



SPECIAL AND REGULAR MEETING AGENDA

Date: 12/15/2015
Time: 5:45 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

Councilmember Carlton will appear by telephone from the following location:
Sheraton Changchun Jingyuetan Hotel
No. 1777 Yongshun Road, Jingyue District
Changchun, Jilin Province, 130117
P.R. China

5:45 p.m. Closed Session (City Hall Administration Building, 1st floor conference room)

Public Comment on this item will be taken before adjourning to Closed Session.

- CL1.** Closed Session pursuant to Government Code Section §54957.6 to confer with labor negotiators regarding current labor negotiations with the Menlo Park Police Officers Association (POA) and upcoming labor negotiations with the American Federation of State, County and Municipal Employees (AFSCME), Local 829 and Service Employees International Union (SEIU), Local 521

Attendees: City Manager Alex McIntyre, Administrative Services Director Nick Pegueros, City Attorney Bill McClure, Interim Human Resources Director Dave Bertini, Interim Finance Director Clay Curtin, Labor Counsel Charles Sakai, Compensation Consultant Koff & Associates, Georg Krammer

7:00 p.m. Regular Meeting

- A. Call To Order**
- B. Roll Call**
- C. Pledge of Allegiance**
- D. Report from Closed Session**
- E. Presentations and Proclamations**
 - E1. Presentation by Menlo Park Boys and Girls Club of their Service Learning Project
 - E2. Presentation of Helen Putnam Award to the Menlo Park Police Department
- F. Commission/Committee Vacancies and Appointments, and Reports**
 - F1. Quarterly update from the Transportation Commission
 - F2. Quarterly update from the Parks and Recreation Commission ([Attachment](#))

G. Public Comment

Under “Public Comment,” the public may address the City Council on any subject not listed on the agenda. Each speaker may address the City 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 City Council cannot act on items not listed on the agenda and, therefore, the City Council cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

H. Consent Calendar

- H1. Approve the annual report of the Below Market Rate (BMR) Housing Program, including the status of the BMR in-lieu fees collected as of June 30, 2015 in accordance with Government Code Section 66000 et.seq ([Staff Report# 15-182-CC](#))
- H2. Review of the annual report on the status of the Transportation Impact, Storm Drainage, Recreation In-Lieu and Building Construction Road Impact Fees collected as of June 30, 2015, and make findings regarding funds collected but not expended ([Staff Report# 15-181-CC](#))
- H3. Approve a letter to the California Public Utilities Commission (CPUC) regarding power charge indifference adjustment fees charged by PG&E for Community Choice Energy (CCE) customers ([Staff Report# 15-192-CC](#))
- H4. Award a construction contract of the Sand Hill Road Signal Interconnect Project to W. Bradley Electric, Inc. in the amount of \$568,713 and authorize a total construction contract budget of \$740,000 ([Staff Report# 15-185-CC](#))
- H5. Adopt a resolution of the City of Menlo Park supporting the Middle Avenue Pedestrian and Bicycle Undercrossing Project and submitting an application of Measure A Pedestrian and Bicycle Program Funding ([Staff Report# 15-186-CC](#))
- H6. Adopt a resolution accepting fiscal year 2015-16 State Supplemental Local Law Enforcement Grant (COPS Frontline) in the amount of \$100,000; and approve a spending plan ([Staff Report# 15-184-CC](#))
- H7. Adoption of a resolution approving the City Council subcommittee recommendations regarding the 2015-16 Community Funding allocation in the amount of \$177,750 ([Staff Report# 15-188-CC](#))
- H8. Adopt a resolution and award a construction contract for the Belle Haven Youth Center Playground Replacement Project to Ross Recreation in the amount of \$169,595.87, and authorize a total budget of \$228,485 for construction, contingencies, inspection and project management ([Staff Report# 15-187-CC](#))
- H9. Approve 2016 City Council meeting schedule ([Staff Report# 15-190-CC](#))
- H10. Approve minutes for the City Council meetings of November 10 and 17 and December 1, 2015 ([Attachment](#))

I. Regular Business

- I1. Review of Council direction on the El Camino Real/Downtown Specific Plan Biennial Review ([Staff Report# 15-194-CC](#))
- I2. Appoint City Council representatives and alternates to various regional agencies and liaisons to City advisory bodies and Council subcommittees ([Staff Report# 15-191-CC](#))

J. Informational Items

- J1. Update on and next steps for community engagement activities supporting 2015-16 Capital Improvement Projects for parks ([Staff Report# 15-189-CC](#))
- J2. Information on Police Department audio/video recording destruction request and waiver ([Staff Report# 15-183-CC](#))

K. Councilmember Reports

- K1. Provide direction to the City's voting delegate to the City Selection Committee regarding regional vacancies to be voted on at the December 18, 2015 meeting ([Staff report# 15-195-CC](#))

L. City Manager's Report

M. 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 www.menlopark.org and can receive e-mail notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 12/10/2015)

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 any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the City 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 Chair, 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 City Clerk's Office, 701 Laurel St., Menlo Park, CA 94025 during regular business hours.

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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MEMORANDUM

Date: 12/15/2015
To: City Council
From: Christopher Harris, Parks and Recreation Commission Vice-Chair
Re: Quarterly Report to City Council on 2-Year Work Plan

Update on current work plan for 2014-2016

1. Research and evaluate the social services and recreation opportunities in the Belle Haven neighborhood in support of the Belle Haven Visioning and Neighborhood Action Plan resulting in diverse, high quality programs meeting the needs of neighborhood residents. Ongoing to January 1, 2016.
2. Research and evaluate opportunities to support and increase arts program offerings for the community resulting in residents having a greater exposure to the arts and improved partnerships with new and existing arts groups and venues. Ongoing to January 1, 2016.
 - Reviewed and provided feedback on programs at the Menlo-Atherton Performing Arts Center (PAC) and Menlo Park Grant for the Arts. The Commission weighed in on the continued challenges in scheduling the PAC for programs although staff has made the most of the current arrangement. Commission plans to review this and other joint use agreements as a follow-up to this presentation.
3. Study and evaluate City operated parks to ensure their short and long term vitality resulting in park structures and flora being properly maintained; parks being utilized by the community with greater frequency; and ensuring a proper balance of park usage and long term conservation. Ongoing to January 1, 2016.
 - Received presentation by San Mateo County Health System and supported the partnership with the Community Services Department to implement the Passport to Parks program which encourages community members to visit City parks while supporting health and wellness.
 - Bedwell-Bayfront Park Sub-Committee which includes Commission and Friends of Bedwell-Bayfront Park membership continue to advocate for increased enforcement of park rules and recommend that the City acquire the services of a Park Ranger. Other issues of concern include park maintenance and the increasing presence of drones in the park.
 - The Commission reviewed and approved staff recommendations for placement and installation of two benches at Bedwell-Bayfront Park.
 - The Commission reviewed and considered staff recommendations for a ban of drones at Bedwell-Bayfront Park. The Commission took no action and held a study session at one of their future meetings. After they receive the additional information they have requested, the Commission is prepared to make a recommendation to the City Council which may involve restricted and regulated use of drones and RC Aircraft which will require enforcement.
 - The Commission received background information on County's Flood Park and it continues to be the Commission's stance that the City should allow the County to complete its park master planning

process while looking at ways to partner with the County on joint-use of the sports fields that will be renovated as part of the master plan.

- Reviewed and provided feedback to Environmental Programs Division on draft Integrated Pest Management System (use of pesticides in City Parks). Commissioners were particularly interested in the use of pesticides on public lawns but encouraged with the reduction and making the City parks more kid friendly.
- The Commission received a status report of Menlo Park playgrounds as part of an independent audit that was conducted which provided recommendations on playground best practice and ever changing safety standards. The Commission also received a tour of three playgrounds at Willow Oaks, Burgess and Nealon.
- The Commission reviewed and approved a plan and timeline for community engagement supporting 2015-16 Capital Improvement Projects for parks.

Other areas and issues addressed by the Commission:

- Reviewed and provided feedback on Community Services Operational Review Recommendations.
- Reviewed and provided feedback to Menlo Park Police Department on draft Homeless Outreach proposal.
- The Commission reviewed all joint-use agreements with the various school districts that serve Menlo Park with particular interest in Sequoia High School District with Menlo-Atherton High School, Performing Arts Center and current staffing structure of the theatre.
- Commissioners attended the San Mateo County Parks and Recreation Commissioner Training that was held in June 2015.
- Commissioners participated in a first-ever retreat and training which focused on Community Services Department strategic planning, Commission work plan development and developing a plan for greater resident and stakeholder engagement.
- The Commission reviewed and recommended to City Council the approval of a sponsorship policy for Community Services Department events and programs.

**STAFF REPORT****City Council****Meeting Date:** 12/15/2015**Staff Report Number:** 15-182-CC

Consent Calendar: **Approve the Annual Report of the Below Market Rate (BMR) Housing Program, including the Status of the BMR In-Lieu Fees Collected as of June 30, 2015, in Accordance with Government Code Section 66000 et.seq.**

Recommendation

Staff recommends that the City Council approve the Below Market Rate (BMR) Housing Program Annual Report for fiscal year 2014-15, and make the following findings regarding the unexpended BMR fees:

1. The City has unexpended funds held for more than five years for programs/projects intended to provide affordable housing through the BMR Program;
2. The purpose of the BMR Housing Fund is to develop BMR housing for persons who live and/or work in the City of Menlo Park and have very low, low or moderate incomes and there exists a continuing need for the program given the extremely high cost of living in Menlo Park;
3. There is a reasonable relationship between the BMR Housing Program fee and its purpose; and
4. Housing and new commercial developments are anticipated that will provide housing or financing of approved uses of the BMR Fund within a reasonable time.

Policy Issues

The BMR Annual Report was prepared as required in accordance with the BMR Housing Program Guidelines and State requirements related to developer impact fees. State law requires that all BMR in-lieu fees be committed to affordable housing development within five years of collection. This report demonstrates that in fiscal year 2014-15, this requirement has been met for the City of Menlo Park's BMR Housing Fund.

Background

The BMR Housing Program requires an annual report on the City's activities focused on production of affordable housing. The annual report is prepared in conjunction with the annual audit of the BMR Housing Fund. This annual report addresses activities during the 2014-15 fiscal year.

BMR in-lieu fees qualify as development impact fees under California Government Code Sections 66000 through 66003. As required by law, these fees are segregated from the General Fund and accounted for as special revenue funds. Government Code Section 66001 requires that the City make available to the public information regarding development impact fees for each fund within 180 days after the end of each fiscal year. This report meets that requirement.

Government Code Section 66000 et. seq. also requires that findings describing the continuing need for the

BMR in-lieu fees be made annually if a jurisdiction has had possession of a developer fee for five or more years and has not expended the money. If the findings are not made, the City must refund the fees collected. As described in the *Analysis* section of this report, the City has committed the fees held for five or more years but has not yet fully expended the money; therefore, the required findings must be made in order to retain the fees.

Analysis

BMR Housing Program

The BMR Housing Program was established in 1987 to increase the housing supply for people who live and/or work in Menlo Park and have very low, low, or moderate incomes as defined by income limits set by San Mateo County. The primary objective of the program is to create actual housing units rather than generate a capital fund. Currently, all owner-occupied residential developments of five or more units are required to provide a BMR unit. If that is not feasible, developers of five to nine unit projects are required to pay an in-lieu fee that is deposited into the BMR Housing Fund. Residential developments of 10 to 19 units are required to provide 10 percent of the housing at below market rates. Development projects of 20 units or more are required to provide 15 percent of the housing at below market rates. If the number of BMR units required includes a fraction of a unit, the developer must either provide a whole BMR housing unit or make a prorata in-lieu payment.

The BMR Housing Program also applies to new commercial developments of 10,000 square feet or more that generate employment opportunities. The 2014-15 in-lieu fees to mitigate the demand for affordable housing were \$15.19 per square foot of net new gross floor area for most commercial uses and \$8.24 per square foot of net new gross floor area for defined uses that generate fewer employees. Collected in-lieu fees are deposited into the BMR Housing Fund. The fee is adjusted annually on July 1.

In order to ensure the current in-lieu fee is appropriate, the City partnered with other San Mateo County jurisdictions to issue a Request for Proposal (RFP) for the preparation of affordable housing fee nexus and feasibility studies. Participation in this process helps the City comply with Housing Element program H4.D, which calls for the preparation of an updated nexus study, and will ensure compliance with the State Mitigation Fee Act (AB1600 – Government Code Section 66001 through 66003). The City last prepared a nexus study in 2001. Staff is reviewing the draft nexus report and anticipates presenting it to the City Council in early 2016.

Developers who build five or more housing units enter into BMR Agreements with the City concerning the BMR units' location, size and other details, including deed restrictions to preserve the BMR units' affordability.

The City received the following commercial linkage fees paid:

Table 4: Itemized FY2015-16	
Commercial Development	Total Fee Paid
151 Commonwealth Dr.	\$ 1,854,982.53
1273-1281 Laurel St.	\$ 382,500.00
1035 O'Brien Dr.	\$ 149,897.60
Total	\$ 2,387,380.13

Attachment G provides a list of all BMR units generated through the history of the program.

BMR Housing Fund

The BMR Housing Fund has a variety of Council-approved uses, all of which are designed to increase or maintain the housing supply for people who live and/or work in Menlo Park and have very low, low, or moderate incomes.

Current BMR Fund Balance

At the end of fiscal year 2014-15, the BMR Housing Fund had total assets of \$14,157,028 including \$1,626,021 in Purchase Assistance Loan (PAL) loans receivable, \$15,751 in interest receivable, and \$6,871,600 in cash. A Below Market Rate Housing Fund Balance Sheet is included in this report as Attachment A.

At the end of fiscal year 2014-15, the BMR Housing Fund had a total fund balance of \$14,135,308. This includes \$2,855,979 designated for PAL loans, \$2,860,000 designated for the CORE housing project at the Veterans Affairs Center on Willow Road, \$3,200,000 designated for the MidPen 2014-15 notice of availability of funds (NOFA) project and \$7,899,060 available for a future NOFA. Total liabilities included an accounts payable balance of \$21,720. The fund balance is also shown on Attachment A. Major uses and substantive changes to the Fund during the 2014-15 fiscal year are described below:

Purchase Assistance Loan Program

On April 26, 2005, the City Council approved a resolution reserving \$3.5 million of the BMR Housing Fund for use in the PAL program, which would supplement the \$982,000 already dedicated to the program. This brought the total amount dedicated to the PAL program to \$4.482 million as a beginning loan fund. Since the creation of the PAL program, 90 loans have been made toward purchases of BMR homes and market rate units. Under the PAL program, purchase assistance was previously given to qualifying low- and moderate-income first-time homebuyers purchasing homes in the City of Menlo Park. The maximum loan was \$75,000, or 20 percent of the home purchase price, whichever was less. The program imposed a 5% interest rate. There have been 90 PAL loans made since its inception in fiscal year 1990-91 (Attachment H). No new PAL loans are being made given the availability of other first-time buyer programs provided through the County and private lenders and the elimination of the City's Housing Division. In December of 2014, Council approved the elimination of the PAL program and allocated those funds to the development of more affordable units through the NOFA process (described below).

The City's existing PAL loans are currently managed through a contract with HELLO Housing, a housing non-profit created in 2005 with experience in a range of housing services in partnership with local governments across the Bay Area. This contract is funded from the BMR program at an annual cost of approximately \$16,000 (varies depending upon number of loans that are more than 90 days past due).

CORE Development at the Menlo Park Veterans Affairs Facility

A \$2.86 million loan to CORE closed and all funds were committed in fiscal year 2014-15. The loan is funded and appears as a loan receivable in Attachment C. The project received temporary certificate of occupancy on Tuesday, Nov. 17th, and expect final certificate of occupancy approximately Dec. 7th. Move-ins will start mid-December and continue into January. A grand opening celebration will be held in late January or early February.



2014 NOFA

Subsequent to the adoption of the Housing Element, and as a final requirement of the lawsuit brought against the City, staff had advertised the availability of BMR funds for development of affordable housing units through a Notice of Funding Availability, or NOFA. Approximately \$3.2 million in Below Market Rate housing funds was made available under the 2014 NOFA to support the acquisition, rehabilitation or new construction of housing that will provide long term affordability. The funding is intended to fill the financing gap between the projected total development costs and other available funding sources.

Qualified non-profit affordable housing developers meeting the NOFA qualifications and demonstrating their ability to design, build, and manage affordable housing were encouraged to submit proposals by November 4, 2013.

A single proposal was received from MidPen Housing to develop 90 units of new construction affordable senior housing in the 1200 block of Willow Road. Council originally reviewed this proposal on May 6, 2014 and supported approval of the award of \$3.2 million to MidPen. On September 9, 2014 Council adopted a Resolution affirming the City's financial commitment to MidPen Housing and authorized the renegotiation of terms of the MidPen's existing \$4.02 million loan from 1987.

2015 NOFA

A second NOFA for BMR funds was issued in July 2015, making available approximately \$7 million designated and including anticipated fees from the Sobrato and Facebook developments. Several changes in the process were approved by Council including relaxing the requirement that eligible developers complete at least three prior projects (this requirement kept Peninsula Volunteers from applying last year, for example). The 2015 NOFA also emphasized the potential for property owners to

partner with developers, given the interest in affordable housing projects by Mt. Olive Church and Habitat for Humanity, for example. Three proposals were received by the response deadline and are currently under review.

St. Anton

The St. Anton's development is a 394-unit, multi-family residential development located at 3639 Haven Avenue. The development will include 22 units targeted to very low include households in compliance with State Density bonus law. In addition to these affordable units, the St. Anton's development also accommodates Facebook's Below Market Rate (BMR) obligation to provide 15 affordable residential units established as part of the City's approval of the Facebook West Campus. The 15 units will be targeted to low income households. The project is comprised of three buildings. Buildings B and C, which are about 218 units, are expected to be completed in mid-2016 and Building A is expected to be completed in December 2016.

Verification of Meeting State Requirements

Attachments B, C, and D illustrate that the City of Menlo Park has dedicated sufficient BMR Funds for development of low- and moderate-income housing to meet the State requirement for collection of BMR fees. The State requires that BMR funds held for five years or more (excluding interest earned) must be designated to affordable housing programs or projects. In fiscal year 2014-15, the City of Menlo Park met this State requirement. At the end of fiscal year 2014-15, the City had collected a total of \$9,679,472 in fees paid, excluding interest earned. Of this, \$8,451,663 had been held for five years or more. At this same time, the City had committed a total of \$8,660,493 for the development of low- and moderate-income housing through the NOFA, satisfying the State requirement (see Attachment C). It is anticipated that all funds will be committed or expended within the required timeframe given the receipt of a viable response to the NOFA.

Although the funds have been committed, but not been fully expended, the City Council is required to make a finding that the City continues to need the BMR fund to further BMR development for persons who live and/or work in Menlo Park and that these funds are necessary for that purpose. Without this finding, the fees would need to be returned to the developers.

BMR Residential Program Needs

Through a contract with Hello Housing, the City maintains a waiting list of persons who are interested in and eligible to occupy BMR housing units. To be eligible for the BMR Waiting List, persons must have low or moderate household incomes and must currently live or work in Menlo Park. The City's BMR Waiting List currently shows 132 households. Several dozen BMR Waiting List applications are received every year both for rental and purchase of BMR units. Attachment E provides additional details about the BMR Waiting List.

At the end of the reporting period, the program had 66 BMR housing units located throughout the city. As shown in Attachment G, three new units were occupied in this reporting period. There was one resale during this reporting period.

Impact on City Resources

The BMR Housing Fund is a special revenue fund separate from the General Fund. Activities funded in the BMR Housing Program are independent of, but may be used with, other funds, such as State, Federal or private funding sources. There is no impact on City resources resulting from this Annual Report.

State law requires that all BMR in-lieu fees be committed to affordable housing development within five years of collection. In fiscal year 2014-15, this requirement has been met for the City of Menlo Park's BMR Housing Fund. At the end of fiscal year 2014-15, \$10,755,039 in BMR funds had been committed to affordable housing development. This amount includes funding committed to the PAL Program for first-time homebuyers (\$2,855,979) and the Notice of Funding Availability (\$7,899,060) as shown in Attachments A, B, C and D. Although the funds collected have been committed, because the funds have not been fully expended, adoption of findings describing the continuing need for the funds will eliminate the need to refund fees to developers. Other funds, such as the \$3.2 million for the MidPen project, will be held in the BMR Fund until loan closure occurs.

Beginning this fiscal year (to be reported in more detail in next year's report) Hello Housing also began servicing the City's Emergency Repair Loan and Rehab loan programs previously managed by Finance, Community Development and Community Services Staff. Management of these former Redevelopment Agency loans is funded through the Successor Agency Fund. Hello Housing is also managing the City's Community Development Block Grant loan portfolio that was recently returned to us from the County. Management of these loans is paid for out of a General Fund allocation. The contract with Hello for supporting these loan programs (which have active loans, but for which new loans are not being created) is approximately \$65,000, decreasing to approximately \$45,000 in later years as systems are set up, files are audited and customer contacts are in place.

Environmental Review

The BMR Housing Program Annual Report is not subject to California Environmental Quality Act requirements.

Public Notice

Public Notification to comply with the Mitigation Fee Act was achieved by posting the availability of the report 15 days before the meeting. In addition, public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours before the meeting.

Attachments

- A. Below Market Rate Housing Fund Balance Sheet
- B. Total BMR Funds Held 5+ Years vs. Total BMR Funds Committed to Projects and Programs
Per Fiscal Year 02/03 – 14/15
- C. BMR Reserve Fees and Fund Commitment Summary
- D. BMR Reserve Fees and Fund Commitment
- E. Status Report-BMR Housing Program Waiting List
- F. Approved Below Market Rate (BMR) Housing Agreements
- G. Inventory of Occupied BMR Units
- H. PAL Accounting

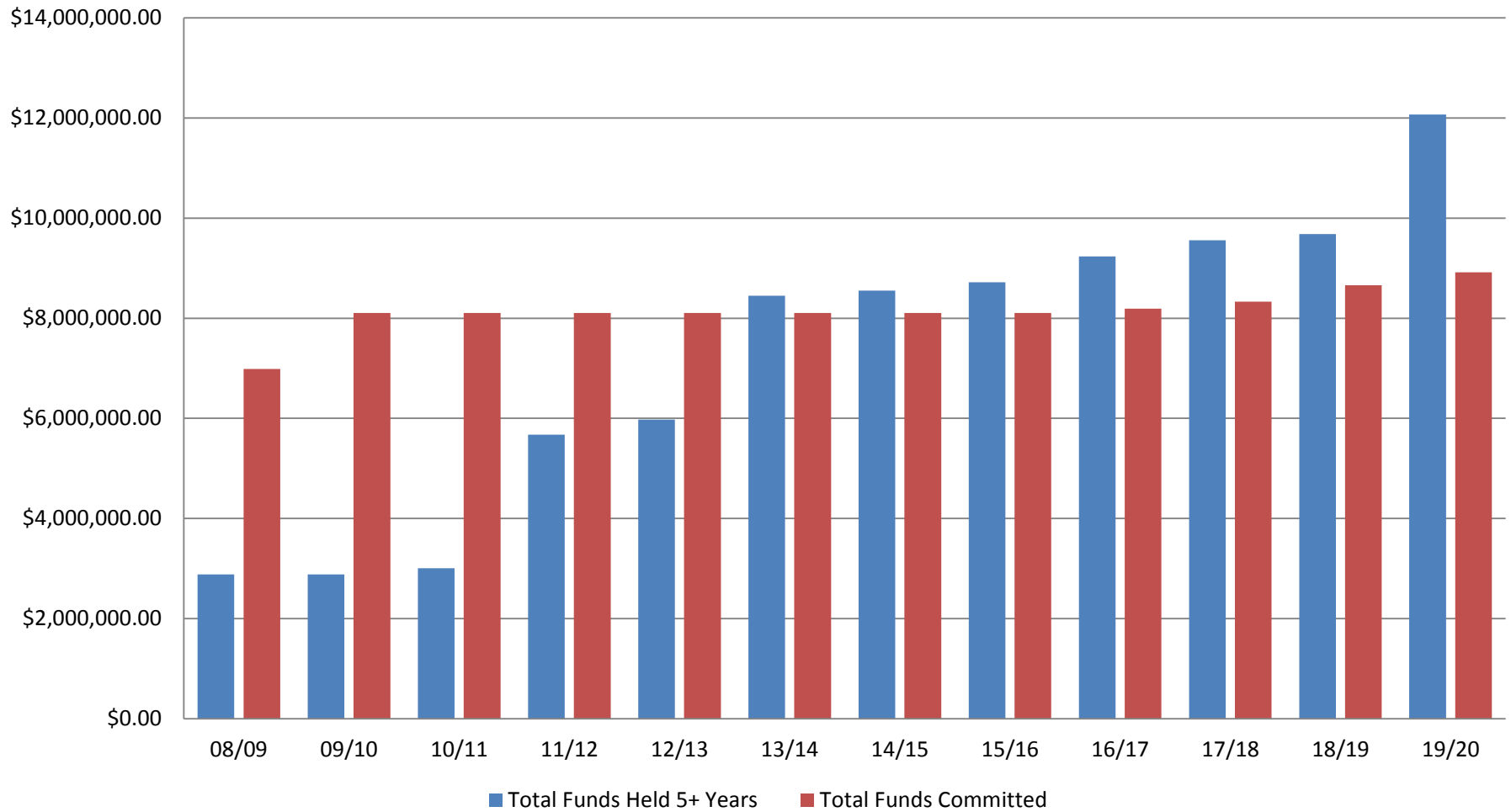
Report prepared by:
Jim Cogan, Housing and Economic Development Manager

**BELOW MARKET RATE HOUSING RESERVE
BALANCE SHEET
7/01/14 - 6/30/15**

	6/30/2014	6/30/2015
ASSETS		
BMR Housing Reserve Cash	7,972,431	6,871,600
BMR Accounts Receivable	41,511	22,859
BMR Interest Receivable	16,847	15,751
PAL Loans Receivable	1,881,507	1,626,021
CORE Housing Loan Receivable	-	2,679,731
Other Loans Receivable	1,849,047	1,849,047
Real Estate Held for Resale	-	1,092,019
TOTAL ASSETS	11,761,343	14,157,028
LIABILITIES		
Accounts Payable	10,200	21,720
TOTAL LIABILITIES	10,200	21,720
FUND BALANCE		
Designated for PAL Loans	2,600,493	2,855,979
Designated for CORE Housing	2,860,000	180,269
Designated for Notice of Funding Availability (NOFA) MidPen	3,200,000	3,200,000
Available for Notice of Funding Availability (NOFA) 2016-17	3,090,650	7,899,060
TOTAL FUND BALANCE	11,751,143	14,135,308
TOTAL LIABILITIES AND FUND BALANCE	11,761,343	14,157,028

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Total BMR Funds Held 5+ Years vs. Total BMR Funds Committed Per Fiscal Year 08/09 - 19/20



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BMR Reserve Fees and Fund Commitment Summary
Fiscal Year 2014-2015

I. Fees Paid to Date

Total Fees Held 5 or More Years as of Fiscal Year 2014-2015:	\$ 8,553,663
Fees paid (per annum) 6/15 - 6/16	\$ 165,168
Reaching 5+ years in: 6/16 - 6/17	\$ 515,720
6/17 - 6/18	\$ 365,274
6/18 - 6/19	\$ 79,647
6/19 - 6/20	\$ 2,387,380
 Fees Paid Through 6/30/15:	 \$ 12,066,852
Interest Earned Through 6/30/15 on Paid Fees:	\$ 3,529,397
 Total Fees Paid + Interest Earned Through 6/30/15	 \$ 15,596,249
Total Expenditures Through 6/30/15:	\$ (1,460,941)
 Total BMR Fund Balance (rounded) as of 6/30/15 =	 \$ 14,135,308

II. Committed and Designated Funds in FY 2014-2015

PAL Loan Funds (Committed)	\$ 2,855,979
Core Housing	\$ 180,269
Notice of Funding Availability (NOFA) Mid-Pen	\$ 3,200,000
 Total Funds Committed as of 6/30/15 =	 \$ 6,236,248
 Accounts Payable/Liabilities	 \$ 21,720
Available for Notice of Funding Availability (NOFA) for 2016-2017	\$ 7,899,060
 Total BMR Fund Balance as of 6/30/15 =	 \$ 14,135,308
 Total Liabilities and BMR Fund Balance as of 6/30/15 =	 \$ 14,157,028

Note: Fees paid and fees held include miscellaneous fee payments for years 1989-1999. Total miscellaneous fee payments equal \$3,826.97. Miscellaneous fees are not required to be included in the Fees Held 5+ Years vs. Funds Committed requirement and are included in this report for accounting purposes only.

