



SPECIAL AND REGULAR MEETING AMENDED AGENDA

Date: 2/28/2017
Time: 5:30 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

THE AGENDA IS AMENDED TO ADD ITEM E2

5:30 p.m. Closed Session (City Hall Administration Building, 1st floor conference room)

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

CL1. Closed session conference with legal counsel pursuant to Government Code section 54956.9 (d)(1) regarding existing litigation: 1 case - City of East Palo Alto v. City of Menlo Park et al., San Mateo County Superior Court Case No. 16CIV03062

Attendees: City Manager Alex McIntyre, City Attorney Bill McClure, Assistant City Manager Charles Taylor

CL2. Closed session conference pursuant to Government Code section 54957 regarding public employee performance evaluation: City Manager

7:00 p.m. Regular Session

A. Call To Order

B. Roll Call

C. Pledge of Allegiance

D. Report from Closed Session

E. Presentation

E1. Proclamations for Boys and Girls Club

E2. Presentation by Stanford University on its General Use Permit

E3. Update on the construction for impacts for the Willow/101 Interchange Project

F. Study Session

F1. Creating a 4th Police Unit - ConnectMenlo ([Staff Report# 17-043-CC](#))

G. Public Comment

Under "Public Comment," the public may address the City Council on any subject not listed on the agenda. Each speaker may address the City Council once under Public Comment for a limit of three

minutes. Please clearly state your name and address or political jurisdiction in which you live. The City Council cannot act on items not listed on the agenda and, therefore, the City Council cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

H. Consent Calendar

- H1. Authorize the Mayor to sign letters in support of SB1 (Beall) and AB1 (Frazier) for Transportation Funding ([Staff Report# 17-041-CC](#))
- H2. Adopt a resolution merging the Bicycle Commission and Transportation Commission to form a Complete Streets Commission for a one-year pilot ([Staff Report# 17-048-CC](#))
- H3. Accept the restated 2016 commissions attendance report and approve an update to the commission attendance policy ([Staff Report# 17-042-CC](#))
- H4. Approve updates to City Council Policy CC-01-0004, Commissions/Committees Policies and Procedures Roles and Responsibilities ([Staff Report# 17-047-CC](#))
- H5. Approve an additional extension of the current lease agreement with Team Sheeper Inc. for operation of the Burgess and Belle Haven pools through May 1, 2017 ([Staff Report# 17-038-CC](#))
- H6. Authorize the City Manager to enter into an agreement with Baker & Taylor for the purchasing and processing of library materials, in an amount not to exceed \$175,000 and authorize the option to renew the contract annually for five years ([Staff Report# 17-039-CC](#))
- H7. Authorize the submittal of a comment letter on the Notice of Preparation of an Environmental Impact Report for the Stanford University 2018 General Use Permit Project ([Staff Report# 17-049-CC](#))
- H8. Approve minutes from the City Council meeting of February 7, 2017 ([Attachment](#))

I. Regular Business

- I1. Council 2017 Work Plan – Capacity Creation for the Willows Neighborhood Cut-through Traffic Analysis ([Staff Report# 17-050-CC](#))
- I2. Introduction of an ordinance to amend the 2016 California Green Building Standards Code to increase the number of required electric vehicle charging stations in the life sciences, office and residential-mixed use zoning districts ([Staff Report# 17-040-CC](#))
- I3. Request for additional staffing resources in the Administrative Services Department ([Staff Report# 17-044-CC](#))
- I4. Accept the 2016-17 Mid-Year Budget Report and approve recommended 2016-17 budget amendments ([Staff Report# 17-045-CC](#))

J. Informational Items

- J1. Bedwell Bayfront Park Master Plan project community outreach plan ([Staff Report# 17-046-CC](#))

K. City Manager's Report

L. Councilmember Reports

M. Adjournment

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At every Regular Meeting of the City Council, in addition to the Public Comment period where the public shall have the right to address the City Council on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the City Council's consideration of the item.

At every Special Meeting of the City Council, members of the public have the right to directly address the City Council on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

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STAFF REPORT

City Council

Meeting Date: 2/28/2017
Staff Report Number: 17-043-CC

Study Session: Creating a 4th Police Unit - ConnectMenlo

Recommendation

Staff requests that the City Council provide feedback on the potential implementation of a fully funded five-year program for a new Bayfront policing unit.

Policy Issues

The proposed program would support the City Council's previous action approving the recent General Plan and M-2 area zoning update.

Background

On December 6, 2016, the City Council approved the zoning ordinance amendments associated with the ConnectMenlo General Plan land use, Circulation Elements and M-2 Area zoning update. This multi-year comprehensive process makes possible a vision for a live/work/play environment in the Bayfront M-2 area. It is a long-range guide to land use and infrastructure development in the city. The potential changes made possible by this plan include the potential development of up to 4.1 million square feet of non-residential uses, up to 4,500 residential units, 400 hotel rooms and add 9,900 private sector employees and 14,150 new residents to our local population, mostly east of U.S. Highway 101.

Numerous large projects are already proposed, underway, nearly complete or currently being occupied. These projects include:

- Anton Menlo (3639 Haven Ave.) – 394 apartments
- Greenheart Hamilton (777 Hamilton Ave.) – 195 apartments
- Facebook campus expansion (301–309 Constitution Drive) – 962,400 square feet office space and new 200-room hotel (combined 121,300 net new square feet)
- Greystar (3645 Haven Ave.) – 146 apartments
- Menlo Gateway (100–190 Independence Drive and 101–155 Constitution Drive) - 694,669 square feet in 3 multi-level office/R&D buildings, 230-room hotel, café/restaurant, health club, 10,420 square feet of neighborhood serving retail and 3 parking structures
- Sequoia Belle Haven (1221 Willow Road) – 90 apartments

In addition, the Facebook campus expansion project presents unique service needs above those required by regular office space. These needs include support for a growing campus population of not only employees, but also larger than usual numbers of employee interviewees, daily and special event visitors, VIP visitors/ dignitaries and potentially large demonstrations or unplanned incidents.

Analysis

These and future development projects in the M-2 area will challenge the City's ability to adequately staff police operations and maintain expected service levels. Currently, the standard for law enforcement is 1 officer per 1,000 service population. To maintain this ratio at full build-out, the General Plan environmental impact report calls for 17 new sworn officers plus the purchase of commensurate equipment for those officers. For example, the Facebook campus expansion project's fiscal impact analysis identified a need for three additional sworn officers in response to the service population changes spurred by that project alone.

The Police Department currently employs 70 full-time equivalent staff, including 48 sworn and 22 professional staff. The Patrol Division operates three beats, or patrol areas (Attachment A) and is proposing to supplement that with this program through additional daytime staffing to address the expected growth in the daytime service population.

Program proposal

The Police Department proposes implementation of a new Bayfront policing unit consisting of five officers and one sergeant. This unit would be assigned to the geographic area impacted by the General Plan update and which encompasses the vast majority of these planned projects. The unit would provide all law enforcement services (Attachment B) within this area and be the first step in the Police Department's plan to address the area's phased growth over time.

The unit would work a fixed schedule (Monday-Friday), but remain flexible to adjust their schedule based on area needs such as VIP visits, demonstrations and special events. The Police Department would create a new fourth beat that would be in effect during regular business hours and cover the eastern side of existing Beat 3. It would run along Bayshore Expressway to include all Facebook campuses, Menlo Gateway properties and the entire M-2 area. Law enforcement coverage would revert to the normal Beat 3 coverage levels when the new unit is not on duty.

Personnel assigned to the new unit would be tenured officers, who are off probation and who would receive special training conducive to the assignment. The assignment would be a 2-year rotation, similar to other existing special assignments in the Police Department. Supervision would be by the unit's sergeant and fall under the department's Special Operations Division commander. The unit's sergeant would maintain open lines of communication and hold ongoing meetings with designated representatives of the area businesses. Uniforms would consist of standard patrol uniforms, "soft" uniforms (police polo shirts) and bicycle patrol uniforms, depending on assignment.

If approved, implementation of the new unit could involve the immediate assignment of two existing officers. The Police Department would then immediately begin the hiring process for six new officers to backfill staff eventually assigned to the new unit.

Program funding

The total cost of the five-year program is approximately \$9.1 million. While the City's General Fund is the standard source of funding for Police Department personnel, Facebook, Inc. has tentatively offered to underwrite the cost of the program for the full-five year term. If accepted, a funding agreement would be drafted to address the term and extension, payment, hold harmless waiver and other items as needed. The agreement would be vetted by attorneys representing both parties (the City and Facebook, Inc.) and be presented to the City Council for final approval.

This is not the first time Facebook has ventured into financially assisting the City with enhancing law enforcement services. In 2013, Facebook and the City entered into an agreement to offset costs for

establishment of the Neighborhood Service Center (police substation) on Hamilton Avenue. Additionally, in 2014, Facebook funded creation of a community safety police officer position dedicated to neighborhood issues such as truancy, school and business safety.

Similar to the agreement that funded the community safety police officer program, this agreement would fully-fund all costs for the unit’s officers, vehicles and equipment. When fully staffed, the unit would need four police vehicles and miscellaneous equipment. The costs outlined below do not include future CalPERS cost increases or salary increases that may be negotiated between the City and its employee groups (Police Officers Association and Police Sergeants Association). The funding agreement would be structured to include allowances for these items with adjustments made annually on July 1 and to cover all associated costs. Any further costs outside of the approved funding agreement would be subject to negotiations between the City and Facebook, Inc.

ESTIMATED ANNUAL AND 5-YEAR PROGRAM COSTS		
Description	Annual cost	5-year term
Personnel	\$1,730,364	\$8,651,820
Non-personnel	\$80,600	\$403,000
Total	\$1,810,964	\$9,054,820

Before the end of the five-year term, the City would re-evaluate the staffing needs associated with the level of development and population growth to determine next steps. There would be several options available to the City Council at that time, such as:

- Modifying the unit’s scope and staffing (FTEs)
- Use General Funds from new development-related revenues to continue funding the unit
- Renegotiating the funding agreement terms with Facebook, Inc.

If the City Council decided to continue the unit at the end of the five-year program, then consideration could be given to additional staffing. Additional officers could be added through the City’s budget process, if needed based on ongoing development, to maintain service levels and staffing ratios as projected and in accordance with the General Plan environmental impact report and Facebook campus expansion project fiscal impact report.

Impact on City Resources

The approximate \$9.1 million total cost associated with the five-year program, as proposed, would be covered by the funding agreement with Facebook, Inc., with any additional costs negotiated before their implementation.

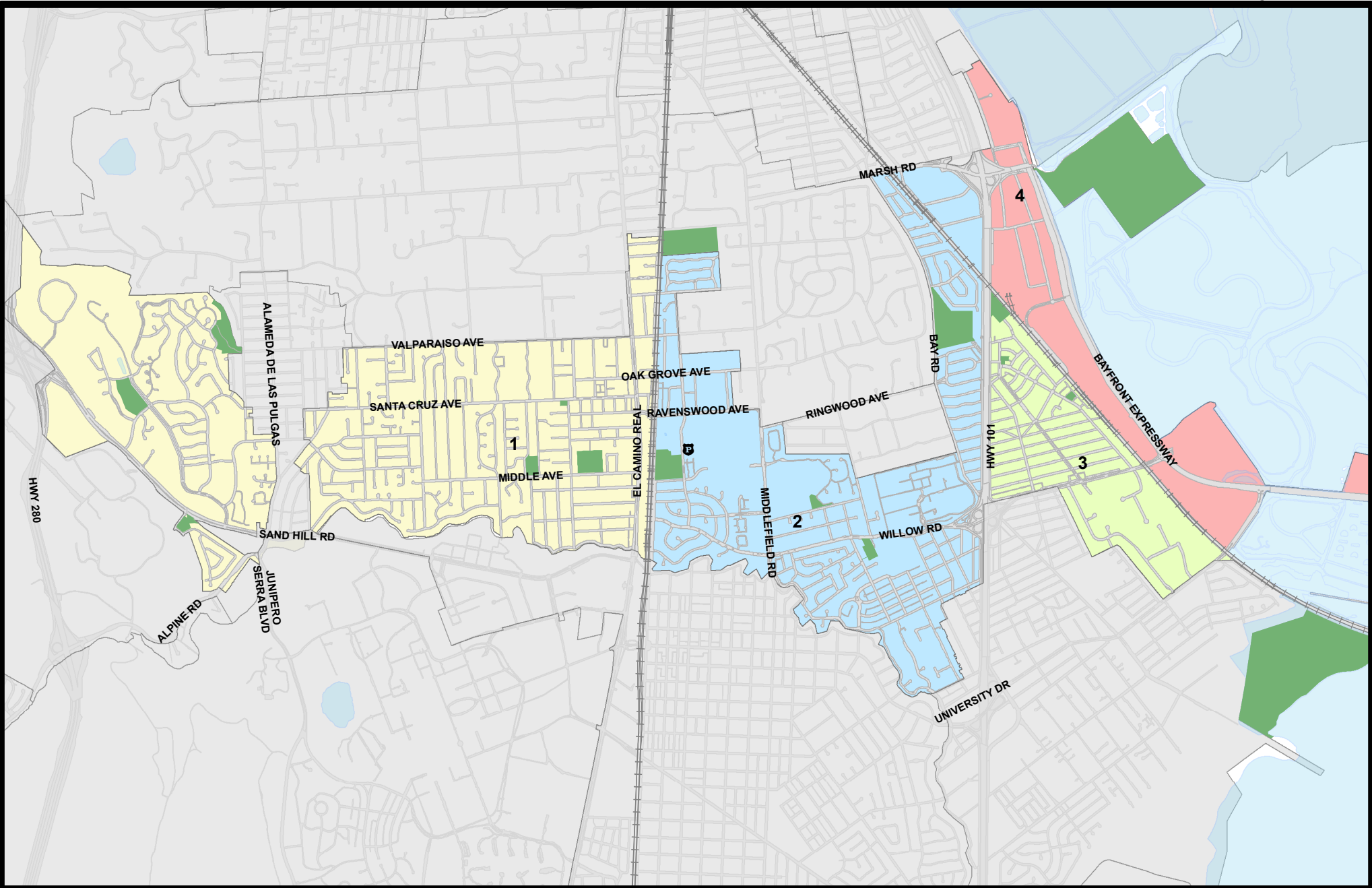
Public Notice

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

Attachments

- A. Police beats map
- B. Proposed Bayfront policing unit duties

Report prepared by:
William Dixon, Police Commander

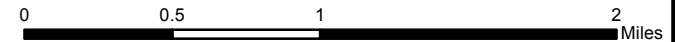
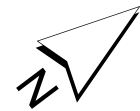


—+— Railroad **Police Beats**

- Parks
 - Lakes
- Beat #**
- 1
 - 2
 - 3
 - 4



City of Menlo Park Proposed Police Beats



The proposed bayfront policing unit's duties would include all law enforcement activities in the assigned area, which include but are not limited to the following:

- Enforce City and State laws, ordinances and traffic regulations
- Conduct preliminary investigations of crimes, disturbances, vehicle accidents, public safety hazards and direct traffic in the designated area
- Issue citations and make arrests as required when crimes occur in the designated area and if necessary, assist in care and transportation of prisoners
- Prepare reports; appear in court to present evidence and testimony for cases arising from incidents
- Give information and assistance to the public
- Maintain effective working relationships with local businesses
- Provide deterrence for criminal activity near or directed at area businesses
- Work collaboratively with individual businesses' security personnel, both internal and external
- Assist planning and participating in emergency drills and safety training events for area businesses
- Work with the City's traffic unit to address pedestrian, bicycle and vehicle safety in the area
- Provide safety briefings for area businesses and their employees as necessary
- Monitor any large scale special events or demonstrations in the area
- Maintain regular crime deterrent presence in the new Beat 4 area through assigned shifts; leaving only to assist in emergent situations
- Be a liaison and point of contact for communications between Police Department personnel and local businesses and their employees
- Attend trainings specific to assignment
- Perform related duties as assigned

**STAFF REPORT****City Council****Meeting Date:****2/28/2017****Staff Report Number:****17-041-CC****Consent Calendar:****Authorize the Mayor to sign letters in support of SB1 (Beall) and AB1 (Frazier) for Transportation Funding****Recommendation**

Authorize the Mayor to sign letters in support of SB1 (Beall) and AB1 (Frazier) for transportation funding (Attachment A).

Policy Issues

The 2016 General Plan Circulation Element includes policies that seek to maintain a circulation system using the Roadway Classification System that will provide and maintain a safe, efficient, attractive, user-friendly circulation system that promotes a healthy, safe and active community and quality of life throughout Menlo Park and increases accessibility for and use of streets by pedestrians, bicyclists and transit riders.

Background

Sponsored by the Cities and Counties of California and managed by a coalition of Cities, Counties and Regional Transportation Planning Agencies of California, which includes the Metropolitan Transportation Commission (MTC), a study of California's statewide local streets and roads needs assessment was undertaken in 2016. The conclusion of the study is that the State's Highway System has a \$72 billion backlog and local streets and roads have a \$73 billion unmet funding. Statewide taxes and fees, which are dedicated to the maintenance of the system, have not been increased in more than 20 years, with those revenues losing more than 55 percent of their purchasing power, while costs to maintain the system have steadily increased and much of the underlying infrastructure has aged past its expected useful life.

On December 5, 2016, Senator Beall and Assembly Member Frazier introduced similar Transportation Funding proposals AB1 and SB1 which provide various sources of funding for transportation purposes, including funding for the State Highway System and the local street and road system. These funding sources include, among others, fuel excise taxes, commercial vehicle weight fees, local transactions and use taxes, and federal funds.

The proposals would create Road Maintenance and Rehabilitation Programs to address deferred maintenance on the State Highway System and the local street and road system, and it would require the California Transportation Commission to adopt performance criteria, consistent with a specified asset management plan, to ensure efficient use of certain funds available for the program. It would provide for the deposit of various funds for the program in the Road Maintenance and Rehabilitation Account, which the bill would create in the State Transportation Fund, including revenues as follows:

- a \$0.12 per gallon increase, phased in over 3 years, in the motor vehicle fuel (gasoline) tax imposed by the bill with an inflation adjustment;

- an increase of \$38 in the annual vehicle registration fee with an inflation adjustment; and
- a new \$100 annual vehicle registration fee with an inflation adjustment, applicable to zero-emission motor vehicles.

SB1/AB1 would generate an additional \$6 billion annually providing funding for the State and Local Transportation Network.

Analysis

As noted above, these proposals provide comprehensive transportation reform and a funding package. If this growing problem is not addressed, more drastic measures will be required to maintain our system in the future.

The City uses all the gas tax (highway users tax) it receives from the State toward the biannual street resurfacing project. Since 2013, Gas Tax has decreased from over \$1 million to \$750,000 annually in 2015.

The gas tax has remained unchanged since 1994 and due to fuel efficiency advancements, a motorist who drove 12,000 miles in 2016 paid \$101 in state per-gallon gas tax compared to the \$111 paid by a driver in 1994. To put this in perspective, if the per-gallon gas tax had been continually adjusted over the years for inflation, a driver today would be paying \$183 annually.

The proposal will generate approximately \$6 billion annually, with about \$2.2 billion going to local streets and roads of which Menlo Park would receive \$1,144,615 annually (an increase of more than 50%).

The bill also provides nearly \$600 million for freight and the State's trade corridors, over a half billion for transit and intercity rail, and up to \$150 million to support active transportation programs (i.e., bicycle and pedestrian) throughout the state.

The two bills are similar, but are working their way through the two different houses in the California Assembly. SB 1 (Beall) has already cleared major hurdles by passing out of the Senate Transportation and Housing Committee on February 15th and the Senate Environmental Quality Committee on February 22nd. The next committee meeting would be the Senate Governance and Finance Committee and perhaps the Appropriations Committee. AB 1 will likely go to the Transportation Committee and the Natural Resources Committee. The Governor, the Speaker of the Assembly, the Pro Tem of the Senate, and the Transportation Committee Chairs have provided a hard deadline commitment to pass legislation by April 6, 2017.

The League of the California Cities is supportive of both Bills and has provided sample letters for the City to send in support of AB1/SB1 Transportation Funding. The Mayor is tracking this legislation and has made a request that the City's letter of support include a recommendation that the legislation provide flexibility for how local jurisdictions decided to spend the money on local transportation improvements. A draft of the letters are included as Attachment A. The intent is to address the letters to the appropriate Committee Chairs based on the status of the legislation at the time of sending the letter.

Impact on City Resources

This staff report has no impact on the City resources, but the proposed State legislation has the potential to increase City revenues.

Environmental Review

Environmental review is not required for this agenda item.

Public Notice

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Attachments

A. Letters of Support

Report prepared by:

Justin Murphy, Public Works Director

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February 28, 2017

The Honorable _____
 Chair, Senate _____ Committee
 California State Capitol, Room 2205
 Sacramento, CA 95814

RE: SB 1 (Beall). Transportation Funding. *(as amended January 26, 2017)*
Notice of Support

Dear Senator _____,

The City of Menlo Park is pleased to support SB 1, which represents a comprehensive transportation proposal inclusive of sensible reforms, modest increases to existing revenue sources, and robust infrastructure investment. The proposal presents an opportunity for the new legislature to advance a comprehensive framework to address the overwhelming backlog of repair and deferred maintenance as well as other transportation needs in the early part of 2017.

It would be an understatement to say the time to act is now to address the \$73 billion unmet funding need for local streets and roads and \$72 billion backlog to the State's Highway System. For local streets and roads alone, the funding need grows by an additional \$20 billion in just ten years. With the expressed commitment of Legislative Leadership and this Administration to getting this done in the early parts of 2017, we urge this legislature's immediate attention to this proposal as the vehicle to deliver this victory for California.

The City of Menlo Park utilizes all the gas tax (highway users tax) it receives from the State toward the biannual street resurfacing project. Since 2013 Menlo Park's share of the Gas Tax has decreased from over \$1 Million to \$750,000 annually in 2015.

When fully phased in, SB 1 would generate an additional \$6 billion annually to provide desperately needed funding for the state and local transportation network. To repair and maintain existing transportation infrastructure, the proposal would generate up to \$2.4 billion and \$2.2 billion annually for the state's highway system and local streets and roads, respectively. The bill also provides nearly \$600 million for freight and the state's trade corridors, over a half billion for transit and intercity rail, and up to \$150 million to support active transportation programs throughout the state.

