



**REGULAR MEETING AGENDA**

**Date:** 5/3/2016  
**Time:** 7:00 p.m.  
**City Council Chambers**  
**701 Laurel St., Menlo Park, CA 94025**

**Councilmember Mueller will appear by telephone from the following location:**

Hilton Long Beach  
701 West Ocean Boulevard  
Long Beach, California, 90831

**A. Call To Order**

**B. Roll Call**

**C. Pledge of Allegiance**

**D. Presentations and Proclamations**

D1. Proclamation announcing May 12<sup>th</sup> as bike-to-work day

**E. Commissioner Reports**

E1. Library Commission quarterly update (Attachment) (Presentation)

**F. 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.

**G. Commission/Committee Vacancies and Appointments**

G1. Consider applicants and make appointments to fill vacancies on the Planning Commission, Parks & Recreation Commission and Library Commission (Staff Report# 16-068-CC)

**H. Consent Calendar**

H1. Accept the work performed by O'Grady Paving Inc. for the 2014-15 Street Reconstruction Project (Staff Report# 16-070-CC)

H2. Authorize the City Manager to execute an agreement with the West Bay Sanitary District (WBSD)

regarding the provision of recycled water related to the Sharon Heights Golf and Country Club (SHGCC) and other customers (Staff Report# 16-072-CC)

- H3. Adopt a resolution authorizing the installation of stop signs on Chilco Street near Facebook Building 23 (Staff Report# 16-074-CC)
- H4. Authorize staff to proceed forward with evaluation of bicycle improvements on Oak Grove Avenue, Crane Street, and University Drive (Staff Report# 16-075-CC)
- H5. Approve extension of the current lease agreement with Team Sheeper Inc. for operation of Burgess and Belle Haven pools through December 31, 2016 (Staff Report# 16-058-CC)
- H6. Authorize the Mayor to sign a Sister City Agreement between the City of Menlo Park and City of Galway, Ireland (Staff Report# 16-077-CC)
- H7. Approve minutes for the City Council special meetings of March 31 and April 11, 2016 (Attachment)

**I. Public Hearing**

- I1. Amendment to the City's Comprehensive Master Fee Schedule for Community Development, Community Services, Police, Public Works, and the Menlo Park Municipal Water District (Staff Report# 16-066-CC)

**J. Regular Business**

- J1. Accept the El Camino Real Corridor Study, identify a preferred alternative, advance recommended east-west connectivity improvements into design and environmental clearance phase, and reallocate the construction funds for the additional northbound through-lane at Ravenswood Avenue (Staff Report# 16-078-CC)

**K. Informational Items**

- K1. Overview of the updated public meeting and Development Agreement negotiation process for the Facebook Campus Expansion Project located at 301-309 Constitution Drive (Staff Report# 16-073-CC)
- K2. Update on the funding status and outreach to major stakeholders regarding the US 101/Willow Road interchange (Staff Report# 16-071-CC)
- K3. Update on next steps for Nealon Park Sod and Irrigation 2015-16 Capital Improvement Project (Staff Report# 16-067-CC)

**L. Councilmember Reports**

- L1. Report from Mayor Cline about the upcoming trip to Galway
- L2. Report from Mayor Pro Tem Keith about the upcoming trip to China

**M. City Manager's Report**

**N. Adjournment**

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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 City Council on any item listed on the agenda at a time designated by the Mayor, 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 Mayor, either before or during consideration of the item.

Any writing that is distributed to a majority of the City Council by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available for inspection at the City Clerk's Office, 701 Laurel St., Menlo Park, CA 94025 during regular business hours.

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**MEMORANDUM**

**Date:** 5/3/2016  
**To:** City Council  
**From:** Library Commission  
**Re:** Library Commission Quarterly Update

Update on Library Commission Priority List for 2014-2015

1. Improve Library's small business support services.
  - Determine Needs of small businesses located in Menlo Park in cooperation with Business Development Department  
For example: creation of small meeting/study rooms and necessary A/V improvements
  - Continued improvement and upgrade of small business support collection

Status of Priority One: Due to evolving business changes in Menlo Park (i.e. emergence of Facebook with less focus on small business development) and higher commissioner priorities, we did not work on this goal. We have also removed it from our 2016-2017 work plan.

2. Improve overall community literacy
  - Tutoring/study group meeting areas
  - AV equipment connections and possible loaners
  - Continue to develop a vision and plan for the evolution of library services offered in the Belle Haven neighborhood

Status of Priority Two: Commissioners spent considerable time focused on Belle Haven due to the Connect Menlo work and the general emergence of Belle Haven as a city-wide priority. We started with developing a general library user survey. After collecting and examining responses, we then developed a plan for focus groups, with emphasis on those in Belle Haven. Commissioners also informally collected input into Belle Haven literacy needs by visiting various Belle Haven community resource centers, and attending community meetings. We have now merged our focus group effort with the library strategic planning process.

3. Creation of library focus groups to help shape future directions and the strategic plan of library
  - Community participants
  - Determine areas of interest/focus questions
  - Select frequency of groups

Status of Priority Three: As noted in status for priority two, commissioners spent considerable time developing a plan for focus groups. In our work, we gained insight by reviewing the focus group work of the Seattle Public Library and the guidelines in *Focus Groups: A Practical Guide for Applied Research* by Richard A. Krueger and Mary Anne Casey (fifth edition). We sent our plan to the consultants working on the

overall library strategic plan.

4. Continue to promote e-services provided by the library for the community
  - Downloading of e-books/e-audiobooks to e-reading devices
  - Mango language learning software
  - Zinio Magazine downloads to e-reader devices
  - Provide training to community members who have difficulty accessing e-services

Status of Priority Four: Commissioners did not focus on this priority. However, during this time, the library overall increased its collection of e-books/e-audiobooks and offered periodic trainings on downloading audio books. We have also included e-services as a priority for 2016-2017.

Other accomplishments:

1. Preparing 2016-2017 Work Plan for submission to Council for review and approval
2. Continued to make progress despite turnover and commissioner vacancies
3. Established liaisons to Friends of the Library, Foundation, Historical Society

Lynne Bramlett, Library Commission Chair



## STAFF REPORT

### City Council

Meeting Date:

5/3/2016

Staff Report Number:

15-068-CC

Commission Report:

**Consider applicants and make appointments to fill vacancies on the Planning Commission, Parks & Recreation Commission and Library Commission**

### Recommendation

Staff recommends making appointments to the Planning Commission, and to consider making appointments to the Parks & Recreation Commission and the Library Commission.

### Policy Issues

City Council Policy CC-01-004 establishes the policies, procedures, roles and responsibilities for the City's appointed commissions and committees, including the manner in which commissioners are selected.

### Background

Staff conducted recruitment for the vacant positions for a period of eight weeks by publishing ads in the *Almanac online* and *Mercury News online* (targeting Menlo Park residents), posting notices on the City's Facebook page, twitter and website, displaying ads on the electronic bulletin boards throughout the City's recreation facilities, the main library and by reaching out to the community through the social media site Next Door.

On April 11, the City Council held a special meeting to interview eight applicants to the Planning Commission.

Council should note that one applicant, Jennifer Baskin, has expressed interest in both the Parks and Recreation and Library Commissions, but has indicated to staff that her first choice is the Parks and Recreation Commission. Her application also lists the Environmental Quality and Planning Commissions, however, the deadline for those commissions had already closed.

Currently, there are two applicants for two vacancies on the Parks and Recreation Commission and two applicants for three vacancies on the Library Commission. The City Council may choose to appoint these candidates by acclamation and direct staff to continue recruitment efforts to fill the remaining vacancy.

### Analysis

Pursuant to City Council Policy CC-01-0004 (Attachment A), commission members must be residents of the City of Menlo Park and serve for designated terms of four years, or through the completion of an unexpired term or as otherwise designated. Residency for all applicants has been verified by the City Clerk's office. In addition, the Council's policy states that the selection/appointment process shall be conducted before the public at a regularly scheduled meeting of the City Council. Nominations will be made and a vote will be called for each nomination. Applicants receiving the highest number of affirmative votes from a majority of

the Councilmembers present shall be appointed.

Appointments will be for 4-year terms expiring April 30, 2020.

\*\*\*All applications will be provided to the City Council under separate cover and are also available for public viewing at the City Clerk's office during regular business hours or by request.

***Applicants to the Planning Commission – 2 vacancies:***

- Andrew Barnes
- Vincent Bressler
- Camille Kennedy
- Nevada Merriman
- Michael Meyer
- Eric Peterson
- Michael Shaw
- Henry Riggs

***Applicant to the Parks and Recreation Commission – 2 vacancies:***

- Jennifer Johnson
- Jennifer Baskin (also consider for Library)

***Applicants to the Library Commission – 3 vacancies:***

- Jennifer Baskin (also consider for Parks and Recreation)
- James Fischer
- Margaret Race

**Impact on City Resources**

Staff support for commissions and funds for recruitment advertising are provided in the FY 2015-16 budget.

**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. Excerpt from City Council Policy CC-01-004

Report Prepared by:  
Pamela Aguilar, City Clerk



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

Application/Selection Process

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

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**STAFF REPORT**

**City Council Meeting Date:** 5/3/2016  
**Staff Report Number:** 16-070-CC

**Consent Calendar:** Accept the work performed by O'Grady Paving, Inc. for the 2014-2015 Street Reconstruction Project

**Recommendation**

Authorize the Public Works Director to accept the work performed by O'Grady Paving, Inc. for the 2014-15 Street Reconstruction Project.

**Policy Issues**

The acceptance of the project requires City Council action. The one-year construction warranty period starts upon City's acceptance.

**Background**

On July 21, 2015, the City Council awarded a contract to O'Grady Paving, Inc. in the amount of \$4,038,110 with an authorized project budget of \$4.5 million. The project consisted of full pavement reconstruction of seventeen street sections totaling about 3.1 miles that were in very poor condition. The project also included installation of access ramps to meet Americans with Disabilities Act (ADA) requirements.

**Analysis**

The work for the 2014-15 Street Reconstruction Project has been completed in accordance with the plans and specifications. The project was completed within the approved budget. A notice of completion will be filed accordingly.

Contractor: O'Grady Paving, Inc.  
2513 Wyandotte Street  
Mountain View, CA 94303

**Impact on City Resources**

Acceptance of the work has no impact on the City's resources. Sufficient funds were available in the Street Resurfacing Project budget for the construction of the Project.

Construction Contract Budget	
	Amount
Construction contract	\$4,038,110
Contingency	\$461,890
<b>Total construction budget</b>	<b>\$4,500,000</b>

Construction Expenditures	
	Amount
Construction contract	\$3,321,101.08
Change orders	\$352,168.32
<b>Total project cost</b>	<b>\$3,673,269.40</b>

The remaining balance will be credited to the project balance. The above expenditures are only costs associated with the construction contract with O'Grady Paving Inc.

**Environmental Review**

The project was categorically exempt under Class 1 of the 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**

None

Report prepared by:  
Rene Punsalan, Associate Civil Engineer

Report reviewed by:  
Ruben Niño, Assistant Public Works Director



## STAFF REPORT

### City Council

Meeting Date:

5/3/2016

Staff Report Number:

16-072-CC

### Consent Calendar:

**Authorize the City Manager to execute an agreement with the West Bay Sanitary District (WBSD) regarding the provision of recycled water related to the Sharon Heights Golf and Country Club (SHGCC) and other customers**

### Recommendation

Staff recommends that the City Council authorize the City Manager to execute an agreement with West Bay Sanitary District (WBSD) regarding the provision of recycled water related to the Sharon Heights Golf and Country Club (SHGCC) and other customers in the area.

### Policy Issues

As a water purveyor, the Menlo Park Municipal Water District (MPMWD) is required to provide potential users within its service area boundary with recycled water. If recycled water requests from customers within the MPMWD service area boundary cannot be met in a reasonable time frame, the MPMWD can delegate these rights to a recycled water producer. Under this agreement, the MPMWD would designate WBSD as the recycled water purveyor for commercial properties and homeowner associations in the Sharon Heights area as shown on the Map attached to the draft Agreement. Pursuant to State law, the City must adopt a recycled water ordinance designating areas within the MPMWD service area that can or may in the future use recycled water and establishing rules and regulations governing the use and distribution of recycled water. Staff is in the process of developing the ordinance.

### Background

The WBSD provides wastewater collection services to the City, as well as to the Towns of Portola Valley, Atherton, Woodside, sections of the City of East Palo Alto, and sections of unincorporated areas of Santa Clara and San Mateo counties. The wastewater collected from these areas flows to the Menlo Park Pump Station, located on Marsh Road near the entrance of the Bedwell-Bayfront Park, and is pumped to the wastewater treatment facility in Redwood City. Both the Menlo Park Pump Station and the wastewater treatment facility in Redwood City are operated by Silicon Valley Clean Water (SVCW). A portion of the wastewater treated at the SVCW facility is discharged to the San Francisco Bay, while the rest is treated to recycled water standards and sold to Redwood City customers for non-potable uses.

In 2014, WBSD conducted a market survey to assess the feasibility of including recycled water services into their portfolio. The SHGCC was identified as a potential user of recycled water. The Recycled Water Facilities Plan, completed in August 2015, evaluated the feasibility of developing a wastewater facility at the SHGCC that would produce recycled water for the golf course and other potential users in the MPMWD service area. WBSD presented to the City Council the proposed recycled water project on February 9<sup>th</sup> of this year.

The proposed recycled water project consists of an influent pump station, wastewater treatment plant, recycled water pump station, and a recycled water distribution system. Wastewater would be pumped from the sewer at Sand Hill Road and Oak Avenue to the treatment facility at the SHGCC. The wastewater treatment plant at the SHGCC would have the capacity to produce 0.5 MGD of disinfected tertiary recycled water, based on the wastewater flow available at the Sand Hill Road / Oak Avenue sewer, and meet water quality standards as defined by Title 22 of the California Code of Regulations.

WBSD is proposing a multiple alternative approach to the project as summarized below:

- Phase I (Alternative I) - The treatment facility would provide SHGCC with 0.4 MGD of recycled water over an eight (8) month period for a total of 152 acre feet per year (AFY). At this time, WBSD is focusing on the implementation of this phase only.
- Phase I (Alternative II) - This option consists of extending the recycled water distribution system to the SLAC National Accelerator Laboratory (SLAC) to meet 84 AFY of irrigation and cooling needs from October to April. While SLAC is outside of the City limits, it is located within the MPMWD's service area. Under this phase, the system would supply a total of 236 AFY of recycled water.
- Phase II (Alternative III) - The project would serve SHGCC and other users, such as the Sharon Land Co., Sand Hill Commons and the Rosewood Sand Hill with 43 AFY of recycled water. Under this phase, the system would supply a total of 197 AFY of recycled water.

WBSD adopted a Mitigated Negative Declaration in November 2015 on the Recycled Water Project – Sharon Heights. The facility is currently in the design phase and construction is expected to be completed in 2017.

## Analysis

The MPMWD purchases all of its potable water supply from the San Francisco Public Utilities Commission (SFPUC) and serves approximately 16,000 residents through 4,300 service connections. In 2015, the daily demand averaged 2.3 MGD, with a total annual consumption of 2,577 AFY. As required by State law, the MPMWD began updating its Urban Water Management Plan (UWMP) in 2015. While the UWMP is in draft form, the findings indicate that the MPMWD would have sufficient water to meet all of its planned future water demands during normal years (non-drought conditions) through 2040. During drought years, however, the MPMWD is expected to experience water supply shortfalls due to reductions in the SFPUC supply. During multiple dry years in 2020 through 2040, the MPMWD could experience shortfalls of up to 17% and 31%, respectively.

Under California Water Code §13575, et seq., the Water Recycling Act of 1991 (Recycling Act) requires that water purveyors, such as MPMWD, identify potential uses for recycled water and potential recycled water customers within their service areas. As part of this requirement, and to help offset potential future shortfalls in water supply, the MPMWD is evaluating the feasibility of developing a recycled water program as part of the Water System Master Plan (WSMP), which is expected to be completed in 2017. The WSMP will identify potential areas that can be served with recycled water and will evaluate the cost and feasibility of acquiring recycled water from the cities of Redwood City and Palo Alto. Once completed, the WSMP will provide a comprehensive evaluation for the development of a recycled water program, further addressing the potential future potable water supply shortfalls.

As part of this effort, the MPMWD has continued to assess partnering opportunities with the WBSD for the provision of recycled water services in its service area. In addition to the development of a recycled water facility at the SHGCC, which is located in the Upper Zone of the MPMWD's service area, staff is currently

evaluating options for recycled water services in the Lower Zone. Continued growth, particularly in the Lower Zone’s M-2 Zoning area, is expected to increase the future demand for water. The MPMWD is exploring the option of partnering with WBSD to evaluate the feasibility of developing a recycled water facility in the Lower Zone that would offset potable water demand in the M-2 Zoning area, as well as other sections of its service area.

While the MPMWD is evaluating the feasibility of developing a recycled water program, it currently does not provide recycled water services. Under the Recycling Act, a water purveyor can delegate these rights to a recycled water producer if it cannot meet a customer’s request for recycled water services within a reasonable time frame. The draft agreement (Attachment A) designates WBSD as the recycled water purveyor to the Sharon Heights area identified in the exhibit to the agreement. The first phase of the project would serve SHGCC with recycled water. Future customers of recycled water, such as SLAC and other larger commercial and multi-family zoned properties in the Sharon Heights area, would be served by the WBSD upon consultation with the MPMWD.

**Impact on City Resources**

The SHGCC’s water demand is 200 AFY. Under Phase I / Alternative I, the facility would use 152 AFY of recycled water for irrigation. The remaining water demand would be met through the use of potable water, which would be required for flushing of the recycled water facility and for potential water quality adjustments needed for irrigating the greens and t-boxes. The project would therefore decrease water sales by 152 AFY.

In 2015, the MPMWD adopted new water rates for the five (5) fiscal years beginning in 2015 through 2020. Since the WBSD / SHGCC recycled water project is expected to begin producing recycled water in 2017, the adopted water rates were used to estimate the potential revenue loss associated with the project for the three (3) years of approved future water rates (Table 1).

Table 1 – MPMWD Revenue Loss for Project (Phase I / Alternative I ONLY), Fiscal Years			
Water Demand	2017-18	2018-19	2019-20
Potential Revenue Loss	\$130,000	\$150,000	\$185,000

Note: The consumption loss is based on the future water rates that have been adopted by the MPMWD.

While the project’s recycled water will offset some of the potable water demand from the SHGCC and reduce revenue, the MPMWD is expected to experience an increase in potable water sales associated with the projected growth and increased water demand within its service area, particularly from the M-2 Zoning area. In addition, the non-potable water supply will enable the MPMWD address some of the potential potable water shortfalls predicted during future drought years.

As noted previously, the Water System Master Plan is expected to be completed in 2017. The study will identify the water system’s infrastructure needs and develop a capital improvement program for the next twenty five (25) years. The study will also recommend a framework for the development of a recycled water program. As the MPMWD continues to supply existing customers with a reliable source of water and prepares to meet future water demands, it is important to note that infrastructure needs and the increasing cost of potable water will likely result in higher future water rates. While the development of a recycled water project will require a significant capital investment, the cost effectiveness of these programs will increase, particularly as water purveyors experience increasing costs and potential future water shortages. In 2020, the MPMWD is scheduled to adopt new water rates for the following five (5) years. As part of that future water rate study, the MPMWD will be required to incorporate increasing infrastructure needs, the increasing cost of supply, as well as the offsetting of potable demand through other sources of water.

### **Environmental Review**

WBSD prepared and adopted a Mitigated Negative Declaration in November 2015 on the Recycled Water Project – Sharon Heights, as required under the California Environmental Quality Act.

### **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. Agreement Between City of Menlo Park and West Bay Sanitary District Regarding Provision of Recycled Water Service within Menlo Park Municipal Water District Service Area

Report prepared by:  
Azalea Mitch, Senior Civil Engineer

Report reviewed by:  
Ruben Niño, Assistant Public Works Director



## AGREEMENT

BETWEEN CITY OF MENLO PARK AND WEST BAY SANITARY DISTRICT  
REGARDING PROVISION OF RECYCLED WATER SERVICE WITHIN  
MENLO PARK MUNICIPAL WATER DISTRICT SERVICE AREA

This Agreement is made by and between the West Bay Sanitary District (“West Bay”) and the Menlo Park Municipal Water District (“MPMWD”) (collectively the “Parties”) and provides as follows:

## RECITALS

WHEREAS, Menlo Park is a municipal corporation and a general law city organized and existing under the laws of the State of California, and is the operator of the Menlo Park Municipal Water District, a division of the Menlo Park Public Works Department, and retail supplier of water to approximately fourteen thousand customers in the Sharon Heights area and portions of Menlo Park north of El Camino Real; and

WHEREAS, West Bay is a Sanitary District organized and existing under the Sanitary District Act of 1923 (the “Sanitary District Act”—Cal. Health & Safety Code § 6400, et seq.), and provides wastewater collection and conveyance services to the Cities of Menlo Park, Atherton and Portola Valley, and portions of East Palo Alto, Woodside and unincorporated San Mateo and Santa Clara counties; and

WHEREAS, the Water Recycling Act of 1991 (“Recycling Act”) (Cal. Water Code §13575, et seq.) requires retail water suppliers, like the MPMWD, to identify potential uses for recycled water within their service areas, potential customers for recycled water service within their service areas, and, within a reasonable time, potential sources of recycled water; and

WHEREAS, the Recycling Act requires a retail water supplier that receives a request from a customer enter into an agreement to provide recycled water, if recycled water is available, or can be made available, to the retail water supplier for sale to the customer, and authorizes a retail water supplier to delegate to a recycled water producer or a recycled water wholesaler its responsibility to provide recycled water;<sup>1</sup> and

WHEREAS, West Bay is authorized, pursuant to Section 6512 of the Sanitary District Act to “acquire, plan, construct, reconstruct, alter, enlarge, lay, renew, replace, maintain, and operate ... water recycling and distribution systems...”; and

WHEREAS, West Bay has notified the MPMWD of its future ability to provide recycled water in accordance with Cal. Government Code Section 65604; and

WHEREAS, Sharon Heights Golf and Country Club (“Sharon Heights”) is a corporation duly

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<sup>1</sup> Cal. Water Code §13580.5.

organized and existing under the laws of the State of California that owns and operates a golf course and related facilities located within Menlo Park's and West Bay's service areas at 2900 Sand Hill Road, Menlo Park; and

WHEREAS, Sharon Heights' golf course and landscaping is currently irrigated solely with potable water supplied by the MPMWD from the San Francisco Public Utilities Commission ("SFPUC"), and its current use of water for irrigation purposes is approximately 200 acre-feet per year (65 million gallons per year), with a peak daily demand during the summer irrigation season of approximately 0.400 million gallons per day; and

WHEREAS, in response to current statewide drought conditions and concerns about the long term viability of continuing to irrigate exclusively with SFPUC, and at the direction of Menlo Park City Council, Sharon Heights has for the past several years been exploring options for identifying additional sources of irrigation water to supplement current supplies, including groundwater and recycled water; and

WHEREAS, beginning in 2014, West Bay and Sharon Heights have been meeting and discussing options for jointly pursuing the parties' mutual interests in conserving available potable water supplies, protecting the environment and natural resources, and reducing the volume of treated wastewater discharged into the San Francisco Bay; and

WHEREAS, West Bay has commissioned a study, jointly funded by West Bay and Sharon Heights, prepared by RMC Water and Environment (the "RMC Study"), demonstrating the feasibility of constructing a pilot recycled water treatment facility (the "Pilot Project") at Sharon Heights, to be located between the existing golf course and Interstate 280, to irrigate Sharon Heights golf course and landscaped areas during peak demand periods, and to provide a source of recycled water to other nearby potential users including, but not limited to, SLAC National Accelerator Laboratory during off-peak periods; and

WHEREAS, West Bay and Sharon Heights have preliminarily concluded that recycled water will be suitable for use as a substitute for the potable water currently used to irrigate the Sharon Heights golf course area and landscaping, and to that end have entered into that certain Memorandum of Understanding Establishing Principles of Agreement for Design, Construction and Operation of Recycled Water Treatment Facility (the "Sharon Heights MOU"), the purpose of which is to determine the feasibility of substituting recycled water for some or all of the potable water now used to irrigate such facilities, and provide a framework for preparation of a long-term agreement for the design, permitting, construction and operation of the Pilot Project ; and

WHEREAS, California's Urban Water Management Planning Act ("UWMP Act") (Cal. Water Code §10610, et seq.) requires urban water suppliers that have 3,000 or more connections, or that supply at least 3,000 acre-feet per year (AFY) of water, to submit a UWMP to the California Department of Water Resources (DWR) every five years; and

WHEREAS, the UWMP Act was amended in 2009 to require water suppliers to reduce urban water use by twenty percent statewide by 2020; and

WHEREAS, pursuant to the UWMP Act, the MPMWD has adopted its Final Urban Water Management Plan 2010, the purpose of which is to:

- Identify measures to be implemented or projects to be undertaken to reduce water demands and address water supply shortfalls;
- Identify stages of action to address up to 50 percent reduction in water supplies during dry water years;
- Identify actions to be implemented in the event of a catastrophic interruption in water supplies;
- Assess the reliability of the sources during normal, single-dry and multiple-dry water years; and
- Identify when, how and what measures the MPMWD could undertake in order to meet California's requirements for a 20 percent per capita reduction in urban water use by 2020; and

WHEREAS, in 2004 the MPMWD evaluated the potential for using recycled water to reduce potable water demands, and identified 144 parcels within its service area as potential recycled water users using approximately 800 acre feet of water annually, and several relatively large potential recycled water users, including Sharon Heights, using approximately 233.6 acre feet annually; and

WHEREAS, in 2016 the MPMWD began developing a Water System Master Plan that includes an evaluation of recycled water opportunities as a means of providing a safe and reliable supply of non-potable water for the its customers; and

WHEREAS, by enactment of the Recycling Act, the State of California has found and declared that:

1. The State of California is subject to periodic drought conditions.
2. The development of traditional water resources in California has not kept pace with the state's population, which is growing at the rate of over 700,000 per year.
3. There is a need for a reliable source of water for uses not related to the supply of potable water to protect investments in agriculture, greenbelts, and recreation and to replenish groundwater basins, and protect and enhance fisheries, wildlife habitat, and riparian areas.
4. The environmental benefits of recycled water include a reduced demand for water in the Sacramento-San Joaquin Delta that is otherwise needed to maintain water quality, reduced discharge of waste into the ocean, and the enhancement of groundwater basins, recreation, fisheries, and wetlands.
5. The use of recycled water has proven to be safe from a public health standpoint, and the State Department of Public Health is updating regulations for the use of recycled water.
6. The use of recycled water is a cost-effective, reliable method of helping to meet California's water supply needs.
7. The development of the infrastructure to distribute recycled water will provide jobs and enhance the economy of the state.

8. Retail water suppliers and recycled water producers and wholesalers should promote the substitution of recycled water for potable water and imported water in order to maximize the appropriate cost-effective use of recycled water in California.
9. Recycled water producers, retail water suppliers, and entities responsible for groundwater replenishment should cooperate in joint technical, economic, and environmental studies, as appropriate, to determine the feasibility of providing recycled water service.
10. Retail water suppliers and recycled water producers and wholesalers should be encouraged to enter into contracts to facilitate the service of recycled and potable water by the retail water suppliers in their service areas in the most efficient and cost-effective manner.
11. Recycled water producers and wholesalers and entities responsible for groundwater replenishment should be encouraged to enter into contracts to facilitate the use of recycled water for groundwater replenishment if recycled water is available and the authorities having jurisdiction approve its use.
12. Wholesale prices set by recycled water producers and recycled water wholesalers, and rates that retail water suppliers are authorized to charge for recycled water, should reflect an equitable sharing of the costs and benefits associated with the development and use of recycled water; and

WHEREAS, the Recycling Act authorizes a recycled water producer or recycled water wholesaler that has identified a potential use or customer that is within the service territory or jurisdiction of a retail water supplier to request a retail water supplier to enter into an agreement to provide recycled water to the potential customer;<sup>2</sup> and

WHEREAS, the proposed Pilot Project is consistent with and in furtherance of the Parties mutual goals, interests, and long-term water supply planning objectives; and

WHEREAS, the Parties have determined that it is desirable, in their mutual interest and consistent with their responsibilities and authority under the UWMP Act and Recycling Act for the MPMWD to delegate to West Bay its responsibility under the Recycling Act to provide recycled water in accordance with the terms of this Agreement; and

WHEREAS, the MPMWD will be developing a Recycled Water Ordinance and establishing a Recycled Water Service Area for the Sharon Heights Golf and Country Club and surrounding areas as part of a future resolution.

