



## CITY COUNCIL SPECIAL AND REGULAR MEETING AGENDA

Tuesday, August 20, 2013  
6:00 P.M.  
701 Laurel Street, Menlo Park, CA 94025  
City Council Chambers

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### 6:00 P.M. CLOSED SESSION (1<sup>st</sup> 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 Sergeants Association (PSA), Police Officers Association (POA), American Federation of State, County and Municipal Employees (AFSCME), and Service Employees International Union (SEIU)

Attendees: Alex McIntyre, City Manager, Starla Jerome-Robinson, Assistant City Manager, Bill McClure, City Attorney, Gina Donnelly, Human Resources Director

**CL2.** Closed session pursuant to Government Code Section 54956.9(b)(1) to conference with legal counsel regarding potential litigation: 2 potential cases

### 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

- A1.** Proclamation: National Honey Bee Day ([Attachment](#))
- A2.** Presentation by the San Mateo County Health Department regarding the new health center in Redwood City ([Attachment](#))
- A3.** Informational update from Sam Trans regarding the elimination of Bus Route 295

##### B. COMMISSION/COMMITTEE VACANCIES, APPOINTMENTS AND REPORTS

- B1.** Parks and Recreation Commission quarterly report on the status of their two-year Work Plan
- B2.** Consider applicants for appointment to fill two vacancies on the Transportation Commission ([Staff report # 13-138](#))

**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. Adopt a resolution authorizing the installation of on-street parking restrictions on Hamilton Avenue, adjacent to the new Menlo Park Neighborhood Services Center ([Staff report #13-130](#))
- D2. Adopt a resolution authorizing the installation of on-street parking restrictions on Olive Street at Santa Cruz Avenue ([Staff Report #13-136](#))
- D3. Award a construction contract for the 2013 Sidewalk Trip Hazard Removal Project Phase 2 to Precision Emprise, Inc. in the amount of \$80,000, and authorize a total construction contract budget of \$110,000 for construction and contingencies ([Staff report #13-131](#))
- D4. Adopt a resolution appropriating \$462,233 from the General Fund CIP Fund balance for the Facility Energy Retrofit Project for a total budget of \$787,233 and authorize the City Manager to execute an agreement with Ecology Action for project management services ([Staff report #13-133](#))
- D5. Amend the Bedwell Bayfront Park gas and flare operations and maintenance agreement with Gas Recovery Systems (Fortistar) for an additional three-year period ([Staff report #13-135](#))
- D6. Accept minutes for the Council meeting of July 16<sup>th</sup> ([Attachment](#))

**E. PUBLIC HEARINGS – CONTINUED FROM JULY 16, 2013**

- E1. Consider adopting a resolution to abandon a portion of Louise Street and deny the appeal of staff determination to deny issuance of a revocable encroachment permit to construct a driveway from the end of Louise Street to the rear of the property at 1825 Santa Cruz Avenue; or deny the application to abandon a portion of Louise Street and approve the appeal of staff determination to deny issuance of a revocable encroachment permit to construct a driveway from the end of Louise Street to the rear of the property at 1825 Santa Cruz Avenue and authorize issuance of the encroachment permit ([Staff report# 13-123](#))

**F. REGULAR BUSINESS**

- F1. Accept the Belle Haven Neighborhood Action Plan and approve the development of a Request for Proposals for completion of the Action Plan items, allocate and appropriate a budget for the implementation of the Action Plan, and authorize the City Manager to exceed the \$50,000 purchase limit if needed to contract for consultants selected to perform the specified work in the Action Plan ([Staff Report #13-141](#))

- F2.** Authorize the City Manager to execute a 5-year agreement not-to-exceed \$335,000 annually with Redflex Traffic Systems, Inc. for a photo red light enforcement program, authorize an additional red light camera at Bayfront Expressway and Chilco Street, and increase the red light camera facilitator position from 0.75 FTE to 1.0 FTE ([Staff report #13-140](#))
- F3.** Consider approval of the terms of an agreement between the City of Menlo Park and the Menlo Park Police Sergeants' Association ([Staff report #13-137](#))
- F4.** Select a voting delegate and alternate to the League of California Cities Annual Conference and provide direction to the voting delegate related to the resolutions to be voted on at the League of California Cities Annual Conference ([Staff Report #13-139](#))

**G. CITY MANAGER'S REPORT – None**

**H. WRITTEN COMMUNICATION – None**

**I. INFORMATIONAL ITEMS**

- I1.** Quarterly Financial Review of General Fund Operations as June 30, 2013 ([Staff report #13-143](#))
- I2.** Review of the City's Investment Portfolio as of June 30, 2013 ([Staff report #13-142](#))
- I3.** Office of Economic Development Quarterly Update ([Staff report #13-144](#))
- I4.** Update on City Council goals ([Staff report #13-145](#))

**J. COUNCILMEMBER REPORTS**

**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: 08/15/2013)

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](mailto: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>

City Council meetings are televised live on Government Access Television Cable TV Channel 26. Meetings are re-broadcast on Channel 26 on Thursdays and Saturdays at 11:00 a.m. A DVD of each meeting is available for check out at the Menlo Park Library. Live and archived video stream of Council meetings can be accessed at [http://menlopark.granicus.com/ViewPublisher.php?view\\_id=2](http://menlopark.granicus.com/ViewPublisher.php?view_id=2)

Persons with disabilities, who require auxiliary aids or services in attending or participating in City Council meetings, may call the City Clerk's Office at (650) 330-6620.

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# Proclamation

## **DAY OF THE HONEY BEE AUGUST 17<sup>TH</sup>, 2013**

**WHEREAS**, August 17<sup>th</sup>, 2013 is recognized as “Day of the Honey Bee” this year; and

**WHEREAS**, the honey bee has, though its role as a pollinator, been an essential partner in producing much of our food supply; and

**WHEREAS**, honey bees provide significant environmental benefits that are necessary for maintaining healthy, biodiverse, urban and suburban ecosystems; and

**WHEREAS**, backyard beekeepers have a major role to play in sustaining honey bee populations; and

**WHEREAS**, for generations the City of Menlo Park has managed landscapes and public lands that include many municipal parks and greenways, as well as wildlife habitats; and

**WHEREAS**, pollination plays a vital role for the trees and plants of our community, enhancing our quality of life, and creating recreational and economic development opportunities.

**NOW, THEREFORE, BE IT RESOLVED** that I, Peter Ohtaki, Mayor of the City of Menlo Park and on behalf of the City Council, proclaim August 17, 2013, as “Day of the Honey Bee” within the City of Menlo Park.

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Peter Ohtaki  
Mayor of Menlo Park  
August 17, 2013



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# SAN MATEO COUNTY HEALTH SYSTEM

AGENDA ITEM A-2

Margaret Roberts  
701 Laurel Street  
Menlo Park, CA 94025  
June 10, 2013

**RECEIVED**  
  
JUN 18 2013  
  
City Clerk's Office  
City of Menlo Park

Dear Ms. Roberts,

You may be aware that San Mateo Medical Center is building a new health center for the South County in the North Fair Oaks area of Redwood City. This exciting new building will serve all of the people in the South County area from East Palo Alto to San Carlos. In order to accomplish this, we will be consolidating three of our existing clinics, including the Willow Clinic, into this single, new facility. This means that the Willow Clinic, which serves many people in the East Palo Alto/East Menlo area, will be closing its doors this November. We are hoping that most of our Willow patients will be excited to follow us to the new clinic.

I would appreciate an opportunity to make a presentation to the Council about our plans and how they will impact the residents of your community. If you are able to find time for this presentation at a Council meeting within the next few weeks, I will then also encourage other community leaders from the area to attend. Please let me know if this is possible.

Thank you for your attention.

Sincerely,

Jonathan S. Mesinger, PhD  
San Mateo Medical Center  
Clinics Manager

2710 Middlefield Road  
Redwood City CA 94063  
[jmesinger@smcgov.org](mailto:jmesinger@smcgov.org)  
Phone:(650) 578-7187

*Schedule in August*



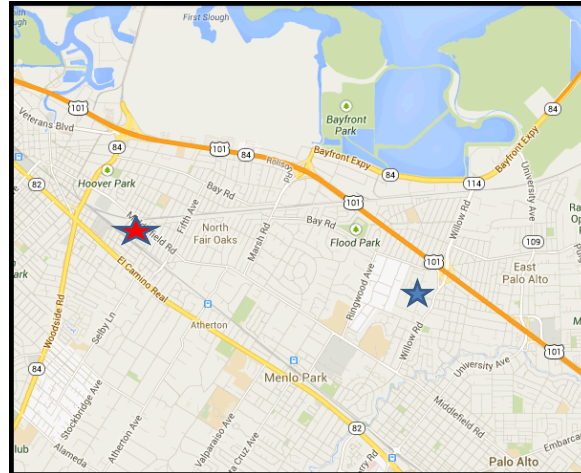
Board of Supervisors: Carole Groom • Don Horsley • Dave Pine • Warren Slocum • Adrienne Tissier  
Health System Chief: Jean S. Fraser • San Mateo Medical Center CEO: Susan Ehrlich, MD, MPP  
222 W. 39<sup>th</sup> Avenue • San Mateo, CA 94403 • PHONE 650.573.2222 • CA RELAY 711 • FAX 650.573.2030  
[www.sanmateomedicalcenter.org](http://www.sanmateomedicalcenter.org)

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## Location of New Clinic



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### SOUTH COUNTY HEALTH CENTER

- ❖ Consolidation of 3 SMMC Clinics
- ❖ Closure of Willow and Fair Oaks Clinics
- ❖ Expected opening date: December 2, 2013
- ❖ 110 provider, nursing and administrative staff
- ❖ 18 Provider Teams in Pods
- ❖ 17,000 patients will receive care
- ❖ Over 68,000 visits in first year

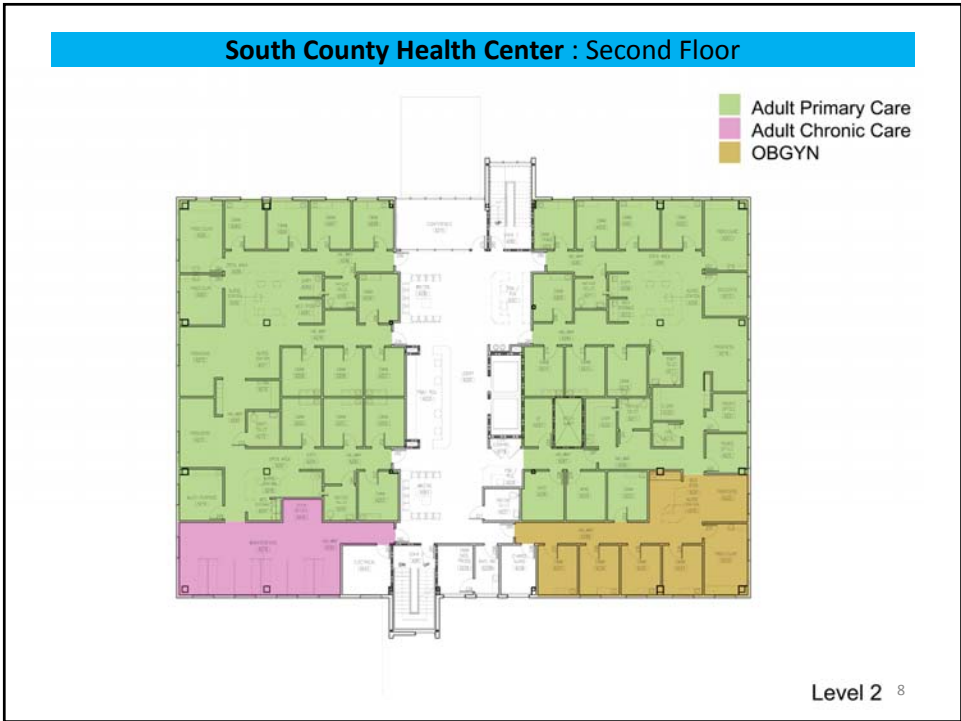
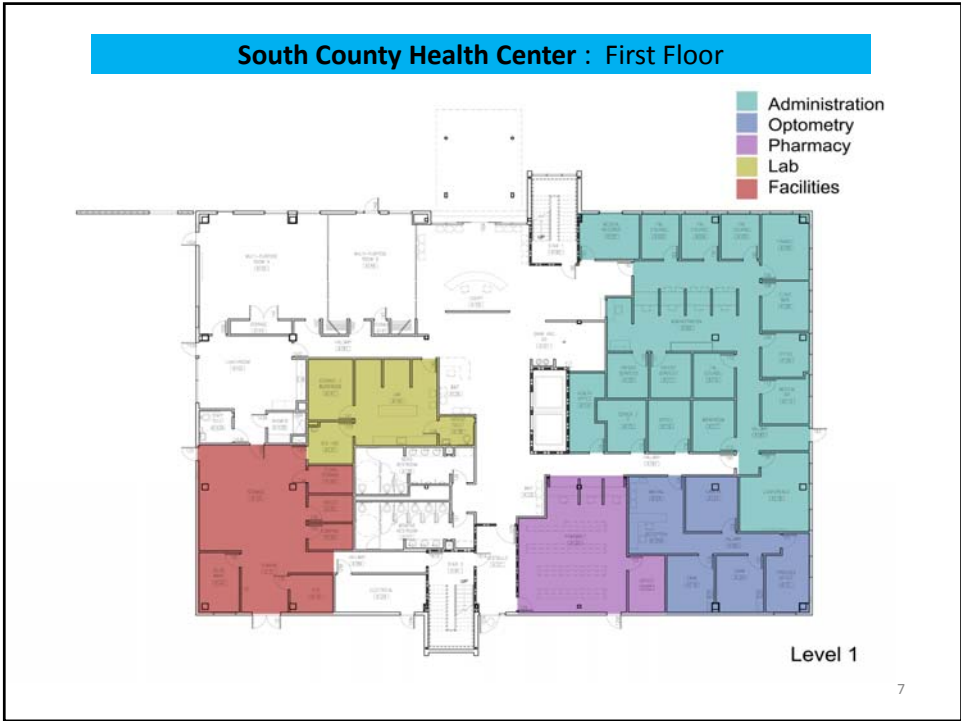
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## South County Health Center: PROGRESS



## SOUTH COUNTY HEALTH CENTER : PROGRAMS

- ❖ Adult Primary Care
- ❖ Pediatric Primary care
- ❖ Ob/Gyn Clinic
- ❖ 8-Chair Dental Clinic
- ❖ Optometry Clinic
- ❖ Chronic Disease Managed Care
- ❖ Embedded Mental Health Services



### South County Health Center : Third Floor



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### SOUTH COUNTY HEALTH CENTER : MORE SERVICES

- ❖ WIC Program
- ❖ POCT Laboratory
- ❖ Commercial Pharmacy
- ❖ Community Meeting Rooms
- ❖ Community Mural Project
- ❖ Call Center/Check-in Kiosks
- ❖ Patient Health Library

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## South County Health Center



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## ADMINISTRATIVE SERVICES DEPARTMENT

Council Meeting Date: August 20, 2013  
Staff Report #: 13-138

Agenda Item #: B-2

**COMMISSION REPORT:** Consider applicants for appointment to fill two vacancies on the Transportation Commission

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### RECOMMENDATION

Staff recommends appointing applicants to fill two vacancies on the Transportation Commission.

### BACKGROUND

Staff has been recruiting for the vacant positions by publishing press releases in the *Daily News* and the *Alamanc*, by posting notices on the City's website, City bulletin board, and downtown kiosk and by making notices available at the recent downtown block party and Belle Haven community visioning meeting.

There are two vacancies on the Transportation Commission due to one resignation (Charlie Bourne) and one term expiration (Penelope Huang).

The applicants are:

- Penelope Huang (incumbent)
- Camille Gonzalez Kennedy
- Michael Meyer (currently sits on the Bicycle Commission)
- Jennifer Pollock

### 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 and voter registration 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 2013-14 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*

*Acting City Clerk*

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



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

Council Meeting Date: August 20, 2013  
Staff Report #: 13-130

Agenda Item #: D-1

**CONSENT CALENDAR:**            **Adopt a Resolution Authorizing the Installation of On-Street Parking Restrictions on Hamilton Avenue, Adjacent to the New Menlo Park Neighborhood Services Center**

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### RECOMMENDATION

Staff recommends that the City Council adopt a resolution (Attachment A) authorizing the installation of on-street parking restrictions, adjacent to the new Menlo Park Neighborhood Services Center in accordance with Attachment B.

### BACKGROUND

The City currently operates a police sub-station at a leased site on the corner of Newbridge Street and Willow Road. Over the years, the Police Department has used the sub-station for various law enforcement purposes.

This year, through the City Council goal setting process, the proposed relocation of the existing Police Sub-Station was prioritized. Various locations were targeted with the most viable being 871 A and 871 B Hamilton Avenue (at Willow Road). Planning Division staff has indicated that use as a proposed police community facility is consistent with the zoning and land use approvals for the property.

On June 4, 2013, City Council approved the lease agreement for new Neighborhood Services Center at Hamilton Avenue.

### ANALYSIS

There is currently limited on-site parking for the existing businesses sharing the 871 Hamilton Avenue site and overflow parking has been observed on both sides of Hamilton Avenue between Willow Road and Carlton Avenue. With the additional emergency vehicles added to the site, the Police Department has expressed concerns with this limited on-site parking. Consequently, Transportation Division staff investigated providing on-street parking to meet the parking needs of the Police Department for these additional emergency vehicles. As a result of this investigation, Transportation staff is proposing the restriction of approximately 60 feet or three on-street parking spaces on the east side of Hamilton Avenue, in accordance with Attachment B.

Restricting these parking spaces to emergency vehicles only on Hamilton Avenue could potentially move some of the overflow parking on Hamilton Avenue to the existing public parking lot inside the Chevron Gas Station or further down Hamilton Avenue.

On July 10, 2013, the Transportation Commission was presented with the consideration of the above mentioned on-street parking restrictions on Hamilton Avenue as shown in Attachment B. The Transportation Commission unanimously approved the staff recommendation to install the on-street parking restrictions to Council, along with the following conditions: 1) That the Commission be able to revisit this on-street parking restriction for any unintended consequences that need to be mitigated; and, 2) that the impacted businesses be notified of these proposed on-street parking restrictions.

Regarding the Commission's first condition, It is the Department of Public Works practice to always monitor new and existing on-street parking restrictions, address any issues and ultimately bring the parking changes to the Commission and City Council for consideration and approval if any issues arise.

In response to the Commission's second condition, Staff has sent out meeting notifications to residents and businesses within the 500-foot radius from the location of the proposed on-street parking restrictions, including the impacted businesses, for the Transportation Commission meeting of July 10, 2013 and for this City Council meeting. To date, staff has not received any concerns or comments from the impacted residents and/or businesses regarding the proposed on-street parking restrictions on Hamilton Avenue.

## **IMPACT ON CITY RESOURCES**

Sufficient funds are available in the operating budget designated for the City's signing and striping program for the installation of two "No Parking Except Authorized Emergency Vehicles" signs, posts and 60 feet of red curb in accordance with Attachment B.

## **POLICY ISSUES**

The proposed installation of the "No Parking Except Authorized Emergency Vehicles" signs, posts and 60 feet of red curb is consistent with several policies in the 1994 City General Plan Circulation and Transportation Element, which seek to maintain a circulation system using the Roadway Classification System that will provide for the safe and efficient movement of people and goods throughout Menlo Park for residential and commercial purposes.

## **ENVIRONMENTAL REVIEW**

The proposed installation of the "No Parking Except Authorized Emergency Vehicles" signs, posts and 60 feet of red curb is categorically exempt under Class 1 of the current California Environmental Quality Act Guidelines. Class 1 allows for minor alterations of existing facilities, including existing highways and streets, sidewalks, gutters, bicycle

and pedestrian access, and similar facilities as long as there is negligible or no expansion of use.

## **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
- B. Layout of Hamilton Avenue Showing Proposed On-Street Parking Restrictions

Report prepared by:  
Rene Baile  
Transportation Engineer

Report prepared by:  
Jesse Quirion  
Transportation Manager

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RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK AUTHORIZING THE INSTALLATION OF ON-STREET PARKING RESTRICTIONS ON HAMILTON AVENUE, ADJACENT TO THE NEW MENLO PARK NEIGHBORHOOD SERVICES CENTER**

WHEREAS, on June 4, 2013, the City Council of the City of Menlo Park approved the new Neighborhood Services Center at Hamilton Avenue unanimously;

WHEREAS, with the additional emergency vehicles added to the site, the Police Department of the City of Menlo Park has expressed concerns with this limited on-site parking; and,

WHEREAS, the City of Menlo Park, acting by and through its City Council, having considered and been fully advised in the matter and good cause appearing therefore.

NOW, THEREFORE, BE IT RESOLVED, the City Council of Menlo Park does hereby authorize the installation of on-street parking restrictions, adjacent to the new Menlo Park Neighborhood Services Center at 871 A and 871 B Hamilton Avenue. The on-street parking restriction will be: "No Parking Except Authorized Emergency Vehicles."

I, Pam 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 meeting by said Council on the twentieth day of August, 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 twentieth day of August, 2013.

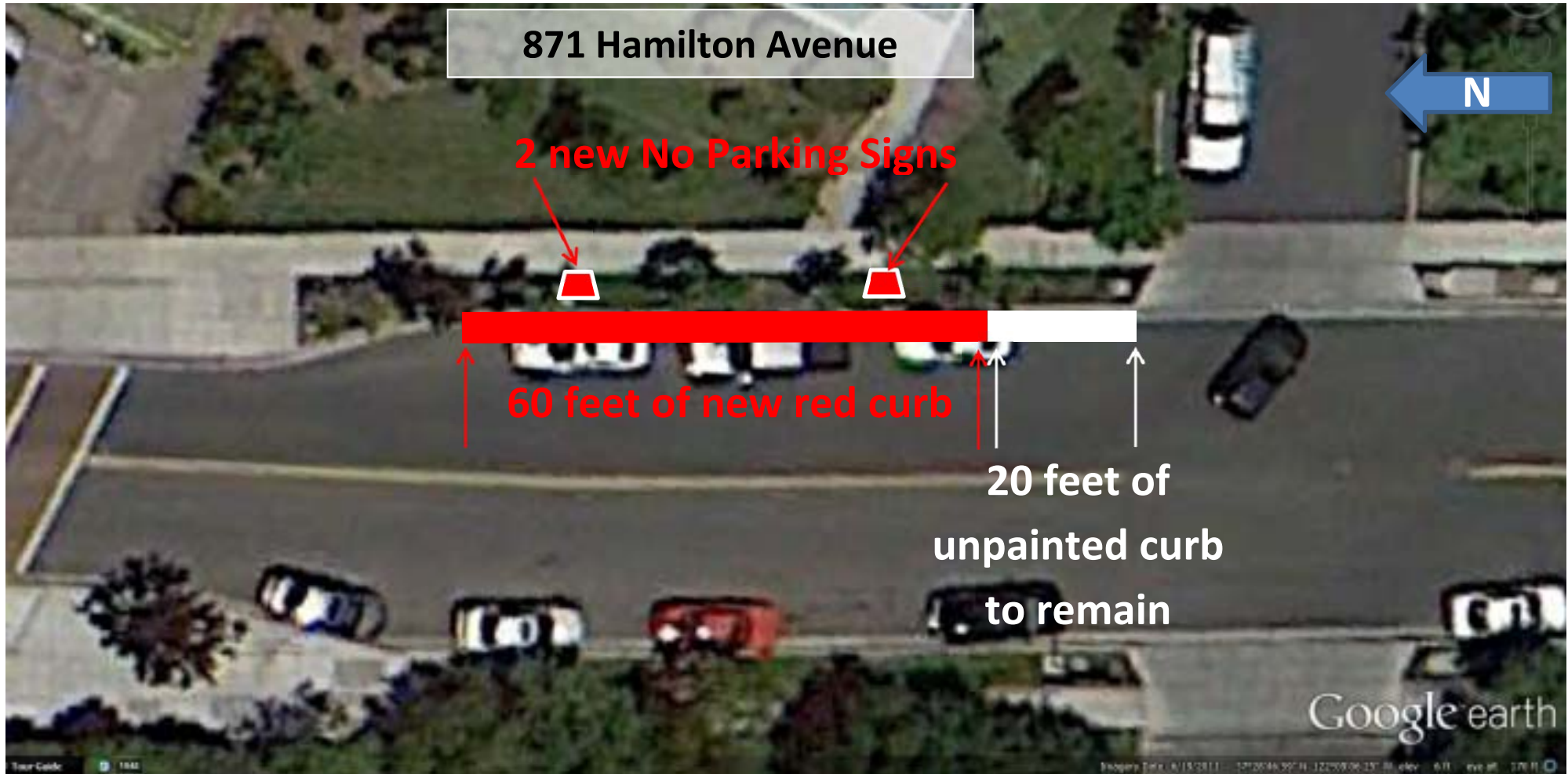
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Pamela Aguilar  
Acting City Clerk

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LAYOUT OF PROPOSED ON-STREET PARKING RESTRICTIONS ON HAMILTON AVENUE



Example of No Parking signage to be installed as noted above.

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## PUBLIC WORKS DEPARTMENT

Council Meeting Date: August 20, 2013  
Staff Report #: 13-136

Agenda Item #: D-2

**CONSENT CALENDAR:**            **Adopt a Resolution Authorizing the Installation of On-Street Parking Restrictions on Olive Street at Santa Cruz Avenue**

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### RECOMMENDATION

Staff recommends that the City Council adopt a resolution (Attachment A) authorizing the installation of on-street parking restrictions, approximately 60 feet in length, along the paved shoulder on the east side of Olive Street, at its intersection with Santa Cruz Avenue, in accordance with Attachment B.

### BACKGROUND

Olive Street is a two-lane roadway that extends from Bay Laurel Drive on the south to Santa Cruz Avenue on the north. Olive Street also serves as a north-south link for students of Hillview School and Oak Knoll Elementary School. On-street parking is currently allowed along the entire length of the roadway. The posted speed limit is 30 miles per hour.

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

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.

### ANALYSIS

Due to the reconfiguration of the Hillview School campus during the school year 2012-2013, there have been more pedestrian and vehicular activities at the intersection of Olive Street and Santa Cruz Avenue, especially during the school drop-off and pick-up hours. As a result of these increased activities, the following improvements were implemented to enhance pedestrian safety at this intersection:

- In-pavement LED crosswalk lights and LED enhanced signs were installed at the existing crosswalk on Santa Cruz Avenue at Olive Street, in conjunction with the Hillview Safe Routes to School project.
- The Menlo Park City School District provided a crossing guard at this intersection.

During the early part of 2013, staff received complaints regarding pedestrian safety at this intersection. In response to these complaints, staff reviewed this intersection and completed field observations. Based on this review and field observations as well as feedback from the public, staff provided a temporary "No Parking" area along the paved asphalt, approximately 60 feet in length or three parking spaces, on the east side of Olive Street at its intersection with Santa Cruz Avenue. This parking restriction was tested out during the 2012-2013 school year via the placement of temporary signage and was well received. The restriction appeared to have improved the walking and bicycling path area for Hillview School children by removing vehicles that are parking or idling and have also improved the visibility at this intersection.

On August 14, 2013, the Transportation Commission was presented with the consideration of the above mentioned on-street parking restrictions on Olive Street as shown in Attachment B. The Transportation Commission unanimously passed a motion recommending the approval of these on-street parking restrictions to Council.

Public outreach for this project was achieved by mailing out the August 2013 commission meeting and Council meeting notices regarding these on-street parking restrictions on Olive Street to residents and property owners within the 500 foot radius from the location of these on-street parking restrictions.

## **IMPACT ON CITY RESOURCES**

Sufficient funds are available in the operating budget designated for the City's signing and striping program for the installation of two "No Stopping Anytime" signs and posts in accordance with Attachment B.

## **POLICY ISSUES**

The proposed installation of the "No Stopping Anytime" signs and posts is consistent with several policies in the 1994 City General Plan Circulation and Transportation Element, which seek to maintain a circulation system using the Roadway Classification System that will provide for the safe and efficient movement of people and goods throughout Menlo Park for residential and commercial purposes.

## **ENVIRONMENTAL REVIEW**

The proposed installation of the "No Stopping Anytime" signs is categorically exempt under Class 1 of the current California Environmental Quality Act Guidelines. Class 1 allows for minor alterations of existing facilities, including existing highways and streets,

sidewalks, gutters, bicycle and pedestrian access, and similar facilities as long as there is negligible or no expansion of use.

## **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
- B. Layout of Olive Street Showing Proposed On-Street Parking Restrictions

Report prepared by:  
Rene Baile  
Transportation Engineer

Report prepared by:  
Jesse Quirion  
Transportation Manager

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RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK AUTHORIZING THE INSTALLATION OF ON-STREET PARKING RESTRICTIONS ON OLIVE STREET AT SANTA CRUZ AVENUE**

WHEREAS, Olive Street serves as a north-south link for students of Hillview School and Oak Knoll Elementary School;

WHEREAS, due to the reconfiguration of the Hillview School campus during the school year 2012-2013, there have been more pedestrian and vehicular activities at the intersection of Olive Street and Santa Cruz Avenue, especially during the school drop-off and pick-up hours;

WHEREAS, as an additional pedestrian safety measure, staff provided a temporary "No Parking" area along the paved asphalt, approximately 60 feet in length, on the east side of Olive Street at its intersection with Santa Cruz Avenue and that this temporary on-street parking was well received.

WHEREAS, the City of Menlo Park, acting by and through its City Council, having considered and been fully advised in the matter and good cause appearing therefore.

NOW, THEREFORE, BE IT RESOLVED, the City Council of Menlo Park does hereby authorize the installation of on-street parking restrictions, approximately 60 feet in length or three parking spaces, along the paved asphalt on the east side of Olive Street at Santa Cruz Avenue. The on-street parking restriction will be: "No Stopping Anytime."

I, Pam 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 meeting by said Council on the 20th day of August, 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 20th day of August, 2013.

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Pamela Aguilar  
Acting City Clerk

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# LAYOUT OF PROPOSED ON-STREET PARKING RESTRICTIONS ON OLIVE STREET



Example of No Stopping signage to be installed as noted above to prevent vehicles from parking or idling in the paved asphalt area.

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## PUBLIC WORKS DEPARTMENT

Council Meeting Date: August 20, 2013  
Staff Report #: 13-131

Agenda Item #: D-3

**CONSENT CALENDAR:**      **Award a Construction Contract for the 2013 Sidewalk Trip Hazard Removal Project Phase 2 to Precision Emprise, Inc., in the Amount of \$80,000, and Authorize a Total Construction Contract Budget of \$110,000 for Construction and Contingencies**

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### RECOMMENDATION

Staff recommends that the City Council award a construction contract for the 2013 Sidewalk Trip Hazard Removal Project Phase 2 to Precision Emprise, Inc., in the amount of \$80,000, and authorize a total construction contract budget of \$110,000 for construction and contingencies.

### BACKGROUND

The Sidewalk Repair Program is an annual project conducted by the City to ameliorate tripping hazards in sidewalks, parking strips and curbs/gutters. The majority of tripping hazards addressed with this project are the result of City owned trees whose roots have extended beneath the concrete improvements and created uplifts or vertical offsets.

In order to properly address the uplifts/offsets in the sidewalk network, staff has divided the project into two components: the Sidewalk Repair Project and the Trip Hazard Removal Project. The Sidewalk Repair Project consists of complete removal and replacement of sidewalks, curbs, and parking strips in order to eliminate a tripping hazard. The Trip Hazard Removal Project addresses minor tripping hazards (from ¼" to 1 ¾") by implementing a horizontal sawcutting method of removal that leaves a smooth, uniform surface that meets State and Federal accessibility requirements. In order to achieve this cut, the contractor utilizes a special concrete saw that ensures cut slopes are smooth and comply with accessibility requirements. This preventative maintenance approach reduces the need for complete concrete removal and replacement in areas where the structural integrity of the sidewalk has not been compromised. For both of the projects, staff divides the City into five work zones that get cycled into the program on a yearly basis.

## **ANALYSIS**

On August 8, 2013, two (2) bids were submitted and opened for the 2013 Sidewalk Trip Hazard Removal Project Phase 2. The lowest bidder for the project, Precision Emprise, Inc., submitted a bid item price per unit (inch-foot or in-ft) in the amount of \$26.45. Attachment A provides the bid summary. Staff has checked the background and references of Precision Emprise, Inc., and is satisfied with its past performance.

## **IMPACT ON CITY RESOURCES**

The construction contract budget for the 2013 Sidewalk Trip Hazard Removal Project Phase 2 consists of the following:

Construction contract amount	\$ 80,000
Contingency	<u>\$ 30,000</u>
<b>Total Construction Contract Budget</b>	<b>\$ 110,000</b>

Sufficient funds are available in the Sidewalk Repair Project for the 2013 Sidewalk Trip Hazard Removal Project Phase 2. The project was budgeted in the FY 2013-14.

## **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:  
Fernando Bravo  
Engineering Services Manager



## BID SUMMARY

### SIDEWALK TRIP HAZARD REMOVAL PROVE PHASE 2

**BID OPENING DATE: Thursday, August 8, 2013**

### Apparent Low Bidder

	<b>CONTRACTOR</b>	<b>Item Price Per Unit (IN-FT)</b>
1.	PRECISION EMPRISE, INC.	\$ 26.45
2.	BPR, INC.	\$ 33.00

**\* Pending City Council Approval**

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## PUBLIC WORKS DEPARTMENT

Council Meeting Date: August 20, 2013  
Staff Report #: 13-133

Agenda Item #: D-4

**CONSENT CALENDAR:**      **Adopt a Resolution Appropriating \$462,233 from the General Fund CIP Fund Balance for the Facility Energy Retrofit Project for a Total Budget of \$787,233 and Authorize the City Manager to Execute an Agreement with Ecology Action for Project Management Services**

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### RECOMMENDATION

Staff recommends that City Council adopt a resolution appropriating \$462,233 from the General Fund CIP fund balance for the Facility Energy Retrofit Project for a total budget of \$787,233 and authorize the City Manager to execute an agreement with Ecology Action for project management services.

### BACKGROUND

For the past year, staff has been working with the San Mateo County Energy Watch (SMC Energy Watch) which is a Local Government Partnership (LGP) between the City/County Association of Governments of San Mateo County (C/CAG) and Pacific Gas & Electric Company (PG&E). SMC Energy Watch is funded by the California utility customers and administered by PG&E under the auspices of the California Public Utilities Commission (CPUC). C/CAG has contracted with RecycleWorks, Waste Management and Environmental Services section of the County of San Mateo's Department of Public Works, for management of the SMC Energy Watch program.

The objective of SMC Energy Watch's program is to motivate public agencies and non-profits to undertake energy-efficiency retrofits to reduce energy use, save on utility costs, and lead their communities by example. SMC Energy Watch aims to make energy-efficiency retrofits convenient and cost-effective for public agencies and non-profits. Public agencies and non-profits traditionally lack funding to pay for energy-efficiency retrofits, as well as the staff to manage the retrofit process.

Through this program, the SMC Energy Watch has partnered with Ecology Action a non-profit organization to provide the technical expertise in energy projects to assist Cities. Ecology Action has successfully operated turn-key, direct-install programs for small and medium sized business since 2001. Ecology Action contracts directly with PG&E.

## **ANALYSIS**

In the 2010-2012 program cycle, SMC Energy Watch assisted customers with energy efficiency services, primarily for lighting projects. Recognizing the need for cities to go beyond fast payback (“low-hanging fruit”) energy efficiency measures, in the summer of 2012, SMC Energy Watch developed a plan for assisting cities in finding deeper energy savings. The stated goal was to take a “whole-building, whole portfolio” approach to energy efficiency by evaluating heating and ventilation, and air conditioning equipment (HVAC) and presenting recommended measures as a bundle. SMC Energy Watch allocated a portion of its remaining program budget in 2012 to pilot these more extensive retrofits.

The City of Menlo Park was chosen to be one of the pilot programs to fund at no cost to the City for the following reasons:

- The City had already done extensive lighting upgrades and was aggressively working to achieve climate action goals.
- Four main City buildings (Administration, Menlo Children Center, Arrillaga Recreation Center and Arrillaga Gymnastics) are all on one PG&E meter, making it difficult to understand and address energy use at any single building.
- The four buildings have a great potential to save energy because they include central HVAC systems, as opposed to simple rooftop units for heating and cooling. Also, the 24-hour Police Department is housed in the Administrative Building.

### **City Facilities Energy Audit**

In April 2012, a kick-off meeting for the energy audit of City Facilities was held. Staff from SMC Energy Watch, PG&E and Ecology Action met over the next year to discuss the energy audit. Ecology Action then completed and performed energy audits for most of the City’s major buildings and pools. Ecology Action also prepared a detailed audit on each piece of equipment that should be replaced, the estimated cost of replacement, estimated PG&E rebates, rate of return on investment and the percent reduction of green house gas emissions. A general description of the projects is in Attachment A.

Ecology Action has estimated the total cost of the improvements to be \$613,000 before PG&E rebates. The estimated PG&E rebates is \$53,000 for an estimated net capital cost to the City of \$560,000. Ecology Action has estimated based upon the net cost to the City and energy savings a pay back of 8.9 years. Implementing the energy saving projects recommended through this process will enable cities to reduce greenhouse gas emissions, something that is critically important to achieving the City’s 27% GHG emissions levels targets by 2020. The projects the City of Menlo Park is planning to implement will save an estimated 463,289 kWh and 3,066 therms annually. That is the equivalent of 767,100 lbs. of CO<sub>2</sub> (343 metric tons) reduced annually, which is 12% of



the city’s facilities energy-related GHG emissions (not including streetlights), or which is equivalent to the annual GHG emissions from 72 passenger cars.

Based on the success of the pilot project with the City of Menlo Park, SMC Energy Watch offered the same services to the cities of South San Francisco, Burlingame, and Redwood City in 2012. Recognizing the positive results of providing these engineering services, PG&E gave SMC Energy Watch additional funding to provide the same services to the remaining cities in San Mateo County in 2013. As of August 2013, SMC Energy Watch has begun providing Comprehensive Energy Recommendations to six other local governments in San Mateo County.

**Project Management**

Project management is not part of the scope of SMC Energy Watch’s Comprehensive Energy program. As part of the program application, the City must complete the improvements by December 2014. This will enable SMC Energy Watch to achieve its energy savings goals and help ensure future funding from PG&E to support energy efficiency programs in San Mateo County. Staff submitted applications to PG&E to start the process of getting rebates for each of the projects recommended for replacement. In order to accomplish this project, staff is requesting that the City contract with Ecology Action to provide the project management for all the projects. Ecology Action performed the audits for the City and has first hand knowledge on what needs to be replaced and the specifications that need to be developed to get bids for the projects. Ecology Action’s cost to provide this service is \$84,233.

**IMPACT ON CITY RESOURCES**

The existing Capital Improvement Budget for the project was budgeted over the course of two years at \$325,000 each year in 2013-14 and 2014-15. In order to complete the project by December 2014, it will be necessary to move the 2014-15 budget forward to FY 2013-14 for a total budget of \$650,000.

PG&E rebates will be reimbursed to the City after the project is completed so it will be necessary for the City to allocate these funds in advance. In addition, the project management services will need to be funded.

The Project Budget is as follows:

Construction	\$	613,000
Project Management		84,233
Staff Administration		30,000
Contingency		60,000
<b>Total Estimated Cost of Project</b>	<b>\$</b>	<b>787,233</b>
Total Project Budget	\$	650,000
Additional Funds needed	\$	137,233

The pay back of 8.9 years through energy savings includes the construction and project management cost. Appropriating \$462,233 from the General Fund CIP fund balance includes the additional \$137,233 and the \$325,000 planned for FY 2014-15.

## **POLICY ISSUES**

The recommendation is consistent with existing adopted City policy to achieve the 27% GHG emission level reduction targets by 2020.

## **ENVIRONMENTAL REVIEW**

The project is categorically exempt under Section 15301 Class 1, "Existing Facilities" and 15302 Class 2, "Replacement or Reconstruction" of the current CEQA Guidelines. These sections allow minor alterations and replacement of existing facilities with negligible or no expansion of use or capacity.

## **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. Description of Projects
- B. Resolution

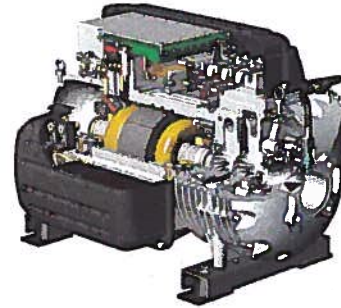
Report prepared by:  
Ruben Niño  
Assistant Director of Public Works

*The following measure descriptions are written from an energy engineering perspective, with the end goal of maximum energy savings as the driver. This document is not intended to be a design document, but more of a guide through the design and/or design-build process.*

### **Menlo Park Library**

#### **EEM 01: Replace Chiller with Magnetic Bearing Frictionless Chiller**

The load is managed by a single 100 ton Air Cooled Chiller (TRANE CGACD101). The building has several low load days where the chiller efficiency is significantly compromised. Therefore it is recommended to retrofit the existing water-cooled chillers with frictionless, oil less bearings and VFD driven compressors (see illustration to the right). A VFD driven chiller can adjust to varying loads and has a better part load efficiency. The new chillers will save energy during low load and will reduce wear and tear on the equipment.



#### **EEM 2: VFD on Chilled Water Pumps**

The chilled water loop consists of two (2) 7.5 HP single speed primary chilled water pumps that distribute chilled water to all the cooling coils. The pumps are configured as system pumps and are sequenced to run in a lead-lag configuration.

It is recommended that the two (2) 7.5 HP single speed chilled water pumps be retrofitted with Variable Frequency Drives (VFDs). VFDs will allow the pumps to modulate with any load fluctuations within the site. During low load conditions when the site has reduced cooling load, the VFDs will slow down the pumps while still meeting the cooling demands of the site. The VFDs will be programmed to maintain minimum evaporator flow requirements for the chiller at all times. The VFD can be controlled either through a discharge pressure sensor that maintains a fixed discharge pressure setpoint or through maintaining a constant differential pressure across a critical zone (often the last zone within the chilled water loop). Energy savings will be realized from a reduction in loading on the chilled water pumping equipment.

#### **EEM 3: VFD on Hot Water Pumps**

The heating hot water is distributed throughout the building by two (2) 5 HP single speed hot water pumps. The pumps are configured as system pumps and are sequenced to run in a lead-lag configuration as well.

It is recommended that the two (2) 5 HP single speed hot water pumps be retrofitted with Variable Frequency Drives (VFDs). VFDs will allow the pumps to modulate with any load fluctuations within the site. During low load conditions when the site has reduced heating load, the VFDs will slow down the pumps while still meeting the heating demands of the site. The VFD can be controlled either through a discharge pressure sensor that maintains a fixed discharge pressure setpoint or through maintaining a

constant differential pressure across a critical zone (often the last zone within the hot water loop). Energy savings will be realized from a reduction in loading on the hot water pumping equipment.

#### EEM 4: Install VFD on AHU-2

AHU-2, rated at 15 HP serves the buildings by providing conditioned air to the zones that it serves. Since this unit does not have any flow modulation controls, it runs at its rated design max load regardless of the load fluctuations within the zones that it serves.

It is recommended to retrofit this AHU with a Variable Frequency Drive (VFD). During low load days, the VFD will allow for the fans to slow down while still meeting the space conditioning demands. Energy savings will be realized from a reduction in load on the fan motor.

#### EEM 5: Upgrade to DDC Controls on Library

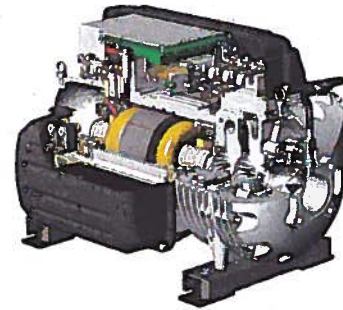
The current Energy Management System (EMS) within Library is an old Delta Control system that monitors the major HVAC equipment within the building. This control system is mainly used for scheduling equipment operation.

It is recommended that Library upgrade its control system to a full electronic Direct Digital Control (DDC) system. A robust fully electronic EMS will allow the site to control and operate the HVAC systems more optimally. EMS can be used to program equipment schedule, equipment sequence of operation, equipment staging, equipment monitoring, fault detection etc. A new EMS system will allow the Library to program new ways to control their HVAC equipment such that they consume the least amount of energy while still meeting the entire conditioning load. Energy savings will be realized from an overall improvement in equipment control.

## **Admin/Police Building:**

### **EEM 6: Replace Chiller with Magnetic Bearing Frictionless Chiller**

The load is managed by a single 80 ton Air Cooled Chiller (Carrier 30GN080). One of the compressors of this chiller was replaced 2 years ago. The building has several low load days where the chiller efficiency is significantly compromised. Therefore it is recommended to retrofit the existing water-cooled chillers with frictionless, oil less bearings and VFD driven compressors (see illustration to the right). A VFD driven chiller can adjust to varying loads and has a better part load efficiency. The new chillers will save energy during low load and will reduce wear and tear on the equipment.



### **EEM 7: VFD on Chilled Water Pumps**

The chilled water loop consists of two (2) 7.5 HP single speed primary chilled water pumps that distribute chilled water to all the cooling coils. The pumps are configured as system pumps and are sequenced to run in a lead-lag configuration.

It is recommended that the two (2) 7.5 HP single speed chilled water pumps be retrofitted with Variable Frequency Drives (VFDs). VFDs will allow the pumps to modulate with any load fluctuations within the site. During low load conditions when the site has reduced cooling load, the VFDs will slow down the pumps while still meeting the cooling demands of the site. The VFDs will be programmed to maintain minimum evaporator flow requirements for the chiller at all times. The VFD can be controlled either through a discharge pressure sensor that maintains a fixed discharge pressure setpoint or through maintaining a constant differential pressure across a critical zone (often the last zone within the chilled water loop). Energy savings will be realized from a reduction in loading on the chilled water pumping equipment.

### **EEM 8: Replace Domestic Hot Water Heater**

There are two (2) Domestic Hot Water Heaters that serve the domestic hot water needs of the building. These units are old and are at the end of their useful lives. These water heaters run at a very low efficiency.

It is recommended to replace these water heaters with instantaneous tankless water heaters. Standard water heaters continuously heat the water, while tankless water heaters are designed to deliver on-demand hot water at 95% efficiency. Tankless water heating technology is a more energy efficient way to heat water with the added benefit of saving space in mechanical rooms. Energy savings will be realized from an improvement in the system efficiency.

#### EEM 9: Retrofit Condensing Economizer

There is a 1950 MBH RBI Boiler that serves the heating load of the building. This boiler was installed 3 years ago and is a high efficiency standard boiler. The efficiency that this boiler runs at is around 84%. Since the hot water operating temperatures for the building is low and the hot water return temperature is less than 120 Deg F, it is recommended to retrofit this boiler with a condensing economizer.

A condensing economizer is a heat exchanger that extracts heat from the flue gases resulting from fuel combustion and utilizes the recovered heat to either pre-heat the incoming hot water OR re-purpose it for other heating needs. This retrofit helps to convert the standard boiler operation into a condensing boiler operation. A condensing economizer retrofit boiler can run at efficiency ratings as high as 88 – 90%. Energy savings will be realized from an improvement in equipment efficiency.

#### EEM 10: Isolate Police Dispatch

The Police Dispatch Area is used continuously, 24X7. Currently, it shares its conditioning with other areas that are on a schedule and thus forces the HVAC units serving the Police Dispatch and other areas to run continuously. This leads to wastage of energy.

It is recommended to isolate the police dispatch area and install a new unit that serves just this area. It is calculated that this unit will be a 5 - 8 ton unit. This will result in the current unit serving this area to go on a schedule and hence shut down when all the other areas that it serves shut down. Energy savings will be realized from equipment shut down.

#### EEM 11: Upgrade to DDC Controls on Admin/Police, and add DDC Controls to all other Civic Center Buildings (Gym, Rec, Gymnastics, MCC, Council)

The current Energy Management System (EMS) within the Admin/Police building is an old Delta Control system that monitors the major HVAC equipment within the building. This control system is mainly used for scheduling equipment operation. There are currently no controls at the other civic center buildings.

It is recommended that Admin/Police Building upgrade its control system to a full electronic Direct Digital Control (DDC) system, and that the other civic center buildings add the same DDC system in concert with the Admin/Police. A robust fully electronic EMS will allow the sites to control and operate the HVAC systems more optimally. EMS can be used to program equipment schedule, equipment sequence of operation, equipment staging, equipment monitoring, fault detection etc. A new EMS system will allow all of the buildings to program new ways to control their HVAC equipment such that they consume the least amount of energy while still meeting the entire conditioning load. Energy savings will be realized from an overall improvement in equipment control.

#### EEM 12: Bell Haven Pool Pump VFD

The building has two (2) pool pumps, one (1) rated at 15 HP and the other rated at 2.5 HP. These pumps provide a means of water circulation and filtration as required for the pool. The pumps operate on a

schedule, and since they have no controls on them, they consume the same amount of energy regardless of whether the pool is open, or the pool filtration system is clean or partially loaded.

It is recommended to install a VFD on the pump motors to enable the motors to vary their output power to match the required flow rate and pressure during open hours, and to reduce the flow rate of the pumps during closed hours. Energy savings are realized from a reduction in the load on the pumping system.

**Burgess Pool:****EEM 13: Burgess Pool Pump VFD**

The building has three (3) pool pumps, one (1) rated at 15 HP, one (1) rated at 5 HP and the third rated at 20 HP. These pumps provide a means of water circulation and filtration as required for the pool. The pumps operate on a schedule, and since they have no controls on them, they consume the same amount of energy regardless of whether the pool is open, or the pool filtration system is clean or partially loaded.

It is recommended to install a VFD on the pump motors to enable the motors to vary their output power to match the required flow rate and pressure during open hours, and to reduce the flow rate of the pumps during closed hours. Energy savings are realized from a reduction in the load on the pumping system.



**RESOLUTION NO.**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK APPROPRIATING \$462,233 FROM THE GENERAL FUND CIP FUND BALANCE FOR THE FACILITY ENERGY RETROFIT PROJECT FOR A TOTAL BUDGET OF \$787,233 AND AUTHORIZE THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH ECOLOGY ACTION FOR PROJECT MANAGEMENT SERVICES**

WHEREAS, staff has been working with the San Mateo County Energy Watch (SMC Energy Watch) program over the last year; and

WHEREAS, SMC Energy Watch program has performed an energy audit of City facilities at no cost to the City; and

WHEREAS, Ecology Action has estimated implementation of the improvements in the audit will result in a pay back of 8.9 years through energy savings and 12% reduction to energy-related GHG emissions of City facilities; and

WHEREAS, the City must complete the improvements in the energy audit by December 2014 in order to receive rebates; and

WHEREAS, the City Council authorizes the City Manager to execute an agreement with Ecology Action for project management services.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Menlo Park that the City Council does hereby authorize the appropriation of an additional \$462,233 for the Facility Energy Retrofit Project for a total budget of \$787,233 and authorize the City Manager to execute an agreement with Ecology Action for project management services.

I, Pam 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 twentieth day of August, 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 twentieth day of August, 2013.

Pamela Aguilar  
Acting City Clerk

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## PUBLIC WORKS DEPARTMENT

Council Meeting Date: August 20, 2013  
Staff Report #: 13-135

Agenda Item #: D-5

**CONSENT CALENDAR:** Amend the Bedwell Bayfront Park Gas and Flare Operations and Maintenance Agreement with Gas Recovery Systems (Fortistar) for an Additional Three-Year Period

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### RECOMMENDATION

Staff recommends that the City Council amend the Bedwell Bayfront Park Gas and Flare Operations and Maintenance Agreement with Gas Recovery Systems (Fortistar) for an additional three-year period.

### BACKGROUND

The City operates a closed landfill at Bedwell-Bayfront Park at 1600 Marsh Road near the intersection with Bayfront Expressway. The landfill was closed in 1982 and piping was installed to collect methane gas that is created as the trash decomposes. Fortistar was awarded an agreement to operate and maintain the gas collection system and a flare station (O&M Agreement) in 1987. The flare would be used if the gas-to-energy plant had to be shut down for maintenance or utility overloads. In 2005, Council approved an extension of this O&M Agreement for an additional five-year period, with a clause allowing the City Manager to extend it on a year-to-year basis for up to 10 years. The March 22, 2005 staff report is included as Attachment A.

A Gas Lease was also awarded to Fortistar's predecessor agency who operated the generators, creating electricity which was then sold to PG&E. The September 11, 2012 Study Session Staff Report is also included as Attachment B. It explains the terms of the Gas Lease. The amount of gas generated from the landfill has now decreased to the point where Fortistar believes it is no longer financially feasible to operate the plant and they wish to discontinue the Gas Lease.

On April 2, 2013, the City Council authorized staff to negotiate contracts to replace the landfill Gas Flare to prepare for the closing of the gas-to-energy plant and to enable the City to comply with newer air quality regulations. The staff report is included as Attachment C. Two Agreements were negotiated and executed as a result of Council's approval.

- (1) On June 13, 2013, a design and construction contract for replacement of the gas flare station was signed with Shaw Environmental, Inc. The design phase is

complete and plans are being reviewed by the City in preparation for issuance of a building permit. Construction is expected to be complete before the end of November 2013.

- (2) In July 2013, an interim agreement was negotiated with Fortistar to keep the gas-to-energy plant operating through the end of November when the replacement gas flare will be operational. Fortistar's original shutdown date was March 31, 2013 when their power purchasing agreement with PG&E expired. Staff also assisted Fortistar in extending the power purchasing agreement, but because of certain California Public Utilities Commission regulations the purchase price was reduced. This interim agreement is included as Attachment D.

## **ANALYSIS**

The current O&M Agreement is set to expire December 31, 2013. One of the conditions requested by Fortistar in the negotiations for the Interim Agreement is that the City extend the current O&M Agreement for another three years. City staff does not have the expertise to maintain the gas collection system, and operate the flare station to ensure that the City remains in compliance with all applicable and changing Bay Area Air Quality Management District regulatory requirements. Fortistar has been performing satisfactorily under the current O&M Agreement since 1987 and for this reason, staff supports this recommendation. This would also provide the City the opportunity to re-evaluate and study the feasibility to improve gas production, and the use of new technology to increase the gas-to-energy output if feasible.

As authorized by Council on April 2, 2013 staff negotiated this extension and believes it is a reasonable condition of the Interim Agreement with Fortistar to continue gas plant operations through November. The following provisions would apply:

1. City would extend the Agreement for three more years, from January 1, 2014 through December 31, 2016.
2. During the first 12-month period after the gas flare has been replaced, Shaw Environmental, Inc., the company who will design and construct the replacement flare, would operate it under a one-year warranty period. During this time period Fortistar's monthly fee would be reduced by approximately 17%, from \$4,230.47 to \$3,500.00 to only maintain the gas recovery system.
3. During the second and third years after the gas flare has been replaced, Fortistar will take over its operation and will again charge the current monthly fee of \$4,230.47 to operate and maintain the flare and gas recovery system.  
A draft 5<sup>th</sup> Amendment to the O&M Agreement is included as Attachment E.

## **IMPACT ON CITY RESOURCES**

There are sufficient funds in the FY 2013-14 landfill operating budget to cover the costs of extending the O&M Agreement for this fiscal year and funds will be included in operating budgets for each of the three additional years.

## **POLICY ISSUES**

These recommendations are consistent with State Public Contract Code requirements.

## **ENVIRONMENTAL REVIEW**

No environmental action is required to extend the O&M Agreement with Fortistar. The activities are categorically exempt under the current State of California Environmental Quality Act Guidelines, Section 15301 Class 1 (b).

## **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. March 22, 2005 Staff Report
- B. September 11, 2012 Staff Report
- C. April 2, 2013 Staff Report
- D. Interim Agreement with Fortistar
- E. Amendment #5 to Gas and Flare Operation and Maintenance Agreement

Report prepared by:  
Fernando Bravo  
Engineering Services Manager

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ATTACHMENT A  
**PUBLIC WORKS DEPARTMENT**

Council Meeting Date: March 22, 2005

Staff Report #: 05-048

Agenda Item #: D4

**CONSENT: Approval of a Five-Year Agreement with Gas Recovery Systems Inc.  
for Maintenance and Operation of the City's Gas Collection System  
and Flare Station at Bayfront Park**

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**RECOMMENDATION**

Staff recommends that the City Council approve a Five-Year Agreement with Gas Recovery Systems, Inc. (GRS) for maintenance and operation of the City's gas collection system and flare station at Bayfront Park.

**BACKGROUND**

The City of Menlo Park owns and operates a closed municipal solid waste disposal site, which is referred to as the Marsh Road Landfill at Bayfront Park. The landfill is a closed non-hazardous solid waste management facility covering approximately 155 acres of refuse-filled area, located on a 160-acre parcel at the northeastern end of Marsh Road.

As a sanitary landfill, the site is subject to the regulations of numerous agencies. One of these agencies is the Bay Area Air Quality Management District (BAAQMD). The BAAQMD set conditions for the City on the landfill closure. One of these conditions is to burn off the gas generated from the landfill as the garbage in it decomposes.

The methane gas collection system, power generation plant and flare station were completed in 1987 as required by Bay Area Air Quality Management District (BAAQMD). The collection system consists of a network of pipes just below the surface of the landfill that collects methane gas. The gas flows to the on-site gas-burning power generation plant where combustion occurs, producing electricity which is sold to PG&E. The flare at the plant is rarely used at the present time since the plant has the capacity to burn all the gas produced by the landfill. As the refuse material within the landfill decomposes, the flow rate and quality of gas flowing to the plant has decreased. For this reason, GRS periodically installs new piping in the landfill to capture more gas, which maximizes electricity production. Also over time the old polyvinyl-chloride pipe has deteriorated and is gradually being replaced with better quality high-density polyethylene pipe.

In 1982 the City entered into a 20-year lease with GRS' predecessor company to recover the gas produced by the landfill. The agreement for the lease term has continued beyond the 20-year term and will continue as long as gas is produced in paying quantities. The company then built the power generation plant and remaining sections of the collection system. GRS owns the power generation plant and about two-thirds of the gas collection system. The City owns the land, the flare and the other one-third of the collection system.

GRS' lease and the two subsequent amendments require a minimum rent payment of \$1800 per month. However, under the lease agreement GRS calculates 12.5% of their total revenue generated from the sale of electricity to PG&E from the plant and pays this amount for the monthly rent. During the first six months of this fiscal year, the City has received an average rent payment of \$5,630 per month from gas sales. Currently, the plant is producing about 1800 kilowatts, enough to power about 1000 homes.

Since 1987, GRS has been operating and maintaining the City's portion of the gas collection system and the City's flare. Their duties include routine inspections, maintenance, and testing required to maintain the facilities in good working order and to conform to the BAAQMD requirements. The proposed contract covers operation and maintenance of these City facilities.

## **ANALYSIS**

The City of Menlo Park does not have the expertise to maintain the gas collection system or to operate the flare station. GRS has been performing their duties satisfactorily, as required by the agreement. Since GRS owns the plant and most of the collection system, the city has continued to allow them to operate the flare and City system. In the event the City does not approve this Agreement, GRS could decide to terminate their lease and remove their facilities. During the six-year duration of the recently expired contract, GRS has increased their rates only once in 2002, even though the contract allowed them to do so on a yearly basis.

Attached is a copy of the agreement (See Attachment A). The scope of work for Gas Recovery Systems is described in Appendix 1. In summary, Gas Recovery Systems is required to monitor the gas collection system and flare station to insure that performance of the entire system meets the requirements of the BAAQMD. Staff has also included a clause in the agreement that allows the City to extend the five-year agreement on a year-to-year basis for up to 10 years.

## **IMPACT ON CITY RESOURCES**

The existing price of \$3,948 per month will remain in effect through the end of fiscal year 2004-2005. On July 1, 2005 GRS may increase the rate using the Consumer Price Index (CPI) as an escalator factor. GRS will have an option to do this again on July 1 of each year the contract remains in effect. The sale of electricity (about \$5,600 per month) currently offsets this cost by about one and one half times. In the future, however, that revenue will decrease gradually as the garbage decomposes and produces less methane.

## **POLICY ISSUES**

There are no policy issues associated with this staff report.



## **ENVIRONMENTAL REVIEW**

The project is categorically exempt under Class 1(b) of the current State of California Environmental Quality Act (CEQA) Guidelines and the City of Menlo Park's Environmental Review and Implementing Procedures.

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Virginia Parks  
Junior Engineer

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Ruben Niño  
Director of Engineering Services

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

**ATTACHMENT:** A. Agreement

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## PUBLIC WORKS DEPARTMENT

**Council Meeting Date: September 11, 2012**  
**Staff Report #:12-132**

**Agenda Item #: SS-1**

**STUDY SESSION:** Update on Bedwell Bayfront Park Funding Status, Operations, Landfill Regulatory Compliance and Tree Planting Grant

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The purpose of this Study Session is to update the City Council on Bedwell Bayfront Park Funding Status, Operations, Landfill Regulatory Compliance and Tree Planting Grant. No City Council action is required.

### **BACKGROUND**

The City of Menlo Park owns and operates a closed municipal, non-hazardous solid waste disposal site known as Bedwell Bayfront Park (BBP). The park covers approximately 156 acres of a 160-acre parcel at the northeastern end of Marsh Road next to San Francisco Bay.

Landfill operations were originally established by San Mateo County at the site in 1957. In 1957, San Mateo County purchased 15-acres of the salt pond adjacent to the West Bay Sanitary District sewage treatment plant at the end of Marsh Road. The County originally operated a solid waste incinerator there, but the operation was unsuccessful and the plant was removed. The South County Garbage and Refuse Disposal District (SCGRDD or "the District") took over the area and set up a conventional sanitary landfill using the fill and cover method of refuse disposal. A February 1960 map shows Belmont, San Carlos, Redwood City, Woodside, Atherton and Menlo Park within the then existing boundary of the SCGRDD. Between 1961 and 1976, additional parcels of land were acquired adjacent to the original 15 acres to create the 160 acre parcel in existence today.

In 1968, the City took over responsibility for the landfill in order to ensure high standards in landfill operation and eventually, the development of a park to meet the needs of the residents. The construction of BBP was initiated in 1982 and was completed in 1995. Currently, the park is designed as a passive open space area with minimal improvements, including bike/pedestrian trails and restrooms. In conjunction with the park construction, gas recovery and leachate control projects were also built to ensure that the closed landfill met all regulatory requirements.

## **FUNDING**

Current funding for the BBP consists of two separate funds. The BBP Maintenance Fund is a sinking fund used for expenses related to the operations and maintenance of the park facilities. The BBP Maintenance Fund currently has a balance of \$780,000, with current annual expenses of \$108,000.

The BBP Landfill Fund is used for all regulatory compliance expenses related to the closed landfill. The BBP Landfill Fund receives revenue through the garbage fees collected as well as royalty payments from the gas lease discussed later in this report. The BPP Landfill Fund currently has a fund balance of \$2,960,000, with current annual expenses of \$330,000.

### **Funding Pre-2003**

In 1971, in anticipation of the construction of the park, the City imposed fees on each ton of waste disposed of in the landfill to fund land acquisition, administration, operation and park development, as well as park maintenance. These fees were placed in the Bayfront Park Development Fund, and the Bayfront Park Maintenance fund, respectively. The Bayfront Park Maintenance fund was developed with the intent that the interest earned would pay for the ongoing maintenance of the park. Contributions to this fund ended when the landfill was closed in 1984.

In 1976 when the Environmental Impact Report for BBP was prepared, the annual cost to maintain the park was estimated at \$75,000. This estimate did not include the full cost of satisfying yet unknown regulatory requirements related to the ongoing environmental issues associated with closed landfills. By 2001 the annual cost of satisfying the landfill regulatory requirements was approximately \$290,000, and the park maintenance costs were approximately \$160,000. Between these two expenses, the maintenance fund was being depleted by \$450,000 annually.

In May 2001, the City Council discussed the need to develop a funding strategy to cover the ongoing maintenance costs of BBP, which was a mixture of park maintenance and landfill maintenance requirements. In May 2001, it was estimated that the maintenance fund would be depleted in FY 2005-06 resulting in a \$500,000 annual impact to the General Fund operating budget and an additional \$500,000 every three years to cover capital costs to address post-closure regulatory requirements. At this meeting the City Council directed staff to pursue the preparation of a feasibility study to look at revenue generating uses for BBP. In March 2002, the City Council decided not to proceed with a feasibility study looking at development options at BBP that may have generated revenue.

### **Funding 2003 and later**

#### **BPP Landfill Fund**

In January 2003, the City Council approved the funding of landfill regulatory compliance requirements at BBP by increasing the solid waste fee. In FY 2003-04 the Bayfront Park Landfill Fund was created for this purpose. This action ensured that the regulatory

compliance activities associated with the landfill would be fully funded on an on-going basis, however park maintenance costs were still being funded out of the BBP Maintenance Fund. As of June 30, 2012, the BBP Landfill Fund had an estimated fund balance of approximately \$2,960,000. As these funds are collected through the solid waste fee program, their use is restricted to landfill related expenses and cannot be used for park operations.

### **BBP Maintenance Fund**

In 2003 the funds remaining in the BBP Development Fund were moved to the BBP Maintenance Fund to cover park operating and maintenance related costs. The fund was still a sinking fund, with the revenue earned used to pay for ongoing maintenance. Between 2004 and 2006 the City explored the possibility of active recreational uses at the BBP which might generate income for BBP maintenance. An advisory ballot measure regarding active uses at the BBP was placed before the voters and it was voted down in 2006 and plans to develop the Park for active recreational uses was abandoned.

In 2011, because the BBP Maintenance Fund was being depleted and projected to run out of funds in the next 4-5 years, staff revised the scope of services provided at the park from park ranger service to park maintenance service. Staff evaluated the services and felt that it was not necessary to have ranger service all day and that the main service needed was to provide general cleaning of the restrooms and litter removal. Staff met with the Friends of Bayfront Park and presented the revised scope of services to the Parks and Recreation Commission who both supported the recommendation. The largest portion of the annual park maintenance cost was providing ranger service at an estimated annual cost of over \$130,000. The City Council approved the revised service in September 2011 which resulted in an annual savings of over \$100,000. Since the service change took effect, staff has not received any complaints regarding this change in service. Staff met with Friends of BBP earlier this year to review the change of service and they were generally satisfied. As of June 30, 2012, the BBP Maintenance Fund has an estimated fund balance of \$780,000. Staff estimates the fund to be depleted in seven to eight years based upon the current annual expenditure of \$108,000.

In addition to the on-going maintenance needs, there are significant capital investments needed at the park. The park was developed over a 13-year period, with the last phase occurring in 1995. The pathways and perimeter road have a useful life of 10 years and 15 years, respectively. The main entrance road has a 20-year life. In November 2005, staff anticipated the following capital costs for improvements of facilities and infrastructure at the park. These costs are over and above the annual maintenance cost.

<b>Capital Project</b>	<b>Estimated Cost</b>
Pathway Renovation (290,000 square feet - Bike/Pedestrian)	\$1,823,000
Perimeter Road Resurfacing (149,000 square feet)	\$464,000
Main Road Resurfacing (691,000 square feet)	\$2,229,000
Restroom Wall Replacement	\$48,000
Restrooms (Pump System Replacement)	\$18,000

Because of other City priorities and the limitations of the BBP Maintenance Fund, the City has not completed any of these projects. Currently, the only source of income for this fund is interest earned on the principle. Funding for these improvements needs to be determined. However, as part of the Development Agreement for the Menlo Gateway project, the Developer has agreed to provide a minimum of \$350,000, potentially up to \$500,000 in funding for capital improvements at Bedwell Bayfront Park if the project moves forward. Per the terms of the Development Agreement, the capital improvements to be made with these funds shall be determined by the City Council through a City public outreach process.

**GAS RECOVERY SYSTEM**

As the refuse in a landfill decomposes through biological, chemical and physical processes, it gives off gas that can seep to the surface. The City has responsibility to monitor, collect samples and dispose of the gas generated from the landfill.

To comply with Bay Area Air Quality Management District (BAAQMD) regulatory requirements, as part of the landfill closure plan, the City covered the refuse with clay. This clay cap provides a seal to prevent gas from leaking to the atmosphere and from water infiltrating the landfill. A network of pipes and gas wells were embedded just beneath the surface to vacuum the gases and direct them to the flare where they are incinerated. Fortistar, the company who the City contracted with for gas collection and flare maintenance at the park, expanded the existing gas collection system and installed a power generation plant which was completed in 1987. The City of Menlo Park was one of the first to install such a system. The gas now flows from the pipe network to the on-site gas-burning power generation plant where combustion occurs, producing

electricity which is sold to PG&E. This prevents the formation of pockets of methane gas which create a fire hazard underground or on the surface.

The current gas recovery and power generation system uses four thirty-year old generators. Only one or two operate at any given time due to the reduced quantity of methane gas being generated by the landfill. These old generators are near the end of their lifecycle, are difficult to maintain and repair, and are inefficient and noisy. As a result of increasingly stringent air quality standards, the latest of which took effect January 1, 2012, the generators are now considered to be operating above the nitrogen oxides (NOx) limits allowable by California Air Quality Standards. In 2011, the California Air Resources Board granted Fortistar a two-year extension to continue to operate the generators.

Fortistar has two separate agreements with the City: one agreement is to operate and maintain the gas recovery system and flare for regulatory compliance; and the second agreement is a lease for the gas recovery operations used to generate electricity.

### **Maintenance Agreement**

Fortistar owns the power generation plant and about two-thirds of the gas collection system. The City owns the land, the flare and the other one-third of the collection system. The flare at the plant is rarely used since the power plant has the capacity to burn all the gas produced by the landfill. Since Fortistar owns the plant and most of the collection system, the City has continued to allow them to operate the flare and City system.

The current Fortistar maintenance contract was signed on May 18, 2005 and lasted through December 31, 2010 with the option for the City to renew annually, for up to five more years. This agreement is for Fortistar to monitor the collection system and flare station to insure performance of the entire system and to meet BAAQMD regulatory requirements. The City pays Fortistar a monthly fee of \$4,230.47 to perform this service. This fee adjusts annually based upon the San Francisco Bay Area Consumer Price Index. The City's current contract for regulatory compliance with Fortistar expires on December 31, 2012. Fortistar has been performing their duties satisfactorily, as required by the operation and maintenance agreement and Staff has been renewing the contract annually.

### **Lease Agreement**

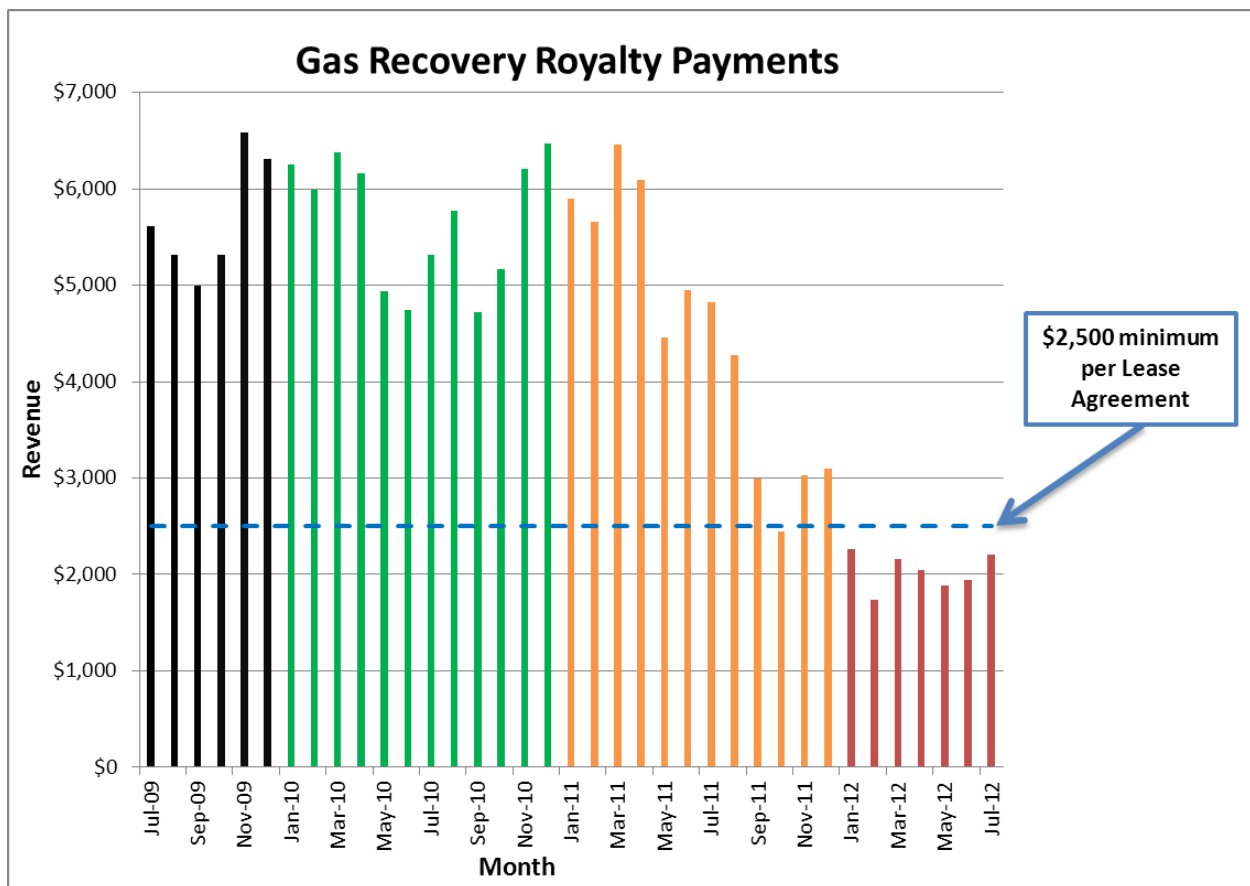
The lease agreement for the gas recovery with Fortistar was entered into in 1982 and was an initial 20 year gas lease. Per Article IV of the lease:

“4.1 This Lease shall become effective on the date hereof and shall remain in force for a primary term of twenty (20) years and as long thereafter as Refuse Gas/or Constituent Products are produced in paying quantities (or while such obligation is excused pursuant to Article X), but in no event shall this Lease remain in force for longer that the maximum period allowed by law. As used herein “produced in paying

quantities” shall mean that royalties received by Lessor from the sale of said Refuse Gas and/or Constituent Products shall equal at least \$2,500 per month.”

The royalty payments received from Fortistar as part of the lease are deposited into the BBP Landfill Fund. Over the last 3 years, royalty payments received from Fortistar have been decreasing due to a reduction in methane, which could be a result of the condensate building up in the gas wells, or an increase in leachate within the landfill. The royalty payment received from Fortistar for October 2011 was \$2,445.32, the first time it had dropped below the \$2,500 level identified in the Lease agreement. While royalty payments bounced back above the \$2,500 level for the months of November and December, they have dropped and stayed below \$2,500 for the entire calendar year of 2012. While the City now has the option of canceling the gas lease, staff does not recommend that option as there are no contingency plans in place to deal with the operation of the gas collection system. If the City cancels the lease at this time, the gas would need to be burned using the old flare station, which itself is in need of significant repair or replacement.

The chart below shows the royalties the City has received over the last three years.



Looking ahead, there are a number of different scenarios for the methane recovery system as follows:



- Given the drop in royalty payments, both the City and Fortistar have the option of cancelling the Lease. If the gas lease is terminated, the City would have the option to contract with another company to recover the gas, to feed the landfill gas to the flare once it is repaired, or to install some other gas recovery technology. Feeding the gas to the flare would end the revenue stream from the electricity sales to PG&E. Installing an alternative gas recovery technology might require a significant capital investment which may not be warranted due to the decreasing levels of methane.
- Fortistar has the option to request another time extension from the BAAQMD between now and December 31, 2013 to continue operating the old generators and maintain the status quo.
- Fortistar may decide to replace its old generators with newer, more efficient ones that will operate in compliance with current air regulations. This would require a significant capital investment on their part and would occur only if Fortistar's return on the investment can occur within a reasonable timeframe.

In FY 2011-12 the CIP program had funds to perform a Gas Collection System Improvements Study and Conceptual Design Project. This project will look into alternative design options for enhancing the gas collection system. Because an increase in leachate within the landfill is believed to be impacting the methane gas, this effort has been moved back until after the existing leachate system is analyzed and upgraded starting in FY13-14. In the interim, Staff has been working with Fortistar to address gas condensate (liquid) that is filling up their wells and lowering methane collection. The plan is to remove the liquid from the wells and pipe it to a nearby leachate sump pump for disposal in the sanitary sewer system. It is anticipated that these improvements will be on-line by October of this year and hopefully reverse some of the decline in methane available for power generation.

## **LEACHATE RECOVERY SYSTEM**

Another waste product generated as the refuse in a landfill decomposes through biological, chemical and physical processes, is an acidic liquid called leachate. The City has responsibility to monitor, collect samples and dispose of the leachate generated from the landfill. The leachate is captured through a system of pipes and sumps and removed to a wastewater treatment plant for treatment and disposal. If not captured, it can enter and contaminate the ground water and the Bay.

As with the gas recovery system, City staff did not have the expertise to capture and dispose of the leachate. In the late 1980's, seven sump pumps were installed along the perimeter of the landfill for manual extraction of the leachate. In 1990, the State Water Quality Control Board (SWQCB) required this system to be upgraded to ensure that leachate would not contaminate the adjacent slough, salt ponds or the Bay. The City contracted with Shaw Environmental Inc. (formerly EMCON) to design a leachate

control system for the landfill. In 1991, this larger leachate monitoring and collection system was installed consisting of nine wells and the existing extraction sumps. The system was designed to discharge leachate into the West Bay Sanitary District (WBSD) sewer main for ultimate treatment and disposal at the South Bayside System Authority (SBSA) wastewater treatment facility in Redwood City. Shaw Environmental, Inc. has monitored and operated the leachate pumping system, collected and analyzed leachate samples, and prepared monitoring and analysis reports for regulatory agencies and the City since 1991.

In 1994, the City sent requests for proposals (RFPs) to local area consulting firms to determine whether a more cost effective arrangement for maintenance of the leachate system could be arranged. Shaw Environmental Inc.'s proposal was the most thorough and cost-effective because of their long involvement and expertise in monitoring and reporting on the site. On October 8, 2008, the Council decided again to continue the City's arrangement with Shaw Environmental, Inc. and authorized a contract for one year with the option to extend for four additional years. It has been extended annually and is due for renewal on November 30, 2012. Staff is satisfied with their work and plans to renew the contract for another year, putting the expiration date at October 8, 2013.

The existing leachate collection system is in need of replacement. Parts of the system are over twenty years old. Shaw Environmental is responsible for only minor repairs and improvements on an ongoing basis as part of their maintenance contract with the City. Included in the City's 5-year CIP plan for FY 2013-14 is the upgrade to the existing Leachate collection system. A significant challenge in upgrading the existing leachate collection system is the anticipated additional requirements by regulatory agencies. The existing system was constructed based on older standards, and the newer standards will most likely generate a significant increase in the amount of leachate collected, with a corresponding significant increase in treatment/disposal costs paid to WBSD and SBSA. However, as more leachate is removed from the landfill, it potentially could improve the amount of gas generated and collected through the gas recovery system.

### **TREE AND SHRUB PLANTING PROJECT GRANT**

In March 2011, the City was awarded a \$350,000 grant from the California State Resource Agency to plant 1,000 native trees and shrubs at BBP. Currently, there are 3,000 trees and shrubs established at the park, and many of these species are not native to California. The park also provides valuable habitat for wildlife and migratory birds.

The tree and shrub planting project concept was approved by Council in September 2010, and a mitigated negative declaration for the project was approved by Council in January 2011. The mitigated negative declaration included specific measures to protect wildlife species and migratory birds, such as maintaining a "tree free" 500 foot wide buffer around the edge of the park. Both Council meetings included numerous

comments against planting trees and shrubs at the park from residents and users of the park. At the January 2011 Council meeting, staff was directed to:

1. Measure soil depth during the planting design phase.
2. Proceed with public outreach to include expertise from the community and involve the Environmental Quality Commission and the Parks and Recreation Commission.
3. Bring a draft plan to the City Council prior to going forward with implementation.

To date, staff has continued to work on the Tree and Shrub Planting Project by meeting with the Friends of BBP and conducting soil depth measurements in preparation for developing a design plan. Staff will be issuing a request for proposal this fall to hire an environmental restoration and enhancement firm to plan and design the tree and shrub planting project. The conceptual plan will be presented to the Friends of BBP, Environmental Quality Commission, and Parks and Recreation Commission for input before bringing the plan to Council early next year. Staff will also conduct a survey of park users to gain additional feedback about the tree and shrub planting project.

## CONCLUSION

Efforts are being made on multiple fronts to address the challenges identified in this report. While new funding for the operation and maintenance of the park has yet to be identified, there are a few years left before the existing fund is depleted. Projects have been programmed into the Five-Year Capital Improvement Program to address the gas and leachate collection systems, however the current gas recovery arrangement with Fortistar and their aging generators still needs to be addressed. Finally, the tree and shrub planting project is on schedule and moving forward.

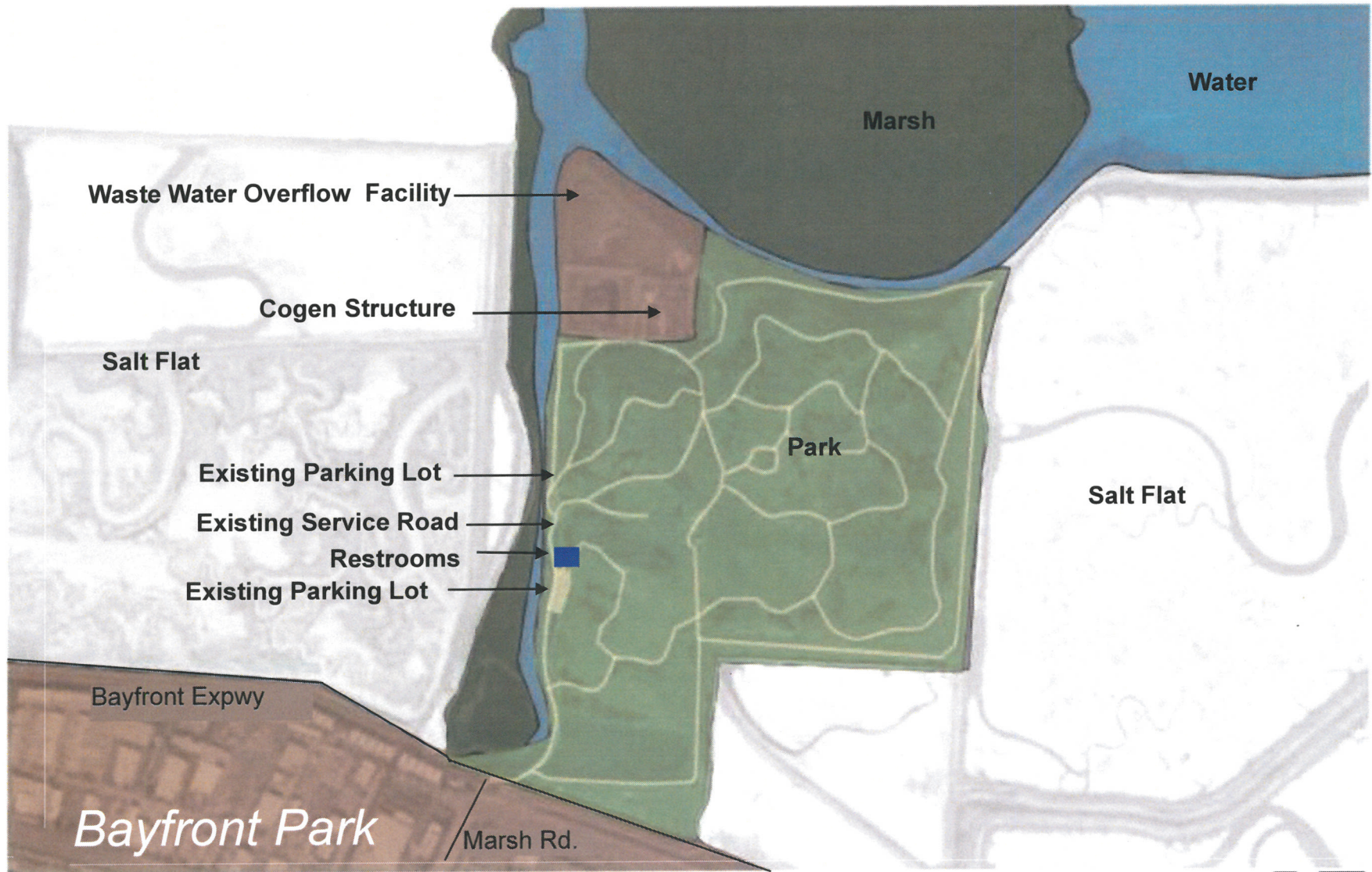
Signature on File  
Roger Storz  
Senior Civil Engineer

Signature on File  
Charles Taylor  
Public Works Director

**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. Aerial Map Bedwell Bayfront Park





## PUBLIC WORKS DEPARTMENT

**Council Meeting Date: April 2, 2013**  
**Staff Report #: 13-055**

**Agenda Item #: F-4**

### **REGULAR BUSINESS:**

Adopt a Resolution Appropriating \$500,000 from the Bedwell Bayfront Park Landfill Fund, Waiving the Public Bidding Requirement, and Authorizing the City Manager to Award and Execute Contracts for the Gas Flare at Bedwell Bayfront Park Landfill and Authorizing a Total Budget of \$500,000

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### **RECOMMENDATION**

Staff recommends that the City Council adopt a Resolution (Attachment A) authorizing the following actions:

1. Appropriate \$500,000 from the Bedwell Bayfront Park Landfill fund balance;
2. Make the finding that an emergency exists to waive the public bidding requirement (4/5s vote required); and
3. Authorize the City Manager to award and execute contracts and any additional agreements necessary for the operation of the gas flare with a total budget not to exceed \$500,000.

### **BACKGROUND**

The City operates a closed landfill at Bedwell-Bayfront Park at 1600 Marsh Road near the intersection with Bayfront Expressway. The landfill was closed in 1982 and a system of pipes and wells was installed soon thereafter to collect methane gas. In 1982, Fortistar was awarded a gas lease to build, maintain, and operate a gas to energy plant. The gas was piped to a gas recovery plant and through a combustion process power was generated and sold to the electrical grid. A gas flare was also installed in 1982, so that in case the plant had to shut down for repairs or on rare occasions when PG&E could not accept energy, the gas could be discharged via the flare. The flare would combust the gas at a high temperature, breaking it down to water vapor and carbon dioxide. Because of its age and infrequent usage, the flare is in poor condition and needs comprehensive mechanical and electrical repair. This equipment has not been operated on a regular basis since 1999. Since then, the gas plant could process all the gas generated from the landfill and no excess gas needed to be directed to the flare. Between 1999 and 2006, the flare was operated only on short and rare occasions.

Early this year, staff began looking at the feasibility of repairing the flare and completed a scope of work to bring the flare back to operation. In February, staff completed informal bid documents to solicit informal bids for the repairs of the flare system.

On March 21, Fortistar informally notified the City that they would stop operating the plant as of March 31, 2013 because Fortistar's power purchase agreement with PG&E was to expire on that date. Normally, Fortistar would simply redirect the gas flow to the flare. But it is not operational at present. If the gas is not used by the plant and cannot be directed to the flare, it will build up in the collection system causing system issues and potential violations of the current permit. Fortistar will continue to monitor the surface to ensure that no surface leaks exceed the legal limit. If limits are exceeded, ambient air quality may decrease and the City and Fortistar may be in violation of air quality regulations, risking a fine of up to \$25,000 per day.

Because of the urgency of the situation, the City has been working with PG&E and Fortistar to work out an interim agreement to allow the existing arrangement with PG&E to continue until the City completes the flare repairs project. It is anticipated the flare repairs will be completed by September of this year. Staff will be working very closely with the selected contractor to expedite this work, including working with PG&E and Fortistar to keep the power generators in operation until this project is completed.

## **ANALYSIS**

On February 27, 2013, the City published an invitation for informal bids to repair the flare. On March 28, 2013, at 2:00 p.m. one bid was submitted in the amount of \$295,201 and opened for the Design and Maintenance Repairs to the Gas Flare at Bedwell Bayfront Park Landfill Project. Staff believes the bid is high and is requesting the City Council to authorize staff to negotiate contracts with contractors to construct the Gas Flare at Bedwell Bayfront Park Landfill and authorize the City Manager to award and execute contracts and any additional agreements necessary for the operation of the gas flare with a total budget not to exceed \$500,000.

During the design and maintenance repairs to the Gas Flare, Fortistar will continue to operate, maintain and monitor the gas collection system. The contractor for the flare repair will meet and coordinate with Fortistar to ensure that the work of one does not delay or interfere with the work of the other.

## **IMPACT ON CITY RESOURCES**

The Design and Maintenance Repairs to the Gas Flare at Bedwell Bayfront Park Landfill Project has not been included in the 5-year Capital Improvement Plan. A budget appropriation is necessary to fund this project. The current balance for the Bedwell Bayfront Park Landfill Fund is \$3.4 million.

Staff is requesting a budget of \$500,000 for construction and maintenance of the Gas Flare at Bedwell Bayfront Park Landfill Project. The budget includes contingency to allow for unknowns during the repairs to the gas flare and staff administration.

## **POLICY ISSUES**

These recommendations are consistent with State Public Contract Code requirements and the City of Menlo Park municipal code ordinance on informal bidding procedures.

Because of the urgency as described above, staff is requesting that the Council waive the competitive bidding requirements. Competitive bidding may be waived if the Council makes a finding, by 4/5s vote, that an emergency exists.

## **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. Resolution

Report prepared by:  
Fernando Bravo  
Engineering Services Manager

**RESOLUTION NO.**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK APPROPRIATING \$500,000 FROM THE BEDWELL BAYFRONT PARK LANDFILL FUND BALANCE FOR THE GAS FLARE AT BEDWELL BAYFRONT PARK LANDFILL, WAIVING THE PUBLIC BIDDING REQUIREMENT AND AUTHORIZING THE CITY MANAGER TO AWARD A CONTRACT AND EXECUTE NECESSARY CONSTRUCTION AGREEMENTS FOR THE GAS FLARE AT BEDWELL BAYFRONT PARK LANDFILL AMOUNT NOT TO EXCEED \$500,000**

The City of Menlo Park, acting by and through its City Council, having considered and been fully advised in the matter and good cause appear therefore.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Menlo Park that the City Council does hereby authorize the appropriation of \$500,000 from the Bedwell Bayfront Park Landfill fund balance for the gas flare at Bedwell Bayfront Park Landfill Project; and

BE IT FURTHER RESOLVED that said Council does hereby make a finding that an emergency exists and therefore waive the formal bidding requirements for the gas flare at Bedwell Bayfront Park Landfill; and

BE IT FURTHER RESOLVED that said Council does hereby authorize the City Manager to award a contract and execute all necessary agreements for the gas flare at Bedwell Bayfront Park in an amount not to exceed \$500,000.

I, Margaret S. Roberts, 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 second day of April, 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 second day of April, 2013.

Margaret S. Roberts, MMC  
City Clerk



**AGREEMENT WITH INDEPENDENT CONTRACTOR No. \_\_\_\_\_**

Contractor Name and Address  
 Gas Recovery Systems, LLC  
 A Fortistar Company  
 3005 Douglas Blvd., Suite 105  
 Roseville, CA 95661  
 (916) 789-2250 ext.108

Contractor: Upon completion of work or agreed-upon work periods, mail invoice with above Agreement Number to:  
**Department:** Public Works Engineering  
**Attention:** Virginia Parks  
**Address:** 701 Laurel Street  
**City, State, Zip:** Menlo Park, CA 94025  
**Phone:** 650.330.6740

**Provisions of Services for the Operations and Landfill Gas Collection Systems at  
 Bedwell Bayfront Park**

It is agreed between the City of Menlo Park, California, and Contractor as follows:

1. Services to be performed by Contractor. In consideration of the payments hereinafter set forth, Contractor shall perform services for City in accordance with terms, conditions and specifications set forth herein and in Exhibit "A" attached hereto for the City of Menlo Park.
2. Contract Term. The term of this agreement shall be from June 1, 2013 to November 30, 2013 unless terminated earlier by the City.
3. Payments. In consideration of the services rendered in accordance with all terms, conditions and specifications set forth herein and in Exhibit "A," City shall make payment to Contractor in the manner specified herein and in Exhibit "A." In the event that the City makes any advance payments, Contractor agrees to refund any amounts in excess of the amount owed by the City at the time of contract termination. The City reserves the right to withhold payment if the City determines that the quantity or quality of the work performed is unacceptable. In no event shall total payment for all services under this agreement exceed **\$35,000.00** plus up to 10% of the contract amount if needed and only if approved by both parties in writing.
4. Relationship of the Parties. Contractor agrees and understands that the work/services performed under this agreement are performed as an Independent Contractor and not as an employee of the City and that Contractor acquires none of the rights, privileges, powers or advantages of City employees.
5. Insurance and Indemnity. Contractor, at its own expense, shall provide and keep in force, commercial liability insurance insuring against liability for bodily injury and property damage arising out of its work in an amount of not less than One Million Dollars (\$1,000,000.00) for injury to, or death of one person in any one accident or occurrence, and in an amount of not less than Two Million Dollars (\$2,000,000.00) for injury to, or death of more than one person in any one accident or occurrence, and in the amount of not less than One Million Dollars (\$1,000,000.00) per occurrence in respect to damage to property. City shall be named as an additional insured on Contractor's insurance policy Contractor shall provide City with a certificate of insurance coverage evidencing said coverage, including a copy of all declarations of exclusions, prior to commencing work. The Contractor shall maintain Automobile Liability Insurance pursuant to this Contract in an amount of not less than One Million Dollars (\$1,000,000) for each occurrence combined single limit or not less than One Million Dollars (\$1,000,000) for any one (1) person, and one million dollars (\$1,000,000) for any one (1) accident, and three hundred thousand dollars, (\$300,000) property damage. To the full extent permitted by law Contractor agrees to defend, indemnify and hold City, its employees, agents, and officers, harmless from any and all claims, damages, and liability in any way occasioned by or arising out of the contractor's negligent performance of services under this agreement, breach of contract or construction defects arising out of Contractor's work.
6. Non-assignability. Contractor shall not assign this Agreement or any portion thereof to a third party without the prior written consent of City, and any attempted assignment without such prior written consent in violation of this Section shall automatically terminate this Agreement.
7. Termination of Agreement. The City may, at any time, terminate this Agreement, in whole or in part, for the convenience of City, by giving written notice specifying the effective date and

scope of such termination. In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereinafter referred to as materials) prepared by Contractor under this Agreement shall become the property of the City and shall be promptly delivered to the City. Upon termination, the Contractor may make and retain a copy of such materials. Contractor shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement.

8. Worker's Compensation Insurance. Contractor agrees and understands that the City does not provide Worker's Compensation Insurance to, or on behalf of, the Contractor for the work/services performed, but that said insurance is the sole responsibility of the undersigned.

9. Payment of Permits/Licenses. Contractor shall obtain any license, permit, or approval if necessary from any agency whatsoever for the work/services to be performed, at his/her own expense, prior to commencement of said work/services or forfeit any right to compensation under this Agreement.

10. Non-Discrimination. No person shall illegally be excluded from participation in, denied the benefits of, or be subjected to discrimination under this Agreement on account of their race, sex, color, national origin, religion, age, or disability. Contractor shall ensure full equal employment opportunity for all employees under this Agreement.

11. Retention of Records. Contractor shall maintain all required records for three years after the City makes final payment and all other pending matters are closed, and shall be subject to the examination and /or audit of the City, a federal agency, and the state of California.

12. Merger Clause. This Agreement, including Exhibit "A" and "B" attached hereto and incorporated herein by reference, constitutes the sole Agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the City. In the event of a conflict between the terms, conditions, or specifications set forth herein and those in Exhibit "A" attached hereto, the terms, conditions, or specifications set forth herein shall prevail.

13. Prevailing Wages. Prevailing wages must be paid for all of the work to be done. A tabulation of the various classifications of workers to be employed and the prevailing rate of wages applicable thereto is available from the California Department of Industrial Relations Website.

**THIS CONTRACT IS NOT VALID UNTIL SIGNED BY BOTH PARTIES**

\_\_\_\_\_  
Alex D. McIntyre, City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attest: City Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor Name Printed

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor's Tax I.D. Number or Social Security Number

Attachment: Exhibit A – Scope of Work  
Exhibit B – Dispute Resolution

# EXHIBIT A

Gas Recovery Systems, LLC  
a Fortistar Company  
3005 Douglas Blvd., Suite 105 ♦ Roseville, CA 95661  
Tel. (916) 789-2250 ♦ Fax (916) 789-2256

July 23, 2013

Mr. Fernando Bravo, P.E.  
Engineering Services Manager  
City of Menlo Park  
701 Laurel Street  
Menlo Park, CA 94025

Subject: Proposal of Gas Recovery Systems, LLC for the Provision of Services

Dear Mr. Bravo:

Gas Recovery Systems, LLC ("GRS") is pleased to present the attached proposal for the City of Menlo Park's ("City") consideration of Fortistar's continued operation of its Gas Recovery Systems LLC Menlo Park, CA landfill gas to energy facility, reflecting our phone conversation of July 16, 2013.

In that time is of the essence for both parties, the enclosed offer is being extended for the City's consideration for a period ending Tuesday, July 30, 2013.

We look forward to further assisting the City with its environmental responsibilities associated with Bayfront Park, and are readily available to discuss this proposal at your convenience, at (916) 789-2250 ext. 108.

Cordially,  
  
Tony Wetzel  
Vice President, Business Development

Attachment

CC: Thomas Gesicki  
Anthony Falbo  
Suparna Chakladar

This Term Sheet is for discussion purposes only. Until such time as Purchaser and Contractor execute a definitive, binding Agreement, approved by their respective senior management, Board of Directors, Members and/or Banks, neither party shall have any liability or obligations towards the other, and neither party may rely on the proposed business arrangements set forth herein until that definitive, binding Agreement is executed.

**PROPOSAL FOR PROVISION OF SERVICES UNDER A SUPPLEMENTAL AGREEMENT**

Purchaser: City of Menlo Park ("City")  
Contractor: Gas Recovery Systems, LLC ("GRS")  
Date: July 23, 2013

Proposal Summary: Under the terms of an agreement to be executed by the parties, Gas Recovery Systems LLC ("GRS") will provide continued operation of its existing Menlo Park, CA landfill gas to energy facility, including the one reciprocating engine generator set now in operation (the "Facility"), for the combustion of landfill gas collected through the existing landfill gas collection system at Bayfront Park, Menlo Park, CA ("GCCS") until such time the City's new landfill flare is placed in service.

Term: June 1, 2013 and continuing for a minimum of four (4) months. Either party may terminate the agreement by providing the other party five (5) days notice at any time after the City's new landfill gas flare is placed in service. In no event will such term extend beyond November 30, 2013. (Note: the foregoing outside termination date is based on the assumption that Pacific Gas & Electric Company ("PG&E") consents to a two month extension of the existing GRS – PG&E power purchase agreement for the Facility, on similar terms and conditions as that now in place. Without such extension, the termination date will be September 30, 2013.)

**Task #1: Top End Overhaul of Existing Generator Set.**

GRS will undertake an overhaul of the Facility's operating Superior reciprocating engine generator set within fifteen (15) business days of the parties execution of an agreement based on this proposal, with such overhaul estimated to take no longer than five (5) consecutive days.

Charges for Task #1:

Total Cost (est.) -	\$40,000.00
City Share of Cost -	\$20,000.00

**Task #2: Operation of Landfill Gas to Energy Facility.**

GRS will provide continued operation of the Facility utilizing the landfill gas collected through the GCCS. Such operation will continue until the earlier of either party providing notice of termination of the agreement or November 30, 2013. GRS will utilize commercially reasonable efforts, following prudent electric industry practices, to ensure the maximum continuous operation of the Facility for the period of the foregoing services.

Monthly Charge to City for Task #2:	\$2,500.00
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Other:

- (1) City will agree to suspend GRS' obligations for the payment of a royalty as required under Article VI of the *Gas Lease Agreement* between the City and GRS, dated April 13, 1982 ("Gas Lease").

This Term Sheet is for discussion purposes only. Until such time as Purchaser and Contractor execute a definitive, binding Agreement, approved by their respective senior management, Board of Directors, Members and/or Banks, neither party shall have any liability or obligations towards the other, and neither party may rely on the proposed business arrangements set forth herein until that definitive, binding Agreement is executed.

- (2) City will actively participate with GRS in the discussions with PG&E concerning a sixty (60) day extension of the current power purchase agreement between GRS and PG&E.
- (3) City will permit GRS to discharge a maximum of 2000 gallons per day of condensate from the GRS facility into the City's leachate collection system. Fortistar agrees to retain a tank on site to store any condensate in excess of the 2000 gallon per day limit until the following month. At the termination of the Gas Lease, GRS will dispose of any remaining facility condensate at its own cost, or until such condensate can be discharged into the City's leachate collection system the following month.
- (4) The City will charge GRS \$0.011 per gallon for all condensate discharged by GRS into the City's leachate collection system. The City will read the condensate discharge meter on a monthly basis, and invoice GRS by no later than March 31, 2014 for all discharges in 2013. GRS will pay such invoice within thirty (30) days of receipt.
- (5) Nothing in this proposal will relieve GRS from its continuing obligations under the *Agreement for Operation and Maintenance of Gas Recovery Systems and Flare* between the City and GRS, dated May 18, 2005 ("O&M Agreement").
- (6) At the termination of the Gas Lease, GRS will turn over to the City at No Charge the existing metal building housing the Facility, leaving in place all installed equipment but for the four reciprocating engine generator sets.
- (7) As a further inducement to GRS to provide the foregoing services, the City's Engineering Services Department agrees to place on a calendar year 2013 City Council monthly agenda its recommendation to the Council to sign a three (3) year extension of the O&M Agreement. The first year extension (i.e., January 1, 2014 through December 31, 2014) will provide for a fixed monthly fee of \$3500.00 per month. Further, any GRS call-outs for work on the City's new flare (e.g., flare maintenance, restarts, etc.) during the first extension year will be charged by GRS to the City on a time and materials basis, with such O&M charges and fixed monthly fee not to collectively exceed \$4,230.47 per month. The second and third year extensions (i.e., January 1, 2015 through December 31, 2016) will provide for a fixed monthly fee of \$4,230.47 per month. All other terms and conditions of the O&M Agreement will remain the same and be incorporated *mutatis mutandis* for the three (3) year extension.

This Term Sheet is for discussion purposes only. Until such time as Purchaser and Contractor execute a definitive, binding Agreement, approved by their respective senior management, Board of Directors, Members and/or Banks, neither party shall have any liability or obligations towards the other, and neither party may rely on the proposed business arrangements set forth herein until that definitive, binding Agreement is executed.

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**5<sup>TH</sup> AMENDMENT  
BETWEEN  
THE CITY OF MENLO PARK AND  
GAS RECOVERY SYSTEMS, LLC**

**Contract No. 18I  
Operation and Maintenance of the Gas Collection System and Flare Station  
at Bedwell-Bayfront Park**

THIS 5<sup>th</sup> AMENDMENT (“Amendment”) is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2013, by and between the CITY OF MENLO PARK, a general law city and municipal corporation existing under the laws of California (“CITY”), and **Gas Recovery Systems, LLC** (“CONTRACTOR”).

1. Pursuant to Section 7. ‘Extension of Term’ of Contract No. 18I (“Agreement”), Section 7. ‘Extension of Term’ [amendment to section] to read as follows:

**“This agreement shall remain in effect for the period of January 1, 2014 through December 31, 2016 unless extended, amended, or terminated in writing by the City of Menlo Park. The monthly rate for the first 12 months after the replacement landfill gas flare is operational will be \$3,500. The monthly rate thereafter will be \$4,230.47.”**

2. Pursuant to Appendix 1 ‘Scope of Work’ of Contract No. 18I (“Agreement”), Appendix 1 ‘Scope of Work,’ Section A. Maintenance, [amendment to section] to read as follows:

**“4. Maintain and monitor blowers and flare to ensure proper operation. A facility log shall be maintained of all Contractor activities. However, this task shall not be performed for a 12 month period after the replacement landfill gas flare is operational. During that time this task will be performed by the construction contractor under their one-year warrantee period.”**

**“5. Provide call-out service within 8-hour notice in the event of flare malfunction. City will install a monitoring system that will be able to notify Contractor’s personnel. This task shall not be performed for a 12 month period after the replacement landfill gas flare is operational. During that time this task will be performed by the construction contractor under their one-year warrantee period.”**

**“Contractor shall perform the above services for a fixed monthly fee, which includes the costs for technicians, engineers and secretarial services, as well as direct costs such as transportation, reproduction, etc. ~~This fee will be at \$4,230.47 per month.~~”**

**“8. For 12 months the fee will be \$3,500 per month. This reduction is necessary because Fortistar’s Scope of work will not include maintenance of the gas flare and blowers or call-out service in the event of flare malfunction.” Twelve months after the replacement landfill gas flare is operational this fee will change to \$4,230.47 per month.**

- 3. Except as modified by this Amendment, all other terms and conditions of Contract No. 18I remain the same.

