



SPECIAL AND REGULAR MEETING AGENDA

Date: 6/7/2016
Time: 6:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

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

Public comment will be taken on this item prior to adjourning to Closed Session.

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

Attendees: City Manager Alex McIntyre, Administrative Services Director Nick Pegueros, Finance and Budget Manager Rosendo Rodriguez, Human Resources Manager Lenka Diaz, City Attorney Bill McClure, Labor Counsel Charles Sakai

7:00 p.m. Regular Session

- A. Call To Order**
- B. Roll Call**
- C. Pledge of Allegiance**
- D. Report from Closed Session**
- E. Presentations and Proclamations**
- F. Commissioner Reports**
 - F1. Bicycle Commission quarterly update
 - F2. Consider applicants and make appointments to fill one vacancy on the Environmental Quality Commission and one vacancy on the Library Commission (Staff Report# 16-103-CC)

G. Study Session

- G1. Consideration of options in pursuit of structured parking and other land uses downtown

H. 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.

I. Consent Calendar

11. Adopt a resolution to extend Section 16.79.045 of the Zoning Ordinance to allow the conversion of accessory buildings into secondary dwelling units for three years, expiring June 13, 2019 (Staff Report# 16-098-CC)
12. Award a construction contract to JJR Construction Inc. for the Menalto and O'Connor Sidewalk Project, appropriate funds, and authorize a construction budget of \$443,440 (Staff Report# 16-094-CC)
13. Adopt a resolution to approve the installation of no parking zones along Middle Avenue near Fremont Street, Menlo Avenue near Curtis Street, Oak Grove Avenue near Marcussen Drive, and Sharon Road near Eastridge Avenue (Staff Report# 16-096-CC)
14. Authorize the submittal of a comment letter on the scope of the environmental document for the Peninsula section of the High Speed Rail (HSR) Project (Staff Report# 16-100-CC)
15. Adopt a resolution authorizing installation of an all-way stop sign at Gilbert Avenue and Central Avenue (Staff Report# 16-097-CC)
16. Award a construction contract to O'Grady Paving Inc. for the Menlo Park-Atherton Pedestrian and Bicycle Improvement Project and authorize a construction budget of \$493,550 (Staff Report# 16-101-CC)
17. Authorize the City Manager to enter into a contract with Kidango in an amount not to exceed \$102,395 for the delivery of food services at the Belle Haven Child Development Center for FY 2016-2017 (Staff Report# 16-092-CC)
18. Approve minutes for the City Council meeting of May 24, 2016 (Attachment)

J. Public Hearing

- J1. Approve various actions associated with Emergency Water Supply Well No. 1 at the Corporation Yard (Staff Report# 16-095-CC)
- J2. Public Hearing on the Fiscal Year 2016-17 Budget and Capital Improvement Program (Staff Report# 16-102-CC)

K. Informational Items

- K1. Update on City Council goal to expand and enhance community special events (Staff Report# 16-093-CC)

L. City Manager's Report

M. Councilmember Reports

N. Adjournment

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at www.menlopark.org and can receive e-mail notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 06/02/2016)

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.

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

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STAFF REPORT

City Council

Meeting Date: 6/7/2016
Staff Report Number: 16-103-CC

Commission Report: Consider applicants and make appointments to fill one vacancy on the Environmental Quality Commission and one vacancy on the Library Commission

Recommendation

Staff recommends making appointments to the Environmental Quality 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

As part of the City's annual commission recruitment and appointment process, the City Council made appointments to fill two vacancies on the Planning Commission at its meeting on May 3, 2016. One of the appointees, Andrew Barnes, was currently a member of the Environmental Quality Commission (EQC). His appointment to the Planning Commission required him to step down from the EQC as policy states a commissioner cannot hold a seat on more than one commission at a time. As a result of the vacancy, staff opened the application process for a period of three weeks, posting the notice on the City's website and social media platforms. The application period closed on May 31, 2016 and three applications were received by the City Clerk's office. There is also an ongoing recruitment to fill two vacancies on the Library Commission and the City Clerk's office has received one application for a Library seat.

Analysis

Pursuant to City Council policy, when a commission vacancy occurs, the City Clerk's office will post a notice regarding the vacancy. 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 the 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.

The appointment to the EQC will be to fill the remainder of Andrew Barnes' term which expires on April 30, 2019. The appointment to the Library Commission will be for a full four-year term expiring April 30, 2020.

Applicants to the Environmental Quality Commission:

- Joyce Dickerson
- Nevada Merriman
- O'Neal Spicer

Applicant to the Library Commission:

- Grayson Badgley

***The 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.

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

None

Report prepared by:
Pamela Aguilar, City Clerk



STAFF REPORT

City Council Meeting Date: 6/7/2016
Staff Report Number: 16-098-CC

Consent Calendar: Adopt a resolution to extend Section 16.79.045 of the Zoning Ordinance to allow the conversion of accessory buildings into secondary dwelling units for three years, expiring June 13, 2019

Recommendation

Staff recommends that the City Council adopt a resolution to extend Section 16.79.045 of the Zoning Ordinance to allow the conversion of accessory buildings meeting certain criteria into secondary dwelling units for three additional years, expiring on June 13, 2019.

Policy Issues

The adoption of the resolution to extend the provision to allow the conversion of accessory buildings into secondary dwelling units would support Program H4.F of the Housing Element. The proposed resolution would extend provisions that have been in place since June 2014, and would not modify the criteria or review process.

Background

Following an extensive process, the City Council adopted the Housing Element for the 2015-2023 planning period on April 1, 2014. The Housing Element includes a number of goals, policies and programs to account for local changes in the housing market and to meet regional housing needs. Concurrent with the adoption of the Housing Element, the City Council also implemented a number of programs, including Program H4.F (Establish a Process and Standards to Allow the Conversion of Accessory Buildings and Structures to a Secondary Dwelling Unit).

On May 13, 2014, the City Council adopted Ordinance No. 1005 to amend the secondary dwelling unit chapter of the Zoning Ordinance. The modifications to the secondary dwelling unit chapter included the establishment of a process and standards to allow the potential conversion of accessory buildings into a secondary dwelling unit. The intent of the changes was to increase the housing stock by accounting for buildings that may effectively function like secondary dwelling units, but do not meet the minimum yard requirements. Proposed projects meeting specific criteria established in the ordinance could be reviewed through the administrative permit process, where the Community Development Director is authorized to make a decision after public notice.

The ordinance was adopted with a sunset clause, expiring on June 13, 2015. However, the ordinance includes a provision that allows the City Council to extend the effective date via resolution without further public hearings by the Planning Commission and City Council. In May 2015, the City Council adopted Resolution No. 6265 to extend the ordinance to June 13, 2016.

Analysis

In 2015, the City issued eight building permits for secondary dwelling units. One of the building permits was for the conversion of a detached garage into a secondary dwelling unit, taking advantage of the limited-time conversion provision in the Zoning Ordinance. Two additional administrative permit applications for the secondary dwelling unit conversion process are pending, and would continue to be processed even if the provision ceases. The City reviewed a third application, but it was determined not to be required following revisions to the proposal. The latter accessory building was reviewed for the conversion of a garage into a secondary dwelling unit through the building permit process, and was recently issued a building permit in November 2015. Although staff does not have formal statistics on the number of inquiries regarding the conversion process, staff has received a number of general inquiries, and believes that extension of the program for three additional years would be a mechanism to support the development of secondary dwelling units and to increase the number of relatively affordable housing in the City. During this period, staff will continue its outreach efforts to help ensure that the community is aware of this provision. In addition to the secondary dwelling unit FAQs (Frequently Asked Questions) handout and participation at community events such as neighborhood fairs and the Downtown Block Party, staff will explore the suggestions of Council Member Ohtaki of creating a brochure or other printed material for distribution at the front counter, community events and/or to real estate professionals to assist their clients and to expand the use of the City's website for disseminating information about secondary dwelling units.

As part of the 2014 Housing Element Annual Report review, staff identified six potential housing-related, "clean-up" Zoning Ordinance amendments. One of the potential changes would impact the secondary dwelling unit conversion requirements. Currently, Section 16.79.040(d) indicates that the accessory building must meet all of the development regulations of the secondary dwelling unit ordinance with the exception of minimum yards. Staff recognizes that other development factors, such as daylight plane and height, could also be potentially "grandfathered" to help facilitate the conversion process for a structure that might otherwise not qualify. As part of the General Plan update process, staff will be considering several housing programs that could trigger Zoning Ordinance amendments. For efficiency, staff will consider bundling the "clean up" Zoning Ordinance amendments with other housing-related zoning ordinances that may come concurrent with or following the General Plan update.

In order to extend the existing provisions before the June 13, 2016 deadline, staff recommends that the City Council adopt a resolution, included as Attachment A, to continue the secondary dwelling unit conversion program for three additional years.

Impact on City Resources

There are no impacts to City resources besides the preparation of the report. Subsequent staff time to review the applications will be covered by the administrative permit application fee per the Master Fee Schedule.

Environmental Review

The 2015-2023 Housing Element and the Zoning Ordinance amendments associated with the implementation programs were subject to the California Environmental Quality Act (CEQA). A Negative Declaration, which was prepared on the basis of an initial study, was adopted on April 1, 2014 by resolution No. 6190. The proposed one year extension does not modify the standards or process outlined in the existing ordinance, and there would be no new potential environmental impacts beyond what was considered in the adopted Negative Declaration.

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 of the City Council of the City of Menlo Park to extend Chapter 16.79.045 of the Zoning Ordinance to allow the conversion of accessory buildings into secondary dwelling units for three years, expiring on June 13, 2019

Report prepared by:
Deanna Chow, Principal Planner

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RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK TO EXTEND CHAPTER 16.79.045 OF THE ZONING ORDINANCE TO ALLOW THE CONVERSION OF ACCESSORY BUILDINGS INTO SECONDARY DWELLING UNITS FOR THREE YEARS, EXPIRING ON JUNE 13, 2019

WHEREAS, the City of Menlo Park (“City”) adopted its 2015-2023 Housing Element in April 2014 and in May 2014 amended its Zoning Ordinance to implement Housing Element programs, including modifications to the secondary dwelling units and accessory building and structures ordinances; and

WHEREAS, on May 13, 2014, the City Council adopted Ordinance No. 1005, which added Section 16.79.045 (Conversion of Accessory Buildings) to Chapter 16.79 (Secondary Dwelling Unit) of the Zoning Ordinance to allow the conversion of accessory buildings into secondary dwelling units, subject to meeting certain criteria; and

WHEREAS, the adoption of Ordinance No. 1005 supports Housing Program H4.F (Establish a Process and Standards to Allow the Conversion of Accessory Buildings and Structures to a Secondary Dwelling Unit) and is intended to increase the City’s housing stock by accounting for legally built accessory buildings that effectively function like secondary dwelling units, but do not meet the minimum yard requirements; and

WHEREAS, the City Council adopted Resolution No. 6265 on May 19, 2015 to extend the conversion of legally building accessory buildings into secondary dwelling units provision until June 13, 2016; and

WHEREAS, the City has issued one administrative permit in 2015 and has two pending applications for the conversion of a legally built accessory building into a secondary dwelling unit; and

WHEREAS, the conversion provision was set to sunset in its entirety on June 13, 2016, however the City Council is allowed, by resolution, to extend the effective date without further public hearings by the Planning Commission and City Council; and

WHEREAS, on June 7, 2016, the City Council held a duly noticed public meeting on a three-year extension for the conversion of accessory buildings meeting certain criteria into secondary dwelling units through an administrative permit process, at which all interested persons had the opportunity to appear and comment; and

NOW THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the City Council of the City Menlo Park that Section 16.79.045 of the Zoning Ordinance is hereby extended for

a period of three years, and shall sunset in its entirety on June 13, 2019, for any administrative permit application not received by said date.

I, Pamela Aguilar, City Clerk of Menlo Park, do hereby certify that the above and foregoing Council Resolution was duly and regularly passed and adopted at a meeting by said Council on the 7th day of June, 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 ____ day of _____, 2016.

Pamela Aguilar, MMC
City Clerk



STAFF REPORT

City Council

Meeting Date:

6/7/2016

Staff Report Number:

16-094-CC

Consent Calendar:

Award a construction contract to JJR Construction Inc. for the Menalto and O'Connor Sidewalk Project, appropriate funds, and authorize a construction budget of \$443,440

Recommendation

Staff recommends that the City Council take the following actions:

- Award a construction contract to JJR Construction Inc. for the Menalto & O'Connor Sidewalk Project, formally known as the Menlo Park-East Palo Alto Connectivity Project;
- Appropriate \$14,140 from the Construction Impact Fee fund balance; and
- Authorize of a total construction budget of \$443,440 for construction, contingencies, and inspection costs.

The Project includes pedestrian and bicycle improvements at isolated locations on Menalto Avenue, O'Connor Street, and seven other street segments within the cities of Menlo Park and East Palo Alto.

Policy Issues

This Project is consistent with several policies (e.g. II-A-12, II-D-2, II-E-4, etc.) stated in the 1994 General Plan Circulation Element and the City's Comprehensive Bicycle Development Plan (2005). These policies seek to maintain and strengthen a circulation system that provide for the safe and efficient movement of people and goods throughout Menlo Park for residential and commercial purposes. The Project also is included in the 2016 City Council Work Plan.

Background

In 2014, the Menlo Park City School District decided to make changes to the existing Laurel School located at 95 Edge Road due to student enrollment growth. The school currently serves students in grades K-4. However, starting in the 2016-17 school year, the District will convert the existing Laurel School to a Lower Campus to serve students in grades K-2 and convert the existing O'Connor site at 275 Elliott Drive to a new Laurel Upper School campus to serve students in grades 3-5.

In anticipation of the new school campus opening date and anticipated increase in pedestrians and bicyclists in the Willows neighborhood, the Cities of Menlo Park and East Palo Alto responded to the 2014-15 San Mateo County Transportation Authority's (SMCTA) Measure A Program Call for Projects with a joint bicycle and pedestrian connectivity project within the Willows neighborhood in Menlo Park and Woodland neighborhood in East Palo Alto. A budget of \$550,000 was estimated for the engineering design and construction of the Project. Menlo Park is leading the design and construction efforts on behalf of both cities.

Measure A is half-cent sales tax for countywide transportation projects and programs, originally approved by San Mateo County voters in 1988, and extended in 2004 through 2033. The measure includes funds for local community shuttle service, railroad/street grade separations, and ferry service. Additionally, three (3) percent of the measure's funds are dedicated to bicycle and pedestrian projects, awarded competitively through an annual Call for Projects. The SMCTA oversees the distribution of the Measure A funds.

On April 3, 2014, the SMCTA Board of Directors approved and programmed the award of \$395,000 for the construction of the Project. The City approved and programmed \$155,000 in the Capital Improvement Program (CIP) for Fiscal Year (FY) 2015-16 for the design and management of the Project. The Project scope, illustrated in Attachment A, includes the following pedestrian and bicycle improvements:

- Sidewalk Improvements:
 - Menalto Ave: east side between O'Connor St and Elm St
 - O'Connor St: north side between Menalto Ave and Elliot Dr

- Disabled Access Compliant Curb Ramp Improvements:
 - Willow Rd / Gilbert Ave: southeast & southwest corners
 - Menalto Ave / O'Connor St: all corners

- Shared-Lane Pavement Marking (Sharrows) and Bike Route Sign Improvements:
 - Durham St between Willow Rd and Menalto Ave
 - Donohoe St between Menalto Ave and W. Bayshore Rd [City of East Palo Alto]
 - Gilbert Ave between Willow Rd and Menalto Ave
 - Menalto Ave between Durham St and Woodland Ave
 - O'Connor St between Menalto Ave and Manhattan Ave
 - Woodland Ave between Menalto Ave and University Ave
 - Euclid Ave between O'Connor St and Woodland Ave
 - W. Bayshore Rd between Durham St and Manhattan Ave [City of East Palo Alto]
 - Manhattan Ave between W. Bayshore Rd and Woodland Ave [City of East Palo Alto]

Analysis

In 2015, the City retained Freyer & Laureta, Inc., a civil engineering consulting firm, for the design of the Project. Conceptual sidewalk designs were developed and shared with affected residents to show the potential impacts to their property frontage and solicit feedback. Feedback and comments were collected and resolved prior to finalizing the design.

During the design phase, staff noticed some localized cracking on the paved roadway section (approximately 8 feet by 95 feet) of O'Connor Street. Due to its close proximity to the proposed sidewalk, rehabilitation of this roadway section is needed after the installation of the proposed sidewalk. Staff expanded the scope of the project to incorporate this pavement repair as part of the Project construction and requests City Council to appropriate funding from the Construction Impact Fee fund balance for the added construction cost.

The design was completed in April 2016 with an approximate engineering estimate of \$374,000 for Project construction. The Project was advertised to solicit bids from prospective contractors for 10 business days, starting on May 6, 2016.

On May 23, 2016, four bids were submitted and opened for the construction of the Project. The lowest bidder for the project was JJR Construction Inc., with a bid amount of \$354,750. Attachment B provides the bid summary. Staff has verified the background and is satisfied with JJR Construction Inc. past performance.

Impact on City Resources

The Project was approved and included in the City’s CIP for FY 2015-16 with a total budget of \$550,000 for environmental clearance, design, and construction. Approximately \$460,000 of the total budget is allocated for the construction of the Project. Up to \$395,000 of the total construction cost is reimbursable through the Measure A Program and the remaining \$65,000 is allocated from the Transportation Impact Fee Program.

If approved, the cost to repair the localized cracking on O’Connor Street is approximately \$14,140 and would be allocated from the Construction Impact Fee Program.

The funds in both impact fee programs are established and accumulated through proportional fair share financial contributions made by new and re-development projects. The Programs are intended to fund the cost of new or existing infrastructure improvement projects that are deemed necessary for the benefit of the City and the general public.

The total construction cost for the Project, based on the lowest bid result, consists of the following:

Category	Amount
Project Construction Labor/Material Cost (minus O’Connor St. Roadway Improvement)	\$340,610
Existing Roadway Improvement Labor/Material Cost (O’Connor St.)	\$14,140
Contingency (10%)	\$35,480
Inspection, Contract Administration Costs	\$53,210
Total Construction Cost	\$443,440

Environmental Review

The Project is categorically exempt under Section 15301 – Class 1 and Section 15304 – Class 4 of the current California Environmental Quality Act Guidelines. Both sections allow for minor alterations of existing facilities, including existing highways and streets, sidewalks, gutters, bicycle and pedestrian access, and similar facilities, as long as there is negligible or no expansion of use. Environmental clearance for the Project was obtained through Notice of Exemption on January 6, 2016.