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**BMR Reserve Fees and Fund Commitment
Annual Report 2014-15**

ATTACHMENT D

Fee Payments and Interest Earned per Year					Total Funds Held 5 or More Years vs. Total Funds Committed		
Fiscal Year	Fees Paid Per Year	Total Fees Paid To Date	Interest Earned Per Year	Fees + Interest To Date	5 Year Commitment Date for Fees Paid	*Total Funds Held 5 or More Years as of Commitment Date	Total Funds Committed as of Commitment Date
<i>Balance Carryover 88/89-89/90</i>	441,430.89	441,430.89	51,705.70	493,136.59			
1990-1991	9,004.26	450,435.15	35,735.22	537,876.07	1995-1996	450,435.15	832,000
1991-1992	5,180.00	455,615.15	29,846.88	572,902.95	1996-1997	455,615.15	832,000
1992-1993	-	455,615.15	-	572,902.95	1997-1998	455,615.15	2,782,000
1993-1994	662,448.40	1,118,063.55	59,522.30	1,294,873.65	1998-1999	1,118,063.55	2,932,000
1994-1995	872,076.80	1,990,140.35	115,252.86	2,282,203.31	1999-2000	1,990,140.35	2,932,000
1995-1996	14,265.00	2,004,405.35	120,352.23	2,416,820.54	2000-2001	2,004,405.35	3,482,000
1996-1997	227,977.66	2,232,383.01	138,744.83	2,783,543.03	2001-2002	2,232,383.01	3,782,000
1997-1998	308,157.01	2,540,540.02	169,307.66	3,261,007.70	2002-2003	2,540,540.02	3,782,000
1998-1999	164,573.25	2,705,113.27	170,809.00	3,596,389.95	2003-2004	2,705,113.27	3,785,061
1999-2000	89,300.04	2,794,413.31	192,902.01	3,878,592.00	2004-2005	2,794,413.31	4,482,000
2000-2001	89,112.36	2,883,525.67	267,906.54	4,235,610.90	2005-2006	2,883,525.67	4,482,000
2001-2002	-	2,883,525.67	185,907.22	4,421,518.12	2006-2007	2,883,525.67	4,482,000
2002-2003	-	2,883,525.67	129,772.02	4,551,290.14	2007-2008	2,883,525.67	4,482,000
2003-2004	-	2,883,525.67	47,072.18	4,598,362.32	2008-2009	2,883,525.67	6,983,909
2004-2005	-	2,883,525.67	94,648.47	4,693,010.79	2009-2010	2,883,525.67	8,107,000
2005-2006	123,705.52	3,007,231.19	144,410.00	4,961,126.31	2010-2011	3,007,231.19	8,107,000
2006-2007	2,668,170.50	5,675,401.69	253,842.00	7,883,138.81	2011-2012	5,675,401.69	8,107,000
2007-2008	300,050.00	5,975,451.69	395,933.30	8,579,122.11	2012-2013	5,975,451.69	8,107,000
2008-2009	2,476,211.80	8,451,663.49	348,457.00	11,403,790.91	2013-2014	8,451,663.49	8,107,000
2009-2010	102,000.00	8,553,663.49	123,558.00	11,629,348.91	2014-2015	8,553,663.49	8,107,000
2010-2011	165,168.00	8,718,831.49	79,220.00	11,873,736.91	2015-2016	8,718,831.49	8,107,000
2011-2012	515,720.00	9,234,551.49	53,399.00	12,442,855.91	2016-2017	9,234,551.49	8,189,815
2012-2013	365,274.00	9,599,825.49	65,659.00	12,873,788.91	2017-2018	9,599,825.49	8,332,000
2013-2014	79,647.00	9,679,472.49	133,565.00	13,087,000.91	2018-2019	9,679,472.49	8,660,493
2014-2015	2,387,380.00	12,066,852.49	121,869.00	15,596,249.91	2019-2020	12,066,852.49	8,915,979
Total (all years)	12,066,852.49	12,066,852.49	3,529,397.42	15,596,249.91			

**Includes only fees paid. Interest earned is not required to be included in the Funds Held 5+ Years vs. Funds Committed requirement.*

Notes regarding the "Fees Paid" columns and the column "Total Funds Held 5 or More Years as of Commitment Date":

"Fees Paid" columns include miscellaneous fee payments for years 1989-1999. Total miscellaneous fee payments equal \$3,826.97

"Total Funds Held 5 or More Years..." reflects/includes these miscellaneous fee payments. Miscellaneous fees are not required to be included in the Funds Held 5+ Years vs. Funds Committed requirement and are included in this report for accounting purposes only.

Note regarding "Fees + Interest To Date" for 2014-2015: The total of \$15,596,250 minus total expenditures equals a final fund balance of \$15,574,530.

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STATUS REPORT
CITY OF MENLO PARK
BELOW MARKET RATE HOUSING PROGRAM WAITING LIST
NOVEMBER 16, 2015
(Review completed by Hello Housing)

Total households on BMR Waiting List	132
>Total households on list that <u>only</u> want to OWN	23
>Total households on list that <u>only</u> want to RENT	34
>Total households on list that want to OWN or RENT	75

Cities of Residence

Menlo Park	105
Redwood City	3
East Palo Alto	4
Sunnyvale	2
Fremont	4
Mountain View	2
Palo Alto	2
San Carlos	1
San Francisco	2
San Jose	2
Santa Clara	2
Union City	1
Woodside	1
Stanford	1

Places of Work

50 households have a worker/workers in Menlo Park.
25 households live and have a worker/workers in Menlo Park.
80 households live in Menlo Park but work elsewhere.

Household Size Information

Household Size	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
Number of Households	38	37	23	16	10	7	1

Households with Children

Children	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Number of Households	65	33	19	9	5	1

Number of Workers in the Household

Workers	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>
Number of Households	6	92	33	1

Single Heads of Household (One Adult with Dependent Child/Children) = 28

Households with a Person Confined to a Wheelchair = 0

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**Approved Below Market Rate (BMR) Agreements
Since Inception in 1987 to June 30, 2015**

Development	Approved Date	Number of Units Approved	Number of Units Occupied	Number of Units Not Yet Occupied
2160 Santa Cruz Ave (Pacific Hill)	June 22, 1995 (Approved by City Council)	2	2	
600 Willow Rd. (Pacific Parc)	September 18, 1996 (Approved by City Council)	2	2	
Vintage Oaks	Phase I - May 15, 1996 Phase II & III - Dec. 24, 1996 (Approved by City Council)	14	14	
Classics Communities	May 19, 1998 (Approved by City Council)	3	3	
20 Willow Rd. (Park Lane)	June 28, 1998 (Approved by City Council)	4	4	
Menlo Square	December 7, 2000 (Approved by City Council)	3	3	
1050-60 Pine St.	August 30, 2005 (Approved by City Council)	1	1	
966-1002 Willow Rd.	September 20, 2005 (Approved by City Council)	2	2	
507-555 Hamilton (Hamilton Park)	October 25, 2005 (Approved by City Council)	20	20	
1944-48 Menalto Ave	March 13, 2006 (Approved by City Council)	1		1
110-175 Linefield (Morgan Lane)	March 21, 2006 (Approved by City Council)	8	8	
1460 El Camino Real (Beltramo's)	August 1, 2006 - 3 BMR units* *Amended on January 11, 2011 for 1 BMR unit + in lieu fees + profit sharing of revenues (Approved by City Council)	1		1
75 Willow Road (Lane Woods)	November 14, 2006 (Approved by City Council)	2	2	
1382 Hollyburne (NSP Program)	January 12, 2010 (Approved by City Council)	1	1	
1441 Almanor Ave (NSP Program)	September 14, 2010 (Approved by City Council)	1	1	
389 El Camino Real	July 31, 2012 (Approved by City Council)	3	3	
3605-3639 Haven Ave (St. Anton)	October 20, 2013 Rental Units only (Approved by Community Development Director) 15 - Facebook's BMR requirement 22 - State Density Bonus	37		37
605 Willow Rd (Core Housing)	September 26, 2014 Rental Units only (Approved by Community Development Director)	59		59
1121 Willow Rd (MidPen Housing)	June 19, 2015 Rental Units only (Approved by Community Development Director)	20		20
TOTALS =		184	66	118

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City of Menlo Park
Below Market Rate Housing Program
Inventory of Occupied BMR Units
June 30, 2015

<u>Development</u>	<u>Location (Street Only)</u>	<u>Initial Date of Sale</u>	<u>Initial Sale Price</u>	<u># BR/BA</u>
Pacific Hill	BMR #1 Santa Cruz Ave	5/29/96	\$150,820	2/1.0
Pacific Hill	BMR #2 Santa Cruz Ave*	1/23/96	\$135,490	1/1.0
Pacific Parc	BMR #1 Willow Road	4/2/1996	\$192,780	3/2.5
Pacific Parc	BMR #2 Willow Road	8/27/96	\$182,888	2/2.5
Vintage Oaks	BMR #1 Gloria Circle	12/18/96	\$217,895	3/2.5
Vintage Oaks	BMR #2 Gloria Circle	1/28/97	\$217,895	3/2.5
Vintage Oaks	BMR #3 Gloria Circle*	4/11/97	\$217,895	3/2.5
Vintage Oaks	BMR #4 Gloria Circle	3/21/97	\$217,895	3/2.5
Vintage Oaks	BMR #5 Seminary Drive	9/26/97	\$232,630	3/2.5
Vintage Oaks	BMR #6 Seminary Drive	9/26/97	\$232,630	3/2.5
Vintage Oaks	BMR #7 Seminary Drive	11/26/97	\$232,630	3/2.5
Vintage Oaks	BMR #8 Seminary Drive*	11/25/97	\$232,630	3/2.5
Vintage Oaks	BMR #9 Santa Monica*	12/10/97	\$232,630	3/2.5
Vintage Oaks	BMR #10 Santa Monica	12/9/97	\$232,630	3/2.5
Vintage Oaks	BMR #11 Hanna Way	7/22/98	\$251,990	3/2.5
Vintage Oaks	BMR #12 Hanna Way	7/22/98	\$251,990	3/2.5
Vintage Oaks	BMR #13 Riordan Place	8/28/98	\$251,990	3/2.5
Vintage Oaks	BMR #14 Riordan Place**	8/28/98	\$251,990	3/2.5
Park Lane	BMR #1 Willow Road	1/6/99	\$205,630	1/1.0
Park Lane	BMR #2 Willow Road*	2/12/99	\$253,500	3/2.0
Park Lane	BMR #3 Willow Road	2/24/99	\$234,390	2/2.0
Park Lane	BMR #4 Willow Road*	3/16/99	\$234,390	2/2.0
Classics at Burgess Park	BMR #1 Barron Street	3/1/99	\$264,900	3/2.5
Classics at Burgess Park	BMR #2 Barron Street	4/6/99	\$264,900	3/2.5
Classics at Burgess Park	BMR #3 Hopkins Street	4/22/99	\$286,530	4/2.5
Menlo Square	BMR #1 Merrill Street	9/4/02	\$257,290	3/2.0
Menlo Square	BMR #2 Merrill Street*	1/23/03	\$223,520	2/2.0
Menlo Square	BMR #3 Merrill Street*	3/2/04	\$190,540	1/1.0
Hamilton Avenue Park	BMR #1 Sandlewood Street*	5/11/07	\$331,150	3/2.5
Hamilton Avenue Park	BMR #2 Sandlewood Street	5/11/07	\$331,150	3/2.5
Hamilton Avenue Park	BMR #3 Sandlewood Street	5/18/07	\$375,270	4/2.5
Hamilton Avenue Park	BMR #4 Sandlewood Street	5/17/07	\$331,150	3/2.5
Hamilton Avenue Park	BMR #5 Sandlewood Street	5/22/07	\$331,150	3/2.5
Hamilton Avenue Park	BMR #6 Sandlewood Street	5/25/07	\$375,270	4/2.5
Hamilton Avenue Park	BMR #7 Sandlewood Street	5/31/07	\$331,150	3/2.5
Hamilton Avenue Park	BMR #8 Sandlewood Street	6/12/07	\$331,150	3/2.5
Hamilton Avenue Park	BMR #9 Sandlewood Street	7/17/07	\$331,150	3/2.5
Hamilton Avenue Park	BMR #10 Sandlewood Street	9/28/07	\$331,150	3/2.5
Hamilton Avenue Park	BMR #11 Rosemary Street	7/17/07	\$331,150	3/2.5
Hamilton Avenue Park	BMR #12 Rosemary Street	7/17/07	\$375,270	4/2.5
Hamilton Avenue Park	BMR #13 Rosemary Street	7/27/07	\$331,150	3/2.5
Hamilton Avenue Park	BMR #14 Rosemary Street	8/14/07	\$375,270	4/2.5
Hamilton Avenue Park	BMR #15 Rosemary Street	8/17/07	\$331,150	3/2.5
Hamilton Avenue Park	BMR #16 Sage Street*	9/11/07	\$331,150	3/2.5
Hamilton Avenue Park	BMR #17 Sage Street	9/11/07	\$331,150	3/2.5
Hamilton Avenue Park	BMR #18 Hamilton Avenue	9/28/07	\$375,270	4/2.5

**City of Menlo Park
Below Market Rate Housing Program
Inventory of Occupied BMR Units
June 30, 2015**

<u>Development</u>	<u>Location (Street Only)</u>	<u>Initial Date of Sale</u>	<u>Initial Sale Price</u>	<u># BR/BA</u>
Hamilton Avenue Park	BMR #19 Hamilton Avenue	10/4/07	\$331,150	3/2.5
Hamilton Avenue Park	BMR #20 Ginger Street	10/4/07	\$331,150	3/2.5
Morgan Lane	BMR #1 Linfield Drive	4/29/08	\$273,600	3/2.5
Morgan Lane	BMR #2 Linfield Drive	4/29/08	\$273,600	3/2.5
Willow Road	BMR #1 Heritage Place	5/9/08	\$277,084	3/2.5
Willow Road	BMR #2 Heritage Place	5/15/08	\$277,084	3/2.5
Morgan Lane	BMR #3 Morgan Lane	9/12/08	\$273,600	3/2.5
Morgan Lane	BMR #4 Morgan Lane	12/16/08	\$273,600	3/2.5
Morgan Lane	BMR #5 Ballard Lane	12/18/08	\$273,600	3/2.5
Lane Woods	BMR #1 Paulson Circle	10/21/08	\$272,000	3/2.5
Lane Woods	BMR #2 Paulson Circle	3/27/09	\$313,000	4/2.5
Morgan Lane	BMR #6 Morandi Lane	7/29/09	\$273,600	3/2.5
Pine Court	BMR #1 Pine Street	9/3/09	\$270,058	2/1.5
Morgan Lane	BMR #7 Homewood Place	5/12/11	\$273,600	3/2.5
Morgan Lane	BMR #8 Linfield Drive	6/9/11	\$273,600	3/2.5
NSP Program	BMR #1 Almanor Avenue	4/30/13	\$295,000	4/2.0
NSP Program	BMR #2 Hollyburne Avenue	1/3/14	\$255,000	3/1
Artisan	BMR #1 Artisan Way	6/13/14	\$203,600	2/2.5
Artisan	BMR #2 Artisan Way	6/26/14	\$250,900	3/3
Artisan	BMR #3 Artisan Way	6/26/14	\$250,900	3/3.5

***Unit was later resold (see Resales, below)**

RESALES

Vintage Oaks	BMR #9 Santa Monica	1/28/99	\$239,353	3/2.5
Vintage Oaks	BMR #8 Seminary Drive	12/24/99	\$243,642	3/2.5
Vintage Oaks	BMR #3 Gloria Circle	6/29/00	\$252,000	3/2.5
Pacific Hill	BMR #2 Santa Cruz Ave	4/1/04	\$151,685	1/1.0
Park Lane	BMR #2 Willow Road (Note 1)	12/16/05	\$280,570	3/2.0
Park Lane	BMR #4 Willow Rd.	10/10/06	\$258,100	2/2.0
Park Lane	BMR #2 Willow Road	10/12/06	\$283,640	3/2.0
Vintage Oaks	BMR #14 Riordan Place	12/8/09	\$281,810	3/2.5
Menlo Square	BMR #3 Merrill Street	7/16/10	\$190,540	1/1.0
Hamilton Avenue Park	BMR #1 Sandlewood Street	7/16/10	\$335,460	3/2.5
Pacific Hill	BMR #2 Santa Cruz Ave	10/14/10	\$158,764	1/1.0
Vintage Oaks	BMR #14 Riordan Place**	10/11/13	\$1,350,000	3/2.5
Hamilton Avenue Park	BMR #16 Sage Street	1/13/14	\$345,955	3/2.5
Menlo Square	BMR #2 Merrill St	11/13/14	\$246,743	2/2

Note 1: Unit was purchased by City and resold to someone on the BMR Waiting List

** Unit was purchased by the City and resold at regular market rate per City Council's direction

Total Number of Occupied BMR Units = 66

Total Number of BMR Units Resold = 14

CITY OF MENLO PARK - PAL ACCOUNTING
PAL LOAN ACTIVITY

ATTACHMENT H

DATE	SOURCE	CASH	LOANS	HSG 832-199
				\$0.00
2003-2004	New Loans #48, 49, 50, 51, 52 & 53	(\$368,445.00)	\$368,445.00	
2003-2004	Loans Principal Paid	\$25,496.16	(\$25,496.16)	
2003-2004	Paidoff Loans #34, 42 & 46	\$126,974.20	(\$126,974.20)	
6/30/2004		\$92,742.81	\$889,257.19	\$889,257.19
				\$0.00
6/30/2005	PAL Ln Allocation-transf fr BMR reserve	\$3,500,000.00		
2004-2005	New Loans	\$0.00	\$0.00	
2004-2005	Loans Principal Paid	\$8,881.91	(\$8,881.91)	
2004-2005	Paid Off Loans	\$0.00	\$0.00	
6/30/2005		\$3,601,624.72	\$880,375.28	\$880,375.28
				\$0.00
9/30/2005	PAL Ln Allocation-transf fr BMR reserve	\$0.00		
2005-2006	New Loans #36A	(\$52,270.00)	\$52,270.00	
2005-2006	Loans Principal Paid	\$9,516.86	(\$9,516.86)	
2005-2006	Paid Off Loans #12, 36, 48, & 53	\$204,218.13	(\$204,218.13)	
6/30/2006		\$3,763,089.71	\$718,910.29	\$718,910.29
				\$0.00
2006-2007	New Loans #54, 55, 57, 59, 62, 65, 66, 67	(\$532,770.00)	\$532,770.00	
2006-2007	Loans Principal Paid	\$11,236.49	(\$11,236.49)	
2006-2007	Paid Off Loans #40, 47 & 52	\$180,217.18	(\$180,217.18)	
6/30/2007		\$3,421,773.38	\$1,060,226.62	\$1,060,226.62
				\$0.00
2007-2008	New Loans #56, 58, 60, 61, 63, 64, 68, 69, 70, 71, 72, 73, 74	(\$825,080.00)	\$825,080.00	
2007-2008	Loans Principal Paid	\$9,975.20	(\$9,975.20)	
2007-2008	Paid Off Loans #28 & 43	\$51,600.42	(\$51,600.42)	
6/30/2008		\$2,658,269.00	\$1,823,731.00	\$1,823,731.00
				\$0.00
2008-2009	New Loans #75, 76, 77, 78 & 79	(\$281,160.00)	\$281,160.00	
2008-2009	Loans Principal Paid	\$6,272.75	(\$6,272.75)	
2008-2009	Paid Off Loans #30 & 32	\$52,058.97	(\$52,058.97)	
6/30/2009		\$2,435,440.72	\$2,046,559.28	\$2,046,559.28
				\$0.00
2009-2010	New Loans #80, 81, 82 Plus Modification to Loan #56	(\$187,989.80)	\$187,989.80	
2009-2010	Loans Principal Paid	\$6,734.41	(\$6,734.41)	
2009-2010	Paid Off Loan #44	\$71,818.96	(\$71,818.96)	
6/30/2010		\$2,326,004.29	\$2,155,995.71	\$2,155,995.71
				\$0.00
2010-2011	New Loans #83, 84, 85, 86, 87 & 88	(\$303,392.00)	\$303,392.00	
2010-2011	Loans Principal Paid	\$4,364.78	(\$4,364.78)	
2010-2011	Paid Off Loans #17, 31, 49, 50, 51 & 66	\$241,974.31	(\$241,974.31)	
6/30/2011		\$2,268,951.38	\$2,213,048.62	\$2,213,048.62
2011-2012	New Loans #89	(\$71,800.00)	\$71,800.00	
2011-2012	Loans Principal Paid	\$5,817.97	(\$5,817.97)	
2011-2012	Paid Off Loans	\$0.00	\$0.00	
6/30/2012		\$2,202,969.35	\$2,279,030.65	\$2,279,030.65
2012-2013	New Loans #90	(\$75,000.00)	\$75,000.00	
2012-2013	Loans Principal Paid	\$9,563.75	(\$9,563.75)	
2012-2013	Paid Off Loans #63, 65, 86 & 87	\$251,905.10	(\$251,905.10)	
6/30/2013		\$2,389,438.20	\$2,092,561.80	\$2,092,561.80
2013-2014	New Loans	\$0.00	\$0.00	
2013-2014	Loans Principal Paid	\$27,505.04	(\$27,505.04)	
2013-2014	Paid Off Loans - #79 & 81	\$117,320.00	(\$117,320.00)	
2013-2014	Write Off Loan - #60	\$66,230.00	(\$66,230.00)	
6/30/2014		\$2,600,493.24	\$1,881,506.76	\$1,881,506.76
2014-2015	New Loans	\$0.00	\$0.00	
2014-2015	Loans Principal Paid	\$25,533.10	(\$25,533.10)	
2014-2015	Paid Off Loans #45, 64, 80 & 90	\$252,114.53	(\$252,114.53)	
2014-2015	Vars Adj-Application of Payment	(\$22,161.69)	\$22,161.69	
6/30/2015		\$2,855,979.18	\$1,626,020.82	\$1,626,020.82
	SUMMARY			
	Total PAL Loan Allocation	\$4,482,000.00		
	Total Loans Funded		\$4,209,986.80	
	Loans Paid Off / Written Off		(\$2,313,649.78)	
	Total Monthly Loan Principal Paid		(\$270,316.20)	
	Total Loans Receivable	(\$1,626,020.82)	\$1,626,020.82	HSG 832-199
	Funds Available for Loans:	\$2,855,979.18		

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STAFF REPORT

City Council

Meeting Date: 12/15/2015

Staff Report Number: 15-181-CC

Consent Calendar: **Review of the Annual Report on the status of the transportation impact, storm drainage, recreation in-lieu and building construction road impact fees collected as of June 30, 2015, and make findings regarding funds collected but not expended**

Recommendation

Staff recommends the City Council review the annual report on the status of the transportation impact, storm drainage, recreation in-lieu and building construction road impact fees. Staff also recommends that Council make the following findings regarding funds collected but not expended:

1. Transportation impact fees, storm drainage fees, recreation in lieu fees, and building construction road impact fees are collected to mitigate direct and indirect impacts from development.
2. These funds are expended in a timely manner to fund continued improvements to public facilities related to the increased demand on the facilities resulting from development.
3. There is a reasonable relationship between these impact fees and their purpose.
4. These impact fees continue to be required to fund applicable improvements, and as such, these fees will continue to be collected and deposited into the appropriate funds for utilization solely for their intended purpose.

Policy Issues

This report does not represent any change to existing City policy and affirms the City's intention to continue to charge these impact fees to fund projects and programs that mitigate the direct and indirect impact of development in the City of Menlo Park.

Background

Cities and counties often charge fees on new development to fund public improvements to mitigate the impact of development activity. These fees are commonly known as development impact fees. In 1989, the state legislature passed Assembly Bill 1600 (AB1600), which added Sections 66000 et seq. to the California Government Code, commonly known as the Mitigation Fee Act.

As required by law, these fees are segregated from the General Fund and accounted for in special revenue funds. Government Code Section 66001 requires that the City make available to the public information regarding development impact fees for each fund within 180 days after the end of each fiscal

year:

- A brief description of the fee and the fund into which the fee was deposited
- The amount of the fee
- The associated fund's beginning and ending balances for the fiscal year
- The total amount of fees collected and interest earned
- Identification of each public improvement on which impact fees were expended and the amount of expenditure on each improvement, including the total percentage of the cost of the public improvement that was funded with impact fees;
- Identification of the approximate date by which construction of a public improvement will commence if the local agency determined that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete (Attachment A)
- A description of each interfund transfer or loan made from an account or fund

Further, Government Code Section 66000 et. seq. also requires that findings describing the continuing need for impact fees be made every five years specifying the intended use of any unexpended impact fees, regardless of whether the fees are committed or uncommitted. Failure to make such findings subjects the City to going through a refunding procedure. This report meets the requirements to comply with the Mitigation Fee Act.

