



REGULAR MEETING AGENDA

Date: 11/14/2017
Time: 7:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

- A. Call To Order**
- B. Roll Call**
- C. Pledge of Allegiance**
- D. 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.

- E. Consent Calendar**

- E1. Waive the reading and adopt an ordinance approving the Amendment to the Development Agreement for the Facebook Campus Expansion Project (Staff Report #17-277-CC)
- E2. Approve a comment letter on the Draft Environmental Impact Report for Flood County Park Landscape Plan (Staff Report #17-283-CC)
- E3. Authorize the City Manager to accept a grant for fiscal year 2017-18 of up to \$179,260 from Silicon Valley Community Foundation to implement The Big Lift at the Belle Haven Child Development Center, to execute a contract to enhance services to complete the scope of work and to allocate matching funds of \$13,790 from the General Fund (Staff Report #17-282-CC)
- E4. Adopt a resolution supporting the Bayfront Expressway, Willow Road, and Marsh Road adaptive signal timing project, submit an application to the Measure A Highway Program and authorize the City Manager to execute the funding agreement (Staff Report #17-274-CC)
- E5. Waive the second reading and adopt an ordinance to update backflow prevention and cross-connection control requirements, and amend the Master Fee Schedule to include City backflow testing fees (Staff Report #17-281-CC)
- E6. Adopt an ordinance amending Chapter 5.69 of the Menlo Park Municipal Code to reauthorize Public, Education, and Government (PEG) access fees that apply to AT&T and Comcast under their respective State video franchises (Staff Report #17-280-CC)
- E7. Accept the City Council meeting minutes for October 4, October 10, October 30 and November 7, 2017 (Attachment)

F. Public Hearing

- F1. Extending the moratorium ordinance on the establishment of commercial cannabis land uses and outdoor personal cannabis cultivation (Staff Report #17-273-CC)
- F2. Adoption of proposed 2018-2022 solid waste collection rates (Staff Report #17-286-CC)

G. Regular Business

- G1. Review and approve comment letter on Stanford University, Center for Academic Medicine Project traffic impacts review (Staff Report #17-284-CC)
- G2. Reconsider the City Council's October 17, 2017 decision to waive the reading and adopt ordinances rezoning and rezoning the property located at 2111-2121 Sand Hill Road ("2131 Sand Hill Road") (Staff Report #17-285-CC)
- G3. Consider a request to rename Market Place Park after Mr. Karl Clark, Menlo Park resident and WWII veteran (Staff Report #17-270-CC)
- G4. Accept the Bedwell Bayfront Park Master Plan and consider the Parks and Recreation Commission's recommendations on certain park amenities and approve proposed next steps (Staff Report #17-272-CC)

H. Informational Items

- H1. Overview of proposed modifications to loading zones for Draeger's Market located at 1010 University Drive (Staff Report #17-278-CC)
- H2. Quarterly financial review of General Fund operations as of September 30, 2017 (Staff Report #17-276-CC)
- H3. Quarterly review of the City's investment portfolio as of September 30, 2017 (Staff Report #17-279-CC)
- H4. Update on bus shelter installation in Belle Haven (Staff Report #17-275-CC)

I. City Manager's Report

J. Councilmember Reports

K. Adjournment

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at menlopark.org/agenda and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 11/8/2017)

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

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

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

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

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STAFF REPORT

City Council Meeting Date: 11/14/2017
Staff Report Number: 17-277-CC

Consent Calendar: **Waive the reading and adopt an ordinance approving the Amendment to the Development Agreement for the Facebook Campus Expansion Project**

Recommendation

Staff recommends that the City Council waive the full reading of and adopt the ordinance approving the Amendment to the Development Agreement between the Applicant and the City of Menlo Park to ensure consistency with the timing of benefits associated with the proposed revised Facebook Campus Expansion Project and the previously approved Facebook Campus Expansion Project, along with the provision of additional funds for city services.

Policy Issues

The recommended action is consistent with the City Council's actions and approvals on the proposed project at its meeting of November 7, 2017 and would serve to complete the approval process of the land use entitlements for the revisions to the Facebook Campus Expansion Project.

Background

At the November 7, 2017 City Council meeting, the Council voted 4-0, with Councilmember Carlton recused, to take the following actions related to the Facebook Campus Expansion Project:

1. Review and consider the Environmental Impact Report (EIR) Addendum prepared for the proposed project and find that the proposed project is consistent with the certified EIR for the approved project as analyzed in the Facebook Campus Expansion Project EIR Addendum;
2. Adopt a resolution approving the Second Amended and Restated Conditional Development Permit for the property located at 300-309 Constitution Drive and 1 Facebook Way (Building 20); and
3. Introduce an ordinance approving the Amendment to the Development Agreement for 301-309 Constitution Drive (Facebook Campus Expansion Project).

The resolution approving the Second Amended and Restated Conditional Development Permit does not require any additional action by the City Council and would become effective concurrently with the effective date of the Amendment to the Development Agreement, subject to recordation with the County of San Mateo.

Analysis

The proposed project includes revisions to the approved Facebook Campus Expansion Project. The proposed revisions required Planning Commission review and City Council action on a Second Amended and Restated Conditional Development Permit (CDP). The City Council approved the amendments to the CDP, incorporating a condition of approval requiring the Applicant to revise the parking garage design as part of the building permit application, at the November 7th Council meeting through the adoption of a resolution. However, the proposed project also requires an ordinance to amend the Development Agreement for the Facebook Campus Expansion Project. The City Council introduced the ordinance for the amendment at its meeting on November 7th. Ordinances require a second reading, which staff is recommending that the City Council waive, and adopt the ordinance.

The ordinance would approve the amendment to the Development Agreement (DA) between the City and the Applicant for the provision of public benefits in exchange for vested rights. The amendment includes modifications to ensure consistency with the timing of the delivery of the negotiated public benefits, specifically the timing of the in-lieu Transit Occupancy Tax (TOT) payment and the timing of the removal of the cap for Utility Users Tax (UUT). In addition to the modifications to ensure consistency of the delivery of public benefits between the approved and proposed projects, the amendment to the DA includes additional revenue (\$11.25 Million) for city services that benefit the safety of the community, and the use of the funds would be in the sole discretion of the City. This payment would be made in five equal installments and the annual payment would increase with the Consumer Price Index. The ordinance amending the Development Agreement is located in Attachment A and the Amendment to Development Agreement is included in Attachment B.

No changes to the ordinance were requested by the City Council, nor have any changes been initiated by staff. The City Council voted 4-0, with Councilmember Carlton recused, to introduce the above mentioned ordinance at the November 7, 2017 meeting.

Impact on City Resources

The Applicant is required to pay all Planning, Building and Public Works permit fees, based on the City's Master Fee Schedule, to fully cover the cost of staff time spent on the review of the project.

Environmental Review

An Addendum to the certified EIR was prepared pursuant to 14 Cal. Code Regs. (CEQA Guidelines) Section 15164 for the proposed revised project. The Facebook Campus Expansion Project EIR Addendum determined that none of the basis identified in CEQA Guidelines Section 15162 were present and therefore there was no need for a subsequent or supplemental EIR and that the proposed revised project is consistent with the certified EIR for the approved 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. Ordinance for the Amendment to the Development Agreement
- B. Amendment to the Development Agreement

Staff Report #: 17-277-CC

Report prepared by:
Kyle Perata
Senior Planner

Report reviewed by:
Mark Muenzer
Assistant Community Development Director

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ORDINANCE NO.____

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
APPROVING THE AMENDMENT TO THE
DEVELOPMENT AGREEMENT WITH HIBISCUS PROPERTIES,
LLC FOR THE PROPERTY LOCATED AT 301-309 CONSTITUTION
DRIVE**

The City Council of the City Menlo Park does hereby ORDAIN as follows:

SECTION 1. This ordinance is adopted under the authority of Government Code Section 65864 *et. seq.* and pursuant to the provisions of City Resolution No. 4159, which establishes procedures and requirements for the consideration of developments within the City of Menlo Park (“City”).

SECTION 2. This ordinance incorporates by reference that certain Amendment to Development Agreement (“Amendment”) by and between the City and Hibiscus Properties, LLC (“Applicant”), attached hereto as Exhibit A (*See Attachment I of the Staff Report*) and incorporated herein by this reference.

SECTION 3. The City, as lead agency, prepared an Environmental Impact Report (“EIR”) pursuant to the California Environmental Quality Act (“CEQA”) that examined the environmental impacts of the redevelopment of the property at 301-309 Constitution Drive (“Property” or “Facebook Campus Expansion Project”). On November 1, 2016, the City Council certified the EIR.

SECTION 4. On November 1, 2016, the City Council approved the Facebook Campus Expansion Project and the Development Agreement by introducing Ordinance No. 1021 (“Enacting Ordinance”). The City Council conducted a second reading and adopted the Enacting Ordinance on November 15, 2016, making it effective on December 16, 2016. The Development Agreement was recorded on December 16, 2016, in the Official Records of the County of San Mateo.

SECTION 4. On February 7, 2017, Applicant applied for modifications to the approved Facebook Campus Expansion Project, including but not limited to, changes to the design and the height of buildings and changes to the location of the parking (“Revised Project”).

SECTION 5. In compliance with CEQA, pursuant to 14 California Code of Regulations Section 15164, the City prepared an addendum to the previously certified EIR finding that the Revised Project did not involve any new significant environmental impacts or any substantial increase in the severity of any previously identified significant impact.

SECTION 6. On October 16, 2017, the Planning Commission held a duly noticed public hearing to review the Revised Project, including the addendum to the certified EIR and the Second Amended and Restated Conditional Development Permit and recommended that the City Council approve the Revised Project and the Amendment to

preserve the rights and privileges as originally negotiated in the Development Agreement.

SECTION 7. On November ____, 2017, the City Council held a duly noticed public hearing at which it reviewed the Revised Project, including in the addendum to the certified EIR and the Second Amended and Restated Conditional Development Permit, and voted to approve the Revised Project and the Amendment to preserve the rights and privileges as originally negotiated in the Development Agreement.

SECTION 8. The City Council finds that the following are the relevant facts concerning the Amendment:

1. Applicant proposes a revised unified development on the Property consisting of approximately 58.4 acres (2,544,476 square feet).
2. Applicant received approval in November 2016 for the Facebook Campus Expansion Project, which included demolishing the existing buildings on-site, with the exception of Building 23 (300 Constitution Drive), and redeveloping the Property with two office buildings (Buildings 21 and 22) totaling no more than 962,400 square feet of office uses and an up to 200 room hotel of approximately 174,800 square feet. The Facebook Campus Expansion Project also included 3,533 new parking spaces.
3. In February 2017, Applicant submitted an application for the Revised Project, which includes, but is not limited to, changing the design of Building 22 to encompass a four-story building with a reduced building footprint, shifting the surface parking beneath Building 22 into a stand-alone eight-story parking garage (seven stories above grade and one story located below finished grade), increasing the height of Building 22 to accommodate architectural skylights, modifying the open space and adding an electrical vehicle charging facility for future electric buses and trams. The Revised Project also includes an interim phase during which an existing building, Building 305, would not be demolished, but could remain on the Property and occupied by TE Connectivity ("TE") while Building 22 is constructed and operational.
4. When the Development Agreement was originally negotiated, the demolition of Building 305 was necessary for the construction of Building 22. As described in the certified EIR, the City and Facebook originally anticipated that the construction of Building 22 would start in early 2018 and that TE would have vacated Building 305 prior to that date. Because the Revised Project would accommodate a different phasing schedule than originally anticipated that would allow the construction of Building 22 to commence prior to demolition of Building 305, the Parties desire to enter the Amendment to ensure that both the City and Applicant retain the rights and privileges identified in the Development Agreement despite the modifications presented by the Revised Project. The Amendment also addresses an additional funding contribution by Applicant to the City's General Fund which is intended to fund services that benefit the safety of the local community.

SECTION 9. As required by Section 301 of Resolution No. 4159 and based on an analysis of the facts set forth above, the City Council hereby adopts the following as its findings:

1. The Revised Project is consistent with the objectives, policies, general land uses and programs specified in the General Plan, as amended by the Project Approvals, as that term is defined in the Development Agreement.
2. The Revised Project is compatible with the uses authorized in and the regulations prescribed for the land use district in which the Property is located, as amended by the Project Approvals.
3. The Revised Project is in conformity with public convenience, general welfare and good land use practices.
4. The Revised Project will not be detrimental to the health, safety and general welfare of the City or the region surrounding the City.
5. The Revised Project will not adversely affect the orderly development of property or the preservation of property values within the City.
6. The Amendment will promote and encourage the development of the Revised Project by providing a greater degree of certainty with respect thereto.
7. The Amendment will result in the provision of public benefits by the Applicant, including, but not limited to, financial commitments, consistent with the recorded Development Agreement.

SECTION 10. If any section of this ordinance, or part hereof, is held by a court of competent jurisdiction in a final judicial action to be void, voidable or enforceable, such section, or part hereof, shall be deemed severable from the remaining sections of this ordinance and shall in no way affect the validity of the remaining sections hereof.

SECTION 11. The ordinance shall take effect 30 days after its passage and adoption. Within 15 days of its adoption, the ordinance shall be posted in three public places within the City, 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 prior to the effective date.

INTRODUCED on the 7th day of November, 2017.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Kirsten Keith
Mayor, City of Menlo Park

ATTEST:

Clay Curtin
Interim City Clerk

This document is recorded for the benefit of the City of Menlo Park and is entitled to be recorded free of charge in accordance with Sections 6103 and 27383 of the Government Code.

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:

City of Menlo Park
Attn: City Clerk
701 Laurel Street
Menlo Park, CA 94025

AMENDMENT TO DEVELOPMENT AGREEMENT
(301-309 CONSTITUTION DRIVE, MENLO PARK, CA
[APNs 055-260-250 and 055-260-290])

BY AND BETWEEN

CITY OF MENLO PARK,
A CALIFORNIA MUNICIPAL CORPORATION

AND

HIBISCUS PROPERTIES, LLC,
A DELAWARE LIMITED LIABILITY COMPANY

THIS AMENDMENT TO DEVELOPMENT AGREEMENT (“Amendment”) is made and entered into as of this ____ day of _____, 2017, by and between the City of Menlo Park, a municipal corporation of the State of California (“City”) and Hibiscus Properties LLC, a Delaware limited liability company (“Facebook”). This Amendment modifies the Development Agreement dated December 14, 2016 and recorded in the Official Records of the County of San Mateo as Document Number 2016-133794 (“Development Agreement”).

RECITALS

The City and Facebook are entering this Amendment based on the following facts, understandings and intentions:

A. Facebook owns those certain parcels of real property collectively and commonly known as 301 thru 309 Constitution Drive in the City of Menlo Park, California (“Property”), as shown on Exhibit A attached hereto and being more particularly described in Exhibit B attached hereto.

B. The City examined the environmental effects of the Project (as defined in the Development Agreement), in an Environmental Impact Report (“EIR”) prepared pursuant to the California Environmental Quality Act (“CEQA”). The Project included the demolition of existing buildings on the Property (Buildings 301-309 and the Chemical Transfer Facility) and the subsequent construction of two new office buildings (Buildings 21 and 22) and a Hotel. On November 1, 2016, the City Council reviewed and certified the EIR.

C. On November 1, 2016, the City Council approved the Project and the Development Agreement by introducing Ordinance No. 1021 (“Enacting Ordinance”). The City Council conducted a second reading on the Enacting Ordinance on November 15, 2016 and adopted the Enacting Ordinance, making it effective on December 16, 2016. The Development Agreement was recorded on December 16, 2016, in the Official Records of the County of San Mateo.

D. On February 7, 2017, Facebook applied to modify the Project. Project modifications include, but are not limited to, changing the design of Building 22 to encompass a four-story building with a reduced building footprint, shifting the surface parking beneath Building 22 into a stand-alone eight-story parking garage (seven stories above grade and one story located below finished grade), increasing the height of Building 22 to accommodate architectural skylights, modifying the open space and adding an electrical vehicle charging facility for future electric buses and trams (“Revised Project”). The Revised Project also includes an interim phase during which existing Building 305 would not be demolished, but could remain on the Property and occupied by TE Connectivity (“TE”) while Building 22 is constructed and operational.

E. When the Development Agreement was negotiated, the demolition of Building 305 was necessary for the construction of Building 22. As described in the certified EIR, the City and Facebook originally anticipated that the construction of Building 22 would start in early 2018 and that TE would have vacated Building 305 prior to that date. Because the Revised Project would accommodate a different phasing schedule than originally anticipated that would allow the construction of Building 22 to commence prior to demolition of Building 305, the Parties desire to enter this Amendment to ensure that both the City and Facebook retain the rights and privileges identified in the Development Agreement despite the modifications presented by the Revised Project. This Amendment also addresses an additional funding contribution by Facebook to the City’s General Fund which is intended to fund services that benefit the safety of the local community.

F. In compliance with CEQA, pursuant to 14 California Code of Regulations Section 15164, the City prepared an addendum to the previously certified EIR finding that the Revised Project did not involve any new significant environmental impacts or any substantial increase in the severity of any previously identified significant impact.

G. On October 16, 2017, the Planning Commission held a duly noticed public hearing to review the Revised Project, including the addendum to the certified EIR and the Second Amended and Restated Conditional Development Permit, which addressed the proposed modifications requested by Facebook, and recommended that the City Council approve the Revised Project and this Amendment to preserve the rights and privileges as originally negotiated in the Development Agreement.

H. On November 7, 2017, the City Council held a duly noticed public hearing at which it reviewed the Revised Project, including in the addendum to the certified EIR and the Second Amended and Restated Conditional Development Permit, and voted to approve the Revised Project and enter into this Amendment to preserve the rights and privileges as originally negotiated in the Development Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and promises of the City and Facebook herein contained, the City and Facebook agree as follows:

1. The Revised Project includes revised site plans, updated mitigation measures identified in the addendum to the certified EIR and a Second Amended and Restated Conditional Development Permit, which supersedes the Amended and Restated Conditional Development Permit. All references in the Development Agreement to defined terms that are affected by these modifications are updated to include the Revised Project, as approved by the City Council.

2. Section 6.3.1 of the Development Agreement is hereby amended to change the definition of the Guarantee Commencement Date to preserve the Development Agreement's anticipated timing for the commencement of the TOT Guarantee Payments identified in Section 6.3 and the date upon which the Utility User's Tax Cap would no longer apply to the Property as described in Section 6.5 of the Development Agreement by deleting the existing language in Section 6.3.1 and replacing it with the following (new language underscored):

“Facebook’s obligation to make TOT Guarantee Payments, if any, shall commence upon July 1 of the second full City fiscal year following the earlier of (i) the TE Vacation Date, or (ii) the date the City issues the first building permit for Building 22 (“Guarantee Commencement Date”). The TOT Guarantee Payments, if any, shall be calculated with respect to each City fiscal year (July 1 through June 30) during the Guarantee Payment Period (“Revenue Calculation Period”), the first such year commencing as of the Guarantee Commencement Date. Facebook’s obligation to make TOT Guarantee Payments shall apply to the period (“Guarantee Payment Period”) commencing on the Guarantee Commencement Date and continuing until thirty-nine (39) years after the Guarantee Commencement Date.

3. Section 9.1.5 of the Development Agreement provides that Facebook shall construct, operate, and maintain a new two-acre publicly accessible open space upon issuance of building permits for Building 22. With the Revised Project, construction of the new two-acre publicly accessible open space would be phased over time, since a portion of the full two-acre area is currently occupied by Building 305 and full buildout of the public open space could not occur until Building 305 is

demolished. The specific timing and sequencing of the public open space is addressed in the Second Amended and Restated Conditional Development Permit. Therefore, Section 9.1.5 of the Development Agreement is modified to allow completion of the public open space upon demolition of Building 305 in accordance with the Second Amended and Restated Conditional Development Permit.