NOW, THEREFORE, the Parties agree as follows:

1. That pursuant to California Water Code Section 13580.5(a)(2), Menlo Park hereby designates West Bay Sanitary District as the Recycled Water purveyor to the Sharon Heights Golf and Country Club, and to other commercial customers and/or homeowner's

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<sup>2</sup> Cal. Water Code §13580.

associations within the Recycled Water Purveyor Boundary as shown on the map attached hereto as Exhibit A, but only after further consultation with Menlo Park, with respect to recycled water from the Pilot Project.

DRAFT

EXECUTED and effective on the date by which it has been duly approved and executed by all Parties hereto.

CITY OF MENLO PARK

Dated: \_\_\_\_\_

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

ALEX D. McINTYRE  
City Manager

WEST BAY SANITARY DISTRICT

Dated: \_\_\_\_\_

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

PHIL SCOTT  
District Manager

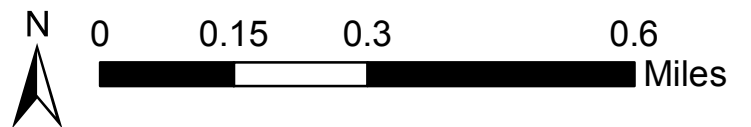
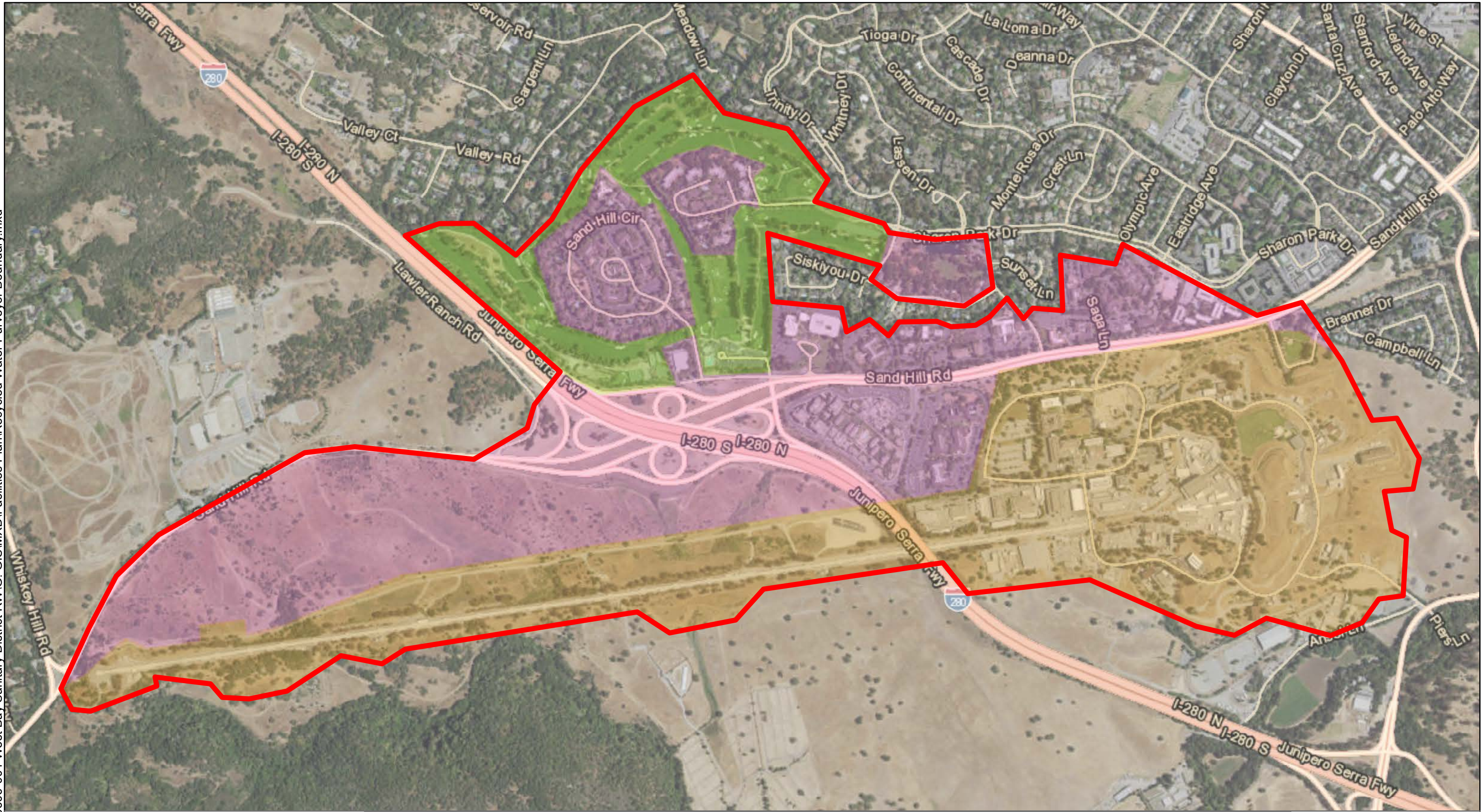
APPROVED AS TO FORM:

APPROVED AS TO FORM:

\_\_\_\_\_  
ANTHONY P. CONDOTTI  
District Counsel

\_\_\_\_\_  
WILLIAM L. McCLURE  
City Attorney

DRAFT



-  Purveyor Boundary
-  Sharon Heights Golf and Country Club
-  SLAC
-  All Other Areas Within Boundary

**Recycled Water  
Purveyor Boundary**

**West Bay  
Sanitary District**

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## STAFF REPORT

### City Council

Meeting Date:

5/3/2016

Staff Report Number:

16-074-CC

Consent Calendar:

**Adopt a resolution authorizing the installation of stop signs on Chilco Street near Facebook Building 23**

### Recommendation

Staff recommends that the City Council adopt a resolution authorizing installation of stop signs on Chilco Street near Facebook Building 23 (approximately 1,200 feet south of the intersection with Constitution Drive).

### Policy Issues

The installation of stop signs is consistent with the City's adopted Circulation Element, which includes policies to encourage pedestrian and bicycle safety and accessibility. It is also consistent with the City Council's adopted 2016 Work Plan, which prioritizes installation of pedestrian and bicycle facility improvements on Chilco Street.

### Background

On March 31, 2015, Hibiscus Properties, LLC, a wholly owned subsidiary of Facebook Inc., submitted a preliminary application for the proposed redevelopment of the TE Connectivity campus located at 301-309 Constitution Drive. The site is located between Chilco Street and the recently completed Building 20, formerly referred to as Facebook's West Campus. The TE Connectivity site includes the building at 300 Constitution Drive (Building 23); however, since that building received its entitlements for the conversion of a warehouse to office uses in December 2014, it is not considered part of the Facebook Campus Expansion Project. The proposal includes construction of two new office buildings totaling approximately 962,400 square feet (a net increase of approximately 126,600 square feet of offices) and a potential 200-room limited service hotel of approximately 174,800 square feet. In addition the proposed project includes publicly-accessible open space and a new pedestrian/bicycle bridge over Bayfront Expressway, providing a more direct connection from the Belle Haven neighborhood to the Bay Trail.

The site is currently accessed via Constitution Drive at the intersection with Chilco Street. Within the project site, the applicant has identified vehicle, pedestrian and bicycle circulation routes, along with emergency vehicle access routes that would link Buildings 20-23. In addition, Facebook has leased buildings (formerly leased to Intuit) across Chilco Street with frontage on Jefferson Drive and is anticipating occupying these buildings in mid-2016. As such, Facebook is looking to improve pedestrian and bicycle circulation across and along Chilco Street and is partnering with the City to expedite frontage improvements that would typically be required as part of the project approval process.

Staff and Facebook have partnered in developing improvements for Chilco Street to improve pedestrian and bicycle safety to be implemented as quickly as possible. Conceptual designs were developed in Fall 2015, and Facebook has now prepared design documents for modifications that are expected to be completed in

phases. Attachment B presents a map of the area showing the proposed phases.

On February 23, 2016, the City Council approved Phase 1 plans and authorized the City Manager to enter into maintenance agreements for these improvements and to accept required easements with Facebook for the Project. Phase 1 extends from approximately the site property line near Building 20 to Building 23. Phase 1 will be an interim improvement and is estimated to be in place for approximately four years until the existing lease to on-site tenants expires and more permanent site and utility work can be completed. This stretch has the proposed publicly-accessible open space across the site from Chilco Street to Bayfront Expressway and a new pedestrian/bicycle bridge over Bayfront Expressway. The Phase 1 improvements consist of maintaining the existing southeast-bound bike lane and two vehicular travel lanes, and adding a concrete curb median with bollards on top of the island, and a Class IV protected bike lane (bi-directional) and pedestrian path. In addition, temporary lighting will be provided to light the bicycle and pedestrian path. The improvements will provide connectivity between the recently completed Building 20 and Building 23 and provide the first phase of improvements to better connect the Belle Haven neighborhood to the Bay Trail and Bedwell-Bayfront Park. Phase 1 improvements are under construction and targeted for completion in May, to coincide with the occupancy of Building 23.

The stop controlled intersection, which is part of the Phase 2 improvements, was reviewed by the Transportation Commission on April 13, 2016. The Transportation Commission determined that the proposed action is consistent with the City's adopted Circulation Element, which includes policies to encourage pedestrian and bicycle safety and accessibility. It is also consistent with the City Council's adopted 2016 Work Plan, which prioritizes installation of pedestrian and bicycle facility improvements on Chilco Street. The Transportation Commission recommended that the City Council approve the stop controlled intersection on Chilco Street near Facebook building 23.

## **Analysis**

Phase 2 will be permanent and consist of a similar conceptual design with Class IV protected bike lanes separated from vehicular traffic and separate pedestrian paths. The existing landscaped island(s) may be removed or reduced in width to accommodate the improvements. As currently proposed, a Class IV separated bike path (bi-directional) and pedestrian path and landscaping would be provided on the existing eastbound side of Chilco Street to the intersection of Chilco Street and Constitution Drive. The addition of new street lighting would also be provided. A pedestrian and bicycle crossing has also been proposed to connect the Facebook campus and the Jefferson Drive leased site.

Staff has worked with Facebook as part of Phase 2 reviews to determine the most appropriate location and required enhancements to ensure the crossing is visible. Attachment C presents the analysis of the proposed crossing location completed by the Facebook team by transportation engineering firm Fehr & Peers. The attached memorandum includes analysis of the anticipated pedestrian/bicycle crossing demand, sight distance evaluation, and evaluation of an all-way stop-sign warrant. The crossing is anticipated to serve 300-600 users per day, with the majority of the crossings taking place mid-day. As described, sight stopping distances are substandard in both directions due to the curvature of the roadway and current design speed. With appropriate traffic control, landscaping design treatments, and advance warning (signs and striping), the crossing is recommended. The analysis recommends installation of an all-way stop-sign at this location. Attachment D provides an illustration of proposed crossing location.

Other locations were evaluated, including near the Phase 1/Phase 2 boundaries and the Chilco Street/Constitution Drive intersection; however, no other alternative location provides a desirable location with appropriate visibility and meeting the anticipated paths of travel for pedestrians and/or bicyclists. Additionally, other potential traffic control devices and enhancements were evaluated for the proposed

location, including a pedestrian traffic signal, a rapid rectangular flashing beacon, and a pedestrian hybrid beacon. These devices would require the pedestrians or cyclists to activate the beacon or signal by pressing a button. Given observations of existing user travel patterns, staff has concerns that pedestrians or bicyclists would not activate the beacon or signal devices and instead cross at-will at a less than optimal location for visibility and travel speed. Therefore, an all-way stop is recommended as the best alternative for the proposed facility at this time.

It is estimated Phase 2 to be completed by the end of summer 2016.

### **Impact on City Resources**

The staff time associated with review and development of the Chilco Street improvement Plans is fully recoverable through fees collected from the applicant. Facebook will be paying for the majority of the work and the City will be utilizing \$50,000 that is earmarked for the Chilco Street Improvements in the Capital Improvement Program for the City's share.

### **Environmental Review**

The improvements are categorically exempt under Class 1 of the current 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. Illustration of Proposed Phasing Plan
- C. Chilco Street Crosswalk Connecting Facebook TE Site to 200 Jefferson Drive
- D. Illustration of Chilco Street Crossing

Report prepared by:  
Theresa Avedian, P.E, Senior Civil Engineer

Report reviewed by:  
Nicole H. Nagaya, P.E, Transportation Manager

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

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
AUTHORIZING THE INSTALLATION OF STOP SIGNS ON CHILCO  
STREET NEAR BUILDING 23

WHEREAS, staff received complaints from drivers and residents about traffic safety concerns due to speeding on Chilco Street;

WHEREAS, the volume of pedestrian and bicycle traffic will increase substantially when Facebook employees occupy the buildings at 180, 190, and 200 Jefferson Drive;

WHEREAS, traffic consultant Fehr and Peers conducted a study which concluded that stop sign control for the proposed crosswalk should be considered based on the limited sight distance on the Chilco Street approaches;

WHEREAS, at the April 13, 2016 Transportation Commission meeting, the commission recommended that the City Council approve the stop controlled intersection on Chilco Street near Facebook building 23;

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

NOW, THEREFORE, BE IT RESOLVED, the City Council of Menlo Park does hereby authorize the installation of stop signs on Chilco Street near Building 23.

I, Pam 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 third day of May, 2016, 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 third day of May, 2016.

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Pamela Aguilar  
City Clerk

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## MEMORANDUM

Date: March 31, 2016

To: Nikki Nagaya, City of Menlo Park

From: Robert H. Eckols, P.E.  
Steve Davis, P.E.

**Subject: Chilco Street Crosswalk Connecting the Facebook TE Site to 200 Jefferson Drive**

*SJ16-1647*

Facebook desires to create a formal pedestrian and bicycle crossing of Chilco Street to accommodate anticipated foot and bicycle traffic between Buildings 24 – 26 (180, 190, 200 Jefferson and previously occupied by Intuit) and Buildings 20 (1 Facebook Way) & 23 (300 Constitution) located on the former Tyco Enterprises campus. Facebook will occupy Building 23 on the west side of the former TE campus beginning in May 2016. A temporary pedestrian and bicycle path will be constructed adjacent to Chilco Street to serve as an interim connection between Building 20 (on the east side of the TE campus) and Building 23. Buildings 24 – 26 will be occupied beginning in August 2016.

The proposed crosswalk will be part of the Phase 2 pedestrian and bicycle improvements on Chilco Street that are part of the permanent improvements for the roadway. The following memorandum describes the estimated pedestrian / bicycle demand, sight distance evaluation, and an all-way stop sign warrant.

### POTENTIAL PEDESTRIAN / BICYCLE DEMAND

At full occupancy, Buildings 23, 24, 25, & 26 combined could house close to 3,000 Facebook employees. Once these four buildings are occupied, it is anticipated that there will be hundreds of pedestrian and bicycle daily trips between all the Facebook buildings including the “Classic” campus (Buildings 10-19). Within the next four years, Facebook is currently seeking entitlements to construct Buildings 21 and 22 (located between Buildings 20 and 23) that could add 6,000 more employees to the TE site. In addition, these buildings will add amenities including food services and a park located within easy walking/biking distance of Building 24 – 26.



While the highest concentration of trips will occur during the lunch hours when employees are free to take advantage of the various dining opportunities at any of the Menlo Park buildings, there will be pedestrian and bicycle activity throughout the day for business reasons. The volume of pedestrian and bicycle traffic could easily approach 300 to 600 trips per day that would be concentrated in the mid-day.

## SIGHT DISTANCE ANALYSIS

Fehr & Peers prepared a sight distance analysis for the proposed Chilco Street crosswalk located at the southern driveway serving Facebook Buildings 24 - 26. The attached exhibits show the sight lines for the crosswalk location and identifies obstructions. Exhibits 1 – 4 show the stopping sight distance or the corner sight distance for each driveway approach. The stopping sight distance analysis assumes that there are no vehicle controls on the Chilco Street approaches; therefore, there needs to be sufficient sight stopping distance to allow a vehicle to safely come to stop if a pedestrian or bicyclist is present in the crosswalk. The corner sight distance analysis determines if the driver of a vehicle exiting the driveway will be able to see oncoming vehicles traveling on Chilco Street prior to entering the intersection.

The required stopping sight distances are defined by the operating speed on the roadway and are designed to allow sufficient time for drivers to detect, react, and stop their vehicle to avoid a collision. Since the posted speed on Chilco Street is 40 mph, sight stopping distance exhibits were prepared for 40 mph and 45 mph. Exhibits 1 and 2 show the stopping sight distance for vehicles traveling 40 mph and 45 mph, respectively.

These exhibits demonstrate that the sight stopping distances are substandard in both directions at a design speed of 45 mph. The future fence and landscaping behind Building 23 block the sight lines for westbound vehicles approaching the driveway. For a vehicle exiting the driveway, the corner sight distance is substandard, particularly if a vehicle is traveling over 40 mph, due to the curvature of the roadway combined with the fencing and landscaping behind Building 23.

The addition of all-way stop sign control will improve safety both for vehicles access the driveway and pedestrians/bikes using the Chilco Street crosswalk. In addition, it would be appropriate to install W3-1 (stop ahead) signs in both directions on Chilco Street 125' in advance of the stop signs.



## MUTCD STOP SIGN APPLICATION ANALYSIS

Fehr & Peers reviewed the criteria provided in the California Manual of Uniform Traffic Control Device 2014 Edition. The City of Menlo Park provided traffic count data for Chilco Street for use in the analysis. The traffic volume data is provided as Attachment A. Section 2B.06 and 2B.07 present the criteria for considering the use of a stop sign or all-way stop sign control, respectively. The following tables list the criteria and the available information for each Section of the MUTCD.

Table 1 shows that, based on the available traffic data and sight distance analysis, the location meets two criteria in Section 2B.06 of the MUTCD. The average daily traffic volume exceeds 6,000 vehicles per day and the sight distance analysis shows that the Chilco Street approaches are substandard for the posted speed limit. A review of the SWITRS data showed that there were no crashes reported at this location in the years 2013, 2014, and 2015.

**Table 1**  
**California MUTCD 2014**  
**Criteria for Application of Stop Sign Control**

<b><u>Section 2B.06 STOP Sign Application</u></b>	
The use of STOP signs on the minor-street approaches should be considered if engineering judgment indicates that a stop is always required because of one or more of the following conditions:	
A. The vehicular traffic volumes on the through street or highway exceed 6,000 vehicles per day;	Daily Volume = 7,000 vehicles
B. A restricted view exists that requires road users to stop in order to adequately observe conflicting traffic on the through street or highway; and/or	Substandard sight stopping distance on both Chilco Street approaches.
C. Crash records indicate that three or more crashes that are susceptible to correction by the installation of a STOP sign have been reported within a 12-month period, or that five or more such crashes have been reported within a 2-year period. Such crashes include right-angle collisions involving road users on the minor-street approach failing to yield the right-of-way to traffic on the through street or highway.	No reported accidents at existing driveway.



Table 2 summarizes the criteria for the application of an all-way stop sign at this location. In terms of the all-way stop criteria, the location is not an interim installation (criteria A) nor does it have a crash history (criteria B). However, the location does meet criteria C.1 Minimum Vehicle Volumes on the major street. The Chilco Street hourly traffic volumes exceed 300 vph for more than 8-hours during the day. Under the existing conditions, the location does not meet criteria C.2 Minimum Vehicle, Pedestrian and Bicycle Volume on the minor street since there minimal pedestrian and bicycle traffic. However, with Facebook occupying the adjacent buildings on both sides of Chilco Street and pedestrian and bicycle improvements planned for Chilco Street, it is anticipated that the pedestrian and bicycle volumes will significantly increase. As described earlier, hundreds of Facebook employees will be moving between the TE Site and Building 24 – 26 throughout the day and particularly during lunch hours. Finally, the posted speed on Chilco Street is 40 mph; therefore, Criteria C.3 85<sup>th</sup>-percentile speed applies and a 70% reduction factor can be applied to the volume criteria.

## CONCLUSION

Stop sign control for the proposed crosswalk should be considered based on the limited sight distance on the Chilco Street approaches. The traffic volumes on Chilco Street currently meet the criteria for using stop sign control. While the existing vehicle, pedestrian, and bicycle volumes on the driveway approach do not meet the all-way stop sign criteria, the volume of pedestrian and bicycle traffic will increase substantially with when Facebook employees occupy the buildings at 180, 190, and 200 Jefferson Drive.



**Table 2**  
**California MUTCD 2014**  
**Criteria for Application of All-way Stop Sign Control**

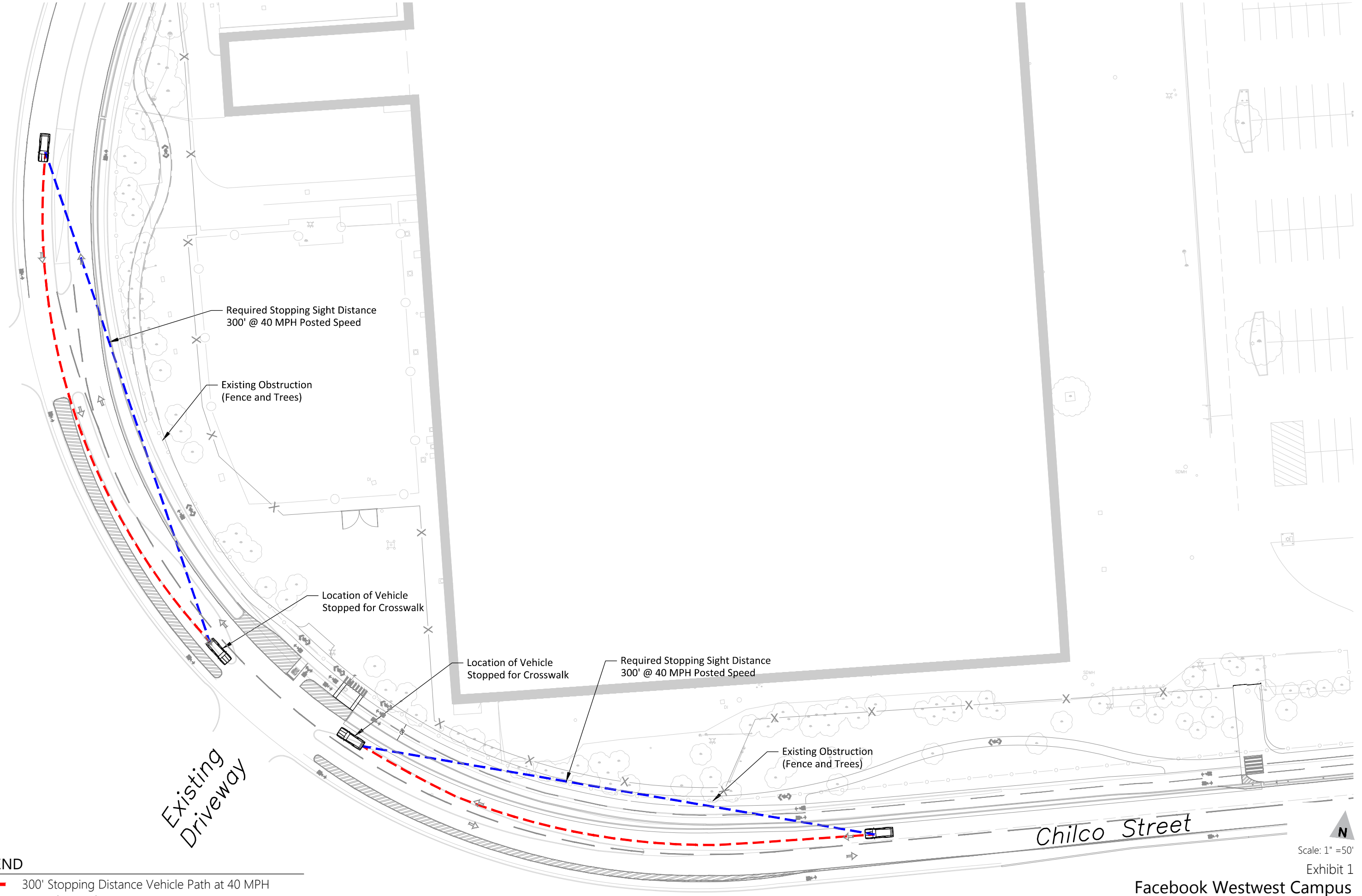
**Section 2B.07 Multi-Way Stop Sign Applications**

The following criteria should be considered in the engineering study for a multi-way STOP sign installation:

<p>A. Where traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.</p>	<p>Not applicable.</p>
<p>B. Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.</p>	<p>No reported accidents at the existing driveway in 2013, 2014 or 2015.</p>
<p>C. Minimum volumes:</p> <ol style="list-style-type: none"> <li>1. The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and</li> <li>2. The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but</li> <li>3. If the 85th-percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in Items 1 and 2.</li> </ol>	<p>Volume exceeds 300 vph 11 hours each day and 14 hours at 70% level below.</p> <p>Under existing conditions there are no pedestrian or bicycle trips; however, with Facebook occupancy there will be a greater amount of pedestrian / bicycle trips.</p> <p>Posted speed is 40 mph, therefore, 70% could be applied.</p>
<p>D. Where no single criterion is satisfied, but where Criteria B, C.1 and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this condition.</p>	<p>Criteria B is met.          Criteria C.1 is met.          Criteria C.2 is not met.</p>

<b>LOCATION:</b> 17. Chilco St <b>SPECIFIC LOCATION:</b> 100 ft from Constitution Dr <b>CITY/STATE:</b> Menlo Park, CA						<b>QC JOB #:</b> 12899413 <b>DIRECTION:</b> EB/WB <b>DATE:</b> Oct 14 2014 - Oct 14 2014				
Start Time	Mon	Tue 14-Oct-14	Wed	Thu	Fri	Average Weekday Hourly Traffic	Sat	Sun	Average Week Hourly Traffic	Average Week Profile
12:00 AM		62				62			62	
1:00 AM		37				37			37	
2:00 AM		32				32			32	
3:00 AM		40				40			40	
4:00 AM		73				73			73	
5:00 AM		190				190			190	
6:00 AM		360				360			360	
7:00 AM		482				482			482	
8:00 AM		505				505			505	
9:00 AM		390				390			390	
10:00 AM		297				297			297	
11:00 AM		289				289			289	
12:00 PM		336				336			336	
1:00 PM		331				331			331	
2:00 PM		491				491			491	
3:00 PM		582				582			582	
4:00 PM		564				564			564	
5:00 PM		579				579			579	
6:00 PM		428				428			428	
7:00 PM		293				293			293	
8:00 PM		200				200			200	
9:00 PM		157				157			157	
10:00 PM		183				183			183	
11:00 PM		98				98			98	
<b>Day Total</b>		6999				6999			6999	
% Weekday Average		100.0%								
% Week Average		100.0%				100.0%				
AM Peak		8:00 AM				8:00 AM			8:00 AM	
Volume		505				505			505	
PM Peak		3:00 PM				3:00 PM			3:00 PM	
Volume		582				582			582	
<i>Comments:</i> none										

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- LEGEND**
- 300' Stopping Distance Vehicle Path at 40 MPH
  - Line-of-Sight for 300' Stopping Distance at 40 MPH

