



CITY COUNCIL SPECIAL AND REGULAR MEETING AGENDA

Tuesday, June 11, 2013
5:30 P.M.
701 Laurel Street, Menlo Park, CA 94025
City Council Chambers

5:30 P.M. CLOSED SESSION (1st floor Council Conference Room, Administration Building)

Public Comment on these items will be taken prior to adjourning to Closed Session

CL1. Closed Session pursuant to Government Code section 54957.6 to conference with labor negotiators regarding labor negotiations with the Police Officers Association (POA) and Police Management Association (PMA)

Attendees: Alex McIntyre, City Manager, Starla Jerome-Robinson, Assistant City Manager, Bill McClure, City Attorney, Gina Donnelly, Human Resources Director, Robert Jonsen, Police Chief, Dave Bertini, Commander

CL2. Closed Session with legal counsel pursuant to Government Code Section 54956.9(b)(1) regarding potential litigation: 1 case

7:00 P.M. REGULAR SESSION

ROLL CALL – Carlton, Cline, Keith, Ohtaki, Mueller

PLEDGE OF ALLEGIANCE

REPORT FROM CLOSED SESSION

ANNOUNCEMENTS

A. PRESENTATIONS AND PROCLAMATIONS - None

B. COMMISSION/COMMITTEE VACANCIES, APPOINTMENTS AND REPORTS

B1. Environmental Quality Commission report on the status of their 2-year Work Plan

B2. Consider applicants for appointment to fill one vacancy on the Bicycle Commission and one vacancy on the Environmental Quality Commission ([Staff report #2013-106](#))

C. PUBLIC COMMENT #1 (Limited to 30 minutes)

Under "Public Comment #1", the public may address the Council on any subject not listed on the agenda and items listed under the Consent Calendar. Each speaker may address the Council once under Public Comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The Council cannot act on items not listed on the agenda and, therefore, the Council cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

D. CONSENT CALENDAR

- D1.** Authorize the City Manager to enter into a contract with Kidango Foods in an amount not to exceed \$78,464 for the delivery of food services at the Belle Haven Child Development Center for FY 2013-14 ([Staff report #13-093](#))
- D2.** Award a construction contract for traffic signal modification at the intersection of Sand Hill Road and Branner Drive to W. Bradley Electric, Inc., in the amount of \$61,000, and authorize a total budget of \$71,700 for construction, contingencies, material testing, inspection and construction administration ([Staff report #13-094](#))
- D3.** Authorize the City Manager to enter into a cost-sharing agreement with West Bay Sanitary District for an amount not to exceed \$300,000 for the resurfacing of various streets including Oakhurst Place, Hedge Road, Del Norte Avenue, Flood Park, Dunsmuir Way, Greenwood Place, Greenwood Drive, and a portion of Bay Road, including minor drainage improvements ([Staff report #13-095](#))
- D4.** Approve and implement the Oak Knoll School Safe Routes to School Plan ([Staff report #13-096](#))
- D5.** Approve the draft public outreach and development agreement negotiation process and authorize the City Manager to approve a contract with ICF International in the amount of \$471,406 and future augments as may be necessary to complete the Environmental Impact Report and Fiscal Impact Analysis for the SRI Campus Modernization Project ([Staff report #13-097](#))
- D6.** Waive the reading and adopt an ordinance to amend Chapter 16.79 (Secondary Dwelling Units) of Title 16 (Zoning) of the Menlo Park Municipal Code ([Staff report #13-098](#))
- D7.** Authorize the City Manager to execute a sixty day extension to the existing agreement between the City of Menlo Park and Redflex Traffic Systems, Inc. for its Photo Red Light Enforcement Program ([Staff report #13-108](#))
- D8.** Accept minutes from the Council meeting of April 16, 2013 ([Attachment](#))

E. PUBLIC HEARINGS

- E1.** Adopt a resolution recommending that the San Mateo County Flood Control District impose basic and additional charges for funding the fiscal year 2013-14 countywide National Pollutant Discharge Elimination System general program ([Staff report #13-099](#))
- E2.** Adopt a resolution authorizing collection of a regulatory fee at existing rates to implement the local City of Menlo Park Storm Water Management Program for Fiscal Year 2013-14 ([Staff report #13-100](#))
- E3.** Adopt a resolution overruling protests, ordering the improvements, confirming the diagram, and ordering the Levy and Collection of Assessments at the existing fee rates for Sidewalk and Tree Assessments for the City of Menlo Park Landscaping Assessment District for Fiscal Year 2013-14 ([Staff report #13-101](#))

F. REGULAR BUSINESS

- F1.** Adoption of Resolutions: Adopting the 2013-14 Budget and Capital Improvement Program for the City of Menlo Park; Establishing the appropriations limit for Fiscal Year 2013-14; Establishing a consecutive temporary tax percentage reduction in Utility Users Tax Rates; and amending the Management and Confidential Compensation System ([Staff report #13-102](#))
- F2.** Approval of the following Items related to the Housing Element: 1) Work Program for Implementation of Housing Programs for Zoning Amendments to address emergency shelters, transitional and supportive housing, and reasonable accommodations and the Housing Element Update for the 2014-2022 planning period; 2) Authorization for the City Manager to enter into consulting services in an amount not to exceed \$70,000 to complete the Work Program; and 3) Re-establishment of a Housing Element Steering Committee and appointment of two Council Members ([Staff report #13-103](#))
- F3.** Approve the retention of 25 Riordan Place in the Below Market Rate (BMR) Program and support appropriation of BMR Funds as needed to prepare the unit for sale or provide direction to sell the property for fair market value ([Staff report #13-104](#))
- F4.** Consider state and federal legislative items, including decisions to support or oppose any such legislation, and items listed under Written Communication or Information Item:
(1) Request from Council Member Keith requesting the City Council take a position on AB 188 (Ammiano) Property Taxation: Change in Ownership ([Staff report #13-110](#))

G. CITY MANAGER'S REPORT – None

H. WRITTEN COMMUNICATION – None

I. INFORMATIONAL ITEMS

- I1.** Belle Haven Child Development Center Self Evaluation Report for the Child Development Division of the California Department of Education for fiscal year 2012-13 ([Staff report #13-105](#))
- I2.** Status report regarding labor negotiations ([Staff report #13-109](#))

J. COUNCILMEMBER REPORTS

- J1.** 500 El Camino Real Subcommittee report ([Staff report #13-107](#))

K. PUBLIC COMMENT #2 (Limited to 30 minutes)

Under "Public Comment #2", the public if unable to address the Council on non-agenda items during Public Comment #1, may do so at this time. Each person is limited to three minutes. Please clearly state your name and address or jurisdiction in which you live.

L. ADJOURNMENT

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at <http://www.menlopark.org> and can receive e-mail notification of agenda and staff report postings by subscribing to the "Home Delivery" service on the City's homepage. Agendas and staff reports may also be obtained by contacting the City Clerk at (650) 330-6620. Copies of the entire packet are available at the library for viewing and copying. (Posted: 06/06/2013)

At every Regular Meeting of the City Council, in addition to the Public Comment period where the public shall have the right to address the City Council on the Consent Calendar and any matters of public interest not listed on the agenda, members of the public have the right to directly address the City Council on any item listed on the agenda at a time designated by the Mayor, either before or during the Council's consideration of the item.

At every Special Meeting of the City Council, members of the public have the right to directly address the City Council on any item listed on the agenda at a time designated by the Mayor, either before or during consideration of the item.

Any writing that is distributed to a majority of the City Council by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available for inspection at the Office of the City Clerk, Menlo Park City Hall, 701 Laurel Street, Menlo Park, CA 94025 during regular business hours. Members of the public may send communications to members of the City Council via the City Council's e-mail address at city.council@menlopark.org. These communications are public records and can be viewed by any one by clicking on the following link: <http://ccin.menlopark.org>

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ADMINISTRATIVE SERVICES DEPARTMENT

Council Meeting Date: June 11, 2013
Staff Report #: 13-106

Agenda Item #: B-2

COMMISSION REPORT: Consider applicants for appointment to fill one vacancy on the Bicycle Commission and one vacancy on the Environmental Quality Commission

RECOMMENDATION

Staff recommends appointing applicants to fill one vacancy on the Bicycle Commission and one vacancy on the Environmental Quality Commission.

BACKGROUND

Staff has been recruiting for the vacant positions by publishing press releases in the *Daily News* and posting notices on the City's website and City bulletin board.

There is one vacancy on the Bicycle Commission due to the expired term of four previous commissioners. Three of the vacant seats were filled at Council's regular meeting on May 7, 2013. Due to the ineligibility of one applicant who did not meet the residency requirement, one vacancy remained unfilled. Since that meeting, the City Clerk's office has received two additional qualified applications. The applicant selected will serve through April 30, 2016.

Applicants for the Bicycle Commission vacancy are:

- David Axelrod
- Fred Berghout

There is one vacancy on the Environmental Quality Commission due to the appointment of Adina Levin to the Transportation Commission. The applicant selected will serve through April 30, 2017.

Applicants for the Environmental Quality Commission vacancy are:

- Elizabeth Houck
- Deborah Martin

ANALYSIS

Pursuant to City Council Policy CC-01-0004 (Attachment A), commission members must be residents of the City of Menlo Park and serve for designated terms of four years, or through the completion of an unexpired term. Residency for all applicants has been verified by the City Clerk's office.

In addition, the Council's policy states that the selection/appointment process shall be conducted before the public at a regularly scheduled meeting of the City Council. Nominations will be made and a vote will be called for each nomination. Applicants receiving the highest number of affirmative votes from a majority of the Council present shall be appointed.

IMPACT ON CITY RESOURCES

Staff support for selection of commissioners is included in the FY 2012-13 Budget.

POLICY ISSUES

Council Policy CC-01-004 establishes the policies, procedures, roles and responsibilities for the City's appointed commissions and committees.

Currently the budget metrics set a goal of two applications for each appointment. That goal has been achieved in this instance.

ENVIRONMENTAL REVIEW

The proposed action does not require environmental review.

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

- A. Excerpt from Council Policy CC-01-004, page 5
- B. Commission Applications*

Report prepared by:
Pamela Aguilar
Interim City Clerk

*Attachment B will not be available on-line, but is available for review at City Hall in the City Clerk's Office during standard City operating hours.

City of Menlo Park		City Council Policy
Department City Council Subject Commissions/Committees Policies and Procedures and Roles and Responsibilities	Page 5 of 10	Effective Date 3-13-01
	Approved by: Motion by the City Council on 03-13-2001; Amended 09-18-2001; Amended 04-05-2011	Procedure # CC-01-0004

Application/Selection Process

1. The application process begins when a vacancy occurs due to term expiration, resignation, removal or death of a member.
2. The application period will normally run for a period of four weeks from the date the vacancy occurs. If there is more than one concurrent vacancy in a Commission, the application period may be extended. Applications are available from the City Clerk’s office and on the City’s website.
3. The City Clerk shall notify members whose terms are about to expire whether or not they would be eligible for reappointment. If reappointment is sought, an updated application will be required.
4. Applicants are required to complete and return the application form for each Commission/Committee they desire to serve on, along with any additional information they would like to transmit, by the established deadline. Applications sent by fax, email or submitted on-line are accepted; however, the form submitted must be signed.
5. After the deadline of receipt of applications, the City Clerk shall schedule the matter at the next available regular Council meeting. All applications received will be submitted and made a part of the Council agenda packet for their review and consideration. If there are no applications received by the deadline, the City Clerk will extend the application period for an indefinite period of time until sufficient applications are received.
6. Upon review of the applications received, the Council reserves the right to schedule or waive interviews, or to extend the application process in the event insufficient applications are received. In either case, the City Clerk will provide notification to the applicants of the decision of the Council.
7. If an interview is requested, the date and time will be designated by the City Council. Interviews are open to the public.
8. The selection/appointment process by the Council shall be conducted open to the public. Nominations will be made and a vote will be called for each nomination. Applicants receiving the highest number of affirmative votes from a majority of the Council present shall be appointed.
9. Following a Council appointment, the City Clerk shall notify successful and unsuccessful applicants accordingly, in writing. Appointees will receive copies of the City’s Non-Discrimination and Sexual Harassment policies, and disclosure statements for those members who are required to file under State law as designated in the City’s Conflict of Interest Code. Copies of the notification will also be distributed to support staff and the Commission/Committee Chair.
10. An orientation will be scheduled by support staff following an appointment (but before taking office) and a copy of this policy document will be provided at that time.

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COMMUNITY SERVICES DEPARTMENT

Council Meeting Date: June 11, 2013
Staff Report #: 13-093

Agenda Item #: D-1

INFORMATIONAL ITEM: Authorize the City Manager to Enter Into a Contract With Kidango Foods in an Amount Not to Exceed \$78,464 for the Delivery of Food Services at the Belle Haven Child Development Center for FY2013-14

RECOMMENDATION

Staff recommends that the Council authorize the City Manager to enter into a contract with Kidango Foods in an amount not to exceed \$78,464 for the delivery of food services at the Belle Haven Child Development Center for FY 2013-14.

BACKGROUND

The City of Menlo Park has operated the Belle Haven Child Development Center (BHDC) for over 30 years. An important component of the program is the breakfast and lunch served to each child every day. Meal services must comply with the California Child and Adult Care Food Program meal pattern requirements (including quantity of food and food types for each age group) as well as the nutritional standards for breakfast and lunch as established by the United States Department of Agriculture (USDA). The BHDC receives meal reimbursements through the USDA based on income levels of families served as well as daily attendance. Contracts for food services must be renewed annually due to USDA requirements limiting the length of a contract to one year and disallowing automatic renewal provisions. The contract for food services must also be submitted to the California Department of Education in order to ensure compliance with all the provisions and standards set forth by the USDA.

The BHDC is licensed for 96 children and has an average daily meal count of approximately 72 breakfasts and lunches. The Center is currently contracted by the State to remain open for 246 days a year, which results in the need for approximately 35,425 meals per year. Staff is not anticipating any change in operations during Fiscal Year 2013-14 that would impact this number.

ANALYSIS

Bids for the delivery of breakfast and lunch were solicited from food service vendors in the area. BHDC's previous vendor discontinued their participation in preparing food

for Child and Adult Care Food Programs effective June 30, 2013, therefore a new vendor was needed for the program. Bids were sent to Kidango, Choice Lunch, Kid Chow, Taste Nutrition Services and to the Ravenswood City School District, however only one formal bid was received by Kidango. Kidango's proposed pricing matched the prices of the previous vendor, Revolution Foods.

Kidango provides excellent menu options, nutrition education for parents and children, sack lunches for field trips, daily milk and fresh fruit. Kidango meals are prepared fresh daily from their central kitchen located in Fremont, California that is licensed and inspected by the Alameda County Health Department. The Kidango program exceeds the requirements of the USDA Child Care Food Program. They strive to provide meals that are both nutritious and delicious. Kidango meals contain no high fructose corn syrup, no added sugar or salt and no nitrates or nitrites in the meats. They use baked goods containing whole grains and homemade recipes with whole foods. Kidango's nutrition staff make special meals to meet children's dietary restrictions and incorporate multi-cultural meals to introduce the children to an array of tastes and textures. Kidango prepares meals encouraging agencies to support family style dining and exposes children to new foods, promotes a relaxed eating atmosphere, and fosters conversation and learning.

Kidango is a very environmental and energy conscious company. They use no disposable food containers in their kitchen or for transporting their food. They use energy efficient appliances and insulated food storage containers that maintain food temperature for up to four hours. They have virtually no food waste and all their food labels are dissolvable in the dishwasher. They have also offered to cut down the daily waste at BHDCDC by washing reusable dishes on a daily basis.

The City receives reimbursement from the USDA through the Child Care Food Program for a fixed amount for each child's meals. The current reimbursement rate varies based on the child's family income and ranges from a base rate of \$ 0.27 to \$1.55 for breakfast, \$0.27 to \$2.86 for lunch, and \$0.07 to \$0.78 for snacks. Fiscal 2012-13 data indicates that of the children qualifying for a meal subsidy, approximately 13 percent qualified for the base reimbursement rate, 19 percent qualified for the reduced-price reimbursement rate and 68 percent qualified for full subsidy reimbursement rate. At the per meal prices quoted in the bid, the full-year cost for seventy-two breakfasts and lunches per day would be \$78,464.

IMPACT ON CITY RESOURCES

The contract with Kidango will not exceed \$78,464 for approximately twelve months of service. Additional food costs (extra snacks, condiments, dry goods, etc.) are estimated at \$7,084 for the twelve-month period, bringing the maximum annual cost of food services for the program to \$85,548. It is estimated that the City will receive \$77,771 in Federal food grant reimbursements (breakfast, lunch and snacks), resulting in a net cost to the City of \$7,777. This net cost is included in the 2013-14 budget for the Belle Haven Child Development Center in the General Fund.

POLICY ISSUES

The recommendation does not represent any change to existing City policy.

ENVIRONMENTAL REVIEW

Approval of the contract is not deemed a project under the California Environmental Quality Act.

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

- A. Kidango Foods Meal Service Proposal for FY2013-14

Report prepared by:
Natalie Bonham
Program Supervisor - BHCDC

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MEAL SERVICE PROPOSAL FOR MENLO PARK'S BELLE HAVEN CHILD DEVELOPMENT CENTER

Natalie Bonham, Program Supervisor
Belle Haven Child Development Center
City of Menlo Park

Respectfully Submitted By:

Dan Trimble, Director, Development & Communications
Jenny Dell'Osso, Nutrition Services Manager
09 May 2013

Kidango, Inc.
44000 Old Warm Springs Blvd
Fremont, CA 94536-2930
(510) 897-6000 | hello@kidango.org
Federal Tax ID #94-2581686

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Cover Letter



09 May 2013

Natalie Bonham
Belle Haven Child Development Center
410 Ivy Drive
Menlo Park, CA 94025

Dear Ms. Bonham:

Thank you so much for your time with my staff discussing the need for nutritious, family style meals for the children enrolled at the Belle Haven Child Development Center. We are genuinely excited about the opportunity to work together, and respectfully submit the enclosed proposal for consideration. Thank you for the opportunity to present a proposal.

Kidango currently serves over 5,000 freshly prepared meals every day, delivered hot to nearly fifty child development centers in four counties. We accommodate restricted diets, including vegetarian meals. Our ethnically diverse menu is served family style, and we are renowned for the variety and quality of our ingredients. The enclosed bid demonstrates our capacity to deliver the same high-quality service to Belle Haven.

Kidango accepts all of the requirements contained in your request for proposals and the CACFP contract, and we are eager to begin working with your center.

If you have any questions during your consideration of our proposal and bid, please do not hesitate to contact us at any time:

Jenny Dell'Osso
Nutrition Services Program Manager

(510) 933 -3960 office
(510) 846-8836 cell
jenny.dell-osso@kidango.org

Dan Trimble
Director, Development & Communications

(510) 897-6913 office
(415) 203-8047 cell
dtrimble@kidango.org

Very Respectfully,

Paul Miller
Executive Director
Kidango, Inc.

About Kidango

Kidango works to ensure all children have access to the best possible opportunities for growth.

Founded in 1979 and now one of California's largest private, nonprofit child development agencies, Kidango serves 3,000 children in five counties every day. Our work in early childhood education and healthcare serves an ethnically- and socioeconomically-diverse population from families well below the poverty level to wealthier families; all looking for an exceptional early childhood experience for their children.

Kidango has emerged as a state-wide leader creating award-winning programs and advocating for each community we serve. We promote inclusion, school readiness, identifying and helping high-risk populations, and promoting increases in social, emotional, and cognitive development in children's earliest and most critical years. We are one of the few agencies with noted expertise spanning the full continuum of childhood development from early care and education to nutrition to mental health and early intervention.

We achieve our mission by focusing on seven core values that shape the ballast of everything we do and guide our approach to managing our relationships with and within the communities we serve:

- Providing exemplary services
- Promoting potential
- Partnering for progress
- Nurturing relationships
- Embracing differences
- Advocating for improvement
- Improving through reflective practice

Kidango is headquartered in Fremont, CA with approximately 550 employees and an annual budget of \$30 million.

Serving Kids

Kidango works to ensure all children have access to the best possible opportunities for growth, focused on early learning and health. While we operate nearly 75 home- and center-based preschool and early learning programs designed to inspire children, we also offer a range of parenting education, nutrition, mental health, and early intervention services to parents, governments, school districts, and other agencies that empower the family and build stronger communities. The common thread in these integrated programs is a singular focus on maximizing opportunity for kids. They are at the heart of everything we do.

Kidango serves all children and families, irrespective of their family income or background. Recognizing the absolute necessity of school readiness for all children, our preschool programs offer a host of flexible options. These include part day and full day programming, private pay tuition options, tuition subsidies to qualifying families, and Head Start offerings. And our fresh, nutritious meals served family style are included at our own centers, and available on contract to other agencies and partners in the community.

Kidango children represent the rich ethnic, cultural, and economic diversity of the communities we serve. Approximately 20% of the children are Caucasian, 22% are Asian, 40% are Hispanic, and 18% are African American.

Overburdened and underserved parents often struggle to provide their children with the most basic of needs. Yet the average underserved child is up to 18 months behind in development by the time they reach kindergarten. Since our founding, ensuring these families have access to the same high quality care as wealthier families has been a cornerstone of our mission. These families face socio-economic disparity, rising levels of unemployment, loss of housing, immigration status, trans-generational gang involvement, cultural and language barriers, and violence. A lack of consistent, nutritious meals only exacerbates many of their challenges. All Kidango services are carefully tailored to serve children in their earliest and most critical years.

Nutrition Experience

Kidango's nutrition department prepares 5,500 meals each day, delivered to nearly fifty child development centers as well as other partner agencies and community facilities throughout the Bay Area. The Nutrition department's mission is to help children develop good relationships with food—impacting their experiences with food and, by extension, their health.

We firmly believe it is every child's right—and our responsibility as parents, adults, and society—to have safe, nutritious food. Children need such food to provide their growing bodies with the essential nutrients required for proper brain development, and to grow up healthy.

High-Quality Nutrition Services

Kidango provides nutritious breakfasts, lunches and snacks for a range of part-day and full-day preschool, early care, and school-age programs. All Kidango meals are tailored to the ages of the children. For infants, we provide formula and commercially prepared baby food.

Meals are prepared fresh daily from our central kitchen and exceed the requirements of the USDA Child Care Food Program. We strive to always provide meals that are both nutritious and delicious—making every bite count towards the growth of each child we serve. To provide essential building blocks to every child:

- We do not serve beef or pork.
- Our meals do not contain high fructose corn syrup or added sugar.
- We use whole grains wherever possible, and 90% of the breads and grains we serve are whole grain.
- We do not use smoked meats or meats preserved with nitrates or nitrites.
- We use simple ingredients, homemade recipes and whole foods.
- Our frozen vegetables are unpreserved, untreated, and flash-frozen.
- We do not add sugar or salt to our recipes.
- We prepare meals for and encourage agencies to support family style dining that exposes children to new foods, promotes a relaxed eating atmosphere, and fosters conversation and learning.

Cultural Proficiency

Building high levels of trust, safety, and respect with families and youth begins with diverse direct service staff who are bilingual or bicultural. They are representative of the extremely diverse ethnic groups Kidango and our partners serve. We are proud of our culture of inclusion and programs that promote diversity, and our ethnically-diverse leadership team and board.

This proficiency further extends to the meals and food choices in our nutrition program. We offer a rich range of foods from many parts of the world, all prepared to the same high standards for quality.

Flexibility & Support

We are looking forward to working with the Belle Haven Child Development Center staff in your transition to the food program provided by Kidango.

We will meet with your center staff prior to starting delivery to instruct them in receiving, preparing, and serving meals. We are always open to suggestions can reasonable menu substitutions.

Kidango will provide three site visits per year for compliance and monitoring, and an assessment of meal counts, proper handling and serving of food, cleanliness, and other health, sanitation, and procedural matters. Site monitoring is required by the Child and Adult Care Food Program (CACFP).

Kidango's Team

Nutrition Services Program Staff

Jenny Dell'Osso, *Nutrition Services Manager*

Jenny has long been a passionate advocate for great food and nutrition—especially for children. She brings to Kidango a unique background that has enabled her to dramatically strengthen the efficacy and cost-effectiveness of the agency's nutrition programs while upgrading kitchen equipment and improving food quality for the 3,000 children served each day. Earlier in her career, she supervised 4 CFN truck stops for 7 years, completely revamping their food operations and delis to be healthier and more profitable. Among others, she has also worked for Burlington Environmental, USPCI, and EnSCO in hazardous materials handling, explosives deactivation, and environmental/waste remediation. She earned a Master of Science in Nutrition and a Bachelor of Arts in Chemistry.

Jocelyn Velez, *Assistant Manager*

Jocelyn has worked in food service for over ten years, most recently providing meals for two private schools in the bay area, and managing a large chain restaurant. Jocelyn oversees every meal that leaves the kitchen, especially meals prepared for our over 200 children with special dietary needs.

Carol Wong, *Nutrition Compliance Specialist*

Carol Wong joined Kidango as a Nutrition Compliance Specialist. She is responsible for meal claims, site monitoring, special meal accommodations, and ensuring our CACFP paperwork is in order. She earned her Bachelor of Science in Clinical Nutrition from UC Davis and is currently working on her Dietician Technician Registered (DTR) certification.

Headquarters Administrative Staff

Paul Miller, *Executive Director*

Paul Miller has over 35 years' experience in the full continuum of early childhood development, from early care to education, nutrition, and mental health. As the chief executive of Kidango, he oversees all Kidango programs and supervises performance of all governmental and partner contracts and grants for serving at-risk youth and families. He will provide contract and budget oversight to the Belle Haven CDC and Kidango contract. Paul earned a Bachelor of Arts in Sociology and Math, and a Masters in Administration.

Karen Flores, *Deputy Director*



With more than 15 years of experience working with children and families, Karen Flores is Kidango's deputy director. She directly supervises Kidango's education, nutrition, and mental health programs, and previously served as the agency's Director of Mental Health. Earlier in her career, Karen developed and taught childhood health programs for Ann Sullivan Preschool and

Elementary School in Naucalpan, Mexico; taught classes at Kaiser Permanente in San Jose; and lead a series of bilingual workshops on childhood development for parents. She is a licensed psychologist in Mexico and earned a master's degree in Counseling Psychology from JFK University.

Dan Trimble, *Director, Development & Communications*

Dan joined Kidango in January 2013 and heads the agency's communications, community engagement, enrollment marketing, and development efforts. Dan's development team will provide support to Belle Haven CDC and Kidango's Nutrition Services department in reporting, program monitoring, and site visits to ensure compliance with contractual obligations. Prior to joining Kidango, Dan worked for nearly twenty years in high-tech and public sector marketing, program management, and politics. He is also a commissioned officer in the US Coast Guard Reserve, specializing in intelligence and disaster management. He earned his undergraduate in Business Administration, International Business, and Public Administration from Golden Gate University and has studied interagency strategic planning at the Joint Staff College.

Appendix A:
Sample Menu





Monday	Tuesday	Wednesday	Thursday	Friday
		1 Homemade Minestrone Soup Breadsticks Pears Milk	2 Sloppy Joes Whole Wheat Roll Green Beans Fresh Fruit Milk	3 Turkey “Ham” and and Cheese Rollups Garden Salad Fresh Fruit Milk
6 Grilled Chicken Breast Wheat Roll Capri Vegetables Peaches Milk	7 Whole Grain Spaghetti w/Ground Turkey Romaine Salad Fresh Fruit Milk	8  Spanish Chickpea Stew Whole Grain Biscuit Pears Milk	9 Chicken Fajitas Whole Grain Tortilla Baby Carrots Fresh Fruit Milk	10 Black Bean Salad Corn Muffin Fresh Fruit Milk
13 Breaded Alaskan Fish Fresh Lemon Wedge Broccoli Peaches Milk	14 Chicken Penne Pasta Garden Salad Fresh Fruit Milk	15 Tostada/Tortilla (T) w/Refried Beans, Cheese, Lettuce, Salsa Pears Milk	16 Isaac’s Chicken Whole Wheat Roll Green Beans Fresh Fruit Milk	17 Sunflower Butter on Lavash Bread Garden Salad Apples Milk
20 Turkey Meatballs Breadsticks Mixed Vegetables Peaches Milk	 21 Crunchy Hawaiian Chicken Wrap Fresh Fruit Milk	22 Filipino Torta (Ground Turkey and Brown Rice), Veggie Sticks Pears Milk	23 Bean and Cheese Burritos, Salsa Corn Fresh Fruit Milk	24 Chinese Chicken Salad Sesame Sticks Fresh Fruit Milk
27 Memorial Day Kidango Closed	28 Macaroni and Cheese Peas & Carrots Fresh Fruit Milk	29 Kidango Tacos w/Ground Turkey, Lettuce, Cheese Pears Milk	30 Turkey Burger Whole Wheat Bun Baby Carrots Fresh Fruit Milk	31 Monterey Jack on Goldfish Bread Garden Salad Fresh Fruit Milk

All Meals Meet CACFP Requirements Minimum Requirements; Toddler- 1/2 cup milk, 1 oz Meat/Meat Alternate, 1/2 cup fruit/veg, 1/2 slice bread; Preschool- 3/4 cup milk, 1.5 oz Meat/Meat Alternate, Fruit/Veg 1/2 Cup, Bread 1/2 Slice. School Age: 1 cup milk, 2 oz Meat/ Meat Alternate, Fruit/veg 3/4 cup, Bread 1 slice. Nutrition Department: 510-933-3960. **T= Toddler**



Menu subject to change

Breakfast – May 2013

Breakfast Served 7:00-9:30am

Monday	Tuesday	Wednesday	Thursday	Friday
		1 French Toast Mixed Fruit Milk	2 Whole Grain Waffles Pears Milk	3 Rice Chex Cereal Bananas Milk
6 Cheerios Oranges Milk	7  Egg and Cheese on Whole Wheat English Muffin Peaches Milk	8 Whole Wheat Toast Fresh Fruit Milk	9 Whole Grain Pancakes Pears Milk	10 Corn Flakes Bananas Milk
13 Rice Krispies Oranges Milk	14 Whole Wheat Bagel and Cream Cheese Peaches Milk	15 French Toast Mixed Fruit Milk	16 Whole Grain Waffles Pears Milk	17 Cinnamon Toasties Cereal Bananas Milk
20 Cheerios Oranges Milk	21 Whole Wheat English Muffin Peaches Milk	22 Whole Wheat Toast Fresh Fruit Milk	23  Turkey Sausage on Whole Grain Biscuit Pears Milk	24 Corn Flakes Bananas Milk
27 Memorial Day Kidango Closed	28 Rice Krispies Oranges Milk	29 French Toast Mixed Fruit Milk	30 Whole Grain Waffles Pears Milk	31 Bran Flakes Bananas Milk

All Meals Meet CACFP Requirements Minimum Requirements; Toddler- 1/2 cup milk, 1/2 cup fruit/veg, 1/2 slice/serving bread; Preschool- 3/4 cup milk, Fruit/Veg 1/2 Cup, Bread 1/2 Slice/serving; School Age-1 cup milk, Fruit/veg 1/2 cup, Bread 1 slice/serving. Nutrition Department: 510-933-3960. **T= Toddler substitution**

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Fresh Fruit Milk	2 Blueberry Muffin Milk	3 Mandarin Oranges Yogurt Water
6 Graham Crackers Milk	7 Pretzels/Goldfish (T) Milk	8 Fresh Fruit Milk	9 Animal Crackers Milk	10 Guppy Crackers Milk
13 Pita Chips and Hummus Milk	14 Tortilla and Cheese Rollups Water	15 Fresh Fruit Milk	16 Veggie Sticks and Ranch Milk	17 Tri-Color Tortilla Chips and Salsa (P) Animal Crackers (T) Milk
20 Fruit Yogurt Milk	21 Graham Crackers and Cream Cheese Milk	22 Fresh Fruit Milk	23 Granola Bar Milk	24 Pretzels/Goldfish (T) Milk
27 Memorial Day Kidango Closed	28 Veggie Sticks and Ranch Milk	29 Fresh Fruit Milk	30 Pita Chips and Hummus Milk	31 Animal Crackers Milk

All Meals Meet CACFP Requirements Minimum Requirements (two components); Toddler- 1/2 cup milk and/or 1 oz Meat/Meat Alternate, 1/2 cup fruit/veg, and/or 1/2 slice bread; Preschool- 1/2 cup milk and/or 1/2 oz Meat/Meat Alternate and/or Fruit/Veg 1/2 Cup and/or Bread 1/2 Slice. School Age: 1 cup milk and/or 1 oz Meat/ Meat Alternate and/or Fruit/veg 3/4 cup, Bread 1 slice. Nutrition Department: 510-933-3960. **T= Toddler Substitution**

Vegetarian Lunch-May 2013

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Homemade Minestrone Soup Breadsticks Fresh Fruit Milk	2 Quinoa Sloppy Joes Whole Wheat Roll Green Beans Pears, Milk	3 Cheese Rollups Garden Salad Fresh Fruit Milk
6 Veggie Burger Wheat Roll Capri Vegetables Peaches Milk	7 Whole Grain Spaghetti w/Cheese Romaine Salad Fresh Fruit Milk	8  Spanish Chickpea Stew Whole Grain Biscuit Pears Milk	9 Veggie Fajitas Whole Grain Tortilla Baby Carrots Fresh Fruit Milk	10 Black Bean Salad Corn Muffin Fresh Fruit Milk
13  Falafel on Naan Broccoli Peaches Milk	14 Parmesan Penne Pasta Garden Salad Fresh Fruit Milk	15 Tostada/Tortilla (T) w/Refried Beans, Cheese, Lettuce, Salsa Pears Milk	16 BBQ Baked Beans Whole Wheat Roll Green Beans Fresh Fruit Milk	17 Sunflower Butter on Lavash Bread Garden Salad Apples Milk
20 Meatless Meatballs Breadsticks Mixed Vegetables Peaches Milk	21  Crunchy Hawaiian Veggie Wrap Fresh Fruit Milk	22 Beans and Rice Veggie Sticks Pears Milk	23 Bean and Cheese Burritos, Salsa Corn Fresh Fruit Milk	24 Chinese Edamame Salad Sesame Sticks Fresh Fruit Milk
27 Memorial Day Kidango Closed	28 Macaroni and Cheese Peas & Carrots Fresh Fruit Milk	29 Kidango Tacos w/Refried Beans, Lettuce, Cheese Pears Milk	30 Veggie Burger Whole Wheat Bun Baby Carrots Fresh Fruit Milk	31 Monterey Jack on Goldfish Bread Garden Salad Fresh Fruit Milk

All Meals Meet CACFP Requirements Minimum Requirements for Preschool: 3/4 cup milk, 1.5 oz alternative protein, Vegetables, Fruit 1/2 Cup, Bread 1/2 Slice; Toddler 1/2 cup milk, 1 oz alternative protein, 1/2 cup vegetables, fruit; School Age 1 cup milk, 2 oz. alternative protein, Vegetables, Fruit 3/4 cup, Bread 1 slice. Nutrition Department: 510-933-3960. **T= Toddler substitution**

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Crackers and Cheese Water	2 Fresh Fruit Milk	3 Blueberry Muffin Milk
6 Mandarin Oranges Yogurt Water	7 Graham Crackers Milk	8 Pretzels/Goldfish (T) Milk	9 Fresh Fruit Milk	10 Animal Crackers Milk
13 Guppy Crackers Milk	14 Pita Chips and Hummus Milk	15 Tortilla and Cheese Rollups Water	16 Fresh Fruit Milk	17 Veggie Sticks and Ranch Milk
20 Tri-Color Tortilla Chips and Salsa (P) Animal Crackers (T) Milk	21 Fruit Yogurt Milk	22 Graham Crackers and Cream Cheese Milk	23 Fresh Fruit Milk	24 Granola Bar Milk
27 Memorial Day Kidango Closed	28 Pretzels/Goldfish (T) Milk	29 Veggie Sticks and Ranch Milk	30 Fresh Fruit Milk	31 Pita Chips and Hummus Milk

All Meals Meet CACFP Requirements Minimum Requirements (two components); Toddler- 1/2 cup milk and/or 1 oz Meat/Meat Alternate, 1/2 cup fruit/veg, and/or 1/2 slice bread; Preschool- 1/2 cup milk and/or 1/2 oz Meat/Meat Alternate and/or Fruit/Veg 1/2 Cup and/or Bread 1/2 Slice. School Age: 1 cup milk and/or 1 oz Meat/ Meat Alternate and/or Fruit/veg 3/4 cup, Bread 1 slice. Nutrition Department: 510-933-3960. **T= Toddler Substitution**

Appendix B:
Kidango Financials



Unaudited Interim Financial Statements and Additional Information
For The Twelve Month Period Ended June 30, 2012

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FINANCIAL STATEMENTS:

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KIDANGO, INC.
AUDITED INTERIM STATEMENT OF FINANCIAL POSITION
 June 30, 2012
 (With Comparative Totals for 2011)

ASSETS	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Audited Total June 30, 2012</u>	<u>Audited Total June 30, 2011</u>
CURRENT ASSETS				
Cash and Cash Equivalents (Note 1)	\$ 136,362		\$ 136,362	\$ 522,646
Grants and Contributions Receivable (Note 2)	5,291,089	194,482	5,485,571	3,515,330
Accounts Receivable, Net of Allowance of \$181,712 (Note 3)	163,077		163,077	323,358
Affiliated Entities	134,433		134,433	70,611
Prepaid Expenses (Note 4)	81,219		81,219	28,462
TOTAL CURRENT ASSETS	<u>5,806,180</u>	<u>194,482</u>	<u>6,000,662</u>	<u>4,460,406</u>
INVESTMENTS (Note 5)				
	2,114		2,114	1,977
NET PROPERTY, EQUIPMENT, AND SITES				
IMPROVEMENTS (Note 6)	7,183,124		7,183,124	6,501,697
DEPOSITS (Note 7)	65,799		65,799	78,303
TOTAL ASSETS	<u>\$ 13,057,217</u>	<u>\$ 194,482</u>	<u>\$ 13,251,699</u>	<u>\$ 11,042,382</u>
LIABILITIES AND NET ASSETS				
CURRENT LIABILITIES				
Current Portion - Mortgage & Capital Leases Payable (Note 8)	\$ 105,423		\$ 105,423	\$ 94,491
Line of Credit (Note 9)	2,000,000		2,000,000	0
Accounts Payable and Accrued Expenses (Note 10)	2,468,454		2,468,454	2,749,129
Due to Funder (Note 11)	92,502		92,502	337,081
Security Deposit	11,098		11,098	11,098
Due to/From Other Funds	62,961	(62,961)	0	0
CDE Advance FY 11-12	0		0	0
CDE Reserve	589,417		589,417	589,122
TOTAL CURRENT LIABILITIES	<u>5,329,854</u>	<u>(62,961)</u>	<u>5,266,893</u>	<u>3,780,921</u>
MORTGAGE PAYABLE (Note 8)	1,894,796		1,894,796	1,972,272
OBLIGATION UNDER CAPITAL LEASE (Note 8)	2,204		2,204	30,152
COMMITMENTS AND CONTINGENCIES				
TOTAL LIABILITIES	<u>7,226,854</u>	<u>(62,961)</u>	<u>7,163,894</u>	<u>5,783,344</u>
NET ASSETS				
Unrestricted and Undesignated	2,748,227		2,748,227	2,726,438
Equipment Fund Balance	3,082,136		3,082,136	2,186,076
Temporarily Restricted (Note 12)		257,443	257,443	346,524
Total NET ASSETS	<u>5,830,363</u>	<u>257,443</u>	<u>6,087,806</u>	<u>5,259,038</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 13,057,217</u>	<u>\$ 194,482</u>	<u>\$ 13,251,699</u>	<u>\$ 11,042,382</u>
Current Ratio	\$1.14 : \$1			

See Notes to Financial Statements

KIDANGO, INC.
AUDITED INTERIM STATEMENT OF ACTIVITIES
FOR THE TWELVE MONTH-PERIOD ENDED JUNE 30, 2012

	Unrestricted	Temporarily Restricted	Total Period Ended 6/30/12
REVENUES AND OTHER SUPPORT:			
Individual and Corporate Contributions	\$ 33,742,25		\$ 33,742,25
Foundations & Other Non Profits	1,000	265,715	266,715
California Department of Education-General Child Care	3,798,675		3,798,675
California Department of Education-State Preschool	13,403,927		13,403,927
CDE - Facilities Renovations & Repairs	0	158,486	158,486
California Department of Education-Family Child Care Homes	980,795		980,795
Child and Adult Care Food Programs	1,526,570		1,526,570
Head Start/Early Head Start	1,191,713		1,191,713
Community Development Block Grants	23,721	32,000	55,721
City Revenue	44,074		44,074
First 5 Revenue	88,218		88,218
County Revenue	2,828,877	32,000	2,860,877
CalSAFE Contract	99,709		99,709
Regional Centers	291,507		291,507
Alternative Payment	593,868		593,868
Other Contracts and Earned Revenue	151,683		151,683
Certified Parent Fees	700,179		700,179
Non-Certified Parent Fees	2,456,899		2,456,899
Fundraising	112,148		112,148
Interest	734		734
Total Revenue	28,328,040	488,201	28,816,240
Released From Restrictions	577,281	(577,281)	0
Total Revenue and Other Support	<u>\$ 28,905,321</u>	<u>\$ (89,081)</u>	<u>\$ 28,816,240</u>
EXPENSES AND LOSSES:			
Salaries	15,502,347		15,502,347
Payroll Taxes	1,159,191		1,159,191
Benefits and Development	2,183,673		2,183,673
Worker's Compensation	706,487		706,487
Total Personnel	<u>19,551,698</u>	<u>0</u>	<u>19,551,698</u>
Child Care Providers	2,427,173		2,427,173
Temporary Services	54,662		54,662
Consultants and Professional Services	501,335		501,335
Supplies	1,650,708		1,650,708
Postage and Printing	86,144		86,144
Occupancy	1,893,462		1,893,462
Conferences, Meetings & Travel	392,563		392,563
Insurance	55,444		55,444
Advertising & Marketing	51,110		51,110
Payroll Services	53,889		53,889
Recruitment	38,526		38,526
Auto Maintenance	62,305		62,305
Interest - Line of Credit	6,786		6,786
Credit Cards Fees	33,220		33,220
Other	74,798		74,798
Equipment & Leasehold Improvements (<\$5,000)	418,536		418,536
Start-Up Expense	54,428		54,428
Capitalized Fixed Assets	222,241		222,241
CDE Facilities Renovations and Repairs	160,643		160,643
CDBG Capital Projects	690,360		690,360
Interest - Mortgage & Capital Leases	130,730		130,730
Depreciation	244,046		244,046
Fundraising	28,728		28,728
Total Non-Personnel	<u>9,331,835</u>	<u>0</u>	<u>9,331,835</u>
TOTAL EXPENSES	<u>\$ 28,883,533</u>	<u>\$ -</u>	<u>\$ 28,883,533</u>
RESULT OF OPERATION	21,788	(89,081)	(67,292)
CHANGE IN NET ASSETS	21,788	(89,081)	(67,292)
CHANGES TO ASSETS			
Capitalized Fixed Assets Donated	1,131,127		1,131,127
Less: Depreciation	(235,067)		(235,067)
TOTAL CHANGES TO ASSETS	896,060	0	896,060
NET INCREASE (DECREASE) TO NET ASSETS	<u>\$ 917,848</u>	<u>\$ (89,081)</u>	<u>\$ 828,767</u>
NET ASSETS, Beginning of Year	<u>\$ 4,912,515</u>	<u>\$ 346,524</u>	<u>\$ 5,259,038</u>
NET ASSETS, End of Interim Period	<u>\$ 5,830,363</u>	<u>\$ 257,443</u>	<u>\$ 6,087,806</u>

See Notes To Financial Statements

KIDANGO, INC.
AUDITED INTERIM COMBINED STATEMENT OF CASH FLOWS
For the Twelve Month-Period Ended June 30, 2012
(With Comparative Totals for 2011)

	Audited Year Ended June 30, 2012	Audited Year Ended June 30, 2011
<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>		
Change in Net Assets	\$ (67,292)	\$ 350,651
Adjustments to reconcile net revenue to cash provided by operating activities		
(Increase) decrease in assets:		
Depreciation	479,113	421,708
Depreciation Charged to Equipment Fund Balance	(235,067)	(151,423)
Unrealized Gain on Investments	(137)	(568)
(Increase) decrease in assets:		
Grants and Contributions Receivable	(1,970,241)	(896,913)
Accounts Receivable	160,280	(42,567)
Bad Debt Expense Charged to Net Assets	0	0
Due From Affiliated Entities	(63,822)	(114,263)
Prepaid Expenses	(52,757)	(14,843)
Deposits	12,504	(29,630)
Increase (decrease) in liabilities:		
Accounts Payable and Accrued Expenses	(280,675)	935,674
Due To Funder	(244,579)	231,483
Security Deposit	0	0
Deferred Revenue	0	0
Due To Affiliated Entities	0	0
California Department of Education Reserve	295	388,655
CDE Advance	0	0
Total Adjustments	<u>(2,195,087)</u>	<u>727,314</u>
Net Cash provided (used) by operating activities:	<u>\$ (2,262,379)</u>	<u>\$ 1,077,964</u>
<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>		
Purchase of property and equipment	(1,160,541)	(1,159,912)
Sale of property and equipment	0	0
Less: Purchases charged to Equipment Fund Balance	<u>1,131,127</u>	<u>1,100,053</u>
Net Cash Provided (Used) by Investing Activities	<u>\$ (29,414)</u>	<u>\$ (59,859)</u>
<u>CASH FLOWS FROM FINANCING ACTIVITIES</u>		
Capital Lease Financed-SHARP Copier	0	0
Proceeds received from line-of-credit	2,000,000	(1,000,000)
Proceeds received from LJIF - CDE Emergency Repayable Grant		0
Payments made on line-of-credit, less interest of \$6,786 and \$55,696 respectively	0	0
Gross Payment on Mattos Mortgage	0	0
Gross payments on mortgage & capital leases, less interest of \$130,730 and \$140,727 respectively	<u>(94,491)</u>	<u>(85,793)</u>
Net Cash provided (used) by financing activities:	<u>\$ 1,905,509</u>	<u>\$ (1,085,793)</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	<u>\$ (386,284)</u>	<u>\$ (67,688)</u>
CASH AND CASH EQUIVALENTS, Beginning of Year	<u>\$ 522,646</u>	<u>\$ 590,334</u>
CASH AND CASH EQUIVALENTS, End of Year	<u>\$ 136,362</u>	<u>\$ 522,646</u>
Supplemental Cash Flow Information:		
Interest Paid	<u>\$ 137,517</u>	<u>\$ 196,422</u>
InKind Goods and Services Received in lieu of Cash	<u>0</u>	<u>0</u>

Kidango, Inc.
Notes to the Financial Statements
Interim Period Ended June 30, 2012

	<u>Audited</u> <u>06/30/12</u>	<u>Audited</u> <u>06/30/11</u>
<u>Note 1 - Cash and Cash Equivalents</u>		
Operating Checking Accounts	\$ 125,096.01	\$ 279,062.78
Flexible Spending Account	8,608.58	11,166.09
Saving Account	20.19	230,342.09
Money Market Savings-Interest Rate @.15% per year	2,636.84	2,075.07
Total Cash and Cash Equivalents	<u>\$ 136,361.62</u>	<u>\$ 522,646.03</u>
<u>Note 2 - Grants, Contracts & Contributions Receivable</u>		
California Department of Education (CDE)	\$3,566,424.96	\$ 1,314,881.68
Unified School Districts (Fremont, New Haven, San Lorenzo & OUSD)	\$914,782.42	1,052,013.88
Local Cities (Fremont, Livermore & Union City)	\$30,123.73	7,340.16
Counties (Alameda & Santa Clara)	\$545,528.73	540,123.02
Head Start Program	\$272,817.32	322,486.69
Regional Centers	\$23,132.49	57,410.82
Voucher Programs	\$59,984.39	46,133.20
Foundations & Other Entities	\$72,777.00	174,790.16
Others	\$0.00	150.00
Total Accounts Receivable	<u>5,485,571.04</u>	<u>3,515,329.61</u>
<u>Note 3 - Accounts Receivable</u>		
Non-Certified Parent Fees	189,049.03	184,685.22
Certified Parent Fees	191,938.50	160,332.34
Accrued Receivables		-
Employees Benefits	11,712.46	160,051.97
Total Accounts Receivable	<u>392,699.99</u>	<u>505,069.53</u>
Less: Allowance For Doubtful Accounts	<u>(229,622.53)</u>	<u>(181,711.98)</u>
Total Accounts Receivable, Net	<u>163,077.46</u>	<u>323,357.55</u>
<u>Note 4 - Prepaid Expense</u>		
General Liability Insurance	56,998.76	14,763.60
Thoits Insurance	8,653.92	3,927.12
Maintenance Agreement	15,566.20	9,771.03
Total Prepaid	<u>81,218.88</u>	<u>28,461.75</u>
<u>Note 5 - Investments</u>		
Corporate Stock: Tyco International LTD	2,114.00	1,977.20
Total Investments	<u>2,114.00</u>	<u>1,977.20</u>
<u>Note 6 - Property, Equipment, and Site Improvements</u>		
Land	912,300.38	912,300.38
Buildings	3,280,437.14	3,280,437.14
Portable Buildings	510,728.90	510,728.90
Buildings Improvements	2,636,381.79	2,152,079.79
Sites Improvements	3,661,232.58	3,103,439.90
Equipment	967,210.12	951,834.87
Vehicles	351,742.14	248,671.44
Total Property, Equipment, and Leasehold Improvements, Cost	<u>12,320,033.05</u>	<u>11,159,492.42</u>
Less: Accumulated Depreciation	<u>(5,136,908.85)</u>	<u>(4,657,795.66)</u>
Total Property, Equipment, and Leasehold Improvements, Net	<u>7,183,124.20</u>	<u>6,501,696.76</u>
<u>Note 7 - Deposits</u>		
Worker's Compensation Insurance	34,601.00	57,515.85
Dental Insurance		9,808.72
Rent Deposit	31,198.00	10,978.24
Total Deposit	<u>65,799.00</u>	<u>78,302.81</u>
<u>Note 8 - Mortgages Payable</u>		
Capital Lease Payable	30,151.79	51,617.67
Mortgage- Old Warm Springs @ 5.93% Maturity Date: 4/1/2028	1,972,271.68	2,045,296.78
Total Mortgages Payable	<u>2,002,423.47</u>	<u>2,096,914.45</u>
Less: Current Portion	<u>105,422.97</u>	<u>94,491.03</u>
Mortgage Payable - Long Term	<u>1,897,000.50</u>	<u>2,002,423.42</u>

Kidango, Inc.
Notes to the Financial Statements
Interim Period Ended June 30, 2012

Note 9 - Line of Credit

	Audited 06/30/12	Audited 06/30/11
Fremont Bank	2,000,000.00	-
Total Advance on Line of Credit	<u>2,000,000.00</u>	<u>-</u>

Note 10 - Accounts Payable and Accrued Expenses

Accounts Payable	1,658,774.52	1,681,749.89
Accrued Expenses	204,232.92	552,876.89
Accrued Vacation	605,446.31	514,501.84
Total Accounts Payable and Accrued Expenses	<u>2,468,453.75</u>	<u>2,749,128.62</u>

Note 11 - Due To Funder

Alameda County EPSDT FY 06-07 (in dispute)	50,658.00	50,658.00
CSPP 9016 State Preschool	3,265.00	3,265.00
Santa Clara County - EPSDT	36,900.66	36,900.66
New Heaven Unified School	1,015.93	1,015.93
CFCC 9027 CFS Family Child Care	93.00	93.00
CCTR Oakland Unified School District	17.65	
CSPP 0015 State Preschool	551.46	245,148.46
Total Due to Funder	<u>92,501.70</u>	<u>337,081.05</u>

Note 12 - Temporarily Restricted Net Assets

Restricted Grants:

LIIF - Bay Site	224.00	4,100.00
LIIF - Dayton Site	4.00	3,880.00
LIIF - Colonial Arces Site	9,254.00	13,130.00
LIIF - Amador Site -	190.63	41,406.00
LIIF - Amador Site - Materials & Eqpt	-	
City of Dublin	-	5,068.00
CDE CRPM-0002 - Kidango Facilities Renovations and Repairs	1,023.81	19,633.73
CDE CRPM-1001 - Kidango Facilities Renovations & Repair	19,153.00	
Building A Foundation	-	6,049.58
Total Restricted Grants - Capital (Site Improvements)	<u>29,849.44</u>	<u>93,267.31</u>
Heron Foundation	-	31,117.07
East Bay Community Foundation	-	42,038.00
East Bay Community Foundation	-	35,000.00
United Way Silicon Valley	50,000.00	100,000.00
Low Income Investment Fund - Marie Kaiser	1,101.16	1,101.16
Edna Wardlaw Charitable	-	4,000.00
Morris Stulsaft Foundation	11,870.00	25,000.00
Kaiser Foundation Health Plan - Community Grants	4,277.35	15,000.00
East Bay Community Foundation	-	
City of San Jose - Smart Start	-	
East Bay Community Foundation	21,307.30	
David & Lucille Packard Foundation	76,037.50	
Fremont Bank Foundation	-	
Edna Wardlaw Charitable	-	
AB212 Alameda County Training Fund	-	
East Bay Community Foundation	8,000.00	
Morris Stulsaft Foundation	25,000.00	
David & Lucille Packard Foundation	30,000.00	
The Altos Foundation	-	
Total Restricted Grants - Other	<u>227,593.31</u>	<u>253,256.23</u>
Total Temporarily Restricted Net Assets	<u>257,442.75</u>	<u>346,523.54</u>

Kidango, Inc.

Audited Interim Combining Schedule of Revenue and Expenses

ACTUAL vs. PROPOSED BUDGET- For the Twelve Month Period Ended 6-30-12

	YTD Actual	YTD Revised Budget	Variance Amount	Actual YTD as a % of YTD Budget
REVENUE AND SUPPORT				
Individual Donations	19,691	2,220	17,471	886.96%
Corporate Donations	9,727	13,000	(3,273)	74.82%
Foundation Grants	345,221	445,386	(100,165)	77.51%
Donor Designation Program	4,325	8,781	(4,456)	49.25%
Head Start	1,191,713	1,147,726	43,988	103.83%
Child Care Food Program	1,440,935	1,377,335	63,600	104.62%
State Meal	85,635	81,598	4,037	104.95%
CDE - General Child Care	3,798,675	3,679,883	118,792	103.23%
CD Family Child Care Homes	980,795	988,916	(8,121)	99.18%
CDE - Facilities Renovations & Repairs	157,943	178,120	(20,177)	88.67%
CDBG	60,789	75,589	(14,800)	80.42%
Local City Contracts	44,074	44,274	(200)	99.55%
First 5	88,218	91,382	(3,163)	96.54%
County Contracts	2,860,877	2,835,482	25,394	100.90%
CDE - State Preschool Contracts	13,403,927	13,170,542	233,385	101.77%
CalSAFE Contract	99,709	85,678	14,031	116.38%
Regional Center Contracts	291,507	337,544	(46,038)	86.36%
Alternative Payment	593,868	546,380	47,488	108.69%
Non Certified Parent Fees	2,456,899	2,372,770	84,129	103.55%
Certified Parent Fees	700,179	673,552	26,628	103.95%
Fundraising Revenue	118,198	128,000	(9,802)	92.34%
Interest Income	587	1,619	(1,033)	36.24%
Interest Income - CD 547000	147	0	147	#N/A
Rent Income - Deb Finance	67,416	65,723	1,693	102.58%
Other Revenue	84,267	48,500	35,767	173.75%
TOTAL REVENUE AND SUPPORT	28,905,321	28,400,000	505,321	101.78%
EXPENSES & LOSSES				
Teacher Salaries	4,196,402	4,070,516	125,886	103.09%
Master Teacher Salaries	868,673	870,443	(1,770)	99.80%
Center Director Salaries	2,348,464	2,262,097	86,367	103.82%
Regional Director Salaries	469,431	484,259	(14,828)	96.94%
Early Intervention Salaries	238,458	219,004	19,454	108.88%
Mental Health Salaries	1,181,170	1,052,480	128,690	112.23%
Teacher's Aide Salaries	2,249,277	2,153,964	95,313	104.42%
Teacher Aide-KIT	743,885	501,569	242,316	148.31%
Food Service Salaries	250,814	243,846	6,968	102.86%
Maintenance Support Salaries	161,438	153,909	7,529	104.89%
Admin Support Salaries	616,679	552,841	63,838	111.55%
Manager & Asst. Manager Salaries	1,364,731	1,379,850	(15,119)	98.90%
Director Salaries	812,924	760,475	52,449	106.90%
Total Salaries	15,502,347	14,705,253	797,094	105.42%
Payroll Tax Expense	1,159,191	1,100,225	58,966	105.36%
Benefit Expense	2,183,673	2,357,512	(173,839)	92.63%
Worker's Comp Expense	706,487	598,798	107,689	117.98%
Total Employment Taxes and Benefits	4,049,351	4,056,535	(7,184)	99.82%
TOTAL PERSONNEL COST	19,551,698	18,761,788	789,910	104.21%
Classroom Supplies	606,574	638,350	(31,776)	95.02%
Office Supplies	87,087	98,450	(11,363)	88.46%
Postage & Shipping	13,421	10,000	3,421	134.21%
Books/Publications & Subs	21,943	10,000	11,943	219.43%
Food Supplies	801,572	780,000	21,572	102.77%
Other Non-Food Supplies	30,732	20,000	10,732	153.66%
Other Supplies	102,801	40,000	62,801	257.00%
TOTAL SUPPLIES	1,664,129	1,596,800	67,329	104.22%
Consultant Expense	218,110	120,000	98,110	181.76%
Child Care Provider Expense - Subcontracts	2,427,173	2,465,000	(37,827)	98.47%
Computer Services Expense	88,943	228,993	(140,050)	38.84%
Accounting & Audit Expense	59,345	58,000	1,345	102.32%
Legal Services	72,620	50,000	22,620	145.24%
Other Professional Services	46,702	38,000	8,702	122.90%
Professional Services - In Kind	15,615	13,500	2,115	115.67%
Total Professional Services	2,928,507	2,973,493	(44,986)	98.49%

Kidango, Inc.

Audited Interim Combining Schedule of Revenue and Expenses ACTUAL vs. PROPOSED BUDGET- For the Twelve Month Period Ended 6-30-12

	YTD Actual	YTD Revised Budget	Variance Amount	Actual YTD as a % of YTD Budget
Temporary Service Expense	54,662	105,000	(50,338)	52.06%
Payroll Service Expense	53,889	48,000	5,889	112.27%
Total Other Services	108,551	153,000	(44,449)	70.95%
Travel Accomodations Expense	26,439	12,000	14,439	220.32%
Conference Training Expense	220,637	120,000	100,637	183.86%
Employee Certification Expense	200	0	200	#N/A
Employee Incentive Expense	1,837	3,000	(1,163)	61.24%
Red Cross Training Expense	0	10,000	(10,000)	0.00%
Total Employee Development	249,113	145,000	104,113	171.80%
Rent Expense	691,796	676,635	15,161	102.24%
Janitorial Expense	407,204	420,090	(12,886)	96.93%
Telephone Expense	166,934	173,000	(6,066)	96.49%
Utilities Expense	212,843	216,810	(3,967)	98.17%
Security Expense	22,767	23,000	(233)	98.99%
Licensing & Accreditation	48,711	75,000	(26,289)	64.95%
Repairs & Maintenance Expense	315,036	265,000	50,036	118.88%
Property Taxes	28,172	25,000	3,172	112.69%
Total Occupancy Expense	1,893,462	1,874,535	18,927	101.01%
Fingerprinting Expense	8,166	10,000	(1,834)	81.66%
Employee Physicals Expense	15,840	21,000	(5,160)	75.43%
New Hire Recruitment Expense	10,120	10,000	120	101.20%
Total Employee Recruitment Expense	34,126	41,000	(6,874)	83.24%
Mileage Expense	120,979	120,000	979	100.82%
Equipment Rental	13,771	15,000	(1,229)	91.81%
Printing Expense	72,723	80,000	(7,277)	90.90%
First Aide Expense	318	3,500	(3,182)	9.10%
Individual Assistant	4,400	16,000	(11,600)	27.50%
Total Other Operating Services Expense	212,192	234,500	(22,308)	90.49%
Liability Insurance Expense	55,444	70,000	(14,556)	79.21%
Auto Repair Expense	22,408	22,000	408	101.85%
Auto Gas & Oil	37,503	40,000	(2,497)	93.76%
Auto Fee & License Fee	2,394	2,500	(106)	95.76%
Advertising Expense	51,110	60,000	(8,890)	85.18%
Meeting Expense	22,152	30,000	(7,848)	73.84%
Membership Expense	4,834	6,000	(1,166)	80.57%
Bank/Finance Charges	61,959	52,000	9,959	119.15%
Bad Debt Expense	47,911	0	47,911	#N/A
Other Admin Expense	100	18,000	(17,900)	0.56%
Total Administrative Expense	305,814	300,500	5,314	101.77%
Total Operating Services Expense	5,731,765	5,722,028	9,737	100.17%
Renovations and Repairs Under \$5,000	131,547	185,800	(54,253)	70.80%
Equipment & Furniture Under \$5,000	273,217	131,900	141,317	207.14%
Start-up Expense	54,428	75,000	(20,572)	72.57%
Capital Expenditures	222,241	777,531	(555,290)	28.58%
CDE Facilities and Renovations	160,643	178,120	(17,477)	90.19%
CDBG Capital Projects	690,360	52,068	638,292	1325.88%
Total Capitalized Expense	1,532,437	1,400,419	132,018	109.43%
Mortgage Interest	130,730	142,000	(11,270)	92.06%
Depreciation Expense	244,046	235,015	9,031	103.84%
Total Depreciation & Mortgage Interest	374,777	377,015	(2,239)	99.41%
Fundraising Expense	28,728	25,000	3,728	114.91%
Total Fundraising Expense	28,728	25,000	3,728	114.91%
Total Expense	28,883,533	27,883,050	1,000,483	103.59%
NET INCR. (DECR.) TO UNA	21,788	516,950	(495,162)	4.21%
CHANGE IN NET ASSETS	21,788	516,950	(495,162)	
Fixed Assets funded by Grants	1,131,127		1,131,127	
Less: Depreciation Charged to Net Assets	(235,067)	(234,985)	(82)	
NET INCR. (DECR.) TO ASSETS	896,060	(234,985)	1,131,044	
New Grants Received YTD	488,201		488,201	
Less: Restricted Monies Spent	(577,281)		(577,281)	
NET INCR. (DECR.) TO TRNA	(89,081)	0	(89,081)	
NET INCR. (DECR.) TO NET ASSETS				
For Interim Period Ended 6-30-12	\$ 828,767	\$ 281,966	\$ 546,802	

Attachment 1:
CACFP Contract, Terms and Pricing

CHILD AND ADULT CARE FOOD PROGRAM INSTRUCTIONS FOR USE STANDARD FOOD SERVICE VENDING AGREEMENT (DELIVERY)

The attached sample is a *Standard Agreement To Furnish Food Service* in the Child and Adult Care Food Program (CACFP); it can be used when an agency (or center) contracts with a food service vendor for meals that will be claimed for reimbursement under the CACFP. This agreement can be used when you contract with a school or other authorized public entity for the purchase of meals. If you contract with a commercial vendor or non-public agency, this agreement may be used **only** if the annual aggregate value of your food service contract is less than the limits specified below. If the annual aggregate value of the food service contract is over the limits identified below, formal contracting procedures, as outlined in Title 7 Code of Federal Regulations, Part 226.22, **are required**.

Public and Private Agencies: For purchases of meals, food, supplies, equipment, and other goods and services with an aggregate cost over \$100,000 in a fiscal year, you must follow formal bid procedures. Small purchase procedures are allowed only if the aggregate cost is less than \$100,000.

The agreement must be signed by both the agency and the vendor. This agreement contains the requirements outlined in the Code of Federal Regulations. **No deletions of clauses or items will be allowed without the approval of the Nutrition Services Division.** The *Schedule B -- Meal Pattern for Older Children* is a required part of the agreement. Additional clauses may be added to bring the agreement into conformance with applicable State or local laws governing your agency. And, if approved by the Nutrition Services Division, additional clauses may be added by either the agency or the vendor.

If you are a public agency, you can use your customary form of contract **if that form incorporates all of the provisions set forth in Sec. 226.6(i) of the Code of Federal Regulations.** A request to use your customary form must be submitted in writing to the Nutrition Services Division prior to the execution of the contract.

An agreement is valid for one year only. A new agreement must be executed annually. Submit a photocopy of each annual agreement to the CACFP for review **prior** to beginning program operations covered under the agreement. Copies of the completed agreement and all amendments must be retained by both the agency and the vendor. If only one original agreement is signed, we recommend that you retain it in your files.

If you have any questions regarding the use of this agreement or need clarification of the regulatory requirements for contracting, please call the Nutrition Services Division at (916) 445-0850 or toll free at (800) 952-5609.

VENDOR #:
AGREEMENT #:

**STANDARD AGREEMENT TO FURNISH FOOD SERVICE
BETWEEN A CHILD AND ADULT CARE FOOD PROGRAM AGENCY
AND A FOOD SERVICE VENDOR**

THIS ENTERED INTO ON THIS FIRST DAY OF JULY, 2013 BY
MONTH YEAR

AND BETWEEN CITY OF MENLO PARK, HEREINAFTER REFERRED TO AS THE
NAME OF AGENCY

AGENCY, AND KIDANGO HEREINAFTER REFERRED TO AS THE
NAME OF FOOD SERVICE MANAGEMENT COMPANY

VENDOR.

WHEREAS, IT IS NOT WITHIN THE CAPABILITY OF THE AGENCY TO PREPARE SPECIFIED MEALS UNDER THE CHILD AND ADULT CARE FOOD PROGRAM (CACFP) FOR ENROLLED PARTICIPATING ADULTS; AND

WHEREAS, THE FACILITIES AND CAPABILITIES OF THE VENDOR ARE ADEQUATE TO PREPARE SPECIFIED MEALS FOR THE AGENCY'S FACILITY(IES); AND

WHEREAS, THE VENDOR IS WILLING TO PROVIDE SUCH SERVICES TO THE AGENCY ON A COST REIMBURSEMENT BASIS.

THEREFORE, BOTH PARTIES HERETO AGREE AS FOLLOWS:

THE VENDOR AGREES TO:

1. PREPARE THE MEALS (INCLUSIVE/EXCLUSIVE) OF MILK FOR BELLE HAVEN CHILD DEVELOPMENT CENTER
NAME OF SITE

DELIVERY TO THE AGENCY AT 410 IVY DRIVE, MENLO PARK, CA. 94025 BY 11:15AM
ADDRESS OF SITE TIME

EACH WEEKDAY, IN ACCORDANCE WITH THE NUMBER OF MEALS REQUESTED AND
* WEEKDAY OR AS APPROPRIATE

AT THE COST(S) PER MEAL LISTED BELOW:

BREAKFAST	<u>\$ 1.40</u>	EACH	LUNCH	<u>\$ 3.03</u>	EACH
SUPPLEMENT/SNACK	<u>\$ N/A</u>	EACH	SUPPER	<u>\$ N/A</u>	EACH

2. ASSURE THE AGENCY THAT NO TITLE III(C) FUNDS HAVE BEEN APPLIED TO THE COST OF OR TITLE III(C) COMMODITIES USED FOR THE PREPARATION OF THESE MEALS.

* Negotiable time frame but should be no longer than 24 hours.

**STANDARD AGREEMENT TO FURNISH FOOD SERVICE
BETWEEN A CHILD AND ADULT CARE FOOD PROGRAM AGENCY
AND A FOOD SERVICE VENDOR**

VENDOR #:
AGREEMENT #:

3. PROVIDE THE AGENCY, FOR APPROVAL, A PROPOSED MENU FOR EACH MONTH AT LEAST * 7 DAYS PRIOR TO THE BEGINNING OF THE MONTH TO WHICH THE MENU APPLIES. ANY CHANGES TO THE MENU MADE AFTER AGENCY APPROVAL, MUST BE AGREED UPON BY THE AGENCY AND DOCUMENTED ON THE MENU RECORDS.
4. ASSURE THAT EACH MEAL PROVIDED TO THE AGENCY UNDER THIS CONTRACT MEETS THE MINIMUM REQUIREMENTS AS TO THE NUTRITIONAL CONTENT AS SPECIFIED BY THE CHILD AND ADULT CARE FOOD PROGRAM'S SCHEDULE B--MEAL PATTERN FOR OLDER CHILDREN (ATTACHED) WHICH IS EXCERPTED FROM THE TITLE 7 CODE OF FEDERAL REGULATIONS, PART 226.20.
5. MAINTAIN COST RECORDS SUCH AS INVOICES, RECEIPTS, AND/OR OTHER DOCUMENTATION THAT SHOWS THE PURCHASE, OR AVAILABILITY TO THE VENDOR, OF MEAL COMPONENTS, AS ITEMIZED IN THE MEAL PREPARATION RECORDS.
6. MAINTAIN FULL AND ACCURATE RECORDS WHICH DOCUMENT: (1) THE MENUS LISTING ALL MEALS PROVIDED TO THE AGENCY DURING THE TERM OF THIS CONTRACT; (2) A LISTING OF ALL NUTRITIONAL COMPONENTS OF EACH MEAL; AND, (3) AN ITEMIZATION OF THE QUANTITIES OF EACH COMPONENT USED TO PREPARE SAID MEAL. THE VENDOR AGREES TO PROVIDE MEAL PREPARATION DOCUMENTATION BY USING YIELD FACTORS FOR EACH FOOD ITEM AS LISTED IN THE USDA FOOD BUYING GUIDE WHEN CALCULATING AND RECORDING THE QUANTITY OF FOOD PREPARED FOR EACH MEAL.
7. MAINTAIN, ON A DAILY BASIS, AN ACCURATE COUNT OF THE NUMBER OF MEALS, BY MEAL TYPE, PREPARED FOR THE AGENCY. MEAL COUNT DOCUMENTATION MUST INCLUDE THE NUMBER OF MEALS REQUESTED BY THE AGENCY.
8. ALLOW THE AGENCY TO INCREASE OR DECREASE THE NUMBER OF MEAL ORDERS, AS NEEDED, WHEN THE REQUEST IS MADE WITHIN * 48 HOURS OF THE SCHEDULED DELIVERY TIME.
9. PRESENT TO THE AGENCY AN INVOICE, ACCOMPANIED BY REPORTS, NO LATER THAN THE * 7TH DAY OF EACH MONTH THAT ITEMIZES THE PREVIOUS MONTH'S DELIVERY. THE VENDOR AGREES TO FORFEIT PAYMENT FOR MEALS WHICH ARE NOT READY WITHIN 1 HOUR OF THE AGREED UPON DELIVERY TIME, ARE SPOILED, OR UNWHOLESOME AT THE TIME OF DELIVERY, OR DO NOT OTHERWISE MEET THE MEAL REQUIREMENTS CONTAINED IN THIS AGREEMENT.
10. PROVIDE THE AGENCY WITH A COPY OF CURRENT HEALTH CERTIFICATIONS FOR THE FOOD SERVICE FACILITY IN WHICH IT PREPARES MEALS FOR USE IN THE CACFP. THE VENDOR SHALL ENSURE THAT ALL HEALTH AND SANITATION REQUIREMENTS OF THE CALIFORNIA RETAIL FOOD FACILITIES LAW AND CHAPTER 4 OF THE CALIFORNIA HEALTH AND SAFETY CODE ARE MET AT ALL TIMES.
11. OPERATE IN ACCORDANCE WITH CURRENT CACFP REGULATIONS.
12. RETAIN ALL REQUIRED RECORDS FOR A PERIOD OF THREE (3) YEARS AFTER THE END OF THE FISCAL YEAR TO WHICH THEY PERTAIN (OR LONGER, IF AN AUDIT IS IN PROGRESS) AND, UPON REQUEST, MAKE ALL ACCOUNTS AND RECORDS PERTAINING TO THE AGREEMENT AVAILABLE TO THE CERTIFIED PUBLIC ACCOUNTANT HIRED BY THE AGENCY, REPRESENTATIVES OF THE CALIFORNIA STATE DEPARTMENT OF EDUCATION, THE U. S. DEPARTMENT OF AGRICULTURE, AND THE U.S. GENERAL ACCOUNTING OFFICE FOR AUDIT OR ADMINISTRATIVE REVIEW AT A REASONABLE TIME AND PLACE.
13. NOT SUBCONTRACT FOR THE TOTAL MEAL, WITH OR WITHOUT MILK, OR FOR THE ASSEMBLY OF THE MEAL.

* Negotiable time frame but should be no longer than 24 hours.

VENDOR #:

AGREEMENT #:

STANDARD AGREEMENT TO FURNISH FOOD SERVICE BETWEEN A CHILD AND ADULT CARE FOOD PROGRAM AGENCY AND A FOOD SERVICE VENDOR

THE VENDOR CERTIFIES:

1. NEITHER IT NOR ITS PRINCIPALS ARE PRESENTLY DEBARRED, SUSPENDED, PROPOSED FOR DEBARMENT, DECLARED INELIGIBLE, OR VOLUNTARILY EXCLUDED FROM PARTICIPATION IN THIS TRANSACTION BY ANY FEDERAL DEPARTMENT OR AGENCY.

WHERE THE BIDDER IS UNABLE TO CERTIFY TO ANY OF THE STATEMENTS IN THIS CERTIFICATION, SUCH AGENCY SHALL ATTACH AN EXPLANATION TO THIS PROPOSAL.

2. AS REQUIRED BY THE STATE DRUG-FREE WORKPLACE ACT OF 1990 (GOVERNMENT CODE SECTION 8350 ET. SEQ.) AND THE FEDERAL DRUG-FREE WORKPLACE ACT OF 1988, AND IMPLEMENTED AT TITLE 34 CODE OF FEDERAL REGULATIONS, PART 85, SUBPART F, FOR GRANTEES, AS DEFINED AT TITLE 34 CODE OF FEDERAL REGULATIONS, PART 85, SECTIONS 85.605 AND 85.610, THE BIDDER CERTIFIES THAT IT WILL CONTINUE TO PROVIDE A DRUG-FREE WORKPLACE.

THE AGENCY AGREES TO:

1. REQUEST BY TELEPHONE NO LATER THAN 9:30 AM THURSDAY AN ACCURATE NUMBER OF
TIME OF DAY AND DAY OF WEEK
MEALS TO BE DELIVERED TO THE AGENCY ~~ON EACH~~ FOR THE FOLLOWING WEEK. NOTIFY THE
WEEKDAY OR AS APPROPRIATE
VENDOR OF NECESSARY INCREASES OR DECREASES IN THE NUMBER OF MEAL ORDERS WITHIN * 48 HOURS OF THE SCHEDULED DELIVERY TIME. ERRORS IN MEAL ORDER COUNTS MADE BY THE AGENCY SHALL BE THE RESPONSIBILITY OF THE AGENCY.
2. ENSURE THAT AN AGENCY REPRESENTATIVE RECEIVES THE MEALS FOR EACH SITE, AT THE SPECIFIED TIME ON EACH SPECIFIED DAY. THIS INDIVIDUAL WILL INSPECT AND SIGN FOR THE REQUESTED NUMBER OF MEALS. THIS INDIVIDUAL WILL VERIFY THE TEMPERATURE, QUALITY, AND QUANTITY OF EACH MEAL DELIVERED. THE AGENCY ASSURES THE VENDOR THAT THIS INDIVIDUAL WILL BE TRAINED AND KNOWLEDGEABLE IN THE RECORD KEEPING AND MEAL REQUIREMENTS OF THE CACFP, AND IN HEALTH AND SANITATION PRACTICES.
3. PROVIDE PERSONNEL TO SERVE MEALS, CLEAN THE SERVING AND EATING AREAS, AND ASSEMBLE TRANSPORT CARTS AND AUXILIARY ITEMS FOR RETURN TO THE VENDOR NO LATER THAN 11:15AM
TIME EACH DAY
4. NOTIFY THE VENDOR WITHIN 03 DAYS OF RECEIPT OF THE NEXT MONTH'S PROPOSED MENU OF ANY CHANGES, ADDITIONS, OR DELETIONS, WHICH WILL BE REQUIRED IN THE MENU REQUEST.
5. PROVIDE THE VENDOR WITH A COPY OF TITLE 7 CODE OF FEDERAL REGULATIONS, PART 226; THE CHILD AND ADULT CARE FOOD PROGRAM SCHEDULE B--MEAL PATTERN FOR OLDER CHILDREN; AND THE USDA FOOD BUYING GUIDE (AS APPLICABLE); AND ALL OTHER TECHNICAL ASSISTANCE MATERIALS PERTAINING TO THE FOOD SERVICE REQUIREMENTS OF THE CACFP. THE AGENCY WILL, WITHIN 24 HOURS OF RECEIPT FROM THE STATE AGENCY, ADVISE THE VENDOR OF ANY CHANGES IN THE FOOD SERVICE REQUIREMENTS OF THE CACFP.

* Negotiable time frame but should be no longer than 24 hours.

VENDOR #:
AGREEMENT #:

**STANDARD AGREEMENT TO FURNISH FOOD SERVICE
BETWEEN A CHILD AND ADULT CARE FOOD PROGRAM AGENCY
AND A FOOD SERVICE VENDOR**

6. PAY THE VENDOR BY THE NET 30 DAY OF EACH MONTH THE FULL AMOUNT AS PRESENTED ON THE MONTHLY ITEMIZED INVOICE. THE AGENCY AGREES TO NOTIFY THE VENDOR WITHIN 48 HOURS OF RECEIPT OF ANY DISCREPANCY IN THE INVOICE

TERMS OF THE AGREEMENT:

JULY 1, 2013

THIS AGREEMENT WILL TAKE EFFECT COMMENCING _____ AND SHALL BE FOR A PERIOD
DATE

SCHOOL FOOD AUTHORITY VENDING TO AN AGENCY:

PER TITLE 7, CODE OF FEDERAL REGULATIONS, PART 226.20 (O), AGENCIES WHICH VEND FROM A SCHOOL THAT PARTICIPATES IN THE NATIONAL SCHOOL LUNCH AND SCHOOL BREAKFAST PROGRAMS MAY USE THE SCHOOL'S MEAL PATTERN. ENTER THE SCHOOL MEAL INITIATIVE (SMI) PLANNING OPTION(S) YOU WILL USE AND SUBMIT A MENU TO THE AGENCY FOR NSD'S APPROVAL IF YOU WILL NOT USE THE STANDARD CACFP MEAL PATTERN:


If the Agency agrees to the menu planning option, the school will train the Agency by: August 2013

AGENCY:

Agrees to allow the school to use the SMI menu planning option noted above (submit menu for NSD's approval):

Yes No


IN WITNESS WHEREOF, THE PARTIES HERETO HAVE EXECUTED THIS AGREEMENT AS OF THE DATES INDICATED BELOW:

VENDOR OFFICIAL SIGNATURE 	AGENCY OFFICIAL SIGNATURE
VENDOR OFFICIAL NAME (PLEASE TYPE) PAUL MILLER	AGENCY OFFICIAL NAME (PLEASE TYPE)
TITLE EXECUTIVE DIRECTOR	TITLE
TELEPHONE NUMBER 510-897-6924	TELEPHONE NUMBER
DATE 5/9/2013	DATE

**CHILD AND ADULT CARE FOOD PROGRAM
MEAL PATTERN FOR OLDER CHILDREN**

NSD 2050B (REV. 07/03)

VENDOR #:
AGREEMENT #:

BREAKFAST	AGES ONE THROUGH THREE YEARS	AGES THREE THROUGH SIX YEARS	AGES SIX THROUGH TWELVE YEARS
MILK, FLUID	½ CUP	¾ CUP	1 CUP
VEGETABLE, FRUIT OR FULL-STRENGTH (100%) JUICE	¼ CUP	½ CUP	½ CUP
GRAINS/BREADS (WHOLE GRAIN OR ENRICHED): BREAD OR ROLLS, MUFFINS, ETC., OR COLD DRY CEREAL (VOLUME OR WEIGHT, WHICHEVER IS LESS) OR COOKED CEREAL, PASTA, NOODLE PRODUCTS, OR CEREAL GRAINS	½ SLICE ½ SERVING ¼ CUP OR ½ OZ. ¼ CUP	½ SLICE ½ SERVING ½ CUP OR ½ OZ. ¼ CUP	1 SLICE 1 SERVING ¾ CUP OR 1 OZ. ½ CUP
LUNCH OR SUPPER			
MILK, FLUID	½ CUP	¾ CUP	1 CUP
VEGETABLE AND/OR FRUIT (TWO OR MORE KINDS)	¼ CUP TOTAL	½ CUP TOTAL	¾ CUP TOTAL
GRAINS/BREAD (WHOLE GRAIN OR ENRICHED): BREAD OR ROLLS, MUFFINS, ETC., OR COOKED PASTA, NOODLE PRODUCTS, OR CEREAL GRAINS	½ SLICE ½ SERVING ¼ CUP	½ SLICE ½ SERVING ¼ CUP	1 SLICE 1 SERVING ½ CUP
MEAT/MEAT ALTERNATES LEAN MEAT, FISH, OR POULTRY (EDIBLE PORTION AS SERVED) OR CHEESE (NATURAL OR PROCESSED) OR COTTAGE CHEESE, CHEESE FOOD/CHEESE SPREAD SUBSTITUTE OR EGG (LARGE) OR COOKED DRIED BEANS OR DRIED PEAS * OR PEANUT BUTTER, REDUCED-FAT PEANUT BUTTER, SOY NUT BUTTER, OR OTHER NUT OR SEED BUTTERS OR PEANUTS, SOY NUTS, TREE NUTS, ROASTED PEAS, OR SEEDS** OR YOGURT, PLAIN OR FLAVORED, UNSWEETENED OR SWEETENED OR AN EQUIVALENT QUANTITY OF ANY COMBINATION OF THE ABOVE MEAT/MEAT ALTERNATES.	1 OZ. 1 OZ. ¼ CUP OR 2 OZ. 1 EGG ¼ CUP 2 TBSP ½ OZ.** ½ CUP	1-½ OZ. 1-½ OZ. ¾ CUP OR 3 OZ. 1 EGG ¾ CUP 3 TBSP ¾ OZ.** ¾ CUP	2 OZ. 2 OZ. ½ CUP OR 4 OZ. 1 EGG ½ CUP 4 TBSP 1 OZ.** 1 CUP
AM OR PM SUPPLEMENT (SELECT TWO OF THESE FOUR COMPONENTS)***			
MILK, FLUID	½ CUP	½ CUP	1 CUP
VEGETABLE, FRUIT, OR FULL-STRENGTH (100%) JUICE	½ CUP	½ CUP	¾ CUP
GRAINS OR BREADS (WHOLE GRAIN OR ENRICHED): BREAD OR ROLLS, MUFFINS, ETC. OR COLD DRY CEREAL (VOLUME OR WEIGHT, WHICHEVER IS LESS) OR COOKED CEREAL, PASTA, NOODLE PRODUCTS, OR CEREAL GRAINS.	½ SLICE ½ SERVING ¼ CUP OR ½ OZ. ¼ CUP	½ SLICE ½ SERVING ½ CUP OR ½ OZ. ¼ CUP	1 SLICE 1 SERVING ¾ CUP OR 1 OZ. ½ CUP
MEAT/MEAT ALTERNATES LEAN MEAT, FISH, OR POULTRY (EDIBLE PORTION AS SERVED) OR CHEESE (NATURAL OR PROCESSED) OR COTTAGE CHEESE, CHEESE FOOD/CHEESE SPREAD SUBSTITUTE OR EGG (LARGE) OR YOGURT, PLAIN OR FLAVORED, UNSWEETENED OR SWEETENED**** OR COOKED DRIED BEANS OR DRIED PEAS* OR PEANUT BUTTER, REDUCED-FAT PEANUT BUTTER, SOY NUT BUTTER, OR OTHER NUT OR SEED BUTTERS OR PEANUTS, SOY NUTS, TREE NUTS, ROASTED PEAS, OR SEEDS OR AN EQUIVALENT QUANTITY OF ANY COMBINATION OF THE ABOVE MEAT/MEAT ALTERNATES.	½ OZ. ½ OZ. ⅙ CUP OR 1 OZ. ½ EGG ¼ CUP ⅙ CUP 1 TBSP ½ OZ.	½ OZ. ½ OZ. ⅙ CUP OR 1 OZ. ½ EGG ¼ CUP ⅙ CUP 1 TBSP ½ OZ.	1 OZ. 1 OZ. ¼ CUP OR 2 OZ. 1 EGG ½ CUP ¼ CUP 2 TBSP 1 OZ.
CERTIFICATION			
<i>I hereby certify that all meals claimed shall meet the minimum requirements set forth in the meal pattern for older children as prescribed by Title 7 Code of Federal Regulations, Part 226.20 and as outlined in Schedule B, NSD 2050B.</i>			
SIGNATURE OF AUTHORIZED REPRESENTATIVE	TITLE	DATE	
	EXECUTIVE DIRECTOR	5/9/13	
AGENCY NAME			
KIDANGO, INC.			
AGENCY ADDRESS			
44000 OLD WARM SPRINGS BLVD, FREMONT, CA 94538			

SCHEDULE B

**CHILD AND ADULT CARE FOOD PROGRAM
MEAL PATTERN FOR OLDER CHILDREN**

NSD 2050B (REV. 07/03)

- * DRIED BEANS OR DRIED PEAS MAY BE USED AS A MEAT ALTERNATE OR AS A VEGETABLE COMPONENT; BUT **CANNOT** BE COUNTED AS BOTH COMPONENTS IN THE SAME MEAL.
- ** NO MORE THAN 50 PERCENT OF THE REQUIREMENT SHALL BE MET WITH NUTS OR SEEDS. NUTS OR SEEDS SHALL BE COMBINED WITH ANOTHER MEAT/MEAT ALTERNATE TO FULFILL THE REQUIREMENT. TO DETERMINE COMBINATIONS, 1 OZ. OF NUTS OR SEEDS IS EQUAL TO 1 OZ. OF COOKED LEAN MEAT, POULTRY, OR FISH. ROASTED PEAS CAN COUNT AS A MEAT ALTERNATE OR VEGETABLE COMPONENT, BUT CANNOT BE COUNTED AS BOTH IN THE SAME MEAL.
- *** JUICE **CANNOT** BE SERVED WHEN MILK IS SERVED AS THE ONLY OTHER COMPONENT.
- **** IF YOGURT IS USED AS THE MEAT COMPONENT IN SUPPLEMENTS, MILK **CANNOT** BE USED TO SATISFY THE SECOND COMPONENT REQUIREMENT. COMMERCIALY ADDED FRUIT OR NUTS IN FLAVORED YOGURT **CANNOT** BE USED TO SATISFY THE SECOND COMPONENT REQUIREMENT IN SUPPLEMENTS.

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PUBLIC WORKS DEPARTMENT

Council Meeting Date: June 11, 2013
Staff Report #: 13-094

Agenda Item #: D-2

CONSENT CALENDAR:

Award a Construction Contract for the Traffic Signal Modification at the Intersection of Sand Hill Road and Branner Drive to W. Bradley Electric, Inc., in the Amount of \$61,000, and Authorize a Total Budget of \$71,700 for Construction, Contingencies, Material Testing, Inspection and Construction Administration

RECOMMENDATION

Staff recommends that the City Council award a construction contract for the Traffic Signal Modification at the Intersection of Sand Hill Road and Branner Drive to W. Bradley Electric, Inc., in the amount of \$61,000, and authorize a total budget of \$71,700 for construction, contingencies, material testing, inspection and construction administration.

BACKGROUND

In the City of Menlo Park Five Year Capital Improvement Plan for Fiscal Years 2011-15, the City Council approved a project to increase the safety of the intersection of Sand Hill Road and Branner Drive by extending the sight distance for westbound Sand Hill Road motorist by extending the length of the mast arm to increase visibility due to the curve of Sand Hill. The project is comprised of mobilization and traffic control, removing a traffic signal pole and mast arm including its signal heads and foundation, furnishing and installing new traffic signal poles, constructing new foundations for the new traffic signal poles, furnishing and installing new 12" traffic signal heads with 12" LED lamps, furnishing and installing new pedestrian pushbuttons, furnishing and installing LED pedestrian countdown signal heads, furnishing and installing new conductors and conduits, replacing 8" traffic signal heads with 12" traffic signal heads, and doing all appurtenant work in place and ready to use.

ANALYSIS

On May 8, 2013, the City solicited bids from qualified contractors for the Traffic Signal Modification at the Intersection of Sand Hill Road and Branner Drive. On May 23, 2013, three (3) bids were submitted and opened. The lowest bidder for the project, W. Bradley Electric, Inc., submitted a bid in the amount of \$61,000. Attachment A provides

the bid summary. Staff has checked the background and references of W. Bradley Electric, Inc., and is satisfied with its past performance.

IMPACT ON CITY RESOURCES

The construction budget for the Traffic Signal Modification at the Intersection of Sand Hill Road and Branner Drive consists of the following:

Construction contract amount	\$	61,000
Contingency (10%)	\$	6,100
Testing, Construction Administration and Inspection Services	\$	4,600
Total Construction Budget	\$	71,700

Sufficient funds are available in the Measure A Fund for the Traffic Signal Modification at the Intersection of Sand Hill Road and Branner Drive project budget for the construction of this Project.

POLICY ISSUES

The recommendation does not represent any change to existing City policy.

ENVIRONMENTAL REVIEW

The project is categorically exempt under Class I of the current State of California Environmental Quality Act Guidelines, which allows minor alterations and replacement of existing facilities.

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

- A. Bid Summary

Report prepared by:
Jesse Quirion
Transportation Manager



BID SUMMARY

Traffic Signal Modification at the Intersection of Sand Hill Road and Branner Drive

Bid opening date: Thursday, May 23, 2013 at 2:00 P.M.

APPARENT LOW BIDDER

1.	W. BRADLEY ELECTRIC, INC.	\$61,000.00
2.	COLUMBIA ELECTRIC, INC.	\$71,800.00
3.	TENNYSON ELECTRIC, INC.	\$85,775.00
4.		
5.		

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PUBLIC WORKS DEPARTMENT

Council Meeting Date: June 11, 2013
Staff Report #: 13-095

Agenda Item #: D-3

CONSENT CALENDAR:

Authorize the City Manager to Enter into a Cost-Sharing Agreement with West Bay Sanitary District for an Amount not to Exceed \$300,000 for the Resurfacing of Various Streets Including Oakhurst Place, Hedge Road, Del Norte Avenue, Flood Park, Dunsmuir Way, Greenwood Place, Greenwood Drive, and a Portion of Bay Road, Including some Drainage Improvements

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to enter into a cost-sharing agreement with West Bay Sanitary District (District) for an amount not to exceed \$300,000 for the resurfacing of various streets including Oakhurst Place, Hedge Road, Del Norte Avenue, Flood Park, Dunsmuir Way, Greenwood Place, Greenwood Drive, and a portion of Bay Road, including some drainage improvements.

BACKGROUND

In the summer of 2012, Oakhurst Place, Hedge Road, and Del Norte Avenue were street sections to be resurfaced as part of the 2011-12 Street Resurfacing Project. Prior to commencing work, the City provided this information to the District and all other utility agencies in order to coordinate the City's project. At that time staff was informed by the District of their sewer replacement project planned for construction during the summer of 2013 in the same street sections planned for the Street Resurfacing Project.

After discussions with the District, it was agreed to remove these street sections from the 2011-12 Street Resurfacing Project and to include this work under the District's sanitary sewer replacement project.

ANALYSIS

The sewer replacement project is now under construction and the District is requesting the reimbursement for the agreed upon work to be included as part of their project. Staff believes that the decision to defer the planned street resurfacing along the streets mentioned above greatly benefits both agencies to insure that the newly paved streets will last its useful life without incurring preventable damage such as trenching in newly

paved streets. This work also includes some minor drainage improvements that need to be completed within the areas of the project.

The unit price for this work from the contractor is \$1.81 per square feet. This unit price is reasonable and acceptable to the City. The District will cover the costs for the trench repair consistent with City Standards and deduct this amount from the total area to be resurfaced, providing a cost savings to the City by coordinating this work.

IMPACT ON CITY RESOURCES

The costs associated with this agreement will be paid for from the Street Resurfacing Project balance.

POLICY ISSUES

The recommendation is consistent with the City's goal of improving the City's Pavement Condition Index to the Bay Area average and will improve roadway conditions for many residents. Additionally, the project has been prepared and bid according to State Public Contract code.

ENVIRONMENTAL REVIEW

The project is categorically exempt under Class I of the current State of California Environmental Quality Act (CEQA) Guidelines.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

None

Report prepared by:
Fernando G. Bravo, P.E.
Engineering Services Manager



PUBLIC WORKS DEPARTMENT

Council Meeting Date: June 11, 2013
Staff Report #: 13-096

Agenda Item #: D-4

CONSENT CALENDAR: **Approve and Implement the Oak Knoll School Safe Routes to School Plan**

RECOMMENDATION

Staff recommends the City Council approve and implement the Oak Knoll School Safe Routes to School Plan.

BACKGROUND

Oak Knoll Elementary School is one of the schools in the Menlo Park City School District (MPCSD) and is located on the south side of Oak Knoll Lane between White Oak Drive and Oak Avenue. The school serves Kindergarten through 5th grade, with students coming from both Menlo Park and Atherton. Currently, the school has 746 students enrolled.

Previously, two Safe Routes to Oak Knoll School Plans were prepared and implemented in 1997 and 2002 that included improvements in the study area. However, since the completion of these improvements, school enrollment has increased, school boundaries have changed and portions of the school building, parking lot, and the drop-off and pick-up areas have been reconfigured. A major renovation project was completed in November 2010 that added more classrooms and a gymnasium.

The ultimate goals of this Safe Route to School Plan project are: 1) Enable and encourage children, including children with disabilities, to safely walk and bicycle to school, and per Americans with Disabilities Act (ADA) Guidelines, travel to school via accessible routes; 2) Make walking and bicycling to school more appealing modes of travel, and 3) Facilitate the planning, design, and implementation of projects that will improve safety, the environment, and the overall quality of life.

ANALYSIS

In August 2012, staff selected Whitlock & Weinberger Transportation (W-Trans) to update the Safe Routes to Oak Knoll School Plan. The intent of the plan was to focus on areas close to the school due to changes created by the renovation project.

The recommended Safe Routes to Oak Knoll Plan was developed with the support of a Steering Committee comprised of representatives from the City of Menlo Park, MPCSD

officials, Oak Knoll School Parent-Teach Organization (PTO), Menlo Park Police Department, Menlo Park Bicycle Commission and the two neighborhood meetings where parents, community members and residents participated and provided their feedback.

The improvement measures included in the recommended plan are developed with input from the neighborhood, the Steering Committee, the Transportation Commission and the Bicycle Commission's comments and recommendations and focus on improving safety and accessibility for pedestrians and bicyclists, improving the overall traffic flow near the school, enhancing awareness and promoting compliance with safe walking and bicycling procedures, and encouraging walking and bicycling for the Oak Knoll School students. Additionally, the plan also recommends walking and bicycle routes to Oak Knoll School based on input received from the community, existing traffic patterns, survey results, roadway characteristics, proximity to the school and locations of existing traffic control, including crosswalks and stop signs.

Community outreach for the Safe Routes to Oak Knoll Plan was achieved by the following:

- Kick-Off/Steering Committee Meeting #1- *October 16, 2012*
- Neighborhood Meeting #1- *November 7, 2012*
- Steering Committee Meeting #2- *January 10, 2013*
- Neighborhood Meeting # 2- *January 23, 2013*
(Discussion Paper #1 presented-Appendix A)
- Bicycle Commission Meeting- *April 8, 2013*
(Discussion Paper #2 presented-Appendix B)
- Transportation Commission Meetings- *April 10, 2013*
(Discussion Paper #2 presented-Appendix B)
- Transportation Commission Meeting- *May 8, 2013*
*(Discussion Paper #3 (Draft Plan) presented- Appendix C) *Includes plan*
- Bicycle Commission Meeting- *May 13, 2012*
*(Discussion Paper #3 (Draft Plan) presented- Appendix C)*Includes plan*
- Safe Routes to Oak Knoll School Plan Update Website
- Parent Surveys

The neighborhood meetings along with the May 8th Transportation Commission and the May 13th Bicycle Commission meetings were noticed by sending out approximately 4,000 postcards to residents within the school boundaries along with installing signs on barricades near the school.

The Safe Routes to Oak Knoll School Plan recommendations are divided into five categories. A list of those categories along with a summary of the recommendations for those categories is as follows:

1. Education
2. Enforcement

3. Encouragement
4. Engineering
5. Evaluation

Education

To improve awareness and compliance regarding proper walking and biking procedures among parents and children and to improve accessibility and safety for pedestrians and bicyclists, the following potential improvements are recommended.

- Organize school workshops through “Safe Moves”.
- Organize bike rodeos through the Menlo Park Police Department.
- Create school walking and bicycling route maps to be posted on the school website and also distributed to parents when they enroll their children in school and at the beginning of each school year.
- Create parking maps to be posted on the school website and also distributed to the parents prior to each school year.

Enforcement

One of the major concerns near the immediate school vicinity is compliance with traffic rules and regulations, especially during the school drop-off/pick-up times. In an effort to increase compliance with traffic rules and regulations and improve safety for bicyclists and pedestrians, the following enforcement measures were developed.

- The school should coordinate with the Menlo Park Police Department to enforce incidents of parking violations, U-turns (if they result in unsafe maneuvers), left-turns and stop sign violations.
- Morning no stopping restriction time should be changed from 7:30-8:30 a.m. to 7:45-8:15 a.m. during school days.
- Afternoon no stopping restriction time should be changed from 2:30-3:15 p.m. and 1:00-1:45 p.m. on Thursday during school days.
- The left-turn restriction time from White Oak Drive to Oak Knoll Lane should be changed from 7:30-8:30 a.m. to 7:45-8:15 a.m.