4. In addition to the local community benefits to be provided by Facebook pursuant to Section 9 of the Development Agreement, Facebook shall contribute a total of Eleven Million Two Hundred Fifty Thousand Dollars (\$11,250,000) to the City's general fund to be spent on services that benefit the safety of local community but otherwise in the sole discretion of the City (the "City Services Contribution"). Payment of the City Services Contribution shall occur in five equal installments over a five-year period (i.e., \$2,250,000 per year for five years). The annual payments shall be payable on July 1 of the City's fiscal year, and the first payment will be payable on July 1, 2018. The amount of the payment each fiscal year shall be adjusted based upon the Consumer Price Index for All Urban Consumers for San Francisco-Oakland-San Jose as measured from February to February (<https://data.bls.gov/cgi-bin/surveymost>). The City agrees to provide an annual update to Facebook regarding the City's use of the City Services Contribution as part of the annual review process required by Section 12.1 of the Development Agreement. The City Services Contribution shall not be payable if Facebook elects to terminate this Amendment pursuant to Section 6 of this Amendment.

5. As required by the Development Agreement, this Amendment shall be recorded by the City Clerk not later than 10 days after the City Council approval of the Amendment.

6. If litigation or a referendum is commenced seeking to set aside the Revised Project, the Second Amended and Restated Conditional Development Permit or this Amendment, Facebook may elect to terminate this Amendment and the Second Amended Restated Conditional Development Permit and proceed with the original Project. In the event of a termination pursuant to Section 6 of this Amendment, the Amended and Restated Conditional Development Permit and Development Agreement shall survive and control the rights and obligations of the parties and the permitted uses on the Property.

7. Except to the extent expressly modified by this Amendment, the terms of the Development Agreement shall remain effective without impairment or modification.

8. This Amendment may be executed in any number of counterparts, each of which so executed shall be deemed an original, but all of which when taken together shall constitute but one Amendment.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the day and year first above written.

**** signatures on next page****

“City”

CITY OF MENLO PARK, a municipal corporation of the State of California

By: _____
Mayor

Attest:

City Clerk

Approved as to Form:

By: _____
City Attorney

“Facebook”

HIBISCUS PROPERTIES, LLC, a Delaware limited liability company:

By: _____

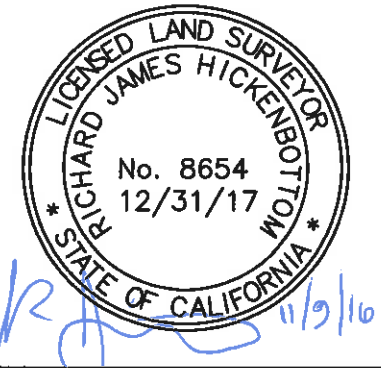
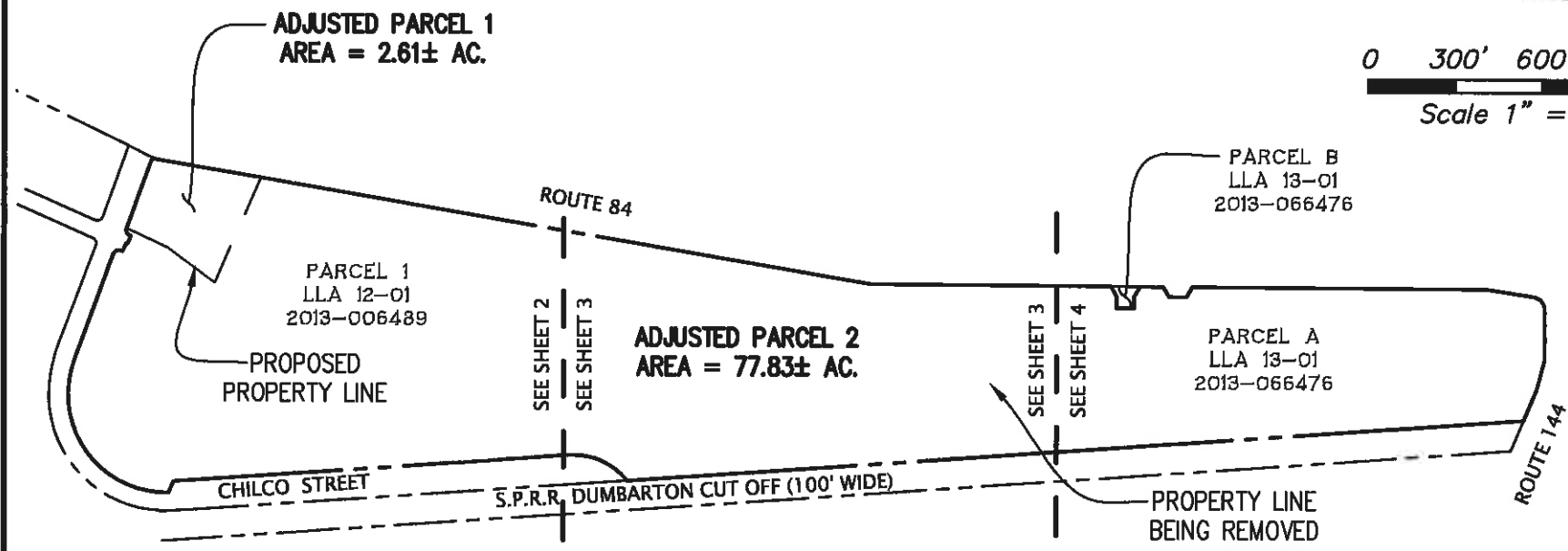
Name: _____

Title: _____

EXHIBIT A



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Scale 1" = 600 ft

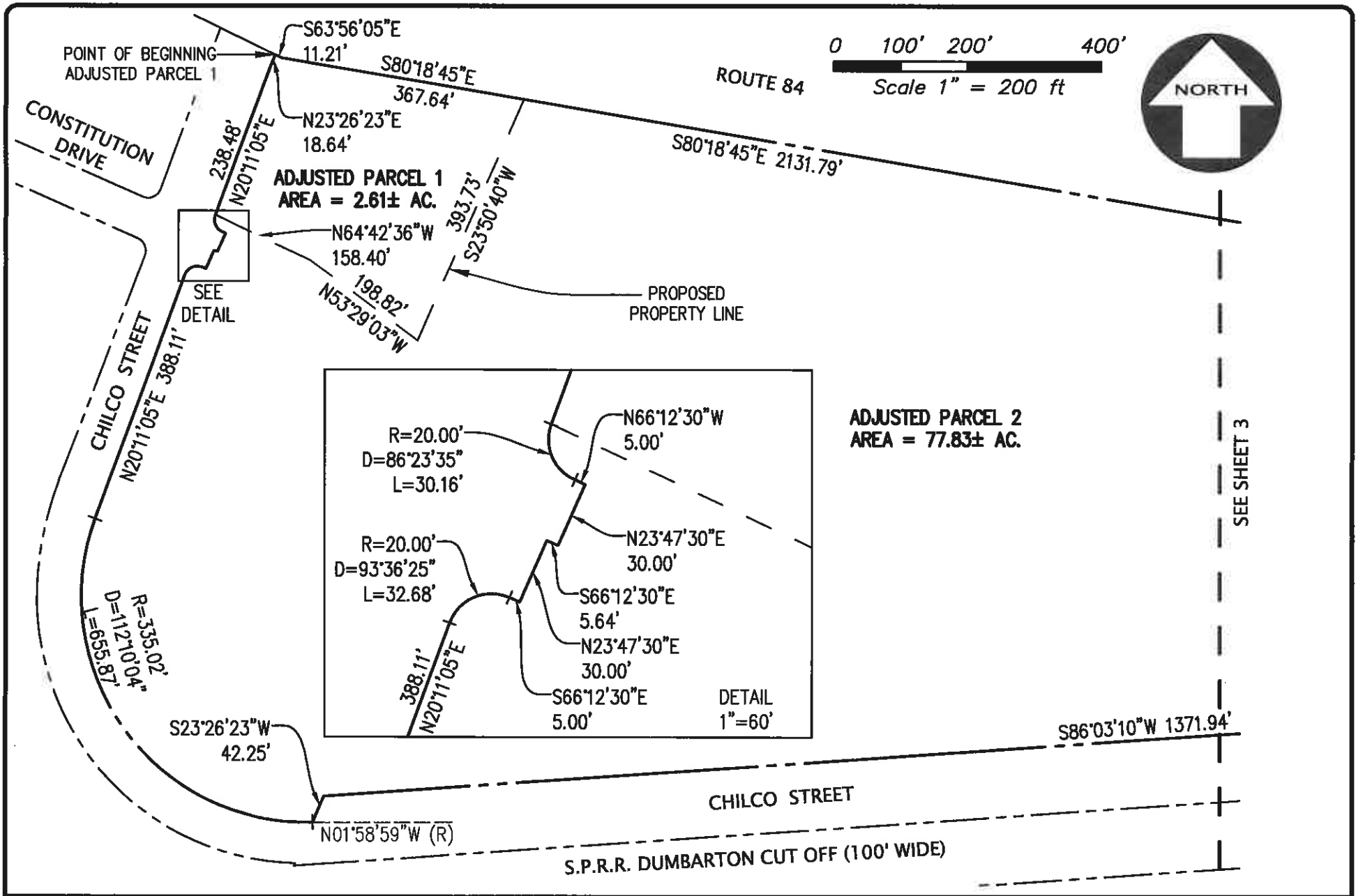


KIER & WRIGHT
CIVIL ENGINEERS & SURVEYORS, INC.
 2850 Collier Canyon Road Phone (925) 245-8788
 Livermore, California 94551 Fax (925) 245-8796

EXHIBIT "A"
PLAT TO ACCOMPANY LEGAL DESCRIPTION

MENLO PARK, CALIFORNIA

DATE	NOVEMBER, 2016
SCALE	1" = 600'
BY	RJH
JOB NO.	A15571-3
SHEET	1 OF 4

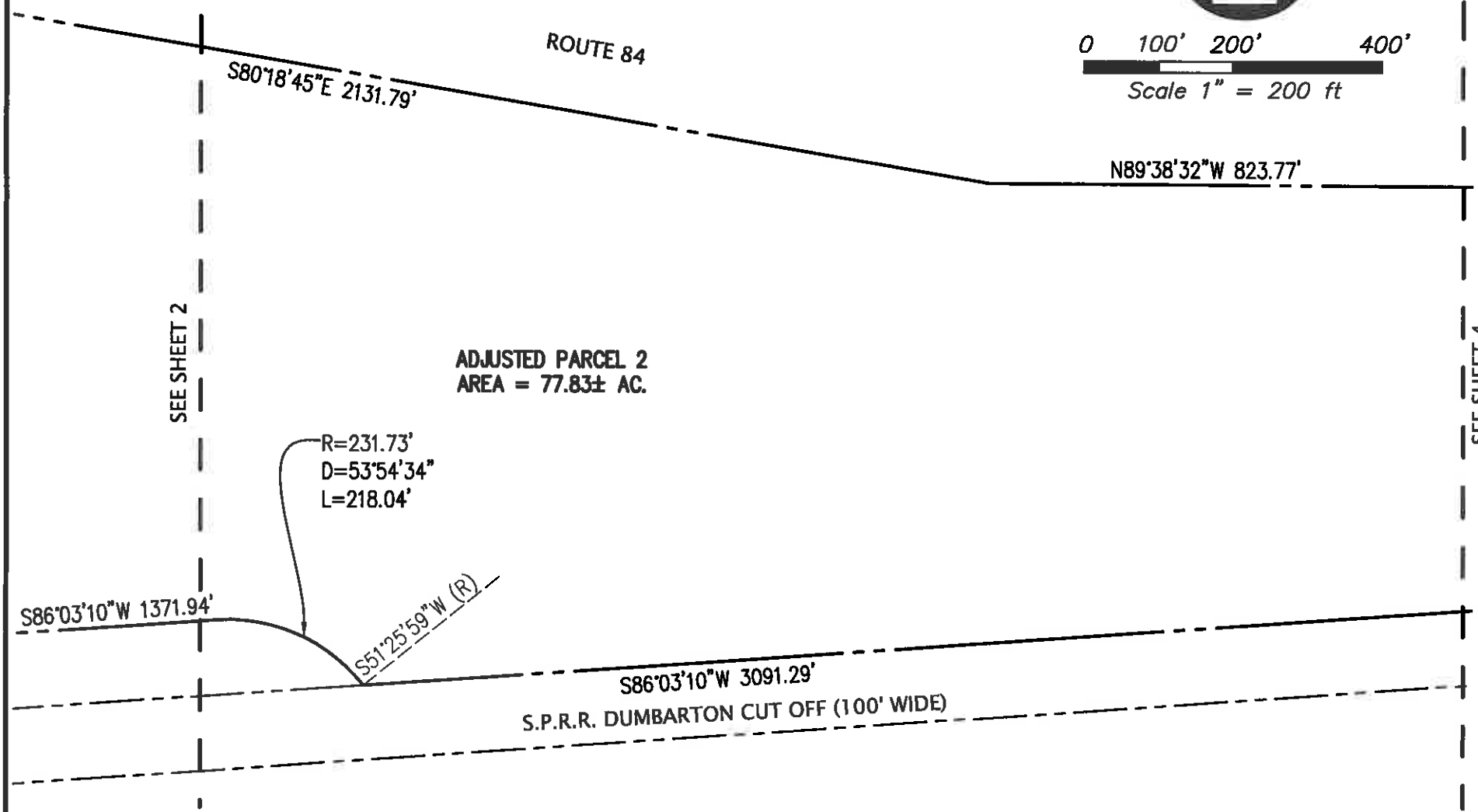
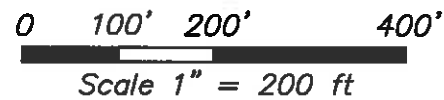


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CIVIL ENGINEERS & SURVEYORS, INC.
 2850 Collier Canyon Road Phone (925) 245-8788
 Livermore, California 94551 Fax (925) 245-8796

EXHIBIT "A"
PLAT TO ACCOMPANY LEGAL DESCRIPTION

MENLO PARK, CALIFORNIA

DATE	NOVEMBER, 2016
SCALE	1" = 200'
BY	RJH
JOB NO.	A15571-3
SHEET	2 OF 4



SEE SHEET 2

SEE SHEET 4



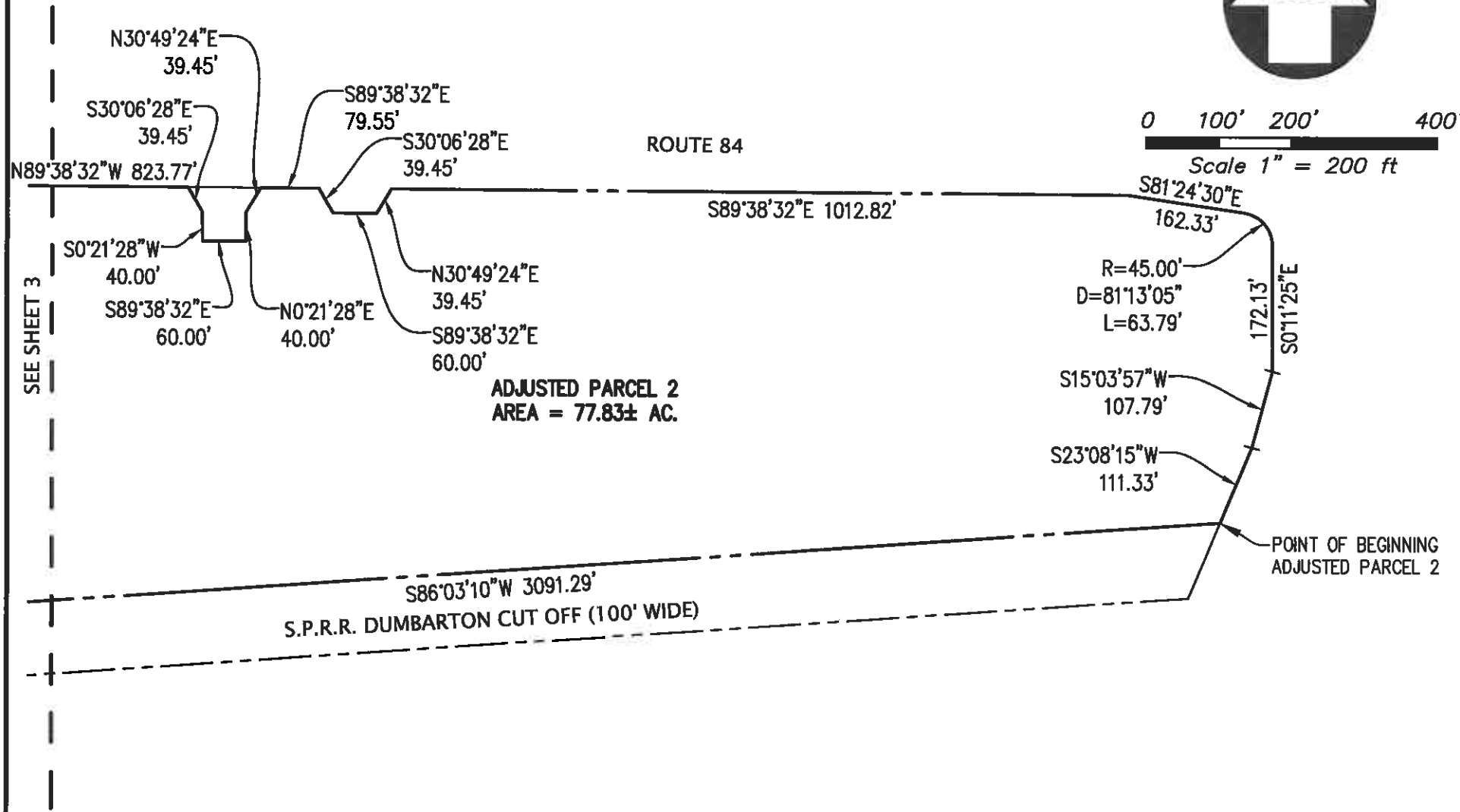
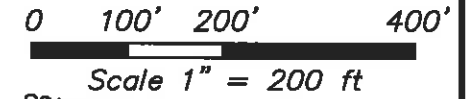
KIER & WRIGHT
CIVIL ENGINEERS & SURVEYORS, INC.
 2850 Collier Canyon Road Phone (925) 245-8788
 Livermore, California 94551 Fax (925) 245-8796

EXHIBIT "A"
PLAT TO ACCOMPANY LEGAL DESCRIPTION

MENLO PARK,

CALIFORNIA

DATE	NOVEMBER, 2016
SCALE	1" = 200'
BY	RJH
JOB NO.	A15571-3
SHEET	3 OF 4



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 CIVIL ENGINEERS & SURVEYORS, INC.
 2850 Collier Canyon Road Phone (925) 245-8788
 Livermore, California 94551 Fax (925) 245-8796

EXHIBIT "A"
PLAT TO ACCOMPANY LEGAL DESCRIPTION

MENLO PARK, CALIFORNIA

DATE	NOVEMBER, 2016
SCALE	1" = 200'
BY	RJH
JOB NO.	A15571-3
SHEET	4 OF 4

EXHIBIT B

EXHIBIT 'B'
LEGAL DESCRIPTION

ADJUSTED PARCEL 1

REAL PROPERTY SITUATE IN THE CITY OF MENLO PARK, COUNTY OF SAN MATEO, STATE OF CALIFORNIA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEING A PORTION OF PARCEL 1, AS SAID PARCEL IS DESCRIBED IN THAT CERTAIN LOT LINE ADJUSTMENT NO. 12-01, RECORDED JANUARY 11, 2013, AS INSTRUMENT NO. 2013-006489, OFFICIAL RECORDS OF SAN MATEO COUNTY, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE INTERSECTION OF THE SOUTHERLY RIGHT OF WAY OF ROUTE 84, AS SAID ROUTE IS SHOWN ON THAT CERTAIN CALTRANS RIGHT OF WAY MAP FOR ROUTE 84 IN THE COUNTY OF SAN MATEO ON SHEETS R-105.2 THROUGH R-105.4, WITH THE EAST RIGHT OF WAY LINE OF CHILCO STREET, AS SAID RIGHT OF WAY IS DESCRIBED AS PARCEL 46737-3 IN THAT CERTAIN DOCUMENT RECORDED JULY 27, 1983 AS DOCUMENT NUMBER 83-078012, OFFICIAL RECORDS OF SAN MATEO COUNTY, SAID INTERSECTION ALSO BEING THE NORTHWEST CORNER OF SAID PARCEL 1;

THENCE ALONG SAID SOUTHERLY RIGHT OF WAY, SOUTH 63° 56' 05" EAST, 11.21 FEET;

THENCE CONTINUING ALONG SAID SOUTHERLY RIGHT OF WAY, SOUTH 80° 18' 45" EAST, 367.64 FEET;

THENCE SOUTH 23° 50' 40" WEST, 393.73 FEET;

THENCE NORTH 53° 29' 03" WEST, 198.82 FEET;

THENCE NORTH 64° 42' 36" WEST, 158.40 FEET TO A POINT ON SAID EASTERLY RIGHT OF WAY;

THENCE ALONG SAID EASTERLY RIGHT OF WAY, NORTH 20° 11' 05" EAST, 238.48 FEET;

THENCE CONTINUING ALONG SAID EASTERLY RIGHT OF WAY, NORTH 23° 26' 23" EAST, 18.64 FEET TO THE **POINT OF BEGINNING**.