Existing Driveway

Chilco Street

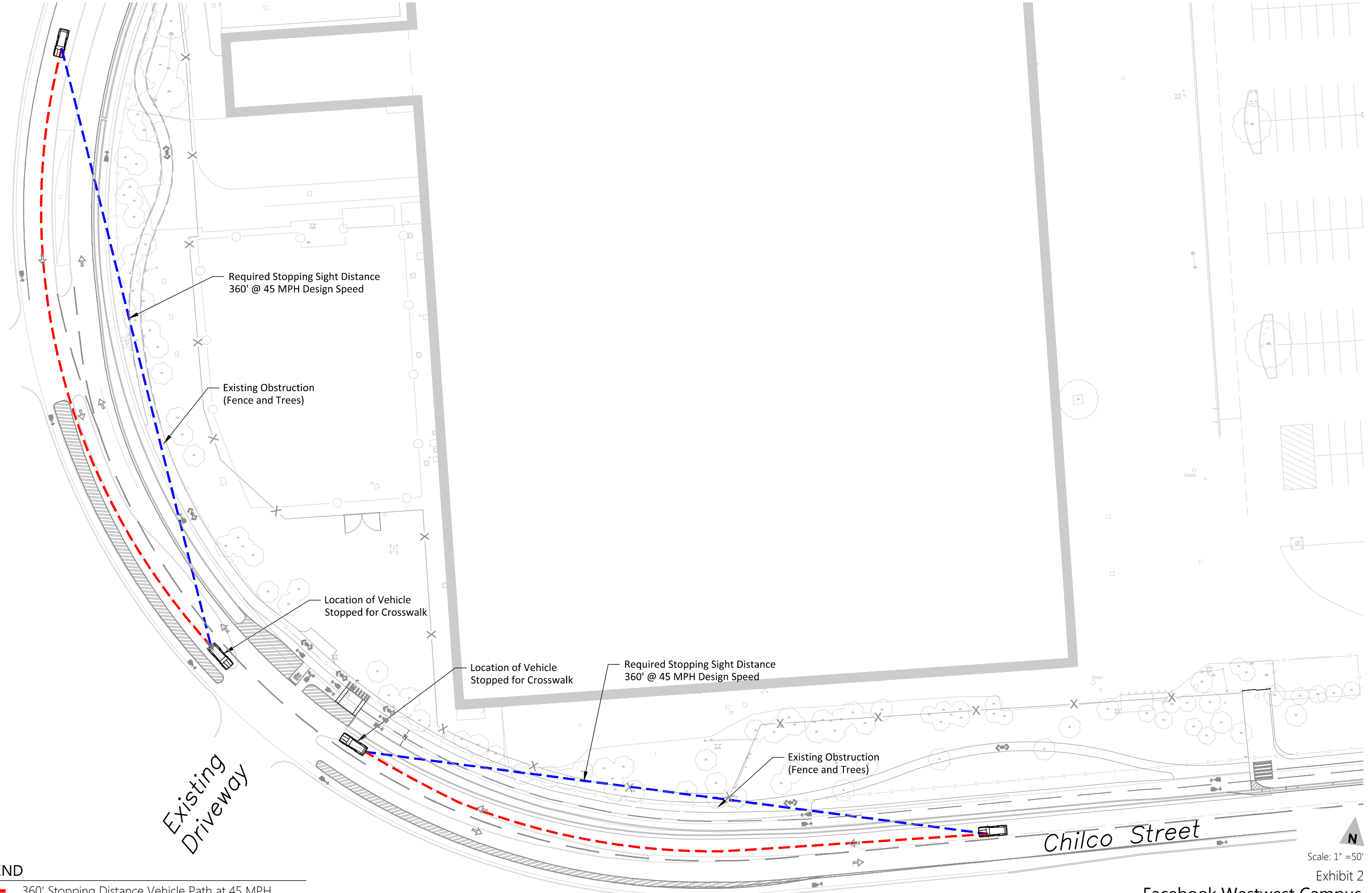


Scale: 1" = 50'

Exhibit 1

Facebook Westwest Campus  
Stopping Sight Distance at 40 MPH

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**LEGEND**

- - - 360' Stopping Distance Vehicle Path at 45 MPH
- - - Line-of-Sight for 360' Stopping Distance at 45 MPH

Existing Driveway

Chilco Street



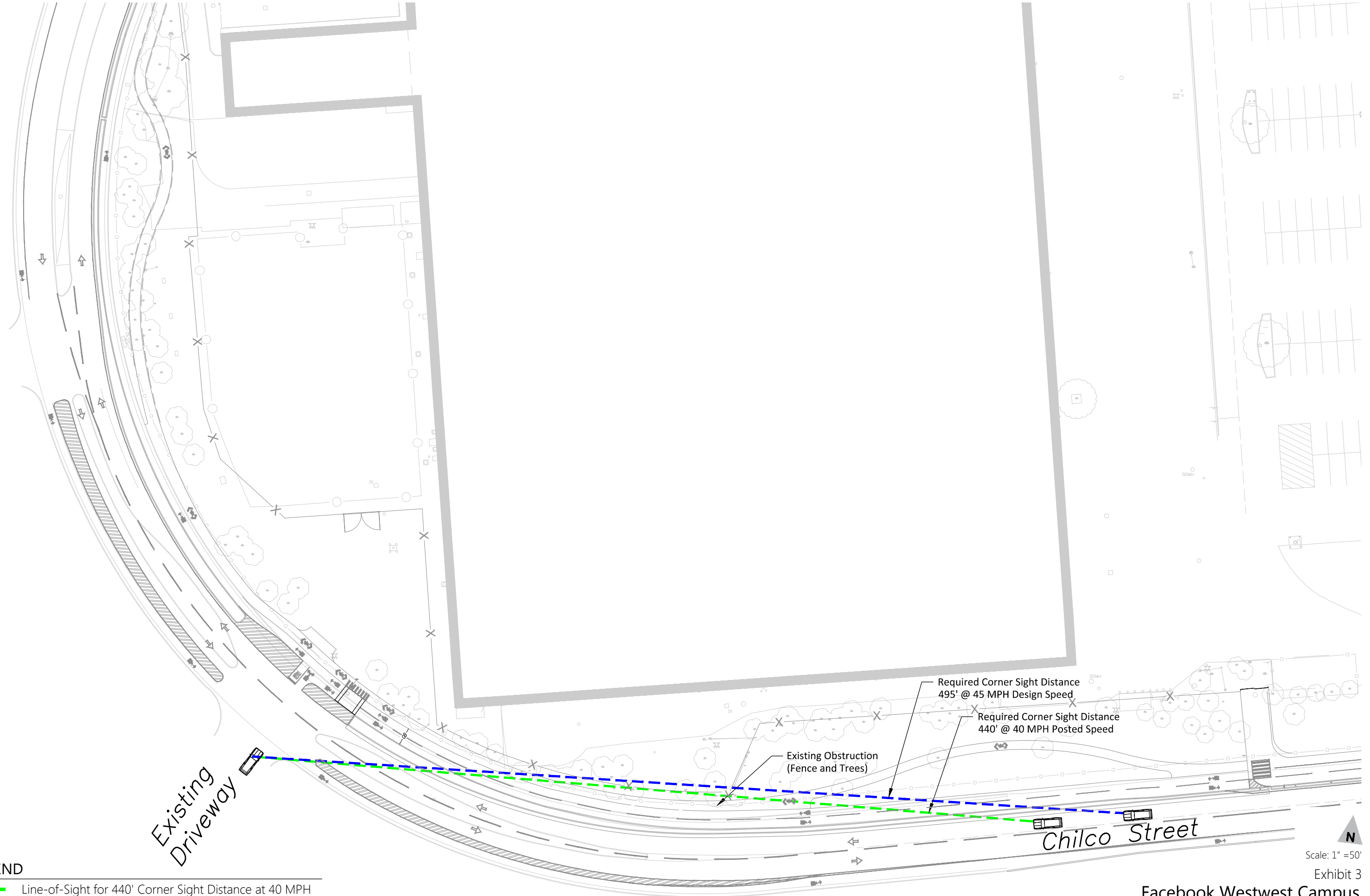
Scale: 1" = 50'

Exhibit 2

Facebook Westwest Campus  
Stopping Sight Distance at 45 MPH



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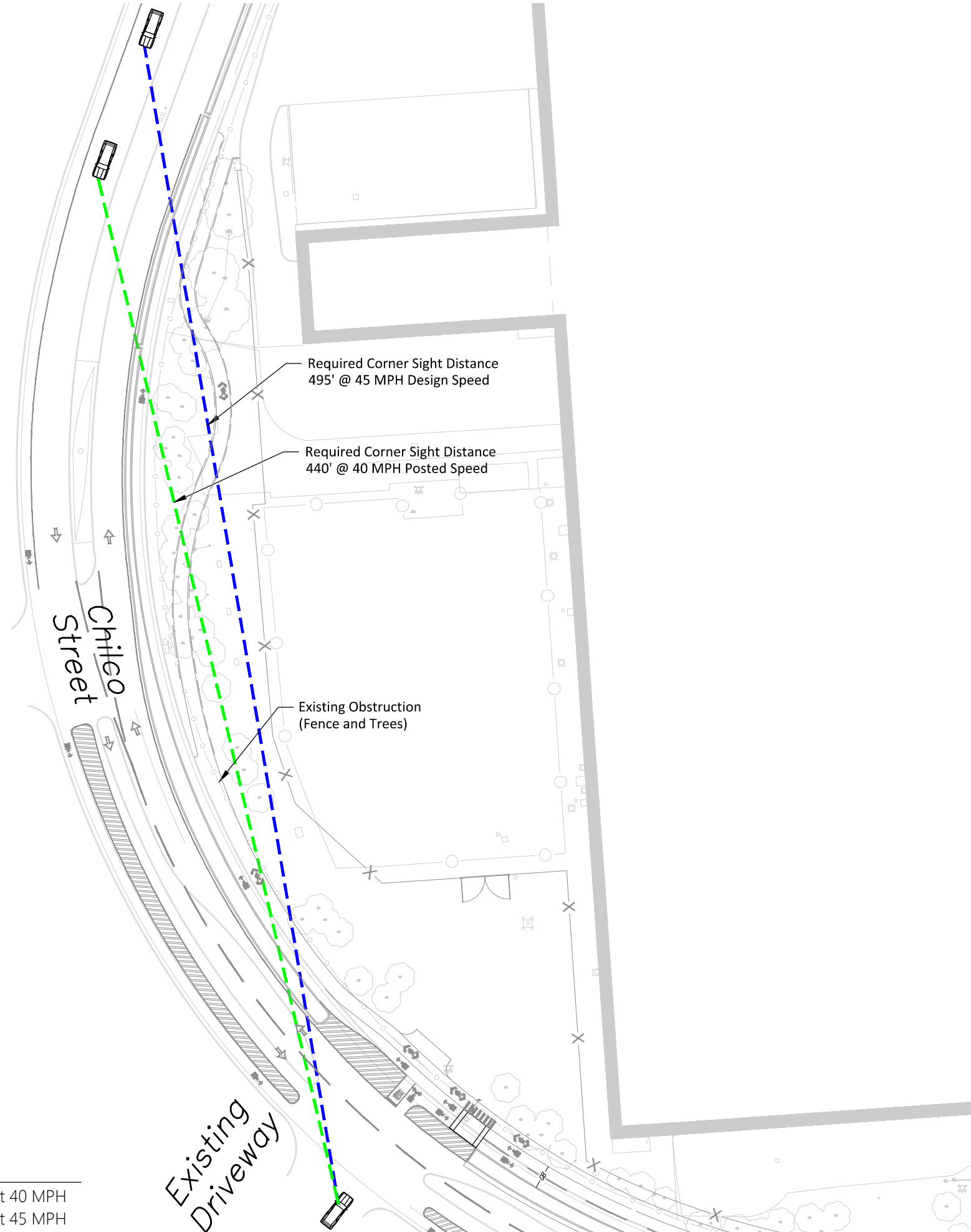
**LEGEND**

- Line-of-Sight for 440' Corner Sight Distance at 40 MPH
- Line-of-Sight for 495' Corner Sight Distance at 45 MPH

Scale: 1" = 50'


Exhibit 3

**Facebook Westwest Campus**  
Corner Sight Distance to East from Driveway



**LEGEND**

- Line-of-Sight for 440' Corner Sight Distance at 40 MPH
- Line-of-Sight for 495' Corner Sight Distance at 45 MPH

  
 Scale: 1" = 50'  
 Exhibit 4

**Facebook Westwest Campus  
Corner Sight Distance to North from Driveway**

# CHILCO STREET

- ① NEW pedestrian path
- ② NEW 2-way bike path
- ③ NEW 1-way bike path
- ④ NEW planted median
- ⑤ NEW crosswalk & stop signs
- ⑥ NEW vehicle travel lanes
- ⑦ EXPANDED substation
- ⑧ NEW MPK 23 entry
- ⑨ NEW pavement striping
- ⑩ MPK 23
- ⑪ Dumbarton rail

*Phase 2b*



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## STAFF REPORT

### City Council

Meeting Date:

5/3/2016

Staff Report Number:

16-075-CC

Consent Calendar:

Authorize staff to proceed forward with evaluation of bicycle improvements on Oak Grove Avenue, Crane Street, and University Drive

### Recommendation

Staff recommends the Council authorize staff to proceed forward with evaluation of bicycle improvements on Oak Grove Avenue, Crane Street, and University Drive.

### Policy Issues

On February 9, 2016, the City Council approved the 2016 Work Plan. This request would amend the City Council Work Plan to prioritize evaluation of bicycle improvements on Oak Grove, Crane Street and University Drive project.

### Background

In 2015, the Bicycle Commission proposed inclusion of a new priority project in the Commission's two-year work plan. The proposed project was to identify a key bicycle route connection to provide access to key destinations in the City, including schools, the downtown, and connecting residential neighborhoods. The resulting project proposal for bicycle improvements to Oak Grove Avenue was developed, and presented to the City Council in a joint meeting with the Transportation Commission on January 26, 2016, and again to the City Council in a regular meeting on April 12, 2016.

### Analysis

The Bicycle Commission's project proposal generally is to develop a one-year pilot program installation of a bicycle facility on the following streets:

- Oak Grove Avenue between Middlefield Road and Crane Street
- Crane Street between Valparaiso Avenue and Santa Cruz Avenue
- Santa Cruz Avenue between Crane Street intersections
- Crane Street between Santa Cruz Avenue and Live Oak Avenue
- Live Oak Avenue between Crane Street and University Drive
- University Drive between Crane Street and Middle Avenue

A map of the proposed streets to be included are shown in Attachment A.

The project, as proposed, would consider on-street parking removal along the route in order to provide Class II bicycle lanes (with a painted buffer where widths allow). It is anticipated that the project could require removal of 112 parking spaces along the route.

Additionally, the project proposes a modifications that would need to be evaluated before installation could occur. The following potential issues would need further evaluation by staff, along with others that may arise during evaluation of the proposal:

- Caltrans jurisdiction: El Camino Real is State Route 82. Caltrans review and approval of any modifications to the El Camino Real/Oak Grove Avenue intersection, including the approaches.
- Lane configurations: A traditional bike lane would not fit with the current lane configuration within the existing curb-to-curb width. Initial Commission proposal eliminates the dedicated left-turn pockets to create a shared left-turn/through lane, and maintain the dedicated right-turn pocket.
- Traffic analysis: Caltrans would likely require a traffic analysis of the proposed modification to determine the effects on the operation of the roadway system.
- Environmental clearance: Appropriate environmental clearance for the project would be required.
- Coordination: Proposed layout should be coordinated with the Town of Atherton within their jurisdiction, the Station 1300 proposal to provide bicycle lanes along the project frontage, and reviewed with the Menlo Park Fire Protection District.
- Operational considerations: Potential modification to lane configurations on Oak Grove Avenue at Laurel Street and near the Nativity School frontage may be needed to accommodate the proposed bicycle facility along with vehicle travel lanes, since heavy turning traffic and vehicle queues during school times occur in this area.
- Parking: Overflow parking from Menlo-Atherton High School currently occurs on Oak Grove Avenue during school hours and would need to be addressed. Additionally, the impact to downtown parking would also need to be assessed.
- Community outreach: Opportunities for feedback on the project would need to be provided for downtown businesses, residents, and those that may otherwise be affected by installation of the improvements.

If Council provides staff direction to proceed with this project, staff would bring back a report detailing a potential scope of work at a future meeting in summer 2016. It is anticipated that installation options could include event-style, a phased installation of individual segments, or a complete installation as a single project. At that time, staff would provide a summary of potential implications for City resources and impacts to other projects. The project that is most likely to be impacted by the addition of this project is the design and implementation of the El Camino Real Corridor Study.

Once Council approves a scope of work in summer 2016, staff would begin evaluating options for installation and addressing the potential issues listed above.

### **Impact on City Resources**

This project is anticipated to require allocation of staff time and funds to support community engagement, design and implementation. Staff will return to Council with a scope of work in summer 2016.

### **Environmental Review**

Prioritizing work on this project does not require environmental review under the California Environmental Quality Act (CEQA). The Project would require environmental review at a later stage prior to implementation.

**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**

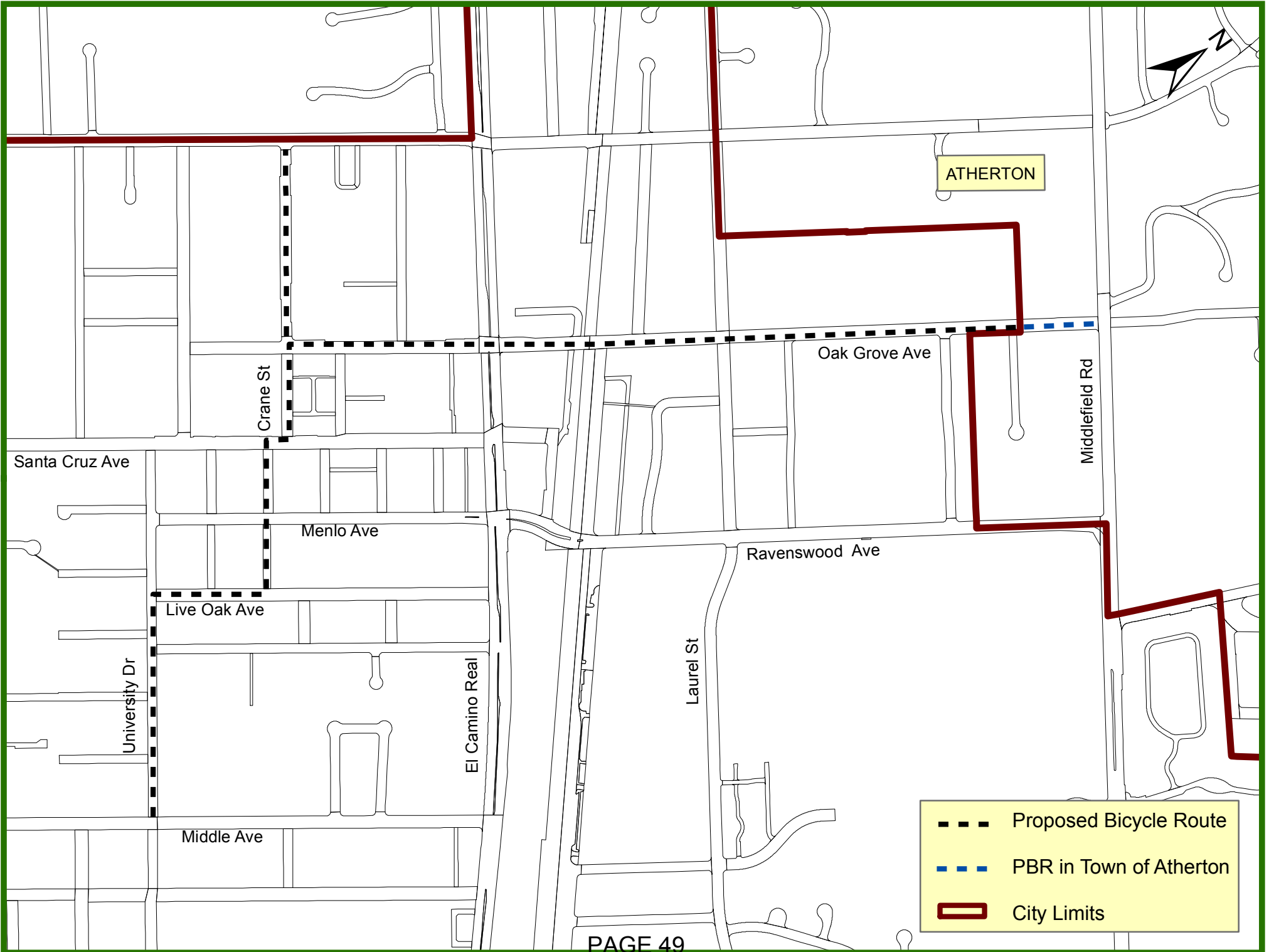
A. Map of Project Extents

Report prepared by:

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

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**STAFF REPORT**

**City Council**

**Meeting Date:** 5/3/2016  
**Staff Report Number:** 16-058-CC

**Consent Calendar:** **Approve extension of the current lease agreement with Team Sheeper Inc. for operation of Burgess and Belle Haven pools through Dec. 31, 2016**

**Recommendation**

Staff recommends that Council approve an extension of the current lease agreement with Team Sheeper Inc. (formerly known as Menlo Swim and Sport) for operation of Burgess and Belle Haven pools through Dec. 31, 2016.

**Policy Issues**

Team Sheeper Inc., has been operating the Burgess Pool facility and providing aquatic programming year-round there since 2006. Team Sheeper took over summer operations at Belle Haven Pool in 2012 and is now operating that pool, with limited hours, year-round. The original lease agreement expired in May 2011 and, following a lengthy RFP process, Council again approved an Aquatics Facilities Lease Agreement with Team Sheeper for five more years. This agreement expires in May 2016. Council approved staff to work with Team Sheeper Inc. on a renewal and extension of the current lease and forego the Request for Proposals process at their meeting May 5, 2015. The approval of an extension to Dec. 31, 2016 is necessary for staff to complete contract negotiations and prepare a new contract for Council approval at the soonest appropriate time.

**Background**

Detailed background on the history of Menlo Park's pool operations and the evolution of the current contract with Team Sheeper, the current lease agreement, and the 2015 Aquatics Contractor Annual Report can be found in the attached Parks and Recreation Commission staff report from Feb. 24, 2016 (Attachment A).

At their March 25, 2015, meeting last year, the Parks and Recreation Commission welcomed public comment on the subject of renewing and extending the lease with Team Sheeper versus engaging in an RFP process. At that meeting, the Commission discussed the lack of compelling arguments in favor of an RFP process and determined that an invitation for alternate providers was not likely to result in potential bidders who could provide the level of service of the current provider as well as a comparable monthly lease payment to the City. In addition, the Commission inquired on whether the current lease payment is appropriate and whether circumstances may have changed that would require a re-evaluation of the terms of the agreement. Staff reported that this would be included in any negotiation with the contractor and would involve a thorough review of audited financial statements. The Commission reiterated their desire that year-round operation of Belle Haven Pool continue and any previous agreements with outside user groups be maintained to ensure maximum community accessibility. The Commission voted unanimously in support of staff developing a term sheet for the extension of the lease agreement with Team Sheeper.

On May 5, 2015, the City Council approved the Parks and Recreation Commission's recommendation to negotiate with Team Sheeper to renew and extend the lease agreement for the City's aquatics operations. During that meeting the Council received public feedback from users of the Burgess Pool and instructed staff to consider the following items during their negotiations with Team Sheeper:

- Continue to include the Parks and Recreation Commission in negotiations of the lease agreement extension.
- Ensure that pool lane usage is maximized and lanes are utilized in the best possible way.
- Evaluate the availability of lap swim throughout the day at the pools, particularly in the mornings when the Master Swim Program is operating.
- Council members were supportive of the SOLO Swim Team's request to have SOLO team attire available in the Burgess Pool shop as well as access to lobby bulletin boards to promote the SOLO Swim Team.
- Determine market rate for lane usage at other aquatic facilities in the area.
- Council was concerned about SOLO's use of the term "fair" and recommended that SOLO submit a range of rates they would consider "fair".

### **Analysis**

When the City signed the current lease agreement five years ago with Team Sheeper, it was embarking on a unique model for operating aquatics programs. Few municipally-owned pools on the Peninsula compare to what is offered at the Burgess Pool in terms of the number of open hours, the level of convenience and breadth of programming. In addition, Team Sheeper's use of partnerships with the City, Facebook and Beyond Barriers Athletic Foundation (BBAF) have helped make the Belle Haven Pool a viable operation which is now open year-round. The past five years have enabled the City to assess the current model and learn more about how it can benefit the City and the entire community.

Negotiations are currently underway with Team Sheeper Inc. and are anticipated to be completed over the next 12 weeks. This time frame is possible as staff does not expect any major changes to the current lease agreement. Staff is recommending the extension of the current lease agreement through Dec. 31, 2016 or until a contract renewal is brought to the Council for their approval which is anticipated July 19, 2016. The extra time is suggested for contingency purposes only, as we realize negotiations are occurring during the busiest season at the pools and City staff is consumed with budgets and other year-end activities as well. If there is an increase to the rental lease amount as part of the contract negotiations, those changes will be retroactive to July 1, 2016, unless otherwise specified in the new lease agreement.

### **Impact on City Resources**

Since the current contract with Team Sheeper was implemented in May 2006, the City's General Fund savings is estimated to have been between \$450,000 and \$550,000 annually. At the time the original contract was negotiated, there were few contractors available for this type of work and the estimated annual savings was seen as a fair and appropriate return for the contractor's use of a City facility. In addition, compared to other cities in the area providing an estimated average subsidy of \$500,000 per year per pool, the City benefited from the ability to offer high quality programs with little financial impact to the General Fund. The current lease agreement requires a rental fee for the Burgess Facility as well as assumption of the majority of expenses for operating the Belle Haven Pool year-round. The total general fund savings is \$90,000 annually for Belle Haven Pool operations alone (total expenses the last year the City operated Belle Haven Pool for eight weeks), and an additional \$36,000 in annual revenue for Burgess Pool rental payments, for an annual net positive impact of \$126,000.

Staff recommends that the current financial conditions remain unchanged through the interim period. Any increase to the current rental lease payment that is proposed as part of the contract negotiations will be retroactive to July 1, 2016, unless otherwise specified in the new lease agreement.

**Environmental Review**

This item 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. Aquatics Contractor Annual Report to the Commission Staff Report Feb. 24, 2016
- B. Amendment to Team Sheeper Inc. Lease Agreement

Report prepared by:  
Derek Schweigart, Community Services Manager

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# Menlo Swim and Sport

Annual Report to the City of Menlo Park

February 17, 2016

## Menlo Swim and Sport

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# Annual Report to the City of Menlo Park

Menlo Swim and Sport entered into a public/private partnership with the City of Menlo Park to operate the Burgess Pool in May 2006. The company is dedicated to serving the community by promoting healthy, balanced lifestyles through aquatic sports and outdoor family activity. In cooperation with the City of Menlo Park, Menlo Swim and Sport aspires to make full use of the facility by providing a proactive approach to sports and aquatic programming.

It is estimated that more than 488,000 visits the Burgess Pool facility, and 16,000 visits the Belle Haven Pool facility on an annual basis.

In 2015, Menlo Swim and Sport experienced continued, steady growth of its core programming at its Burgess Pool facility and maintained continued year-round operations at the Belle Haven facility, beyond the required 10-week summer period.

We are proud to report that 2015 was our best year at Belle Haven since we began operating at that location. There was an increase in swim lessons and in open swim drop in users. We are providing more swim lessons to the community and we are also attracting more members of the community to come enjoy our facilities. We are always looking to adjust our programming to better serve the community. In 2015, we added two Aqua Fit classes in the morning to better suit our community members that attend the Menlo Park Senior Center for lunch time meals.

Also in 2015 our Menlo Mavericks Water Polo team attended Junior Olympics in Orange County. We sent a 10 and under co-ed team and a 14 and under girls team. We are proud to say our team is continuing to grow and compete nationally.

The data in this report reflects the most complete information that Menlo Swim and Sport has relative to the requested areas of interest indicated by the City of Menlo Park.