Encouragement

To promote walking and bicycling to school, the following important measures are recommended:

- Organize classroom activities to promote the benefits of walking and bicycling to school.
- Organize walk and bike to school day/week, international walk to school month and similar activities.
- Organize a “walking school bus” program.

- Provide incentives such as prizes and certificates to children who participate in walk/bike to school programs.
- Implement a traffic assistance program.

Engineering (Short-Term)

The recommended engineering short-term improvements for the Safe Routes to Oak Knoll School Plan Update are listed below:

- Replace existing red tint in the crosswalks at the Oak Knoll Lane/Oak Avenue intersection with a high-visibility ladder-style crosswalks
- Replace existing no stopping signs posted along Oak Knoll Lane, Oak Avenue, and White Oak Drive with the proposed no-stopping sign as shown in Figure 4 of the draft plan.
- Add new no stopping signs along the roadways as shown in Figure 4 of the draft plan.
- Replace the existing “NO LEFT-TURN” symbol sign located on the southbound White Oak Drive approach with a new “NO LEFT-TURN/NO U-TURN” movement prohibition symbol sign. Additionally, the timing for the left-turn/U-turn restriction should be changed from 7:30-8:30 a.m. to 7:45-8:15 a.m. as shown in Figure 5.
- Install “STOP AHEAD” pavement markings on all approaches of the intersection of Oak Avenue/Lemon Street
- Remove “SLOW SCHOOL XING” pavement markings that exist in advance of the school crosswalks at intersections controlled by stop signs.
- School Exit Driveway - Remove the “NO PARKING DURING PICK UP AND DROP OFF HOURS” sign located on the east side of the exit driveway, remove the “RIGHT TURN ONLY” sign located below the stop sign on the west side of the exit driveway, remove and relocate the “STOP SIGN” that is located on the west side of the school exit driveway to the east side, install a “NO LEFT TURN” symbol sign below the stop sign on the east side of the exit driveway.
- Place traffic cones on the north side of Oak Knoll Lane between White Oak Drive and the school crosswalk during school drop-off and pick-up times only. The Parents-Teachers Organization (PTO) should be responsible for placing and removing the cones before and after school drop-off and pick-up periods.
- The vegetation along the school routes should be regularly trimmed.

Evaluation

Staff will coordinate with the MPCSD to evaluate the effectiveness of the implemented recommendation.

Commissions Additional Comments/Motions

The Transportation Commission made the following motions regarding the Plan:

1. Recommend approval of the Oak Knoll Safe Routes to School Plan to the City Council for their review, contingent on a letter from the Oak Knoll School concurring with the recommendations. (*staff has contacted the school for a letter of support, but has not yet received the letter.)
2. Initiate a future study of the Lemon/Santa Cruz Avenue intersection to improve bicycle and pedestrian usage. (*Staff will include the study requested as an item for consideration through the 5 year CIP process.)
3. If City staff is not available, retain a coordinator to evaluate the effectiveness of the recommended plan after implementation. (*Staff will coordinate with the MPCSD to evaluate the effectiveness of the implemented recommendation.)
4. Utilize funds from the current City's fiscal year NTMP budget for implementation of items #2 and #3 of the above motion. (*Any NTMP not expended through the current fiscal year will be placed back into Measure A funds and may be re-appropriated by Council.)

There were concerns raised by one commissioner at the May 8th Transportation Commission meeting that the Commission may have violated the Brown Act. This concern was based upon the item being agendized as, "Discuss the Oak Knoll School Safe Routes to School Project" and not as "Recommendation to the City Council for Approval of the Oak Knoll Safe Routes to School Plan." A memo included as an attachment to that agenda listed the requested action to recommend approval to the City Council. After being reviewed by the City Attorney's Office, it was determined that the Attachment was incorporated into the Agenda, therefore there wasn't a violation of the Brown Act.

The Bicycle Commission made the following motions regarding the Plan:

1. Recommend approval of the Safe Routes to Oak Knoll School Plan
2. Initiate a future study of all Arterial crossings that affect the routes of school children on their way to school. (**Staff will include the study requested as an item for consideration through the 5 year CIP process.*)
3. Request a letter of approval of recommendations by Oak Knoll School. (**staff has contacted the school for a letter of support, but has not yet received the letter.*)

Next Steps

If approved, implementation of the signing, striping and pavement markings listed in the engineering recommendations would be installed over the summer. Other items are being coordinated with the MPCSD and the Menlo Park Police Department.

IMPACT ON CITY RESOURCES

There are sufficient funds budgeted in the Oak Knoll School Safe Routes to School project to implement the short term recommendations listed below.

Table I
Conceptual Cost Estimate – Short Term Engineering Recommendations

Item	Description	Unit	Quantity	Unit Cost	Total Cost
1	Vegetation Trimming	LS	1	\$3,000.00	\$3,000.00
2	Crosswalk	SF	2	\$1,500.00	\$3,000.00
3	Signs (new post)	EA	18	\$300.00	\$5,400.00
4	Signs (existing post)	EA	23	\$125.00	\$2,875.00
5	Pavement Marking	SF	3	\$400.00	\$1,200.00
6	Removal/Relocation	LS	1	\$2,000.00	\$2,000.00
Subtotal					\$17,475.00
<i>Contingency (20%)</i>					<i>\$3,500.00</i>
Total (rounded)					\$21,000.00

Notes: LS = Lump Sum; SF = square foot; EA = each

POLICY ISSUES

The recommendation does not represent any change to existing City policy.

ENVIRONMENTAL REVIEW

The project is categorically exempt under Class I of the current State of California Environmental Quality Act Guidelines.

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

- A. Safe Routes to Oak Knoll Plan
 - Appendix A. Discussion Paper #1
 - Appendix B. Discussion Paper #2
 - Appendix C. Discussion Paper #3

Report prepared by:
Rich Angulo
Traffic Technician II

Jesse Quirion
Transportation Manager



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Safe Routes to Oak Knoll School Plan Update

for the

City of Menlo Park

Draft Plan

May 28, 2013

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Executive Summary

Oak Knoll Elementary School is a part of the Menlo Park City School District (MPCSD) and is located on the south side of Oak Knoll Lane between White Oak Drive and Oak Avenue in the City of Menlo Park. The school serves Kindergarten through 5th grades and currently has 746 students enrolled from both Menlo Park and Atherton. Following changes in the attendance area, increased enrollment, and a series of physical improvements at the school, the City of Menlo Park initiated a review of transportation conditions including traffic flow and pedestrian and bicyclist activity.

This draft plan presents the recommended *Safe Routes to Oak Knoll School Plan Update* including an overview of the public involvement process, recommended improvements, conceptual cost estimate and funding resources. As part of the plan, two discussion papers have been prepared previously. The first discussion paper provided an assessment of the existing conditions and identified transportation issues related to the *Safe Routes to Oak Knoll School Plan Update*. The second discussion paper addressed the safety concerns and issues of the parents, neighbors, and Steering Committee members as well as school officials, and provided an evaluation of the potential improvement measures for the *Safe Routes to Oak Knoll School Plan Update*.

The recommended *Safe Routes to Oak Knoll School Plan Update* was developed with the support of a Steering Committee comprised of representatives from the City of Menlo Park, Menlo Park School District, Oak Knoll School officials, Oak Knoll School Parent-Teacher Organization (PTO), Menlo Park Police Department, Menlo Park Bicycle Commission and the two neighborhood meetings where parents, community members and residents participated and provided their feedback.

The recommended *Safe Routes to Oak Knoll School Plan Update* includes five components for a successful Safe Routes to School Plan: Education, Enforcement, Encouragement, Engineering and Evaluation. The improvement measures included in the recommended plan focus on improving safety and accessibility for pedestrians and bicyclists, improving the overall traffic flow near the school, enhancing awareness and promoting compliance with safe walking and bicycling procedures, and encouraging walking and bicycling for the Oak Knoll School students. Additionally, the plan also recommends walking and bicycle routes to Oak Knoll School based on input received from the community, existing traffic patterns, survey results, roadway characteristics, proximity to the school and locations of existing traffic control, including crosswalks and stop signs.

Public Outreach Process

Kick-Off/Steering Committee Meeting #1

A kick-off meeting was held on October 16, 2012, with the Steering Committee comprised of representatives from the City of Menlo Park, Menlo Park School District, Menlo Park Police Department, Oak Knoll School PTO, Oak Knoll School, and Bicycle Commission. The purpose of this meeting was to gather information from the Steering Committee so that the goals and objectives of the *Safe Routes to Oak Knoll School Plan Update* are met.

Safe Routes to Oak Knoll School Plan Update Website

The City created and maintained a link on the City's website dedicated to the *Safe Routes to Oak Knoll School Plan Update* so that Parents, PTO members, residents and others could use the website link to access information about the project.

Neighborhood Meeting #1

The first neighborhood meeting was held on November 7, 2012. The purpose of this meeting was to educate neighbors and parents about the proposed *Safe Routes to Oak Knoll School Plan Update* and gather feedback on the existing traffic issues and potential improvement alternatives.

Parent Surveys

A transportation survey was distributed to all the participants at the first neighborhood meeting. The survey was also made available to parents and the community via the SurveyMonkey website by the City of Menlo Park. The information collected from the surveys was used to evaluate traffic issues in the study area, understand the children's travel pattern to/from school and develop the potential improvements measures required to improve the safety and accessibility for pedestrians and bicyclists so that parents are comfortable allowing their children walk or bike to school.

Steering Committee Meeting #2

The second Steering Committee meeting was held on January 10, 2013. The purpose of this meeting was to present the potential improvement measures for the *Safe Routes to Oak Knoll School Plan Update* to the Steering Committee and gather feedback.

Neighborhood Meeting # 2

The second neighborhood meeting was held on January 23, 2013. The potential improvement measures were updated based on the feedback received from the second Steering Committee Meeting and presented to the neighbors, parents and residents to get their feedback.

Bicycle Commission Meeting

A presentation was made to Bicycle Commission on April 8, 2013. The presentation included the potential improvement measures and the draft recommended plan.

Transportation Commission Meeting

At the Transportation Commission meeting held on April 10, 2013, a presentation of the *Safe Routes to Oak Knoll School Plan Update* was made. The presentation included a summary of comments from the Bicycle Commission as well as potential improvement measures and the draft recommended plan.

DRAFT

Recommended Safe Routes to Oak Knoll School Plan Update

This section presents the recommended plan including improvements to address safety concerns and improve traffic issues near the school vicinity. The Plan is divided into five categories as follows:

1. Education
2. Enforcement
3. Encourage
4. Engineering – Short-Term
5. Evaluation

Education

Parents and residents have expressed concerns that bicyclists and pedestrians are not following the rules of the road. Bicyclists do not stop to take turns with the motorists at stop-controlled intersections. During field observations, several pedestrians and bicyclists were observed crossing Oak Knoll Lane at various locations other than the school crosswalk and parents were seen texting and talking on the phone while crossing the street with their children. Lack of maps that show pedestrian and bicycle routes to school was also identified as an issue during the development of this plan. To improve awareness and compliance regarding proper walking and biking procedures among parents and children and to improve accessibility and safety for pedestrians and bicyclists, the following potential improvements are recommended.

- Organize school workshops through “Safe Moves,” especially during the beginning of the school year, to increase awareness of pedestrian and bicycle safety among parents and children.
- Organize bike rodeos through the City of Menlo Police Department to educate parents and children about proper riding behavior and the importance of helmet usage.
- Create school walking and bicycling route maps to be posted on the school website and also distributed to parents when they enroll their children in school and at the beginning of each school year.
- Create parking maps to be posted on the school website and also distributed to the parents prior to each school year.

It is important that these education programs are updated and continued every year to reinforce the safety skills. The pedestrian and bicycling route maps should be updated annually as necessary to reflect any changes in school infrastructure, school boundary and traffic patterns.

The recommended *Safe Routes to Oak Knoll School Plan Update* includes walking and bicycle routes to school based on input from the community, existing traffic patterns, survey results, roadway characteristics, proximity to the school and locations of existing traffic controls, including crosswalks and stop signs. The recommended walking and bicycling routes to Oak Knoll School are shown in Figure I.

Enforcement

One of the major concerns near the immediate school vicinity is compliance with traffic rules and regulations, especially during the school drop-off/pick-up time when parents are looking for the fastest and easiest way to the school. Parents illegally park cars in front of driveways and in the no-stopping

zones to drop-off/pick-up their kids, blocking the paths for residents or pedestrians and bicyclists. Motorists do not yield to pedestrians and bicyclists at stop-controlled crossings. Several residents have complained about left-turn violations at the school entrance and exit driveways and U-turns at the intersections of White Oak Drive/Oakfield Lane and Oak Knoll Lane/White Oak Drive. In an effort to increase compliance with traffic rules and regulations and improve safety for bicyclists and pedestrians, the following enforcement measures were developed.

- The school should coordinate with the City of Menlo Park Police Department to enforce incidents of parking violations, U-turns (if they result in unsafe maneuvers), left-turns and stop sign violations. Police officers should monitor the school area on a regular basis to ensure that traffic laws are obeyed.
- Morning no stopping restriction should be changed from 7:30-8:30 a.m. to 7:45-8:15 a.m. during school days.
- Afternoon no stopping restriction should be changed from 2:30-3:15 p.m. and 1:00-1:45 p.m. on Thursday during school days.
- The left-turn restriction from White Oak Drive to Oak Knoll Lane should be changed from 7:30-8:30 a.m. to 7:45-8:15 a.m.

Encouragement

Many parents do not see walking and biking to school as an acceptable mode of transportation due to safety concerns and lack of programs aimed at walking and bicycling to school. To promote walking and bicycling to school, the following important measures are recommended:

- Organize classroom activities to promote the benefits of walking and bicycling to school.
- Organize walk and bike to school day/week, international walk to school month and similar activities where parents can accompany their children to school and assess the school route as well as their child's walking and bicycling abilities.
- Organize a "walking school bus" program where groups of children walk along the designated routes to school and pick up additional children along the way accompanied by adult supervision. Allowing children to walk/bike in groups increases their visibility and safety.
- Provide incentives such as prizes and certificates to children who participate in walk/bike to school programs in order to motivate them to continue walking and bicycling to school.

Traffic Assistance Program

During the field visits, it was observed that the drop-off lane is being underutilized resulting in delays and queues. During the Fall of 2012, there was no staff support along the drop-off lane during the morning time to move the traffic forward and tell drivers when to stop. Various other behavioral issues related to traffic were observed. Since police enforcement is not consistent near the school due to limited resources, it was recommended that the PTO initiate a traffic assistance program in collaboration with the City of Menlo Park Police Department to train parent volunteers and student valets in areas of traffic safety and assistance.

- A traffic assistance program began at Oak Knoll Elementary School in January 2013 to help children who walk or bike to school safely cross the streets, improve traffic flow near the school vicinity,

discourage bad driving behaviors and assist with enforcement issues. The goal is that eventually parent volunteers would be stationed at key locations during school drop-off/pick-up to discourage illegal parking, left-turn violations, and stop sign violations, prohibit school access from the parking lot and assist with pedestrian and bicyclist safety at crosswalks. Additionally, student valets (5th Grade) would help by opening cars doors to get students out of the vehicle more quickly during school drop-off. It is recommended that parent volunteers be stationed at the locations shown in Figure 2.

- During the first neighborhood and Steering Committee meeting, W-Trans discussed the need and benefits of a traffic assistance program at Oak Knoll School and encouraged the PTO to implement the program. Based on the suggestion, the PTO initiated the traffic assistance program in January 2013 with the help of parent volunteers who are monitoring the drop-off operation and assisting with other traffic issues near the school vicinity during the school drop-off period. In early 2013, the Safe Routes to School Coordinator from the San Mateo County Office of Education visited Oak Knoll School to train the crossing guard and parent volunteers who are part of the program. Since the implementation of the Traffic Assistance Program, traffic flow and compliance with regulations has improved during the school drop-off period.

Engineering (Short-Term)

Engineering improvements create physical and operational changes near the school that improve safety and accessibility for pedestrians and bicyclists as well as reduce conflicts with motor vehicle traffic. Some of the traffic issues related to Oak Knoll School could be reduced through the Education and Encouragement measures discussed previously. However, engineering improvements are necessary to enhance safety for pedestrians and bicyclists as well as for local residents driving in the area. Short-term engineering improvements are generally low cost and can be accomplished in a short time. The recommended engineering short-term improvements for the *Safe Routes to Oak Knoll School Plan Update* are discussed below:

High Visibility Crosswalks: The existing red tint in the crosswalks at the Oak Knoll Lane/Oak Avenue intersection is ineffective and not visible from a distance. It is recommended that the existing crosswalks be upgraded to high-visibility ladder-style crosswalks as shown in Figure 3 to improve safety and alert motorists about students crossing at this location.

No Stopping Signs: During the community and Steering Committee meetings, members and residents have expressed concern that the existing no stopping restriction timings near the school vicinity is very inconvenient and should be reduced. Based on the feedback received, it recommended that the existing no stopping signs posted along Oak Knoll Lane, Oak Avenue, and White Oak Drive be removed and replaced with a new no-stopping sign (same locations). The proposed no-stopping sign details and locations of existing signs are as shown in Figure 4.

In order to provide a clear path for pedestrians and bicyclists to and from school, it is recommended that additional new no stopping signs be installed along the roadways as shown in Figure 4. It should be noted that additional no-stopping signs are recommended on Oak Avenue south of Oak knoll Lane even though it is not a designated school route because parents currently park their cars and walk their children to school which is not safe due to the morning commute traffic heading on Oak Avenue towards Sand Hill Road. During the community meetings, residents have expressed concern that parents park their cars in front of the water hydrant located on the east side of White Oak Drive just north of Oakfield Lane. To discourage this behavior, it was recommended to extend the proposed no-stopping restriction on the east side of White Oak Drive beyond the water hydrant.

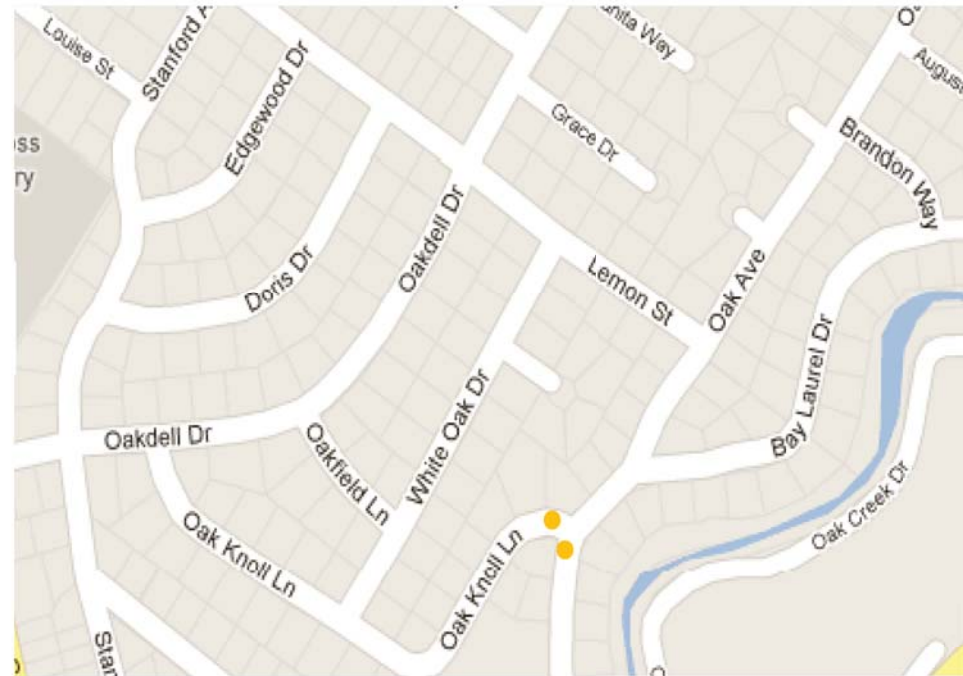




Existing Crosswalk



Proposed Crosswalk

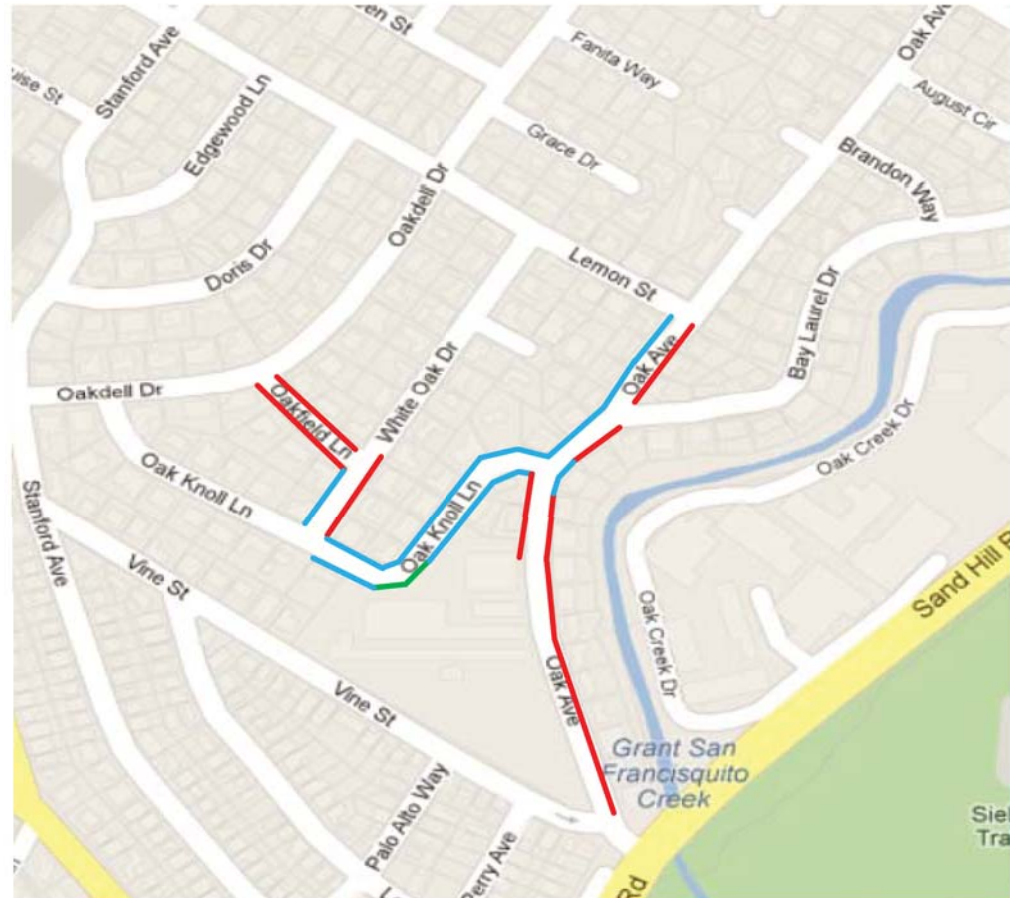


Crosswalk Locations






**NO
STOPPING
7:45 – 8:15 AM
2:30 – 3:15 AM
ON THURSDAY
1:00 – 1:45 PM
DURING SCHOOL DAYS**

Proposed No-Stopping Sign Details



No-Stopping/No-Parking Signs Locations



LEGEND	
	Additional No-Stopping Restriction
	Existing No-Stopping Restriction
	Existing No-Parking Restriction

U-Turn Restriction Sign: Motorists make a U-turn from White Oak Drive at Oak Knoll Lane to park on the south side of White Oak Drive resulting in unsafe conditions for all modes of travel. To discourage this turning maneuver, it is recommended that the existing “NO LEFT-TURN” symbol sign located on the southbound White Oak Drive approach be replaced with a new “NO LEFT-TURN/NO U-TURN” movement prohibition symbol sign. Additionally, the timing for the left-turn/U-turn restriction should be changed from 7:30-8:30 a.m. to 7:45-8:15 a.m. as shown in Figure 5.

Install Pavement Markings: The community has expressed concern that motorists violate the stop signs at the all-way stop-controlled Oak Avenue/Lemon Street intersection. To improve safety and reinforce the existing stop signs, it is recommended that “STOP AHEAD” pavement markings be installed on all approaches to the intersection as shown in Figure 6. Per the *California Manual on Uniform Traffic Control Devices (CA-MUTCD) 2012*, “STOP AHEAD” pavement markings provide additional emphasis to a stop sign and can be helpful to road users.

Remove Pavement Marking: The “SLOW SCHOOL XING” pavement markings exist in advance of school crosswalks controlled by a stop sign at the following locations:

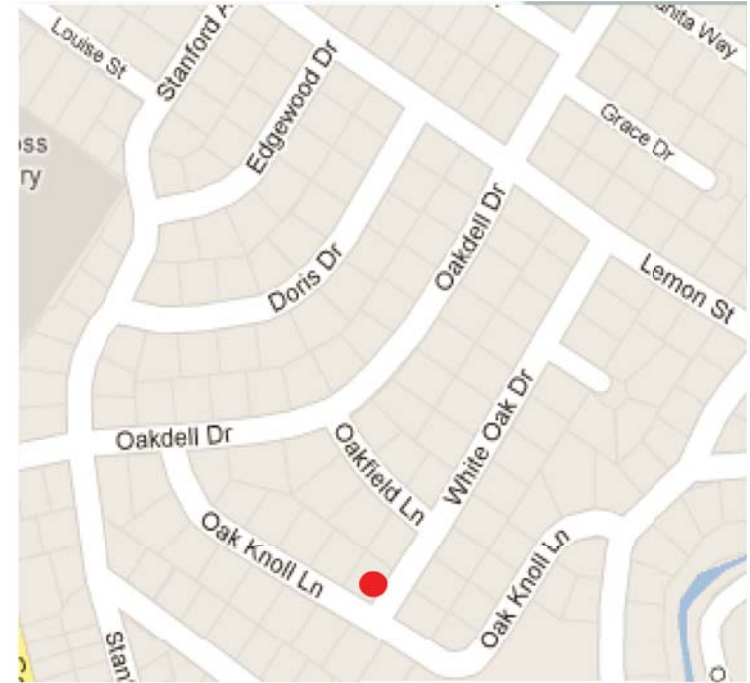
- Oak Knoll Lane west of White Oak Drive
- White oak Drive north of Oak Knoll Lane
- Oak Avenue north of oak Knoll Lane

Per the CA-MUTCD, “SLOW SCHOOL XING” pavement markings shall not be used where the crossing is controlled by a stop sign; therefore, it is recommended that these pavement markings be removed from the above locations and as shown in Figure 7.

School Exit Driveway: During various field visits it was observed that the existing “STOP SIGN” at the school exit driveway is located on the wrong side of the driveway. Additionally, the “RIGHT TURN ONLY” sign posted below the stop sign is smaller in size and posted at an angle which is not clearly visible to the exiting motorists. As a result, a few motorists were observed violating the left-turn restriction at the school exit driveway. In order to make the signs more visible and clear and discourage the left-turn violation, the following improvements are recommended as indicated in Figure 8:

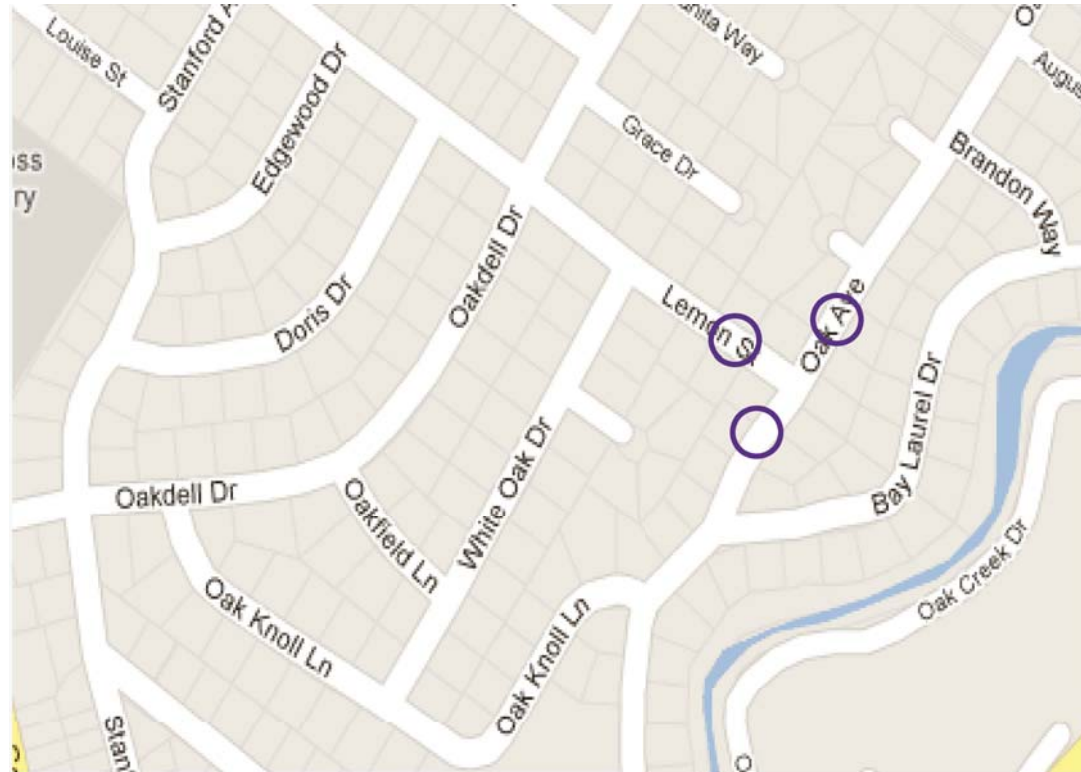
- Remove the “NO PARKING DURING PICK UP AND DROP OFF HOURS” sign located on the east side of the exit driveway.
- Remove the “RIGHT TURN ONLY” sign located below the stop sign on the west side of the exit driveway.
- Remove and Relocate the “STOP SIGN” that is located on the west side of the school exit driveway to the east side.
- Install a “NO LEFT TURN” symbol sign below the stop sign on the east side of the exit driveway.
- Traffic Cones: Place traffic cones on the north side of Oak Knoll Lane between White Oak Drive and the school crosswalk as shown in Figure 9 during school drop-off and pick-up times only to provide a separation between the motor vehicles and pedestrian/bicycle traffic. The PTO should be responsible for placing and removing the cones before and after school drop-off and pick-up periods.

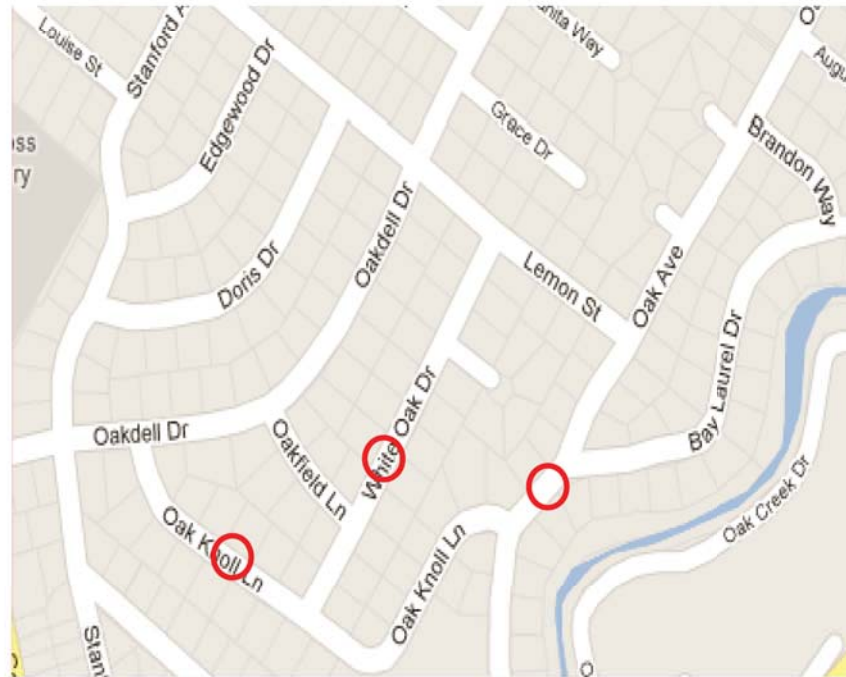
Trim Vegetation: To improve visibility of signs, pedestrians and bicyclists, it is recommended that vegetation along the school routes be regularly trimmed.



7:45 - 8:15 AM

North
Not to Scale





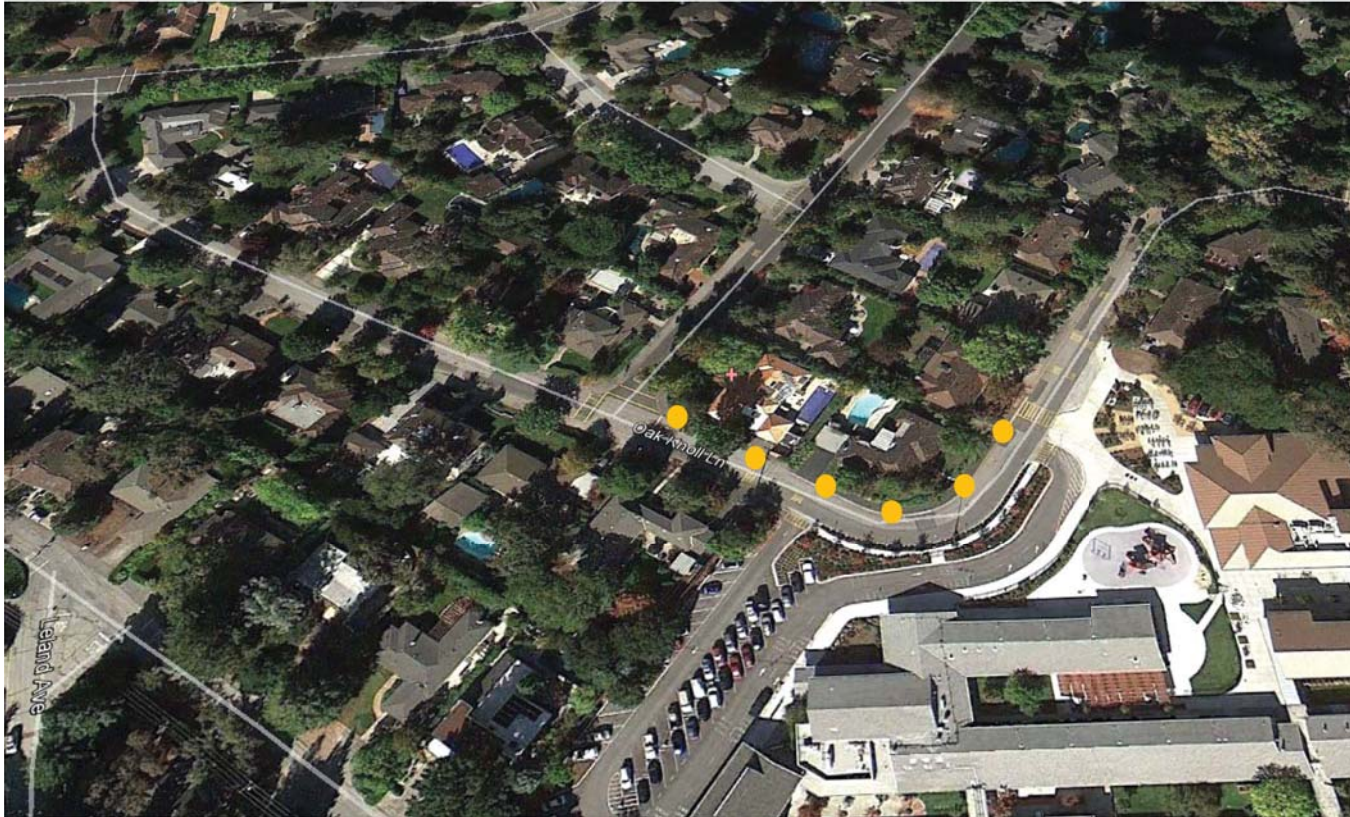


Existing Signage



Proposed Signage





Not to Scale

Evaluation

- Upon the implementation of the recommended *Safe Routes to Oak Knoll School Plan Update*, the School District should coordinate with the City of Menlo Park to evaluate the effectiveness of the engineering improvements as well as behavioral and attitudinal changes.

DRAFT

Conceptual Cost Estimate

The conceptual cost estimates for the short-term engineering improvements as discussed in the recommended plan are summarized in Table I.

Table I
Conceptual Cost Estimate – Short Term Engineering Recommendations

Item	Description	Unit	Quantity	Unit Cost	Total Cost
1	Vegetation Trimming	LS	1	\$3,000.00	\$3,000.00
2	Crosswalk	SF	2	\$1,500.00	\$3,000.00
3	Signs (new post)	EA	18	\$300.00	\$5,400.00
4	Signs (existing post)	EA	23	\$125.00	\$2,875.00
5	Pavement Marking	SF	3	\$400.00	\$1,200.00
6	Removal/Relocation	LS	1	\$2,000.00	\$2,000.00
Subtotal					\$17,475.00
<i>Contingency (20%)</i>					\$3,500.00
Total (rounded)					\$21,000.00

Notes: LS = Lump Sum; SF = square foot; EA = each

Safe Routes to School Funding

Safe Routes to School Programs are funded via State, Federal and Regional programs. The State-legislated program referred to as SR2S and Federal program referred to as SRTS are administered by Caltrans, while the regional programs are administered by the Metropolitan Transportation Commission (MTC). Federal funding for the SRTS program is through the Moving Ahead for Progress in the 21st Century (MAP-21) transportation bill. Under MAP-21, SRTS was consolidated into the Transportation Alternative Program (TAP), but it remains eligible for Surface Transportation Program (STP) and Highway Safety Improvement Program (HSIP) funds. In addition to the State and Federal funding, MTC has a newly-established Safe Routes to School Program within the Climate Initiatives Program. A total of \$17 million will be distributed to the nine Bay Area counties proportionately according to their share of total school enrollment in the region. Details of the above funding programs and the project eligibility criteria are provided in Appendix A.

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Safe Routes To School Funding Details

CALTRANS DIVISION OF LOCAL ASSISTANCE

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Safe Routes to School Programs



Announcements:

- **On March 11, 2013**, Caltrans and the SRTS Technical Assistance Resource Center will be hosting a statewide webinar that focuses on how SRTS projects may be eligible in the HSIP Program. Reserve your Webinar seat now at: <https://www3.gotomeeting.com/register/781322358>
- **September 27, 2012**, Caltrans proposed funding SRTS from a \$21 million set aside in the STP. This concept was approved by the CTC as a one year policy. Future funding for SRTS will be determined through the MAP-21 Implementation process.
- **July 6, 2012**, MAP-21, the Moving Ahead for Progress in the 21st Century Act was signed into law. Under MAP-21, SRTS was consolidated into the Transportation Alternatives Program (TAP), but is eligible for Surface Transportation Program (STP) and Highway Safety Improvement Program (HSIP) funds.
- **June 29, 2012**, Cycle 10 SR2S [Approved Project List](#) was announced. 139 projects worth \$48.5 million were funded this cycle out of 336 project applications submitted. \$7 million of the funds were awarded in rural counties with \$28 million awarded to projects that included at least one low-income school.
- **April 9, 2012**, The National Center for SRTS has announced the first National Bike to School Day as May 9, 2012. For additional information, please visit the new website at: www.walkbiketoschool.org. For California, find more information at: <http://www.casaferoutestoschool.org/whats-happening-in-california/national-bike-to-school-day/>
- **October 17, 2011**, The Cycle 3 SRTS [Approved Project List](#) was announced. 139 projects worth \$66 million were funded this cycle out of 332 project applications submitted.
- Program assistance is available through a California specific SRTS website at: <http://www.casaferoutestoschool.org/>. The website was funded through a Non-Infrastructure SRTS statewide grant to help communities plan, develop, and implement successful SRTS projects

Quick Links to:

→ [State-legislated SR2S Program](#)

→ [Federal SRTS Program](#)

What is Safe Routes to School?

Safe Routes to School is an international movement that has taken hold in communities throughout the United States. The concept is to increase the number of children who walk or bicycle to school by funding projects that remove the barriers that currently prevent them from doing so. Those barriers include lack of infrastructure, unsafe infrastructure, lack of programs that promote walking and bicycling through education/encouragement programs aimed at children, parents, and the community.

Why is Safe Routes to School important?

Thirty years ago, 60% of children living within a 2-mile radius of a school walked or bicycled to school. Today, that number has dropped to less than 15%. Roughly 25% commute by school bus, and well over half are driven to or from school in vehicles. And back then, 5% of children between the ages of 6 and 11 were considered to be overweight or obese. Today, that number has climbed to 20%. These statistics point to a rise in preventable childhood diseases, worsening air quality and congestion around schools, and missed opportunities for children to grow into self-reliant, independent adults.

Safe Routes to School Programs are intended to reverse these trends by funding projects that improve safety and efforts that promote walking and bicycling within a collaborative community framework. It is through local champions working with a coalition of parents, schools, professionals in transportation, engineering, health, and law enforcement, that the most sustainable projects are expected to emerge.

State and Federal Safe Routes to School Programs

There are two separate Safe Routes to School Programs administered by Caltrans.

There is the State-legislated program referred to as [SR2S](#) and there is the Federal Program referred to as [SRTS](#).

While both programs are intended to achieve the same basic goal of increasing the number of children walking and bicycling to school by making it safer for them to do so, they differ in the following respects.

Program Features	State-Legislated Program - SR2S	Federal Program - SRTS (SAFETEA-LU)	Federal Program - SRTS (MAP-21)
Legislative Authority	Streets & Highways Code Section 2330-2334	Section 1404 in SAFETEA-LU	Section 1122 in MAP-21; Eligible in Section 1112; or Section 1108
Expires	AB 57 extended program indefinitely	Pending SAFETEA-LU reauthorization. Extensions have been granted through September 30, 2011.	MAP-21 expires September 30, 2014
Eligible Applicants	Cities and counties	State, local, and regional agencies and Native American Tribes experienced in meeting federal transportation requirements. Non-profit organizations, school districts, and public health departments must partner with a city, county, MPO, or RTPA to serve as the responsible agency for their project.	Same as defined in SAFETEA-LU

Eligible Projects	Infrastructure projects	Stand-alone infrastructure or non-infrastructure projects	Same as defined in SAFETEA-LU
Local Match	10% minimum required	None	TBD
Project Completion Deadline	Within 4 ½ years after project funds are allocated to the agency	Within 4 ½ years after project is amended into FTIP	Within 4 ½ years after project is amended into FTIP
Restriction on Infrastructure Projects	Must be located in the vicinity of a school	Infrastructure projects must be within 2 miles of a grade school or middle school	Same as defined in SAFETEA-LU
Targeted Beneficiaries	Children in grades K-12	Children in grades K-8	Same as defined in SAFETEA-LU
Cycles Completed	10 cycles	3 cycles	NONE
Current Status	Cycle 10 Final Project List dated 06/29/2012	Cycle 3 Final Project List dated 10/11/2011	TBD
Funding	\$24.25M annual funding	\$21-25M annual funding	TBD

How to get started

While every community is unique, the basic steps to consider prior to submitting an application for Safe Routes to School funds are:

- Identify community stakeholders and form a multidisciplinary team of partners committed to working together in developing a community vision, developing project applications, and implementing those projects if selected for funding.
- Inventory and identify safety needs/hazards around schools; get information and seek out resources; and propose alternatives that would correct those needs/hazards.
- Prioritize alternatives and select the best alternative that proposes short-term and long-term safety solutions in the form of projects.
- Develop a plan for the project.
- Submit an application to compete for funding for the project when a call for projects cycle is underway.

Program Assistance

If you have any questions regarding the funding or implementation of SRTS/SR2S Projects, please contact your Caltrans [District Safe Routes to School Coordinator](#). The [SRTS Technical Assistance Resource Center \(TARC\)](#) at the California Department of Public Health (CDPH) is available to assist communities with SRTS program related questions.

If you have any problems downloading files or other questions, please e-mail Local.Programs@dot.ca.gov or see the Local Programs Help Page.

Continue to check this site periodically for any program updates.

This page last updated on April 17, 2013.

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Safe Routes to School

State-legislated Safe Routes To School (SR2S) Program

California was the first state in the country to legislate a Safe Routes to School program with the enactment of AB 1475 in 1999. Eight years later, in 2007, AB 57 extended the program indefinitely with funding provided from the State Highway Account. On September 7, 2011, AB 516 amended the Safe Routes to School program by revising the rating factors in scoring project applications. For additional information, please refer to the Official California Legislative Information website located at: <http://www.leginfo.ca.gov>

Section 2333.5 of the Streets and Highways Code calls for the Department of Transportation, in consultation with the California Highway Patrol (CHP), to make grants available to local governmental agencies under the program based upon the results of a statewide competition. To date, there have been nine program cycles released under the SR2S program.

On June 29, 2012, Cycle 10 SR2S Approved Project List was announced. 139 projects worth \$48.5 million was funded this cycle out of 336 project applications submitted. \$7 million of the funds were awarded in rural counties with \$28 million awarded to projects that included at least one low-income school.

- [Approved Project Lists – Cycles 1 through 10](#)
- [Delivery Status of SR2S Projects](#)
- [Cycle 10 SR2S Program Guidelines and Application Form](#)
- [Project Implementation Instructions](#)
- [Program Research and Evaluations](#)
- [Environmental Justice Desk Guide](#) [pdf]
- [More Information and Useful Links](#)

[Back to Safe Routes to School Home Page](#)

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Safe Routes to School

Federal Safe Routes To School (SRTS) Program

Authorized by Section 1404 of SAFETEA-LU (the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users), the SRTS Program came into effect in August of 2005. This federal funding program emphasizes community collaboration in the development of projects, and projects that incorporate elements of the 5 E's – education, encouragement, engineering, enforcement, and evaluation.

After successful applicants are notified that their project has been selected for funding, that project must first be programmed into a Federal Transportation Improvement Program (FTIP). The FTIP is managed by the Metropolitan Planning Organization (MPO) or Regional Transportation Planning Agency (RTPA) in their region. It is incumbent on the awardee to [contact their MPO/RTPA](#) to find out when they can expect their project to be amended into the FTIP.

When the Division of Local Assistance is provided copies of amendments through the Division of Programming at Headquarters, awardees will be alerted so they can initiate their Request for Authorization to Proceed.

- [SRTS Program Guidelines](#)
- Cycle 3 SRTS Informational Webinar Information
 - [Webinar Powerpoint](#)
 - [Webinar Follow-Up Q&A](#)
- [SRTS Approved Project Lists](#)
- [Delivery Status of SRTS Projects](#)
- [Federal-Aid Process for SRTS Program](#)
- [Data Collection and Evaluation](#)
- [Environmental Justice Desk Guide](#) [pdf]
- [SRTS Directives and Important Documents](#)
- [Federal Transportation Improvement Program \(FTIP\) Information and Links](#)
- [More Information and Useful Links](#)

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This page last updated on October 18, 2011

If you have questions or are experiencing problems downloading, you can get help by sending an email to localprograms@dot.ca.gov.

Attachment C: Safe Routes to School Programs Comparison

	State SR2S Program	Federal SRTS Program	MTC SR2S Program
Eligible Applicants	Cities and counties	State, local, and regional agencies experienced in meeting federal transportation requirements. Non profit organizations, school districts, public health departments, and Native American Tribes must partner with a city, county, MPO, or RTPA to serve as the responsible agency for their project.	State, local, and regional agencies experienced in meeting federal transportation requirements. Non profit organizations, school districts, public health departments, and Native American Tribes must partner with a federally eligible recipient for their project.
Program Purpose	Reduce injuries and fatalities to school children and to encourage increased walking and bicycling among students.	<ul style="list-style-type: none"> • Enable and encourage children, including those with disabilities, to walk and bicycle to school; • Make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age; and • Facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools. 	<ul style="list-style-type: none"> • Build upon SR2S efforts funded by federal, state, and locally funded programs • CMAQ Program objectives also need to be met: reduce criteria pollutants while reducing congestion • Each county will collaboratively tailor the objective of this program led by the congestion management agencies.
Eligible Projects (See Table 2 for details)	Infrastructure projects Must be located in the vicinity of a school. Incidental “soft” costs (i.e. education, outreach) are permitted up to 10%	Stand-alone infrastructure or non-infrastructure projects (10-30% of program). Infrastructure projects must be within 2 miles of a grade school or middle school	Infrastructure or non-infrastructure projects (Focus on non-infrastructure- For discussion)
Local Match	10%	None	11.47%
Targeted Beneficiaries	Children in grades K-12	Children in grades K-8	Children in grades K-12
Funding	\$24 million per year in CA	\$20 million per year in CA (future levels subject to federal reauthorization)	\$5 million per year available for Region in Cycle 1, or \$15 million total; \$2 million available for innovative approaches
Distribution formula	Competitive	Competitive	Distribution to counties based on total school enrollment in counties, except for the innovative approaches component which is regionally competitive.

Safe Routes to Schools Project Eligibility Matrix

(¹Language from CMAQ Guidance. Note that CMAQ can fund all specific improvements that are eligible in the State and Federal SR2S Programs with the following exceptions: walking audits and other planning activities, crossing guards and vehicle speed feedback devices, traffic control that is primarily oriented to vehicular traffic rather than bicyclists and pedestrians, and material incentives that lacking an educational message or exceeding a nominal cost.)

State SR2S Program	Federal SRTS Program	MTC SR2S Program (CMAQ) ¹
Non-Infrastructure Improvements	Non-Infrastructure Improvements	Non-Infrastructure Improvements
<p>Public Outreach and Education/Encouragement/Enforcement:</p> <ul style="list-style-type: none"> Includes preparing and distributing safety awareness materials to school personnel, students, drivers, and neighboring home and/or business owners. Includes outreach efforts that promote walking and bicycling, to and from school, along the designated school routes. Includes coordinating bicycle rodeos with law enforcement agencies or forming “walking school buses” within neighborhoods. These activities are considered ‘incidental’ and limited to 10% of the construction costs. 	<ul style="list-style-type: none"> Public awareness campaigns and outreach to press and community leaders, Traffic education and enforcement in the vicinity of schools, Student sessions on bicycle and pedestrian safety, health, and environment, and Funding for training, volunteers, and managers of safe routes to school programs. 	<p>Public Education and Outreach Activities</p> <ul style="list-style-type: none"> Public education and outreach can help communities reduce emissions and congestion by inducing drivers to change their transportation choices. Activities that promote new or existing transportation services, developing messages and advertising materials (including market research, focus groups, and creative), placing messages and materials, evaluating message and material dissemination and public awareness, technical assistance, programs that promote the Tax Code provision related to commute benefits, and any other activities that help forward less-polluting transportation options. Air quality public education messages: Long-term public education and outreach can be effective in raising awareness that can lead to changes in travel behavior and ongoing emissions reductions; therefore, these activities may be funded indefinitely. Non-construction outreach related to safe bicycle use Travel Demand Management Activities including traveler information services, shuttle services, carpools, vanpools, parking pricing, etc.
Infrastructure Improvements	Infrastructure Improvements	Infrastructure Improvements
<p>Pedestrian facilities:</p> <ul style="list-style-type: none"> Includes new sidewalks, sidewalk widening, sidewalk gap closures, curbs, gutters, and curb ramps. Also includes new pedestrian trails, paths and pedestrian over- and under-crossings. Note: Sidewalk repairs are ineligible. Applicants that propose sidewalk repairs will need to explain why the procedures contained in Streets and Highways Code Section 5611 cannot be exercised to repair the sidewalk. This section allows municipalities to instruct property owners to repair sidewalks on, 	<ul style="list-style-type: none"> Sidewalk improvements: new sidewalks, sidewalk widening, sidewalk gap closures, sidewalk repairs, curbs, gutters, and curb ramps. Pedestrian and bicycle crossing improvements: crossings, median refuges, raised crossings, raised intersections, traffic control devices (including new or upgraded traffic signals, pavement markings, traffic stripes, in-roadway crossing lights, flashing beacons, bicycle-sensitive signal actuation devices, pedestrian countdown signals, vehicle speed feedback signs, 	<p>Bicycle/Pedestrian Use:</p> <ul style="list-style-type: none"> Constructing bicycle and pedestrian facilities (paths, bike racks, support facilities, etc.) that are not exclusively recreational and reduce vehicle trips Programs for secure bicycle storage facilities and other facilities, including bicycle lanes, for the convenience and protection of bicyclists, in both public and private areas new construction and major reconstructions of paths, tracks, or areas solely for the use by pedestrian or other non-motorized means of transportation when

State SR2S Program	Federal SRTS Program	MTC SR2S Program (CMAQ) ¹
<p>or fronting, their property.</p> <p>Bicycle facilities:</p> <ul style="list-style-type: none"> Includes new or upgraded bikeways, trails, paths, geometric improvements, shoulder widening, and bicycle parking facilities, racks and lockers. 	<p>and pedestrian activated signal upgrades), and sight distance improvements.</p> <ul style="list-style-type: none"> On-street bicycle facilities: new or upgraded bicycle lanes, widened outside lanes or roadway shoulders, geometric improvements, turning lanes, channelization and roadway realignment, traffic signs, and pavement markings. Off-street bicycle and pedestrian facilities: exclusive multi-use bicycle and pedestrian trails and pathways that are separated from a roadway. Secure bicycle parking facilities: bicycle parking racks, bicycle lockers, designated areas with safety lighting, and covered bicycle shelters. 	<p>economically feasible and in the public interest</p>
<p>Traffic calming:</p> <ul style="list-style-type: none"> Includes roundabouts, bulb-outs, speed humps, raised crosswalks, raised intersections, median refuges, narrowed traffic lanes, lane reductions, full- or half-street closures, and other speed reduction techniques. Note: Improvements to pick-up and drop-off areas are ineligible. The goal of this program is to encourage students to walk and bicycle to school. Exceptions may be granted if the project increases walking and bicycling by students and reduces 	<ul style="list-style-type: none"> Traffic diversion improvements: separation of pedestrians and bicycles from vehicular traffic adjacent to school facilities, and traffic diversion away from school zones or designated routes to a school. Traffic calming and speed reduction improvements: roundabouts, bulb-outs, speed humps, raised crossings, raised intersections, median refuges, narrowed traffic lanes, lane reductions, full- or half-street closures, automated speed enforcement, and variable speed limits. 	<p>Other:</p> <ul style="list-style-type: none"> Traffic calming measures
<p>Traffic control devices:</p> <ul style="list-style-type: none"> Includes new or upgraded traffic signals, crosswalks, pavement markings, traffic signs, traffic stripes, in-roadway crosswalk lights, flashing beacons, bicycle-sensitive signal actuation devices, pedestrian countdown signals, vehicle speed feedback signs, pedestrian activated signal upgrades, and all other pedestrian- and bicycle related traffic control devices. 		



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Safe Routes to Oak Knoll School Plan Update – Discussion Paper #1

for the

City of Menlo Park

Draft Report

December 31, 2012

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Introduction

In August 2012, the City of Menlo Park selected Whitlock & Weinberger Transportation (W-Trans) to update the Safe Routes to Oak Knoll School Plan. Oak Knoll Elementary School is a part of the Menlo Park City School District (MPCSD) and is located on the south side of Oak Knoll Lane between White Oak Drive and Oak Avenue in the City of Menlo Park. The school serves Kindergarten through 5th grade, with students coming from both Menlo Park and Atherton. Currently, the school has 746 students enrolled. The Oak Knoll Elementary School attendance boundary and surrounding roadway network are shown in Figure 1.






Previously, two Safe Routes to Oak Knoll School Plans were prepared and implemented in 1997 and 2002 that included improvements in the study area. However, since the completion of these improvements, school enrollment has increased, school boundaries have changed and portions of the school, the parking lot, and the drop-off and pick-up areas have been reconfigured. A major renovation was completed in November 2010 that added more classrooms and a gymnasium. The Oak Knoll Neighborhood Association has requested that the school provide additional efforts to improve traffic flow and facilitate safe pedestrian and bicycle movements.

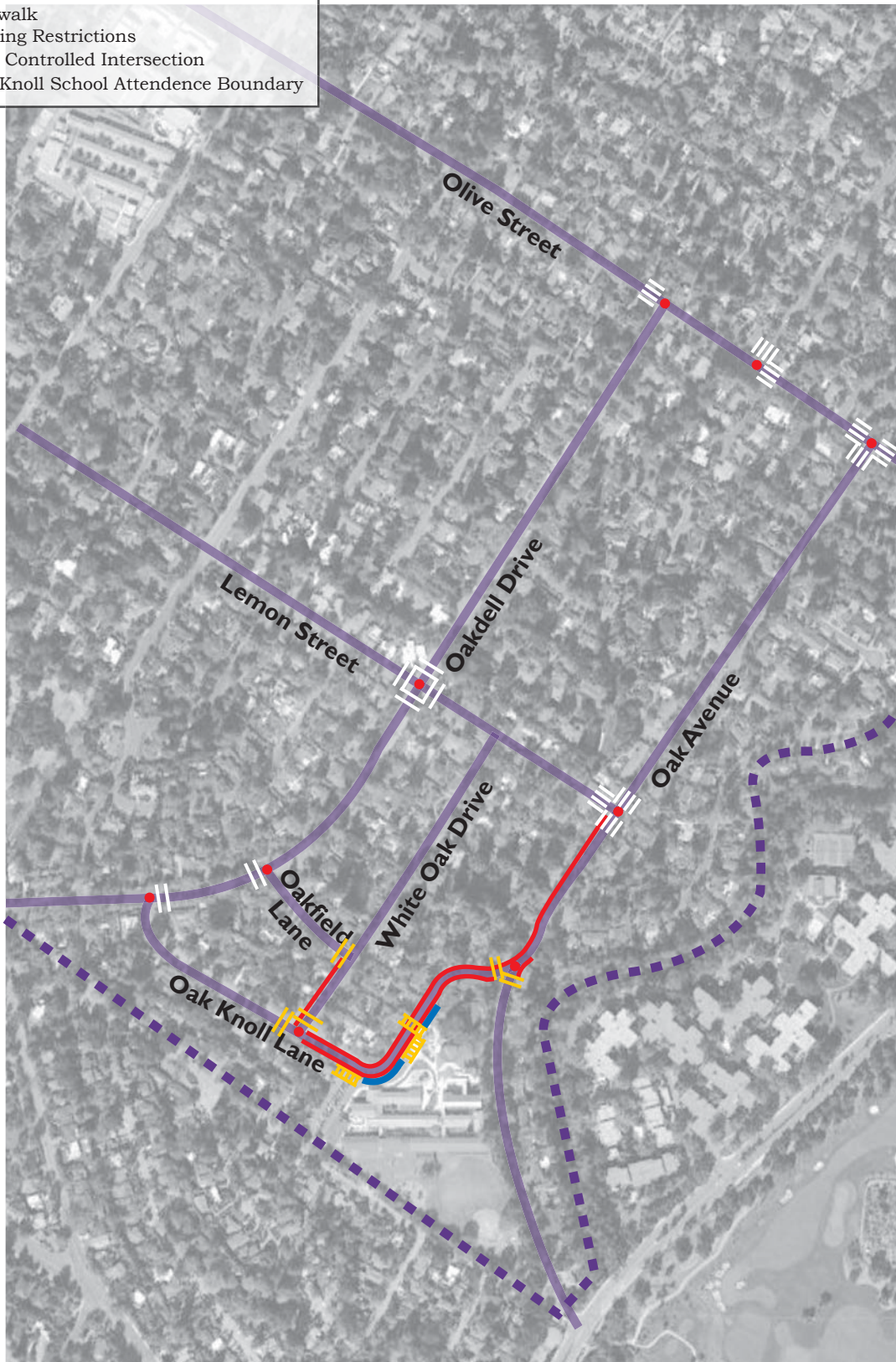
This discussion paper provides an evaluation of existing conditions, and identification of transportation issues related to Oak Knoll School and on roadways near the vicinity of the school, as shown in Figure 2. The evaluations were based on demographic data and transportation policies provided by the school, data provided by the City of Menlo Park, feedback provided by the residents and additional data collected by W-Trans. The additional data included field reconnaissance, traffic counts, and observations of drop-off/pick-up operations, pedestrians, bicyclists and driver behavior.



007mpa.ai 12/12

LEGEND

-  Crosswalk
-  Sidewalk
-  Parking Restrictions
-  Stop Controlled Intersection
-  Oak Knoll School Attendance Boundary



007mpa.ai 12/12

Data Collection and Review

Kick-off Meeting

A kick-off meeting was held on October 16, 2012, with the Steering Committee which is comprised of representatives of the City of Menlo Park, Menlo Park School District, Menlo Park Police Department, Oak Knoll School PTO, and Oak Knoll School. The purpose of this meeting was to gather information from the Steering Committee so that the goals and objectives of the Safe Route to Oak Knoll School Plan Update are met. At the meeting the key objectives and milestones of the project were reviewed. Notes from the kick-off meeting are included in Appendix A.

Collision Data Analysis

The collision histories for the intersections and roadways adjacent to the school site were reviewed to determine any trends or patterns that may indicate a safety issue during school drop-off and pick-up times. Collision data were obtained from the City of Menlo Park Police Department and the California Highway Patrol as published in their *Statewide Integrated Traffic Records System (SWITRS)* reports. A five-year period between April 1, 2006 and March 31, 2011, for the time periods of 7:00 to 9:00 a.m. and 2:00 to 4:00 p.m. was used in the analysis.

During the five-year period, one collision was reported at the intersection of Olive Street/Oakdell Drive intersection during the 2:00 to 4:00 p.m. time frame. The collision did not involve pedestrians or bicyclists. There were no other collisions reported at the other intersections and study roadways adjacent to the school vicinity during the time periods analyzed. However, recently the residents reported a collision that occurred on Oak Avenue east of Bay Laurel Drive on Tuesday, November 20 at 8:00 a.m. The collision involved a parent bicyclist who was heading back home from Oak Knoll School and was thrown into the street by a motorist opening their car door. The bicyclist suffered significant injuries.

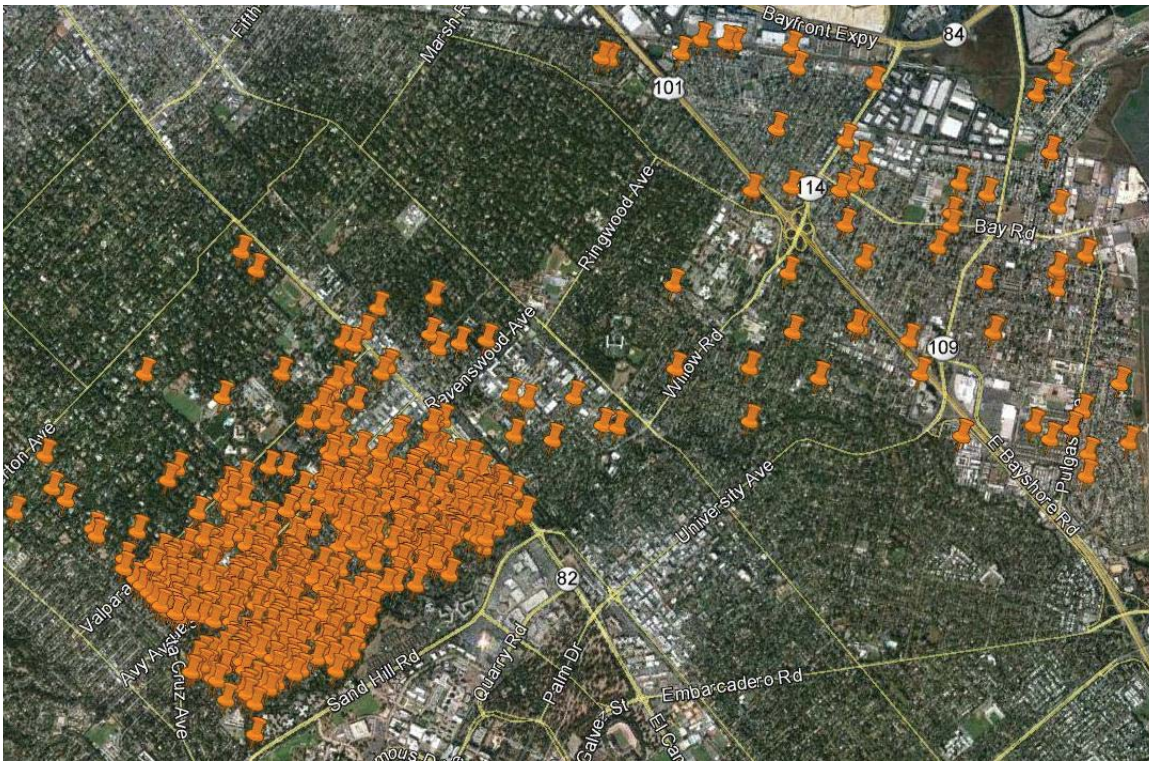
Additionally, the City staff provided a map showing the collisions that were reported near the Oak Knoll School vicinity area between year 2010 and 2012. The collision map is provided in Appendix B.

School Residency

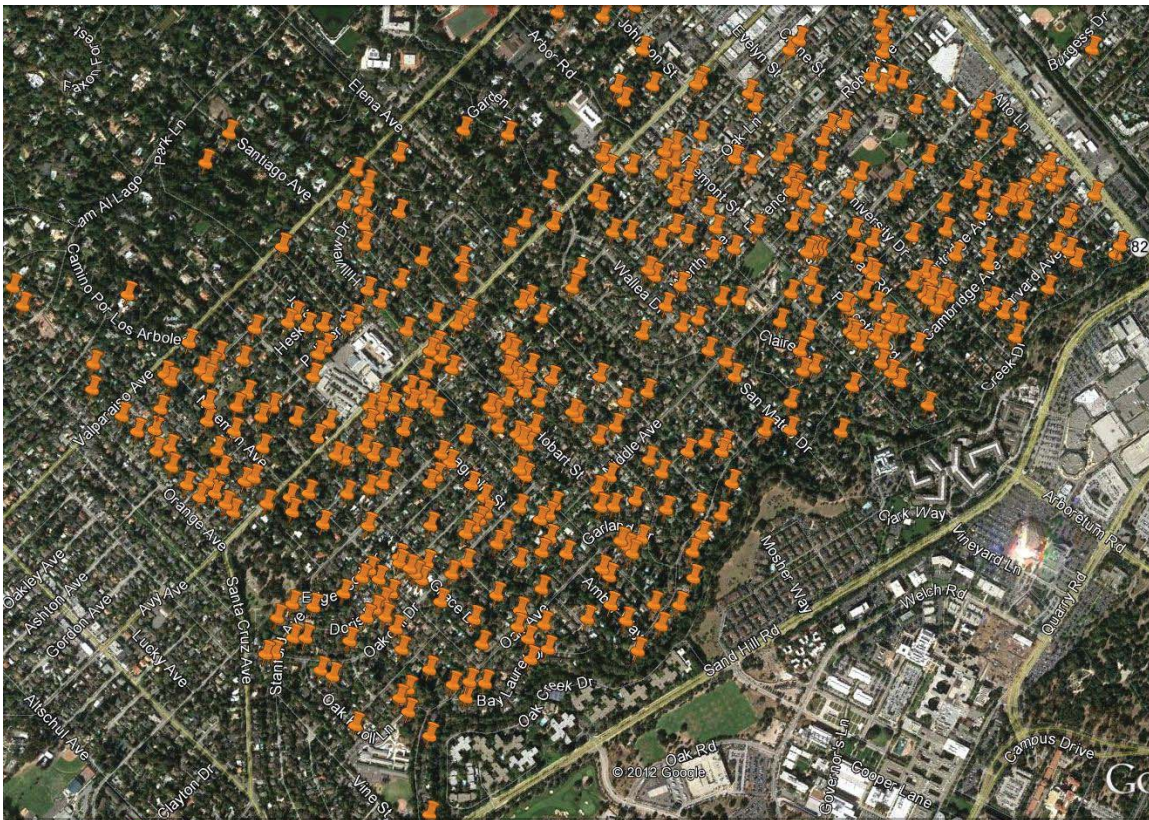
Student enrollment information, including addresses, for Oak Knoll Elementary School was obtained from the Menlo Park City School District. This information helps to identify the main routes that students take to walk or bike to and from the school and to prioritize improvements on those routes. Of the current student population 667 students reside within the Menlo Park City Limit and 75 reside outside the City limit. Figure 3 shows the residence locations for the students enrolled at Oak Knoll Elementary School. A majority of the students reside south of Santa Cruz Avenue and west of University Drive. These students mostly use Middle Avenue and Santa Cruz Avenue to access Olive Street and Lemon Street and then use Oakdell Drive, White Oak Drive and Oak Avenue to arrive at Oak Knoll School.

Speed Surveys

Speed surveys conducted for Olive Street and Middle Avenue by the City of Menlo Park in October 2007 were reviewed and summarized as these streets provide access to/from the Oak Knoll School.



Full Attendance Area



Immediate School Vicinity

007mpa.ai 12/12

Speed limits are generally established at or near the 85th percentile speed, which is defined as the speed at or below 85 percent of the traffic is moving.

Olive Street has a posted speed limit of 30 mph. Vehicles travelling on Olive Street between Santa Cruz Avenue and Middle Avenue were found to travel at an 85th percentile speed of 32.0 mph, which is near the posted speed limit of 30 mph. The survey on Olive Street was conducted at 2:00 p.m. approximately 0.75 miles north of the Oak Knoll School.

Middle Avenue has a posted speed limit of 30 mph. Vehicles travelling on Middle Avenue between Olive Street and El Camino Real were found to travel at an 85th percentile speed of 34.0 mph, which is slightly higher than the posted speed limit of 30 mph. The survey on Middle Avenue was conducted at 3:00 p.m. approximately 0.70 miles north of the Oak Knoll School. The speed survey data are provided in Appendix B.

Traffic Volumes

Daily traffic volumes (ADT) that represent 24-hour two-way traffic were collected on the following roadways in 2007.

- Oak Knoll Lane between Oakdell Drive and White Oak Lane
- Oak Knoll Lane between White Oak Lane and Oak Avenue
- Oak Avenue between Oak Knoll Lane and Vine Street

Vehicle turning movement counts were collected at the following locations in 2007 and 2012 during the a.m. and p.m. peak traffic periods. The daily traffic volumes and the vehicle turning movement counts were obtained from City staff and the *Oak Knoll Elementary School Traffic Impact Analysis Report*, DKS Associates, March 2008. Additionally, a new turning movement count was collected in December 2012 at the Oak Knoll Lane/Oak Avenue intersection during the school a.m. peak period (7:30-8:30 a.m.).

- Oak Knoll Lane/Oak Avenue
- White Oak Drive/Oak Knoll Lane
- Vine Street/Oakdell Drive
- Oak Avenue/Vine Street
- Sand Hill Road/Oak Avenue

Pedestrian counts and bicycle counts were also collected in December 2012 during the school a.m. peak period (7:30 to 8:30 a.m.) at the following intersections:

- Oak Knoll Lane/Oak Avenue
- Oak Knoll Lane/White Oak Drive
- Oak Knoll Lane/Oakdell Drive

Figure 4 illustrates the daily traffic volumes, turning movement counts, pedestrian counts and bicycle counts at the above listed locations. The turning movement, pedestrian and bicycle counts are provided in the Appendix B.

LEGEND

- Study Intersection
- xx A.M. Peak Hour Volume
- (xx) P.M. Peak Hour Volume
- xxx Average Daily Traffic Volumes

Oak Knoll Ln/Oakdell Dr

Oak Knoll Ln/White Oak Dr

Oak Knoll Ln/Oak Ave



1

2

3

4

5



Existing Conditions

Roadways immediately adjacent to the school were evaluated to document existing conditions including sidewalks, curb ramps, pavement condition, parking, bike lanes, speed limits, and traffic volumes. Although the Oak Knoll Elementary School boundary extends to Valparaiso Avenue, Santa Cruz Avenue and Atherton Avenue, the focus of this safe Route to Oak Knoll Elementary School Update is the area immediately surrounding the school site. The existing conditions evaluation focused on the following roadways:

- Oak Knoll Lane from Oakdell Drive to Oak Avenue
- Oak Ave from Olive Street to Vine Street
- Oakdell Drive from Olive Street to Stanford Avenue
- White Oak Drive from Oak Knoll Lane to Lemon Street
- Oakfield Lane from Oakdell Drive to White Oak Drive
- Lemon Street from Santa Cruz Avenue to Oak Avenue
- Olive Street from Santa Cruz Avenue to Oak Avenue

Oak Knoll Lane

Roadway: Oak Knoll Lane is a two-lane roadway that lies along the north side of Oak Knoll School. It extends from Oakdell Drive on the west to Oak Avenue on the east and serves as the school zone for the Oak Knoll Elementary School. Abutting land uses are residential and the roadway mainly serves traffic destined for the school. The roadway has double yellow centerline striping along the school frontage between the school entrance and exit driveways and “SLOW SCHOOL XING” pavement legends in advance of the school crosswalk.



Currently, vehicular access to Oak Knoll School is provided via a right-turn in only (entrance) driveway and a right-turn out only (exit) driveway along Oak Knoll Lane. The entrance driveway is located approximately 160 feet east of the Oak Knoll Lane/White Oak Drive Intersection and the exit driveway is located approximately 210 feet east of the entrance driveway. Left-turn restriction signs are posted along Oak Knoll Lane east of the school entrance driveway to prohibit left-turns from Oak Knoll Lane into the school parking lot and drop-off area during school days. However, motorists were observed violating the left-turn restrictions from westbound Oak Knoll Lane into the school entrance driveway, as well as from the school exit driveway onto Oak Knoll Lane.



School Zone signs are posted along Oak Knoll Lane in both directions near the school. There are “No Parking, Any Time” signs posted on the south side of Oak Knoll Lane between the school driveways. Also, signs that read “No Stopping, 7:30-8:30 AM, 1:00-3:30 PM During School Days” are posted along the north side of Oak Knoll Lane between White Oak Drive and Oak Avenue and along the south side of Oak Knoll Lane between White Oak Drive and the school entrance driveway, as well as between the school exit driveway and Oak Avenue. Based on field observations, motorists parked in the no stopping area to drop off or pick up their children.



Pedestrian Facilities: Sidewalks are provided on the south side of Oak Lane adjacent to the school frontage. No sidewalks are provided on any other study roadways. However, paved shoulders exist that are shared by pedestrians, bicyclists and parked vehicles. The condition of the paved shoulders is not consistent, and there are uneven surfaces, cracks, and a downward slope facing the roadway which can cause tripping and discourage walking and bicycling. In many cases the paved shoulders are not wide enough for both parking and walking. As a result, pedestrians and bicyclists have been observed to weave in and around the parked vehicles in order to walk and ride along the roadway. At some locations, pedestrian and bicyclists were also seen walking or riding on the wrong side of the roadway to avoid parked vehicles.



Pedestrian access from Oak Knoll Lane to the school is provided via a crosswalk located east of the school exit driveway. To facilitate pedestrian and bicycle movements, crosswalks are also provided at the school entrance and exit driveways and at the Oak Knoll Lane intersections with Oakdell Drive, White Oak Drive and Oak Avenue. However, it should be noted that the crosswalk markings in the study area are inconsistent in design, which reduces the effect on alerting motorists of the crossing location. Curb ramps exist along the school frontage and at the southeast corner of the Oak Knoll Lane/Oak Avenue intersection. No other curb ramps exist at any other locations in the study area. Based on our field review, pedestrians and bicyclists were observed crossing Oak Knoll Lane in various locations and not always via the designated school crosswalk. Parents also walked through the parking lot to drop off and pick up their children.

Bicycle Facilities: Bike lanes do not exist on Oak Knoll Lane. Bicyclists have to share the roadway with different modes of travel or share the paved shoulder with pedestrians. Currently, Oak Knoll School provides on-campus bicycle racks located on the east side of the school crosswalk and south of the bus pull-out area, with a maximum capacity of 200 bicycles. Based on the information provided by the school staff, the maximum number of parked bicycles observed on a nice warm day was approximately 175 bicycles.



Transit Facilities: Currently, two buses serve Oak Knoll Elementary School. The bus stop is located on the south side of Oak Knoll Lane and east of the school exit driveway. The first bus service is provided during the morning drop-off period by the Sequoia Union High School District that transports approximately 25 students from Redwood City to Oak Knoll Elementary School. The second bus service is provided by the San Mateo County Transit District (SamTrans). SamTrans Route 83 provides service in the afternoon pick-up period, transporting approximately ten students per day from Oak Knoll Elementary School.



Oak Avenue

Roadway: Oak Avenue is a two-lane roadway that extends from Vine Street on the south to Olive Street on the north. Oak Avenue is a heavily travelled residential street that serves as a main north-south route for traffic destined for the Oak Knoll Elementary School and commuter traffic heading towards Sand Hill Road and Interstate 280 (I-280). The posted speed limit on Oak Avenue is 25 mph. Three undulations are located on Oak Avenue south of Oak Knoll Lane.



During field observations several pedestrians and bicyclists were observed walking and riding bikes along Oak Avenue. Residents have commented that vehicles and bicyclists violate the stop signs at the intersection of Oak Avenue and Lemon Street.

Signs that read “No Stopping, 7:30-8:30 AM, 1:00-3:30 PM During School Days” are posted on the east side of Oak Avenue at the Oak Knoll Lane intersection. On-street parking is restricted during the morning drop-off period between 7:30 to 8:30 a.m. on the west side of Oak Avenue between Oak Knoll Lane and Lemon Street. On all other sections of the roadway, on-street parking is permitted. There is “SLOW SCHOOL XING” pavement legend on Oak Avenue.

Pedestrian Facilities: Sidewalks do not exist along Oak Avenue. Pedestrians use the roadway or paved shoulders. Crosswalks are provided at the Oak Avenue intersections with Oak Knoll Lane, Lemon Street and Olive Street; however, the crosswalk pavement markings are inconsistent in design.

Bicycle Facilities: Bike lanes do not exist on Oak Knoll Lane. Bicyclists have to share the roadway with other modes of travel or share the paved shoulder with pedestrians. A significant number of bicyclists were observed during the morning drop-off period using Oak Avenue to travel to school.

Oakdell Drive

Roadway: Oakdell Drive is a two-lane roadway that extends from Olive Street on the east to Santa Cruz Avenue on the west. The roadway serves as a main east-west route for traffic destined for Oak Knoll Elementary School. On-street parking is allowed along the entire length of the roadway and the posted speed limit is 25 mph.



Pedestrian Facilities: Sidewalks do not exist on Oakdell Drive. Intermittent paved shoulders and the space striped outside the travel way is used for walking, parking and bicycling. Crosswalks exist at the Oakdell Drive intersections with Oak Knoll Lane, Oakfield Lane, Lemon Street and Olive Street. However, the crosswalk pavement markings are inconsistent in design.



Bicycle Facilities: Oakdell Drive is designated as a School Bike Safety Route. However, there are no separate bike lanes on the roadway. Bicyclists have to share the space striped outside the travel way with pedestrians and parked vehicles.

White Oak Drive

Roadway: White Oak Drive is a two-lane roadway that extends from Lemon Street on the east to Oak Knoll Lane on the west. The roadway serves a significant number of pedestrians and bicyclists destined for the school, travelling on Oak Dell Drive and Lemon Street. Parking is restricted on the north side of the roadway from Oak Knoll Lane to Oakfield Lane from 7:30-8:30 a.m. and 1:00-3:00 p.m. Motorists are restricted from turning left from Oakfield Lane onto Oak Knoll Lane during the school drop-off period of 7:30-8:30 a.m. There is a “SLOW SCHOOL XING” pavement legend along White Oak Drive. During field visits motorists were observed violating the left-turn restriction from White Oak Drive onto Oak Knoll lane and parking vehicles in the “no stopping” area.



Pedestrian Facilities: Sidewalks do not exist on White Oak Drive. Paved shoulders are used for walking, parking and bicycling. Crosswalks are provided at the White Oak Drive intersection with Oak Knoll Lane, and Oakfield Drive. No crosswalks or stop signs exist at the White Oak Drive/Lemon Street intersection. Crosswalk markings are inconsistent in the project study area.

Bicycle Facilities: White Oak Drive is designated as a School Bike Safety Route, but bike lanes do not exist on this roadway segment. Bicyclists have to share the paved shoulder with pedestrians and parked vehicles. Based on field observations, parents generally park their cars along White Oak Drive and walk their children to school. As a result, the pathway gets blocked and the bicyclists are forced to ride in the travel lane.

Oakfield Lane

Roadway: Oakfield Lane is a two-lane roadway that extends from Oakdell Drive on the north to White Oak Drive on the south. On-street parking is available for the entire length of the roadway. Residents have noted that vehicular traffic heading south on Oakfield Lane and destined for the school makes a U-turn at the White Oak Drive/Oakfield Lane intersection to park on the east side of the roadway. This creates unsafe conditions for pedestrians and bicyclists travelling on White Oak Drive. Field observations indicated that during drop-off and pick-up times, queues extend along Oak Knoll Lane to Oakdell Drive. To avoid the vehicle queues along Oak Knoll Lane, vehicular traffic instead uses Oakfield Lane.



Pedestrian Facilities: Sidewalks do not exist on Oakfield Lane. Paved shoulders are used for walking, parking and bicycling. Crosswalks are provided at the Oakfield intersections with Oakdell Drive and White Oak Drive. The Oakfield Lane approach to Oakdell Drive is stop controlled; however, there are no stop signs at the intersection of Oakfield Drive at White Oak Drive.

Bicycle Facilities: Bike lanes are not provided along Oakfield Lane. Bicyclists have to share the paved shoulder with pedestrians and parked vehicles.

Lemon Street

Roadway: Lemon Street is a two-lane roadway that extends from Oak Avenue on the east to Santa Cruz Avenue on the west. The roadway serves as a main east-west route for traffic destined for Oak Knoll Elementary School. On-street parking is permitted along the entire length of the roadway.



Pedestrian Facilities: Sidewalks do not exist on Lemon Street. Intermittent paved shoulders are provided which are shared by pedestrians, bicyclist and parked cars. Crosswalks are provided at the Lemon Street intersections with Santa Cruz Avenue, Oakdell Drive and Oak Avenue.

Bicycle Facilities: Bike lanes are not provided along Lemon Street. Bicyclists have to share the paved shoulder with pedestrians and parked vehicles.

Olive Street

Roadway: Olive Street is a two-lane roadway that extends from Bay Laurel Drive on the east to Santa Cruz Avenue on the west. Olive Street also serves as a main east-west link for students of Oak Knoll Elementary School. On-street parking is allowed along the entire length of the roadway. The posted



speed limit is 30 mph. A “Yield to Pedestrians” crossing sign is mounted in the center of the roadway west of Oak Avenue.

Pedestrian Facilities: Intermittent paved shoulders exist on both sides of the roadway. Crosswalks are provided at the intersection of Olive Street with Oak Avenue, Middle Avenue, Oakdell Drive and Santa Cruz Avenue.

Bicycle Facilities: Olive Street provides the connectivity between the designated School Bike Safety Routes on Middle Avenue and Oakdell Drive; however, bike lanes do not exist along the roadway. Bicyclists have to share the paved shoulders or space striped outside the travel lane with pedestrians and parked vehicles.

DRAFT

Field Reconnaissance

For an accurate assessment of the existing conditions, W-Trans staff conducted an area-wide field visit during the a.m. and p.m. peak hours on typical school days. The purpose of the assessment was to confirm available data, monitor traffic operations, identify issues and challenges related to walking and bicycling, and to identify major routes of travel for students. The field reconnaissance was focused on Oak Knoll Lane, Oak Avenue, White Oak Drive, Oakdell Drive, Oakfield Lane, Lemon Street and Olive Street.

Crossing Guard

A crossing guard is deployed by the Oak Knoll School at the school crosswalk located east of the school exit driveway to help children safely cross Oak Knoll Lane during the school drop-off and pick-up time periods. The crossing guard uses a “STOP” paddle to help manage vehicular and pedestrian traffic. The stop paddle is visible and easily identifiable. However, it should be noted that the crossing guard was not wearing a reflective vest and had received no formal training. Additionally, it was observed that the crossing guard was not managing the crossing of students in groups.



Drop-Off and Pick-Up Operation

Drop-off typically occurs between 7:45 a.m. and 8:15 a.m. and pick-up occurs between 2:45 p.m. and 3:15 p.m. except on Thursdays when the school dismisses at 1:15 p.m. (K-2) and 1:25 p.m. (Grades 3-5). The existing drop-off/pick-up area located in front of the school is approximately 400 feet in length and consists of two zones; yellow and green. The yellow zone is located adjacent to the school office and represents pick-up for A-H and Kindergarten. The yellow zone is located adjacent to the kindergarten classrooms and represents pick-up for I-Z. The drop-off/pick up area has two lanes; one lane is for vehicles to drop-off/pick-up and the other lane is for through traffic.



During the school a.m. peak period, the vehicles were stacked in the drop-off area including the drive aisles of the parking area and most parents dropped their children off within the existing drop-off area. A few parents also parked in the parking lot and walked their children through the parking lot to the drop-off area. There is no assistance provided during the drop-off operation to manage traffic or open car doors. As a result, parents were observed stepping out of the vehicle to help the students get out of the car, which results in a delay in the drop-off lane. Some parents parked their cars in the drop-lane and walked their children into the school, which also results in additional queues and delays.



Motorists also experienced delay while exiting the school driveway due to pedestrians and bicyclists crossing the school crosswalk. As a result, few motorists were observed turning left from the school exit driveway onto westbound Oak Knoll Lane, thereby violating the left-turn restriction. Additionally, vehicle queues were observed along Oak Knoll Lane in the eastbound direction between Oakdell Drive and the school entrance driveway, and east of the school crosswalk towards Oak Avenue.



During the pick-up time period school staff monitors the traffic in the pick-up lane. Parents were observed arriving early to find a spot in the pick-up lane. As a result, vehicles create a queue along Oak Knoll Lane in the eastbound direction heading towards the school from Oakdell Drive. The vehicle queuing blocks the driveways on the south side of Oak Knoll Lane making it temporarily unsafe and difficult for the residents to pull their cars in and out of the driveway. During both the drop-off/pick-up time periods, parents were observed walking their children through the parking lot, although a sign is mounted on the school railing at the entrance driveway that informs the pedestrians to access the school via the sidewalk and not through the parking lot.



Parking

Currently, Oak Knoll Elementary School provides approximately 85 on-site parking spaces, of which 48 parking spaces are provided in the front parking lot along Oak Knoll Lane, 29 parking spaces are provided off Vine Street and eight (8) parking spaces are provided off Oak Avenue. The parking spaces off Vine Street and Oak Avenue are restricted to staff only during school operational hours. The driveway located along Oak Avenue to access the staff parking spaces is gated and pedestrian access is restricted.

Most parents who prefer to park on-street and walk their children to/from school were observed parking along Oak Knoll Lane (between Oakdell Drive and White Oak Drive), White Oak Drive, Oakfield Lane and Oak Avenue. However, based on field observations, motorists do park in the no stopping/parking zones on Oak Knoll Lane, White Oak Drive and Oak Avenue to drop-off/pick-up their children. These roadways have no sidewalks or bike lanes but paved shoulders generally exist on both sides of the street which is shared by parked vehicles, pedestrians and bicyclists. It was noted routinely during field observations that due to the parked vehicles, pedestrians and bicyclists were forced to walk or ride in the roadway, which presents potential safety issues.

Other Observations/Traffic Issues

Based on field visits conducted by W-Trans staff and feedback provided by the parents and residents, the identified traffic issues in the immediate vicinity of the school are as follows:

- Lack of sidewalks and bike lanes;
- Left-turn violation from White Oak Drive onto Oak Knoll Lane during school drop-off/pick-up times;
- Left-turn violations at the school entrance and exit driveways;
- Cars illegally parked in the no stopping zones;
- Stop sign violations at the intersections of Oak Knoll Lane/Oak Ave and Oak Avenue/Lemon Street;
- Illegal U-turns at the intersections of White Oak Drive/Oakfield Lane and Oak Knoll Lane/White Oak Drive;
- Parents texting or talking on the phone while walking their kids to/from school;
- Kids running/walking ahead of parents;
- Bicyclists not following bike safety rules;
- Traffic congestion at the intersection of Oak Ave/Oak Knoll Lane during the school drop-off time;
- Bicyclists not stopping at the intersection of Oak Avenue/Lemon Street to take turns with cars on Lemon Street;
- Bicyclists and pedestrians crossing the Oak Knoll Lane at various locations other than via the marked school crosswalk;

- Motorists experiencing delay while exiting the school due to pedestrians and bicyclists crossing in the school crosswalk;
- Parents walking their kids through the parking lot to access the school drop-off/pick-up area
- Drop-off lane not properly utilized, leading to delays and queues;
- Cars parked in the immediate vicinity of the school forces pedestrians and bicyclists to share the road with the motorists;
- The “right-turn only” sign mounted below the stop sign at the school exit driveway is at an angle that is not visible to the motorists;
- The gated driveway located along Oak Avenue is often left open and used by children and parents to enter /exit the school campus;
- Traffic congestion at the intersection of Olive Street/Santa Cruz Avenue during drop-off time period
- Inconsistent crosswalk design through the study area;
- Vehicle queues blocking the driveways along Oak Knoll Lane;
- Parents not aware of safe pedestrian routes/bicycle routes due to lack of signage and route maps;
- Overgrown vegetation at the intersections of Middle Avenue/Olive Street, Oak Knoll Lane/Oak Avenue and various other locations; and
- Cars parked on the section of Olive Street between Middle Avenue and Oakdell Drive blocks the pathway for pedestrians and bicyclists.

Public Involvement Process

Neighborhood Meeting #1

The first neighborhood meeting was held on November 7, 2012, and attended by approximately 25 neighborhood residents and parents. The purpose of this meeting was to educate neighbors and parents about the proposed Safe Route to Oak Knoll School Plan update and gather feedback on the existing traffic issues and potential improvement alternatives. At the meeting the project team presented an overview of the project goals and objectives, the previous 2002 Safe Routes to School Plan improvements, tasks and the schedule, conducted a team exercise, and distributed a transportation survey. Meeting notes from the first neighborhood meeting are included in Appendix C.

Parent Survey

A transportation survey was distributed to all the participants at the first neighborhood meeting. The survey was also made available via the SurveyMonkey website by the City of Menlo Park. The information collected from the surveys will be used to evaluate traffic issues in the study area, how children travel to school and ultimately what can be done to improve the safety and accessibility for pedestrians and bicyclists so that parents are comfortable allowing their children walk or bike to school. The transportation survey form is provided in Appendix D.

Appendix A

Kick-off Meeting Notes

memorandum



**Whitlock & Weinberger
Transportation, Inc.**

475 14th Street
Suite 290
Oakland, CA 94612

voice (510) 444-2600

website www.w-trans.com
email mspencer@w-trans.com

Date: October 24, 2012

To: **Mr. Richard Angulo**
Transportation Technician
701 Laurel Street
Menlo Park, CA 94025

From: Mark Spencer
Jaspreet Anand

Project: MPA007

Subject: Safe Routes to Oak Knoll School, Steering Committee Meeting #1 - Meeting Minutes

The purpose of this memorandum is to summarize the meeting minutes from the Steering Committee meeting #1 held on October 16, 2012 for the Safe Routes to Oak Knoll School Project. Attached is a copy of the sign-in sheet.

Attendance

The Steering Committee meeting was attended by the following people:

1. Kathy Schrenk	Traffic Safety Coordinator, Menlo Park City School District
2. Kristin Kuntz-Duriseti	Environmental Quality Commission, City of Menlo Park
3. Sharon Kaufman	Traffic Sergeant, City of Menlo Park Police Department
4. Allison Chao	Oak Knoll Elementary School, PTO
5. Rene Baile	Transportation Engineer, City of Menlo Park
6. Rich Angulo	Transportation Technician, City of Menlo Park
7. Mark Spencer	Principal and Project Manager, W-Trans
8. Jaspreet Anand	Assistant Transportation Engineer, W-Trans

Welcome/Introductions

Mark Spencer opened the meeting by welcoming and thanking all of the attendees. Mark Spencer introduced the consultant team and requested others to introduce to each other as well.

Discussion

- Mark Spencer led the discussion by stating the purpose of the meeting and reviewed the scope, schedule and discussed roles and responsibilities. He mentioned that the previous Safe Routes to Oak Knoll Plan was implemented in year 2002. Since then, the school enrollment has increased, school boundaries have changed and the school parking and drop-off area have been reconfigured. The current Safe Routes to Oak Knoll Plan is an update to the previous Oak Knoll School plans.
- Mark Spencer shared the figures showing the improvements that were initially implemented in 2002. He informed the group about the improvements that were implemented and then removed due to resident concerns.

- Kristin Kuntz-Duriseti stated that in the previous Safe Routes to Oak Knoll School Plan, the residents were not aware of the extent of the improvements due to a lack of involvement in the meetings. The residents were not informed about the meetings in advance. Kathy expressed that input from the neighborhood is very crucial for the current plan and therefore neighborhood outreach program (mail, website etc.) will be considered to notify the residents in advance of the first neighborhood meeting.
- Rene Baile suggested that the City will create and maintain a link on the City's website dedicated for the Safe Routes to Oak Knoll School Project. Parents, PTO members, residents and others will be notified to use the website link in order to access information about the project.
- Rene Baile reviewed the City's roles and responsibilities. The City of Menlo Park will be the lead agency and responsible for notifications and setting up meetings.
- Allison Chao asked when the improvements for the Current Safe Routes to Oak Knoll Plan will be implemented. Mark Spencer replied that typically improvements are not implemented during the school year. Rich Angulo further added that implementation of improvements depends on available funding and staff hours.
- Mark Spencer emphasized on the components of a SR2S program including Engineering, Education and Enforcement. Sharon Kaufman is responsible for school enforcement in the neighborhood. She mentioned that she gets complaints about drivers not stopping at the Lemon Street/Oak Ave intersection. She will provide collision data and citations for the study area to Rene Baile.
- Mark Spencer inquired about the crossing guard program. Kathy Schrenk/Allison Chao replied that there is one crossing guard employed by the school to oversee the school crosswalk during the morning drop-off time. Teachers assist with traffic control during the afternoon pick-up time only. There are no parent volunteers helping with the school traffic control. Mark Spencer emphasized the importance of parent volunteering for school traffic control and suggested the PTO to encourage parent participation.
- Mark Spencer asked the group about the school physical changes since the last update and current issues and concerns. The group informed that the crosswalk moved from the corner to the center of the block. There is no one to open the vehicle doors during drop-off time as the teachers are busy tutoring and the crossing guard is busy at the school crosswalk. Due to lack of pedestrian connectivity between the school and the parking lot, parents walk to the school from the parking lot.
- Kathy Schrenk will provide W-Trans with the mode split data when available. She further added that approximately 180 bicycles are parked daily at the school and most of them are unlocked.
- Mark Spencer reviewed the schedule and key dates including the neighborhood meetings, deliverables.
- Mark Spencer mentioned a few last minute items including the first neighborhood meeting date and time and data requests. Allison Chao will coordinate with the school to host the first neighborhood meeting in the first week of November. Kristin Kuntz-Duriseti requested W-Trans to provide the

previous SR2 Oak Knoll School Plan staff reports, figures showing previous improvements including what was taken out.