CONTAINING 2.61 ACRES OF LAND, MORE OR LESS.

KIER & WRIGHT CIVIL ENGINEERS & SURVEYORS, INC.



RICHARD J. HICKENBOTTOM, LS 8654
LICENSE EXPIRES: 12/31/17

11/9/16

DATE

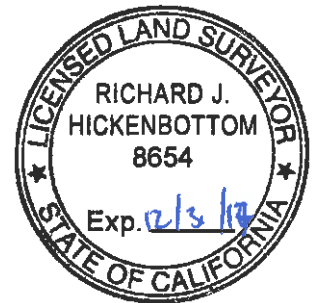


EXHIBIT 'B'
LEGAL DESCRIPTION

ADJUSTED PARCEL 2

REAL PROPERTY SITUATE IN THE CITY OF MENLO PARK, COUNTY OF SAN MATEO, STATE OF CALIFORNIA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEING A PORTION OF PARCEL 1, AS SAID PARCEL 1 IS DESCRIBED IN THAT CERTAIN LOT LINE ADJUSTMENT NO. 12-01, RECORDED JANUARY 11, 2013 AS INSTRUMENT NO. 2013-006489, AND ALL OF PARCEL A, AS SAID PARCEL A IS DESCRIBED IN THAT CERTAIN LOT LINE ADJUSTMENT NO. 13-01, RECORDED MAY 2, 2013 AS INSTRUMENT NO. 2013-066476, OFFICIAL RECORDS OF SAN MATEO COUNTY, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE INTERSECTION OF THE NORTH LINE OF THE 100 FOOT WIDE SOUTHERN PACIFIC RAILROAD DUMBARTON CUT OFF RIGHT OF WAY WITH THE WESTERLY RIGHT OF WAY OF ROUTE 144, AS SAID ROUTE 144 IS SHOWN ON THAT CERTAIN CALTRANS RIGHT OF WAY MAP FOR ROUTE 84 IN THE COUNTY OF SAN MATEO ON SHEETS R-105.2 THROUGH R-105.4;

THENCE ALONG SAID NORTH LINE, SOUTH 86° 03' 10" WEST, 3091.29 FEET TO THE INTERSECTION OF SAID NORTH LINE WITH THE NORTHERLY RIGHT OF WAY LINE FOR CHILCO STREET, AS DESCRIBED AS PARCEL 45831-1 IN THAT CERTAIN DOCUMENT RECORDED JUNE 29, 1982 AS DOCUMENT NUMBER 82-054425, OFFICIAL RECORDS OF SAN MATEO COUNTY;

THENCE ALONG THE SAID NORTHERLY RIGHT OF WAY OF CHILCO STREET THE FOLLOWING THREE (3) COURSES:

- 1) ALONG THE ARC OF A NON-TANGENT CURVE TO THE LEFT, THE CENTER OF WHICH BEARS SOUTH 51° 25' 59" WEST, HAVING A RADIUS OF 231.73 FEET, THROUGH A CENTRAL ANGLE OF 53° 54' 34" FOR AN ARC LENGTH OF 218.04 FEET,
- 2) SOUTH 86° 03' 10" WEST, 1371.94 FEET, AND
- 3) SOUTH 23° 26' 23" WEST, 42.25 FEET TO A POINT ON THE EASTERLY RIGHT OF WAY OF CHILCO STREET, AS DESCRIBED AS PARCEL 46737-3 IN THAT CERTAIN DOCUMENT RECORDED JULY 29, 1983 AS DOCUMENT NUMBER 83-078012, OFFICIAL RECORDS OF SAN MATEO COUNTY;

THENCE ALONG SAID EASTERLY RIGHT OF WAY THE FOLLOWING NINE (9) COURSES:

- 1) ALONG THE ARC OF A NON-TANGENT CURVE TO THE RIGHT, THE CENTER OF WHICH BEARS NORTH 01° 58' 59" WEST, HAVING A RADIUS OF 335.02 FEET, THROUGH A CENTRAL ANGLE OF 112° 10' 04" FOR AN ARC LENGTH OF 655.87 FEET,
- 2) NORTH 20° 11' 05" EAST, 388.11 FEET,
- 3) ALONG THE ARC OF A CURVE THE RIGHT, HAVING A RADIUS OF 20.00 FEET, THROUGH A CENTRAL ANGLE OF 93° 36' 25" FOR AN ARC LENGTH OF 32.68 FEET,
- 4) SOUTH 66° 12' 30" EAST, 5.00 FEET,
- 5) NORTH 23° 47' 30" EAST, 30.00 FEET,
- 6) SOUTH 66° 12' 30" EAST, 5.64 FEET,
- 7) NORTH 23° 47' 30" EAST, 30.00 FEET,
- 8) NORTH 66° 12' 30" WEST, 5.00 FEET, AND
- 9) ALONG THE ARC OF A CURVE TO THE RIGHT, HAVING A RADIUS OF 20.00 FEET, THROUGH A CENTRAL ANGLE OF 86° 23' 35" FOR AN ARC LENGTH OF 30.16 FEET;

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THENCE SOUTH 64° 42' 36" EAST, 158.40 FEET;

THENCE SOUTH 53° 29' 03" EAST, 198.82 FEET;

THENCE NORTH 23° 50' 40" EAST, 393.73 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY OF ROUTE 84, AS SAID ROUTE IS SHOWN ON SAID CALTRANS RIGHT OF WAY MAP;

THENCE ALONG SAID SOUTHERLY RIGHT OF WAY OF ROUTE 84 THE FOLLOWING TWO (2) COURSES:

1) SOUTH 80° 18' 45" EAST, 2,131.79 FEET, AND

2) SOUTH 89° 38' 32" EAST, 823.77 FEET TO THE NORTHWEST CORNER OF PARCEL B, AS SAID PARCEL IS DESCRIBED IN SAID LOT LINE ADJUSTMENT NO. 13-01;

THENCE ALONG THE BOUNDARY OF SAID PARCEL B THE FOLLOWING FIVE (5) COURSES:

1) SOUTH 30° 06' 28" EAST, 39.45 FEET,

2) SOUTH 0° 21' 28" WEST, 40.00 FEET,

3) SOUTH 89° 38' 32" EAST, 60.00 FEET,

4) NORTH 0° 21' 28" EAST, 40.00 FEET, AND

5) NORTH 30° 49' 24" EAST, 39.45 FEET TO A POINT ON SAID SOUTHERLY RIGHT OF WAY OF ROUTE 84;

THENCE ALONG SAID SOUTHERLY RIGHT OF WAY OF ROUTE 84 THE FOLLOWING NINE (9) COURSES:

1) SOUTH 89° 38' 32" EAST, 79.55 FEET,

2) SOUTH 30° 06' 28" EAST, 39.45 FEET,

3) SOUTH 89° 38' 32" EAST, 60.00 FEET,

4) NORTH 30° 49' 24" EAST, 39.45 FEET,

5) SOUTH 89° 38' 32" EAST, 1012.82 FEET,

6) SOUTH 81° 24' 30" EAST, 162.33 FEET,

7) ALONG THE ARC OF A CURVE TO THE RIGHT, HAVING A RADIUS OF 45.00 FEET, THROUGH A CENTRAL ANGLE OF 81° 13' 05" FOR AN ARC LENGTH OF 63.79 FEET,


8) SOUTH 0° 11' 25" EAST, 172.13 FEET, AND

9) SOUTH 15° 03' 57" WEST, 107.79 FEET TO SAID WESTERLY RIGHT OF WAY OF ROUTE 114;

THENCE ALONG SAID WESTERLY RIGHT WAY, SOUTH 23° 08' 15" WEST, 111.33 FEET TO THE **POINT OF BEGINNING.**

CONTAINING 77.83 ACRES OF LAND, MORE OR LESS.

KIER & WRIGHT CIVIL ENGINEERS & SURVEYORS, INC.


RICHARD J. HICKENBOTTOM, LS 8654
LICENSE EXPIRES: 12/31/17

11/9/16
DATE



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STAFF REPORT

City Council
Meeting Date: 11/14/2017
Staff Report Number: 17-283-CC

Consent Calendar: Approve a comment letter on the Draft Environmental Impact Report for Flood County Park Landscape Plan

Recommendation

Staff recommends that the City Council approve a comment letter on the Draft Environmental Impact Report (DEIR) for the Flood County Park Landscape Plan.

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.

This action is also consistent with policies and programs (i.e., LU-1, LU-6, LU-7, OSC1, OSC2, N1) stated in the 2016 City General Plan ConnectMenlo Land Use Element. These policies and programs seek to promote sustainable and orderly development, preserve open space lands for recreation and address the Open Space / Conservation Noise General Plan.

Background

Flood County Park is a 24.5-acre retreat, located in the City of Menlo Park and operated by San Mateo County. Single-family residences primarily surround the park, and Bay Road bounds the site to the southwest. The Town of Atherton is located adjacent to and southwest of the park, across Bay Road. A San Francisco Public Utilities Commission (SFPUC) right-of-way for water pipelines crosses the site and the surrounding area.

Since its opening in the early 1930s, the park has been popular for family and community celebrations, daily visits by park neighbors and sports activities. The adobe administrative office along with two restrooms, a ranger residence and maintenance building are all that remains of the Work Progress Act construction projects built in the mid-1930s. The park has gone through several renovations in its 86-year-history. In 2015, an assessment of the property revealed that many park features and core infrastructure components are in need of major repair or replacement. The San Mateo County Parks Department initiated a series of community meetings to learn from park users, neighbors and future park users what their priorities are for the park and how new park use and concepts may be incorporated into an overall design.

The proposed project entails a Landscape Plan for the long-term redevelopment of San Mateo County's Flood County Park in the City of Menlo Park. This plan is intended to optimize preservation of large oak and bay trees, increase offerings of sports, and provide a variety of

active and passive uses for a range of user groups. It is anticipated that the proposed recreational facilities would be developed within ten years. The largest recreational facilities would be sited in the northern portion of the park, where the existing ballfield would be reconstructed and a soccer/lacrosse field would be installed at the northeast corner, replacing the existing pétanque court and a portion of the existing tennis courts. A promenade would run eastward across the center of the park from the parking lot. Picnic areas clustered in the southern half of the park would be reconstructed. The San Mateo County Parks Department would preserve existing adobe buildings on-site, with the exception of demolishing the adobe Restroom D located west of the existing tennis courts. The adobe administrative building in the southwest part of the park would be rehabilitated for seismic stability.

A Notice of Preparation (NOP) of an environmental impact report was prepared for the Project and distributed for agency and public review for a 30-day review period that began November 17, 2016.

San Mateo County Parks Department has actively engaged the City of Menlo Park with a number of community meetings and consultations with City staff. City staff has also participated on the Flood Park Project Team that included Recreation Supervisor Todd Zeo.

Flood County Park Project (Engagement Summary)	
January 28, 2015	Update to Parks and Recreation Commission
May 15, 2015	Flood Park Redesign Team meets with Community Services Department
September 1, 2015	Flood Park Project Team meeting
November 2, 2015	Flood Park preparation meeting
November 17, 2015	Update to City Council
December 7, 2015	Flood Park Project Team meeting
December 9, 2015	Community meeting at Arrillaga Family Recreation Center
January 21, 2016	Flood Park Redesign Team meets with Community Services Department
February 25, 2016	Flood Park Project Team meeting
March 28, 2016	Flood Park Project Team meeting
August 16, 2017	Flood Park Redesign Team meets with Community Services and Community Development Departments
November 1, 2017	Community meeting to present DEIR

** Note: Does not include community meetings outside of Menlo Park.

Analysis

This DEIR addresses the following 10 environmental issues that the County has determined to be potentially significant:

- Aesthetics
- Greenhouse Gas Emissions
- Air Quality
- Biological Resources
- Cultural Resources
- Geology and Soils
- Hydrology and Water Quality
- Noise
- Traffic
- Tribal Cultural Resources

The DEIR addresses the Project's potentially significant site-specific and cumulative effects in these areas, in accordance with the CEQA Guidelines. It recommends feasible mitigation measures, where needed and possible that would eliminate or reduce adverse environmental effects.

Primary areas of interest known to the lead agency include noise from athletic and other park events, loss of visual quality, impacts to historic adobe structures, air pollution, loss of mature trees, traffic congestion, traffic safety, and parking availability on local streets.

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

- Consider recommendations allowing programming of sports fields during peak hours 4:00-6:00 p.m. when the fields are in the most demand by user groups.
- Consider recommendations maintaining single use sports fields which are in greater demand by the community and provide for a simpler allocation process.
- Consider recommendations to study alternative methods to charging parking fees to avoid queue spillback on Bay Road.
- Consider not charging parking fees to sports field users as they may be cost prohibitive to families. Consider alternative cost recovery methods in lieu of parking fees.
- Consider recommendations to mitigate evening peak hour traffic impacts
- Consider recommendations to reduce construction noise impacts.
- Consider recommendations to analyze hydrology, water quality and use impacts.

Once approved by the Council, staff will submit the final comment letter to San Mateo County Parks by the November 16, 2017 deadline.

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.

Environmental Review

The County of San Mateo is the lead agency for the Project. The City's action to submit a comment letter on the DEIR 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. Draft EIR

http://parks.smcgov.org/sites/parks.smcgov.org/files/Flood-Park-Draft-EIR-Oct-3-2017_0.pdf

B. Draft Comment Letter

Report prepared by:

Derek Schweigart, Interim Community Services Director



November 14, 2017

Carla Schoof, Communications & Engagement Program Manager
County of San Mateo Parks Department
455 County Center – Fourth Floor
Redwood City, California 94063

RE: Flood Park Landscape Plan, Draft Environmental Impact Report Comments

Dear Ms. Schoof,

Please find attached the City of Menlo Park's comments on the Flood Park Landscape Plan Draft Environmental Impact Report (EIR).

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

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

Sincerely,

Kirsten Keith, Mayor

1. 7.3 Alternative 2: Reduced Athletic Programming Description - The Reduced Athletic Programming Alternative focuses on revising the programming of the recreational facilities to address identified adverse traffic impacts. This alternative would introduce the same new recreational facilities as planned for in the Landscape Plan, and in the same phases of construction, but would prohibit the organized use of proposed athletic fields on weekdays during afternoon peak hours (4-6 p.m.). This alternative is intended to limit active recreational use that contributes to existing traffic congestion during the afternoon. The proposed ballfield and soccer/lacrosse field would remain available for informal, non-programmed use at this time. This alternative would meet the proposed objectives to repair and update park features, to provide a variety of use for a range of user groups, and to optimize preservation of oak woodland. However, by closing athletic fields to programmed use during weekday late afternoons, it would not meet demand for active recreation facilities to the same extent as would the proposed project.

City of Menlo Park sports user groups rent fields from 4-7 p.m. Monday through Friday and 8 a.m.-5 p.m. on Saturday and Sunday. This is consistent with all youth sports groups across the country.

One unintended consequence of not managing programming during these hours will result in unsanctioned use by user groups. Based on the City's long time experience, this opens the door to conflict between user groups resulting in calls for services to the Menlo Park Police Department. The use of this strategy to mitigate traffic impacts during peak hours of play will have minimal benefit.

The City requests the reduction of athletic programming during peak hours be removed from consideration based on the two factors listed above.

2. 7.4 Alternative 3: Multi-Use Field Description - The Multi-Use Field Alternative would introduce a new multi-use athletic field in the location of the existing ballfield, while eliminating the Landscape Plan's proposed soccer/lacrosse field. A multi-use field would cater to softball, soccer, and lacrosse without the need for additional separate athletic fields. This field would fit approximately within the dimensions of the existing ballfield, with an estimated width of 400 feet and a length of 360 feet. The Multi-Use Field Alternative would retain all other planned recreational elements in the Landscape Plan. In the eastern part of the park, the alternative could potentially involve demolition of the existing pétanque and tennis courts and construction of new passive recreational elements in lieu of the proposed soccer/lacrosse field. This alternative would meet all four proposed objectives: to repair and update park features, to meet demand for active recreational facilities in San Mateo County, to provide a variety of use for a range of user groups, and to optimize preservation of oak woodland. It would meet demand for active recreational facilities to a lesser degree than would the proposed project because the multiuse field would have less capacity to host simultaneous athletic events.

The City of Menlo Park has single use sports fields and multi-use sports fields in the city. We designate that "in season" sports have priority for renting fields during their "in season."

Designated “in season: sports are as follow:

Baseball – spring

Lacrosse – spring

Soccer – fall

Football – fall

In the City’s years of experience allocating fields it is more difficult to allocate out multi-use fields. Having dedicated fields for individual sports allows for a seamless allocation process.

The City understands that the driving force behind the exclusion of the multi-use field is that neighbors do not want the soccer/lacrosse field to be located at a distance of 100 feet from their residences. The multi-use only field would locate the field at 300 feet from their residences. The City operates a number of sports fields within a 100 foot radius of nearby residences and since 2010 there have been few if any complaints regarding programmed activities.

The City requests that the soccer/lacrosse field not be removed from consideration based on our past experience programming sports fields and working with our user groups.

3. Parking is addressed in the EIR several times but, not as it relates to the parking procedures at Flood Park. Currently Flood Parks charges a vehicle fee for entering the park lot each time you enter the park.

Standard Operating procedures for the vast majority of active sports parks for the California Parks and Recreation Society (CPRS) and National Recreation and Park Association (NRPA) agency members provide free parking for sports park users. Parking fees are recouped through other methods.

Menlo Park sports field user groups typically use the field 2-3 times per week per child for practices and games. A per use fee for parking would be cost prohibitive for families that currently do not pay anything to park at Menlo Park sports fields.

It was mentioned in the public EIR meeting that collecting park fees at the entrance gate to the park would negatively impact traffic on Bay Road by vehicles waiting to enter the park entrance.

The City requests the County of San Mateo study alternative methods to the current parking fee collection, and supports the implementation of MM T-1 Parking Fee Collection Practices to eliminate potential queue spillback on Bay Road at the park entrance. This mitigation measure should also take into account the potential for drop-off, pick-up and parking on Iris Lane and adjacent streets. Although parking is currently restricted on these streets, the City requests the County to monitor and implement solutions if drop-off and pick-up activities and associated impacts like in-street turn-arounds, u-turns, or increased traffic on residential streets occur as a result of the project. The City of Menlo Park’s Community Services and Public Works

Departments are available to assist with this process.