**FOR CONTRACTOR:**

**FOR CITY OF MENLO PARK:**

ALEX D. MCINTYRE

By: \_\_\_\_\_

By: \_\_\_\_\_

City Manager

\_\_\_\_\_  
Print Name & Title

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTEST:**

By: \_\_\_\_\_

City Clerk

Date: \_\_\_\_\_





**CITY COUNCIL  
SPECIAL AND REGULAR MEETING  
DRAFT MINUTES**

Tuesday, July 16, 2013, at 5:15 P.M.  
701 Laurel Street, Menlo Park, CA 94025  
City Council Chambers

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**5:15 P.M. CLOSED SESSION (1<sup>st</sup> 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, Charles Sakai, Labor Consultant

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

**7:00 P.M. REGULAR SESSION**

**ROLL CALL** – Mayor Ohtaki called the meeting to order at 7:18 p.m. with all members present.

Mayor Ohtaki lead the Pledge of Allegiance.

**REPORT FROM CLOSED SESSION**

There is no report from the closed session items held earlier.

**ANNOUNCEMENTS**

The City is recruiting applicants to fill 3 vacancies on the Transportation Commission. Applications can be obtained from the Clerk's Office. The due date is July 31<sup>st</sup>.

The public may now follow the City of Menlo Park on Twitter @cityofmenlopark. Staff will be tweeting live during tonight's Council meeting.

**SS. STUDY SESSION**

**SS1.** Police Services and Technology Recommendations ([presentation](#))

A staff presentation was made by Police Chief Bob Jonsen and Acting Commander Eric Cowan.

At 8:15 p.m. City Attorney Bill McClure stated that the parties involved in Item E1, *Consider Adopting a Resolution to Abandon a Portion of Louise Street and Deny the Appeal of Staff Determination to Deny Issuance of a Revocable Encroachment Permit to Construct a Driveway from the End of Louise Street to the Rear of the Property at 1825 Santa Cruz Avenue*, have requested the Public Hearing be continued to the August 20<sup>th</sup> Council meeting in order to have further discussions regarding an agreement.

There was consensus among Council to call Item E1 out of order.

- E1.** Consider adopting a resolution to abandon a portion of Louise Street and deny the appeal of staff determination to deny issuance of a revocable encroachment permit to construct a driveway from the end of Louise Street to the rear of the property at 1825 Santa Cruz Avenue; or deny the application to abandon a portion of Louise Street and approve the appeal of staff determination to deny issuance of a revocable encroachment permit to construct a driveway from the end of Louise Street to the rear of the property at 1825 Santa Cruz Avenue and authorize issuance of the encroachment permit  
([Staff report #13-123](#))

Mayor Pro Tem Mueller is recused from considering this item due to proximity of property to the subject location and exited the Council chambers at 8:18 p.m.

Mayor Ohtaki opened the Public Hearing.

**Public Comment:**

- Alexander Kugushev spoke in favor

**ACTION:** Motion/second (Cline/Keith) to continue the Public Hearing to the August 20<sup>th</sup> Council meeting passes (4-0-1; Mueller recused)

Mayor Pro Tem Mueller returned to the dias at 8:27 p.m.

**A. PRESENTATIONS AND PROCLAMATIONS**

**A1.** Proclamation: Parks and Recreation Month ([presentation](#))([attachment](#))  
Recreation Program Supervisor Natalie Bonham gave a powerpoint presentation highlighting the Community Services Department's accomplishments. Councilmember Catherine Carlton presented the proclamation.

**B. COMMISSION/COMMITTEE VACANCIES, APPOINTMENTS AND REPORTS - None**

**C. PUBLIC COMMENT #1**

- Goolrukh Vakil spoke regarding police action (frisking).
- John Mooney spoke regarding management compensation and against increases.
- Betty Meisner spoke regarding the recent block party and commended staff for keeping the streets maintained before and after the event. She also announced the Connoisseurs Marketplace July 20-21 and Relay for Life August 10-11.

**D. CONSENT CALENDAR**

Mayor Ohtaki stated that Item D4, *Authorize the Public Works Director to Accept the Work Performed by C.F. Archibald Paving Inc. for the 2011-2012 Street Resurfacing Project*, is being tabled to the August 20<sup>th</sup> Council meeting.

Mayor Ohtaki requested to pull Item D9, *Approve the Release of a Notice of Funding Availability to Non-Profit Developers of Affordable Housing and Suspend the Purchase Assistance Loan Program and Neighborhood Stabilization Program and Commit those Funds to Non-Profit Rental Housing Development*, from the Consent Calendar for further discussion.

- D1.** Award a construction contract for the 2012-2013 Citywide Sidewalk Repair Project to Nor-Cal Concrete in the amount of \$232,844 and authorize a total construction contract budget of \$279,412 for construction and contingencies ([Staff report #13-117](#))

- D2.** Reject the Bid by Aztec Consultants for the Sharon Heights Pump Station Replacement Project; award the construction contract to Anderson Pacific Engineering Construction, Inc. in the amount of \$2,175,000; authorize a total construction contract budget of \$2,501,000 for construction contract and project contingencies; and authorize the City Manager to execute an agreement with Carollo Engineers in an amount not to exceed \$270,000 for engineering services during construction ([Staff report #13-113](#))
- D3.** Award a construction contract for the 2013-2014 Slurry Seal Project to VSS International, Inc. in the amount of \$645,325 and authorize a total construction contract budget of \$774,390 for construction and contingencies ([Staff report #13-118](#))
- D4.** Authorize the Public Works Director to accept the work performed by C.F. Archibald Paving Inc. for the 2011-2012 Street Resurfacing Project ([Staff report #13-112](#))
- D5.** Award a contract for the replacement of the Administration Building Uninterruptible Power Supply to Omega Electric in the amount of \$79,850 and authorize a total construction contract budget of \$89,850 for the equipment and contingencies ([Staff report #13-111](#))
- D6.** Authorize the Public Works Director to accept the work performed by Interstate Grading & Paving, Inc. for the Alpine Road Bike Improvement Project ([Staff report #13-119](#))
- D7.** Authorize the Public Works Director to accept the work performed by G. Bortolotto & Co. Inc. for the 2012 Street Resurfacing of Federal Aid Routes Project {Federal Aid Project No. 04-5273 021) ([Staff report #13-114](#))
- D8.** Authorize the Public Works Director to accept the work performed by Precision Emprise, Inc. for the Sidewalk Trip Hazard Removal Project ([Staff report #13-122](#))
- D9.** Approve the release of a Notice of Funding Availability to non-profit developers of affordable housing and suspend the Purchase Assistance Loan Program and Neighborhood Stabilization Program and commit those funds to non-profit rental housing development ([Staff report #13-115](#))
- D10.** Adopt **Resolution 6160** authorizing the execution of a contract with the State of California Department of Education for reimbursement to the City up to \$577,412 for child care services at the Belle Haven Child Development Center for fiscal year 2013-14 ([Staff report #13-120](#))
- D11.** As Successor Agency, adopt **Resolution 6161** approving the fourth extension of the escrow timeline for the Purchase and Sale Agreement with Greenheart Land Company for the sale of property owned by the former Menlo Park Redevelopment Agency located at 777-821 Hamilton Avenue due to delays in obtaining State Department of Finance approval for the sale ([Staff report #13-116](#))
- D12.** Accept minutes for the Council meetings of April 16<sup>th</sup>, June 4<sup>th</sup> and June 11<sup>th</sup> ([Attachment](#))
- D13.** Approve the appropriation of an additional \$20,000 of BMR Funds (for a total not to exceed \$60,000) to prepare the 25 Riordan Place unit for sale at market value ([Staff report #13-128](#))

**ACTION:** Motion/second (Cline/Carlton) to approve Consent Calendar items D1, D2, D3, D5-D8, D10-D13 passes unanimously.

In response to Mayor Ohtaki, Community Services Director Cherise Brandell stated that although the Purchase Assistance Loan program has been effective in the past, because of

current market conditions and the interest rate, it is not as appealing a source of funding and buyers may be able to find better programs through HEART (Housing Endowment and Regional Trust) or commercial lenders.

**ACTION:** Motion/second (Ohtaki/Cline) to approve Consent Calendar item D-9 passes unanimously.

## **E. PUBLIC HEARINGS**

### **E1. *This item was called out of order and considered by Council earlier in the meeting.***

Consider adopting a resolution to abandon a portion of Louise Street and deny the appeal of staff determination to deny issuance of a revocable encroachment permit to construct a driveway from the end of Louise Street to the rear of the property at 1825 Santa Cruz Avenue; or deny the application to abandon a portion of Louise Street and approve the appeal of staff determination to deny issuance of a revocable encroachment permit to construct a driveway from the end of Louise Street to the rear of the property at 1825 Santa Cruz Avenue and authorize issuance of the encroachment permit ([Staff report #13-123](#))

## **F. REGULAR BUSINESS**

### **F1.** Request from Mayor Pro Tem Mueller requesting the City Council consider support for "Get Active, Get Healthy Month" ([Staff report #13-127](#))

Mayor Pro Tem Mueller introduced the item. By acclamation, Mayor Pro Tem Mueller and Councilmember Carlton will form a Council subcommittee to work on this project with staff.

### **F2.** Consider adopting a resolution approving the second amendment to the South Bayside Waste Management Authority Joint Powers Authority Agreement prepared by the City of Redwood City, or approving the alternate second amendment to the SBWMA Joint Powers Authority agreement adopted by the City of San Carlos and appointing a council member and alternate to the SBWMA board ([Staff report #13-124](#))([presentation](#))

A staff presentation was made by Public Works Director Chip Taylor.

**ACTION:** Motion/second (Keith/Cline) to adopt **Resolution 6162** approving the second amendment to the South Bayside Waste Management Authority Joint Powers Authority Agreement prepared by the City of Redwood City passes unanimously.

**ACTION:** Motion/second (Cline/Keith) to appoint Councilmember Carlton as representative and Mayor Pro Tem Mueller as alternate to the South Bayside Waste Management Authority Joint Powers Authority Board passes unanimously.

### **F3.** Discuss appointment of a new representative to the Emergency Services Council (San Mateo County Joint Powers Authority) ([Staff report #13-125](#))

Mayor Ohtaki introduced the item and stated that he is resigning as representative to avoid any potential conflict of interest with his employer.

Councilmember Carlton nominated Mayor Pro Tem Mueller. By acclamation Mayor Pro Tem Mueller is appointed as representative to the San Mateo County Emergency Services Council.

Mayor Pro Tem Mueller stated and Councilmember Carlton concurred that in regards to the two Council subcommittees under the Emergency Services Council, the Emergency Operations subcommittee and the Fire Board District subcommittee, Councilmember Carlton will sit in for Mayor Pro Tem Mueller.

**F4.** Consider updating the Compensation Policy for Management and Confidential Classifications ([Staff report #13-121](#))([presentation](#))

A staff presentation was made by City Manager Alex McIntyre.

Councilmember Keith stated that currently there is one salary range for multiple positions. She would like to see a separate range for each position that is up to date and includes more information. She suggested partnering with other cities to share the cost for conducting a survey.

Mayor Pro Tem Mueller stated he would also like to see a survey in order to pay staff fairly and still provide the taxpayers value. He would like to see what other cities are doing.

Councilmember Carlton stated she would like to see a cap on the amount spent per year on salaries for new hires and that hiring at the top of the range or beyond is not financially viable.

Councilmember Cline stated a leader should have flexibility in giving raises and that because the Council hired the City Manager, the Council should place their trust in that person.

Mayor Ohtaki stated that the salary range “bands” are very broad. In response, City Manager McIntyre clarified that CALPERS requires councils to establish a salary resolution which employees must be within upon their retirement. He expressed he would like the authority and flexibility to set salaries and award raises anywhere within the range and that there not necessarily be fixed steps, such as the traditional five percent incremental increases.

In response to Councilmember Carlton, City Manager McIntyre briefly described his executive staff evaluation process and clarified that this system is implemented only for management staff in order determine performance and provide incentives since management staff does not receive some of the same benefits as unionized staff.

Council directed the City Manager to conduct a survey and prepare a broad market analysis on the 15 management positions and 3 confidential positions with the existing 14 comparable cities. The information will include a comparison of (1) base salary (2) PERS cost (3) cash compensation (deferred compensation) and (4) car allowance. Staff will bring this item back to Council at a future meeting.

**G. CITY MANAGER’S REPORT – None**

**H. WRITTEN COMMUNICATION – None**

**I. INFORMATIONAL ITEMS**

**I1.** Belle Haven visioning process and community action workshop update ([Staff report #13-120](#))  
Council commended staff for a good job on the process and the workshop.

**I2.** Update on Housing Element Work Program ([Staff report #13-126](#))  
Council commended staff for their work on the Housing Element.

**J. COUNCILMEMBER REPORTS**

- Councilmember Keith reported on the June 13<sup>th</sup> C/CAG meeting and gave an update on the 500 El Camino Real subcommittee.
- Mayor Ohtaki stated that he prepared an Op-Ed piece for the Almanac and informed the Council of an upcoming ABAG meeting which will address One Bay Area.

**K. PUBLIC COMMENT #2**

There was no public comment.

**ADJOURNMENT** at 10:20 p.m.

DRAFT



## PUBLIC WORKS DEPARTMENT

Council Meeting Date: August 20, 2013  
Staff Report #: 13-123

Agenda Item #: E-1

### PUBLIC HEARING:

**Consider Adopting a Resolution to Abandon a Portion of Louise Street and Deny the Appeal of Staff Determination to Deny Issuance of a Revocable Encroachment Permit to Construct a Driveway from the end of Louise Street to the Rear of the Property at 1825 Santa Cruz Avenue; or Deny the Application to Abandon a Portion of Louise Street and Approve the Appeal of Staff Determination to Deny Issuance of a Revocable Encroachment Permit to Construct a Driveway from the End of Louise Street to the Rear of the Property at 1825 Santa Cruz Avenue and Authorize Issuance of the Encroachment Permit**

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### RECOMMENDATION

Staff recommends that the City Council adopt a resolution to abandon a portion of Louise Street and deny the appeal of staff determination to deny issuance of a revocable encroachment permit to construct a driveway from the end of Louise Street to the rear of the property at 1825 Santa Cruz Avenue; or deny the application to abandon a portion of Louise Street and approve the appeal of staff determination to deny issuance of a revocable encroachment permit to construct a driveway from the end of Louise Street to the rear of the property at 1825 Santa Cruz Avenue and authorize issuance of the encroachment permit.

### BACKGROUND

#### *Street Abandonment*

On September 11, 2012, the property owners of 1017 Louise Street and 1024 Louise Street jointly applied for a street abandonment of the terminus of Louise Street between their parcels. The terminus of Louise Street includes an unimproved section of public street right-of-way approximately 53 feet long by 60 feet wide that terminates at the rear of the properties of 1825 and 1833 Santa Cruz Avenue.

On September 24, 2012, Sam Sinnott, property owner of 1825 Santa Cruz Avenue filed an objection (Attachment B) to the proposed Abandonment of Louise Street as it would terminate vehicular access from the rear of his property to Louise Street.

On March 5, 2013, the City Council adopted a Resolution of Intention (Attachment C, Resolution No. 6125) declaring intention to abandon a portion of Louise Street. This action came after the City Council upheld an appeal filed in objection to a conditional Revocable Encroachment permit Staff had issued for a driveway on Louise Street for the property at 1825 Santa Cruz Avenue (Staff Report included as Attachment D). The Resolution of Intention set a date for a Public Hearing and referred the issue to the Planning Commission. The time and date for the Public Hearing was initially set for May 21, 2013, at 7:00 p.m, but was later revised by an Amended Resolution of Intention to July 16, 2013, at 7:00 p.m. (Attachment E).

On May 7, 2013, the Planning Commission approved Resolution No. 2013-01 (Attachment F) finding that the proposed abandonment is consistent with the General Plan.

### Encroachment Permit

On February 1, 2013, Mr. Sinnott submitted a building permit application for a new house at 1825 Santa Cruz Avenue. This parcel is a standard lot, so Planning Commission review of a use permit is not required for development that conforms to the R-1-S regulations. The proposed house is shown to front Louise Street instead of Santa Cruz Avenue with a driveway connecting the house to Louise Street. The plans also show a secondary unit proposed in the future along the Santa Cruz Avenue side of the property. Subsequent to Council's action on March 5, 2013, staff informed Mr. Sinnott that his building permit application, which relied on primary vehicular access from Louise Street, would have to be revised prior to any further review. Mr. Sinnott has yet to submit a revised application.

On May 16, 2013, Mr. Sinnott applied again for a Revocable Encroachment permit to construct a driveway to the rear of 1825 Santa Cruz Avenue from Louise Street with a modified driveway design. Staff responded to Mr. Sinnott's application in a letter dated June 4, 2013 (Attachment G – Page 5), stating that "As the abandonment of Louise Street is currently under consideration by the City Council, your application for a driveway is hereby denied without prejudice until the City Council makes its decision on July 16, 2013. Should the City Council decide not to abandon Louise Street, you can resubmit your application for an Encroachment Permit."

On June 20, 2013, Mr. Sinnott appealed the staff denial of his application for a Revocable Encroachment permit and requested that this appeal be scheduled for the same meeting and time as the public hearing on the application to vacate and abandon a portion of Louise Street (Attachment G).

### **ANALYSIS**

The terminus of Louise Street includes an unimproved section of public right-of-way approximately 53 feet long by 60 feet wide that terminates at the rear of the properties of 1825 and 1833 Santa Cruz Avenue (Attachment H). This area currently contains vegetation, a private driveway serving the property at 1024 Louise Street, and various public utility facilities including a small City stormwater pump facility. A single gate



exists in the rear fence of 1833 Santa Cruz Avenue used for pedestrians and a double gate exists in the rear fence of 1825 Santa Cruz Avenue. The general area is maintained by the adjacent property owners and the City has no other use for the property.

Questions have been raised on whether the rear entrance to 1825 Santa Cruz Avenue was ever used for vehicular access. In a letter dated May 17, 2012 by Darrel Tate (Attachment B – Page 2), he states he bought the property at 1825 Santa Cruz Avenue in 1984 from Susan Schaeffer. He indicated that she had intended to reverse the property entrance to Louise Street. Furthermore, he says he did not construct the driveway, but used the access in its existing unimproved condition for guests and as a service entrance to the rear of the house.

Residents of Louise Street have indicated that they have never seen the rear entrance from 1825 Santa Cruz used for vehicular access. Both parties do agree that the rear of 1825 Santa Cruz Avenue to Louise Street has been used for pedestrian access. Until fairly recently, the area between the end of Louise Street and 1825 Santa Cruz was overgrown with vegetation and a gravel parking area serving the property at 1024 Louise Street within the public right-of-way existed that essentially prevented vehicular access to the rear of 1825 Santa Cruz for a number of years.

Mr. Sinnott's attorney Mr. Garrett submitted a letter to the Planning Commission and a new letter to the City Council making various legal arguments as to why the City cannot or should not abandon the portion of Louise Street, why the City must issue the encroachment permit to him and threatening litigation in the event the City approves the abandonment and terminates any right for vehicular access from his property to Louise Street. One of the neighbors who is an attorney, Kiran (Kiki) Kapani responded to Mr. Garrett's letter with a letter to the Planning Commission. The Louise Street neighbors have engaged two attorneys who have submitted letters responding and countering the legal arguments made by Mr. Sinnott's attorney. These have all been provided to the City Council separately and are available at the City Clerk's office upon request. The City Attorney has reviewed all of these communications and the legal authorities cited by the attorneys and is of the opinion that there is no merit to the legal arguments contained in threat of litigation by Mr. Sinnott and that the City Council can proceed with the abandonment or issuance of an encroachment permit.

The Engineering Division has mailed notices of proposed abandonment to all the utility agencies and affected jurisdictions inviting comment on the proposal. The utility companies and Menlo Park Fire Protection District have not expressed any objections to the abandonment, provided the City reserves a Public Utility Easement over the area of Abandonment. Therefore, in order to protect the ability of the City and the utility companies to serve the existing facilities, a Public Utility Easement will be reserved over the area of Abandonment. It should be noted that the Public Utility Easement will ensure that no structures can be constructed in the area of Abandonment, as Public Utility Easements prohibit the construction of structures as to not interfere with underground and overhead utility facilities.

Louise Street was created with the subdivision map “Tract No. 506 – Belle Acres” (Attachment I). The applicants have provided documentation from First American Title Company (Attachment J) indicating that the adjacent properties on Louise Street hold Fee Simple ownership to the underlying land. Mr. Garrett, the Sinnotts’ attorney, is asserting that the City of Menlo Park is the owner of the land underlying Louise Street. The City Attorney has concluded that the City is not the owner of the underlying fee, but that either the adjacent property owners own the underlying fee or the person that subdivide the lots is the owner. Should the City Council approve the Abandonment of the right-of-way, ownership of the underlying land will either revert to the adjacent properties within said subdivision as shown on Attachment H or the previous owner, but will not be owned by the City.

Staff believes there is sufficient basis for the City Council to abandon this excess portion of right-of-way. As previously mentioned, this area currently contains vegetation, a private driveway serving the property at 1024 Louise Street, and various public utility facilities including a small City stormwater pump facility. None of these uses require that the area remain public right-of-way. As Louise Street will likely never be connected to Santa Cruz Avenue, the portion of Louise Street proposed for Abandonment is not necessary for present or prospective public street purposes.

Section 892 of the Streets and Highways Code of the State of California requires that the City Council make a finding that the portion of Louise Street proposed for Abandonment is not useful as a non-motorized transportation facility. While the area proposed for Abandonment is no longer needed for public right-of-way purposes, non-motorized access will continue to be provided to 1825 Santa Cruz Avenue and 1833 Santa Cruz Avenue with the Pedestrian Access Easements as discussed later in this report.

Staff proposes that if the Abandonment is approved, the City will abandon the unimproved area at the terminus of Louise Street, while reserving a Public Utility Easement over the area of Abandonment, and the Abandonment be approved subject to the following conditions:

- The adjacent property owners of 1017 Louise Street and 1024 Louise Street shall each record a Deed Restriction for Open Space against the abandoned portion of Louise Street that reverts to their respective ownership, ensuring that the abandoned area will continue to remain as dedicated open space for the aesthetic benefit of the neighborhood. Furthermore, for the clarity of future property owners, said deed restrictions will document the lot line determinations and restrict the Floor Area Limit (FAL) calculation to the net lot size (excluding the abandoned areas).
- The adjacent property owners of 1017 Louise Street shall record a Pedestrian Access Easement against the abandoned portion of Louise Street, ensuring that the property owners of 1833 Santa Cruz Avenue continue to enjoy pedestrian access to Louise Street from their property. The Pedestrian Access Easement

shall be granted for the benefit of the property located at 1833 Santa Cruz Avenue, providing a pathway a minimum of 5 feet in width between the property at 1833 Santa Cruz Avenue and the new right-of-way boundary at the terminus of Louise Street. The owners of 1017 Louise Street will work with the owners of 1833 Santa Cruz Avenue to create an easement acceptable to all parties, with the Public Works Director and City Attorney having final approval of said easement. The approval of said easement shall not be appealable.

- The adjacent property owners of 1024 Louise Street shall record a Pedestrian Access Easement against the abandoned portion of Louise Street, ensuring that the property owners of 1825 Santa Cruz Avenue continue to enjoy pedestrian access to Louise Street from their property. The Pedestrian Access Easement shall be granted for the benefit of the property located at 1825 Santa Cruz Avenue, providing a pathway a minimum of 5 feet in width between the property at 1825 Santa Cruz Avenue and the new right-of-way boundary at the terminus of Louise Street. The owners of 1024 Louise Street will work with the owners of 1825 Santa Cruz Avenue to create an easement acceptable to all parties, with the Public Works Director and City Attorney having final approval of said easement. The approval of said easement shall not be appealable.

### Alternate Scenarios

The Council can adopt one of two scenarios:

#### **Scenario 1**

Council approves the abandonment of Louise Street, and denies Mr. Sinnott's appeal. The abandoned area is no longer public right-of-way and the properties at 1825 Santa Cruz Avenue and 1833 Santa Cruz Avenue no longer have the option of vehicular access to Louise Street. The City reserves a Public Utility Easement over the Abandonment area, Deed Restrictions for Open Space are recorded, and private easements are granted to maintain pedestrian access to Louise Street for the properties at 1825 Santa Cruz Avenue and 1833 Santa Cruz Avenue.

#### **Scenario 2**

Council does not approve the abandonment of Louise Street, and approves Mr. Sinnott's appeal. The area remains as-is and continues to be public right-of-way. Staff issues a Revocable Encroachment permit to Mr. Sinnott to construct a driveway to the rear of his property at 1825 Santa Cruz Avenue from Louise Street consistent with Mr. Sinnott's most recent application, and subject to meeting all City standards as set forth in the Municipal Code under Chapter 13.04 "Curbs" and Chapter 13.18 "Use of Public Right-of-Way".

## **IMPACT ON CITY RESOURCES**

There is no direct impact on City resources associated with the actions in this staff report. The fee for staff time to review and process the abandonment has been paid by the applicants.

## **POLICY ISSUES**

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

## **ENVIRONMENTAL REVIEW**

The proposed street abandonment is Categorically Exempt under Class 5, minor alterations in land use, of the current State of California Environmental Quality Act (CEQA) Guidelines.

## **PUBLIC NOTICE**

Public notification was achieved by publishing a legal notice in The Daily News, a local newspaper, on July 3 and July 10, 2013, and posting three notices within 300 feet of the site.

## **ATTACHMENTS**

- A. Resolution to Abandon a portion of Louise Street
- B. Letter of Opposition to Abandonment by Mr. Sinnott
- C. Resolution of Intention to Abandon a portion of Louise Street (No. 6125)
- D. Staff Report #13-031 Dated March 5, 2013
- E. Amended Resolution of Intention to Abandon a portion of Louise Street (No. 6140)
- F. Planning Commission Resolution No. 2013-01
- G. Denial of Encroachment Permit and Appeal by Mr. Sinnott
- H. Exhibit of Abandonment Area
- I. Map of "Tract No. 506 – Belle Acres"
- J. Letter from First American Title Company

Report prepared by:  
Roger Storz  
Senior Civil Engineer

**RESOLUTION NO.**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO  
PARK TO ABANDON A PORTION OF LOUISE STREET**

WHEREAS, on March 5, 2013, the City Council of the City of Menlo Park passed and adopted Council Resolution No. 6125 (“Resolution of Intention”) declaring the intention of said City Council to abandon a portion of Louise Street; and

WHEREAS, on April 16, 2013, the City Council of the City of Menlo Park passed and adopted Council Resolution No. 6140 (“Amended Resolution of Intention”) declaring the intention of said City Council to abandon a portion of Louise Street; and

WHEREAS, the Planning Commission of the City of Menlo Park held a meeting on this subject on May 7, 2013, to consider the aforementioned proposed Abandonment and has reported to the City Council that said proposed Abandonment conforms with the City’s General Plan; and

WHEREAS, a Public Hearing was held before the City Council of the City of Menlo Park regarding the foregoing matter on August 20, 2013; and

WHEREAS, notice of said Public Hearing was duly made by publication and posting as required by law and proof thereof is on file with the City Clerk of the City of Menlo Park; and

WHEREAS, the City Council of the City of Menlo Park adopts the finding that all affected public utilities have been contacted and have no objections to the Abandonment so long as a Public Utility Easement is reserved; and

WHEREAS, the City Council of the City of Menlo Park adopts the finding that the portion of Louise Street proposed for abandonment is not necessary for present or prospective public street purposes; and

WHEREAS, the City Council of the City of Menlo Park adopts the finding that pursuant to Section 892 of the Streets and Highways Code of the State of California, the portion of Louise Street proposed for abandonment is not useful as a nonmotorized transportation facility; and

WHEREAS, the City Council of the City of Menlo Park adopts the finding that the proposed Abandonment is compatible with the City’s General Plan and is exempt under current CEQA/California Environmental Quality Act Guidelines and the City of Menlo Park’s Environmental Review and Implementing Procedures; and

WHEREAS, the City Council finds that the public convenience and necessity require that the City reserve from the Abandonment a Public Utility Easement over the entire Abandonment area to the full extent permitted by law and that the Abandonment be subject to the conditions set forth below.

Property owners of 1024 Louise Street and 1017 Louise Street to provide Pedestrian Access Easements from Louise Street through the Abandonment area to properties located at 1825

Santa Cruz Avenue and 1833 Santa Cruz Avenue to the satisfaction of the Public Works Director. Said Pedestrian Access Easements to be recorded concurrently with the approved Abandonment.

Property owners of 1024 Louise Street and 1017 Louise Street to provide Open Space Deed Restrictions over Abandonment area to the satisfaction of the Public Works Director. Said Deed Restrictions to be recorded concurrently with the approved Abandonment.

NOW, THEREFORE, BE IT RESOLVED that the City of Menlo Park, acting by and through its City Council, having considered and been fully advised in the matter and good cause appearing, The portion of Louise Street is abandoned pursuant to the provisions of the "Public Streets, Highways, and Service Easements Vacation Law" (Section 8300 et. Seq., of the Streets and Highways Code) while reserving a Public Utilities Easement over the entire Abandonment area as shown in EXHIBIT A attached hereto and incorporated herein by reference and made a part hereof.

I, PAMELA AGUILAR, Acting City Clerk of the City of Menlo Park, do hereby certify that the above and foregoing Council Resolution was duly and regularly passed and adopted at a meeting by said Council on the twentieth day of August, 2013 by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS THEREOF, I have hereunto set my hand and affixed the Official Seal of the City of Menlo Park on this twentieth day of August, 2013.

---

Pamela Aguilar  
Acting City Clerk

**Exhibit "A"**  
**Legal Description**  
**For Street Abandonment**  
**Louise Street, Menlo Park**

All that certain real property, situate in the CITY OF MENLO PARK, COUNTY OF SAN MATEO, STATE OF CALIFORNIA, being a portion of Louise Street as shown on that certain map entitled "Tract No. 506 Belle Acres, San Mateo County", filed July 23, 1936 in Book 21 of Maps at Page 21, San Mateo County Records, as shown on Exhibit "B", made a part hereof, more particularly described as follows:

**Beginning** at the most Western corner of said street, said point also being the most Northern corner of Lot 6 as shown on said map; thence along the Northwesterly line of said Louise Street, North 33°30'00" East, 30.00 feet; thence leaving last said line along the following three (3) courses:

1. South 56°27'30" East, 43.16 feet to the beginning of a non-tangent curve to the left with a radius of 32.00 feet,
2. Along said curve, from a tangent bearing South 37°07'30" West, through a central angle of 28°57'40", a distance of 16.17 feet,
3. South 08°09'50" West, 15.81 feet to the Northeasterly line of said Lot 6.

Thence along last said line, North 56°27'30" West, 52.94 feet to the **Point of Beginning**.

Containing 1,398 square feet, more or less.



LANDS OF  
POLLS/SCHELBERG  
APN 071-111-170

LANDS OF  
SINNOTT FAMILY TRUST  
APN 071-111-160



N33°30'00"E 30.00' 30.00'

POINT OF BEGINNING

LOT 6

LANDS OF COMER  
1017 LOUISE ST.  
APN 071-111-210  
EXISTING AREA  
14,758 SQ.FT.  
0.34 ACRES  
PROPOSED AREA:  
16,156 SQ.FT.  
0.37 ACRES

N56°27'30"W 52.94'

AREA TO  
BE ABANDONED  
1,398 SQ.FT.  
0.03 ACRES

S56°27'30"E 43.16'

LOT 1

LANDS OF HUBLY  
APN 071-111-280

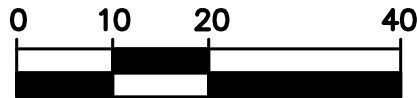
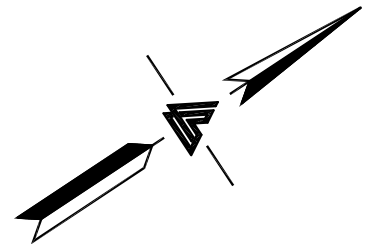
S37°07'30"W  
(TANGENT)

S08°09'50"W  
15.81'

R=32.00'  
L=16.17'  
D=28°57'40"

TRACT NO. 506  
BELLE ACRES  
21 MAPS 21

LOUISE  
STREET (60')



SCALE: 1" = 20'



**LEA & BRAZE ENGINEERING, INC.**

CIVIL ENGINEERS · LAND SURVEYORS

BAY AREA REGION  
2495 INDUSTRIAL PKWY WEST  
HAYWARD, CALIFORNIA 94545  
(P) (510) 887-4086  
(F) (510) 887-3019

SACRAMENTO REGION  
3017 DOUGLAS BLVD, # 300  
ROSEVILLE, CA 95661  
(P) (916)966-1338  
(F) (916)797-7363

WWW.LEABRAZE.COM

**EXHIBIT "B"**  
**PLAT TO ACCOMPANY LEGAL**  
**DESCRIPTION FOR**  
**STREET ABANDONMENT**  
**LOUISE STREET**  
**MENLO PARK, CALIFORNIA**  
**SAN MATEO COUNTY JOB #2120555**



CLOSURE CALCS STREET ABANDONMENT TO 1017 LOUISE ST

North: 4261.5810      East : 6158.0663  
Line Course: N 33-30-00 E Length: 30.00  
North: 4286.5976      East : 6174.6244  
Line Course: S 56-27-30 E Length: 43.16  
North: 4262.7498      East : 6210.5976  
Curve Length: 16.17      Radius: 32.00  
Delta: 28-57-40      Tangent: 8.26  
Chord: 16.00      Course: S 22-38-40 W  
Course In: S 52-52-30 E      Course Out: N 81-50-10 W  
RP North: 4243.4360      East : 6236.1119  
End North: 4247.9832      East : 6204.4374  
Line Course: S 08-09-50 W Length: 15.81  
North: 4232.3334      East : 6202.1923  
Line Course: N 56-27-30 W Length: 52.94  
North: 4261.5851      East : 6158.0677

Perimeter: 158.08      Area: 1,398. sq.ft. 0.03 acres

Mapcheck Closure - (Uses listed courses and chords)  
Error Closure: 0.0043      Course: N 18-20-27 E  
Error North: 0.00408      East : 0.00135  
Precision 1: 36,723.26

**Exhibit "A"**  
**Legal Description**  
**For Street Abandonment**  
**Louise Street, Menlo Park**

All that certain real property, situate in the CITY OF MENLO PARK, COUNTY OF SAN MATEO, STATE OF CALIFORNIA, being a portion of Louise Street as shown on that certain map entitled "Tract No. 506 Belle Acres, San Mateo County", filed July 23, 1936 in Book 21 of Maps at Page 21, San Mateo County Records, as shown on Exhibit "B", made a part hereof, more particularly described as follows:

**Beginning** at the most Northern corner of said street, said point also being the most Western corner of Lot 1 as shown on said map; thence along the Southwesterly line of said lot, South  $56^{\circ}27'30''$  East, 75.12 feet to the beginning of a non-tangent curve to the left with a radius of 32.00 feet; thence leaving last said line along the following two (2) courses:

1. Along said curve, from a tangent bearing North  $56^{\circ}27'30''$  West, through a central angle of  $86^{\circ}25'00''$ , a distance of 48.26 feet,
2. North  $56^{\circ}27'30''$  West, 43.16 feet to the Northwesternly line of said Louise Street.

Thence along last said line, North  $33^{\circ}30'00''$  East, 30.00 feet to the **Point of Beginning**.

Containing 1,512 square feet, more or less.



LANDS OF  
POLLS/SCHELBERG  
APN 071-111-170

LANDS OF  
SINNOTT FAMILY TRUST  
APN 071-111-160



N33°30'00"E  
30.00'

N33°30'00"E  
30.00'

LOT 6

LANDS OF COMER  
APN 071-111-210

N56°27'30"W 43.16'

AREA TO  
BE ABANDONED  
1,512 SQ.FT.  
0.03 ACRES

S56°27'30"E 75.12'

POINT OF  
BEGINNING

LOT 1

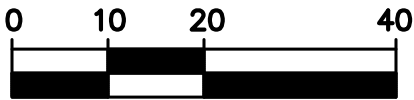
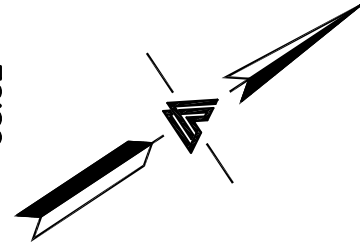
LANDS OF HUBLY  
1024 LOUISE ST.  
APN 071-111-280  
EXISTING AREA  
10,228 SQ.FT.  
0.23 ACRES  
PROPOSED AREA  
11,740 SQ.FT.  
0.27 ACRES

R=32.00'  
L=48.26'  
D=86°25'00"

TRACT NO. 506  
BELLE ACRES  
21 MAPS 21

LOUISE  
STREET (60')

(TANGENT)  
N56°27'30"W  
38.52'



SCALE: 1" = 20'

LANDS OF ALBRIGHT  
APN 71-111-290



**LEA & BRAZE ENGINEERING, INC.**

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(F) (916)797-7363

WWW.LEABRAZE.COM

**EXHIBIT "B"**  
**PLAT TO ACCOMPANY LEGAL**  
**DESCRIPTION FOR**  
**STREET ABANDONMENT**  
**LOUISE STREET**  
**MENLO PARK, CALIFORNIA**  
**SAN MATEO COUNTY JOB #2120555**

DRAWN BY: MT

MARCH 2013  
PAGE 99

CLOSURE CALCS STREET ABANDONMENT TO 1024 LOUISE ST

North: 5143.3560      East : 6716.2378  
Line Course: S 56-27-30 E Length: 75.12  
North: 5101.8489      East : 6778.8491  
Curve Length: 48.26      Radius: 32.00  
Delta: 86-25-00      Tangent: 30.06  
Chord: 43.82      Course: S 80-20-00 W  
Course In: S 33-32-30 W      Course Out: N 52-52-30 W  
RP North: 5075.1775      East : 6761.1677  
End North: 5094.4909      East : 6735.6513  
Line Course: N 56-27-30 W Length: 43.16  
North: 5118.3386      East : 6699.6781  
Line Course: N 33-30-00 E Length: 30.00  
North: 5143.3552      East : 6716.2362

Perimeter: 196.54 Area: 1,512. sq.ft. 0.03 acres

Mapcheck Closure - (Uses listed courses and chords)  
Error Closure: 0.0017      Course: S 63-12-10 W  
Error North: -0.00078      East : -0.00155  
Precision 1: 113,000.00



September 24, 2012

Margaret S. Roberts  
City Clerk  
701 Laurel Street  
City of Menlo Park, Ca 94025

RECEIVED

SEP 25 2012

City Clerk's Office  
City of Menlo Park

Re: **Opposition to Written Request for Abandonment – Louise Street**

Dear Ms. Roberts:

My property at 1825 Santa Cruz abuts the city right of way at the end of Louise Street. I took title of the property in May with the understanding that our existing gated access to the street will remain and can be improved. If the property is transferred to my neighbors on Louise my existing access will be eliminated. **I am therefore strongly opposed to the city abandoning this right of way.**

A letter from Mr. Darrell Tate, who occupied my property at 1825 Santa Cruz for approximately 27 years, documents his use of the Louise Street right of way. An encroachment permit was also granted to pave my driveway to Louise in 1984. Both are attached. My property has enjoyed access to Louise Street since it was created in the 1930s.

The signatories of the request for abandonment have falsely claimed that my property does not have access despite the existence of driveway gates leading from my property to Louise Street. The right of way is not 'excess'. Hubly and Nichols have been using my driveway for personal parking (in the public right of way) and have not landscaped nor maintained the area outside of ivy around their parking. Their goal is to maintain this privilege and enrich themselves at my expense.

Please halt the abandonment process if it has begun.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Samuel Sinnott', is written over a small blue square icon.

Samuel Sinnott

May 17, 2012

Samuel Sinnott  
Sinnott & Co.  
558A Santa Cruz Avenue  
Menlo Park, CA 94025

**RECEIVED**

SEP 25 2012

City Clerk's Office  
City of Menlo Park

Dear Mr. Sinnott,

My wife Pamela and I bought our house at 1825 Santa Cruz Avenue, Menlo Park, CA in 1984 from Ms. Susan Schaffer. At that time we were told that there was a permitted Right-of-Way from our back property line to Louise Street for the purpose of constructing a driveway entrance to the back of the property. A copy of this encroachment permit granted in 1984 is attached.

Ms. Schaffer had been planning to reverse the property entrance, making Louise Street the front entrance to the house, and closing off Santa Cruz Avenue as a back yard. To this end she had contracted with Moyer Associates Architects, 430 Sherman Avenue, Palo Alto, CA, to provide the drawings and sketched I provided to you last Tuesday. These included various ideas for modifying the existing house, turning the existing garage into living space, and building a new garage near the Louise Street entrance. These plans never came to fruition though because she was transferred by her employer to an out-of-state office. She also installed a double swing wood gate at the location shown on the permit.

As my wife and I did not want the expense of reversing the property we did not follow through with installing the asphalt driveway, though a dirt driveway was established, and we did utilize the gate as an alternative entry point to the property. Some of those uses are as follows:

- Because of overnight parking restrictions on Santa Cruz Avenue, we often had overnight guests park inside the back gate.
- Because the Santa Cruz Avenue centerline, in the early years we lived here, was considerably further east of its present position and created a potential hazard to parked cars, visitors often used the back gate for entry.
- Our gardener utilized this gate weekly in the first few years we lived here.
- We left one of our cars parked on the property inside the back gate when my wife and I went to England for a year (1989 & 1990).
- The rear entrance was utilized for delivering materials for the garden such as fertilizer and plants up until about the year 2000. Also two large fiberglass composting containers.

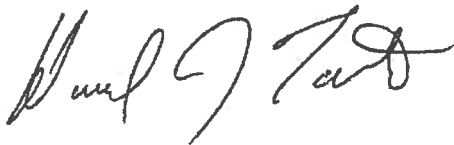
- My wife utilized the back gate to walk to one of our Louise Street neighbors, Maryann Brock, who attended our church and held bible studies at her home.
- We utilized the Louise Street entrance when we went walking most mornings for years, until my wife became less mobile in about 2003.

A very few years ago I noticed that the owners of 1024 Louise Street, the property adjoining our north-east back property line, had set an 8' x 20' cargo container on my right-of-way. I believe that this was the present owner Michael D. Hubly, but am not positive. I spoke with him, pointing out that he was blocking my entrance. He said that it was only temporary, and could he use it for a short time. I agreed to let him temporarily use the space. They later removed the container.

On May 8, 2010, my wife talked with Michael D. Hubly regarding improvements he had made on our right-of-way. He had placed gravel over the area and a wooden tire stop for parking, without notifying us. She informed him that because the gate posts had rotted and made the gate unusable, we were intending to have a contractor replace our Louise Street gate. They exchanged names and telephone numbers.

I think that covers all the main uses we have had for the Louise Street right-of-way without getting too picky. If you have any questions, or if I can be of further assistance, please don't hesitate to let me know.

Regards,



Darrel J. Tate

1825 Santa Cruz Avenue  
Menlo Park, CA 94025

(650) 321-1982 (home)  
(650) 208-3102 (cell)  
[Gatorworks1@aol.com](mailto:Gatorworks1@aol.com)

Your copy

1905  
1/10

## RECEIPT

Received From Susan M. Huber Date 4-17 19 84 7265


Address 1825 Sartorius Rd

For Gift of license permit Dollars \$ 50.00

Account Cost of Business

AMT. OF ACCOUNT	AMT. PAID	HOW PAID		By
		CASH	CHECK MONEY ORDER	
			X	<u>[Signature]</u>

521  
[Signature]

9K808 



ate Paid: 7-1-87  
receipt #: 7265

REVOCABLE ENCROACHMENT PERMIT  
City of Menlo Park

50.00

Permit is hereby granted to: SUSAN M. SCHAFFER  
Address: 1825 SANTA CRUZ, MENLO PARK, CA 94025  
hereinafter called the "permittee" to occupy and utilize the following described property or premises of the City of Menlo Park, hereinafter called the "City," to wit:  
Address of Property: 1825 SANTA CRUZ, MENLO PARK, CA 94025

for the purpose of: Construction of <sup>A.S.</sup> driveway from Louise St.  
From: Louise St. To: Property

- This permit is granted subject to the following conditions:
1. This permit shall not become effective until payment of required fees and receipt by the City of a properly endorsed copy of this permit whereby permittee accepts the conditions contained herein.
  2. This grant of permission does not constitute a deed or grant of an easement by the City, is not transferable or assignable, and is revocable at any time at the will of the City.
  3. The use of said property by said permittee shall be limited solely to the purposes set forth by this permit and no structures of any kind, except those expressly permitted, shall be erected or placed thereon.
  4. Neither the City, nor any Commission, Board or Officer thereof shall be held responsible or liable for damage to any property of the permittee installed or located on the properties covered by the permit from any cause whatsoever.
  5. The permittee shall at all times keep the City's lands in good and sightly condition, so far as the same may be affected by the permittee's operations hereunder.
  6. The permittee shall be responsible and liable for any and all damage to structures or property, or for injury or death to persons, due directly or indirectly to said permittee's occupation and use of the City's lands herein described, and shall promptly pay any just claim therefor and the permittee shall hold the City free and harmless from liens of every kind and nature, and from claims for damages of any kind whatsoever.
  7. Additional conditions: Improvement Plan shall be to the approve  
of the City Engineer  
Building and Zoning requirements to be complved with.

CITY OF MENLO PARK  
By: [Signature]  
Date: 4-3-84

PERMITTEE  
By: [Signature]  
Title: Owner representative  
Date: 4.17.84  
Phone: 375-7732

Please attach line drawing of location of debris box, etc. or use space below.

TRACT

TAX CODE AREA

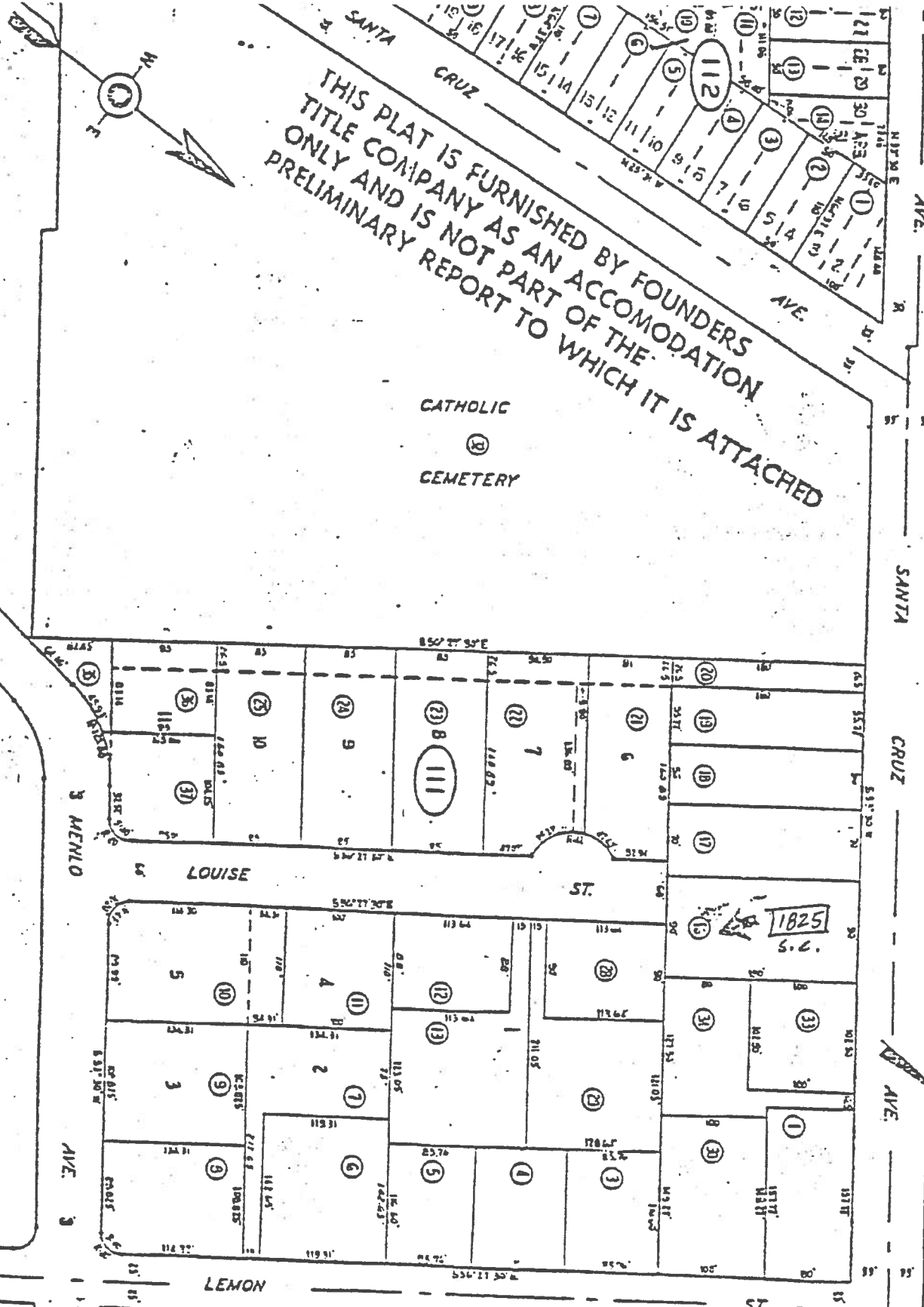
1

3000

71-11

THIS PLAT IS FURNISHED BY FOUNDERS  
TITLE COMPANY AS AN ACCOMODATION  
ONLY AND IS NOT PART OF THE  
PRELIMINARY REPORT TO WHICH IT IS ATTACHED

CATHOLIC  
CEMETERY

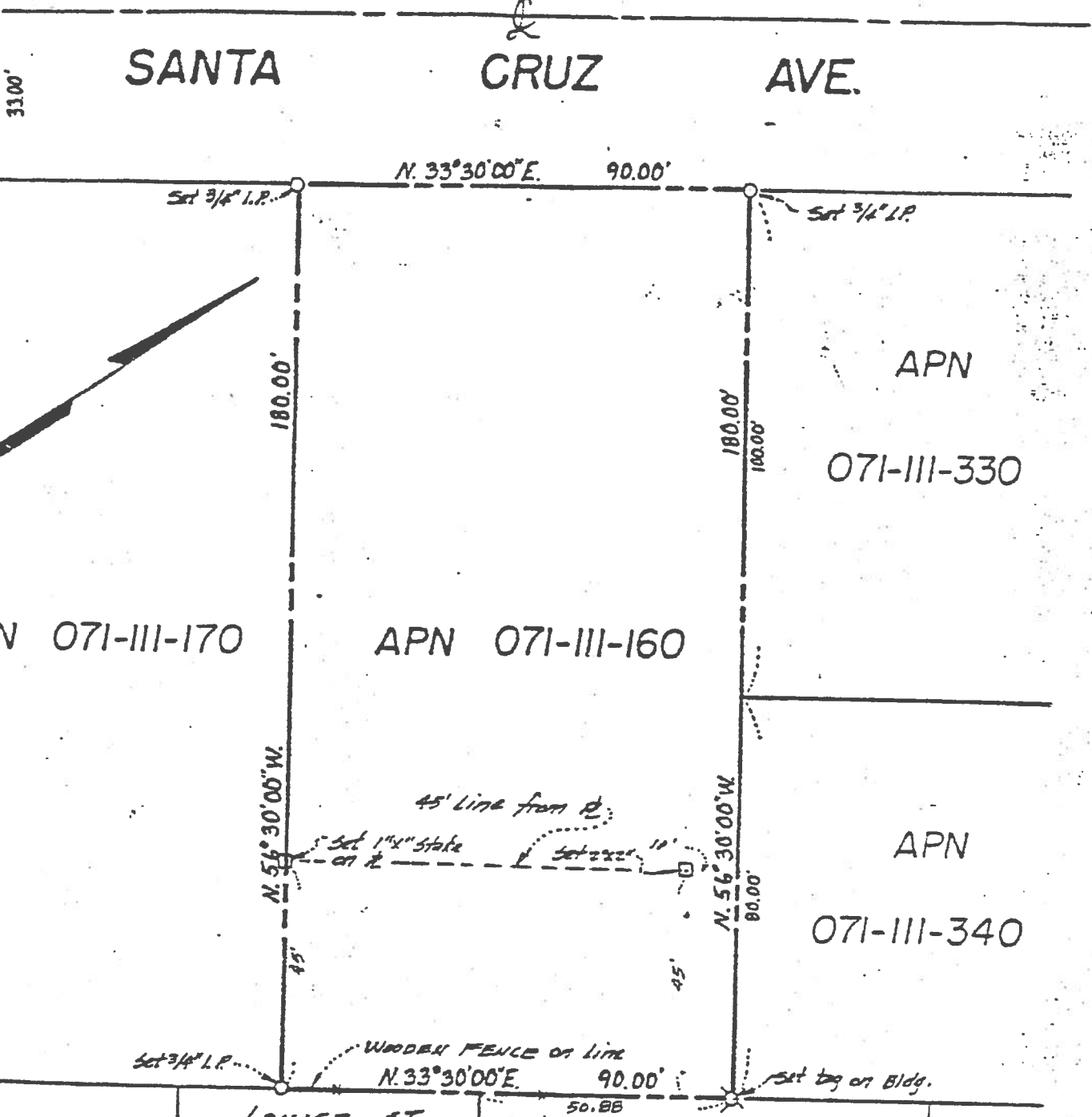


OAKDELL MANOR

NO. 3

THIS PLAT IS FOR LOCATION PURPOSES ONLY. LOT  
NUMBERS AND OTHER DATA SHOWN ARE FROM SAN MATEO  
COUNTY ASSESSOR'S RECORDS.

FOUNDERS TITLE COMPANY



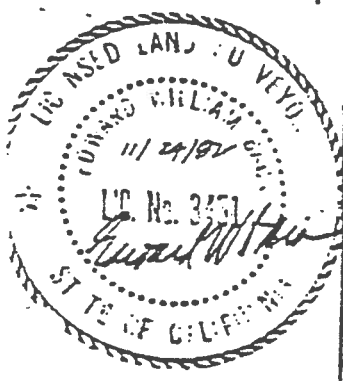
APN 071-III-170

APN 071-III-160

APN  
071-III-330

APN  
071-III-340

LOUISE ST.  
(60' WIDE)  
BELLE ACRES R.S.M. 21/21  
TRACT NR 506



<b>Survey Map</b> of APN. 071-III-160. In the city of San Mateo County Menlo Park California		DATE 11/23/81 SCALE 1" = 30' SURVEY R. Yick PLAT R. Yick JOB NO 82-110
CLIENT: CAL LAND TITLE Co. - ESCROW NR 131329		
EDWARD W. BACA LICENSED LAND SURVEYOR 830 WOODSIDE ROAD, SUITE 8, REDWOOD CITY, CA 94061. PHONE: 363-3333		

# SANTA CRUZ AVE

1825 SANTA CRUZ

APN 071-111-160

180'-0"

90'-0"

39.12'

20.82'

14.12'

15'-0"

50'-83"

15'-0"

TREE

2" A.C.  
on 4" C. 2  
Agg. Base

12'-0"

LOUISE STREET

60'-0"

SCALE: 1" = 30'

FEBRUARY 3, 1984

FEB - 1984

MR. LAUREN E. MERCER  
DIRECTOR OF PUBLIC WORKS  
CIVIC CENTER  
MENLO PARK, CA 94025

DEAR MR. MERCER:

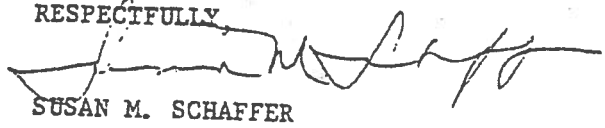
I OWN AND OCCUPY THE PROPERTY AT 1825 SANTA CRUZ. MY LOT HAS FRONTAGE ON SANTA CRUZ AVENUE AND LOUISE STREET.

DUE TO HEAVY TRAFFIC ON SANTA CRUZ THAT IMPEDES VEHICULAR ENTRANCE AND EXIT FROM MY DRIVEWAY, I AM REQUESTING PERMISSION TO BUILD AN ASPHALT PAVED DRIVEWAY FROM LOUISE STREET TO MY PROPERTY LINE.

ENCLOSED IS A PLAT MAP, A SURVEY MAY, A SKETCH SHOWING THE LOCATION OF THE PROPOSED DRIVEWAY, AND THE ENCROACHMENT PERMIT.

IF YOU REQUIRE ADDITIONAL INFORMATION FOR THIS APPLICATION, PLEASE ADVISE.

RESPECTFULLY



SUSAN M. SCHAFFER

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**RESOLUTION NO. 6125**

**RESOLUTION OF INTENTION OF THE CITY COUNCIL OF THE CITY  
OF MENLO PARK TO ABANDON A PORTION OF LOUISE STREET**

WHEREAS, the City Council of the City of Menlo Park has considered the abandonment of Louise Street as shown in Exhibit A, which is attached and made apart thereto; and

WHEREAS, the Planning Commission will hold a public hearing on this subject on April 22, 2013, as required by law to notify property owners; and to find out whether the proposed abandonment is consistent with the City's General Plan; and

WHEREAS, the City Council will hold a Public Hearing on May 21, 2013 at approximately 7:00 p.m. as required by law determining whether recorded public utility easements and public access easements, over that area of the property affected, will retain the City's option relative to any utilities and street improvements within that area.

NOW, THEREFORE, BE IT RESOLVED that a Resolution of Intention of the City Council of the City of Menlo Park, is hereby established, to consider the abandonment of a portion of Louise Street.

I, Margaret S. Roberts, 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 fifth day of March, 2013, by the following vote:

AYES: Carlton, Cline, Keith, Ohtaki

NOES: None

ABSENT: None

RECUSED: Mueller

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of City of Menlo Park on this fifth day of March, 2013.

---

Margaret S. Roberts, MMC  
City Clerk

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## PUBLIC WORKS DEPARTMENT

Council Meeting Date: March 5, 2013  
Staff Report #: 13-031

Agenda Item #: F-1

**REGULAR BUSINESS:** Consider Appeal of Staff Determination to Issue a Revocable Encroachment Permit to Construct a Driveway on the Louise Street Frontage of the Property at 1825 Santa Cruz Avenue or Adopt a Resolution Vacating and Abandoning a Portion of Louise Street

---

### RECOMMENDATION

Staff recommends that City Council deny the appeal and authorize issuance of the Revocable Encroachment Permit issued to construct a driveway on the Louise Street frontage of the property at 1825 Santa Cruz Avenue.

### BACKGROUND

In April 2012, Sam Sinnott, property owner of 1825 Santa Cruz Avenue, met with staff to discuss a proposal to construct a driveway from the rear of 1825 Santa Cruz Avenue to Louise Street behind the property. In addition, Mr. Sinnott inquired about changing the property address from Santa Cruz Avenue to Louise Street. Staff requested that Mr. Sinnott meet with the neighboring property owners to review his proposal before staff would consider his request for a driveway encroachment permit.

The terminus of Louise Street includes an unimproved section of public street right-of-way approximately 53 feet long by 60 feet wide that terminates at the rear of the properties of 1825 and 1833 Santa Cruz Avenue (Attachment D). This area currently contains vegetation, a private driveway and a small City stormwater pump facility. A single gate exists in the rear fence of 1833 Santa Cruz Avenue used for pedestrians and a double gate at 1825 Santa Cruz Avenue.

On June 14, 2012, Mr. Sinnott applied to the Department of Public Works for a revocable encroachment permit to construct a driveway at the rear of 1825 Santa Cruz Avenue from Louise Street. While the property currently has primary access and a driveway on the Santa Cruz Avenue frontage, the rear of the property abuts the unimproved terminus of the Louise Street right-of-way. The applicant has recently applied for a Building permit to redevelop the property by constructing a new house and changing the primary access for the property from Santa Cruz Avenue to Louise Street.

The Louise Street residents and Mr. Sinnott could not come to an agreement. Staff then met with the Louise Street residents and Mr. Sinnott and offered to facilitate meetings with the intent of reaching a compromise acceptable to both parties. Both

parties agreed to this facilitation with the understanding that they could appeal any decision to the City Council.

Staff developed guidelines in which both sides agreed to follow:

- 1) If an agreement could not be reached, staff will notify both parties of the City's decision to either deny the permit or approve it. Either party could appeal the decision to the City Council.
- 2) No construction would occur until the City Council heard the appeal assuming the permit was issued and there was an appeal.

Two meetings were held on September 17 and October 1, 2012. The parties could not reach an agreement. The Louise Street residents would allow pedestrian access but did not want any vehicular access from Louise Street.

On September 11, 2012, the property owners of 1017 Louise Street and 1024 Louise Street jointly applied for a Street Abandonment of the terminus of Louise Street between their parcels.

On September 24, 2012, Mr. Sinnott filed an objection to the proposed Street Abandonment of the terminus of Louise Street as that would eliminate his property's ability to exit on Louise Street.

On November 9, 2012, the Department of Public Works conditionally issued the permit since it met the City's driveway standards and it has legal access to Louise Street. The conditions of the permit are as follows:

- 1) The Louise Street residents who are opposed to the revocable encroachment permit will have 30 days from issuance of the permit to appeal this determination, during which period the permit shall not be final and no work shall occur;
- 2) The City will issue a revocable encroachment permit once Mr. Sinnott receives approval from the Planning and Building Divisions of the Community Development Department to construct a garage or carport per Menlo Park Municipal Code 8.20.070;
- 3) The driveway shall be constructed to protect the existing City stormwater pump station from any potential vehicular damage;
- 4) The driveway shall be constructed per all applicable City standards and details;
- 5) The construction of the driveway shall be coordinated with the property owners of 1024 Louise Street; and

- 6) The address for the parcel will remain 1825 Santa Cruz Avenue until such time that;

The Menlo Park Fire Protection District signs off on fire access from Louise Street; and

The Planning Division (or Planning Commission/City Council, based on appeal) has designated Louise Street to be the “front lot line” as defined by the Zoning Ordinance.

On December 5, 2012, an appeal was filed on behalf of the Louise Street residents objecting to the issuance of the revocable encroachment permit to construct a driveway on the Louise Street frontage of the property at 1825 Santa Cruz Avenue.

Mr. Sinnott and the residents of Louise Street have submitted reasons the permit should or should not be granted. They are included as Attachments A and B respectively.

## **ANALYSIS**

### **Driveway Permit**

Issuances of driveway permits are done administratively and are reviewed to verify compliance with City standards. They are normally issued over the counter. Staff cannot recollect the last time a driveway permit was ever appealed. In this case though, it is rare for a property to have public access from both the front and rear of the property. There are instances where properties have two driveway entrances from public rights-of-way on two sides of the property such as corner lots and on Hermosa Way where the houses front Hermosa Way and secondary driveways have been constructed off May Brown Avenue. In the Willows neighborhood, some properties have alleys at the rear of their properties in which they have two driveways.

The request by Mr. Sinnott to construct a driveway from Louise Street was also requested by the previous property owner of 1825 Santa Cruz Avenue. A driveway permit was issued by the City in 1984 signed by Darlene Anderson on behalf of Susan Schaffer for this same property. A letter dated February 3, 1984 from Susan Schaffer requested the driveway from Louise Street due to heavy traffic on Santa Cruz Avenue that impeded her entering and exiting from her driveway. The permit allowed her to construct an asphalt driveway 15 feet wide from the rear property line of 1825 Santa Cruz Avenue to the pavement on Louise Street. The permit that was issued had a condition #2 which states as follows: “This grant of permission does not constitute a deed or grant of an easement by the City, is not transferable or assignable and is revocable at any time at the will of the City”. Although the conditions state the permit is not transferable or assignable, staff is not aware of any case when the City required a driveway permit to be reassigned or transferred when there is a change in property owners.

Questions have been raised on whether the rear entrance to 1825 Santa Cruz Avenue was ever used for vehicular access. In a letter dated May 17, 2012 by Darrel Tate, he

states he bought the property at 1825 Santa Cruz Avenue in 1984 from Susan Schaeffer. He indicated that she had intended to reverse the property entrance to Louise Street. Furthermore, he says he did not construct the driveway, but used the access in its existing condition for guests and as a service entrance to the rear of the house.

Residents of Louise Street indicated that they have never seen the rear entrance from 1825 Santa Cruz used for vehicular access. Both parties do agree that the rear of 1825 Santa Cruz Avenue to Louise Avenue has been used for pedestrian access.

### Front Lot Line Designation

Mr. Sinnott informally requested the Planning Division on two different occasions dated April 30, 2012 and January 14, 2013 to designate Louise Street as the “front lot line” for this parcel. For the purposes of the Zoning Ordinance, this designation affects building setbacks and the potential location of detached accessory structures, but with regard to multi-frontage parcels, does not specifically affect front door orientation or vehicle access location. However, the determination is used by the Building Division as a factor with regard to addressing. Staff reviewed the request and denied it for the following reasons:

- The subject parcel has historically been used with Santa Cruz Avenue as the front lot line.
- The adjacent side parcels likewise are oriented toward Santa Cruz Avenue.
- The subject parcel was not part of the subdivision that created Louise Street (Belle Acres Subdivision 1936).
- The Santa Cruz Avenue frontage represents the full width of the parcel (90', above the 80" minimum R-1-S lot width) while the Louise Street frontage is less than half (39, below the 80' minimum R-1-S lot width).

Mr. Sinnott sent an email informing staff that he would not appeal staff's decision; however, he may apply for the formal change in the future.

### Street Abandonment

On September 11, 2012, the property owners of 1017 Louise Street and 1024 Louise Street jointly applied for a street abandonment of the terminus of Louise Street between their parcels. The terminus of Louise Street includes an unimproved section of public street right-of-way approximately 53 feet long by 60 feet wide that terminates at the rear of the properties of 1825 and 1833 Santa Cruz Avenue.

The three step process for a Street Abandonment is as follows:

- 1) Staff requests that the City Council consider adopting a Resolution of Intention to Abandon the Proposed Public Right-of-Way and/or Easement, sets a date for the Public Hearing and refers it to the Planning Commission. In the event the City Council approves the appeal to deny issuing the driveway encroachment permit, at the March 5, 2013 Council meeting, this could be considered the first meeting of the abandonment process. Staff has included a Resolution of Intention if Council decides to proceed in this manner.
- 2) The Planning Commission considers the proposed abandonment for consistency with the General Plan. The Planning Commission's recommendation and input, if any, received from all of the utilities and/or affected parties is submitted to City Council (included in the staff report to Council) for the Public Hearing.
- 3) A Public Hearing is set where the City Council will consider the Planning Commission's recommendation and adopts a Resolution Ordering the Vacation (Abandonment ) of the Public Street.

Presently, the City maintains a small stormwater pump station that is used to drain Louise Street. The general area is maintained by the adjacent property owners and the City has no other use for the property. Since the terminus of Louise Street abuts the properties of both 1825 and 1833 Santa Cruz Avenue, property owners have the same right as the Louise Street residents to use the property for public access. As stated previously, the Louise Street residents have no objection to the Louise Street right-of-way being used for pedestrian access. The residents of 1825 and 1833 Santa Cruz Avenue have used the rear of their properties for pedestrian access to Louise Street. There are existing gates in both the rear fences of 1825 and 1833 Santa Cruz Avenue properties. If the Council approves the abandonment requested by 1017 and 1024 Louise Street, no rear access would be allowed from the properties of 1825 and 1833 Santa Cruz Avenue since the subdivision that created the Louise Street right-of-way is different than the subdivision that created 1825 and 1833 Santa Cruz Avenue. The abandoned section of Louise Street would revert to the adjacent properties which is 1017 and 1024 Louise Street. As part of this process, staff would verify, using applicant-submitted information that the changes to the 1017 and 1024 Louise Street parcel lines would not result in the creation of substandard lots and/or nonconforming structures.

#### *Building Permit Submittal*

On February 1, 2013, Mr. Sinnott submitted a building permit application for a new house at 1825 Santa Cruz Avenue. This parcel is a standard lot, so Planning Commission review of a use permit is not required for development that conforms to the R-1-S regulations. The proposed house is shown to front Louise Street instead of Santa Cruz Avenue with a driveway connecting the house to Louise Street. The plans also show a secondary unit proposed in the future along the Santa Cruz Avenue side of the property. As noted previously, the Zoning Ordinance does not specify where multi-frontage residential parcels should orient the front door or locate vehicle access points,

although the “front lot line” determination is used by the Building Division when designating a parcel’s address. Staff has denied Mr. Sinnott’s request to change the street address as previously discussed in this report, therefore the address of 1825 Santa Cruz Avenue will remain the same.

### Scenarios

Two Scenarios exist as to outcome of Council Action:

#### **Scenario 1**

If Council approves staff’s recommendation to deny the appeal, Mr. Sinnott will be allowed to construct the driveway off Louise Street. Mr. Sinnott will be subject to meeting the conditions of approval and would still have 1825 Santa Cruz Avenue as the property address. In addition, the resolution of abandonment would not be approved, effectively ending the abandonment process.

#### **Scenario 2**

If Council approves the appeal, Mr. Sinnott would not be able to construct the driveway to Louise Street. The property would still have 1825 Santa Cruz Avenue as the property address. The City Council could approve one of the following:

- The Council could approve the resolution of intention (subject to storm drain easement and other utilizes as needed). In addition, the Council could consider retaining two separate five (5) foot pedestrian access easements for the benefit of 1825 and 1833 Santa Cruz Avenue.
- The Council could not approve the resolution of intention to abandon the section of Louise Street and the section of Louise Street would remain the same.

### **IMPACT ON CITY RESOURCES**

The staff time associated with issuance of the driveway permit is fully recoverable through fees collected from the applicant. The staff time costs associated with the appeal process is not recoverable.

### **POLICY ISSUES**

There are no specific policy issues with this action.

## ENVIRONMENT REVIEW

The project is categorically exempt under Class 3 of the current California Environmental Quality Act (CEQA) Guidelines.

Signature on File

Roger Storz  
Senior Civil Engineer

Signature on File \_\_\_\_\_

Ruben Niño  
Assistant Public Works Director

## 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. [Information Submitted by Mr. Sinnott](#)
- B. [Information Submitted by the Louise Street Residents](#)
- C. [Resolution](#)
- D. [Map of Louise Street](#)

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**RESOLUTION NO. 6140**

**RESOLUTION OF THE CITY OF MENLO PARK TO AMEND THE  
RESOLUTION OF INTENTION TO ABANDON A PORTION OF LOUISE  
STREET**

WHEREAS, the City Council of the City of Menlo Park considered the abandonment of Louise Street and approved a Resolution of Intention to abandon a portion of Louise Street as Resolution No. 6125 on March 5, 2013; and

WHEREAS, the dates set by the previously approved Resolution of Intention for the Public Hearings to be held by the Planning Commission and the City Council necessitate being changed; and

WHEREAS, the Planning Commission will hold a Public Hearing on this subject on May 6, 2013, as required by law to notify property owners; and to find out whether the proposed abandonment is consistent with the City's General Plan; and

WHEREAS, the City Council will hold a Public Hearing on July 16, 2013 at approximately 7:00 p.m. as required by law determining whether recorded public utility easements and public access easements, over that area of the property affected, will retain the City's option relative to any utilities and street improvements within that area.

NOW, THEREFORE, BE IT RESOLVED that an Amended Resolution of Intention of the City Council of the City of Menlo Park, is hereby established, to consider the abandonment of a portion of Louise Street.

I, Margaret S. Roberts, City Clerk of Menlo Park, do hereby certify that the above and foregoing Council Resolution was duly and regularly passed and adopted at a meeting by said Council on the sixteenth day of April, 2013, by the following votes:

AYES: Carlton, Cline, Keith, Ohtaki

NOES: None

ABSENT: None

RECUSED: Mueller

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this sixteenth day of April, 2013.

Margaret S. Roberts, MMC  
City Clerk

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**RESOLUTION NO. 2013-01**

**RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK  
DETERMINING THAT ABANDONING A PORTION OF PUBLIC RIGHT OF WAY  
ALONG LOUISE STREET IS CONSISTENT WITH THE GENERAL PLAN**

WHEREAS, the Planning Commission of the City of Menlo Park has considered the public right of way abandonment of a portion of Louise Street, as shown in the attached Exhibit; and

WHEREAS, the Planning Commission has held a public hearing on this subject on May 6, 2013, as required by law, having provided public notification by publishing a legal notice in the local newspaper and notification by mail of owners and residents within a 300-foot radius of the proposed abandonment; and

WHEREAS, the Planning Commission has determined that said abandonment is consistent with the General Plan in that Louise Street would remain a local street, retain easements for public utilities and pedestrian access, and not affect the lot line determinations or Floor Area Limit (FAL) of the affected parcels; and


NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Menlo Park hereby recommends that a portion of Louise Street, as shown in the attached Exhibit, to be abandoned as proposed.

I, Arlinda Heineck, do hereby certify that the above and foregoing Resolution was duly and regularly passed and adopted by a majority of the total voting members of the Planning Commission of the City of Menlo Park at a meeting held by said Commission on the 6th day of May, 2013, by the following vote:

AYES:	Commissioners: Bressler, Ferrick, Kadvany, Strehl
NOES:	Commissioners: Onken, Riggs
ABSTAIN:	Commissioners:
ABSENT:	Commissioners: Eiref

I further certify that the foregoing copy is a true and correct copy of the original of said resolution on file in the office of the Community Development Department, City Hall, Menlo Park, California.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City this 7th day of May, 2013.

  
Arlinda Heineck  
Community Development Director  
City of Menlo Park





**LEA & BRAZE ENGINEERING, INC.**  
 CIVIL ENGINEERS • LAND SURVEYORS  
 5475 HALE BEDDING ROAD, SUITE 100  
 NORTHridge, CALIFORNIA 91324  
 (818) 351-3919  
 (818) 351-3918  
 WWW.LEA-BRAZE.COM

**1017 & 1024  
 LOUISE STREET  
 MENLO PARK  
 CALIFORNIA**

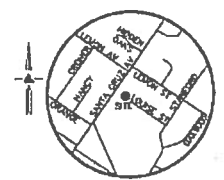
SAN MATEO COUNTY

**PROPOSED  
 ABANDONMENT  
 PLAN**

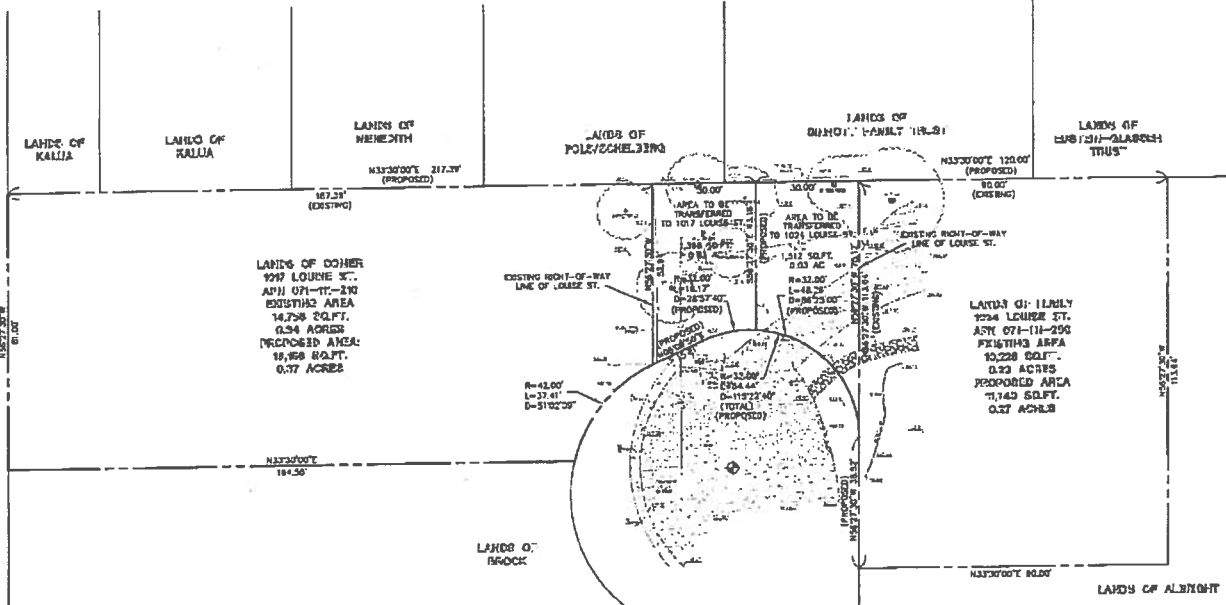
DATE	BY
REVISION	BY
NO. 1	BT
NO. 2	BT
NO. 3	BT
NO. 4	BT
NO. 5	BT
NO. 6	BT
NO. 7	BT
NO. 8	BT
NO. 9	BT
NO. 10	BT

**SU1**

1 OF 1 SHEETS



**VICINITY MAP**  
 NO SCALE



- LEGEND AND NOTES**
- BOUNDARY LINE
  - FENCE LINE
  - - - - - E.T.C.
  - ELECTRIC TELEPHONE CARRY OVERHEAD LINE
  - FLOW LINE
  - SANITARY SEWER CLEAROUT
  - AREA DRAIN
  - WATER METER
  - ELECTRIC METER
  - JOINT POLE
  - GUY ANCHOR
  - CATCH BASIN

**NOTES**

ALL DISTANCES AND DIMENSIONS ARE IN FEET AND DECIMALS.

UNDISCOVERED UTILITY LOCATION IS BASED ON SURFACE EVIDENCE.

BUILDING FOOTPRINTS ARE SHOWN AT GROUND LEVEL.

FRESH FLOOR ELEVATIONS ARE TAKEN AT DOOR THRESHOLD (EXCEPT)

**EASEMENT NOTE**

1024 LOUISE ST.  
 THERE ARE NO EASEMENTS LISTED IN TITLE REPORT PREPARED BY FIRST AMERICAN TITLE COMPANY, POLICY NO. 3317280 DATED DECEMBER 2, 2009.

1017 LOUISE ST.  
 THERE ARE NO EASEMENTS LISTED IN TITLE REPORT PREPARED BY FIRST AMERICAN TITLE COMPANY, POLICY NO. 102-JANES-30 DATED APRIL 30, 2012.

**BENCHMARK NOTE**

BENCHMARK (B-110)  
 DISK SET IN THE MASSIVE STRUCTURE AT THE INTERSECTION OF EL CAMINO REAL AND SANTA CRUZ AVENUE AT THE TOP PROJECTION OF THE GRANITE BLOCK COLUMN ELEVATION=71.13'

**SITE-BENCHMARK**

SURVEY CONTROL  
 SET W/4" NAIL  
 ELEVATION=107.15'



SCALE 1/16" = 1' 0"

**Transmittal Letter**

June 20, 2013

# sinnott&co

architecture & construction

558A Santa Cruz Ave  
Menlo Park, CA. 94025  
Ph. (650) 325-5560

Ph. (650) 325.5560  
Fax (650) 325-0138  
Email: [sam@sinnottandco.com](mailto:sam@sinnottandco.com)  
[www.sinnottandco.com](http://www.sinnottandco.com)

**RECEIVED**

JUN 20 2013

**City Clerk's Office**  
**City of Menlo Park**

To:  
City of Menlo Park  
City Clerk's Office

**Attention:** Pamela Aguilar  
1825 Santa Cruz Encroachment  
Permit on Louise St. Appeal

**Job Number:**

### We are sending you

<input checked="" type="checkbox"/> Attached	<input type="checkbox"/> Under Separate Cover via: [Type text here] the following:		
<input type="checkbox"/> Shop Drawings	Prints	Plans	<input checked="" type="checkbox"/> Other:Receipt Applic. form
<input checked="" type="checkbox"/> Copy of Letter	<input type="checkbox"/> Change Order	<input type="checkbox"/> Samples	
<input type="checkbox"/> Total Quantity	<input type="checkbox"/> Reproducible	<input type="checkbox"/> Specification	

Submittal	Quantity	Date	DWG. #	Description
Letter	1	6/20/13		Encroachment Permit Denial Appeal
application	1	5/16/13		Original completed application form
Appli. receipt	1	6/3/13		Receipt for check accepted by City
Letter	1	6/5/13		Encroachment permit denial letter from PW

### These are transmitted as checked below

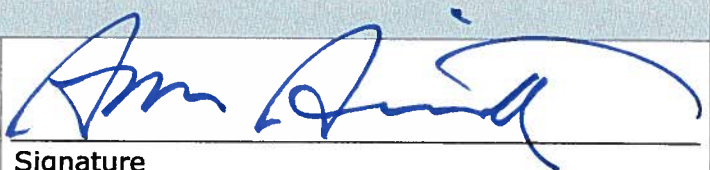
<input checked="" type="checkbox"/> For Approval	<input type="checkbox"/> Approved as Submitted	<input type="checkbox"/> Resubmit copies for approval
<input type="checkbox"/> For Your Use	<input type="checkbox"/> Approved as Noted	<input type="checkbox"/> Submit [#] copies for distribution
<input type="checkbox"/> As Requested	<input type="checkbox"/> Returned for Corrections	<input type="checkbox"/> Return [#] corrected prints
<input type="checkbox"/> For Review and Comment	<input type="checkbox"/> Revise and Resubmit/Work May Not Proceed	
<input type="checkbox"/> FOR BIDS DUE: [Type text here]	<input type="checkbox"/> PRINTS RETURNED AFTER LOAN	

### Comments:

Hello Pamela, Please let me know if this submittal should go to PW rather than your office.

### Copy to:

Bill Garrett  
Bill McClure  
Ruben Nino

  
Signature

June 20, 2013

Pamela Aguilar, Acting City Clerk  
City of Menlo Park  
701 Laurel Street  
Menlo Park, CA 94025

Re: Appeal of June 5, 2013 Denial of May 20, 2013 Revised Encroachment Permit Application (the "Application") for 1825 Santa Cruz Avenue (the "Property")


Dear Ms. Aguilar:

Please consider this to be Owner's/Applicant's appeal of the Public Works Department's June 5, 2013 denial of the above-referenced Application which was accepted for processing on May 20, 2013. A copy of the June 5, 2013 denial letter, as well as a copy of the complete Application, is enclosed.

The Property has legal vehicular access rights regardless of the outcome of the abandonment process. As such, the dirt driveway which has always existed and will continue to exist regardless of the abandonment outcome could be greatly improved in the configuration submitted in the Application. Another advantage of appealing the denial of the Application is that the City Council could review it with the proposed abandonment on the same night, July 16, 2013, rather than hearing the matter yet again.

Please set this appeal for hearing by the Council on July 16, 2013.

Yours,

  
Samuel Sinnott  
Trustee of the Sinnott Family Trust  
Owner and Applicant

Enclosures

cc: William L. McClure, City Attorney  
Ruben Nino, Assistant Director of Public Works  
William R. Garrett, Esq.



**City of Menlo Park  
Engineering Division  
701 Laurel Street  
Menlo Park, CA 94025  
Telephone (650) 330-6740**

**PERMIT NO.:** \_\_\_\_\_  
**Keep this permit at the work site at all times**

**Call 24 hours in advance of working in the public right of way AND for each inspection request.  
Uninspected work will be rejected.**

**ENCROACHMENT PERMIT**

- Major Encroachment       Temporary Encroachment       Other \_\_\_\_\_  
 Minor Encroachment       Debris or Container Box       City-Mandated Repairs

**ONE PERMIT PER ADDRESS**

<b>Location of Work</b> 1825 Santa Cruz Ave	<b>Applicant Represents</b> <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Owner		<b>Applicant e-mail:</b> sam@sinnottandco.com	
<b>Name of Applicant (person)</b> Samuel Sinnott, AIA		<b>Address</b> 558A Santa Cruz Ave.	<b>City</b> Menlo Park	<b>State</b> CA
<b>Name of Contractor</b> Samuel Sinnott & Co		<b>Address</b> 558A Santa Cruz Ave	<b>City</b> Menlo Park	<b>State</b> CA
<b>California Construction License No.</b> 510156	<b>Menlo Park Business License No.</b>	<b>Est. Start Date</b>	<b>Est. Complete Date</b>	
<b>Estimated Construction Cost</b> (Estimate work in city R/W only. Do not include value of utility.) \$ 8,000	<b>Bond or Deposit *</b> \$	<b>Bond or Deposit provided by:</b> <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Other (provide name, company, address)		

**Description of work to be done:**

*Revised Relocation of our existing vehicle access on Louise Street in a configuration that is a permanent driveway; Saves landscape, is accessible to emergency vehicles and makes our safest vehicle access easier to use.*

**Applicant submits the following:**

3 copies of sketch or plans  
 3 copies of traffic control plans  
 insurance certificate

**Call Underground Service Alert (USA) at 1-800-227-2600 before you dig**

**GENERAL CONDITIONS OF PERMIT ATTACHED.**

**Signature below acknowledges that special working hours may apply – check the approved traffic control plan.**

I hereby acknowledge that I have read this permit and the attached conditions, that the information given by me is correct, that I am the owner or the duly authorized agent of the owner, and that I agree to comply with the conditions and all applicable provisions of state laws, city ordinances, and the rules of any governmental agency involved.

*[Signature]*

*owner*

*8/16/13*

Signature of Applicant  
(Owner or authorized agent)

Title

*my* Date

**DO NOT WRITE BELOW THIS LINE – CITY STAFF USE ONLY**

Approved by Engineering Division	Date	Permit expires	Fees (retained by City)	\$
		Total Due to City	<input type="checkbox"/> Paid	\$

*\* Bond or deposit requests must originate from the bond/deposit provider. A copy of the original receipt must accompany the refund request. All deposits or bonds are subject to forfeiture to comply with City Codes and Ordinances.*

*Whit is  
Engineering took  
check.*

CITY OF MENLO PARK/FINANCE DEP  
650-330-6704

# 97823                      4:31 PM                      06/03/13

EMP: WHIT LOY

211                      MINOR ENCROACHMENTS  
1 @                      470.00                      470.00  
1825 SANTA CRUZ  
PAID BY SAMUEL SINNOTI

SUB-TOTAL :                      \$470.00  
SALES TAX :                      .00  
-----  
TOTAL                      >                      \$470.00  
PAY TYPE :                      CHECK  
# 24576  
RECEIVED :                      470.00  
CHANGE :                      .00

701 LAUREL STREET  
MENLO PARK, CA. 94025  
THANK YOU FOR YOUR BUSINESS





---

***Public Works Department***

June 5, 2013

Mr. Samuel Sinnott, AIA  
Samuel Sinnott & Co.  
558A Santa Cruz Avenue  
Menlo Park, CA 94025

RE: Revised Encroachment Permit Application for 1825 Santa Cruz Avenue

Dear Sam:

This letter is to confirm receipt of your revised Encroachment Permit application for construction of a driveway for access to Louise Street from your property at 1825 Santa Cruz Avenue. As the abandonment of Louise Street is currently under consideration by the City Council, your application for an encroachment permit to construct a driveway is hereby denied without prejudice until the City Council makes its decision, currently scheduled for July 16, 2013. Accordingly, you will be receiving a refund check for your application fee which you insisted that the City accept this week.

Should the City Council decide not to abandon Louise Street, you can then resubmit your application for an Encroachment Permit and pay the application fee at that time.

Should you have further questions, please feel free to contact me at (650) 330-6740.

Sincerely,

Ruben Niño  
Assistant Public Works Director

cc: William L. McClure, City Attorney  
Charles W. Taylor, Public Works Director  
Roger Storz, Senior Engineer  
William Garrett, Esq.

SUBJECT 1825 Santa Cruz JOB NO. \_\_\_\_\_ DATE 6/21/13

TO Pamela Aguilar FROM Sam TIME \_\_\_\_\_

City Clerk

RECEIVED

JUN 21 2013

City Clerk's Office  
City of Menlo Park

Hi Pamela,

I forgot to include these plans with my encroachment permit appeal package ~~today~~ yesterday. Could you include these two sheets and substitute this transmittal for the earlier copy?

Thanks for your flexibility.

*Sam Sinnott*

June 20, 2013

**sinnott&co**  
architecture & construction

558A Santa Cruz Ave  
Menlo Park, CA. 94025  
Ph. (650) 325-5560

Ph. (650) 325.5560  
Fax (650) 325-0138  
Email: [sam@sinnottandco.com](mailto:sam@sinnottandco.com)  
[www.sinnottandco.com](http://www.sinnottandco.com)

To:  
City of Menlo Park  
City Clerk's Office

**Attention:** Pamela Aguilar  
1825 Santa Cruz Encroachment  
Permit on Louise St. Appeal

**Job Number:**

We are sending you			
<input checked="" type="checkbox"/> Attached	<input type="checkbox"/> Under Separate Cover via: [Type text here] the following:		
<input type="checkbox"/> Shop Drawings	<input type="checkbox"/> Prints	<input checked="" type="checkbox"/> Plans	<input checked="" type="checkbox"/> Other: Receipt
<input checked="" type="checkbox"/> Copy of Letter	<input type="checkbox"/> Change Order	<input type="checkbox"/> Samples	<input type="checkbox"/> Applic. form
<input type="checkbox"/> Total Quantity	<input type="checkbox"/> Reproducible	<input type="checkbox"/> Specification	


Submittal	Quantity	Date	DWG. #	Description
Letter	1	6/20/13		Encroachment Permit Denial Appeal
application	1	5/16/13		Original completed application form
Appli. receipt	1	6/3/13		Receipt for check accepted by City
Letter	1	6/5/13		Encroachment permit denial letter from PW
Orig Drawings	2	5/14/13	A-D1, D2	Revised relocation of driveway plans 8.5x11

These are transmitted as checked below			
<input checked="" type="checkbox"/> For Approval	<input type="checkbox"/> Approved as Submitted	<input type="checkbox"/> Resubmit copies for approval	
<input type="checkbox"/> For Your Use	<input type="checkbox"/> Approved as Noted	<input type="checkbox"/> Submit [#] copies for distribution	
<input type="checkbox"/> As Requested	<input type="checkbox"/> Returned for Corrections	<input type="checkbox"/> Return [#] corrected prints	
<input type="checkbox"/> For Review and Comment	<input type="checkbox"/> Revise and Resubmit/Work May Not Proceed		
<input type="checkbox"/> FOR BIDS DUE: [Type text here]	<input type="checkbox"/> PRINTS RETURNED AFTER LOAN		

**Comments:**

Hello Pamela, Please let me know if this submittal should go to PW rather than your office.

**Copy to:**

Bill Garrett Bill McClure Ruben Nino	 Signature
--	---





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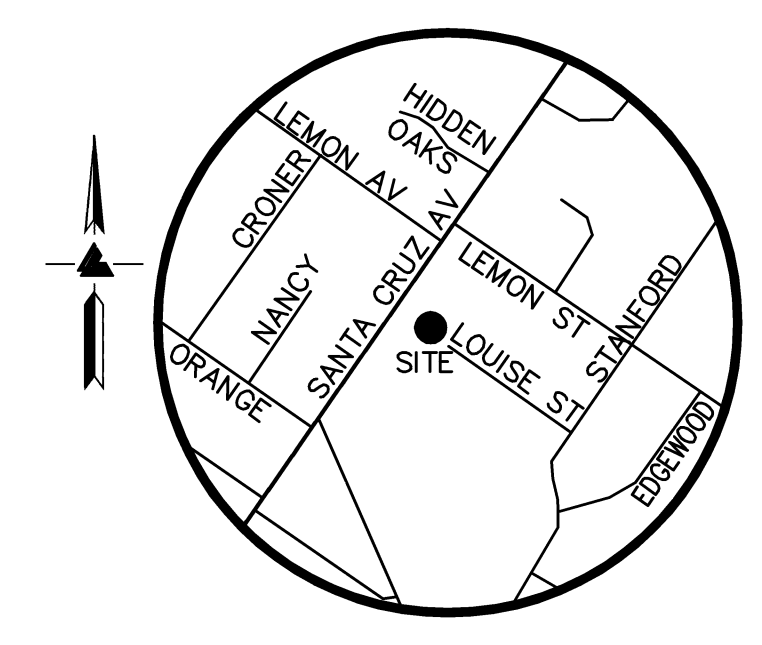
**LEA & BRAZE ENGINEERING, INC.**  
 CIVIL ENGINEERS • LAND SURVEYORS  
 SACRAMENTO REGION  
 1400 SUTTER BLVD., SUITE # 300  
 ROSELAND, CALIFORNIA 94651  
 (P) (510) 887-4066 (F) (916) 966-1338  
 (P) (510) 887-3019 (F) (916) 797-7363  
 WWW.LEABRAZE.COM

**1017 & 1024 LOUISE STREET  
 MENLO PARK CALIFORNIA**  
 SAN MATEO COUNTY

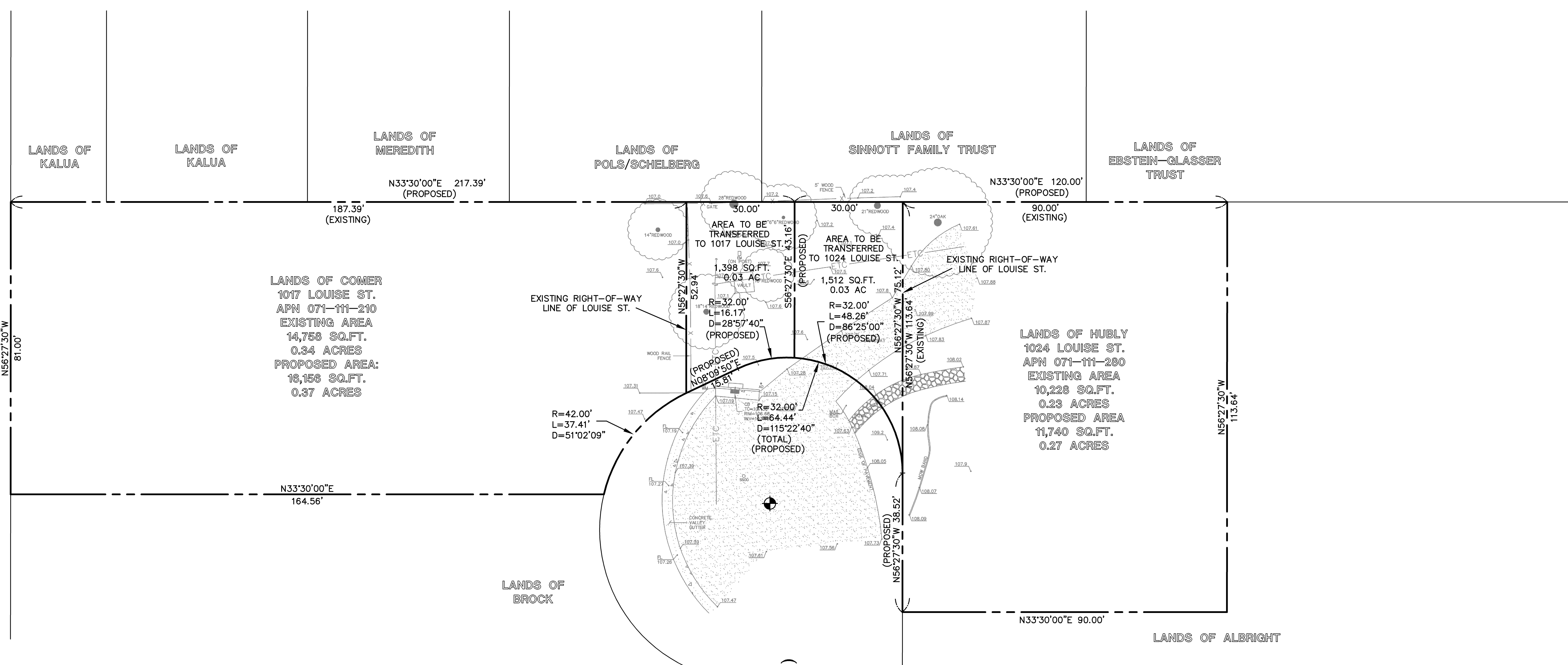
**PROPOSED ABANDONMENT PLAN**

REVISIONS	BY
REVISED PROPOSED 3-21-13	MT
REMOVED GRAVEL 3-21-13	MT
JOB NO:	2120555
DATE:	9-04-12
SCALE:	1/16"=1'
DRAWN BY:	MF/MT
SHEET NO:	

**SU1**  
 1 OF 1 SHEETS



**VICINITY MAP**  
 NO SCALE



**LEGEND AND NOTES**

- BOUNDARY LINE
- x- FENCE LINE
- ETC- ELECTRIC TELEPHONE CATV OVERHEAD LINE
- ..... FLOW LINE
- SSCOO SANITARY SEWER CLEANOUT
- AD• AREA DRAIN
- WM□ WATER METER
- EM□ ELECTRIC METER
- ⊕ JOINT POLE
- ← GUY ANCHOR
- ☐ CATCH BASIN

**NOTES**

ALL DISTANCES AND DIMENSIONS ARE IN FEET AND DECIMALS.  
 UNDERGROUND UTILITY LOCATION IS BASED ON SURFACE EVIDENCE.  
 BUILDING FOOTPRINTS ARE SHOWN AT GROUND LEVEL.  
 FINISH FLOOR ELEVATIONS ARE TAKEN AT DOOR THRESHOLD (EXTERIOR)

**EASEMENT NOTE**

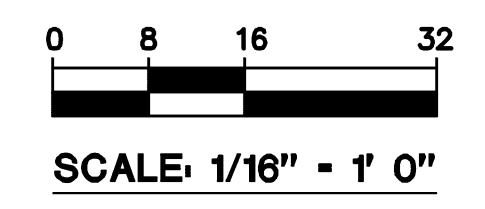
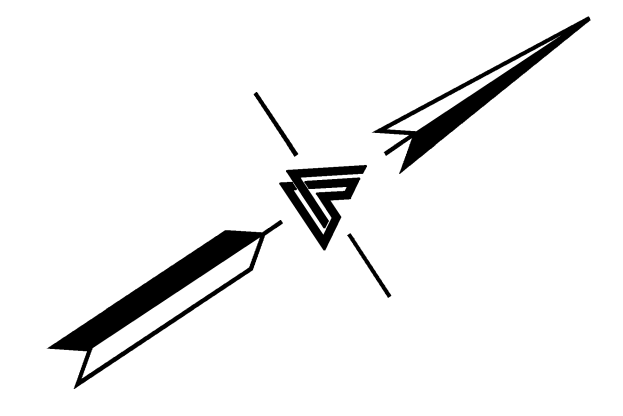
**1024 LOUISE ST.**  
 THERE ARE NO EASEMENTS LISTED IN TITLE REPORT PREPARED BY FIRST AMERICAN TITLE COMPANY, POLICY NO. 3317290 DATED DECEMBER 2, 2009.  
**1017 LOUISE ST.**  
 THERE ARE NO EASEMENTS LISTED IN TITLE REPORT PREPARED BY FIRST AMERICAN TITLE COMPANY, POLICY NO. NCS-554258-SC DATED JUNE 20, 2012.

**BENCHMARK NOTE**

BENCHMARK UU-110  
 DISK SET IN THE MASSIVE STRUCTURE AT THE INTERSECTION OF EL CAMINO REAL AND SANTA CRUZ AVENUE AT THE TOP PROJECTION OF THE GRANITE BLOCK COLUMNS  
 ELEVATION=71.13'

**SITE-BENCHMARK**

SURVEY CONTROL  
 SET MAG NAIL  
 ELEVATION=107.63'



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# TRACT NO. 506 BELLE ACRES

SAN MATEO COUNTY  
SUBDIVISION OF A PORTION OF THE MARTIN TRACT-MAP  
FILED IN MAP BOOK 2 AT PAGE 1 AND DESCRIBED MORE  
PARTICULARLY IN CONVEYANCE FILED OCT. 7, 1935 IN BOOK  
664, OFFICIAL RECORDS, SAN MATEO COUNTY AT PAGE 280  
SCALE: 1" = 100' JULY, 14, 1936

### OWNERS CERTIFICATE

We hereby certify that we are the owners of or have some right, title or interest in and to the real property included within the subdivision shown upon this map, and that we are the only persons whose consent is necessary to pass a clear title to said property, and we consent to the making of said map and subdivision as shown within the border lines and hereby dedicate to public use LOUISE STREET, LEMON AVENUE and MENLO AVENUE shown upon said map within said subdivision.

*Lewis R. Reese*  
*Louise B. Reese*

State of California, }  
County of San Mateo, } SS  
On this 18<sup>th</sup> day of July, 1936,  
before me, R. D. GRAY, a Notary Public  
in and for the County of San Mateo, State of California,  
residing therein, duly commissioned and sworn, personally appeared LEWIS R. REESE and  
LOUISE REESE (his wife) known to me to be the persons whose names are subscribed to the within instrument and acknowledged to me that they executed the same.

In WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

*R. D. Gray*  
Notary Public in and for the County of San Mateo, State of California

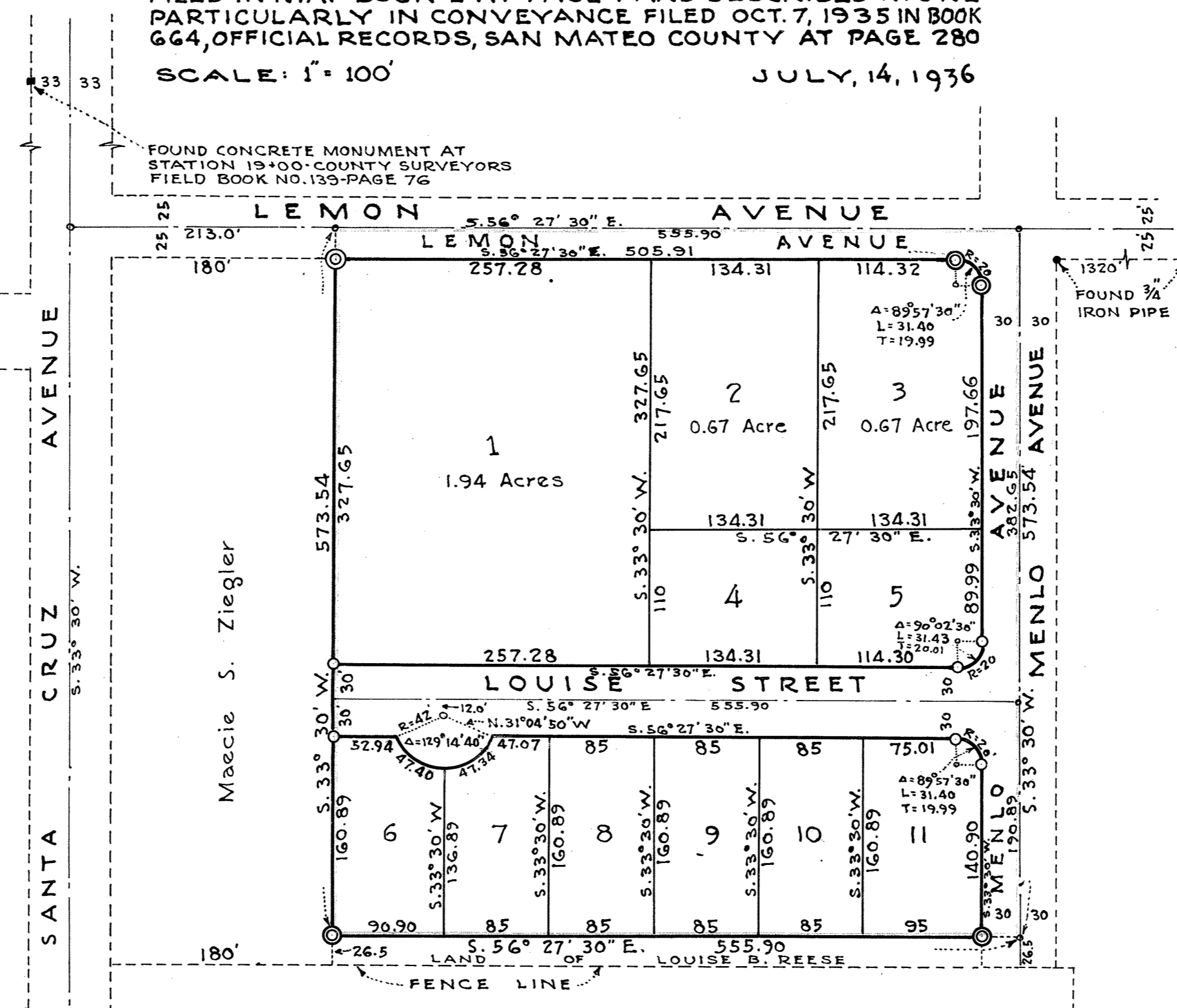
I, Bert J. Mehl, hereby certify that I am a Registered Civil Engineer of the State of California, that this map consisting of one sheet, correctly represents a survey made by me June, 1936; that all the monuments shown thereon actually exist and their positions are correctly shown.