Action Items

W-Trans will provide the following documents to Rich Angulo that will be posted on the City's website:

- Prior Safe Routes to Oak Knoll School staff reports
- 2002 completed Safe Routes to Oak Knoll School report
- Safe Routes to Oak Knoll School Update - Steering Committee # 1 agenda/meeting minutes, data information, schedule, scope of work

MS/jka/MPA007.M1.doc

Attachments: Sign-in sheet

SIGN-IN LIST / LISTA DE FIRMAS

Jan. 03

CITY OF MENLO PARK



DATE: Jan 10/16/12 LOCATION: Oak Knoll School SUBJECT: Safe Routes to Oak Knoll School

Name/Address (please print) Nombre/Domicilio (Use letra de molde)	Telephone Telefono	Email Address / Organization Name Correo Electronico/Organizacion	Have you attended before? Ha asistido a alguna reunion antes?
Rene Baile	650 330 6775	rcbaile@menlopark.org	<input type="checkbox"/> Yes / Si <input type="checkbox"/> No
STEVEN KAUFMAN	650 330 6343	SKKAUFMAN@MENLOPARK.ORG	<input type="checkbox"/> Yes / Si <input type="checkbox"/> No
Kristin Duriseti 1890 Oak Knoll Lane	650 270 1966	Kristin.Kuntz.duriseti@gmail.com	<input checked="" type="checkbox"/> Yes / Si <input type="checkbox"/> No
Mark Spencer, W-Trans, Oakland, CA	510-444-2600	m Spencer@w-trans.com	<input type="checkbox"/> Yes / Si <input type="checkbox"/> No
Jespreet Anand, W-Trans, Oakland, CA	510-444-2600	janand@w-trans.com	<input type="checkbox"/> Yes / Si <input type="checkbox"/> No
Kathy Schrenk	650-561-4376	kschrenk@mpcsd.org kschrenk@mpcsd.org	<input checked="" type="checkbox"/> Yes / Si <input type="checkbox"/> No
Allison Chao	650-224-8266	achao@yahoo.com	<input type="checkbox"/> Yes / Si <input checked="" type="checkbox"/> No
RICH ANGULO	650-330-6774	RANGULO@MENLOPARK.ORG	<input type="checkbox"/> Yes / Si <input type="checkbox"/> No
			<input type="checkbox"/> Yes / Si <input type="checkbox"/> No
			<input type="checkbox"/> Yes / Si <input type="checkbox"/> No
			<input type="checkbox"/> Yes / Si <input type="checkbox"/> No
			<input type="checkbox"/> Yes / Si <input type="checkbox"/> No
			<input type="checkbox"/> Yes / Si <input type="checkbox"/> No
			<input type="checkbox"/> Yes / Si <input type="checkbox"/> No
			<input type="checkbox"/> Yes / Si <input type="checkbox"/> No
			<input type="checkbox"/> Yes / Si <input type="checkbox"/> No
			<input type="checkbox"/> Yes / Si <input type="checkbox"/> No
			<input type="checkbox"/> Yes / Si <input type="checkbox"/> No

DRAFT

Traffic Data



Oak Knoll Vicinity Collisions

Bicycle Collisions

- 2010
- 2011
- 2012

Oak Knoll Non-Bicycle Collisions

- ◆ 2010
- ◆ 2011
- ◆ 2012

Location: Oak Knoll In btwn White Oak Dr & Oak Ave

AM Period	NB	SB	EB	WB	PM Period	NB	SB	EB	WB			
00:00			0	0	12:00			13	7			
00:15			0	0	12:15			28	16			
00:30			0	0	12:30			9	6			
00:45			1	1	12:45			11	61	17	46	107
01:00			0	0	13:00			10	4			
01:15			1	0	13:15			4	5			
01:30			0	0	13:30			7	3			
01:45			0	1	13:45			9	30	11	23	53
02:00			0	0	14:00			14	8			
02:15			0	0	14:15			13	8			
02:30			0	0	14:30			15	10			
02:45			0	0	14:45			17	59	12	38	97
03:00			0	0	15:00			31	15			
03:15			0	0	15:15			33	7			
03:30			0	0	15:30			10	8			
03:45			0	0	15:45			5	79	10	40	119
04:00			0	0	16:00			11	7			
04:15			0	0	16:15			13	3			
04:30			0	0	16:30			8	7			
04:45			0	0	16:45			6	38	6	23	61
05:00			1	0	17:00			5	2			
05:15			0	0	17:15			3	2			
05:30			1	0	17:30			4	4			
05:45			1	3	17:45			4	16	5	13	29
06:00			2	0	18:00			3	0			
06:15			1	0	18:15			4	2			
06:30			0	0	18:30			3	3			
06:45			0	3	18:45			2	12	3	8	20
07:00			0	2	19:00			3	5			
07:15			3	2	19:15			1	0			
07:30			3	5	19:30			4	2			
07:45			15	21	19:45			5	13	1	8	21
08:00			67	14	20:00			1	6			
08:15			104	16	20:15			5	2			
08:30			11	4	20:30			1	4			
08:45			12	194	20:45			2	9	1	13	22
09:00			4	2	21:00			0	3			
09:15			5	4	21:15			4	1			
09:30			3	1	21:30			5	6			
09:45			9	21	21:45			2	11	0	10	21
10:00			7	5	22:00			2	2			
10:15			11	19	22:15			1	1			
10:30			17	10	22:30			1	0			
10:45			9	44	22:45			1	5	0	3	8
11:00			4	5	23:00			2	1			
11:15			3	2	23:15			0	0			
11:30			4	6	23:30			0	0			
11:45			5	16	23:45			0	2	0	1	3

Total Vol. 304 128 **432** 335 226 **561**

		Daily Totals			
NB	SB	EB	WB	Combined	
		639	354	993	

Split %	AM			PM		
	70.4%	29.6%	43.5%	59.7%	40.3%	56.5%
Peak Hour	07:45	07:30	07:45	14:30	12:00	14:30
Volume	197	47	243	96	46	140
P.H.F.	0.47	0.73	0.51	0.73	0.68	0.76

Location: Oak Knoll In btwn Oakdell Dr & White Oak Dr

AM Period	NB	SB	EB	WB	PM Period	NB	SB	EB	WB			
00:00			0	0	12:00			17	6			
00:15			0	0	12:15			4	12			
00:30			1	1	12:30			5	6			
00:45			0	1	0	1	2	4	30	0	24	54
01:00			1	0	13:00			15	1			
01:15			0	0	13:15			31	4			
01:30			0	0	13:30			28	7			
01:45			0	1	0	0	1	15	89	16	28	117
02:00			0	0	14:00			12	6			
02:15			0	0	14:15			10	1			
02:30			0	0	14:30			16	11			
02:45			0	0	0	0		18	56	7	25	81
03:00			0	0	15:00			23	8			
03:15			0	0	15:15			23	10			
03:30			0	0	15:30			12	5			
03:45			0	0	1	1	1	3	61	11	34	95
04:00			0	0	16:00			4	10			
04:15			0	0	16:15			10	6			
04:30			0	0	16:30			5	7			
04:45			0	0	0	0		2	21	4	27	48
05:00			0	0	17:00			2	4			
05:15			0	0	17:15			6	9			
05:30			0	0	17:30			5	10			
05:45			1	1	0	0	1	5	18	4	27	45
06:00			1	1	18:00			4	5			
06:15			0	0	18:15			2	1			
06:30			0	0	18:30			3	5			
06:45			2	3	1	2	5	0	9	1	12	21
07:00			6	3	19:00			2	3			
07:15			5	4	19:15			1	2			
07:30			21	1	19:30			0	1			
07:45			83	115	3	11	126	1	4	1	7	11
08:00			65	27	20:00			4	5			
08:15			25	18	20:15			1	6			
08:30			6	5	20:30			2	2			
08:45			3	99	1	51	150	0	7	3	16	23
09:00			5	0	21:00			2	6			
09:15			3	1	21:15			2	2			
09:30			1	5	21:30			4	5			
09:45			5	14	8	14	28	3	11	2	15	26
10:00			1	0	22:00			1	1			
10:15			7	5	22:15			1	0			
10:30			3	7	22:30			0	0			
10:45			4	15	3	15	30	1	3	0	1	4
11:00			3	1	23:00			2	0			
11:15			3	3	23:15			1	0			
11:30			12	2	23:30			0	0			
11:45			8	26	6	12	38	0	3	0	0	3

Total Vol. 275 107 **382** 312 216 **528**

		Daily Totals		
NB	SB	EB	WB	Combined
		587	323	910

Split %	AM			PM		
	72.0%	28.0%	42.0%	59.1%	40.9%	58.0%
Peak Hour	07:30	07:45	07:30	13:00	14:30	13:15
Volume	194	53	243	89	36	119
P.H.F.	0.58	0.49	0.66	0.72	0.82	0.85

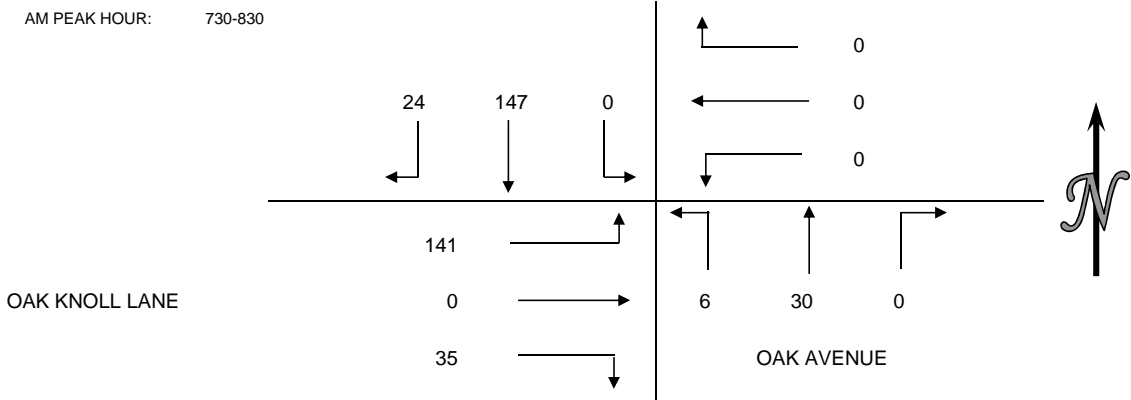
Location: Oak Ave s/o Oak Knoll Ln

AM Period	NB	SB	EB	WB	PM Period	NB	SB	EB	WB		
00:00	1	1			12:00	7	16				
00:15	1	2			12:15	5	32				
00:30	0	2			12:30	7	22				
00:45	1	3	0	5	8	12:45	10	29	16	86	115
01:00	0	0			13:00	16	28				
01:15	1	0			13:15	12	17				
01:30	0	1			13:30	9	18				
01:45	1	2	0	1	3	13:45	10	47	23	86	133
02:00	0	0			14:00	7	22				
02:15	0	0			14:15	16	39				
02:30	1	0			14:30	18	33				
02:45	0	1	0	0	1	14:45	38	79	26	120	199
03:00	1	2			15:00	47	22				
03:15	0	0			15:15	22	37				
03:30	0	0			15:30	12	35				
03:45	0	1	0	2	3	15:45	22	103	30	124	227
04:00	0	0			16:00	11	32				
04:15	0	0			16:15	17	33				
04:30	0	0			16:30	21	30				
04:45	0	0	0	0	16:45	28	77	22	117		194
05:00	0	0			17:00	20	29				
05:15	0	0			17:15	25	21				
05:30	0	2			17:30	19	26				
05:45	0	0	4	6	6	17:45	31	95	25	101	196
06:00	1	5			18:00	25	26				
06:15	1	7			18:15	17	19				
06:30	0	8			18:30	23	23				
06:45	2	4	12	32	36	18:45	19	84	10	78	162
07:00	1	13			19:00	18	18				
07:15	3	13			19:15	13	17				
07:30	4	32			19:30	2	10				
07:45	8	16	22	80	96	19:45	6	39	16	61	100
08:00	9	44			20:00	4	17				
08:15	9	48			20:15	5	15				
08:30	12	70			20:30	4	10				
08:45	4	34	54	216	250	20:45	9	22	17	59	81
09:00	12	37			21:00	4	21				
09:15	9	26			21:15	7	11				
09:30	4	25			21:30	8	6				
09:45	8	33	32	120	153	21:45	3	22	7	45	67
10:00	9	34			22:00	3	13				
10:15	12	20			22:15	2	3				
10:30	9	23			22:30	0	6				
10:45	9	39	22	99	138	22:45	1	6	3	25	31
11:00	11	25			23:00	1	9				
11:15	9	18			23:15	2	0				
11:30	3	25			23:30	3	2				
11:45	11	34	26	94	128	23:45	2	8	1	12	20
Total Vol.	167	655			822	611	914				1525
								Daily Totals			
						NB	SB	EB	WB	Combined	
						778	1569			2347	
					AM			PM			
Split %	20.3%	79.7%			35.0%	40.1%	59.9%			65.0%	
Peak Hour	10:15	08:00			08:00	14:30	15:15			14:30	
Volume	41	216			250	125	134			243	
P.H.F.	0.85	0.77			0.76	0.80	0.91			0.88	

INTERSECTION CAR/PED/BIKE TRAFFIC COUNT RESULTS SUMMARY

CLIENT: W-TRANS
 PROJECT: MENLO PARK TRAFFIC COUNTS
 DATE: THURSDAY DECEMBER 6, 2012
 PERIOD: 7:30 AM TO 8:30 AM
 INTERSECTION: N/S OAK AVENUE
 E/W OAK KNOLL LANE
 CITY: MENLO PARK

VEHICLE COUNTS													
15 MIN COUNTS	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
PERIOD	SBRT	SBTH	SBLT	WBRT	WBTH	WBLT	NBRT	NBTH	NBLT	EBRT	EBTH	EBLT	TOTAL
730-745	1	19	0	0	0	0	0	9	3	10	0	11	53
745-800	10	42	0	0	0	0	0	6	1	5	0	44	108
800-815	10	54	0	0	0	0	0	6	1	10	0	67	148
815-830	3	32	0	0	0	0	0	9	1	10	0	19	74
HOUR TOTALS	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
PERIOD	SBRT	SBTH	SBLT	WBRT	WBTH	WBLT	NBRT	NBTH	NBLT	EBRT	EBTH	EBLT	TOTAL
730-830	24	147	0	0	0	0	0	30	6	35	0	141	383



PEDESTRIAN COUNTS					
15 MIN COUNTS	NORTH LEG	EAST LEG	SOUTH LEG	WEST LEG	TOTAL
730-745	1	14	12	4	31
745-800	1	35	39	2	77
800-815	3	34	34	5	76
815-830	1	24	21	1	47
HOUR TOTALS	NORTH LEG	EAST LEG	SOUTH LEG	WEST LEG	TOTAL
PERIOD	LEG	LEG	LEG	LEG	TOTAL
730-830	6	107	106	12	231

BICYCLE COUNTS					
15 MIN COUNTS	NORTH LEG	EAST LEG	SOUTH LEG	WEST LEG	TOTAL
730-745	0	1	1	11	13
745-800	1	0	0	37	38
800-815	0	9	11	57	77
815-830	0	1	3	1	5
HOUR TOTALS	NORTH LEG	EAST LEG	SOUTH LEG	WEST LEG	TOTAL
PERIOD	LEG	LEG	LEG	LEG	TOTAL
730-830	1	11	15	106	133

PEDESTRIAN & BICYCLE COUNT SUMMARY

CLIENT: W-TRANS
 PROJECT: MENLO PARK TRAFFIC COUNTS
 DATE: THURSDAY DECEMBER 6, 2012
 PERIODS: 7:30 AM TO 8:30 AM
 INTERSECTIO N/S OAK KNOLL LANE
 E/W WHITE OAK DRIVE
 CITY: MENLO PARK

PEDESTRIAN COUNTS					
15 MIN	NORTH	EAST	SOUTH	WEST	TOTAL
PERIOD	LEG	LEG	LEG	LEG	
730-745	1	8	0	0	9
745-800	2	38	0	2	42
800-815	13	152	0	6	171
815-830	3	18	0	1	22
HOUR	NORTH	EAST	SOUTH	WEST	TOTAL
PERIOD	LEG	LEG	LEG	LEG	
730-830	17	216	0	9	244

BICYCLE COUNTS					
15 MIN	NORTH	EAST	SOUTH	WEST	TOTAL
PERIOD	LEG	LEG	LEG	LEG	
730-745	0	2	1	2	5
745-800	2	10	1	3	16
800-815	5	15	1	4	25
815-830	1	2	1	2	6
HOUR	NORTH	EAST	SOUTH	WEST	TOTAL
PERIOD	LEG	LEG	LEG	LEG	
730-830	8	29	4	11	52

PEDESTRIAN & BICYCLE COUNT SUMMARY

CLIENT: W-TRANS
 PROJECT: MENLO PARK TRAFFIC COUNTS
 DATE: THURSDAY DECEMBER 6, 2012
 PERIODS: 7:30 AM TO 8:30 AM
 INTERSECTIO N/S OAK KNOLL LANE
 E/W OAKDELL DRIVE
 CITY: MENLO PARK

PEDESTRIAN COUNTS					
15 MIN	NORTH	EAST	SOUTH	WEST	TOTAL
PERIOD	LEG	LEG	LEG	LEG	
730-745	1	0	2	2	5
745-800	5	4	1	0	10
800-815	6	9	0	8	23
815-830	3	3	3	2	11
HOUR	NORTH	EAST	SOUTH	WEST	TOTAL
PERIOD	LEG	LEG	LEG	LEG	
730-830	15	16	6	12	49

BICYCLE COUNTS					
15 MIN	NORTH	EAST	SOUTH	WEST	TOTAL
PERIOD	LEG	LEG	LEG	LEG	
730-745	1	0	0	0	1
745-800	2	2	2	3	9
800-815	1	1	1	1	4
815-830	1	1	0	1	3
HOUR		EAST	SOUTH	WEST	TOTAL
PERIOD		LEG	LEG	LEG	
730-830	5	4	3	5	17

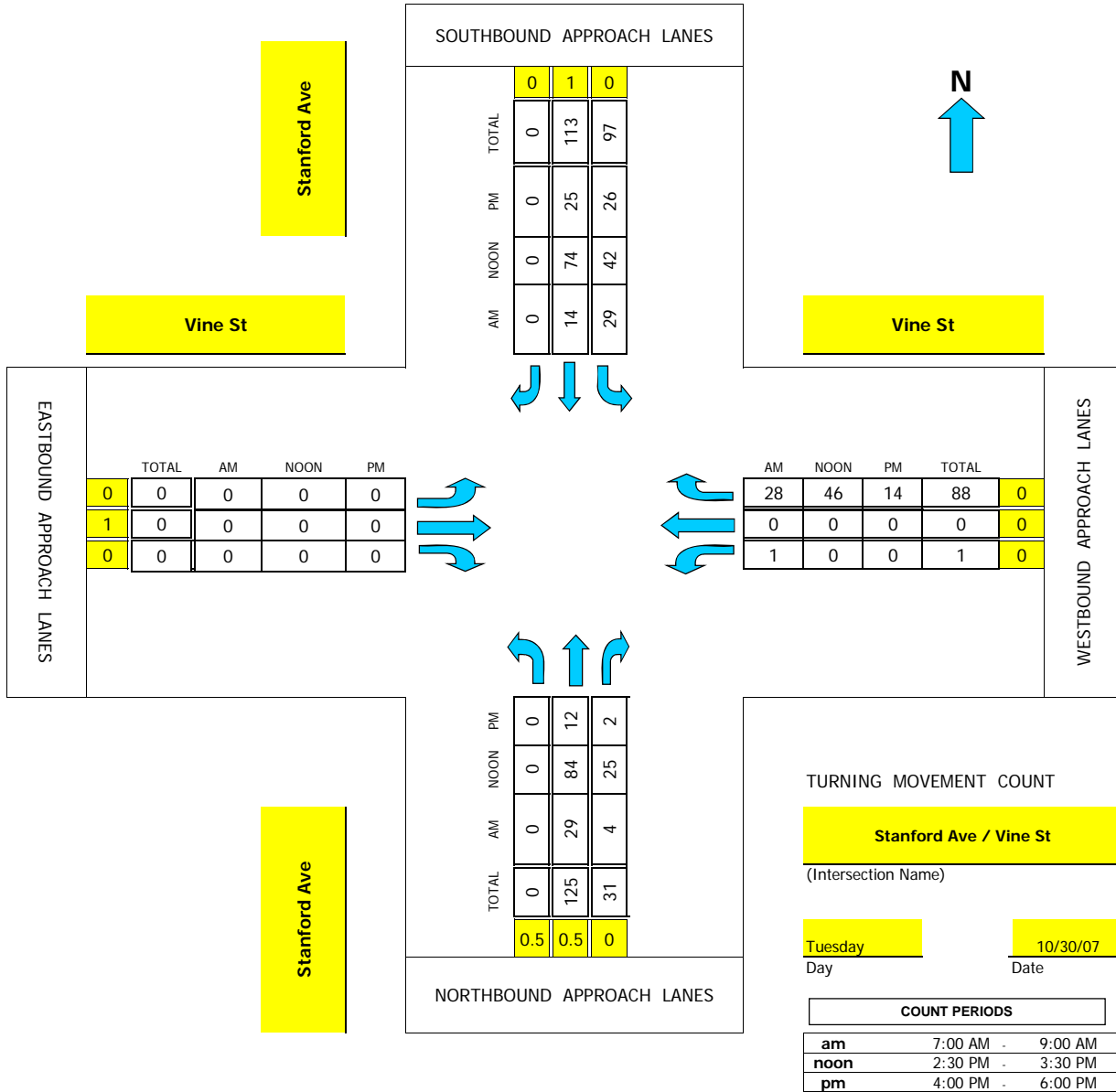
Intersection Turning Movement



National Data & Surveying Services

TMC Summary of Stanford Ave/Vine St

Project #: 07-7510-003



CONTROL: 1-way Stop Sign (EB)

AM PEAK HOUR 745 AM
 NOON PEAK HOUR 230 PM
 PM PEAK HOUR 400 PM

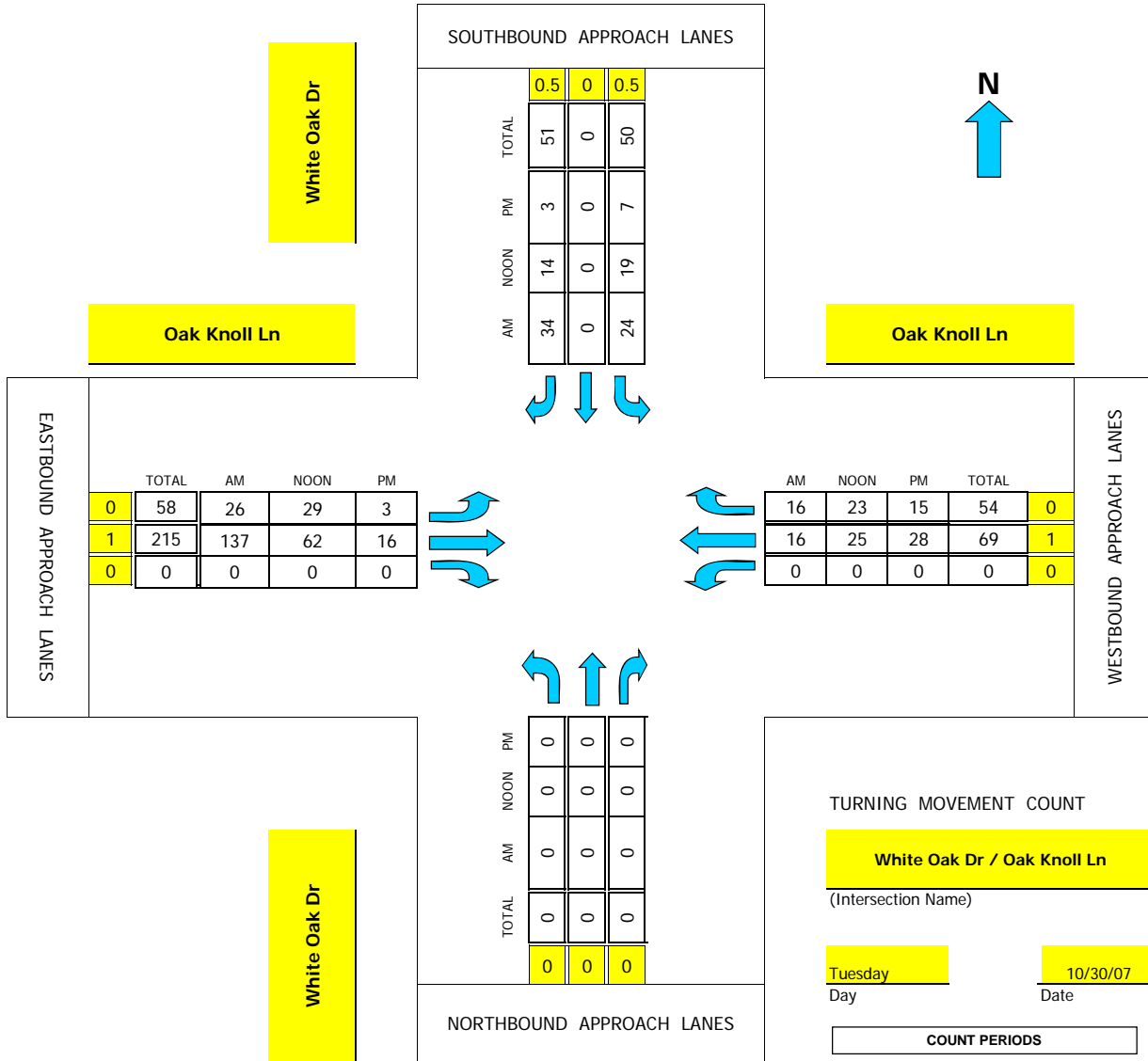
Intersection Turning Movement



National Data & Surveying Services

TMC Summary of White Oak Dr/Oak Knoll Ln

Project #: 07-7510-001



CONTROL: 3-Way Stop

AM PEAK HOUR 715 AM
 NOON PEAK HOUR 230 PM
 PM PEAK HOUR 400 PM

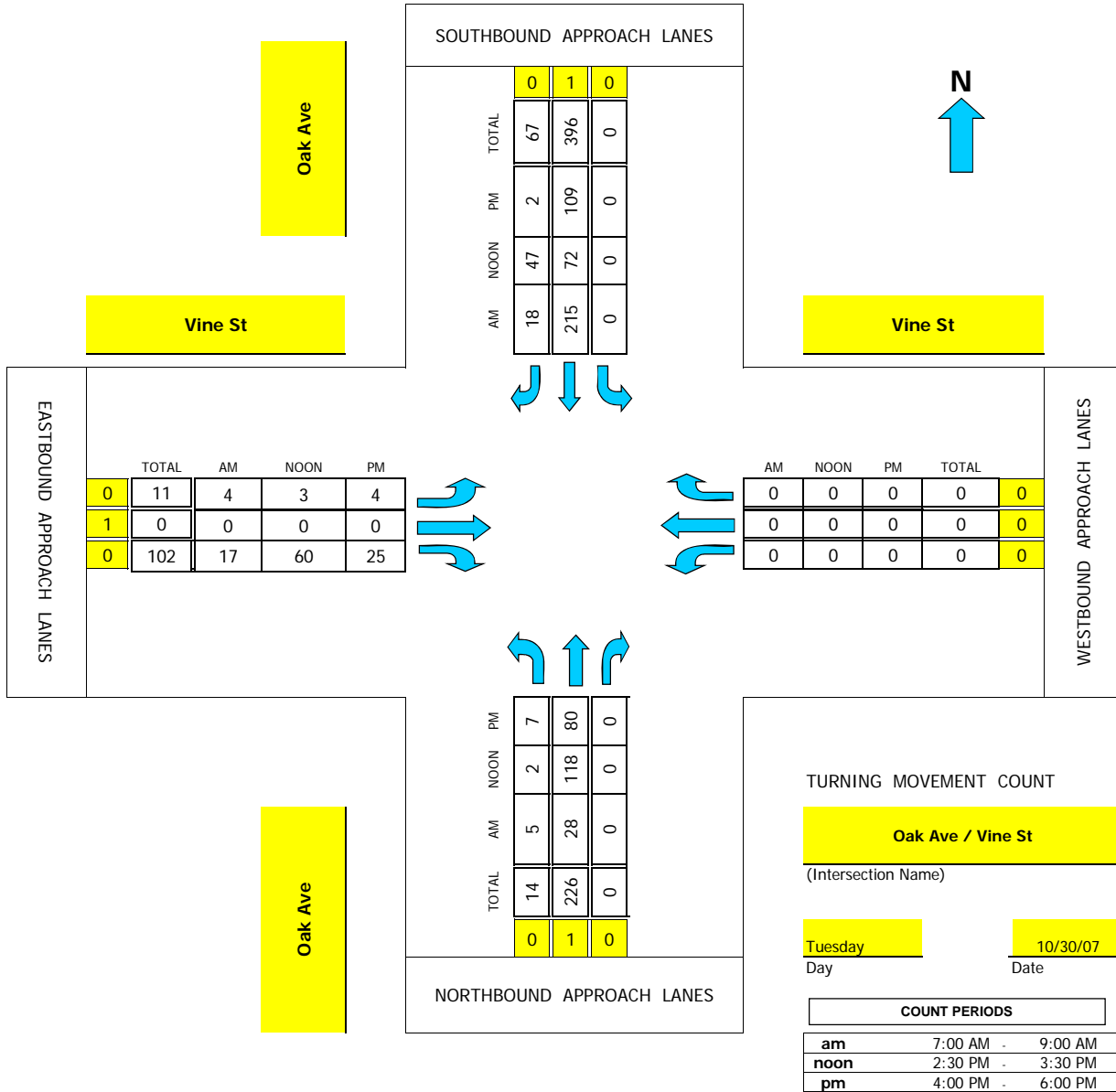
Intersection Turning Movement



National Data & Surveying Services

TMC Summary of Oak Ave/Vine St

Project #: 07-7510-004

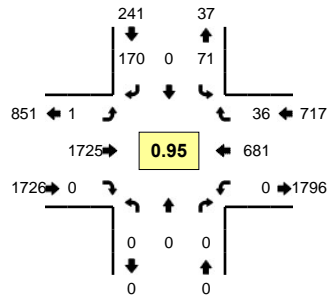


CONTROL: 1-Way Stop (WB)

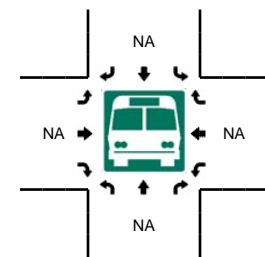
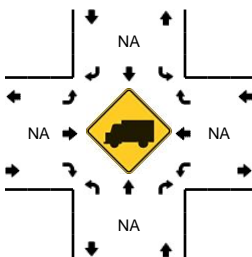
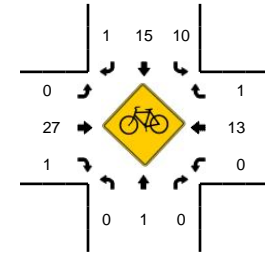
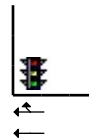
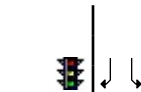
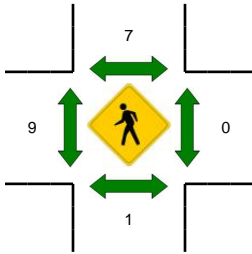
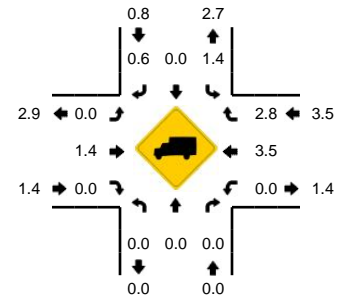
AM PEAK HOUR 730 AM
 NOON PEAK HOUR 230 PM
 PM PEAK HOUR 400 PM

LOCATION: Vine St/Oak Ave -- Sand Hill Rd
CITY/STATE: Menlo Park, CA

QC JOB #: 10756313
DATE: Wed, May 09 2012



Peak-Hour: 7:35 AM -- 8:35 AM
Peak 15-Min: 8:05 AM -- 8:20 AM

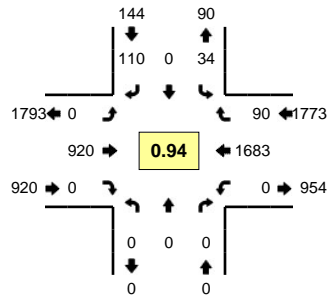


5-Min Count Period Beginning At	Vine St/Oak Ave (Northbound)				Vine St/Oak Ave (Southbound)				Sand Hill Rd (Eastbound)				Sand Hill Rd (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
7:00 AM	0	0	0	0	5	0	7	0	0	86	0	0	0	20	0	0	118	
7:05 AM	0	0	0	0	2	0	5	0	0	71	0	0	0	42	0	0	120	
7:10 AM	0	0	0	0	1	0	8	0	1	95	0	0	0	35	1	0	141	
7:15 AM	0	0	0	0	2	0	11	0	0	84	0	0	0	34	2	0	133	
7:20 AM	0	0	0	0	7	0	15	0	0	124	0	0	0	23	2	0	171	
7:25 AM	0	0	0	0	5	0	11	0	1	125	0	0	0	56	3	0	201	
7:30 AM	0	0	0	0	4	0	4	0	0	128	0	0	0	33	2	0	171	
7:35 AM	0	0	0	0	9	0	11	0	0	134	0	0	0	56	1	0	211	
7:40 AM	0	0	0	0	9	0	11	0	0	136	0	0	0	61	1	0	218	
7:45 AM	0	0	0	0	3	0	8	0	0	157	0	0	0	62	2	0	232	
7:50 AM	0	0	0	0	3	0	16	0	0	95	0	0	0	62	5	0	181	
7:55 AM	0	0	0	0	4	0	16	0	0	161	0	0	0	41	6	0	228	
8:00 AM	0	0	0	0	3	0	14	0	1	146	0	0	0	41	5	0	210	2125
8:05 AM	0	0	0	0	7	0	14	0	0	142	0	0	0	66	3	0	232	2329
8:10 AM	0	0	0	0	7	0	22	0	0	140	0	0	0	41	4	0	214	2402
8:15 AM	0	0	0	0	9	0	13	0	0	170	0	0	0	67	5	0	264	2533
8:20 AM	0	0	0	0	10	0	15	0	0	145	0	0	0	50	1	0	221	2583
8:25 AM	0	0	0	0	4	0	17	0	0	126	0	0	0	68	2	0	217	2599
8:30 AM	0	0	0	0	3	0	13	0	0	173	0	0	0	66	1	0	256	2684
8:35 AM	0	0	0	0	5	0	10	0	0	134	0	0	0	45	1	0	195	2668
8:40 AM	0	0	0	0	8	0	13	0	0	127	0	0	0	50	3	0	201	2651
8:45 AM	0	0	0	0	2	0	19	0	0	136	0	0	0	40	3	0	200	2619
8:50 AM	0	0	0	0	4	0	11	0	1	148	0	0	0	42	2	0	208	2646
8:55 AM	0	0	0	0	3	0	8	0	0	135	0	0	0	63	6	0	215	2633
Peak 15-Min Flowrates	Northbound				Southbound				Eastbound				Westbound				Total	
All Vehicles	0	0	0	0	92	0	196	0	0	1808	0	0	0	696	48	0	2840	
Heavy Trucks	0	0	0	0	0	0	0	0	0	28	0	0	0	24	0	0	52	
Pedestrians	0	0	0	0	0	4	0	0	0	12	0	0	0	0	0	0	16	
Bicycles	0	0	0	0	4	4	0	0	0	7	0	0	0	4	1	0	20	
Railroad	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Stopped Buses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

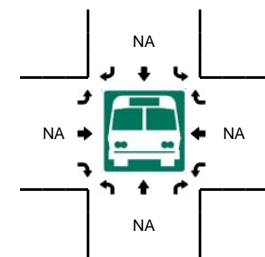
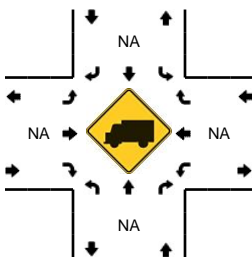
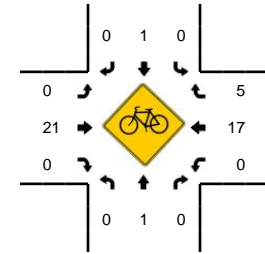
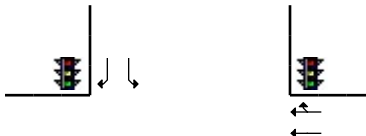
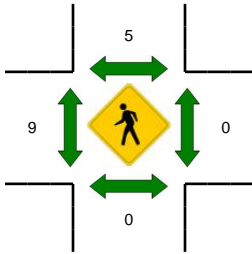
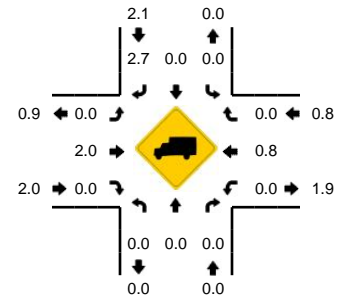
Comments:

LOCATION: Vine St/Oak Ave -- Sand Hill Rd
CITY/STATE: Menlo Park, CA

QC JOB #: 10756314
DATE: Wed, May 09 2012



Peak-Hour: 4:20 PM -- 5:20 PM
Peak 15-Min: 5:05 PM -- 5:20 PM



5-Min Count Period Beginning At	Vine St/Oak Ave (Northbound)				Vine St/Oak Ave (Southbound)				Sand Hill Rd (Eastbound)				Sand Hill Rd (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
4:00 PM	0	0	0	0	1	0	2	0	0	61	0	0	0	138	4	0	206	
4:05 PM	0	0	0	0	2	0	8	0	0	65	0	0	0	121	10	0	206	
4:10 PM	0	0	0	0	4	0	10	0	0	63	0	0	0	141	3	0	221	
4:15 PM	0	0	0	0	5	0	8	0	0	56	0	0	0	136	3	0	208	
4:20 PM	0	0	0	0	6	0	3	0	0	75	0	0	0	142	6	0	232	
4:25 PM	0	0	0	0	4	0	9	0	0	72	0	0	0	153	6	0	244	
4:30 PM	0	0	0	0	1	0	19	0	0	61	0	0	0	116	7	0	204	
4:35 PM	0	0	0	0	2	0	11	0	0	73	0	0	0	141	8	0	235	
4:40 PM	0	0	0	0	2	0	12	0	0	91	0	0	0	131	6	0	242	
4:45 PM	0	0	0	0	4	0	3	0	0	74	0	0	0	150	8	0	239	
4:50 PM	0	0	0	0	2	0	5	0	0	74	0	0	0	123	11	0	215	
4:55 PM	0	0	0	0	5	0	7	0	0	90	0	0	0	140	6	0	248	
5:00 PM	0	0	0	0	1	0	15	0	0	54	0	0	0	148	7	0	225	2700
5:05 PM	0	0	0	0	2	0	6	0	0	99	0	0	0	134	5	0	246	2759
5:10 PM	0	0	0	0	5	0	10	0	0	84	0	0	0	136	11	0	246	2784
5:15 PM	0	0	0	0	0	0	10	0	0	73	0	0	0	169	9	0	261	2837
5:20 PM	0	0	0	0	1	0	18	0	0	53	0	0	0	121	11	0	204	2809
5:25 PM	0	0	0	0	4	0	12	0	0	67	0	0	0	125	10	0	218	2783
5:30 PM	0	0	0	0	2	0	6	0	0	84	0	0	0	136	9	0	237	2816
5:35 PM	0	0	0	0	4	0	4	0	0	78	0	0	0	140	11	0	237	2818
5:40 PM	0	0	0	0	4	0	7	0	0	72	0	0	0	149	7	0	239	2815
5:45 PM	0	0	0	0	6	0	10	0	0	73	0	0	0	138	8	0	235	2811
5:50 PM	0	0	0	0	3	0	9	0	0	82	0	0	0	120	13	0	227	2823
5:55 PM	0	0	0	0	1	0	9	0	0	56	0	0	0	104	5	0	175	2750
Peak 15-Min Flowrates	Northbound				Southbound				Eastbound				Westbound				Total	
All Vehicles	0	0	0	0	28	0	104	0	0	1024	0	0	0	1756	100	0	3012	
Heavy Trucks	0	0	0	0	0	0	0	0	0	20	0	0	0	8	0	0	28	
Pedestrians						8				4				0			12	
Bicycles	0	0	0	0	0	0	0	0	0	5	0	0	0	9	1	0	15	
Railroad																		
Stopped Buses																		

Comments:

DRAFT

Neighborhood Meeting #1 Meeting Notes

memorandum



**Whitlock & Weinberger
Transportation, Inc.**

475 14th Street
Suite 290
Oakland, CA 94612

voice (510) 444-2600

website www.w-trans.com
email mspencer@w-trans.com

Date: November 9, 2012

To: **Mr. Richard Angulo**
Transportation Technician
701 Laurel Street
Menlo Park, CA 94025

From: Mark Spencer
Jaspreet Anand

Project: MPA007

Subject: Safe Routes to Oak Knoll School, Neighborhood Meeting #1 -
Meeting Minutes

The purpose of this memorandum is to summarize the meeting minutes from the Neighborhood meeting #1 held on November 7, 2012 for the Safe Routes to Oak Knoll School Project. Attached is a copy of the sign-in sheet.

Attendance

The sign-in list from the first Neighborhood meeting is attached to this memo.

Welcome

Mark Spencer of W-Trans opened the meeting by welcoming and thanking all of the attendees. Mark Spencer introduced the consultant team and the City of Menlo Park staff.

Presentation

- Mark Spencer led the meeting by asking how many participants have kids going to Oak Knoll School and how many are neighbors.
- Mark Spencer stated the purpose of the meeting and mentioned that the current Safe Routes to Oak Knoll School Plan is an update to the previous 2002 Safe Routes to Oak Knoll School Plan. He gave a short presentation that included a review of the project goals and objectives, 2002 Safe Routes to School Plans improvements (implemented, removed and replaced), a review of the tasks and schedule, outline for a team exercise, and transportation survey.
- Rich Angelo of the City of Menlo Park stated while that current Safe Routes to Oak Knoll School Plan includes the entire attendance area (Menlo Park and Atherton), the City of Menlo Park will only be able to fund improvements in the City itself. He further stated that the funding for the potential improvements is not yet approved for this fiscal year.

Questions

Mark Spencer requested attendees to ask questions or provide comments with respect to transportation issues at Oak Knoll School. Several of the questions and responses are summarized below:

Question: What is the timeline for the current Safe Routes to Oak Knoll School Plan update and does it address the future increase in enrollment?

Response: Mark Spencer replied that the current Safe Routes to School plan will mainly address the current issues and enrollment. Kristin Gracia of Oak Knoll School further added that the school district is starting a new enrollment study. Oak Knoll School is currently at or near capacity and currently there are no plans to increase the enrollment without further expanding the school facilities.

Question: The Oak Knoll School attendance area is comprised of several different neighborhoods. How is the current update going to handle the traffic issues in different neighborhoods?

Response: Mark Spencer replied that the current Safe Routes to Oak Knoll School Plan Update will look at the entire Oak Knoll school attendance area, focus on solutions that are most effective, and meet the plan goals and objectives.

Question: The previous Oak Knoll School Plan had a school bus but it got removed. Can the current plan update bring back the school bus to avoid the congestion due to bicycle and pedestrians?

Response: Mark Spencer replied that one objective of the current Safe Routes to Oak Knoll School Plan Update is to improve safety for pedestrians and bicyclists while accommodating all modes of travel. The idea of a school bus sounds good, and this can be brought up to the City, the school district, and SamTrans.

Question: Why were the improvements that were initially implemented in the 2002 Safe Routes to Oak Knoll School Plan removed or replaced?

Response: Tom Keelin, a local resident that was involved in the 2002 plan, replied that the neighbors were not aware of the extent of the signage and striping improvements prior to their implementation. Once the improvements were implemented, some of the neighbors raised concerns and then some of the elements were removed or replaced. Mark Spencer added we don't want to a repeat of that situation; therefore, it is very important that there is outreach to all stakeholders from the beginning, and we listen to everyone's concerns.

Question: How many accidents have happened near the vicinity of the school in the last 10 years that involved pedestrians and bicyclists?

Response: Mark Spencer replied that we have not yet received the accident data from the City to conduct a collision analysis.

Question: How will you collect the data from parents who have kids in the Oak Knoll School but are not present in the meeting?

Response: Mark Spencer replied that W-Trans has conducted field work to evaluate existing condition related to roadway, sidewalks, bike lanes, signs, parking restrictions, etc. We have also requested data including traffic counts, accident data, school survey data, etc. from the City, police department, and school district. Also, a transportation survey has been prepared to elicit additional responses from local residents and parents.

Question: How does the current plan address enforcement and education?

Response: Mark Spencer replied that enforcement and education are very critical to any safe route to school plan and they will be included in the current plan. Mark Spencer further added that the school website has posted transportation policies for school drop-off and pick-up times, as well as educational material for pedestrians and bicyclists.

Question: How is the Valparaiso Avenue Safe Routes to School project different or similar to the Safe Routes to Oak Knoll Plan update?

Response: Mark Spencer replied that the Safe Routes to Oak Knoll School Plan Update will focus on the Oak Knoll School attendance area boundary. Rich Angulo further added that the Valparaiso Avenue project is not related to Oak Knoll School project, but more focused on schools that front or are closer to Valparaiso Avenue.

Question: What is Oak Knoll School currently doing to manage the school traffic during drop-off and pick-up times?

Response: Kristin Gracia replied that school staff manages the carpool lane during the afternoon pick-up time and put up signs to manage traffic. The school has posted transportation management policies on their website for drop-off and pick-up times along with other educational material for parents. The school also communicates traffic issues with parents via newsletters. The school also has a Bike Safety Program that educates school children about bike rules and regulations and how to safely ride a bike to the school.

Team Exercise

The attendees were led in a team exercise. Participants were asked to divide into teams and begin a route planning exercise. Using a base map, they identified the route where they currently drive, walk or bike. Second, using a color ranking system they identified whether the route is pleasant (green dot), whether the route is pleasant but there's room improvements (yellow dot), or where they believe there are major obstacles to driving, walking or biking (red dot). Some areas included an entire roadway segment while others were specific to a location along their route. Teams also wrote details (roadway conditions, signage etc.) for each of their routes.

Final Discussion

After the team exercise, Mark Spencer asked the participants to evaluate how effective it was to use the maps. Most participants agreed that using the map was very effective. Other comments that the participants had regarding transportation issues are summarized below:

- Lack of sidewalks
- Parents don't feel safe to let their kids bike alone
- Lack of education or enforcement
- Violation of left-turn restrictions at the Oak Knoll Lane/White Oak Avenue intersection and at the school exit
- Congestion problem due to parking, bikes, pedestrians and vehicles
- Lack of community program where kids can walk together
- Speeding
- Parking in no parking zone area

- Kids are forced to bike or walk on the street due to cars parked on the street along Oak Knoll Lane.
- Lack of bicycle lanes
- Need more crossing guards
- Drivers not respecting the stop sign
- The solution should not focus on adding signs
- Set up a transportation survey via SurveyMonkey and encourage the parents to respond to it

Mark Spencer asked if parents currently volunteer to assist with traffic management during the drop-off time. The participants replied that parents do not volunteer to manage traffic and it is the responsibility of the school. Mark Spencer emphasized the importance of parent volunteering and noted that it is a very cost-effective solution to manage some of the parking, crossing guard, and turn-lane restriction issues that local resident and parents are facing. Allison Chao (PTO President) and Kristin Gracia thought that they could get parents to volunteer for traffic control duty.

A transportation survey was also distributed to all the participants at this meeting. The survey will also be posted on the City's website for this project:

(http://www.menlopark.org/departments/trn/saferoute_OakKnoll.html),

Action Items

- City staff will investigate if they can set up the transportation survey via SurveyMonkey.
- City staff to post transportation survey on their website.
- Oak Knoll School PTO will see if they can get a group of parent volunteers to assist with traffic management during morning drop-off time.

SIGN-IN LIST / LISTA DE FIRMAS

CITY OF MENLO PARK



DATE: November 7, 2012 LOCATION: Oak Knoll School Gymnasium SUBJECT: Oak Knoll Safe Routes to School Neighborhood Meeting

Name/Address (please print) Nombre/Domicilio (Use letra de molde)	Telephone Telefono	Email Address / Organization Name Correo Electronico/Organizacion	Have you attended before? Ha asistido a alguna reunion antes?
Naed ^{& Rafael} de la Vega	391-9881	naed@mac.com	<input type="checkbox"/> Yes / Si <input checked="" type="checkbox"/> No
Kimberly Gehant	4153074441	kgehart@gmail.com	<input type="checkbox"/> Yes / Si <input checked="" type="checkbox"/> No
Scott Morrow	2666177165		<input type="checkbox"/> Yes / Si <input checked="" type="checkbox"/> No
Dana Weintraub			<input checked="" type="checkbox"/> Yes / Si <input checked="" type="checkbox"/> No
Sandra Blum	255 0161	blum.sandra@gene.com	<input type="checkbox"/> Yes / Si <input type="checkbox"/> No
RICH WIPFLER 1045 VANDERBILT	650 326 3173	ENGRWIP@aol.com	<input checked="" type="checkbox"/> Yes / Si <input type="checkbox"/> No
KATNY NEUMAN " "	" " "		<input checked="" type="checkbox"/> Yes / Si <input type="checkbox"/> No
Sidney Marks	650 324 8515	sidnmarks@	<input type="checkbox"/> Yes / Si <input checked="" type="checkbox"/> No
Michael Lambert	(68) 322 4236	mlambert498@yahoo.com @sbeglobal	<input type="checkbox"/> Yes / Si <input checked="" type="checkbox"/> No
Kristin Duriseti	650 270 1966		<input type="checkbox"/> Yes / Si <input type="checkbox"/> No
Tom Keelin	650 465 4800	tom@keelin.com	<input checked="" type="checkbox"/> Yes / Si <input type="checkbox"/> No
Kristen Gracia (Oak Knoll Admin.)			<input type="checkbox"/> Yes / Si <input type="checkbox"/> No
Kathy Schrent MPCSD Traffic S.A.			<input type="checkbox"/> Yes / Si <input type="checkbox"/> No
Mike Harding	650-325-9362	mharding@stanfordalumni.org	<input type="checkbox"/> Yes / Si <input checked="" type="checkbox"/> No
HEYWARD ROBINSON	650-3285367	hrbsi@comcast.net	<input type="checkbox"/> Yes / Si <input checked="" type="checkbox"/> No
			<input type="checkbox"/> Yes / Si <input type="checkbox"/> No
			<input type="checkbox"/> Yes / Si <input type="checkbox"/> No

SIGN-IN LIST / LISTA DE FIRMAS

CITY OF MENLO PARK



DATE: November 7, 2012 LOCATION: Oak Knoll School Gymnasium SUBJECT: Oak Knoll Safe Routes to School Neighborhood Meeting

Name/Address (please print) <i>Nombre/Domicilio (Use letra de molde)</i>	Telephone <i>Telefono</i>	Email Address / Organization Name <i>Correo Electronico/Organizacion</i>	Have you attended before? <i>Ha asistido a alguna reunion antes?</i>
Joyce Dickerson 943 Lee Drive	650 796 7893	joyce327@gmail.com	<input type="checkbox"/> Yes / Si <input checked="" type="checkbox"/> No
Ritsy Muhiru 1750 Holly Avenue	650 387 6151	hmuhiru@gmail.com	<input type="checkbox"/> Yes / Si <input checked="" type="checkbox"/> No
Tom McGannon 650 Oak Knoll Ln	650 329-8296	tom@mcgannon.com	<input checked="" type="checkbox"/> Yes / Si <input type="checkbox"/> No
Courtney Gillette 1870 Oak Knoll Ln	650-473-9320	courtney.gillette@skyglobal.net	<input type="checkbox"/> Yes / Si <input checked="" type="checkbox"/> No
Alexia Costrous 440 Lemon St	650-853-0944	lexlivcost@gmail.com	<input type="checkbox"/> Yes / Si <input checked="" type="checkbox"/> No
Cesar Agustin 1774 Stanford Ave	326-1166	CAGUSTN@USA.NET	<input type="checkbox"/> Yes / Si <input checked="" type="checkbox"/> No
			<input type="checkbox"/> Yes / Si <input type="checkbox"/> No
			<input type="checkbox"/> Yes / Si <input type="checkbox"/> No
			<input type="checkbox"/> Yes / Si <input type="checkbox"/> No
			<input type="checkbox"/> Yes / Si <input type="checkbox"/> No
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			<input type="checkbox"/> Yes / Si <input type="checkbox"/> No
			<input type="checkbox"/> Yes / Si <input type="checkbox"/> No
			<input type="checkbox"/> Yes / Si <input type="checkbox"/> No

Appendix D

Transportation Survey Form

DRAFT



Oak Knoll School– Transportation Survey

Instructions: Fill in below and mark-up the map

In which specific neighborhood and street do you live? _____

About your child(ren):

First: Male/Female

Grade:

Second: Male/Female

Grade:

Third: Male/Female

Grade

Fourth: Male/Female

Grade:

What is the approximate distance from your home to the school? Note: ¼ mile = 5-7 minute walk

¼ mile or less

¼ - ½ mile

¼ - 1 mile

1 -2 miles

over 2 miles

How does your child usually travel to and from Oak Knoll School?

AM	Every Day	3-4 days a week	1-2 days a week	Not often
Walks				
Bikes				
Driven				
Carpool				
Bus				

PM	Every Day	3-4 days a week	1-2 days a week	Not often
Walks				
Bikes				
Driven				
Carpool				
Bus				

When biking or walking to Oak Knoll School, which general route does your child take?

What safety concerns do you have regarding your child’s route to Oak Knoll School?

If you drive or carpool, which main street do you use?

If you carpool, how many families are involved _____

How many children ride each trip? _____

How is the carpool organized (neighborhood, friendships etc.) _____



Oak Knoll School– Transportation Survey

Instructions: Fill in below and mark-up the map

Why do you drive your child to/from Oak Knoll School: (please check all that apply)

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Safety | <input type="checkbox"/> Convenience | <input type="checkbox"/> Drop off on way to work | <input type="checkbox"/> Too far to walk |
| <input type="checkbox"/> Running late/tardiness | <input type="checkbox"/> Bad weather | <input type="checkbox"/> Child is too young | <input type="checkbox"/> Sidewalks (lack or incomplete) |
| <input type="checkbox"/> Speed of automobile traffic | <input type="checkbox"/> Child won't follow safety rules | <input type="checkbox"/> Dangerous crossings | <input type="checkbox"/> Stranger-danger concerns |
| <input type="checkbox"/> No biking or walking maps | <input type="checkbox"/> Distance is too far | <input type="checkbox"/> Paths are incomplete or not wide enough | <input type="checkbox"/> Lack of safe bike storage |
| <input type="checkbox"/> Other: | | | |

Would you allow your child to walk or bike if: (please check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Accompanied by other children | <input type="checkbox"/> Accompanied by other parents |
| <input type="checkbox"/> Cars slowed down | <input type="checkbox"/> Secure bike storage was available |
| <input type="checkbox"/> Improved sidewalks and bike paths | <input type="checkbox"/> Provide route maps |
| <input type="checkbox"/> Crossing guards | <input type="checkbox"/> Safety training for students |
| <input type="checkbox"/> Paths were separated from traffic | |

Would you let your child carpool if: (please check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> You were familiar with the driver | <input type="checkbox"/> Someone organized it |
| <input type="checkbox"/> Other: | |

Would you be interested in volunteering to: (please check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Organized a carpool group | <input type="checkbox"/> Help with Bike/Walk to School events |
| <input type="checkbox"/> Volunteer at school to assist with drop-off/pick-up operations | <input type="checkbox"/> Other |

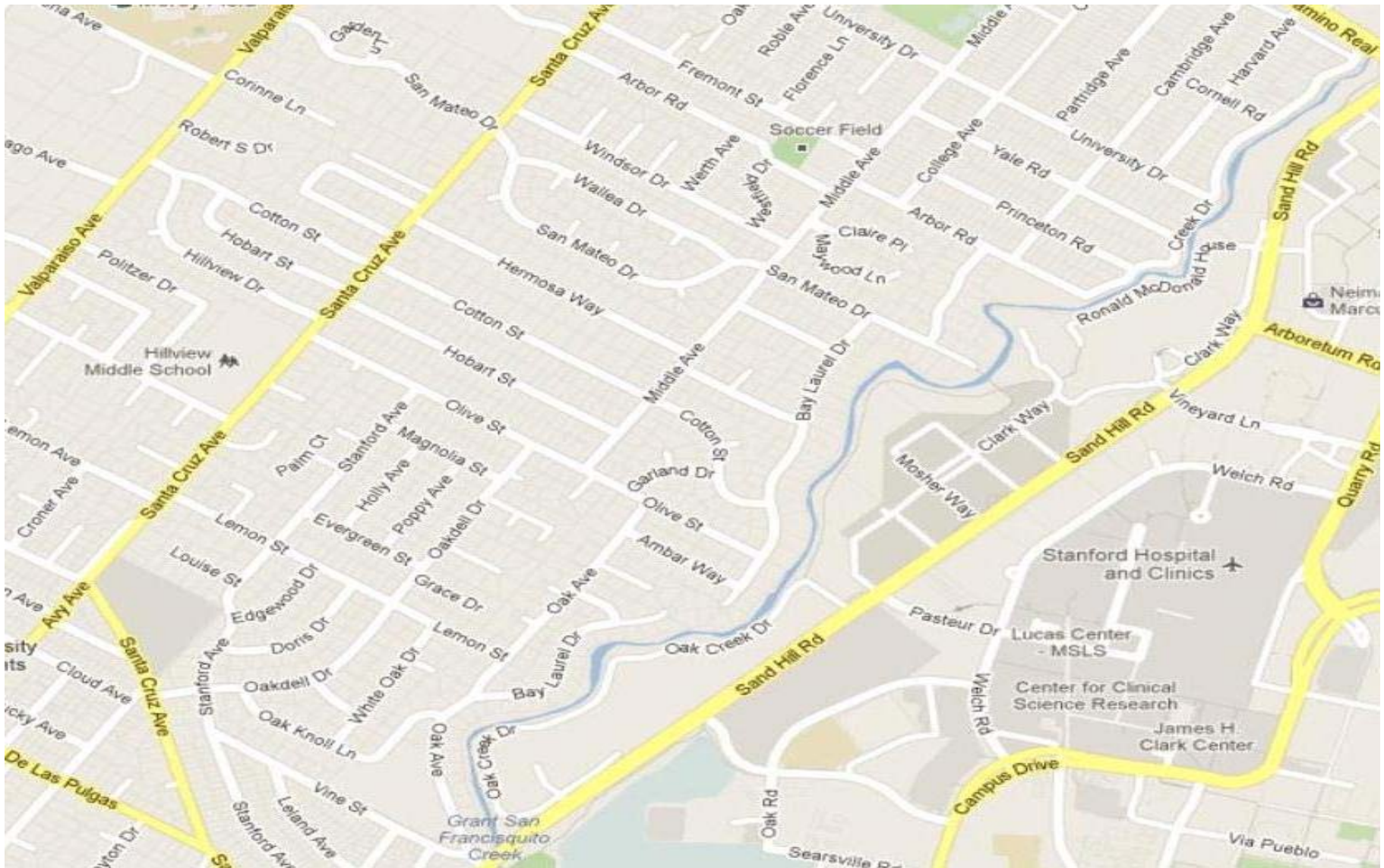
If yes, please include your name and contact information (including e-mail):

Additional Comments:

Oak Knoll School - Transportation Survey

Mark off your route for driving, biking, walking

Identify issues and needs (parking, crosswalks, signs, landscaping, visibility, etc.)



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website www.w-trans.com

Safe Routes to Oak Knoll School Plan Update – Discussion Paper #2

for the

City of Menlo Park

Draft Report

March 18, 2013

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Executive Summary

This second discussion paper provided an assessment of the existing conditions and identified transportation issues related to the Safe Routes to Oak Knoll School Plan Update. This discussion paper addresses the safety concerns and issues of the parents, neighbors, and Steering Committee members as well as school officials, and provides an evaluation of the potential improvement measures to meet the goals and objectives of the community and the Steering Committee members. The purpose of the recommended potential improvement measures is to improve the safety and accessibility of pedestrians and bicyclists, improve the overall traffic flow near the school, enhance awareness and compliance with safer walking and bicycling procedures and encourage walking and bicycling for the Oak Knoll School students.

The components of a successful Safe Routes to School Plan include Education, Enforcement, Encouragement, Engineering and Evaluation. The engineering improvements have been categorized into two parts: Long Term and Short Term, and include improvement measures to be implemented in the school vicinity. The potential improvements were presented to the Steering Committee, and feedback from the Steering Committee members has been incorporated into the potential recommendations. The notes from the second Steering Committee meeting are provided in Appendix A. The improvements were also presented to the Community, with some measures receiving support and other measures not as well received. The recommended plan reflects engineering judgment as well as the feedback received.

Existing Conditions Evaluation and Findings

To develop potential improvement measures for the Safe Routes to Oak Knoll School Plan Update, the project team conducted several field visits to evaluate existing conditions, understand the community's issues and concerns and assess the condition of the walking and biking routes. This helped document the roadway conditions, availability of pedestrian and bicycle facilities, and traffic issues in the immediate vicinity of the school. Based on this review and input from the community and the Steering Committee, the following traffic issues and concerns were identified:

- Lack of sidewalks and bike lanes
- Left-turn violation from White Oak Drive onto Oak Knoll Lane
- Left-turn violations at the school entrance and exit driveways
- Cars illegally parked in the no stopping zones blocking pedestrian and bicyclist paths
- Stop sign violations and illegal U-turns at uncontrolled intersections
- Parents and bicyclists not following the rules of the road
- Traffic congestion at the intersection of Oak Avenue/Oak Knoll Lane
- Bicyclists and pedestrians crossing Oak Knoll Lane at various locations other than via the marked school crosswalk
- Parents walking their children through the parking lot to access the school drop-off/pick-up area
- Drop-off lane not properly utilized, leading to delays and queues
- The "right-turn only" sign mounted below the stop sign at the school exit driveway is at an angle that is not visible to motorists
- Inconsistent crosswalk design throughout the study area
- Parents park their vehicles in front of and in driveways thereby blocking the resident's access.
- Parents not aware of safe pedestrian routes/bicycle routes due to lack of signage and route maps
- Overgrown vegetation at various locations

Student Residences

To understand where most of the students trips originate, and identify the potential routes that students take to walk and bike to and from school as well as to prioritize improvements on those routes, the team obtained student enrollment information, including home addresses for Oak Knoll Elementary School students, from the Menlo Park City School District and mapped the existing student residences as shown in Figure I.

Figure I – Existing Student Residences



Full Attendance Area



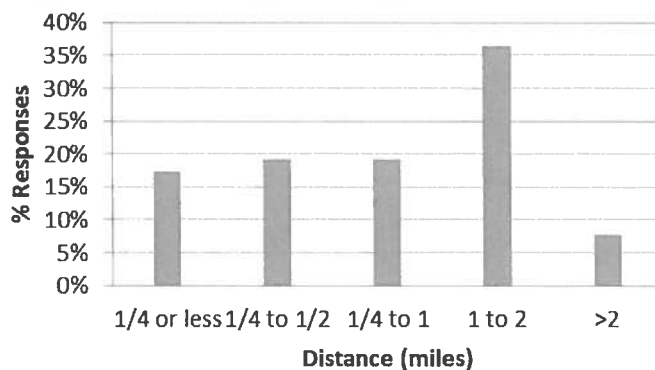
Immediate School Vicinity

Based on the current enrolment figures, the majority of the students live within a half mile distance north of the school and one and a half mile distance east of the school. According to the data provided by school staff, and pedestrian and bicyclist counts conducted at intersections along Oak Knoll Lane, approximately 20 to 25 percent of the students bike to school, 30 to 40 percent walk to school and the remaining 35 to 50 percent of students are driven to school.

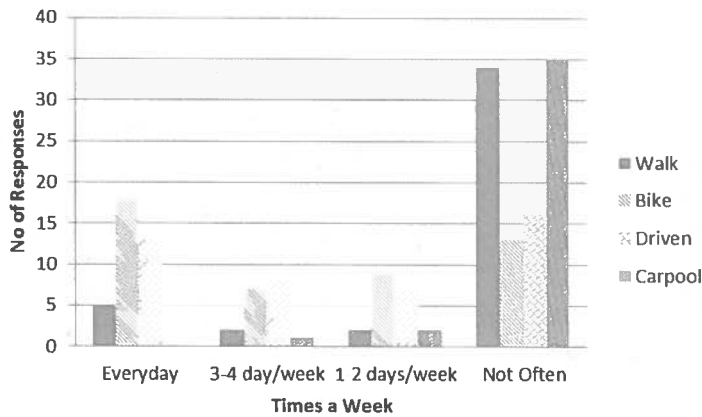
Parent Transportation Survey Results

A transportation survey was developed to determine how children travel to and from school, to identify traffic safety issues in the study area, and ascertain what can be done to improve the safety and accessibility for pedestrians and bicyclists so that parents are more comfortable allowing their children walk or bike to school. The transportation survey was provided to the parents and neighbors during the first neighborhood meeting in December 2012. Later, the transportation survey was made available online in an electronic format via SurveyMonkey. The survey results presented are based on the 52 responses that were received.

I. What is the approximate distance from your home to the school?



2. How does your child travel from home to school?



3. Why do you drive your child to/from school?

- Bad Weather 54%
- Safety 34%
- Convenience 28%
- Lack of sidewalks/paths are incomplete 26%
- Speed of automobiles 24%
- Drop-off on way to work 22%
- Too far to walk 18%

4. Would you allow your child to walk/bike to/from school if:

- Improved Sidewalks/paths 50%
- Paths were separated from traffic 46%
- Crossing Guard 42%
- Cars slowed down 36%
- Safety training for students 18%
- Provide route maps 10%

The complete results are provided in Appendix B. In addition to this, San Mateo County conducted parent surveys for the Oak Knoll Elementary School in Fall 2012. The results to these surveys are also provided in Appendix B.

DRAFT

Potential Improvements

This section presents suggested potential improvements to address the safety concerns and improve traffic issues near the school vicinity. The improvements are divided into four categories as follows:

1. Education
2. Enforcement
3. Encourage
4. Engineering – Short-Term/Long-Term

Education

Parents and residents have expressed concerns that bicyclists and pedestrians are not following the rules of the road. Bicyclists do not stop to take turns with the motorists at stop-controlled intersections. During field observations, several pedestrians and bicyclists were observed crossing Oak Knoll Lane at various locations other than the school crosswalk and parents were seen texting and talking on the phone while crossing the street with their children. Lack of maps that show pedestrian and bicycle routes to school was also identified as an issue during the development of this plan. To improve awareness and compliance regarding proper walking and biking procedures among parents and children and to improve accessibility and safety for pedestrians and bicyclists, the following potential improvements are recommended.

- Organize school workshops through “Safe Moves,” especially during the beginning of the school year, to increase awareness of pedestrian and bicycle safety among parents and children.
- Organize bike rodeos through the City of Menlo Police Department to educate parents and children about proper riding behavior and the importance of helmet usage.
- Create school walking and bicycling route maps to be posted on the school website and also distributed to parents when they enroll their children in school and at the beginning of each school year.
- Create parking maps to be posted on the school website and also distributed to the parents prior to each school year.

It is important that these education programs are updated and continued every year to reinforce the safety skills. The pedestrian and bicycling route maps should be updated annually as necessary to reflect any changes in school infrastructure, school boundary and traffic patterns.

Enforcement

One of the major concerns near the immediate school vicinity is compliance with traffic rules and regulations, especially during the school drop-off/pick-up time when parents are looking for the fastest and easiest way to the school. Parents illegally park cars in front of driveways and in the no-stopping zones to drop-off/pick-up their kids, blocking the paths for residents or pedestrians and bicyclists. Motorists do not yield to pedestrians and bicyclists at stop-controlled crossings. Several residents have complained about left-turn violations at the school entrance and exit driveways and U-turns at the

intersections of White Oak Drive/Oakfield Lane and Oak Knoll Lane/White Oak Drive. In an effort to increase compliance with traffic rules and regulations and improve safety for bicyclists and pedestrians, the following enforcement measures were developed.

- The school should coordinate with the City of Menlo Park Police Department to report and gain enforcement for incidents of parking violations, U-turns (if they result in unsafe maneuvers), left-turns and stop sign violations. Police officers should monitor the school area on a regular basis to ensure that traffic laws are obeyed.
- The time of day when the no stopping zones are in force should be changed from 7:30-8:30 a.m. to 7:45-8:15 a.m. during school days.
- The time of day for the left-turn restriction from White Oak Drive to Oak Knoll Lane should be changed from 7:30-8:30 a.m. to 7:45-8:15 a.m. during school days.

Encouragement

Many parents do not see walking and biking to school as an acceptable mode of transportation due to safety concerns and lack of programs aimed at walking and bicycling to school. To promote walking and bicycling to school, the following important measures are recommended:

- Organize classroom activities to promote the benefits of walking and bicycling to school.
- Organize walk and bike to school day/week, international walk to school month and similar activities where parents can accompany their children to school and assess the school route as well as their child's walking and bicycling abilities.
- Organize a "walking school bus" program where groups of children walk along the designated routes to school and pick up additional children along the way accompanied by adult supervision. Allowing children to walk/bike in groups increases their visibility and safety.
- Provide incentives such as prizes and certificates to children who participate in walk/bike to school programs in order to motivate them to continue walking and bicycling to school.

Traffic Assistance Program

During the field visits, it was observed that the drop-off lane is being underutilized resulting in delays and queues. During the Fall of 2012, there was no staff support along the drop-off lane during the morning time to move the traffic forward and tell drivers when to stop. Various other behavioral issues related to traffic were observed. Since police enforcement is not consistent near the school due to limited resources, it was recommended that the PTO initiate a traffic assistance program in collaboration with the City of Menlo Park Police Department to train parent volunteers and student valets in areas of traffic safety and assistance.

- A traffic assistance program began at Oak Knoll Elementary School in January 2013 to help children who walk or bike to school safely cross the streets, improve traffic flow near the school vicinity, discourage bad driving behaviors and assist with enforcement issues. The goal is that eventually parent volunteers would be stationed at key locations during school drop-off/pick-up to discourage illegal parking, left-turn violations, and stop sign violations, prohibit school access from the parking lot and assist with pedestrian and bicyclist safety at crosswalks. Additionally, student valets (5th

Grade) would help by opening cars doors to get students out of the vehicle more quickly during school drop-off. It is recommended that parent volunteers be stationed at the locations shown in Figure 2.

Figure 2 – Potential Parent Volunteer Locations



- During the first neighborhood and Steering Committee meeting, W-Trans discussed the need and benefits of a traffic assistance program at Oak Knoll School and encouraged the PTO to implement the program. Based on the suggestion, the PTO initiated the traffic assistance program in January 2013 with the help of parent volunteers who are monitoring the drop-off operation and assisting with other traffic issues near the school vicinity during the school drop-off period. Recently, the Safe Routes to School Coordinator from the San Mateo County Office of Education visited Oak Knoll School to train the crossing guard and parent volunteers who are part of the program. Since the implementation of the Traffic Assistance Program, traffic flow and compliance with regulations has improved during the school drop-off period.

Engineering

Engineering improvements create physical and operational changes near the school that improve safety and accessibility for pedestrians and bicyclists as well as reduce conflicts with motor vehicle traffic. Some of the traffic issues related to Oak Knoll School could be reduced through the Education and Encouragement measures discussed previously. However, engineering improvements are necessary to enhance safety for pedestrians and bicyclists as well as for local residents driving in the area. The engineering improvements for the Safe Routes to Oak Knoll School Plan Update are grouped into two categories: short-term and long-term.

Potential Short-Term Engineering Improvements

Short-term engineering measures are generally low cost and can be accomplished in a short time. The short-term improvement measures are as follows:

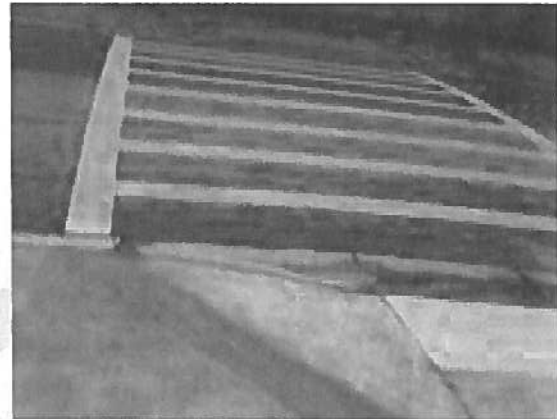
High Visibility Crosswalks: The existing red tint in the crosswalks at the Oak Knoll Lane/Oak Avenue intersection is ineffective and not visible from a distance. It is recommended that the existing

crosswalks be upgraded to high-visibility ladder-style crosswalks as shown in Figure 3 to improve safety and alert motorists about students crossing at this location.

Figure 3 – Oak Knoll Lane and Oak Ave Crosswalks



Existing Crosswalk



Proposed High Visibility Ladder Crosswalk

No Stopping Signs: To provide a clear path for pedestrians and bicyclists to and from school, it is recommended that additional signs noting that there is no-stopping during school drop-off (7:45-8:15 a.m.) and pick-up (1:00-3:30 p.m.) be installed along the roadways as shown in Figure 4.

Figure 4 – No-Stopping and Parking Restrictions



U-Turn Restriction Sign: Motorists make a U-turn from White Oak Drive at Oak Knoll Lane to park on the south side of White Oak Drive resulting in unsafe conditions for all modes of travel. To discourage this turning maneuver, it is recommended that the existing No-left turn symbol sign located on the

southbound White Oak Drive approach be replaced with a No-left turn/No U-turn symbol sign as shown in Figure 5.

Figure 5 – Oak Knoll Lane and White Oak Drive U-Turn Restriction



Install Pavement Markings: The community has expressed concern that motorists violate the stop signs at the all-way stop-controlled Oak Avenue/Lemon Street intersection. To improve safety and reinforce the existing stop signs, it is recommended that “STOP AHEAD” pavement markings be installed on all approaches to the intersection. Per the California Manual on Uniform Traffic Control Devices (CA-MUTCD) 2012, “STOP AHEAD” pavement markings provide additional emphasis to a stop sign and can be helpful to road users.

Remove Pavement Marking: The “SLOW SCHOOL XING” pavement markings exist in advance of school crosswalks controlled by a stop sign at the following locations:

- Oak Knoll Lane west of White Oak Drive
- White oak Drive north of Oak Knoll Lane
- Oak Avenue north of oak Knoll Lane

Per the CA-MUTCD, “SLOW SCHOOL XING” pavement markings shall not be used where the crossing is controlled by a stop sign; it is therefore recommended that these pavement markings be removed from the above locations.

School Exit Driveway: During various field visits it was observed that motorists exiting the school and turning right on Oak Knoll Lane experienced delay due to pedestrians and bicyclists crossing in the school crosswalk located just east of the exit driveway. As a result, a few motorists were observed violating the left-turn restriction at the school exit driveway. To avoid traffic congestion at the Oak Avenue/Oak Knoll Lane intersection due to school related traffic, and improve traffic flow at the school drop-off area and along Oak Knoll Lane, the following measures are recommended:

- Relocate the stop sign that is located on the west side of the school exit driveway to the east side.

- Allow left turns from the school exit driveway onto westbound Oak Knoll Lane.
- Remove the “RIGHT TURN ONLY” and “NO PARKING DURING PICK UP AND DROP OFF HOURS” sign posted at the school exit driveway.
- Since left-turns are allowed from the school exit driveway onto westbound Oak Knoll Lane, it is recommended that “No Stopping” signs be installed on the north side of Oak Knoll Lane between Oakdell Drive and White Oak Drive because Oak Knoll Lane is narrow and cannot simultaneously accommodate parking and two-way traffic. The proposed restriction would be during school drop-off and pick-up times only.
- Place small traffic cones on the north side of Oak Knoll Lane between White Oak Drive and the school crosswalk during school drop-off and pick-up times only to create a barrier between vehicular and pedestrian/bicycle traffic.

Figure 6 – Cone Placement along Oak Knoll Lane



Trim Vegetation: To improve visibility of signs, pedestrians and bicyclists, it is recommended that vegetation along the school routes be regularly trimmed.

Potential Long-Term Engineering Improvements

The long-term engineering improvements are as follows:

Bike Lanes: To provide a separate and clearly defined area for bicyclists, green bike lanes could be installed on both sides of the roadway along Middle Ave, Oakdell Drive, Olive Street and Lemon Street. However, this would require parking restrictions on both sides of the roadway. Another alternative would be to install a two-way green bike path on one side of Oakdell Drive between Olive Street and Santa Cruz Avenue. Examples of green bike lanes are shown in Figure 7.

Figure 7 – Green Bike Lanes



One-Way Green Bike Lane



Two-Way Green Bike Lane

Install Sidewalk: To provide a continuous and separated path for pedestrians, a sidewalk could be installed across from the school on the north side of Oak Knoll Lane between White Oak Drive and the mid-block school crosswalk as shown in Figure 8.

Figure 8 – Sidewalk Improvements



Second Drop-off Zone: To improve traffic flow near the school the school district could coordinate with the City to provide a second drop-off zone near the school.

Proposed Walking and Biking Routes to School

The proposed Safe Routes to Oak Knoll School Plan includes suggested walking and bicycle routes to school based on input from the community, existing traffic patterns, survey results, roadway characteristics, proximity to the school and locations of existing traffic controls, including crosswalks and stop signs. The suggested walking and bicycling routes to Oak Knoll School are shown in Figure 9.

Figure 9 – Potential Biking and Walking Routes to Oak Knoll School



Potential Biking Routes to School



Potential Walking Routes to School

Recommended Safe Routes to Oak Knoll School Plan

The improvements discussed in this report were presented to the community on January 23, 2013. The community supported the measures proposed under education, encouragement and enforcement categories as well as the short-term engineering improvements, but did not support any of the long-term engineering improvements. The notes from the second neighborhood (community) meeting are provided in Appendix C. Based on the feedback received from the community, the following are recommended as the Safe Routes to Oak Knoll School Update.

Education

- Organize school workshops through “Safe Moves,” especially during the start of the school year, to increase the awareness of pedestrian and bicycle safety among parents and children.
- Organize bike rodeos through the City of Menlo Police Department to educate parents and children about proper riding behavior and the importance of helmet usage.
- Create school walking and bicycling route maps to be posted on the school website and also distributed to parents when they enroll their children in school and at the beginning of each school year.
- Create maps indicating appropriate places to park and where not to park to be posted on the school website and also distributed to the parents prior to each school year.

Enforcement

- The school should coordinate with the City of Menlo Park Police Department to enforce incidents of parking violations, U-turns (if they result in unsafe maneuvers), left-turns and stop sign violations. Police officers should monitor the school area on a regular basis to ensure that traffic laws are obeyed.

Encouragement

- Organize classroom activities to promote the benefits of walking and bicycling to school.
- Organize walk and bike to school day/week and international walk to school month where parents can accompany their children to school and assess the school route as well as their child’s walking and bicycling abilities.
- Organize “walking school bus” programs where groups of children walk along the designated routes to school and are joined by other students along the way, accompanied by adult supervision. Allowing children to walk/bike in groups increases their visibility and safety.
- Provide incentives such as prizes and certificates to children who participate in walk/bike to school programs in order to motivate them to continue walking and bicycling to school.

Traffic Assistance Program

- The School District should coordinate with the City of Menlo Park Police Department to prepare a flyer or notice that informs and educates parents and drivers about traffic and parking rules. The

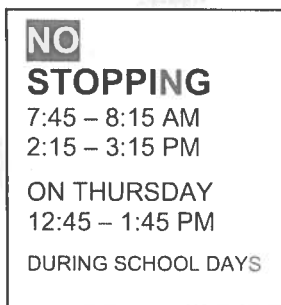
PTO would notify parents who violate no-stopping/parking restrictions or block other residence's driveways by placing the flyer on the car's windshield.

- The PTO should continue with their efforts to help with traffic assistance during the school-drop and pick-up periods.

Engineering (Short-Term)

- Upgrade the existing crosswalks at the Oak Knoll Lane/Oak Avenue intersection to high-visibility ladder-style crosswalks.
- Remove the existing "No Stopping" signs along Oak Knoll Lane, Oak Avenue and White Oak Drive and replace them with the new signs (same locations) shown in Figure 10.

Figure 10 – Recommended No Stopping Sign Details



- Install "No Stopping" signs as shown above at the following locations:
 - Both sides of Oakfield Lane from Oakdell Drive to White Oak Drive
 - East side of White Oak Drive from Oak Knoll Lane to Oakfield Lane
 - East side of Oak Avenue from Oak Knoll Lane to Lemon Street
- Remove the existing sign posted on the west side of the southbound White Oak Drive approach at Oak Knoll Lane prohibiting left turns and replace with a new sign that includes a No-left turn/No U-turn movement prohibition symbol and text that reads "7:45 – 8:15 AM MON-FRI DURING SCHOOL DAYS EXCEPT SCHOOL BUSES".
- Install "STOP AHEAD" pavement markings on all approaches of the Oak Avenue and Lemon Street intersection.
- Remove the "SLOW SCHOOL XING" pavement markings in advance of stop-controlled movements at the following locations:
 - Oak Knoll Lane west of White Oak Drive
 - White oak Drive north of Oak Knoll Lane
 - Oak Avenue north of oak Knoll Lane
- Relocate the stop sign located on the west side of the school exit driveway to the east side.

- Remove the “RIGHT TURN ONLY” and “NO PARKING DURING PICK UP AND DROP OFF HOURS” sign posted at the school exit driveway.
- Install a “No left-turn” sign below the stop sign on the east side of the exit driveway.
- Place traffic cones on the north side of Oak Knoll Lane between White Oak Drive and the school crosswalk during school drop-off and pick-up times only. The PTO should be responsible for placing and removing the cones before and after school drop-off and pick-up periods.
- Trim vegetation along the school routes regularly.

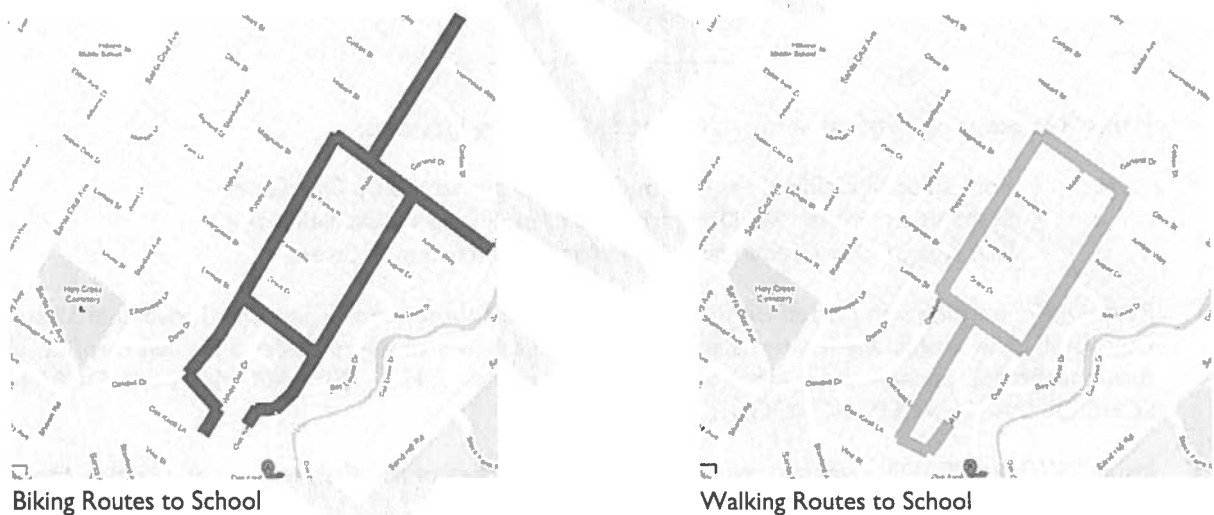
Evaluation

- Upon the implementation of the recommended Safe Routes to Oak Knoll School Plan, the school district should coordinate with the City of Menlo Park to evaluate the effectiveness of the engineering improvements as well as behavioral and attitudinal changes.

Recommended Walking and Biking Routes to School

Based on the feedback received from the community, the recommended walking and bicycling routes to Oak Knoll School are shown in Figure 11.

Figure 11 – Recommended Biking and Walking Routes to Oak Knoll School



Conceptual Cost Estimate

The conceptual cost estimates for the short-term engineering improvements as discussed in the recommended plan are summarized in Table I.

Table I
Conceptual Cost Estimate – Short Term Engineering Recommendations

Item	Description	Unit	Quantity	Unit Cost	Total Cost
1	Vegetation Trimming	LS	1	\$3,000.00	\$3,000.00
2	Crosswalk	SF	2	\$1,500.00	\$3,000.00
3	Signs (new post)	EA	12	\$300.00	\$3,600.00
5	Signs (existing post)	EA	20	\$125.00	\$2,500.00
6	Pavement Marking	SF	3	\$400.00	\$1,200.00
7	Removal/Relocation	LS	1	\$2,000.00	\$2,000.00
Subtotal					\$15,300.00
Contingency (20%)					\$3,000.00
Total					\$18,300.00

Notes: LS = Lump Sum; SF = square foot; EA = each

Appendix A

Steering Committee Meeting #2 Notes

memorandum



Whitlock & Weinberger
Transportation, Inc.

475 14th Street
Suite 290
Oakland, CA 94612

voice (510) 444-2600

website www.w-trans.com
email mspencer@w-trans.com

Date: January 17, 2013

To: **Mr. Richard Angulo**
Transportation Technician
701 Laurel Street
Menlo Park, CA 94025

From: Mark Spencer
Jaspreet Anand

Project: MPA007

Subject: Safe Routes to Oak Knoll School Update, Steering Committee Meeting #2 - Meeting Notes

The purpose of this memorandum is to summarize the meeting notes from the Steering Committee meeting #2 held on January 10, 2013 for the Safe Routes to Oak Knoll School Project.

Attendance

The sign-in sheet from the second Steering Committee meeting is attached to this memo.

Welcome/Introductions

Mark Spencer opened the meeting by welcoming and thanking all of the attendees for attending, which was followed by self-introductions.

Review of Safe Routes to Oak Knoll School Plan Update

- Mark Spencer led the discussion by stating the purpose of the meeting and the tasks accomplished to date. He discussed the existing conditions as documented in Discussion Paper #1.
- Charlie Bourne indicated that the traffic volume figure in the Discussion Paper #1 does not include the year the data was collected. Mark Spencer mentioned that W-Trans will update the figure.
- The steering Committee members mentioned that crossing Santa Cruz Avenue at Lemon Street is very dangerous and Discussion paper # 1 does not include the analysis at this intersection. Mark Spencer explained that the focus of this Safe Routes to Oak Knoll School Plan Update is on the roadways closer to the immediate vicinity of the school.
- Tom Keelin discussed the option of a second drop-off zone on the west side of White Oak Drive just east of Oakfield Lane. Allison Chao added that several parents have tried to drop-off their kids at that location but it has not worked out due to various reasons.
- Mark Spencer further discussed about the parents responses via SurveyMonkey for some of the key questions. He requested everyone to review Discussion paper #1 and provide comments to W-Trans.

Potential Improvements Overview

- Mark Spencer discussed the four categories of improvements including Education, Enforcement, Encouragement and Engineering. He explained how each category would improve the overall safety

for pedestrians, bicyclists and motorists. He further added that enforcement is very important and should be consistent; however, police have limited resources.

- Charlie Bourne inquired about the school bus currently serving Oak Knoll School. Kristen Gracia and Kathy Schrenk explained that there is no bus service for Oak Knoll students who live within the school boundary. During the morning drop-off period, there is one bus service that transports students from the Belle Haven Neighborhood and East Palo Alto to Oak Knoll School.
- Tom Keelin stated that there is no enforcement during the school drop-off/pick up and he has never seen a police officer in that area during school hours. Sharon Kaufman added that behavior modification takes some time. The police department does the best it can with the available resources.
- Mark Spencer emphasized on the importance of parent volunteers to manage some of the parking violations, crossing guard, and turn-lane restriction issues that local residents and parents are facing. Allison Chao and Kristin Gracia added that they have a team of parent volunteers who will soon begin helping with the drop-off operation. Sharon Kauffman stated that the parent volunteers can help with the drop-off operation without any training.
- Mark Spencer noted that the school crossing guard generally does a good job, but he is not formally trained and does not wear a reflective vest while helping the students cross Oak Knoll Lane at the school crosswalk.
- Ahmad Sheikholeslami added that the crossing guard should wear a vest. He gave the example of Encinal School where parent volunteers help with the drop-off operation and how it has improved the traffic flow. He further added that small issues can be solved quickly with the help of traffic assistance.
- Mark Spencer further discussed the short-term potential engineering improvements. The improvements discussed were:
 1. Installation of ladder style yellow crosswalk at the intersections of White Oak Drive/Oak Knoll lane and Oak Knoll Lane/Oak Avenue
 - Tom Keelin stated that ladder style yellow crosswalks were installed at the above locations in the previous Safe Routes to Oak Knoll School Plan and were removed later due to residents' concerns. After discussion, the Steering Committee decided not to recommend ladder style yellow crosswalk at the intersection of White Oak Drive/Oak Knoll Lane.
 - Mark Spencer mentioned that ladder style yellow crosswalks are recommended within school zones, to alert motorists, bicyclists and pedestrians that they are entering a school zone. Ahmad Sheikholeslami added that crosswalk color consistency and visibility within the school zone is also important to alert motorists and others of school crosswalks.
 - Greg Klingsporn added the existing yellow parallel style crosswalk with maroon paint at the intersection of Oak Knoll Lane/Oak Avenue is not clearly visible at a distance. After discussion, the Steering Committee decided to recommend ladder style yellow crosswalk at this intersection.
 2. Install additional parking restriction signs, to increase the area that bicyclists and pedestrians are free from potential conflicts with parked vehicles. Improvements to the school drop off

operation are also proposed in case more parents decide to drop off their children rather than walk further after parking their car near the school

3. Install a stop sign and a U-turn movement prohibition sign on the Oakfield Lane approach at White Oak Drive

- After discussion, the Steering Committee decided not to recommend a stop/U-turn sign installation based on the low traffic volumes in this area.

4. Install a stop sign on the White Oak Drive approach at Lemon Street

Mark Spencer discussed the benefits of installing a stop sign. He added that during school drop-off/pick up, turning left from White Oak Drive onto Lemon Street can be difficult due to lack of sufficient gap along Lemon Street. Also, there is no crosswalk located at this intersection. Ahmad Sheikholeslami added that Lemon Street is busy, therefore installation of a stop sign and a crosswalk should be considered.

5. Allow left-turns from the school exit driveway

- Mark Spencer discussed the option of allowing left-turns from the school exit driveway to ease traffic congestion at the Oak Knoll Lane/Oak Avenue intersection and also from the school drop-off lane. The Steering Committee liked the recommendation and Ahmed Sheikholeslami further talked about a pilot program to try this recommendation for a week or two.
- Mark Spencer discussed the long-term potential improvements that included bike lanes, sidewalks and green bike lanes. He further added that these long-term improvements would be costly and require removal of on-street parking to accommodate the bikes and pedestrians. Ahmad Sheikholeslami recommended extension of sidewalks in the near vicinity of the school, particularly on Oak Knoll Lane across from the school between White Oak Drive and the school crosswalk. He further added that Middle Avenue is very important as it connects Oak Knoll Elementary School and Hillview Middle School.
- Mark Spencer requested the Steering Committee review the potential improvements and provide comments to W-Trans. Mark Spencer mentioned a few last minute items including the second neighborhood meeting on Wednesday January 23, 2013, the project schedule and upcoming deliverables.

Action Items

W-Trans will provide materials to the Steering Committee for review prior to the second neighborhood meeting.

Attachments: Sign-in sheet

MS/jka/MPA007.M1.doc

Sign-in Sheet

- Jan, 10, 2013

2nd Steering
Committee Mtg

Name	email	Contact #
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Greg Klingsporn	greg@refrotech.org	324-9300
CHARLIE BOURNE	IBOURNEPUB@FOL.COM	322-7101

Appendix B

Oak Knoll School Transportation Survey



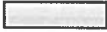


1. In which specific neighborhood and street do you live?

	Response Count
	48
answered question	48
skipped question	0





2. Please provide the gender and grade for your child(ren)

	Response Count
	45
answered question	45
skipped question	3

3. What is the approximate distance from your home to the school? (Note: 1/4 mile = about 5-7 minute walk)

		Response Percent	Response Count
1/4 mile or less		22.7%	10
1/4 - 1/2 mile		13.6%	6
1/2 - 1 mile		15.9%	7
1 - 2 miles		40.9%	18
over 2 miles		6.8%	3
	Other (please specify)		1
	answered question		44
	skipped question		4

4. How often does your child walk to school?

		Response Percent	Response Count
Every Day		11.4%	4
3-4 days a week		2.9%	1
1-2 days a week		2.9%	1
Not often		82.9%	29
	Other (please specify)		10
	answered question		35
	skipped question		13

5. How often does your child bike to school?

			Response Percent	Response Count
	Every Day	<input type="checkbox"/>	29.3%	12
	3-4 days a week	<input type="checkbox"/>	14.6%	6
	1-2 days a week	<input type="checkbox"/>	19.5%	8
	Not often	<input type="checkbox"/>	36.6%	15
		Other (please specify)		12
		answered question		41
		skipped question		7

6. How often is your child driven to school?

			Response Percent	Response Count
	Every Day	<input type="checkbox"/>	26.8%	11
	3-4 days a week	<input type="checkbox"/>	14.6%	6
	1-2 days a week	<input type="checkbox"/>	14.6%	6
	Not often	<input type="checkbox"/>	43.9%	18
		Other (please specify)		8
		answered question		41
		skipped question		7

7. How often does your child carpool to school?

		Response Percent	Response Count
	Every Day	0.0%	0
	3-4 days a week <input type="checkbox"/>	2.4%	1
	1-2 days a week <input type="checkbox"/>	7.3%	3
	Not often <input type="checkbox"/>	90.2%	37
	Other (please specify)		10
	answered question		41
	skipped question		7

8. How often does your child take the bus to school?

		Response Percent	Response Count
	Every Day	0.0%	0
	3-4 days a week	0.0%	0
	1-2 days a week <input type="checkbox"/>	2.4%	1
	Not often <input type="checkbox"/>	97.6%	40
	Other (please specify)		17
	answered question		41
	skipped question		7

9. How often does your child walk home from school?

		Response Percent	Response Count
	Every Day <input type="checkbox"/>	9.8%	4
	3-4 days a week <input type="checkbox"/>	2.4%	1
	1-2 days a week <input type="checkbox"/>	4.9%	2
	Not often <input type="checkbox"/>	82.9%	34
	Other (please specify)		8
	answered question		41
	skipped question		7

10. How often does your child bike home from school?

		Response Percent	Response Count
	Every Day <input type="checkbox"/>	29.3%	12
	3-4 days a week <input type="checkbox"/>	14.6%	6
	1-2 days a week <input type="checkbox"/>	17.1%	7
	Not often <input type="checkbox"/>	39.0%	16
	Other (please specify)		7
	answered question		41
	skipped question		7

11. How often is your child driven home from school?

		Response Percent	Response Count
Every Day	<input type="checkbox"/>	24.4%	10
3-4 days a week	<input type="checkbox"/>	17.1%	7
1-2 days a week	<input type="checkbox"/>	17.1%	7
Not often	<input type="checkbox"/>	41.5%	17
	Other (please specify)		5
			answered question
			41
			skipped question
			7

12. How often does your child carpool home from school?

		Response Percent	Response Count
Every Day	<input type="checkbox"/>	4.9%	2
3-4 days a week	<input type="checkbox"/>	2.4%	1
1-2 days a week	<input type="checkbox"/>	12.2%	5
Not often	<input type="checkbox"/>	80.5%	33
	Other (please specify)		6
			answered question
			41
			skipped question
			7

13. How often does your child take the bus home from school?

	Response Percent	Response Count
Every Day	0.0%	0
3-4 days a week <input type="checkbox"/>	2.4%	1
1-2 days a week <input type="checkbox"/>	2.4%	1
Not often <input type="checkbox"/>	95.1%	39
Other (please specify)		12
	answered question	41
	skipped question	7

14. Please describe the general route your child takes when biking or walking to Oak Knoll School.

	Response Count
	36
	answered question 36
	skipped question 12

15. What safety concerns do you have regarding your child's route to Oak Knoll School?

	Response Count
	37
	answered question 37
	skipped question 11

16. If you drive or carpool, which main street(s) do you use?

	Response Count
	25
answered question	25
skipped question	23

17. If you carpool, how many families are involved?

	Response Percent	Response Count
1 <input type="checkbox"/>	16.7%	2
2 <input type="checkbox"/>	75.0%	9
3 <input type="checkbox"/>	8.3%	1
4 <input type="checkbox"/>	0.0%	0
More than 5 <input type="checkbox"/>	0.0%	0
Other (please specify) <input type="checkbox"/>		1
answered question		12
skipped question		36

18. How many children ride each trip?

		Response Percent	Response Count
	1-2 <input type="checkbox"/>	7.1%	1
	3-4 <input type="checkbox"/>	85.7%	12
	5-6 <input type="checkbox"/>	7.1%	1
	7-8	0.0%	0
	More than 8	0.0%	0
	Other (please specify)		1
	answered question		14
	skipped question		34

19. How is the carpool organized (neighborhood, friendships etc.)

	Response Count
	14
answered question	14
skipped question	34

20. Why do you drive your child to/from Oak Knoll School: (please check all that apply)

		Response Percent	Response Count
Safety	<input type="checkbox"/>	43.3%	13
Convenience	<input type="checkbox"/>	33.3%	10
Drop off on way to work	<input type="checkbox"/>	26.7%	8
Too far to walk	<input type="checkbox"/>	30.0%	9
Running late/tardiness	<input type="checkbox"/>	16.7%	5
Bad weather	<input type="checkbox"/>	70.0%	21
Child is too young	<input type="checkbox"/>	30.0%	9
Sidewalks (lack or incomplete)	<input type="checkbox"/>	20.0%	6
Speed of automobile traffic	<input type="checkbox"/>	33.3%	10
Child won't follow safety rules	<input type="checkbox"/>	10.0%	3
Dangerous crossings	<input type="checkbox"/>	16.7%	5
Stranger-danger concerns	<input type="checkbox"/>	10.0%	3
No biking or walking maps	<input type="checkbox"/>	3.3%	1
Distance is too far	<input type="checkbox"/>	16.7%	5
Paths are incomplete or not wide enough	<input type="checkbox"/>	16.7%	5
Lack of safe bike storage		0.0%	0
	Other (please specify)		8
	answered question		30
	skipped question		18

21. Would you allow your child to walk or bike if: (please check all that apply)

		Response Percent	Response Count
Accompanied by other children	<input type="checkbox"/>	31.0%	9
Accompanied by other children	<input type="checkbox"/>	17.2%	5
Cars slowed down	<input type="checkbox"/>	37.9%	11
Secure bike storage was available		0.0%	0
Improved sidewalks and bike paths	<input type="checkbox"/>	62.1%	18
Provide route maps	<input type="checkbox"/>	10.3%	3
Crossing guards	<input type="checkbox"/>	58.6%	17
Safety training for students	<input type="checkbox"/>	17.2%	5
Paths were separated from traffic	<input type="checkbox"/>	62.1%	18
		answered question	29
		skipped question	19

22. Would you let your child carpool if: (please check all that apply)

		Response Percent	Response Count
You were familiar with the driver	<input type="checkbox"/>	76.5%	13
Someone organized it	<input type="checkbox"/>	76.5%	13
		Other (please specify)	5
		answered question	17
		skipped question	31

23. Would you be interested in volunteering to: (please check all that apply)

		Response Percent	Response Count
Organize a carpool group	<input type="checkbox"/>	25.0%	2
Volunteer at school to assist with drop-off/pick-up operations	<input type="checkbox"/>	25.0%	2
Help with Bike/Walk to School events	<input type="checkbox"/>	62.5%	5
	Other (please specify)		7
	answered question		8
	skipped question		40

24. If you would like to volunteer, please provide your name and contact information:

		Response Percent	Response Count
Name:	<input type="text"/>	100.0%	7
Email Address:	<input type="text"/>	100.0%	7
Phone Number:	<input type="text"/>	100.0%	7
	answered question		7
	skipped question		41

25. Additional Comments:

	Response Count
	18
answered question	18
skipped question	30

Page 1, Q1. In which specific neighborhood and street do you live?