4. 4.7 Hydrology and Water Quality / Regulatory Setting / Local (Page 117): Under local ordinances, the City of Menlo Park's Grading and Drainage Guidelines should be included.
5. 4.7 Hydrology and Water Quality / Impact Analysis / Project Impacts / Impact HWQ-3 (Page 120): The proposed project will incrementally increase the area of impervious surface at the park resulting in an increase in the volume of stormwater runoff. The City of Menlo Park's Grading and Drainage Guidelines require that post-development stormwater discharge volume must remain the same or be less than the predevelopment discharge. The proposed activity does not conform to the City's guidelines. Also, there is no assessment of the 10 year and 100 year storm flows and impact on the existing storm system.
6. 4.8 Noise: Impacts N-1 and N-2 (construction noise and vibration)
The impacts are determined to be less than significant without mitigation based primarily on the allowed hours for construction activity. The County's standards for allowing noisy construction activities differ from the standards in the City of Menlo Park. The City believes that the City's standards should apply to the project given the proximity to Menlo Park neighborhoods. The City requests that the following standards and mitigations be considered.
 - Require that the City noise standards be applicable to the project. The City standards limit noise to 60 dBA between 7:00 a.m. and 10:00 p.m. and 50 dBA between 10:00 p.m. and 7:00 a.m., as measured at a point on the receiving property nearest where the sound source at issue generates the highest sound level. The City does have an exclusion for construction activities between the hours of 8:00 a.m. and 6:00 p.m., Monday through Friday. Additionally, no equipment is allowed to generate noise in excess of 85 dBA at 50 feet. Please refer to Chapter 8.06 of the City of Menlo Park Municipal Code.
 - Require signs containing the permitted hours of construction activities exceeding the noise limits to be posted at all entrances to the construction area upon the commencement of construction, for the purpose of informing contractors and subcontractors and all other persons at the construction site of the basic requirements.
 - Require that when construction occurs near residents, affected parties within 400 feet of the construction area shall be notified of the construction schedule prior to demolition, grading or building permit issuance. Notices sent to residents shall include a project hotline where residents would be able to call and issue complaints. A Project Construction Complaint and Enforcement Manager shall be designated to receive complaints and notify the appropriate County staff of such complaints.

- Require the utilization of the best available noise control techniques (e.g., improved mufflers, equipment redesign, use of intake silencers, ducts, engine enclosures, and acoustically attenuating shields or shrouds, etc.) when within 400 feet of sensitive receptor locations. Prior to demolition, grading or building permit issuance, a construction noise control plan that identifies the best available noise control techniques to be implemented, should be prepared by the construction contractor and submitted to the County for review and approval.
- Impact tools (e.g., jack hammers, pavement breakers, and rock drills) used for construction should be hydraulically or electrically powered wherever possible to avoid noise associated with compressed air exhaust from pneumatically powered tools. However, where use of pneumatic tools is unavoidable, an exhaust muffler on the compressed air exhaust should be used; this muffler shall achieve lower noise levels from the exhaust by approximately 10 dBA. External jackets on the tools themselves should be used where feasible in order to achieve a reduction of 5 dBA. Quieter procedures should be used, such as drills rather than impact equipment, whenever feasible.

7. 4.8 Noise: Impact N-3 (operational noise)

The City appreciates the recognition of the noise generated by the planned activities, and specifically of the requirement that all athletic programming, including practices, and activities at the performance area be subject to the City's Special Event Permit. It is somewhat unclear how this would work for regularly scheduled and ongoing athletic events and the City would appreciate more clarity on the County's expectations for the issuance of Special Events Permits.

Similar to the County, the City's noise regulations include an exemption from the noise standards for athletic fields, playgrounds, parks, public tennis courts and private recreation facilities. However, the City regulations also prohibit the use of amplified music or sound systems. The City would request that major sources of intermittent noise, such as air horns, be outright prohibited rather than subject to a Special Events Permit. Additionally, the City would recommend a change to the allowed hours for events, especially in the evening, from 8:00 p.m. to 6:00 or 7:00 p.m.

With regards to the use of leaf blowers, the City requests the County to consider the use of alternatives to gas-powered leaf blowers.

8. 4.9 Transportation and Circulation: The intersection of Bay Road/Ringwood Avenue is identified as experiencing a significant impact from additional evening peak hour traffic added to the intersection as a result of the Park improvements. The proposed mitigation is to add a left-turn lane on Ringwood Avenue at Bay Road. This corridor is a critical connection to Menlo-Atherton High School for access from Belle Haven, Flood Triangle, Suburban Park, Lorelei Manor, and nearby neighborhoods and the City does not support any improvements that would reduce or eliminate walking pathways or bike lanes on Ringwood Avenue. The DEIR and traffic analysis also suggests that a traffic signal was identified, but not found to be feasible. Staff

requests that the County meet with City staff to discuss proposed mitigation plans for this intersection and the County's contribution towards potential improvements prior to circulation of the Final EIR.

9. 4.9 Transportation and Circulation: The intersection of Bay Road/Willow Road is identified as experiencing a significant impact from additional evening peak hour traffic added to the intersection as a result of the Park improvements. However, mitigation is not required or discussed. Prior City studies of this intersection, including the El Camino Real/Downtown Specific Plan, identified feasible lane configuration changes to this intersection that the County should participate in as part of the Flood Park improvements, to mitigate the intersection impact.
10. 4.9 Transportation and Circulation: Impact T-4 and T-5 (Page 60): The text in T-4 describes existing bike lanes and sidewalks on Bay Road would safely accommodate bicyclists and pedestrians en route to the park, however, Impact T-5 describes that the sidewalk gap on Bay Road could result in unsafe conditions for pedestrians accessing the park. The City does not support MM T-5(B) Pedestrian Signage, which requires the County to coordinate to install signs informing motorists and bicyclists that pedestrians would be walking on the shoulder. The City requests the County coordinate to complete sidewalk installation along this section and the County contribute funds towards this improvement.
11. 5.18 Utilities and Service Systems (Page 188): Water Supply – The park is served by Menlo Park Municipal Water. The EIR does not include an assessment of potable water demand, its impact on existing supplies and impact on the distribution system that serves the site. An assessment of the hydraulic impacts to the existing water distribution is required to determine if the existing conditions can meet the increase in water demand.



STAFF REPORT

City Council Meeting Date: 11/14/2017
Staff Report Number: 17-282-CC

Consent Calendar: Authorize the City Manager to accept a grant for fiscal year 2017-18 of up to \$179,260 from Silicon Valley Community Foundation to implement The Big Lift at the Belle Haven Child Development Center, to execute a contract to enhance services to complete the scope of work and to allocate matching funds of \$13,790 from the General Fund

Recommendation

Staff recommends that the City Council authorize the City Manager to execute a contract with Silicon Valley Community Foundation for reimbursement to the City of up to \$179,260 for year two of a three year grant for enhancing full day child care services at the Belle Haven Child Development Center (BHCDC) and to allocate matching cash funds of \$13,790 from the General Fund for fiscal year 2017-18.

Policy Issues

The recommendation does not represent any change to existing City policy as the BHCDC already receives substantial grant funding.

Background

The City of Menlo Park has operated the BHCDC for over 30 years. The Belle Haven Child Development Center is licensed by the State Department of Social Services to provide quality child development services to families in Menlo Park and surrounding cities. The program receives funding from the State Department of Education, USDA Child and Adult Care Food Program, user fees, and a major contribution by the City of Menlo Park. The program seeks to build children’s self-esteem by offering developmentally appropriate materials and activities supporting social, emotional, physical and cognitive abilities. Children are provided breakfast, lunch and snacks daily. The teacher to child ratio is 1:8 and a highly trained and committed staff teaches approximately 96 children, 3-5 years of age.

Currently, program enrollees are subsidized under the California Department of Education Child Development Division (CDD) State Preschool Program. State funding restrictions require all parents of children enrolled in the CDC’s subsidized slots to be working, in school, in training, seeking permanent housing, actively seeking employment, or incapacitated. All families of children enrolled at BHCDC must meet strict income eligibility requirements. Similar State family eligibility requirements apply to The Big Lift grant.

The Big Lift RFP invited proposals from the seven San Mateo County communities where 2013-14 third grade reading proficiency scores were close to or below the county average that had not previously received funding from The Big Lift. Eligible communities, as defined by school district boundaries, included Bayshore, Brisbane, Pacifica, Ravenswood, Redwood City, San Bruno Park, and San Mateo-Foster City. In 2015 BHCDC

partnered with Ravenswood School District for The Big Lift grant but neither was not awarded the grant. In 2016, BHDCDC partnered again with Ravenswood School District and both were awarded funding for a three year grant. Each year's funding amount may vary and sub grantees (BHDCDC) commit to providing cash match of 5% for 2016-17, 7.5% for 2017-18 and 10% for 2018-19.

Analysis

The Big Lift utilizes a collective impact approach where Ravenswood School District will partner with nonprofit preschool programs such as the CDC and Head Start and community based agencies to work towards the long-term goal of improving third grade reading success. This collaborative is led by Silicon Valley Community Foundation, the San Mateo Department of Education and the County of San Mateo. There are five conditions that, together, lead to meaningful results from collective impact and that are integral to The Big Lift's approach: a shared vision for changes or common agenda, shared measurement, mutually reinforcing activities, continuous communications and backbone support. To achieve this ambitious goal, The Big Lift has committed to advancing the national Campaign for Grade-Level Reading framework, which specifies the following evidence-based interventions, or the four strategic "pillars" which include:

- High-Quality Preschool
- Family Engagement
- Inspiring Summers
- Attendance Matters

The City's proposal for The Big Lift grant includes a required scope of work plan for enhanced services to the 96 existing children (the BHDCDC has no capacity to serve more) where several goals are identified to support the four pillars. For example, similarly to last year, this year the grant will provide funding for additional resources for BHDCDC, such as for classroom supplies, small equipment, an office assistant to help meet data reporting requirements, training for parents and staff as well as a contracted family engagement consultant to assist in coordinating support for BHDCDC families.

The second year proposal will continue to include funding for a full-time Teacher Aide to enhance quality in the classroom through providing a consistent permanent staff person to replace temporary aides. When the term of The Big Lift grants is complete in August 2019, the Community Services Department, through attrition, will manage the loss. The annual cost of this position is included in the proposal without any direct cost to the City.

Last year's funding provided various enhancements to the BHDCDC program such as extra-curricular activities for the children, parent engagement workshops, materials to beautify the classrooms as well as offering for the first time a Pre-Kindergarten Summer Camp.

Under the terms of the contract, the City agrees to expend contract funds on reimbursable costs necessary to provide enhanced full day child care services for eligible children. The City is also required to meet all reporting requirements and other standard contract provisions. The contract specifies a Minimum Days of Operation (MDO) requirement of 246 days during the fiscal year.

Impact on City Resources

The City will receive up to \$179,260 in fiscal year 2017-18 to support the Belle Haven Child Development Center through the contract proposed for execution. Under this contract the City will be required to cash match 7.5% of the reimbursable funding or roughly \$13,790 this fiscal year. The City anticipates receiving

additional revenues of \$946,966 from the State contract as well as from parent fees, small grants, food reimbursements and other small revenue sources. The City's budgeted direct cost to operate the Belle Haven Child Development Center is \$1,655,605 for the 2017-18 fiscal year. With the Child Development contract of \$946,966 and the contract from the Silicon Valley Community Foundation for \$179,260 the BHDC program will possibly receive over a million dollars in reimbursable grant funding which will reduce the net cost contributed by the City. The budgeted net cost to the City for the BHDC program for the coming fiscal year is estimated to be \$529,379.

Environmental Review

Approval of the contract is not deemed a project under the California Environmental Quality Act.

Public Notice

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

Attachments

- A. Silicon Valley Community Foundation Grant Agreement
- B. Resolution

Report prepared by:
Natalie Bonham, Recreation Supervisor

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September 30, 2017

Mr. Alex McIntyre
 City Manager
 City of Menlo Park
 701 Laurel Street
 Menlo Park, CA 94025

Dear Mr. McIntyre:

On behalf of Silicon Valley Community Foundation, I am pleased to inform you that the community foundation has awarded City of Menlo Park a renewal grant award not to exceed **\$179,260** from The Big Lift collaborative for the grant period of September 1, 2017 – August 31, 2018. We are delighted to support City of Menlo Park with this award to improve outcomes for children in San Mateo County, made possible through San Mateo County Measure A tax dollars and a Social Innovation Fund (SIF) grant from the Corporation for National and Community Service (CNCS).

Once we receive the signed agreement, you may begin invoicing for this award. All questions related to your award (including your scope of work, budget and the Terms and Conditions) should be directed to thebiglift@siliconvalleycf.org.

The enclosed grant agreement is City of Menlo Park's contract with Silicon Valley Community Foundation detailing how the funds will be spent. You may not use the funds in any way other than as described in the grant proposal and agreement unless you receive written permission from the community foundation.

The community foundation is proud to partner with you in our shared mission to strengthen the common good and support innovative solutions to the region's most challenging issues.

Sincerely,

Erica Wood

Erica Wood
 Chief Community Impact Officer

Enclosure: Grant Agreement
 Approved Budget (**Attachment A**)
 Scope of Work (**Attachment B**)
 Certifications regarding (A) Debarment, Suspension and Other Responsibility Matters; (B) Drug-free Workplace Requirements; and (C) Lobbying (**Attachment C**)
 The Big Lift Background Check Policies (**Attachment D**)
 Reporting Calendar – 2017-2018 (**Attachment E**)
 The Big Lift SIF Subgrantee Terms and Conditions (**Attachment F**)
 CNCS SIF Cooperative Agreement Terms and Conditions (**Attachment G**)



**Silicon Valley Community Foundation
Grant Agreement**

Amount: \$179,260

Date: September 30, 2017

Subgrantee Name:

City of Menlo Park

Subgrantee Contact:

Mr. Alex McIntyre
City Manager
City of Menlo Park
650.330.2272
admccintyre@menlopark.org

Foundation Staff:

Elisa Espinoza
Grants Coordinator – The Big Lift
Silicon Valley Community Foundation
2440 West El Camino Real, Suite 300
Mountain View, CA 94040
Phone: 650.450.5506 Fax: 650.450.5545
Email: eespinoza@siliconvalleycf.org

Grant Purpose:

The Big Lift

Federal Grant Number:

CFDA 94.019

Grant Amount:

\$70,000 in Federal funds
\$109,260 in Match funds

Grantee Cash-Match Contribution:

\$13,790

Grant Period:

September 1, 2017 to August 31, 2018

Special Conditions:

(1.) This is a not to exceed amount. Renewed funding for each additional year is dependent upon the subgrantee's compliance with all provisions in the attached The Big Lift SIF Subgrantee Terms and Conditions and the continued availability of funding. Funding that is not spent during the grant period will not roll over into other funding periods.

(2.) Subgrantees will secure a resolution by their governing body (city council, school board, board of directors or equivalent), within 60 days of execution of this grant agreement, which acknowledges receipt of The Big Lift grant funds and commits staff to deliver services as described in their scope of work.

(3.) Subgrantees commit to providing cash and in-kind match each year, as follows:

- FY 2016/17 – Grantee Match - 10% of Big Lift grant expenditures, 5% of which must be a cash contribution
- FY 2017/18 – Grantee Match - 15% of Big Lift grant expenditures, 7.5% of which must be a cash contribution
- FY 2018/19 – Grantee Match - 20% of Big Lift grant expenditures, 10% of which must be a cash contribution

Reporting Requirements:

Silicon Valley Community Foundation requires reporting at specified dates in order for reimbursements to be made. Please note that future grant requests may be jeopardized if a subgrantee has failed to submit a required report.

Financial

Invoices are due on the 15th day of each month following the end of the reporting period (or on the next business day if the 15th falls on a holiday or weekend), utilizing the SVCF-approved form. Final requests for reimbursement are due no later than 35 days (to the nearest business day) following the end date of the contract unless amended. Final reimbursements are to be inclusive of the final month or final quarter of the respective contract for services up to and including those provided on the final day of the contract.

Programmatic

Progress reports are due two times a year on March 31st and September 30th utilizing the SVCF-approved form.

Inspection, Audit and Retention of Records:

The subgrantee agrees to provide for an audit of its activities, in accordance with the federal Office of Management and Budget (OMB) Circulars A-128 and A-110. The subgrantee agrees to conduct these audits annually. Accounts and records of all subgrantees that disburse or utilize grant funds must be accessible to authorized officials for the purpose of audit of the subgrantee's records pertaining to the use of grant funds.

Financial records, supporting documents, statistical records, and all other organizational records pertinent to this award must be retained for a period of three (3) years from the date of submission of the final expenditure report, and made available to SVCF and/or CNCS upon request.

Nondiscrimination:

The subgrantee agrees to certify that no person shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in connection with any activity receiving funds from SVCF on the basis of race, color, religion, national origin, sex, handicap, veteran status, sexual orientation or age. The subgrantee agrees to comply with all federal statutes relating to nondiscrimination, including E.O. 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR, 1964-1965 Comp., p. 339), as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

Environmental Law Compliance:

The subgrantee agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 *et seq.*) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 *et seq.*). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

CCR and DUNS:

The subgrantee agrees to comply with applicable requirements regarding Central Contractor Registration (CCR) and to provide a Data Universal Numbering System (DUNS) number. The subgrantee must maintain the currency of its information in the CCR until it submits the final financial report required under this award or receives the final payment, whichever is later. This requires that the subgrantee review and update the information at least annually after the initial registration, and more frequently if required by changes in information or another award term. No subgrantee will receive a SIF award until it has provided its DUNS number to SVCF. To learn how to obtain CCR registration, go to <http://www.ccr.gov>. To obtain a nine digit

DUNS number that will uniquely identify your business call 866-705-5711 or go to <http://fedgov.dnb.com/webform>.

Intellectual Property:

By signing below, City of Menlo Park and Silicon Valley Community Foundation agree that all copyright and other interests in materials produced as a result of this grant shall be owned by the subgrantee organization. To ensure the widest possible distribution of such materials and ensure that they enter and remain in the public domain, the subgrantee organization and any individuals who may have some interest hereby grant to the Foundation a non-exclusive, transferable, perpetual, irrevocable, royalty-free, paid-up worldwide license to use or publish the materials or other work products arising out of or resulting from the subgrantee's use of the grant funds and any earnings thereon, including all intellectual property rights, and to sublicense to third parties the rights described herein. The subgrantee, at Foundation's request, agrees to execute any additional documents required to affect such license.

Hold Harmless:

The subgrantee hereby irrevocably and unconditionally agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless the community foundation, its officers, directors, trustees, employees, and agents from and against any and all claims, liabilities, losses and expenses (including reasonable attorney's fees) directly, indirectly, wholly or partially arising from or in connection with the grant, the application of funds furnished pursuant to the grant, the program or project funded or financed by the grant or in any way relating to the subject of this Agreement. This paragraph shall survive the termination of this Agreement.

Agreement to Terms and Conditions:

By signing below, City of Menlo Park agrees to comply with all provisions outlined in this Grant Agreement and the attached The Big Lift SIF Subgrantee Terms and Conditions. Failure to comply with any of these requirements may jeopardize and/or result in termination of funding.

By signing below, the City of Menlo Park also acknowledges that the proposal submitted and this grant agreement constitutes the contract with Silicon Valley Community Foundation detailing the purpose(s) of the grant, including what activities are supported by this grant. Please inform the community foundation if there are changes in agency personnel who are important to the administration of the grant, or if the grant funds cannot be expended for the purpose or in the time period described in the proposal.