Analysis

Transportation Impact Fees

Due to growth and development in San Mateo County and the City of Menlo Park, increased pressure has been put on the transportation system. Early in fiscal year 2009-10, the City concluded a transportation impact fee study, which enabled staff to recommend an update to the existing fees and create a more systematic way for applying the fees. As a result, a new fee structure was put in place effective Dec. 6, 2009, with the passing of an ordinance that added Chapter 13.26 to the municipal code. This fee structure is listed below and is included in the 2015 City's Master Fee Schedule:

Land Use	Unit	2013 Fee Amount
Office	sq.ft.	\$4.63
Research and development	sq.ft.	\$3.33
Manufacturing	sq.ft.	\$2.28
Warehousing	sq.ft.	\$1.00
Restaurant	sq.ft.	\$4.63
Retail	sq.ft.	\$4.63
Single family	Units	\$3,139.49
Multifamily	Units	\$1,927.02
Hotel	Per Room	\$1,833.73
Medical office	sq.ft.	\$10.75

The City received \$1,063,265 in transportation impact fees in fiscal year 2014-15. In addition, there was \$24,280 in intergovernmental revenue received from San Mateo County for the Willow Road improvements at Newbridge Street. The following table summarizes the activity for the Transportation Impact Fee Fund from fiscal year 2010-11 through 2014-15.

	2010-11	2011-12	2012-13	2013-14	2014-15
Funds that do not qualify for AB 1600 Calculation:					
Beginning balance	\$353,796	\$363,261	\$1,511,565	\$1,444,903	\$1,418,761
Interest earnings	\$9,465	\$178	-\$1,267	\$11,519	\$17,058
Other Intergovernmental Revenue	\$0	\$0	\$120,000	\$141,009	\$24,280
Developer Fees	\$0	\$1,233,000	\$0	\$0	\$0
Expenditures	\$0	-\$84,874	-\$185,395	-\$178,670	-\$242,751
Total	\$363,261	\$1,511,565	\$1,444,903	\$1,418,761	\$1,217,348
Citywide Impact Fees:					
Beginning balance	\$217,968	\$1,487,136	\$1,257,980	\$1,218,644	\$2,194,631
Developer Fees	\$1,419,010	\$57,256	\$176,058	\$1,350,662	\$1,063,265
Interest earnings	\$12,395	\$24,697	-\$995	\$15,270	\$26,680
Expenditures	-\$199,226	-\$164,759	-\$338,765	-\$65,411	-\$68,888
Encumbrances - prior year	\$39,560	\$2,571	\$148,921	\$24,555	\$349,089
Encumbrances - current year	-\$2,571	-\$148,921	-\$24,555	-\$349,089	-\$354,880
Ending Balance	\$1,487,136	\$1,257,980	\$1,218,644	\$2,194,631	\$3,209,897
Total Unencumbered Fund Balance	\$1,850,397	\$2,769,545	\$2,663,547	\$3,613,392	\$4,427,245

As shown, there are two fee categories within the Transportation Impact Fee Fund's balance:

1. **Funds that do not qualify for Code Section 66001 Calculation:** This portion of the fund balance reflects funds that were collected before the 1989 effective date of the Mitigation Fee Act and are therefore not subject to it. In addition, fees negotiated as part of a development outside of Menlo Park's jurisdiction (but still creating transportation impacts) are not subject to the Act. This includes the Stanford Hospital and Lucille Packard payment of \$1,233,000 in fiscal year 2011-12, which was a part of their development agreement. These funds will be used for traffic improvement programs citywide. The corresponding interest income is allocated on the basis of the fund balance.
2. **Citywide:** The citywide impact fees collected after the enactment of Code Section 66001 will be used for improvements and/or to mitigate traffic issues citywide.

Project expenditures paid from these impact fees amounted to \$242,751 in fiscal year 2014-15 and included the reconfiguration of the Willow Road/Veteran's Administration Hospital Entrance, Ringwood Avenue bicycle/pedestrian overcrossing and the El Camino Real/Ravenswood northbound right turn lane.

Fees in the amount of \$68,888 were utilized to support certain ongoing operations dedicated to managing transportation demand in the City. These operational costs were paid from the fees that do not qualify for the AB 1600 calculation. The remaining unencumbered balance for the Transportation Impact Fee Fund as of June 30, 2015, was \$4,428,130.

The following table identifies specific expenditures of the Transportation Impact Fee Fund in 2014-15.

Transportation Impact Fees	Total Expended	Impact Fees Used	% of Total
Project Expenditures:			
Citywide Bicycle & Pedestrian	73	73	100%
Dumbarton Rail Corridor Planning	94	94	100%
ECR/Ravenswood NB Right Turn Lane	69,970	69,970	100%
ECR Lane Reconfiguration Study	310	310	100%
Haven Avenue Streetscape Improvement	138	138	100%
Menlo Park - East Palo Alto Co-op	85	85	100%
Ravenswood Avenue/Caltrain Grade	45	45	100%
Ringwood Bike/Ped Overcross	912	912	100%
Sand Hill Road Signal Interconnect	73,701	73,701	100%
Sand Hill Road Signal Modification	69	69	100%
Transit Improvements	97	97	100%
Willow Road Improvement at Newbridge	28,877	28,877	100%
Willow Road Transportation Study	48	48	100%
Willow Road/Veterans Affairs Hospital Entrance	68,332	68,332	100%
Operating Expenditures:			
Development Services	521,614	2,150	0%
Multi-modal Management	638,743	25,111	4%
Right of way	522,442	5,283	1%
Transportation Management	795,401	36,344	5%
Total Expenditures:	\$2,720,951	\$311,639	\$0

Storm Drainage Fees

The storm drainage fee, which commenced before 1989, is levied to mitigate City storm drainage impacts either directly or indirectly resulting from development projects. The fees are charged for property development as shown in the 2015 City’s Master Fee Schedule:

Storm drainage connection fees:

- Single family - per lot \$450.00
- Multiple family – per unit \$150.00
- Industrial and Commercial – per square foot of impervious area \$ 0.24

The City did not receive any Storm drainage fees in 2014-15. The following table captures the activities associated with storm drainage fees from fiscal year 2010-11 through 2014-15.

	2010-11	2011-12	2012-13	2013-14	2014-15
Storm Drainage Impact Fees:					
Beginning balance	\$258,670	\$184,451	\$188,015	\$101,114	\$106,127
Developer Fees	\$23,235	\$2,594	\$5,945	\$4,495	\$0
Interest Income/(Expense)	\$2,546	\$970	-\$94	\$936	\$1,239
Expenditures	-\$100,000	\$0	-\$80,973	-\$1,503	\$0
Encumbrances - prior year	\$0	\$0	\$0	\$11,779	\$10,694
Encumbrances - current year	\$0	\$0	-\$11,779	-\$10,694	-\$10,694
Ending Balance	\$184,451	\$188,015	\$101,114	\$106,127	\$107,366
Total Unencumbered Fund Balance	\$184,451	\$188,015	\$101,114	\$106,127	\$107,366

The Storm Drainage Impact Fee Fund has provided for improvements that were identified in the Storm Drain Master Plan as high priority. When the preliminary design of the storm drainage system is complete, this revenue will contribute to the construction of a project in fiscal year 2015-16 that prevents flooding on Middlefield Road from the San Francisquito Creek. The total Storm Drainage Impact Fee Fund unencumbered balance available as of the end of fiscal year 2014-15 was \$107,366.

There were no expenditures for the Storm Drainage Impact Fee Fund in 2014-15.

Recreation In-Lieu Fees

The recreation in-lieu fee, which commenced before 1989, is collected from developers to improve and expand recreation facilities in-lieu of providing new on-site facilities. The fee is charged on new residential development as shown in the 2015 City’s Master Fee Schedule:

- Single Family (RE and R-1): 0.013
- Multiple Family Development (R-2, R-3, RLU and PD): 0.008
(Multiplied by number of units and by market value of acreage to be subdivided)

The amount of recreation in-lieu fees collected in 2014-15 totaled \$52,000 from one residential development. The following table captures the activities associated with recreation in-lieu fees from fiscal year 2010-11 through 2014-15.

	2010-11	2011-12	2012-13	2013-14	2014-15
Recreation In-Lieu Impact Fees:					
Beginning balance	\$3,905,058	\$557,893	\$470,091	\$1,164,503	\$1,326,507
Developer Fees	\$89,847	\$212,000	\$896,000	\$276,000	\$52,000
Interest Income/(Expense)	\$28,151	-\$6,026	-\$1,588	\$9,373	\$14,029
Expenditures	-\$439,951	-\$3,325,127	-\$200,000	-\$67,222	\$19,770
Encumbrances - prior year	\$6,139	\$3,031,351	\$0	\$0	\$56,147
Encumbrances - current year	-\$3,031,351	\$0	\$0	-\$56,147	-\$5,922
Ending Balance	\$557,893	\$470,091	\$1,164,503	\$1,326,507	\$1,462,531
Total Unencumbered Fund Balance	\$557,893	\$470,091	\$1,164,503	\$1,326,507	\$1,462,531

The outstanding unencumbered fund balance in the Recreation In-Lieu Fee fund at the end of fiscal year 2014-15 was \$1,462,531. The following table identifies specific expenditures of the Recreation In-Lieu Fee Fund, which consists of \$7,467 for the Willow Oaks Dog Park and other park related projects.

Recreation In-Lieu Fee Fund	Total Expended	Impact Fees Used	% of Total
Project Expenditures:			
Belle Haven Pool Analysis/Audit	4,145	4,145	100%
Playground Equipment Assessment/Replacement	2,104	2,104	100%
Portable Concert Stage	6,036	6,036	100%
Relocation of Dog Park at Nealon Park	18	18	100%
Willow Oaks Dog Park	7,467	7,467	100%
Total Expenditures:	19,770	19,770	100%

Building Construction Road Impact Fees

The building construction impact fee that took effect in November 2005 was adopted to recover the cost of repairing damage to streets caused by construction-related vehicle traffic. On Aug. 5, 2008, Council adopted a resolution extending this fee beyond the three-year sunset provision initially established. The fee is charged on the value of the construction project as shown in the 2015 Master Fee Schedule:

- The fee amounts to 0.58 percent of a construction project’s value.
- Residential alteration and repairs, as well as all projects under \$10,000, are exempt from the fee.

\$1,584,406 in building construction impact fees were collected in 2014-15 from approximately 500 construction projects. The following table captures the activities associated with building construction road impact fees from fiscal year 2010-11 through 2013-15.

	2010-11	2011-12	2012-13	2013-14	2014-15
Building Construction Road Impact Fees:					
Beginning balance	\$2,836,121	\$1,419,552	\$1,304,667	\$1,763,212	\$3,624,729
Developer Fees	\$534,041	\$680,152	\$691,793	\$1,725,457	\$1,584,406
Street Department Fees	\$0	\$2,800	\$0	\$0	\$0
Interest Income/(Expense)	\$21,275	\$15,921	-\$2,792	\$16,069	\$39,390
Expenditures	-\$1,255,643	-\$217,521	-\$1,205,493	-\$219,871	-\$199,804
Encumbrances - prior year	\$2,422	\$718,664	\$1,314,899	\$339,862	\$0
Encumbrances - current year	-\$718,664	-\$1,314,901	-\$339,862	\$0	\$0
Ending Balance	\$1,419,552	\$1,304,667	\$1,763,212	\$3,624,729	\$5,048,721
Grand Total - Fund Balance	\$1,419,552	\$1,304,667	\$1,763,212	\$3,624,729	\$5,048,721

The City’s Street Resurfacing Project was funded in part with building construction impact fees. In addition, to maintain key services to the community, a portion of these funds were utilized to maintain medians, parking plazas and 13 miles of right of way. The outstanding available balance in the Building Construction Road Impact Fees Fund as of the end of fiscal year 2014-15 was \$5,048,721.

Building Construction Road Impact Fee Fund	Total Expended	Impact Fees Used	% of Total
Project Expenditures:			
Street Resurfacing Project	\$456,230	\$139,299	31%
Operating Expenditures:			
Street Maintenance	\$1,907,848	\$1,584	0%
Total Expenditures:	\$2,364,078	\$140,883	6%

Impact on City Resources

There is no impact on City resources resulting from this annual report, and this report meets the compliance requirements of the Mitigation Fee Act.

Environmental Review

This report is not subject to the California Environmental Quality Act.

Public Notice

Public Notification to comply with the Mitigation Fee Act was achieved by posting the availability of the report 15 days before the meeting. In addition, public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours before the meeting.

Attachments

A. Public Improvement Projects Related to the Mitigation Fee Act (AB1600) Five-Year Plan

Report prepared by:

Stephen Green, Financial Analyst

Report reviewed by:

Clay Curtin, Interim Finance Director

Public Improvement Projects Related to the Mitigation Fee Act (AB1600)

Five-Year Plan

Projects	Funding Source	2015-16	2016-17	2017-18	2018-19	2019-20	Total
Bedwell-Bayfront Park Master Plan	Rec in Lieu	\$0	\$175,000	\$0	\$0	\$0	\$175,000
Belle Haven Pool Deck Lighting	Rec in Lieu	\$30,000	\$0	\$0	\$0	\$0	\$30,000
Belle Haven Youth Ctr Playground Replacement	Rec in Lieu	\$230,000	\$0	\$0	\$0	\$0	\$230,000
Jack Lyle Park Restrooms Const	Rec in Lieu	\$40,000	\$200,000	\$0	\$0	\$0	\$240,000
Library Landscaping	Rec in Lieu	\$200,000	\$0	\$0	\$0	\$0	\$200,000
Relocation of Dog Park at Nealon Park	Rec in Lieu	\$250,000	\$0	\$0	\$0	\$0	\$250,000
Willow Oaks Dog Park	Rec in Lieu	\$250,000	\$0	\$0	\$0	\$0	\$250,000
Street Resurfacing	Construction Impact Fee/Hwy Users Tax	\$600,000	\$5,500,000	\$600,000	\$6,000,000	\$0	\$12,700,000
Caltrain Bike/Ped Undercrossing	Transportation Impact Fee	\$0	\$0	\$500,000	\$0	\$0	\$500,000
Citywide Bicycle/Ped Visibiltiy	Transportation Impact Fee/TDA Grant	\$487,000	\$0	\$0	\$0	\$0	\$487,000
Dumbarton Rail Corridor Planning	Transportation Impact Fee	\$150,000	\$0	\$0	\$0	\$0	\$150,000
Florence/Bay/Marsh Signal Modification	Transporation Impact Fee	\$0	\$0	\$0	\$345,000	\$0	\$345,000
Haven Ave Streetscape	Transporation Impact Fee/SMC Grant	\$700,000	\$0	\$0	\$0	\$0	\$700,000
Menlo Park-Atherton Bike/Ped Improvements	Transportation Impact Fee/OBG Grant	\$900,260	\$0	\$0	\$0	\$0	\$900,260
Menlo Park - East Palo Alto Connectivity Project	Transportation Impact Fee/SMC Grant	\$550,000	\$0	\$0	\$0	\$0	\$550,000
Ravenswood Ave Caltrain Grade	Transportation Impact Fee/ Measure A	\$750,000	\$0	\$0	\$0	\$0	\$750,000
Sand Hill Road Signal Modification	Transportation Impact Fee	\$125,000	\$0	\$0	\$0	\$0	\$125,000
Transit Improvements	Transporation Impact Fee	\$150,000	\$0	\$0	\$0	\$0	\$150,000
Willow Road Transporation Study	Transportation Impact Fee	\$150,000	\$0	\$0	\$0	\$0	\$150,000

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**STAFF REPORT****City Council****Meeting Date:** 12/15/2015**Staff Report Number:** 15-192-CC

Consent Calendar: **Approve a letter to the California Public Utilities Commission (CPUC) regarding power charge indifference adjustment fees charged by PG&E for Community Choice Energy (CCE) customers**

Recommendation

Staff requests that the City Council review and approve the attached letter to the California Public Utilities Commission (CPUC) regarding exit fees charged for Community Choice Energy (CCE) customers.

Policy Issues

The Menlo Park 2015 Climate Action Plan (CAP) describes a number of programs that are planned in order to meet the City Council adopted target of 27% reduction in Greenhouse Gas (GHG) by 2020 from 2005 levels. Consider Community Choice Energy (CCE) options to gain additional renewable power in Menlo Park's portfolio is listed in the CAP Community GHG Reduction Strategies for FY 2015-16.

Background***City's consideration of CCE***

The City has been considering CCE options for nearly a year, and San Mateo County (SMC) has initiated a CCE option which the City may join, called Peninsula Clean Energy (PCE). The CCE would purchase electrical power, then Menlo Park residents and businesses would receive environmentally preferable electrical power purchased through CCE, which would be delivered through the Pacific Gas & Electric (PG&E) grid.

On October 20, 2015, the City Council received an informational item on PCE. The following is a link to the staff report: <http://www.menlopark.org/DocumentCenter/View/8415> (Attachment A)

On November 10, 2015, the City Council participated in a Study Session on PCE. The following is a link to the staff report: <http://www.menlopark.org/DocumentCenter/View/8683> (Attachment B)

If the City decides to join PCE (or any other CCE), billing and power grid services would continue to be provided by PG&E.

PG&E PCIA Fee to CCE customers

PG&E charges a Power Charge Indifference Adjustment (PCIA) to all CCE customers based on their power use. The PCIA is reviewed and approved by the California Public Utilities Commission (CPUC). The

PCIA is intended to make PG&E whole for long-term power agreements that it made based on expected electricity customers, who have since exited PG&E for a CCE. For this reason, PCIA is also known as an exit fee. PCIA is an additional charge included in all CCE customers' bills, therefore an adjustment in the PCIA has an impact on CCE customer's total energy cost. An increase in the PCIA could make it difficult for CCEs to compete financially with PG&E for customers. PG&E submitted Application 15-06-001 to the CPUC, which includes PG&E's request to significantly increase the PCIA. The application can be viewed at: <http://docs.cpuc.ca.gov/PublishedDocs/Efile/G000/M155/K876/155876836.PDF> (Attachment C)

Analysis

PG&E proposed doubling of the Power Charge Indifference Adjustment (PCIA) charged to Community Choice Energy (CCE) customers in Application 15-06-001. For example, current PCIA for residential customers is \$0.01160/kwh and PG&E's proposed new PCIA is \$0.02323/kwh. Doubling the PCIA could make it very difficult to compete for customers based on price, which was key in successfully launching the CCEs in Marin and Sonoma Counties. It is in the interest of cities that are considering CCE implementation to send a letter to the CPUC opposing the proposed dramatic increase in the PCIA. Attachment D is the draft letter from Menlo Park to the CPUC.

Impact on City Resources

The cost and staff time for consideration of CCE options were budgeted in the City's Capital Improvement Program for 2015-2016 as part of the Climate Action Plan Implementation Project. No additional funds are currently being requested.

Environmental Review

An Environmental Review is not required for this item.

Public Notice

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

Attachments

- A. Hyperlink: October 20, 2015 staff report – <http://www.menlopark.org/DocumentCenter/View/8415>
- B. Hyperlink: November 10, 2015 staff report – <http://www.menlopark.org/DocumentCenter/View/8683>
- C. Hyperlink: PG&E application to CPUC – <http://docs.cpuc.ca.gov/PublishedDocs/Efile/G000/M155/K876/155876836.PDF>
- D. Draft letter to CPUC

Report prepared by:
Heather Abrams, Environmental Programs Manager



December 15, 2015

The Honorable President Michael Picker
The Honorable Commissioner Mike Florio
The Honorable Commissioner Catherine Sandoval
The Honorable Commissioner Carla Peterman
The Honorable Commissioner Liane Randolph
California Public Utilities Commission
505 Van Ness Avenue
San Francisco, CA 94102

RE: The Power Charge Indifference Adjustment Proposed Increase and Proposed Decision in A.15-06-001, PG&E's 2016 ERRR Proceeding

Dear President Picker and Commissioners:

On behalf of the City of Menlo Park, we oppose PG&E's proposed increase of the Power Charge Indifference Adjustment (PCIA) charged to Community Choice Aggregation (CCA) customers in Application 15-06-001. As a community that is exploring the prospects for CCA on behalf of our residents and businesses, we believe the proposed PCIA increase will profoundly affect the viability of a CCA program, which would offer energy customers competitive choice and opportunities for additional services, as well as support for our local economy. Operating CCAs and their customers have led the state in achieving Governor Brown's ambitious renewable energy goals. Communities like ours hope to have similar opportunities to reduce greenhouse gas emissions and support local energy resource projects.

In the past two years, the PCIA has already made an impact on the viability of CCAs in California. Marin Clean Energy (MCE) customers have collectively paid more than \$32 million in PCIA fees to PG&E, an amount MCE expects will double in 2016 if the proposed decision is adopted. PG&E is the only utility in the state to levy PCIA fees on low income CARE customers who in MCE's territory alone may pay more than \$2 million in 2016 with the proposed doubling of the PCIA.

The PCIA increase proposed by PG&E, which the proposed decision would approve, will affect the viability of a CCA program in our community. We therefore respectfully urge the California Public Utilities Commission (CPUC) to reject PG&E's proposed increase to the PCIA and consider alternatives that will mitigate the impacts of proposed rate increases on CCA customers and prospective CCA customers. We also support the CPUC's re-examination of how the PCIA is calculated and applied to CCA customers.

Sincerely,

Richard Cline
Mayor of the City of Menlo Park



STAFF REPORT

City Council

Meeting Date: 12/15/2015

Staff Report Number: 15-185-CC

Consent Calendar: **Award a Construction Contract of the Sand Hill Road Signal Interconnect Project to W. Bradley Electric, Inc. in the Amount of \$568,713, and Authorize a Total Construction Contract Budget of \$ 740,000**

Recommendation

Staff recommends that the City Council award a construction contract to W. Bradley Electric, Inc. (WBE) for the Sand Hill Road Signal Interconnect Project in the amount of \$568,713, and authorize a total construction contract budget of \$740,000 for construction, contract administration and construction inspection, and contingencies.

Policy Issues

The Sand Hill Road Signal Interconnect Project is consistent with City policies to manage traffic congestion within the City.

Background

On November 2, 2004, the voters of San Mateo County approved the continuation of the collection and distribution by the San Mateo County Transportation Authority (TA) of the Measure A half-cent transportation sales tax and accompanying Transportation Expenditure Plan for an additional 25 years, beginning January 1, 2009 (new Measure A).

On May 24, 2012, the TA issued a call for projects for the Highway Program and in response to the call for projects, the City of Menlo Park (City) requested the TA provide \$1,300,000 in Measure A funds for the Sand Hill Road Signal Interconnect Project (Project). This Project met the intent of the 2004 Transportation Expenditure Plan and the TA's 2009-2013 Strategic Plan. On October 4, 2012, the TA programmed and allocated up to \$1,300,000 from the new Measure A Supplemental Roadways Highway Program Category for the construction phase of the Project.

The Project was approved and included in the City's Capital Improvement Plan (CIP) for Fiscal Years (FY) 2014-15 and 2015-16. The Project seeks to improve capacity, safety and traffic control throughout the roadway network on Sand Hill Road through the use of coordinated traffic signal systems.

On April 2, 2013, , the City Council authorized the City Manager to execute master agreements with multiple consulting firms including Kimley Horn & Associates, Inc. for engineering, surveying, inspection,

testing, and other administration services. On the basis of its experience with the City’s selected traffic signal adaptive coordination software, Kimley Horn & Associates was selected by staff to provide professional design services for the Project. The Project was advertised for three weeks to solicit bids from prospective contractors, starting on October 30, 2015. The Project’s construction scope of work consists of the installation of traffic signal interconnect system elements, including conduit, pull boxes, fiber optic cable, fiber optic splice closures, video detection systems, closed circuit television cameras and equipment, and emergency vehicle priority systems.

The goal of this Project is to install an adaptive traffic signal interconnect system on Sand Hill Road between Oak Avenue and NB 280 Off-ramp. This system will continuously collect and analyze traffic flow data and adjust traffic signal cycle lengths based on real time traffic flow information. These adjustments will reduce traffic congestion and travel time delays. A similar system, the Kimley-Horn Integrated Transportation Systems with the Kadence Real Time Adaptive Module, was recently installed on El Camino Real between quarry Road and Encinal Avenue.

Analysis

On November 24, 2015, three bids were submitted and opened for the Sand Hill Road Signal Interconnect Project. The lowest bidder for the Project, WBE, submitted a bid in the amount of \$568,713. Attachment A provides the bid summary. Staff has worked with WBE on various City traffic signal projects such as the Sand Hill Road and Branner Drive Traffic Signal Modification Project and Willow Road and Durham Street/VA Hospital Entrance Video Detection System Installation and is satisfied with its past performance. WBE had also been recently awarded a construction contract by the City to complete the Willow Road Traffic Signal Modification Project.

Impact on City Resources

The construction contract budget for the Project consists of the following:

The Sand Hill Road Signal Interconnect Project	
	Total
Construction Contract Amount	\$568,713
Contingency (15%)	\$85,644
Contract Administration and Construction Inspection (15%)	\$85,643
Total Construction Contract Budget	\$740,000

The Project was approved and included in the City’s CIP for FY 2014-15 and 2015-16, with a total budget in the amount of \$1,495,000. Through the new Measure A Supplemental Roadways Highway Program Category, the TA will reimburse the City up to \$1,300,000 for the construction phase of the Project. The City’s CIP has sufficient funds for this Project and the new Measure A funds will be paid to the City on a reimbursable basis.

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 the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Bid Summary

Report prepared by:
Rene C. Baile, Transportation Engineer

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BID SUMMARY

Sand Hill Road Signal Interconnect Project

Bid Opening: Tuesday, November 24, 2015 at 2:00 PM

	COMPANY	BID AMOUNT
1	W. Bradley Electric, Inc.	\$568,713
2	Columbia Electric Inc.	\$798,870
3	Tennyson Electric	\$967,550

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STAFF REPORT

City Council

Meeting Date: 12/15/2015

Staff Report Number: 15-186-CC

Consent Calendar: **Adopt a Resolution of the City of Menlo Park Supporting the Middle Avenue Pedestrian and Bicycle Crossing Project and Submitting an Application for Measure A Pedestrian and Bicycle Program Funding**

Recommendation

Staff recommends that the City Council adopt a resolution (Attachment A) in support of the Middle Avenue Pedestrian and Bicycle Crossing Project (Crossing Project), authorize staff to submit a grant application for Measure A Pedestrian and Bicycle Program funding for the Crossing Project's planning phase, and if awarded, authorize the City Manager to enter into necessary funding agreements to accept the funds.

Policy Issues

This project is consistent with the goals and policies in the City's current General Plan, El Camino Real Downtown Specific Plan, and Comprehensive Bicycle Development Plan.

Background

Funding Program Background

On November 2, 2004, the voters of San Mateo County approved the continuation of the collection and distribution by the San Mateo County Transportation Authority (TA) of the Measure A half-cent transportation sales tax and accompanying Transportation Expenditure Plan for an additional 25 years, beginning January 1, 2009 (new Measure A).

The TA issued a Call for Projects for the Measure A Pedestrian and Bicycle Program on November 10, 2015. The TA requires a governing board resolution from the City in support of the City's application for San Mateo County Measure A Pedestrian and Bicycle Program funds. The Measure A Pedestrian and Bicycle Program has a maximum award per jurisdiction of \$1,000,000.