1	West Menlo Park on Bay Laurel Drive	Jan 28, 2013 8:53 AM
2	San Mateo Drive/Oakdell Manor	Jan 18, 2013 8:05 PM
3	Oakfield Lane	Jan 5, 2013 8:22 AM
4	Lemon street	Dec 24, 2012 12:08 AM
5	Oak Ave, Menlo Park	Dec 14, 2012 3:36 PM
6	Atherton	Dec 10, 2012 9:54 PM
7	Allied Arts	Dec 10, 2012 4:21 PM
8	Hillview drive	Dec 10, 2012 3:08 AM
9	Oak Avenue	Dec 9, 2012 8:31 PM
10	west menlo park, hermosa way	Dec 9, 2012 7:46 PM
11	West Menlo Park Pineview Lane	Dec 5, 2012 8:57 PM
12	Lomitas court in west Menlo park near the school	Dec 4, 2012 6:43 AM
13	University Dr. and Roble Ave.	Dec 3, 2012 3:01 PM
14	Windsor Drive	Dec 3, 2012 2:08 PM
15	Olive St near Oak.	Dec 3, 2012 10:00 AM
16	college avenue	Dec 3, 2012 7:55 AM
17	Roble Ave	Dec 3, 2012 6:19 AM
18	Allied arts college ave	Dec 2, 2012 9:47 PM
19	Oakdell Drive, Menlo Park	Dec 2, 2012 9:23 PM
20	Olive St @ Middle	Dec 2, 2012 8:55 PM
21	bay laurel drive	Dec 2, 2012 7:41 PM
22	EAST PALO ALTO	Dec 2, 2012 7:10 PM
23	West Menlo Park, Oak Knoll Lane	Nov 27, 2012 1:09 PM
24	Olive Street	Nov 27, 2012 12:43 PM
25	Linfield Oaks, on Waverley Street	Nov 27, 2012 12:42 PM
26	Allied Arts Partridge Avenue	Nov 26, 2012 11:45 PM
27	West Menlo, Fremont Street	Nov 26, 2012 10:18 AM

Page 1, Q1. In which specific neighborhood and street do you live?

28	Central Menlo Park, N. Lemon Ave.	Nov 26, 2012 9:49 AM
29	Burgess Park, Laurel Street	Nov 25, 2012 9:24 PM
30	Allied arts, partridge ave	Nov 25, 2012 8:34 PM
31	West Menlo Park Louise Street	Nov 25, 2012 8:02 PM
32	Allied Arts, Creek Drive	Nov 25, 2012 6:51 PM
33	Menlo Park, Arbor Road between Middle and Santa Cruz ave	Nov 25, 2012 6:07 PM
34	West Menlo	Nov 25, 2012 5:53 PM
35	West Menlo, Ambar Way	Nov 25, 2012 5:32 PM
36	nancy way	Nov 25, 2012 5:20 PM
37	oak knoll; i live off of middle ave on claire place	Nov 25, 2012 5:20 PM
38	central menlo west of Santa Cruz	Nov 25, 2012 5:07 PM
39	Cotton Street in West Menlo park	Nov 25, 2012 5:07 PM
40	Oak Ave	Nov 21, 2012 11:17 PM
41	Oak knoll lane	Nov 21, 2012 1:52 PM
42	Croner Avenue	Nov 21, 2012 11:40 AM
43	White Oak Dr	Nov 20, 2012 12:43 PM
44	Lemon Street at White Oak	Nov 20, 2012 10:26 AM
45	Oak ave	Nov 20, 2012 10:24 AM
46	Oak Knoll Lane	Nov 20, 2012 10:04 AM
47	1	Nov 14, 2012 11:49 AM
48	Laurel St	Nov 13, 2012 5:37 PM

Page 2, Q2. Please provide the gender and grade for your child(ren)

1	One boy in Second grade, one girl in Fifth	Jan 28, 2013 8:53 AM
2	N/A	Jan 18, 2013 8:05 PM
3	no children currently in school	Jan 5, 2013 8:22 AM
4	F (kindergarten), M (2nd grade)	Dec 14, 2012 3:37 PM
5	boy 4th girl 7th	Dec 10, 2012 9:54 PM
6	girls, 2nd and 3rd grade	Dec 10, 2012 4:21 PM
7	male, grade 5	Dec 10, 2012 3:08 AM
8	Female, 1st grade & male 3rd grade	Dec 9, 2012 8:32 PM
9	female, 1st grade	Dec 9, 2012 7:46 PM
10	Male, 5th grade Female, 3rd grade	Dec 5, 2012 8:57 PM
11	Boy in fifth Boy in second Girl in kinder	Dec 4, 2012 6:43 AM
12	M kindergarten F second	Dec 3, 2012 3:01 PM
13	male, 5th	Dec 3, 2012 2:08 PM
14	Female 1st grade	Dec 3, 2012 10:01 AM
15	female, 5th	Dec 3, 2012 7:55 AM
16	Female 5th Male 8th	Dec 3, 2012 6:20 AM
17	Male 4th	Dec 2, 2012 9:47 PM
18	Kindergarten - Male Preschool - Male	Dec 2, 2012 9:23 PM
19	2x male. 1st and 5th grades	Dec 2, 2012 8:56 PM
20	3rd grade girl	Dec 2, 2012 7:41 PM
21	FEMALE 2ND GRADE	Dec 2, 2012 7:11 PM
22	1 B 2nd grade 1 G 2nd grade	Nov 27, 2012 1:10 PM
23	Female, 5th grade -- Oak Knoll Female, 7th grade -- Hillview Male, 8th grade -- Hillview	Nov 27, 2012 12:44 PM
24	Male, Kindergarten	Nov 27, 2012 12:43 PM
25	Female, 1st grade	Nov 26, 2012 11:45 PM
26	Male - K	Nov 26, 2012 10:18 AM
27	female, first grade	Nov 26, 2012 9:50 AM

Page 2, Q2. Please provide the gender and grade for your child(ren)

28	Male, K	Nov 25, 2012 9:24 PM
29	1st, boy	Nov 25, 2012 8:34 PM
30	Kindergarten, female Pre-school, male	Nov 25, 2012 8:02 PM
31	1st Female 8th Male	Nov 25, 2012 6:51 PM
32	female, 4th	Nov 25, 2012 6:07 PM
33	4 - girl	Nov 25, 2012 5:53 PM
34	FK, F3	Nov 25, 2012 5:32 PM
35	males grades 3 and 5	Nov 25, 2012 5:21 PM
36	kindergarten age 6 and 5th grade age 10	Nov 25, 2012 5:20 PM
37	1 and 7	Nov 25, 2012 5:07 PM
38	all girls k,3,5	Nov 25, 2012 5:07 PM
39	female 8th & 10th	Nov 21, 2012 11:17 PM
40	Male - 1st Grade Male - 2nd Grade	Nov 21, 2012 11:40 AM
41	My 3 children attended Oak Knoll, but I currently have no children attending the school.	Nov 20, 2012 10:27 AM
42	0	Nov 20, 2012 10:24 AM
43	Male, 12th grade Male, 2nd grade	Nov 20, 2012 10:05 AM
44	1212	Nov 14, 2012 4:47 PM
45	Boy, 1st grade	Nov 13, 2012 5:37 PM

Page 3, Q3. What is the approximate distance from your home to the school? (Note: 1/4 mile = about 5-7 minute walk)

1	We are 1/2 mile from Oak Knoll School (almost exactly) and 1/4 mile from Hillview	Nov 27, 2012 12:45 PM
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Page 4, Q4. How often does your child walk to school?

1	Never	Jan 28, 2013 8:55 AM
2	N/A	Jan 18, 2013 8:06 PM
3	never	Dec 10, 2012 9:56 PM
4	never	Dec 10, 2012 4:22 PM
5	None-- too far	Dec 2, 2012 9:50 PM
6	NEVER	Dec 2, 2012 7:12 PM
7	Never	Nov 27, 2012 12:43 PM
8	never (2.5 miles)	Nov 25, 2012 9:28 PM
9	never	Nov 25, 2012 6:14 PM
10	N/A	Nov 20, 2012 10:28 AM

Page 4, Q5. How often does your child bike to school?

1	Second grader does not yet bike to school, Fifth grader does daily	Jan 28, 2013 8:55 AM
2	N/A	Jan 18, 2013 8:06 PM
3	He could walk if it was safer to cross Valparaiso and Santa Cruz Avenues.	Dec 10, 2012 9:56 PM
4	Too dangerous!	Dec 9, 2012 8:33 PM
5	unless it's raining or they need to go to an appointment	Dec 5, 2012 8:58 PM
6	NEVER	Dec 2, 2012 7:12 PM
7	never (2.5 miles)	Nov 25, 2012 9:28 PM
8	8th grader	Nov 25, 2012 6:52 PM
9	depending on the weather	Nov 25, 2012 6:14 PM
10	Seasonal	Nov 25, 2012 5:09 PM
11	N/A	Nov 20, 2012 10:28 AM
12	We live near Oak Knoll, but bike 4 miles each way to Laurel	Nov 20, 2012 10:06 AM

Page 4, Q6. How often is your child driven to school?

1	N/A	Jan 18, 2013 8:06 PM
2	never	Dec 14, 2012 3:37 PM
3	Heavy rain days	Dec 9, 2012 8:33 PM
4	Only in severe weather (rain)	Nov 27, 2012 12:46 PM
5	Twice so far this year	Nov 27, 2012 12:43 PM
6	1st grader	Nov 25, 2012 6:52 PM
7	depending on the weather	Nov 25, 2012 6:14 PM
8	N/A	Nov 20, 2012 10:28 AM

Page 4, Q7. How often does your child carpool to school?

1	N/A	Jan 18, 2013 8:06 PM
2	never	Dec 14, 2012 3:37 PM
3	never	Dec 10, 2012 9:56 PM
4	never	Dec 10, 2012 4:22 PM
5	Carpools with siblings attending Hillview	Dec 3, 2012 2:10 PM
6	We carpool on the days he does not bike	Dec 2, 2012 9:50 PM
7	She may be offered a ride by another parent in severe weather (rain)	Nov 27, 2012 12:46 PM
8	never	Nov 26, 2012 9:54 AM
9	never	Nov 25, 2012 9:28 PM
10	N/A	Nov 20, 2012 10:28 AM

Page 4, Q8. How often does your child take the bus to school?

1	Never - Not available	Jan 28, 2013 8:55 AM
2	N/A	Jan 18, 2013 8:06 PM
3	never	Dec 14, 2012 3:37 PM
4	never	Dec 10, 2012 9:56 PM
5	2-3 times a month	Dec 10, 2012 4:22 PM
6	never	Dec 10, 2012 3:08 AM
7	NA	Dec 3, 2012 2:10 PM
8	NEVER NOT SAFE	Dec 2, 2012 7:12 PM
9	Never	Nov 27, 2012 12:46 PM
10	never	Nov 26, 2012 9:54 AM
11	never	Nov 25, 2012 9:28 PM
12	He takes it *home* 1 or 2 days per week.	Nov 25, 2012 8:40 PM
13	never, there is no bus anymore	Nov 25, 2012 6:14 PM
14	Poorly designed question. Other should be a box to check. The answer is never - not offered/available	Nov 25, 2012 5:54 PM
15	When is is older perhaps, but k or 1 no.	Nov 25, 2012 5:09 PM
16	mone	Nov 25, 2012 5:08 PM
17	N/A	Nov 20, 2012 10:28 AM

Page 5, Q9. How often does your child walk home from school?

1	never. It's not safe to cross Valparaiso	Dec 10, 2012 9:57 PM
2	never	Dec 10, 2012 4:23 PM
3	never	Dec 10, 2012 3:09 AM
4	NEVER	Dec 2, 2012 7:13 PM
5	never	Nov 26, 2012 9:54 AM
6	never	Nov 25, 2012 9:29 PM
7	never	Nov 25, 2012 6:15 PM
8	Should allow for an other box or the answer of never	Nov 25, 2012 5:55 PM

Page 5, Q10. How often does your child bike home from school?

1	Fifth grader does daily	Jan 28, 2013 8:56 AM
2	never	Dec 14, 2012 3:38 PM
3	NEVER	Dec 2, 2012 7:13 PM
4	Bikes from either school or from Newton.	Nov 27, 2012 12:44 PM
5	never	Nov 25, 2012 9:29 PM
6	8th grader	Nov 25, 2012 6:53 PM
7	same as going to school	Nov 25, 2012 6:15 PM

Page 5, Q11. How often is your child driven home from school?

1	Second grader	Jan 28, 2013 8:56 AM
2	never	Dec 14, 2012 3:38 PM
3	Only if special after-school activity/schedule requires	Nov 27, 2012 12:47 PM
4	1st grader	Nov 25, 2012 6:53 PM
5	same as going to school	Nov 25, 2012 6:15 PM

Page 5, Q12. How often does your child carpool home from school?

1	never	Dec 14, 2012 3:38 PM
2	almost never	Dec 10, 2012 3:09 AM
3	Only if special after-school activity/schedule requires	Nov 27, 2012 12:47 PM
4	never	Nov 26, 2012 9:54 AM
5	After School Program	Nov 25, 2012 9:29 PM
6	same as going to school	Nov 25, 2012 6:15 PM

Page 5, Q13. How often does your child take the bus home from school?

1	Occasionally with kids who live farther away. Caltrans bus.	Jan 28, 2013 8:56 AM
2	never	Dec 14, 2012 3:38 PM
3	never	Dec 10, 2012 9:57 PM
4	2-3 times a month	Dec 10, 2012 4:23 PM
5	Never	Dec 10, 2012 3:09 AM
6	NEVER NOT SAFE	Dec 2, 2012 7:13 PM
7	Never	Nov 27, 2012 12:47 PM
8	Takes Samtrans bus to Newton, then bikes home.	Nov 27, 2012 12:44 PM
9	never	Nov 26, 2012 9:54 AM
10	never	Nov 25, 2012 9:29 PM
11	never, there is no bus	Nov 25, 2012 6:15 PM
12	Again the answer is never/not available!	Nov 25, 2012 5:55 PM

Page 6, Q14. Please describe the general route your child takes when biking or walking to Oak Knoll School.

1	Bay Laurel to Olive to Oak	Jan 28, 2013 8:57 AM
2	abc	Jan 18, 2013 8:07 PM
3	down Oak, right turn into Oak Knoll	Dec 14, 2012 3:38 PM
4	from corner of Elena, South on Valparaiso East on Elder South on Santa Cruz East on Lemon South on White Oak East on Oak Knoll	Dec 10, 2012 9:59 PM
5	bay laurel to olive to oak	Dec 10, 2012 4:23 PM
6	Hillview drive, right on Santa Cruz, cross with guard, Follow Olive to Oak. Right on Oak, follow to Oak Knoll	Dec 10, 2012 3:10 AM
7	They walk down Oak Ave turning left onto Oak Knoll. They have to walk in the street as the cars park on the sidewalk, so I walk with them 99% of the time.	Dec 9, 2012 8:35 PM
8	Pineview to Elder, rt on Santa Cruz. Cross the x-walk @ Santa Cruz to Lemon. Lemon to Oak and then the bike racks. On the way home, my daughter often skips Elder and takes North Lemon and then returns via Valaparaiso because the traffic along Santa Cruz and Elder is so bad @ 3:05/3:10 due to Hillview traffic.	Dec 5, 2012 9:00 PM
9	Oak dell to lemon to white oak to school	Dec 4, 2012 6:45 AM
10	Middle, Olive, Oak, Oak Knoll Lane	Dec 3, 2012 2:10 PM
11	Olive to Oak to Oak Knoll	Dec 3, 2012 10:02 AM
12	oak Knoll, Oak, Olive, Middle	Dec 3, 2012 7:57 AM
13	Fremont to middle Middle to olive Olive to oak	Dec 3, 2012 6:24 AM
14	West on college, left on arbor, right on bay laurel, right on San Mateo, left on bay laurel, right on olive, left on oak, right on oak knoll	Dec 2, 2012 9:52 PM
15	Oakdell Drive followed by Oak Knoll Lane	Dec 2, 2012 9:25 PM
16	Oak St. / Right turn onto Oak Knoll Lane to the cross walk.	Dec 2, 2012 8:57 PM
17	bay laurel to olive to oak to oak knoll	Dec 2, 2012 7:43 PM
18	we walk on Oak Knoll Lane from our house to the school using the crosswalk located at the school to enter the campus	Nov 27, 2012 1:11 PM
19	Olive St. to Oakdell to Lemon to WhiteOak to Oak Knoll Lane (walking) Olive St. to Oakdell to Lemon to Oak Ave to Oak Knoll Lane (biking)	Nov 27, 2012 12:48 PM
20	From Waverley, South on Alma to bike bridge, sidewalk along Alma to El Camino crossing (at Sand Hill Road), sidewalk to Creek, Creek to Arbor, Bay Laurel, San Mateo, Bay Laurel, Olive, Oak Ave. to Oak Knoll.	Nov 27, 2012 12:47 PM
21	We take Cambridge to Bay Laurel to Oak Ave to Oak Knoll Lane.	Nov 26, 2012 11:46 PM

Page 6, Q14. Please describe the general route your child takes when biking or walking to Oak Knoll School.

22	Santa Cruz Ave, Lemon Street, Oakdell.	Nov 26, 2012 10:20 AM
23	N. Lemon Ave. cross at Santa Cruz onto Lemon Ave. to Oak Ave.	Nov 26, 2012 9:55 AM
24	Too far to do either at 5yrs :)	Nov 25, 2012 9:30 PM
25	Down middle	Nov 25, 2012 8:41 PM
26	Louise Street Stanford Ave Oakdell Oak Knoll	Nov 25, 2012 8:04 PM
27	university to middle, olive to Hillview	Nov 25, 2012 6:53 PM
28	down middle, olive and then oak ave.	Nov 25, 2012 6:21 PM
29	Arbor Rd to Middle Ave, Left on Olive street, Right on Oak ave, right to Oak Knoll Ln	Nov 25, 2012 6:16 PM
30	Santa Cruz to Lemon to Oak Dell or whatever it's called.	Nov 25, 2012 5:55 PM
31	Oak ave to Oak Knoll Ln	Nov 25, 2012 5:38 PM
32	biking - orange, santa cruz, oakdell, oak knoll	Nov 25, 2012 5:22 PM
33	cotton to olive to oak to oak knoll	Nov 25, 2012 5:09 PM
34	Croner -> Lemon -> Oak Ave	Nov 21, 2012 11:43 AM
35	Oak Ave. to Bay Laurel, cross bridge at San Mateo, bike lane down to El Camino, Palo Alto Ave. to Willow. Middlefield to Ringwood to Laurel (we are swimming upstream every day)	Nov 20, 2012 10:07 AM
36	assdad	Nov 13, 2012 5:40 PM

Page 7, Q15. What safety concerns do you have regarding your child's route to Oak Knoll School?

1	Cars speeding and not paying close attention to the kids on Oak in the morning. It's why we drive our second grader	Jan 28, 2013 8:57 AM
2	def	Jan 18, 2013 8:07 PM
3	in the morning bikes do not adhere to road rules and fly around the corner of oak and oak knoll. They should give way to pedestrians crossing over to oak knoll they have nearly hit us a number of times. Also, people park along oak ave for school pick up and park TOO CLOSE to the gardens on the side of the road, pushing the kids out in the middle of road to pass. It is so infuriating!	Dec 14, 2012 3:47 PM
4	It's dangerous for kids to cross major streets in our neighborhoods! There is a crosswalk on Valparaiso at Elder. I stop for children trying to cross streets. I put on my hazards to draw other drivers' attention to the kids. Drivers often don't slow down at designated cross walks. When I ride my bike with my children to Hillview and Oak Knoll, I am the first to move forward into the cross walk. Many times cars still won't slow down or stop. It's frightening!	Dec 10, 2012 10:07 PM
5	cars backing out of driveways, not seeing the bikers	Dec 10, 2012 4:25 PM
6	The congestion along Oak due to cars parking, the volume of bikers, people passing on bikes without calling out "passing on left", the number of other people biking/walking on wrong side of road, etc. It seems incredibly dangerous. Especially riding by parked cars. More importantly is the route home. Coming down Olive to cross Santa Cruz is unbelievable dangerous. The cars for the middle school park along both sides of Olive. Then there are two lanes of cars at the end of Olive to turn right or left onto Santa Cruz. They get stopped by guard. Bikers have a dangerously small lane between the cars waiting to turn and the cars that are parked - couldn't even stretch out an arm straight. Bikers are probably out of view of the car mirrors as well. As a result many bikers cross the road well before the interstecction AND RIDE ON THE WRONG SIDE OF OLIVE with many cars parked on that side also. The entire thing is a fiasco and incredibly dangerous.	Dec 10, 2012 3:18 AM
7	The side walks are not accessible due to cars parking on them. The speed is not monitored nor adhered to.	Dec 9, 2012 8:37 PM
8	I drive everyday to take my kid to and from Oak Knoll school. On Oak Ave between OakKnoll and Lemon is too narrow to fit parked cars, pedestrians, bikes and drive-thru cars. I drive thru there everyday after school and it's dangerous for bikes. There should be NO parking for cars to give room to bikes and pedestrians at afterschool hours.	Dec 9, 2012 7:49 PM
9	Greatest concern is after school due to the huge, unwieldy traffic and congestion @ Hillview. Otherwise, concern is that drivers are paying attention. My son indicated that one/twice that drivers have nearly hit him.	Dec 5, 2012 9:01 PM
10	We drive to school every day as do not find it safe to ride our bikes. The bike route on oak is too narrow, crowded with cars and bikers and find that parents are so rushed that they are not paying attention or driving safely. Therefore we drive too as its been too nerve wracking to bike.	Dec 4, 2012 6:47 AM
11	Too far along a busy route. I'm concerned that their judgement is not yet safe	Dec 3, 2012 3:08 PM

Page 7, Q15. What safety concerns do you have regarding your child's route to Oak Knoll School?

	enough for the ride. The walk takes them 30 minutes which my kindergarten is very slow, taking up to 45 min. one way.	
12	Cars	Dec 3, 2012 2:10 PM
13	1. Bikers do not stop at the stop signs at Lemon/Oak. Cars back up and get frustrated because they can't turn onto Lemon and I have seen a few cut in front of bikers who didn't stop. 2. Parents and kids swerve out into the road on their bikes when passing others and don't look for cars. I have seen close calls. 3. Cars parked at pickup block the walk paths and force us all to walk/ride in the street in tight area with lots of bikers and cars. 4. The 3-way stop at Oak Knoll/Oak gets pretty tricky in the morning, and local commuters with no kids can get pretty grumpy and do stupid things to get through. That cross could use a crossing guard in the morning.	Dec 3, 2012 10:10 AM
14	cars driving too fast on Middle Avenue, Traffic should be at 20 miles/ hour. Cars don't see kids with bikes	Dec 3, 2012 7:59 AM
15	So many cars traveling at am hours - usually rushing or appearing to be preoccupied	Dec 3, 2012 6:25 AM
16	Greatest danger is cars and bikes and pedestrians on oak knoll lane to oak and then riding on oak to lemon.	Dec 2, 2012 10:01 PM
17	Cars parking on sidewalk mean that there is no space to pass - resulting in children having to walk on the road . Also, lack of defined curb / sidewalk means that children can stray close to cars. Cars regularly do not stop at pedestrian crossings on Oakdell Drive.	Dec 2, 2012 9:28 PM
18	In the morning cars cannot park on Oak (north side) between Lemon and Oak Knoll Lane so the route is pretty good. In the afternoon the RISK for bikers is much higher. Cars should not be able to park on the south side of Oak between Oak Knoll Lane and Lemon.	Dec 2, 2012 9:05 PM
19	cars going too fast, especially on oak ave	Dec 2, 2012 7:43 PM
20	Parents who do not respect the rules. They park wherever they please to drop off their child then pull out into bikers, pedestrians and other cars.	Nov 27, 2012 1:12 PM
21	No many -- I have taught my children to safely walk/bike to/from school. My biggest concern is cars seeing them, and other walkers/bikers learning proper rules of the road so they share politely with the cars.	Nov 27, 2012 12:54 PM
22	Scariest part is the section of Oak with all the parents driving and dropping off. There's a decent sidewalk/gutter area, but there are also kids biking at various speeds and pedestrians. I'm always worried some kid (e.g. mine!) will swerve to avoid an obstacle into the path of a parent's car. On the way home, this section is also scary due to all the parked cars on Oak Ave.	Nov 27, 2012 12:49 PM
23	I worry about the part of our route closest to school - on Oak between Lemon and Oak Knoll Lane. At this point in the road the street curves and seems to narrow. The right side of the street where cars can park (but don't in the morning) is difficult to bike on due to its tilted nature, unevenness of pavement,	Nov 26, 2012 11:50 PM

Page 7, Q15. What safety concerns do you have regarding your child's route to Oak Knoll School?

	unexpected curbs, and cars going very fast on their commute en route to 280. Also, it's a place where a ton of pedestrians, cars, and bicyclists come together. A pretty worrisome scene with a young cyclist!	
24	Other cars	Nov 26, 2012 10:20 AM
25	The crosswalk at Santa Cruz and Lemon Ave. is dangerous; cars rarely stop without my raising my hand in request. There is no proper egress/sidewalk from the ramp to the street on the Lemon Ave. side; there is just a muddy patch with several large stones and a cable used to anchor a telephone pole/street light. In addition, cars turning onto and off of Santa Cruz have a difficult time timing their turn while also watching for bicyclists. We dismount to cross the street and have no safe place to re-mount; the space is tight and cars are turning into Lemon Ave from Santa Cruz, their attention focused mostly on the oncoming traffic in Santa Cruz and not on pedestrians/bikers on Lemon Ave. Crossing from the right side of Lemon Ave. (on the approach to Santa Cruz) to the crosswalk/ramp is also dangerous, given the busy-ness of the intersection, with cars behind us seeking to turn left and right onto Santa Cruz and cars, sometimes not visible, seeking to turn into Lemon Ave. from Santa Cruz.	Nov 26, 2012 10:00 AM
26	Getting hit	Nov 25, 2012 8:41 PM
27	- Lack of sidewalks and bike lanes - Heavy traffic along Oakdell and Oak Knoll during pick-up and drop-off times - Parked cars that park so far to the right that no room is left for walkers or bikers to stay out of traffic on Oak Knoll	Nov 25, 2012 8:07 PM
28	none for 8th grader	Nov 25, 2012 6:53 PM
29	on middle ave & olive st there is no crosswalk when coming from Middle Ave, Children have to cross first Middle ave and then Olive St. If there would be another crosswalk then children would need to cross only one street and not two. Most children who go alone cross this 2 streets by walking not by riding the bike. On Oak Ave and Oak Knoll Lane cars parking on both sides which leaves no space for pedestrians. That means children walk on the streets together with Children going by bike and cars from both directions - in short, there is simply not enough space on the street. Cars should not be allowed to park there during the morning and afternoon. Between Oakdell drv and Oak Knoll Lane cars parking on both sides too. People have to walk on the streets too, but from this side all cars are coming for the pickup lanes - there shouldn't parking be allowed too. Between the school and Oak Ave there is a lot of traffic due to cars coming from the car lane on school, children riding by bike/walking and people walking to parked cars on Oak Ave - there is even often not enough space when larger cars come from Oak Ave going to Oak Knoll Lane. This can be solved when cars are not allowed to turn right from the car lane at school. Also on Middle Ave/Arbor Road where the afterschool care/preschool/park is, a light crossing instead of a normal crosswalk would help a lot - often cars don't stop there and it's dangerous for children to cross there on the way back from school.	Nov 25, 2012 6:26 PM
30	oak ave isn't very safe, especially on the way back i the afternoon. too much congestion.	Nov 25, 2012 6:21 PM
31	No traffic coordinator. Speed of Traffic on Santa Cruz. Cars turning on to Lemon.	Nov 25, 2012 5:56 PM

Page 7, Q15. What safety concerns do you have regarding your child's route to Oak Knoll School?

32	Cars not being considerate of bikers, people opening car doors into cyclists, cyclists not knowing where to be in the road when making a left hand turn	Nov 25, 2012 5:40 PM
33	safety at intersections lack of space between cars and sidewalk when approaching oak knoll -- no bike lane and not enough room btw homes and cars on the sidewalk	Nov 25, 2012 5:23 PM
34	TONS! Getting across santa cruz is a disaster....truly unsafe in every way. It would be AMAZING to have those red flags like they have on Ravenswood and by Draegers. We need bike lanes on oak. This could be an AWESOME biking community for our young kids and at this point I worry most about them getting hit by a car.	Nov 25, 2012 5:10 PM
35	Crossing Santa Cruz and general traffic	Nov 21, 2012 11:43 AM
36	Being sandwiched between parked cars and moving cars; drivers stopping on the street to drop off kids (doors opening in bike path), cars backing out of driveways being used for drop off, cars making u-turns in high congestion areas near school.	Nov 20, 2012 10:09 AM
37	fdfdf	Nov 13, 2012 5:40 PM

Page 8, Q16. If you drive or carpool, which main street(s) do you use?

1	Bay Laurel to Olive to Oak to Lemon to Oakdell to Oak Knoll lane	Jan 28, 2013 8:58 AM
2	fgh	Jan 18, 2013 8:07 PM
3	middle and oakdell	Dec 10, 2012 4:25 PM
4	Oakdell to rt. on Oak Knoll	Dec 9, 2012 8:38 PM
5	Middle, Oakdell, Oak Knoll, Oak	Dec 9, 2012 7:50 PM
6	Oak dell, lemon, oak knoll	Dec 4, 2012 6:47 AM
7	Middle and Oakdell	Dec 3, 2012 3:09 PM
8	Middle, Olive, Oakdell, Oak Knoll Lane	Dec 3, 2012 2:11 PM
9	Oak, Lemon, Oak Dell, Oak Knoll	Dec 3, 2012 10:11 AM
10	Middle	Dec 3, 2012 8:00 AM
11	University Middle Santa Cruz Oak White oak Oak knoll	Dec 3, 2012 6:26 AM
12	Middle, oak, or middle, olive, oakdell, oak knoll lane. After school will travel from oak knoll to hillview via lemon or olive	Dec 2, 2012 10:05 PM
13	Middle, Olive, Oak.	Nov 27, 2012 12:58 PM
14	Sand Hill	Nov 26, 2012 11:51 PM
15	N. Lemon Ave., Lemon Ave., Oak Ave., or White Oak	Nov 26, 2012 10:00 AM
16	Up to the main driveway where we drop-off on the circle curb.	Nov 25, 2012 9:31 PM
17	Middle	Nov 25, 2012 8:42 PM
18	Stanford, Oakdell and Oak Knoll	Nov 25, 2012 8:07 PM
19	middle, oak	Nov 25, 2012 6:54 PM
20	Middle Ave	Nov 25, 2012 6:26 PM
21	middle, olive, then park on oak ave. it isn't ideal	Nov 25, 2012 6:22 PM
22	this is very rare so the answer is not relevant.	Nov 25, 2012 5:56 PM
23	Oakdell to oak knoll ln	Nov 25, 2012 5:46 PM
24	santa cruz, olive and oak	Nov 25, 2012 5:10 PM
25	sds	Nov 13, 2012 5:40 PM

Page 8, Q17. If you carpool, how many families are involved?

1	N/a	Dec 3, 2012 6:26 AM
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Page 8, Q17. If you carpool, how many families are involved?

Page 8, Q18. How many children ride each trip?

1 N/A

Dec 3, 2012 6:26 AM

Page 8, Q19. How is the carpool organized (neighborhood, friendships etc.)

1	Friendships with our neighbor	Jan 28, 2013 8:58 AM
2	Friendships	Dec 9, 2012 8:38 PM
3	neighbor friends	Dec 3, 2012 2:11 PM
4	Friendship	Dec 3, 2012 10:11 AM
5	friends	Dec 3, 2012 8:00 AM
6	N/A	Dec 3, 2012 6:26 AM
7	Neighborhood	Dec 2, 2012 10:05 PM
8	We mostly bike to school, but carpooling is a good idea too.	Nov 26, 2012 11:51 PM
9	Neighborhood	Nov 25, 2012 8:42 PM
10	neighborhood	Nov 25, 2012 6:26 PM
11	neighbors	Nov 25, 2012 6:22 PM
12	Friendships	Nov 25, 2012 5:46 PM
13	friend/neighbor	Nov 25, 2012 5:10 PM
14	fdf	Nov 13, 2012 5:40 PM

Page 9, Q20. Why do you drive your child to/from Oak Knoll School: (please check all that apply)

1	Seems dangerous with congestion from parked cars	Dec 10, 2012 3:18 AM
2	Not safe along Oak Avenue from Sand Hill Rd. side...	Dec 9, 2012 8:40 PM
3	Child too young to follow safety rules predictably.	Dec 3, 2012 3:11 PM
4	Band instrument days	Dec 3, 2012 2:12 PM
5	Younger siblings that have to get to preschool right after OK drop	Dec 3, 2012 10:12 AM
6	My child fears going alone on bike too	Dec 3, 2012 6:28 AM
7	Really only when the weather is terrible. And once when we were really late.	Nov 27, 2012 12:59 PM
8	The bike groups are not organized. The kids who walk or ride bikes are a small group that hasn't expanded.	Nov 25, 2012 5:57 PM

Page 11, Q22. Would you let your child carpool if: (please check all that apply)

1	no, I like to be on time and don't wait for other people	Dec 10, 2012 4:26 PM
2	Not needed	Dec 9, 2012 8:41 PM
3	Most likely not. My child has difficult mornings and don't want the stress of accomadating other families.	Dec 3, 2012 6:32 AM
4	not necessary, we can bike	Nov 26, 2012 10:01 AM
5	Or we could help organize it - but it's unclear how to do this through the school system.	Nov 25, 2012 5:58 PM

Page 12, Q23. Would you be interested in volunteering to: (please check all that apply)

1	no.	Dec 10, 2012 4:27 PM
2	No	Dec 9, 2012 8:41 PM
3	I could potentially help with planning the drop off pick up ops, but couldn't help during the actual hours as I have to manage 2 younger kids.	Dec 3, 2012 10:15 AM
4	Unable to do to work schedule	Dec 3, 2012 6:33 AM
5	I do already -- I chair Oak Knoll Bike Safety Committee	Nov 27, 2012 12:56 PM
6	I would help if the events focused on MORE than safety, which is important. We need to incentivize children and influence parents themselves to be better role models and leaders. I'd be happy to speak about my ideas and solutions further.	Nov 25, 2012 6:00 PM
7	?	Nov 25, 2012 5:11 PM

Page 12, Q24. If you would like to volunteer, please provide your name and contact information:

1		
Name:	Rhonda Bucklin	Dec 5, 2012 9:02 PM
Email Address:	rbucklin@yahoo.com	Dec 5, 2012 9:02 PM
Phone Number:	rbucklin@yahoo.com	Dec 5, 2012 9:02 PM
2		
Name:	Tracy Roeder	Dec 3, 2012 10:15 AM
Email Address:	tnroeder@yahoo.com	Dec 3, 2012 10:15 AM
Phone Number:	415-706-0073	Dec 3, 2012 10:15 AM
3		
Name:	Kayo Nakano	Dec 3, 2012 8:10 AM
Email Address:	smileyspider@yahoo.com	Dec 3, 2012 8:10 AM
Phone Number:	6503840371	Dec 3, 2012 8:10 AM
4		
Name:	Sidney Marks	Nov 27, 2012 12:56 PM
Email Address:	sidnmarks@yahoo.com	Nov 27, 2012 12:56 PM
Phone Number:	650-324-8515	Nov 27, 2012 12:56 PM

Page 12, Q24. If you would like to volunteer, please provide your name and contact information:

5

Name:	Hollie Crower	Nov 25, 2012 8:44 PM
Email Address:	Hcrower@gmail.com	Nov 25, 2012 8:44 PM
Phone Number:	650.308.9794	Nov 25, 2012 8:44 PM

6

Name:	Karen Bergman	Nov 25, 2012 6:00 PM
Email Address:	karenbergman@earthlink.net	Nov 25, 2012 6:00 PM
Phone Number:	650-323-1376	Nov 25, 2012 6:00 PM

7

Name:	suzan carmichael	Nov 25, 2012 5:23 PM
Email Address:	scarmichael@stanford.edu	Nov 25, 2012 5:23 PM
Phone Number:	415-271-5207	Nov 25, 2012 5:23 PM

Page 13, Q25. Additional Comments:

1	Thank you for providing this survey	Dec 10, 2012 10:09 PM
2	Upon coming HOME from school (not asked in survey) coming down Olive to Hillview is CRAZY dangerous. The Hillview parents park on Hillview right up to the crosswalk. At the crosswalk and even before you get two lanes of cars stopped by crossing guard (those turning right and those turning left). When on your bike you have an extremely narrow lane between the moving (stopped at guard) cars and the cars parked on the sidewalk. As an adult I find it very dangerous and scary. The result is many bikers cross Olive and ride on THE WRONG SIDE OF THE ROAD to get to the crossing guard. It is harrowing.	Dec 10, 2012 3:18 AM
3	There should be a traffic guard at Oak Ave & Oak Knoll. Cars don't yield to the pedestrian.	Dec 9, 2012 8:42 PM
4	My 3rd grader has now been biking for a year. My 5th grader started to go mostly after his sister started. Before that, I would go with them but they almost always go on their own, unescorted.	Dec 5, 2012 9:03 PM
5	I will be more willing for my children to ride bikes together when my youngest is demonstrating predictable adherence to safety rules.	Dec 3, 2012 3:14 PM
6	As an occasional driver, I notice the parents teaching bad habits to their children - ie. riding on the wrong side of the road, riding side by side in the road. Over the years, once the parent stops co-riding, many kids then carry these bad habits forward on their own or in groups.	Dec 3, 2012 2:14 PM
7	I use the drop off / pick up line The afternoon pick up seems to scare me the most. Exiting the line we are forced to turn right, along with all the biking children. Many of these children swerve into the lane on a whim. Not thinking about cars behind them being squeezed between them and oncoming traffic - You have no warning. I have had many scares. Once you get to the corner it is difficult to turn left or right as the angle of the streets leave many blind spots. On occasion I have turned left out of the line onto oak knoll ave and have found it much saner as a driver. The cross walks are more visible. It is also easier to break up traffic as there are more streets to choose a route home.	Dec 3, 2012 6:48 AM
8	At oak knoll school if most car traffic that drives thru the pick up lanes turns left and then have all bike traffic go down oak knoll lane to oak for the first 15 mins post school it would be safer for the bikers and walkers.	Dec 2, 2012 10:10 PM
9	Please, please prioritize improving the sidewalks on the roads leading up to the school to ensure that those children who are walking to school are safe.	Dec 2, 2012 9:30 PM
10	One fix might be to turn the No Parking signs on Oak Knoll Lane outward so people notice them. They are currently flush with the street and easy to skip over.	Nov 27, 2012 1:13 PM
11	Covered bike parking would be really nice--probably not nice enough to justify the cost, though. It's depressing to come out to a wet bike on a rainy day.	Nov 27, 2012 1:00 PM
12	I fear that this is an on-line version of a paper survey I already completed -- please forgive me if I have responded twice ...	Nov 27, 2012 12:56 PM

Page 13, Q25. Additional Comments:

13	Thanks for taking the time to get our input! I love being a part of a community where my voice matters. :-)	Nov 26, 2012 11:52 PM
14	also, after rain, there is an enormous puddle at the corner of Lemon Ave. and Santa Cruz. Creates a hazard for both cars and bicyclists	Nov 26, 2012 10:02 AM
15	please: 1) don't allow cars to leave the car lane at school to the right (this would also speed up because there is no more waiting for crossing people) 2) install lights for crossing on Arbor Rd/Middle Ave where the afterschool care/park is 3) install one more crosswalk on Olive Street where it meets Middle Ave. 4) Don't allow parking in the morning and afternoon on all Oak Knoll Ln and on Oak Ave between Lemon st and Sand Hill Rd.	Nov 25, 2012 6:32 PM
16	don't worry about storage (meaning the kids don't need locks). i think that's not the issue. it's the traffic safety that's the problem	Nov 25, 2012 6:23 PM
17	I have been disappointed by the alternative transportation initiatives within this school system and continue to be frustrated by the lack of responsiveness and the availability of true communications channels when there are ideas, that embrace safety, but also take the program further for the community, our environment and even supporting the physical fitness of our children.	Nov 25, 2012 6:03 PM
18	thanks for working on this! it's definitely been a concern. we do accompany our kids on their bikes.	Nov 25, 2012 5:24 PM



Safe Routes to Oak Knoll School Plan – Update Survey

In which specific neighborhood and street do you live? Hermosa Way & Middle Ave.

About your child(ren):

First: Male/Female Female Grade: 1st Second: Male/Female Female Grade: 5th
 Third: Male/Female Female Grade: 5th Fourth: Male/Female Female Grade: 5th

What is the approximate distance from your home to the school? Note: ¼ mile = 5 minute walk
 ¼ mile or less ½ - ¾ mile ¾ - 1 mile 1 - 2 miles over 2 miles

How does your child usually travel to and from Oak Knoll School?

	Every Day	3-4 days a week	1-2 days a week	Not often
Walks				
Bikes	✓			
Driven				
Carpool				
Bus				

	Every Day	3-4 days a week	1-2 days a week	Not often
Walks				
Bikes		✓		
Driven			✓	
Carpool				
Bus				

When biking or walking to Oak Knoll School, which general route does your child take?
Hermosa Way → Middle Ave → Olive St → Oak Ave → Oak Knoll Lane
Hermosa Way → Cotton St → Oakland → Olive → Oak Ave → Oak Knoll Lane

What safety concerns do you have regarding your child's route to Oak Knoll School?
 - cars going too fast on Oak Ave.
 - cars not being safe/aware at Olive St/Middle Ave intersection
 - cars opening car doors in bike traffic
 - cars dropping off kids in no parking areas.

If you drive or carpool, which main street do you use?
Oak Ave / Middle Ave.

If you carpool, how many families are involved _____

How many children ride each trip? 1-2

How is the carpool organized (neighborhood, friendships etc.) friends



Safe Routes to Oak Knoll School Plan – Update Survey

Why do you drive your child to/from Oak Knoll School: (please check all that apply)

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Safety | <input type="checkbox"/> Convenience | <input type="checkbox"/> Drop off on way to work | <input type="checkbox"/> Too far to walk |
| <input checked="" type="checkbox"/> Running late/tardiness | <input checked="" type="checkbox"/> Bad weather | <input type="checkbox"/> Child is too young | <input type="checkbox"/> Sidewalks (lack or incomplete) |
| <input type="checkbox"/> Speed of automobile traffic | <input type="checkbox"/> Child won't follow safety rules | <input type="checkbox"/> Dangerous crossings | <input type="checkbox"/> Stranger-danger concerns |
| <input type="checkbox"/> No biking or walking maps | <input type="checkbox"/> Distance is too far | <input type="checkbox"/> Paths are incomplete or not wide enough | <input type="checkbox"/> Lack of safe bike storage |
| <input type="checkbox"/> Other: | | | |

Would you allow your child to walk or bike if: (please check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Accompanied by other children | <input type="checkbox"/> Accompanied by other parents |
| <input type="checkbox"/> Cars slowed down | <input type="checkbox"/> Secure bike storage was available |
| <input type="checkbox"/> Improved sidewalks and bike paths | <input type="checkbox"/> Provide route maps |
| <input type="checkbox"/> Crossing guards | <input type="checkbox"/> Safety training for students |
| <input type="checkbox"/> Paths were separated from traffic | |

Would you let your child carpool if: (please check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> You were familiar with the driver | <input type="checkbox"/> Someone organized it |
| <input type="checkbox"/> Other: | |

Would you be interested in volunteering to: (please check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Organized a carpool group | <input checked="" type="checkbox"/> Help with Bike/Walk to School events |
| <input checked="" type="checkbox"/> Volunteer at school to assist with drop-off/pick-up operations | <input type="checkbox"/> Other |

If yes, please include your name and contact information (including e-mail):

allison chao a.chao@yahoo.com

Additional Comments:



Safe Routes to Oak Knoll School Plan – Update Survey

In which specific neighborhood and street do you live?		<u>Oak Knoll Lane</u>							
About your child(ren):									
First: <u>Male</u> /Female	Grade: <u>2nd</u>	Second: Male/ <u>Female</u>	Grade: <u>2nd</u>						
Third: Male/Female	Grade:	Four: Male/Female	Grade:						
What is the approximate distance from your home to the school? Note: ¼ mile = 5 minute walk									
<input checked="" type="checkbox"/> ¼ mile or less <input type="checkbox"/> ¼ - ½ mile <input type="checkbox"/> ½ - 1 mile <input type="checkbox"/> 1 - 2 miles <input type="checkbox"/> over 2 miles									
How does your child usually travel to and from Oak Knoll School?									
	Every Day	3-4 days a week	1-2 days a week	Not often		Every Day	3-4 days a week	1-2 days a week	Not often
Walks	X				Walks	X			
Bikes					Bikes				
Driven					Driven				
Carpool					Carpool				
Bus					Bus				
When biking or walking to Oak Knoll School, which general route does your child take?									
<u>Oak Knoll Lane only</u>									
What safety concerns do you have regarding your child's route to Oak Knoll School?									
<u>people pulling into driveways (not alleys) or parking illegally to drop off their child and endangering all others</u>									
If you drive or carpool, which main street do you use?									
<u>N/A</u>									
If you carpool, how many families are involved?									
<u>N/A</u>									
How many children ride each trip?									
<u>N/A</u>									
How is the carpool organized (neighborhood, friendships etc.)									



Safe Routes to Oak Knoll School Plan – Update Survey

Why do you drive your child to/from Oak Knoll School: (please check all that apply)

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Safety | <input type="checkbox"/> Convenience | <input type="checkbox"/> Drop off on way to work | <input type="checkbox"/> Too far to walk |
| <input type="checkbox"/> Running late/tardiness | <input type="checkbox"/> Bad weather | <input type="checkbox"/> Child is too young | <input type="checkbox"/> Sidewalks (lack or incomplete) |
| <input type="checkbox"/> Speed of automobile traffic | <input type="checkbox"/> Child won't follow safety rules | <input type="checkbox"/> Dangerous crossings | <input type="checkbox"/> Stranger-danger concerns |
| <input type="checkbox"/> No biking or walking maps | <input type="checkbox"/> Distance is too far | <input type="checkbox"/> Paths are incomplete or not wide enough | <input type="checkbox"/> Lack of safe bike storage |
| <input type="checkbox"/> Other: <i>N/A</i> | | | |

Would you allow your child to walk or bike if: (please check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Accompanied by other children | <input type="checkbox"/> Accompanied by other parents |
| <input type="checkbox"/> Cars slowed down | <input type="checkbox"/> Secure bike storage was available |
| <input type="checkbox"/> Improved sidewalks and bike paths | <input type="checkbox"/> Provide route maps |
| <input type="checkbox"/> Crossing guards | <input type="checkbox"/> Safety training for students |
| <input type="checkbox"/> Paths were separated from traffic | |

Would you let your child carpool if: (please check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> You were familiar with the driver | <input type="checkbox"/> Someone organized it |
| <input type="checkbox"/> Other: | |

Would you be interested in volunteering to: (please check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Organized a carpool group | <input type="checkbox"/> Help with Bike/Walk to School events |
| <input type="checkbox"/> Volunteer at school to assist with drop-off/pick-up operations | <input type="checkbox"/> Other |

If yes, please include your name and contact information (including e-mail):

Additional Comments:

There should be an additional crossing guard presence in

Questions? Please send your comments/concerns to: transportation@menlopark.org
Subject: Safe Routes to Oak Knoll School.

AM/PM other than janitorial staff - someone who will enforce.



Safe Routes to Oak Knoll School Plan – Update Survey

In which specific neighborhood and street do you live? West Menlo - Middle near Olive

About your child(ren):
 First: Male/Female Grade: 3rd Second: Male/Female Grade: 2nd
 Third: Male/Female Grade: _____ Fourth: Male/Female Grade: _____

What is the approximate distance from your home to the school? Note: ¼ mile = 5 minute walk
 ¼ mile or less ½ - ½ mile ¾ - 1 mile 1 - 2 miles over 2 miles

How does your child usually travel to and from Oak Knoll School?

	Every Day	3-4 days a week	1-2 days a week	Not often
Walks				
Bikes	<u>X (except in rain - walk)</u>			
Driven				
Carpool				
Bus				

	Every Day	3-4 days a week	1-2 days a week	Not often
Walks				
Bikes				
Driven				
Carpool				
Bus				

When biking or walking to Oak Knoll School, which general route does your child take?
Middle to Olive to Oak to Oak Knoll

What safety concerns do you have regarding your child's route to Oak Knoll School?
Cars - driving fast, too close to children, parking in the way of their route

If you drive or carpool, which main street do you use? _____

If you carpool, how many families are involved? _____

How many children ride each trip? _____

How is the carpool organized (neighborhood, friendships etc.) _____



Safe Routes to Oak Knoll School Plan – Update Survey

Why do you drive your child to/from Oak Knoll School: (please check all that apply)

- Safety
- Convenience
- Drop off on way to work
- Too far to walk
- Running late/tardiness
- Bad weather
- Child is too young
- Sidewalks (lack or incomplete)
- Speed of automobile traffic
- Child won't follow safety rules
- Dangerous crossings
- Stranger-danger concerns
- No biking or walking maps
- Distance is too far
- Paths are incomplete or not wide enough
- Lack of safe bike storage
- Other:

Would you allow your child to walk or bike if: (please check all that apply)

- Accompanied by other children
- Accompanied by other parents
- Cars slowed down
- Secure bike storage was available
- Improved sidewalks and bike paths
- Provide route maps
- Crossing guards
- Safety training for students
- Paths were separated from traffic

They already bike but we feel they need an adult with them for safety from cars/bikes

Would you let your child carpool if: (please check all that apply)

- You were familiar with the driver
- Someone organized it
- Other:

Would you be interested in volunteering to: (please check all that apply)

- Organized a carpool group
- Help with Bike/Walk to School events
- Volunteer at school to assist with drop-off/pick-up operations
- Other *Steering Committee*

If yes, please include your name and contact information (including e-mail):

Sandra Blum - 650.255.0161, blum.sandra@gene.com

Additional Comments:

Would be great to have better sidewalks & reduce speed limits

Questions? Please send your comments/concerns to: transportation@menlopark.org
Subject: Safe Routes to Oak Knoll School.

on Middle/Santa Cruz



Safe Routes to Oak Knoll School Plan – Update Survey

In which specific neighborhood and street do you live? THE OAKS - OAK AVE.

About your child(ren):

First: Male/Female Grade: 3 Second: Male/Female Grade: 5

Third: Male/Female Grade: Fourth: Male/Female Grade:

What is the approximate distance from your home to the school? Note: ¼ mile = 5 minute walk

¼ mile or less ¼ - ½ mile ½ - 1 mile 1 - 2 miles over 2 miles

How does your child usually travel to and from Oak Knoll School?

1	Every Day	3-4 days a week	1-2 days a week	Not often		2	Every Day	3-4 days a week	1-2 days a week	Not often
Walks						Walks			X	
Bikes	X					Bikes		X		
Driven						Driven				
Carpool						Carpool				
Bus						Bus				

When biking or walking to Oak Knoll School, which general route does your child take?

OAK AVE → RIGHT ONTO OAK KNOLL

What safety concerns do you have regarding your child's route to Oak Knoll School?

CARS PARKED ON OAK (BOTH SIDES) during
Pick up time. PARENTS STOPPING TO DROP OFF KIDS
CARS DON'T SLOW DOWN ON OAK AVE ON OAK & OAK Knoll
OAK AND LEMON STOP SIGN NOT RESPECTED

If you drive or carpool, which main street do you use?

If you carpool, how many families are involved _____

How many children ride each trip? _____

How is the carpool organized (neighborhood, friendships etc.) _____



Safe Routes to Oak Knoll School Plan – Update Survey

Why do you drive your child to/from Oak Knoll School: (please check all that apply)

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Safety | <input type="checkbox"/> Convenience | <input type="checkbox"/> Drop off on way to work | <input type="checkbox"/> Too far to walk |
| <input type="checkbox"/> Running late/tardiness | <input checked="" type="checkbox"/> Bad weather | <input type="checkbox"/> Child is too young | <input type="checkbox"/> Sidewalks (lack or incomplete) |
| <input type="checkbox"/> Speed of automobile traffic | <input type="checkbox"/> Child won't follow safety rules | <input type="checkbox"/> Dangerous crossings | <input type="checkbox"/> Stranger-danger concerns |
| <input type="checkbox"/> No biking or walking maps | <input type="checkbox"/> Distance is too far | <input type="checkbox"/> Paths are incomplete or not wide enough | <input type="checkbox"/> Lack of safe bike storage |
| <input type="checkbox"/> Other: <u>OCCASIONALLY</u> | | | |

Would you allow your child to walk or bike if: (please check all that apply)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Accompanied by other children | <input checked="" type="checkbox"/> Accompanied by other parents |
| <input checked="" type="checkbox"/> Cars slowed down | <input type="checkbox"/> Secure bike storage was available |
| <input checked="" type="checkbox"/> Improved sidewalks and bike paths | <input type="checkbox"/> Provide route maps |
| <input type="checkbox"/> Crossing guards | <input checked="" type="checkbox"/> Safety training for students |
| <input checked="" type="checkbox"/> Paths were separated from traffic | |

Would you let your child carpool if: (please check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> You were familiar with the driver | <input type="checkbox"/> Someone organized it |
| <input type="checkbox"/> Other: | |

Would you be interested in volunteering to: (please check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Organized a carpool group | <input type="checkbox"/> Help with Bike/Walk to School events |
| <input checked="" type="checkbox"/> Volunteer at school to assist with drop-off/pick-up operations | <input type="checkbox"/> Other |

If yes, please include your name and contact information (including e-mail):

Naed de la Vega naed@mac.com

Additional Comments:

Questions? Please send your comments/concerns to: transportation@menlopark.org
Subject: Safe Routes to Oak Knoll School.



Safe Routes to Oak Knoll School Plan – Update Survey

In which specific neighborhood and street do you live? Holly Avenue

About your child(ren):

First: Male/Female Grade: 5 Second: Male/Female Grade: 3
 Third: Male/Female Grade: Fourth: Male/Female Grade:

What is the approximate distance from your home to the school? Note: ¼ mile = 5 minute walk
 ¼ mile or less ¼ - ½ mile ½ - 1 mile 1 - 2 miles over 2 miles

How does your child usually travel to and from Oak Knoll School?

	Every Day	3-4 days a week	1-2 days a week	Not often
Walks				
Bikes		✓		
Driven			✓	
Carpool				
Bus				

	Every Day	3-4 days a week	1-2 days a week	Not often
Walks				
Bikes		✓		
Driven			✓	
Carpool				
Bus				

When biking or walking to Oak Knoll School, which general route does your child take?
Oakdell / Lemon / Oak / Oak Knoll

What safety concerns do you have regarding your child's route to Oak Knoll School?
parents driving children to school driving badly, cyclists not following laws

If you drive or carpool, which main street do you use?
Oakdell

If you carpool, how many families are involved _____

How many children ride each trip? _____

How is the carpool organized (neighborhood, friendships etc.) _____



Safe Routes to Oak Knoll School Plan – Update Survey

Why do you drive your child to/from Oak Knoll School: (please check all that apply)			
<input type="checkbox"/> Safety	<input checked="" type="checkbox"/> Convenience	<input type="checkbox"/> Drop off on way to work	<input type="checkbox"/> Too far to walk
<input type="checkbox"/> Running late/tardiness	<input checked="" type="checkbox"/> Bad weather	<input type="checkbox"/> Child is too young	<input type="checkbox"/> Sidewalks (lack or incomplete)
<input type="checkbox"/> Speed of automobile traffic	<input type="checkbox"/> Child won't follow safety rules	<input type="checkbox"/> Dangerous crossings	<input type="checkbox"/> Stranger-danger concerns
<input type="checkbox"/> No biking or walking maps	<input type="checkbox"/> Distance is too far	<input type="checkbox"/> Paths are incomplete or not wide enough	<input type="checkbox"/> Lack of safe bike storage
<input type="checkbox"/> Other:			
Would you allow your child to walk or bike if: (please check all that apply)			
<input type="checkbox"/> Accompanied by other children	<input type="checkbox"/> Accompanied by other parents		
<input checked="" type="checkbox"/> Cars slowed down	<input type="checkbox"/> Secure bike storage was available		
<input checked="" type="checkbox"/> Improved sidewalks and bike paths	<input type="checkbox"/> Provide route maps		
<input type="checkbox"/> Crossing guards	<input checked="" type="checkbox"/> Safety training for students		
<input type="checkbox"/> Paths were separated from traffic			
Would you let your child carpool if: (please check all that apply)			
<input type="checkbox"/> You were familiar with the driver	<input type="checkbox"/> Someone organized it		
<input type="checkbox"/> Other:			
Would you be interested in volunteering to: (please check all that apply)			
<input type="checkbox"/> Organized a carpool group	<input type="checkbox"/> Help with Bike/Walk to School events		
<input checked="" type="checkbox"/> Volunteer at school to assist with drop-off/pick-up operations	<input type="checkbox"/> Other		
If yes, please include your name and contact information (including e-mail):			
Additional Comments:			

Questions? Please send your comments/concerns to: transportation@menlopark.org
Subject: Safe Routes to Oak Knoll School.



Safe Routes to Oak Knoll School Plan – Update Survey

In which specific neighborhood and street do you live? West Menlo Park

About your child(ren):

First: Male/Female Grade: 5 Second: Male/Female Grade: 3

Third: Male/Female Grade: _____ Fourth: Male/Female Grade: _____

What is the approximate distance from your home to the school? Note: ¼ mile = 5 minute walk

¼ mile or less ¼ - ½ mile ½ - 1 mile 1 - 2 miles over 2 miles

How does your child usually travel to and from Oak Knoll School?

	Every Day	3-4 days a week	1-2 days a week	Not often
Walks				✓
Bikes				✓
Driven	✓			
Carpool				✓
Bus				✓

	Every Day	3-4 days a week	1-2 days a week	Not often
Walks				
Bikes				
Driven				
Carpool				
Bus				

When biking or walking to Oak Knoll School, which general route does your child take?

Middle to Olive to Oak

What safety concerns do you have regarding your child's route to Oak Knoll School?

Cars - particularly have seen cars not stop for children in cross walks on Middle Ave near Arbor and Oak Ave near Oak Knoll.

If you drive or carpool, which main street do you use?

Middle to Olive to Oak

If you carpool, how many families are involved _____

How many children ride each trip? _____

How is the carpool organized (neighborhood, friendships etc.) _____



Safe Routes to Oak Knoll School Plan – Update Survey

Why do you drive your child to/from Oak Knoll School: (please check all that apply)

<input checked="" type="checkbox"/> Safety	<input checked="" type="checkbox"/> Convenience	<input checked="" type="checkbox"/> Drop off on way to work	<input checked="" type="checkbox"/> Too far to walk
<input type="checkbox"/> Running late/tardiness	<input type="checkbox"/> Bad weather	<input type="checkbox"/> Child is too young	<input type="checkbox"/> Sidewalks (lack or incomplete)
<input type="checkbox"/> Speed of automobile traffic	<input type="checkbox"/> Child won't follow safety rules	<input type="checkbox"/> Dangerous crossings	<input type="checkbox"/> Stranger-danger concerns
<input type="checkbox"/> No biking or walking maps	<input type="checkbox"/> Distance is too far	<input type="checkbox"/> Paths are incomplete or not wide enough	<input type="checkbox"/> Lack of safe bike storage
<input type="checkbox"/> Other:			

Would you allow your child to walk or bike if: (please check all that apply)

<input checked="" type="checkbox"/> Accompanied by other children	<input checked="" type="checkbox"/> Accompanied by other parents
<input checked="" type="checkbox"/> Cars slowed down	<input type="checkbox"/> Secure bike storage was available
<input type="checkbox"/> Improved sidewalks and bike paths	<input type="checkbox"/> Provide route maps
<input checked="" type="checkbox"/> Crossing guards - at middle Ave near Arbor	<input type="checkbox"/> Safety training for students
<input type="checkbox"/> Paths were separated from traffic at Oak Ave near Oak Knoll	

- walking / Biking School Bus

Would you let your child carpool if: (please check all that apply)

<input type="checkbox"/> You were familiar with the driver	<input type="checkbox"/> Someone organized it
<input type="checkbox"/> Other:	

Would you be interested in volunteering to: (please check all that apply)

<input type="checkbox"/> Organized a carpool group	<input type="checkbox"/> Help with Bike/Walk to School events
<input type="checkbox"/> Volunteer at school to assist with drop-off/pick-up operations	<input type="checkbox"/> Other

If yes, please include your name and contact information (including e-mail):

Additional Comments:

Questions? Please send your comments/concerns to: transportation@menlopark.org
 Subject: Safe Routes to Oak Knoll School.



Safe Routes to Oak Knoll School Plan – Update Survey

In which specific neighborhood and street do you live? Stanford Oaks

About your child(ren):

First: Male/Female Female Grade: 5 Second: Male/Female Female Grade: 2

Third: Male/Female _____ Grade _____ Fourth: Male/Female _____ Grade _____

What is the approximate distance from your home to the school? Note: ¼ mile = 5 minute walk

¼ mile or less ½ - ½ mile ¾ - 1 mile 1 - 2 miles over 2 miles

How does your child usually travel to and from Oak Knoll School?

	Every Day	3-4 days a week	1-2 days a week	Not often
Walks				
Bikes	X			
Driven				
Carpool				
Bus				

	Every Day	3-4 days a week	1-2 days a week	Not often
Walks	X			
Bikes	X			
Driven				
Carpool				
Bus				

When biking or walking to Oak Knoll School, which general route does your child take?

Lemon - White Oak - Oak Knoll walking

Lemon - Oak - Oak Knoll - riding

What safety concerns do you have regarding your child's route to Oak Knoll School?

Cars not stopping, Bikes not stopping

Riding on the wrong side of street, No helmets, including children in bike trailers

If you drive or carpool, which main street do you use?

Stanford, Oak Knoll

If you carpool, how many families are involved _____

How many children ride each trip? NA

How is the carpool organized (neighborhood, friendships etc.) _____



Safe Routes to Oak Knoll School Plan – Update Survey

Why do you drive your child to/from Oak Knoll School: (please check all that apply)

- Safety
- Convenience
- Drop off on way to work
- Too far to walk
- Running late/tardiness
- Bad weather
- Child is too young
- Sidewalks (lack or incomplete)
- Speed of automobile traffic
- Child won't follow safety rules
- Dangerous crossings
- Stranger-danger concerns
- No biking or walking maps
- Distance is too far
- Paths are incomplete or not wide enough
- Lack of safe bike storage
- Other:

Would you allow your child to walk or bike if: (please check all that apply)

- Accompanied by other children
- Accompanied by other parents
- Cars slowed down
- Secure bike storage was available
- Improved sidewalks and bike paths
- Provide route maps
- Crossing guards
- Safety training for students
- Paths were separated from traffic

Would you let your child carpool if: (please check all that apply)

- You were familiar with the driver
- Someone organized it
- Other:

Would you be interested in volunteering to: (please check all that apply)

- Organized a carpool group
- Help with Bike/Walk to School events
- Volunteer at school to assist with drop-off/pick-up operations
- Other

If yes, please include your name and contact information (including e-mail):

Cesar Agustin

C.AGUSTIN@USA.NET

Additional Comments:

Questions? Please send your comments/concerns to: transportation@menlopark.org
Subject: Safe Routes to Oak Knoll School.



Safe Routes to Oak Knoll School Plan – Update Survey

In which specific neighborhood and street do you live? West Menlo / Santa Cruz

About your child(ren):

First: Male/Female Female Grade: K-2 Second: Male/Female Grade: _____

Third: Male/Female Grade _____ Fourth: Male/Female Grade: _____

What is the approximate distance from your home to the school? Note: ¼ mile = 5 minute walk

¼ mile or less ¼ - ½ mile ½ - 1 mile 1 - 2 miles over 2 miles

How does your child usually travel to and from Oak Knoll School?

	Every Day	3-4 days a week	1-2 days a week	Not often
Walks				
Bikes	X			
Driven				
Carpool				
Bus				

	Every Day	3-4 days a week	1-2 days a week	Not often
Walks				
Bikes				
Driven				
Carpool				
Bus				

When biking or walking to Oak Knoll School, which general route does your child take?

San Mateo to Middle to Oakdell to Lemmon to White Oak
arrive Oak Knoll

What safety concerns do you have regarding your child's route to Oak Knoll School?

olive / Middle Intersection
north of Santa Cruz crossings or Raised Crosswalks
Lower speed limits on Santa Cruz

If you drive or carpool, which main street do you use? _____

If you carpool, how many families are involved? _____

How many children ride each trip? _____

How is the carpool organized (neighborhood, friendships etc.) _____



Safe Routes to Oak Knoll School Plan – Update Survey

Why do you drive your child to/from Oak Knoll School: (please check all that apply)			
<input checked="" type="checkbox"/> Safety	<input type="checkbox"/> Convenience	<input type="checkbox"/> Drop off on way to work	<input type="checkbox"/> Too far to walk
<input type="checkbox"/> Running late/tardiness	<input type="checkbox"/> Bad weather	<input type="checkbox"/> Child is too young	<input checked="" type="checkbox"/> Sidewalks (lack or incomplete)
<input checked="" type="checkbox"/> Speed of automobile traffic	<input type="checkbox"/> Child won't follow safety rules	<input checked="" type="checkbox"/> Dangerous crossings	<input type="checkbox"/> Stranger-danger concerns
<input type="checkbox"/> No biking or walking maps	<input type="checkbox"/> Distance is too far	<input checked="" type="checkbox"/> Paths are incomplete or not wide enough	<input type="checkbox"/> Lack of safe bike storage
<input type="checkbox"/> Other:			
Would you allow your child to walk or bike if: (please check all that apply)			
<input type="checkbox"/> Accompanied by other children	<input type="checkbox"/> Accompanied by other parents		
<input checked="" type="checkbox"/> Cars slowed down	<input type="checkbox"/> Secure bike storage was available		
<input checked="" type="checkbox"/> Improved sidewalks and bike paths	<input type="checkbox"/> Provide route maps		
<input type="checkbox"/> Crossing guards	<input type="checkbox"/> Safety training for students		
<input checked="" type="checkbox"/> Paths were separated from traffic			
Would you let your child carpool if: (please check all that apply)			
<input type="checkbox"/> You were familiar with the driver	<input type="checkbox"/> Someone organized it		
<input type="checkbox"/> Other:			
Would you be interested in volunteering to: (please check all that apply)			
<input type="checkbox"/> Organized a carpool group	<input type="checkbox"/> Help with Bike/Walk to School events		
<input type="checkbox"/> Volunteer at school to assist with drop-off/pick-up operations	<input type="checkbox"/> Other		
If yes, please include your name and contact information (including e-mail):			
Additional Comments:			

Questions? Please send your comments/concerns to: transportation@menlopark.org
Subject: Safe Routes to Oak Knoll School.



Safe Routes to Oak Knoll School Plan – Update Survey

In which specific neighborhood and street do you live? Olive Street

About your child(ren):
 First: Male/Female Grade: 8 Second: Male/Female Grade: 7
 Third: Male/Female Grade: 5 Fourth: Male/Female Grade: _____

What is the approximate distance from your home to the school? Note: ¼ mile = 5 minute walk
 ¼ mile or less ¼ mile to Hillview ½ - 1 mile 2 miles to Oak Knoll 1 - 2 miles over 2 miles

How does your child usually travel to and from Oak Knoll School? TO Hillview

	Every Day	3-4 days a week	1-2 days a week	Not often
Walks		✓		
Bikes		✓		
Driven				✓
Carpool				Never
Bus				Never

	Every Day	3-4 days a week	1-2 days a week	Not often
Walks	✓			
Bikes				
Driven				} Never
Carpool				
Bus				

When biking or walking to Oak Knoll School, which general route does your child take?
BIKE
WALK
 Olive → Oakdell → Lemon → Oak Ave → Oak Knoll Lane
 Olive → Oakdell → Lemon → White Oak → Oak Knoll Lane

What safety concerns do you have regarding your child's route to Oak Knoll School?
 Driver Awareness of Bikes, Lack of Bike Lane on Oak Ave.
 Bikes not obeying rules of road (confuses drivers & creates unsafe conditions)

If you drive or carpool, which main street do you use?

If you carpool, how many families are involved

How many children ride each trip?

How is the carpool organized (neighborhood, friendships etc.)



Safe Routes to Oak Knoll School Plan – Update Survey

Why do you drive your child to/from Oak Knoll School: (please check all that apply)

<input type="checkbox"/> Safety	<input type="checkbox"/> Convenience	<input type="checkbox"/> Drop off on way to work	<input type="checkbox"/> Too far to walk
<input type="checkbox"/> Running late/tardiness	<input type="checkbox"/> Bad weather	<input type="checkbox"/> Child is too young	<input type="checkbox"/> Sidewalks (lack or incomplete)
<input type="checkbox"/> Speed of automobile traffic	<input type="checkbox"/> Child won't follow safety rules	<input type="checkbox"/> Dangerous crossings	<input type="checkbox"/> Stranger-danger concerns
<input type="checkbox"/> No biking or walking maps	<input type="checkbox"/> Distance is too far	<input type="checkbox"/> Paths are incomplete or not wide enough	<input type="checkbox"/> Lack of safe bike storage

Other: *Maybe when large project to carry (science fair, etc.) or when my husband occasionally is home late and then might drive to school en route to work.*

Would you allow your child to walk or bike if: (please check all that apply)

<input type="checkbox"/> Accompanied by other children	<input type="checkbox"/> Accompanied by other parents
<input type="checkbox"/> Cars slowed down	<input type="checkbox"/> Secure bike storage was available
<input type="checkbox"/> Improved sidewalks and bike paths	<input type="checkbox"/> Provide route maps
<input type="checkbox"/> Crossing guards	<input type="checkbox"/> Safety training for students
<input type="checkbox"/> Paths were separated from traffic	

Would you let your child carpool if: (please check all that apply)

<input type="checkbox"/> You were familiar with the driver	<input type="checkbox"/> Someone organized it
--	---

Other:

Would you be interested in volunteering to: (please check all that apply)

<input type="checkbox"/> Organized a carpool group	<input checked="" type="checkbox"/> Help with Bike/Walk to School events
<input type="checkbox"/> Volunteer at school to assist with drop-off/pick-up operations	<input type="checkbox"/> Other

I co-chair Oak Knoll Bike Safety Committee

If yes, please include your name and contact information (including e-mail):

Sidney Marks 650-324-8515 sidnmarks@yahoo.com

Additional Comments:

Questions? Please send your comments/concerns to: transportation@menlopark.org
 Subject: Safe Routes to Oak Knoll School.



Safe Routes to Oak Knoll School Plan – Update Survey

In which specific neighborhood and street do you live? Oak Knoll

About your child(ren):

First: Male/Female Grade: 2nd Laurel Second: Male/Female Grade: 12 @ M-A

Third: Male/Female Grade: Four: Male/Female Grade:

What is the approximate distance from your home to the school? Note: ¼ mile = 5 minute walk

¼ mile or less ¼ - ½ mile ½ - 1 mile 1-2 miles over 2 miles

How does your child usually travel to and from Oak Knoll School? Laurel ("upstream" commute)

	Every Day	3-4 days a week	1-2 days a week	Not often
Walks				
Bikes	✓			
Driven				
Carpool				
Bus				

	Every Day	3-4 days a week	1-2 days a week	Not often
Walks				
Bikes	✓			
Driven				
Carpool				
Bus				

am (next to Bikes in first table) *pm* (next to Bikes in second table)

When biking or walking to Oak Knoll School, which general route does your child take?

Oak Knoll, Oak Ave, Olive, Bay Laurel, Burke Bridge

What safety concerns do you have regarding your child's route to Oak Knoll School?

Congestion, conflict between cars driving, cars parked, peds/bicycles.

If you drive or carpool, which main street do you use?

If you carpool, how many families are involved

How many children ride each trip?

How is the carpool organized (neighborhood, friendships etc.)



Safe Routes to Oak Knoll School Plan – Update Survey

Why do you drive your child to/from Oak Knoll School: (please check all that apply)			
<input type="checkbox"/> Safety	<input type="checkbox"/> Convenience	<input type="checkbox"/> Drop off on way to work	<input type="checkbox"/> Too far to walk
<input type="checkbox"/> Running late/tardiness	<input checked="" type="checkbox"/> Bad weather	<input type="checkbox"/> Child is too young	<input type="checkbox"/> Sidewalks (lack or incomplete)
<input type="checkbox"/> Speed of automobile traffic	<input type="checkbox"/> Child won't follow safety rules	<input type="checkbox"/> Dangerous crossings	<input type="checkbox"/> Stranger-danger concerns
<input type="checkbox"/> No biking or walking maps	<input type="checkbox"/> Distance is too far	<input type="checkbox"/> Paths are incomplete or not wide enough	<input type="checkbox"/> Lack of safe bike storage
<input type="checkbox"/> Other:			
Would you allow your child to walk or bike if: (please check all that apply)			
<input type="checkbox"/> Accompanied by other children	<input type="checkbox"/> Accompanied by other parents		
<input type="checkbox"/> Cars slowed down	<input type="checkbox"/> Secure bike storage was available		
<input type="checkbox"/> Improved sidewalks and bike paths	<input type="checkbox"/> Provide route maps		
<input type="checkbox"/> Crossing guards	<input type="checkbox"/> Safety training for students		
<input type="checkbox"/> Paths were separated from traffic			
Would you let your child carpool if: (please check all that apply)			
<input type="checkbox"/> You were familiar with the driver	<input type="checkbox"/> Someone organized it		
<input type="checkbox"/> Other:			
Would you be interested in volunteering to: (please check all that apply)			
<input type="checkbox"/> Organized a carpool group	<input type="checkbox"/> Help with Bike/Walk to School events		
<input type="checkbox"/> Volunteer at school to assist with drop-off/pick-up operations	<input type="checkbox"/> Other		
If yes, please include your name and contact information (including e-mail):			
Additional Comments:			

Questions? Please send your comments/concerns to: transportation@menlopark.org
Subject: Safe Routes to Oak Knoll School.



Safe Routes to Oak Knoll School Plan – Update Survey

In which specific neighborhood and street do you live? Downtown

About your child(ren):

First: Male/Female Grade: 3 Second: Male/Female Grade: _____
 Third: Male/Female Grade: _____ Fourth: Male/Female Grade: _____

What is the approximate distance from your home to the school? Note: ¼ mile = 5 minute walk

¼ mile or less ¼ - ½ mile ½ - 1 mile 1 - 2 miles over 2 miles

How does your child usually travel to and from Oak Knoll School?

	Every Day	3-4 days a week	1-2 days a week	Not often
Walks				
Bikes				
Driven	<u>X</u>			
Carpool				
Bus				

	Every Day	3-4 days a week	1-2 days a week	Not often
Walks				
Bikes				
Driven				
Carpool				
Bus				

When biking or walking to Oak Knoll School, which general route does your child take?
It's too far to bike or walk (corner of Valparaiso & University)

What safety concerns do you have regarding your child's route to Oak Knoll School?
No left turn lanes on Valparaiso - please do not try to fix with ~~pro~~ colored paint and more signage.

If you drive or carpool, which main street do you use?
Valparaiso to Elder, Elder to SC, SC to Lemon, etc.

If you carpool, how many families are involved?
Neighbors not interested - I tried!

How many children ride each trip? 1

How is the carpool organized (neighborhood, friendships etc.) _____



* Please add a question:

• If there was a morning school bus timed to Oak Knoll schedule, would you consider having your child take it?

Safe Routes to Oak Knoll School Plan - Update Survey

(Note: there is a pm school bus and it is packed)

Why do you drive your child to/from Oak Knoll School: (please check all that apply)

- Safety
- Convenience
- Drop off on way to work
- Too far to walk
- Running late/tardiness
- Bad weather
- Child is too young
- Sidewalks (lack or incomplete)
- Speed of automobile traffic
- Child won't follow safety rules
- Dangerous crossings
- Stranger-danger concerns
- No biking or walking maps
- Distance is too far
- Paths are incomplete or not wide enough
- Lack of safe bike storage

Other: AM Bus was cancelled - that's what we used for K, 1 & 2nd grades

Would you allow your child to walk or bike if: (please check all that apply)

- Accompanied by other children
- Accompanied by other parents
- Cars slowed down
- Secure bike storage was available
- Improved sidewalks and bike paths
- Provide route maps
- Crossing guards
- Safety training for students
- Paths were separated from traffic

School Bus

Would you let your child carpool if: (please check all that apply)

- You were familiar with the driver
- Someone organized it

Other: Found other families - too hard to connect

Would you be interested in volunteering to: (please check all that apply)

- Organized a carpool group
- Help with Bike/Walk to School events
- Volunteer at school to assist with drop-off/pick-up operations

Other - Help w/ bus organizing

If yes, please include your name and contact information (including e-mail):

Joyce Dickerson joyce327@gmail.com

Additional Comments:

Please bring back the school bus. All it needs is a route map and marketing from the school.

Questions? Please send your comments/concerns to: transportation@menlopark.org

Subject: Safe Routes to Oak Knoll School.



Safe Routes to Oak Knoll School Plan – Update Survey

In which specific neighborhood and street do you live? Bay Laurel / Amber

About your child(ren):

First: (Male/Female) Grade: 3 Second: (Male/Female) Grade: K

Third: (Male/Female) Grade: pre-K Fourth: Male/Female Grade: _____

What is the approximate distance from your home to the school? Note: ¼ mile = 5 minute walk

¼ mile or less ½ - ¾ mile ¾ - 1 mile 1 - 2 miles over 2 miles

How does your child usually travel to and from Oak Knoll School?

	Every Day	3-4 days a week	1-2 days a week	Not often
Walks			X	
Bikes			X	
Driven		X		
Carpool				
Bus				

	Every Day	3-4 days a week	1-2 days a week	Not often
Walks				
Bikes				
Driven				
Carpool				
Bus				

When biking or walking to Oak Knoll School, which general route does your child take?

Amber → oak → oak knoll

or Oak Bay Laurel → Olive → Oak

What safety concerns do you have regarding your child's route to Oak Knoll School?

(1) speed traffic on oak + phone/distraction

(2) R side of oak in AM when pass Lemon is dangerous with cars parked, narrow lanes +

If you drive or carpool, which main street do you use? Bay Laurel to ^{right} Oak Knoll

same Amber → oak → L ~~Oak Knoll~~ park

If you carpool, how many families are involved? 0

How many children ride each trip? 2 mine very rarely

How is the carpool organized (neighborhood, friendships etc.) 1 neighbor



Safe Routes to Oak Knoll School Plan – Update Survey

Why do you drive your child to/from Oak Knoll School: (please check all that apply)

- | | | | |
|---|--|--|---|
| <input checked="" type="checkbox"/> Safety | <input type="checkbox"/> Convenience | <input checked="" type="checkbox"/> Drop off on way to work | <input type="checkbox"/> Too far to walk |
| <input type="checkbox"/> Running late/tardiness | <input checked="" type="checkbox"/> Bad weather | <input type="checkbox"/> Child is too young | <input type="checkbox"/> Sidewalks (lack or incomplete) |
| <input checked="" type="checkbox"/> Speed of automobile traffic | <input type="checkbox"/> Child won't follow safety rules | <input type="checkbox"/> Dangerous crossings | <input type="checkbox"/> Stranger-danger concerns |
| <input type="checkbox"/> No biking or walking maps | <input type="checkbox"/> Distance is too far | <input type="checkbox"/> Paths are incomplete or not wide enough | <input type="checkbox"/> Lack of safe bike storage |
| <input type="checkbox"/> Other: | | | |

Would you allow your child to walk or bike if: (please check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Accompanied by other children | <input checked="" type="checkbox"/> Accompanied by other parents |
| <input checked="" type="checkbox"/> Cars slowed down and stopped talking on phone/texting | <input type="checkbox"/> Secure bike storage was available |
| <input checked="" type="checkbox"/> Improved sidewalks and bike paths | <input type="checkbox"/> Provide route maps |
| <input type="checkbox"/> Crossing guards | <input type="checkbox"/> Safety training for students |
| <input checked="" type="checkbox"/> Paths were separated from traffic | |

Would you let your child carpool if: (please check all that apply)

- | | |
|---|--|
| <input checked="" type="checkbox"/> You were familiar with the driver | <input checked="" type="checkbox"/> Someone organized it |
| <input type="checkbox"/> Other: | |

Would you be interested in volunteering to: (please check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Organized a carpool group | <input type="checkbox"/> Help with Bike/Walk to School events |
| <input type="checkbox"/> Volunteer at school to assist with drop-off/pick-up operations | <input type="checkbox"/> Other |

If yes, please include your name and contact information (including e-mail):

Additional Comments:

Thanks for doing this

Questions? Please send your comments/concerns to: transportation@menlopark.org
Subject: Safe Routes to Oak Knoll School.



Safe Routes to Oak Knoll School Plan – Update Survey

In which specific neighborhood and street do you live? San Mateo / Middle

About your child(ren):

First: Male/Female Grade: 1 Second: Male/Female Grade: 3

Third: Male/Female Grade: 3 Fourth: Male/Female Grade:

What is the approximate distance from your home to the school? Note: ¼ mile = 5 minute walk

¼ mile or less ¼ - ½ mile ½ - 1 mile 1 - 2 miles over 2 miles

How does your child usually travel to and from Oak Knoll School?

	Every Day	3-4 days a week	1-2 days a week	Not often
Walks				
Bikes				
Driven	✓			
Carpool				
Bus				

	Every Day	3-4 days a week	1-2 days a week	Not often
Walks				
Bikes				
Driven	✓			
Carpool				
Bus				

When biking or walking to Oak Knoll School, which general route does your child take?

What safety concerns do you have regarding your child's route to Oak Knoll School?

If you drive or carpool, which main street do you use? Middle

If you carpool, how many families are involved? No

How many children ride each trip? 2

How is the carpool organized (neighborhood, friendships etc.)



Safe Routes to Oak Knoll School Plan – Update Survey

Why do you drive your child to/from Oak Knoll School: (please check all that apply)			
<input checked="" type="checkbox"/> Safety	<input type="checkbox"/> Convenience	<input type="checkbox"/> Drop off on way to work	<input type="checkbox"/> Too far to walk
<input type="checkbox"/> Running late/tardiness	<input type="checkbox"/> Bad weather	<input checked="" type="checkbox"/> Child is too young	<input type="checkbox"/> Sidewalks (lack or incomplete)
<input checked="" type="checkbox"/> Speed of automobile traffic	<input type="checkbox"/> Child won't follow safety rules	<input type="checkbox"/> Dangerous crossings	<input checked="" type="checkbox"/> Stranger-danger concerns
<input type="checkbox"/> No biking or walking maps	<input type="checkbox"/> Distance is too far	<input type="checkbox"/> Paths are incomplete or not wide enough	<input type="checkbox"/> Lack of safe bike storage
<input type="checkbox"/> Other:			
Would you allow your child to walk or bike if: (please check all that apply)			
<input checked="" type="checkbox"/> Accompanied by other children	<input checked="" type="checkbox"/> Accompanied by other parents		
<input type="checkbox"/> Cars slowed down	<input type="checkbox"/> Secure bike storage was available		
<input checked="" type="checkbox"/> Improved sidewalks and bike paths	<input type="checkbox"/> Provide route maps		
<input checked="" type="checkbox"/> Crossing guards	<input checked="" type="checkbox"/> Safety training for students		
<input type="checkbox"/> Paths were separated from traffic			
Would you let your child carpool if: (please check all that apply)			
<input type="checkbox"/> You were familiar with the driver	<input checked="" type="checkbox"/> Someone organized it		
<input type="checkbox"/> Other:			
Would you be interested in volunteering to: (please check all that apply)			
<input checked="" type="checkbox"/> Organized a carpool group	<input type="checkbox"/> Help with Bike/Walk to School events		
<input type="checkbox"/> Volunteer at school to assist with drop-off/pick-up operations	<input type="checkbox"/> Other		
If yes, please include your name and contact information (including e-mail): 575-5340			
Susan Traversat susan-traversat@lykhoa.com			
Additional Comments:			

Questions? Please send your comments/concerns to: transportation@menlopark.org
Subject: Safe Routes to Oak Knoll School.



Safe Routes to Oak Knoll School Plan – Update Survey

In which specific neighborhood and street do you live? Oakdell

About your child(ren):

First: Male/Female Grade: _____ Second: Male/Female Grade: _____

Third: Male/Female Grade: _____ Fourth: Male/Female Grade: _____

What is the approximate distance from your home to the school? Note: ¼ mile = 5 minute walk

¼ mile or less
 ½ - ¾ mile
 ¾ - 1 mile
 1 - 2 miles
 over 2 miles

How does your child usually travel to and from Oak Knoll School?

	Every Day	3-4 days a week	1-2 days a week	Not often
Walks				
Bikes				
Driven		X		
Carpool				
Bus				

	Every Day	3-4 days a week	1-2 days a week	Not often
Walks				
Bikes				
Driven				
Carpool				
Bus				

When biking or walking to Oak Knoll School, which general route does your child take?

What safety concerns do you have regarding your child's route to Oak Knoll School?

CARS, Bikes vs not driving safely.
Very hard to see a bike rider stop at a stop sign.

If you drive or carpool, which main street do you use?

If you carpool, how many families are involved _____

How many children ride each trip? _____

How is the carpool organized (neighborhood, friendships etc.) _____



Safe Routes to Oak Knoll School Plan – Update Survey

Why do you drive your child to/from Oak Knoll School: (please check all that apply)

- | | | | |
|--|--|--|---|
| <input checked="" type="checkbox"/> Safety | <input checked="" type="checkbox"/> Convenience | <input checked="" type="checkbox"/> Drop off on way to work | <input type="checkbox"/> Too far to walk |
| <input type="checkbox"/> Running late/tardiness | <input type="checkbox"/> Bad weather | <input type="checkbox"/> Child is too young | <input type="checkbox"/> Sidewalks (lack or incomplete) |
| <input type="checkbox"/> Speed of automobile traffic | <input type="checkbox"/> Child won't follow safety rules | <input type="checkbox"/> Dangerous crossings | <input type="checkbox"/> Stranger-danger concerns |
| <input type="checkbox"/> No biking or walking maps | <input type="checkbox"/> Distance is too far | <input type="checkbox"/> Paths are incomplete or not wide enough | <input type="checkbox"/> Lack of safe bike storage |
| <input type="checkbox"/> Other: | | | |

Would you allow your child to walk or bike if: (please check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Accompanied by other children | <input type="checkbox"/> Accompanied by other parents |
| <input type="checkbox"/> Cars slowed down | <input type="checkbox"/> Secure bike storage was available |
| <input checked="" type="checkbox"/> Improved sidewalks and bike paths | <input type="checkbox"/> Provide route maps |
| <input checked="" type="checkbox"/> Crossing guards | <input checked="" type="checkbox"/> Safety training for students |
| <input checked="" type="checkbox"/> Paths were separated from traffic | |

Would you let your child carpool if: (please check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> You were familiar with the driver | <input type="checkbox"/> Someone organized it |
| <input type="checkbox"/> Other: | |

Would you be interested in volunteering to: (please check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Organized a carpool group | <input type="checkbox"/> Help with Bike/Walk to School events |
| <input type="checkbox"/> Volunteer at school to assist with drop-off/pick-up operations | <input type="checkbox"/> Other |

If yes, please include your name and contact information (including e-mail):

Additional Comments:

Almost All children do not follow bike rules. I witness hear Misses Daily. Their parents who are driving with them also do not follow the rules.

Questions? Please send your comments/concerns to: transportation@menlopark.org

Subject: Safe Routes to Oak Knoll School.

School Parent Survey Report

San Mateo County - Oak Knoll Elementary School

Date Collected Fall 2012

Total Surveys: 88

Total Students Surveyed: 155

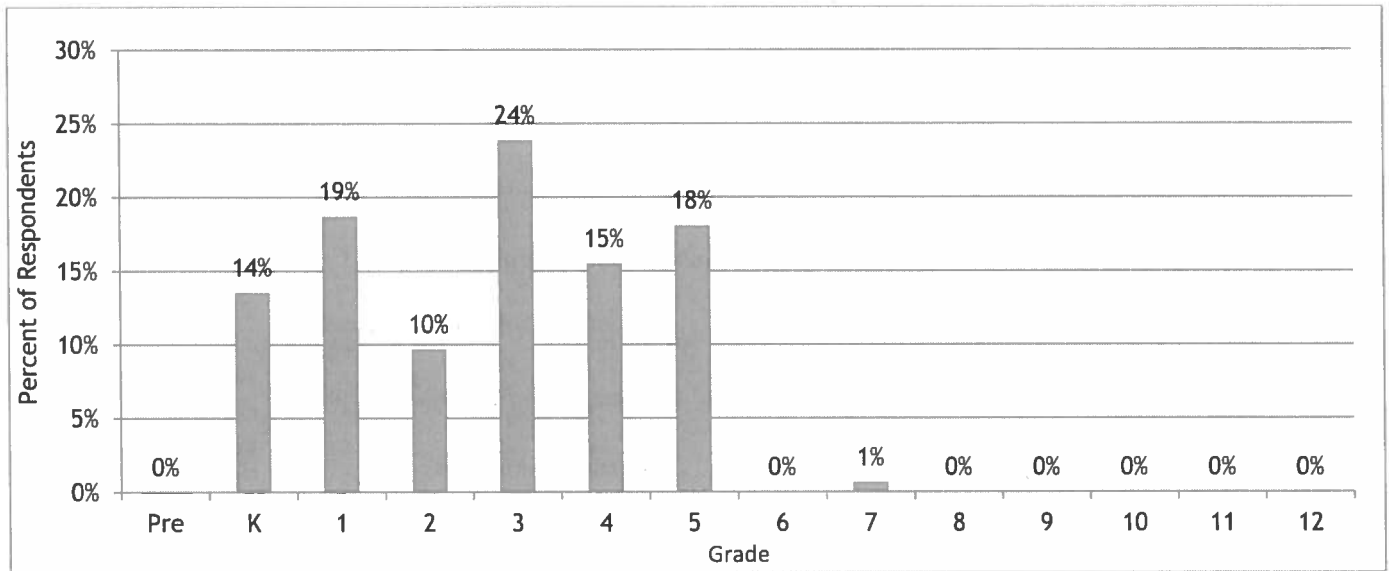
Gender

n= 153

	Count	Percent
Male	69	45%
Female	84	55%

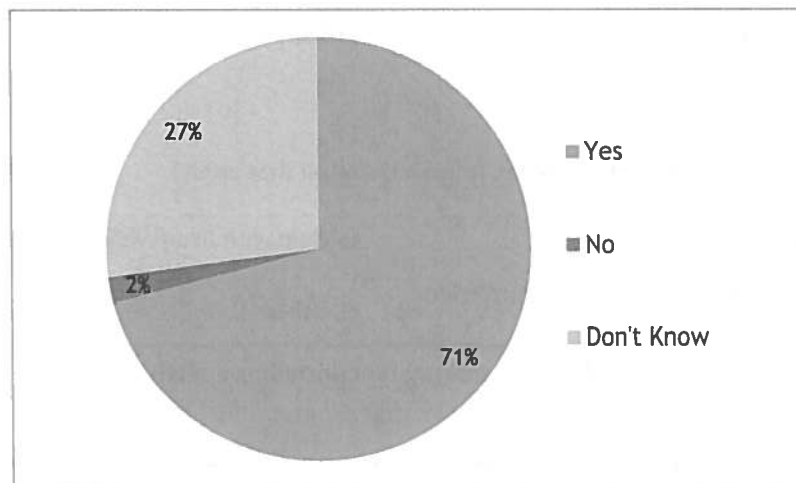
Grade

n=155



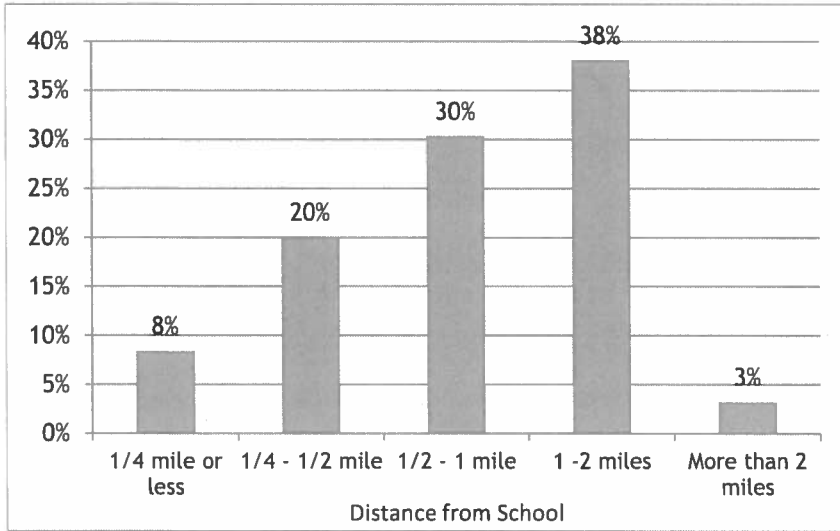
Does/do your child(ren)'s school(s) have a Safe Routes to School Program?

n= 155



What is the approximate distance from your home to the school?

n=155

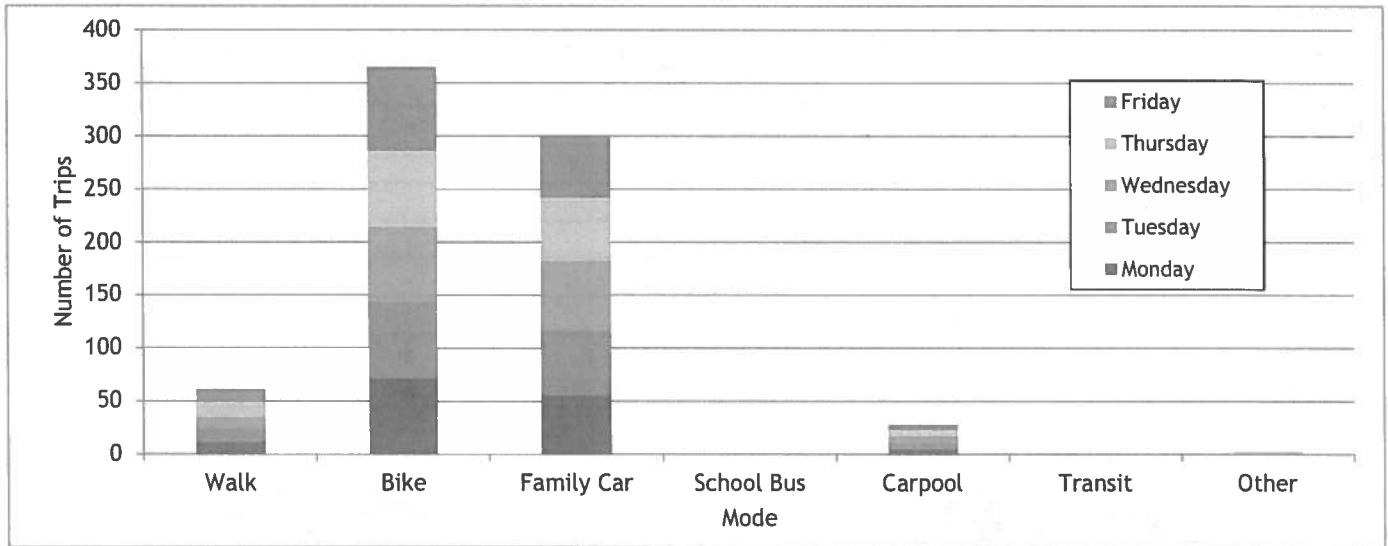


	Number	Percent
1/4 mile or less	13	8%
1/4 - 1/2 mile	31	20%
1/2 - 1 mile	47	30%
1 - 2 miles	59	38%
More than 2 miles	5	3%
Total	155	100%

How did your child get TO school?

Mode by day of the week

n=0

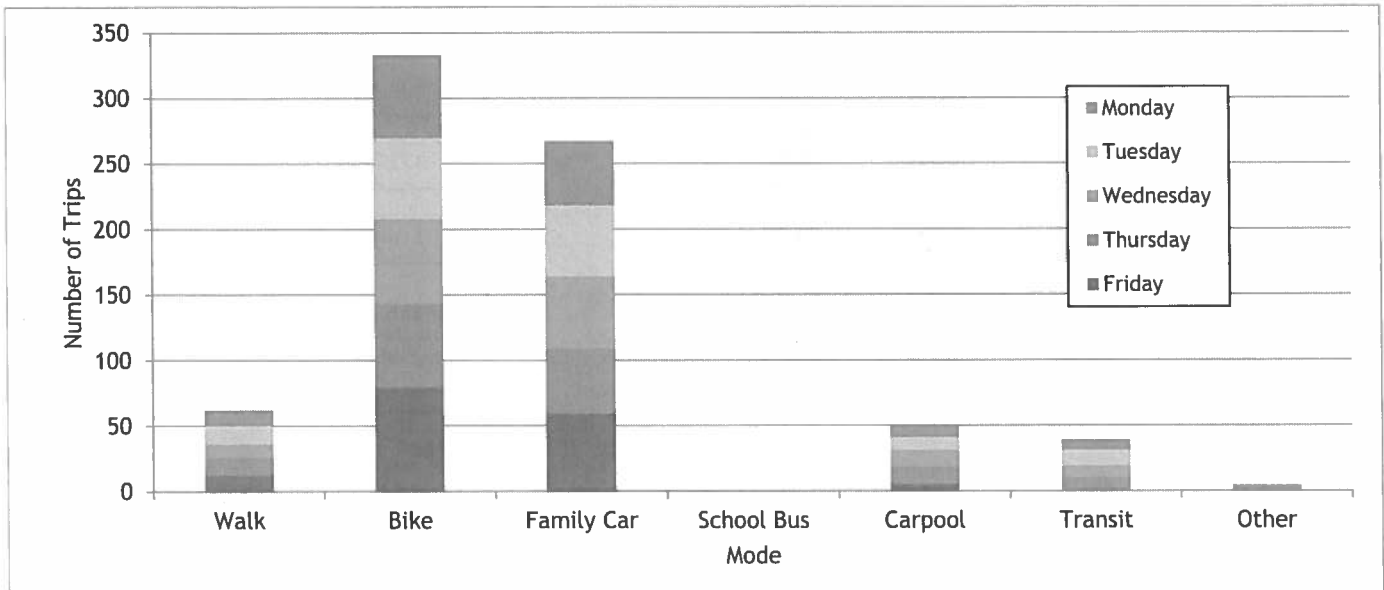


Travel to School	Walk	Bike	Family Car	School Bus	Carpool	Transit	Other
Monday	11	71	55	0	5	0	0
Tuesday	13	72	62	0	6	0	0
Wednesday	11	71	65	0	6	0	2
Thursday	14	72	60	0	6	0	0
Friday	12	79	59	0	5	0	0
Total trips	61	365	301	0	28	0	2
Percent of trips	8%	48%	40%	0%	4%	0%	0%

How did your child get FROM school?