Public Notice

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

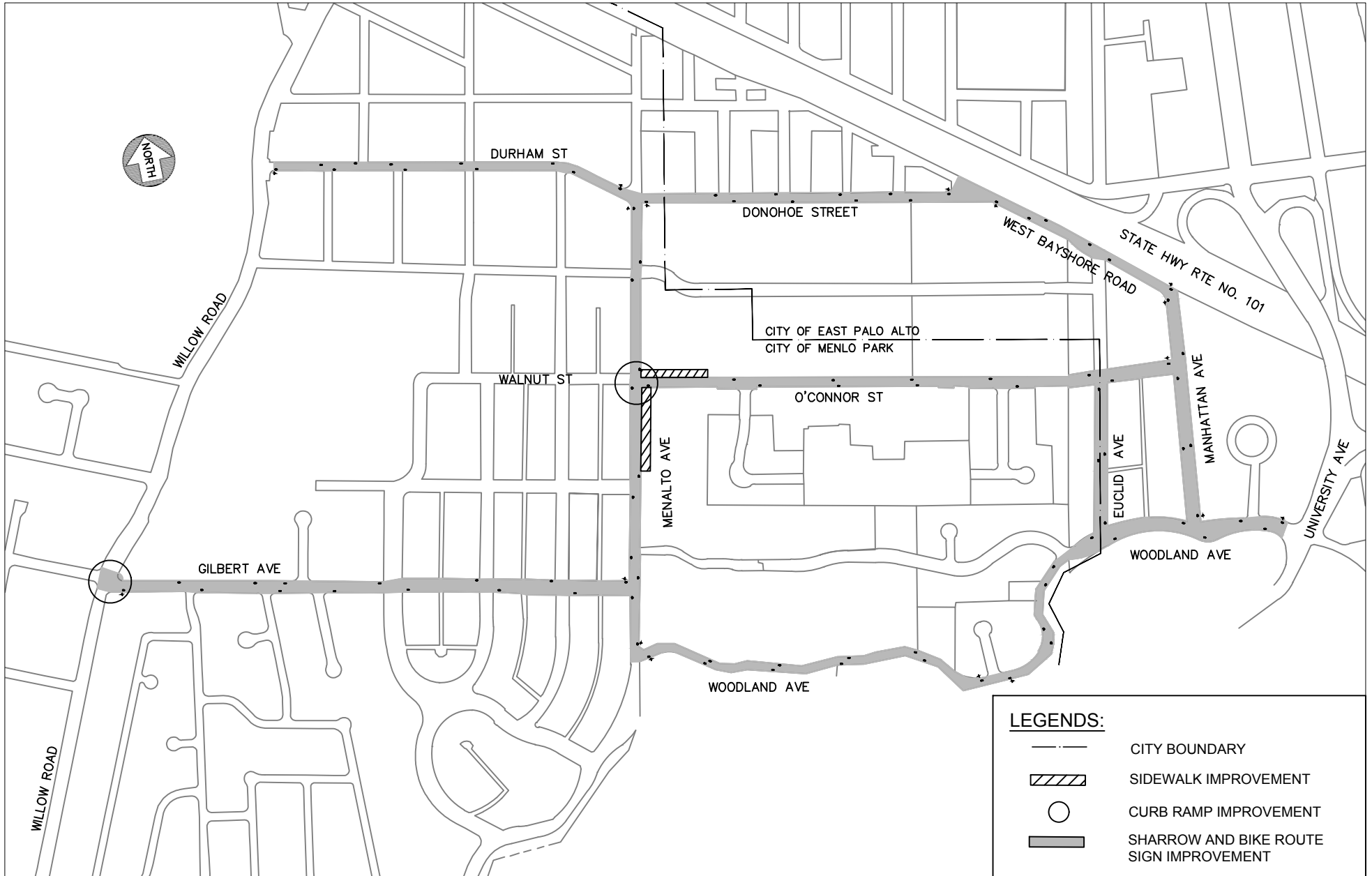
Attachments

- A. Project Map
- B. Bid Summary

Report prepared by:
Kevin Chen, Assistant Engineer

Report reviewed by:
Kristiann Choy, P.E., Senior Transportation Engineer

ATTACHMENT A



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BID SUMMARY

Menalto & O'Connor Sidewalk Project

Bid Opening: Monday, May 23, 2016 at 2:00 PM

Apparent Low Bidder:

	COMPANY	BID
1	JJR Construction, Inc.	\$354,746.00
2	Sposeto Engineering, Inc.	\$368,845.00
3	Vanguard Construction, Inc.	\$400,843.50
4	Golden Bay Construction, Inc.	\$402,489.00

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STAFF REPORT

City Council

Meeting Date:

6/7/2016

Staff Report Number:

16-096-CC

Consent Calendar:

Adopt a resolution to approve the installation of no parking zones along Middle Avenue near Fremont Street, Menlo Avenue near Curtis Street, Oak Grove Avenue near Marcussen Drive, and Sharon Road near Eastridge Avenue

Recommendation

Staff recommends that the City Council adopt a resolution (Attachment A) to install no parking zones at four locations as follows:

- North side of Middle Avenue, approximately 40 feet to the west and 20 feet to the east of Fremont Street,
- North side of Menlo Avenue, approximately 40 feet to the east of Curtis Street,
- South side of Oak Grove Avenue, approximately 20 feet to the west and 30 feet to the east of Marcussen Drive, and
- East side of Sharon Road, approximately 30 feet north of the unmarked crosswalk on Eastridge Avenue.

Policy Issues

The assessment of these projects is consistent with Section 11.24 of the City of Menlo Park Ordinance which allows City Council to establish parking, or stopping, standing and parking restrictions or prohibitions as may be necessary by ordinance or resolution.

In addition, these projects are consistent with policies stated in the 1994 City General Plan Circulation Element. These policies seek to maintain a circulation system using the Roadway Classification System that will provide for a safe and efficient movement of people and goods throughout Menlo Park for residential and commercial purposes.

Background

Middle Avenue, Menlo Avenue, Oak Grove Avenue and Sharon Road are designated as collector streets in the City of Menlo Park's Circulation Element of the General Plan. All locations are located within pedestrian generating areas including: schools, parks, and/or downtown. The speed limit of each street is 25 miles per hour except for Middle Avenue which is 30 miles per hour.

The City received requests from residents to consider the removal of on-street parking adjacent to the abovementioned T-intersections due to the obstructed view created by parked vehicles for drivers stopped at the cross street (minor road) and turning left or right onto the subject street (major road).

Analysis

In response to the requests, staff conducted a field investigation at each location and performed a sight distance study to develop a sight triangle or sight lines in accordance with the American Association of State Highway Transportation Officials (AASHTO) "A Policy on Geometric Design of Highways and Streets." The triangle area represents the minor road driver's view of the intersecting roadway, including vehicles, pedestrians and bicyclists, and should be clear of obstructions to allow the driver to decide when to enter or cross the intersection. Any object at a height above the elevation of the adjacent roadways that would obstruct the driver's view should be removed or lowered, if practical. The triangle leg lengths are based on the stopping sight distance of the major road, calculated based on speed, to allow drivers sufficient sight distance to anticipate and avoid collisions. Similarly, unobstructed sight lines at crosswalks based on stopping sight distance allow motorists and pedestrians to detect each other in time to avoid collision.

The sight distance study results for Middle Avenue near Fremont Street, Menlo Avenue near Curtis Street, Oak Grove Avenue near Marcussen Drive are shown in Attachments B, C, and D. To reduce obstructions by parked vehicles within the sight distance triangle, installation of a No Parking zone is recommended east and west of each intersection.

The Sharon Road at Eastridge Avenue sight distance study results are shown in Attachment E. To provide an unobstructed sight line for vehicles and pedestrians, installation of a No Parking zone is recommended south of the crosswalk as parked vehicles prevent drivers from seeing pedestrians beginning to cross the street from a close enough distance that allows them to safely stop. The engineering study and recommendations for parking removal provide for increased visibility, making the intersection safer for vehicles, pedestrians, and bicycles. Table 1 below summarizes the proposed red curb installation and parking impacts.

Table 1 Red Curb Installation Summary		
Location	Approximate Proposed Red Curb Installation	Approximate Number of Parking Spaces Impacted
Middle Avenue near Fremont Street	60 feet	3
Menlo Avenue near Curtis Street	40 feet	2
Oak Grove Avenue near Marcussen Drive	50 feet	3
Sharon Road at Eastridge Avenue	30 feet	2

At the April 13, 2016 Transportation Commission meeting, the Commission unanimously passed a motion to support the staff recommendation for the installation of a "No Parking" zones along Middle Avenue near Fremont Street, Menlo Avenue near Curtis Street, Oak Grove Avenue near Marcussen Drive, and Sharon Road near Eastridge Avenue. Public outreach for the meeting was achieved by sending notification postcards to residents/property owners adjacent to the parking removal areas.

Impact on City Resources

Sufficient funds for this project are available in the operating budget for the City's signing and striping program.



Environmental Review

The installation of red curb is categorically exempt under Class 1 of the California Environmental Quality Act. Class 1 allows for minor alterations of existing facilities, including highways and streets, sidewalks, gutters, bicycle and pedestrian access, and similar facilities, as long as there is negligible or no expansion of use.

Public Notice

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Postcards regarding this City Council meeting were also mailed to the residents/property owners within the parking removal areas on Attachments B, C, D and E.

Attachments

- A. Resolution
- B. Sight Distance Triangle Diagrams for Fremont Street at Middle Avenue
- C. Sight Distance Triangle Diagram for Curtis Street at Menlo Avenue
- D. Sight Distance Triangle Diagrams for Marcussen Drive at Oak Grove Avenue
- E. Sight Line Diagram at Sharon Road and Eastridge Avenue

Report prepared by:

Octavio Duran Jr., Assistant Engineer, Transportation

Report reviewed by:

Kristiann Choy, P.E., Senior Transportation Engineer

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RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
AUTHORIZING THE INSTALLATION OF "NO PARKING" ZONES ALONG
MIDDLE AVENUE NEAR FREMONT STREET, MENLO AVENUE NEAR
CURTIS STREET, OAK GROVE AVENUE NEAR MARCUSSEN DRIVE,
AND SHARON ROAD NEAR EASTRIDGE AVENUE

WHEREAS, staff received requests from residents to consider the removal of on-street parking adjacent to the intersections due to the obstructed view created by parked vehicles for drivers stopped at the minor road and turning left or right onto the major road; and,

WHEREAS, at the April 13, 2016 Transportation Commission meeting, the Commission unanimously passed a motion to support staff's recommendation to install no parking zones along the north side of Middle Avenue, approximately 40 feet west and 20 feet east of Fremont Street, along the north side of Menlo Avenue, approximately 40 feet east of Curtis Street, along the south side of Oak Grove Avenue, approximately 20 feet west and 30 feet west of Marcussen Drive, and along the east side of Sharon Road, approximately 30 feet north of the unmarked crosswalk on Eastridge Avenue; and,

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

NOW, THEREFORE, BE IT RESOLVED, the City Council of Menlo Park does hereby authorize the installation of "No Parking" zones adjacent to the Middle Avenue and Fremont Street, Menlo Avenue and Curtis Street, Oak Grove Avenue and Marcussen Drive, and Sharon Road and Eastridge Avenue intersections.

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 seventh day of June, 2016, by the following votes:

AYES:

NOES:

ABSENT:

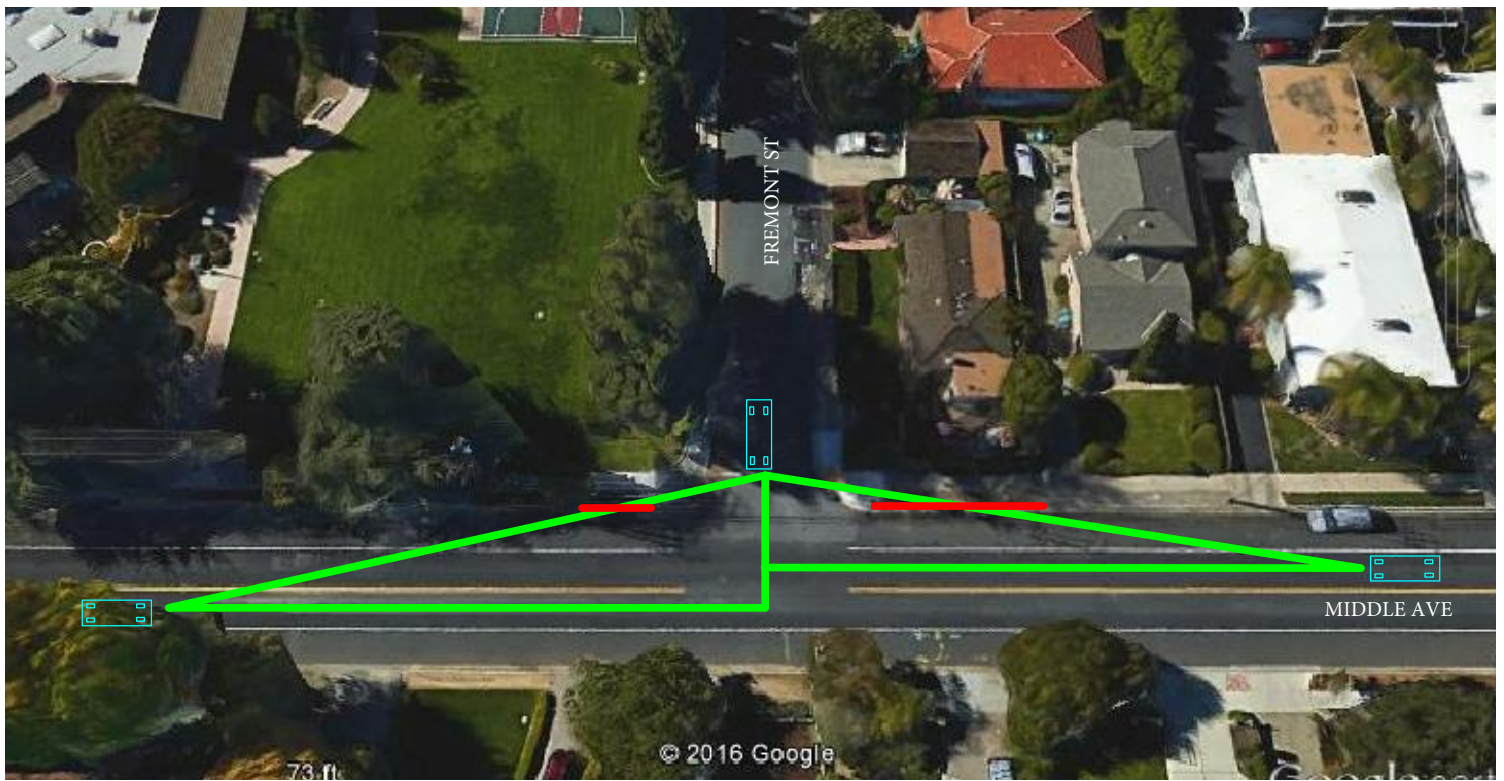
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this seventh day of June, 2016.

Pamela Aguilar
City Clerk

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ATTACHMENT B: SIGHT DISTANCE TRIANGLE AT FREMONT STREET AND MIDDLE AVENUE



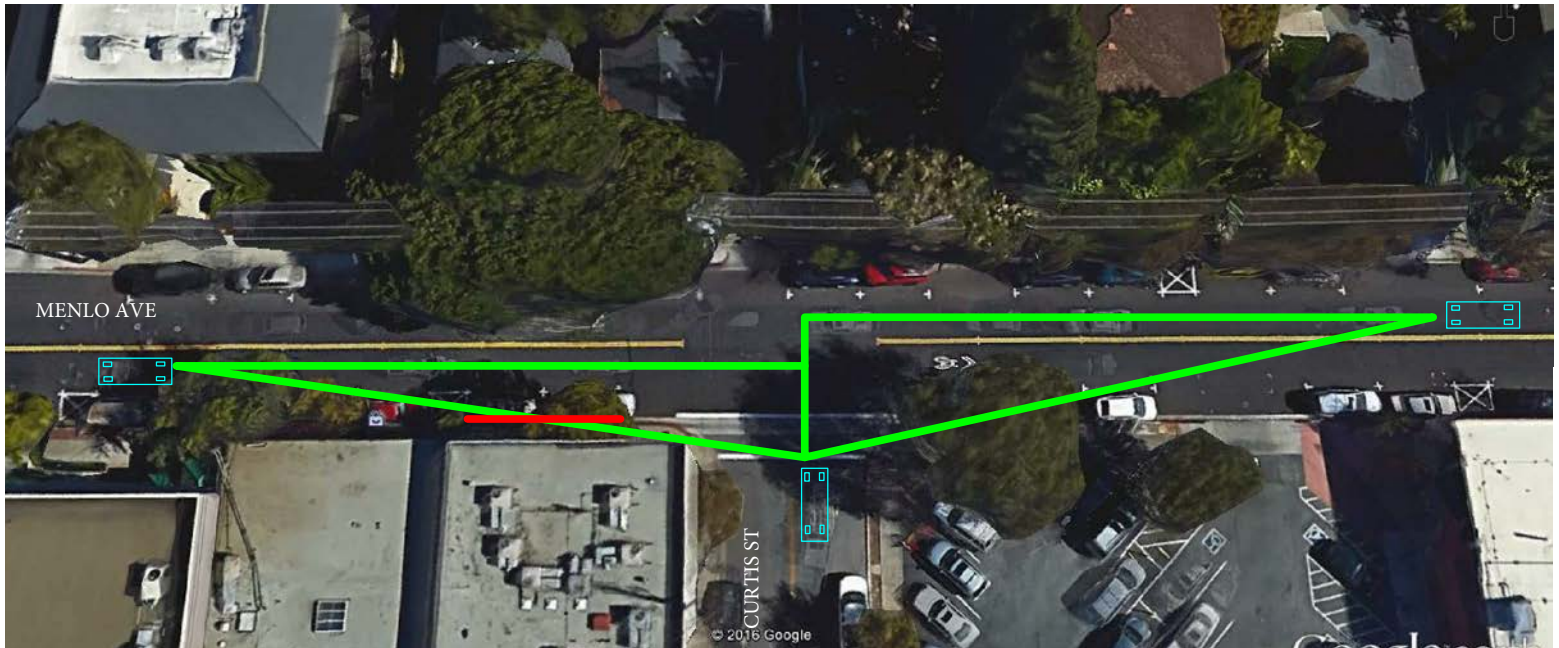
PROPOSED PARKING REMOVAL



SIGHT DISTANCE TRIANGLE

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ATTACHMENT C: SIGHT DISTANCE TRIANGLE AT CURTIS STREET AND MENLO AVENUE



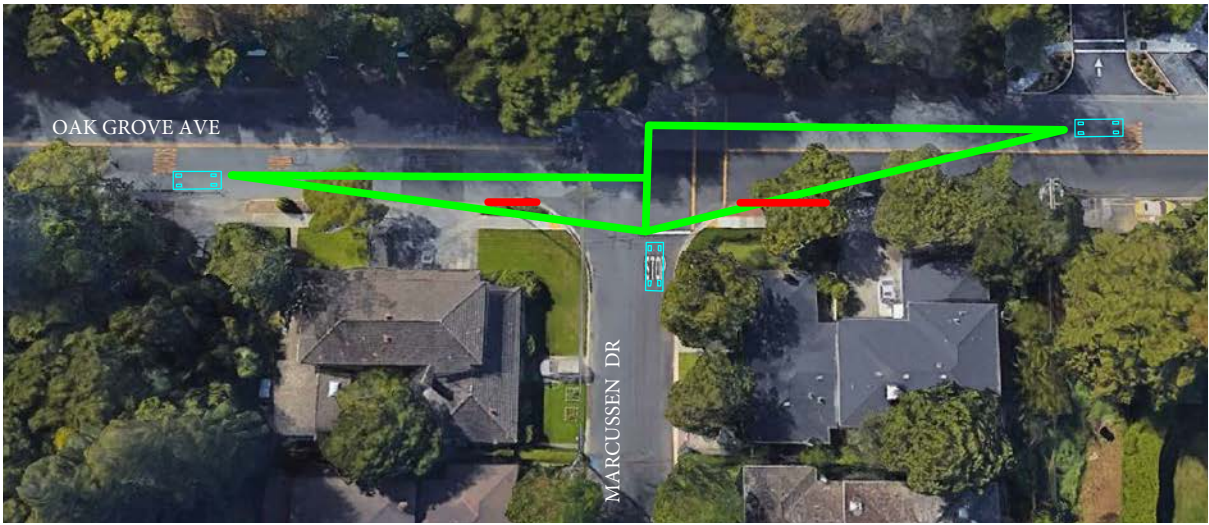
PROPOSED PARKING REMOVAL



SIGHT DISTANCE TRIANGLE

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ATTACHMENT D: SIGHT DISTANCE TRIANGLE AT
MARCUSSEN DRIVE AND OAK GROVE AVENUE



PROPOSED PARKING REMOVAL



SIGHT DISTANCE TRIANGLE

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ATTACHMENT E: SIGHT LINE AT SHARON ROAD AND EASTRIDGE AVENUE



PROPOSED PARKING REMOVAL



SIGHT DISTANCE LINE

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STAFF REPORT

City Council

Meeting Date:

6/7/2016

Staff Report Number:

16-100-CC

Consent Calendar:

Authorize the submittal of a comment letter on the scope of the environmental document for the Peninsula section of the High Speed Rail (HSR) Project

Recommendation

Staff recommends that the City Council authorize staff to submit a comment letter on the Notice of Preparation (NOP) of a Project Environmental Impact Report for the California High-Speed Rail (HSR) System, San Francisco to San Jose Project Section, Blended System Project.

Policy Issues

This action is consistent with the City Council's adopted Rail Policy and prior actions taken by the Council on the HSR project.

Background

Established in 1996, the California High Speed Rail Authority (Authority) is charged with planning, designing, constructing, and operating a state-of-the-art high speed train system. The HSR system as a whole would serve San Diego to Sacramento, including other major cities in-between. A branch of the system would separate and run from the Central Valley to the San Francisco Bay Area. The system is planned to access San Jose as well as San Francisco along the Peninsula within Caltrain right-of-way, with other local stops.

In December 2008, the Authority issued a NOP for an environmental impact report (EIR) for the San Francisco to San Jose Project Section of the proposed California HSR system and initiated project scoping and alternatives development. In mid-2011, the CHSRA suspended work on EIR due to concerns from communities along the Caltrain corridor. In November 2011, a proposal for "Blended System" operations was developed to allow HSR and Caltrain to operate together between San Jose and San Francisco.

On April 12, 2012, the Authority Board approved a Memorandum of Understanding (MOU) among and between the Metropolitan Transportation Commission (MTC), the Peninsula Corridor Joint Powers Board (Caltrain), the Authority, the San Mateo County Transportation Authority, the Santa Clara Valley Transportation Authority, the Transbay Joint Powers Authority, the city of San Jose, the City and County of San Francisco, and the San Francisco County Transportation Authority to pursue the blended system.

On October 30, 2012, the City Council adopted the Rail Council Subcommittee Mission Statement, Statement of Principles and the Council Position Statement on Rail Issues (“Rail Policy”). These documents were prepared and adopted in response to HSR and Caltrain Blended System preliminary planning concepts which included potential four-track elevated structures between San Jose and San Francisco. The Council modified the Rail Policy on May 5, 2015 to allow consideration of an elevated rail option to be considered as part of the City’s Ravenswood Avenue Grade Separation Project. The Rail Policy expresses the Council’s adopted position on rail, as summarized below:

- Approves of a blended system proposal
- Opposes any elimination of California Environmental Quality Act (CEQA) for the HSR environmental review process
- Opposes addition of passing tracks in Menlo Park, or more than two tracks within the existing Caltrain right-of-way (Policy allows for very minor exceptions)

The full Rail Policy is included as [Attachment A](#) (Hyperlink).