The proposal takes the approach of raising revenue over a variety of sources, such as a 12 cent increase to the gas tax to restore some of its purchasing power phased in over three years, ending the Board of Equalization's "true up" process on the price based excise tax on gas, a \$38 increase to the vehicle registration fee, a \$100 vehicle registration fee on zero emission vehicles, a 20 cent increase to the diesel excise tax, \$300 million from existing cap and trade funds, and returning \$500 million in vehicle weight fees phased in over five years.

In addition to raising revenue, the proposal includes a series of reforms to improve efficiency, transparency, and accountability, such as restoring independence to the California Transportation Commission, creating the Office of the Transportation Inspection General with audit and investigation authority over the state's transportation spending, and establishing local reporting requirements on local transportation spending. To streamline roadwork, the bill permanently extends and expands on the limited exemptions to California's Environmental Quality Act (CEQA) for repair, maintenance, and minor alteration projects on existing roadways to cities and counties with populations greater than 100,000 and state roadways. The proposal also creates an advanced mitigation program which authorizes the Natural Resources Agency to establish state and regional transportation mitigation plans and mitigation banks to allow transportation projects to fulfill their environmental requirements in advance.

Overall, this proposal provides a comprehensive transportation reform and funding package that picks up where we left off at the end of the special session, while giving this legislature an opportunity for early action. While the legislature has had success in recent years in balancing the state budget, we can no longer afford to ignore our most basic repair and maintenance needs if we wish to avoid systematic failure of the state's entire transportation infrastructure. There may be no better way to put Californians back to work and stimulate our economy than making the roads we and our children rely on everyday safe again.

For these reasons, the City of Menlo Park **Supports** SB 1 (Beall), but we offer one potential amendment to the legislation to ensure that local agencies have flexibility for how best to spend the money for transportation improvements.

We were pleased to learn that SB 1 (Beall) cleared major hurdles by passing out of the Senate Transportation and Housing Committee on February 15th and the Senate Environmental Quality Committee on February 22nd. We look forward to tracking this bill through the remaining steps in the legislative process over the next couple of months.

Sincerely,

Kirsten Keith
Mayor
City of Menlo Park

cc: Senator Jim Beall, District 15
Senator Jerry Hill, District 13
Seth Miller, League Regional Public Affairs Manager, smiller@cacities.org
Meg Desmond, League of California Cities, mdesmond@cacities.org

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February 28, 2017

The Honorable _____
 Chair, Assembly Committee
 California State Capitol, Room 3091
 Sacramento, CA 95814

RE: AB 1 (Frazier). Transportation Funding. (as introduced December 5, 2016)
Notice of Support

Dear Assembly member _____,

The City of Menlo Park is pleased to support your AB 1, which represents a comprehensive transportation proposal inclusive of sensible reforms, modest increases to existing revenue sources, and robust infrastructure investment. The proposal presents an opportunity for the new legislature to advance a comprehensive framework to address the overwhelming backlog of repair and deferred maintenance as well as other transportation needs in the early part of 2017.

It would be an understatement to say the time to act is now to address the \$73 billion unmet funding need for local streets and roads and \$72 billion backlog to the State’s Highway System. For local streets and roads alone, the funding need grows by an additional \$20 billion in just ten years. With the expressed commitment of Legislative Leadership and this Administration to getting this done in the early parts of 2017, we urge this legislature’s immediate attention to this proposal as the vehicle to deliver this victory for California.

The City of Menlo Park utilizes all the gas tax (highway users tax) it receives from the State toward the biannual street resurfacing project. Since 2013 Gas Tax has decreased from over \$1 Million to \$750,000 annually in 2015.

When fully phased in, AB 1 would generate an additional \$6 billion annually to provide desperately needed funding for the state and local transportation network. To repair and maintain existing transportation infrastructure, the proposal would generate up to \$2.4 billion and \$2.2 billion annually for the state’s highway system and local streets and roads, respectively. The bill also provides nearly \$600 million for freight and the state’s trade corridors, over a half billion for transit and intercity rail, and up to \$150 million to support active transportation programs throughout the state.

The proposal takes the approach of raising revenue over a variety of sources, such as a 12 cent increase to the gas tax to restore some of its purchasing power, ending the Board of Equalization’s “true up” process on the price based excise tax on gas, a

\$38 increase to the vehicle registration fee, a \$100 vehicle registration fee on zero emission vehicles, a 20 cent increase to the diesel excise tax, \$300 million from existing cap and trade funds, and returning \$500 million in vehicle weight fees phased in over five years.

In addition to raising revenue, the proposal includes a series of reforms to improve efficiency, transparency, and accountability, such as restoring independence to the California Transportation Commission, creating the Office of the Transportation Inspection General with audit and investigation authority over the state's transportation spending, and establishing local reporting requirements on local transportation spending. To streamline roadwork, the bill permanently extends and expands on the limited exemptions to California's Environmental Quality Act (CEQA) for repair, maintenance, and minor alteration projects on existing roadways to cities and counties with populations greater than 100,000 and state roadways. The proposal also creates an advanced mitigation program which authorizes the Natural Resources Agency to establish state and regional transportation mitigation plans and mitigation banks to allow transportation projects to fulfill their environmental requirements in advance.

Overall, this proposal provides a comprehensive transportation reform and funding package that picks up where we left off at the end of the special session, while giving this legislature an opportunity for early action. While the legislature has had success in recent years in balancing the state budget, we can no longer afford to ignore our most basic repair and maintenance needs if we wish to avoid systematic failure of the state's entire transportation infrastructure. There may be no better way to put Californians back to work and stimulate our economy than making the roads we and our children rely on everyday safe again.

For these reasons, the City of Menlo Park **Supports** AB 1 (Frazier), but we offer one potential amendment to the legislation to ensure that local agencies have flexibility for how best to spend the money on transportation improvements.

We look forward to tracking this bill through the remaining steps in the legislative process over the next couple of months.

Sincerely,

Kirsten Keith
Mayor
City of Menlo Park

cc: Assembly member Jim Frazier, District 11
Assembly member Marc Berman, District 24
Seth Miller, League Regional Public Affairs Manager, smiller@cacities.org
Meg Desmond, League of California Cities, mdesmond@cacities.org



STAFF REPORT

City Council

Meeting Date:

2/28/2017

Staff Report Number:

17-048-CC

Consent Calendar:

Adopt a resolution merging the Bicycle Commission and Transportation Commission to form a Complete Streets Commission for a one-year pilot

Recommendation

Staff recommends City Council adopt a resolution merging the Bicycle Commission and Transportation Commission to form a Complete Streets Commission for a one-year pilot.

Policy Issues

The proposed action is consistent with Section 2.04.200 of the City of Menlo Park Municipal Code which states that Council shall establish the commissions by resolution. The combined Complete Streets Commission will need to be added to the City Council Policy CC-01-0004, Commissions/Committees policies, procedures, roles and responsibilities.

Background

During the Council's annual goal setting workshop on January 27, 2017, one of the Council members suggested combining the Bicycle Commission and the Transportation Commission. On February 7, 2017, the Council discussed their 2017 Work Plan, including consideration of a one-year trial to combine the Bicycle Commission and Transportation Commission to form the Complete Streets Commission in order to provide additional staff capacity to include a Safe Routes to School program.

Analysis

The City is embarking on a major effort over the next 18 months to prepare a Transportation Master Plan. In order to ensure a successful process, the consolidation of the Bicycle Commission and Transportation Commission would be a helpful tool in creating efficiencies by channeling efforts to a single commission that can be a conduit for the community engagement on transportation issues. The combined Commission would be comprised of the 10 members that are currently on the commission and those seats that are eligible for reappointment as of May 2017. Currently one seat on each Commission is vacant, and two seats on the Transportation Commission are filled by members that have served at least two terms and will be termed out from reapplying. The proposed pilot would run through April 2018 with the next round of annual appointments. If a vacancy occurs during the one-year pilot period, the vacancy would not be filled unless the vacancy results in fewer than seven commissioners. Prior to conclusion of the one-year pilot, staff would return to Council to consider whether to make this a permanent change.

As provided in the draft Resolution (Attachment A), the Complete Streets Commissions' responsibilities would include:

- Coordination of motor vehicle, bicycle, transit, and pedestrian transportation facilities,
- Advising City Council on ways to encourage pedestrian and bicycle safety and accessibility for the City supporting the goals of the General Plan,
- Coordination on providing a citywide safe routes to school plan,
- Coordination with regional transportation systems.

The new Complete Streets Commission would have their first meeting in May 2017 and would meet in the Council Chambers on the second Wednesday of every month which is the current schedule for the Transportation Commission. At its February 13, 2017 meeting, Bicycle Commission members indicated that they did not have conflicts for this time. At this first meeting, it is anticipated that the Commission will review its proposed responsibilities as summarized above, elect a Chair and Vice Chair, and revisit their subcommittee assignments consistent with the new responsibilities. Staff recommends that a detailed discussion of the Commissions mission statement and an updated 2-year work plan be completed following the evaluation of the one-year pilot by the Commission and the Council in 2018.

Impact on City Resources

City staff will continue to serve as a liaison to the Complete Streets Commission, attending monthly meetings, preparing agendas and minutes, interacting with Commission members and stakeholders, and providing information as requested by other City staff, other commissions and the City Council regarding the Complete Streets Commission's activities. No additional resources are being requested at this time.

Environmental Review

Environmental review is not required for creation of a new City Commission.

Public Notice

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

Attachments

A. Resolution

Report prepared by:
Kristiann Choy, Senior Transportation Engineer

Report reviewed by:
Nicole H. Nagaya, Assistant Public Works Director

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
AUTHORIZING THE CREATION OF THE COMPLETE STREETS
COMMISSION FOR A ONE-YEAR PERIOD

WHEREAS, circulation and mobility needs have been identified as a high priority for the coming year; and,

WHEREAS, establishing a one-year pilot of a Complete Street Commission composed of a minimum of seven (7) and a maximum of ten (10) members, all of whom shall be residents who represent varying interests in transportation circulation and safety, was identified to support the City Council's 2017 Work Plan; and,

WHEREAS, the Complete Street Commission will address the following subject areas:

- Coordination of motor vehicle, bicycle, transit, and pedestrian transportation facilities,
- Advising City Council on ways to encourage pedestrian and bicycle safety and accessibility for the City supporting the goals of the General Plan,
- Coordination on providing a citywide safe routes to school plan,
- Review of the proposed circulation plans for major development projects, and
- Coordination with regional transportation systems.

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 establish the one-year trial of the Complete Streets Commission.

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-eighth day of February, 2017, 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-eight day of February, 2017.

Pamela Aguilar
City Clerk

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**STAFF REPORT****City Council****Meeting Date:** 2/28/2017**Staff Report Number:** 17-042-CC

Consent Calendar: **Accept the restated 2016 commissions attendance report and approve an update to the commission attendance policy**

Recommendation

Staff recommends that the City Council accept the restated 2016 commissions attendance report and approve an update to the commission attendance policy.

Policy Issues

City Council policy requires an annual attendance report for each commission.

Background

For advisory bodies to function effectively and accomplish their respective goals and work plans, it is important that all members be active participants by attending the regularly scheduled monthly or quarterly Commission meetings.

In accordance with City Council Policy CC 91-001, a report regarding advisory body attendance is prepared each January reflecting data for the previous year. At its meeting on January 24, the City Council directed the City Clerk to audit the report submitted to correct any discrepancies. The audit was conducted and the restated 2016 attendance report is provided to the City Council for review as Attachment A.

Staff is also recommending an update to the policy to include a requirement that when any absence by a commissioner that occurs after the posting of the agenda which results in a lack of quorum, and therefore cancellation of the meeting, be recorded on the commission attendance report. Further, absences may also be distinguished as either excused or unexcused. Excused absences are those reported to staff prior to the posting of the meeting agenda, whatever the reason for the absence may be. Unexcused absences are those reported to staff after the posting of the meeting agenda, whatever the reason for the absence may be, or, any absence without notification to staff.

At its January 24 meeting, at the request of one commissioner, the City Clerk was asked to continue this item to assure that the report accurately reflected the commissioner's attendance. Upon review, two errors in the commissioner's attendance were discovered and the report was corrected.

Analysis

Prior to the posting of a meeting agenda, staff liaisons communicate with their respective commission members to ensure a quorum will be met in order to properly conduct the commission meeting. In most cases, commissioners advise the staff liaison in advance of their absence and typically absences are due to pre-planned vacations or scheduled work travel and are considered reasonable. Overall, commission liaisons have reported the absences do not have a significant impact on discussion or deliberation of agenda items.

However, there were several instances in 2016 where the absence of a commissioner occurred after the posting of the agenda resulting in a lack of quorum and cancellation of the noticed meeting. In order to accurately reflect this occurrence, staff is proposing an update to the commission policy to add a requirement that when any absence by a commissioner that occurs after the posting of the agenda which results in a lack of quorum, and therefore cancellation of the meeting, be recorded on the commission attendance report. Currently in this situation, only a cancelled meeting is reported.

The policy states that members who attended less than two-thirds (67%) of the advisory body's scheduled meetings may be replaced by the City Council. In 2016, four commissioners fell below the attendance requirement.

Because the City places a high value on the work of the Commissions and strives to provide sufficient support to all commissioners in order to facilitate their work, removal from a commission appointment is rarely recommended and instead staff liaisons prefer to reach out to the commissioners falling in the 67% or below category to determine the reasons for the absences and assess the ability to continue in their commission service. A commission attendance update is provided to the staff liaisons 2-3 times per year as a tool to monitor attendance.

Last, staff will bring to council in a separate report a recommendation to update the Commissions Roles and Responsibilities Policy to change the meeting schedule of the Library Commission and Environmental Quality Commission so that these meetings do not conflict with the meetings of the Bicycle Commission and Parks and Recreation Commission, which fall on the same evening. Both commissions have approved changes to their schedules.

Public Notice

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. The attendance report and policy update were also shared with each commission.

Attachments

- A. Attendance data for each advisory body
- B. CC-91-001 Commission Attendance Policy – redline version with update

Report prepared by:
Pamela Aguilar, City Clerk

BICYCLE															
Meets montly	January	January Jt	February	March	April	May	June SP	June	July	August	September	October	November	December	
Name	1/11/2016	Mtg w CC 1/26/2016	2/8/2016	3/14/2016	4/11/2016	5/9/2016	6/6/2016	6/13/2016	7/11/2016	8/8/2016	9/12/2016	10/10/2016	11/14/2016	12/12/2016	
Katie Behroozi	N/A	N/A	N/A	N/A	N/A	Absent	Present	Canceled (Advanced to 6/6/2016)	Present	Present	Present	Present	Present	Present	
Fred Berghout	Present	Present	Present	Present	Present	N/A	N/A		N/A	N/A	N/A	N/A	N/A	N/A	
William Kirsch	Present	Present	Present	Present	Present	Present	Present		Present	Present	Present	Present	Present	Present	
Lydia Lee	Present	Present	Present	Present	Present	Present	Present		Present	Present	Present	Absent	Present	Present	
Witney McKiernan	Absent	Present	Present	Present	Present	Present	Present		Present	Present	Present	Present	Present	Absent	Absent
Betsy Nash	Present	Present	Present	Present	Present	Present	Present		Present	Present	Absent	Present	Present	Present	Present
Jonathan Weiner	Present	Present	Present	Present	Present	Present	Present		Present	Present	Present	Present	Present	Present	Present
Cindy Welton	Absent	Present	Present	Present	Present	Present	Present		Present	Present	Present	Present	Present	Present	Present

2016 COMMISSION ATTENDANCE REPORT

ENVIRON. QUALITY												
Meets monthly	January	February	March	April	May	June	July	August	September	October	November	December
Name	1/27/2016	2/24/2016	3/23/2016	4/27/2016	5/25/2016	6/22/2016		8/31/2016	9/28/2016			
Andrew Barnes	Present	Present	Present	Present	N/A	N/A	Canceled for summer break	N/A	N/A	Canceled due to lack of quorum	N/A	Canceled for winter break
Allan Bedwell	Present	Present	Present	Present	Absent	Absent		Absent	Present		Present	
Chris DeCardy	Present	Present	Present	Present	Present	Present		Present	Absent		Present	
Joyce Dickerson	N/A	N/A	N/A	N/A	N/A	Absent		Present	Present		Absent	
Kristin Kuntz-Duriseti	Present	Present	Present	Present	N/A	N/A		N/A	N/A		N/A	
Janelle London	N/A	N/A	N/A	N/A	Present	Present		Present	Present		Present	
Scott Marshall	Present	Present	Present	Present	Present	Present		Present	Present		Present	
Deborah Martin	Present	Present	Absent	Present	Present	Present		Absent	Present		Present	
Christina Smolke	Absent	Present	Absent	Absent	Present	Present		Present	Absent		Present	

2016 COMMISSION ATTENDANCE REPORT

FINANCE & AUDIT												
Meets quarterly	January	February	March	April	May	June	July	August	September	October	November	December
Name	1/19/2016							8/25/2016				12/7/2016
Peter Ohtaki	Present							Present				Present
Rich Cline	Absent							Absent				Absent
Anne Craib	Present							Present				Present
Leslie Denend	Present							Present				Present
Soodie Tornson	Present							Present				Present

2016 COMMISSION ATTENDANCE REPORT

HOUSING quarterly Name	Meets February 2/3/2016	March 3/2/2016	April 4/14/2016	May 5/4/2016	June 6/29/2016	July 7/7/2016	July 7/12/2016	August 8/3/2016	September N/A	October N/A	November 11/2/2016	December
Sally Cadigan	Canceled	Present	Present	Absent	Present	Present	Present	Present			Absent	
Lucy Calder		Present	Present	Present	Present	Absent	Absent	Present			Present	
Meg McGraw-Scherer		N/A	N/A	Present	Present	Present	Present	Present			Present	
Julianna Dodick		Present	Absent	Absent	Present	Present	Present	Absent			Present	
Michele Tate		Absent	Present	Present	Present	Present	Present	Present			Present	
Carolyn Clarke		Present	Absent	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

2016 COMMISSION ATTENDANCE REPORT

LIBRARY montly Name	Meets												
	January 1/11/2016	February 2/8/2016	March 3/14/2016	April 4/11/2016	May 5/9/2016	June 6/13/2016	July 7/11/2016	August 8/8/2016	September 9/12/2016	October 10/10/2016	November 11/14/2016	December 12/12/2016	
Lynne Bramlett	Present	Canceled due to lack of quorum	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	
Jacqueline Cebrian	Present		Present	Present	Present	Present	Absent	Present	Present	Absent	Absent	Present	
Kristen Leep	Present		Present	Present	Present	Present	Absent	Present	Absent	Present	Absent	Present	
Kristina Lemons	Present		Present	Present	Present	Present	Present	Present	Present	Present	Present	Absent	
Margaret Race	N/A		N/A	N/A	Present	Present	Present	Present	Present	Present	Absent	Present	Absent
Grayson Badgley	N/A		N/A	N/A	N/A	N/A	Present	Present	Present	Present	Present	Present	Present

2016 COMMISSION ATTENDANCE REPORT

PARKS & RECREATION														
Meets monthly	January	February	March	April	May	June	July	August	September	September	October	November	December	
Name	1/27/2016	2/24/2016	3/23/2016	4/27/2016	5/25/2016	6/22/2016	7/27/2016	N/A	9/7/2016	9/28/2016	10/26/2016	11/16/2016	12/21/2016	
James Cebrian	Present	Present	Present	Absent	Absent	Absent	Absent	Canceled for summer break	Absent	Present	Present	Present	N/A	
Kristin Cox	Present	Absent	Present	Absent	N/A	N/A	N/A		N/A	N/A	N/A	N/A	N/A	N/A
Christopher Harris	Present	Present	Present	Present	Present	Present	Absent		Present	Present	Absent	Present	Present	Absent
Laura Lane	Present	Present	Present	Present	Present	Present	Absent		Present	Present	Absent	Present	Present	Present
Marianne Palefsky	Present	Present	Present	Present	Present	Absent	Present		Present	Present	Absent	Present	Present	Present
Thomas Stanwood	Present	Present	Present	Present	Present	Present	Present		Present	Present	Present	Present	Present	Present
Jennifer Baskin	N/A	N/A	N/A	N/A	Present	Absent	Present		Present	Present	Present	Present	Absent	Present
Jennifer Johnson	N/A	N/A	N/A	N/A	N/A	Present	Absent		Present	Present	Absent	Present	Present	Present

2016 COMMISSION ATTENDANCE REPORT

PLANNING Meets												
bi-monthly	January	January	February	February	March	March	April	April	May	May	June	June
Name	1/11/2016	1/25/2016	2/8/2016	2/22/2016	3/7/2016	3/21/2016	4/11/2016	4/18/2016	5/9/2016	5/23/2016	6/6/2016	6/20/2016
Andrew Barnes	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Present	Present	Absent	Present
Andrew Combs	Present	Present	Present	Present	Present	Present	Present	Present	Present	Absent	Present	Present
Katie Ferrick	Present	Present	Present	Present	Present	Present	Present	Absent	N/A	N/A	N/A	N/A
Susan Goodhue	Absent	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
John Kadwany	Present	Present	Present	Present	Present	Present	Present	Present	N/A	N/A	N/A	N/A
Larry Kahle	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
John Onken	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Henry Riggs	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Present	Present	Present	Present
Katherine Strehl	Present	Present	Present	Present	Absent	Present	Present	Present	Present	Present	Present	Absent
PLANNING	July	July	August	August	September	September	October	October	November	November	December	December
Name	7/11/2016	7/25/2016	8/15/2016	8/29/2016	9/12/2016	9/26/2016	10/19/2016	10/24/2016	11/7/2016	11/14/2016	12/5/2016	12/12/2016
Andrew Barnes	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Andrew Combs	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Susan Goodhue	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Absent	Absent
Larry Kahle	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
John Onken	Present	Present	Present	Present	Absent	Present	Present	Present	Present	Present	Present	Present
Henry Riggs	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Katherine Strehl	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present

2016 COMMISSION ATTENDANCE REPORT

SISTER CITY Meets										
quarterly	June	July	August	September	October	November	November	December		
Name	6/27/2016	7/26/2016	N/A	9/21/2016	N/A	11/2/2016	11/30/2016			
Catherine Carlton	Present	Present		Present		Absent	Present	Canceled for winter break		
James Clendenin	Present	Present		Present		Present	Present			
Fran Dehn	Present	Present		Present		Present	Present			
Kristy Holch	Present	Present		Present		Present	Absent			
Peter Ohtaki	Present	Absent		Present		Present	Present			
Analisa Pratt	Present	Absent		Present		Present	Present			
Carol Schumacher	Present	Present	Canceled	Present	Canceled	Absent	Present			