© indicates 2" iron pipe, filled with concrete with metal disc marked RE 2282  
o indicates 3/4" iron pipe.  
The bearing of Santa Cruz Avenue as shown on map of MARTIN Tract filed Sept. 6, 1887, in the office of the Recorder for San Mateo County, in Map Book 2, Page 1, was taken as basis of bearings shown upon this map.

*Bert J. Mehl*  
REGISTERED CIVIL ENGINEER

I hereby certify that the map of this subdivision conforms to the requirements of law and to the action on the tentative map thereof taken by the Planning Commission of the County of San Mateo on June, 19, 1936.

*U. Woodhall*  
Engineer-Surveyor of the County of San Mateo.



It is ordered that the map of Tract No. 506 be and the same is hereby approved; that the money deposited the office of this Board as security for the payment of taxes be and the same is hereby approved in the sum of \$ 150.00, which is hereby fixed as the required amount of said security, that LOUISE STREET, LEMON AVENUE and MENLO AVENUE shown upon said map and therein offered for dedication be and the same are hereby accepted for the purpose for which the same are offered for dedication.

The Clerk of this Board is directed to endorse upon the face of said map a copy of this order authenticated by the seal of the Board of Supervisors.

I hereby certify that the foregoing order was adopted By the Board of Supervisors at a meeting of said Board held July 20<sup>th</sup> 1936.

*E. B. Hinman*  
County Clerk and Ex-Officio Clerk of the Board of Supervisors of the County of San Mateo, State of California.

By *W. T. Augustus* Deputy.

I hereby certify that money in the amount of \$ 150.00 has been deposited in the office of the Board of Supervisors as security for the payment of taxes on land shown on the map of Tract No. 506

*E. B. Hinman*  
County Clerk and Ex-Officio Clerk of the Board of Supervisors of the County of San Mateo, State of California.

By *W. T. Augustus* Deputy.

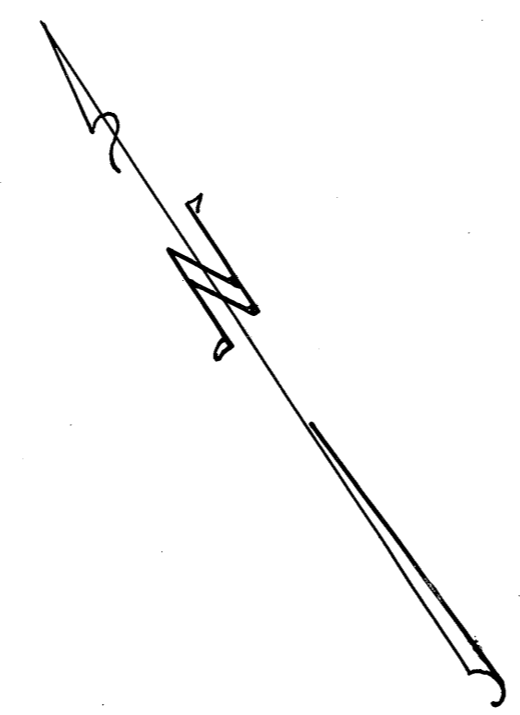
I hereby certify that there are no liens for unpaid state, county or local taxes or special assessments collected as taxes against the land included in the within subdivision or against any part thereof except taxes which are not yet payable and which it is hereby estimated will not exceed the sum of \$ 150.00; and that said land is not nor is any part thereof subject to any special assessment that has not been paid in full, and that this certificate does not include any assessment of any assessment district, the bonds of which have not yet become a lien against said land or any part thereof.

Dated July 20<sup>th</sup> 1936  
*E. M. Stack*  
Auditor of the County of San Mateo

By *U. M. Kohl* Deputy.

Accepted for record and recorded in Book 21 of Maps, Page 21, in the office of the County Recorder of the County of San Mateo this 23<sup>rd</sup> day of July, 1936, at 1:45 P.M.

*T. Rice*  
County Recorder of the County of San Mateo.



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*First American*  
*Title Insurance Company*

NATIONAL COMMERCIAL SERVICES

Michael D. Hickey  
Senior National Underwriter

April 2, 2013

Michael Hubly  
1024 Louise Street  
Menlo Park, CA 94025

Re: NCS-554256-SC  
1024 Louise Street

Dear Mr. Hubly:

In our discussion yesterday, we discussed the affect of a proposed vacation of a portion of Louise Street in Menlo Park on the title. While I have been underwriting title insurance for over 35 years, I am not an attorney and seek to explain how First American handles vacations in insurance of title.

The first consideration is to determine how the street was created as different methods of creation can indicate fee or easement ownership. Based on my research, Louise Street was dedicated and accepted on the Map of Tract 506 Belle Acres filed for record July 23, 1936 in Book 21 of Tract Maps, page 21 (the "Map"). Streets dedicated on maps are easements unless the dedication specifically designates "in fee." No such recital is shown on the Map. A copy is provided for reference.

Pursuant to Civil Code Section 831, "an owner land bounded by a road or street is presumed to own to the center of the way, but the contrary may be shown." According to Code of Civil Procedure 2077 (four) "When a road, or stream of water not navigable, is the boundary, the rights of the grantor to the middle of the road or the thread of the stream are included in the conveyance, except where the road or thread of the stream is held under another title." I searched the title to 1017 and 1024 Louise and found no evidence to contradict this.

Since the street abuts other property, I verified that the properties to the Northwest fronting on Santa Cruz Avenue (at the end of Louise) were in a separate chain of title from that shown on the Map. According to the Marginal Street Rule these properties hold no interest in the street area.

Based on the above, the fee to the street vests in the two adjoining lot owners of 1017 and 1024 Louise Street and the City (as successor to the County) holds an easement for "public use" over Louise Street. Upon vacation of the public use, title to the street would vest in the owners of 1024 Louise and 1017 Louise to the centerline, subject to any easements reserved in the vacation document for utilities.

I hope this is clear but if not please call me.

1737 North First Street, Suite 100, San Jose, CA 95112

TEL 408-451-7905 • FAX 408-451-7836

EMAIL [mhickey@firstam.com](mailto:mhickey@firstam.com) • WWW [FIRSTAM.COM](http://FIRSTAM.COM)

Sincerely Yours  
First American Title Insurance Company

A handwritten signature in black ink, appearing to read "Michael D. Hickey". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Michael D. Hickey

Enclosures Tract Map

# TRACT NO. 506 BELLE ACRES

SAN MATEO COUNTY  
SUBDIVISION OF A PORTION OF THE MARTIN TRACT-MAP  
FILED IN MAP BOOK 2 AT PAGE 1 AND DESCRIBED MORE  
PARTICULARLY IN CONVEYANCE FILED OCT. 7, 1935 IN BOOK  
664, OFFICIAL RECORDS, SAN MATEO COUNTY, AT PAGE 280  
SCALE: 1" = 100' JULY 14, 1936

**OWNERS CERTIFICATE**

We hereby certify that we are the owners of or have some right, title or interest in and to the real property included within the subdivision shown upon this map, and that we are the only persons whose consent is necessary to pass a clear title to said property, and we consent to the making of said map and subdivision as shown within the border lines, and hereby dedicate to public use LOUISE STREET, LEMON AVENUE and MENLO AVENUE shown upon said map within said subdivision.

*Louis B. Reese*  
*Louis B. Reese*

State of California, )  
County of San Mateo, ) ss  
On this 12th day of July, 1936,  
before me, N. D. GARY, a Notary Public,  
in and for the County of San Mateo, State of California,  
residing therein, duly commissioned and sworn, personally appeared MRS. R. J. REESE and  
LOUISE REESE (the same) known to me to be the persons  
whose names are subscribed to the within instrument  
and acknowledged to me that they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

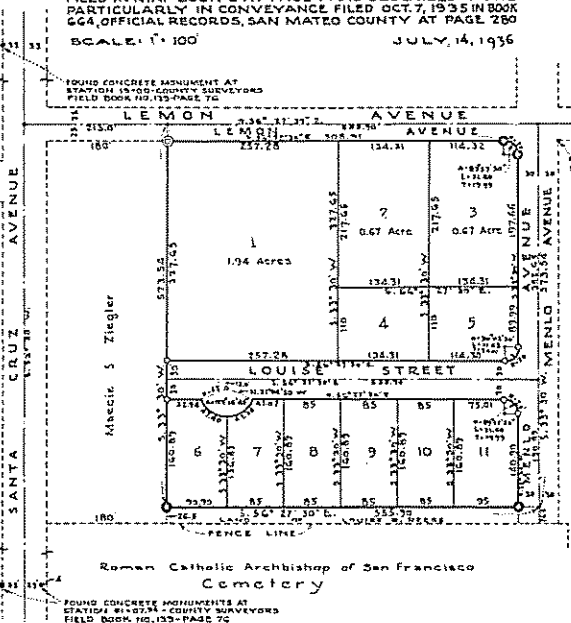
*N. D. Gary*  
Notary Public in and for the County of San Mateo, State of California

I, Bert J. Mehl, hereby certify that I am a Registered Civil Engineer of the State of California, that this map consisting of one sheet, correctly represents a survey made by me June, 1936; that all the monuments shown thereon actually exist and their positions are correctly shown.  
© indicates 2" iron pipe, filled with concrete with metal disc marked 2182  
o indicates 3/4" iron pipe.  
The bearing of Santa Cruz Avenue as shown on map of MARTIN Tract filed Sept. 6, 1887, in the office of the Recorder for San Mateo County, in Map Book 2, Page 1, was taken as basis of bearings shown upon this map.

*Bert J. Mehl*  
REGISTERED CIVIL ENGINEER

I hereby certify that the map of this subdivision conforms to the requirements of law and to the action on the tentative map thereof taken by the Planning Commission of the County of San Mateo on June, 19, 1936.

*W. W. Marshall*  
Engineer-Surveyor of the County of San Mateo.



It is ordered that the map of Tract No. 506 be and the same is hereby approved; that the money deposited in the office of this Board as security for the payment of taxes be and the same is hereby approved in the sum of \$150.00, which is hereby fixed as the required amount of said security, that LOUISE STREET, LEMON AVENUE and MENLO AVENUE shown upon said map and therein offered for dedication be and the same are hereby accepted for the purpose for which the same are offered for dedication.

The Clerk of this Board is directed to endorse upon the face of said map a copy of this order authenticated by the seal of the Board of Supervisors.

I hereby certify that the foregoing order was adopted by the Board of Supervisors at a meeting of said Board held July 24th, 1936.

*E. E. Hinman*  
County Clerk and Ex-Officio Clerk of the Board of Supervisors of the County of San Mateo, State of California.

By *W. H. Augenthaler*, Deputy.

I hereby certify that money in the amount of \$150.00 has been deposited in the office of the Board of Supervisors as security for the payment of taxes on land shown on the map of Tract No. 506

*E. E. Hinman*  
County Clerk and Ex-Officio Clerk of the Board of Supervisors of the County of San Mateo, State of California.

By *W. H. Augenthaler*, Deputy.

I hereby certify that there are no liens for unpaid state, county or local taxes or special assessments collected as taxes against the land included in the within subdivision or against any part thereof except taxes which are not yet payable and which if it is hereby estimated will not exceed the sum of \$150.00; and that said land is not nor is any part thereof subject to any special assessment that has not been paid in full, and that this certificate does not include any assessment of any assessment district, the bonds of which have not yet become a lien against said land or any part thereof.

Dated July 20th 1936  
*E. W. Strick*  
Auditor of the County of San Mateo

By *E. W. Strick*, Deputy.

Accepted for record and recorded in Book 21 of Maps, Page 21, in the office of the County Recorder of the County of San Mateo this 23rd day of July, 1936, at 1:45 P.M.

*W. W. Marshall*  
County Recorder of the County of San Mateo.

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## COMMUNITY SERVICES DEPARTMENT

Council Meeting Date: August 20, 2013  
Staff Report #: 13-141

Agenda Item #: F-1

### REGULAR BUSINESS:

**Accept the Belle Haven Neighborhood Action Plan and approve the Development of a Request for Proposals for completion of the Action Plan items, Allocate and Appropriate a Budget for the implementation of the Action Plan, and Authorize the City Manager to Exceed the \$50,000 Purchase Limit if Needed to Contract for consultants selected to perform the specified work in the Action Plan**

---

### RECOMMENDATION

Staff recommends that the City Council 1) accept the Belle Haven Neighborhood Action Plan and provide general direction, 2) allocate \$130,500 in support of the proposed Action Plan items, and 3) authorize the City Manager to select consultants who will perform the specified work outlined in the Action Plan based on responses to an RFP, and sign the contracts, including one that may exceed the City Manager's purchase authority of \$50,000.

### BACKGROUND

Menlo Park's Belle Haven neighborhood is a community that is geographically, demographically and economically distinct from the larger city. The neighborhood has a strong sense of identity and a desire to improve the quality of life for neighborhood residents while strengthening connections across the community.

Belle Haven experiences challenges with perceptions of increased crime, concerns about education and maintaining neighborhood-based services for residents. These issues have been exacerbated by the dissolution of redevelopment agencies in California, which removed a major tool for the City to provide capital project improvements and services to the community. What's more, there are major land use changes underway or planned near or adjacent to the Belle Haven neighborhood, including Facebook's relocation to the Willow Road East Campus, development of a second Facebook Campus on the Willow Road West Campus and the approved mixed-use Menlo Gateway Project.

Recognizing that these changes present both challenges and opportunities for residents, the Council approved funding for a comprehensive community vision process in Belle Haven in September 2012. This process was designed to engage residents and stakeholders in identifying the highest-priority projects and programs for the Belle Haven community and to create an action plan to guide future implementation.

### THE VISIONING PROCESS

Led by the City of Menlo Park's Community Services staff and consultants from MIG, Inc. (MIG), the visioning process began in January 2013 and concluded in July 2013. The visioning process built on the work initiated by the City and sought to engage a broader cross-section of the Belle Haven neighborhood than had been involved with earlier planning processes. It was designed to identify community values, prioritize services and programs, identify needed improvements, and build capacity and better position Belle Haven to work with the City of Menlo Park and private developers to advocate for its interests.

The six-month community visioning process included multiple strategies for engaging and gathering input from Belle Haven residents and other community members. The culmination of the work has led to the development of a [Belle Haven Neighborhood Action Plan](#) which outlines and highlights high-level action items for the City, Belle Haven residents and stakeholder groups to guide implementation of next steps. This Action Plan builds on the Community Vision and includes recommended roles, responsibilities and timelines for implementation. Visioning documents, questionnaire results, newsletters and other work products are included in the [Action Plan Attachments](#).

### HIGHLIGHTS OF THE PROCESS

Highlights of the process include:

- Over 80 residents attended a Kick-Off meeting on January 29 that introduced the MIG team and solicited volunteers for a variety of activities.
- Four Belle Haven residents were hired as part-time Outreach Associates. The Outreach Team included three English/Spanish bi-lingual members.
- On March 21, the Outreach Team, composed of four Belle Haven residents, was introduced at a Community Meeting along with the new Police Chief (40 people attended). Second joint meeting was held with MPPD on May 16. Approximately 70 people participated in both meetings.
- A neighborhood newsletter was developed and published in March and June. The newsletter covered information about the process and was distributed in English and Spanish.
- In March, the City launched a web page dedicated to the Visioning Process [www.menlopark.org/bellehaven](http://www.menlopark.org/bellehaven). Moving forward, the City will continue to use this web page to share information and news relevant to the Belle Haven Community.



- A Communications and Engagement Strategy was developed that identified target audiences, key messages and outreach tactics. The grassroots outreach approach focused on “high touch”, in-person activities.
- A set of outreach and information tools was developed, including a Fact Sheet, Frequently Asked Questions (FAQ), Community Questionnaire, Discussion Guide, and Outreach Toolkit for use by staff and associates.
- Between early April and early June, outreach associates, MIG and City staff conducted extensive grassroots outreach in the Belle Haven community. This included:
  - Nine community conversations hosted by residents
  - Four community events (e.g., Walk/Bike to School Day, Easter Egg Hunt)
  - Intercept activities in five neighborhood locations (e.g., grocery stores and coffee shops)
  - Meetings with five local community-based organizations
  - Three “fishbowl” meetings with youth at local schools
- On April 20, nearly 300 people attended a Community Visioning Fair at the Senior Center that included interactive activities for resident input, 10 community organizations, children’s activities, lunch and free plant giveaways for Earth Day.
- Over 240 questionnaires were completed by community stakeholders and residents.
- Associates completed a neighborhood canvassing of the 1,200 housing units in the neighborhood, distributing information and a questionnaire at each home.
- On June 20, a Community Action Workshop was held that was attended by about 50 people, including residents, City staff and elected officials, and other community leaders. The workshop presentation of the outreach findings included questionnaire results, an interactive exercise to review and prioritize potential action items generated by the community, group dialogues on key issues, and commitments made to support residents’ top neighborhood goals and invitation to form neighborhood action teams.
- During the June 20th workshop, residents committed to forming action teams including one for Neighborhood Watch Leaders and an Education Committee, as well as individual commitments on high-priority action items.

## **ANALYSIS**

### **ACTION PLAN – NEXT STEPS**

Throughout the Community Visioning Process, there were clear themes around resident priorities and from them goals coalesced and proposed actions were developed to improve the neighborhood. The primary areas for improvement residents identified are:

- Public Safety and Crime Prevention
- Educational Quality and Access
- Economic Opportunity and Job Training
- City Services and Programs

- Neighborhood Infrastructure and Aesthetics
- Traffic and Safety
- Working Effectively with the City

During community conversations and meetings, community members provided ideas for tangible actions they thought a) residents b) the City and c) other community partners could take to improve the neighborhood. The ideas that were provided were not intended to be tasks or assignments for any specific individual or group. A list of action items was presented at the Community Action Workshop held on June 20, 2013, where residents had the opportunity to identify and prioritize their top action items through a dot-ranking exercise. Although there were a number of important topics around improving the neighborhood, there were three that emerged as top priorities: public safety and crime prevention; educational quality and access; and traffic and safety.

Residents participated in small discussion groups around the topic that was of most interest to them at the workshop. Focusing on these priorities, residents identified the top two or three tangible actions they could take to positively impact these concerns. Where appropriate, City representatives and other neighborhood partners offered ways to support residents in those actions. Residents also discussed possible leadership structures and methods for working with the City or other partners to further their goals. Lastly, residents were asked to serve on one of three action teams organized around one of the top neighborhood priorities. A number of residents volunteered to do so.

The final Action Plan includes the priority action items that were identified by residents along with other ideas that were generated for future consideration. The Plan emphasizes a small number of action items for each topic so that residents and the City can take on a manageable number of actions and achieve “quick wins” while organizing toward longer-term goals. This will help further neighborhood capacity building and leadership development which will be essential for achieving the long-term neighborhood goals.

As the neighborhood transitions from Vision to Action, the City has a role to play in helping to convene the action teams and providing the support necessary for the action teams to achieve their short and long term goals. In addition to helping convene and partner with the action teams, residents expressed an interest in strengthening their ability to work effectively with the City and other partners to achieve their goals. The proposed next steps focus on helping convene resident action teams and stakeholders, developing and strengthening resident capacity to achieve short and long term goals, building infrastructure for continued community engagement and support, as well as addressing some of the particular action items where resources and strategies may be more easily identified. Following is a two year plan that includes the proposed next steps and actionable items which reference the specific Belle Haven Action Plan Goals and the strategy and funding required to address them.

### Belle Haven Action Plan - Proposed Next Steps

Proposed Actions	Belle Haven Action Plan Goals Referenced	Description	Provider	Estimated Year 1 FY 13-14	Est. Year 2 FY 14-15
Convene 2 Task Forces: <ul style="list-style-type: none"> <li>Educational Quality &amp; Access</li> <li>Public Safety &amp; Crime Prevention</li> </ul>	Public Safety # 1-5 Education # 8-9	City will meet with key stakeholders and residents who volunteered for action teams on neighborhood priorities	<ul style="list-style-type: none"> <li>City through facilitator consultant</li> <li>City to provide "education" expert to work w/ Education task force</li> </ul>	\$20,000	0
Provide Neighborhood Trainings	Public Safety # 3,5 Economic Opportunity # 10 Neighborhood Infrastructure # 14 Working with City # 15,16	Provide capacity building activities for leadership development and working effectively with the City	<ul style="list-style-type: none"> <li>City through facilitator consultant</li> </ul>	\$15,000	0
Neighborhood newsletter	Working with City # 17	Desire for "non-email" communication tools	<ul style="list-style-type: none"> <li>City through Community Services Dept</li> </ul>	\$3,500	\$3,500
Public Bulletin Board and/or Kiosk	Public Safety # 1b Traffic Safety # 7d Working with City # 17	Desire for "non-email" communication tools	<ul style="list-style-type: none"> <li>City through Community Services and MPPD</li> </ul>	\$3,000	0
Neighborhood mini-grant program	Neighborhood Infrastructure # 13-14	Organize and provide support to clean up neighborhood and make minor improvements	<ul style="list-style-type: none"> <li>City grant funds</li> <li>City through Neighborhood Connector contract</li> </ul>	\$15,000	\$25,000
Youth diversion / truancy prevention	Public Safety # 1a Education # 9e Economic Opp # 10 City Services # 11	Service learning opportunities, internships, mentorships, youth development	<ul style="list-style-type: none"> <li>City through Neighborhood Connector contract</li> <li>MPPD</li> </ul>	\$31,000 \$10,000	\$31,000 \$10,000
Resource referral	Public Safety # 1a, 2a Traffic Safety # 7b, 7c Education # 9b,9d, 9e Economic Opp # 10 Working with City # 17	Provide support in addressing residents' requests, streamlining processes, provide resources	<ul style="list-style-type: none"> <li>City through Neighborhood Connector contract</li> </ul>	\$8,000	\$5,000

Proposed Actions	Belle Haven Action Plan Goals Referenced	Description	Provider	Estimated Year 1 FY 13-14	Est. Year 2 FY 14-15
Community engagement	Public Safety # 1,3,4,5 Traffic Safety # 6c Education # 9 Economic Opp # 10 Neighborhood Infrastructure # 13,14 Working with City # 15,17	Provide support to neighborhood task forces; facilitate communication between city, community leaders and residents.	<ul style="list-style-type: none"> <li>City through Neighborhood Connector contract</li> </ul>	\$13,000	\$10,000
Neighborhood Safety	Public Safety # 2,3,4,5 Traffic Safety # 6c, 7	Facilitate and support on-going dialogues with MPPD and neighborhood, Neighborhood Watch efforts	<ul style="list-style-type: none"> <li>City through Neighborhood Connector contract</li> </ul>	\$12,000	\$8,000
Increase preschool opportunities	Education # 9	Explore opportunities to increase preschool education opportunities	<ul style="list-style-type: none"> <li>City through State Grants</li> </ul>	0	0
Strengthen homework component at BHAS	Education # 9b	Provide free or affordable homework programs	<ul style="list-style-type: none"> <li>City to facilitate local partners' support</li> </ul>	TBD	TBD
Expand programming at OHCC and BHAS	City Services # 11,12	Expand current popular programs and provide more afternoon and evening youth programming	<ul style="list-style-type: none"> <li>City through Community Services Dept</li> </ul>	TBD	TBD
<b>TOTAL</b>				<b>\$130,500</b>	<b>\$92,500</b>

DESCRIPTION OF NEXT STEPS

***Provide Facilitation and Training***

One proposed strategy is to work with a known and trusted professional consultant organization that can provide the necessary experience and expertise to facilitate the neighborhood action teams that emerged from the Community Visioning Process. There were three high priority topics around which action teams formed that included Educational Quality and Access, Public Safety and Crime Prevention, and Traffic and Safety. The Traffic and Safety topic was the least comprehensive of the three and a number of the proposed actions could be sufficiently supported by the City's Public Works Department, the Ravenswood School District and interested residents. The other two, Educational Quality and Access, and Public Safety and Crime Prevention would require a higher level of facilitation and support which a consultant could provide in order to develop the necessary capacity to achieve these long-term goals. The other focus of the consultant would be to provide training to residents, City staff and other partners on methods for building trust, ways to overcome barriers to residents working

with City staff and law enforcement, and skills for working with different cultural communities. All of these facets are desirable and essential in order for the neighborhood and City to establish a foundation for current and future endeavors.

### ***Neighborhood Coordinator (Connector)***

The other major strategy being proposed in the next steps is working with a neighborhood coordinator (or “connector”) who, through a contract for services, would provide support for many of the proposed activities in the Action Plan. The scope of work for this contract for services would include community engagement, resource and referral, support of neighborhood safety and support of youth development through youth diversion and positive alternatives. The following is a description of the contract scope of work:

- Provide support to neighborhood action teams, facilitate and streamline communication between neighborhood residents and the City and other partner groups, and build bridges of trust and partnership among all neighborhood stakeholders;
- Develop a comprehensive inventory all of the neighborhood services and programs that serve neighborhood residents;
- Provide support and increase the responsiveness to residents’ request for information and resources
- Pursue and identify free and affordable homework and tutoring programs in partnership with residents, employers and other youth service providers;
- Help maintain the bridge of communication between neighborhood residents, the City and law enforcement around the issues of blight, crime and safety;
- Convene and facilitate meetings between the neighborhood residents and City departments in response to critical incidents;
- Provide support for the Neighborhood Watch program;
- Provide support to at-risk youth and their families through community service and diversion, providing support through internships, mentoring or job opportunities;
- Provide support in developing and implementing a Truancy Program that engages family, school, community and law enforcement.

### ***Neighborhood Mini-Grant Program***

The creation of a neighborhood mini-grant program would provide funds and support for neighborhood clean-up and minor improvements. Neighborhood residents would have the opportunity to apply for small grants of \$500 to \$1,000, depending on the scope of the work proposed, which can make an improvement to neighborhood infrastructure and aesthetics. The contracted neighborhood connector would assist in implementing the program.

### ***Communication Tools***

Other proposed next steps include addressing neighborhood residents’ desire for non-email communication such as through a public bulletin board or kiosk, as well as a neighborhood newsletter. These tools will help disseminate information about City resources to support implementation of Action Plan items, and keep residents informed

about the progress being made on the Action Plan goals. The proposed tools will compliment and strengthen the other methods of communication which are also recommended to continue including the Belle Haven webpage on the City website, use of social media tools like Next Door and Open Town Hall, maintaining and expanding the Belle Haven master mailing list developed through the Visioning Process, identifying neighborhood leaders and liaisons to the City, and continuing to provide bi-lingual communications and interpretation services for monolingual Spanish-speaking residents.

### ***Community Service Department Programs***

Lastly, it is being proposed that some of the programs offered by the City of Menlo Park Community Services Department be expanded to address several neighborhood priority action items. One of the proposed next steps is for the City to facilitate expansion of the homework component of the Belle Haven After School program in order to provide more free and affordable homework assistance. This would include facilitating volunteer tutors from the neighborhood, including from local business partners or other improvements to the Belle Haven After School program. Also, the Department is exploring the expansion of preschool learning opportunities at the Belle Haven Child Development Center through an application for additional State funding, which may provide for increased preschool program capacity starting this year. Community Services staff will continue exploring ways to improve the quality and diversity of programming, as well as expanding popular offerings, at both the Onetta Harris Community Center and Menlo Park Senior Center.

### **LONG TERM VISION (STRATEGY)**

The focus of the proposed next steps is in developing and strengthening the neighborhood's capacity to achieve its short term goals, while creating the foundation and organization to achieve the longer term goals. Building on the work over the past several months, the proposed next steps are an investment in the neighborhood's long term future. Residents participating in the Visioning Process as well as City staff acknowledge that creating a vision for the neighborhood is a long term endeavor, akin to a marathon, that will require a lot of training and preparation in the beginning to allow for the ultimate goal attainment, which, in the case of the Visioning Process, is a neighborhood whose residents are stronger and in a better position to advocate for their needs, now and in the future.

As neighborhood residents and groups work together to achieve their goals, individual leaders and representative groups will emerge who will have benefited from the foundation of support and capacity building that will take place in the coming months. As neighborhood leaders and representative groups are empowered with the experience and success of accomplishing their goals in partnership with the City and other stakeholders, it is expected that roles each of the partners play may change with the City serving less as a "convener" and more of an equal partner along with other stakeholders in the neighborhood. Over time, there may be one or more neighborhood groups, such as the Belle Haven Community Development Fund, the Belle Haven

Community Foundation or Belle Haven Neighborhood Association or others, that can take on the responsibility of convening and advocating on behalf of residents with the leadership and capacity to accomplish many of the neighborhood's long term goals.

## **IMPACT ON CITY RESOURCES**

It is estimated that the proposed next steps in the Belle Haven Action Plan would cost no more than an additional \$20,000 this fiscal year (given savings from the Vision process and funding allocated for the Community School Program Coordinator that is now housed at the Ravenswood City School District). Although the estimated budget for the second year of the Action Plan implementation project shows an increase in funding over this year, the intention is to front load the project with capacity building activities in this fiscal year and transition the costs of the program to the neighborhood and other partners over time, based on continual evaluation of neighborhood progress. The City's contributions are expected to decrease over time while community partners and groups' contributions increase. All services authorized by the City Council for FY 13-14 will be included as part of the 14-15 budget as well.

## **POLICY ISSUES**

There are no existing policy issues.

## **ENVIRONMENTAL REVIEW**

The neighborhood visioning and action plan process is not a project under CEQA.

## **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 Action Plan with Matrix](#)
- B. [Action Plan Attachments](#)

Report prepared by:  
Derek Schweigart  
Assistant Director Community Services

Cherise Brandell  
Community Services Director

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The logo for Belle Haven Community Visioning features a stylized sunburst icon in the background. The text "Belle Haven" is in a large, bold, black serif font, and "Community Visioning" is in a smaller, black serif font below it.

# Belle Haven Community Visioning

The logo for the City of Menlo Park consists of the text "City of Menlo Park" in a white serif font, centered within a dark brown rectangular background.

City of Menlo Park

## **ACTION PLAN July 2013**

### ***Background***

Menlo Park's Belle Haven neighborhood is a community that is geographically, demographically and economically distinct from the larger city. The neighborhood has a strong sense of identity and a desire to improve the quality of life for neighborhood residents while strengthening connections across the community.

Belle Haven experiences challenges with crime, education and maintaining funding for services for residents. These issues have been exacerbated by the dissolution of redevelopment agencies in California, which removed a major tool for the City to provide services to the community. Major land use changes are underway or planned near or adjacent to the Belle Haven neighborhood, including Facebook's relocation to the Willow Road East Campus, development of a second Facebook Campus on the Willow Road West Campus and the approved mixed-use Menlo Gateway Project.

Recognizing that these changes present both challenges and opportunities for residents, the Menlo Park City Council approved a comprehensive community visioning process for Belle Haven in September 2012. The City laid the groundwork for this effort by completing a Community Snapshot (demographic profile, attached to this document) as well as two dozen stakeholder interviews in late 2012 (attached).

### ***The Visioning Process***

Led by City Community Services staff and consultants from MIG, Inc. (MIG), the visioning process began in January 2013 and concluded in July 2013. The visioning process built on the work initiated by the City and sought to engage a broader cross-section of the Belle Haven neighborhood than had been involved with earlier planning processes. It was designed to identify community values, prioritize services and programs, identify needed improvements, build capacity and better position Belle Haven to work with the City of Menlo Park and private developers to advocate for their interests.

A key tactic in achieving these goals was hiring neighborhood residents as outreach associates and as an extension of the MIG team. This strategy

enabled the City and its consultant to use trusted local residents to encourage participation in the visioning process and to better access existing communications networks and community-based organizations. This approach was also intended to identify and support neighborhood leaders and to strengthen relationships and communications between residents and their City government.

The six-month community visioning process included multiple strategies for engaging and gathering input from Belle Haven residents and other community members. This document outlines and highlights these activities and includes a high-level action plan for the City, Belle Haven residents and stakeholder groups to guide implementation of next steps. This Action Plan builds on the Community Vision and includes recommended roles, responsibilities and timelines for implementation. Visioning documents, questionnaire results, newsletters and other work products are attached as appendices at the end of the Action Plan.

### ***Summary of Accomplishments***

The visioning and outreach process consistently engaged and mobilized residents through a host of grassroots community outreach activities. Outreach efforts engaged many residents who have not historically engaged with the City, including many new residents, renters, and Spanish-speakers as well as youth and students. The visioning effort provided an opportunity to cultivate and strengthen the neighborhood's partnership with the City and to identify neighborhood priorities, community assets and needed improvements. Highlights and accomplishments of the process include:

- Over 80 residents attended a Kick-Off meeting on January 29 that introduced the MIG team and solicited volunteers for a variety of activities.
- Four Belle Haven residents were hired as part-time Outreach Associates. The Outreach Team included three English/Spanish bi-lingual members. MIG and the City held an orientation and training for the associates.
- A Community Meeting was co-hosted with the Menlo Park Police Department (MPPD) on March 21st to introduce the outreach associates and new Police Chief. A second joint meeting was held with the MPPD on May 16th. Approximately 70 people participated in both meetings.
- A neighborhood newsletter was developed and published in March and June. This newsletter, written in English and Spanish, was distributed both electronically and in hard copy. The City will continue to use this communication platform going forward.

- In March, the City launched a web page dedicated to the Visioning Process: [www.menlopark.org/bellehaven](http://www.menlopark.org/bellehaven). Moving forward, the City will continue to use this web page to share information and news relevant to the Belle Haven community.
- A Communications and Engagement Strategy identified target audiences, key messages and outreach tactics. The grassroots outreach approach focused on “high-touch,” in-person activities.
- A set of outreach and information tools was developed, including a Fact Sheet, Frequently Asked Questions (FAQ), Community Questionnaire, Discussion Guide, and Outreach Toolkit for use by staff and associates. All materials for public audiences were developed in both Spanish and English.
- Between early April and early June, outreach associates, MIG and City staff conducted extensive grassroots outreach in the Belle Haven community. This included:
  - Nine community conversations hosted by residents
  - Four community events (e.g., Walk/Bike to School Day, Easter Egg Hunt)
  - Intercept activities in five neighborhood locations (e.g., grocery stores and coffee shops)
  - Meetings with five local community-based organizations
  - Three “fishbowl” meetings with youth at local schools
- On Saturday, April 20, nearly 300 people attended a Community Visioning Fair at the Senior Center that included interactive activities for resident input, 10 community organizations, children’s activities, lunch and free plant giveaways for Earth Day.
- Over 240 questionnaires were completed by community stakeholders and residents.
- Associates completed a neighborhood canvass of the 1,200 housing units in the neighborhood, distributing information and a questionnaire at each home.
- A Community Action Workshop was held on June 20th, attended by about 50 people, including residents, City staff and elected officials, and other community leaders. The workshop presentation of the outreach findings included questionnaire results. An interactive exercise to review and prioritize potential action items generated by the community was followed by group dialogues on key issues, commitments to support residents’ top neighborhood goals, and an invitation to form neighborhood action teams.
- During the June 20th workshop, residents committed to forming action teams including Neighborhood Watch Leaders and an Education

Committee, as well as individual commitments on high-priority action items.

### **Questionnaire Results**

During outreach and engagement activities, a broad cross-section of Belle Haven residents participated and provided input on neighborhood priorities. The community questionnaire enabled the City to collect data from a diverse group of Belle Haven residents, since it was available in English and Spanish, and both in hard copy and online. Outreach associates distributed questionnaires at all activities, meetings and group discussions they attended, as well as through neighborhood canvassing. A description of questionnaire respondents and highlights of findings is included below. A detailed summary is attached to this document.

### **Demographics**

- A total of 244 questionnaires were returned.
- Half of the respondents were homeowners and half rent their home.
- 58% identified themselves as Hispanic or Latino, 15% Caucasian, 12% African-American, 12% Asian/Pacific Islander, 5% other (respondents were asked to check all applicable responses, so total is greater than 100%).
- The primary language of respondents was 54% English, 41% Spanish, and 4% other.
- 75% of the questionnaires were completed in English and 25% completed in Spanish.
- 79% of respondents were residents of Belle Haven.
- 42% of respondents have lived in Belle Haven 5 years or less, and about 20% each have lived in the neighborhood for 6-10, 11-20 or over 20 years.
- 85% of questionnaire respondents completed printed questionnaires and 15% completed online.

### **Neighborhood Priorities**

The following lists reflect the ranking of services, programs and issues from the questionnaire results:

#### *Most-used programs and facilities:*

- Branch Library
- Kelly Park Fields
- Belle Haven Pool
- Onetta Harris Community Center

- Senior Center

*Most important to have in the neighborhood:*

- After-school recreation programs for youth
- Branch library
- Health clinic and services
- Community center / programs for all ages
- Sports and recreation facilities

*Most important issues:*

- Public safety and reducing crime
- Educational support and opportunities for youth
- Job training and employment programs
- Physical health and health care
- Quality affordable housing and preventing displacement

## **Other Findings**

The questionnaire also asked residents about how to best affect change in the neighborhood and about interacting with the City. Key findings include:

- A majority (64%) of respondents support working with local developers and foundations to identify resources for the neighborhood.
- Almost half (49%) support having one group that represents the Belle Haven neighborhood, while 39% support having multiple groups working on specific topics.
- When asked about individual commitments, respondents expressed in the questionnaire that they were most willing to join a mailing list to get information (43%), attend City Council or commission meetings to share ideas (40%) and volunteer with a committee or action team (38%).
- When asked about barriers to participating in neighborhood improvement, the most popular response was that people are already busy with work and family commitments (50%).

## **Improvement Themes**

In addition to data gathered from the questionnaires, input was collected from open-ended questions as well as during community conversations, neighborhood meetings and community workshops. (Meeting and workshop summaries are attached to this document.)

Through these many avenues, input began to coalesce around common themes. The primary areas of improvement identified by community members are:

- Public Safety and Crime Prevention
- Educational Quality and Access
- Economic Opportunity and Job Training
- City Services and Programs
- Neighborhood Infrastructure and Aesthetics
- Traffic and Safety
- Working Effectively with the City

These themes were used to organize potential action items for review and prioritization by the community during the June 20th Action Workshop. While some action items cross multiple topic areas, the themes listed above serve as the organizing tool for the Action Plan that follows.

### ***From Vision to Action***

Throughout the community outreach process, residents were asked about their top concerns and priorities. There was considerable agreement about the highest priorities, with many residents focusing on public safety and education. During community conversations and neighborhood meetings, community members were also asked to think of tangible actions that could be undertaken by a) residents b) the City and c) other partners to implement improvements in the neighborhood. Project staff collected these potential action items and organized them by improvement theme. These action items were presented as ideas generated from the community, not as assignments or commitments on the part of the City or neighborhood.

At the Community Action Workshop on June 20, 2013, residents prioritized the lists of action items and generated new ideas. Residents were asked to identify top-priority action items through a dot-ranking exercise. (The complete results of this exercise are attached to this document.) After voting and suggesting new action items, the large group split into three smaller groups to discuss the most popular topics – public safety and crime prevention; educational quality and access; and traffic and safety.

In each group, facilitators identified the 2 or 3 top priorities from the dot-ranking exercise and discussed what tangible steps residents could take to work towards these actions. Where appropriate, City staff and officials offered ways to support neighbors in those efforts. Groups also discussed potential leadership structures to work directly with the City or other partners to further

their goals. The results of the exercise and small group discussions are the foundation for the Action Plan below.

The following Action Plan emphasizes a small number of action items for each topic area, and focuses on “quick wins” so that residents and the City can take on a manageable number of actions with available resources while organizing towards longer-term goals. The top-priority actions items were based on community input at the Action Workshop. Other ideas generated throughout the process are included for future consideration.

**Please note that the Goal and Next Step ordering are for reference purposes only.**

## Public Safety and Crime Prevention

Goal	Actions and Next Steps	Lead	Partners	Time Frame	Resources
1) Promote and create educational and recreational options for youth to help prevent crime	a) Identify and promote youth programs (e.g., teen leadership or community service programs)	Residents	<ul style="list-style-type: none"> <li>• City Community Services Department</li> </ul>	Short (6-12 months)	<ul style="list-style-type: none"> <li>• City staff</li> <li>• Existing youth program directories and publications</li> </ul>
	b) Pursue an outdoor community bulletin board to share information on programs	City	<ul style="list-style-type: none"> <li>• CBOs</li> <li>• Residents</li> </ul>	Short (6-12 months)	
2) Organize neighborhood watch groups	a) Contact MPPD to identify resources and next steps	Residents	<ul style="list-style-type: none"> <li>• MPPD</li> </ul>	Immediate (1-3 months)	<ul style="list-style-type: none"> <li>• Local, state and national Neighborhood Watch groups</li> </ul>
	b) Identify block captains to organize residents	Residents	<ul style="list-style-type: none"> <li>• MPPD</li> </ul>	Short (6-12 months)	<ul style="list-style-type: none"> <li>• Belle Haven mailing list</li> <li>• Next Door</li> </ul>
3) Participate in on-going dialogues with MPPD Chief and other law enforcement officers	a) Secure commitment from MPPD for regular dialogues; schedule and promote next event	Residents	<ul style="list-style-type: none"> <li>• MPPD</li> <li>• Neighborhood Watch Groups</li> <li>• City</li> </ul>	Ongoing (quarterly or bi-annual dialogues)	<ul style="list-style-type: none"> <li>• City facilities / meeting space</li> <li>• Belle Haven mailing list</li> </ul>



## Public Safety and Crime Prevention

Goal	Actions and Next Steps	Lead	Partners	Time Frame	Resources
4) Host a workshop on burglary prevention	a) Schedule, plan and promote workshop	MPPD	<ul style="list-style-type: none"> <li>• City</li> <li>• Neighborhood Watch Groups</li> </ul>	Immediate or Short (<12 months)	
5) Develop a community advisory group to support public safety and crime prevention goals	a) Meet with MPPD and / or City to discuss potential advisory group structure and roles	Residents	<ul style="list-style-type: none"> <li>• City</li> <li>• MPPD</li> <li>• Neighborhood Watch Groups</li> </ul>	Short (6-12 months)	

### Other Ideas for Consideration

- Improve lighting on homes and in public spaces
- Work with MPPD to add cameras or bring other surveillance technology to the neighborhood
- Improve code enforcement activities
- Create more ways for anonymous and safe reporting of suspicious or criminal activity
- Better publicize existing MPPD reporting and communication tools (e.g., Next Door)
- Support community policing

## Traffic and Safety

Goal	Actions and Next Steps	Lead	Partners	Time Frame	Resources
6) Improve safety near schools and areas where children often walk by implementing the Safe Routes to Schools Plan and other actions	a) Recruit parents or neighbors to be volunteer crossing guards	Residents	<ul style="list-style-type: none"> <li>• City</li> <li>• CBOs</li> <li>• RCSD</li> </ul>	Short (6-12 months)	<ul style="list-style-type: none"> <li>• Belle Haven mailing list</li> <li>• School communication tools</li> </ul>
	b) Find the Safe Routes to Schools Plan and ask Ravenswood School District to post it online	Residents	<ul style="list-style-type: none"> <li>• City – Public Works</li> <li>• RCSD</li> </ul>	Immediate (1-3 months)	
	c) Convene a meeting of MPPD, Public Works, School District Staff and other partners to discuss priorities and next steps	City – Public Works	<ul style="list-style-type: none"> <li>• RCSD</li> <li>• MPPD</li> <li>• Residents</li> <li>• Parents</li> </ul>	Short (6-12 months)	<ul style="list-style-type: none"> <li>• Safe Routes to Schools Plan</li> </ul>

## Traffic and Safety

Goal	Actions and Next Steps	Lead	Partners	Time Frame	Resources
7) Pursue incentives and programs to reduce driving	a) Research tools (including Survey Monkey and Next Door) to find out why and where people are driving	Residents	<ul style="list-style-type: none"> <li>City – Public Works</li> </ul>	<ul style="list-style-type: none"> <li>Short (6-12 months)</li> </ul>	<ul style="list-style-type: none"> <li>Next Door</li> </ul>
	b) Identify and promote existing ride-share resources	Residents	<ul style="list-style-type: none"> <li>City – Public Works</li> </ul>	<ul style="list-style-type: none"> <li>Short (6-12 months)</li> </ul>	<ul style="list-style-type: none"> <li>City staff</li> <li>Existing publications</li> </ul>
	c) Explore opportunities for new or expanded ride-share resources (e.g., Zim Ride)	Residents	<ul style="list-style-type: none"> <li>Local employers</li> </ul>	<ul style="list-style-type: none"> <li>Medium (12-24 months)</li> </ul>	<ul style="list-style-type: none"> <li>511.org</li> <li>Transit agencies</li> </ul>
	d) Pursue an outdoor bulletin board to share information	<i>See above under Public Safety and Crime Prevention</i>			

### Other Ideas for Consideration

- Eliminate parking around bus stops to avoid congestion and conflicts
- Add speed bumps or other traffic calming measures around schools
- Investigate traffic controls to minimize congestion during peak hours
- Review bus stop locations and improve bus stop amenities

## Educational Quality and Access

Goal	Actions and Next Steps	Lead	Partners	Time Frame	Resources
8) Investigate the option of joining Menlo Park City School District	a) Provide a consultant to work with the neighborhood and education committee	City	<ul style="list-style-type: none"> <li>• Education Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Short (6-12 months)</li> </ul>	
	b) Identify a City Council member to champion the process	City – Community Services	<ul style="list-style-type: none"> <li>• City Council</li> </ul>	<ul style="list-style-type: none"> <li>• Short (6-12 months)</li> </ul>	
9) Improve and expand educational support programs within RCSD and Belle Haven	a) Convene a meeting with Belle Haven School to discuss education issues	RCSD	<ul style="list-style-type: none"> <li>• Education Committee</li> <li>• Community School Funders</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate (1-3 months)</li> </ul>	
	b) Support free or affordable homework programs	Education Committee	<ul style="list-style-type: none"> <li>• RCSD</li> <li>• City</li> <li>• Community School Funders</li> <li>• CBOs</li> </ul>	<ul style="list-style-type: none"> <li>• Medium (12 -24 months)</li> </ul>	
	c) Encourage local non-profits to work with Belle Haven schools	Education Committee	<ul style="list-style-type: none"> <li>• RCSD</li> <li>• City</li> <li>• CBOs</li> </ul>	<ul style="list-style-type: none"> <li>• Medium (12 -24 months)</li> </ul>	

## Educational Quality and Access

Goal	Actions and Next Steps	Lead	Partners	Time Frame	Resources
	d) Identify and organize volunteer counselors and tutors for students and families	Education Committee	<ul style="list-style-type: none"> <li>• RCSD</li> </ul>	<ul style="list-style-type: none"> <li>• Short (6-12 months)</li> </ul>	<ul style="list-style-type: none"> <li>• Belle Haven mailing list</li> </ul>
	e) Support service learning / community service in the neighborhood	Education Committee	<ul style="list-style-type: none"> <li>• RCSD</li> <li>• CBOs</li> <li>• Local non-profits and businesses</li> </ul>	<ul style="list-style-type: none"> <li>• Medium (12 -24 months)</li> </ul>	

### Other Ideas for Consideration

- Grow volunteer tutoring programs with residents and area employees
- Identify or provide more work spaces for students

## Economic Opportunity and Job Training

Goal	Actions and Next Steps	Lead	Partners	Time Frame	Resources
10) Pursue or expand partnerships with local businesses to support internships, mentoring or hiring opportunities	a) Establish neighborhood leader(s) or organization(s) for this effort	Residents	<ul style="list-style-type: none"> <li>• City</li> <li>• CBOs</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate (1-3 months)</li> </ul>	<ul style="list-style-type: none"> <li>• Belle Haven mailing list</li> <li>• Next Door</li> </ul>
	b) Convene a meeting of neighborhood and community leaders with businesses or liaisons to identify opportunities and next steps	Residents	<ul style="list-style-type: none"> <li>• Chamber of Commerce</li> <li>• Local business organizations</li> <li>• Local employers</li> <li>• CBOs</li> </ul>	<ul style="list-style-type: none"> <li>• Short (6-12 months)</li> </ul>	
Increase service learning opportunities for students	<i>See above under Educational Quality and Access</i>				

- Other Ideas for Consideration**
- Continue to support Job Train
  - Engage middle school students in community service through the City of Menlo Park
  - Identify paid opportunities for community members to share services and expertise (e.g., classes at Onetta Harris)
  - Promote summer employment and internships to Belle Haven youth
  - Work with local employers to pursue priority hiring agreements and/or additional outreach to Belle Haven residents

City Services and Programs					
Goal	Actions and Next Steps	Lead	Partners	Time Frame	Resources
11) Provide more afternoon and evening activities for youth and high-school age students including drop-in programs and places	<i>See above under Public Safety and Crime Prevention</i>				
12) Improve the quality and diversity of programs and classes	a) Gather and evaluate feedback on programs, classes and instructors provided in Belle Haven and other Menlo Park neighborhoods	City – Community Services	• Residents	• Short (6-12 months)	
	b) Identify top-priority improvements and implement changes as budget and resources allow	City – Community Services	• Residents	• Medium (12 -24 months)	
<b>Other Ideas for Consideration</b> <ul style="list-style-type: none"> <li>• Consider moving and/or improving the branch library</li> <li>• Improve resident access to fields in the neighborhood</li> <li>• Make more computers available in public places</li> <li>• Increase the number and hours of current popular programs</li> <li>• Ensure responsiveness to resident requests</li> </ul>					

## Neighborhood Infrastructure and Aesthetics

Goal	Actions and Next Steps	Lead	Partners	Time Frame	Resources
13) Identity resources and programs to help property owners and residents maintain their property	a) Establish neighborhood leader(s) or organization(s) for this effort	Residents	<ul style="list-style-type: none"> <li>• City</li> <li>• CBOs</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate (1-3 months)</li> </ul>	<ul style="list-style-type: none"> <li>• Belle Haven mailing list</li> </ul>
	b) Identify key maintenance issues and barriers to upkeep	Residents	<ul style="list-style-type: none"> <li>• City</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Short (6-12 months)</li> </ul>	
	c) Inventory and promote existing resources	City	<ul style="list-style-type: none"> <li>• Residents</li> <li>• CBOs</li> </ul>	<ul style="list-style-type: none"> <li>• Short (6-12 months)</li> </ul>	
	d) Consider sliding scale or reduced fees for high-priority needs	City		<ul style="list-style-type: none"> <li>• Medium (12 -24 months)</li> </ul>	
14) Organize resident efforts to clean up the neighborhood and make minor property improvements	a) Host a meeting with resident leaders and recruit volunteers to plan and promote events	Residents	<ul style="list-style-type: none"> <li>• CBOs</li> <li>• City</li> </ul>	<ul style="list-style-type: none"> <li>• Short (6-12 months)</li> </ul>	<ul style="list-style-type: none"> <li>• Belle Haven mailing list</li> </ul>



## Neighborhood Infrastructure and Aesthetics

Goal	Actions and Next Steps	Lead	Partners	Time Frame	Resources
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### Other Ideas for Consideration

- Enforce crew clean up after landscape maintenance
- Provide more public trash cans and plastic bags for dog waste
- Locate cameras along major streets
- Locate a dog park in Belle Haven

<b>Working Effectively with the City</b>					
<b>Goal</b>	<b>Actions and Next Steps</b>	<b>Lead</b>	<b>Partners</b>	<b>Time Frame</b>	<b>Resources</b>
15) Meet with neighborhood groups to discuss neighborhood history and issues of distrust	a) Establish neighborhood leader(s) or organization(s) for this effort	Residents	• CBOs	• Immediate (1-3 months)	• Belle Haven mailing list
	b) Draft an agenda and request a meeting with City leadership	Residents	• CBOs	• Short (6-12 months)	
16) Consider providing a dedicated Council position for Belle Haven	a) Establish neighborhood leader(s) or organization(s) for this effort	Residents	• CBOs	• Immediate (1-3 months)	• Belle Haven mailing list
	b) Draft an agenda and request a meeting with City leadership	Residents	• CBOs	• Short (6-12 months)	
17) Disseminate information about City resources to support implementation of	a) Report annually on City grant funding of community organizations	City – Community Services	• CBOs	• Ongoing (annually)	• Belle Haven mailing list

<b>Working Effectively with the City</b>					
<b>Goal</b>	<b>Actions and Next Steps</b>	<b>Lead</b>	<b>Partners</b>	<b>Time Frame</b>	<b>Resources</b>
Visioning Process action items	b) Provide information on plans and funding through regular neighborhood communications	City – Community Services	<ul style="list-style-type: none"> <li>• CBOs</li> <li>• Residents</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing (quarterly)</li> </ul>	<ul style="list-style-type: none"> <li>• Belle Haven newsletter</li> </ul>
<p><b>Other Ideas for Consideration</b></p> <ul style="list-style-type: none"> <li>• Create new forums for submitting ideas and issues to the City</li> <li>• Create additional neighborhood action committees</li> <li>• Increase awareness of existing opportunities for engaging and working with the City</li> <li>• Identify resources to support Belle Haven residents' elections</li> <li>• Consider using OHCC staff as liaisons and for referrals to City services and staff</li> <li>• Create signs in both Spanish and English in Belle Haven</li> </ul>					

## ***Recommended Process Improvements***

In addition to the action items outlined by topic in the Action Plan, MIG recommends the following steps to improve the effectiveness of the Belle Haven / City partnership moving forward.

### **1. Improve two-way communication**

- a. Continue to use the Belle Haven webpage on the City website and the newsletter for regular communications with Belle Haven residents and stakeholders. (City)
- b. Identify and use official channels for City communication (e.g., public comment at City Council meetings, Open Town Hall on website, etc). (Residents/CBOs)
- c. Identify neighborhood leaders, residents and/or City staff who can serve as liaisons to the City for residents who prefer not to use formal communications channels. (Residents/CBOs/City).
- d. Invite neighborhood leaders and residents to contribute to staff presentations to City Council to increase the authenticity of progress reports and action item updates. (City).
- e. Maintain and expand the Belle Haven master mailing list, and continue the practice of sending hard-copy materials to residents who do not use email. (City)
- f. Share City communications with neighbors, networks, family and colleagues through formal (e.g., Next Door) or informal channels. (Residents/CBOs)
- g. Continue to provide bi-lingual communications to the neighborhood as well as real-time interpretation for monolingual Spanish-speaking residents. (City)
- h. Identify volunteer interpreters who can support neighborhood participation for monolingual Spanish-speakers. (Residents/CBOs)

### **2. Use non-electronic neighborhood communication tool(s) in addition to the Belle Haven webpage and e-blasts.**

- a. Pursue the installation and management of an outdoor community bulletin board. (City)
- b. Continue use of flyers and banners to promote neighborhood events (City).
- c. Disseminate information and materials to residents who do not have access to computers or the internet. (Residents/CBOs)

### **3. Hold an annual Community Fair to build community identify, share information with residents, get input on key issues and report results.**

- a. Identify and recruit partners (e.g., community-based organizations and foundations) to support an annual event. (City)
- b. Volunteer to help organize, staff and promote annual event. (Residents/CBOs)
- c. Include an event or activity that reports progress made on key issues and action items from the Visioning process. (Residents/CBOs/City)

**4. Ensure transparency and share information and data**

- a. Document complaints and issues with City services (e.g., maintenance issues) including date, time, and actions taken. (Residents)
- b. Make specific requests for information of the City (e.g., City Services budget or accounting of redevelopment funds). (Residents, CBOs)
- c. Provide detailed information upon request or as needed to address confusion and questions about City processes. (City)

**5. Increase Belle Haven representation on City commissions and committees**

- a. Identify and recruit Belle Haven residents for vacancies on City commissions, committees and other leadership roles. (Residents/CBOs)
- b. Notify the Belle Haven community of commission vacancies and other opportunities as they arise, using established communication networks. (City)
- c. Identify resources to support residents' campaigns for City Council or other elected positions. (CBOs)

**6. Sponsor a capacity-building workshop for Belle Haven residents to learn about City decision-making, communications, and public outreach practices and to identify appropriate points of contact.**

- a. Promote workshop attendance and share information with those who could not attend (CBOs/Residents).

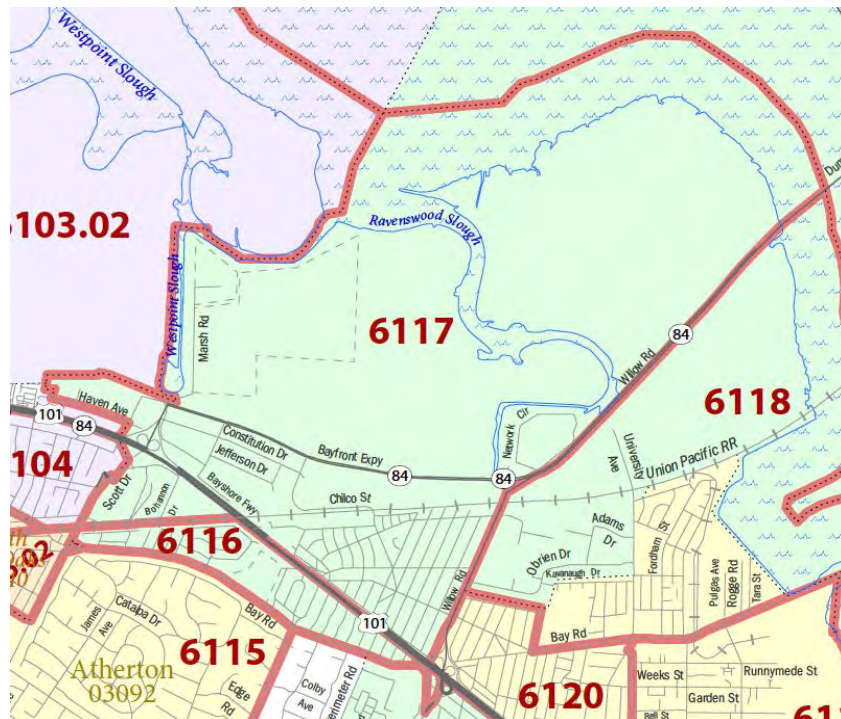
**7. Consider forming a Belle Haven Commission or other formal advisory body that draws from existing community organizations and reflects the diversity of the neighborhood.**

## ***Attachments***

- Community Snapshot
- Community Conversations
- Outreach and Communications Strategy
- Fact Sheet
- FAQ
- Questionnaire
- Questionnaire Summary
- Action Plan Priority Exercise Results
- Neighborhood and Community Workshop Flyers
- Neighborhood and Community Workshop Summaries
- Neighborhood and Community Workshop Presentations
- Newsletters

## A COMMUNITY SNAPSHOT

The community snapshot is a fact-based overview of the Belle Haven neighborhood and is intended to provide all Belle Haven residents with a shared understanding of Belle Haven's current demographic, social, and economic situation. Unless indicated otherwise, the information in the community snapshot has been taken from the website of the U.S. Census Bureau. Other sources of information include the websites of the San Mateo County Elections Office and San Mateo County Health System, a survey mailed out to Belle Haven residents, and interviews with Belle Haven residents and employees. Below is a map showing the boundaries of the Belle Haven neighborhood as defined by the U.S. Census Bureau (Belle Haven is census tract 6117).



### *Population Characteristics*

#### Population Totals and Growth

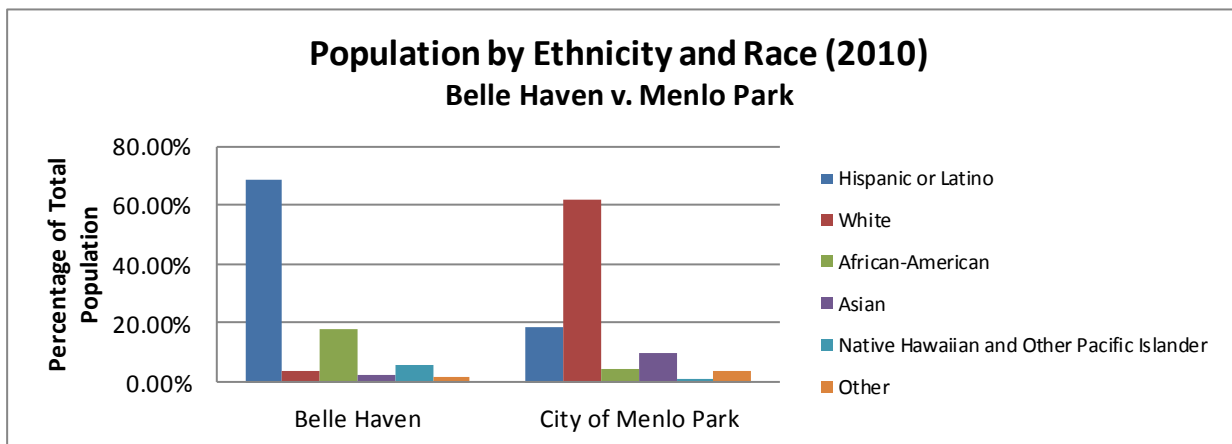
- According to the 2010 census estimate, the population of the Belle Haven neighborhood is about 5,970 people. This number does not include the rest of the city of Menlo Park.
- The Belle Haven neighborhood has experienced a population decrease of approximately 2 percent since the 2000 census. However, Menlo Park overall has experienced a population increase of approximately 4 percent since the 2000 census.

### Population by Age

- The population spread in the Belle Haven neighborhood in the 2010 census showed the biggest group, almost 40 percent, falling between the ages of 20 and 44. This is slightly higher than the population spread in Menlo Park overall in 2010, which showed 34 percent falling between the ages of 20 and 44.
- Youth ages 5 to 19 accounted for about 25 percent of the Belle Haven population as recorded in the 2010 census, compared with 18 percent of the overall Menlo Park population.

### Population by Ethnicity

- The population of the Belle Haven neighborhood according to the 2010 census shows a much higher percentage (68.6%) of Hispanic or Latino people than the city of Menlo Park overall (18.4%). Of the non-Hispanic or Latino population of Belle Haven, 17.9 percent identify as African-American, 5.5 percent as Native Hawaiian and Other Pacific Islander, 3.6 percent as white, 2.7 percent as Asian, 1.6 percent as two or more races, and 0.1 percent as other. By comparison, the non-Hispanic or Latino population of Menlo Park shows a breakdown of 62 percent white, 9.8 percent Asian, 4.6 percent African-American, 3.5 percent two or more races, 1.4 percent Native Hawaiian and Other Pacific Islander, 0.2 percent as other, and 0.1 percent American Indian and Alaska Native.
- Since the 2000 census, the Hispanic or Latino population of the Belle Haven neighborhood has experienced an increase of 8.7 percent, compared with 18.6 percent in Menlo Park overall.



### *Social Environment*

#### Households by Family Structure

- As of the 2010 census, the Belle Haven neighborhood included a higher number of households headed by single parents (33%), particularly women (24.9%), than was found in Menlo Park overall (11.4% total; 8.4% women).



### Marriage and Divorce Rates

- According to estimates in the American Community Survey (2006-2010),<sup>1</sup> marriage rates in the Belle Haven neighborhood are somewhat lower than in Menlo Park overall, with 40.7 percent of people over 15 married in Belle Haven, compared to 52.4 percent in Menlo Park overall.
- The divorce rate in the Belle Haven neighborhood is 9.9 percent, the same as in Menlo Park overall.

### Child Care

- In 2010, there were approximately 548 children under the age of 5 in the Belle Haven neighborhood. This represents 9.2 percent of the Belle Haven population, compared with 7.7 percent in Menlo Park overall.
- The Belle Haven Child Development Center (BHCDC) anticipates serving 72 children for the 2012-2013 school year. There is currently a waiting list of over 100 children. During the 2011-2012 school year, the BHCDC served 78 children. With additional funding, the BHCDC would be able to serve 96 children at full capacity.<sup>2</sup>

### Voter Registration and Turnout

- According to statistics compiled by the San Mateo County Elections Office, 23.92 percent of registered Belle Haven voters actually voted in the 2012 election. The Belle Haven voting precincts showed the lowest percentages of voter turnout (9.42% and 14.5%) in all of the Menlo Park voting precincts. The average voter turnout rate in Menlo Park overall for the 2012 election was 27.2 percent.

### Recreation and Leisure Activities<sup>3</sup>

- The Onetta Harris Community Center, formerly the Belle Haven Community Center, was established in 1972 and continues to serve the Belle Haven neighborhood to the present day. During the period of July 2011 to June 2012, the Onetta Harris Community Center programs served 34,125 participants and operated at a cost of approximately \$10.09 per participant and generated \$40,177 in revenue.
- The Menlo Park Senior Center offers programs in health, education, and recreation for older adults in the Belle Haven neighborhood. During the period of July 2011 to June 2012, the Menlo Park Senior Center served 54,534 participants and operated at a cost of approximately \$6.15 per participant while generating \$83,942 in revenue. Second Harvest Food Bank sponsors a weekly brown bag program and the center provides balanced meals and low-cost transportation for participants.

<sup>1</sup> The American Community Survey (ACS) provides estimates for demographic, social, and economic characteristics dating to 2006-2009 (years in which a census was not taken). In this community snapshot, data from the ACS has only been used when more recent data was unavailable. For more about the American Community Survey, visit the website at <http://www.census.gov/acs/www/>.

<sup>2</sup> Information provided by the Belle Haven Child Development Center.

<sup>3</sup> All information provided by the Menlo Park Community Services Department.

### Neighborhood Life

- In a survey of 244 Belle Haven residents in August 2012, 63% of respondents indicated they talk to others in their neighborhood about community problems; 42% indicated they know their neighbors well enough to visit their homes; and 33% indicated agreement with the statement “Since I started living in Belle Haven general conditions in the neighborhood have gotten worse”, 48% disagreed with the statement and 20% did not know.
- In a survey of 244 Belle Haven residents in August 2012, 69% of respondents indicated they have lived in the neighborhood more than 5 years.

### Volunteerism

- In a survey of 244 Belle Haven residents in August 2012, 33% of respondents indicated they volunteered with a local group in the past year. A 2010 survey of Menlo Park residents showed 41% had volunteered with a local group in the past year.

### *Community Health*

#### Rate of Teen Births

- According to estimates in the American Community Survey (2006-2010), the Belle Haven neighborhood reported 0 births per 1,000 women aged 15 to 19. Menlo Park overall reported 57 births per 1,000 women aged 15 to 19 and California reported 25 births per 1,000 women aged 15 to 19. The largest number of women from the Belle Haven neighborhood who gave birth fell into the age range 20 to 34 (about 74 births per 1,000 women), the same age range as for Menlo Park overall and for California.

#### Health Care and Insurance

- According to a 2011 Community Assessment sponsored by the Healthy Community Collaborative of San Mateo County, 89.3 percent of San Mateo County residents had health care insurance coverage. Of these, 63.4 percent had employer-based insurance, 27.1 percent had government-based insurance, and 16.2 percent had purchased insurance on their own. The percentage of San Mateo County residents who do not have health care insurance has increased by almost 17 percent since 1998.<sup>4</sup>
- In a survey of 244 Belle Haven residents in August 2012, 81% of respondents indicated that their children had health insurance while 68% of them had health insurance for themselves.

<sup>4</sup> For more information on healthcare and insurance at the county level, or to read the full text of the 2011 Community Assessment, visit the San Mateo County Health System website at <http://smchealth.org/>.

## Community Safety

### Police

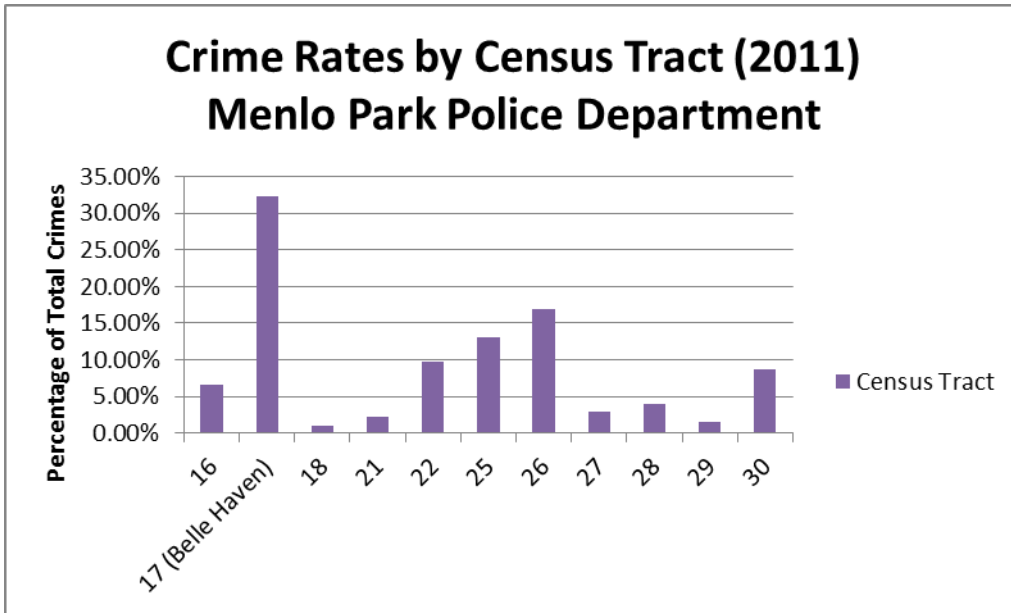
- In a survey of 244 Belle Haven residents in August 2012, respondents were asked if their relationship with the police had improved since living in Belle Haven? 40% of respondents indicated “Yes their relationship had improved”; 29% indicated “No” and 32% indicated they “Did Not Know”.

### Crime Rates

- According to the Menlo Park Police crime statistics, Belle Haven experienced a 9 percent decrease in crime from 2010 to 2011, compared with a 1 percent decrease in crime in Menlo Park overall.
- Belle Haven’s average crime rate (32.3%) was the highest of all areas handled by the Menlo Park Police Department in 2011.

### Juvenile Crime

- According to data provided by the Menlo Park Police Department, between August 2011 and August 2012, Menlo Park had 124 cases of juvenile crime. Of these, 66 cases were in Belle Haven. In other words, Belle Haven accounted for 53 percent of all juvenile crime cases in Menlo Park for the indicated time period.<sup>5</sup>



<sup>5</sup> In this context, a “juvenile crime” or a “juvenile crime case” refers to any case involving a juvenile criminal. This does not necessarily mean that non-juvenile criminals were not involved.

## ***Education***

### Level of Education

- According to estimates in the American Community Survey (2006-2010), 28.4 percent of the Belle Haven population over 25 hold a high school diploma or equivalent as the highest level of educational attainment, compared with 8.8 percent of the overall Menlo Park population over 25 and 21.5 percent of the California population over 25.
- About 13.3 percent of the Belle Haven population over 25 holds a bachelor's degree or higher, compared with 69.5 percent in Menlo Park overall and 30 percent in California.

### Language and Literacy

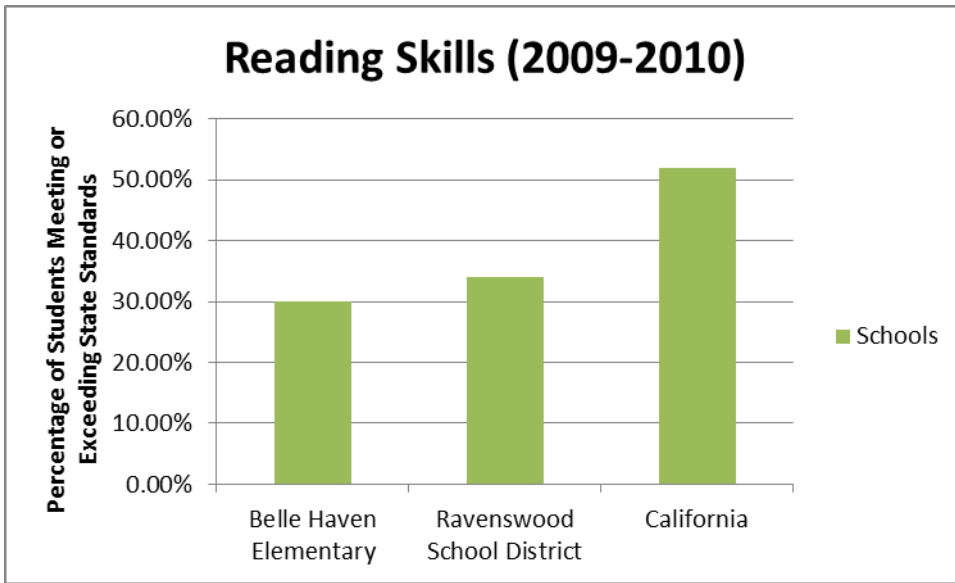
- According to estimates in the American Community Survey (2006-2010), almost 68 percent of Belle Haven residents over 5 speak a language other than English at home. Almost 60 percent of Belle Haven residents over 5 speak Spanish at home. In about 15.6 percent of Belle Haven households, there was no one over the age of 14 who spoke only English or who spoke English "very well." Less than 1 percent of children (ages 5-17) in Belle Haven were recorded as speaking English "not well" or "not at all." Almost 25 percent of working-age adults (ages 18-64) in Belle Haven were recorded as speaking English "not well" or "not at all." Almost 34 percent of seniors (ages 65+) in Belle Haven were recorded as speaking English "not well" or "not at all." Since 2000, the largest proportion of the Belle Haven population recorded as speaking English "not well" or "not at all" has shifted from working-age adults to seniors.<sup>6</sup>
- Based on a survey of Belle Haven conducted in 2005, 53 percent of respondents preferred to receive information about Onetta Harris Community Center and Kelly Park in English and 44 percent in Spanish. 78 percent of respondents agreed or strongly agreed that they felt comfortable speaking English with others.
- In a survey of 244 residents conducted in August 2012, 79% of respondents agreed that they felt comfortable reading and writing in English.

### Reading Skills

- In the 2009-10 school year, 30 percent of students at Belle Haven Elementary School were meeting or exceeding state standards, slightly lower than the number of students at the Ravenswood City School District level (34%),<sup>7</sup> and much lower than the number of students at the state level (52%).

<sup>6</sup> Data on 2000 census taken from the 2010 Demographic Analysis of the Belle Haven Community for the Menlo Park Library.

<sup>7</sup> The Ravenswood City School District includes schools in both Menlo Park and East Palo Alto. In Menlo Park, the schools in the Ravenswood district are Belle Haven Elementary, Willow Oaks Elementary, and East Palo Alto Stanford High School. In East Palo Alto, the schools in the Ravenswood district are Brentwood Academy, Cesar Chavez Academy, Costaño Elementary, Green Oaks Academy, James Flood School, Ronald McNair Academy, Ravenswood Child Development Center, San Francisco 49ers Academy,

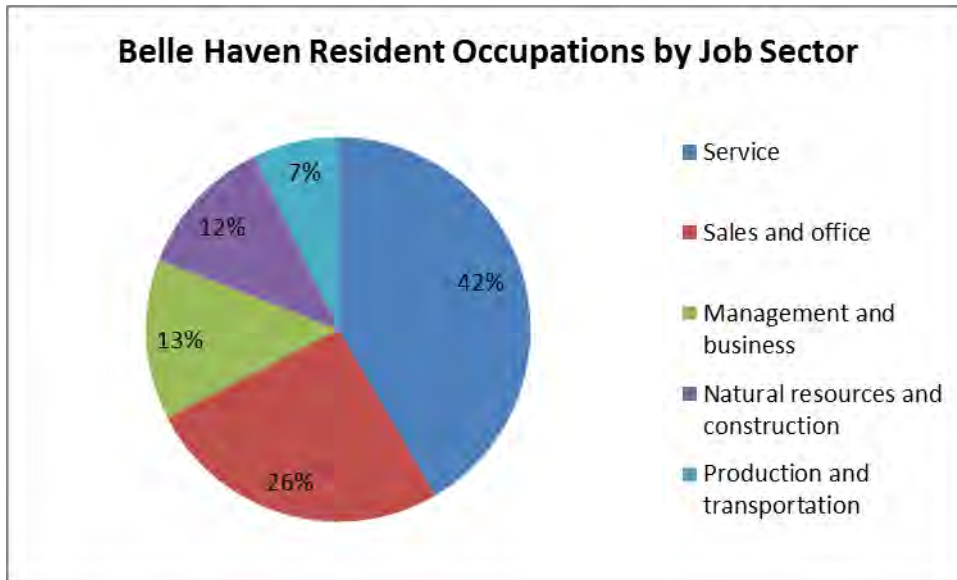


### *Economic Vitality*

#### Employment

- According to estimates in the American Community Survey (2006-2010), about 76.2 percent of the Belle Haven population over 16 was in the labor force, compared with 68.3 percent in Menlo Park overall. The largest number of jobs held by Belle Haven community members was in service occupations (41.6%). Other job sectors include sales and office (25.8%), management and business (13.5%), natural resources and construction (11.9%), and production and transportation (7.2%).

and East Palo Alto Charter School. For more about the Ravenswood City School District, visit the website at <http://www.ravenswood.k12.ca.us/>.



#### Unemployment

- Based on estimates in the American Community Survey (2006-2010), about 8.4 percent of the Belle Haven population over 16 was unemployed in 2010, compared with 6 percent in Menlo Park overall and 5.8 percent in California.

#### Home Ownership

- In 2010, 52.4 percent of homes in Belle Haven were owner-occupied, slightly lower than in Menlo Park overall (56.1%).

#### Housing Affordability

- Based on estimates from the American Community Survey (2006-2010), the median home value in Belle Haven was \$562,100, about half of the median home value in Menlo Park overall (\$1,000,000 +), but higher than the median home value in California (\$458,500).

#### Real Earnings

- The median annual income in the Belle Haven neighborhood according to the 2010 census was approximately \$49,228, compared with the median annual income in Menlo Park overall (approximately \$107,860) and the median annual income in California (\$60,883).

#### Population by Income

- Based on the 2010 census, approximately 14 percent of households in the Belle Haven neighborhood fell below the poverty line (less than \$15,000 annually), compared with 6 percent in Menlo Park overall and 7 percent in California.

#### Public Assistance

- According to the American Community Survey (2006-2010), about 6.7 percent of households in the Belle Haven neighborhood received cash public assistance in 2010, compared with 1.4 percent in Menlo Park overall and 3.4 percent in California.
- During the 2005-06 school year, 84.3 percent of students in the Ravenswood Elementary School District were receiving free lunch.

#### Hunger

- As of the 2010 census, about 7.3 percent of households in Belle Haven had received Food Stamp/SNAP benefits in the past 12 months, compared with 1.4 percent in Menlo Park overall and 5.4 percent in California.

## Community Conversation Interviews

**Question: Based on your experience and what you hear from family and friends, what do you think is the biggest issue currently facing the community?**

**Summary:**

***More communication/collaboration East and West, Improve education (Belle Haven in Menlo Park School District instead of Ravenswood), better ways of getting the word out, Community should be more self-sufficient, improve landscape here in Belle Haven (Better streets, sidewalks, more businesses and resources), more job opportunities.***

- Belle Haven is a senior community, need to be addressed. Down to a lot of young families and children, figure out services. Facebook will be large compound, traffic. Vacant buildings need to be filled for jobs in the community. Need seminars to educate people on what they can do to make things better.
- Education is the top issue—the quality of education and the way it is organized. Under the current system, children in Belle Haven are disadvantaged when they leave. Employment is another issue. There is a lack of entry-level and medium-level jobs in the area for Belle Haven residents. There are no jobs at all in Belle Haven. Without more variety in the types of jobs available, residents have to work at minimum wage or they have to apply for jobs that require advanced degrees
- The school and the Belle Haven library—people are not comfortable with them, though some people think it is okay. We need more competent teachers in Belle Haven schools, teachers who will teach students how to compete with others in higher education.
- There are three programs: Boys and Girls Club, OHCC, Belle Haven afterschool but it takes all of us to raise the kids. Public needs to know the services available to them. Get info out there, some people still don't know.
- Safety, parents feeling that their kids are safe. Kids struggling with transition to M-A, lack of opportunities for kids' leads to bad decisions.
- Crime prevention and quality of life are the two big ones. I've lived in Belle Haven for about fifteen years. Crime from East Palo Alto has tainted the neighborhood. But Belle Haven has also improved. The recent shooting on Madera has people ready to address crime issues and the community's relationship with the police. On my way to the Homeowners' Association meeting at OHCC in early August, I think it was the first Wednesday of the month (8/1), I was driving up almost to Terminal, trying to get to the meeting, and a police officer stopped me and told me



very rudely that it was a crime scene and that I should get out of there. If the police show that lack of courtesy to everyone, it is going to generate bad feelings. The police and the Belle Haven community need to bond. It's a small community and people should be able to know the police officers who patrol here. Belle Haven has changed—the police should know that and act like they know it. Also, some Belle Haven youth could be trained as police officers, which might improve the relationship. Youth are not engaged in this community. Both the community and the city have to focus on youth more. The Belle Haven Community Foundation is trying to address this and many other issues related to the quality of life in Belle Haven. We need to be self-sufficient and responsible; it is not all on the city and the city should not see Belle Haven as a burden. Infrastructure also needs attention in Belle Haven, like parks, signs, streets, and the traffic bottleneck on Willow where the road narrows into one lane. There is only one way out of Belle Haven in an emergency. I'm not sure how to fix this, but Hamilton, Ivy, and Newbridge lead to Willow and that is the only way in or out. There should be safer routes made for children going to school, especially those going to the west side.

- The biggest issues facing the community are adequate services, effective schools, income levels, and immigration status. Under services, think especially of health and wellness, both emotional and physical, and recreation. Under immigration status, think of the effect on families and on the larger community, particularly of the fear of deportation. Gap in education/ health care, perception of being under achieving. Kids continue to do so enhance the community
- Belle Haven Elementary, or education more generally, is a major issue. If you look at the API scores of the Menlo Park City School District, they are much higher than average, but for Belle Haven they are very low. If Belle Haven was made a part of the MPCSD, the school might do much better. It is hard for people to be excited about sending their kids to Belle Haven Elementary. I live in the Hamilton enclave of Belle Haven and most of the school-age kids go to Beechwood, to private schools on the west side, or are in the Tinsley program. This hurts Belle Haven Elementary, if the children of the well-educated residents do not go there, but there is no incentive for parents to send their kids to Belle Haven Elementary. It becomes a catch-22 of sorts because how will Belle Haven Elementary improve if higher-performing students don't attend? Beechwood has been around for a long time and seems to generate a lot of positive community sentiment. Housing is another major issue. We are at somewhat of a crossroads. Gentrification is a definite possibility, especially with the arrival of Facebook. This is good for homeowners because with more homeowners there will be more taxes paid to support the schools. It is, however, bad for longtime renters who might also be neighborhood stakeholders because they will be displaced. As you've probably seen from your research into the statistics, Belle Haven is experiencing a demographic transition. Traffic is the third major issue I can think of. I think people are generally satisfied with the upward trend of the Bohannon industrial complex. At the same time, the Willow-Newbridge intersection is a really bad traffic area. Also, the Menlo Park Police substation is a major blight on the city. It looks awful and reflects badly on the Belle Haven area and on the city overall. Unfortunately, it also happens to be beside a really good restaurant, the Backyard.

- The overall landscape needs attention—public areas are undeveloped and look abandoned. It is not as well kept as the west side. There is more police activity on this side—the police presence is good because we feel more protected, but the necessity for it indicates that people are doing things that they shouldn't be. There could be more communication with Belle Haven residents. For example, public meetings. The September City Council meeting hasn't really been publicized much, unless you have access to the website. There could be more communication between the residents and the west side.
- Unemployment, young adult activities, communication between the east and west (city government), street maintenance, infrastructure, schools in Belle Haven versus West Menlo Park schools, Belle Haven School and Willow school versus MPCSD, are all big issues.
- Education system, not fair for non-native speakers and native speakers. Held back because of native speakers. Passing along kids. Makes it difficult when they go to high school.

**Question: When you think about the future of the Belle Haven neighborhood, what do you see?**

**Summary:**

***Stop forgetting about Belle Haven, part of the City, Stop cutting services here-less for the have-nots, Want to be more like the West side, There is starting to be another ethnic shift. We feel divided and there is a strong bitterness because of this and we feel ignored.***

- There are a lot of residents who are willing to speak up and do what is needed to make changes. We need to get people in both parts of Menlo Park to understand that Belle Haven is part of Menlo Park. It's necessary to break down the existing separatism. I am hopeful. I've worked here for 20 years and seen a lot of positive changes.
- Envision being more like the other side of town: have shops, walking, bike trails, and sit down areas. Make like a bit nicer.
- I see people knowing each other and each other's children, and the children knowing us. I see people not parked on lawns because something has been done about parking. I see more affordable housing, to offset the current overcrowding. I see self-sufficiency, services in Belle Haven, and jobs for youth and for everyone. I see no more long commutes to work. I see Belle Haven residents working for the city of Menlo Park. I see better, safer bike paths on Willow. I see an abundant community, with less or no crime. With sufficient housing, jobs, and food, there will be less crime.
- I see land that could be developed. Families need social services, for example there are no clinics for them to go to.

- Success, kids coming up. (key) strong stakeholders continue to propel neighborhood
- I hope for gentrification. I want to see more new homeowners buy up and improve some of the homes that look awful. With more new homeowners, more kids will come into Belle Haven Elementary and test scores will improve. I would also like to see Belle Haven Elementary brought into the Menlo Park City School District. It's hard to say what will push the other because no one is making the first move. Either improvement to the school will bring in new homeowners, or more new homeowners will cause improvements in the school.
- Don't see anything dramatically different, doesn't see gentrification. His hope: school would become beacon, longer learning day, summer instruction, everything in a bigger scale, Boys and Girls club turns into teen club house and everything else held at Belle Haven School.
- I've lived here since 1955. There is a need for housing, especially new low-income housing. There is some concern among residents about gentrification. The community was originally designed as a place for minorities. Now longtime residents can't afford to stay and those who do stay feel that their needs are not being met. Originally there were a lot of Europeans and Asians here, then it shifted to an African-American majority, then a Latino majority with equal proportions of Pacific Islanders and African-Americans, and now more Europeans are moving back in. There have been improvements over the years, thanks to both the city and residents. The "curb appeal" of the community has improved.
- Up in the air, because it's changing demographics
- I see a better school for a new generation. I worked in the library commission and we tried to send a letter to the city. We need a bigger library in Belle Haven, but there is no space. I would like to see a new library and a new police substation. The current police station has no parking. Menlo Park can look better; we pay the taxes to make it look better. Even if there can't be a new Belle Haven library, we could have new and more books, and more computers, especially if they added a second floor. New things attract more patrons.
- It's tough to know because of budget cuts and not knowing what kind of impact they will have. The city hits hardest the programs that are needed most. I really don't know what the future looks like. We were left out of the decision regarding Facebook. No one said it would affect the Belle Haven community. Belle Haven didn't gain much. A small community foundation fund was established, \$500,000 over five years, to be shared between Belle Haven and East Palo Alto. Groups can apply for grants, but at \$100,000 per year, there isn't too much that can be done. I hope that the future of Belle Haven will be the future of Menlo Park. I want to see one city, not divided into east and west. There is a big infrastructure gap between east and west. Tree

maintenance is much better on the west side. The blatant difference between east and west generates bad feelings.

- Trying to get closer to what is offered in other communities and what is offered on the other side of Menlo Park. Example: summer time programs for learning retention. Public become more serious about the kid's education.

**Question: What concerns do you have for the future of the Belle Haven neighborhood, what do see?**

**Summary:**

**Cuts keep happening in a community that needs the services the most. Need equal access to education. More jobs for youth and adults who live here in Belle Haven.**

- If there are going to be budget cuts, what will be cut? How will it affect the quality of life in Belle Haven? We need to make sure programs continue, even if there are cuts. Child care, after school care, and the senior center should definitely not get cut. We need to collaborate with the city to find alternatives. Does the city have a development department that focuses on finding funds for Belle Haven? That might go a long way toward solving some issues.
- We need equal access to education in Belle Haven. Right now, there are a lot of young people transitioning into adulthood who cannot have stability in their lives because of educational inequity. Public schools struggle to reach everyone. The high school graduation rate in Belle Haven is below 50% that alone should be a cause for concern. Educational inequity perpetuates existing issues like crime, problems of emotional health, and drug use and addiction, and undermines the ability to form strong families. College readiness is another concern—most kids in Belle Haven are not prepared for college. For the ones who never graduate high school, what are they going to do? Some will find ways to succeed, but others won't. There is a tendency right now to look at symptoms of problems rather than their causes, when looking at the causes is what will solve the problems. Right now, the issues we're confronting are the symptoms of a lack of services.
- Better services. Have it so you can come together and talk. More bike friendly.
- There are underdeveloped areas that are not kept, like the railroad track on Chilco. It gives the community a devalued look. Government cuts and budget cuts are a concern. If there is a change in police presence, that would mean bad things for this community. The police substation was supposed to be developed but it wasn't. Security is always a concern.
- Real Estate prices and safety.

- Being the same, creating opportunities for kids they need to feel valued in the community and an opportunity for work.
- Things have gotten worse over time in education. The successful ones leave and don't come back. Those that stay have little hope of a future, which perpetuates crime. The difference in housing prices between East and West Menlo Park creates a stress on residents here. We live all right here, but sometimes it may not look like it in comparison to over there. When Belle Haven kids go to high schools on the west side, they are not encouraged to enter college prep courses. People over here are often unaware of features such as academic tracking and do not realize that this influences the classes their kids are assigned to in high school. Here we have a school district that is 30% immigrants and on top of that, 40% English language learners. Consequently, most of these kids are placed in regular, basic, or below basic classes in west side schools. The dropout rate is very high here, about 60 to 70%.
- This community has limited resources. There could be ways to maximize that, but more also needs to be put in. There could be job training at OHCC. There could be more activities at OHCC. What about the OHCC computer lab? That could be put in use for more hours of the day.

**Question: What concerns do you have for the future of the community?**

**Summary:**

***More for teens and young adults, more community involvement. Fear of gentrification and residents becoming pushed out due to higher prices.***

- Community involvement, getting that across to the younger ones, also community services.
- Gentrification, challenge with new people coming in, hard for older people.
- Things have gotten worse over time in education. The successful ones leave and don't come back. Those that stay have little hope of a future, which perpetuates crime. The difference in housing prices between East and West Menlo Park creates a stress on residents here. We live all right here, but sometimes it may not look like it in comparison to over there. When Belle Haven kids go to high schools on the west side, they are not encouraged to enter college prep courses. People over here are often unaware of features such as academic tracking and do not realize that this influences the classes their kids are assigned to in high school. Here we have a school district that is 30% immigrants and on top of that, 40% English language learners. Consequently, most of these kids are placed in regular, basic, or below basic classes in west side schools. The dropout rate is very high here, about 60 to 70%.

- This community has limited resources. There could be ways to maximize that, but more also needs to be put in. There could be job training at OHCC. There could be more activities at OHCC. What about the OHCC computer lab? That could be put in use for more hours of the day
- I am very concerned about the young people. I would like to see OHCC have more resources. Young people are in danger of being killed or jailed and this danger arises from gang violence and drugs. There is probably even a lot more going on than we are aware of. There needs to be a program targeting 18-25 year olds to address the issues that they face. There should also be a teen center or more programs for teens at OHCC. I don't think people want to see Belle Haven go back to the way it used to be. The parents of the teens I currently work with say that Belle Haven used to be much worse in terms of crime. The city has done some good by building and maintaining parks, but it is not enough to keep kids off the streets. Educational programs at OHCC would be the best preventative measure. The right people aren't at OHCC to influence the community. There needs to be someone who can relate to the community, and to whom the community can relate, someone who talks like them and looks like them. Also, the results that the city wants are not always the results that the community wants or needs.
- Have all the kids graduate high school and get some sort of post high school education, not necessarily college.
- Community involvement, getting that across to the younger ones, also community services.
- Education is an issue, setup to fail everything related to that. Relationship with other side of Menlo Park. New people have more money, people get less. Gentrification. Can't afford houses, example: pool not subsidized anymore and people can't afford it.

**Question: What would you like Menlo Park City Council members to know about the Belle Haven community?**

**Summary:**

***More connection to both the West/East Sides. Council members need to reach out more to the Belle Haven residents. It appears that council members do not really know all that goes on here in this community. Have more council meetings here in the community.***

- This community is a group on the move. The community has changed over time. It is a group that is able to make good decisions for itself.

- The City Council members should know all that there is to know. They shouldn't need me or anyone else to tell them. If you are going to run for City Council, you should know the community, know the issues, and know the people.
- Community like every other community. What we don't hold in degrees hold in integrity, street smarts. We can balance a budget as well as anyone. We are used to having to survive on very little. You (City of Menlo Park) are not doing us any favors: Come as a peer. We are on the same plane.
- There are a lot of hardworking people in this community. Political non-involvement does not mean they do not care. Often people here are barred from involvement by feeling uncomfortable, or they do not have time, or they are not aware of how to be involved in a political process. There needs to be more outreach by City Council. More meetings need to be held here and translation is a must. It's not as simple as to say City Council meetings are open to everyone—there needs to be more active attempts to engage Belle Haven residents. Of course, I've also seen progress with the City Council since I've been here. City Council should also keep in mind Belle Haven's history and respect that history, whether it is a history of anger or frustration or whatnot
- Tending to forget this side, look at it as all being one.
- Don't be afraid of it, been politically afraid of change. Buy-In value
- We would like to be more connected to the west side. In terms of physical connections, there could be easier access. They redid the footbridge, which was good. We also do not want to lose our subsidies. We want to be like the west side, but we need to be helped along to do it. I would like to see everyone in Belle Haven enjoying the same standard of living as on the west side. I would say the Council does a pretty good job. They are compassionate about Belle Haven and understand how Belle Haven came to be. I know that there are some historic issues, but overall I would say they are doing a good job.
- I would like the City Council members to understand what it means to have to work two or three jobs just to live. Along with that, I would like them to understand how hard it can be to attend something like a parent conference or a City Council meeting, things that might seem easy or just minor inconveniences to people on the west side. Unfortunately, these are usually meetings where important decisions are made. Morning PTA meetings are also inconvenient—most people over here are heading to work at that time. A City Council meeting that runs four or five hours in the evening is not going to appeal to someone who just worked a 14-hour day. The needs of the working poor in Belle Haven are not taken into account. Even Belle Haven professionals keep long hours, usually because they are trying to advance themselves in their careers. There is a wide misconception that low attendance by Belle Haven residents means lack

of caring. I would like City Council to know who we are, what we have to do to survive. Also I would like City Council to know what this lifestyle means in terms of kids getting academic support—they don't because their parents don't have time to provide it. At any meeting, food and childcare are a must. It needs to be understood that there is an additional cost to support programs in Belle Haven. There are few college-educated residents here. This means that some issues perceived as important by West Menlo Park are not seen the same way here because people have no perspective on the issues. A lot of people here also don't have computers, or they have computers with no access to internet. Lack of access to technology impacts a child's academic performance. If there is limited computer lab time at school, and the library has limited computer use policies, kids have a hard time completing electronic assignments. There are a lot of logistical issues that people here have to confront. People also walk to get places here, but if resources are moved out of the neighborhood, they will no longer be accessible.

- I would like to see a nice look for the city. Belle Haven has looked the same for years. The street lines are faded or not present and safety is a concern. On Hamilton, the speed limit is too high. There should be more signs and crosswalks. The trees in the neighborhood are not cut. The city should pay more attention to Belle Haven. Residents need to see the results of the taxes they pay.
- The residents are hardworking and are not always as engaged in community meetings and activities because of work and child care. I think the residents are mostly homeowners. Many have lost their homes and moved out, but for the ones who stayed, they want to do more and want to be acknowledged as part of the wider Menlo Park community.
- The Belle Haven School is an issue. Why isn't Belle Haven part of the Menlo Park School District?
- Education is a big part of their lives; many kids are the first generation in their household to go to college.

**Question: Can you think of any strengths or assets in the Belle Haven community that would help with getting people involved in a possible visioning process?**

**Summary:**

***Many "siloes" in the community looking out for their own interest and don't want to help or collaborate, but tend to be the loudest voices. Need to come together as a whole before we can really succeed.***

- There are some self-contained groups, or "silos," that do really good things for themselves but do not necessarily collaborate with other such groups. They tend to be protective of their



resources, too. Unfortunately, these groups tend to be the most vocal voices in Belle Haven, so the council only hears them. Individuals who do not belong to these groups have no venue to express their opinions. There might be a lot of people who agree, but don't know it, and there is no way of getting their voices to unite. People also feel that their opinion is not valued and that problems will therefore not get solved. Sometimes West Menlo Park does not understand this. We could have something like a town hall, where individuals, not groups, get up and speak. It's a culturally diverse community, which is strength. I'm part of a new organization, the Belle Haven Community Foundation, which is trying to include all ethnicities. Some groups or individuals are not comfortable expressing themselves or attending City Council meetings. It might be best if cultural representatives were chosen, so that all opinions get heard but are expressed by people who are comfortable with communication. There is a lot of talent in this community and people are interested and want to see improvement. Of course it will take a while to get everyone to agree. High school kids are not welcomed in this community as they should be. They are not supported and not given a positive environment. There is too much focus on college talk with these kids and not enough focus on careers. Therefore, these kids don't see the relevance of what they are learning in high school. Career technical education does exist in California, but it hasn't gotten to our middle schools yet, where it needs to be. We should mentor kids more, help them figure out where to go, what to do, and how to get there.

- There is a chance, manageable problems.
- Well, different people will want different things. A lot of the things they want might be “nuts and bolts.” For example, street and sidewalk improvements. It's good for people to feel like they have an outlet to tell the Council specifically what they want to have done. In the past, I think people have felt that the Council took a broad perspective without necessarily addressing specific needs or concerns.
- Belle Haven is a community in transition. There are old-timers and new. There has been some blending in the last five years, but there is still a ways to go. The community has a lot of untapped strength that the city could use but doesn't. People here have a lot of personal skills, skills in the arts, electronics, and the computer industry. There are skilled workers here but they can't get skilled jobs. The city government's job is to take care of the have-nots. There should be a job bank here. We will not come to the table if we do not feel invited. In the past it felt like we were being given leftovers or crumbs.
- It is a resilient community and very strong emotionally. There is a very strong sense of family here and it is possible to find common ground. There is a deep sense of caring for the young people—this is a major misconception about Belle Haven. It is not that parents care any less for their children here; it is that it is more difficult to be a parent here. There is also a willingness to

grow and adapt. Take the shift from an African-American majority to a Hispanic/Latino majority. That transition required tolerance and adaptability from all sides. People are also very forgiving here and willing to move on.

- People would like a sense of being able to communicate and share their ideas. There are few opportunities for Belle Haven residents to do this. There are few meetings at OHCC to get residents' input and some of these have been canceled. We would like to be able to express our concerns as well as positive changes in the community on a regular, ongoing basis.
- Talks- lead by local elders, let them use facilities for free, add components for young crowd
- Things are getting better. We are now more connected to the west side. Change might not happen as fast as we would like, but it is trending upward.
- Parents want their kids to be successful. Council members could provide opportunities for kids. For example, an internship involving job skill training would be really good and more purposeful than just giving them a high school education. There are some residents who look for free handouts and will try to take advantage of the system. Most families are happy to give back, in my experience. Provide a co-op, an opportunity for families to buy in, something that makes a bigger impact on the families, and something that is less one-sided. For example, we offered a free SAT class in exchange for getting some families to put in volunteer hours. It is a win-win situation. Residents should know that the city can be empathetic and provide support and workshops geared toward what the residents are going through.  
Strengths: good job of getting message to parents. Example: Neighborhood Advice Group at Boys and Girls Club, family night, they offer workshops on homework help etc.
- Community Workshops with all stakeholders. People that work here are still part of community, even if they don't live here.

**Question: Do you have any concerns about getting people involved in a possible visioning process?**

**Summary:**

***Get youth involved and share how important this project really is. Really follow through with this process and do not drop the ball. Be upfront and clear about what the City is really doing. Take time to really promote the meetings and what the plan is.***

- I might potentially be concerned about the nature of the vision produced. Would it serve families and children well? Would it address the core issues? Would it represent real commitment to change, or just window dressing? Would there be sufficient community input? Who in the community is being consulted and how is this decided?

- The older ones will let them know, help younger ones know the importance of this.
- Talks can go somewhere you don't want it to go, but need to take risk and just prepare.
- No.
- Have to reach EVERY family in the community, big melting pot.
- Community needs conversations to be diverse but also separate. People feel more free to talk in own language

**Question: Are there methods for involving people that have worked especially well in Belle Haven? / Not so well?**

**Summary:**

***Go door to door (Canvassing); Make sure reading material is clear, concise and translated. Maybe have a special event or use special events to promote meetings, etc. Phone calls or emails. Send out a letter to the community before the meeting to explain the process more. Too much jargon during meetings turns off residents. Have more than one meeting at different times due to residents' busy schedules and time constraints.***

- Phone calls work well to invite the entire community.
- Well, you are dealing with a lot of disparate communities. Electronic communication or social media works well in my area, but not all parts of the neighborhood are computer literate or have access to the internet. You get the same five people always showing up to community meetings. I don't know how to change that. Maybe if people felt that their opinions made a difference they would be more willing to participate. You might try a "letters to the editor" type of approach with your newsletter to get feedback. People can submit their concerns. You might get some responses that way. If it's practical, you could also try canvassing street to street, since it is a small community.
- Many people speak a language other than English. Translation is a must. Having meetings in the Belle Haven area would be a big help, especially on a regular basis, with a calendar to let us know that they are upcoming
- Well-food/outings bring us together. Gear something around field (soccer). Market workshops more like fun events.
- Door to door, has to be insightful info., scare tactics ("If you don't use it you will lose it")

referring to cuts.

- A well-handled event is a good idea. Make it enjoyable, provide food, do visuals with a projector rather than writing on a whiteboard. Work with residents to organize a meeting. Last time we were able to get lots of restaurant donations. The city doesn't necessarily need to spend a lot of money. Work with the Belle Haven Community Foundation. These meetings should be a collaborative process. It does not have to be a burden on the city. Even if things don't work out the first time, it is important to keep trying.
- Having meetings here is a start. Translation is a must. A two-way conversation is good. There should also be an understanding that people might not know how to enter a political process. The organizers of the process should build trust with the community. Community residents should see that some of the leaders in the process are people who really care, people who are familiar, for example Alejandro. Also think about mixing business and pleasure. Potlucks, a meet-and-greet, live music, all of those are possibilities. Advertise meetings as fun community events, something people will still want to attend after a long day at work. Something for kids always helps. Make it inviting.
- Word-of-mouth is a big one. If you create an issue, people will rally around it. For example, people came out to talk about cuts in redevelopment funding before, and about Facebook home buyers. Present it as an issue that they have a stake in. Do this for mail-out flyers especially. People will toss mail if they don't understand it or if it doesn't seem important. Make sure to translate anything you send out. Also, some people don't read their mail. Identify big groups and approach them for help in establishing communication. Better yet, recruit neighborhood people to do this for you. Go to churches, businesses, and schools to do this. On-site surveys will also work well. Go where people are comfortable. Know that Belle Haven residents attend churches in Redwood City and Mountain View. Bridget will have some of this information. You might also try longtime realtors. Stress the importance of participation. Use PowerPoint or videos and get people engaged as you're explaining the process. Start people talking among themselves before the September council meeting happens. That way people will have a better idea of what they think about the process and community issues, and they might be able to choose representatives to attend the meeting and speak. Seniors are also a good resource. They engage their families. You might try going to one of Avidah's lunch events and having her talk to everyone at once. Host a social event for the community. The Belle Haven Community Foundation has a social website called Next Door that might be helpful. It is a social website for neighborhoods and Cherise often posts things on it. Also, bring your flyers to other community events and use that as an opportunity to engage people.
- Just trying to get them here. Draw people from programs/ classes already here.