Project Background

On May 20, 2008, City Council authorized the City Manager to enter into an agreement with Alta Planning and Design to develop a bicycle/pedestrian undercrossing location and plan line. In September 2008, after considering numerous factors, including feedback from community meetings and the consultant retained on the project, proximity to desirable destinations, relative costs, projected usage by the community, convenience and accessibility, both the Bicycle Commission and the Transportation

Commission approved the pedestrian and bicycle undercrossing of the Caltrain railroad tracks to be located at Middle Avenue. No Council action was taken on this decision, but the adoption of the Pedestrian and Bicycle Undercrossing location at Middle Avenue was included as part of the El Camino Real Downtown Specific Plan.

As identified in the El Camino Real Downtown Specific Plan, the Middle Avenue Pedestrian and Bicycle Crossing (Crossing) would be constructed in conjunction with Stanford University when it redeveloped its property alongside El Camino Real. Stanford University has submitted an application to redevelop its property under the “500 El Camino Real” project with a focal point being a publicly accessible plaza at Middle Avenue. An important community feature of the Middle Plaza will be its integration with the pedestrian promenade along El Camino Real and its role as a linking element to the crossing of the Caltrain railroad tracks. Stanford University has also agreed to take a role in the construction of the crossing.

Analysis

The Crossing Project is critical to provide greater East-West connectivity, as El Camino Real, in addition to the Caltrain railroad tracks, are both a real and perceived barrier. Long crossing distances make traversing the street on foot inconvenient and this undercrossing would improve connectivity for neighborhoods on both sides of the Caltrain tracks with City amenities, and access to public transit and Downtown Menlo Park. It would encourage the use of alternative modes of transportation and contribute to a healthier Menlo Park.

Staff is proposing the grant application to complete the preliminary engineering/environmental phase for the Crossing Project. Funding for subsequent project phases (design and construction) will need to be pursued in the future. The grant application for the Crossing Project is being prepared in accordance with the goals and objectives established by Council under the El Camino Real/Downtown Specific Plan. The grant application is required to be submitted by December 18, 2015, along with an approved resolution of support by the Council.

Impact on City Resources

City funds and staff resources would be required to support the Crossing Project. Funding for the Crossing Project is currently programmed in the Capital Improvement Program for \$500,000 from the Transportation Impact Fee (TIF) Fund in Fiscal Year (FY) 2017-18. If this grant application is successful, it would allow the City to advance the Crossing Project one year sooner than planned to FY 2016-17 and at a lower cost to the City. A local match for the Measure A Pedestrian and Bicycle Program is required. Staff is proposing a grant request of \$490,000, with a match of 30 percent, as summarized below:

Grant Request Proposal Summary	
Measure A Pedestrian and Bicycle Program Request	\$490,000
Proposed City 30% Local Match (TIF Fund)	\$210,000
Total Estimated Cost	\$700,000

If successful, staff will return to Council requesting to include the Crossing Project in the Capital Improvement Program for FY 2016-17, advancing the staff resources necessary funds for local match to take advantage of the Measure A funds. It will likely impact the timely completion of previously funded projects.

Environmental Review

This Council action is not subject to the current California Environmental Quality Act Guidelines. Any approved project will comply with all required environmental review documents to construct a project.

Public Notice

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

Attachments

- A. Resolution No. () A Resolution of the City Council of the City of Menlo Park supporting the Middle Avenue Pedestrian and Bicycle Crossing Project and submitting an application for Measure A Pedestrian and Bicycle Program funding for the Middle Avenue Pedestrian and Bicycle Crossing Project

Report prepared by:

Octavio Duran Jr., Assistant Engineer, Transportation

Report reviewed by:

Nicole H. Nagaya, P.E., Transportation Manager

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RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
SUPPORTING THE MIDDLE AVENUE PEDESTRIAN AND BICYCLE
CROSSING PROJECT AND SUBMITTING AN APPLICATION FOR MEASURE
A PEDESTRIAN AND BICYCLE PROGRAM FUNDING FOR THE MIDDLE
AVENUE PEDESTRIAN AND BICYCLE CROSSING PROJECT**

WHEREAS, there is a need to complete a gap in the regional and local bicycle and pedestrian networks, including an East-West connection across El Camino Real; and

WHEREAS, the proposed Middle Avenue Pedestrian and Bicycle Crossing Project would address this gap; and

WHEREAS, it is estimated to cost \$11,000,000 to implement the Middle Avenue Pedestrian and Bicycle Undercrossing Project; and

WHEREAS, the City wishes to sponsor preliminary engineering and environmental review of the Undercrossing Project; and

WHEREAS, the City seeks \$490,000 for preliminary engineering and environmental review of the Middle Avenue Pedestrian and Bicycle Crossing; and

WHEREAS, on June 7, 1988, the voters of San Mateo County approved a ballot measure to allow the collection and distribution by the San Mateo County Transportation Authority (TA) of a half-cent transactions and use tax in San Mateo County for 25 years, with the tax revenues to be used for highway and transit improvements pursuant to the Transportation Expenditure Plan presented to the voters (Original Measure A); and

WHEREAS, on November 2, 2004, the voters of San Mateo County approved the continuation of the collection and distribution by the TA the half-cent transactions and use tax for an additional 25 years to implement the 2004 Transportation Expenditure Plan beginning January 1, 2009 (New Measure A); and

WHEREAS, TA issued a Call for Projects for the Measure A Pedestrian and Bicycle Program on November 10, 2015; and

WHEREAS, TA requires a governing board resolution from the City in support of the City's application for \$490,000 in San Mateo County Measure A Pedestrian and Bicycle Program funds for preliminary engineering and environmental review of the crossing Project; and

WHEREAS, TA requires a governing board resolution from the City committing the City to the completion of the preliminary engineering and environmental review of the Middle Avenue Pedestrian and Bicycle Undercrossing Project, including the commitment of matching funds in the amount of \$210,000 needed for implementation, and

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 therefore do hereby

1. Directs staff to submit an application for TA Measure A Pedestrian and Bicycle Program funds for \$490,000 for the preliminary engineering and environmental review of the Middle Avenue Pedestrian and Bicycle Crossing Project.
2. Authorizes the City Manager to execute a funding agreement with the San Mateo County Transportation Authority to encumber any TA Measure A Pedestrian and Bicycle Program funds if awarded.
3. Let it be known the City commits \$700,000 to the completion of preliminary engineering and environmental review of the Middle Avenue Pedestrian and Bicycle Undercrossing Project, including the commitment of \$210,000 of matching funds needed for implementation, if awarded the requested TA Measure A Pedestrian and Bicycle Program funds.

I, Pamela Aguilar, 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 15th day of December, 2015, 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 15th day of December, 2015.

Pamela Aguilar
City Clerk



STAFF REPORT

City Council

Meeting Date: 12/15/2015

Staff Report Number: 15-184-CC

Consent Calendar: Adopt a resolution accepting fiscal year 2015-2016 State Supplemental Local Law Enforcement Grant (COPS Frontline) in the amount of \$100,000; and approve a spending plan

Recommendation

Adopt a resolution accepting the fiscal year 2015-2016 State Supplemental Local Law Enforcement Grant (SLESF COPS Frontline) in the amount of \$100,000 and approve a spending plan.

Policy Issues

The proposed action and spending plan require City Council authorization.

Background

In 1997, the California State Legislature created the Citizen's Option for Public Safety (COPS) Program. This is a non-competitive grant whereby cities and counties receive state funds to augment public safety expenditures. Effective in the year 2000, cities were guaranteed a minimum grant award of \$100,000.

The COPS funds must be used for frontline municipal police services and must supplement and not supplant existing funding. The funds cannot be used for administrative overhead costs in excess of ½ percent of the total allocation. The allocation may not be used to fund the costs of any capital project or construction project that does not directly support frontline law enforcement.

Analysis

The 2015-2016 COPS Frontline Grant award is in the amount of \$100,000. This grant is included in the City's Fiscal Year 15/16 budget and a spending plan must now be approved by City Council. Staff recommends that the funds be expended in the following areas as shown below:

Communications and Technology (\$78,000)

- Purchase eight (8) new Mobile Data Terminals (MDT's) for new police vehicles and related communication equipment (modems and antennas) including warranties for the units (\$59,000)
- Supporting communications services and frame relays for MDT's in the patrol cars and other mobile data devices (\$19,000)

Use of grant funds for communication services and frame relays to support MDT's allow for continued use of the existing MDT equipment. MDT's are critical tools that allow important intelligence and officer safety information from law enforcement databases to be immediately connected and transferred to and from

officers in the field. Officers are able to write reports in the field, retrieve maps and photos, and email the information immediately. As new police vehicles enter the fleet, obsolete and outdated MDT's are replaced.

Purchase of a Second 2016 ZERO Electric Police Motorcycle (\$22,000)

As traffic concerns have increased within the City, the Police Department intends to increase dedicated traffic enforcement officers to deal with these issues. The department currently owns and utilizes one ZERO electric police motorcycle, and has been very successful with it. This motorcycle is 100% electric and is in line with the City of Menlo Park's commitment to help protect the environment.

SLESF FY14-15 Expenditure Plan Summary

Communications and Technology	\$78,000
Electric Police Motorcycle	<u>\$22,000</u>
TOTAL	\$100,000

The Police Department has strategically used grant funds to support the department's technology initiatives, previously unbudgeted items and new field equipment. This year's spending request continues to strengthen the department's ability to provide public safety services. The philosophy of securing alternative funding sources to finance new technologies and equipment has allowed the Police Department to maintain a progressive approach to policing, while simultaneously supporting the need for a cost-conscious approach to the use of General Fund monies.

Impact on City Resources

The fiscal year 2015-2016 grant funds must be spent or encumbered by June 30, 2017. There are no matching requirements for this grant. Purchases will be made in accordance with the City's adopted purchasing policies.

Certain equipment procured with fiscal year 2015-2016 grant funds have ongoing service costs. These costs are for communications services and frame relays for MDT's, and the cellular services for hand held tablets. Depending on the number of units supported, the service costs will vary. If the Police Department continues to receive the COPS grant annually, this equipment related service costs may continue to be funded by this program. However, should grant money become unavailable, these service costs will be included in the fiscal year 2016-2017 budget.

Environmental Review

Environmental review is not required.

Public Notice

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

Attachments

A. Resolution

Report prepared by:
Dave Bertini, Police Commander

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RESOLUTION NO.

**RESOLUTION OF THE CITY OF MENLO PARK ACCEPTING THE
STATE SUPPLEMENTAL LOCAL LAW ENFORCEMENT GRANT OF
\$100,000, APPROVING THE USE OF THE FUNDS IN ACCORDANCE
WITH STATE REQUIREMENTS**

WHEREAS, the California State Legislature created the Citizen's Option for Public Safety (COPS) Program in fiscal year 1996-97; and

WHEREAS, effective September 8, 2000, cities were guaranteed a minimum grant award of \$100,000; and

WHEREAS, the City must create a Supplemental Law Enforcement Special Fund (SLESF) for the grant funds; and

WHEREAS, the funds cannot be used for administrative overhead exceeding 0.5 percent or allocated to fund the costs of any capital project or construction project that does not directly support frontline law enforcement; and

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Menlo Park does hereby accept the State Supplemental Local Law Enforcement Grant of \$100,000; and

BE IT FURTHER RESOLVED, that the City Council approves the use of State Supplemental Local Law Enforcement Grant funds in accordance with state requirements, as outlined below:

- | | |
|---------------------------------|----------|
| • Communications and Technology | \$78,000 |
| • Electric Police Motorcycle | \$22,000 |

I, Pamela Aguilar, 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 fifteenth day of December, 2015, 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 fifteenth day of December, 2015.

Pamela Aguilar
City Clerk

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**STAFF REPORT****City Council****Meeting Date:** 12/15/2015**Staff Report Number:** 15-188-CC

Consent Calendar: **Adopt a resolution approving the City Council subcommittee recommendations regarding the 2015-16 Community Funding allocation**

Recommendation

The City Council Community Funding Subcommittee recommends that the City Council adopt a resolution (Attachment A) approving the proposed 2015-16 Community Funding allocation in the amount of \$177,750.

Policy Issues

The Subcommittee's recommendation is consistent with the Council's current Community Funding Program Policy, and well within the allowance for allocation up to 1.7 percent of property tax revenue.

Council Members Mueller and Carlton both made known their affiliations with some of the applicant organizations as a part of the decision process, including Council Member Mueller serving on the board of InnVision. Council Member Carlton serves on the Vista Center Project Committee. Council members did not participate in decisions related to organizations they were affiliated with.

Background

The City of Menlo Park adopted a formal policy in 1996 (see "Community Funding Program Guidelines" Attachment B) to respond to community needs and leverage City funds in response to the human service needs of Menlo Park residents.

The policy guidelines stipulate that eligible programs must address a verified community need and have a significant Menlo Park client base. Priority service areas include emergency assistance for those who are homeless or low-income; assistance to the disabled; help for seniors to be independent; senior daycare support; youth services including recreational and summer academic support; crisis and family counseling; and substance abuse prevention. Applicants must maintain accounting records with an independent audit at least once every two years.

Each fiscal year, according to the policy, no more than 1.7 percent of General Fund property tax revenue may be allocated to the Community Funding Program. This ceiling would amount to slightly under \$250,000 for the 2015-16 fiscal year. The General Fund budget for 2015-16 includes \$154,000 for eligible community programs selected for funding, consistent with the amount awarded last year. In addition, the City has previously funded several non-profit housing programs each year that are now included in the community funding program budget. The Subcommittee is recommending \$177,750 worth of funding awards for this year, given the outstanding needs in the community and the City's strong financial picture.

This year, the City provided notice of the grant program to agencies that received funding in prior years as well as additional organizations referred by Council members and staff. Seventeen agencies responded with requests totaling \$298,000. Several agencies that received funding in the past chose not to submit

applications this year. The applicant agencies provide services such as counseling, crisis intervention, employment assistance, shelter, hospice services, community health, risk reduction education, youth and senior services. All agencies that applied for funding this year were allocated at least \$750 except one, a new applicant, Random Acts of Flowers, which was determined not to meet the Council Policy's funding targets. The largest grants, for \$30,000, were to Star Vista for youth counseling services at Menlo Atherton High School and to \$25,000 to Peninsula Conflict Resolution Center for a youth restorative justice and leadership class at Beechwood School.

Analysis

On December 14, 2014, the City Council appointed Council Members Mueller and Carlton as the Community Funding Subcommittee for fiscal year 2015-16. The Subcommittee is charged with evaluating the funding requests and making recommendations to the full Council as to the allocation of the funds budgeted for the community funding program.

The Subcommittee reviewed the weighted criteria established to assess the applications against factors such as: verified program results; impact on the Menlo Park community; percentage of total budget spent on administrative overhead; receipt of City funding in previous years; community need for the program; unduplicated service or, if duplicated, evidence of collaboration; and alignment with Council goals. Assessment criteria are included with the application packet each year in order to support more complete applications.

The table below outlines funding allocations approved by Council in FY 2014-15, requests for fiscal year 2015-16, and the Subcommittee recommendation.

	2014-15 allocation	2015-16 request	2015-16 recommended
Boys and Girls Club of the Peninsula	\$16,500	\$30,000	\$16,500
Community Overcoming Relationship Abuse	\$5,000	\$5,000	\$5,000
Family Connections	\$9,000	\$15,000	\$10,000
HIP Housing	\$17,500	\$20,000	\$17,500
Inn Vision Shelter Network	\$17,500	\$20,000	\$17,500
Legal Aid San Mateo County	\$3,500	\$5,000	\$3,500
Nuestra Casa	\$4,000	\$6,000	\$4,000
Ombudsman Services of San Mateo Co.	\$500	\$2,000	\$750
Peninsula Conflict Resolution Center	\$0	\$55,000	\$25,000
Peninsula Volunteers, Inc	\$14,500	\$40,000	\$18,000
Random Acts of Flowers	\$0	\$10,000	\$0
Ravenswood Education Foundation	\$7,000	\$10,000	\$9,000
Rebuilding Together	\$5,000	\$25,000	\$5,000
Service League of San Mateo County	\$3,000	\$3,000	\$3,000

Star Vista	\$30,000	\$30,000	\$30,000
Vista Center for the Blind	\$7,000	\$10,000	\$8,000
Youth Community Service	\$6,000	\$12,000	\$7,000
Total	\$146,000	\$298,000	\$177,750

*Yellow highlights indicate non-profits previously funded through RDA Housing funds.

Additional information about each organization's application is available in the Community Services Department.

Impact on City Resources

The FY 2015-16 adopted budget includes an appropriation of \$154,000. Staff suggests the additional \$23,750 be allocated from anticipated departmental savings.

Environmental Review

The Community Funding Program is not subject to California Environmental Quality Act requirements.

Public Notice

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

Attachments

- A. Resolution
- B. Council Policy on Community Funding

Report prepared by:
Cherise Brandell, Community Services Director

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RESOLUTION NO.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MENLO PARK APPROVING THE COUNCIL
SUBCOMMITTEE RECOMMENDATIONS REGARDING
ALLOCATION OF 2015-16 COMMUNITY FUNDING**

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.

BE IT AND IT IS HEREBY RESOLVED by the City Council of the City of Menlo Park that the City Council does hereby approve the City Council Subcommittee recommendations regarding the allocation of 2015-16 community funding in the amount of \$177,750, as more particularly set forth in the Staff Report presented to the City Council on December 15, 2015.

I, Pam Aguilar, City Clerk of the City of Menlo Park, do hereby certify that the foregoing resolution was approved at a regular meeting of the City Council held on the fifteenth day of December, 2015, and adopted 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 fifteenth day of December, 2015.

Pamela Aguilar
City Clerk

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City of Menlo Park**COUNCIL POLICY**

Department	Page 1 of 2	Effective Date: June 4, 1996
Finance	Approved by: City Council On June 4, 1996	Procedure # FIN-01-1996
Subject Community Funding Program Guidelines		

PURPOSE

To provide guidelines for the award of monetary support to local non-profit agencies whose programs respond to the human service needs of Menlo Park residents. This funding is not intended for use as the sole support of any agency. All recipients of financial assistance grants enter into a contractual agreement with the City detailing the specific objectives to be accomplished as a result of the grant.

POLICY**1. GOALS AND PHILOSOPHY**

The City of Menlo Park recognizes that:

- 1.1 the availability of basic human service programs is a key determining factor in the overall quality of life of Menlo Park residents;
- 1.2 the most cost-effective and efficient manner to insure that these services are available to local residents is through the development of agreements with existing non-profit agencies;
- 1.3 contractual agreements with non-profit agencies allow the City to influence the human service programs offered to Menlo Park residents; and
- 1.4 financial assistance grants demonstrate the City's support of the activities of specific non-profits and make it possible for these agencies to leverage additional funds which will benefit local residents.

2. ELIGIBILITY

- 2.1 All applicants must be formally incorporated non-profit entities and must be tax exempt (under Section 501(c)(3) of the IRS Code, and Section 2370(d) of the California Revenue and Taxation Code).
- 2.2 All applicants must be agencies based in Menlo Park or agencies which provide services throughout the County of San Mateo who can demonstrate a significant Menlo Park client base.
- 2.3 All applications must provide a service that is not a duplication of an existing public sector program, OR if the service is duplicated, the applicant must show why it is not an unnecessary duplication of service.
- 2.4 All applicants shall maintain accounting records which are in accordance with generally accepted accounting practices. The agency must have an independent audit performed at least once every two years.
- 2.5 The agency must have bylaws which define the organization's purposes and functions, its organization and the duties, authority and responsibilities of its governing body and officers.

City of Menlo Park

COUNCIL POLICY

Department Finance	Page 2 of 2	Effective Date: June 4, 1996
Subject Community Funding Program Guidelines	Approved by: City Council On June 4, 1996	Procedure # FIN-01-1996

- 2.6 Governance of the agency should be vested in a responsible and active board which meets at least quarterly and establishes and enforces policies. The board should be large enough and so structured to be representative of the community it serves. It should have a specific written plan for rotation or other arrangements to provide for new members.
- 2.7 The agency must provide for adequate administration of the program to insure delivery of the services. The agency must provide that it has a written job description for each staff position and an organizational chart approved by the board. One individual should be designated as the full time director of the agency.
- 2.8 No less than 85% of City funds granted must be used for direct services as opposed to administrative costs.
- 2.9 City grants can represent no more that 20% of an applicant's total operating budget.
- 2.10 All recipients agree to actively participate in City efforts to coordinate and to improve human services within the City.
- 2.11 The program described must respond to a verified community need as defined by the City Council:
 - DISABLED** emphasizes support of programs that will allow the disabled to actively participate in their community and maintain independence from institutional support.
 - EMERGENCY ASSISTANCE AND LOW INCOME SUPPORT** emphasizes support of programs that can meet emergency needs for people in crisis such as victims of homelessness, rape, and domestic violence and the basic needs such as food, etc., for low income residents.
 - SENIORS** emphasizes support of programs which serve predominantly low income, frail and minority seniors; and those programs which make it possible for seniors to continue to be independent and active community participants.
 - YOUTH** emphasizes support of delinquency prevention services including recreation; crisis and family counseling; substance abuse prevention; child care and acculturation of ethnic minorities.

PROCEDURE

Any agency requesting financial assistance must complete the required application and submit it to the Finance Department. The City Council subcommittee is responsible for reviewing all proposals and submitting recommendations for funding to the City Council.

FUNDING

Grants are funded by the General Fund. Each fiscal year, no more than 1.7 % of general fund property tax will be allocated to the Community Funding Program.



STAFF REPORT

City Council

Meeting Date: 12/15/2015

Staff Report Number: 15-187-CC

Consent Calendar: Adopt a resolution and award construction contract for the Belle Haven Youth Center Playground Replacement Project to Ross Recreation Equipment in the amount of \$169,595.87, and authorizing a total budget of \$228,485 for construction, contingencies, inspection and project management

Recommendation

Staff recommends that the City Council adopt a resolution and award a construction contract for the Belle Haven Youth Center Playground Replacement Project to Ross Recreation in the amount of \$169,595.87, and authorize a total budget of \$228,485 for Construction, Contingencies, Inspection and Project Management.

Policy Issues

The contract exceeds staff authorization and requires City Council approval. This project is part of the Capital Improvement Plan.

Background

The Belle Haven Youth Center is located in the Belle Haven neighborhood and is home to the Belle Haven After School and Camp Menlo programs which provide after school care and summer camps to approximately 50 to 75 youth ages 5 to 12 years monthly for over 20 years. The current playground which was built over 50 years ago is outdated and doesn't meet current playground and ADA standards for similar play structures. As required by the City's contract with the State of California Department of Education, an outdoor play space that meets American with Disabilities Act (ADA) requirements must be maintained in order to meet the children's need for exercise, play and outdoor recreation.

The project includes the removal of the existing play structure and installation of a new play structure as shown in Attachment B as well as replacement of the current play surface with a combination of fiber and rubber surface for the fall zone surfaces which meets current ADA requirements.

Analysis

Staff began standardizing the type of play equipment purchased as part of Measure T funding – Recreation Bond Measure. Staff has also chosen to standardize the play equipment supplier in order to

minimize maintenance costs. Staff researched a variety of play equipment structures and checked references with other cities who have used each of the different types of play equipment supplied by the standardized distributor. Based on the analysis, staff chose Landscape Structures because of the durability their equipment and their responsiveness when replacing warranted parts. In addition, they sell a variety of play equipment. Ross Recreation Equipment is the regional supplier of landscape structures. Staff has worked with them over the last year on developing a plan that meets the City’s needs at the Belle Haven Youth Center. The total cost to remove the existing play structure and install the new structure and surface is \$169,595.87.

The City Council approved a similar contract with a bid waiver with Ross Recreation Equipment for the design and construction of the Belle Haven Child Development Center’s playground at their meeting on April 30, 2013.

When the Belle Haven Youth Center Playground was identified for replacement in the CIP program, staff applied for a San Mateo County Community Development Block Grant (CDBG) which was available at the time. The City applied and was awarded \$25,000 as part of a 2-year contract for the playground project. CDBG funding is contingent on specific requirements related to socio-economic factors and the Belle Haven neighborhood is only one of three areas in San Mateo County that is eligible for this type of funding. Staff is optimistic that the small grant award that the City received may lead to other such funding.

Impact on City Resources

The construction contract includes play structures, shade structures, play surfaces and installation of all the equipment as well as staff costs for inspection and project management. The following is a breakdown of the estimated construction costs:

Table 1: Belle Haven Youth Center Playground Budget	
Budget Line Item	Amount
Construction contract	\$169,595
Perimeter Fencing	\$3,500
Inspection and Management (12%)	\$20,771
Project Contingency (20%)	\$34,619
Total Budget:	\$228,485

Table 2: Funding Sources	
Funding Source	Amount
San Mateo County CDBG Grant	\$25,000
Rec-in-Lieu Fund	\$208,485
Total Funding Sources:	\$228,485

The current fund balance for the Rec-in-Lieu Fund for FY 2015-16 is \$1,474,644. The current General Fund CIP balance is approximately \$2,327,436.

Environmental Review

The project is exempt under State of California Environmental Quality Act Guidelines.

Public Notice

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

Attachments

- A. Resolution
- B. Project schematic

Report prepared by:
Derek Schweigart, Community Services Manager

Michael Zimmermann, Public Works Senior Engineer

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RESOLUTION NO. XXXX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
AWARDING A CONSTRUCTION CONTRACT FOR THE BELLE HAVEN
YOUTH CENTER PLAYGROUND REPLACEMENT PROJECT TO ROSS
CONSTRUCTION IN THE AMOUNT OF \$169,595.87 AND AUTHORIZING
A TOTAL BUDGET OF \$228,485 FOR CONSTRUCTION,
CONTINGENCIES, INSPECTION, AND PROJECT MANAGEMENT**

WHEREAS, staff has chosen to standardize the play equipment supplier in order to minimize maintenance costs; and

WHEREAS, staff researched a variety of play equipment structures and checked references with other cities who have used each of the different types of play equipment supplied by the standardized distributor; and

WHEREAS, staff chose Landscape Structures for the Belle Haven Youth Center Playground Replacement Project because of the durability of their equipment and their responsiveness when replacing warranty parts; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Menlo Park does hereby approve the project plans and specifications and award the project to Ross Construction and execute the necessary construction agreements for the Belle Haven Youth Center Playground Replacement Project in an amount not to exceed \$169,595.87 and authorize a total budget of \$228,485 for construction, contingencies, inspection, and project management.

I, Pamela Aguilar, 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 fifteenth day of December, 2015, 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 fifteenth day of December, 2015.