On February 18, 2016, the Authority released the 2016 Business Plan for the HSR project. On April 12, 2016, the Council authorized staff to submit a comment letter on the Business Plan emphasizing the City’s current position on HSR. The CHSRA Board adopted the final Business Plan on April 28, 2016.

Analysis

The Authority is in the process of preparing the required project-level environmental documents and analyses for the project. The first step is to determine the scope of review and items to include in the environmental documents. The Authority issued a NOP on May 9, 2016 for the blended system, rescinding the 2008 NOP and seeking input on the scope of the environmental documents as [Attachment B](#) (Hyperlink). The new NOP describes the background, public review and scoping process, project contact information, proposed alternatives and identifies the environmental topic areas to be evaluated. The CHSRA is holding a 30-day public comment period on the NOP that closes on June 10, 2016.

Staff has prepared a draft comment letter, describing the City’s position on High Speed Rail as well as specific comments on the NOP ([Attachment C](#)). The key issues highlighted in the comment letter include:

- Analysis of passing track alternatives
- Analysis and mitigation of noise and vibration impacts
- Assess traffic, transit, pedestrian and bicycle impacts with additional train service according to the City’s Transportation Impact Analysis Guidelines
- Assess need for and commitments to potential grade separation projects
- Evaluate potential Caltrain service impacts during construction or operation
- Evaluate potential tree impacts

Impact on City Resources

The City has allocated funds to reviewing and responding to Authority efforts on the Peninsula segment through the Capital Improvement Program for 2015-16. No additional funds or resources are required at this time.

Environmental Review

CHSRA is the lead agency for the HSR project. The City's action to submit a comment letter on the NOP does not require environmental clearance.

Public Notice

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

Attachments

- A. Hyperlink - [Menlo Park Rail Policy](http://www.menlopark.org/DocumentCenter/Home/View/6388):
<http://www.menlopark.org/DocumentCenter/Home/View/6388>
- B. Hyperlink - Notice of Preparation of a Project Environmental Impact Report/Environmental Impact Statement for the California High-Speed Rail System, San Francisco to San Jose Project Section, Blended System Project:
http://www.hsr.ca.gov/docs/programs/statewide_rail/proj_sections/SanFran_SanJose/SF_SJ_NOP_Filed.pdf
- C. Draft Comment Letter

Report prepared by:

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

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June 8, 2016

Mr. Mark McLoughlin, Director of Environmental Services
Attn: San Francisco to San Jose Section EIR/EIS
California High-Speed Rail Authority
100 Paseo de San Antonio
San Jose CA 95113

RE: Comments on the San Francisco to San Jose EIR/EIS Notice of Preparation

Dear Mr. McLoughlin:

I am writing to submit the City of Menlo Park's comments on the Notice of Preparation/Notice of Intent for High Speed Rail (HSR) San Francisco to San Jose Section, Blended System Project.

The City would like to take this opportunity to reiterate its current position on the HSR project. Enclosed is a copy of the City's current Rail Policy. The City supports the "blended system" proposal for the San Francisco and San Jose segment outlined in the Memorandum of Understanding (MOU) between the Metropolitan Transportation Commission (MTC), the Peninsula Corridor Joint Powers Board (Caltrain), the California High-Speed Rail Authority (CHSRA), the San Mateo County Transportation Authority, the Santa Clara Valley Transportation Authority, the Transbay Joint Powers Authority, the City of San Jose, the City and County of San Francisco, and the San Francisco County Transportation Authority as approved by the CHSRA Board in April 2012.

We are opposed to any elimination of California Environmental Quality Act (CEQA) processes for the HSR environmental review process. Given the current anticipated schedule shown in the 2016 Business Plan, environmental clearance for the San Francisco to San Jose segment is shown to be completed in 2017. The schedule should be reviewed, and developed to ensure sufficient time and input from potentially affected stakeholders.

The City is also opposed to the addition of a third passing track along the rail line through Menlo Park. The City requests that the CHSRA alert the City as soon as possible if any passing tracks through Menlo Park are proposed.

The following specific comments are provided on the scope of the EIR/EIS in order to minimize any potential impacts to the community:

Grade Separation

It is unclear if grade separations will be necessary to mitigate any impacts of the High Speed Rail project. If grade separations are proposed, then a detailed analysis of the potential impacts at each roadway crossing needs to be included. Construction of grade separations on the Caltrain mainline will create impacts due to the constrained nature of the development in Menlo Park. Menlo Park would be willing to consider grade separations at the existing four at-grade crossings (Ravenswood, Oak Grove, Glenwood and Encinal Avenues), but the City would need to maintain full authority to choose the preferred alignment. The City and Caltrain are currently studying grade separation options at Ravenswood Avenue.

Passing Track Alternatives

The EIR/EIS should include an analysis of the blended system of Caltrain and HSR. As stated earlier, Menlo Park only supports a two track system, therefore, the system should only include two tracks within Menlo Park unless in an underground configuration. The “blended” approach meets the goals of Caltrain and HSR, while minimizing the impacts to Menlo Park’s downtown area and to the overall character of the community.

Noise and Vibration

EIR/EIS needs to include a noise and vibration analysis, and should be conducted within and specific to the City of Menlo Park. The additional noise and vibration caused by the project needs to be clearly stated in understandable measurements and addressed. Any noise and/or vibration impacts need to be mitigated as part of the project. Such measures should be included as integral components of the project. These measures should not create other impacts such as construction of a sound wall that might divide the City and adversely affect the residential character of the community.

Construction Impacts

The construction of the project would create many impacts within the City of Menlo Park. The construction may cause traffic diversion, construction noise, impediments to local business and resident access, temporary right-of-way easements, etc. The effect of the construction on residents and businesses needs to be clearly analyzed.

Property Impacts

The EIR/EIS needs to evaluate all options and construction methods to reduce the need for additional right-of-way and property acquisition, both permanent and temporary. The EIR/EIS should also analyze the impacts to any properties that may be affected by the project. The impacts due to the project such as noise, vibration, and aesthetics will have wide reach and affect many properties adjacent to and further from the system. The specific distance should be based on the increased impacts and how far they may reach and could vary based on terrain and the specifics of the area.

Freight

Menlo Park is concerned about the current and any potential increase in freight traffic using the Caltrain mainline and its impact on residents and traffic in the area. Freight traffic and its impacts on the community should be clearly analyzed and mitigated as part of the EIR. The potential increase in freight is a function of the HSR project due to amenities proposed as part of the projects.

Caltrain Service

The EIR/EIS should evaluate the impacts to Caltrain service and Caltrain's ability to provide improved service. The project should not reduce the level of service (number, frequency of stops and station accessibility by all modes) provided to local cities by Caltrain.

Transportation Impacts

The NOP for the project indicates that there will be up to four trains per hour per direction during the peak hour. Including planned Caltrain service, a total of up to 10 trains per hour per direction during the peaks may operate along the rail. The additional trains will cause more gate downtime along the roadways intersection the tracks. The effect of the project on the transportation network needs to be fully analyzed and mitigated. The mitigation should not include the closure of any crossings, as a crossing closure would affect the public's ability to move through the community and create its own significant impacts. All roadways that would be affected by additional traffic delay need to be analyzed including any roadways that may experience additional traffic due to delay and rerouting. The EIR/EIS should also assess the project's potential impact on bicycle and pedestrian access and safety of the existing at-grade crossings, especially with proposed increases in train speed to 110 mph.

Tree Impacts

The project may have significant tree impacts along the corridor. Care should be taken to avoid as many trees as possible for the project. The EIR/EIS should indicate all trees that will need to be removed, their species, health, size and why the design cannot be modified to allow the tree to remain. If any trees are proposed to be removed, a full replacement schedule should be provided with locations, species, size and number of replacement trees according to the City's Heritage Tree Ordinance requirements.

San Francisquito Creek

The current rail system crosses the San Francisquito Creek at the Menlo Park border with Palo Alto. Potential impacts to the creek's flow capacity or stability of its banks should be evaluated.

Grade of the Track

The analysis should evaluate the potential for use of a steeper slope on the tracks instead of a 1 percent grade limitation. The increased slope may reduce the number of impacts and allow opportunities for other options to be analyzed.

Historic Structures

The City of Menlo Park Caltrain station has been listed on the National Register of Historic Places since 1974. The impacts to the existing train station need to be analyzed in the EIR/EIS. The EIR/EIS should clearly analyze the impacts to this structure along with any other historic structures that may be impacted by the project and provide mitigation measures to address any impacts.

Ridership Estimates

Ridership is the foundation for rail infrastructure planning which drives key decisions and system costs. It is critically important for determining the appropriate level of service for the system and the overall revenue associated with the system. The EIR/EIS should include new information regarding ridership along the corridor including HSR.

Non-CEQA Issues: Economic & Financial Impacts

The CHSRA should evaluate the economic impacts caused to any businesses that may be disrupted during construction and ongoing operations of higher train volumes. This analysis should be performed for each alternative factored into the evaluation process. The analysis should include temporary construction impacts as well as long term permanent impacts. Many businesses cannot remain closed for extended periods and be viable. The effect on the businesses could create an economic impact on the City that needs to be clearly addressed. The CHSRA should also analyze the impact to real property values near the rail due to more frequent rail traffic and increased noise, vibration, and visual impacts.

The City appreciates the opportunity to provide input on the scope of the EIR/EIS and looks forward to continue to participate in the environmental review process to review any impacts and proposed mitigation measures within Menlo Park. The City expects these issues to be resolved and further information provided to allow the City of Menlo Park to make an informed opinion of the project.

If you have any questions, please contact Nikki Nagaya, Transportation Manager, at 650-330-6781 or nhnagaya@menlopark.org.

Sincerely,

Richard Cline, Mayor

Enclosure: [Menlo Park Rail Policy](#)



STAFF REPORT

City Council

Meeting Date: 6/7/2016
Staff Report Number: 16-097-CC

Consent Calendar: Adopt a resolution authorizing installation of an all-way stop sign at Gilbert Avenue and Central Avenue

Recommendation

Staff recommends that the City Council adopt a resolution (Attachment A) to authorize the installation of stop signs on Gilbert Avenue at its intersection with Central Avenue to make an all-way stop controlled intersection.

Policy Issues

According to the City's Municipal Code, Section 11.12.010, the City Council approves, by ordinance or resolution, installation of traffic control devices, such as stop signs or traffic signals. This project is in line with several policies in the 1994 General Plan Circulation and Transportation Element. These policies seek to maintain a circulation system using the roadway classification system that will provide for the safe and efficient movement of people and goods throughout Menlo Park for residential and commercial purposes.

Background

Gilbert Avenue and Central Avenue are both residential roadways with a prima facie speed of 25 mph. Central Avenue is controlled by stop signs while Gilbert Avenue is uncontrolled. Sidewalks are provided at all approaches to the intersection, but there are no marked crosswalks and no parking restrictions at the approaches to the intersection. Parked cars were observed near the intersection, especially near the southwest and southeast corner.

Analysis

Staff received feedback regarding a traffic safety concern from Menlo Park residents regarding the intersection of Gilbert Avenue with Central Avenue that landscaping and parked vehicles along Gilbert Avenue made it difficult for vehicles on Central Avenue to see the approaching vehicles on Gilbert Avenue.

In response to the aforementioned traffic concern, staff conducted an engineering study compliant with the California Manual on Uniform Traffic Control Devices (CA-MUTCD) requirements as follows:

- Section 2B.04, "Right of Way at Intersections", of the CA-MUTCD states that "In addition, the use of

YIELD or STOP signs should be considered at the intersection of two minor streets or local roads where the intersection has more than three approaches and where one or more of the following conditions exist:

- The combined vehicular, bicycle, and pedestrian volume entering the intersection from all approaches averages more than 2,000 units per day
- The ability to see conflicting traffic on an approach is not sufficient to allow a road user to stop or yield in compliance with the normal right-of-way rule if such stopping or yielding is necessary
- Crash records indicate that five or more crashes that involve the failure to yield the right-of-way at the intersection under the normal right-of-way rule have been reported within a 3 year period, or that three or more such crashes have been reported within a 2 year period
- Section 2B.07, "Multi-way Stop Application", of the CA-MUTCD stipulates that multi way stops to be considered as an option on "Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop."

Staff's findings are as follows:

- The CA-MUTCD defines minimum requirements for traffic volumes, pedestrian volumes, and bicycle volumes to warrant an all-way stop controlled intersection. Based on field observations, the intersection of Gilbert Avenue and Central Avenue would not meet these minimum volume requirements.
- In staff's review of the collision history at the intersection using the Statewide Incident Traffic Reporting System database, for the three-year period of 2013-15, there were 4 reported collisions.
- Based on field observations and as illustrated by the attached sight triangle diagrams (Attachments B and C), there were visibility obstructions at the intersection for drivers stopped on Central Avenue due to the following:
 - Parked cars on Gilbert Avenue near the intersection
 - Presence of hedges and trees near the intersection

Based on these findings, due to the sight distance limitations, staff recommends installation of an all-way stop sign at Central Avenue/Gilbert Avenue. An alternative measure of parking elimination on Gilbert Avenue was considered, however, the trees and hedges would still limit sight distance. Therefore, the alternative measure is not recommended.

Community notices were mailed to 171 property owners and residents within 500 feet of the intersection on December 23, 2015. Staff received feedback from 5 residents. Feedback received included support for stop sign installation for those concerned about sight distance and speeding on Gilbert Avenue; questions as to why the stop sign is recommended for this location and if others were to be considered in the future; and concern over the potential for new stop signs to increase greenhouse gas emissions due to increased idling and acceleration.

At the January 13, 2016 Transportation Commission meeting, the Commission voted to support staff's recommendation to install an all-way stop sign on Gilbert Avenue at Central Avenue, 5-1-0-1, with Commissioner Huang dissenting and Commissioner Mazzara absent. Feedback received either in writing or as part of public comment from Menlo Park residents at or in advance of the Transportation Commission meeting included concerns over the potential of the new stop signs to create noise pollution

and greenhouse gas emissions due to the acceleration and idling, and questions as to why parking removal is not the choice of action to clear sight obstructions at the intersection of Gilbert Avenue and Central Avenue. As described above, parking removal alone does not eliminate the sight distance obstruction at this location.

Due to severe weather in late January, the large tree obstructing the northeast corner sight line fell down. Staff conducted additional field observations following the tree removal, and found obstructions at the other corners continued to inhibit sight lines in both directions on Gilbert Avenue. Therefore, the staff recommendation is to install an all-way stop sign at Central Avenue and Gilbert Avenue. Parking elimination was again considered, however, this alternative measure is not recommended because the trees and hedges would still limit sight distance.

Meeting notices in advance of Council consideration of this item were mailed to approximately 170 households within 500 feet of the intersection on May 16, 2016. As of June 1, 2016, additional feedback on this item was received from three residents, two in support and one opposed to an all-way stop sign.

Impact on City Resources

Sufficient funds are available in the operating budget designation for the City's signing program for the installation of the stop signs.

Environmental Review

The installation of stop signs on Gilbert Avenue on Central Avenues is categorically exempt under Class 1 of the current State of California Environmental Quality Act. Class 1 allows for minor alterations of existing facilities, including existing highways and streets, sidewalks, gutters, bicycle and pedestrian access, and similar facilities as long as there is negligible or no expansion of use.

Public Notice

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

Attachments

- A. Resolution 16-xx to authorize the installation of an all-way-stop sign at Central Avenue and Gilbert Avenue
- B. Sight Triangle at the West Leg of Central Avenue at Gilbert Avenue
- C. Sight Triangle at the East Leg of Central Avenue at Gilbert Avenue

Report prepared by:

Jessica Almanza, Acting Transportation Systems Management Coordinator

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 AN ALL-WAY STOP SIGN AT
THE CENTRAL AVENUE AND GILBERT AVENUE INTERSECTION

WHEREAS, staff received complaints from drivers and residents about traffic safety concerns due limited visibility at the intersection of Central Avenue and Gilbert Avenue;

WHEREAS, staff's evaluation of visibility, collision history and traffic volumes finds that an all-way stop sign is warranted at this intersection;

WHEREAS, at the January 13, 2016 Transportation Commission meeting, the commission heard this traffic safety concern and ultimately, passed a motion, 5-1, with one commissioner dissenting, to support staff's recommendation for the installation of stop signs at the intersection of Central Avenue and Gilbert Avenue;

WHEREAS, since the January 13, 2016 Transportation Commission meeting, site conditions changed and staff reevaluated the location to find a stop sign is still recommended;

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 an all-way stop sign at the Central Avenue and Gilbert Avenue intersection.

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 seventh day of June, 2016, by the following votes:

AYES:

NOES:

ABSENT:

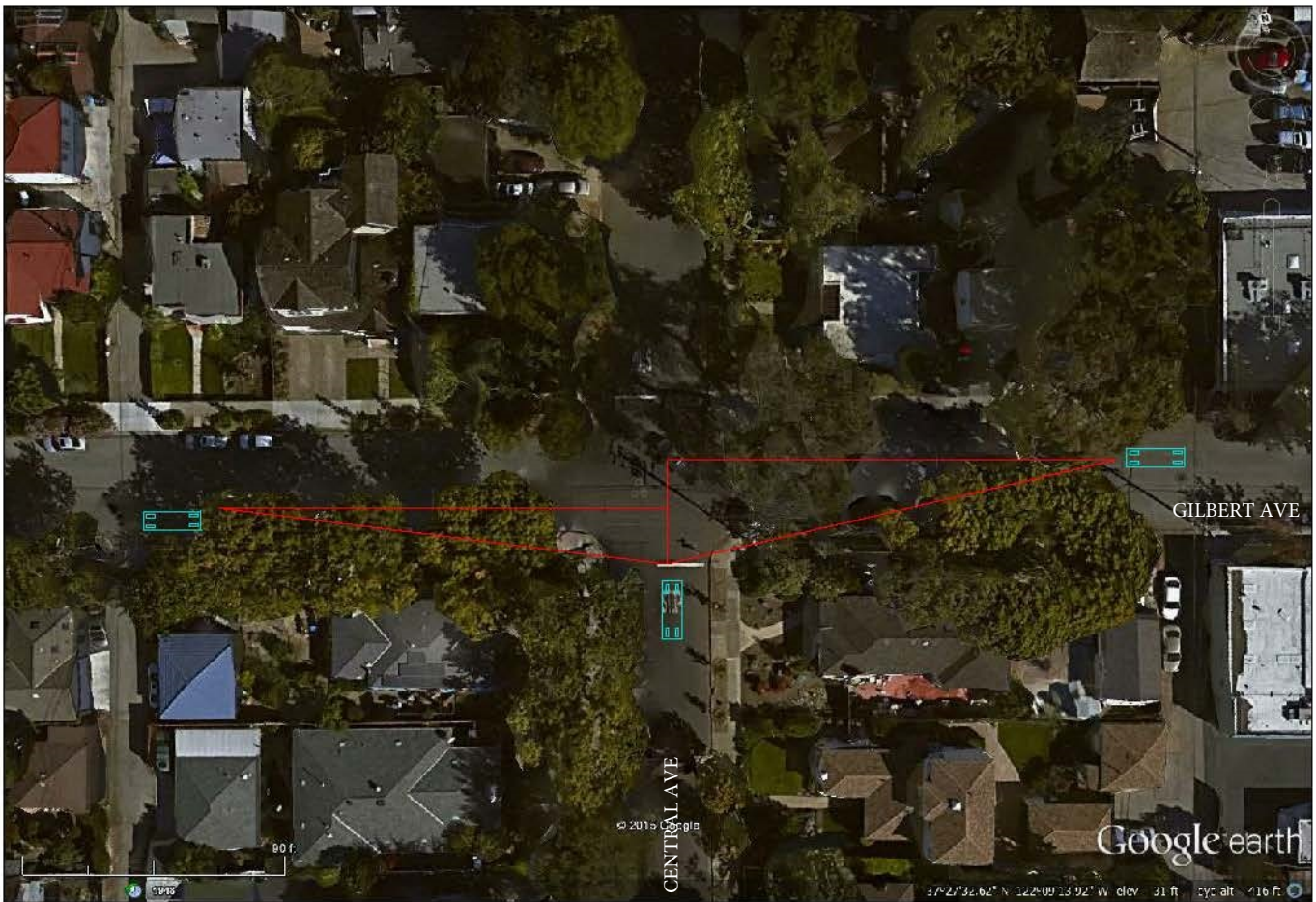
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this seventh day of June, 2016.

Pamela Aguilar
City Clerk

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Sight Triangle at the West Leg of Central Avenue at Gilbert Avenue



■ SIGHT TRIANGLE FOR 25 MPH VEHICLE SPEED ON GILBERT AVENUE

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Sight Triangle at the East Leg of Central Avenue at Gilbert Avenue



■ SIGHT TRIANGLE FOR 25 MPH VEHICLE SPEED ON GILBERT AVENUE

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STAFF REPORT

City Council

Meeting Date:

6/7/2016

Staff Report Number:

16-101-CC

Consent Calendar:

Award a construction contract to O'Grady Paving Inc. for the Menlo Park-Atherton Pedestrian and Bicycle Improvement Project and authorize a construction budget of \$493,550

Recommendation

Staff recommends that the City Council take the following actions:

- Award a construction contract to O'Grady Paving Inc. for the Menlo Park-Atherton Pedestrian and Bicycle Improvement Project (the Project); and
- Authorize a total construction budget of \$493,550 for construction, contingencies, and inspection costs.