The subgrantee may not use the funds in any way other than as described in the approved scope of work and budget unless the subgrantee receives written permission from the community foundation. As outlined in the attached Terms and Conditions, any changes to the approved scope of work or budget must be reported and, in some cases, approved by SVCF before implementation.

Accepted on behalf of City of Menlo Park by:

_____	_____
Signature (Authorized Signatory)	Printed or Typed Name
_____	_____
Title	Date

Accepted on behalf of Silicon Valley Community Foundation by:

<i>Erica Wood</i>	Erica Wood
_____	_____
Signature	Printed or Typed Name
Chief Community Impact Officer	Oct 19, 2017
_____	_____
Title	Date

Form A

The Big Lift
Social Innovation Fund
Funding Request

Subgrantee:
Contact:
E-mail:
Phone Number:

City of Menlo Park		
Patty Briese		
Pwbriese@menlopark.org		

CFDA: 94.019
Grant #:
Contract Period: 09/01/17-08/31/18

This is a summary table that pulls budget information automatically from Forms B and C. You only need to input information in the following fields above: "agency name," contact, "e-mail," "phone number," and "contract period." The numbers below are populating based on sample data in the other tabs. Once you delete sample data and input your own numbers, it will repopulate. Please complete all budget information on Forms B and C, and then return to this sheet to verify that the information is correct.

Expense Category	Grant Request	Match	Total Big Lift Budget	Direct Costs	Admin Costs
Employee Salaries	\$ 83,700.00	\$ 9,300.00	\$ 93,000.00	\$ 83,700.00	\$ -
Employee Benefits	\$ 33,480.00	\$ 3,720.00	\$ 37,200.00	\$ 33,480.00	\$ -
Travel	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -
Supplies	\$ 2,700.00	\$ 300.00	\$ 3,000.00	\$ 2,700.00	\$ -
Contracts/Consultants	\$ 53,650.00		\$ 53,650.00	\$ 53,650.00	
Other	\$ 3,150.00	\$ 350.00	\$ 3,500.00	\$ 3,150.00	\$ -
Technology	\$ 1,080.00	\$ 120.00	\$ 1,200.00	\$ 1,080.00	
Subtotal	\$ 179,260.00	\$ 13,790.00	\$ 193,050.00	\$ 179,260.00	\$ -
Total	\$ 179,260.00	\$ 13,790.00	\$ 193,050.00	✓ 100%	✓ 0%

Total CASH Match MUST equal 7.5%.

In-Kind Subgrantee Match MUST meet minimum requirements for contract period.

Total CASH Match:	✓ 8%
In-Kind Match:	✗ 0%

Direct costs MUST be 85% or greater of total budget.
Admin costs MUST NOT exceed 15% of total budget.

Subgrantee: City of Menlo Park

SALARIES

Employee Name	Employee Title	Direct or Admin Cost	Total Salary	% FTE	Grant Request	Subgrantee Match		Narrative Description of Work
						In-Kind	Cash	
Stephanie Hong	Office Assistant	Direct	\$ 55,000.00	100%	\$ 49,500.00		\$ 5,500.00	Clerical / Data Entry/ Program support to director
Yezenia Guzman	Teacher Aide	Direct	\$ 38,000.00	100%	\$ 34,200.00	\$ -	\$ 3,800.00	Provide education and supervision for children
Grand Totals:					\$ 83,700.00	\$ -	\$ 9,300.00	

BENEFITS

Employee Name	Employee Title	Direct or Admin Cost	Total Benefits	% of Salary	Grant Request	Subgrantee Match		Narrative Description of Work
						In-Kind	Cash	
Stephanie Hong	Office Assistant	Direct	\$ 22,000.00	40%	\$ 19,800.00	\$ -	\$ 2,200.00	Clerical / Data Entry / Program support to director
Yezenia Guzman	Teacher Aide	Direct	\$ 15,200.00	40%	\$ 13,680.00	\$ -	\$ 1,520.00	Provide education and supervision for children
Grand Totals			\$ 37,200.00		\$ 33,480.00	\$ -	\$ 3,720.00	

Subgrantee: City of Menlo Park

TRAVEL

Item/Vendor	Narrative Description of Expenditure	Direct or Admin Cost	Total Cost	Grant Request	Subgrantee Match	
					In-Kind	Cash
Conferences	Local workshops/conferences	Direct	\$ 1,650.00	\$ 1,500.00		\$ 150.00
Grand Totals			\$ 1,650.00	\$ 1,500.00	\$ -	\$ 150.00

SUPPLIES

Item/Vendor	Narrative Description of Expenditure	Direct or Admin Cost	Total Cost	Grant Request	Subgrantee Match	
					In-Kind	Cash
Discount	Classroom supplies/Enhancements	Direct	\$ 3,000.00	\$ 2,700.00		\$ 300.00
Grand Totals			\$ 3,000.00	\$ 2,700.00	\$ -	\$ 300.00

CONTRACTS/CONSULTANTS

Item/Vendor	Narrative Description of Expenditure	Direct or Admin Cost	Total Cost	Grant Request	Subgrantee Match	
					In-Kind	Cash
Parents Place	Parent / Staff Workshops - 4/year	Direct	\$ 2,200.00	\$ 2,000.00		\$ 200.00
Various	Extra Curricular	Direct	\$ 4,500.00	\$ 4,050.00		\$ 450.00
AV Consultant	Neighborhood Consultant	Direct	\$ 26,000.00	\$ 23,400.00		\$ 2,600.00
Parent Liason	Family Engagement Coordinator	Direct	\$ 26,000.00	\$ 23,400.00		\$ 2,600.00
Printing company	Parent Workshop Marketing	Direct	\$ 880.00	\$ 800.00		\$ 80.00
Grand Totals			\$ 59,580.00	\$ 53,650.00	\$ -	\$ 5,930.00

OTHER

Item/Vendor	Narrative Description of Expenditure	Direct or Admin Cost	Total Cost	Grant Request	Subgrantee Match	
					In-Kind	Cash
Various	Resource books for Teachers	Direct	\$ 3,500.00	\$ 3,150.00		\$ 350.00
Grand Totals			\$ 3,500.00	\$ 3,150.00	\$ -	\$ 350.00

TECHNOLOGY

Item/Vendor	Narrative Description of Expenditure	Direct or Admin Cost	Total Cost	Grant Request	Subgrantee Match	
					In-Kind	Cash
Comcast	Wireless services - Wifi/Maintenance	Direct	\$ 1,200.00	\$ 1,080.00		\$ 120.00
Grand Totals			\$ 1,200.00	\$ 1,080.00	\$ -	\$ 120.00

The Big Lift
 Social Innovation Fund
 Funding Request

Subgrantee: City of Menlo Park

Source of Match	Contact Name	Contact Email	Contribution Type	Amount	Status
City of Menlo Park- Gen Fund	Patty Briese	pwbriese@menlopark.org	Cash	\$ 13,790.00	Active
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	

Please include all known sources of matching contributions to date.

**The Big Lift
Social Innovation Fund
Scope of Work**

September 1, 2017-August 31, 2018

Agency: City of Menlo Park - Belle Haven CDC			
Co-Lead Agencies Goal: Big Lift activities are aligned and the community is making steady progress towards third grade reading proficiency for all children			
	Major activities	Staff or agency responsible	Target #
1	Provide leadership to the local Big Lift collaborative to ensure that activities are aligned and the community is making steady progress towards third grade reading proficiency		N/A
2	Convene and facilitate meetings of the collaborative monthly		N/A
3	Participate in quarterly countywide Big Lift Collaborative meetings and quarterly Big Lift Knowledge Network grantee meetings.		N/A
4	Provide leadership to the community in identifying and securing matching funds.		N/A
5	Engage families in decision-making processes related to The Big Lift.		N/A
6	Meet The Big Lift lead agency reporting and evaluation requirements.		N/A

**The Big Lift
Social Innovation Fund
Scope of Work**

September 1, 2017-August 31, 2018

Agency: City of Menlo Park - Belle Haven CDC		
Preschool Goal 1 - Quality Preschool: Children are prepared for kindergarten with the social-emotional, academic, linguistic and physical foundations they need to be successful.		
Major activities	Staff or agency responsible	Target #
1 Enhance the quality of existing preschool spaces for 3-and 4-year old children (list the number of part and full-day spaces in column D)	All staff including director	96 children
2 Implement new quality preschool spaces for 3 and 4-year old children (list the number of part and full-day new spaces in column D).	N/A	
3 Maintain quality standards sufficient to meet a minimum of Tier 3 on the San Mateo Quality Rating and Improvement System (QRIS) and make progress toward achieving higher tiers.	All staff including director	96 children
4 Teachers, site supervisors & program director staff participate in professional development, technical assistance and coaching offered through The Big Lift to meet the goals established in each program's Quality Improvement Plan.	All staff including director	19 staff
5 Participate in Big Lift community collaborative meetings and convenings to support progress toward achieving the goal of improved third grade reading proficiency	Administration/Teachers	5 Staff

**The Big Lift
Social Innovation Fund
Scope of Work**

September 1, 2017-August 31, 2018

Agency: The City of Menlo Park - Belle Haven CDC			
Preschool Goal 2 - Family Engagement: Families have the tools and information they need to support and advocate for their children's well-being and academic success			
	Major activities	Staff or agency responsible	Target #
1	Implement the Raising a Reader (or RAR Plus) early literacy program for children in new and enhanced preschool spaces	All staff/Administration	Children 96
2	Implement READY4K! family engagement strategy for children in new and enhanced preschool spaces	Teachers/Family Engagement	19 staff
3	Work with The Big Lift to identify and implement additional family engagement strategies that build upon family strengths, culture and language and establish authentic partnerships with families	Family Engagement/Admin	96 Families
4	Conduct parent conferences for each child twice per year and share individual school readiness information with parents of children who will be entering kindergarten.	Teachers	96 families
5	Provide meaningful and culturally responsive engagement opportunities for families that strengthen their ability to support and advocate for their children's well-being and academic success.	Family Engagement	96 Families

**The Big Lift
Social Innovation Fund
Scope of Work**

September 1, 2017-August 31, 2018

Agency: The City of Menlo Park - Belle Haven CDC			
Preschool Goal 3- Attendance: Families understand the importance of an prioritize attendance in preschool and early elementary school			
	Major activities	Staff or agency responsible	Target #
1	Participate in Big Lift efforts to improve preschool and school attendance	Family Engagement/Admin/staff	20 Staff
2	Track and make available data on attendance and chronic absenteeism	Administration/Clerk/Director	3 Staff
3	Educate families about the importance of attendance in preschool and the early elementary years	Family Engagement/Admin	96 Families
4	Collect and report student attendance data through the Cocoa database	Administration/Clerk	96 Children
5	Use iPads to record daily attendance and interface with the Cocoa database, pending approval by CDE	N/A	N/A

**The Big Lift
Social Innovation Fund
Scope of Work**

September 1, 2017-August 31, 2018

Agency: The City of Belle Haven - Belle Haven CDC			
Preschool Goal 4 - Articulation and Alignment: Big Lift activities are aligned and the community is making steady progress towards third grade reading proficiency for all children			
	Major activities	Staff or agency responsible	Target #
1	Participate in alignment and articulation efforts with feeder elementary schools, such as providing preschool assessment data to support, smooth transitions to kindergarten.	Admin/District/Clerk/Teachers	21 Staff members
2	Participate in PreK-3 alignment strategies such as cross-grade professional development, coaching and instructional alignment	Admin/Teachers	20 Staff members

**The Big Lift
Social Innovation Fund
Scope of Work**

September 1, 2017-August 31, 2018

Agency: The City of Menlo Park - Belle Haven CDC			
Preschool Goal 5 - Evaluation and Assessment: Evaluation efforts demonstrate the effectiveness of Big Lift approach and interventions. Child-level assessments inform curriculum and program development and identify each child's unique needs			
	Major activities	Staff or agency responsible	Target #
1	Participate in the evaluation of The Big Lift to ensure that progress is documented and that data are available to support curriculum and program development, identify children's unique strengths and needs and measure the effectiveness of The Big Lift.	Teachers/Director/ Clerk	96 Children
2	Collect and enter individual level child, family and teacher data into the Cocoa data system, as required by The Big Lift.	Clerk/Director	96 Children
3	Participate in the external evaluation of The Big Lift, which may include surveys, focus groups, interviews, assessments and observations.	Teachers/Director	19 Staff
4	Conduct observational assessments twice per year of all children in Big Lift classrooms using a valid and reliable child assessment tool aligned with the CA Foundations and Frameworks (e.g. DRDP-PS).	Teachers	18 Staff
5	Make progress towards conducting developmental screenings of children in Big Lift classrooms to identify possible developmental delays, disabilities or other special needs in order to help them access needed early intervention services. Programs must use a Big Lift approved tool (e.g. ASQ and ASQ-SE).	Teachers/Director	19 Staff

CERTIFICATIONS REGARDING (A) DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; (B) DRUG-FREE WORKPLACE REQUIREMENTS; AND (C) LOBBYING

A. Debarment, Suspension, and Other Responsibility Matters

As required by the regulations implementing Executive Order 12549, Debarment and Suspension, implemented at 34 CFR Part 85, Section 85.510, *Participants' responsibilities*.

A. As authorized representative of the applicant, I the applicant certify that neither the applicant nor its principals:

- Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
- Has, within a three-year period preceding this application, been convicted of, or had a civil judgment entered against them for commission of fraud or other criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) (b) of this certification, and
- Has not, within a three-year period preceding this application, had one or more public transactions (federal, state or local) terminated for cause or default;

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

B. Drug-Free Workplace⁷

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F. The regulations require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 34 CFR Part 85, Section 85.615 and 85.620).

The applicant certifies that it has or will continue to:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establish an ongoing drug-free awareness program to inform employees about—
 - (1) the dangers of drug abuse in the workplace,
 - (2) the grantee's policy of maintaining a drug-free workplace,
 - (3) any available drug counseling, rehabilitation, and employee assistance programs, and
 - (4) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a)
- (d) Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the grant, the employee will:
 - (1) abide by the terms of the statement, and
 - (2) notify the employer, in writing of his or her conviction for a violation conviction for a violation of any criminal drug statute occurring in the workplace no later than five days after such conviction
- (e) Notifying the agency in writing within ten days after receiving notice under subparagraph (d) (2)) from an employee or otherwise receiving actual notice of such conviction;
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted—
 - (1) Taking appropriate personnel action against such an employee, up to and including termination...; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f)

C. Certification – Lobbying Activities

- (a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, renewal, amendment or modification of any federal grant, or cooperative agreement;
- (b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all tiers (including subawards, subgrants, contracts under grants and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

By signing this Certification page, you certify that you agree to perform all actions and support all intentions in the Certification sections of this application.

Legal Applicant

Printed Name and Title of Authorized Representative

Signature of Authorized Representative

Date



Big Lift Background Check Policies

According to the *Big Lift Subgrantee Terms and Conditions*, and in accordance with regulations established by the federal Social Innovation Fund grant, all grant-funded staff is subject to a mandated criminal history screening procedure. The Corporation for National and Community Service (CNCS) requires that subgrantees complete the appropriate criminal history checks on every individual listed in the final budget, including those who are paid with match funds, those who donate their time or services as in-kind match, and those who are employed as contractors, consultants, and program partners. These checks must be completed before any employee time is charged to the grant or the grant's matching funds.

CNCS regulations require that subgrantees:

- Verify grant funded staff identity against government photo identification
- Obtain written authorization from individual to preform background check
- Document understanding that selection is subject to the checks
- Determine the types of checks required and from where they are to be obtained
- Pay for the background checks
- Preform the NSOPW ([nsopw.gov](https://www.nsopw.gov)) check before service/work begins
- Initiate the criminal history information check(s) no later than the start of service/work
- Provide opportunity for review of findings
- Keep information confidential
- Accompany those with pending checks when in contact with vulnerable populations¹
- Maintain the results of checks
- Document that you verified identity and conducted the required checks
- Document that you considered the results of the checks

Staff with recurring² access to vulnerable populations must pass a three-part criminal history check before beginning work (or charging time to this grant). The check must include:

- 1) A nationwide check of the Department of Justice's National Sex Offender Public Website (NSOPW)
- 2) A name or fingerprint based search of the official state criminal history registry in California
- 3) Submission of fingerprints through the state central record repository to the FBI for a national criminal background check.

All grant-funded staff (including consultants) that do *not* have recurring access vulnerable populations must have passed *at least*:

- 1) the NSOPW check **AND EITHER**
- 2) the state criminal history background check **OR**
- 3) the FBI national criminal history background check.

Staff cannot begin service until checked against the NSOPW, however, individuals may begin service while criminal registry checks are pending. Staff with pending background checks, however, may not have unaccompanied access to vulnerable populations while waiting for the results of the State or FBI checks.

¹ *Vulnerable populations are defined as children, persons age 60 or older, or individuals with disabilities.*

² *Recurring access is defined as the ability on more than one occasion to approach, observe, or communicate through physical proximity or other means, including but not limited to electronic or telephonic communications,*

Individuals with pending checks must at all times be in the physical presence of someone who has been cleared for access.

Any individual who is registered, or required to be registered, on a sex offender registry or was convicted of murder will not be cleared to participate in the program, even if the organization's policy may, under some circumstances (such as through an appeal process), allow it. Anyone who refuses to undergo the National Service Criminal History Check or makes a false statement in connection with a program's inquiry concerning the person's criminal history is ineligible to serve.

Subgrantees may use a pre-approved alternative search procedure to conduct background checks, including maintaining clearance letters in lieu of actual results for FBI and state checks. Subgrantees using an approved alternative procedure must satisfy documentation requirements by entering into a written agreement with the organization conducting the background check that specifies that any individual who is registered, or required to be registered, on a sex offender registry or was convicted of murder will not be cleared to participate in the program, even if the organization's policy, may under some circumstances, allow it. Please review CNCS guidance on Pre-Approved Alternative Search Procedures³ and contact The Big Lift at thebiglift@siliconvalleycf.org to receive approval if your organization plans to use an alternative search procedure.

_____ agrees to conduct the appropriate background checks on all grant funded staff and agrees to maintain a record of all results either by printing the screen(s) or by some other method that retains paper or digital images that show the date the searches were performed and the results. Subgrantees must allow SVCF and/or CNCS access to these records for oversight and monitoring purposes. SVCF will review the results and proper documentation of background checks during desk audits and site visits. Failure to comply with this requirement could jeopardize funding.

Failure to comply with background check procedures can result in a fine made payable to Silicon Valley Community Foundation.

Background checks are an ongoing requirement. Subgrantees are required to initiate/complete appropriate checks and maintain appropriate records for any new hire to subgrantee program. Please refer to [CNCS' FAQs on criminal history checks](#) for more useful information on meeting the requirement.

Signature: _____ Date: _____

Name _____

Title _____

³ [http://www.nationalservice.gov/sites/default/files/resource/Current Pre-Approved ASFs as of January 4 2016 0.pdf](http://www.nationalservice.gov/sites/default/files/resource/Current_Pre-Approved_ASFs_as_of_January_4_2016_0.pdf)



The Big Lift Reporting Calendar

September 1, 2017 through August 31, 2018

2017

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= Reimbursement Request Due

= Progress Report Due

The Big Lift

Subgrantee Terms and Conditions 2017



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I. Introduction

The Big Lift is a collective impact approach where school districts partner with nonprofit preschool programs and community-based agencies to work toward the long-term goal of third grade reading success. This collaborative is led by three agencies – Silicon Valley Community Foundation (SVCF), the San Mateo County Office of Education (SMCOE) and the County of San Mateo, and funding for this grant is made available through San Mateo County Measure A tax dollars and a Social Innovation Fund (SIF) grant from the Corporation for National and Community Service (CNCS).