## Total Amount of Program Hours by Program

Menlo Swim and Sport provided the following programming at the Burgess Pool Facility:

BURGESS POOL PROGRAMMING - 2015	
Program	Program Hours
Aqua Fit	14 hours/week
Camp Menlo	45 hours/week (summer and school holidays)
Beyond Studio Cycling	10 workouts/week
Lap Swim	85 hours/week - fall & winter 88 hours/week - spring & summer
Masters Swimming	21 hours/week
Masters Water Polo	3.5 hours/week
Menlo Fit/Boot Camp	21 hours/week
Menlo Mavericks (Swim)	15 hours/week
Open Swim	38.25 hours/week - fall & winter 56 hours/week - spring & summer
Personal Training	20 hours/week
Swim School - Youth	50 hours/week
Triathlon Team - Adult	18 hours/week
Water Safety Classes	37.5 hours/quarter
SOLO Aquatics	7.5 hours/week
Team in Training (TNT)	3.5 hours/week
Underwater Hockey	4 hours/week

**TOTAL AMOUNT OF PROGRAM HOURS BY PROGRAM AREA**

Menlo Swim and Sport provided the following programming at the Belle Haven Pool Facility

BELLE HAVEN POOL PROGRAMMING - 2015	
Program	Program Hours
Aqua Fit	4 hours/week
Camp Menlo	25 hours/week (summer)
Lap Swim	15 hours/week (non-summer) 44 hours/week (summer)
Menlo Mavericks (Polo)	12 hours/week
Open Swim	15 hours/week (non-summer) 25 hours/week (summer)
Personal Training	2 hours/week (non-summer) 4 hours/week (summer)
Swim School - Youth	4 hours/week (spring) 14 hours/week (summer)
Swim School - Adult	2 hours/week (fall)
Synchronized Swimming	3 hours/week

## Participation Statistics by Program

### PARTICIPATION STATISTICS BURGESS

BURGESS POOL PARTICIPATION STATISTICS		
Program Area	2014 Participation	2015 Participation
Aqua Fit	88 active online memberships, approximately 292 drop-ins per year.	79 active online memberships, approximately 179 drop-ins per year.
Camp Menlo	1,500 participants annually	1,500 participants/annually
Beyond Studio Cycling	12 active online memberships Drop-ins: 157	11 active online memberships Drop-ins: 94
Lap Swim	18,754 drop in customers Approximately 249 customers with monthly lap swim memberships	20,572 drop in customers Approximately 217 customers with monthly lap swim memberships
Masters Swimming	300+ active members	300+ active members
Masters Water Polo	20 active members	25 active members
Menlo Fit/Boot Camp	65 active members Drop In: 33	65 active members Drop In: 54
Menlo Mavericks	Non-summer: 355 Summer: 320	Non-summer: 345 members Summer: 325 members
Open Swim	23,350 drop-in customers 53 Summer Family Swim Passes	30,000 drop-in customers 50 Summer Family Swim Passes
Personal Training	Approximately 65/month	Approximately 180/month
Swim School - Youth	Approximately 1,250 students per week, or 60,000 lessons given annually.	Approximately 1,250 students per week, or 60,000 lessons given annually.
Triathlon Team - Adult	80 members	80 members
Water Safety Classes	111 certifications	146 certifications
SOLO Aquatics	Estimated at 80 members	Estimated at 80 members
Team in Training (TNT)	100-150 people per quarter	100-150 people per quarter

**PARTICIPATION STATISTICS - BELLE HAVEN**

BELLE HAVEN POOL PARTICIPATION STATISTICS		
Program Area	2014 Participation	2015 Participation
Aqua Fit	7/week - summer	10/week - summer
Camp Menlo	15/week - summer	15/week - summer
Lap Swim - Members	4/week - year-round	7/week - year-round
Lap Swim - Drop In	11/week - year-round	22/week - year-round
Menlo Mavericks (Polo)	60/week - year-round	60/week - year-round
Open Swim - Drop In	22/week - year-round average	78/week - year-round average
Swim School - Youth	80/week - summer	100/week - summer
Swim School - Adult	n/a	8/week - fall

# Customer Satisfaction Survey Results

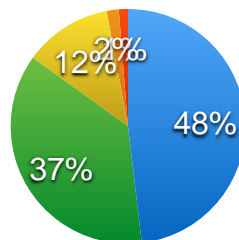
## INCLUDES USER GROUP FEEDBACK BY PROGRAM AREA OR RENTAL

Menlo Swim and Sport conducted an annual survey of various pool user groups in 2015, which was made available online only at Burgess, and online and via paper at Belle Haven. Links to the online survey were provided to facility users via the Menlo Swim and Sport monthly newsletter. SOLO was provided with links to the survey; however, data was not received from SOLO. The results are documented below.

The following questions were asked of Burgess Pool users:

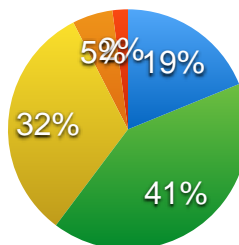
1. As a direct result of participating at the pool, I (or my child) have improved upon or developed a new skill.

- Strongly Agree
- Agree
- Neither Agree Nor Disagree
- Disagree
- Strongly Disagree



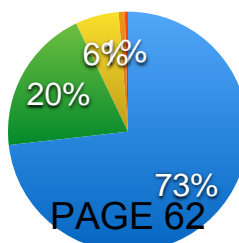
2. As a direct result of participating at the pool, I (or my child) feel closer to my community.

- Strongly Agree
- Agree
- Neither Agree Nor Disagree
- Disagree
- Strongly Disagree

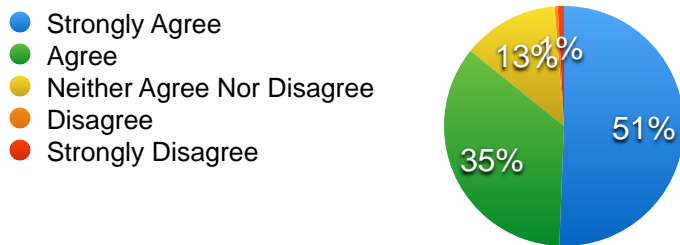


3. My (or my child's) participation in aquatics programs supports a healthy lifestyle.

- Strongly Agree
- Agree
- Neither Agree Nor Disagree
- Disagree
- Strongly Disagree



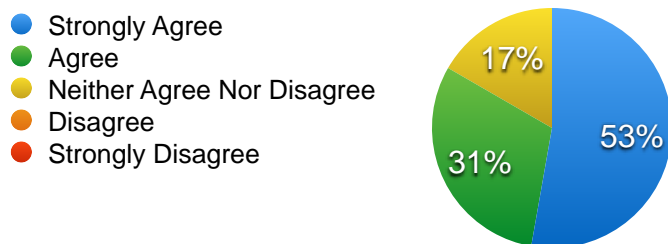
4. My (or my child's) participation in aquatics programs contributes to my (or my child's) individual growth and development.



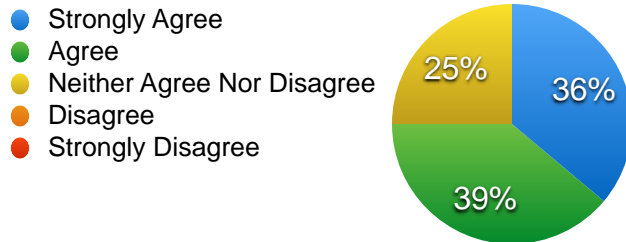
MENLO SWIM AND SPORT BURGESS USERS - 2015 SURVEY RESPONSES				
Answer Options	Question #1	Question #2	Question #3	Question #4
Strongly Agree	48.12%	18.83%	73.22%	50.63%
Agree	36.82%	41.42%	19.67%	35.15%
Neither Agree Nor Disagree	12.13%	32.22%	5.86%	12.97%
Disagree	1.67%	5.44%	0.84%	0.42%
Strongly Disagree	1.26%	2.09%	0.42%	0.84%

The following questions were asked of the Belle Haven Pool users:

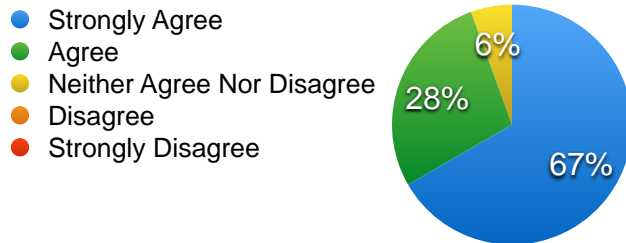
1. As a direct result of participating at Belle Haven Pool, I (or my child) have improved upon or developed a new skill.



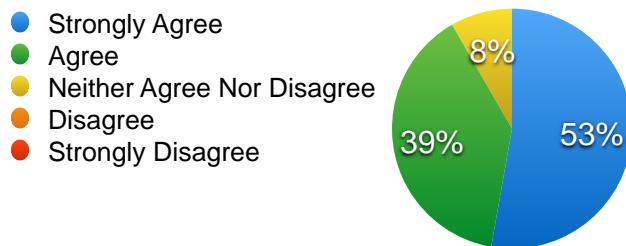
2. As a direct result of participating at Belle Haven Pool, I (or my child) feel closer to my community.



3. My (or my child's) participation in aquatics programs supports a healthy lifestyle.



4. My (or my child's) participation in aquatics programs contributes to my (or my child's) individual growth and development.





**BELLE HAVEN POOL**

BELLE HAVEN POOL USERS - 2015 SURVEY RESPONSES				
Answer Options	Question #1	Question #2	Question #3	Question #4
Strongly Agree	52.78%	36.11%	66.67%	52.78%
Agree	30.56%	38.89%	27.78%	38.89%
Neither Agree Nor Disagree	16.67%	25%	5.56%	8.33%
Disagree	0%	0%	0%	0%
Strongly Disagree	0%	0%	0%	0%

## Pool Schedule and Space Allocation by Program

**INCLUDES PREVIOUS YEAR AND PROJECTIONS FOR 2015**

Menlo Swim and Sport tracks its pool schedule and allocation of pool space by program area for both the Instructional Pool and the Performance Pool via monthly calendars. The records for January through December 2015 are attached to this document. The pool schedule and allocation for specific programs for 2016 will likely be consistent with the 2015 schedule. Minor changes to the schedule occur based on the modification or creation of new programs.

## Fee Comparison by Program Area

NORTH OF MENLO PARK FEE COMPARISON - 2015/2016					
Program	Burgess Pool - Menlo Park	Belle Haven - Menlo Park	Herkner Pool - Redwood City	Burlingame Aquatic Center	Peninsula Jewish Community Center (Foster City)
Aqua Fit (Water Exercise)	\$60-\$79/month	\$40/month	n/a	\$64/month	Monthly: \$114/mo One-time reg fee: \$195
Camp Menlo	\$345/wk.	\$250/wk.	n/a	\$209 to \$251/wk.	\$335 to \$690/wk.
Indoor Cycling	\$79/month	n/a	n/a	n/a	Monthly: \$114/mo One-time reg fee: \$195
Lap Swim	<b>Resident</b> Youth: \$4 Adult: \$6 Senior & Student: \$5  \$47/month  <b>Non- Resident</b> Youth: \$5 Adult: \$7 <b>*Family: \$18</b> Senior & Student: \$6  \$54/month	<b>Resident</b> Youth: \$3 Adult: \$4 Senior & Student: \$4  \$40/month  <b>Non-Resident</b> Youth: \$3 Adult: \$5 <b>*Family: \$15</b> Senior & Student: \$4  \$45/month	<b>Fees</b> Youth: \$3 Adults: \$5 Senior: \$3	<b>Resident</b> Youth: \$5 Adult: \$7 Senior: \$5  Adult res: \$53/month Adult non-res: \$58/month	Monthly: \$114/mo One-time reg fee: \$195
Masters Swimming	\$79/month	n/a	n/a	\$61/month	Monthly: \$114/mo One-time reg fee: \$195
Masters Water Polo	\$79/month	n/a	n/a	\$35/month	n/a
Menlo Fit	<b>All Access</b> \$185/month	n/a	n/a	n/a	Monthly: \$114/mo One-time reg fee: \$195

NORTH OF MENLO PARK FEE COMPARISON - 2015/2016					
Program	Burgess Pool - Menlo Park	Belle Haven - Menlo Park	Herkner Pool - Redwood City	Burlingame Aquatic Center	Peninsula Jewish Community Center (Foster City)
Youth Competitive Swim Team	<b>Monthly Dues</b> Range = \$55 to \$118	n/a	Redwood City Sharks: \$199 per summer session	Monthly Dues Range = \$80 to \$240	Monthly Dues Member \$115  Non-member \$140
Open Swim	<b>Resident</b> Youth: \$4 Adult: \$6 <b>*Family: \$15</b> Senior & Student: \$5  \$47/month  <b>Non- Resident</b> Youth: \$5 Adult: \$7 <b>*Family: \$18</b> Senior & Student: \$6  \$54/month	<b>Resident</b> Youth: \$3 Adult: \$4 <b>*Family: \$12</b> Senior & Student: \$4  \$40/month  <b>Non-Resident</b> Youth: \$3 Adult: \$5 <b>*Family: \$15</b> Senior & Student: \$4  \$45/month	<b>Baby Pool</b> Drop-in: \$2 per child. Add'l \$1 per child  Youth: \$3 Adult: \$5 Senior: (60+) \$3	<b>Drop In</b> Youth: \$3 Adult: \$5	<b>Drop In</b> \$25 for day pass (adult & child)  Monthly Dues Member \$115  Non-member \$140
Personal Training	\$120 per hour	\$115 per hour.	n/a	n/a	Monthly Dues Member \$115  Non-member \$140  \$82 to \$92/hr.
Swim School	<b>Group:</b> \$86 per month, \$21.50 per class	<b>Group:</b> \$15/ lesson kids  \$5/lesson (w/ BBAF Scholarship)	<b>Resident:</b> \$10/ class  <b>Non-Resident:</b> \$10.80/class	<b>Group</b> Members \$13.75 - \$16.25/ class	<b>Group</b> Member rate: \$17.50 - \$24.50/ class
Triathlon Team, Menlo Fit (Boot Camp), ALL ACCESS	<b>All Access</b> \$180/month	n/a	n/a	n/a	n/a

NORTH OF MENLO PARK FEE COMPARISON - 2015/2016					
Program	Burgess Pool - Menlo Park	Belle Haven - Menlo Park	Herkner Pool - Redwood City	Burlingame Aquatic Center	Peninsula Jewish Community Center (Foster City)
Water Polo - Youth	n/a	\$80/month - 12 Under & 14 Under (boys & girls)  \$40/month - 10 Under (coed)  \$32/month (w/ BBAF Scholarship)	n/a	\$86 - \$151/month	n/a
Safety Academy	Lifeguard \$300	Lifeguard \$300	n/a	n/a	Lifeguard Certification: \$175

SOUTH OF MENLO PARK FEE COMPARISON - 2015/2016					
Program	Burgess Pool - Menlo Park	Belle Haven - Menlo Park	Rinconada Pool - Palo Alto	Eagle Park Pool - City of Mountain View	Fremont H.S. Pool - Sunnyvale (California Sport Center)
Aqua Fit (Water Exercise)	\$60 to \$79/month	\$40/month	n/a	Drop In  Resident: \$6/class Non-resident: \$7.50  Sr. Resident: \$3/class Sr. Non-resident: \$4/class	Drop In:  Resident: \$11/swim Non-resident: \$14/swim
Camp Menlo	\$345/wk.	\$250/wk.	n/a	n/a	\$370 to \$462.50/wk.
Indoor Cycling	\$79/month	n/a	n/a	n/a	n/a

SOUTH OF MENLO PARK FEE COMPARISON - 2015/2016					
Program	Burgess Pool - Menlo Park	Belle Haven - Menlo Park	Rinconada Pool - Palo Alto	Eagle Park Pool - City of Mountain View	Fremont H.S. Pool - Sunnyvale (California Sport Center)
Lap Swim	<b>Resident</b> Youth: \$4 Adult: \$6 Senior & Student: \$5  \$48/month  <b>Non- Resident</b> Youth: \$5 Adult: \$7 Senior & Student: \$6  \$54/month	<b>Resident</b> Youth: \$3 Adult: \$4 Senior & Student: \$4  \$40/month  <b>Non-Resident</b> Youth: \$3 Adult: \$5 Senior & Student: \$4  \$45/month	<b>Non-Member</b> Adult: \$5 Senior (60+): \$3  <b>Member - Resident</b> Adult: \$3.50 Senior (60+): \$2 Youth: \$3	<b>Resident</b> (25 Swims) -\$90  <b>Non-Resident</b> (25 Swims) -\$113  <b>Resident Senior:</b> (25 Swims) - \$31  <b>Non-Resident Senior:</b> (25 Swims) - \$39  <b>Resident</b> (1 Swim) - \$5  <b>Non-Resident</b> (1 Swim) - \$6	<b>Resident</b> Drop-in: \$7 12-punch: \$55 Monthly: \$51 Senior (55+): \$39  <b>Non-Resident</b> Drop-in: \$10 12-punch: \$68  Monthly: \$63 Senior (55+) \$49
Masters Swimming	\$79/month	n/a	Monthly dues: \$80	\$50-\$60 per month	\$60 to \$75/month
Masters Water Polo	\$79/month	n/a	n/a	n/a	n/a
Menlo Fit	<b>All Access</b> \$185/month	n/a	n/a	n/a	n/a
Youth Competitive Swim Team	<b>Monthly Dues</b> Range = \$55 to \$118	n/a	Range \$95 to \$260/month	Range \$100 to \$200/month	Range \$96 to \$191/month.
Open Swim	<b>Resident</b> Youth: \$4 Adult: \$6 <b>*Family: \$15</b> Senior & Student: \$5  \$47/month  <b>Non- Resident</b> Youth: \$5 Adult: \$7 <b>*Family: \$18</b> Senior & Student: \$6  \$54/month	<b>Resident</b> Youth: \$3 Adult: \$4 <b>*Family: \$12</b> Senior & Student: \$4  \$40/month  <b>Non-Resident</b> Youth: \$3 Adult: \$5 <b>*Family: \$15</b> Senior & Student: \$4  \$45/month	<b>Daily Drop In</b> Youth: \$4 Adult: \$5 Senior: \$3 Infant: \$2  <b>Resident 10-card program discount</b> Youth: \$3 Adult: \$3.50 Senior: \$2  <b>Non-Resident 10-card program discount</b> Youth: \$3.50 Adult: \$4 Senior: \$2.50	<b>Resident Child:</b> \$3 Adult: \$4 Family: \$10  <b>Non-Resident</b> Child: \$4 Adult: \$5 Family: \$18  Spectator: \$3	Drop In: Res: \$4/swim Non-Res: \$5/swim

SOUTH OF MENLO PARK FEE COMPARISON - 2015/2016					
Program	Burgess Pool - Menlo Park	Belle Haven - Menlo Park	Rinconada Pool - Palo Alto	Eagle Park Pool - City of Mountain View	Fremont H.S. Pool - Sunnyvale (California Sport Center)
Personal Training	\$120 per hour	\$115 per hour.	n/a	n/a	n/a
Swim School	<b>Group:</b> \$86 per month, \$21.50/class	<b>Group:</b> \$15/lesson kids  \$5/lesson (w/ BBAF Scholarship)	Pricing not available.	Group: \$7.50 to \$9.50/class	\$15.75/class
Triathlon Team, Menlo Fit (Boot Camp), ALL ACCESS	<b>All Access</b> \$180/month	n/a	n/a	n/a	n/a
Water Polo - Youth	n/a	\$80/month - 12 Under & 14 Under (boys & girls)  \$40/month - 10 Under (coed)  \$32/month (w/ BBAF Scholarship)	n/a	n/a	\$78 to \$87/month
Safety Academy	Lifeguard \$300	Lifeguard \$300	Lifeguard \$189 to \$219	Lifeguard \$236 to \$295	Lifeguard \$300

\*Menlo Swim and Sport is unique by providing low-cost family pricing options.

Based on the above fee comparison, Menlo Swim and Sport continues to offer a full compliment of sport and aquatic programming relative to the public pools operating in the local area. This is evident by the fact that the other facilities do not offer the broad range of programming found in Menlo Park and operated by Menlo Swim and Sport.

Both the Burgess and Belle Haven pools via Menlo Swim and Sport continue to offer users a broad selection of high-quality aquatic programming at or below market rate.

## Lane Rate Rental Fee Comparison

Location	Per Hour Lane Rental Rate
Saratoga High School Pool	\$2.87 to \$5.56
Los Gatos High School Pool	\$4.12 to \$6.25
Eagle Park Pool (City of Mountain View)	\$5.50 to \$58
Sequoia Union High School District	\$8.57* to \$10.70
Fremont High School Pool (Sunnyvale)	\$13 to \$17
Terman Middle School	\$13.33
<b><i>USA Swimming - National Average</i></b>	<b>\$14.00</b>
Foothill College	\$15* to \$18.75
Camden Community Center (City of San Jose)	\$16.00
Burgess Pool (City of Menlo Park)	\$16 to \$24
Belle Haven Pool (City of Menlo Park)	\$20.00
Burlingame High School Pool (City of Burlingame)	\$20.00

\*A lower non-profit rate is usually given to non-profit organizations.

## Pricing Structure - 2015

Registration for adult programs continued with a simplified pricing structure. Patrons had the option to register for a single sport or activity (e.g. Level 1 or Level 2), or they can combine programs/activities with either the All-Access Silver or All-Access Gold packages.

2015 - MENLO SWIM AND SPORT MONTHLY PRICING LEVELS			
Level 1	Level 2	Level 3 (All Access Silver)	Level 4 (All Access Gold)
\$54	\$79	\$133	\$185
(Choose One) <ul style="list-style-type: none"> <li>• Lap &amp; Open Swim</li> <li>• Menlo Bike Club</li> <li>• Tattersols Women's Running Team</li> <li>• All Terrain Runners</li> </ul>	(Choose One) <ul style="list-style-type: none"> <li>• Aqua Fit Water Exercise</li> <li>• Masters Swim</li> <li>• Indoor Cycling</li> <li>• Menlo Mavens Water Polo</li> </ul>	Access to All Level 1 and Level 2 programs.  Except: <ul style="list-style-type: none"> <li>• Boot Camp</li> <li>• Triathlon</li> </ul>	Access to all Level 1 and Level 2 programs.  Including: <ul style="list-style-type: none"> <li>• Boot Camp</li> <li>• Triathlon</li> </ul>

- Menlo Park Resident Lap Swim only membership available at \$47.
- 25% Senior, Student, and Family Discounts are available.

## Annual Audits and Review Demonstrating Standards of Care

Menlo Swim and Sport takes great care in managing the facility above industry standards for public pools. Certified Pool Operators manage and care for the pool systems and balance the water on a daily basis. Written records are kept and reviewed on a regular basis by qualified city staff and the County Public Health Department. Custodial staff maintains the facility and surrounding grounds approximately eight to ten hours per day. Mid-day on-site restroom cleanings are conducted during the peak seasonal use times in order to keep up with the high volume of daily visits. It should be noted that the estimated number of people who pass through this facility is estimated to be 488,000 annually.

The company employs a human resources manager who tracks employee certifications and conducts and tracks employee training with the assistance of a human resources management and payroll system. Customer registration is conducted via two systems: one specifically deals with the nuances of the swim school, and the other system manages all non-swim school related functions.



The company's lifeguards are all fully certified and encouraged to seek advanced lifeguard certifications. Water safety/lifeguard instruction is provided by company staff to existing and prospective employees. The lifeguarding surveillance techniques employed are consistent with the standards set by the American Red Cross.

Risk management and employee safety are addressed via monthly employee safety meetings. Menlo Swim and Sport continues to contract with DuAll Safety in order to stay current with relevant safety issues and to ensure that Menlo Swim and Sport meets the safety requirements required by the City of Menlo Park for the operation of the Burgess and Belle Haven Pools. The DuAll Safety Plan includes work in the following health and safety areas:

1. Injury and Illness Prevention Program (IIPP)
2. Confined Space Program Update and Revision
3. Emergency Action Plan revision
4. Hazardous Materials Business Plan Development (Burgess & Belle Haven Pool)
5. Exposure Control Plan (e.g. bloodborne pathogens)
6. Fall Protection Standard Operating Procedure
7. Heat Illness Prevention Program
8. Cold Illness Prevention Program
9. Ladder/Climb Safety Training
10. Chemical Inventory
11. Hazard Communication Program
12. Personal Protective Equipment (PPE) program
13. Respiratory Protection
14. Fall Protection
15. Driver Safety Training
16. Develop 2014 Safety Plan of Action
17. PPE Hazard Assessment
18. Aerosol Transmittable Disease (ATD) Plan

Knorr Systems Inc., is contracted to perform scheduled pool and equipment maintenance, and quarterly audits/analysis of the water to ensure proper chemical and operational balance.

Total Aquatic Management conducted an operational audit for the Burgess Pool on February 21, 2015. Menlo Swim and Sport demonstrated satisfactory to above average ratings in all sections of the audit. The audit results are attached to this report.

Here is the synopsis of the audit directly from the auditor:

"The Menlo Swim and Sport operated Burgess Aquatic Center is in great condition and very well taken care of. The programs are very well rounded and really meet the community need. The swim school is a model of success. Staff should formalize rotations to always occur in the same location, chair, ladder by lift, etc. It does not matter so much where as they are consistently done in one place the same way each time to make sure the water is always watched. Training should be done on the rescue of unresponsive victims off the bottom of the pool and then extricated and CPR performed with a trainer AED if possible. The importance of getting the victim and getting them out as quickly as possible must be emphasized! The process on deck should involve gloving up, making an airway from behind the victim's head, assessing pulse

and breathing simultaneously, giving two breaths then the second rescuer starting compressions until the AED arrives.”

## Risk Management Documentation

Menlo Swim and Sport has an active Risk Management Program for the Burgess and Belle Haven Pools which focuses on the following areas:

- **Emergency Action Plan (EAP):** Individual departments are trained via drills to respond to appropriate emergency scenarios (e.g. fire alarm); EAP guidelines are issued to new hires, relevant EAP sections are posted on employee break room walls; emergency equipment stations (e.g. first aid stations, AED & oxygen station), two way radio communication system is in place.
- **Facilities and Equipment:** The custodial staff has created and utilizes a Pool Maintenance Essential Duties Checklist as a guide for essential tasks and key job duties. The City conducts occasional inspections to ensure the company is maintaining the facility appropriately. Any deficient areas are identified and addressed quickly by staff. Appropriate signage is maintained around both the Burgess and Belle Haven Pool facilities.
- **Supervision:** Menlo Swim and Sport employs in excess of 200 employees during the peak season of summer and maintains a staff of approximately 130 employees throughout the year. The company is structured with a CEO, Chief Financial Officer, Director of Operations, as well as directors for the following positions: human resources, customer service, athletic programming (e.g. swim school, camps), lifeguard, and marketing. The company now maintains a contract with an IT company for technology related issues. Menlo Swim and Sport maintains a comprehensive workers' compensation insurance plan as required by the State of California.
- **Training:** The management team (described above) works hard to ensure that the company provides high-quality staff with exceptional training in their area of expertise. Appropriate levels of training and screening occur prior to hiring new staff. Constant quality improvement is the goal when it comes to staff and program development.
- **Documentation:** Menlo Swim and Sport has created policy and procedure manuals to provide guidance to staff. These manuals are available for review upon request.
- **Safety Suggestion Boxes:** Menlo Swim and Sport provides Safety Suggestion Boxes for employees to submit ideas related to safety concerns and improvements. The Safety Committee follows up on these suggestions during its monthly safety meetings.

## Lifeguard Training

During the new employee on boarding process, employees are provided with training in the following areas:

- Harassment Policy

- Workers Compensation
- Workplace Violence
- Work hours, lunch and breaks
- Vacation and sick leave

Each department has a very specific training program and checklist for all newly hire employees.

In 2105, the lifeguard staff was required to attend a minimum of eight in-service trainings. Seasonal staff attend two to three depending on their length of employment. Menlo Swim and Sport offered 24 in-service trainings throughout the year. These training sessions are two hours in length and cover topics such as customer service, first aid, CPR/AED, lifeguard skills and general Menlo Swim and Sport policy review.

