



SPECIAL AND REGULAR MEETING AGENDA

Date: 10/25/2016
Time: 6:30 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

Councilmember Ohtaki will participate by telephone from the following location:
Renaissance Phoenix Downtown Hotel
50 East Adams Street
Phoenix, AZ 85004

6:30 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 §54957.8 to confer regarding real property negotiations (1 item):

Property: Property owned by the City of Menlo Park located adjacent to 1080 O'Brien (APN 055434030), Menlo Park, CA

City Negotiators: City Attorney Bill McClure, City Manager Alex McIntyre, Assistant City Manager Chip Taylor

Negotiation: Potential sale of real property owned by the City of Menlo Park, including but not limited to sales price and other terms of sale

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

E1. Presentation of Starship microdelivery service

E2. Presentation by the San Mateo County Parks Department regarding new shuttle program and EIR schedule as well as next steps for the Flood Park renovation project

F. Public Comment

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

G. Consent Calendar

- G1. Adopt a resolution accepting dedication of a Public Right of Way Easement for the subdivision located at 702 Oak Grove Avenue and authorize the City Clerk to sign the Parcel Map (Staff Report# 16-182-CC)
- G2. Award contracts totaling \$711,900 to Albany Ford/Subaru for 12 vehicles and Nixon-Egli Equipment for one Combination Storm Drain Cleaning Truck (Staff Report# 16-183-CC)
- G3. Authorize the City Manager to execute an amendment to the agreement with waterTALENT, LLC in the amount of \$75,000 for interim water operator services and appropriate \$130,000 from the water fund balance (Staff Report# 16-181-CC)
- G4. Approve an additional extension of the current lease agreement with Team Sheeper Inc. for operation of Burgess and Belle Haven pools through March 1, 2017 (Staff Report# 16-184-CC)
- G5. Approve minutes for the City Council meeting of October 11, 2016 (Attachment)

H. Regular Business

- H1. Authorize the City Manager to execute a joint agreement with the Town of Atherton for a study and fiscal review of fire services (Staff Report# 16-188-CC)
- H2. Discussion on addressing the issue of the displacement of residents in Menlo Park (Staff Report# 16-189-CC)
- H3. Approve the general location for the installation of the Menlo Gates Project on the Burgess Campus along Ravenswood Avenue and authorize the City Manager to waive all fees for processing and installation of the gates (Staff Report# 16-185-CC)
- H4. Approve the removal of four curb extensions and modify median islands on Willow Road between Middlefield Road and Durham Street and Authorize the City Manager to award applicable construction contracts up to the budgeted amount (Staff Report# 16-186-CC)

I. Informational Items

- I1. Update on the status of bus shelter installation in Belle Haven (Staff Report# 16-187-CC)
- I2. Update on the Laurel Upper School Safe Routes to School Plan (Staff Report# 16-180-CC)

J. City Manager's Report

K. Councilmember Reports

L. Adjournment

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at 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: 10/21/2016)

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: 10/25/2016
Staff Report Number: 16-182-CC

Consent Calendar: **Adopt a resolution accepting dedication of a Public Right of Way Easement for the subdivision located at 702 Oak Grove Avenue and authorize the City Clerk to sign the Parcel Map**

Recommendation

Staff recommends that the City Council adopt a resolution (Attachment A) accepting dedication of a Public right-of-way Easement for the subdivision located at 702 Oak Grove Avenue and authorizing the City Clerk to sign the Parcel Map.

Policy Issues

In order for the City to utilize the easement for right-of-way purposes, the dedication of this easement must be accepted by the City Council. The acceptance of public right-of-way easement is consistent with the approved conditions of approval for the 702 Oak Grove mixed-use project.

Background

On August 20, 2012, the City Planning Commission approved the Use Permit and Architectural Control for a four-unit mixed-use condominium subdivision project located at 702 Oak Grove Avenue. The project consists of three residential units and one commercial unit. The construction of the project has been completed and the applicant is ready to record the Parcel Map for the project.

Analysis

Along the project frontage on Oak Grove, there is a 16 foot-wide Plan Line that runs parallel to Oak Grove Avenue between University Drive and El Camino Real. The City uses this Plan Line to reserve land in case of future road widening. On previous developments, the City has routinely required that applicants dedicate the first eight feet of the Plan Line to the City. The applicant for the project at 702 Oak Grove Avenue has agreed to dedicate the eight-foot wide parcel within the Plan Line area along Oak Grove Avenue for public use. Examples of Oak Grove Avenue dedications associated with development projects that were approved by Council include:

1. An Oak Grove Building project located at 724-726 Oak Grove Avenue in 1984;
2. A two unit condominium project located at 704-706 Oak Grove Avenue in 1994;
3. An Oak Grove Condominiums project located at 848-850 Oak Grove Avenue in 2001; and
4. A new fire station project located at 700 Oak Grove Avenue with dedication currently in progress.

The easement will be dedicated to the public as part of the Parcel Map for the project, which is included as Attachment B. The area of the proposed dedication of land for the project is approximately 500 square feet.

As discussed in the October 11, 2016 staff report for the dedication at 700 Oak Grove Avenue, the City Council may wish to revisit whether or not the City has any intention to require a dedication in excess of the eight feet between University Drive and Hoover Street. The Council could choose to amend the plan line and reduce the width from 16 feet to 8 feet consistent with Municipal Code Chapter 13.16. By reducing the Plan Line width, there would be less uncertainty for property owners along this stretch of Oak Grove Avenue when planning improvements on private property. The upcoming Transportation Master Plan could provide the appropriate venue for reviewing the Plan Line.

Impact on City Resources

The staff time associated with review and acceptance of the easement dedication is fully recoverable through fees collected from the applicant.

Environmental Review

The acceptance of the dedication of the right-of-way easement is categorically exempt under Class 1 of the current State of California Environmental Quality Act Guidelines.

Public Notice

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

Attachments

- A. Resolution
- B. Parcel Map

Report prepared by:
Shaun Mao, Associate Civil Engineer

Report Reviewed by:
Ebby Sohrabi, Senior Civil Engineer
Ruben Niño, Assistant Public Works Director

RESOLUTION NO.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
ACCEPTING DEDICATION OF A PUBLIC RIGHT OF WAY EASEMENT
FOR THE SUBDIVISION LOCATED AT 702 OAK GROVE AVENUE AND
AUTHORIZING THE CITY CLERK TO SIGN THE PARCEL MAP**

WHEREAS, the Parcel Map for the Subdivision located at 702 Oak Grove Avenue shows the dedication of a Public Right of Way Easement.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Menlo Park that the City Council does hereby accept the dedication of a Public Right of Way Easement as shown on the Parcel Map; and

BE IT FURTHER RESOLVED that said Council authorizes the City Clerk to sign the Parcel Map.

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 this twenty-fifth day of October, 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 twenty-fifth day of October, 2016.

Pamela Aguilar
City Clerk

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OWNERS' STATEMENT

WE HEREBY STATE THAT WE ARE THE OWNERS OF, OR HAVE SOME RIGHT, TITLE, OR INTEREST IN AND TO THE REAL PROPERTY INCLUDED WITHIN THE SUBDIVISION SHOWN UPON THIS MAP; AND WE ARE THE ONLY PERSONS WHOSE CONSENT IS NECESSARY TO PASS A CLEAR TITLE TO SAID PROPERTY; AND WE HEREBY CONSENT TO THE MAKING AND FILING OF SAID MAP AND SUBDIVISION AS SHOWN WITHIN THE DISTINCTIVE BORDER LINE.

THE REAL PROPERTY DESCRIBED BELOW IS DEDICATED AS AN EASEMENT FOR PUBLIC PURPOSES:
THE AREA DESIGNATED AS "EASEMENT FOR PUBLIC USE FOR STREET AND UTILITY PURPOSES", AS SHOWN ON THIS MAP.

AS OWNER:
PACIFIC PENINSULA REAL ESTATE HOLDINGS, A CALIFORNIA LIMITED PARTNERSHIP

BY: STEVEN ACKLEY

AS BENEFICIARY:
FIRST REPUBLIC BANK

BY: MARY KASARIS
REGIONAL MANAGING DIRECTOR

AS BENEFICIARY:
PACIFIC PENINSULA LOAN FUND, L.P. A CALIFORNIA LIMITED PARTNERSHIP

BY: BRADLEY L. SMITH
DIRECTOR

OWNER'S ACKNOWLEDGEMENT

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA
COUNTY OF _____

ON _____ BEFORE ME, _____

A NOTARY PUBLIC, PERSONALLY APPEARED

WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S). OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND:

SIGNATURE _____

NAME (TYPED OR PRINTED), NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE.

PRINCIPAL COUNTY OF BUSINESS: _____

COMMISSION EXPIRES: _____

COMMISSION # OF NOTARY: _____

CITY CLERK'S STATEMENT

I, PAMELA AGUILAR, CITY CLERK AND EX-OFFICIO CLERK OF THE CITY COUNCIL OF MENLO PARK, STATE OF CALIFORNIA, HEREBY CERTIFY THAT SAID COUNCIL BY RESOLUTION ADOPTED AT A REGULAR MEETING ON THE ____ DAY OF _____, 2016, DID ACCEPT ON BEHALF OF THE PUBLIC, ALL PARCELS OF LAND AS OFFERED FOR DEDICATION FOR PUBLIC USE.

DATE: _____
PAMELA AGUILAR
CITY CLERK AND EX-OFFICIO CLERK OF THE
CITY COUNCIL OF THE CITY OF MENLO PARK, CALIFORNIA

CITY SURVEYOR'S STATEMENT

I, MICHAEL J. MIDDLETON, CITY SURVEYOR FOR THE CITY OF MENLO PARK, DO HEREBY STATE THAT I HAVE EXAMINED THIS MAP AND I AM SATISFIED THAT THE SURVEY DATA SHOWN THEREON IS TECHNICALLY CORRECT.

DATE: _____
MICHAEL J. MIDDLETON, R.C.E. 29485
CITY SURVEYOR, CITY OF MENLO PARK

BENEFICIARY'S ACKNOWLEDGEMENT

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA
COUNTY OF _____

ON _____ BEFORE ME, _____

A NOTARY PUBLIC, PERSONALLY APPEARED

WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S). OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND:

SIGNATURE _____

NAME (TYPED OR PRINTED), NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE.

PRINCIPAL COUNTY OF BUSINESS: _____

COMMISSION EXPIRES: _____

COMMISSION # OF NOTARY: _____

BENEFICIARY'S ACKNOWLEDGEMENT

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA
COUNTY OF _____

ON _____ BEFORE ME, _____

A NOTARY PUBLIC, PERSONALLY APPEARED

WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S). OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND:

SIGNATURE _____

NAME (TYPED OR PRINTED), NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE.

PRINCIPAL COUNTY OF BUSINESS: _____

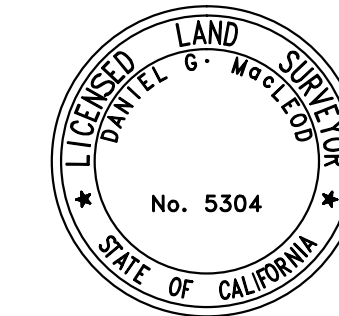
COMMISSION EXPIRES: _____

COMMISSION # OF NOTARY: _____

SURVEYOR'S STATEMENT

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF STEVEN ACKLEY ON JULY 2, 2015. I HEREBY STATE THAT THIS PARCEL MAP SUBSTANTIALLY CONFORMS TO THE APPROVED OR CONDITIONALLY APPROVED TENTATIVE MAP, IF ANY, AND THAT ALL THE MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED AND ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED.

DATED: _____
DANIEL G. MACLEOD, L.S. #5304



CITY ENGINEER'S STATEMENT

I HEREBY STATE THAT I HAVE EXAMINED THIS MAP AND HAVE FOUND THAT THE SUBDIVISION SHOWN HEREON IS SUBSTANTIALLY THE SAME AS IT APPEARED ON THE TENTATIVE MAP AND ANY APPROVED ALTERATIONS THEREOF; THAT THE MAP CONFORMS TO CHAPTER 2 OF THE SUBDIVISION MAP ACT; AND THAT THE MAP COMPLIES WITH LOCAL ORDINANCES APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP.

DATE: _____
RUBEN NINO, R.C.E. 40998
ASSISTANT PUBLIC WORKS DIRECTOR
CITY OF MENLO PARK

COUNTY RECORDER'S STATEMENT

FILED THIS _____ DAY OF _____ 2016, AT _____ M
IN BOOK _____ OF PARCEL MAPS AT PAGES _____ AT THE
REQUEST OF LAWYERS TITLE INSURANCE CORPORATION.

FILE NO.: _____ FEE: _____

MARK CHURCH, SAN MATEO COUNTY RECORDER

BY: _____
DEPUTY RECORDER

**PARCEL MAP
FOR CONDOMINIUM PURPOSES
702 OAK GROVE AVENUE**

BEING A SUBDIVISION OF THE LANDS OF PACIFIC PENINSULA REAL ESTATE HOLDINGS, AS DESCRIBED IN DOCUMENT NO. 2011-051677, RECORDED MAY 6, 2011, ALSO BEING A PORTION OF LOTS 12 AND 14, IN BLOCK LETTERED "B", AS SHOWN ON THAT MAP ENTITLED, "PARAISO PARK SAN MATEO COUNTY CALIFORNIA", FILED IN BOOK 10 OF MAPS AT PAGES 50 AND 51; OFFICIAL RECORDS OF THE COUNTY OF SAN MATEO.

CONSISTING OF TWO (2) SHEETS

CITY OF MENLO PARK SAN MATEO COUNTY CALIFORNIA

AUGUST 2016

MacLEOD AND ASSOCIATES

CIVIL ENGINEERING • LAND SURVEYING

965 CENTER STREET • SAN CARLOS, CA • 94070 • (650) 593-8580



STAFF REPORT

City Council

Meeting Date: 10/25/2016

Staff Report Number: 16-183-CC

Consent Calendar: Award contracts totaling \$711,900 to Albany Ford/Subaru for 12 vehicles and Nixon-Egli Equipment for one Combination Storm Drain Cleaning Truck

Recommendation

Staff recommends that the City Council;

- A. Award a contract to Nixon-Egli Equipment in the amount of \$383,866 for the purchase of one Combination Storm Drain Cleaning Truck;
- B. Award a contract to Albany Ford/Subaru in the amount of \$275,319 for the purchase of four utility vehicles for the Police Department and five utility vehicles for the Public Works Department; and
- C. Award a contract to Albany Ford/Subaru in the amount of \$52,715 for the purchase of three Ford Focus vehicles for the vehicle pool.

Policy Issues

The adopted Fiscal Year 2016-17 Budget includes funds to replace vehicles in the City's fleet.

Background

Annually, staff recommends replacement of vehicles and equipment based on mileage, age, downtime for repairs and an assessment of all vehicles and equipment.

Analysis

On September 13, 2016, staff solicited bids through the formal Request for Bids (RFB) process. RFB was advertised on the City's website, and more than twelve vendors (a minimum of six each for the automobiles and the combination truck) were notified. Bids were due and opened on September 23, 2016. Three completed bids were received for the automobile purchase and two for the combination truck.

The combination storm drain cleaning truck will replace the City's current combination truck. The current combination truck is over 13 years old, was purchased used and is often out of service due to repairs. This is a multi-use truck, utilized by the Water and Street sections of the Maintenance Division. The Water section uses the truck for emergency response to water main breaks for vacuuming wet debris around pipes and the Street section uses the truck for cleaning and jetting of the City's storm drain system.

City staff recommends that the City Council approve the funding and signature authority for all 13 vehicles, however, City staff plans to purchase the combination truck, Police and Public Works vehicles immediately, and hold the purchase of the three Ford Focuses until the City learns whether it will receive grant funding for electric fleet charging infrastructure.

In August 2016, the City along with other City/County Association of Governments of San Mateo (CCAG) members applied for Federal Department of Energy (DOE) funding for Electric Vehicle (EV) charging infrastructure for government fleets. The announcement of grant winners is scheduled for April 2017. With incentives, the electric Ford Focuses are slightly less expensive to purchase than the gas version, but the cost of installing charging infrastructure at the City's Burgess Campus is significant. If the City is successful in obtaining the grant, the funding will make it practical to purchase three electric Ford Focuses to add to the City's fleet at the beginning of FY 2017-2018. If the City does not obtain the grant funding, City staff will proceed with purchasing gasoline Ford Focuses.

A summary of all Bids amounts received is included as Attachment A.

Impact on City Resources

The resulting costs of the purchase of 13 vehicles are as follows:

Vendor	Description	Quantity	Cost
Albany Ford/Subaru	Police B&W Utility Interceptor	2	\$74,171
Albany Ford/Subaru	Police Administration Utility Vehicle	1	\$35,608
Albany Ford/Subaru	Police Administration Sedan	1	\$20,899
Albany Ford/Subaru	Public Works F-250 Work Truck	2	\$50,896
Albany Ford/Subaru	Public Works F-350 Cab and Chassis	2	\$63,845
Albany Ford/Subaru	Public Works Utility Vehicle	1	\$29,900
Albany Ford/Subaru	City Pool Vehicle, Ford Focus	3	\$52,715
Nixon-Egli Equipment	Combination Truck	1	\$383,866
TOTAL COST			\$711,900

The Vehicle Replacement Program Budget for Fiscal Year 2016-17 has adequate funds to cover these purchases. A budget of \$711,900 is required for this purchase. Staff will sell the replaced vehicles at auction and sales proceeds will be deposited into the Vehicle Replacement Fund.

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. Summary of Bids

Report prepared by:
Donald Weber, Fleet Supervisor

Report reviewed by:
Brian Henry, Public Works Superintendent



AUTOMOBILE QUOTES

	COMPANY	BID AMOUNT
1	ALBANY FORD/SUBARU	\$328,034
2	SAN LEANDRO FORD	\$329,895
3	TOWNE FORD SALES	\$331,841

NINE YARD COMBINATION STORM DRAIN CLEANING TRUCK QUOTES

	COMPANY	BID AMOUNT
1	NIXON-EGLI EQUIPMENT	\$383,866
2	GOLDEN GATE TRUCK	\$387,873

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STAFF REPORT

City Council

Meeting Date: 10/25/2016

Staff Report Number: 16-181-CC

Consent Calendar:

Authorize the City Manager to execute an amendment to the agreement with waterTALENT, LLC in the amount of \$75,000 for interim water operator services and appropriate \$130,000 from the water fund balance

Recommendation

Staff recommends that the City Council authorize the City Manager to:

- 1) Execute an amendment to the agreement with waterTALENT, LLC in the amount of \$75,000 for interim water operator services; and
- 2) Appropriate \$130,000 from the water fund balance to pay for the water operator services.

Policy Issues

As a water purveyor, the goal of the Menlo Park Municipal Water District (MPMWD) is to provide customers with safe, high-quality drinking water at all times and to comply with drinking water regulations. Compliance with regulatory standards requires that the operation of the distribution system be managed by a State licensed water system operator. By amending the existing agreement with waterTALENT, LLC, the MPMWD would continue to receive the services of an interim water operator and ensure that the system is operated safely while meeting all regulatory standards.

Background

The MPMWD provides water to approximately 16,000 customers through 4,300 service connections. The remainder of the City receives water from the California Water Company, the O'Connor Tract Cooperative Water District and the Palo Alto Park Mutual Water Company. The MPMWD purchases 100 percent of its water from the San Francisco Public Utilities and provides water within three service areas. MPMWD's distribution system consists of 70 miles of water main ranging in diameter sizes from 1-inch to 16-inches, two reservoirs, one pump station, 366 fire hydrants and 1,392 valves. On average, customers consume 2.8 million gallons of water a day.

The system is maintained and operated by a water system supervisor and two shift operators who hold water distribution certifications from the State. Support services are also provided through up to two temporary workers. Due to its size, the MPMWD water system requires a supervisor with a Distribution 2 (D2) certification from the State. In September of this year, the MPMWD lost its water system supervisor and the position became vacant.

Analysis

The MPMWD is responsible for ensuring that customers receive safe, high quality water at all times, which requires that the water distribution system be managed by a State licensed water system operator. To fulfill

the vacancy, staff issued a Request for Qualifications (RFQ) Sept. 14, 2016, for the services of an interim water system operator. The RFQ was sent to a number of neighboring municipalities, private water companies, consulting agencies and water staff augmentation firms, followed by numerous phone calls and a concerted effort to reach out and inform agencies of the RFQ. Most agencies reported that they had no staff to share. After the deadline to submit, the City received only two responses from water staff augmentation firms. Through this process, waterTALENT, LLC was selected and the City Manager approved a contract Oct. 6, 2016, for \$55,000. The existing contract provides the services for an interim water operator for approximately six weeks. It is important to note that the cost to contract services for a water operator is significantly higher than the cost of permanent staff.

The MPMWD is currently in the process of recruiting for a permanent water system supervisor. However, it is anticipated that the process may take several months. The MPMWD will therefore require an extension of the existing contract with waterTALENT, LLC and additional funds for the continued services of an interim water system operator. By amending the contract, waterTALENT, LLC would provide assistance for approximately three months from the time of the execution of the original agreement. With the additional \$75,000 added to the existing \$55,000 contract, the total cost for the interim water operator services is \$130,000.

As part of the Water System Master Plan effort, an Operations and Maintenance Evaluation of the water distribution system is in the process of being completed. This study includes an assessment of the adequacy of MPMWD staffing levels and existing operations and maintenance practices. Preliminary findings indicate that the water system is not adequately staffed and that the necessary preventive maintenance programs are not being implemented. The findings of this study will be presented to the City Council at the beginning of 2017.

Impact on City Resources

The impact on City resources to hire an interim water operator for three months is \$130,000. Although there will be some salary savings from the vacancy, it will not be sufficient to cover the full cost of the contract. Therefore, staff recommends the appropriation of money from the water fund balance to cover the cost of the contract.

Environmental Review

An 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

None

Report prepared by:
Azalea Mitch, Senior Civil Engineer

Reviewed by:
Justin Murphy, Public Works Director



STAFF REPORT

City Council

Meeting Date: 10/25/2016

Staff Report Number: 16-184-CC

Consent Calendar: **Approve an additional extension of the current lease agreement with Team Sheeper Inc. for operation of Burgess and Belle Haven pools through March 1, 2017**

Recommendation

Staff recommends that Council approve an additional extension of the current lease agreement with Team Sheeper Inc. (formerly known as Menlo Swim and Sport) for operation of Burgess and Belle Haven pools through March 1, 2017 in order to finalize contract terms.

Policy Issues

Team Sheeper Inc., has been operating the Burgess Pool facility and providing aquatic programming year-round since 2006. Team Sheeper took over summer operations at Belle Haven Pool in 2012 and is now operating that pool, with limited hours, year-round. The original lease agreement expired in May, 2011 and, following a lengthy RFP process, Council again approved an Aquatics Facilities Lease Agreement with Team Sheeper for five more years. This agreement expired in May of 2016 and Council approved staff to work with Team Sheeper Inc. on a renewal and extension of the current lease and forego the Request for Proposals process at their meeting on May 5, 2015. On May 3, 2016, Council also approved an extension of the current lease to December 31, 2016 to allow staff to complete negotiations and prepare a new contract for Council approval. Significant progress has been made but due to Council's full agenda for the remainder of the calendar year on time sensitive projects, staff is requesting an additional lease extension to March 1, 2017 in order to conclude negotiations and prepare the new contract for Council approval at the soonest appropriate time.

Background

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

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

round operation of Belle Haven Pool continue and any previous agreements with outside user groups be maintained to ensure maximum community accessibility. The Commission voted unanimously in support of staff developing a term sheet for the extension of the lease agreement with Team Sheeper.

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

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

On May 3, 2016, the Council approved an extension of the current agreement through December 31, 2016 in order for staff to complete contract negotiations and prepare a new contract for Council approval.

Analysis

Staff does not expect any major changes to most components of the current lease agreement regarding reporting, safety standards, program mix, insurance, customer service standards and more. Any changes staff will be recommending will be based largely on lessons learned over the past 5 years and from feedback received by the Council and the Parks and Recreation Commission. Negotiations have been underway with Team Sheeper Inc. with significant progress over the past several months. City staff has reached agreement with Team Sheeper to accommodate a number of the SOLO Swim Team requests including access to unused pool lanes when Menlo Aquatics Team is away for swim meets, right of return for unused lanes during holiday periods and credit for non-use, access to the Burgess Pool lobby and bulletin board for SOLO marketing materials, access to Belle Haven pool and agreeing to a market rate for pool lane rental. Items in process and close to final agreement include negotiating a longer lease term, management of routine pool repair and maintenance, and developing a plan for handling future capital improvement projects.

Staff will continue working with Team Sheeper over the next several weeks to finalize the agreement, but due to Council's full agenda for the remainder of the calendar year on time sensitive projects, staff is requesting an additional lease extension to March 1, 2017 in order to conclude negotiations and prepare the new contract for Council approval at the soonest appropriate time. If there is an increase to the rental lease amount as part of the contract negotiations, those changes will be retroactive to July 1, 2016 unless otherwise specified in the new lease agreement.

Impact on City Resources

The extension of the lease for two additional months has no foreseeable impact on the City's General Fund.

Environmental Review

This item does not require environmental review.

Public Notice

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

Attachments

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

Report prepared by:
Derek Schweigart, Assistant Community Services Director

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STAFF REPORT

City Council

Meeting Date: 2/24/2016
Staff Report Number: 16-004-PRC

Presentation: Review and provide feedback on Aquatics Contractor Annual Report

Recommendation

City staff recommends that the Parks and Recreation Commission receive and provide feedback on the Aquatics Contractor Annual Report.

Policy Issues

The current lease agreement with the Menlo Swim and Sport requires an annual presentation in February of each year to the Parks and Recreation Commission.

Background

A detailed background on the history of Menlo Park's pool operations and the evolution of the current contract with Menlo Swim and Sport can be found in the attached Parks and Recreation Commission report from their meeting on February 25, 2015 (Attachment A).

The current lease agreement with Menlo Swim and Sport requires an annual presentation in February of each year to the Parks and Recreation Commission reporting on:

- total program hours by program area
- participation statistics by program area including resident and non-resident percentages
- customer satisfaction survey results
- user group feedback by program area or rental
- pool schedule and allocation by program for previous year and projections to the upcoming year
- fees by program area and fee comparison to other public pools in the region
- evidence that annual audits and reviews demonstrating standards of care are being met risk management documentation, and more.

Last year's Aquatics Contractor Annual Report and presentation to the Commission was an important milestone, as the current lease to operate the City's aquatic facilities is set to expire in May 2016. The Commission's discussion included an overview of the RFP process, weighing the pros and cons of a lease extension versus a complete RFP process, a review of the annual report and current contractor's performance, a question/answer session, and preliminary discussion about potential terms of a new lease agreement. Possible lease/contract terms discussed included a longer term for the agreement which would allow for greater stability, a requirement for year-round operation of Belle Haven Pool and maintaining any previous agreements to ensure community access and scheduling for such groups as the SOLO Swim Team. At this meeting the Commission tabled further discussion on any potential contract renewal to allow the pool contractor to respond to some of the questions that the Commission presented, receive community feedback into the process and consider terms of the agreement in order to better formulate a

recommendation for staff to present to the City Council.

At their March 25, 2015 meeting, the Parks and Recreation Commission welcomed public comment on the subject of renewing and extending the lease with Menlo Swim and Sport versus engaging in an RFP process. At that meeting, the Commission discussed the lack of compelling arguments in favor of a RFP process and determined that an invitation for alternate providers was not likely to result in potential bidders who could provide the level of service of the current provider as well as a monthly lease payment to the City. The Commission voted unanimously in support of staff developing a term sheet for the extension of the lease agreement with Menlo Swim and Sport and emphasized their desire that year-round operation of the Belle Haven Pool continue as part of the lease extension and previous agreements with outside user groups are maintained to ensure maximum community accessibility.

On May 5, 2015, the City Council received a staff report to approve the Parks and Recreation Commission's recommendation to negotiate with Menlo Swim and Sport to extend the current lease agreement for the City's aquatic operations. After receiving public comment and providing direction to staff on the negotiation process, the Council approved the Commission's recommendation and directed staff to negotiate with Menlo Swim and Sport.

Analysis

Since entering into a public/private partnership with the City of Menlo Park in 2006, Menlo Swim and Sport's unique business model allows them to promote healthy, balanced lifestyles through aquatic sports and outdoor family activity. In cooperation with the City of Menlo Park, Menlo Swim and Sport makes full use of the City's aquatic facilities by providing a proactive model of sports and aquatic programming. There are few, if any, municipally-owned pool operations on the Peninsula that compare to what is offered at the Burgess Pool in terms of the number of hours, level of convenience or breadth of programming. One example is the availability of lap swim in Menlo Park. Most pools, such as Rinconada in Palo Alto, Eagle Park in Mountain View or Herkner in Redwood City offer set times for individuals to do Lap Swim such as 6-9 a.m. in the morning and 6-8 p.m. in the evening, which works for some customer's schedules but not for all. At Burgess Pool, Lap Swim is available anytime during the day when the pool is open. It is estimated that more than 488,000 users visit the Burgess Pool facility, and 16,000 users visit the Belle Haven Pool facility on an annual basis. Menlo Swim and Sport's approach has enabled it to offer a broad and diverse range of programming that includes such activities and programs as:

- aquafit
- multi-sport day camps
- lap swim, open swim
- master swim
- water polo
- competitive swim
- swim school
- personal and triathlon training.

Its business model also makes use of numerous partnerships for success. Through its partnership with Facebook and the City, Menlo Swim and Sport has been able to maintain year-round operations of the Belle Haven Pool. A significant partnership with the Beyond Barriers Athletic Foundation (BBAF) has helped to bring swim lessons and water polo coaching to lower income youth in Belle Haven and the East Palo Alto communities. At its peak, the Belle Haven swim school saw 431 unique students and the growth of Brenda Villa's Belle Haven Water Polo Program to almost 50 members this past year. The BBAF was able to subsidize 1,949 Belle Haven swim lessons and 1,827 Belle Haven water polo lessons. Other partnerships include those with Beechwood School to provide lessons to children and adults and the Ravenswood Health

Clinic to provide Aquafit classes at Belle Haven Pool.

In 2015, Menlo Swim and Sport experienced continued, steady growth of its core programming at its Burgess Pool facility and maintained continued year-round operations at the Belle Haven facility, beyond the required 10-week summer period. It also reported its best year at Belle Haven Pool with an increase in swim lessons and open swim drop-in users. They are providing more swim lessons to the community and attracting more members of the community to come enjoy the aquatic facilities. Also this year, Menlo Mavericks Water Polo team attended Junior Olympics in Orange County and sent a 10 and under co-ed team and a 14 and under girls team to the competition. A complete review of the past year is included in the Aquatics Contractor Annual Report (Attachment B).

Impact on City Resources

Since the current contract with Menlo Swim and Sport was implemented in May of 2006, the City's General Fund savings is estimated to have been between \$450,000 and \$550,000 annually. At the time the original contract was negotiated, there were few contractors available for this type of work and the estimated annual savings was seen as a fair and appropriate return for the contractor's use of a City facility. In addition, compared to other cities in the area providing an estimated average subsidy of \$500,000 per year per pool, the City benefited from the ability to offer high quality programs with little financial impact to the General Fund. Since Menlo Swim and Sport now has experience perfecting their business model, the current lease agreement requires a rental fee for the Burgess Facility as well as assumption of expenses for operating the Belle Haven Pool year round. The total general fund savings is \$90,000 annually for Belle Haven Pool operations alone (total expenses the last year the City operated Belle Haven Pool for 8 weeks), and an additional \$36,000 in annual revenue for Burgess Pool rental payments, for an annual net impact of \$126,000.

Environmental Review

This item does not require environmental review.

Public Notice

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

Attachments

- A. Parks and Recreation Commission Staff Report for the Aquatics Contract Annual Report February 25, 2015
- B. Menlo Swim and Sport's Annual Report to the City of Menlo Park February 17, 2016

Report prepared by:
Derek Schweigart
Community Services Manager

Memo

To: Parks and Recreation Commission
From: Derek Schweigart, Community Services Manager
Date: February 25, 2015
Re: Aquatics Contractor Required Annual Report

Background

The City of Menlo Park has provided aquatics programs at Burgess Park since the 1960's and at the Belle Haven pool since the 1980's. In 2006, the Burgess Pool was extensively renovated using Measure T bonds, including addition of a 25 meter x 25 yard lap pool, 25 yard x 50 foot instructional pool, a wading pool with a mushroom splash feature, locker rooms, showers, a central lobby, support offices and concrete pool decks. Prior to the renovation, the annual net cost to operate the pool was roughly \$590,000.

The Belle Haven Pool was traditionally operated by the City mid-June through late August and averaged about 5,500 participants per season. Prior to being contracted out to Menlo Swim and Sport in 2011, the 2010-2011 budget for the Belle Haven pool was \$184,000 which included the cost of City staffing and utilities.

Prior to completing the construction of the Burgess project and opening the facility in 2006, the City had undertaken a community-based budget process called *Your City/Your Decision*, the results of which provided guidance for making difficult budget reductions. As a result of this process, the aquatics budget was identified for reduction. Due to the nature of public aquatic programs and facilities, achieving full cost recovery was not seen as possible, given that the new facility -- with multiple pools -- would have higher costs than previously incurred. Several options for cost savings were discussed, including reduced operational hours, pool closure during winter months, and closing the Belle Haven pool entirely. An alternative solution was reached in May 2006, when the City of Menlo Park entered into a Lease Agreement with a private contractor, Menlo Swim and Sport, to operate the Burgess facility and provide aquatic programming year-round for five years. This original lease agreement expired in May, 2011.

In April 2010, the City began seeking proposals from aquatic providers to operate the Burgess Aquatic Facility and the aquatic programming with the expiration of the original lease with Menlo Swim and Sport. In addition, as a part of the development of long term budget cutting strategies, staff decided to include the option to bid on operations at the Belle Haven Pool.

The Parks and Recreation Commission developed the general RFP requirements and appointed an RFP review subcommittee that included residents, pool users, City staff and aquatics experts.

Overview of the Pool RFP Process

The required scope of services for the Burgess Pool site included permitting operations between the hours of 5 a.m. and 10 p.m. seven days a week and 365 days a year. The RFP required that bidders provide, at a minimum, the following aquatic services: Recreational/Open Swimming, Swim Lessons, Lap Swimming, Masters Swimming, Swim Team, and Community Rentals. Additional proposal requirements for the Belle Haven Pool included opening the site for public use a minimum of 9 am to 7 pm during the summer season for, at a minimum, swim lessons, recreation/open swim, and lap swim.

The RFP required respondents to ensure that fees charged for public lap swimming, open/recreational swim, and swim lessons be comparable to rates and fees charged by other public facilities in surrounding communities and that rental space for other community organizations and users be provided on a reasonable and comparable fee basis. The RFP also required that the Belle Haven Pool remain an accessible community resource for the Belle Haven neighborhood and that Belle Haven Pool fees not exceed an approved rate or increase without prior City approval. The RFP indicated that all fees will be subject to review by City staff and the Parks & Recreation Commission for public input as part of an annual review process.

Similarly, the RFP required the bidder to demonstrate how they would remain in compliance with all city, county, state, and federal laws and regulations related to pool and aquatic program operations. The Provider was required to maintain health and safety standards, take all appropriate and necessary steps to provide adequate risk management and acquire and maintain Workers' Compensation, Employer Liability, and Commercial General Liability insurance through company/ies approved by the City. The RFP also stated that the City reserves the right to conduct or require periodic and regular site inspections and operational audits either internally or by outside aquatic experts.

The RFP required that the Provider be responsible for the maintenance of the equipment and facility at Burgess Pool including:

- Three pools
- Offices
- Lobby
- Locker Rooms & Shower Area
- Restrooms
- Pool Decks
- Lawn Area
- Supply Storage Areas
- Equipment/Mechanical Rooms
- Chemical Storage Areas
- Lights on Premises

The RFP required that the Provider be responsible for the maintenance of the equipment and facility at Belle Haven Pool including:

- Two pools
- Office Area

- Locker Rooms & Shower Area
- Restrooms
- Pool Decks
- Supply Storage Areas
- Equipment/Mechanical Rooms
- Chemical Storage Areas
- Lights on Premises

The RFP asked the bidder to assume sole financial responsibility for the operation, maintenance, and expenses of the pool sites including

- The full cost of the separately metered utilities including electrical, gas, and water.
- The full cost of pool chemicals and equipment, janitorial services, building and equipment maintenance, and grounds maintenance to the same standards as performed by the City or per manufacturer or industry guidelines.
- The actual cost of the City staff time to provide contract oversight including costs of the Finance, Community Services, and Public Works Departments.

The RFP required the Provider to pay a rental fee for the usage of the Burgess Pool with options for providing services at the Belle Haven Pool. Respondents were asked to provide proposals for all three of the following lease agreements:

A. A monthly lease payment for the Burgess Aquatics Center

B. A monthly lease payment for the Burgess Aquatics Center and provision of seasonal pool operations at the Belle Haven Pool

C. A monthly lease payment for the Burgess Aquatics Center and provision of annual pool operations at the Belle Haven Pool

RFP Distribution and Response

The RFP was issued on August 30, 2010. The RFP was sent to three pre-qualified providers including Menlo Swim and Sport (current provider), California Sports Center (currently operating pools in the City of San Jose) and SOLO Aquatics (current Burgess Pool renter and swim club). In addition, the City sent the RFP to twelve other private aquatics operators in the area, predominately swim schools. Two proposals were submitted to the City, including proposals from Menlo Swim and Sport and SOLO Aquatics. After extensive community input and debate by the Committee, the Parks and Recreation Commission recommended approval of a lease agreement with Menlo Swim and Sport. It is estimated that this process, which took place over roughly a year, consumed more than 1000 hours of City staff time, including the City Attorney, City Manager, Community Services Director, Assistant Public Works Director and Community Services Manager.

Balancing Public and Provider Needs in an Appropriate Business Model

As a private-public partnership, the lease agreement is constructed to allow the operator to implement a successful business model resulting in enough profit to allow a lease payment as well as a fair return to the operator. The assumption is that maintaining a fair and reasonable profit for the operator while balancing community needs is important to maintaining the long-term quality and success of the aquatics programs. In exchange for a reasonable profit, the operator will be expected to maintain certain standards and serve a wide spectrum of aquatic users. The lease also allows the contractor to operate with a high degree of autonomy given their position as the direct service provider closest to the end

users and the deepest understanding of the program needs for the entire aquatics community that this position implies.

While the City, through the work of staff and the Parks and Recreation Commission, provides oversight of overall operations and ensures community satisfaction and safety, the contractor is responsible for daily operations, schedules, fees, maintenance, customer communication, and the core functions of aquatics programs. The business model implied in the lease allows for competition in order to provide the highest quality programs, whether provided by the operator directly, by a rental group or additional contractor, or by both. Competition and choices allow participants options and meets the diverse needs of the community. In addition, the business model allows the provider to offer new programming and develop creative ideas to supplement traditional and long-standing aquatics programming. This allows the operator to meet the ever-changing and evolving needs of the community.

Rental Payment

In determining the appropriate rental payment for the lease agreement, staff considered the following:

- Impact of the rental fee on the long-term sustainability of the operator
- Impact of the rental fee on the operator's ability to maintain high quality programming
- Impact of the rental fee on the operator's ability to maintain participant safety
- The impact of existing program subsidies and community benefit
- City General Fund savings from elimination of utilities, chemicals, maintenance and other costs
- The limitations of the physical capacity of the pool and the result on the operator's ability to generate additional revenue
- The age of the pool and the increasing cost of maintenance over time

The Lease Agreement (Attachment A) requires MSS to provide an annual report to the Commission in February of each year that includes:

- a. Total program hours by program area;
- b. Participation statistics by program area including resident and non-resident percentages;
- c. Customer satisfaction survey results;
- d. User group feedback by program area or rental;
- e. Pool schedule and allocation by program for previous year and projections to the upcoming year;
- f. Fees by program area and fee comparison to other public pools in the region;
- g. Annual audits and reviews demonstrating standards of care, outlined in Section 11, below, are met;
- h. Risk management documentation, outlined in Section 12, below; and
- i. Training certifications listed by staff members.