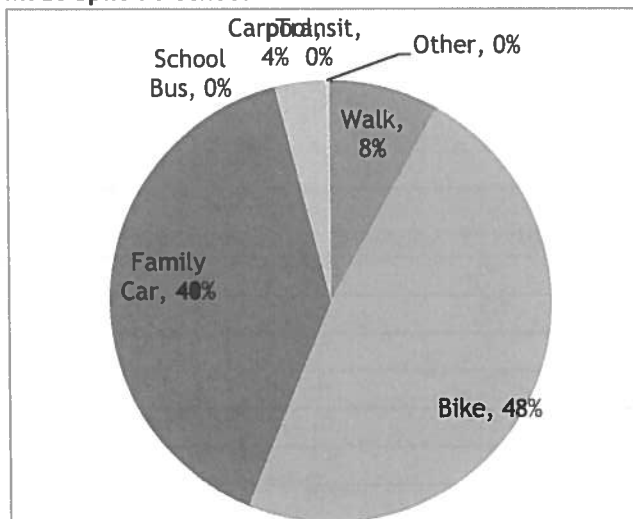
Mode by day of the week

n=0

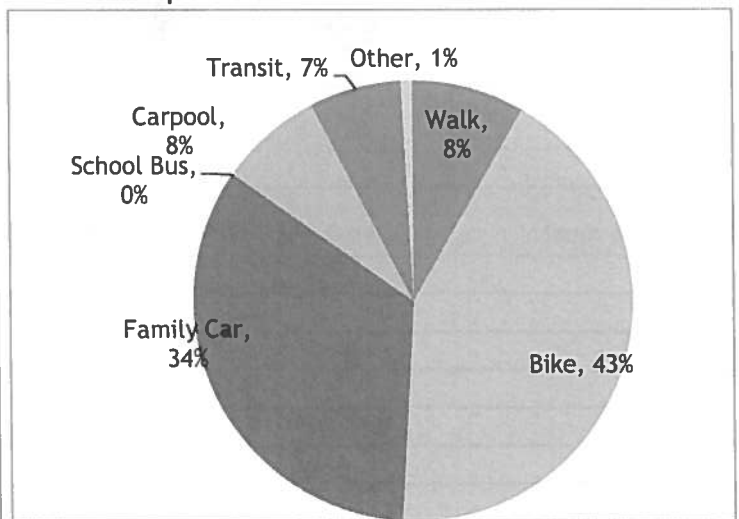


Travel from school	Walk	Bike	Family Car	School Bus	Carpool	Transit	Other
Monday	12	63	49	0	9	8	0
Tuesday	14	62	54	0	10	12	1
Wednesday	10	65	55	0	13	9	1
Thursday	14	64	50	0	13	10	3
Friday	13	68	47	1	13	12	1
Total trips	63	322	255	1	58	51	6
Percent of trips	8%	43%	34%	0%	8%	7%	1%

Mode Split TO school

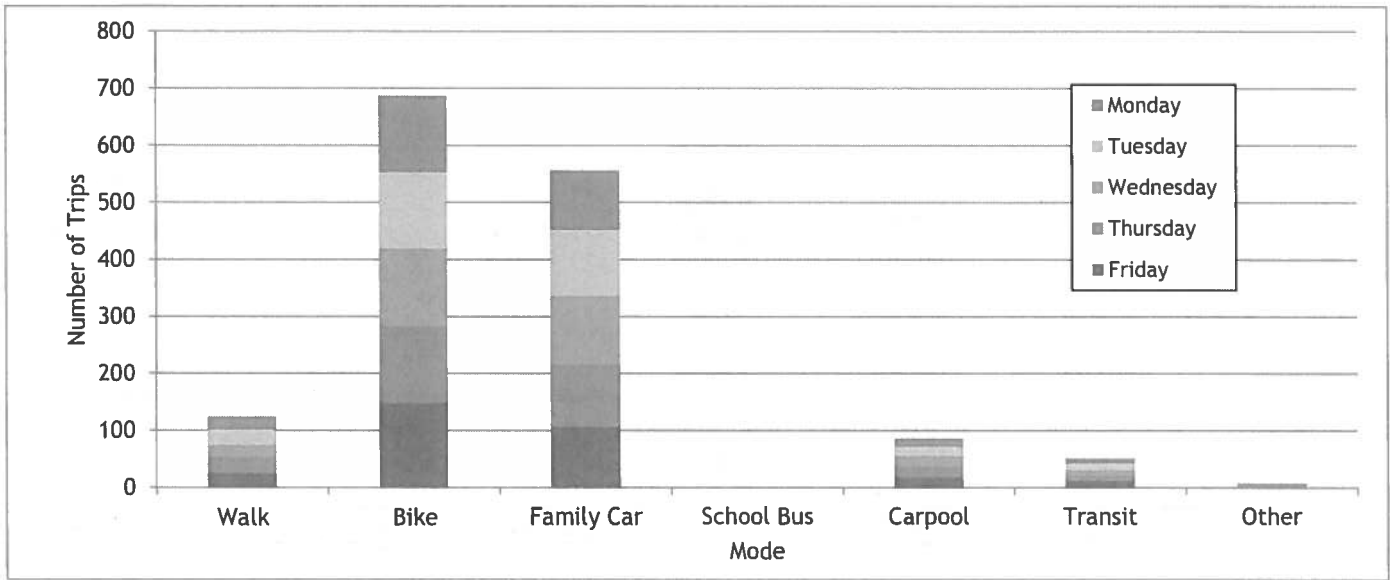


Mode Split FROM school



Overall mode split TO and FROM school

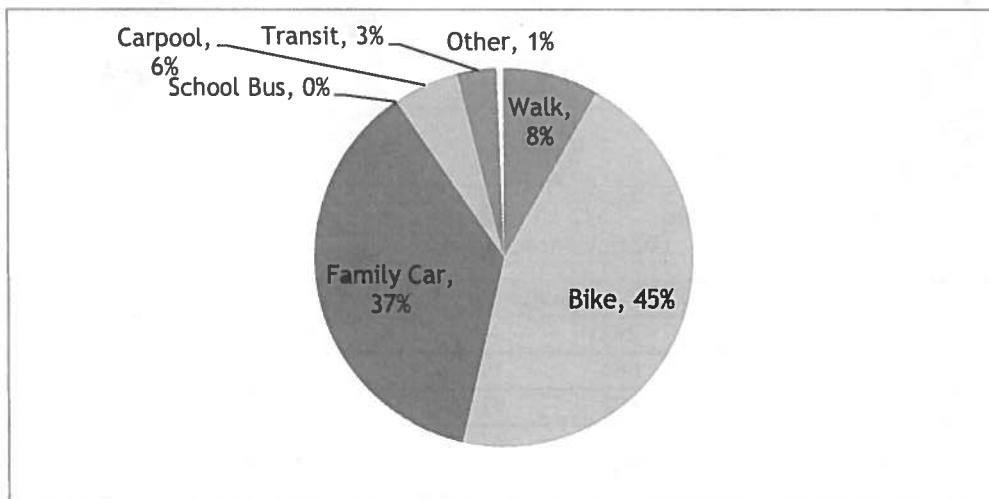
Mode by day of the week



Travel for all trips	Walk	Bike	Family Car	School Bus	Carpool	Transit	Other
Monday	23	134	104	0	14	8	0
Tuesday	27	134	116	0	16	12	1
Wednesday	21	136	120	0	19	9	3
Thursday	28	136	110	0	19	10	3
Friday	25	147	106	1	18	12	1
Total trips	124	687	556	1	86	51	8
Percent of trips	8%	45%	37%	0%	6%	3%	1%

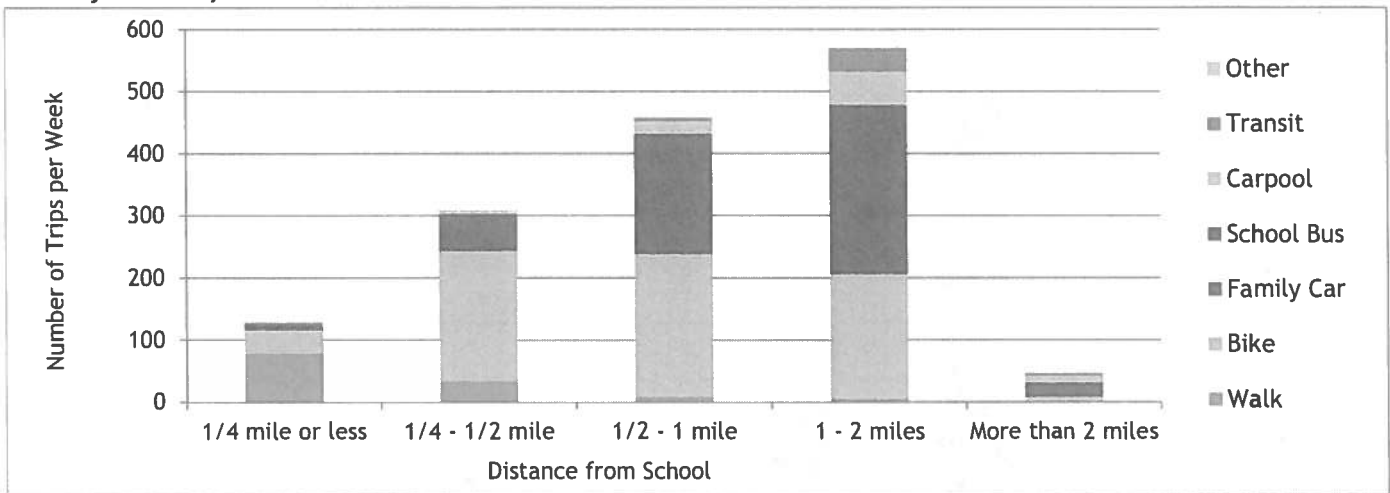
Mode by day of the week

Mode split for all trips



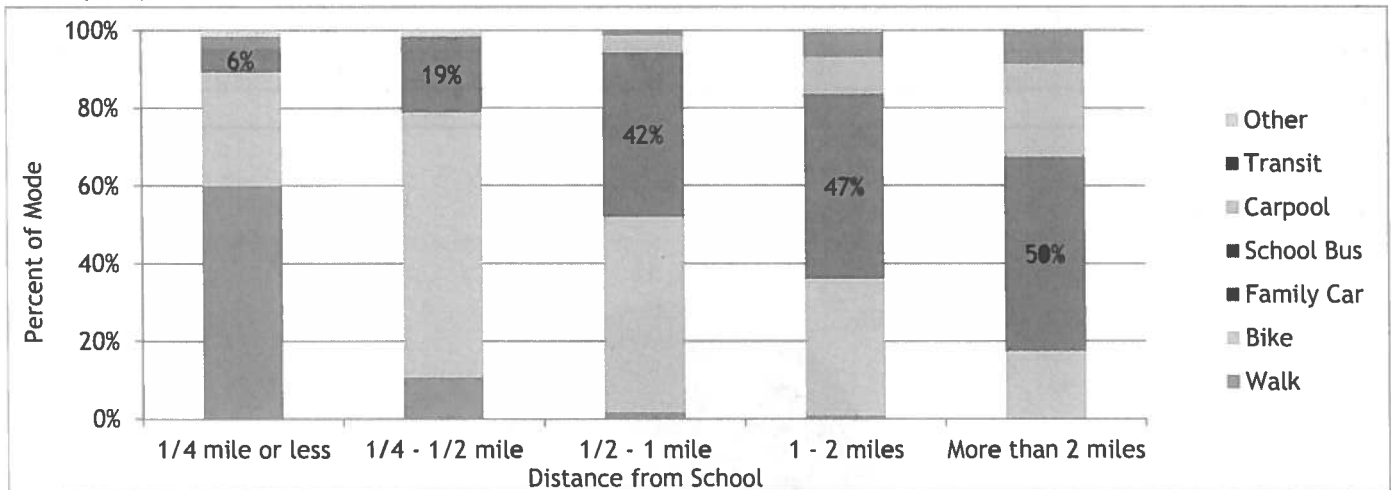
Weekly Trips by Mode and Distance from School

Mode by distance from school



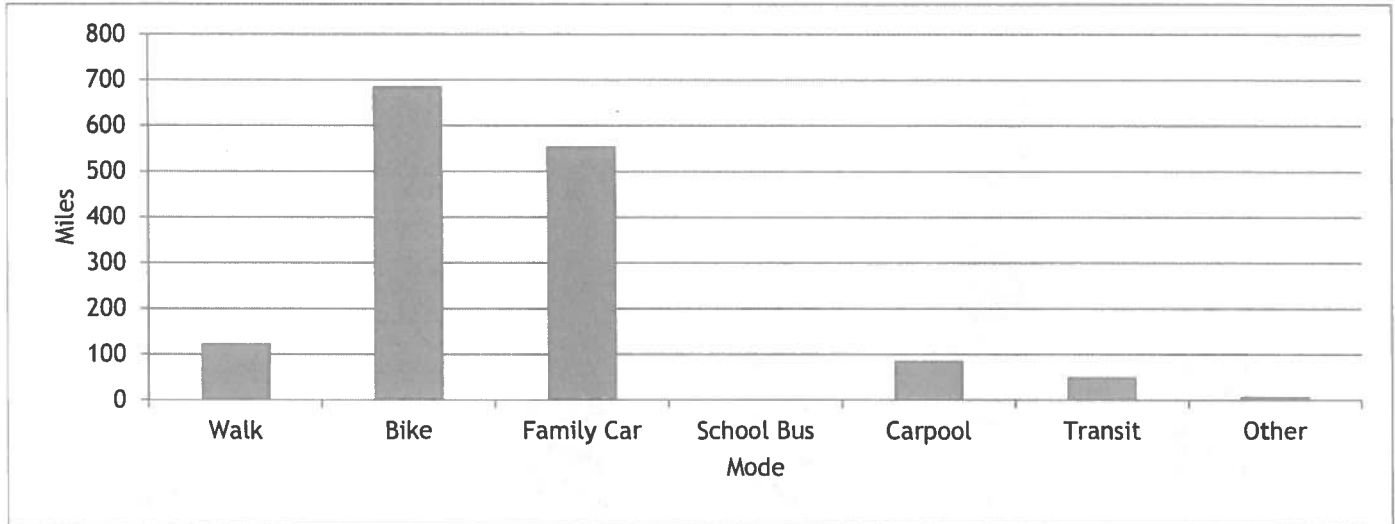
	Walk	Bike	Family Car	School Bus	Carpool	Transit	Other
1/4 mile or less	78	38	8	0	0	4	2
1/4 - 1/2 mile	33	210	60	0	1	0	4
1/2 - 1 mile	8	230	194	0	20	6	0
1 - 2 miles	5	201	271	1	54	37	2
More than 2 miles	0	8	23	0	11	4	0
Grand Total	124	687	556	1	86	51	8

Mode Split by Distance from School



	Walk	Bike	Family Car	School Bus	Carpool	Transit	Other
1/4 mile or less	60%	29%	6%	0%	0%	3%	2%
1/4 - 1/2 mile	11%	68%	19%	0%	0%	0%	1%
1/2 - 1 mile	2%	50%	42%	0%	4%	1%	0%
1 - 2 miles	1%	35%	47%	0%	9%	6%	0%
More than 2 miles	0%	17%	50%	0%	24%	9%	0%
Grand Total	8%	45%	37%	0%	6%	3%	1%

Weekly Miles Traveled by Mode

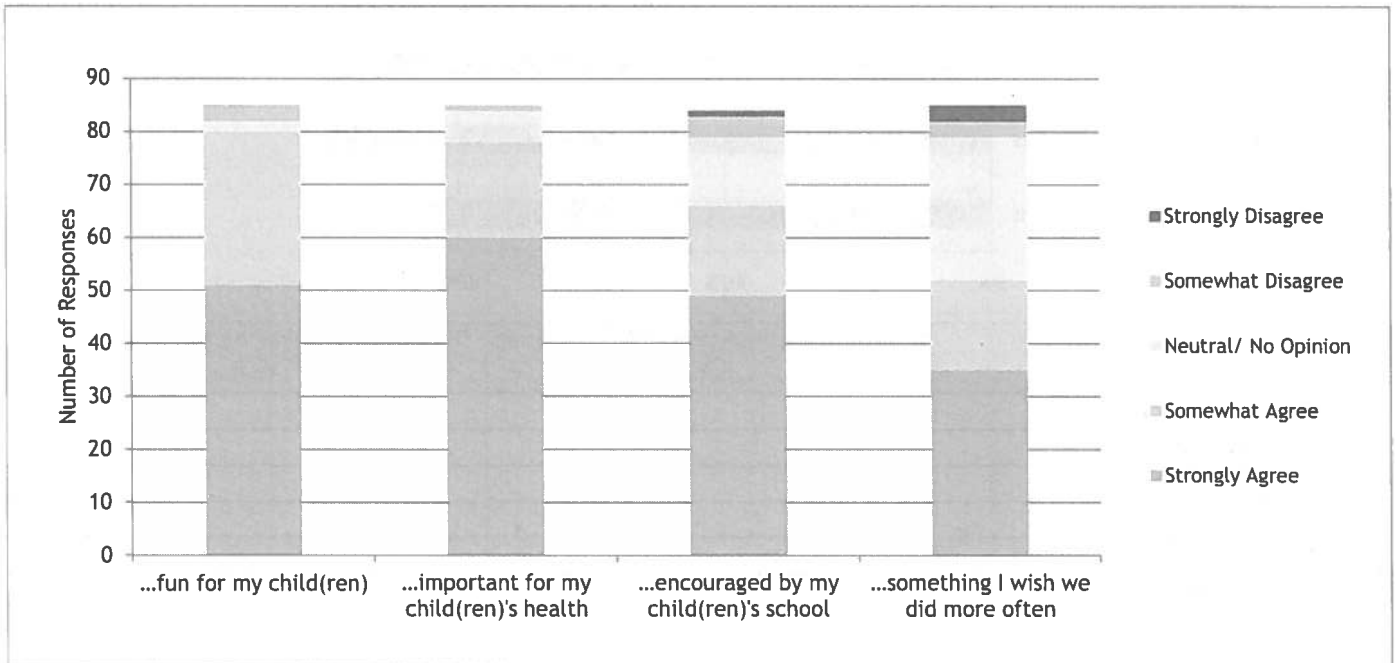


	Walk	Bike	Family Car	School Bus	Carpool	Transit	Other
Morning Trips	15	307	355	0	48	0	1
Afternoon Trips	20	259	289	2	80	69	4
All Trips	35	566	644	2	128	69	1,448
Percent of Total Mileage	2%	39%	44%	0%	9%	5%	0%

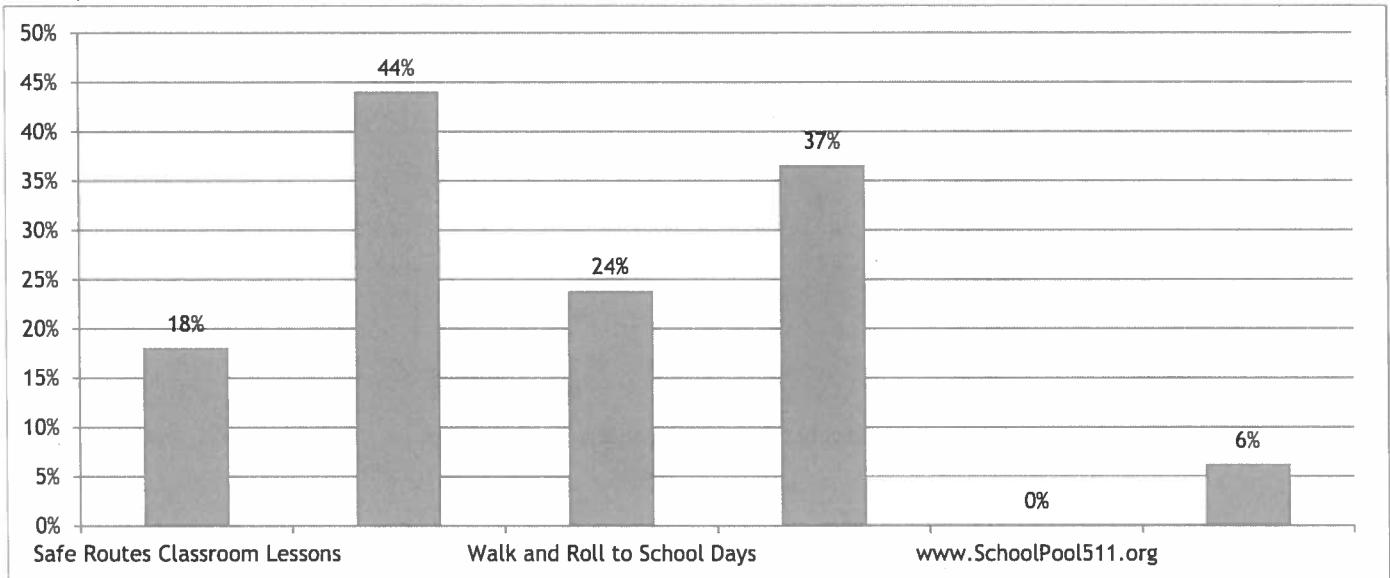
Note: This analysis uses the mode frequency by respondent and assumes the median of the distance from school categories or the respondent-provided distance if greater than two miles.

How strongly do you agree with the following statement?

a. n=85 b. n=85 c. n=84 d. n=85

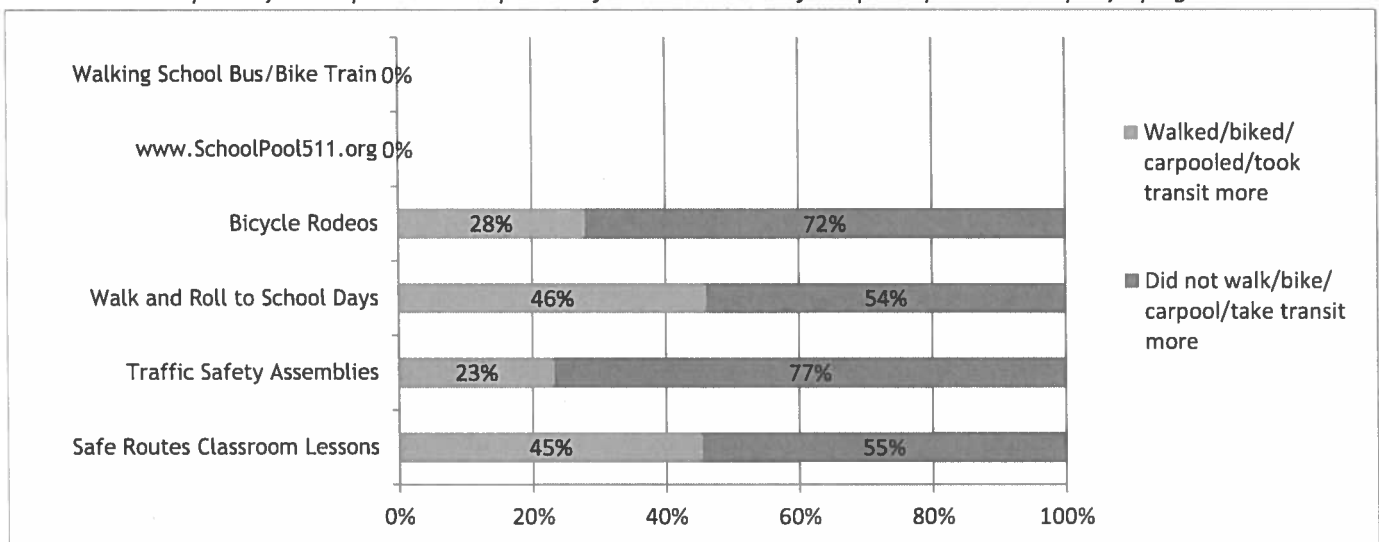


Have you or your child(ren) participated in the following Safe Routes to School events/programs?



For any events/programs you answered "yes" for in the previous question, did your child(ren) walk, bike, or carpool more often after participating?

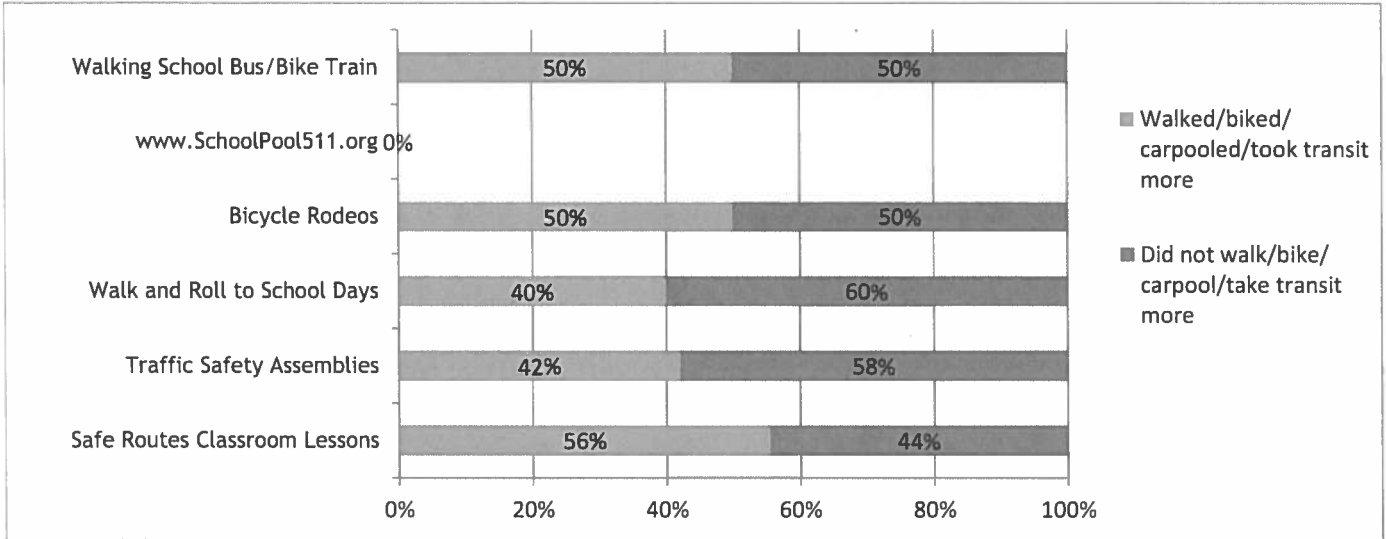
Note: Includes responses from respondents who previously indicated that they had participated in the specific program.



	Walked/biked/ carpoled/took transit more	Did not walk/bike/ carpool/take transit more
Safe Routes Classroom Lessons	5	6
Traffic Safety Assemblies	7	23
Walk and Roll to School Days	6	7
Bicycle Rodeos	7	18
www.SchoolPool511.org	0	0
Walking School Bus/Bike Train	0	0

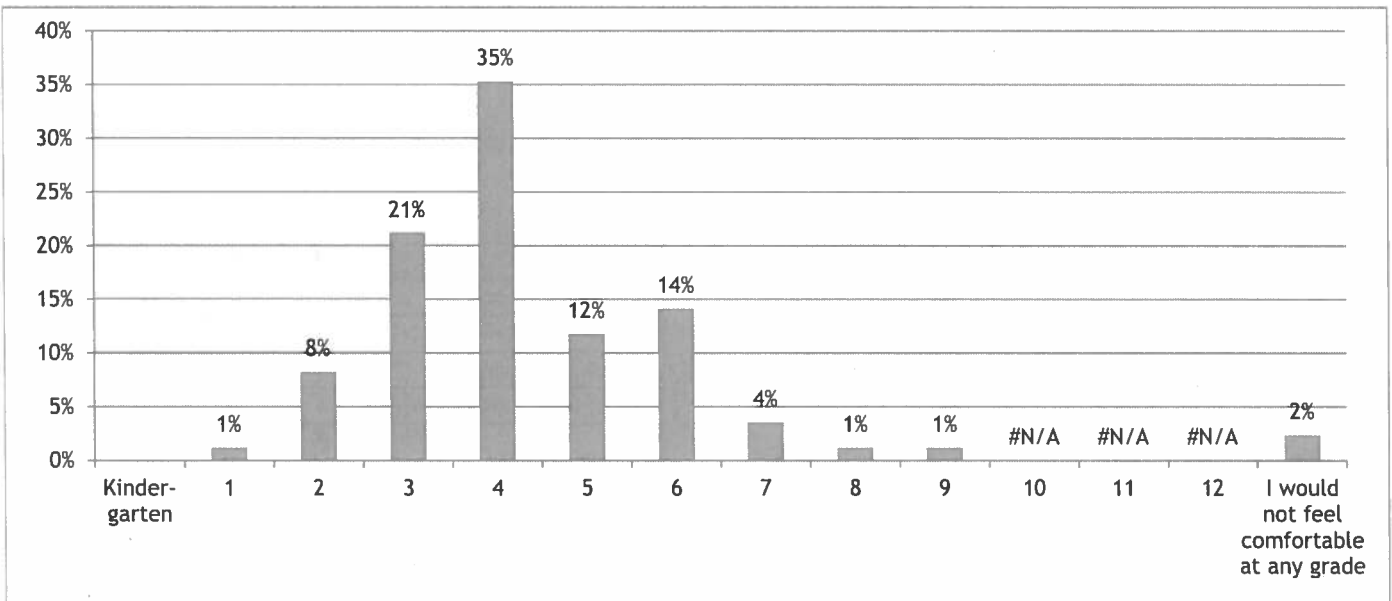
If you have participated in the Safe Routes program, do you drive yourself or your child(ren) less often for non-school trips?

n=76



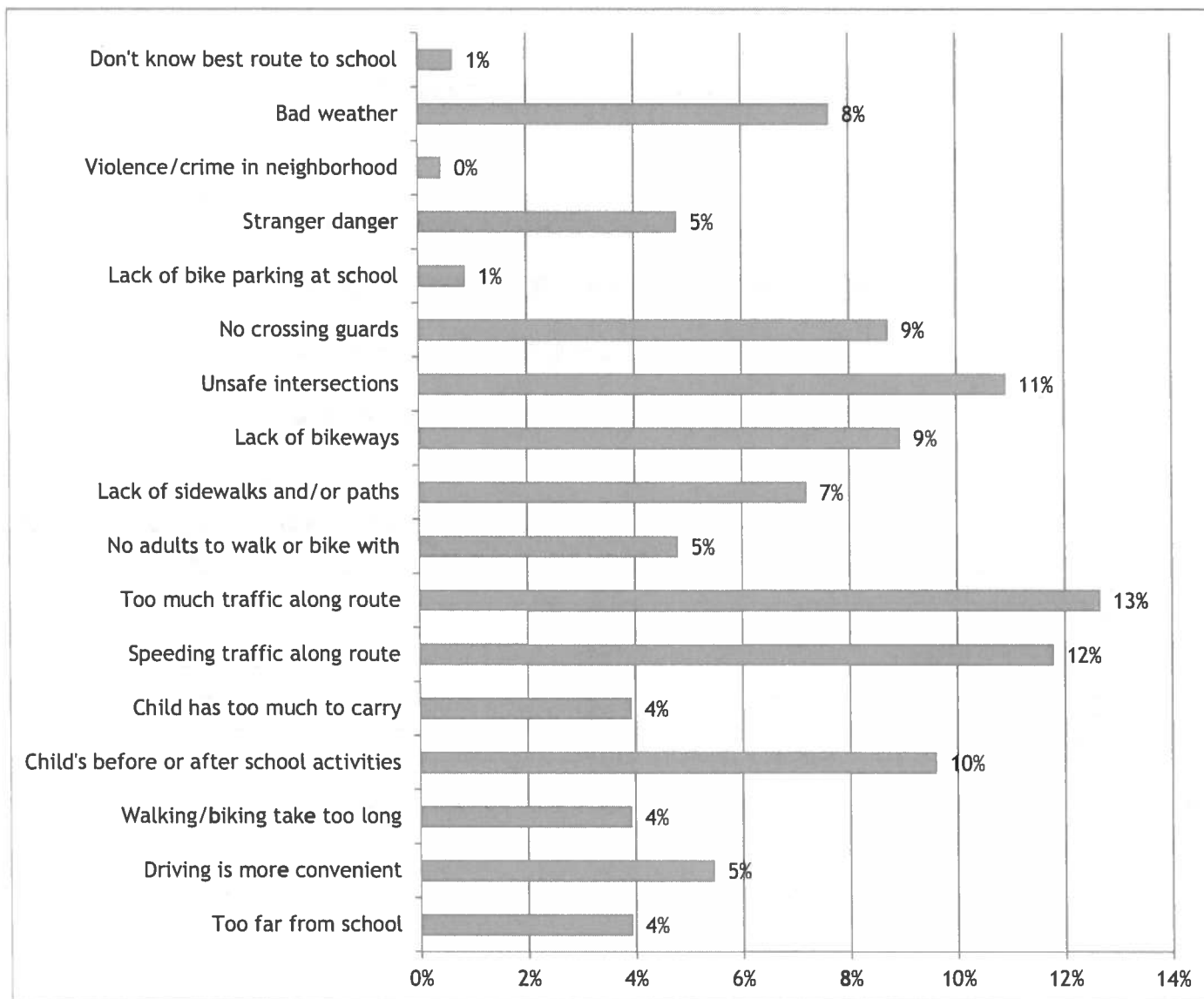
	Walked/biked/ carpoled/took transit more	Did not walk/bike/ carpool/take transit more
Safe Routes Classroom Lessons	56%	44%
Traffic Safety Assemblies	42%	58%
Walk and Roll to School Days	40%	60%
Bicycle Rodeos	50%	50%
www.SchoolPool511.org	0%	0%
Walking School Bus/Bike Train	50%	50%

At what grade level would you allow your child(ren) to walk or bike to/from school without an adult?



What concerns limit your child(ren)'s ability to walk or bike to/from school?

n=458

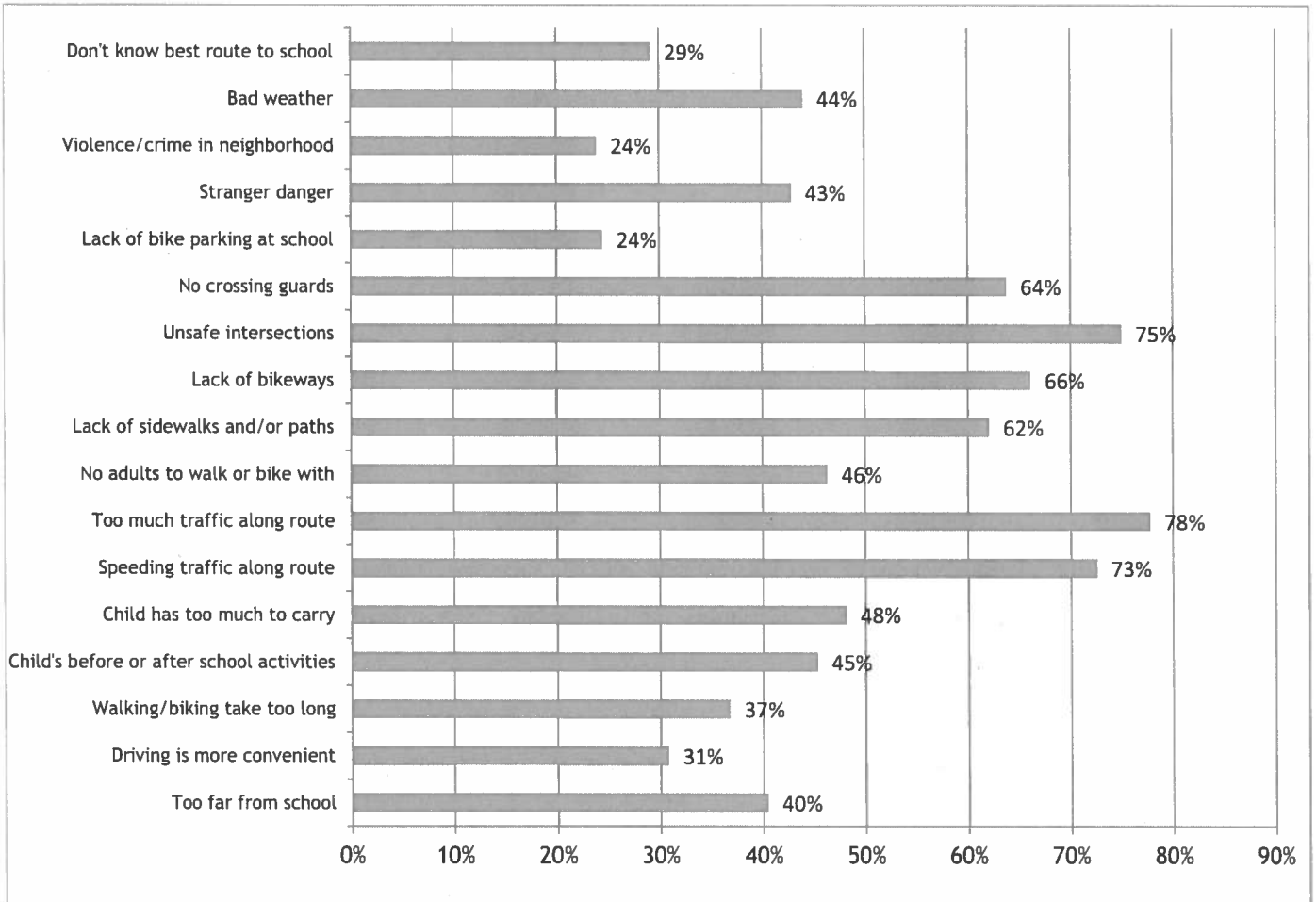


	Yes	Percent
Too far from school	18	4%
Driving is more convenient	25	5%
Walking/biking take too long	18	4%
Child's before or after school activities	44	10%
Child has too much to carry	18	4%
Speeding traffic along route	54	12%
Too much traffic along route	58	13%
No adults to walk or bike with	22	5%
Lack of sidewalks and/or paths	33	7%

	Yes	Percent
Lack of bikeways	41	9%
Unsafe intersections	50	11%
No crossing guards	40	9%
Lack of bike parking at school	4	1%
Stranger danger	22	5%
Violence/crime in neighborhood	2	0%
Bad weather	35	8%
Don't know best route to school	3	1%

Would you allow your child(ren) to walk/bike more often if this concern was addressed?

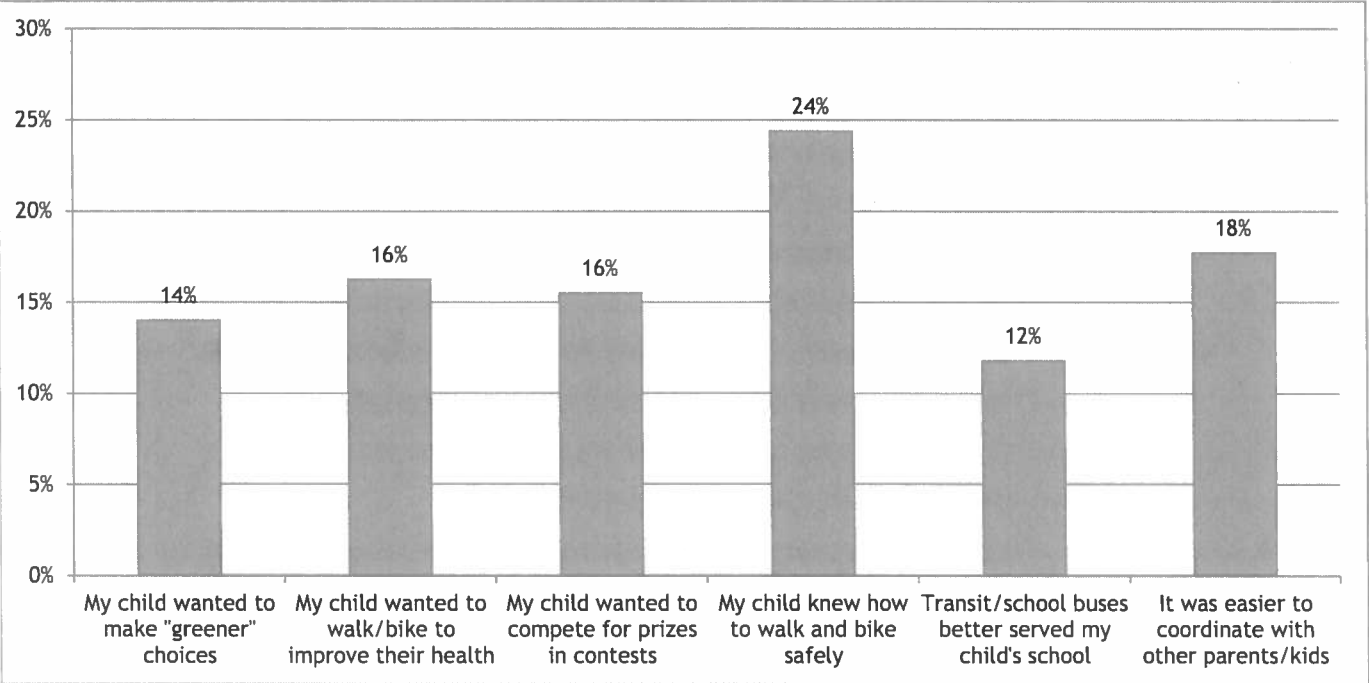
Chart shows "yes" responses.



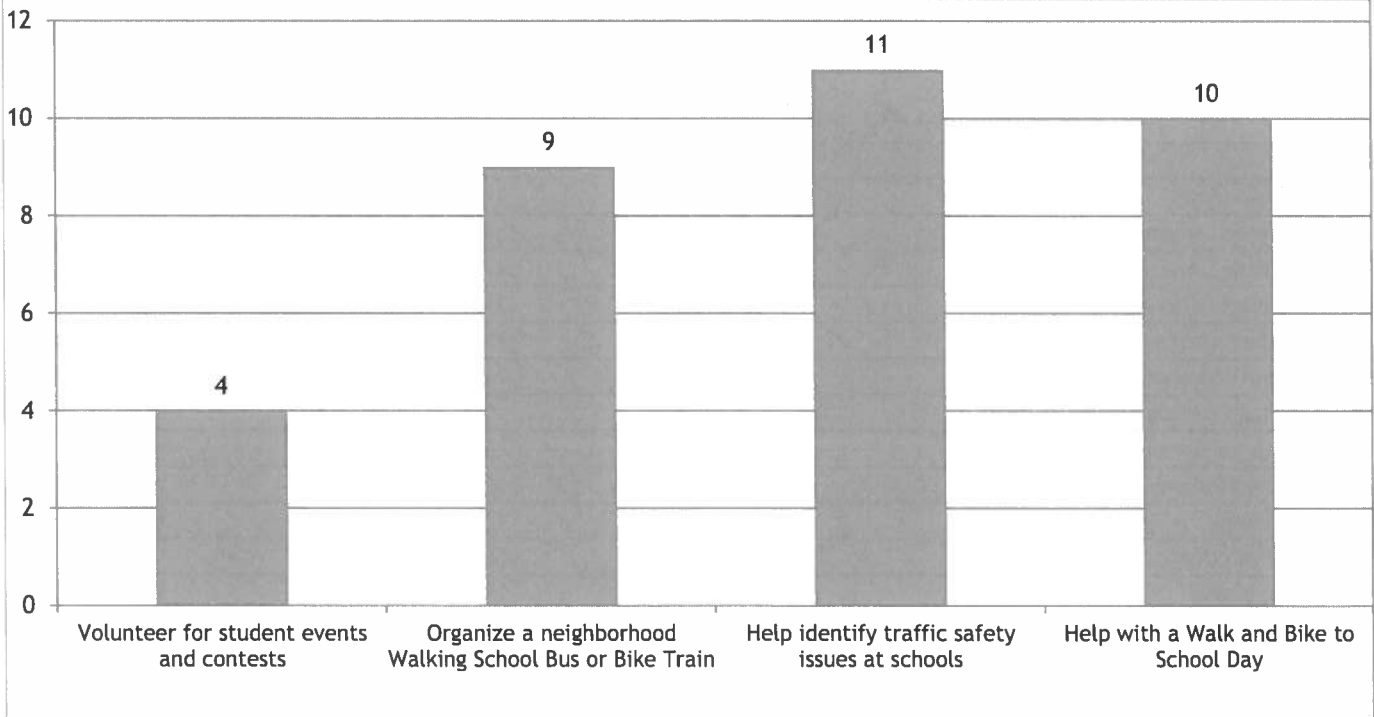
	Yes	No	Not Sure	Total
Too far from school	21	24	7	52
Driving is more convenient	16	27	9	52
Walking/biking take too long	18	27	4	49
Child's before or after school activities	24	25	4	53
Child has too much to carry	25	23	4	52
Speeding traffic along route	45	13	4	62
Too much traffic along route	49	10	4	63
No adults to walk or bike with	25	26	3	54
Lack of sidewalks and/or paths	36	19	3	58
Lack of bikeways	41	17	4	62
Unsafe intersections	48	13	3	64
No crossing guards	37	19	2	58
Lack of bike parking at school	12	32	5	49
Stranger danger	24	28	4	56
Violence/crime in neighborhood	11	30	5	46
Bad weather	22	21	7	50
Don't know best route to school	14	32	2	48

I would reduce the number of times I drive my child(ren) to school if...

n=135



Are you interested in participating in any of the following Safe Routes to School tasks?



Appendix C

Neighborhood Meeting #2 Notes

memorandum



**Whitlock & Weinberger
Transportation, Inc.**

475 14th Street
Suite 290
Oakland, CA 94612

voice (510) 444-2600

website www.w-trans.com
email mspencer@w-trans.com

Date: January 30, 2013

To: **Mr. Richard Angulo**
Transportation Technician
701 Laurel Street
Menlo Park, CA 94025

From: Mark Spencer
Jaspreet Anand

Project: MPA007

Subject: Safe Routes to Oak Knoll School Update, Neighborhood Meeting #2 - Meeting Notes

The purpose of this memorandum is to summarize the second neighborhood meeting held in the Oak Knoll School Library on January 23, 2013.

Attendance

The sign-in sheet from the second neighborhood meeting is attached to this memo.

Review of Safe Routes to Oak Knoll School Plan Update

Mark Spencer opened the meeting by welcoming and thanking all of the attendees for attending. He introduced the project team and gave a presentation on the tasks accomplished to date.

- The Steering Committee met in October 2012 to discuss the project scope of work, schedule, and purpose.
- The purpose of the current Safe Routes to Oak Knoll School Plan update is to improve safety and accessibility of pedestrians and bicyclists, reduce congestion, and to enhance awareness and compliance with safer walking and bicycling procedures.
- The project team conducted the first neighborhood meeting in November 2012 to gather feedback from local residents and parents. During the meeting a team exercise was performed and hard copies of a parent's transportation survey were distributed. The transportation survey was also posted online via SurveyMonkey.
- The parent's responses via SurveyMonkey for some of the key questions were summarized.
- The team conducted several field visits throughout the fall to collect information and confirm data. Five years of collision data were reviewed to determine any pattern that may indicate a safety issue. Additionally, drop-off and pick-up operations were monitored during both sunny and rainy days.
- The team analyzed current enrollment data (K-5 grade) and mapped student residences to examine where the students live and the potential routes they take to school.
- Based on the existing conditions review, comments received from the first neighborhood meeting and field observations, the team prepared Discussion Paper #1.

The attendees had the following questions and comments:

- Speeding after drop-off is common
- Parents park in front of driveways, and also in driveways, thereby blocking the resident's access
- Illegal parking occurs in front of fire hydrants
- Parents walk through the parking lot instead of the school crosswalk to access the drop-off area

- The intersection of Oak Knoll lane/Oak Avenue is very congested during the school drop-off period and motorists do not respect the stop signs.

Overview of Potential Improvements

Mark Spencer presented the four categories of improvements including Education, Enforcement Encouragement and Engineering, and explained how each category would improve the overall safety for pedestrians, bicyclists and motorists. He further discussed the pros and cons of each improvement under each category. The improvements discussed were:

Education:

- Educate parents and children about proper riding behaviors through Safe Moves and bike rodeos organized by City of Menlo Park Police Department.
- Create school walking/bicycling route maps including parking maps.

Enforcement:

- Coordinate with the City of Menlo Park to enforce and report incidents of illegal parking, U-turns and other violations.
- Change no-stopping and left-turn restriction timings

Encouragement:

- Organize classroom activities, walk and bike to school week and provide incentives to children to promote walking/biking to school.
- Encourage the PTO to initiate a traffic assistance program to solve some of the issues near the school. (note: this program has recently begun at the school)

Engineering (Short-Term)

- Upgrade certain existing crosswalks to ladder style yellow crosswalks
- Install additional no stopping signs during school drop-off/pick-up periods along select roadway segments, to increase the vehicle-free space for pedestrians and bicyclists
- Prohibit U-turns at the corner of White Oak Drive and Oak Knoll Lane
- Install stop-ahead pavement markings on all approaches of the Oak Avenue/Lemon Street intersection
- Remove existing "XING SCHOOL SLOW" pavement markings at certain locations
- Restore the left-turn exit from the school exit driveway onto Oak Knoll Lane
- Place cones on the north side of Oak Knoll Lane across from the school so that there is a separated area for pedestrians and bicyclists
- Trim vegetation to improve sign visibility and site distances

Engineering (Long-Term)

- Install green bike lanes to have a dedicated bicycle lane to/from the school
- Install a sidewalk on the north side of Oak Knoll Lane between the school crosswalk and White Oak Drive
- Provide a secondary drop-off zone on a street near the school

Routes to School

Mark Spencer presented the potential walking and biking routes to Oak Knoll School

The attendees had the following questions and comments:

- Creative solutions including notices and flyers should be used to enforce parking and other traffic issues.
- Tension exists between neighbors and parents regarding illegal parking and blocking driveways. The PTO Traffic Assistance Committee may be a good way to manage traffic and educate parents who violate parking and traffic rules.
- The majority of the attendees at this meeting don't have kids who go to Oak Knoll School, and therefore their concerns are more focused on overall neighborhood traffic and parking issues. Can the school stagger the start time for different grades, as is done at other schools?
- Creative solutions should be implemented to stop people from blocking the driveways. This might include a flyer approved by the school district that can be distributed to the parents.
- Changing the attitude of the people in this community would be very difficult.
- What do you gain by reducing the parking restriction time?
- Allison Chao commented that the PTO currently has five parent volunteers who are working with the school staff along the drop-off and pick-up line. They would like to implement other parts of the traffic assistance plan over time.
- Mark Spencer mentioned that PTO would be the most effective tool to solve some of the traffic issues near the school, and increased police enforcement would be difficult.
- A resident noted that it is school policy that children cannot bike until they are in third grade. Kathy Schrenk added that this information is old and not correct.
- Upgrading the crosswalks to ladder style yellow crosswalk at the intersection of Oak Knoll Lane/Oak Avenue is a good idea.
- The no stopping restriction during the drop-off time is very broad and causes inconvenience to the residents and therefore should be changed.
- Why do we need parking restrictions along Oakdell Drive?
- By restricting parking near the school vicinity, you are shifting the problem from one street to another.
- Is there any supporting data that proves walking and biking to school is safer than driving?
- What is wrong with the current drop-off operation?
- Have you done any evaluation that shows that drop-off lane operation has improved by restricting parking?
- Mark Spencer gave the example of Encinal school where parking restriction and traffic assistance by PTO has improved drop-off operations.
- What will be the matrix involved in the evaluation process?
- Residents supported the installation of a "no left-turn/no U-turn" sign on the White Oak Drive southbound approach at Oak Knoll Lane.
- Residents supported the installation of stop-ahead pavement markings on all approaches of the Oak Avenue/Lemon Street intersection. However, one resident suggested that before and after evaluation should be done to measure the effectiveness of stop-ahead pavement markings.
- Residents supported the removal of "XING SCHOOL SLOW" pavement markings at some locations.
- Residents supported the idea of placing cones on the north side of Oak Knoll School across from the school between White Oak Drive and the school crosswalk to create a buffer for pedestrians and bicyclists. However, they did not support the restoration of left-turn exit from

the school driveway as it is not safe for Oak Knoll Lane to handle two-way traffic during the school drop-off/pick up times. It will also encourage motorists to use White Oak Drive and add traffic to the Oakdell Drive/Oak Knoll Lane intersection.

- Can we install no parking signs on the north side of Oak Knoll Lane across the school frontage?
- PTO should station a parent volunteer to manage the traffic flow at the intersection of Oak Knoll Lane/Oak Avenue.
- Trimming vegetation to improve the visibility of pedestrians and bicyclists is a good idea.
- The school district should propose buses.
- A green bike lane along Oakdell Drive is not a good idea, but Middle Avenue may be a good candidate.
- Residents do not support installation of a sidewalk on Oak Knoll Lane across from the school frontage between White Oak Drive and the school crosswalk.
- Parents prefer Oak Avenue to Oakdell Drive to bike to school as bike racks are closer to Oak Avenue.

Action Items

Discussion Paper #2, summarizing proposed recommendations and the feedback received from the Steering Committee, parents and local residents will be prepared and submitted to the City of Menlo Park in February 2013.

Attachments: Sign-in sheet

MS/jka/MPA007.M1.doc

1-23-13, 7:00 PM, Oak Knoll Library

Safe Routes to Oak Knoll School Plan Update

Sign-in Sheet-2nd Neighborhood Meeting

No.	Name	Email address	Contact Number
1	M.	
2	
3	
4	Liz+Rich Hilt	brightline@sbcglobal.net	
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7	Kristin Duriseti	knst.vmtz.duriseti@gmail.com	
8	Amber Chao	achao@yahoo.com	
9	Carol Orton	carol ^{orton} @mac.com	
10	Betsy Muhler	bmuhler@msl.com	
11	DAVID AXELSON	daveaxe9@gmail.com	
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14	Sidney Marks	sidnmarks@yahoo.com	
15	Kathy Schreck	kschreck@mpcod.org	
16	Tom McGannon	tom@mcgannon.com	
17	Tito Bianchi	tj@deerfieldrealty.net	
18	MARJORIE ZIMMERMAN	mtz@well.com	

1-23-13, 7:00 PM, OCH Knoll Library

Sign-in Sheet-2nd Neighborhood Meeting			
No.	Name	Email address	Contact Number
19	ERIKA BAILEY	erikabailey@earthlink.net	
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22	Nancy Burens	nancyb5@mac.com	650 325 8781
23	Sandra Blum	blum.sandra@gene.com	650 225 2629
24	Ed DAVILA	eddavila@Comcast.net	408.348.1955
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**Whitlock & Weinberger
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Safe Routes to Oak Knoll School Plan Update – Discussion Paper #3

for the

City of Menlo Park

Draft Report

April 29, 2013

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Executive Summary

Oak Knoll Elementary School is a part of the Menlo Park City School District (MPCSD) and is located on the south side of Oak Knoll Lane between White Oak Drive and Oak Avenue in the City of Menlo Park. The school serves Kindergarten through 5th grades and currently has 746 students enrolled from both Menlo Park and Atherton. Following changes in the attendance area, increased enrollment, and a series of physical improvements at the school, the City of Menlo Park initiated a review of transportation conditions including traffic flow and pedestrian and bicyclist activity.

This third discussion paper presents the recommended *Safe Routes to Oak Knoll School Plan Update* including an overview of the public involvement process, recommended improvements, conceptual cost estimate and funding resources. As part of the plan, two discussion papers have been prepared previously. The first discussion paper provided an assessment of the existing conditions and identified transportation issues related to the *Safe Routes to Oak Knoll School Plan Update*. The second discussion paper addressed the safety concerns and issues of the parents, neighbors, and Steering Committee members as well as school officials, and provided an evaluation of the potential improvement measures for the *Safe Routes to Oak Knoll School Plan Update*.

The recommended *Safe Routes to Oak Knoll School Plan Update* was developed with the support of a Steering Committee comprised of representatives from the City of Menlo Park, Menlo Park School District, Oak Knoll School officials, Oak Knoll School Parent-Teacher Organization (PTO), Menlo Park Police Department, Menlo Park Bicycle Commission and the two neighborhood meetings where parents, community members and residents participated and provided their feedback.

The recommended *Safe Routes to Oak Knoll School Plan Update* includes five components for a successful Safe Routes to School Plan: Education, Enforcement, Encouragement, Engineering and Evaluation. The improvement measures included in the recommended plan focus on improving safety and accessibility for pedestrians and bicyclists, improving the overall traffic flow near the school, enhancing awareness and promoting compliance with safe walking and bicycling procedures, and encouraging walking and bicycling for the Oak Knoll School students. Additionally, the plan also recommends walking and bicycle routes to Oak Knoll School based on input received from the community, existing traffic patterns, survey results, roadway characteristics, proximity to the school and locations of existing traffic control, including crosswalks and stop signs.

Public Outreach Process

Kick-Off/Steering Committee Meeting #1

A kick-off meeting was held on October 16, 2012, with the Steering Committee comprised of representatives from the City of Menlo Park, Menlo Park School District, Menlo Park Police Department, Oak Knoll School PTO, Oak Knoll School, and Bicycle Commission. The purpose of this meeting was to gather information from the Steering Committee so that the goals and objectives of the *Safe Routes to Oak Knoll School Plan Update* are met.

Safe Routes to Oak Knoll School Plan Update Website

The City created and maintained a link on the City's website dedicated to the *Safe Routes to Oak Knoll School Plan Update* so that Parents, PTO members, residents and others could use the website link to access information about the project.

Neighborhood Meeting #1

The first neighborhood meeting was held on November 7, 2012. The purpose of this meeting was to educate neighbors and parents about the proposed *Safe Routes to Oak Knoll School Plan Update* and gather feedback on the existing traffic issues and potential improvement alternatives.

Parent Surveys

A transportation survey was distributed to all the participants at the first neighborhood meeting. The survey was also made available to parents and the community via the SurveyMonkey website by the City of Menlo Park. The information collected from the surveys was used to evaluate traffic issues in the study area, understand the children's travel pattern to/from school and develop the potential improvements measures required to improve the safety and accessibility for pedestrians and bicyclists so that parents are comfortable allowing their children walk or bike to school.

Steering Committee Meeting #2

The second Steering Committee meeting was held on January 10, 2013. The purpose of this meeting was to present the potential improvement measures for the *Safe Routes to Oak Knoll School Plan Update* to the Steering Committee and gather feedback.

Neighborhood Meeting # 2

The second neighborhood meeting was held on January 23, 2013. The potential improvement measures were updated based on the feedback received from the second Steering Committee Meeting and presented to the neighbors, parents and residents to get their feedback.

Bicycle Commission Meeting

A presentation was made to Bicycle Commission on April 8, 2013. The presentation included the potential improvement measures and the draft recommended plan.

Transportation Commission Meeting

At the Transportation Commission meeting held on April 10, 2013, a presentation of the *Safe Routes to Oak Knoll School Plan Update* was made. The presentation included a summary of comments from the Bicycle Commission as well as potential improvement measures and the draft recommended plan.

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Recommended Safe Routes to Oak Knoll School Plan Update

This section presents the recommended plan including improvements to address safety concerns and improve traffic issues near the school vicinity. The Plan is divided into five categories as follows:

1. Education
2. Enforcement
3. Encourage
4. Engineering – Short-Term
5. Evaluation

Education

Parents and residents have expressed concerns that bicyclists and pedestrians are not following the rules of the road. Bicyclists do not stop to take turns with the motorists at stop-controlled intersections. During field observations, several pedestrians and bicyclists were observed crossing Oak Knoll Lane at various locations other than the school crosswalk and parents were seen texting and talking on the phone while crossing the street with their children. Lack of maps that show pedestrian and bicycle routes to school was also identified as an issue during the development of this plan. To improve awareness and compliance regarding proper walking and biking procedures among parents and children and to improve accessibility and safety for pedestrians and bicyclists, the following potential improvements are recommended.

- Organize school workshops through “Safe Moves,” especially during the beginning of the school year, to increase awareness of pedestrian and bicycle safety among parents and children.
- Organize bike rodeos through the City of Menlo Police Department to educate parents and children about proper riding behavior and the importance of helmet usage.
- Create school walking and bicycling route maps to be posted on the school website and also distributed to parents when they enroll their children in school and at the beginning of each school year.
- Create parking maps to be posted on the school website and also distributed to the parents prior to each school year.

It is important that these education programs are updated and continued every year to reinforce the safety skills. The pedestrian and bicycling route maps should be updated annually as necessary to reflect any changes in school infrastructure, school boundary and traffic patterns.

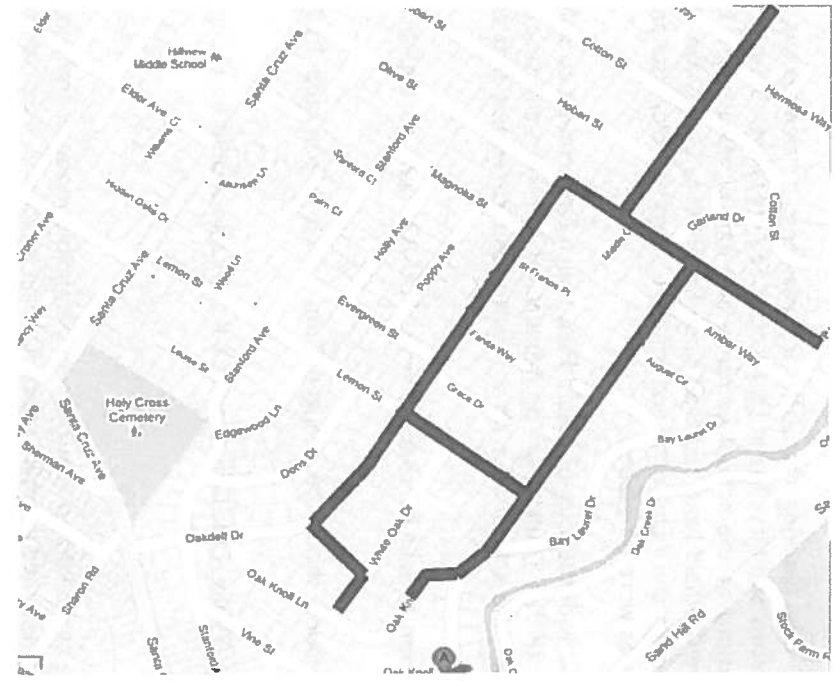
The recommended *Safe Routes to Oak Knoll School Plan Update* includes walking and bicycle routes to school based on input from the community, existing traffic patterns, survey results, roadway characteristics, proximity to the school and locations of existing traffic controls, including crosswalks and stop signs. The recommended walking and bicycling routes to Oak Knoll School are shown in Figure 1.

Enforcement

One of the major concerns near the immediate school vicinity is compliance with traffic rules and regulations, especially during the school drop-off/pick-up time when parents are looking for the fastest and easiest way to the school. Parents illegally park cars in front of driveways and in the no-stopping



Recommended Walking Routes to School



Recommended Biking Routes to School



zones to drop-off/pick-up their kids, blocking the paths for residents or pedestrians and bicyclists. Motorists do not yield to pedestrians and bicyclists at stop-controlled crossings. Several residents have complained about left-turn violations at the school entrance and exit driveways and U-turns at the intersections of White Oak Drive/Oakfield Lane and Oak Knoll Lane/White Oak Drive. In an effort to increase compliance with traffic rules and regulations and improve safety for bicyclists and pedestrians, the following enforcement measures were developed.

- The school should coordinate with the City of Menlo Park Police Department to enforce incidents of parking violations, U-turns (if they result in unsafe maneuvers), left-turns and stop sign violations. Police officers should monitor the school area on a regular basis to ensure that traffic laws are obeyed.
- Morning no stopping restriction should be changed from 7:30-8:30 a.m. to 7:45-8:15 a.m. during school days.
- Afternoon no stopping restriction should be changed from 2:30-3:15 p.m. and 1:00-1:45 p.m. on Thursday during school days.
- The left-turn restriction from White Oak Drive to Oak Knoll Lane should be changed from 7:30-8:30 a.m. to 7:45-8:15 a.m.

Encouragement

Many parents do not see walking and biking to school as an acceptable mode of transportation due to safety concerns and lack of programs aimed at walking and bicycling to school. To promote walking and bicycling to school, the following important measures are recommended:

- Organize classroom activities to promote the benefits of walking and bicycling to school.
- Organize walk and bike to school day/week, international walk to school month and similar activities where parents can accompany their children to school and assess the school route as well as their child's walking and bicycling abilities.
- Organize a "walking school bus" program where groups of children walk along the designated routes to school and pick up additional children along the way accompanied by adult supervision. Allowing children to walk/bike in groups increases their visibility and safety.
- Provide incentives such as prizes and certificates to children who participate in walk/bike to school programs in order to motivate them to continue walking and bicycling to school.

Traffic Assistance Program

During the field visits, it was observed that the drop-off lane is being underutilized resulting in delays and queues. During the Fall of 2012, there was no staff support along the drop-off lane during the morning time to move the traffic forward and tell drivers when to stop. Various other behavioral issues related to traffic were observed. Since police enforcement is not consistent near the school due to limited resources, it was recommended that the PTO initiate a traffic assistance program in collaboration with the City of Menlo Park Police Department to train parent volunteers and student valets in areas of traffic safety and assistance.

- A traffic assistance program began at Oak Knoll Elementary School in January 2013 to help children who walk or bike to school safely cross the streets, improve traffic flow near the school vicinity,

discourage bad driving behaviors and assist with enforcement issues. The goal is that eventually parent volunteers would be stationed at key locations during school drop-off/pick-up to discourage illegal parking, left-turn violations, and stop sign violations, prohibit school access from the parking lot and assist with pedestrian and bicyclist safety at crosswalks. Additionally, student valets (5th Grade) would help by opening cars doors to get students out of the vehicle more quickly during school drop-off. It is recommended that parent volunteers be stationed at the locations shown in Figure 2.

- During the first neighborhood and Steering Committee meeting, W-Trans discussed the need and benefits of a traffic assistance program at Oak Knoll School and encouraged the PTO to implement the program. Based on the suggestion, the PTO initiated the traffic assistance program in January 2013 with the help of parent volunteers who are monitoring the drop-off operation and assisting with other traffic issues near the school vicinity during the school drop-off period. In early 2013, the Safe Routes to School Coordinator from the San Mateo County Office of Education visited Oak Knoll School to train the crossing guard and parent volunteers who are part of the program. Since the implementation of the Traffic Assistance Program, traffic flow and compliance with regulations has improved during the school drop-off period.

Engineering (Short-Term)

Engineering improvements create physical and operational changes near the school that improve safety and accessibility for pedestrians and bicyclists as well as reduce conflicts with motor vehicle traffic. Some of the traffic issues related to Oak Knoll School could be reduced through the Education and Encouragement measures discussed previously. However, engineering improvements are necessary to enhance safety for pedestrians and bicyclists as well as for local residents driving in the area. Short-term engineering improvements are generally low cost and can be accomplished in a short time. The recommended engineering short-term improvements for the *Safe Routes to Oak Knoll School Plan Update* are discussed below:

High Visibility Crosswalks: The existing red tint in the crosswalks at the Oak Knoll Lane/Oak Avenue intersection is ineffective and not visible from a distance. It is recommended that the existing crosswalks be upgraded to high-visibility ladder-style crosswalks as shown in Figure 3 to improve safety and alert motorists about students crossing at this location.

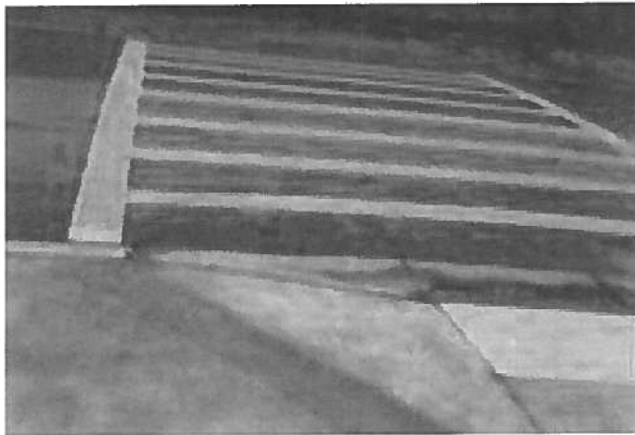
No Stopping Signs: During the community and Steering Committee meetings, members and residents have expressed concern that the existing no stopping restriction timings near the school vicinity is very inconvenient and should be reduced. Based on the feedback received, it recommended that the existing no stopping signs posted along Oak Knoll Lane, Oak Avenue, and White Oak Drive be removed and replaced with a new no-stopping sign (same locations). The proposed no-stopping sign details and locations of existing signs are as shown in Figure 4.

In order to provide a clear path for pedestrians and bicyclists to and from school, it is recommended that additional new no stopping signs be installed along the roadways as shown in Figure 4. It should be noted that additional no-stopping signs are recommended on Oak Avenue south of Oak knoll Lane even though it is not a designated school route because parents currently park their cars and walk their children to school which is not safe due to the morning commute traffic heading on Oak Avenue towards Sand Hill Road. During the community meetings, residents have expressed concern that parents park their cars in front of the water hydrant located on the east side of White Oak Drive just north of Oakfield Lane. To discourage this behavior, it was recommended to extend the proposed no-stopping restriction on the east side of White Oak Drive beyond the water hydrant.

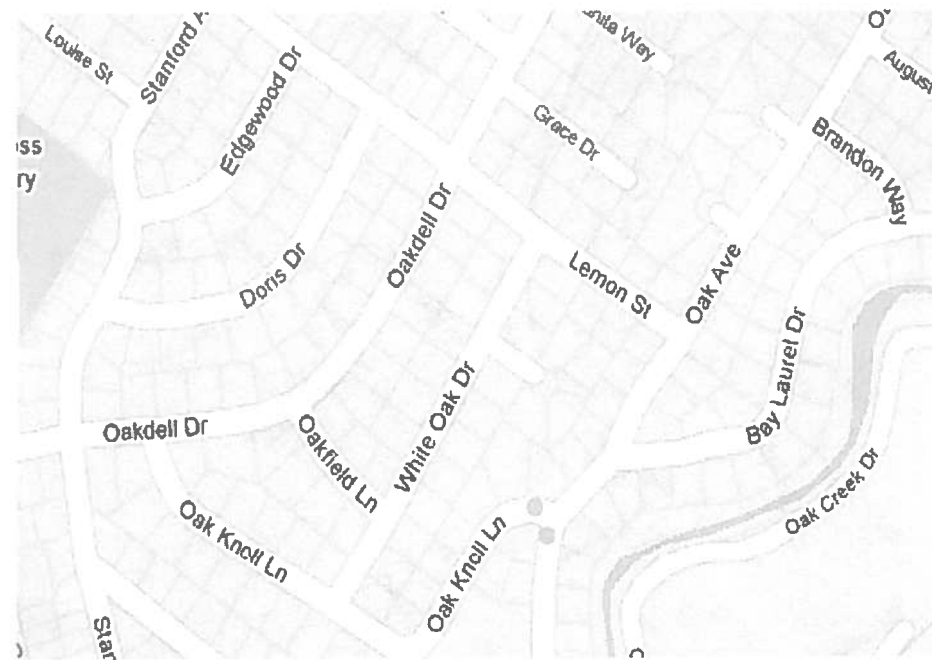




Existing Crosswalk



Proposed Crosswalk



Crosswalk Locations






**NO
STOPPING
7:45 – 8:15 AM
2:30 – 3:15 AM
ON THURSDAY
1:00 – 1:45 PM
DURING SCHOOL DAYS**

Proposed No-Stopping Sign Details



No-Stopping/No-Parking Signs Locations



LEGEND	
	Additional No-Stopping Restriction
	Existing No-Stopping Restriction
	Existing No-Parking Restriction

U-Turn Restriction Sign: Motorists make a U-turn from White Oak Drive at Oak Knoll Lane to park on the south side of White Oak Drive resulting in unsafe conditions for all modes of travel. To discourage this turning maneuver, it is recommended that the existing “NO LEFT-TURN” symbol sign located on the southbound White Oak Drive approach be replaced with a new “NO LEFT-TURN/NO U-TURN” movement prohibition symbol sign. Additionally, the timing for the left-turn/U-turn restriction should be changed from 7:30-8:30 a.m. to 7:45-8:15 a.m. as shown in Figure 5.

Install Pavement Markings: The community has expressed concern that motorists violate the stop signs at the all-way stop-controlled Oak Avenue/Lemon Street intersection. To improve safety and reinforce the existing stop signs, it is recommended that “STOP AHEAD” pavement markings be installed on all approaches to the intersection as shown in Figure 6. Per the *California Manual on Uniform Traffic Control Devices (CA-MUTCD) 2012*, “STOP AHEAD” pavement markings provide additional emphasis to a stop sign and can be helpful to road users.

Remove Pavement Marking: The “SLOW SCHOOL XING” pavement markings exist in advance of school crosswalks controlled by a stop sign at the following locations:

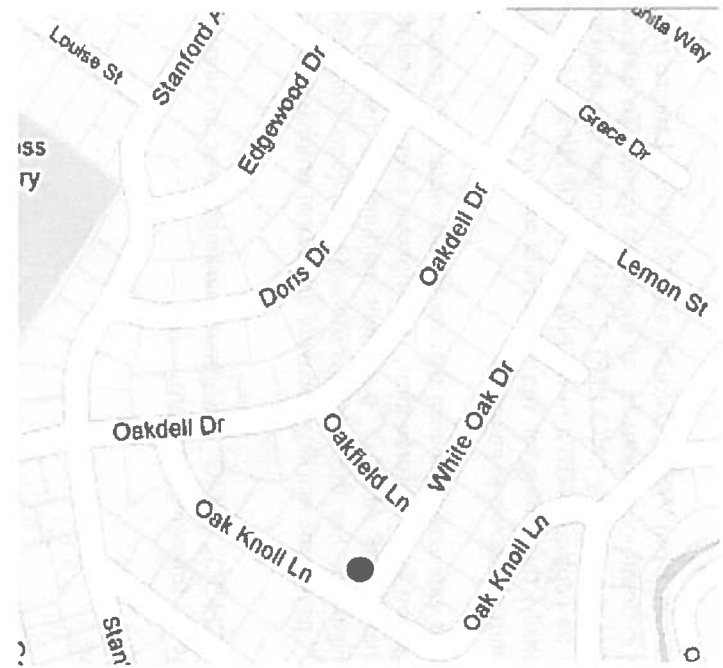
- Oak Knoll Lane west of White Oak Drive
- White oak Drive north of Oak Knoll Lane
- Oak Avenue north of oak Knoll Lane

Per the CA-MUTCD, “SLOW SCHOOL XING” pavement markings shall not be used where the crossing is controlled by a stop sign; therefore, it is recommended that these pavement markings be removed from the above locations and as shown in Figure 7.

School Exit Driveway: During various field visits it was observed that the existing “STOP SIGN” at the school exit driveway is located on the wrong side of the driveway. Additionally, the “RIGHT TURN ONLY” sign posted below the stop sign is smaller in size and posted at an angle which is not clearly visible to the exiting motorists. As a result, a few motorists were observed violating the left-turn restriction at the school exit driveway. In order to make the signs more visible and clear and discourage the left-turn violation, the following improvements are recommended as indicated in Figure 8:

- Remove the “NO PARKING DURING PICK UP AND DROP OFF HOURS” sign located on the east side of the exit driveway.
- Remove the “RIGHT TURN ONLY” sign located below the stop sign on the west side of the exit driveway.
- Remove and Relocate the “STOP SIGN” that is located on the west side of the school exit driveway to the east side.
- Install a “NO LEFT TURN” symbol sign below the stop sign on the east side of the exit driveway.
- Traffic Cones: Place traffic cones on the north side of Oak Knoll Lane between White Oak Drive and the school crosswalk as shown in Figure 9 during school drop-off and pick-up times only to provide a separation between the motor vehicles and pedestrian/bicycle traffic. The PTO should be responsible for placing and removing the cones before and after school drop-off and pick-up periods.

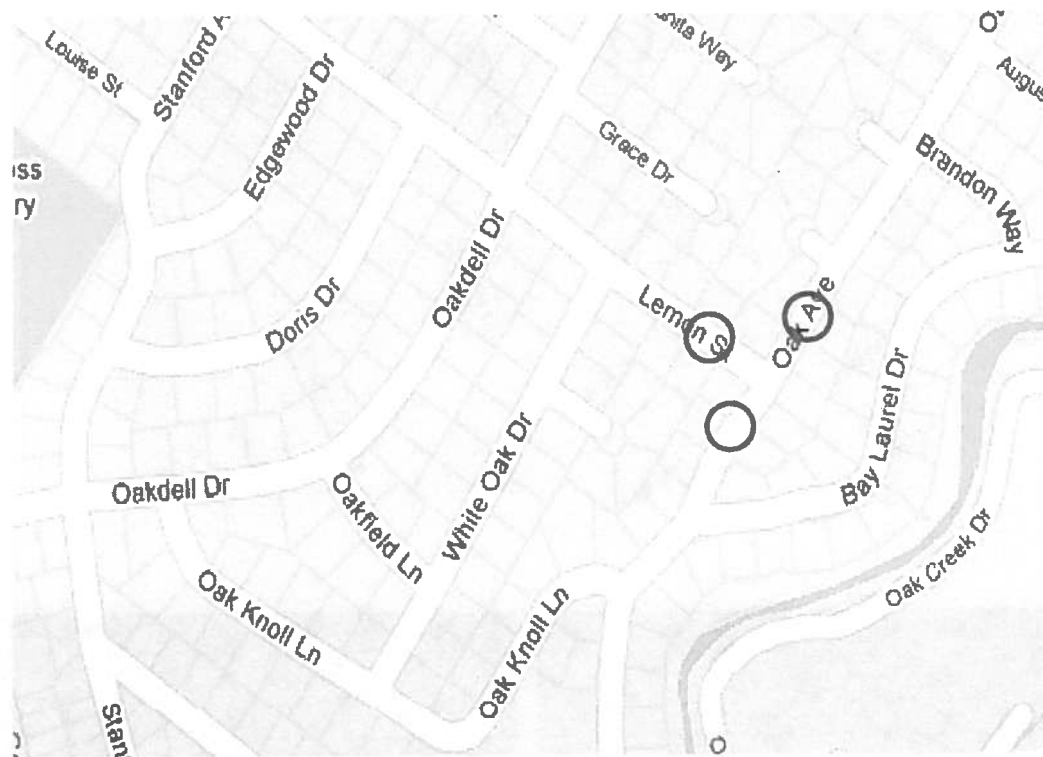
Trim Vegetation: To improve visibility of signs, pedestrians and bicyclists, it is recommended that vegetation along the school routes be regularly trimmed.



7:45 - 8:15 AM

North
Not to Scale

007mpa DP#3.ai 4/13







Existing Signage



Proposed Signage





Evaluation

- Upon the implementation of the recommended *Safe Routes to Oak Knoll School Plan Update*, the School District should coordinate with the City of Menlo Park to evaluate the effectiveness of the engineering improvements as well as behavioral and attitudinal changes.

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Conceptual Cost Estimate

The conceptual cost estimates for the short-term engineering improvements as discussed in the recommended plan are summarized in Table I.

Table I
Conceptual Cost Estimate – Short Term Engineering Recommendations

Item	Description	Unit	Quantity	Unit Cost	Total Cost
1	Vegetation Trimming	LS	1	\$3,000.00	\$3,000.00
2	Crosswalk	SF	2	\$1,500.00	\$3,000.00
3	Signs (new post)	EA	18	\$300.00	\$5,400.00
5	Signs (existing post)	EA	23	\$125.00	\$2,875.00
6	Pavement Marking	SF	3	\$400.00	\$1,200.00
7	Removal/Relocation	LS	1	\$2,000.00	\$2,000.00
Subtotal					\$17,475.00
Contingency (20%)					\$3,500.00
Total (rounded)					\$21,000.00

Notes: LS = Lump Sum; SF = square foot; EA = each

Safe Routes to School Funding

Safe Routes to School Programs are funded via State, Federal and Regional programs. The State-legislated program referred to as SR2S and Federal program referred to as SRTS are administered by Caltrans, while the regional programs are administered by the Metropolitan Transportation Commission (MTC). Federal funding for the SRTS program is through the Moving Ahead for Progress in the 21st Century (MAP-21) transportation bill. Under MAP-21, SRTS was consolidated into the Transportation Alternative Program (TAP), but it remains eligible for Surface Transportation Program (STP) and Highway Safety Improvement Program (HSIP) funds. In addition to the State and Federal funding, MTC has a newly-established Safe Routes to School Program within the Climate Initiatives Program. A total of \$17 million will be distributed to the nine Bay Area counties proportionately according to their share of total school enrollment in the region. Details of the above funding programs and the project eligibility criteria are provided in Appendix A.

Safe Routes To School Funding Details

CALTRANS DIVISION OF LOCAL ASSISTANCE

[Caltrans](#) > [Business](#) > [Local Assistance](#) > [Programs](#) > [Safe Routes to School](#)

Safe Routes to School Programs



Announcements:

- On **March 11, 2013**, Caltrans and the SRTS Technical Assistance Resource Center will be hosting a statewide webinar that focuses on how SRTS projects may be eligible in the HSIP Program. Reserve your Webinar seat now at:
<https://www3.gotomeeting.com/register/781322358>
- **September 27, 2012**, Caltrans proposed funding SRTS from a \$21 million set aside in the STP. This concept was approved by the CTC as a one year policy. Future funding for SRTS will be determined through the MAP-21 Implementation process.
- **July 6, 2012**, MAP-21, the Moving Ahead for Progress in the 21st Century Act was signed into law. Under MAP-21, SRTS was consolidated into the Transportation Alternatives Program (TAP), but is eligible for Surface Transportation Program (STP) and Highway Safety Improvement Program (HSIP) funds.
- **June 29, 2012**, Cycle 10 SR2S [Approved Project List](#) was announced. 139 projects worth \$48.5 million were funded this cycle out of 336 project applications submitted. \$7 million of the funds were awarded in rural counties with \$28 million awarded to projects that included at least one low-income school.
- **April 9, 2012**, The National Center for SRTS has announced the first National Bike to School Day as May 9, 2012. For additional information, please visit the new website at: www.walkbiketoschool.org. For California, find more information at: <http://www.casaferoutestoschool.org/whats-happening-in-california/national-bike-to-school-day/>
- **October 17, 2011**, The Cycle 3 SRTS [Approved Project List](#) was announced. 139 projects worth \$66 million were funded this cycle out of 332 project applications submitted.
- Program assistance is available through a California specific SRTS website at: <http://www.casaferoutestoschool.org/>. The website was funded through a Non-Infrastructure SRTS statewide grant to help communities plan, develop, and implement successful SRTS projects

Quick Links to:

- [State-legislated SR2S Program](#)
- [Federal SRTS Program](#)

What is Safe Routes to School?

Safe Routes to School is an international movement that has taken hold in communities throughout the United States. The concept is to increase the number of children who walk or bicycle to school by funding projects that remove the barriers that currently prevent them from doing so. Those barriers include lack of infrastructure, unsafe infrastructure, lack of programs that promote walking and bicycling through education/encouragement programs aimed at children, parents, and the community.

Why is Safe Routes to School important?

Thirty years ago, 60% of children living within a 2-mile radius of a school walked or bicycled to school. Today, that number has dropped to less than 15%. Roughly 25% commute by school bus, and well over half are driven to or from school in vehicles. And back then, 5% of children between the ages of 6 and 11 were considered to be overweight or obese. Today, that number has climbed to 20%. These statistics point to a rise in preventable childhood diseases, worsening air quality and congestion around schools, and missed opportunities for children to grow into self reliant, independent adults.

Safe Routes to School Programs are intended to reverse these trends by funding projects that improve safety and efforts that promote walking and bicycling within a collaborative community framework. It is through local champions working with a coalition of parents, schools, professionals in transportation, engineering, health, and law enforcement, that the most sustainable projects are expected to emerge.

State and Federal Safe Routes to School Programs

There are two separate Safe Routes to School Programs administered by Caltrans.

There is the State-legislated program referred to as SR2S and there is the Federal Program referred to as SRTS.

While both programs are intended to achieve the same basic goal of increasing the number of children walking and bicycling to school by making it safer for them to do so, they differ in the following respects.

Program Features	<u>State-Legislated Program - SR2S</u>	<u>Federal Program - SRTS (SAFETEA-LU)</u>	<u>Federal Program - SRTS (MAP-21)</u>
Legislative Authority	Streets & Highways Code Section 2330-2334	Section 1404 in SAFETEA-LU	Section 1122 in MAP-21; Eligible in Section 1112; or Section 1108
Expires	AB 57 extended program indefinitely	Pending SAFETEA-LU reauthorization. Extensions have been granted through September 30, 2011.	MAP-21 expires September 30, 2014
Eligible Applicants	Cities and counties	State, local, and regional agencies and Native American Tribes experienced in meeting federal transportation requirements. Non-profit organizations, school districts, and public health departments must partner with a city, county, MPO, or RTPA to serve as the responsible agency for their project.	Same as defined in SAFETEA-LU

Eligible Projects	Infrastructure projects	Stand-alone infrastructure or non-infrastructure projects	Same as defined in SAFETEA-LU
Local Match	10% minimum required	None	TBD
Project Completion Deadline	Within 4 ½ years after project funds are allocated to the agency	Within 4 ½ years after project is amended into FTIP	Within 4 ½ years after project is amended into FTIP
Restriction on Infrastructure Projects	Must be located in the vicinity of a school	Infrastructure projects must be within 2 miles of a grade school or middle school	Same as defined in SAFETEA-LU
Targeted Beneficiaries	Children in grades K-12	Children in grades K-8	Same as defined in SAFETEA-LU
Cycles Completed	10 cycles	3 cycles	NONE
Current Status	Cycle 10 Final Project List dated 06/29/2012	Cycle 3 Final Project List dated 10/11/2011	TBD
Funding	\$24.25M annual funding	\$21-25M annual funding	TBD

How to get started

While every community is unique, the basic steps to consider prior to submitting an application for Safe Routes to School funds are:

- ⇒ Identify community stakeholders and form a multidisciplinary team of partners committed to working together in developing a community vision, developing project applications, and implementing those projects if selected for funding.
- ⇒ Inventory and identify safety needs/hazards around schools; get information and seek out resources; and propose alternatives that would correct those needs/hazards.
- ⇒ Prioritize alternatives and select the best alternative that proposes short-term and long-term safety solutions in the form of projects.
- ⇒ Develop a plan for the project.
- ⇒ Submit an application to compete for funding for the project when a call for projects cycle is underway.

Program Assistance

If you have any questions regarding the funding or implementation of SRTS/SR2S Projects, please contact your Caltrans District Safe Routes to School Coordinator. The SRTS Technical Assistance Resource Center (TARC) at the California Department of Public Health (CDPH) is available to assist communities with SRTS program related questions.

If you have any problems downloading files or other questions, please e-mail Local.Programs@dot.ca.gov or see the Local Programs Help Page.

Continue to check this site periodically for any program updates.

This page last updated on April 17, 2013.

CALTRANS DIVISION OF LOCAL ASSISTANCE

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Safe Routes to School

State-legislated Safe Routes To School (SR2S) Program

California was the first state in the country to legislate a Safe Routes to School program with the enactment of AB 1475 in 1999. Eight years later, in 2007, AB 57 extended the program indefinitely with funding provided from the State Highway Account. On September 7, 2011, AB 516 amended the Safe Routes to School program by revising the rating factors in scoring project applications. For additional information, please refer to the Official California Legislative Information website located at: <http://www.leginfo.ca.gov>

Section 2333.5 of the Streets and Highways Code calls for the Department of Transportation, in consultation with the California Highway Patrol (CHP), to make grants available to local governmental agencies under the program based upon the results of a statewide competition. To date, there have been nine program cycles released under the SR2S program.

On June 29, 2012, Cycle 10 SR2S Approved Project List was announced. 139 projects worth \$48.5 million was funded this cycle out of 336 project applications submitted. \$7 million of the funds were awarded in rural counties with \$28 million awarded to projects that included at least one low-income school.

- [Approved Project Lists – Cycles 1 through 10](#)
- [Delivery Status of SR2S Projects](#)
- [Cycle 10 SR2S Program Guidelines and Application Form](#)
- [Project Implementation Instructions](#)
- [Program Research and Evaluations](#)
- [Environmental Justice Desk Guide \[pdf\]](#)
- [More Information and Useful Links](#)

[Back to Safe Routes to School Home Page](#)

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If you have questions or are experiencing problems downloading, you can get help by sending an email to dawn.foster@dot.ca.gov

Page Last Updated: 8/15/12

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Safe Routes to School

Federal Safe Routes To School (SRTS) Program

Authorized by Section 1404 of SAFETEA-LU (the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users), the SRTS Program came into effect in August of 2005. This federal funding program emphasizes community collaboration in the development of projects, and projects that incorporate elements of the 5 E's – education, encouragement, engineering, enforcement, and evaluation.

After successful applicants are notified that their project has been selected for funding, that project must first be programmed into a Federal Transportation Improvement Program (FTIP). The FTIP is managed by the Metropolitan Planning Organization (MPO) or Regional Transportation Planning Agency (RTPA) in their region. It is incumbent on the awardee to [contact their MPO/RTPA](#) to find out when they can expect their project to be amended into the FTIP.

When the Division of Local Assistance is provided copies of amendments through the Division of Programming at Headquarters, awardees will be alerted so they can initiate their Request for Authorization to Proceed.

- >> [SRTS Program Guidelines](#)
- >> [Cycle 3 SRTS Informational Webinar Information](#)
 - > [Webinar Powerpoint](#)
 - > [Webinar Follow-Up Q&A](#)
- >> [SRTS Approved Project Lists](#)
- >> [Delivery Status of SRTS Projects](#)
- >> [Federal-Aid Process for SRTS Program](#)
- >> [Data Collection and Evaluation](#)
- >> [Environmental Justice Desk Guide \[pdf\]](#)
- >> [SRTS Directives and Important Documents](#)
- >> [Federal Transportation Improvement Program \(FTIP\) Information and Links](#)
- >> [More Information and Useful Links](#)

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Continue to check this site periodically for any program updates.

This page last updated on October 18, 2011

If you have questions or are experiencing problems downloading, you can get help by sending an email to localprograms@dot.ca.gov.

Attachment C: Safe Routes to School Programs Comparison

	State SR2S Program	Federal SRTS Program	MTC SR2S Program
Eligible Applicants	Cities and counties	State, local, and regional agencies experienced in meeting federal transportation requirements. Non profit organizations, school districts, public health departments, and Native American Tribes must partner with a city, county, MPO, or RTPA to serve as the responsible agency for their project.	State, local, and regional agencies experienced in meeting federal transportation requirements. Non profit organizations, school districts, public health departments, and Native American Tribes must partner with a federally eligible recipient for their project.
Program Purpose	Reduce injuries and fatalities to school children and to encourage increased walking and bicycling among students.	<ul style="list-style-type: none"> • Enable and encourage children, including those with disabilities, to walk and bicycle to school; • Make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age; and • Facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools. 	<ul style="list-style-type: none"> • Build upon SR2S efforts funded by federal, state, and locally funded programs • CMAQ Program objectives also need to be met: reduce criteria pollutants while reducing congestion • Each county will collaboratively tailor the objective of this program led by the congestion management agencies.
Eligible Projects (See Table 2 for details)	Infrastructure projects Must be located in the vicinity of a school. Incidental “soft” costs (i.e. education, outreach) are permitted up to 10%	Stand-alone infrastructure or non-infrastructure projects (10-30% of program). Infrastructure projects must be within 2 miles of a grade school or middle school	Infrastructure or non-infrastructure projects (Focus on non-infrastructure- For discussion)
Local Match	10%	None	11.47%
Targeted Beneficiaries	Children in grades K-12	Children in grades K-8	Children in grades K-12
Funding	\$24 million per year in CA	\$20 million per year in CA (future levels subject to federal reauthorization)	\$5 million per year available for Region in Cycle 1, or \$15 million total; \$2 million available for innovative approaches
Distribution formula	Competitive	Competitive	Distribution to counties based on total school enrollment in counties, except for the innovative approaches component which is regionally competitive.

Safe Routes to Schools Project Eligibility Matrix

(¹Language from CMAQ Guidance. Note that CMAQ can fund all specific improvements that are eligible in the State and Federal SR2S Programs with the following exceptions: walking audits and other planning activities, crossing guards and vehicle speed feedback devices, traffic control that is primarily oriented to vehicular traffic rather than bicyclists and pedestrians, and material incentives that lacking an educational message or exceeding a nominal cost.)

State SR2S Program	Federal SRTS Program	MTC SR2S Program (CMAQ) ¹
Non-Infrastructure Improvements	Non-Infrastructure Improvements	Non-Infrastructure Improvements
<p>Public Outreach and Education/Encouragement/Enforcement:</p> <ul style="list-style-type: none"> Includes preparing and distributing safety awareness materials to school personnel, students, drivers, and neighboring home and/or business owners. Includes outreach efforts that promote walking and bicycling, to and from school, along the designated school routes. Includes coordinating bicycle rodeos with law enforcement agencies or forming “walking school buses” within neighborhoods. These activities are considered ‘incidental’ and limited to 10% of the construction costs. 	<ul style="list-style-type: none"> Public awareness campaigns and outreach to press and community leaders, Traffic education and enforcement in the vicinity of schools, Student sessions on bicycle and pedestrian safety, health, and environment, and Funding for training, volunteers, and managers of safe routes to school programs. 	<p>Public Education and Outreach Activities</p> <ul style="list-style-type: none"> Public education and outreach can help communities reduce emissions and congestion by inducing drivers to change their transportation choices. Activities that promote new or existing transportation services, developing messages and advertising materials (including market research, focus groups, and creative), placing messages and materials, evaluating message and material dissemination and public awareness, technical assistance, programs that promote the Tax Code provision related to commute benefits, and any other activities that help forward less-polluting transportation options. Air quality public education messages: Long-term public education and outreach can be effective in raising awareness that can lead to changes in travel behavior and ongoing emissions reductions; therefore, these activities may be funded indefinitely. Non-construction outreach related to safe bicycle use Travel Demand Management Activities including traveler information services, shuttle services, carpools, vanpools, parking pricing, etc.
Infrastructure Improvements	Infrastructure Improvements	Infrastructure Improvements
<p>Pedestrian facilities:</p> <ul style="list-style-type: none"> Includes new sidewalks, sidewalk widening, sidewalk gap closures, curbs, gutters, and curb ramps. Also includes new pedestrian trails, paths and pedestrian over- and under-crossings. Note: Sidewalk repairs are ineligible. Applicants that propose sidewalk repairs will need to explain why the procedures contained in Streets and Highways Code Section 5611 cannot be exercised to repair the sidewalk. This section allows municipalities to instruct property owners to repair sidewalks on, 	<ul style="list-style-type: none"> Sidewalk improvements: new sidewalks, sidewalk widening, sidewalk gap closures, sidewalk repairs, curbs, gutters, and curb ramps. Pedestrian and bicycle crossing improvements: crossings, median refuges, raised crossings, raised intersections, traffic control devices (including new or upgraded traffic signals, pavement markings, traffic stripes, in-roadway crossing lights, flashing beacons, bicycle-sensitive signal actuation devices, pedestrian countdown signals, vehicle speed feedback signs, 	<p>Bicycle/Pedestrian Use:</p> <ul style="list-style-type: none"> Constructing bicycle and pedestrian facilities (paths, bike racks, support facilities, etc.) that are not exclusively recreational and reduce vehicle trips Programs for secure bicycle storage facilities and other facilities, including bicycle lanes, for the convenience and protection of bicyclists, in both public and private areas new construction and major reconstructions of paths, tracks, or areas solely for the use by pedestrian or other non-motorized means of transportation when

State SR2S Program	Federal SRTS Program	MTC SR2S Program (CMAQ) ¹
<p>or fronting, their property.</p> <p>Bicycle facilities:</p> <ul style="list-style-type: none"> Includes new or upgraded bikeways, trails, paths, geometric improvements, shoulder widening, and bicycle parking facilities, racks and lockers. 	<p>and pedestrian activated signal upgrades), and sight distance improvements.</p> <ul style="list-style-type: none"> On-street bicycle facilities: new or upgraded bicycle lanes, widened outside lanes or roadway shoulders, geometric improvements, turning lanes, channelization and roadway realignment, traffic signs, and pavement markings. Off-street bicycle and pedestrian facilities: exclusive multi-use bicycle and pedestrian trails and pathways that are separated from a roadway. Secure bicycle parking facilities: bicycle parking racks, bicycle lockers, designated areas with safety lighting, and covered bicycle shelters. 	<p>economically feasible and in the public interest</p>
<p>Traffic calming:</p> <ul style="list-style-type: none"> Includes roundabouts, bulb-outs, speed humps, raised crosswalks, raised intersections, median refuges, narrowed traffic lanes, lane reductions, full- or half-street closures, and other speed reduction techniques. Note: Improvements to pick-up and drop-off areas are ineligible. The goal of this program is to encourage students to walk and bicycle to school. Exceptions may be granted if the project increases walking and bicycling by students and reduces 	<ul style="list-style-type: none"> Traffic diversion improvements: separation of pedestrians and bicycles from vehicular traffic adjacent to school facilities, and traffic diversion away from school zones or designated routes to a school. Traffic calming and speed reduction improvements: roundabouts, bulb-outs, speed humps, raised crossings, raised intersections, median refuges, narrowed traffic lanes, lane reductions, full- or half-street closures, automated speed enforcement, and variable speed limits. 	<p>Other:</p> <ul style="list-style-type: none"> Traffic calming measures
<p>Traffic control devices:</p> <ul style="list-style-type: none"> Includes new or upgraded traffic signals, crosswalks, pavement markings, traffic signs, traffic stripes, in-roadway crosswalk lights, flashing beacons, bicycle-sensitive signal actuation devices, pedestrian countdown signals, vehicle speed feedback signs, pedestrian activated signal upgrades, and all other pedestrian- and bicycle related traffic control devices. 		