The Project includes transportation improvements at isolated locations on Valparaiso Avenue and El Camino Real.

Policy Issues

This Project is consistent with several policies (e.g. II-A-12, II-D-2, II-E-4, etc.) stated in the 1994 General Plan Circulation Element. These policies seek to maintain and strengthen a circulation system that provide for the safe and efficient movement of people and goods throughout Menlo Park for residential and commercial purposes. The Project is also included in the 2016 City Council Work Plan.

Background

In 2012, under the City of Menlo Park's Safe Routes to School (SR2S) Program, the City developed a comprehensive Valparaiso SR2S plan to address safety concerns for children and families that use Valparaiso Avenue and surrounding streets to travel to and from nearby schools. The Project was developed under the Valparaiso SR2S plan.

In 2012-13, the City submitted an application to the City/County Association of Governments of San Mateo County (C/CAG) for project funding consideration under the Metropolitan Transportation Commission (MTC) OneBayArea Grant (OBAG) Program. The grant funds are intended to fund the construction of the Project.

On November 20, 2015, the City received the Program Supplement Agreement No. 016-N (Agreement) from Caltrans, the agency responsible for administering the grant fund for the Federal government. The City Council authorized the acceptance of the grant at their January 12, 2016 meeting, and a bid request for the construction of the Project was publicly advertised on February 19, 2016.

On March 11, 2016, two bids were received for the construction of the Project. Both bid results came in at

least 40 percent over the engineer's estimate of \$485,620. As a result, on April 12, 2016, City Council rejected both bids and directed a re-advertisement of the Project, illustrated in Attachment A, with the following modifications to the project scope:

- Continuous asphalt concrete (AC) pathway on the south side of Valparaiso Avenue between Politzer Drive and University Drive
- Rectangular Rapid Flash Beacon (RRFB) crosswalk systems and red curb treatments on Valparaiso Avenue at Elder Avenue and Emilie Avenue
- Speed feedback signs on Valparaiso Avenue; eastbound near Robert S Drive and westbound near Hoover Street
- Audible pedestrian signal system at six signalized intersections along El Camino Real

Analysis

The project scope above includes two major cost saving measures. The first measure is switching the crosswalk systems from In-road Warning Light System to RRFB. RRFB demonstrates more effective motorist yield rates with lower installation and maintenance costs.

The second measure is removing the green bicycle lane marking improvements along Valparaiso Avenue, Glenwood Avenue, and Middlefield Avenue and reinstating this portion of the scope through the Citywide Bicycle and Pedestrian Visibility Project.

Each measure also reduces or eliminates the associated installation traffic control cost.

The scope modifications were completed and approved by Caltrans in April 2016. The Project was advertised to solicit bids from prospective contractors for 24 calendar days, starting on May 6, 2016.

On May 31, 2016, two bids were submitted and opened for the construction of the Project. The lowest bidder for the project was O'Grady Paving Inc., with a bid amount of \$379,650. Attachment B provides the bid summary. Staff has verified the background and is satisfied with O'Grady Paving Inc. past performance.

Impact on City Resources

The Project was approved and included in the City's Capital Improvement Program (CIP) for fiscal year 2015-16 with a total budget of \$900,260 for initial study, design, and construction. Approximately \$564,000 of the total budget is allocated for the construction of the Project and up to \$498,780 of the total construction cost is reimbursable through the OBAG grant and the remaining \$65,220 is allocated from the Transportation Impact Fee (TIF) fund balance.

The total construction cost for the Project, based on the lowest bid result, consists of the following:

Category	Amount
Project Construction Labor/Material Cost	\$379,650
Contingency (15%)	\$56,950
Inspection, Contract Administration Costs	\$56,950
Total Construction Cost	\$493,550

Environmental Review

The Project is categorically excluded under Section 326 of Chapter 3 of title 23 of the United State Code (23 U.S.C. 326), Code of Federal Regulation 771.117(c)(3) under the National Environmental Policy Act (NEPA). Under this code, the state determines that the construction of pedestrian and bicycle paths has no significant environmental impact as defined by NEPA.

Concurrently, the Project is categorically exempt under Section 15304 - Class 4 of the current California Environmental Quality Act (CEQA) Guidelines. The section allows for minor alterations of existing facilities, including existing highways and streets, sidewalks, gutters, bicycle and pedestrian access, and similar facilities, as long as there is negligible or no expansion of use. Environmental clearance for the Project was obtained in 2014.

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

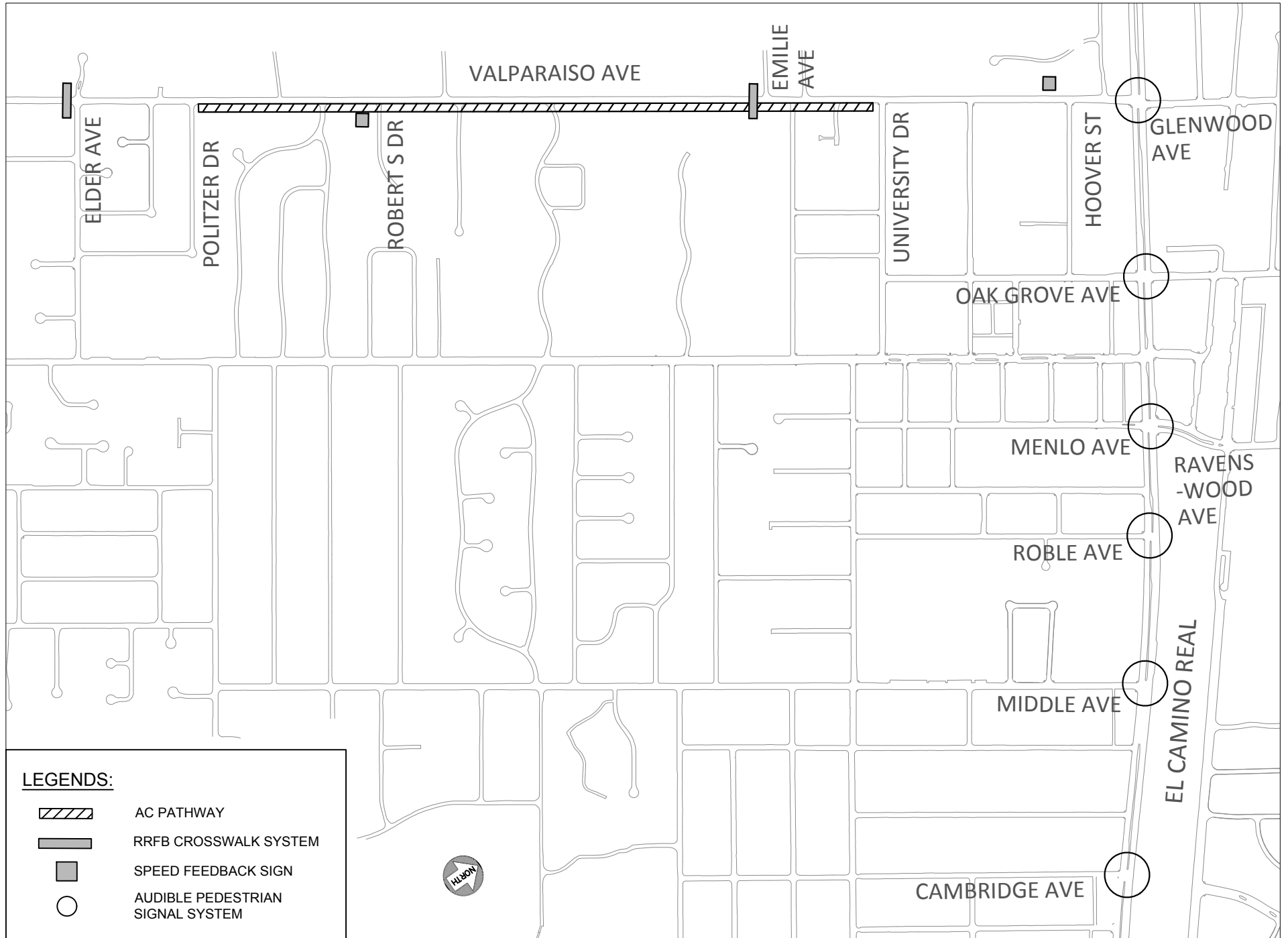
- A. Project Map
- B. Bid Summary

Report prepared by:
Kevin Chen, Assistant Engineer





Report reviewed by:
Kristiann Choy, P.E., Senior Transportation Engineer

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ATTACHMENT A



LEGENDS:

-  AC PATHWAY
-  RRFB CROSSWALK SYSTEM
-  SPEED FEEDBACK SIGN
-  AUDIBLE PEDESTRIAN SIGNAL SYSTEM

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BID SUMMARY

Menlo Park/Atherton Pedestrian and Bicycle Improvement Project

Bid Opening: Tuesday, May 31, 2016 at 10:00 AM

Apparent Low Bidder: O'Grady Paving Inc.

	COMPANY	BID
1	O'Grady Paving Inc.	\$379,650
2	Redgwick Construction Co.	\$550,265

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STAFF REPORT

City Council

Meeting Date:

6/7/2016

Staff Report Number:

16-092-CC

Consent Calendar:

Authorize the City Manager to enter into a contract with Kidango in an amount not to exceed \$102,395 for the delivery of food services at the Belle Haven Child Development Center for FY 2016-2017

Recommendation

Staff recommends the Council authorize the City Manager to enter into a contract with Kidango in an amount not to exceed \$102,395 for the delivery of food services at the Belle Haven Child Development Center for FY 2016-17.

Policy Issues

State and Federal grants that we receive for operating the Belle Haven Child Development Center require an annual contract with a food service provider meeting specific standards. This action allows us to meet those requirements.

Background

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

The BHCDC is licensed for 96 children. The program has an average daily meal count of approximately 88 breakfasts and 88 lunches. The Center is currently contracted by the State to remain open for 246 days a year, which results in the need for approximately 43,296 meals per year.

Analysis

Bids for the delivery of breakfast and lunch were solicited only from Kidango as they are the only local food vendor providing meals according to the CACFP regulations. A formal bid was received from Kidango. Kidango's proposed pricing would increase from \$1.46 to \$1.50 per meal for breakfast and from \$3.15 to \$3.23 per meal for lunch the 2016-17 contract.

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

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

The City receives reimbursement from the USDA through the Child Care Food Program for a fixed amount for each child's meals. The current reimbursement rate varies based on the child's family income and ranges from a base rate to the free rate of \$ 0.29 to \$1.66 for breakfast, \$0.29 to \$3.07 for lunch, and \$0.07 to \$0.84 for snacks. Fiscal Year 2016-17 data indicates that, of the children qualifying for a meal subsidy, approximately 10 percent qualified for the base reimbursement rate, 26 percent qualified for the reduced-price reimbursement rate and 65 percent qualified for full subsidy or free reimbursement rate. Given these reimbursement rates, and the per meal prices quoted in the bid, the estimated full-year cost for 88 breakfasts and 88 lunches would be \$102,395 for the year.

Impact on City Resources

The contract with Kidango will not exceed \$102,395 for twelve months of service. Additional food costs (extra snacks, condiments, dry goods, etc.) are estimated at \$48,856 for the twelve month period. The maximum annual cost of food services for the program is \$111,251. It is estimated that the City will receive a maximum of \$86,197 in Federal grant reimbursements (breakfast, lunch, and snacks), resulting in an estimated cost of \$25,054 from the City's General Fund for the program. This cost has already been included in the 2016-17 budget for the program.

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. Kidango Meal Proposal
- B. Kidango Sample Menu

Report prepared by:
Natalya Jones, Recreation Supervisor

VENDOR #:
AGREEMENT #:

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

THIS ENTERED INTO ON THIS FIRST DAY OF JULY, 2016 BY
MONTH YEAR

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

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

VENDOR.

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

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

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

THEREFORE, BOTH PARTIES HERETO AGREE AS FOLLOWS:

THE VENDOR AGREES TO:

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

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

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

AT THE COST(S) PER MEAL LISTED BELOW:

BREAKFAST	<u>\$1.50</u>	EACH	LUNCH	<u>\$3.23</u>	EACH
SUPPLEMENT/SNACK	<u>\$</u>	EACH	SUPPER	<u>\$</u>	EACH

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

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

VENDOR #:
AGREEMENT #:

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

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

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

VENDOR #:
AGREEMENT #:

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

THE VENDOR CERTIFIES:

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

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

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

THE AGENCY AGREES TO:

1. REQUEST BY TELEPHONE NO LATER THAN 9:30 AM THE DAY PRIOR TO SERVICE AN ACCURATE NUMBER OF MEALS TO BE DELIVERED TO THE AGENCY FOR THE FOLLOWING WEEKDAY. NOTIFY THE WEEKDAY OR AS APPROPRIATE VENDOR OF NECESSARY INCREASES OR DECREASES IN THE NUMBER OF MEAL ORDERS WITHIN * 24 HOURS OF THE SCHEDULED DELIVERY TIME. ERRORS IN MEAL ORDER COUNTS MADE BY THE AGENCY SHALL BE THE RESPONSIBILITY OF THE AGENCY.
2. ENSURE THAT AN AGENCY REPRESENTATIVE RECEIVES THE MEALS FOR EACH SITE, AT THE SPECIFIED TIME ON EACH SPECIFIED DAY. THIS INDIVIDUAL WILL INSPECT AND SIGN FOR THE REQUESTED NUMBER OF MEALS. THIS INDIVIDUAL WILL VERIFY THE TEMPERATURE, QUALITY, AND QUANTITY OF EACH MEAL DELIVERED. THE AGENCY ASSURES THE VENDOR THAT THIS INDIVIDUAL WILL BE TRAINED AND KNOWLEDGEABLE IN THE RECORD KEEPING AND MEAL REQUIREMENTS OF THE CACFP, AND IN HEALTH AND SANITATION PRACTICES.
3. PROVIDE PERSONNEL TO SERVE MEALS, CLEAN THE SERVING AND EATING AREAS, AND ASSEMBLE TRANSPORT CARTS AND AUXILIARY ITEMS FOR RETURN TO THE VENDOR NO LATER THAN 10:00 AM TIME EACH DAY.
4. NOTIFY THE VENDOR WITHIN 3 DAYS OF RECEIPT OF THE NEXT MONTH'S PROPOSED MENU OF ANY CHANGES, ADDITIONS, OR DELETIONS, WHICH WILL BE REQUIRED IN THE MENU REQUEST.
5. PROVIDE THE VENDOR WITH A COPY OF TITLE 7 CODE OF FEDERAL REGULATIONS, PART 226; THE CHILD AND ADULT CARE FOOD PROGRAM SCHEDULE B--MEAL PATTERN FOR OLDER CHILDREN; AND THE USDA FOOD BUYING GUIDE (AS APPLICABLE); AND ALL OTHER TECHNICAL ASSISTANCE MATERIALS PERTAINING TO THE FOOD SERVICE REQUIREMENTS OF THE CACFP. THE AGENCY WILL, WITHIN 24 HOURS OF RECEIPT FROM THE STATE AGENCY, ADVISE THE VENDOR OF ANY CHANGES IN THE FOOD SERVICE REQUIREMENTS OF THE CACFP.

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

VENDOR #:
AGREEMENT #:

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

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

TERMS OF THE AGREEMENT:

THIS AGREEMENT WILL TAKE EFFECT COMMENCING JULY 1, 2016 AND SHALL BE FOR A PERIOD OF ONE CALENDAR YEAR. IT MAY BE TERMINATED BY WRITTEN NOTIFICATION GIVEN BY EITHER PARTY HERETO THE OTHER PARTY AT LEAST 30 DAYS PRIOR TO THE DATE OF TERMINATION.

SCHOOL FOOD AUTHORITY VENDING TO AN AGENCY:

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

IF THE AGENCY AGREES TO THE MENU PLANNING OPTION, THE SCHOOL WILL TRAIN THE AGENCY BY:

AUGUST 2016

AGENCY:

AGREES TO ALLOW THE SCHOOL TO USE THE SMI MENU PLANNING OPTION NOTED ABOVE (SUBMIT MENU FOR NSD'S APPROVAL):

Yes No

FISCAL PLANNING

IN ORDER TO PROVIDE YOU WITH THE BEST POSSIBLE SERVICES FOR THE UPCOMING YEAR, PLEASE PROVIDE THE FOLLOWING ESTIMATED INFORMATION.

1. AN ANNUAL OPERATING CALENDAR FOR EACH PROGRAM THAT WILL RECEIVE MEALS. PLEASE INCLUDE CLOSURE AND NON-MEAL SERVICE DAYS.
2. ESTIMATED MEALS PER CALENDAR YEAR. PLEASE COMPLETE THE TABLE BELOW.

ESTIMATED PROJECTIONS

MEAL	# OF SERVING DAYS	AVERAGE # OF MEALS PER DAY	PRICE PER MEAL	KIDANGO USE ONLY
BREAKFAST			\$1.50	
LUNCH			\$3.23	
SNACK			\$0.84	


THIS IS AN ESTIMATE FOR PROJECTION USE ONLY.

KIDANGO, INC RESERVES THE RIGHT TO CHARGE UP TO A SEVEN PERCENT INTEREST RATE (COMPOUNDED MONTHLY) ON ANY BALANCE LEFT UNPAID ON AN INVOICE. FOR AVOIDANCE OF DOUBT, FAILURE TO PAY AN INVOICE IS CONSIDERED A MATERIAL BREACH OF THIS AGREEMENT. KIDANGO IS ENTITLED TO ALL COSTS OF COLLECTION INCLUDING BUT NOT LIMITED TO ATTORNEY FEES, COURT COSTS AND OTHER RELATED COSTS TO COLLECT INVOICES NOT PAID WITHIN 60 DAYS.

INSURANCE

THE AGENCY WILL KEEP AND MAINTAIN COMMERCIAL GENERAL LIABILITY INSURANCE IN AN AMOUNT NO LESS THAN ONE MILLION DOLLARS (\$1,000,000) FOR EACH OCCURRENCE AND TWO MILLION DOLLARS (\$2,000,000) IN THE AGGREGATE AND WILL PROVIDE KIDANGO, INC WITH PROOF EVIDENCING INSURANCE IN THE AMOUNT, AND SPECIFYING THAT THE COVERAGE WILL NOT BE CANCELED OR MODIFIED WITHOUT THIRTY (30) DAYS PRIOR WRITTEN NOTICE TO KIDANGO, INC. KIDANGO, INC WILL KEEP AND MAINTAIN COMMERCIAL GENERAL LIABILITY INSURANCE IN AN AMOUNT NO LESS THAN ONE MILLION DOLLARS (\$1,000,000) FOR EACH OCCURRENCE AND TWO MILLION DOLLARS (\$2,000,000) IN THE AGGREGATE FOR ANY LIABILITY RESULTING FROM INCIDENTS OF IMPROPER PRODUCT PREPARATION, CONTAMINATION OR TRANSPORT AND WILL PROVIDE THE AGENCY WITH A CERTIFICATE EVIDENCING INSURANCE IN THE AMOUNT, NAMING THEM AS AN ADDITIONAL INSURED AND SPECIFYING THAT THE COVERAGE WILL NOT BE CANCELED OR MODIFIED WITHOUT THIRTY (30) DAYS PRIOR WRITTEN NOTICE.