Discussion

The 2015 report, being received this month by the Commission, is an important milestone, as the current Lease expires in May of 2016, and the Commission will be asked to recommend to the Council an extension of the lease for an additional time period to be determined, or another RFP process, which would need to begin in May of this year.

City staff is requesting that the Parks and Recreation Commission consider the following questions in order to provide feedback and direction on the topic of a lease extension or an RFP process:

1. Given the performance record of MSS as well as a lack of other qualified aquatics providers and the staff time required for a full RFP process, does the Commission support a contract extension with MSS?
2. If so, what questions does the Commission have about Aquatics operations, the current provider and the current lease that would provide a basis for input in changes to the lease to include in an extension?, an RFP process or other options? Additional information may include, but not be limited to, contracted service examples and best practices in other Parks and Recreation agencies.
3. If the Commission does not support a lease extension at this time, what additional information is needed in order to weigh the pros and cons of a lease extension versus a complete RFP process?
4. What are the next steps the Commission would like to take?

Suggested Time Line

City staff suggest the following time line for developing a recommendation to the Council on this topic:

- | | |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| February meeting: | Review annual report from MSS
Discuss above focus questions and others
Direct staff on additional information needed, if any |
| March meeting: | City staff provide update to the Commission on information requested and proposed process.
Commission recommend lease changes / stipulations |
| April meeting: | Commission finalize recommend lease extension (or RFP process) |
| May meeting: | Recommendation to Council to extend lease or issue RFP\ |

Attachments:

1. MSS Annual Report to City of Menlo Park 2015
2. Team Sheeper, LLC Lease Agreement 2011



Menlo Swim and Sport

Annual Report to the City of Menlo Park

February 18, 2015

Menlo Swim and Sport

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Annual Report to the City of Menlo Park

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

It is estimated that more than 488,000 people visit the Burgess Pool facility, and 15,500 people visit the Belle Haven Pool facility on an annual basis.

In 2014, Menlo Swim and Sport experienced continued, steady growth of its core programming at its Burgess Pool facility and maintained continued year-round operations at the Belle Haven facility, beyond the required 10-week summer period.

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

Total Amount of Program Hours by Program

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

BURGESS POOL PROGRAMMING - 2014	
Program	Program Hours
Aqua Fit	12 classes/week
Camp Menlo	25 hours/week (summer and school holidays)
Beyond Studio Cycling	10 workouts/week
Lap Swim	85 hours/week - fall & winter 88 hours/week - spring & summer
Masters Swimming	21 hours/week
Masters Water Polo	3.5 hours/week
Menlo Fit/Boot Camp	21 hours/week
Menlo Mavericks (Swim)	15 hours/week
Menlo Mavericks (Polo)	4.5 hours/week
Open Swim	38.25 hours/week - fall & winter 56 hours/week - spring & summer
Personal Training	20 hours/week
Swim School - Youth	50 hours/week
Triathlon Team - Adult	18 hours/week
Water Safety Classes	37.5 hours/quarter
SOLO Aquatics	7.5 hours/week
Team in Training (TNT)	3.5 hours/week

TOTAL AMOUNT OF PROGRAM HOURS BY PROGRAM AREA

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

BELLE HAVEN POOL PROGRAMMING - 2014	
Program	Program Hours
Aqua Fit	2 hours/week
Camp Menlo	25 hours/week (summer)
Lap Swim	15 hours/week (non-summer) 44 hours/week (summer)
Menlo Mavericks (Polo)	10 hours/week
Open Swim	15 hours/week (non-summer) 35 hours/week (summer)
Personal Training	1 hours/week
Swim School - Youth	21 hours/week (summer)

Participation Statistics by Program

PARTICIPATION STATISTICS BURGESS

BURGESS POOL PARTICIPATION STATISTICS		
Program Area	2014 Participation	2013 Participation
Aqua Fit	88 active online memberships, approximately 292 drop-ins per year.	59 active online memberships, approximately 173 drop-ins per year.
Camp Menlo	1,500 participants annually	1,300 participants/annually
Beyond Studio Cycling	12 active online memberships Drop-ins: 157	15 active online memberships Drop-ins: 140
Lap Swim	18,754 drop in customers Approximately 249 customers with monthly lap swim memberships	22,000 drop in customers Approximately 245 customers with monthly lap swim memberships
Masters Swimming	300+ active members	300+ active members
Masters Water Polo	20 active members	25 active members
Menlo Fit/Boot Camp	65 active members Drop In: 33	Approximately 330 participants/week
Menlo Mavericks (Swim/Polo)	Non-summer: 355 Summer: 320	Non-summer: 250 members Summer: 380 members
Open Swim	23,350 drop-in customers 53 Summer Family Swim Passes	30,000 drop-in customers 50 Summer Family Swim Passes
Personal Training	Approximately 65/month	Approximately 180/month
Swim School - Youth	Approximately 1,250 students per week, or 60,000 lessons given annually.	Approximately 1,250 students per week, or 60,000 lessons given annually.
Triathlon Team - Adult	80 members	80 members
Water Safety Classes	111 certifications	146 certifications
SOLO Aquatics	Estimated at 80 members	Estimated at 80 members
Team in Training (TNT)	100-150 people per quarter	100-150 people per quarter

PARTICIPATION STATISTICS - BELLE HAVEN

BELLE HAVEN POOL PARTICIPATION STATISTICS		
Program Area	2014 Participation	2013 Participation
Aqua Fit	7/week - summer	2/week - summer
Camp Menlo	15/week - summer	10/week - summer
Lap Swim - Members	4/week - year-round	19/week - year-round
Lap Swim - Drop In	11/week - year-round	27/week - year-round
Menlo Mavericks (Polo)	60/week - year-round	35/week - year-round
Open Swim - Drop In	22/week - year-round average	62/week - summer
Swim School	80/week - summer	88/week - summer

Customer Satisfaction Survey Results

INCLUDES USER GROUP FEEDBACK BY PROGRAM AREA OR RENTAL

Menlo Swim and Sport conducted an annual survey of various pool user groups in 2014, which was made available online and in paper form at the front desk. Links to the online survey were provided to facility users via the Menlo Swim and Sport monthly newsletter. Facility users were also notified that a paper based version of the survey was available. Team in Training and SOLO were provided with links to the survey; however, data was not received from either group. The results are documented below.

The following questions were asked of Menlo Swim and Sport aquatic participants:

1. As a direct result of participating at the pool, I (or my child) have improved upon or developed a new skill.
2. As a direct result of participating at the pool, I (or my child) feel closer to my community.
3. My (or my child's) participation in aquatics programs supports a healthy lifestyle.
4. My (or my child's) participation in aquatics programs contributes to my (or my child's) individual growth and development.

MENLO SWIM AND SPORT PARTICIPANTS - 2014 SURVEY RESPONSES				
Answer Options	Question #1	Question #2	Question #3	Question #4
Strongly Agree	47.59%	21.69%	73.49%	46.99%
Agree	39.16%	41.57%	22.29%	33.73%
Neither Agree Nor Disagree	9.64%	31.93%	3.01%	16.27%
Disagree	1.81%	4.22%	0.6%	1.2%
Strongly Disagree	1.81%	0.6%	0.6%	1.81%

The following questions were asked of the Belle Haven Pool aquatic participants:

1. As a direct result of participating at Belle Haven Pool, I (or my child) have improved upon or developed a new skill.
2. As a direct result of participating at Belle Haven Pool, I (or my child) feel closer to my community.
3. My (or my child's) participation in aquatics programs supports a healthy lifestyle.
4. My (or my child's) participation in aquatics programs contributes to my (or my child's) individual growth and development.

BELLE HAVEN POOL

BELLE HAVEN POOL PARTICIPANTS - 2014 SURVEY RESPONSES				
Answer Options	Question #1	Question #2	Question #3	Question #4
Strongly Agree	75%	26.31%	80%	52.63%
Agree	20%	57.89%	20%	42.1%
Neither Agree Nor Disagree	5%	10.52%	n/a	5.26%
Disagree	n/a	5.26%	n/a	n/a
Strongly Disagree	n/a	n/a	n/a	n/a

Pool Schedule and Space Allocation by Program

INCLUDES PREVIOUS YEAR AND PROJECTIONS FOR 2015

Menlo Swim and Sport tracks its pool schedule and allocation of pool space by program area for both the Instructional Pool and the Performance Pool via monthly calendars. The records for January through December 2014 are attached to this document. The pool schedule and allocation for specific programs for 2015 will likely be consistent with the 2014 schedule. Minor changes to the schedule occur based on the modification or creation of new programs.

Fee Comparison by Program Area to Other Public Pools in the Region

FEE COMPARISON - 2015						
Program	Burgess Pool - Menlo Park	Belle Haven - Menlo Park	Rinconada Pool - Palo Alto	Eagle Park Pool - City of Mountain View	Fremont H.S. Pool - Sunnyvale (California Sport Center)	Herkner Pool - Redwood City
Aqua Fit (Water Exercise)	Drop In: \$20/ class \$79/month Senior & Student: Drop In: \$14/ class \$59.25/ month	Drop In: \$15/ class \$40/month Senior & Student: Drop In: \$11.50 \$28/month	n/a	n/a	n/a	n/a
Camp Menlo	\$345/wk.	\$335 Performance Water Polo \$260 Beginning WP & Spanish Immersion	n/a	n/a	Resident 1/2 Day: \$185 Full Day: \$340 Non-Resident 1/2 Day: \$210 Full Day: \$366	n/a
Indoor Cycling	Drop In: \$20/ class \$79/month	n/a	n/a	n/a	n/a	n/a

FEE COMPARISON - 2015						
Program	Burgess Pool - Menlo Park	Belle Haven - Menlo Park	Rinconada Pool - Palo Alto	Eagle Park Pool - City of Mountain View	Fremont H.S. Pool - Sunnyvale (California Sport Center)	Herkner Pool - Redwood City
Lap Swim	<p>Resident Youth: \$4 Adult: \$6 Family: \$15 Senior & Student: \$5</p> <p>\$47/month</p> <p>Non-Resident Youth: \$5 Adult: \$7 Family: \$18 Senior & Student: \$6</p> <p>\$54/month</p>	<p>Resident Youth: \$3 Adult: \$4 Family: \$12 Senior & Student: \$4</p> <p>\$40/month</p> <p>Non-Resident Youth: \$3 Adult: \$5 Family: \$15 Senior & Student: \$4</p> <p>\$45/month</p>	<p>Non-Member Adult: \$5 Senior (60+): \$3</p> <p>Member - Resident Adult: \$3.50 Senior (60+): \$2 Youth: \$3</p> <p>Member - Non-Resident Adult: \$4 Senior (60+): \$2.50 Youth: \$3.50</p>	<p>Resident (25 Swims) - \$87.50</p> <p>Non-Resident (25 Swims) - \$109</p> <p>Resident Senior: (25 Swims) - \$30</p> <p>Non-Resident Senior: (25 Swims) - \$38</p> <p>Resident (1 Swim) - \$5</p> <p>Non-Resident (1 Swim) - \$6</p>	<p>Resident Drop-in: \$6 12-punch: \$52 Monthly: \$50 Senior (55+): \$35</p> <p>Non-Resident Drop-in: \$8 12-punch: \$62 Monthly: \$60 Senior (55+): \$45</p>	<p>Fees Youth: \$3 Adults 18-59: \$5 Senior (60+): \$3</p>

FEE COMPARISON - 2015						
Program	Burgess Pool - Menlo Park	Belle Haven - Menlo Park	Rinconada Pool - Palo Alto	Eagle Park Pool - City of Mountain View	Fremont H.S. Pool - Sunnyvale (California Sport Center)	Herkner Pool - Redwood City
Masters Swimming	\$79/month Drop In: \$20/class Student/Sr. Drop In: \$14/class	\$40/month	Monthly dues: \$55 (\$50 for seniors 65+) Discounted semi-annual dues: \$300 (\$270 for seniors 65+) Drop-in: \$8	Resident: \$45 per month Non-Resident: \$55 per month Resident married couple: \$80 per month Non-Resident married couple: \$100 per month	Resident Drop-in: \$10 10 punch: \$64 Senior 10 punch: \$43 Non-Resident Drop-in: \$11 10 punch: \$74 Senior 10 punch: \$53 Masters monthly Resident: \$57 Non-Resident: \$67	n/a
Masters Water Polo	\$79/month Drop In: \$20/class Student/Sr. Drop In: \$14/class	n/a	n/a	n/a	n/a	n/a
Menlo Fit	All Access \$185/month Drop In: \$20/class Student/Sr. Drop In: \$14/class	n/a	n/a	n/a	n/a	n/a

FEE COMPARISON - 2015						
Program	Burgess Pool - Menlo Park	Belle Haven - Menlo Park	Rinconada Pool - Palo Alto	Eagle Park Pool - City of Mountain View	Fremont H.S. Pool - Sunnyvale (California Sport Center)	Herkner Pool - Redwood City
<p>Youth Competitive Swim Team</p>	<p>Level 1 \$55 to \$75 per month</p> <p>Level 2 \$60 to \$81 per month</p> <p>Level 3 \$65 to \$86 per month</p> <p>Level 4 \$81 to \$91 per month</p> <p>Level 5 \$107 per month</p> <p>Level 6 \$118 per month</p>	<p>1/wk: \$55/month</p> <p>2/wk: \$65/month</p> <p>3/wk: \$75/month</p>	<p>Offered by PASA</p> <p>Range from \$90 to \$240 per month depending on age and ability.</p> <p>Annual registration fees: \$240 per swimmer.</p>	<p>Offered by Los Altos - Mountain View Aquatics</p> <p>Range from \$100 to \$200 per month w/ discounts for multiple children.</p> <p>Annual registration fees: \$150 per swimmer plus 20 hrs. of service.</p>	<p>Pre-Comp</p> <p>Option 2 includes 15 minutes of extra conditioning</p> <p>1x per week Option 1: \$43 Option 2: \$56</p> <p>2x per week Option 1: \$85 Option 2: \$110</p> <p>3x per week Option 1: \$125 Option 2: \$160</p>	<p>Pricing information unavailable</p>

FEE COMPARISON - 2015						
Program	Burgess Pool - Menlo Park	Belle Haven - Menlo Park	Rinconada Pool - Palo Alto	Eagle Park Pool - City of Mountain View	Fremont H.S. Pool - Sunnyvale (California Sport Center)	Herkner Pool - Redwood City
Open Swim	<p>Resident Youth: \$4 Adult: \$6 Family: \$15 Senior & Student: \$5</p> <p>\$47/month</p> <p>Non-Resident Youth: \$5 Adult: \$7 Family: \$18 Senior & Student: \$6</p> <p>\$54/month</p>	<p>Resident Youth: \$3 Adult: \$4 Family: \$12 Senior & Student: \$4</p> <p>\$40/month</p> <p>Non-Resident Youth: \$3 Adult: \$5 Family: \$15 Senior & Student: \$4</p> <p>\$45/month</p>	<p>Daily Drop In Youth: \$4 Adult: \$5 Senior: \$3 Infant: \$2</p> <p>Resident 10-card program discount Youth: \$3 Adult: \$3.50 Senior: \$2</p> <p>Non-Resident 10-card program discount Youth: \$3.50 Adult: \$4 Senior: \$2.50</p>	<p>Resident Child: \$3 Adult: \$4 Family: \$10</p> <p>Non-Resident Child: \$4 Adult: \$5 Family: \$18</p> <p>Spectator: \$3</p>	<p>Offered May to September: Pricing not currently available.</p>	<p>Baby Pool Drop-in: \$2 per child. Add'l \$1 per child</p> <p>Youth: \$3 Adult: \$5 Senior: (60+) \$3</p>
Personal Training	Range from \$65 per 30 minutes to \$120 per hour	Range from \$50 per 30 minutes to \$115 per hour.	n/a	n/a	n/a	n/a

FEE COMPARISON - 2015						
Program	Burgess Pool - Menlo Park	Belle Haven - Menlo Park	Rinconada Pool - Palo Alto	Eagle Park Pool - City of Mountain View	Fremont H.S. Pool - Sunnyvale (California Sport Center)	Herkner Pool - Redwood City
Swim School	Water babies: \$86 per month Group: \$86 per month Semi-Private: \$144 per month Private: \$255 per month	Group: \$15/lesson kids \$5/lesson (w/ BBAF Scholarship) Semi-Private: \$25 Private: \$45	Lessons provided with PASA during summer. Pricing not available.	Lessons in summer. Pricing not available.	Winter, Spring & Fall Session: Resident 1x per week: \$68 Non-Resident 1x per week: \$78 Resident 2x per week: \$120 Non-Resident 2x per week: \$130	Resident (10 classes): \$90 Non-Resident (10 classes): \$107
Triathlon Team, Menlo Fit (Boot Camp), ALL ACCESS	All Access \$180/month	n/a	n/a	n/a	n/a	n/a

FEE COMPARISON - 2015						
Program	Burgess Pool - Menlo Park	Belle Haven - Menlo Park	Rinconada Pool - Palo Alto	Eagle Park Pool - City of Mountain View	Fremont H.S. Pool - Sunnyvale (California Sport Center)	Herkner Pool - Redwood City
Water Polo - Youth	n/a	\$80/month \$32/month (w/BBAF Scholarship)	n/a	n/a	Residents 6-week session, 1/wk: \$59 Non-Residents 6-week session, 1/wk: \$69 Residents 8-week session, 1/wk: \$77 Non-Residents 8-week session, 1/wk: \$87	Resident 5 day camp: \$75 Non-Resident 5 day camp: \$89

Based on the above fee comparison, Menlo Swim and Sport continues to offer a full compliment of sport and aquatic programming relative to the public pools operating in the local area. This is evident by the fact that the other facilities do not offer camp programs, boot camp (Menlo Fit), indoor cycling (Beyond Studio Cycling) or triathlon teams (Team Sheepier). They offer limited masters water polo (only one facility), limited youth aquatic swim teams and water exercise (Aqua Fit) programs; and in some cases they do not offer swim lessons or a masters swim team.

The Burgess Pool facility via Menlo Swim and Sport continues to offers users a broad selection of high-quality aquatic programming at or below market rate.

Pricing Structure

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

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

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

Annual Audits and Review Demonstrating Standards of Care

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

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

The company's lifeguards are all fully certified and encouraged to seek advanced lifeguard certifications. Water safety/lifeguard instruction is provided by company staff to existing and

prospective employees. The lifeguarding surveillance techniques employed are consistent with the standards set by the American Red Cross.

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

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

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

Total Aquatic Management is scheduled to perform an operational audit for the Burgess Pool on February 14, 2015. The audit results were not available at the time of this report.

Risk Management Documentation

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

- **Emergency Action Plan (EAP):** Individual departments are trained via drills to respond to appropriate emergency scenarios (e.g. fire alarm); EAP guidelines are issued to new hires, relevant EAP sections are posted on employee break room walls; emergency equipment stations (e.g. first aid stations, AED & oxygen station), two way radio communication system is in place.
- **Facilities and Equipment:** The custodial staff has created and utilizes a Pool Maintenance Essential Duties Checklist as a guide for essential tasks and key job duties. The City conducts occasional inspections to ensure the company is maintaining the facility

appropriately. Any deficient areas are identified and addressed quickly by staff. Appropriate signage is maintained around both the Burgess and Belle Haven Pool facilities.

- **Supervision:** Menlo Swim and Sport employs in excess of 190 employees during the peak season of summer and maintains a staff of approximately 130 employees throughout the year. The company is structured with a CEO, Chief Financial Officer, Director of Operations, as well as directors for the following positions: human resources, customer service, athletic programming (e.g. swim school, camps), lifeguard, and marketing. The company now maintains a contract with an IT company for technology related issues. Menlo Swim and Sport maintains a comprehensive workers' compensation insurance plan as required by the State of California.
- **Training:** The management team (described above) works hard to ensure that the company provides high-quality staff with exceptional training in their area of expertise. Appropriate levels of training and screening occur prior to hiring new staff. Constant quality improvement is the goal when it comes to staff and program development.
- **Documentation:** Menlo Swim and Sport has created policy and procedure manuals to provide guidance to staff. These manuals are available for review upon request.
- **Safety Suggestion Boxes:** Menlo Swim and Sport provides Safety Suggestion Boxes for employees to submit ideas related to safety concerns and improvements. The Safety Committee follows up on these suggestions during its monthly safety meetings.

Staff Training Certifications

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

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

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

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

Facility Maintenance

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

restroom checks are conducted throughout the day by a combination of company lifeguard and management staff.

Staff spends at least three hours per day cleaning the surrounding outdoor areas to include: the pool deck, pool bottom & tiles, mechanical room, administrative offices, picnic areas and facility lobby. The City of Menlo Park conducts facility checks of both the Burgess and the Belle Haven Pools. Menlo Swim and Sport staff review the facility check reports and respond quickly to address any facility-related concerns noted by city staff.

Program Transition to Include Lane Changing Coordination

The Menlo Swim and Sport philosophy is to have shared water space and to rarely grant exclusivity of space to any one user group. Aligning with that theme the pools are transitioned/changed 16 times per day on average.

The daily pool schedule is printed in a hardcopy and available at the front desk and a schedule is also available online. The basic schedule remains the same year round with some alterations around the summertime schedule. The program transition process is initiated by our deck lifeguard staff that moves different colored cones in place by the lanes to signify the user group (yellow=laps, blue=open, orange=teams, green=private lesson). As a courtesy, our front desk staff alert users initiating their activity close to a transition time and our guard staff also alerts the current users to the impending change over and give users a 5-10 minute countdown.

Tolerance, flexibility and patience on the part of staff and users can always be improved. We feel that we have employed a transition system that is user-friendly and compassionate.

Description of Programs

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

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

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

Masters Swimming: Menlo Masters was organized in 1988 and is now one of the largest Masters Swimming teams in Northern California and in the U.S. The club welcomes

participation from swimmers of all abilities, age 19 or over, who are interested in regular structured workouts.

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

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

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

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

Menlo Mavericks (Swim and Water Polo): The Menlo Mavericks is a year round swim team, which aims to create a swimming community that is extremely positive about being in and around the water. We emphasize learning sound techniques through our committed and competent coaches in a pleasant and positive environment. With a team segmented into smaller groups to meet the needs of swimmers of all ability levels, the Menlo Mavericks receive the best quality of coaching, instruction, and fun. In 2012, the team became an officially recognized USA Swimming program.

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

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

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

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

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

Special Events and Accomplishments

BURGESS POOL

Mavericks Swim Team

- The Menlo Mavericks placed 3rd for the first time in team history at the summer league championships
- The team entered into the Central California Junior Olympics and placed 20th overall
- We had 3 swimmers achieve Far Western times since our start in USA Swimming in 2012, and 8 swimmers achieve Pacific Swimming Junior Olympic times
- The Mavericks head coach, Aaron Burrows, was selected as the Pacific Swimming All Star Head Coach and represented the team in Seattle, WA
- All Mavericks coaches are now American Swim Coach Association (ASCA) members

Camp Menlo

In 2014, Camp Menlo increased summer enrollment by 250 registrations over 2013, while focusing on raising the quality of the camp experience for young people. Quality in our camps was consistently achieved by recruiting excellent counselor-leaders; setting clear program goals for the children's sport and social development; and conducting the camps in a safe, well-organized, fun environment. In the past year, we solidified our committed to providing enjoyable school holiday camps, which meet the needs of working families, whose children are out of school for one to five days.

Tennis

The Menlo Tennis Academy, providing lessons for children 7-14 years, has been steadily growing. Our tennis program is now expanding to provide private and semi-private lessons for both children and adults. We look forward to starting beginning and intermediate tennis for adults.

Can-Do Challenge

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

Family Giving Tree

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

Kid's Triathlon

Saturday, July 12, 2014

Open to children age 5-14, provided a safe and fun environment for kids to compete in a triathlon with kids their same age. Approximately 300 children participated in the race.

Charitable Giving

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

- San Mateo Co. Chronic Disease and Injury Prevention Unit
- Little Hands Pre-School
- Bing Pre-School
- Phillips Brooks School
- Nativity Catholic School
- Nueva School
- Orion Alternative School.

BELLE HAVEN POOL

USA Water Polo - Junior Olympics

Belle Haven Pool was one of the Bay Area site hosts for the 2014 USA Water Polo Junior Olympics. Girls 10 and under, Boys 12 and under, and Co-Ed 10 and under teams all played at Belle Haven. The event occurred in late July and early August.

Facebook Adult Swim Lessons

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

Beechwood School Parent Swim Lessons

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

Charitable Organizations

Beyond Barriers Athletic Foundation (BBAF)

In Spring 2013, Beyond Barriers Athletic Foundation partnered with Menlo Swim and Sport to help bring swim lessons and water polo coaching to lower income youth in the Belle Haven and East Palo Alto community. This relationship continues today. Thanks in large part to the help of BBAF, Belle Haven Swim School saw a peak of 431 unique students in early July. While the Belle Haven Swim School program has closed for the winter, Brenda Villa's Belle Haven Water Polo program continues to thrive with almost 50 members.

BBAF was able to subsidize 1,949 Belle Haven swim lessons and 1,827 Belle Haven water polo lessons.

Ravenswood Clinic

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

Menlo Swim and Sport Goals for 2015

Menlo Swim and Sport is committed to constant improvement of its aquatics program offerings in order to better serve the various community user groups. To that end, we plan to focus on the following areas in 2015:

- I. Implement new programming
 - A. Corporate inner-tube water polo at Belle Haven
 - B. Underwater Hockey at Burgess
- II. Continuing relationships with Beyond Barriers for scholarships at Belle Haven
- III. Continued partnership with Facebook at Belle Haven

LEASE AGREEMENT
(Menlo Park Aquatic Facilities)

This Lease Agreement (“Lease”) is made and executed as of March 15, 2011, by and between the City of Menlo Park, a municipal corporation (“City”), and Team Sheeper, L.L.C., a California limited liability company (“Provider”) and collectively referred to herein as “Parties”.

WHEREAS, City is the owner of certain premises (“Premises”) described below, and City and Provider wish to enter into a lease for the Premises on the terms and conditions set forth below.

NOW, THEREFORE, the Parties agree as follows:

1. **PREMISES.** The Premises includes both the “Burgess Pool”, 501 Laurel Street, Menlo Park, CA and the “Belle Haven Pool”, 100 Terminal Avenue, Menlo Park, CA as defined herein. Burgess Aquatic Facility (“Burgess Pool”) consists of the fenced pool area at the City’s Civic Center campus at Burgess Park. Burgess Pool includes the lap pool, instructional pool, toddler activity pool, locker rooms and restrooms, offices, lawn area, pool mechanical room, lobby area, and all associated areas in the City of Menlo Park, County of San Mateo, State of California, as more particularly shown in Exhibit A, attached hereto and incorporated herein by reference. The Belle Haven Pool (“Belle Haven Pool”) is a five lane x 25 meter outdoor swimming pool located adjacent to the Onetta Harris Community Center. Belle Haven Pool includes a high dive and low dive, locker room, shower facilities, mechanical room, office and small children’s wading pool in a fenced area as shown in Exhibit B, attached hereto and incorporated herein by reference.

2. **TERM.** The term of this Lease shall be for a period of period of five (5) years (“Term”) commencing on May 20, 2011 (“Commencement Date”) and ending five (5) years from the Commencement Date, unless automatically extended as hereinafter provided. If during the first four years of the Term, Provider has completed capital improvements with the written consent of the City to either or both the Burgess Pool and/or the Belle Haven Pool with a total cumulative cost of \$200,000 or more, the Term shall automatically be extended by five (5) years to May 19, 2021. Notwithstanding the foregoing, Provider shall have the option to terminate this Lease solely as to the Belle Haven Pool between October 1, 2012 and December 31, 2012, and October 1, 2013 and December 31, 2013, if in Provider’s opinion it cannot operate a financially viable program at the Belle Haven Pool.

3. **RENT.** In consideration for Provider’s use of the Premises as granted by this Lease, Provider assumes sole financial responsibility for the operation and maintenance of the Premises and shall operate and maintain the Premises at no cost to the City. Additionally, Provider will remit monthly rent (“Rent”) in the

amount of Three Thousand Dollars (\$3,000.00) to the City for use of the Burgess Pool on the first day of each month for the first year of the Term. Each year thereafter, the Rent shall increase pursuant to the Consumer Price Index ("CPI") for all Urban Consumers (All Items) in the San Francisco-Oakland-San Jose Area (U.S. Department of Labor, Bureau of Labor Statistics), with a minimum increase of two percent (2%) and a maximum increase of five percent (5%) per annum.

Should Provider cease to operate the Belle Haven Pool as provided in Section 2 of this Lease, Provider and City shall renegotiate the Rent to the then Fair Market Value ("FMV") rental rate for the Burgess Pool with consideration given to gross revenues for the Burgess Pool, the fixed costs of operating the Burgess Pool, the profitability of the Burgess Pool operations, the rental rate for similar facilities and the other terms and conditions of this Lease.

If the Term is extended for an additional five years as provided for in Section 2 of this Lease, effective at the beginning of the sixth year of the Lease, the Rent shall be adjusted to the then-prevailing FMV rental rate (which under no circumstances shall be less than the rental rate paid in the preceding year), with consideration given to gross revenues for the Burgess Pool, the fixed costs of operating the Burgess Pool, the profitability of the Burgess Pool operations, the rental rate for similar facilities and the other terms and conditions of this Lease. The FMV rental rate shall be determined by mutual agreement, or if the Parties cannot agree by a neutral third party arbitrator selected by the Parties. Each year thereafter, the Rent shall increase pursuant to the CPI for all Urban Consumers (All-Items) in the San Francisco-Oakland-San Jose Area (U.S. Department of Labor, Bureau of Labor Statistics), with a minimum increase of two percent (2%) and a maximum increase of five percent (5%) per annum.

Throughout the Term, Provider shall pay to the City within fifteen (15) days of receipt of written invoice submitted to Provider by City, or directly to the provider thereof, in addition to the Rent, and as additional rent ("Additional Rent") the following:

- a. The full cost of the separately metered utilities for the Premises;
- b. The cost of the utilities for the locker rooms and the portion of the Premises occupied by Provider (if not separately metered) prorated according to Provider's usage (proration to be determined by mutual agreement, or if the Parties cannot agree by a neutral third party arbitrator selected by the Parties);
- c. If the City elects to install solar equipment on the Premises, Provider shall pay monthly to the City the calculated savings from the reduced utility bills for the Term hereof; and
- d. The maintenance and repair obligation costs set forth in Section 14.

Any payment due by the Provider not received by City within fifteen (15) days of the due date shall be subject to a late payment penalty of five percent (5%) of the amount due.

At the initiation of the City's Community Services Director not later than December 31, 2011, the Provider and Community Services Director shall explore whether charging a surcharge to non-resident participants/users by Provider would generate additional revenues without adversely affecting Provider's operation of the pool facilities. This exploration will be done through such tasks as market pricing comparisons, surveys, or other such means so as not to negatively affect any of Provider's business during the period of exploration. If the Community Services Director and Provider determine that such a surcharge would not adversely affect the Provider's operation of the pool facilities, Provider shall charge such a surcharge which shall be passed through to the City as additional rent, less any administrative, programming or system enhancement costs that are incurred by Provider to implement such surcharge, including additional staffing that may be required to verify City residency and to track and submit such fees to the City. The pass through of non-resident surcharges as additional rent payable to the City shall not apply to existing non-resident fees charged by Provider for open swim and lap swim. The City shall set aside such additional revenue derived from non-resident surcharges in a separate fund and shall utilize such funds to pay the City's cost of repair, maintenance and capital improvements.

4. EXCLUSIVE USE OF PREMISES. Subject to the terms of this Lease, Provider shall have exclusive use of the Premises for purposes of conducting aquatics programs, including, but not limited to, a masters swim program, swim team, swim lessons, fitness training, recreational swimming, community rentals and other aquatics programs that Provider offers and provides for reasonable public access to and use of the Premises pursuant to Section 6 of this Lease. Provider shall have the exclusive right to staff, supervise and contract for such uses of the Premises, subject to the terms of this Lease.

Provider shall have non-exclusive use of the locker rooms, as depicted on Exhibit A and Exhibit B, to accommodate Provider's use of the Premises. The Parties agree that use of the locker rooms shall be limited to persons participating in programs and activities offered by Provider or City or other members of the public upon payment to Provider of fees for such use. Specifically, City reserves the right to use the locker rooms for any City program, including facility rentals and programs and for public use on a "pay for use" basis. The Provider may only refuse locker room access when patrons fail to follow the rules of conduct approved by the City. Patrons shall have the right to appeal Provider's decision to the Director of Community Services, if the Patron feels denial of locker room access was unreasonable. The Director of Community Services' decision shall be final.

5. OPERATION OF PREMISES. The Provider will be solely responsible for operation of the Premises including all costs and expenses associated with such operation and shall be entitled to all revenues from the operation of the Premises, except where otherwise provided in this Lease. The Provider may use

the Premises between the hours of 5 a.m. to 10 p.m. seven (7) days a week and 365 days a year.

6. COMMUNITY ACCESS AND SCHEDULING. The Provider will be solely responsible for the operations and schedule of the Burgess Pool and the Belle Haven Pool. The Provider shall provide reasonable public access and community use of the Premises. Provider will not reduce the public access and community use without prior City approval. The Director of Community Services is authorized to finalize the City's schedule of use of the Premises. When evaluating the pool space and time allocation, the Provider shall consider and give scheduling priority for programs based on the number and percentage of City residents.

Notwithstanding the forgoing, the Provider shall accommodate the SOLO swim team's use of Burgess Pool in accordance with schedule and terms set forth in Exhibit C, which schedule and terms shall not be modified or reduced without mutual agreement of Provider and SOLO, unless SOLO is in breach of its sublease agreement with Provider.

Minimum public access and community use at the Burgess Pool will include:

- a. Year-round lap swim, seven (7) days per week (except holidays);
- b. Seasonal open/recreational swim daily from Memorial Day through Labor Day for a reasonable amount of time and with adequate pool space;
- c. Reasonable availability for other community organizations/users
- d. Programs and reasonable accommodation for all ages and abilities;
- e. Inclusive programs for people with disabilities when possible; and
- f. Winter programming by providing a dome over the instructional pool if possible.

Minimum public access and community use at the Belle Haven Pool:

- a. Open to the public for a minimum of ten (10) weeks during the summer season in June, July, and August. During that time period, the pool shall be open for a minimum of six (6) days a week, Monday through Saturday; and
- b. Open/recreational swim hours will be at least three (3) hours per day, six (6) days per week but will be allowed on a "pool sharing" basis with other programming.

7. PROGRAM FEES. The program fees charged by Provider shall be as follows:

- a. The fees charged by the Provider for public lap swimming, open/recreational swim, and swim lessons shall be comparable to rates and fees charged by other aquatic facilities in surrounding communities and in alignment with the approved business model.

- b. The Provider shall provide rental space for other community organizations and users for competitive youth swimming programs, instructional programs, fitness training, etc., on a reasonable and comparable fee basis.
- c. Review of the program fees shall be included in the annual report to the City.
- d. Provider and City shall mutually agree to exchange an equal amount of field space and activity room hours for pool hours for their respective programs (i.e. summer camp) in lieu of charging rental fees. If either party's request exceeds the number of hours requested by the other party, the additional hours will be charged at the current approved fees for use of the facilities.

8. PROGRAM ADMINISTRATION. The Provider shall have a method for the public to register, pay, and receive adequate customer service in an easy and effective manner. Provider shall provide adequate administrative staff and assistance to support all hours of operation. Policies and procedures for handling registration, refunds, and complaints are required. The Provider shall provide sufficient communication and marketing in order to inform the public of the programs and services. The Provider shall maintain a customer database and appropriate records retention. The City will provide reasonable marketing space in the tri-annual activity guide for the Provider to promote their aquatics programs at the Premises. The Provider shall be responsible for meeting the deadlines and providing accurate and sufficient information to City staff.

The Provider shall take appropriate steps to maintain a high level of customer service and overall satisfaction at all times. Provider shall attend monthly meetings with City staff and attend annual meetings of an Aquatics Users Group which shall be convened by the City. Additionally, the Provider shall provide an annual report no later than January 30 of each year during the Lease Term to staff which will be presented to the City's Parks & Recreation Commission for review and comment by the Commission at its February meeting. The annual report should include the following items:

- a. Total program hours by program area;
- b. Participation statistics by program area including resident and non-resident percentages;
- c. Customer satisfaction survey results;
- d. User group feedback by program area or rental;
- e. Pool schedule and allocation by program for previous year and projections to the upcoming year;
- f. Fees by program area and fee comparison to other public pools in the region;
- g. Annual audits and reviews demonstrating standards of care, outlined in Section 11, below, are met;
- h. Risk management documentation, outlined in Section 12, below; and
- i. Training certifications listed by staff members.

The Provider shall maintain reasonable evidence and documentation of these statistics and results and have these records accessible to the City at any time following ten (10) days written notice.

In the event of a third party dispute or conflict arising out of or related to this Lease, the City will use best efforts to notify and discuss the issue with Provider before engaging in any dialogue with the third party involved.

9. COMPLIANCE WITH LAWS AND REGULATIONS. The Provider shall comply with all city, county, state, and federal laws and regulations related to pool and aquatic program operations. These regulators and laws include but are not limited to:

- a. City of Menlo Park
- b. Menlo Park Fire Department
- c. San Mateo County Health Department
- d. California Department of Health Services
- e. California Department of Labor
- f. Occupational Safety and Health Administration (OHSA)
- g. Emergency Medical Services Authority (EMSA)
- h. Consumer Product Safety Commission & Virginia Graeme Baker Act
- i. Americans with Disabilities Act
- j. California Department of Fair Employment and Housing

10. HEALTH AND SAFETY. The Provider is required to maintain health and safety standards in a reasonable and acceptable manner for the Premises, participants, and its employees in compliance with City standards and the other regulatory agencies listed above. These standards include but are not limited to:

- a. Employee Injury and Illness Prevention Plan
- b. Hazardous Materials Communications and Business Plan
- c. Blood borne Pathogens and Bio Hazardous Exposure Control Plan
- d. Lifting and Fall Prevention
- e. Electrical Safety
- f. Emergency Action Planning
- g. First Aid
- h. Heat Illness and Sun Protection
- i. Confined Spaces
- j. Chemical Storage
- k. Personal Protective Equipment
- l. Recreational Waterborne Illnesses (RWI's)
- m. Signage

The Provider is responsible for keeping up to date with all changes, additions, or amendments to the laws, regulations and codes related to pool operations and aquatics programs.

11. STANDARD OF CARE. The Provider will provide aquatic programs and manage the Premises in a manner that is comparable to or above the standard of care that is reasonable and acceptable for a public pool in the surrounding communities. This standard of care should be demonstrated in all areas of operations including: supervision and lifeguard coverage, surveillance techniques, staff training, record keeping, maintenance and janitorial, cleanliness of facilities, safety, and risk management. The Provider is expected to ensure this standard of care by conducting annual audits by qualified external experts and including this information in the annual report to city staff and the City's Parks and Recreation Commission mentioned in Section 8, above.

12. RISK MANAGEMENT. The Provider shall take all appropriate and necessary steps to provide adequate risk management planning to minimize liability or negligence by the Provider. The Provider shall manage their risk by demonstrating proficiency in the following areas:

- a. Emergency Action Plan
 - Staff Training to Plan
 - Drills Conducted
 - Emergency Equipment
 - Communication Process
- b. Facilities & Equipment
 - Inspection
 - Maintenance
 - Checklists
 - Signage
- c. Supervision
 - Quality
 - Quantity
 - Lessons Plans & Progression
- d. Training
 - Requirements
 - Appropriate Staff
- e. Documentation
 - Manuals
 - Waivers
 - Medical Screening
 - Skills Screening
 - Risk Information Provided to Public
 - Policies
 - Evaluations

13. EMERGENCY ACTION PLAN AND PROCEDURES. The Provider shall create and maintain all emergency procedures and emergency action plans for the Premises. An emergency action plan is required under Title 29 of Federal Regulations Sections 1910.38/.120/.156, and Title 8 California Code of

Regulations, Sections 3220 and 3221. The emergency action plan covers all employees and non-employees who may be exposed to hazards arising from emergency situations. It must contain information for all of the Provider's employees, including administration and line level employees using the plan in order to reduce the severity of emergency situations and minimize the risk to life and property.