Pamela Aguilar

City Clerk

Belle Haven Youth Center

Menlo Park, CA November 3, 2014 79838-1-1R



Better playgrounds.
Better world.®

playlsi.com

Proudly presented by:
Judy Ogburn



Belle Haven Youth Center

Menlo Park, CA November 3, 2014 79838-1-1



sm
landscape
structures®



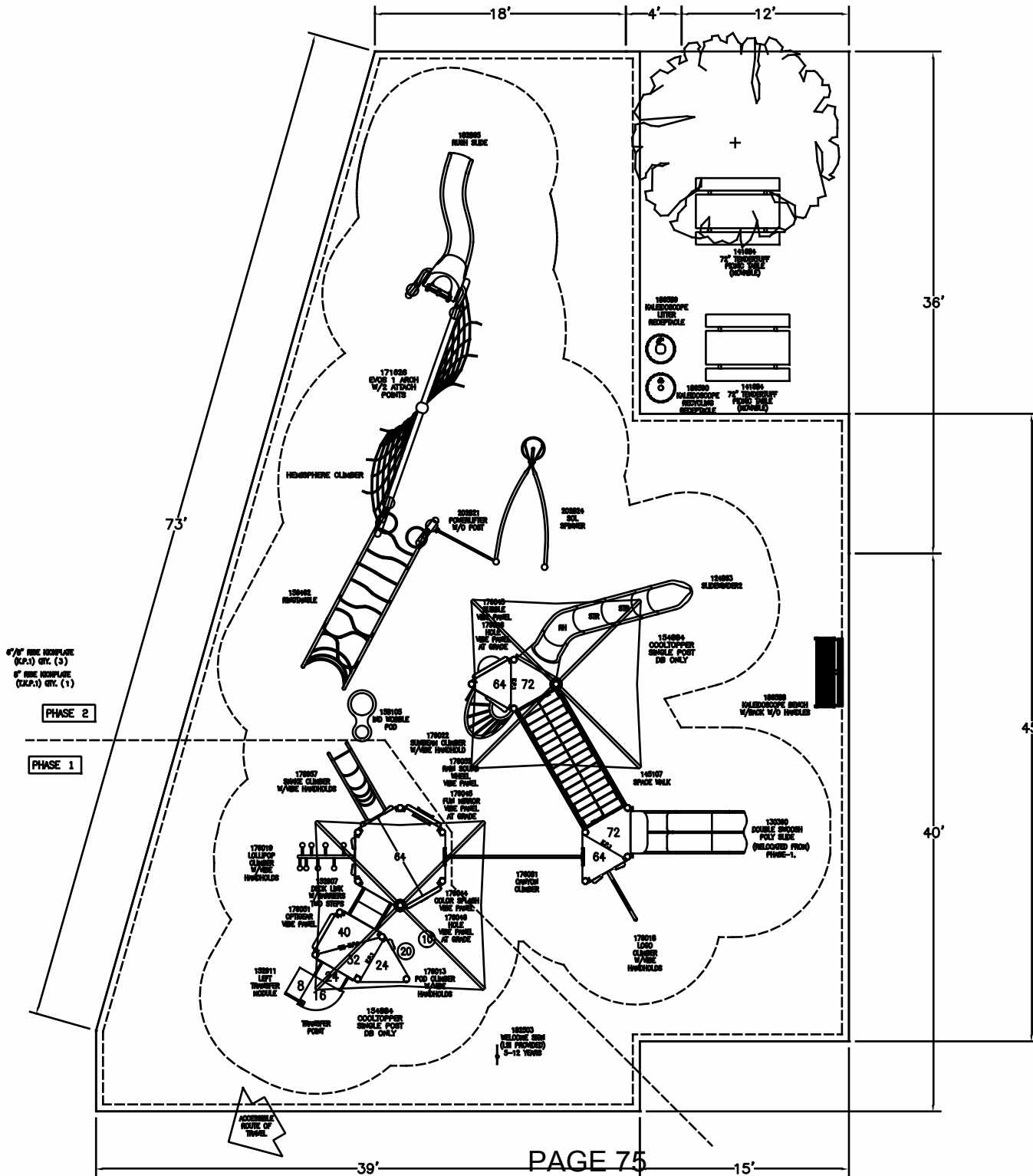
Better playgrounds.
Better world.®

playsi.com

Proudly presented by:
Judy Ogburn



ROSS
Recreation Equipment



***NOTE:** PLEASE VERIFY ALL DIMENSIONS OF PLAY AREA, SIZE, ORIENTATION, AND LOCATIONS OF ALL EXISTING UTILITIES, EQUIPMENT, AND SITE FURNISHINGS PRIOR TO ORDERING. SLIDES SHOULD FACE THE HOT AFTERNOON S

6" RISE KICKPLATE (K.P.1) QTY. (3)
 6" RISE KICKPLATE (TK.P.1) QTY. (1)

PHASE 2

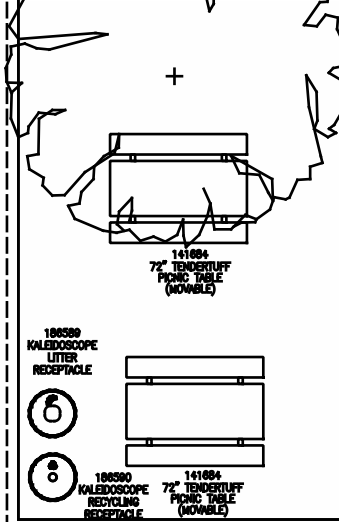
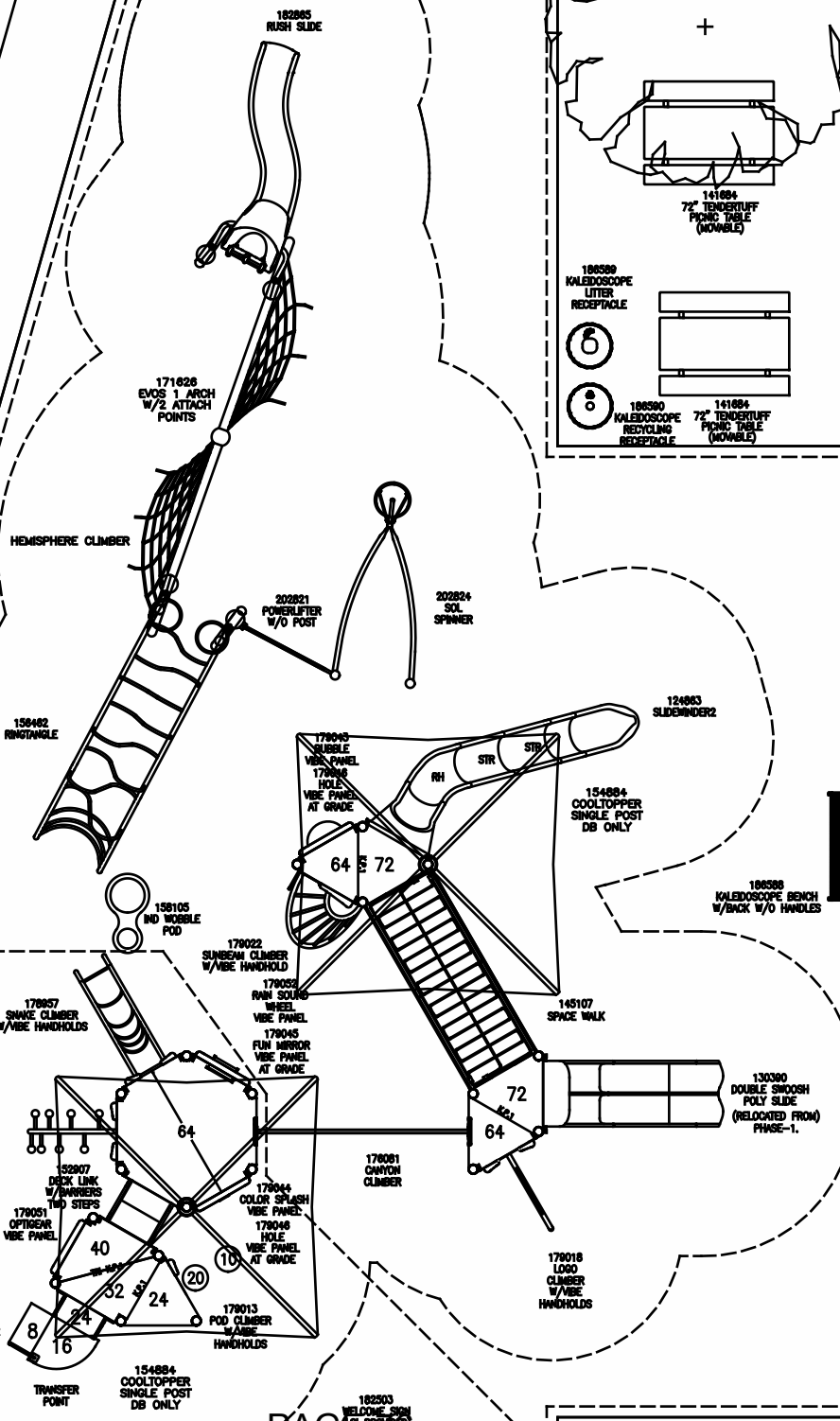
PHASE 1

73'

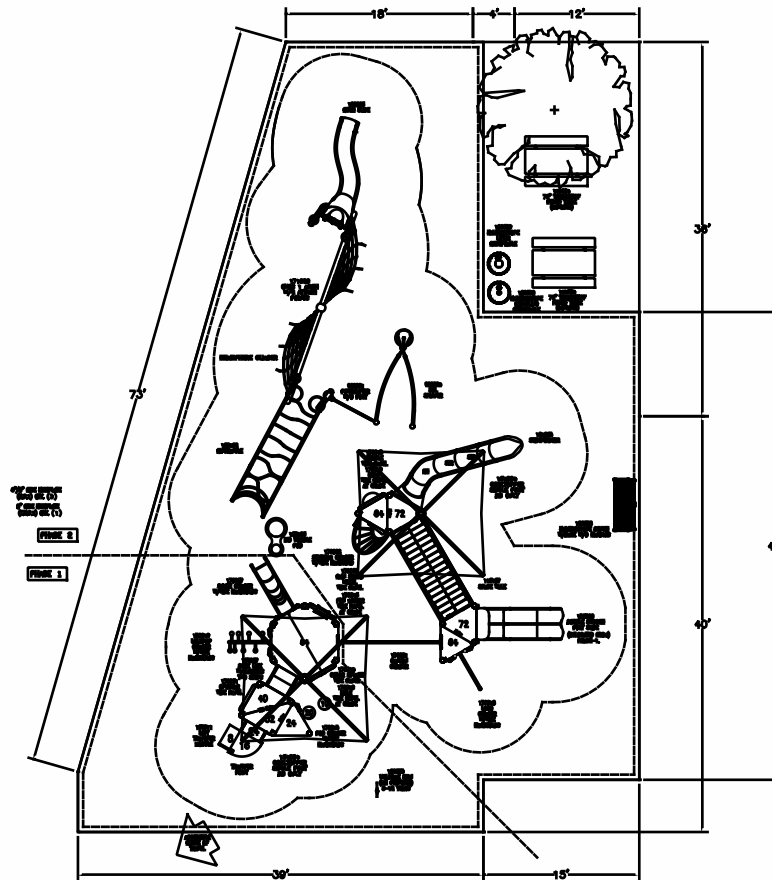
36'

45'

40'



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*NOTE: PLEASE VERIFY ALL DIMENSIONS OF PLAY AREA, SIZE, ORIENTATION, AND LOCATIONS OF ALL EXISTING UTILITIES, EQUIPMENT, AND SITE FURNISHINGS PRIOR TO ORDERING. SLIDES SHOULD NOT FACE THE HOT AFTERNOON SUN.

landscape structures



The play equipment detailed on this plan was designed and tested in accordance with the ASTM and CPSC standards. The manufacturer's instructions and safety information are provided with this drawing. Please verify all dimensions of all equipment, materials, and site furnishings prior to ordering. Slides should not face the hot afternoon sun.

NOTE: THE COOLTOPPER SINGLE POST IS NOT FEMA CERTIFIED.

THIS PLAY AREA & PLAY EQUIPMENT IS DESIGNED FOR AGES 5-12 YEARS UNLESS OTHERWISE NOTED ON PLAN.

IT IS THE MANUFACTURER'S OPINION THAT THIS PLAY AREA DOES CONFORM TO THE ADA, ACCESSIBILITY STANDARDS, INCLUDING AN ACCESSIBLE PROTECTIVE SURFACING IS PROVIDED, AS REQUIRED, OR WITHIN THE ENTIRE USE ZONE.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE EXISTING UTILITIES, EQUIPMENT, AND SITE FURNISHINGS PRIOR TO ORDERING. SLIDES SHOULD NOT FACE THE HOT AFTERNOON SUN. VERIFY ALL DIMENSIONS OF ALL EQUIPMENT, MATERIALS, AND SITE FURNISHINGS PRIOR TO ORDERING. SLIDES SHOULD NOT FACE THE HOT AFTERNOON SUN.

ORDER A PROTECTIVE SURFACING SYSTEM THAT MEETS A CRACK RESISTANCE VALUE TO MEET THE ADA, ACCESSIBILITY STANDARDS, INCLUDING AN ACCESSIBLE PROTECTIVE SURFACING IS PROVIDED, AS REQUIRED, OR WITHIN THE ENTIRE USE ZONE. VERIFY ALL DIMENSIONS OF ALL EQUIPMENT, MATERIALS, AND SITE FURNISHINGS PRIOR TO ORDERING. SLIDES SHOULD NOT FACE THE HOT AFTERNOON SUN.

SEE LIST OF ACCESSIBLE/PROTECTIVE SURFACING SYSTEMS (FOUNDED 1992) APPROX. 2007 SUPPLY.

DESIGNED BY:

GPC
 COMPANY: 11/3/2014
 LANDSCAPE STRUCTURES, INC.
 401 7th Street South - P.O. Box 100
 Grand Rapids, MI 49501-0100
 Tel: 1-800-828-0200 Fax: 1-269-495-0900

Date Previous Drawing # Initials

PHASE 1

TOTAL ELEVATED PLAY COMPONENTS	6		
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0	REQUIRED	0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	6	REQUIRED	6
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	2	REQUIRED	2
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	2	REQUIRED	2

PHASE 1 PHASE 2

TOTAL ELEVATED PLAY COMPONENTS	12		
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0	REQUIRED	0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	6	REQUIRED	6
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	6	REQUIRED	4
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	6	REQUIRED	6

SCALE IN FEET:



Playbooster and Draft
 0-12 years

Belle Haven Youth Center
 Menlo Park, CA

Ross Recreation
 Equipment
 Judy Ogburn

SYSTEM TYPE:
 Playbooster

DRAWING #:
 79838-1-1



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STAFF REPORT

City Council

Meeting Date: 12/15/2015

Staff Report Number: 15-190-CC

Consent Calendar: Approve 2016 City Council meeting calendar

Recommendation

Staff recommends the City Council review and approve an annual meeting schedule for 2016 (Attachment A)

Policy Issues

The proposed action conforms to current practice.

Background

The purpose of the annual City Council meeting schedule is to provide the City Council, staff and the public advance notice of proposed meeting dates. The meeting schedule has typically been approved by the City Council at a regular meeting in December.

Analysis

Staff is proposing a meeting schedule for 2016 similar to previous years with meetings held twice a month on either the first and third, or second and fourth, Tuesday. The proposed dates have been scheduled taking into consideration City holidays, school holidays, and Council-related conferences. Also included in the calendar are significant events requiring the City Council's participation such as the City Council goal setting session, and the State of the City and Commissioner Appreciation events.

Once a meeting schedule is approved by the City Council, the schedule will be used by staff to create a tentative calendar to identify when items will likely be considered by the City Council. It is important to note that the tentative calendar is a fluid document that serves as an ongoing reference guide, and that items are frequently moved and meetings are sometimes cancelled or added. The City Council is requested to keep Tuesday evenings free so that meetings, including closed sessions or study sessions, can be scheduled as the need arises.

Impact on City Resources

Having a set meeting schedule allows staff to plan its workload accordingly.

Environmental Review

The proposed action does not require environmental review.

Public Notice

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

Attachments

A. Proposed 2016 City Council meeting schedule

Report prepared by:
Pamela Aguilar, City Clerk



CITY COUNCIL MEETING SCHEDULE 2016

DRAFT

JANUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25*	26	27	28	29	30

31 * Goal setting meeting

FEBRUARY

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28	29					

MARCH

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APRIL

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MAY

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* Commissioner training

JUNE

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31

AUGUST

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* optional, if needed

SEPTEMBER

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23	24	25	26	27*	28	29

30 31 * State of the City

NOVEMBER

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27	28	29	30			

* Election Day

DECEMBER

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SPECIAL MEETING MINUTES

Date: 11/10/2015
Time: 6:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

6:00 P.M. Closed Session (City Hall Administration Building, 1st floor conference room)

Mayor Carlton called the Closed Session to order at 6:35 p.m.

Roll Call

Present: Carlton, Cline, Mueller, Ohtaki

Absent: Keith

Staff: City Manager Alex McIntyre, Interim Administrative Services Director Nick Pegueros, City Attorney Bill McClure, Interim Human Resources Director Dave Bertini, Labor Counsel Charles Sakai

CL1. Closed Session pursuant to Government Code Section §54957.6 to confer with labor negotiators regarding labor negotiations with the Police Officers' Association (POA), and Unrepresented Management

Public Comment

There was no public comment on this item.

6:30 P.M. Regular Session

A. Call To Order

Mayor Carlton called the Regular Session to order at 6:57 p.m.

B. Roll Call

Present: Carlton, Cline, Keith, Mueller, Ohtaki

Staff: City Manager Alex McIntyre, City Attorney Bill McClure, City Clerk Pamela Aguilar

C. Report from Closed Session

There was no reportable action from Closed Session.

D. Pledge of Allegiance

Mayor Carlton led the pledge of allegiance.

E. Presentations and Proclamations

- E1. Presentation of Green Business certifications to Ducky's Carwash and Heffernan Insurance ([Attachments](#))

Earl Fuller of Heffernan Insurance was present to accept the certificate.

- E2. Proclamation expressing appreciation to Menlo Park Police Officer Louis Tommei upon his retirement ([Attachment](#))

Retired Officer Lou Tommei was present to accept the proclamation.

- E3. Proclamation recognizing Law Enforcement Records Professionals Day ([Attachment](#))

Chief Jonson, Technical Services Manager Tracy Weber, Ashley Walker and Deborah Calvillo accepted the proclamation.

- E4. Presentation regarding Belle Haven mini grants ([Presentation](#))

Community Services Manager Derek Schweigart introduced Michelle Tate of the Belle Haven Community Development Fund who made a presentation.

F. Study Session

- F1. Update on Peninsula Clean Energy, a Community Choice Energy effort sponsored by San Mateo County ([Staff Report# 15-172-CC](#)) ([Presentation](#))([Handout](#))

Environmental Programs Manager Heather Abrams introduced the item and San Mateo County Board Supervisor Dave Pine who introduced the team making the presentation: Seth Baruch of LEAN Energy US, Kirby Dusel of Pacific Energy Advisors, Kathy Meola of the Office of County Counsel, and Gordon Tong of the Office of Sustainability were also present.

Public Comment:

- Janelle London spoke in support of PCE
- Tom Kabut spoke in support of PCE
- Mark Roest spoke regarding battery operated vehicles
- Diane Bailey, Menlo Spark, spoke in support of PCE
- Deb Martin spoke in support of PCE
- Jan Butts spoke in support of PCE

There was consensus by Council to direct staff to pursue a CCE, to join the San Mateo County JPA and enter into an agreement.

G. Public Comment

- Knute Ream spoke regarding the Nealon dog park relocation and health safety concerns
- Sarah Speakman spoke in opposition of the Nealon dog park relocation
- Kevin Ebrahimi spoke regarding the Applied Materials Annual Turkey Trot
- Mark Roest spoke regarding the use of battery operated vehicles
- Wynn Grcich spoke regarding Round Up and geoengineering ([handout](#))

H. Consent Calendar

Mayor Carlton pulled item H4, minutes of the October 6th Council meeting, and requested the following amendments: Item D2 – list the four Beacon Sustainability Awards that were received; Item H4 – state that a resolution was adopted.

- H1. Award a construction contract for the multiyear sidewalk replacement project to Golden Bay Construction, Inc. and authorize a total construction budget of \$300,000 annually ([Staff Report# 15-166-CC](#))
- H2. Adopt a resolution stating the City Council’s support for the concept of expanding the snack bar and storage facility adjacent to the athletic fields at Burgess Park ([Staff Report# 15-173-CC](#))
- H3. Adopt a resolution requesting that the Federal Consumer Financial Protection Bureau, the United States Congress and the California State Legislature take action to protect consumers from usurious payday lenders ([Staff Report# 15-174-CC](#))
- H4. Approve minutes for the City Council meeting of October 20, 2105 ([Attachment](#))

ACTION: Motion and second to approve all items on the Consent Calendar, including the amendments to item H4, passes unanimously.

I. Regular Session

- I1. Adopt a resolution to implement a 6-month pilot program to modify downtown parking time limits and appropriate \$65,000 from the Downtown Parking Fund to implement the recommendations ([Staff Report# 15-175-CC](#))([Presentation](#))

Transportation Manager Nikki Nagaya and Assistant Engineer Kevin Chen introduced the item.

ACTION: Motion and second (Ohtaki/Mueller) to amend the proposed resolution to exempt Parking Lot 4 from the trial and collect utilization data during the holiday period passes 4-1 (Mayor Pro Tem Cline dissents).

ACTION: Motion and second (Carlton/Ohtaki) to approve the resolution as amended (Mayor Pro Tem Cline and Councilmember Keith dissent).

ACTION: Motion and second (Keith/Cline) to adopt staff recommendations (c) prepare a

cost/benefit evaluation study and (d) conduct Post-Pilot Program and Annual Permit Program Evaluation, and approve an appropriation of \$65,000 to implement recommendations passes unanimously.

- I2. Appropriate \$200,000 from the General Fund reserves; authorize the City Manager to enter into emergency contracts for the City's Storm Preparedness Plan up to \$200,000; enter into an agreement with the City of Palo Alto; and become a party to the San Francisquito Creek Multi-Agency Coordination Agreement and Operational Plan ([Staff Report# 15-171-CC](#))([Presentation](#))

Council waived hearing a staff presentation. Interim Public Works Director Ann Stillman was present to address any Council questions.

ACTION: Motion and second (Mueller/Keith) to appropriate \$200,000 from the General Fund reserves; authorize the City Manager to enter into emergency contracts for the City's Storm Preparedness Plan up to \$200,000; enter into an agreement with the City of Palo Alto; and become a party to the San Francisquito Creek Multi-Agency Coordination Agreement and Operational Plan passes unanimously.

- I3. Consider approval of the terms of an agreement between the City of Menlo Park and the Service Employees International Union, Local 521 ([Staff Report# 15-164-CC](#))([Presentation](#))

Council waived hearing a staff presentation. Interim Human Resources Director Dave Bertini was present to address any Council questions. There was no Public Comment.

ACTION: Motion and second (Mueller/Cline) to approve the terms of an agreement between the City of Menlo Park and the Service Employees International Union, Local 521 passes unanimously.

- I4. Amend the City Council approved salary schedule ([Staff Report# 15-170-CC](#))

Council waived hearing a staff presentation. Interim Administrative Services Director Nick Pegueros was present to address any Council questions.

ACTION: Motion and second (Keith/Ohtaki) to amend the City Council approved salary schedule passes unanimously.

J. Informational Items

Police Commander Tony Dixon was present to respond to Council questions regarding items J1 and J2.

- J1. Quarterly review of Taser Program ([Staff Report# 15-169-CC](#))
- J2. Quarterly review of data captured by Automated License Plate Readers (ALPR) for the period beginning July 1, 2015 through October 1, 2015 ([Staff Report# 15-168-CC](#))
- J3. Update on reporting of consultant contracts and agreements ([Staff Report# 15-165-CC](#))

K. City Manager's Report

L. Councilmember Reports

Councilmember Keith stated that the Bicycle Commission would like to make a presentation regarding the Oak Grove/University Drive bike boulevard project at a future Council meeting

Mayor Pro Tem Cline reported that the City of Palo Alto has good data from their Transportation Demand Management (TDM) program regarding impacts and costs and how this can benefit future decisions for Menlo Park.

Mayor Carlton announced that, Lee Hirsch, author of the book “Bully” will be in Menlo Park on December 2nd at Hillview Middle School for a showing of the movie and a question & answer session.

M. Adjournment

Mayor Carlton adjourned the meeting at 10:15 p.m. in honor of all veterans.

Pamela Aguilar
City Clerk

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SPECIAL MEETING MINUTES

Date: 11/17/2015
Time: 7:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

7:00 P.M. Regular Session

A. Call To Order

Mayor Carlton called the Regular Session to order at 7:03 p.m.

B. Roll Call

Present: Carlton, Cline, Keith, Mueller, Ohtaki
Staff: City Manager Alex McIntyre, City Attorney Bill McClure, City Clerk Pamela Aguilar

C. Pledge of Allegiance

Mayor Carlton led the pledge of allegiance.

D. Presentations and Proclamations

D1. Presentation of Certificates of Appreciation to the Parent Teacher Associations (PTA) and Education Foundations serving the City of Menlo Park

The following representatives were present to receive the certificates:

- Wendy Horton, Laurel School PTO President
- Maggie Oren, Las Lomas School PTA President
- Stephanie Chen, Oak Knoll School PTO President
- Jill Vizas, Encinal School PTO President
- Michelle Box and Kate Kennedy, Hillview School PTO Co-Presidents
- Renu Nanda, Ravenswood Education Foundation Executive Director
- Charmaine McCrystal, Woodside High School PTSA President

D2. Presentation by San Mateo County regarding the Flood Park Redesign Project ([Presentation](#))

San Mateo County Parks Director Marlene Finley gave the presentation.

E. Public Comment

- Cathleen Niblo spoke about the lack of maintenance on her apartment building and expressed concern regarding rent control
- Kay Tan announced that she is opening a new restaurant in Menlo Park called Topaz

F. Consent Calendar

Mayor Carlton pulled item F1 and Councilmember Ray Mueller pulled item F2 for further discussion.

- F1. Approve sixth amendment to ground lease at 1000 El Camino Real, Menlo Park, California ([Staff Report# 15-179-CC](#))
- F2. Adopt a resolution directing staff to join Sister Cities International, enter into a Sister City Agreement with Galway Ireland and establish a Sister City Committee to help the City maintain and provide direction for the Menlo Park Sister City Program

In response to Councilmember Mueller, City Manager McIntyre indicated that members for the Sister City Committee will be recruited through the City Clerk's office following the same procedure as other commissions.

Public Comment:

- Jim Lewis spoke in support of the Sister City Agreement with Galway
- Bo Crane spoke in support of the Sister City Agreement with Galway

ACTION: Motion and second (Carlton/Ohtaki) to adopt **Resolution 6294** directing staff to join Sister Cities International, enter into a Sister City Agreement with Galway Ireland and establish a Sister City Committee to help the City maintain and provide direction for the Menlo Park Sister City Program with the modification that the name be Sister City and Friendship Committee and consist of seven members passes unanimously.

In response to questions from Mayor Carlton, City Attorney McClure clarified the amendment to the ground lease.

ACTION: Motion and second (Ohtaki/Cline) to approve the sixth amendment to ground lease at 1000 El Camino Real, Menlo Park, California passes unanimously.

At this time, Mayor Carlton called the Informational Items out of order.

H. Informational Items

- H1. Overview of the proposed public meeting and development agreement negotiation process for the Facebook Campus Expansion Project located at 300-309 Constitution Drive ([Staff Report# 15-167-CC](#))

There were no questions or comments on this item.