- Many people speak a language other than English. Translation is a must. Having meetings in the Belle Haven area would be a big help, especially on a regular basis, with a calendar to let us know that they are upcoming
- Put one person in charge. Have a city person go to Belle Haven school meetings. Send out more flyers; establish better communication between the city and the community. There **needs to be** more outreach on the part of the city. Send out emails. Schools are a good connection—they can pass along news to parents.
- Involve children that bring out the parents. Turnouts vary a lot. It's hard to predict what will work. I suggest starting way in advance and just trying over and over. Flood the community with flyers, stuff the mailboxes.
- I'm not sure about at the city level. I think the Boys and Girls Club budget is way bigger than the OHCC budget because we have federal funding. I think it's important to stand behind our mission and core values. We make a visible impact on children. The city needs to show that it is willing to go the extra mile, in whatever form, and to establish confidence and trust with the community. It is a very tight-knit community and families will rally together. They all love Menlo Park and take a lot of pride in the neighborhood. Kids especially have a lot of pride in the neighborhood, which tells me that there is hope among them for a future. Let people know that the city cares.
- Come to the Boys and Girls club and hold events. Requires direct communication with the public.
- Give too much info, get lost in jargon. Be upfront about objectives.

**Question: What do you think are the biggest barriers to getting neighborhood people to participate in community discussions and decisions?**

**Summary:**

***Have a clear vision. Belle Haven needs more education on how the political system works. More communication or notification of when council meetings are taking place. More meetings here, because transportation is an issue.***

- Language, definitely, is a barrier. There is a lack of cultural understanding in all directions. There is a lack of awareness about how political systems work. There is a lack of belief that it will make a difference to get involved. There is a lack of time in residents' schedules.
- Coming from "the city" and "big" council people don't like coming over here. Front and center approach with people they see daily.

- People have to work in this community. Between jobs, kids, and extended family, they just don't have time to get involved. Language is another barrier. People whose first language isn't English might be intimidated by English-language meetings. Transportation and access is another issue. It is very difficult to get to this side of town during commute hours. Traffic on Willow and Marsh is bad.
- Education—both the level of education and the difference between the East and West. People over here are embarrassed sometimes to speak out in front of people from the west side because they might get put down. People on the west side speak with authority. Cultural differences are another barrier. For example, African-Americans are not comfortable being in a room where a lot of translation is going on because they find it distracting. Try using headsets that provide a Spanish translation, or hold separate meetings. Meeting attendance is also affected by who is going to the meeting. Belle Haven people will be edgy if a lot of people from West Menlo Park are present. There is a feeling that West Menlo Park doesn't care about Belle Haven. There is also a feeling that West Menlo Park will try to take away from what Belle Haven has. For example, OHCC has been here for years, but signage only went up recently, when more West Menlo Park people started coming here. Is that a coincidence? Some people don't think so. People will not trust why the visioning process is
- Getting the word out, bringing the community together. Need bilingual staff because communication is an issue.
- People feel like it doesn't matter whether they voice their opinion because they do not see results.
- If they feel that they stand to lose something, they will come out and give their opinions. They will be suspicious of too much of a positive attitude—it seems fake. It's important to help people understand what exactly "visioning" means, especially the intent and outcome. Of course, often it's hard to know the outcome in these cases, but people will be upset if the real outcome turns out to differ from what they all thought it would be, so it's important to keep track of what they think it might be.
- Language is a barrier. Time is also a barrier. Many people have multiple jobs and/or families to worry about. There is also a cultural difference—people trust elected officials and city employees to do what is best for the community and don't always understand that resident input and participation is needed. Location is another barrier.
- Language, the perception that you are not wanted, the racism in West Menlo Park, and the economic factors are all barriers to participation. I've lived here for forty-some years and I've experienced the racism firsthand. The city has done some things. In terms of community

engagement, they need to stop dictating what will be done to this community. Residents didn't have a say at the last budget session and it felt like things were thrown at us at the last minute. I got some parents together in an engagement movement. The community engagement report presented at that time didn't tally with what was actually done.

- People in this community work a lot, often multiple jobs, and just don't have time to get involved. There are a lot of single-parent homes and broken homes. Kids take care of themselves. I wish it was possible for families to prioritize their work schedules. I think part of what prevents them from doing this is that they fear losing their jobs. On the flip side, some of the parents work for materialistic possessions rather than spending time with their kids. We have people who claim they cannot afford the annual Boys and Girls Club fee (\$25), but who are simultaneously driving around in brand-new, expensive cars.
- Skepticism of value, not seeing the value in it. Being busy and feeling disconnected from the community.
- Most of them afraid due to language barrier. But we have translation now, can get them all together.
- Also might need not just one but two meetings due to different work schedules.

Child care. Lead games or something for kids, during the meeting. A vote would be a faster way to make decisions. Too many opinions and the meetings get too long. People on other side should not get choice on Belle Haven Decisions we (Belle Haven Residents) pay for stuff we don't use.

**Question: How do people in this community get their information about what's going on in the community?**

**Summary:**

***Mailer/Newsletter, Flyers, Word of Mouth, Almanac.***

- Beechwood School sends out information when possible—we use a school newsletter and
- Parent advisory meetings, and sometimes we ask parents to attend City Council meetings.
- Word-of-mouth is also a big one. Community activists and their groups, like Matt Henry and
- Alejandro, also keep people posted.
- The Almanac, maybe. I'm not really sure.

- Email is good, at least for the people I communicate with. People also call me. OHCC meetings are another way. Also use papers or flyers for people who don't have computers.
  - Mailings are what I look at, especially calendars and newsletters. I also communicate with my friends, like Alejandro, who sends me emails about things that are happening. I would say electronic communication is fairly common throughout the community.
  - Word-of-mouth, definitely. Also try mailings with translation.
  - Word-of-mouth, definitely. Like I said, that's why we need an influential person in the community to be in charge, because they would know how to get the word out. I know the Harris family and they seem to feel that OHCC values are no longer the same as they were in Onetta Harris's time.
  - Word of mouth, phone calls.
  - Word of mouth. Could get messages out on the community board.
  - Word of mouth. Palo Alto Daily and the Menlo Park Patch

**Question: Do a lot of your neighbors communicate through email and/or other electronic methods, like Facebook?**

**Summary:**

***More youth currently use Facebook. Adults and older adults are starting to become interested, but may require training on how to use it.***

- The use of electronic communication methods is growing. I would say it's over 50% among Beechwood parents. I can reach most parents by text message. The younger crowd.
- Parents are getting training for Facebook.
- It's coming around, some have emails now.
- There is not much electronic communication here. You could maybe do a study to see what percentage of residents have internet access. There was a missed opportunity during negotiations with Facebook—they could have worked to get Wi-Fi access for Belle Haven residents.
- Most have phone with access to email etc. but still a lot that don't have that.
- Haven't really used electronic methods.



## Miscellaneous notes:

### Summary:

***Have separate meetings (Items about Belle Haven should only be inviting neighbors from Belle Haven). More use of fields for residents (Should not have to pay fees). Worried about gentrification and getting pushed out. Traffic concerns. Belle Haven should be as nice as the west side. Education opportunities need to be better for youth. More job training classes.***

- Meetings should be separate, meaning each community should have their own. This way certain issues would only pertain to that particular area. Would like to see advocate for kids in regards to Ravenswood district, kids are failing.
- You have a lot of different groups here—Spanish language groups, the Hamilton enclave, the Islander groups, the African-Americans. If we all understood each other's differences better, it would be easier to bridge those differences. Hamilton enclave is what we hope Belle Haven will become, but how we get others to buy into the same vision is the issue.
- Facebook traffic is an issue. We need to know that what we think and value will be considered in this visioning process. Belle Haven values are not appreciated by West Menlo Park and the city is not perceived as working in Belle Haven's best interests.
- Distribute information about the visioning process before the September meeting, to give people a chance to think it over. Give specifics. Make sure people know all the facts. Be upfront. If a loss of funding has been gradual, make a graph showing the trend so that people understand it to be a problem.
- Regarding the city services provided in Belle Haven, how did they decide what to provide? For example, we have the after school program and senior classes, but are the offerings always what the community needs? What processes are used to gather information to select programs and services?
- Regarding community participation—it would be higher if people knew more about the programs and services offered, and if these programs and services were more in line with community needs. I've been to some senior classes with my mom and the attendance is small.
- I suggest a calling system, or at least that is what we use in education. That way, people can get information instantaneously and do not need to know how to use the internet. Also, try doing what you're doing now, asking people directly, but on a larger scale. Lastly, try hosting community events to gather information.
- Kelly Park and the Belle Haven school field—why don't Belle Haven residents get priority? Belle Haven has a shortage of fields. Some Belle Haven groups tried to reserve it a year in advance

and it was already all booked up. Sometimes these facilities should be set aside for use by residents.

- This process has been done before. They've gathered information and it has just been put on the shelf. I hope that won't happen this time. In the past, I felt like the feedback we got from the Community Services Department was that we didn't really have a say. Will it be different this time?

I started working for the Community Services Department in 1998, in teen services at OHCC. It felt like a tense time, a time of transition. I grew up in West Menlo Park, so I didn't even know that Belle Haven was a part of Menlo Park and I had no idea of the conditions there. There were ethnic and racial tensions when I started. The African-American workers at OHCC were very tense with the other employees because the supervisor had just left. A lot of them were longtime residents who influenced the local parents and teens that I worked with. It was an uphill battle to make a difference, but as a new person of color I thought I might be able to have an influence. People's voices were not being heard and it was an issue that needed to be dealt with from the top. The voices of people of color were either blocked or not heard or validated. There was a sense that the community had given up and a lot of African-Americans had moved out. The teen center at OHCC at the time is now the after-school child care program. After funding was cut at the teen center, it was thought that there would be collaboration with the Boys and Girls Club. I worked at both Burgess and OHCC, so I saw both sides. I saw the resources in West Menlo Park versus the lack of resources in Belle Haven. If the city does not invest in Belle Haven, there is no reason for Belle Haven residents to care about the city. Family is the most important thing to a lot of Belle Haven residents. The city should show that it cares about Belle Haven. For instance, Belle Haven should not look so distinct from the rest of the city. Around the New bridge area, near the police substation, it looks very run-down. This would never be allowed in West Menlo Park, so why is it okay in Belle Haven? The distinctions between Belle Haven and the west side are not fair and not right. I am currently the full-time teen director at the Boys and Girls Club. I think that to give kids hope of success, you need to broaden their experiences. I get that funding is not as high for Belle Haven—a certain standard is expected in West Menlo Park because of the taxes paid here. Residents in Belle Haven do not capitalize on opportunities because they cannot relate to the person or people who are running the city. I think there needs to be a person of color who is influential with the community, who is put in charge of OHCC, because that would be the best way to get people involved.

- There is definitely a lack of communication between parents/families and 18-25 year olds. College needs to be talked about way before the end of high school. Otherwise, when these kids get to junior college and find that it is difficult, or that it will take them a longer time than usual to complete, they think they are not smart enough or do not have the necessary skills, and they turn to the streets as an easier alternative. It's a vicious cycle. The Boys and Girls Club only

serves kids up to 18 or 19 years old—after that they have nowhere to go, which is another reason that we need programs to capture this age bracket.

There is nothing for people to live for in this community, other than their families. There have been some very tense times here. I try to prepare kids to get out of a bad situation by teaching them that things may not change and if so, they need to be ready to make a change for themselves. If you look at the current economy, you can probably tell that things are not likely to improve anytime soon. Safety is also important. I was never worried or endangered in Belle Haven, but East Palo Alto is a different story. A lot of kids who are offered opportunities at universities around the country won't leave because they want to stay and help their parents. This is fine, but those that stay need to be educated to break the cycle, whatever cycle it is that they are trapped in. At the Boys and Girls Club, we have a system where kids have to attend a class three times a week, and if they do that, they are qualified to go on a field trip at the end of the week. It worked great. The city needs to find time to be resourceful. Not many employees in Belle Haven are also residents—this is something that could be changed. Kids who attend high school on the west side are subjected every day to the blatant differences between the west side and Belle Haven and that doesn't make them feel any better when they go home.

- Let public know the process and feedback so they know what's going on. Keep passed, something is being done.



**Belle Haven Community Visioning  
Communications and Engagement Strategy  
March 2013**

**Introduction**

The Belle Haven neighborhood lies within the City of Menlo Park, a predominantly affluent small city in San Mateo County. Belle Haven is geographically, demographically and economically distinct from the larger city. Its residents are not included in the Menlo Park School District; they are instead served by the Ravenswood School District. The Belle Haven population is less affluent, less educated and more ethnically diverse than the population of the City. The Belle Haven community has many assets, a strong sense of identity and a desire to improve its neighborhood.

The Belle Haven neighborhood and nearby commercial areas were previously part of Menlo Park's Redevelopment Area (RDA), the Las Pulgas Community Development Area. In 2012, under state law, RDAs were dissolved, resulting in significant budget cuts that have impacted the services the City is able to provide. Inclusion in the RDA allowed the City to provide a higher annual allocation of funds per resident to Belle Haven, compared to the City as a whole. Without RDA funds, the City's ability to provide services levels at previous levels is compromised, and cost-cutting measures – such as the elimination of the Housing Department – have been put in place. Major land use changes are also underway near Belle Haven, including Facebook's relocation to the Willow Road East Campus and West Campus Expansion and the approved mixed-use Menlo Gateway Project.

Although Belle Haven has been involved in previous planning and priority-setting efforts, these changing circumstances led City Council in 2012 to support a neighborhood-wide Community Visioning process to ensure the City provides resources to the highest-priority services as defined by the Belle Haven community. This effort will also seek to organize and position the community to work effectively with the City to advocate for its needs and priorities, and identify opportunities for the neighborhood to benefit from changing neighborhood dynamics and new resources.

*This strategy will create a community visioning process that is:*

- opportunity-driven*
- place-based*
- cost-effective, and*
- action-oriented.*

### **Project Milestones**

The visioning process will be approximately six months and designed to reach the following milestones in 2013.

January	Project initiation and kick-off
March	Local outreach staff hired
April / May	Neighborhood outreach conducted
June	Neighborhood priorities identified
July	Final Vision and Action Plan completed

### **Community Issues and Priorities**

In 2012, the City completed two efforts to better understand the conditions and priorities of the Belle Haven neighborhood – a Community Snapshot and Community Conversations. The Community Snapshot provided a demographic profile of the neighborhood, and the Community Conversations highlighted key issues and priorities for the neighborhood through stakeholder interviews.

The findings from these recent efforts provide the foundation for the 2013 Community Visioning Process. From this work, conversations with City staff, and a community kick-off meeting held in January, the following have been identified as key issues and priorities for the Belle Haven neighborhood:

- Limited resources and high demand for community services
- Public safety and recent violent crime
- Education and school opportunities, including disparities between the Ravenswood and Menlo Park School Districts
- Gentrification and displacement as a result of increased commercial activity and investment
- Lack of coordination between community groups
- Divisions between the Belle Haven neighborhood and the rest of Menlo Park
- Need for broad-based engagement and representative participation from the entire Belle Haven community

### **Communications and Engagement Goals**

The following goals and objectives will guide the Belle Haven Community Visioning Process.

*Community Education:* Provide clear information from the City and outreach team to residents regarding the project purpose, community service funding and provision and other related topics.

- Articulate the need for a visioning process to provide guidance to City Council about funding and service decisions

- Help residents better understand how City services are funded and provided
- Address misunderstandings about resource allocation and service levels
- Identify opportunities and strategies for working effectively with the City to advance neighborhood goals
- Engage leaders from other departments and agencies (including the School Districts and Police Department) to address issues of concern to the neighborhood that are outside the purview of Community Services

*Public Input:* Obtain information from a broad representation of the Belle Haven community to help guide and inform City decision-making.

- Use a variety of outreach methods and tactics to provide multiple opportunities for engagement and allow residents to participate at a level and in a manner in which they are comfortable
- Provide translation and interpretation for all outreach materials and activities
- Work with trusted local residents to encourage participation in the process and access existing community networks
- Identify and rank community priorities for community services
- Identify neighborhood assets and resources that will support implementation of the Community Vision
- Identify issues, challenges and needs related to other community stakeholders, e.g., Facebook, Menlo Park Police Department, absentee landlords, school districts and area non-profits

*Organizing and Capacity-Building:* Position residents and community groups to work effectively with the City and other stakeholders after the visioning process concludes.

- Identify and engage individuals willing to serve as neighborhood leaders and community ambassadors
- Create paid part-time employment opportunities for Belle Haven residents
- Provide training and resources to local outreach staff and volunteers
- Engage community organizations and identify ways to work together efficiently and effectively to pursue common goals
- Develop a structure and framework for future action to guide the Belle Haven community's work with the City
- Provide a list of prioritized actions for the community to follow up on

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## **Target Audiences**

### *Belle Haven Residents*

The primary task of the Belle Haven Community Visioning process is to allow the City to hear from residents of the neighborhood about their needs and priorities. Therefore, the primary audience for communications and engagement strategy is residents of the Belle Haven neighborhood. This includes homeowners as well as renters; all age groups including youth and seniors; and members of all ethnic groups, regardless of language ability.

### *Belle Haven Businesses and Employees*

Belle Haven business owners, employers and those who work in the neighborhood are also an important group to engage in this process, as they have a unique and valuable perspective to add to the community conversation.

### *Youth and Students*

Young people in Belle Haven are an important target audience to engage in the visioning process as they have a strong stake in the neighborhood and its future, and may have different perspectives and information than members of older generations. Youth and students will be engaged in the process through community conversations and questionnaire exercises in their classroom, after-school program or other appropriate settings.

### *Belle Haven Faith-Based Groups and Community Organizations*

Local faith-based groups and community organizations have existing communication and organizational structures that allow them to easily reach residents. Yet, these groups often work in silos, with little communication between each other. This process should emphasize inter- and intra- group communications to develop a shared agenda for neighborhood improvement efforts.

### *Other Community Leaders*

Current and emerging leaders from Belle Haven, including residents, community groups, school administration and City staff will need to be engaged throughout the process. Their leadership and involvement will be instrumental in implementing the Vision and Action Plan.

### *Menlo Park Residents*

While the purpose of the visioning process is to identify the priorities of Belle Haven residents and business interests, residents have identified the need to bridge the gap between Belle Haven and other Menlo Park neighborhoods. To this end, all Menlo Park residents will be a target audience for general information about the project.

## **Messaging Framework**

The communication tools and messages for this project will be designed to achieve two general goals:

1. Inform the target audiences about the community visioning process to ensure a transparent process, including:
  - a. Why the City has undertaken this effort;
  - b. What the process will entail;
  - c. What the goals and objectives of the process are;
  - d. Who is involved in the visioning process;
  - e. How information will be gathered and shared with the City; and
  - f. When project milestones will occur.
  
2. Share information and educate stakeholders about key issues, including
  - a. Community service provision and resource allocation
  - b. Existing City programs and efforts that support the Belle Haven neighborhood
  - c. Opportunities to engage with the City to influence decision-making
  - d. School district structure and history
  - e. Ongoing public safety concerns and responses
  - f. Opportunities to work with other community stakeholders to benefit the Belle Haven neighborhood

## **Recommended Tools and Tactics**

The following section outlines MIG's recommended approach to communications, engagement and outreach for the Belle Haven Community Visioning process. Specific communications tools and tactics were selected to best implement the goals and objectives above. The proposed strategy provides multiple opportunities for residents to share their ideas and opinions in a variety of ways and at different levels of commitment.

### *Outreach Toolkit*

An Outreach Toolkit will be developed for use by local outreach staff. An Outreach Toolkit is a simple but effective "meeting-on-the-go" resource that equips staff and volunteers to share information, obtain public input and guide conversations in a variety of settings.

The Belle Haven Visioning Outreach Toolkit will include:

- A facilitator guide with best practices and guidelines for leading small group discussions and administering questionnaires



- Reporting forms to track participation, demographics and community input
- Print questionnaires and large-print questionnaires
- A one-page Frequently Asked Questions (FAQ) document about the Visioning Process
- A Fact Sheet providing clear, detailed information on the Belle Haven neighborhood history and community services funding and provision.

### *Community Questionnaire*

The questionnaire will be the main tool used to obtain quantitative data from residents and will be structured to facilitate data management and reporting. It will include targeted questions about community priorities, needs and issues. It will also gather information on how residents prefer and are willing to work with the City and what level of commitment they are willing to make to the ongoing implementation of the community vision. These questions will be developed in consultation with the City and be designed to provide clear information to City Council and City staff.

The community questionnaire will be an element of the Outreach Toolkit as well as a stand-alone document for distribution throughout the neighborhood. Questionnaires will be distributed both in print and electronically and in Spanish and English. MIG will include mechanisms such as numbering questionnaires, color-coding print versions and tracking IP addresses for data quality control and to ensure that data is not manipulated (e.g., by an individual submitting multiple questionnaires).

Printed questionnaires will be distributed and gathered by the outreach team and City staff. A drop-box or other collection tools will be provided at facilities in the Belle Haven neighborhood. This will allow City staff to collect, scan and save copies of each questionnaire received and send an electronic version to MIG. This will ensure quality control as well as transparency of the public input process by documenting and backing up original data.

### *Canvassing*

Input received from the Community Conversations and Kick-Off Meeting suggests that canvassing the Belle Haven neighborhood is an important way to inform the Belle Haven community, encourage broad participation and attempt to include all residents in the process. Canvassing interactions also allow a participant who is less comfortable with written materials to ask questions and provide their answers verbally to the canvasser. MIG recommends that local outreach staff conduct door-to-door canvassing with print questionnaires and the FAQ and request that questionnaires be completed at that time, or within an hour for pickup (e.g., under a doormat). Flyers that direct interested residents to find more information or complete a questionnaire online can be left at homes where no one answers the door.

MIG will work with the City to identify the most appropriate plan for neighborhood canvassing, considering the neighborhood layout, staff comfort, and safety concerns expressed by the Menlo Park Police Department. All canvassing will be conducted during daylight hours.

#### *Community Conversations*

Several small group discussions or community conversations will be held throughout the Belle Haven neighborhood. These will be organized among different stakeholder groups as well as neighbors, friends, and other social networks. These conversations will be facilitated conversations led by City, MIG, local outreach staff or community volunteers who attend the outreach training. These conversations will allow an exchange of information between participants as well as more in-depth input. They will be the primary source of qualitative information during the neighborhood outreach phase.

Facilitators will be given a discussion guide and reporting forms in their Outreach Toolkit that can be used to guide community dialogues in a variety of settings and with different time constraints. These conversations can be scaled from 15-minute to one-hour meetings. Small group discussions will be planned and held in locations that are accessible and comfortable for each group. It is anticipated that MIG or City staff will attend a small number of community conversations to support or shadow, but that many of these will be led by outreach team members or community volunteers.

Preliminary recommendations for stakeholder groups to organize for small group discussions include:

- Belle Haven Community Foundation
- Belle Haven HOA
- Hamilton Park HOA
- Local faith-based leaders
- Youth and students
- Business owners
- Local school officials
- Community-based service providers
- Emerging ethnic communities and other stakeholder groups

#### *Community Workshops and Events*

MIG will work closely with City staff to plan, organize and hold two community-wide events.

The first event will be a Spring Community Fair held in March or April. This event will be family-oriented and festive and serve to energize the community and encourage participation in the visioning process. The event will be designed to provide information

on services and community resources to residents as well as gather input into the visioning process. This open-house style event may include the following elements:

- Small group presentations and Q&A about the visioning process held periodically throughout the event
- Mapping exercises where residents can identify neighborhood challenges and assets as well as outreach opportunities
- An interactive neighborhood history exercise where neighbors can illustrate the evolution of the Belle Haven neighborhood
- Information booths or tables staffed by:
  - School district representatives
  - Community service representatives
  - Menlo Park Police Department staff
  - Menlo Park Community Services Department staff
  - Community groups
  - Youth groups
  - MIG and local outreach staff

Participants will be able to complete comment forms or questionnaires and sign up to participate in future outreach events, including small group discussions, or to join the Belle Haven mailing list. Child care and food will be provided. Optional activities may include games or activities for children and a photo contest.

The second event, held in June, will be a more traditional workshop, with presentations of the outreach findings and Vision Framework. This will be an opportunity for the neighborhood to review and comment on the draft vision before it is finalized and to provide input into the action plan, including identifying neighborhood assets and resources. Local outreach staff and community volunteers will have active roles in the meeting agenda. Participants will be asked to make a commitment to continue their involvement implementing the Vision and Action Plan using a pledge card or similar tool. This event may also include presentations of the neighborhood history timeline, asset map and photo contest.

#### *Other Communication Tools*

- MIG will develop a Community Vision Newsletter template that will be updated two or three times during the course of the visioning process and can be used by the City after the conclusion of the 2013 effort. This document will provide a “snapshot” view of work to date; report to the community of what work has been done; summarize key themes heard; and highlight upcoming events and opportunities for participation. The newsletter can be distributed electronically as well as printed and distributed at City offices and public gathering spaces. It can also be mailed to residents who do not use computers or e-mail.

- MIG will also provide bi-weekly e-mail updates to the mailing list to keep interested community members up to date on project progress. This content can also be mailed to residents who do not use computers or e-mail upon request.
- Questionnaires, FAQs and Fact Sheets can be distributed throughout the community at public gathering places such as the senior center, community school and in local businesses.
- The City will create a page on its website and provide periodic updates on the visioning process.
- The City may also use other online tools, such as Peak Democracy, as appropriate, to engage the broader Menlo Park community.

### **Roles and Responsibilities**

The success of the Belle Haven Visioning process depends on collaborative participation by the City, consultant team and Belle Haven community members. The following outlines the key responsibilities of each, while recognizing that ongoing communication, coordination and adaptation will be critical to the project's success. Both MIG and the City will consider input and feedback from the community at all stages in the process.

The City is responsible for:

- overseeing all consultant team work, including reviewing draft materials, documents and meeting agendas
- advising the consulting team on the communications and engagement tools and tactics to be used
- disseminating information to established communications and outreach networks
- posting project updates and materials to the City website
- responding to resident inquiries regarding the visioning process
- providing logistical support for events and meetings
- translating and interpreting communications into Spanish or other languages as needed
- Communicating with MIG on issues, challenges and emerging concerns as needed

The MIG team will:

- finalize the communications and engagement strategy with City input
- develop an agreed-upon set of communications and outreach tools
- hire and supervise Belle Haven residents as outreach associates during the project period in consultation with designated City staff

- respond to resident inquiries regarding the visioning process
- train and provide resources to the local outreach staff and community volunteers
- shadow local outreach staff on a limited number of outreach activities
- document and report public input
- draft e-blasts, newsletter content and other written materials
- draft and finalize the Vision documents and Action Plan
- Communicate with the City on issues, challenges and emerging concerns as needed

The local outreach team will be responsible for:

- conducting outreach activities in the Belle Haven neighborhood
- collecting and reporting input from community members and groups
- serving as community ambassadors to the consultant team and City
- remaining neutral and objective while gathering community feedback
- pursuing traditional and non-traditional avenues of outreach to ensure all perspectives and voices are represented
- communicating with MIG and the City on issues, challenges and emerging concerns as needed

The role of Belle Haven residents and community groups will be to:

- share information about the visioning process with their friends, families and networks
- provide input, ideas and opinions with the outreach team
- host, attend and/or invite others to participate in small group discussion
- attend community events to gather and share information
- provide feedback and input to MIG and the City throughout the visioning process
- commit to supporting and implementing the Community Vision and Action Plan by staying involved throughout the process and after July 2013.

### **Data Collection, Monitoring and Reporting**

To ensure a transparent process that is reflective of community input and to build trust between Belle Haven neighbors and the City, MIG and the City will carefully document, summarize and report back outreach activities and outcomes throughout the process.

All tools and templates will be designed to facilitate the documentation of outreach efforts as well as collection and analysis of input. This will allow for efficient use of staff time and easy reporting. Timely, easy-to-understand summary reports contribute to transparency and build trust in the public process. These strategies also ensure that a variety of viewpoints are represented and reported, even if some groups or viewpoints dominate a particular event. Evaluation and documentation also maintains and grows stakeholder lists and informs and improves future outreach programs.

The following tools will be used to track, report and document activities and input throughout the visioning process:

- the Community Vision Newsletter
- bi-weekly e-mail blasts
- website updates
- meeting summaries
- archiving original comment forms and questionnaires
- small group meeting reporting forms
- anecdotal and other qualitative input from residents
- online questionnaire software reports
- a Community Report summarizing the findings of all outreach and engagement activities with detailed appendices
- the Vision Framework and final Community Vision documents.

## **FACT SHEET**

### ***What is the Community Vision?***

The Belle Haven Community Visioning process is a current effort led by the City of Menlo Park to involve local residents in identifying the Belle Haven neighborhood's priorities, values, community assets and resources. One outcome of the Visioning Process will be an action plan to address neighborhood priorities that will be implemented by neighborhood residents.

### ***Why Are We Doing This Now?***

The process was initiated by the City in January 2013 in response to significant and recent changes occurring in and around the Belle Haven neighborhood. The City will work to engage residents and stakeholders in identifying the highest-priority services and programs for the Belle Haven community and create an action plan to guide future implementation. The City Council will consider this information in the spring of 2013 as they begin to address funding and program decisions. This process also seeks to organize and position the community to work effectively with the City and other groups to advocate for its needs and priorities now and in the future.

### ***Who Is Involved?***

The Menlo Park Community Services Department is working with a consultant team to conduct extensive neighborhood outreach to gather information from as many neighborhood stakeholders as possible. Four Belle Haven residents have been hired to join the consultant team to support outreach efforts including community events, small group conversations, and gathering data and ideas through a questionnaire. Many other community-based volunteers have also been engaged to guarantee broad participation. Youth, seniors, families, business owners and workers in Belle Haven will all be included in the process. The findings will be documented in a Community Vision and Action Plan that will guide future work by the neighborhood and City.

### ***How Can I Share My Ideas?***

There are many ways to make your voice heard in this process. You can sign up to volunteer, attend a workshop, join a community conversation, fill out a questionnaire, and share information with your friends, family and neighbors. We welcome all participation, whether you only have a few minutes to weigh in, or you want to volunteer with our outreach team!

The best way to get started is to visit the City's Visioning web page at [www.menlopark.org/bellehaven](http://www.menlopark.org/bellehaven) to find more information on the project, upcoming events, and opportunities for input. You can also contact Alejandro Vilches at 650.330.2274 or [arvilches@menlopark.org](mailto:arvilches@menlopark.org) or Derek Schweigart at 650.330.2267 or [dsschweigart@menlopark.org](mailto:dsschweigart@menlopark.org).

***We look forward to hearing about your vision for Belle Haven!***

## **INFORMES A LA COMUNIDAD**

### ***Que es la Visión Comunitaria?***

El proceso visionario de la Comunidad de Belle Haven es un esfuerzo liderado por la Ciudad de Menlo Park para involucrar a los residentes en la identificación de las prioridades, valores, bienes y recursos comunitarios de Belle Haven. Uno de los resultados de este Proceso Visionario será el plan de acción para abordar las prioridades indicadas que se llevarán a cabo por los residentes de la comunidad

### ***Porque se esta haciendo esto ahora?***

Este proceso fue iniciado por la ciudad en el mes de enero, 2013 en respuesta a cambios significativos y recientes alrededor de la comunidad de Belle Haven. La ciudad trabajará para involucrar a los residentes así como a todos los interesados en identificación de los servicios de mas alta prioridad y programas para la comunidad de Belle Haven con el fin de crear un plan de acción para guiar su aplicación futura. El Concilio de la Ciudad tendrá esta información en cuenta durante la primavera del 2013 cuando empiezan a tomar decisiones de financiación y programas. Este proceso también busca organizar y situar la comunidad para trabajar de una forma efectiva con la ciudad y otros grupos para abogar por sus necesidades y prioridades, ahora y también en el futuro.

### ***Quien esta involucrado en este proceso?***

El Departamento de Servicios Comunitarios de Menlo Park esta trabajando con un grupo consultivo conduciendo un esfuerzo extensivo de alcance a la comunidad para reunir información de los participantes interesados. Cuatro residentes de Belle Haven se han unido al grupo consultivo para apoyar a los esfuerzos de alcance que incluyen eventos comunitarios, conversaciones en grupos pequeños y junta de informes e ideas por medio de un cuestionario. Una variedad de voluntarios comunitarios también se han unido a este esfuerzo para asegurar una participación extensiva en este proceso. Jóvenes, personas de tercera edad, familias, dueños de negocios y trabajadores en Belle Haven serán incluidos en este proceso. Los hallazgos serán documentados en un Plan Visionario Comunitario y de Acción que guiará este trabajo por la comunidad y la Ciudad en el futuro.

### ***Como puedo compartir mis ideas?***

Hay muchas maneras de hacer oír su voz en este proceso. Puede inscribirse como un voluntario, asistir a un taller, ser parte de una conversación comunitaria, completar un cuestionario y compartir informes con sus amigos, familiares y vecinos. Damos la bienvenida a la participación de todos, así sea cuando tenga unos minutos para compartir sus ideas o como voluntario en unos de los grupos de alcance.

La mejor manera de comenzar es visitando la página de web de El Proceso Visionario de la Ciudad al [www.menlopark.org/bellehaven](http://www.menlopark.org/bellehaven) para obtener mas información sobre el proyecto, eventos, y oportunidades para compartir sus ideas. También puede conectarse con Alejandro Vilchez at 650.330.2274 [arvilches@menlopark.org](mailto:arvilches@menlopark.org) o con Derek Schweigart al 650.330.2267 [dsschweigart@menlopark.org](mailto:dsschweigart@menlopark.org).

**Esperamos escuchar sobre su visión para la comunidad de Belle Haven!**



## **FREQUENTLY ASKED QUESTIONS (FAQ)**

### **The Community Visioning Process**

#### ***What is the Community Vision and why are we doing it now?***

The Belle Haven Community Visioning process is a current effort led by the City of Menlo Park to involve local residents in identifying the Belle Haven neighborhood's priorities, values, community assets and resources. This process will engage residents and stakeholders in identifying the highest-priority services and programs for the Belle Haven community and create an action plan to guide future implementation.

Recognizing significant recent changes in and around the Belle Haven neighborhood, the City of Menlo Park began a neighborhood-wide Community Visioning process in January 2013. The City Council will consider this information in the spring of 2013 as they begin to address funding and program decisions. This process also seeks to organize and position the community to work effectively with the City and other groups to advocate for its needs and priorities now and in the future.

#### ***Haven't we done this before?***

In the past, the Belle Haven neighborhood has been involved in planning and priority-setting efforts, including regular updates to the Redevelopment Plan when the neighborhood was part of the Las Pulgas Community Development Area / Redevelopment Area (RDA). However, in 2012, RDAs were eliminated by state law. This resulted in significant budget cuts that have impacted the services the City is able to provide.

Many other changes are also impacting the Belle Haven neighborhood, including new land uses (the Facebook campuses and Menlo Gateway), changing demographics, and rising housing costs. With all of these changes, the City wants to have an up-to-date understanding of neighborhood needs, issues and priorities so it can consider this information in its decision-making.

The Visioning Process is unique in that it will identify a set of priorities with City decision-makers, identify specific actions and roles, and help build neighborhood capacity so that residents can work effectively with the City to realize the vision.

***Who is leading this effort and who will be involved?***

The Menlo Park Community Services Department is working with a consultant team to conduct extensive neighborhood outreach to gather information from as many neighborhood stakeholders as possible. Four Belle Haven residents have been hired to join the consultant team to conduct outreach including community events, small group conversations, and gathering data and ideas through a questionnaire. Youth, seniors, families, business owners and workers in Belle Haven will all be included in the process. All materials will be available in English and Spanish, and hard copies can be provided to neighbors who don't use computers.

***How can I keep track of what's going on or get involved?***

The best way to stay up-to-date is to visit the City's Visioning web page at [www.menlopark.org/bellehaven](http://www.menlopark.org/bellehaven) to find more information on the project, upcoming events, and opportunities for input. You can also contact Alejandro Vilches at 650.330.2274 or [arvilches@menlopark.org](mailto:arvilches@menlopark.org) or Derek Schweigart at 650.330.2267 or [dsschweigart@menlopark.org](mailto:dsschweigart@menlopark.org) with questions or to be added to our e-mail list.

***What happens when this process is over? How can we make sure something gets done?***

The results of the neighborhood outreach will be documented in a Community Vision and Action Plan that will guide future work by the neighborhood and City. Since there is no dedicated City or consultant support for this project after July, it will be up to Belle Haven leaders, community organizations and residents to keep the momentum going. For that reason, the goals of the visioning process include developing a structure and framework for future community work with the City as well as a list of prioritized actions for the community to follow up on and resources to support that work.

**The City of Menlo Park Community Services**

***What does the City's Community Services Department do?***

The Community Services Department is responsible for providing recreational and cultural programs for children, adults, and seniors. It manages facilities including parks, community centers, swimming pools, child care centers, and gymnasiums. The Department also offers a variety of classes and organizes community events.

In Belle Haven, the Community Services Department oversees Kelly Park, the pool, senior center, library, Onetta Harris Community Center, and the Child Development Center and is a partner at the Community School. Many programs and services at these facilities are supported by the Community Services Department.

***How are these services funded?***

Services are funded by a combination of tax dollars and fees paid by residents who use services. Specific funding sources vary by the type of service or facility, the amount of fees charged, and the availability of other funding sources (such as Foundation grants).

City services like Police and Public Works are all funded by Menlo Park's share of tax dollars, including sales and property taxes and other revenue sources. Community Services, like recreation programs, the Menlo Children's Center (including the after-school program), the pool and other activities on the Burgess Campus are largely funded by the fees participants in these programs pay. Community Services in Belle Haven, like the Onetta Harris Community Center, the senior center, the after-school program and the Child Development Center are more reliant on tax funds since user fees are typically lower in Belle Haven.

***Why have some services and programs been eliminated in recent years?***

Prior to 2012, Community Service funds were allocated from both the General Fund and RDA budget, but since the RDA was dissolved, over \$3 million in services per year has been eliminated from the budget, including the City's Housing Division which was eliminated in order to preserve Police services, such as the Narcotics Enforcement Team. Tight City budgets in recent years have forced other cut-backs, including the elimination of the Belle Haven Summer School, periodic closures of the Main Library, elimination of business development and other positions as well as over \$3 million in other expenses, City-wide. Whenever possible, the City makes these decisions with resident input.

***Does Belle Haven receive the same level of services as other Menlo Park neighborhoods?***

The Community Services Department strives to provide services throughout Menlo Park that best meet local needs, desires and funding opportunities. Belle Haven has historically received a higher allocation of funds per resident when compared to the rest of Menlo Park. For example, in 2010, the City allocated \$1,666 per resident to services in the Belle Haven neighborhood, while other areas of the City received \$1,176 per resident. The higher-than-average allocation was based on greater demand for services in the Belle Haven neighborhood and community-wide support for allocation of resources to the neighborhood.

***How can we make our voices heard at the City?***

In addition to participating in focused outreach efforts like the Belle Haven Community Vision or the Housing Element Update (@Home in

Menlo Park), you can attend meetings of and provide comments to the City Council and many City Advisory Committees, including the Parks and Recreation Commission and Planning Commission. City Council meetings are also streamed online so you can watch from home. All meetings are open to the public. Meeting agendas and materials are available on the City's website or by calling 650-330-6610. The City also relies on Open City Hall, an online engagement forum. Learn more [here](#).

## **Other Issues**

### ***Why do Belle Haven students go to different schools than the rest of Menlo Park?***

When Menlo Park originally became a City in the late 1920's, the eastern part of the community was still referred to by its original name of Ravenswood, which dates back to the early 1800's. Two school districts formed separately to address the needs of families in these two areas all the way back into the early 1900's.

Several schools draw students from the Belle Haven neighborhood, such as Belle Haven and Willow Oaks Elementary Schools. These schools are part of the Ravenswood School District, while other Menlo Park neighborhoods are part of the Menlo Park City School District. Students from the whole city come together to attend high school at Menlo-Atherton High School beginning in 9th grade.

The Tinsley court-ordered desegregation program allows students of color living in the Ravenswood City School District attendance area who will be entering kindergarten, first or second grade in the following school year to apply for transfers to the following seven districts: Belmont-Redwood Shores, Las Lomas, Menlo Park, Palo Alto, Portola Valley, San Carlos and Woodside. Non-minority students in those seven districts and Redwood City may apply for transfers to Ravenswood.

### ***What is the City doing to support quality education for students who live in Belle Haven?***

In 2005 the Belle Haven neighbors voiced their desire for the City of Menlo Park to increase its role in improving education, primarily at the local public school, Belle Haven Elementary. A year later, with a significant investment and backing from the Silicon Valley Community Foundation and the Bohannon Family Foundation, the City of Menlo Park and the Ravenswood City School District entered into a formal partnership to convert Belle Haven Elementary into a "full service" community school that places a strong emphasis on improving student academic achievement coupled with addressing the social / emotional needs of students and their families.

Coordination of the “full service” school approach is led by the City through the Community School Director, who works side-by-side with the school principal. The Community School Director is tasked with addressing the barriers to learning, providing access to vital services and forging strategic partnerships so that the principal can focus on student achievement, teacher performance, increasing test scores and improving the school climate.

***What’s being done about recent crime in the neighborhood?***

In response to violent incidents in late 2012, the City of Menlo Park hosted a series of meetings to address the problem with Belle Haven residents in an effort to prevent future incidents and to address community concerns. In addition to these community dialogues with the City and Menlo Park Police Department (MPPD), a Gang Awareness workshop was held at Belle Haven School in November 2012. MPPD’s new Police Chief, Robert Jonsen, will continue to meet with Belle Haven residents to explore ways to improve public safety. Existing programs and resources include the Black-Board program, Five Minute Stops, NextDoor, and Neighborhood Watch groups.

***How can we work with Facebook and other developers coming to the neighborhood?*** Given the amount of change that is planned for the neighborhood in the near future, residents should consider engaging in the Belle Haven Community Vision process to define what, as a community, is most important to them. Residents can also begin to work together to form neighborhood structures, like block groups or associations, that can work with Facebook and other developers on issues of mutual interest. City staff have contact information for all major business owners and developers in the area and are happy to help convene meetings with neighborhood groups that have defined a common interest.

## **LAS PREGUNTAS MAS FRECUENTES**

### **El Proceso Visionario de la Comunidad**

#### ***¿Cual es la Visión Comunitaria y porque se esta haciendo ahora?***

El proceso visionario de la Comunidad de Belle Haven es un esfuerzo liderado por la Ciudad de Menlo Park para involucrar a los residentes en identificar las prioridades, valores, logros y recursos de la comunidad de Belle Haven. Este proceso involucrará a los residentes mas interesados en identificar a los servicios de alta prioridad/programas para la comunidad de Belle Haven y para crear un plan de acción que guiará su futura aplicación.

Reconociendo recientes cambios significantes alrededor del vecindario de Belle Haven, la ciudad de Menlo Park comenzó un Proceso Visionario Comunitario en enero del 2013. El Concilio de la Ciudad tendrá en cuenta esta información al comenzar a tomar decisiones de financiación y programas en la primavera del 2013. Este proceso también busca organizar y situar a la comunidad para que trabajen en manera mas efectiva con la ciudad y otros grupos con el fin de abogar sus necesidades y prioridades ahora y en el futuro.

#### ***¿No hemos hecho esto antes?***

En tiempos pasados, el vecindario de Belle Haven ha estado involucrado en la planificación y establecimiento de prioridades y incluso en actualizaciones al Plan de Reurbanización cuando el vecindario fue parte del Plan de Desarrollo de Reurbanización Comunitaria de las Pulgas/Área de Reurbanización (RDA). Sin embargo, en el 2012, este esfuerzo fue eliminado por la ley estatal. Esto resulto en cortes de presupuestos significantes que han impactado los servicios que la ciudad es capaz de proporcionar.

Muchos otros cambios también están impactando al vecindario de Belle Haven que incluyen usos nuevos de los terrenos (los edificios de Facebook y Menlo Gateway), cambios demográficos y aumentos de costo de vivienda. Con todos estos cambios, la ciudad desea tener un conocimiento de la necesidades actuales, los temas mas importantes y prioridades del vecindario para poder considerar esta información en su proceso de tomar decisiones.

El Proceso Visionario es el único que identificará una serie de prioridades con los que toman las decisiones, identificará acciones y roles específicos, y ayudará a desarrollar la capacidad del vecindario con el fin de que los residentes puedan trabajar en una manera más efectiva para que la ciudad pueda realizar esta visión.

**¿Quién está liderando este esfuerzo y quién estará involucrado?**

*El Departamento de Servicios Comunitarios de Menlo Park está trabajando con un equipo de consultores para llevar a cabo un alcance extensivo hacia el vecindario para obtener información de los más interesados del vecindario lo más pronto posible. Cuatro residentes de Belle Haven han sido contratados para trabajar con el grupo consultador con el fin de conducir actividades de alcance que incluyen eventos comunitarios, conversaciones en grupos pequeños, y recopilación de información e ideas por medio de una encuesta. Jóvenes, personas de la tercera edad, familias, dueños de negocios y los que trabajan en Belle Haven estarán incluidos en este proceso. Todos los materiales estarán disponibles en Inglés y Español, y copias impresas pueden ser proporcionadas a los vecinos y a los que no usan computadoras.*

**¿Cómo puedo mantenerme al día sobre lo que está pasando o involucrarme?**

La mejor manera de estar al día es visitando la página de web al [www.menlopark.org/bellehaven](http://www.menlopark.org/bellehaven) para encontrar más información sobre este proyecto, próximos eventos y oportunidades para compartir sus ideas. Usted también puede comunicarse con Alejandro Vilchez at 650.330.2274 o [arvilches@menlopark.org](mailto:arvilches@menlopark.org) o con Derek Schweigart at 650.330.2267 o [dsschweigart@menlopark.org](mailto:dsschweigart@menlopark.org) con sus preguntas o para ser añadido a la lista de correo electrónico.

**¿Qué pasará cuando este proceso ya se termina? Como podemos asegurarnos de que algo se va a hacer?**

Los resultados del alcance a la comunidad serán documentados en un Plan de Visión Comunitaria y Acción que guiará el trabajo en el futuro del vecindario y la ciudad. Dado que no existe apoyo dedicado de la ciudad o servicios de algún consultorio para este proyecto después de Julio, quedará en las manos de los líderes de Belle Haven, organizaciones comunitarias y residentes para mantener este movimiento. Por esta razón, los objetivos de este proceso visionario incluye el desarrollo de una estructura para trabajo comunitario en el

futuro con la ciudad así también como una lista de acciones priorizada para dar seguimiento de la comunidad y recursos para apoyar ese esfuerzo.

### **Los Servicios Comunitarios de la Ciudad de Menlo Park**

#### ***¿Cual es el papel del Departamento de Servicios Comunitarios de la Ciudad?***

El Departamento de Servicios Comunitarios es responsable en proveer programas recreacionales y culturales para niños, adultos y personas de la tercera edad. También gestiona facilidades que incluyen parques, centros comunitarios, piscina, centros de cuidado infantil y gimnasios. El Departamento también ofrece una variedad de clases y organiza eventos comunitarios.

En Belle Haven, el Departamento de Servicios Comunitarios supervisa al Parque de Kelly, la piscina, el centro para personas de la tercera edad, la biblioteca, El Centro Comunitario de Onetta Harris, el Centro de Desarrollo Infantil y también es socio de la Escuela Comunitaria. Muchos programas y servicios son apoyados por el Departamento de Servicios Comunitarios

#### ***¿Como se financian estos servicios?***

Estos servicios son financiados por una combinación de dinero de los impuestos y derechos pagados por los residentes que utilizan estos servicios. Fuentes específicas de financiación varían según el tipo de servicio y lugar, la cantidad de los honorarios cobrados, y la disponibilidad de otros recursos de financiación (así como becas de Fundaciones).

Los servicios municipales como de Policía y Obras Públicas son financiados por los impuestos recibidos por la ciudad de Menlo Park, incluyendo impuestos de propiedad y venta y otros recursos fiscales. Los Servicios Comunitarios, igual que los programas de recreación, el Centro Infantil de Menlo Park (que incluye el programa de después de la escuela), la piscina y otras actividades en el Centro de Burgess son financiados mayormente por los honorarios pagados por los participantes. Los Servicios Comunitarios en Belle Haven, como el Centro Comunitario de Onetta Harris, el Centro para Personas de la Tercera Edad, el Programa de Después de la Escuela y el Centro de Desarrollo Infantil dependen más en los impuestos ya que las tarifas al usuario generalmente son mas bajas en Belle Haven.



**¿Porque han sido eliminados algunos programas y servicios en estos últimos años?**

Antes del año 2012, fondos para Servicios Comunitarios fueron asignados tanto como del Fondo General y presupuestos (RDA), pero desde que el RDA fue disuelto, mas de \$3 millones en servicios por año fueron eliminados del presupuesto, incluyendo la División de Vivienda de la Ciudad cual fue eliminado con el fin de preservar los servicios de policía como el Equipo Narcótico. Los presupuestos mas ajustados en estos últimos años han obligado a otros cortes, incluyendo la eliminación de escuela de verano en Belle Haven, cierres de corto plazo de la Biblioteca Central, la eliminación de desarrollos de negocios y otros cargos, así como mas de \$3 millones en otros gastos, en toda la ciudad. Siempre que es posible, la ciudad toma estas decisiones con opiniones de los residentes

**¿Recibe Belle Haven los servicios al mismo nivel que otros vecindarios de Menlo Park?**

El Departamento de Servicios Comunitarios se esfuerza por ofrecer servicios en todo Menlo Park que mejor satisfagan las necesidades locales, deseos y oportunidades de financiamiento. Belle Haven ha recibido históricamente una mayor asignación de fondos por residente en comparación con el resto de Menlo Park. Por ejemplo, en 2010, la Ciudad asignó \$ 1.666 por habitante a los servicios en el vecindario de Belle Haven, mientras que otras áreas de la Ciudad recibió \$ 1.176 por habitante. La asignación más elevada fue basada en una demanda mayor de servicios en el vecindario de Belle Haven y por el apoyo de la comunidad para la asignación de recursos para el barrio.

**¿Cómo podemos hacer que nuestras voces sean escuchadas en la ciudad?**

Además de participar en esfuerzos de alcance enfocados como en la Visión Comunitaria de Belle Haven o en la Actualización de Vivienda (@ Home en Menlo Park), puede asistir a las reuniones y formular observaciones al Concilio de la Ciudad y los varios Comités Consultivos de la ciudad, incluyendo la Comisión de Parques y Recreación y la Comisión de Planificación. Reuniones del Consejo Municipal también son transmitidas en línea para que las puedan ver desde su casa. Todas las reuniones están abiertas al público. Agendas de las reuniones y los materiales están disponibles en la página web de la Ciudad o llamando al

650-330-6610. La ciudad también se basa en el “Open City Hall”, un foro de participación en línea.

### **Otros Temas**

#### ***¿Por qué los estudiantes de Belle Haven van a escuelas diferentes que el resto de Menlo Park?***

Cuando Menlo Park originalmente se convirtió en una ciudad al fin de los años 1920, la parte más este de la comunidad era referida todavía con su nombre original de Ravenswood, desde la década de los 1800. Se formaron dos distritos escolares separados para atender las necesidades de las familias en estas dos áreas desde la década de los 1900.

Varias escuelas atraen a estudiantes del vecindario de Belle Haven, tales como las escuelas de Belle Haven y Willow Oaks. Estas escuelas son parte del Distrito Escolar Ravenswood, mientras que otros barrios de Menlo Park son parte del Distrito Escolar de La Ciudad de Menlo Park . Los estudiantes de toda la ciudad se reúnen cuando comienzan la educación secundaria en Menlo-Atherton High School al comienzo del grado noveno.

El programa por orden judicial Tinsley lucha contra la segregación y permite a los estudiantes de color que viven en la zona de Ravenswood y que van a ingresar en kindergarten, primer o segundo grado en el año escolar siguiente, solicitar traslados a los siguientes siete distritos: Belmont-Redwood Shores, Las Lomitas, Menlo Park, Palo Alto, Portola Valley, San Carlos y Woodside. No minoritarios estudiantes en los siete distritos y la ciudad de Redwood pueden solicitar transferencias a Ravenswood.

#### ***¿Que esta haciendo la Ciudad para apoyar a una educación de calidad para los estudiantes que viven en Belle Haven?***

En el 2005 los vecinos de Belle Haven expresaron un deseo de que la ciudad de Menlo Park aumente su papel en la mejoría de la educación, sobre todo en la escuela pública local, Belle Haven Elementary. Un año después, con una inversión importante y con el apoyo de la fundación Silicon Valley Community Foundation y la Fundación de la Familia Bohannon, la ciudad de Menlo Park y el Distrito Escolar de Ravenswood entraron en una asociación formal para convertir que la escuela primaria de Belle Haven sea un escuela de "servicio completo" –una escuela comunitaria que pone una énfasis fuerte en el mejoramiento de

rendimiento académico de los estudiantes, junto con atender a las necesidades sociales / emocionales de los estudiantes y sus familias.

Coordinación del enfoque “servicio completo” en la escuela primaria de Belle Haven está liderado por la ciudad a través del Director de la Escuela Comunitaria que trabaja codo a codo con la directora de la escuela. El Director de la Escuela Comunitaria tiene la tarea de enfrentar las barreras hacia el aprendizaje, facilitando el acceso a los servicios mas importantes y establecer alianzas estratégicas para que la directora pueda centrarse en el rendimiento estudiantil, desempeño docente, el aumento de puntajes de las pruebas y la mejora del clima escolar.

### **¿Qué se está haciendo sobre los incidentes recientes de crimen en el barrio?**

En respuesta a los incidentes violentos en los últimos días del año 2012, la ciudad de Menlo Park organizó una serie de reuniones para tratar el problema con los residentes de Belle Haven, en un esfuerzo para prevenir futuros incidentes y responder a las preocupaciones de la comunidad. Además de estos diálogos comunitarios con la Ciudad y el Departamento de Policía de Menlo Park (MPPD), un taller de Informes Sobre Pandillas tuvo lugar en la Escuela Belle Haven en noviembre de 2012. El Departamento de Policía al mando del nuevo Jefe de Policía, Robert Jonsen, continuará reuniéndose con los residentes de Belle Haven para explorar formas de mejorar la seguridad pública. Los programas existentes y los recursos incluyen el programa del Pizarrón Negro (Black-Board Program), Paradas por Cinco Minutos (Five Minute Stops), Al Lado de Casa (Next Door) y los Grupos de Vigilancia Vecinal (Neighborhood Watch Groups).

### **¿Como podemos trabajar con Facebook y otros desarrolladores que van a llegar a nuestro vecindario?**

Dada la cantidad de cambio que se planea para el barrio en el futuro cercano, los residentes deben considerar la participación en el proceso de Visionario de la Comunidad de Belle Haven Community para definir lo que, como comunidad, es lo más importante para ellos. Los residentes también pueden comenzar a trabajar en conjunto para formar estructuras locales, como grupos de bloques o asociaciones, que pueden trabajar con Facebook y otros desarrolladores en temas de interés mutuo. Personal de la Ciudad tiene información de contacto para todos los dueños de negocios más importantes y los desarrolladores de la zona estarán encantados de ayudarle a convocar reuniones con grupos de vecinos que han definido un interés en común.

**Belle Haven Community Vision  
Community Questionnaire**

The City of Menlo Park is undertaking a community visioning process to involve local residents in identifying the Belle Haven neighborhood's priorities, values, community assets and resources. Through this process, residents will be engaged in identifying their goals and priorities for community services and neighborhood improvements.

Your responses to this questionnaire will help the City make decisions about providing services to residents and will help Belle Haven community members work effectively to accomplish neighborhood goals. You can also take this survey, as well as find more information about the visioning process, online at [www.menlopark.org/bellehaven](http://www.menlopark.org/bellehaven).

**Questionnaires can be completed through May 31, 2013.**

This should take you 10 minutes or less to complete.

**Part 1: The Belle Haven Neighborhood**

- 1) Are you a Belle Haven resident?
  - Yes
  - No, I live in another Menlo Park neighborhood
  - No, but I work or volunteer in Belle Haven
  - No, I live and work outside Belle Haven
  - No, I but attend worship services in Belle Haven
  - No, I but use City of Menlo Park services in Belle Haven
  
- 2) If you live in Belle Haven, how long have you lived here?
  - 0-2 years
  - 3-5 years
  - 6-10 years
  - 11-20 years
  - 21 years or longer
  
- 3) Do you rent or own your home?
  - Rent
  - Own
  
- 4) Do you or members of your family currently attend any of the following schools?  
(Check all that apply.)
  - Beechwood
  - Belle Haven
  - Belle Haven Child Development Center
  - EPA Academy
  - Family Connections
  - Menlo Atherton
  - Mid-Pen High School
  - Willow Oaks
  - Other \_\_\_\_\_
  - No one in my family is currently in school

5) What community groups are you involved with, if any?

**Part 2: Community Services and Programs**

6) Which of the following programs and facilities do you or family members currently use or participate in? (Check all that apply.)

- Belle Haven After School and Camp Menlo
- Belle Haven Branch Library
- Belle Haven Child Development Center
- Belle Haven Community School / Family Resource Center
- Belle Haven Health Clinic
- Belle Haven Pool
- Kelly Park Fields
- Menlo Park Senior Center
- Onetta Harris Community Center
- Teen Center / Boys & Girls Club
- Other (please specify): \_\_\_\_\_

7) Which three of the following do you think are most important to have *in the Belle Haven neighborhood*. (Please check no more than three to make sure your choices are recorded.)

- After-school recreation programs for youth
- Branch library
- Community center and programs for families and all ages
- Community school and family support programs
- Education and job training programs for adults
- Health clinic and services
- Mentoring and educational programs for youth
- Senior center and programs for older adults
- Sports and recreation facilities (e.g., fields, pools, courts)
- Summer school and summer programs for youth

8) Which three of the following are most important to you? (Please check no more than three to make sure your choices are recorded.)

- Businesses and commercial activities in the neighborhood
- Educational support and opportunities for youth
- Job training and employment programs
- Physical health and health care
- Public participation in City decision-making
- Public safety and reducing crime
- Quality affordable housing and preventing displacement
- Quality streets, sidewalks, and public spaces
- Services and programs for seniors and older adults
- Services and programs for youth and students
- Social services and family support programs
- No choice
- Other (please specify) \_\_\_\_\_

**Part 3: Community Participation**

9) Please briefly describe your vision for an improved Belle Haven.

10) Which three of the following do you think would be most important to support the Belle Haven Community Vision? (Please check no more than three to make sure your choices are recorded.)

- Creating one group that represents all of Belle Haven to the City
- Creating several groups that work on specific topics
- Holding City Council and Committee meetings in Belle Haven
- Holding City meetings at times and locations that are more convenient
- Providing child care at more public meetings
- Providing Spanish translation and interpretation at meetings
- Working with local developers and foundations to identify resources for the neighborhood

11) What role are **you** interested in playing in the future of Belle Haven? (Please check all that apply.)

- Attending City Council or committee meetings to share my ideas
- Attending community events in Belle Haven to share my ideas
- Being on a neighborhood mailing list to get information from the City
- Volunteering with a committee or action team on a particular topic
- Serving on an advisory committee or other group to work with developers and employers in the area
- Serving on a Belle Haven advisory committee to the City
- Working with my community group (e.g., church, neighborhood association) on neighborhood issues
- Working with a neighborhood-wide organization to represent Belle Haven

12) What are the challenges or issues that would prevent you participating in this process? (Please check all that apply.)

- I am already busy with work and/or family
- I need to find paid work before I can volunteer
- I don't have child care
- Meeting times don't fit with my work schedule
- I'm not interested
- I need more information
- Not sure
- Other. Please describe: \_\_\_\_\_

**Part 4: About You (Optional Questions)**

13) What is your race or ethnic identification? (Please check all that apply.)

- African-American / Black
  - American Indian / Alaska Native
  - Asian / Pacific Islander
  - White / Caucasian
  - Hispanic / Latino
  - Other \_\_\_\_\_
  - Use this space to specify your nationality or ethnic identification
- 

14) What is your primary language?

- English
- Spanish
- Other (please specify) \_\_\_\_\_

15) What is your household income?

- \$0-19,999
- \$20-39,999
- \$40-59,999
- \$60-79,999
- \$80-99,999
- \$100,000 or more

16) If you'd like to be contacted by a team member, please add your contact information here.

Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

17) Please use this space for any additional comments or topics of interest

Please drop off your completed questionnaire to:

- The Belle Haven Community School (front desk) OR
- The Onetta Harris Community Center (front desk)

Please contact an outreach associate or City staff member with any questions, concerns or ideas:

City Staff:

- Alejandro Vilches at [650.330.2274](tel:650.330.2274) or [arvilches@menlopark.org](mailto:arvilches@menlopark.org)
- Derek Schweigart at [650.330.2267](tel:650.330.2267) or [dsschweigart@menlopark.org](mailto:dsschweigart@menlopark.org).

Belle Haven Resident Outreach Associates:

- Claudia Solis: [csolis2@yahoo.com](mailto:csolis2@yahoo.com)
- Fernando Acosta: [ferny\\_650@yahoo.com](mailto:ferny_650@yahoo.com)
- Rachel Bickerstaff: [rachelbickerstaff@gmail.com](mailto:rachelbickerstaff@gmail.com)
- Whitney Pine Hoermann: [wapine@yahoo.com](mailto:wapine@yahoo.com)

**La visión Comunitaria de Belle Haven**  
**Cuestionario Comunitario**

La ciudad de Menlo Park ha comenzado un proceso visionario de la comunidad para involucrar a sus residentes en identificar las prioridades del vecindario de Belle Haven, los valores, bienes y recursos. Durante este proceso, los residentes estarán identificando sus propias metas y prioridades para servicios comunitarios y mejoramientos del vecindario.

Sus respuestas a este cuestionario ayudarán a que la ciudad de Menlo Park pueda tomar decisiones para como proveer servicios a sus residentes, ayudar a miembros de la comunidad de Belle Haven y también trabajar con mas eficacia para lograr las metas del vecindario. Puede también participar en este cuestionario y encontrar información sobre este proceso visionario por el internet al [www.menlopark.org/bellehaven](http://www.menlopark.org/bellehaven). **Se pueden entregar cuestionarios hasta el 31 de Mayo.**

Le debe tomar 10 minutos o menos para completar este cuestionario.

**Parte 1: El vecindario de Belle Haven**

- 1) Es un residente de Belle Haven?
  - Si
  - No, vivo en otro vecindario de Menlo Park
  - No, pero trabajo o soy voluntario en Belle Haven
  - No, vivo y trabajo afuera de Belle Haven
  - No, pero asisto a la iglesia en Belle Haven
  - No, pero uso los servicios de la Ciudad de Menlo Park en Belle Haven
- 2) Si usted es un residente de Belle Haven, cuánto tiempo hace que vive aquí?
  - 0-2 años
  - 3-5 años
  - 6-10 años
  - 11-20 años
  - 21 años o mas
- 3) Es usted dueño de su casa o la alquila?
  - Alquilo
  - Dueño
- 4) Hay personas en su familia que actualmente están asistiendo a algunas de las siguientes escuelas? (Por favor, marque todas las que correspondan.)
  - Beechwood
  - Belle Haven
  - El Centro de Desarrollo Infantil de Belle Haven
  - La Academia de EPA
  - Conecciones con Familias
  - Menlo Atherton
  - Mid-Pen High School
  - Willow Oaks
  - Otro \_\_\_\_\_
  - Nadie en mi familia asiste a alguna escuela



5) En cuales grupos comunitarios esta usted involucrado, si en alguno?

## Parte 2: Servicios Comunitarios y Programas

6) Por favor de indicar cuales de los siguientes programas y facilidades usted o miembros de su familia utilizan o están participando?

- Programa Después de la Escuela de Belle Haven y el Campamento Menlo
- La biblioteca de Belle Haven
- El Centro del Desarrollo Infantil de Belle Haven
- La Escuela Comunitaria de Belle Haven/Centro de Recursos de Familias
- La Clínica de Salud de Belle Haven
- La piscina de Belle Haven
- Los campos de Kelly Park
- El Centro de Personas de Tercera Edad de Menlo Park
- El Centro Comunitario de Onetta Harris
- El Centro para Adolescentes/ El Club de Niños y Niñas
- Otros (favor de indicar): \_\_\_\_\_

7) ¿Cuáles de los siguientes tres usted piensa son los más importantes tener dentro *del vecindario del Belle Haven?* (Favor de marcar no más de tres cajas para asegurarse de que sus opciones se registran.)

- Programas de recreación después de la escuela para jóvenes
- La biblioteca de Belle Haven
- El Centro Comunitario y los programas para familias y todas las edades
- La Escuela Comunitaria y los programas de apoyo para familias
- Programas de Educación y Entrenamiento de Trabajos para Adultos
- La Clínica de Salud y Servicios
- Tutoría y programas educativos para jóvenes
- El Centro para Personas de la Tercera Edad y programas para adultos mayores
- Deportes y comodidades recreativas (como campos, piscinas, etc.)
- La escuela de verano y programas en el verano para jóvenes

8) Cual de los siguientes son de mas importancia para usted? Por favor marque no más de tres. (Favor de marcar no más de tres cajas para asegurarse de que sus opciones se registran.)

- Actividades comerciales y de negocios en el vecindario
- Apoyo educacional y oportunidades para los jóvenes
- Entrenamiento de trabajo y programas para empleo
- El cuidado de salud física
- La participación pública en tomar decisiones al nivel de la ciudad
- Seguridad publica y reducción de crimen
- Viviendas de calidad de bajo costo y prevención de desplazamiento
- Buena calidad de calles, aceras y espacios públicos
- Servicios y programas para personas de tercera edad y adultos
- Servicios y programas para jóvenes y estudiantes
- Servicios sociales y programas de apoyo a la familia
- Ninguno
- Otro (por favor especificar) \_\_\_\_\_

9) Por favor de compartir en breve su visión para un mejor Belle Haven.

### Parte 3: Participación Comunitaria

10) Por favor indicar, en su opinión, los tres eventos mas importantes que pueden apoyar a la implementación de la Visión para la Comunidad de Belle Haven? (Favor de marcar no más de tres cajas para asegurarse de que sus opciones se registran.)

- Crear un grupo que representa a toda la ciudad de Belle Haven
- Crear varios grupos que trabajan en temas específicos
- Tener reuniones del concilio de la ciudad en Belle Haven
- Tener reuniones en horarios y lugares que son mas convenientes
- Proveer cuidado infantil en más reuniones públicas
- Proveer traducción e interpretación en reuniones
- Trabajar con desarrolladores y fundaciones para identificar recursos para la comunidad

11) Que papel esta **usted** interesado en tener en el futuro de Belle Haven? (Por favor de indicar cuantos usted desee.)

- Asistiendo a reuniones del Concilio de la Ciudad o reuniones de comité para compartir mis ideas
- Asistir a eventos de la comunidad de Belle Haven para compartir mis ideas
- Estar en una lista de correo de mi vecindario para obtener mas información de la Ciudad
- Ser voluntario en un comité o equipo de acción en un tema particular
- Servir en un comité consejero o otro grupo para trabajar con desarrolladores y empleadores en la zona
- Servir en el comité asesorador de la ciudad de Belle Haven
- Trabajar con my grupo comunitario (iglesia, asociación del vecindario) sobre temas del vecindario
- Trabajando con una organización comunitaria para representar a Belle Haven

12) Cuáles son los desafíos o problemas que le impidan participar en este proceso? (Por favor, marque todas las que correspondan.)

- Ya estoy ocupado con mi trabajo / mi familia
- Necesito encontrar un trabajo remunerado antes de que pueda ser voluntario
- Necesito cuidado infantil para las reuniones
- Horas de reunión no encajan con mi horario de trabajo
- No me interesa
- Necesito más información
- No estoy seguro
- Otros. Por favor describa: \_\_\_\_\_

**Part 4: Sobre usted (preguntas opcionales)**

13) Cual es su raza o identificación étnica? (Por favor, marque todas las que correspondan.)

- Afro-Americano/Negro
  - Indio Americano/Nativo de Alaska
  - Asiático/De las Islas del Pacífico
  - Blanco/Caucásico
  - Hispano/Latino
  - Otro\_\_\_\_\_
  - Use este espacio para especificar su nacionalidad e identificación étnica
- 

14) Cual es su idioma de mas uso?

- Inglés
- Español
- Otro (favor de indicar)\_\_\_\_\_

15) Cual es el ingreso anual en su casa?

- \$0-19,999
- \$20-39,999
- \$40-59,999
- \$60-79,999
- \$80-99,999
- \$100,000 o más

16) Si desea que un miembro de nuestro grupo se comuniquen con usted, por favor de anotar su información debajo:

Nombre\_\_\_\_\_

Teléfono\_\_\_\_\_

Correo Electrónico\_\_\_\_\_

17) Utilice por favor este espacio para comentarios o temas adicionales de interés.

Por favor deje su cuestionario completado a:

- Belle Haven Community School (recepción) O
- Onetta Harris Community Center (recepción)

Por favor, póngase en contacto con un miembro del equipo de alcance o personal de la ciudad si tienes cualquier pregunta, preocupaciones o ideas:

Personal de la Ciudad:

- Alejandro Vilches at [650.330.2274](tel:650.330.2274) o [arvilches@menlopark.org](mailto:arvilches@menlopark.org)
- Derek Schweigart at [650.330.2267](tel:650.330.2267) o [dsschweigart@menlopark.org](mailto:dsschweigart@menlopark.org).

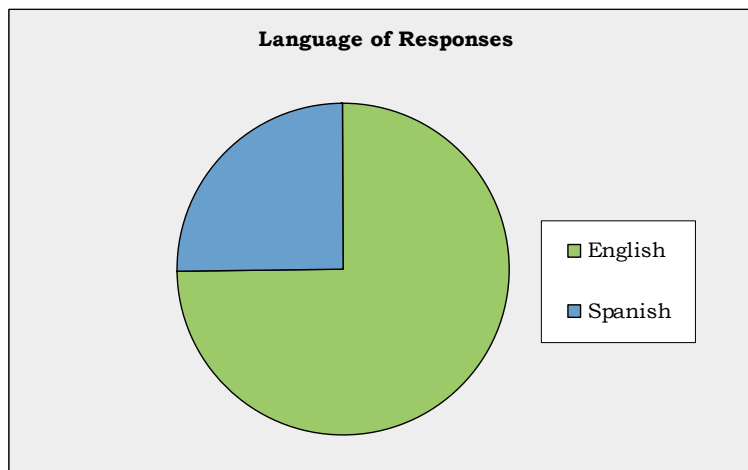
Equipo de Alcance de Residentes de Belle Haven:

- Claudia Solis: [csolis2@yahoo.com](mailto:csolis2@yahoo.com)
- Fernando Acosta: [fernny\\_650@yahoo.com](mailto:fernny_650@yahoo.com)
- Rachel Bickerstaff: [rachelbickerstaff@gmail.com](mailto:rachelbickerstaff@gmail.com)
- Whitney Pine Hoermann: [wapine@yahoo.com](mailto:wapine@yahoo.com)

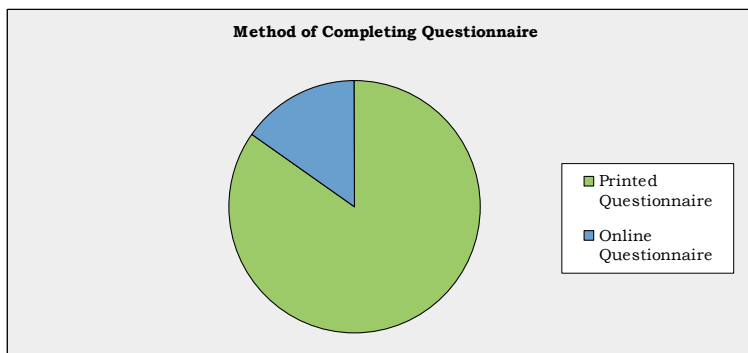
## Belle Haven Community Vision Community Questionnaire Results

A total of 244 questionnaires were submitted by community members. This total includes:

<b>Language of Responses</b>		
<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
English	75%	182
Spanish	25%	62
<b>TOTAL</b>	<b>100%</b>	<b>244</b>



<b>Method of Completing Questionnaire</b>		
<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Printed Questionnaire	85%	207
Online Questionnaire	15%	37
<b>TOTAL</b>	<b>100%</b>	<b>244</b>

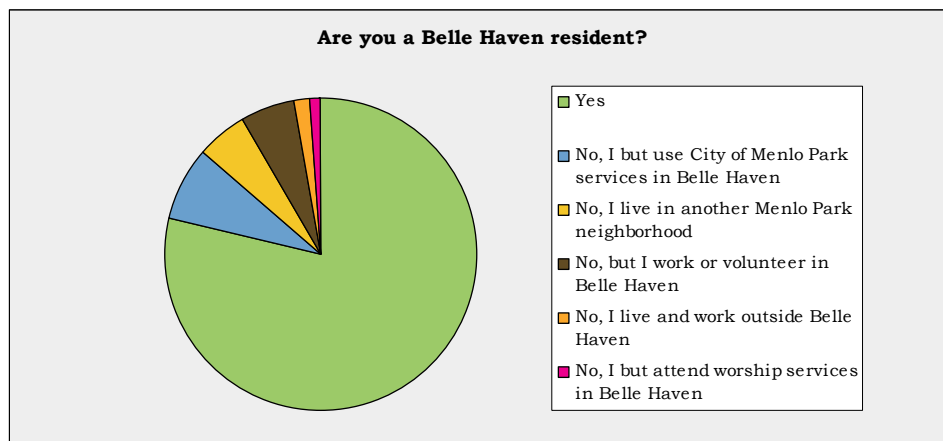


Questionnaire responses are detailed below. Answer options in the tables giving overall responses are listed in order from most to least popular. The tables detailing responses by demographic category list the answer options in the same order as in the overall tables for ease of comparison.

Please note that all percentages given represent the percentage of those who answered the question who gave that particular answer; neither counts nor percentages include the “no answers.” Also, for those questions requiring a limited number of choices – if a respondent gave more than the allowed number of answers to a question, that response was considered to be “no answer” and was not included.

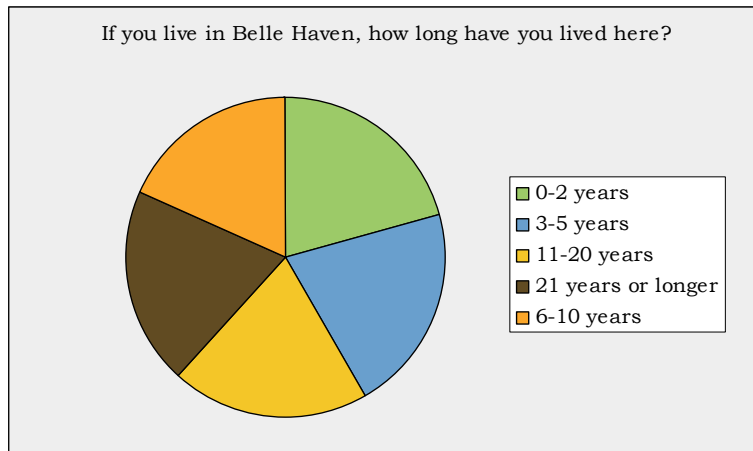
**Part 1: The Belle Haven Neighborhood**

<b>Question 1: Are you a Belle Haven resident?</b>		
<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Yes	78%	190
No, I but use City of Menlo Park services in Belle Haven	8%	19
No, I live in another Menlo Park neighborhood	5%	13
No, but I work or volunteer in Belle Haven	5%	13
No, I live and work outside Belle Haven	2%	4
No, I but attend worship services in Belle Haven	1%	3
<b>TOTAL</b>	<b>100%</b>	<b>242</b>



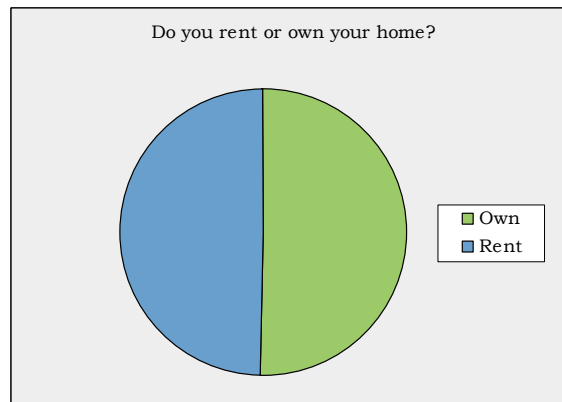
**Question 2: If you live in Belle Haven, how long have you lived here?**

<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
0-2 years	21%	44
3-5 years	21%	44
11-20 years	20%	42
21 years or longer	20%	42
6-10 years	18%	39
<b>TOTAL</b>	<b>100%</b>	<b>211</b>



**Question 3: Do you rent or own your home?**

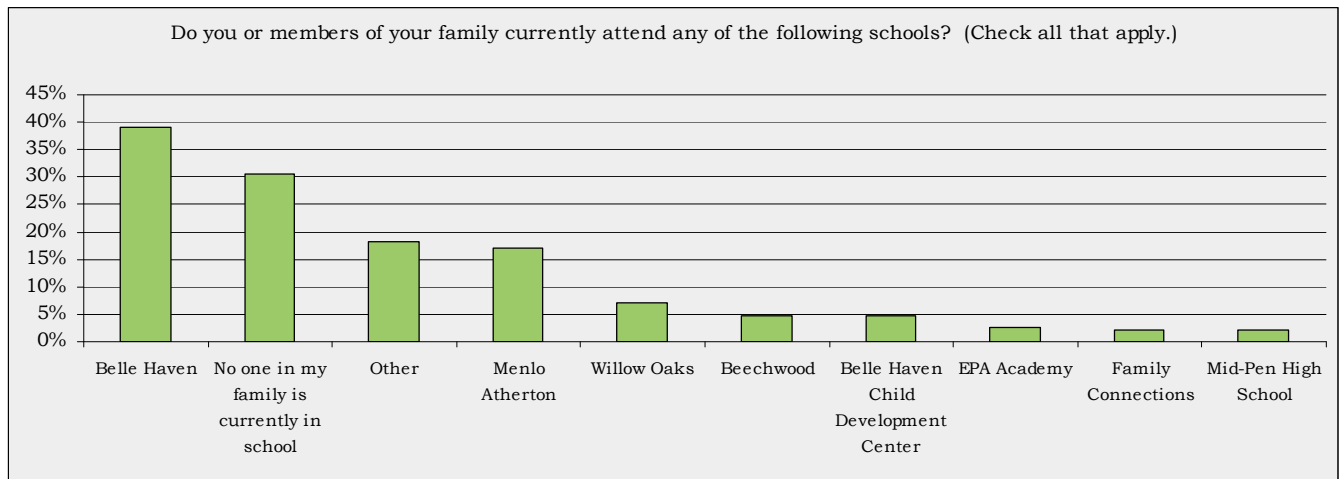
<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Own	50%	113
Rent	50%	112
<b>TOTAL</b>	<b>100%</b>	<b>225</b>



**Question 4: Do you or members of your family currently attend any of the following schools?**

<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Belle Haven	39%	90
No one in my family is currently in school	31%	70
Other	18%	42
Menlo Atherton	17%	39
Willow Oaks	7%	16
Beechwood	5%	11
Belle Haven Child Development Center	5%	11
EPA Academy	3%	6
Family Connections	2%	5
Mid-Pen High School	2%	5
<b>TOTAL</b>	<b>N/A<sup>1</sup></b>	<b>229<sup>1</sup></b>

<sup>1</sup> Note that since respondents were asked to check all responses that apply, the percentages of each response selected add up to more than 100%.



### **Schools specified under “Other:”**

- Chavez
- College (x2)
- Eastside College Prep (x5)
- Encinal Elementary
- ESU Eastbay
- Foothill College
- Garfield
- Heather School (x2)
- Hillview Middle School
- Hoover
- I am Head of School at Mid-Peninsula High School
- International School of the Peninsula - in Palo Alto - Private French-English school
- Kirkhouse pre-school
- Laurel (x2)
- MPCSD, since I am an employee
- My daughter will enter Belle Haven kindergarten this year, hopefully.
- Oak Knoll
- Ormondale (x2)
- Palo Alto
- Phoenix Academy
- Portola Valley
- Redwood High School
- San Francisco 49ers Academy
- Sandpiper
- Sequoia High School (x2)
- Tinsley-Laurel (x2)
- Tinsley Transfers
- Water Hays
- Woodside Elementary (x2)

### **Question 5: What community groups are you involved with, if any?**

- Bayshore Christian Ministries in East Palo Alto
- Belle Haven Neighborhood Association (x8)
- Churches (x4)
- Boys and Girls Club (x3)
- Homeowner Association (x3)
- Belle Haven Community Foundation (x2)
- Belle Haven Community Fund (x2)
- Belle Haven Visioning Community Meetings (x2)
- ALCF Growth Group
- Beechwood School
- Belle Haven Library
- Belle Haven School Site Council
- Carolyn Clark: run for office
- CNG
- Community School Board/partners
- CPNDEC Crime Prevention
- East Palo Alto Family "Y" Boardmember
- Friending Belle Haven (Facebook employee group)
- Library Commission
- Mid-Peninsula Athletic Association
- Neighborhood group
- One EPA
- Organizations assisting disabled people
- Palo Alto
- Parents Committee in Belle Haven
- Ravenswood
- Senior organizations
- Sostan after school program
- SSC
- Teachers of Belle Haven

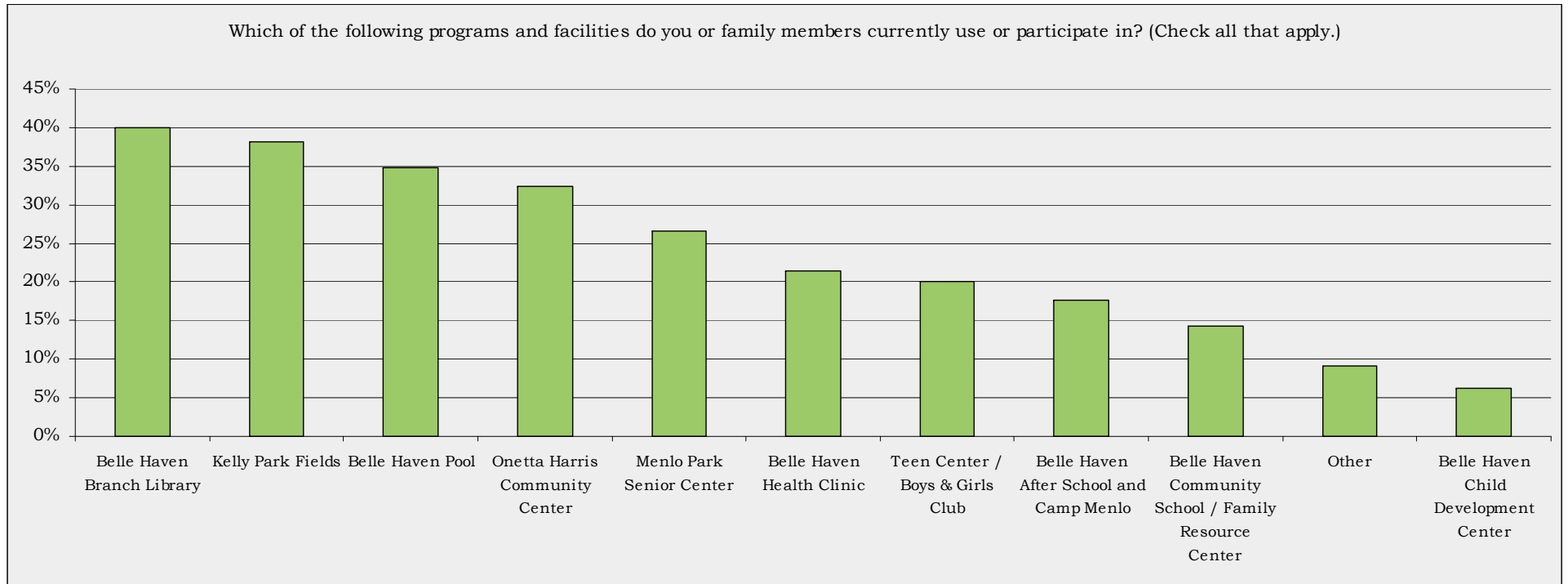


**Part 2: Community Services and Programs**

<b>Question 6: Which of the following programs and facilities do you or family members currently use or participate in? (Check all that apply.)</b>		
<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Belle Haven Branch Library	40%	84
Kelly Park Fields	38%	80
Belle Haven Pool	35%	73
Onetta Harris Community Center	32%	68
Menlo Park Senior Center	27%	56
Belle Haven Health Clinic	21%	45
Teen Center / Boys & Girls Club	20%	42
Belle Haven After School and Camp Menlo	18%	37
Belle Haven Community School / Family Resource Center	14%	30
Other	9%	19
Belle Haven Child Development Center	6%	13
<b>TOTAL</b>	<b>N/A<sup>2</sup></b>	<b>210<sup>2</sup></b>

<sup>2</sup> Note that since respondents were asked to check all responses that apply, the percentages of each response selected add up to more than 100%.

## Question 6



### Programs and facilities specified under “Other:”

- CNG (x2)
- A medical van that provides free physicals, vaccinations every 6 months
- Belle Haven Summer Program
- Bike bridge
- Building Futures Now
- Burgess
- East Palo Alto Family YMCA
- Our soccer team plays on the field at the community center
- Ravenswood Center
- Willow Clinic
- Main Menlo Park Library and pool; nothing in Belle Haven

**Question 6: Which of the following programs and facilities do you or family members currently use or participate in? (Check all that apply.)**  
**Responses by Demographic Category**

Answer Options	Length of Residence in Belle Haven					Rent or Own Home?	
	0-2 Years	3-5 Years	6-10 Years	11-20 Years	21+ Years	Rent	Own
Belle Haven Branch Library	46%	38%	59%	44%	25%	40%	39%
Kelly Park Fields	43%	40%	32%	41%	40%	31%	45%
Belle Haven Pool	29%	33%	43%	44%	33%	35%	38%
Onetta Harris Community Center	29%	38%	41%	38%	33%	30%	35%
Menlo Park Senior Center	9%	13%	30%	24%	60%	16%	38%
Belle Haven Health Clinic	6%	20%	30%	29%	28%	25%	18%
Teen Center / Boys & Girls Club	20%	23%	19%	24%	15%	24%	16%
Belle Haven After School and Camp Menlo	14%	10%	22%	29%	18%	23%	11%
Belle Haven Community School / Family Resource Center	17%	3%	19%	21%	15%	19%	9%
Other	14%	8%	3%	14%	5%	5%	12%
Belle Haven Child Development Center	3%	3%	5%	15%	10%	8%	5%
<b>TOTAL NUMBER OF SURVEYS ANSWERING QUESTION</b>	<b>35</b>	<b>40</b>	<b>37</b>	<b>34</b>	<b>40</b>	<b>99</b>	<b>98</b>

Answer Options	Race or Ethnic Identification				
	African-American / Black	American Indian / Alaska Native	Asian / Pacific Islander	White / Caucasian	Hispanic / Latino
Belle Haven Branch Library	26%	0%	50%	50%	41%
Kelly Park Fields	30%	0%	50%	38%	43%
Belle Haven Pool	26%	100%	41%	29%	39%
Onetta Harris Community Center	44%	100%	41%	29%	30%
Menlo Park Senior Center	33%	0%	32%	8%	24%
Belle Haven Health Clinic	30%	0%	18%	0%	23%
Teen Center / Boys & Girls Club	37%	0%	18%	0%	22%
Belle Haven After School and Camp Menlo	15%	0%	14%	8%	22%
Belle Haven Community School / Family Resource Center	11%	0%	18%	8%	17%
Other	7%	0%	14%	21%	6%
Belle Haven Child Development Center	15%	0%	0%	0%	7%
<b>TOTAL NUMBER OF SURVEYS ANSWERING QUESTION</b>	<b>27</b>	<b>1</b>	<b>22</b>	<b>24</b>	<b>122</b>

**Question 6: Which of the following programs and facilities do you or family members currently use or participate in? (Check all that apply.)  
Responses by Demographic Category (continued)**

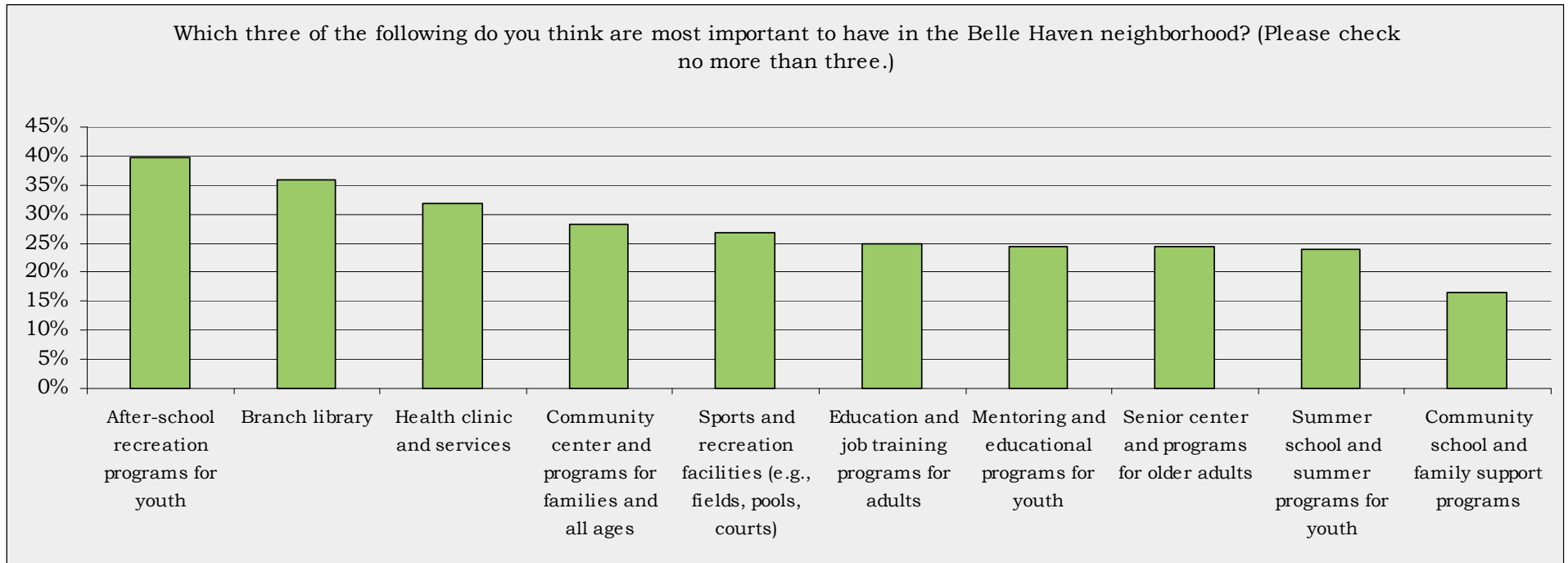
Answer Options	Primary Language	
	English	Spanish
Belle Haven Branch Library	37%	44%
Kelly Park Fields	42%	39%
Belle Haven Pool	29%	44%
Onetta Harris Community Center	35%	31%
Menlo Park Senior Center	25%	25%
Belle Haven Health Clinic	14%	30%
Teen Center / Boys & Girls Club	23%	20%
Belle Haven After School and Camp Menlo	12%	27%
Belle Haven Community School / Family Resource Center	10%	23%
Other	23%	20%
Belle Haven Child Development Center	5%	7%
<b>TOTAL NUMBER OF SURVEYS ANSWERING QUESTION</b>	<b>102</b>	<b>84</b>

Answer Options	Household Income					
	\$0-19,000	\$20-39,999	\$40-59,999	\$60-79,999	\$80-99,999	\$100,000 or more
Belle Haven Branch Library	39%	35%	50%	38%	30%	43%
Kelly Park Fields	34%	38%	50%	75%	40%	43%
Belle Haven Pool	25%	57%	36%	44%	50%	43%
Onetta Harris Community Center	25%	35%	45%	38%	40%	43%
Menlo Park Senior Center	23%	14%	23%	38%	30%	29%
Belle Haven Health Clinic	34%	24%	23%	25%	0%	0%
Teen Center / Boys & Girls Club	25%	30%	14%	25%	20%	14%
Belle Haven After School and Camp Menlo	20%	24%	23%	19%	0%	11%
Belle Haven Community School / Family Resource Center	23%	14%	0%	31%	0%	4%
Other	11%	0%	5%	31%	20%	7%
Belle Haven Child Development Center	11%	3%	5%	25%	0%	4%
<b>TOTAL NUMBER OF SURVEYS ANSWERING QUESTION</b>	<b>44</b>	<b>37</b>	<b>22</b>	<b>16</b>	<b>10</b>	<b>28</b>

<b>Question 7: Which three of the following do you think are most important to have in the Belle Haven neighborhood? (Please check no more than three.)</b>		
<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
After-school recreation programs for youth	40%	80
Branch library	36%	72
Health clinic and services	32%	64
Community center and programs for families and all ages	28%	57
Sports and recreation facilities (e.g., fields, pools, courts)	27%	54
Education and job training programs for adults	25%	50
Mentoring and educational programs for youth	24%	49
Senior center and programs for older adults	24%	49
Summer school and summer programs for youth	24%	48
Community school and family support programs	16%	33
<b>TOTAL</b>	<b>N/A<sup>3</sup></b>	<b>201<sup>3</sup></b>

<sup>3</sup> Note that since respondents were asked to check all responses that apply, the percentages of each response selected add up to more than 100%.

## Question 7



### Programs and facilities specified under “Other:”

- An improved school system
- Drug and crime prevention programs for teens
- Full branch library with not only the stellar children's collection that currently exists, but also an adult collection
- Parks, a real park (x2)
- Quality Education for Youth. By quality I mean access to public schools that are not underperforming schools. (Please count this as 2 votes for me)
- Zero crime

**Question 7: Which three of the following do you think are most important to have in the Belle Haven neighborhood? (Please check no more than three.)**  
**Responses by Demographic Category**

Answer Options	Length of Residence in Belle Haven					Rent or Own Home?	
	0-2 Years	3-5 Years	6-10 Years	11-20 Years	21+ Years	Rent	Own
After-school recreation programs for youth	35%	44%	31%	32%	47%	34%	45%
Branch library	46%	42%	50%	35%	22%	34%	39%
Health clinic and services	22%	31%	28%	50%	28%	40%	25%
Community center and programs for families and all ages	35%	19%	17%	29%	33%	28%	30%
Sports and recreation facilities (e.g., fields, pools, courts)	41%	39%	25%	18%	14%	28%	24%
Education and job training programs for adults	19%	28%	19%	29%	22%	23%	26%
Mentoring and educational programs for youth	22%	25%	22%	29%	22%	17%	31%
Senior center and programs for older adults	19%	17%	42%	9%	39%	23%	26%
Summer school and summer programs for youth	16%	25%	22%	24%	28%	29%	19%
Community school and family support programs	14%	17%	22%	24%	14%	16%	18%
<b>TOTAL NUMBER OF SURVEYS ANSWERING QUESTION</b>	<b>37</b>	<b>36</b>	<b>36</b>	<b>34</b>	<b>36</b>	<b>94</b>	<b>96</b>

Answer Options	Race or Ethnic Identification				
	African-American / Black	American Indian / Alaska Native	Asian / Pacific Islander	White / Caucasian	Hispanic / Latino
After-school recreation programs for youth	20%	0%	32%	50%	41%
Branch library	18%	0%	64%	33%	34%
Health clinic and services	16%	0%	36%	10%	39%
Community center and programs for families and all ages	18%	0%	23%	33%	25%
Sports and recreation facilities (e.g., fields, pools, courts)	9%	100%	36%	30%	26%
Education and job training programs for adults	16%	0%	18%	27%	26%
Mentoring and educational programs for youth	14%	100%	23%	40%	21%
Senior center and programs for older adults	18%	100%	14%	10%	25%
Summer school and summer programs for youth	16%	0%	32%	30%	21%
Community school and family support programs	5%	0%	14%	10%	20%
<b>TOTAL NUMBER OF SURVEYS ANSWERING QUESTION</b>	<b>44</b>	<b>1</b>	<b>22</b>	<b>30</b>	<b>108</b>

**Question 7: Which three of the following do you think are most important to have in the Belle Haven neighborhood? (Please check no more than three.)  
Responses by Demographic Category (continued)**

Answer Options	Primary Language	
	English	Spanish
After-school recreation programs for youth	42%	40%
Branch library	39%	33%
Health clinic and services	23%	45%
Community center and programs for families and all ages	32%	27%
Sports and recreation facilities (e.g., fields, pools, courts)	29%	23%
Education and job training programs for adults	26%	24%
Mentoring and educational programs for youth	27%	20%
Senior center and programs for older adults	18%	28%
Summer school and summer programs for youth	29%	20%
Community school and family support programs	15%	20%
<b>TOTAL NUMBER OF SURVEYS ANSWERING QUESTION</b>	<b>101</b>	<b>75</b>

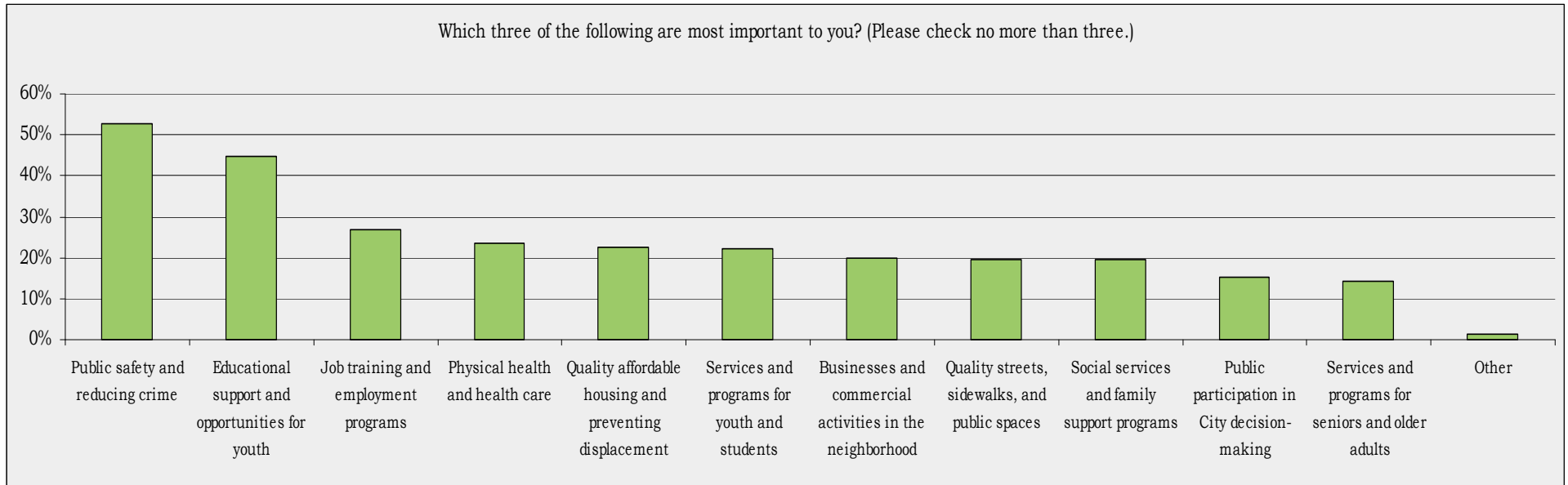
Answer Options	Household Income					
	\$0-19,000	\$20-39,999	\$40-59,999	\$60-79,999	\$80-99,999	\$100,000 or more
After-school recreation programs for youth	48%	39%	43%	38%	56%	34%
Branch library	43%	26%	48%	44%	22%	48%
Health clinic and services	38%	50%	19%	19%	0%	14%
Community center and programs for families and all ages	33%	18%	33%	50%	22%	21%
Sports and recreation facilities (e.g., fields, pools, courts)	18%	37%	19%	31%	33%	45%
Education and job training programs for adults	25%	26%	33%	25%	11%	17%
Mentoring and educational programs for youth	13%	21%	19%	38%	22%	28%
Senior center and programs for older adults	35%	18%	14%	25%	11%	10%
Summer school and summer programs for youth	15%	37%	29%	13%	56%	24%
Community school and family support programs	15%	13%	24%	19%	22%	10%
<b>TOTAL NUMBER OF SURVEYS ANSWERING QUESTION</b>	<b>40</b>	<b>38</b>	<b>21</b>	<b>16</b>	<b>9</b>	<b>29</b>



<b>Question 8: Which three of the following are most important to you? (Please check no more than three.)</b>		
<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Public safety and reducing crime	53%	122
Educational support and opportunities for youth	45%	103
Job training and employment programs	27%	62
Physical health and health care	23%	54
Quality affordable housing and preventing displacement	23%	52
Services and programs for youth and students	22%	51
Businesses and commercial activities in the neighborhood	20%	46
Quality streets, sidewalks, and public spaces	19%	45
Social services and family support programs	19%	45
Public participation in City decision-making	15%	35
Services and programs for seniors and older adults	14%	33
Other	1%	3
<b>TOTAL</b>	<b>N/A<sup>4</sup></b>	<b>231<sup>4</sup></b>

<sup>4</sup> Note that since respondents were asked to check up to three responses, the percentages of each response selected add up to more than 100%.

## Question 8



### Services and Amenities specified under “Other:”

- Enforcement of city codes and landowners being held accountable for what happens on their properties, especially the absentee landlords who allow situations that add to neighborhood blight
- Jobs
- Mall

**Question 8: Which three of the following are most important to you? (Please check no more than three.)**

**Responses by Demographic Category**

<b>Answer Options</b>	<b>Length of Residence in Belle Haven</b>					<b>Rent or Own Home?</b>	
	<b>0-2 Years</b>	<b>3-5 Years</b>	<b>6-10 Years</b>	<b>11-20 Years</b>	<b>21+ Years</b>	<b>Rent</b>	<b>Own</b>
Public safety and reducing crime	56%	58%	59%	46%	48%	52%	55%
Educational support and opportunities for youth	42%	35%	53%	49%	45%	44%	44%
Job training and employment programs	23%	26%	9%	34%	28%	30%	25%
Physical health and health care	21%	23%	21%	32%	20%	31%	14%
Quality affordable housing and preventing displacement	19%	21%	38%	27%	18%	32%	15%
Services and programs for youth and students	28%	19%	15%	15%	25%	16%	26%
Businesses and commercial activities in the neighborhood	28%	30%	12%	12%	18%	12%	26%
Quality streets, sidewalks, and public spaces	28%	21%	18%	15%	15%	11%	27%
Social services and family support programs	19%	19%	26%	32%	5%	29%	10%
Public participation in City decision-making	9%	16%	18%	15%	23%	7%	24%
Services and programs for seniors and older adults	9%	12%	18%	10%	25%	13%	15%
Other	0%	0%	0%	5%	3%	0%	3%
<b>TOTAL NUMBER OF SURVEYS ANSWERING QUESTION</b>	<b>43</b>	<b>43</b>	<b>34</b>	<b>41</b>	<b>40</b>	<b>106</b>	<b>108</b>

<b>Answer Options</b>	<b>Race or Ethnic Identification</b>				
	<b>African-American / Black</b>	<b>American Indian / Alaska Native</b>	<b>Asian / Pacific Islander</b>	<b>White / Caucasian</b>	<b>Hispanic / Latino</b>
Public safety and reducing crime	48%	0%	56%	64%	49%
Educational support and opportunities for youth	41%	100%	56%	42%	48%
Job training and employment programs	30%	0%	24%	15%	29%
Physical health and health care	22%	0%	48%	0%	27%
Quality affordable housing and preventing displacement	22%	0%	8%	12%	28%
Services and programs for youth and students	33%	0%	8%	39%	17%
Businesses and commercial activities in the neighborhood	15%	100%	28%	33%	16%
Quality streets, sidewalks, and public spaces	19%	0%	16%	36%	18%
Social services and family support programs	19%	0%	16%	15%	21%
Public participation in City decision-making	33%	100%	28%	18%	9%
Services and programs for seniors and older adults	33%	0%	8%	39%	17%
Other	4%	0%	0%	0%	1%
<b>TOTAL NUMBER OF SURVEYS ANSWERING QUESTION</b>	<b>27</b>	<b>1</b>	<b>25</b>	<b>33</b>	<b>126</b>

**Question 8: Which three of the following are most important to you? (Please check no more than three.)**

**Responses by Demographic Category (continued)**

Answer Options	Primary Language	
	English	Spanish
Public safety and reducing crime	54%	48%
Educational support and opportunities for youth	44%	49%
Job training and employment programs	31%	22%
Physical health and health care	21%	31%
Quality affordable housing and preventing displacement	15%	31%
Services and programs for youth and students	24%	14%
Businesses and commercial activities in the neighborhood	23%	14%
Quality streets, sidewalks, and public spaces	20%	19%
Social services and family support programs	17%	25%
Public participation in City decision-making	24%	5%
Services and programs for seniors and older adults	9%	18%
Other	2%	1%
<b>TOTAL NUMBER OF SURVEYS ANSWERING QUESTION</b>	<b>117</b>	<b>88</b>

Answer Options	Household Income					
	\$0-19,000	\$20-39,999	\$40-59,999	\$60-79,999	\$80-99,999	\$100,000 or more
Public safety and reducing crime	51%	61%	36%	38%	89%	79%
Educational support and opportunities for youth	47%	32%	60%	25%	44%	55%
Job training and employment programs	26%	41%	40%	31%	33%	21%
Physical health and health care	34%	20%	28%	13%	0%	10%
Quality affordable housing and preventing displacement	26%	34%	24%	19%	0%	14%
Services and programs for youth and students	15%	12%	16%	38%	33%	34%
Businesses and commercial activities in the neighborhood	11%	12%	36%	31%	22%	28%
Quality streets, sidewalks, and public spaces	11%	22%	12%	38%	33%	38%
Social services and family support programs	21%	39%	16%	25%	11%	10%
Public participation in City decision-making	9%	7%	12%	19%	44%	38%
Services and programs for seniors and older adults	19%	17%	0%	6%	11%	14%
Other	0%	0%	0%	0%	0%	7%
<b>TOTAL NUMBER OF SURVEYS ANSWERING QUESTION</b>	<b>47</b>	<b>41</b>	<b>25</b>	<b>16</b>	<b>9</b>	<b>29</b>

### **Part 3: Community Participation**

#### **Question 9: Please briefly describe your vision for an improved Belle Haven.**

83 respondents submitted comments in response to this question.