14. MAINTENANCE. The Provider shall maintain the Burgess Pool and the Belle Haven Pool in an orderly, clean and professional condition at all times. The Provider will be responsible for the maintenance and repair of the equipment and facilities at both of these sites including:

a. Burgess Pool:

- Three pools
- Offices
- Lobby
- Locker Rooms & Shower Area
- Restrooms
- Pool Decks
- Fences and Gates
- Lawn Area
- Supply Storage Areas
- Equipment/Mechanical Rooms
- Chemical Storage Areas
- Lights on Premises

b. Belle Haven Pool:

- Two pools
- Office
- Locker Rooms & Shower Area
- Restrooms
- Pool Decks
- Fences and Gates
- Supply Storage Areas
- Equipment/Mechanical Rooms
- Chemical Storage Areas
- Lights on Premises

The Provider shall maintain standard operation procedure manuals and maintenance records and logs. These records will include:

- Daily Pool & Chemical Log
- Check lists for routine maintenance and janitorial duties (Daily, Weekly, Monthly, Quarterly, Bi-annual, and Annual)
- Equipment Logs for each piece of major equipment with the maintenance schedule, maintenance contracts, record of work or repairs conducted, manufacturer guidelines, and specifications

The Provider shall maintain and continue all preventative maintenance agreements and contracts to ensure the quality and life of the equipment. The Provider will be responsible for all maintenance and repairs to equipment. Provider shall be responsible for repairs and replacement of all equipment due to failure or damage where the cost is less than One Thousand Five Hundred Dollars (\$1,500) per item at the Belle Haven Pool and Two Thousand Five Hundred Dollars (\$2,500) per item at the Burgess Pool. Provider shall arrange and be billed directly by the vendor for such repair(s) and/or replacement(s). Provider will also be responsible for any damage that is outside the normal wear and tear of the Premises and/or for failure to adequately maintain the Premises or any equipment. If damage beyond normal wear and tear of the Premises or any equipment is determined by the City, the Provider will be required to make the appropriate repairs within thirty (30) days of written notice. The City shall be responsible for individual repair/replacement for any item of equipment having a cost greater than One Thousand Five Hundred Dollars (\$1,500) per item at the Bell Haven Pool. For individual repair/replacement for any item of equipment at the Burgess Pool having a cost of between Two Thousand Five Hundred Dollars (\$2,500) and Twelve Thousand Five Hundred Dollars (\$12,500) per item, the City shall pay for the cost of the item, but the cost shall then be amortized over the greater of the life expectancy of the item or the Term of the Lease remaining, and Provider shall pay the monthly amortized cost of the replacement equipment with a reasonable rate of interest for the remaining Term of the Lease. If the cost of the item exceeds \$12,500, the City shall be responsible for the cost of the work. City shall be responsible for payment of the cost of replacement and reserves the right to perform replacement of the item. The Provider is responsible for reimbursing the City for the cost of repairs and replacement due to misuse, poor maintenance and/or damage caused by Provider, Provider's employees, agents and service users. The Provider shall assist the City by providing the necessary bids and due diligence for replacement of an item of equipment having a cost greater than \$2,500 to ensure an expedited process when possible and reduce any loss of operations. The City shall use its best efforts to respond to the Provider for all replacements for which the City is responsible within two (2) business days with a decision based on the information provided by the Provider.

15. SIGNAGE. The Provider will be required to maintain and provide all necessary and required signage for both Premises. These signs include:

- a. Maximum Pool Capacity & Hours
- b. No Lifeguard on Duty
- c. Children under 14 not allowed without an adult
- d. Shallow Water Diving Warnings
- e. Chemical Storage
- f. No swimming allowed after dark
- g. Pool Rules
- h. 911 Emergency
- i. Shower Before Entering Pool

- j. No Running
- k. Depth Markers
- l. First Aid/CPR
- m. Other signs as needed or required

16. INSURANCE. Provider shall acquire and maintain Workers' Compensation, Employer Liability, and Commercial General Liability relating the Provider's use of the Premises. The insurance company(ies) must be approved by the City. Provider will furnish City with certificates and copies of information or declaration pages of the insurance required. Provider would need to provide the City with thirty (30) days notice if any changes, cancellation, or non-renewals. Provider is required to disclose any self-insured retentions or deductibles, which shall be subject to City's approval, not to be unreasonably withheld. Provider's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability (cross liability endorsement). Provider's insurance coverage shall be primary insurance with respect to City, its Council, Boards, Commissions, agents, officers, volunteers or employees, and any insurance or self-insurance maintained by City, for themselves, and their Council, Boards, Commissions, agents, officers, volunteers or employees shall be in excess of Provider's insurance and not contributory with it.

The minimum amounts of coverage corresponding to these categories of insurance per insurable event shall be as follows:

Insurance Category	Minimum Limits
Workers' Compensation	Statutory Minimum - include endorsement waiving the insurer's right of subrogation against the City, its officers, officials, employees and volunteers.
Employer's Liability	One Million Dollars (\$1,000,000) per accident for bodily injury or disease – include endorsement adding the City, its officers, officials, employees and volunteers as additional insured for both ongoing operations as well as products and completed operations; include endorsement to provide primary insurance and waive any rights of contribution from the City's coverage.
Commercial General Liability	Three Million Dollars (\$3,000,000) per occurrence for bodily injury, personal injury and premises damages. Must include all areas in Insurance Service Office (ISO) Form No. CG 00 01

(including Products and Completed Operations if food is served or for repairs done by the tenant, Contractual Liability, Broad form property damage, Participants and spectators coverage, and Personal and Advertising injury liability)

If Provider fails to maintain any of the insurance coverage required herein, then City will have the option to terminate this Lease, or may purchase replacement insurance or pay the premiums that are due on existing policies in order that the required coverage may be maintained. Provider is responsible for any payments made by City to obtain or maintain such insurance and City may collect the same from Provider as Additional Rent.

Provider shall require any longer term renters and/or longer term sublessees (longer term shall mean and refer to renters/sublessees for more than a single use in any 12 month period) to maintain and carry the same coverage as described above, which policies shall name the City as an additional insured. Provider shall require such long term renters and/or long term sublessees to obtain and provide a certificate of insurance evidencing said coverage to the City.

Each party hereby waives and does hereby agree to obtain from each insurance carrier of the insured a "subrogation waiver endorsement" waiving its right of recovery to the extent of insurance proceeds, against the other party, the other party's officers, directors, agents, representatives, employees, successors and assigns with respect to any loss or damages, including consequential loss or damage to the insured's property caused or occasioned by any peril or perils (including negligent acts) covered by any policy or policies carried by the party.

17. INSPECTIONS AND AUDITS. The City reserves the right to conduct periodic and regular site inspections and operational audits.

- a. Safety: The Provider will be required to comply with the City's safety program guidelines and protocol. Quarterly inspections by an outside vendor will be conducted and recommendations for compliance will be enforced. City staff will be responsible for following up with the Provider on specific safety issues identified in the quarterly inspection. The Provider will be required to comply with the City's requests in a timely manner. In addition, documentation demonstrating compliance with all City, County, State and Federation Regulations will be required to be kept up to date and reviewed on an annual basis or more frequently as deemed necessary by the City.
- b. Maintenance: City staff reserves the right to conduct weekly, monthly, quarterly, and annual inspections of maintenance practices for the pool maintenance operations and facility cleanliness. The inspections will ensure the Provider is following the manufacturer's specifications

- c. Operations: An annual operational audit will be conducted by an external expert and industry professional approved by the City and paid for by the Provider. An observational audit, lifeguard skills assessment, and site inspection shall be conducted annually. An overall operational audit shall be conducted every two years. This audit should include but may not be limited to:
- Staff Skills Assessment
 - Staff Selection and Training procedures
 - Policies & Procedures Review
 - Site Inspection
 - Code Compliance and Record Keeping Practices
 - Adherence to Aquatic Safety Standards
- d. Financial Review/Audit: Provider shall provide complete financials for all aquatics programs and/or programs operated out of the Premises [with administrative costs/salaries that may be related to both aquatics and non-aquatics programs fairly allocated between such programs] prepared in accordance with generally accepted accounting principles and reviewed by an independent CPA for calendar years 2011-2014 on or before May 1, 2015 (or sooner if required to determine the FMV rate if Provider elects to terminate the Belle Haven Pool operations) for City staff and outside consultant review. The purpose for such review shall be for the negotiation of rent for the extended term and/or for purposes of negotiating a new lease. The City shall have the right to require audited financial statements in lieu of or in addition to the reviewed statements at the City's cost with an independent auditor to be selected by the City.

18. CITY ACCESS. Upon prior written notice to Provider, City shall have the right to restricted access to the Premises or any part thereof solely for certain municipal purposes which may include the performance of necessary maintenance and repairs of any and all structures or public improvements, heretofore or hereafter installed and/or constructed in or upon the Premises, the inspection of the Premises, or the use, maintenance, repair of adjoining areas; provided, as to maintenance or repair of the Premises, Provider has requested such maintenance or repairs or Provider has neglected such activity to the detriment of the Premises.

19. IMPROVEMENTS. Provider shall not make, nor cause to be made, nor allow to be made, alterations or improvements to the Premises not hereinabove specified (including installation of any fixture affixed to the Premises), without the prior written consent of City, not to be unreasonably delayed or withheld. All improvements or alterations constructed or installed

shall be removed and the Premises restored to substantially the same condition existing prior to such construction or installation, upon the termination of this Lease, unless the prior written approval of City is secured, allowing such improvements or alterations to remain in place, in which case, title thereto shall vest in City. All improvements undertaken pursuant to this Lease will be at Provider's sole expense and Provider will be responsible for the use and maintenance of the improvements.

20. NOISE. Except in the event of an emergency, Provider shall not use any amplified sound, whistles, bullhorns, music, etc., between the hours of 5:30 a.m. to 8:00 a.m., and/or from 8:00 p.m. to closing during any day of operation.

In order to minimize impacts of major events on residents of the surrounding neighborhood, the Provider will notify the City on a quarterly basis of all swimming meets or other large group events beyond normal operations to allow the City to notify the neighborhood in advance of such events.

21. PARKING. Provider shall instruct its patrons to park away from the nearest residences before 8:00 a.m. and after 8:00 p.m.

22. WAIVER OF CLAIMS. City assumes no responsibility for the guarding or safekeeping of the Premises, equipment, or improvements installed or constructed by Provider upon, or used in connection with, the Premises. Provider waives all claims against City, its Council, Commissions, agents, officers, volunteers, contractors or employees for any damages to the improvements in, upon or about the Premises and for injuries to any employees of Provider or their agents, invitees or sub-contractors in or about the Premises from any cause arising at any time, where City had no involvement or where such damages or injuries did not arise out of the instruction or guidance of the City. In no event shall the City be responsible for loss of profits or any consequential damages to Provider.

23. INDEMNIFICATION. Provider will defend, indemnify and hold City, its Council, Commissions, agents, officers, volunteers or employees harmless from any damage or injury to any person, or any property, from any cause of action arising at any time from the use of the Premises by Provider, and Provider's invitees, program participants, and visitors, or from the failure of Provider to keep the Premises in good condition and repair, including all claims arising out of the negligence of Provider, but excluding any damage or injury caused by the willful misconduct or negligence of City or its employees, agents or contractors. City will defend, indemnify and hold Provider, its members, agents, officers, volunteers or employees harmless from any damage or injury to any person, or any property, from any cause of action arising at any time from the willful misconduct or negligence of City or its employees, agents or contractors.

Each party's indemnification obligation set forth above will include any and all costs, expenses, attorneys fees and liability incurred by any indemnified party or person in defending against such claims, whether the same proceed to judgment or not. Each party will, at its own expense and upon written request by a party to be indemnified as provided hereinabove, defend any such suit or action brought against the party to be indemnified, its Council, Commissions, members, agents, officers, volunteers or employees (as applicable). This Section will survive the expiration or termination of this Lease.

24. HOLDING OVER BY PROVIDER. If Provider remains in possession of the Premises after the expiration of the Term of this Lease, and without executing a new lease but with the consent of City, then such holding over shall be construed as a year-to-year tenancy subject to all of the applicable conditions, provisions, and terms of this Lease, except that Provider shall pay to City the fair FMV rental value of the Premises as defined in Section 3. Either party may terminate any year-to-year tenancy by giving the other party notice of termination to be effective upon not less than six (6) months prior written notice.

25. HAZARDOUS MATERIALS. Provider shall not use or store any Hazardous Materials in, on, or about the Premises except in compliance with all applicable federal, state, and local laws, statutes, ordinances, and governmental regulations, and the highest standards prevailing in the industry for storage and use of any such Hazardous Materials, nor allow any Hazardous Materials to be brought in the Premises, except to use in the ordinary course of Provider's business, and then only after written notice to City of the Hazardous Materials to be used by Provider. Provider shall not cause or permit the escape, release, or disposal of any Hazardous Materials in the Premises. If any governmental agency or the beneficiary of any deed of trust against the Premises requires any testing of the Premises to ascertain whether any Hazardous Materials have been released in, on, or about the Premises, Provider shall reimburse City, as Additional Rent, for the cost of any such inspection if the inspection, together with any other evidence obtained by City, shows that the presence of such Hazardous Materials in the Premises was caused by Provider, its agents, employees, contractors or invitees.

In addition, Provider shall, at City's request, execute affidavits, representations, or other documents concerning Provider's best knowledge and belief regarding the presence of any Hazardous Materials in the Premises. Provider shall indemnify, defend, and hold harmless City from any liability, cost, or expense, including reasonable attorneys' fees, arising from the use, storage, release or disposal of any Hazardous Materials in, on, or about the Premises by Provider, its agents, employees, contractors, or invitees. The provisions of this section shall survive the expiration or earlier termination of this Lease.

For the purposes of this Lease, the term "Hazardous Material" shall mean any substance or material which has been designated hazardous or toxic by any

federal, state, county, municipal, or other governmental agency or determined by such agency to be capable of endangering or posing a risk of injury to, or adverse effect on, the health or safety of persons, the environment, or property, including without limitation those substances or materials described in the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, 42 U.S.C. Section 9601, et seq.

26. ATTORNEY'S FEES. In any legal action brought by either party to enforce the terms of this Lease, the prevailing party is entitled to all costs incurred in connection with such an action, including reasonable attorneys' fees.

27. ARBITRATION. Any dispute regarding the breach of this Lease shall be decided by binding arbitration pursuant to the rules of the American Arbitration Association, and not by court action, except as otherwise provided in this Section or as allowed by California law for judicial review of arbitration proceedings. Judgment on the arbitration award may be entered in any court having jurisdiction. The Parties may conduct discovery in accordance with California Code of Civil Procedure. This provision shall not prohibit the Parties from filing a judicial action to enable the recording of a notice of pending action for order of attachment, receivership, injunction, or other provisional remedy. Venue for the resolution of any such dispute or disputes shall be in San Mateo County, California.

BY INITIALING IN THE SPACE BELOW YOU ARE AGREEING TO HAVE ANY DISPUTE ARISING OUT OF THE MATTER INCLUDED IN THE ARBITRATION OF DISPUTES' PROVISION DECIDED BY NEUTRAL ARBITRATION AS PROVIDED BY CALIFORNIA LAW AND YOU ARE GIVING UP ANY RIGHTS YOU MIGHT POSSESS TO HAVE THE DISPUTE LITIGATED IN A COURT OR BY JURY TRIAL. BY INITIALING IN THE SPACE BELOW YOU ARE GIVING UP YOUR JUDICIAL RIGHTS TO DISCOVERY AND APPEAL, UNLESS THOSE RIGHTS ARE SPECIFICALLY INCLUDED IN THE ARBITRATION OF DISPUTES PROVISION. IF YOU REFUSE TO SUBMIT TO ARBITRATION AFTER AGREEING TO THIS PROVISION, YOU MAY BE COMPELLED TO ARBITRATE UNDER THE AUTHORITY OF THE CALIFORNIA CODE OF CIVIL PROCEDURE. YOUR AGREEMENT TO THIS ARBITRATION PROVISION IS VOLUNTARY.

WE HAVE READ AND UNDERSTAND THE FOREGOING AND AGREE TO SUBMIT DISPUTES ARISING OUT OF THE MATTERS INCLUDED IN THE ARBITRATION OF DISPUTES PROVISION TO NEUTRAL ARBITRATION.

Provider

City

28. VENUE. Provider agrees and hereby stipulates that the proper venue and jurisdiction for resolution of any disputes between the parties arising out of this Lease is San Mateo County, California.

29. ASSIGNMENT AND NONTRANSFERABILITY. Provider understands and acknowledges that assignment of this Lease is absolutely prohibited without the written consent of City, and any attempt to do so without City's written consent may result in termination of the Lease at the will of City. Notwithstanding the foregoing, City shall grant permission to Provider to contract with other entities or organizations to provide some of the programs at the Premises and/or to sublease the Premises to other entities or organizations for certain hours, subject to prior notice to City. Such use is contingent, in part, upon said sub-user indemnifying and insuring City in the same manner and amount that Provider has indemnified and insured City under this Lease. City, its Council, Boards, Commissions, agents, officers, volunteers and employees shall be named as additional insureds. Any insurance policy maintained by a sub-user will be in addition to, and shall not replace, any insurance required of Provider.

30. LIENS AND ENCUMBRANCES. Provider shall have no authority to do anything that may result in a lien or encumbrance against the Premises. Without limiting the foregoing, however, Provider agrees to pay promptly all costs associated with the activities associated with this Lease and not to cause, Lease, or suffer any lien or encumbrance to be asserted against the Premises. In the event that Provider causes, leases, or suffers any lien or encumbrance to be asserted against the Premises related to activities associated with this Lease, Provider, at its sole cost and expense, shall promptly cause such lien or encumbrance to be removed.

31. TERMINATION OF LEASE.

a. Default. City or Provider shall have the right to terminate this Lease by written notice to the other party for any default or breach of any term or condition of this Lease by the other party; provided, however, the non-defaulting and non-breaching party must first deliver written notice to the other party of any such default or breach, and if such breach or default exists for more than thirty (30) days after the delivery of such notice without being cured, the non-defaulting and non-breaching party may elect to terminate this Lease by giving written notice of such termination to the defaulting party. Termination shall be effective on the date specified in the notice, which date shall not be less than thirty (30) days nor more than one hundred eighty (180) days following such notice. In addition to termination, the non-defaulting and non-breaching party shall be entitled to pursue any and all other remedies provided by law.

b. City Dissatisfaction. If City and/or Menlo Park community believes Provider has not satisfied community needs with respect to public access, service and program quality, public safety, noise restrictions and/or parking, City may deliver written notice to Tenant of such dissatisfaction and the Parties shall meet and confer within fifteen (15) days of Provider's receipt of such notice. If the matter is not resolved to the City Manager's satisfaction, City may terminate this Lease by giving written notice of such termination to Provider. Termination shall be effective not less than ninety (90) days after the date of such notice. Provider shall have the right to appeal such termination to the City Council within ten (10) days of Provider's receipt of such notice. Upon receipt of Provider's timely appeal, the Council shall place the matter on the City Council agenda and make the final determination with regard to the termination of the Lease and shall give written notice to Provider of such final determination. If the City Council determines the lease should be terminated, termination of the Lease shall be effective not less than ninety (90) days after the date of such notice.

c. Provider's Option. Provider may terminate the Lease at Provider's option upon the occurrence of any of the following:

- Upon the death of Tim Sheeper; or
- Upon the disability of Tim Sheeper, if such disability prevents him from running Provider's business operations for a continuous period of 60 consecutive days; or
- Upon financial hardship, which shall require not less than six (6) month written notice to terminate lease based on financial hardship

Termination shall be effective not less than ninety (90) days after the date of any such notice. In the event Provider does not elect to terminate the Lease as permitted herein, the Lease shall remain in full force and effect for the remainder of the Term, unless subsequently terminated for another cause or event as specified herein.

32. CONDITION OF PREMISES UPON TERMINATION. Upon the effective termination of the Lease, Provider shall restore the Premises to its condition prior to the execution of this Lease, remove all personal property, including furniture, furnishings, vehicles, and equipment, belonging to Provider or Provider's employees, invitees, and agents. Should Provider fail to perform those obligations by the effective termination date, the Parties agree to the following:

- a. Such remaining property shall be deemed abandoned and Provider waives all provisions for disposition of abandoned personal property required by California law including but not limited to California Code of Civil Procedure Section 1980 et. seq. (requiring notice for reclaiming abandoned property and public sale for disposition).

- b. City has the right to take action to remove Provider's personal property. Should City exercise this right, Provider shall be liable to City for:
- the actual cost of this removal, demonstrated by valid receipts and invoices;
 - a fifteen percent (15%) overhead to City for reasonable costs in contracting and supervising the removal work; and
 - any attorneys' fees incurred by City to remove Provider from the Property after termination, if necessary. Invoices must be paid within ten (10) days of submission of invoice to Provider. If not paid within this time, then interest will be charged at ten percent (10%) or the maximum extent allowed by law, whichever is less.

33. NOTICE. All notices under this Lease shall be in writing and, unless otherwise provided herein, shall be deemed validly given if sent by certified mail, return receipt requested, or via recognized overnight courier service, addressed as follows (or to any other mailing address which the party to be notified may designate to the other party by such notice). All notices properly given as provided for in this section shall be deemed to be given on the date when sent. Should City or Provider have a change of address, the other party shall immediately be notified as provided in this section of such change.

Provider

Team Sheeper, L.L.C
Attn: Tim Sheeper
501 Laurel Street
Menlo Park, CA 94025
(650) 369-7946

City

City of Menlo Park
Attn: City Manager
701 Laurel Street
Menlo Park, CA 94025
(650) 330-6610

34. COMPLETE AGREEMENT. This Lease contains the entire agreement between the Parties with respect to the matters set forth herein, and supersedes all prior or contemporaneous agreements (whether oral or written) between the Parties with respect to the matters set forth herein.

35. AMENDMENT. This Lease may be amended only by a written instrument executed by the Parties.

36. AUTHORITY. The individuals executing this Lease on behalf of Provider represent and warrant that they have the legal power, right and actual authority to bind Provider to the terms and conditions of this Lease.

37. NO WAIVER. Waiver by either party of a breach of any covenant of this Lease will not be construed to be a continuing waiver of any subsequent breach. City's receipt of rent with knowledge of Provider's violation of a covenant does not waive City's right to enforce any covenant of this Lease. No waiver by

either party of a provision of this Lease will be considered to have been made unless expressed in writing and signed by all parties.

IN WITNESS WHEREOF, the Parties have executed this Lease by their officers therein duly authorized as of the date and year first written above.

CITY OF MENLO PARK

By: _____

ATTEST:

City Clerk

TEAM SHEEPER, L.L.C.
501 Laurel Street
Menlo Park, CA 94025

By: _____
Tim Sheeper, Chief Executive Officer

GUARANTY

TIM SHEEPER hereby unconditionally personally guarantees all of the obligations arising or accruing during the term of the Lease and/or arising out of Provider's operation of the Premises. City is not responsible to enforce the terms of the Lease upon TEAM SHEEPER, L.L.C., or to first institute suit, or to pursue or exhaust its remedies against TEAM SHEEPER, L.L.C. TIM SHEEPER shall, without demand, pay City's reasonable attorneys' fees and all costs and expenses incurred by City in enforcing the terms of the Lease and/or this Guaranty.

This Guaranty shall inure to the benefit of City, its successors and assigns, and this Guaranty shall bind TIM SHEEPER, his legal representatives, and assigns.

TIM SHEEPER

Exhibits

- A. Burgess Pool Site Map
- B. Belle Haven Pool Site Map
- C. SOLO Agreement



Menlo Swim and Sport

Annual Report to the City of Menlo Park

February 17, 2016

Menlo Swim and Sport

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Annual Report to the City of Menlo Park

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

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

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

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

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

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

Total Amount of Program Hours by Program

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

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

TOTAL AMOUNT OF PROGRAM HOURS BY PROGRAM AREA

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

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

Participation Statistics by Program

PARTICIPATION STATISTICS BURGESS

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

PARTICIPATION STATISTICS - BELLE HAVEN

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

Customer Satisfaction Survey Results

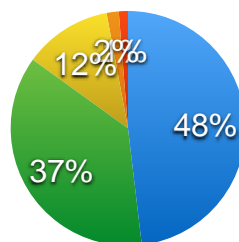
INCLUDES USER GROUP FEEDBACK BY PROGRAM AREA OR RENTAL

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

The following questions were asked of Burgess Pool users:

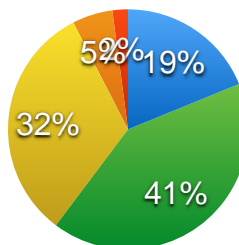
1. As a direct result of participating at the pool, I (or my child) have improved upon or developed a new skill.

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



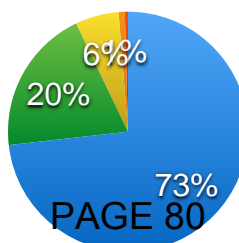
2. As a direct result of participating at the pool, I (or my child) feel closer to my community.

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

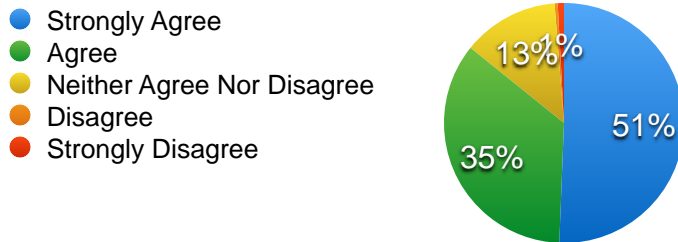


3. My (or my child's) participation in aquatics programs supports a healthy lifestyle.

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



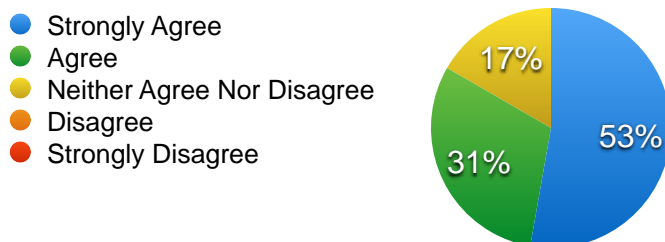
4. My (or my child's) participation in aquatics programs contributes to my (or my child's) individual growth and development.



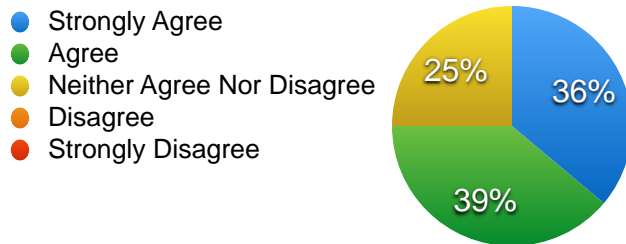
MENLO SWIM AND SPORT BURGESS USERS - 2015 SURVEY RESPONSES				
Answer Options	Question #1	Question #2	Question #3	Question #4
Strongly Agree	48.12%	18.83%	73.22%	50.63%
Agree	36.82%	41.42%	19.67%	35.15%
Neither Agree Nor Disagree	12.13%	32.22%	5.86%	12.97%
Disagree	1.67%	5.44%	0.84%	0.42%
Strongly Disagree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

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

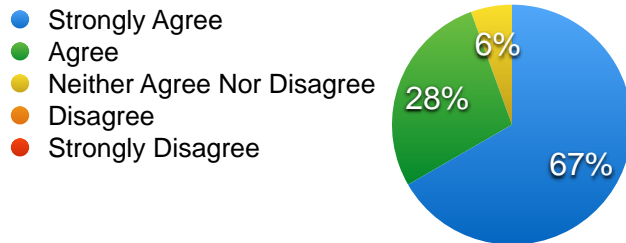
1. As a direct result of participating at Belle Haven Pool, I (or my child) have improved upon or developed a new skill.



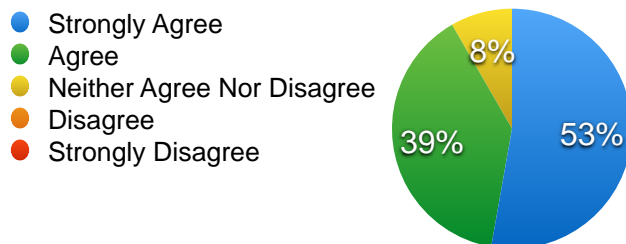
2. As a direct result of participating at Belle Haven Pool, I (or my child) feel closer to my community.



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



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



BELLE HAVEN POOL

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

Pool Schedule and Space Allocation by Program

INCLUDES PREVIOUS YEAR AND PROJECTIONS FOR 2015

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

Fee Comparison by Program Area

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

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

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

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

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

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

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

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

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

Lane Rate Rental Fee Comparison

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

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

Pricing Structure - 2015

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

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

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

Annual Audits and Review Demonstrating Standards of Care

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

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

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

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

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

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

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

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

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

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

Risk Management Documentation

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

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

Lifeguard Training

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

- Harassment Policy

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

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

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

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

Certifications

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

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

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

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

Facility Maintenance

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

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

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

Description of Programs

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Tennis

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

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

Special Events and Accomplishments

BURGESS POOL

Mavericks Swim Team

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

Camp Menlo

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

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

Can-Do Challenge

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

Family Giving Tree

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

Kid's Triathlon

Saturday, July 11, 2015

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

Underwater Hockey

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

Risk Management

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

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

Charitable Giving

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

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

BELLE HAVEN POOL

Facebook Adult Swim Lessons

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

Beechwood School Parent Swim Lessons

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

Big Hero 6 Movie Night

Friday, May 15, 2015

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

Charitable Organizations

Beyond Barriers Athletic Foundation (BBAF)

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

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

Ravenswood Clinic

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

Conclusion

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

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

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

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

The company goals for 2016 include:

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

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



Menlo Swim & Sport Pool Schedule: January 2015

Non Summer Season: Mon., Sept. 29 – May, 2015

Instructional Pool - 87°

L = Laps, O = Open Swim, AF = Aqua Fit, SS = Swim School, M = Mavericks, TNT = Leukemia & Lymphoma Society,
CM = Camp Menlo

	MON		TUE		WED		THU		FRI		SAT		SUN	
5-6														
6-7	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)					
7-8	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		TNT (6)			
8-9	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	TNT (6)		Aqua Fit (4)	L (2)
9-10	SS (2)	Laps (4)	SS (2)	Laps (1)	Aqua Fit (3)	SS (2)	Laps (4)	SS (2)	Laps (1)	Aqua Fit (3)	SS (2)	Laps (4)	School (6)	
10-11	SS (2)	Laps (4)	SS (2)	Laps (2)	Aqua Fit (2)	SS (2)	Laps (4)	SS (2)	Laps (2)	Aqua Fit (2)	SS (2)	Laps (4)	School (6)	
11-12	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	School (6)		School (6)	
12-1	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	School (6)		School (4)	O (2)
1-2	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	School (4)	O (2)	School (4)	O (2)
2-3	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Laps (2)	Open (4)	Laps (2)	Open (4)
3-4	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Laps (2)	Open (4)	Laps (2)	Open (4)
4-5	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (4)	M (3)	Laps (2)	Open (4)	Laps (2)	Open (4)
5-6	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (4)	M (3)				
6-7	School (4)	O (2)	School (4)		School (4)	M (3)	School (4)	O (2)	School (4)	O (2)				
6:45				2										
7-8	Laps (3)	Open (3)	Aqua Fit (4)	O (2)	TNT (6)		Aqua Fit (4)	O (2)						

Please call 650-328-SWIM or visit www.menloswim.com for updates and announcements.

Performance Pool - 80°

L = Laps, O = Open Swim, SA = SOLO Aquatics, Mavs = Mavericks, TNT = Leukemia & Lymphoma Society, AF = Aqua Fit, MM = Menlo Masters, Jr. Grd = Junior Lifeguard

	MON		TUE		WED		THU		FRI		SAT		SUN		
5-6															
6-7	(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		Masters (11)				
7-8	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (11)		Masters (11)		
8-9	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Masters (11)		Polo (9)	L (2)	
9-10	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		TNT (11)		Polo (9)	L (2)	
10-11	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (5)	Mavs (4)	O (2)	Laps (9)	O (2)
11-12	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (5)	Mavs (4)	O (2)	Laps (9)	O (2)
12-1	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Laps (9)	O (2)	Laps (11)		
1-2	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		
2-3	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		
3-4	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		
4-5	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	Laps (11)		Laps (11)		
5-6	L (3)		L (3)		L (3)		L (3)		L (3)						
6-7	L (3)	Mavs (8)	L (3)	Mavs (8)	L (3)	Mavs (8) Polo (8)	L (3)	Mavs (8)	L (3)	Mavs (8)					
7-8	Laps (7)	Mavs (4)	Mav (3)	Laps (3)	MM (5)	L (3)	Polo (8)	Mav (3)	Laps (3)	MM (5)					
8-9:15															

Mark your Calendar:

☺ **Monday, January 219 – Martin Luther King Jr. Holiday: There will be NO Menlo Swim School swimming lessons or Menlo Mavericks practice.**

****Please note****

● Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students and other programs.

Updated on December 30



Menlo Swim & Sport Pool Schedule: February 2015

Non Summer Season: Mon., Sept. 29 – May, 2015

Instructional Pool - 87°

L = Laps, O = Open Swim, AF = Aqua Fit, SS = Swim School, M = Mavericks, TNT = Leukemia & Lymphoma Society,
CM = Camp Menlo

	MON		TUE		WED		THU		FRI		SAT		SUN	
5-6														
6-7	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)					
7-8	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		TNT (6)			
8-9	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	TNT (6)		Aqua Fit (4)	L (2)
9-10	SS (2)	Laps (4)	SS (2)	Laps (1)	Aqua Fit (3)	SS (2)	Laps (4)	SS (2)	Laps (1)	Aqua Fit (3)	SS (2)	Laps (4)	School (6)	
10-11	SS (2)	Laps (4)	SS (2)	Laps (2)	Aqua Fit (2)	SS (2)	Laps (4)	SS (2)	Laps (2)	Aqua Fit (2)	SS (2)	Laps (4)	School (6)	
11-12	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	School (6)		School (6)	
12-1	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	School (6)		School (4)	O (2)
1-2	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	School (4)	O (2)	School (4)	O (2)
2-3	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Laps (2)	Open (4)	Laps (2)	Open (4)
3-4	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Laps (2)	Open (4)	Laps (2)	Open (4)
4-5	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (4)	M (3)	Laps (2)	Open (4)	Laps (2)	Open (4)
5-6	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (4)	M (3)				
6-7	School (4)	O (2)	School (4)		School (4)	M (3)	School (4)	O (2)	School (4)	O (2)				
6:45				2										
7-8	Laps (3)	Open (3)	Aqua Fit (4)	O (2)	TNT (6)		Aqua Fit (4)	O (2)						

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Performance Pool - 80°

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	MON		TUE		WED		THU		FRI		SAT		SUN		
5-6															
6-7	(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		Masters (11)				
7-8	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (11)		Masters (11)		
8-9	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Masters (11)		Polo (9)	L (2)	
9-10	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		TNT (11)		Polo (9)	L (2)	
10-11	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (5)	Mavs (4)	O (2)	Laps (9)	O (2)
11-12	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (5)	Mavs (4)	O (2)	Laps (9)	O (2)
12-1	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Laps (9)		O (2)	Laps (11)	
1-2	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		
2-3	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		
3-4	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		
4-5	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	Laps (11)		Laps (11)		
5-6	L (3)		L (3)		L (3)		L (3)		L (3)						
6-7	L (3)	Mavs (8)	L (3)	Mavs (8)	L (3)	Mavs (8)	L (3)	Mavs (8)	L (3)	Mavs (8)					
7-8	Laps (7)	Mavs (4)	Mav (3)	Laps (3)	MM (5)	L (3)	Polo (8)	Mav (3)	Laps (3)	MM (5)					
8-9:15															

Mark your Calendar:

President's Day, Mon., Feb. 16th

- CANCELLED** due to the holiday:
- Menlo Swim School swimming lessons
 - Masters 12 noon practice
 - Beyond Studio Cycling workouts
 - Menlo Tennis Academy practice

Holiday Schedule

- Masters 5:45am and 7am
- Lap Swim 6am – 8pm
- Menlo Fit Boot Camp 6:00am, 7:00am, 8:15am and 9:15am Arrillaga Family Gymnasium
- Aqua Fit 7:50am
- Service Center Office Hours 9am – 12pm
- Open Swim 10am – 8pm
- Mavericks practice 10am – 11:30am: Levels 4, 5 & 6 (Lanes #1-5 in the Performance Pool)
- SOLO Aquatics 4pm – 5:30pm (Lanes #1-8 in the Performance Pool)
- Mavericks practice 5:30pm – 6:30pm: Levels 1, 2 & 3 (Lanes #1-5 in the Performance Pool)

Please note

- Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students and other programs.

Updated on February 1



Menlo Swim & Sport Pool Schedule: March 2015

Non Summer Season: Mon., Sept. 29 – May, 2015

Instructional Pool - 87°

L = Laps, O = Open Swim, AF = Aqua Fit, SS = Swim School, M = Mavericks, TNT = Leukemia & Lymphoma Society,
CM = Camp Menlo

	MON		TUE		WED		THU		FRI		SAT		SUN	
5-6														
6-7	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)					
7-8	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		TNT (6)			
8-9	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	TNT (6)		Aqua Fit (4)	L (2)
9-10	SS (2)	Laps (4)	SS (2)	Laps (1)	Aqua Fit (3)	SS (2)	Laps (4)	SS (2)	Laps (1)	Aqua Fit (3)	SS (2)	Laps (4)	School (6)	
10-11	SS (2)	Laps (4)	SS (2)	Laps (2)	Aqua Fit (2)	SS (2)	Laps (4)	SS (2)	Laps (2)	Aqua Fit (2)	SS (2)	Laps (4)	School (6)	
11-12	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	School (6)		School (6)	
12-1	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	School (6)		School (4)	O (2)
1-2	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	School (4)	O (2)	School (4)	O (2)
2-3	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Laps (2)	Open (4)	Laps (2)	Open (4)
3-4	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Laps (2)	Open (4)	Laps (2)	Open (4)
4-5	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (4)	M (3)	Laps (2)	Open (4)	Laps (2)	Open (4)
5-6	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (4)	M (3)				
6-7	School (4)	O (2)	School (4)		School (4)	M (3)	School (4)	O (2)	School (4)	O (2)				
6:45				2										
7-8	Laps (3)	Open (3)	Aqua Fit (4)	O (2)	TNT (6)		Aqua Fit (4)	O (2)						

Please call 650-328-SWIM or visit www.menloswim.com for updates and announcements.

Performance Pool - 80°

L = Laps, O = Open Swim, SA = SOLO Aquatics, Mavs = Mavericks, TNT = Leukemia & Lymphoma Society, AF = Aqua Fit, MM = Menlo Masters, Jr. Grd = Junior Lifeguard

	MON		TUE		WED		THU		FRI		SAT		SUN		
5-6															
6-7	(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		Masters (11)				
7-8	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (11)		Masters (11)		
8-9	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Masters (11)		Polo (9)	L (2)	
9-10	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		TNT (11)		Polo (9)	L (2)	
10-11	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (5)	Mavs (4)	O (2)	Laps (9)	O (2)
11-12	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (5)	Mavs (4)	O (2)	Laps (9)	O (2)
12-1	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Laps (9)	O (2)	Laps (11)		
1-2	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		
2-3	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		
3-4	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		
4-5	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	Laps (11)		Laps (11)		
5-6	L (3)		L (3)		L (3)		L (3)		L (3)						
6-7	L (3)	Mavs (8)	L (3)	Mavs (8)	L (3)	Mavs (8) Polo (8)	L (3)	Mavs (8)	L (3)	Mavs (8)					
7-8	Laps (7)	Mavs (4)	Mav (3)	Laps (3)	MM (5)	L (3)	Polo (8)	Mav (3)	Laps (3)	MM (5)					
8-9:15															

Mark your Calendar:

Saturday, March 7 – Starting at 2:00pm the Instructional Pool will be closed for the Air Dome deconstruction. Open Swim will be available in the Performance Pool.