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

VENDOR OFFICIAL SIGNATURE 	AGENCY OFFICIAL SIGNATURE
VENDOR OFFICIAL NAME (PLEASE TYPE) SCOTT MOORE – KIDANGO, INC.	AGENCY OFFICIAL NAME (PLEASE TYPE)
TITLE Executive Director	TITLE
TELEPHONE NUMBER 1-510-897-6924	TELEPHONE NUMBER
DATE 5/4/16	DATE

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

NSD 2050B (REV. 07/03)

VENDOR #:
AGREEMENT #:

BREAKFAST	AGES ONE THROUGH TWO YEARS	AGES THREE THROUGH FIVE YEARS	AGES SIX THROUGH TWELVE YEARS
MILK, FLUID (2 YEARS AND OLDER MUST BE SERVED 1% OR NON-FAT)	½ CUP	¾ CUP	1 CUP
VEGETABLE, FRUIT, OR FULL-STRENGTH (100%) JUICE	¼ CUP	½ CUP	½ CUP
GRAINS/BREADS (WHOLE GRAIN OR ENRICHED): BREAD OR ROLLS, MUFFINS, ETC. OR COLD DRY CEREAL (VOLUME OR WEIGHT, WHICHEVER IS LESS) OR COOKED CEREAL, PASTA, NOODLE PRODUCTS, OR CEREAL GRAINS	½ SLICE ½ SERVING ¼ CUP OR ½ OZ ¼ CUP	½ SLICE ½ SERVING ⅓ CUP OR ½ OZ ¼ CUP	1 SLICE 1 SERVING ¾ CUP OR 1 OZ ½ CUP
LUNCH OR SUPPER			
MILK, FLUID (2 years and older must be served 1% or NON- FAT)	½ CUP	¾ CUP	1 CUP
VEGETABLE AND/OR FRUIT (TWO OR MORE KINDS)	¼ CUP TOTAL	½ CUP TOTAL	¾ CUP TOTAL
GRAINS/BREAD (WHOLE GRAIN OR ENRICHED): BREAD OR ROLLS, MUFFINS, ETC. OR COOKED PASTA, NOODLE PRODUCTS, OR CEREAL GRAINS	½ SLICE ½ SERVING ¼ CUP	½ SLICE ½ SERVING ¼ CUP	1 SLICE 1 SERVING ½ CUP
MEAT/MEAT ALTERNATES LEAN MEAT, FISH, OR POULTRY (EDIBLE PORTION AS SERVED) OR ALTERNATE PROTEIN PRODUCTS ***** OR CHEESE (NATURAL OR PROCESSED) OR COTTAGE CHEESE, CHEESE FOOD/CHEESE SPREAD SUBSTITUTE OR EGG (LARGE) OR COOKED DRIED BEANS OR DRIED PEAS * OR PEANUT BUTTER, REDUCED-FAT PEANUT BUTTER, SOY NUT BUTTER, OR OTHER NUT OR SEED BUTTERS OR PEANUTS, SOY NUTS, TREE NUTS, ROASTED PEAS, OR SEEDS** OR YOGURT, PLAIN OR FLAVORED, UNSWEETENED OR SWEETENED OR AN EQUIVALENT QUANTITY OF ANY COMBINATION OF THE ABOVE MEAT/MEAT ALTERNATES	1 OZ 1 OZ 1 OZ ¼ CUP OR 2 OZ ½ EGG ¼ CUP 2 TBSP ½ OZ** ½ CUP OR 4 OZ	1½ OZ 1½ OZ 1½ OZ ⅜ CUP OR 3 OZ ¾ EGG ⅜ CUP 3 TBSP ¾ OZ** ¾ CUP OR 6 OZ	2 OZ 2 OZ 2 OZ ½ CUP OR 4 OZ 1 EGG ½ CUP 4 TBSP 1 OZ** 1 CUP OR 8 OZ
SNACKS (SELECT TWO OF THESE FOUR COMPONENTS)***			
MILK, FLUID (2 YEARS AND OLDER MUST BE SERVED 1% OR NON-FAT)	½ CUP	½ CUP	1 CUP
VEGETABLE, FRUIT, OR FULL-STRENGTH (100%) JUICE	½ CUP	½ CUP	¾ CUP
GRAINS OR BREADS (WHOLE GRAIN OR ENRICHED): BREAD OR ROLLS, MUFFINS, ETC. OR COLD DRY CEREAL (VOLUME OR WEIGHT, WHICHEVER IS LESS) OR COOKED CEREAL, PASTA, NOODLE PRODUCTS, OR CEREAL GRAINS	½ SLICE ½ SERVING ¼ CUP OR ½ OZ ¼ CUP	½ SLICE ½ SERVING ⅓ CUP OR ½ OZ ¼ CUP	1 SLICE 1 SERVING ¾ CUP OR 1 OZ ½ CUP
MEAT/MEAT ALTERNATES LEAN MEAT, FISH, OR POULTRY (EDIBLE PORTION AS SERVED) OR ALTERNATE PROTEIN PRODUCTS ***** OR CHEESE (NATURAL OR PROCESSED) OR COTTAGE CHEESE, CHEESE FOOD/CHEESE SPREAD SUBSTITUTE OR EGG (LARGE) OR YOGURT, PLAIN OR FLAVORED, UNSWEETENED OR SWEETENED**** OR COOKED DRIED BEANS OR DRIED PEAS* OR PEANUT BUTTER, REDUCED-FAT PEANUT BUTTER, SOY NUT BUTTER, OR OTHER NUT OR SEED BUTTERS OR PEANUTS, SOY NUTS, TREE NUTS, ROASTED PEAS, OR SEEDS OR AN EQUIVALENT QUANTITY OF ANY COMBINATION OF THE ABOVE MEAT/MEAT ALTERNATES	½ OZ ½ OZ ½ OZ ⅙ CUP OR 1 OZ ½ EGG ¼ CUP ⅙ CUP 1 TBSP ½ OZ	½ OZ ½ OZ ½ OZ ⅙ CUP OR 1 OZ ½ EGG ¼ CUP ⅙ CUP 1 TBSP ½ OZ	1 OZ 1 OZ 1 OZ ¼ CUP OR 2 OZ ½ EGG ½ CUP ¼ CUP 2 TBSP 1 OZ

SCHEDULE B
CHILD AND ADULT CARE FOOD PROGRAM
MEAL PATTERN FOR OLDER CHILDREN

NSD 2050B (REV. 07/03)

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

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Menu Subject to change

Kidango Lunch-May 2016

Monday	Tuesday	Wednesday	Thursday	Friday
2 Turkey Burgers on Slider Bun Green Beans Apples Milk	3 Chicken Street Tacos w/ Cilantro Steamed Corn Oranges Milk	4 Polynesian Turkey Meatballs w/Pineapple Rice Cole Slaw Pears, Milk	5 Pancit w/Chicken and Veggies Red Apples Milk	6 Jack Cheese Tortilla Rollups Garden Salad Fresh Fruit Milk
9 Chicken Tenders w/Ranch Mixed Vegetables Apples Milk	10 Kidango Tacos w/Ground Turkey Shredded Lettuce Oranges Milk	11 Lentil Soup Tandoori Naan Sliced Cucumbers Pears Milk	12 Southwest Chicken Flour Tortillas Steamed Corn Red Apples Milk	13 Tuna Salad on Goldfish Bread Baby Carrots/Corn (T) Tangerines Milk
16 Homemade Macaroni and Cheese Italian Vegetables Apples Milk	17 Isaac's BBQ Chicken Corn Muffin Capri Vegetables Fresh Fruit Milk	18 Mixed Bean Wrap Steamed Corn Pears Milk	19 Chicken and Gnocchi Whole Grain Biscuit Peas and Carrots Fresh Fruit Milk	20 Sunflower Butter and Jam on Whole Wheat Baby Carrots/Corn (T) Fresh Fruit Milk
23 Turkey Sloppy Joes Slider Bun Green Beans Apples Milk	24 Breaded Alaskan Fish Lemon Wedge Coin Cut Carrots Fresh Fruit Milk	25 Crunchy Hawaiian Chicken Wrap w/Broccoli Slaw Pears Milk	26 Homemade Chicken and Wild Rice Soup Hawaiian Roll Garden Salad Fresh Fruit Milk	27 Turkey and Cheese on Goldfish Bread Baby Carrots/Corn (T) Fresh Fruit Milk
30  Kidango Closed	31 Bean and Cheese Burritos Steamed Corn Mixed Fruit Milk			

Minimum Requirements: Milk 3/4 Cup, Meat or Meat Alternate 1 1/2 Ounce
Vegetables, Fruit 1/2 Cup, Bread 1/2 Slice, Bread Alternate 1/4 Cup

Menu Subject to Change

Nutrition Department (510)897-6930

All Meals Meet CACFP Requirements

Kidango Breakfast-May 2016

Menu subject to change

Monday	Tuesday	Wednesday	Thursday	Friday
2 Rice Chex Oranges Milk	3 Whole Grain Waffle Sticks Applesauce Milk	4 Whole Wheat Toast and Strawberry Jam Bananas Milk	5 French Toast Oranges Milk	6 Cheerios Bananas Milk
9 Corn Flakes Oranges Milk	10 Whole Wheat Bagels Cream Cheese Peaches Milk	11 Whole Grain English Muffins Fresh Fruit Milk	12 Whole Grain Pancakes Fresh Fruit Milk	13 Kix Cereal Bananas Milk
16 Rice Krispies Oranges Milk	17 Whole Wheat Toast and Jam Mixed Fruit Milk	18 French Toast Fresh Fruit Milk	19 Whole Grain Waffle Sticks Fresh Fruit Milk	20 Rice Chex Bananas Milk
23 Corn Flakes Oranges Milk	24 Whole Grain Pancakes Applesauce Milk	25 Blueberry Muffins Fresh Fruit Milk	26 Cinnamon Raisin Bagels and Cream Cheese Fresh Fruit Milk	27 Cheerios Bananas Milk
30 <i>Memorial Day</i>  Kidango Closed	31 Kix Cereal Oranges Milk			

Minimum Requirements: Milk 3/4 Cup, Meat or Meat Alternate 1 1/2 Ounce
Vegetables, Fruit 1/2 Cup, Bread 1/2 Slice, Bread Alternate 1/4 Cup

Menu Subject to Change

Nutrition Department (510) 897-6930

All Meals Meet CCFP Requirements

Menu subject to change

Kidango Afternoon Snack-May 2016

Monday	Tuesday	Wednesday	Thursday	Friday
2 Guppy Crackers Milk	3 Mandarin Orange And Yogurt Parfait Milk	4 Fresh Fruit Milk	5 Pita Chips/Pita Bread and Hummus Milk	6 Chips and Salsa Milk
9 Animal Crackers Milk	10 String Cheese Whole Grain Crackers Water	11 Fresh Fruit Milk	12 Cheddar and Wheat Thins Water	13 Pretzels/Guppies (T) Milk
16 Graham Crackers and Cream Cheese Milk	17 Pretzels/Animal Crackers (T) Milk	18 Fresh Fruit Milk	19 Guppy Crackers Milk	20 Yogurt and Fruit Milk
23 String Cheese Whole Grain Crackers Water	24 Baby Carrots and Ranch Dressing Milk	25 Fresh Fruit Milk	26 Tortilla and Cheese Rollups Water	27 Pretzels/Guppies (T) Milk
30 Memorial Day  Kidango Closed	31 Animal Crackers Milk			

Minimum
 Requirements: Milk 3/4 Cup, Meat or Meat Alternate 1 1/2 Ounce
 Vegetables, Fruit 1/2 Cup, Bread 1/2 Slice, Bread Alternate 1/4 Cup

Menu Subject to Change

Nutrition Department (510) 897-6930

All Meals Meet CCFP Requirements

Kidango Morning Snack-May 2016

Menu subject to change

Monday	Tuesday	Wednesday	Thursday	Friday
2 Granola Bars Milk	3 Guppy Crackers Milk	4 Mandarin Orange And Yogurt Parfait Milk	5 Fresh Fruit Milk	6 Pita Chips/Pita Bread and Hummus Milk
9 Chips and Salsa Milk	10 Animal Crackers Milk	11 String Cheese Whole Grain Crackers Water	12 Fresh Fruit Milk	13 Cheddar and Wheat Thins Water
16 Pretzels/Guppies (T) Milk	17 Graham Crackers and Cream Cheese Milk	18 Pretzels/Animal Crackers (T) Milk	19 Fresh Fruit Milk	20 Guppy Crackers Milk
23 Yogurt and Fruit Milk	24 String Cheese Whole Grain Crackers Water	25 Baby Carrots and Ranch Dressing Milk	26 Fresh Fruit Milk	27 Tortilla and Cheese Rollups Water
30 <i>Memorial Day</i>  Kidango Closed	31 Pretzels/Guppies (T) Milk			



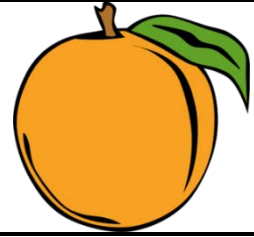
Minimum
Requirements: Milk 3/4 Cup, Meat or Meat Alternate 1 1/2 Ounce
Vegetables, Fruit 1/2 Cup, Bread 1/2 Slice, Bread Alternate 1/4 Cup

Menu Subject to Change

Nutrition Department (510) 897-6930

All Meals Meet CCFP Requirements

Kidango Vegetarian Lunch – May 2016

Monday	Tuesday	Wednesday	Thursday	Friday
2 Garden Burgers on Slider Bun Green Beans Apples Milk	3 Pinto Bean Street Tacos w/ Cilantro Steamed Corn Oranges Milk	4 Falafel w/Pineapple Rice Cole Slaw Pears, Milk	5 Pancit w/Garbanzos and Veggies Red Apples Milk	6 Jack Cheese Tortilla Rollups Garden Salad Fresh Fruit Milk
9 “Chickenless” Tenders w/Ranch Mixed Vegetables Apples Milk	10 Kidango Tacos w/Refried Beans Shredded Lettuce Oranges Milk	11 Lentil Soup Tandoori Naan Sliced Cucumbers Pears Milk	12 Southwest Black Beans Flour Tortillas Steamed Corn Red Apples Milk	13 Tuna Salad or Cheese on Goldfish Bread Baby Carrots/Corn (T) Tangerines Milk
16 Homemade Macaroni and Cheese Italian Vegetables Apples Milk	17 Isaac’s BBQ Baked Beans Corn Muffin Capri Vegetables Fresh Fruit Milk	18 Mixed Bean Wrap Steamed Corn Pears Milk	19 White Beans and Gnocchi Whole Grain Biscuit Peas and Carrots Fresh Fruit, Milk	20 Sunflower Butter and Jam on Whole Wheat Baby Carrots/Corn (T) Fresh Fruit Milk
23 Quinoa Sloppy Joes Slider Bun Green Beans Apples Milk	24 “Chickenless” Tenders Coin Cut Carrots Fresh Fruit Milk	25 Crunchy Hawaiian Wrap w/Broccoli Slaw and Cheddar Pears Milk	26 Homemade White Bean and Wild Rice Soup Hawaiian Roll Garden Salad Fresh Fruit, Milk	27 Cheddar Cheese on Goldfish Bread Baby Carrots/Corn (T) Fresh Fruit Milk
30  Memorial Day Kidango Closed	31 Bean and Cheese Burritos Steamed Corn Mixed Fruit Milk			

Minimum Requirements: Milk 3/4 Cup, Meat or Meat Alternate 1 1/2 Ounce
 Vegetables, Fruit 1/2 Cup, Bread 1/2 Slice, Bread Alternate 1/4 Cup

Menu Subject to Change

Nutrition Department (510) 897-6930

All Meals Meet CCFP Requirements

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SPECIAL AND REGULAR MEETING MINUTES - Draft

Date: 5/24/2016
Time: 6:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

Councilmember Mueller appeared via telephone from the following location:
Sheraton Portland Airport Hotel, 8235 N.E. Airport, Portland, OR 97220

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

Mayor Cline called the Closed Session to order at 6:08 p.m. Councilmember Keith was absent. There was no public comment.

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

Attendees: City Manager Alex McIntyre, Administrative Services Director Nick Pegueros, Finance and Budget Manager Rosendo Rodriguez, Human Resources Manager Lenka Diaz, City Attorney Bill McClure, Labor Counsel Charles Sakai

7:00 p.m. Regular Session

- A.** Mayor Cline called the meeting to order at 7:16 p.m.

B. Roll Call

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

C. Pledge of Allegiance

Boy Scout Troop 222 led the pledge of allegiance.

Henry Marks, William Fahey, Andrew Fichou, Timmy Hoo and Peter Hoo led the pledge and received certificates of recognition

D. Report from Closed Session

Mayor Cline stated that there is no reportable action from the Closed Session held earlier.

ANNOUNCEMENTS

Mayor Cline announced that the meeting agenda would be modified as follows:

The Regular Business item regarding Santa Cruz Avenue sidewalk cafes will be called after the Consent Calendar, followed by the Study Session regarding Nealon Park and then by the Public Hearing regarding the Urban Water Management Plan.

City Manager McIntyre introduced new employee Management Analyst Meghan Revolinsky.

E. Presentations and Proclamations

- E1. Presentation of certificates of recognition to the Boys and Girls Club High School Youths of the Year

Unit Director Desiree Caliguiran introduced recipients Mariah Noblin and Dudley Ryder who accepted their certificates and each made a brief presentation. Not present, but also recognized, were LaMarrisha Clemons and Adrian Estrabo.

- E2. Proclamation declaring May 15-21 Public Works Week ([Attachment](#))

Senior Engineer Azalea Mitch and Arborist Christian Bonner introduced a video project featuring the Public Works department and accepted the proclamation on behalf of the department.

F. Commissioner Reports

- F1. Quarterly update from the Transportation Commission

Commission Chair Phil Mazzara reported on the ongoing activities of the commission.

H. Public Comment

There was no public comment.

I. Consent Calendar

Item I3 was pulled by staff and item I4 was pulled by Councilmember Carlton for further discussion.

- I1. Authorize the City Manager to enter into a comprehensive agreement with the Peninsula Joint Powers Board on the Caltrain Peninsula Corridor Electrification Project (PCEP) ([Staff Report# 16-082-CC](#))
- I2. Adopt resolutions for the Landscaping Assessment District (District) for fiscal year (FY) 2016-17 that proposes a 5% increase and sets the date of the public hearing and authorize the City Manager to amend contracts for tree and sidewalk maintenance ([Staff Report# 16-083-CC](#))
- I3. Approve a contract with FATHOM for water meter reading, billing and customer service ([Staff Report# 16-084-CC](#))
- I4. Adopt a resolution to extend Section 16.79.045 of the Zoning Ordinance to allow the conversion of accessory buildings into secondary dwelling units for one year, expiring on June 13, 2017 ([Staff Report# 16-078-CC](#))
- I5. Authorize the City Manager to approve a contract with David J. Powers & Associates, Inc. in the amount of \$96,885 and future augments as may be necessary to prepare an Initial Study and Mitigated Negative Declaration for the 2111-2121 Sand Hill Road Annexation Project

([Staff Report# 16-069-CC](#))

16. Confirm the City's intent to participate in the South Bayside Waste Management Authority's (SBWMA) process to negotiate a potential franchise extension with Recology ([Staff Report# 16-081-CC](#))
17. Approve minutes for the City Council meetings of April 12, 2016 ([Attachment](#))

ACTION: Motion and second (Ohtaki/Carlton) to approve all items on the Consent Calendar, excluding I3 and I4, passes 4-0-1 (Councilmember Keith absent).

Regarding Item I3, Public Works Director Justin Murphy stated that there will be some adjustments to the contract regarding technical specifications but these will not affect the cost. City Manager McIntyre clarified the upfront cost of implementing the automated meter reading infrastructure.

ACTION: Motion and second (Ohtaki/Carlton) to approve a contract with FATHOM for water meter reading, billing and customer service with the modifications indicated by staff passes 4-0-1 (Councilmember Keith absent).

Regarding Item 4, there was agreement among Council and staff for a longer extension of three years. Additional discussion ensued regarding marketing information. This item was continued to the June 7 City Council meeting to allow Mayor Pro Tem Keith an opportunity to comment.

The following item was called out of order.

K. Regular Business

- K1. Approve the designs for the Santa Cruz Street Cafés, increase the Downtown Streetscape budget for FY16-17, authorize the City Manager to award construction contracts for each Street Café up to the budgeted amount, authorize the City Manager to enter into license and funding agreements with business owners, and consider an increase to the maximum City share of construction costs ([Staff Report# 16-087-CC](#))([Presentation](#))

Housing and Economic Development Manager Jim Cogan and Assistant Engineer Michael Tsai made a presentation.

Public Comment:

- Mario Vega of LB Steak spoke in support of the project and responded to Council questions.

Discussion ensued regarding design customization options, cost sharing, on-street parking, safety, and design standards to shield concrete barriers.

ACTION: Motion and second (Carlton/Ohtaki) to approve the designs for the downtown seating program, increase the budget by \$350,00 for fiscal year 2016-17 as part of the budget adoption process, authorize the City Manager to enter into license agreements between the City and participating merchants, increase the maximum City share base design by \$15,000 for each Street Café and direct staff to take code enforcement action to remove unpermitted outdoor seating passes 4-0-1 (Councilmember Keith absent).

The following item was called out of order.

G. Study Session

- G1. Review and provide feedback on options for improvements at Nealon Park, including sports and field irrigation, surface and dog park location ([Presentation](#))

Community Services Director Cherise Brandell, Community Services Manager Derek Schweigart and Recreation Supervisor Todd Zeo made a presentation.

Public Comment:

- Kathy Schoendorf spoke regarding dog park locations and the need for space
- Mary Kuehler spoke regarding more outreach and information

Council directed staff to proceed with increased watering and landscape maintenance temporarily, to conduct more outreach and to hold a community workshop to obtain feedback on playing field surfaces.

At 9:00 p.m., Councilmember Mueller left the meeting.

The following item was called out of order.

J. Public Hearing

- J1. Adoption of the 2015 Urban Water Management Plan (UWMP) ([Staff Report# 16-079-CC](#))([Presentation](#))

EKI Vice President Anona Dutton and Assistant Public Works Director Ruben Nino made a presentation. Mayor Cline opened the public hearing. There was no public comment.

ACTION: Motion and second (Ohtaki/Carlton) to close the public hearing passes by acclamation (Councilmembers Keith and Mueller absent).

Ms. Dutton and staff responded to Council questions regarding recycled water, emergency wells during earthquakes, and grants.

ACTION: Motion and second (Ohtaki/Carlton) to adopt the 2015 Urban Water Management Plan passes 3-0-2 (Councilmembers Keith and Mueller absent).

L. Informational Items

Staff was available to answer questions.