2016 COMMISSION ATTENDANCE REPORT

TRANSPORTATION Meets		January Jt												
monthly	January	Mtg w CC	February	March	April	May	June	July	August	September	October	November	December	
Name	1/13/2016	1/26/2016	2/10/2016	3/9/2016	4/13/2016	5/11/2016	6/8/2016	7/13/2016	8/10/2016	9/12/2016	10/12/2016		12/14/2016	
Penelope Huang	Present	Absent	Canceled (Joint meeting held with CC 1/26/2016)	Absent	Present	Present	Present	Present	Present	Present	Present	Present	Absent	Present
Adina Levin	Present	Present		Present	Present	Present	Absent	Present	Present	Present	Present	Absent	Present	Present
Philip Mazzara	Absent	Present		Present	Present	Present	Present	Absent	Present	Absent	Present	Absent	Present	Present
Michael Meyer	Present	Present		Present	Present	Present	Present	Absent	Present	Absent	Present	Absent	Present	Present
Jason Pfannenstiel	Present	Absent		Present	Absent	Present	Absent	Absent	Absent	Absent	Absent	Present	Absent	Absent
Maurice Shiu	Present	Present		Absent	Absent	Present	Present	Absent	Present	Present	Absent	Absent	Absent	Absent
Bianca Walser	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	

ATTACHMENT B

City of Menlo Park		City Council Policy
Department City Council	Page 1 of 1	Effective Date January 1, 1991
Subject Board and Commission Attendance Policy	Approved by Resolution 2801 - 05/27/1985 Revised Resolution 4242 - 12/04/1990	Procedure # CC-91-0001
<p>PURPOSE:</p> <p>This policy is adopted in order to encourage attendance at Board and Commission scheduled meetings and to replace members who are unable to attend on a consistent basis.</p> <p>BACKGROUND:</p> <p>A policy of attendance at Board and Commission scheduled meetings has not been uniform throughout the City. Many commissions have their own policies which they implement on an informal basis. Some commission scheduled meetings have been cancelled due to the lack of a quorum, a number of Commissions have members who miss a majority of their scheduled meetings and the issue of attendance at scheduled meetings is of concern. Some Commission chairpersons have previously expressed a need for an attendance policy which would be consistent for all boards and commissions and which would dictate the removal of a board or Commission member who has missed a certain number of scheduled meetings in the calendar year.</p> <p>There are, often times, excellent reasons why a Board or Commission member might not be able to attend a scheduled meeting: illness, business or home commitments. The policy should be flexible enough so that a reasonable number of absences are allowed. Extensive absences on the part of a Board or Commission member do restrict the ability of a Board or Commission to complete its work and an attendance policy is meant to discourage such behavior.</p> <p>POLICY:</p> <ol style="list-style-type: none"> 1) A compilation of attendance will be submitted to the Council annually in January listing absences for all Board and Commission members. 2) Absences, which result in attendance at less than two-thirds of Board and Commission scheduled meetings for any reason during the calendar year, will be reported to the City Council and may result in replacement of the Board or Commission member by the Council. 3) Any Board or Commission member who feels that unique circumstances have led to numerous absences, can appeal directly to the City Council for a waiver of this policy or a leave of absence. 4) <u>When an absence by a commissioner occurs after the posting of the agenda, which results in a lack of quorum and therefore cancellation of the commission meeting, the attendance of the commission for the noticed meeting will be recorded on the commission attendance report.</u> 3) <u>Absences may be distinguished as either excused or unexcused. Excused absences are those reported to staff prior to the posting of the meeting agenda, whatever the reason for the absence may be. Unexcused absences are those reported to staff after the posting of the meeting agenda, whatever the reason for the absence may be, or, any absence without notification to staff.</u> 		

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City Manager's Office

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

Meeting Date: 2/28/2017
Staff Report Number: 17-047-CC

Consent Calendar: Approve updates to City Council Policy CC-01-0004, Commissions/Committees Policies and Procedures Roles and Responsibilities

Recommendation

Staff recommends approving the following updates to City Council Policy CC-01-0004, Commissions/Committees Policies and Procedures Roles and Responsibilities:

- Addition of the Sister City Committee
- Add the schedule of Commission meetings, including modification of the Library Commission and Environmental Quality Commission meeting schedules
- Modify the Housing Commission meeting schedule from quarterly to monthly
- Remove references to inactive commissions
- Stay the Bicycle and Transportation Commissions as separate advisory bodies and instead combine their charges and tasks under a Complete Streets Commission for a pilot period
- Add clarifications to operational procedures regarding commission two-year work plans, role of the Commission Chair, and form of meeting minutes
- Correct any grammar or language to bring the policy up to date

Policy Issues

The proposed action would bring the existing policy up to date.

Background

City Council Policy CC-01-004 was adopted in 1991 and outlines the procedures, roles and responsibilities of the Council-appointed advisory bodies for optimal functioning. Amendments were made to the policy in 2001, 2011 and 2013.

Analysis*Sister City Committee*

At its meeting on November 17 2015, the City Council approved the formation of a Sister City and Friendship Committee. In May 2016, the City Council appointed five members of the Menlo Park community and two Council members to serve on the Sister City Committee. The Committee has been meeting regularly since its inception and is currently developing a two-year work plan. An update to the current policy is needed to include the Sister City Committee in order to maintain consistency with the

other active commission/committees in terms of recruitment, roles, expectations, and guidelines for its successful functioning.

Meeting schedules

There are currently several commissions that hold meetings on the same evening. The Library and Bicycle Commissions hold meetings on the second Monday of each month. The Environmental Quality and Parks and Recreation Commissions hold meetings on the fourth Wednesday of each month. In order to avoid any scheduling conflicts for anyone wishing to attend any or all of these meetings, the Library Commission voted to move its monthly meeting to the third Monday of the month and the Environmental Quality Commission voted to move its meeting to the third Wednesday of the month. These changes should be included in the policy update with a listing all commission meeting schedules.

Housing Commission

At its meeting on January 7, the City Council held a study session to discuss the current housing crisis. The City Council identified fifteen potential policy areas related to housing, many of which were referred to the Housing Commission for further review and research. In connection with this, the workload of the Housing Commission has expanded requiring more frequent meetings. The City Council directed the Housing Commission to hold monthly meetings, a change from its current quarterly schedule. This change should be included in the policy update with consideration to return to a quarterly schedule if the assigned workload is completed or if there is a shift in the housing climate.

Inactive Commissions/Committees

The policy allows the City Council to formally disband any standing or special advisory body due to lack of business. There are three inactive commissions/committees still included in the policy although none has functioned for quite some time. The Las Pulgas Committee has not met since October 18, 2006. With the dissolution of the Community Development Agency in 2011, the need for this committee no longer exists. Second, Tenant Landlord Dispute Resolution services were offered by the City beginning in 1981. In 1997, the name was changed to Community Mediation Services. The committee is still mentioned in the policy although these services have not been offered since 2004. Last, the Arts Commission has not met since November 15, 2004. At the February 7 City Council meeting, there was no Council consensus to maintain a full Arts Commission. Any reference to these three commissions/committees should be removed from the policy.

Bicycle and Transportation Commissions

At the City Council's direction, staff will bring a recommendation in a separate report to merge the Bicycle and Transportation Commissions into one Complete Streets Commission for a pilot period in order to address multi modal issues that are of great interest to the City Council and the Menlo Park community. It is recommended that the Bicycle and Transportation Commissions be stayed as separate advisory bodies for the duration of the Complete Street Commission pilot period with consideration to return as separate commissions upon further direction of the City Council.

Finally, for clarity and consistency across the commissions, specificity regarding the commissions' two-year work plan process, the role of the Commission Chair and the form of minute-taking for commission meetings were added to the language of the policy.

All of the proposed updates are reflected in a redlined version of the policy (Attachment A).

Impact on City Resources

Resources for the Sister City Committee are included in the FY2016-17 budget.

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. Redline version of City Council Policy CC-01-0004

Report prepared by:
Pamela Aguilar, City Clerk

City of Menlo Park		City Council Policy
Department City Council		Effective Date 3-13-01
Subject Commissions/Committees Policies and Procedures and Roles and Responsibilities	Approved by: Motion by the City Council on 03-13-2001; Amended 09-18-2001; Amended 04-05-2011; Amended 09-24-2013	Procedure # CC-01-0004

Purpose

To define policies and procedures and roles and responsibilities for Menlo Park appointed Commissions and Committees.

Authority

Upon its original adoption, this policy replaced the document known as “Organization of Advisory Commissions of the City of Menlo Park”.

Background

The City of Menlo Park currently has ~~eight-nine~~ active ~~and three inactive~~ Commissions and Committees. The active advisory bodies are: Bicycle Commission, Environmental Quality Commission, Finance and Audit Committee, Housing Commission, Library Commission, Parks and Recreation Commission, Planning Commission, ~~and~~ Transportation Commission ~~and the Sister City Committee~~. ~~The inactive advisory bodies are the Arts Commission, Community Mediation Service Committee and the Las Pulgas Committee.~~ Those not specified in the City Code are established by City Council ordinance or resolution. Most of these advisory bodies are established in accordance with Resolution 2801 and its amendments. Within specific areas of responsibility, each advisory body has a primary role of advising the City Council on policy matters or reviewing specific issues and carrying out assignments as directed by the City Council or prescribed by law.

Seven of the ~~nine-eight~~ Commissions and Committees listed above are advisory in nature. The Planning Commission is both advisory and regulatory and organized according to the City Code (Ch. 2.12) and State statute (GC 65100 et seq., 65300-65401).

The City has an adopted Anti-Harassment and Non-Discrimination Policy (CC-95-001), and a Travel and Expense Policy (CC-91-002), which are also applicable to all advisory bodies.

Policies and Procedures**A. Relationship to Council, Staff and Media**

1. Upon referral by the City Council, the Commission/Committee shall study referred matters and return their recommendations and advise to the City Council. With each such referral, the Council may authorize the City staff to provide certain designated services to aid in the study.
2. Upon its own initiative, the Commission/Committee shall identify and raise issues to the City Council’s attention and from time to time survey pertinent matters and make recommendations to the City Council.
3. At a request of a member of the public, the Commission/Committee may consider appeals from City actions or inactions in pertinent areas and, if deemed appropriate, report and make recommendations to the City Council.

City of Menlo Park

City Council Policy

Department City Council		Effective Date 3-13-01
Subject Commissions/Committees Policies and Procedures and Roles and Responsibilities	Approved by: Motion by the City Council on 03-13-2001; Amended 09-18-2001; Amended 04-05-2011; Amended 09-24-2013	Procedure # CC-01-0004

4. Each Commission/Committee is required to develop a two-year work plan which will be the foundation for the work performed by the advisory body in support of City Council goals. The plan, once finalized by the Commission/Committee, will be formally presented to the City Council for direction and approval and then reported out on by a representative of the advisory body at a regularly scheduled City Council meeting at least three times per year. Each April, of alternating years, the Commissions/~~and~~ Committees and their support staff shall review their approved work plans and modify ~~as~~ needed. When modified/~~if~~ changed, the work plan must be taken to the City Council for approval. The Planning Commission is exempt from this requirement as its functions are governed by the Menlo Park municipal code (Chapter 2.12) and State law (GC 65100 et seq. 65300-65401).
5. Commissions and Committees ~~shall~~should not become involved in the administrative or operational matters of City departments. Members may not direct staff to initiate major programs, conduct large studies, or establish department policy. City staff assigned to furnish staff services shall be available to provide general staff assistance, such as preparation of agenda/notice materials and minutes, general review of department programs and activities, and to perform limited studies, program reviews, and other services of a general staff nature. Commissions/~~and~~ Committees may not establish department work programs or determine department program priorities. The responsibility for setting policy and allocating scarce City resources rests with the City's duly elected representatives, the City Council.
6. Additional or other staff support may be provided upon a formal request to the City Council.
7. The Staff Liaison shall act as the Commission's lead representative to the media concerning matters before the Commission. Commission members should refer all media inquiries to their respective Liaisons for response. Personal opinions and comments may be expressed so long as the Commissioner clarifies that his or her statements do not represent the position of the City Council.
8. Commission/~~and~~ Committee Members will have mandatory training every two years regarding the Brown Act and parliamentary procedures. The Commission/~~and~~ Committee Members may have the opportunity for additional training, such as training for Chair and Vice Chair. Failure to comply with the mandatory training will be reported to the City Council and may result in replacement of the member by the Council.

B. Recommendations, Requests and Reports

Near the beginning of each regular City Council meeting, there will be an item called "Commission/Committee ~~Vacancies, Appointments and Reports~~". At this time, Commissions/~~and~~ Committees may present ~~submit~~ recommendations or status reports ~~in writing~~ and may request direction and support from the City Council. Such requests shall be communicated to the Staff Liaison in advance, including any written materials, so that they may be listed on the agenda and distributed with the agenda packet. The materials being provided to the City Council must be approved by a majority of the Commission at a Commission meeting prior to submittal to the City Council. The City Council will receive such reports and recommendations and, after suitable study and discussion, respond or give direction.

C. Council Referrals

City of Menlo Park		City Council Policy
Department City Council		Effective Date 3-13-01
Subject Commissions/Committees Policies and Procedures and Roles and Responsibilities	Approved by: Motion by the City Council on 03-13-2001; Amended 09-18-2001; Amended 04-05-2011; Amended 09-24-2013	Procedure # CC-01-0004

The Assistant City Manager shall transmit to the designated Staff Liaison all referrals and requests from the City Council for advice and recommendations. The Commissions/Committees shall expeditiously consider and act on all referrals and requests made by the City Council and shall submit reports and recommendations to the City Council on these assignments.

D. Public Appearance of Commission/Committee Members

When a Commission/Committee member appears in a non-official, non-representative capacity before the public, for example, ~~at~~ in a Council meeting, the member shall indicate that he or she is speaking only as an individual. This also applies when interacting with the media and on social media. If the Commission/Committee member appears as the representative of an applicant or a member of the public, the Political Reform Act may govern this appearance. In addition, in certain circumstances, due process considerations might apply to make a Commission/Committee member's appearance inappropriate. Conversely, when a member who is present at a City Council meeting is asked to address the Council on a matter, the member should represent the viewpoint of the particular Commission/Committee as a whole (not a personal opinion).

E. Disbanding of Advisory Body

Upon recommendation by the Chair or appropriate staff, any standing or special advisory body, established by the City Council and whose members were appointed by the City Council, may be declared disbanded due to lack of business, by majority vote of the City Council.

F. Meetings and Officers

1. Agendas/Notices/Minutes

- All meetings shall be open and public and shall conduct business through published agendas, public notices and minutes and follow all of the Brown Act provisions governing public meetings. Special, cancelled and adjourned meetings may be called when needed, subject to the Brown Act provisions.
- Support staff for each Commission/Committee shall be responsible for properly noticing and posting all regular, special, cancelled and adjourned meetings. Copies of all meeting agendas, notices and minutes shall be provided to the City Council, City Manager, City Attorney, City Clerk and other appropriate staff, as requested.
- Original agendas and minutes shall be filed and maintained by support staff in accordance with the City's adopted Records Retention Schedule.
- The official record of the Commissions/Committees will be preserved by preparation of Action Minutes.

2. Conduct and Parliamentary Procedures

- Unless otherwise specified by State law or City regulations, conduct of all meetings shall generally follow Robert's Rules of Order.
- A majority of Commission/Committee members shall constitute a quorum and a quorum must be seated before official action is taken.

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- The Chair of each Commission/Committee shall preside at all meetings and the Vice Chair shall assume the duties of the Chair when the Chair is absent.
- The role of the Commission/Committee Chair (according to Roberts Rules of Order): To open the session at the time at which the assembly is to meet, by taking the chair and calling the members to order; to announce the business before the assembly in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote; to protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them; to assist in the expediting of business in every compatible with the rights of the members, as by allowing brief remarks when undebatable motions are pending, if s/he thinks it advisable; to restrain the members when engaged in debate, within the rules of order, to enforce on all occasions the observance of order and decorum among the members, deciding all questions of order (subject to an appeal to the assembly by any two members) unless when in doubt he prefers to submit the question for the decision of the assembly; to inform the assembly when necessary, or when referred to for the purpose, on a point of order to practice pertinent to pending business; to authenticate by his/her signature, when necessary, all the acts, orders, and proceedings of the assembly declaring its will and in all things obeying its commands.

3. Lack of a Quorum

- When a lack of a quorum exists at the start time of a meeting, those present will wait 15 minutes for additional members to arrive. If after 15 minutes a quorum is still not present, the meeting will be adjourned by the staff liaison due to lack of a quorum. Once the meeting is adjourned it cannot be reconvened.
- The public is not allowed to address those commissioners present during the 15 minutes the Commission/Committee is waiting for additional members to arrive.
- Staff can make announcements to the members during this time but must follow up with an email to all members of the body conveying the same information.
- All other items shall not be discussed with the members present as it is best to make the report when there is a quorum present.

4. Meeting Locations and Dates

- Meetings shall be held in designated City facilities, as noticed.
- All Commissions/Committees with the exception of the Planning Commission, Finance and Audit Committee and Sister City Committee and Housing Commission shall conduct regular meetings once a month. Special meetings may also be scheduled as required by the Commission/Committee. The Planning Commission shall hold regular meetings twice a month. The Finance and Audit Committee and Sister City Committee and Housing Commission shall hold quarterly meetings.
- Monthly regular meetings shall have a fixed date and time established by the Commission/Committee. Changes to the established regular dates and times are subject to the approval of the City Council. An exception to this rule would include any changes necessitated to fill a temporary need in order for the Commission/Committee to conduct its meeting in a most efficient and effective way as long as proper and adequate notification is provided to the City Council and made available to the public.

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- The schedule of Commission/Committee meetings is as follows:
- Bicycle Commission – Every second Monday at 6:30 p.m.
- Environmental Quality Commission – Every third Wednesday at 6:30 p.m.
- Finance and Audit Committee – Quarterly; Date and time to be determined
- Housing Commission – Every first Wednesday at 5:30 p.m.
- Library Commission – Every second Monday at
- Parks and Recreation Commission – Every fourth Wednesday at
- Planning Commission – Twice a month at 7pm
- Sister City Committee – Quarterly; Date and time to be determined
- Transportation Commission – Every second Tuesday at

- Each Commission/Committee may establish other operational policies subject to the approval of the City Council. Any changes to the established policies and procedures shall be subject to the approval of the City Council.

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5. Selection of Chair and Vice Chair

- The Chair and Vice Chair shall be selected in May of each year by a majority of the members and shall serve for one year or until their successors are selected.
- Each Commission/Committee shall annually rotate its Chair and Vice Chair.

G. Memberships

Appointments/Oaths

1. The City Council is the appointing body for all Commissions and Committees. All members serve at the pleasure of the City Council for designated terms.
2. All appointments and reappointments shall be made at a regularly scheduled City Council meeting, and require an affirmative vote of not less than a majority of the City Council present.
3. Prior to taking office, all members must complete an Oath of Allegiance required by Article XX, §3, of the Constitution of the State of California. All oaths are administered by the City Clerk or his/her designee.
4. Appointments made during the middle of the term are for the unexpired portion of that term.

Application/Selection Process

1. The application process begins when a vacancy occurs due to term expiration, resignation, removal or death of a member.
2. The application period will normally run for a period of four weeks from the date the vacancy occurs. If there

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is more than one concurrent vacancy in a Commission, the application period may be extended. Applications are available from the City Clerk's office and on the City's website.

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

Attendance

1. An Attendance Policy (CC-91-001), shall apply to all advisory bodies. Provisions of this policy are listed below.
 - A compilation of attendance will be submitted to the City Council at least annually listing absences for all

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Commissions/Committee members.

- Absences, which result in attendance at less than two thirds of their meetings during the calendar year, will be reported to the City Council and may result in replacement of the member by the Council.
- Any member who feels that unique circumstances have led to numerous absences can appeal directly to the City Council for a waiver of this policy or to obtain a leave of absence.
- (Add two additional provisions if approved by Council)

2. While it is expected that members be present at all meetings, the Chair and Staff Liaison should be notified if a member knows in advance that he/she will be absent.

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2. 3. When reviewing commissioners for reappointment, overall attendance at full commission meetings will be given significant consideration.

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Compensation

1. Members shall serve without compensation (unless specifically provided) for their services, provided, however, members shall receive reimbursement for necessary travel expenses and other expenses incurred on official duty when such expenditures have been authorized by the City Council (See Policy CC-91-002).

Conflict of Interest and Disclosure Requirements

1. A Conflict of Interest Code has been updated and adopted by the City Council and the Community Development Agency pursuant to Government Code Section 87300 et seq. Copies of this Code are filed with the City Clerk. Pursuant to the adopted Conflict of Interest Code, members serving on the Planning Commission are required to file a Statement of Economic Interest with the City Clerk to disclose personal interest in investments, real property and income. This is done within thirty days of appointment and annually thereafter. A statement is also required within thirty days after leaving office.
2. If a public official has a conflict of interest, the Political Reform Act may require the official to disqualify himself or herself from making or participating in a governmental decision, or using his or her official position to influence a governmental decision. Questions in this regard may be directed to the City Attorney.

Qualifications, Compositions, Number

1. In most cases, members shall be residents of the City of Menlo Park, at least 18 years of age and a registered voter.
2. Current members of any other City Commission or Committee are disqualified for membership, unless the regulations for that advisory body permit concurrent membership. Commission/Committee members are strongly advised to serve out the entirety of the term of their current appointment before seeking appointment on another Commission or Committee.
3. Commission/Committee members shall be permitted to retain membership while seeking any elective office. However, members shall not use the meetings, functions or activities of such bodies for purposes of

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campaigning for elective office.

4. There shall be seven (7) members on each Commission/Committee with the exception of the Finance and Audit Committee and the Housing Commission, which each have five (5) members.

Reappointments, Resignations, Removals

1. Incumbents seeking a reappointment are required to complete and file an application with the City Clerk by the application deadline. No person shall be reappointed to a Commission/Committee who has served on that same body for two consecutive terms; unless a period of one year has lapsed since the returning member last served on that Commission (the one year period is flexible subject to Council's discretion.).
2. Resignations must be submitted in writing to the City Clerk, who will distribute copies to City Council and appropriate staff.
3. The City Council may remove a member by a majority vote of the Council without cause, notice or hearing.