****Please note****

- Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students and other programs.

Updated on March 1



Menlo Swim & Sport Pool Schedule: April 2015

Non Summer Season: through May, 2015

Instructional Pool - 87°

L = Laps, O = Open Swim, AF = Aqua Fit, SS = Swim School, M = Mavericks, TNT = Leukemia & Lymphoma Society,
CM = Camp Menlo

	MON		TUE		WED		THU		FRI		SAT		SUN	
5-6														
6-7	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)					
7-8	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		TNT (6)			
8-9	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	TNT (6)		Aqua Fit (4)	L (2)
9-10	SS (2)	Laps (4)	SS (2)	Laps (1)	Aqua Fit (3)	SS (2)	Laps (4)	SS (2)	Laps (1)	Aqua Fit (3)	SS (2)	Laps (4)	School (6)	
10-11	SS (2)	Laps (4)	SS (2)	Laps (2)	Aqua Fit (2)	SS (2)	Laps (4)	SS (2)	Laps (2)	Aqua Fit (2)	SS (2)	Laps (4)	School (6)	
11-12	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	School (6)		School (6)	
12-1	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	School (6)		School (4)	O (2)
1-2	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	School (4)	O (2)	School (4)	O (2)
2-3	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Laps (2)	Open (4)	Laps (2)	Open (4)
3-4	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Laps (2)	Open (4)	Laps (2)	Open (4)
4-5	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (4)	M (3)	Laps (2)	Open (4)	Laps (2)	Open (4)
5-6	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (4)	M (3)				
6-7	School (4)	O (2)	School (4)		School (4)	M (3)	School (4)	O (2)	School (4)	O (2)				
6:45				2										
7-8	Laps (3)	Open (3)	Aqua Fit (4)	O (2)	TNT (6)		Aqua Fit (4)	O (2)						

Please call 650-328-SWIM or visit www.menloswim.com for updates and announcements.

Performance Pool - 80°

L = Laps, O = Open Swim, SA = SOLO Aquatics, Mavs = Mavericks, TNT = Leukemia & Lymphoma Society, AF = Aqua Fit, MM = Menlo Masters, Jr. Grd = Junior Lifeguard

	MON	TUE	WED	THU	FRI	SAT	SUN
5-6							
6-7	(11) Masters (9)	(11) Masters (9)	(11) Masters (9)	(11) Masters (9)	(11) Masters (9)	Masters (11)	
7-8	Masters (9) L (2)	Masters (9) L (2)	Masters (9) L (2)	Masters (9) L (2)	Masters (9) L (2)	Masters (11)	Masters (11)
8-9	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Masters (11)	Polo (9) L (2)
9-10	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)	TNT (11)	Polo (9) L (2)
10-11	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (5) Mavs (4) O (2)	Laps (9) O (2)
11-12	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (5) Mavs (4) O (2)	Laps (9) O (2)
12-1	Masters (9) L (2)	Masters (9) L (2)	Masters (9) L (2)	Masters (9) L (2)	Masters (9) L (2)	Laps (9) O (2)	Laps (11)
1-2	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)
2-3	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)
3-4	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)
4-5	L (3) SOLO (8)	L (3) SOLO (8)	L (3) SOLO (8)	L (3) SOLO (8)	L (3) SOLO (8)	Laps (11)	Laps (11)
5-6	L (3)	L (3)	L (3)	L (3)	L (3)		
6-7	L (3) Mavs (8)	L (3) Mavs (8)	L (3) Mavs (8) Polo (8)	L (3) Mavs (8)	L (3) Mavs (8)		
7-8	Laps (7) Mavs (4) Mav (3)	Laps (3) MM (5)	L (3) Polo (8) Mav (3)	Laps (3) MM (5)			
8-9:15							

Mark your Calendar:

☺ Sunday, April 5th – Menlo Swim and Sport will be **CLOSED** in observance of the Easter holiday.

****Please note****

- Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students and other programs.

Updated on April 1



Menlo Swim & Sport Pool Schedule: May 2015

Hours through Sunday, June 14, 2015

Instructional Pool - 87°

L = Laps, O = Open Swim, AF = Aqua Fit, SS = Swim School, M = Mavericks, TNT = Leukemia & Lymphoma Society,
CM = Camp Menlo

	MON		TUE		WED		THU		FRI		SAT		SUN	
5-6														
6-7	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)					
7-8	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		TNT (6)			
8-9	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	TNT (6)		Aqua Fit (4)	L (2)
9-10	SS (2)	Laps (4)	SS (2)	Laps (1)	Aqua Fit (3)	SS (2)	Laps (4)	SS (2)	Laps (1)	Aqua Fit (3)	SS (2)	Laps (4)	School (6)	
10-11	SS (2)	Laps (4)	SS (2)	Laps (2)	Aqua Fit (2)	SS (2)	Laps (4)	SS (2)	Laps (2)	Aqua Fit (2)	SS (2)	Laps (4)	School (6)	
11-12	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	School (6)		School (6)	
12-1	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	School (6)		School (4)	O (2)
1-2	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	School (4)	O (2)	School (4)	O (2)
2-3	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Laps (2)	Open (4)	Laps (2)	Open (4)
3-4	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Laps (2)	Open (4)	Laps (2)	Open (4)
4-5	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (4)	M (3)	Laps (2)	Open (4)	Laps (2)	Open (4)
5-6	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (4)	M (3)	Laps (2)	Open (4)	Laps (2)	Open (4)
6-7	School (4)	O (2)	School (4)		School (4)	M (3)	School (4)	O (2)	School (4)	O (2)				
6:45				2										
7-8	Laps (3)	Open (3)	Aqua Fit (4)	O (2)	TNT (6)		Aqua Fit (4)	O (2)						

Please call 650-328-SWIM or visit www.menloswim.com for updates and announcements.

Performance Pool - 80°

L = Laps, O = Open Swim, SA = SOLO Aquatics, Mavs = Mavericks, TNT = Leukemia & Lymphoma Society, AF = Aqua Fit, MM = Menlo Masters, Jr. Grd = Junior Lifeguard

	MON	TUE	WED	THU	FRI	SAT	SUN
5-6							
6-7	(11) Masters (9)	(11) Masters (9)	(11) Masters (9)	(11) Masters (9)	(11) Masters (9)	Masters (11)	
7-8	Masters (9) L (2)	Masters (9) L (2)	Masters (9) L (2)	Masters (9) L (2)	Masters (9) L (2)	Masters (11)	Masters (11)
8-9	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Masters (11)	Polo (9) L (2)
9-10	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)	TNT (11)	Polo (9) L (2)
10-11	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (5) Mavs (4) O (2)	Laps (9) O (2)
11-12	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (5) Mavs (4) O (2)	Laps (9) O (2)
12-1	Masters (9) L (2)	Masters (9) L (2)	Masters (9) L (2)	Masters (9) L (2)	Masters (9) L (2)	Laps (9) O (2)	Laps (11)
1-2	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)
2-3	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)
3-4	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)
4-5	L (3) SOLO (8)	L (3) SOLO (8)	L (3) SOLO (8)	L (3) SOLO (8)	L (3) SOLO (8)	Laps (11)	Laps (11)
5-6	L (3)	L (3)	L (3)	L (3)	L (3)	Laps (11)	Laps (11)
6-7	L (3) Mavs (8)	L (3) Mavs (8)	L (3) Mavs (8) Polo (8)	L (3) Mavs (8)	L (3) Mavs (8)		
7-8	Laps (7) Mavs (4) Mav (3)	Laps (3) MM (5)	L (3) Polo (8) Mav (3)	Laps (3) MM (5)			
8-9:15							

Mark your Calendar:

☺ Baby Pool opens **Saturday, May 16th**! Hours through Sunday, June 14th:

Monday – Friday 11:00am – 1:00pm

Saturday & Sunday 10:00am – 6:00pm

☺ Memorial Day, Monday, May 25: Menlo Swim School will be **closed** for the holiday. There will be no Menlo Swim School swimming lessons or Menlo Mavericks practice. Extended Open Swimming starts at 10:00am!

****Please note****

● Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students and other programs.

Updated on April 30



Menlo Swim & Sport Pool Schedule: June 1 – June 14, 2015

Pre-Summer season: through Sunday, June 14th

Instructional Pool - 87°

L = Laps, O = Open Swim, AF = Aqua Fit, SS = Swim School, M = Mavericks, TNT = Leukemia & Lymphoma Society,
CM = Camp Menlo, Jr Grd. = Junior Guard

	MON		TUE		WED		THU		FRI		SAT		SUN						
5-6																			
6-7	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)										
7-8	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		TNT (6)								
8-9	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	TNT (6)		Aqua Fit (4)	L (2)					
9-10	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	CM (1)	L (1)	Aqua Fit (2)	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	CM (1)	L (1)	Aqua Fit (2)	SS (2)	Camp Menlo (1)	Laps (3)	School (6)	School (6)
10-11	SS (2)	Camp Menlo (2)	Laps (2)	SS (2)	Camp Menlo (2)	Aqua Fit (2)	SS (2)	Camp Menlo (2)	Laps (2)	SS (2)	Camp Menlo (2)	Aqua Fit (2)	SS (2)	Camp Menlo (2)	Laps (2)	School (6)	School (4)	O (2)	
11-12	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	Camp Menlo (1)	Laps (3)	School (6)	School (4)	O (2)	
12-1	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	School (6)	School (4)	O (2)				
	Laps (2)	(2)	Laps (2)	(2)	Laps (2)	(2)	Laps (2)	(2)	Laps (2)	(2)	Laps (2)	(2)							
1-2	Camp Menlo (2)	Jr Grd (2)	O (2)	Camp Menlo (2)	Jr Grd (2)	O (2)	Camp Menlo (2)	Jr Grd (2)	O (2)	Camp Menlo (2)	Jr Grd (2)	O (2)	Camp Menlo (2)	Jr Grd (2)	O (2)	School (6)	School (4)	O (2)	
2-3	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Open (5)	L (1)	Open (5)	L (1)					
3-4	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Open (5)	L (1)	Open (5)	L (1)					
4-5	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Open (5)	L (1)	Open (5)	L (1)					
5-6	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Open (5)	L (1)	Open (5)	L (1)					
6-7	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)									
7-8	Laps (3)	Open (3)	Aqua Fit (4)	O (2)	TNT (6)		Aqua Fit (4)	O (2)											

Please call 650-328-SWIM or visit www.menloswim.com for updates and announcements.

Performance Pool - 80°

L = Laps, O = Open Swim, AF = Aqua Fit, SS = Swim School, M = Mavericks, TNT = Leukemia & Lymphoma Society, CM = Camp Menlo, Jr Grd. = Junior Guard, TRI = Menlo Swim and Sport Triathlon

	MON		TUE		WED		THU		FRI		SAT		SUN			
5-6																
6-7	(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		Masters (11)					
7-8	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (11)	Masters (11)				
8-9	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Masters (11)		Polo (9)			
9-10	Laps (9)	CM Perf (2)	Laps (9)	CM Perf (2)	Laps (9)	CM Perf (2)	Laps (9)	CM Perf (2)	Laps (9)	CM Perf (2)	TNT (11)		Polo (9) L (2)			
	Laps (7)	Jr. Grd. (2)	Laps (7)	Jr. Grd. (2)	Laps (7)	Jr. Grd. (2)	Laps (7)	Jr. Grd. (2)	Laps (7)	Jr. Grd. (2)						
10-11	Laps (7)	Jr. Grd. (2)	CM Perf (2)	Laps (7)	Jr. Grd. (2)	CM Perf (2)	Laps (7)	Jr. Grd. (2)	CM Perf (2)	Laps (7)	Jr. Grd. (2)	CM Perf (2)	Laps (5)	Mavs (4)	O (2)	Laps (11)
11-12	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (5)		Mavs (4)		O (2)	
	L (9)	Jr.G. (2)	L (9)	Jr.G. (2)	L (9)	Jr.G. (2)	L (9)	Jr.G. (2)	L (9)	Jr.G. (2)						
12-1	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Laps (9)	O (2)	Laps (11)	
1-2	Laps (9)	Jr.G. (2)	Laps (9)	Jr.G. (2)	Laps (9)	Jr.G. (2)	Laps (9)	Jr.G. (2)	Laps (9)	Jr.G. (2)	Laps (11)		Laps (11)			
2-3	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)			
	(7)		(7)		(7)		(7)		(7)							
3-4	Laps (7)	Mavs (4)	Laps (7)	Mavs (4)	Laps (11)		Laps (7)	Mavs (4)	Laps (7)	Mavs (4)	Laps (11)		Laps (11)			
4-5	L (3)	SOLO (4)	Mavs (4)	L (3)	SOLO (4)	Mavs (4)	L (3)	SOLO (4)	Mavs (4)	L (3)	SOLO (4)	Mavs (4)	Laps (11)		Laps (11)	
5-6	L (3)		L (3)		L (3)		L (3)		L (3)		Laps (11)		Laps (11)			
6-7	L (3)	Mavs (8)		L (3)	Mavs (8)		L (3)	Mavs (8)		L (3)	Mavs (8)					
7-8	Laps (3)	TRI (4)	Mavs (4)	Mavs (3)	Laps (3)	MM (5)	O L 1 2	Polo (8)	Mavs (3)	Laps (3)	MM (5)					

Mark your Calendar:

Baby Pool hours through Sunday, June 14th:

Monday – Friday 11:00am – 1:00pm

Saturday & Sunday 10:00am – 6:00pm

Baby Pool hours Monday, June 15th through Sunday, August 30th:

Monday – Sunday 10:00am – 6:00pm

Please note

- Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students and other programs.
- We reserve the right to make any schedule alterations, including on warm days and holidays

Updated on June 2



Menlo Swim & Sport Pool Schedule: July 1 - 31, 2015

Summer season: June 15 – August 30, 2015

Instructional Pool - 87°

L = Laps, O = Open Swim, AF = Aqua Fit, SS = Swim School, M = Mavericks, TNT = Leukemia & Lymphoma Society, CM = Camp Menlo, Jr Grd. = Junior Guard

	MON		TUE		WED		THU		FRI		SAT		SUN							
5-6																				
6-7	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)											
7-8	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		TNT (6)									
8-9	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	TNT (6)		Aqua Fit (4)	L (2)						
9-10	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	CM (1)	Aqua Fit (3)	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	CM (1)	Aqua Fit (3)	SS (2)	Camp Menlo (1)	Laps (3)	School (6)	School (6)			
10-11	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	CM (1)	L (1)	Aqua Fit (2)	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	CM (1)	L (1)	Aqua Fit (2)	SS (2)	Camp Menlo (1)	Laps (3)	School (6)	School (4)	O (2)
11-12	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	Camp Menlo (1)	Laps (3)	School (6)	School (4)	O (2)		
12-1	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	School (6)	School (4)	O (2)					
	Laps (2)	(2)	Laps (2)	(2)	Laps (2)	(2)	Laps (2)	(2)	Laps (2)	(2)	Laps (2)	(2)								
1-2	Camp Menlo (2)	Jr Grd (2)	O (2)	Camp Menlo (2)	Jr Grd (2)	O (2)	Camp Menlo (2)	Jr Grd (2)	O (2)	Camp Menlo (2)	Jr Grd (2)	O (2)	Camp Menlo (2)	Jr Grd (2)	O (2)	School (6)	School (4)	O (2)		
2-3	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Open (5)	L (1)	Open (5)	L (1)				
3-4	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Open (5)	L (1)	Open (5)	L (1)				
4-5	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Open (5)	L (1)	Open (5)	L (1)				
5-6	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Open (5)	L (1)	Open (5)	L (1)				
6-7	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)								
7-8	Laps (3)	Open (3)	Aqua Fit (4)	O (2)	TNT (6)		Aqua Fit (4)	O (2)	Laps (3)	Open (3)										

Please call 650-328-SWIM or visit www.menloswim.com for updates and announcements.

Performance Pool - 80°

L = Laps, O = Open Swim, AF = Aqua Fit, SS = Swim School, M = Mavericks, TNT = Leukemia & Lymphoma Society, CM = Camp Menlo, Jr Grd. = Junior Guard

	MON		TUE		WED		THU		FRI		SAT		SUN	
5-6														
6-7	(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		Masters (11)			
7-8	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (11)	Masters (11)		
8-9	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Masters (11)		Polo (9)	
9-10	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		TNT (11)		Polo (9)	L (2)
	Laps (9)	Jr. Grd. (2)	Laps (9)	Jr. Grd. (2)	Laps (9)	Jr. Grd. (2)	Laps (9)	Jr. Grd. (2)	Laps (9)	Jr. Grd. (2)				
10-11	Laps (9)	Jr. Grd. (2)	Laps (9)	Jr. Grd. (2)	Laps (9)	Jr. Grd. (2)	Laps (9)	Jr. Grd. (2)	Laps (9)	Jr. Grd. (2)	Laps (5)	Mavs (4)	O (2)	Laps (11)
11-12	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (5)	Mavs (4)	O (2)	Laps (11)
	L (9)	Jr.G. (2)	L (9)	Jr.G. (2)	L (9)	Jr.G. (2)	L (9)	Jr.G. (2)	L (9)	Jr.G. (2)				
12-1	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Laps (9)	O (2)	Laps (11)	
1-2	Laps (9)	Jr.G. (2)	Laps (9)	Jr.G. (2)	Laps (9)	Jr.G. (2)	Laps (9)	Jr.G. (2)	Laps (9)	Jr.G. (2)	Laps (11)		Laps (11)	
2-3	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
	(7)		(7)		(7)		(7)		(7)					
3-4	Laps (7)	Mavs (4)	Laps (7)	Mavs (4)	Laps (11)		Laps (7)	Mavs (4)	Laps (7)	Mavs (4)	Laps (11)		Laps (11)	
4-5	L (3)	SOLO (4)	Mavs (4)	L (3)	SOLO (4)	Mavs (4)	L (3)	SOLO (4)	Mavs (4)	L (3)	SOLO (4)	Mavs (4)	Laps (11)	Laps (11)
5-6	L (3)		L (3)		L (3)		L (3)		L (3)		Laps (11)		Laps (11)	
6-7	L (3)	Mavs (8)		L (3)	Mavs (8)		L (3)	Mavs (8)		L (3)	Mavs (8)			
7-8	Laps (3)	Tri (4)	Mavs (4)	Mavs (3)	Laps (3)	MM (5)	O (1)	L (2)	Polo (8)	Mavs (3)	Laps (3)	MM (5)	Laps (11)	

Mark your Calendar:

Baby Pool

Monday – Sunday 10:00am – 6:00pm

☺ Menlo Mavericks Swim Meet: **Tuesday, July 7: The Performance Pool will CLOSE and there will be no lap swimming starting at 3:30pm.** Come watch a meet and cheer on your Menlo Mavericks!

☺ There will be no Menlo Swim School swimming lessons on **Saturday, July 4th** for the Fourth of July holiday. **The Burgess Pool will close early at 5:00pm in observance of the holiday.**

Please note

- Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students and other programs.
- We reserve the right to make any schedule alterations, including on warm days and holiday **Updated June 30**



Menlo Swim & Sport Pool Schedule:

August 1 - 16, 2015

(Camp Menlo ends on Aug. 14th)

Summer season: June 15 – August 30, 2015

Instructional Pool - 87°

L = Laps, O = Open Swim, AF = Aqua Fit, SS = Swim School, M = Mavericks, TNT = Leukemia & Lymphoma Society, CM = Camp Menlo, Jr Grd. = Junior Guard

	MON		TUE		WED		THU		FRI		SAT		SUN							
5-6																				
6-7	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)											
7-8	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		TNT (6)									
8-9	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	TNT (6)		Aqua Fit (4)	L (2)						
9-10	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	C M (1)	Aqua Fit (3)	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	C M (1)	Aqua Fit (3)	SS (2)	Camp Menlo (1)	Laps (3)	School (6)	School (6)			
10-11	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	C M (1)	L (1)	Aqua Fit (2)	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	C M (1)	L (1)	Aqua Fit (2)	SS (2)	Camp Menlo (1)	Laps (3)	School (6)	School (4)	O (2)
11-12	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	Camp Menlo (1)	Laps (3)	School (6)	School (4)	O (2)		
12-1	Laps (4)		Laps (4)		Laps (4)		Laps (4)		Laps (4)		Laps (4)		Laps (4)		School (6)		School (4)		O (2)	
	Laps (2)	(2)	O (2)	Laps (2)	(2)	O (2)	Laps (2)	(2)	O (2)	Laps (2)	(2)	O (2)	Laps (2)	(2)	O (2)					
1-2	Camp Menlo (2)	Jr Grd (2)	O (2)	Camp Menlo (2)	Jr Grd (2)	O (2)	Camp Menlo (2)	Jr Grd (2)	O (2)	Camp Menlo (2)	Jr Grd (2)	O (2)	Camp Menlo (2)	Jr Grd (2)	O (2)	School (6)		School (4)		O (2)
2-3	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Open (5)	L (1)	Open (5)	L (1)				
3-4	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Open (5)	L (1)	Open (5)	L (1)				
4-5	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Open (5)	L (1)	Open (5)	L (1)				
5-6	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Open (5)	L (1)	Open (5)	L (1)				
6-7	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)								
7-8	Laps (3)	Open (3)	Aqua Fit (4)	O (2)	TNT (6)		Aqua Fit (4)	O (2)	Laps (3)	Open (3)										

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Performance Pool - 80°

L = Laps, O = Open Swim, AF = Aqua Fit, SS = Swim School, M = Mavericks, TNT = Leukemia & Lymphoma Society, CM = Camp Menlo, Jr Grd. = Junior Guard

	MON		TUE		WED		THU		FRI		SAT		SUN	
5-6														
6-7	(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		Masters (11)			
7-8	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (11)	Masters (11)		
8-9	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Masters (11)		Polo (9)	
9-10	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		TNT (11)		Polo (9)	L (2)
	Laps (9)	Jr. Grd. (2)	Laps (9)	Jr. Grd. (2)	Laps (9)	Jr. Grd. (2)	Laps (9)	Jr. Grd. (2)	Laps (9)	Jr. Grd. (2)				
10-11	Laps (9)	Jr. Grd. (2)	Laps (9)	Jr. Grd. (2)	Laps (9)	Jr. Grd. (2)	Laps (9)	Jr. Grd. (2)	Laps (9)	Jr. Grd. (2)	Laps (5)	Mavs (4)	O (2)	Laps (11)
11-12	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (5)	Mavs (4)	O (2)	Laps (11)
	L (9)	Jr.G. (2)	L (9)	Jr.G. (2)	L (9)	Jr.G. (2)	L (9)	Jr.G. (2)	L (9)	Jr.G. (2)				
12-1	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Laps (9)	O (2)	Laps (11)	
1-2	Laps (9)	Jr.G. (2)	Laps (9)	Jr.G. (2)	Laps (9)	Jr.G. (2)	Laps (9)	Jr.G. (2)	Laps (9)	Jr.G. (2)	Laps (11)		Laps (11)	
2-3	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
	(7)		(7)		(7)		(7)		(7)					
3-4	Laps (7)	Mavs (4)	Laps (7)	Mavs (4)	Laps (11)		Laps (7)	Mavs (4)	Laps (7)	Mavs (4)	Laps (11)		Laps (11)	
4-5	L (3)	SOLO (4)	Mavs (4)	L (3)	SOLO (4)	Mavs (4)	L (3)	SOLO (4)	Mavs (4)	L (3)	SOLO (4)	Mavs (4)	Laps (11)	Laps (11)
5-6	L (3)		L (3)		L (3)		L (3)		L (3)		Laps (11)		Laps (11)	
6-7	L (3)	Mavs (8)		L (3)	Mavs (8)		L (3)	Mavs (8)		L (3)	Mavs (8)			
7-8	Laps (3)	Tri (4)	Mavs (4)	Mavs (3)	Laps (3)	MM (5)	O (1)	L (2)	Polo (8)	Mavs (3)	Laps (3)	MM (5)	Laps (11)	

Mark your Calendar:

Baby Pool

Monday – Sunday 10:00am – 6:00pm

☺ Labor Day, Monday, Sept. 7: Menlo Swim School will be **closed** for the holiday. There will be no Menlo Swim School swimming lessons or Menlo Mavericks practice.

☺ Labor Day, Monday, Sept. 7: The Burgess Pools will close @ 5pm! Extended Open Swimming starts at 10am!

Please note

• Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students and other programs.

• We reserve the right to make any schedule alterations, including on warm days and holiday **Updated July 31**



Menlo Swim & Sport Pool Schedule: September 2015

Post Summer Season: Mon., Aug. 31 – Sun., Sept. 27

Instructional Pool - 87°

L = Laps, O = Open Swim, AF = Aqua Fit, SS = Swim School, M = Mavericks, TNT = Leukemia & Lymphoma Society, CM = Camp Menlo

	MON	TUE	WED	THU	FRI	SAT	SUN
5-6							
6-7	Laps (6)	Laps (6)	Laps (6)	Laps (6)	Laps (6)		
7-8	Laps (6)	Laps (6)	Laps (6)	Laps (6)	Laps (6)	TNT (6)	
8-9	Aqua Fit (4) L (2)	Aqua Fit (4) L (2)	Aqua Fit (4) L (2)	Aqua Fit (4) L (2)	Aqua Fit (4) L (2)	TNT (6)	Aqua Fit (4) L (2)
9-10	SS (2) Laps (4)	SS (2) Laps (1) Aqua Fit (3)	SS (2) Laps (4)	SS (2) Laps (1) Aqua Fit (3)	SS (2) Laps (4)	School (6)	School (6)
10-11	SS (2) Laps (4)	SS (2) Laps (2) Aqua Fit (2)	SS (2) Laps (4)	SS (2) Laps (2) Aqua Fit (2)	SS (2) Laps (4)	School (6)	School (6)
11-12	SS (2) Laps (4)	SS (2) Laps (4)	SS (2) Laps (4)	SS (2) Laps (4)	SS (2) Laps (4)	School (6)	School (6)
12-1	Laps (4) O (2)	Laps (4) O (2)	Laps (4) O (2)	Laps (4) O (2)	Laps (4) O (2)	School (6)	School (4) O (2)
1-2	Laps (4) O (2)	Laps (4) O (2)	Laps (4) O (2)	Laps (4) O (2)	Laps (4) O (2)	School (4) O (2)	School (4) O (2)
2-3	School (4) O (2)	School (4) O (2)	School (4) O (2)	School (4) O (2)	School (4) O (2)	Laps (2) Open (4)	Laps (2) Open (4)
3-4	School (4) O (2)	School (4) O (2)	School (4) O (2)	School (4) O (2)	School (4) O (2)	Laps (2) Open (4)	Laps (2) Open (4)
4-5	School (3) M (3)	School (3) M (3)	School (3) M (3)	School (3) M (3)	School (4) M (3)	Laps (2) Open (4)	Laps (2) Open (4)
5-6	School (3) M (3)	School (3) M (3)	School (3) M (3)	School (3) M (3)	School (4) M (3)	Laps (2) Open (4)	Laps (2) Open (4)
6-7	School (3) M (3)	School (3) M (3)	School (3) M (3)	School (3) M (3)	School (3) M (3)		
6:45		O (2)			O (2)		
7-8	Laps (3) Open (3)	Aqua Fit (4) O (2)	TNT (6)	Aqua Fit (4) O (2)			

Please call 650-328-SWIM or visit www.menloswim.com for updates and announcements.

Performance Pool - 80°

L = Laps, O = Open Swim, SA = SOLO Aquatics, Mavs = Mavericks, TNT = Leukemia & Lymphoma Society, AF = Aqua Fit, MM = Menlo Masters, Jr. Grd = Junior Lifeguard

	MON		TUE		WED		THU		FRI		SAT		SUN		
5-6															
6-7	(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		Masters (11)				
7-8	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (11)		Masters (11)		
8-9	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Masters (11)		Polo (9)	L (2)	
9-10	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		TNT (11)		Polo (9)	L (2)	
10-11	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (5)	Mavs (4)	O (2)	Laps (9)	O (2)
11-12	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (5)	Mavs (4)	O (2)	Laps (9)	O (2)
12-1	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Laps (9)	O (2)	Laps (11)		
1-2	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		
2-3	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		
3-4	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		
4-5	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	Laps (11)		Laps (11)		
5-6	L (3)		L (3)		L (3)		L (3)		L (3)		Laps (11)		Laps (11)		
6-7	Lap (3)	Mavs (8)	Lap (3)	Mavs (8)	Lap (3)	Mavs (8)	Lap (3)	Mavs (8)	Lap (3)	Mavs (8)					
7-8	Laps (3)	TRI (4)	Mavs (4)	Lap (3)	Mavs (4)	MM (4)	Lap (3)	Polo (8)	Lap (3)	Mavs (4)	MM (4)				
8-10			Underwater Hockey					Underwater Hockey							

Mark your Calendar:

Baby Pool

Monday – Friday 11:00am – 1:00pm

Saturday – Sunday 10:00am – 6:00pm

☺ Labor Day, Monday, Sept. 7: Menlo Swim School will be **closed** for the holiday.

There will be no Menlo Swim School swimming lessons or Menlo Mavericks practice.

☺ Labor Day, Monday, Sept. 7: The Burgess Pools will **close @ 5pm!** Extended Open Swimming starts at 10am!

Please note

- Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students and other programs.
- We reserve the right to make any schedule alterations, including on warm days and holiday **Updated Sept. 1**



Menlo Swim & Sport Pool Schedule: October 2015

Non Summer Schedule: Mon., Sept. 28, 2015 – May, 2016

Instructional Pool - 87°

L = Laps, O = Open Swim, AF = Aqua Fit, SS = Swim School, M = Mavericks, TNT = Leukemia & Lymphoma Society, CM = Camp Menlo, MBL = Members Only Lap Swim

	MON		TUE		WED		THU		FRI		SAT		SUN		
5-6															
6-7	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Members Only Lap Swim (6)				
7-8	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		TNT (6)				
8-9	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	TNT (6)		Aqua Fit (4)	L (2)	
9-10	SS (2)	Lap (1)	Aqua Fit (3)	SS (2)	Laps (4)	SS (2)	Lap (1)	Aqua Fit (3)	SS (2)	Laps (4)	SS (2)	Lap (1)	Aqua Fit (3)	School (6)	School (6)
10-11	SS (2)	Laps (2)	Aqua Fit (2)	SS (2)	Laps (4)	SS (2)	Laps (2)	Aqua Fit (2)	SS (2)	Laps (4)	SS (2)	Laps (2)	Aqua Fit (2)	School (6)	School (6)
11-12	SS (2)	Laps (4)		SS (2)	Laps (4)		SS (2)	Laps (4)		SS (2)	Laps (4)		School (6)	School (6)	
12-1	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	School (6)		School (4)	O (2)	
1-2	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	School (4)	O (2)	School (4)	O (2)	
2-3	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Laps (2)	Open (4)	Laps (2)	Open (4)	
3-4	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Laps (2)	Open (4)	Laps (2)	Open (4)	
4-5	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	Laps (2)	Open (4)	Laps (2)	Open (4)	
5-6	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)					
6-7	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)					
6:45		O (2)		O (2)		O (2)		O (2)		O (2)					
7-8	Laps (3)	Open (3)	Aqua Fit (4)	O (2)	TNT (6)		Aqua Fit (4)	O (2)							

Please call 650-328-SWIM or visit www.menloswim.com for updates and announcements.

Performance Pool - 80°

L = Laps, O = Open Swim, SA = SOLO Aquatics, Mavs = Mavericks, TNT = Leukemia & Lymphoma Society, AF = Aqua Fit, MM = Menlo Masters, Jr. Grd = Junior Lifeguard, MBL = Members Only Lap Swim

	MON		TUE		WED		THU		FRI		SAT		SUN		
5-6															
6-7	(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		Masters (9)	MBL (2)			
7-8	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	MBL (2)	Masters (9)	MBL (2)	
8-9	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Masters (9)	L (2)	Polo (9)	L (2)	
9-10	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		TNT (11)		Polo (9)	L (2)	
10-11	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (5)	Mavs (4)	O (2)	Laps (9)	O (2)
11-12	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (5)	Mavs (4)	O (2)	Laps (9)	O (2)
12-1	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Laps (9)	O (2)	Laps (11)		
1-2	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		
2-3	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		
3-4	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		
4-5	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	Laps (11)		Laps (11)		
5-6	L (3)		L (3)		L (3)		L (3)		L (3)						
6-7	Lap (3)	Mavs (8)	Lap (3)	Mavs (8)	Lap (3)	Mavs (8) Polo (8)	Lap (3)	Mavs (8)	Lap (3)	Mavs (8)					
7-8	Laps (7)	Mavs (4)	Lap (3)	Mavs (4)	MM (4)	Lap (3)	Polo (8)	Lap (3)	Mavs (4)	MM (4)					
8-10			Underwater Hockey		Underwater Hockey		Underwater Hockey								

Mark your Calendar:

☺ The Baby Pool is now closed for the fall and winter seasons. The Baby Pool will re-open in May, 2016!

☺ Halloween, Saturday, October 31: Menlo Swim School - Swimming lessons will be provided.

Please note

- Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students and other programs.
- We reserve the right to make any schedule alterations, including on warm days and holiday Updated Sept. 24



Menlo Swim & Sport Pool Schedule: November 2015

Non Summer Schedule: Mon., Sept. 28, 2015 – May, 2016

Instructional Pool - 87°

L = Laps, O = Open Swim, AF = Aqua Fit, SS = Swim School, M = Mavericks, TNT = Leukemia & Lymphoma Society, CM = Camp Menlo, MBL = Members Only Lap Swim

	MON		TUE		WED		THU		FRI		SAT		SUN		
5-6															
6-7	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Members Only Lap Swim (6)				
7-8	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		TNT (6)				
8-9	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	TNT (6)		Aqua Fit (4)	L (2)	
9-10	SS (2)	Lap (1)	Aqua Fit (3)	SS (2)	Laps (4)	SS (2)	Lap (1)	Aqua Fit (3)	SS (2)	Laps (4)	SS (2)	Lap (1)	Aqua Fit (3)	School (6)	School (6)
10-11	SS (2)	Laps (2)	Aqua Fit (2)	SS (2)	Laps (4)	SS (2)	Laps (2)	Aqua Fit (2)	SS (2)	Laps (4)	SS (2)	Laps (2)	Aqua Fit (2)	School (6)	School (6)
11-12	SS (2)	Laps (4)		SS (2)	Laps (4)		SS (2)	Laps (4)		SS (2)	Laps (4)		School (6)	School (6)	
12-1	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	School (6)		School (4)	O (2)	
1-2	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	School (4)	O (2)	School (4)	O (2)	
2-3	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Laps (2)	Open (4)	Laps (2)	Open (4)	
3-4	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Laps (2)	Open (4)	Laps (2)	Open (4)	
4-5	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	Laps (2)	Open (4)	Laps (2)	Open (4)	
5-6	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)					
6-7	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)					
6:45		O (2)		O (2)		O (2)		O (2)		O (2)					
7-8	Laps (3)	Open (3)	Aqua Fit (4)	O (2)	TNT (6)		Aqua Fit (4)	O (2)							

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Performance Pool - 80°

L = Laps, O = Open Swim, SA = SOLO Aquatics, Mavs = Mavericks, TNT = Leukemia & Lymphoma Society, AF = Aqua Fit, MM = Menlo Masters, Jr. Grd = Junior Lifeguard, MBL = Members Only Lap Swim

	MON		TUE		WED		THU		FRI		SAT		SUN		
5-6															
6-7	(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		Masters (9)	MBL (2)			
7-8	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	MBL (2)	Masters (9)	MBL (2)	
8-9	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Masters (9)	L (2)	Polo (9)	L (2)	
9-10	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		TNT (11)		Polo (9)	L (2)	
10-11	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (5)	Mavs (4)	O (2)	Laps (9)	O (2)
11-12	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (5)	Mavs (4)	O (2)	Laps (9)	O (2)
12-1	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Laps (9)	O (2)	Laps (11)		
1-2	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		
2-3	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		
3-4	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		
4-5	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	Laps (11)		Laps (11)		
5-6	L (3)		L (3)		L (3)		L (3)		L (3)						
6-7	Lap (3)	Mavs (8)	Lap (3)	Mavs (8)	Lap (3)	Mavs (8) Polo (8)	Lap (3)	Mavs (8)	Lap (3)	Mavs (8)					
7-8	Laps (7)	Mavs (4)	Lap (3)	Mavs (4)	MM (4)	Lap (3)	Polo (8)	Lap (3)	Mavs (4)	MM (4)					
8-10			Underwater Hockey		Underwater Hockey		Underwater Hockey								

Mark your Calendar:

•Thursday, November 26, 2015 – CLOSED for Thanksgiving

•Friday, November 27, 2015

6:00am – 2:00pm = The Burgess Pool will close EARLY

Please note

- Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students and other programs.
- We reserve the right to make any schedule alterations, including on warm days and holiday **Updated 11/01**



Menlo Swim & Sport Pool Schedule: December 2015

Non Summer Schedule: Mon., Sept. 28, 2015 – May, 2016

Instructional Pool - 87°

L = Laps, O = Open Swim, AF = Aqua Fit, SS = Swim School, M = Mavericks, TNT = Leukemia & Lymphoma Society, CM = Camp Menlo, MBL = Members Only Lap Swim

	MON		TUE		WED		THU		FRI		SAT		SUN				
5-6																	
6-7	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)								
7-8	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		TNT (6)						
8-9	Aqua Fit (4)		Aqua Fit (4)		Aqua Fit (4)		Aqua Fit (4)		Aqua Fit (4)		TNT (6)		Aqua Fit (4)				
	L (2)		L (2)		L (2)		L (2)		L (2)				L (2)				
9-10	SS (2)	Lap (1)	Aqua Fit (3)	SS (2)	Laps (4)	SS (2)	Lap (1)	Aqua Fit (3)	SS (2)	Laps (4)	SS (2)	Lap (1)	Aqua Fit (3)	School (6)	School (6)		
10-11	SS (2)	Laps (2)	Aqua Fit (2)	SS (2)	Laps (4)	SS (2)	Laps (2)	Aqua Fit (2)	SS (2)	Laps (4)	SS (2)	Laps (2)	Aqua Fit (2)	School (6)	School (6)		
11-12	SS (2)	Laps (4)		SS (2)	Laps (4)		SS (2)	Laps (4)		SS (2)	Laps (4)		School (6)	School (6)			
12-1	Laps (4)		O (2)	Laps (4)		O (2)	Laps (4)		O (2)	Laps (4)		O (2)	School (6)		School (4)	O (2)	
1-2	Laps (4)		O (2)	Laps (4)		O (2)	Laps (4)		O (2)	Laps (4)		O (2)	School (4)		O (2)	School (4)	O (2)
2-3	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Laps (2)	Open (4)	Laps (2)	Open (4)			
3-4	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Laps (2)	Open (4)	Laps (2)	Open (4)			
4-5	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	Laps (2)	Open (4)	Laps (2)	Open (4)			
5-6	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)							
6-7	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)							
6:45		O (2)		O (2)		O (2)		O (2)		O (2)							
7-8	Laps (3)	Open (3)	Aqua Fit (4)	O (2)	TNT (6)		Aqua Fit (4)	O (2)									

Please call 650-328-SWIM or visit www.menloswim.com for updates and announcements.