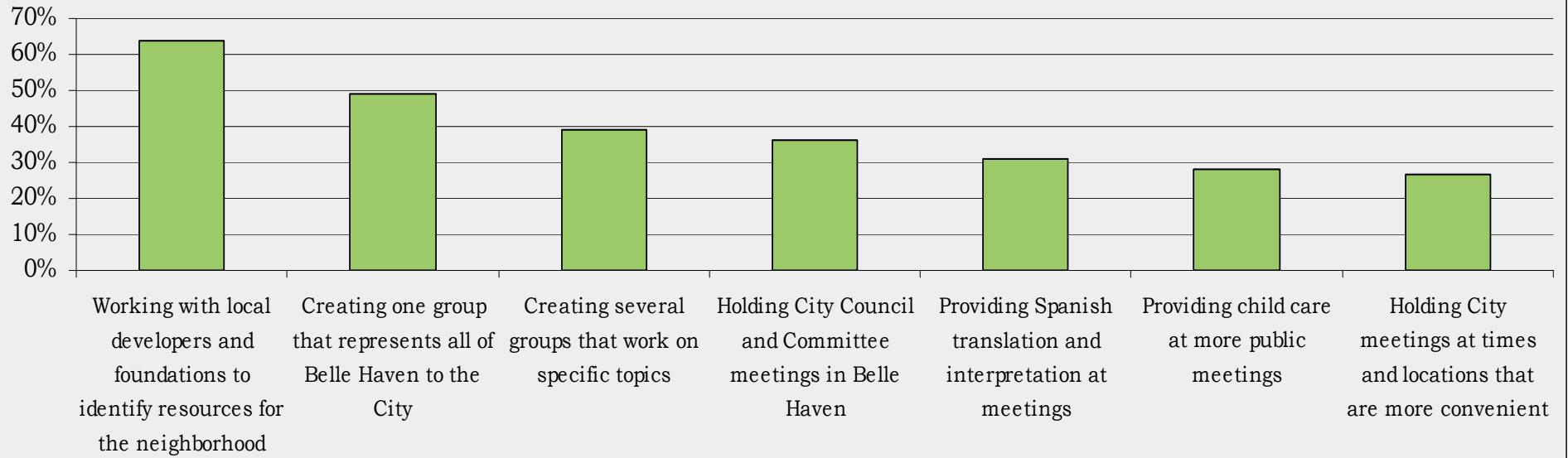
- Most common emerging themes:
  - Improved safety and security in the neighborhood
  - Improved schools and opportunity for education; create a unified school district throughout Menlo Park that includes Belle Haven.
  - Equity with the rest of Menlo Park
  - Increased amenities including more local businesses – groceries, stores and/or a mall, services
  - More programs for youth and families, including job training/improved employment options
  - Improved community services and resources
  - Community beautification (cleanliness, green space, inviting mix of uses)
  - More community involvement, working together
- Other notable emerging themes:
  - Library
  - Community center, improved recreational and sports programs/facilities
  - Better housing (more, affordable, lower density)
  - More reading and English classes for all ages
  - Improved connectivity, pedestrian safety
  - Transit: Increased transit options and bus shelters

<b>Question 10: Which three of the following do you think would be most important to support the Belle Haven Community Vision? (Please check no more than three.)</b>		
<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Working with local developers and foundations to identify resources for the neighborhood	64%	138
Creating one group that represents all of Belle Haven to the City	49%	106
Creating several groups that work on specific topics	39%	84
Holding City Council and Committee meetings in Belle Haven	36%	78
Providing Spanish translation and interpretation at meetings	31%	67
Providing child care at more public meetings	28%	61
Holding City meetings at times and locations that are more convenient	27%	58
<b>TOTAL</b>	<b>N/A<sup>5</sup></b>	<b>216<sup>5</sup></b>

<sup>5</sup> Note that since respondents were asked to check up to three responses, the percentages of each response selected add up to more than 100%.

**Question 10**

Which three of the following do you think would be most important to support the Belle Haven Community Vision?  
(Please check no more than three.)



**Question 10: Which three of the following do you think would be most important to support the Belle Haven Community Vision? (Please check no more than three.)  
Responses by Demographic Category**

Answer Options	Length of Residence in Belle Haven					Rent or Own Home?	
	0-2 Years	3-5 Years	6-10 Years	11-20 Years	21+ Years	Rent	Own
Working with local developers and foundations to identify resources for the neighborhood	73%	65%	64%	58%	59%	63%	66%
Creating one group that represents all of Belle Haven to the City	41%	65%	48%	45%	46%	51%	46%
Creating several groups that work on specific topics	37%	49%	27%	45%	32%	39%	40%
Holding City Council and Committee meetings in Belle Haven	44%	35%	27%	32%	46%	28%	44%
Providing Spanish translation and interpretation at meetings	32%	21%	33%	47%	22%	34%	27%
Providing child care at more public meetings	17%	28%	36%	32%	22%	30%	26%
Holding City meetings at times and locations that are more convenient	22%	28%	27%	24%	30%	31%	23%
<b>TOTAL NUMBER OF SURVEYS ANSWERING QUESTION</b>	<b>41</b>	<b>43</b>	<b>33</b>	<b>38</b>	<b>37</b>	<b>100</b>	<b>101</b>

Answer Options	Race or Ethnic Identification				
	African-American / Black	American Indian / Alaska Native	Asian / Pacific Islander	White / Caucasian	Hispanic / Latino
Working with local developers and foundations to identify resources for the neighborhood	63%	100%	63%	90%	60%
Creating one group that represents all of Belle Haven to the City	50%	100%	44%	57%	50%
Creating several groups that work on specific topics	42%	0%	48%	53%	36%
Holding City Council and Committee meetings in Belle Haven	58%	0%	48%	47%	30%
Providing Spanish translation and interpretation at meetings	17%	0%	15%	17%	39%
Providing child care at more public meetings	17%	100%	26%	20%	31%
Holding City meetings at times and locations that are more convenient	38%	0%	33%	27%	26%
<b>TOTAL NUMBER OF SURVEYS ANSWERING QUESTION</b>	<b>24</b>	<b>1</b>	<b>27</b>	<b>30</b>	<b>121</b>



**Question 10: Which three of the following do you think would be most important to support the Belle Haven Community Vision? (Please check no more than three.)  
Responses by Demographic Category (continued)**

<b>Answer Options</b>	<b>Primary Language</b>	
	<b>English</b>	<b>Spanish</b>
Working with local developers and foundations to identify resources for the neighborhood	65%	60%
Creating one group that represents all of Belle Haven to the City	49%	51%
Creating several groups that work on specific topics	43%	33%
Holding City Council and Committee meetings in Belle Haven	42%	27%
Providing Spanish translation and interpretation at meetings	24%	41%
Providing child care at more public meetings	26%	32%
Holding City meetings at times and locations that are more convenient	28%	26%
<b>TOTAL NUMBER OF SURVEYS ANSWERING QUESTION</b>	<b>115</b>	<b>82</b>

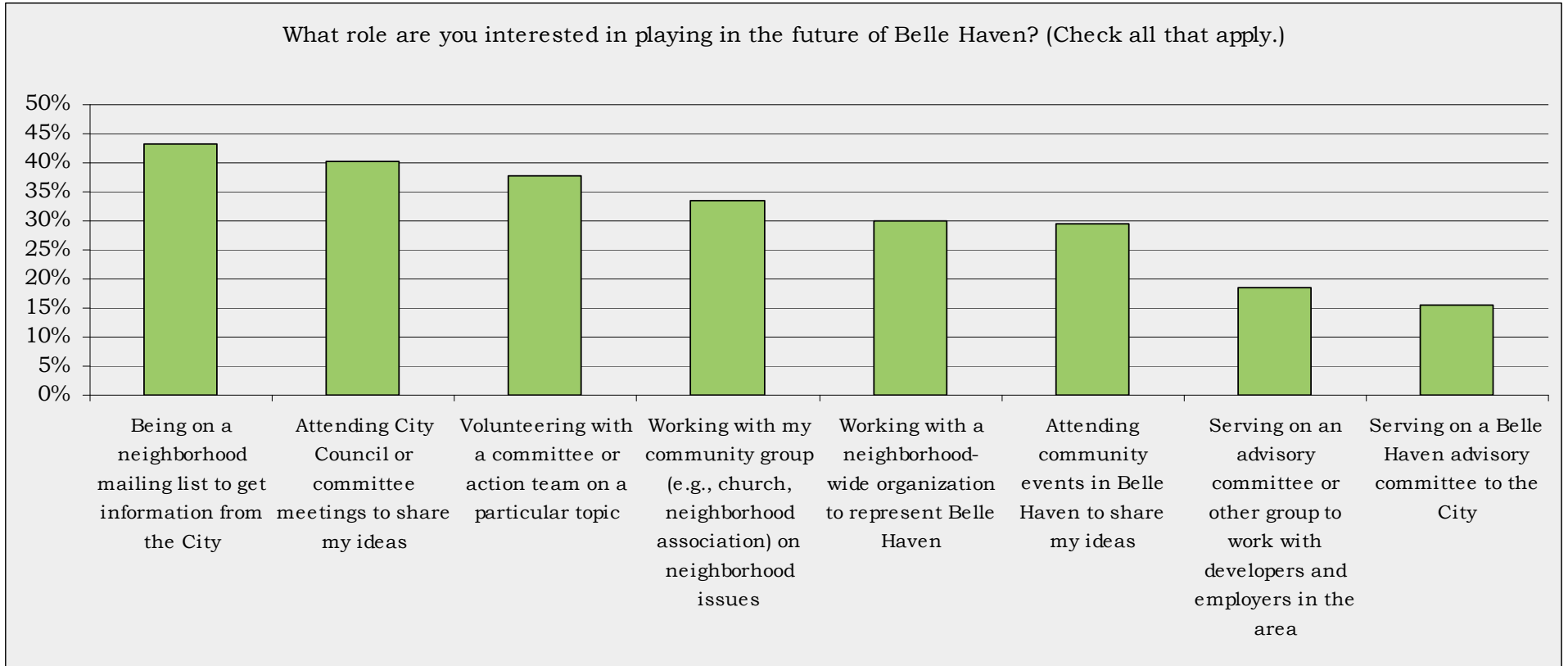
<b>Answer Options</b>	<b>Household Income</b>					
	<b>\$0-19,000</b>	<b>\$20-39,999</b>	<b>\$40-59,999</b>	<b>\$60-79,999</b>	<b>\$80-99,999</b>	<b>\$100,000 or more</b>
Working with local developers and foundations to identify resources for the neighborhood	53%	66%	58%	60%	67%	71%
Creating one group that represents all of Belle Haven to the City	49%	49%	54%	53%	33%	31%
Creating several groups that work on specific topics	40%	46%	42%	33%	11%	49%
Holding City Council and Committee meetings in Belle Haven	33%	17%	42%	33%	56%	49%
Providing Spanish translation and interpretation at meetings	36%	29%	33%	47%	33%	14%
Providing child care at more public meetings	24%	41%	17%	7%	44%	23%
Holding City meetings at times and locations that are more convenient	31%	37%	33%	13%	33%	23%
<b>TOTAL NUMBER OF SURVEYS ANSWERING QUESTION</b>	<b>45</b>	<b>41</b>	<b>24</b>	<b>15</b>	<b>9</b>	<b>35</b>

<b>Question 11: What role are you interested in playing in the future of Belle Haven? (Check all that apply.)</b>		
<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Being on a neighborhood mailing list to get information from the City	43%	89
Attending City Council or committee meetings to share my ideas	40%	83
Volunteering with a committee or action team on a particular topic	38%	78
Working with my community group (e.g., church, neighborhood association) on neighborhood issues	33%	69
Working with a neighborhood-wide organization to represent Belle Haven	30%	62
Attending community events in Belle Haven to share my ideas	30%*	61*
Serving on an advisory committee or other group to work with developers and employers in the area	18%	38
Serving on a Belle Haven advisory committee to the City	16%	32
<b>TOTAL</b>	<b>N/A<sup>6</sup></b>	<b>206<sup>6</sup></b>

\* This answer option was inadvertently left off of the Spanish version of the questionnaire (it was added once the mistake was discovered). Only 202 of the 244 questionnaires included this response option, so the totals given represent the percentage of those questionnaires only.

<sup>6</sup> Note that since respondents were asked to check all responses that apply, the percentages of each response selected add up to more than 100%.

**Question 11**



**Question 11: What role are you interested in playing in the future of Belle Haven?  
(Check all that apply.)**

**Responses by Demographic Category**

Answer Options	Length of Residence in Belle Haven					Rent or Own Home?	
	0-2 Years	3-5 Years	6-10 Years	11-20 Years	21+ Years	Rent	Own
Being on a neighborhood mailing list to get information from the City	29%	47%	36%	54%	52%	31%	57%
Attending City Council or committee meetings to share my ideas	32%	42%	42%	41%	52%	32%	49%
Volunteering with a committee or action team on a particular topic	44%	37%	33%	43%	36%	34%	43%
Working with my community group (e.g., church, neighborhood association) on neighborhood issues	32%	28%	36%	35%	39%	31%	36%
Working with a neighborhood-wide organization to represent Belle Haven	22%	23%	33%	38%	39%	28%	31%
Attending community events in Belle Haven to share my ideas*	37%	23%	24%	22%	33%	26%	33%
Serving on an advisory committee or other group to work with developers and employers in the area	10%	16%	21%	22%	21%	15%	21%
Serving on a Belle Haven advisory committee to the City	17%	9%	15%	19%	21%	12%	18%
<b>TOTAL NUMBER OF SURVEYS ANSWERING QUESTION</b>	<b>41</b>	<b>43</b>	<b>33</b>	<b>37</b>	<b>33</b>	<b>98</b>	<b>99</b>

Answer Options	Race or Ethnic Identification				
	African-American /Black	American Indian / Alaska Native	Asian / Pacific Islander	White / Caucasian	Hispanic / Latino
Being on a neighborhood mailing list to get information from the City	50%	100%	30%	62%	40%
Attending City Council or committee meetings to share my ideas	54%	100%	41%	38%	36%
Volunteering with a committee or action team on a particular topic	63%	100%	41%	45%	32%
Working with my community group (e.g., church, neighborhood association) on neighborhood issues	50%	100%	44%	24%	30%
Working with a neighborhood-wide organization to represent Belle Haven	29%	100%	30%	24%	32%
Attending community events in Belle Haven to share my ideas*	50%	100%	30%	45%	23%
Serving on an advisory committee or other group to work with developers and employers in the area	38%	100%	30%	28%	9%
Serving on a Belle Haven advisory committee to the City	29%	100%	15%	24%	12%
<b>TOTAL NUMBER OF SURVEYS ANSWERING QUESTION</b>	<b>24</b>	<b>1</b>	<b>27</b>	<b>29</b>	<b>117</b>

\* This answer option was inadvertently left off of the Spanish version of the questionnaire (it was added once the mistake was discovered), so the totals given represent the percentage of the 202 questionnaires that included it.

**Question 11: What role are you interested in playing in the future of Belle Haven?  
(Check all that apply.)  
Responses by Demographic Category (continued)**

Answer Options	Primary Language	
	English	Spanish
Being on a neighborhood mailing list to get information from the City	43%	42%
Attending City Council or committee meetings to share my ideas	40%	40%
Volunteering with a committee or action team on a particular topic	44%	31%
Working with my community group (e.g., church, neighborhood association) on neighborhood issues	35%	31%
Working with a neighborhood-wide organization to represent Belle Haven	32%	29%
Attending community events in Belle Haven to share my ideas*	35%	21%
Serving on an advisory committee or other group to work with developers and employers in the area	21%	15%
Serving on a Belle Haven advisory committee to the City	18%	14%
<b>TOTAL NUMBER OF SURVEYS ANSWERING QUESTION</b>	<b>113</b>	<b>78</b>

Answer Options	Household Income					
	\$0-19,000	\$20-39,999	\$40-59,999	\$60-79,999	\$80-99,999	\$100,000 or more
Being on a neighborhood mailing list to get information from the City	28%	44%	48%	60%	56%	57%
Attending City Council or committee meetings to share my ideas	28%	29%	48%	47%	67%	46%
Volunteering with a committee or action team on a particular topic	33%	24%	61%	67%	33%	49%
Working with my community group (e.g., church, neighborhood association) on neighborhood issues	28%	20%	52%	47%	33%	37%
Working with a neighborhood-wide organization to represent Belle Haven	30%	37%	43%	13%	33%	26%
Attending community events in Belle Haven to share my ideas*	21%	10%	48%	47%	11%	46%
Serving on an advisory committee or other group to work with developers and employers in the area	14%	12%	13%	27%	22%	37%
Serving on a Belle Haven advisory committee to the City	5%	15%	17%	40%	11%	20%
<b>TOTAL NUMBER OF SURVEYS ANSWERING QUESTION</b>	<b>43</b>	<b>41</b>	<b>23</b>	<b>15</b>	<b>9</b>	<b>35</b>

\* This answer option was inadvertently left off of the Spanish version of the questionnaire (it was added once the mistake was discovered), so the totals given represent the percentage of the 202 questionnaires that included it.

**Question 12: What are the challenges or issues that would prevent you from participating in this process? (Check all that apply.)**

<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
I am already busy with work and/or family	50%	106
I need more information	29%	61
Meeting times don't fit with my work schedule	19%	40
Not sure	18%	39
Other	13%	28
I don't have child care	10%	21
I need to find paid work before I can volunteer	9%	19
I'm not interested	6%	13
<b>TOTAL</b>	<b>N/A<sup>7</sup></b>	<b>211<sup>7</sup></b>

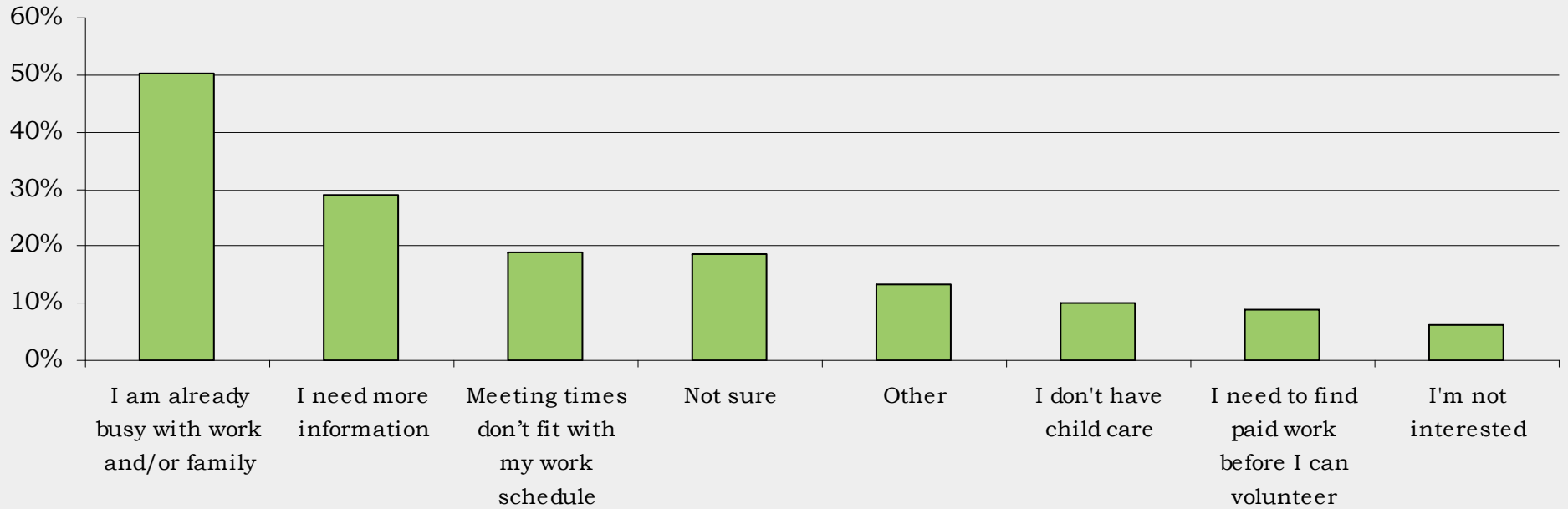
<sup>7</sup> Note that since respondents were asked to check all responses that apply, the percentages of each response selected add up to more than 100%.

**Challenges or Issues specified under "Other:"**

- Disability (x2)
- I don't have enough time (x2)
- Transportation (x2)
- Council's lip-service
- History of wasted time at Menlo Park city projects/meetings
- Honestly, I do not have any reasons or excuses for not being more involved, but I know that I need to do something. When I get more information, I will become more active.
- I am a parent and work and take care of my family. Because of this I am very tired. Sorry
- I am a student
- I cannot afford to waste time repeatedly. I recognize that the municipal process can be complicated due to different interests and agendas. You won't always be on the winning side of an issue, however if it becomes apparent that community input is being ignored, misrepresented or disregarded then I will utilize my time in a more productive manner.
- I feel like my voice wouldn't be heard
- More convenient meeting venues and forums to group think would be desirable. I find the city council meetings are long and don't allow for real interaction on creating solutions, etc. There needs to be a way to include Belle Haven as part of Menlo Park as a whole, this hasn't happened yet.
- my home schedule conflicts with the meeting, but I am still highly interested.
- Need translation that are available to public
- Occasional apathy.
- Outright hostility from longtime community members. There are a number of folks who claim to represent Belle Haven, but it's a very fractured community. Being a mid 30s technology worker who has decided to make a home here, none of the existing groups represent me and when trying to do outreach to them I find hostility and / or a shakedown.
- Past wasted time
- Physical limitations
- School
- Sometimes I come home late from work
- Timing
- Too old, doesn't hear well
- We don't live in the area anymore but rent out our house that's located in Hamilton Park

### Question 12

What are the challenges or issues that would prevent you from participating in this process?  
Please check all that apply.



**Question 12: What are the challenges or issues that would prevent you from participating in this process? (Check all that apply.)**  
**Responses by Demographic Category**

Answer Options	Length of Residence in Belle Haven					Rent or Own Home?	
	0-2 Years	3-5 Years	6-10 Years	11-20 Years	21+ Years	Rent	Own
I am already busy with work and/or family	48%	51%	52%	51%	41%	54%	46%
I need more information	30%	27%	32%	44%	22%	32%	27%
Meeting times don't fit with my work schedule	15%	20%	32%	18%	16%	22%	18%
Not sure	20%	12%	10%	26%	16%	17%	16%
Other	8%	17%	19%	8%	24%	10%	19%
I don't have child care	3%	12%	19%	13%	3%	11%	8%
I need to find paid work before I can volunteer	8%	7%	10%	13%	11%	12%	6%
I'm not interested	8%	0%	3%	8%	11%	4%	9%
<b>TOTAL NUMBER OF SURVEYS ANSWERING QUESTION</b>	<b>40</b>	<b>41</b>	<b>31</b>	<b>39</b>	<b>37</b>	<b>99</b>	<b>97</b>

Answer Options	Race or Ethnic Identification				
	African-American / Black	American Indian / Alaska Native	Asian / Pacific Islander	White / Caucasian	Hispanic / Latino
I am already busy with work and/or family	38%	N/A	58%	59%	50%
I need more information	42%	N/A	29%	19%	30%
Meeting times don't fit with my work schedule	19%	N/A	21%	7%	22%
Not sure	15%	N/A	33%	7%	17%
Other	27%	N/A	0%	22%	8%
I don't have child care	4%	N/A	17%	7%	13%
I need to find paid work before I can volunteer	19%	N/A	0%	7%	10%
I'm not interested	4%	N/A	8%	7%	7%
<b>TOTAL NUMBER OF SURVEYS ANSWERING QUESTION</b>	<b>26</b>	<b>0</b>	<b>24</b>	<b>27</b>	<b>119</b>



**Question 12: What are the challenges or issues that would prevent you from participating in this process? (Check all that apply.)  
Responses by Demographic Category (continued)**

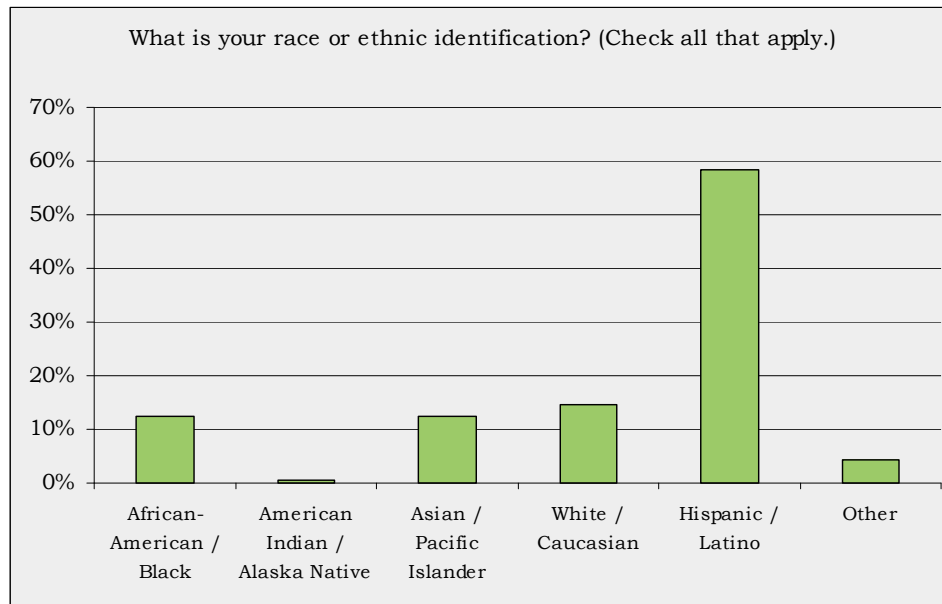
Answer Options	Primary Language	
	English	Spanish
I am already busy with work and/or family	51%	49%
I need more information	30%	29%
Meeting times don't fit with my work schedule	18%	23%
Not sure	20%	16%
Other	14%	10%
I don't have child care	6%	18%
I need to find paid work before I can volunteer	9%	10%
I'm not interested	5%	9%
<b>TOTAL NUMBER OF SURVEYS ANSWERING QUESTION</b>	<b>110</b>	<b>80</b>

Answer Options	Household Income					
	\$0-19,000	\$20-39,999	\$40-59,999	\$60-79,999	\$80-99,999	\$100,000 or more
I am already busy with work and/or family	57%	56%	52%	40%	60%	52%
I need more information	34%	20%	39%	33%	30%	29%
Meeting times don't fit with my work schedule	16%	17%	26%	20%	0%	26%
Not sure	11%	15%	9%	20%	30%	10%
Other	7%	15%	13%	20%	20%	13%
I don't have child care	11%	20%	9%	0%	0%	10%
I need to find paid work before I can volunteer	14%	7%	4%	7%	20%	6%
I'm not interested	5%	10%	9%	0%	10%	6%
<b>TOTAL NUMBER OF SURVEYS ANSWERING QUESTION</b>	<b>44</b>	<b>41</b>	<b>23</b>	<b>15</b>	<b>10</b>	<b>31</b>

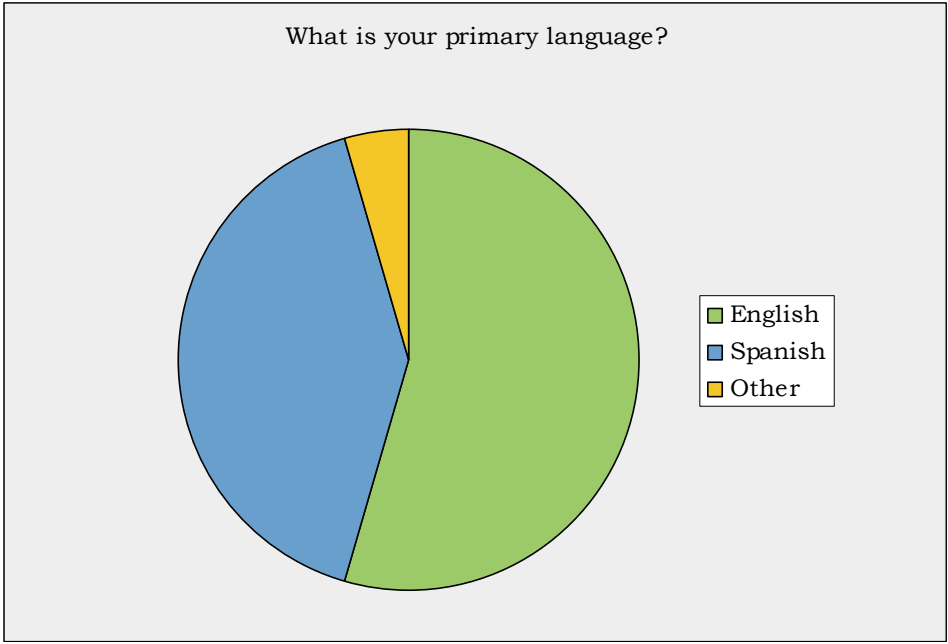
**Part 4: About You (Optional Questions)**

<b>Question 13: What is your race or ethnic identification? (Check all that apply.)</b>		
<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Hispanic / Latino	58%	132
White / Caucasian	15%	33
African-American / Black	12%	28
Asian / Pacific Islander	12%	28
Other	4%	10
American Indian / Alaska Native	>1%	1
<b>TOTAL</b>	<b>N/A<sup>8</sup></b>	<b>226<sup>8</sup></b>

<sup>8</sup> Note that since respondents were asked to check all responses that apply, the percentages of each response selected add up to more than 100%.



<b>Question 14: What is your primary language?</b>		
<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
English	54%	122
Spanish	41%	92
Other	4%	10
<b>TOTAL</b>	<b>100%</b>	<b>224</b>

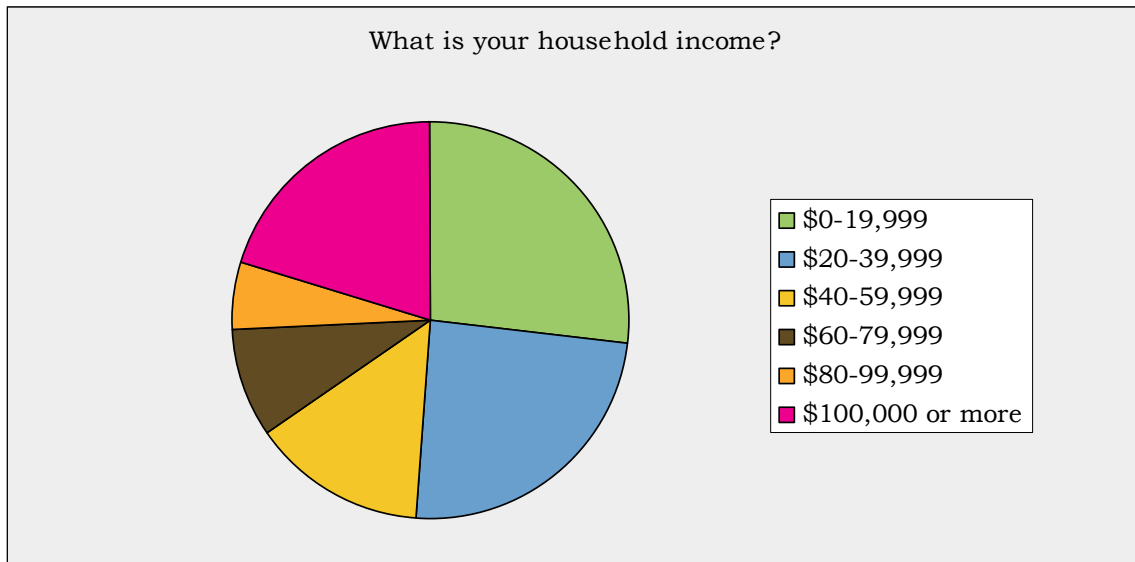


**Languages specified under “Other:”**

- Arabic
- Both
- Brazilian Portuguese
- Chinese
- French primary, English second
- Portuguese (x2)
- Punjabi
- Spanglish
- Tongan

**Question 15: What is your household income?**

<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
\$0-19,999	27%	49
\$20-39,999	24%	44
\$100,000 or more	20%	37
\$40-59,999	14%	26
\$60-79,999	9%	16
\$80-99,999	5%	10
<b>TOTAL</b>	<b>100%</b>	<b>182</b>



**Question 16: If you'd like to be contacted by a team member, please add your contact information here.**

Contact information provided will be compiled and responded to.

**Question 17: Please use this space for any additional comments or topics of interest.**

43 respondents submitted comments in response to this question.

- Most common themes:
  - Appreciation of process, efforts to improve neighborhood and quality of community visioning event; hope that process will result in change
  - Improved community services and amenities in neighborhood
  - Safety and security, increased lighting, crime prevention
  - Improving housing
  - Neighborhood beautification and improvement (cleanliness, community gardens)
  - Improvement of schools
  - Improved connectivity and pedestrian safety

**Belle Haven Community Vision  
Community Questionnaire Results  
Appendix A : Comments**

**Question 9: Please briefly describe your vision for an improved Belle Haven.**

Note: these comments are listed in alphabetical order; since many of them involve multiple themes.

- 1) One city, one school district - BH should become part of the Menlo Park school district. That way, our children will not need to spend hours a day being bussed to other schools and the city will be motivated to provide quality education to ALL MP children. 2) improve Hamilton avenue between the church and the shopping plaza - develop it with a mix of green space, recreational space, maybe some housing and retail -- NOT all housing. Something that the community can use and that will be inviting . 3) A BETTER WAY TO CROSS 101 AT WILLOW. it is dangerous and many families and kids need to cross for school, shopping, etc. Improved Bicycle and pedestrian crossing needs to be immediately addressed. 4) Car TRAFFIC on Willow. Steps need to be taken to reduce traffic. It can take 20-30 minutes to cross 101 on Willow from BH in a car during morning hours. Likewise, driving from the Willows to BH can take 30 min during evening hours. 5) better transportation to downtown menlo from BH. the mid-day shuttle is useful - but the limited hours do not make it useful for working people. It is easier to get to the PA CalTrain than it is to get to MP Caltrain from BH.
- 1) Quality schools; 2) Job opportunities adults & youths; 3) little or no crime
- A community that features a Menlo Park Police Substation in the Belle Haven Plaza with community resources that are offered to the entire members in the community to better the quality of life of all residents.
- A community where neighbors enjoy living in the area, use local parks and services. A neighborhood where there is a local grocery market.
- A lot of sonic fun stuff
- A more secure community
- A place that is safe where people can finally branch out
- A place where equal services and representation will result in a bridging of this neighborhood with the rest of Menlo Park
- A safe environmental for families, improved schools AP 1 to be closer to what West Menlo Park schools are.
- A safe neighbourhood with excellent education programs and well maintained recreation facilities.
- A safe place where Jesus Christ is glorified by the way neighbors love one another.

- A safe, well maintained community in which people do not live in fear of a fringe criminal element. A community that embraces it's diversity and no longer allows itself to be defined merely by the antiquated views of others. A community that is recognized as a part of Menlo Park in the same way that other parts of Menlo Park are recognized as a part of Menlo Park. A community that has excellent public schools.
- Affordable housing (rental and purchased), better relationship between residents and police, remove atmospher of harrassment and intimidation that currently exits from MPPD. Meaningful programs for youth and young adults to prepare for jobs and productive, healthy lifestyle.
- An united Belle Haven could improve our neighborhood from within. We definitely don't need more groups, we need to get together, set some goals and start making the changes that we ALL know need to be made.
- Be clean, have community activities, more safety, work together
- Belle Haven Community needs to bring in more businesses to Belle haven and have programs that the youth can participate in. It needs community building activities.
- Belle Haven feels like an island. While I understand the need for low lost / high density housing. The large are adjacent to the Facebook West campus on Hamilton should be developed as public space and or a mix used space for a real market.
- Better school, clean streets, safe neighborhood
- Bus shelters: lots of elderly wait in the cold and rain, people who drive take the bus - Have been asking for this for years! Being able to walk the streets in the evenings who fear of gang shooting. Neighborhood block parties sponsored by the city to get to know neighbors.
- clean, more culture
- Continued support for Onetta Harris Center, the library, and recreational facilities. More public spaces like parks. Beautification of the neighborhood. Expansion of commercial spaces for new business. Housing for 20-30 year olds, and completion of the new police station.
- Definitely no more cluster housing project low income or other wise. More community involvement and community consciouness.
- Educate our residents
- Equal quality of basic services - public streets, flowers, businesses to sustain life, i.e. mainstream grocery and pharmacy. The City of Menlo Park adopting first service agreements which will provide residents with employment. Better controlled traffic on Willow between Bayfront and 101.
- equity in education and job training for our youth as well as community gardens
- Equity with rest of Menlo park
- Everyone bonding, no noise of police sirens, improved grades, college scholarships, business people
- First of all, identify the problems that affect the community and focus on how to help solve those problems.
- fixing the schools curriculam
- Help with traffic. School needs to be rebuilt, better lockers. Our children deserve better.

- I would like more security and vigilance and that there were more activities that involved families and the community
- I would like to see a grocery store and also a bank open in the Belle Haven community
- Improve the appearances of the buildings on newbridge where the "police station". Clean up the lot on willow where construction began and was left unfinished. Hamilton avenue needs better attention to the city landscaping.
- it starts with the schools, how can Bellehaven be the lowest in the State, get rid of the old warehouses and build commercial retail that would draw interest from West Menlo and other areas
- Less crime and more business
- Less crime, better education programs, better community centers and improved healthcare.
- Less crime, more after school activities for students
- Less crime, same rent prices (not that this is necessarily possible)
- Less crime, trash and poverty. More safety, schools (private/charter) after school programs, college educations.
- Less noise. A soup kitchen within the community
- Less problems, better lunches, more programs
- Less trashy. more organizations
- Low crime and improved education
- Lower density housing. More housing like Hamilton Park. Menlo Park Unified School distric (to include Belle Haven School)
- Maintain streets clean and create products that help the community
- Make more programs for young people and have improved housing and income.
- Make sure that the City council is fare and equal in the whole city.
- Mix of housing and businesses that attract a diverse population of residents and visitors.
- More caps to secure the neighborhood
- More commercial opportunities. more jobs
- More community activities and involvement
- More involved community; people helping each other; More money
- More local business (food and services). More safety (reduce robbery). Improved public illumination on streets, sidewalks, etc.
- More money for the schools. Also, more after-school programs and donors
- more open reading courses - there is not enough space for everyone.
- more police
- More police- exit drug and gang. Provide english class for adult to facilitate integration
- More resources for families
- More safety. More support programs
- more school time for English class
- More school time for English classes
- More security and public services
- More security in the area, more sports, school activities
- More security. More projects that involve families
- More shops



- More student safety (x4)
- More support for student education and going green (solar panel support from government)
- More trees
- More trees. More code enforcement. More youth programs. A library
- More vigilance in the streets around the school to control the drugs that are given to students
- My own goals are to explore how Mid-Pen can be more of an accessible resource to the community, especially to high school age students with college ambitions.
- Not that much violence. Summer jobs for teens. Less foreclosures. Better text books, more money for schools and better curriculum.
- Offer more youth programs. Integrate all of Menlo Park
- People coming together
- people with a good income, better homes, better schools and safer streets
- Programs staffed with locals/professionals targeted to help our youth.
- Reduced crime, better access to services, representation
- Rounding out the community-feel. Put in a grocery store and other stores & restaurants along Hamilton Ave. City of Menlo Park needs to put more money into the Belle Haven school district. Stop treating the neighborhood like it's an after-thought.
- Safe place for students to learn if they want to learn
- Safe streets, stray dogs taken care of, less congestion on Willow and schools that are part of the city school district. Also, elimination of the term "east" menlo park.
- Safe, beautiful and diverse community preserving culture
- Safer community for both old and young
- Safety
- Safety and a mall
- schools for children libraries
- Schools for kids with a decent library. Supermarket such as Safeway, Trader Joe's, and drugstores in our neighborhood. And I hope owners that rent house will be more careful about keeping front yards clean from garbage.
- She thinks they should cook the food of the senior center on site instead of bringing it from somewhere else
- smaller children's classes with fewer children per class
- Something has to be done about the traffic congestion on Willow. Belle Haven community school has to be rebuilt. The condition of the classrooms and cafeteria are in poor condition.
- That all people (and children in particular) have many opportunities to receive education.
- That the decision makers actually be aware of and concerned about decisions here and fund steps to improve the conditions, including better physical connection to the rest of Menlo Park. We were purposely out off from the rest of the City - read history
- That the neighbors would become closer and help each other
- The community needs to make an extra effort to come together
- The school more bigger.

- There should be no "Belle Haven", there should just be Menlo Park. Treating Belle Haven as somehow different makes it somehow different. It should make no difference which side of the 101 you live on. A shooting East of the 101 should be treated identically as a shooting West of the 101. Schools East of the 101 should be treated identically as schools West of the 101. Menlo Oaks or Sharon Heights should be just as suitable a place for new affordable housing as Belle Haven. Creating a "Belle Haven" identity exaggerates those differences and makes it worse for everyone.
- To be able to park at night and on the weekends.
- We need a community center that offers more recreational activities.
- We need something like job training for youth here in Belle Haven
- Well lite streets that are clean and safe/crime free to all. Activities for all ages including good hiking or walking trails
- Zero crime rate plus employment opportunities

**Question 17: Please use this space for any additional comments or topics of interest.**

**Outreach Process and Neighborhood Involvement**

- I am a volunteer and am happy with our classes with July Ruis which are 3 days per week. I would like more workshops in Belle Haven.
- Well organized and attended event today. Nice job!
- Very happy to see the energy and enthusiasm around this process!
- Thank you for everything!
- Thank you for your help for Belle Haven.
- Keep up the good work
- Pleased to see that hopefully some positive action will be taking place for the betterment of the families that live in east Menlo. Hopefully this will result in actual and meaningful changes for the community.
- Friendly staff
- Belle Haven is a wonderful community, I am excited to see the positive changes in the future.
- The meetings interest me. I like very much this town, it is very clean. One problem is that there is not enough communication, especially when there are problems. It doesn't have to be this way.
- This is the first time I hear about the Belle Haven Community Vision and I 'm glad there is a survey.
- I am concerned that non-residents of Belle Haven can submit these questionnaires, even if they have no connection (work, family) here. The non-residents will not necessarily be concerned with our welfare. Look how our community was singled out and dumped on by the new housing decisions. Also "choose 3" questions may be designed to squeeze out some choices, such as for seniors.
- I am not sure what being contacted entails but if it means getting information about meetings and events on the visioning then I am happy to receive emails or a call. I only heard about the meeting because my neighbor received a flyer at her child's school. We live in the neighborhood and we didn't know about and didn't receive a flyer. It was difficult to find any information on the meeting that was held on 5/16 at the Senior Center. It would be nice to have a updated community calendar that includes the meetings. I found it very informative and worth the two hours. I would of been disappointed had I missed it. Thank you!
- Please contact me to help. I want to make change
- Better organization with volunteering opportunities.
- I am a volunteer and am happy with our classes with July Ruis which are 3 days per week. I would like more workshops in Belle Haven.
- I have lived here for 12 years and notice that we have gone though a visioning process multiple times. Perhaps it would be great to retain results from this current process and past ones on the City's website. That way the institutional memory will never be lost and we can better track how well we follow though on our visions.
- This "Vision" process doesn't seem to actually be achieving anything. Last night I was at the Community Meeting at the Senior Center, we were given pink sheets of paper that listed "Achievements and Quick Fixes" that had

been done so far, they all just amounted to more talk and outreach! Nothing had actually been done! In over 6 months! And the outreach they were claiming had been done was a joke. The only reason we even knew to come to the meeting was because our neighbor mentioned it. We never got any flyers or notices about it. There should have been signs posted all over the neighborhood. Even when we got to the senior center there was nothing to say we were at the right place! The only sign was telling us about some Father's Day event there! And we looked on line, there was nothing about last night's meeting. We live in Silicon Valley with Facebook on our doorstep, and yet there was nothing online about last night's meeting. And in the meeting there was talk about some survey or questionnaire that had apparently been sent out (this one maybe?), we'd never got one! Until the meeting we'd never even heard of the questionnaire! Apparently there are about 1200 homes in Belle Haven, and you had got about 120 questionnaires back. That is only a 10% rate of return. That clearly shows your current plan is not working. The only person who actually seems to be doing anything is the new police chief, but I got the impression he wasn't part of this Vision process, he was just trying to make things better off his own bat. Though I do worry moving the substation to a less visible location is going only make matters worse. I also worry adding our own version of city services to the new Police Substation is only going to make the separation between Belle Haven and the rest of Menlo Park that much worse, and make it easier for the rest of Menlo Park to ignore us.

- I don't believe the process was conducted in a way to capture representation from a cross section that represents all of Belle Haven. Outreach was poor and targeted. The City could have provided more resources to inform residents of vision process and MIG could have had more visibility. Mailings should have gone out. To date some neighbors on Ivy have not been contacted for survey input and there were few events positioned in high traffic areas to attract attention as outlined as a method in initial meetings.

### **Improved Services and Amenities**

- Food safety, community garden
- Kids playground and a community center open to the public
- I want a flea market, night club, and more sports
- We need more volunteering within the community. Tutors available at the library more activities and fairs – music
- I would like more stores and more housing at cheaper rents, pharmacies so that you don't have to go to Redwood City, more fun activities for children/youth.
- I would like there to be more stores and more cheap rental housing. Pharmacies so I don't have to go all the way to Redwood City. More child activities.

### **Safety and Security**

- Less crime
- After attending the city council meeting in Menlo Park on June 4, 2013, I discovered a surplus in Menlo Park's budget for the current fiscal of over 200k. While the council members are deciding what to do with the fund, I am content to hear that Council Member Ray Mueller brought the Menlo

Park substation up for discussion. With Facebook being willing to pay for the operating costs, as well as match the funds with the City of Menlo Park for the expenses, the city has a great opportunity to expand on community services at this particular session with the support of outside groups, like Facebook. The chief of Menlo Park Police stated his personnel was fully staffed, so re-locating police officers to work in Belle Haven with the community, not observing the community, would improve public safety, trust, and better sense of security. Thank you.

- We need more lights on the streets. This will help with keeping the streets safer.

### **Improved Housing, Neighborhood Beautification and Improvement**

- We need to have more affordable housing for the community because the houses they sell here are too expensive.
- I would like the city to ask home owners that rent their houses to supervise their property. We have many rental houses on my street and the tenants don't care about cleanliness and house maintenance.
- Please do not add any additional low income or below market housing in the area. We need to increase the mixed use of the area.
- One free garbage pick-up for the entire Belle Haven neighborhood would be great!
- There is a lot of renters living in the one family house. More than 5 cars parked outside. More care for dog owners because some dogs are out on the streets.
- I would like to see cleaner streets and better maintenance.
- Main concern is control of noise!
- I already filled this in manually but was kind of in a hurry, and forgot a few things, e.g. All pets should be neutered and microchipped; all dogs should be leashed and trained (but not to fight!); all feral-born kittens should be rescued and socialized and the feral adults fixed and fed. Dog fighting, loose/lost dogs and feral or abandoned cats are persistent problems in the neighborhood.
- I want to see more code enforcement in Belle Haven

### **Improved Pedestrian Safety**

- Less traffic
- The neighborhood needs better ingress and egress. It is a big culdesac, too easily caught off.
- Would like the city to make larger pedestrian bumpers on streets. Sometimes crazy people race cars on the streets, making it a danger for children and also lots of noise.

### **Improvement of Schools**

- Please don't add more low-income housing to this neighborhood. But rather focus on improving the school performance for the kids in this neighborhood. No one likes to spend 2 hours on a bus to and from school if the local school is decent.
- Resources for special needs kids. Violence in our schools

**General Comments**

- It would help to have English classes at medium and advanced levels and childcare for those classes
- Everything is good for me right now

Theme Tema	City Services and Programs Servicios y Programas de la Ciudad	
<b>Actions</b> <b>Acciones</b>	<ul style="list-style-type: none"> <li>Consider a sliding scale permitting fee to help residents keep up with maintenance</li> <li>Considerar la posibilidad de una tarifa que permita escala móvil para ayudar a los residentes mantenerse al día con el mantenimiento de sus propiedades</li> </ul>	12
	<ul style="list-style-type: none"> <li>Increase responsiveness to resident requests</li> <li>Aumentar la capacidad de respuesta a las demandas de residentes</li> </ul>	6
	<ul style="list-style-type: none"> <li>Consider moving the branch library out of the school and/or improving library facilities</li> <li>Considerar la posibilidad de mover la sucursal de la biblioteca de la escuela y / o aumentar las instalaciones de la biblioteca</li> </ul>	10
	<ul style="list-style-type: none"> <li>Improve resident access to fields in the neighborhood</li> <li>Mejorar el acceso de los residentes a los campos de sport en la vecindad</li> </ul>	5
	<ul style="list-style-type: none"> <li>Provide more afternoon and evening activities for youth and high-school age students including drop-in programs and places</li> <li>Proporcionar más actividades en la tarde y la noche para los jóvenes y estudiantes de secundaria incluyendo programas y lugares donde pueden quedarse solos</li> </ul>	22
	<ul style="list-style-type: none"> <li>Increase the number and hours of current popular programs</li> <li>Aumentar el número y las horas de duración de los programas existentes mas populares</li> </ul>	7
	<ul style="list-style-type: none"> <li>Improve the quality and diversity of programs and classes</li> <li>Mejorar la calidad y la diversidad de programas y clases</li> </ul>	14
	<ul style="list-style-type: none"> <li>Make more computers available in public places</li> <li>Adicionar más computadores disponibles en lugares públicos</li> </ul>	10

<b>Theme Tema</b>	<b>Economic Opportunity and Job Training Oportunidades Económicas y Formación Profesional</b>	
<b>Actions Acciones</b>	<ul style="list-style-type: none"> <li>Pursue or expand partnerships with local businesses to support internships, mentoring or hiring opportunities</li> <li>Mantener o ampliar las asociaciones con empresas locales para apoyar pasantías, tutorías o oportunidades de contratación</li> </ul>	30
	<ul style="list-style-type: none"> <li>Continue to support Job Train</li> <li>Continuar apoyando el <i>Job Train</i></li> </ul>	9
	<ul style="list-style-type: none"> <li>Increase service learning opportunities for students</li> <li>Aumentar las oportunidades de aprendizaje profesional para los estudiantes</li> </ul>	22
<b>New Actions</b>	Engage middle school students (especially Belle Haven and Willow Oaks) for community service through the City of Menlo Park	3
	Hire/stipend community members to provide/share their expertise/talents, i.e. computer classes, sewing	
	Summer employment and internships for Belle Haven Youth only!	
	First source hiring agreements Citywide	

<b>Theme Tema</b>	<b>Educational Quality and Access El Acceso y Calidad de la Educación</b>	
<b>Actions Acciones</b>	<ul style="list-style-type: none"> <li>Support free or affordable homework programs</li> <li>Apoyar los programas gratuitos o de bajo costo para preparación de tarea para los estudiantes</li> </ul>	23
	<ul style="list-style-type: none"> <li>Identify or provide more work spaces for students</li> <li>Identificar y ofrecer más espacios de trabajo para los estudiantes</li> </ul>	3
	<ul style="list-style-type: none"> <li>Investigate the option of joining Menlo Park City School District</li> <li>Investigar la posibilidad de unirse a el Distrito Escolar de Menlo Park</li> </ul>	30
	<ul style="list-style-type: none"> <li>Grow volunteer tutoring programs with residents and employees</li> <li>Desarrollar programas voluntarios de tutoría con los residentes y empleados de la Ciudad</li> </ul>	16



Theme Tema	Neighborhood Infrastructure and Aesthetics Infraestructura y Estética de la Vecindad	
<b>Actions</b> <b>Acciones</b>	<ul style="list-style-type: none"> <li>Consider a sliding scale permitting fee to help residents keep up with maintenance</li> <li>Considerar la posibilidad de una tarifa que permita escala móvil para ayudar a los residentes mantenerse al día con el mantenimiento de sus propiedades</li> </ul>	21
	<ul style="list-style-type: none"> <li>Organize resident efforts to clean up the neighborhood and make minor property improvements</li> <li>Organizar grupos de residentes para limpiar la vecindad y hacer mejoras pequeñas a las propiedades</li> </ul>	18
	<ul style="list-style-type: none"> <li>Provide plastic bags on streets for dog waste and litter</li> <li>Proporcionar bolsas de plástico en las calles para coleccionar los excrementos de perro y la basura</li> </ul>	10
	<ul style="list-style-type: none"> <li>Enforce crew clean up after landscape maintenance</li> <li>Hacer cumplir el personal de la Ciudad a limpiar después de la manutención de árboles y arbustos públicos</li> </ul>	17
<b>New Ideas</b>	In lieu of plastic bags – trash cans. Trash Cans at list in the busiest streets of Belle Haven. Ivy Drive. Has a lot of trash due to people walking/students.	
	Dogs on leash	
	Cleaning after cutting grass on ivy Drive	
	Put bags for dog walkers	
	Dog park in Belle Haven	2
	Signs in Belle Haven (both Spanish and English). Speed limit, Dog on Leash, violation trash/street, etc.	
	We need cameras; Ivy Drive, Newbridge, Hamilton	3
	Clean up empty lot on Hamilton. Ideas: park, orchard, skate park	

<b>Theme Tema</b>	<b>Public Safety and Crime Prevention Seguridad Pública y Prevención del Delito</b>	
<b>Actions Acciones</b>	<ul style="list-style-type: none"> <li>• Continue regular dialogues with MPPD and Chief Jonsen</li> <li>• Continuar diálogos regulares con MPPD y Director Jonsen</li> </ul>	20
	<ul style="list-style-type: none"> <li>• Create more ways for anonymous and safe reporting of suspicious or criminal activity</li> <li>• Crear más vías para la denuncia anónima y segura de cualquier actividad sospechosa o criminal</li> </ul>	4
	<ul style="list-style-type: none"> <li>• Better publicize MPPD reporting and communication tools (e.g., Next Door)</li> <li>• Dar mas publicidad a las herramientas de comunicación y informes del MPPD (por ejemplo, <i>Next Door</i>)</li> </ul>	3
	<ul style="list-style-type: none"> <li>• Organize neighborhood watch groups</li> <li>• Organizar grupos de vigilancia vecinal</li> </ul>	21
	<ul style="list-style-type: none"> <li>• Work with MPPD to add cameras or bring other surveillance technology to the neighborhood</li> <li>• Trabajar con MPPD para añadir cámaras o traer otro tipo de tecnología de vigilancia a la vecindad</li> </ul>	12
	<ul style="list-style-type: none"> <li>• Improve lighting on homes and in public spaces</li> <li>• Mejorar la iluminación en los hogares y en los espacios públicos</li> </ul>	16
	<ul style="list-style-type: none"> <li>• Improve code enforcement activities</li> <li>• Mejorar las medidas de ejecución de código</li> </ul>	7
	<ul style="list-style-type: none"> <li>• Create additional educational and recreational options for youth to help prevent crime</li> <li>• Crear mas opciones educativas y recreativas para los jóvenes para ayudar a prevenir la delincuencia</li> </ul>	27
<b>New Actions</b>	Community policing - more	
	Speed bumps around school streets i.e. Chilco, Terminal Ave. also	13

Theme Tema	Traffic and Safety Tráfico y Seguridad	
<b>Actions</b> <b>Acciones</b>	<ul style="list-style-type: none"> <li>• Eliminate parking around bus stops on Hamilton to avoid congestion and conflicts</li> <li>• Eliminar aparcamiento alrededor paradas de autobús en Hamilton para evitar la congestión y los conflictos</li> </ul>	5
	<ul style="list-style-type: none"> <li>• Reduce speed near schools and areas where children often walk</li> <li>• Reducir la velocidad permitida cerca de las escuelas y las áreas donde los niños caminan a menudo</li> </ul>	33
	<ul style="list-style-type: none"> <li>• Limit left turns from Willow to Middlefield during peak hours</li> <li>• Limitar giros a la izquierda de Willow a Middlefield durante las horas de trafico mas intenso</li> </ul>	1
	<ul style="list-style-type: none"> <li>• Pursue incentives and programs to reduce driving</li> <li>• Promover incentivos y programas para reducir la conducción de automóviles</li> </ul>	17
<b>New Actions</b>	Speed Bumps around school	4
	Need bus shelters – Newbridge; lighting for safety	

Theme Tema	Working Effectively with the City Como Trabajar Efectivamente con la Ciudad	
<b>Actions</b> <b>Acciones</b>	<ul style="list-style-type: none"> <li>Consider using OHCC staff as liaisons and for referrals to City services and staff</li> <li>Considerar el uso del personal del OHCC como conexiones y referencias a los servicios y el personal de la ciudad</li> </ul>	1
	<ul style="list-style-type: none"> <li>Increase awareness of existing opportunities for engaging and working with the City</li> <li>Aumentar el conocimiento de las oportunidades existentes para la participación y el trabajo con la Ciudad</li> </ul>	4
	<ul style="list-style-type: none"> <li>Create new forums for submitting ideas and issues to the City, such as a hard copy neighborhood newsletter, or a community communication board in a public place</li> <li>Crear nuevos foros para la presentación de ideas y cuestiones para la ciudad, como un boletín de barrio en copia impresa, o un tablero de comunicación de la comunidad en un lugar público</li> </ul>	12
	<ul style="list-style-type: none"> <li>Provide detailed accounting of city budgeting, including changes resulting from the dissolution of the RDA</li> <li>Proporcionar la contabilidad detallada de los presupuestos de la ciudad, incluyendo los cambios resultantes desde la disolución de la RDA</li> </ul>	12
	<ul style="list-style-type: none"> <li>Identify resources to support Belle Haven residents' elections</li> <li>Identificar los recursos para apoyar las elecciones de residentes de Belle Haven</li> </ul>	3
	<ul style="list-style-type: none"> <li>Consider providing a dedicated Council position for Belle Haven</li> <li>Considerar la posibilidad de proporcionar una posición del Consejo De la Ciudad dedicada a Belle Haven</li> </ul>	15
	<ul style="list-style-type: none"> <li>Pursue City support for community organizations</li> <li>Continuar el apoyo de la ciudad para las organizaciones comunitarias</li> </ul>	5
	<ul style="list-style-type: none"> <li>Provide information on available funds and plans to support information of the Visioning process</li> <li>Proporcionar información sobre los fondos y planes disponibles para respaldar la información del proceso de visión</li> </ul>	11
	<ul style="list-style-type: none"> <li>Meet with neighborhood groups to discuss neighborhood history and issues of distrust</li> <li>Reunirse con grupos de vecinos para discutir la historia barrio y cuestiones de desconfianza</li> </ul>	18
	<ul style="list-style-type: none"> <li>Create neighborhood committees</li> <li>Crear comités de vecinos</li> </ul>	12

# Belle Haven Community

## Visioning Fair

### Feria de la Visión Comunitaria de Belle Haven



*please join your neighbors!*

*¡Por favor de unirse con sus vecinos!*

**Saturday, April 20th**

**11 am - 2 pm**

**Senior Center**

**110 Terminal Ave**

**Lunch, child care and transportation provided**

**El sábado, 20 de abril**

**11 am - 2 pm**

**Centro de Personas Mayores**

**110 Terminal Ave**

**Almuerzo, cuidado de niños, transportación e interprete proporcionado**

- Get a free plant and re-usable bag for Earth Day!
- ¡Conseguirá una planta gratis y bolsa reutilizable para el Día de la Planeta Tierra!
- Enjoy lunch, family activities and meet your neighbors!
- ¡Disfrute de almuerzo, actividades para la familia y conozca a sus vecinos!
- Learn about the Belle Haven Community Vision and resources in your community!
- ¡Aprende sobre la Visión Comunitaria de Belle Haven y de los recursos en su comunidad!
- Tell the City what your vision for Belle Haven is!
- ¡Dile a la Ciudad cuál es su visión de Belle Haven!

**For more information.../Para obtener más información...**

- Alejandro Vilches, 650.330.2274 or [arvilches@menlopark.org](mailto:arvilches@menlopark.org)
- Derek Schweigart, 650.330.2267 or [dsschweigart@menlopark.org](mailto:dsschweigart@menlopark.org)

Call 650-799-2829 on the morning of April 20th  
to arrange for transportation to this event.

Llame al (650) 799-2829 la mañana del 20 de Abril  
para organizar transporte a este evento.

# Belle Haven Community Action Workshop

## Taller de Acción Comunitaria Belle Haven



*help make the vision a reality...*

**Thursday, June 20th**

**6:30 - 8:30 pm**

**Senior Center**

**110 Terminal Ave**

**Refreshments, child care and interpretation  
provided**

*Ayuda a hacer realidad la  
visión...*

**Jueves, 20 de junio**

**6:30 - 8:30 pm**

**Centro de Personas Mayores**

**110 Terminal Ave**

**Refrescos, cuidado de niños y  
interpretación serán proveídos**

Join us to:

- Find out what we've learned
- Help refine the draft vision and identify action items
- Identify follow-up activities
- Learn about ways residents can work with the City to address neighborhood priorities

Únase a nosotros para:

- Descubrir lo que hemos aprendido
- Ayudar a refinar el proyecto de visión e identificar puntos de acción
- Identificar actividades de seguimiento
- Aprender acerca de las maneras en que los residentes pueden trabajar con la Ciudad para señalar las prioridades de la vecindad

**For more information.../Para obtener más información...**

- Alejandro Vilches, 650.330.2274 or [arvilches@menlopark.org](mailto:arvilches@menlopark.org)
- Derek Schweigart, 650.330.2267 or [dsschweigart@menlopark.org](mailto:dsschweigart@menlopark.org)

**Belle Haven Community Meeting  
Menlo Park Senior Center – 3/21/13  
Meeting Summary**

Approximately 37 community members, city staff, police officers and interested neighbors attended the Belle Haven Community Visioning Meeting at the Menlo Park Senior Center on Thursday, March 21<sup>st</sup> 2013.

**Community Visioning**

Alejandro Vilches opened the meeting, welcomed participants, introduced City and Police Department staff and reviewed the agenda. Next, Ellie Fiore from MIG gave an update on the outreach process. Since the January kick-off meeting:

- the outreach and communications strategy was developed;
- outreach tools were drafted;
- the first community newsletter was published;
- four Belle Haven residents were hired as outreach associates;
- a community-wide visioning event was scheduled for Saturday April 20<sup>th</sup>; and
- the City project webpage was launched. Project updates and documents can now be found on [www.menlopark.org/bellehaven](http://www.menlopark.org/bellehaven).

The outreach associates then introduced themselves. Fernando Acosta, Rachel Bickerstaff, Whitney Pine Hoermann and Claudia Solis each spoke briefly about their time in the Belle Haven neighborhood and their interest in the visioning process.

Next, Vanessa Silva of MIG led the group in small group conversations to identify outreach opportunities and key input to gather from the community. Outreach associates reported back to the large group about what they heard. A brief summary is included below.

**Outreach opportunities (locations, events, etc):**

- Churches
- Starbucks
- Onetta Harris Community Center
- March 30<sup>th</sup> Egg Hunt
- Schools (in school and drop-off)
- Local markets and vendors
- Soccer fields and basketball courts
- April 26 –Belle Haven School Movie Night
- May 9 – Mt.Olive Crime Prevention Event
- May 18 – Belle Haven School Yard Sale
- National Night Out (August)
- Mt.Olive Resume Writing Workshop
- Boys & Girls Club
- Library
- Block parties
- Block coffee discussions

Questions for community input:

- What are neighborhood connections and resources?
- What are the top needs? (e.g., community service, safety, employment?)
- What businesses are important to have here?
- How can we bring in businesses?
- What can be done for educational opportunities?
- Why is there so much fear?
- How do residents perceive the Police?
- What events would the community like to see? What activities?
- How to include seniors?
- Are kids using academic resources and support? How many residents?
- How can we implement the vision?

### **Menlo Police Department Update**

New Police Chief Bob Jonsen introduced himself and gave an overview of his plans for the department. He announced that he is creating a Chief's Advisory Committee and Community Academy.



**Belle Haven Community Fair**  
**Menlo Park Senior Center / Onetta Harris Community Center**  
**April 20<sup>th</sup> 2013**  
**Summary**

Nearly 300 Belle Haven residents and neighbors attended the Belle Haven Community Visioning Fair on Saturday, April 20<sup>th</sup> between 11am and 2pm. This event combined kids' and family activities, a community resource fair and interactive exercises and opportunities to provide input into the Belle Haven Community Vision. Over 260 people signed into the event, which included lunch from a local vendor as well as free plants and re-usable bags for Earth Day.

The event introduced community members to the visioning process and gathered their ideas about the Belle Haven neighborhood's priorities, values, assets and resources. Residents had the opportunity to talk to project staff including the four Belle Haven resident outreach associates and provide input in a variety of ways. Almost 70 completed questionnaires were received as well as 26 comment cards. Information about the community was also collected on neighborhood maps and a community history timeline. The information collected at the event will be shared with the community on the City's [website](#) incorporated into the Community Vision and Action Plan.

Representatives from several community organizations were present to share information, answer questions and sign people up for resources, such as library cards. These organizations were:

- Menlo Park Police Department
- Menlo Park Senior Center
- Onetta Harris Community Center
- Belle Haven Library
- Menlo Swim and Sport
- Ravenswood Health Clinic
- JobTrain
- EPAA Razor Rugby Club
- StarVista
- PCRC
- Community Garden

**Feria de la Visión de la Comunidad de Belle Haven**  
**Centro de Personas Mayores/Centro Comunitario de Onetta Harris**  
**20 de Abril del 2013**  
**Resumen**

Cerca de 300 residentes y vecinos asistieron a la Feria de la Visión de la Comunidad de Belle Haven el Sábado, 20 de Abril de 11 a.m.-2 p.m. Este evento conto con actividades para niños y familias, una feria de recursos comunitarios, ejercicios interactivos y oportunidades para dar su opinión de la Visión Comunitario de Belle Haven. Más de 260 personas se inscribieron en el evento, que incluía almuerzo de un proveedor local, plantas gratis y bolsas reutilizables para el Día de la Tierra.

El evento presentó a los miembros de la comunidad al proceso de la visión y junto sus ideas acerca de las prioridades del vecindario de Belle Haven, valores, bienes y recursos. Los residentes tuvieron la oportunidad de hablar con el personal del proyecto, incluyendo los cuatro asociados que son residentes de Belle Haven, y proporcionar información en una variedad de maneras. Casi recibimos 70 cuestionarios completados, así como 26 tarjetas de comentarios. Información acerca de la comunidad también se recogió en los mapas de la vecindad y un historial de línea de tiempo de la comunidad. La información recogida en el evento se compartirá con la comunidad en el sitio de internet de la Ciudad incorporado en la Visión de la Comunidad y el Plan de Acción.

Representantes de varias organizaciones de la comunidad estuvieron presentes para compartir información, contestar preguntas y para inscribir a las personas a los recursos de la comunidad, tales como tarjetas de la biblioteca. Las organizaciones presentes eran:

- Departamento de Policía de Menlo Park
- Centro de Personas Mayores de Menlo Park
- Centro Comunitario de Onetta Harris
- Biblioteca de Belle Haven
- Natación y Deportes de Menlo
- Clínica de Salud de Ravenswood
- EPAA Razor Rugby Club
- JobTrain
- StarVista
- PCRC
- Jardin Comunitario

**Belle Haven Community Meeting  
Menlo Park Senior Center – 5/16/13  
Meeting Summary**

Approximately 25 community members, city staff, and interested neighbors attended the Belle Haven Neighborhood Meeting at the Menlo Park Senior Center on Thursday, May 16<sup>th</sup> 2013. The meeting included an update on the Belle Haven Community Vision, a Community Conversation and a dialogue with the Police Chief regarding the new substation.

**Neighborhood Visioning Update**

Alejandro Vilches opened the meeting, welcomed participants, introduced City staff and outreach team members and reviewed the agenda.

Alejandro emphasized that the visioning process is still underway. Several community conversations are scheduled for the next two weeks, and a community workshop will be held in June. The presentation to City Council on May 7<sup>th</sup> was intended to share preliminary information with Council. Questionnaires will be accepted through May 31<sup>st</sup>.

Alejandro then summarized the work that has been done in the neighborhood since last fall, including meetings with the interim police chief, and visioning meetings and activities. He reviewed the notes from the January kick-off meeting and identified several “quick wins” that have been accomplished during and in parallel to the visioning process. These include the Community Fair, increased neighborhood participation, bilingual communications and a lease for a new substation.

Next, the large group had a brief question and answer session. Participants asked about neighbors’ understanding and awareness of the City’s Housing Element and whether door-to-door outreach had taken place as part of the visioning process. One person asked why the Housing Element was not specifically addressed in the visioning questionnaire. Cherise Brandell, Community Services Director, responded to some of these questions and indicated that the questionnaire was intended to be broad in its scope. Ellie Fiore with MIG explained that the outreach team had been focused on organizing and attending community conversations and events, but that door-to-door outreach would be conducted the last two weeks of May.

**Community Conversation**

Next, participants broke into small groups to discuss how to address neighborhood priorities. For one or more of the top issues, the groups discussed the following questions:

- How should the priorities / emerging issues be addressed?
- What is the role of residents in taking these steps?
- What is the City’s role?

One member from each group gave a brief summary of their conversation to the large group and each group provided written notes. Groups focused on public safety and crime as well as jobs and education. Suggestions for residents’ roles included observing and reporting crime, volunteering to tutor students, and forming watch groups. Some of the roles for the City that were suggested included continuing programming at OHCC and JobTrain, providing additional lighting, ensuring prompt police response, and improving communication between the neighborhood and City leaders.

### **Police Chief Dialogue**

The rest of the meeting was dedicated to a dialogue with Menlo Park Police Chief Bob Jonsen. The group brainstormed ideas for the new substation, which can include community uses in addition to PD functions. The following is a list developed by the group in attendance.

- ATM – have one in or nearby the substation – use a credit union not a bank Have access to the Cadet program/
- Have Dog Kennels so when dogs run away they can be housed there temporarily...possibly using local youth to help/train
- Permit process – home improvements, bike licensing, parties, have staffers from planning department
- The station should be used to build stronger relationships with youth / mentoring, tutoring, diversion programs, police ride “alongs”, links to higher education, leadership programs.
- Code enforcement will be housed at sub-station – staff starts June 3<sup>rd</sup>
- Act as a “safe-house” where it can be used for people seeking a safe haven if they are in immediate danger, wait there until help arrives.
- Using technology to directly communicate with officers, dispatch...possibly to other city departments
- Use residents as volunteer staffers for the substation
- Admin staff will be housed at the substation
- House bi-lingual officers / staff at the sub-station
- Using youth from neighborhood to give them work experience, connect them to Explorer Program
- Incorporate needs of the senior community...have staff there to fill out forms, give technical assistance support for their needs
- Have it be a training ground for Neighborhood Watch
- Use it for community meetings and groups wanting to meet
- Visibility is key – should be open evening hours with officers present
- Use as a clearinghouse of information for BH community happenings, events and opportunities
- Use for community workshops and classes that focus on community engagement, crime prevention and involvement
- Have partnerships with county and non-profit agencies to be houses there 1-2 times a week

- Ensure the station is welcoming to all residents regardless of immigration and documentation status using bilingual signage

### **Resumen de la reunion de los residentes de la vecindad Belle Haven 16 de Mayo, 2013**

Aproximadamente hubo 25 participantes presente durante la junta de la vecindad que se llevo acabo en el centro de mayores de Menlo Park el dia jueves 16 de mayo, 2013. El propósito de la junta fue para dar un reporte sobre el proceso de visión y planificación y también conversar con el jefe de polica sobre el Nuevo estación satélite. La reunión incluyo residentes de la vecindad Belle Haven junto con oficiales de la ciudad de Menlo Park

Reporte sobre el proceso de visión y planificación. El Sr. Alejandro Vilches dio la bienvenida a todos y presento los oficiales de la ciudad que estaban presente junto con el equipo de alcanzamiento a la comunidad.

Alejandro explico que el proceso de visión y planificación todavía sigue y que varias conversaciones comunitarias están planeado para los próximos dos semanas. Habrá un taller comunitaria que se llevara acabo el mes de junio. El presentación que hubo el 7 de Mayo al liderazgo de la ciudad fue para dar un informativo al concilio de la ciudad. Las encuestas a la comunidad estarán disponibles hasta el 31 de Mayo.

Alejandro dio un breve resumen de lo que se ha logrado desde el otoño pasado que incluyo juntas con el pasado jefe de policía y junto con otros actividades. Repaso las notas de la junta en enero cuando se inicio el proceso de visión y planificación.. Identifico específicamente el progreso y las “ganancias” que se ha logrado; la feria comunitaria, un aumento de participación entre los residentes, comunicación bilingüe a la comunidad y el cambio del estación satélite del departamento de policía.

Al siguiente, los participantes tuvieron un tiempo de hacer preguntas. Una persona pregunto porque la tema de vivienda no estaba incluido en la encuesta del proceso de visión y planificación. La directora de servicios comunitarias de la ciudad de Menlo Park respondió diciendo que la encuesta fue para solicitar opiniones generales sobre la vecindad. La representante de MIG, explico que el equipo de alcanzamiento estaba enfocándose en facilitando conversaciones en los hogares este mes pero que alcanzamiento directo al la vecindad será implementado los últimos dos semanas del mes de mayo.

#### **Conversaciones Comunitarios**

Después, los participantes se dividieron en grupos pequeños para hablar sobre las prioridades de la vecindad. Los grupos contestaron los siguientes preguntas:

- Como responder a los prioridades?
- Cual es el papel de los residentes?
- Cual es el papel de la ciudad?

Cuando se termino los grupos pequeños, un miembro de cada grupo dio un breve resumen al grupo grande y cada grupo entrego sus notas. Los grupos se enfocaron en la seguridad de la vecindad, el empleo y la educación de jóvenes. Sugerencias incluyeron la responsabilidad de residentes en reportando el crimen, ayudando estudiantes y formando grupos para vigilar la vecindad. Las sugerencias para la ciudad fueron incluyendo mas programas que entrena gente a

trabajar, iluminación en las calles, aumentando el tiempo de la policía cuando hay emergencias y mejorando la comunicación entre los residentes de la vecindad y líderes de la ciudad.

### **Dialogo con el jefe de policía**

El resto de la junta se dedico a tener un dialogo con el jefe de policía el Sr. Bob Jonsen. El grupo desarrollo una lista de ideas para el nuevo estación satélite de la policía que incluyera usos para la comunidad. Lo siguiente es una lista de ideas formado por los residentes presente.

- Tener una cajera o “ATM” cerca del estación satélite de la polaca. Deben de usar un unión de crédito.
- Tener acceso al programas de cadetes *para los jóvenes*.
- Que el estación satélite sea utilizado para guardar los perros perdidos y utilizar los jóvenes para ayudar y quizás entrenarlos
- Debe de ser usado para obtener permisos como licencias de bicicleta, arreglos de casa y tener miembros de otros departamentos presentes
- El estación satélite deber de ser usado para fortalecer los relaciones con los jóvenes por medio de tutoría, prevención y programas de liderazgo.
- El oficial de códigos y permiso empieza el 3 de Junio, y su oficina será en el estación satélite
- Utilizar el estación satélite como un lugar seguro donde los residentes pueden llegar si están en peligro y quedarse allí hasta que llegue un tipo de ayuda
- Utilizar la tecnología para comunicar directamente con los oficiales de la policía y posiblemente con otros departamentos de la ciudad.
- Utilizar residentes como voluntarios en el estación satélite
- Que incluye trabajadores administrativas
- Que el estación satélite incluye oficiales bilingües
- Utilizar los jóvenes de la vecindad para darles experiencia de trabajo y conectarlos con el programa de “exploradores”
- Deben de incorporar los necesidades de los mayores y residentes del tercer edad en la comunidad como ayuda en llenar documentos importantes y ayuda con la tecnología
- El espacio deber de ser un espacio para entrenar residentes como vigilar la vecindad
- Dejen que grupos de la comunidad usen el espacio para juntas y reuniones
- Las horas del estación satélite deber ser conveniente para los residentes y ser abierta durante ciertas horas de la tarde/ noche donde los oficiales están presente
- Que sea un lugar donde la gente puede llegar para obtener información sobre los actividades e oportunidades en la comunidad

- Usar el espacio para convocar talleres y clases enfocado en el involucramiento comunitario y el prevención del crimen
- Tener cooperación con agencias del condado de San Mateo y otros agencias non-ingresos y tenerlos presente en el estación satelite 1-2 veces por semana
- Asegurar que el estación satélite sea un ambiente bienvenida a todos sin dar importancia a la situación migratoria de los residentes y que eso se anuncia con letreros.

**Belle Haven Community Vision  
Action Workshop  
Menlo Park Senior Center - June 20, 2013  
Meeting Summary**

Approximately 50 community members, city officials and staff, and interested neighbors attended the Belle Haven Action Workshop at the Menlo Park Senior Center on Thursday, June 20<sup>th</sup>, 2013.

The meeting included a presentation of the findings from the Community Vision Outreach, an interactive exercise to review and prioritize potential action items generated by the community, and group dialogues on key issues. Residents were asked to make personal commitments to help support their top goals for the neighborhood and to consider forming action teams or other neighborhood committees.

**Introduction**

Alejandro Vilches opened the meeting, welcomed participants, and introduced City staff, elected officials and outreach team members. After reviewing the agenda, he explained that this is the last neighborhood meeting in this phase of the Visioning Process. He also said he is the outgoing Community School director and will no longer work for the City of Menlo Park after July 1<sup>st</sup>, and that he and the outreach associates in attendance would participate in the workshop as residents.

**Presentation of Outreach Findings**

Vanessa Silva, MIG Outreach Coordinator, presented a summary of work done by the outreach team to date as well as key findings (a copy of the presentation is attached to this document). Vanessa presented top priorities as indicated by questionnaire responses and common themes that emerged from neighborhood meetings and community conversations.

**Priority Action Items**

Next, Ellie Fiore of MIG led the group in a dot-ranking exercise to identify top priorities. She explained that the posters on the wall included potential action items generated by the neighborhood. She then asked participants to circulate around the room to review and choose their top 2 or 3 priorities from each group. Residents were also asked to add new suggestions to the flip charts at each station. (Results from this exercise are attached to this document).

After voting and suggesting new action items, the large group split into three smaller groups to discuss the most popular topics – public safety and crime prevention; educational quality and access; and traffic and safety. In each group, facilitators



identified 2 or 3 top priorities and discussed what tangible steps residents could take to work towards these actions. Where appropriate, City staff and officials offered ways to support neighbors in those efforts. Groups also discussed creating action groups or other leadership structures to work directly with the City or other groups to further their goals.

Key discussion points from each group are presented below.

### **Traffic and Safety**

Top priorities discussed:

- Reduce speed near schools and areas where children often walk
- Pursue incentives and programs to reduce driving

Neighborhood action items:

- Speed near schools
  - Recruit parents or others to be volunteer crossing guards
  - Meet with City staff to look into speed bump installation or other options
  - Find the Safe Routes to Schools Plan and ask Ravenswood School District to post it online
  - Consider filling the Transportation Commission vacancy
  - Meet with Police Chief Jonsen to discuss school safety protocols
  - Connect with Bike Commission, School Site Council and others to discuss
- Reduce driving in neighborhood
  - Look into using survey monkey and/or Next Door to find out why people are driving
  - Ask Next Door to send a mailer to all Belle Haven addresses
  - Identify and promote existing ride-share resources
  - Explore opportunities for new or expanded ride-share resources (e.g., Zim Ride)
  - Pursue an outdoor bulletin board to share information

City action items:

- Speed near schools
  - Identify staff resources for traffic calming, Safe Routes information
  - Convene a meeting with MPPD and transportation staff to discuss school safety

### **Educational Quality and Access**

Top priorities discussed:

- Investigate the option of joining the Menlo Park City School District

- Support free or affordable homework programs; create more family participation in the schools

Neighborhood action items:

- Investigate the option of joining the Menlo Park City School District
  - Schedule a meeting with the subcommittee members at the Belle haven School, hosted by Marco Chavez, Ravenswood School District Board
  - Create a distribution list with the residents and officials that volunteered to be part of the education committee during the vision workshop, and keep advancing the issue
- Support free or affordable homework programs; create more family participation in the schools
  - Encourage local non-profits to work with Belle Haven schools
  - Identify and organize volunteer counselors and tutors for students and families
  - Support service learning / community service in the community

Ravenswood School District action item:

- Convene a meeting at Belle Haven School to discuss education issues

City action items:

- Provide a consultant to work with the neighborhood and education committee
- Provide community capacity-building activities for working effectively with the City and addressing the education issue
- Identify a City Council member to champion the process
- Investigate the status of the Ravenswood School District

**Public Safety and Crime Prevention**

Top priorities discussed:

- Create additional educational and recreational options for youth to help prevent crime
- Organize neighborhood watch groups

Neighborhood action items:

- Create additional educational and recreational options for youth to help prevent crime
  - Identify and promote youth programs (e.g., summer employment programs)
  - Pursue an outdoor community bulletin board to share information
- Organize neighborhood watch groups
- Build relationships with neighbors, youth and police

- Participate in an on-going series of dialogues with Chief Jonsen, City deputies and law enforcement officers
- Participate in August 6<sup>th</sup> National Night Out
- Develop a community advisory council to support public safety and crime prevention goals

City / Police Department action items:

- Continue dialogues with Belle Haven residents and community organizations
- Host a workshop on burglary prevention
- Identify additional venues to communicate with residents

**Taller de Acción de la Vecindad de Belle Haven  
Centro de Mayores de Menlo Park- Junio 20, 2013  
Resumen de la Reunión**

Aproximadamente hubo 50 miembros de la comunidad, oficiales y empleados de la Ciudad y vecinos interesados asistieron al Taller de Acción de Belle Haven en el Centro de Mayores de Menlo Park el Jueves, 20 de Junio del 2013.

La junta incluyo una presentación de lo que encontró el equipo de visión de la comunidad, un ejercicio interactivo para revisar y priorizar artículos generados por la comunidad y diálogos de grupo sobre cuestiones claves. Se les pidió a los residentes que hicieran compromisos personales para ayudar a apoyar sus metas para la vecindad y que consideraran formar equipos de acción o comités de vecindad.

**Introducción**

Alejandro Vilches dio la bienvenida a todos y presento los oficiales de la ciudad que estaban presente junto con el equipo de alcanzamiento a la comunidad. Alejandro reviso la agenda y explico que esta será la última junta de vecindad en esta etapa del proceso de visiones. También explico que después del primero de Julio no trabajara con la ciudad de Menlo Park y que junto con sus socios del equipo de alcanzamiento participara en los talleres como residente.

**Presentación de las Conclusiones del Alcanzamiento**

Vanessa Silva, Coordinadora de MIG, presento un resumen del trabajo hecho por el equipo de alcanzamiento hasta la fecha y también de sus conclusiones (ajunto a este mensaje esta una copia de la presentación). Vanessa presento las máximas prioridades como fueron indicadas por las encuestas y temas comunes que surgieron de las juntas y conversaciones de comunidad.

**Artículos de Acción Prioritaria**

Al siguiente, Ellie Fiore de MIG llevo al grupo en un ejercicio de clasificación con puntos para identificar las prioridades máximas. Ella explico que los carteles en las paredes incluyen posibles artículos de acción generados por la vecindad. Ella les pidió a los participantes que circularan el cuarto y escogieran las 2 o 3 prioridades máximas de cada grupo. Se les pidió a los residentes que agregaran sugerencias nuevas en cada estación. (Los resultados de este ejercicio están ajunto).

Después de votar y sugerir nuevos artículos de acción, el grupo se separo en 3 grupos más chicos para discutir los temas más populares– seguridad pública y prevención de crímenes; calidad de educación y acceso; y tráfico y seguridad. En cada grupo los facilitadores identificaron 2 o 3 artículos de prioridad y discutieron que son los pasos que residentes pueden tomar. Oficiales y empleados de la ciudad ofrecieron maneras de apoyar a la vecindad en sus esfuerzos. Los grupos también discutieron hacer grupos de acción o otras estructuras de liderazgo para trabajar directamente con la ciudad o otros grupos para alcanzar sus metas.

Los puntos claves de discusión están abajo.

### **Tráfico y Seguridad**

Prioridades máximas discutidas:

- Reducir la velocidad alrededor de escuelas y áreas donde caminan los niños
- Buscar incentivos y programas para reducir conducción

Artículos de acción de la vecindad:

- Velocidad alrededor de escuelas
  - Reclutar padres o otros voluntarios como guardias de cruce
  - Juntarse con oficiales de la ciudad para averiguar sobre instalación de reductores de velocidad o otras opciones
  - Encontrar el Plan de Rutas Seguras y preguntar al Distrito de Escuelas de Ravenswood que lo ponga en línea.
  - Considerar llenar el vacante en la Comisión de Transporte
  - Juntarse con el Jefe de Policía Jonsen para discutir protocolos de seguridad
  - Conectarse con la Comisión de Bicicletas, Consejo de la Escuela y otro
- Reducir conducción en la vecindad
  - Averiguar por qué la gente maneja con “survey monkey” y/o “next door”
  - Preguntarle a “Next Door” que mande una carta a todos los residentes de Belle Haven
  - Identificar y promover programas de paseo compartido
  - Explorar oportunidades para nuevos o extendidos programas de paseo compartido (Ejemplo: Zim Ride)
  - Perseguir un tablero para noticias para compartir información

Artículos de acción de la ciudad:

- Velocidad alrededor de escuelas
  - Identificar recursos de empleados para calmar tráfico y dar información de rutas seguras
  - Convocar una junta con la policía de Menlo Park y empleados de transporte para discutir seguridad en las escuelas

### **Calidad y Acceso de Educación**

Prioridades discutidas:

- Investigar la opción de juntar con el Distrito Escolar de Menlo Park
- Soportar programas de ayuda con tarea gratuitos o de bajo costo; crear más participación para las familias en las escuelas

Asuntos de acción de la vecindad:

- Investigar la opción de juntar con el Distrito Escolar de Menlo Park
  - Organizar una junta con los miembros del subcomité de la Escuela de Belle Haven, organizada por Marco Chavez, Mesa Directiva del Distrito Escolar de Ravenswood
  - Crear una lista de distribución con los residentes y funcionarios que se ofrecieron como voluntarios para ser parte del comité de educación durante el taller de la visión, y mantener el avance de la tema
- Soportar programas de ayuda con la tarea que son gratuitos o de bajo costo; crear más participación de las familias en las escuelas
  - Animar a las organizaciones que son locales a trabajar con las Escuelas de Belle Haven
  - Identificar y organizar consejeros voluntarios y tutores para los estudiantes y las familias
  - Soportar aprendizaje de servicio / servicio comunitarios en la comunidad

Puntos de acción del Distrito Escolar de Ravenswood:

- Tener una junta en la Escuela de Belle Haven para discutir asuntos de educación

Puntos de acción de la ciudad:

- Proporcionar un consultor para trabajar con el comité de la vecindad y con el comité de educación
- Proporcionar actividades de creación de capacidad de la comunidad para trabajar efectivamente con la Ciudad y abordar el tema de educación
- Identificar un miembro del Consejo de la Ciudad para defender el proceso
- Investigar el estado del Distrito Escolar de Ravenswood

### **Seguridad del Público y Prevención de Crimen**

Prioridades discutidas:

- Crear opciones educativas y recreativas adicionales para los jóvenes para ayudar a prevenir el crimen
- Organizar grupos de vigilancia de la vecindad

Puntos de acción de la vecindad:

- Crear opciones educativas y recreativas adicionales para los jóvenes para ayudar a prevenir el crimen
  - Identificar y promover programas para los jóvenes (e.g., programas de empleo de verano)
  - Adoptar un tablón de anuncios para compartir información
- Organizar grupos de vigilancia de la vecindad
- Establecer relaciones con los vecinos, jóvenes y la policía
  - Participar en una serie de diálogos con el Jefe de Policía, los Diputados de la Ciudad y los Oficiales
  - Participar el 6 de Agosto en Noche Nacional
- Desarrollar un consejo asesor de la comunidad para apoyar la seguridad pública y los objetivos de prevención de crimen

Ciudad / Policía puntos de acción:

- Continuar el diálogo con los residentes de Belle Haven y organizaciones comunitarias
- Organizar un taller en prevención de robo
- Identificar lugares adicionales para comunicarse con los residentes

# **Community Visioning Update**

March 21, 2013

# What's Happened So Far

- Developed Outreach Strategy
- Drafted Outreach Toolkit
- Hired Outreach Associates
- Scheduled April 20<sup>th</sup> Community Event
- Published First Newsletter
- Launched Project Webpage:  
**[www.menlopark.org/bellehaven](http://www.menlopark.org/bellehaven)**



# What We've Heard

Key issues:

- Equity
- Public safety
- Educational opportunity
- Representation at the City
- Disconnected from other Menlo Park neighborhoods
- Community groups working in silos
- Limited resources and high demand for community services

# Meet the Team!

# Small Group Exercises

1. What opportunities are there for outreach?
2. What are the key questions to ask?
3. Would you use an online engagement tool?

# Discussion / Q&A

# What's Happening Next

- Community Conversations & Questionnaires begin April 1<sup>st</sup>
- April 20<sup>th</sup> Community Visioning Fair
- Preliminary findings to City Council end of April
- Outreach ongoing through May

**Thank You!**

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Community Visioning  
City of Menlo Park

## Community Action Workshop

June 20, 2013

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## What We Did

Getting Started...

- Community Snapshot (2012)
- Stakeholder Interviews (2012)
- Additional Background Review
- Kick-Off Meeting and Sign-Ups
- Outreach Strategy
- Outreach Toolkit
- Questionnaire, FAQ and Fact Sheet
- Resident Outreach Associates

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## What We Did

New Communications Tools

- Neighborhood newsletter
- Project webpage on the City website
- Created a neighborhood mailing list

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## What We Did

Outreach:

- Hosted **1** Community Fair to engage and inform residents
- Co-hosted **3** neighborhood meetings to share project update and gather community input
- Hosted **9** community conversations at residents' homes and local schools
- Tabled at **4** community events
- Performed intercept activities in **5** neighborhood locations

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## What We Did

Outreach...

- Met with **5** local community based organizations
- Held **3** "fishbowl" meetings with local youth
- Received **245** completed questionnaires ...including canvassing!
- Knocked on EVERY DOOR of the neighborhood, delivering questionnaires and speaking to residents when possible

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## What We Heard

### Questionnaires

- Most-used programs and facilities:
  - Branch Library
  - Kelly Park Fields
  - Belle Haven Pool
  - Onetta Harris Community Center
  - Senior Center

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## What We Heard Questionnaires

- Most important to have in the neighborhood:
  - After-school recreation programs for youth
  - Branch library
  - Health clinic and services
  - Community center / programs for all ages
  - Sports and recreation facilities

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## What We Heard Questionnaires

- Most important issues:
  - Public safety and reducing crime
  - Educational support and opportunities for youth
  - Job training and employment programs
  - Physical health and health care
  - Quality affordable housing and preventing displacement

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## What We Heard Community Conversations and Meetings

Improvement Themes

- Public Safety and Crime Prevention
- Educational Quality and Access
- Economic Opportunity and Job Training
- City Services and Programs
- Neighborhood Infrastructure and Aesthetics
- Traffic and Safety
- Working Effectively with the City

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## What We Heard Community Conversations and Meetings

Action Items – lots of them!

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## What We Heard Questionnaires

How to support the vision and actions....

- Working with local developers and foundations to identify resources for the neighborhood
- Creating one group that represents all of Belle Haven to the City
- Creating several groups that work on specific topics

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## Tonight

- Review and prioritize draft action items
- Add to the list of ideas
- Discuss implementation steps
- Make commitments to move forward



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## Group Exercise

- Review the list of preliminary action items organized by theme
- “Vote” for your top priorities with dots
- Add additional ideas on the flip charts

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## Group Discussion

- What can residents do to further our top priorities?
- What can the City do to support this?
- What kind of leadership structure do we want to have?
- What will I commit to?
- What are the next steps?

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## Taller de la Accion Comunitaria

20 de Junio del 2013

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## Lo Que Hemos Hecho

Empezando...

- Instantánea de la Comunidad (2012)
- Entrevistas con los Interesados (2012)
- Revisión Adicionales del Segundo Plano
- Reunión de Empiezo y Registros
- Estrategia de la Extensión
- Herramientas de la Extensión
- Cuestionario
- Asociados Residentes de la Extensión

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## Lo Que Hemos Hecho

Nuevas Herramientas de Comunicación

- Noticiero de la Comunidad
- Pagina Web del Proyecto en el Sitio Web de la Ciudad
- Crear una Lista de Correo de la Comunidad

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## Lo Que Hemos Hecho

Extensión:

- Anfitrión de **1** Feria Comunitario para atraer y informar residentes
- **3** reuniones de la vecindad para compartir las ultimas noticias del proyecto y para coleccionar las opiniones de la comunidad
- Anfitrión de **9** conversaciones comunitarias en las casa de residentes y en escuelas locales
- Mesas de Información a **4** eventos comunitarias
- Actividades de interceptación realizadas en **5** lugares de la vecindad

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## Lo Que Hemos Hecho

Extensión...

- Reunirnos con **5** organizaciones locales comunitarias
- Tenido **3** reuniones con jóvenes locales
- Recibido **245** cuestionarios completos

...incluyendo haciendo campañas!

- Tocar en CADA CASA de la vecindad, entregando cuestionarios y hablando con los residentes cuando era posible

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## Lo Que Hemos Oido

### Cuestionarios

- Programas y Servicios Mas Utilizados:
  - Biblioteca
  - La Parque Kelly
  - Piscina de Belle Haven
  - Centro Comunitario de Onetta Harris
  - Centro de Personas Mayores

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## Lo Que Hemos Oído

### Cuestionario

- Lo Mas Importante de Tener en la Vecindad:
  - Programas de Recreación para Después de Clases para los Jóvenes
  - Biblioteca
  - Clínica de Salud y Servicios
  - Centro de Comunidad/programas para todas edades
  - Servicios de deportes y recreación

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## Lo Que Hemos Oído

### Cuestionario

- Temas mas importantes:
  - Seguridad publica y reducción en crimen
  - Apoyo educativo y oportunidades para los jóvenes
  - Entrenamiento para trabajo y programas de empleo
  - Salud fisico y cuidado de salud
  - Viviendas de calidad y prevención de desplazamientos

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## Lo Que Hemos Oído

### Conversaciones Comunitarias y Reuniones

Temas de Mejoramiento

- Seguridad Publica y Prevención de Crimen
- Calidad de Educación y Acceso
- Oportunidades Económicos y Entrenamiento de Trabajo
- Servicios de la Ciudad y Programas
- Infraestructura del Vecindad y Estética
- Tráfico y Seguridad
- Trabajando Efectivamente con la Ciudad

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## Lo Que Hemos Oído

### Conversaciones Comunitarias y Reuniones

Puntos de Acción – ¡Hay Muchas!

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## Lo Que Hemos Oído

### Cuestionario

Como apoyar la visión y acciones...

- Trabajar con los desarrolladores y fundaciones locales para identificar los recursos de la vecindad
- Crear un grupo que representa a la Vecindad de Belle Haven a la
- Crear varios grupos que trabajan en temas especificos

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## Esta Noche

- Revisar y priorizar los puntos de acción del plan preliminar
- Agregar a la lista de ideas
- Discutir los pasos de implementación
- Hacer un compromiso a avanzar

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## Ejercicio de Grupo

- Revisar la lista de acciones preliminares organizadas por temas
- “Votar” para nuestras prioridades
- Añadir ideas adicionales en los rota folios

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## Discusión en Grupo

- ¿Que pueden hacer los residentes para promover nuestras prioridades?
- ¿Que puede hacer la Ciudad para apoyar?
- ¿Que tipo de estructura de liderazgo es lo que queremos tener?
- ¿A que voy a comprometer?
- ¿Cuales son los próximos pasos?

# Belle Haven Community Visioning

City of Menlo Park

## What's Happened So Far

- **25** residents participated in community conversations in Summer 2012
- **80** community members attended a kick-off meeting on January 29
- **4** residents were hired as part-time outreach associates

## What We've Heard

- **Public safety, educational opportunities and neighborhood representation to the City** are major issues
- Belle Haven residents want to feel **more connected** to the rest of Menlo Park
- Belle Haven has many **resources and opportunities** for all Menlo Park residents
- The City and the neighborhood are **committed to reaching a broad section** of Belle Haven's population

## What's Happening Next

- Beginning in **early April**, **neighborhood outreach** will begin, including many small group community conversations and other grassroots efforts.
- On **April 20**, a **community visioning fair** will be held at the Senior Center from 11am to 1pm. All are invited!

## What's Your Vision for Belle Haven?

The City of Menlo Park has launched a community visioning process to involve local residents in determining the Belle Haven neighborhood's priorities, values, community assets and resources. This process will engage residents in identifying the highest-priority services and programs for the Belle Haven community. This information will help the City make decisions about providing services to residents and will help Belle Haven community members work effectively to accomplish neighborhood goals.

This newsletter will be published periodically as a progress report and to let you know what opportunities for participation are upcoming. We look forward to hearing from you.



### Share Your Ideas!

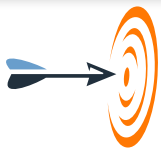
To learn more, get involved and share your thoughts, please visit [menlopark.org](http://menlopark.org), or contact:

- Alejandro Vilches, 650.330.2274 or [arvilches@menlopark.org](mailto:arvilches@menlopark.org)
- Derek Schweigart, 650.330.2267 or [dsschweigart@menlopark.org](mailto:dsschweigart@menlopark.org)



January

Project Kick-Off



February

Outreach Strategy



March

Hire Outreach Team



April

Neighborhood Outreach & Community Workshop



June

Draft Vision & Community Workshop



July

Final Vision & ion Plan

We are here

# Belle Haven

## Visión Comunitaria

### Ciudad de Menlo Park

#### ¿Qué es su visión para Belle Haven?

La Ciudad de Menlo Park ha iniciado un proceso de visión comunitaria que involucra los residentes locales en determinar las prioridades de la vecindad de Belle Haven, valores, bienes de la comunidad y recursos. Este proceso ayudara a los residentes de Belle Haven en identificar los servicios y programas de más prioridad. Esta información ayudará a la ciudad a tomar decisiones sobre qué servicios ofrecer a los residentes y ayudará a los miembros de la comunidad a trabajar con eficacia para lograr los objetivos de la comunidad.

Este noticiero se publicará periódicamente y se utilizara como un informe del progreso y para hacerle saber las oportunidades de participación que pronto vendrán. Esperamos con interés oír de usted.

#### ¿Qué ha ocurrido hasta ahora?

- **25** residentes han participado en conversaciones comunitarios durante el Verano de 2012
- **80** miembros de la comunidad asistieron a la reunión de inicio el 29 de Enero
- **4** residentes de la comunidad fueron contratados a tiempo parcial como empleados del programa de extensión

#### Lo que hemos oído

- **La seguridad pública, oportunidades en la educación y representación de la vecindad a la ciudad** son los problemas principales
- Los residentes de Belle Haven quieren sentirse **más conectados** al resto de la ciudad de Menlo Park.
- La vecindad de Belle Haven tiene muchos **recursos y oportunidades** para todos los residentes de Menlo Park
- La ciudad y la vecindad estan **comprometidos a alcanzar un amplio sector** de la población de Belle Haven

#### Lo que sucede a continuación

- **A principios de Abril** se va empezar el **programa de extensión**, incluyendo conversaciones de grupos pequeños con los residentes y otros esfuerzos de base.
- **El 20 de Abril**, habrá una **feria de la Visión Comunitaria** en el Centro de Personas Mayores de 11am a 1pm. ¡Todos estan invitados!



#### ¡Comparte sus ideas!

Para obtener más información, participar y compartir sus ideas, por favor visite [www.menlopark.org/bellehaven](http://www.menlopark.org/bellehaven), o comuníquese con:

- Alejandro Vilches, 650.330.2274 o [arvilches@menlopark.org](mailto:arvilches@menlopark.org)
- Derek Schweigart, 650.330.2267 o [dsschweigart@menlopark.org](mailto:dsschweigart@menlopark.org)



Enero

Inicio del proyecto



Febrero

Estrategia de la extensión



Marzo

Contratar equipo del programa de extensión



Abril

Extensión de la vecindad y taller comunitario



Junio

Hacer un borrador de la visión y taller comunitario



Julio

Visión Final y de Acción



Estamos aqui

# Belle Haven Community Visioning

City of Menlo Park

## What's Happened So Far

- 4 residents were hired as part-time outreach associates
- 145 community members came to a total of 3 neighborhood meetings to discuss the Visioning Process and public safety
- Nearly 300 community members attended the Belle Haven Community Visioning Fair on April 20
- 175 community members filled out the Belle Haven Community Vision questionnaire
- 10 community-hosted conversations have been held

## The Visioning Process Continues

The Belle Haven community has been active in shaping a vision for the neighborhood. The Community Visioning Fair on April 20 brought together 10 community organizations and nearly 300 neighbors of all ages to socialize, play, learn and share ideas. Attendees shared information through a neighborhood mapping exercise and history timeline; filled out questionnaires; learned about local resources; and enjoyed delicious food, children's activities, a free Earth Day plant giveaway and more. March and May meetings co-hosted with the Menlo Park Police Chief were well-attended and productive.

Our outreach associates and volunteers have been busy collecting community members' input, including door-to-door canvassing to help ensure that everyone has the opportunity to contribute.

**There's still plenty of time to get involved!** Fill out a questionnaire before June 7. Ask your neighbors to do the same. And attend the Community Action Workshop on June 20 to find out what we've learned about your priorities and help develop an action plan to make the vision a reality.



## What's Happening Next

- **Questionnaires** are being accepted through **June 7**. To fill one out online, visit [www.menlopark.org/bellehaven](http://www.menlopark.org/bellehaven), or contact the project team.
- On **June 20, a Community Action Workshop** will be held at the Senior Center, 110 Terminal Avenue at 6:30. Please join us for this working meeting to discuss **how** we can make the Vision a reality.

## Share Your Ideas!

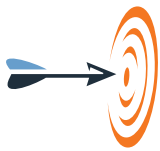
To learn more, get involved, fill out a questionnaire and share your thoughts, please visit [www.menlopark.org/bellehaven](http://www.menlopark.org/bellehaven), or contact:

- Alejandro Vilches, 650.330.2274 or [arvilches@menlopark.org](mailto:arvilches@menlopark.org)
- Derek Schweigart, 650.330.2267 or [dsschweigart@menlopark.org](mailto:dsschweigart@menlopark.org)



January

Project Kick-Off



February

Outreach Strategy



March

Hire Outreach Team



April

Community Fair & Neighborhood Outreach



June

Neighborhood Outreach Continues



July

We are here

Draft Vision & Action Workshop

Final Vision & Action Plan

# Belle Haven

## Visión Comunitaria

Ciudad de Menlo Park

### Continúa el Proceso de Visión

La comunidad de Belle Haven ha estado activo en la conformación de una visión para el vecindario. La Feria de la Visión de la Comunidad el 20 de abril reunió a 10 organizaciones de la comunidad y cerca de 300 vecinos de todas las edades para socializar, jugar, aprender y compartir ideas. Los que asistieron compartieron información a través de un ejercicio de mapeo de vecindad y de la cronología, llenaron cuestionarios, aprendieron acerca de los recursos locales, y disfrutaron de deliciosas comidas, actividades para niños, plantas gratis del Día de la Tierra y más. Reuniones de marzo y mayo organizadas conjuntamente con el Jefe de Policía de Menlo Park estaban bien atendidas y productivas.