There are five conditions that, together, lead to meaningful results from collective impact and that are integral to The Big Lift’s approach: a shared vision for change or common agenda, shared measurement, mutually reinforcing activities, continuous communication and backbone support. To achieve this ambitious goal, The Big Lift has committed to advancing the national Campaign for Grade-Level Reading framework, which specifies the following evidence-based interventions, or “four pillars”:

- 1) A comprehensive school readiness strategy focused on high-quality preschool for 3- and 4-year-olds, leading to an aligned and sequenced set of high-quality learning experiences in kindergarten through third grade;
- 2) A focus on reducing chronic absence in the early grades, based on research about the importance of attendance in the early years to improving academic outcomes;
- 3) Development of inspiring summer learning opportunities that enable children to maintain their academic and developmental gains from high-quality preschool throughout the early grades; and
- 4) Strengthening family and community engagement through investments in strategies that support meaningful partnerships between families and schools.

Subgrantees of these funds will be expected to participate in all aspects of The Big Lift, to support the implementation of all four of the above pillars, to work collaboratively with SVCF, SMCOE and the County of San Mateo and to be active partners in leading this change effort.

More information about The Big Lift can be found at www.thebiglift.org, and more information about the Social Innovation Fund can be found at www.nationalservice.gov/programs/social-innovation-fund.

II. Authority and Scope

These Terms and Conditions, developed by SVCF, set forth the requirements of the Big Lift Social Innovation Fund (SIF) grant program in compliance with all applicable laws, rules and regulations and are to be adhered to by both SVCF and all subgrantees of SIF federal funds, whether or not they are explicitly stated here. These include, but are not limited to: the National and Community Service Act (NCSA) of 1990 ([42 U.S.C. 12501 et seq., at §12653\(d\)](#));

the Social Innovation Fund Cooperative Agreement [Terms and Conditions](#); Criminal History Check Requirements ([45 CFR, Part 2540](#)); Cost Principles for Non-Profit Organizations ([2 CFR Part 230](#)) or Cost Principles for State, Local, and Indian Tribal Governments ([2 CFR, Part 225](#)) or Cost Principles for Educational Institutions ([2 CFR, Part 220](#)); Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations ([2 CFR, Part 215](#)); Audits of States, Local Governments and Non-Profit Organizations ([OMB Circular A-133](#)); Government wide Requirements for Drug-Free Workplace ([45 CFR Part 2545](#)); and Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance ([45 CFR Part 2555](#)).

SVCF may waive any provision within its authority contained in these Terms and Conditions; however, waivers cannot be given for provisions that are beyond the scope of SVCF's authority. Any subgrantee that desires a waiver of any of the provisions of these Terms and Conditions must initiate the process in writing, to SVCF. A written request for a waiver does not excuse a subgrantee from following the provisions of these Terms and Conditions until such a waiver is (or is not) granted. SVCF may choose to grant a waiver request in full, grant a request in part, or not grant a request for a waiver.

SVCF reserves the right, at any time, to terminate grants with subgrantees that are not in compliance with the requirements set forth in The Big Lift SIF Terms and Conditions.

III. Programmatic Terms and Conditions

a. Definitions and Roles

Federal Awarding Agency: The Corporation for National and Community Service (CNCS) is the federal awarding agency for the Social Innovation Fund (SIF). All entities receiving funding from this agency, either directly or through an intermediary, must comply with the SIF Terms and Conditions and all applicable federal regulations, statutes and administrative authorities.

Intermediary: The Silicon Valley Community Foundation (SVCF) is the intermediary entity for the SIF award from CNCS. SVCF is responsible for ensuring that the SIF award meets all applicable CNCS and federal regulations, statutes and administrative authorities, in conformance with the approved application. SVCF is legally accountable to CNCS for the use of SIF award funds, is bound by the provisions of the award, and is responsible for ensuring that co-lead organizations and subgrantee organizations comply with The Big Lift SIF Terms and Conditions, federal regulations and OMB circulars, etc.

Co-Lead: The entities that are responsible for coordinating and collaborating with organizations in their communities to perform the activities of the SIF Big Lift award are

“co-lead” entities. The co-lead is expected to provide leadership to The Big Lift collaborative and ensure that activities are aligned and that the community is making steady progress towards third grade reading proficiency.

Subgrantee: Any entity that receives a Big Lift SIF grant award from SVCF to provide a direct service is a “subgrantee” and is accountable to SVCF for the use of the federal (and matching) funds provided. Each subgrantee is expected to work collaboratively with its co-lead agency(ies) to carry out the work outlined in its grant agreement, scope of work and budget.

Matching Contributions: SIF requires that both intermediaries and subgrantees provide a 1:1 match for funds received from CNCS. By law, SIF match must be in non-federal cash. Unlike most Federal grant programs, the market value of goods and services donated by third parties as “in kind” matching costs does not count toward the matching requirement. However, a significant amount of matching contributions for The Big Lift awards will be provided by Measure A Tax dollars. For this reason, subgrantees will be asked to provide matching contributions in small, increasing amounts, and The Big Lift will consider in-kind contributions as a part of meeting this requirement. All matching contributions are bound by the provisions of federal rules and regulations, statutes and administrative authorities.

b. Project Period

A project period is the complete length of time a subgrantee is proposed to be funded to complete approved activities under the agreement. A project period may contain one or more budget periods. A budget period is a specific interval of time for which Federal funds are being provided to fund an Awardee's approved activities and budget. Unless otherwise specified, the subgrantees grant agreement covers a 36-month project period. Contracts and budgets will be reviewed and renewed annually up to the 36-month project period. Funding is contingent upon satisfactory performance as determined by SVCF and the availability of funds.

Please review your grant agreement and approved budget to see the specific dates of your budget period.

c. Programmatic Compliance

By entering into a grant agreement, the subgrantee has agreed to participate and contribute to the larger Big Lift community collaborative, to support progress on all four pillars of The Big Lift and to comply with the following:

Eligibility. Big Lift eligible communities are defined by school district boundaries and include: Bayshore, Brisbane, Cabrillo, Jefferson Elementary, La Honda-Pescadero, Pacifica, Ravenswood, Redwood City, San Bruno Park, San Mateo-Foster City and South San

Francisco. Big Lift preschool classrooms will be required to meet and maintain a Tier 3 or higher rating on the San Mateo County Quality Rating and Improvement System (QRIS).

Licensure in good standing. Preschool subgrantees must have a license to operate preschool facilities and must ensure that licensed sites are in good standing with Community Care Licensing.

Background check requirements. All grant-funded staff (including consultants) that have recurring access¹ to children, persons age 60 or older, or individuals with disabilities must have passed a three-part criminal history check before beginning work (or charging time to this grant). This check must include: (1) a nationwide check of the Department of Justice's National Sex Offender Public Website (<http://www.NSOPW.gov>), (2) a name- or fingerprint-based search of the official state criminal history registry in the state in which the subgrantee is operating and of the official state criminal history registry in which the individual resides and (3) submission of fingerprints through the state central record repository to the FBI for a national criminal history background check.

All grant-funded staff (including consultants) that do *not* have recurring access to children, persons age 60 or older, or individuals with disabilities must have passed *at least*:

- (1) the NSOPW check **AND EITHER**
- (2) the state criminal history background check **OR**
- (3) the FBI national criminal history background check.

Subgrantees must retain a record of all results either by printing the screen(s) or by some other method that retains paper or digital images that show the date the searches were performed and the results. Subgrantees must allow SVCF and/or CNCS access to these records for oversight and monitoring purposes.

Any individual who is registered, or required to be registered, on a sex offender registry or was convicted of murder will not be cleared to participate in the program, even if the organization's policy may, under some circumstances (such as through an appeal process), allow it. Anyone who refuses to undergo the National Service Criminal History Check or makes a false statement in connection with a program's inquiry concerning the person's criminal history is ineligible to serve.

Failure to conduct proper background checks may jeopardize your grant, or require organization to pay a fine for every staff member without the proper background checks in place.

¹ *Recurring access is defined as the ability on more than one occasion to approach, observe, or communicate with a person, through physical proximity or other means, including but not limited to, electronic or telephonic communication.*

Involvement in evaluation efforts. Subgrantees must participate in evaluation efforts led by SVCF, SMCOE and the designated external evaluator, which may include participating in surveys, focus groups, interviews, assessments and/or classroom observations. Subgrantees will not be required to conduct their own evaluation but will be expected to collect and provide access to information as outlined in their scope of work and as necessary. This will include, but not be limited to: timely reporting of required data in the designated data system, conducting twice a year observational assessments using a valid and reliable child assessment tool, and making progress toward conducting a developmental screening on each child in a Big Lift-funded classroom using an approved tool.

Compliance with subgrantee monitoring activities. Monitoring activities include, but are not limited to, site visits by SVCF staff and/or staff from CNCS, progress reports on implementation of goals and objectives, and submission of financial records, as required by SVCF. SVCF will conduct both in-person site visits and occasional desk reviews of subgrantees throughout the course of the contract to ensure compliance with these Terms and Conditions. Subgrantees are required to address all site visit or desk review report findings by the deadline as set forth by SVCF.

State and other federal funding compliance. Subgrantees must maintain compliance with other funding sources. Subgrantees receiving Title 5 or Head Start funds must maintain good standing with the California Department of Education/Child Development Division and/or the Administration for Children and Families. Failure to do so may jeopardize Big Lift funding.

Timely reporting. SVCF will track and monitor timely and accurate submissions of data, progress reports and requests for reimbursement, and efforts will be made to correct and implement improvements to any areas of concern identified at a site visit or at any other point during the grant cycle. Patterns of late and/or inaccurate reporting as well as minimal or no effort to improve compliance with these Terms and Conditions will be taken into consideration when making future funding recommendations, and in egregious cases may affect continued funding for the current grant year.

Utilization of the Social Innovation Fund name and logo. Subgrantees must use the Social Innovation Fund name and logo on all public facing materials, signs, banners, press releases, social media, and publications related to their SIF program in accordance with CNCS requirements. To publicize the relationship between the program and the SIF, the subgrantee should use one of the following phrases when describing their program: *“a Social Innovation Fund (SIF) program”* or *“a proud subgrantee of the Social Innovation Fund (SIF) program.”* The subgrantee may not alter the SIF logo, and must obtain written permission before using the SIF name or logo on materials that will be sold, or permitting donors/affiliates to use the SIF name or logo in promotional materials. The subgrantee may

not use or display the SIF name or logo in connection with any activity prohibited in these Terms and Conditions.

SIF logos can and more guidance can be found on our subgrantee portal:
<http://www.thebiglift.org/grantees>

Utilization of The Big Lift name and logo. Subgrantees must use The Big Lift name and logo on all public facing materials, signs, banners, press releases, social media, and publications related to their Big Lift SIF program, *in addition to* the SIF name and logo.

The Big Lift logo can be found [here](#).

Communication collaboration. Subgrantees must participate in The Big Lift's efforts to disseminate information about Big Lift SIF program(s) and The Big Lift through social media and other communication channels. This includes obtaining photo releases to be provided to SVCF for the purposes of communicating information about The Big Lift, when applicable, through social media, publications, reports, etc.

Prohibited Program Activities. While charging time to this Award, subgrantees may not engage in the following activities:

1. Attempting to influence legislation.
2. Organizing or engaging in protests, petitions, boycotts, or strikes.
3. Assisting, promoting or deterring union organizing.
4. Impairing existing contracts for services or collective bargaining agreements.
5. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
6. Conducting a voter registration drive or using Big Lift funds to conduct a voter registration drive.
7. Participating in, or endorsing, events or activities that is likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected Officers.
8. Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
9. Providing a direct benefit to:
 - a. A for-profit entity;
 - b. A labor union;
 - c. A partisan political organization;
 - d. An organization engaged in the religious activities described in the preceding sub clause; unless funds are not used to support the religious activities; or

- e. A nonprofit entity that fails to comply with the restrictions contained in section(c)(3) of U.S.C. Title 26.
- 10. Providing abortion services or referrals for receipt of such services.
- 11. Grant funds may not be used for international travel or projects where the primary beneficiaries of an activity are outside of the United States
- 12. Such other activities as the Big Lift may prohibit

Individuals may exercise their rights as private citizens and may participate in the above activities on their own initiative, on non-Big Lift time, and using non-Big Lift (or matching) funds.

d. Family Eligibility

The Big Lift strives for a diversity of income levels to be represented within classrooms, while giving overall priority for new spaces to low-income families. The goal is to increase accessibility for low- and middle-income families. The Big Lift’s definition of low-income households is those earning 80 percent of San Mateo County’s most current median income. The Big Lift programs are required to enroll only children whose family income meets this definition.

The Big Lift uses [HUD income guidelines](#) to establish eligibility. Income guidelines for 2017 are as follows:

Family size of 2: \$84,300 annually or \$7,025 monthly

Family size of 3: \$94,850 annually or \$7,904 monthly

Family size of 4: \$105,350 annually or \$8,779 monthly

Family size of 5: \$113,800 annually or \$9,483 monthly

e. Programmatic Amendments

The scope of work outlined in the subgrantee’s contract details the activities to be carried out and goals to be accomplished over the course of the contractual period. **Subgrantees are required to obtain written approval from SVCF before making any changes to the scope, objectives or goals of their program, whether or not a budgetary change is involved.**

For any changes to the previously-approved staffing of the program (resignation, hire, medical leave, etc.), SVCF must be notified within two weeks of the time the subgrantee is notified of the change, in writing via e-mail. Any submission beyond two weeks from the change date may impact the possibility of reimbursement and will be subject to SVCF

approval. For all new hires, a resume must be provided, as well as a certification of completed background check requirements.

SVCF must also be notified if the Executive Director, Program or Fiscal Contact is changed to ensure contact information is updated, regardless of whether or not the individual(s) are on the approved budget.

See the [Budgets and Budget Amendments](#) section for more information on changes that require a formal budget amendment.

f. Progress Reports

Subgrantees will be required to submit twice-yearly narrative reports that describe progress toward meeting identified goals from the approved scope of work and success and challenges in implementing their Big Lift-funded program. Subgrantees will also be asked to share interesting or inspiring stories and anecdotes that reflect the value of their program. These stories will be shared with CNCS and other interested parties, and may be disseminated and/or published via The Big Lift's social media channels and The Big Lift reports.

The report is due on the last business day of the first and third quarters only (September 30th and March 30th), utilizing an SVCF-approved form.

IV. Fiscal Terms and Conditions

a. Fiscal Compliance

The subgrantee agrees to account for its federal grant funds, make monthly financial reports on prescribed forms and meet reasonable fiscal and administrative requirements, as described below. The subgrantee further agrees to establish fiscal control and fund accounting procedures which meet minimum requirements of these Terms and Conditions, CNCS SIF Terms and Conditions, and federal Office of Management and Budget Circulars, along with all other requirements, which assure proper disbursement of and accounting for grant funds. Accounting procedures should be established and those procedures must provide for an accurate and timely recording of receipt of funds by source, of expenditures made from such funds, and of unexpended balances.

These requirements and all provisions in these Terms and Conditions are also applicable to all matching funds for this federal award, the details for which are outlined below under [Matching Requirements](#).

b. Cost reimbursement

This is a cost reimbursement grant. Reimbursements will be made only for expenses included in the approved subgrantee budget, and only after the approved expenses have

been incurred and expensed. Funds will not be paid in a lump sum, such as by dividing a grant into a monthly or quarterly billing amount, or on a per-child per-day basis, but rather funds will be disbursed over time as the subgrantee incurs costs, and submits a request for reimbursement (invoice) to SVCF with appropriate back-up documentation. All items listed on invoices, including those covered through matching funds, must be accounted for and easily identifiable through receipts, a general ledger, timesheets, etc., and made available to SVCF for monitoring and review.

Subgrantees will be required to submit monthly invoices. Invoices are due on the 15th day of each month following the end of the reporting period (or on the next business day if the 15th falls on a holiday or weekend), utilizing the SVCF-approved form. Final requests for reimbursement are due no later than 35 days (to the nearest business day) following the end date of the contract unless amended. Final reimbursements are to be inclusive of the final month or final quarter of the respective contract for services up to and including those provided on the final day of the contract. Supplemental billing (billing for additional dollars to supplement previous invoices) is not allowable.

Late or inaccurate invoices that require resubmittal may result in delay of payment.

c. Direct Costs Priority

Subgrantees must allocate at least 85% of their total Big Lift SIF budget to providing direct services to children, parents and/or providers. The Big Lift award is not intended to defray administrative costs² within an organization, and funding requests to pay for direct service activities will be given priority over requests for related administrative costs. When other sources of support are not available for these costs, no more than 15% of the total Big Lift budget can be allocated toward administrative costs.

d. Allowable Costs and Activities

In general, costs associated with coordinating the local Big Lift collaborative and dedicated staff time to ensure grant compliance are allowable costs, keeping in mind that priority is given to direct service costs.

All items listed below are allowable costs for federal and matching funds, *as they pertain to the implementation and administration of the subgrantee's Big Lift award*:

- **Administrative Costs:** general administration and general expenses (not specific to one program but necessary for implementation) such as the director's office, accounting, auditing, personnel, general legal services, and operations and maintenance expenses

² *Administrative costs are defined as activities that do not provide a direct benefit to children, parents or providers, and include any allowance for indirect costs and audits, as well as general administration and expenses.*

- **Advertising:** includes only those costs for (1) the recruitment of personnel required for performance of the award, (2) the procurement of goods and services for the performance of the award, or (3) program outreach and other specific purposes necessary to meet the requirements of the award
- **Advisory council or committee costs**
- **Audits:** a reasonably proportionate share of the costs of audits required by, and performed in accordance with, the [Single Audit Act Amendments of 1996](#)
- **Consultants:** includes costs of professional and consultant services rendered by persons who are members of a particular profession or possess a special skill that falls outside of the subgrantees capability, and who are not officers or employees of the subgrantee; requires evidence of the contractual agreement
- **Equipment:** includes any single item with a value of \$5,000 or more and an expected useful life of one year or more; requires prior approval before purchasing
- **Fringe Benefits:** include FICA, unemployment insurance, workers compensation, disability, retirement/pension, life insurance, and medical/dental benefits
- **Indirect Cost Rate:** For organizations that have an established indirect cost rate for Federal awards, administrative costs mean those costs that are included in the organization's indirect cost rate. Such costs are generally identified with the organization's overall operation and are further described in [OMB Circular A-122](#) (for non-profits), [A-87](#) (for state, local and Indian tribal governments) and [A-21](#) (for educational institutions).
- **Insurance:** refers to insurance the subgrantee is required to carry, or which is approved, under the terms of the award
- **Labor relations costs**
- **Maintenance and repair costs:** for necessary maintenance, repair or upkeep which neither adds to the permanent value nor appreciably prolongs its intended life
- **Memberships, subscriptions and professional activity costs**
- **Public Relations:** refers to community relations and those activities dedicated to maintaining the image of the organization or maintaining or promoting understanding and favorable relations with the community or public at large or any segment of the public, which includes only (1) costs specifically required by the award, (2) costs of communicating with the public and press pertaining to specific activities or accomplishments which result from performance of the award (these costs are considered necessary as part of the outreach effort for the award), or (3) costs of conducting general liaison with news media and government public relations officers, to the extent that such activities are limited to communication and liaison necessary to keep the public informed on matters of public concern, such as notices of funding opportunities, financial matters, etc.
- **Rental costs of buildings and equipment**
- **Salaries and Wages:** including all full- and part-time employees working on award activities
- **Supplies**

- **Training:** includes only training for staff and providers of award initiatives, and may also include materials and training-related travel
- **Travel**

e. Unallowable Costs

The following list of costs **cannot** be supported with Big Lift grant awards, or matching contributions (either cash or in-kind):

- **Advertising:** includes costs of displays, demonstrations and exhibits; costs of promotional items and memorabilia, including models, gifts and souvenirs; and costs of advertising and public relations designed solely to promote the organization
- **Alcoholic beverages**
- **Alumni/ae activities** (for Institutes of Higher Education)
- **Bad debts:** including losses (whether actual or estimated) arising from uncollectable accounts and other claims, and related collection costs, and related legal costs, arising from such debts after they have been determined to be uncollectable
- **Construction**
- **Entertainment costs:** including for amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities)
- **Facilities improvement**
- **Fundraising**
- **Goods or services for personal use**
- **Impairing existing contracts for services or collective bargaining agreements**
- **International activities:** including travel or projects where the primary beneficiaries of an activity are outside the United States
- **Lobbying:** any activity with the purpose of influence legislation, political parties, political platforms, political candidates or elected officers, including engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office
- **Protests or strikes:** including organizing or engaging in protests, petitions, boycotts, strikes or assisting, promoting or deterring union organizing
- **Public relations:** includes costs of meetings, meeting rooms, conventions, convocations, hospitality suites or other events and facilities related to other activities of the organization; and salaries and wages of employees engaged in setting up and displaying exhibits, making demonstrations, and providing briefings
- **Religious activities:** including engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization
- **Voter registration drives**

- **Other organizational costs:** not related to the management or administration of this federal award
- **Other such activities** as CNCS and/or SVCF may prohibit

Individuals may exercise their rights as private citizens and may participate in the above activities on their own initiative, on non-Big Lift time, and using non-Big Lift (or matching) funds.

f. Procurement

The purchasing of goods and services at the subgrantee level must follow federal procurement standards set in the Uniform Guidance on Procurement Standards for Non-State Entities in 2 CFR Part 200.318-326. Procurement guidelines ensure materials and services are obtained in an effective manner and maintain a standard of quality and integrity with maximum purchasing power of Big Lift funds.