Performance Pool - 80°

L = Laps, O = Open Swim, SA = SOLO Aquatics, Mavs = Mavericks, TNT = Leukemia & Lymphoma Society, AF = Aqua Fit, MM = Menlo Masters, Jr. Grd = Junior Lifeguard, MBL = Members Only Lap Swim

	MON		TUE		WED		THU		FRI		SAT		SUN		
5-6															
6-7	Masters (11)*		Masters (11)*		Masters (11)*		Masters (11)*		Masters (11)*		Masters (9)	MBL (2)			
7-8	Masters (11)*		Masters (11)*		Masters (11)*		Masters (11)*		Masters (11)*		Masters (9)	MBL (2)	Masters (9)	MBL (2)	
8-9	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Masters (9)	L (2)	Polo (9)	L (2)	
9-10	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		TNT (11)		Polo (9)	L (2)	
10-11	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (5)	Mavs (4)	O (2)	Laps (9)	O (2)
11-12	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (5)	Mavs (4)	O (2)	Laps (9)	O (2)
12-1	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Laps (9)	O (2)	Laps (11)		
1-2	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		
2-3	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		
3-4	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		
4-5	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	Laps (11)		Laps (11)		
5-6	L (3)		L (3)		L (3)		L (3)		L (3)						
6-7	Lap (3)	Mavs (8)	Lap (3)	Mavs (8)	Lap (3)	Mavs (8)	Lap (3)	Mavs (8)	Lap (3)	Mavs (8)					
7-8	Laps (7)	Mavs (4)	Lap (3)	Mavs (4)	MM (4)	Lap (3)	Polo (8)	Lap (3)	Mavs (4)	MM (4)					
8-10			Underwater Hockey		Underwater Hockey		Underwater Hockey								

Mark your Calendar:

•Thursday, December 24, 2015 Christmas Eve
6:00am – 2:00pm
Solo Aquatics 12:30pm – 2:00pm = Six lanes in the Performance Pool

•Friday, December 25, 2015 Christmas
CLOSED

•Saturday, December 26, 2015
6:00am – 2:00pm

Please note

- Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students and other programs.
- We reserve the right to make any schedule alterations, including on warm days and holiday **Updated 12/01**

•Sunday, December 27, 2015
7:00am – 2:00pm

•Thursday, December 31 New Year's Eve
6:00am – 2:00pm
Solo Aquatics 12:30pm – 2:00pm = Six lanes in the Performance Pool

•Friday, January 1, 2016 New Year's Day
CLOSED

•Saturday, January 2, 2016
6:00am – 2:00pm



Lap Lane Availability

January 2015

Non Summer Season: Mon., Sept. 29 – May, 2015



Instructional Pool 87° 25 Yards (6 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6 - 7	6	6	6	6	6	-	-
7-7:50	6	6	6	6	6	-	-
7:50	2	2	2	2	2	-	-
8 - 9	2	2	2	2	2	-	2
9 - 10	4	1	4	1	4	-	-
10 - 11	4	2	4	2	4	Ø	Ø
11 - 12	4	4	4	4	4	Ø	Ø
12-1	4	4	4	4	4	Ø	Ø
1 - 1:45	4	4	4	4	4	Ø	Ø
1:45 - 2	Ø	Ø	Ø	Ø	Ø	Ø	Ø
2-3	Ø	Ø	Ø	Ø	Ø	2	2
3 - 4	Ø	Ø	Ø	Ø	Ø	2	2
4 - 5	Ø	Ø	Ø	Ø	Ø	2	2
5 - 6	Ø	Ø	Ø	Ø	Ø	-	-
6 - 7	Ø	Ø	Ø	Ø	Ø	-	-
7 - 8	3	Ø	Ø	Ø	Ø	-	-

Performance Pool 80° 25 Yards (11 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6-6:45						-	-
6:45-7	2	2	2	2	2	-	-
7-8	2	2	2	2	2	-	-
8-9	11	11	11	11	11	-	2
9-10	11	11	11	11	11	-	2
10-11	11	11	11	11	11	5	9
11-12	11	11	11	11	11	5	9
12-1	2	2	2	2	2	9	11
1-2	11	11	11	11	11	11	11
2-3	11	11	11	11	11	11	11
3-4	11	11	11	11	11	11	11
4-5	3	3	3	3	3	11	11
5-6	3	3	3	3	3	-	-
6-7	3	3	3	3	3	-	-
7-8	7	3	3	3	-	-	-

Short Course: 25 Yards (70 lengths of the pool = 1 mile)

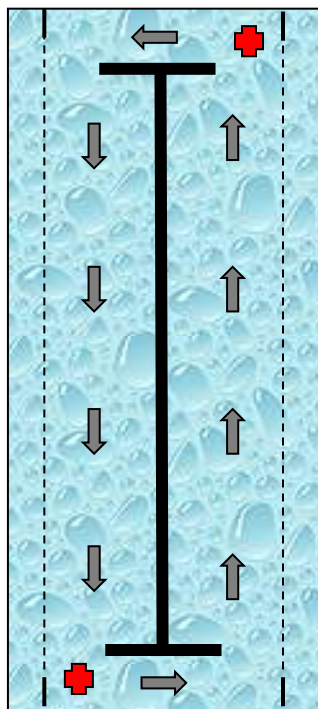
Changes to Lap Lane Availability:

☺ **Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students**

☺ **We reserve the right to make any schedule alterations, including warm days and holidays**

Please call 650- 328- SWIM or visit www.menloswim.com for updates and announcements.

Lap Pool Etiquette



Circle Swim Diagram

When sharing a lane with others, keep to your right and swim in a circular pattern as shown above.

Sharing the Lane

- Two swimmers should split the lane, each one swimming on one side.
- Three swimmers or more should swim circling counterclockwise.

Capacity

- Five swimmers per lane.

Passing

- Pass on the left.
- Alert the person in front of you by tapping their foot before passing.

Entering

- Always enter feet first and wait until all swimmers have made the turn and pushed off.

Stopping/Resting

- Squeeze into the corner to the right of oncoming swimmers.

Speed

- Attempt to enter a lane with swimmers that match your projected speed, so all swimmers can flow and have a positive experience.



Non-Summer Season Hours:

Mon. Sept. 29, 2014 – May, 2015

Monday – Thursday	6:00am – 8:00pm
Friday	6:00am – 7:00pm
Saturday	10:00am – 5:00pm
Sunday	9:00am – 5:00pm

Menlo Swim and Sport

(650) 328-5WIM • www.menloswim.com

Lap Swimming Pricing:

Menlo Park Resident

\$46 per month
\$132 per quarter
\$6 per drop-in visit

Non-Resident

\$52 per month
\$147 per quarter
\$7 per drop-in visit

Menlo Park Resident and Student/Senior

\$5 per drop-in visit

Non-Resident and Student/Senior

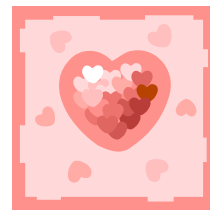
\$6 per drop-in visit

There is a 30% discount off of the membership rate for seniors who are 65 and older. To be eligible for the 30% student discount, you must be enrolled full time at an accredited high school, secondary, or vocational school.



Lap Lane Availability

February 2015



Non Summer Season: Mon., Sept. 29 – May, 2015

Instructional Pool 87° 25 Yards (6 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6 - 7	6	6	6	6	6	-	-
7-7:50	6	6	6	6	6	-	-
7:50	2	2	2	2	2	-	-
8 - 9	2	2	2	2	2	-	2
9 - 10	4	1	4	1	4	-	-
10 - 11	4	2	4	2	4	∅	∅
11 - 12	4	4	4	4	4	∅	∅
12-1	4	4	4	4	4	∅	∅
1 – 1:45	4	4	4	4	4	∅	∅
1:45 - 2	∅	∅	∅	∅	∅	∅	∅
2-3	∅	∅	∅	∅	∅	2	2
3 - 4	∅	∅	∅	∅	∅	2	2
4 - 5	∅	∅	∅	∅	∅	2	2
5 - 6	∅	∅	∅	∅	∅	-	-
6 - 7	∅	∅	∅	∅	∅	-	-
7 - 8	3	∅	∅	∅	∅	-	-

Performance Pool 80° 25 Yards (11 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6-6:45						-	-
6:45-7	2	2	2	2	2	-	-
7-8	2	2	2	2	2	-	-
8-9	11	11	11	11	11	-	2
9-10	11	11	11	11	11	-	2
10-11	11	11	11	11	11	5	9
11-12	11	11	11	11	11	5	9
12-1	2	2	2	2	2	9	11
1-2	11	11	11	11	11	11	11
2-3	11	11	11	11	11	11	11
3-4	11	11	11	11	11	11	11
4-5	3	3	3	3	3	11	11
5-6	3	3	3	3	3	-	-
6-7	3	3	3	3	3	-	-
7-8	7	3	3	3	-	-	-

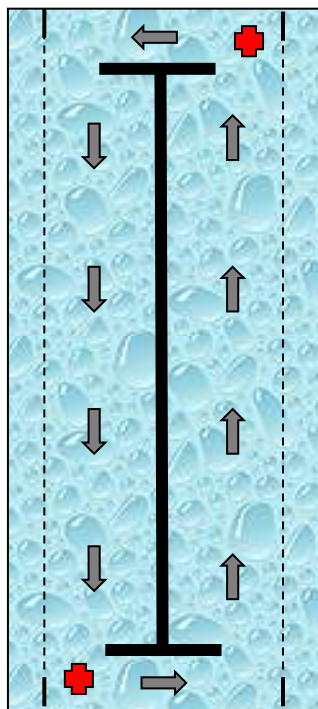
Short Course: 25 Yards (70 lengths of the pool = 1 mile)

Changes to Lap Lane Availability:

- ☺ **Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students**
- ☺ **We reserve the right to make any schedule alterations, including warm days and holidays**

Please call 650- 328- SWIM or visit www.menloswim.com for updates and announcements.

Lap Pool Etiquette



Circle Swim Diagram

When sharing a lane with others, keep to your right and swim in a circular pattern as shown above.

Sharing the Lane

- Two swimmers should split the lane, each one swimming on one side.
- Three swimmers or more should swim circling counterclockwise.

Capacity

- Five swimmers per lane.

Passing

- Pass on the left.
- Alert the person in front of you by tapping their foot before passing.

Entering

- Always enter feet first and wait until all swimmers have made the turn and pushed off.

Stopping/Resting

- Squeeze into the corner to the right of oncoming swimmers.

Speed

- Attempt to enter a lane with swimmers that match your projected speed, so all swimmers can flow and have a positive experience.



Non-Summer Season Hours:

Mon. Sept. 29, 2014 – May, 2015

Monday – Thursday	6:00am – 8:00pm
Friday	6:00am – 7:00pm
Saturday	10:00am – 5:00pm
Sunday	9:00am – 5:00pm

Menlo Swim and Sport

(650) 328-5WIM • www.menloswim.com

Lap Swimming Pricing:

Menlo Park Resident

\$47 per month
\$135 per quarter
\$6 per drop-in visit

Non-Resident

\$54 per month
\$153 per quarter
\$7 per drop-in visit

Menlo Park Resident and Student/Senior

\$5 per drop-in visit

Non-Resident and Student/Senior

\$6 per drop-in visit

There is a 25% discount off of the membership rate for seniors who are 65 and older. To be eligible for the 25% student discount, you must be enrolled full time at an accredited high school, secondary, or vocational school.



Lap Lane Availability March 2015



Non Summer Season: Mon., Sept. 29 – May, 2015

Instructional Pool 87° 25 Yards (6 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6 - 7	6	6	6	6	6	-	-
7-7:50	6	6	6	6	6	-	-
7:50	2	2	2	2	2	-	-
8 - 9	2	2	2	2	2	-	2
9 - 10	4	1	4	1	4	-	-
10 - 11	4	2	4	2	4	∅	∅
11 - 12	4	4	4	4	4	∅	∅
12-1	4	4	4	4	4	∅	∅
1 - 1:45	4	4	4	4	4	∅	∅
1:45 - 2	∅	∅	∅	∅	∅	∅	∅
2-3	∅	∅	∅	∅	∅	2	2
3 - 4	∅	∅	∅	∅	∅	2	2
4 - 5	∅	∅	∅	∅	∅	2	2
5 - 6	∅	∅	∅	∅	∅	-	-
6 - 7	∅	∅	∅	∅	∅	-	-
7 - 8	3	∅	∅	∅	∅	-	-

Performance Pool 80° 25 Yards (11 Lanes)

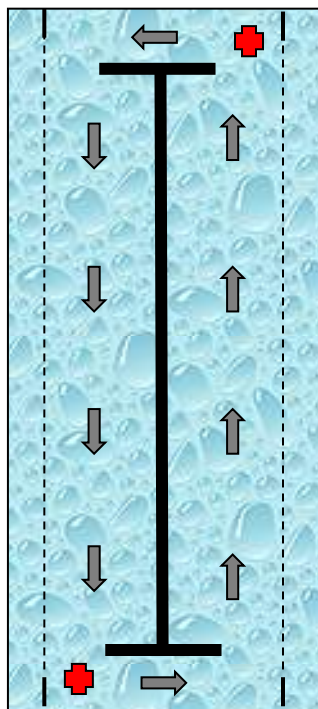
	MON	TUE	WED	THU	FRI	SAT	SUN
6-6:45						-	-
6:45-7	2	2	2	2	2	-	-
7-8	2	2	2	2	2	-	-
8-9	11	11	11	11	11	-	2
9-10	11	11	11	11	11	-	2
10-11	11	11	11	11	11	5	9
11-12	11	11	11	11	11	5	9
12-1	2	2	2	2	2	9	11
1-2	11	11	11	11	11	11	11
2-3	11	11	11	11	11	11	11
3-4	11	11	11	11	11	11	11
4-5	3	3	3	3	3	11	11
5-6	3	3	3	3	3	-	-
6-7	3	3	3	3	3	-	-
7-8	7	3	3	3	-	-	-

Short Course: 25 Yards (70 lengths of the pool = 1 mile)
Saturday, March 7 – Starting at 2:00pm the Instructional Pool will be closed for the Air Dome deconstruction. Open Swim will be available in the Performance Pool.

Changes to Lap Lane Availability:
 ☺ **Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students**
 ☺ **We reserve the right to make any schedule alterations, including warm days and holidays**

Please call 650- 328- SWIM or visit www.menloswim.com for updates and announcements.

Lap Pool Etiquette



Circle Swim Diagram

When sharing a lane with others, keep to your right and swim in a circular pattern as shown above.

Sharing the Lane

- Two swimmers should split the lane, each one swimming on one side.
- Three swimmers or more should swim circling counterclockwise.

Capacity

- Five swimmers per lane.

Passing

- Pass on the left.
- Alert the person in front of you by tapping their foot before passing.

Entering

- Always enter feet first and wait until all swimmers have made the turn and pushed off.

Stopping/Resting

- Squeeze into the corner to the right of oncoming swimmers.

Speed

- Attempt to enter a lane with swimmers that match your projected speed, so all swimmers can flow and have a positive experience.



Non-Summer Season Hours:

Mon. Sept. 29, 2014 – May, 2015

Monday – Thursday	6:00am – 8:00pm
Friday	6:00am – 7:00pm
Saturday	10:00am – 5:00pm
Sunday	9:00am – 5:00pm

Menlo Swim and Sport

(650) 328-5WIM • www.menloswim.com

Lap Swimming Pricing:

Menlo Park Resident

\$47 per month
\$135 per quarter
\$6 per drop-in visit

Non-Resident

\$54 per month
\$153 per quarter
\$7 per drop-in visit

Menlo Park Resident and Student/Senior

\$5 per drop-in visit

Non-Resident and Student/Senior

\$6 per drop-in visit

There is a 25% discount off of the membership rate for seniors who are 65 and older. To be eligible for the 25% student discount, you must be enrolled full time at an accredited high school, secondary, or vocational school.



Lap Lane Availability

April 2015

Non Summer Season: through May, 2015



Instructional Pool 87° 25 Yards (6 Lanes)

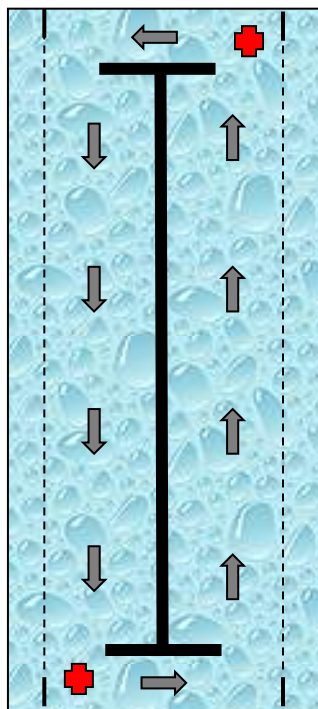
	MON	TUE	WED	THU	FRI	SAT	SUN
6 - 7	6	6	6	6	6	-	-
7-7:50	6	6	6	6	6	-	-
7:50	2	2	2	2	2	-	-
8 - 9	2	2	2	2	2	-	2
9 - 10	4	1	4	1	4	-	-
10 - 11	4	2	4	2	4	∅	∅
11 - 12	4	4	4	4	4	∅	∅
12-1	4	4	4	4	4	∅	∅
1 - 1:45	4	4	4	4	4	∅	∅
1:45 - 2	∅	∅	∅	∅	∅	∅	∅
2-3	∅	∅	∅	∅	∅	2	2
3 - 4	∅	∅	∅	∅	∅	2	2
4 - 5	∅	∅	∅	∅	∅	2	2
5 - 6	∅	∅	∅	∅	∅	-	-
6 - 7	∅	∅	∅	∅	∅	-	-
7 - 8	3	∅	∅	∅	∅	-	-

Performance Pool 80° 25 Yards (11 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6-6:45						-	-
6:45-7	2	2	2	2	2	-	-
7-8	2	2	2	2	2	-	-
8-9	11	11	11	11	11	-	2
9-10	11	11	11	11	11	-	2
10-11	11	11	11	11	11	5	9
11-12	11	11	11	11	11	5	9
12-1	2	2	2	2	2	9	11
1-2	11	11	11	11	11	11	11
2-3	11	11	11	11	11	11	11
3-4	11	11	11	11	11	11	11
4-5	3	3	3	3	3	11	11
5-6	3	3	3	3	3	-	-
6-7	3	3	3	3	3	-	-
7-8	7	3	3	3	-	-	-

Short Course: 25 Yards (70 lengths of the pool = 1 mile)
 ☺ **Sunday, April 5th** Menlo Swim and Sport will be **CLOSED** in observance of the Easter holiday.
 Changes to Lap Lane Availability:
 ☺ **Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students**
 ☺ **We reserve the right to make any schedule alterations, including warm days and holidays**
 Please call 650- 328- SWIM or visit www.menloswim.com for updates and announcements.

Lap Pool Etiquette



Circle Swim Diagram

When sharing a lane with others, keep to your right and swim in a circular pattern as shown above.

Sharing the Lane

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Capacity

- Five swimmers per lane.

Passing

- Pass on the left.
- Alert the person in front of you by tapping their foot before passing.

Entering

- Always enter feet first and wait until all swimmers have made the turn and pushed off.

Stopping/Resting

- Squeeze into the corner to the right of oncoming swimmers.

Speed

- Attempt to enter a lane with swimmers that match your projected speed, so all swimmers can flow and have a positive experience.



Non-Summer Season Hours:

Mon. Sept. 29, 2014 – May, 2015

Monday – Thursday	6:00am – 8:00pm
Friday	6:00am – 7:00pm
Saturday	10:00am – 5:00pm
Sunday	9:00am – 5:00pm

Menlo Swim and Sport

(650) 328-5WIM • www.menloswim.com

Lap Swimming Pricing:

Menlo Park Resident

\$47 per month
\$135 per quarter
\$6 per drop-in visit

Non-Resident

\$54 per month
\$153 per quarter
\$7 per drop-in visit

Menlo Park Resident and Student/Senior

\$5 per drop-in visit

Non-Resident and Student/Senior

\$6 per drop-in visit

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Lap Lane Availability

May 2015

Hours through Sunday, June 14



Instructional Pool 87° 25 Yards (6 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6 - 7	6	6	6	6	6	-	-
7-7:50	6	6	6	6	6	-	-
7:50	2	2	2	2	2	-	-
8 - 9	2	2	2	2	2	-	2
9 - 10	4	1	4	1	4	-	-
10 - 11	4	2	4	2	4	∅	∅
11 - 12	4	4	4	4	4	∅	∅
12-1	4	4	4	4	4	∅	∅
1 - 1:45	4	4	4	4	4	∅	∅
1:45 - 2	∅	∅	∅	∅	∅	∅	∅
2-3	∅	∅	∅	∅	∅	2	2
3 - 4	∅	∅	∅	∅	∅	2	2
4 - 5	∅	∅	∅	∅	∅	2	2
5 - 6	∅	∅	∅	∅	∅	2	2
6 - 7	∅	∅	∅	∅	∅	-	-
7 - 8	3	∅	∅	∅	∅	-	-

Performance Pool 80° 25 Yards (11 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6-6:45						-	-
6:45-7	2	2	2	2	2	-	-
7-8	2	2	2	2	2	-	-
8-9	11	11	11	11	11	-	2
9-10	11	11	11	11	11	-	2
10-11	11	11	11	11	11	5	9
11-12	11	11	11	11	11	5	9
12-1	2	2	2	2	2	9	11
1-2	11	11	11	11	11	11	11
2-3	11	11	11	11	11	11	11
3-4	11	11	11	11	11	11	11
4-5	3	3	3	3	3	11	11
5-6	3	3	3	3	3	11	11
6-7	3	3	3	3	3	-	-
7-8	7	3	3	3	-	-	-

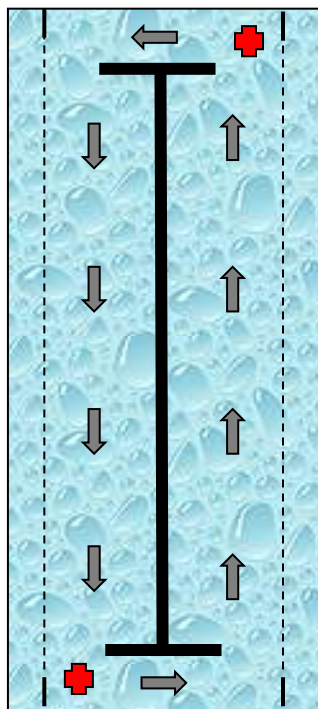
Short Course: 25 Yards (70 lengths of the pool = 1 mile)

Changes to Lap Lane Availability:

- ☺ **Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students**
- ☺ **We reserve the right to make any schedule alterations, including warm days and holidays**

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Lap Pool Etiquette



Circle Swim Diagram

When sharing a lane with others, keep to your right and swim in a circular pattern as shown above.

Sharing the Lane

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- Three swimmers or more should swim circling counterclockwise.

Capacity

- Five swimmers per lane.

Passing

- Pass on the left.
- Alert the person in front of you by tapping their foot before passing.

Entering

- Always enter feet first and wait until all swimmers have made the turn and pushed off.

Stopping/Resting

- Squeeze into the corner to the right of oncoming swimmers.

Speed

- Attempt to enter a lane with swimmers that match your projected speed, so all swimmers can flow and have a positive experience.



Pre-Summer Season Hours:

Hours through Sunday, June 14

Monday – Thursday	6:00am – 8:00pm
Friday	6:00am – 7:00pm
Saturday	10:00am – 6:00pm
Sunday	9:00am – 6:00pm

Menlo Swim and Sport

(650) 328-5WIM • www.menloswim.com

Lap Swimming Pricing:

Menlo Park Resident

\$47 per month
\$135 per quarter
\$6 per drop-in visit

Non-Resident

\$54 per month
\$153 per quarter
\$7 per drop-in visit

Menlo Park Resident and Student/Senior

\$5 per drop-in visit

Non-Resident and Student/Senior

\$6 per drop-in visit

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Lap Lane Availability

June 1-14, 2015

Hours through Sunday, June 14



Instructional Pool 87° 25 Yards (6 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6 - 7	6	6	6	6	6	-	-
7-7:50	6	6	6	6	6	-	-
7:50	2	2	2	2	2	-	-
8 - 9	2	2	2	2	2	-	2
9 - 10	4	1	4	1	4	-	-
10 - 11	4	2	4	2	4	∅	∅
11 - 12	4	4	4	4	4	∅	∅
12-1	4	4	4	4	4	∅	∅
1 - 1:45	4	4	4	4	4	∅	∅
1:45 - 2	∅	∅	∅	∅	∅	∅	∅
2-3	∅	∅	∅	∅	∅	2	2
3 - 4	∅	∅	∅	∅	∅	2	2
4 - 5	∅	∅	∅	∅	∅	2	2
5 - 6	∅	∅	∅	∅	∅	2	2
6 - 7	∅	∅	∅	∅	∅	-	-
7 - 8	3	∅	∅	∅	∅	-	-

Performance Pool 80° 25 Yards (11 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6-6:45						-	-
6:45-7	2	2	2	2	2	-	-
7-8	2	2	2	2	2	-	-
8-9	11	11	11	11	11	-	2
9-10	11	11	11	11	11	-	2
10-11	11	11	11	11	11	5	9
11-12	11	11	11	11	11	5	9
12-1	2	2	2	2	2	9	11
1-2	11	11	11	11	11	11	11
2-3	11	11	11	11	11	11	11
3-4	11	11	11	11	11	11	11
4-5	3	3	3	3	3	11	11
5-6	3	3	3	3	3	11	11
6-7	3	3	3	3	3	-	-
7-8	3	3	3	3	-	-	-

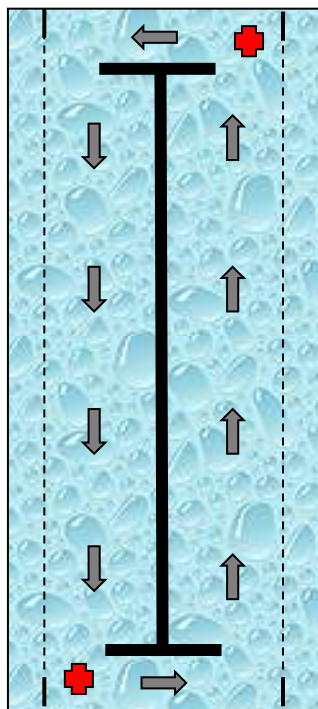
Short Course: 25 Yards (70 lengths of the pool = 1 mile)

Changes to Lap Lane Availability:

- ☺ **Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students**
- ☺ **We reserve the right to make any schedule alterations, including warm days and holidays**

Please call 650- 328- SWIM or visit www.menloswim.com for updates and announcements.

Lap Pool Etiquette



Circle Swim Diagram

When sharing a lane with others, keep to your right and swim in a circular pattern as shown above.

Sharing the Lane

- Two swimmers should split the lane, each one swimming on one side.
- Three swimmers or more should swim circling counterclockwise.

Capacity

- Five swimmers per lane.

Passing

- Pass on the left.
- Alert the person in front of you by tapping their foot before passing.

Entering

- Always enter feet first and wait until all swimmers have made the turn and pushed off.

Stopping/Resting

- Squeeze into the corner to the right of oncoming swimmers.

Speed

- Attempt to enter a lane with swimmers that match your projected speed, so all swimmers can flow and have a positive experience.



Pre-Summer season:

Hours through Sunday, June 14

Monday – Thursday	6:00am – 8:00pm
Friday	6:00am – 7:00pm
Saturday	10:00am – 6:00pm
Sunday	8:00am – 6:00pm

Menlo Swim and Sport

(650) 328-5WIM • www.menloswim.com

Lap Swimming Pricing:

Menlo Park Resident

\$47 per month
\$135 per quarter
\$6 per drop-in visit

Non-Resident

\$54 per month
\$153 per quarter
\$7 per drop-in visit

Menlo Park Resident and Student/Senior

\$5 per drop-in visit

Non-Resident and Student/Senior

\$6 per drop-in visit

There is a 25% discount off of the membership rate for seniors who are 65 and older. To be eligible for the 25% student discount, you must be enrolled full time at an accredited high school, secondary, or vocational school.



Lap Lane Availability

July 1-31, 2015

Summer season: June 15 – August 30, 2015



Instructional Pool 87° 25 Yards (6 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6 - 7	6	6	6	6	6	-	-
7-7:50	6	6	6	6	6	-	-
7:50	2	2	2	2	2	-	-
8 - 9	2	2	2	2	2	-	2
9 - 10	3	∅	3	∅	3	-	-
10 - 11	3	1	3	1	3	∅	∅
11 - 12	3	3	3	3	3	∅	∅
12-1	4	4	4	4	4	∅	∅
	2	2	2	2	2	∅	∅
1 - 2	∅	∅	∅	∅	∅	∅	∅
2 - 3	∅	∅	∅	∅	∅	1	1
3 - 4	∅	∅	∅	∅	∅	1	1
4 - 5	∅	∅	∅	∅	∅	1	1
5 - 6	∅	∅	∅	∅	∅	1	1
6 - 7	∅	∅	∅	∅	∅	-	-
7 - 8	3	∅	∅	∅	3	-	-

Performance Pool 80° 25 Yards (11 Lanes)

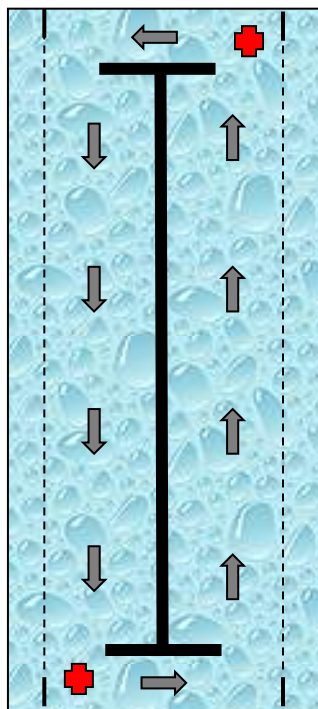
	MON	TUE	WED	THU	FRI	SAT	SUN
6-6:45						-	-
6:45-7	2	2	2	2	2	-	-
7-8	2	2	2	2	2	-	-
8-9	11	11	11	11	11	-	-
9-10	11	11	11	11	11	-	2
	9	9	9	9	9	-	2
10-11	9	9	9	9	9	5	11
11-12	11	11	11	11	11	5	11
	9	9	9	9	9	5	11
12-1	2	2	2	2	2	9	11
1-2	9	9	9	9	9	11	11
2-3	11	11	11	11	11	11	11
	7	7	11	7	7	11	11
3-4	7	7	11	7	7	11	11
4-5	3	3	3	3	3	11	11
5-6	3	3	3	3	3	11	11
6-7	3	3	3	3	3	-	-
7-8	3	3	2	3	11	-	-

Short Course: 25 Yards (70 lengths of the pool = 1 mile)
 Changes to Lap Lane Availability:

- ☺ Swim Meet: Tuesday, July 7: The Performance Pool will CLOSE and there will be no lap swimming starting at 3:30pm.
- ☺ Saturday, July 4th for the Fourth of July holiday. The Burgess Pool will close early at 5:00pm in observance of the holiday.
- ☺ **Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students**
- ☺ **We reserve the right to make any schedule alterations, including warm days and holidays**

Please call 650- 328- SWIM or visit www.menloswim.com for updates and announcements.

Lap Pool Etiquette



Circle Swim Diagram

When sharing a lane with others, keep to your right and swim in a circular pattern as shown above.

Sharing the Lane

- Two swimmers should split the lane, each one swimming on one side.
- Three swimmers or more should swim circling counterclockwise.

Capacity

- Five swimmers per lane.

Passing

- Pass on the left.
- Alert the person in front of you by tapping their foot before passing.

Entering

- Always enter feet first and wait until all swimmers have made the turn and pushed off.

Stopping/Resting

- Squeeze into the corner to the right of oncoming swimmers.

Speed

- Attempt to enter a lane with swimmers that match your projected speed, so all swimmers can flow and have a positive experience.



Pre-Summer Season Hours:

Summer season: June 15 – August 30, 2015

Monday – Friday	6:00am – 8:00pm
Saturday	10:00am – 6:00pm
Sunday	8:00am – 6:00pm

Menlo Swim and Sport

(650) 328-5WIM • www.menloswim.com

Lap Swimming Pricing:

Menlo Park Resident

\$47 per month
\$135 per quarter
\$6 per drop-in visit

Non-Resident

\$54 per month
\$153 per quarter
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Menlo Park Resident and Student/Senior

\$5 per drop-in visit

Non-Resident and Student/Senior

\$6 per drop-in visit

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Lap Lane Availability

August 1-16, 2015



Summer season: June 15 – August 30, 2015
 Instructional Pool 87° 25 Yards (6 Lanes)

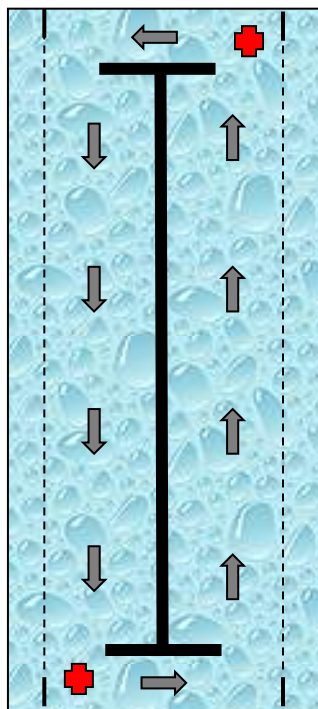
	MON	TUE	WED	THU	FRI	SAT	SUN
6 - 7	6	6	6	6	6	-	-
7-7:50	6	6	6	6	6	-	-
7:50	2	2	2	2	2	-	-
8 - 9	2	2	2	2	2	-	2
9 - 10	3	Ø	3	Ø	3	-	-
10 - 11	3	1	3	1	3	Ø	Ø
11 - 12	3	3	3	3	3	Ø	Ø
12-1	4	4	4	4	4	Ø	Ø
	2	2	2	2	2	Ø	Ø
1 - 2	Ø	Ø	Ø	Ø	Ø	Ø	Ø
2 - 3	Ø	Ø	Ø	Ø	Ø	1	1
3 - 4	Ø	Ø	Ø	Ø	Ø	1	1
4 - 5	Ø	Ø	Ø	Ø	Ø	1	1
5 - 6	Ø	Ø	Ø	Ø	Ø	1	1
6 - 7	Ø	Ø	Ø	Ø	Ø	-	-
7 - 8	3	Ø	Ø	Ø	3	-	-

Performance Pool 80° 25 Yards (11 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6-6:45						-	-
6:45-7	2	2	2	2	2	-	-
7-8	2	2	2	2	2	-	-
8-9	11	11	11	11	11	-	-
9-10	11	11	11	11	11	-	2
	9	9	9	9	9	-	2
10-11	9	9	9	9	9	5	11
11-12	11	11	11	11	11	5	11
	9	9	9	9	9	5	11
12-1	2	2	2	2	2	9	11
1-2	9	9	9	9	9	11	11
2-3	11	11		11	11	11	11
	7	7	11	7	7	11	11
3-4	7	7	11	7	7	11	11
4-5	3	3	3	3	3	11	11
5-6	3	3	3	3	3	11	11
6-7	3	3	3	3	3	-	-
7-8	3	3	2	3	11	-	-

Short Course: 25 Yards (70 lengths of the pool = 1 mile)
 Changes to Lap Lane Availability:
 ☺ Labor Day, Monday, Sept. 7: Menlo Swim School will be **closed** for the holiday. There will be no Menlo Swim School swimming lessons or Menlo Mavericks practice.
 ☺ Labor Day, Monday, Sept. 7: The Burgess Pools will **close @ 5pm!** Extended Open Swimming starts at 10am!
 ☺ **Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students**
 ☺ **We reserve the right to make any schedule alterations, including warm days and holidays**
 Please call 650- 328- SWIM or visit www.menloswim.com for updates and announcements.

Lap Pool Etiquette



Circle Swim Diagram

When sharing a lane with others, keep to your right and swim in a circular pattern as shown above.

Sharing the Lane

- Two swimmers should split the lane, each one swimming on one side.
- Three swimmers or more should swim circling counterclockwise.

Capacity

- Five swimmers per lane.

Passing

- Pass on the left.
- Alert the person in front of you by tapping their foot before passing.

Entering

- Always enter feet first and wait until all swimmers have made the turn and pushed off.

Stopping/Resting

- Squeeze into the corner to the right of oncoming swimmers.

Speed

- Attempt to enter a lane with swimmers that match your projected speed, so all swimmers can flow and have a positive experience.



Pre-Summer Season Hours:

Summer season: June 15 – August 30, 2015

Monday – Friday	6:00am – 8:00pm
Saturday	10:00am – 6:00pm
Sunday	8:00am – 6:00pm

Menlo Swim and Sport

(650) 328-5WIM • www.menloswim.com

Lap Swimming Pricing:

Menlo Park Resident

\$47 per month
\$135 per quarter
\$6 per drop-in visit

Non-Resident

\$54 per month
\$153 per quarter
\$7 per drop-in visit

Menlo Park Resident and Student/Senior

\$5 per drop-in visit

Non-Resident and Student/Senior

\$6 per drop-in visit

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Lap Lane Availability

September 1 - 30, 2015



Post Summer season: Mon. Aug. 31 – Sun. Sept.27, 2015

Instructional Pool 87° 25 Yards (6 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6 - 7	6	6	6	6	6	-	-
7-7:50	6	6	6	6	6	-	-
7:50	2	2	2	2	2	-	-
8 - 9	2	2	2	2	2	-	2
9 - 10	4	1	4	1	4	-	-
10 - 11	4	2	4	2	4	∅	∅
11 - 12	4	4	4	4	4	∅	∅
12-1	4	4	4	4	4	∅	∅
1 - 2	4	4	4	4	4	∅	∅
2 - 3	∅	∅	∅	∅	∅	2	2
3 - 4	∅	∅	∅	∅	∅	2	2
4 - 5	∅	∅	∅	∅	∅	2	2
5 - 6	∅	∅	∅	∅	∅	2	2
6 - 7	∅	∅	∅	∅	∅	-	-
7 - 8	3	∅	∅	∅	3	-	-

Performance Pool 80° 25 Yards (11 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6-6:45						-	-
6:45-7	2	2	2	2	2	-	-
7-8	2	2	2	2	2	-	-
8-9	11	11	11	11	11	-	2
9-10	11	11	11	11	11	-	2
10-11	11	11	11	11	11	5	9
11-12	11	11	11	11	11	5	9
12-1	2	2	2	2	2	9	11
1-2	11	11	11	11	11	11	11
2-3	11	11	11	11	11	11	11
3-4	11	11	11	11	11	11	11
4-5	3	3	3	3	3	11	11
5-6	3	3	3	3	3	11	11
6-7	3	3	3	3	3	-	-
7-8	3	3	2	3	-	-	-

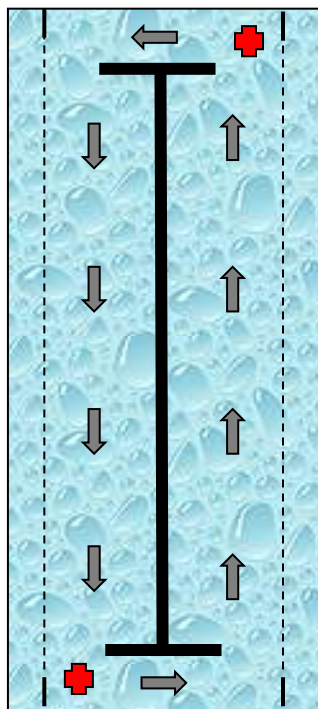
Short Course: 25 Yards (70 lengths of the pool = 1 mile)

Changes to Lap Lane Availability:

- ☺ Labor Day, Monday, Sept. 7: Menlo Swim School will be **closed** for the holiday. There will be no Menlo Swim School swimming lessons or Menlo Mavericks practice.
- ☺ Labor Day, Monday, Sept. 7: **The Burgess Pools will close @ 5pm!** Extended Open Swimming starts at 10am!
- ☺ **Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students**
- ☺ **We reserve the right to make any schedule alterations, including warm days and holidays**

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Lap Pool Etiquette



Circle Swim Diagram

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- Five swimmers per lane.

Passing

- Pass on the left.
- Alert the person in front of you by tapping their foot before passing.

Entering

- Always enter feet first and wait until all swimmers have made the turn and pushed off.

Stopping/Resting

- Squeeze into the corner to the right of oncoming swimmers.