Term of Office

1. Unless specified otherwise, the term of office for all Commission/Committee shall be four (4) years unless a resignation or a removal has taken place.
2. If a person is appointed to fill an unexpired term and serves less than two years, that time will not be considered a full term. However, if a person is appointed to fill an unexpired term and serves two years or more, that time will be considered a full term.
3. Terms are staggered to be overlapping four-year terms, so that all terms do not expire in any one year.
4. If a member resigns before the end of his/her term, a replacement serves out the remainder of that term.

Vacancies

1. Vacancies are created due to term expirations, resignations, removals or death.
2. Vacancies are listed on the Council agenda and posted by the City Clerk in the Council Chambers bulletin board and on the City's website.
3. Whenever an unscheduled vacancy occurs in any Commission/Committee, a special vacancy notice shall be posted within 20 days after the vacancy occurs. Appointment shall not be made for at least ten working days after posting of the notice (Government Code 54974).
4. On or before December 31 of each year, an appointment list of all regular advisory Commissions and Committees of the City Council shall be prepared by the City Clerk and posted in the Council Chambers

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bulletin board and on the City’s website. This list is also available to the public. (Government Code 54972, Maddy Act).

Roles and Responsibilities

The purpose of this section is to define and clarify the roles and responsibilities of the Commissions/Committees:

Arts Commission

~~This Commission is charged with advising the Council on matters related to City cultural programs established primarily for the residents of the City as artists and as an audience, including arts concerned with line, color, form (painting, sculpture, and architecture); arts concerned with sound (music and dance); and, arts concerned with the exploitation of words for both their musical and expressive value (literature, prose, poetry and plays).~~

Bicycle Commission

The Bicycle Commission is charged primarily with advising the City Council on ways to improve the bicycling environment, implementation of the bikeways plan and other related matters.

Community Mediation Service

~~This Committee is charged with providing mediation services for local residents and businesses. (It is guided by a separate policy statement and by its By-Laws).~~

Environmental Quality Commission

The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement, and sustainability. Specific focus areas include:

- Preserving heritage trees
- Using best practices to maintain city trees
- Preserving and expanding the urban canopy
- Making determinations on appeals of heritage tree removal permits
- Administering annual Environmental Quality Awards program
- Organizing annual Arbor Day Event; typically a tree planting event
- Advising on programs and policies related to protection of natural areas, recycling and waste reduction, environmentally sustainable practices, air and water pollution prevention, climate protection, and water and energy conservation.

Finance & Audit Committee

The Finance & Audit Committee is charged primarily to support delivery of timely, clear and comprehensive reporting of the City’s fiscal status to the community at large. Specific focus areas include:

- Review the process for periodic financial reporting to the City Council and the public, as needed
- Review financial audit and annual financial report with the City’s external auditors

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- Review of the resolution of prior year audit findings
- Review of the auditor selection process and scope, as needed

Housing Commission

The Housing Commission is charged primarily with advising the City Council on housing matters including housing supply and housing related problems. Specific focus areas include:

- Community attitudes about housing (range, distribution, racial, social-economic problems)
- Programs for evaluating, maintaining, and upgrading the distribution and quality of housing stock in the City
- Planning, implementing and evaluating City programs under the Housing and Community Development Act of 1974
- Members serve with staff on a loan review committee for housing rehabilitation programs and a first time homebuyer loan program
- Review and recommend to the Council regarding the Below Market Rate (BMR) program
- Initiate, review and recommend on housing policies and programs for the City
- Review and recommend on housing related impacts for environmental impact reports
- Review and recommend on State and regional housing issues
- Review and recommend on the Housing Element of the General Plan
- The five most senior members of the Housing Commission also serve as the members of the Relocation Appeals Board (City Resolution 4290, adopted June 25, 1991).

Las Pulgas Committee

~~This Committee is charged with advising the City Council on matters regarding the activities of the City's Community Development Agency providing comments and recommendations on policies affecting the Las Pulgas Project Area, as well as on issues, projects and programs in the neighborhood.~~

Library Commission

The Library Commission is charged primarily with advising the City Council on matters related to the maintenance and operation of the City's libraries and library systems. Specific focus areas include:

- The scope and degree of library activities
- Maintenance and protection of City libraries
- Evaluation and improvement of library service
- Acquisition of library materials
- Coordination with other library systems and long range planning
- Literacy and ESL programs

Parks and Recreation Commission

The Parks and Recreation Commission is charged primarily with advising the City Council on matters related to City programs and facilities dedicated to recreation. Specific focus areas include:

- Those programs and facilities established primarily for the participation of and/or use by residents of the City, including adequacy and maintenance of such facilities as parks and playgrounds, recreation buildings, facilities and equipment

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- Adequacy, operation and staffing of recreation programs
- Modification of existing programs and facilities to meet developing community needs
- Long range planning and regional coordination concerning park and recreational facilities

Planning Commission

The Planning Commission is organized according to State Statute.

- The Planning Commission reviews development proposals on public and private lands for compliance with the General Plan and Zoning Ordinance.
- The Commission reviews all development proposals requiring a use permit, architectural control, variance, minor subdivision and environmental review associated with these projects. The Commission is the final decision-making body for these applications, unless appealed to the City Council.
- The Commission serves as a recommending body to the City Council for major subdivisions, re-zonings, conditional development permits, ~~planned development permits~~, Zoning Ordinance amendments, General Plan amendments and the environmental reviews and Below Market Rate (BMR) Housing Agreements associated with those projects.
- The Commission works on special projects as assigned by the City Council.

Commented [API1]: Per Planning staff, these used to be allowed in the El Camino Real area, but the Specific Plan deleted that permit process.

Sister City Committee

The Sister City Committee is primary charged with promoting goodwill, respect and cooperation by facilitating cultural, educational and economic exchanges

- Develop a mission statement and program plan consisting of projects, exhibits, contacts and exchanges of all types to foster and promote the objectives of the mission statement
- Implement the approved program plan upon request of the City Council
- Keep the community informed concerning the Sister City program
- Advise the City Council on matters pertaining to any sister city affairs
- Perform other duties as may be assigned to the committee by the City Council

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Transportation Commission

The Transportation Commission is charged primarily with advising the City Council on matters related to the adequacy and improvement of all types of public and private transportation within and across the City, including the best approaches to establishing and maintaining systems and facilities for the transport of people and goods around the City. Specific focus areas include:

- The coordination of motor vehicle, bicycle, mass transit, and pedestrian traffic facilities
- The development and encouragement of the most efficient and least detrimental overall transportation system for the City supporting the goals of the General Plan
- Coordination with regional transportation systems
- Serve as the appeals board for appeals from staff determinations concerning establishment of traffic signs, pavement markings, speed zones, parking regulations, traffic signals, bike lanes, bus stops, etc.

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Special Advisory Bodies

The City Council has the authority to create ad-hoc committees, task forces, or subcommittees for the City, and from time to time, the City Council may appoint members to these groups. The number of persons and the individual appointee serving on each group may be changed at any time by the Council. There are no designated terms for members of these groups; members are appointed by and serve at the pleasure of the Council.

Any requests of City Commissions or Committees to create such ad-hoc advisory bodies shall be submitted in writing to the City Clerk for Council consideration and approval.

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**STAFF REPORT****City Council****Meeting Date:****2/28/2017****Staff Report Number:****17-038-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 May 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 May 1, 2017 in order to finalize contract terms.

Policy Issues

Team Sheeper Inc., has been operating the Burgess Pool facility since 2006 and took over summer operations at Belle Haven Pool in 2012 and is now operating that pool, with limited hours, year-round. Council continues to support use of this alternative service provider given the history of outstanding customer service and the cost savings offered through outsourcing this program.

Background

The first lease agreement with Team Sheeper 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 at that time. 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. On October 25, 2016, Council approved an additional extension to March 1 due to Council's full agenda for the remainder of last calendar year. Staff is requesting an additional lease extension to May 1, 2017 in order to conclude negotiations and prepare the new contract for Council approval at the soonest appropriate time.

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).

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. An additional extension was approved through March 1, 2017 due to Council's busy agenda calendar.

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, and is requesting an additional lease extension to May 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
Community Services Manager



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 provided 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

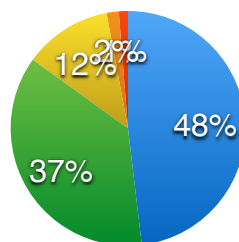
INCLUDES USER GROUP FEEDBACK BY PROGRAM AREA OR RENTAL

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:

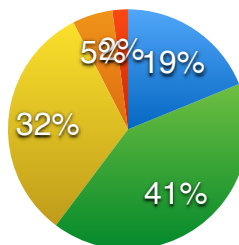
1. As a direct result of participating at the pool, I (or my child) have improved upon or developed a new skill.

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



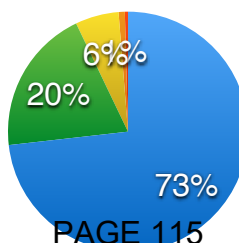
2. As a direct result of participating at the pool, I (or my child) feel closer to my community.

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

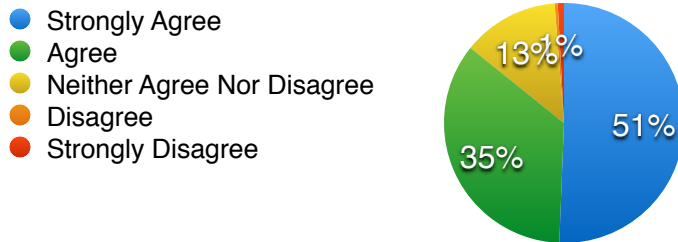


3. My (or my child's) participation in aquatics programs supports a healthy lifestyle.

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



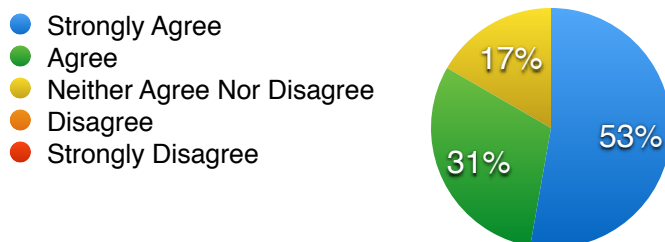
4. My (or my child's) participation in aquatics programs contributes to my (or my child's) individual growth and development.



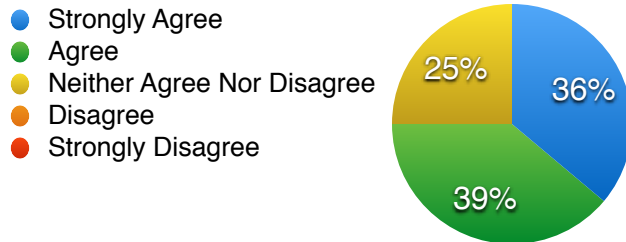
MENLO SWIM AND SPORT BURGESS USERS - 2015 SURVEY RESPONSES				
Answer Options	Question #1	Question #2	Question #3	Question #4
Strongly Agree	48.12%	18.83%	73.22%	50.63%
Agree	36.82%	41.42%	19.67%	35.15%
Neither Agree Nor Disagree	12.13%	32.22%	5.86%	12.97%
Disagree	1.67%	5.44%	0.84%	0.42%
Strongly Disagree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

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

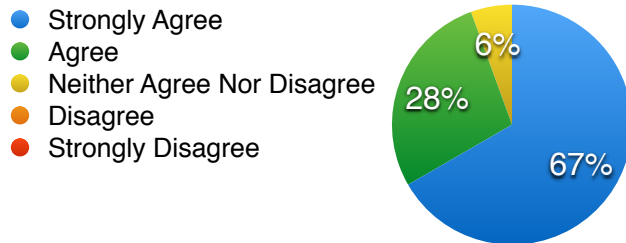
1. As a direct result of participating at Belle Haven Pool, I (or my child) have improved upon or developed a new skill.



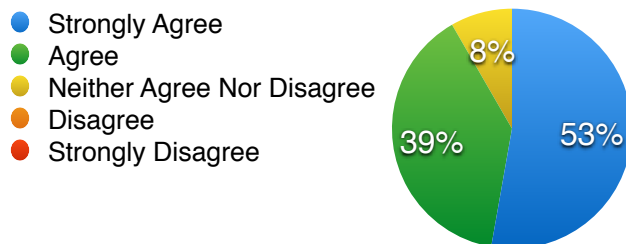
2. As a direct result of participating at Belle Haven Pool, I (or my child) feel closer to my community.



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 air, 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)	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)	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)					
6-7	School (4)	O (2)	School (4)	O (2)	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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	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:

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)	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 (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)	Laps (4)	O (2)	School (6)	School (4)	O (2)		
	Laps (2)	(2)	(2)	Laps (2)	(2)	(2)	Laps (2)	(2)	(2)	Laps (2)	(2)	(2)	Laps (2)	(2)	(2)	(2)	(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)									
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)	Laps (7)	Jr. Grd. (2)	Laps (7)	Jr. Grd. (2)	Laps (7)	Jr. Grd. (2)	Laps (7)	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)	
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)	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)	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)	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)	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)		Open (5)	L (1)	Open (5)	L (1)					
3-4	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)		Open (5)	L (1)	Open (5)	L (1)					
5-6	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)										
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

☺ 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) Polo (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)		
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)		
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)	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)							

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:

•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)			
	Aqua Fit (4)		Aqua Fit (4)		Aqua Fit (4)		Aqua Fit (4)		Aqua Fit (4)		TNT (6)		Aqua Fit (4)	
8-9	L (2)		L (2)		L (2)		L (2)		L (2)		TNT (6)		L (2)	
	SS (2)		SS (2)		SS (2)		SS (2)		SS (2)		School (6)		School (6)	
9-10	Lap (1)	Aqua Fit (3)	Laps (4)	Laps (4)	Lap (1)	Aqua Fit (3)	Laps (4)	Laps (4)	Lap (1)	Aqua Fit (3)	School (6)		School (6)	
10-11	Laps (2)	Aqua Fit (2)	Laps (4)	Laps (4)	Laps (2)	Aqua Fit (2)	Laps (4)	Laps (4)	Laps (2)	Aqua Fit (2)	School (6)		School (6)	
11-12	Laps (4)		Laps (4)		Laps (4)		Laps (4)		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)
	School (4)		School (4)		School (4)		School (4)		School (4)		Laps (2)	Open (4)	Laps (2)	Open (4)
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)	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	∅	∅
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)

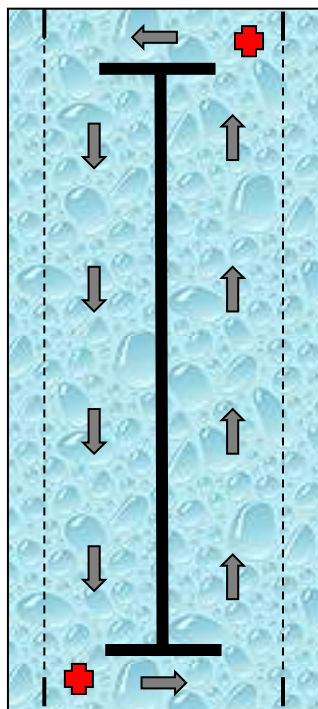
Changes to Lap Lane Availability:

☺ **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

\$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

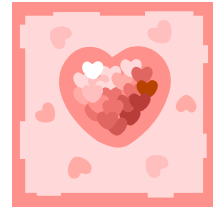
\$6 per drop-in visit

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	-	-	-

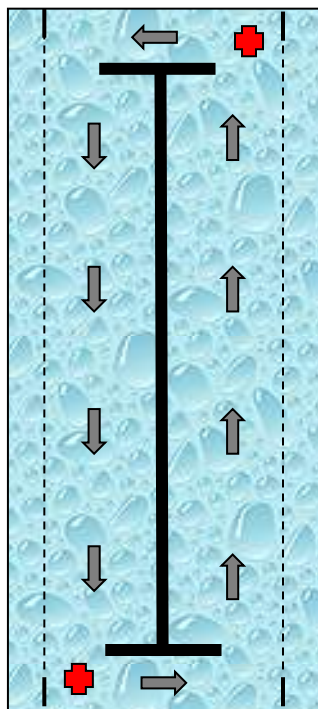
Short Course: 25 Yards (70 lengths of the pool = 1 mile)

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	∅	∅	∅	∅	-	-

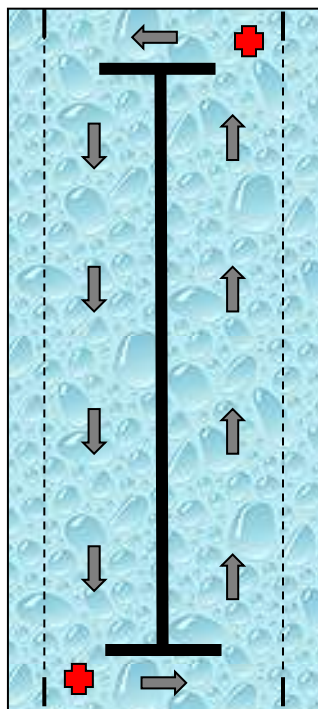
Performance Pool 80° 25 Yards (11 Lanes)

	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

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Lap Lane Availability

April 2015

Non Summer Season: through May, 2015



Instructional Pool 87° 25 Yards (6 Lanes)

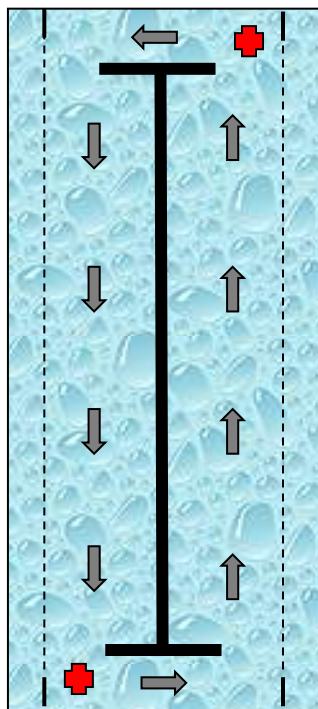
	MON	TUE	WED	THU	FRI	SAT	SUN
6 - 7	6	6	6	6	6	-	-
7-7:50	6	6	6	6	6	-	-
7:50	2	2	2	2	2	-	-
8 - 9	2	2	2	2	2	-	2
9 - 10	4	1	4	1	4	-	-
10 - 11	4	2	4	2	4	∅	∅
11 - 12	4	4	4	4	4	∅	∅
12-1	4	4	4	4	4	∅	∅
1 - 1:45	4	4	4	4	4	∅	∅
1:45 - 2	∅	∅	∅	∅	∅	∅	∅
2-3	∅	∅	∅	∅	∅	2	2
3 - 4	∅	∅	∅	∅	∅	2	2
4 - 5	∅	∅	∅	∅	∅	2	2
5 - 6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

- 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

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\$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	-	-	-

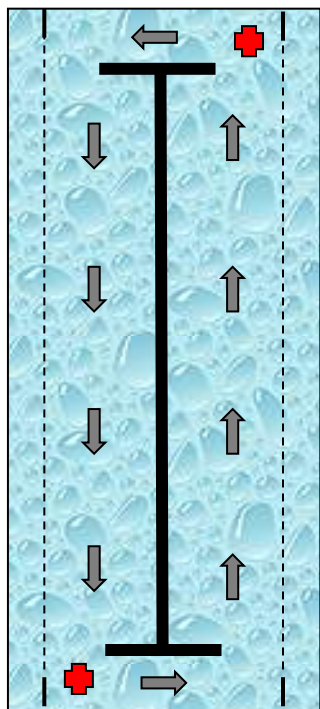
Short Course: 25 Yards (70 lengths of the pool = 1 mile)

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**

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:

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

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Lap Swimming Pricing:

Menlo Park Resident

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\$7 per drop-in visit

Menlo Park Resident and Student/Senior

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Non-Resident and Student/Senior

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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	-	-	-

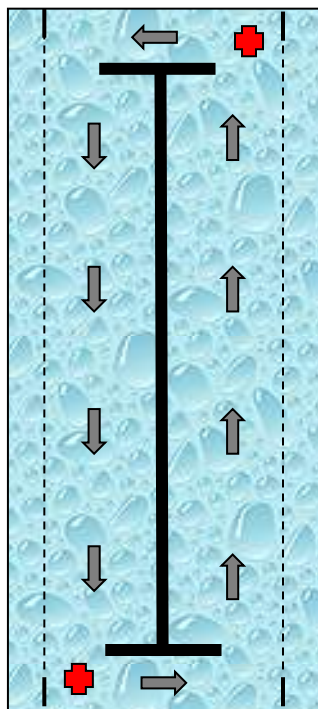
Short Course: 25 Yards (70 lengths of the pool = 1 mile)

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**

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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

- 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
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\$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

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Lap Lane Availability

July 1-31, 2015

Summer season: June 15 - August 30, 2015



Instructional Pool 87° 25 Yards (6 Lanes)

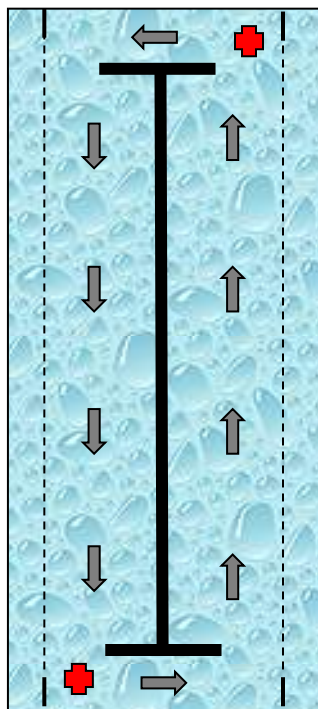
	MON	TUE	WED	THU	FRI	SAT	SUN
6 - 7	6	6	6	6	6	-	-
7-7:50	6	6	6	6	6	-	-
7:50	2	2	2	2	2	-	-
8 - 9	2	2	2	2	2	-	2
9 - 10	3	∅	3	∅	3	-	-
10 - 11	3	1	3	1	3	∅	∅
11 - 12	3	3	3	3	3	∅	∅
12-1	4	4	4	4	4	∅	∅
	2	2	2	2	2	∅	∅
1 - 2	∅	∅	∅	∅	∅	∅	∅
2 - 3	∅	∅	∅	∅	∅	1	1
3 - 4	∅	∅	∅	∅	∅	1	1
4 - 5	∅	∅	∅	∅	∅	1	1
5 - 6	∅	∅	∅	∅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