In addition to the training, lifeguards received the following audits to evaluate their skills: surface scanning (monthly), bottom scanning (quarterly), CPR/AED, first aid (quarterly). New lifeguards are required to complete a two-hour orientation and shadow shift. All staff lifeguards are required to renew their certifications every two years.

## Certifications

**Lifeguards:** Red Cross Lifeguard/First Aid, CPR/AED for the Professional Rescuer

**Swim Coaches:** American Swim Coaches Association (ASCA), USA Swim Coach, Lifeguard, Lifeguard Instructor, Automated External Defibrillator (AED), Crossfit Level 1, Emergency Medical Technician (EMT)

**Other Coaches:** Menlo Fit (Boot Camp): Individual fitness certifications; Aqua Fit: appropriate water exercise certifications, Triathlon Coaches: USA Triathlon (USAT), Cross Fit certification Level 1 and Cross Fit kids, and Associated Swim Coaches of America (ASCA) Level 3.

**Pool Maintenance Staff:** Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO)

## Facility Maintenance

Custodial staff initiates a thorough cleaning of the all restrooms (men, women, and family) at least three hours prior to facility opening. An ongoing, mid-day facility cleaning of the restrooms and facility windows was added in fall of 2013 to account for the high visitor volume. The mid-day cleaning is handled by an outside vendor. Staff maintains the facility and surrounding grounds, spending eight to ten hours per day cleaning and maintaining the facility. Dozens of restroom checks are conducted throughout the day by a combination of company lifeguard and management staff.

Staff spends at least three hours per day cleaning the surrounding outdoor areas to include: the pool deck, pool bottom & tiles, mechanical room, administrative offices, picnic areas and facility lobby. The City of Menlo Park conducts facility checks of both the Burgess and the Belle Haven

Pools. Menlo Swim and Sport staff review the facility check reports and respond quickly to address any facility-related concerns noted by city staff.

## Description of Programs

**Aqua Fit:** Aqua Fit classes use the natural resistive forces of water to strengthen both muscles and the cardiovascular system. Water exercise has proven to be one of the healthiest, most versatile whole-body workouts for top athletes, fitness enthusiasts, youth and seniors alike.

**Camp Menlo:** Camp Menlo offers aquatics instruction, water sports, and dry land activities for a variety of ages. Menlo Swim and Sports goal is to give campers a unique and inspiring experience while cultivating skills for a lifetime of aquatics and sports safety, health, and enjoyment.

**Lap Swim:** Lanes are dedicated to lap swimming in the performance pool and the instructional pool seven days per week year-round with a lifeguard on duty at all times. We observe circle swimming when there are more than two swimmers per lane. The number of lanes for lap swimming varies according to scheduled activities in each pool, but during the times below, you will find designated lap lanes.

**Masters Swimming:** Menlo Masters was organized in 1988 and is now one of the largest Masters Swimming teams in Northern California and in the U.S. The club welcomes participation from swimmers of all abilities, age 19 or over, who are interested in regular structured workouts.

Previous experience in competitive swimming is not necessary. Members range from beginning swimmers to triathletes to former collegiate swimmers and nationally-ranked Masters competitors.

Menlo Masters conducts ongoing conditioning, stroke instruction, intra-club activities, competitions, and social events throughout the year. Emphasis is placed on developing swimming skills, enhancing the enjoyment of swimming through regular workouts and professional instruction, and the promotion of lifetime fitness through swimming.

**Masters Water Polo:** Menlo Swim and Sport offers women's water polo for all experience levels, ages 19 and over. Our team, the Menlo Mavens, is a fun, inclusive, and diverse group with a passion for water polo. The coaching staff brings years of top level play and coaching experience to the Menlo Mavens team. Our goal is to build a strong and exciting women's water polo program that both introduces new players to the sport and provides professional coaching and challenge for experienced players.

**Menlo Fit:** Menlo Fit offers 21 weekly classes of boot camp with experienced and trusted instructors who provide a variety of cardio interval training routines.

**Menlo Mavericks (Swim and Water Polo):** The Menlo Mavericks is a year round swim team, which aims to create a swimming community that is extremely positive about being in and around the water. We emphasize learning sound techniques through our committed and competent coaches in a pleasant and positive environment. With a team segmented into smaller

groups to meet the needs of swimmers of all ability levels, the Menlo Mavericks receive the best quality of coaching, instruction, and fun. In 2012, the team became an officially recognized USA Swimming program.

**Open Swim:** The pool is open to the community seven days per week. Lifeguards are on duty at all times during open swim. No registration required, just drop in.

**Personal Training:** Menlo Swim and Sport offers the expertise of our personal trainers for individual lessons. The personal trainers bring coaching talent and passion for swimming and sport so clients can benefit from one-on-one lessons no matter what their skill level.

The personal training program has expanded to include the following areas: Swim Pro, Swim School Select, Mavericks Performance Pro, Aqua Fit Pro, Water Polo Pro, Triathlon Pro, Fitness Pro, Tennis Pro, and Bike Pro.

**Swim School:** The Menlo Swim School is a year-round school that provides professional, goal-oriented swim lessons for all ages and levels, developing life-long competency and a life-long love of swimming.

### **Tennis**

The Menlo Tennis Academy, providing lessons for children 7-14 years, has been steadily growing and is currently at capacity for our Level 2 Intermediate lessons. Our tennis program is now expanding to provide another level of lessons for advanced players. We look forward to starting bi-monthly weekend tournaments for Tennis Academy players and other players.

**Triathlon Team:** Team Sheeper is a full-service multi-sport organization providing coaching and training to athletes of all levels and ages.

## **Special Events and Accomplishments**

### **BURGESS POOL**

#### **Mavericks Swim Team**

Menlo Mavericks had a good year in 2015 as far as individual and team accomplishments. The team completed USA Swimming Club Recognition Level 1 program and is currently about to complete their Level 2. The team added five new swimmers to its Far Western Championship Team as well as 10 new athletes to its Junior Olympic Championship Team. Along with those accomplishments, the Mavericks also had an athlete and a coach represented in Hawaii for the Pacific All-Star team where they helped bring the championship trophy back to Pacific Swimming. In addition to our year round USA Swimming accomplishments, our Summer League team finished a solid 3rd for the second year in a row. Menlo Mavericks looks to better ourselves once again in 2016.

#### **Camp Menlo**

In 2015, Camp Menlo summer enrollment remained steady, while focusing on raising the quality of the camp experience for young people. Quality in our camps was consistently achieved by recruiting excellent counselor-leaders; setting clear program goals for the children's sport and social development; and conducting the camps in a safe, well-organized, fun environment. In

the past year, we solidified our committed to providing enjoyable school holiday camps, which meet the needs of working families, whose children are out of school for one to five days.

### **Can-Do Challenge**

The Can-Do February Challenge has been a team tradition for nearly 20 years. The goal for each Menlo Masters member to swim 50,000 yards in the month or as much as 100,000 yards. The team tallies up the yardage each day and swimmers reaching these thresholds receive gifts from the team to honor their efforts. The real reward is that for every 2000 yards logged, we ask team members to bring in a can of food. The canned food then donated to a local food bank, along with a monetary donation from Menlo Masters based on the number of cans collected. Money and cans go to the Brown Bag Lunch Program through the Menlo Park Senior Center. We plan to participate in this program in 2016.

### **Family Giving Tree**

This was the ninth consecutive year that Menlo Swim and Sport participated in Family Giving Tree's Holiday Wish Drive. Every year the employees and clients of Menlo Swim and Sport fulfill approximately 85 wishes for the children and donate several hundred dollars to the underserved community.

### **Kid's Triathlon**

*Saturday, July 11, 2015*

Open to children age 5-14, provided a safe and fun environment for kids to compete in a triathlon with kids their same age. Approximately 350 children participated in the race.

### **Underwater Hockey**

Menlo Swim and Sport partnered with Club Puck to begin offering USA Underwater Hockey at the Burgess Pool.

### **Risk Management**

In 2015, we heightened the awareness of our guests to the four leading causes of pool emergencies (extended breath holding, inattentive parents, non-swimmers not wearing a life jacket, and diving into shallow water). We've also increased the training for our staff so they are vigilant and aware of the most likely emergency events. We have embarked on a campaign of proactive lifeguarding based upon the current best practices, and consulted with leading experts in this area. We also provide lifejackets to patrons.

One out of every 140,000 swim patrons is involved in a drowning incident. Because of this statistic, Menlo Swim and Sport's number one concern is safety. The first line of defense is public knowledge and communication. We address this via signage at our pools along with having well-trained and professionally certified lifeguards. We hand select the best lifeguard candidates through an extensive interview and evaluation process. We spend great care looking for the desired skills and behavioral characteristics. Once hired, lifeguards go through a two-hour one-on-one onsite facility training. The first shift is a shadow shift with a veteran lifeguard. They participate in mandatory in-service training and their skills are audited on a regular basis as discussed in the Lifeguard Training section above. Each guard undergoes an annual performance evaluation.

### **Charitable Giving**

Donations of sports and aquatic program access to local schools and local non-profits to raise money through their auction by our donations. Some of the many schools and organizations include:

- San Mateo Co. Chronic Disease and Injury Prevention Unit
- Little Hands Pre-School
- Bing Pre-School
- Phillips Brooks School
- Nativity Catholic School
- Nueva School
- Orion Alternative School
- City of Menlo Park Downtown Fitness Extravaganza
- Menlo Park - Atherton Education Foundation
- Geo Kids
- North Star School
- San Carlos Educational Foundation
- Menlo Park Library Project Read
- City of Menlo Park Summer Concert Partnership

### **BELLE HAVEN POOL**

#### **Facebook Adult Swim Lessons**

Offered lessons on a first come, first served basis, two days per week with the intent to develop new swimmers to populate the lap swim program at Belle Haven Pool.

#### **Beechwood School Parent Swim Lessons**

Offered fee for service lessons for adult parents of Beechwood students so that a swimming environment could be created within the household.

#### **Big Hero 6 Movie Night**

*Friday, May 15, 2015*

The showing of the movie Big Hero 6 was a success with approximately 75 children in attendance. It was a collaboration between the Menlo Swim and Sport and Belle Haven after school program. The children were able to swim and watch the movie with popcorn and hot chocolate.

## **Charitable Organizations**

### **Beyond Barriers Athletic Foundation (BBAF)**

Thanks to the continued support of BBAF, in 2015 Belle Haven Swim School was able to give a total of 2,242 swim lessons that included spring and summer lessons. Our water polo team has remained steady with 60 members that include a boys and girls 14 and under, 12 and under and a 10 and under co-ed group. BBAF was able to subsidize 1,662 individual water polo team workouts to kids from the Belle Haven community and East Palo Alto community which also traveled to Southern California to participate in the Junior Olympics.

In 2015, BBAF contributed more than \$33,000 in sponsorship funds. They have committed to increase that amount to \$40,000 in 2016.

### **Ravenswood Clinic**

Though the Belle Haven Aqua Fit program was initially run at-cost, Ravenswood Clinic saw the program as an opportunity to provide athletic support to its lower income clientele. As part of an agreement with Menlo Swim and Sport, Ravenswood helped fund the cost of running the program. In return, Menlo Swim and Sport provided Ravenswood clients with free access to the Belle Haven Aqua Fit Program.

## **Conclusion**

In summary, 2015 was a successful year for Menlo Swim and Sport and the Burgess and Belle Haven Pools. Our staff put forth great effort to improve the programs we offer to the community through our partnership with the City of Menlo Park.

As the facility approaches its 10th year of extremely high volume usage, we saw a need to completely overhaul mechanical and water treatment systems. We have installed two new heaters, Variable Frequency Drives (VFD's) on both circulation pumps, replaced the circulation pump impellers, and checked valves and funnel valves. We have replaced the sand in all of the pool filters. We installed almost all new underwater lighting fixtures.

In general terms, we had an increase in revenue in 2015; however, along with this came an increase in overhead costs. There was also an increase in repair and maintenance costs in pool operations. We saw strong demand for open swimming that we were unable to handle at certain times due to necessary lifeguard ratios. Staff will closely monitor this situation to ensure that we are able to better anticipate and respond to the needs of public with regard to open swimming.

We are pleased that our partnership with Facebook for operations at the Belle Haven Pool will continue.

The company goals for 2016 include:

- Increase summer workforce to meet the growing demand of recreational swimmers.
- Improve efficiency of moving people in and around the facility.
- Continue to increase customer satisfaction.

We hope to be on a similar path of continued improvement for 2016, and we look forward to providing high-quality service to the Menlo Park community in the coming year.



AMENDMENT TO LEASE AGREEMENT  
("Burgess Pool," 501 Laurel Street, Menlo Park, CA &  
"Belle Haven Pool," 100 Terminal Avenue, Menlo Park, CA)

This Amendment to Lease Agreement is made by and between the CITY OF MENLO PARK, a municipal corporation, ("CITY"), and TEAM SHEEPER INC., a California corporation, ("PROVIDER"), with respect to that certain Lease Agreement dated March 15, 2011, (the "Lease") regarding both the "Burgess Pool" located at 501 Laurel Street, Menlo Park, California, and the "Belle Haven Pool" located at 100 Terminal Avenue, Menlo Park, California, (the "Premises"), effective as of the last date appearing adjacent to the signatures of the parties hereto.

RECITALS

WHEREAS, the CITY and TEAM SHEEPER, L.L.C., a California limited liability company, entered into the Lease; and

WHEREAS, in 2011, TEAM SHEEPER, L.L.C., a California limited liability company, converted to a California corporation by the name of TEAM SHEEPER INC.

NOW, THEREFORE, for good and valuable consideration the parties agree to amend the Lease as follows:

1. The term of the Lease Agreement shall be extended and shall terminate on December 31, 2016.
2. Any rent increase set forth in a new lease between the parties shall be retroactive to July 1, 2016, unless otherwise agreed in the new lease.
3. The terms of the rental to SOLO Aquatics shall remain unchanged until a new lease is entered into between the CITY and PROVIDER; provided, however, any increase in lane rental fees approved in the new lease shall be retroactive to July 1, 2016, unless otherwise provided in the new lease.
4. Except as modified herein, all of the remaining terms and provisions of the Lease shall remain in full force and effect.

DATED: \_\_\_\_\_, 2016

CITY OF MENLO PARK, a municipal corporation

Attest:

By: \_\_\_\_\_  
City Manager

\_\_\_\_\_  
City Clerk

DATED: \_\_\_\_\_, 2016

TEAM SHEEPER INC, a California corporation

By: \_\_\_\_\_  
Tim Sheeper,  
Chief Executive Officer

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**STAFF REPORT****City Council**

**Meeting Date:** 5/3/2016  
**Staff Report Number:** 16-077-CC

**Consent Calendar:** **Authorize the Mayor to sign a Sister City Agreement between the City of Menlo Park and City of Galway, Ireland**

**Recommendation**

Staff recommends that the City Council approve the language for the Sister City Agreement between the City of Menlo Park and the City of Galway, Ireland.

**Policy Issues**

This recommendation is consistent with prior action of the Council to develop opportunities for cultural exchange and mutual economic benefit with foreign city governments as outlined below. It is also consistent with the Economic Development Plan Goals: *1. Diversify and Growing City Revenue Sources* and *7. Enhance Cultural and Arts Offerings*.

**Background**Galway

In 2013, the City in partnership with the Community Organization Two Menlos, investigated and developed a friendship agreement between the City of Menlo Park and the City of Galway, Ireland. The Friendship Agreement was signed by former Mayor Peter Ohtaki and former Galway Mayor Padraig Conneely on October 17, 2013. Over the last two and a half years there have been multiple visits of representatives from Galway to Menlo Park and of representatives of Menlo Park to Galway. As a result of the strengthening relationship the Galway City Council took action to expand the relationship with the City of Menlo Park to a sister/twinning cities relationship on September 14, 2015.

Sister City and Friendship Committee

On November 17, 2015, the City Council voted to establish the Menlo Park Sister City and Friendship Committee and directed staff join Sister Cities International and draft a Sister City Agreement between the City of Menlo Park and the City of Galway, Ireland. On April 12, 2016, the City Council appointed three residents and two business leaders to serve on the Committee.

Agreement with Galway

Staff has worked with staff from the City of Galway to develop language for a Sister City Agreement (Attachment A).

### **Analysis**

Mayor Rich Cline will be traveling on business and has planned to attend a signing ceremony on May 19<sup>th</sup> with Mayor Frank Fahy in order to formalize the Sister City Agreement. Staff will make any revisions to the Sister City Agreement that Council approves and provide two revised copies for Mayor Cline to bring with him to Galway.

### **Impact on City Resources**

The Fiscal Year 2015-16 City Budget allocated funding to support the City Council's efforts to develop friendship agreements with foreign cities. Staff will bring forward any additional necessary funding requests through the Fiscal Year 2016-17 City Budget process.

### **Environmental Review**

This action is not a project under CEQA.

### **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. Draft Sister City Agreement Between the City of Menlo Park and the City of Galway, Ireland

Report prepared by:

Jim Cogan, Economic Development and Housing Manager

**An Agreement****Between the City of Galway, Republic of Ireland and the City of Menlo Park in the State of California, United States of America.**

The City of Menlo Park in the State of California, United States of America, is represented by the Honourable Mayor Rich Cline and the City of Galway in the Republic of Ireland is represented by the Honourable Mayor Frank Fahy; and

Whereas, the cities of Menlo Park and Galway share a historical bond that dates back over 150 years when two Galway-men, Dennis J. Oliver and Daniel C. McGlynn, from the village of Menlo in the city of Galway, travelled to California and purchased a ranch they named Menlo Park; and

Whereas, a joint interest in establishing a protocol of friendship guided by the desire to establish friendly relations and cooperation between the cities of Galway and Menlo Park, which reflects the interests and efforts of our governments to strengthen friendly relations and cooperation between the Republic of Ireland and the United States of America; and

Whereas, friendship and cooperation between Galway City and Menlo Park will contribute to the development and strengthening of relations between our two countries; to the consolidation of peace all over the world; and to the growth and improvement of humanity; and

Whereas, the mutual interests of the citizens of Galway City and Menlo Park towards each other's life and culture, manifested in the representative bodies of the Galway City Council and the Menlo Park City Council, in the efforts of friendship and cooperation, have decided and agreed to the following;

**ARTICLE 1**

The present agreement is designed to determine the main spheres of cooperation and exchange between Menlo Park and Galway City, within the framework of existing relations between our countries and with the purpose of enriching them and giving them a more lively and dynamic character, taking into account all of the values of life and interests of both cities, thereby increasing mutual respect and regard for the shared history, customs and ways of life of each city.

**ARTICLE 2**

In order to implement the present Agreement, Galway City and Menlo Park will develop an appropriate program of cooperation and exchanges. Under the Program of Cooperation and Exchanges, Galway City and Menlo Park agree to implement an ongoing, substantive exchange of both information and representatives in the fields of culture, economy, education and scholarship, history, science, sports, tourism, community life and the activities of the respective City Councils and their various departments. Menlo Park and Galway City agree that these exchanges may take various forms, including bilateral meetings, celebrations, concerts and performances, exchanges of exhibitions, films, literature and other articles of culture, collaboration between educational institutions, joint research and economic projects, professional seminars, tour groups, and official delegations.

### **ARTICLE 3**

To encourage the broadest possible participation of the citizens of Galway City and Menlo Park in the activities outlined in the present Agreement, each city shall endeavour to:

- a) Promote a positive atmosphere of cooperation and mutual understanding, encourage the participation of the broadest spectrum of the population in Sister City exchanges, and foster a free and open exchanges of ideas, values and experiences.
- b) Encourage free contact between groups and individuals of the two cities, within the framework of the present Agreement.
- c) Regularly inform the citizens of their respective cities and each other about Sister City activities, and promote and exchange print and broadcast media reports on Sister City activities in both cities.

### **ARTICLE 4**

Galway City and Menlo Park agree that, in order to implement the present Agreement, each city will work with the representatives of a recognized association, commission or non-profit organization to:

- a) Develop and manage the proposed Programs of Cooperation and Exchanges.
- b) Act as official representation for their respective City Council in the facilitation of the ongoing aspects of the Sister City relationship, and periodically report to them.

### **ARTICLE 5**

The present Agreement shall come into effect after its adoption by the City Council of the City of Galway and by the City Council of the City of Menlo Park, and shall be deemed in effect on May 19, 2016 and shall remain in effect thenceforth.

In confirmation thereof, we have signed this Agreement today, in two copies both being identical and equally valid.

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Frank Fahy  
Mayor  
City of Galway

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Rich Cline  
Mayor  
City of Menlo Park



**SPECIAL MEETING MINUTES – DRAFT**

**Date:** 3/31/2016  
**Time:** 4:00 p.m.  
**City Hall/Administration Building**  
**City Council Conference Room**  
**701 Laurel St., Menlo Park, CA 94025**

**6:00 P.M. Special Meeting**

**Call To Order**

Mayor Cline called the special meeting to order at 4:00 p.m.

**Roll Call**

Council Present: Carlton, Cline, Mueller, Councilmember Keith appeared via telephone from Tempe, Arizona

Absent: Ohtaki

Staff Present: City Manager Alex McIntyre, City Attorney Bill McClure, City Clerk Pamela Aguilar, Environmental Programs Manager Heather Abrams

**Public Comment**

There was no public comment.

**Regular Business**

Provide direction to the Peninsula Clean Energy representative regarding voting on the PCE renewable power portfolio.

**ACTION:** Motion and second (Mueller/Keith) to

- (1) Prepare a letter signed by the Mayor to the PCE board requesting the Board to pursue a default plan with a renewable energy content mix of 100%, or as close to 100% renewable energy content as possible with rate parity to PG&E and to conduct market research to determine consumer expectations with respect to rate parity and commercial feasibility, in the form of consumer polling on the Peninsula, regarding mix loads and the associated anticipated costs
- (2) Direct Menlo Park's PCE representative to make a motion to direct PCE staff to conduct the consumer polling and agendaize the item for the next PCE meeting
- (3) Direct Menlo Park's PCE representative to make a motion to modify the RFP to increase the renewable energy content mix of 100%, or as close to 100% renewable energy content as possible with rate parity to PG&E

The motion passes 4-0-1 (Councilmember Ohtaki is absent)

**K. Adjournment at 4:16 p.m.**

Pamela Aguilar  
City Clerk



**SPECIAL MEETING MINUTES – Planning Commission Interviews**

**Date:** 4/11/2016  
**Time:** 6:00 p.m.  
**Arrillaga Family Recreation Center  
Oak Room  
700 Alma St., Menlo Park, CA 94025**

**6:00 P.M. Special Meeting**

**Call To Order**

Mayor Pro Tem Keith called the special meeting to order at 6:07 p.m.

**Roll Call**

Council Present: Carlton, Keith, Ohtaki  
Absent: Cline, Mueller  
Staff Present: Assistant City Manager Chip Taylor, City Clerk Pamela Aguilar

**Public Comment**

There was no public comment.

**Special Business**

The City Council interviewed the following applicants to the Planning Commission:

- Nevada Merriman
- Michael Meyer
- Eric Peterson
- Camille Kennedy
- Andrew Barnes
- Michael Shaw
- Henry Riggs
- Vincent Bressler

**K. Adjournment at 8:20 p.m.**

Pamela Aguilar  
City Clerk





## STAFF REPORT

**City Council**  
**Meeting Date:** 5/3/2016  
**Staff Report Number:** 16-066-CC

**Public Hearing:** **Amendment to the City's Comprehensive Master Fee Schedule for Community Development, Community Services, Police, Public Works, and the Menlo Park Municipal Water District**

### Recommendation

Staff recommends City Council adopt a resolution amending the City's Master Fee Schedule to incorporate proposed changes in fees to become effective immediately, July 1, 2016, or as required by statute for the following departments: Community Development, Community Services, Police, Public Works, and the Menlo Park Municipal Water District.

### Policy Issues

The fee changes proposed in this report are in compliance with the Cost Recovery/Subsidization Policy adopted by Council on March 9, 2010, as part of the 2016-17 Work Plan, the City Council has prioritized an update to the 2008-09 Cost of Services Study.

### Background

The Master Fee Schedule reflects fees charged by all City departments. It is amended annually so that fees reflect current costs to provide services, to bring fees closer to full cost recovery targets, to add new fees when applicable for new City services, and/or to eliminate fees for discontinued services.

The City imposes different categories of fees with different requirements regarding how fees are set or changed:

- Fees and charges for use of facilities, services, and access to property: these fees are elective on the part of the customer/user. The purpose of these fees and charges is to generate revenues for access or use of the service or facility. There is no legal restriction on the amount of such fees or charges, and they can be effective immediately.
- Property development processing fees: these include fees for building and use permits, variances, building inspections, map applications, and planning services. These fees cannot exceed the reasonable cost of providing the service. Any new fee or increase to existing fees in this category can be effective no sooner than sixty days after approval by City Council.
- Fees relating to public records act requests and copies of documents and reports: these fees are limited to the actual cost of copying (not including personnel time to copy) or the statutory amount, whichever is less. There are no changes recommended for any fees in this category at this time.

Identifying the cost components of providing services is integral to the establishment of the fees and cost recovery rates. Accordingly, a detailed cost study was identified as a priority project for the 2006-07 budget

and completed in 2008-09. Staff has prepared the following recommendations using analyses provided by the Cost Allocation and Comprehensive Fee and Service Charge Study, using updated cost information. In addition, the citywide Cost Recovery Fee Policy/Strategy (Attachment B) was referenced as a guide in determining appropriate cost recovery rates for services.

The recommendations presented by staff in this report ensure not only that charges keep pace with the costs of providing services, but are also competitive with comparable programs (where applicable), aligned with cost recovery levels defined in the Cost Recovery Fee Policy, and are responsive to demands for these services within the community.

The schedules to follow summarize the current fees, proposed fees, and percentage change in fees. The recommended changes are based on factors further discussed in each section. Fees for which there are no recommended changes are not listed unless provided for comparison purposes.

**Analysis**

**Community Development**

Consistent with City Council policy to maximize cost recovery for development related services, the recommendation is to establish a surcharge on all planning and building fees to provide for 1) General Plan updates and 2) the maintenance and replacement of the computer database used by Community Development in their service to the community.

Proposed Changes to Community Development Department Fees			
Fee Title	Current Fee	Proposed Fee	Percentage Change
Technology Surcharge	\$ -0-	3% of all planning and building fees	New
General Plan Update Surcharge	\$ -0-	3% of all planning and building fees	New

**Technology Surcharge – Planning & Building Fees**

This new surcharge provides a dedicated revenue stream for the acquisition, update, and regular maintenance of a modern community development technology system. As part of the City’s ongoing IT Master Planning process, a significant upgrade of the existing database and interface used by Community Development is a high priority project recommended in the next two to three years. To provide for this upcoming and on ongoing costs to the City, the recommended surcharge is 3% on all fees charged by the community development department (planning and building). The surcharge is based on a survey of seven neighboring jurisdictions showing fees/surcharges ranging from 1.3% (San Carlos) to 9.0% (San Bruno) of the building permit fee only. The Town of Atherton takes a slightly different approach of applying a surcharge of 3.24% on planning permits and 3.30% on building permits. Given that the community development technology system will be utilized by both planning and building, the recommendation is to adopt a model similar to Atherton’s. The surcharge is estimated to generate \$130,000 in 2016-17 based on current revenue estimates. These funds will be held in a capital replacement account in the Information Technology Internal Service Fund. Staff will work with a fee consultant in 2016-17 to analyze the cost the full non-operating costs associated with technology in the community development department and return to the Council in 2017 with those findings plus a recommendation to adjust the surcharge, if necessary.



**General Plan Update Surcharge – Planning & Building Fees**

This new surcharge provides a revenue stream to maintain the City’s General Plan. The General Plan process is currently underway. To provide for this cost to the City, the recommend surcharge is 3% on all fees charged by the community development department (planning and building). The recommendation is based on a survey of neighboring jurisdictions showing fees/surcharges of 0.10% (Foster City) to 0.39% (San Mateo) of construction valuation and Hayward and San Bruno with a charge of 12% and 9%, respectively, of the building permit fees. The surcharge is estimated to generate approximately \$130,000 in 2016-17 based on current revenue estimate. Staff will work with a fee consultant in 2016-17 to analyze the cost the full non-operating costs associated with the General Plan update and return to the Council in 2017 with those findings plus a recommendation to adjust the surcharge, if necessary.