Nuestros socios de divulgación y los voluntarios han estado ocupados recogiendo el aporte de miembros de la comunidad, incluyendo campañas puerta a puerta para ayudar a asegurar que todos tengan la oportunidad de contribuir.

**¡Todavía ay mucho tiempo para participar!** Llene un cuestionario antes del 7 de junio. Pida a sus vecinos hacer lo mismo. Asista al taller de Acción Comunitaria el 20 de junio para saber lo que hemos aprendido acerca de sus prioridades y ayudar a desarrollar un plan de acción para hacer realidad la visión.



### ¡Comparte sus ideas!

Para obtener más información, participar y compartir sus ideas, por favor visite [www.menlopark.org/bellehaven](http://www.menlopark.org/bellehaven), o comuníquese con:

- Alejandro Vilches, 650.330.2274 o [arvilches@menlopark.org](mailto:arvilches@menlopark.org)
- Derek Schweigart, 650.330.2267 o [dsschweigart@menlopark.org](mailto:dsschweigart@menlopark.org)



### Lo que ha ocurrido hasta ahora

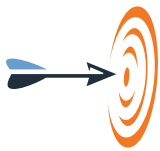
- 4 residentes fueron contratados tiempo parcial como asociados de divulgación
- 145 miembros de la comunidad llegaron a un total de 3 reuniones de vecindad para discutir el proceso de visión y la seguridad pública
- Cerca de 300 miembros de la comunidad asistieron a la Feria de Visión de la Comunidad Belle Haven el 20 de abril
- 175 miembros de la comunidad llenaron el cuestionario de Visión de la Comunidad Belle Haven
- 10 conversaciones organizadas por la comunidad han sido realizadas

### ¿Qué pasa enseguida?

- **Los cuestionarios** se aceptarán hasta el **07 de junio**. Para llenar uno en línea, visite [www.menlopark.org/bellehaven](http://www.menlopark.org/bellehaven), o póngase en contacto con el equipo del proyecto.
- El **20 de junio**, un **taller de Acción Comunitaria** se llevará a cabo en el Centro de Personas Mayores, 110 Terminal Avenida a las 6:30pm. Por favor, únase a nosotros en esta reunión de trabajo para discutir cómo podemos **hacer** que la visión sea una realidad.



Enero



Febrero



Marzo



Abril



Mayo



Junio



Julio

Inicio del proyecto

Estrategia de la extensión

Contratar equipo del programa de extensión

Extensión de la vecindad y taller de Acción comunitario

Extensión de la vecindad continúa

Estamos aquí

Hacer un borrador de la visión y taller de Acción

Visión Final y Plan de Acción





## POLICE DEPARTMENT

Council Meeting Date: August 20, 2013  
Staff Report #: 13-140

Agenda Item #: F-2

### REGULAR BUSINESS:

**Authorize the City Manager to Execute a 5-Year Agreement Not-to-Exceed \$335,000 annually with Redflex Traffic Systems, Inc. for a Photo Red Light Enforcement Program, Authorize an Additional Red Light Camera at Bayfront Expressway and Chilco Street, and Increase the Red Light Camera Facilitator position from 0.75 FTE to 1.0 FTE**

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### RECOMMENDATION

Staff recommends that the City Council:

1. Authorize the City Manager to execute a five (5) year agreement not to exceed \$335,000 annually between the City of Menlo Park and Redflex Traffic Systems, Inc. for a photo red light enforcement program.
2. Authorize an additional red light camera at Bayfront Expressway and Chilco Street.
3. Authorize the City Manager to increase the Red Light Enforcement Facilitator position from three-quarter time (0.75 FTE) to full-time (1.0 FTE) to provide for the increased workload of the additional location and anticipated increase in court appearance frequency.

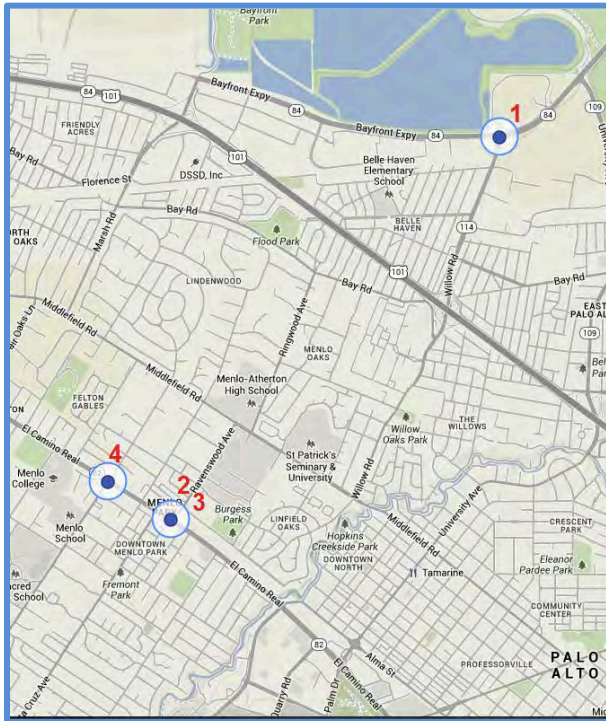
### BACKGROUND

On December 6, 2006, the City Council approved an agreement with Redflex Traffic Systems, Inc., for a photo red light enforcement program to be administered at four (4) different approaches throughout the City. The five (5) year agreement began in 2008 upon implementation of the cameras and was set to expire on May 3, 2013. Since May 2013, the program has been operating under two (2) separate short-term extensions. The current extension will expire on September 2, 2013.

The purpose of the red light enforcement cameras (RLCs) is to increase traffic safety by reducing the number and severity of traffic collisions and to increase driver awareness

of the hazards associated with unsafe driving in and around signal controlled intersections.

These locations were selected based on a variety of concerns including, but not limited to, collision data, complaints from the public and the ability of officers to safely conduct enforcement activities.



### City of Menlo Park Red Light Camera Locations

1. Northbound Bayfront Expressway and Willow Rd., (left turn)
2. Northbound El Camino Real and Ravenswood Ave., (through lanes & left turn)
3. Southbound El Camino Real and Menlo Ave., (through lanes, right & left turns)
4. Northbound El Camino Real and Glenwood Ave., (through lanes, right & left turns)

### Red Light Camera Violation Process

A potential red light camera violation incident is triggered when a camera at an enforced approach detects a possible red light violation. The camera captures 3-4 images. These images include a picture of the driver and pictures of the suspect vehicle. A twelve (12) second video is included in each incident packet as well. The video captures the vehicle six (6) seconds before the incident and six (6) seconds following the incident. The incident packet (pictures and video) are sent electronically to the red light camera processing center.

The vendor examines the incident in a three (3) stage process. During the first stage, the vendor determines if the incident is indeed a red light violation. If the incident is determined to be a violation, the vendor matches the vehicle and driver to California Department of Motor Vehicle records during the second stage of screening. During the third stage a different employee reviews and confirms that a red light violation was captured and that the DMV information is accurate and matched correctly. The violation is then forwarded to the Menlo Park Police Department for internal review and

independent verification. A Police Department staff member reviews the incident and determines the validity of the citation.

When the Police Department employee authorizes a violation, the vendor mails a notice of violation to the driver. The violator can either pay the fine or contest the citation via a written declaration or a court hearing. Only an estimated 2% of violators contest their citations. The violator also has the option to identify another individual as the driver at the time of the violation. In this case, and only upon match confirmation, a citation is issued to the identified driver.

The red light camera program includes numerous duties. These include reviewing violations, preparing documentation for court, court appearances, answering written and telephone questions, violation nominations, requests for appointments to view violation videos, and follow up to letters of inquiry and correspondence from the court. Staff also responds to requests for informal discoveries from attorneys or violators. Compiling evidentiary packets for "Trials by Written Declaration" requires significant staff time. The red light program includes a budgeted three quarter time civilian position (0.75 FTE) who reports to the Traffic Sergeant. The position is currently vacant and the Traffic Sergeant is performing the duties of this position with the assistance of temporary staff. Court appearances typically require eight (8) hours of staff time each week.

#### Recent Legislation Affecting Red Light Camera Enforcement

The governor signed SB 1303 into law in 2012 requiring notification signage within 200 feet of each red light camera enforced intersection by January 1, 2014. The legislation also clarifies the legitimacy of red light camera generated evidence in court proceedings. The City of Menlo Park is already in compliance with this legislation.

Two California Assembly bills have been introduced during the current legislative session.

One piece of legislation would require the addition of one (1) second to the amber time period at red light camera enforced intersections. The City of Menlo Park Transportation Division and the California League of Cities do not support this legislation. Current amber light intervals are based on considerable research and actual practice, and reflect the conditions of the particular intersection. Additionally, according to City Transportation Division staff, adding one second to amber lights at red light camera intersections could disrupt synchronized corridors and may encourage drivers to enter intersections further into the amber phase creating safety concerns at non-red light camera controlled intersections.

The second bill currently proposed in the California Assembly would change red light camera violations from a criminal infraction to an administrative action and move adjudication out of superior courts to an administrative process similar to that of code enforcement violations.

### History of Traffic Enforcement Unit in Menlo Park

Budget reductions in June 2003 reduced the Menlo Park Police Department (MPPD) traffic unit from four (4) officers to one (1) officer. The remaining officer was transferred to the patrol unit later in 2003. MPPD did not deploy traffic officers again until August 2008. The FY2008-09 budget included funding for two (2) traffic officers. One (1) traffic officer transferred to patrol in January 2009. In 2010, existing personnel were reassigned to staff the Narcotics Enforcement Team (NET) to address rising drug, gang, and gun violence in the city at that time.

Personnel have not been reassigned to traffic enforcement duties on a full-time basis. Instead, patrol personnel conduct traffic enforcement when possible and as part of their ongoing patrol efforts. A majority of enforcement efforts involve observed violations (stop signs, traffic signals or speed violations) or are in response to resident complaints.

The red light camera program exists to supplement traffic enforcement and enhance public safety in Menlo Park.

## **ANALYSIS**

### Proposed Amended and Restated Agreement

The City and Redflex Traffic Systems, Inc. have negotiated terms as part of a new contract to continue the photo red light enforcement program. The term of the proposed agreement is for five (5) years with the option of two 1-year extensions. The City has also negotiated a shorter termination clause (30 days upon a vote of 4/5 of the Council) and the right to terminate the agreement immediately upon certain changes in California law or in response to court decisions affecting the effectiveness of enforcing or prosecuting violations. The price for existing locations would be reduced by 15% to \$5397.50 per approach per month with the option to add new locations at a cost of \$6,200 per approach per month.

### Traffic Accident Statistics

Traffic collisions pre-camera at red light camera enforced intersections totaled 141 from 2003 to mid-year 2008 when the first camera went live. Collisions decreased post red light camera implementation totaling 103 from mid-year 2008 to June 30, 2013. The greatest decrease in total number of collisions along the El Camino Real corridor in Menlo Park occurred when the City utilized both traffic officers and red light camera enforcement (Attachment A).

### Reduction in Accident Severity

According to the National Highway Traffic Safety Commission, more than 900 people a year die and nearly 2,000 are injured as a result of vehicles running red lights. About half of those deaths are pedestrians and occupants of other vehicles who are hit by red light runners. Side-impact or T-bone accidents represent 28.9% of all U.S. auto accidents and 20.9% of auto accident fatalities nationwide, with vehicle occupants on the side of the car that absorbs the impact being more likely to receive severe injuries than they would in a front- or rear-side auto accident. Rear-end accidents account for

25% of police-reported U.S. auto accidents and 5% of nationwide auto accident fatalities. On average, injury costs for side-impact accidents are 159% greater than rear-side accidents.

Consistent with Federal Highway Administration findings, the number of rear-end collisions occurring in Menlo Park’s RLC enforced intersections has increased and the number of side-impact (T-bone) collisions has decreased (Attachment B). Studies find the coupling of these trends results in an overall net reduction in accident severity, including fewer serious injuries.

Issued Citations and Violator Characteristics

Red light violations peaked in 2009 with the first complete year of RLC enforcement. The decrease in citations since 2009 (Attachment C) would indicate that driver awareness and adherence to the red light enforcement is effective. In addition, ninety-seven percent (97%) of violators cited for RLC violations in Menlo Park are one-time offenders. Only three percent (3%) of violators were cited two (2) or more times indicating that driver education is also occurring.

<b>Citations Received</b>	<b>Number of Violators</b>	<b>Percentage of Violators</b>
6+	1	0.00%
5	3	0.01%
4	13	0.05%
3	66	0.25%
2	795	3.02%
	878	3.34%

On average, ten percent (10%) of vehicles cited by red light cameras at City enforced intersections are issued to vehicles registered to an address with a 94025 or 94026 zip code. Ninety percent (90%) are from vehicles outside of Menlo Park.

<b>Year</b>	<b>Total Citations</b>	<b>Percentage who are Menlo Park Residents</b>
2008	3,764	9%
2009	6,381	10%
2010	4,738	10%
2011	4,350	11%
2012	3,898	11%
2013	2,057	10%

Support for Chilco Camera

In 2012-2013, various sites were evaluated as possible locations for placement of additional red light cameras. One location was Bayfront Expressway at Chilco Street. On August 24, 2011, a bicyclist was struck and killed in the crosswalk while attempting to cross eastbound over the Expressway. It was clear that either the bicyclist or the motorist ran a red light. Since 2008, there have been 20 collisions in the intersection

resulting in 11 injury collisions. There were 13 minor injuries, 1 major injury and the fatal injury as mentioned above. A “test hang” was conducted to determine if red light violations were a significant problem at this location and results confirmed this as the case.

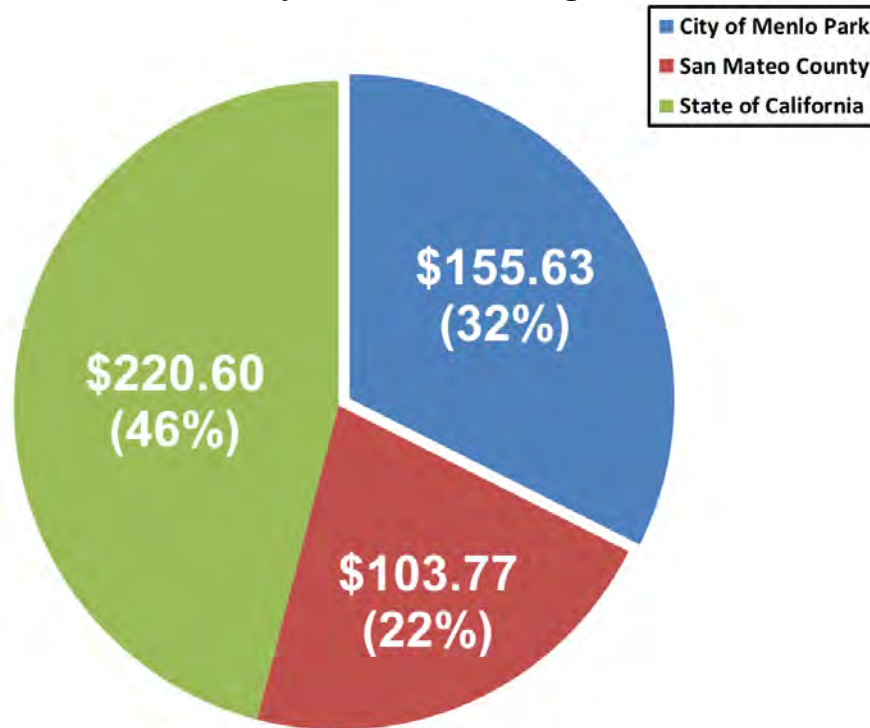
Program Work Load and Request to Increase 0.75 FTE to 1.0 FTE

The Red Light Camera Technician monitors a “hotline” for public requests. These calls can incorporate questions, identification of violators (drivers), or requests for appointments to view video footage of a violation. Some of these calls require follow-up inquiries or letters of correspondence to the court. The Police Department receives requests for informal discoveries, either from attorneys or violators. These are time sensitive and must be answered in a timely manner. The review of the violation “queue” is only one aspect of the position. The Technician is responsible for testifying in court on the cases that are heard in front of a commissioner. They need to assemble evidentiary packets for those cases that are disputed by “Trials by Written Declaration. The workload associated with the position supports a 40-hour a week employee.

**IMPACT ON CITY RESOURCES**

A fully paid citation equals \$480.00 and this fine is set by the State of California. The City of Menlo Park receives only \$155.63 from each fully paid citation and an equal percentage (32.4%) for fines adjusted by the courts. For example, an adjusted citation commonly means a reduced fine or even a conversion to community service.

**Distribution of Fully Paid \$480 Red Light Violation Citation**



Since the red light cameras became operational, revenue generated from the red light camera program has exceeded expenditures in each year of operation. The City has not subsidized the program.

	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13
Revenue	\$487,774	\$551,190	\$463,619	\$529,732	\$361,879
Expenditures	\$347,482	\$449,284	\$462,776	\$419,504	\$295,002
Net Revenue	\$140,262	\$101,907	\$843	\$110,228	\$66,877

Equipment service and maintenance along with Police Department staffing make up the bulk of program expenditures. The five-year average General Fund Contribution of \$84,023 can be considered to partially offset the average \$180,000 fully-burdened cost of one traffic unit officer. The red light camera program supplements and enhances public safety efforts by providing twenty-four (24) hour red light enforcement at monitored approaches.

Increasing the Red Light Enforcement Facilitator from three-quarter time (0.75 FTE) to full-time (1.0 FTE) increases expenditures by approximately \$16,300.

**POLICY ISSUES**

The proposed action is consistent with City’s focus on public safety.

**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. Border to Border Traffic Collision Counts on El Camino Real (Atherton to Palo Alto) 2004-2012
- B. El Camino Real Rear End and Side-impact (T-Bone) Collisions 2008-2012
- C. Citations Issued by Approach 2008-2012
- D. Proposed Agreement with Redflex Traffic Systems, Inc.

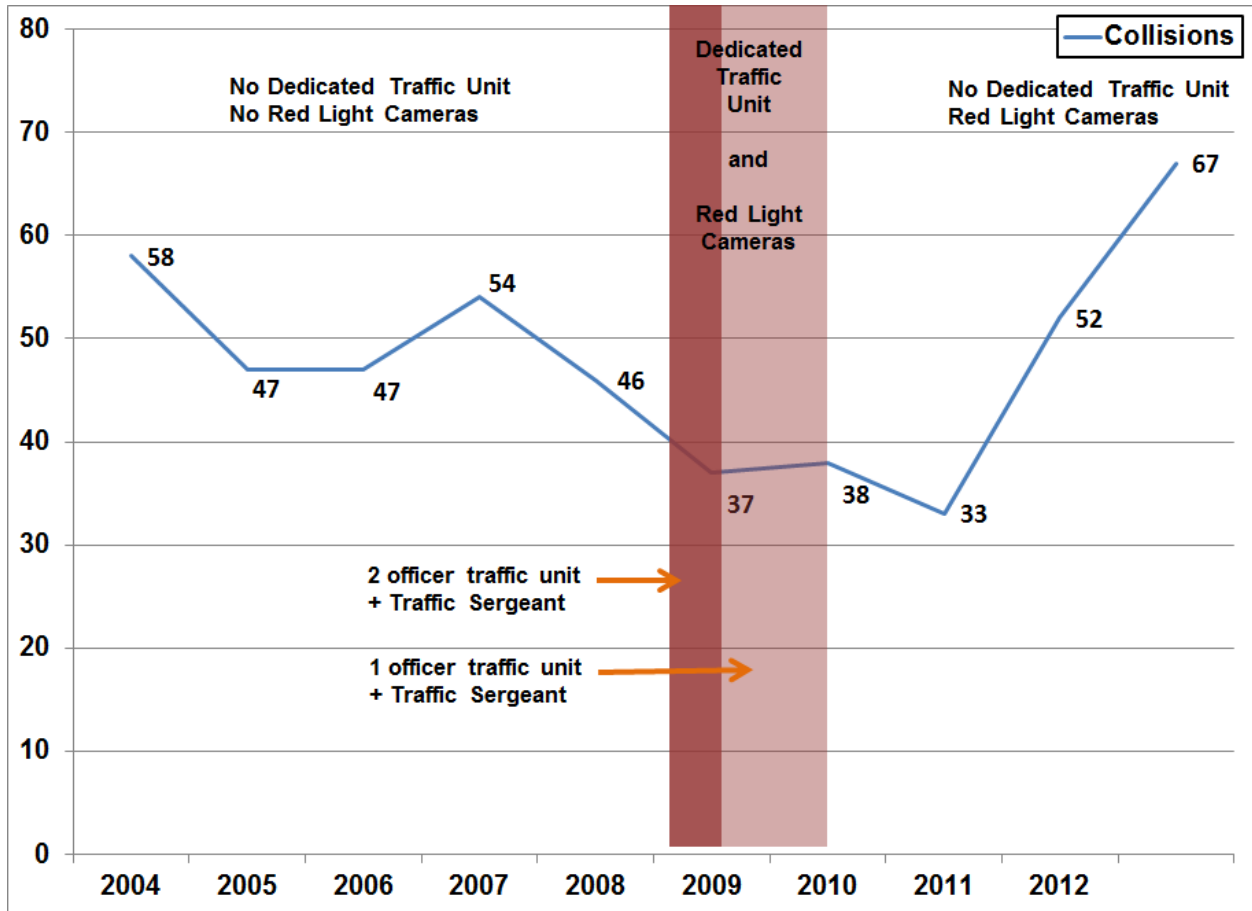
Report prepared by:  
 David Carnahan  
 City Manager’s Intern

Sharon Kaufman  
 Traffic Sergeant

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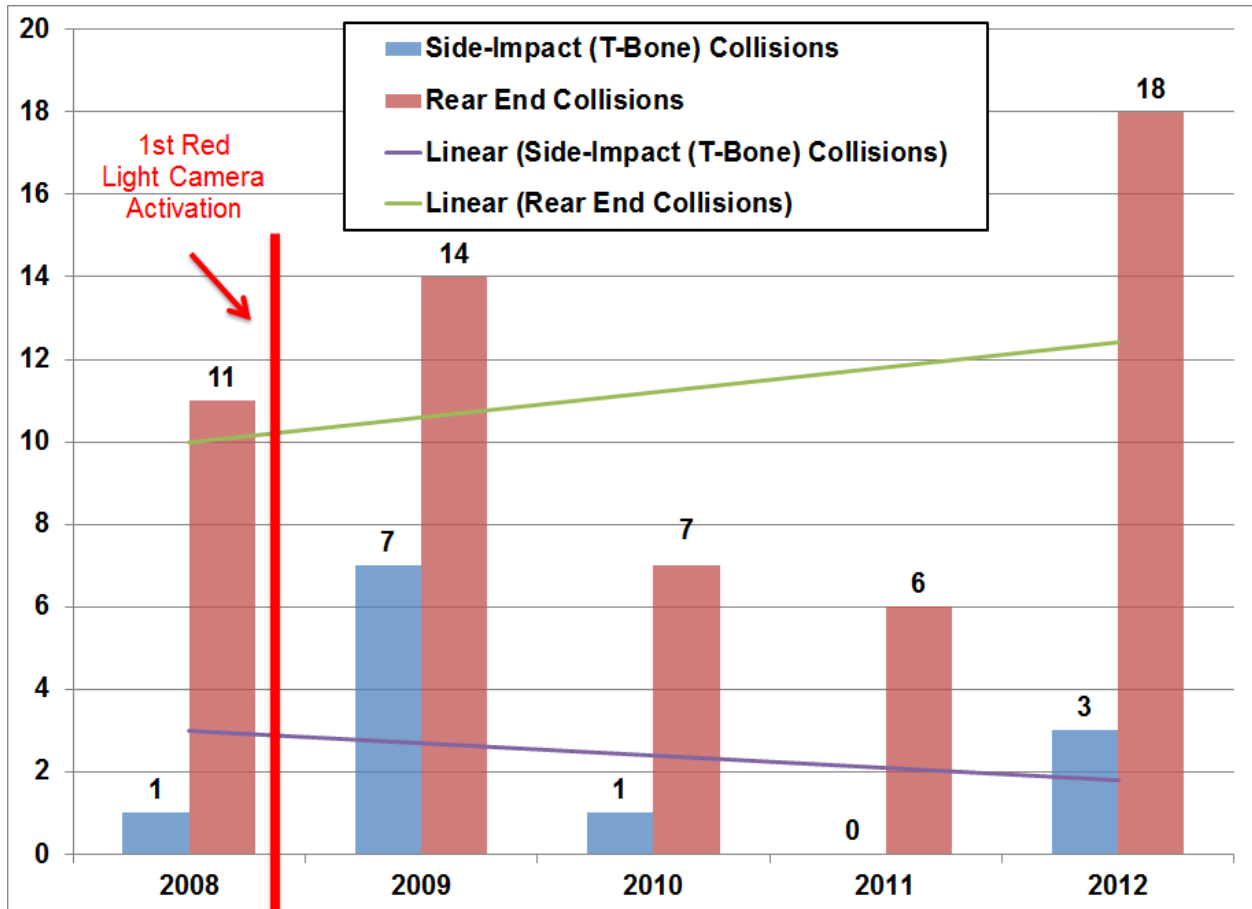


**Border to Border Traffic Collision Counts on El Camino Real (Atherton to Palo Alto) 2004-2012**



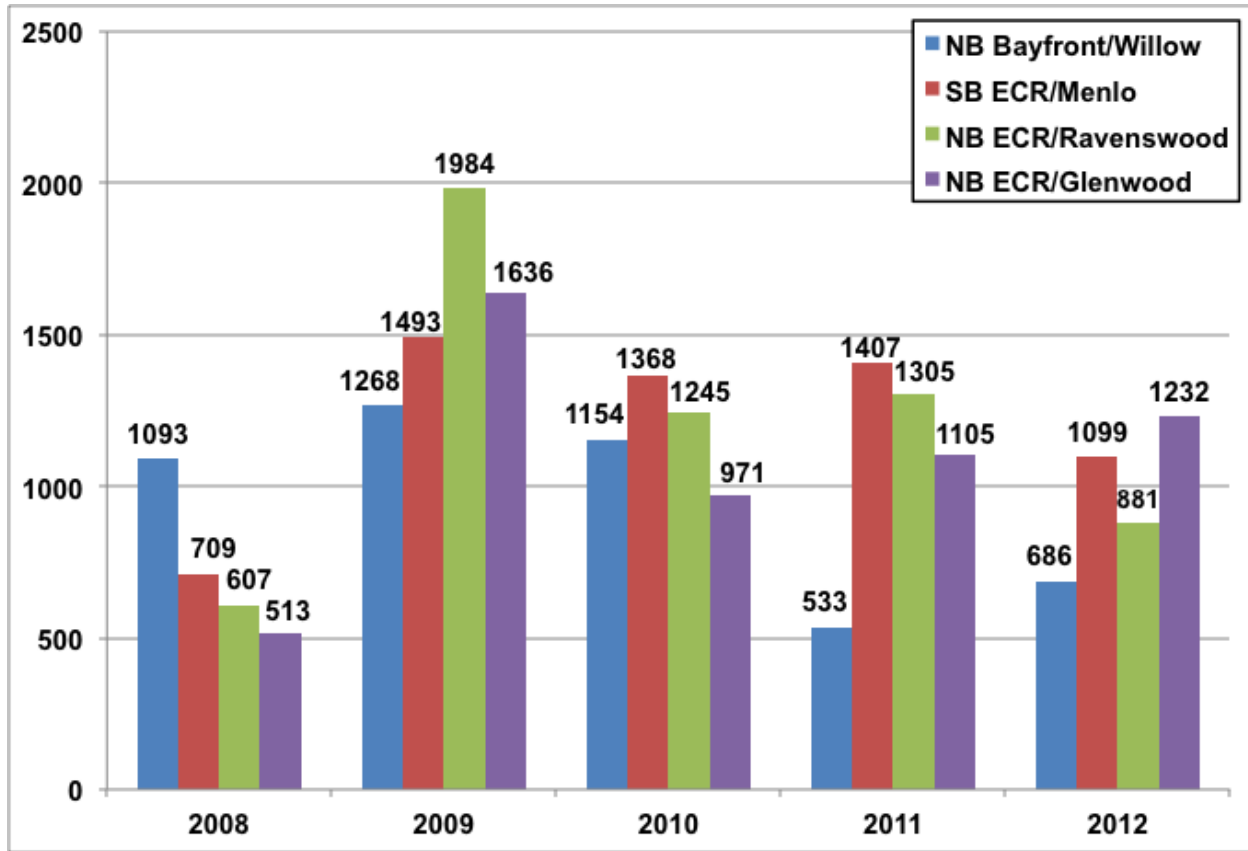
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El Camino Real Rear End and Side-impact (T-Bone) Collisions 2008-2012



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Citations Issued by Location 2008-2012



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AMENDMENT TO AND RESTATEMENT OF THE EXCLUSIVE AGREEMENT  
BETWEEN THE CITY OF MENLO PARK AND REDFLEX TRAFFIC SYSTEMS,  
INC. FOR A PHOTO RED LIGHT ENFORCEMENT PROGRAM

This Agreement and Restatement (“Agreement”) is made this day of August \_\_\_ 2013, by and between Redflex Traffic Systems, Inc. with offices at 5835 Uplander Way, Culver City, California 90230 (“Redflex”), and The City of Menlo Park a municipal corporation, with offices at 701 Laurel Street, Menlo Park, California 94025 (the “City”), collectively referred to as the “Parties.”

**RECITALS:**

WHEREAS, Redflex and City 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 has exclusive knowledge, possession and ownership of certain equipment, licenses, applications, and citation processes related to digital photo red light enforcement systems; and

WHEREAS, City desires to continue to engage the services of Redflex to provide certain equipment, processes and back office services so that sworn peace officers of the City are able to monitor, identify and enforce red light running violations.

WHEREAS, the Parties wish to enter into this Agreement, which is intended to fully and completely supersede the 2006 Agreement.

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for other valuable consideration received, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

**AGREEMENT**

1. **DEFINITIONS.** In this Agreement, the words and phrases below shall have the following meanings:
  - 1.1. “Authorized Officer” means the Police Project Manager or such other individual(s) as the City shall designate to review Potential Violations and to authorize the Issuance of Citations in respect thereto, and in any event, a sworn peace officer or a qualified employee of the Police Department.
  - 1.2. “Authorized Violation” means each Potential Violation in the Violation Data for which authorization to issue a citation in the form of an Electronic Signature is given by the Authorized Officer by using the Redflex System.
  - 1.3. “Citation” means the notice of a Violation, which is mailed or otherwise delivered by Redflex to the violator on the appropriate Enforcement Documentation in respect of each Authorized Violation.
  - 1.4. “Confidential or Private Information” means, with respect to any Person, any information, matter or thing of a secret, confidential or private nature, whether or

not so labeled, which is connected with such Person's business or methods of operation or concerning any of such Person's suppliers, licensors, licensees, Citys or others with whom such Person has a business relationship, and which has current or potential value to such Person or the unauthorized disclosure of which could be detrimental to such Person, including but not limited to:

- 1.4.1. Matters of a business nature, including but not limited to information relating to development plans, costs, finances, marketing plans, data, procedures, business opportunities, marketing methods, plans and strategies, the costs of construction, installation, materials or components, the prices such Person obtains or has obtained from its clients or Citys, or at which such Person sells or has sold its services; and
- 1.4.2. Matters of a technical nature, including but not limited to product information, trade secrets, know-how, formulae, innovations, inventions, devices, discoveries, techniques, formats, processes, methods, specifications, designs, patterns, schematics, data, access or security codes, compilations of information, test results and research and development projects. For purposes of this Agreement, the term "trade secrets" shall mean the broadest and most inclusive interpretation of trade secrets.
- 1.4.3. Notwithstanding the foregoing, Confidential Information will not include information that: (i) was generally available to the public or otherwise part of the public domain at the time of its disclosure, (ii) became generally available to the public or otherwise part of the public domain after its disclosure and other than through any act or omission by any party hereto in breach of this Agreement, (iii) was subsequently lawfully disclosed to the disclosing party by a person other than a party hereto, (iv) was required by a court of competent jurisdiction to be described, or (v) was required by applicable state law to be described.
- 1.5. "Designated Intersection Approaches" means the Intersection Approaches set forth on Exhibit A attached hereto, and such additional Intersection Approaches as Redflex and the City shall mutually agree from time to time.
- 1.6. "Electronic Signature" means the method through which the Authorized Officer indicates his or her approval of the issuance of a Citation in respect of a Potential Violation using the Redflex System.
- 1.7. "Enforcement Documentation" means the necessary and appropriate documentation related to the Photo Red Light Enforcement Program, including but not limited to warning letters, citation notices (using the specifications of the Judicial Council and the City, a numbering sequence for use on all citation notices (in accordance with applicable court rules), instructions to accompany each issued Citation (including in such instructions a description of basic court procedures, payment options and information regarding the viewing of images and data collected by the Redflex System), chain of custody records, criteria regarding operational policies for processing Citations (including with respect to coordinating with the Department of Motor Vehicles), and technical support documentation for applicable court and judicial officers .
- 1.8. "Equipment" means any and all cameras, sensors, equipment, components, products, software and other tangible and intangible property relating to the



Redflex Photo Red Light System(s), including but not limited to all camera systems, housings, radar units, servers and poles.

- 1.9. “Fine” means a monetary sum assessed for Citation, including but not limited to bail forfeitures, but excluding suspended fines.
- 1.10. “Governmental Authority” means any domestic or foreign government, governmental authority, court, tribunal, agency or other regulatory, administrative or judicial agency, commission or organization, and any subdivision, branch or department of any of the foregoing.
- 1.11. “Installation Date of the Photo Red Light Program” means the date on which Redflex completes the construction and installation of at least one (1) Intersection Approach in accordance with the terms of this Agreement so that such Intersection Approach is operational for the purposes of functioning with the Redlight Photo Enforcement Program.
- 1.12. “Intellectual Property” means, with respect to any Person, any and all now known or hereafter known tangible and intangible (a) rights associated with works of authorship throughout the world, including but not limited to copyrights, moral rights and mask-works, (b) trademark and trade name rights and similar rights, (c) trade secrets rights, (d) patents, designs, algorithms and other industrial property rights, (e) all other intellectual and industrial property rights (of every kind and nature throughout the universe and however designated), whether arising by operation of law, contract, license, or otherwise, and (f) all registrations, initial applications, renewals, extensions, continuations, divisions or reissues hereof now or hereafter in force (including any rights in any of the foregoing), of such Person.
- 1.13. “Intersection Approach” means a conduit of travel with up to four (4) contiguous lanes from the curb (e.g., northbound, southbound, eastbound or westbound) on which at least one (1) system has been installed by Redflex for the purposes of facilitating Redlight Photo Enforcement by the City.
- 1.14. “Operational Period” means the period of time during the Term, commencing on the Installation Date, during which the Photo Red Light Enforcement Program is functional in order to permit the identification and prosecution of Violations at the Designated Intersection Approaches by a sworn peace officer of the City and the issuance of Citations for such approved Violations using the Redflex System.
- 1.15. “Person” means a natural individual, company, Governmental Authority, partnership, firm, corporation, legal entity or other business association.
- 1.16. “Police Project Manager” means the project manager appointed by the City in accordance with this Agreement, which shall be a sworn peace officer or a qualified employee of the Police Department and shall be responsible for overseeing the installation of the Intersection Approaches and the implementation of the Redlight Photo Enforcement Program, and which manager shall have the power and authority to make management decisions relating to the City’s obligations pursuant to this Agreement, including but not limited to change order authorizations, subject to any limitations set forth in the City’s charter or other organizational documents of the City or by the city counsel or other governing body of the City.

- 1.17. “Potential Violation” means, with respect to any motor vehicle passing through a Designated Intersection Approach, the data collected by the Redflex System with respect to such motor vehicle, which data shall be processed by the Redflex System for the purposes of allowing the Authorized Officer to review such data and determine whether a Red Light Violation has occurred.
- 1.18. “Proprietary Property” means, with respect to any Person, any written or tangible property owned or used by such Person in connection with such Person’s business, whether or not such property is copyrightable or also qualifies as Confidential Information, including without limitation products, samples, equipment, files, lists, books, notebooks, records, documents, memoranda, reports, patterns, schematics, compilations, designs, drawings, data, test results, contracts, agreements, literature, correspondence, spread sheets, computer programs and software, computer print outs, other written and graphic records and the like, whether originals, copies, duplicates or summaries thereof, affecting or relating to the business of such Person, financial statements, budgets, projections and invoices.
- 1.19. “Redflex Marks” means all trademarks registered in the name of Redflex or any of its affiliates, such other trademarks as are used by Redflex or any of its affiliates on or in relation to Photo Red Light Enforcement at any time during the Term this Agreement, service marks, trade names, logos, brands and other marks owned by Redflex, and all modifications or adaptations of any of the foregoing.
- 1.20. “Redflex Project Manager” means the project manager appointed by Redflex in accordance with this Agreement, which project manager shall initially be Ray Torrez or such person as Redflex shall designate by providing written notice thereof to the City from time to time, who shall be responsible for overseeing the construction and installation of the Designated Intersection Approaches and the implementation the Photo Red Light Enforcement Program, and who shall have the power and authority to make management decisions relating to Redflex’s obligations pursuant to this Agreement, including but not limited to change-order authorizations.
- 1.21. “Redflex Photo Red Light System” means, collectively, the SmartCam™ System, the SmartOps™ System, the Redlight Photo Enforcement Program, and all of the other equipment, applications, back office processes and digital red light traffic enforcement cameras, sensors, components, products, software and other tangible and intangible property relating thereto.
- 1.22. “Photo Red Light Enforcement Program” means the process by which the monitoring, identification and enforcement of Violations is facilitated by the use of certain equipment, applications and back office processes of Redflex, including but not limited to cameras, flashes, central processing units, signal controller interfaces and detectors (whether loop, radar or video loop) which, collectively, are capable of measuring Violations and recording such Violation data in the form of photographic images of motor vehicles.
- 1.23. “Photo Redlight Violation Criteria” means the standards and criteria by which Potential Violations will be evaluated by sworn peace officers of the City, which standards and criteria shall include, but are not limited to, the duration of time that a traffic light must remain red prior to a Violation being deemed to have

occurred, and the location(s) in an intersection which a motor vehicle must pass during a red light signal prior to being deemed to have committed a Violation, all of which shall be in compliance with all applicable laws, rules and regulations of Governmental Authorities.

- 1.24. “SmartCam™ System” means the proprietary digital redlight photo enforcement system of Redflex relating to the Photo Red Light Enforcement Program.
- 1.25. “SmartOps™ System” means the proprietary back-office processes of Redflex relating to the Photo Red Light Enforcement Program.
- 1.26. “SmartScene™ System” means the proprietary digital video camera unit, hardware and software required for providing supplemental violation data.
- 1.27. “Traffic Signal Controller Boxes” means the signal controller interface and detector, including but not limited to the radar or video loop, as the case may be.
- 1.28. “Violation” means any traffic violation contrary to the terms of the Vehicle Code or any applicable rule, regulation or law of any other Governmental Authority, including but not limited to operating a motor vehicle contrary to traffic signals, and operating a motor vehicle without displaying a valid license plate or registration.
- 1.29. “Violations Data” means the images and other Violations data gathered by the Redflex System at the Designated Intersection Approaches.
- 1.30. “Warning Period” means the period of thirty (30) days after the Installation Date of the first intersection approach.

2. **TERM.** “The Term of this Agreement shall continue for a period of five (5) years from the date of this Agreement. City shall have two (2) additional optional extensions, each consisting of one (1) year periods following the expiration of the initial five (5) year term, which shall be termed the “Renewal Term(s)”. The City may exercise the right to extend the term of this Agreement for each Renewal Term by providing written notice to Redflex not less than thirty (30) days prior to the last day of the initial five (5) year term or the conclusion of the first Renewal Term.”
3. **SERVICES.** Redflex shall provide the Photo Red Light Enforcement Program to the City, in each case in accordance with the terms and provisions set forth in this Agreement.
  - 3.1. **INSTALLATION.** With respect to the construction and installation of (1) the Designated Intersection Approaches and the installation of the Redflex System at such Designated Intersection Approaches, the City and Redflex shall have the respective rights and obligations set forth on Exhibit B attached hereto.
  - 3.2. **MAINTENANCE.** With respect to the maintenance of the Redflex System at the Designated Intersection Approaches the City and Redflex shall have the respective rights and obligations set forth on Exhibit C attached hereto.
  - 3.3. **VIOLATION PROCESSING.** During the Operational Period, Violations shall be processed as follows:

- 3.3.1. All Violations Data shall be stored on the Redflex System;
- 3.3.2. The Redflex System shall process Violations Data gathered from the Designated Intersection Approaches into a format capable of review by the Authorized Officer via the Redflex System;
- 3.3.3. The Redflex System shall be accessible by the Authorized Officer through a virtual private network in encrypted format by use of a confidential password on any computer equipped with a high-speed internet connection and a web browser;
- 3.3.4. Redflex shall provide the Authorized Officer with access to the Redflex System for the purposes of reviewing the pre-processed Violations Data within seven (7) days of the gathering of the Violation Data from the applicable Designated Intersection Approaches
- 3.3.5. The City shall cause the Authorized Officer to review the Violations Data and to determine whether a citation shall be issued with respect to each Potential Violation captured within such Violation Data, and transmit each such determination in the form of an Electronic Signature to Redflex using the software or other applications or procedures provided by Redflex on the Redflex System for such purpose, and REDFLEX HEREBY ACKNOWLEDGES AND AGREES THAT THE DECISION TO ISSUE A CITATION SHALL BE THE SOLE, UNILATERAL AND EXCLUSIVE DECISION OF THE AUTHORIZED OFFICER AND SHALL BE MADE IN SUCH AUTHORIZED OFFICER'S SOLE DISCRETION (A "CITATION DECISION"), AND IN NO EVENT SHALL REDFLEX HAVE THE ABILITY OR AUTHORIZATION TO MAKE A CITATION DECISION;
- 3.3.6. With respect to each Authorized Violation, Redflex shall print and mail a Citation within six (6) days after Redflex's receipt of such authorization; provided, however, during the Warning Period, warning violation notices shall be issued in respect of all Authorized Violations;
- 3.3.7. Redflex shall provide a toll-free telephone number for the purposes of answering citizen inquiries
- 3.3.8. Redflex shall permit the Authorized Officer to generate monthly reports using the Redflex Standard Report System.
- 3.3.9. Upon Redflex's receipt of a written request from the City and in addition to the Standard Reports, Redflex shall provide, without cost to the City, reports regarding the processing and issuance of Citations, the maintenance and downtime records of the Designated Intersection Approaches and the functionality of the Redflex System with respect thereto to the City in such format and for such periods as the City may reasonably request; provided, however, Redflex shall not be obligated to provide in excess of six (6) such reports in any given twelve (12) month period without cost to the City;
- 3.3.10. Upon the City's receipt of a written request from Redflex, the City shall provide, without cost to Redflex, reports regarding the prosecution of Citations and the collection of fines, fees and other monies in respect thereof in such format and for such periods as Redflex may reasonably request; provided, however, the City shall not be obligated to provide in excess of six

- (6) such reports in any given twelve (12) month period without cost to Redflex and subject to availability of such reports and/or information from the San Mateo County court system;
- 3.3.11. During the six (6) month period following the Installation Date and/or upon Redflex's receipt of a written request from the City at least fourteen (14) calendar days in advance of court proceeding, Redflex shall provide expert witnesses for use by the City in prosecuting Violations; provided, however, the City shall use reasonable best efforts to seek judicial notice in lieu of requiring Redflex to provide such expert witnesses; and
- 3.3.12. During the three (3) month period following the Installation Date, Redflex shall provide such training to law enforcement personnel as shall be reasonably necessary in order to allow such personnel to act as expert witnesses on behalf of the City with respect to the Redlight Enforcement Program.
- 3.4. PROSECUTION AND COLLECTION; COMPENSATION. The City shall diligently prosecute Citations and the collection of all Fines in respect thereof, and Redflex shall have the right to receive, and the City shall be obligated to pay, the compensation set forth on Exhibit D attached hereto.
- 3.5. OTHER RIGHTS AND OBLIGATIONS. During the Term, in addition to all of the other rights and obligations set forth in this Agreement, Redflex and the City shall have the respective rights and obligations set forth on Exhibit E attached hereto.
- 3.6. UPGRADES TO SYSTEM. Commencing 24 months after the Installation Date Redflex shall provide City the option, at no cost to City, to upgrade the system to the latest available technology being offered by Redflex to other cities, including upgrades to hardware, software, camera system, violation detection systems, etc. Such offer shall be made in writing. City shall at any time thereafter have the right to direct Redflex to implement any or all such upgrades at its sole option. Upon receipt of City's election, Redflex shall diligently proceed to implement and/or install the selected upgrades at its sole cost and shall provide City with any necessary training to operate the upgraded system at no cost to City. This section is subject to Paragraph 1.20 of Exhibit B.
- 3.7. CHANGE ORDERS. The City may from time to time request changes to the work required to be performed or the addition of products or services to those required pursuant to the terms of this Agreement by providing written notice thereof to Redflex, setting forth in reasonable detail the proposed changes (a "Change Order Notice"). Upon Redflex's receipt of a Change Order Notice, Redflex shall deliver a written statement describing the effect, if any, the proposed changes would have on the pricing terms set forth in Exhibit D (the "Change Order Proposal"), which Change Order Proposal shall include (i) a detailed breakdown of the charge and schedule effects, (ii) a description of any resulting changes to the specifications and obligations of the parties, (iii) a schedule for the delivery and other performance obligations, and (iv) any other information relating to the proposed changes reasonably requested by the City. Following the City's receipt of the Change Order Proposal, the parties shall negotiate in good faith and agree to a plan and schedule for implementation of

the proposed changes, the time, manner and amount of payment or price increases or decreases, as the case may be, and any other matters relating to the proposed changes; provided, however, in the event that any proposed change involves only the addition of equipment or services to the existing Designated Intersection Approaches, or the addition of Intersection Approaches to be covered by the terms of this Agreement, to the maximum extent applicable, the pricing terms set forth in Exhibit D shall govern. Any failure of the parties to reach agreement with respect to any of the foregoing as a result of any proposed changes shall not be deemed to be a breach of this Agreement, and any disagreement shall be resolved in accordance with Section 10.

**4. License; Reservation of Rights.**

- 4.1. License. Subject to the terms and conditions of this Agreement, Redflex hereby grants the City, and the City hereby accepts from Redflex upon the terms and conditions herein specified, a non-exclusive, non-transferable license during the Term of this Agreement to: (a) solely within the City of (insert name), access and use the Redflex System for the sole purpose of reviewing Potential Violations and authorizing the issuance of Citations pursuant to the terms of this Agreement, and to print copies of any content posted on the Redflex System in connection therewith, (b) disclose to the public (including outside of the City of (insert name)) that Redflex is providing services to the City in connection with Photo Red Light Enforcement Program pursuant to the terms of this Agreement, and (c) use and display the Redflex Marks on or in marketing, public awareness or education, or other publications or materials relating to the Photo Red Light Enforcement Program, so long as any and all such publications or materials are approved in advance by Redflex.
- 4.2. RESERVATION OF RIGHTS. The City hereby acknowledges and agrees that: (a) Redflex is the sole and exclusive owner of the Redflex System, the Redflex Marks, all Intellectual Property arising from or relating to the Redflex System, and any and all related Equipment, (b) the City neither has nor makes any claim to any right, title or interest in any of the foregoing, except as specifically granted or authorized under this Agreement, and (c) by reason of the exercise of any such rights or interests of City pursuant to this Agreement, the City shall gain no additional right, title or interest therein.
- 4.3. RESTRICTED USE. The City hereby covenants and agrees that it shall not (a) make any modifications to the Redflex System, including but not limited to any Equipment, (b) alter, remove or tamper with any Redflex Marks, (c) use any of the Redflex Marks in any way which might prejudice their distinctiveness, validity or the goodwill of Redflex therein, (d) use any trademarks or other marks other than the Redflex Marks in connection with the City's use of the Redflex System pursuant to the terms of this Agreement without first obtaining the prior consent of Redflex, or (e) disassemble, de-compile or otherwise perform any type of reverse engineering to the Redflex System, the Redflex System, including but not limited to any Equipment, or to any, Intellectual Property or Proprietary Property of Redflex, or cause any other Person to do any of the foregoing.
- 4.4. PROTECTION OF RIGHTS. Redflex shall have the right to take whatever action it deems necessary or desirable to remedy or prevent the infringement of

any Intellectual Property of Redflex, including without limitation the filing of applications to register as trademarks in any jurisdiction any of the Redflex Marks, the filing of patent application for any of the Intellectual Property of Redflex, and making any other applications or filings with appropriate Governmental Authorities. The City shall not take any action to remedy or prevent such infringing activities, and shall not in its own name make any registrations or filings with respect to any of the Redflex Marks or the Intellectual Property of Redflex without the prior written consent of Redflex.

4.5. INFRINGEMENT. The City shall use its reasonable best efforts to give Redflex prompt notice of any activities or threatened activities of any Person of which it becomes aware that infringes or violates the Redflex Marks or any of Redflex's Intellectual Property or that constitute a misappropriation of trade secrets or act of unfair competition that might dilute, damage or destroy any of the Redflex Marks or any other Intellectual Property of Redflex. Redflex shall have the exclusive right, but not the obligation, to take action to enforce such rights and to make settlements with respect thereto. In the event that Redflex commences any enforcement action under this Section 4.5, then the City shall render to Redflex such reasonable cooperation and assistance as is reasonably requested by Redflex, and Redflex shall be entitled to any damages or other monetary amount that might be awarded after deduction of actual costs; provided, that Redflex shall reimburse the City for any reasonable costs incurred in providing such cooperation and assistance.

4.6. INFRINGEMENT USE. The City shall give Redflex prompt written notice of any action or claim action or claim, whether threatened or pending, against the City alleging that the Redflex Marks, or any other Intellectual Property of Redflex, infringes or violates any patent, trademark, copyright, trade secret or other Intellectual Property of any other Person, and the City shall render to Redflex such reasonable cooperation and assistance as is reasonably requested by Redflex in the defense thereof; provided, that Redflex shall reimburse the City for any reasonable costs incurred in providing such cooperation and assistance. If such a claim is made and Redflex determines, in the exercise of its sole discretion, that an infringement may exist, Redflex shall have the right, but not the obligation, to procure for the City the right to keep using the allegedly infringing items, modify them to avoid the alleged infringement or replace them with non-infringing items.

## **5. Representations and Warranties.**

### **5.1. Redflex Representations and Warranties.**

5.1.1. Authority. Redflex hereby warrants and represents that it has all right, power and authority to execute and deliver this Agreement and perform its obligations hereunder.

5.1.2. Professional Services. Redflex hereby warrants and represents that any and all services provided by Redflex pursuant to this Agreement shall be performed in a professional and workmanlike manner and, with respect to the installation of the Redflex System, subject to applicable law, in compliance with all specifications provided to Redflex by the City.

### **5.2. City Representations and Warranties.**

- 5.2.1. Authority. The City hereby warrants and represents that it has all right, power and authority to execute and deliver this Agreement and perform its obligations hereunder.
- 5.2.2. Professional Services. The City hereby warrants and represents that any and all services provided by the City pursuant to this Agreement shall be performed in a professional and workmanlike manner.
- 5.3. LIMITED WARRANTIES. EXCEPT AS OTHERWISE PROVIDED IN THIS AGREEMENT, REDFLEX MAKES NO WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, WITH RESPECT TO THE REDFLEX SYSTEM OR ANY RELATED EQUIPMENT OR WITH RESPECT TO THE RESULTS OF THE CITY'S USE OF ANY OF THE FOREGOING. NOTWITHSTANDING ANYTHING TO THE CONTRARY SET FORTH HEREIN, REDFLEX DOES NOT WARRANT THAT ANY OF THE DESIGNATED INTERSECTION APPROACHES OR THE REDFLEX SYSTEM WILL OPERATE IN THE WAY THE CITY SELECTS FOR USE, OR THAT THE OPERATION OR USE THEREOF WILL BE UNINTERRUPTED. THE CITY HEREBY ACKNOWLEDGES THAT THE REDFLEX SYSTEM MAY MALFUNCTION FROM TIME TO TIME, AND SUBJECT TO THE TERMS OF THIS AGREEMENT, REDFLEX SHALL DILIGENTLY ENDEAVOR TO CORRECT ANY SUCH MALFUNCTION IN A TIMELY MANNER.

**6. Termination.**

- 6.1. TERMINATION FOR CAUSE:** City shall have the right to terminate this Agreement immediately by written notice to Redflex if (i) the California Legislature adopts or enacts any law that prohibits or otherwise impacts or limits the continued operation of photo red light enforcement systems in the State of California; (ii) any California Court having jurisdiction over the operation of red light enforcement systems, or state or federal statute declares, that results from the Redflex System of photo red light enforcement are inadmissible in evidence, illegal, or found to be improper for the purposes of prosecution of any violation; (iii) any Legislative or Court decision limiting the ability of the City to enforce red light citations and to prosecute red light citations in the San Mateo County Superior Court or otherwise effect the ability of the City to collect fines for red light citations; (iv) the other party commits any material breach of any of the provisions of this Agreement; or (v) the Menlo Park City Council, upon a vote of 4/5<sup>th</sup> of the members, votes to terminate the Agreement upon thirty (30) days' notice to Redflex. Either Party shall have the right to terminate this Agreement immediately upon the material breach by either party of any provision of this Agreement. In the event of a termination due to Section 6.1(i), 6.1(ii), or 6.1(iii) above, City shall be relieved of any further obligations for payment to Redflex other than as specified in Exhibit D. In the event of termination due to Section 6.1(iv), either party shall have the right to remedy the cause for termination within forty-five (45) calendar days after written notice from the non-causing party setting forth in reasonable detail the events of the cause for termination.



- 6.2. PROCEDURES UPON TERMINATION. The termination of this Agreement shall not relieve either party of any liability that accrued prior to such termination. Except as set forth in Section 6.3, upon the termination of this Agreement, all of the provisions of this Agreement shall terminate and:
- 6.2.1. Redflex shall (i) immediately cease to provide services, including but not limited to work in connection with the construction or installation activities and services in connection with the Photo Red Light Enforcement Program, (ii) promptly deliver to the City any and all Proprietary Property of the City provided to Redflex pursuant to this Agreement, (iii) promptly deliver to the City a final report to the City regarding the collection of data and the issuance of Citations in such format and for such periods as the City may reasonably request, and which final report Redflex shall update or supplement from time to time when and if additional data or information becomes available, (iv) promptly deliver to City a final invoice stating all fees and charges properly owed by City to Redflex for work performed and Citations issued by Redflex prior to the termination, and (v) provide such assistance as the City may reasonably request from time to time in connection with prosecuting and enforcing Citations issued prior to the termination of this Agreement.
- 6.2.2. The City shall (i) immediately cease using the Photo Red Light Enforcement Program, accessing the Redflex System and using any other Intellectual Property of Redflex, (ii) promptly deliver to Redflex any and all Proprietary Property of Redflex provided to the City pursuant to this Agreement, and (iii) promptly pay any and all fees, charges and amounts properly owed by City to Redflex for work performed and Citations issued by Redflex prior to the termination.
- 6.2.3. Unless the City and Redflex have agreed to enter into a new agreement relating to the Photo Red Light Enforcement Program or have agreed to extend the Term of this Agreement, Redflex shall remove any and all Equipment or other materials of Redflex installed in connection with Redflex's performance of its obligations under this Agreement, including but not limited to housings, poles and camera systems, and Redflex shall restore the Designated Intersection Approaches to substantially the same condition such Designated Intersection Approaches were in immediately prior to this Agreement.
- 6.3. SURVIVAL. Notwithstanding the foregoing, the definitions and each of the following shall survive the termination of this Agreement: (x) Sections 4.2 (Reservation of Rights), 5.1 (Redflex Representations and Warranties), 5.2 (City Representations and Warranties), 5.3 (Limited Warranty), 7 (Confidentiality), 8 (Indemnification and Liability), 9 (Notices), 10 (Dispute Resolution), 11.1 (Assignment), 11.17 (Applicable Law), 11.16 (Injunctive Relief; Specific Performance) and 11.18 (Jurisdiction and Venue), and (y) those provisions, and the rights and obligations therein, set forth in this Agreement which either by their terms state, or evidence the intent of the parties, that the provisions survive

the expiration or termination of the Agreement, or must survive to give effect to the provisions of this Agreement.

7. **CONFIDENTIALITY.** During the term of this Agreement and for a period of three (3) years thereafter, neither party shall disclose to any third person, or use for itself in any way for pecuniary gain, any Confidential Information learned from the other party during the course of the negotiations for this Agreement or during the Term of this Agreement. Upon termination of this Agreement, each party shall return to the other all tangible Confidential Information of such party. Each party shall retain in confidence and not disclose to any third party any Confidential Information without the other party's express written consent, except (a) to its employees who are reasonably required to have the Confidential Information, (b) to its agents, representatives, attorneys and other professional advisors that have a need to know such Confidential Information, provided that such parties undertake in writing (or are otherwise bound by rules of professional conduct) to keep such information strictly confidential, and (c) pursuant to, and to the extent of, a request or order by any Governmental Authority, including laws relating to public records.

8. **Indemnification and Liability.**

8.1. **Indemnification by Redflex.** Subject to Section 8.3, Redflex hereby agrees to defend and indemnify the City and its affiliates, shareholders or other interest holders, managers, officers, directors, employees, agents, representatives and successors, permitted assignees and each of their affiliates, and all persons acting by, through, under or in concert with them, or any of them (individually a "City Party" and collectively, the "City Parties") against, and to protect, save and keep harmless the City Parties from, and to pay on behalf of or reimburse the City Parties as and when incurred for, any and all liabilities, obligations, losses, damages, penalties, demands, claims, actions, suits, judgments, settlements, costs, expenses and disbursements (including reasonable attorneys', accountants' and expert witnesses' fees) of whatever kind and nature (collectively, "Losses"), which may be imposed on or incurred by any City Party arising out of or related to (a) any material misrepresentation, inaccuracy or breach of any covenant, warranty or representation of Redflex contained in this Agreement, (b) the negligence or willful misconduct of Redflex, its employees or agents which result in death or bodily injury to any natural person (including third parties) or any damage to any real or tangible personal property (including the personal property of third parties), except to the extent caused by the negligence or willful misconduct of any City Party, or (c) any claim, liability or damage to persons or property arising out of, relating to, or caused by, the use or operation of the Redflex System, including but not limited to any claim, action or demand (other than citation enforcement) arising out of, relating to, or alleging a malfunction of the Redflex System, except to the extent caused by the negligence or willful misconduct of any City Party.

8.2. **Indemnification by City.** Subject to Section 8.3, the City hereby agrees to defend and indemnify Redflex and its affiliates, shareholders or other interest holders, managers, officers, directors, employees, agents, representatives and successors, permitted assignees and all persons acting by, through, under or in concert with them, or any of them (individually a "Redflex Party" and collectively, the

“Redflex Parties”) against, and to protect, save and keep harmless the Redflex Parties from, and to pay on behalf of or reimburse the Redflex Parties as and when incurred for, any and all Losses which may be imposed on or incurred by any Redflex Party arising out of or in any way related to (a) any material misrepresentation, inaccuracy or breach of any covenant, warranty or representation of the City contained in this Agreement, (b) the negligence or willful misconduct of the City, its employees, contractors or agents which result in death or bodily injury to any natural person (including third parties) or any damage to any real or tangible personal property (including the personal property of third parties), except to the extent caused by the negligence or willful misconduct of any Redflex Party, or (c) any claim, action or demand challenging the City’s use of the Redflex System or any portion thereof, the validity of the results of the City’s use of the Redflex System or any portion thereof, or the validity of the Citations issued, prosecuted and collected as a result of the City’s use of the Redflex System or any portion thereof, except any claim, action or demand (other than citation enforcement) arising out of, relating to, or alleging a malfunction of the Redflex System, and further excepting any claim, action or demand for which City has immunity under State or Federal law.

8.3. Indemnification Procedures. In the event any claim, action or demand (a “Claim”) in respect of which any party hereto seeks indemnification from the other, the party seeking indemnification (the “Indemnified Party”) shall give the party from whom indemnification is sought (the “Indemnifying Party”) written notice of such Claim promptly after the Indemnified Party first becomes aware thereof; provided, however, that failure so to give such notice shall not preclude indemnification with respect to such Claim except to the extent of any additional or increased Losses or other actual prejudice directly caused by such failure. The Indemnifying Party shall have the right to choose counsel to defend such Claim (subject to the approval of such counsel by the Indemnified Party, which approval shall not be unreasonably withheld, conditioned or delayed), and to control, compromise and settle such Claim, and the Indemnified Party shall have the right to participate in the defense at its sole expense; provided, however, the Indemnified Party shall have the right to take over the control of the defense or settlement of such Claim at any time if the Indemnified Party irrevocably waives all rights to indemnification from and by the Indemnifying Party. The Indemnifying Party and the Indemnified Party shall cooperate in the defense or settlement of any Claim, and no party shall have the right enter into any settlement agreement that materially affects the other party’s material rights or material interests without such party’s prior written consent, which consent will not be unreasonably withheld or delayed.

8.4. LIMITED LIABILITY. Notwithstanding anything to the contrary in this Agreement, neither party shall be liable to the other, by reason of any representation or express or implied warranty, condition or other term or any duty at common or civil law, for any indirect, incidental, special, lost profits or consequential damages, however caused and on any theory of liability arising out of or relating to this Agreement.

9. **NOTICES.** Any notices to be given hereunder shall be in writing, and shall be deemed to have been given (a) upon delivery, if delivered by hand, (b) upon the date of receipt or refusal after being mailed first class, certified mail, return receipt requested, postage and registry fees prepaid, or (c) upon receipt after being delivered to a reputable overnight courier service, excluding the U.S. Postal Service, prepaid, marked for next day delivery, if the courier service obtains a signature acknowledging receipt, in each case addressed or sent to such party as follows:

9.1. Notices to Redflex:

Redflex Traffic Systems, Inc.  
23751 N. 23<sup>rd</sup> Ave  
Phoenix, Arizona 85085  
Attention: Mr. James Saunders  
Facsimile: (623) 207-2905

9.2. Notices to the City:

City of Menlo Park  
Civic Center  
701 Laurel Street  
Menlo Park, CA 94025  
Attention: Chief of Police  
Facsimile: (650) 327-0170

With a copy to:

Jorgenson, Siegel, McClure & Flegel, LLP  
1100 Alma Street, Suite 210  
Menlo Park, CA 94025  
Attention: William L. McClure  
Facsimile: (650) 324-0227

10. **DISPUTE RESOLUTION.** Upon the occurrence of any dispute or disagreement between the parties hereto arising out of or in connection with any term or provision of this Agreement, the subject matter hereof, or the interpretation or enforcement hereof (the “Dispute”), the parties shall engage in informal, good faith discussions and attempt to resolve the Dispute. In connection therewith, upon written notice of either party, each of the parties will appoint a designated officer whose task it shall be to meet for the purpose of attempting to resolve such Dispute. The designated officers shall meet as often as the parties shall deem to be reasonably necessary. Such officers will discuss the Dispute. If the parties are unable to resolve the Dispute in accordance with this Section 10, and in the event that either of the parties concludes in good faith that amicable resolution through continued negotiation with respect to the Dispute is not reasonably likely, then the parties may mutually agree to submit to binding or nonbinding arbitration or mediation.

**11. Miscellaneous.**

11.1. **Assignment.** Neither party may assign all or any portion of this Agreement without the prior written consent of the other, which consent shall not be unreasonably withheld or delayed; provided, however, the City hereby acknowledges and agrees that the execution (as outlined in Exhibit F), delivery and performance of Redflex’s rights pursuant to this Agreement shall require a significant investment by Redflex, and that in order to finance such investment, Redflex may be required to enter into certain agreements or arrangements (“Financing Transactions”) with equipment lessor’s, banks, financial institutions or other similar persons or entities (each, a “Financial Institution” and collectively, “Financial Institutions”). The City hereby agrees that Redflex shall have the right to assign, pledge, hypothecate or otherwise transfer (“Transfer”) its rights, or any of them, under this Agreement to any Financial Institution in connection with any Financing Transaction between Redflex and any such Financial Institution, subject to the City’s prior written approval, which approval shall not be unreasonably withheld or delayed. The City further acknowledges and agrees that in the event that Redflex provides written notice to the City that it intends to Transfer all or any of Redflex’s rights pursuant to this Agreement, and in the event that the City fails to provide such approval or fails to object to such Transfer within forty-five (45) business days after its receipt of such notice from Redflex, for the purposes of this Agreement, the City shall be deemed to have consented to and approved such Transfer by Redflex. Notwithstanding the above, this Agreement shall inure to the benefit of, and be binding upon, the parties hereto, and their respective successors or assigns. Notwithstanding any permitted assignment or transfer, nothing herein shall relieve Redflex of its obligations set forth in this Agreement, nor modify any of the terms and conditions of this Agreement without the express written approval of City.

11.2. **RELATIONSHIP BETWEEN REDFLEX AND THE CITY.** Nothing in this Agreement shall create, or be deemed to create, a partnership, joint venture or the relationship of principal and agent or employer and employee between the parties. The relationship between the parties shall be that of independent contractors, and nothing contained in this Agreement shall create the relationship of

principal and agent or otherwise permit either party to incur any debts or liabilities or obligations on behalf of the other party (except as specifically provided herein).

- 11.3. AUDIT RIGHTS. Each of parties hereto shall have the right to audit to audit the books and records of the other party hereto (the "Audited Party") solely for the purpose of verifying the payments, if any, payable pursuant to this Agreement. Any such audit shall be conducted upon not less than forty-eight (48) hours' prior notice to the Audited Party, at mutually convenient times and during the Audited Party's normal business hours. Except as otherwise provided in this Agreement, the cost of any such audit shall be borne by the non-Audited Party. In the event any such audit establishes any underpayment of any payment payable by the Audited Party to the non-Audited Party pursuant to this Agreement, the Audited Party shall promptly pay the amount of the shortfall, and in the event that any such audit establishes that the Audited Party has underpaid any payment by more than twenty five percent (25%) of the amount of actually owing, the cost of such audit shall be borne by the Audited Party. In the event any such audit establishes any overpayment by the Audited Party of any payment made pursuant to this Agreement, non-Audited Party shall promptly refund to the Audited Party the amount of the excess.
- 11.4. FORCE MAJEURE. Neither party will be liable to the other or be deemed to be in breach of this Agreement for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include but are not limited to, acts of God or the public enemy, terrorism, significant fires, floods, earthquakes, epidemics, quarantine restrictions, strikes, freight embargoes, or Governmental Authorities approval delays which are not caused by any act or omission by Redflex, and unusually severe weather. The party whose performance is affected agrees to notify the other promptly of the existence and nature of any delay.
- 11.5. ENTIRE AGREEMENT. This Agreement represents the entire Agreement between the parties, and there are no other agreements (other than invoices and purchase orders), whether written or oral, which affect its terms. This Agreement may be amended only by a subsequent written agreement signed by both parties.
- 11.6. SEVERABILITY. If any provision of this Agreement is held by any court or other competent authority to be void or unenforceable in whole or part, this Agreement shall continue to be valid as to the other provisions thereof and the remainder of the affected provision.
- 11.7. WAIVER. Any waiver by either party of a breach of any provision of this Agreement shall not be considered as a waiver of any subsequent breach of the same or any other provision thereof.
- 11.8. CONSTRUCTION Except as expressly otherwise provided in this Agreement, this Agreement shall be construed as having been fully and completely negotiated and neither the Agreement nor any provision thereof shall be construed more strictly against either party.
- 11.9. HEADINGS. The headings of the sections contained in this Agreement are included herein for reference purposes only, solely for the convenience of the parties hereto, and shall not in any way be deemed to affect the meaning,

interpretation or applicability of this Agreement or any term, condition or provision hereof.

- 11.10. EXECUTION AND COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed an original, and such counterparts together shall constitute only one instrument. Any one of such counterparts shall be sufficient for the purpose of proving the existence and terms of this Agreement, and no party shall be required to produce an original or all of such counterparts in making such proof.
- 11.11. COVENANT OF FURTHER ASSURANCES. All parties to this Agreement shall, upon request, perform any and all acts and execute and deliver any and all certificates, instruments and other documents that may be necessary or appropriate to carry out any of the terms, conditions and provisions hereof or to carry out the intent of this Agreement.
- 11.12. REMEDIES CUMULATIVE. Each and all of the several rights and remedies provided for in this Agreement shall be construed as being cumulative and no one of them shall be deemed to be exclusive of the others or of any right or remedy allowed by law or equity, and pursuit of any one remedy shall not be deemed to be an election of such remedy, or a waiver of any other remedy.
- 11.13. BINDING EFFECT. This Agreement shall inure to the benefit of and be binding upon all of the parties hereto and their respective executors, administrators, successors and permitted assigns.
- 11.14. COMPLIANCE WITH LAWS. Nothing contained in this Agreement shall be construed to require the commission of any act contrary to law, and whenever there is a conflict between any term, condition or provision of this Agreement and any present or future statute, law, ordinance or regulation contrary to which the parties have no legal right to contract, the latter shall prevail, but in such event the term, condition or provision of this Agreement affected shall be curtailed and limited only to the extent necessary to bring it within the requirement of the law, provided that such construction is consistent with the intent of the Parties as expressed in this Agreement.
- 11.15. NO THIRD PARTY BENEFIT. Nothing contained in this Agreement shall be deemed to confer any right or benefit on any Person who is not a party to this Agreement.
- 11.16. INJUNCTIVE RELIEF; SPECIFIC PERFORMANCE. The parties hereby agree and acknowledge that a breach of Sections 4.1 (License), 4.3 (Restricted Use) or 7 (Confidentiality) of this Agreement would result in severe and irreparable injury to the other party, which injury could not be adequately compensated by an award of money damages, and the parties therefore agree and acknowledge that they shall be entitled to injunctive relief in the event of any breach of any material term, condition or provision of this Agreement, or to enjoin or prevent such a breach, including without limitation an action for specific performance hereof.
- 11.17. APPLICABLE LAW. This Agreement shall be governed by and construed in all respects solely in accordance with the laws of the State of California, United States.

11.18. JURISDICTION AND VENUE. Any dispute arising out of or in connection with this Agreement shall be submitted to the exclusive jurisdiction and venue of the courts located in the County of San Mateo and both parties specifically agree to be bound by the jurisdiction and venue thereof.

(The remainder of this page is left intentionally blank)



IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first set forth above.

“City”

“Redflex”

CITY OF MENLO PARK

REDFLEX TRAFFIC SYSTEMS, INC.,

By: \_\_\_\_\_

By: \_\_\_\_\_

Name:

Name:

Title:

Title:

**EXHIBIT "A"**  
**Designated Intersection Approaches**

The contract is for the implementation of up to twenty (20) intersections. Identification of enforced intersection will be based on mutual agreement between Redflex and the City as warranted by community safety and traffic needs.

EXHIBIT “B”  
Construction and Installation Obligations

Timeframe for Installation: Fixed Photo Red Light System

Redflex will have each specified intersection installed and activated in phases in accordance with an implementation plan to be mutually agreed to by Redflex Traffic Systems and the Municipality.

Redflex will use reasonable commercial efforts to install the system in accordance with the schedule set forth in the implementation plan that will be formalized upon project commencement.

Redflex will use reasonable commercial efforts to install and activate the first specified intersection within forty-five (45) to sixty (60) days subsequent to formal project kick-off. The Municipality agrees that the estimated timeframe for installation and activation are subject to conditions beyond the control of Redflex and are not guaranteed.

In order to provide the client with timely completion of the photo enforcement project Redflex Traffic Systems requires that the City assist with providing timely approval of City permit requests. The City acknowledges the importance of the safety program and undertakes that in order to keep the project on schedule the City is to provide city engineers review of Redflex permit requests and all documentation in a timely manner.

1. Redflex Obligations. Redflex shall do or cause to be done each of the following (in each case, unless otherwise stated below, at Redflex’s sole expense):
  - 1.1. Appoint the Redflex Project Manager and a project implementation team consisting of between one (1) and four (4) people to assist the Redflex Project Manager;
  - 1.2. Request current “as-built” electronic engineering drawings for the Designated Intersection Approaches (the “Drawings”) from the city traffic engineer;
  - 1.3. Develop and submit to the City for approval construction and installation specifications in reasonable detail for the Designated Intersection Approaches, including but not limited to specifications for all radar sensors, pavement loops, electrical connections and traffic controller connections, as required; and
  - 1.4. Seek approval from the relevant Governmental Authorities having authority or jurisdiction over the construction and installation specifications for the Designated Intersection Approaches (collectively, the “Approvals”), which will include compliance with City permit applications.
  - 1.5. Finalize the acquisition of the Approvals;
  - 1.6. Submit to the City a public awareness strategy for the City’s consideration and approval, which strategy shall include media and educational materials for the City’s approval or amendment (the “Awareness Strategy”);
  - 1.7. Develop the Redlight Violation Criteria in consultation with the City;
  - 1.8. Develop the Enforcement Documentation for approval by the City, which approval shall not be unreasonably withheld;

- 1.9. Complete the installation and testing of all necessary Equipment, including hardware and software, at the Designated Intersection Approaches (under the supervision of the City);
  - 1.10. Cause an electrical sub-contractor to complete all reasonably necessary electrical work at the Designated Intersection Approaches, including but not limited to the installation of all related Equipment and other detection sensors, poles, cabling, telecommunications equipment and wiring, which work shall be performed in compliance with all applicable local, state and federal laws and regulations;
  - 1.11. Install and test the functionality of the Designated Intersection Approaches with the Redflex System and establish fully operational Violation processing capability with the Redflex System;
  - 1.12. Implement the use of the Redflex System at each of the Designated Intersection Approaches;
  - 1.13. Deliver the Materials to the City; and
  - 1.14. Issue citation notices for Authorized Violations;
  - 1.15. Redflex shall provide training (i) for up to fifteen (15) personnel of the City, including but not limited to the persons who City shall appoint as Authorized Officers and other persons involved in the administration of the Redlight Photo Enforcement Program, (ii) for at least sixteen (16) hours in the aggregate, (iii) regarding the operation of the Redflex System and the Redlight Photo Enforcement Program, which training shall include training with respect to the Redflex System and its operations, strategies for presenting Violations Data in court and judicial proceedings and a review of the Enforcement Documentation;
  - 1.16. Interact with court and judicial personnel to address issues regarding the implementation of the Redflex System, the development of a subpoena processing timeline that will permit the offering of Violations Data in court and judicial proceedings, and coordination between Redflex, the City and juvenile court personnel; and
  - 1.17. Provide reasonable public relations resources and media materials to the City in the event that the City elects to conduct a public launch of the Redlight Photo Enforcement Program.
  - 1.18. Citation processing and citation re-issuance.
  - 1.19. Assist City in compliance with all State, Federal, and Local legislation and court decision directives, including, but not limited to, implementation of the requirements of Senate Bill 1303, enacted September 28, 2012.
  - 1.20. Redflex agrees to upgrade the City's existing Red Light Camera installations to the latest digital technology, at no cost to the City, when mutually agreed the issuance rate would significantly increase due to the upgrade in technology."
2. **CITY OBLIGATIONS.** The City shall do or cause to be done each of the following (in each case, unless otherwise stated below, at City's sole expense):
- 2.1.1. Appoint the Project Manager;
  - 2.1.2. Assist Redflex in obtaining the Drawings from the relevant Governmental Authorities;

- 2.1.3. Notify Redflex of any specific requirements relating to the construction and installation of any Intersection Approaches or the implementation of the Redlight Photo Enforcement Program;
- 2.1.4. Provide assistance to Redflex in obtaining access to the records data of the Department of Motor Vehicles in Redflex's capacity as an independent contractor to the City; and
- 2.1.5. Assist Redflex in seeking the Approvals
- 2.1.6. Provide reasonable access to the City's properties and facilities in order to permit Redflex to install and test the functionality of the Designated Intersection Approaches and the Redlight Photo Enforcement Program;
- 2.1.7. Provide reasonable access to the personnel of the City and reasonable information about the specific operational requirements of such personnel for the purposes of performing training;
- 2.1.8. Seek approval or amendment of Awareness Strategy and provide written notice to Redflex with respect to the quantity of media and program materials (the "Materials") that the City will require in order to implement the Awareness Strategy during the period commencing on the date on which Redflex begins the installation of any of the Designated Intersection Approaches and ending one (1) month after the Installation Date;
- 2.1.9. Assist Redflex in developing the Redlight Violation Criteria; and
- 2.1.10. Seek approval of the Enforcement Documentation.

## EXHIBIT "C"

### Maintenance

1. All repair and maintenance of Photo Red Light Enforcement systems and related equipment will be the sole responsibility of Redflex, including but not limited to maintaining the casings of the cameras included in the Redflex System and all other Equipment in reasonably clean and graffiti-free condition.
2. Redflex shall not open the Traffic Signal Controller Boxes without a representative of city Traffic Engineering present.
3. The provision of all necessary communication, broadband and telephone services to the Designated Intersection Approaches will be the sole responsibility of the Redflex
4. The provision of all necessary electrical services to the Designated Intersection Approaches will be the sole responsibility of the City
5. In the event that images of a quality suitable for the Authorized Officer to identify Violations cannot be reasonably obtained without the use of flash units, Redflex shall provide and install such flash units.
6. The Redflex Project Manager (or a reasonable alternate) shall be available to the Police Project Manager each day, on a reasonable best efforts basis.
7. Redflex will inspect the Equipment and the functionality of the Redflex System at each Designated Intersection Approach at least monthly, conduct remote inspection of the System at least weekly, and make automated camera checks each business day. Redflex shall respond to any material malfunction of any Redflex System within twenty-four (24) hours of its receipt of a notice of malfunction from the City or its own discovery of such malfunction. In the event of any Redflex System malfunction at a Designated Intersection Approach, Redflex shall use its best efforts to cause the malfunction to be repaired within forty eight (48) hours of its receipt of a malfunction notice from the City or discovery of the malfunction itself. If the malfunction has not been satisfactorily repaired so that functionality has been restored within such forty eight (48) hour period, Redflex shall notify the City's Project Manager and Redflex's compensation shall be reduced according to Exhibit "D."

EXHIBIT "D"  
COMPENSATION & PRICING

1. **PAYMENT:** City shall pay a fixed fee of \$5,397.50, per month for each of the four (4) Designated Intersection Approaches located at Bayfront Expressway at Willow (BAWI-01); El Camino Real at Ravenswood (ECRA-01); El Camino Real at Ravenswood (ECRA-03); and El Camino Real at Glenwood/Valparaiso (ECVA-01) (together, \$21,590.00, for all four intersections). City shall pay a fixed fee of \$6,200.00, per month for the Designated Intersection Approach at Bayfront Express at Chilco (BACH-01), if the Parties agree to install this new approach and for any other new approach which may be constructed. Together, these payments shall be full remuneration for performing all of the services contemplated in this Amendment.
2. **CREDIT FOR MALFUNCTIONS:** The Customer shall not be obligated to pay, and will not be invoiced, for each calendar day that the Redflex System at a particular Designated Intersection Approach is not functioning for a period of more than two consecutive days in any thirty day period due to Equipment related malfunction. The invoice for the relevant period will show a credit of 1/30th of the Fixed Fee for each day that the Redflex System was not functioning in that month. In any calendar month where the Redflex System is not functioning for fourteen (14) or more days at a particular Designated Intersection Approach, the Customer shall not be obligated to pay and will not be invoiced for the Fixed Fee for that Designated Intersection Approach.
3. **DISABLED APPROACHES:** Redflex and City recognize that due to construction or maintenance by City, the State or State Agency or Redflex, or by actions taken by third parties outside the control of either Redflex or City, occasionally approaches may be temporarily disabled. For approaches disabled for a period of seven (7) consecutive days or more, the City shall only be invoiced and will only be obligated to pay, an amount equal to fifty percent (50%) of the Fixed Fee for that specific approach.
4. **PAYMENT:** City agrees to pay Redflex within thirty (30) days after the invoice is received.
5. **RELOCATION OF APPROACHES:** Intersection approaches can be relocated to a new site at the City's request and expense.

6. **EQUITABLE COST RECOVERY BY REDFLEX UPON EARLY TERMINATION OF THE CONTRACT BY A 4/5TH VOTE OF THE CITY COUNCIL:** In the event the City exercises its right to terminate this Agreement under Section 6.1, Redflex shall be entitled to a cancellation fee for each installed approach which reflects reimbursement of the direct labor costs and direct material costs (not including Equipment costs and salvageable material costs) solely associated with the installation of the Redflex Photo Red Light System at all Intersection Approaches where such system(s) have been installed prior to the effective date of Termination (the “Reimbursable Costs”). For new installations, Reflex shall provide an itemization of the Reimbursable Costs, with supporting invoices and labor expense documentation, to the City within thirty (30) days of the completion of installation of the Redflex Photo Red Light System at each designated Intersection Approach. Said Reimbursable Costs are currently estimated to equal approximately \$25,000 per Intersection Approach but, in no event, shall said amount exceed \$50,000 per Intersection Approach. For the purpose of this section, the cancellation fee shall be derived in accordance with the following formula:

The cancellation fee shall be derived in accordance with the following formula:

x the number of months remaining in the Agreement

Y = the number of months of the Agreement

X1Y = the percentage of remaining Agreement

Z = the Reimbursable Costs per Installed Approach (not to exceed \$50,000)

(X1Y)Z amount to be paid as cancellation fee

For example, if the Agreement ends on the last day of the 24th month and the

Installed Approach was installed in month 12, the cancellation fee would be:

x = 36 (60 months - 24 months transpired under the Agreement).

Y = 60 (number of months of the Agreement).



$Z = \$60,000$  (value of reimbursable costs)

$7Y * Z = (36/60 *$

$\$60,000)$

Calculation of Fee =  $\$36,000$

Exhibit "E"

Additional Rights and Obligations

Redflex and the City shall respectively have the additional rights and obligations set forth below:

1. Redflex shall assist the City in public information and education efforts, including but not limited to the development of artwork for utility bill inserts, press releases and schedules for any public launch of the Redlight Photo Enforcement Program (actual print and production costs are the sole responsibility of the City).
2. As part of the standard reports, Redflex will provide a report that monitors violation counts at each enforced intersection; which will demonstrate the impact of Redflex system.
3. Redflex shall be solely responsible for installing and maintaining such Signage. The Redflex shall be solely responsible for the fabrication of any signage, notices or other postings required pursuant to any law, rule or regulation of any Governmental Authority ("Signage"), including but not limited to the Vehicle Code, and shall assist in determining the placement of such Signage.
4. The Redflex Project Manager and the Police Project Manager shall meet on a weekly basis during the period commencing as of the date of execution hereof and ending on the Installation Date, and on a monthly basis for the remainder of the Term, at such times and places as the Redflex Manager and the City Manager shall mutually agree.
5. The City shall not access the Redflex System or use the Redlight Photo Enforcement Program in any manner other than prescribed by law and which restricts or inhibits any other Person from using the Redflex System or the Redflex Photo Enforcement Program with respect to any Intersection Approaches constructed or maintained by Redflex for such Person, or which could damage, disable, impair or overburden the Redflex System or the Redflex Photo Enforcement Program, and the City shall not attempt to gain unauthorized access to (i) any account of any other Person, (ii) any computer systems or networks connected to the Redflex System, or (iii) any materials or information not intentionally made available by Redflex to the City by means of hacking, password mining or any other method whatsoever, nor shall the City cause any other Person to do any of the foregoing.
6. The City shall maintain the confidentiality of any username, password or other process or device for accessing the Redflex System or using the Redlight Photo Enforcement Program.
7. Each of Redflex and the City shall advise each other in writing with respect to any applicable rules or regulations governing the conduct of the other on or with respect to the property of such other party, including but not limited to rules and regulations relating to the safeguarding of confidential or proprietary information, and when so advised, each of Redflex and the City shall obey any and all such rules and regulations.
8. The City shall promptly reimburse Redflex for the cost of repairing or replacing any portion of the Redflex System, or any property or equipment related thereto, damaged directly or indirectly by the City, or any of its employees, contractors or agents.

9. Redflex shall promptly repair or reimburse City for the cost of repairing or replacing any traffic signal equipment, pavement, or other property of City, damaged directly or indirectly by Redflex, or any of its employees, contractors or agents.

### Insurance

1. During the Term, Redflex shall procure and maintain at Redflex's sole cost and expense the following insurance coverage with respect to claims for injuries to persons or damages to property which may arise from or in connection with the performance of work or services pursuant to this Agreement by Redflex, and each of Redflex's subcontractors, agents, representatives and employees:
2. Commercial General Liability Insurance. Commercial General Liability Insurance with coverage of not less than One Million Dollars (\$1,000,000) combined single limit per occurrence for bodily injury and property damage;
3. Commercial Automobile Liability Insurance. Commercial Automobile Liability Insurance with coverage of not less than One Million Dollars (\$1,000,000) combined single limit per occurrence for bodily injury or property damage, including but not limited to coverage for all automobiles owned by Redflex, hired by Redflex, and owned by third parties;
4. Professional Liability (Errors and Omissions) Insurance. Redflex will use its commercial best efforts to procure and maintain Professional Liability (Errors and Omissions) Insurance with coverage of not less than One Million Dollars (\$1,000,000) per occurrence and in the aggregate.
5. Workers' Compensation and Employer's Liability Insurance. Workers' Compensation Insurance with coverage of not less than the limits required by the Labor Code of the State of (insert name), Employer's Liability Insurance with coverage of not less than One Million Dollars (\$1,000,000) per occurrence.
6. With respect to the insurance described in the foregoing Section of this Exhibit E, any deductibles or self-insured retentions must be declared to and approved by the City, and any changes to such deductibles or self-insured retentions during the Term must be approved in advance in writing by the City. Redflex shall be responsible for paying all deductibles or self insured retentions in connection with any insured loss covered by Redflex's insurance.
7. With respect to the Commercial General Liability Insurance the following additional provisions shall apply:
8. The City Parties shall be covered as additional insureds with respect to any liability arising from any act or omission of any Redflex Parties on the premises upon which any such Redflex Parties may perform services pursuant to this Agreement, and such coverage shall contain no special limitations on the scope of protection afforded to such additional insureds.
9. The insurance coverage procured by Redflex and described above shall be the primary insurance with respect to the City Parties in connection with this Agreement, and any insurance or self-insurance maintained by any of the City Parties shall be in excess, and not in contribution to, such insurance.
10. Any failure to comply with the reporting provisions of the various insurance policies described above shall not affect the coverage provided to the City Parties, and such insurance policies shall state the such insurance coverage shall apply separately with respect to each additional insured against whom any claim is made or suit is brought, except with respect to the limits set forth in such insurance policies.

11. With respect to the insurance described in the foregoing Section of this Exhibit E, each such insurance policy shall be endorsed to state that the coverage provided thereby shall not be cancelled except after thirty (30) calendar days' prior written notice to the City. If any of the Redflex Parties are notified by any insurer that any insurance coverage will be cancelled, Redflex shall immediately provide written notice thereof to the City and shall take all necessary actions to correct such cancellation in coverage limits, and shall provide written notice to the City of the date and nature of such correction. If Redflex, for any reason, fails to maintain the insurance coverage required pursuant to this Agreement, such failure shall be deemed a material breach of this Agreement, and the City shall have the right, but not the obligation and exercisable in its sole discretion, to either (i) terminate this Agreement and seek damages from Redflex for such breach, or (ii) purchase such required insurance, and without further notice to Redflex, deduct from any amounts due to Redflex pursuant to this Agreement, any premium costs advanced by the City for such insurance. If the premium costs advanced by the City for such insurance exceed any amounts due to Redflex pursuant to this Agreement, Redflex shall promptly remit such excess amount to the City upon receipt of written notice thereof.
12. Redflex shall provide certificates of insurance evidencing the insurance required pursuant to the terms of this Agreement, which certificates shall be executed by an authorized representative of the applicable insurer, and which certificates shall be delivered to the City prior to Redflex commencing any work pursuant to the terms of this Agreement.

Exhibit F

FORM OF ACKNOWLEDGMENT AND CONSENT

This Acknowledgement and Consent, dated as of \_\_\_\_\_, 2013, is entered into by and between the City of Menlo Park (the "City") and Redflex Traffic Systems, Inc., ("Redflex"), with reference to the Agreement between the City of Menlo Park and Redflex Traffic Systems, inc. for Photo red light enforcement program, dated as of \_\_\_\_\_, by and between the City and Redflex (the "Agreement").

1. Redflex has entered into a Credit Agreement, dated as of August 3, 2003 (the "Harris-Redflex Credit Agreement"), with Harris Trust and Savings Bank (the "Bank"), pursuant to which the Bank has provided certain working capital credit facilities to Redflex. Such credit facilities will provide Redflex the working capital that it needs to perform its obligations to the City under the Agreement.

2. Pursuant to the Harris-Redflex Credit Agreement, Redflex has granted Harris a security interest in all of Redflex's personal property as collateral for the payment and performance of Redflex's obligations to the Bank under the Harris-Redflex Credit Agreement. Such security interest applies to and covers all of Redflex's contract rights, including, without limitation, all of Redflex's rights and interests under the Agreement.

3. Redflex will not, by virtue of the Harris-Redflex Credit Agreement, be relieved of any liability or obligation under the Agreement, and the Bank has not assumed any liability or obligation of Redflex under the Agreement.

4. The City hereby acknowledges notice of, and consents to, Redflex's grant of such security interest in favor of the Bank in all of Redflex's rights and interests under the Agreement pursuant to the Harris-Redflex Credit Agreement.

5. The City further acknowledges and agrees that this Acknowledgement and Consent shall be binding upon the City and shall inure to the benefit of the successors and assigns of the Bank and to any replacement lender which refinances Redflex's obligations to the Bank under the Harris-Redflex Credit Agreement.

IN WITNESS WHEREOF, the City and Redflex have caused this Acknowledgement and Consent to be executed by their respective duly authorized and elected officers as of the date first above written.

The City:	Redflex:
CITY OF MENLO PARK, California	REFLEX TRAFFIC SYSTEMS, INC., a Delaware Corporation
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____



## ADMINISTRATIVE SERVICES DEPARTMENT

Council Meeting Date: August 20, 2013  
Staff Report #: 13-137

Agenda Item #: F-3

**REGULAR BUSINESS:**                    **Consider Approval of the Terms of an Agreement between the City of Menlo Park and the Menlo Park Police Sergeants' Association**

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### RECOMMENDATION

Adopt a resolution to approve the terms of a collective bargaining agreement between the City of Menlo Park and the Menlo Park Police Sergeants' Association (PSA), and authorizing the City Manager to execute a Memorandum of Understanding (MOU) with a term of July 1, 2013 through June 30, 2014.

### BACKGROUND

On April 2, 2013, in accordance with Council's Public Input and Outreach Regarding Labor Negotiations policy, a staff report was placed on the Council agenda providing an opportunity for public comment prior to the commencement of labor negotiations. The staff report provided a summary of background information related to labor negotiations, a summary of bargaining unit information, personnel cost information, and the methodology used to determine a competitive and appropriate compensation package.

At the request of City Council, a special meeting was held to provide a second opportunity for public input and comment on April 23, 2013.

The Menlo Park Police Department staff includes eight supervising sergeants represented by the Police Sergeants' Association (PSA). The City's and the PSA's negotiation teams commenced negotiations on April 25, 2013. The parties met approximately eight times and reached a Tentative Agreement (TA) on July 23, 2013. The PSA notified the City that the TA was ratified by the membership on July 29, 2013.

### ANALYSIS

A complete copy of the Tentative Agreement is attached. The Tentative Agreement is on a full MOU, between the City and PSA. The following is a summary of key provisions and/or changes from the previous MOU.

<b>Term</b>	One year, July 1, 2013- June 30, 2014
<b>General Leave Cashout</b>	Incorporation into the MOU of a previously agreed upon side letter regarding changes to the General Leave Cashout program.
<b>Dental Insurance</b>	Clarification of existing language regarding the reimbursement of dental expenditures in accordance with the City's self-insured dental plan.
<b>Retirement</b>	<p>Incorporation of State mandated pension reforms under the Public Employees' Pension Reform Act (PEPRA).</p> <p>Effective as soon as practicable and after July 1, 2013, the employee three percent (3.00%) contribution toward the employer's contribution to the Public Employees' Retirement System (PERS) shall be taken as a pre-tax deduction from the employees' paycheck each payroll period. The City and PSA agree that the three percent (3%) will continue past the expiration of the MOU. If for any reason the City is precluded from making the three percent (3%) deduction or the deduction cannot be made on a pre-tax basis, the parties agree to meet and confer regarding ways to cure the defect.</p>
<b>Labor Management Committee</b>	Effective for the term of this agreement, the City and PSA agree to the establishment of a Labor Management Committee (LMC) to serve as an advisory committee and to facilitate employee education and involvement in issues regarding CalPERS retirement benefits, including but not limited to, potential future cost increases and the impacts of said cost increases to the financial stability of the City. The LMC shall meet regularly and not less than once per quarter.
<b>Grievance Procedure</b>	Revisions to clarify and streamline the existing grievance procedures utilized to resolve disputes over alleged violations, misinterpretations or misapplications of the MOU or policy/procedure manuals affecting the working conditions of Sergeants.
<b>Discipline Appeals</b>	New section bifurcating the existing discipline appeal process from the grievance procedure and amending the process by which an arbitrator is selected to include the option that either party may request the Superior Court of the County of San Mateo to appoint an arbitrator who shall be a retired judge of the Superior Court to serve as the arbitrator.



**Agreement  
Conditions**

This Memorandum of Understanding sets forth a full and entire understanding of the parties regarding the matters set forth herein, and any and all prior or existing Memoranda of Understanding, understandings and agreements regarding the matters set forth herein, whether formal or informal, are hereby superseded and terminated in their entirety.

No practice or benefit provided by this Memorandum of Understanding shall be modified without the mutual agreement of the City and PSA.

**Employee  
Recognition  
Program**

Establishment of a new Employee Recognition Program which utilizes an employee driven process to recognize and reward exemplary employee performance.

**IMPACT ON CITY RESOURCES**

This Tentative Agreement does not result in any direct financial impact to the City in the 2013-2014 fiscal year.

**POLICY ISSUES**

This recommendation aligns with the City's goals to continue fiscal prudence and strategic planning for potential increased costs for employee retirement benefits.

**ENVIRONMENTAL REVIEW**

No environmental review is 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. Tentative Agreement 2013-2014 City/PSA Successor Memorandum of Understanding

Report prepared by:  
Gina Donnelly  
Human Resources Director

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**CITY OF MENLO PARK  
AND  
MENLO PARK POLICE SERGEANTS' ASSOCIATION  
TENTATIVE AGREEMENT**

This Agreement is on an overall settlement on the terms of a successor Memorandum of Understanding between the City of Menlo Park ("City") and Menlo Park Police Sergeants' Association ("PSA").

This Agreement is considered tentative and shall not be considered final or binding until ratified by the PSA Membership and approved by City Council.

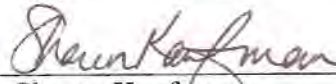
This document sets forth the full agreements of the parties reached during these negotiations. Anything that is not included in this Agreement is not part of the Tentative Agreement.


The parties understand that in the event either party rejects this Agreement, each party reserves the right to modify, amend and/or add proposals.

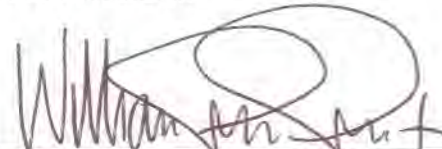
FOR THE CITY:

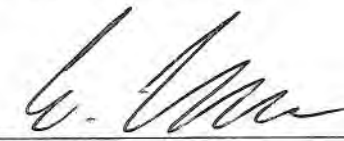
FOR THE PSA:


  
Gina Donnelly  
Human Resources Director  
Date 07/25/13

  
Sharon Kaufman  
PSA President  
Date 7-23-13

  
Charles Sakai  
Labor Consultant  
Date 7/23/13

  
William Dixon  
PSA Team Member  
Date JULY 23, 2013

  
Eric Cowans  
PSA Team Member  
Date 7-23-13

  
Matthew Bacon  
PSA Negotiator  
Date 7-23-13

**CITY OF MENLO PARK  
AND  
MENLO PARK POLICE SERGEANTS' ASSOCIATION  
TENTATIVE AGREEMENT**

**Term**

- Please see attached.

**General Leave Cashout**

- Please see attached.

**Leave Provisions**

- Please see attached.

**Article 5**

- Please see attached.

**Dental Insurance**

- Please see attached.

**Retirement Programs**

- Please see attached.

**Discipline Appeals**

- Please see attached.

**Labor Management Committee**

- Please see attached.

**Full Understanding, Modification and Waiver**

- Please see attached.

**Various language clean-up/corrections**

- Please see attached.

**Employee Recognition Program**

- Please see attached.

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**THE MENLO PARK POLICE SERGEANTS**  
**ASSOCIATION**  
**AND**  
**THE CITY OF MENLO PARK**



| **July 1, 2011-2013 to June 30, 20132014**

PREAMBLE

This Memorandum of Understanding is reached between the City of Menlo Park ("City") and the Menlo Park Police Sergeants' Association ("PSA"), representing the classification of Sergeant within the City's Police Department. The parties have reached this Memorandum of Understanding following meeting and conferring in good faith as required under Government Code Sections, 3500, et seq. Existing practices and/or benefits which are not referenced in this Memorandum and which are subject to the meet and confer process shall continue without change unless modified subject to the meet and confer process.

The parties agree as follows:

ARTICLE 1: TERM

| The term of this Memorandum shall be July 1, ~~2011~~2013 to June 30, ~~2013~~2014.

ARTICLE 2: PAY RATES AND PRACTICES

2.1 Salary Schedule

| The salary schedule for ~~officers~~employees in the representation unit shall be as set forth in Appendix "A" to this Agreement.

There shall be no adjustment to the salary schedule during the term of this Agreement.

2.2 POST Incentive

Unit members who possess a Peace Officer Standards and Training (POST) intermediate certificate shall receive a five percent premium in accordance with the current practice.

Unit members who possess a Peace Officer Standards and Training (POST) advanced certificate shall receive a ten percent (10%) premium in accordance with the current practice.

2.3 Overtime

Overtime will be applied in accordance with the Fair Labor Standards Act.

2.4 Call Back Pay

| ~~Officers~~Employees who are called back after leaving work at the end of a normal shift shall be entitled to a minimum of four (4) hours pay at the rate of time and one-half (1-1/2); exception: court pay is three (3) hours minimum.

## 2.5 Management Benefit Package

Each represented member will be reimbursed up to Two Thousand Dollars (\$2,000.00) per fiscal year for the following:

- (a) Civic and professional association memberships and their related programs
- (b) Conference participation and travel expense
- (c) Professional subscriptions
- (d) Physical fitness programs as directed by a physician
- (e) Tuition reimbursement:

To qualify for educational reimbursement, the education must maintain or improve the employee's skills in performing his or her job, or be necessary to meet the express requirements of the City or the requirements of applicable law. The education to which reimbursement relates must not be part of a program qualifying employees for another trade or businesses; or be necessary to meet the minimum educational requirements for employment. Permissible educational expenses are refresher courses, courses dealing with current developments, academic or vocational courses as well as the travel expenses allocated with the course. To qualify for tuition reimbursement, coursework must be approved by the Chief of Police or his or her designee prior to the first day of class. Said approval shall be based only on the criteria in this paragraph. Course work intended to meet the entry level requirements for any positions in the City is not reimbursable. Graduate course work in the pursuit of related graduate professional programs and which enhance the skills of the employee are reimbursable as defined under the Internal Revenue Code.

- (f) Optical expenses not reimbursed by any other source
- (g) Child Care expenses:

The annual amount submitted for reimbursement cannot exceed the income of the lower paid spouse. The reimbursement request must be for employment-related expenses for the care of one or more dependents who are under age 13 and entitled to a ~~dependent~~ deduction under Internal Revenue Code Section 151 (e) or a dependent who is physically or mentally incapable of caring for himself or herself.

- (h) Employee and dependent excess coverage for medical, dental, optical and orthodontia

(i) City Recreation Programs:

The City will reimburse the unit members for fees paid for unit members and/or their dependents to participate in the City's Recreation Department programs.

Reimbursements for participation may be made if the reimbursements qualify as "no additional cost" services under Section 132 (b) of the Internal Revenue Code and that to qualify as "no additional cost" services the reimbursements must be only for classes in which the employees participate on a space available basis. Under Section 132 (f) (2) of the Code, spouses and dependent children may also participate in City-sponsored recreation programs and activities on a space available basis.

Expenditures under (a), (b), (c), and (e) above must be job related and approved by the City.

Monies not spent while this document is in force may be rolled over into the following term for a period not to exceed twelve months or applied to one of the City sponsored deferred compensation plans, at the employee's option. Excess funds may not be received in cash.

The City reserves the right to freely administer this Section and may disallow future claims that do not strictly conform to these sections, e.g., cellular phones or phone bills.

2.6 Uniform Allowance

All unit members shall receive the sum of One Thousand Forty Dollars (\$1,040.00) per year to be used for the purchase and maintenance of uniforms. Said amounts shall be paid on the twenty-fifth pay period. The City will pay the initial cost of a class A uniform for all unit members.

2.7 General Leave Cashout

~~An unit member/employee may once each fiscal year cash in up to one hundred and twenty (120) hours per year provided a minimum balance of one hundred (100) hours of general leave is maintained.~~ cash out General Leave in accordance with the General Leave Cashout Policy.

~~Cash out is contingent upon the unit member having taken forty (40) consecutive hours off during the past twenty-six (26) pay periods.~~

~~A member may cash out up to one hundred and twenty (120) hours if a planned use of forty (40) consecutive hours is scheduled within forty-five days of the requested cash out. Should the forty (40) hours not be taken as scheduled for any reason, the cashed-out funds will be refunded to the City within 15 calendar days.~~



~~Cashout shall be calculated on the base hourly rate for the employee multiplied by the number of cashout hours designated. No premium pay, POST incentive, overtime or any other pay shall be included.~~

~~The check shall be made available one week after written request is received by the Personnel Division. No more than four (4) requests may be made during any twelve (12) month period.~~

## 2.8 Compensatory Time

~~An unit memberemployee may accumulate a maximum of three hundred (300) hours of compensatory time. Once an unit memberemployee has reached the limits of compensatory time in this section he/she shall receive cash at the overtime rate for all overtime worked.~~

~~Any unit memberemployee who has an excess of three hundred (300) hours of compensatory time on the books will not be allowed to accrue further compensatory time until the balance falls below the three hundred (300) hours maximum.~~

~~Upon request, unit members who have eCompensatory time in excess of the maximum allowed in the Memorandum of Understanding may shall be cashed out any amount over the limit specified for compensatory time accrual in the MOU. Cashout shall be calculated in the manner specified in section 2.7.~~

~~Upon termination, all unused compensatory time shall be paid off at the final rate of pay received by the officeremployee.~~

## 2.9 Continuing Benefits

The City will pay the increased cost of existing benefits, except as specifically provided herein.

## 2.10 Bilingual Differential

2.10.1 Any position assigned to job duties requiring bilingual skills are eligible to receive Seventy-Five (\$75.00) each pay period for the use of bilingual skills in job duties arising during the normal course of work.

2.10.2 The ~~Personnel Officer~~Human Resources Department, on the basis of a proficiency test developed and administered by the City, shall determine eligibility for the bilingual pay differential.

2.10.3 Bilingual skills shall not be a condition of employment except for ~~officers~~employees who are hired specifically with that requirement. If an ~~officer~~

employee is hired under this provision, that requirement shall be included in the initial employment letter.

2.10.4 The City retains the right to discontinue the bilingual differential, provided the City gives the exclusive representative ten (10) days written notice prior to such revocation, in order to allow the opportunity for the parties to meet and confer.

2.10.5 No employee shall be required to use bilingual skills that is not compensated under this section.

Any ~~officer~~ employee who is reassigned to another position within this bargaining unit, and was receiving the bilingual differential at the time of appointment, shall have their need for bilingual skills reviewed by the Chief of Police. If the Chief of Police determines that bilingual skills in the position are required, the differential shall continue, otherwise, the bilingual differential will be ~~differential~~ discontinued.