Subgrantees must maintain written policies and procedures for procurement that meet federal standards and written standards of conduct covering conflicts of interest. Costs incurred must be necessary and cost-effective. Absent of sole-source justification, all procurement transactions must be conducted in a manner providing full and open competition.

g. Supplantation

Federal funds must be used to supplement and not to supplant funds that have been appropriated for the same purpose. Therefore, awarded funds cannot be used to supplant - or replace - existing state and local funds already allocated for the same purpose.

In addition, these grant funds should not be used to purchase items or services that would otherwise be purchased with the subgrantee's own funds for this project. Expenditure of funds for the acquisition of new equipment or services, when equipment and/or personnel required for the successful execution of projects are already available, or budgeted for within the subgrantee organization, will be considered supplanting and will be disallowed.

It will be expected of Big Lift subgrantees, however, to pursue other sources of funding where applicable. For example, state preschools, when eligible, should apply for additional funding when it comes available for the expansion of new spaces.

h. Matching Requirements

SIF intermediaries and subgrantees must both provide a 1:1 cash match for federal dollars received and be able to track the receipt and expenditure of both federal and cash match dollars. However, SVCF and its partners are utilizing San Mateo County Measure A tax dollars to meet the cash match requirements for subgrantees. This means that subgrantees will not have to raise the entirety of the required cash match each year, but

will be required to make small, gradually increasing commitments of monetary and in-kind resources, as follows:

Cohort 1:

- Year 1 (5/1/2015-8/31/2016) – 10% of grant award, 5% of which must be a cash contribution
- Year 2 (9/1/2016-8/31/2017) – 15% of grant award, 7.5% of which must be a cash contribution
- Year 3 (9/1/2017-8/31/2018) – 20% of grant award, 10% of which must be a cash contribution

Cohort 2:

- Year 1 (7/1/2016-8/31/2017) – 10% of grant award, 5% of which must be a cash contribution
- Year 2 (9/1/2017-8/31/2018) – 15% of grant award, 7.5% of which must be a cash contribution
- Year 3 (9/1/2018-8/31/2019) – 20% of grant award, 10% of which must be a cash contribution

Districts will allocate funding to early learning through the district's Local Control and Accountability Plan and budgets in FY16/17.

Cash Match vs. In-kind Match

Cash match includes unrestricted new or existing funds garnered through other, non-federal grant sources and spent for program-related costs. They cannot be previously obligated funding that is redirected for purposes of meeting this match requirement. Allowable cash match must include those costs which are allowable with Federal funds. Possible sources of cash match include (but are not limited to): private or philanthropic grants or contributions, state or local government grants or contracts for supportive services, or state or local government rent subsidy programs.

Federal grant funds, including federal block grants distributed or administered by state or local governments, are not eligible as matching funds.

In-kind match includes, but is not limited to, the valuation of in-kind real property, equipment, supplies, services, and other expendable property. "In-kind" is the value of something received or provided that does not have a cost associated with it. For example, if in-kind match is permitted by law (other than cash payments), the fair market value of donated services/office space could be used to comply with the in-kind match requirement. Also, third party in-kind contributions may count toward satisfying

match requirements provided the subgrantee receiving the contributions expends them as allowable costs.

All matching funds, provided by both the subgrantee *and* SVCF, **must** be tracked accordingly. SVCF and SMCOE will work with subgrantees to ensure compliance with this requirement. Subgrantees must maintain an audit trail for all matching contributions, whether cash or in-kind, and all supporting documentation must be maintained and made available for review and monitoring by SVCF. The matching requirement amounts will be tracked on an on-going basis, but must be fully expended within 12 months from the start of the award period. **Failure to meet the matching requirement at any of the 12 month increments will jeopardize current and future grant funding and may result in contract termination.**

i. Program Income

Subgrantees that choose to charge fees must use The Big Lift Family Fee Scale. Income generated from family fees must be reported during each reporting period may not be used as match for The Big Lift.

Grantees charging program fees must report program income on monthly invoices.

j. Budgets and Budget Amendments

Subgrantees may not begin to incur costs for a program until the budget has been approved by SVCF, referred to as the “original budget” or the “originally approved budget,” and included as part of the subgrantee’s contract. Any deviations from this originally approved budget are required to be reported to SVCF, and, in some cases, may require prior approval and a formal budget amendment before such changes can be made and costs incurred. All changes must be reported to SVCF within **two weeks** of the time the subgrantee/program director is notified of the change, in writing via e-mail. Any submission beyond two weeks from the change date may impact the possibility of reimbursement and will be subject to SVCF approval.

In addition, the following types of changes that are reported to SVCF must be accompanied by a formal budget amendment:

- disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or program manager;
- **the inclusion/addition of specific costs that require prior approval (such as items that cost more than \$5,000);**
- the transfer of funds budgeted for one category of expense to another category of expense in excess of 10% of the total budget category; and/or
- transferring or contracting out of any work under The Big Lift award, unless included in the originally approved budget.

When requesting approval for budget revisions, the subgrantee must use the SVCF-approved form for budget requests, to be submitted via e-mail to SVCF along with a written explanation for the requested change(s). SVCF will review the request and notify the subgrantee whether or not the budget revisions have been approved.

All allowable costs as listed above may be included in a budget request and in requests for reimbursement (invoices). However, these costs must be necessary and reasonable for the performance of the federal award, be determined in accordance with generally accepted accounting principles (GAAP), and not be included as a cost or used to meet cost sharing or matching requirements for any other federally-financed program during the contractual period of this award. All matching costs must also be included in budget and reimbursement requests, allocated appropriately. Specific allowable costs per category are detailed below:

Categories

- **Salaries and Benefits:** Any individual working on grant-funded activities must be identified on the budget in order to receive reimbursement for his/her time. The salary and fringe benefits for each employee must be identified, and appropriate documentation kept on file (including signed timesheets and background checks that were initiated **prior** to start date). Identify each employee as either direct or administrative, and if an employee is providing both direct and administrative services, divide his/her salary and benefits appropriately onto different lines to distinguish the two. The budget narrative should include hourly rate and number of hours working on The Big Lift.
- **Travel:** Mileage and expenses for program related travel (excluding normal/personal commute) is reimbursable at the subgrantees established rate of reimbursement, but not to exceed the most current IRS standard mileage rate. If the subgrantee does not have a written policy for mileage reimbursement, the most current IRS standard mileage rate will apply. Maintain appropriate documentation (receipts), when applicable.
- **Supplies:** Items, necessary to carry out the functions of the grant, are allowable, such as age-appropriate literature, classroom materials, brochures, pens, postage, etc. List the item and cost and the need for the expenditure in the budget narrative section. Maintain appropriate documentation (receipts). *Items that cost more than \$5,000 require prior approval before purchase.*
- **Contractual and Consultant Services:** Any individual or organization that is providing a contractual/consultant service must be listed, with the hourly rate and total budgeted hours for the duration of the contract listed in the budget narrative. This does not include fringe benefits. (The contractual agreement between the consultant and the subgrantee must be submitted to and approved by SVCF.)
- **Other:** Any other allowable items that do not fall under the above categories, including, for example, an approved indirect cost rate, or rent and utilities, are to be

included and recorded appropriately (except costs to be paid for with additional funds as detailed below). List the item and cost and the need for the expenditure in the budget narrative section. Maintain appropriate documentation (receipts). *Items that cost more than \$5,000 require prior approval before purchase.*

- **Coordination:** Additional funds are provided for the coordination of The Big Lift collaborative efforts. Examples include salary and benefits for an employee to coordinate and facilitate meetings, or fees for a consultant to do so, and meeting-related expenses. List the item and cost and the need for the expenditure in the budget narrative section. Maintain appropriate documentation (receipts).

k. Fraud, Waste and Abuse

The Corporation for National and Community Service (CNCS) awards federal funds to recipients and subgrantees for specific purposes and requires them to use the funds within the established Terms and Conditions. A federal award agreement is a legally binding contract. Subgrantees are encouraged to be aware of common grant fraud schemes and to adopt effective fraud risk-management efforts within their organization, and encourage other recipients of federal awards to do the same in order to prevent and detect fraud as early as possible. Each subgrantee awarded funding is to promptly report any credible evidence that a principal, employee, agent, contractor, subgrantee, or other person has submitted a false claim or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. You may report potential fraud, waste, abuse or misconduct by contacting SVCF or by reporting directly to the CNCS Office of the Inspector General (OIG):

By mail:

Office of the Inspector General
Corporation for National and Community Service
1201 New York Avenue, NW Suite 830
Washington, DC 20525

By e-mail or telephone:

hotline@cncsoig.gov

800-452-8210

Additional information is available from the CNCS OIG website at www.cncsoig.gov.

V. Reporting Requirements

a. Programmatic Reporting

Programmatic Changes

As stated above in [Programmatic Amendments](#), any changes to the scope, objectives or goals of the program must be submitted to SVCF and require prior approval before changes are to be made. Changes to staffing of the program must be reported to SVCF in writing within two weeks of knowledge of the change (in order to ensure timely payment of affected invoices).

Progress Reports Due Twice Per Year

Twice annually, on March 31st and September 30th, Big Lift subgrantees must submit progress reports:

1. A narrative report using The Big Lift Progress Report Template and an updated scope of work will be collected.

Twice Per Year	
March 31 st	September 30 th

b. Fiscal Reporting

Invoices Due monthly

January 15 th	July 15 th
February 15 th	August 15 th
March 15 th	September 15 th
April 15 th	October 15 th
May 15 th	November 15 th
June 15 ^h	December 15 th

Budget Changes

As stated above in [Budgets and Budget Amendments](#), any major changes to the originally approved budget must be submitted to SVCF and require prior approval before changes are to be made. All other changes must be reported to SVCF in writing as soon as possible (in order to ensure timely payment of affected invoices).

c. Grant Close Out

Grant close out is the process by which SVCF determines that all applicable administrative actions and all required work of the Federal award have been completed or if SVCF/subgrantee decides to discontinue contract. During grant close out SVCF will verify completion of program and financial requirements by subgrantee, reconcile funds expended and payments, ensure the proper match has been met, and account for equipment and supplies as necessary. Subgrantees must submit closeout documents within 45 days of the end of the contract period.

Deliverables: Subgrantees will provide the following documents within 45 days of the end of award:

- Final progress report
- Cumulative Data Report
- Final monthly Financial Report
- Final reconciliation of revenue and expenses for each project year
- Closeout Certification Form certifying information is accurate and supported by documentation
- Equipment & Supply Inventory Forms (if applicable)
- Inventory of Residual Supplies (if applicable)

Record Retention: As a Subgrantee, it is important to maintain financial records, supporting documents, and all other records pertinent to your award. Subgrantees must retain all financial books, documents, papers and records directly related to this Agreement for a period of three (3) years after SVCF makes its final disbursement.

VI. Appendix

Resources

Programmatic

[The Big Lift Website](#)

[Corporation for National & Community Service Website](#)

[Social Innovation Fund](#)

[CNCS Criminal History Checks Quick Guide](#)

[2014 Social Innovation Fund Notice of Funding Availability](#)

[2014 Social Innovation Fund FAQs](#)

Fiscal

[Office of Management and Budget Circulars](#)

[List of Cost Items Contained in the OMB Cost Principles](#)
[Federal Financial Management: Required Written Policies and Procedures Checklist](#)

**CORPORATION FOR NATIONAL
AND COMMUNITY SERVICE (CNCS)**

SOCIAL INNOVATION FUND

**COOPERATIVE AGREEMENT
TERMS AND CONDITIONS**

(CFDA No. 94:019)

Version 4 (effective July 31, 2014)

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I. GOVERNING AUTHORITIES, TERMS AND CONDITIONS OF SOCIAL INNOVATION FUND COOPERATIVE AGREEMENTS

A. STATUTORY AUTHORITY

This Cooperative Agreement is authorized by and subject to the National and Community Service Act of 1990, as amended by the Serve America Act (the “NCSA”), codified as 42 U.S.C. 12501 et seq., at §12653(d). Awardees must comply with the requirements of the Act and its implementing regulations.

B. OTHER APPLICABLE STATUTORY AND ADMINISTRATIVE PROVISIONS

The following applicable federal cost principles, administrative requirements and audit requirements are incorporated by reference.

1. States, Indian Tribes, U.S. Territories, and Local Governments

The following circulars and their implementing regulations apply to states, Indian tribes, U.S. territories, and local governments:

- a. **OMB Circular A-102, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments – 45 CFR Part 2541.**
- b. **OMB Circular A-87, Cost Principles for State and Local Governments – 2 CFR Part 225.**
- c. **OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations.**

2. Nonprofit Organizations

The following circulars and their implementing regulations apply to nonprofit organizations:

- a. **OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations – 45 CFR Part 2543 or 2 CFR Part 215.**
- b. **OMB Circular A-122, Cost Principles for Nonprofit Organizations – 2 CFR Part 230.**
- c. **OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations.**

3. Educational Institutions

The following circulars and their implementing regulations apply to education institutions:

- a. **OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations – 45 CFR Part 2543 or 2 CFR Part 215.**
- b. **OMB Circular A-21, Cost Principles for Educational Institutions – 2 CFR Part 220.**
- c. **OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations.**

These documents can be found here:

www.whitehouse.gov/omb/financial_offm_circulars/

C. OTHER APPLICABLE STATUTES, REGULATIONS AND AUTHORITIES

The Awardee must comply with all other applicable statutes, executive orders, regulations, and policies governing the Cooperative Agreement, including, but not limited to, those cited in the Notice of Federal Funding Availability, these Terms and Conditions, the Cooperative Agreement Assurances and Certifications, and those cited in 45 CFR Parts 2541 and 2543.

D. OTHER DOCUMENTS GOVERNING THE COOPERATIVE AGREEMENT

In addition to the applicable statutes and regulations referred to and incorporated above, the Awardee must perform its Cooperative Agreement consistent with the requirements stated in:

1. The Notice of Grant Award and Signature Page;
2. These Social Innovation Fund Cooperative Agreement Terms and Conditions;
3. The Social Innovation Fund Notice of Federal Funding Availability;
4. The Awardee's approved Application (including the final approved budget).

E. ORDER OF PRECEDENCE

Any inconsistency in the documents governing this Cooperative Agreement shall be resolved by giving precedence in the following order:

- (a) the NCSA and other applicable Federal Statutes,
- (b) CNCS and other Federal regulations,
- (c) Notice of Grant Award and Signature Page,

- (d) Social Innovation Fund Special Provisions (contained herein),
- (e) General Provisions (contained herein),
- (f) the Social Innovation Fund Notice of Federal Funding Availability, and
- (g) the approved Application (including all assurances, certifications, attachments, and pre-award negotiations).

II. SOCIAL INNOVATION FUND SPECIAL PROVISIONS

A. DEFINITIONS- For this Cooperative Agreement the following definitions apply:

1. **Application** means all information and materials (including all assurances and certifications, the proposed budget as approved by CNCS, or any information incorporated by reference) submitted by the Awardee in CNCS's eGrants system in response to the Notice of Federal Funds Opportunity, including any amendments or modifications to the information and materials made in response to any CNCS request for clarification. Copies of the assurances and certifications agreed to in the eGrants system are included for reference as appendices to these Terms and Conditions.
2. **Awardee** means the direct recipient of this award under section 198k of the NCSA (42U.S.C. 12653k).
3. **Competitive subgrant selection process** means an open and merit-based process to select subgrantees carried out by an Awardee in compliance with section 198k(h)(1) of the NCSA (42 U.S.C. 12653K9J)(3)), and in a manner which:
 - a. Is open to all eligible nonprofit organizations (including nonprofit organizations previously funded or affiliated with the Awardee);
 - b. Provides sufficient public notice of the availability of SIF subgrants to eligible nonprofit community organizations within the specific local geographic areas and issue area(s) covered under this Cooperative Agreement;
 - c. Advises potential applicants of:
 - i.* What organizations are eligible for funding;
 - ii.* How to obtain and submit an application;
 - iii.* The criteria (including appropriate subcriteria) that will be considered in reviewing applications; and
 - iv.* Any relative percentages, weights, or other means used to distinguish among the criteria; and

- d. Ensures that subgrant applications will be reviewed consistent with the established criteria and will be free from any actual conflicts of interest (or the reasonable perception of any such conflict).

4. Low-income community means either:

- a. A population of individuals or households being served by a subgrantee on the basis of having a household income that is 20 percent or less of the applicable Federal poverty guideline, or
- b. Either a population of individuals or households, or a specific local geographic area, with specific measurable indicators that correlate to low-income, such as, but not exclusive to, K-12 students qualifying for free- or reduced-lunch, long-term unemployment, risk of homelessness, low school achievement, persistent hunger, or serious mental illness.

As specified in section 198K of the National Community Service Act (NCSA), Social Innovation Fund intermediary grantees must make subgrants and otherwise support programs that serve “low-income” communities.

- 5. Subgrantee** means a community organization receiving funds awarded by an Awardee under section 198K(j) of the NCSA (42 U.S.C. 12653k(j)).

B. ROLES AND RESPONSIBILITIES OF THE AWARDEE

1. General

The Awardee must perform the activities supported by this Cooperative Agreement in compliance with the statutes, regulations and administrative authorities cited or referred to in these Terms and Conditions, in conformance with its approved Application (including the approved budget), and consistent with any approvals or directions provided by CNCS in the course of carrying out the Cooperative Agreement. The Awardee is legally accountable to CNCS for the use of award funds and is bound by the provisions of the award. The Awardee is responsible for ensuring that subgrantees or other organizations carrying out activities under this award comply with these Terms and Conditions, including regulations and OMB circulars incorporated by reference.

2. Affiliation with the Social Innovation Fund

- a. **Identification as a Social Innovation Fund Program.** The grantee must identify the program as a Social Innovation Fund (SIF) program. All partnership agreements/MOUs related to the SIF program must explicitly state that the program is a SIF program and SIF dollars are the resource being provided.
- b. **The Social Innovation Name and Logo.** The Social Innovation Fund (SIF) is a registered service mark of the Corporation for National and Community Service. CNCS provides a camera-ready logo. All grantee and subgrantee websites must clearly state that they are a SIF grantee and must prominently display the SIF logo. Grantees and subgrantees, must use the Social Innovation Fund name and logo on all public facing materials, signs, banners, press releases, social media, and publications related to their SIF program in accordance with CNCS requirements.