- L1. Update on downtown parking garage study session and extended-time parking pilot program ([Staff Report# 16-088-CC](#))
- L2. Update on the South Bay Salt Pond Restoration Project – Ravenswood Ponds ([Staff Report# 16-085-CC](#))

M. City Manager's Report

There was no report this meeting.

N. Councilmember Reports

Councilmember Carlton reported on Peninsula Clean Energy (PCE) items and recommended 100% renewable energy for City municipal accounts; she clarified this recommendation is just for City accounts and not commercial or residential. She also recognized staff for its work on the Arbor Day event.

Councilmember Ohtaki reported on the SFO Roundtable and the FAA's feasibility analysis.

Mayor Cline reported on his recent trip to Galway, Ireland and the various activities he participated in. He also announced that Galway Mayor Frank Fahy will be visiting Menlo Park and there will be a reception on June 3rd at LB Steak. Councilmember Carlton suggested the name of the Sister City and Friendship Committee be changed to the Cultural Exchange Committee.

O. Adjournment

Mayor Cline adjourned the meeting at 10:24 p.m.

Pamela Aguilar, CMC
City Clerk

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STAFF REPORT

City Council

Meeting Date:

6/7/2016

Staff Report Number:

16-095-CC

Public Hearing:

**Approve various actions associated with
Emergency Water Supply Well No. 1 at the
Corporation Yard**

Recommendation

Staff recommends the City Council take the following actions associated with the Menlo Park Municipal Water District Emergency Water Supply Well No. 1 project located at the City's Corporation Yard (Corp Yard) at 333 Burgess Drive:

- Adopt the Mitigated Negative Declaration (MND);
- Amend the agreement with Infrastructure Engineering Corporation (IEC) to add \$125,000 for additional engineering consultant services; and
- Authorize the City Manager to approve the well drilling contract and the wellhead facilities construction contract.

Policy Issues

According to Section 64554(a)(1), Chapter 16, Title 22, California Code of Regulations, a water system serving more than 1,000 service connections must be able to meet four hours of peak hourly demand with storage capacity, source capacity, and/or emergency connections at all times.

The project is consistent with the Menlo Park General Plan, Policy I-H-5, which states: "New wells and reservoirs may be developed by the City to supplement existing water supplies for Menlo Park during emergency and drought periods. Other sources such as interconnections and purchase agreements with water purveyors shall be explored and developed."

The project is included in the Urban Water Management Plan that was recently adopted on May 24, 2016 which describes and evaluates water supply sources and reliability over the next 20 years.

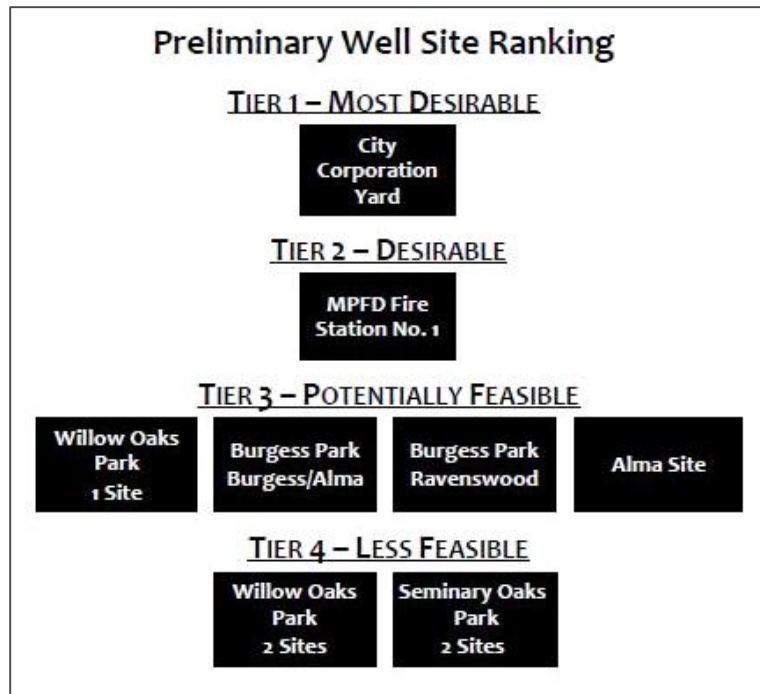
Background

The Menlo Park Municipal Water District (MPMWD) provides water to approximately 16,000 residents through 4,300 service connections within two service areas: the upper zone (providing water to the Sharon Heights area) and the lower zone (providing water to areas east of El Camino Real). California Water Service provides water to the area between the upper and lower zones.

MPMWD purchases all of its water from the San Francisco Public Utilities Commission (SFPUC), which pipes water from the Hetch Hetchy reservoir in Yosemite National Park to Menlo Park. MPMWD has two reservoirs in the upper zone for emergency storage, but the lower zone does not have storage facilities or a dedicated secondary water supply. As a result, nearly 3,000 residences and businesses could be without

water immediately for an undetermined period of time during a significant natural disaster.

In order to meet the project goal to construct 3 to 4 emergency wells (exact number of wells is unknown until we drill the wells and know the wells' capacities) that would provide a total of 3,000 gallons per minute (gpm) as an alternative supply in the lower zone, MPMWD developed a screening process, gathered community input, evaluated potential well sites, drilled two exploratory borings, and ranked the sites accordingly. On January 22, 2013, the City Council approved next steps to design and construct the first emergency well at the City's Corporation Yard (Corp Yard), the most desirable well location based on the Preliminary Well Site Ranking shown below. During that same meeting, the City Council also approved an agreement with IEC to provide engineering consultant services to design and construct the well.



Through the well siting process staff held four community meetings to develop the criteria and obtain feedback on the Well Site Ranking. Once the Corp Yard was identified as the first emergency well location, staff met with Burgess Classic residents and other adjacent property owners to obtain feedback on the most desirable location for the well. Based on feedback received, the proposed well location is the northwest area of the Corp Yard.

The City met with the State Water Resources Control Board's Division of Drinking Water (State) in early January 2016 and received the formal approval to construct an emergency well at the Corp Yard.

Staff met with the Environmental Quality Commission on April 27, 2016 to provide information on the emergency wells project and current status, and to also shared information about the Urban Water Management Plan and the Water System Master Plan.

Staff is also initiating moving forward with Emergency Wells No. 2 & 3, and in the near future, intends to bring the consultant contract to the City Council for approval.



Analysis

The Corp Yard well will consist of several components listed below. See Attachment B which graphically shows the locations of each component on the Corp Yard property.

Water Supply Well

The proposed well includes a wellhead, an electric well pump (located underground approximately 385 feet), a 5,000 gallon hydro-pneumatic pressure tank, disinfection equipment, a water connection to an existing water main in Burgess Drive, and a new fire hydrant. The well will be located behind the Corp Yard's fence and will not be visible from Burgess Drive. The associated above ground wellhead components would also be located within the fenced Corp Yard area. Water produced during the periodic exercising of the well will be used for Corp Yard activities (i.e., irrigation, vehicle washing, and street sweeper) and will not normally be distributed to water customers unless there is an emergency and normal water supplies are low or unavailable.



Emergency Generator

The emergency generator will provide backup electricity, if needed, for the entire Corp Yard site including the new well. It will include a 500-gallon diesel fuel tank and associated transformer and electrical conduits.

Fences

The project will revise existing fences in two locations. First, the existing front concrete fence and chain-link gate, located at the northern driveway, will be removed and a new chain-link fence and gate with privacy slats constructed approximately 20 feet closer to Burgess Drive to allow sufficient space for the wellhead facilities (disinfection equipment and 5,000 gallon hydro-pneumatic pressure tank). Second, the fence near the southern driveway will be reconfigured to enclose the proposed emergency generator. Additional screening slats will be added to the existing chain-link fence on the west side of the Corp Yard adjacent to the SRI property.

Trees and Landscaping

There are 23 heritage trees on the Corp Yard property. Staff has submitted an Arborist Report (included in the MND as Appendix 2) which details the species, size, and conditions of each existing tree and evaluates

the present condition, impacts of the proposed improvements, and recommendations for tree preservation.

Staff proposes removing four heritage trees for the Corp Yard well project. One tree, a Red Oak (*Quercus Rubra*) located near the existing front concrete fence is in fair condition but showing signs of rodent damage. Another tree, a Tree of Heaven (*Ailanthus Altissima*) is located too close to, and is currently damaging, the existing chain-link fence on the west side of the Corp Yard adjacent to the SRI property. The last two trees are Hollywood Junipers (*Juniperus C. Toruosa*) located too close to the front Corp Yard building. The Arborist Report contains a number of tree protection measures that are incorporated as mitigation measures in the MND.

The City Arborist has reviewed the arborist report and conducted a site visit to independently evaluate the health and condition of each tree, and he has recommended tentative approval for the removal of the four heritage trees. To compensate for the loss of the heritage trees, the preliminary landscape plan shows two new 36-inch box Valley Oaks along Burgess Drive and three new 36-inch box Red Oak trees near the proposed emergency generator. All of these trees are located in front of the Corp Yard fence and face the publically accessible portion of Burgess Drive. The existing high water use turf and shrub areas will be replaced, including the Hollywood Junipers, with low water use shrubs and groundcover.

Staff intends to provide notice to the community of the tree removal this fall 2016 and remove the trees by the end of the year.

Driveways

The Corp Yard well project will also modify the existing driveways to improve access for some of the City's larger vehicles in and out of the Corp Yard. These areas are currently planted with turf and groundcover. The plans detailing these modifications are contained in Attachment B.

Well Construction Process

Design and construction of the Corp Yard well consists of three steps as follows:

- Step 1 – Completion of the environmental review process;
- Step 2 – Drilling of the well; and
- Step 3 – Construction of wellhead facilities.

Drilling the well (step 2) and construction of the wellhead facilities (step 3) involves two different types of contractors with different expertise, therefore, construction occurs in two separate steps with two different contractors.

Step 1 – Environmental Review

In order to proceed forward with well drilling, the City Council must adopt the MND which is described in more detail in the Environmental Review section below. Approval of the proposed MND provides the foundation for everything that will occur in the future.

Step 2 – Well Drilling

Well drilling will consist of mobilizing equipment, drilling the well, and determining water quality and well yield. In order to drill a well, drilling must be continuous (i.e. 24 hours a day) for between 7 to 14 days. As described in the MND, to alleviate the noise impacts to nearby residents, City employees working at the Corp Yard, and adjacent businesses (SRI and West Bay Sanitary District), the project includes an acoustic engineer-designed noise curtain to minimize the noise associated with the well drilling operation. Once the well is drilled, it will be temporarily capped while the wellhead facilities are being designed and constructed.

IEC is currently developing the well drilling bid package, and staff plans to release it as soon as it is ready, after the MND is adopted. Staff anticipates selecting a well driller this fall 2016, with drilling to occur in early 2017 (staff anticipates a 6-month lead time due to the backlog in well driller availability). In order to expedite the project forward as much as possible, staff is recommending that the Council authorize the City Manager to approve the well drilling contract.

Staff intends to provide nearby residents and businesses with notice of the well drilling construction schedule at least 2-3 months in advance.

Step 3 – Wellhead Construction

Once the well is drilled and water quality and well yield are known, IEC will finalize the design of the wellhead facilities which includes the emergency generator, fences, landscaping, and driveways. IEC will develop the wellhead facilities construction bid package and staff anticipates selecting a contractor to construct the wellhead facilities in spring 2017. In order to expedite the project moving forward as much as possible, staff is recommending that the Council authorize the City Manager to approve the wellhead facilities construction contract. Once construction is completed, IEC will prepare a Drinking Water Source Assessment to obtain the Drinking Water Permit from the State.

Future Steps

Following the City Council’s adoption of the MND, staff has tentatively scheduled the July 11, 2016 Planning Commission meeting to consider the use permit for the emergency generator, under the Commission’s purview for projects that include hazardous materials (i.e., diesel fuel). Other tentative dates related to the well are provided below.

Tentative schedule to construct the Corp Yard Well	
June 2016	Release well drilling bid package
July 2016	Planning Commission meeting to approve the use permit for the emergency generator
Fall 2016	Select well driller and approve the well drilling contract
Early 2017	Drill the well
Early 2017	Release wellhead facilities bid package
Spring 2017	Select wellhead facilities construction firm and approve the wellhead facilities construction contract
Spring/Summer 2017	Construct wellhead facilities
Summer 2017	Seek State Water Board approval for the Drinking Water Permit

Impact on City Resources

On January 22, 2013, the City Council approved an agreement with IEC to provide engineering consultant services to design and construct the well for \$430,691 plus a 10% contingency of \$43,000. To date, almost \$384,000 has been spent to develop environmental documents, obtain State approval for construction of the well at the Corp Yard, and design the 90% well drilling plans and the 30% wellhead facilities plans. Staff has estimated that, in order to complete the design of the project, an additional \$125,000 is necessary. These additional costs are due to several factors including: an intensive effort working with the State to gain their formal approval to construct a well at the Corp Yard, the incorporation of additional areas of low water use landscaping, and the modification of the existing driveways to improve access for some of the City’s larger vehicles into and out of the Corp Yard. Staff is recommending that the Council amend the

agreement with IEC Corporation to add \$125,000 for additional engineering consultant services.

In addition to consultant costs above, staff estimates that the construction cost to drill the well and construct the wellhead facilities will range between \$1.8 million and \$2.1 million. There are sufficient water capital funds allocated in the Capital Improvement Program to complete this project. There will be ongoing operational and maintenance costs associated with the well once it is constructed. As part of the Water System Master Plan, potential impacts to water maintenance staff resources are being evaluated and will be presented to the City Council in early 2017.

Environmental Review

In order to meet the California Environmental Quality Act (CEQA) for the Corp Yard well, IEC prepared an Initial Study (IS) to support the decision to develop a MND. The Planning Division's project planner and City Attorney conducted an independent review of the draft IS/MND prepared by IEC to ensure that the document was accurate and consistent with the requirements of CEQA. The IS analyzed a number of topics, including aesthetics, agriculture and forestry resources, air quality, biological resources, cultural resources, geology and soils, greenhouse gas emissions, hazards and hazardous materials, hydrology and water quality, land use and planning, mineral resources, noise, population and housing, public service, recreation, transportation and traffic, and utilities and service systems.

The IS (see Attachment A) determined that the Corp Yard well, with the implementation of the mitigation measures identified in the IS, would not have a significant effect on the environment and that a MND was appropriate. Specifically, the IS determined that the Corp Yard well would result in the following potentially significant impacts related to biological resources, cultural resources, hazards and hazardous materials, hydrology and water quality, and noise, but that these impacts would be mitigated to a less than significant level through implementation of mitigation measures identified in their respective topic sections in the MND as summarized below.

Biological Resources

Construction and tree removal activities may result in potential impacts to special-status wildlife species including heritage trees and migratory birds. Implementation of pre-construction surveys and avoidance of nests (Mitigation Measures BIO-1 and BIO-2), and compliance with the requirements of the Heritage Tree Removal Permit and associated tree protection measures (BIO-3, BIO-4 and BIO-5) would reduce these impacts to a less-than-significant level.

Cultural Resources

The potential for encountering archaeological or paleontological resources, or human remains during construction is not expected, but the accidental discovery of cultural resources is a possibility. Implementation of procedures to avoid or minimize potential impacts should archaeological or paleontological resources, or human remains be encountered during construction (Mitigation Measures CUL-1 through CUL-4) would minimize any potential impacts to a less-than-significant level.

Hazards and Hazardous Materials

The historic use of the site as the City's Corp Yard could create the potential to encounter hazardous materials during the construction process and could interfere with the orderly evacuation of the facility in the event of an emergency. Implementation of soil monitoring (Mitigation Measure HAZ-1) and the development of an alternate emergency evacuation plan (Mitigation Measure HAZ-2) would reduce these potential impacts to a less-than-significant level.

Hydrology and Water Quality

The potential for accelerated erosion and impacts to water quality during the construction process could result in a significant impact. Implementation of runoff controls (Mitigation Measure WQ-1) would reduce these potential impacts to a less-than-significant level.

Noise

The proposed project could expose sensitive receptors to significant noise impacts from temporary (construction-related) activities. Implementation of noise controls during construction (Mitigation Measures Noise-1 through Noise-5) would reduce any potential noise impacts to a less-than-significant level.

Based upon the mitigation measures contained in the IS/MND, staff prepared a Mitigation Monitoring Program (see Attachment C) to ensure implementation of the required mitigation measures.

State Clearinghouse Process

Staff sent the IS and Notice of Intent to Adopt a Negative Declaration to the State Clearinghouse (SCH # 2016042078) and circulated a Notice of Availability (see Attachment D) to meet the 30-day review and comment period beginning on April 28, 2016 and ending on May 31, 2016. No comments were received during the comment period.

Public Notice

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting and mailing a notice (see Attachment C) to all households/businesses within ¼ mile of the project location.

Attachments

- A. IS/MND - Initial Study/Mitigated Negative Declaration
(available at www.menlopark.org/emergencysupplywells, the City Library, and at City Hall)
- B. Project Plans
(available at www.menlopark.org/emergencysupplywells, the City Library, and at City Hall)
- C. Mitigation Monitoring Program
- D. Notice of Availability of the Draft MND

Report prepared by:

Pam Lowe, Senior Civil Engineer

David Hogan, Contract Planner

Report reviewed by:

Ruben Niño, Assistant Public Works Director

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Mitigation Monitoring Program

Mitigation Measures	Timing	Implementing Party	Monitoring Party	
BIOLOGIC RESOURCES				
<i>BIOLOGIC RESOURCE IMPACT: The Project could have substantial adverse effects on candidate, sensitive, or special status species.</i>				
<p>BIO-1: Schedule vegetation removal and construction activities outside nesting season or conduct pre-construction nesting bird surveys if tree removal or other site preparation or construction activities initiate (or reinstate following a hiatus of more than ten days) at any point during the nesting season, between February 1 and August 31. The survey area will encompass all accessible areas within 300 feet of the limits of construction and staging. Inaccessible areas will be surveyed to the extent possible with binoculars. The biologist will report the results of the preconstruction survey directly to the City and designated construction management contact.</p> <p>If an active nest or nests are found, Mitigation Measure BIO-2 will be implemented.</p>	<p>Enter into a contract with qualified wildlife biologist.</p> <p>The survey will be conducted within 2 weeks of the commencement of construction activities.</p>	<p>Prior to site preparation or construction.</p>	<p>Contractor and PW Project Manager</p>	<p>PW Director</p>
<p>BIO-2: Protect Occupied Nests. If active nests are found on or within 300 feet of the construction zone and would be subject to prolonged and potentially disturbing construction noise buffer zones shall be established around the active nests. The size of the buffer zones and types of construction activities restricted within them will be determined by the qualified wildlife biologist taking into account factors such as:</p> <ul style="list-style-type: none"> • Sensitivity of individual nesting species and behaviors of the nesting birds. • Noise and human disturbance levels at the construction site at the time of the survey and the noise and disturbance expected during the construction activity; and • Distance and amount of vegetation or other screening between the construction site and the nest. 	<p>The wildlife biologist will designate the no-disturbance buffer zones around active nests for the duration of the breeding season or until the qualified biologist determines that all young have fledged.</p>	<p>Prior to site preparation or construction.</p>	<p>Contractor and PW Project Manager</p>	<p>PW Director</p>

Mitigation Monitoring Program

Mitigation Measures		Timing	Implementing Party	Monitoring Party
<i>BIOLOGIC RESOURCE IMPACT: The Project could conflict with any local policies or ordinances for tree preservation.</i>				
<p>BIO-3: Implement Arborist-Recommended Tree Protection. Trees within and adjacent to the work and staging areas that are identified as “to remain” will be protected by installing a 6-foot chain link fence. Tree protection will be put in place before construction begins and will remain in place until work is complete and the contractor has demobilized.</p> <ul style="list-style-type: none"> Where feasible, tree protection fencing will be installed either at the dripline of each protected tree or 1 foot from the trunk for every 1 inch of diameter of the tree, measured at breast height. Where these options are not feasible, tree protection fencing will be installed a minimum of 2 feet from the trunk of each protected tree. A layer of 6 inches of mulch will be spread around the dripline of each tree. Low hanging branches will be pruned or removed as directed by the City Arborist to avoid damage by construction equipment. Branches larger than 4 inches in diameter will be reviewed and approved for removal by the City arborist. 	<p>A Tree Protection Plan shall be submitted by the contractor to the City Arborist for review and approval.</p>	Prior to site preparation or construction.	Contractor and PW Project Manager	PW Director
	<p>Incorporate tree protection measures into project construction documents.</p> <p>Implement tree protection measures.</p>	Prior to site preparation or construction near an affected tree.		City Arborist
<p>BIO-4: Avoid Injury to Tree Roots. Trenching and excavation will be restricted to the area outside the dripline of protected trees (i.e., trees identified as “to remain”) to the maximum extent possible. If excavation within the dripline of a protected tree cannot be avoided, it will be accomplished using hand or compressed air methods only. If a ditching machine or other equipment is being used outside of the dripline of trees and roots smaller than 2 inches in diameter are encountered, the roots will be hand trimmed with clean cuts. If 2-inch or larger roots are encountered, the City arborist will decide whether the Contractor may cut the root or excavate by hand or with compressed air under the root. No change of grades or storing of materials or equipment will be allowed underneath the tree canopy.</p>	<p>Incorporate the requirement for tree protection measures into project construction documents.</p>	Prior to site preparation or construction.	Contractor and PW Project Manager	City Arborist