H2. Update on the Belle Haven Visioning Process and the Neighborhood Action Plan
([Staff Report# 15-177-CC](#))

Public Comment:

- Cecilia Taylor inquired whether the location of the next MenloConnect meeting could be moved to Belle Haven and regarding the plans for the Ivy Drive/Willow Road lot. Ms. Taylor was referred to Community Services Manager Derek Schweigart for additional information.

G. Regular Business

At this time, City Attorney McClure recused himself from participating in item G1 due to a conflict of interest that his business office is in proximity to the subject location and exited the Council chambers. Special Counsel Barbara Kautz was present for this item.

G1. El Camino Downtown Specific Plan Biennial Review – Continued from October 6, 2015
([Staff Report# 15-176-CC](#))([Presentation](#))

Acting Principal Planner Thomas Rogers introduced the item.

Discussion ensued and Council gave general direction to pursue staff recommendations in the following areas:

- Hotel incentives
- Infrastructure project list and outreach
- Encouragement of housing, particularly affordable housing
- Downtown parking garage and entertainment uses
- Downtown style guide
- Middle Ave. grade-separated crossing
- Parking in-lieu fees
- Massing and modulation requirements

I. City Manager's Report

City Manager Alex McIntyre reported on the following upcoming events: Annual Tree Lighting on December 4, Breakfast with Santa on December 5 and Wine Walk also on December 5.

Councilmember Keith requested an update regarding the Dumbarton Rail corridor.

J. Councilmember Reports

Councilmember Mueller reported that a letter was sent from Menlo Spark to Belle Haven residents informing them of the pre-solar electric system program and how they can qualify.

Councilmember Ohtaki reported that the Federal Aviation Association (FAA) sent a letter to local congressional representatives informing them that they will review the flight paths and altitude

levels as previously requested through the SFO Airport Roundtable in response to complaints.

K. Adjournment

Mayor Carlton adjourned the meeting at 10:27 p.m. in honor of the victims of the Paris tragedy.

Pamela Aguilar
City Clerk



REGULAR MEETING MINUTES

Date: 12/1/2015
Time: 7:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

7:00 P.M. Regular Session

A. Call To Order

Mayor Carlton called the Regular Session to order at 7:08 p.m.

B. Roll Call

Present: Carlton, Cline, Keith, Mueller, Ohtaki
Staff: City Manager Alex McIntyre, Assistant City Attorney Leigh Prince, City Clerk Pamela Aguilar

C. Pledge of Allegiance

Mayor Carlton led the pledge of allegiance.

Mayor Carlton recognized the local and regional elected and appointed officials who were in attendance.

D. Public Comment

- Chiara Cline spoke regarding the good work that the City Council has been doing and congratulated Mayor Pro Tem Cline
- Alex Villafuerte of Congresswoman Anna Eschoo's office presented Mayor Carlton with a proclamation and thanked her for her service as Menlo Park Mayor

E. Regular Business

E1. Selection of new Mayor and Mayor Pro Tempore ([Staff Report# 15-180-CC](#))

Mayor Carlton turned the meeting over to City Clerk Pam Aguilar who took nominations for Mayor.

ACTION: Councilmember Keith nominated Mayor Pro Tem Cline as Mayor. Mayor Carlton seconded the nomination. With no other nominations, by acclamation, Rich Cline is declared the new Mayor. City Clerk Aguilar turned the meeting over to Mayor Cline who took nominations for Mayor Pro Tem.

ACTION: Councilmember Ohtaki nominated Councilmember Keith as Mayor Pro Tem. Councilmember Carlton seconded the nomination. With no other nominees, by acclamation Kirsten Keith is declared Mayor Pro Tem.

E2. Recognition of outgoing Mayor Catherine Carlton ([Attachment](#))

Mayor Cline presented outgoing mayor Carlton with a proclamation recognizing and thanking her for her dedication and service to the City.

Outing Mayor Carlton made a brief speech thanking her family, colleagues and the community for their support during her term as mayor.

K. Adjournment

Mayor Cline adjourned the meeting at 7:36 p.m. and invited the public to participate in a reception in the Council Chambers.

Pamela Aguilar
City Clerk



STAFF REPORT

City Council

Meeting Date: 12/15/2015

Staff Report Number: 15-194-CC

Regular Business: Review of Council direction on the El Camino Real/Downtown Specific Plan Biennial Review

Recommendation

Staff recommends that the City Council review and provide direction on the additional topics discussed by the Council during the previous El Camino Real/Downtown Specific Plan Biennial Review meetings.

Policy Issues

The multi-year El Camino Real/Downtown Vision Plan and Specific Plan processes resulted in extensive policy clarifications and changes related to land use and transportation issues, as described in detail in the El Camino Real/Downtown Specific Plan itself. In particular, the adopted Specific Plan is intended to embody the following Guiding Principles:

- Enhance Public Space
- Generate Vibrancy
- Sustain Menlo Park's Village Character
- Enhance Connectivity
- Promote Healthy Living and Sustainability

The Specific Plan's Ongoing Review requirement was established to ensure that it is functioning as intended, as well as to consider the policy-related implications of various Plan aspects. Revisions to the Plan made as a result of this review may reinforce existing policies or establish new ones.

Background

On October 6 and November 17, 2015, the City Council conducted the Biennial Review of the El Camino Real/Downtown Specific Plan. During the November 17 review, the City Council agreed by consensus that staff recommendations relating to the following topics should be pursued:

1. Rear Setback
2. Maximum Setbacks
3. Sidewalks
4. Personal Improvement Services Parking Rate
5. Transportation Demand Management Programs
6. Electric Vehicle Recharging Stations
7. Hotel Parking Rate

8. Parking Rate Changes in Station Area and Station Area Sphere of Influence
9. Maximum Sign Area for Larger Parcels
10. Public Amenity Fund

More information about the staff recommendations on these topics is included in the November 17 staff report: www.menlopark.org/DocumentCenter/View/8738 (Attachment A). Staff has prepared an initial work plan for these changes, which staff expects to take somewhere between six to nine months to complete (based on the experience with the 2013-2014 initial revisions to the Specific Plan). In addition to the staff-recommended Specific Plan changes, Council Members provided other comments during the Biennial Review, which are the focus of this report.

Analysis

As part of the earlier Biennial Review meetings, Council Members provided individual remarks, although formal group motions/votes were not made. Staff has identified the following points of emphasis, and initial responses for the consideration of the Council. The Council should use the December 15 meeting to clarify if staff did not understand a comment correctly and whether/how any topic should additionally be pursued. In addition, the Council may specify if staff missed a key topic from the earlier discussions.

1. Hotel incentives

Summary of Direction

Multiple Council Members commented that revisions should be considered to incentivize hotel development, due to that land use's positive fiscal characteristics.

Existing Initiatives

Staff had previously recommended that the hotel parking rate be revised to specify a range, in order to relay that the current 1.25 spaces/room standard may be adjusted to reflect a proposal's specific characteristics. Staff believes this itself would at least partially address the direction to encourage hotel uses.

Initial Staff Response

With regard to the Specific Plan itself, staff believes that hotel uses could be encouraged by revising the FAR (Floor Area Ratio) standards to specify that hotels may be permitted at the Public Benefit Bonus levels without a study session or additional discretionary consideration. Currently, the Specific Plan states that hotel uses may be considered for the Public Benefit Bonus FAR, but this currently requires that such proposals undertake an initial study session with an independent economic analysis. Such review takes several months to complete and costs approximately \$20,000 from the developer just for the consultant work. In addition, a hotel developer has commented that the current study session process still has uncertainty that does not necessarily encourage development of such proposals. This represents one potential hotel encouragement, but others could be considered, including those that do not require revisions to the Specific Plan itself. For example, some jurisdictions have adopted TOT (Transient Occupancy Tax) rebate programs as a way to support hotel development.

Timeline/Resource Implications

Staff believes that a minor change to the Specific Plan to permit hotels at the Public Benefit Bonus FAR

could likely be completed relatively easily along with the previously-supported Plan changes. However, other hotel initiatives (such as a TOT rebate program) could require more research/discussion and thus may require consideration of new budget appropriations and/or re-prioritization of staff resources.

2. Infrastructure project list, outreach

Summary of Direction

There were Council comments regarding the need for better engagement with the public regarding infrastructure project needs and progress within the Specific Plan area.

Existing Initiatives

The Council has already supported the creation of a Specific Plan Public Amenity Fund, which would be used to collect funds and prioritize infrastructure projects.

Initial Staff Response

Staff believes that the CIP (Capital Improvement Plan) could be used to additionally highlight infrastructure plans and progress, possibly by marking Specific Plan projects with an asterisk or other unique marker, or possibly by breaking out a more explicit summary of Plan area actions. Staff can also review this topic with the internal communication team to see if additional information sharing initiatives could be helpful; this could take the form of a “dashboard” type web page or regular report, relaying what is happening in the Specific Plan area, and what still needs to happen.

Timeline/Resource Implications

Staff believes that highlighting Specific Plan projects in the CIP can be accomplished with existing resources. Additional communications initiatives could require more research/discussion and thus require consideration of new budget appropriations and/or re-prioritization of staff resources. Staff would also need to comply with existing Council direction regarding use of communications consultants.

3. Encouragement of housing, in particular affordable housing

Summary of Direction

Comments were made that Specific Plan revisions could be pursued to additionally encourage housing, in particular affordable housing.

Existing Initiatives

For reference: 18 residential units have been approved in the Specific Plan area, and an additional 462 are currently proposed. These unit counts represent three percent and 68 percent respectively of the maximum allowable residential development in the Specific Plan. The total percentage of approved/proposed residential development (71 percent) is relatively close to the maximum allowed non-residential development total (77 percent), showing that development is relatively in balance at this point.

With regard to affordable housing specifically: no Below Market Rate (BMR) units have been developed in the Specific Plan so far. However, a number of pending proposals do trigger these requirements, and will incorporate such units if the overall development is approved. The City is also in the process of studying new/revised affordable housing nexus fees for rental and ownership housing as well as commercial development, which staff anticipates presenting to the City Council in early 2016. Lastly, the 2013 Housing

Element included the creation of an Affordable Housing Overlay (AHO), which applies only to certain R-4-S sites and the entire Specific Plan. The AHO purpose is to encourage the development of affordable housing for low, very-low, and extremely-low income households. Similar to State Density Bonus Law, the AHO allows a density bonus in the number of residential units in exchange for the creation of deed restricted affordable housing units and other incentives like fee waivers.

Initial Staff Response

While the AHO has applied to the Specific Plan since the Housing Element adoption in 2013, the Specific Plan does not currently refer to it, since it was adopted prior to the AHO's creation. As a result, staff believes modest text revisions could be made to the Plan to reference the AHO and highlight it as an option for housing developers. The revised nexus fee has the potential to generate additional revenue for affordable housing use. Other changes to the Plan or other City ordinances/policies can be considered, although staff believes affordable housing is a complex topic that would likely require significant analysis to fully consider all options.

Timeline/Resource Implications

Modest revisions to the Specific Plan to highlight the AHO can likely be accomplished with existing resources. The affordable housing nexus fee is already under development, so no new resources are anticipated to be needed to implement that. Additional affordable housing work would likely require substantial research/discussion and consultant assistance, which would require consideration of new budget appropriations and/or re-prioritization of staff resources.

4. Downtown parking garage and entertainment uses

Summary of Direction

A suggestion was made to explore the development of entertainment uses as part of a parking garage proposal, and to issue a request for proposal (RFP) to encourage concepts from the private sector.

Existing Initiatives

The Council has authorized a downtown parking structure study for the 2015-16 fiscal year, as part of the CIP. The Transportation Division staff is currently working on initial steps for this project. This project does not include a non-parking component.

Initial Staff Response

For reference, the Draft Specific Plan (2010) included the potential to develop housing and additional retail/restaurant uses on the parking plazas. This was intended to both enhance downtown vitality and to potentially help fund parking garages. As part of the community engagement process on the Draft Plan, some downtown business/property owners registered strong concerns with this concept as it might relate to parking shortages. In response, the City Council explicitly directed that this concept be removed, except for the Market Place next to the Chestnut Paseo. The Final Specific Plan (2012) was revised to specify that "the Downtown parking plazas shall remain in parking use." If the Council recommends that revisions be pursued to allow non-parking uses, staff would recommend that a thorough community engagement process be pursued prior to moving forward with any request for proposal (RFP). From staff's perspective, an RFP issued in advance of the City conducting another downtown outreach process may not be successful, as consultants/developers might not have confidence that a proposal to use the parking plazas

for non-parking uses would ultimately be supported by the community.

Timeline/Resource Implications

A community engagement process would require consultant resources and additional staff time that are not currently budgeted.

5. Downtown style guide

Summary of Direction

A Council Member suggested that a style guide be developed for projects in the downtown area specifically, to ensure a consistent aesthetic approach for this part of the Specific Plan.

Existing Initiatives

A relatively small number of downtown development proposals are currently proposed. However, the current case-by-case review of development proposals through Architectural Control allows for meaningful Planning Commission direction and action on each proposal based on its context and unique opportunities/challenges.

Initial Staff Response

In general, staff believes the existing design-related standards/guidelines are having positive results with the projects reviewed to date, and may not need to be augmented. If this concept is pursued, staff believes it would require specialized consultant services and a community outreach process to determine the area's desired aesthetic approach.

Timeline/Resource Implications

A design consultant and community engagement process would require Council consideration of a budget appropriation and reprioritization of resources.

6. Middle Ave. grade-separated crossing

Summary of Direction

A suggestion was relayed to make additional progress on the proposed pedestrian/bicycle grade-separated crossing of the Caltrain tracks in the area of Middle Ave.

Existing Initiatives

Staff has been coordinating with the applicant for the adjacent 500 El Camino Real ("Middle Plaza") project on initial feasibility studies, which have incorporated critical input from Caltrain. Staff is leveraging these studies for a pending grant application for preliminary engineering and environmental review, which (if the grant is awarded) would allow the City to move forward on this topic. City staff has also continued to communicate with the owner of the adjacent 700-800 El Camino Real property, which owns the land most directly adjacent to the likely crossing location.

Initial Staff Response

Staff does not believe that changes to the Specific Plan are required in order to continue making progress on the grade-separated crossing.

Timeline/Resource Implications

No new resources are currently required in order to continue the existing work on this topic.

7. Parking in-lieu fees

Summary of Direction

In addition to the supported concept to revise non-residential parking rates, there were comments made regarding the potential use of in-lieu fees to reduce parking requirements. Such funds can potentially be used for infrastructure needs, or for ongoing TDM (Transportation Demand Management) programs.

Existing Initiatives

The Transportation Division is in the process of hiring for a TDM coordinator position.

Initial Staff Response

Staff believes that once the TDM coordinator is on board and oriented to Menlo Park, the topic can then be broadly considered, including the potential for a Transportation Management Association (TMA) or equivalent organization.

Timeline/Resource Implications

No new resources are required in order to continue work on this topic. If future Specific Plan changes are necessary in the future, a budget appropriation or task reprioritization could be required.

8. Massing and modulation requirements

Summary of Direction

In response to public comments, some Council Members suggested that the massing and modulation requirements (Section E.3.4 of the Specific Plan) could be relaxed or otherwise revised.

Existing Initiatives

Staff reviews each proposal for compliance with the existing standards, based on the project's context and architectural style. Unique ways to address the modulation requirements are considered fully by staff, and several projects have proposed creative solutions that have been supported.

Initial Staff Response

For reference: the massing/modulation requirements were developed by Specific Plan consultant Perkins+Will (a combined architecture/planning firm) to interrelate with the Plan's extensive set of additional design guidelines and standards. The modulation requirements in particular were vetted with other architects prior to adoption, to verify that they could be adapted to different styles, and that they would effectively address concerns regarding bulk and mass, which were a particular point of discussion during the community engagement process.

Staff strongly recommends that these requirements should remain in effect, as they have generated positive results in the projects to date. For example, these requirements allowed staff to work with the 1020 Alma St. applicant to break up the roofline and vary the façade materials and planes, such that the proposal became less bulky and more lively. Before and after views of the Alma Lane frontage are included as Attachment B, to reinforce this point.

In addition, staff believes that weakening the modulation standards could introduce the potential for greater subjectivity/uncertainty with the design review process, as applicants may not know whether a particular massing approach would be accepted until the overall design was considered by the Planning Commission, at which point an applicant would have invested significant time and resources into the design. This could contrast with the Council's overall direction for greater certainty with development review.

Timeline/Resource Implications

If the Council wishes to pursue changes to the massing/modulation requirements, staff believes that both community outreach and specialized assistance from an architectural firm would be needed to result in a productive outcome. This would require additional budget and staff resources.

Impact on City Resources

For the previously-recommended Specific Plan modifications, staff believes the work required can likely be absorbed within the Community Development Department budget, although it would affect somewhat the Planning Division's ability to address other projects and plans. This determination assumes that the Planning Division is able to successfully recruit and hire for a number of approved positions that are currently vacant. These modifications would require some modest consultant services to format the changes into the graphically-unique Specific Plan, but these are likely to be absorbed into existing consultant services budgets.

For the additional topics discussed in the Analysis section, there are a few modest changes that could be absorbed into the existing budget (e.g., text changes to refer to AHO option; permitting hotel uses at the Public Benefit Bonus FAR levels). However, staff believes that additional changes would require new resources for technical consultant services, community outreach, and staff time, and additional funds that could be substantial depending on the scope of the changes. The additional changes would likely affect other priorities of the Planning Division.

Environmental Review

Staff believes that the previously-recommended revisions could potentially be considered under a Negative Declaration process, as a result of their nature as enhancements to existing Plan objectives. However, this is not certain until the required Initial Study is conducted. More substantive changes to the Specific Plan, in particular those that could potentially intensify environmental impacts, could require a more extensive review process.

Public Notice

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

Attachments

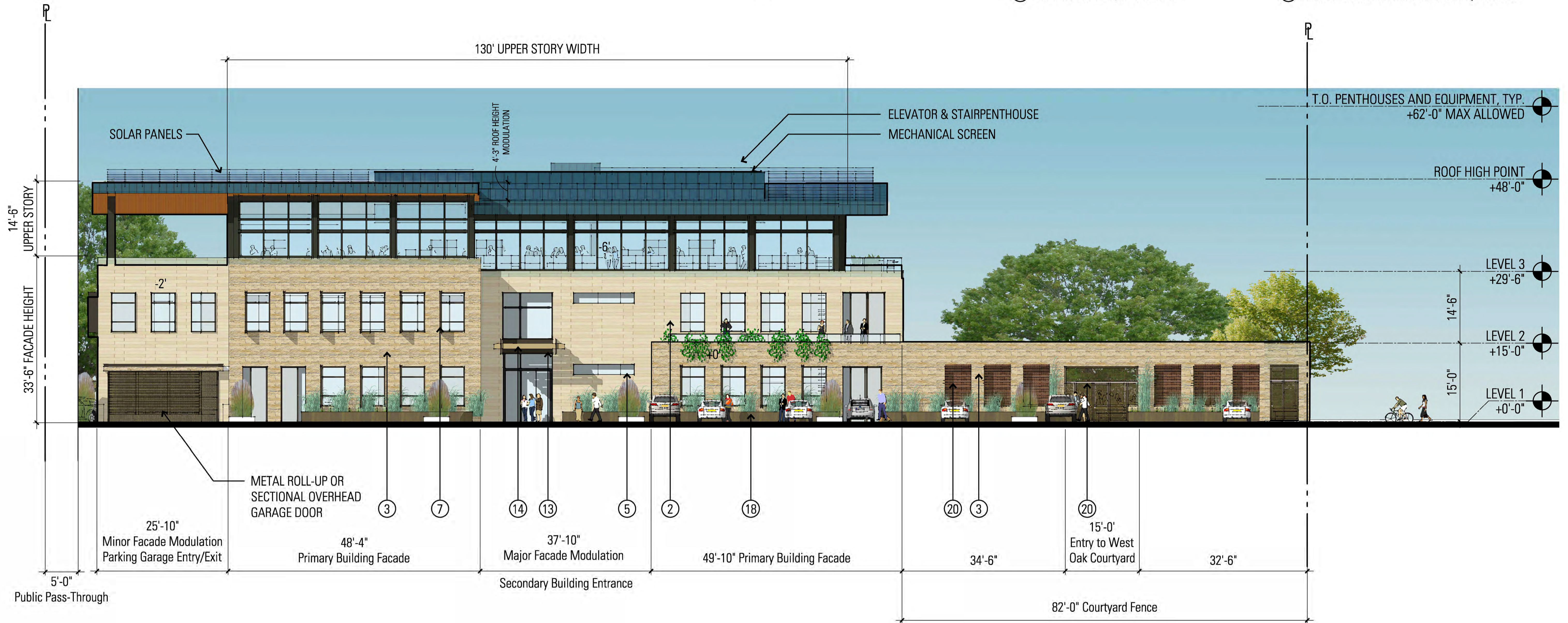
- A. Hyperlink: El Camino Real/Downtown Specific Plan - November 17, 2015 City Council Staff Report:
www.menlopark.org/DocumentCenter/View/8738
- B. 1020 Alma St. – Before/After Views of Alma Lane Frontage

Report prepared by:

Thomas Rogers, Interim Principal Planner; Jean Lin, Senior Planner

MATERIALS LEGEND

- | | | |
|---|--|--|
| ① Metal Standing Seam Roof | ⑦ Painted Metal Sunshades | ⑭ Painted Metal Canopy with Metal Infill |
| ② Masonry Wall Cladding: Color/ Texture 1 | ⑧ Painted Metal Lattice with Vines | ⑮ Window with Painted Metal Box Sunshade |
| ③ Masonry Wall Cladding: Color/ Texture 2 | ⑨ Metal Framed Glass Guardrail | ⑯ Folding Metal Wall |
| ④ Painted Metal Canopy | ⑩ Masonry Wall with Painted Metal Screen | ⑰ Folding Glass Wall |
| ⑤ Metal Framed Operable Windows
See Attached Sheet A8.51 | ⑪ Open Cell Concrete Block | ⑱ Metal Planter |
| ⑥ Painted Metal Trellis with Metal Infill | ⑫ Living Green Wall | ⑲ Painted Metal Lattice |
| | ⑬ Painted Metal Spandrel Panel | ⑳ Painted Metal Screen and/or Courtyard Gate |



ALMA STATION

MENLO PARK, CA

REAR ELEVATION (NORTH)

BARarchitects

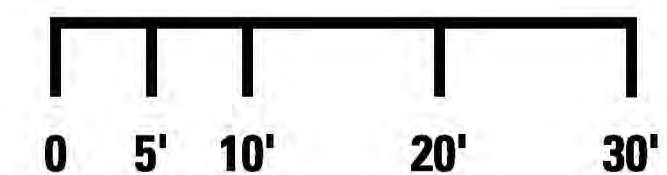
901 Battery Street, Suite 300 | San Francisco, CA 94111 | 415 293 5700 | www.bararch.com

LANE PARTNERS

644 Menlo Ave, Suite 204 Menlo Park, CA 94025
650.838.0100 650.838.0900 fax

14035

09.22.15



A3-03



STAFF REPORT

City Council
Meeting Date: 12/15/2015
Staff Report Number: 15-191-CC

Regular Business: **Appoint City Council representatives and alternates to various regional agencies and as liaisons to City advisory bodies and City Council Subcommittees**

Recommendation

Staff recommends that the City Council appoint representatives and alternates to various regional agencies, liaisons to each of the City's commissions and advisory bodies and members to each City Council subcommittee.

Policy Issues

The proposed action conforms to the current practice of annually updating the City Council's appointments to various local and regional agencies, boards, Council-appointed commissions, and City Council subcommittees. Attachment A is a full roster of all current City Council assignments for 2015.

Background

Regional Assignments

Each year, after the reorganization of the City Council, the City Council appoints its members to represent the City on the boards or committees of outside regional agencies. A list of those agencies, including a brief description of each agency's purpose and respective meeting schedule, is provided as Attachment B.

Mayor Assignments

Certain agencies and regional or local (sub)committees require the Mayor of each member city to serve as its respective representative and/or voting delegate, and the Mayor Pro Tem may serve as the alternate.

Those agencies are the following:

- Association of Bay Area Governments (ABAG) - Mayor serves as representative
- League of California Cities (LCC) – Mayor serves as voting delegate at the Annual Conference and for the Peninsula Division
- Council of Cities City Selection Committee – Mayor serves as representative and voting delegate
- Menlo Park School District Subcommittee – Mayor and Mayor Pro Tem have historically been assigned to this committee

Commission Liaisons

Members of the Council are assigned to serve in a liaison capacity with one or more city commissions. The purpose of the liaison assignment is to facilitate communication between the City Council and the

advisory body. The liaison also helps to increase the Council's familiarity with the membership, programs and issues of the advisory body. In fulfilling their liaison assignment, members may elect to attend commission meetings periodically to observe the activities of the advisory body or simply maintain communication with the commission chair on a regular basis. The list of city commissions and their meeting schedules are provided as Attachment C.

City Council Subcommittees

The City Council has established subcommittees which assist in researching and preparing policy alternatives and implications for the City Council's deliberation.

These subcommittees are as follows:

- Community Grant Funding
- Emergency Operations (Disaster Preparedness)
- Rail Committee
- Menlo Park Fire District
- Menlo Park City School District
- Economic Development
- International Friendship Agreements and/or Sister City Agreements
- Stanford Parcel Negotiation
- Facebook Community Fund
- Facebook Development Agreement Negotiation

The City Council may wish to add to or delete from the existing list of subcommittees, depending on workload and relevancy.

Ad Hoc Committees/Groups

Ad hoc bodies are created by Council for a specific purpose. The Council currently has one Ad Hoc body, the SRI Development Agreement Committee.

Impact on City Resources

There is no impact on City resources associated with this action outside of any associated membership dues, meeting related expenses, and/or staff assistance required and budgeted.

Environmental Review

The proposed action does not require environmental review.