Speed

- Attempt to enter a lane with swimmers that match your projected speed, so all swimmers can flow and have a positive experience.



Post Summer Season Hours:

Post Summer season: Mon. Aug. 31 – Sun. Sept. 27, 2015

Monday – Thursday	6:00am – 8:00pm
Friday	6:00am – 7:00pm
Saturday	10:00am – 6:00pm
Sunday	8:00am – 6:00pm

Menlo Swim and Sport

(650) 328-5WIM • www.menloswim.com

Lap Swimming Pricing:

Menlo Park Resident

\$47 per month
\$135 per quarter
\$6 per drop-in visit

Non-Resident

\$54 per month
\$153 per quarter
\$7 per drop-in visit

Menlo Park Resident and Student/Senior

\$5 per drop-in visit

Non-Resident and Student/Senior

\$6 per drop-in visit

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Lap Lane Availability

October 1 - 31, 2015

Non Summer season: Mon. Sept. 28, 2015 – May, 2016



Instructional Pool 87° 25 Yards (6 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6 - 7	6	6	6	6	6	6 Members Only	-
7-7:30	6	6	6	6	6	6 Members Only	-
7:50	2	2	2	2	2	-	-
8 - 9	2	2	2	2	2	-	2
9 - 10	1	4	1	4	1	-	-
10 - 11	2	4	2	4	2	∅	∅
11 - 12	4	4	4	4	4	∅	∅
12-1	4	4	4	4	4	∅	∅
1 - 2	4 ∅	4 ∅	4 ∅	4 ∅	4 ∅	∅	∅
2 - 3	∅	∅	∅	∅	∅	2	2
3 - 4	∅	∅	∅	∅	∅	2	2
4 - 5	∅	∅	∅	∅	∅	2	2
5 - 6	∅	∅	∅	∅	∅	-	-
6 - 7	∅	∅	∅	∅	∅	-	-
7 - 8	3	∅	∅	∅	∅	-	-

Performance Pool 80° 25 Yards (11 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6-6:45						6 Members Only	-
6:45-7	2	2	2	2	2	6 Members Only	6 Members Only
7-8	2	2	2	2	2	-	2
8-9	11	11	11	11	11	-	2
9-10	11	11	11	11	11	-	2
10-11	11	11	11	11	11	5	9
11-12	11	11	11	11	11	5	9
12-1	2	2	2	2	2	9	11
1-2	11	11	11	11	11	11	11
2-3	11	11	11	11	11	11	11
3-4	11	11	11	11	11	11	11
4-5	3	3	3	3	3	11	11
5-6	3	3	3	3	3	-	-
6-7	3	3	3	3	3	-	-
7-8	7	3	3	3	-	-	-

Short Course: 25 Yards (70 lengths of the pool = 1 mile)

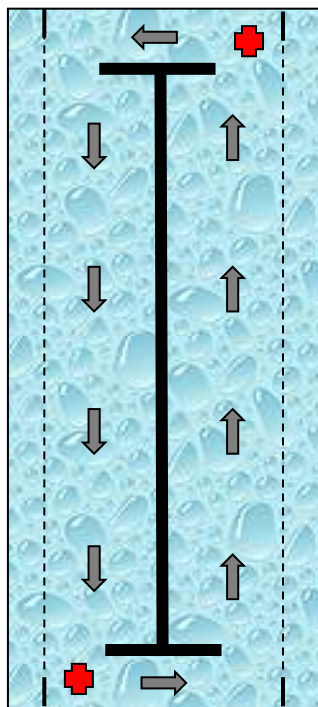
Changes to Lap Lane Availability:

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- ☺ **We reserve the right to make any schedule alterations, including warm days and holidays**

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Lap Pool Etiquette



Circle Swim Diagram

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Sharing the Lane

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Capacity

- Five swimmers per lane.

Passing

- Pass on the left.
- Alert the person in front of you by tapping their foot before passing.

Entering

- Always enter feet first and wait until all swimmers have made the turn and pushed off.

Stopping/Resting

- Squeeze into the corner to the right of oncoming swimmers.

Speed

- Attempt to enter a lane with swimmers that match your projected speed, so all swimmers can flow and have a positive experience.

Non Summer Season Hours:

Non Summer season: Mon. Sept.28, 2015 – May, 2016

Lap Swimming:

Monday – Thursday 6:00am – 8:00pm
Friday 6:00am – 7:00pm

Saturday 7:30am – 9:00am

Sunday 10:00am – 5:00pm

Sunday 7:30am – 5:00pm

Members Only Lap Swimming:

Saturday 6:00am – 7:30am

Sunday 7:00am – 7:30am

Menlo Swim and Sport

(650) 328-5WIM Front Desk

(650) 330-2232 Service Center

www.menloswim.com

Lap Swimming Pricing:

Menlo Park Resident

\$47 per month

\$135 per quarter

\$6 per drop-in visit

Non-Resident

\$54 per month

\$153 per quarter

\$7 per drop-in visit

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\$5 per drop-in visit

Non-Resident and Student/Senior

\$6 per drop-in visit

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Lap Lane Availability

November, 2015

Non Summer season: Mon. Sept. 28, 2015 – May, 2016



Instructional Pool 87° 25 Yards (6 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6 - 7	6	6	6	6	6	6 Members Only	-
7-7:30	6	6	6	6	6	6 Members Only	-
7:50	2	2	2	2	2	-	-
8 - 9	2	2	2	2	2	-	2
9 - 10	1	4	1	4	1	-	-
10 - 11	2	4	2	4	2	∅	∅
11 - 12	4	4	4	4	4	∅	∅
12-1	4	4	4	4	4	∅	∅
1 - 2	4 ∅	4 ∅	4 ∅	4 ∅	4 ∅	∅	∅
2 - 3	∅	∅	∅	∅	∅	2	2
3 - 4	∅	∅	∅	∅	∅	2	2
4 - 5	∅	∅	∅	∅	∅	2	2
5 - 6	∅	∅	∅	∅	∅	-	-
6 - 7	∅	∅	∅	∅	∅	-	-
7 - 8	3	∅	∅	∅	∅	-	-

Performance Pool 80° 25 Yards (11 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6-6:45						6 Members Only	-
6:45-7	2	2	2	2	2	6 Members Only	6 Members Only
7-8	2	2	2	2	2	-	2
8-9	11	11	11	11	11	-	2
9-10	11	11	11	11	11	-	2
10-11	11	11	11	11	11	5	9
11-12	11	11	11	11	11	5	9
12-1	2	2	2	2	2	9	11
1-2	11	11	11	11	11	11	11
2-3	11	11	11	11	11	11	11
3-4	11	11	11	11	11	11	11
4-5	3	3	3	3	3	11	11
5-6	3	3	3	3	3	-	-
6-7	3	3	3	3	3	-	-
7-8	7	3	3	3	-	-	-

Short Course: 25 Yards (70 lengths of the pool = 1 mile)

Changes to Lap Lane Availability:

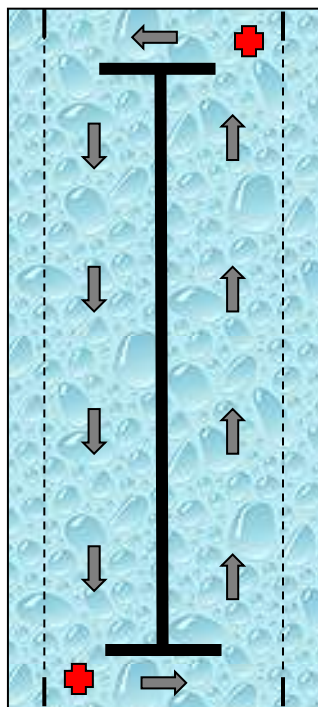
- Thursday, November 26, 2015 – CLOSED for Thanksgiving
- Friday, November 27, 2015 - Early Closure: 6:00am – 2:00pm
Solo Aquatics 12:30pm - 2:00pm = Eight lanes in the Performance Pool

☺ **Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students**

☺ **We reserve the right to make any schedule alterations, including warm days and holidays**

Please call 650- 328- SWIM or visit www.mendoswim.com for updates and announcements.

Lap Pool Etiquette



Circle Swim Diagram

When sharing a lane with others, keep to your right and swim in a circular pattern as shown above.

Sharing the Lane

- Two swimmers should split the lane, each one swimming on one side.
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Capacity

- Five swimmers per lane.

Passing

- Pass on the left.
- Alert the person in front of you by tapping their foot before passing.

Entering

- Always enter feet first and wait until all swimmers have made the turn and pushed off.

Stopping/Resting

- Squeeze into the corner to the right of oncoming swimmers.

Speed

- Attempt to enter a lane with swimmers that match your projected speed, so all swimmers can flow and have a positive experience.

Non Summer Season Hours:

Non Summer season: Mon. Sept.28, 2015 – May, 2016

Lap Swimming:

Monday – Thursday 6:00am – 8:00pm
Friday 6:00am – 7:00pm

Saturday 7:30am – 9:00am

Sunday 10:00am – 5:00pm

Sunday 7:30am – 5:00pm

Members Only Lap Swimming:

Saturday 6:00am – 7:30am

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Non-Resident and Student/Senior

\$6 per drop-in visit

There is a 25% discount off of the membership rate for seniors who are 65 and older. To be eligible for the 25% student discount, you must be enrolled full time at an accredited high school, secondary, or vocational school.



Lap Lane Availability

December, 2015

Non Summer season: Mon. Sept. 28, 2015 – May, 2016



Instructional Pool 87° 25 Yards (6 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6 - 7	6	6	6	6	6	-	-
7-7:30	6	6	6	6	6	-	-
7:50	2	2	2	2	2	-	-
8 - 9	2	2	2	2	2	-	2
9 - 10	1	4	1	4	1	-	-
10 - 11	2	4	2	4	2	∅	∅
11 - 12	4	4	4	4	4	∅	∅
12-1	4	4	4	4	4	∅	∅
1 - 2	4	4	4	4	4	∅	∅
2 - 3	∅	∅	∅	∅	∅	2	2
3 - 4	∅	∅	∅	∅	∅	2	2
4 - 5	∅	∅	∅	∅	∅	2	2
5 - 6	∅	∅	∅	∅	∅	-	-
6 - 7	∅	∅	∅	∅	∅	-	-
7 - 8	3	∅	∅	∅	∅	-	-

Performance Pool 80° 25 Yards (11 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6-6:45						6	-
6:45-7	∅	∅	∅	∅	∅	Members Only	-
7-8	∅	∅	∅	∅	∅	6	6
						Members Only	Members Only
8-9	11	11	11	11	11	-	2
9-10	11	11	11	11	11	-	2
10-11	11	11	11	11	11	5	9
11-12	11	11	11	11	11	5	9
12-1	2	2	2	2	2	9	11
1-2	11	11	11	11	11	11	11
2-3	11	11	11	11	11	11	11
3-4	11	11	11	11	11	11	11
4-5	3	3	3	3	3	11	11
5-6	3	3	3	3	3	-	-
6-7	3	3	3	3	3	-	-
7-8	7	3	3	3	-	-	-

Short Course: 25 Yards (70 lengths of the pool = 1 mile)

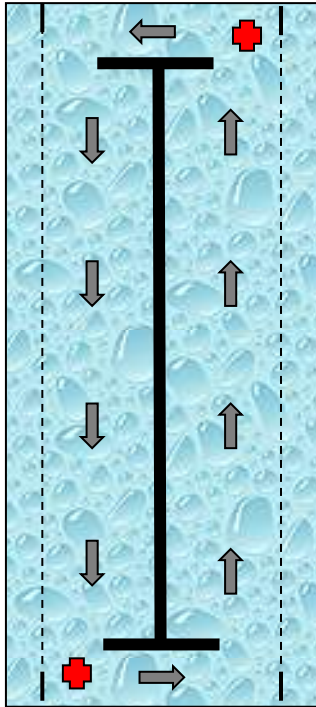
Changes to Lap Lane Availability:

- Thursday, December 24, 2015 Christmas Eve 6:00am – 2:00pm
- Friday, December 25, 2015 Christmas = CLOSED
- Saturday, December 26, 2015 6:00am – 2:00pm
- Sunday, December 27, 2015 7:00am – 2:00pm
- Thursday, December 31 New Year's Eve 6:00am – 2:00pm
- Friday, January 1, 2016 New Year's Day = CLOSED
- Saturday, January 2, 2016 6:00am – 2:00pm

- ☺ Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students
- ☺ We reserve the right to make any schedule alterations, including warm days and holidays

Please call 650-328-SWIM or visit www.menloswim.com for updates and announcements.

Lap Pool Etiquette



Circle Swim Diagram

When sharing a lane with others, keep to your right and swim in a circular pattern as shown above.

Sharing the Lane

- Two swimmers should split the lane, each one swimming on one side.
- Three swimmers or more should swim circling counterclockwise.

Capacity

- Five swimmers per lane.

Passing

- Pass on the left.
- Alert the person in front of you by tapping their foot before passing.

Entering

- Always enter feet first and wait until all swimmers have made the turn and pushed off.

Stopping/Resting

- Squeeze into the corner to the right of oncoming swimmers.

Speed

- Attempt to enter a lane with swimmers that match your projected speed, so all swimmers can flow and have a positive experience.

Non Summer Season Hours:

Non Summer season: Mon. Sept.28, 2015 – May, 2016

Lap Swimming:

Monday – Thursday 6:00am – 8:00pm
Friday 6:00am – 7:00pm

Saturday 7:30am – 9:00am

10:00am – 5:00pm

Sunday 7:30am – 5:00pm

Members Only Lap Swimming:

Saturday 6:00am – 7:30am

Sunday 7:00am – 7:30am

Menlo Swim and Sport

(650) 328-5WIM Front Desk

(650) 330-2232 Service Center

www.menloswim.com

Lap Swimming Pricing:

Menlo Park Resident

\$47 per month

\$135 per quarter

\$6 per drop-in visit

Non-Resident

\$54 per month

\$153 per quarter

\$7 per drop-in visit

Menlo Park Resident and Student/Senior

\$5 per drop-in visit

Non-Resident and Student/Senior

\$6 per drop-in visit

There is a 25% discount off of the membership rate for seniors who are 65 and older. To be eligible for the 25% student discount, you must be enrolled full time at an accredited high school, secondary, or vocational school.

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

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

RECITALS

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

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

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

1. The term of the Lease Agreement shall be extended and shall terminate on March 1, 2017.

2. Any rent increase set forth in a new lease between the parties shall be retroactive to July 1, 2016, unless otherwise agreed in the new lease.

3. The terms of the rental to SOLO Aquatics shall remain unchanged until a new lease is entered into between the CITY and PROVIDER; provided, however, any increase in lane rental fees approved in the new lease shall be retroactive to July 1, 2016, unless otherwise provided in the new lease.

4. Except as modified herein, all of the remaining terms and provisions of the Lease shall remain in full force and effect.

DATED: _____ 2016

CITY OF MENLO PARK, a municipal corporation

Attest:

By: _____
City Manager

City Clerk

DATED: _____, 2016

TEAM SHEEPER INC, a California corporation

By: _____
Tim Sheeper,
Chief Executive Officer

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SPECIAL AND REGULAR MEETING MINUTES - Draft

Date: 10/11/2016
Time: 7:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

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

Mayor Cline called the closed session to order at 6:00 p.m. All Councilmembers were present. 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 the unrepresented management

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

Mayor Cline called the meeting to order at 7:20 p.m.

B. Roll Call

Present: Carlton, Cline, Keith, Mueller, Ohtaki
Absent: None
Staff: City Manager Alex McIntyre, City Attorney Bill McClure, City Clerk Pamela Aguilar

C. Pledge of Allegiance

Mayor Cline led the pledge of allegiance.

D. Report from Closed Session

There was no report.

E. Presentations and Proclamations

- E1. Proclamation declaring Anti-Bullying Month ([Proclamation](#))

Senior Program Assistant Rondell Howard of the Belle Haven After School Program accepted the proclamation.

Public Comment:

- Jennifer Johnson requested that city staff be more aware and proactive to help prevent bullying in the classroom.

E2. Presentation regarding the Library Strategic Plan ([Presentation](#))

Library Director Susan Holmer made a presentation.

- Pamela Jones spoke regarding the need to expand the Belle Haven library hours and programs
- Kristina Lemons spoke regarding the need for a new library in Belle Haven

F. Commissioner Reports

F1. Library Commission quarterly update ([Presentation](#))

Commission Chair Lynn Bramlett gave the report.

F2. Environmental Quality Commission quarterly update

Commission Chair Deborah Martin reported on the commission's activities and accomplishments during the last quarter and summarized the proposed work plan goals for 2016-18.

G. Public Comment

- Pamela Jones spoke regarding the Sequoia Belle Haven Apartments eligibility process.
- Christin Evans expressed concern regarding the housing crisis and displacement.
- Sheryl Bims spoke regarding the proposed equitable education JPA and new school district.

H. Consent Calendar

Councilmember Mueller requested that item H5 be pulled for further discussion.

H1. Approve the Environmental Quality Commission 2-Year Work Plan Goals for Years 2016-18 ([Staff Report# 16-170-CC](#))

H2. Authorize the City Manager to increase the contract for the Herbicide Free Parks and Pilot up to the budgeted amount ([Staff Report# 16-175-CC](#))

H3. Adopt resolutions accepting dedications from 1400 ECR LLC (1400 El Camino Real Hotel Project) ([Staff Report# 16-173-CC](#))

H4. Adopt a resolution accepting Public Right of Way Easement from Menlo Park Fire Protection District (700 Oak Grove Avenue) ([Staff Report# 16-172-CC](#))

H5. Authorize the City Manager to execute an amendment to the City's contract with PlaceWorks in an amount not to exceed \$87,000 and appropriate \$87,000 from the General Capital Improvement Fund for the ConnectMenlo General Plan and M-2 Area Zoning Update ([Staff Report# 16-176-CC](#))

H6. Approve sixth amendment to the agreement for services of the City Attorney ([Staff Report# 16-174-CC](#))

H7. Approve minutes for the City Council meeting of September 13, 2016 ([Attachment](#))

ACTION: Motion and second (Keith/Ohtaki) to approve all items on the Consent Calendar except H5 passes unanimously.

Regarding item H5, Councilmember Mueller requested an additional appropriation for PlaceWorks in order to address displacement measures and a displacement fund and that a meeting be held to discuss these issues. This item will be agendaized for the October 25 Council meeting.

ACTION: Motion and second (Keith/Ohtaki) to authorize the City Manager to execute an amendment to the City's contract with PlaceWorks in an amount not to exceed \$87,000 and appropriate \$87,000 from the General Capital Improvement Fund for the ConnectMenlo General Plan and M-2 Area Zoning Update passes unanimously.

I. Regular Business

- I1. Authorize the City Manager to execute a lease agreement with Off The Grid for a portion of the Menlo Park Civic Center in order to continue the weekly food truck market ([Staff Report# 16-177-CC](#))

Economic Development Manager Jim Cogan made a presentation. ([Presentation](#))

Ben Himlan of Off the Grid was present and responded to Council questions.

Discussion ensued regarding pursuing discussions and/or an appeal with Caltrain, information to the public, parking, location and logistics, and pedestrian safety.

Councilmember Carlton moved to table the item. The motion dies for lack of a second.

ACTION: Motion and second (Ohtaki/Keith) to authorize the City Manager to execute a lease agreement with Off The Grid for a portion of the Menlo Park Civic Center in order to continue the weekly food truck market passes 3-1-1 (Councilmember Mueller dissented, Councilmember Carlton abstained).

J. Informational Items

- J1. Update on 2016 City Council Work Plan ([Staff Report# 16-178-CC](#))

In response to Council, staff stated that locations have been identified for bus shelters based on community input. A report on the locations will be agendaized for the October 25 Council meeting.

Staff responded to questions regarding well locations, grey water, downtown parking garage and scheduling a housing study session.

- J2. Update on community communications ([Staff Report# 16-179-CC](#))

Staff responded to a Council inquiry regarding Next Door statistics.

- J3. Update on Regional Transportation Projects in the M-2 Area ([Staff Report# 16-171-CC](#))

Staff responded to Council inquiries regarding the Dumbarton Rail corridor project, Willow Road bulb outs and El Camino Real.

K. City Manager's Report

There was no report.

L. Councilmember Reports

Councilmember Ohtaki stated that the Menlo Park Historical Society recommends placing the Menlo Gates between the library and Ravenswood Avenue near the Gatehouse. He requested that a presentation be made at the October 25 Council meeting.

Council discussed to the possibility of joining with other jurisdictions to fund affordable housing.

M. Adjournment

Mayor Cline adjourned the meeting at 9:39 p.m.



STAFF REPORT

City Council
Meeting Date: 10/25/2016
Staff Report Number: 16-188-CC

Regular Business: **Authorize the City Manager to execute a joint agreement with the Town of Atherton for a study and fiscal review of fire services**

Recommendation

Staff recommends that the City Council authorize the City Manager to join with the Town of Atherton on a study and fiscal review of fire services provided by the Menlo Park Fire Protection District within both communities.

Policy Issues

The City of Menlo Park regularly seeks to improve the delivery and cost-effectiveness of services for its residents. This study serves to inform the City Council and residents of the cost of fire protection and certain emergency response services within Menlo Park, currently provided by the Menlo Park Fire Protection District.

Background

On Oct. 5, 2016, a subcommittee of the Atherton Town Council requested preparation of a scope of work for the review of fire service fiscal issues. The discussion revolved around history, revenues, costs for services and general calls for services. In discussions between staff, the idea surfaced that it may be beneficial for Menlo Park to join the study in order to gain a better understanding about fire service costs affecting its residents as well. The information could prove valuable as the City evaluates the need for additional services and potential impact fees related to the proposed general plan and M-2 area zoning update.

Analysis

The consideration for local tax payers in this study is whether the revenue, based on property assessed values, has significantly outpaced the cost of both Fire District or independent costs for fire services, and if so, by how much and if so, whether there is a desire to address the issue in some way. This study is meant to gather information so that the City Council and residents can better understand the complexity of service delivery and costs for service. The Fire District is encouraged and invited to participate and contribute to the study so that all may be better informed.

The draft scope of work includes four main tasks for the consultant, who would be selected through a request for proposals process. These tasks include:

1. What revenue does the Fire District receive from our residents via property taxes in support of fire services?

The Fire District has published a map (Attachment A) identifying its property tax revenues by jurisdiction. The consultant would obtain and verify tax rate analysis data for the municipalities, provide an analysis of data for fiscal year 2016-17 and develop a model for the future.

2. What is the cost of providing basic fire protection and emergency response services within our municipal boundaries from the Fire District? Beyond basic services, what other special services does the District provide to local residents (i.e., hazmat, CERT, urban search/rescue, etc.)? In total, what do these add to the cost of basic fire service?

The consultant would prepare a summary of costs for basic fire protection and emergency response from the Fire District for both jurisdictions. The consultant would then identify and add the cost for any specialized services or programs applicable to the municipalities to that basic cost. These could include hazardous material response, CERT programs, urban search and rescue programs, fire prevention and awareness, sharps drop off, disaster preparedness, etc.

3. If there were not a Fire District and the City was responsible for providing fire services independently, what would the cost of those services look like? What are the options? Would there be a need to build and staff an additional fire station? If so, where would it be? What would it cost? What is the annual operational cost? What are the long-term cost models? What are the added liabilities? Are there any added benefits?

The consultant would prepare a municipal fire service model(s) for each jurisdiction, to demonstrate feasibility if they were assume responsibility for providing fire services separate from the Fire District. The consultant would need to take into consideration programs and services currently provided, programs and services necessary for a municipal service model (inclusive of overhead), and long-term debt/liability. The consultant would also need to project initial capital required to build additional fire station(s) (if needed, as determined by the consultant) and other issues related to the initial delivery of service versus long-term costs.

The Fire District was notified in advance that the item would be on the Town of Atherton's City Council agenda. The Fire District's response letter to Atherton is attached (Attachment B). At its Oct. 19, 2016, meeting, the Atherton City Council approved proceeding with the project. The study would not be initiated until the new year.

Impact on City Resources

Both Menlo Park and Atherton would share the costs of the study. Costs of this study are pending the release of a request for proposals, but expected to be approximately \$35,000-\$50,000 and within the City Manager's existing authority limit.

Public Notice

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

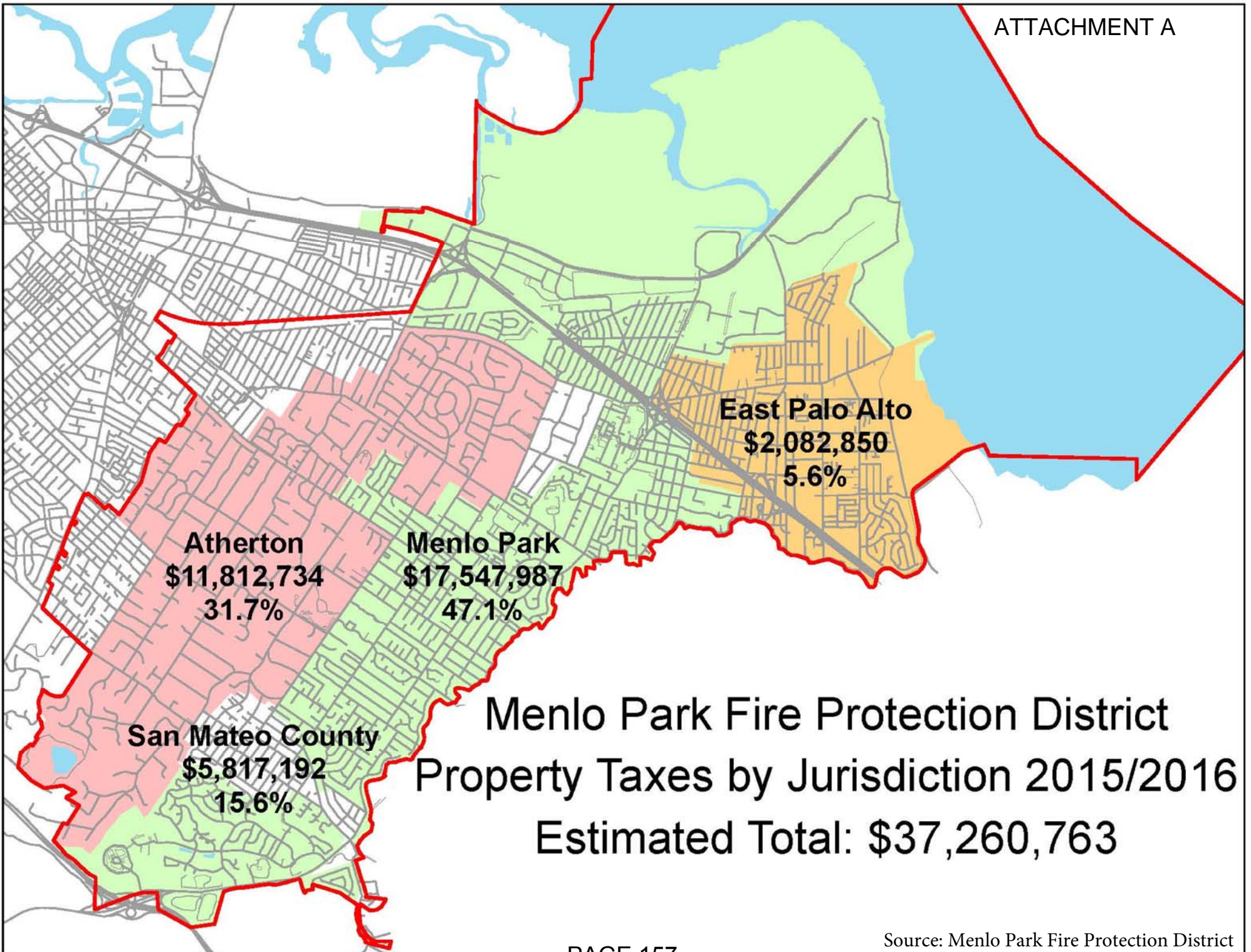
Attachments

- A. Menlo Park Fire Protection District Property Taxes by Jurisdiction for FY2015-16
- B. Menlo Park Fire Protection District response letter to the Town of Atherton

Report prepared by:

Clay J. Curtin, Assistant to the City Manager

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**Menlo Park Fire Protection District
Property Taxes by Jurisdiction 2015/2016
Estimated Total: \$37,260,763**



Menlo Park Fire Protection District

170 Middlefield Road · Menlo Park, CA 94025 · Tel: 650.688.8400 · Fax: 650.323.9129
 Website: www.menlofire.org · Email: mpfd@menlofire.org

Fire Chief
 Harold Schapelhouman

Board of Directors
 Robert J. Silano
 Peter Carpenter
 Chuck Bernstein
 Rex Ianson
 Virginia Chang Kiraly

October 18, 2016

Elizabeth Lewis, Mayor
 Town of Atherton
 91 Ashfield Road
 Atherton, CA 94027

Via Electronic Mail

Re: Town of Atherton Fire Services Fiscal Review

Dear Ms. Lewis:

The Town of Atherton (the “Town”) and the Menlo Park Fire Protection District (“MPFPD” or the “District”) have recently exchanged correspondence regarding the Town’s intention to conduct what has been referred to as a “fire services fiscal review”, (please see, October 7, 2016 letter from Mayor Elizabeth Lewis to the District President, Rob Silano). This communication is intended to make clear that the District has neither legal obligation nor any present intention to participate in the Town’s study.

Existing Statutory Scheme for Tax Allocation

As I am sure you are aware, Proposition 13 forced state lawmakers to assume responsibility for allocating property tax revenues among local jurisdictions. Prior to Proposition 13, taxing jurisdictions established their tax rates independently and property tax revenues depended solely on the rate levied and the assessed value of the land within the agency’s boundaries. A given piece of property might, for example, be subject to a separate property tax rate for the city, county, and local school district as well as any special districts that provided services to the property. Prior to implementation of Proposition 13, local jurisdictions could determine the level of both services and property taxes in their community through their legislative authority.

However, in 1979, AB 8 implemented Proposition 13, restructured the mechanisms for the allocation of property taxes and provided other fiscal relief to local governments. A primary objective of AB 8 was to provide local governments with a property tax revenue stream that would increase over time as assessed value grew, thereby providing a stable mechanism for growing communities. The basic premise of AB 8 allocates each taxing jurisdiction *the amount it received in the prior year*, plus a share of any additional revenues above the prior year that occurred within its boundaries. In other words, each taxing agency receives a share of a county-wide property tax. *The District does not receive Atherton’s property taxes—*

Atherton receives its fair share based on a pre-established statutory scheme as does the District. Furthermore, it is the Fire District, not the Town, that represents District residents residing in Atherton as to all matters pertaining to the MPFPD.

Absent detachment from the District, the county auditor has no legal authority to adjust the allocation of property tax revenue determined pursuant to Sections 96 or 96.1 of the California Tax and Revenue Code, or the annual tax increment determined pursuant to Section 96.5.

Atherton's Fire Services Fiscal Review

The District has no legal responsibility to perform fiscal analysis nor participate in the Town's fire services review. As per the California Government Code, the District has no obligation to collect, analyze or provide information or documents that do not already exist.

With that said, despite the fact that the District has no legal duty to participate in the Town's fire services review, MPFPD is dedicated to public transparency and intends to continue meeting any and all of its legal obligations pursuant to the Public Records Act (Cal. Gov. Code §6250 et. seq.), California state law, and the operating rules and regulations of the District.

The District Remains Committed to Consolidation of Services

MPFPD provides a myriad of services to the community including but not limited to as basic fire and emergency services, disaster preparedness, public education, code promulgation, and inspection. The District has been a long-time advocate of consolidation and a leader in consolidated fire dispatch services, which have significantly reduced response times in its jurisdiction in recent years.

The District takes this opportunity to re-emphasize its support for consolidated services, allowing for economies of scale and exemplary levels of cost-efficient service. The District supports LAFCO policies that provide for efficiency in the delivery of fire suppression, disaster and emergency services, and reduce the costs of providing urban services

Thank you and feel free to reach out with any questions.

Sincerely,

Robert J. Silano, President
Menlo Park Fire Protection District

Cc: Town Manager George Rodericks
Fire Chief Harold Schapelhouman

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STAFF REPORT

City Council

Meeting Date: 10/25/2016

Staff Report Number: 16-189-CC

Regular Business: Discussion on addressing the issue of the displacement of residents in Menlo Park

Recommendation

Staff recommends that the City Council discuss and direct City Staff on how to approach the issue of displacement of residents in Menlo Park.

Policy Issues

Considering how the City might address the potential for the displacement of residents is consistent with the City's commitment to zoning for and funding the development of affordable housing in Menlo Park.

Background

Menlo Park is experiencing the same benefits and impacts of the Bay Area's robust economy. The housing market is marked by high rents and home values. The cost of housing is driven by both the high demand from strong employment growth and the limited housing supply, due to a history of low housing production throughout the Bay Area and particularly in Peninsula communities. In many Bay Area communities these pressures result in a potential for the displacement of existing residents.

Unfortunately, displacement is an extremely difficult phenomenon to quantify, because there are multiple reasons why residents may choose to leave an area. Staff is not aware of any resource for reliable statistical evidence of displacement in a given area or local municipality. However, there is a great deal of anecdotal evidence that existing residents are experiencing displacement throughout the region and a presumption that Menlo Park residents are subject to the same regional pressures. As such, the likelihood of increasing the potential of displacement has been reviewed as part of a number of project approvals. Unfortunately, since displacement is a cumulative regional impact, it is very difficult to assign shares of the regional impact to individual projects.

Analysis

At the October 11th City Council Meeting, in reference to an item adjusting the ConnectMenlo Budget, the City Council directed staff to meet with the ConnectMenlo Subcommittee (Council Members Ohtaki and Mueller) to review how the City might include addressing displacement as part of ConnectMenlo. Staff was unable to meet with both Council Members together, but was able to discuss possible alternatives for addressing the potential of displacement with them individually. Following those meetings, staff has formulated three possible approaches.

Refer to Housing Commission

In 2015, the Housing Commission hosted a community meeting with housing advocates and experts to discuss the issues affecting the Menlo Park housing market. The Housing Commission has previously commented on ConnectMenlo and the Facebook Expansion project. Facebook's displacement analysis was of particular interest to the Commission. The Commission is currently in the process of updating its 2-year work plan. The City Council could refer the issue to the Housing Commission for review and incorporation in the Commission's 2-year work plan with the direction to provide the City Council with policy recommendations.

Incorporation in ConnectMenlo

In the City Council's discussion at the October 11th meeting, Council Member Mueller raised the possibility of adding a scope of work to develop policy recommendations within ConnectMenlo to address the concern of displacement. Staff has discussed this possibility with Placeworks, the lead Consultant for ConnectMenlo. Placeworks has stated that it is not within their expertise. Staff would have to hire an additional consultant and develop a scope of work for this effort. This approach would likely delay approval of ConnectMenlo. Council Member Mueller suggested that one solution might be to create a "displacement fund", which could be used to provide assistance to residents facing displacement. Current City revenues could not be used for this purpose. Such a fund would require a new revenue source and fee nexus study.

City Council Study Session in January with Housing Experts

In the Spring of 2015, there was a panel discussion on housing issues hosted jointly by the ConnectMenlo team and the Housing Commission. This panel included housing experts and legal advocates. Council Member Ohtaki suggested that it would be valuable if the City Council hosted a similar type of meeting in January with the community and housing experts to collect community input and discuss possible best practices for addressing the challenges of the current housing market. There are a number of benefits to this approach. First, it would allow ConnectMenlo, which includes zoning for up to 4,500 new market-rate and affordable housing units, to move forward. The production of new housing is generally considered the most effective long term mitigation for displacement. Second, it would provide the City Council with the necessary background information to prioritize approaches to addressing the community's housing concerns at the same time staff is working with the City Council to develop the 2017 City Council goals and associated allocation of resources. Third, it would allow for any new revenue sources to be included as implementation measures of ConnectMenlo.

Impact on City Resources

Depending on how the City Council chooses to proceed, there will likely be a need for additional staffing and consultant resources.

Environmental Review

This discussion is no a project under CEQA

Public Notice

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

Attachments

Report prepared by:

Jim Cogan, Housing and Economic Development Manager

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STAFF REPORT

City Council

Meeting Date: 10/25/2016

Staff Report Number: 16-185-CC

Regular Business: Approve the general location for the installation of the Menlo Gates Project on the Burgess Campus along Ravenswood Avenue and authorize the City Manager to waive all fees for processing and installation of the gates

Recommendation

Staff recommends that the City Council approve the general location for the installation of the Menlo Gates Project on the Burgess campus between the Library and the Gate House along Ravenswood Avenue, and authorize the City Manager to waive all fees for processing and installation of the gates.

Policy Issues

Improvements to public property require City Council approval.

Background

The Menlo Park Historical Society (Society) has approached the City about their interest in having a historical reproduction of the Menlo Gates installed on the Burgess Campus. The long-planned project would be funded through private investment through fundraising by the Society. The attached Society-produced brochure (Attachment A) explains much of the historical significance of the Gates, provides a rendering and how interested parties can donate to the effort.

Analysis

The Society has long desired to re-establish the Menlo Gates in the City, preferably nearest to their original location along the El Camino Real. In order for the Society to raise funds, the project site needs to be identified and approved. The preferred location is along Ravenswood Avenue between the Library and the Gate House on the Burgess Campus (see brochure).

Since the improvements are on City property and would serve a community good, the Society has proposed an in-kind contribution from the City in the form of a fee waiver for the project. It is estimate that the fees for such a project would be approximately \$3,500.

The City would also bear any long-term maintenance costs for the project one installed

Impact on City Resources

The fee waiver would total approximately \$3,500.

Environmental Review

This item does not require environmental review

Public Notice

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

Attachments

A. Menlo Park Historical Society Brochure

Report prepared by:
Alex D. McIntyre, City Manager

Menlo Gates Project



A preliminary drawing of the Menlo Gates is shown here superimposed on a photograph of the Menlo Park Library as seen from Ravenswood Avenue. The original location was almost exactly across El Camino Real on the west corner of the intersection with Menlo Avenue (now the parking lot for a small row of shops). The main gate is approximately 10' wide, apparently intended for passage of wagons. The smaller gates on each side are sized for pedestrians. There is some evidence that the date 1854 was painted top center and possibly the names Oliver and McGlynn were above the smaller gates, but only the words **MENLO PARK** in distinctive lettering are visible in existing photographs. For more information, visit <https://sites.google.com/site/mphistorical/home/menlo-gates>.

Why was the ranch named *Menlo Park*? "...so called by me after Menlo a lovely place on the banks of Loug Corrib two miles from the Town of Galway the ancient Town of my nativity and of my ancestors. Menlo is the place where the inhabitants of the Town and surrounding country go to enjoy themselves the first three Sundays in May. The Ameture & Military bands together with Fidlers & Pipers play delightful music on these occasions, whilst the crowd promenades the shady groves, the young and lively dance on the daisy clad fields, and lovers seek more retirement in adjacent bowers. The Youngsters can be seen on the summits of lofty trees robbing birds nests, every countenance beams with joy and gladdiness, numerous tents and fruit stands are strewd in various parts of the demesne. In fact every person who can raise money enough to pay their passage will go a haying to Menlo." (Feb. 6, 1855, entry in Dennis Oliver's diary, MS 3577, California Historical Society)

Today there is a great deal of interest in reproducing the Menlo Gates to serve as a visible symbol of Menlo Park's origin. **You can help! Make a donation using your credit or debit card. Scan the QR code on the right or go to <https://gofundme.com/menlogates>.**



Version July 11, 2016



Since 1971

800 Alma Street
Menlo Park, CA 94025

Located in the Merrill History Room
Menlo Park City Library

Office hours:
Tue 12-2 pm
Wed 10 am - 2 pm

(650) 330-2522
mphistorical@yahoo.com
sites.google.com/site/mphistorical
Visit us on Facebook:
Menlo Park Historical Association

MPHA is a registered 501(c)(3) charity

The Menlo Gates Project



This is one of several existing photos of the gates that in 1854-55 were erected at the entrance to the cattle ranch of Dennis Oliver and Daniel McGlynn. The gates were located on County Road (El Camino Real) about where the parking lot just south of Menlo Avenue is today. At the top of the main gate was written in large letters the name of their ranch, *Menlo Park*. In the early 1860s, when the peninsula railroad was being planned, it was decided to have a stop just north of the San Francisquito Creek and to give it the name seen on this nearby gate.