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	-	-

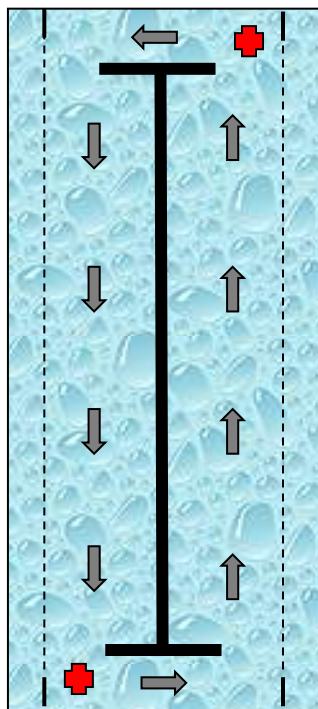
Short Course: 25 Yards (70 lengths of the pool = 1 mile)

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**

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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

- 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

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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	-	-	-

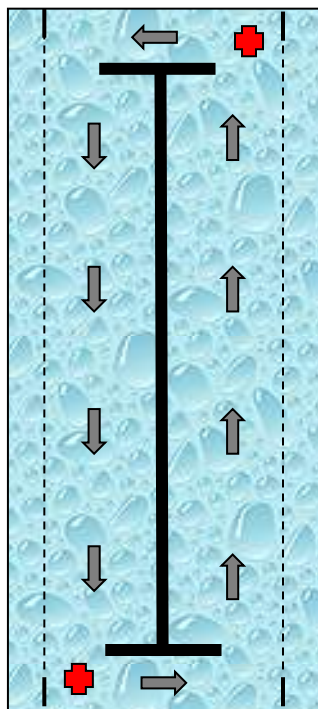
Short Course: 25 Yards (70 lengths of the pool = 1 mile)

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**
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Lap Pool Etiquette



Circle Swim Diagram

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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:

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\$7 per drop-in visit

Menlo Park Resident and Student/Senior

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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)

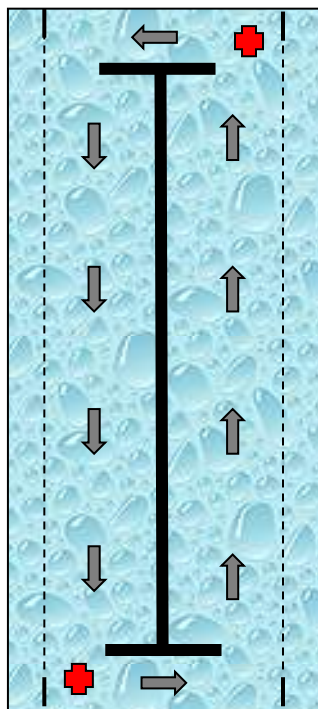
Changes to Lap Lane Availability:

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Lap Pool Etiquette



Circle Swim Diagram

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Capacity

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- Pass on the left.
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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:

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\$47 per month

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\$6 per drop-in visit

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\$5 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:

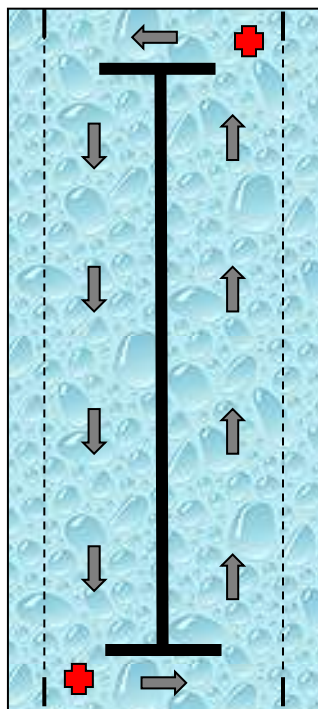
- Thursday, November 26, 2015 – CLOSED for Thanksgiving
- Friday, November 27, 2015 - Early Closure: 6:00am – 2:00pm
Solo Aquatics 12:30pm - 2:00pm = Eight lanes in the Performance Pool

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Lap Pool Etiquette



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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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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)

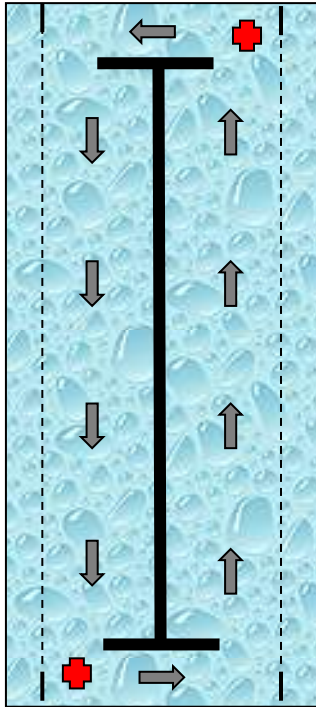
Changes to Lap Lane Availability:

- 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
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Lap Pool Etiquette



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Non Summer Season Hours:

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

Lap Swimming:

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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 May 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: _____ 2017

CITY OF MENLO PARK, a municipal corporation

Attest:

By: _____
City Manager

City Clerk

DATED: _____, 2017

TEAM SHEEPER INC, a California corporation

By: _____
Tim Sheeper,
Chief Executive Officer



STAFF REPORT

City Council

Meeting Date:

2/28/2017

Staff Report Number:

17-039-CC

Consent Calendar:

Authorize the City Manager to enter into an agreement with Baker & Taylor for the purchasing and processing of library materials, in an amount not to exceed \$175,000 and authorize the option to renew the contract annually for five years

Recommendation

Staff recommends that the City Council authorize the City Manager to enter into an agreement for the purchase and processing of library materials from Baker & Taylor in an amount not to exceed \$175,000 in each year, and to authorize the option to renew the contract annually for up to five years.

Policy Issues

The contract exceeds staff authorization and requires City Council approval. It is consistent with City policy.

Background

The Library Services Department purchases books, DVDs, magazines, music CDs, and electronic content (ebooks, e-magazines and database subscriptions) from many vendors. These include larger publishing houses and library materials distributors like Ingram, Midwest Tapes, Recorded Books, Ebsco, and Baker & Taylor; web retailers like Amazon, smaller presses, resale markets for out of print materials, and individual film and book creators. Baker & Taylor is a large distributor of books and electronic content and the major vendor used by the Library for purchasing materials. They also provide value-added services like the physical processing of books and audio visual items (applying RFID tags, barcodes, stickers and property stamps to purchased items), collection development tools (ordering software and inventory control software), and electronic bibliographic material for the Library's catalog. The Library has purchased materials from Baker & Taylor for more than 20 years and value added services for 18 years. Based on year-to-date expenditures with Baker and Taylor, as well as historical expenditures, the Library anticipates exceeding the City Manager's existing approval authority with its cumulative purchases from Baker & Taylor this fiscal year.

Analysis

In December of 2016, requests for quotes were sent to five vendors. Two were returned completed (see attachment A). The quotes in attachment A reflect the per item price for value added services. There is no fee for ordering from either vendor. Both vendors offer similar discounts for items purchased, exclusive of value added services. The purpose of the recommended increase in purchasing authority for the City Manager is to comply with existing purchasing policy restrictions. This is not a request for additional funds.

Impact on City Resources

Authorizing the use of this vendor for more than the existing purchase authority will provide efficiencies for the Library Services Department and the Finance Division. Value added services like the ones described above support recommendations made in the Library's departmental review. There are sufficient funds in the Library budget to implement this recommendation.

Environmental Review

No environmental review is required for these purchases.

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 quotes

Report prepared by:
Nick Szegda, Assistant Director of Library Services

Summary of Quotes	
Company	Bid Amount
INGRAM	\$4.49/Unit
BAKER & TAYLOR	\$4.20/UNIT

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STAFF REPORT

City Council

Meeting Date:

2/28/2017

Staff Report Number:

17-049-CC

Consent Calendar:

Authorize the submittal of a comment letter on the Notice of Preparation of an Environmental Impact Report for the Stanford University 2018 General Use Permit Project

Recommendation

Staff recommends that the City Council authorize staff to submit a comment letter on the Notice of Preparation (NOP) of an Environmental Impact Report (EIR) for the Stanford University 2018 General Use Permit (GUP) Project (the Project).

Policy Issues

This action is consistent with prior actions taken by the City on proposed projects located in neighboring jurisdictions that could induce environmental impact to the City of Menlo Park. Specifically, the City Council's 2017 Work Plan identifies this Project (Item #4).

This action is also consistent with policies and programs (i.e., CIRC-1.B, CIRC-2.15) stated in the 2016 City General Plan Circulation Element. These policies and programs seek to develop a collaborative working relationship with neighboring jurisdictions to develop, fund, and implement local and regional transportation planning/engineering efforts.

Background

Stanford University (Stanford) is a private university located on the San Francisco Peninsula. Stanford owns approximately 8,180 acres of land spanning across six (6) governmental jurisdictions. These jurisdictions include: unincorporated areas of Santa Clara County and San Mateo County, the cities of Palo Alto, Menlo Park, and the towns of Portola Valley and Woodside.

In 2000, the Santa Clara County Board of Supervisors adopted the Stanford University Community Plan ([Attachment A - Hyperlink](#)) and the 2000 GUP ([Attachment B - Hyperlink](#)). Both documents helped guided Stanford's current growth and development within the unincorporated area of Santa Clara County. The unincorporated area is generally bounded by Sand Hill Road and Quarry Road to the north, El Camino Real to the east, Stanford Avenue and Page Mill Road to the south, and Arastradero Road and Alpine Road to the west.

The unincorporated Santa Clara County area is divided into two concentrated areas. The Stanford's core campus area, which includes academic and housing facilities, is located north of

Junipero Serra Boulevard, also known as the Stanford's Academic Growth Boundary. The other area covers vast undeveloped lands south of Junipero Serra Boulevard.

According to the Project application documents ([Attachment C – Hyperlinks](#)), Stanford has developed approximately 1.4 million of the allowable 2.035 million square feet of net new academic and academic support land uses, and all 4,468 allowable housing units established under the current 2000 GUP.

Analysis

In November 2016, Stanford submitted an application to the County of Santa Clara to update its current 2000 GUP. The update is referred to as the 2018 GUP. The County of Santa Clara, as the Lead Agency, will be responsible for preparing the required plan-level EIR for the Project. Ultimately, Stanford seeks the following approvals from the County:

- Certification of the 2018 GUP EIR
- Adoption of a new 2018 GUP
- Approval of amendments to the Stanford Community Plan
- Approval of amendments to the County Zoning Map

On January 3, 2017, the County of Santa Clara issued a NOP ([Attachment D - Hyperlink](#)) of the Project EIR. The NOP describes the project background, proposed project scope, and a range of environmental topic areas to be evaluated, including project alternatives. Stanford will be presenting an update to the City Council also on February 28, 2017.

The public comment period on the NOP closed on February 17, 2017. Staff submitted a comment letter prior to the deadline but also requested an extension to review the letter again following a presentation by Stanford scheduled for the February 28, 2017 City Council Meeting. The County has granted the City an extension to the public comment period on the NOP until March 8, 2017.

Staff has prepared a draft comment letter describing the City's specific comments on the NOP ([Attachment E](#)). The key issues highlighted in the comment letter include requests to:

- Analyze floodwater detention area on Stanford lands
- Maximize affordable housing for faculty, staff, students, and indirect Stanford employee
- Continue No Net New Commute Trips requirement
- Analyze a 5-mile multi-modal commute shed
- Ensure no double-counting trip credit originated from 500 El Camino Real and 2131 Sand Hill Road projects
- Modify study area to incorporate developments outside the traffic cordon area
- Modify trip distribution to include approved Stanford Redwood City Campus and the proposed residential uses at 500 El Camino Real

Impact on City Resources

The City has available resources and funds to review and respond to documents related to this Project. No additional funds or resources are required at this time. Depending on the level of future reviews expected for the Draft EIR, staff may recommend entering into a consultant contract for assistance.

Environmental Review

The County of Santa Clara is the lead agency for the Project. The City's action to submit a comment letter on the NOP does not require environmental clearance.

Public Notice

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

Attachments

- A. Stanford University Community Plan -
<https://drive.google.com/file/d/0B0BM4gZWP7M6eVZYU0ZwNnFwcmM/view>
- B. 2000 GUP - <https://drive.google.com/file/d/0B0BM4gZWP7M6Ym1kc3A3YnBWeHM/view>
- C. 2018 GUP Application Volumes 1 and 2 -
<https://drive.google.com/file/d/0B0BM4gZWP7M6ZTVFM254RIA3VmM/view>,
<https://drive.google.com/file/d/0B0BM4gZWP7M6NEw5dnZsdIBLc1U/view>
- D. NOP of Project EIR -
https://www.sccgov.org/sites/dpd/DocsForms/Documents/SU_GUP2018_NOP.pdf
- E. Draft Comment Letter

Report prepared by:

Kevin Chen, P.E., Assistant Engineer

Report reviewed by:

Nicole H. Nagaya, P.E., Assistant Public Works Director



March 3, 2017

Mr. David Rader
County of Santa Clara
Department of Planning and Development
County Government Center
70 West Hedding Street, San Jose, CA 95110

RE: Stanford University “2018 General Use Permit”, Draft EIR Comments

Dear Mr. Rader,

Please find attached the City of Menlo Park’s comments on the Draft Environmental Impact Report (DEIR) for the Stanford University “2018 General Use Permit” Project (File #: 7165-16P-16GP-16Z-16EIR).

The City appreciates the opportunity to comment on the proposed project. Our comments are detailed in the attachment. Please contact us at 650.330.6770 with any questions.

Please note we have submitted comments prior to the deadline listed in the Notice of Preparation, however, the City has requested and was granted an extension to review the letter following a presentation by Stanford scheduled for February 28, 2017. Please consider this the formal comment letter.

The City looks forward to these issues being addressed in the Draft Environmental Impact Report.

Sincerely,

Kirsten Keith, Mayor

1. The City requests that Stanford continue to work with the City of Menlo Park and other jurisdictions to develop a specific proposal for the detention of floodwaters on Stanford land that will result in a significant and measurable reduction in floodwaters reaching the floodplain areas within Menlo Park and neighboring jurisdictions. Combined with the improvements downstream within San Francisquito Creek, the detention on Stanford land shall result in containment of flows from the 100-year storm event within the detention site(s) and within the Creek to the extent feasible. The detention plan shall be designed and implemented by Stanford within a specific time line that is relative to the proposed development.
2. In addition, the City requests that the proposed General Use Permit include measures that either mitigate for increase flows and/or create no net increase in storm water runoff to the neighboring downstream communities that are located within the San Francisquito Creek Watershed Area.
3. As availability of affordable housing continues to be a regional concern, the City requests that the County maximize additional benefits for housing supply for faculty, staff, and students, as well as for workers that may not be employed directly by Stanford, but work within the General Use Permit area.
4. The City supports Stanford's proposal for the continuation of the No Net New Commute Trips condition of development.
5. Please include an analysis of a 5-mile commute shed around the proposed General Use Permit development area. As noted in the permit application, Stanford owns land throughout the mid-Peninsula, including proposed development sites in Menlo Park and an approved project site in Redwood City. The City is requesting that the Draft EIR assess walking, bicycling, and traffic conditions across Stanford properties located across these multiple jurisdictions.
6. Stanford is requesting continuation of a program to provide trip credit for off-campus transportation infrastructure improvements within the Cordon Credit Area, which includes properties owned by Stanford outside of Santa Clara County, including 500 El Camino Real and 2131 Sand Hill Road. The City requests that any required measures to reduce or mitigate impacts from the Middle Plaza at 500 El Camino Real or 2131 Sand Hill Road projects currently under review are not eligible for credits under the General Use Permit program, since this would result in double-counting the benefits of such measures. Pursuant to comment 4 above, the City also requests the County consider expanding the Cordon Credit Area to encompass the approved Redwood City site.
7. Please describe in the Draft EIR how vehicle trips from the proposed development areas outside the traffic cordon area, including Quarry, Lathrop, and San Juan in particular, will be addressed by the No Net New Commute Trips condition. The City requests the County modify the cordon area to incorporate these zones with additional proposed development.
8. The trip distribution proposed in Stanford's application does not appear to account for the approved Redwood City project site or the proposed residential uses at 500 El Camino Real in Menlo Park. Please evaluate the additional developments planned at these locations and adjust the trip distributions if necessary.

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**SPECIAL AND REGULAR MEETING MINUTES - Draft**

Date: 2/7/2017
Time: 5:30 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

5:30 P.M. Closed Session (City Hall Administration Building, 1st floor Council conference room)

Mayor Keith called the closed session to order at 5:35 p.m. Mayor Pro Tem Ohtaki and Councilmember Mueller were absent.

There was no public comment.

- CL1.** Closed Session pursuant to Government Code Section §54957.6 to confer with labor negotiators regarding current labor negotiations with Service Employees International Union (SEIU), American Federation of State, County and Municipal Employees (AFSCME) and the Menlo Park Police Sergeants' Association (PSA), the Menlo Park Police Officers' Association (POA)
- CL2.** Closed session conference with legal counsel pursuant to Government Code section 54956.9 (d)(1) regarding existing litigation: 1 case - City of East Palo Alto v. City of Menlo Park et al., San Mateo County Superior Court Case No. 16CIV03062

7:00 P.M. Regular Session**A. Call To Order**

Mayor Keith called the meeting to order at 7:07 p.m.

B. Roll Call

Present: Carlton, Cline, Keith, Mueller, Councilmember Ohtaki joined the meeting at 7:18 p.m. remotely from Las Vegas, Nevada

Absent: None

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

C. Pledge of Allegiance

Mayor Keith led the pledge of allegiance with Menlo-Atherton High School student Kasha Merritt.

D. Report from Closed Session

There was no reportable action from the closed session.

E. Presentations and Proclamations

- E1. Proclamation recognizing Black History Month ([Proclamation](#))

Menlo-Atherton High School student Kasha Merritt recited a poem and accepted a Certificate of Recognition.

F. Study Session

At this time, item F2 was called out of order. City Attorney Bill McClure recused himself and exited the Council chambers due to a conflict of interest that his business office is located in proximity to the property that is the subject of this item.

F2. Provide feedback on the Ravenswood Avenue Railroad Crossing study alternatives ([Staff Report# 17-034-CC](#))([Presentation](#))

Transportation Engineer Angela Obeso made a presentation with Project Manager Etty Mercurio of AECOM.

Public Comment:

- Steve Van Pelt spoke regarding a shoe fly pass, an underground pass at Oak Grove and potentially taking private property
- Verle Aebi spoke in support of alternate C and track height
- Andrew Barfknecht spoke regarding minimizing track height, considering a trench, and more east-west connectivity
- Adina Levin spoke regarding the project

The City Council directed staff to bring back more information outlining a complete picture of city end-to-city end passing track options, confirmation from legal counsel of grant requirements in terms of passing track studies, and order of magnitude of costs for alternatives A, B and C, and how track configurations impact neighborhood property lines. Council directed staff to enhance public notification for the next meeting on this item.

F1. Information Technology Master Plan ([Staff Report# 17-036-CC](#))([Presentation](#))

Administrative Services Director Nick Pegueros introduced the item and all of the speakers. Information Technology Manager Gene Garces presented an overview of the City of Menlo Park's IT Division. The consultant team of Steve Robichaud and Tom Jakobsen of ClientFirst Technology Consulting presented an overview of the master plan report.

The City Council directed staff to bring back a recommendation focusing on replacement of the land management system, its impact on the capital projects that are managed by staff who will work on that module and the cost of different modules. This item will be agendaized in preparation for the budget process.

G. Public Comment

- Gary Lauder spoke regarding the Willow/101 Interchange Project
- Jon Johnston spoke regarding the Willow/101 Interchange Project ([Handout](#))

H. Consent Calendar

Mayor Keith commented on item H3 stating that staff has advised the Council of changed documents related to the Development Agreement for the Station 1300 mixed use project. Since release of the staff report for the February 7 Council meeting, the applicants acted to consolidate the land ownership name from the three names previously listed to one of the three – Real Social Good Investments, LLC. The Development Agreement (DA) and applicable exhibits to the agreement have been revised accordingly. No other changes have been made to the terms or provisions of the DA.

- H1. Waive the reading and adopt **Ordinance 1030**, zoning amendments relating to Child Day Care Homes and Centers ([Staff Report# 17-029-CC](#))
- H2. Waive the reading and adopt **Ordinance 1031**, zoning ordinance amendments related to Secondary Dwelling Units ([Staff Report# 17-030-CC](#))
- H3. Waive reading and adopt **Ordinance 1032** approving the Development Agreement for the 1300 El Camino Real Project ([Staff Report# 17-028-CC](#))([Revised documents](#))
- H4. Authorize the City Manager to enter into consultant agreements for the Bedwell Bayfront Park Master Plan project ([Staff Report# 17-031-CC](#))
- H5. Adopt **Resolution 6374** authorizing application to the San Mateo County Community Development Block Grant (CDBG) Program for projects in the Belle Haven neighborhood for the 2017-18 grant cycle ([Staff Report# 17-027-CC](#))
- H6. Adopt **Resolution 6375** in collaboration with the Cities of Mountain View, Palo Alto and Redwood City directing staff to participate in sub-regional planning on bike routes ([Staff Report# 17-032-CC](#))
- H7. Approve minutes for the City Council meetings of January 10, 24 and 27, 2017 ([Attachment](#))

ACTION: Motion and second (Cline/Carlton) to approve all items on the Consent Calendar with edits to item H7 passes unanimously.

I. Regular Session

- I1. Consider a resolution ratifying the Menlo Park Fire Protection District's ordinance for the adoption of the local amendments to the 2016 California Fire Code ([Staff Report# 17-033-CC](#))([Handout](#))

Assistant Community Development Director Ron LaFrance presented the item with Menlo Park Fire Protection District Jon Johnston.

ACTION: Motion and second (Cline/Carlton) to approve **Resolution 6376** ratifying the Menlo Park Fire Protection District's ordinance for the adoption of the local amendments to the 2016 California Fire Code, excluding the procedures manual and deleting substantial alteration, passes unanimously.

- I2. Approve the 2017 City Council work plan, budget principles and City Council procedures manual ([Staff Report # 17-035-CC](#))

City Manager Alex McIntyre presented the item.

Public Comment:

- Jen Wolosin, Parents for Safe Routes, spoke regarding the inclusion of Safe Routes to School as part of the Council's 2017 work plan
- Philip Mazzara, Transportation Commission Chair, spoke regarding a city-wide Safe Routes to School program as part of the Council work plan and taking a collaborative, programmatic approach

The City Council gave direction regarding the parking lot issues identified during the goal setting meeting.