Public Notice

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

Attachments

- A. Complete list of 2015/current City Council assignments
- B. Roster of regional agencies with information and meeting schedules
- C. Roster of City Commissions/Committees and meeting schedules

Report prepared by:
Pamela Aguilar, City Clerk

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CITY COUNCIL APPOINTMENTS TO OUTSIDE AGENCIES 2015		
NAME OF REGIONAL COMMITTEE	REGULAR	ALTERNATE
Airport Community Roundtable	Peter Ohtaki	Rich Cline
Association of Bay Area Governments (ABAG)	Mayor Carlton	Mayor Pro Tem Cline
Caltrain Modernization Local Policy Group	Rich Cline	Kirsten Keith
City/County Association of Governments of San Mateo County (C/CAG)	Kirsten Keith	Catherine Carlton
County of Santa Clara Community Resources Group for Stanford University	Peter Ohtaki	Kirsten Keith
Dumbarton Rail Policy Committee	Kirsten Keith	Rich Cline
Emergency Services Council (San Mateo County JPA)	Catherine Carlton (as of 11/2015)	Vacant
Facebook Community Fund	Ray Mueller	
Grand Boulevard Task Force	Kirsten Keith	Peter Ohtaki
League of California Cities (Peninsula Division)	Catherine Carlton	Kirsten Keith
Menlo Park Chamber of Commerce / City Liaison Position	Catherine Carlton	Rich Cline
Peninsula Cities Consortium (PCC)	Rich Cline	Kirsten Keith
2020 Peninsula Gateway Corridor Study Policy Committee	Catherine Carlton	Ray Mueller
San Francisquito Joint Powers Authority	Kirsten Keith	Ray Mueller
San Mateo Council of Cities	Mayor	Vice Mayor and then by Council seniority
South Bayside Waste Management Authority Joint Powers Authority	Catherine Carlton	Peter Ohtaki
LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE		
Voting Delegate	Mayor	
Voting Alternate	Mayor Pro Tem, then each Councilmember by seniority	
COUNCIL OF CITIES - CITY SELECTION COMMITTEE		
Voting Delegate	Mayor	
Voting Alternate	Mayor Pro Tem, then each Councilmember by seniority	

ROSTER OF ASSIGNMENTS 2015

CITY COUNCIL LIAISONS TO THE CITY'S ADVISORY BODIES		
Bicycle Commission	Kirsten Keith	Not Needed
Environmental Quality Commission	Ray Mueller	Not Needed
Finance and Audit Committee	Catherine Carlton 1 YEAR; expires December 2015	Rich Cline 2 YEARS; expires December 2016
General Plan Advisory Committee	Ray Mueller	Peter Ohtaki
Housing Commission	Peter Ohtaki	Not Needed
Library Commission	Ray Mueller	Not Needed
Parks and Recreation Commission	Rich Cline	Not Needed
Planning Commission	Catherine Carlton	Not Needed
Transportation Commission	Ray Mueller	Not Needed
CITY COUNCIL SUB-COMMITTEES		
Community Grant Funding - Typically meets in October and/or November if needed	Catherine Carlton	Ray Mueller
Emergency Operations (Disaster Preparedness)	Peter Ohtaki	Catherine Carlton
Rail Committee (Meets as needed)	Rich Cline	Kirsten Keith
Menlo Park Fire District (Meets as needed)	Catherine Carlton	Peter Ohtaki
Menlo Park School Districts (Liaisons)	Mayor	Mayor Pro Tem
Economic Development (Meets as needed)	Ray Mueller	Catherine Carlton
International Friendship Agreements and/or Sister City Agreements subcommittee	Ray Mueller	Catherine Carlton
Stanford Parcel Negotiation Subcommittee	Rich Cline	Kirsten Keith
AD HOC COMMITTEES		
SRI Development Agreement	Kirsten Keith	Catherine Carlton

CITY COUNCIL APPOINTMENTS TO OUTSIDE AGENCIES

(Approved on December 16, 2014)

Name: Airport Community Roundtable**Description:** Eighteen cities, the operator of San Francisco International Airport (SFO) the City and County of San Francisco and the County of San Mateo comprise the Roundtable, a voluntary public forum established in 1981 for the discussion and implementation of noise mitigation strategies at SFO.**Current Representative and Alternate**

Peter Ohtaki, Representative

Rich Cline, Alternate

Frequency of meetings

First Wednesday of February, May, September and November at 7:00 p.m.

Membership Cost: \$1,500**Website:** www.sforoundtable.org**Name:** Association of Bay Area Governments (ABAG)**Description:** The Association of Bay Area Governments is comprised of the 100 cities in the nine counties and is one of the more than 560 regional planning agencies across the nation working in areas such as land use, housing, environmental quality and economic development.**Current Representative and Alternate (Usually the Mayor)**

Catherine Carlton, Representative

Frequency of meetings

Generally, the General Assembly meets twice a year, usually in April and October.

Membership Cost: \$5,014**Website:** www.abag.ca.gov**Name:** Caltrain Modernization Local Policy Group**Description:** The Caltrain Modernization Program will electrify and upgrade the performance, operating efficiency, capacity, safety and reliability of Caltrain's commuter rail service. The Caltrain Modernization Program is scheduled to be operational by 2019.**Current Representative and Alternate**

Richard Cline, Representative

Kirsten Keith, Alternate

Frequency of meetings

Monthly

Membership Cost: \$0**Website:** <http://www.caltrain.com/projectsplans/CaltrainModernization.html>

Name: County of Santa Clara Community Resources Group for Stanford University

Description: The Stanford University Community Resource Group (CRG) is composed of 8-12 members. This group serves as a mechanism for information exchange and perspectives on Stanford development issues. Members are appointed by the County Planning Director in consultation with the District 5 Supervisor.

Current Representative and Alternate

Peter Ohtaki, Representative
Kirsten Keith, Alternate

Frequency of meetings

March, June, September and December

Membership Cost: \$0

Name: Dumbarton Rail Policy Committee

Description: The Dumbarton Rail Corridor Project will extend commuter rail service cross the South Bay between the Peninsula and the East Bay. When the service starts in 2012, the rail corridor will link Caltrain, the Altamont Express, Amtrak's Capitol Corridor and BART, as well as East Bay bus systems, at a multi-modal transit center in Union City.

Current Representative and Alternate

Kirsten Keith, Representative
Rich Cline, Alternate

Frequency of meetings

Approximately every quarter on Tuesday afternoons

Membership Cost: \$0

Website: www.smcta.com/Dumbarton_Rail/information.asp

Name: Emergency Services Council (San Mateo County Joint Powers Authority)

Description: Oversees the emergency planning, training and exercises in the various cities and reviews and recommends policies, programs and plans for adoption.

Current Representative and Alternate

Catherine Carlton, Representative (as of Nov. 2015; was Ray Mueller)
Vacant, Alternate

Frequency of meetings

Meets on a quarterly basis on Thursdays from 5:00 – 7:00 p.m.

Membership Cost: \$0

Name: Facebook Community Fund

Description: Philanthropic Ventures Foundation, a 501(c)(3) public charity, was founded in 1991 to try new approaches to creative grant making and to maximize the impact of the philanthropic dollar. We are proud of our 23 years of responsiveness to the community and our contributions to the philanthropic sector.

Current Representative and Alternate
Ray Mueller

Frequency of meetings: As scheduled

Website: <http://www.venturesfoundation.org/programs/community-initiatives/facebook>

Name: Grand Boulevard Task Force

Description: The Grand Boulevard is a collaboration of 29 cities, counties, local and regional agencies united to improve the performance, safety and aesthetics of El Camino Real. Starting at the northern Daly City city limit (Where it is named Mission Street) and ending near the Diridon Caltrain Station in central San Jose (Where it is named The Alameda), the initiative brings together for the first time all of the agencies having responsibility for the condition, use and performance of the street.

Current Representative and Alternate
Kirsten Keith, Representative
Peter Ohtaki, Alternate

Frequency of meetings
Quarterly

Membership Cost: \$0 **Website:** <http://grandboulevard.net/>

Name: League of California Cities (Peninsula Division)

Description: Comprised of the 36 San Francisco to Gilroy, division members work together through the League to identify priorities on issues that impact on the quality of life in our communities, our region and our state.

Current Representative and Alternate (Usually the Mayor)
Catherine Carlton, Representative
Kirsten Keith, Alternate

Frequency of meetings
The Peninsula Division holds four (4) meetings a year, with an occasional special meeting as warranted. Division dinners are open to all division members.

Membership Cost: \$100 **Website:** <http://www.cacities.org/index.jsp>

Name: **Menlo Park Chamber of Commerce / City Liaison Position**

Description: The purpose of the Menlo Park Chamber of Commerce is to create an atmosphere in which business prospers and the community thrives.

Current Representative and Alternate

Catherine Carlton, Representative
Rich Cline, Alternate

Frequency of meetings

Third Thursday of the month from 7:30 – 9:30 a.m. The exceptions are the July and November meetings – July is the last Thursday and November is a planning session meeting on a Friday from 8:00 a.m. – 5:00 p.m.

Membership Cost: \$1,843

Website: menloparkchamber.com

Name: **Peninsula Cities Consortium**

Description: Cities along the Peninsula have joined together to provide input into the process of reviewing and constructing the high speed rail project between San Francisco and San Jose. Although each city faces unique and specific location challenges, all Peninsula cities share many similar concerns and the strong underlying belief that particular care must be taken to integrate high speed rail into the living fabric of the Peninsula.

Current Representatives

Rich Cline, Representative
Kirsten Keith, Alternate

Frequency of meetings

Every two weeks

Membership Cost: \$0

Website: peninsularail.com

Name: **2020 Peninsula Gateway Corridor Study Policy Committee**

Description: The City/County Association of Governments (C/CAG), together with the Santa Clara Valley Transportation Authority (VTA), and the San Mateo County Transportation Authority (SMCTA), are sponsoring a study to identify potential roadway-related solutions that can reduce traffic congestion in the study area.

Current Representative and Alternate

Catherine Carlton, Representative
Ray Mueller, Alternate

Frequency of meetings

Approximately every two months at Menlo Park City Hall at 2:00 p.m.

Membership Cost: \$0

Name: San Francisquito Creek Joint Powers Authority (JPA)

Description: The San Francisquito Creek JPA is an agency empowered to protect and maintain the 14-mile San Francisquito Creek and its 45 square-mile watershed and address concerns regarding flooding and environmental preservation.

Current Representative and Alternate

Kirsten Keith, Representative

Ray Mueller, Alternate

Frequency of meetings

Fourth Thursday of each month at 6:00 p.m. in the Menlo Park Council Chambers.

Membership Cost: \$98,664

Website: <http://sfcjpa.org/>

Name: San Mateo Council of Cities

Description: The San Mateo County elected officials meet once a month to discuss issues of interest and usually a speaker is part of the program.

Current Representative and Alternate (Bylaws require the Mayor to be the voting member however, all Councilmembers are welcome to attend)

Catherine Carlton, Representative

Frequency of meetings

Usually meets on a Friday towards the end of the month.

Membership Cost: \$0

Name: South Bayside Waste Management Authority Joint Powers Authority

Description: RethinkWaste is a joint powers authority of twelve public agencies in San Mateo County, California and is a leader in the delivery of innovative waste reduction and recycling programs. Together we can rethink waste in ways that are simple, smart and green!

Current Representative and Alternate

Catherine Carlton, Representative

Peter Ohtaki, Alternate

Frequency of meetings

Fourth Thursday of every month

Membership Cost:

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City Council Liaisons to the City's Advisory Bodies**(Approved at the 12/16/2014 Council Meeting)**

- **Bicycle Commission – Kirsten Keith**
Meeting schedule: Meetings are the 2nd Monday of every month at 7:00 p.m. in the City Council Conference Room (Fish Bowl).
- **Environmental Quality Commission – Ray Mueller**
Meeting schedule: Meetings are the 4th Wednesdays of every month at 6:30 p.m. in City Council Conference Room (Fish Bowl).
- **Finance and Audit Committee – Catherine Carlton and Rich Cline**
The Council Members are considered members of the Commission and not liaisons.
Meeting schedule: Quarterly and as needed.
- **Housing Commission – Peter Ohtaki**
Meeting schedule: Quarterly at 5:30 p.m. in the City Council Conference Room (Fish Bowl) and as needed.
- **Library Commission – Ray Mueller**
Meeting schedule: Meets the 2nd Monday of every month at 6:30 p.m. in the Menlo Park Library, lower level conference room, 800 Alma Street (on the corner of Alma and Ravenswood).
- **Parks and Recreation Commission – Rich Cline**
Meeting schedule: Meetings are held the 4th Wednesday of every month at 6:30 p.m. at the Arrillaga Family Recreation Center. Note: This meeting is held quarterly at the Onetta Harris Community Center.
- **Planning Commission – Catherine Carlton**
Meeting schedule: The Planning Commission's regular meetings are scheduled twice a month on Mondays at 7:00 p.m. in the Council Chambers. The Planning Commission Study Meetings are scheduled as needed and can be added to a regular meeting date or on an additional Monday.
- **Transportation Commission – Ray Mueller**
Meeting schedule: Meetings are held the 2nd Wednesday of every month at 7:00 p.m. in the Council Chambers.

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**STAFF REPORT****City Council****Meeting Date:** 12/15/2015**Staff Report Number:** 15-189-CC

Informational Item: **Update on and next steps for community engagement activities supporting 2015-16 Capital Improvement Projects for parks**

Recommendation

This is an information item. No action is required at this time.

Policy Issues

The City Council has previously approved a Capital Improvement Plan (CIP) for the current and past fiscal years that includes projects at three City Parks. It has been the City Council's policy to engage residents in helping to define specific aspects of park improvement projects through community meetings and other input methods.

Background

Three Council-approved CIP projects including constructing restrooms at Jack Lyle Park; relocating the dog park at Nealon Park; and renovating the dog park at Willow Oaks Park recently began their community engagement processes with a series of Open Houses held the second and third weeks of November.

The open houses were designed to provide people with an initial opportunity to share their ideas and input with staff and have any questions or concerns addressed. The report below summarizes information presented at the Open Houses, what was heard from residents who attended, and what the next steps for future community engagement processes will include.

Analysis***Jack Lyle Park Restrooms***

Jack Lyle Park is utilized extensively by field user groups February to June and mid-August to mid-December on weekdays from 4 p.m. to dark and also 9 a.m. to 5 p.m. on weekends. There are approximately 50 park users per day on weekdays and 400 per day on weekends. During times of heavy usage, user groups have rented portable toilet facilities to accommodate children and their families. These have been available only to the user groups and are not accessible to other park users during other days and times.

The Jack Lyle Restroom Project has been in the City's CIP for a number of years and the Community Services Department was asked to undertake the Community Engagement Process in FY 2014-15. This

project has been in high demand particularly by two of our approved field user groups and soccer organizations – AYSO and the Alpine Strikers. Additionally, during the park tour in July 2014, the Parks and Recreation Commission identified the need for permanent restrooms at the park not only for field user groups but for the casual user of the park. The Commission was supportive of a broad community engagement process that included field users, nearby residents and area wide residents that may frequent the park.

The first phase of community engagement for this project was a community survey in October 2014 mailed to all residents within a 500 square foot radius of Jack Lyle Park (over 400 residents). Additionally, the three major field user groups were also contacted to complete the survey. Of the 389 respondents to the survey, 94 percent were in favor of adding restroom facilities to the park. Residents also rated various restroom amenities in the survey. Given the overwhelming support for the restroom project, a community open house was held at the Arrillaga Recreation Center November 10 to gather input on three proposed locations and possible amenities to include in the restroom building and conceptual design.

Feedback from residents attending the Jack Lyle Park Open House as well as the 17 survey responses indicated no clear preference among the three proposed locations, although a representative from Rosener House did attend and suggested the new restroom be built directly adjacent to their building on the side facing the park, where plumbing and other utilities already exist. Amenities residents requested include family restrooms with baby changing facilities.

Next steps for Jack Lyle Park

Engineering staff will meet with Rosener House officials and review existing conditions to determine whether it is feasible to construct a restroom as an “attached” structure to the Rosener House building. Based on this evaluation a decision will be made regarding the location of a restroom so preliminary design of the facility can commence. We anticipate bringing preliminary designs for that option back to a final community open house sometime in March 2016.

Relocating the dog park at Nealon Park

Since 2005, the softball field has also served as a dog park Monday through Friday from 8 a.m. to 10 a.m. The park is utilized extensively by field user groups during the months of February to June and from mid-August to mid-December on weekdays from 4 p.m. to dark and also 9 a.m. to 5 p.m. on weekends. There are approximately 50 park users per day on weekdays and 400 per day on weekends, with more than 5000 hours of sports field use.

As a part of their park tour in July 2014, the Parks and Rec Commission identified concerns related to the joint use of the softball field as a dog park and noted the ongoing field condition issues. The City Council agreed the joint use field was not optimal for either user group when they approved the CIP project to create a separate dog park in the fall of 2014. As an initial step before any design work was begun or consultants hired, a community Open House was held November 10, 2015 to gather community input on potential locations for moving the dog park and to gather initial feedback on amenities to be included in the dog park. No other potential parks were considered for relocating the dog park, as the community underwent an inclusive two-year process in 2003-2004 that ranked all City parks with weighted criteria for dog park locations. That process resulted in Willow Oaks and Nealon Parks being confirmed as the best locations.

This initial Open House was extended from 6-8 p.m. (originally scheduled from 7-8 p.m.) so that it was more convenient for people to attend both the Open House and the Council meeting if they desired. The date of the meeting was never modified from that which was originally publicized on the website and via a post card mailed to all households within 1500 feet of the Park. Information about the meeting and the online survey link was also posted at the Park in numerous locations.

A total of 50 email addresses were collected on the Open House sign-in sheets. An additional 233 people responded to the online survey version of the Open House input options. From the Open House attendees it is clear that there is a large group of area residents concerned about losing the “Green Space” near the playground area that was one of the proposed locations for the dog park. A number of people selected the shady area between Middle Avenue and the tennis courts that was originally proposed in 2004 for the dog park as their preferred location. Several people also selected the current location on the sports field.

There was also not a clear consensus related to potential surfaces for the dog park. Although many people prefer grass, staff is concerned about the high maintenance for grass dog parks and the amount of irrigation required. Mulch and Decomposed Granite are other options people selected and staff prefer.

When asked what amenities people would like to see added to a new dog park, most people indicated all that was needed was source of water and more doggie waste bags and disposal sites. Obstacle courses and other amenities are not preferred by the majority of people.

Next steps for Nealon Park Dog Park

As a result of this input, staff have removed the “open/green space” near the playground from consideration as a potential dog park location. We are in the process of selecting a landscape architect to prepare conceptual designs for two other possible locations based on the input from the survey and Open House – the originally-proposed dog park site near Middle Avenue and the now open area where the large oak tree was removed between Little House and the playing field. Staff will be meeting with Little House leadership to get their input on the former oak tree location before proceeding with a conceptual design for that site. The plan is to hold additional Open House meetings in March 2016 for residents to review the conceptual designs and provide feedback. Final designs would then be developed that will also be available for a round of community review in the spring.

Willow Oaks Dog Park

The dog park at Willow Oaks was built in 2005 and sees regular heavy use during its open hours seven days per weeks from 7 a.m. – 9 a.m. and 4 p.m. to dusk. The Open House to provide input on desired amenities and conceptual designs for the renovation of this dog park (in the existing location) was held November 17, 2015 at the Arrillaga Recreation Center. Approximately 15 people attended the Open House with one neighbor sharing concerns about barking dogs and dog waste and the rest of the attendees providing input on surfaces and amenities. A total of 35 survey responses were also received and align with the Open House input which shows, like the Nealon Dog Park, people are split on preferred dog park surfaces – with many suggesting a combination of grass and Decomposed Granite. Also, similar to the Nealon feedback, people do NOT prefer amenities in the park besides benches, water and doggie waste bags and receptacles.

Staff also collected input on the desirability of adding a restroom at Willow Oaks Park, given that the Parks and Rec Commission has prioritized this as a CIP project for the last five years, although it has been identified as “unfunded.” Open House participants and survey respondents all had no concerns about the addition of a restroom at Willow Oaks in the location of the former restrooms there. Most participants were supportive of adding a restroom to the park.

Next steps for Willow Oaks Dog Park renovation

Staff anticipates that the landscape architect selected for the Nealon Dog Park project will also develop a conceptual design for the Willow Oaks project that can be shared with the community at Open Houses in March 2016.

Public Notice

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

Attachments

None

Report prepared by:
Cherise Brandell, Community Services Director



STAFF REPORT

City Council

Meeting Date: 12/15/2015

Staff Report Number: 15-183-CC

Informational Item: Information on Police Department Audio/Visual Recording Destruction Request and Waiver

Recommendation

No action is necessary at this time as this is an informational report.

Policy Issues

This informational report involves Menlo Park Police Policy #450 – Use of Audio/Video Recorders which has been modified to include the “Audio/Video Recording Destruction Request” form, and procedures.

Background

On June 2, 2015, the Police Department brought forward an informational item on the final Menlo Park Police Department Policy #450, which addressed the use of audio/video recorders (body cameras), which was adopted by the Police Department after a review and discussion with the Chief’s Advisory Group. During that presentation, the question of a minimum retention period for these audio/video recordings was discussed along with the request by Council for the Police Department to work with the City Attorney’s Office to create a waiver for the public to petition for “non-events” to be deleted from Police Department databases.

Analysis

The Police Department has worked closely with the City Attorney’s Office to respond to the Council’s requests. The City Attorney has determined that California Government Code section 34090.6, does in fact require a one year minimum retention period for audio/video recordings made with a body worn camera system.

The Police Department also created an “Audio/Video Recording Destruction Request” form and procedure for the public to petition that recordings of “non-events” may be destroyed after the mandatory one year retention period. This form, which is attached, was modified and finalized by the City Attorney’s Office, and includes general instructions and agreements which must be signed and witnessed by a notary public. The destruction request specifies the circumstances when an audio/video file may be destroyed after one year and also the waiver of further claims against the City by the member of the public requesting such file destruction.

Menlo Park Police Policy #450 has been updated to reflect the addition of the above form and procedures

for investigating a destruction request. The form has also been placed on the Police Department website for ease of use.

Public Notice

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

Attachments

- A. Audio/Video Recording Destruction Request form
- B. Revised Menlo Park Police policy #450 – Use of Audio/Video Recorders

Report prepared by:
Dave Bertini, Police Commander

AUDIO/VIDEO RECORDING DESTRUCTION REQUEST

Police
 701 Laurel St., Menlo Park, CA 94025
 tel 650-330-6300



Name:		DOB:	
Address:		City:	State: Zip:
Phone:		Email:	
Date of contact:		Time of contact:	
Location:			
Officer(s) name if known:			
Purpose of request:			
Please note: This is a public record.			

The undersigned has read both sides of this document and fully understands the ramifications of submitting this request, and agrees to be bound by the terms and provisions on the reverse side.

_____	_____
Signature	Date
_____	_____
Parent/guardian signature (if minor)	Date

STATE OF CALIFORNIA
 COUNTY OF SAN MATEO

On _____ before me, _____, Notary Public personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature

General Instructions and Agreement of Requesting Party:

The Menlo Park Police Department utilizes audio and video recording devices in the performance of its duties. The use of these devices is intended to enhance the mission of the Menlo Park Police Department by accurately capturing contacts between members of the department and the public. Recordings are property of the Menlo Park Police Department, are maintained by the department in digital storage, and are retained by the department for a minimum of two and a half (2.5) years. However, the Menlo Park Police Department has created this procedure for individuals involved in a contact to request the destruction of the digital file(s) after one (1) year. If you are at least eighteen (18) years of age, or if you are a juvenile and your parent/guardian agrees to the terms of this request, you may submit this request to the Menlo Park Police Department, and in the department's sole discretion it may be granted.

By submitting this request, you are asking the City to destroy audio and/or video evidence it maintains in the performance of its duties; evidence that the City could rely on in the event of a claim or complaint you might make in the future regarding the incident in which the audio and/or video recording device was utilized. Therefore, in consideration for this request, you, on behalf of yourself, your heirs, executors, administrators, successors and assigns, release, acquit and forever discharge the City of Menlo Park ("City") and its agents, employees, City council members, board members or commissioners, officers, successors, attorneys, insurance companies and all other persons, firms, corporations, associations or partnerships associated with the City and from any and all claims, actions, causes of action, demands, rights, damages, costs, loss of service, expenses and compensation whatsoever, which the undersigned now has/have or which may hereafter accrue on account of or in any way growing out of any and all known and unknown, foreseen and unforeseen bodily and personal injuries and property damage, claims for violation of any state or federal statutory right or duty, claim for breach of contract, or any claim sounding in tort, equity or law and the consequences thereof resulting or relating to the incident in which the audio and/or video recording device was utilized. You expressly waive your ability to file a criminal or civil complaint in federal or state court concerning an incident in which the recording device was utilized, and waive your ability to submit a personnel complaint to the Menlo Park Police Department concerning the incident in which the recording device was utilized. If you have any questions about the rights you are waiving, you are advised to consult an attorney.

The Menlo Park Police Department will not and cannot grant your request if the audio and/or video contact you are seeking to be destroyed involves criminal activity which resulted in a citation, arrest or administrative action of any person. Furthermore, no audio and/or video contact may be destroyed that is part of or related to any active or ongoing investigation by any public agency. If the audio and/or video contact involves more than one person, ALL persons captured in the audio and/or video must submit a request agreeing to the above terms. The Menlo Park Police Department reserves the right to deny any request for any reason not set forth above, and can only destroy the audio and/or video in its possession.

OFFICE USE ONLY:

Request: Granted Denied

Department Signature: _____ Date: _____

Use of Audio/Video Recorders

450.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio/video recording devices by members of this department while in the performance of their duties.

This policy does not apply to surreptitious interception of electronic communications for lawful authorized investigative purposes (see the Investigation and Prosecution policy).

450.2 POLICY

The Menlo Park Police Department shall provide members with access to portable recorders, either audio or video or both, for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public.

450.3 MEMBER PRIVACY EXPECTATION

All recordings made by members acting in their official capacity shall remain the property of the Department regardless of whether those recordings were made with department-issued or personally owned recorders. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

450.4 MEMBER RESPONSIBILITIES

Prior to going into service, each uniformed member will be responsible for making sure that he/she is equipped with a portable video recorder, issued by the Department, and that the recorder is in good working order. Uniformed members shall wear the recorders in such a way as to have easy access to the function buttons and in a manner that renders the recorder secure.

Any member assigned to a non-uniformed position shall carry an approved portable recorder. The recorder shall be carried in a way that renders the recorder secure with the ability to record any contact with a citizen.

At the beginning of each shift, the member shall test the recorder to assure it is working properly.

Members shall document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or was not turned on for any portion of the contact. The member shall include the reason for not activating the recorder.

450.5 ACTIVATION OF THE AUDIO/VIDEO RECORDER

Members shall activate the recorder during all on duty contacts with citizens other than a contact with another member, without their knowledge.

Members shall activate their recording devices prior to arriving to any in-progress or serious or high priority calls for service to preclude arriving on scene and being unable to activate the unit.

Menlo Park Police Department

Policy Manual

Use of Audio/Video Recorders

Members will have discretion to keep recording devices off during conversations with crime witnesses and members of the community who wish to report or discuss criminal activity. When determining whether to record interviews with witnesses and members of the community who wish to share information, members should always consider both the evidentiary value of the recording and the subject's comfort with speaking on camera. To better capture evidence, it is recommended that members record statements made by witnesses and people sharing information. However, if a person will not talk unless the recording device is turned off, members may decide that obtaining information is more important than recording.

At no time is a member expected to place his/her safety in jeopardy in order to activate a recorder or change the recording media. However, the recorder should be activated in all situations as soon as practical.

450.5.1 SURREPTITIOUS USE OF THE AUDIO/VIDEO RECORDER

Members of the Department may surreptitiously record any conversation during the course of a criminal investigation in which the officer reasonably believes that such a recording will be beneficial to the investigation (Penal Code § 633).

Members shall not surreptitiously record another department member without a court order or unless lawfully authorized by the Chief of Police or the authorized designee.