At least twice (1886 and 1905) the gates were re-erected after being blown down during storms. Finally on the morning of July 7, 1922, they were completely destroyed by two speeding autos filled with singing passengers.



STAFF REPORT

City Council

Meeting Date:

10/25/2016

Staff Report Number:

16-186-CC

Regular Business:

Approve the removal of four curb extensions and modify median islands on Willow Road between Middlefield Road and Durham Street and Authorize the City Manager to award applicable construction contracts up to the budgeted amount

Recommendation

Staff recommends the City Council approve the removal of four curb extensions and the modification of five median islands on Willow Road between Middlefield Road and Durham Street (Attachment A) and authorize the City Manager to award applicable construction contracts up to the budgeted amount.

Policy Issues

The City Council's 2016 Work Plan includes a project to study and prioritize Willow Road transportation improvement options. This Project is also consistent with the 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

On August 23, 2016, the City Council held a study session that summarized existing traffic patterns, historical trends, and possible near-, mid- and long-term improvement considerations on Willow Road.

Willow Road is a two- to four-lane roadway connecting Alma Street with Bayfront Expressway. The City of Menlo Park and Caltrans have jurisdiction over different sections of Willow Road, and the City of East Palo Alto also has right-of-way along Willow Road near Newbridge Street. The section of Willow Road from Bay Road to Bayfront Expressway is under exclusive Caltrans jurisdiction and is classified as State Route (SR) 114.

This project was prioritized as part of the Fiscal Year (FY) 2015-16 Capital Improvement Program as a result of increasing traffic congestion along Willow Road and in the region. Residents and local employees, emergency responders including the Menlo Park Fire Protection District and observations from staff have identified traffic congestion on Willow Road as a significant concern.

Analysis

Staff has identified a series of potential improvement options for Willow Road traffic conditions and secondary effects, which were summarized in four (4) categories – emergency response support, near-term, mid-term, and long-term improvement options – in the August 23, 2016 staff report ([Attachment B](#)).

This report is the first step to advance near-term modifications on Willow Road to support emergency response and improve traffic conditions.

As discussed in [Attachment B](#), removal of the four curb extensions on Willow Road between Middlefield Road and Nash Avenue would support emergency vehicle maneuvering on Willow Road, especially during peak congested conditions. The existing curb extensions can inhibit private vehicles from maneuvering towards the curb to allow an emergency vehicle to pass in congested conditions. In addition, several of the existing curb extensions have been hit by vehicles and are in need of replacement if not removed. Following Council direction on this item, staff will proceed with work to remove or replace the curb extensions.

Further, creation of rolled curb area at the ends of five median islands between Middlefield Road and Durham Street to allow large vehicles to maneuver better around congested conditions would also support emergency vehicles turning on and off of Willow Road. The median islands are located near Middlefield Road, Gilbert Avenue, and Durham Street, where narrow medians separate each direction of traffic and can prevent large emergency vehicles from bypassing congested conditions or maneuvering from a side-street.

Staff has met with representatives of the Menlo Park Fire Protection District on the potential removal of the curb extensions and median island modifications, and they have generally been in support of this proposal. At the Study Session on August 23, 2016, a majority of the Council expressed general support for pursuing the improvements related to emergency response.

Impact on City Resources

This project was funded in the City's FY 2015-16 Capital Improvement Program (CIP), with a budget of \$150,000. If approved, the removal of the existing curb extensions and modification of medians may be completed within the existing budget and staff resources. By authorizing the City Manager to award the construction contract(s), the process would be streamlined.

Environmental Review

The removal of the four curb extensions and modification of median islands is categorically exempt under Class 1 of the California Environmental Quality Act (CEQA). 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.

Attachments

- A. Map and photos of the existing curb extensions
- B. [August 23, 2016 – Willow Road Transportation Study Staff Report](#)
(<http://www.menlopark.org/DocumentCenter/View/11356>)

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

Santa Margarita Ave

Legend

- Bike Lanes
- Striping
- Curb Extension



Nash Ave

Willow Rd

Blackburn Ave



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STAFF REPORT

City Council

Meeting Date:

8/23/2016

Staff Report Number:

16-142-CC

Study Session:

Study session on Willow Road transportation improvement options with a focus on emergency response and signal timing modifications

Recommendation

Staff recommends the City Council provide direction on the following:

- Provide feedback on current traffic conditions, including identification of all key issues
- Provide feedback on potential emergency response support measures, and near-, mid-, and long-term improvement options

Following direction provided by the City Council in this study session, staff will bring back a follow up information item with a listing of priority projects and preliminary cost and schedule information.

Policy Issues

The City Council's 2016 Work Plan includes a project to study and prioritize Willow Road transportation improvement options. This Project is also consistent with the 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

On July 19, 2016, staff prepared an informational item for the City Council with the information below. For ease of reference, the background and analysis sections follow.

Willow Road is a two- to four-lane roadway connecting Alma Street with Bayfront Expressway. The City of Menlo Park and Caltrans have jurisdiction over different sections of Willow Road, and the City of East Palo Alto also has right-of-way along Willow near Newbridge Street. The section of Willow Road from Bay Road to Bayfront Expressway is under exclusive Caltrans jurisdiction and is classified as State Route (SR) 114.

This project was prioritized as part of the Fiscal Year (FY) 2015-16 Capital Improvement Program as a result of increasing traffic congestion along Willow Road and in the region. Residents and local employees, emergency responders including the Menlo Park Fire Protection District and observations from staff have identified traffic congestion on Willow Road as a significant concern. This project complements other ongoing work efforts to improve travel conditions along the Willow Road corridor:

- Bayfront Expressway/Willow Road Intersection Improvements – Facebook East & West Campus traffic mitigation to add a third northbound right-turn lane from Willow Road to Bayfront, add bicycle and pedestrian accommodations. Completed in June 2016.

- Willow Road Traffic Signal Interconnect – Federal grant funded project to install traffic signal interconnect at Gilbert Avenue and Coleman Avenue. Added emergency vehicle pre-emption at both intersections. Completed in August 2016, project acceptance anticipated in late August 2016.
- Newbridge Street/Willow Road Intersection Improvements – Facebook East & West Campus traffic mitigation to add a third southbound through lane on Willow Road approaching Newbridge Street connecting to US 101 North, replace bicycle lane and add pedestrian accommodations. Substantially complete in August 2016, final completion anticipated in early fall.

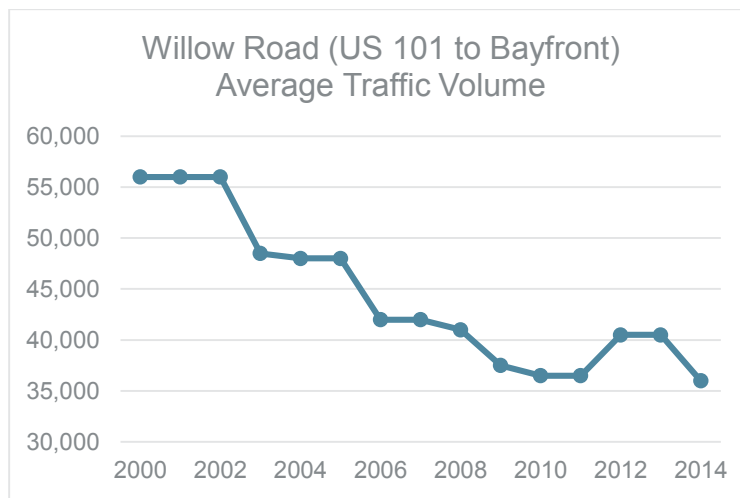
Analysis

Current Traffic Conditions

As already noted, Willow Road is a two- to four-lane roadway connecting Alma Street with Bayfront Expressway. The street classification and traffic volume varies along the street, lowest near Alma Street and increases towards US 101, as summarized below:

Table 1: Willow Road Traffic Volumes, 2014		
Roadway Segment	Street Classification	Average Daily Traffic (ADT) Volume ¹
Alma Street to Laurel Street	Collector	3,400
Laurel Street to Middlefield Road	Collector	5,200
Middlefield Road to Gilbert Avenue	Minor Arterial	24,300
Gilbert Avenue to Coleman Avenue	Minor Arterial	24,400
Coleman Avenue to Durham Street	Minor Arterial	41,200
Durham Street to US 101	Minor Arterial	34,100
US 101 to Bayfront Expressway	Primary Arterial	36,000
¹ Average 24-hour traffic volume. Counts obtained by the City of Menlo Park (fall 2014) or via Caltrans 2014 Traffic Census available: http://www.dot.ca.gov/trafficops/census/2014all/Route103-116.html		

As shown in Table 1, traffic volumes are highest on Willow Road approaching the US 101 interchange, near Durham Street. Historical trends in traffic volumes were also reviewed, dating back to 2000. The average daily traffic volume for Willow Road between US 101 and Bayfront Expressway annually is summarized in the chart below. The early 2000s were observed to have the highest traffic volumes, with decreases occurring through the late 2000s, and most recent increases as economic conditions improved in 2011 through current conditions.



As shown, the traffic volume based on most recent traffic counts is approximately 36,000 vehicles per day, significantly below the maximum traffic volume observed along this segment in the early 2000s. Based on staff observations, the traffic counts have decreased since 2012 due to congested conditions during commute hours along the corridor, US 101, and the approach to the Dumbarton Bridge.

Based on estimates prepared as part of the City’s work on ConnectMenlo, approximately 75-80 percent of peak traffic is regional in nature – i.e., the trip does not start or end in Menlo Park. Willow Road serves as a connection route between downtown Palo Alto and points south and US 101, as well as Bayfront Expressway and the Dumbarton Bridge. In the morning commute period, traffic congestion builds primarily in the southbound direction at each of the following points:

- US 101 interchange: short merging area for freeway traffic contributes to congestion
- Durham Street: Willow Road narrows from two lanes to one lane
- Middlefield Road: Heavy left-turn from southbound Willow to Middlefield Road towards Palo Alto

This congestion causes stop-and-go conditions on Willow Road, backing up to Bayfront Expressway, towards University Avenue and the Dumbarton Bridge, and limits access from the Belle Haven neighborhood towards US 101 and causes cut-through traffic in Belle Haven (primarily Carlton Avenue and streets paralleling Willow Road) and Willows neighborhoods, as well as on Bay Road, Coleman Avenue, and Ringwood Avenue.

In the evening commute period, traffic congestion builds primarily in the northbound direction at each of the following points:

- University Avenue and Willow Road intersections: heavy traffic on Bayfront Expressway merging with University and Willow traffic spills back on to each street
- US 101 interchange: short merging area for freeway traffic contributes to congestion
- Middlefield Road to Durham Street: Willow Road widens at Durham Street to two lanes, cut through traffic exits the Willows neighborhood at Durham Street and Chester Street exacerbating congestion on Willow Road

Staff will be conducting the City’s bi-annual traffic counts this coming fall, and will continue to monitor traffic patterns and conditions on Willow Road.

Potential Considerations for Improvement

Staff has identified a series of potential improvement options for Willow Road traffic conditions and secondary effects, which can be summarized in four (4) categories – emergency response support, near-term, mid-term, and long-term improvement options – as summarized in the following table.

Table 2: Summary of Potential Improvement Options		
Category	Description	Examples
1. Emergency Response Support	Measures that could help emergency vehicles maneuver Willow Road, especially during congested peak conditions	<p>A. Removal of four curb-side bulbouts between Middlefield Road and Nash Street</p> <p>B. Creation of rolled curb area at ends of median islands between Middlefield Road and Durham Street to allow large vehicles to maneuver better around congested conditions</p>
2. Near-Term Improvement Options	Measures that could be pursued in the short-term (next three to 12 months), either in the City’s jurisdiction or in collaboration with Caltrans	<p>City Jurisdiction</p> <p>A. Installation of protected left-turn signals at Gilbert Street and Coleman Avenue to improve access and safety to Willows neighborhood</p> <p>B. Expand free mid-day shuttle service to provide improved service on Willow Road</p> <p>Caltrans Jurisdiction</p> <p>C. Pursue signal timing and cycle length adjustments at Newbridge Street, O’Brien Drive, Ivy Drive and Hamilton Avenue to improve egress from Belle Haven neighborhood during congested conditions</p> <p>D. Evaluate Newbridge Street approach to Willow Road to modify Keep Clear area and improve traffic operations</p> <p>E. Hamilton Avenue intersection approach modifications to address queuing and safety</p>
3. Mid-Term Improvement Options	Measures that would require ongoing community engagement, coordination with Caltrans or other agencies for planning, permitting, design, or construction support	<p>City Jurisdiction</p> <p>A. Evaluate and identify neighborhood traffic calming in Belle Haven (proposed Facebook traffic mitigation)</p> <p>Caltrans or Others Jurisdiction</p> <p>B. Construction of the US 101/Willow Road interchange project</p> <p>C. Install adaptive signal interconnect between Bayfront Expressway and Middlefield Road</p> <p>D. Support ongoing work on Dumbarton Corridor Study, led by Samtrans</p> <p>E. Support for congestion pricing on the Dumbarton Bridge</p> <p>F. Support for improved Dumbarton Express Bus Service</p>

4. Long-Term Improvement Options	Measures that would require significant planning by the City or other efforts by other agencies	A. Install adaptive signal interconnect on Bayfront Expressway B. Evaluate grade separations at Bayfront Expressway at University Avenue and Willow Road C. Evaluate measures to expand capacity of Willow Road (see <i>2020 Peninsula Gateway Corridor Study</i> ¹) D. Evaluate measures to reduce travel time on Bayfront Expressway and US 101 to reduce demand on Willow Road
¹ 2020 Peninsula Gateway Corridor Study included evaluation and prioritization of traffic improvements on the approach to the Dumbarton Bridge. A copy of the study linked in Attachment A .		

Impact on City Resources

This project was funded in the City’s FY 2015-16 Capital Improvement Program (CIP), with a budget of \$150,000. These funds could be used for further study of improvements or capital expenditures, but would not be sufficient to fund all projects as proposed in this report. Following Council direction, staff will return to the Council with an informational report summarizing prioritized projects, including estimated costs of any future studies and construction efforts and anticipated schedules for each item. Mid- and long-term projects are anticipated to be incorporated in future CIP cycles for prioritization. Funding from local, state and federal grants may be explored for future projects as part of CIP programming efforts.

Environmental Review

Council direction on studying and prioritization of improvements to Willow Road does not require environmental review under the California Environmental Quality Act (CEQA). Any projects identified for further study or implementation would need to undergo CEQA review prior to construction.

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 2020 Peninsula Gateway Corridor Study (<http://ccag.ca.gov/wp-content/uploads/2014/05/2020-Gateway-Final-Report-Jul08c.pdf>)

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

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STAFF REPORT

City Council

Meeting Date: 10/25/2016

Staff Report Number: 16-187-CC

Informational Item: Update on the status of bus shelter installation in Belle Haven

Recommendation

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

Policy Issues

As part of the City Council Work Plan for 2016, staff is pursuing installation of new bus shelters in the Belle Haven neighborhood of Menlo Park. The Circulation Element of the General Plan includes policies that support and encourage the use of public transit. The installation of bus shelters would support these policies.

Background

Bus shelters are an amenity provided at major transit stops, providing cover from sun or weather, seating and information about the transit system. Typically, bus shelter and transit stop amenities such as benches, trash cans, maps, and signs are provided by the transit agency that provides the service. Within Menlo Park, public transit service is provided by SamTrans and Alameda County (AC) Transit, which operates the Dumbarton Express bus service.

In 2006, SamTrans, through its contract with Outfront Media, initiated a program to replace existing bus shelters throughout the County with a new design. Outfront Media currently replaces and maintains shelters at no-cost to SamTrans or local agencies by allowing advertisements to be posted within the shelter. The revenue generated by advertisements fully covers the capital cost of installation as well as ongoing maintenance for the shelter.

SamTrans' bus shelter policy states that shelters are considered for installation based on the following criteria:

- Stops serving more than 200 passengers each day
- 75 percent of shelters shall be located in census tracts on routes associated with urbanized areas
- Distribution of shelters county-wide should match the distribution of minority census tracts
- Locations for shelters with advertisements are chosen by the vendor based on the visibility and traffic

On March 15, 2016, staff provided an informational update to the Council on the status of bus shelter installation. Over the last year, the locations where bus shelters have most frequently been requested are on Willow Road and at the Onetta Harris Community Center.

Analysis

Since staff initiated installation of bus shelters, work has progressed to identify appropriate locations and work through several issues that have arisen through this project including coordination with transit operators, consistency of shelter design, provision of advertising, site feasibility, construction needs and bus maneuverability.

Within the Belle Haven neighborhood, SamTrans is the primary transit operator, operating route 281 from the Menlo Park Senior Center through neighborhood and into East Palo Alto and Palo Alto. A map of SamTrans service is linked in Attachment A. SamTrans, however, does not provide service along Willow Road. AC Transit operates routes DB and DB1 on Willow Road, connecting the East Bay and downtown Palo Alto destinations. Staff is working with the transit agencies through this process to provide a consistent look to the shelters from each agency, so that the design is consistent across the City.

As noted in the March 15 informational item, the City of Menlo Park's Municipal Code (section 16.92, sign ordinance) prohibits signs and advertising within public right-of-way except in explicitly defined circumstances (such as for building rentals or sales). The use of advertising within bus shelters was identified as a potential violation of the sign ordinance, and in 2013, the City required SamTrans to remove all advertising from the shelters. Staff has been working with SamTrans and Outfront Media to determine how advertising would be permitted with the new shelters, and retroactively to existing shelters.

The locations in Belle Haven with the physical space required to accommodate a new shelter and its accessibility requirements within the existing public right-of-way are limited. Sidewalks in the neighborhood are generally four to five feet wide, however, a minimum area of approximately 20 feet by 6 feet is needed to fit the shelter and clear area to maneuver around it. Therefore, locations are generally limited to areas with curb extensions, near parks or open space, or on City facilities. Layered on top of the streets where bus service is provided, the number of possible locations is limited. Following the last informational update to the Council, SamTrans conducted a field investigation and provided staff a draft list of locations for a possible shelter in late April 2016. While these locations could physically accommodate a shelter, the locations were not those typically requested by residents.

Since a limited number of existing locations were identified to be feasible, staff reviewed potential areas where the City may construct new platforms to provide the required clear area for a bus shelter. Over the last several months, staff has conducted field investigations, reviewed utility and site-specific conflicts, analyzed bus maneuverability through the Onetta Harris parking lot, and evaluated the potential for constructing physical improvements to provide the space needed to accommodate a shelter at the requested locations.

Next Steps

Staff has now narrowed down locations that, with some construction by the City to fit the required footprint, could accommodate a bus shelter. These locations are, as listed in anticipated order of completion:

- Market Place Park
- Onetta Harris Community Center
- Willow Road (at either Newbridge Street, Ivy Drive or Hamilton Avenue)

Staff has approved the locations for SamTrans to order shelters for those stops that would be served by SamTrans. The lead time to receive the shelters once ordered is several months, followed by installation. In the meantime, City crews or contractors would perform the necessary site work to prepare the locations for shelter installation.

Staff will continue to coordinate with AC Transit, which operates Dumbarton Express bus service on Willow Road, to determine feasibility of shelters at stops on Willow Road. Additional coordination with Caltrans may also be required depending on the specific location.

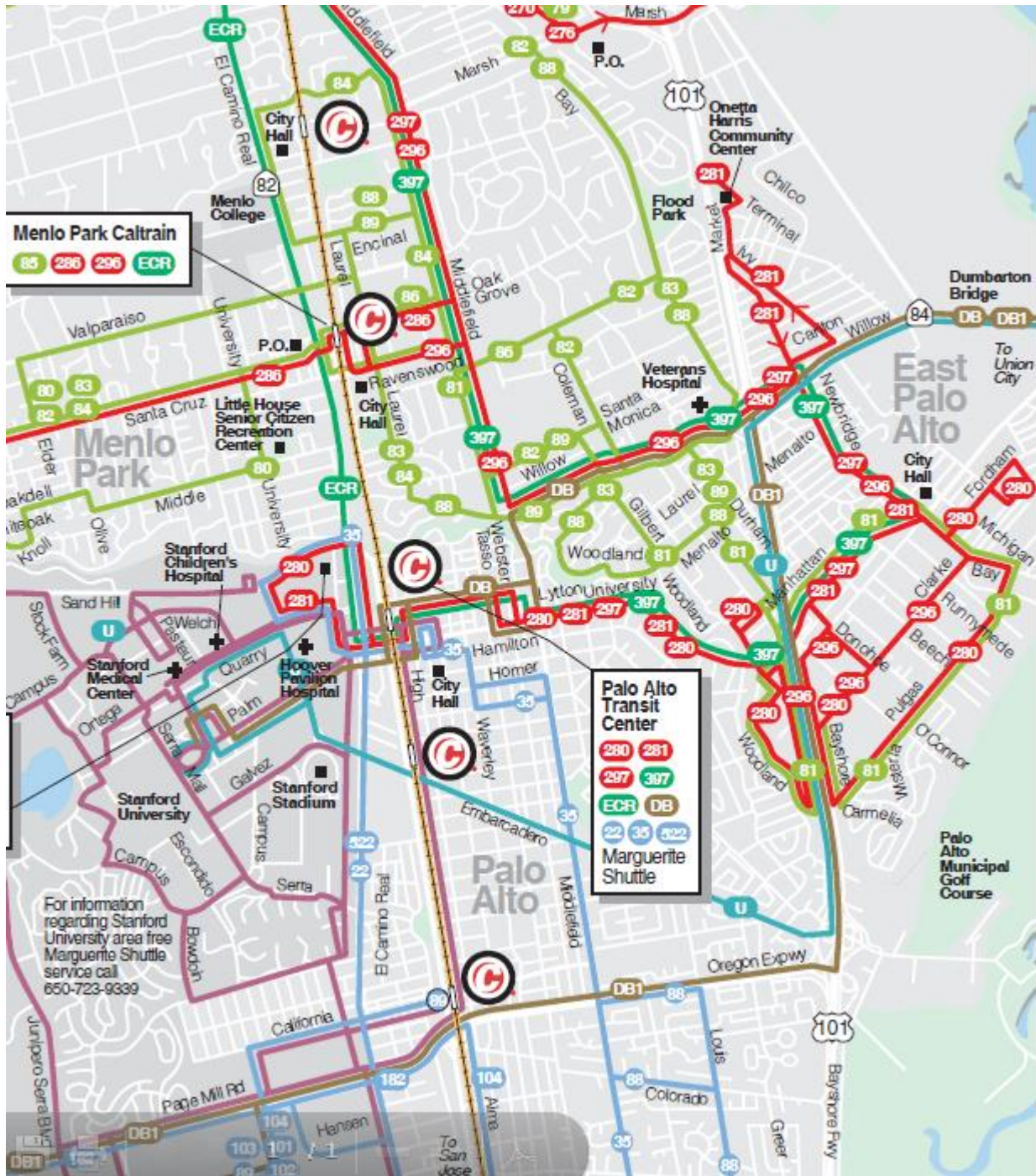
Staff anticipates a future action will be needed by the Council to authorize an agreement with SamTrans to document the final, approved locations and permitted advertising in new and existing shelters by the end of the calendar year. If further City funds are needed to install or maintain the shelters, staff will bring the information forward as part of the agreement authorization for the Council's consideration.

Attachments

- A. Map of SamTrans Transit Service
(http://www.samtrans.com/Assets/maps/SamTrans+Maps/SamTrans_Peninsula_Vertical_8-2016-web.pdf)

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

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STAFF REPORT

City Council

Meeting Date: 10/25/2016

Staff Report Number: 16-180-CC

Informational Item: Update on the Laurel Upper School Safe Routes to School Plan

Recommendation

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

Policy Issues

On August 23, 2016, the City Council directed staff to prioritize the preparation of a Safe Route to School (SR2S) Plan for the Laurel Upper School.

A SR2S Plan is consistent with policies (e.g. II-A-12, II-E-6, etc.) stated in the 1994 City General Plan Circulation Element and the City's Comprehensive Bicycle Development Plan (2005). These policies seek to develop SR2S Plans to enhance the safety of children who walk and bike to school.

Background

In 2014, the Menlo Park City School District initiated the environmental study and received approval for a new school, the Laurel Upper School, to accommodate student enrollment growth. An existing Laurel School is located at 95 Edge Road that serves students in grades K-4, with older students attending either Encinal or Oak Knoll Schools. On October 17, 2016, the new Laurel Upper School, located at 275 Elliott Drive, opened to serve students in grades 3-5. The existing Laurel School now serves students in grades K-2.

In anticipation of the opening of Laurel Upper School, the Cities of Menlo Park and East Palo Alto applied for and received funding from the San Mateo County Transportation Authority's (SMCTA) Measure A Program for the design and construction of new sidewalks on Menalto Avenue and O'Connor Street, disabled access compliant curb ramps at two key neighborhood intersections, and shared-lane pavement markings (known as sharrows) on nine residential streets. City Council awarded the construction contract on June 7, 2016. Most of the construction was completed before the school opening date. A link to the staff report from June 7, 2016 is provided in Attachment A (as a hyperlink).

The Laurel Upper School would mark the opening of the third school campus in the Willows neighborhood, along with Willow Oaks Elementary School and the Alto International School (formerly known as German-American International School). On August 23, 2016, City Council approved the installation of "No Stopping" zones during drop-off and pick-up times near Laurel Upper School on neighborhood streets with limited spaces for vehicles to maneuver and turn around to address safety concerns. Signage designating these "No Stopping" zones, a new proposed school area zone, reduced vehicle speed zone, and new school yellow crosswalks at key locations were installed. A link to the staff report from August 23, 2016 is provided in Attachment B (as a hyperlink). As part of the action taken on August 23, 2016, Council directed staff to prioritize a SR2S plan for the Laurel Upper School after receiving feedback from residents on a community-

initiated work plan titled “Laurel Connector Bike Plan” that targeted bicycle connectivity between the two Laurel Schools.

Analysis

Following Council direction, staff reviewed the school enrollment areas and developed the recommended study area (Attachment C) for the SR2S Plan. The study area was developed based on the Laurel Lower and Upper School enrollment areas and thus incorporates the key routes for travel to and from the schools.

The recommended study area is generally bounded by Bay Road, the southeastern City limits near Euclid Avenue including Gilbert Avenue and Woodland Avenue, Middlefield Road, Santa Monica Avenue, Coleman Avenue, and the western City/County boundary line. The study area encompasses an area that focuses on connectivity between the Laurel Lower and Upper Schools. This Plan also allows evaluation of most of the elements presented in the community initiated “Laurel Connector Bike Plan”.

Even though the study area was developed based on Laurel School enrollment areas, improvements identified on streets within the Plan study area may also benefit students traveling to the Willow Oaks Elementary, the Alto International School, and Menlo-Atherton High School due to their proximities in and around the study area. These schools are not the primary focus of the proposed SR2S Plan, since the Willow Oaks Elementary was included in the most recent Ravenswood City School District SR2S Report and the Alto International School currently implements an aggressive Transportation Demand Management Program intended to reduce vehicle trips as a condition of its operations at the current site. Menlo-Atherton High School is undergoing a SR2S study that is scheduled to be published before end of 2016.

The study area does not directly include routes outside of the City’s jurisdiction. The Plan would identify routes outside of the City’s jurisdiction to feed into City roads (Ringwood Avenue, Coleman Avenue, etc.), but detailed improvement plans or recommendations on streets outside of the City limits are not proposed as part of this Plan.

In addition to the recommended study area and in the interest of a reduced project schedule and cost, staff explored other study area alternatives, such as a smaller focused area that includes only the Willows neighborhood or streets immediately surrounding the Laurel Upper School. However, both of these alternatives would not include the full area within the City’s jurisdiction to provide continuous connections, and would likely produce incomplete recommendations that may prompt additional studies before full implementation.

Next Steps & Estimated Study Schedule

Similar to previous City-lead SR2S Plans for Encinal Elementary School, Oak Knoll Elementary School, etc, the next steps would include developing a scope of work and Request for Proposal (RFP) from qualifying firms/consultants to prepare a SR2S Plan.

The proposed Plan would allow the development of conceptual designs and cost estimates before proceeding to detailed engineering level design. Staff anticipates concept plans would include pedestrian and bicycle facilities for students traveling to and from schools in the area within the boundary limits. Apparent design constraints such as roadway width, parking removal, and tree removal, etc., would be discussed in the report and conceptual design plans but not in specific quantities until detailed engineering level design. Community engagement is anticipated to include targeted meetings with affected stakeholders (e.g., residents, local businesses, school and district representatives, parent-teacher organizations, Menlo Park Fire Protection District) and meeting materials. Staff anticipates review sessions by the Bicycle Commission and Transportation Commission prior to approval by the City Council. Lastly, staff would seek

Council approval of the SR2S report and concept plans prior to advancing into detailed design and construction of any potential improvements.

Based on previous plans, it is anticipated that the SR2S report and concept plans would be completed in a fourteen to eighteen month timeframe, including all contracting, data collection, analysis, and community engagement, after awarding the consultant contract.

The resources needed to conduct the SR2S Plan were not included in the current 2016 City Council Goals/Work Plan. The plan is listed in the Capital Improvement Plan portion of the budget as a non-funded project.

After reviewing the planned transportation projects in the 2016 City Council Goals/Work Plan and considering each project's vulnerability to a schedule delay, staff anticipates adding this project would result in postponing the results of the Downtown Parking time limits trial until early 2017 at a minimum. Many other transportation projects are grant funded and thus carry a risk of losing funding sources if delayed. The acceleration of this project will also impact ongoing development review and planning projects that require senior-level transportation staff involvement, such as the refinements to the El Camino Real/Downtown Specific Plan, the El Camino Real Corridor Study, and the immediate next steps for the Willow Road Transportation Study and Bus Shelters in Belle Haven. In order to keep these current projects on track, staff plans to review this project with Council in January 2017 during their goal setting and work plan discussion for 2017. In addition, this would provide an opportunity to observe operations of the new school over a few months.

The total estimated cost to complete the project is anticipated to be \$150,000. The project budget would be allocated from the General Fund as it is not eligible for the City Transportation Impact Fee Fund. External funding opportunities such as the Transportation Authority's Measure A Fund are limited for planning studies and would further delay the project schedule with the application and approval processes. Nonetheless, staff would continue to seek funding opportunities to implement potential SR2S Plan improvements.

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. [Staff Report from June 7, 2016 City Council Meeting \(menlopark.org/DocumentCenter/View/10387\)](http://menlopark.org/DocumentCenter/View/10387)
- B. [Staff Report from August 23, 2016 City Council Meeting \(menlopark.org/DocumentCenter/View/11364\)](http://menlopark.org/DocumentCenter/View/11364)
- C. Recommended SR2S Plan Study Area Map

Report prepared by:
Kevin Chen, P.E., Assistant Engineer

Report reviewed by:
Kristiann Choy, P.E., Senior Transportation Engineer
Nicole H. Nagaya, P.E., Transportation Manager

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**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.

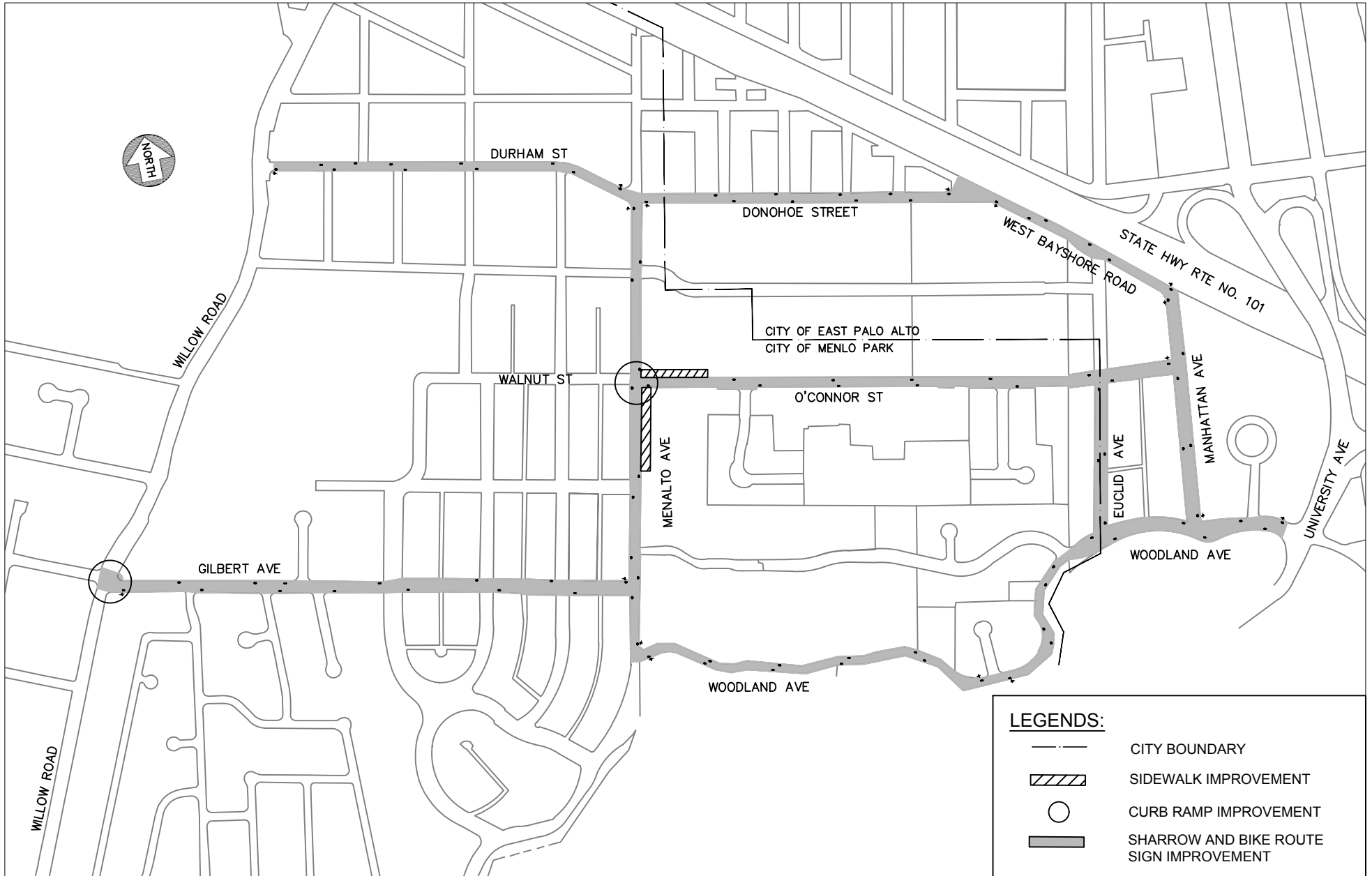
Attachments

- 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:****8/23/2016****Staff Report Number:****16-147-CC****Regular Business:**

Adopt a resolution to install No Stopping zones on Oak Court, French Court, Elliott Drive, O'Connor Street, Byers Drive and Falk Court, appropriate \$20,000 from the Transportation Impact Fee fund and authorize the City Manager to amend agreements with Quality Striping, Inc. and Chrisp Company as part of the Citywide Street Signing and Striping Program to implement the Safety Improvements

Recommendation

In anticipation of the opening of Laurel Upper School at 275 Elliott Drive for the upcoming 2016-2017 school year, staff recommends that the City Council adopt a resolution (Attachment A) to implement the following:

- Install "No Stopping" zones near the school during drop-off and pick-up times on Oak Court, French Court, Elliott Drive, O'Connor Street, Byers Drive and Falk Court
- Authorize future changes within 15 minutes of the time limits to accommodate changes to the school's bell schedule, if needed

Staff also recommends the Council appropriate \$20,000 from the Transportation Impact Fee Fund and authorize the City Manager to amend the City's agreement with on-call contractors Quality Striping, Inc. and Chrisp Company from \$90,000 to \$125,000 as part of the Citywide Street Signing and Striping Program to implement the safety improvements discussed in detail below.

Policy Issues

The assessment of the Project 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, this Project is consistent with several policies stated in the 1994 General Plan Circulation Element promoting alternative travel modes and Safe Routes to School (e.g. II-A-12, II-E-4, etc.). 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. This project also complements one of the Capital Improvement Program (CIP) projects identified in the 2016 City Council Work Plan, the Menalto & O'Connor Sidewalk Project.

Background

In 2014, the Menlo Park City School District initiated the development of a new school to accommodate student enrollment growth. Currently, Laurel School located at 95 Edge Road serves students in grades K-4, and older students attend either Encinal or Oak Knoll Schools. 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 create a new Upper School campus at the existing O'Connor site located at 275 Elliott Drive to serve students in grades 3-5. The Upper School is currently under construction.

In anticipation of the new Laurel Upper School, the Cities of Menlo Park and East Palo Alto applied for and received funding from the San Mateo County Transportation Authority's (SMCTA) Measure A Program for the engineering design and construction of pedestrian and bicycle facility improvements in the Willows neighborhood in Menlo Park and Woodland neighborhood in East Palo Alto.

The Measure A funded project, known as the Menalto & O'Connor Sidewalk Project and illustrated in Attachment C, includes the installation of new sidewalks on Menalto Avenue and O'Connor Street, disabled access compliant curb ramps at two key neighborhood intersections, and shared-lane pavement markings (known as sharrows) on nine residential streets. City Council awarded the construction contract on June 7, with construction expected to commence in early September 2016 and complete before the Laurel Upper School October 17, 2016 opening date.

The Laurel Upper School would mark the opening of the third school campus in the Willows neighborhood, along with Willow Oaks Elementary School and the German-American International School. While the grant-funded improvements would benefit students and residents walking and biking in the Willows neighborhood, safety concerns over the interaction between vehicular, pedestrian, and bicycle traffic during drop-off and pick-up times also arose.

After an initial assessment of the street network surrounding the Laurel Upper School, staff will implement the following safety improvements to highlight the presence of a school, in addition to the existing Willow Oaks School and German American International School:

- Establish a school zone using school area signs
- Reduce vehicle speed to 15 miles-per-hour (mph) during school drop-off and pick-up times at key streets using school speed limit signs
- Designate school crosswalks at key intersections using yellow markings

A map of these improvements is included in Attachment B. The proposed school zone would include all three schools and is generally bounded by Donohoe Street-Durham Street to the north, Gilbert Avenue and Woodland Avenue to the south, Willow Road to the west, and Euclid Avenue to the east.

While all residential streets within the proposed school zone are signed or have a prima facie (default) speed of 25 mph, a reduction of vehicular speed to 15 mph during school times on O'Connor Street (from Menalto Avenue to Euclid Avenue) and Elliott Drive (from O'Connor Street to school entrance) would have safety benefits as they carry the highest vehicular, pedestrian, bicycle school traffic and most interaction between these travel modes. A similar school zone speed limit was implemented at Belle Haven Elementary School in August 2015.

Finally, designation of school crosswalks at key intersections using yellow markings (standard for school crossings) would improve street crossing environment for students and residents by making the crossings more visible. The California Manual on Uniform Traffic Control Devices recommends the installation of

yellow crosswalk on streets within 600 feet of a school, but extending up to 2,800 feet if it is a thoroughfare with no other intervening crosswalks to the school grounds. Approximate residency locations of students were provided by the Menlo Park City School District to help inform likely travel paths to school and select key intersections for yellow treatment.

While these improvements would bring more awareness to the new school, they do not directly address the concerns regarding interaction between vehicular, pedestrian, and bicycle traffic expected during drop-off and pick-up times. These concerns are discussed in the following Analysis section.