Mitigation Monitoring Program

Mitigation Measures		Timing	Implementing Party	Monitoring Party
CULTURAL RESOURCES				
<i>CULTURAL RESOURCE IMPACT: The Project could cause a substantial adverse change to archaeological resources.</i>				
<p>CUL-1: Provide Construction Monitoring for Cultural Resources, Evaluate Finds If Any, and Mitigate Potential Disturbance for Identified Significant Resources at the Project Site. The City will retain a qualified professional archaeologist (i.e., one who meets the Secretary of the Interior’s professional qualifications for archaeology) to monitor, Project-related ground-disturbing activities (e.g. grading, excavation, trenching). The extent, timing, and duration of monitoring will be subject to the archaeologist’s professional judgment, based on the site’s identified sensitivity and observations at the site.</p>	<p>Enter into a contract with a qualified archeologist to monitor project-related earth-disturbing activities.</p> <p>Incorporate cultural resource protection measures into project construction documents.</p>	<p>Prior to well drilling, excavation, and grading</p>	<p>Contractor and PW Project Manager</p>	<p>PW Director</p>
<p>In the event that any potential prehistoric or historic-period subsurface archaeological features or deposits, including, but not limited to, locally darkened soil (midden) are discovered during demolition/construction-related earth-moving activities the qualified archeologist shall evaluate the materials. If Native American archaeological, ethnographic, or spiritual resources are discovered, all identification and treatment of the resources will be conducted by a qualified archaeologist and Native American representative(s) who are approved by the local Native American community as scholars of the cultural traditions. In the event that no such Native American is available, persons who represent local tribal governments and/or organizations will be consulted. If historic archaeological sites or historic architectural features are involved, all identification and treatment will be carried out by historical archaeologists or architectural historians who meet the Secretary of the Interior’s professional qualifications for archaeology and/or architectural history.</p>	<p>All ground-disturbing activity within 100 feet of the discovery shall be halted immediately. The Public Works and Community Development Departments shall be notified.</p> <p>Consult with the retained archeologist to assess the significance of the find. Impacts on any significant resources shall be mitigated through data recovery or other methods determined by the archeologist.</p>	<p>Within 24 hours of discovery of any cultural resources</p> <p>Following the identification and evaluation of the cultural resource.</p>	<p>Contractor and PW Project Manager</p> <p>PW Project Manager and Qualified archeologist</p>	<p>PW Director</p>

Mitigation Monitoring Program

Mitigation Measures		Timing	Implementing Party	Monitoring Party
<i>IMPACT BEING ADDRESSED: The Project could cause a substantial adverse change to paleontological resources.</i>				
<p>CUL-2: Conduct Paleontological Monitoring and Implement Protocol and Procedures for Encountering Paleontological Resources. The City will retain a qualified paleontologist (i.e., one who meets the Society of Vertebrate Paleontology's qualifications for professional paleontologist or California Department of Transportation qualifications for principal paleontologist) to monitor Project-related ground-disturbing activities (e.g. grading, excavation, trenching). Ongoing monitoring will be at the discretion and based on the professional judgment of the paleontologist.</p>	<p>Enter into a contract with a qualified paleontologist to monitor project-related earth-disturbing activities.</p>	<p>Prior to well drilling, excavation, or grading</p>	<p>Contractor and PW Project Manager</p>	<p>PW Director</p>
	<p>Incorporate resource protection measures into project construction documents.</p> <p>Provide training to construction forepersons and field supervisors.</p>		<p>Qualified paleontologist</p>	
<p>In the event of a known or potential fossil find during Project activities, work within 50 feet of the find will halt and the paleontologist, if not already on site, will be notified immediately and will be evaluate the significance of the find as soon as practicable.</p>	<p>All ground-disturbing activity within 50 feet of the discovery shall be halted immediately. The Public Works and Community Development Departments shall be notified.</p>	<p>Within 24 hours of discovery of any paleontological resources</p>	<p>Contractor and PW Project Manager</p>	<p>PW Director</p>
	<p>Consult with the retained archeologist to assess the significance of the find.</p>		<p>Qualified Paleontologist and PW Project Manager</p>	
<p>If the find is determined to be significant and continued complete avoidance is not feasible, the paleontologist will develop and implement an excavation and salvage plan in accordance with Society of Vertebrate paleontology standards.</p>	<p>The paleontologic resources collected will be cleaned, repaired, sorted, and catalogued. Prepared fossils, along with copies of all pertinent field notes, photos, and maps, shall then be deposited in a scientific institution with paleontological collections. A final Paleontological</p>	<p>Following the collection of the paleontological resources</p>	<p>Qualified Paleontologist</p>	

Mitigation Monitoring Program

Mitigation Measures		Timing	Implementing Party	Monitoring Party
	Mitigation Report shall be prepared that outlines the implementation and results of the monitoring/mitigation program will be prepared and submitted to the Public Works Director (or designee).			
<i>CULTURAL RESOURCE IMPACT: The Project could disturb human remains.</i>				
CUL-3: Comply with State Requirements in the Event Human Remains are Discovered. If human remains are discovered, work in the vicinity of the find will cease immediately and the contractor or designated representative will notify the San Mateo County Coroner.	Halt all ground-disturbing activities within 50 feet of the remains and immediately notify the County Coroner.	On-going during construction	Qualified Archeologist and PW Project Manager	PW Director
<p>If the remains are determined to be of Native American origin, the Coroner will then notify the Native American Heritage Commission (NAHC) for identification of the mostly likely descendant. Work in the vicinity of the find will not resume until the most likely descendant has made a recommendation regarding the treatment, or appropriate and dignified disposition, of the remains and any associated grave goods, consistent with all applicable State regulations and City policies, and that recommendation has been implemented.</p> <p>If NAHC is unable to identify a descendant, or the descendant fails to make a recommendation within 48 hours of receiving notification from NAHC, work may resume. The City or a delegated consultant representative will be responsible for following up with the County Coroner and NAHC to ensure that their responsibilities have been discharged.</p>	If remains are determined to be Native American, NAHC guidelines shall be followed and a qualified archaeologist shall determine the Most Likely Descendant.	When remains are identified to be Native American	PW Project Manager	

Mitigation Monitoring Program

Mitigation Measures		Timing	Implementing Party	Monitoring Party
HAZARDS AND HAZARDOUS MATERIALS				
<i>HAZARDOUS MATERIAL IMPACT: The Project could expose people to residual contaminants in soil and/or groundwater.</i>				
<p>HAZ-1: Stop work, evaluate, and implement appropriate measures if previously unidentified hazardous materials are encountered. In the event known or suspected hazardous materials (including common fuels and lubricants) are encountered during site preparation, excavation, or other Project-related activity, work in the vicinity of the find will be suspended until qualified staff (staff meeting the Environmental Professional qualifications in ASTM E1527-13) can assess the nature of the find and Identify appropriate follow-up and protective measures. Work may proceed elsewhere on the site if the discovery is localized. These stipulations will be included in the Project Contract Documents for implementation by Project contractor(s).</p>	<p>Incorporate these requirements into project construction documents.</p>	<p>Prior to the approval of the construction contract</p>	<p>PW Project Manager</p>	<p>PW Director</p>
	<p>City shall retain a qualified person as part of project team.</p>	<p>Prior to project construction</p>	<p>PW Project Manager</p>	
<p>In the event of a find, if the qualified staff/environmental professional consider it warranted, the contractor will be required to conduct a Phase II hazardous materials investigation or appropriate equivalent procedure to identify the nature and extent of contamination and evaluate potential impacts on project construction, human health, and the environment. If necessary, based on the outcomes of the Phase II investigation, Phase III remediation measures consistent with all applicable local, State, and Federal codes and regulations will be implemented. Construction in areas of potential contamination will not resume until remediation is complete. If waste disposal is necessary, materials will be handled and disposed of by a licensed waste-disposal contractor and transported by a licensed hauler to an appropriately licensed and permitted disposal or recycling facility, in accordance with local, State, and Federal requirements. Any subsequent hazardous material investigation reports shall be submitted to the Public Works Director (or designee) for review and concurrence with the proposed recommendations.</p>	<p>Determine the nature and extent of the hazardous materials.</p>	<p>When hazardous materials are encountered</p>	<p>ASTM E1527-13 Qualified staff and PW Project Manager</p>	<p>PW Director</p>
	<p>Comply with recommendations to remediate the potential impacts of the hazardous materials.</p>	<p>Prior to resuming construction activities affected by the hazardous materials</p>	<p>PW Project Manager and Contractor</p>	

Mitigation Monitoring Program

Mitigation Measures		Timing	Implementing Party	Monitoring Party
<i>HAZARDS IMPACT: The Project could impair or physically interfere with an emergency evacuation plan</i>				
HAZ-2: designate alternate emergency evacuation route(s) and assembly location(s) during construction. The City will develop a temporary construction-period plan designating alternate emergency evacuation route(s) and assembly area(s) adequate to accommodate Corp Yard staff. Corp Yard management will be responsible for making employees aware of the temporary change in emergency procedures. The alternate emergency evacuation route(s) shall be reviewed and approved by the Public Works Director.	Prepare an emergency evacuation plan.	Prior to project construction	PW Project Superintendent	PW Director
	Conduct a training session for employees who normally work at the Corp Yard.			
HYDROLOGY AND WATER QUALITY				
<i>WATER QUALITY IMPACT: The Project could result in a violation of water quality standards.</i>				
WQ-1: Require Runoff and Water Quality Control Measures During Drilling and Construction. Project contract documents will require all contractors to implement runoff containment and water quality control measures. Measures will include, but will not necessarily be limited to, precautions such as: containing used drilling mud appropriately through the use of "Baker tanks" or similar, placing sandbags to prevent construction site runoff from entering storm drain inlets, and stabilizing or containing fill and spoils stockpiles.	Incorporate this requirement into project construction documents.	Prior to approval of the contract	PW Project Manager	PW Director
	Submit grading and erosion control plans for approval to the PW Engineering Division.	Prior to project construction	Contractor and PW Project Manager	
NOISE				
<i>NOISE IMPACT: The Project could result in a substantial temporary or periodic increase in ambient noise levels.</i>				
Noise-1: Provide Advance Notice for Well Drilling and Construction Operations. The City will provide all residents within 300 feet of the Corporation Yard with advance notice of upcoming Project construction activities. Notice will be provided prior to locating the well drilling equipment onsite, and again before construction of above-grade facilities begins. Notice will be provided on the City's website and via postcards and doorhangers.	Provide written notification of the impending construction activities.	Prior to project construction	PW Project Manager	PW Director

Mitigation Monitoring Program

Mitigation Measures		Timing	Implementing Party	Monitoring Party
<p>Noise-2: Provide Construction Hotline Service. The City will provide a Construction Hotline to receive and respond to any inquiries, concerns, or complaints from Project neighbors. Telephone and e-mail contact information for the Construction Hotline will be included in notices and doorhangers distributed in advance of construction mobilization, and will be posted on the Project web page for the duration of construction. The Construction Hotline will be available during regular construction hours, and for the duration of well drilling and development will also be available during nighttime hours.</p> <p>If concerns or complaints are received, Hotline staff will promptly convey the concern to the City's Project Manager and to the Construction Manager, see Mitigation Measure Noise-5.</p>	<p>Include construction hotline phone number and project webpage address on all written notification materials (in Mitigation Measure Noise-1).</p> <p>On a sign posted on the exterior of the Corp Yard facility provide the construction hotline phone number and project webpage address.</p>	<p>Prior to providing written notice of project construction</p> <p>Prior to project construction</p>	PW Project Manager	PW Director
<p>Noise-3: Require noise barrier during well drilling. The Project Contract Documents will include provisions to require the contractor to erect a noise attenuation barrier during well drilling and construction. The barrier will enclose the active work site on four sides but will be configured to allow efficient access for drilling personnel. The barrier will be configured to protect residences, the SRI campus, and Corporation Yard staff from disturbance; for greatest effectiveness, barrier placement will be designed by an acoustical engineer in cooperation with the well drilling contractor.</p>	<p>Submit an acoustical analysis verifying the design of the noise barrier.</p> <p>Install the approved noise barrier.</p>	<p>With the application for a building permit.</p> <p>Prior to the mobilization of well drilling equipment on site.</p>	Contractor and PW Project Manager	PW Director

Mitigation Monitoring Program

Mitigation Measures		Timing	Implementing Party	Monitoring Party
<p>Noise-4: Require Augmented Construction Noise Control. The Project Contract Documents will include Special Provisions for noise control during both phases of Project construction. The Special Provisions will stipulate the following requirements.</p> <ul style="list-style-type: none"> • All construction equipment and vehicles will have manufacturer’s standard noise control devices, or an equally effective alternative. • Construction equipment and vehicles that require back-up alarms will be equipped with ambient-sensitive backup alarms. • “Quiet” generators not to exceed 105 dBA sound power level or a sound pressure level of 70 dBA at 50 feet. • “Silenced” air compressors not to exceed 105 dBA sound power level or a sound pressure level of 70 dBA at 50 feet. • Use of jake brakes are prohibited. 	Incorporate these requirements into project construction documents.	Prior to approval of the construction contract	PW Project Manager	PW Director
<p>Noise-5: Implement Additional Measures to Respond to Noise Complaints. If determined to be necessary by the Project Manager or Construction Manager, the City will implement additional measures will be implemented in response to noise complaints, including but not limited to the following.</p> <ul style="list-style-type: none"> • Placement of an additional 12 – 16-foot-high barrier at the southwest corner of the drilling work site to provide additional shielding for the Corp Yard shop/work area. • Sound enclosures or partial barriers to shield smaller, portable equipment as needed. • Additional work hour and/or equipment use restrictions. 	Identify additional noise control measures to address noise complaints or violation of construction noise limitations.	As needed	PW Project Manager	PW Director

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**NOTICE OF AVAILABILITY OF THE
DRAFT MITIGATED NEGATIVE DECLARATION
FOR THE CITY OF MENLO PARK CITY COUNCIL**

NOTICE IS HEREBY GIVEN that the City Council of the City of Menlo Park, California is scheduled to review the following item:

**Corporation Yard, Emergency Back-up Water Supply Well No. 1,
333 Burgess Drive:**

- 1) Approve the Emergency Back-up Water Supply Well No. 1 Project; and
- 2) Adopt the Mitigated Negative Declaration.

The Mitigated Negative Declaration (MND) prepared for the project identified less than significant impacts for aesthetics, agriculture and forestry resources, air quality, geology and soils, greenhouse gas emissions, land use and planning, mineral resources, population and housing, public service, recreation, transportation and traffic, and utilities and service systems. The MND identified potentially significant construction-related environmental effects that can be mitigated to a less than significant level in the following categories: biological resources, cultural resources, hydrology and water quality, hazards and hazardous materials, and noise. The California Environmental Quality Act (CEQA) requires this notice to disclose whether any listed hazardous waste sites are present at the location. The project location does contain a hazardous waste site included in a list prepared under Section 65962.5 of the Government Code. The Hazardous Materials section of the MND discusses this topic in more detail.

Copies of the MND will be on file for review at the City Library and Community Development Department, located at the Civic Center, 701 Laurel Street, Menlo Park, CA 94025, as well as on the City's website at: www.menlopark.org/emergencysupplywells. The review period for the MND has been set from **Wednesday, April 20, 2016 through Monday, May 30, 2016**. Written comments should be submitted to the Community Development Department no later than 5:30 p.m., Monday, May 30, 2016.

NOTICE IS HEREBY FURTHER GIVEN that the City Council will consider this item in the Council Chambers of the City of Menlo Park, located at 701 Laurel Street, Menlo Park, California, on **Tuesday, June 7, 2016 at 7:00 p.m.** or as near as possible thereafter, at which time and place interested persons may appear and be heard thereon. If you challenge this item in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park during the public review period for the MND at, or prior to, the meeting.

Documents related to these items may be inspected by the public on weekdays between the hours of 7:30 a.m. and 5:30 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday, with alternate Fridays closed, at the Community Development Department, 701 Laurel Street, Menlo Park as well as during regular business hours at the Menlo Park Library, 800 Alma Street, Menlo Park.

Please call David Hogan, Project Planner, if there are any questions or comments on this item, at 650-330-6728 or by e-mail at dwhogan@menlopark.org.

Si usted necesita más información sobre este proyecto, por favor llame al 650-330-6702, y pregunte por un asistente que hable español.

If there are any questions, please call the Planning Division at (650) 330-6702.

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701 LAUREL STREET
MENLO PARK, CA 94025

IMPORTANT NOTICE

CITY OF MENLO PARK
PLANNING DIVISION
701 LAUREL STREET
MENLO PARK, CA 94025



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STAFF REPORT

City Council

Meeting Date:

6/7/2016

Staff Report Number:

16-102-CC

Public Hearing:

Public Hearing on Fiscal Year 2016-17 Budget and
Capital Improvement Program

Recommendation

Staff recommends that the City Council hold a public hearing on the proposed fiscal year 2016-17 budget and capital improvement program and provide direction on any desired changes. The City Council's direction will be incorporated into the staff report for the adoption of the fiscal year 2016-17 budget, which is scheduled for June 21st.

Policy Issues

A public hearing on the City Manager's proposed budget is consistent with the City's budgeting process and represents no changes in City policy. In addition to presenting the financial plan for fiscal year 2016-17, this report also seeks City Council confirmation of its intent to maintain the temporary reduction in Utility Users' Tax rates at the current one percent rate.

Background

The City Manager's proposed fiscal year 2016-17 budget was presented to the community at the City Manager's Budget Workshop on May 25, 2016. Since that date, staff discovered that an internal service fund allocation revenue was not included in the May 25th presentation and has increased resources by \$445,000. Additionally, staff continued to refine the Capital Project Carryover calculation and its effect on both resources and requirements. In total, between the increased resources for the internal service fund and adjustments to project carryovers to more accurately reflect anticipated carryover activity, the bottom line surplus for all funds increased from \$2.5 million to \$3.4 million.

Prior to City Council's adoption of the budget, which is scheduled for June 21, 2016, a public hearing is held to take public comment on the proposed budget and capital improvement program. The operating budget was developed using the guidance Council provided at its January 29, 2016, goal setting workshop, and all of Council's priority goals have been proposed for funding in fiscal year 2016-17. In addition, the capital improvement program has been presented by all of the appropriate boards and commissions and the Planning Commission found the 5-year capital improvement program consistent with the General Plan.

Analysis

The total proposed 2016-17 budget for all City operations and capital improvement is balanced with the revenue budget exceeding \$110 million and expenditure budget exceeding \$107 million, inclusive of the corrections made between May 25th and June 1st. At the end of the fiscal year, the budget provides for a small surplus of \$3.4 million, or 3.1% of total expenditures, to be posted to various fund balances. The budget includes a number of assumptions for revenue and expenditures which are detailed in the budget

document's Budget Summary Section.

General Fund

The General Fund is the City's complex operating Fund accounting for roughly 50% of all financial activity and the vast majority of public services provided to the community. The funds deposited to the General Fund are unrestricted and may be appropriated by the City Council to provide the desired level of public services.

The proposed budget includes General Fund revenue of \$51.6 million and expenditures of \$51.4 million. The resulting surplus of \$0.179 million will be deposited to the City's General Fund unassigned fund balance on June 30, 2017 if all assumptions come to fruition. One revenue that may shift the General Fund revenue budget in a significant manner is Excess ERAF. Consistent with past practice, Excess ERAF is budgeted at 50% of estimated receipts or \$0.9 million in 2016-17. If the City received 100% of Excess ERAF, the surplus will increase by \$0.9 million. A detailed discussion of the General Fund can be found in the Financial Trends section of the budget document.

The budget includes several service level enhancements as discussed in the City Manager's Letter of Transmittal with the inclusion of three new full-time equivalent employees, increased budget for library materials, and upgrades to five existing positions. The increase in cost to the General Fund, net of offsetting revenue and expenditure savings, is \$278,900. The following provides a summary of the General Fund budget:

General Fund \$millions	
Revenue	2016-17 Proposed
Property taxes	\$17.393
Transient occupancy tax	\$6.430
Sales tax	\$5.502
Utility users' tax	\$1.215
Charges for services	\$7.992
Licenses and permits	\$6.142
Other	\$6.922
Total Revenue	\$51.596
Expenditures	
Personnel	\$33.805
Operating	\$7.372
Capital outlay	\$7.398
Transfer out	\$2.842
Total Revenue	\$51.417
Net Suprlus/(Deficit)	\$0.179

Ten Year Forecast

Prospectively, the budget document contains a General Fund 10-year forecast in order to ascertain whether the budget decisions made for 2016-17 are sustainable in the long-term given reasonable estimates for future changes. The forecast demonstrates that the General Fund remains balanced with revenue exceeding expenditures in all forward looking years. The forecast reflects a mix of positive assumptions,



such as the opening of new hotels and a modest growth in property taxes, and a negative assumptions such as the loss of Excess ERAF in 2020-21 and general slowing in development activity. The forecast also assumes an increases in expenditure line items that track average CPI growth.