COMMUNITY DEVELOPMENT DEPARTMENT

Council Meeting Date: June 11, 2013
Staff Report #: 13-097

Agenda Item #: D-5

CONSENT CALENDAR: Approve the Draft Public Outreach and Development Agreement Negotiation Process and Authorize the City Manager to Approve a Contract with ICF International in the Amount of \$471,406 and Future Augments as may be Necessary to Complete the Environmental Impact Report and Fiscal Impact Analysis for the SRI Campus Modernization Project

RECOMMENDATION

Staff recommends that the City Council approve the draft public outreach and development agreement negotiation process included as Attachment A, and authorize the City Manager to approve a contract with ICF International in the amount of \$471,406, and future augments as may be necessary, to complete the environmental impact report and fiscal impact analysis for the SRI Campus Modernization Project based on the proposal included as Attachment B.

BACKGROUND

On November 28, 2012, SRI submitted preliminary plans and associated materials to initiate review of the SRI Campus Modernization Project, which is a phased project over the next 25 years that includes comprehensive redevelopment of the existing campus. In response to comments from staff related to the preliminary project proposal, SRI submitted revised project plans and materials on March 15, 2013. On April 2, 2013, the City Council held a study session to review and provide preliminary feedback on the project, as well as the staff proposed draft project milestones and public meetings framework. The project proposal includes the following key elements:

- **Building replacement with no net new square footage:** the existing gross floor area at the project site is approximately 1,380,332 square feet, and SRI proposes to replace this existing square footage incrementally over the next 25 years;
- **Increase in employee density:** Current employee count at the SRI Campus includes approximately 1,500 SRI employees and an additional approximately 280 people who are employed by unrelated tenants. The Campus is subject to the requirements of a Conditional Development Permit (CDP), which was originally approved in 1975 and has subsequently been amended. Based upon the CDP requirement that non-SRI employee count be calculated at a 2:1 ratio,

these 280 people would equate to 540 employees, for a total employee count of approximately 2,040 employees. SRI seeks to have a maximum of 3,000 employees and anticipates that the number of employees would gradually increase over the next 25 years;

- **Increased landscaping:** The project proposal includes an increase in site landscaping from approximately one-fourth of the lot area, to more than one-third of the lot area, over the 25-year development horizon;
- **Continued implementation of the Transportation Demand Management Program:** Based upon recent transportation studies completed by SRI, approximately 41 percent of employees commute to the campus by means other than a single occupancy vehicle, including the use of public transportation, bicycles and by foot. The existing comprehensive Transportation Demand Management (TDM) Program that helps achieve this high alternative transportation rate is proposed to continue as part of the Project proposal;
- **Reconfigured Site Access:** Access to the site is proposed to be reconfigured to more efficiently bring employees from the public street network onto the SRI campus. The reconfiguration includes the removal of vehicular access from Laurel Street, reduction of the driveways on Ravenswood Avenue from five to four, and greater emphasis on use of the existing driveways on Middlefield Road; and
- **Reduced Parking:** The project site currently includes 3,224 parking spaces, which exceeds existing and proposed project demand. As part of the proposed project, the parking spaces would be reduced to approximately 2,444 spaces, with approximately one-fifth of those parking spaces located within a parking structure.

Requested land use entitlements and associated agreements related to the SRI Campus Modernization Project include:

- **General Plan Amendment and Zoning Ordinance Amendment** to create a new General Plan land use designation and a new Zoning District that would allow for the redevelopment of the existing approximately 62-acre research campus with state-of-the-art facilities with a maximum gross floor area of approximately 1.38 million square feet. The application submittal suggests the use of the designation "Research Campus" for both the new General Plan land use designation and new Zoning District ;
- **Rezoning** to change the zoning of the site from C-1 (X) (Administrative and Professional District, Restrictive, Conditional Development) and P (Parking) to the new zoning district;
- **Amended and Restated Conditional Development Permit** to revise the existing CDP to reflect the 25-year phased modernization plan and applicable development standards;
- **Lot Merger or Lot Line Adjustments** to reconfigure the existing parcels;
- **Plan Line Abandonment** for the Burgess Drive right-of-way;
- **Heritage Tree Removal Permits** to remove approximately 91 heritage trees; and

- **Development Agreement**, which results in the provision of overall benefits to the City and adequate development controls in exchange for vested rights in Project approvals.

In addition to the requested land use entitlements and associated agreements the project requires the following:

- **Fiscal Impact Analysis:** a Fiscal Impact Analysis (FIA) is required to analyze the project's revenue and cost effects on the City and applicable outside agencies; and
- **Environmental Review:** an Environmental Impact Report (EIR) is required to analyze the potential physical environmental impacts resulting from the project.

All previous reports and related items for this project are available on the City maintained project page at the following website address:

http://www.menlopark.org/projects/comdev_sri.htm

ANALYSIS

Upon receipt of the development application, the City identified the need for preparation of an EIR, which may include a Water Supply Assessment (WSA), as well as a FIA. To facilitate the preparation of these documents, the City requested a scope of work from ICF International that would include any necessary sub-consultants to prepare the above referenced documents. ICF International recently hired two key staff members from Atkins North America, Inc. who have extensive experience preparing environmental impact reports, particularly for the Facebook Campus project and the Menlo Gateway project. Per the proposed scope, these two staff members would function as the Project Manager and Deputy Project Manager for the SRI Campus Modernization Project. The proposed scope of work is included as Attachment B of this report.

It should be noted that the scope of work does not include a Water Supply Assessment (WSA), although one may be necessary for the project. The requirement for a WSA is dependent upon the projected water demands of the project, which still need to be evaluated by the City and the WSA consultant. The consulting firm that last completed a WSA for the City has recently undergone staffing changes, and as a result, staff will need to work with an alternative consultant to determine if a WSA is necessary, and if so, obtain a scope of work for preparation of a WSA. Staff will identify a WSA consultant in a timely fashion, and if a WSA is required, their scope of work will either be incorporated into the master scope of work prepared by ICF International, in which case they would function as a sub-consultant, or the City would contract with the WSA consultant directly. Given that preparation of the WSA would cost less than \$50,000, either approach would be subject to review and approval by the City Manager.

The following is a summary of the tasks included in the proposed scope of work:

Environmental Impact Report – to be completed by ICF International with W-Trans as the Transportation sub-consultant

- Preparation of a Notice of Preparation;
- EIR Scoping Session;
- Preparation of Draft EIR;
- Preparation of responses to all public comment on the Draft EIR;
- Preparation of Final EIR;
- Evaluation of project plans;
- Preparation of the Mitigation Monitoring and Reporting Program and Statement of Overriding Considerations; and
- Attendance at public hearings and meetings as needed.

Fiscal Impact Analysis – to be completed by BAE Urban Economics

- Preparation of Draft FIA;
- Preparation of responses to all public comments on the Draft FIA;
- Preparation of Final FIA; and
- Attendance at public meetings as needed.

The scope of work includes a draft schedule for the development and public review process associated with the EIR. This draft schedule was utilized to help further refine the draft project milestones and public meetings framework presented to the City Council on April 2, 2013 (a link to this staff report is provided at the end of this report). The updated process is included in the Draft Public Outreach and Development Agreement Negotiation Process included as Attachment A of this report. This process is generally based on the project review framework utilized for the Facebook Campus Project, and is designed to facilitate review of the project in an efficient manner that provides sufficient opportunity for public, Commission, and City Council input. Given the time required to complete the environmental and fiscal analysis, development agreement negotiations, and public participation process, the Draft Public Outreach and Development Agreement Negotiation Process anticipates that project review will be completed in early 2015.

The proposed budget for the scope of work provided in Attachment B is \$471,406, the cost of which would be borne by the applicant, although the applicant would have no control or direction over the work of the consultant. The applicant is in agreement with the scope and is prepared to pay the contract amount. Staff recommends that the Council provide the City Manager with the authority to approve future augments to the contract, if required. Any future augments would be done only with the consent of the project applicant and at the applicant's cost.

IMPACT ON CITY RESOURCES

The applicant is required to pay planning permit fees, based on the Master Fee Schedule, to fully cover the cost of staff time spent on the review of the project. The

applicant is also required to bear the cost of the associated EIR, WSA (if required) and FIA preparation. For the EIR, WSA (if required) and FIA, the applicant deposits money with the City and the City pays the consultants.

POLICY ISSUES

The proposed project will ultimately require the Council to consider certain land use entitlements. Staff will be identifying policy issues during the Council's review of the project such as public benefit related to the Development Agreement. The negotiation of the Development Agreement is projected to commence after the release of the Draft EIR.

ENVIRONMENTAL REVIEW

An EIR will be prepared for the project.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting. In addition, the City has prepared a project page for the proposal, which is available at the following address: http://www.menlopark.org/projects/comdev_sri.htm. This page provides up-to-date information about the project, allowing interested parties to stay informed of its progress. The page allows users to sign up for automatic email bulletins, notifying them when content is updated.

ATTACHMENTS

- A. Draft Public Outreach and Development Agreement Negotiation Process, Dated May 29, 2013
- B. ICF International Proposal for preparation of an Environmental Impact Report and Fiscal Impact Analysis for the SRI Campus Modernization Project, dated June 4, 2013

AVAILABLE FOR REVIEW AT CITY OFFICES AND ON THE PROJECT WEB PAGE

- [City Council Staff Report, SRI Study Session April 2, 2013](#)

Report prepared by:
Rachel Grossman
Associate Planner

Justin Murphy
Development Services Manager

Kyle Perata
Assistant Planner

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**Public Outreach and Development Agreement Negotiation Process
SRI Campus Modernization Project**

No.	Meeting Description	Notes / Timing	Method of Notification	Date Scheduled
<u>MILESTONE:</u> SRI submits preliminary application to commence environmental review on November 29, 2012				
1.	City Council study session	April 2013	Council agenda published Web site project page updated & email bulletin sent	4/2/13
2.	City Council authorization for City Manager to enter into consultant contracts for environmental review and fiscal impact analysis and review of draft public outreach and development agreement negotiation process	Prior to environmental review and fiscal impact analysis kick-off	Council agenda published Web site project page updated & email bulletin sent	6/11/13
<u>MILESTONE:</u> Notice of Preparation issued for public review				
3.	Planning Commission EIR scoping session and study session	During Notice of Preparation comment period	Planning Commission agenda published Web site project page updated & email bulletin sent Mailed notice to all property owners and occupants within ¼ mile radius	8/19/13
4.	City Council appointment of a Council subcommittee	Approximately one month prior to release of Draft EIR and Draft FIA	Council agenda published Web site project page updated & email bulletin sent	Early 2014

5/29/13

DRAFT

**Public Outreach and Development Agreement Negotiation Process
SRI Campus Modernization Project**

No.	Meeting Description	Notes / Timing	Method of Notification	Date Scheduled
MILESTONE: Draft Environmental Impact Report (EIR) and Draft Fiscal Impact Analysis (FIA) issued for public review in Mid 2014				
5.	<p>Public Outreach Meeting at the Arrillaga Family Recreation Center to inform the community about the proposed project and the documents available for review</p> <p><i>(Note: Meeting is open to the public and may be attended by any or all Council Members or Commissioners)</i></p>	Prior to deadline for Draft EIR comments. (Meeting is not intended to receive comments, but to let people know how they can submit comments)	<p>Postcard mailing to all property owners and occupants within ¼ mile radius</p> <p>Web site project page updated & email bulletin sent</p> <p>Email sent to all appointed commissioners</p>	Mid 2014
6.	<p>General Commission Meeting to allow Commissions other than Planning and Transportation (i.e., Bicycle, Environmental Quality, Housing, Library, Parks & Recreation) to review the project</p>	During Draft EIR review period	<p>Agenda posted</p> <p>Web site project page updated & email bulletin sent</p>	Mid 2014
7.	<p>Transportation Commission Meeting to review the Draft EIR summary and the Transportation chapter and to provide individual comments</p>	During Draft EIR review period	<p>Transportation Commission agenda posted</p> <p>Web site project page updated & email bulletin sent</p>	Mid 2014

DRAFT

**Public Outreach and Development Agreement Negotiation Process
SRI Campus Modernization Project**

No.	Meeting Description	Notes / Timing	Method of Notification	Date Scheduled
8.	<p>Planning Commission public hearing regarding the Draft EIR and study session item to discuss Draft FIA and the project</p> <p><i>(Outcome: Receive public comments on the Draft EIR – all comments will be responded to in the Final EIR)</i></p> <p><i>(Outcome: Commission reviews and comments on project proposal)</i></p>	After release of the Draft EIR and Draft FIA – towards the end of the 45-day review period for Draft EIR	Planning Commission agenda posted Public Hearing Notice published and mailed to project distribution area Web site project page updated & email bulletin sent	Mid 2014
9.	City Council study session to learn more about the project and identify any other information that is needed to ultimately make a decision on the project	After the close of the Draft EIR comment period	Council agenda published Web site project page updated & email bulletin sent	Mid 2014
10.	City Council regular item to consider feedback from the Commissions, discuss environmental impacts and mitigations, Public Benefit, fiscal impacts, development program and provide direction or parameters to guide development agreement negotiations	Approximately 2 weeks after the Council Study Session	Council agenda published Web site project page updated & email bulletin sent	Mid 2014
<u>MILESTONE:</u> Prepare Final EIR, Final FIA and negotiate a draft Development Agreement				
<u>MILESTONE:</u> Publish Final EIR and Final FIA for public review in the end of 2014 and advertise through public notice in newspaper and email bulletin				
11.	City Council regular item to review business terms of development agreement	Late 2014	Council agenda published Web site project page updated & email bulletin sent	Late 2014

DRAFT

**Public Outreach and Development Agreement Negotiation Process
SRI Campus Modernization Project**

No.	Meeting Description	Notes / Timing	Method of Notification	Date Scheduled
<u>MILESTONE:</u> Mail notice advertising future meeting dates				
13.	Planning Commission public hearing for recommendation on Final EIR, Final FIA, and requested land use entitlements and associated agreements	Approximately three (3) weeks after Council review of the business terms of the Development Agreement. Public comment on the Final EIR and Final FIA should be submitted before the Commission meeting in order for the comments to be considered prior to the Commission's recommendation.	Planning Commission agenda published Public Hearing Notice published and mailed to project distribution area Web site project page updated & email bulletin sent	Late 2014/Early 2015
14.	City Council public hearing for review of Final EIR, Final FIA, and requested land use entitlements and agreements	Approximately three (3) weeks after Planning Commission recommendation	Council agenda published Public Hearing Notice published and mailed to project distribution area Web site project page updated & email bulletin sent	Late 2014/Early 2015
15.	City Council second reading of the Development Agreement and Rezoning Ordinances (consent item)	Next available Council meeting after first reading	Council agenda published Web site project page updated & email bulletin sent	Late 2014/Early 2015

Note: all dates tentative and subject to revision.



June 4, 2013

Rachel Grossman
City of Menlo Park Community Development Department
701 Laurel Street
Menlo Park, CA 94025

SUBJECT: Proposal to Prepare the SRI Campus Modernization Project Environmental Impact Report (EIR) and Fiscal Impact Analysis (FIA)

Dear Ms. Grossman:

Thank you for inviting ICF International (ICF) to submit a proposal to prepare the EIR for the proposed SRI Campus Modernization Project (Project). ICF has formed our team to help the City successfully and efficiently achieve compliance with the California Environmental Quality Act (CEQA). This proposal includes our Project Understanding, Scope of Work, Budget, and Schedule to prepare the EIR in accordance with CEQA. The proposed Project Manager is Erin Efner assisted by Kirsten Chapman as Deputy Project Manager. This scope of work reflects the Project information provided by Menlo Park staff, knowledge of the area, and prior experience with similar projects.

We will work closely with City staff to coordinate, direct, and review the work and deliverables included in this scope as well as work performed by other consultants contributing to the EIR. Our EIR team includes Bay Area Economics (BAE) for the fiscal impact analysis and W-Trans for the transportation analysis.

We look forward to working with you on this Project. If you have any questions related to this scope of services or cost estimate, please contact the Project Manager, Erin Efner, at (415) 677-7181 or erin.efner@icif.com.

Sincerely,

A handwritten signature in black ink that reads "Rahul T. Young".

Rahul Young
Bay Area Branch Leader

Attachments

- A. ICF Scope of Work
- B. Cost Estimate
- C. Schedule
- D. BAE – Fiscal Impact Analysis Scope of Work
- E. W-Trans – Traffic Analysis Scope of Work



Scope of Work

Project Understanding and General Approach

ICF has reviewed the information provided by the City and SRI International (Project Sponsor). Based on our review, experience with similar projects, and other information, we understand that an EIR is needed. The SRI Campus Modernization Project (Project) would modernize the existing SRI campus in Menlo Park without increasing net campus gross floor area. Modernizing the campus is driven by four considerations: continuing SRI's research contributions, retaining and attracting talent, improving energy efficiency, and enhancing safety and security.

Currently, the SRI facilities include 38 buildings consisting of approximately 1.38 million square feet (sf) of office, research, amenities, and support spaces. The Project would retain five existing buildings comprising approximately 62,000 sf, demolish approximately 1.21 million sf of the existing buildings and construct 13 new buildings comprising the same area, resulting in no net increase. Currently, approximately 1,780 employees work at the Project site. Over the 25-year buildout period, the Project would add an additional approximately 1,200 employees, eventually reaching the proposed new employee cap of approximately 3,000. The campus would be designed to minimize visual effects, create flexible building design, provide enhanced amenity space, reduce the carbon footprint, improve bicycle/pedestrian/vehicular circulation, reduce onsite parking, and increase landscaping and trees.

In order to implement the Project, a General Plan Amendment and Zoning Ordinance Amendment would be required. A General Plan land use designation and new zoning district would be created to recognize existing onsite Floor Area Ratio (FAR) of approximately 0.51, and allow for redevelopment of the site to modernize the existing research campus. The General Plan land use designation and new zoning district would conditionally permit uses such as research and development (R&D), laboratories, offices, auditoriums, conference facilities, employee amenities, and associated accessory facilities. The Project would also require a rezoning, an amended and restated Conditional Development Permit (allowing a maximum FAR of approximately 0.51), lot merger or lot line adjustment, plan line abandonment, development agreement, and heritage tree removal permits. SRI has also requested that the City negotiate a Development Agreement.

The Project would be constructed gradually and conceptual designs illustrate the redevelopment occurring in four phases. For most CEQA topics, this scope assumes that the EIR will include an analysis of the Project at full build-out, with a qualitative analysis of the interim phases as needed. It is anticipated that the Transportation analysis will analyze a total of six scenarios, including



near and long-term scenarios. This approach will be discussed with the City and the Project Sponsor at the onset of the process. ICF will use information from the Project application and plan set, dated March 2013 (and any subsequent versions), during the preparation of the EIR. In addition, several supplemental studies have been prepared by the Project Sponsor, which will be peer reviewed by ICF and incorporated into the EIR, as described in more detail below.

The below scope includes the work that would be conducted by ICF. Additionally, ICF has included subconsultants for the following technical analyses: fiscal impact analysis (BAE) and transportation analysis (W-Trans). Although this work will be summarized below, complete scopes are included in Attachments D and E, respectively.

Scope of Work

Task 1. Project Initiation/Data Collection

The EIR will be initiated by discussing key issues, reviewing completed environmental documents, planning data collection efforts including a site visit, and refining the schedule for completion of individual tasks.

At the outset of the EIR process, ICF will meet with City of Menlo Park staff and the Project Sponsor team. At this meeting, the team will:

- Discuss data needs to complete the EIR.
- Confirm procedures for contacting the Project Sponsor team, City staff, and public agencies.
- Review and agree on schedules and deadlines.
- Discuss City preferences regarding EIR format and organization. The team will discuss how the proposed phasing will be presented and analyzed in the EIR.

The project initiation effort will also include a review of approaches to impact significance thresholds, mitigation techniques, and Project alternatives.

This task also assumes a thorough site reconnaissance to be conducted by key EIR preparers.

Deliverables

- Data request for the City and Project Sponsor
- Revised schedule
- Preliminary EIR format and outline



City Involvement

Participation in EIR project initiation meeting and collection of requested information. Participation in site visit.

Task 2. EIR Project Description

ICF will prepare the Project Description based on discussions with Project Sponsor team, input from City staff, site visit, data needs responses, and review of the Project application, plan set, and supplemental reports.

A clear and accurate Project Description is essential to the EIR analysis. Based on discussions with City staff and on the Project Sponsor's application and plans, ICF will prepare a Project Description that will incorporate the following topics:¹

- Project Overview and Background
- Project Site Location
- Project Objectives
- Project Characteristics by including:
 - Site plan
 - Development area and uses
 - Employment levels
 - Site access, circulation, and parking
 - Transportation Demand Management (TDM) Program
 - Campus design, architectural themes, massing, building design, potential sustainable design features, and materials
 - Amenities such as landscaping, lighting, signage, courtyards, and gathering spaces
 - Utilities
 - Recycling and Waste
- Phasing and Construction Scenario
- Project Approvals and Entitlements

Deliverables

- Electronic copies of the draft Project Description in MS Word and Adobe PDF format
- Electronic copies of the revised Project Description that incorporates comments from the City and the data needs responses from the Project Sponsor in MS Word and Adobe PDF format

¹ Assumes that data needs outlined in ICF's data request have been fulfilled.



City Involvement

Participate in Project Description meetings and information collection efforts. Review and comment on the Draft Project Description.

Task 3. EIR Scope Definition

ICF will prepare the Notice of Preparation (NOP) and refine the scope of work based on discussions with staff (if necessary), input obtained from scoping sessions, and comments submitted on the NOP. The approach to this task is divided into three subtasks: NOP, Public Scoping, and Revised Scope of Work.

Task 3.1 Draft and Issue Notice of Preparation. An NOP will be prepared by ICF for City staff review. Our budget assumes that ICF will distribute to the State Clearinghouse and the County Clerk (for posting) and that the City will oversee mailing to other interested parties and public agencies.

Task 3.2 Public Scoping. ICF will attend and present at one scoping meeting (held as part of a regular Planning Commission meeting) and record comments received during the meeting. The principle objective of this scoping meeting will be to confirm or revise the list of critical environmental issues and the range of alternatives to be examined in the EIR.

Task 3.3 Revised Scope of Work. As a result of discussion at the project initiation meeting, public scoping meeting, and responses to the NOP, the ICF team will revise the scope of work for consideration by City staff, if necessary. The revised scope of work will fine-tune the data collection activities, refine impact methodologies and assumptions (e.g., number of locations for traffic counts, noise measurements, visual simulation locations, etc.), adjust significance criteria for key environmental and neighborhood issues, and affirm or revise expectations about the preparation process, schedule, and products. Accordingly, in consultation with City staff, a revised scope of work and budget may be prepared as part of this task.

Deliverables

- Electronic copies of draft and revised NOP in MS Word and Adobe PDF format
- Electronic copies of the final NOP in MS Word and Adobe PDF format
- Fifteen hard copies of the final NOP to the State Clearinghouse
- Revised scope of work (if necessary)

City Involvement

Coordinate, announce, and conduct scoping meeting; review and comment on draft NOP; review revised scope of work (if necessary); and identify additional revisions and supplementary work, as necessary.



Task 4. Administrative Draft EIR

The purpose of this task is to prepare the Administrative Draft EIR. This task will synthesize background information for use in the existing setting, evaluate changes to those baseline conditions resulting from implementation of the Project to identify significant impacts, and identify mitigation measures to reduce potentially significant impacts to a less-than-significant level.

For this task, there will be four principal activities:

- Determine, by individual resource topic, the significance criteria to be used in the analysis.
- Present the analysis at full buildout of the Project.
- Perform the analysis and make determinations of impact significance.
- Recommend mitigation measures to reduce impacts, if needed.

The ICF team will collect the information necessary to define baseline conditions in the Project area. Based on our understanding of the project and discussions with City staff, baseline conditions will reflect the conditions at the time of the NOP release. This includes the staffing levels at the SRI campus at the time of the NOP release.

For each environmental topic, significance thresholds or criteria will be defined in consultation with the City so that it is clear how the EIR classifies an impact. These criteria will be based on CEQA Guidelines, Appendix G, standards used by the City, and our experience in developing performance standards and planning guidelines to minimize impacts.

The analysis will be based on standard methodologies and techniques, and will focus on the net changes anticipated at the Project site. The text will clearly link measures to impacts and indicate their effectiveness (i.e., ability to reduce an impact to a less-than-significant level), identify the responsible agency or party, and distinguish whether measures are proposed as part of the Project, are already being implemented (such as existing regulations), or are to be considered. This approach facilitates preparation of the Mitigation Monitoring and Reporting Program (MMRP) that follows certification of an EIR.

The Administrative Draft EIR will incorporate the baseline conditions data as well as impact analysis and mitigation measures, plus the alternatives and other CEQA considerations described in Task 5 (below). It is envisioned that the City's initial review of the document will consider content, accuracy, validity of assumptions, classification of impacts, feasibility of mitigation measures, and alternatives analyses. Because the impacts and mitigations are subject to revision based on staff review of the Administrative Draft EIR, the Executive Summary will be prepared only for the Screencheck Draft. The following task descriptions summarize the data to be



collected, impact assessment methodologies to be used, and types of mitigation measures to be considered, by environmental issue.

Issues Anticipated to be Less Than Significant

To streamline the EIR process, ICF will “scope out” some environmental topics that do not require detailed discussion in the EIR. These topics will not be evaluated at the level of detail specified for the issues below, but at a level adequate to fully assess the potential effects, and, if necessary, to identify appropriate mitigation measures to reduce any potential impact to a level of non-significance. This discussion will be presented in the Impacts Found to be Less Than Significant chapter of the EIR.

Based on our preliminary review, the following environmental topics may be scoped out from detailed analysis in the EIR.

- **Agricultural and Forestry Resources.** ICF will describe existing conditions at the Project site, identify General Plan designation and zoning districts, and indicate lack of agricultural and forestry uses at the Project site.
- **Mineral Resources.** ICF will describe existing conditions at the Project site and identify the mineral resources zone classification for soils at the site. It is anticipated that the site does not contain significant mineral resources.

Aesthetics

Visual simulations are included in the March 2013 Project application and plan set. These visual simulations will be utilized to facilitate the completion of the Aesthetics section and will be included in the EIR. ICF would conduct a peer review of the visual simulations to ensure their accuracy.

ICF will conduct the following tasks:

- Visit the project site and surroundings to identify and photodocument existing visual character and quality conditions, views to and from the project site, and other urban design features (included in Task 1).
- Based on scenic resources and views identified in the Menlo Park General Plan and visual simulations, analyze potential adverse aesthetic effects resulting from the Project. The surrounding sensitive viewer locations that could be affected by the proposed development include Burgess Park and the Civic Center Complex.
- Review existing General Plan goals and policies related to visual quality to determine conflicts with any relevant plans and policies.



- Using the visual simulations and field observations, analyze whether the Project would substantially degrade the existing visual character or quality of the Project site and its surroundings due to grading, height, bulk, massing, architectural style, and building materials, and other site alterations.
- Analyze potential degradation of views from roadways, adjacent uses (like residential uses in the Linfield Oaks neighborhood, City Hall, adjacent churches, and Menlo-Atherton High School), and other sensitive viewer locations.
- Analyze lighting and glare impacts created by the proposed buildings, focusing on motorists on Middlefield Road and Ravenswood Avenue (both identified in the General Plan as Minor Arterial Streets).

Shadows from the proposed buildings would increase over existing conditions due to the increase in building height (up to 64 feet). However, based on the direction of the sun, the public uses at Burgess Park would not be impacted by the increased shadows. As such, an analysis of shadow impacts is not included in this scope. If, based on further discussions with the City and Project Sponsor, as well as a thorough site reconnaissance, it is determined that shadow impacts should be evaluated in the EIR, then the scope and budget could be amended to prepare shadow diagrams.

Air Quality

Sensitive receptors in the project vicinity include a residential subdivision to the southeast, the Menlo Children's Center (200 feet southwest), Menlo-Atherton High School (700 feet north), Burgess Park (400 feet south), Trinity Church (200 feet northwest), and First Church of Christ, Scientist (directly adjacent to the north). Additional sensitive receptors could be identified during the screening process. The Project would not include the construction of a childcare facility. The following tasks will be completed in compliance with the Bay Area Air Quality Management District (BAAQMD) CEQA Guidelines.

- Summarize regional and local meteorological conditions, ambient measurements from the nearest air monitoring station, and state and federal policy and regulatory framework for air quality planning.
- Estimate construction and demolition emissions of reactive organic gases (ROG), small particulate matter (PM_{10} and $PM_{2.5}$) and oxides of nitrogen (NO_x , a precursor to ozone) based on the CalEEMod model, best available data on construction equipment use, and schedule from the Project developer. Results will be compared to BAAQMD's quantitative thresholds for significant construction impacts.



- Estimate net new motor vehicle emissions associated with Project trips (including increased trucks at loading docks) using the transportation study and CalEEMod. Results will be compared to BAAQMD's quantitative thresholds for significant impacts.
- Estimate area source (e.g., landscaping, heating, etc.) emissions associated with facility operations.
- Qualitatively evaluate project-related carbon monoxide hot-spot emissions using the BAAQMD's screening-level criteria. If the screening analysis indicates the need for a quantitative CO hot-spot analysis, we will use the CALINE-4 dispersion model, EMFAC2011 emissions model, and traffic data from the transportation analysis to estimate CO concentrations.
- Based on the age of the existing land uses on the Project site, it is assumed that the building is likely to contain asbestos used for insulation purposes and that asbestos may be uncovered and disturbed during demolition. The potential for asbestos exposure during demolition will be assessed in the air quality chapter. Potential mitigation for reducing exposure to asbestos will include the development and implementation of an asbestos compliance plan, consistent with BAAQMD Regulation 11, Rule 2; California Air Resources Board (ARB); and federal regulations.
- Utilize BAAQMD's screening methods for construction and operational health risks associated with diesel particulate matter (DPM)/PM_{2.5} emissions to analyze potential health risks associated with the Project.

Health Risk Assessment (HRA). In addition to the above, ICF will evaluate the potential for adverse health effects associated with toxic air contaminant (TAC) exposures to sensitive receptors in the vicinity of the project site. A preliminary evaluation of TAC sources expected to contribute to local exposures include motor vehicles traveling on local roadways, truck deliveries to and from the site, and potential future onsite features operating under Air District permits.

For construction-related emissions, the determination of health risks is based predominantly on construction equipment exhaust. Typically construction activities considered in HRA assessments include project-related demolition, grading, excavation, infrastructure installation, and structure construction. Construction emissions for diesel-related exhaust as determined from the CalEEMod model will be used to evaluate health risks to nearby receptors from exposure to construction-related DPM and PM_{2.5} exhaust emissions using the AERSCREEN dispersion model. These will be compared to the BAAQMD's thresholds of significance to determine Project-level impacts.

For operational emissions, the BAAQMD recommends that TAC exposure from existing sources be evaluated to determine health risks associated with locating sensitive receptors within 1,000 feet of existing sources or locating a potential source within 1,000 feet of an existing sensitive



receptor. Although no new sensitive receptors would be added to the site, 12 emergency generators would be located at the Project site, which is an increase of five net new generators. These new generators could potentially be located within 1,000 feet of a sensitive receptor. In addition, the Project would result in changes to the existing co-generation plant and chiller operations. ICF will perform a screening-level analysis to determine health risks to nearby existing sensitive receptors from these emergency generators. Should identified health risks exceed the BAAQMD's health risk thresholds, mitigation measures will be proposed to reduce anticipated risk. Airborne concentrations will be estimated for sources using the AERSCREEN dispersion model as recommended by BAAQMD in Recommended Methods for Screening and Modeling Local Risks and Hazards.

Based on the results of the screening level analysis for stationary and mobile sources, quantitative estimates will be determined for cumulative excess lifetime cancer risks, non-cancer HIs, and PM_{2.5} concentrations associated with potential exposure for on-site and off-site receptors as applicable for each study area. Based on the analysis of risk from the operation of the onsite stationary sources (e.g., generators, co-generation plant, etc.) and mobile sources (e.g., trucks at loading docks), a representative off-site receptor will be chosen. This receptor will be the one associated with the highest potential risk resulting from the project operation. In order to determine the cumulative risk, the potential risk from all sources within 1,000 feet of the proposed project will be evaluate and compared to the significance thresholds.

The HRA will be prepared as a stand-alone report. The HRA will be summarized in the EIR with the full report included as an appendix.

Biological Resources

The existing site is highly developed with buildings and surface parking lots. As such, natural biological resources are likely to be minimal. Nonetheless, over 1,200 trees currently exist on the campus, which could be protected and/or provide habitat for nesting birds. ICF will conduct the following tasks:

- Conduct background research to determine the biological resources that could be affected by the Project such as special-status species or protected trees. This research will include review of Menlo Park's tree ordinance, the use of the California Department of Fish and Game's Natural Diversity Database (CNDDB), the U.S. Fish and Wildlife Service's Special-Status Species Online Database, and the California Native Plant Society's online inventory. An aerial photograph of the project site will be reviewed to identify areas of habitat types that can later be confirmed through field verification.
- Conduct a site visit to characterize potential special-status plant and wildlife habitats that may be present (included in Task 1). A list of plant and wildlife species observed during



the survey will be collected and presented in the analysis. Given the developed nature of the project site, it is not expected that special-status species will be present; however a site visit will be required to make this determination. Although no species specific surveys are proposed for this scope, if any incidental sightings of special-status species occur during the survey, they will be recorded.

- Evaluate the Project's effects on the identified biological resources, and recommend mitigation as warranted. Based on prior experience in the region, and the disturbed nature of the site, we anticipate that the prominent issues for the Project will be limited to migratory birds and protected trees.

Greenhouse Gas Emissions

ICF will prepare an analysis of climate change impacts. The climate change analysis will describe existing environmental and regulatory climate change quality conditions, followed by an analysis of the Project's construction and operational impacts. The climate change analysis will focus on the greenhouse gases (GHG) of greatest concern, carbon dioxide, (CO₂), methane (CH₄) and nitrous oxide (N₂O) that will be generated by construction and operation of the Project. ICF climate change specialists will prepare a climate change analysis describing existing conditions, the Project's GHG impacts to climate change, and an informational discussion of impacts to the Project resulting from climate change, and mitigation measures designed to reduce the significance of Project-related climate change impacts.

- In the Project setting section, ICF will describe the key concepts of climate change, the GHGs of greatest concern and their contribution towards climate change, and the current climate change regulatory environment as it applies to this Project. If data is available, we will also summarize existing GHG levels in the project area.
- In the Project impacts section, ICF will evaluate the Project's contribution towards climate change. We will identify significant impacts using guidance provided by the BAAQMD and the ARB.
- For informational purposes only, ICF will discuss impacts to the Project from climate change. No CEQA significance conclusions will be drawn from this discussion.
- ICF will quantify construction-related emissions of CO₂ using the CalEEMod emissions model and construction data (i.e., anticipated construction schedule and equipment) provided by the Project Sponsor. Construction-related emissions of CH₄ and N₂O will be based on factors provided by the Climate Registry.
- ICF will use the traffic data from the transportation and circulation analysis (i.e., trip generation rates) and the CalEEMod model to estimate CO₂ emissions from vehicular trips resulting from the proposed project, while emissions of CH₄ and N₂O will be based



on factors provided by the Climate Action Registry. GHG emissions associated with operational area sources (i.e., hearth and landscaping), energy consumption (electricity, natural gas), water consumption, and waste and wastewater generation will be quantified using the CalEEMod model, as well as other accepted protocols, such as the Climate Registry's General Reporting Protocol. It is anticipated that there will no significant changes to vegetation and land cover associated with the Project; these emissions will not be quantified.

It is difficult to accurately quantify the effects of climate change on the Project area, as current tools and models do not have sufficient resolution to forecast localized changes in climate and resulting effects related to climate change. Consequently, we will present a qualitative evaluation of the consequences of climate change to the project area using studies published by, but not limited to, the ARB, California Department of Water Resources, California Energy Commission California Climate Change Center, and California Natural Resources Agency.

ICF will use significance criteria recommended by the BAAQMD CEQA Guidelines, to determine project significance. Despite current litigation, the City has elected to rely on the thresholds of significance outlined in the May 2011 BAAQMD CEQA Guidelines. Where significant impacts are identified, we will identify mitigation measures (including those recommended by the California Air Pollution Control Officer's Association and California Attorney General) designed to reduce the significance of project-related climate change impacts.

Cultural Resources

There are 38 existing buildings at the Project site, with construction starting in the 1940s. The earliest structures were built as part of the Dibble Army Hospital in the 1940s, additional office and laboratory buildings were constructed in the 1960s and 1970s, and the more recent building expansions occurred over the last decade. Due to the age of several buildings onsite, it is important that a historian visit the site, conduct background research, and make a determination as to eligibility. It is our understanding that a previous historical assessment may have been prepared for the Dibble Army Hospital. If available, this report will be reviewed by ICF's historians summarized in the EIR. Once the report is provided and reviewed, our scope and budget can be adjusted accordingly. This scope assumes half of the existing buildings at the Project site are 50 years old or older and subject to consideration for eligibility to the California Register of Historical Resources (CRHR) and potentially "historic resources" for purposes of CEQA. In addition, the area is considered moderately sensitive for prehistoric remains paleontological resources. ICF will conduct the following tasks:



- Conduct records search of the Northwest Information Center (NWIC) to identify any previously recorded cultural resources and cultural resource investigations within half a mile of the Project site.
- Request a sacred lands search of the Native American Heritage Commission (NAHC) database to determine if any Native American cultural resources are present in the vicinity of the Project site. Local Native American organizations and individuals identified by NAHC will also be contracted regarding information on potential Native American resources in the Project vicinity. The EIR will summarize any responses related to this effort. We assume that no issues will arise.
- Prepare an Archaeological Survey Report (ASR) to assess probabilities and to evaluate potential adverse impacts to archaeological resources.
- Identify standard mitigation measures for paleontological resources.
- Site visit by architectural historian to record existing structures (included in Task 1).
- Conduct archival research on the development of Project site including the history of the architects and people associated with the campus and any buildings 50 years old or older.
- The scope assumes that half of the existing buildings are 50 years old or older. Therefore, for purposes of identification of assessed resources, up to 19 Primary Record DPR 523(a) forms will be developed to photograph and provide historical information on those buildings.
- The scope assumes five (5) of the above referenced 19 buildings may require further analysis to evaluate their eligibility to the CRHR. Therefore, five Building, Structure & Object DPR 523(b) forms will be developed to evaluate whether or not each building is an historic resource for purposes of CEQA. The identification and evaluation of building on the SRI campus will be recorded in a Historic Resources Evaluation Report (HRER).
- Identification of significant and unavoidable impacts to historic resources both to buildings on the Project site or indirect effects to offsite historic resources (e.g., the Barron-Latham-Hopkins Gate Lodge [Gatehouse] located approximately 300 feet southwest of the Project site) can trigger additional documentation and/or mitigation plans. It is unknown at this time whether the Project would result in such impacts. If significant impacts are identified, an additional scope and budget may be requested.

Geology/Soils

ICF will prepare the Geology/Soils section of the EIR and will conduct the following tasks:

- A Geotechnical Report for the entire Project site will likely not be conducted prior to the CEQA process. However, for reference, ICF will use available Geotechnical Reports prepared for individual buildings and previous activities at the Project site as available.



- Report the type and magnitude of seismic activity typical in the San Francisco Bay Area, the standards to be met by proposed structures to resist damage during seismic events, and design features to be incorporated in the Project to comply with those standards.
- Evaluate the geohazard risks from development at the Project site, using available geologic and/or soils maps, published literature, and other information, reports, and/or plans. The main issue that will be analyzed is the seismic and geotechnical safety of the proposed buildings.
- Assess potential geohazard impacts of the Project in light of existing regulations and policies that would serve to minimize potential impacts. Pertinent regulatory requirements will be explicitly identified so that the nexus between regulations and minimized impacts is apparent. In general, construction of development similar to the Project has little or no effect on the geology of an area, but is still subject to seismic groundshaking and local soil conditions, including ground oscillation and long-term and differential settlement. Standard design and construction techniques and compliance with City standards (including applicable portions of the California Building Code and the National Pollutant Discharge Elimination System [NPDES]) typically eliminate or minimize seismic and geotechnical hazards.

Hydrology/Water Quality

The March 2013 Project application includes a Stormwater Runoff Memo and a Stormwater Infiltration Memo prepared by BKF. ICF will review these memos and provide comments, if applicable. Once the memos are deemed sufficient for purposes of the CEQA analysis, ICF will prepare the Hydrology/Water Quality section of the EIR and will conduct the following tasks:

- Describe the existing regulatory environment, including, but not limited to, the Construction General Permit, Municipal Regional Permit for stormwater discharges (including how the project relates to C.3 requirements), the City of Menlo Park Municipal Code, and the California Building Code. These regulations require specific measures for reducing potential impacts on hydrology and water quality.
- Discuss the findings in the BKF memos.
- Assess potential Project hydrology and water quality impacts in light of existing regulations and policies that would serve to minimize potential impacts. Pertinent regulatory requirements will be explicitly identified so that the nexus between regulations and minimized impacts is apparent.
- Identify mitigation measures, where feasible, to minimize potentially significant or significant Project impacts.



Hazards and Hazardous Materials

According to the Project application, SRI maintains a variety of hazardous materials used in research, maintenance and cleaning. The nature and type of these materials change over time based on changes in research occurring on the campus. SRI's Environmental Health & Safety department maintains a waste storage facility on the campus where SRI sorts materials for either offsite disposal or storage and recycling. The existing building that houses the campus hazardous waste processing facility would be retained under the Project. The EIR will discuss SRI's compliance with applicable laws designed to protect onsite and offsite populations. If hazardous materials use increases based on implementation of the Project, the EIR will also disclose whether any new regulatory requirements apply.

In addition, the applicant has prepared a Phase I Environmental Site Assessment (ESA) to assess the presence of hazardous materials at the Project site. Based on information provided in the Phase I ESA, ICF will conduct the following tasks:

- Identify potential exposure to hazardous materials or waste during construction activities and during long-term operation at the Project site.
- Describe applicable federal, state, and local regulations and how these regulations apply to the Project and reduce the potential for impact.
- Evaluate potential public health risks at the site from groundwater and soil contamination from prior land uses. In addition, the analysis will focus on any potentially poor hazardous materials "housekeeping" practices at the site or from nearby uses. This information will be augmented by the Phase I ESA.
- Include a discussion of the potential hazardous materials that could be used during the operation of the Project and any potential releases of these materials.
- Include a discussion of the potential public health risk from exposure to hazardous building components in the structures to be demolished at the Project site (e.g., asbestos, PCBs, etc.).

Land Use

Land use and planning generally considers the compatibility of a proposed project with neighboring areas, change to, or displacement of existing uses, compliance with zoning regulations, and consistency of a proposed project with relevant local land use policies that have been adopted with the intent to mitigate or avoid an environmental effect. With respect to land use conflicts or compatibility issues, the magnitude of these impacts depends on how a proposed project affects the existing development pattern, development intensity, traffic circulation, noise, and visual setting in the immediately surrounding area, which are generally discussed in the



respective sections. The Project would require a restated and amended CDP, a new General Plan land use designation, and a zoning amendment/rezoning.

Our scope of work assumes that the Housing Element and other associated elements of the General Plan are adopted before the release of the Draft EIR and that the relevant goals and policies will be evaluated. ICF will conduct the following tasks:

- Describe existing land uses, intensities, and patterns in the vicinity of the Project site and the compatibility of the proposed land uses and zoning with current onsite and offsite development.
- Describe the Project's potential to divide an established community.
- Evaluate any potential conflicts between the proposed and current land uses that would result in environmental impacts. These conflicts could include a use that would create a nuisance for adjacent properties or result in incompatibility with surrounding land uses, such as differences in the physical scale of development, noise levels, traffic levels, or hours of operation.
- Evaluate the extent to which adopted City development standards or proposed design standards, as outlined in the Project application and master plan, would eliminate or minimize potential conflicts within the Project site, resulting in environmental impacts. The updated Menlo Park General Plan, Zoning Ordinance, and other applicable plans will be examined and the Project's consistency with applicable portions of these plans will be described.

Noise

Primary noise sources in the project vicinity include roadway traffic. Noise-sensitive receptors in the project vicinity include recreational uses at Burgess Park and the Civic Center Complex (which includes a preschool) to the southwest, residential uses in the Linfield Oaks neighborhood to the southeast, church uses to the north and northwest, and Menlo-Atherton High School to the north. Other sensitive receptors could be identified during the screening process. ICF will assess the noise and vibration impacts associated with implementation of the proposed project and prepare the EIR noise chapter. Key noise issues to be addressed will include:

- Exposure of existing noise sensitive land uses to noise and vibration associated with construction activity.
- Exposure of existing noise sensitive land uses to Project-related changes in traffic noise.
- Exposure of existing noise sensitive land uses to operational noise from the Project site (mechanical equipment, parking lots, loading docks, etc.).
- Exposure of noise-sensitive uses on the Project site to noise.



Existing noise conditions in the project area will be described in the setting section. Noise sensitive land uses and noise sources in the Project area will be identified. Existing noise levels in the Project area will be quantified based on noise monitoring to be conducted at selected locations, data from previous studies, and traffic noise modeling, as follows:

- It is anticipated that short-term (15 minutes or less) noise monitoring will be conducted at up to six locations in the Project area. Continuous long-term monitoring (24 hours or more) will be conducted at up to two locations in the Project area. ICF will ensure that the locations chosen will sufficiently capture projected noise increases resulting from loading docks.
- Existing traffic noise conditions in the Project area will also be modeled using the FHWA Traffic Noise Model (TNM) version 2.5 and traffic data to be provided by the Project traffic engineer. Traffic noise along as many as 12 roadway segments will be modeled.
- Applicable noise standards from the City of Menlo Park General Plan Noise Element and noise ordinance will be described.

In the impact section CEQA significance thresholds will be established based on applicable City noise standards. Construction noise and vibration will be evaluated using methods recommended by the U.S. Department of Transportation and construction data to be provided by the Project Sponsor. If the mix of construction equipment is not known, ICF will assist with determining an appropriate scenario. Traffic noise will be evaluated under the conditions analyzed in the Transportation section.

Noise generated by facility operation including loading docks, parking lots, and mechanical equipment will be evaluated using standard acoustical modeling methods and operational data provided by the Project Sponsor. To the extent that any noise sensitive uses will be located on the Project site, impacts associated with the potential exposure of those sources to existing noise sources will be evaluated. ICF will confirm with the City and Project Sponsor whether vibration sensitive equipment is present onsite.

The significance of noise impacts will be evaluated using the significance thresholds. Where significant impacts are identified, mitigation measures to reduce impacts will be identified.

Population/Housing

This section will examine the Project's effect on population and housing in the City and, to a lesser extent, in the region. The analysis will focus on the increase in population and the associated housing needed to accommodate the increased employment that would result from the Project (approximately 1,200 net new employees). ICF will undertake the following tasks:



- Discuss qualitatively the housing effect resulting from the Project in the context with the Association of Bay Area Governments (ABAG) regional household forecasts and fair share housing allocations. Discuss whether the City can accommodate the demand for additional housing as a result of the Project. If the City's Housing Element Update is approved and adopted before the Draft EIR is released, ICF will incorporate its findings into the document.
- Estimate the employment growth in the region from the "multiplier effect" due to increased employment, using ABAG's regional input-output factors.

Public Services

Based on information received from various service providers, ICF will prepare the Public Services section of the EIR. BAE will conduct a FIA (Attachment D) and ICF will coordinate the FIA findings with the Public Services section to ensure that we are efficient in our requests for information from the public service providers. ICF will conduct the following tasks:

- As necessary, conduct interviews with the City's police department, fire department, park and recreation department, the school district, and the library to determine current service levels and capacity to serve increased demand. For efficiency, ICF will coordinate these interviews with BAE.
- Estimate Project-generated demand for public services based on existing operational standards obtained from the service providers. Other measures of demand will also be considered, such as the projected increase in the calls for service and the projected demand of recreational facilities and library services.
- In accordance with CEQA, evaluate the extent to which Project demands would trigger the need for new public facilities whose construction might result in physical environmental effects.

Transportation/Traffic

Due to the level of technical detail in the transportation scope, the full text has been included as Attachment E. In summary, W-Trans has identified 40 study intersections and 17 roadway segments that will be considered in the analysis. W-Trans will also prepare the analysis in the format of a chapter to the EIR. All technical data will be appended to the EIR. The analysis will be prepared consistent with the City of Menlo Park and San Mateo County Congestion Management Program (CMP) requirements.

ICF, in conjunction with the City, will provide third party review of the TIA and the EIR chapter.



Utilities/Service Systems

The Utilities/Services Systems section of the EIR will examine the Project's effect on water supply, wastewater treatment, solid waste disposal, and energy generation and transmission. ICF will describe the existing conditions (capacity and current consumption levels), the impacts (the effects of the demand calculations against infrastructure capacity), and work with the City and the utility providers to identify reasonable mitigation measures.

The March 2013 Project application includes a Water Demand Memo, a Sanitary Sewer Memo, and two Stormwater Memos prepared by BKF. The Project application also provides a summary of existing and proposed electricity demand, natural gas demand, water demand, wastewater generation, and solid waste generation. ICF will review this information and provide comments, if applicable. Once they are deemed to be sufficient for the purposes of the CEQA analysis, ICF will incorporate them into the EIR.

In addition, a Water Supply Assessment (WSA) will be prepared for the Project. ICF will review the WSA, provide comments (if necessary), and incorporate the WSA into the Administrative Draft EIR.

Based on technical information for the Project site, and information received from the utility providers, ICF will prepare the Utilities/Service Systems section of the EIR and will conduct the following tasks:

- Describe existing utility providers, system capacity, and improvement plans.
- Peer review the utility demand/generation calculations by Project Sponsor.
- Evaluate the net change in the demand for water, wastewater, solid waste, and energy, relative to existing and planned capacity for the utilities.
- Discuss whether implications of the Project trigger the expansion or construction of new infrastructure or facilities.

Deliverables

- Five hard copies of Administrative Draft EIR
- One electronic copy of Administrative Draft EIR in MS Word
- One electronic copy of Administrative Draft EIR in Adobe PDF format

City Involvement

Review and comment on the document.



Task 5. Project Alternatives and Other CEQA Considerations

The purpose of this task is to complete drafts of the remaining sections (Alternatives and Other CEQA Considerations) of the EIR for City staff review. This task involves preparation of other required sections examining particular aspects of the Project's effects and the identification and comparison of project alternatives.

Other CEQA Considerations

This task involves documenting unavoidable adverse impacts, growth-inducing effects, and cumulative effects of the Project:

- The unavoidable effects will be summarized from analyses performed in Task 4.
- Growth-inducing effects will be based on economic multipliers for the proposed uses (these multipliers provide information on direct and induced growth and were developed by the Association of Bay Area Governments for the regional input-output model), as well as comparisons with ABAG 2009 projections for the City. Growth inducement will be discussed in the context of population increases, utility and public services demands, infrastructure, and land use.
- Cumulative effects where relevant will be addressed in Task 4 and summarized as part of this section of the EIR. The future projects in the vicinity of the Project site will be considered as they relate to potential cumulative impacts. This scope assumes the City will help develop the approach for analyzing cumulative effects, typically a combination of using the General Plan and a list of reasonably foreseeable planned projects.

Alternatives

The alternatives to the Project must serve to substantially reduce impacts identified for the Project while feasibly attaining most of the Project objectives. ICF assumes that one Reduced Project Alternative will be quantitatively analyzed and will be based on a sensitivity analysis to reduce identified impacts. The No Project Alternative will also be quantitatively analyzed since it would have higher employment levels than the Project. Up to two additional alternatives will be developed by ICF, the City, and/or the Project Sponsor and evaluated qualitatively. This scope assumes that the City/Project Sponsor will provide justification for dismissing offsite alternatives.

Deliverables

- Other CEQA Considerations chapter to be submitted with Administrative Draft EIR
- Alternatives chapter to be submitted with Administrative Draft EIR



City Involvement

Participate in discussions to develop list of projects for cumulative analysis and Project alternatives. Review and augment the alternatives analysis.

Task 6. Screencheck Draft

The purpose of this task is to prepare the Screencheck Draft EIR for City staff review. ICF will prepare a Screencheck Draft EIR to respond to the City's and Project Sponsor's comments on the Administrative Draft EIR. This scope assumes that comments from multiple reviewers will be consolidated with any conflicting comments resolved, and that comments do not result in substantial revisions or additional analyses. The Screencheck Draft EIR will include an Executive Summary section, which will summarize the Project Description, impacts and mitigations, and alternatives. Impacts and mitigations will be presented in a table that identifies each impact, its significance, and proposed mitigation as well as the level of significance following adoption for the mitigation measures.

Deliverables

- Five hard copies of Screencheck Draft EIR
- Electronic copies of Screencheck Draft EIR in MS Word and Adobe PDF format

City Involvement

Review and comment on the document.

Task 7. Public Draft EIR

The purpose of this task is to prepare and submit the Draft EIR to the City for distribution to the public. ICF will revise the Screencheck Draft to incorporate modifications identified by the City and Project Sponsor. The revised document will be a Draft EIR, fully in compliance with State CEQA Guidelines and City guidelines, and will be circulated among the public agencies and the general public as well as specific individuals, organizations, and agencies expressing an interest in receiving the document. During this task, ICF will also compile the appendices that will be distributed with the Draft EIR and produce a version of the full document that can be uploaded onto the City's website. ICF will also prepare a Notice of Completion (NOC) to accompany the copies that must be sent to the State Clearinghouse. This scope of work and budget assumes that ICF will send the required documents to the State Clearinghouse and that the City will distribute the Draft EIRs to all other recipients.

Deliverables

- Thirty five hard copies of the Draft EIR



- Two unbound hard copies of the Draft EIR
- Electronic copies of the Draft EIR in MS Word and in Adobe PDF format
- Notice of Completion
- Fifteen hard copies of the Executive Summary, along with 15 electronic copies of the entire Draft EIR on CD, for the State Clearinghouse

City Involvement

Review the Notice of Completion. Prepare and file the Notice of Availability with the County Clerk. Distribute the NOA and Draft EIRs (other than to the State Clearinghouse), and handle any additional noticing (e.g., newspaper, posting at site).

Task 8. Public Review and Hearing

The City will provide a 45-day review period during which the public will have an opportunity to review and comment on the Draft EIR. During the 45-day review period, the City will hold a public hearing to receive comments on the Draft EIR. ICF key team members will attend and participate as requested. This scope of work does not include preparing meeting materials (e.g., PowerPoint presentations and handouts) or providing meeting transcript/minutes; but the scope can be amended to include these items.

City Involvement

Coordinate the public hearing – prepare and distribute any meeting materials, accept comments, and hold public meeting.

Task 9. Draft Responses to Comments and Administrative Final EIR

The purpose of this task is to prepare responses to the comments received on the Draft EIR and incorporate these responses into an Administrative Final EIR for City review. The Administrative Final EIR will include:

- Comments received on the Draft EIR, including a list of all commentors and the full comment letters and public meeting transcripts with individual comments marked and numbered;
- Responses to all comments; and
- Revisions to the Draft EIR in errata format as necessary in response to comments.

All substantive comments for each written and oral comment will be reviewed, bracketed, and coded for a response. Prior to preparing responses, ICF will meet with staff to review the comments and suggest strategies for preparing responses. This step is desirable to ensure that all substantive comments are being addressed and that the appropriate level of response will be



prepared. This scope of work and budget assumes ICF will prepare responses for up to 100 substantive discrete, non-repeating comments and will coordinate integrating the responses prepared by other consultants. However, the number and content of public comments is unknown at this time. Therefore, following the close of the Draft EIR public review period and receipt of all public comments, ICF will meet with the City to revisit the budget associated with this effort to determine if additional hours are needed. Very roughly, each additional substantive discrete comment may cost an additional \$200.

Frequently raised comments of a substantive nature may be responded to in a Master Response, which allows for a comprehensive response to be presented upfront for all interested commentors. ICF will identify and recommend possible Master Responses for City consideration during the initial meeting to discuss strategies for preparing responses.

Following the strategy session, ICF will prepare Master Responses (as appropriate) and individual responses to the bracketed and coded comments. Individual responses to each comment letter will be placed immediately after the comment letter. As necessary, responses may indicate text revisions, in addition to clarifications and explanations. All text changes stemming from the responses to the comments, as well as those suggested by City staff, will be compiled into an errata included as part of the Final EIR.

Following City's review of the Administrative Final EIR, ICF will address all comments received and prepare a Screencheck Final EIR for City review to ensure that all comments on the Draft were adequately addressed.

Deliverables

- Five hard copies of the Administrative Final EIR
- Electronic copies Administrative Final EIR in MS Word and in Adobe PDF format
- Five hard copies of the Screencheck Final EIR
- Electronic copies of the Screencheck Final EIR in MS Word and in Adobe PDF format

City Involvement

Participate in strategy session to provide guidance on the responses to comments. Assist with response to comments on process, procedures, and City policy. Review and comment on the Administrative Final EIR and Screencheck Final EIR.

Task 10. Final EIR

Based on comments received from City staff, the Screencheck Responses to Comments will be revised and appropriate revisions to the Draft EIR will be noted. The Final EIR will then consist of the Draft EIR and the Responses to Comments document. Revisions to the Draft EIR will be



presented as a separate chapter in the Final EIR. The revised Responses to Comments document will be submitted to the City for discussion by the Planning Commission and subsequent certification by the City Council.

Deliverables

- Twenty hard copies of the Final EIR
- Electronic copies of the Final EIR in MS Word and Adobe PDF format

Task 11. Certification Hearings, MMRP, Statement of Overriding Considerations, and Administrative Record

The purpose of this task is to attend meetings to certify the EIR. Team members will attend and participate in up to three meetings to certify the EIR. If requested by City staff, ICF will present the conclusions of the EIR and a summary of the comments and responses.

As part of this task, ICF will also prepare a draft and final MMRP for the project, as required by Section 15097 of the State CEQA Guidelines. The MMRP will be in a tabular format and include:

- The mitigation measures to be implemented
- The entity responsible for implementing a particular measure
- The entity responsible for verifying that a particular measure has been completed
- A monitoring milestone(s) or action(s) to mark implementation/completion of the mitigation measure

In addition, ICF will prepare the Statement of Overriding Considerations pursuant to Section 15093 of the CEQA Guidelines. CEQA requires the decision-making agency to balance the economic, legal, social, and technological benefits of a proposed project against its unavoidable environmental impacts. The Statement of Overriding Considerations includes the specific reasons to support its action based on the Final EIR and other information in the record.

ICF will also compile the Administrative Record, assembling background documents, e-mail records, correspondence or telephone notes that are cited as sources in the EIR.

Deliverables

- Electronic copies of the Draft MMRP in MS Word and Adobe PDF format
- Five hard copies of the Final MMRP
- Electronic copies of the Final MMRP in MS Word and Adobe PDF format
- One electronic copy (on CD or DVD) of the Administrative Record (submitted at the Draft EIR phase and the Final EIR phase)



City Involvement

Review and comment on the draft Mitigation and Monitoring and Reporting Program. Coordinate any meetings. Prepare the Notice of Determination and Findings of Fact.

Task 12. Meetings

The purpose of this task is to attend meetings to accomplish the above tasks. Team members will attend and participate in meetings on an as-needed basis. For purposes of the cost estimates, ICF has assumed four City staff and/or Project Sponsor face-to-face meetings, up to three meetings (including public hearings), and 10 phone conference calls. Additional meetings may be appropriate during the course of this effort, and will be invoiced on a time-and-materials basis. The estimated cost for additional meetings is included in the discussion of the project budget.

City Involvement

Organize, announce, conduct, and prepare any materials for public meetings.

Task 13. Project Management

The purpose of this task is to effectively manage the above tasks, and maintain communication with City staff. ICF project management will be responsible for coordination activities, will maintain QA/QC requirements for document preparation, and will monitor schedule and performance for all EIR work tasks. Project management subtasks also include maintaining internal communications among ICF staff and subconsultants and with City staff and other team members through emails and frequent phone contact, as well as the preparation of all correspondence. The Project Manager will coordinate internal staff, project guidance, and analysis criteria.

City Involvement

Coordination with ICF Project Manager.

Cost

The cost estimate to prepare the EIR and associated technical studies is \$471,406 as detailed in Attachment B.

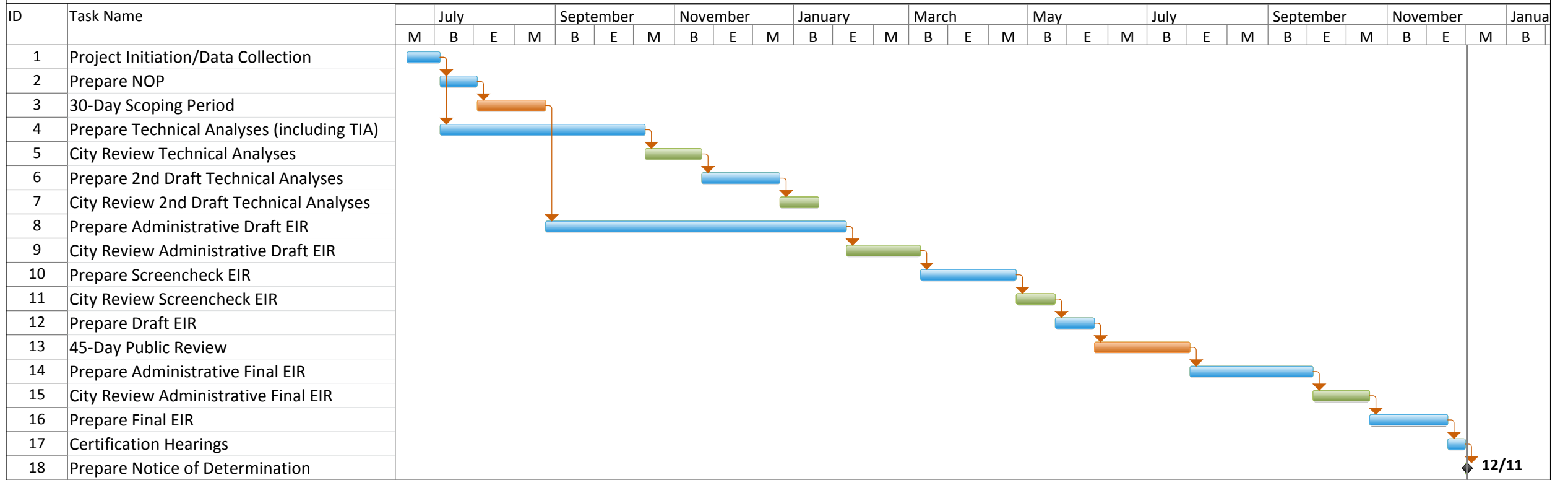
Schedule

A schedule for the EIR is included as Attachment C. This schedule assumes that the start date will correspond with contract approval and will need to be revised once a more definitive timeline is established.

Attachment B: SRI Campus Modernization Project EIR Cost Estimate

Task	Employee Name	Subcontractor													Production Staff			Labor Total	Direct Expenses	Total Price				
		Walter Ric	Efner Eri	Chapman Kir	Burns Jil	Edell, Tor	Yarbrough Edw	Grant Joa	La Plante Ale	Kuo Kai	Hatcher Sha	Barrera Mar	Buehler Dav	Messick Tim	W-Trans	BAE	Greenman Jen							
		Project Director	Project Manager	Deputy PM	Planner	Biologist	Historian	Archaeologist	Hydrologist	Traffic, AQ, Noise	AQ, GHG	HazMat/Geo	Noise	Graphics	TIA	FIA	Editor				Pub Spec			
Project Role	Proj Dir	Mng Consult	Sr Consult I	Assoc Consult II	Sr Consult I	Sr Consult II	Sr Consult I	Sr Consult I	Sr Consult II	Mng Consult	Sr Consult I	Proj Dir	Assoc Consult III	Subtotal	Subtotal	Subtotal	Subtotal							
Task 1. Project Initiation/Data Collection		5	6	12	8	4	4							\$5,131			\$0		\$0	\$5,131				
Task 2. EIR Project Description		1	3	16	8								5	\$3,711			\$0		\$190	\$3,901				
Task 3. EIR Scope Definition		2	12	20	10								2	\$5,870			\$0		\$95	\$5,965				
Task 4. Administrative Draft EIR														\$0			\$0	16	10	\$2,470	\$2,470			
Impacts Found to be Less Than Significant			2		8									\$896			\$0			\$0	\$896			
Aesthetics (incl peer review of visual sims)			4	60									5	\$7,888			\$0			\$0	\$7,888			
Air Quality (includes HRA)	1	4	4						140	46			2	\$25,849			\$0			\$0	\$25,849			
Biological Resources			2	2		24								\$2,808			\$0			\$0	\$2,808			
Cultural Resources			2	2			80	16						\$13,000			\$0			\$0	\$13,000			
Geology and Soils			2	2								24		\$3,192			\$0			\$0	\$3,192			
Greenhouse Gas Emissions	3	4							80	10				\$12,723			\$0			\$0	\$12,723			
Hazards and Hazardous Materials			4										55	\$6,708			\$0			\$0	\$6,708			
Hydrology and Water Quality	2	2							50					\$7,194			\$0			\$0	\$7,194			
Land Use and Planning			4	32	16								5	\$5,888			\$0			\$0	\$5,888			
Noise			4						120				20	\$20,540			\$0			\$0	\$20,540			
Population and Housing			2	28										\$3,408			\$0			\$0	\$3,408			
Public Services/Recreation			1	8	40									\$3,616			\$0			\$0	\$47,666			
Transportation/Traffic			4						24				6	\$4,368	\$129,955		\$129,955			\$0	\$134,323			
Utilities and Service Systems			2	8	40								2	\$4,064			\$0			\$0	\$4,064			
Production	6	10	14	30									3	\$7,266			\$0	30	15	\$4,275	\$11,541			
Task 5. Project Alternatives and Other CEQA Considerations		2	8	32	18	2	2	2	2	32	3	4	4	\$13,337			\$0			\$0	\$13,337			
Task 6. Screencheck Draft EIR		2	24	40	40	6	6		6	16	4	8	2	\$19,340			\$0	16	8	\$2,280	\$21,620			
Task 7. Prepare Draft EIR		2	8	16	24				8					\$6,254			\$0	10	5	\$1,425	\$7,679			
Task 8. Public Review and Hearing		4	6	8										\$3,036			\$0			\$0	\$3,036			
Task 9. Draft Responses and Comments/Administrative Final EIR		4	32	56	56	4	4	2	4	40	2	6	1	\$24,399			\$0	40	8	\$4,560	\$28,959			
Task 10. Final EIR		10	10	24	32									\$6,560			\$0	20	10	\$2,850	\$9,410			
Task 11. Certification Hearings, MMRP, SOC, Admin Record		4	12	24	30									\$7,836			\$0	2		\$190	\$8,026			
Task 12. Meetings		8	16	16										\$6,840			\$0			\$0	\$6,840			
Task 13. Project Management		8	56	32										\$16,248			\$0			\$0	\$16,248			
Total hours		54	246	452	360	40	96	20	246	460	65	97	27	44					137	56				
ICF E&P 2013 Billing Rates		\$255	\$192	\$108	\$64	\$92	\$132	\$115	\$126	\$118	\$175	\$108	\$255	\$128					\$95	\$95				
Subtotals		\$13,770	\$47,232	\$48,816	\$23,040	\$3,680	\$12,672	\$2,300	\$7,812	\$54,280	\$11,375	\$10,476	\$6,885	\$5,632	\$247,970	\$129,955	\$44,050	\$174,005	\$13,015	\$5,320	\$18,335	\$440,310		
Direct Expenses																								
523.02 Reproductions																							\$10,000	
523.04 Postage and Delivery																							\$1,000	
523.05 Travel, Auto, incld. Mileage at current IRS rate (.555/mile)																							\$250	
523.07 Surveys and Reports																							\$1,200	
Mark up on all non-labor costs and subcontractors: 10%																							\$18,646	
Direct expense subtotal																							\$31,096	
Total price																							\$471,406	

Attachment C: SRI Campus Modernization Project EIR Schedule



Project: Schedule
Date: Mon 6/3/13

Public Review Period [Orange bar] City Task [Green bar] ICF Task [Blue bar]

bae urban economics

SCOPE OF SERVICES – SRI CAMPUS MODERNIZATION FIA

This section outlines BAE's proposed work program, including deliverables.

Task 1: Meet with City Staff and Review Background Materials

Task 1.1: Meet with City staff and review project sites. BAE will meet with City staff to review the scope of services, methodologies, proposed schedule, and deliverables. BAE will also tour the SRI Campus site to identify unique characteristics that may affect service costs.

Task 1.2: Review key financial, planning, and environmental documents. This task will include a review of relevant documents and plans pertaining to the proposed project including the General Plan, Specific Plans, the Zoning Ordinance, the project Draft Environmental Impact Report, and City staff reports. BAE will also review the City budget anticipated to be released in June 2013, the Comprehensive Annual Financial Report, City fee ordinances, and other financial documents from the City and affected special districts including fire, sanitation, and school districts.

Task 2: Analyze Fiscal Impacts

This analysis will consider revenue and cost implications for City, Menlo Park Fire Protection District (either fiscal impact analysis or application of development impact fee), and affected school districts of the proposed project and alternative land use programs as identified in the DEIR. The school district analysis will be limited to a calculation of new revenues from the Project and Alternatives, as they are not anticipated to include residential development (nor with the pending adoption of a Housing Element Update, there will be no third-party analysis of induced housing demand).

This analysis will be done for a total of four scenarios (including no project) for two discrete time periods (baseline and buildout), with a single set of assumptions for development program (build-out) and uses and development product types provided to BAE by the City, based on information from the applicant. Additional scenarios would represent an addition to this scope of work and additional budget, as described in Task 4.

Revenue items considered will include sales tax, property tax, property transfer tax, transient occupancy tax, business license revenue, franchise fees, and any other applicable taxes. *Note that this will not include estimation of in-lieu sales tax from alternative tenancy at the site, as*

San Francisco
1285 66th Street
Second Floor
Emeryville, CA 94608
510.547.9380

Sacramento
803 2nd Street
Suite A
Davis, CA 95616
530.750.2195

Los Angeles
5405 Wilshire Blvd.
Suite 291
Los Angeles, CA 90036
213.471.2666

Washington DC
1436 U Street NW
Suite 403
Washington, DC 20009
202.588.8945

New York City
121 West 27th Street
Suite 705
New York, NY 10001
212.683.4486

SRI already owns and occupies the site and is understood to not generate significant sales or use tax revenues from its business activities. Also considered will be one-time revenue sources including impact fees (with any assumptions on impact fee increases due to increased facilities provided by City staff), construction period sales taxes. For key revenues subject to potential variation, (e.g., transient occupancy taxes from lodging demand) BAE will estimate revenues within an expected low to high range. The analysis will not include any projections with respect to the value of other public benefits that would be provided by future development agreements associated with major projects, including in-lieu payments, one-time infrastructure contributions, potential fiscal impact offsets, or any other payments.

Cost items considered will include police, fire, public works, recreation and library programs and services provided to the public, and general government services for both the City and Special Districts. The cost analysis will, whenever feasible, study the marginal cost of providing additional service, as well as the need for new facilities. As part of this process, BAE will contact local public service providers including the police department and fire district to assess existing service capacity and the potential impact of the proposed project. For police, BAE will work with the local department to examine the current beat structure and determine how this may need to be altered to serve the new development. Any new patrol officers and/or equipment would also be analyzed on a marginal basis. For fire, BAE will consult with the City as to whether to base the analysis on a future fire services development impact fee, or study existing capacity at the stations that would serve the proposed project, and assess any additional labor or equipment costs that the stations would incur. Cost impacts for other city departments and school districts would also be analyzed.

Fiscal impacts will be presented in current dollars on a net annual and cumulative basis over a 20-year period present in constant 2013 dollars. BAE will prepare a fiscal impact model based on the City's FY2013-2014 budget. The timing for redevelopment activities will be based on assumptions to be provided to BAE by the City.

Task 3: Prepare Fiscal and Economic Impact Report

Task 3.1: Prepare Administrative Draft Fiscal and Economic Impact Analysis report. BAE will prepare and submit an Administrative Draft Fiscal and Economic Impact report to City staff. The report will include a concise and highly-accessible executive summary, including a summary of the methodology and key findings from Tasks 1 and 2.

Task 3.2: Review Administrative Draft Report with Staff, Respond to Comments. Staff will provide one round of consolidated comments to BAE regarding the Administrative Draft. BAE will address all comments and make modifications as needed.

Task 3.3: Prepare Public Review Draft Report. BAE will prepare a Public Review Draft Report. This will be formatted so that it can be uploaded to the project page on the City's website, with the City to provide a link for submittal of comments by email. After closure of the public review period, Staff will provide BAE with a written record of comments regarding the Public Review Draft.

Task 3.4: Prepare Public Review and Final Draft report. Staff will provide substantive written comments to BAE regarding the Public Review Draft. BAE will address all comments with staff and make modifications as needed. BAE will then submit a Final Draft for staff to review.

Task 4: Attend Meetings and Prepare Presentation

BAE will attend up to two public meetings or presentations, as selected by the City, to present the results of the fiscal impact analysis and answer questions. This allowance includes preparation of a PowerPoint presentation summarizing BAE’s work and findings for use at the meetings. Additional meetings would be charged as an additional task at the fee as shown in the budget.

DATA NEEDS

In order to complete this analysis BAE will require access to various City and Special District staff to conduct brief interviews and confirm methodologies and assumptions. This budget assumes that City and Special District staff will be available on a single-day in order to allow us to conduct all interviews on that same day. In particular, BAE would need to speak with most department/district heads, or their designees, as well as the City Finance Director. BAE would work with the finance department to obtain electronic copies of relevant budget files.

BAE will need additional details about the proposed project and the scenarios from the City’s environmental consultant, based on information provided to it by the applicant.

BUDGET AND FEES

BAE would complete all basic work for the tasks as identified in the Scope of Services for the not-to-exceed amount of \$44,050, including expenses, pursuant to the detailed budget worksheet. This amount does not include any hours for attendance at additional public meetings/hearings beyond those identified in the scope, which, if required, would be billed separately against the contingency amount. All hours will be billed according to the following rates as listed below:

Managing Principal	\$290/hour
Principal	\$250/hour
Vice President	\$195/hour
Senior Associate	\$160/hour
Associate	\$135/hour
Analyst	\$95/hour

Proposed BAE Budget: SRI Campus Modernization Fiscal Impact Analysis

Task	Hours by Staff			Budget (a)
	Principal Golem	Associate Hagar	Analyst Weissman	
Task 1: Start-Up Meeting and Review of Background Materials				
1.1: Meet with City staff and tour project sites.	4	4	4	\$1,920
1.2: Review key financial, planning, and environmental documents	8	16	0	\$4,160
Task 2: Fiscal and Economic Impact Analysis				
Analyze the fiscal impact of the proposed project/alternatives (total of 4)	20	44	16	\$12,460
Task 3: Prepare Fiscal and Economic Impact report				
3.1: Prepare Administrative Draft Report	16	40	8	\$10,160
3.2: Review Administrative Draft with staff, respond to comments	10	16	4	\$5,040
3.3: Prepare Public Review Draft Report	4	8	4	\$2,460
3.4: Review public comments, prepare Final Report	4	8	4	\$2,460
Task 4: Meetings / Presentations				
Allowance for 2 Public Meetings, Prepare Presentation	<u>18</u>	<u>4</u>	<u>0</u>	<u>\$5,040</u>
Subtotal Labor	84	140	40	\$43,700
Expenses (projections data, travel, etc.) (b)				<u>\$350</u>
TOTAL PROJECT BUDGET				<u>\$44,050</u>

Attendance at Additional Public Meetings/Hearings - Each

\$1,500 + hourly rate for meetings over 4 hours

Notes:

(a) Based on BAE 2013 hourly rates:

(b) Includes travel to Menlo Park for meetings.

Principal	Associate	Analyst
\$250	\$135	\$95

SRI EIR – Transportation Workscope

The following tasks will provide a transportation impact analysis report that meets current City of Menlo Park and San Mateo County Congestion Management Program (CMP) requirements, and provide focused information on the proposed SRI Campus Modernization project.

Task 1: Data Collection and Field Reconnaissance

There are 40 study intersections and 17 roadway segments assumed in this analysis. These are:

Intersections:

1. Marsh Road at SB-101 Off-Ramp
2. Marsh Road at Scott Drive/Rolison Drive
3. Marsh Road at Bohannon Avenue/Florence Avenue
4. Marsh Road at Bay Road
5. Marsh Road at Middlefield Road
6. Middlefield Road at Encinal Avenue
7. Middlefield Road at Glenwood Avenue (Unsignalized) *
8. Middlefield Road at Oak Grove Avenue
9. Middlefield Road at Ravenswood Avenue
10. Middlefield Road at Ringwood Avenue
11. Middlefield Road at Seminary Drive (Unsignalized) *
12. Middlefield Road at Linfield Drive (Unsignalized) *
13. Middlefield Road at Lytton Avenue
14. Middlefield Road at University Avenue *
15. University Avenue at Bayfront Expressway
16. Willow Road at Bayfront Expressway
17. Willow Road at Hamilton Avenue
18. Willow Road at Ivy Drive
19. Willow Road at O'Brien Drive
20. Willow Road at Newbridge Avenue
21. Willow Road at Bay Road
22. Willow Road at Durham Street
23. Willow Road at Coleman Avenue
24. Willow Road at Gilbert Avenue
25. Willow Road at Middlefield Road
26. Ravenswood Avenue at Laurel Street
27. Ravenswood Avenue at Alma Street
28. Oak Grove Avenue at Laurel Street
29. El Camino Real at Encinal Avenue
30. El Camino Real at Valparaiso Avenue/Glenwood Avenue
31. El Camino Real at Oak Grove Avenue
32. El Camino Real at Santa Cruz Avenue

SRI EIR – Transportation Workslope

33. El Camino Real at Ravenswood Avenue
34. El Camino Real at Roble Avenue
35. El Camino Real at Middle Avenue
36. El Camino Real at Cambridge Avenue
37. El Camino Real at Sand Hill Road
38. Santa Cruz Avenue at University Drive (South)
39. Santa Cruz Avenue at Sand Hill Road
40. Bay Road at Ringwood Avenue/Sonoma Avenue (Unsignalized) *

*New a.m. and p.m. intersection turning movements will be conducted under a separate contract at these five intersections; all data for the other 35 intersections will be provided by City of Menlo Park staff.

Residential and Non-Residential Roadway Segments:

1. Marsh Road between SB 101 Off-Ramp and Bay Road
2. Bay Road between Marsh Road and Ringwood Avenue *
3. Bay Road between Willow Road and Ringwood Avenue *
4. Willow Road between Bayfront Expressway and Middlefield Road
5. Willow Road between Middlefield Road and Laurel Street
6. Middlefield Road between Willow Road and Ravenswood Avenue
7. Ravenswood Avenue between Middlefield Road and El Camino Real
8. Linfield Drive between Middlefield Road and Waverly Street
9. Waverly Street between Linfield Drive and Laurel Street*
10. Laurel Street between Waverly Street and Ravenswood Avenue
11. Laurel Street between Ravenswood Avenue and Encinal Avenue
12. Oak Grove Avenue between El Camino Real and Laurel Street
13. Encinal Avenue between Laurel Street and City Limit (East) *
14. Menlo Avenue between El Camino Real and University Drive
15. University Drive between Menlo Avenue and Santa Cruz Avenue
16. Santa Cruz Avenue between University Drive and Avy Avenue/Orange Avenue
17. Marcussen Drive between Oak Grove Avenue and Ravenswood Avenue *

*New 24-hour roadway segment counts will be conducted under a separate contract on these five streets; all data for the other 12 roadway segments will be provided by City of Menlo Park staff.

Field Reconnaissance

W-Trans staff will conduct field visits during the AM and PM peak periods on a typical weekday (Tuesday, Wednesday or Thursday). W-Trans will observe:

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- Traffic patterns and circulation in the site vicinity
- Study intersection lane geometrics
- Traffic control
- Pedestrian circulation and facilities/amenities
- Proximity of public transit service
- Sight distance issues at study intersections
- Potential access issues

Task 2: Transportation Impact Analysis

Project Trip Generation and Distribution

- A. W-Trans will review project specific trip generation rates per an analysis prepared by the applicant. These rates and the trip generation projection will be compared to the trips from scenario B.
- B. W-Trans will estimate vehicle trip generation for the proposed project based on standard trip generation rates published in the most recent edition of the Institute of Transportation Engineers (ITE) *Trip Generation Manual*, or as approved by the City of Menlo Park. The distribution and assignment of the project trips will be based on the assumptions used in the City of Menlo Park's TIA Guidelines as well as recently conducted traffic studies, the prevailing travel patterns on the adjacent roadway network, abutting land uses, travel time characteristics and our knowledge of the study area.
- C. Following a comparison of trip generation scenarios A and B, W-Trans will make a recommendation regarding which trip generation estimate will provide the most conservative analysis for the EIR. Pending concurrence by City of Menlo Park staff, W-Trans will proceed with one selected trip generation scenario for the EIR analysis.

Near-Term Trip Generation and Distribution

Near-term traffic will be based on a list (and the traffic studies if possible) of pending and approved projects that will be provided by City of Menlo Park staff. We will also ask City of Menlo Park staff to provide a list (and the traffic studies if possible) of any pending and approved projects from the cities of Palo Alto, East Palo Alto, and Redwood City, and the Town of Atherton that should be included in the near-term transportation analysis.

Study Intersection Traffic Analysis

The AM and PM peak hour operational Levels of Service (LOS) will be analyzed at the study intersections. The analysis will include the following scenarios:

- a. Existing Conditions
 - b. Existing [a] + Project Conditions
 - c. Near Term Conditions (Existing [a] + Approved and Pending Projects, without any background growth)
 - d. Near Term [c] + Project Conditions
 - e. Cumulative Conditions (based on C\CAG 2040 Travel Forecast Model projections)
 - f. Cumulative [e] + Project Conditions (based on proposed project full build out)
-

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All study intersections will be evaluated during the AM and PM peak hours using the TRAFFIX software and the 2000 Highway Capacity Manual methodology. This traffic analysis will include estimates of average vehicle delays on all approaches. For any impact found to be significant, we will determine the traffic contribution from the proposed project. The suggested mitigation measures for other development projects in Menlo Park, as detailed in the EIRs prepared for those projects, will also be included if they are within the jurisdiction of Menlo Park.

Arterial and Collector Streets Assessment

W-Trans will estimate the daily traffic on nearby minor arterials and collector streets and estimate whether the proposed project will result in a significant impact under the City's significance criteria. There are 17 roadway segments identified for inclusion in the daily traffic analysis. For any study intersections or roadway segments not in Menlo Park, W-Trans will apply the local agency's adopted analysis methods and significance criteria.

Site Plan and Parking Evaluation

To the extent that the site plan has been developed, W-Trans will review the site plans for the project site, and access locations with respect to on-site traffic circulation, proposed site access and operational safety conditions. Particular attention will be given to the spacing of traffic signals and access intersections, parking layout, and queuing at all access points on public roads from Ravenswood Avenue, Middlefield Road and Burgess Drive.

We will also review the proposed parking supply in light of the anticipated demand based on ITE Parking Generation rates. Because the project's parking requirement would be established as part of the Conditional Development Permit, we will not compare the parking supply or demand figures to the requirements of the City of Menlo Park Parking Code. Feasible circulation and parking modifications, if needed, will be evaluated and suggested in the EIR transportation study.

Circulation Element Conformance

W-Trans will review the proposed project with respect to the existing General Plan Circulation Element polices.

Pedestrian Conditions, Bicycle Access and Transit Impacts Analysis

W-Trans will review the proposed project with respect to the potential effects on pedestrian and bicyclist facilities. This includes sidewalks, bicycle lanes, and amenities to promote the safe use of alternate modes of transportation, and connections to the existing bicycle and pedestrian network. The analysis will consider the project's proposed elements with respect to the City's Bicycle Plan and Sidewalk Master Plan. W-Trans will estimate the potential number of additional transit riders that may be generated by the proposed project, and qualitatively assess whether they would constitute an impact on transit load factors.

San Mateo County CMP Analysis

The proposed project will be subject to review by the San Mateo County Congestion Management Program (CMP) and its requirements. As such, W-Trans will evaluate the following Routes of Regional Significance:

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1. SR 84 Willow Road to University Avenue
2. SR 84 University Avenue to County Line
3. SR 114 US 101 to Bayfront Expressway
4. SR 82 north of Ravenswood Avenue
5. SR 82 south of Ravenswood Avenue
6. US 101 North of Marsh Road
7. US 101 Marsh Road to Willow Road
8. US 101 Willow Road to University Avenue
9. US 101 South of University Avenue

The identification of the potential impacts of adding project-generated trips to these routes will be examined. This will include the volume of project-generated traffic added to the US 101/Willow Road interchange ramps and adjacent freeway segments. Evaluation of the CMP routes will be based on the most recently approved CMP Traffic Impact Analysis guidelines in the Land Use section of the CMP.

Planned Transportation Improvements

W-Trans will incorporate any planned transportation improvements as part of the EIR analysis. We will consider the timing and funding for any improvements prior to its inclusion in the analysis.

Development of Mitigation Measures

W-Trans will discuss specific mitigation measures to address project traffic impacts. We will provide a table comparing analysis results before and after mitigation, and follow the TIA guidelines for mitigation measure preparation. While a TDM program may be recommended as a mitigation measure, a detailed TDM program is not part of the EIR report. Should significant impacts be identified, W-Trans will recommend the mitigation measures needed to alleviate such impacts and improve operational conditions. Potential impacts may include those to intersections, roadways, on-site circulation and access, as well as parking, bicyclist, pedestrian and transit operations. The analysis shall first concentrate on short-term strategies that can be implemented by the applicant, and then longer-term joint effort strategies. Mitigation measures identification and selection process will be coordinated with City staff. As part of this task, W-Trans will provide conceptual drawings and corresponding construction cost estimates for recommended improvement measures, up to the budget resources available.

No Project Alternative

W-Trans will prepare a quantitative analysis of a No Project Alternative using ITE trip generation rates. The No Project Alternative has higher employment levels than the proposed project, and this will be reflected in the No Project Alternative analysis. The alternative assessment will include the following scenarios:

1. Existing [a] + No Project Alternative Conditions
2. Near Term [c] + No Project Alternative Conditions
3. Cumulative [e] + No Project Alternative Conditions

A comparison of No Project Alternative trip generation to the proposed project trip generation will be provided. Also, an assessment of potential intersection, roadway segment and regional roadway impacts, along with associated mitigation measures, will be included in the No Project Alternative analysis.

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Sensitivity Analysis

W-Trans will conduct a sensitivity analysis for project increments to be determined. The purpose of the sensitivity analysis is to identify a possible trigger point for impacts and mitigation measures. We will adjust the trip generation for three possible scenarios and re-run the analysis to provide comparative level of service tables.

We have assumed that the sensitivity analysis will lead to one additional scenario for the EIR. This additional scenario will be analyzed in the same level of detail as the other scenarios and included in the EIR transportation study. We will then quantitatively analyze the following scenarios:

1. Existing [a] + Sensitivity Project Conditions
2. Near Term [c] + Sensitivity Project Conditions
3. Cumulative [e] + Sensitivity Project Conditions

Also, an assessment of potential intersection, roadway segment and regional roadway impacts, along with associated mitigation measures, will be included in the analysis.

Task 3: Two (2) Administrative Draft EIR Chapters

W-Trans will document all work assumptions, analysis procedures, findings, graphics, impacts and recommendations in an Administrative Draft EIR Chapter for review and comments by City staff and the environmental consultant. The Chapter will also include:

- Description of new or planned changes to the street system serving the site, including changes in driveway location and traffic control, if any
- Future Project Condition Volumes (ADTs, a.m. peak hour, p.m. peak hour)
- Project trip generation rates
- Project trip distribution
- Discussion of impact of project trips on study intersections
- Levels of service discussion and table for each study scenario
- Comparison table of Project Condition and Existing LOS along with average delay and percent increases at intersections
- Impacts of additional traffic volumes on city streets
- Intersection level of service calculation sheets (electronic and hard copy format)

We have assumed preparation of two Administrative Drafts of the EIR Transportation Chapter.

W-Trans will respond to one set of consolidated comments on the first Administrative Draft Report. The text, graphics and analysis will be modified as needed. The second Administrative Draft Report will then be prepared. W-Trans will coordinate with the environmental consultant and provide both pdf and WORD versions of the EIR Transportation Chapter to the environmental consultant, as well as intersection and roadway segment traffic data for use in air and noise analysis.

The environmental consultant will provide W-Trans with an outline of the format to be used for the EIR

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Transportation Chapter. To support the EIR Transportation Chapter, W-Trans will provide a technical appendix. The appendix may include more detailed transportation analysis such as level of service calculations, technical memoranda that were developed as part of this proposal, and other supporting materials. To expedite the review process, and if requested, W-Trans will provide a separate copy of the EIR Transportation Chapter with its appendix to City staff for their review.

Deliverable: Electronic Copy of Administrative Draft EIR Transportation Chapter (pdf, WORD)

Task 4: Draft EIR Transportation Chapter

W-Trans will respond to one set of consolidated comments on the second Administrative Draft EIR Transportation Chapter. The text, graphics and analysis will be modified as needed. The Draft EIR Transportation Chapter will then be prepared.

Deliverable: Electronic Copy of Draft EIR Transportation Chapter (pdf, WORD)

Task 5: Final EIR - Response to Comments

W-Trans will respond in writing to comments received on the Draft EIR Transportation Chapter. We have assumed preparation of comment responses as well as revisions to the responses based on City staff review.

Deliverable: Electronic Copy of Comments and Responses Memo [and Comments and Responses Matrix if requested] (pdf, WORD)

Task 6: Meetings (10)

This work scope includes up to ten meetings related to this project. These could be with project team members, public hearings or other formal meetings.

Exclusions:

- City staff shall provide recent traffic data (intersection and roadway segment counts, CSA and other data);
- All study scenarios will be evaluated based on existing intersection geometrics. Should significant impacts be determined with the proposed project development, mitigation measures which may include changes to the intersection geometrics will be recommended;
- Any material modifications to the site plan, driveway locations or project description once W-Trans has begun the traffic analysis may constitute a change in work scope and/or budget;
- Should analysis of additional phases, scenarios, intersections, or roadway segments be requested, or additional meetings, a modification to this scope and budget will be requested;
- Should additional time be necessary to prepare the Final EIR beyond the budgeted hours (as it is unknown how many comments or the level of effort that will be required to respond to Draft EIR comments) we will request additional budget at that time, and proceed only after receiving written authorization for additional services;

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- Any services not explicitly identified above are excluded.



COMMUNITY DEVELOPMENT DEPARTMENT

Council Meeting Date: June 11, 2013
Staff Report #: 13-098

Agenda Item #: D6

CONSENT CALENDAR: Waive the Reading and Adopt an Ordinance to Amend Chapter 16.79 (Secondary Dwelling Units) of Title 16 (Zoning) of the Menlo Park Municipal Code

RECOMMENDATION

Staff recommends that the City Council waive the full reading of and adopt an ordinance to amend Chapter 16.79 Secondary Dwelling Units of the Menlo Park Municipal Code.

BACKGROUND

On May 21, 2013, the City Council conducted a public hearing to consider and take action on the Housing Element and its associated components, including an ordinance to amend the existing requirements for secondary dwelling units. After receiving public comments and deliberating on the items, the Council voted 4-0 (with Council Member Cline absent) to take a series of actions which included continuing deliberations of the secondary dwelling unit ordinance to June 4, 2013.

On June 4, 2013, the City Council continued its deliberations on the proposed amendments to the secondary dwelling unit ordinance and voted 3-2 (with Council Members Keith and Mueller opposed) to introduce the ordinance with modifications to the following development regulations: 1) require neighbor approval in order to reduce side and rear yard setbacks, 2) increase the wall height for second units located in the flood zone, and 3) clarify the provision regarding parking in front yards. The following are the specific edits shown in ~~strikeout~~ (delete) and underline (new) format relative to the draft ordinance, not the existing ordinance.

16.79.040 (4b) Minimum Yards (Setbacks)

Detached secondary dwelling units: Detached secondary dwelling units shall comply with all minimum yard requirements for the main dwelling established by the single-family zoning district in which the lot is located, with the exception that the minimum rear yard ~~and interior side yard~~ is ~~five (5)~~ 10 feet. Furthermore, the interior side and rear yards may be reduced to five (5) feet, subject to written

approval of the owner(s) of the contiguous property abutting the portion of the encroaching structure.

16.79.040 (6) Height

The maximum wall height of a detached secondary dwelling unit is nine (9) feet and the maximum total height is 17 feet, unless the secondary dwelling unit is located in a flood zone. When a secondary dwelling unit is located in a flood zone, the maximum wall height can be increased proportionally to the minimum amount needed to meet the flood zone requirements for habitable structures as determined by the Building Official. The total height of the structure shall be maintained at 17 feet.

16.79.040 (7c) Parking

Within required front yards if no more than 500 square feet of the required front yard is paved for motor vehicle use (inclusive of the main residence driveway and parking areas) and a minimum setback of 18 inches from the side property lines is maintained.

ANALYSIS

Staff has prepared the final version of the ordinance for adoption based on Council direction. The ordinance is included as Attachment A. If the Council takes action to adopt the ordinance, it will become effective 30 days later, or on July 11, 2013.

IMPACT ON CITY RESOURCES

There is no direct impact on City resources associated with adoption of this ordinance. The overall project's impact on City resources was discussed in the May 21, 2013 staff report.

POLICY ISSUES

The recommended action is consistent with the City Council's actions and approvals at its meetings of May 21 and June 4, 2013 and would serve to implement a program of the adopted Housing Element.

ENVIRONMENTAL REVIEW

On May 21, 2013, the City Council considered and adopted the Environmental Assessment prepared for the Housing Element and its related components, and adopted findings approving a Statement of Overriding Considerations and the Mitigation Monitoring and Reporting Program.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting. In addition to the agenda posting, an email update was sent to subscribers of the project page for the proposal, which is available at the following address: <http://www.menlopark.org/athome>. The project page allows interested parties to subscribe to email updates, and provides up-to-date information about the project, as well as links to previous staff reports and other related documents.

ATTACHMENTS

- A. Ordinance of the City of Menlo Park, Amending Chapter 16.79, Secondary Dwelling Units of the Menlo Park Municipal Code

Report prepared by:
Deanna Chow
Senior Planner

Justin Murphy
Development Services Manager

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ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MENLO PARK, AMENDING CHAPTER 16.79 [SECONDARY DWELLING UNITS] OF TITLE 16 [ZONING] OF THE MENLO PARK MUNICIPAL CODE

The City Council of the City of Menlo Park does ordain as follows:

SECTION 1. The City Council of the City of Menlo Park hereby finds and declares as follows:

- A. The City desires to amend Chapter 16.79 [Secondary Dwelling Unit] to provide the ability to create additional housing throughout the City to accommodate varying housing needs.
- B. The Planning Commission held duly noticed public hearings on April 22, 2013 and April 29, 2013 to review and consider the proposed amendments to Chapters 16.79 of Title 16 of the Menlo Park Municipal Code, whereat all interested persons had the opportunity to appear and comment.
- C. The City Council held a duly noticed public hearing on May 21, 2013 and a public meeting on June 4, 2013 to review and consider the proposed amendments to Chapters 16.79 of Title 16 of the Menlo Park Municipal Code, whereat all interested persons had the opportunity to appear and comment.
- D. After due consideration of the proposed amendment to Title 16, public comments, the Planning Commission recommendation, and the staff report, the City Council finds that the proposed amendment to Title 16 support the Housing Element and are appropriate.

SECTION 2. Chapter 16.79 [Secondary Dwelling Units] of Title 16 [Zoning] of the Menlo Park Municipal Code is hereby amended to read as follows:

Chapter 16.79

SECONDARY DWELLING UNITS

Sections:

- 16.79.010 Purpose**
- 16.79.020 Permitted use**
- 16.79.030 Conditional use**
- 16.79.040 Development regulations**
- 16.79.050 Mitigation monitoring**

16.79.010 Purpose.

The purpose of this chapter is to set forth criteria and regulations to control the development of secondary dwelling units within the single-family residential zoning districts.

16.79.020 Permitted use.

A secondary dwelling unit developed within the main dwelling or structurally attached to the main dwelling as defined in Section 16.04.145 Buildings, structurally attached, or a secondary dwelling unit detached from the main dwelling, are permitted in a single-family residential zoning district, subject to the provisions set forth in Section 16.79.040.

16.79.030 Conditional use.

A secondary dwelling unit that is either attached or detached and requesting modification to the development regulations, except for items (1) density, (2) subdivision, and (10) tenancy, as established in Chapter 16.79.040.