ACTION: Motion and second (Cline/Mueller) to approve the 2017 City Council work plan, budget principles and City Council procedures manual passes unanimously.

13. Receive the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2016 ([Staff Report # 17-037-CC](#))([Presentation](#))

Administrative Services Director Nick Pegueros introduced the item and Ahmed Badawi of Badawi and Associates made a presentation.

ACTION: By acclamation, the City Council received the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2016

The City Council directed staff to bring back information regarding two additional staff members for Finance as part of the mid-year budget review process.

14. Receive a report and hear public comment on upcoming negotiations with the American Federation of State, County, and Municipal Employees Local 829 (AFSCME); Menlo Park Police Officers' Association (POA); Menlo Park Police Sergeants Association (PSA); and Local 521 Service Employees International Union, CTW, CLC (SEIU) on successor agreements to current agreements expiring June 30, 2017 ([Staff Report# 17-025-CC](#))([Presentation](#))

Human Resources Manager Lenka Diaz made a presentation. There was no public comment.

ACTION: By acclamation, the City Council accepted the staff report on upcoming negotiations with the American Federation of State, County, and Municipal Employees Local 829 (AFSCME); Menlo Park Police Officers' Association (POA); Menlo Park Police Sergeants Association (PSA); and Local 521 Service Employees International Union, CTW, CLC (SEIU) on successor agreements to current agreements expiring June 30, 2017

J. City Manager's Report

There was no report.

K. Councilmember Reports

There were no reports.

L. Adjournment

Mayor Keith adjourned the meeting at 12:20 a.m. on February 8, 2017

Pamela Aguilar, CMC
City Clerk

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**STAFF REPORT****City Council****Meeting Date:****2/28/2017****Staff Report Number:****17-050-CC****Regular Business:****Council 2017 Work Plan – Capacity Creation for the Willows Neighborhood Cut-through Traffic Analysis****Recommendation**

It is recommended that the City Council consider creating additional capacity to work on the Willows Neighborhood Cut-Through Traffic Analysis as included in the 2017 City Council Work Plan.

Policy Issues

City Council included in the 2017 Work Plan the Willows Neighborhood Cut-Through Traffic Analysis and asked staff to return showing how to create the additional capacity to undertake this effort.

Background

The City Council adopts its work plan at the beginning of the year. Many of these items are typically not funded until the adoption of the budget late in June. At the January 27, 2017, Special Meeting, the Council drafted its 2017 Work Plan. At its February 7 meeting, the Council amended and adopted the final 2017 Work Plan to include, among other projects, the Willows Neighborhood Cut-Through Traffic Analysis and asked staff to return with a plan by which staff capacity could be created to adequately address this item.

It was suggested that the City notify Traffic Mobile Application providers (e.g., WAZE and Google Maps) of the undesirability of these Apps from encouraging drivers to use the Willows residential neighborhood for cut-through purposes. In addition, the Police Department was asked to explore the concept of working with the Transportation Division on disallowing certain turning movements into the Willows neighborhoods during certain hours and any additional enforcement necessary.

Analysis

The theme of the 2017 Goal Setting efforts was staff capacity to effectively get the work done. In fact, at its February 7 meeting, the City Council struggled over how to create additional capacity to adequately address the growing demand for a Safe Routes to Schools Program. The Council agreed to consolidate the Transportation Commission and the Bicycle Commission as a means of creating the needed capacity.

While adding more staff may seem an obvious capacity creating solution for this specific item, for management reasons, it is not recommended at this time.

Staff has reviewed the approved 2017 Work Plan and given the importance of each of the transportation projects in the Plan, staff recommends that the Willows Neighborhood Cut-Through Traffic Analysis be incorporated into the Safe Routes to Schools Initiative approved by the Council. While it may prolong both projects in coming to completion, it is a means of making progress on both fronts in a coordinated manner.

Impact on City Resources

This solution does not have any direct financial impacts.

Environmental Review

N/A

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:
Alicia Nightengale-Sofos, Senior Management Analyst



STAFF REPORT

City Council

Meeting Date:

2/28/2017

Staff Report Number:

17-040-CC

Regular Business:

Introduction of an ordinance to amend the 2016 California Green Building Standards Code to increase the number of required electric vehicle charging stations in the life sciences, office and residential-mixed use zoning districts

Recommendation

Staff recommends that the City Council introduce an ordinance amending the 2016 California Green Building Standards Code to increase the number of Electric Vehicle (EV) charging stations in the Life Sciences (LS), Office (O), and Residential-Mixed Use (R-MU) Zoning Districts (Attachment A).

Policy Issues

The adoption of the proposed local amendment to the 2016 California Green Building Standards Code is a follow up action and consistent with the Council's recent adoption of the M-2 area zoning changes associated with the General Plan Update.

Background

The California Building Standards Code (California Code of Regulations, Title 24, Parts 1, 2, 2.5, 3, 4, 5, 6, 8, 9, 10, 11, & 12) is published in its entirety every three years and is applicable to all buildings that submit an application for a building permit during its effective period. The Building Standards Code incorporates regulations applicable to disciplines of the construction industry including the Building, Electrical, Mechanical, and Plumbing Codes. Specifically, Part 11 encompasses the 2016 Green Building Standards Code (also known as Cal Green). Local amendments to the Building Standards Code can be approved at any time during a triennial code cycle.

City Council adopted the 2016 Building Standards Code and local amendments at the December 6, 2016 Council meeting. The proposed additional amendment to increase the number of EV charging stations in the LS, O, and R-MU Zoning Districts was not included as part of that process since the Council had not yet acted on the General Plan Update that created those Districts.

Later in December, the City Council adopted the General Plan and M-2 Area Zoning Update. As part of the M-2 Area Update, three new zoning districts (LS, O and R-MU) were established that set the framework for creating the live/work/play concept that is desired for the area. Each of the three zoning districts include provisions for green and sustainable building regulations, which support the Sustainable Environmental Planning Guiding Principle, the Land Use Element Sustainable Services goal, and the Circulation Element's goals and policies for sustainable transportation and health and wellness that increase mobility options to reduce greenhouse gas emissions and improve the quality of life through transportation enhancements.

As part of a set of requirements that promote green and sustainable development, the O, LS and R-MU districts include a requirement for EV chargers for both residential and non-residential developments above what is required by Cal Green. With gas vehicles being one of the top emitters of greenhouse gas emissions in the State and increasing traffic congestion, the desire for alternative modes of transportation, including the support of new technologies such as electric vehicles, was a key focus of the General Plan Update.

Analysis

The California Health and Safety Code enables local jurisdictions to modify the California Building Standards Code and adopt different or more restrictive requirements with the caveat that:

- The local modifications must be substantially equivalent to, or more stringent than, building standards published in the California Building Standards Code; and
- The local jurisdiction is required to make specific or express findings that such changes are reasonably necessary because of local geological, climatic, or topographic conditions.

The required findings are included as Section 1 of the proposed ordinance.

Amendment Establishing Mandatory installation of EV Chargers

During the development of the sustainability measures associated with the General Plan Update, it was determined that the mandatory installation of EV chargers is in addition to the mandatory requirements of Cal Green and constitutes an amendment to that code. Specifically, the updated General Plan requires a specified number of parking stalls for new buildings in the LS, O and R-MU Zoning Districts to be pre-wired for EV chargers and to be installed with the actual EV charger(s) depending on the square footage of new construction, addition and/or alteration of a building. Additionally, pre-wire is defined as conduit and wire installed from the electrical panel board to the junction box at the parking stall, with sufficient electrical service to power chargers at all pre-wire locations. Attachment B is a table containing the EV charger requirements for the LS, O and R-MU Zoning Districts excerpted from the General Plan Update. Residential and mixed use developments in the R-MU district are also subject to the EV charger requirement. In addition to the pre-wire and installation of EV charger regulations requirements shown on the table, a minimum of 40 amp, 240 volt receptacle are required to be installed at each structural column of residential carports for EV charging purposes in residential developments.

Staff is proposing Cal Green be amended to direct design professionals and contractors to the new requirements of the O, LS and R-MU zoning districts.

Impact on City Resources

The adoption of the proposed local amendment will not result in any direct costs to the City.

Environmental Review

The adoption of the proposed local amendment is not a project that has the potential for causing a significant effect on the environment and therefore is not subject to review under the California Environmental Quality Act (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, posting a notice at the City Hall Development Service Counter, and notification by email to interested individuals.

Attachments

- A. Ordinance No. ___ amending Title 12 (Buildings and Construction) of the Menlo Park Municipal Code adopting Amendments to Part 11 of The 2016 California Building Standards Code.
- B. General Plan EV Charger Requirements

Report prepared by:
Ron La France
Assistant Community Development Director/Building Official

Report reviewed by:
Arlinda Heineck, Community Development Director

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ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MENLO PARK AMENDING TITLE 12 [BUILDINGS AND CONSTRUCTION] OF THE MENLO PARK MUNICIPAL CODE TO AMEND THE 2016 CALIFORNIA GREEN BUILDING STANDARDS CODE, PART 11 OF THE 2016 CALIFORNIA BUILDING STANDARDS CODE

WHEREAS, the City of Menlo Park ("City") wishes to adopt a building code in accordance with law and to use the most updated regulations in the processing of development in the City; and

WHEREAS, because of the City's unique local climatic, geologic and topographic conditions, the City desires to make amendments and additions to the Code.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MENLO PARK DOES ORDAIN AS FOLLOWS:

SECTION 1: FINDINGS AND DETERMINATIONS. The following local geologic conditions justify modifications to California Building Standards Code.

- A. Geological: The City is located in Seismic Risk Zones D, E, and F, which are the most severe earthquake zones in the United States. The area includes various soils and areas with significant movement potential. Buildings and other structures in Zones D, E and F can experience major seismic damage. Lack of adequate building designs and detailing as well as the lack of flexible materials and/or building systems have been contributing factors to damage that reduces the life-safety of building occupants and increases the cost of the rehabilitation of structures.
- B. Climatic: The City is located in a climatic zone with precipitation ranging from 13 to 20 inches per year with an average of approximately 15 inches per year. Ninety-five percent of precipitation falls during the months of November through April, leaving a dry period of approximately six months each year. Relative humidity remains moderate most of the time. Temperatures in the summer average around 80 degrees Fahrenheit and in the winter in the mid 50 degrees Fahrenheit. Prevailing winds in the area come from the west with velocities generally in the 12 miles per hour range, gusting from 25 to 35 miles per hour. These climatic conditions require compliance with energy efficiency standards for building construction.
- C. Topographic: Areas of highly combustible dry grasses, weeds, brush and trees adjacent to structures are common throughout the City. Above ground electrical power transmission lines are suspended through trees and above large areas of

dry vegetation. The arrangement of man-made features around many buildings greatly limit any approach to all but one side of a building.

SECTION 2: AMENDMENT OF CODE: Chapter 12.18 of Title 12 [Buildings and Construction] is hereby amended to read as follows:

CALIFORNIA GREEN BUILDING STANDARDS CODE AMEDEMMENTS

Sections:

12.18.030 Section 4.106.4.2 of Chapter 4 amended

12.18.040 Section 4.106.5.3 of Chapter 5 amended

12.18.030 Section 4.106.4.2 of Chapter 4 amended

Section 4.106.4.2 of Chapter 4 is amended to read as follows:

4.106.4.2 New multifamily dwellings. New multifamily dwelling construction located in the City of Menlo Park's R-MU zoning districts shall comply with the R-MU Zoning District's requirement for the installation and pre-wire of EV chargers.

In all other new multifamily dwelling construction, where 17 or more multifamily dwelling units are constructed on a building site, 3 percent of the total number of parking spaces provided for all types of parking facilities, but in no case less than one, shall be electric vehicle charging spaces (EV spaces) capable of supporting future EVSE. Calculations for the required number of EV spaces shall be rounded up to the nearest whole number.

Note Construction documents are intended to demonstrate the project's capability and capacity for facilitating future EV charging. There is no requirement for EV spaces to be constructed or available until EV chargers are installed for use.

12.18.040 Section 5.106.5.3 of Chapter 5 amended

Section 5.106.5.3 of Chapter 5 is amended to read as follows:

5.106.5.3 Electric Vehicle (EV) charging. New construction and alterations to existing buildings located in the City of Menlo Park's LS, O or non-residential occupancies in R-MU zoning districts shall comply with the Zoning District's requirement for the installation and pre-wire of EV chargers. New construction not located in the City of Menlo Park's LS, O or R-MU zoning districts shall comply with Sections 5.106.5.3.1 of section 5.106.5.3.2 to facilitate future installation of electric vehicle supply equipment (EVSE). When EVSE is/are installed, it shall be in accordance with the *California Building Code, California Electric Code* and as follows:

SECTION 3: EXEMPTION FROM CEQA. The City Council finds, pursuant to Title 14 of the California Administrative Code, Section 15061(b)(3) that this ordinance is exempt from the requirements of the California Environmental Quality Act (“CEQA”) in that it is not a project that has the potential for causing a significant effect on the environment.

SECTION 4: SEVERABILITY. If any part of this Ordinance is held to be invalid or inapplicable to any situation by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance or the applicability of this Ordinance to other situations.

SECTION 5: EFFECTIVE DATE. This Ordinance shall become effective on the later of March 28, 2017 or thirty (30) days from adoption.

SECTION 6: POSTING. Within fifteen (15) days of its adoption, the Ordinance shall be posted in three (3) public places within the City of Menlo Park, and the Ordinance, or a summary of the Ordinance prepared by the City Attorney, shall be published in a local newspaper used to publish official notices for the City of Menlo Park prior to the effective date.

INTRODUCED on the 7th day of February, 2017.

PASSED AND ADOPTED as an ordinance of the City of Menlo Park at a regular meeting of said Council on the 28th day of February, 2017, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

ABSTAIN: Councilmembers:

APPROVED:

Kirsten Keith
Mayor

ATTEST:

Pamela Aguilar, City Clerk

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	Electrical Vehicle (EV) Charger Requirement					
	NEW CONSTRUCTION			ADDITIONS AND/OR ALTERATIONS		
	10,000 sq. ft. – 25,000 sq. ft.	25,001 sq. ft. – 100,000 sq. ft.	100,001 sq. ft. and above	1 sq. ft. – 9,999 sq. ft. of conditioned area, volume or size	10,000 sq. ft.– 25,000 sq. ft. of conditioned area, volume or size	25,001 sq. ft. and above of conditioned area, volume or size¹
Non-Residential Uses in O, LS and R-MU Districts	<p><u>Pre-Wire¹</u></p> <ul style="list-style-type: none"> • Minimum of 5% of total required number of parking stalls. <p>AND</p> <p><u>Install EV Chargers²</u></p> <ul style="list-style-type: none"> • Minimum of 2 in the pre-wire locations. 	<p><u>Pre-Wire¹</u></p> <ul style="list-style-type: none"> • Minimum of 5% of total required number of parking stalls. <p>AND</p> <p><u>Install EV Chargers²</u></p> <ul style="list-style-type: none"> • Minimum total of 2 plus 1% of the total parking stalls in the pre-wire locations. 	<p><u>Pre-Wire¹</u></p> <ul style="list-style-type: none"> • Minimum of 5% of total required number of parking stalls. <p>AND</p> <p><u>Install EV Chargers²</u></p> <ul style="list-style-type: none"> • Minimum total of 6 plus 1% of the total parking stalls in the pre-wire locations. 	N/A (Voluntary)	<p><u>Pre-Wire¹</u></p> <ul style="list-style-type: none"> • Minimum of 5% of total required number of parking stalls. <p>AND</p> <p><u>Install EV Chargers²</u></p> <ul style="list-style-type: none"> • Minimum of 2 chargers in the pre-wire locations. 	<p><u>Pre-Wire¹</u></p> <ul style="list-style-type: none"> • Minimum of 5% of total required number of parking stalls. <p>AND</p> <p><u>Install EV Chargers²</u></p> <ul style="list-style-type: none"> • Minimum total of 2 plus 1% of the total parking stalls in the pre-wire locations).
Residential Uses in the R-MU District³	<p><u>Pre-Wire¹</u></p> <ul style="list-style-type: none"> • Minimum of 5% of total required number of parking stalls. <p>AND</p> <p><u>Install EV Chargers²</u></p> <ul style="list-style-type: none"> • Minimum of 2 in the pre-wire locations. 	<p><u>Pre-Wire¹</u></p> <ul style="list-style-type: none"> • Minimum of 5% of total required number of parking stalls. <p>AND</p> <p><u>Install EV Chargers²</u></p> <ul style="list-style-type: none"> • Minimum total of 2 plus 1% of the total parking stalls in the pre-wire locations. 	<p><u>Pre-Wire¹</u></p> <ul style="list-style-type: none"> • Minimum of 5% of total required number of parking stalls. <p>AND</p> <p><u>Install EV Chargers²</u></p> <ul style="list-style-type: none"> • Minimum total of 6 plus 1% of the total parking stalls in the pre-wire locations. 	N/A (Voluntary)	N/A (Voluntary)	N/A (Voluntary)

¹ Pre-wire is defined as conduit and wire installed from electrical panel board to junction box at parking stall, with sufficient electrical service to power chargers at all pre-wire locations.

² Charger is defined as follows: One electric vehicle (EV) charger or charger head reaching each designated EV parking stall and delivering a minimum of 40 amps and 240 volts such that it can be used by all electric vehicles.

³ At minimum, a 40 amp, 240 volt receptacle shall be installed at each structural column of residential carports for electrical vehicle charging. This requirement is in addition to pre-wire and installation of EV charger regulations.

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Administrative Services

**STAFF REPORT****City Council****Meeting Date:****2/28/2017****Staff Report Number:****17-044-CC****Regular Business:****Request for additional staffing resources in the Administrative Services Department****Recommendation**

It is recommended that the City Council approve additional staff resources in the Administrative Services Department to address needs identified in the Information Technology Master Plan and findings from the City's independent auditor as part of the June 30, 2016 audit.

Policy Issues

The City Council is responsible for appropriating City resources including the number of authorized full-time equivalent (FTE) employees that are included in the City budget.

Background

At their meeting on February 7, 2017, the City Council received two reports from the Administrative Services Department that outlined resources necessary to strengthen the information technology and finance support services provided to the organization. The first report transmitted the Information Technology Master Plan which represented a comprehensive assessment of the City's information technology infrastructure, staff support, and business applications. The second report transmitted the June 30, 2016, Comprehensive Annual Financial Report which outlined a staffing request to address critical findings by the City's independent auditor as part of the 2015-16 audit. As part of their discussion of the aforementioned reports, the City Council expressed concern over the implications of adding full-time equivalent (FTE) employees to the City's operations. Management was asked to return with a plan that would identify opportunities for outsourcing and/or reductions in other city services to minimize the increase in FTE employee headcount.

Analysis

The two reports presented to the City Council on February 7th highlighted the urgent need for investment in the City's core administrative services particularly in the area of finance and information technology. In the case of information technology, the IT Master Plan recommends significant investment in information technology (IT) infrastructure, the addition of personnel to address growing needs for IT support, and replacement of nearly all major business applications such as finance, human resources, land management, and building permitting. While the IT division has made great strides over the past several years and the City has devoted capital funds to the replacement of IT infrastructure and applications, the IT Master Plan identified a need for added in-house personnel to ensure the long-term strength of IT support services provided to the service departments. Absent the identified additional personnel, the IT Master Plan is not a practical project given that all existing staff are working to keep the current obsolete systems operational.

With regard to the report on the City's June 30, 2016 Comprehensive Annual Financial Report, management presented a proposal to address a series of findings by the City's independent auditor regarding deficiencies in internal controls. When reviewing the financial transactions for 2015-16, the City's auditor found three areas of concern that resulted in one finding of material weakness and two findings of significant deficiencies in internal controls. The staff report explained the deficient organizational structure which relies too heavily on two key personnel in the finance division. When those personnel left the City's employment in 2015-16, the city's financial operations were severely impaired and the division continues to play catchup to address a backlog of work resulting from extraordinary effort devoted to the annual budget process and the year-end close/audit process. In the City's response to the auditor's findings, management outlined a plan to request City Council approval for additional staffing in the finance division to remedy the City's shortcomings in internal controls. When presented to the City's Finance and Audit Committee at their meeting on January 18, 2017, the Committee voted unanimously to support the provision of additional resources to the finance division in order to remedy the deficiencies in internal controls.

The new personnel, as identified in both reports, are intended to address current operational needs that are either unmet or met by managers who balance the day-to-day demands of the organization at the expense of more strategic and forward looking initiatives. The inability for managers to focus on value added strategic tasks due to the need to perform routine day-to-day tasks reflects a tremendous hidden cost to the City. Where managers are capable of exploring and implementing new systems and processes that reduce inefficiency, the managers are bogged down in addressing operational emergencies largely caused due to the absence of capacity to focus improvements. As a consequence, the City's cumulative lack of investment in administrative services functions over the past fifteen years has resulted in gross inefficiencies that plague the City and adversely impact services to the public. With the new Administrative Services team in place, the City has the benefit of capitalizing on their experience in other organizations both public and private. Unfortunately, however, their talent is severely underutilized due to the need to focus on addressing issues that could have been resolved over a decade ago with proper resources.

City Council Feedback on February 7, 2017

In their discussion of the two reports on February 7th, members of the City Council expressed a concern over the proposed increase in authorized FTE employees. A key consideration in the addition of FTE employees is the ongoing concern of unfunded pension liabilities. While management is in agreement that the state-wide public employee pension system, CalPERS, imposes a significant burden on many local governments by way of skyrocketing unfunded pension liabilities, Menlo Park's implementation of cost-sharing strategies several years ago position the City well in this area. As pension costs increase, the vast majority of increases are due to unfunded pension liabilities which are amortized over periods up to 30 years. For the City's non-safety personnel, employees and the City split the increased cost 50/50. In other words, as the City's pension costs increase considerably over the next seven years due to changes in core CalPERS assumptions used to calculate unfunded pension liabilities, non-safety personnel will pay 50% of the City's increase. While the cost-sharing does not fully offset the significant impact of future pensions costs increases, to management's best of knowledge, the City's arrangement reflects the best practice in compensation practices among local governments.