Utility Users' Tax (UUT) Rate Consideration

The 2016-17 General Fund budget includes \$1.215 million in revenue from the temporarily reduced UUT of 1% which support current service levels. In order to continue the reduced UUT, on June 21st, the Council will be asked to adopt a resolution that maintains a consecutive temporary tax reduction in Utility Users' Tax rates, which will continue the current one percent tax rate on all utilities as of October 1, 2016. Temporary tax rate reductions for a period of up to twelve months can be implemented with the specific finding provided in the UUT ordinance:

"The temporary tax reduction shall not adversely affect the City's ability to meet its financial obligations as contemplated in its current or proposed budget."

Should the City Council not establish a continuation of the reduced tax rate, the original tax percentages will be automatically reinstated as of October 1, 2016.

Fiscal Year 2016-17 Appropriations Limit

The appropriations limit, which was originally established in 1979 by Proposition 4, places a maximum limit on the appropriations of tax proceeds that can be made by the state, school districts, and local governments in California. The appropriations limit is set on an annual basis and is revised each year based on population growth and cost of living factors. The purpose of the appropriations limit is to preclude state and local governments from retaining excess revenues, which are required to be redistributed back to taxpayers and schools. California Government Code requires that the City annually adopt an appropriations limit for the coming fiscal year. The City Council will be asked to adopt a resolution that establishes the City's appropriation limit for 2016-17 at their meeting on June 21, 2016. For 2016-17, the appropriations limit (Attachment B) is \$55,025,588, while the proceeds of taxes subject to the appropriations limit is \$34,555,223. Therefore, the City is approximately \$20 million below its appropriations limit for fiscal year 2016-17.

Impact on City Resources

As noted in the previous section, the City's budget is balanced and the detail of revenue and expenditures are included in the City Manager's proposed 2016-17 Budget. Most importantly, however, the City's largest and most active fund, the General Fund, is also balanced and yielding a modest \$0.179 million surplus

Information on the City's other funds, including a description of the fund, fiscal year 2015-16 proposed resources and requirements, and the expected ending fund balance, is included in the Fund Information section of the budget document. In total, resources for the other funds are expected to exceed requirements by nearly \$3.4 million in fiscal year 2016-17. This accumulation of fund balance is predominantly in the special revenue funds related to development impact fees such as the Below Market Rate Housing Fund and the Transportation Impact Fund. This accumulation of fund balance will be utilized for future projects and is restricted for specific uses.

For some funds, the fund balance is being drawn down in 2015-16. In most instances, this drawdown of fund balance is not an issue, as resources are accumulated over time to fund large projects. For example, this is the case in the General Capital Improvement Fund and the Construction Impact Fee Fund. In other cases, however, the drawdown of fund balance is the result of operations expenditures exceeding dedicated revenue. This is evident in the Bedwell-Bayfront Park Maintenance Fund which does not have a dedicated

revenue source to fund ongoing maintenance. For those funds that lack ongoing revenue sources, once accumulated fund balance is depleted, the responsibility for maintenance of those facilities will become part of the City's General Fund unless a more suitable fund or new funding source is identified.

Environmental Review

Environmental review is not required.

Public Notice

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

Attachments

- A. Hyperlink to City Manager's Proposed 2016-17 Budget: menlopark.org/proposedbudget
- B. 2016-17 Appropriations Limit Worksheet

Report prepared by:
Rosendo Rodriguez, Finance & Budget Manager
Nick Pegueros, Administrative Services Director

**CITY OF MENLO PARK
APPROPRIATIONS LIMIT
FISCAL YEAR 2016-17**

	<u>AMOUNT</u>	<u>SOURCE</u>
A. LAST YEAR'S LIMIT	\$ 51,750,376	Prior Year
B. ADJUSTMENT FACTORS		
1. Population	1.0091	State Department of Finance
2. Inflation	1.0537	State Department of Finance
	1.0633	(B1*B2)
Total Adjustment %	0.0633	(B1*B2-1)
C. ANNUAL ADJUSTMENT	\$ 3,275,212	(B*A)
D. THIS YEAR'S LIMIT	<u>\$ 55,025,588</u>	(A+C)
E. PROCEEDS OF TAXES SUBJECT TO LIMIT		
Property Tax	17,393,400	2016-17 Budget
Sales Tax	5,250,000	2016-17 Budget
Other Taxes	10,477,000	2016-17 Budget
Special Assessments	1,123,405	2016-17 Budget
Interest Allocation	311,418	2016-17 Budget
	<u>\$ 34,555,223</u>	
F. AMOUNT UNDER/(OVER) LIMIT	\$ 20,470,366	(D-E)

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STAFF REPORT

City Council

Meeting Date:

6/7/2016

Staff Report Number:

16-093-CC

Informational Item:

Update on City Council goal to expand and enhance community special events

Recommendation

Staff recommends that the City Council receive and review a progress update on Council's goal to expand and enhance community special events held in the City of Menlo Park.

Policy Issues

The City Council adopted a goal to expand and enhance community special events in the City. The goal is articulated in item # 14 in the 2016 Council Work Plan that states "providing high-quality resident enrichment, recreation, discovery and public safety services".

Background

Community special events provide many benefits to the City of Menlo Park as they do in any cities where they are held. These benefits are economic, social and instructional. Large community events like the City's annual 4th of July Parade and Celebration, the Menlo Park Downtown Block Party and Summer Concert Series attract residents and visitors from out of town who spend money in the form of admission fees, food and beverage, shopping in local gas stations, shops and restaurants and provide free marketing and advertising for visitors who talk about their experiences. Community events foster community pride and build community as residents will frequently speak positively about their town to others and volunteer with organizations and activities that support the community at large. Celebrations that are unique and distinctive to a community help to build long lasting ties among residents and local business owners. The social connections that are made help to hold communities together. Lastly, some events are instructional and provide experiential learning opportunities for those that participate in hands-on activities, cultural appreciation or help in connecting residents and visitors to the community.

The City Council first identified the expansion of community wide special events as a priority during their annual goal setting process in January 2014. The Council also approved the addition of a 0.5 FTE in Economic Development to support additional special events. This goal has remained a priority for the last two years, appearing under the theme of "providing high-quality resident enrichment, recreation, discovery and public safety services" as item # 14 in this year's Council Work Plan. More so, community special events and programs provide residents with to the opportunity to play and have fun while they become connected to the larger community.

Analysis

In an effort to achieve this goal, City staff has developed and implemented new events in the downtown and in the Belle Haven neighborhood, enhanced or expanded existing events, collaborated across various departments and disciplines, created a more-streamlined special event permit process, developed or

expanded partnerships in the community to support special events, created the Menlo Park Grant for the Arts program to support community groups in bringing new and enriching programming to the Menlo-Atherton Performing Arts Center (MA-PAC), and with Council's approval of a City Sponsorship Policy on October 20, 2015, staff will have another tool for the expansion and enhancement of events. The City Council also approved the purchase of an events stage trailer under the 2014-15 CIP. On March 18, 2014 \$75,000 was authorized for the purchase of the 2016 APEX Mobile Stage Trailer to support the expansion of community events and meet the needs of existing events. Other efforts included enhanced event marketing and promotion which has incorporated the City's new branding standards, a monthly special events newsletter, social media marketing, school newsletters, online community calendars, full-size color print ads and outreach to non-profits, social clubs, hotels and various media outlets. By the end of the year, the City's downtown promotional banners will all have the same look and feel under the City's approved branding standards.

The City hosts a variety of special events that have been a tradition in the community for many years. These include Egg Hunt, Kite Day, Summer Concert Series, Fourth of July Parade and Celebration, Halloween Hoopla, Halloween Spooky Carnival and Breakfast with Santa. Over the past two years the following events and programs have been added or enhanced increasing the total special event attendance from 13,000 in FY 2013-14 to over 18,000 in FY 2015-16. The following is a list of existing, enhanced or expanded events for fiscal years 2013-14 through 2015-16.

Table 1: FY 2013-14 Community Special Events (City Hosted)

Dates	Event Name	Location	Attendance
Sum 2013	Summer Concert Series (8 weeks)	Fremont Park	3,000
7/4/13	4 th of July Parade and Celebration	Santa Cruz Ave and Burgess Park	3,750
10/26/13	Halloween Hoopla	Santa Cruz Ave and Fremont Park	2,000
10/30/13	Halloween Spooky Carnival	Onetta Harris	200
12/7/13	Breakfast with Santa	ARC	400
4/19/14	Egg Hunt	Burgess Park	2,750
4/19/14	Egg Hunt	Kelly Park	300
5/3/14	Kite Day	Bedwell-Bayfront Park	500
Total:			12,900

Table 2: FY 2014-15 Community Special Events (City Hosted)

Dates	Event Name	Location	Attendance
Sum 2014	Summer Concert Series (8 weeks)	Fremont Park	4,000
8/12/14	Music in the Park	Kelly Field	150
7/4/14	4 th of July Parade and Celebration	Santa Cruz Ave and Burgess Park	4,500
8/5/14	National Night Out	Sharon Park Willows Hamilton Park	135
9/12/14 10/10/14 1/8/15	Friday Night Lights	BH Services Center ARC Boys & Girls Club	140

8/13/14	Family Fitness Extravaganza	Downtown MP	350
Sep 2014 10/25/14	Menlo Movie Series (3 weeks)	Chestnut Paseo	250
10/25/14	Halloween Hoopla	Santa Cruz Ave and Fremont Park	2,000
10/29/14	Halloween Spooky Carnival	Onetta Harris	250
11/13/14	State of the City	Chestnut Paseo	300
12/6/14	Breakfast with Santa	ARC	375
4/4/15	Egg Hunt	Burgess Park	2,750
4/4/15	Egg Hunt	Kelly Field	400
5/2/15	Kite Day	Bedwell-Bayfront Park	600
6/6/15	Belle Haven Community Fair	Willow and Hamilton Plaza	150
Total:			16,350

Table 3: FY 2015-16 Community Special Events (City Hosted)

Dates	Event Name	Location	Attendance
Sum 2015	Summer Concert Series (8 weeks)	Fremont Park	4,000
8/6/15 8/11/15	Music in the Park	Kelly Field	350
7/4/15	4 th of July Parade and Celebration	Santa Cruz Ave and Burgess Park	4,500
8/4/15	National Night Out	Sharon Park Willows Hamilton Park	190
9/4/15 10/16/15	Friday Night Lights	Chestnut Paseo Merrill Street	130
8/20/15	Family Fitness Extravaganza	Downtown MP	200
Sep 2015 10/31/15	Menlo Movie Series (4 weeks)	Chestnut Paseo	950
10/31/15	Halloween Hoopla	Santa Cruz Ave and Fremont Park	2,750
10/28/15	Halloween Spooky Carnival	Onetta Harris	300
12/2/15	Bully (2012) Documentary with Lee Hirsch	Hillview Middle School	40
12/4/15	Holiday Tree Lighting	Fremont Park	500
12/5/15	Breakfast with Santa	ARC	350
12/5/15	Taste of the Mountains Wine Walk	Downtown MP	150
3/26/16	Egg Hunt	Burgess Park	2,500
3/26/16	Egg Hunt	Kelly Field	450
5/7/16	Kite Day	Bedwell-Bayfront Park	50
4/23/16	Belle Haven Community Fair	Ivy Plaza	750
Total:			18,160

The City partners with a number of organizations and provides limited support through the Special Event

Permit Process as well as a collaborative partner in helping to execute other special events in the City. The following is a sample of the annual events that are held in Menlo Park at the City supports.

Table 4: FY 2013-14 to FY 2015-16 Community Events (Community Partner Hosted)

Event	Community Partner Organization	Location	Average Annual Attendance
Menlo Kids Triathlon	Threshold Racing	Burgess Park	600
Connoisseur's Marketplace	Menlo Chamber of Commerce	Downtown MP	100,000
100 OCT	Nor-Cal Classics	Downtown MP	1,000
Relay for Life Menlo Park	American Cancer Society	Burgess Park	275
Holiday Tree Lighting	Chamber of Commerce	Fremont Park	300
Downtown Block Party	Chamber of Commerce	Downtown MP	1,200
Total:			103,375

Menlo-Atherton Performing Arts Center (MA-PAC)

Menlo Park Grant for the Arts Program

We have seen a rise in the number of events and the amount of programming at the Menlo-Atherton Performing Arts Center (MA-PAC). In 2012-13 we had only 7 organizations including City of Menlo Park booking 33 days at the MA-PAC. Currently, the City is collaborating with 30+ professional performing arts organizations in bringing programs to the theater. As we work toward 2016-17 we are expected to meet our goal of 55 days use of the theater with room for growth. Our goal for the MA-PAC is to host an annual Summer Theater Camp program, increase use through our community partners, and continue programming seasonal movie sing-alongs/events.

Table 5: FY 2013-14 M-A PAC Special Events (City Hosted)

Dates	Event Name	PAC Days	Attendance
7/14/13	Willy Wonka Sing-along	1	160
12/11/13 12/12/13	Holiday Showcase Rehearsal and Program	1	180
12/16/13	Toy Story Toy Drive	1	100
5/10/14	Mother's Day Mama Mia Sing-along	1	90
6/15/14	Father's Day The Princes Bride Quote-along	1	125
Total:		5	655

Table 6: FY 2014-15 M-A PAC Special Events (City Hosted)

Dates	Event Name	PAC Days	Attendance
10/28/14	Cinemenlo: Ghostbusters Quote-along	1	30
11/20/14	Cinemenlo: Free Birds	1	125
12/1/14 12/12/14 12/13/14	Holiday Showcase Rehearsals and Program	3	235
12/19/14	Cinemenlo: Elf	1	200
3/13/15	PAC Movie: Wreck-It Ralph (2012)	1	23
3/30/15	PAC Movie: Up (2009)	1	43
4/1/15	PAC Movie: Mary Poppins (1964)	1	68
5/15/15	Indiana Jones Quote-along	1	150
6/6/15	PAC Movie: Back to the Future (1985)	1	30
Total:		11	904

Table 7: 2015-16 M-A PAC Special Events (City Hosted)

Dates	Event Name	PAC Days	Attendance
10/3/15	Frozen Sing-along	1	492
12/14/15 12/15/16	Holiday Showcase Rehearsal and Program	2	280
5/13/16	Puppet and Magic Show	1	250
Total:		4	1,022

Table 8: 2013-14 MA-PAC Special Events (City Partner Hosted)

Dates	Partner Organization	Event Name	PAC Days	Attendance
Sum 2013	Music@Menlo	Summer Festival	10	4,000
9/12/13	ALS Association	Running for Jim Documentary	1	150
10/13/13	Music@Menlo	Winter Series	1	450
11/7/13 11/15/13 - 11/17/13	Menlowe Ballet	“Lineage” Fall Program	4	1,200
12/3/13 12/13/13	Menlo Park Chorus	Practice and Winter Concert	2	350
12/8/13	West Bay Opera	Opera Classics Fundraiser	1	400
12/15/13	PA Chamber Orchestra	Chamber Music	1	450
2/9/14	Music@Menlo	Winter Series	1	450
4/3/14 – 4/6/14	Menlowe Ballet	“Transcendence”	4	1,200
4/28/14 5/4/14	SF Choral Artists	Choir Performance	2	400
5/11/14	Music@Menlo	Spring Series	1	450
6/12/14 – 6/14/14	Dance Expressions	Dance Expressions	3	450
6/26/14	Peninsula Youth Orchestra	Peninsula Young Artists	1	450
Total:			32	10,400

Table 9: 2014-15 MA-PAC Special Events (City Partner Hosted)

Dates	Partner Organization	Event Name	PAC Days	Attendance
Sum 2014	Music@Menlo	Summer Festival	12	4,800
11/16/14	Music@Menlo	Winter Series	1	480
11/7/14 – 11/9/14 11/14/14 – 11/15/14	Menlowe Ballet	Legend	5	2,000
1/11/15	Peninsula Youth Orchestra	Peninsula Young Artists	1	480
1/25/15	PA Jazz Alliance	Jazz Performance	1	485
3/23/15 – 3/29/15	Menlowe Ballet	Spring Program	4	2,000
4/2/15	Kepler's	Lecture: Kazuo Ishiguro	1	400
4/20/15 – 4/21/15	Tuolumne River Trust	Film Festival	2	450
4/22/15 – 4/25/15	Western Ballet	Snow White	4	1,000
5/17/15	Music@Menlo	Spring Series	1	450
6/11/15 - 6/13/15	Dance Expressions	Dance Expressions	3	450
Total:			35	12,995

Table 10: 2015-16 MA-PAC Special Events (City Partner Hosted)

Dates	Partner Organization	Event Name	PAC Days	Attendance
Sum 2015	Music@Menlo	Summer Festival	14	5,600
10/18/15	Music@Menlo	Winter Series	1	480
11/18/16 – 11/19/16	Circus Arts	Circus Gala Showcase	2	450
12/6/15 12/11/15 – 12/13/15 12/18/15 – 12/20/15	Menlowe Ballet	Nutcracker	7	3,850
1/9/16	PA Jazz Alliance	Montclair Women's Band and Kenny Washington	1	240
1/20/16 – 1/23/16	iSing Silicon Valley	Jazz Gala Benefit Concert	4	900
3/9/16	Peninsula Arts and Letters	Nobel Peace Prize, Shirin Ebadi	1	492
4/19/16 – 4/24/16	Western Ballet	Ballet Performance	6	1,000
4/25/16 – 5/1/16	Menlowe Ballet	Spring Program	3	2,000
5/8/16	Music@Menlo	Spring Series	1	492
5/9/16	Tuolumne River Trust	Film Festival	1	450
5/15/16	Magical Strings West	Violin Performance	1	450

5/23/16	Peninsula Arts and Letters	Author Julian Barnes	1	450
6/16/16 – 6/18/16	Dance Expressions	Dance Expressions	3	450
Total:			46	17,304

New Special Event Permit Process

Special events play an important role in building community and creating vibrancy within Menlo Park. The goal of the Special Event Permit process is to help event organizers plan a safe and successful event creating minimal impacts to the surrounding neighborhoods. Depending on the nature of the event, certain permits or approvals are needed. Prior to the new process being implemented, individuals and organizations wanting to host a special event had to navigate each city department without direction on who to contact, approvals required, necessary fees, or timeframe to obtain permit(s). This resulted in a number of issues the least of which were events being held without the proper permits. The Special Event Permit Committee, comprised of staff from the Community Services, Planning, Police, and Public Works (Engineering & Maintenance) Departments and the Menlo Park Fire District, collaborated on designing a new process for approving special events in the city. The new process allows for: (1) Ensuring all special events are obtaining the necessary permits; (2) Ensuring all special events are paying the appropriate fees; (3) Better communication between the city and event organizers; (4) More efficient use of staff time city-wide; (5) Boosting customer service by guiding event coordinators through the permitting process; and (6) Encouraging organizations to continue to hold special events in the city. Additionally, the committee established a minimum 60-day notice to approve permits, agreed that parties closing streets for private use would not be permitted, and identified a point-person to be the liaison between the city and event coordinators. The new special event permit process became effective on March 4, 2013.

In 2014 for example, there were 28 approved special events that included 16 Block Parties. On average there are approximately 200 people in attendance to block and other parties that have gone through the special event permit process. Permit processes include simple street closures for 30 people to more comprehensive events that include jump houses, dancing, bake-offs, dunk tanks, water fights, etc. for up to 300 people. Half of all special event permits are issued for block parties.

Sponsorships

The City Council approved a Sponsorship Policy at their meeting on October 20, 2015. The approval of a defined sponsorship policy provided City staff the ability to improve the quality of community events and programs while helping to meet the Council’s cost recovery policy targets. As the City continues to improve the scope and quality of special events while keeping them free or at a very low cost to promote community participation, sponsorships will become a more important revenue source as well as an opportunity for community based businesses and other sponsors to become involved and give back to their home town. Staff has already secure sponsorships for some events and programs for this fiscal year and moving forward staff is developing a robust sponsorship marketing campaign that will help with our sponsorship efforts while improving cost recovery efforts, improving non-profit and commercial organization participation and volunteerism and to expand and enhance community events.

Impact on City Resources

The City contributes an estimated \$177,000 to host community special events while generating approximately \$37,000 in direct revenue, or at a net cost of \$140,000 to the general fund. Some of the revenue received for community events is from sponsorships and with the adoption of a City Sponsorship Policy; it is likely that revenue will increase in future years. Community events hosted at the Menlo-Atherton



PAC cost an estimated \$83,000 while generating nearly \$35,000 in revenue with a net cost of \$48,000 to the general fund. The total impact to the general fund for community special events is \$188,000 annually after taking into account all expenditures and revenues.

With the expansion and enhancement of special events and M-A PAC programs comes the increase in program planning including event management, budgeting, marketing, purchasing supplies, hiring vendors, record keeping and overall communication. All of which require additional staff time and coordination. As we have been increasing our events and programs and plan for continued growth the need to increase staff capacity is necessary to support the volume of administrative and event coordination needs. In the proposed budget for FY 2016-17, there is one additional position (1.0 FTE) requested in support of Library Services and for community events at estimated cost of \$99,500 but given grant funding, sponsorships and savings from the elimination of temporary staff the net impact to the general fund is estimated to be \$50,000.

Environmental Review

No environmental review is required for this information item.

Public Notice

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

Report prepared by:
Derek Schweigart, Community Services Manager