16.79.040 Development regulations.

Development regulations for a secondary dwelling unit are as follows:

- (1) Minimum lot area: 6,000 square feet;
- (2) Density: No more than one (1) secondary dwelling unit may be allowed on any one (1) lot;
- (3) Subdivision: A lot having a secondary dwelling unit may not be subdivided in a manner that would allow for the main dwelling and secondary dwelling unit to be located on separate lots or that would result in a lot of less than 7,000 square feet of area or less width and/or depth than required by the single-family zoning district in which the lot is located;
- (4) Minimum yards:
 - (a) Structurally attached secondary dwelling units: Secondary dwelling units developed within the main dwelling or structurally attached to the main dwelling as defined in Section 16.04.145 Buildings, structurally attached, shall comply with all minimum yard requirements for the main dwelling established by the single-family zoning district in which the lot is located;
 - (b) Detached secondary dwelling units: Detached secondary dwelling units shall comply with all minimum yard requirements for the main dwelling established by the single-family zoning district in which the lot is located, with the exception that the minimum rear yard is 10 feet. Furthermore, the interior side and rear yards may be reduced to five (5) feet, subject to written approval of the owner(s) of the contiguous property abutting the portion of the encroaching structure.
- (5) Unit size:
 - (a) The habitable square footage of all levels of the secondary dwelling unit shall not exceed 640 square feet;

- (b) Secondary dwelling units shall be limited to studio or one-bedroom units and one bathroom.
- (6) Height: The maximum wall height of a detached secondary dwelling unit is nine (9) feet and the maximum total height is 17 feet, unless the secondary dwelling unit is located in a flood zone. When a secondary dwelling unit is located in a flood zone, the maximum wall height can be increased proportionally to the minimum amount needed to meet the flood zone requirements for habitable structures as determined by the Building Official. The total height of the structure shall be maintained at 17 feet.
- (7) Parking: One (1) covered or uncovered off-street parking space that may be provided in the following configurations and areas in addition to the areas allowed for the main dwelling:
 - (a) In tandem, meaning one car located directly behind another car;
 - (b) Within required interior side yards;
 - (c) Within required front yards if no more than 500 square feet of the required front yard is paved for motor vehicle use (inclusive of the main residence driveway and parking areas) and a minimum setback of 18 inches from the side property lines is maintained.
- (8) Consistency: All secondary dwelling units shall comply with all applicable development regulations for the single-family zoning district in which the lot is located and building code requirements set forth in Title 12 Building and Construction of the Municipal Code unless otherwise provided for in this section;
- (9) Aesthetics: The secondary dwelling unit shall have colors, materials, textures and architecture similar to the main dwelling;
- (10) Tenancy: Either the main dwelling or the secondary dwelling unit shall be occupied by the property owner.

16.79.050 Mitigation Monitoring.

All second unit development shall comply, at a minimum, with the Mitigation Monitoring and Report Program (MMRP) established through Resolution No. 6149 associated with the Housing Element Update, General Plan Consistency Update, and Zoning Ordinance Amendments Environmental Assessment prepared for the Housing Element adopted on May 21, 2013.

SECTION 3. This ordinance is not subject to the California Environmental Quality Act ("CEQA"). Pursuant to the court ordered Judgment Pursuant to Stipulation ("Judgment") in Peninsula Interfaith Action, et al. v. City of Menlo Park, Case No CIV513882, the City is required to bring its Housing Element and related elements of the General Plan into compliance with state law and the terms of the Settlement Agreement that was incorporated into the Judgment. The Judgment incorporates Government Code Section 65759, which provides that CEQA does not apply to any action necessary to bring the General Plan or relevant mandatory elements into compliance with any court order. This ordinance is required to bring the General Plan

or relevant mandatory elements into compliance with State law and the court ordered Judgment. It is, therefore, not subject to CEQA.

If this ordinance were subject to CEQA, this ordinance is not a project pursuant to Public Resources Code Section 21080(a) and CEQA Guidelines Section 15002(i), which indicate that CEQA applies to discretionary projects carried out or approved by public agencies. This ordinance is ministerial in that the Housing Element indicates that the City “will” take the actions identified in this ordinance within 60 days of adoption of the Housing Element. When an initial approval (in this case the Housing Element) is sufficiently specific that any follow-up approval is limited to a determination of compliance with conditions or provisions set forth in the initial approval, then the follow-up approval is ministerial. *Health First v. March Joint Powers Auth.* (2009) 174 Cal.App.4th 1135. Finally, the rezoning for “by-right” development at higher densities is required pursuant to state law. Government Code Sections 65583 and 65583.2. For all of the foregoing reasons, there is no judgment or deliberation on the part of the decision makers and decision makers have no power to shape or change the actions identified in this ordinance in response to environmental review. As a ministerial action, this ordinance is not a project subject to CEQA.

Even if this ordinance were determined to be a discretionary project subject to CEQA, the “common sense exemption” which indicates CEQA applies only to projects that have the potential for causing a significant effect on the environment applies to exempt this ordinance from needless environmental review. CEQA Guidelines 15601(b)(3); *Muzzy Ranch Co. v. Solano County Airport Land Use Commission* (2007) 41 Cal. 4th 372. The environmental impacts of this ordinance were reviewed in the Environmental Assessment, which is the equivalent of a Draft Environmental Impact Report, conducted for the Housing Element and related General Plan elements which was adopted by the City Council on May 21, 2013. It can be seen with certainty that there is no possibility that the action identified in the ordinance will have a significant effect on the environment beyond what was analyzed in the Environmental Assessment. Therefore, this ordinance is exempt from CEQA.

SECTION 4. If any part of this Ordinance is held to be invalid or inapplicable to any situation by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance or the applicability of this Ordinance to other situations.

SECTION 5. This ordinance shall become effective thirty (30) days after the date of its adoption. Within fifteen (15) days of its adoption, the ordinance shall be posted in three (3) public places within the City of Menlo Park, and the ordinance, or a summary of the ordinance prepared by the City Attorney, shall be published in a local newspaper used to publish official notices for the City of Menlo Park prior to the effective date.

INTRODUCED on the fourth day of June, 2013.

PASSED AND ADOPTED as an ordinance of the City of Menlo Park at a regular meeting of the City Council of the City of Menlo Park on the eleventh day of June, 2013, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

APPROVED:

Pamela Aguilar
Acting City Clerk

Peter Ohtaki
Mayor

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POLICE DEPARTMENT

Council Meeting Date: June 11, 2013
Staff Report #: 13-108

Agenda Item #: D-7

CONSENT CALENDAR: Authorize the City Manager to Execute a Sixty Day Extension to the Existing Agreement Between the City of Menlo Park and Redflex Traffic Systems, Inc. For its Photo Red Light Enforcement Program

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute a sixty day extension to the existing agreement between the City of Menlo Park and Redflex Traffic Systems, Inc. for its photo red light enforcement program.

BACKGROUND

On December 6, 2006, the City of Menlo Park entered into an agreement with Redflex Traffic Systems, Inc. for a photo red light enforcement program. Pursuant to this agreement, there were four red light enforcement cameras installed in the City and they are operational. The original agreement was due to expire on May 3, 2013, and a sixty day extension agreement was signed, extending the agreement to July 2, 2013.

ANALYSIS

The current sixty day extension is due to expire on July 2, 2013. Another sixty day extension is necessary for staff to continue to analyze the system's effectiveness, to better understand the changing legislation with the system and to renegotiate an updated and renewed agreement for services. The recent change in the Command Staff at the Police Department caused the Department the need to prioritize other projects and has hindered staff's ability to complete the above mentioned analysis and renegotiation.

It is the intention of the Police Department to come before the City Council on August 20, 2013 for City Council consideration of any proposed renewal of the agreement with Redflex Traffic Systems for photo red light enforcement.

IMPACT ON CITY RESOURCES

For the months of July and August 2013, Redflex shall charge the City \$5,651.50 per intersection for the four (4) Designated Intersection Approaches (\$22,606.00 per

month). This would be a total of \$45,212.00 for the sixty day extension. These funds have already been allocated for these services in the police department's Fiscal Year 2013/2014 budget.

POLICY ISSUES

None

ENVIRONMENTAL REVIEW

The proposed action does not require environmental review.

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

- A. Proposed Sixty Day Extension Agreement

Report prepared by:
Dave Bertini
Police Commander

SIXTY DAY EXTENSION AGREEMENT

The City of Menlo Park, a municipal corporation, with offices at 701 Laurel Street, Menlo Park, California 94025 (the "Customer" or "City"), and Redflex Traffic Systems, Inc. with offices at 6076 Bristol Parkway, Suite 106, Culver City, California 90230 ("Redflex"), entered into an agreement for services dated December 5, 2006, entitled Exclusive Agreement Between the City of Menlo Park and Redflex Traffic Systems, Inc. For Photo Red Light Enforcement Program ("2006 Agreement").

WHEREAS, Redflex and City entered into an extension agreement, extending the 2006 Agreement for a period of sixty (60) days, to July 2, 2013; and

WHEREAS, Redflex and City wish to enter into a second extension agreement, for an additional sixty (60) day extension, from July 3, 2013 to September 2, 2013; and

WHEREAS, Redflex and City are negotiating the terms of an amended agreement, and are in the process of drafting the amended agreement to include new pricing for each approach and with the potential of entering into a new five year term with two, one year, renewal terms; and

WHEREAS, Redflex and City anticipate that the parties will enter into an amended agreement before September 2, 2013, and that this sixty day extension will be terminated upon the execution of the amended agreement; and

WHEREAS, Redflex and City acknowledge that if an amended agreement is not entered into by September 2, 2013, the current agreement will expire unless the parties enter into another extension; and

WHEREAS, the signatories to this extension agreement represent that they have authority on behalf of Redflex and City to enter into this extension. Furthermore, this agreement may be executed in counterparts and/or by facsimile, and all so executed shall constitute an agreement which shall be binding upon all parties hereto.

Therefore, the parties hereby agree in exchange for good and valuable consideration that:

1. The 2006 Agreement is hereby extended an additional sixty (60) days to expire after September 2, 2013;
2. For the months of July and August 2013, Redflex shall charge the City \$5,651.50 per intersection for the four (4) Designated Intersection Approaches (\$22,606.00 per month), and there shall be no charge for September 1 and 2, 2013; and

3. During the extension period the current contract terms will apply, and there will be no change to the costs or services provided by Redflex to City. All terms and conditions of the 2006 Agreement remain unchanged except as modified herein.

DATED: _____

City of Menlo Park
By: *Alex D. McIntyre*, City Manager

DATED: _____

Redflex Traffic Systems, Inc.
By: *James Saunders*



**CITY COUNCIL
SPECIAL AND REGULAR **DRAFT** MEETING
MINUTES**

Tuesday, April 16, 2013 at 5:30 p.m.
701 Laurel Street, Menlo Park, CA 94025
City Council Chambers

Mayor Ohtaki called the Closed Session to order at 5:34 p.m. with all Council Members present.

CL1. Closed Session pursuant to Government Code section 54957.6 to conference with labor negotiators regarding labor negotiations with the Police Officers Association (POA) and Police Management Association (PMA)

Attendees: Alex McIntyre, City Manager, Starla Jerome-Robinson, Assistant City Manager, Bill McClure, City Attorney, Gina Donnelly, Human Resources Director, Robert Jonsen, Police Chief, Dave Bertini, Commander

Public Comment

- Mickie Winkler read from a handout that she provided to the Council which included suggestions on reducing employee costs (*Handout*)

The Council went into Closed Session at 5:42 p.m.

Mayor Ohtaki called the Regular Session to order at 7:13 p.m. with all members present.

Mayor Ohtaki led the Pledge of Allegiance.

ANNOUNCEMENTS

Mayor Ohtaki announced that the meeting would be closed in Memory of Beverly "BJ" Perkins, Secretary in the City Manager's Office from 1994-2007.

Mayor Ohtaki stated that thoughts and prayers go out to the victims of the bombing at the Boston Marathon yesterday.

REPORT FROM CLOSED SESSION

There was no reportable action from Closed Session.

A. PRESENTATIONS AND PROCLAMATIONS

A1. Proclamation declaring April 19th as "Menlowe Ballet Day" ([Attachment](#))
Mayor Ohtaki presented the proclamation to Lisa Shiveley, Executive Director, Menlowe Ballet.

A2. Presentation of Environmental Quality Awards
Mitch Slomiak, Environmental Quality Commission Chair, presented the following Environmental Quality Awards:

For Climate Action:

- Facebook, accepted by Lauren Swezey

- Menlo Business Park, accepted by Ron.
-

For Environmental Education:

- Backyard Composting, accepted by Carolyn Dorsch

For Resource Conservation:

- Pacific Bioscience, accepted by Deborah Martin and Paul Intriери

For Sustainable Building:

- Hillview Middle School, accepted by School Board Member Ahmad Sheikholeslami and Giesel

A3. Presentation regarding San Francisquito Creek Community Outreach Plan Program EIR for projects upstream of Highway 101 and Pope/Chaucer Bridge Project by Len Materman, SFCJPA Executive Director

Len Materman, SFCJPA Executive Director, provided information on the San Francisquito Creek Community Outreach Plan Program EIR for projects upstream of Highway 101 and Pope/Chaucer Bridge Project. (*PowerPoint*)

A4. Bay Area Water Supply and Conservation Agency (BAWSCA) update by Representative Kelly Fergusson

Kelly Fergusson provided a report on the activities of BAWSCA.

B. COMMISSION/COMMITTEE VACANCIES, APPOINTMENTS AND REPORTS

B1. Consider applicants for appointment to fill three vacancies on the Parks and Recreation Commission; and one vacancy on the Transportation Commission ([Staff report #13-061](#))

Staff presentation by Margaret Roberts, City Clerk

Public Comments

- James Morgan spoke in support of Adina Levin for the Transportation Commission.
- Henry Riggs spoke in support of Philip Mazzara for the Transportation Commission.
- Nell Triplett spoke in support of Adina Levin for the Transportation Commission.
- Gita Dev spoke in support of Adina Levin for the Transportation Commission.
- Andrew Boone spoke in support of Adina Levin for the Transportation Commission.

ACTION: By acclamation the following appointments were made for the Parks and Recreation Commission:

- Noria Zasslow – Term ending April 30, 2014
- Marianne Palefsky – Term ending April 30, 2015
- Kristin Cox – Term ending April 30, 2016

ACTION: Rich Cline nominated Adina Levin and Catherine Carlton nominated Philip Mazzara and with a unanimous vote Adina Levin was appointed to fill the unexpired term through April 30, 2014.

C. PUBLIC COMMENT #1

- Elizabeth Houck read a letter into record regarding the General Plan. (*Letter*)

- Matt Henry stated that he made two points at the last Council meeting that were taken Belle Haven should be loaded with trees because of the Facebook West Campus. The only place that should have three stories is at the Haven site. Belle Haven is a one story community and trying to jam in more houses would not work.
- Michael Francois spoke regarding chemicals in the water and provided a handout to the Council. (*Handout*)
- Patti Fry requested that the Specific Plan be placed on a Council agenda with a date specific for review.
- Susan Connely requested that the Specific Plan be placed on a Council agenda with a date specific for review and requested a moratorium on all office space throughout Menlo Park.
- Osnat Lowenthal requested that the Specific Plan be placed on a future agenda for review.

D. CONSENT CALENDAR

ACTION: Motion and second (Keith/Cline) to approve the Consent Calendar Items D1, D3 and D5 passes unanimously .

D1. Adopt **Resolution No. 6138** accepting dedication of a public access easement and authorizing the City Manager to sign the certificate of acceptance for the 1035 O'Brien Drive Frontage Improvements Project ([Staff report #13-058](#))

D3. Approve the response to the San Mateo Grand Jury Report "Can We Talk? Law Enforcement and Our Multilingual County" ([Staff report #13-063](#))

D5. Authorize the City Manager to enter into an agreement with Municipal Revenue Advisors, Inc., to perform sales and use tax services in connection with the Development Agreement for the Facebook West Campus Project and approval of **Resolution No. 6139** authorizing the examination of sales and use tax records by Municipal Revenue Advisors, Inc. ([Staff report #13-064](#))

D2. Adopt amended Resolution of Intention to abandon a portion of Louise Street ([Staff report #13-057](#))

Item pulled by Council Member Keith for discussion

NOTE: Vice Mayor Mueller announced he is recused due to the proximity of his property and left the Council Chambers at 8:44 p.m.

ACTION: Motion and second (Keith/Cline) to approve **Resolution No. 6140** an Amended Resolution of Intention to abandon a portion of Louise street passes 4-0-1 (Recused: Mueller)

NOTE: Vice Mayor Mueller returned to the meeting at 8:46 p.m.

D4. Receive the San Francisquito Creek Joint Powers Authority projects update and approve the Project Community Outreach Plan ([Staff report #13-062](#))

Item pulled by Council Member Carlton for discussion

ACTION: Motion and second (Carlton/Cline) to receive the update and approve the Project Community Outreach Plan passes unanimously.

D6. Accept minutes from the Council meetings of March 26 and April 2, 2013 ([Attachment](#))

Item pulled by Council Member Carlton for discussion

Council Member Carlton would like any amendments to the minutes to be documented in the minutes. Vice Mayor Mueller added that he would like additional comments in the minutes regarding the Council discussion on the Capital Improvement Plan.

ACTION: By consensus the Council held over the minutes to the next Council meeting.

E. PUBLIC HEARINGS

E1. Conduct a Public Hearing and consider a resolution approving a Conditional Development Permit amendment for the property located at 401 Pierce Road ([Staff report #13-059](#))
Staff presentation by Thomas Rogers, Senior Planner

Mayor Ohtaki opened the Public Hearing at 8:56 p.m.

There were no comments made during the Public Hearing.

Motion and second (Cline/Keith) to close the Public Hearing at 8:57 p.m. passes unanimously.

ACTION: Motion and second (Keith/Cline) taking the following actions passes unanimously:

Adopt the finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current CEQA Guidelines; and

Adopt **Resolution No. 6141** approving the Conditional Development Permit amendment for the addition of 747 square feet of gross floor area to an existing private recreation facility and to increase the maximum FAR to 45 percent, subject to the requirements of the Conditional Development Permit and removing paragraphs 5.1(recordation) and 7.1 (Indemnity by Owner).

F. REGULAR BUSINESS

F1. Consideration of a Mixed-Use Development Proposal at 500 El Camino Real, including options for the project review process ([Staff report #13-066](#))

NOTE: Vice Mayor Mueller announced he is recused due to the proximity of his property and left the Council Chambers at 8:59 p.m.

Staff presentation by Thomas Rogers, Senior Planner

Applicant presentation by Steve Elliott showing the proposed project at 500 El Camino Real (*PowerPoint*)

Public Comment

- Barbara Hunter spoke in opposition to the project
- Tim Straight spoke in opposition to the project
- Clem Molony spoke in favor of the project
- Perla Ni spoke in opposition to the project and regarding safety issues
- Stefan Pety spoke in opposition to the project and presented a report card rating of the project
- Kevin Vincent Sheehan spoke in opposition to the project and regarding traffic
- Nancy Borgeson spoke in opposition to the project

- Mike Lauza spoke in opposition to the project
- Gail Svedanesis spoke in opposition to the project
- Henry Riggs spoke in favor of the project and asked Council to consider under crossings
- Gita Dev spoke regarding the need for a jobs-housing balance
- Adina Levin spoke regarding housing and traffic and asked Council to consider establishing an infrastructure fund
- Frank Carney spoke in opposition to the project
- George Fisher discussed concerns regarding the project
- Cherie Zaslowsky spoke in opposition of the project
- Andrew Boone spoke regarding traffic and safety issues
- Peter Hart spoke in opposition to the project and expressed concerns regarding the process
- Hugh MacDonald
- Vincent Bressler spoke in opposition to the project and regarding lack of public benefit
- Joanne Goldberg asked Council to take a closer look at the project
- Kristy Holch spoke regarding the impact of the project on the City's character
- Heyward Robinson expressed concerns regarding the process
- Barrett Moore spoke regarding traffic and safety issues
- Paul Osborn discussed traffic concerns and the need for more information
- Erin Craig asked that modifications be made to the project based on the public's input
- Veneta Kanelakos spoke in opposition to the project and expressed concern regarding the size of the project
- Don Brawner spoke in opposition to the project
- Hilary Holmquest expressed concern regarding the size of the project and the impact on the City's character
- Fran Dehn spoke regarding the process
- Mark Nanevicz spoke regarding traffic concerns and public benefit
- Elizabeth Houck spoke in opposition to the project

ACTION: Motion and second (Cline/Ohtaki) to appoint a Council Subcommittee of Council Members Keith and Carlton for project refinement, facilitate compromise with the applicant and the residents and a timeline for review of the specific plan.

NOTE: Vice Mayor Mueller returned to the meeting at 1:25 a.m.

F2. Adopt a resolution taking the following actions: 1. Appropriating an additional \$715,000 to the Santa Cruz Avenue Irrigation Replacement Project from the General Fund CIP fund balance; 2. Authorizing the City Manager to award a contract to the lowest responsible bidder for the Santa Cruz Avenue Irrigation Replacement Project authorizing a total budget of \$1,060,000 for construction, contingencies, material testing, and construction administration; and 3. Awarding contracts up to \$250,000 for the purchase and installation of the downtown benches and solid waste and recycling bins ([Staff report #13-065](#))

Staff presentation by Ruben Nino, Assistant Public Works Director

Public Comment

- Fran Dehn, Chamber of Commerce, stated that the Chamber supports staff recommendation. They also encourage an additional investment for additional improvements including relocating the newspaper racks.

ACTION: Motion and second Mueller/Carlton adopting **Resolution No. 6142** and taking the following actions passes unanimously:

1. Appropriating an additional \$515,000 to the Santa Cruz Avenue Irrigation Replacement Project from the General Fund CIP fund balance;
2. Authorizing the City Manager to award a contract to the lowest responsible bidder for the Santa Cruz Avenue Irrigation Replacement Project authorizing a total budget of \$860,000 for construction, contingencies, material testing, and construction administration; and
3. Awarding contracts up to \$250,000 for the purchase and installation of the downtown benches and solid waste and recycling bins.

F3. Consider appointing a Councilmember to serve on the Blue Ribbon Task Force as proposed by the City of Redwood City regarding South Bay Waste Management Authority (SBWMA) board governance ([Staff report #13-060](#))

ACTION: Motion and second (Keith/Cline) to appoint Vice Mayor Mueller to serve on the Blue Ribbon Task Force as proposed by the City of Redwood City regarding South Bay Waste Management Authority (SBWMA) board governance passes unanimously.

F4. Consider appointment of a director to the Boards of the Bay Area Water Supply & Conservation Agency and the Bay Area Regional Water Supply Financing Authority ([Attachment](#))

ACTION: Motion and second (Mueller/Cline) to appoint Council Member Keith as the director to the Boards of the Bay Area Water Supply & Conservation Agency and the Bay Area Regional Water Supply Financing Authority passes unanimously.

F5. Consider state and federal legislative items, including decisions to support or oppose any such legislation, and items listed under Written Communication or Information Item
There were no legislative items discussed.

G. CITY MANAGER'S REPORT

There was no City Manager report given.

H. WRITTEN COMMUNICATION

There were no written communications.

I. INFORMATIONAL ITEMS

There were no informational items.

J. COUNCILMEMBER REPORTS

There were no reports given.

K. PUBLIC COMMENT #2

There were no public comments made.

L. ADJOURNMENT

The meeting was adjourned at 1:45 a.m. in memory of Beverly "BJ" Perkins, Secretary in the City Manager's Office from 1994-2007.

Margaret S. Roberts, MMC
City Clerk

Minutes accepted at the Council meeting of

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PUBLIC WORKS DEPARTMENT

Council Meeting Date: June 11, 2013
Staff Report #: 13-099

Agenda Item #: E-1

PUBLIC HEARING: **Adopt a Resolution Recommending that the San Mateo County Flood Control District Impose Basic and Additional Charges for Funding the Fiscal Year 2013-14 Countywide National Pollutant Discharge Elimination System General Program**

RECOMMENDATION

Staff proposes that the City Council adopt a resolution recommending that the San Mateo County Flood Control District impose basic and additional charges for funding the FY 2013-14 Countywide National Pollution Discharge Elimination System (NPDES) General Program.

BACKGROUND

Two types of stormwater related fees and charges are funded by Menlo Park property owners: a local regulatory fee, applicable to the City of Menlo Park only, and a countywide fee, which is applicable to general program activities benefitting all agencies within San Mateo County. The City Council is currently scheduled to consider authorization of both fees. The following background information is specific to the countywide program.

In 1991, the San Francisco Bay Regional Water Quality Control Board (Board) issued a NPDES Municipal Storm Water Permit to San Mateo County and its 21 incorporated cities. The permit required the cities and County to implement a Stormwater Management Program (SWMP) to reduce the pollution of waterways. Since the original permit was issued, the Board has reviewed the permit and requires that the SWMP be updated every five years.

Since 1992, the San Mateo County Flood Control District has been collecting fees on behalf of the cities to pay for the portion of the SWMP that benefits all agencies in the County. This has been an effective approach in minimizing the costs of implementing the SWMP. The charges imposed by the County Flood Control District pay for the costs of the General Program (program elements benefitting all 21 co-permittees). A detailed description of the services provided by the General Program is included within the analysis, below.

The Board adopted the Municipal Regional Stormwater Permit (MRP) in October 2009, with an effective date of December 1, 2009 and which expires on November 30, 2014. The MRP incorporates the following 14 provisions (C.2 through C.15) with goals, tasks, schedules, and reporting requirements to be completed in order to be in compliance with the NPDES permit. The MRP is available on the City's website under "Public Works - Stormwater Quality."

<u>Provision</u>	<u>Title</u>
C.2	Municipal Operations
C.3	New Development and Redevelopment
C.4	Industrial and Commercial Site Controls
C.5	Illicit Discharge Detection and Elimination
C.6	Construction Site Control
C.7	Public Information and Outreach
C.8	Water Quality Monitoring
C.9	Pesticides Toxicity Control
C.10	Trash Load Reduction
C.11	Mercury Controls
C.12	Polychlorinated Biphenyls (PCBs) Controls
C.13	Copper Controls
C.14	Polybrominated Diphenyl Ethers (PBDE), Legacy Pesticides and Selenium
C.15	Exempted and Conditionally Exempted Discharges

ANALYSIS

The San Mateo Countywide Water Pollution Prevention Program (Program) is responsible for coordinating the activities that benefit all 21 agency co-permittees involved with the implementation of the Stormwater Management Plan. The Program also ensures adherence to the conditions set forth under the Countywide NPDES permit. The following NPDES Permit items are funded by fees generated throughout the County and used to administer the General (Countywide) Program.

Program Coordination

- A Regional Permit Coordinator chairs two main committees - Stormwater and Technical Advisory Committees and seven major subcommittees - Municipal Government Maintenance, Industrial and Illicit Discharge, New Development/Redevelopment, Trash and Parks Maintenance Integrated Pest Management Public Information and Participation and Watershed Monitoring. The Permit Coordinator interfaces between the committees and subcommittees,

consultant administrator and the Regional Board, and helps establish the annual budget.

- A consultant administrator attends all subcommittee meetings, produces meeting minutes, reports on current legislation affecting municipalities, and helps the Program agencies meet the requirements of the General Permit.

Develop and Implement Performance Standards

- The consultant administrator develops training materials, graphs, spreadsheets, documents, and timelines that assist the municipalities in reporting on and complying with the various permit requirements.

Performance Monitoring

- The consultant administrator develops, distributes, collects, tabulates various performance-monitoring report information, and submits it to the Regional Board.
- The consultant administrator evaluates the effectiveness of implemented controls in the areas of municipal maintenance; commercial, industrial, and illicit discharge; public information/participation; new development/redevelopment; and watershed monitoring.

Publications and Education Programs

- The consultant administrator develops and implements the public information and participation program including website development, brochures, outreach programs in the local schools and training flyers, as required by the General Permit to educate the public.

Funding

The total budget for the Countywide SWMP proposed for FY 2013-14 is \$3,830,880, an increase of 17 percent over the FY 2012-13 budget (\$3,280,270). The primary cause of the budget increase, which is expected due to the phasing and ramping up of Municipal Regional Permit requirements, is attributed to an increase of compliance activities in the monitoring and pollutants of concern sections of the permit along with heavy effort on helping jurisdictions with trash load reduction plans, providing additional training sessions, and increased cost to develop the Comprehensive Integrated Monitoring Report. In addition, a shift in resources from FY 2012-13 to FY 2013-14 for a potential Countywide Funding Initiative to raise money for C/CAG and its member agencies to comply with the Municipal Regional Permit requirements has contributed to the increase.

The budget must be approved by the City and County Association of Governments (C/CAG), which deals with issues that affect the quality of life in general in San Mateo County, including storm water runoff. The proposed Program FY 2013-14 budget will

be presented to the C/CAG board on June 13, 2013 for approval. The proposed budget utilizes outside revenue in the form of Measure M – Vehicle Registration Fee, grant revenues, and a portion of the program’s reserves.

The fee collected by the County consists of two separate charges covering the “Basic” and “Additional” Fees. The Basic Fee does not change from year-to-year, whereas the Additional Fee was structured to change by a percentage equal to the movement in the Consumer Price Index (Bureau of Labor, Urban Wage Earners), a 1.02 percent increase from February 2012 to February 2013. As a result, the County is proposing that the “Additional” Fee be increased for FY 2013-14.

Fee increases to be collected by the County vary, depending upon the land use category. The Additional Fee is proposed to increase next fiscal year by \$0.04 per parcel for Miscellaneous, Agricultural, Vacant, and Condominium land uses and by \$0.08 per parcel for all other land uses. The current and proposed annual fees are shown in the following table:

Land Use Category	Current Fee FY 2012-13		Proposed Fee FY 2013-14		Proposed Total Fee Increase per Parcel
Single Family Residence (per parcel)	Basic	\$3.44	Basic	\$3.44	\$0.08
	Additional	<u>\$3.08</u>	Additional	<u>\$3.16</u>	
	Total	\$6.52	Total	\$6.60	
Miscellaneous, Agriculture, Vacant, and Condominium (per parcel)	Basic	\$1.72	Basic	\$1.72	\$0.04
	Additional	<u>\$1.54</u>	Additional	<u>\$1.58</u>	
	Total	\$3.26	Total	\$3.30	
All Other Land Uses (per parcel)	Basic	\$3.44	Basic	\$3.44	\$0.08
	Additional	<u>\$3.08</u>	Additional	<u>\$3.16</u>	
	Total	\$6.52	Total	\$6.60	
	(\$6.52 for the first 11,000 sq. ft.; \$0.60* for each additional 1,000 sq. ft.)		(\$6.52 for the first 11,000 sq. ft.; \$0.60 for each additional 1,000 sq. ft.)		
	*\$0.32 Basic fee, \$0.28 Additional fee		*\$0.32 Basic fee, \$0.28 Additional fee		

IMPACT ON CITY RESOURCES

The estimated share of County revenues to be collected on behalf of the City of Menlo Park from the FY 2012-13 Countywide program is \$84,183, based on the above rates per parcel. By adopting the attached resolution, Council is authorizing the County to levy these fees on Menlo Park properties and to use the revenue for Countywide storm water management activities. If the Council chooses not to have the County collect these fees, the impact on City resources will be approximately \$84,183 as the City is required by the NPDES permit to participate in the program.

POLICY ISSUES

The staff recommendation will result in the City's continuing ability to comply with the NPDES permit and to participate in the regional Program.

ENVIRONMENTAL REVIEW

Environmental review is not required for this action.

PUBLIC NOTICE

Public Notification consists of posting the agenda, with this item being listed, at least 72 hours prior to the meeting, and publishing legal notices on May 29, 2013 and June 5, 2013 in *The Daily News*.

ATTACHMENTS

- A. Resolution

Report prepared by:
Erendira Romero
Business Manager

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RESOLUTION NO.**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
RECOMMENDING THAT THE SAN MATEO COUNTY FLOOD CONTROL
DISTRICT IMPOSE BASIC AND ADDITIONAL CHARGES FOR FUNDING THE
SCOPE OF WORK FOR THE FISCAL YEAR 2013-14 COUNTYWIDE
NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)
GENERAL PROGRAM**

WHEREAS, the Environmental Protection Agency, under amendments to the 1987 Federal Clean Water Act, imposed regulations that mandate local governments to control and reduce the amount of stormwater pollutant runoff into receiving waters; and

WHEREAS, under the authority of California Porter-Cologne Water Quality Act, the State Water Resources Control Board has delegated authority to its regional boards to invoke permitting requirements upon counties and cities; and

WHEREAS, in July 1991, the San Francisco Bay Regional Water Quality Control Board notified San Mateo County of the requirement to submit an NPDES Permit Application by November 30, 1992; and

WHEREAS, in furtherance of the NPDES Permit Process, San Mateo County in conjunction with all incorporated cities in San Mateo County has prepared a San Mateo Countywide Stormwater Management Plan which has a General Program as a fundamental component of the Management Plan; and

WHEREAS, the San Francisco Bay Regional Water Quality Control Board, after a Public Hearing, approved the Renewed NPDES Permit CAS0029921, effective July 21, 1999, and which expired July 20, 2004; and

WHEREAS, with the complete and timely application by the San Mateo Countywide Stormwater Pollution Prevention Program for Permit renewal submitted on January 23, 2004, the San Francisco Bay Regional Water Quality Control Board administratively extended the expiration of said Permit until such time as a Public Hearing is held and the application is considered; and

WHEREAS, the San Francisco Bay Regional Water Quality Control Board adopted NPDES Permit CAS612008 on October 14, 2009, effective December 1, 2009, and which expires on November 30, 2014; and

WHEREAS, the San Mateo County Flood Control District Act, as amended by the State Legislature in 1992 (Assembly Bill 2635), authorized the San Mateo County Flood Control District ("District") to impose charges to fund storm drainage programs such as the NPDES Countywide General Program; and

WHEREAS, the Basic Annual Charges and Additional Annual Charges for FY 2013-14, when adopted, would be necessary to fund a \$3,830,880 Budget for FY 2013-14, and are as follows:

Basic Annual Charges;

- Single Family Residence: \$3.44/APN
- Miscellaneous, Agriculture, Vacant, and Condominium: \$1.72/APN
- All Other Land Uses: \$3.44/APN for the first 11,000 square feet plus \$0.32 per 1,000 additional square feet of parcel area.

Additional Annual Charges (Adjusted Annually by C.P.I.);

- Single Family Residence: \$3.16/APN
- Miscellaneous, Agriculture, Vacant, and Condominium: \$1.58/APN
- All Other Land Uses: \$3.16/APN for the first 11,000 square feet plus \$0.28 per 1,000 additional square feet of parcel area.

WHEREAS, the charges are in the nature of a sewer service charge in that they are intended to fund a federally mandated program the purpose of which is to create waste treatment management planning processes to reduce the amount of pollutants in discharges from property into municipal storm water systems which, in turn, discharge into the waters of the United States; and

WHEREAS, the City of Menlo Park has held a meeting upon the proposal to fund the Countywide NPDES General Program through the San Mateo County Flood Control District; the City Council makes the below resolve following that meeting.

NOW THEREFORE, BE IT RESOLVED AND IS HEREBY FOUND, DETERMINED, AND ORDERED AS FOLLOWS:

1. The City of Menlo Park respectfully requests the San Mateo County Board of Supervisors, acting as the governing board of the San Mateo County Flood Control District, to impose those basic and additional charges necessary to fund the FY 2013-14 Countywide NPDES General Program; and
2. The City of Menlo Park requests that all properties within the territorial limits of said City be charged the basic and additional annual charges in accordance with said charges stated above; and
3. The City Clerk is hereby directed to forward copies of this Resolution to the Clerk of the San Mateo County Board of Supervisors, the San Mateo County Flood Control District, the San Mateo County Engineer, and to the NPDES Coordinator of C/CAG.

I, Pamela Aguilar, Acting City Clerk of Menlo Park, do hereby certify that the foregoing Council Resolution was duly and regularly passed and adopted at a meeting by said Council on the eleventh day of June, 2013, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this eleventh day of June 2013.

Pamela Aguilar
Acting City Clerk



PUBLIC WORKS DEPARTMENT

Council Meeting Date: June 11, 2013
Staff Report #: 13-100

Agenda Item #: E-2

PUBLIC HEARING: **Adopt a Resolution Authorizing Collection of a Regulatory Fee at Existing Rates to Implement the Local City of Menlo Park Storm Water Management Program for Fiscal Year 2013-14**

RECOMMENDATION

Staff recommends that the City Council adopt a resolution authorizing collection of a regulatory fee at existing rates to implement the local City of Menlo Park Storm Water Management Program for FY 2013-14.

BACKGROUND

Two types of stormwater related fees and charges are funded by Menlo Park residents: a local regulatory fee, applicable to the City of Menlo Park only, and a countywide fee applicable to general program activities benefitting all agencies within San Mateo County. The City Council is currently scheduled to consider authorization of both fees on June 11, 2013. The following background information is specific to the local program.

In 1991, the San Francisco Bay Regional Water Quality Control Board (Board) issued a Municipal Storm Water Permit to San Mateo County and its 21 incorporated cities. The permit, issued under the National Pollution Discharge Elimination System (NPDES) program, was intended to protect surface water quality against a variety of pollutants, and has been updated by the Board several times, with new and more stringent requirements added.

The Board adopted the current Municipal Regional Stormwater Permit (MRP) in October 2009 which became effective on December 1, 2009 and expires on November 30, 2014. The MRP incorporates the following 14 provisions (C.2 through C.15) with goals, tasks, schedules, and reporting requirements to be completed in order to be compliant with the NPDES permit. The MRP is available on the City's website under "Public Works - Stormwater Quality."

<u>Provision</u>	<u>Title</u>
C.2	Municipal Operations
C.3	New Development and Redevelopment
C.4	Industrial and Commercial Site Controls
C.5	Illicit Discharge Detection and Elimination
C.6	Construction Site Control
C.7	Public Information and Outreach
C.8	Water Quality Monitoring
C.9	Pesticides Toxicity Control
C.10	Trash Load Reduction
C.11	Mercury Controls
C.12	Polychlorinated Biphenyls (PCBs) Controls
C.13	Copper Controls
C.14	Polybrominated Diphenyl Ethers (PBDE), Legacy Pesticides and Selenium
C.15	Exempted and Conditionally Exempted Discharges

The MRP also requires that the City provide funding for adopting, enforcing, and implementing the provisions listed above. In July 1994, the City Council adopted Ordinance No. 859, "Storm Water Management Program." Article V of the ordinance established a regulatory fee to address the need for a separate local funding mechanism to fund the City's Storm Water Management Program, and requires the City to implement the regulatory fee on an annual basis.

ANALYSIS

The recommended authorization allows the City to continue to collect storm water fees at the existing rates from all developed parcels within the City boundaries. Fees are based upon the impervious area of each individual parcel.

The following table lists the proposed program budget for FY 2013-14. Staff anticipates that the Council will approve this budget as part of the overall City budget scheduled for adoption June 11, 2013.

	Program Items	2013-14 Proposed Budget
1	Staff administration and operating costs. City's cost for personnel and operating expenses to implement the requirements of the MRP, including reporting, participation in Technical Advisory Committee and subcommittees, creek management efforts and administration of the street sweeping program.	\$234,880
2	Storm drain/creek cleaning. Maintenance programs to clean storm drain inlets, San Francisquito Creek, and Atherton Channel.	\$38,000
3	Creek cleanup and monitoring. Contract with the City of Redwood City for creek cleanup and monitoring.	\$50,000
4	Watershed Council. City's contribution to the San Francisquito Creek Watershed Council for coordination of educational, maintenance, watershed planning, and other issues.	\$7,500

5	General and Administrative Overhead. City's obligation to the General Fund for Finance and Administrative Services.	\$12,800
6	Miscellaneous professional services. Stenciling of storm drains, updating the storm drain base map, geographic information services development, public information brochures, etc.	\$8,500
	Total	\$351,680

Fee Structure

The current annual fee is based on a rate of \$5.25 per 1,000 square feet of impervious area for each property in the community. The fee for single-family residences varies depending on the amount of impervious area and the size of the lot. Staff proposes no change to the fee structure in FY 2013-14. (Increasing the fee would require the City to conduct a property-owner voting procedure in accordance with State Proposition 218.) The average annual fee will continue to be \$16 in the Belle Haven neighborhood, \$18 in the Willows, \$20 in Central Menlo Park and \$26 in Sharon Heights. The annual fee for a typical commercial property downtown along Santa Cruz Avenue with a 5,000 square-foot lot will remain at \$26.25.

Credit Towards Reduction of Regulatory Fee

As an incentive to commercial and industrial property owners, the City continues to provide a credit of up to 25 percent of the regulatory fee if the property meets certain Best Management Practices (BMPs). Common BMPs include: storm drain inlet stenciling, providing proof of a vacuum sweeping contract, training employees on correct disposal of potential pollutants, and implementation of landscape and pollution-control practices. Most new projects are required to use BMPs during construction, but implementation of new BMPs after the project has been completed and/or maintenance of existing BMPs previously installed is voluntary. The BMP credit program focuses on providing an incentive to owners of larger properties that implemented BMPs and to property owners who do not intend to develop but are interested in installing BMPs, to help protect the environment.

Staff will continue to inspect sites to determine the appropriate credit towards fee reduction based on the type of BMP used and the level of effort for maintenance. For example, labeling a storm drain does not result in the same benefit as placing an oil-sand filter in the storm drain and therefore results in a smaller credit. Staff performs inspections on an annual basis to determine whether any additional BMPs have been implemented and to verify that earlier BMPs are being maintained.

This year, 23 commercial and industrial property owners will receive credit for implementing BMPs. The property owners have installed "Drains to the Bay" labels on their storm drain inlets, vacuum swept their parking lots, trained their employees on correct disposal of potential pollutants, and implemented landscape and pollution-control practices. Consistent with prior years, the typical credit amount is approximately 15 percent.

Schedule

If the Council adopts the resolution authorizing collection of the regulatory fee at existing fee rates to implement the local City of Menlo Park Storm Water Management Program for FY 2013-14, staff will forward the fee database directly to the County for preparation of the FY 2013-14 tax bills.

IMPACT ON CITY RESOURCES

The following table shows the projected budget for the Storm Water Management Program for FY 2013-14.

<i>Proposed FY 2013-14 Budget</i>	
Projected Beginning Fund Balance	\$270,013
Estimated Revenues (based on impervious area per parcel):	\$344,702
Estimated Expenses	(\$351,680)
Projected Ending Fund Balance	\$263,035

The current fee structure is expected to generate revenues of \$344,702 in FY 2013-14. With an estimated \$270,013 carryover from the FY 2012-13 Storm Water Management Fund, sufficient funds will be available for the proposed FY 2013-14 expenditures program budget. However, annual revenues generated by the fee have not covered the increasing costs of implementing the current program requirements since FY 2001-02. The total stormwater program expenditures is \$598,966 of which the Storm Water Management Fund pays \$351,680 and the General Fund \$247,286.

The fee is subject to the requirements of Proposition 218 as a property-related fee, thus any increase would be subject to voter approval. Yearly fund balances have made up the difference, but will not be sufficient to meet any new demands or unexpected expenses. With a projected FY 2013-14 end fund balance of \$263,035, and with the increased costs to implement current MRP requirements, there may be a need to increase fees in the near future.

The City Council approved a Storm Drainage Fee Study as a project priority in FY 2007-08. The study would evaluate funding options to address increased regulatory requirements and the need to fund long-term storm drainage improvements. A report to the Council on storm drainage fees was postponed because the City/County Association of Governments (C/CAG) has been assembling information and conducting preliminary research to determine if voters would support a countywide assessment to fund stormwater programs. C/CAG is currently analyzing funding a stormwater assessment through a Proposition 218.

The staff recommendation preserves funding at the current level which is sufficient to cover the cost of this program for FY 2013-14.

POLICY ISSUES

The staff recommendation will allow the City to continue its Stormwater Management activities at the current level through FY 2013-14. It is important to note that the program has been successful in reporting requirements, public education, business inspections, municipal maintenance, and development related requirements.

ENVIRONMENTAL REVIEW

Environmental review is not required for this action.

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting and publishing legal notices on May 29, 2013 and June 5, 2013 in *The Daily News*.

ATTACHMENTS

- A. Resolution

Report prepared by:
Erendira Romero
Business Manager

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RESOLUTION NO.**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK AUTHORIZE COLLECTION OF A REGULATORY FEE AT EXISTING RATES TO IMPLEMENT THE LOCAL CITY OF MENLO PARK STORM WATER MANAGEMENT PROGRAM FOR FISCAL YEAR 2013-14**

WHEREAS, Section 402(p) of the Clean Water Act (33 U.S.C. 1251 et seq.) as amended by the Water Quality Control Act of 1987, requires that all large and medium-sized incorporated municipalities must effectively prohibit non-storm water discharges into storm sewers; and further requires controls to reduce the discharge of pollutants from storm water systems to waters of the United States to the maximum extent practicable; and

WHEREAS, the City of Menlo Park, in conjunction with all of the incorporated cities in San Mateo County, has prepared the Storm Water Management Plan, which has a General Program to be administered and funded through the San Mateo County Flood Control District, and a specific program for each city, to be administered and funded by each city; and

WHEREAS, the Menlo Park specific program includes those efforts and programs required to be undertaken by the City of Menlo Park to support and address its responsibility to regulate and enforce local pollution control components under the Storm Water Management Plan; and

WHEREAS, the Menlo Park City Council is authorized and/or mandated by Ordinance No. 859 adopted on July 12, 1994, and including the following federal and/or state statutes: the federal Clean Water Act as amended in 1987; the National Pollutant Discharge Elimination System Permit Application Regulations for Stormwater Discharges; the California Constitution, Article XI, Section 7 of the California Water Code Section 13002; and Part 3 of Division 5 of the California Health and Safety Code, to impose a regulatory fee to enforce the local storm water pollution control components of the San Mateo County Stormwater Management Plan upon the businesses, entities, residents, and unimproved properties of the City of Menlo Park; and

WHEREAS, that the City Council of the City of Menlo Park conducted a noticed public hearing to consider this resolution as part of an overall plan addressing, regulating, and reducing non-point source pollution discharges within the City of Menlo Park, and including regulatory fees necessary to ensure local compliance with the federal and/or state statutes.

NOW THEREFORE BE IT RESOLVED AND IS HEREBY FOUND, DETERMINED, AND ORDERED AS FOLLOWS:

1. That the Engineering Services Manager for the City of Menlo Park is the authorized collection agent for the regulatory fees authorized and/or mandated by federal

and/or state statutes, and is hereinafter empowered to collect, contract for collection, enforce, and/or institute other proceedings necessary for the collection of the regulatory fee.

2. That the Engineering Services Manager is hereby directed to file, or cause to be filed, the amount of regulatory fees as described and shown on the attached Exhibit "A" including the diagram shown on the County Assessor's maps to be imposed and the parcels upon which such regulatory fees are imposed, with the County Auditor and/or the County Tax Collector of the County of San Mateo no later than early August 2013. For each parcel upon which a regulatory fee has been imposed, the regulatory fee shall appear as a separate item on the tax bill and shall be levied and collected at the same time and in the same manner as the general tax levy for City purposes.
3. That the Public Works Director is authorized to enter into those agreements necessary to have the County of San Mateo perform the regulatory fee collection services required; and the City Council hereby authorizes the County of San Mateo to perform such services, and for the City to pay the County of San Mateo for the reasonable costs of those collection services so provided.

BE IT FURTHER RESOLVED that said Council authorized the establishment of a Regulatory Fee imposed to pay for costs to implement the Storm Water Management Program in accordance with Exhibit "A" attached hereto and incorporated herein by this reference.

I, Pamela Aguilar, Acting City Clerk of Menlo Park, do hereby certify that the above and foregoing Council Resolution was duly and regularly passed and adopted at a Public Hearing held by the City Council of the City of Menlo Park on the eleventh day of June, 2013, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of the City of Menlo Park this eleventh day of June, 2013.

Pamela Aguilar
Acting City Clerk

EXHIBIT "A"

CITY OF MENLO PARK

Storm Water Management Program Regulatory Fee

Fiscal Year 2013-14

All Residential/Commercial/Industrial

All residential/commercial/industrial properties and other non-residential properties shall pay \$.00525 per square foot of impervious area.

Exempt from fee: Federal, State, County, Flood Plain, and City Government parcels.

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PUBLIC WORKS DEPARTMENT

Council Meeting Date: June 11, 2013
Staff Report #: 13-101

Agenda Item #: E-3

PUBLIC HEARING:

Adopt a Resolution Overruling Protests, Ordering the Improvements, Confirming the Diagram, and Ordering the Levy and Collection of Assessments at the Existing Fee Rates for the Sidewalk and Tree Assessments for the City of Menlo Park Landscaping Assessment District for Fiscal Year 2013-14

RECOMMENDATION

Staff recommends that the City Council adopt a Resolution (Attachment A) overruling protests, ordering the improvements, confirming the diagram, and ordering the levy and collection of assessments at the existing fee rates for the sidewalk and tree assessments for the City of Menlo Park Landscaping Assessment District for Fiscal Year 2013-14.

BACKGROUND

In 1983, the City of Menlo Park established a Landscaping Assessment District for the proper care and maintenance of City street trees. In 1990, an assessment for the repair and maintenance of sidewalks and parking strips was added to the Landscaping Assessment District. The District levies assessments on parcels in Menlo Park to generate funds to pay for the maintenance of public trees and the repair of sidewalks in the public right-of-way damaged by City street trees. Each year, the City must act to continue the collection of assessments.

On May 21, 2013, the City Council adopted Resolution No. 6147 preliminarily approving the Engineer's Report and Resolution No. 6148 stating its intention to order the levy and collection of assessments for the Landscaping Assessment District in FY 2013-14. The staff report is included as Attachment B.

ANALYSIS

The Engineer's Report for the Menlo Park Landscaping District for Fiscal Year 2013-14 proposes no increases to the sidewalk and tree portions of the assessment. The action taken by the City Council on May 21, 2013, initiated the period in which any property owners can protest the amount of their proposed assessments. No protests have been

received as of the date of this staff report. Prior to taking any final action, the Council must conduct the Public Hearing and give direction regarding any protests received. If the Council confirms and approves the assessments by adopting the Resolution. The levies will be submitted to the County Auditor/Controller for inclusion on the property tax roll for FY 2013-14.

IMPACT ON CITY RESOURCES

If the Council does not adopt the attached resolution, the impact on City resources will be \$743,839 which represents the total amount of the estimated tree and sidewalk assessments to be received in the FY 2013-14.

POLICY ISSUES

The recommendation is consistent with the Council's and the Environmental Quality Commission's emphasis on the importance of preserving and maintaining mature trees.

ENVIRONMENTAL REVIEW

Environmental review is not required for this action.

PUBLIC NOTICE

Public Notification consists of posting the agenda, with this item being listed, at least 72 hours prior to the meeting, and publishing legal notices on May 29, 2013 and June 5, 2013 in The Daily News.

ATTACHMENTS

- A. Resolution
- B. Staff Report #13-085, dated May 21, 2013

Report prepared by:
Erendira Romero
Business Manager

RESOLUTION NO.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
OVERRULING PROTESTS, ORDERING THE IMPROVEMENTS, CONFIRMING
THE DIAGRAM, AND ORDERING THE CONTINUATION AND COLLECTION
OF ASSESSMENTS AT THE EXISTING FEE RATES FOR THE SIDEWALK
AND TREE ASSESSMENTS FOR THE CITY OF MENLO PARK
LANDSCAPING ASSESSMENT DISTRICT FOR FY 2013-14**

WHEREAS, on the twenty-second day of January, 2013, said Council adopted Resolution No. 6122, describing improvements and directing preparation of the Engineer's Report for the City of Menlo Park Landscaping District for Fiscal Year 2013-14, pursuant to provisions of Article XIII D of the California Constitution and the Landscaping and Lighting Act of 1972; and

WHEREAS, said Council thereupon duly considered said report and each and every part thereof and found that it contained all the matters and things called for by the provisions of said Act and said Resolution No. 6122, including (1) plans and specifications of the existing improvements and the proposed new improvements; (2) estimate of costs; (3) diagram of the District; and (4) an assessment according to benefits; all of which were done in the form and manner required by said Act; and

WHEREAS, said Council found that said report and each and every part thereof was sufficient in every particular and determined that it should stand as the report for all subsequent proceedings under said Act, whereupon said Council pursuant to the requirements of said Act, appointed Tuesday, the eleventh day of June, 2013, at the hour of 7:00 p.m. or soon thereafter of said day in the regular meeting place of said Council, Council Chambers, Civic Center, 701 Laurel Street, Menlo Park, California 94025, as the time and place for hearing protests in relation to the continuation and collection of the proposed assessments for said improvements, including the maintenance or servicing, or both, thereof, for FY 2013-14; and

WHEREAS, on June 11, 2013, at the hour of 7:00 p.m. or soon thereafter at 701 Laurel Street, Menlo Park, California, the Public Hearing was duly and regularly held as noticed, and all persons interested and desiring to be heard were given an opportunity to speak and be heard, and all matters and things pertaining to the levy were fully heard and considered by this Council, and all oral statements and all written protests or communications were duly considered; and

WHEREAS, persons interested, objecting to said improvements, including the maintenance or servicing, or both, thereof, or to the extent of the assessment district, or any zones therein, or to the proposed assessment or diagram or to the Engineer's estimate of costs thereof, filed written protests with the City Clerk of said City at or before the conclusion of said hearing, and all persons interested desiring to be heard were given an opportunity to be heard, and all matters and things pertaining to the continuation and collection of the assessments for said improvements, including the maintenance or servicing, or both, thereof, were fully heard and considered by said Council.

NOW, THEREFORE, BE IT RESOLVED, AND IS HEREBY FOUND, DETERMINED, AND ORDERED AS FOLLOWS:

1. That protests against said improvements, including the maintenance or servicing, both, thereof, or to the extent of the assessment district or any zones therein, or to the proposed

continued assessment or diagram, or to the Engineer's estimate of costs thereof, for FY 2013-14 be, and each of them are hereby overruled.

2. That the public interest, convenience, and necessity require and said Council does hereby order the continuation and collection of assessments pursuant to said Act, for the construction or installation of the improvements, including the maintenance or servicing, or both, thereof, more particularly described in said Engineer's Report and made a part hereof by reference thereto.
3. That the City of Menlo Park Landscaping District and the boundaries thereof benefited and to be assessed for said costs for the construction or installation of the improvements, including the maintenance or servicing, or both, thereof, are situated in Menlo Park, California, and are more particularly described by reference to a map thereof on file in the office of the City Clerk of said City. Said map indicates by a boundary line the extent of the territory included in said District and of any zone thereof and the general location of said District.
4. That the plans and specifications for the existing improvements and for the proposed improvements to be made within the assessment district or within any zone thereof contained in said report, be, and they are hereby, finally adopted and approved.
5. That the Engineer's estimate of the itemized and total costs and expenses of said improvements, maintenance and servicing thereof, and of the incidental expenses in connection therewith, contained in said report, be, and it is hereby, finally adopted and approved.
6. That the public interest and convenience require, and said Council does hereby order the improvements to be made as described in, and in accordance with, said Engineer's Report, reference to which is hereby made for a more particular description of said improvements.
7. That the diagram showing the exterior boundaries of the assessment district referred to and described in Resolution No. 6122 and also the boundaries of any zones therein and the lines and dimensions of each lot or parcel of land within said District as such lot or parcel of land is shown on the County Assessor's maps for the fiscal year to which it applies, each of which lot or parcel of land has been given a separate number upon said diagram, as contained in said report, be, and it is hereby, finally approved and confirmed.
8. That the continued assessment of the total amount of the costs and expenses of the said improvements upon the several lots or parcels of land in said District in proportion to the estimated benefits to be received by such lots or parcels, respectively, from said improvements, and the maintenance or servicing, or both, thereof and of the expenses incidental thereto contained in said report be, and the same is hereby, finally approved and confirmed.
9. Based on the oral and documentary evidence, including the Engineer's Report, offered and received at the hearing, this Council expressly finds and determines (a) that each of the several lots and parcels of land will be specially benefited by the maintenance of the improvements at least in the amount if not more than the amount, of the continued assessment apportioned against the lots and parcels of land, respectively, and (b) that there is substantial evidence to support, and the weight of the evidence preponderates in favor of, the aforesaid finding and determination as to special benefits.

10. That said Engineer's Report for FY 2013-14 be, and the same is hereby, finally adopted and approved as a whole.
11. That the City Clerk shall forthwith file with the Auditor of San Mateo County the said continued assessment, together with said diagram thereto attached and made a part thereof, as confirmed by the City Council, with the certificate of such confirmation thereto attached and of the date thereof.
12. That the order for the levy and collection of assessment for the improvements and the final adoption and approval of the Engineer's Report as a whole, and of the plans and specifications, estimate of the costs and expenses, the diagram and the continued assessment as contained in said Report, as hereinabove determined and ordered, is intended to and shall refer and apply to said Report, or any portion thereof, as amended, modified, revised, or corrected by, or pursuant to and in accordance with any resolution or order, if any, heretofore duly adopted or made by this Council.
13. That the San Mateo County Controller and the San Mateo County Tax Collector apply the City of Menlo Park Landscaping District assessments to the tax roll and have the San Mateo County Tax Collector collect said continued assessments in the manner and form as with all other such assessments collected by the San Mateo County Tax Collector.

I, Pamela Aguilar, Acting City Clerk of the City of Menlo Park, do hereby certify that the above and foregoing Resolution was duly and regularly passed and adopted at a regular meeting by the City Council of the City of Menlo Park on the eleventh day of June, 2013, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS THEREOF, I have hereunto set my hand and affixed the Official Seal of said City, this eleventh day of June, 2013.

Pamela Aguilar
Acting City Clerk

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PUBLIC WORKS DEPARTMENT

Council Meeting Date: May 21, 2013
Staff Report #: 13-085

Agenda Item #: D-1

CONSENT CALENDAR:

Adopt a Resolution Giving Preliminary Approval of the Engineer's Report for the Menlo Park Landscaping District for Fiscal Year 2013-14 which Proposes No Increases to the Tree or Sidewalk Portions of the Assessment; Adopt a Resolution of Intent to Order the Levy and Collection of Assessments at the Current Rates for the Menlo Park Landscaping District for Fiscal Year 2013-14; and Set the Date for the Public Hearing for June 11, 2013

RECOMMENDATION

Staff recommends that the City Council:

1. Adopt a Resolution giving preliminary approval of the Engineer's Report for the City of Menlo Park Landscaping District for Fiscal Year 2013-14, which proposes no increases to the tree or sidewalk portions of the assessment (Attachment A);
2. Adopt a Resolution of Intention to order the levy and collection of assessments at the current rates for the City of Menlo Park Landscaping District for Fiscal Year 2013-14 pursuant to the Landscaping and Lighting Act of 1972 (Attachment B); and;
3. Set the date for the Public Hearing for June 11, 2013.

BACKGROUND

The Landscaping Assessment District provides funding for the maintenance of trees, street sweeping and sidewalks throughout Menlo Park.

Tree Maintenance

Between 1960 and 1982, the City had one three-person tree crew to care for City parks, medians, and street trees. At that time, the tree crew trimmed trees as requested by residents. There was no specific, long-term plan to address tree maintenance. As the

trees grew, it took considerably more time per tree to provide proper care and the City's one tree crew was unable to maintain all the trees in proper condition.

The voters approved Measure N in 1982 as an advisory measure to the City Council regarding formation of the City of Menlo Park Landscaping District. The District was formed in 1983 to provide proper street-tree maintenance. Programmatic changes have occurred over the past 29 years to address new regulations and maintain the existing tree canopy. Proper care of the tree canopy continues to be identified as a priority by property owners, the Environmental Quality Commission and the Council.

In 1998, the City identified concerns that a significant number of City trees, of which over 80 percent were considered to be mature, would decline and fail at roughly the same time unless proactive measures were taken to stagger removal of the older trees with establishment of new, younger trees. In addition, the tree maintenance trimming and evaluation schedule had slipped from once every five years to once every seven years due to cost. The City proposed an increase in the District fees, which was approved per Proposition 218 requirements. The additional funds raised were used to bring back the tree trimming/evaluation schedule to once every five years. In addition, in 2008-09 a reforestation program was implemented with a portion of the District funds.

City Tree-Damaged Sidewalk Repair

Prior to 1990, property owners and the City split the cost of repairing sidewalks damaged by City trees. The City entered into individual agreements with approximately 200 individual property owners each year to conduct these repairs. The annual cost was a financial burden to some residents on fixed incomes, and burdensome for the City to administer.

An assessment for the repair of sidewalks and parking strips was established in 1990 to make the program more cost-effective and less of a financial burden for property owners, and to streamline staff's processing of tree-damaged sidewalk repair. Staff has been able to address the tripping hazards through new technologies in sidewalk sawcutting, resulting in the sidewalk assessment only having been raised once since its establishment.

Street Sweeping

Street sweeping is performed throughout the City for aesthetic, water quality and health reasons, as well as compliance with storm water regulations. Street sweeping work has been performed by contract services since 1992.

Engineer's Report Requirements

For each fiscal year the assessments will be levied, the City Council must direct the preparation of an Engineer's Report, budgets, and proposed assessments. On January 22, 2013, the City Council adopted Resolution 6122 describing the improvements and

directing the preparation of an Engineer's Report for the Landscaping District for FY 2013-14. In addition, Council approved an agreement with SCI Consulting Group to prepare that report.

The Engineer's Report establishes the foundation and justification for the continued collection of the landscape assessments for FY 2013-14. SCI Consulting Group has reviewed the report in context with recent court decisions and legal requirements for benefit assessments. The assessments proposed are fully compliant with recent court decisions and the requirements of Proposition 218.

The purpose of this staff report is to obtain Council's preliminary approval of the Engineer's Report, state the intention of the Council to order the levy and collection of assessments, give preliminary approval of no increase to the tree and sidewalk portions of the assessment, and set a public hearing for June 11, 2013, regarding the proposed assessments.

ANALYSIS

Approval of Engineer's Report

SCI Consulting Group has completed the preliminary Engineer's Report (Attachment C) for the Landscaping District, which includes the District's proposed FY 2013-14 budget. The budget covers tree maintenance, a portion of the cost of the City's street sweeping program, and the sidewalk repair program. The report describes in detail the method used for apportioning the total assessment among properties within the District. This method involves identifying the benefit received by each property in relation to a single-family home (Single Family Equivalent or SFE).

Expenses for the program are covered by revenue from property tax assessments, contributions from the City (primarily from the General Fund), and unspent funds from prior years.

Program Budgets

Tree Maintenance Assessments

Staff is proposing no increase to the tree maintenance budget for the fiscal year 2013-14. Table I shows the proposed budget for street tree maintenance expenses and revenues for FY 2013-14.

Table I Tree Maintenance Assessments Proposed FY 2013-14 Budget	
Projected Beginning Fund Balance	\$169,704
Estimated Revenues:	
Tree Assessment Revenue (no increase)	\$547,502
General Fund Contribution	214,600
Stormwater Fund Contribution for Street Sweeping	<u>20,700</u>
	\$782,802
Estimated Expenses:	
Street Tree Maintenance	\$542,905
Debris Removal (Street Sweeping)	217,818
Administration & County Collection of Assessment Fees	<u>49,618</u>
	\$810,341
Projected Ending Fund Balance	\$142,165

Staff estimates that tree maintenance expenditures will exceed revenues by approximately \$27,539 in FY 2013-14, which will result in a FY 2013-14 ending fund balance of approximately \$142,165. Staff is not recommending any increase to the tree maintenance assessment for FY 2013-14.

The General Fund contribution towards tree maintenance will be \$214,600 for FY 2013-14. Proposition 218 stipulates that only the “special benefits” received by a parcel can be charged through an assessment district, with “general benefits” being funded by other sources. The Engineer’s Report determined that 75 percent of the benefits received are special benefits, and 25 percent are general benefits. The proposed General Fund contribution of \$214,600 will meet the City’s remaining obligation.

Sidewalk Repair Assessments

The Council authorizes sidewalk repair program funding in the amount of \$300,000 per year as part of the City’s capital improvement program. For FY 2013-14 staff is proposing to increase the sidewalk repair program budget from \$300,000 to \$400,000 in order to perform a larger sidewalk repair project. Table II shows the proposed budget for sidewalk, curb, gutter and parking strip repair and replacement expenses and revenues for FY 2013-14.

Table II Sidewalk Repair Assessments Proposed FY 2013-14 Budget	
Projected Beginning Fund Balance	\$262,188
Estimated Revenues:	
Sidewalk Assessment Revenue (no rate increase)	\$196,336
General Fund CIP Contribution for sidewalk repair	<u>120,000</u>
	\$316,336
Estimated Expenses:	
Sidewalk, Curb, Gutter, Parking Strip Repair/Replacement	\$400,000
Administration & County Collection of Assessment Fees	<u>49,618</u>
	\$449,618
Projected Ending Fund Balance	\$128,906

Staff estimates that the sidewalk repair program will have budgeted expenses that exceed revenues by approximately \$133,282 in FY 2013-14. The projected FY 2013-14 ending fund balance is approximately \$128,906. Therefore, staff is not recommending any increase to the sidewalk repair assessments for FY 2013-14.

Table III Annual Tree Assessment Rates Proposed FY 2013-14 (no increase from FY 2012-13)		
Property Type	Properties with Trees	Properties without Trees
Single-family	\$60.26 per Parcel	\$30.13 per Parcel
R-2 Zone, in use as single-family	\$60.26 per Parcel	\$30.13 per Parcel
Condominium/ Townhouse	\$54.23 per Unit \$271.17 max. per Project	\$27.12 per Unit \$135.59 max. per Project
Other Multi-family	\$48.21 per Unit \$241.04 max. per Project	\$24.10 per Unit \$120.52 max. per Project
Commercial	\$60.26 per 1/5 acre \$301.30 max. per Project	\$30.13 per 1/5 acre \$150.65 max. per Project
Industrial	\$60.26 per 1/5 acre \$301.30 max. per Project	\$30.13 per 1/5 acre \$150.65 max. per Project
Parks, Educational	\$60.26 per Parcel	\$30.13 per Parcel
Miscellaneous, Other	\$0.00 per Parcel	\$0.00 per Parcel

Table IV	
Property Type	Annual Sidewalk Assessment Rates Proposed FY 2013-14 (no increase from FY 2012-13)
Properties with Improvements	
Sidewalks, curbs, gutters	\$28.70 per Parcel
Parking strips and gutters	\$28.70 per Parcel
Curbs and/or gutters only	\$19.23 per Parcel
No improvements	\$9.47 per Parcel
Miscellaneous, Other	\$0.00 per Parcel
Properties without Improvements	
Parcels with or without improvements	\$9.47 per Parcel
Miscellaneous, Other	\$0.00 per Parcel

* All assessment amounts are rounded to the penny.

Assessment Process

If the Council approves the attached resolutions, staff will publish legal notice of the assessment Public Hearing at least ten days prior to the hearing, which is tentatively scheduled for June 11, 2013. Once the assessments are confirmed and approved, the levies will be submitted to the County Auditor/Controller for inclusion onto the property tax roll for FY 2013-14.

Assessments are subject to an annual adjustment based on the Engineering News Record Construction Cost Index (CCI) for the San Francisco Bay Area. The maximum annual adjustment cannot exceed 3%. Any change in the CCI in excess of 3% is cumulatively reserved and can be used to increase the assessment rate in years in which the CCI is less than 3%. The change in the CCI from December 2011 to December 2012 was 1.47%.

The maximum authorized assessment rate for fiscal year 2013-14 (based on accumulated unused CCI increases excess reserves from prior years) are \$95.59 per single family equivalent (SFE) benefit unit for tree maintenance and \$42.68 per single family equivalent (SFE) benefit unit for sidewalk maintenance. The estimated budget in the Engineer's Report proposes assessments for fiscal year 2013-14 at the rate of \$60.26 per SFE for tree maintenance and \$28.70 per SFE for sidewalk maintenance (same as FY 2012-13). Both amounts are less than the maximum authorized assessment rate.

IMPACT ON CITY RESOURCES

Funding for the entire tree-maintenance, street sweeping and sidewalk-repair programs under the assessment district comes from a variety of sources, including the carryover of unspent funds from prior years, annual tax assessment revenues, country stormwater program, and contributions from the General Fund. If the Council does not order the

levy and collection of assessments, the impact on City resources would be \$743,839 (the total amount of the proposed tree and sidewalk assessments).

Staff recommends not to increase either the tree maintenance or sidewalk repair assessment rate. The current estimated fund balances for both the tree and sidewalk programs are sufficient to maintain current services levels through FY 2013-14.

POLICY ISSUES

The recommendation is consistent with the Council's and the Environmental Quality Commission's emphasis on the importance of preserving and maintaining mature trees.

ENVIRONMENTAL REVIEW

An environmental review is not required.

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

- A. [Resolution of Preliminary Approval of the Engineer's Report](#)
- B. [Resolution of Intention to Order the Levy and Collection of Assessments](#)
- C. [Engineer's Report dated May 2013](#)

Report prepared by:
Eren Romero
Business Manager

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OFFICE OF THE CITY MANAGER

Council Meeting Date: June 11, 2013
Staff Report #: 13-102

Agenda Item #: F-1

REGULAR BUSINESS:

Adopt Resolutions: Adopting the 2013-14 Budget and Capital Improvement Program for the City of Menlo Park; Establishing the Appropriations Limit for Fiscal Year 2013-14; Establishing a Consecutive Temporary Tax Percentage Reduction in Utility Users Tax Rates; and Amending the Management and Confidential Compensation System

RECOMMENDATION

Staff recommends that the City Council approve the attached resolutions which

1. Adopt the City of Menlo Park 2013-14 Budget and Capital Improvements Program (Attachment A);
2. Establish the City's appropriations limit for the 2013-14 fiscal year (Attachment B);
3. Effect a consecutive temporary reduction in Utility User Tax rates to continue the current one percent tax rate on all utilities as of October 1, 2013 (Attachment C); and
4. Amend the Management and Confidential Compensation System

BACKGROUND

The Fiscal Year 2013-14 City Manager's Proposed Budget was presented during the May 21st City Council Study Session. The general direction from the Council at the study session focused on 3 key areas:

- An update on future CalPERS increases as it relates to the 10-Year Forecast;
- Possible additional financial requirements on the General Fund from other Funds;
- An update on the Police Substation

The Proposed Budget and revised 10-Year Forecast was brought before Council for a public hearing on June 4th. The 10-Year Forecast was revised to include the impact of the aforementioned CalPERS increases on the General Fund. The Proposed Budget included a change of approximately \$400,000 increase for the Water Funds. The 2013-

14 City Manager's Proposed Budget has total expenditures of \$75,873,607 which includes a General Fund expenditure budget of \$42,347,339.

ANALYSIS

The 2013-14 General Fund Budget

The proposed General Fund budget is balanced and reflects the following:

Revenues	\$42,549,847
Expenditures	\$42,347,339

The following table shows the City's General Fund actual performance for revenues and expenditures in the two previous fiscal years, as well as the Adopted and Adjusted Budgets for the current year (2012-13). The Proposed Budget column of the table reflects a summary of the General Fund budget in the City Manager's proposed budget for Fiscal Year 2013-14.

	2010-2011	2011-2012	2012-2013	2012-2013	2013-2014
General Fund Summary	Actual	Actual	Adopted Budget	Adjusted Budget	Proposed Budget
Revenues:					
Property Taxes	12,811,323	13,239,856	13,658,000	13,853,000	13,955,000
Sales Tax	5,988,056	5,938,310	6,330,000	6,280,000	6,331,400
Transient Occupancy Tax	2,453,981	2,939,475	3,326,000	3,326,000	3,743,000
Utility Users Tax	1,122,940	1,080,436	1,180,500	1,165,500	1,184,620
Franchise Fees	1,677,016	1,758,705	1,873,500	1,873,500	1,812,300
Licenses & Permits	3,239,559	3,685,556	4,266,465	4,326,465	4,459,465
Inter Governmental Revenue	1,946,156	1,158,010	911,263	838,130	741,704
Fines	953,194	1,067,328	1,085,200	991,400	1,319,980
Interest and Rent Income	575,760	761,326	770,018	752,018	777,712
Charges For Services	5,246,250	6,743,126	6,370,600	7,080,246	7,795,222
Transfers & Other	730,504	606,176	418,123	420,123	429,444
Total Revenue	36,744,739	38,978,303	40,189,669	40,906,382	42,549,847
Expenditures:					
Personnel	26,845,801	26,544,150	28,612,146	28,241,954	29,340,599
Operating	11,201,851	4,893,216	5,709,452	6,022,031	6,059,774
Contract Services	2,250,245	3,203,334	3,143,401	3,951,201	4,392,366
Transfers Out	2,267,950	2,377,800	2,464,328	2,464,328	2,554,600
Total Expenditures	42,565,846	37,018,500	39,929,328	40,679,514	42,347,339
Net Operating Revenue	(5,821,107)	1,959,803	260,341	226,868	202,508

With total revenues of \$42.5 million and expenditures of \$42.3 million, the 2013-14 General Fund budget as proposed shows a \$202,000 surplus. Note that the 2013-14 revenue forecast shows a full year increase in the Transient Occupancy Tax from the

recently voter-approved 2% increase and a continuation of the temporary UUT rate reduction.

General Fund Budget Highlights

The \$42.5 million in revenues for the 2013-14 General Fund budget are 3.8% above the 2012-13 Adjusted Budget. This can be attributed to increases in property taxes, funding sources from Facebook, and the recently voter-approved increase in the Transient Occupancy Tax. This also includes the uncertain shortfall of \$655,000 related to the ERAF (Property Tax) funds.

Expenditures have mostly been held at existing levels, with no proposed increases in benefited employees. The proposed \$42.3 million expenditures represent a 4.1% increase from the 2012-13 Adjusted Budget. This is larger than the previous 2013-14 forecast presented to Council and that is due to additional contract services in Community Development due to increasing development demand. The 2013-14 Proposed Budget results in a small surplus for the General Fund in the amount of \$202,508. These funds can be set aside for a variety of Council-directed purposes including, but not limited to, further investments in public safety improvements, technology improvements or future retirement costs.

Changes to the General Fund Long-Term Forecast

At the May 21st study session, the Council considered not only the City Manager's Proposed Budget, but also the General Fund 10-year Forecast. This long-term forecast provides an illustration of the City's ability to meet obligations beyond the current budget cycle. Council expressed concerns with potential increases in CalPERS costs. The 10-Year Forecast was revised to incorporate best long-term estimates for possible increases in future employee pension costs. The estimates were calculated using the "Asset Volatility Rate" factor provided by CalPERS. With this revision, the 10-Year Forecast shows significant increases in employee benefit expenditures. Due to projected revenue increases, the General Fund is still able to absorb these costs but at reduced levels of projected surpluses. In addition, the 10-Year Forecast does not reflect any known, but not yet initiated new revenue sources that could be available in the future.

Other Fund's Impacts to the General Fund

The 10-Year Forecast also does not reflect any additional financial requirements on the General Fund resulting from inadequate fund balances in the City's other Funds. Certain funds were discussed during the Public Hearing on June 4th as having the potential to impact the General Fund in the long term. These include the Storm Water Quality Management Fund, Bedwell-Bayfront Park Fund, the Peninsula Partnership Grant Fund, the Traffic Congestion Fund, and the Public Library Fund. The funding for traffic congestion management is being continued through a different source and is not expected to have a significant impact on the General Fund or the General Capital Improvement Fund. The Public Library Fund and the Peninsula Partnership Fund are

small funds and some of the costs related to the services those funds provide, can be easily absorbed by the General Fund, if it is decided that those services should be kept. The remaining funds, however, contain significant costs and could strain the General Fund. Additional funding sources would need to be identified to provide financial relief to these funds.

Utility Users' Tax (UUT) Rate Considerations

In 2006, the voters approved the UUT rates of 3.5 percent for gas, electric and water utilities and 2.5 percent for telecommunication (phone, cable) utilities. For the 2007-08 budget, after examining the City's long-term forecast, the City Council reduced the rate to one percent for all utilities. Since then, the reduced rates have been reconfirmed for twelve month periods with each subsequent fiscal year budget. The Proposed Budget reflects the lowered UUT rate of 1% and therefore, the City Council will need to adopt a resolution to continue the temporary reduction in the Utility Users' Tax rates on all utilities for the twelve month period of October 2013 through September 2014 (Attachment C).

The 2013-14 Proposed Budget estimates annual receipt of nearly \$1.2 million in UUT revenue. At the current rate, approximately 66% of the City's UUT revenue is collected on electric, gas and water usage, and 34% is collected on telecommunication and cable utilities. The temporary tax rate reduction for a period up to twelve months can be implemented under specific findings in the UUT ordinance. Such a finding is included in the Resolution labeled as Attachment C to this report. If the Council does not establish a continuation of the temporary reduced tax rate, the original tax percentages would automatically be reinstated as of October 1, 2013. In order to allow staff to give affected utility service providers adequate notification of any change in the tax rate, staff recommends Council to make this determination by June 30th.

Another requirement of the Utility Users' Tax Ordinance is the City Council must review the need for the tax every two years after June 30, 2008. For the 2012-13 budget process, Council made findings that the UUT is necessary for the financial health of the City. That requirement is not necessary for the 2013-14 budget process but will be required for the 2014-15 budget process.

The Capital Fund Budget

The City's 5-Year Capital Improvement Plan (CIP), in use for the past four years, provides a useful resource allocation tool, increasing clarity regarding project status by distinguishing between funded projects, proposed projects, planned projects and unfunded projects. The CIP is reviewed and updated annually which is effective in planning changes to projects or moving up the start time of projects such as the Overnight Parking Permit App project. However, due to resource capacity, if one project is started earlier, another project will need to be delayed.

Projects recommended in the 5-Year CIP for fiscal year 2013-14 totals over \$17.6 million. This amount is funded not only by the General Capital Improvement Fund but other funding sources such as the Water Capital Improvement Fund. The total amount of recommended expenditures in the 2013-14 Proposed Budget for the General Capital Improvement Fund is nearly \$9.3 million. This includes \$3.1 million for the Technology Master Plan and Implementation project and \$2 million for the General Plan Update both of which are funded from one-time revenue sources. The Budget also includes the bi-annual \$2 million appropriation for the Street Resurfacing Project. Each of the 2013-14 capital projects are described in full, along with budget amounts and funding sources, in the Budget document.

Total Proposed Budget (All Funds)

In total, the 2013-14 Budget document identifies nearly \$75.9 million of expenditure budgets (including transfer to other funds) for all funds combined. Of this amount, nearly \$34 million (44.8%) is appropriated for the fiscal year’s personnel costs. The City of Menlo Park is a service organization therefore personnel costs comprise a large part of spending. The 2013-14 Budget Document shows that personnel costs make up 72% of the General Fund budget. However, the General Fund is the operating fund in the City and does not provide funding for capital projects, which can contain large construction costs, thereby reducing the percentage of personnel costs to total expenditures.

All Funds

	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Category	Actual	Actual	Actual	Estimate	Proposed
Services	7,417,420	6,931,344	7,215,921	7,208,831	12,696,930
Personnel	32,156,117	32,330,749	31,511,787	31,554,987	33,994,026
Operating	36,804,815	51,559,131	51,419,817	27,999,671	29,182,651
	76,378,352	90,821,223	90,147,524	66,763,489	75,873,607

The chart above shows the actual and estimated expenditures over the last 4 years and the proposed expenditures for 2013-14. While personnel costs are over 70 percent of the General Fund’s costs, when compared with all funds including capital projects, the percentage goes down. During fiscal years with large capital projects, such as Kelly Park Improvement, the Arrillaga Family Gymnasium, the Recreation Center renovation and the Arrillaga Family Gymnastics Center projects (fiscal years 2010-2011 and 2011-2012), the personnel costs are less than half of total expenditures.

The Budget Document

The current format of the budget document will remain for the 2013-14 fiscal year. For the 2014-15 fiscal year, the format of the proposed budget document will be made more reader friendly, and provide greater clarity to where and how the City spends its resources. Also, performance measurements of the City will be better expressed and

utilized. After adoption on June 11th by the Council, the budget document will be available online at <http://www.menlopark.org/fin/Budget1314.pdf>

Appropriations Limit

The City's Appropriation Limit for this budget cycle has been prepared in accordance with uniform guidelines. The Appropriations Limit imposed by state regulations creates a restriction on the amount of "proceeds of taxes" which can be appropriated by the City in any fiscal year. The limit is based on actual appropriations during the 1978-79 fiscal year, as increased each year using growth of population and inflation indices. The appropriation of tax proceeds limit of \$48,627,573 for 2013-14 is significantly greater than the \$29,915,113 of proposed City expenditures that is subject to the limit for this year. Therefore, the City is well within its Appropriations Limit.

Management and Confidential Compensation

In accordance with best management human resources practices, as well as the need to document salaries for CalPERS reporting requirements, the City Council needs to publicly approve a salary schedule for all employees. This is accomplished for unionized employees through their respective memoranda of understanding; non-represented employees need a similar promulgation.

Members of the Management staff are those who are appointed by and serve at the pleasure of the City Manager. They include the Public Works Director, City Engineer, Engineering Services Manager, Assistant Public Works Director, Community Development Director, Planning Director, Director of Library Services, Assistant City Manager, Assistant to the City Manager, Economic Development Manager, Chief of Police, Community Services Director, Finance Director, City Clerk, Police Commander, Transportation Manager, and Human Resources Director. A proposed salary schedule for Management and Confidential employees is provided in the attached Resolution (Attachment D).

As proposed, the Resolution generally reflects similar salary ranges for all current management positions with minor exceptions. With the exception of the Police Chief and Assistant City Manager, all Department head positions have been put into identical ranges. As such, certain ranges have increased for Department heads, but under no circumstance, will the adoption of these ranges result in an automatic salary increase for any employee.

In addition, the three positions classified as Confidential are also covered by this Resolution. Due to the sensitive nature of the work they perform, these Confidential positions are not represented by any of the five unions which represent the other City employees. These positions include the Executive Secretary to the City Manager, Human Resources Assistant and Human Resources Analyst.

This schedule should be updated annually if not more frequently as changes in the organizational structure occur. The salary ranges for each classification are intended to

provide both a minimum and maximum discretionary salary authority for the City Manager. Neither the City Manager nor the City Attorney is affected by this proposed resolution.

IMPACT ON CITY RESOURCES

The General Fund budget for the 2013-14 fiscal year calls for projected revenues of \$42,549,847 and expenditures of \$42,347,339. The General Fund balance is estimated to be \$21.1 million at the end of fiscal year 2013-14.

POLICY ISSUES

The proposed action is consistent with existing policy and in keeping with the goal of a sustainable General Fund operating budget.

ENVIRONMENTAL REVIEW

Environmental Review is not required.

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

- A. Resolution adopting the Fiscal Year 2013-14 Budget and Capital Improvement Program
- B. Resolution Establishing Appropriations Limit for Fiscal Year 2013-14
- C. Resolution Temporarily Reducing the Utility Users Tax Rate Effective October 1, 2013
- D. Resolution to Amend the Management and Confidential Compensation System

Report prepared by:
Alex McIntyre
City Manager

RESOLUTION NO.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK ADOPTING THE BUDGET FOR FISCAL YEAR 2013-14 AND ADOPTING THE CAPITAL IMPROVEMENT PROGRAM FOR THE FISCAL YEAR

WHEREAS, the City of Menlo Park, acting by and through its City Council, having considered the proposed budget document dated June 2013 and related written and oral information at the meeting held June 11, 2013, and the City Council having been fully advised in the matter and good cause appearing therefore.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Menlo Park that the City Council does hereby adopt the budget for the fiscal year 2013-14 as set forth in the proposed budget presented to the City Council; and

BE IT FURTHER RESOLVED by the City Council of the City of Menlo Park that the City Council does hereby adopt the Capital Improvement Program for the fiscal year as set forth in the draft budget presented to the City Council.

I, Pamela I. Aguilar, Acting City Clerk of the City of Menlo Park, do hereby certify that the above and foregoing Resolution was duly and regularly passed and adopted at a meeting by said Council on the eleventh day of June 2013, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this eleventh day of June 2013.

Pamela I. Aguilar, Acting City Clerk

RESOLUTION NO.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO
PARK ESTABLISHING APPROPRIATIONS LIMIT FOR FISCAL YEAR
2013-14**

WHEREAS, Article XIII B of the Constitution of the State of California places various limitations on the City's powers of appropriation; and

WHEREAS, Division 9 (commencing with Section 7900 of the Government Code implements said Article XIII B and required that each local jurisdiction shall, by resolution, establish its appropriations limit for the following year; and

WHEREAS, the City of Menlo Park population percentage change over the prior year is 0.79 percent and the California per capita personal income change is 5.12 percent, both factors in calculating the appropriations limit.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Menlo at its regular meeting of June 11, 2013 hereby establishes the appropriations limit as the amount of \$48,627,573 for Fiscal Year 2013-14, calculated in accordance with the provisions of Division 9 (commencing with Section 7900) of the California Government Code.

I, Pamela I. Aguilar, Acting City Clerk of the City of Menlo Park, do hereby certify that the above and foregoing Resolution was duly and regularly passed and adopted at a meeting by said Council on the eleventh day of June 2013, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this eleventh day of June 2013.

Pamela I. Aguilar, Acting City Clerk

RESOLUTION NO.**RESOLUTION OF THE CITY OF MENLO PARK ESTABLISHING A
TEMPORARY TAX PERCENTAGE REDUCTION IN THE UTILITY
USERS TAX PERSUANT TO SECTION 3.14.130 OF THE CITY OF
MENLO PARK MUNICIPAL CODE**

WHEREAS, Ordinance 950 of the City Council of the City of Menlo Park Adopting a Utility Users Tax became effective upon approval by a majority of voters at the General Election of November 7, 2006; and

WHEREAS, Ordinance 950 established Chapter 3.14 of the City of Menlo Park Municipal Code, this chapter known as the "Utility Users Tax Ordinance"; and

WHEREAS, the Utility Users Tax Ordinance Section 3.14.130 allows the City Council to enact a Temporary Tax Percentage Reduction for a period of no more than twelve (12) months; provided adequate written notice is given to all affected service suppliers; and

WHEREAS, the City Council established a temporary tax reduction in consideration of the adopted budget for the fiscal year 2007-08, effective October 1, 2007; and

WHEREAS, the City Council re-established a temporary tax reduction in consideration of the adopted budget for the fiscal year 2008-09, effective October 1, 2008; and

WHEREAS, the City Council re-established a temporary tax reduction in consideration of the adopted budget for the fiscal year 2009-10, effective October 1, 2009; and

WHEREAS, the City Council re-established a temporary tax reduction in consideration of the adopted budget for the fiscal year 2010-11, effective October 1, 2010; and

WHEREAS, the City Council re-established a temporary tax reduction in consideration of the adopted budget for the fiscal year 2011-12, effective October 1, 2011; and

WHEREAS, the City Council re-established a temporary tax reduction in consideration of the adopted budget for the fiscal year 2012-13, effective October 1, 2012; and

WHEREAS, the City Council is not prohibited from adopting consecutive temporary tax percentage reductions as provided by Section 3.14.130 of the Utility Users Tax Ordinance; and

WHEREAS, the City Council now finds that a consecutive temporary tax reduction shall not adversely affect the City's ability to meet its financial obligations as contemplated in the budget for the fiscal year 2013-14, considered and adopted at its regular meeting of June 11, 2013.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Menlo at its regular meeting of June 11, 2013 hereby establishes a temporary reduction in the Utility Users Tax rate, maintaining the current reduced rate of one percent (1.0%) for taxes imposed by sections 3.14.040 through 3.14.070 for a period of no more than twelve (12) months, effective October 1, 2012. No other provisions of the Utility Users Tax Ordinance are affected by this resolution. Nothing herein shall preclude the City Council from modifying the tax rate set herein during said twelve month period.

I, Pamela I. Aguilar, Acting City Clerk of the City of Menlo Park, do hereby certify that the above and foregoing Resolution was duly and regularly passed and adopted at a meeting by said Council on the eleventh day of June 2013, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this eleventh day of June 2013.

Pamela I. Aguilar, Acting City Clerk

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF MENLO PARK AMENDING THE
MANAGEMENT/CONFIDENTIAL EMPLOYEE COMPENSATION SCHEDULE**

WHEREAS, pursuant to the California Government Code, the City Council shall periodically update and approve compensation schedules for City employees, either through approval of collective bargaining agreements and/or through approval of a resolution(s) establishing or modifying compensation ranges for employees not covered by collective bargaining agreements; and

WHEREAS, the City Manager is responsible for the preparation and recommendation to the City Council for updates to the compensation schedule for management and confidential employees; and

WHEREAS, the City Manager is responsible for the efficient administration of all the affairs of the City which are under his control, including oversight of, intermittent performance reviews for, designated managers and confidential staff and performance related salary adjustments.

WHEREAS, in addition to his general powers as administrative head, and not as a limitation thereon, it shall be his duty and he shall have the power:

To control, order and give directions to all heads of departments, subordinate officers, and employees of the city, except the city attorney; and to transfer employees from one department to another, and to consolidate or combine offices, positions, departments or units under his direction;

To appoint and remove any officers and employees of the city except the city attorney, subject to the rules relating to personnel management;

To exercise control over all departments of the city government and over all appointive officers and employees thereof, except the city attorney;

To amend the Management and Confidential Employee Compensation System as necessary in accordance with the Management Pay for Performance System for Employees in Positions Classified as Management and Confidential; and

To increase salaries for employees in positions classified as Management and Confidential to any point within the attached salary range for the classification of each employee.

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby approve the recitals set forth above and the Compensation Schedule attached hereto as Exhibit A, incorporated herein by this reference.

BE IT FURTHER RESOLVED that any enacted compensation provisions contained in previous resolutions of the City Council are hereby superseded and replaced by the compensation provisions contained in this Resolution.

I, Pamela Aguilar, Acting City Clerk of Menlo Park, do hereby certify that the foregoing Council Resolution was duly and regularly passed and adopted at a meeting by said Council on the eleventh day of June, 2013, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this eleventh day of June 2013.

Pamela I. Aguilar
Acting City Clerk

EXHIBIT A

Job Title	Employee Unit	FLSA	Top Step	MIN/Annual	MAX/Annual	MIN/Hourly	MAX/Hourly
Human Resources Assistant	Confidential	N	OR	59,347.18	74,754.78	28.5323	35.9398
Executive Secretary to the City Mgr	Confidential	N	OR	63,545.66	78,349.86	30.5508	39.6682
Human Resources Analyst	Confidential	N	OR	74,754.78	94,407.25	35.9398	45.3881
City Clerk	Exec	X	OR	83,000.00	112,050.00	39.9000	51.5600
Assistant to the City Manager	Exec	X	OR	84,996.00	120,000.00	40.8000	57.6900
Economic Development Manager	Exec	X	OR	102,000.00	129,600.00	49.0400	57.9800
Engineering Services Manager	Exec	X	OR	123,810.96	154,764.00	59.5200	74.4100
Transportation Manager	Exec	X	OR	123,810.96	154,764.00	46.9200	58.6400
Public Works Assistant Director	Exec	X	OR	123,810.96	154,764.00	46.9200	58.6400
Police Commander	Exec	X	OR	146,715.00	174,000.00	70.5400	83.6500
Community Development Director	Exec	X	OR	135,000.00	182,250.00	64.9038	87.6202
Community Services Director	Exec	X	OR	135,000.00	182,250.00	64.9038	87.6202
Finance Director	Exec	X	OR	135,000.00	182,250.00	64.9038	87.6202
Human Resources Director	Exec	X	OR	135,000.00	182,250.00	64.9038	87.6202
Library Services Director	Exec	X	OR	135,000.00	182,250.00	64.9038	87.6202
Public Works Director	Exec	X	OR	135,000.00	182,250.00	64.9038	87.6202
Police Chief	Exec	X	OR	140,000.00	185,000.00	67.3077	88.9423
Assistant City Manager	Exec	X	OR	142,180.00	191,943.00	68.3600	92.2803



COMMUNITY DEVELOPMENT DEPARTMENT

Council Meeting Date: June 11, 2013
Staff Report #: 13-103

Agenda Item #: F2

REGULAR BUSINESS: Approval of the Following Items Related to the Housing Element: 1) Work Program for Implementation of Housing Programs for Zoning Amendments to Address Emergency Shelters, Transitional and Supportive Housing, and Reasonable Accommodations and the Housing Element Update for the 2014-2022 Planning Period; 2) Authorization for the City Manager to Enter into Consulting Services in an Amount not to Exceed \$70,000 to Complete the Work Program; and 3) Re-Establishment of a Housing Element Steering Committee and Appointment of Two Council Members

RECOMMENDATION

Staff recommends that the City Council:

1. Approve the work program for implementation of Housing Element programs H3.A (Zone for Emergency Shelter for the Homeless), H3.B (Zone for Transitional and Supportive Housing) and H3.C (Reasonable Accommodation Procedures) and for the Housing Element Update for the 2014-2022 planning period;
2. Authorize the City Manager to enter into contracts for consulting services in an amount not to exceed \$70,000 to assist in implementing the Housing Element programs and for the 2014-2022 Housing Element update; and
3. Authorize the re-establishment of a Housing Element Steering Committee comprised of two Planning Commissioners, two Housing Commissioners, appointed by the respective chairs, and two Council Members; and appoint two Council Members to serve on the Housing Element Steering Committee.

BACKGROUND

The housing element is one of seven State-mandated elements of the City's General Plan, first required by the State in 1969. Housing element law requires local governments to adequately plan to meet their existing and projected housing needs including their share of the regional housing need. On May 21, 2013, the City of Menlo Park adopted its Housing Element through the 2014 planning period and is currently in

the certification process with the State Housing and Community Development Department (HCD).

The next Housing Element cycle, for the planning period 2014-2022, is already upon us. Within each planning period, regional housing needs are identified for each jurisdiction in a process referred to as the Regional Housing Needs Allocation (RHNA) that includes the State and the Association of Bay Area Governments (ABAG). The City of Menlo Park participated in a consortium with the other jurisdictions in San Mateo County to develop the methodology for allocating the countywide need across the various jurisdictions. The City of Menlo Park's allocation for the 2014-2022 planning period is 655 units with the breakdown by income level as follows:

Income Level	Allocation
Very Low	233
Low	129
Moderate	143
Above Moderate	150
Total	655

The Housing Element for the 2014-2022 planning period is required to be adopted by December 2014. Local governments that adopt its Housing Element on time will not have to adopt another housing element for eight years, instead of every four years. Given this incentive, staff intends to commence work on the 2014-2022 Housing Element update this summer.

ANALYSIS

Staff believes there is existing momentum with the recent work completed for the Housing Element and efficiencies that can be gained by contracting with Jeffrey Baird of Baird + Driskell Planning, who assisted the City with preparation of the recent Housing Element. As part of this effort, the City must also begin implementing programs identified in the Housing Element. Two key programs relate to zoning for an emergency shelter for the homeless and zoning for transitional and supportive housing. The proposed work program and schedule for carrying out these tasks is included as Attachment A and is discussed further below. The following discussion and timeline assumes that an Environmental Impact Report (EIR) will not be required. Staff believes that compliance with the California Environmental Quality Act (CEQA) could be achieved through the preparation of a Negative Declaration (or Mitigated Negative Declaration) if the City does not need to pursue rezonings, but the final determination will be made as the City proceeds through the process. If an EIR is required, staff will bring this matter to the attention of the City Council to consider implications for completing an EIR by the December 2014 adoption deadline.

Compliance with SB2 and Reasonable Accommodation Requirements

Effective January 1, 2008, SB2 (Chapter 633, Statutes of 2007) requires every California city and county to engage in a detailed analysis of emergency shelters and transitional and supportive housing in their next Housing Element revision, designate zoning districts to accommodate the identified need for emergency shelters, develop a program to reduce constraints on the development of transitional and supportive housing and comply with the Housing Accountability Act (Government Code 65589.5), which limits the grounds under which cities and counties may deny certain types of housing.

Compliant with the law, the City adopted two implementing programs in the Housing Element: 1) program H3.A (Zone for Emergency Shelter for the Homeless) and 2) program H3.B (Zone for Transitional and Supportive Housing). Every other year, San Mateo County along with many other stakeholders, conducts a homeless count. New counts were conducted in January 2013, and the City's requirement is to provide zoning to accommodate 16 beds to address homeless needs in the community. As discussed during the development of the adopted Housing Element, the City is considering using a zoning overlay designation to meet the need of between one to three acres. As part of the proposed work program, the following tasks would be performed:

- Collect a range of best practices and examples from other jurisdictions of the approaches used for permitting emergency, transitional and supportive housing in compliance with SB2.
- Work with the Housing Element Steering Committee to establish criteria for selecting sites for the emergency shelter overlay zone.
- Identify and evaluate optional approaches and locations for review with the Steering Committee.
- Conduct a community workshop to present the options.
- Refine a preferred approach for review by the Housing Commission, Planning Commission and City Council.

Completion of programs H3.A and H3.B is required prior to or concurrent with the adoption of the next Housing Element. The zoning for emergency shelters and transitional and supportive housing would bring the City into compliance with SB2, and also provide the benefit of meeting two of the five criteria needed to qualify for a streamlined review process by HCD for the next Housing Element. One additional item that the City needs to complete is program H3.C, which is the adoption of procedures for reasonable accommodation for individuals with disabilities. This is also one of the five criteria needed to qualify for the streamlined review process. The other two criteria, which the City has already achieved, are 1) rezoning of sites to meet the RHNA numbers from the 1999-2006 planning period and 2) adoption of the density bonus ordinance pursuant to the State Density Bonus Law. Staff proposes that the review process for the reasonable accommodation procedures occurs concurrently with the work program for SB2 and the next cycle of the Housing Element update.

Housing Element Update

Concurrent with work on compliance with SB2, staff proposes to update the Housing Element for the next cycle. The goal is to submit a draft Housing Element to HCD for review by the end of the 2013 calendar year. Staff believes the target date is achievable given that much of the review and analysis of land suitable for residential development conducted as part of the 2007-2014 Housing Element can be transferred to the next cycle. With the recent rezoning to R-4-S (High Density Residential, Special) of the four housing opportunity sites and the pending development proposal at the Veterans Affairs Campus, rezoning of additional sites may not be required if this land is still “available” (i.e., a specific project has not been approved) when the next Housing Element is adopted. Therefore, completion of the next Housing Element is timely while the land inventory is still available for new residential development. Without the need for rezoning, the environmental review process would likely be limited to the preparation and issuance of an Initial Study and Negative Declaration (or Mitigated Negative Declaration).