**Community Services**

In accordance with the Council-approved Cost Recovery Policy, staff suggests the greatest fee increases for programs that are of special benefit to individuals or groups, where the goal is to set fees to a level sufficient to support direct program costs, plus up to 100% of City overhead associated with the activity. These programs provide individual benefit foremost and minimal community benefit and so have been identified as “high cost recovery”. Activities promoting the full utilization of parks and recreation facilities are also included in those recommended for the greatest fee increases.

Several programs delineated in the policy are included in the medium cost recovery category, with recovery of a majority of direct (budgeted) costs incurred in the delivery of the service. However, administrative and other overhead costs of the Community Services Department are not being recovered. Both the community and individuals benefit from these services.

The schedule below summarizes the proposed changes to Community Service fees. If approved by the City Council, it is estimated that changes and new fees will recover an additional \$17,158 annually in general tax dollar subsidies assuming current and estimated participation levels.

Proposed Changes to Community Service Fees			
Fee Title	Current Fee	Proposed Fee	Percentage Change
<b>Belle Haven Child Development Center</b>			
Belle Haven CDC (non-certified full-day) monthly fee Resident	\$899	\$959	7%
Belle Haven CDC (non-certified full-day) monthly fee Non-Resident	\$1,213	\$1,295	7%
Belle Haven CDC (non-certified part-day) monthly fee Resident	\$449	\$479	7%
Belle Haven CDC (non-certified part-day) monthly fee Non-Resident	\$606	\$647	7%
<b>Onetta Harris Community Center</b>			
Multi-Purpose Room Rental Fee Per Hour - Resident	\$70	\$75	7%
Multi-Purpose Room Rental Fee Per Hour -Non-Resident	\$95	\$101	6%
Gymnasium Rental Fee Per Hour - Resident	\$50	\$60	20%



Gymnasium Rental Fee Per Hour - Non-Resident	\$68	\$81	19%
<b>Belle Haven School Age Child Care – After School Program</b>			
Kindergarten – standard start (non-subsidized) - Resident	\$483	\$109	(78%)
Kindergarten – standard start (non-subsidized) – Non-Resident	\$652	\$147	(77%)
Kindergarten – standard start (subsidized) – Resident	\$109	\$109	0%
Kindergarten – standard start (subsidized) – Non-Resident	\$ -0-	\$147	New
Kindergarten – early start (non-subsidized) - Resident	\$704	\$129	(82%)
Kindergarten – early start (non-subsidized) – Non-Resident	\$950	\$174	(82%)
Kindergarten – early start (subsidized) – Resident	\$129	\$129	0%
Kindergarten – early start (subsidized) – Non-Resident	\$ -0-	\$174	New
1 <sup>st</sup> -6 <sup>th</sup> Grade – standard start (non-subsidized) – Resident	\$446	\$99	(78%)
1 <sup>st</sup> -6 <sup>th</sup> Grade – standard start (non-subsidized) – Non-Resident	\$602	\$134	(78%)
1 <sup>st</sup> -6 <sup>th</sup> Grade – standard start (subsidized) – Resident	\$99	\$99	0%
1 <sup>st</sup> -6 <sup>th</sup> Grade – standard start (subsidized) – Non-Resident	\$ -0-	\$134	New
<b>Belle Haven School Age Child Care – Camp Programs (Camp Menlo)</b>			
Kindergarten (non-subsidized) Resident	\$550	\$159	(71%)
Kindergarten (non-subsidized) Non-Resident	\$743	\$215	(71%)
Kindergarten (subsidized) Resident	\$159	\$159	0%
Kindergarten (subsidized) Non-Resident	\$ -0-	\$215	New
1 <sup>st</sup> -6 <sup>th</sup> Grade (non-subsidized) Resident	\$425	\$139	(67%)
1 <sup>st</sup> -6 <sup>th</sup> Grade (non-subsidized) Non-Resident	\$574	\$188	(67%)
1 <sup>st</sup> -6 <sup>th</sup> Grade (subsidized) Resident	\$139	\$139	0%
1 <sup>st</sup> -6 <sup>th</sup> Grade (subsidized) Non-Resident	\$ -0-	\$188	New
<b>Special Event Permit</b>			
Cancellation Fee	\$ -0-	\$25	New

**Belle Haven Child Development Center**

*Belle Haven CDC Preschool (non-certified full-day) – per month fee*

This increase is required to keep pace with the increased reimbursement rate from the State of California for California State Preschool programs. The current fee is \$38.98 per day per child and has been

increased to \$41.60 per day per child for certified families. Per the City's grant contract with the State, BHDCDC needs to increase the non-certified fee to ensure the City receives the same amount from non-certified families.

*Belle Haven CDC (non-certified part-time) – per month fee*

This increase is required to keep pace with the increased reimbursement rate from the State of California for California State Preschool programs. The current fee is \$38.98 per day per child and has been increased to \$41.60 per day per child for certified families. Per the City's contract with the State, BHDCDC needs to increase the non-certified fee to ensure the City receives the same amount from non-certified part-day families. This new program started after Master Fee approval time frame when the City received additional grant money from the State following approval of the Master Fee Schedule. This program is open only half time and therefore the fee is half the full-day fee. There has also been an increased need in the community for this type of programming.

The net fiscal impact of these changes is estimated at \$4,612.

**Onetta Harris Community Center**

*Multi-Purpose Room Rental Fee – per hour*

It has been 2 years since the last increase to this fee despite increases in staff and maintenance costs. The increase will help maintain the facility's cost-recovery goals while generating the necessary revenue to off-set increased facility operation costs. The proposed fee increase remains below market rate for similar rental facilities and is still the least expensive facility to rent that the Community Services Department operates. The facility is booked regularly on weekends and the demand is expected to continue to rise. The net fiscal impact of these changes is estimated at \$2,960.

*Gym Rental Fee*

The increase will help maintain the facility's cost-recovery goals while generating the necessary revenue to off-set increased facility operation costs. Over the past two years, additional custodial and maintenance services have been required with the increase in demand and use of the facility. The proposed fee increase is below market rate for similar gym rental facilities and remains below the rate charged at the Arrillaga Family Gymnasium. The net fiscal impact of this change is estimated at \$4,500.

**Belle Haven School Age Child Care – After School Program and Camp Menlo**

Over the years families participating in the Belle Haven After School and Camp Menlo programs have been eligible to receive subsidized rates based on income, including those that, by San Mateo County Department of Housing (SMCDH) standards, meet the "extremely low" rate. Since so few people qualify for this rate, the Community Services Department eliminated un-used rate categories from the Master Fee Schedule over the past few years. What remains appears to be the current "market rate" for the program. A similar model also exists at the Onetta Harris Community Center where a highly subsidized flat fee for all classes encourages maximum participation by both residents and non-residents. The proposed change establishes this simpler market rate fee structure for the program.

As a result of the proposed fee changes, fiscal impacts are expected to be minimal with modest increases to revenue in the first year of implementation. Enrollment is expected to increase slightly in the first year with higher numbers in subsequent years following increased marketing of the new fee structure. As the interest and popularity of the program increases, reflected by higher enrollment numbers, we anticipate that the current proposed fees will increase as the market dictates. Staff will continue to monitor participation and cost-recovery for the program and make further recommendations for the program's long-term sustainability. The net fiscal impact of these changes is estimated at \$5,086.



Previously, staff received City Council feedback on April 7, 2015 when Council approved the current Master Fee Schedule and later on May 5, 2015 when they received an information item on the Non-Resident Fee topic, indicating support for reducing and/or eliminating non-resident fees to encourage participation in programs where there is capacity. On January 5, 2016, staff recommended that the City Manager suspend the higher non-subsidized rates for the BHAS and Camp Menlo Programs for FY 15-16 and recommend modifications to the current Master Fee Schedule to reflect these changes.

**Special Event Permits**

The proposed cancellation fee of \$25 is recommended for all special event permit applications. Currently, if an applicant needs to withdraw their permit application for any reason there is no procedure in place for refunding fees. This fee would not apply to permits that were denied as a result of an application not meeting deadlines or requirements established by the City. It is recommended that a fee is charged to the applicant to account for staff time processing and administering the permit application which may require the involvement of a number of City staff and departments.

**Police**

The schedule below summarizes the current fees, proposed fees, and percentage change in Vehicle Release Fees and Civil Subpoena Appearance Fees Deposit charged by the Police Department. If approved by the City Council, it is estimated that the changes will result in a decrease in revenue of approximately \$50,000 annually, with the balance paid for by general tax dollars.

Proposed Changes to Police Department Fees			
Fee Title	Current Fee	Proposed Fee	Percentage Change
<b>Vehicle Releases</b>			
Vehicle Code Infraction	\$200	\$125	(38%)
Misdemeanor or Felony Incidents	\$300	\$125	(58%)
Early Release of Impounded Vehicle	\$100	\$ -0-	(100%)
<b>Civil Subpoena Appearance</b>			
Non-sworn employees - deposit	\$150	\$275	83%
<b>Technology Surcharge False Alarm Program</b>	\$ -0-	3% of False Alarm Registration and Response fees	New
<b>Technology Surcharge Overnight Parking Permits</b>	\$ -0-	3% of Overnight Parking Permit fees	New

**Vehicle Releases**

As background information, the current charges for vehicle releases were established in 2008 when an independent consultant conducted a work study of the full cost to the City of officers, dispatchers, and clerks time to process a tow and vehicle release. The current fee is bifurcated into “infraction tows” and “criminal tows”, with different fees related to each resulting in full cost recover. Recently, a survey was conducted on fees for vehicle releases due to media and public concern on the cost of vehicle release fee rates in the City of Menlo Park. This survey of all San Mateo County and some Santa Clara County agencies indicated that

Menlo Park had one of the highest cost recovery fee schedules for vehicle releases. The below recommended changes will result in an estimated annual reduction in revenue of approximately \$50,000:

- Charge one uniform fee for any vehicle release, regardless of the reason for the tow:
- Lower fee to \$125 per releases, which is the median fee for ALL agencies surveyed; and
- Eliminate the added \$100 fee for “early” releases after a tow hearing

**Civil Subpoena Appearance (non-sworn)**

Currently the City collects a deposit of \$150 when non-sworn employees are served with a civil subpoena. A recent change in California Government Code section 68093-68097.2 increased the allowable deposit to \$275 (the same allowable deposit amount collected for sworn employees). There is no estimated impact on revenues as non-sworn employees are rarely subpoenaed for civil cases (zero in the past decade).

**Technology Surcharges – False Alarm & Overnight Parking Permit Fees**

These new surcharges will provide a dedicated revenue stream for the acquisition, update, and regular maintenance of modern false alarm and overnight parking technology systems. To provide for these upcoming and on ongoing costs to the City, the recommended surcharge is 3% on false alarm and overnight parking fees charged by the police department. The surcharge is estimated to generate \$8,500 in 2016-17 based on current revenue estimates. These funds will be held in a capital replacement account in the Information Technology Internal Service Fund. Staff will work with a fee consultant in 2016-17 to analyze the cost the full non-operating costs associated with technology in the police department and return to the Council in 2017 with those findings plus a recommendation to adjust the surcharge, if necessary.

**Public Works**

The schedule below summarizes the current fees, proposed fees, and percentage change in fees charged by the Public Works Department. If approved by the City Council, it is estimated that the changes will result in an increase in revenue of approximately \$18,662 annually.

Proposed Changes to Public Works Department Fees			
Fee Title	Current Fee	Proposed Fee	Percentage Change
<b>Maps</b>			
Additional Plan Review – per sheet	\$ -0-	\$100	New
<b>Covenants, Conditions &amp; Restrictions (CC&amp;R’s) Engineering Review Fee</b>	\$ -0-	\$1,390	New
<b>Water Efficient Landscape Plan Check Fee</b>			
Commercial/Multi-family Residential	\$300	\$900	200%
<b>Flood Study – CLOMR - LOMR Fee</b>	\$ -0-	\$1,946	New
<b>Technology Surcharge Encroachment Permits</b>	\$ -0-	3% of Encroachment Permit fees	New
<b>Transportation Impact Fee Child Care Facilities</b>	\$3,107.87 per P.M. Peak Hour Trip	\$4.63 per square foot	Varies
<b>Tie-Back Fee</b>	\$ -0-	\$200 per Tie-back	New



## **Maps**

Currently, the City collects base fees for Final Parcel Map, Amended Parcel Map, Final Map, Amended Final Map, Certificate of Corrections, Lot Line Adjustment, and Lot Merger. Experience has shown that it takes multiple times to review these plans. The recommended Additional Plan Review Fee will result in greater cost recovery for the Map review process. Annual revenue is estimated to increase by \$2,000.

## **Covenants, Conditions, & Restrictions (CC&R's) Engineering Review Fee**

This new fee is recommended to recover costs associated with the review of CC&R's by Engineering staff. Typically, this review takes 10 hours. Annual revenue is estimated to increase by \$4,170.

## **Water Efficient Landscape Plan Check Fee (WELPC)**

The current fee of \$300 is charged for all property types. It is recommended that a higher separate fee be established for Commercial and Multi-family residential properties. Experience has shown that it takes 6.5 hours of staff time to review these more complex documents. This new fee will result in greater cost recovery for the WELPC process. Annual revenue is estimated to increase by \$3,600.

## **Flood Study-CLOMR-LOMR Fee**

This new fee is recommended to recover costs associated with the review of Flood studies (surface elevation modifications to reduce the damage and economic impact of flooding), Conditional Letter of Map Revision (CLOMR) and Letter of Map Revision (LOMR). Experience has shown that it takes 14 hours of staff time to review these documents. Annual revenue is estimated to increase by \$3,892.

## **Technology Surcharge – Encroachment Permit Fees**

This new surcharge provides a dedicated revenue stream for the acquisition, update, and regular maintenance of a modern public works technology system. To provide for this upcoming and on ongoing costs to the City, the recommended surcharge is 3% on all encroachment permit fees charged by the public works department. The surcharge is estimated to generate \$7,500 in 2016-17 based on current revenue estimates. These funds will be held in a capital replacement account in the Information Technology Internal Service Fund. Staff will work with a fee consultant in 2016-17 to analyze the cost the full non-operating costs associated with technology in the public works department and return to the Council in 2017 with those findings plus a recommendation to adjust the surcharge, if necessary.

## **Transportation Impact Fee (TIF) – Child Care Facilities**

The current TIF for Child Care Facilities is calculated based on the rate of \$3,107.87 per evening Peak Hour Trip under the "all other land uses" classification. To encourage the development of child care facilities, the City Council has directed staff to develop a land-use specific rate for Child Care Facilities. Staff reviewed potential rates and developed a fee classification rate of \$4.63 per square foot which is equal to the rate currently applied to "Office, Restaurant, and Retail" developments. The proposed Master Fee Schedule would incorporate this change for FY 2016-17.

## **Tie-Back Fee**

Tie-backs are commonly used in subterranean construction to anchor shoring to adjacent earth during installation of foundation walls. These tie-backs are usually placed in the public right-of-way and remain in the right-of-way after construction has been completed. There will be Engineering staff time to prepare tie-back-agreements, design review and referencing and recordkeeping of the tie-back locations and depths on City plans. Experience has shown that it takes 1.4 hours of staff time per tie-back. Annual revenue is estimated to increase by \$5,000.



**Menlo Park Municipal Water District**

The schedule below summarizes the current fees, proposed fees, and percentage change in fees charged by the Menlo Park Municipal Water District. Changes to these fees do not impact the General Fund. Non-consumption water fees are established through the annual Master Fee Schedule process.

Proposed Changes to Menlo Park Municipal Water District Fees			
Fee Title	Current Fee	Proposed Fee	Percentage Change
<b>Disconnect Door Tag Fee</b>	\$ -0-	\$25	New
<b>Reconnection Fee</b>	\$25	\$108	332%
<b>Reconnection Fee – After hours</b>	\$65	\$270	285%
<b>Restricted Access to Water Meter (for meter reading or maintenance)</b>	\$ -0-	\$100	New
<b>Service Requests – per hour (customer requested)</b>	\$ -0-	\$108	New
<b>Service Requests – per hour (After hours per customer request)</b>	\$ -0-	\$162	New
<b>Meter Tampering Fee (*plus staff time and materials)</b>	\$ -0-	\$100*	New
<b>Unauthorized Connections to Fire Hydrants (*plus staff time, materials, and water quality testing)</b>	\$50	\$1,000*	1,900%
<b>New Account Deposit</b>	\$25	\$100	300%
<b>Backflow Preventer Tags</b>	\$10	\$ -0-	(100%)
<b>Conserve-A-Scape Landscape Design Assistance Program</b>	\$50	\$85	70%

**Disconnect Door Tag Fee**

When a water service customer is delinquent the customer receives a mailed notice. If payment is not made within 10 days, the customer receives a final notice door tag at the service address and daily telephone calls to the phone number on file that the payment is due. With this notice the customer is given 15 additional days to pay in full or make payment arrangements. If the customer takes no action, water service is disconnected. Staff recommends a new fee of \$25 for greater cost recovery.

**Reconnection Fee**

The fee of \$25 to reconnect service was established in 1996. In the 2008-09 Cost of Services Study the hourly billing rate for a Water Maintenance Worker was determined to be \$108. Increasing the reconnection fee to \$108 will result in greater cost recovery.

**Reconnection Fee – After hours**

Outside of regular business hours, which includes evenings, weekends, and holidays, it takes approximately three hours, at overtime rates, for water maintenance staff to report to the maintenance yard, pick up a maintenance vehicle and equipment reconnect the water meter, return the maintenance vehicle and equipment to the maintenance yard, and return home. The recommended fee of \$270 will result in greater cost recovery.



### **Restricted Access to Water Meter**

Monthly the water meter reader needs physical access to each water meter in order to record meter readings for billing, and water maintenance staff periodically need access to inspect and maintain meters. When access is restricted by locked gates, vehicles, vegetation, pets, or other obstacles staff advises the customer to remove the restriction. If, after notification the customer has not taken corrective action to insure access, the penalty fee would be applied to the water bill monthly until access is restored.

### **Service Requests**

As requested by customers, water maintenance staff will visit customer homes or businesses to provide assistance (i.e. locate water meters, detect water leaks, temporary meter turn-offs, etc.). Typically, issues are resolved in one or two visits. However, there are instances when customers repeatedly request services on a reoccurring issue. Staff recommends that the first two visits, per issue, per fiscal year, be complimentary. Thereafter, the customer would be subject to the recommended fee of \$108 per hour if the issue was determined not to be a failure in the water system.

### **Service Requests – After hours**

As requested by customers, water maintenance staff will visit customer homes or businesses to provide assistance (i.e. locate water meters, detect water leaks, temporary meter turn-offs, etc.) outside of normal business hours to not interfere with customers' normal day activities or business hours of operation. As detailed in the above Reconnection Fee – After hours narrative, the fee for service provided outside of normal business hours must be higher for greater cost recovery. Staff recommends a fee of \$162 per hour if the issue is determined not to be a failure in the water system.

### **Meter Tampering Fee**

Rather than making a service request, some customers turn on/off the water meter or otherwise tamper with the water meter. Sometimes the customer's actions result in damage to the meter or connecting pipes. Staff recommends a penalty fee of \$100 plus recovery of staff time and materials for greater cost recovery.

### **Unauthorized Connections to Fire Hydrants**

Temporary water meters are provided, primarily for construction purposes, to allow for connection to our water system through fire hydrants. Customers are billed monthly for the meter rental and for recorded water consumption. When an unauthorized connection is located the Police are contacted. Of course without the temporary meter, water consumption cannot be measured and billed. Additionally, water maintenance staff must research the connection to determine for what purpose the water was used. Also, unauthorized equipment installed directly to the fire hydrant can contaminate the water distribution system resulting in a water quality issue. In these cases, water maintenance staff may need to take water samples and also repair any damage to the hydrant connections. Staff recommends a penalty fee of \$1,000 plus recovery of staff time and materials used for greater cost recovery.

### **New Account Deposit**

Staff recommends increasing the deposit that may be collected to establish water service from \$25 to \$100. The increase to \$100 represents two months billing for a typical single-family water service. The deposit is refunded when the account is closed and final payment has been received. The deposit amount has not been increased since 1996.

### **Backflow Preventer Tags**

Staff recommends eliminating this fee. In January 2016 San Mateo County Environmental Health began managing the MPWD cross-connection program. The City is no longer distributing backflow tags.

**Conserve-A-Scape**

Due to a renegotiation of fees with Vallier Design Associates (program consultants), staff recommends the fee be increased from \$50 to \$85 to recover a larger portion of the true cost of the program. Beginning in FY 16-17 the program consultant’s fee will increase from \$400 to \$535. Currently the program is subsidized \$350 per customer. If the recommended fee increase is approved, the subsidy will be \$450.

**Impact on City Resources**

The estimated annual net increase in General Fund revenue from the revisions discussed in this report is \$115,820.

User fees provide a significant source of cost recovery for the City. The recommended revisions to the Master Fee Schedule will be built into the 2016-17 budget recommendations and will help in maintaining service levels in the current fiscal year.

**Environmental Review**

Adoption of a Master Fee Schedule is categorically exempt under current California Environmental Quality Act guidelines.

**Public Notice**

Published legal notice on April 22, 2016 in the local newspaper.

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 Amending City Fees and Charges
- B. User Fee Cost Recovery – Fiscal Policy

Report prepared by:

John McGirr  
Revenue & Claims Manager

David C. Bertini  
Commander

Nick Pegueros  
Administrative Services Director

Ruben Nino  
Assistant Public Works Director

Cherise Brandell  
Community Services Director

Pamela Lowe  
Senior Civil Engineer



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**RESOLUTION NO.****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
AMENDING CITY FEES AND CITY CHARGES**

WHEREAS, under the provisions of the City of Menlo Park Municipal Code Section 1.25.010, fees and charges assessed by the City of Menlo Park may be amended or modified upon the adoption of a Resolution by the City Council; and

WHEREAS, the City Council of the City of Menlo Park considers that said amended fees, as per Staff Report #16-066 dated May 3, 2016 are appropriate and should be adopted.

The City Council of the City of Menlo Park makes the following findings:

1. User fee services are those performed by the City on behalf of a private citizen or group with the assumption that the costs of services benefiting individuals, and not society as a whole, should be borne by the individual receiving the benefit. However, in some circumstances, it is reasonable to set fees at a level that does not reflect the full cost of providing service but to subsidize the service.
2. A listing of the fee changes proposed for City services was available to the public for at least ten days preceding the Public Hearing on May 3, 2016, at which time the fees were adopted.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED that the Master Fee Schedule last amended April 7, 2015, is hereby amended to take effect on the date this resolution is passed and adopted; and

BE IT FURTHER RESOLVED that the City Manager is authorized to waive, modify or amend fees on any matter in his/her reasonable discretion, provided that said fees may not be increased and if he/she does so, he/she shall so advise the City Council.

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 this third day of May, 2016, 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 third day of May, 2016.

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Pamela Aguilar  
City Clerk

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# City of Menlo Park

## Fiscal Policy

<b>Department</b> City Council	<b>Page 1 of 11</b>	<b>Effective Date</b> 03/09/10
<b>Subject</b> User Fee Cost Recovery	<b>Approved by</b> Minute Order March 9, 2010	<b>Procedure #</b> CC-10-0001

**Purpose:**

A clear User Fee Cost Recovery Policy will allow the City of Menlo Park to provide an ongoing, sound basis for setting fees that allows charges and fees to be periodically reviewed and updated based on predetermined, researched and supportable criteria that can be made available to the public.

**Background:**

In 2005 the *Your City/Your Decision* community driven budget process provided community direction and initial information on approaches to cost recovery of services. In 2007, the Cost Allocation Plan provided further basis for development of a standardized allocation system by providing a methodology for data-based distribution of administrative and other overhead charges to programs and services. The Cost of Services Study completed in 2008 allowed the determination of the full cost of providing each service for which a fee is charged and laid the final groundwork needed for development of a values-based and data-driven User Fee Cost Recovery Policy. A draft User Fee Cost Recovery Policy was presented for consideration by the Council at a Study Session on February 10, 2009. Comments and direction from the Study Session were used to prepare this Fiscal Policy.

**Policy:**

The policy has three main components:

- Provision for ongoing review
- Process of establishing cost recovery levels
  - Factors to be Considered
- Target Cost Recovery Levels
  - Social Services and Recreation Programs
  - Development Review Programs
  - Public Works
  - Police
  - Library
  - Administrative Services

***Provision for ongoing review***

Fees will be reviewed at least annually in order to keep pace with changes in the cost of living and methods or levels of service delivery. In order to facilitate a fact-based approach to this review, a comprehensive analysis of the city's costs and fees should be made at least every five years. In the interim, fees will be adjusted by annual cost factors reflected in the appropriate program's operating budget.

***Process of establishing service fee cost recovery levels***

The following factors will be considered when setting service fees and cost recovery levels:

1. Community-wide vs. special benefit
  - The use of general purpose revenue is appropriate for community-wide services while user fees are appropriate for services that are of special benefit to individuals or groups. Full cost recovery is not always appropriate.
2. Service Recipient Versus Service Driver
  - Particularly for services associated with regulated activities (development review, code enforcement), from which the community primarily benefits, cost recovery from the "driver" of the need for the service (applicant, violator) is appropriate.
3. Consistency with City public policies and objectives
  - City policies and Council goals focused on long term improvements to community quality of life may also impact desired fee levels as fees can be used to change community behaviors, promote certain activities or provide funding for pursuit of specific community goals, for example: health and wellness, environmental stewardship.

# City of Menlo Park

## Fiscal Policy

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4. Impact on demand (elasticity)
  - Pricing of services can significantly impact demand. At full cost recovery, for example, the City is providing services for which there is a genuine market not over-stimulated by artificially low prices. Conversely, high cost recovery may negatively impact lower income groups and this can work against public policy outcomes if the services are specifically designed to serve particular groups.
5. Discounted Rates and Surcharges
  - Rates may be discounted to accommodate lower income groups or groups who are the target of the service, such as senior citizens or residents.
  - Higher rates are considered appropriate for non-residents to further reduce general fund subsidization of services.
6. Feasibility of Collection
  - It may be impractical or too costly to establish a system to appropriately identify and charge each user for the specific services received. The method of assessing and collecting fees should be as simple as possible in order to reduce the administrative cost of collection.

### *Target cost recovery levels*

1. Low cost recovery levels (0% – 30%) are appropriate if:
  - There is no intended relationship between the amount paid and the benefit received
  - Collecting fees is not cost-effective
  - There is no intent to limit use of the service
  - The service is non-recurring
  - Collecting fees would discourage compliance with regulatory requirements
  - The public at large benefits even if they are not the direct users of the service
2. High cost recovery levels (70% – 100%) are appropriate if:
  - The individual user or participant receives the benefit of the service
  - Other private or public sector alternatives could or do provide the service
  - For equity or demand management purposes, it is intended that there be a direct relationship between the amount paid and the level and cost of the service received
  - The use of the service is specifically discouraged
  - The service is regulatory in nature
3. Services having factors associated with both cost recovery levels would be subsidized at a mid-level of cost recovery (30% - 70%).