With the concern over unfunded pension liabilities, Council asked for recommendations to eliminate personnel in other City departments to offset the addition of personnel in the administrative services functions. Outside of the Administrative Services Department, nearly all City personnel provide public services. A reduction in other City departments to offset the increase in Administrative Services would adversely impact services to the public. Without further input from the City Council relative to adjusting priorities or service level expectations, any proposal to reduce staff in other City departments is not viable.

Finally, the City Council asked management to explore options to outsource the personnel needs identified in the two reports. As a recap of the recommendations outlined in the reports, the following summarizes the request:

1. **Option A** – 4.0 new regular FTE employees.
 - a. 1.0 regular FTE Enterprise Applications Support Specialist. This position will provide end-user support of the City's software applications as well as provide the primary support for implementation of the IT Master Plan. The salary range for this classification is proposed to be tied to the Management Analyst II classification which has similar organization-wide responsibilities and impact. The current range for Management Analyst II is \$89,498 to \$107,888.
 - b. 1.0 regular FTE Network Systems Engineer. This position will augment network design, management, and security. The salary range for this position is proposed to be 15% above the Management Analyst II classification given the highly technical and specialized skills required to serve in this role. The proposed range is \$102,923 to \$124,071.
 - c. 1.0 regular FTE Senior Accountant. This position will support timely accounting period closes including the year-end close, provide technical governmental accounting guidance to the accounting support staff, and provide an added layer of review in the internal control framework. Given the relationship between the Senior Accountant, a supervisory position, and the existing Accountant job family, the proposed salary range for this classification is 15% higher than an Accountant II or \$94,022 to \$113,220.
 - d. 1.0 regular FTE Management Analyst I/II. This position will provide assistance with process improvements, develop policies and procedures, support peak analytical periods such as budget preparation and audit, and assist with implementation of new information systems used by the Administrative Services Department. This classification already has a City Council adopted salary range, with a maximum annual salary of \$107,888 for the Management Analyst II.
2. **Option B** – A combination of regular (1.0), limited-term provisional (2.0), and contract employees.
 - a. 1.0 provisional FTE Enterprise Applications Support Specialist. With a focus on the City's multiple applications and supporting the roll-out of the IT Master Plan, management is reasonably optimistic that this position can be filled by a qualified individual with either public or private sector IT experience as a limited-term provisional FTE of five (5) years, through June 30, 2022.
 - b. Contract staff to fill the Network Systems Engineer needs. The resources available locally provide ample opportunity to source qualified personnel who can fill this role either on a long-term contract basis or on a project by project basis. The tight labor market may cause the need to pay a rate that is substantially higher than the fully burdened rate of a regular or provisional employee but the greater flexibility could be a valuable tradeoff. If the Council approves this recommendation, staff will first locate a qualified personnel and execute an initial agreement up to the City Manager's signing authority. If the firm can provide a longer term solution, staff will return to the Council for authorization to extend the agreement.
 - c. 1.0 regular FTE Senior Accountant. The labor pool for experienced government accounting professionals is very tight. This dynamic has adversely effected both local governments where accounting staff are highly mobile due to numerous opportunities and private consulting firms where demand for their services outpace their supply. Of the four positions requested, management concludes that this position must be a regular FTE employee in order to attract and retain qualified personnel.

- d. 1.0 provisional FTE Management Analyst I/II. The Management Analyst I/II will be devoted to the finance division and provide the department with the needed capacity to address urgent project management needs including the capacity needed to manage the IT Master Plan. This position is often viewed as the beginning of a career in local government management. As such, management is reasonably optimistic that this position can be as a limited-term provisional FTE of three (3) years, through June 30, 2020.

Summary

The City's information technology and finance functions require significant investment the core of which rests in recruiting and retaining qualified staff to ensure that the organization can efficiently provide services to the community. A decision to defer hiring the necessary staff for the Administrative Services Department has very serious consequences. First, the City is in grave jeopardy of failing to remedy the audit findings outlined by the City's independent auditor. Failure to address the auditor's findings runs the high risk of another finding of a material weakness in internal control which may adversely impact on the City's credit rating. Second, the City's obsolete technologies have resulted processes that are grossly inefficient, highly susceptible to error, and prone to result in material errors. Quite simply put, the City cannot afford to defer provision of the necessary resources. The recruitment of regular FTE employees will take some time and, if the City desires to be ready in July to kick off the IT Master Plan and perform the year-end close procedures, staff should open the regular and provisional recruitments as soon as possible.

Impact on City Resources

The positions are not anticipated to be filled until late this fiscal year. Both options have a comparable impact on the City's annual costs. Option A costs include the direct salary and benefits for four FTE positions for an estimated total of \$634,299. Option B may be higher given that the market rate for contract Network Systems Engineer is dictated by supply and demand. The overall impact on the 2016-17 budget for either option, given the timing of recruitments, is not anticipated to exceed \$75,000.

Environmental Review

Not applicable

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:
Nick Pegueros, Administrative Services Director



STAFF REPORT

City Council

Meeting Date:

2/28/2017

Staff Report Number:

17-045-CC

Regular Business:

Accept the 2016-17 Mid-Year Budget Report and approve recommended 2016-17 budget amendments

Recommendation

Staff recommends that the City Council accept the 2016-17 mid-year budget report and approve the recommended budget amendments.

Policy Issues

The acceptance of the mid-year report and approval of the associated budget revisions is consistent with City policy.

Background

This report summarizes the City's mid-year financial status by providing an analysis of revenues and expenditures through the first half of the fiscal year. The intent of this report is to provide Council with an update on how major revenue sources and operating expenditures are tracking in comparison to the adopted budget. Emphasis in this report is placed on the City's General Fund, as the overall health of this fund is instrumental to the City's ability to maintain, and potentially enhance, services in the future.

Although the focus of the mid-year review is the City's General Fund, this report also provides an update for other funds. Mid-year revenue and expenditure results and projections discussed in this report serve as a good baseline from which to begin developing the City Manager's fiscal year 2017-18 recommended budget. That document will include an update of the estimates for both revenues and expenditures for the current fiscal year, as well as the recommended fiscal year 2017-18 budget and 10-year forecast.

On June 21, 2016, the Council adopted a balanced budget for the General Fund with revenues and transfers-in of \$51.6 million, expenditures and transfers-out of \$51.4 million, and an operating surplus of \$0.18 million.

Analysis

Overall, the General Fund is better positioned when compared to the adopted fiscal year 2016-17 budget with a projected increase the adopted budget's net surplus from \$0.18 million to \$2.1 million. The discussion to follow provides an overview of major changes both with regard to revenue and expenditures.

General Fund - Revenues

Overall General Fund revenues are expected to exceed the adopted budget by \$3.6 million or 7.0%. Table 1 below shows the mid-year assessment of fiscal year 2016-17 General Fund revenues. Following the

table is a discussion of the significant changes to the various revenue sources between the 2016-17 adopted budget and the 2016-17 projected actual. For comparison purposes, the table also includes the City’s actual General Fund revenues for fiscal year 2015-16.

Table 1: General Fund Revenue Amendments Summary					
	2015-16 Actual	2016-17 Adopted Budget	2016-17 Projected Actual	Required Mid-year Amendments	Percent Change
Taxes	\$ 31,107,125	\$ 30,540,400	\$ 32,471,566	\$ 1,931,166	6.3%
Franchise Fees	1,871,742	1,978,000	1,978,000	-	0.0%
Licenses & Permits	5,847,247	6,141,860	6,211,091	69,231	1.1%
Intergovernmental	1,211,449	990,052	990,052	-	0.0%
Fines	1,420,931	1,067,643	1,198,743	131,100	12.3%
Interest and Rent Income	1,145,954	1,101,199	1,101,199	-	0.0%
Charges for Services	8,350,725	7,992,815	8,546,603	553,788	6.9%
Other	64,653	52,750	288,260	235,510	446.5%
Transfers & Assigned Fund Bal.	-	1,732,169	2,413,169	681,000	39.3%
Total	\$51,019,827	\$51,596,888	\$55,198,683	\$3,601,795	7.0%

Taxes – Based on mid-year data, staff projects that annual revenue in this category will exceed the adopted budget by \$1.9 million or 6.3%. This increase is predominantly the result of Excess ERAF coming in much higher than budgeted. As Excess ERAF is applicable to only a handful of counties in the State and is considered to be an “at risk” revenue, the City employs a very conservative budgeting practice for this source. The fiscal year 2016-17 adopted budget projected Excess ERAF at nearly half of the prior year’s amount, or approximately \$0.8 million. The City learned in January 2017 that it would receive the full share of Excess ERAF this year in the amount of \$1.8 million. In addition to Excess ERAF, assessed valuation grew at the rate of 11.17%, 4.17 percentage points higher than what was factored into the adopted budget. Property transfer taxes are also expected to exceed the adopted budget.

Licenses & Permits and Charges for Services – These categories cover a broad array of City services which include: recreation programs, building permits, planning activities, and library charges. Growth was anticipated in this category due to continued high utilization of the recreation facilities with their expanded service offerings, as well high demand for planning and building services. At mid-year, total revenue projections for these categories are tracking higher than the adopted budget resulting in an anticipated increase approximately \$0.6 million or 4.4%. This revenue increase is partially offset by the request for an additional Building Inspector to meet demand for services in that area.

Other – This category is budgeted to increase as the result of Big Lift grant which the Council accepted late in the budget cycle and could not be included in the adopted document. The revenue is offset entirely by increased expenditures in both personnel and operating categories.

Transfers & Assigned Fund Balance – This category is increasing to reflect the carryover of encumbrances from prior fiscal year. Given that these commitments are contractual services that span multiple fiscal years, it is the City’s practice to reserve fund balance at the end of the fiscal year for the purpose of funding the carryover encumbrances in the coming fiscal year. This revenue amendment is offset by an equal amendment to expenditures.

General Fund - Expenditures

Overall General Fund expenditures are expected to exceed the adopted budget by \$1.49 million or 2.9%. Table 2 below shows the mid-year assessment of fiscal year 2016-17 General Fund expenditures. Following the table is a discussion of the significant changes to the various revenue sources between the 2016-17 adopted budget and the 2016-17 projected actual. For comparison purposes, the table also includes the City's actual General Fund revenues for fiscal year 2015-16.

Table 2: General Fund Expenditure Amendments Summary					
	2015-16 Actual	2016-17 Adopted Budget	2016-17 Projected Actual	Required Mid-year Amendments	Percent Change
Personnel					
Salaries & Wages	\$ 21,621,224	\$ 23,862,273	\$ 24,014,582	152,309	0.6%
Fringe Benefits	9,270,025	9,802,396	10,161,697	359,301	3.7%
Subtotal	<u>\$ 30,891,249</u>	<u>\$ 33,664,669</u>	<u>\$ 34,176,279</u>	<u>\$ 511,610</u>	1.5%
Operating					
Operating Expense	\$ 4,276,550	\$ 5,058,541	\$ 5,370,532	\$ 311,991	6.2%
Utilities	1,201,286	1,362,481	1,362,481	-	0.0%
Services	5,896,072	6,489,166	7,154,166	665,000	10.2%
Fixed Assets & Capital Outlay	262,345	243,061	243,061	-	0.0%
Travel	108,313	120,820	120,820	-	0.0%
Repairs & Maintenance	761,661	906,848	906,848	-	0.0%
Special Projects & Transfers	9,101,451	3,431,625	3,431,625	-	0.0%
Subtotal	<u>\$ 21,607,679</u>	<u>\$ 17,612,541</u>	<u>\$ 18,589,532</u>	<u>\$ 976,991</u>	5.5%
Total	<u>\$ 52,498,928</u>	<u>\$ 51,277,210</u>	<u>\$ 52,765,811</u>	<u>\$ 1,488,601</u>	2.9%

Personnel – The City's personnel expenditures are allocated across multiple funds with the General Fund bearing the burden of the majority of personnel expenses either directly or indirectly through Internal Service Fund Allocations such as the Information Technology Internal Service Fund. In total, the 2016-17 adopted budget authorized 262 full-time equivalent (FTE) personnel requiring a total personnel budget across all funds of \$40.6 million. Of this amount, the General Fund is responsible for \$33.7 million or 83% of total personnel costs. The total requested amendment is \$511,610 for 2016-17 and an increase in authorized FTE personnel from 262.00 to 268.50 and is further detailed in Table 3 to follow.

The mid-year report is comprised of three separate items. First, based on year-to-date expenditures, the adopted budget requires adjustment of \$223,649 or 0.7% to offset higher than budget salaries and benefits. The single largest component of this increase is the result of labor agreements that were settled subsequent to the preparation of the proposed budget. At that time, staff advised the City Council that a mid-year adjustment would be required to provide the increases that were above those anticipated in the proposed budget.

The second component of Table 3 is an amendment to the personnel budget to provide for personnel approved by the City Council as part of accepting the Big Lift grant. The timing of this approval was too late in the budget development to incorporate in the proposed budget. As detailed in Table 3, the grant awarded the City funding for 1.50 FTE personnel, at a cost of \$84,500, which is offset by revenue increases discussed above.

The third component of the mid-year report identifies personnel expenditure requests that have not yet been approved by the City Council. Other than the Building Inspector and the increase in part-time hours to pilot a new shuttle service from Menlo-Atherton High School to the East Palo Alto Boys & Girls Club, the City Council has been briefed on the other requested personnel which are all in the Administrative Services Department.

Table 3: General Fund Personnel Amendments Detail				
	Top Step Annual Cost Est.	2016-17 Adopted Budget	2016-17 Projected Actual	Required Mid-year Amendments
Adopted				
Salaries & Wages	n/a	\$ 23,862,273	\$23,726,621	(135,652)
Fringe Benefits	n/a	9,802,396	10,161,697	359,301
Subtotal	n/a	\$ 33,664,669	\$33,888,318	\$ 223,649
Mid-year Approvals *				
Childcare Teacher's Aide (approved with Big Lift grant)	\$ 49,400	\$ -	\$ 49,400	\$ 49,400
Office Assistant (0.50 FTE; approved with Big Lift grant)	35,000	-	35,000	35,000
Subtotal	\$ 84,400	-	\$ 84,400	\$ 84,400
Requested				
Building Inspector	146,349	-	36,587	36,587
Senior Accountant	158,509	-	39,627	39,627
Management Analyst I/II	151,043	-	37,761	37,761
Enterprise Applications Support Specialist	151,043	-	37,761	37,761
Network Systems Engineer	173,700	-	43,425	43,425
Boys & Girls Club shuttle service pilot project (part-time personnel)	-	-	8,400	8,400
Subtotal	\$ 780,644	\$ -	\$ 203,561	\$ 203,561
Total		\$ 33,664,669	\$ 34,176,279	\$ 511,610

* 1.0 FTE unless otherwise noted

The requested positions for the Administrative Services Department (Senior Accountant, Management Analyst I/II, Enterprise Applications Support Specialist, and Network Systems Engineer), total 4.0 FTE personnel at an estimated annual cost of approximately \$635,000. Based on the City Council's action on the Administrative Services Department's request for additional staff resources, this request could be modified to reflect a mix of regular, provisional, and contract employees. If the City Council's decision on that agenda item differs from providing 4.0 regular FTE personnel to the Administrative Services Department, the budget amendment will change accordingly. Given that the positions would require recruitment, only 25% of the annual cost is included as a budget amendment for 2016-17.

With respect to the requested Building Inspector, the Community Development Department has conducted an analysis, **Attachment A**, which provides justification for the new position. Given that the position would require recruitment, only 25% of the annual cost is included as a budget amendment for 2016-17.

Finally, the Community Services Department has been approached by the Boys & Girls Club of the Peninsula to provide shuttle service for 15-20 students from Menlo-Atherton to the East Palo Alto Boys & Girls Club. The shuttle service will reduce the transit time required for students to get to the facility and increase the time available for the students to benefit from the Club’s programming. As a pilot project, staff is recommending an increase in the part-time hours for one staff member.

Operating Expenditures – As detailed in Table 4, the mid-year budget requires two actions by the City Council. The first action is to increase appropriations for 2016-17 to fund carryover encumbrances for commitments made in the prior fiscal year in the amount of \$680,741. This amount is offset by use of the City’s assigned fund balance which is intended to ensure that carryover encumbrances are fully funded in the subsequent fiscal year. The second action is to amend the budget to reflect various actions taken by the City Council subsequent to the budget adoption. All of these request have been approved and the final action is to formally amend the budget to be in compliance with the City’s budgeting policies.

Table 4: General Fund Operating Amendments Detail			
	2016-17 Adopted Budget	2016-17 Projected Actual	Required Mid-year Amendments
Operating Expenditures			
Operating Expense	\$ 5,058,541	\$ 5,058,541	\$ -
Utilities	1,362,481	1,362,481	-
Services	6,489,166	6,489,166	-
Fixed Assets & Capital Outlay	243,061	243,061	-
Travel	120,820	120,820	-
Repairs & Maintenance	906,848	906,848	-
Special Projects & Transfers	3,431,625	3,431,625	-
Subtotal	\$ 17,612,541	\$ 17,612,541	\$ -
Encumbrance Carryovers			
Operating Expenditures	\$ -	\$ 75,741	\$ 75,741
Services	-	605,000	605,000
Subtotal	\$ -	\$ 680,741	\$ 680,741
Council Approved Actions			
Big Lift Grant (Operating Expense)	\$ -	\$ 150,110	\$ 150,110
Community Funding Allocation (Operating Expense)	-	27,140	27,140
Economic Development Consulting/Buxton (Services)	-	60,000	60,000
Public Safety Resiliency Training (Operating Expense)	-	59,000	59,000
Subtotal	\$ -	\$ 296,250	\$ 296,250
Total	\$ 17,612,541	\$ 18,589,532	\$ 976,991

Other Funds

Consistent with earlier items, Table 5 outlines budget amendments that are both new and have already been approved by the City Council in separate actions subsequent to the budget adoption.

Table 5: Other Fund Expenditure Amendments		
	Request New or Prev. Approved	Required Mid-year Amendments
General Capital Improvement Fund		
Oak Grove University Crane Bike Improvement Concept Plan	Previously Approved	\$ 236,200
Library Space Needs Study	Previously Approved	34,210
Bedwell Bayfront Master Plan	Previously Approved	58,111
Administration Building Emergency Generator	New	97,200
Fund Total		\$ 425,721
Transportation Impact Fee Fund		
Sand Hill Road Traffic Signal Modifications	Previously Approved	\$ 48,620
Menalto and O'Connor Sidewalk Safety Project	Previously Approved	20,000
Fund Total		\$ 68,620
Water Operating Fund		
Interim Water Operator Services	Previously Approved	130,000
Fund Total		\$ 130,000

The new request for the Administration Building Emergency Generator provides for replacing the existing emergency generator with a new 200 kilowatt generator. The new generator will be relocated from the existing generator location in an alcove adjacent to the lower parking lot up to the landscape area outside of police dispatch near the police antenna. The relocation is necessary because the new generator is physically larger and will not fit in the alcove. Staff reviewed multiple locations to place the generator and the proposed location provided the least amount of disruption to existing operations. The new generator will be fueled by the existing underground diesel tank in the lower parking lot. The new generator also will include a sound attenuating enclosure. In terms of aesthetics, the generator will be screened from public view by a fence and/or landscaping as part of a subsequent project once the generator project and the upcoming antenna replacement project is complete. The project budget increase is due to the original

budget being developed in 2011-12 and has not been adjusted due to inflation and staff time analyzing different locations to place the generator.

Impact on City Resources

The fiscal impact of the requested change to various appropriations are discussed above and summarized as follows:

All Funds Overall Summary		Required Mid-year Amendments
Fund		
General Fund		
	Revenues	\$ 3,601,795
	Expenditures	1,488,601
	Net Change in Fund Balance	\$ 2,113,194
General Capital Improvement Fund		
	Revenues	\$ -
	Expenditures	425,721
	Net Change in Fund Balance	\$ (425,721)
Transportation Impact Fee Fund		
	Revenues	\$ -
	Expenditures	68,620
	Net Change in Fund Balance	\$ (68,620)
Water Operating Fund		
	Revenues	\$ -
	Expenditures	130,000
	Net Change in Fund Balance	\$ (130,000)

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. Community Development FY 2016-17 Mid-Year Proposed Changes

Report prepared by:
Nick Pegueros, Administrative Services Director

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**Community Development
FY 2016-17 Mid-Year Proposed Changes**

Proposal: Add 1 FTE for a Building Inspector

Over the last several years, the Department has seen an unprecedented level of development and construction activity. Given development projects currently in the pipeline for both construction and land use entitlements, activity is expected to remain at a high level for the next four to five years.

The Department currently has a total of five building inspectors, four full time equivalents (FTE) and one contract inspector. Looking at both current construction activity and anticipated construction projects, there is a projected need for one additional FTE and additional contract inspectors.

Menlo Park is not unique in the region. Many jurisdictions are experiencing a similar level of development interest and qualified building inspectors are in short supply. Individual cities and jurisdictions, including Menlo Park are in competition with each other, as well as contract firms and private developers who use inspectors to supplement their own construction teams.

As a result of the difficulty of locating qualified inspectors, the Department's service levels have been negatively impacted. The Building Division's standard of service is next day inspections between December and June and maximum three day delay after calling for an inspection between June and November. In 2016, service levels dropped such that 44 percent of inspections between April and November saw a wait of four or more days between calling for an inspection and receiving an inspection. The delay increased from July through November where the wait grew to 5 or more days for 40 percent of the projects, with a peak in September where 56 percent of the projects were delayed five or more days, even with the inspectors working overtime. The Division expects to see similar, if not worse delays this year. Inspection delays can cause a number of other adverse impacts, including added project costs, impacts on project financing, and difficulty of scheduling individual construction components and retaining workers.

The following table lists key construction projects underway or expected within the next year, the expected duration of each project, and the inspector need for each project. In general, the projects listed are large and complex and require significant amounts of daily inspection time.