Analysis

To address the student pick-up and drop-off concerns, staff is proposing to install “No Stopping” zones during drop-off and pick-up times near Laurel Upper School to prevent these activities occurring on neighborhood streets with limited spaces for vehicles to maneuver and turn around. In addition, the “No Stopping” zones allow local neighborhood students to walk or bike to school on a clear pathway free of residential parked vehicles and parental drop-off/pick-up vehicles. This is especially critical on streets where no vertical separation is provided between an unpaved or paved pathway and the adjacent vehicular lane. On these streets, the pathways are often used as parking strips, and students could be forced to walk or bike into the vehicular lane in order to avoid parked vehicles. These streets include:

- Elliott Drive – west side only during drop-off time (morning) and east side only during pick-up time (afternoon)
- O’Connor Street (between Menalto Avenue and Elliott Drive) – south side only during drop-off and pick-up times
- Oak Court and French Court – both sides during drop-off and pick-up times
- Byers Drive and Falk Court (pending) – both sides during drop-off and pick-up times, if pedestrian access gate is opened on Falk Court (see more detail below)

Elliott Drive provides direct access to the school site, with a 90-degree curve and limited width. The southern side of O’Connor Street between Menalto Avenue and Elliott Drive provides a paved pathway but is frequently utilized as parking spaces. Oak Court provides pedestrian access to the school site near the street closure and could encourage drop-off and pick-up activities, even though Oak Court and French Court are not suited to have these activities due to limited widths. Similar “No Stopping” zones, with specified restriction time limits, have been established and implemented near Oak Knoll School and Encinal School.

The school is currently evaluating the need for a second pedestrian access on Falk Court. Similar to Oak Court, if an access is provided, drop-off and pick-up activities may occur on Byers Drive and Falk Court. Parking restrictions on Byers Drive and Falk Court would be implemented at a future time once pedestrian access for the school is determined. The District currently anticipates making this decision in early fall 2016.

Based on the proposed bell schedule, a regular school day will commence at 8:35 AM and dismiss at 3:15 PM, with early dismissal at 2:10 PM every Thursday. To minimize the inconvenience to impacted residents, staff is recommending the following:

Proposed “No Stopping” Times	
Monday – Friday morning	8:10 AM – 8:40 AM
Mon/Tues/Wed/Fri afternoon	2:50 PM – 3:35 PM
Thur afternoon	1:45 PM – 2:30 PM

In anticipation of potential future school bell schedule changes, staff is requesting, as part of the proposed resolution, the ability to shift the restriction time limits within 15 minutes of these recommended time limits.

Transportation Commission Meeting

On July 13, 2016, the Transportation Commission unanimously passed a motion to support staff's recommendation, with the following near term plans:

- Meet with residents of the Willows neighborhood on new signs and posts locations within 30-45 days
- Evaluate project effectiveness six months after implementation
- Postpone sharrow installation on Gilbert Avenue in favor of a comprehensive bike route study in the future
- Incorporate Points 2, 3, and 4 of the Oak Court/French Court Community Group 5-Point Plan (Attachment D), as summarized below:
 1. Prepare a written document on the Oak Court vehicular gate restrictions – accessible for school buses and emergency vehicles only
 2. Explore “No Stopping” sign wording alternatives and minimize new sign counts
 3. Make existing “Not a Through Street” sign viewable from Woodland Avenue in both directions
 4. Install “blind curve” sign on Oak Ct at appropriate location
 5. Increase police enforcement throughout the year

As long term plans, the Commission encouraged staff to continue exploring funding sources, through city funding and grant funding opportunities to:

- Design and construct approximately 120 feet of sidewalk (in front of 233 & 247 O'Connor St) to provide continuous sidewalk on the north side of O'Connor Street (requires considerations for existing trees, drainage and right-of-way)
- Conduct a Safe Route to School (SR2S) study for the new Laurel Upper School

During the Transportation Commission meeting, some residents on Oak Court between Menalto Avenue and the existing fence also expressed interest to establish a “No Stopping” zone. Since this section of Oak Court is privately-owned and maintained, the City does not have jurisdiction to install or enforce a “No Stopping” zone. However, staff will continue to work with residents in this section to install other signs at Menalto Avenue to discourage drop-off and pick-up.

Since the Transportation Commission Meeting, staff met with residents of the Oak Court/French Court Community Group to address the requested 5-Point Plan. Staff reached consensus with residents on Points 1, 3, 4, and 5. As part of Point 2, residents requested alternative language stating “No School Stopping – Entire Street” to eliminate only school-related parking for all school events, and to allow resident-related parking. The requested language, however, is not enforceable by the Menlo Park Police Department, according to the City's current ordinances and state vehicle code. Therefore, staff recommends time restricted “No Stopping” signs as originally proposed and similar to other school locations.

If the proposed improvements are approved by the Council, staff will continue to work with residents to determine the placement and number of signs on each street.

Since the Transportation Commission Meeting, a community-led initiative identified and documented a set of additional bicycle improvements. This “Community Proposed Laurel Connector Bike Plan” (Attachment E) recommended expanding the study area and identified potential improvements to two alternative bicycle routes that would connect Laurel Lower School with the new Laurel Upper School. Specific enhancement measures aim to improve the existing facilities were also identified including time-restricted parking, new stop signs, turn restrictions, reduced speed zones, and implementation of new crosswalks.

Bicycle Commission Meeting

On August 8, 2016, the Bicycle Commission reviewed and discussed the “Community Proposed Laurel Connector Bike Plan”. The discussion focused on key elements proposed to enhance the two proposed bicycle route alternatives, including:

- Stop sign on Coleman Avenue at the intersection of Santa Monica Avenue / Coleman Avenue
- Stop sign on O’Connor Street at the intersection of O’Connor Street / Elliott Drive
- Complete sidewalk and add a new crosswalk along Coleman Avenue
- Complete sidewalk and add a new crosswalk along O’Connor Street
- Willow Oak Park access on Gilbert Avenue near Barton Way
- A new pathway on the southern boundary of the German American International School (GAIS) parking lot

A third bicycle route, which would connect Coleman Avenue and Elm Street via the existing Willow Oak Park pathway, was also suggested as a more direct route with the shortest travel distance.

The Bicycle Commission passed a motion (5-1, Commission Weiner opposed) to recommend that the City Council to prioritize resources to study and recommend the most direct bicycle route that would connect Laurel Lower School with the Laurel Upper Schools.

Staff Recommendations

While the “Community Proposed Laurel Connector Bike Plan” measures are currently not identified in the 2016 City Council Work Plan, some of the plan elements, such as the “No U-Turn” restriction sign near the 90 degree turn on Elliott Drive can be incorporated as part of the Project. However, measures such as time-restricted parking and new stop signs would require further staff evaluation, community noticing, and Council review and approval in order to implement. Council can also elect to include these measures as part of a new, not currently funded, comprehensive Safe Route to School (SR2S) Plan study for the Willows neighborhood, which could take 12-18 months to complete. The last SR2S plan completed by the City was an update to the Oak Knoll School SR2S Plan, which took nine months to complete and was adopted in June 2013.

In summary, staff recommends the Council consider the following actions:

- Adopt a resolution to install “No Stopping” zones near the school during drop-off and pick-up times on Oak Court, French Court, Elliott Drive, O’Connor Street, Byers Drive and Falk Court
- Authorize future changes within 15 minutes of the time limits to accommodate changes to the school’s bell schedule, if needed

Staff will incorporate the following requests into the safety improvement component of the Project for implementation:

- Install signs requested in the Oak Court Five-Point Plan (“Not a Through Street” and “Blind Curve”)
- Install signs requested in the Community Proposed Laurel Connector Bike Plan (“No U-Turn” on Elliott Drive)

Staff will assess the other measures listed in the “Community Proposed Laurel Connector Bike Plan” or a comprehensive SR2S study to determine their inclusion in the 2017 Council goal setting/work plan and CIP processes.

Impact on City Resources

The preliminary engineering estimate to implement the Project, which includes the safety improvements and the “No Stopping” zones identified in this staff report, is approximately \$35,000, including project contingency and construction management costs. Approximately \$15,000 of the cost can be absorbed into the ongoing Menalto-O’Connor Sidewalk Project budget. Staff is requesting the Council appropriate \$20,000 from the Transportation Impact Fee (TIF) Fund to implement the safety improvements discussed above.

To install the improvements, staff is also requesting the Council authorize the City Manager to amend the agreements with Quality Striping, Inc. and Chrisp Company from \$90,000 to \$125,000 as part of the Citywide Street Signing and Striping Program. The on-call agreements were approved by the Council for execution in 2015-2016 with an option to extend three additional years. This amendment would allow completion of the additional work to implement the improvements identified as part of this report at an estimated cost of \$35,000.

Measures identified in the “Community Proposed Laurel Connector Bike Plan” that require further staff evaluation and community noticing would require City Council approval and direction if they were to be included in the 2016 City Council Work Plan, as they would require reallocation of existing City resources and Council Work Plan items.

Environmental Review

The Project is categorically exempt under Class 1 of the California Environmental Quality Act Guidelines. 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.

Meeting notifications, including the Transportation Commission Meeting and the City Council Meeting, were achieved by mailing postcards, with the specific agenda item listed, two weeks prior to meeting dates. The postcards were sent to residents within a 1,000 feet radius from the new Laurel Upper School site.

Attachments

- A. Resolution
- B. Project Map
- C. Menalto & O’Connor Sidewalk Project Map
- D. Oak Court/French Court Community Group 5-Point plan
- E. Community Proposed Laurel Connector Bike Plan

Report prepared by:
Kevin Chen, Assistant Engineer

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

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK AUTHORIZING THE INSTALLATION OF NO STOPPING ZONES ON OAK COURT, FRENCH COURT, ELLIOTT DRIVE, O'CONNOR STREET, BYERS DRIVE AND FALK COURT

WHEREAS, in anticipation of the opening of Laurel Upper School at 275 Elliott Drive for the upcoming 2016-2017 school year, staff received concerns on potential vehicular, pedestrian, and bicyclist interaction and safety and the potential for drop-off / pick-up activities in undesirable locations; and

WHEREAS, the no stopping zones will be limited to times for drop-off and pick-up activities in the morning and afternoon, and staff may adjust the times by no more than 15 minutes if future changes to the bell schedule warrant; and

WHEREAS, the no stopping zones on Byers Drive and Falk Court will only be installed if the pedestrian access gate leading to the Laurel Upper School is opened; and

WHEREAS, the no stopping zone on O'Connor Street will be installed on the south side (even house-numbers) of the street, between 100 and 140 O'Connor Street, to provide a clear walking pathway connection to the Laurel Upper School; and

WHEREAS, at the July 13, 2016 Transportation Commission meeting, the Commission unanimously passed a motion to support staff's recommendation to install time-restricted no stopping zones on Oak Court, French Court, Elliott Drive, O'Connor Street, Falk Court and Byers Drive, and requested staff to conduct the appropriate outreach and post-implementation evaluation; 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 stopping zones during school drop-off and pick-up times on streets noted above.

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 twenty-third day of August, 2016, by the following votes:

AYES:

NOES:

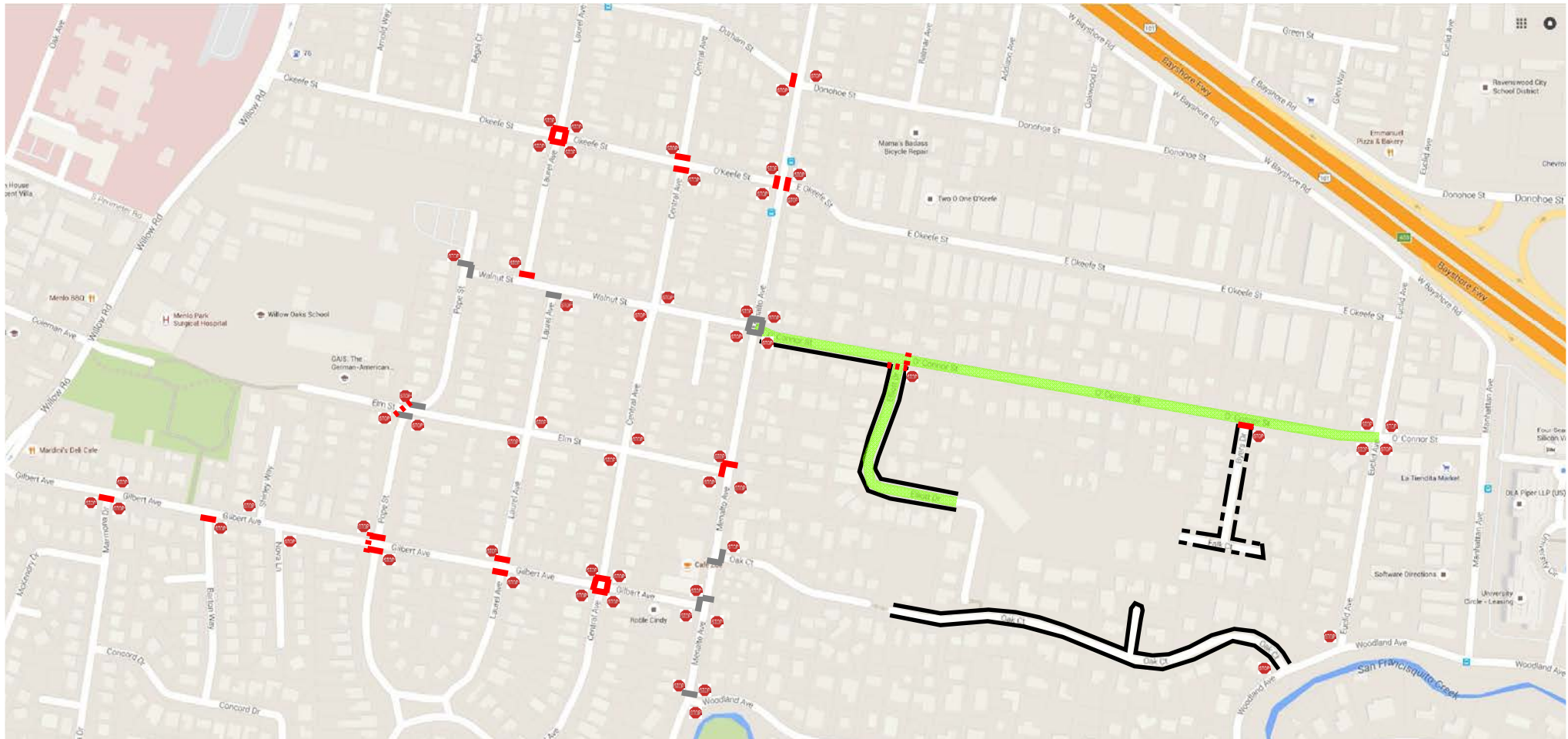
ABSENT:

ABSTAIN:








IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twenty-third day of August, 2016.

Pamela Aguilar
City Clerk

ATTACHMENT B

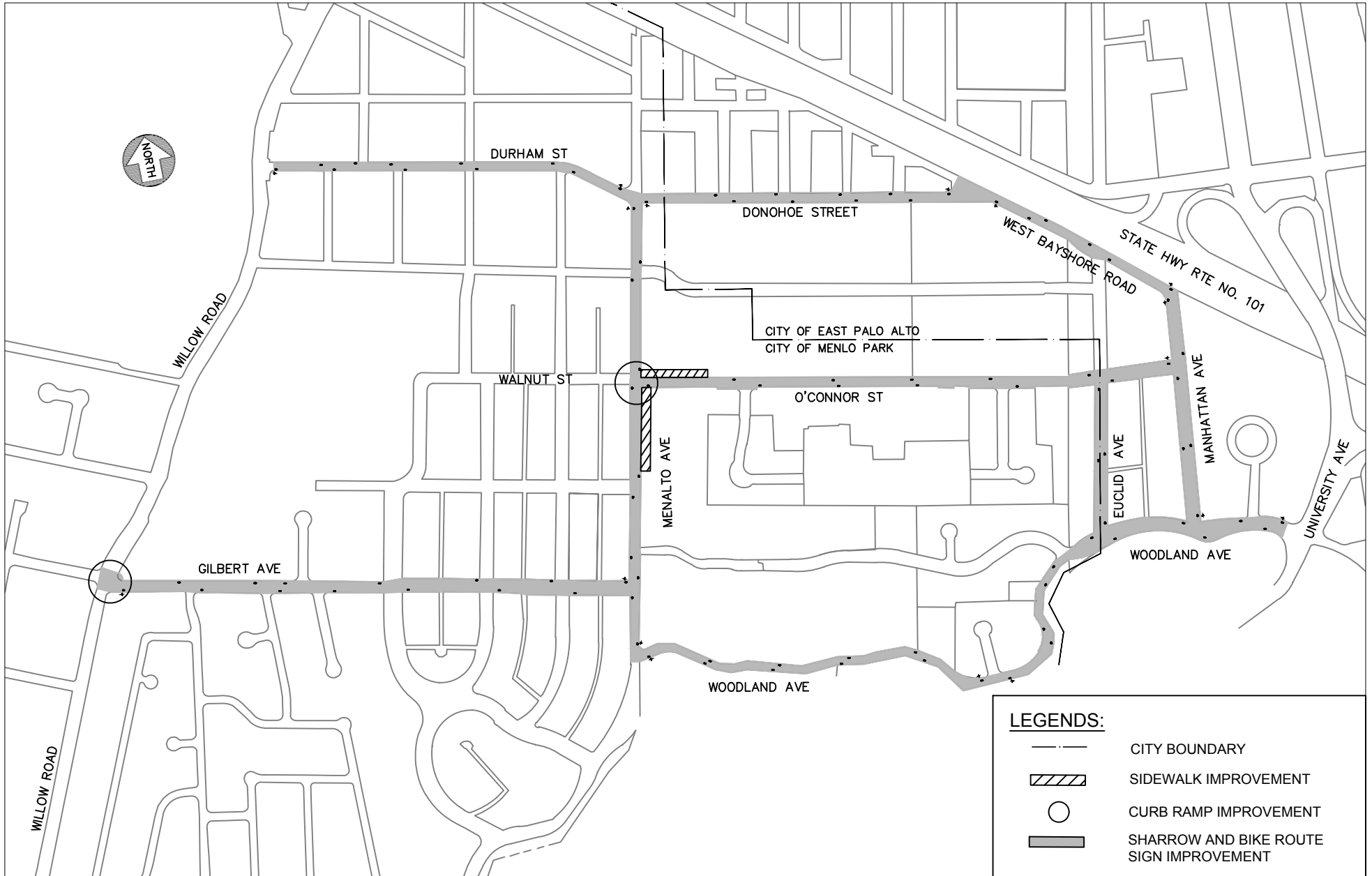


LEGENDS

-  PROPOSED "NO STOPPING" DURING SCHOOL DROP-OFF/PICKUP HOURS
-  PROPOSED "NO STOPPING" DURING SCHOOL DROP-OFF/PICKUP HOURS (OPTIONAL)
-  PROPOSED NEW YELLOW CROSSWALKS - STANDARD
-  PROPOSED NEW YELLOW CROSSWALKS - HIGH VISIBILITY (LADDER)
-  EXISTING CROSSWALKS
-  PROPOSED NEW SCHOOL ZONE SPEED - 15 MPH
-  EXISTING STOP CONTROLLED APPROACH



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Transportation Division – Public Meeting – July 13, 2016
Statement By David Jones, 465 Oak Ct

Good evening.

My name is David Jones and my wife and I reside at 465 Oak Ct, near the blind curve on Oak Ct.

While residents didn't have much time between the notice of this meeting and tonight to gather feedback, I can confirm that a group of 28 residents representing 15 homes support the following 5-point plan. If we had more time to connect with everyone, I am confident this would be widely supported by Oak Ct and French Ct residents.

The 5 points are:

1. Restricting use of the Oak Ct gate to school buses and emergency vehicles only - no other vehicles allowed. This was agreed to back in 2014 and has been confirmed several times as the plan of the school district, but the city should formally and permanent restrict this.
2. "No stopping" and/or "No student drop-off/pickup" signs. The restriction should apply to the entire Oak Ct and French Ct streets. This is already in the city's proposal, however, we want it to be accomplished with as few signs as possible. We do not want signs every 50 yards, for example.
3. The "Not a Through Street" sign that already exists on Oak Court entrance needs to be rotated to be easily read from people turning onto Oak Ct from Woodland Ave in both directions. (People turning left onto Oak Ct from Woodland cannot read it. And with Google Maps and Waze routing afternoon rush-hour traffic down Woodland Avenue towards University Avenue as early as 4pm, this is backing up traffic on Woodland Avenue. So, people try to "cut through" quickly trying to get someplace, and then when they discover it's a dead-end, they zoom back even faster frustrated they wasted the time trying. This will be happening as children are using Oak Ct after school. A readable sign should reduce the frequency of this occurring.)
4. For the "blind curve" in front of 431 & 445 Oak Ct, add a "blind curve" warning sign with a reduced speed limit of 10 or 15 mph. Both signs should be on the same signpost. We absolutely do not want a flashing light as part of the sign. This is a dangerous part of Oak Ct, so these signs will bring awareness and help slow cars down.
5. Police enforcement at the beginning of the school year, before and after spring and holiday breaks, and randomly throughout the year.

Again, this 5-point plan is supported by ²⁸ ~~over 20~~ residents of Oak Court and French Court, and probably many more, if we had time to connect with them.

Thank you.



Supported by the following homeowners/residents:

David Jones & Edurne Jorda-Sierra, 465 Oak Ct
Bob & Bitá Arabian, 468 Oak Ct
Virginia & Philippe Davis, 469 Oak Ct
Omar & Brenda Kinaan, 485 Oak Ct
Chuck Bernstein & Candace Hathaway, 444 Oak Ct
Anthony & Lora Christen, 304 Oak Ct
Fred & Noel Berghout, 324 Oak Ct
Terry Haught, 315 Oak Ct
Richard Heitze, 323 Oak Ct
Mary & Dan FitzSimons, 220 Oak Ct
Marie-Pierre & Remmelt, 226 Oak Ct
Spencer & Julie Shanson, 309 Oak Ct
Sandy Lee, 424 French Ct
Greta Kim & Roger Murff, 427 Oak Ct
Majorie and Dorian Lucks, 329 Oak Ct
Lucks West

REVISED Laurel Connector Bike Route (Updated 7/27/16) Bicycle Traffic Enhancements

This document outlines the traffic enhancements needed to create a Safe Route for bicyclists traveling west from Upper Laurel to Lower Laurel, and to other surrounding schools. Recommendations strive to strike a balance between the needs of businesses, residents and their visitors, and the safety needs of young bikers.

Map of REVISED Laurel Connector Bike Route (Updated 7/27/16)

Below is a map of the REVISED Laurel Connector Bike Route (Updated 7/27/16). The map covers streets from the beginning of the route on Menalto at Oak Court, to the end of the City of Menlo Park's jurisdiction at the San Mateo County Line (where the sidewalk ends at 862 Coleman). The map also shows areas directly surrounding the Upper Laurel campus and also Walnut between Menalto and Beacon/Pope, which services the Ravenswood School District's Willow Oaks School. *Missing from the map below is the area from Elm and Central, west, to Gilbert between Barton and Marmona. This area of the route is covered later in this document (Option 1 and Option 2).*



Parking Restrictions vs. "As-Is" with Sharrow*

The chart below outlines the options available for each stretch of road along the proposed route. Most stretches will require study to weigh the benefits to bikers against the cost to residents. Please note that along three stretches of road, in order to maintain the concept of a Safe Route, parking restrictions of some kind are necessary (Menalto [Oak Court to Elm], Gilbert [Barton to Willow [and Central to Barton if Option 2 is selected]]) and Coleman [Santa Monica to the San Mateo County Line]). An omission of parking restrictions along any of these three stretches would put the entire Safe Route in jeopardy.

Please note that Option B in the chart that follows refers to "No Parking" on alternating sides of the street in the morning and the afternoon. With the exception of Walnut, the side of the street that would have "No Parking" corresponds to the Upper Laurel bicycle traffic flow. That is, if selected, this option would not serve children and families traveling west to M-A High School, Lower Laurel or other surrounding schools. Walnut's traffic corresponds to the Ravenswood District's Willow Oaks School.

*A sharrow is a street marking with a bike and arrows indicating that both bikes and cars "share" the road.

	Option A	Option B	Option C
	“No Parking” on both sides of street 8am to 10am AND 2pm to 3:30pm	“No Parking” on alternating sides of street 8am to 10am OR 2pm to 3:30pm	“As-is” with sharrow
Menalto (Oak Court to Elm)	Examine trade-off between broader safe traffic flow (safety considerations for non Upper Laurel bikers) and needs of residents. <i>Min req: west side in AM, east side in PM.</i>		Not recommended. Narrow and busy street.
Elm (Menalto to Central)	Study stretch of road to determine if parking restrictions are needed (street is wide and relatively quiet). If restricted parking necessary, examine trade-off between broader safe traffic flow (safety considerations for non Upper Laurel bikers) and needs of residents. <i>Min req if restrictions: south side in AM, north side in PM.</i>		
Elm and Central, west, to Gilbert between Barton and Marmona	TBD. See Option 1 and Option 2 below.		
Gilbert (Barton to Willow)	Examine trade-off between broader safe traffic flow (safety considerations for non Upper Laurel bikers) and needs of residents and visitors to Willow Oaks Park/Footsteps. <i>Min req: south side in AM, north side in PM.</i>		Not recommended. Cut through traffic and route for buses.
Gilbert (Willow to Santa Monica)	Study stretch of road to determine if parking restrictions are needed (street is wide and relatively quiet). If restricted parking necessary, examine trade-off between broader safe traffic flow (safety considerations for non Upper Laurel bikers) and needs of residents. <i>Min req if restrictions: south side in AM, north side in PM.</i>		
Santa Monica (Gilbert to Coleman)	Study stretch of road to determine if parking restrictions are needed (street is relatively quiet). If restricted parking necessary, examine trade-off between broader safe traffic flow (safety considerations for non Upper Laurel bikers) and needs of residents. <i>Min req if restrictions: west side in AM, east side in PM.</i>		
Coleman (Santa Monica to San Mateo County Line - north side of street)	Recommended. Only option that provides a sufficient Safe Route for those biking to (Upper & Lower Laurel, M-A and others schools in area).	Not recommended. Coleman is a key street for teenagers getting to M-A and there must be restricted parking in both the AM and PM.	Not recommended. Narrow and busy street.Cut through traffic and route for buses.
Walnut (Menalto to Beacon/Pope)	Study stretch of road to determine if parking restrictions are needed (street is wide and relatively quiet). If restricted parking necessary, examine trade-off between broader safe traffic flow (safety considerations for non Willow Oaks bikers) and needs of residents. <i>Min req if restrictions: north side in AM, south side in PM.</i>		

Additional Road Enhancements

In addition to parking restrictions, the following should be implemented along affected streets:

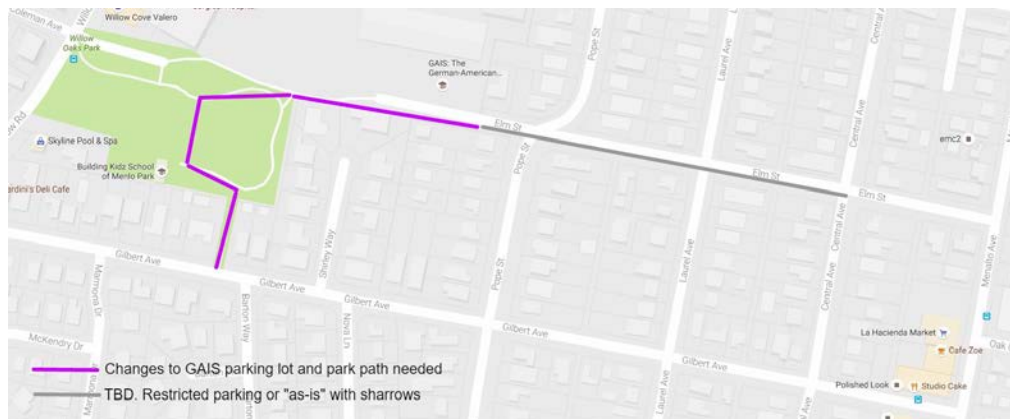
- New stop signs in both directions at:
 - Central and Elm
 - Coleman and Santa Monica
 - Central and Walnut
 - O'Connor and Elliott
- Other intersection improvements:
 - Gilbert between Barton and Marmona - Flashing or otherwise eye-catching crosswalk. This crosswalk will serve preschoolers and their parents getting to Footsteps Preschool via the Gilbert entrance to Willow Oaks Park. It will also be necessary if Option 1, Elm Through Willow Oaks Park, is pursued (see below).
 - Gilbert at Willow - Crossing guard, light changing button for bikes, flashing or otherwise eye-catching crosswalks and other changes that make it safer for bicyclists.
 - Elliot - No "U" Turn sign for incoming Upper Laurel traffic.
 - O'Connor at Elliott - Crossing guard and improved sidewalks east of Elliott to aid Willow Oaks students.
- Reduced speed limit of 15 mph
- "Safe Routes to School" signs and other signage alerting traffic of children

Options 1 and Option 2: Elm and Central, west, to Gilbert between Barton and Marmona

Pending feasibility information from the City of Menlo Park Transportation Department and other agencies, two options may be available for routing young bikers from Elm and Central, west, to Gilbert between Barton and Marmona:

Option 1 - Elm Through Willow Oaks Park

This option continues west on Elm, from Central, until it dead-ends into the German American International School (GAIS) parking lot. This option is attractive due to the nice width of Elm and the relatively quiet nature of the street. The option also takes children out of car traffic and into a safer park. However, this route involves coordination among GAIS, the Ravenswood School District, the City of Menlo Park, and some larger infrastructure improvements.



Assuming it is feasible, bikers would then travel through a newly constructed bike lane on the south side of the GAIS parking lot and through Willow Oaks park, exiting south via a path that leads to Gilbert, between Barton and Marmona. Changes needed for this option include:

- Restricted parking analysis performed on all of Elm Street to the GAIS parking lot, not just the stretch between Menalto and Central:

	Option A	Option B	Option C
	“No Parking” on both sides of street 8am to 10am AND 2pm to 3:30pm	“No Parking” on alternating sides of street 8am to 10am OR 2pm to 3:30pm	“As-is” with sharrow

Elm (Menalto to Pope) and Pope leading into the GAIS parking lot	Study stretch of road to determine if parking restrictions are needed (street is wide and relatively quiet). If restricted parking necessary, examine trade-off between broader safe traffic flow (safety considerations for non Upper Laurel bikers) and needs of residents. <i>Min req if restrictions on Elm (and Pope in front of GAIS): south side in AM, north side in PM.</i>
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- Installation of a new bike path on the south end of the GAIS parking lot that would include sidewalk changes to allow for bikers to enter the lot at the intersection of Elm at Beacon/Pope.
- Repaving of and improvements to the path through Willow Oaks Park.
- Enhancing of the path leading to park entrance/exit at Gilbert.
- Signage throughout the park alerting visitors of bikes heading through.
- As mentioned above, installation of a lighted crosswalk (and/or crossing guard) at Gilbert between Barton and Marmona for bicyclists turning into the park from the opposite side of street. This crosswalk (and or crossing guard) will also aid Footstep families.

In addition to the improvements noted above, if Option 1 is pursued, it will also be important to consider how bikers traveling from south of Elm and east of Willow Oaks Park will join with the Safe Route. Additional stop signs and intersection improvements will be needed along Gilbert (at a minimum at Pope or Laurel) to enable this possibility.

Option 2 - Gilbert (from Central and Elm, south to Gilbert and west on Gilbert to between Barton and Marmona)

After traveling one block from Central and Elm, south on Central to Gilbert, this option allows bikers one continuous stretch all the way down Gilbert, to between Barton and Marmona. While it offers a straight shot down Gilbert, to make it a true Safe Route, parking restrictions, as well as other modifications, will be needed.



To make Option 2 feasible, the following needs to be implemented:

- Restricted parking analysis will need to be performed on Central from Elm, east to Gilbert and Gilbert, west to Barton and Marmona:

	Option A	Option B	Option C
	“No Parking” on both sides of street 8am to 10am AND 2pm to 3:30pm	“No Parking” on alternating sides of street 8am to 10am OR 2pm to 3:30pm	“As-is” with sharrow
Central (Elm to Gilbert)	Study stretch of road to determine if parking restrictions are needed (street is wide and relatively quiet). If restricted parking necessary, examine trade-off between broader safe traffic flow (safety considerations for non Upper Laurel bikers) and needs of residents. <i>Min req if restrictions: east side in AM, west side in PM.</i>		
Gilbert (Central to between Barton and Marmona)	Examine trade-off between broader safe traffic flow (safety considerations for non Upper Laurel bikers) and needs of residents. <i>Min req: south side in AM, north side in PM.</i>		Not recommended. Cut through traffic and route for buses.

- Reduced speed limit of 15 mph.
- “Safe Routes to School” signs and other signage alerting traffic of children.

Frequently Asked Questions (FAQs) about REVISED Laurel Connector Bike Plan (Updated 7/27/16)

Q: Why was this plan created now? What's wrong with the status quo?

A: On October 17, 2016, the Menlo Park City School District will be opening a new elementary school campus in the Willows neighborhood. The new school, Upper Laurel will be grades 3 to 5 and will teach over 300 neighborhood children. The existing Laurel campus on Edge Road in Atherton will become Lower Laurel and will be grades K-2. More families than ever will be needing to travel between the two schools and traffic in our neighborhoods will increase. This plan offers a way to keep some cars off the road by giving children and families a safe way to bike to school.

Q: Why were these particular streets selected as the Safe Route? What about other options?

A: After a careful analysis of the area and input from neighbors (both businesses and residents), it was determined that the REVISED Laurel Connector Bike Plan was the best option for striking a balance between bike safety and minimal impact to residents and their visitors.

Q: Why does the route cross Willow at Gilbert instead of Coleman?

A: Coleman Avenue has long been identified as a hazard to bikers and pedestrians. The route circumvents Coleman Avenue as long as possible due to its heavy cut through traffic and activity. It was determined that it is best to have bikers detour a few blocks than to contend with the dangerous situation on the first few blocks of that road. Parking restrictions would also impose a heavy burden on apartment dwellers on Coleman. There is also a preschool (The Roberts School) on the first stretch of that road that has parents pulling in and out of traffic during school drop-off and pick-up hours.

Q: Why does the route stop at the County Line instead of continuing all the way to Lower Laurel?

A: The plan was created for the City of Menlo Park. Other stretches of Coleman fall outside of Menlo Park's jurisdiction. Rest assured that for those other areas, volunteers are also trying to affect change.

Q: Why does the route start on Menalto, instead of on Oak Court at the back side of Upper Laurel?

A: Part of Oak Court is a private road. For liability reasons, the Safe Route proposed starts on Menalto.

Q: If some parts are opposed, but others are supported, can we still have a Safe Route for kids?

A: In addition to some key stop signs and intersection improvements, there are three stretches of road where restricted parking must be implemented (at least on alternating sides) in order to have a Safe Route: 1) Menalto (Oak Court to Elm), 2) Gilbert (Barton to Willow [and Central to Barton if Option 2 selected]), and 3) Coleman (Santa Monica to the San Mateo County Line [where the sidewalk ends at 862 Coleman Ave.]).

Q: This seems expensive. Who's going to pay for these improvements?

A: The Transportation Department will need to calculate the exact costs. Grants have been identified that cover infrastructure changes for Safe Routes within one mile of schools. The City can also allocate funds.

Q: I heard something about "No Parking" 24/7. I don't want that. What was that about?

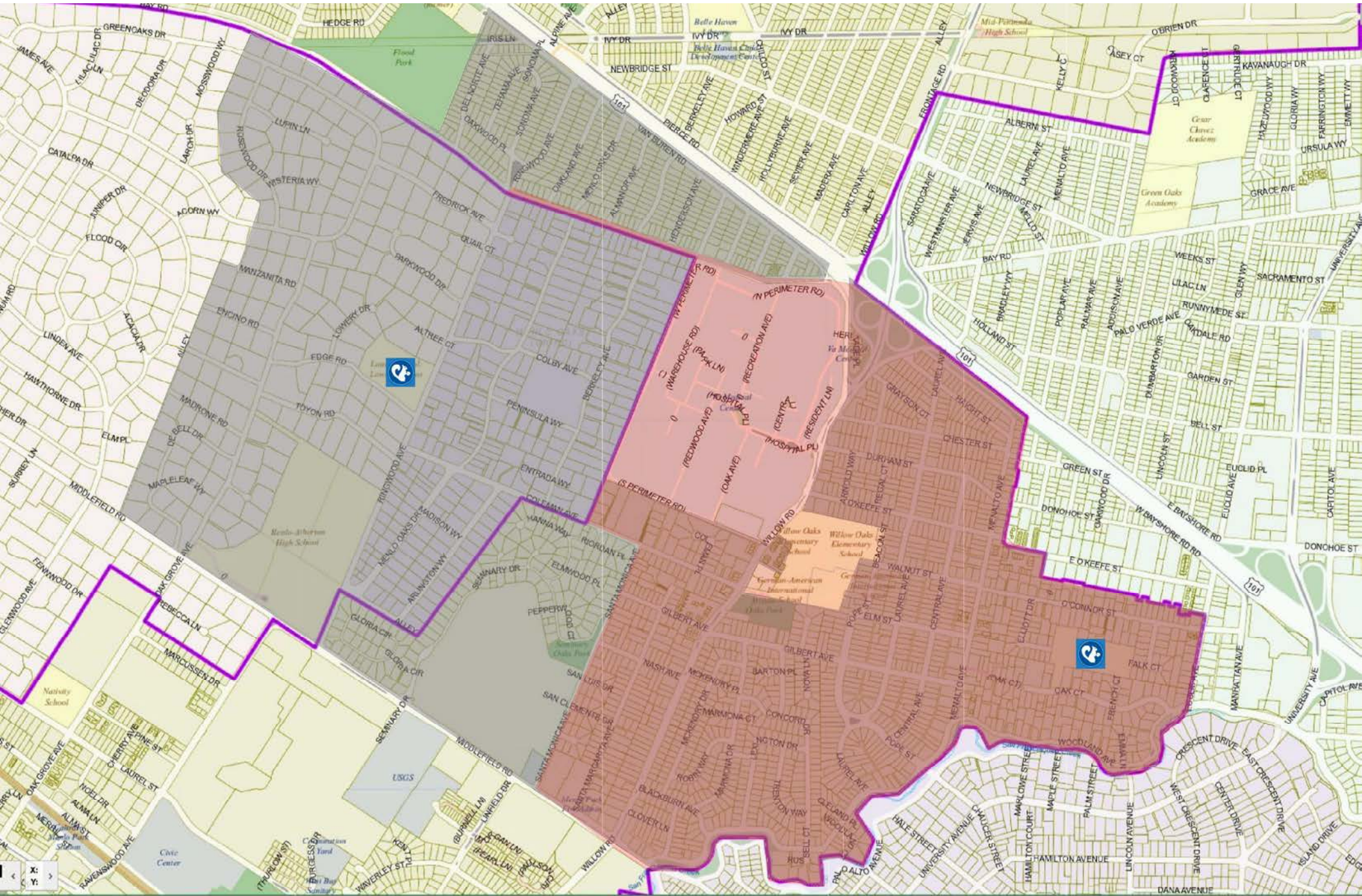
A: The original plan suggested buffered bike lanes on Gilbert which would have required "No Parking " on both sides of the street 24/7. Due to feedback from neighbors, this option is no longer being considered. The REVISED Laurel Connector Bike Plan (Updated 7/27/16) reflects this option being off the table.

Q: Who's behind this?

A: A group of neighborhood volunteers who are concerned about traffic in our area and the safety of our community's children. While not affiliated with any stakeholders, Jen Wolosin (the author of the plan) has been in communication with elected officials and staff from the City of Menlo Park, the MPCSD and Laurel School administration and other business owners and residents in our neighborhood.

Q: Where can I get more information and/or share my opinion.

A: Visit <https://www.surveymonkey.com/r/LaurelBikePlan> to share your opinion. Also, feel free to contact Jen Wolosin at jenelias@alum.berkeley.edu with any comments or concerns. Whether you are in favor or against, you can also share your thoughts with the Menlo Park City Council at city.council@menlopark.org.



Laurel School Enrollment Area
Plan Study Area



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