#### 2.11 On-Call Pay

Sergeants assigned to the detective unit who are placed in an on-call status shall be compensated for each day or portion thereof on normal days off that she/he is on-call at the rate of fifty dollars (\$50.00) per twenty-four (24) hour period. Sergeants assigned to the detective unit who are on-call and fail to respond when called may be subject to disciplinary action.

#### 2.12 Vehicle Allowance

Sergeants assigned to the detective unit, who are assigned to use their personally owned vehicle for City use, shall receive a monthly automobile allowance of five hundred dollars (\$500.00). The automobile allowance shall cover all costs of operating the vehicle for City use, including but not limited to, maintenance, insurance and fuel.

#### 2.13 Night Shift Differential

For ~~unit member~~ employees assigned to patrol, the City shall pay a shift differential of two percent (2.00%) for regular assignment to night shift. The shift differential shall not be paid on any regularly assigned schedule worked which includes day or swing shift.

Shift differential shall only be paid to ~~officers~~ employees assigned to a night shift, and shall not apply to ~~officers~~ employees filling open shifts or otherwise assigned to nights on a temporary basis.

#### 2.14 Longevity Pay

~~Unit members~~ Employees who have achieved levels of continuous service as in a full time sworn police ~~officer~~ position with the City of Menlo Park, and who have received annual

performance reviews with overall ratings of “meets standards” or above shall be eligible to receive the following:

- 1.3.2 The first pay period after completing eleven (11) years of service. This period is (0.00%) calculated upon base pay.
  - 1.3.3 The first pay period after completing fifteen (15) years of service. This period is (0.00%) calculated upon base pay.
  - 1.3.4 The first pay period after completing twenty (20) years of service. This period is (0.00%) calculated upon base pay.
- The maximum incentive pay that may be received by an officer eligible for a merit payment is (0.00%).

### ARTICLE 7 - LEAVE PROVISIONS

#### Section 7.1 - Leave of Absence

- 7.1.1 Leaves of absence without pay may be granted in cases of personal emergency or when such absence would not be contrary to the best interests of the City. Leaves denied in the best interests of the City shall be taken as soon as possible after the interests of the City are met. The member shall be notified of the effective date of the rescheduled leave.
- 7.1.2 Requests for leave of absence without pay must be submitted in writing from the Police Chief. The Chief may grant a non-member a leave of absence without pay for a period not less than four weeks and more than one (1) year, during which time he benefits and no security will accrue. Approval shall be in writing and a copy filed with the Personnel Administration Department.
- 7.1.3 Upon expiration of a regularly approved leave, or within five (5) working days after notice to return to duty, the employee shall be reinstated in the same or an equivalent position to that held at the time the leave was granted. Failure on the part of an employee to report promptly at the expiration of the leave, or within five (5) working days after notice to report for duty shall be treated as an automatic resignation from City service unless the Chief determines that extenuating circumstances exist to correct that status. However, any unapproved absence may be cause for disciplinary action.
- 7.1.4 During such absence as described in this section, the employee shall not be entitled to any benefits.

- 2.15.1 The first pay period after completing seven (7) years of service: two percent (2.00%) calculated upon base pay.
- 2.15.2 The first pay period after completing eleven (11) years of service: four percent (4.00%) calculated upon base pay.
- 2.15.3 The first pay period after completing fifteen (15) years of service: six percent (6.00%) calculated upon base pay.
- 2.15.4 The first pay period after completing twenty (20) years of service: eight percent (8.00%) calculated upon base pay.

The maximum longevity pay that may be received by an ~~officer~~employee is eight percent (8.00%).

### ARTICLE 3: LEAVE PROVISIONS

#### 3.1 Leave of Absence Without Pay

- 3.1.1 Leaves of absence without pay may be granted in cases of personal emergency or when such absences would not be contrary to the best interests of the City. Leaves denied in the best interests of the City shall be taken as soon as possible after the interests of the City are met. The member shall be notified of the effective date of the rescheduled leave.
- 3.1.2 Requests for leave of absence without pay must be submitted in written form to the Police Chief. The Chief may grant a unit member a leave of absence without pay for a period not less than four weeks nor more than one (1) year, during which time no benefits and no seniority will accrue. Approval shall be in writing and a copy filed with the ~~Personnel Division~~Human Resources Department.
- 3.1.3 Upon expiration of a regularly approved leave, or within five (5) working days after notice to return to duty, the ~~unit member~~employee shall be reinstated in the same or an equivalent position to that held at the time the leave was granted. Failure on the part of an ~~unit member~~employee to report promptly at the expiration of the leave, or within five (5) working days after notice to report for duty shall be treated as an automatic resignation from City service unless the Chief determines that extenuating circumstances exist to excuse that absence. However, any unapproved absence may be cause for disciplinary action.
- ~~3.1.4 During paid leaves of absence the unit member may elect to use accrued vacation time.~~

3.1.5 Merit pay raises and performance review dates shall be extended by the amount of the leave without pay taken.

### 3.2 Long Term Disability

3.2.1 Should any non-work related illness or injury extend beyond thirty (30) working days, the City will insure continued payment to the worker at 66.67 percent of salary, up to a maximum as provided in the long term disability policy. The amounts paid shall be less any payments received from either workers' compensation or retirement. During the first year of disability and so long as no retirement determination has been made by the City, the worker will be entitled to continued City paid health insurance, AD&D, and dental and life insurance benefits. At the end of 365 calendar days from the date of illness or injury or unless previously retired, should the worker not be able to return to work, the worker will be permitted to continue to participate in City paid health insurance, AD&D, and dental and life insurance benefits. However, the employee will be required to pay 100% of any premium.

### 3.3 Jury Duty and Subpoenas - Not Related to Official Duties

3.3.1 An employee required to report for jury duty or to answer a subpoena as a witness, provided the witness has no financial interest in the outcome of the case, shall be granted leave with pay from his/her assigned duties until released by the court, provided the employee remits to the City all fees received from such duties other than mileage or subsistence allowances within thirty (30) days from the termination of jury service.

3.3.2 When an employee returns to complete a regular shift following time served on jury duty or as a witness, such time falling within work shift shall be considered as time worked for purposes of shift completion and overtime computation. In determining whether or not an employee shall return to his/her regular shift following performance of the duties above, reasonable consideration shall be given to such factors as travel time and a period of rest.

### 3.3 Military Leave

3.3.1 Military leave of absence shall be granted and compensated in accordance with Military and Veterans Code Sections 389 and 395 et seq. Employees entitled to military leave shall give the appointing power an opportunity, within the limits of military regulations, to determine when such leave shall be taken.

### 3.4 Bereavement Leave

3.4.1 An employee shall be allowed leave with pay for not more than three (3) working days when absent because a death has occurred in the immediate family. For purpose of bereavement leave, members of the immediate family shall be limited to mother, father, child, sibling, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandchild.

grandmother, grandfather, spouse, domestic partner, or dependent of the employee.  
Employees may use General Leave for bereavement purposes for relations not included above provided such leave is approved in advance by the Chief of Police.

3.5 Workers' Compensation

3.5.1 Sworn personnel shall be granted leave with pay for a disability caused by illness or injury arising out of and in the course of his/her employment, in accordance with Section 4850 of the Labor Code of the State of California.

3.6 During paid leaves of absence an employee may elect to use accrued General Leave, subject to supervisory approval.

ARTICLE 4: GENERAL LEAVE PROGRAM

4.1 General Leave Program

Accrual of General Leave is as follows:

1 - 5 years	216 hours
6 - 10 years	230 hours
11 - 15 years	256 hours
16 - 20 years	280 hours
20 + years	296 hours

Actual accrual is biweekly prorated from the above table. The maximum number of hours which may be accrued is One Thousand Four Hundred (1,400) hours of general leave.

4.21.1 Upon separation from City service accrued general leave up to the maximum may be converted to cash. The amount shall be calculated on the base hourly rate of the employee multiplied by the number of hours converted. Upon retirement from City employment an employee hired on or before June 30, 2004 may convert any accrued general leave not converted to cash to retirement health insurance credits at the rate of one (1) unit for every eight (8) hours of accumulated general leave with any remainder being rounded to the next higher credit.

Qualified employees hired on or before June 30, 2004 who have at least twenty (20) years of service with the City may elect to have their accrued general leave balance converted to retirement health credits at the rate of one (1) unit for every six (6) hours of accumulated sick leave with any remainder being rounded to the next higher credit. If this election is made, the retirement health credit calculated shall not exceed the highest HMO health plan premium as may be in effect at such time such credit is applied. Election shall be made at the time of retirement. There is no change in the current policy of retirement

health insurance credits and “frozen sick leave”.

Reimbursement of premiums to retirees shall be in the same manner as currently done since 1990. The method of reimbursement is detailed in Appendix C.

4.1.2 Double Coverage. Workers who qualify for the retirement health credit conversion may elect double coverage at the rate of two (2) units for every month of paid health insurance.

4.1.3 Family Coverage. Workers who qualify for the retirement health credit conversion may elect family coverage at the rate of three (3) units for every month of paid health insurance.

~~4.3 The City shall provide disability leave after the 30th consecutive working day of an illness or disability until the Long Term Disability plan takes effect.~~

~~4.4 Sworn personnel shall be granted leave with pay for a disability caused by illness or injury arising out of and in the course of his/her employment, in accordance with Section 4850 of the Labor Code of the State of California.~~

~~4.5 Double Coverage. Workers who qualify for the retirement health credit conversion may elect double coverage at the rate of two (2) units for every month of paid health insurance.~~

~~4.6 Family Coverage. Workers who qualify for the retirement health credit conversion may elect family coverage at the rate of three (3) units for every month of paid health insurance.~~

4.72 ~~Transfer of Sick Leave for Catastrophic Illness.~~ Transfer of sick leave for catastrophic illness is designed to assist ~~officers-employees~~ who have exhausted sick leave due to a catastrophic illness, injury or condition of the worker. This policy allows other workers to make voluntary grants of time to that worker so that he/she can remain in a paid status for a longer period of time, thus partially ameliorating the financial impact of the illness, injury or condition.

A catastrophic illness is defined as an illness which has been diagnosed by a competent physician, requiring an extended period of treatment or recuperation, and which has a significant risk to life or life expectancy. Confirmation of the condition and prognosis by a health care provider chosen by the City may be required.

The ~~Personnel Division~~ Human Resources Department will discuss with the PSA or their designated representative an appropriate method of soliciting contributions from coworkers. The contributions shall be submitted to the Human Resources Department~~Personnel Division~~ and Human the Resources Department ~~Personnel~~ will process the contribution list in the order established. Any officer shall be allowed to

contribute a maximum of eighty (80) hours of ~~sick~~ leave from their accrued ~~sick-~~  
management leave balance to another full-time or permanent part-time worker in the City  
who is suffering from a catastrophic illness and has exhausted his or her own sick leave,  
provided, however, they have maintained a positive ~~sick-~~management leave balance of  
forty (40) hours or more following the donation. Once the contribution is made it cannot  
be rescinded.

Upon return to work, an ~~officer~~employee may bank any remaining hours that have been  
contributed up to a maximum of forty (40) hours. If the contribution list has not been  
exhausted, the contributing workers will be notified that their contribution was not  
required and the balance restored.

#### ARTICLE 5: PHYSICAL FITNESS NO SMOKING AREAS

##### No Smoking Areas

City owned vehicles used by unit members shall be considered offices and designated as no  
smoking areas.



ARTICLE 6: BENEFIT PROGRAMS

6.1 Cafeteria Plan

- 6.1.1 Each ~~active and retired employee and retiree~~ shall receive a City contribution equal to the minimum employer contribution for agencies participating in the Public Employees Medical and Hospital Care Act (PEMHCA).
- 6.1.2 Each active employee shall be allocated an amount, inclusive of the City contribution specified in Section 6.1.1, to be used to purchase qualified benefits as described in this Section. The amount shall be allocated to each ~~worker~~active employee according to the health benefits selected, as follows:

\$1,681.50 per month	-	family coverage
\$1,296.55 per month	-	two person coverage
\$648.26 per month	-	single person coverage
\$154.68 per month	-	no coverage

The active employee will be responsible for any remaining premium in excess of the allocated amount.

- 6.1.3 Each ~~officer~~active employee may use his/her allocated amount for:
  - a. PEMHCA health insurance coverage;
  - b. any personal medical, dental and vision care expenses not covered by the City's plans, including but not limited to deductibles, copayments, medication and medical equipment;
  - c. supplemental life insurance through the City's supplemental life carrier up to the maximum amount allowed by the carrier;
  - d. child care expenses not otherwise reimbursed by the City; and
  - e. contributions to a City offered deferred compensation plan.

6.1.4 If any ~~worker~~active employee spends less than the total of his/her allocated amount above the minimum employer contribution in 6.1.1, then the ~~worker~~active employee will be entitled to the unused amount in cash as taxable income, subject to appropriate tax withholding.

6.1.5 Each employee must enroll in an available PEMHCA health insurance plan or demonstrate that he/she has health insurance coverage equivalent to the PEMHCA plan in order to receive cash back under Section 6.1.54.

6.1.6 Surplus funds remaining at the end of the year will revert to the City's General Fund.

6.1.7 ~~Unit members~~Employees who wish to have domestic partners covered under the cafeteria plan may do so after filing the “Declaration of Domestic Partnership” form with the California Secretary of State and complying with any other requirements necessary to qualify for domestic partner health benefits under PEMHCA. It is understood that the premiums and benefits provided as a result of covering domestic partners may be taxable, and that the City will administer the program in accordance with State and Federal Tax regulations.

6.1.8 The parties share an interest in addressing the increase in the cost of PEMHCA benefits. To that end, the parties agree that the City may contract with different health benefit providers, consortia, or groups to provide health coverage that is equivalent to that provided under PEMHCA.

If either the benefits provided or the rate structure in place between active employees and ~~retired employees~~retirees is not equivalent to that provided under PEMHCA, then the City shall meet and confer with the Union prior to contracting with the alternate provider, consortia or group. ~~However, PSA shall have the option to remain in the PEMHCA program.~~

~~6.1.9 During the term of this Agreement, upon request by the Union, the parties agree to meet and discuss the current status of Health Savings Accounts (HSA). The discussions are intended to be informational and exploratory, and such participation does not bind the City to additional expenditures or the Union to voluntary deductions.~~

## 6.2 Dental Insurance

6.2.1 The City shall contribute One Hundred Thirty-Five Dollars (\$135.00) per unit member per month for the dental and vision program into the City’s dental and vision fund for the PSA bargaining unit.

6.2.2 For purposes of dental and vision reimbursement, claims periods shall run from January 1 to June 30 and from July 1 to December 31. Employees shall be reimbursed for up to a maximum of eight hundred ten dollars (\$810) per claim period for employee and all dependents. The maximum reimbursement for a claim period shall not exceed One Thousand Five Hundred Dollars (\$1,500.00) for a unit member and Nine Hundred Dollars (\$900.00) for a unit member’s dependents or domestic partner.

Any ~~unit member~~employee and/or their dependents or qualified domestic partners may utilize the dental fund for dental, orthodontia or vision care expenses.

6.2.3 On presentation of the City’s Dental appropriate City Reimbursement Form accompanied by appropriate receipts, ~~unit member~~employees will be reimbursed for dental, orthodontia or vision care expenses not covered by other insurance

plans or other reimbursement plans. Such reimbursement requests shall be processed ~~once~~ at least every two (2) months.

Reimbursement requests, or portions thereof, that exceed the ~~minimum maximum~~ entitlement listed in Section 6.2.2 for the claim period shall be accepted and held until the end of the claim period and paid in accordance with the provisions of Section 6.2.4.

6.2.4 Reimbursement requests exceeding the ~~minimum maximum~~ entitlement listed in section 6.2.2 shall be paid with any funds remaining in the plan, in the following order:

- (a) ~~unit member~~employee claims paid on a pro rata basis up to the ~~maximum~~ specified in Section 6.2.2 above ~~one thousand five hundred dollars (\$1,500);~~
- (b) dependent or domestic partner claims paid on a pro rata basis up to the ~~maximum~~ specified in Section 6.2.2 above ~~nine hundred dollars (\$900).~~

Any excess remaining in the fund after payment of claims shall be rolled over to the following claims period.

6.2.5 The final filing date for dental claims shall be ten (10) days after the end of the claims filing period during which the dental expenses were incurred.

6.2.6 The plan description shall be as set forth in Appendix B.

~~6.2.7 The City shall provide PSA with a financial report detailing account activity each claims period.~~

6.2.8 The City and PSA agrees to discuss substitute alternatives to the City operated dental program with an alternative dental plan at that result in no increased cost to the City. The implementation of such alternative dental plan shall be accomplished through the meet and confer process. However, no changes to the current City operated dental program shall occur prior to the expiration of this agreement unless by mutual agreement.

6.2.9 Domestic partner benefits may be taxable to the employee, and the benefit will be administered in accordance with State and Federal Tax regulations.

## ARTICLE 7: HOLIDAYS

7.1 Except as otherwise provided, ~~unit member~~employees within the representation unit shall have the following fixed holidays with pay:

New Year's Day January 1  
Martin Luther King Day Third Monday in January  
Lincoln's Birthday February 12  
Washington's Birthday Third Monday in February  
Memorial Day Last Monday in May  
Independence Day July 4  
Labor Day First Monday in September  
Admission Day September 9  
Veterans Day November 11  
Thanksgiving Day Fourth Thursday in November  
Day after Thanksgiving Fourth Friday in November  
Christmas Day December 25

One full day either December 24 or December 31

7.1.1 Designation of which one full day on either December 24 or December 31 is taken off shall be made by the Police Chief, considering the needs of the service and the officer's desires.

7.1.2 In the event that any of the aforementioned days, except December 24 or 31, falls on a Sunday, the following Monday shall be considered a holiday. In the event that any of the aforementioned days falls on a Saturday, the preceding Friday shall be considered a holiday. In the event that December 24 and 31 fall on a Sunday, then the preceding Friday will be designated for purposes of the full holiday.

7.1.3 Work on a Fixed Holiday. Any employee required to work on a fixed holiday and in addition to regular hours shall be paid time and one-half for such work in addition to his or her holiday pay. Work on a fixed holiday beyond the number of hours in a regular shift shall be compensated at double time. Holiday pay shall be reported in accordance with PERS requirements.

## ARTICLE 8: RETIREMENT PROGRAMS

### 8.1 Retirement Plan

Retirement benefits for employees hired prior to ~~July-November~~ November 20, 2011 shall be those established by the Public Employees' Retirement System (PERS) for Local Safety Members 3% at age 50 Formula, highest single year.

~~Effective as soon as practicable~~ For employees hired on or after November 20, 2011, who are not new members as defined by PERS, retirement benefits for new employees hired by the City shall be those established by the Public Employees' Retirement System (PERS) for Local Safety Members 3% at age 55 formula, highest three years.

For new employees, as defined by the Public Employees' Retirement System (PERS), hired on or after January 1, 2013, retirement benefits shall be those established by the Public Employees' Retirement System (PERS) for Local Safety Members 2.7% at age 57 formula, highest three years.

## 8.2 Optional Provisions

8.2.1 1959 Survivor Allowance as set forth in Section 6 of Chapter 9 of the Public Employees' Retirement Law, commencing with Section ~~21380~~ 21570 of the Government Code, shall be provided.

8.2.2 Third Level of 1959 Survivor Benefits, as provided under Government Code Sections ~~21380~~ 21387 ~~21573~~, shall be included.

## 8.3 City's Contribution to Retirement

8.3.1 The City shall pay the rate prescribed by the Public Employees' Retirement System for employer contributions to the Public Employees' Retirement System in accordance with the rules and regulations governing such employer contributions.

8.3.2 Effective with the pay period beginning July 3, 2011, employees shall contribute three percent (3.00%) toward the employer's contribution to the Public Employees' Retirement System. The amount shall be taken as an after tax deduction from the employee's paycheck each payroll period.

8.3.3 Effective as soon as practicable and after July 1, 2013, the employee three percent (3.00%) contribution toward the employer's contribution to the Public Employees' Retirement System (PERS) shall be taken as a pre-tax deduction from the employees' paycheck each payroll period. The City and PSA agree that the three percent (3%) will continue past the expiration of the MOU. If for any reason the City is precluded from making the three percent (3%) deduction or the deduction cannot be made on a pre-tax basis, the parties agree to meet and confer regarding ways to cure the defect.

## 8.4 Unit Member Employee's Contribution to Retirement System

8.4.1 The full ~~unit member~~ employees' contribution shall be deducted from the unit member's pay by the City and forwarded to the Public Employees' Retirement System in accordance with the rules and regulations governing such contributions.

8.4.2 New employees, as defined by the Public Employees' Retirement System (PERS), hired on or after January 1, 2013, shall make a member contribution of 50% of the Normal Cost of the benefit as a pre-tax deduction from the employees' paycheck each payroll period.

The City ~~will~~has implemented Employer Pick-up, Internal Revenue Code 414 (h) (2) on the employee's contribution to the Public Employees' Retirement System.

## 8.5 Honorary Retirement

8.5.1 Upon separation, an ~~unit member~~employee who leaves the service of the Menlo Park Police Department shall be considered retired provided the unit member has fifteen (15) years of service with the department and is in good standing at the time of departure.

8.5.2 An ~~unit member~~employee shall be given a retirement badge and identification card.

8.5.3 The same requirements for a concealed weapons permit shall apply as for any other applicant. A concealed weapons permit shall not be automatically approved.

8.5.4 Retirement under this section shall be honorary and shall not involve any payment or benefit to the unit member or liability on the part of the City.

## ARTICLE 9: WORKING CONDITIONS

### 9.1 Alternative Work Schedules

The Chief of Police shall determine the appropriate regular or alternative work schedules of the Department and the various divisions, sections and details based upon the feasibility or operational needs. The Chief of Police may modify schedules to drop an alternative work schedule and revert to a regular eight (8) hour schedule except that any resulting schedule different from a five (5) days on, two (2) days off will be subject to the meet and confer process.

Alternative work schedules may be administered under the 7(k) work period provisions of the Fair Labor Standards Act.

#### 9.1.1 4/10 Work Schedule

A 4/10 work schedule is defined as ten (10) hours per day worked, four (4) days per calendar week.

### 9.2 Adjustment to Schedule

Unit members regularly assigned to midnight shift may request an adjustment to their schedule provided the ~~unit member~~employee is required to conduct authorized department business following the ~~unit member~~employee's shift; there is no cost to the City; and permission is obtained in advance from the ~~unit member~~employee's supervisor.

### 9.3 Layoffs

Layoffs shall be made in reverse order of seniority. The employee with the least length of service shall be laid off first. For purposes of this Section, length of service shall include all time served in the Sergeant classification or any other classification equivalent to or higher than the rank of Sergeant.

### 9.4 Training

Officers who are normally assigned to an alternative work schedule shall revert to a five day, eight hour shift for any training that requires attendance at class for a consecutive five day period.

### 9.5 Donning and Doffing of Uniforms

It is acknowledged and understood by the City and the PSA that the donning and doffing of uniforms and related safety equipment may be performed at home or other locations outside of the Police Department.

## ARTICLE 10: GRIEVANCE PROCEDURE

### 10.1 Definitions

10.1.1 A "grievance" is defined as:

10.1.1.1 ~~— An alleged violation, misinterpretation or misapplication of the provisions of this Memorandum of Understanding, Personnel Rules, or other City ordinances, resolutions or policy and/or procedure manuals affecting the working conditions of the unit members covered by this Agreement.~~

10.1.1.2 A "Disciplinary appeal" is ~~An~~ appeal from a disciplinary action of any kind ~~a Letter of Reprimand or higher,~~ against a unit member covered by this Memorandum of Understanding.

10.1.2 ~~A "disciplinary grievance" is a formal written objection or challenge to any punitive disciplinary action including dismissal, demotion, suspension, reduction in salary, written reprimand, or transfer for purposes of punishment. Any reduction in pay for change in assignment which occurs in the course of regular rotation and is not punitive shall not be subject to this grievance procedure.~~

10.1.3 A "grievant" is any unit member adversely affected by an alleged violation of the specific provision of this Memorandum, or the Union.

10.1.4 A “day” is any day in which the administrative offices of the City of Menlo Park are open for regularly scheduled business.

## 10.2 General Provisions

10.2.1 Until final disposition of a grievance, the grievant shall comply with the directions of the grievant's immediate supervisor.

10.2.2 All documents dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

~~10.2.3 Any disciplinary grievances arising out of an incident in which the maximum corrective action imposed is a letter of reprimand or suspension of three (3) days or less shall not be appealed beyond Level III of this Article 10, Grievance Procedure.~~

10.2.4 Time limits for appeal provided at any level of this procedure shall begin the first day following receipt of the written decision by the grievant and/or the PSA.

Failure of the grievant to adhere to the time deadlines shall mean that the grievant is satisfied with the previous decision and waives the right to further appeal. The grievant and the City may extend any time deadline by mutual agreement.

10.2.5 Every effort will be made to schedule meetings for the processing of grievances at time which will not interfere with the regular work schedule of the participants. If any grievance meeting or hearing must be scheduled during duty hours, any employee required by either party to participate as a witness or grievant in such meeting or hearing shall be released from regular duties without loss of pay for a reasonable amount of time.

10.2.6 Any ~~unit member~~ employee may at any time present grievances to the City and have such grievances adjusted without the intervention of PSA, as long as the adjustment is reached prior to arbitration and the adjustment is not inconsistent with the terms of the Memorandum: provided that the City shall not agree to the resolution of the grievance until the Association has received a copy of the grievance and the proposed resolution and has been given the opportunity to file a response. Upon request of the grievance, the grievant may be represented at any stage of the grievance procedure by a representative of PSA.

10.2.7 As an alternative to the formal grievance procedure, the City and the PSA may mutually agree to meet and attempt to informally resolve issues involving contract interpretations and other matters affecting the relationship between the City and the PSA. A grievance must be presented within the timelines set forth in Article 10.3. However, once the parties mutually agree to informally resolve problems, the formal grievance timelines are tolled pending the informal resolution process.



If, in an attempt to informally resolve issues, the parties discuss matters that are not otherwise subject to the grievance procedure, such matters shall not be eligible to be grieved under the grievance provisions of this MOU. Either party may terminate the informal process at any time and the parties will revert to the formal grievance procedure.

~~10.2.7 This grievance procedure shall be the sole and exclusive procedure for processing objections or challenges to punitive disciplinary actions and shall satisfy all administrative appeal rights and protections afforded by the Public Safety Officers Procedural Bill of Rights Act, Government Code Sections 3300, et seq.~~

### 10.3 Grievance Procedure (for grievances as defined in 10.1.1)

#### 10.3.1 Level I - Informal Resolution Immediate Supervisor

##### 10.3.1.1 Any unit member employee

who believes he/she has a grievance which is an alleged violation of the specific provisions of this Memorandum of Understanding shall present the grievance orally to the immediate supervisor within ten (10) days after the grievant knew, or reasonably should have known, of the circumstances which form the basis for the grievance. Failure to do so will render the grievance null and void. The immediate supervisor shall hold discussions and attempt to resolve the matter within ten (10) days after the presentation of the grievance. It is the intent of this informal meeting that at least one personal conference be held between the aggrieved unit member and the immediate supervisor.

~~10.3.1.2 Any unit member who believes he/she has a grievance which is an objection or challenge to any punitive disciplinary action shall present the grievance orally to the Chief of Police within ten (10) days after the grievant knew, or reasonably should have known, of the circumstances which form the basis for the grievance. Failure to do so will render the grievance null and void. The Chief of Police shall hold discussions and attempt to resolve the matter within ten (10) days after the presentation of the grievance. It is the intent of this informal meeting that at least one personal conference be held between the aggrieved unit member and the Chief of Police.~~

#### 10.3.2 Level II - Formal Written Grievance Chief of Police

10.3.2.1 If the grievance is not settled during the informal conference resolved at Level I and the grievant wishes to press the matter, the grievant shall present the grievance in writing on the appropriate form to the Chief of Police within ten (10) days after the oral decision of the immediate supervisor. The written information shall include: (a) A description of

the specific grounds of the grievance, including names, dates, and places necessary for a complete understanding of the grievance; (b) A listing of the provisions of this agreement which are alleged to have been violated; (c) A listing of the reasons why the immediate supervisor's proposed resolution of the problem is unacceptable; and (d) A listing of specific actions requested of the City which will remedy the grievance.

10.3.2.2 The Chief of Police or designee shall communicate the decision to the grievant in writing within ten (10) days after receiving the grievance. If the Chief of Police or designee does not respond within the time limits, the grievant may appeal to the next level.

10.3.2.3 Within the above time limits either party may request a personal conference.

#### 10.3.3 Level III - Appeal to ~~Personnel Officer~~ City Manager

10.3.3.1 If the grievant is not satisfied with the decision at Level II, the grievant may within ten (10) days of the receipt of the decision at Level II appeal the decision on the appropriate form to the ~~Personnel Officer~~ City Manager. This statement shall include a clear, concise statement of the reasons for the appeal. Evidence offered in support of a disciplinary grievance filed pursuant to Article 10.2.3 of this Agreement shall be submitted in the form of written declarations executed under penalty of perjury.

10.3.3.2 The ~~Personnel Officer~~ City Manager or designee shall communicate the decision in writing to the grievant within ten (10) days. If the ~~Personnel Officer~~ City Manager or designee does not respond within the time limits provided, the grievant may appeal to the next level.

#### 10.3.4 Level IV - Binding Arbitration

10.3.4.1 If the grievant is not satisfied with the decision at Level III, the grievant may within ten (10) days of the receipt of the decision submit a request in writing to the PSA for arbitration of the dispute. Within twenty (20) days of the grievant's receipt of the decision at Level III, the PSA shall inform the City of its intent as to whether or not the grievance will be arbitrated. The PSA and the City shall attempt to agree upon an arbitrator. If no agreement can be reached, they shall request that the State Mediation and Conciliation Service supply a panel of five names of persons experienced in hearing grievances in cities and who are members of the National Academy of Arbitrators (NAA). Each party shall alternately strike a name until only one remains. The remaining

panel member shall be the arbitrator. The order of the striking shall be determined by lot.

- 10.3.4.2 If either the City or the PSA so requests, a separate arbitrator shall be selected to hear the merits of any issues raised regarding the arbitrability of a grievance. No hearing on the merits of the grievance will be conducted until the issue of arbitrability has been decided. The process to be used in selecting an arbitrator shall be as set forth in 10.3.4.1.
- 10.3.4.3 The arbitrator shall conduct and complete the hearing on the grievance, within sixty (60) days of the date of PSA's request for arbitration. The parties may mutually agree to extend that timeline. The parties shall file their post-hearing briefs within thirty (30) days of the close of the hearing and the arbitrator shall render a decision on the issue or issues submitted within thirty (30) days of the submission of the briefs. If the parties cannot agree upon a submission agreement, the arbitrator shall determine the issues by referring to the written grievance and the answers thereto at each step.
- 10.3.4.4 The City and PSA agree that the jurisdiction and authority of the arbitrator so selected and the opinions the arbitrator expresses will be confined exclusively to the interpretation of the express provision or provisions of this Agreement at issue between the parties. The arbitrator shall have no authority to add to, subtract from, alter, amend, or modify any provisions of this Agreement or the written ordinances, resolutions, rules, regulations and procedures of the City, nor shall he/she impose any limitations or obligations not specifically provided for under the terms of this Agreement. The Arbitrator shall be without power of authority to make any decision that requires the City or management to do an act prohibited by law.
- ~~10.3.4.5 In the event that this grievance procedure is used to challenge punitive disciplinary actions as provided in Article 10.2.7 above, the City and PSA agree that the arbitrator shall prepare a written decision containing findings of fact, determinations, of issues and a disposition either affirming, modifying or overruling the punitive disciplinary action being appealed. The parties expressly agree that the arbitrator may only order as remedies those personnel actions which the City may lawfully impose.~~
- 10.3.4.6 The award of the arbitrator shall be final and binding.
- 10.3.4.7 The fees and expenses of the arbitrator (including the cost of any list of arbitrators requested pursuant to Section 10.3.4.1) shall be shared equally by the City and PSA.

All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expense of witnesses called by the other. Either party may request a certified court reporter to record the entire arbitration hearing. By mutual agreement, the cost of the services of such court reporter shall be shared equally by the parties. However, each party shall be responsible for the cost of transcripts that they order.

10.3.4.8 By filing a grievance and processing it beyond Level III, the grievant expressly waives any right to statutory remedies or to the exercise of any legal process other than as provided by this grievance/arbitration procedure. The processing of a grievance beyond Level III shall constitute an express election on the part of the grievant that the grievance/arbitration procedure is the chosen forum for resolving the issues contained in the grievance, and that the grievant will not resort to any other forum or procedure for resolution or review of the issues. The parties do not intend by the provisions of this paragraph to preclude the enforcement of any arbitration award in any court of competent jurisdiction.

#### 10.4 Disciplinary Appeals

10.4.1 This procedure shall be the sole and exclusive procedure for processing appeals to disciplinary actions and shall satisfy all administrative appeal rights afforded by the Public Safety Officers Procedural Bill of Rights Act, Government Code Sections 3300, et seq.

10.4.2 A "disciplinary appeal" is a formal written appeal of a Notice of Disciplinary Action (post-Skelly) of any punitive disciplinary action including dismissal, demotion, suspension, reduction in salary, letters of reprimand, or transfer for purposes of punishment. However, letters of reprimand are not subject to the arbitration provisions of this procedure. This procedure also shall not apply to the rejection or termination of at will employees, including those in probationary status. Any reduction in pay for change in assignment which occurs in the course of regular rotation and is not punitive shall not be subject to this procedure.

10.4.3 Persons on probationary status (entry-level or promotional) may not appeal under this agreement rejection on probation.

10.4.4 Letters of Reprimand may be appealed under this section only to the City Manager level (Section 10.4.6.)

10.4.5 Any appeal to any punitive disciplinary action (as defined in Section 10.1.2) shall be presented in writing to the City Manager within ten (10) days after receipt of the Notice of Disciplinary Action. Failure to do so will be

deemed a waiver of any appeal. The City Manager or designee shall hold a meeting to hear the appeal within ten (10) days after the presentation of the appeal and shall issue a decision on the appeal within ten (10) days after the presentation of the appeal. For letters of reprimand, the City Manager's decision shall be final. However the employee may write a response and have that response included in his or her personnel file.

10.4.6 For appeals from dismissal, demotion, suspension, reduction in salary, or transfers for purposes of punishment, if the employee is not satisfied with the decision of the City Manager, the employee may, within ten (10) days of the receipt of the decision, submit a request in writing to the PSA for arbitration of the dispute. Within twenty (20) days of the City Manager's decision, the PSA shall inform the City of its intent as to whether or not the disciplinary matter will be arbitrated. The PSA must be the party taking the matter to arbitration.

10.4.7 The parties shall attempt to agree to the selection of an arbitrator and may agree to strike names from a list provided by an outside agency such as the State Mediation and Conciliation Service or JAMS. However, in the event that the City and the PSA cannot agree upon the selection of an arbitrator within twenty one (21) days from the date that the PSA has notified the City of its intent to proceed to Arbitration, either party may request the Superior Court of the County of San Mateo to appoint an arbitrator who shall be a retired judge of the Superior Court.

10.4.8 The City and PSA agree that the arbitrator shall prepare a written decision containing findings of fact, determinations of issues and a disposition either affirming, modifying or overruling the disciplinary action being appealed. The parties expressly agree that the arbitrator may only order as remedies those personnel actions which the City may lawfully impose.

10.4.9 The fees and expenses of the arbitrator (including the cost of any list of arbitrators) shall be shared equally by the City and PSA. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expense of witnesses called by the other. Either party may request a certified court reporter to record the entire arbitration hearing. By mutual agreement, the cost of the services of such court reporter shall be shared equally by the parties. However, each party shall be responsible for the cost of transcripts that they order.

10.4.10 Nothing herein constitutes a waiver of City or employee rights otherwise granted by law.

## ARTICLE 11: RECOGNITION

The Menlo Park Police Sergeant's Association (PSA) is the exclusive recognized organization representing employees in the classification of Police Sergeant in their employer-employee relations with the City of Menlo Park, and PSA has been certified by the City of Menlo Park as the duly recognized employee organization of said employees. PSA requires proper and advance notification on all matters that fall into the meet and confer process.

## ARTICLE 12: FULL UNDERSTANDING MODIFICATION AND WAIVER

12.1 This Memorandum of Understanding sets forth a full and entire understanding of the parties regarding the matters set forth herein, and any and all prior or existing Memoranda of Understanding, understandings and agreements regarding the matters set forth herein, whether formal or informal, are hereby superseded and terminated in their entirety.

12.2 No practice or benefit provided by this Memorandum of Understanding shall be modified without the mutual agreement of the City and PSA.

## ARTICLE 12~~3~~: SEPARABILITY

~~12~~13.1 If a court of competent jurisdiction finally determines that any provisions of this Memorandum is invalid and unenforceable, such provisions shall be separable, and the remaining provisions of the Memorandum shall remain in full force and effect.

~~12~~13.2 If any provisions of this Memorandum of Understanding are found invalid by a court of competent jurisdiction as a result of Proposition 61, known as the "California Fair Pay Amendment" (1986) or any other initiative which would restrict compensation of benefits under this Agreement, the City and PSA will meet and confer regarding substitute benefits for those lost due to such ruling.

## ARTICLE 14: LABOR MANAGEMENT COMMITTEE

Effective for the term of this agreement, The City and PSA agree to the establishment of a Labor Management Committee (LMC) to serve as an advisory committee and to facilitate employee education and involvement in issues regarding CalPERS retirement benefits, including but not limited to, potential future costs increases and the impacts of said cost increases to the financial stability of the City.

The City and the PSA shall each select their own representatives and in equal number, with no more than three (3) on each side. Each side is encouraged to propose issues for discussion, and the committee will jointly set priorities. Decision making within this

forum will be by consensus. The LMC will set up regular meetings to occur not less than once per quarter and a means for calling additional meetings to handle issues on an ad hoc basis.

The LMC is not authorized to meet and confer or create contractual obligations nor are they to change the MOU to authorize any practice in conflict with existing contracts or rules.

ARTICLE 14: EFFECT OF AGREEMENT

This Memorandum of Understanding sets forth the full and complete understanding between the parties hereto with respect to all subject matters addressed herein.

Dated \_\_\_\_\_

City of Menlo Park

Menlo Park Police Sergeant's Association

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



DENTAL PLAN

ELIGIBLE UNIT MEMBERS

Newly hired unit members are eligible to participate in the plan following six months of continuous employment.

DEPENDENTS

Dependents will be covered according to Section 6.2.

Dependents shall be defined under this program as the unit member's spouse and his/her children up to the age to 26 provided they are more than 50% dependent upon the unit member for support.

MAXIMUM COVERAGE

For each six-month period reimbursements shall be limited to the maximum coverage as stated in Section 6.2. Payments on claims will be based upon standard fees as determined by the dental committee.

REQUEST FOR REIMBURSEMENT

A City of Menlo Park Dental Reimbursement Form must be completed by the unit member's dentist indicating the type of service before the claim will be approved for reimbursement by the City. These forms are available through the Personnel Division. The forms should be returned to Personnel at the completion of treatment. An accepted and properly completed request for reimbursement form will be eligible for prorated reimbursement within the six-month period in which the work was performed. The six-month periods run from January 1 through June 30 and July 1 through December 31.

TERMINATION OF INSURANCE

When the unit member terminates with the City, his/her dental insurance ceases. Any outstanding claims up to the date of termination will be considered for payment as long as the unit member has worked three of the six months in the reimbursement period.

COVERAGE

- Routine office visits and oral examinations, but not including more than one such examination of the same Covered Person in any six-month period.
- Fluoride or other prophylaxis treatments

- Dental X-Rays
- Extraction
- Teeth cleaning
- Oral surgery, including excision of impacted teeth
- Crown, bridges, except as specified under “exclusions and limitations”
- Anesthetics administered in connection with oral surgery or other covered dental services
- Fillings
- Treatment of periodontal and other diseases of the gums and tissues of the mouth
- Endodontic treatment, including root canal therapy
- Initial installation of full or partial dentures or fixed bridgework to replace one or more natural teeth extracted while insured
- Orthodontic care, treatment, services and supplies
- Replacement of an existing partial or full removable denture or fixed bridgework to replace extracted natural teeth; but only if evidence satisfactory to the City is presented that:
  - a) The replacement or addition of teeth is required to replace one or more additional natural teeth extracted while insured under the plan; or
  - b) The existing denture or bridgework was installed at least 5 years prior to its replacement and that the existing denture or bridgework cannot be made serviceable; or
  - c) The existing denture is an immediate temporary denture and replacement by a permanent denture is required, and takes place within 12 months from the date of installation of the temporary denture
- Repair or recementing of crowns, inlays and fixed bridgework
- Repair or relining of dentures
- Other covered charges as determined by the Dental Committee

## EXCLUSIONS AND LIMITATIONS

Covered dental expenses will not include charges:

- For any dental work covered under a Major Medical Expense Plan
- Incurred because of an accidental bodily injury which arises out of or in the course of employment, or a sickness entitling to the insured to benefits under the Workman's Compensation Act or similar legislation
- Incurred in a Veteran's Hospital by the hospital or by a dentist employed by the hospital
- Which are primarily for cosmetic purposes
- Incurred for the replacement of a lost or stolen prosthetic device or bridgework
- Incurred as a result or act of war, declared or undeclared
- Incurred for the initial installation of dentures and bridgework when such charges are incurred for replacement of congenitally missing teeth, or for replacement of natural teeth all of which were lost when the unit member was not insured under the plan
- For space maintainers
- Incurred as a result of a need for prosthetic devices including bridges and crowns and the fitting thereof which were ordered while the unit member was not insured under the plan, or which were delivered after termination of insurance
- Not found to be valid upon verification with the dentist rendering the service

## FORMS PROCEDURE

1. Obtain dental forms from the Personnel Division.
2. Submit the form to your dentist for his completion.
3. At the completion of your dental work or near the end of the reimbursement period, sign the form for that work which has been completed. Your dentist will also need to sign the form. Please return the form to the Personnel Division.

## Appendix C

### Administration of Retirement Health Credits for Retirees

Nothing herein shall be deemed a change to the current practice of reimbursing retirees for retiree health premiums. This Appendix is intended to detail the existing practice.

The intent of the retiree health insurance credit program is to reimburse employees for the cost of retiree health premiums up to the amount to which they are entitled. It is not to provide an additional cash benefit to retirees over and above the cost of the premium. Should the current procedures that are administered through PEMHCA health and the Public Employees' Retirement System change, the intent shall remain as stated above.

#### Current Practice

Upon retirement, eligible employees may choose to convert all or any portion of their general leave balance up to the maximum to retirement health insurance credits at the rate they are eligible to receive as specified in Section 4.2. Retirees may elect single coverage, double coverage or family coverage in accordance with Sections 4.5 and 4.6.

PERS will deduct the premium for the health insurance plan selected by the retiree through PEMHCA health from their monthly pension warrant, less the minimum employer contribution, which is billed separately to the City.

The City will reimburse the retiree for the amount they are eligible to receive. The amount they are eligible to receive does not include the minimum employer contribution because it is not deducted from the retiree's pension warrant. In no event will the amount reimbursed exceed the cost of the premium to the retiree less the minimum employer contribution.

All reimbursements made to the retiree are subject to Federal and State taxes and shall be reported as income as required by law.

## **City of Menlo Park Employee Recognition Program Employee Excellence Awards**

### **Program Purpose**

The Employee Excellence Awards program is a citywide program that recognizes superior performance by employees, particularly in ways that help the organization achieve its goals.

### **Eligibility**

All employees are eligible for the award – full-time, part-time, temporary and seasonal employees. Nominations for the award can come from any employee; however, an employee cannot nominate himself/herself. Employees may receive multiple nominations but cannot receive more than one award per year and an employee may not receive an award for more than two consecutive years. Teams of employees are eligible to receive awards.

Employees who receive an award from separate departmental recognition programs are not precluded from being nominated for a citywide award.

Members of the Employee Recognition Committee are eligible for nominations but they may not participate in the evaluation of the nomination.

### **Nomination Process**

1. Employees or a team of employees can nominate any fellow employee for recognition. Nomination forms can be found on the intranet or in the City Manager's office.
2. Completed forms will be reviewed by the Employee Recognition Committee. The Committee will recommend that awards be given to the nominated individuals who meet the highest standards for superior performance. The City Manager will consider the recommendations of the Recognition Committee and may select any of the nominated individuals to receive special recognition during an annual ceremony. The City Manager may also choose not to give any awards in a given year.
3. Nomination forms may be submitted throughout the year to the City Manager's Office with a deadline of November 15. Nominations received after the deadline will be considered for the following year.
4. The nominator may be contacted by the Recognition Committee for clarifications or if there is missing information in the nomination form.

### **Categories & Criteria**

Employees may be nominated for special achievement and superior performance in the following categories:

#### **A. Safe Practices & Wellness**

The employee goes beyond what is required for safely performing their work and ensuring others are safe, contributes to the fostering of a safe and/or healthy work environment, or consistently provides an example of safe work practices. The employee may also have created a solution which provided a valued benefit to the organization in terms of health, safety, or wellness. The efforts went beyond what is required for their normal job duties.

Or, the employee showed dedication and perseverance and inspired others in achieving a significant personal fitness or wellness goal such as weight loss or smoking cessation.

B. Customer Service

The employee provides consistent exemplary service to customers with an inspiring attitude and behavior that far exceeds the norm and inspires others to achieve excellence in customer service as well. The employee goes beyond the job requirements to satisfy customers and displays a professional and friendly image of the City. The employee may have also solved a difficult customer-service based problem or found improvements for a city customer service related function.

C. Sustainability

The employee embodies the City's goal for sustainability. He/she helped the City become more "green" resulting in savings for the City and/or the environment. The solution was beyond the normal requirements for their job.

D. Special Accomplishments

Accomplishments include meritorious achievements which are above and beyond the norm, including significant academic or professional achievements.

E. Heroism

The employee went above and beyond the call of duty when responding to an emergency that threatened life or property. All employees are eligible for this award. For Police Department heroic actions, the Police Chief will determine if the action was above and beyond the call of duty.

F. Innovation

The employee showed ingenuity in solving a City or community problem. An employee may be awarded in this category for accomplishments that contributed to increased efficiency and/or quality of City operations or resulted in significant savings or the generation of new revenue for the City.

**Awards**

Award recipients will receive a cash prize of \$500 and an inscribed trophy. Their name and award will also be engraved on a commemorative plaque which will be displayed in the City Hall display case.

The City Manager may award up to 6 employees with Excellence awards each year. Only one award per category may be granted and the City Manager may elect not to give awards for a given year.

**Award Ceremony**

The employees will be recognized by the City Manager and Recognition Committee at the annual employee holiday lunch. The award recipients will also be announced and recognized at a City Council meeting.

**Employee Recognition Committee**

The Recognition Committee shall consist of at least five employees in good standing: two supervisors and three non-supervisors. No more than one employee per department, supervisor or non-supervisor, can serve on the Committee at one time. Committee member terms will be two years.

The Committee will meet quarterly or at another interval as decided by the Committee to review nominations and make recommendations to the City Manager. The Committee is responsible for coordinating and preparing prizes, working with the Finance Department and the City Manager's Office to review prizes and prize amounts, and ensuring monetary rewards are delivered. The Committee is also responsible for making recommendations to the program itself, such as changes to award criteria.

*2012 Recognition Committee Members*

To be determined \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Program Review**

The Employee Recognition Program will be reviewed annually by the Recognition Committee beginning with the program's first year. The Committee will examine the program's effectiveness in meeting its goals for recognizing outstanding performance and extraordinary accomplishments by city staff. The review will include an evaluation of the nomination and selection process, the award criteria, employee participation, and other factors that relate to the program's success.







## ADMINISTRATIVE SERVICES DEPARTMENT

Council Meeting Date: August 20, 2013  
Staff Report #: 13-139

Agenda Item #: F-4

**REGULAR BUSINESS:**                    **Select a Voting Delegate and Alternate to the League of California Cities Annual Conference and provide direction to the Voting Delegate related to the resolutions to be voted on at the League of California Cities Annual Conference**

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### RECOMMENDATION

Staff recommends the Council take the following actions: (1) Select a Voting Delegate and Alternate; and (2) Provide direction to the Voting Delegate related to the resolutions to be voted on at the League of California Cities Annual Conference.

### BACKGROUND

The League of California Cities (League) Annual Conference will be held in Sacramento on September 18-20, 2013. An important part of the Annual Conference is the Annual Business Meeting (at the *General Assembly*), scheduled for 12:00 noon on Friday, September 18, 2013 at the Hyatt Regency Hotel. There are two resolutions that will be considered during the meeting. In order to vote at the Annual Business Meeting, Council must designate a voting delegate. Up to two alternates may be appointed to vote in the event that the designated voting delegate is unable to serve in that capacity. The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only if they wish. The names of the voting delegates and alternates must be submitted to the League no later than September 13, 2013 (Attachment A).

### ANALYSIS

This year, two resolutions have been introduced for consideration by the Annual Conference. League staff has provided an analysis on each resolution which is included in the Annual Conference Resolution Packet (Attachment B). The titles for the resolutions are below with a short summary.

#### **Resolution #1**

Title: Resolution Calling Upon the Governor and Legislature to Work with the League of California Cities in Providing Adequate Funding and to Prioritize Water Bonds to Assist Local Government in Water Conservation, Ground Water Recharge and Reuse of Stormwater and Urban Runoff Programs.

Source: Los Angeles County Division  
Referred to: Environmental Quality Policy Committee  
Recommendation to General Resolutions Committee: Approve

**Summary:**

In 2009, the State Legislature and Governor Arnold Schwarzenegger signed a package of legislation that included four policy bills and an \$11.1 billion water bond. The water bond was originally scheduled to appear on the 2010 ballot as Proposition 18. However, due to significant criticism over the size of the bond, the amount of earmarks and lack of public support, the Legislature has voted twice to postpone the ballot vote. The water bond is now slated for the November 4, 2014 ballot.

**Resolution #2**

Title: Resolution Calling Upon the Governor and Legislature to Enter Into Discussions with the League and California Police Chiefs' Association Representatives to Identify and Enact Strategies that will Ensure the Success of Public Safety Realignment from a Local Municipal Law Enforcement Perspective.

Source: Public Safety Policy Committee  
Referred to: Public Safety Policy Committee  
Recommendation to General Resolutions Committee: Approve

**Summary:**

This resolution seeks to outline the deficiencies in the State's current public safety realignment policy, as implemented in 2011 by AB 109, and to identify policy changes that will assist State, county, and municipal law enforcement entities to cope with the expanded universe of offenders that are now being directed to county facilities, resulting in increased related impacts on both local communities and municipal law enforcement.

**IMPACT ON CITY RESOURCES**

There is no fiscal impact for the proposed action.

**POLICY ISSUES**

Providing information to the voting delegate does not present a change to existing policy.

**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. Annual Conference Voting Delegate & Alternate Packet
- B. Annual Conference Resolution Packet

Report prepared by:  
*Pamela Aguilar*  
*Acting City Clerk*



1400 K Street, Suite 400 • Sacramento, California 95814  
 Phone: 916.658.8200 Fax: 916.658.8240  
[www.cacities.org](http://www.cacities.org)

**Council Action Advised by September 13, 2013**

**PLEASE NOTE:** You are receiving this letter and form earlier than usual because hotel space near the Sacramento Convention Center for the Annual Conference will be especially tight this year. As a result, we want to encourage you to make your hotel reservations early.

July 23, 2013

**TO: Mayors, City Managers and City Clerks**

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES  
 League of California Cities Annual Conference – September 18 - 20, Sacramento**

The League's 2013 Annual Conference is scheduled for September 18 - 20 in Sacramento. An important part of the Annual Conference is the Annual Business Meeting (*at the General Assembly*), scheduled for noon on Friday, September 20, at the Hyatt Regency Hotel. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

**Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, September 13, 2013. This will allow us time to establish voting delegate/alternates' records prior to the conference.**

Please note the following procedures that are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: [www.cacities.org](http://www.cacities.org). In order to cast a vote, at least one person must be present at the

- Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.
- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Sacramento Convention Center, will be open at the following times: Wednesday, September 18, 9:00 a.m. – 6:30 p.m.; Thursday, September 19, 7:00 a.m. – 4:00 p.m.; and September 20, 7:30–10:00 a.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but not during a roll call vote, should one be undertaken.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League office by Friday, September 13. If you have questions, please call Mary McCullough at (916) 658-8247.

Attachments:

- 2013 Annual Conference Voting Procedures
- Voting Delegate/Alternate Form



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## **Annual Conference Voting Procedures 2013 Annual Conference**

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



CITY: \_\_\_\_\_

2013 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to the League office by Friday, September 13, 2013. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: \_\_\_\_\_

Title: \_\_\_\_\_

2. VOTING DELEGATE - ALTERNATE

Name: \_\_\_\_\_

Title: \_\_\_\_\_

3. VOTING DELEGATE - ALTERNATE

Name: \_\_\_\_\_

Title: \_\_\_\_\_

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: \_\_\_\_\_ E-mail \_\_\_\_\_

Mayor or City Clerk \_\_\_\_\_ Phone: \_\_\_\_\_
(circle one) (signature)

Date: \_\_\_\_\_

Please complete and return by Friday, September 13, 2013

League of California Cities
ATTN: Mary McCullough
1400 K Street
Sacramento, CA 95814

FAX: (916) 658-8240
E-mail: mmccullough@cacities.org
(916) 658-8247



***Annual Conference  
Resolutions Packet***

***115<sup>th</sup> Annual Conference***



***Sacramento  
September 18 - 20, 2013***



## INFORMATION AND PROCEDURES

**RESOLUTIONS CONTAINED IN THIS PACKET:** The League bylaws provide that resolutions shall be referred by the president to an appropriate policy committee for review and recommendation. Resolutions with committee recommendations shall then be considered by the General Resolutions Committee at the Annual Conference.

This year, two resolutions have been introduced for consideration by the Annual Conference and referred to the League policy committees.

**POLICY COMMITTEES:** Two policy committees will meet at the Annual Conference to consider and take action on resolutions referred to them. The committees are Environmental Quality and Public Safety. These committees will meet on Wednesday, September 18, 2013, at the Sheraton Grand Hotel in Sacramento. The sponsors of the resolutions have been notified of the time and location of the meetings.

**GENERAL RESOLUTIONS COMMITTEE:** This committee will meet at 1:00 p.m. on Thursday, September 19, at the Sacramento Convention Center, to consider the reports of the two policy committees regarding the two resolutions. This committee includes one representative from each of the League's regional divisions, functional departments and standing policy committees, as well as other individuals appointed by the League president. Please check in at the registration desk for room location.

**ANNUAL LUNCHEON/BUSINESS MEETING/GENERAL ASSEMBLY:** This meeting will be held at 12:00 p.m. on Friday, September 20, at the Hyatt Regency Hotel.

**PETITIONED RESOLUTIONS:** For those issues that develop after the normal 60-day deadline, a resolution may be introduced at the Annual Conference with a petition signed by designated voting delegates of 10 percent of all member cities (47 valid signatures required) and presented to the Voting Delegates Desk at least 24 hours prior to the time set for convening the Annual Business Session of the General Assembly. This year, that deadline is 12:00 p.m., Thursday, September 19. If the petitioned resolution is substantially similar in substance to a resolution already under consideration, the petitioned resolution may be disqualified by the General Resolutions Committee.

Resolutions can be viewed on the League's Web site: [www.cacities.org/resolutions](http://www.cacities.org/resolutions).

Any questions concerning the resolutions procedures may be directed to Meg Desmond at the League office: [mdesmond@cacities.org](mailto:mdesmond@cacities.org) or (916) 658-8224

## **GUIDELINES FOR ANNUAL CONFERENCE RESOLUTIONS**

Policy development is a vital and ongoing process within the League. The principal means for deciding policy on the important issues facing cities is through the League's eight standing policy committees and the board of directors. The process allows for timely consideration of issues in a changing environment and assures city officials the opportunity to both initiate and influence policy decisions.

Annual conference resolutions constitute an additional way to develop League policy. Resolutions should adhere to the following criteria.

### **Guidelines for Annual Conference Resolutions**

1. Only issues that have a direct bearing on municipal affairs should be considered or adopted at the Annual Conference.
2. The issue is not of a purely local or regional concern.
3. The recommended policy should not simply restate existing League policy.
4. The resolution should be directed at achieving one of the following objectives:
  - (a) Focus public or media attention on an issue of major importance to cities.
  - (b) Establish a new direction for League policy by establishing general principals around which more detailed policies may be developed by policy committees and the board of directors.
  - (c) Consider important issues not adequately addressed by the policy committees and board of directors.
  - (d) Amend the League bylaws (requires 2/3 vote at General Assembly).

## LOCATION OF MEETINGS

### **Policy Committee Meetings**

Wednesday, September 18, 2013  
Sheraton Grand Hotel  
1230 J Street, Sacramento

Public Safety: 9:00 a.m. – 10:30 a.m.  
Environmental Quality: 10:30 a.m. – 12:00 p.m.

### **General Resolutions Committee**

Thursday, September 19, 2013, 1:00 p.m.  
Sacramento Convention Center  
1400 J Street, Sacramento

### **Annual Business Meeting and General Assembly Luncheon**

Friday, September 20, 2013, 12:00 p.m.  
Hyatt Regency Hotel  
1209 L Street, Sacramento

**KEY TO ACTIONS TAKEN ON RESOLUTIONS**

Resolutions have been grouped by policy committees to which they have been assigned.

Number	Key Word Index	Reviewing Body Action		
		1	2	3
		1 - Policy Committee Recommendation to General Resolutions Committee 2 - General Resolutions Committee 3 - General Assembly		

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**ENVIRONMENTAL QUALITY POLICY COMMITTEE**

		1	2	3
1	Water Bond Funds			

**PUBLIC SAFETY POLICY COMMITTEE**

		1	2	3
2	Public Safety Realignment			

Information pertaining to the Annual Conference Resolutions will also be posted on each committee's page on the League website: [www.cacities.org](http://www.cacities.org). The entire Resolutions Packet will be posted at: [www.cacities.org/resolutions](http://www.cacities.org/resolutions).

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## **KEY TO ACTIONS TAKEN ON RESOLUTIONS (*Continued*)**

### **KEY TO REVIEWING BODIES**

1. Policy Committee
2. General Resolutions Committee
3. General Assembly

### **Action Footnotes**

- \* Subject matter covered in another resolution
- \*\* Existing League policy
- \*\*\* Local authority presently exists

### **KEY TO ACTIONS TAKEN**

- A - Approve
- D - Disapprove
- N - No Action
- R - Refer to appropriate policy committee for study
- a - Amend
- Aa - Approve as amended
- Aaa - Approve with additional amendment(s)
- Ra - Amend and refer as amended to appropriate policy committee for study
- Raa - Additional amendments and refer
- Da - Amend (for clarity or brevity) and Disapprove
- Na - Amend (for clarity or brevity) and take No Action
- W - Withdrawn by Sponsor

**Procedural Note:** Resolutions that are approved by the General Resolutions Committee, as well as all qualified petitioned resolutions, are reported to the floor of the General Assembly. In addition, League policy provides the following procedure for resolutions approved by League policy committees but *not* approved by the General Resolutions Committee:

Resolutions initially recommended for approval and adoption by all the League policy committees to which the resolution is assigned, but subsequently recommended for disapproval, referral or no action by the General Resolutions Committee, shall then be placed on a consent agenda for consideration by the General Assembly. The consent agenda shall include a brief description of the basis for the recommendations by both the policy committee(s) and General Resolutions Committee, as well as the recommended action by each. Any voting delegate may make a motion to pull a resolution from the consent agenda in order to request the opportunity to fully debate the resolution. If, upon a majority vote of the General Assembly, the request for debate is approved, the General Assembly shall have the opportunity to debate and subsequently vote on the resolution.

## 2013 ANNUAL CONFERENCE RESOLUTIONS

### RESOLUTION REFERRED TO ENVIRONMENTAL QUALITY POLICY COMMITTEE

- 1. RESOLUTION CALLING UPON THE GOVERNOR AND THE LEGISLATURE TO WORK WITH THE LEAGUE OF CALIFORNIA CITIES IN PROVIDING ADEQUATE FUNDING AND TO PRIORITIZE WATER BONDS TO ASSIST LOCAL GOVERNMENT IN WATER CONSERVATION, GROUND WATER RECHARGE AND REUSE OF STORMWATER AND URBAN RUNOFF PROGRAMS.**

Source: Los Angeles County Division

Concurrence of five or more cities/city officials: Cities of Alhambra; Cerritos; Claremont; Glendora; Lakewood; La Mirada; La Verne; Norwalk; Signal Hill; Mary Ann Lutz, Mayor, city of Monrovia.

Referred to: Environmental Quality Policy Committee

Recommendations to General Resolutions Committee: Approve

**WHEREAS**, local governments play a critical role in providing water conservation, ground water recharge and reuse of stormwater infrastructure, including capture and reuse of stormwater for their citizens, businesses and institutions; and

**WHEREAS**, local governments support the goals of the Clean Water Act to ensure safe, clean water supply for all and the U.S. Environmental Protection Agency has encouraged local governments to implement programs to capture, infiltrate and treat stormwater and urban runoff with the use of low impact development ordinances, green street policies and programs to increase the local ground water supply through stormwater capture and infiltration programs; and

**WHEREAS**, local governments also support the State's water quality objectives, specifically Section 13241 of the Porter-Cologne Water Quality Control Act, on the need to maximize the use of reclaimed and water reuse and the Regional Water Quality Control Boards and the State Water Resources Board encourage rainwater capture efforts; and

**WHEREAS**, the State's actions working through the water boards, supported by substantial Federal, State and local investments, have led to a dramatic decrease in water pollution from wastewater treatment plants and other so-called "point sources" since 1972. However, the current threats to the State's water quality are far more difficult to solve, even as the demand for clean water increases from a growing population and an economically important agricultural industry; and

**WHEREAS**, the State's Little Hoover Commission found in 2009 that more than 30,000 stormwater discharges are subject to permits regulating large and small cities, counties, construction sites and industry. The Commission found that a diverse group of water users – the military, small and large businesses, home builders and local governments and more – face enormous costs as they try to control and limit stormwater pollution. The Commission concluded that the costs of stormwater clean up are enormous and that the costs of stormwater pollution are greater, as beach closures impact the State's economy and environmental damage threatens to impair wildlife; and

**WHEREAS**, at the same time that new programs and projects to improve water quality are currently being required by the U.S. EPA and the State under the National Pollution Discharge Elimination System (NPDES) permits and the Total Daily Maximum Load (TMDL) programs, many local governments find that they lack the basic infrastructure to capture, infiltrate and reuse stormwater and cities are facing difficult economic challenges while Federal and State financial assistance has been reduced due to the impacts of the recession and slow economic recovery; and

**WHEREAS**, cities have seen their costs with the new NPDES permit requirements double and triple in size in the past year, with additional costs anticipated in future years. Additionally, many local businesses have grown increasingly concerned about the costs of retrofitting their properties to meet stormwater and runoff requirements required under the NPDES permits and TMDL programs; and

**WHEREAS**, the League of California Cities adopted water polices in March of 2012, recognizing that the development and operation of water supply, flood control and storm water management, among other water functions, is frequently beyond the capacity of local areas to finance and the League found that since most facilities have widespread benefits, it has become the tradition for Federal, State and local governments to share their costs (XIV, Financial Considerations); and the League supports legislation providing funding for stormwater and other water programs; and

**WHEREAS**, the Governor and the Legislature are currently contemplating projects for a water bond and a portion of the bond could be directed to assist local government in funding and implementing the goals of the Clean Water Act and the State’s water objectives of conserving and reusing stormwater in order to improve the supply and reliability of water supply; and now therefore let it be

**RESOLVED** by the General Assembly of the League of California Cities, assembled in Sacramento on September 20, 2013, that the League calls for the Governor and the Legislature to work with the League and other stakeholders to provide adequate funding for water conservation, ground water recharge and capture and reuse of stormwater and runoff in the water bond issue and to prioritize future water bonds to assist local governments in funding these programs. The League will work with its member cities to educate federal and state officials to the challenges facing local governments in providing for programs to capture, infiltrate and reuse stormwater and urban runoff.

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**Background Information on Resolution No. 1**

**Source:** Los Angeles County Division

**Background:**

In order to meet the goals of both the Federal Clean Water Act and the State’s Porter-Cologne Water Quality Control Act, which seek to ensure safe clean water supplies, cities provide critical water conservation, ground water recharge and reuse of stormwater infrastructure, including capture and reuse of stormwater for their citizens, businesses and institutions.

Working with the State’s Regional Water Quality Control Boards and the State Water Resources Board through the National Pollution Discharge Elimination System (NPDES) permitting process and Total Maximum Daily Load (TMDL) Programs, California’s cities implement programs to capture, infiltrate and treat stormwater and urban runoff with the use of low impact development ordinances, green streets policies and other programs to increase the local ground water supply.

These actions have led to a dramatic decrease in water pollution from wastewater treatment plants and other so-called “point sources” since the adoption of the Clean Water Act in 1972. However, current threats to the State’s “non-point sources “ of pollution, such as stormwater and urban runoff are far more difficult to solve, even as the demand for clean water increases from a growing population and an economically important agricultural industry.

### **Current Problem Facing California's Cities**

The Little Hoover Commission found in 2009 that more than 30,000 stormwater discharges are subject to permits regulating large and small cities, counties, construction sites and industry. The Commission found that a diverse group of water users – the military, small and large businesses, home builders and local governments and more – face enormous costs as they try and control and limit stormwater pollution. The Commission concluded that the costs of stormwater clean up are enormous and that the costs of stormwater pollution are greater as beach closures impact the state's economy and environmental damage threatens to impair wildlife.

Additionally, new programs and projects to improve water quality are currently being required by the U.S. EPA and the State under the NPDES permits and the TMDL programs. Many local governments find that they lack the basic infrastructure to capture, infiltrate and reuse stormwater and the cities are facing difficult economic challenges while Federal and State financial assistance has been reduced due to the impacts of the recession and slow economic recovery.

Cities have seen their costs with the new NPDES permit requirements triple in size in the past year, with additional costs anticipated in future years. Additionally, many local businesses have grown increasingly concerned about the costs of retrofitting their properties to meet stormwater and runoff requirements required under the NPDES permits and TMDL programs.

In Los Angeles County alone, reports commissioned by the Los Angeles County Flood Control District estimate the costs of achieving region-wide compliance for implementing TMDL programs in the NPDES permits required by the Los Angeles Regional Water Quality Control Board (LARWQCB) will be in the tens of billions of dollars over the next twenty years. Additionally, failure to comply with the LARWQCB's terms could result in significant Clean Water Act fines, state fines and federal penalties anywhere from \$3,000- \$37,500 per day. Violations can also result in third-party litigation. Such costs are not confined to Los Angeles County and are being realized statewide.

Clearly, compliance with the NPDES permit and TMDL programs will be expensive for local governments over a long period of time and cities lack a stable, long-term, dedicated local funding source to address this need. Many cities are faced with the choice of either cutting existing services or finding new sources of revenue to fund the NPDES and TMDL programs.

### **Los Angeles County Division Resolution**

The Division supports strong League education and advocacy at both the State and Federal levels to help cities face the challenges in providing programs to capture, infiltrate and reuse stormwater and urban runoff. While Los Angeles County cities and other regions seek to secure local funding sources to meet the Clean Water Act and the State's water objectives, it will simply not be enough to meet the enormous costs of compliance. The Los Angeles County Division strongly believes that State and Federal cooperation are necessary to fund programs to secure and reuse stormwater in order to improve water supply and reliability throughout the state.

The Division calls for the League to engage in discussions on 2014 State Water Bond to assist cities in funding and implementing the goals of the Clean Water Act and the State's Water objectives. This resolution does not support the 2014 bond issue, since the League and individual cities will need to make this decision at a later time upon review of the final language. However, the Governor and Legislature have reopened discussions for the 2014 water bond and funding of urban runoff and stormwater programs has taken a back seat in past bond issues, such as Proposition 84. In May, Assembly Speaker John Perez appointed a Water Bond Working Group which recently outlined a new set of [Priorities and Accountability Measures](#) for developing a water bond that would gain the support of 2/3 of the Legislature and voters. One of the priorities identified by the committee included, "Regional Self Reliance/Integrated Regional Water



Management,” posing the question if stormwater capture should be included in any future bonds. The Division believes the opportunity to advocate for funding in the bond is now.

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### **League of California Cities Staff Analysis on Resolution No. 1**

Staff: Jason Rhine; (916) 658-8264

Committee: Environmental Quality

#### **Summary:**

This resolution seeks to call upon the Governor and the Legislature to work with the League of California Cities in providing adequate funding and to prioritize water bonds to assist local governments in water conservation, ground water recharge and reuse of stormwater and urban runoff programs.

#### **Background:**

In 2009, the State Legislature passed and Governor Arnold Schwarzenegger signed a package of legislation that included four policy bills and an \$11.1 billion water bond (The Clean, and Reliable Drinking Water Supply Act). The water bond included the following major spending proposals:

- \$455 million for drought relief projects, disadvantaged communities, small community wastewater treatment improvements and safe drinking water revolving fund
- \$1.4 billion for "integrated regional water management projects"
- \$2.25 billion for projects that "support delta sustainability options"
- \$3 billion for water storage projects
- \$1.7 billion for ecosystem and watershed protection and restoration projects in 21 watersheds
- \$1 billion for groundwater protection and cleanup
- \$1.25 billion for "water recycling and advanced treatment technology projects"

The \$11.1 billion bond also included nearly \$2 billion in earmarks. Projects slated for funding included:

- \$40 million to educate the public about California's water
- \$100 million for a Lake Tahoe Environmental Improvement Program for watershed restoration, bike trails and public access and recreation projects
- \$75 million for the Sierra Nevada Conservancy, for public access, education and interpretive projects
- \$20 million for the Baldwin Hills Conservancy to be used to buy more land
- \$20 million for the Bolsa Chica Wetlands for interpretive projects for visitors

The water bond was originally scheduled to appear on the 2010 ballot as Proposition 18. However, due to significant criticism over the size of the bond, the amount of earmarked projects, and a lack of public support, the Legislature has voted twice to postpone the ballot vote. The water bond is now slated for the November 4, 2014 ballot.

It is unclear whether or not the water bond will actually appear on the November 2014 ballot. In recent months, pressure has been mounting to postpone the water bond yet again or significantly rewrite the water bond to drastically reduce the overall size of the bond and remove all earmarks. The Legislature has until the summer of 2014 to act.

#### **Fiscal Impact:**

Unknown. This resolution does not seek a specified appropriation from a water bond.

### **Existing League Policy:**

In 2008, the League formed a new Water Task Force to consider updates and revision to the Water Guidelines the League drafted and adopted 20 years earlier. These new Guidelines were formally approved by the League board of directors in Feb. 2010. Below are the most pertinent policy and guiding principles related to the proposed resolution. To view the entire water policy guidelines, go to [www.cacities.org/waterpolicyguidelines](http://www.cacities.org/waterpolicyguidelines).

### **General Principles**

- The League supports the development of additional groundwater and surface water storage, including proposed surface storage projects now under study if they are determined to be feasible, including but not limited to: environmentally, economically, and geographically relating to point of origin. Appropriate funding sources could include, but are not limited to user fees, bonds and federal funding.
- The League supports state water policy that allows undertaking aggressive water conservation and water use efficiency while preserving, and not diminishing, public and constitutional water rights.

### **Water Conservation**

- The League supports the development of a statewide goal to reduce water use by 20% by 2020 through the implementation of fair and equitable measures consistent with these principles.
- Accomplishing water conservation and water use efficiency goals will require statewide action by all water users, including residential, commercial, industrial and agricultural water users, local and regional planning agencies, state and federal agencies, chambers of commerce, and business, commercial and industrial professional and trade associations.

### **Water Recycling**

- Wherever feasible, water recycling should be practiced in urban, industrial and agricultural sectors. This includes increasing the use of recycled water over 2002 levels by at least one million acre-feet/year (afy) by 2020 and by at least two million afy by 2030.
- Increased recycling, reuse and other refinements in water management practices should be included in all water supply programs.

### **Water Storage**

- The development of additional surface facilities and use of groundwater basins to store surface water that is surplus to that needed to maintain State Water Resource Control Board (SWRCB) Bay-Delta estuary water quality standards should be supported.

### **Groundwater**

- The principle that local entities within groundwater basins (i.e., cities, counties, special districts, and the regional water quality control boards) working cooperatively should be responsible for and involved in developing and implementing basin wide groundwater, basin management plans should be supported. The plans should include, but not be limited to: a) protecting groundwater quality; b) identifying means to correct groundwater overdraft; c) implementing better irrigation techniques; d) increasing water reclamation and reuse; and e) refining water conservation and other management practices.
- Financial assistance from state and federal governments should be made available to requesting local agencies to develop and implement their groundwater management plans.

### **Financial Considerations**

- It is recognized that the development and operation of water supply, water conveyance, flood control and stormwater management, water storage, and wastewater treatment facilities is frequently beyond the capability of local areas to finance;

- The League supports legislation to provide funding for stormwater, water and wastewater programs, including a constitutional amendment which would place stormwater fees in the category of water and wastewater fees, for the purposes of Proposition 218 compliance.

**Support:**

New this year, any resolutions submitted to the General Assembly must be concurred in by five cities or by city officials from at least five or more cities. Those submitting resolutions were asked to provide written documentation of concurrence. The following letters of concurrence were received: cities of Alhambra; Cerritos; Claremont; Glendora; Lakewood; La Mirada; La Verne; Norwalk; Signal Hill; and Mary Ann Lutz, Mayor, city of Monrovia. A letter of support was also received from the California Contract Cities Association.

**RESOLUTION REFERRED TO PUBLIC SAFETY POLICY COMMITTEE**

**2. RESOLUTION CALLING UPON THE GOVERNOR AND LEGISLATURE TO ENTER INTO DISCUSSIONS WITH THE LEAGUE AND CALIFORNIA POLICE CHIEFS' ASSOCIATION REPRESENTATIVES TO IDENTIFY AND ENACT STRATEGIES THAT WILL ENSURE THE SUCCESS OF PUBLIC SAFETY REALIGNMENT FROM A LOCAL MUNICIPAL LAW ENFORCEMENT PERSPECTIVE.**

Source: Public Safety Policy Committee

Concurrence of five or more cities/city officials: Cities of Arroyo Grande, Covina; Fontana; Glendora; Monrovia; Ontario; Pismo Beach; and Santa Barbara

Referred to: Public Safety Policy Committee

Recommendation to General Resolutions Committee: Approve

**WHEREAS**, in October 2011 the Governor proposed the realignment of public safety responsibilities from state prisons to local government as a way to address recent court orders in response to litigation related to state prison overcrowding, and to reduce state expenditures; and

**WHEREAS**, the Governor stated that realignment needed to be fully funded with a constitutionally protected source of funds if it were to succeed; and

**WHEREAS**, the Legislature enacted the realignment measures, AB 109 and AB 117, and the Governor signed them into law without full constitutionally protected funding and liability protection for stakeholders; and

**WHEREAS**, California currently has insufficient jail space, probation officers, housing and job placement programs, medical and mental health facilities, lacks a uniform definition of recidivism; and utilizes inappropriate convictions used to determine inmate eligibility for participation in the realignment program; and

**WHEREAS**, since the implementation of realignment there have been numerous issues identified that have not been properly addressed that significantly impact municipal police departments' efforts to successfully implement realignment; and

**WHEREAS**, ultimately many of these probationers who have severe mental illness are released into communities where they continue to commit crimes that impact the safety of community members and drain the resources of probation departments and police departments throughout the state; and

**WHEREAS**, an estimated 30 counties were operating under court-ordered or self-imposed population caps before realignment, and the current lack of bed space in county jails has since led to many convicted probationers being released early after serving a fraction of their time; with inadequate to no subsequent supervision, leaving them free to engage in further criminal offenses in our local cities; and

**WHEREAS**, there is increasing knowledge among the offender population which offenses will and will not result in a sentence to state prison, and many offenders, if held in custody pending trial, that would be sentenced to county jail are ultimately sentenced to time served due to overcrowding in county facilities; and

**WHEREAS**, there are inadequate databases allowing local police departments to share critical offender information among themselves, with county probation departments, and with other county and state law enforcement entities; and

**WHEREAS**, local police departments have not received adequate funding to properly address this new population of offenders who are victimizing California communities; and now therefore let it be

**RESOLVED** by the General Assembly of the League of California Cities, assembled in Sacramento on September 20, 2013, to request the Governor and State Legislature to immediately enter into discussions with League representatives and the California Police Chiefs' Association to address the following issues:

1. The need to fully fund municipal police departments with constitutionally protected funding to appropriately address realignment issues facing front-line law enforcement;
2. Amend appropriate sections of AB 109 to change the criteria justifying the release of non-violent, non-serious, non-sex offender inmates (N3) inmates to include their total criminal and mental history instead of only their last criminal conviction;
3. Establish a uniform definition of recidivism with the input of all criminal justice stakeholders throughout the state;
4. Enact legislation that will accommodate the option for city police officers to make ten (10) day flash incarcerations in city jails for probationers who violate the conditions of their probation;
5. Establish oversight procedures to encourage transparency and accountability over the use of realignment funding;
6. Implement the recommendations identified in the California Little Hoover Commission Report #216 dated May 30, 2013;
7. Provide for greater representation of city officials on the local Community Corrections Partnerships. Currently AB 117 provides for only one city official (a police chief) on the seven-member body, six of which are aligned with the county in which the partnership has been established. As a result, the counties dominate the committees and the subsequent distribution of realignment funds.
8. Provide, either administratively or by legislation, an effective statewide data sharing mechanism allowing state and local law enforcement agencies to rapidly and efficiently share offender information to assist in tracking and monitoring the activities of AB 109 and other offenders.

//////////

## Background Information on Resolution No. 2

**Source:** Public Safety Policy Committee

### **Background:**

In October 2011 the Governor proposed the realignment of public safety tasks from State Prisons to local government as a way to address certain judicial orders dealing with State prison overcrowding and to reduce State expenditures. This program shifts the prisoner burden from State prisons to local counties and cities.

When the Governor signed into law realignment he stated that realignment needed to be fully funded with constitutionally protected source of funds to succeed. Nonetheless, the law was implemented without full constitutional protected funding for counties and cities; insufficient liability protections to local agencies; jail space; probation officers; housing and job placement programs; medical and mental health facilities; and with an inappropriate definition of N3 (non-serious, non-sexual, non-violent) criminal convictions used to screen inmates for participation in the program.

Two-thirds of California's 58 counties are already under some form of mandated early release. Currently, 20 counties have to comply with maximum population capacity limits enforced by court order, while another 12 counties have self-imposed population caps to avoid lawsuits.

At this time no one knows what the full impact of realignment will ultimately be on crime. We hope that crime will continue to drop, but with the current experience of the 40,000 offenders realigned since October 2011, and an estimated additional 12,000 offenders being shifted from State prison to local jails and community supervision by the end of fiscal year 2013-14, it will be very difficult to realize lower crime rates in the future.

Beginning in October 2011, California State prisons began moving N3 offenders into county jails, the county probation and court systems, and ultimately funneled them into community supervision or alternative sentencing program in cities where they will live, work, and commit crime.

**Note:** There is currently no uniform definition of recidivism throughout the state and no database that can deliver statistical information on the overall impact realignment has had on all cities in California. Because of this problem we have used data from Los Angeles County.

The March 4, 2013 report to the Los Angeles County Criminal Justice Coordination Committee (CCJCC) shows a strong effort and progress in addressing the realignment mandate. However, there is insufficient funding.

The report also states the jail population continues to be heavily influenced by participants housed locally. On September 30, 2012, the inmate count in the Los Angeles County Jail was 15,463; on January 31, 2013, the count was 18,864. The realignment population accounted for 32% of the Jail population; 5,743 offenders sentenced per Penal Code Section 1170 (h) and 408 parole violations.

By the end of January 2013, 13,535 offenders were released on Post Release Community Supervision (PRCS) to Los Angeles County including prisoners with the highest maintenance costs because of medical and drug problems and mental health issues costing counties and local cities millions of dollars in unfunded mandates since the beginning of the program. Prisoners with prior histories of violent crimes are also being released without proper supervision. That is why sections of **AB 109 must be amended to change the criteria used to justify the release of N3 inmates to include an offender's total criminal and mental history instead of only their last criminal conviction.** Using the latter as the key criteria does not provide

an accurate risk assessment of the threat these offenders pose to society if they are realigned to county facilities, or placed on Post Release Community Supervision.

Chief Jerry Powers from the Los Angeles County Probation Department recently stated the release criteria for N3 offenders “has nothing to do with reality.” He said initially the State estimated the population of released PRCS offenders would be 50% High Risk, 25% Medium Risk and 25% Low Risk. The reality is 3% are Very High Risk, 55% are High Risk, 40% are Medium Risk and only 2% are Low Risk offenders. He said the High Risk and serious mentally ill offenders being released “are a very scary population.” One of the special needs offenders takes the resources of 20-30 other offenders.

Assistant Sheriff Terri McDonald who is the county Jail Administrator recently stated the Jail has only 30 beds for mentally ill offenders being released – when in fact she actually needs 300 beds to accommodate the volume of serious mentally ill offenders being released that require beds.

Los Angeles County data shows 7,200 released offenders have had some sort of revocation. This number is expected to increase because of a significant increase in the first four months of year two of realignment that totals 83% of the entire first year of the program; 4,300 warrants were issued for offenders; 6,200 offenders have been rearrested; and 1,400 prosecuted. Data reveals one in 10 offenders will test positive for drugs during the first 72 hours after being released knowing they are required to report to a probation officer during that time. Only one in three offenders will successfully complete probation.

There are more than 500 felony crimes that qualify State prison inmates for release under realignment. They will be spending their time in cities with little, if any, supervision.

////////

### **League of California Cities Staff Analysis on Resolution No. 2**

Staff: Tim Cromartie (916) 658-8252  
Committee: Public Safety Policy Committee

#### **Summary:**

This Resolution seeks to outline the deficiencies in the State’s current public safety realignment policy, as implemented in 2011 by AB 109, and to identify policy changes that will assist State, county and municipal law enforcement entities to cope with the expanded universe of offenders that are now being directed to county facilities, resulting in increased related impacts on both local communities and municipal law enforcement.

#### **Background:**

This resolution was brought to the Public Safety Policy Committee by individual members of that committee who are increasingly concerned about municipal public safety impacts resulting from county jail overcrowding, a problem that has intensified with realignment, resulting in certain categories of offenders doing no jail time or being sentenced to time served. This has created a climate in which some offenses receive little or no jail time, accompanied by a growing body of anecdotal evidence that property crimes have correspondingly increased, with some, such as auto theft, being committed in serial fashion. Increased criminal activity has strained the resources of many local police departments already struggling to more closely coordinate information sharing with county probation offices to effectively monitor offenders on post-community release supervision.

In addition, there is growing concern about the criteria established for determining which offenders are eligible for post-release community supervision (the non-violent, non-serious, non-sex offenders). There is so much concern that a May 2013 report of California’s Little Hoover Commission recommended adjusting

the criteria to examine an offender's total criminal history rather than merely his or her last known offense, as a means of more accurately assessing the risk he or she might pose to the community.

Implementation of the realignment policy is handled in part by the Community Corrections Partnerships established by AB 109, which currently have only one city representative, compared to at least four county-level representatives.

**Fiscal Impact:**

Unknown impact on the State General Fund. This resolution seeks to establish increased and constitutionally protected funding for city police departments (and county sheriff's departments, to the degree they are contracted to provide police services for cities), but does not specify a dollar amount for the revenue stream. At a minimum, it would entail an annual revenue stream of at least the amount provided for cities for front-line law enforcement in the State's 2013-14 Budget, \$27.5 million, indefinitely – although that revenue stream has never been formally identified by the Brown Administration as having any direct connection to realignment.

**Existing League Policy:**

Related to this resolution, existing policy provides:

- The League supports policies establishing restrictions on the early release of state inmates for the purpose of alleviating overcrowding, and limiting parole hearing opportunities for state inmates serving a life sentence, or paroled inmates with a violation.
- The League supports increasing municipal representation on and participation in the Community Corrections Partnerships, which are charged with developing local corrections plans.
- In addition, the Strategic Priorities for 2012, as adopted by the League Board of Directors, included the promotion of local control for strong cities. The resolution's objectives of locking in ongoing funding for front-line municipal law enforcement, and increasing city participation in the Community Corrections Partnerships, are consistent with promoting local control.

**Support:**

New this year, any resolutions submitted to the General Assembly must be concurred in by five cities or by city officials from at least five or more cities. Those submitting resolutions were asked to provide written documentation of concurrence. The following cities/city officials have concurred: cities of Arroyo Grande; Covina; Fontana; Glendora; Monrovia; Ontario; Pismo Beach; and Santa Barbara.

**LETTERS OF CONCURRENCE**  
Resolution #1  
Water Bond Funds



**City of Alhambra**  
Office of the Mayor and City Council

July 1, 2013



Gateway  
to the  
San Gabriel Valley

111  
South First Street  
Alhambra  
California  
91801

626  
570-5010

FAX  
281-2248

Bill Bogaard  
President  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814

**RE: Los Angeles County Division Annual Conference Resolution**

Dear President Bogaard:

The City of Alhambra supports the Los Angeles County Division's effort to submit a resolution for consideration by the General Assembly at the League's 2013 Annual Conference in Sacramento.

The Division's resolution seeks to address a critical funding need for cities working to meet the State's water quality objectives and storm water management plans by providing direction for the League to educate state leaders and advocate for funding during discussions on the 2014 Water Bond. The City of Alhambra is anticipating spending \$24,101.96 this year to start the development of the Enhanced Watershed Plan and monitoring plan. Prior to 2016, the City anticipates spending \$1,169,000 for full capture device on our storm drain catch basins. In the future, it is estimated the city may need \$34 million dollars to finance the required infrastructure to meet the new permit guidelines. We also anticipate needing to hire additional staff to monitor and maintain the program. None of these costs have a dedicated funding source.

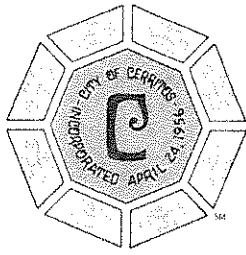
As members of the League, our city values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact Mary Chavez, Director of Public Works, at (626) 570-5067 if you have any questions.

Very truly yours,

Steven Placido, DDS  
Mayor

cc: Jennifer Quan, League of California Cities





# CITY OF CERRITOS™

CIVIC CENTER • 18125 BLOOMFIELD AVENUE  
P.O. BOX 3130 • CERRITOS, CALIFORNIA 90703-3130  
PHONE: (562) 916-1310 • FAX: (562) 468-1095  
CELL PHONE: (562) 547-1732  
E-mail: [bbarr90703@aol.com](mailto:bbarr90703@aol.com)  
[WWW.CERRITOS.US](http://WWW.CERRITOS.US)



OFFICE OF THE MAYOR  
**BRUCE W. BARROWS**

July 8, 2013

Bill Bogaard  
President  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814

**RE: Los Angeles County Division Annual Conference Resolution**

President Bogaard: *Bill*

The City of Cerritos supports the Los Angeles County Division's effort to submit a resolution for consideration by the General Assembly at the League's 2013 Annual Conference in Sacramento.

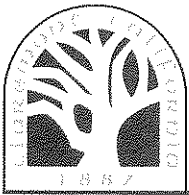
The Division's resolution seeks to address a critical funding need for cities working to meet the State's water quality objectives and storm water management plans by providing direction for the League to educate state leaders and advocate for funding during discussions on the 2014 Water Bond. The City of Cerritos expended \$866,000 in the Fiscal Year 2011-2012 for compliance with required stormwater programs. Future expenditures are expected to be over \$1.5 million annually, as the City will be required to begin construction of costly stormwater capital improvements.

As members of the League our city values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact Art Gallucci, City Manager at (562)916-1301 or [agallucci@cerritos.us](mailto:agallucci@cerritos.us), if you have any questions.

Sincerely,

Bruce W. Barrows  
MAYOR

cc: Ling-Ling Chang, President, Los Angeles County Division c/o  
Robb Korinke, Executive Director, Los Angeles County Division, [robb@lacity.org](mailto:robb@lacity.org)



## CITY OF CLAREMONT

City Hall  
207 Harvard Avenue  
P.O. Box 880  
Claremont, CA 91711-0880  
Fax: (909) 399-5492  
Website: [www.ci.claremont.ca.us](http://www.ci.claremont.ca.us)  
Email: [contact@ci.claremont.ca.us](mailto:contact@ci.claremont.ca.us)

City Council • (909) 399-5444  
*Corey Calaycay*  
*Joseph M. Lyons*  
*Opanyi K. Nasiali*  
*Sam Pedroza*  
*Larry Schroeder*

July 1, 2013

Bill Bogaard  
President  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814

President Bogaard:

**RE: Los Angeles County Division Proposed Resolution for LCC Approval  
At The 2013 Annual Conference**

The City of Claremont supports the Los Angeles County Division's effort to submit a resolution for consideration by the General Assembly at the League's 2013 Annual Conference in Sacramento.

The Division's resolution seeks to address a critical funding need for cities working to meet the State's water quality objectives and storm water management plans by providing direction for the League to educate state leaders and advocate for funding during discussions on the 2014 Water Bond.

As members of the League, our City values the policy development process provided to the General Assembly and appreciates your time on this issue. If you have any questions, please feel free to contact Tony Ramos, City Manager, at (909) 399-5441.

Sincerely,

Opanyi Nasiali  
Mayor

c: Jennifer Quan, League of California Cities



CITY OF GLENDORA CITY HALL

(626) 914-8200

116 East Foothill Blvd., Glendora, California 91741  
www.ci.glendora.ca.us

July 15, 2013

Bill Bogaard, President  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814

**RE: Los Angeles County Division Annual Conference Resolution**

President Bogaard:

The City of Glendora supports the Los Angeles County Division's effort to submit a resolution for consideration by the General Assembly at the League's 2013 Annual Conference in Sacramento.

The Division's resolution seeks to address a critical funding need for cities working to meet the State's water quality objectives and storm water management plans by providing direction for the League to educate state leaders and advocate for funding during discussions on the 2014 Water Bond.

As members of the League our city values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact me, if you have any questions.

Sincerely,

Joe Santoro, Mayor

cc: Ling-Ling Chang, President, Los Angeles County Division c/o Robb Korinke,  
Executive Director, Los Angeles County Division, robb@lacity.org  
Jennifer Quan, Regional Public Affairs Manager, League of California Cities –  
jqquan@lacity.org

PRIDE OF THE FOOTHILLS

Todd Rogers  
Vice Mayor

Jeff Wood  
Council Member

Diane DuBois  
Council Member

Ron Piazza  
Council Member

July 2, 2013

CITY OF LAKEWOOD

CALIFORNIA

Steve Croft  
Mayor

Mr. Bill Bogaard  
President  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, California 95814

**RE: Los Angeles County Division Annual Conference Resolution - Support**

Dear President Bogaard:

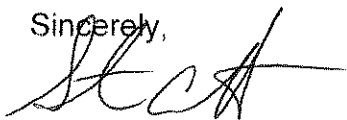
The City of Lakewood supports the Los Angeles County Division's effort to submit a resolution for consideration by the General Assembly at the League's 2013 Annual Conference in Sacramento.

The Division's resolution seeks to address a critical funding need for cities working to meet the State's water quality objectives and storm water management plans by providing direction for the League to educate state leaders and advocate for funding during discussions on the 2014 Water Bond.

For Lakewood, the initial cost alone to prepare the Watershed Management Plan (WMP), Coordinated Integrated Management Plan (CIMP), and Reasonable Assurance Modeling for the three watersheds that Lakewood is a part of is estimated to be \$153,167. This cost does not include administration costs, monitoring costs, construction costs, or inspection costs, which are estimated to be in the millions of dollars.

As members of the League our city values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact Paolo Beltran, Senior Management Analyst, at (562) 866-9771, extension 2140, or email at [pbeltran@lakewoodcity.org](mailto:pbeltran@lakewoodcity.org), if you have any questions.

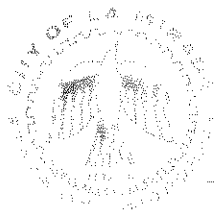
Sincerely,



Steve Croft  
Mayor

cc: Ling-Ling Chang, President, Los Angeles County Division c/o  
Robb Korinke, Executive Director, Los Angeles County Division,  
[robb@lacity.org](mailto:robb@lacity.org)

# Lakewood



**CITY OF LA MIRADA**  
DEDICATED TO SERVICE

13700 La Mirada Boulevard  
La Mirada, California 90638  
P.O. Box 828  
La Mirada, California 90637-0828  
Phone: (562) 943-0131 Fax: (562) 943-1464  
www.cityoflamirada.org

July 15, 2013

**LETTER OF SUPPORT**

Bill Bogaard  
President  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814

**SUBJECT: LOS ANGELES COUNTY DIVISION ANNUAL CONFERENCE RESOLUTION**

Dear President Bogaard:

On behalf of the City of La Mirada, I am writing to express support for the League of California Cities, Los Angeles County Division's effort to submit a resolution for consideration by the League's General Assembly at the September 2013 Annual Conference in Sacramento.

The Division's resolution seeks to address a critical funding need for local governments working to meet Federal and State objectives to protect water resources and storm water management plans. The resolution also provides direction for the League to educate State leaders and advocates for the inclusion of storm water funding in the State's proposed 2014 Water Bond.

Like many cities, the City of La Mirada does not have the basic infrastructure to capture, filter, and reuse storm water, and Federal and State funding to assist in providing this infrastructure has been reduced in recent years as a result of the economic recession. Compliance with the MS-4 permit and other storm water regulations could cost the City millions, and reduce funding for other vital City services such as infrastructure and public safety. The City could also face steep fines, penalties, and third party lawsuits if it is unable to meet the National Pollutant Discharge Elimination Systems (NPDES) permit requirements. Receiving State funding could help alleviate the financial burden placed on local governments to meet storm water requirements.

As a member of the League, our City values the policy development process provided to the General Assembly. Please contact Jeff Boynton, Deputy City Manager, at (562) 943-0131 if you have any questions.

Sincerely,

**CITY OF LA MIRADA**

Steve De Ruse  
Mayor

TER:jb:vdr

cc: Ling-Ling Chang, President, Los Angeles County Division  
Robb Korinke, Executive Director, Los Angeles County Division



# CITY OF LA VERNE CITY HALL

3660 "D" Street, La Verne, California 91750-3599  
www.ci.la-verne.ca.us

July 2, 2013

Bill Bogaard, President  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814

## RE: Los Angeles County Division Annual Conference Resolution

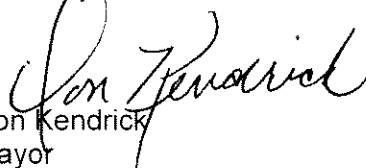
President Bogaard:

The City of La Verne supports the Los Angeles County Division's effort to submit a resolution for consideration by the General Assembly at the League's 2013 Annual Conference in Sacramento.

The Division's resolution seeks to address a critical funding need for cities working to meet the State's water quality objectives and storm water management plans by providing direction for the League to educate state leaders and advocate for funding during discussions on the 2014 Water Bond. While the City is still in the process of identifying the costs associated with meeting the new requirements of the MS-4 PERMIT, it is expected these measures will far exceed existing local resources.

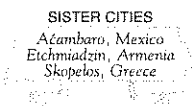
As members of the League, our city values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact our City Manager, Bob Russi at 909-596-8726, if you have any questions.

Sincerely,

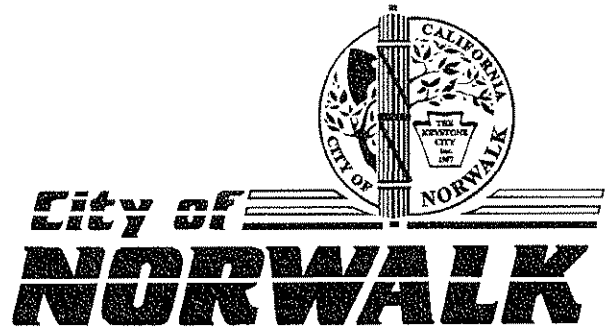
  
Don Kendrick  
Mayor

cc: Jennifer Quan, League of California Cities  
JR Ranells, Senior Management Analyst

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LUIGI VERNOLA  
Mayor  
MARCEL RODARTE  
Vice Mayor  
CHERI KELLEY  
Councilmember  
MICHAEL MENDEZ  
Councilmember  
LEONARD SHRYOCK  
Councilmember  
MICHAEL J. EGAN  
City Manager



12700 NORWALK BLVD., P.O. BOX 1030, NORWALK, CA 90651-1030 \* PHONE: 562/929-5700 \* FACSIMILE: 562/929-5773 \* WWW.NORWALKCA.GOV

July 2, 2013

Bill Bogaard, President  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814

**RE: Los Angeles County Division Annual Conference Resolution**

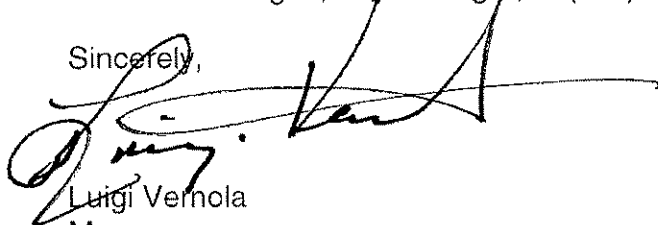
Dear President Bogaard:

The city of Norwalk supports the Los Angeles County Division's effort to submit a resolution for consideration by the General Assembly at the League's 2013 Annual Conference in Sacramento.

The Division's resolution seeks to address a critical funding need for cities working to meet the State's water quality objectives and storm water management plans by providing direction for the League to educate state leaders and advocate for funding during discussions on the 2014 Water Bond. The cost of compliance with the new storm water permit is in the millions of dollars. The Watershed Management Plan alone will cost close to \$1M. Implementation of projects in the near future based on that Watershed Management Plan could potentially cost the City of Norwalk \$5 - \$10 million annually.

As members of the League our City values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact Mike Egan, City Manager, at (562) 929-5772 if you have any questions.

Sincerely,



Luigi Vernola  
Mayor

cc: Ling-Ling Chang, President, Los Angeles County Division c/o  
Robb Korinke, Executive Director, Los Angeles County Division, robb@lacies.org





## CITY OF SIGNAL HILL

2175 Cherry Avenue • Signal Hill, California 90755-3799

June 27, 2013

Bill Bogaard  
President  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814

**RE: Los Angeles County Division Annual Conference Resolution**

President Bogaard:

The city of Signal Hill supports the Los Angeles County Division's effort to submit a resolution for consideration by the General Assembly at the League's 2013 Annual Conference in Sacramento.

The Division's resolution seeks to address a critical funding need for cities working to meet the State's water quality objectives and storm water management plans by providing direction for the League to educate state leaders and advocate for funding during discussions on the 2014 Water Bond. The city of Signal Hill currently budgets for \$755,000 annually for compliance with required stormwater programs, which represents over 4% of the entire General Fund. Future expenditures are expected to be over \$1.5 million annually, as the City will be required to begin construction of costly stormwater capital improvements.

As members of the League our city values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact Ken Farfsing, City Manager at (562) 989-7302 or [kfarfsing@cityofsignal.org](mailto:kfarfsing@cityofsignal.org), if you have any questions.

Sincerely,

Michael J. Noll  
Mayor

CC: Ling-Ling Chang, President, Los Angeles County Division c/o  
Robb Korinke, Executive Director, Los Angeles County Division, [robb@lacity.org](mailto:robb@lacity.org)



Office of the Mayor and the City Council

July 2, 2013

Bill Bogaard  
President  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814

**SUBJECT: Los Angeles County Division Annual Conference Resolution**

Dear President Bogaard:

As Mayor of the City of Monrovia, I support the Los Angeles County Division's effort to submit a resolution for consideration by the General Assembly at the League's 2013 Annual Conference in Sacramento.

The Division's resolution seeks to address a critical funding need for cities working to meet the State's water quality objectives and storm water management plans by providing direction for the League to educate state leaders and advocate for funding during discussions on the 2014 Water Bond. The City is anticipating millions of dollars in stormwater permit compliance costs over the next five years – funds the City currently does not have available. Funding assistance is vital in order for the City to meet stormwater permit requirements.

As members of the League, our City values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact Heather Maloney, Senior Management Analyst, at (626) 932-5577 or hmaloney@ci.monrovia.ca.us, if you have any questions.

Sincerely,

Mary Ann Lutz,  
Mayor

cc: City Council  
Ling-Ling Chang, President, Los Angeles County Division c/o  
Robb Korinke, Executive Director, Los Angeles County Division, robb@lacity.org  
Laurie K. Lile, City Manager  
Ron Bow, Director of Public Works



EXECUTIVE BOARD

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JEFF WOOD  
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SANDRA ARMENTA  
Rosemead

BUDGET & AUDIT COMMITTEE  
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CONTRACTS COMMITTEE  
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Walnut

LEGISLATIVE COMMITTEE  
SAM PEDROZA  
Claremont

MEMBERSHIP COMMITTEE  
ANDREW SAREGA  
La Mirada

RESOLUTIONS COMMITTEE  
BARU SANCHEZ  
Cudahy

SELECTIONS COMMITTEE  
LIZ REILLY  
Duarte

SPECIAL EVENTS COMMITTEE  
JAMES R. BOZAJIAN  
Calabasas

ASSOCIATE MEMBERS COMMITTEE  
FRANK V. ZERUNYAN  
Rolling Hills Estates

EXECUTIVE DIRECTOR  
SAM OLIVITO

June 20, 2013

Bill Bogaard  
President  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814

**RE: Los Angeles County Division Annual Conference Resolution**

President Bogaard:

The California Contract Cities Association supports the Los Angeles County Division's effort to submit a resolution for consideration by the General Assembly at the League's 2013 Annual Conference in Sacramento.

The Division's resolution seeks to address a critical funding need for cities working to meet the State's water quality objectives and storm water management plans by providing direction for the League to educate state leaders and advocate for funding during discussions on the 2014 Water Bond. All of the 58 cities we represent can ill afford this increasingly expensive ongoing cost.

As members of the League our association values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact our office at (562) 622-5533 if you have any questions.

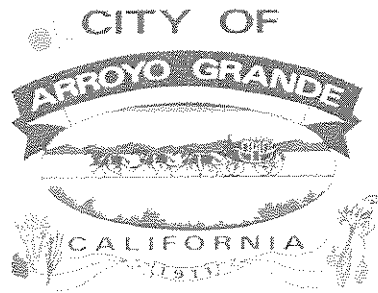
Sincerely,

Steve Tye  
CCCA President

CC: Ling-Ling Chang, President, Los Angeles County Division c/o  
Robb Korinke, Executive Director, Los Angeles County Division, robb@lacity.org

**LETTERS OF CONCURRENCE**  
Resolution #2  
Public Safety Realignment

OFFICE OF THE  
MAYOR



300 East Branch Street  
Arroyo Grande, CA 93420  
Phone: (805) 473-5400  
FAX: (805) 473-0386  
[agcity@arroyogrande.org](mailto:agcity@arroyogrande.org)  
[www.arroyogrande.org](http://www.arroyogrande.org)

July 17, 2013

Bill Bogaard, President  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814

**RE: Public Safety Realignment Resolution**

Dear President Bogaard:

On behalf of the City of Arroyo Grande, I am writing to express support for the League of California Cities' Public Safety Resolution, which will be submitted for consideration by the League's General Assembly at the September 2013 Annual Conference in Sacramento.

The League's Resolution seeks to highlight a number of deficiencies with the current public safety realignment policy, and what funding and policy changes need to occur in response. The resolution specifically calls out the need for ongoing local law enforcement funding related to realignment, as well as modification of the criteria for which offenders are eligible for post-release community supervision, i.e. a non-violent, non-serious, non-sex offender criteria that focuses on total criminal history rather than merely the last recorded offense.

As a member of the League, our City values the policy development process provided to the General Assembly. Please contact our City Manager, Steve Adams, at (805)473-5404, if you have any questions.

Sincerely,

*Tony Ferrara*

Mayor, City of Arroyo Grande



# CITY OF COVINA

125 East College Street • Covina, California 91723-2199  
www.covinaca.gov

July 17, 2013

Bill Bogaard, President  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, California 95814

RE: Public Safety Realignment Resolution

Dear President Bogaard:

On behalf of the City of Covina, I am writing to express support for the League of California Cities' Public Safety Resolution, which will be submitted for consideration by the League's General Assembly at the September 2013 Annual Conference in Sacramento.