The overall scope budget is proposed to not exceed \$70,000. Attachment A provides the overall draft schedule for the Housing Element Update. The schedule recognizes the upcoming summer period and minimizes public activities during this timeframe to allow for greater participation by the community in the Fall. With the exception of one Steering Committee meeting anticipated in July, all of the activities would occur after Menlo Park schools begin and before the winter holiday season begins. The key components of the Baird+Driskell Community Planning work program include the following tasks:

- Coordinate and Collaborate with City Staff and Assist City Staff in Other Housing Element Implementation Work As Needed;
- Assist City Staff in Conducting Steering Committee Meetings (up to 4 meetings);
- Assist City Staff in Conducting Community Workshop (up to 2 workshops);
- Assist City Staff in Other Community Outreach and Preparation of Outreach Materials, As Needed;
- Update Housing Element Goals, Policies and Programs and Other Sections of the Housing Element and Prepare Preliminary Draft Housing Element;
- Review Preliminary Draft Housing Element and SB2 Zoning Changes with the Housing Commission, Planning Commission and City Council;
- Prepare Draft Housing Element and Assist City Staff in HCD and Community Review Responses on the Draft Housing Element and SB2 Zoning;

- Assist City Staff in Preparing Other Documents as Necessary;
- Participate in Public Meetings/Hearings to Adopt the Updated Housing Element and Zoning Changes for SB2; and
- Finalize the Housing Element Following Adoption.

Contracting Authority

Staff recommends that the City Council authorize the City Manager to enter into contracts with Baird + Driskell Community Planning in excess of the current limit of \$50,000 per contract. By granting additional contract authority to the City Manager for this project, the City will be better prepared to meet the milestones established in this timely process. In no event will overall contract costs exceed \$70,000 without additional Council direction and authority.

Re-Establishment of Steering Committee

Similar to the recent Housing Element process, the proposed work program includes a Housing Element Steering Committee. The Steering Committee previously provided guidance to staff and worked well and efficiently to tackle the key issues related to updating the Housing Element and keep the process on track. The Committee was comprised of two members each from City Council, Planning Commission and the Housing Commission. Staff recommends that the members of the former Steering Committee continue to serve in their role for continuity, so long as there is interest by the member. One new member from the Planning Commission, however, would need to be appointed since Commissioner O'Malley's term has since expired and he is no longer on the Commission. The following served on the Steering Committee:

- City Council - Peter Ohtaki and Catherine Carlton
- Planning Commission – Katie Ferrick and vacant
- Housing Commissioners – Carolyn Clarke and Yvonne Murray

The Steering Committee would be a Brown Act body and is expected to have one meeting per month in July, August, September, and an optional meeting following receiving comments from HCD on the draft Housing Element. At the June 11, 2013 meeting, staff recommends that the Council check-in with Mayor Ohtaki and Council Member Carlton on their interest in continuing to serve on the Steering Committee and appoint a new member, if necessary. Staff also recommends that the City Council authorize the Chairs of the Housing Commission and Planning Commission to check-in with their representatives on their interest in continuing to serve on the Steering Committee. If members are unable to serve, the Chairs should then appoint a new representative based on an expression of interest and availability by the members. In the case of the Planning Commission, one new member will need to be appointed to replace Commissioner O'Malley.

IMPACT ON CITY RESOURCES

The proposed work program would require both staff resources dedicated to the project, as well consultant services. The Council has budgeted \$100,000 for Fiscal Year 2012-13 for the 2014-2022 Housing Element Update, and this funding will be carried over to Fiscal Year 2013-14. In addition, funding is available for implementation of programs for the 2007-2014 Housing Element from the previously approved budget.

POLICY ISSUES

The Housing Element update process will consider a number of policy issues including issues related to emergency, supportive and transitional housing, and reasonable accommodations.

ENVIRONMENTAL REVIEW

The 2014-2022 Housing Element update is subject to CEQA. As part of the process, the appropriate environmental clearance will be determined. Staff anticipates a Negative Declaration (or Mitigated Negative Declaration) will be prepared. Staff may seek consultant assistance in the preparation of the environmental review documents.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, at least 72 hours prior to the meeting, with this agenda item being listed. In addition, the City sent an email update to subscribers to the project page for the proposal, which is available at the following address: <http://www.menlopark.org/athome>. This page provides up-to-date information about the project, allowing interested parties to stay informed of its progress. The page allows users to sign up for automatic email bulletins, notifying them when content is updated or meetings are scheduled.

ATTACHMENT

- A. Summary of Major Tasks/Milestones of Housing Element Update (2014-2022) and Compliance with Zoning for Emergency Shelter, Transitional and Supportive Housing (SB 2) and Reasonable Accommodation

Report Prepared by:
Deanna Chow
Senior Planner

Justin Murphy
Development Services Manager

**Summary of Major Tasks/Milestones
Housing Element Update (2014-2022) and**

ATTACHMENT A

Compliance with Zoning for Emergency Shelter, Transitional and Supportive Housing (SB 2)¹ and Reasonable Accommodation

Responsible Party	Major Task/Milestone	Preliminary Target Dates
City Council Meeting	Approve work program for implementation of Housing Programs and Housing Element update for the 2014-2022 planning period	June 11, 2013
City Council Meeting	Information Item (Report on composition of Steering Committee and provide updates and refinements to work program/schedule if necessary)	July 16, 2013
Steering Committee Meeting #1	Review requirements for zoning for emergency shelter, transitional and supportive housing and discuss options for selecting emergency shelter zoning overlay locations	July 25, 2013 (Thursday)
Steering Committee Meeting #2	Review of adopted Housing Element policies and programs; direction for RHNA 5 Housing Element update; review of reasonable accommodation; and approach for community outreach	August 26, 2013 (Monday)
Community Workshop	Review potential sites for emergency shelter overlay zone, zoning for transitional and supportive housing and reasonable accommodations and updates related to policies/programs associated with the Housing Element	September 12, 2013 (Thursday)
Steering Committee Meeting #3	Review of community outreach results; review and direction on key components of the preliminary draft Housing Element; direction on approach and components of proposed zoning and mapping changes for emergency shelter, transitional and supportive housing; and reasonable accommodations	October 3, 2013 (Thursday)
Housing Commission Meeting	Review and provide comments on draft zoning ordinance overlay for emergency shelters, zoning for transitional and supportive housing, reasonable accommodation ordinance, and draft Housing Element (2014-2022)	November 6, 2013
Planning Commission Meeting	Review and provide comments on draft zoning ordinance overlay for emergency shelters, zoning for transitional and supportive housing, reasonable accommodation ordinance, draft Housing Element (2014-2022), and draft Initial Study for the preparation of a Negative Declaration	November 18, 2013
City Council Meeting	Review and provide comments on draft zoning ordinance overlay for emergency shelters, zoning for transitional and supportive housing, reasonable accommodation ordinance, draft Housing Element (2014-2022), and draft Initial Study for the preparation of a Negative Declaration	December 17, 2013
Staff	Submit draft Housing Element to HCD for review (begins 60-day review cycle)	December 20, 2013 (Friday)
Staff	Circulate Negative Declaration (30-day review period)	January 2, 2014 – February 1, 2014
Steering Committee Meeting #4	Review HCD comments on draft Housing Element, proposed zoning overlay for emergency shelters and associated mapping changes, zoning for transitional and supportive housing, and reasonable accommodation ordinance (Optional)	February 27, 2014
Housing Commission Meeting	Hold public meeting and provide a recommendation on Housing Element, emergency shelter overlay zone, zoning for transitional and supportive housing, and reasonable accommodation ordinance	March 5, 2014
Planning Commission Meeting	Conduct public hearing and provide a recommendation on Negative Declaration, Housing Element, emergency shelter overlay zone, zoning for transitional and supportive housing, and reasonable accommodation ordinance	March 17, 2014
City Council Meeting	Conduct public hearing and take action on Negative Declaration, Housing Element ² , emergency shelter overlay zone, zoning for transitional and supportive housing ³ , and reasonable accommodation ordinance	April 8, 2014
City Council Meeting	Second Reading/Adoption of Zoning Ordinance amendments related to emergency shelter overlay zone, zoning for transitional and supportive housing and reasonable accommodation	April 22, 2014
Staff/Consultant	Submit Adopted Housing Element to HCD for certification	May 1, 2014

¹ Effective January 1, 2008, SB2 (Chapter 633, Statutes of 2007) requires every California city and county to engage in a detailed analysis of emergency shelters and transitional and supportive housing in their next Housing Element revision, designate zoning districts to accommodate the identified need for emergency shelters, develop a program to reduce constraints on the development of transitional and supportive housing and comply with the Housing Accountability Act (Government Code 65589.5), which limits the grounds under which cities and counties may deny certain types of housing.

² Government Code Section 65400 requires each governing body (e.g., City Council) to prepare and submit an Annual Progress Report (APR) on the status and progress in implementing the jurisdiction's housing element of the general plan on or before April 1 each year for the prior calendar year. The Housing Element (2014-2022) update is proposed to serve as the APR for 2013 review year.

³ Adoption of zoning changes consistent with SB2 must occur within one-year of adoption of City's 2007-2014 Housing Element. SB2 may be acted upon separately from the 2014-2022 Housing Element for compliance.



COMMUNITY SERVICES DEPARTMENT

Council Meeting Date: June 11, 2013
Staff Report #: 13-104

Agenda Item #: F-3

REGULAR BUSINESS ITEM: **Approve the Retention of 25 Riordan Place in the Below Market Rate (BMR) Program and Support Appropriation of BMR Funds as Needed to Prepare the Unit for Sale or Provide Direction to Sell the Property for Fair Market Value**

RECOMMENDATION

Staff recommends the Council retain 25 Riordan Place in the Below Market Rate Program (BMR) and authorize an appropriation of up to \$25,000 of BMR funds as needed to prepare and market the unit for sale.

BACKGROUND

In September 2009, the City Council authorized the City Attorney's office to file a lawsuit to enforce the BMR deed restriction on a property in the City's BMR housing program. The lawsuit, entitled *City of Menlo Park v. Salcedo, et al.*, San Mateo County Superior Court; Case No. CIV 487703, concerned the BMR Agreement and deed restriction recorded on the property located at 25 Riordan Place. The BMR Agreement was entered into by the City and the owners of the property, Theresa Sylvia R. Salcedo and Jeremy I. Salcedo as part of the Salcedo's purchase of the property in August 1998. The Salcedo's house is one of approximately 60 below market rate units in the City's program. The current restricted resale value of the property is approximately \$385,000.

The Salcedos had encumbered the property in excess of \$1,000,000 despite being aware of the fact that their property had a restricted value of only \$281,809 (City's repurchase price). As set forth in the BMR Agreement, the Salcedos were not allowed to refinance the property without approval from the City. The Salcedos never approached the City with regards to the refinancing.

On November 1, 2011, the Court issued a tentative ruling granting the City's motion for summary judgment. In that order, the Court found that:

1. The lender defendants had notice of the BMR Agreement,
2. The BMR Agreement constituted a lien against the Property,
3. The BMR Agreement was senior to the liens of the lender defendants and that all defendants were subordinate to the City's lien,

4. The subsequent agreement entered into between City and the Salcedos dated November 10, 1998 was void and did not supersede the original BMR Agreement; and
5. The deeds of trust held by the lender defendants were subject to and subordinate to the BMR Agreement.

Subsequent to this tentative ruling, Wells Fargo Bank's counsel requested rehearing on the ruling and indicated his client's intent to appeal an adverse ruling. Thereafter, the City negotiated settlements with all the lender defendants except Wells Fargo Bank, N.A., to walk away from the property and release their liens. The City Council approved an agreement with Wells Fargo whereby the City would pay \$400,000 to Wells Fargo Bank in exchange for the bank reconveying and releasing its deed of trust recorded on the Property. Wells Fargo Bank, N.A., through this settlement, released the property from its claim for an additional half a million dollars owed on the note encumbering the Property.

The City also reached a settlement with the Salcedos, whereby the Salcedos vacated the house on May 1, 2013, and transferred their interests in the Property to the City by Grant Deed. In exchange, the City agreed not to seek recovery of its attorney's fees and costs against the Salcedos, and agreed to take the Property subject to the outstanding real property taxes due and owing on the Property.

At the time Council agreed to the above terms, the amount to be paid to Wells Fargo Bank was more than the repurchase price of the Property as calculated under the BMR Agreement and more than what the City could resell the unit for through the BMR program to a new BMR buyer. At the March 5, 2013 Council meeting where these terms were approved, Council directed that once the property was vacated, staff would return with an update of the condition of the property and a recommendation on whether to retain it in the BMR program or sell the home at market rate and deposit the proceeds into the BMR program.

ANALYSIS

The City has invested a total of approximately \$527,500 in BMR funds in recovering possession and title to the property, including the \$400,000 settlement, attorney's fees and costs of approximately \$108,000, and other expenses of approximately \$19,500.

The City has three options for disposition of the property: sell "as is" at fair market value; make some improvements to the property and sell at fair market value; or make appropriate repairs and sell as a BMR unit to qualified buyers on the program's waiting list.

1. The City's BMR Realtor performed a market analysis on the property and found, based on one active listing, no current pending sales and six comparable sales in the neighborhood where the property is located within the last several months that the value of the property, based on condition, location and size of the property, square footage and overall current market trends would be about

\$1,300,000. However, considering that the property is an attached single family house with a shared wall, there is only a one car garage with a shared driveway, the lot size is approximately 4500 square feet, and given the property's current condition, the sales price might be discounted by prospective buyers, potentially reducing the fair market value of the home "as is" to \$1 million to \$1.1 million. The Market Analysis is included as Attachment A. This option results in a net deposit to the BMR fund after realtor fees, the expenses of the law suit and settlement terms with Wells Fargo of approximately \$400,000 to \$500,000.

2. The City could also hire a contractor to make improvements to the property to upgrade the finishes and fixtures that were installed when the property was developed as a BMR unit that may enhance the value as a Market Rate unit. A walk through of the property by the BMR Realtor and representatives from the City Attorney's Office noted the following issues that would need to be addressed in order to sell at Market Rate in good condition:

1. Carpet stained and worn throughout;
2. Repainting needed throughout;
3. Previous owner had installed downstairs molding, living room ceiling fan, and tiles in kitchen, front door entrance and fireplace – consider removal or painting;
4. Downstairs bathroom wallpaper needs repair/removal and fixtures are original from 1998;
5. Exterior fencing needs repair/replacement;
6. Garage in good condition (small crack on bottom of garage door and washer/dryer are original although functional);
7. Upstairs master in good condition except carpet and paint;
8. Master bathroom in good condition except dated fixtures, flooring and paint;
9. Small stain in hallway (top of stairs) on ceiling that should be checked in case of roof leak;
10. 2nd and 3rd bedroom in good condition except carpet and paint;
11. Upstairs 2nd bathroom in good condition except dated fixtures, flooring and paint;
12. Stairway rail should be refinished

A rough estimate for the above repairs and upgrades to appliances, light fixtures and other dated elements needed to bring the unit to higher end market rate condition would be \$50,000 and is estimated to increase the value of the property by two to four times the cost of the work. This option results in a net deposit to the BMR fund after realtor fees, the expenses of the law suit and settlement terms with Wells Fargo of approximately \$650,000.

3. Staff recommends the third option -- retaining the home as a BMR unit -- for several reasons:
 - a. The BMR Program was created to provide homeownership opportunities for low- and moderate-income families living or working in Menlo Park. As

more businesses relocate to Menlo Park, the need for workforce housing has increased and the BMR waiting list has grown. Families continue to wait up to five years or more for the opportunity to qualify for funding and purchase a home through the program. There are currently 87 families on the BMR wait list.

- b. The cost to create BMR units is extremely high in Menlo Park due to current property values, especially for units located on the west side of 101 such as this. Staff estimates the cost of a comparable unit in a comparable west-side neighborhood would be approximately \$1 million or more.
- c. The BMR program has several major infusions of funding on the horizon that minimize the impact of any additional proceeds from this sale on the program's overall ability to add units. The current balance and expected revenues in the next several years are included as Attachment B.

If Council authorizes the retention of the house as a BMR unit, improvements will need to be made including repainting and recarpeting the unit as well as updating some of the fixtures. Staff estimates the cost at between \$10,000 and \$25,000. Staff is requesting a budget of \$25,000 to cover the cost of the carpet replacement, the painting and other improvements as needed.

This option will return approximately \$357,000 to the BMR Fund upon sale of the BMR unit to qualified buyers, resulting in a net loss to the Fund, following deductions for the expenses of the settlement, of \$170,000.

At their June 5, 2013 meeting, the Housing Commission unanimously supported retaining the unit in the BMR program.

IMPACT ON CITY RESOURCES

The BMR Fund is the sum of contributions from developers in the form of in-lieu payments and commercial linkage fees. Commercial linkage is tied to the square footage of commercial developments to account for the housing needs of new workers who will occupy that space. In-lieu fees are paid when the dedication of one or more BMR units to the program is deemed infeasible. The BMR Fund balance was approximately \$5.8 million as of May 28, 2013. A total of \$2,900,219 from the Fund is committed to various programs, including the Purchase Assistance Loan Program (\$2.2 million), and Habitat's Neighborhood Revitalization program (\$650,000). Following the recent commitment of \$2.5 million to CORE for the project on the VA campus, the total currently available in the Fund is approximately \$2,633,688 with anticipated revenues from approved and pending projects in the next two years of up to \$11.5 million (see Attachment B).

Selecting the first or the second option would result in the loss of a BMR unit, but would net approximately \$400,000 to \$600,000 back into the BMR fund. Selecting the third option would retain the BMR unit in the City's program but would result in a net cost to

the fund of an additional \$170,000. The cost impacts of the three options are summarized below:

Sale price	Settlement costs	Realtor fee	Renovation costs	Total +/- to BMR fund
\$1,000,000	\$527,500	\$60,000	0	\$412,500
\$1,300,000	\$527,500	\$72,000	\$50,000	\$651,000
\$385,000	\$527,500	\$8,000	\$20,000	(\$170,000)

POLICY ISSUES

The BMR Guidelines were originally adopted by City Council in 1988 and have been revised five times in the intervening years. The last revision was approved by City Council on March 2, 2010, when various changes were made to the program to facilitate its operation, including the clarification of the definition of “saleable condition” in the requirements for BMR resales, ending sales of BMR units to applicants who currently own homes within 50 miles of Menlo Park, and requiring buyers to complete a homebuyer training program. Retention of the home at 25 Riordan Place in the BMR program would be consistent with these current policies.

ENVIRONMENTAL REVIEW

Retention of the property in the BMR program and/or sale of the property for fair market value is not a project under CEQA.

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 10 days prior to the meeting.

ATTACHMENTS

- A: Market Analysis for 25 Riordan Place
- B: BMR Fund balance worksheet

Report prepared by:
 Cherise Brandell
 Community Services Director

Today

Sotheby's
INTERNATIONAL REALTY

Prepared Especially For:

25 Riordan Place
Menlo Park CA 94025

Prepared By:

Renee M. Daskalakis
Today SIR
1250 San Carlos Ave. Suite 101
San Carlos, CA 94070

Office: (650) 597-1848
Fax: 650-597-1200
E-mail: daskalakis@prodigy.net

DRE#: 01111348

April 9, 2013

Comparative Market Analysis Explanation

The following pages illustrate the comparable properties that closely match your property's characteristics. These properties will help find the top market value for your property and help decide the proper listing price for your home.

FAIR MARKET VALUE HAS BEEN DEFINED AS:

- The highest price estimated in terms of money which the property will bring when the property is exposed for sale in the open market by a willing Seller and allowing time to find a willing Buyer.
- Both Buyer and Seller acting in an arm's length transaction, having full knowledge of all the uses and purposes to which the property is adapted and is capable of being used.
- In evaluating your property I have used many of the tools that a professional appraiser utilizes:
 1. Comparable sales
 2. Competitive current listings
 3. Amenities
 4. Location
 5. Size
 6. The general condition of the property
- The enclosed information was researched from reliable information currently available from our Regional Multiple Listing Service and occasionally from county records. It may not reflect every property for sale or sold, but does represent a good cross section of the competitive real estate inventory and recent sales.

Please note that while none of the properties are exactly like yours, they do provide a good reference source in a comparative market analysis.

The estimated value I have given for your property does not mean that the sale of the property could not occur at a higher or lower price. The price you ultimately receive of course, will be based on the motivation of the Buyer and market conditions at the time offer(s) are received.

A Process of Discovery

The Value of a Comparative Market Analysis

A Comparative Market Analysis is simply a process in which together we will determine the true market value of your home. I like to look at a market analysis as a barometer of market conditions--an opportunity for you to review and evaluate the facts before making a very important decision. To help you with that decision, we need to answer the following questions:

What are the important selling points of your home?

How many comparable listings are currently on the market?

What have comparable listings sold for recently?

Which comparable listings in your community have expired?

Although I can advise you, ultimately you must decide the value of your home. It's a figure you should feel comfortable with; a price realistic with present market conditions.

Today

Sotheby's
INTERNATIONAL REALTY

Determining The Value

Factors That Affect The Value of Your Home in Today's Marketplace!

Location

- Location is the single most important factor in determining the value of your home.

Timing

- Property values are affected by the current real estate market and general economic conditions.
- As the real estate market cannot be manipulated, a flexible marketing plan should be developed which fits the individual features of your property.

Competition

- Prospective buyers compare your property against competing properties.
- Buyers will perceive value based upon properties that have sold and are available in the area.

Condition

- The condition of the property affects the price and speed of the sale.
- As prospective buyers often make purchases based on emotion, first impressions are important.
- Optimizing the physical appearance of your home will maximize the buyer's perception of value.

Price

- Pricing your home properly from the beginning is an important factor in determining the length of time it will take to sell your home.

CMA Pro Report

These pages give a general overview of the selected properties.



361 Menlo Oaks Drive, Menlo Park CA 94025

MLS No:	81310763	DOM:	5	Status:	Active
Class:	Single Family Residential	List Date:	04/04/2013	List Price:	\$2,395,000
Beds:	4	Apx Lot:	15,200 SqFt (Assessor)		
Baths:	2(2/0)				
Apx Sqft:	2,320 (Assessor)				
Elem Dist:	Menlo Park City Elementary				
High Dist:	Sequoia Union High				

Remarks: **Charming and spacious 4 bed/2 bath ranch style home on large 15,200 sf lot on desirable street in the beautiful Menlo Oaks area. Living room with fireplace, large dining room, charming eat-in kitchen, den/library, separate family room, master suite overlooking the sunny garden, and beautiful hardwood floors in most rooms. Close to fine schools.**



530 Menlo Oaks Drive, Menlo Park CA 94025

MLS No:	81232525	DOM:	38	Status:	Sold
Class:	Single Family Residential	List Date:	08/31/2012	List Price:	\$1,799,000
Beds:	3	Sale Price:	\$1,755,000	Apx Lot:	12,420 SqFt (Assessor)
Baths:	4(3/1)				
Apx Sqft:	1,720 (Assessor)				
Elem Dist:	Menlo Park City Elementary				
High Dist:	Sequoia Union High				

Remarks: **Charming home in a prime location in Menlo Oaks. The main house features hardwood floors throughout and expansive living room with fireplace and vaulted ceilings. Master suite is on the second floor, and other bedrooms on the main floor. Yard with mature plantings and pool. Guest house has full bath, great room featuring a brick fireplace and a kitchen area. Has an additional 500 sf +/- .**



445 Santa Margarita Avenue, Menlo Park CA 94025

MLS No:	81223813	DOM:	9	Status:	Sold
Class:	Single Family Residential	List Date:	06/25/2012	List Price:	\$1,695,000
Beds:	4	Sale Price:	\$1,695,000	Apx Lot:	6,600 SqFt (Assessor)
Baths:	2(2/0)				
Apx Sqft:	1,920 (Assessor)				
Elem Dist:	Menlo Park City Elementary				
High Dist:	Sequoia Union High				

Remarks: **Located on a quiet cul-de-sac, This home was taken down to the studs 4 years ago and rebuilt with attention to detail & high end finishes. Open floor plan features formal entry and living room, gourmet kitchen with vaulted ceilings and skylights, 3/4" oak floors throughout, Two sets of french doors lead to stone patio with built-in barbecue center. Meticulously maintained, Shows like a new home.**

CMA Pro Report

These pages give a general overview of the selected properties.



272 Santa Margarita Avenue, Menlo Park CA 94025

MLS No:	81226565	DOM:	30	Status:	Sold
Class:	Single Family Residential	List Date:	07/16/2012	List Price:	\$1,499,000
Beds:	3	Sale Price:	\$1,525,000	Apx Lot:	11,144 SqFt (Assessor)
Baths:	2(2/0)	Apx Sqft:	1,545 (Seller (Unverified))	Elem Dist:	Menlo Park City Elementary
High Dist:	Sequoia Union High				

Remarks: **Wow! Warm and inviting home on an enormous, beautifully landscaped lot. Updated kitchen with large dining area, access to back deck and overlooking backyard. Spacious, open living room, gleaming hardwood floors and an abundance of natural light. Absolutely incredible backyard! An oasis of California native and Mediterranean vegetation offers serenity and privacy. Desirably and centrally located**



202 Santa Monica Avenue, Menlo Park CA 94025

MLS No:	81301610	DOM:	7	Status:	Sold
Class:	Single Family Residential	List Date:	01/18/2013	List Price:	\$1,498,000
Beds:	4	Sale Price:	\$1,605,000	Apx Lot:	7,865 SqFt (Assessor)
Baths:	2(2/0)	Apx Sqft:	1,780 (Assessor)	Elem Dist:	Menlo Park City Elementary
High Dist:	Sequoia Union High				

Remarks: **Amazing value for 4 bedrooms with separate family room in prime Menlo Park School District. Formal entry, elegant living room w/fireplace, formal dining room, gourmet kitchen, separate playroom, inside laundry room, lovely backyard, award winning MP schools! Do not miss!**



270 Santa Monica Avenue, Menlo Park CA 94025

MLS No:	81229764	DOM:	5	Status:	Sold
Class:	Single Family Residential	List Date:	08/09/2012	List Price:	\$1,495,000
Beds:	3	Sale Price:	\$1,650,000	Apx Lot:	7,865 SqFt (Assessor)
Baths:	2(2/0)	Apx Sqft:	1,730 (Assessor)	Elem Dist:	Menlo Park City Elementary
High Dist:	Sequoia Union High				

Remarks: **Stunning remodeled home in desirable neighborhood. Gourmet kitchen w/granite countertops, stainless steel appliances, walk-in pantry & skylight. Spacious LR w/hardwood floors & FP. Beautifully landscaped gardens w/covered patio for outdoor entertaining. Conveniently located to downtown Menlo Park & Palo Alto, nearby Seminary Oaks Park & mins from Burgess Park, and Facebook HQ. Excellent schools.**

CMA Pro Report

These pages give a general overview of the selected properties.



181 Santa Margarita Avenue, Menlo Park CA 94025

MLS No:	81303035	DOM: 5	Status:	Sold
Class:	Single Family Residential		List Date:	02/01/2013
Beds:	3		List Price:	\$1,199,000
Baths:	2(2/0)		Sale Price:	\$1,440,000
Apx Sqft:	1,560 (Assessor)		Apx Lot:	7,095 SqFt (Assessor)
Elem Dist:	Menlo Park City Elementary			
High Dist:	Sequoia Union High			

Remarks: **A not to miss home. This single story home has been updated w/designer touches inc hrdwd, crown, granite, new windows, heater & roof. The new gourmet kitchen has chestnut finished cabinets, stainless appliances w/gas range & side by side refrig. The new baths have decorative tile surrounds & granite. New stamped concrete & landscaped yards. Epoxy garage floors & more. What's not to love?**

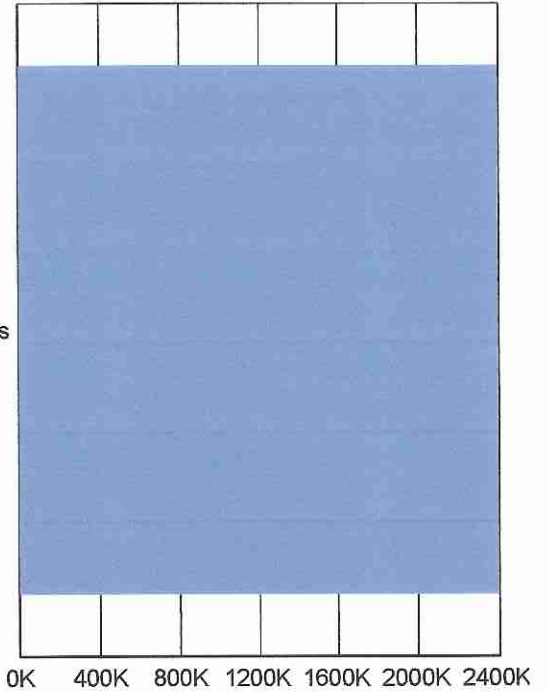
CMA Pro Report

These pages give a general overview of the selected properties.

Active Properties

Total # of Listings	1
Lowest Price	\$2,395,000
Highest Price	\$2,395,000
Average Price	\$2,395,000
Avg. Price/SqFt	\$1,032.33
Avg DOM	5

361 Menlo Oaks



Sold (Closed Sale) Properties

Total # of Listings	6
Lowest Price	\$1,440,000
Highest Price	\$1,755,000
Average Price	\$1,611,667
Avg. Price/SqFt	\$895.55
Avg DOM	16

181 Santa Margarita

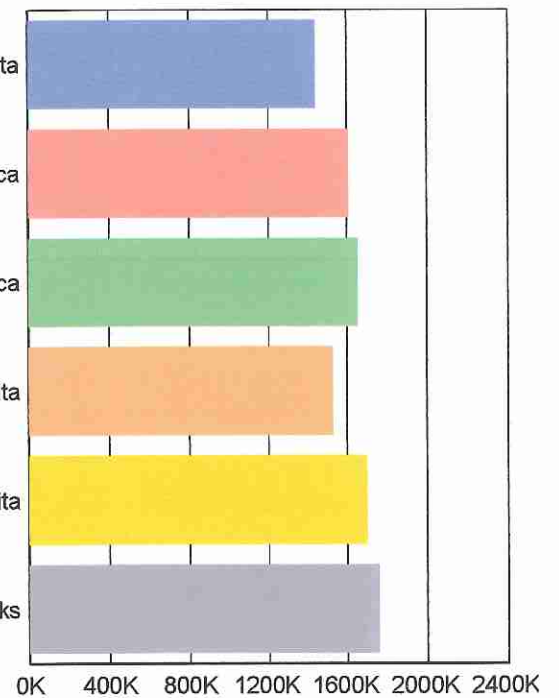
202 Santa Monica

270 Santa Monica

272 Santa Margarita

445 Santa Margarita

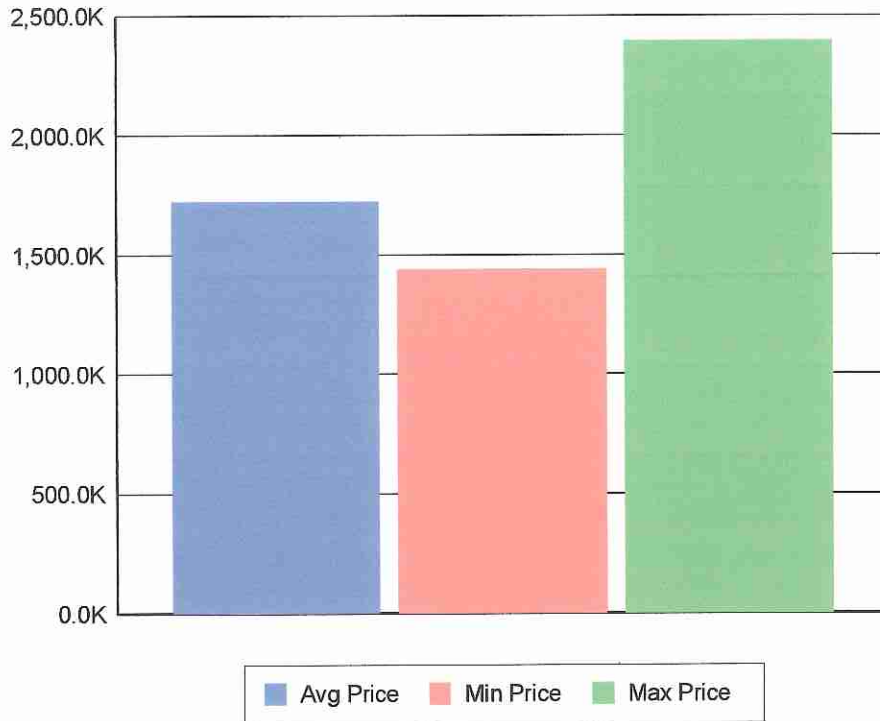
530 Menlo Oaks



CMA Pro Report

These pages give a general overview of the selected properties.

Summary Graph/Analysis



Cumulative Analysis

Listing Category	Lowest Price	Highest Price	Average Price	Avg \$ Per SqFt
Active	\$2,395,000	\$2,395,000	\$2,395,000	\$1,032.33
Sold (Closed Sale)	\$1,440,000	\$1,755,000	\$1,611,667	\$895.55
Totals / Averages	\$1,440,000	\$2,395,000	\$1,723,571	\$915.09

Sold Property Analysis

Address	List Price	Sold Price	DOM	%SP/LP	SP/Sqft
530 Menlo Oaks	\$1,799,000	\$1,755,000	38	-%2.45	\$1,020.35
445 Santa Margarita	\$1,695,000	\$1,695,000	9	%0.00	\$882.81
272 Santa Margarita	\$1,499,000	\$1,525,000	30	%1.73	\$987.06
202 Santa Monica	\$1,498,000	\$1,605,000	7	%7.14	\$901.69
270 Santa Monica	\$1,495,000	\$1,650,000	5	%10.37	\$953.76
181 Santa Margarita	\$1,199,000	\$1,440,000	5	%20.10	\$923.08
Total Averages	1,530,833	1,611,667	16	%6.15	\$944.79

CMA Pro Report

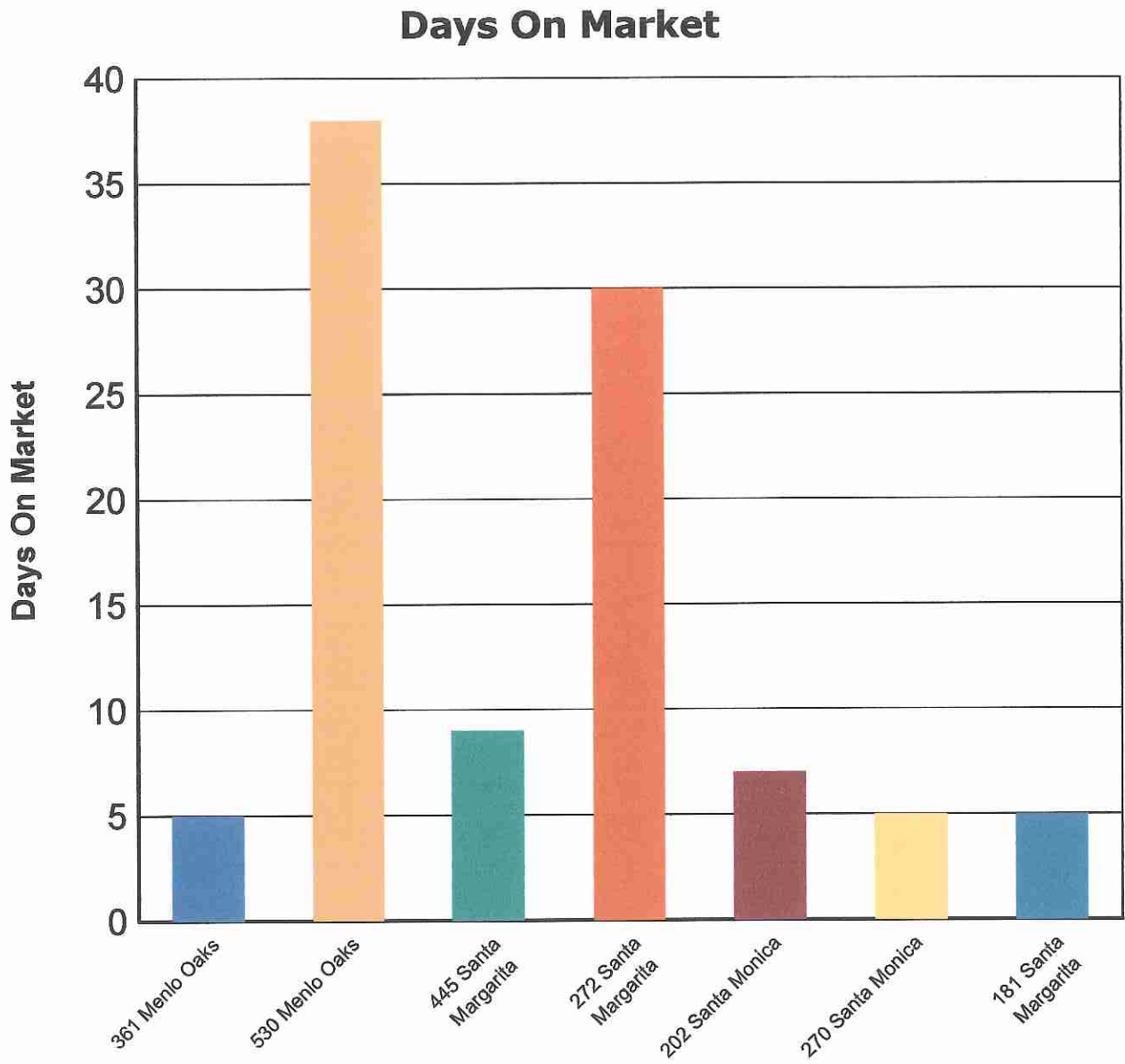
These pages give a general overview of the selected properties.

Property Summary

S	Street Address	Bd	Ba(F)	Ba(P)	Apx SF	L Price	S Price	Sold Date	DOM
S	445 Santa Margarita	4	2	0	1,920	\$1,695,000	\$1,695,000	07/04/2012	9
S	272 Santa Margarita	3	2	0	1,545	\$1,499,000	\$1,525,000	08/15/2012	30
S	270 Santa Monica	3	2	0	1,730	\$1,495,000	\$1,650,000	08/14/2012	5
S	530 Menlo Oaks	3	3	1	1,720	\$1,799,000	\$1,755,000	10/08/2012	38
S	202 Santa Monica	4	2	0	1,780	\$1,498,000	\$1,605,000	01/25/2013	7
S	181 Santa Margarita	3	2	0	1,560	\$1,199,000	\$1,440,000	02/06/2013	5
A	361 Menlo Oaks	4	2	0	2,320	\$2,395,000	\$2,395,000		5

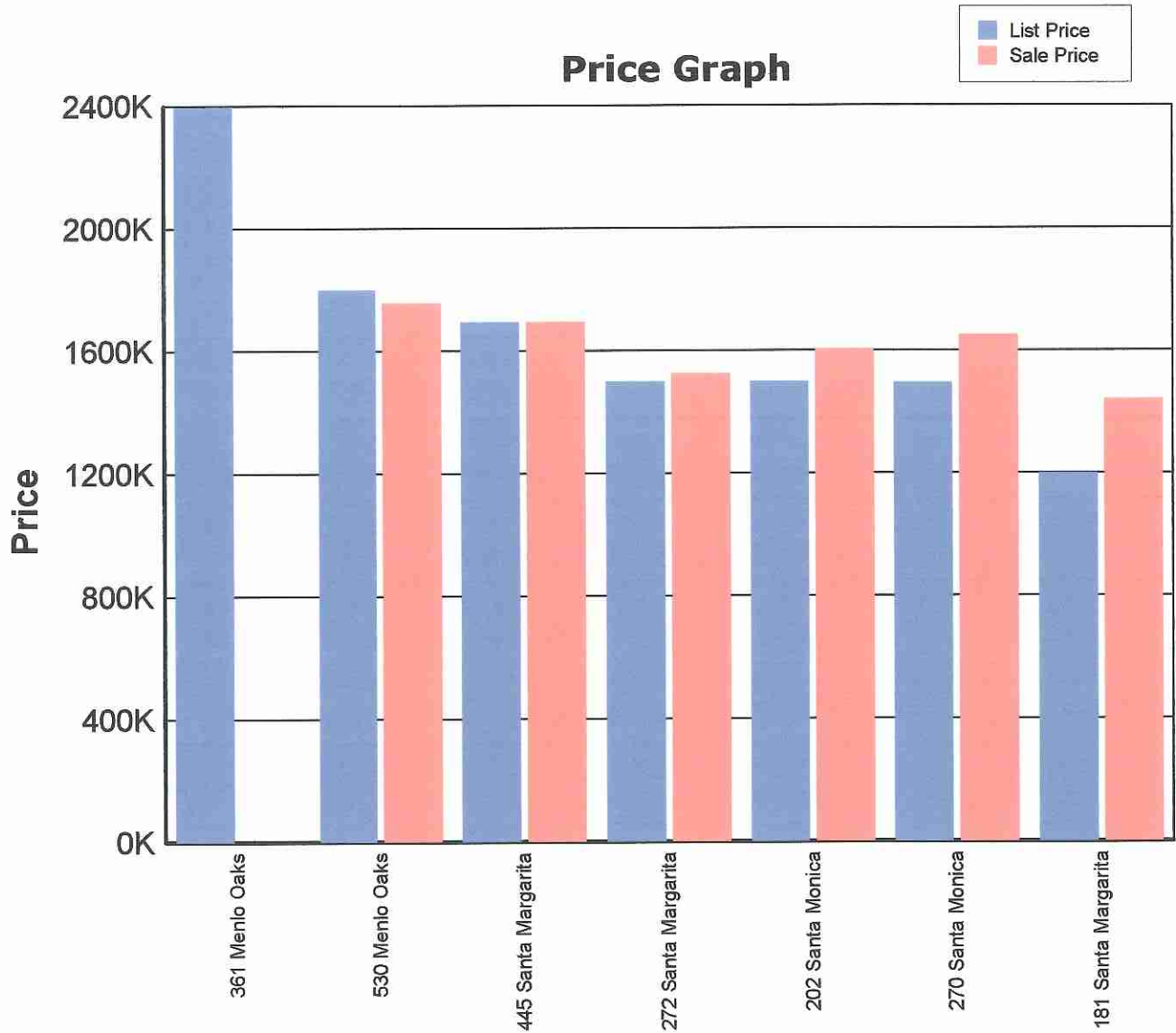
Number of Days On Market

This graph illustrates the number of days on market for the listings in this analysis.



List Price and Sale Price

This graph illustrates the list price, along with sale price in Sold listings.



Average List Price:	\$1,654,286	Average Sold Price:	\$1,611,667
Median List Price:	\$1,499,000	Median Sold Price:	\$1,627,500

Residential Summary Report

Summary Statistics

	<u>High</u>	<u>Low</u>	<u>Average</u>	<u>Median</u>
List Price:	\$2,395,000	\$2,395,000	\$2,395,000	\$2,395,000
Sold Price:	\$1,755,000	\$1,440,000	\$1,611,667	\$1,627,500

Single Family Residential

Active

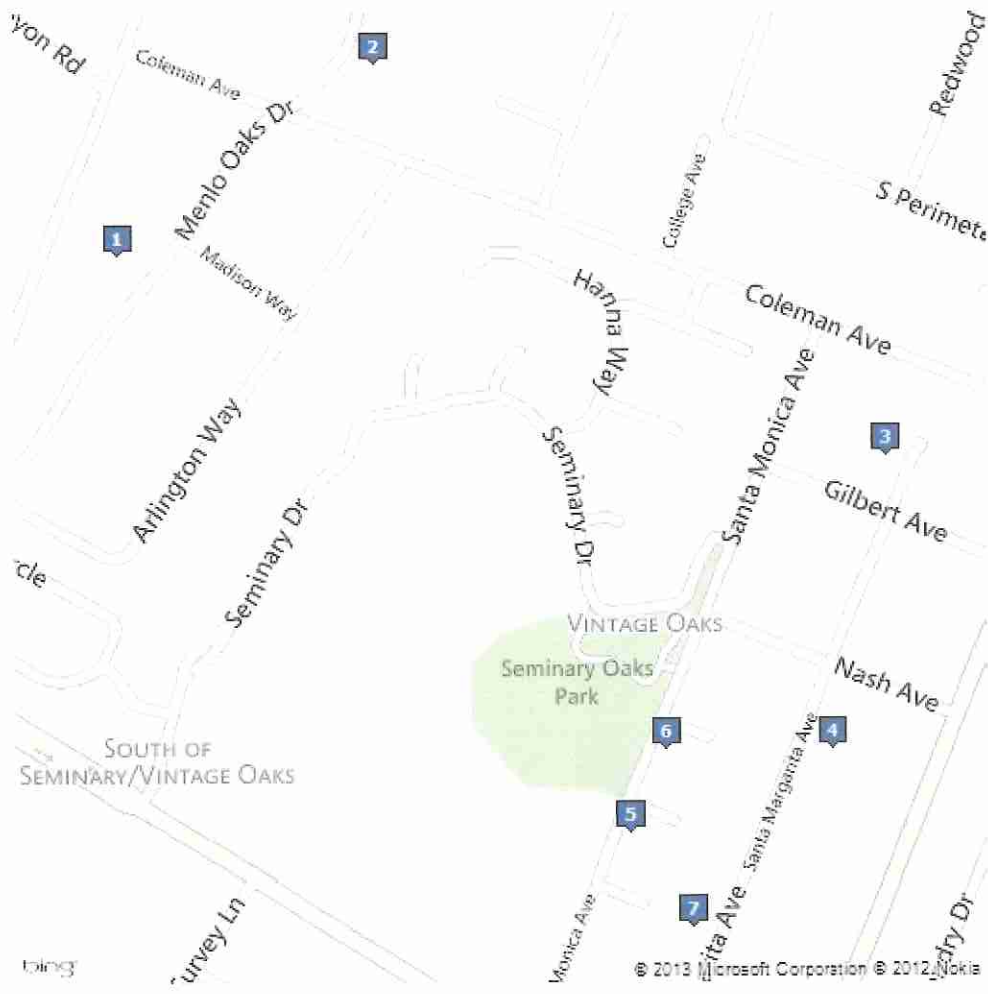
MLS #	Address	Bd	Ba(F)	Ba(P)	Age	List Price	SqFt	\$/SqFt	Apx Lot	DOM	Sale Price	\$/SqFt
81310763	361 Menlo Oaks Drive	4	2	0	66	\$2,395,000	2,320	\$1,032.33	15,200	5		
Average:						\$2,395,000	2,320	\$1,032.33	15,200	5		

Sold (Closed Sale)

MLS #	Address	Bd	Ba(F)	Ba(P)	Age	List Price	SqFt	\$/SqFt	Apx Lot	DOM	Sale Price	\$/SqFt
81232525	530 Menlo Oaks Drive	3	3	1	72	\$1,799,000	1,720	\$1,045.93	12,420	38	\$1,755,000	\$1,020.35
81223813	445 Santa Margarita Avenue	4	2	0	63	\$1,695,000	1,920	\$882.81	6,600	9	\$1,695,000	\$882.81
81226565	272 Santa Margarita Avenue	3	2	0	54	\$1,499,000	1,545	\$970.23	11,144	30	\$1,525,000	\$987.06
81301610	202 Santa Monica Avenue	4	2	0	63	\$1,498,000	1,780	\$841.57	7,865	7	\$1,605,000	\$901.69
81229764	270 Santa Monica Avenue	3	2	0	54	\$1,495,000	1,730	\$864.16	7,865	5	\$1,650,000	\$953.76
81303035	181 Santa Margarita Avenue	3	2	0	66	\$1,199,000	1,560	\$768.59	7,095	5	\$1,440,000	\$923.08
Average:						\$1,530,833	1,709	\$895.55	8,832	16	\$1,611,667	\$944.79
Total Average:						\$1,654,286	1,796	\$915.09	9,741	14	\$1,611,667	\$944.79

Map of Comparable Listings

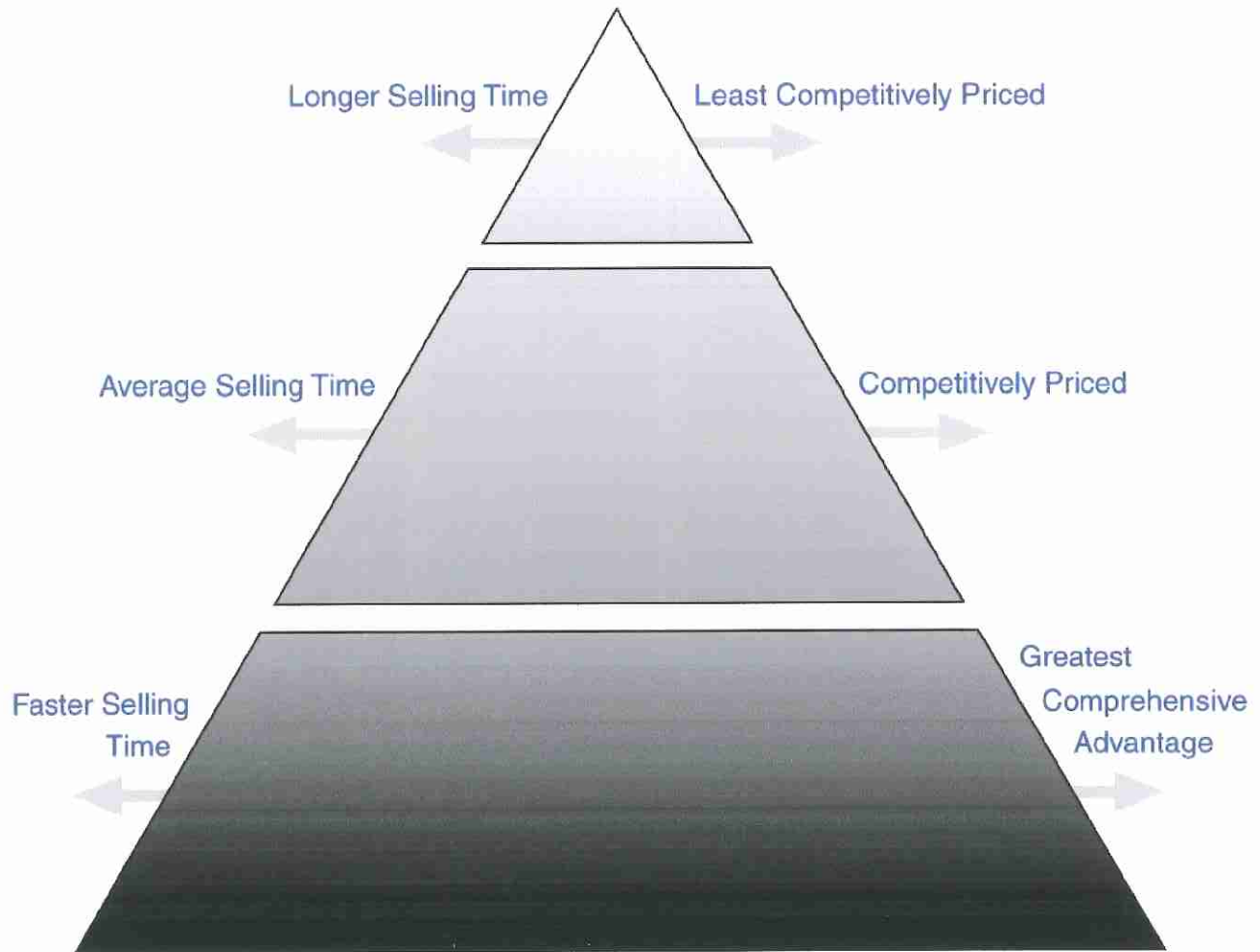
This map shows the comparable listings contained in this market analysis.



- 1 361 Menlo Oaks Drive
- 2 530 Menlo Oaks Drive
- 3 445 Santa Margarita Avenue
- 4 272 Santa Margarita Avenue
- 5 202 Santa Monica Avenue
- 6 270 Santa Monica Avenue
- 7 181 Santa Margarita Avenue

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Pricing



BENEFITS OF PROPER PRICING

- More Showings
- Fewer appraisal problems
- Buyers are eager to make offers
- Home sells more quickly

PROBLEMS OF OVER-PRICING

- Competing houses become more attractive
- House competes with higher value homes
- Personal selling goals are delayed
- House gets shop worn

Today

Sotheby's
INTERNATIONAL REALTY

**BELOW MARKET RATE HOUSING RESERVE
FUND BALANCE and ANTICIPATED REVENUES
as of 5/28/13**

FUND BALANCE

Designated for PAL Loans and available (not including loans receivable)	2,202,969
Designated for Neighborhood Stabilization Program Balance (recommend elimination)	996,000
Designated for Habitat for Humanity Neighborhood Revitalization (hold/not available)	650,000
Designated for Hamilton Housing Project (not needed -- sale in process)	57,815
Sale of 297 Terminal Ave	484,000
Sale of 1441 Almanor	295,000
Fees collected in FY 2012	365,274
Undesignated	1,389,938
 Current balance	 5,830,938
less annual contracts with PAHC (\$35,250) and Hello Housing (\$12,000)	-47,250
less designation for Habitat for Humanity Neighborhood Revitalization	-650,000
less designation for CORE	-2,500,000
Total currently available	2,633,688

ANTICIPATED BMR REVENUES FROM APPROVED and PENDING PROJECTS

Sale of properties held (Hollyburne, Sage, Riordan) assume all BMR sales	893,201
Menlo Gateway	8,543,207
Laurel 6 Unit	180,000
Kelly Court	74,497
Commonwealth	1,796,267
TOTAL APPROVED PROJECT FUTURE REVENUES	\$11,487,172.00

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OFFICE OF THE CITY MANAGER

Council Meeting Date: June 11, 2013
Staff Report #: 13-110

Agenda Item #: F-4

REGULAR BUSINESS: Request from Council Member Keith Requesting the City Council Take a Position on AB 188 (Ammiano) Property Taxation: Change in Ownership

RECOMMENDATION

Staff recommends that the City Council discuss and provide direction on AB 188 (Ammiano) related to property taxes (Attachment A).

BACKGROUND

The State property tax laws apply to all classes of property and is one the major general revenue sources for local governments California. It is imposed on the property owners and is based on the value of the property. Much of the law pertaining taxation of property is prescribed by the California Constitution, Article XIII and Article XIII A. Since the adoption of Proposition 13 in 1978, real property has, generally, been taxed based on its value at the time of its acquisition, with increases for inflation limited to 2% per year. The property is reassessed to its market value when the ownership of property is changed. While the requirement to reassess property upon a change in ownership is contained in the California Constitution, the phrase "change in ownership" is not defined.

ANALYSIS

The California Constitution generally limits ad valorem taxes on real property to 1% of the full cash value of that property. For purposes of this limitation, "full cash value" is defined as the assessor's valuation of real property as shown on the 1975-76 tax bill under "full cash value" or, thereafter, the appraised value of that real property when purchased, newly constructed, or a change in ownership has occurred.

Existing property tax law specifies those circumstances in which the transfer of ownership interests in a corporation, partnership, limited liability company, or other legal entity results in a change in ownership of the real property owned by that entity, and generally provides that a change in ownership as so described occurs if a legal entity or other person obtains a controlling or majority ownership interest in the legal entity. Existing law also specifies other circumstances in which certain transfers of ownership

interests in legal entities result in a change in ownership of the real property owned by those legal entities.

This bill (summary – Attachment B) would instead specify that if 100% of the ownership interests in a legal entity, as defined, are sold or transferred in a single transaction, as specified, the real property owned by that legal entity has changed ownership, whether or not any one legal entity or person that is a party to the transaction acquires more than 50% of the ownership interests.

IMPACT ON CITY RESOURCES

There is no immediate impact on City resources.

POLICY ISSUES

There is no existing City Policy on this issue. The League of California Cities has not taken a position on the legislation and currently lists it as a bill to watch.

ENVIRONMENTAL REVIEW

Environmental review is not required.

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

- A. AB 188 BILL TEXT
- B. AB 188 BILL SUMMARY

Report prepared by:
Clay Curtin
Assistant to the City Manager

BILL NUMBER: AB 188

INTRODUCED BY Assembly Member Ammiano
JANUARY 28, 2013

An act to amend Sections 64, 480.1, 480.2, and 482 of, and to add Sections 480.9, 486, 486.5, and 488 to, the Revenue and Taxation Code, relating to taxation, to take effect immediately, tax levy.

LEGISLATIVE COUNSEL'S DIGEST

AB 188, as introduced, Ammiano. Property taxation: change in ownership.

The California Constitution generally limits ad valorem taxes on real property to 1% of the full cash value of that property. For purposes of this limitation, "full cash value" is defined as the assessor's valuation of real property as shown on the 1975-76 tax bill under "full cash value" or, thereafter, the appraised value of that real property when purchased, newly constructed, or a change in ownership has occurred. Existing property tax law specifies those circumstances in which the transfer of ownership interests in a corporation, partnership, limited liability company, or other legal entity results in a change in ownership of the real property owned by that entity, and generally provides that a change in ownership as so described occurs if a legal entity or other person obtains a controlling or majority ownership interest in the legal entity. Existing law also specifies other circumstances in which certain transfers of ownership interests in legal entities result in a change in ownership of the real property owned by those legal entities.

This bill would instead specify that if 100% of the ownership interests in a legal entity, as defined, are sold or transferred in a single transaction, as specified, the real property owned by that legal entity has changed ownership, whether or not any one legal entity or person that is a party to the transaction acquires more than 50% of the ownership interests. The bill would require the State Board of Equalization to notify assessors if a change in ownership as so described occurs.

Existing law requires a person or legal entity that obtains a controlling or majority ownership interest in a legal entity, or an entity that makes specified transfers of ownership interests in the legal entity, to file a change in ownership statement signed under penalty of perjury with the State Board of Equalization, as specified. Existing law requires a penalty of 10% of the taxes applicable to the new base year value, as specified, or 10% of the current year's taxes on the property, as specified, to be added to the assessment made on the roll if a person or legal entity required to file a change in ownership statement fails to do so.

This bill would require a person or legal entity acquiring ownership interests in a legal entity, if 100% of the ownership interests in the legal entity are sold or transferred, as described above, to file a change in ownership statement signed under penalty

of perjury with the State Board of Equalization. This bill would increase the penalties for failure to file a change in ownership statement, as described above, from 10% to 20%.

This bill would also require a person or legal entity that acquires the ownership interest of a legal entity to report the change in ownership interests to the State Board of Equalization if any change in the ownership interests in a legal entity holding an interest in real property in this state occurs, as provided. This bill would require a legal entity to report subsequent changes in the ownership interests of the legal entity to the county assessor if a specified transfer between an individual or individuals and a legal entity or between legal entities occurs, as provided.

This bill would also require a deed to be recorded with the county recorder by the owner of the real property, even if the owner of the real property does not change, if a change of an ownership interest in a legal entity holding an interest in real property occurs.

By expanding the crime of perjury and by imposing new duties upon local county officials with respect to changes in ownership, this bill would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that with regard to certain mandates no reimbursement is required by this act for a specified reason.

With regard to any other mandates, this bill would provide that, if the Commission on State Mandates determines that the bill contains costs so mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

This bill would include a change in state statute that would result in a taxpayer paying a higher tax within the meaning of Section 3 of Article XIII A of the California Constitution, and thus would require for passage the approval of 2/3 of the membership of each house of the Legislature.

This bill would take effect immediately as a tax levy.

Vote: 2/3. Appropriation: no. Fiscal committee: yes.
State-mandated local program: yes.

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1.

(a) The Legislature finds and declares all of the following:

(1) The system for determining a change in ownership for the purpose of assessment of commercial property is complex and difficult to administer.

(2) Property owners use complex legal maneuvers and methods of dividing up, or obscuring, ownership patterns, in order to avoid reassessment when changes of ownership actually occur.

(3) There are many circumstances in which changes of ownership have legally taken place that are often not known to the assessor because they are deliberately obscured, for example, if the property is kept in the name of the old property owner even when a company is purchased.

(4) Deeds are filed that describe ownership patterns of such complexity that it is difficult for the legal powers of the counties, and the enforcement powers of the assessor, to be exercised.

(5) Transactions occur that should be identified as changes of ownership, for example, a 100-percent purchase of a company, that avoid reassessment because of the ability to divide ownership shares.

(6) Penalties for obscuring or failing to report transactions are insufficient to provide incentives to purchasers to self-report, making the job of identifying these transactions by the assessor and the State Board of Equalization more difficult.

(7) Changes in ownership may not trigger reassessment because of leasehold interests that are not transparent to the assessor.

(b) Therefore, it is the intent of the Legislature to provide all of the following:

(1) Greater clarity with regard to those circumstances in which a change in ownership has occurred.

(2) Greater transparency in ownership patterns with respect to the filing of deeds and with respect to other real property and financial transactions.

(3) Improved reporting and stronger enforcement.

(c) It is further the intent of the Legislature that changes in ownership in which 100 percent of the ownership of a business, whether through mergers, private equity buyouts, transfer of ownership from one financial institution to another, transfers of shares of limited liability companies or trusts, transfers of partnership shares, or other changes by which 100 percent is transferred shall constitute a change of ownership subject to reassessment.

SEC. 2. Section 64 of the Revenue and Taxation Code is amended to

read:

64.

(a) Except as provided in subdivision (i) of Section 61 and subdivisions (c) and (d) of ~~this section~~, the purchase or transfer of ownership interests in legal entities, such as corporate stock or partnership or limited liability company interests, ~~shall not be deemed to~~ *does not* constitute a transfer of the real property of the legal entity.

This subdivision ~~is applicable~~ *applies* to the purchase or transfer of ownership interests in a partnership without regard to whether it is a continuing or a dissolved partnership.

(b) Any corporate reorganization, where all of the corporations involved are members of an affiliated group, and that qualifies as a reorganization under Section 368 of the United States Internal Revenue Code and that is accepted as a nontaxable event by similar California statutes, or any transfer of real property among members of an affiliated group, or any reorganization of farm credit institutions pursuant to the federal Farm Credit Act of 1971 (Public AB 188 Assembly Bill - INTRODUCED 6/6/2013 Law 92-181), as amended, shall not be a change of ownership. The taxpayer shall furnish proof, under penalty of perjury, to the assessor that the transfer meets the requirements of this subdivision.

For purposes of this subdivision, "affiliated group" means one or more chains of corporations connected through stock ownership with a common parent corporation if both of the following conditions are met:

(1) One hundred percent of the voting stock, exclusive of any share owned by directors, of each of the corporations, except the parent corporation, is owned by one or more of the other corporations.

(2) The common parent corporation owns, directly, 100 percent of the voting stock, exclusive of any shares owned by directors, of at least one of the other corporations.

(c) (1) When a corporation, partnership, limited liability company, other legal entity, or any other person obtains control through direct or indirect ownership or control of more than 50 percent of the voting stock of any corporation, or obtains a majority ownership interest in any partnership, limited liability company, or other legal entity through the purchase or transfer of corporate stock, partnership, or limited liability company interest, or ownership interests in other legal entities, including any purchase or transfer of 50 percent or less of the ownership interest through which control or a majority ownership interest is obtained, the purchase or transfer of that stock or other interest shall be a change of ownership of the real property owned by the corporation, partnership, limited liability company, or other legal entity in which the controlling interest is obtained.

(B) (i) When 100 percent of the ownership interests in a legal entity are sold or transferred in a single transaction to a legal entity or person, whether by merger, acquisition, private equity buyout, transfer of partnership shares, or any other means by

which a legal entity or person acquires the ownership interests of another legal entity, including the subsidiaries or affiliates of the legal entity and the property owned by those subsidiaries or affiliates, the purchase or transfer of the ownership interests is a change of ownership of the real property owned by the legal entity, whether or not any one legal entity or person that is a party to the transaction acquires more than 50 percent of the ownership interests.

(ii) For purposes of this subparagraph:

(I) "Legal entity" means a corporation, partnership, limited liability company, or other legal entity.

(II) "Ownership interests" means corporate voting stock, partnership capital and profits interests, limited liability company membership interests, and other ownership interests in legal entities.

(III) "Single transaction" means a transaction in which 100 percent of the ownership interests are sold or transferred in either one calendar year or within a three-year period beginning on the date of the original transaction when any percentage of ownership interests are sold or transferred.

(2) On or after January 1, 1996, when an owner of a majority ownership interest in any partnership obtains all of the remaining ownership interests in that partnership or otherwise becomes the sole partner, the purchase or transfer of the minority interests, subject to the appropriate application of the step-transaction doctrine, shall not be a change in ownership of the real property owned by the partnership.

(d) If property is transferred on or after March 1, 1975, to a legal entity in a transaction excluded from change in ownership by paragraph (2) of subdivision (a) of Section 62, then the persons holding ownership interests in that legal entity immediately after the transfer shall be considered the "original coowners." Whenever shares or other ownership interests representing cumulatively more than 50 percent of the total interests in the entity are transferred by any of the original coowners in one or more transactions, a change in ownership of that real property owned by the legal entity shall have occurred, and the property that was previously excluded from change in ownership under the provisions of paragraph (2) of subdivision (a) of Section 62 shall be reappraised.

The date of reappraisal shall be the date of the transfer of the ownership interest representing individually or cumulatively more than 50 percent of the interests in the entity.

A transfer of shares or other ownership interests that results in a change in control of a corporation, partnership, limited liability company, or any other legal entity is subject to reappraisal as provided in subdivision (c) rather than this subdivision.

(e) To assist in the determination of whether a change of ownership has occurred under subdivisions (c) and (d), the Franchise Tax Board shall include a question in substantially the following form on returns for partnerships, banks, and corporations (except tax-exempt organizations):

If the corporation (or partnership or limited liability company) owns real property in California, has cumulatively more than 50 percent of the voting stock (or more than 50 percent of total interest in both partnership or limited liability company capital and partnership or limited liability company profits) (1) been transferred by the corporation (or partnership or limited liability company) since March 1, 1975, or (2) been acquired by another legal entity or person during the year? (See instructions.)

If the entity answers "yes" to (1) or (2) in the above question, then the Franchise Tax Board shall furnish the names and addresses of that entity and of the stock or partnership or limited liability company ownership interest transferees to the State Board of Equalization.

(f) The board may prescribe regulations as may be necessary to carry out the purposes of the act adding this subdivision.

SEC. 3. Section 480.1 of the Revenue and Taxation Code is amended to read:

480.1.

(a) Whenever there is a change in control *or a change in ownership* of any corporation, partnership, limited liability company, or other legal entity, as defined in subdivision (c) of Section 64, a signed change in ownership statement as provided for in subdivision (b), shall be filed by the person or legal entity acquiring ownership ~~control~~ of the corporation, partnership, limited liability company, or other legal entity with the board at its office in Sacramento within 90 days from the date of the change in control *or the change in ownership* of the corporation, partnership, limited liability company, or other legal entity. The statement shall list all counties in which the corporation, partnership, limited liability company, or legal entity owns real property.

(b) The change in ownership statement as required pursuant to subdivision (a), shall be declared to be true under penalty of perjury and shall give such information relative to the ownership ~~control~~-acquisition transaction as the board shall prescribe after consultation with the California Assessors' Association. The information shall include, but not be limited to, a description of the property owned by the corporation, partnership, limited liability company, or other legal entity, the parties to the transaction, and the date of the ownership ~~control~~-acquisition. The change in ownership statement shall not include any question which is not germane to the assessment function. The statement shall contain a notice that is printed, with the title in at least 12-point boldface type and the body in at least 8-point boldface type, in the following form:

"Important Notice"

"The law requires any person or legal entity acquiring ownership ~~control~~—in any corporation, partnership, limited liability company, or other legal entity owning real property in California subject to local property taxation to complete and file a change in ownership statement with the State Board of Equalization at its office in Sacramento. The change in ownership statement must be filed within 90 days from the date of the change in control *or the change in ownership* of a corporation, partnership, limited liability company, or other legal entity. The law further requires that a change in ownership statement be completed and filed whenever a written request is made therefor by the State Board of Equalization, regardless of whether a change in control *or a change in ownership* of the legal entity has occurred. The failure to file a change in ownership statement within 90 days from the earlier of the date of the change in control *or a change in ownership* of the corporation, partnership, limited liability company, or other legal entity, or the date of a written request by the State Board of Equalization, results in a penalty of ~~10~~–20 percent of the taxes applicable to the new base year value reflecting the change in control *or the change in ownership* of the real property owned by the corporation, partnership, limited liability company, or legal entity (or ~~10~~–20 percent of the current year's taxes on that property if no change in control *or change in ownership* occurred). This penalty will be added to the assessment roll and shall be collected like any other delinquent property taxes, and be subject to the same penalties for nonpayment."

(c) In the case of a corporation, the change in ownership statement shall be signed either by an officer of the corporation or an employee or agent who has been designated in writing by the board of directors to sign such statements on behalf of the corporation. In the case of a partnership, limited liability company, or other legal entity, the statement shall be signed by an officer, partner, manager, or an employee or agent who has been designated in writing by the partnership, limited liability company, or legal entity.

(d) No person or entity acting for or on behalf of the parties to a transfer of real property shall incur liability for the consequences of assistance rendered to the transferee in preparation of any change in ownership statement, and no action may be brought or maintained against any person or entity as a result of that assistance.

Nothing in this section shall create a duty, either directly or by implication, that such assistance be rendered by any person or entity acting for or on behalf of parties to a transfer of real property.

(e) The board or assessors may inspect any and all records and documents of a corporation, partnership, limited liability company, or legal entity to ascertain whether a change in control *or a change in ownership* as defined in subdivision (c) of Section 64 has occurred. The corporation, partnership, limited liability company, or legal entity shall upon request, make those documents available to the board during normal business hours.

SEC. 4. Section 480.2 of the Revenue and Taxation Code is amended to read:

480.2.

(a) Whenever there is a change in ownership of any corporation, partnership, limited liability company, or other legal entity, as defined in subdivision (d) of Section 64, a signed change in ownership statement as provided in subdivision (b) shall be filed by the corporation, partnership, limited liability company, or other legal entity with the board at its office in Sacramento within 90 days from the date of the change in ownership of the corporation, partnership, limited liability company, or other legal entity. The statement shall list all counties in which the corporation, partnership, limited liability company, or legal entity owns real property.

(b) The change in ownership statement required pursuant to subdivision (a) shall be declared to be true ~~and~~ under penalty of perjury and shall give such information relative to the ownership interest acquisition transaction as the board shall prescribe after consultation with the California Assessors' Association. The information shall include, but not be limited to, a description of the property owned by the corporation, partnership, limited liability company, or other legal entity, the parties to the transaction, the date of the ownership interest acquisition, and a listing of the "original coowners" of the corporation, partnership, limited liability company, or other legal entity prior to the transaction. The change in ownership statement shall not include any question which is not germane to the assessment function. The statement shall contain a notice that is printed, with the title in at least 12-point boldface type and the body in at least 8-point boldface type, in the following form:

"Important Notice"

"The law requires any corporation, partnership, limited liability company, or other legal entity owning real property in California subject to local property taxation and transferring shares or other ownership interest in such legal entity constitute a change in ownership pursuant to subdivision (d) of Section 64 of the Revenue and Taxation Code to complete and file a change in ownership statement with the State Board of Equalization at its office in Sacramento. The change in ownership statement must be filed within 90 days from the date that shares or other ownership interests representing cumulatively more than 50 percent of the total control or ownership interests in the entity are transferred by any of the original coowners in one or more transactions. The law further requires that a change in ownership statement be completed and filed whenever a written request is made therefor by the State Board of Equalization, regardless of whether a change in ownership of the legal entity has occurred. The failure to file a change in ownership statement within 90 days from the earlier of the date of the change in ownership of the corporation, partnership, limited liability company, or other legal entity, or the date of a written request by the *State* Board of Equalization, results in a penalty of ~~40-20~~ percent of the taxes applicable to the new base year value reflecting the change in ownership of the real property owned by the corporation, partnership, limited liability company, or legal entity (or ~~40-20~~ percent of the current year's taxes on that real property if no change in ownership occurred). This penalty will be added to the

assessment roll and shall be collected like any other delinquent property taxes, and be subject to the same penalties for nonpayment."

(c) In the case of a corporation, the change in ownership statement shall be signed either by an officer of the corporation or an employee or agent who has been designated in writing by the board of directors to sign such statements on behalf of the corporation. In the case of a partnership, limited liability company, or other legal entity, the statement shall be signed by an officer, partner, manager, or an employee or agent who has been designated in writing by the partnership, limited liability company, or legal entity.

(d) No person or entity acting for or on behalf of the parties to a transfer of real property shall incur liability for the consequences of assistance rendered to the transferee in preparation of any change in ownership statement, and no action may be brought or maintained against any person or entity as a result of that assistance.

Nothing in this section shall create a duty, either directly or by implication, that such assistance be rendered by any person or entity acting for or on behalf of parties to a transfer of real property.

(e) The board or assessors may inspect any and all records and documents of a corporation, partnership, limited liability company, or legal entity to ascertain whether a change in ownership as defined in subdivision (d) of Section 64 has occurred. The corporation, partnership, limited liability company, or legal entity shall upon request, make those documents available to the board during normal business hours.

SEC. 5. Section 480.9 is added to the Revenue and Taxation Code, to read:

480.9.

The board shall notify assessors if a change in ownership described in subparagraph (B) of paragraph (1) of subdivision (c) of Section 64 has occurred.

SEC. 6. Section 482 of the Revenue and Taxation Code is amended to read:

482.

(a) (1) If a person or legal entity required to file a statement described in Section 480 fails to do so within 90 days from the date a written request is mailed by the assessor, a penalty of either: (A) one hundred dollars (\$100), or (B) 10 percent of the taxes applicable to the new base year value reflecting the change in ownership of the real property or manufactured home, whichever is greater, but not to exceed five thousand dollars (\$5,000) if the property is eligible for the homeowners' exemption or twenty thousand dollars (\$20,000) if the property is not eligible for the homeowners' exemption if the failure to file was not willful, shall, except as otherwise provided in this section, be added to the assessment made on the roll. The penalty shall apply for failure to file a complete change in ownership statement notwithstanding the fact that the assessor determines that no change in ownership has occurred as defined in Chapter 2

(commencing with Section 60) of Part 0.5. The penalty may also be applied if after a request the transferee files an incomplete statement and does not supply the missing information upon a second request.

(2) The assessor shall mail the written request specified in paragraph (1) to the mailing address of the transferee as provided by subdivision (f).

(b) If a person or legal entity required to file a statement described in Section 480.1 or 480.2 fails to do so within 90 days from the earlier of (1) the date of the change in control or the change in ownership of the corporation, partnership, limited liability company, or other legal entity, or (2) the date of a written request by the State Board of Equalization, a penalty of ~~40-20~~ percent of the taxes applicable to the new base year value reflecting the change in control or change in ownership of the real property owned by the corporation, partnership, or legal entity, or ~~40-20~~ percent of the current year's taxes on that property if no change in control or change in ownership occurred, shall be added by the county assessor to the assessment made on the roll. The penalty shall apply for failure to file a complete statement with the board notwithstanding the fact that the board determines that no change in control or change in ownership has occurred as defined in subdivision (c) or (d) of Section 64. The penalty may also be applied if after a request the person or legal entity files an incomplete statement and does not supply the missing information upon that second request to complete the statement. That penalty shall be in lieu of the penalty provisions of subdivision (a).

(c) The penalty for failure to file a timely statement pursuant to Sections 480, 480.1, and 480.2 for any one transfer may be imposed only one time, even though the assessor may initiate a request as often as he or she deems necessary.

(d) The penalty shall be added to the roll in the same manner as a special assessment and treated, collected, and subject to the same penalties for the delinquency as all other taxes on the roll in which it is entered.

(1) When the transfer to be reported under this section is of a portion of a property or parcel appearing on the roll during the fiscal year in which the 90-day period expires, the current year's taxes shall be prorated so the penalty will be computed on the proportion of property which has transferred.

(2) Any penalty added to the roll pursuant to this section between January 1 and June 30 may be entered either on the unsecured roll or the roll being prepared. After January 1, the penalty may be added to the current roll only with the approval of the tax collector.

(3) If the property is transferred or conveyed to a bona fide purchaser for value or becomes subject to a lien of a bona fide encumbrancer for value after the transfer of ownership resulting in the imposition of the penalty and before the enrollment of the penalty, the penalty shall be entered on the unsecured roll in the name of the transferee whose failure to file the change in ownership statement resulted in the imposition of the penalty.

(e) When a penalty imposed pursuant to this section is entered on the unsecured roll, the tax collector may immediately file a certificate authorized by Section 2191.3.

(f) Notice of any penalty added to either the secured or unsecured roll pursuant to this section, which shall identify the parcel or parcels for which the penalty is assessed, and the written request to file a statement specified in subdivision (a), which shall identify the real property or manufactured home for which the statement is required to be filed, shall be mailed by the assessor to the transferee at his or her address contained in any recorded instrument or document evidencing a transfer of an interest in real property or manufactured home or the address specified for mailing tax information contained in the preliminary change in ownership report. If the transferee has subsequently notified the assessor of a change in address for mailing tax information, the assessor shall mail the notice of any penalty, or the written request to file a statement specified in subdivision (a), to this address. If there is no address specified for mailing tax information on either the recorded instrument, the document evidencing a transfer of an interest in real property or manufactured home, or on the filed preliminary change in ownership report, and the transferee has not provided an address for purposes of mailing tax information, the assessor shall mail the notice of any penalty, or the written request to file a statement specified in subdivision (a), to the transferee at any address reasonably known to the assessor.

SEC. 7. Section 486 is added to the Revenue and Taxation Code, to read:

486.

(a) Whenever there occurs a change in the ownership interests, including a leasehold interest, of a legal entity holding an interest in real property in this state, whether by merger, acquisition, private equity buyout, transfer of partnership shares, large stock transfer subject to the filing requirements of the United States Securities and Exchange Commission, or any other means by which a legal entity or person acquires an ownership interest of another legal entity, the person or legal entity acquiring the ownership interests shall report to the board the change in the ownership interests, in the form and manner as specified by the board, within 90 days of the date of the change in the ownership interests.

(b) For purposes of this section, "legal entity" and "ownership interests" have the same meaning as defined in Section 64.

SEC. 8. Section 486.5 is added to the Revenue and Taxation Code, to read:

486.5.

(a) Whenever there occurs a transfer between an individual or individuals and a legal entity or between legal entities as described in paragraph (2) of subdivision (a) of Section 62, the legal entity shall report any subsequent changes in the ownership interests of the legal entity to the county assessor, in the form and manner as specified

by the county assessor, within 90 days of the date of the change in the ownership interests.

(b) For purposes of this section, "legal entity" and "ownership interests" have the same meanings as defined in Section 64.

SEC. 9. Section 488 is added to the Revenue and Taxation Code, to read:

488.

(a) Whenever there occurs a change of an ownership interest in a legal entity holding an interest in real property in this state, a deed shall be recorded with the county recorder by the owner of the real property, even if the owner of the real property does not change.

(b) For purposes of this section, "legal entity" and "ownership interest" have the same meanings as defined in Section 64.

SEC. 10. No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution for certain costs that may be incurred by a local agency or school district because, in that regard, this act creates a new crime or infraction, eliminates a crime or infraction, or changes the penalty for a crime or infraction, within the meaning of Section 17556 of the Government Code, or changes the definition of a crime within the meaning of Section 6 of Article XIII B of the California Constitution.

However, if the Commission on State Mandates determines that this act contains other costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.

SEC. 11. This act provides for a tax levy within the meaning of Article IV of the Constitution and shall go into immediate effect.



**AB 188 (Ammiano) Bill Summary
(Committee Staff: Carlos Anguiano, (916) 319-2098)**

AB 188 revises the circumstances under which a "change in ownership" of real property owned by a legal entity is deemed to have occurred. Specifically, this bill:

- 1) Provides that, when 100% of ownership interests in a legal entity are sold or transferred in a single transaction, the purchase or transfer of those interests is considered to be a "change of ownership" of the real property owned by the entity, thus, triggering a reassessment of the property for tax purposes.
- 2) Specifies that a "purchase or transfer" of ownership interests in a legal entity means a merger, acquisition, private equity buyout, transfer of partnership shares, or any other means by which a legal entity acquires the ownership interest of another legal entity, including the subsidiaries or affiliates of the legal entity and the property owned by those subsidiaries and affiliates.
- 3) States that a purchase or transfer of 100% of ownership interests in a legal entity is considered to be a "change of ownership" of the real property owned by that entity, whether or not any one legal entity that is a party to the transaction acquires more than 50% of the ownership interests.
- 4) Requires the State Board of Equalization (BOE) to notify assessors when such a change in ownership has occurred.
- 5) Defines the phrase "single transaction" as a transaction in which 100% of the ownership interests are sold or transferred in either one calendar year or within a three-year period beginning on the date of the original transaction when any percentage of ownership interests are sold or transferred.
- 6) Defines the term "legal entity" as a corporation, a partnership, a limited liability company, or other legal entity.
- 7) Defines the phrase "ownership interests" as corporate voting stock, partnership capital and profits interests, limited liability company membership interests, and other ownership interests in legal entities.
- 8) Requires legal entities to record deeds with the county recorder when their ownership interests change and report the changes to the BOE.
- 9) Requires legal entities to report original co-owners interest changes to the assessor.

10) Requires the BOE to prescribe regulations that may be necessary to carry out the purposes of this bill.

11) Increases the penalty for failure to file a change in ownership statement with the BOE from 10% to 20%.

12) Takes effect immediately as a tax levy.

CURRENT STATUS:

5/13/2013 - In committee: Set, second hearing. Held under submission.



COMMUNITY SERVICES DEPARTMENT

Council Meeting Date: June 11, 2013
Staff Report #: 13-105

Agenda Item #: I-1

INFORMATIONAL ITEM: Belle Haven Child Development Center Self Evaluation Report for the Child Development Division of the California Department of Education for Fiscal Year 2012-13

This is an information item and does not require Council action.

BACKGROUND

The California Department of Education requires Title 5 State Preschool Programs to conduct an annual self-evaluation and submit these findings to the State and the school's governing board at the close of each fiscal year. The Belle Haven Child Development Center (CDC) is a Title 5 State Preschool Program; the Council is the governing board and the City Manager is the Authorized Representative responsible for signing the annual report that was completed by the Belle Haven CDC Program Supervisor.

ANALYSIS

The fiscal year 2012-13 self-evaluation report includes:

- Reflection on Action Steps (State form CD 3900)
- The Agency Annual Report (State form CD 4000)
- The Desired Results Summary of Findings and Program Action Plan (State form CD 4001A)

IMPACT ON CITY RESOURCES

The Belle Haven CDC is budgeted to receive \$577,414 in revenue from the State of California for the 12-13 Fiscal year and has budgeted \$1,096,007 in total expenses for FY 2012-13. Acceptance of this report has no impact on these amounts.

POLICY ISSUES

Acceptance of the annual report by the CDC governing board is a state requirement.

ENVIRONMENTAL REVIEW

Environmental Review is not required.

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

- A. Belle Haven CDC Self Evaluation Report for FY 2012-13

Report prepared by:
Cherise Brandell
Community Services Director

California Department of Education
Child Development Division

March 2013

**Fiscal Year 2012–13 Program Self-Evaluation
Forms**

**All Forms Due:
Monday, June 3, 2013, 5 p.m.**

Desired Results Program Action Plan – Reflection on Action Steps

Contractor Name City of Menlo Park – Belle Haven Child Development Center	
Contract Type, Education Network, and/or Cal-SAFE CSPP	Age Group (Infant/Toddler, Preschool, School-Age) Preschool
Planning Date May 15, 2012	Lead Planner’s Name and Position Natalie Bonham –Program Supervisor
Follow-up Date(s) November and December 2012	Lead Planner’s Name and Position Leticia Gutierrez – Lead Teacher Room 1 Stephanie Enriquez – Lead Teacher Room 2 Maria Lopez – Lead Teacher Room 3

This form can be expanded and is not limited to a single page.

Reflection: Review each Program Action Plan (CD 4001A) submitted in the FY 2011–12 Program Self-Evaluation Report. Below, provide a narrative summarizing the outcome of each action step. Record how each action step was successfully accomplished. If there were modifications or revisions to the action steps, reflect on and record the outcome of those changes.

For our Program Action Plan for FY 2011-12, we submitted two Key Findings and two Educational Goals. The first Key Finding was that an average of 60% of the preschool children were at the Exploring, Developing and Building levels in the domain of Language and Literacy. Therefore, we set a goal that an average of 70% of the preschool children would be at the Building and Integrating levels in the Language and Literacy domain after the second DRDP assessment period in FY 2012-13. There were five Action Steps created to help achieve this first goal:

The first Action Step was that all instructional staff would be provided with a professional development training day, which would include reviewing the Preschool Learning Foundations for language and literacy as well as English-language development. This step was completed at an instructional staff meeting on August 31, 2012. The second Action Step was to encourage parents at our monthly parent meetings to participate in the Raising A Reader program and the homework program to support their child’s language and literacy development. This Action Step was modified to have the instructional staff work directly with parents to have them participate in these programs instead of the Program Supervisor. These programs were introduced to parents at the parent meeting in September

2012 and at our Open House Night in October 2012 by the Program Supervisor. Instructional staff completed this step by encouraging parents on a weekly basis to stay involved in the Raising A Reader and homework programs through-out the year. The third Action Step was to evaluate all the classrooms' language and literacy materials using the ERS as a guide. This step was completed by all instructional staff and new materials were purchased in September 2012. The fourth Action Step was to have all the instructional staff provide language and literacy activities for the children during outdoor play time. This step was completed and implemented by all the instructional staff in September 2012. The last Action Step for this goal was to have the Program Supervisor facilitate and supervise the instructional staff to ensure the work to achieve this goal is ongoing. This step was implemented in December 2012 and is still on-going.

The second Key Finding was that an average of 60% of the preschool children were at the Exploring, Developing and Building levels in the domain of Mathematical Development. Therefore, we set a goal that an average of 70% of the preschool children would be at the Building and Integrating levels in the Mathematical Development domain after the second DRDP assessment period in FY 2012-13. There were five Action Steps created to help achieve this second goal:

The first Action Step was to encourage all instructional staff to incorporate a professional development goal for FY 2012-13 that relates to the children's mathematical development. This step was completed when some instructional staff attended trainings with topics that related to mathematical development in December 2012 and May 2013. The second Action Step was to evaluate all the classrooms' mathematical materials using the ERS as a guide. This step was completed by all instructional staff and new materials were purchased in September 2012. The third action step was to provide parent education during parent conferences to encourage parents to increase their child's mathematical development. This step was completed by all the Lead Teachers in November 2012 and May 2013. The fourth action step was to have all instructional staff review and ensure that enough time is given to children to explore the math area in the classroom and incorporate more math activities during outdoor play time. This goal was completed in November 2012 after the instructional staff evaluated the classrooms using the ERS as a guide. The last Action Step for this goal was to have the Program Supervisor facilitate and supervise the instructional staff to ensure the work to achieve this goal is ongoing. This step was implemented in December 2012 and is still on-going.

Program Self-Evaluation Annual Report

Contractor's Legal Name City of Menlo Park – Belle Haven Child Development Center			
Vendor Number 2184		<input type="checkbox"/> Cal-SAFE CDS Code	
Contract and Age	<input checked="" type="checkbox"/> CSPP <input type="checkbox"/> CCTR – (Infant/Toddler) <input type="checkbox"/> CCTR – (School Age) <input type="checkbox"/> Education Network (Infant/Toddler) <input type="checkbox"/> Education Network (Preschool) <input type="checkbox"/> CHAN <input type="checkbox"/> CMIG - (Infant/Toddler) <input type="checkbox"/> CMIG - (Preschool)		
Date Program Self-Evaluation Completed		May 24, 2013	
Number of Classrooms	3	Number of Family Child Care Homes	0
Describe the Program Self-Evaluation Process (Note: This area expands as necessary.)			
<p>Our Center began our self-evaluation process soon after we enrolled new children for the upcoming school year in Summer 2012. All instructional staff began to do observations on the children in August of 2012. All instructional staff completed the Developmental Profile (DRDP) for each child, in each of the classrooms, in October of 2012. All completed DRDPs were entered into the Group Data Summary spreadsheet for each classroom by the Administration staff in October 2012. All the Lead Teachers used the Developmental Progress form to summarize the information about each child's progress during parent conferences in November 2012. All Group Data Summary sheets were presented to all instructional staff at our monthly staff meeting in December 2012. Also at the staff meeting, all instructional staff identified key findings from the results of the DRDPs and created action steps that they implemented over the coming months for their group of children.</p> <p>In January and February of 2013 parent surveys were passed out during the monthly parent meeting, then collected by the Administration staff. In March of 2013 the surveys were compiled into the Group Data Summary by the Administration staff. Results from the summary of the parent surveys were presented to all staff at the monthly staff meeting in May 2013.</p> <p>The Early Childhood Environment Rating Scale (ECERS) was completed in the classrooms on March 20, 2013; April 9, 2013 and April 10, 2013 by the Floater Lead Teacher at Belle Haven CDC and Program Supervisor at Menlo Children's Center. During the weekly staff meetings and the Lead Teacher Meeting at the end of April 2013, the ECERS results were reviewed. All program staff identified key finding from the ECERS results and created action steps that will be implemented over the coming months in each classroom.</p> <p>All instructional staff completed their second set of DRDP assessments for each child, in each classroom, during March and April of 2013. All completed DRDPs were entered into the Group Data Summary spreadsheet for each classroom by the Administration staff in April 2013. All Group Data Summary sheets were reviewed at weekly staff meetings in early May 2013, where</p>			

key findings were indentified and action steps were created. These action steps will be implemented over the coming months with each group of children.

Then, on May 24, 2013 the Agency Annual Report was completed by the Program Supervisor which included the Reflection of Action Steps for FY 2012-13, the Program Self- Evaluation, the Desired Results Developmental Profile Summary of Findings and the Program Action Plan. The Annual Report was reviewed by the Assistant Director of the Community Services Department, the Director of the Community Services Department and will be presented to the City Council at the June 11, 2013 meeting. Finally the Annual Report will be presented to all program staff on June 5, 2013 and to parents on June 6, 2013 at the monthly parent meeting.

A copy of the Program Self-Evaluation will be/has been presented to the Governing Board.		Date June 11, 2013
A copy of the Program Self-Evaluation will be/has been presented to teaching/program staff.		Date June 5, 2013
A copy of the Program Self-Evaluation will be/has been presented to parents.		Date July 18, 2013
Statement of Completion I certify that a Program Self-Evaluation was completed.	Signature Name, Title, and Phone Number Natalie Bonham Program Supervisor 650-330-2272	Date May 24, 2013

**Desired Results Developmental Profile Summary of Findings
 And Program Action Plan – Program or Network Level**

Contractor Name City of Menlo Park – Belle Haven Child Development Center	
Contract Type, Education Network, and/or Cal-SAFE CSPP	Age Group (Infant/Toddler, Preschool, School-Age) Preschool
Planning Date May 6, 2013	Lead Planner’s Name and Position Natalie Bonham –Program Supervisor
Follow-up Date(s) September thru December 2013	Lead Planner’s Name and Position Leticia Gutierrez – Lead Teacher Room 1 Stephanie Enriquez – Lead Teacher Room 2 Maria Lopez – Lead Teacher Room 3

This form can be expanded and is not limited to a single page.

Key Findings from Developmental Profiles And Educational Goal (What will be accomplished for children?)	Action Steps (Including materials and training needed, schedule, space and supervision changes)	Expected Completion Date and Persons Responsible
An average of 60% of the preschool children are at the Exploring, Developing and Building levels in the domain of Language and Literacy. An average of 70% of the preschool children will be at the Building and Integrating levels in the domain of Language and Literacy after the second DRDP	All language and literacy materials in the classrooms will be evaluated, using ERS as a guide, to see what is needed to enhance the children’s development.	September 2013 All Instructional Staff
	All classroom schedules will be evaluated to ensure that language and literacy activities are included during outdoor play time, including providing books for the children to access outside.	September 2013 All Instructional Staff
	All instructional staff will support English-language learners by engaging them longer with more open-ended questions to develop their reasoning skills in a range of learning experiences, specifically during meals times,	November 2013 All Instructional Staff

assessment period in FY 2013-14.	story times, outside time and in small groups.	
	All instructional staff will be encouraged to attend Language and Literacy professional development trainings and provide a summary of learned concepts to the rest of the instructional staff at monthly staff meetings.	December 2013 All Instructional Staff
	All instructional staff will be encouraging parents on a weekly basis to participate in the Raising A Reader program to help to support their child's language development.	November 2013 All Instructional Staff
	The program supervisor will be supervising and facilitating all instructional staff to ensure this process is ongoing.	December 2013 and ongoing Program Supervisor
An average of 60% of the preschool children are at Exploring, Developing and Building levels in the domain of Self and Social Development. An average of 70% of the preschool children will be at the Building and Integrating levels in the domain of Self and Social Development after the second DRDP assessment period in FY 2013-14.	All classroom schedules will be evaluated to ensure that ample time is given to explore interest areas as well as to allow children to have longer conversations with peers and teachers to promote their social emotional skills.	November 2013 All Instructional Staff
	All instructional staff will be encouraged to attend Social Emotional professional development trainings and provide a summary of learned concepts to the rest of the instructional staff at monthly staff meetings.	November 2013 All Instructional Staff
	All instructional staff will be supporting the children's social emotional skills by giving them the control over interactions with peers and allowing them to problem solve independently.	November 2013 All Instructional Staff
	All parents will be encouraged and invited to observe the classrooms to gain more knowledge of our program's objectives as well as to help to support their child's social emotional development.	November 2013 All Instructional Staff and Program Supervisor
	The program supervisor will be supervising and facilitating all instructional staff to ensure this process is ongoing.	December 2013 and ongoing Program Supervisor

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ADMINISTRATIVE SERVICES DEPARTMENT

Council Meeting Date: June 11, 2013
Staff Report #: 13-109

Agenda Item #: I-2

INFORMATIONAL ITEM: Status Report Regarding Labor Negotiations

This is an informational item only and does not require Council action.

BACKGROUND

Pursuant to the Public Input and Outreach Regarding Labor Negotiations policy approved by the City Council March 1, 2011, staff is to bring forward to the City Council a report regarding the general status of labor negotiations.

This memo provides a summary of the general status of labor negotiations currently underway between the City and the Menlo Park Police Officers' Association (POA) and the Menlo Park Police Sergeants' Association (PSA). To preserve the integrity of the negotiation process, this report does not contain any detailed descriptions of any proposals submitted by the City, the POA nor the PSA.

ANALYSIS

POA

The City commenced negotiations with the POA on April 17, 2013, during which time the parties reached an agreement over ground rules. The parties have met five times for the purposes of bargaining during which both negotiating teams have engaged in a free exchange of interests, ideas, proposals and counter proposals over various economic and operational topics. The parties have agreed to additional meetings through the month of June. Although no tentative agreements have been reached to date, it continues to be the goal of the City to reach a tentative agreement with the POA for a successor Memorandum of Understanding (MOU) prior to the expiration of the current MOU on June 30, 2013.

PSA

The City commenced negotiations with the PSA on April 25, 2013, during which time the parties reached an agreement over ground rules. The parties have met four times for the purposes of bargaining during which both negotiating teams have engaged in a free exchange of interests, ideas, proposals and counter proposals over various economic and operational topics. The parties have agreed to additional meetings during the

month of June. Although no tentative agreements have been reached to date, it continues to be the goal of the City to reach a tentative agreement with the PSA for a successor Memorandum of Understanding (MOU) prior to the expiration of the current MOU on June 30, 2013.

IMPACT ON CITY RESOURCES

There are no impacts on City resources as a result of receiving this status update.

POLICY ISSUES

This report is prepared to support the Council's policy regarding a status report during ongoing negotiations.

ENVIRONMENTAL REVIEW

Environmental review is not required.

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS

None

Report prepared by:
Gina Donnelly
Human Resources Director



OFFICE OF THE CITY MANAGER

Council Meeting Date: June 11, 2013
Staff Report #: 13-107

Agenda Item #: J-1

COUNCILMEMBER REPORTS: 500 El Camino Real Subcommittee Report

This is a Council report only and does not require Council action.

BACKGROUND

At the April 16th City Council meeting, the City Council empaneled a Subcommittee of the City Council, consisting of Council Members Keith and Carlton.

The purpose of this subcommittee is to:

- provide a framework for discussing the issues related to the 500 El Camino Project (Stanford)
- facilitate conversations between neighborhood representatives and the applicant regarding project refinement that balances the needs of Stanford and the greater Menlo Park community prior to project submittal for consideration by the Planning Commission and City Council
- assist with developing a timeline for review of the Specific Plan

Subcommittee meetings are not open to the public and are not subject to the public noticing requirements of the Brown Act. The Subcommittee has the discretion to invite stakeholders to discuss information that is deemed relevant to fulfilling its purpose. The Subcommittee will periodically provide status reports to the City Council.

ANALYSIS

Overview:

The Subcommittee has met four times since the April 16th City Council Meeting.

April 24, 2013

The Subcommittee met with the City Manager and City Attorney to prioritize its goals and assign staff support. Economic Development Manager Jim Cogan was assigned to provide staff support to the Subcommittee.

May 14, 2013

The Subcommittee met with staff in order to review the relevant traffic studies to date and determine the necessity and appropriate scope of additional traffic analysis. The

impacts of potential cut-through traffic on the residential streets bounded by Middle Avenue, University Drive, Creek Drive, and El Camino Real were identified as one analysis that should be conducted.

May 22, 2013

The Subcommittee met with staff and neighborhood representatives (Stefan Petry, George Fisher and Kevin Vincent-Sheehan) to review the relevant traffic analysis to date and discuss the proposed scope of a traffic analysis. It was determined that additional current traffic count information was required for the residential streets bounded by Middle Avenue, University Drive, Creek Drive, and El Camino Real. It was agreed upon that the traffic counts should be taken before the end of the school year in order to capture the most accurate average traffic counts possible. The Subcommittee directed staff to conduct traffic counts prior to the close of school.

June 5, 2013

The Subcommittee met with staff to review progress on traffic count data collection and develop a timeline for additional meetings and stakeholders who should be invited to meet with the Subcommittee. In accordance with the Subcommittee's direction, traffic count data was being collected prior to the end of the school year.

POLICY ISSUES

Review of the Specific Plan should be scheduled to coincide with the completion of the Subcommittee's work on the 500 El Camino Project. Therefore, staff is currently preparing to begin the Specific Plan review in September in order to provide the Subcommittee to finish its work.

ENVIRONMENTAL REVIEW

Environmental review is not required.

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

Report prepared by:
Jim Cogan
Economic Development Manager