General categories of services tend to fall logically into the three levels of cost recovery above and can be classified according to the factors favoring those classifications for consistent and appropriate fees. Primary categories of services include:

- Social Services and Recreation Programs
- Development Review Programs – Planning, and Building
- Public Works Department – Engineering, Transportation, and Maintenance
- Public Safety



# City of Menlo Park

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### Social Services and Recreation Programs

Master Fee Schedule Page #'s	General categorization of programs, Services, Activity, and facilities	Low cost recovery (0-30%)	Mid cost recovery (30-70%)	High cost recovery (70-100%)
9	<u>Parks</u>			
	Dog Park	X		
	Skate Parks	X		
	Open Space/Parks Playgrounds	X X		
7 11 10 11 11 7 7 11	<u>Social Services</u>			
	Senior Transportation	X		
	Senior Classes/Events	X		
	Belle Haven School Age – Title 22		X	
	Menlo Children’s Center – Title 22			X
	Preschool - Title 22			X
	Preschool – Title 5		X	
	Second Harvest	X		
Congregate Nutrition		X		
Belle Haven Community School		X		
	<u>Events/Celebrations</u>			
	City Sponsored	X		
	City-Wide	X		
	Youth & Teen Targeted	X		
	Cultural Concerts	X X		
5, 6, 7 9 9 9 10 5,6,7 9 5,6,7,8,9,10	<u>Facility Usage</u>			
	City Functions (e.g. commissions)	X		
	Co-Sponsored Organizations	X		
	Non-Profit	X		
	Fields - Youth (non-profit)		X	
	Fields - Adult (non-profit)		X	
	Tennis Courts		X	
	Picnic Rentals - Private Party			X
	Private Rentals			X
	Fields - For-profit			X
Contracted Venues – for profit			X	
8 8 8 7 11	<u>Fee Assisted Programs</u>			
	Recreational Swim	X		
	Swimming Classes	X		
	Lap Swimming	X		
	Recreation Classes	X		
Open Gym Activities	X			

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**Social Services and Recreation Programs** - continued

Master Fee Schedule Page #'s	General categorization of programs, Services, Activity, and facilities	Low cost recovery (0-30%)	Mid cost recovery (30-70%)	High cost recovery (70-100%)
	<u>Recreation Programs</u>			
11	Drop-In Activities		X	
10,11	Camps & Clinics			X
9	Youth Leagues			X
10	Youth Special Interest			X
10	Adult Special Interest			X
12	Gymnastics			X
6,12	Birthday Parties			X
11	Adult League			X

**Low Recovery Expectations:** Low to zero recovery is expected for programs in this category as the community benefits from the service. Non-resident fees if allowed may provide medium cost recovery.

In general, low cost programs or activities in this group provide a community wide benefit. These programs and activities are generally youth programs or activities enhancing the health, safety and livability of the community and therefore require the removal of a cost barrier for optimum participation. Recreation programming geared toward the needs of teens, youth, seniors, persons with disabilities, and/or those with limited opportunities for recreation are included. For example:

- Parks – As long as collecting fees at City parks is not cost-effective, there should be no fees collected for general use of parks and playgrounds. Costs associated with maintaining the City’s parks represent a large cost for which there is no significant opportunity for recovery – these facilities are public domains and are an essential service of City government.
- Social Services – There is no intended relationship between the amount paid and the benefit received for social service programs. Some programs are designed and delivered in coordination/partnership with other providers in Menlo Park.
- Senior Transportation – Transportation is classified as a low cost recovery program because there is no fee charged for the program and the majority of the seniors served cannot afford the actual cost of the service. Donations are solicited, but they are minimal. No fee should be established for this service, as it would threaten ridership and County reimbursements would be withdrawn.
- Senior Classes/Events – The primary purpose of senior classes and events is to encourage participation. The seniors served in these classes do not have the means of paying for the classes and are classified as “scholarship” recipients due to their low income levels. The classes should continue to be offered in collaboration with outside agencies which can offer them for free through state subsidies.
- Second Harvest – Monthly food distributions provide free food to needy families and so contribute a broad community benefit. The coordination and operation of the program is through the Onetta Harris Center staff with volunteers assisting with the distribution of food, to keep costs as low as possible.
- Events/Celebrations – Community Services events provide opportunities for neighborhoods to come together as a community and integrate people of various ages, economic and cultural backgrounds. Events also foster pride in the community and provide opportunities for volunteers to give back. As such, the benefits are community-wide. In addition, collection of fees are not always cost effective.

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- Facility Usage – Safe and secure facilities for neighborhood problem-solving and provision of other general services support an engaged community and should be encouraged with low or no fees.
- Fee Assisted Recreation Programs – Activities with fee assistance or sliding scales make the programs affordable to all economic levels in the community. Organized activities, classes, and drop-in programs are designed to encourage active living, teach essential life and safety skills and promote life-long learning for broad community benefit.

**Medium Recovery Expectation** – recovery of most program costs incurred in the delivery of the service, but without recovery of any of the costs which would have been incurred by the department without the service. Both community and individuals benefit from these services. Non-resident fees if allowed may provide high cost recovery.

- Belle Haven School Age – Title 22 - Licensed Child Care Program – Services to participants in this program are not readily available elsewhere in the community at low cost. The program provides broad community benefit in the form of a safety net for children in the community. Organized activities and programs teach basic skills, constructive use of time, boundaries and expectations, commitment to learning and social competency. Resident fees charged based on San Mateo County Pilot program for full day care that sets fees at no more than 10% of the family’s gross income.
- Preschool Title 5 – The Preschool Program is supported primarily by reimbursement of federal and state grants for low income children. Tuition and reimbursement rates are regulatory.
- Senior Lunches – Congregate Nutrition is classified as a medium cost recovery fee as it asks a donation coupled with a per meal reimbursement from OAA & State funds.
- Belle Haven School Community School – The Community School partners with various non-profit and community-based agencies to provide much needed services to the community – high quality instruction, youth enrichment services, after-school programs, early learning and a family center. Services are open to Belle Haven students, their families and residents of the surrounding neighborhood.
- Field Rentals and Tennis Courts – Costs should be kept low for local non-profit organizations providing sports leagues open to residents and children in the Menlo Park Schools that encourage healthy lifestyles and lifelong fitness. Opportunities exist to collect a reasonable fee for use to defray citywide expenses for tennis facilities and fields.
- Programs – Drop-in programs can be accessed by the widest cross section of the population and therefore have the potential for broad-base participation. Recreation drop-in programs have minimal supervision while providing healthy outlets for youth, teens and adults

**High Recovery Expectations** – present when user fees charged are sufficient to support direct program costs plus up to 100% of department administration and city overhead associated with the activity. Individual benefit foremost and minimal community benefit exists. Activities promote the full utilization of parks and recreation facilities.

- Menlo Children’s Center School Age and Pre-school – Title 22 – Participation benefits the individual user.
- Picnic Areas – Picnic rental reservations benefit the individual but help defray the cost of maintaining parks benefiting the entire community.
- Facility Usage – Facility use is set at a higher rate for the private use of the public facility for meetings, parties, and programs charging fees for services and celebrations.

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- Programs – Activities in this area benefit the individual user. Programs, classes, and sports leagues are often offered to keep pace with current recreational trends and provide the opportunity to learn new skills, improve health, and develop social competency. The services are made available to maximize the use of the facilities, increase the variety of offerings to the community as a whole and spread department administration and city-wide overhead costs to many activities. In some instances offering these activities helps defray expenses of services with no viable means of collecting revenue e.g. parks, playgrounds, etc.
- Contracted Venues – (for profit) – Long term arrangements where a facility is rented or contracted out to reduce general funding expense in order to provide specialized services to residents.

### Development Review Services

1. Planning (planned development permits, tentative tract and parcel maps, re-zonings, general plan amendments, variances, use permits)
2. Building and safety (building permits, structural plan checks, inspections)

Master Fee Schedule Page #'s	General categorization of programs, Services, Activity, and facilities	Low cost recovery (0-30%)	Mid cost recovery (30-70%)	High cost recovery (70-100%)
	<b>1. Planning</b>			
24	Appeals of Staff Decisions	X		
24	Appeals of Planning Commission Decisions by Residents	X		
	Subsequent Appeals			X
24	Temporary Sign Permits	X		
23	Use Permits – Non-Profits	X		
24	Administrative Reviews – Fences		X	
	Appeals of Planning Commission Decisions by			X
24	Non-Residents			X
23	Administrative Reviews – Other			X
23	Architectural Control			X
23	Development Permits			X
23	Environmental Reviews			X
23	General Plan Amendments			X
24	Tentative Maps			X
24	Miscellaneous – not listed elsewhere			X
	Reviews by Community Development			X
24	Director or Planning Commission			X
23	Special Events Permitting			X
23	Study Sessions			X
24	Zoning Compliance Letters			X
23	Signs and Awnings			X
23	Use Permits – other			X
23	Variances			X
23	Zoning Map			X
	Ordinance Amendments			X

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Master Fee Schedule Page #'s	General categorization of programs, Services, Activity, and facilities	Low cost recovery (0-30%)	Mid cost recovery (30-70%)	High cost recovery (70-100%)
28-48	<u>2. Building and safety</u> Solar installations Building Permits Mechanical Permits Electrical Permits Plumbing Permit Consultant Review	X		X X X X X

**Low Recovery Expectations:** Low to zero recovery is expected for services in this category to maintain open and accessible government processes for the public, encourage environmental sustainability and encourage compliance with regulatory requirements. Example of Low Recovery items:

- Planning – The fees for applicants who wish to appeal a Staff Decision or for a Menlo Park resident or neighbor from an immediately adjacent jurisdiction who wishes to appeal a decision of the Planning Commission is purposefully low to allow for accessibility to government processes.
- Planning – Temporary sign permit fees are low so as to encourage compliance.
- Building – The elimination or reduction of building permits for solar array installations is consistent with California Government Code Section 65850.5, which calls on local agencies to encourage the installation of solar energy systems by removing obstacles to, and minimizing costs of, permitting for such systems.

**Mid-level Recovery Expectations:** Recovery in the range of 30% to 70% of the costs incurred in the delivery of the service reflects the private benefit that is received while not discouraging compliance with the regulation requirements.

- Planning – Administrative permits for fences that exceed the height requirements along Santa Cruz Avenue are set at mid-level to encourage compliance.

**High Recovery Expectations:** Cost recovery for most development review services should generally be high. In most instances, the City's cost recovery goal should be 100%.

- Planning – Subsequent Appeals - The fees for applicants who are dissatisfied with the results of a previous appeal of an administrative permit or a decision of the Planning Commission should be at 100% cost recovery.
- Planning – Most of the Planning fees charged are based on a "time and materials" basis, with the applicant/customer being billed for staff time (at a rate that includes overhead cost allocations) and the cost of actual materials or external services utilized in the delivery of the service.
- Building – Building fees use a cost-basis, not a valuation basis, and are flat fees based on the size and quantities of the project.

# City of Menlo Park

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**Public Works Department - Engineering, Transportation, and Maintenance**

1. Engineering and Transportation (public improvement plan checks, inspections, subdivision requirements, encroachments)
2. Transportation (red curb installation, truck route permits, traffic signal repairs from accidents)
3. Maintenance (street barricades, banners, trees, special event set-up, damaged city property)

Master Fee Schedule Page #'s	General categorization of programs, Services, Activity, and facilities	Low cost recovery (0-30%)	Mid cost recovery (30-70%)	High cost recovery (70-100%)
	<u>1. Engineering</u>			
25	Heritage Tree	X		
25	Appeals to Environmental Quality Commission and City Council	X		
	Bid Packages	X		
19	Plotter Prints		X	
19	Encroachment Permits for			
19	City-mandated repair work (non-temporary)		X	
25	Heritage Tree		X	
	Tree Removal Permits 1 – 3 trees			
19	City Standard Details		X	
20	Improvement Plan Review			X
20	Plan revisions			X
21	Construction Inspection			X
20	Maps / Subdivisions			X
	Real Property			X
19	Abandonments			X
19	Annexations			X
21	Certificates of Compliance			X
20	Easement Dedications			X
20	Lot Line Adjust/Merger			X
19	Encroachment Permits			X
19	Completion Bond			X
	Processing Fee			X
25	Heritage Tree Permits			X
	After first 3 trees			X
16	Downtown Parking Permits			X
	<u>2. Transportation</u>			
22	Red Curb Installation	X		
22	Truck Route Permits	X		
22	Traffic Signal Accident			X
22	Aerial Photos			X

# City of Menlo Park

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Master Fee Schedule Page #'s	General categorization of programs, Services, Activity, and facilities	Low cost recovery (0-30%)	Mid cost recovery (30-70%)	High cost recovery (70-100%)
	<u>3. Maintenance</u>			
22	Tree Planting	X		
22	Banners – Santa Cruz Ave			X
22	Barricade replacement			X
22	Weed Abatement			X
22	Special Event set-up – for profit use			X
22	Special Event set-up- for non-profits use		X	
22	Damaged City property			X

**Low Recovery Expectations:** Low to zero recovery is expected for services in this category as the community benefits from the service. In general, low cost services in this group provide a community-wide benefit. These services generally are intended to enhance or maintain the livability of the community and therefore require the removal of a cost barrier to encourage use. However, in some instances the maximum fee that can be charged is regulated at the State or Federal level and therefore the City fee is not determined by City costs (truck route permits, copies of documents). Examples of Low Recovery items:

- Maintenance – Tree Plantings is classified as a low cost recovery fee to replacement of trees removed due to poor health and to encourage new tree plantings.
- Transportation – Red Curb Installation is classified as a low cost recovery fee for support traffic/parking mitigation requests to address safety concerns of residents and businesses.
- Transportation – Truck Route Permits Fees – maximum fee set by State Law.
- Engineering – Heritage Tree Appeals is classified as a low cost recovery fee to insure that legitimate grievances are not suppressed by high fees.
- Engineering – Bid Packages are provided at a low cost to encourage bid submissions thereby insuring that the City receives sufficient bids to obtain the best value for the project to be undertaken.

**Medium Recovery Expectations:** Recovery in the range of 30% to 70% of the costs incurred in the delivery of the service. Typically both the community and individuals benefit from these services.

- Engineering – Encroachment Permits for City-mandated repairs are classified as a medium cost recovery. Since the property owner is paying for the cost of construction but is required by ordinance to perform it promptly, a discounted fee for the permit is appropriate.

**High Recovery Expectations:** Recovery in the range of 70% to 100% when user fees charged are sufficient to fully recover costs of providing the service. Individual benefit is foremost and minimal community benefit exists. Most services provided by the Public Works Department fall in this area.

- Engineering – Encroachment Permits where the public right of way is used or impacted on a temporary or permanent basis for the benefit of the permittee. Debris Boxes are such an example.
- Transportation – Traffic Signal Accident repair cost is the responsibility of the driver/insurer.
- Maintenance – Weed Abatement performed by Public Works staff to address ongoing code violation.
- Maintenance – Banners on Santa Cruz Avenue and El Camino Real.

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**Public Safety – Police Services** (Case Copies, False Alarms, Parking Permits, Abatements, Emergency Response, Background Investigations, Tow Contract)

Master Fee Schedule Page #'s	General categorization of programs, Services, Activity, and facilities	Low cost recovery (0-30%)	Mid cost recovery (30-70%)	High cost recovery (70-100%)
14	Case Copies	X		
15	Citation Sign Off - Residents	X		
1, 15	Document Copies	X		
14	Bicycle Licenses	X		
16	Overnight Parking Permits			X
16	Residential Parking Permits	X		
15	Property Inspection – Code Enforcement	X		
15	Real Estate Sign Retrieval	X		
14	False Alarm – Low Risk		X	
15	Rotation Tow Service Contract		X	
15	Repossession Fee		X	
14	False Alarm – High Risk			X
14	Good Conduct Letter			X
14	Preparation Fees			X
14	Research Fee			X
14	Civil Subpoena Appearance			X
14	Finger Printing Documents			X
15	Background Investigations			X
14	Notary Services			X
14	Vehicle Releases			X
14	DUI - Emergency Response			X
15	Intoximeter Rental			X
15	Street Closure			X
15	Unruly Gatherings			X
18	Abatements			X

**Low Recovery Expectations:** Low to zero recovery is expected for services in this category as the community generally benefits from the regulation of the activity. The regulation of these activities is intended to enhance or maintain the livability of the community. However, in some instances the maximum fee that can be charged is regulated at the State or Federal level and therefore the City fee is not determined by City costs (copies of documents).

**Medium Recovery Expectation:** Recovery in the range of 30% to 70% of the costs of providing the service. Both community and individuals benefit from these services.

- False Alarm – primarily residential and low cash volume retail. Alarm response provide a disincentive to crime activity. However excessive false alarms negatively impact the ability of prompt police response to legitimate alarms.



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### Public Safety – Police Services - continued

**High Recovery Expectations:** Recovery in the range of 70% to 100% when user fees charged are sufficient to recover costs of the service provided. Individual benefit is foremost and minimal community benefit exists. Items such as False Alarm, DUI Emergency Response, Vehicle Releases, Unruly Gathering, and Abatements are punitive in nature and the costs should not be funded by the community. Items such as Good Conduct Letter, Preparation Fees, Research Fee, Finger Printing, Background Investigations, and Notary Service primarily benefit the individual. 100% of the cost for services in these areas is typical.

- Overnight Parking Permits – the fee charged for One Night Parking Permits fall into Low Cost Recovery, however when combined with the fees collected from the issuance of Annual Permits the result is the program should achieve High Cost Recovery.
- Street Closure – primarily residential for activities within a defined area. This service is provide for public safety and therefore is provided at a rate below 100% cost recovery.

Library (Library Cards, Overdue Fines, etc.) – fees are primarily established by the Peninsula Library Service.

Administrative Services (Copying Charges, Postage, etc.) – fees are primarily set by regulations and are generally high cost recovery of pass-thru charges.

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## STAFF REPORT

### City Council

Meeting Date:

5/3/2016

Staff Report Number:

16-078-CC

### Regular Business:

**Accept the El Camino Real Corridor Study, identify a preferred alternative, advance recommended east-west connectivity improvements into design and environmental clearance phase, and reallocate the construction funds for the additional northbound through-lane at Ravenswood Avenue**

### Recommendation

Staff recommends that the City Council accept the El Camino Real Corridor Study and consider the following actions:

- Identify a preferred alternative
- Advance recommended east-west connectivity improvements into design and environmental clearance phase
- Reallocate the construction funds for the additional northbound through-lane at Ravenswood Avenue to the balance of the Transportation Impact Fee (TIF) fund to be used for future projects identified by the City Council

### Policy Issues

As part of the 2013-2014 Capital Improvement Plan (CIP), the City Council directed staff to accelerate the El Camino Real Corridor Study (Corridor Study) to provide alternatives for potential modifications to El Camino Real consistent with the City's General Plan Circulation Element and El Camino Real/Downtown Specific Plan.

### Background

The Request for Proposals (RFP) for this project was approved by the City Council on October 15, 2013. The RFP summarized the goals, objectives, and expectations for the Corridor Study, including a set of givens adopted by the City Council that provide a framework for the Corridor Study:

- Infrastructure and streetscape modifications to El Camino Real between Sand Hill Road and Encinal Avenue will be evaluated as part of this study and, as necessary for connectivity, side-street approaches to El Camino Real within this area. Modifications to side-streets will be considered between the western side of the Caltrain tracks and the eastern side of Curtis Street-Hoover Street-Alto Lane.
- All proposed modifications should be consistent with the El Camino Real/Downtown Specific Plan.
- Only surface improvements will be considered (i.e., grade separation, such as tunneling, is prohibitively expensive for purposes of this study).
- Impacts (both beneficial and adverse) to all modes of travel will be considered in this study.
- It is expected that Caltrans will continue ownership of El Camino Real in the reasonably foreseeable

future; thus, ultimate design and implementation of modifications to El Camino Real will need to meet Caltrans requirements and standards. Caltrans representatives will be invited to participate as interested stakeholders as part of this process.

On January 28, 2014, the City Council awarded a contract to a team led by Whitlock & Weinberger Transportation Consultants (W-Trans) after reviewing proposals from three consultant teams. The W-Trans team was unanimously recommended by a panel, including City staff representing the Public Works and Community Development departments, and two appointed members from each of the Transportation and Bicycle Commissions. The scope of work for the Corridor Study included:

1. Community Engagement
2. Data Collection and Review
3. Identify Performance Metrics
4. Analyze Existing Conditions
5. Develop Travel Demand Forecasts
6. Future No Project Analysis
7. Alternatives Analysis
8. Prepare Report
9. Conduct Environmental Review
10. Conduct Engineering Design of El Camino Real/Ravenswood Avenue Modifications

The consultant team has generally completed tasks 1 through 8, culminating in the Corridor Study Report, dated July 2015 and linked as [Attachment A](#). Tasks 9 and 10 remain, and may be completed following the Council's acceptance of the Corridor Study. The modifications assumed in Task 10 at El Camino Real/Ravenswood Avenue include a potential additional northbound through-lane, as identified in the El Camino Real/Downtown Specific Plan. The Corridor Study included assessment of the engineering feasibility, potential impacts and congestion-relief benefits of this improvement.

On August 25, 2015, the City Council held a study session to provide direction to staff on next steps for the Corridor Study (staff report linked as [Attachment B](#)). At that meeting, the Council voiced support to develop a concept plan for the El Camino Real Corridor, which may include a bike lane alternative, with a possible parallel route in the northbound direction between Ravenswood-Menlo Avenues and Glenwood-Valparaiso Avenues. There was also consensus for a trial installation, for potentially a one-year time period. Council developed a list of tasks including outreach to neighboring jurisdictions, the Menlo Park Fire Protection District, and Caltrans, all to be completed before a preferred alternative would be identified.

On October 20, 2015, staff prepared an informational report to the City Council summarizing the City Council direction from the prior study session. A detailed list of tasks requested by the City Council and the resulting outcome of each is included in Attachment C.

## Analysis

El Camino Real is a major transportation corridor in the region, carrying approximately 30,000 – 45,000 daily vehicles, buses, and serving local business and school traffic. It is a historic asset for the region, but also a barrier to east-west travel in Menlo Park, and an opportunity for the City to define the desired vision for the corridor. The purpose of the Corridor Study was to identify potential alternatives to modify El Camino

Real to better meet the community's needs and evaluate each of the proposed alternatives against a set of criteria including impact on traffic congestion, travel time, safety, aesthetics, parking, and multi-modal access. The Corridor Study built on the El Camino Real/Downtown Specific Plan (Specific Plan) to develop consensus around a conceptual design for El Camino Real.

Through the community engagement process, the highest priorities for desired improvements heard from the community included:

- Enhanced pedestrian safety and crossings
- Inclusion of bicycle lanes on El Camino Real
- More bicycle parking closer to downtown
- More landscaping along El Camino Real
- Timing of traffic signals to favor continuous north-south flow on El Camino Real

A detailed description of the community engagement process and development of the Corridor Study was prepared for the August 25, 2015 City Council study session (staff report linked as Attachment B). While all five of these priorities provide important context for developing El Camino Real in accordance with the community vision, some of them are currently being addressed through other City efforts, including the addition of bicycle parking downtown, the recent completion of the El Camino Street Tree implementation in late 2014, and improved traffic signal timing through the installation of a new signal coordination system in late 2015.

The top two requested items, enhanced pedestrian safety/crossings and inclusion of bicycle lanes on El Camino Real, are directly addressed in the Corridor Study.

Given the complexities of the elements identified in the Corridor Study, the analysis of the alternatives, including impacts and staff recommendations, are broken down into three categories as follows:

1. El Camino Real Corridor
2. El Camino Real Crossings
3. Ravenswood Avenue

### ***El Camino Real Corridor Recommendations***

Three alternatives which included modifications to vehicle lanes, bicycle lanes, and pedestrian crossing improvement options were developed based on the evaluation of potential travel demand, vehicle travel time, pedestrian safety and comfort, bicycle safety and comfort, aesthetics and parking impact. Each alternative also considered a potential option to reconfigure northbound El Camino Real at Ravenswood Avenue, and they are described in a separate section below.

The three alternatives are briefly summarized as follows:

- No Project: Existing travel lanes, traffic controls, pedestrian crossings remain with no changes.
- Alternative 1: Continuous Three Lanes. Adds a third vehicle travel lane in each direction between Live Oak Avenue and Valparaiso Avenue/Glenwood Avenue by removing on-street parking, and adds pedestrian crossing improvements.
- Alternative 2: Buffered Bicycle Lanes. Adds a bicycle lane with painted buffer area in each direction by removing on-street parking, and adds pedestrian crossing improvements.
- Alternative 3: Separated Bicycle Facility. Adds a physically separated bicycle lane in each direction by

removing on-street parking and modifying right-turn lanes at selected intersections, and adds pedestrian crossing improvements.

One-page summaries of each of the alternatives and key findings are included in [Attachment D](#). Each proposed alternative includes east-west pedestrian crossing improvements and potential changes to the overall corridor in order to facilitate north-south travel.

Staff has conducted preliminary outreach to both the City of Palo Alto and the Town of Atherton to determine the potential to ensure appropriate connections to adjacent routes are developed as part of any future improvements. The City of Palo Alto expressed interest in partnering to extend improvements to the Sand Hill Road intersection in order to connect to Alma Street and Caltrain station to the east and the Class I bicycle paths to the west. The Town of Atherton expressed interest in continued coordination and is also considering improvements on the El Camino Real corridor with initiation of a Complete Streets Study in early 2016, with an approximate 12 month timeline for completion. In order to continue productive coordination efforts, staff recommends Council identify a preferred alternative for north-south travel on El Camino Real.

However, given the connectivity of the improvements to adjacent jurisdictions, staff recommends delaying implementation of the north-south travel improvements which would allow the City to continue to work with Atherton and Palo Alto to develop a concept plan for the entire corridor. Staff would return to City Council for authorization prior to re-initiating work on the north-south improvements.

This direction would complement several other ongoing or potential City projects designed to improve east-west connectivity, access, and safety. The projects include:

- Valparaiso Safe Routes to School project (Menlo Park-Atherton Bicycle-Pedestrian Project)
- Ravenswood Railroad Crossing Study
- Middle Avenue Caltrain Crossing and potential bicycle improvements to Middle Avenue to connect to a future crossing
- Improvements to the Glenwood Avenue approach to El Camino Real through the 1400 El Camino Real development project
- Oak Grove Avenue-Crane Street-University Drive Bicycle Boulevard (which the Council will also consider on the May 3, 2016 agenda)

In summary, staff is requesting that the City Council:

- Identify a preferred alternative for north-south travel on El Camino Real
- Delay implementation of north-south improvements to allow for further coordination with adjacent cities planning efforts on El Camino Real

### ***El Camino Real Crossing Recommendations***

While north-south travel is important to overall mobility within the City, the highest priority improvements desired, as described above, were noted to be modifications that improve access and safety crossing El Camino Real. Staff recommends the City Council prioritize crossing improvements identified in the Corridor Study, which include modifying intersections to add crosswalks on all legs and adding pedestrian crossing signals at the following intersections:

- Cambridge Avenue (south leg)
- Middle Avenue (south leg)
- Roble Avenue (north leg)

- Ravenswood Avenue/Menlo Avenue (south leg), plus the addition of a westbound bicycle lane on Ravenswood Avenue between the Caltrain tracks and El Camino Real and adding a bicycle box or other treatment to facilitate bicycle turn movements
- Encinal Avenue (south leg)

Staff recommends these east-west connectivity improvements advance through the next stages of design and environmental clearance.

### ***Ravenswood Avenue Recommendations***

Three options for modifications to the northbound approach of the El Camino Real/Ravenswood Avenue-Menlo Avenue intersection were identified. Each alternative considered some roadway widening to accommodate additional northbound travel demand as summarized below:

- Alternative 1: The addition of a third northbound through lane, relocating the existing right-turn lane and sidewalk farther east;
- Alternative 2: The addition of a northbound through lane and bicycle lane, relocating the existing right-turn lane and sidewalk farther east; or
- Alternative 3: The addition of a northbound bicycle lane on El Camino Real approaching Ravenswood Avenue by relocating the sidewalk farther east.

Based on the Corridor Study evaluation, minimal or no improvement to vehicle travel time was observed with the addition of a northbound through lane. Additionally, the potential roadway widening to add a vehicle travel lane was found to have likely impacts to up to seven street trees and 11 heritage trees based on a tree assessment completed by HortScience. The roadway widening would also impact the access to the property at 1000 El Camino Real, located on the southeast corner of the intersection at Ravenswood Avenue. The property's driveways, surface parking area, and pedestrian access may be impacted; additionally, the sub-surface parking area may also be affected by the additional weight of vehicle traffic being positioned closer to the building foundation.