450.5.2 SURREPTITIOUS USE OF AUDIO/VIDEO RECORDER DURING INVESTIGATIONS OF PERSONNEL COMPLAINTS

Members are prohibited from surreptitiously recording any conversation in which a person is making a personnel complaint or allegation of such. In these situations, the member taking the complaint shall advise the complainant that the conversation is being recorded. If the complainant refuses to be recorded, the member shall discontinue recording, and will indicate this fact in the documentation created regarding the complaint or allegation. It is recommended that a witness member be utilized in cases which a complainant refuses to be recorded.

450.5.3 CESSATION OF RECORDING

Once activated, the portable audio/video recorder should remain on continuously until the member's direct participation in the incident is complete. Recordings may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident, or when speaking to other members outside the presence of involved parties to the incident. Officers shall reactivate the recording device upon reinitiating contact or a new contact with any citizen.

450.6 PROHIBITED USE OF PORTABLE RECORDERS

Members are prohibited from using department-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with department-issued or personally owned

Use of Audio/Video Recorders

recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

Members are prohibited from using personally owned recording devices while on-duty.

Recordings shall not be used by any member for the purpose of embarrassment or ridicule.

Any member who may have questions regarding the application of this policy is encouraged to seek clarification from supervisory personnel.

450.7 RETENTION OF RECORDINGS

Members shall upload all digital recorded files in accordance with current procedures for storing digital files, at the end of their shift and anytime the storage capacity is nearing its limit.

Any time a member uploads a digital file that will or may be used as evidence in a criminal or non-criminal case, the member shall mark the file with all pertinent information required by the department's digital recording software, and will cause that file to be marked as "evidence" in the system.

450.8 RETENTION OF RECORDS

Citizen contact recordings shall be retained for a minimum of (2.5) years. All recordings which are classified as evidence will be retained for a period of time determined by applicable laws and the City of Menlo Park's retention guidelines.

450.8.1 AUDIO/VIDEO RECORDING DESTRUCTION REQUEST AND WAIVER

Under certain circumstances, a member of the public may request that a video and/or audio recording of a "non-event" they were involved in may be destroyed after one (1) year. The circumstances allowing a destruction of what is defined as a "non-event" include:

- (a) Requesting person must be at least eighteen (18) years of age or have written approval by a parent or guardian.
- (b) Event cannot include any contact involving criminal activity which resulted in a citation, arrest or administrative action to any person involved.
- (c) Event cannot be part of or related to any active or ongoing criminal investigation by any public agency.
- (d) If the recording involves more than one person, all persons captured in the recording must agree to terms set forth.
- (e) Requesting individuals waive ALL rights to file claims or suits against all members of the City of Menlo Park and any of their agents.
- (f) Requesting individuals waive their ability to file ANY criminal or civil complaint in federal or state court concerning the incident in which the recording device was used.

Use of Audio/Video Recorders

(g) Requesting individuals waive the ability to submit a personnel complaint to the Menlo Park Police Department or other government agency concerning the incident in which the recording device was used.

The police department also reserves the right to deny any request for any reason not set forth above.

450.8.2 AUDIO/VIDEO RECORDING DESTRUCTION WAIVER REQUEST AND PROCEDURES

The police department shall make available an "Audio/Video Recordings Destruction Request" form, both electronically and in paper, for any individual who meets the criteria in section 450.8.1 to request a destruction of a qualified event. The form shall enumerate both general instructions and terms of the agreement for the destruction and shall be signed by the requesting party which must be witnessed and attested to by a Notary Public.

Any request which is submitted and is missing required information, signatures or attestations, shall be deemed incomplete and shall not be acted upon.

When a completed request is received by any member of the department, the request shall be routed to the Administrative Sergeant who shall investigate the request and determine whether it fits the criteria enumerated in section 450.8.1. The Administrative Sergeant shall generate a report with their conclusions and recommendations, which shall be forwarded to the Special Operations Commander, who shall make a final recommendation to be forwarded to the Chief of Police for a final determination.

The requesting person shall be notified of the department's decision within sixty (60) days of the request.

All decisions will be considered final and no appeals will be allowed.

If a request is denied, the recording in question shall be maintained pursuant to section 450.8.

All completed requests shall be maintained by the Administrative Sergeant for two and one half (2.5) years.

450.9 RELEASE OF RECORDINGS

All recordings shall be reviewed by the Custodian of Records prior to public release (see the Records Release and Security Policy). Recordings that unreasonably violate a person's privacy or sense of dignity should not be publicly released unless disclosure by law or order of the court.

450.10 REVIEW OF RECORDED MEDIA FILES

When preparing written reports, members should review their recordings as a resource. However, members should not use the fact that a recording was made as a reason to write a less detailed report. Members shall not retain personal copies of recordings.

Use of Audio/Video Recorders

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct, reports of meritorious conduct or whenever such recordings would be beneficial in reviewing the member's performance.

Recorded files may also be reviewed:

- (a) Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation or criminal investigation.
- (b) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.
- (c) In compliance with a public records request, if permitted, and in accordance with the Release of Records and Information Policy.

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STAFF REPORT

City Council

Meeting Date: 12/15/2015

Staff Report Number: 15-195-CC

Councilmember Report: Provide direction to the City's voting delegate regarding regional vacancies for the next City Selection Committee meeting on December 18, 2015

Recommendation

Staff recommends that the City Council provide direction to the City's voting delegate regarding vacancies on various regional boards to be voted on at the next City Selection Committee on December 18, 2015.

Policy Issues

The proposed action conforms to current practice.

Background

The City Selection Committee meeting will take place in Colma on December 18, 2015. According to Council of Cities bylaws, the Mayor is designated as the voting member for each city. Following past practice, this item is on the agenda in order to provide input to the Mayor or alternate for voting purposes.

Several regional seats will become vacant through the San Mateo County Council of Cities. Under consideration are the following:

Bay Area Air Quality Management District (BAAQMD)

Selection of one (1) Council Member to serve a term of 2 years from January 1, 2016 to December 31, 2017. All cities are eligible.

- Dave Canepa, City of Daly City, is seeking appointment

San Mateo County Transportation Authority (SMCTA)

Selection of one (1) Council Member to serve as on the San Mateo County Transportation Authority (SMCTA) for a term of 2 years from January 1, 2016 to December 31, 2017. All cities are eligible.

- Mary Ann Nihart, City of Pacifica, is seeking reappointment

Selection of one (1) Council Member to serve as on the San Mateo County Transportation Authority (SMCTA) as the Central Cities representative fulfilling Terry Nagel's remaining term through December 31, 2016. Eligible cities: Belmont, Burlingame, Foster City, Half Moon Bay, Hillsborough, Millbrae and San Mateo.

- Maureen Freschet, City of San Mateo, is seeking appointment
- Gina Papan, City of Millbrae, is seeking appointment

Selection of one (1) Council Member to serve as on the San Mateo County Transportation Authority (SMCTA) as the Northern Cities representative for a term of 2 years from January 1, 2016 to December 31, 2017. Eligible cities: Brisbane, Colma, Daly City, Pacifica, San Bruno and South San Francisco

- Dave Canepa, City of Daly City, is seeking reappointment

Housing Endowment and Regional Trust (HEART)

Selection of two (2) Council Members to fulfill Robert Gottchalks and Jack Matthews terms through February 28, 2018. All cities, except Daly City, are eligible.

- Rick Bonilla, City of San Mateo, is seeking appointment

Election of a Chairperson to the City Selection Committee 2016

Election of a Vice Chairperson to the City Selection Committee 2016

- Liza Normandy, City of South San Francisco, is seeking appointment

Impact on City Resources

There is no impact on City resources.

Environmental Review

The proposed action does not require environmental review.

Public Notice

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

Attachments

- A. Letters of Interest

Report prepared by:
Pamela Aguilar, City Clerk



OFFICE OF THE MAYOR
CITY OF DALY CITY

333 - 90TH STREET
DALY CITY, CA 94015-1895
(650) 991-8125

October 28, 2015

RE: City Selection Committee Appointment to Bay Area Air Quality Management District (BAAQMD)

Dear Honorable Mayor and City Council Members:

I write to request your consideration and support for my reappointment as the San Mateo County representative to the Bay Area Air Quality Management District Board of Directors. It has been an honor and privilege to serve the residents of San Mateo County on the Air District Board for the last year.

During those 12 months, I have worked diligently to represent the collective interest of San Mateo County cities and our residents to address the growth of harmful vehicular emissions and other industrial pollutants. Managing air quality in this region is of significant importance to me, and I know to each of you. The ever-increasing population in our region has a direct impact on traffic growth and congestion which contributes to increased harmful emissions. Thus, I have been committed to ensuring the effective alignment of air quality improvement goals and strategies to reduce harmful emissions.

Among the accomplishments during the past year that the BAAQMD Board and I are proud to share are the following:

- Allocated \$14M to accelerate electric vehicle fleet incentives, including the purchase of new plug-in electric heavy-duty vehicles and electric buses, neighborhood electric vehicles and electric motorcycles, and expansion of the Bay Area's network of electric charging stations at workplaces, multi-family developments, and key public locations. Of course, the Air District is committed to encouraging electric vehicle adoption by public agencies and developing a regional network of charging stations where the electric vehicle users can conveniently recharge, making electric vehicles a viable fleet option.
- Authorized \$20M to support the CalTrain electrification project which aims to reduce the impact of this important regional transportation system to zero emissions along the 51 mile corridor between San Francisco and San Jose. The Air District's funding contribution toward this \$1.53B project is made possible

RE: City Selection Committee Appointment to Bay Area Air Quality Management District (BAAQMD)

October 28, 2015

Page 2 of 2

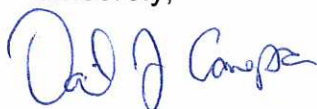
through the Mobile Source Incentive Fund, which is collected from a \$2 fee on motor vehicles registered in the Bay Area.

- Developed and approved a Climate Strategy to achieve a 20% reduction in harmful greenhouse gasses.
- Established a Regional Bike Sharing Program that will encourage the use of bicycles as an alternative form of transportation by making bicycles readily accessible to potential riders.

These and other efforts that the Air District Board will undertake in the coming year offer the potential for many improved air quality benefits to San Mateo County cities. I am deeply committed to being our regional voice on the Air District Board and ensuring that San Mateo County and its cities are the recipients of an equitable allocation of funds for projects that benefit our residents.

Thank you in advance for your kind consideration of my reappointment to the Bay Area Air Quality Management District Board of Directors. You have my ongoing commitment to protect the public's health, to enhance air quality in our region and to address global climate change by encouraging additional activities to reduce harmful greenhouse gasses in the Bay Area.

Sincerely,



David J. Canepa
Councilmember



Scenic Pacifica
Incorporated Nov. 22, 1957

CITY OF PACIFICA

170 Santa Maria Avenue • Pacifica, California 94044-2506
www.cityofpacifica.org

MAYOR
Karen Ervin

MAYOR PRO TEM
Sue Digre

COUNCIL
Mary Ann Nihart
Mike O'Neill
John Keener

November 6, 2015

Dear Colleagues:

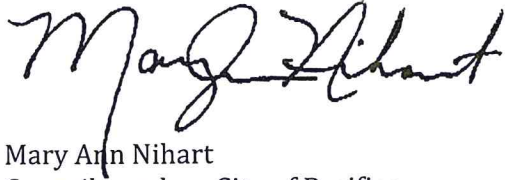
For the past year it has been my honor to represent the cities of San Mateo County as the At-Large representative to the SMC Transportation Authority (TA), finishing the term previously held by Naomi Patridge, Councilmember from Half Moon Bay. As with each new position, there is a learning curve and despite my previous transportation and regional planning experience, there is always more to know. Now, I am asking for your support to utilize that knowledge and continue our work as your at-large representative for SMCTA.

As funding and other assets remain limited and aging infrastructure needs continue to increase, it is essential for all of us to seek creative, sustainable solutions to transportation needs in San Mateo County. As your representative, I have supported a renewed effort to re-evaluate our strategic plan, devising improved criteria for project evaluation to support the very best use of our resources for all of us. History has shown that we do best when we pool our resources and work together. Improvements in our north/south transportation corridors such as the electrification of Caltrain require our continued attention but balancing the needs of all of our residents must also include strong connections to support east-west service, reaching our bayside and coastal communities. Working together, we can create a more seamless transportation system that preserves the beauty of San Mateo County and enhances mobility for all of our citizens.

As Chair of the City and County Association of Governments, I am humbled to work with council members from each of our cities and representatives from the County. We are one of the few counties to have such a body that excels in collaboration and cooperation to maximize the effectiveness of our tax dollars. Our cross jurisdictional work is reflected in awarding winning projects, such as 21 Elements and RICAPS, for which we received a Beacon Partners Award at the 2015 League of California Cities Conference, and regionally recognized projects, such as the Smart Corridor and Grand Boulevard Priority Development projects in which transportation is integral. I learned much about the unique needs of each of our communities as part of my involvement with C/CAG. I wish to continue this work as your representative on the Board of Directors for the San Mateo County Transportation Authority.

I look forward to hearing from each of you, and would be grateful for your continued support in my re-election to the At-Large seat for the Transportation Authority. Thank you for giving me this important opportunity to serve our countywide community.

All my best,

A handwritten signature in black ink, appearing to read "Mary Ann Nihart". The signature is fluid and cursive, with the first name "Mary" and last name "Nihart" clearly distinguishable.

Mary Ann Nihart
Councilmember, City of Pacifica
nihartm@ci.pacifica.ca.us
(650) 784-9141



November 9, 2015

Re: Appointment to the San Mateo County Transportation Authority

Dear Honorable Mayor and City Council Colleagues,

I am deeply gratified for the widespread encouragement I have received to pursue the vacant seat on the San Mateo County Transportation Authority representing the Central Judicial Cities. I am excited at the prospect of representing you and serving the citizens of San Mateo County on this important body dealing with the pressing issue of our time. With your support, I will enthusiastically commit myself to addressing our shared challenges and seeking long-range solutions that will benefit all of our communities and make San Mateo County a transportation model for the Bay Area.

My tenure on the Planning Commission and City Council and as Mayor of San Mateo this year have been marked by a compelling interest in the causes of the strangling traffic congestion and the dramatic impacts such congestion is having on commerce, the environment, and the quality of life we enjoy on the Peninsula and on our Coast. Having just spent weeks going door-to-door during a successful reelection campaign, I am acutely aware that traffic congestion is a primary concern of our residents. While San Mateo sits at the crossroads of our major highways, and feels the impacts keenly, this is clearly a regional issue affecting all of us, and requires regional solutions. I am very eager to be actively engaged in that process.

I am fortunate that my recent professional retirement permits me to devote the necessary time to this significant role, and I welcome the opportunity to participate in the critical work of the TA including reductions in commute corridor congestion, programs to meet the mobility needs of our disabled communities, providing mobility alternatives that will help reduce single occupant vehicle usage, improving mass transit and expanding bicycle and pedestrian access throughout our County.

My work on numerous local and County-wide initiatives, including affordable housing and other difficult issues of the day, has demonstrated my effectiveness as a consensus builder and someone who works collaboratively with an inclusive approach that considers all of the stakeholders. While a Planning Commissioner, I reviewed and recommended approval of key elements of the San Mateo Rail Corridor Transit Oriented Development Plan. That plan centers around the need for effective rail service in San Mateo County. My service on the Grand Boulevard Initiative is a parallel effort to successfully work together as a regional body to develop and implement strategies for the revitalization of the El Camino Corridor and the sustainability of the surrounding communities. These activities have at their heart the essential need to expand and enhance our transportation network.

Re: Appointment to the San Mateo County Transportation Authority
November 9, 2015
Page 2

The City of San Mateo is grateful to the SMCTA for the numerous improvements and upgrades they have spearheaded to benefit our County. We have been well served by Terry Nagel from Burlingame for the past five years, and I would be deeply honored by your appointment to succeed her in the Central Cities seat on the Transportation Authority Board. Please feel free to call me at (650) 520-3070 or email me at mfreschet@cityofsanmateo.org if you would like to discuss my candidacy.

I sincerely appreciate your support.

A handwritten signature in cursive script that reads "Maureen Freschet".

Maureen Freschet
Mayor of San Mateo



City of Millbrae
621 Magnolia Avenue, Millbrae, CA 94030

GINA PAPAN
Councilwoman

December 10, 2015

Dear Mayor, Deputy-Mayor, and Council Members,

Happy Holidays everyone. I am grateful and honored to have been re-elected to the Millbrae City Council to serve a third term this year. I respectfully ask for your support of my candidacy for the open Transportation Authority (TA) seat representing the central district of San Mateo County. I will work with you to be a strong representative that listens to your needs and concerns, build consensus, provides opportunities for all cities and their varied constituencies, to address unique local transportation needs and help each city improve aging infrastructures to accommodate the ever growing traffic congestion in commuter corridors and on local streets and roads.

TA's role is to administer the proceeds from Measure A sales tax to fund a broad spectrum of transportation-related projects and programs and its importance cannot be overlooked. The TA is an independent agency and is governed by an appointed board of seven directors, who are elected officials, representing the county, cities and the San Mateo County Transit District.

The focus of the TA's programs is to reduce traffic congestion and improve throughput and safety on the most critical commute corridors. Growth in employment in our County has greatly increased traffic congestion along several highway segments in the County. Although progress has been made in the County through investments in Caltrain and highway improvements, each city has much to do and a lot at stake.

Continuing traffic growth also has under scored the importance of additional safety measures, particularly grade separations along the Caltrain rail line and safe bicycle and pedestrian facilities. Development of local transit services, an increasing number of commuters and especially for the elderly and people with disabilities, has become increasingly important in communities throughout the County. We must work together to improve connections with regional transportation facilities, enhance safety in all aspects of the transportation system, and encourage transportation projects that support transit-oriented development.

To be the strong representative we need on the TA, I am committed to understanding both our collective and unique transportation-related projects and programs. My vow to be a passionate and committed advocate for our cities, towns, and county is stronger than ever. I will work with you for the next four years to be the representative who listens to your concerns, builds consensus, keeps you informed, and fights for our fair share.

Moving forward, I would be very proud and honored to have your support of my candidacy for San Mateo County's open central district seat on the TA at our next meeting on December 18th.

MY EXPERIENCE AND VISION

I served for the eight years as Millbrae's **City Councilmember and Mayor**, I focused on efficiency, economic development, and revenue enhancement, working both within our city and looking outward from a county and regional perspective. Millbrae is a key part of the San Mateo

County transportation network because it serves as the intermodal center of our county—the only city that connects the SFO, BART, Caltrain, SamTrans, and multiple shuttle services.

Given Millbrae’s unique position, I believe one of our greatest resources is to bring communities together. I have developed positive relationships with cities and agencies in the county, as well as neighboring counties. Working together we have shared services with the county, merged services with four other cities, promoted strategic, transit-oriented developments with BART, pursued mutually beneficial property uses with the San Francisco Public Utilities Commission and its land within Millbrae, and continue to explore a multitude of innovative projects with the Silicon Valley Leadership Group. I feel strongly that cultivating these relationships has promoted efficiencies, saved money, and help our local economy grow.

On the TA, I will work hard for the following specific goals:

1. **Secure our fair share of funding.** I will work to ensure each city gets its fair share of Measure A funding for projects suited to meet our region’s needs. I will work so we can leverage county, state and federal funds for mixed-transportation projects that would enhance community vitality, promote pedestrian, bicycle, and public transit use, encourage transit-oriented development, and help rehabilitate local streets and roads.
2. **Reduce congestion.** I will work to reduce congestion in commute corridors, pursuing improved collaborations with Caltrans and new transportation technologies to smooth commutes, and promote convenient and reliable public transportation.
3. **Modernize Caltrain.** I will work with other cities to ensure that the electrification of Caltrain along the existing right-of-way has acceptable and minimal impact on individual cities. Electrification, if done right, will reduce operating costs by half and increase service from 45,000 to 70,000 riders per day.

MY REPRESENTATIVE SERVICE

- San Mateo County Council of Cities
- City/County Association of Governments (C/CAG) Board of Directors
- C/CAG Legislative Committee
- Congestion Management Program and Environmental Quality Committee (CMEQ)
- San Mateo County Housing Endowment and Regional Trust
- Grand Boulevard Task Force
- San Mateo County Emergency Services Council
- High Speed Rail Policymakers Working Group
- Airport Land Use Committee
- Peninsula Congestion Relief Alliance

MY PROFESSIONAL SERVICE

- **Deputy Attorney General for the State of California** proudly representing the people of the State of California for over 20 years.
- As the **Deputy Director** of a state agency with a \$400 million budget, I managed 150 employees. I helped to implement the Amber Alert program, served on the School Violence Prevention and Response Task Force, the Child Abduction Task Force, and served as a legislative advisor to the High Technology Crime Advisory Committee.

YOUR SUPPORT WILL MAKE THE DIFFERENCE: I respectfully ask for your vote on December 18, 2015, when the City Selection Committee votes to fill the central district seat on the San Mateo County's open seat for the TA.

Please feel free to contact me if you have any questions or need any additional information.
Thank you,

A handwritten signature in cursive script that reads "Gina Papan". The signature is fluid and includes a long, sweeping underline.

Gina Papan
Councilmember, City of Millbrae
(415) 710-5820

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OFFICE OF THE MAYOR CITY OF DALY CITY

333 - 90TH STREET
DALY CITY, CA 94015-1895
(650) 991-8125
October 28, 2015

RE: Appointment to the San Mateo County Transportation Authority

Dear Honorable Mayor and City Council Members:

I write to request your consideration and support for my reappointment to the San Mateo County Transportation Authority (TA) as the North County representative. Since my appointment to the TA in March of 2013, it has been my honor to work diligently on behalf of the cities throughout San Mateo County. Much has been accomplished for the benefit of your city and it would be a sincere privilege to continue to serve you for the next two years.

During my tenure as a TA Board member, I have worked collaboratively with the entire Board to ensure that funds continue to be allocated broadly for transportation initiatives that provide the greatest impact for our collective constituents, including shuttle services, railroad/grade separation projects, and bicycle/pedestrian projects. Additionally, I continue to fully support funding to maintain CalTrain as a reliable and convenient regional public transportation system that also helps to alleviate traffic congestion on our already over-burdened freeway corridors.

Among the many accomplishments that my colleagues on the TA Board and I are proud to highlight are:

- Adopted guiding principles for funding of grade separation projects, which provided significant support to cities that have openly expressed interest in proceeding with much-needed projects including South San Francisco, San Bruno, Millbrae, Burlingame, San Mateo, Redwood City, Menlo Park, Atherton and East Palo Alto.
- Adopted a new five-year strategic plan that streamlined and clarified the protocol by which local entities can apply for funding during the TA Call for Projects process.
- Broke ground on a \$72M project to reconstruct the Hwy 101/Broadway interchange, the most needed project along this important transportation corridor.
- Allocated \$750,000 for Menlo Park to study much-needed grade separation alternatives on Ravenswood Avenue.
- Allocated \$5M to support a community shuttle program in partnership with SamTrans and Commute.org.
- Approved and allocated \$5M for twenty-three bicycle/pedestrian projects across the County.
- Led the support for allocating \$108M toward highway projects around the County, including major freeway interchanges on Hwy 101 at Woodside Road, Willow Road, Holly Street, and Hwy 92 at El Camino Real, as well as the study of future congestion relief projects along the Hwy 101 corridor.

RE: Appointment to the San Mateo County Transportation Authority
October 28, 2015
Page 2 of 2

- Approved a \$64M budget in June of this year that included funds for local streets and roads, major highway improvements, congestion relief projects and bicycle/pedestrian projects countywide.
- Urged support for a \$49M allocation of TA funds to South San Francisco for a \$59M project providing safety improvements at the CalTrain Station and to build a new pedestrian underpass connecting the east side of the City with its burgeoning downtown.

All of these projects have resulted in measurable improvement to the streets and highway corridors that serve residents throughout San Mateo County. With your support, I will continue to be a champion of allocating funds for important transportation safety and improvement projects benefitting all of the county's cities.

It would be an honor to continue as your representative on the Transportation Authority Board, and I will continue to work diligently for an equitable distribution of funds that benefit all of our residents.

Your positive consideration and support of my reappointment at the City Selection Committee meeting in December is very much appreciated.

Sincerely,



David J. Canepa
Councilmember



December 1, 2015

Re: Appointment to HEART Board of Directors

Dear Honorable Mayor and City Council Colleagues,

I write to request your consideration and support for appointment to the HEART Board of Directors.

As a community activist and deeply involved volunteer for many years in San Mateo, I am very interested in affordable housing. Since my appointment by the San Mateo City Council to the Bay Meadows and Transportation Corridor Citizens Advisory Committee in 2001, I have been working to create a mix of housing opportunities that allow for residents of different income levels to become part of San Mateo.

My City Council External Agency assignments include ABAG, C/CAG CMEQ Committee, HOPE, Commute.org, and the SBWMA . These assignments put me at the intersection of transportation planning, County traffic congestion relief, homelessness, and waste collection and diversion.

With my experience on the City's Public Works and Planning Commissions and my background in construction, I believe I have the right mix of experience to be an active member of this board as we strive to meet one of the most pressing needs in San Mateo County today.

I am proud of the excellent work my fellow Councilmember and former Mayor Jack Matthews has done representing San Mateo on the HEART Board over many years. I would be deeply honored by your appointment to succeed him on the HEART Board of Directors. Please feel free to call me at (650) 430-9171 or email me at rbonilla@cityofsanmateo.org if you would like to discuss my candidacy.

I sincerely appreciate your support.

Rick Bonilla
City of San Mateo Council Member

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CITY COUNCIL 2015

MARK ADDIEGO, MAYOR
PRADEEP GUPTA, PH.D., VICE MAYOR
RICHARD A. GARBARINO, COUNCILMEMBER
KARYL MATSUMOTO, COUNCILMEMBER
LIZA NORMANDY, COUNCILMEMBER

MIKE FUTRELL, CITY MANAGER

OFFICE OF THE CITY COUNCIL

December 8, 2015

Honorable Mayors and City Council Members:

I understand that there is a vacancy for the position of Vice Chair of the Council of Cities' City Selection Committee and I am writing to ask for your support.

Since elected to the South San Francisco City Council, I have regularly attended the Council of Cities monthly meetings and am familiar with the requirements of the Vice Chair which is to support the efforts of the Chair and to be prepared and able to conduct meetings in his/her absence.

As a council member, school board trustee, nonprofit board member and Director of Sales of the Green Hills Golf and Country Club I have experience working with diverse groups of people. The skills I've picked up in these positions will allow me to support the Chair as well the cities should they require assistance is finding a suitable venue and/or negotiating a pricing structure. I would also enjoy, if asked, working to assist in obtaining program speakers whose expertise would be germane to the hot topics that our cities face.

Should you have any questions, please do not hesitate contacting me (cell: 650.291.4752/email: liza.normandy@ssf.net). Thank you for your consideration.

Respectfully,

A handwritten signature in black ink that reads "Liza Normandy". The signature is written in a cursive style.

Liza Normandy

Council Member

cc: South San Francisco, City Council

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