The League's Resolution seeks to highlight a number of deficiencies with the current public safety realignment policy, and what funding and policy changes need to occur in response. The resolution specifically calls out the need for ongoing local law enforcement funding related to realignment, as well as modification of the criteria for which offenders are eligible for post-release community supervision, i.e. a non-violent, non-serious, non-sex offender criteria that focuses on total criminal history rather than merely the last recorded offense.

As a member of the League, our City values the policy development process provided to the General Assembly. Please contact Daryl Parrish, City Manager, at (626) 384-5410, if you have any questions.

Sincerely,

Walter Allen III  
Mayor, City of Covina

*The City of Covina provides responsive municipal services and manages  
public resources to enhance the quality of life for our community.*



Mayor Acquanetta Warren



July 17, 2013

Bill Bogaard, President  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, California 95814

RE: Public Safety Realignment Resolution

Dear President Bogaard:

On behalf of the City of Fontana, I am writing to express support for the League of California Cities' Public Safety Resolution, which will be submitted for consideration by the League's General Assembly at the September 2013 Annual Conference in Sacramento.

The League's Resolution seeks to highlight a number of deficiencies with the current public safety realignment policy, and what funding and policy changes need to occur in response. The resolution specifically calls out the need for ongoing local law enforcement funding related to realignment, as well as modification of the criteria for which offenders are eligible for post-release community supervision, i.e. a non-violent, non-serious, non-sex offender criteria that focuses on total criminal history rather than merely the last recorded offense.

As a member of the League, our City values the policy development process provided to the General Assembly. Please contact Ken Hunt City Manager, at (909)350-7654, if you have any questions.

Sincerely,

Mayor, City of Fontana

AW/ac



CITY OF GLENDORA CITY HALL

(626) 914-8201

116 East Foothill Blvd., Glendora, California 91741

FAX (626) 914-8221

[www.ci.glendora.ca.us](http://www.ci.glendora.ca.us)

OFFICE OF THE MAYOR

July 19, 2013

Bill Bogaard, President  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, California 95814

RE: Public Safety Realignment Resolution

Dear President Bogaard:

On behalf of the City of Glendora, I am writing to express support for the League of California Cities' Public Safety Resolution, which will be submitted for consideration by the League's General Assembly at the September 2013 Annual Conference in Sacramento.

The League's Resolution seeks to highlight a number of deficiencies with the current public safety realignment policy, and what funding and policy changes need to occur in response. The resolution specifically calls out the need for ongoing local law enforcement funding related to realignment, as well as modification of the criteria for which offenders are eligible for post-release community supervision, i.e. a non-violent, non-serious, non-sex offender criteria that focuses on total criminal history rather than merely the last recorded offense.

As a member of the League, our City values the policy development process provided to the General Assembly. Please contact Chris Jeffers, City Manager, at [cjeffers@ci.glendora.ca.us](mailto:cjeffers@ci.glendora.ca.us) or (626) 914-8201, if you have any questions.

Sincerely,

City of Glendora

Joe Santoro  
Mayor

PRIDE OF THE FOOTHILLS





Office of the Mayor and the City Council

July 19, 2013

Bill Bogaard, President  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, California 95814

**RE: PUBLIC SAFETY REALIGNMENT RESOLUTION**

Dear President Bogaard:

As Mayor of the City of Monrovia, I am writing to express support for the League of California Cities' Public Safety Resolution, which will be submitted for consideration by the League's General Assembly at the September 2013 Annual Conference in Sacramento.

The League's Resolution seeks to highlight a number of deficiencies with the current public safety realignment policy, and what funding and policy changes need to occur in response. The resolution specifically calls out the need for ongoing local law enforcement funding related to realignment, as well as modification of the criteria for which offenders are eligible for post-release community supervision, i.e. a non-violent, non-serious, non-sex offender criteria that focuses on total criminal history rather than merely the last recorded offense.

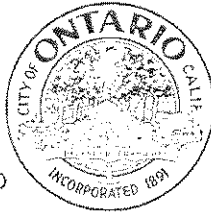
As a member of the League, our City values the policy development process provided to the General Assembly. Please contact Laurie Lile, City Manager, at (626) 932-5501, if you have any questions.

Sincerely,

Mary Ann Kutz  
Mayor

cc: City Council  
James Hunt, Police Chief

CITY OF



ONTARIO

303 EAST "B" STREET, CIVIC CENTER

ONTARIO

CALIFORNIA 91764-4105

(909) 395-2000  
FAX (909) 395-2070

PAUL S. LEON  
MAYOR

CHRIS HUGHES  
CITY MANAGER

JIM W. BOWMAN  
MAYOR PRO TEM

July 18, 2013

MARY E. WIRTES, MMC  
CITY CLERK

ALAN D. WAPNER  
DEBRA DORST-PORADA  
PAUL VINCENT AVILA  
COUNCIL MEMBERS

JAMES R. MILHISER  
TREASURER

Bill Bogaard, President  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, California 95814

RE: Public Safety Realignment Resolution


Dear President Bogaard:

On behalf of the City of Ontario, I am writing to express support for the League of California Cities' Public Safety Resolution, which will be submitted for consideration by the League's General Assembly at the September 2013 Annual Conference in Sacramento.

The League's Resolution seeks to highlight a number of deficiencies with the current public safety realignment policy, and what funding and policy changes need to occur in response. The resolution specifically calls out the need for ongoing local law enforcement funding related to realignment, as well as modification of the criteria for which offenders are eligible for post-release community supervision; i.e., a non-violent, non-serious, non-sex offender criteria that focuses on total criminal history rather than merely the last recorded offense.

As a member of the League, our City values the policy development process provided to the General Assembly. Please contact Chris Hughes, City Manager, at (909) 395-2010, if you have any questions.

Sincerely,

  
PAUL S. LEON  
Mayor



**From the Office of the Mayor**  
Shelly Higginbotham  
760 Mattie Road  
Pismo Beach, CA 93449  
(805) 235-6604  
[shigginbotham@pismo-beach.org](mailto:shigginbotham@pismo-beach.org)

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July 18, 2013

Bill Bogaard, President  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, California 95814

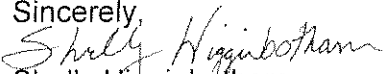
RE: Public Safety Realignment Resolution

Dear President Bogaard:

On behalf of the City of Pismo Beach, I am writing to express support for the League of California Cities' Public Safety Resolution, which will be submitted for consideration by the League's General Assembly at the September 2013 Annual Conference in Sacramento.

The League's Resolution seeks to highlight a number of deficiencies with the current public safety realignment policy, and what funding and policy changes need to occur in response. The resolution specifically calls out the need for ongoing local law enforcement funding related to realignment, as well as modification of the criteria for which offenders are eligible for post-release community supervision, i.e. a non-violent, non-serious, non-sex offender criteria that focuses on total criminal history rather than merely the last recorded offense.

As a member of the League, our City values the policy development process provided to the General Assembly. Please contact James R. Lewis, City Manager, at (805) 773-7007, if you have any questions.

Sincerely,  
  
Shelly Higginbotham  
Mayor



# City of Santa Barbara

Office of Mayor

[HSchneider@SantaBarbaraCA.gov](mailto:HSchneider@SantaBarbaraCA.gov)

[www.SantaBarbaraCA.gov](http://www.SantaBarbaraCA.gov)

July 19, 2013

Helene Schneider  
Mayor

Bill Bogaard, President  
League of California Cities  
1400 K Street, Suite 400  
Sacramento, California 95814

City Hall  
735 Anacapa Street  
Santa Barbara, CA  
93101-1990

RE: Public Safety Realignment Resolution

Dear President Bogaard:

Mailing Address:  
P.O. Box 1990  
Santa Barbara, CA  
93102-1990

Tel: 805.564.5323  
Fax: 805.564.5475

On behalf of the City of Santa Barbara, I am writing to express support for the League of California Cities' Public Safety Resolution, which will be submitted for consideration by the League's General Assembly at the September 2013 Annual Conference in Sacramento.

The League's Resolution seeks to highlight a number of deficiencies with the current public safety realignment policy, and what funding and policy changes need to occur in response. The resolution specifically calls out the need for ongoing local law enforcement funding related to realignment, as well as modification of the criteria for which offenders are eligible for post-release community supervision, i.e. a non-violent, non-serious, non-sex offender criteria that focuses on total criminal history rather than merely the last recorded offense.

It is important to our City, that such state-mandated programs remain fully-funded and that the regulations do not impede our law enforcement officers' ability to use their professional discretion in protecting our community.

As a member of the League, our City values the League's leadership and policy direction on this issue.

Sincerely,

Helene Schneider,  
Mayor

cc: Dave Mullinax, League of California Cities



Please consider the environment before printing this letter.



## ADMINISTRATIVE SERVICES DEPARTMENT

Council Meeting Date: August 20, 2013  
Staff Report #: 13-143

Agenda Item #: I-1

**INFORMATIONAL ITEM: Quarterly Financial Review of General Fund Operations as of June 30, 2013**

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This is an information item and does not require Council action.

### BACKGROUND

This report is the preliminary unaudited fourth quarterly financial update for FY 2012-13. The quarterly report schedule (Attachment) provides a comparison of the fund's year-to-date revenues and expenditures with the 2012-13 adjusted budget, as well as a comparison of the prior year-to-date operations. Governmental accounting transactions are reported on a modified accrual basis which means all the accruals and receivables are reported only at year end. Staff is in the process of recording all the accruals and therefore, this report is not a true comparison to the audited actual of FY 2011-12 or of the 2012-13 adjusted budget.

At each fiscal year end, the accounting records remain open for revenue and expenditure accruals in all funds, so that transactions are recorded in the appropriate accounting period. **This means that expenditures incurred prior to the fiscal year end are still being recorded, as well as accounts receivable for revenues attributable to the 2012-13 fiscal year.** In addition, analysis of this "first close" of the fiscal year will result in adjustments and/or reallocation of resources amongst City funds.

On June 4, 2013 the Council adopted a resolution appropriating \$2.7 million one-time revenues from the dissolution of former Redevelopment Agency funds (housing and non-housing) and proceeds from the sale of 50 Terminal Avenue from the General fund to be transferred to the General Capital Improvement Project Fund. In actuality the total revenues receipted from the above transactions was \$2,564,916 and it is transferred to the General Capital Improvement Project Fund.

### ANALYSIS

#### Overview

The report developed to apprise Council of the year-to-date status of the General Fund is shown as an attachment to this staff report. Revenues are categorized in the familiar budgetary format, except that revenues from "Use of Money & Property" have been

broken down into the two components of “Interest Earnings” and “Rental Income”. Expenditures are shown by Department.

The first two columns of the report show the budget and actual amounts of General Fund revenues and expenditures as of June 30, 2012. The format then provides comparisons with current and prior fiscal year: three columns of budgetary comparison, three columns of year-to-date comparison, a comparison of actual year-to-date with the prior year audited amounts, and two columns of actual-to-budget comparisons. These various perspectives are helpful because although the cash flows associated with the City’s revenues are irregular throughout the year, they are usually consistent with the prior year’s cash flows.

The budget-to-actual comparisons shown compare actual transactions of the fourth quarter of each year as compared to the adjusted budget as it stood on June 30th, including the carry-over of (expenditure) commitments funded in the prior year’s budget (encumbrances) and budget adjustments made year-to-date. For fiscal year 2011-12, General Fund encumbrances from the prior year amounted to an additional \$419,900; in 2012-13, \$272,551 of commitments was carried forward to the expenditure budgets. To the extent that General Fund operations do not vary greatly from year to year, this Budget-to-Actual comparative report provides a useful update on the performance of revenues and the level of expenditures for the fiscal year-to-date.

This format allows for “below the line” items that warrant specific accounting treatment or are one-time items not generally impacting the General Fund operating budget. Encumbrances, for example, are not part of the fund’s annual adopted budget.

The FY 2012-13 budget was adjusted with the Mid-year Financial Summary presented in late April. At that time revenue budgets were adjusted upward by 1.8 percent mainly due to increased revenue in the Community Services programs. Expenditure budgets also were adjusted upward. Most of the revenues are accounted for in this report whereas the expenditures are gradually being processed. The revenue budget was not adjusted in mid-year for the onetime property tax revenue related to the dissolution of Redevelopment Agency as well as for the proceeds from the sale of property at 50 Terminal Avenue. Once we exclude the onetime revenue, the total revenue is almost equal to the revised budget. Total expenditures will be approximately 6.7 percent below the adjusted budget for the year. In fact, budgetary savings in every department should allow for a net addition of approximately \$1.1 million to General Fund reserves after transferring \$1.2 million to offset the Comprehensive Planning sub fund activities and the Housing Element Project. This estimated increase in General Fund reserve is in addition to the \$2.7 million one-time revenue transfer to the General Capital Improvement Program Fund.

Again, **transactions (both revenues and expenditures) continue to be posted to the fiscal year’s accounting records** – a process that will continue through September in preparation for the annual audit and compilation of the City’s 2012-13 Comprehensive Annual Financial Report (CAFR).

## **Revenues**

General Fund revenues received as of June 30, 2013 exceeded the same period 2011-12 by approximately \$4.0 million (10.2 percent). After excluding the onetime revenue it is approximately \$1.4 million. This is the third year of increased revenues, and it is clear that revenue trends at the end of 2012-13 for property tax, sales tax and transient occupancy tax are more favorable than in prior years. General Fund revenues as a whole are anticipated to be higher than in fiscal year 2007-08, despite a severe decline in revenues from the City's investment portfolio (\$2 million) since that time.

### **Property Tax:**

When compared with the prior fiscal year property tax (excluding the onetime property tax revenue of \$1.8 million due to dissolution of the former Redevelopment Agency) increased by 4.6 percent (approximately \$600,000) reflecting the demand for properties in Menlo Park.

### **Sales Tax and Licenses and Permits:**

Sales tax revenue stayed relatively flat with an increase of nearly \$91,000. The sharp increase in FY 2012-13 under Licenses and Permits is mainly due to Facebook's first annual payment of \$800,000 for the sales tax in lieu fee.

### **TOT (Transient Occupancy Tax, or Hotel Tax):**

TOT revenue increased by \$470,000 over the prior year due to the tax rate increase from 10% to 12% as of January 2013 as well as increased occupancy rate.

### **Charges for Services:**

Significant changes that affect the Charges for Services category include:

- Approximately \$100,000 in increased revenue for facility rental,
- Nearly \$800,000 in fees for Community Services programs and
- Approximately \$770,000 in decreased revenue from Planning fees compared to the prior year (due to Facebook and Commonwealth Corporate Center development project fees paid in 2011-12).

### **Interest Income and Operating Transfers In & Other Income:**

Interest income shows an increase of \$81,000 from prior year mainly due to increased cash balance available for investment.

The sharp increase under Operating Transfers in and Other Income category is due to the proceeds from the sale of the 50 Terminal Avenue property to Beechwood School.

Although several income categories declined, these reductions were largely anticipated. As discussed in prior quarterly reports, Intergovernmental Revenue decreased due to the expiration of the San Carlos Dispatch contract as well as a decline in State and Federal grants to Belle Haven Child Development Center due to less enrollment days that can be supported by the grant.

Overall, General Fund revenues (excluding the onetime revenues) are expected to be less than the adjusted budget for 2012-13, by approximately \$600,000.

### **Expenditures**

As previously noted, the budgets shown from both fiscal years are adjusted for commitments that were funded in the previous fiscal year. Each fiscal year's expenditures include payroll costs incurred through the last week in June. Payroll expenditures comprise roughly 69 percent of the General Fund adjusted budget (excluding onetime transfer of \$2,700,000) for 2012-13. The overall expenditures in FY 2011-12 and 2012-13 in relationship to the budget (last two columns of the report) is almost 93 percent.

Comparing the prelim actual of 2012 with that of 2013:

- Police Department expenditures under personnel costs show no increase in 2012-13 even after absorbing the Narcotic Task Force which used to be funded through former Redevelopment Agency due to five vacant positions including the Chief of Police (for more than eight months).
- Public Works Department personnel costs remained flat due to five managerial positions being vacant for most of the year. Operating costs exceeded the prior year due to increased utilities, gasoline price and other maintenance costs. Contract services have increased due to backfilling vacant positions with contract service. In addition, the street sweeping contract and building maintenance contracts were absorbed as part of contract services in 2012-13.
- Community Services Department costs increased due to demand for more services as a result of increased participation level.
- Library Services Department shows approximately a 7 percent increase from 2011-12 to 2012-13 due mainly to increased operating costs.
- Community Development Department expenditures in FY 2012-13 are approximately 13 percent lower than FY 2011-12. The difference is due to the significant legal costs and contract services associated with two major projects namely Facebook and El Camino Specific Plan that were active in FY 2011-12, but not as active in 12-13.
- In Administrative Services Department, positions like Human Resources Director and Business Development Manager that were vacant in FY 2011-12 were filled in 2012-13. Operating costs increased by absorbing costs associated due to the dissolution of the former Redevelopment Agency. Contract services increased due to the Belle Haven Visioning Process in 2012-13



Departments continue to process invoices for goods and services received prior to the end of the 2012-13 fiscal year. In the following weeks, every effort will be made to finalize these prior fiscal year costs so that an accurate picture of the General Fund operations for 2012-13 can be provided to the Council early in October. The City's external auditors will be scheduled to begin their audit of the City's books at about that time.

## **POLICY ISSUES**

This fourth quarterly financial review, as with previous quarterly reports, provides only a cash-based "snapshot" of General Fund activity, for a consistent comparison to the prior fiscal year. Staff is in the process of capturing all transactions related to the 2012-13 fiscal year, so that a preliminary "actual" picture of revenues and expenditures – including accruals of the year's activity beyond cash receipts and payments – can provide a valid *economic* comparison with the prior year.

## **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. Comparative General Fund Budget-to-Actual Report as of June 30, 2013

Report prepared by:  
Uma Chokkalingam  
Interim Finance Director

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City of Menlo Park  
 General Fund Budget-to-Actual Report, FY 2012-13  
 Preliminary as of June 30, 2013

ATTACHMENT A

A	B	C	D	E	(E-C)/C	G	H	(H-G)/G	G/C	G/D	H/E	Notes
	Adjusted Budget as of 6/30/12	Audited Actual FY 2011-12	2011-12 Adjusted Budget 6/30/2012	2012-13 Adjusted Budget 6/30/2013	% Budget Change 6/30/13 to Audited Actual FY 11-12	Actual YTD 6/30/2012	Actual YTD 6/30/2013	% Actual Change	% of Actual YTD 6/30/2012 to Audited Actual FY 11-12	% Actual-to-Budget 6/30/2012	% Actual-to-Budget 6/30/2013	
Property Tax	\$13,021,000	\$13,239,856	\$13,021,000	\$13,853,000	4.63%	\$13,239,856	\$15,648,833	18.19%	100.00%	101.68%	112.96%	1
Sales Tax	6,203,000	5,938,310	6,203,000	6,280,000	5.75%	5,938,310	6,029,294	1.53%	100.00%	95.73%	96.01%	2
Transient Occupancy Tax	2,920,000	2,939,475	2,920,000	3,326,000	13.15%	2,939,475	3,409,564	15.99%	100.00%	100.67%	102.51%	3
Utility Users' Tax	1,135,900	1,080,435	1,135,900	1,165,499	7.87%	1,080,436	1,062,951	-1.62%	100.00%	95.12%	91.20%	
Franchise Fees	1,768,000	1,758,705	1,768,000	1,873,500	6.53%	1,758,704	1,603,014	-8.85%	100.00%	99.47%	85.56%	4
Charges for Services	6,243,141	6,743,126	6,030,515	7,080,246	5.00%	6,744,175	6,989,833	3.64%	100.02%	111.83%	98.72%	5
Licenses and Permits	3,371,465	3,685,556	3,371,465	4,326,465	17.39%	3,685,687	4,447,058	20.66%	100.00%	109.32%	102.79%	6
Interest Income	315,000	386,341	315,000	390,000	0.95%	283,912	364,467	28.37%	73.49%	-11.76%	93.45%	7
Rental Income	366,188	374,985	366,188	362,018	-3.46%	370,751	346,076	-6.66%	98.87%	101.25%	95.60%	8
Intergovernmental Revenue	1,140,552	1,158,010	1,140,552	838,130	-27.62%	1,158,010	758,951	-34.46%	100.00%	101.53%	90.55%	9
Fines & Forfeitures	980,000	1,067,327	980,000	991,400	-7.11%	1,067,327	989,870	-7.26%	100.00%	108.91%	99.85%	10
Operating Transfers In/ Other Revenue	589,559	606,176	589,559	420,123	-30.69%	612,790	1,185,012	93.38%	101.09%	103.94%	282.06%	11
<b>Total Revenues:</b>	<b>\$38,053,805</b>	<b>\$38,978,302</b>	<b>\$37,841,179</b>	<b>\$40,906,381</b>	<b>4.95%</b>	<b>\$38,879,433</b>	<b>\$42,834,923</b>	<b>10.17%</b>	<b>99.75%</b>	<b>102.74%</b>	<b>104.71%</b>	
Police	14,318,619	13,975,240	14,158,619	14,462,753	3.49%	13,721,711	13,758,863	0.27%	98.19%	96.91%	95.13%	12
Public Works	4,895,007	4,482,385	4,993,031	5,535,335	23.49%	4,440,401	4,954,669	11.58%	99.06%	88.93%	89.51%	13
Community Services	6,651,453	6,310,929	6,651,453	7,079,105	12.17%	6,239,070	6,697,680	7.35%	98.86%	93.80%	94.61%	14
Library	2,033,990	1,871,633	2,033,990	2,042,465	9.13%	1,857,695	1,985,812	6.90%	99.26%	91.33%	97.23%	
Community Development	3,490,954	3,383,568	3,507,601	3,197,249	-5.51%	3,147,923	2,734,272	-13.14%	93.04%	89.75%	85.52%	
Administrative Services	5,038,800	4,616,945	5,169,128	5,898,280	27.75%	4,349,051	5,186,105	19.25%	94.20%	84.14%	87.93%	
Operating Transfers Out	2,377,800	2,377,800	2,377,800	5,164,328	117.19%	2,377,800	5,164,328	117.19%	100.00%	100.00%	100.00%	15
<b>Total Expenditures:</b>	<b>\$38,806,623</b>	<b>\$37,018,500</b>	<b>\$38,891,622</b>	<b>\$43,379,515</b>	<b>17.18%</b>	<b>\$36,133,651</b>	<b>\$40,481,729</b>	<b>12.03%</b>	<b>97.61%</b>	<b>92.91%</b>	<b>93.32%</b>	
Preliminary addition/draw on General Fund Reserves	<b>(\$752,818)</b>	<b>\$1,959,802</b>	<b>(\$1,050,443)</b>	<b>(\$2,473,134)</b>		<b>\$2,745,782</b>	<b>\$2,353,194</b>					
Carry-over encumbrances and Reappropriations from prior year subtracted from adjusted budget.	<b>\$419,900</b>		<b>\$419,900</b>	<b>\$272,551</b>								
Net addition to/draw on General Fund Reserves	<b>(\$332,918)</b>		<b>(\$630,543)</b>	<b>(\$2,200,583)</b>								
Net Operating Revenue	<b>(\$332,918)</b>		<b>(\$630,543)</b>	<b>(\$2,200,583)</b>								

NOTES: Notes must be considered for proper analysis of the data contained herein; refer to Quarterly Report dated August 20, 2013.

- (1) Property Tax Payment for RDA LMIHF DDR (\$584,795) is a one-time payment; in addition to (\$1,213,266) other one-time payment from dissolution totalling (\$1,798,061).
- (2) Sales Tax reflects payments from State through June.
- (3) Transient Occupancy Tax rate increased from 10% to 12% on January 1, 2013; includes revenue received through June.
- (4) Franchise Fees fourth quarter 2012-13 for Cable TV not yet received; along with last quarter water franchise payment.
- (5) Charges for Services increase in recreation fees for contract classes and youth sports.
- (6) Business License receipts down \$92,000: prior year compliance program yielded approximately 400 new licenses for tax years 2009-2011. Includes \$800,000 Facebook payment per development agreement.
- (7) Interest includes deferred interest on former City Manager's loan paid off in October 2012.
- (8) Rental Income decrease due to RDA dissolution.
- (9) Intergovernmental revenue decreased due to expiration of San Carlos dispatch contract, also State Grants decline for Belle Haven Child Care due to less enrollment days that can be supported by the grant.
- (10) Fines and Forfeitures are down due to Caltrans repaving El Camino shutting down red light cameras for three months.
- (11) Operating Transfers In for RDA administrative overhead decrease due to RDA dissolution as of 2/1/12; includes one-time payment of Beechwood Property (\$766,855).
- (12) Police Narcotics Task Force costs previously charged to former redevelopment agency.
- (13) Public Works includes \$108,000 membership for the JPA San Francisquito Creek, previously funded in RDA.
- (14) Community Services expenditures increase due to increased classes at new facilities.
- (15) Transfers include \$2,700,000 transfer to Capital Improvement Project Fund.

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## ADMINISTRATIVE SERVICES DEPARTMENT

Council Meeting Date: August 20, 2013  
Staff Report #: 13-142

Agenda Item #: I-2

**INFORMATIONAL ITEM:**            **Review of the City's Investment Portfolio as of June 30, 2013**

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### RECOMMENDATION

This is an information item and does not require Council action.

### BACKGROUND

The City's investment policy requires a quarterly investment report to the Council, which includes all financial investments of the City and provides information on the investment type, value and yield for all securities. The report also provides Council an update on the cash balances of the City's various funds.

### ANALYSIS

#### **Investment Portfolio as of June 30, 2013**

Various reports are prepared monthly by Cutwater Asset Management, the City's investment advisory firm, and are attached to this staff report. The "Recap of Securities Held" confirms that the historical (book) value of the total portfolio at the end of June was over \$86.3 million. The portfolio includes the General Fund, Water Fund, Special Revenue Funds, Successor Agency Funds, Capital Project Fund and funds for debt service obligations. Funds are invested in accordance with the City Council policy on investments using safety, liquidity and yield as selection criteria. Approximately \$37.1 million (42.9 percent) is invested in the State investment pool, the Local Agency Investment Fund (LAIF). LAIF is considered a safe investment and it provides the liquidity of a money market fund. Of the remaining \$49.2 million, \$19.8 million (22.9 percent) is invested in short-term Federal agency issues (U.S. Instrumentality), \$4 million (4.6 percent) in U.S. Treasury securities, and \$25.4 million (29.6 percent) in medium-term corporate notes. All the mentioned securities are prudent short-term investments, since they generally bear a higher interest rate than LAIF, provide investment diversification and remain secure investment instruments.

At the end of June, the fair value (market value) of the City's securities was over \$281,000 less than the amortized historical cost which is referred to as an unrealized loss. This is a significant decrease from the end of the previous quarter unrealized *gain* of \$199,000. Fair value fluctuates from one period to another depending on the supply and demand for bonds and securities at a particular point in time. Therefore, there is often a difference between the historical cost (the value at the time of purchase) and the fair value (the value of the same security at a specific date), creating an unrealized gain or loss. Since the City's portfolio is fairly short-term in nature and the City generally holds the securities to maturity in order to avoid market risk, the information on the unrealized loss will be reported on the Comprehensive Annual Financial Report for the fiscal year ending June 30, 2013.

### **Current Market Conditions**

The U.S. economy continues to grow at a slow but steady pace. The real Gross Domestic Product (GDP) grew at an annual rate 1.8 percent during the first quarter of 2013. The increase of the GDP during the first quarter was due, in part, to increases in private inventory investment, personal consumption expenditures, and exports combined with small decreases in federal spending. However, this increase was offset by increased imports and slowing nonresidential fixed investment.

The Federal Open Market Committee (FOMC) met in April and June during the last quarter to discuss monetary policy. Even though the economy saw some improvement over the first quarter of 2013, the FOMC is concerned about the slow rate of growth and the continued high unemployment. Currently, the unemployment rate is at 7.6 percent as of June 30, 2013. In light of the modest economic recovery, the FOMC is still determined that the federal funds rate remain at the current near-zero level at least through 2015. The FOMC anticipates this rate to be appropriate while the unemployment rate remains above 6.5 percent. It will continue purchasing additional agency mortgage-back securities at a pace of \$40 billion per month and longer-term Treasury securities at a pace of \$45 billion per month. It is still anticipated that these actions will continue to put a downward pressure on longer-term interest rates, support mortgage markets, and help improve other financial conditions. Therefore, it is expected that the low yields on U.S. Treasuries and other safe investments will continue for at least the next two years. The FOMC meets again beginning on September 17<sup>th</sup>.

### **Investment Yield**

The annualized rate of return for the City's portfolio shown on the performance summary as of June 30, 2013, prepared by Cutwater, is 0.53 percent, net of fees. This rate of return is higher than the rate of the 2-year Treasury-Note (12-month trailing) of 0.27 percent and the rate of return earned through LAIF over the past quarter of 0.24 percent.

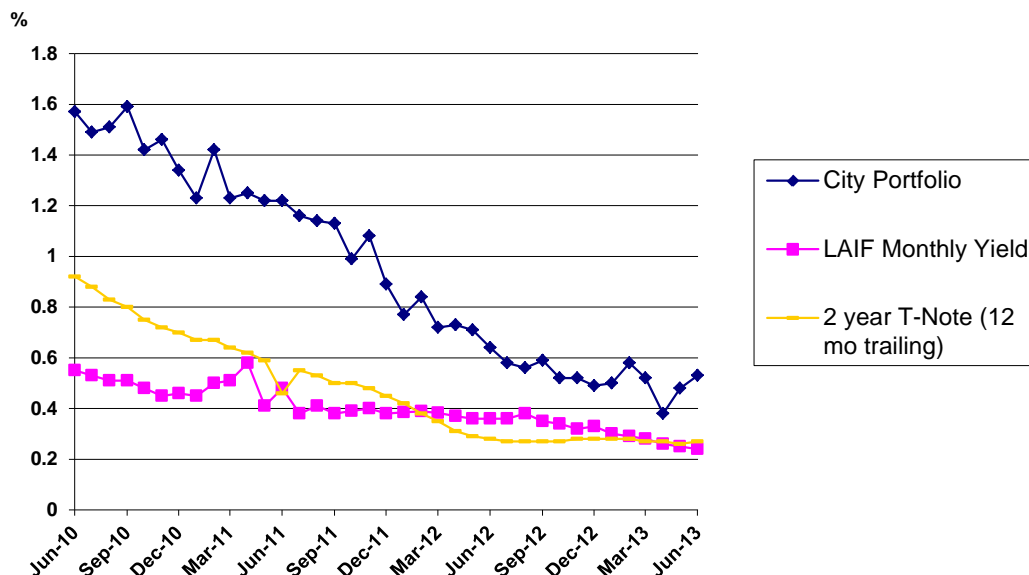
Over the second quarter of 2013, investment yields saw decreases for short-term bonds and increases for long-term bonds despite the FOMC monetary policy. The same is true over the past year as interest rates slightly increased, with longer-term securities of over 2 years increasing while short-term securities decreased. While investment opportunities in long-term Treasuries have improved compared to last year, they continue to be unattractive compared to agency securities and corporate bonds. The short-term Treasuries continue to offer yields significantly less than what is available with LAIF. The difference can be seen by the change in U.S. Treasuries rates:

Term	June 30, 2012	March 31, 2013	June 30, 2013
3-month	0.08	0.07	0.03
6-month	0.15	0.10	0.09
2-year	0.30	0.24	0.27
5-year	0.72	0.76	1.39
10-year	1.65	1.85	2.49
30-year	2.75	3.10	3.50

As previously stated, almost 43 percent of the portfolio resides in the City's LAIF account yielding 0.24 percent for the quarter ending June 30, 2013. Since the City does not need all of its funds to be liquid, investments in U.S. Treasury, agency, corporate notes and commercial paper are made in an effort to enhance yields. The difference between the yields earned in the City's portfolio and those earned from LAIF have been decreasing significantly over the last four years. Since the City no longer holds any of the higher yielding investments purchased before 2009, the portfolio's yields will not be significantly higher than the yields earned from LAIF. Considering that the Fed's Fund rate will remain low at least through 2015, this trend will continue for some time.

In June 2013, the State Department of Finance approved the Due Diligence Report for the Non-housing funds of the former Community Development Agency. With the approval, the City, acting as Successor Agency, transferred over \$11.5 million to the County Controller's Office. The City's account with LAIF is now considerably below the \$50 million maximum holding permitted by LAIF in a single agency account. However, over the past quarter, the yields available with LAIF have dropped below those available on 2-year Treasuries. Staff has more flexibility in reinvesting excess funds but with few attractive opportunities of higher yields.

### Comparative Rates of Return



Fees paid to Cutwater (totaling \$9,455 for the quarter ended June 30, 2013) are deducted from investment earnings before calculating the City’s net rate of return. Staff continues to work with the City’s investment advisors to meet the City’s investment objectives and rearrange the portfolio for maximum yield while providing safety for the principal amount.

### Investment Transactions in the Second Quarter

Staff is continuing to purchase new long-term investments as others are called or matured or as the City does not require as much liquidity. Long-term securities carry higher yields and since it is expected the federal funds rate will continue at its current level through 2015, there will be minimal exposure to interest rate risk. In addition, the portfolio will benefit from the higher yields of the long-term investments then continually re-investing in lower yielding short-term ones. During the second quarter, the City invested \$10 million by purchasing agencies and corporate bonds. These purchases were made to reinvest funds from \$3.5 million in securities that matured or were called during the period and from receipt of large revenue sources such as property taxes. The purchased securities offered slightly higher yields than those available with LAIF and T-Notes.

With longer-term purchases made to add some slightly-higher yielding instruments and support a higher weighted average duration of the total portfolio, the average number of days to maturity in the City’s portfolio increased during the second quarter. The average number of days to maturity of the City’s portfolio as of June 30, 2013 was 521 days as compared to 362 days as of March 31, 2013. The average life of securities in LAIF’s portfolio as of June 30, 2013 was 278 days. There were \$5 million in callable securities purchased during the quarter. Callable investments provide a slightly higher yield



because of the added risk of being called prior to maturity, however there were no attractive callable securities available during the first quarter. Of the \$14.9 million of agency bonds currently held in the City's portfolio, three are callable agency bonds with a par value of \$6 million.

Investments that matured, were called or purchased during the period of April 1, 2013 through June 30, 2013 are shown in the schedule below:

<u>Date</u>	<u>Transaction</u>	<u>Description</u>	<u>Term</u>	<u>% Yield</u>	<u>Principal</u>
04/01/13	Maturity	T-Note	1.00 yrs	0.82	\$1,000,000
04/03/13	Purchase	FNMA Callable	3.00 yrs	0.68	\$1,000,000
04/18/13	Purchase	FNMA Callable	4.50 yrs	0.41	\$2,000,000
04/22/13	Purchase	Pfizer Inc	1.00 yrs	0.53	\$3,000,000
05/01/13	Maturity	ING Funding	0.50 yrs	0.46	\$2,500,000
05/06/13	Purchase	FNMA Callable	4.75 yrs	0.50	\$2,000,000
05/20/13	Purchase	Apple	4.75 yrs	1.16	\$2,000,000

### **Cash and Investments by Fund**

Overall, the City's investment portfolio decreased by over \$6.4 million in the second quarter of 2013. The schedule below lists the change in cash balance by fund type.

<b>Fund/Fund Type</b>	<b>Cash Balance as of 06/30/13</b>	<b>Cash Balance as of 03/31/13</b>	<b>Difference</b>	<b>% Change</b>
General Fund	25,640,070	22,060,603	3,579,467	16.23%
Bayfront Park Maintenance Fund	696,913	718,711	(21,798)	-3.03%
Recreation -in-Lieu Fund	1,169,076	1,103,340	65,736	5.96%
Other Expendable Trust Funds	1,066,776	930,330	136,446	14.67%
Transportation Impact Fee Fund	2,761,898	2,995,999	(234,101)	-7.81%
Garbage Service Fund	863,087	933,406	(70,319)	-7.53%
Parking Permit Fund	2,947,807	2,944,115	3,692	0.13%
BMR Housing Fund	5,992,745	5,120,949	871,796	17.02%
Measure A Funds	862,088	897,047	(34,959)	-3.90%
Storm Water Management Fund	271,980	185,303	86,677	46.78%
Successor Agency Funds	2,647,899	14,813,994	(12,166,095)	-82.13%
Measure T Funds	291,045	290,609	436	0.15%
Other Special Revenue Funds	9,739,612	9,369,112	370,500	3.95%
Capital Project Fund- General	11,472,684	11,314,971	157,713	1.39%
Water Operating & Capital	14,525,421	14,719,062	(193,641)	-1.32%
Debt Service Fund	1,832,234	1,092,657	739,577	67.69%
Internal Service Fund	3,585,207	3,348,126	237,081	7.08%
<b>Total Portfolio of all Funds</b>	<b>86,366,542</b>	<b>92,838,334</b>	<b>(6,471,792)</b>	<b>-6.97%</b>

Cash and investment holdings in the General Fund increased due to the receipt of property tax revenue which included over \$3.7 million for the April semi-annual receipt of property taxes and \$1.4 million for the City's portion of the former Community Development Agency's Non-housing Funds assets. These funds and additional revenues received during the quarter were offset by normal operating expenses. The Successor Agency Funds were decreased by the \$11.5 million transfer to the County for the remittal of the Non-housing assets of the former Community Development Agency and the transfer of over \$3 million to BNY Mellon for debt service obligations. These payments were offset by the receipt of over \$1.9 million from the Redevelopment Property Tax Trust Fund for the former Community Development Agency's obligations during the period of July to December 2013.

The Below Market Rate Housing Fund increased due to the sale of two below market rate housing units. The units sold include over \$484,000 for 297 Terminal Avenue and over \$285,000 for 1441 Almanor. The City's Debt Service Funds increased from the receipt of the April property tax revenue. These revenues are being held in anticipation of the City's general obligation bonds' principal and interest payments that were due on July 31, 2013. The increase in the Internal Service Funds is due to accumulating funds from normal operating revenue in anticipation of the workers' compensation and general liability insurance premiums due during the third quarter of 2013.

## **IMPACT ON CITY RESOURCES**

Due to the liquidity of LAIF accounts, the City has more than sufficient funds available to meet its expenditure requirements for the next six months.

## **POLICY ISSUES**

The City and the Successor Agency funds are invested in full compliance with the City's Investment Policy and State Law, which emphasize the following criteria, in the order of importance: safety, liquidity and yield.

## **ENVIRONMENTAL REVIEW**

This report is not subject to the California Environmental Quality Act (CEQA).

## **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. Cutwater Investment Reports (attachment) for the period of June 1, 2013 – June 30, 2013.

Report prepared by:  
*Geoffrey Buchheim*  
*Financial Services Manager*

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**Cutwater Asset Management**  
1900 Sixteenth Street, Suite 200  
Denver, CO 80202  
**Tel: 303 860 1100**  
Fax: 303 860 0016

## CITY OF MENLO PARK

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Report for the period June 1, 2013 - June 30, 2013

Please contact Accounting by calling the number above or email [camreports@cutwater.com](mailto:camreports@cutwater.com) with questions concerning this report.

( This report was prepared on July 5, 2013 )

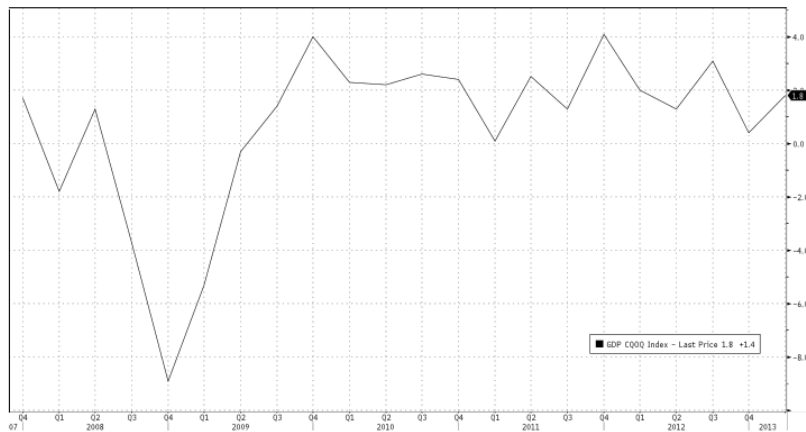
# Fixed Income Market Review

## June 30, 2013

### U.S. Gross Domestic Product

12/31/07 - 03/31/13

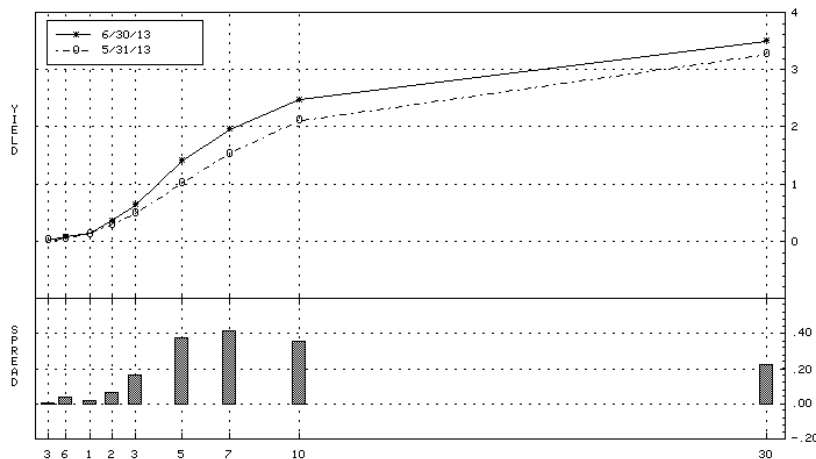
**Chart 1**



### Treasury Yield Curves

05/31/13 - 06/30/13

**Chart 2**



**Economic Indicators & Monetary Policy** – The U.S. economy grew at a slower rate than expected in the first quarter of 2013 as Gross Domestic Product (GDP) increased by a revised 1.8 percent annual rate (Chart 1) compared to a prior estimate of 2.4 percent. Over the past four quarters, GDP was up 1.6 percent compared to a 1.7 percent gain during calendar year 2012.

Consumer spending last quarter increased at a revised 2.6 percent rate, down from the prior 3.4 percent estimate, but still represents the fastest quarterly increase in consumer spending in two years. Household purchases were revised lower as consumers cut back on services from vacations to legal advice.

Nonetheless, consumer spending was up 0.3 percent in May following a negative 0.2 percent revised rate in April. Rising housing prices, bigger income gains, and labor market improvement may mute the effects of tax increases and spending cuts.

April values of existing properties in 20 U.S. cities posted the biggest year-over-year gain since March of 2006, but mortgage rates spiked to their highest levels since July of 2011 and now average 4.46 percent. Incomes, however, increased 0.5 percent in May, following a 0.1 percent gain the prior month, and unemployment is expected to fall to 7.5 percent for June

At its latest meeting on June 19<sup>th</sup>, the FOMC kept the federal funds target rate at a range of zero to 0.25 percent to foster maximum employment and price stability. With markets reeling, several Fed officials have recently emphasized that the central bank won't begin tightening for some time.

Policy-makers will likely hold the benchmark rate near zero as long as unemployment is above 6.5 percent and the inflation outlook is below 2.5 percent. Jeffrey Lacker, Richmond Fed President, stated on June 28<sup>th</sup> during a speech in West Virginia that “Markets will probably remain volatile as policy makers debate when and how to curtail the so-called quantitative easing program.”

**Yield Curve & Spreads** – Treasury yields increased in June due to possible tapering of quantitative easing and perceived economic growth.

At the end of June, the 3-month Treasury bill yielded 0.03 percent, 6-month Treasury bill yielded 0.09 percent, 2-year Treasury note yielded 0.36 percent, 5-year Treasury note yielded 1.39 percent, 10-year Treasury note yielded 2.49 percent, and the 30-year Treasury yielded 3.50 percent. (Chart 2)

**Additional Information**  
**June 30, 2013**

The opinions expressed above are those of Cutwater Asset Management and are subject to change without notice. All statistics represent month-end figures unless otherwise noted.

A current version of the investment adviser brochure for Cutwater Investor Services Corp., in the form of the Firm's ADV Part 2A, is available for your review. Please contact our Client Service Desk at 1-800-395-5505 or mail your request to:

Cutwater Investor Services Corp.  
Attention: Client Services  
113 King Street  
Armonk, NY 10504

A copy of the brochure will be sent to you either by mail or electronically at your option.

In addition, a copy of the most recent version of the Firm's complete Form ADV can be downloaded from the SEC website at [www.adviserinfo.sec.gov/](http://www.adviserinfo.sec.gov/).

**City of Menlo Park  
Activity and Performance Summary  
for the period June 1, 2013 - June 30, 2013**

**Amortized Cost Basis Activity Summary**

<b>Beginning Amortized Cost Value</b>		94,642,804.96
Additions		
Contributions	0.00	
Interest Received	86,449.58	
Accrued Interest Sold	0.00	
Gain on Sales	0.00	
<b>Total Additions</b>		86,449.58
Deductions		
Withdrawals	8,681,559.63	
Fees Paid	3,288.01	
Accrued Interest Purchased	0.00	
Loss on Sales	0.00	
<b>Total Deductions</b>		(8,684,847.64)
Accretion (Amortization) for the Period		(48,064.99)
<b>Ending Amortized Cost Value</b>		85,996,341.91
Ending Fair Value		85,715,013.74
Unrealized Gain (Loss)		(281,328.17)

**Detail of Amortized Cost Basis Return**

	Interest Earned	Accretion (Amortization)	Realized Gain (Loss)	Total Income
<b>Current Holdings</b>				
Cash and Equivalents	8,827.57	0.00	0.00	8,827.57
U.S. Treasury	2,890.12	(77.35)	0.00	2,812.77
U.S. Instrumentality	24,905.51	(7,796.06)	0.00	17,109.45
Corporate	54,944.69	(35,928.23)	0.00	19,016.46
<b>Sales and Maturities</b>				
U.S. Instrumentality	0.00	(4,263.35)	0.00	(4,263.35)
<b>Total</b>	<b>91,567.89</b>	<b>(48,064.99)</b>	<b>0.00</b>	<b>43,502.90</b>

**Annualized Comparative Rates of Return**

	Twelve Month Trailing	Six Month Trailing	For the Month
Fed Funds	0.14 %	0.13 %	0.10 %
Overnight Repo	0.15 %	0.10 %	0.05 %
3 Month T-Bill	0.07 %	0.06 %	0.04 %
6 Month T-Bill	0.11 %	0.09 %	0.07 %
1 Year T-Note	0.16 %	0.14 %	0.15 %
2 Year T-Note	0.27 %	0.27 %	0.33 %
5 Year T-Note	0.77 %	0.87 %	1.20 %

**Summary of Amortized Cost Basis Return for the Period**

	Total Portfolio	Excl. Cash Eq.
Interest Earned	91,567.89	82,740.32
Accretion (Amortization)	(48,064.99)	(48,064.99)
Realized Gain (Loss) on Sales	<u>0.00</u>	<u>0.00</u>
Total Income on Portfolio	43,502.90	34,675.33
Average Daily Historical Cost	93,131,808.36	49,320,163.05
Annualized Return	0.57%	0.86%
Annualized Return Net of Fees	0.53%	0.77%
Annualized Return Year to Date Net of Fees	0.50%	0.74%
Weighted Average Effective Maturity in Days	521	912



**City of Menlo Park  
Activity and Performance Summary  
for the period June 1, 2013 - June 30, 2013**

**Fair Value Basis Activity Summary**

<b>Beginning Fair Value</b>		94,682,683.55
Additions		
Contributions	0.00	
Interest Received	86,449.58	
Accrued Interest Sold	0.00	
<b>Total Additions</b>		86,449.58
Deductions		
Withdrawals	8,681,559.63	
Fees Paid	3,288.01	
Accrued Interest Purchased	0.00	
<b>Total Deductions</b>		(8,684,847.64)
Change in Fair Value for the Period		(369,271.75)
<b>Ending Fair Value</b>		85,715,013.74

**Detail of Fair Value Basis Return**

	<b>Interest Earned</b>	<b>Change in Fair Value</b>	<b>Total Income</b>
<b>Current Holdings</b>			
Cash and Equivalents	8,827.57	0.00	8,827.57
U.S. Treasury	2,890.12	(7,422.00)	(4,531.88)
U.S. Instrumentality	24,905.51	(177,345.11)	(152,439.60)
Corporate	54,944.69	(180,011.28)	(125,066.59)
<b>Sales and Maturities</b>			
U.S. Instrumentality	0.00	(4,493.36)	(4,493.36)
<b>Total</b>	<b>91,567.89</b>	<b>(369,271.75)</b>	<b>(277,703.86)</b>

**Annualized Comparative Rates of Return**

	<b>Twelve Month Trailing</b>	<b>Six Month Trailing</b>	<b>For the Month</b>
Fed Funds	0.14 %	0.13 %	0.10 %
Overnight Repo	0.15 %	0.10 %	0.05 %
3 Month T-Bill	0.11 %	0.09 %	0.00 %
6 Month T-Bill	0.20 %	0.16 %	0.00 %
1 Year T-Note	0.27 %	0.20 %	0.00 %
2 Year T-Note	0.25 %	-0.01 %	-0.49 %
5 Year T-Note	-1.43 %	-4.55 %	-17.40 %

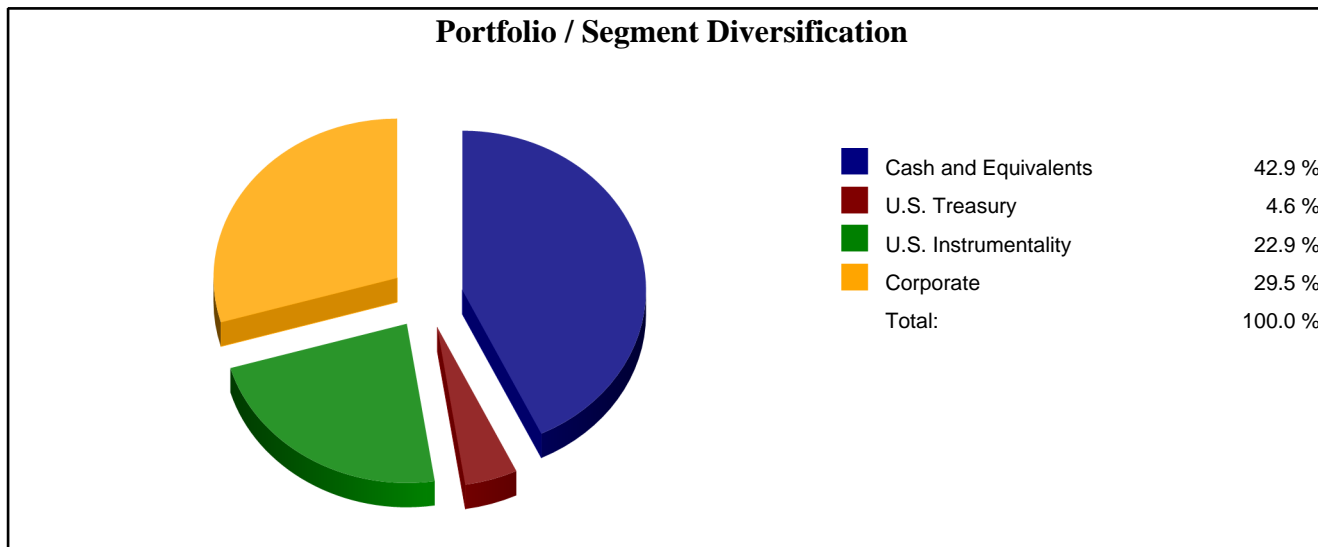
**Summary of Fair Value Basis Return for the Period**

	<b>Total Portfolio</b>	<b>Excl. Cash Eq.</b>
Interest Earned	91,567.89	82,740.32
Change in Fair Value	<u>(369,271.75)</u>	<u>(369,271.75)</u>
Total Income on Portfolio	(277,703.86)	(286,531.43)
Average Daily Historical Cost	93,131,808.36	49,320,163.05
Annualized Return	(3.63%)	(7.07%)
Annualized Return Net of Fees	(3.67%)	(7.15%)
Annualized Return Year to Date Net of Fees	(0.50%)	(1.31%)
Weighted Average Effective Maturity in Days	521	912

**City of Menlo Park  
Recap of Securities Held  
June 30, 2013**

	Historical Cost	Amortized Cost	Fair Value	Unrealized Gain (Loss)	Weighted Average Final Maturity (Days)	Weighted Average Effective Maturity (Days)	% Portfolio/Segment	Weighted Average Yield *	Weighted Average Market Duration (Years)
Cash and Equivalents	37,068,311.98	37,068,311.98	37,068,311.98	0.00	1	1	42.92	0.25	0.00
U.S. Treasury	4,011,796.88	4,013,336.04	4,032,618.00	19,281.96	473	473	4.65	0.85	1.28
U.S. Instrumentality	19,813,410.99	19,721,625.99	19,550,719.79	(170,906.20)	1,239	1,128	22.94	0.93	2.86
Corporate	25,473,021.85	25,193,067.90	25,063,363.97	(129,703.93)	813	813	29.49	0.88	2.16
<b>Total</b>	<b>86,366,541.70</b>	<b>85,996,341.91</b>	<b>85,715,013.74</b>	<b>(281,328.17)</b>	<b>546</b>	<b>521</b>	<b>100.00</b>	<b>0.62</b>	<b>1.35</b>

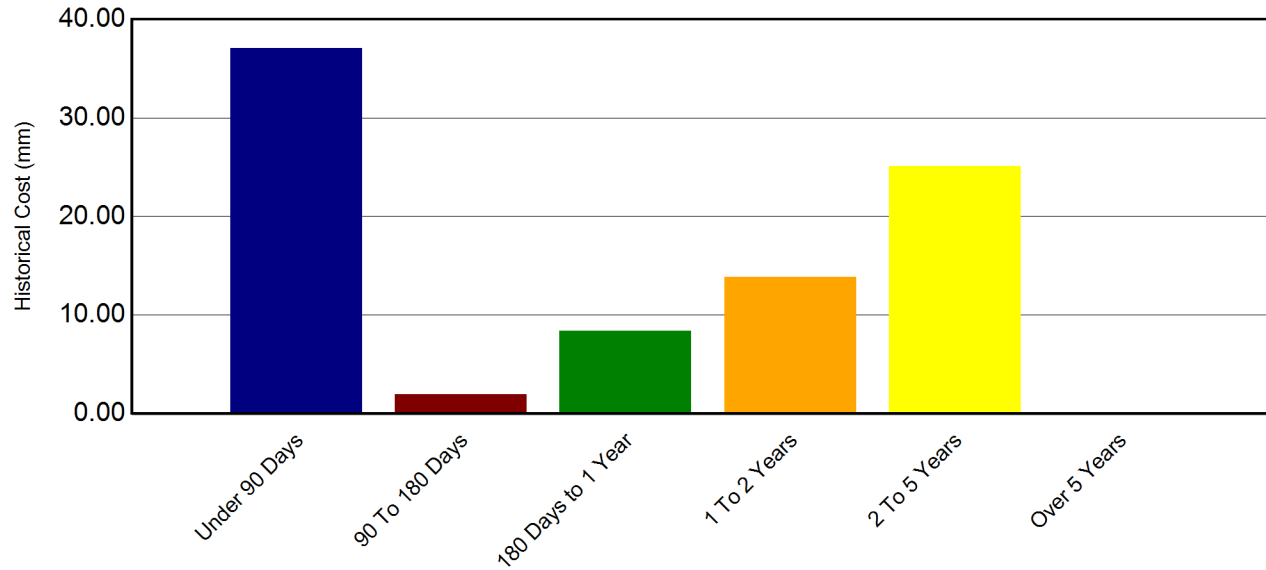
\* Weighted Average Yield is calculated on a "yield to worst" basis.



**City of Menlo Park  
Maturity Distribution of Securities Held  
June 30, 2013**

Maturity	Historical Cost	Percent
Under 90 Days	37,068,311.98	42.92 %
90 To 180 Days	1,985,781.25	2.30 %
180 Days to 1 Year	8,381,035.00	9.70 %
1 To 2 Years	13,831,316.88	16.01 %
2 To 5 Years	25,100,096.59	29.06 %
Over 5 Years	0.00	0.00 %
	<b>86,366,541.70</b>	<b>100.00 %</b>

**Maturity Distribution**



**City of Menlo Park  
Securities Held  
June 30, 2013**

CUSIP/ Description	Purchase Date	Rate/ Coupon	Maturity/ Call Date	Par Value/ Shares	Historical Cost/ Accrued Interest Purchased	Amortized Cost/ Accretion (Amortization)	Fair Value/ Change In Fair Value	Unrealized Gain (Loss)	Interest Received	Interest Earned	Total Accrued Interest	% Port Cost	Yield
<b>Cash and Equivalents</b>													
LAIF - City 98-19-22	06/30/13	0.245V		37,068,311.98	37,068,311.98	37,068,311.98	37,068,311.98	0.00	0.00	8,827.57	31,285.73	42.92	0.25
					0.00	0.00	0.00						
<b>TOTAL (Cash and Equivalents)</b>				37,068,311.98	37,068,311.98	37,068,311.98	37,068,311.98	0.00	0.00	8,827.57	31,285.73	42.92	
					0.00	0.00	0.00						
<b>U.S. Treasury</b>													
912828PL8	12/15/10	0.750	12/15/13	2,000,000.00	1,985,781.25	1,997,833.46	2,005,860.00	8,026.54	7,500.00	1,232.66	655.74	2.30	0.99
T-Note					0.00	389.20	(1,016.00)						
912828RB8	08/25/11	0.500	08/15/14	1,000,000.00	1,003,046.88	1,001,150.30	1,003,242.00	2,091.70	0.00	414.36	1,878.45	1.16	0.40
T-Note					0.00	(84.16)	(547.00)						
912828QX1	08/25/11	1.500	07/31/16	1,000,000.00	1,022,968.75	1,014,352.28	1,023,516.00	9,163.72	0.00	1,243.10	6,256.91	1.18	1.02
T-Note					0.00	(382.39)	(5,859.00)						
<b>TOTAL (U.S. Treasury)</b>				4,000,000.00	4,011,796.88	4,013,336.04	4,032,618.00	19,281.96	7,500.00	2,890.12	8,791.10	4.65	
					0.00	(77.35)	(7,422.00)						
<b>U.S. Instrumentality</b>													
31398A3G5	09/28/11	1.500	09/08/14	1,500,000.00	1,535,565.00	1,514,344.99	1,519,087.50	4,742.51	0.00	1,875.00	7,062.50	1.78	0.69
FNMA					0.00	(991.59)	(1,689.00)						
3136G0KG5	Call	06/05/12	06/04/15	2,000,000.00	2,001,400.00	2,000,649.11	2,002,922.00	2,272.89	6,250.00	1,041.67	937.50	2.32	0.59
FNMA			06/04/14		0.00	(57.61)	(2,058.00)						
3133XWNB1	09/28/11	2.875	06/12/15	1,500,000.00	1,606,845.00	1,556,146.93	1,572,180.00	16,033.07	21,562.50	3,593.75	2,276.04	1.86	0.92
FHLB					0.00	(2,369.07)	(3,417.00)						
3134G3MK3	Call	02/24/12	02/24/16	2,000,000.00	2,010,200.00	2,003,320.93	2,006,310.00	2,989.07	0.00	1,666.67	7,055.56	2.33	0.74
FHLMC			02/24/14		0.00	(418.60)	(2,592.00)						
3136FT3C1	Call	03/05/12	12/05/16	2,000,000.00	1,996,500.00	1,997,473.79	1,998,180.00	706.21	10,000.00	1,666.66	1,444.44	2.31	1.04
FNMA			03/05/14		0.00	60.48	(12,292.00)						
3135G0VM2	Call	04/03/13	03/14/17	1,000,000.00	1,000,700.00	1,000,519.42	985,426.00	(15,093.42)	0.00	625.00	2,229.17	1.16	0.68
FNMA			03/14/14		395.83	(60.87)	(11,192.00)						
3128MBFA0	01/23/13	6.000	04/01/17	1,554,017.98	1,652,600.99	1,642,349.39	1,647,582.29	5,232.90	7,770.09	7,770.09	7,770.09	1.91	2.95
FHLMC					0.00	(1,934.27)	(1,571.11)						
3135G0PP2	Call	04/18/13	09/20/17	2,000,000.00	2,005,000.00	2,002,612.90	1,954,740.00	(47,872.90)	0.00	1,666.67	5,611.11	2.32	0.41
FNMA			09/20/13		1,555.56	(967.75)	(38,438.00)						
3137EADN6	01/22/13	0.750	01/12/18	2,000,000.00	1,984,380.00	1,985,756.21	1,936,416.00	(49,340.21)	0.00	1,250.00	7,041.67	2.30	0.91
FHLMC					416.67	258.04	(34,122.00)						
3137EADN6	02/15/13	0.750	01/12/18	2,000,000.00	1,980,960.00	1,982,405.00	1,936,416.00	(45,989.00)	0.00	1,250.00	7,041.67	2.29	0.95
FHLMC					1,375.00	318.75	(34,122.00)						

**City of Menlo Park  
Securities Held  
June 30, 2013**

CUSIP/ Description	Purchase Date	Rate/ Coupon	Maturity/ Call Date	Par Value/ Shares	Historical Cost/ Accrued Interest Purchased	Amortized Cost/ Accretion (Amortization)	Fair Value/ Change In Fair Value	Unrealized Gain (Loss)	Interest Received	Interest Earned	Total Accrued Interest	% Port Cost	Yield
3136G1KN8 FNMA	Call 05/03/13	1.500	04/24/18 04/24/15	2,000,000.00	2,039,260.00 750.00	2,036,047.32 (1,633.57)	1,991,460.00 (35,852.00)	(44,587.32)	0.00	2,500.00	5,583.33	2.36	0.50
<b>TOTAL (U.S. Instrumentality)</b>				19,554,017.98	19,813,410.99 4,493.06	19,721,625.99 (7,796.06)	19,550,719.79 (177,345.11)	(170,906.20)	45,582.59	24,905.51	54,053.08	22.94	

**Corporate**

36962G4X9 GE Capital	02/02/12	2.100	01/07/14	1,500,000.00	1,531,845.00 0.00	1,508,582.34 (1,355.11)	1,513,060.50 (2,803.50)	4,478.16	0.00	2,625.00	15,225.00	1.77	0.99
931142DA8 Wal-Mart	07/26/11	1.625	04/15/14	1,000,000.00	1,020,000.00 0.00	1,005,794.77 (603.62)	1,009,740.00 (830.00)	3,945.23	0.00	1,354.17	3,430.56	1.18	0.88
478160AX2 Johnson & Johnson	05/20/11	1.200	05/15/14	1,000,000.00	998,830.00 0.00	999,658.97 32.17	1,007,537.00 (1,571.00)	7,878.03	0.00	1,000.00	1,533.33	1.16	1.24
36962GX41 GE Capital	12/14/11	5.650	06/09/14	750,000.00	818,760.00 0.00	775,974.32 (2,271.80)	786,665.25 (3,152.25)	10,690.93	21,187.50	3,531.25	2,589.58	0.95	1.86
94974BET3 Wells Fargo	10/22/12	3.750	10/01/14	2,000,000.00	2,122,880.00 0.00	2,079,204.74 (5,199.43)	2,071,922.00 (10,262.00)	(7,282.74)	0.00	6,250.00	18,750.00	2.46	0.56
084664AT8 Berkshire Hathaway F	10/23/12	4.850	01/15/15	3,000,000.00	3,284,850.00 0.00	3,197,015.42 (10,498.15)	3,192,957.00 (16,977.00)	(4,058.42)	0.00	12,125.00	67,091.67	3.80	0.56
713448BX5 PEPSICO Inc	09/21/12	0.750	03/05/15	1,000,000.00	1,005,430.00 0.00	1,003,713.03 (182.01)	1,001,687.00 (1,895.00)	(2,026.03)	0.00	625.00	2,416.67	1.16	0.53
717081DA8 Pfizer Inc	04/22/13	5.350	03/15/15	3,000,000.00	3,272,700.00 16,495.83	3,245,114.74 (11,822.25)	3,230,073.00 (13,476.00)	(15,041.74)	0.00	13,375.00	47,258.33	3.79	0.53
36962G5Z3 GE Capital	10/02/12	1.625	07/02/15	1,013,000.00	1,032,236.87 0.00	1,027,020.09 (575.38)	1,024,717.37 (4,729.70)	(2,302.72)	0.00	1,371.77	8,184.90	1.20	0.92
36962G4P6 GE Capital	09/21/12	1.000V	09/23/15	725,000.00	724,369.98 0.00	724,532.51 17.23	730,369.35 (186.33)	5,836.84	1,812.50	604.17	161.11	0.84	1.03
594918AG9 MICROSOFT CORP	07/26/11	1.625	09/25/15	1,000,000.00	1,003,400.00 0.00	1,001,822.86 (67.02)	1,022,460.00 (3,434.00)	20,637.14	0.00	1,354.16	4,333.33	1.16	1.54
38259PAC6 GOOGLE INC	10/16/12	2.125	05/19/16	1,000,000.00	1,053,370.00 0.00	1,042,866.98 (1,221.28)	1,033,284.00 (6,862.00)	(9,582.98)	0.00	1,770.84	2,479.17	1.22	0.62
459200GX3 IBM Corp	11/09/12	1.950	07/22/16	2,000,000.00	2,076,820.00 0.00	2,063,514.39 (1,705.85)	2,049,700.00 (15,662.00)	(13,814.39)	0.00	3,250.00	17,225.00	2.40	0.89
084670BD9 Berkshire Hathaway	02/02/12	1.900	01/31/17	1,500,000.00	1,528,050.00 0.00	1,520,134.52 (461.10)	1,515,517.50 (20,914.50)	(4,617.02)	0.00	2,375.00	11,954.17	1.77	1.51
88579YAE1 3M Company	12/19/12	1.000	06/26/17	2,000,000.00	2,014,560.00 0.00	2,012,848.10 (264.72)	1,953,826.00 (32,890.00)	(59,022.10)	10,000.00	1,666.67	277.78	2.33	0.84
037833AJ9	05/20/13	1.000	05/03/18	2,000,000.00	1,984,920.00	1,985,270.12	1,919,848.00	(65,422.12)	0.00	1,666.66	3,222.22	2.30	1.16

**City of Menlo Park  
Securities Held  
June 30, 2013**

CUSIP/ Description	Purchase Date	Rate/ Coupon	Maturity/ Call Date	Par Value/ Shares	Historical Cost/ Accrued Interest Purchased	Amortized Cost/ Accretion (Amortization)	Fair Value/ Change In Fair Value	Unrealized Gain (Loss)	Interest Received	Interest Earned	Total Accrued Interest	% Port Cost	Yield
APPLE INC					944.44	250.09	(44,366.00)						
<b>TOTAL (Corporate)</b>				24,488,000.00	25,473,021.85	25,193,067.90	25,063,363.97	(129,703.93)	33,000.00	54,944.69	206,132.82	29.49	
					17,440.27	(35,928.23)	(180,011.28)						

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<b>GRAND TOTAL</b>				<b>85,110,329.96</b>	<b>86,366,541.70</b>	<b>85,996,341.91</b>	<b>85,715,013.74</b>	<b>(281,328.17)</b>	<b>86,082.59</b>	<b>91,567.89</b>	<b>300,262.73</b>	<b>100.00</b>	
					<b>21,933.33</b>	<b>(43,801.64)</b>	<b>(364,778.39)</b>						

V = variable rate, current rate shown, average rate for Cash & Equivalents

**City of Menlo Park**  
**GASB 40 - Deposit and Investment Risk Disclosure**  
**June 30, 2013**

CUSIP	Type	Coupon	Maturity Date	Call Date	S&P Rating	Moody Rating	Par Value / Shares	Historical Cost	% Portfolio Hist Cost	Market Value	% Portfolio Mkt Value	Weighted Avg Mkt Dur (Yrs)
<b><u>LAIF</u></b>												
	Cash and Equivalents	0.245	01/30/3100				37,068,311.98	37,068,311.98	42.92	37,068,311.98	43.25	0.00
<b>ISSUER TOTAL</b>							37,068,311.98	37,068,311.98	42.92	37,068,311.98	43.25	0.00
<b><u>FNMA</u></b>												
3136G0KG5	U.S. Instrumentality	0.625	06/04/2015	06/04/2014	AA+	Aaa	2,000,000.00	2,001,400.00	2.32	2,002,922.00	2.34	0.93
31398A3G5	U.S. Instrumentality	1.500	09/08/2014		AA+	Aaa	1,500,000.00	1,535,565.00	1.78	1,519,087.50	1.77	1.18
3136FT3C1	U.S. Instrumentality	1.000	12/05/2016	03/05/2014	AA+	Aaa	2,000,000.00	1,996,500.00	2.31	1,998,180.00	2.33	3.37
3135G0VM2	U.S. Instrumentality	0.750	03/14/2017	03/14/2014	AA+	Aaa	1,000,000.00	1,000,700.00	1.16	985,426.00	1.15	3.64
3135G0PP2	U.S. Instrumentality	1.000	09/20/2017	09/20/2013	AA+	Aaa	2,000,000.00	2,005,000.00	2.32	1,954,740.00	2.28	4.11
3136G1KN8	U.S. Instrumentality	1.500	04/24/2018	04/24/2015	AA+	Aaa	2,000,000.00	2,039,260.00	2.36	1,991,460.00	2.32	4.62
<b>ISSUER TOTAL</b>							10,500,000.00	10,578,425.00	12.25	10,451,815.50	12.19	2.98
<b><u>FHLMC</u></b>												
3134G3MK3	U.S. Instrumentality	1.000	02/24/2016	02/24/2014	AA+	Aaa	2,000,000.00	2,010,200.00	2.33	2,006,310.00	2.34	0.65
3128MBFA0	U.S. Instrumentality	6.000	04/01/2017		AA+	Aaa	1,554,017.98	1,652,600.99	1.91	1,647,582.29	1.92	1.90
3137EADN6	U.S. Instrumentality	0.750	01/12/2018		AA+	Aaa	4,000,000.00	3,965,340.00	4.59	3,872,832.00	4.52	4.42
<b>ISSUER TOTAL</b>							7,554,017.98	7,628,140.99	8.83	7,526,724.29	8.78	2.87
<b><u>GE Capital</u></b>												
36962G4X9	Corporate	2.100	01/07/2014		AA+	A1	1,500,000.00	1,531,845.00	1.77	1,513,060.50	1.77	0.52
36962GX41	Corporate	5.650	06/09/2014		AA+	A1	750,000.00	818,760.00	0.95	786,665.25	0.92	0.93
36962G5Z3	Corporate	1.625	07/02/2015		AA+	A1	1,013,000.00	1,032,236.87	1.20	1,024,717.37	1.20	1.96
36962G4P6	Corporate	1.000	09/23/2015		AA+	A1	725,000.00	724,369.98	0.84	730,369.35	0.85	2.21
<b>ISSUER TOTAL</b>							3,988,000.00	4,107,211.85	4.76	4,054,812.47	4.73	1.27
<b><u>T-Note</u></b>												
912828PL8	U.S. Treasury	0.750	12/15/2013		AA+	Aaa	2,000,000.00	1,985,781.25	2.30	2,005,860.00	2.34	0.46
912828RB8	U.S. Treasury	0.500	08/15/2014		AA+	Aaa	1,000,000.00	1,003,046.88	1.16	1,003,242.00	1.17	1.13
912828QX1	U.S. Treasury	1.500	07/31/2016		AA+	Aaa	1,000,000.00	1,022,968.75	1.18	1,023,516.00	1.19	3.00
<b>ISSUER TOTAL</b>							4,000,000.00	4,011,796.88	4.65	4,032,618.00	4.70	1.27
<b><u>Pfizer Inc</u></b>												
717081DA8	Corporate	5.350	03/15/2015		AA	A1	3,000,000.00	3,272,700.00	3.79	3,230,073.00	3.77	1.63
<b>ISSUER TOTAL</b>							3,000,000.00	3,272,700.00	3.79	3,230,073.00	3.77	1.63

**City of Menlo Park**  
**GASB 40 - Deposit and Investment Risk Disclosure**  
**June 30, 2013**

CUSIP	Type	Coupon	Maturity Date	Call Date	S&P Rating	Moody Rating	Par Value / Shares	Historical Cost	% Portfolio Hist Cost	Market Value	% Portfolio Mkt Value	Weighted Avg Mkt Dur (Yrs)
<b><u>Berkshire Hathaway Finance Cor</u></b>												
084664AT8	Corporate	4.850	01/15/2015		AA	Aa2	3,000,000.00	3,284,850.00	3.80	3,192,957.00	3.73	1.48
<b>ISSUER TOTAL</b>							3,000,000.00	3,284,850.00	3.80	3,192,957.00	3.73	1.48
<b><u>Wells Fargo</u></b>												
94974BET3	Corporate	3.750	10/01/2014		A+	A2	2,000,000.00	2,122,880.00	2.46	2,071,922.00	2.42	1.23
<b>ISSUER TOTAL</b>							2,000,000.00	2,122,880.00	2.46	2,071,922.00	2.42	1.23
<b><u>IBM Corp</u></b>												
459200GX3	Corporate	1.950	07/22/2016		AA-	Aa3	2,000,000.00	2,076,820.00	2.40	2,049,700.00	2.39	2.95
<b>ISSUER TOTAL</b>							2,000,000.00	2,076,820.00	2.40	2,049,700.00	2.39	2.95
<b><u>3M Company</u></b>												
88579YAE1	Corporate	1.000	06/26/2017		AA-	Aa2	2,000,000.00	2,014,560.00	2.33	1,953,826.00	2.28	3.89
<b>ISSUER TOTAL</b>							2,000,000.00	2,014,560.00	2.33	1,953,826.00	2.28	3.89
<b><u>APPLE INC</u></b>												
037833AJ9	Corporate	1.000	05/03/2018		AA+	Aa1	2,000,000.00	1,984,920.00	2.30	1,919,848.00	2.24	4.69
<b>ISSUER TOTAL</b>							2,000,000.00	1,984,920.00	2.30	1,919,848.00	2.24	4.69
<b><u>FHLB</u></b>												
3133XWNB1	U.S. Instrumentality	2.875	06/12/2015		AA+	Aaa	1,500,000.00	1,606,845.00	1.86	1,572,180.00	1.83	1.91
<b>ISSUER TOTAL</b>							1,500,000.00	1,606,845.00	1.86	1,572,180.00	1.83	1.91
<b><u>Berkshire Hathaway</u></b>												
084670BD9	Corporate	1.900	01/31/2017		AA	Aa2	1,500,000.00	1,528,050.00	1.77	1,515,517.50	1.77	3.43
<b>ISSUER TOTAL</b>							1,500,000.00	1,528,050.00	1.77	1,515,517.50	1.77	3.43
<b><u>GOOGLE INC</u></b>												
38259PAC6	Corporate	2.125	05/19/2016		AA	Aa2	1,000,000.00	1,053,370.00	1.22	1,033,284.00	1.21	2.80
<b>ISSUER TOTAL</b>							1,000,000.00	1,053,370.00	1.22	1,033,284.00	1.21	2.80



**City of Menlo Park**  
**GASB 40 - Deposit and Investment Risk Disclosure**  
**June 30, 2013**

CUSIP	Type	Coupon	Maturity Date	Call Date	S&P Rating	Moody Rating	Par Value / Shares	Historical Cost	% Portfolio Hist Cost	Market Value	% Portfolio Mkt Value	Weighted Avg Mkt Dur (Yrs)
<b><u>MICROSOFT CORP</u></b>												
594918AG9	Corporate	1.625	09/25/2015		AAA	Aaa	1,000,000.00	1,003,400.00	1.16	1,022,460.00	1.19	2.20
<b>ISSUER TOTAL</b>							1,000,000.00	1,003,400.00	1.16	1,022,460.00	1.19	2.20
<b><u>Wal-Mart</u></b>												
931142DA8	Corporate	1.625	04/15/2014		AA	Aa2	1,000,000.00	1,020,000.00	1.18	1,009,740.00	1.18	0.79
<b>ISSUER TOTAL</b>							1,000,000.00	1,020,000.00	1.18	1,009,740.00	1.18	0.79
<b><u>Johnson &amp; Johnson</u></b>												
478160AX2	Corporate	1.200	05/15/2014		AAA	Aaa	1,000,000.00	998,830.00	1.16	1,007,537.00	1.18	0.88
<b>ISSUER TOTAL</b>							1,000,000.00	998,830.00	1.16	1,007,537.00	1.18	0.88
<b><u>PEPSICO Inc</u></b>												
713448BX5	Corporate	0.750	03/05/2015		A-	A1	1,000,000.00	1,005,430.00	1.16	1,001,687.00	1.17	1.67
<b>ISSUER TOTAL</b>							1,000,000.00	1,005,430.00	1.16	1,001,687.00	1.17	1.67

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<b>GRAND TOTAL</b>	<b>85,110,329.96</b>	<b>86,366,541.70</b>	<b>100.00</b>	<b>85,715,013.74</b>	<b>100.00</b>	<b>1.34</b>
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Highlighted totals are issuers representing 5.00% or more of the portfolio's market value

**City of Menlo Park  
Securities Purchased  
June 1, 2013 - June 30, 2013**

CUSIP/Description	Purchase Date	Rate/Coupon	Maturity/Call Date	Par Value/Shares	Unit Cost	Principal Cost	Accrued Interest Purchased	Yield
<b><u>Cash and Equivalents</u></b>								
LAIF - City 98-19-228	06/13/2013	0.245V		975,000.00	100.000	975,000.00	0.00	0.25
LAIF - City 98-19-228	06/27/2013	0.245V		1,500,000.00	100.000	1,500,000.00	0.00	0.25
<b>TOTAL (Cash and Equivalents)</b>				<b>2,475,000.00</b>		<b>2,475,000.00</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>				<b>2,475,000.00</b>		<b>2,475,000.00</b>	<b>0.00</b>	

V = variable rate, current rate shown, average rate for Cash & Equivalents

**City of Menlo Park**  
**Securities Sold and Matured**  
**June 1, 2013 - June 30, 2013**

CUSIP/ Description	Sale or Maturity Date	Rate/ Coupon	Maturity/ Call Date	Par Value/ Shares	Historical Cost	Amortized Cost at Sale or Maturity / Acct/ (Amort)	Sale/ Maturity Price	Fair Value at Sale or Maturity / Chg.In Fair Value	Realized Gain (Loss)	Accrued Interest Sold	Interest Received	Interest Earned	Yield
<b><u>Cash and Equivalents</u></b>													
LAIF - City 98-19- 228	06/24/2013	0.245V		11,000,000.00	11,000,000.00	11,000,000.00	100.00	11,000,000.00	0.00	0.00	0.00	0.00	0.25
						0.00		0.00					
<b>TOTAL (Cash and Equivalents)</b>				11,000,000.00	11,000,000.00	11,000,000.00		11,000,000.00	0.00	0.00	0.00	0.00	
						0.00		0.00					
<b><u>U.S. Instrumentality</u></b>													
3128MBFA0 FHLMC	06/01/2013	6.000	04/01/2017	73,398.06	78,054.25	73,398.06	100.00	73,398.06	0.00	0.00	366.99	0.00	2.95
						(4,263.35)		(4,493.36)					
<b>TOTAL (U.S. Instrumentality)</b>				73,398.06	78,054.25	73,398.06		73,398.06	0.00	0.00	366.99	0.00	
						(4,263.35)		(4,493.36)					
<b>GRAND TOTAL</b>				11,073,398.06	11,078,054.25	11,073,398.06		11,073,398.06	0.00	0.00	366.99	0.00	
						(4,263.35)		(4,493.36)					

V = variable rate, current rate shown, average rate for Cash & Equivalents

**City of Menlo Park  
Transaction Report  
for the period June 1, 2013 - June 30, 2013**

Date	CUSIP	Transaction	Sec Type	Description	Maturity	PAR Value/Shares	Principal	Interest	Transaction Total	Balance
06/01/2013	3128MBFA0	Paydown	INS	FHLMC	04/01/2017	73,398.06	73,398.06	8,137.08	81,535.14	81,535.14
06/04/2013	3136G0KG5	Interest	INS	FNMA	06/04/2015	2,000,000.00	0.00	6,250.00	6,250.00	87,785.14
06/05/2013	3136FT3C1	Interest	INS	FNMA	12/05/2016	2,000,000.00	0.00	10,000.00	10,000.00	97,785.14
06/09/2013	36962GX41	Interest	COR	GE Capital	06/09/2014	750,000.00	0.00	21,187.50	21,187.50	118,972.64
06/12/2013	3133XWNB1	Interest	INS	FHLB	06/12/2015	1,500,000.00	0.00	21,562.50	21,562.50	140,535.14
06/13/2013		Bought	CE	LAIF - City 98-19-22		975,000.00	975,000.00	0.00	(975,000.00)	(834,464.86)
06/15/2013	912828PL8	Interest	TSY	T-Note	12/15/2013	2,000,000.00	0.00	7,500.00	7,500.00	(826,964.86)
06/23/2013	36962G4P6	Interest	COR	GE Capital	09/23/2015	725,000.00	0.00	1,812.50	1,812.50	(825,152.36)
06/24/2013		Sold	CE	LAIF - City 98-19-22		11,000,000.00	11,000,000.00	0.00	11,000,000.00	10,174,847.64
06/26/2013	88579YAE1	Interest	COR	3M Company	06/26/2017	2,000,000.00	0.00	10,000.00	10,000.00	10,184,847.64
06/27/2013		Bought	CE	LAIF - City 98-19-22		1,500,000.00	1,500,000.00	0.00	(1,500,000.00)	8,684,847.64
<b>Portfolio Activity Total</b>									<b>8,684,847.64</b>	

<b>Net Contributions:</b>	<b>0.00</b>
<b>Net Withdrawals:</b>	<b>8,681,559.63</b>

<b>Fees Charged:</b>	<b>3,288.01</b>
<b>Fees Paid:</b>	<b>3,288.01</b>

**City of Menlo Park  
Securities Bid and Offer  
for the period 6/1/2013 - 6/30/2013**

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Trans	Settle	Description	Call Date	Broker	Par Value	Discount	Price	YTM/YTC	Competitive Bids
No Activity this period									

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**City of Menlo Park  
Upcoming Cash Activity  
for the next 45 days**

Date	Transaction	CUSIP	Description	Coupon	Maturity Date	Next Call Date	Par / Shares	Principal	Interest	Transaction Total
07/02/2013	Interest	36962G5Z3	GE Capital	1.625	07/02/2015		1,013,000.00	0.00	8,230.63	8,230.63
07/07/2013	Interest	36962G4X9	GE Capital	2.100	01/07/2014		1,500,000.00	0.00	15,750.00	15,750.00
07/12/2013	Interest	3137EADN6	FHLMC	0.750	01/12/2018		2,000,000.00	0.00	7,500.00	7,500.00
07/12/2013	Interest	3137EADN6	FHLMC	0.750	01/12/2018		2,000,000.00	0.00	7,500.00	7,500.00
07/15/2013	Interest	084664AT8	Berkshire Hathaway	4.850	01/15/2015		3,000,000.00	0.00	72,750.00	72,750.00
07/15/2013	Estimated Paydown	3128MBFA0	FHLMC	6.000	04/01/2017		1,554,017.98	29,813.07	7,770.09	37,583.16
07/22/2013	Interest	459200GX3	IBM Corp	1.950	07/22/2016		2,000,000.00	0.00	19,500.00	19,500.00
07/31/2013	Interest	084670BD9	Berkshire Hathaway	1.900	01/31/2017		1,500,000.00	0.00	14,250.00	14,250.00
07/31/2013	Interest	912828QX1	T-Note	1.500	07/31/2016		1,000,000.00	0.00	7,500.00	7,500.00

# END OF REPORTS



**New York Office**  
113 King Street  
Armonk, NY 10504  
**Tel: 866 766 3030**  
Fax: 914 765 3030

**Colorado Office**  
1900 Sixteenth Street, Suite 200  
Denver, CO 80202  
**Tel: 303 860 1100**  
Fax: 303 860 0016

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For any questions concerning this report please contact accounting either by phone or email to [camreports@cutwater.com](mailto:camreports@cutwater.com).

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## OFFICE OF THE CITY MANAGER

Council Meeting Date: August 20, 2013  
Staff Report #: 13-144

Agenda Item #: I-3

**INFORMATIONAL ITEM:** Office Of Economic Development Quarterly Update

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This is an information item that does not require Council Action.

### BACKGROUND

Attached for your review, is the inaugural edition of the Office of Economic Development's Quarterly Update. This newsletter will be presented to the City Council and circulated to the greater community to provide updates on the economic activity in and affecting the City of Menlo Park. It is intended as both a vehicle for communicating information as well as an example of the City's continued commitment to economic development and support for our diverse business community.

### 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. Office of Economic Development's Quarterly Update

Report prepared by:  
Jim Cogan  
Economic Development Manager

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# Office of Economic Development

Quarterly Update Q1 / Q2



August 2013

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## Introduction

Welcome to the inaugural edition of the Menlo Park Office of Economic Development Quarterly Newsletter. As this is the inaugural edition, it will provide information regarding activity in the first and second quarters of 2013. Subsequent issues will be offered quarterly. The goal of this newsletter is to provide updates on the economic activity in, and affecting Menlo Park.

We enjoy a diverse and thriving economy in Menlo Park, which brings together all of the components of Silicon Valley. Ours is a community of small family businesses, start-ups, local and national retailers, professional services, industry-leading corporations, and the venture capitalists who form the financial engine of the innovation economy. The role of the Office of Economic Development (OED) is to help ensure that the City of Menlo Park is responding to the needs of our businesses and providing opportunities for them to succeed. Their success enhances the fabric of our community by providing jobs, tax revenue and the continued fiscal stability necessary to deliver the high-quality services that all of our residents deserve.

Menlo Park is a desirable location for businesses, because of our community and the success its support can mean. We are the epicenter of innovation. You only have to peruse the list of local businesses to see that a good idea here can take you far, well a good idea and a Mexican mocha at [Café Borrone](#). Did you know that the [Round Table Pizza](#) on El Camino Real started the franchise that now has over 500 stores in nine western states and five foreign countries? The first [Draeger's Market](#) opened its doors in 1925 in Menlo Park, and [SRI](#) has contributed more to the world as we know it than we will ever know (mostly because a lot of their projects start out classified).

This newsletter will provide you with information about the City and business community. It will report on the efforts of the OED and alert you to new opportunities in Menlo Park. It is our sincere hope that you find it valuable and we encourage your feedback.

Thank you for your time. Please contact us if we can help you find success in Menlo Park.

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### IN THIS ISSUE:

- Introduction
- Sales Tax Report
- Vacancy Report
- Updating the ED Plan

### RESOURCES:

[Menlo Park Office of Economic Development](#)

[Menlo Park Community Development](#)

[Menlo Park Chamber of Commerce](#)

[Silicon Valley Economic Development](#)

## TOP 25 SALES TAX GENERATORS:

- [Acclarent](#)
- [Als Roofing Supply](#)
- [Automatic Rain Company](#)
- [Beltramos Wine & Liquor](#)
- [Chevron Service Stations](#)
- Chevron Service Stations
- [CVS Pharmacy](#)
- [DM Figley Company](#)
- [Draegers Supermarkets](#)
- Evalve
- [Flegel's Home Furnishings](#)
- [OfficeMax](#)
- [Pacific Biosciences](#)
- [Safeway Stores](#)
- [Sand Hill Resort & Hotel](#)
- [Sharon Heights Golf Country Club](#)
- [Shell Service Stations](#)
- Shell Service Stations
- Shell Service Stations
- [Staples Office Superstore](#)
- [Trader Joe's](#)
- [Triplepoint Capital](#)
- [Tyco Electronics Corporation](#)
- [Walgreen's Drug Stores](#)
- Willow Cove Service Stations

## VACANCY RATES:

If the number of businesses clamoring to locate in Menlo Park was not enough, the desirability of Menlo Park as a retail destination is reflected in Retail vacancy rates far below the County average. Because reporting agencies classify retail differently, Retail vacancy rates for Q2 fluctuates between 1% and 1.7%, depending on the agency. According to [Terranomics](#), between Q1 and Q2 of 2013, Menlo Park's retail vacancy rate dropped dramatically from 7.4% to 1.2%, which is less than half San Mateo County's average of 3.1%.

## Sales Tax Report

Although our most recent numbers are for sales in the first quarter of 2013, the news is good. Sales tax is up and continues to provide evidence for cautious optimism. Our fiscal year to date collections show a 5.7% increase over last year, which tracks with San Mateo County's 6.0% and the State of CA's 6.2 percent.



Auto sales were a large contributor to the strong State and County numbers, but have dipped slightly in Q2. In the quarter to quarter comparison of Q1 2012 to Q1 2013, Menlo Park has enjoyed a 2.2% increase and our recent drop in retail vacancy should help continue this positive trend. Sales tax from restaurants, service stations food markets were at their highest point in past two years, while sales in furniture/appliance and building materials were down. The Historical Cash Collections Analysis Chart below shows, Menlo Park's economy is strong and growing.

stations food markets were at their highest point in past two years, while sales in furniture/appliance and building materials were down. The Historical Cash Collections Analysis Chart below shows, Menlo Park's economy is strong and growing.

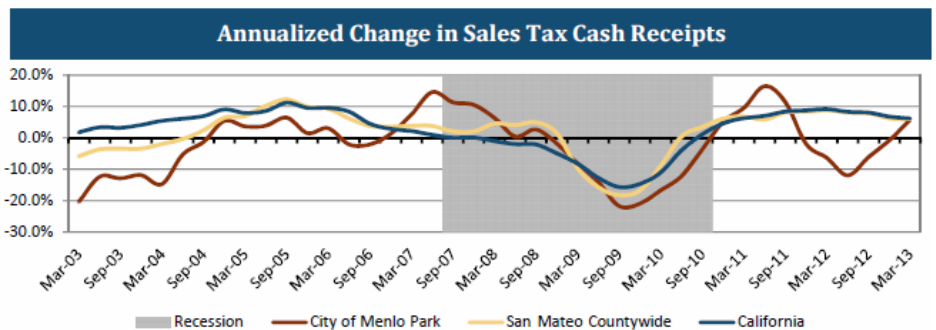


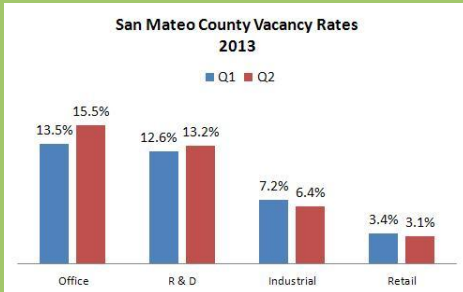
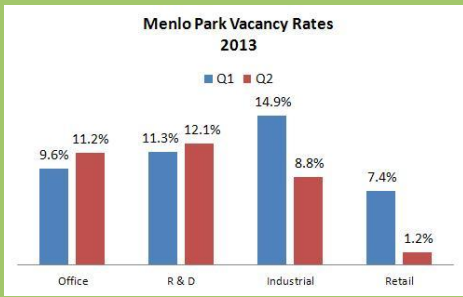
Chart Courtesy of MuniServices

## Vacancy Report

There is no more visible example of improvement in the economy than the filling of our vacant downtown storefronts. In the past 2 quarters, 7 vacant downtown storefronts have been leased with new businesses open or opening soon.

Please join us in welcoming Build It Again Toys at 611 Santa Cruz Ave. Build It Again Toys offers a fun new concept for children with drop-in play and Lego Maniac classes. In fact, my 2 young boys are almost as excited about this addition as I am. [Unravel Design](#) has opened at 773 Santa Cruz Ave., offering contemporary and timeless home designs that marry form and function. [Rococo and Taupe](#), at 844 Santa Cruz Ave., offers custom home design that will help you realize the potential in your kitchen and bath. We look forward to welcoming [Traditionally Derby Furnishings & Design](#) at 850 Santa Cruz Ave., as well as Menlo Hardwood at 846 Santa Cruz Ave., which will be opening soon. OED has heard an art gallery will be opening at 845 Santa Cruz Ave, and we look forward to providing more information on this in the future.

These new businesses will further establish Menlo Park as the premier destination for home design and furnishings, augmenting our already robust reputation that was established by the likes of [Flegel's Home Furnishings](#), [Dolma Tibetan Carpets](#), [Menlo Designer Rugs](#), [Harvest Furniture](#), [Home, Oriental Carpet](#) and [Ruby Living Design](#).



Vacancy Date Source: Terranomics

Menlo Park also remains consistently below the County average for Research and Development (R&D) and Office vacancy. With a vacancy rate of 11.2% and 12.1% for Office and R&D, respectively, Menlo Park is well below the County averages of 15.5% and 13.2%. Though there has been some increase in office and R&D vacancy since the first quarter, these fluctuations reflect normal market trends and are, in part, a result of projects to come. Newly developed properties coming online that have not yet been leased, such as those recently completed off Marsh Road west of Highway 101, and older properties in the process for redevelopment, such as Common Wealth, cause a higher vacancy rate that is expected to decrease as development occurs over the coming quarters.



Ruby Living Design has been so successful since its opening in late 2012, that they have expanded next door. This expansion was possible thanks, in part, to the creative work of our professional Planning staff, who worked to simplify the approval process allowing the expansion. We are fortunate to have excellent Planning staff, who understand the needs of businesses and are willing to work to find reasonable solutions that help businesses open sooner.

Part of the service that OED provides is to help facilitate developing strategies for approval. We think of ourselves as your business concierge. Your success is our priority. We enjoy a great working relationship with the Planning and Building Division, and are all working together to make your experience with the City positive.

## A Refuge In Menlo Park

I saved my favorite addition to Menlo Park for last to illustrate OED's business concierge service. The new [Refuge](#) location opened in June at 1143 Crane St. Pastrami, Belgian Beer, and Burgers! What's not to love? But don't take my word for it. Check out [this story](#) that appeared in the Patch on July 26th. The videography was done by Menlo Park resident Nathan Lewis. You can also catch Refuge on the Food Network's Diners, Drive-ins and Dives. The episode airs on September 2nd.

A longtime fan of their first location in San Carlos, I told the City Manager I wanted to get the owners to open a 2nd location in Menlo Park, shortly after I started in December 2012. I have always believed it is sometimes better to be lucky than good. Unbeknownst to me, the owners of Refuge had the same idea and finalized their lease in January 2013. Refuge submitted their application for improvements in February and, partnering with our professional Planning and Building staff, we developed strategies to expedite them through the process and identify solutions to project challenges. By the beginning of April, they had the approvals they needed from the City and were able to open without unnecessary delay. This is the kind of service that OED is ready to provide to any business looking to open in Menlo Park. We will meet with you early in the process and help you develop a strategy for approval.



Refuge has now been open for 2 months and celebrated with an official grand opening on August 15th. According to the owners Matt Levin and Melanie Roth, it has been a good 2 months, "We're on par with our soft opening expectations. We're looking forward to marketing efforts coming to fruition and grass roots word of mouth to bolster overall awareness. So far, feedback has been positive. People have been really excited that we chose Menlo Park as our second location. We're definitely in the right place."

## CONTACT US:

Jim Cogan

Economic Development Manager

**Phone:** (650) 330-6614

Email: [jccogan@menlopark.org](mailto:jccogan@menlopark.org)

**Web:**

[http://www.menlopark.org/doing\\_business.html](http://www.menlopark.org/doing_business.html)



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## Updating the Economic Development Plan

"I love it when a plan comes together." Those of us in Generation X remember fondly this quote from Hannibal Smith on the TV show "The A-Team" that concluded every episode. To that end, the Menlo Park City Council directed the OED to revise the current Economic Development Plan. This will be a team effort and we look to hearing from you to make sure that the plan comes together.

A good Economic Development Plan articulates a 3-5 year vision, includes broad initiatives and reflects the values of the community. Our current plan was most recently revised in 2010, which means that there is still a lot of valuable content, but at the same time, it predates the addition of Facebook and current upswing in development activity that we are experiencing in Menlo Park.

OED is currently developing the process for this revision to the plan which will include the input of stakeholders and will eventually be presented to the City Council for action. We began public outreach at the June 19th Downtown Block Party and invite you to share your thoughts on the kind of changes that you would like to see in the plan or economic development efforts in Menlo Park. You can email me directly at [jccogan@menlopark.org](mailto:jccogan@menlopark.org) and look forward to future updates on this effort.



## OFFICE OF THE CITY MANAGER

Council Meeting Date: August 20, 2013  
Staff Report #: 13-145

Agenda Item #: I-4

### INFORMATIONAL ITEM: Update on City Council Goals

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This is an information item and does not require Council action.

#### BACKGROUND

Council members and staff have previously set goals in order to better align staff's work plans, Commission work plans, Council priorities and, ultimately, the City budget. Until 2009, these activities had generally occurred independent of one another, contributing to a lack of clear direction and priorities for the organization. The foundational idea behind high-level Council goals and staff deliverables is that it is appropriate for Council to determine "WHAT" needs to occur and staff to determine "HOW" best to achieve those results, expressed through Council-approved deliverables to ensure accountability for goal achievement.

The City Council held a Special Meeting on February 4, 2013, to develop goals for the 2013 calendar year. The goal setting session was facilitated by Dr. Bill Mathis at the Arrillaga Family Recreation Center. The entire Council participated in the goal setting session as well as the City Manager and Executive staff.

At its regular meeting on March 26, 2013, the City Council approved the 2013 City Council Goals.

#### ANALYSIS

The City Council expressed interest in a range of services and initiatives, and prioritized these into goals around five (5) service areas:

- |  |                                       |
|--|---------------------------------------|
| 1. Economic Development Directly Impacting City Revenues | 3. Public Safety Initiatives          |
| 2. Organizational Capacity Initiatives                   | 4. Land Use: Planning and Development |
|  | 5. Infrastructure and Renewal         |

Following approval in March 2013, these goals were incorporated in the proposed FY2013-14 Budget which was adopted by the City Council at its June 11, 2013, regular meeting.

## **City Council Goals**

### **1. Update the Economic Development Plan**

The City's current Business Development Plan was approved by the City Council in March 2010 when the City found itself in a time of economic uncertainty. Economic development was viewed as the primary tool to stabilize the City's fiscal condition. The Plan also requires regular updates in order to ensure the City's economic development efforts are in line with the priorities of the City Council and reflects major changes in the character of Menlo Park's economy. Importantly, updating The Plan should reflect vital strategic economic decisions made by the City Council that have occurred since the Plan's creation, including adoption of the Downtown Specific Plan and the successful recruitment of Facebook to the City.

Current Status: The Economic Development Manager is continuing work on updating the plan document. Outreach to stakeholders and interested parties started at the successful community block party event in June 2013 and is ongoing. More than a dozen interested parties have stepped forward with suggestions and feedback. This goal is on track and will be submitted by December 31 for City Council consideration.

### **2. Beautify Santa Cruz Avenue (Downtown)**

There was an opinion in the community that the Downtown (Santa Cruz Avenue) is in need of physical refreshing. Council members seized that concept and prioritized beautifying the downtown as a means of infusing vitality into the area and sparking tenancy and sales. While beauty is subjective, staff has in place several plans for beautification of the downtown including replacement of the 40-year old irrigation system with a modern, water efficient system. Further, the irrigation upgrade includes replacing and/or enhancing existing vegetation to create a more attractive shopping environment. There will be a multi- year effort to implement the improvement from the Downtown Specific Plan.

Current Status: The irrigation replacement project is on schedule. This includes street trenching, excavation of tree pits, and work at the base of the light poles. New street furniture and trash bins are scheduled for delivery in September. Collaboration with the Chamber of Commerce for expanded downtown community events is ongoing and the development of the Façade Grant program is progressing.



### **3. Initiate Enhanced Disaster Preparedness Training**

The City Council expressed concerns as to the City's preparedness in the event of a disaster (natural or otherwise). The City is working to build a stronger relationship with the Menlo Park Fire Protection District so that an enhanced level of emergency training and disaster readiness for staff, Council and the community can be achieved.

Current Status: The City has developed a scope of work and is awaiting the Fire District's response. The Council subcommittee met with District officials in July 2013.

### **4. Initiate work on the update of the General Plan**

The City's General Plan (specifically the Land Use and Circulation Elements) was last updated in 1994 and includes outdated land use and traffic projections to the year 2010. The City Council has asked staff to put into place a process and related funding to comprehensively update the Plan. The update would focus on the Land Use and Circulation Elements and would include a geographic focus on the M-2 zoning area, plus other areas of the City aside from the El Camino Real and Downtown areas. Topics that will be part of the discussion would include items such as Complete Streets and a Greenhouse Gas Reduction Strategy.

Current Status: On June 11, 2013, with adoption of the FY2013-2014 Budget, the Council appropriated resources to initiate the General Plan Update. Planning Division staff has identified a team to work on the update and a proposed work plan is scheduled to be presented to the City Council on August 27, 2013. A complete request for proposal process and consultant selection is scheduled to be completed by December 31, 2013.

### **5. Improve Traffic Flow on El Camino Real**

With ever-increasing concerns about the flow of traffic along El Camino Real, the City Council asked to accelerate a project in the Capital Improvement Program to study the flow of vehicles, bicycles and pedestrians along El Camino Real, particularly between the southern border of the City up to Ravenswood, and beyond, if appropriate.

Current Status: As part of the FY2013-2014 Budget process, the Council accelerated work on this goal and staff is currently developing a scope of work. In addition, a subcommittee of representatives from the Bicycle and Transportation Commissions will work to help develop and refine the scope of work before it is ultimately presented to the City Council for consideration. We are on schedule to have the consultant selected by January 2014.

## **City Manager's Goals**

In addition to the City Council's goals, the Council also identified goals for the City Manager.

### ***1. Create a staffing plan with a timeline and resources needed to accomplish the Council's goals.***

Current Status: Staff is organized and focused on accomplishing the goals set out by the Council. The City Manager continues to take steps to reorganize departments with an eye on efficiency. We are also looking toward shifting resources to respond to increased workload anticipated this year.

### ***2. Create an Information Technology strategy to bring the City into the 21st century. Provide timelines and implementation schedule with costs.***

The Council focused on upgrading and improving technology tools as an overall need for the organization as well as providing an enhanced ability to communicate with the community. To that end, steps have already been taken to investigate various elements for a Technology Master Plan as well as estimated costs.

Current Status: An update of the City's payroll system which will improve automation and accounting function is underway and scheduled for completion by the end of summer. The phone system upgrade is nearly complete with only one department remaining. Additionally, through the budget process, funds have been approved for an Information Technology Master Plan. The City will retain a consultant, as scheduled, by November 30, 2013.

### ***3. Create, measure and implement a culture change to a High Performance Team with staff and City Council. Bring forward an evaluation of the labor market, and create a work environment of optimism, willing to take risks for successes.***

Current Status: Last year's employee survey indicated that 75% of employees were optimistic about the direction of the City and 79% felt they had opportunities to seek innovative solutions. This year's survey results will be used to gauge improvements in these areas. Additionally, the City Manager has undertaken organizational assessments of two departments, Police and Administrative Services, with a third planned by the end of the calendar year. Organizational development remains a focus and will be discussed at the upcoming management team retreat. The City continues to evaluate labor market conditions and is working on negotiations with the four remaining labor groups.

**4. Broaden the Branding project within Community Services to be Citywide to enhance the positive image of the City.**

Current Status: The project scope has been expanded to be citywide and staff will be asking Council to appoint a subcommittee to assist in setting and refining the vision for a Community Communication Initiative as well as provide feedback and suggestions on a variety of communication improvements including the city logo and other related branding activities.

**5. Prepare three initiatives for implementing a shared services model that will share resources or increase efficiency.**

City Council has encouraged cross-agency collaboration where possible. Staff will work with neighboring communities and agencies to explore opportunities to collaborate. This can include public safety, community services, administrative services and public works.

Current Status: The City Manager has met with several area city managers to discuss the concept of shared services. Current considerations include sharing dispatch services with East Palo Alto, partnering with the Menlo Park Fire Protection District on disaster preparedness training activities, and shared fleet maintenance services with the West Bay Sanitation District. This process is ongoing.

**6. Begin a Public Safety initiative for a disaster planning program for the City.**

This is reflected in the Council's stated Public Safety Initiative above in working with Menlo Park Fire Protection District in providing this service to the City.

**CONCLUSION**

By prioritizing goals, the Council messages to itself, the organization and perhaps, most importantly, the community, what the Council plans to accomplish in the year. Goal setting is difficult at the beginning of the calendar year because resources cannot be appropriated until the Council adopts its fiscal year budget. But now that the FY2013-14 Budget has been adopted and contains resources to implement these goals, staff is focused on accomplishing them.

**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**

None

Report prepared by:  
Clay Curtin  
Assistant to the City Manager

Alex D. McIntyre  
City Manager