For these reasons, staff does not recommend further consideration of Alternatives 1 or 2. Alternative 3 would have lesser potential impacts on trees and on the 1000 El Camino Real property. Staff recommends continued evaluation of Alternative 3 at the time that north-south improvements to the El Camino Real Corridor are considered in the future and reallocation of the construction fund to the balance of the TIF fund to be used for future projects identified by the City Council.

### ***Next Steps***

With the City Council's acceptance of the Corridor Study, identification of a preferred alternative, and direction to prioritize east-west connectivity, staff would advance the design and environmental review of crossing improvements along the El Camino Real corridor and develop construction cost estimates and Caltrans encroachment permits application packages.

Staff would also continue coordination with the Town of Atherton, City of Palo Alto, and the Menlo Park Fire Protection District, as well as with planned or approved development projects including Station 1300 and the 1400 and 500 El Camino Real projects.

The current consultant contract for the Corridor Study includes outstanding tasks for future design and

environmental clearance. With the staff recommendation to prioritize crossing improvements at this time, staff also recommends reserving the remainder of the contract and budget until such time as the corridor improvements are desired to be advanced.

### **Impact on City Resources**

The cost and staff time for the Corridor Study were budgeted in the City's Capital Improvement Plan for FY 2013-2014 and 2014-2015. No additional funds are currently being requested to complete the Corridor Study, and the remaining project budget would be reserved for future use on this project. Funds for construction of the northbound through-lane on El Camino Real at Ravenswood Avenue were previously budgeted from the Transportation Impact Fee Program in the amount of \$1.02 million. With Council approval, these funds would be returned to the Transportation Impact Fee Program to be allocated to other projects in the future.

As staff continues to refine the design of potential crossing improvements, additional funds may be necessary for design and/or construction. Staff would return to Council for a future appropriations request at that time. If Council desires to move forward with implementation of a north-south corridor improvement project, additional resources are likely to be needed in order to advance this project along with other potential projects like the Oak Grove Avenue-Crane Street-University Drive Bicycle Boulevard proposal also under consideration on the May 3, 2016 agenda.

### **Environmental Review**

Accepting the Corridor Study does not require environmental review under the California Environmental Quality Act (CEQA). Any improvements identified would require future environmental clearance under CEQA.

### **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. El Camino Real Corridor Report <http://menlopark.org/DocumentCenter/Home/View/7805>
- B. August 25, 2015 Staff Report <http://www.menlopark.org/DocumentCenter/View/7883>
- C. Council-directed Tasks Following August 25, 2015 Study Session
- D. One-Page Summaries of Alternatives <http://menlopark.org/DocumentCenter/Home/View/7806>

Report prepared by:  
Michael Tsai, Assistant Engineer, Transportation

Report reviewed by:  
Nicole H. Nagaya, P.E, Transportation Manager



Summary of Council-directed Tasks		
Task	Status	Notes
1. Outreach to Menlo Park Fire Protection District to discuss how addition of bike lanes impedes emergency vehicle access, and address concerns	Initial staff consultation completed, September 2015. Follow up discussion conducted in April 2016.	Continued coordination would be needed. Provide plan for Fire District review prior to submitting to Caltrans at design stage.
2. Meeting with Caltrans to confirm permitting process, schedule, potential trial installation and parallel route on Merrill-Garwood	Initial consultation completed September 2015. Caltrans voiced support for a bike facility so long as capacity not reduced and facility does not detour to parallel routes.	Caltrans developed and approved Class IV separated bicycle facility design standards on December 31, 2015.
3. Collaborate with neighboring cities to discuss interest in joining a trial project	City Manager/Mayor Meeting with Palo Alto held September 9, 2015. Meeting with City of Palo Alto staff held December 8, 2015. Meeting with Town of Atherton staff held March 8, 2016.	Continued coordination would be needed through Atherton's Complete Streets Study and with Palo Alto to connect to Sand Hill Road and Alma Street.
4. Outreach to ECR businesses between Live Oak to Ravenswood	Letter to business owners on the west side of ECR between Live Oak Avenue and Menlo Avenue sent in April 2016.	Continued coordination would be needed.
5. Prepare cost estimates to identify order of magnitude costs for design and construction	Preliminary estimates completed. Trial installation cost estimated at \$250,000 to \$1,200,000 depending on scope of pedestrian improvements included.	N/A
6. Explore alternative sidewalk layout, consider tree root mapping, or identify other strategies, including scope & cost, to preserve trees at Ravenswood/El Camino	Completed, investigated scope of work for subsurface root investigation, determined not likely viable tool to assess potential tree impacts.	N/A
7. Develop metrics for a trial installation to clearly define what would be considered successful	List of metrics for potential future pilot was developed by staff and refined with input from the Bicycle and Transportation Commissions in November 2015.	Prior to advancing implementation, this list of metrics would be reviewed with Council.
8. Summarize bike traffic counts on Alma, Willow Place, San Mateo	Completed September 2015	N/A

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**STAFF REPORT**

**City Council**

**Meeting Date:** 5/3/2016  
**Staff Report Number:** 16-073-CC

**Informational Item:** Overview of the updated public meeting and Development Agreement negotiation process for the Facebook Campus Expansion Project located at 301-309 Constitution Drive

**Recommendation**

This is an informational item and no action is required.

**Policy Issues**

The proposed Development Agreement process for Facebook will ultimately require the City Council to consider certain land use entitlements. Staff will be identifying policy issues during the Council's review of the project and public benefit related to the Development Agreement.

**Background**

On March 31, 2015, Hibiscus Properties LLC, on behalf of Facebook, Inc. submitted an application for the proposed redevelopment of the former TE Connectivity Campus. The campus is located at 301-309 Constitution Drive, along Bayfront Expressway, between Chilco Street and the recently completed Building 20 (formerly identified as the Facebook West Campus).

The proposed Facebook Campus Expansion Project includes the demolition of the existing buildings at 301-306 Constitution Drive and the construction of two new office buildings (Buildings 21 and 22), encompassing approximately 962,400 square feet (a net increase of approximately 126,600 square feet of offices). The buildings would be constructed over surface parking that would contain approximately 3,533 parking spaces. The buildings would generally have a similar architectural style, height, and massing as Building 20. The project also includes a potential 200-room limited service hotel of approximately 174,800 square feet. The hotel is anticipated to be located near the corner of Chilco Street and Bayfront Expressway. The project would include publicly accessible open space and a new pedestrian/bicycle bridge over Bayfront Expressway, providing a more direct connection from the campus and the Belle Haven neighborhood to the Bay Trail. The project would be constructed in phases, based on when the existing tenants (Pentair and TE Connectivity) vacate the property, with Building 21 being constructed first.

The proposed project is consistent with the current General Plan Land Use designation of Limited Industry. However, the proposed hotel would require a Zoning Ordinance text amendment to conditionally permit hotels in the M-2 Zoning District. In addition, the height of the proposed buildings would exceed the 35-foot height limit and the project site (inclusive of Building 20) would exceed the 50 percent building coverage maximum, and as such a rezone of the entire site from M-2 (General Industrial) to M-2-X (General Industrial, Conditional Development) plus approval of a Conditional Development Permit (CDP) would be

required to allow the increase in height, building coverage, and to identify other applicable development standards and requirements for the site.

The entitlement process for the Facebook Campus Expansion Project includes the following review and permit approvals:

- **Rezone from M-2 (General Industrial District) to M-2-X (General Industrial District, Conditional Development) and Conditional Development Permit:** to permit the proposal to diverge from standard M-2 zoning district requirements, specifically related to building height and building coverage. In addition, in the M-2 zone, the construction of a new structure requires use permit approval. In this case, the CDP takes the place of the required use permit;
- **Zoning Ordinance Text Amendment:** to include hotels as conditional uses within the M-2 zoning district. The text amendment would be consistent with the Limited Industry Land Use Designation of the existing General Plan;
- **Development Agreement:** which results in the provision of overall benefits to the City and adequate development controls in exchange for vested rights for the Facebook Campus Expansion Project approvals;
- **Heritage Tree Removal Permits:** to permit the removal of heritage trees associated with the proposed project;
- **Below Market Rate Housing Agreement:** per the requirements of the City's Municipal Code, a Below Market Rate (BMR) Housing Agreement is required, which would help increase the affordable housing supply by requiring the applicant to provide monies for the BMR fund or by procuring off-site BMR units;
- **Lot Reconfiguration:** to modify the location of two legal lots or merge the legal lots that comprise the project site and the adjacent lot for Building 20;
- **Environmental Review:** an Environmental Impact Report (EIR) is being prepared given the increase of approximately 301,400 square feet of gross floor area; and
- **Fiscal Impact Analysis (FIA):** to analyze the project's revenue and cost effects on the City and applicable outside agencies.

## Analysis

Staff developed a draft schedule for the public outreach and development agreement negotiation process, which was reviewed by the City Council at its meeting on November 17, 2015. Since then, the anticipated release date of the Draft EIR has been postponed from March 31, 2016 to May 26, 2016. The postponement is due to refinements to the project and an increase in time needed for technical analyses, such as the vehicle miles traveled (VMT) analysis. The VMT analysis is a critical component to other technical sections of the Draft EIR. The updated schedule remains aggressive, targeting completion of land use entitlements for the Facebook Campus Expansion Project by the end of September 2016, where the end of July was previously anticipated. This Project, as proposed, does not include a general plan amendment and therefore, can be processed concurrently with the ConnectMenlo General Plan update. However, the transportation study and water analyses for the proposed project and the General Plan update are being highly coordinated to ensure consistency and address both near-term and long-term needs and impacts of both projects.

It is now anticipated that the Draft EIR and Draft FIA would be released on May 26, 2016, and that the Final EIR, Final FIA, land use entitlements, and development agreement would be reviewed by the Council initially on September 13. The change in the DEIR release date doesn't impact the number of outreach, commission, and council meetings.

The proposed revised schedule includes a series of eight meetings during the 45-day review period on the

Draft EIR. As with the previous schedule, the meetings would include a public outreach meeting to introduce members of the public and Commissioners to the Draft EIR followed by Commission meetings on the Draft EIR, which is expected to take approximately seven weeks. The revised schedule would require the City Council to provide feedback on the project to guide the development agreement negotiations at the June 21 meeting, during the Draft EIR comment period, where the Council was previously scheduled to provide direction after the close of the Draft EIR. Subsequently, the Council would review the business terms of the development agreement at its July 19 meeting. The timing of the release of the Final EIR and the subsequent Planning Commission and City Council meetings depend on extent of comments received and development agreement negotiations.

If the Council would like to discuss the updated draft process in more detail to consider major changes, then the Council could agendaize this topic as a regular business item at a future meeting.

### **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. Updated public outreach and Development Agreement negotiation process schedule

Report prepared by:  
Kyle Perata, Senior Planner

Report prepared by:  
Arlinda Heineck, Community Development Director

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*Preliminary DRAFT*

**Public Outreach and Development Agreement Negotiation Process  
Facebook Campus Expansion Project (301-309 Constitution Drive)**

No.	Meeting/Milestone Description	Notes	Proposed Dates
1.	<b>Milestone:</b> Application submittal	Facebook submitted preliminary application to commence environmental review	March 31, 2015
2.	<b>City Council Meeting:</b> Information item	Provide information on Draft Public Outreach and Development Agreement Negotiation Process	May 19, 2015
3.	<b>City Council Meeting:</b> Authorization for City Manager to enter into consultant contract for environmental review and fiscal impact analysis for phase two (consent calendar)	Phase one of the environmental review authorized by City Manager based on purchase cost below \$56,000 threshold	June 16, 2015
4.	<b>Milestone:</b> Release Notice of Preparation (NOP)	Begin 30-day Scoping Period	June 18, 2015
5.	<b>Planning Commission Meeting:</b> EIR scoping session and study session	During NOP comment period	July 13, 2015
6.	<b>City Council Meeting:</b> Information Item	Provide information on draft project schedule	November 10, 2015
7.	<b>City Council Meeting:</b> Appointment of a Council subcommittee	Approximately three months prior to release of Draft EIR and Draft FIA	December 15, 2015
8.	<b>City Council Meeting:</b> Adopt water supply assessment (WSA)	Approximately two months prior to release of Draft EIR and Draft FIA	January 12, 2016
9.	<b>Milestone:</b> Release Draft EIR and Draft FIA	Begin 45-day review period	May 26, 2016

**Preliminary DRAFT**

**Public Outreach and Development Agreement Negotiation Process  
Facebook Campus Expansion Project (301-309 Constitution Drive)**

No.	Meeting/Milestone Description	Notes	Proposed Dates
10.	<p><b>Public Outreach Meeting:</b> Inform the community about the proposed project and the documents available for review</p> <p><i>(Note: Meeting is open to the public and may be attended by any or all Council Members or Commissioners)</i></p>	<p>Prior to individual commissions' reviews and one week after release of DEIR. (Meeting is not intended to receive comments, but to let people know how they can submit comments)</p>	<p>June 1, 2016</p>
11.	<p><b>Combined Bicycle and Transportation Commission Meeting:</b> Overview of the project and introduction to the Draft EIR. Comments to be provided at individual Commission meetings</p> <p><i>(Note: Meeting will be televised/recorded to encourage viewing/attendance by other Commissioners)</i></p>	<p>Special combined meeting</p>	<p>June 6, 2016 (5:30 P.M. Special Start Time)</p>
12.	<p><b>Transportation Commission Meeting:</b> Review the Draft EIR summary and the Transportation chapter</p>		<p>June 8, 2016</p>
13.	<p><b>Bicycle Commission Meeting:</b> Review the Draft EIR summary and the Transportation chapter</p>	<p>Special meeting</p>	<p>June 13, 2016</p>
14.	<p><b>Planning Commission Meeting:</b> Public hearing regarding the Draft EIR and study session item to discuss Draft FIA and the project</p>		<p>June 20, 2016</p>
15.	<p><b>City Council Meeting:</b> Intended to learn more about the project and identify any other information needed to ultimately make a decision on the project and consider feedback from the Commissions, discuss environmental impacts and mitigations, public benefit, fiscal impacts, development program, and provide direction or parameters to guide development agreement negotiations</p>		<p>June 21, 2016</p>



**Preliminary DRAFT**

**Public Outreach and Development Agreement Negotiation Process  
Facebook Campus Expansion Project (301-309 Constitution Drive)**

No.	Meeting/Milestone Description	Notes	Proposed Dates
16.	<b>Environmental Quality Commission Meeting:</b> Review the Draft EIR summary, Greenhouse Gas Emissions chapter, and the requested heritage tree removals		June 22, 2016
17.	<b>Housing Commission Meeting:</b> Review and provide a recommendation on the Below Market Rate (BMR) Housing Agreement		June 29, 2016 (Special Meeting)
18.	<b>Milestone:</b> Prepare Final EIR, Final FIA, and negotiate draft development agreement	Timing depends on extent of comments received and development agreement negotiations	July/August 2016
19.	<b>City Council Meeting:</b> Regular item to review business terms of development agreement		July 19, 2016
20.	<b>Milestone:</b> Publish Final EIR and Final FIA	Begin public review period	August 12, 2016
21.	<b>Planning Commission Meeting:</b> Public hearing for recommendation on Final EIR, Final FIA, and requested land use entitlements and associated agreements	Approximately three to four weeks after Council review of the business terms of the Development Agreement.	August 22, 2016 (Special Meeting)
22.	<b>City Council Meeting:</b> Public hearing for review of and initial action on Final EIR, Final FIA, and requested land use entitlements and agreements	Approximately three (3) weeks after Planning Commission recommendation	September 13, 2016
23.	<b>City Council Meeting:</b> Second reading of the ordinance for the Development Agreement, Rezoning, and Zoning Ordinance Amendment (consent item)	Next available Council meeting after first reading	September 27, 2016

*Note: all dates tentative and subject to revision.*

*Note: all Commissioners and members of the public may submit individual written comments to the City throughout the project review.*

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## STAFF REPORT

### City Council

Meeting Date:

5/3/2016

Staff Report Number:

16-071-CC

Informational Item:

Update on the funding status and outreach to major stakeholders regarding the US 101/Willow Road Interchange

### Recommendation

This is an informational item and does not require Council action.

### Policy Issues

The Willow Road Interchange Project (Project) was included in the City's 2012-13 Capital Improvement Program (CIP). At its February 23, 2016 meeting, the Council requested that staff return with information on the status of funding the Project and results of stakeholder outreach.

### Background

On May 7, 2013, Caltrans staff presented a series of design alternatives to the City Council, and the Council voted in support of a preferred design alternative. On November 25, 2013, Caltrans certified the environmental review documents and identified the preferred design alternative for this project, consistent with the Council's recommendations.

Since that time, Caltrans has been preparing the detailed design documents for the project, and is complete. City staff has been involved in reviewing engineering documents and design details that interface with or may affect City streets, utilities, or right-of-way.

The San Mateo County Transportation Authority (SMCTA) through Measure A has provided the main source of funding for the environmental and design phases of this project, supporting the design work underway by Caltrans, as well as funding for consulting support to assist the City with design review.

On June 2 and 16, 2015, the City Council authorized staff to submit an application to the SMCTA Highway Program for construction funding for this Project. On October 1, 2015, the SMCTA Board approved funding of \$56 million of the \$64 million needed for the project, fully funding the capital construction cost. An additional \$8 million was needed to support construction management and oversight of the Project. The City will need to enter into a three-party cooperative agreement with Caltrans and SMCTA to advance the project to construction.

On February 9, 2016 the City Council authorized a request to the SMCTA to fund the balance of the Project cost, a maximum of \$10.4 million for construction management and oversight. The request to SMCTA was submitted in order to reduce Project risk and delay while the City, SMCTA, and C/CAG can continue to explore other funding sources and advocate to Caltrans on behalf of the Project.

On February 23, 2016, the City Council authorized the City Manager to execute a grant deed to transfer a parcel owned by the City to Caltrans, as needed for the Project. The grant deed was executed as of March 24, 2016. The Council also requested staff to conduct outreach to stakeholders on this project and provide a report on feedback for the Project.

## **Analysis**

The remaining funds necessary for construction management and oversight of the project, approximately \$8 million, were initially anticipated to come from the State Transportation Improvement Program (STIP). The STIP currently has funds for the project programmed in FY2017-18; however, it would be necessary to advance these funds to the current fiscal year in order to stay on the current construction timeline. Based on feedback from C/CAG and MTC, the STIP is significantly underfunded for the current and future fiscal years due to lower than expected gas tax revenues due to lower gas prices. The proposed state budget does not currently include measures to close this funding gap, resulting in delays expected to affect construction projects around the state in the coming years. The US 101/Willow Road Interchange project could be delayed indefinitely if funds cannot be secured. Delays may also result in escalating costs and potential redesign necessary if requirements, standards or site conditions change while the necessary funds are secured.

In addition to delays, the loss of the STIP funds also triggers a Caltrans requirement for application of an administrative overhead surcharge on the Project. According to SB 45, Caltrans is required to fully cover the cost of projects funded by non-state or federal sources. For this Project, it could potentially increase the shortfall to \$10.4 million.

Since the Council's last action, the City, SMCTA and C/CAG have been diligently working to advance the Project. Efforts have been focused in four key areas, as follows. The first three items are detailed further below:

1. Grant funds: staff is considering retuning unused grant funds for this Project to SMCTA to help close the funding gap
2. Caltrans coordination: Mayor Pro Tem Keith and staff attended a meeting with Caltrans to advocate for a waiver for the overhead surcharge and discuss potential options
3. Advance local funds: SMCTA is considering advancing the Project with local funds to be later reimbursed by the state
4. Stakeholder outreach: Staff consulted with stakeholders (Facebook, the David D. Bohannon Organization, Tarlton Properties, and the Sobrato Organization) to request feedback on the Project. Letters of support from Facebook and Tarlton Properties are included in Attachment A.

## **Grant Funds**

In 2012, the City received a \$500,000 grant award from the SMCTA Highway Program to support the environmental clearance phase of this Project. At that time, the City did not expend the funds and completed necessary review with existing staff time. In 2015, at the outset of the design and construction phases of the Project, SMCTA approved the City's request to roll over the grant award to later Project phases. However, to-date, a minimal amount of support time has been used, and staff anticipates the balance of the Project can be funded with a reduced grant amount of \$100,000. Staff is considering that the remaining \$400,000 be returned to SMCTA in order to help close the funding gap on this Project.

### ***Caltrans Coordination***

On April 18, 2016, Mayor Pro Tem Keith and City staff attended a meeting with Caltrans District Director and Program/Project Management Deputy District Director to discuss the shortfall and the potential application of the surcharge described above. Caltrans indicated that the application overhead rate is required and cannot be waived since it is a requirement of the state legislature. However, if a local agency was to front the funds for the Project, if and when state funds are available to reimburse the local agency in the future, the full amount would be refunded (Project cost plus applicable overhead). Additionally, Caltrans also indicated they are exploring alternative state and/or federal funding sources that may be used for the Project, which would eliminate the application of the overhead rate.

### ***Advance Local Funds***

SMCTA has also requested to enter into a reimbursement agreement with the California Transportation Commission (CTC) to potentially allow a local agency to front funds to keep the Project on schedule. SMCTA would be reimbursed with STIP funds when they become available in the future. This action requires CTC approval, and the Project is currently anticipated to be placed on the CTC's May 18-19, 2016 and June 29, 2016 agendas for consideration. The Council subcommittee (Mayor Cline and Mayor Pro Tem Keith) may choose to attend this meeting to support the Project and MTC's request to the CTC for future reimbursement of local funds.

### **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 from property owners

Report prepared by:

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

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**From:** [Lewis Knight](#)  
**To:** [Nagaya, Nicole H](#)  
Re: Willow/101 Interchange - Request for Input  
**Subject:** Tuesday, April 26, 2016 11:54:50 AM  
**Date:**

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Dear Nikki,

**Re: US 101/WILLOW ROAD INTERCHANGE PROJECT**

Thank you for sharing the proposed improvements for this important and long planned project. We note it was first identified in 1989, and as you say, is long overdue. As described, the Preferred Project will address significant improvements and modifications to the interchange, including;

- Vehicular circulation and safety (including addressing current seismic concerns)
- Pedestrian and Bicycle connectivity across US 101 for the immediate neighborhoods,
- Will assist in better connecting downtown Menlo Park with the General Plan Area update of the M2 zone,
- Will address and improve in ground utilities in the immediate project area, and,
- Will improve one of the key entries to our city for the next generation.

This project presents a significant local and regional improvement that the entire City of Menlo Park will benefit from.

We note the proposed construction timetable in 2 phases with planned completion in a 2 to 3 year window with construction beginning as soon as the summer of 2016. We trust that the construction process will be managed to minimize impacts on Belle Haven and current businesses who use Willow Road for access and egress.

We are excited by the timing and the improvements promised by this project and are in support of moving forward as expediently as possible.

Yours Sincerely,

Lewis Knight  
Facebook

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**From:** [John Tarlton](#)  
**To:** [Nagaya, Nicole H](#)  
**Subject:** RE: Willow/101 Interchange - Request for Input  
**Date:** Thursday, April 28, 2016 9:08:01 AM

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Nikki,

Thank you for taking the time to review the plans with me and Chip yesterday.

I appreciate all of the work that you and the rest of staff have done to insure that the bike and pedestrian travel for this new interchange work well - particularly for the Belle Haven community. This is vitally important to help reduce their transit isolation.

With the changes we discussed and some thoughtful work further "west" on Willow to improve the bike connection, we are in support of the plans.

Please let us know if there is anything else we can do to support the project.

Thank You!

John

John C. Tarlton  
President & CEO  
Tarlton Properties, Inc.  
1530 O'Brien Drive  
Menlo Park, CA 94025



**STAFF REPORT****City Council****Meeting Date:****5/3/2016****Staff Report Number:****16-067-CC****Informational Item:****Update on next steps for Nealon Park Sod and Irrigation 2015-16 Capital Improvement Project****Recommendation**

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

**Policy Issues**

The City Council has previously approved a Capital Improvement Project (CIP) for the current fiscal year to replace the irrigation system and sod at Nealon Park. Council also adopted this project as part of the 2016 City Council Work Plan (Number 38). The Nealon Dog Park Relocation CIP project had also previously been approved by Council for 2015-16 and is now included in the 2016 City Council Work Plan as item Number 39, described as “address Nealon Dog Park.”

**Background**

In 2004, after a two-year community process to identify the best locations for creating dog “activity areas” in Menlo Park, the City Council approved using the sports field at Nealon Park for a limited time each morning. Originally, an area along Middle Avenue between the street and the tennis courts had been proposed as the location with unlimited access during park hours. However, opposition from residents across Middle Avenue resulted in a decision to move the dogs to the sports field for two hours each week day. Given this decision, the Public Works Department greatly increased maintenance of the sports field in order to accommodate the impacts from dog use.

At their May 16, 2007, meeting, in response to complaints from sports field users, Parks and Recreation Commissioners passed a motion to consider reviewing the joint use of the Nealon Sports Field for Dogs. After reviewing alternative sites, the Commission recommended adding a separate off leash dog entrance to the center field and that staff continue to monitor the field conditions. This project was approved at the April 22, 2008, Council meeting (staff report 08-050).

When the drought worsened, additional concerns about the joint use of a sports field for dog activities were noted by staff. Previously, in order to address the known health and hygiene issues related to fecal matter from dogs, daily watering for nearly 30 minutes and other maintenance kept the field clean and playable for sports. Then, starting in 2013, when watering restrictions began to be enforced and ongoing maintenance issues with the field irrigation system began causing problems with the playability of the sports field, complaints from sports field users increased. As a part of their park tour in July 2014, the Parks and Recreation Commission identified concerns related to the joint use of the softball field as a dog

park and noted the ongoing field condition issues. Staff determined that the sports field surface and irrigation system needed to be replaced in order to meet new watering requirements and address the poor field conditions. This also provided an opportunity to revisit the location of the dog park and consider other options that might improve the experience for dogs and owners by expanding hours into a new, dedicated space for dog activities. Nealon Park's 9 acres seemed to offer multiple alternative locations for a full access dog area.

In 2014, the City Council-approved two CIP projects to address these issues, including Nealon Park Sports Field Sod and Irrigation System Replacement (\$250,000 in 2015-16) and Relocation of the Dog Park at Nealon Park (\$250,000 in 2015-16). As the dog park location (on the field or elsewhere) heavily impacts decisions about the sports field renovation, community engagement for that project was undertaken in the Fall of 2015.

In November of 2015, staff began community engagement processes for these projects with a series of Open Houses. The open houses were designed to provide people with an initial opportunity to share their ideas with staff and have questions or concerns addressed. The initial Open House was publicized on the City's website and via a post card mailed to all households within 1500 feet of the Park. Information about the meeting and an online survey link were 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 was clear a large group of area residents were 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. When asked what amenities people would like to see added to a new dog park, most people indicated all that was needed was a source of water and more doggie waste bags and disposal sites. Obstacle courses and other amenities are not preferred by the majority of people.

As a result of community input at the Open House and in the survey, staff removed the "open/green space" near the playground from consideration as a potential dog park location leaving as options the originally-proposed dog park site near Middle Avenue, the now open area where the large oak tree was removed between Little House and the playing field, and the playing field.

## **Analysis**

Since condition of the sports field is the motivating factor behind these projects, staff believe it would be beneficial to clarify the Council's desired direction for that project and then consider other dog park locations if the surface selected for the sports field eliminates that space from consideration as a joint use area.

Two primary options are available for the sports field project: natural grass (including replacement of the irrigation system) or artificial turf (also including an irrigation system for periodic field cleaning). Staff is currently preparing an analysis of these options and will present them for Council's consideration at a Study Session scheduled for May 17, 2016.

### **Impact on City Resources**

The two existing CIP projects (for sod / irrigation replacement and dog park relocation) have a total budget of \$500,000. Depending upon the direction provided by Council at the May 17 Study Session adequate resources exist for the project. Should Council select an option to build an artificial turf sports field, additional resources may be needed. Staff have had preliminary conversations with sports field user groups who are willing to discuss contributions to that project if this option is selected.

### **Public Notice**

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Report prepared by:

Cherise Brandell, Community Services Director

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