Project	Permit Status	Construction Duration	Inspector Need	Comments
Baseline work	Ongoing	Ongoing	3.00	Annual average of 60 new single-family homes plus additions and small commercial projects
Facebook Tenant Improvements	Ongoing	Ongoing	0.50	Currently have 20 permit applications
Facebook Building 21	Issued	16 months	1.50	
Facebook Building 22	Unknown	16 months	1.50	Applicant pursuing project revisions

Project	Permit Status	Construction Duration	Inspector Need	Comments
Facebook Parking Garage	Unknown	14 months	0.25	Applicant pursuing project revisions
Menlo Gateway	Issued	24 months	1.00	Multiple phases followed by Tenant improvements
Greenheart/Hamilton	Issued	3 months	0.30	Residential
Anton Menlo	Issued	12 months	0.30	Residential
Greystar	Issued	4 months	0.30	Residential
1400 El Camino Real	Issued	12-18 months	0.50	Hotel
1010 Alma	Issued	12-18 months	0.50	Office
1285 El Camino Real	Issued	12-14 months	0.25	Mixed use
Fire Station #6	Issued	16 months	0.25	
1300 El Camino Real	Expected start 4/2017	32 months	1.00	Mixed Use
350 Sharon Park Drive	Expected start 4/2017	24 months	0.25	Renovation of 296 units
133 Encinal	Expected start 2017	18 months	0.50	Residential
2131 Sand Hill	Expected start 7/2017	12 months	0.25	Office/Annexation
500 El Camino Real	Expected start early 2018	32 months	1.00	Mixed Use

The above list represents a total need of just over 13 inspectors. Under current conditions, the Department will need to spread inspection services over all projects, thereby slowing progress on the construction projects that are underway. With the addition of a new inspector, the Department would have five FTE inspectors and one contract inspector. This will not fully meet the need but staff intends to continue to recruit for qualified contract inspectors to supplement staff. The building inspector positions are full cost-recovery with fees paid by project sponsors.

Although the table above represents a snapshot view of currently known projects, staff anticipates the need for significant inspection services will continue for several years. However, staff recognizes that at some point the need is likely to decline. As the Building Division experiences future retirements and other forms of attrition, the need to fill vacant positions would be re-evaluated to maintain a proper service level.

**STAFF REPORT****City Council****Meeting Date:****2/28/2017****Staff Report Number:****17-046-CC****Informational Item:****Bedwell Bayfront Park Master Plan project
community outreach plan****Recommendation**

This is an information item and does not require any action by Council.

Policy Issues

The Bedwell Bayfront Park (BBP) Master Plan project is consistent with City policies and the 2016 Menlo Park City Council Work Plan item No. 17 – Develop a Bedwell Bayfront Park operations and maintenance plan to enhance use, improve access and determine sustainable funding sources for ongoing maintenance. The public outreach plan for the development of the BBP Master Plan will follow the City’s Community Engagement Model, which requires that the communication strategy be in both English and Spanish (See Attachment A).

Background

BBP is the City’s largest park and the City’s only open space on the San Francisco Bay. Consisting of 160 acres, the Park’s trails and hills provide great views of the refuge and South Bay. Its hilly terrain, specifically designed for passive recreation, now serves as a landmark high point along the edge of the Bay.

Originally a sanitary landfill, construction of BBP on the site began in 1982 and was completed in 1995. Currently, the park is designed as a passive open space with minimal improvements, including bike/pedestrian trails and restrooms. Users enjoy “passive-recreation” through activities that include hiking, running, bicycling, dog walking, bird watching, kite flying and photography.

In conjunction with the construction of the park, gas recovery and leachate control projects were also built to ensure that the closed landfill met all regulatory requirements at the time of the installation. The landfill gas recovery system consists of a well field that includes 72 gas extraction wells, a network of pipes embedded just beneath the surface of the landfill cap that collect the gas and a flare that combusts the gas that is collected. The leachate system consists of 9 wells and 16 extraction sumps installed along the perimeter of the landfill for the extraction of the leachate that forms due to the decomposition of the solid waste. The systems are operated to meet regulations set by the Bay Area Air Quality Management District and the Regional Water Quality Control Board.

The park has seen a significant increase in usage over the years and the recreational interests and needs of the users have changed. Through various public forums, the City has learned that there is a desire for docent-led educational programs and tours, as well as spaces for interpretive displays and exhibits throughout the park. Among other ideas presented was a desire to improve access and connectivity to the water in the Bay for non-motorized small boats such as canoes, kayaks or sailboards similar to the floating dock at the Palo Alto Baylands Nature Preserve.

Staff issued the BBP Master Plan Request for Proposals (RFP) on November 4, 2016. A panel of staff members reviewed the 9 proposals that were received and invited the 4 most qualified consultants to interview for the project. Interviews were conducted by staff and one member of the Parks and Recreation Commission on January 4 and January 10, 2017. Callander Associates Landscape Architecture was selected as the most qualified consultant based upon their expertise in similar projects and their understanding and approach to the project scope. At their meeting on February 7, 2017, Council approved an agreement with Callander Associates Landscape Architecture to work with the City in the development of the BBP Master Plan, as well as with CB&I for a technical evaluation of the park to address former landfill considerations.

The scope of work includes developing a Master Plan that provides a long-term vision and general development guide for the park and its facilities, including how to protect its resources, improve amenities to enhance the park user experience, manage visitor use, plan for future park enhancements and develop a financing plan to pay for maintenance and the capital cost of the park. The Master Plan will recommend improvements for the next 25 years.

Specifically, the BBP Master Plan scope of work consists of the following:

- A thorough park site investigation and analysis of opportunities and constraints;
- Development of a stakeholder coordination and community engagement plan that includes the potential formation of an oversight group to assist with the identification of user needs and interests;
- Evaluation of Americans with Disabilities Act design compliance;
- Development of recommendations for park improvements based on the assessment of the existing conditions, opportunities for improving the site to meet future needs and the goals and objectives of the study;
- Funding analysis that includes an assessment of potential funding sources for the implementation of the proposed improvements;
- Presentations to the Parks and Recreation and Environmental Quality Commissions and City Council.

The Master Plan will be completed by the end of 2017.

Analysis

As part of their scope of work, Callander Associates has proposed an extensive community engagement plan (See Attachment B) that is consistent with the City's Community Engagement Model. Some of the highlights of this plan include:

- Project review by the Parks and Recreation and Environmental Quality Commissions and City Council
- Stakeholder coordination
- Interactive workshops and community meetings
- Community newsletter
- On site posters
- Event booths
- Project web site
- Formation of oversight and outreach committee

One important strategy for community engagement is the formation of the BBP Master Plan Oversight and Outreach Committee. Its main purpose is to:

1. Provide advisory input and recommendations to the consultant and staff regarding the outreach process and concept plans (i.e. alternatives); and
2. Reach out to other community members and help bring them into the broader planning process through

participation in the community workshops and other planning activities.

Proposed committee composition:

- Derek Schweigart, Assistant Community Services Director
- Azalea Mitch, Public Works Senior Engineer
- Dave Mooney, Parks Supervisor
- Parks and Recreation Commission – 1 member
- Environmental Quality Commission – 1 member
- M2 Business Representative – 1 member
- Friends of Bedwell-Bayfront Park Representative – 1 member
- Environmental Group Representative - 1 member
- Menlo Park Resident – 1 member

Project Stakeholders: The following is a list stakeholders that City staff and Callander Associates has identified for this project and would be included in Master Plan discussions:

- City of Menlo Park (MP) Community Services Department staff
- City of MP Public Works Department staff
- City of MP Community Development Department staff
- City of MP City Council
- City of MP Parks and Recreation Commission (PRC)
- Cargill, Inc.
- Friends of Bedwell-Bayfront Park
- California State Coastal Conservancy (CSCC)
- California Department of Fish and Game (CDFG)
- U.S. Fish and Wildlife Service (USFWS)
- South Bay Salt Pond Restoration Project
- Don Edwards San Francisco Bay National Wildlife Refuge
- Audubon Society of San Mateo County
- Audubon Society of Santa Clara County
- Facebook, Inc.
- Bohannon Corporation
- West Bay Sanitary District staff and board
- Concerned Citizens to Complete the Refuge (CCCR)
- Committee for Green Foothills
- Bay Trail Project

The BBP Master Plan is expected to be completed by November 2017. The project will allow review of plan alternatives by the Parks and Recreation Commission and the City Council, as well as any constraints, recommended improvements and funding strategies which will result in a master plan that is implementable for the future.

Impact on City Resources

On February 7, 2017, Council approved the BBP Master Plan budget of \$258,111 and BBP Technical Evaluation of \$69,995, which includes a 10% contingency and administrative costs.

Environmental Review

The project is categorically exempt under Class 6 of the current State of California Environmental Quality Act Guidelines, which allows for information collection, research and resource evaluation activities as part of a study leading to an action which a public agency has not yet approved, adopted, or funded. The results of the project will identify environmental reviews and studies required to advance the project.

Public Notice

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

Attachments

- A. City of Menlo Park's Community Engagement Model
- B. Bedwell-Bayfront Park Community Outreach Plan by Callander Associates

Report prepared by:
Derek Schweigart
Assistant Community Services Director

Azalea Mitch
Senior Engineer

Menlo Park Community Engagement Model

What we're striving for in our community engagement processes:

1. Processes reflecting the three basic stages of Public Participation

Stage One: Decision Analysis

1. Clarify the decision being made (develop the problem or opportunity statement)
2. Decide whether public participation is needed and for what purpose (determine the level of engagement needed)
3. Identify any aspects of the decision that are non-negotiable, including expectations for who makes the final decision
4. Identify the stakeholders and their interests (determine the scope of the project)

Stage Two: Process Planning

1. Specify what needs to be accomplished at each public step
2. Identify what information people and process facilitators need to build public judgment
3. Identify appropriate methods for each step

Stage Three: Implementation Planning

1. Develop a supporting communications plan
2. Plan the implementation of individual activities
3. Plan the input analysis process
4. Determine the evaluation activities and a feedback loop

2. Processes that begin with a well-defined problem or opportunity...

Here are two examples of problem statements:

Capital Ave SW Reconstruction

Capital Avenue is one of the top five most-used streets in Battle Creek, especially for north-south traffic and as an emergency vehicle and school bus route. But the project area, a two-and-one-half mile stretch is also one of the worst roads in the City. It's crowded, left turns are difficult, and the road surface is really rough. Poor drainage in the area makes the situation worse and often results in flooding and standing water. All these conditions are causing concern for personal safety of people who drive on or walk near the road and something must be done to solve these problems

Example: Your City Your Decision

The City of Menlo Park faces a \$2.9 million budget shortfall in 2006-2007. This gap represents 10% of the City's annual operating budget and will widen over time if nothing is done. Short-term savings and lower impact cuts made over the last four years have not been enough. A permanent solution to Menlo Park's budget crisis is needed and will involve many tough choices and trade-offs.

3. Processes that clearly identify the level and purpose of community engagement....

What level of community engagement is right? Levels of community engagement have been described by the International Association of Public Participation (IAP2) as including a spectrum of activities demonstrating varying levels of public participation in decision-making depending upon the goals, time frames, resources and level of public interest in the decision. We're looking for process designs that clearly define expectations within appropriate level of this spectrum.

4. Processes that clearly identify what stakeholders are deciding and what is not negotiable about a decision...

Examples of givens:

Capital Ave Reconstruction Project

There are some givens on this project, or points that are not open for negotiation. These points were developed by the City Council working with staff to make sure the City fulfills its moral, legal and safety responsibilities.

- To invest taxpayer dollars wisely and to solve safety problems, Capital Ave will be reconstructed, including roadway, storm drainage and curb and gutter.
- To make sure drivers and pedestrians are safe, the City will make all final decisions on traffic signal locations and will build the road and drainage improvements according to professional engineering standards; and
- The city will decide what the final project budget will be. It's expected to be in the \$3 million to \$4 million range.

Community Directions

Serving as a framework for the residents of Battle Creek to help set budget priorities are a list of conditions which must be met:

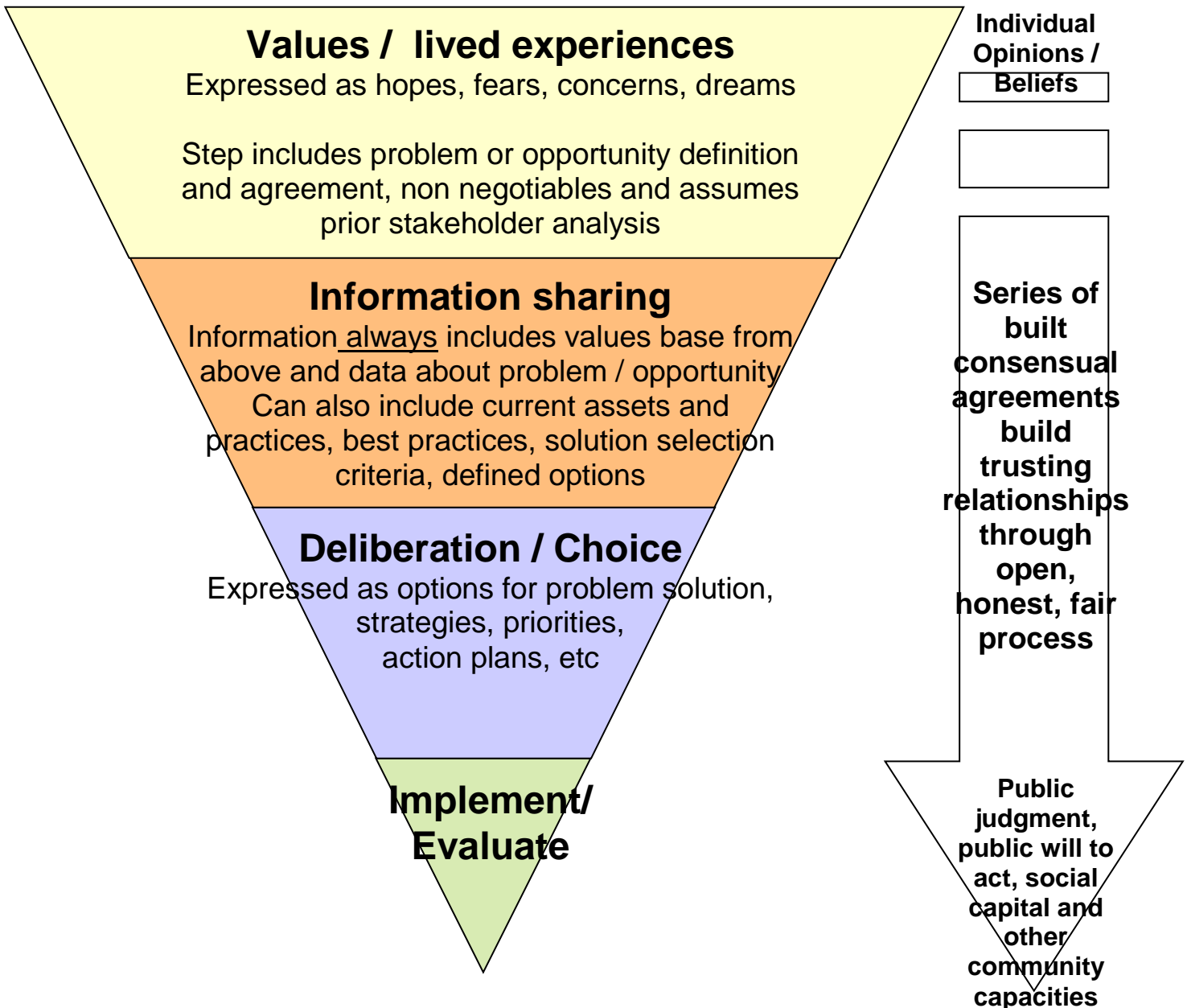
- The City budget must be balanced.
- The safety of community residents will not be compromised in any way.
- State and federal mandates must still be met.
- Financial indebtedness must be honored.
- Prior votes of the people must be honored.
- Services will be provided to professional management standards.
- City staff and Council want to hear people's ideas about what services are the priority; the City will decide HOW those services will be delivered; and

- In accordance with the City Charter, the City Council will make the decision on the final budget.

5. Processes that are open and inclusive for all stakeholders and interests

6. Processes that transform individual opinion to public judgment, using a defined sequence of decisions that looks like this:

Sequence of Decisions



Example of a Project Outline: Capital Ave Reconstruction Project
City of Battle Creek

This project was a reconstruction of a two-mile stretch for a major north-south thoroughfare anchored by commercial at each end and bisecting an upscale, historic neighborhood.

1. Identify Hopes and Concerns (May – July)

- Focus questions: What would you like to see as Capital Ave. is redone?
What would you be worried about?
- Engagement Methods
 - Door-to-door personal conversations / interviews along the length of the project area as well as a post card survey on case residents were not available for interviews
 - Noon-time briefing meetings at gathering places around the community
 - Table at local mall for “stop by” interviews and conversations
 - Hotline phone number answered by a real person to take comments and answer questions
 - Initial series of three identical workshops to present problem, givens and conduct an “around the room” identification of issues and concerns related to the project
 - Survey on the City web site
- Communication Methods
 - Project newsletter to all residents and businesses within ½ mile of project area plus adjacent neighborhoods
 - Project newsletter and survey on web site
 - Project engineer appearance on local radio call-in show

2. Site Analysis / Development of Construction Options

- Focus questions: Are there physical constraints on roadway reconstruction?
What reconstruction elements best achieve the hopes and best avoid the concerns expressed in Step One?
- Engagement Methods
 - Internal work by City Engineers
- Communication Methods
 - None (internal step)

3. Discussion / Selection of Preferred Options

- Focus questions: Based on what people said they wanted and are concerned about, and based on your own beliefs and experiences, which of these options for each element do you prefer?
- Engagement Methods
 - Three repetitive workshops (identical format and agenda) held in two weekday evenings and a Saturday morning at a school near the project area. Information on choices presented included: upgrade street lights or leave as is; maintain two lanes widen to three or widen to four; reduce or increase speed (specific options provided); install sidewalks on one side, the other or both, or none.
- Communication Methods
 - Second issue project newsletter with options / response card
 - Second issue newsletter on web page w/ response option
 - Newspaper article

4. Develop Preferred Options

- Focus question: Based on the choices people made in Step Three, how should the roadway be reconstructed to best include those preferred elements while meeting professional design standards?
- Engagement Methods
 - Internal work by City Engineers
- No Communication Methods (internal step)

5. Review Preferred Options

- Focus questions: Have we got it right? Are there major changes that must be made to achieve what people said they wanted?
- Engagement Methods
 - Final workshop that presented preferred option. Discussion produced agreement to change one element.
- Communication Methods
 - Third issue project newsletter with options / response card
 - Third issue newsletter on web page w/ response option

6. Adopt reconstruction plan

Formal public hearing and Council vote with supporting announcements.



February 22, 2017

Bedwell Bayfront Park Master Plan Outreach Plan

Outreach goals:

- To incorporate public input in the development of the Master Plan, which will define the long-term vision for Bedwell Bayfront Park and include measures that protect the park's resources and enhance the visitor experience.
- Maximize the number of people and the quality of input received
- The outreach audience will be City-wide, but specific outreach will be made to the neighborhoods near the park, including Belle Haven
- Allow for easy, convenient (ie. '24/7') input by using multiple methods of communication

Outreach notification methods:

- City staff will develop a project webpage
- Booth at Farmer's Market or equivalent event (2 to 4 weeks prior to open house #1)
- On-site posters (2 weeks prior to each public workshop, distribution by CA)
- Flyers at City Hall/community centers/main library (3 weeks prior to each public workshop, distribution by City)
- Place newsletters in City utility billing, if feasible (1 week prior to each public workshop, distribution by city utility billing service, 4 or 5 cycles?)
- Mail out postcards to adjacent neighborhoods (3 weeks prior to each public workshop, by City/CA)
- Place ad or meeting notice in the City Belle Haven newsletter (target the April edition, by City)
- Facebook fan page (not a personal profile). Callander Associates will develop a profile for City review. City to review and approve the tagline/url name. Comments will be logged on a weekly basis or more frequently if needed
- E-mail blast to local stakeholder groups (1 week and 3 weeks prior to each public workshop), ie. Friends of Bedwell Bayfront Park, Facebook employees), City recreation group(s)

Public outreach meetings:

- *Workshop #1:* On-site at parking lot on a Saturday morning, 10 am to 2 pm, April 8, 2017. Goals for this first workshop include: educate attendees about the project background and opportunities and constraints, discuss a definition for 'passive recreation,' understand the public's perceptions of the park, and obtain initial input on desired park program elements. The workshop will be an open house format, allowing attendees to arrive and leave at their leisure.

SAN MATEO
311 Seventh Avenue
San Mateo, CA 94401
T 650.375.1313
F 650.344.3290

SAN JOSE
300 South First Street, Suite 232
San Jose, CA 95113
T 408.275.0565
F 408.275.8047

RANCHO CORDOVA
12150 Tributary Point Drive, Suite 140
Gold River, CA 95670
T 916.985.4366
F 916.985.4391

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A combination of materials will be utilized to solicit input, and likely will include questionnaires, park program prioritization boards, and an opportunities and constraints plan.

- *Workshop #2:* On-site at parking lot on a Saturday morning, 10 am to 2 pm, June 17, 2017. Goals for this second workshop include: present alternative park plans and solicit public input on plan elements and desired character. The workshop will be an open house format, allowing attendees to arrive and leave at their leisure. Materials to be utilized likely will include questionnaires, park plans, design details (ie. cross section, enlargement plans, or perspective sketches), funding – programming matrix, and prioritization image boards.
- *Workshop #3/Parks and Recreation Commission Meeting:* City Council chambers on Wednesday evening, 6:30 pm to 8:30 pm, October 25, 2017. Goals for this third workshop include: present preferred park plan and funding strategies and solicit public input. The format will be more rigid, with an opening presentation and time for soliciting public input. Materials to be utilized likely will include a Powerpoint presentation, park plan, funding matrix, and image boards.

Outreach tasks for Community Workshop #1 on 4/8:

	Event Date	Person Responsible	Due Date	Completed / Status
Send flyer and postcard to translator Manti	3/3	CA	2/22	
Send flyer and postcard to City	3/3	CA	2/28	
Complete newsletters	4/8	CA	3/3	
Place newsletters in City utility billing	4/8	AZ/DS	3/3	
Create project page on City website	4/8	AZ/DS	3/3	
Create Facebook page	4/8	CA	3/3	
Place ad/notice in Belle Haven newsletter	4/8	CA	3/3	
Coordinate link to City webpage with Friends of Bedwell Park, Facebook webpages	4/8	AZ/DS/CA	3/10	
Project outreach at Farmer’s Market	4/8	CA	3/11 – 3/25	
E-mail blast to various stakeholder groups	4/8	AZ/DS	3/18	
Place flyers at City Hall/community centers/main library	4/8	AZ/DS	3/18	
Mail postcards to adjacent neighborhoods	4/8	AZ/DS/CA	3/25	
Place on-site posters	4/8	CA	3/10	
E-mail blast to various stakeholder groups	4/8	AZ/DS	4/1	

CA – Callander Associates

DS – Derek Schweigart, City

AZ – Azalea Mitch, City

-END-

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