To publicize the relationship between the program and the SIF, the grantee and subgrantee should use one of the following phrases when describing their program: “*a Social Innovation Fund (SIF) program*” or “*a proud grantee/subgrantee of the Social Innovation Fund (SIF) program.*” Grantees are strongly encouraged to provide information or training to their subgrantees about how their program is part of the Social Innovation Fund portfolio and about the other national service programs of CNCS. Grantees are strongly encouraged to place signs that include the Social Innovation Fund name and logo at their service sites and may use the slogan “*Powered by the Social Innovation Fund (SIF).*” SIF grantee representative should include their affiliation with the Social Innovation Fund during public speaking opportunities.

The grantee may not alter the SIF logo, and must obtain written permission from CNCS before using the Social Innovation Fund name or logo on materials that will be sold, or permitting donors to use the Social Innovation Fund name or logo in promotional materials. The grantee may not use or display the Social Innovation Fund name or logo in connection with any activity prohibited in these grant provisions.

3. Subgrants

- a. The Awardee shall provide to CNCS a detailed plan for carrying out its competitive subgrant selection process within the timeline prescribed by the SIF Director. That detailed plan must:
 - i. Fully comply with the requirements specified in section 198K(h) of the NCSA (42 U.S.C. 12653k(j)(3)) and in the definition of “Competitive sub-grant selection process” in these Terms and Conditions;
 - ii. Result in awards to subgrantees to serve low-income communities (as defined in these Terms and Conditions) either:

- (a) In the case of an Awardee that applied as a geographic-based SIF, within the specific local geographic area and addressing the specific measurable outcomes in the specific issue area(s) identified in the Awardee's Application; or
 - (b) In the case of an Awardee that applied as an issue-based SIF—
 - (1) Addresses the specific measurable outcomes in the specific issue area identified in the Awardee's Application; and
 - (2) Are within the specific geographic areas of need related to that issue area, as identified in the Awardee's Application or as approved by CNCS;
 - iii. For the Social Innovation Fund competition, Social Innovation Fund intermediaries should award larger subgrants to programs that show higher levels of evidence, as defined below.
 - (a) CNCS expects that there will be a direct, positive relationship between the levels of growth that intermediaries propose for given subgrantees and the level of evidence the subgrantees possess at the time of their selection for funding.
 - (b) Adequately propose a means of allocating grant awards so that larger sums are given to those subgrantees with higher levels of evidence of effectiveness to support the growth of their program impact.
 - iv. Be otherwise consistent with the Awardee's application and approved budget.
- b. The Awardee shall—
- i. Make its subgrant awards consistent with its approved detailed plan and the requirements of sections 198K(j) and (k) of the NCSA (42 U.S.C. 12653k(j) and (k)), and the Terms and Conditions of this Cooperative Agreement;
 - ii. Complete its competitive subgrant selection process and make its subgrant awards within six to eight months of entering into this Cooperative Agreement; and
 - iii. Ensure that no less than 80% of the funds provided by CNCS under its Cooperative Agreement are awarded to subgrantees.

4. Evaluation, Replication and Expansion

- a. With input from the Awardee, CNCS will reasonably set the date by which the Awardee shall provide to CNCS the Awardee's detailed plans for evaluation of its subgrantees. The detailed plans shall include;
 - i. the specific questions the evaluation(s) intend to answer;

- ii.* the type of research design, timeline, and estimated budget for the evaluation;
 - iii.* the selection of who will conduct the evaluations and the process to be employed to maintain independence, objectivity, and high-quality reports; and
 - iv.* any additional elements specified by CNCS.
- b. With input from the Awardee, CNCS will establish required elements of a detailed plan for an Awardee’s replication or expansion of subgrantees and set a reasonable deadline for submission by the Awardee.

5. SIF Learning Community

The Awardee shall participate in SIF Learning Community activities as reasonably requested by CNCS from time to time and shall work collaboratively with CNCS to develop such activities.

C. ROLES AND RESPONSIBILITIES OF CNCS

Performance under this Cooperative Agreement is subject to the general oversight and monitoring of CNCS. Additional substantial involvement of CNCS will include:

1. Subgrants

- a. Reviewing and approving the Awardee’s final detailed plan for carrying out its competitive subgrant selection process within approximately 15 business days of receipt of the plan; and
- b. Reviewing the Awardee’s execution of its approved competitive subgrant selection process for compliance with applicable requirements under the grant award.

2. Evaluation and Replication or Expansion

- a. Reviewing and reaching mutual agreement with the Awardee on the Awardee’s final, detailed plans for evaluation of major subgrantees; and
- b. Reviewing and reaching mutual agreement with the Awardee on the Awardee’s final, detailed plans for replication or expansion of subgrantees.

3. SIF Learning Community

- a. Coordination of activities between the Awardee, CNCS, other Social Innovation Fund awardees, other recipients of assistance from CNCS, public agencies, and other invited public or private organizations; and
- b. The development of best practices deliverables.

D. BUDGET AND PROGRAMMATIC CHANGES

1. Programmatic Changes

The Awardee must first obtain the prior written approval of CNCS's Social Innovation Fund Program Office before making the following changes:

- a. Changes in the scope, objectives or goals of the Awardee's program, whether or not they involve budgetary changes;
- b. Entering into subgrants for Social Innovation Fund activities funded by the Cooperative Agreement which had not been previously identified or included in the approved application, budget or plan; and 1 or
- c. Changes in deadlines identified in these Terms and Conditions. Deadlines may be reasonably extended or revised upon mutual agreement of the parties.

Programmatic changes also require final approval of CNCS's Office of Grants Management after written recommendation for approval is received from the Social Innovation Fund Program Office. The Grants Officers will execute written amendments, and Awardees should not assume approvals have been granted unless documentation from the Grants Office has been received. Changes in deadlines require prior approval, but are not considered programmatic changes requiring a grant amendment.

2. Budgetary Changes

The Awardee must obtain the prior written approval of CNCS's Office of Grants Management before amending the approved budget in any of the following ways:

- a. Specific Costs Requiring Prior Approval before Incurrence under OMB Circulars A-21 (2 CFR Part 220), A-87 (2 CFR Part 225) or A-122 (2 CFR Part 230). For certain cost items, the cost circulars require approval of the awarding agency for the cost to be allowable. Examples of these costs are overtime pay, rearrangement and alteration costs, and pre-award costs.
- b. Purchases of Equipment over \$5,000 using Cooperative Agreement funds, unless specified in the approved Application and budget.
- c. Changes to cumulative and/or aggregate budget line items that amount to 10 per cent or more of the total budget must be approved in writing in advance by CNCS. The total budget includes both CNCS and Awardee shares. Awardees may transfer funds among approved direct cost categories when the cumulative amount of such transfers does not exceed 10 percent of the total budget.

E. NOTIFICATION OF STAFFING AND MANAGEMENT CHANGES

Within 5 business days, the Awardee must notify CNCS of any change in the staffing of any key position included (in whole or in part) as a cost in the award budget. This requirement applies regardless of whether the position is included in the federal or matching cost portions of the budget. The Awardee must also notify CNCS of any changes in any positions which are not included in the approved budget, but which involve leadership oversight of the activity under this award. The Awardee must also notify CNCS of any change in the senior leadership of the Awardee.

F. MATCHING FUND REQUIREMENTS

As provided in section 198K(i) of the NCSA (42 U.S.C. 12653k(i)), the Awardee must provide at least fifty percent (50%) of the overall cost of carrying out the activities supported under its Cooperative Agreement. In addition, under section 198K(k) of the NCSA (42 U.S.C.12653k(k)), all subgrantees must provide at least fifty percent (50%) of the cost of carrying out the activities supported under their subgrants. In both cases, the matching funds must be provided in cash. References in any of the applicable OMB Cost Principles to providing matching funds in-kind do NOT apply to Social Innovation Fund award or subgrants.

Subgrants are required to meet a dollar for dollar match expenditure every 12 months beginning at the start of their first award period. Failure to meet the match at any of the 12 month increments will result in termination. The subgrant may complete the current cycle but may not receive subsequent funding.

G. REPORTING REQUIREMENTS

For both Programmatic and Financial reports, an Awardee must set its own submission deadlines for its respective subgrantees sufficient to enable the Awardee to report on-time.

1. Awardee Progress Reports

Each Awardee must submit quarterly reports in year 1 only, in the appropriate electronic system summarizing progress on the specific measurable outcomes identified in the Awardee's Application during the quarter. Each Awardee shall also report on other measures established by CNCS in consultation with the Awardee. At the discretion of CNCS deadlines are as follows:

<u>Due Date</u>	<u>Reporting Period Covered</u>
<i>Year 1 of Cooperative Agreement</i>	
January 31	Start of Award through December 31
April 30	January 1 through March 31
July 31	April 1 through June 30
October 31	July 1 through September 30

<i>Years 2-5 of Cooperative Agreement</i>	
April 30	October 1 through March 31
October 31	April 1 through September 30

2. Financial Reports

The Awardee must submit semi-annual cumulative Federal Financial Reports (FFR), summarizing expenditures during the reporting period. These reports will be submitted timely through the appropriate electronic system. At the discretion of CNCS, the FFR deadlines are as follows:

<u>Due Date</u>	<u>Reporting Period Covered</u>
<i>Year 1 of Cooperative Agreement</i>	
April 30	Start of Award through March 31
October 31	April 1 through September 30
<i>Years 2-5 of Cooperative Agreement</i>	
April 30	October 1 through March 31
October 31	April 1 through September 30

All Awardees must also submit an FFR - Cash Transactions Report on a quarterly basis to the Department of Health and Human Services Payment Management System per the Electronic Funds Transfer Agreement.

3. Requests for Extensions

Requests for extensions of reporting deadlines will be granted when 1) the report cannot be furnished in a timely manner for reasons legitimately beyond the control of the Awardee; and 2) CNCS receives a written request explaining the need for an extension before the due date of the report. Extensions of deadlines for financial reports may only be granted by the Office of Grants Management, and extensions of deadlines for Progress Reports may only be granted by the Social Innovation Fund Program Office.

4. Final Financial Report

An Awardee completing the final year of its Cooperative Agreement must submit, in lieu of the last semi-annual financial report, a final financial report, this report is due no later than 90 days after the end of the Cooperative Agreement.

H. COOPERATIVE AGREEMENT PERIOD AND INCREMENTAL FUNDING

For the purpose of Social Innovation Fund Cooperative Agreements, a project period is the complete length of time an Awardee is proposed to be funded to complete approved activities under the agreement. A project period may contain one or more budget periods. A budget period is a specific interval of time for which Federal funds are being provided to fund an Awardee's approved activities and budget.

Unless otherwise specified, the Awardee's Cooperative Agreement covers a five-year project period. Additional funding is contingent upon satisfactory performance as determined by CNCS and the availability of funds. The project period and the budget period are noted on the Notice of Grant Award.

I. SITE VISITS

CNCS reserves the right to make site visits to review and evaluate Awardee and sub-awardee records, activities, organizational procedures and financial control systems; to conduct interviews; to request additional information; and to provide technical assistance as necessary.

II. GENERAL PROVISIONS

A. RESPONSIBILITIES FOR COOPERATIVE AGREEMENT ADMINISTRATION

1. Accountability of the Grantee

The Awardee has full fiscal and programmatic responsibility for managing all aspects of the Cooperative Agreement and agreement-supported activities, subject to the oversight of CNCS. The Awardee is accountable to CNCS for its operation of the Social Innovation Fund program and the use of CNCS funds. The Awardee must expend Cooperative Agreement funds in a judicious and reasonable manner, and it must record accurately the activities performed and outcomes achieved under the grant. Although Awardees are encouraged to seek the advice and opinion of CNCS on special problems that may arise, such advice does not diminish the Awardee's responsibility for making sound judgments and does not mean that the responsibility for operational decisions has shifted to CNCS.

2. Subawards. If authorized by CNCS, a grantee may make subawards in accordance with the requirements set forth in 45 CFR Part 2541 or 2 CFR Part 215 and 45 CFR Part 2543. The grantee must have and implement a plan for oversight and monitoring to ensure that each subgrantee and service site has agreed to comply, and is complying, with grant requirements.

3. Notice to CNCS

The Awardee will notify the appropriate CNCS Program or Grants Officer immediately of any developments or delays that have a significant impact on funded activities, any significant problems relating to the administrative or financial aspects of the award, or any suspected misconduct or malfeasance related to the award or Awardee. The Awardee will inform CNCS official about the corrective action taken or contemplated by the Awardee and any assistance needed to resolve the situation.

4. Notice to the CNCS's Office of Inspector General. The grantee must notify the Office of Inspector General immediately of losses of federal funds or goods/services supported with federal funds, or when information discovered by someone at a program indicates that there has been waste, fraud or abuse, or any violation of criminal law in connection with the grant.

B. FINANCIAL MANAGEMENT STANDARDS

1. General

The Awardee must maintain financial management systems that include standard accounting practices, sufficient internal controls, a clear audit trail, and written cost allocation procedures, as necessary. The Awardee's financial management systems must be capable of distinguishing expenditures attributable to this award from expenditures not attributable to this award. The systems must be able to identify costs by programmatic year and by budget category and to differentiate between direct and indirect costs or administrative costs. For further details about the Awardee's financial management responsibilities, refer to OMB Circular A-102 and its implementing regulations (45 CFR Part 2541) or A-110 (2 CFR Part 215) and its implementing regulations (45 CFR Part 2543), as other applicable OMB regulations.

2. Consistency of Treatment

To be allowable under an award, costs must be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the Awardee. Furthermore, the costs must be accorded consistent treatment in both federally financed and other activities, as well as between activities, supported by different sources of funds.

3. Audits

Organizations that expend \$500,000 or more in a year in total Federal awards (grants or cooperative agreements) shall have a single or program-specific audit conducted for that year in accordance with the Single Audit Act, as amended, 31 U.S.C. 7501, et seq., and OMB Circular A-133. If the Awardee expends federal awards under only one federal program, it may elect to have a program specific audit, if it is otherwise eligible. A grantee that does not expend \$500,000 in federal awards is exempt from the single audit requirements of OMB Circular A-133 for that year. However, it must continue to conduct financial management reviews of its subgrantees, and records must be available for review and audit. The recipient of a Federal grant (pass-through entity) is required in accordance with paragraph 400(d) of OMB Circular A-133, to do the following with regard to its subrecipients: (1) identify the Federal award and funding source; (2) advise sub-recipients of all requirements imposed on them; (3) monitor subrecipient activities and compliance; (4) ensure subrecipients have A-133 audits when required; (5) issue decisions and ensure follow-up on audit findings in a timely manner; (6) where necessary, adjust its own records and financial statements based on audits; and (7) require subrecipients to permit access by the pass-through entity and auditors to records and financial statements, as necessary, for the pass-through entity to comply with A-133.

4. Indirect Cost Rates

Reimbursement for indirect costs, general and administrative costs, overhead, or any similar cost rate type agreement, will be at the rate(s) and on the base(s) specified in the approved award budget. These amounts are subject to finalization by the cognizant federal agency or CNCS. Any provisional rate(s) is subject to downward adjustment only under this award. Accordingly, final approved rate(s) charged to this award may not exceed the maximum provisional rate(s). If the cognizant federal agency or CNCS does not approve a final rate, then the maximum provisional rate will be considered the final rate.

5. Payments Under The Cooperative Agreement

- a. **Advance Payments.** The Awardee may receive advance payments of Agreement funds provided the Awardee meets the financial management standards specified in OMB Circular A-102 and its implementing regulations (45 CFR Part 2541) or A-110 and its implementing regulations (45 CFR Part 2543), as applicable.

- b. **Immediate Cash Flow Needs.** The amount of advance payments requested by the Awardee must be based on actual and immediate cash needs in order to minimize federal cash on hand, in accordance with policies established by the U.S. Department of the Treasury in 31 CFR Part 205.
- c. **Discontinuing Advance Payments.** If an Awardee does not establish procedures to minimize the time elapsing between the receipt of the cash advance and its disbursement, CNCS may, after providing due notice to the Awardee, discontinue the advance payment method and allow payments by reimbursement, or in advance only by individual request and approval.
- d. **Interest-Bearing Accounts.** The Awardee must deposit advance funds received from CNCS in federally-insured, interest bearing accounts. The exceptions to this requirement are:
 - i. **Institutions of Higher Education and Other Non-Profit Organizations.** If an Awardee is covered by 45 CFR Part 2543 it must maintain advance funds in interest-bearing accounts unless:
 - (a) It receives less than \$120,000 in federal funds per year;
 - (b) The best reasonably available account would not be expected to earn interest in excess of \$250 per year on federal cash balances; or
 - (c) The required minimum balance is so high that it would not be feasible within expected federal and non-federal cash resources. Earned interest must be remitted annually to HHS-PMS, Rockville, MD 20852. Awardees may keep up to \$250 of interest per year to offset administrative expenses.
 - ii. **State and Local Governments.** All Awardees and sub-awardees covered by 45 CFR Part 2541, with the exception of State Governments and Indian Tribes, must remit earned interest quarterly to CNCS. Awardees may keep up to \$100 of the earned interest per year to offset administrative expenses.

6. Program Income

- a. **General.** Income, including any fees for service earned as a direct result of the Cooperative Agreement-funded program activities during the award period, must be retained by the Awardee and used to finance the Cooperative Agreement's non-CNCS share.
- b. **Excess Program Income.** Program income earned in excess of the amount needed to finance the Awardee share must be added to funds committed to the project by CNCS and the Awardee and used to further expand eligible program activities and objectives.

C. AWARDEE PRODUCTS

1. Sharing Cooperative Agreement Products

To the extent practicable, the Awardee agrees to make products produced under the award available to others in the field at the cost of reproduction.

2. Acknowledgment of Support

Publications created or developed by staff funded under the award must be consistent with the purposes of the grant. CNCS's logo may be included on such documents. The Awardee is responsible for assuring that the following acknowledgment and disclaimer appears in any external report or publication of material based upon work supported by this award.

“This material is based upon work supported by the Corporation for National and Community Service (CNCS) under Social Innovation Fund Grant No._____. Opinions or points of view expressed in this document are those of the authors and do not necessarily reflect the official position of, or a position that is endorsed by, CNCS.”

D. PROHIBITED PROGRAM ACTIVITIES

The Awardee must comply with, and require all subgrantees to comply with, the prohibitions on use of CNCS funds in section 174 of the NCSA (42 U.S.C.§12634).

While charging time to this Award, the Awardee, and anyone acting under the supervision or authority of the Awardee, may not engage in the following activities:

1. Attempting to influence legislation.
2. Organizing or engaging in protests, petitions, boycotts, or strikes.
3. Assisting, promoting or deterring union organizing.
4. Impairing existing contracts for services or collective bargaining agreements.
5. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
6. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive.

7. Participating, in or endorsing, events or activities that is likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected Officers.
8. Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
9. Providing a direct benefit to:
 - a. A for-profit entity;
 - b. A labor union;
 - c. A partisan political organization;
 - d. An organization engaged in the religious activities described in the preceding sub-clause, unless Agreement funds are not used to support the religious activities; or
 - e. A nonprofit entity that fails to comply with the restrictions contained in section(c)(3) of U.S.C. Title 26.
10. Providing abortion services or referrals for receipt of such services.
11. Grant funds may not be used for international travel or projects where the primary beneficiaries of an activity are outside the United States.
12. Such other activities as CNCS may prohibit.

Individuals may exercise their rights as private citizens and may participate in the above activities on their own initiative, on non-CNCS time, and using non-CNCS funds.

E. CRIMINAL HISTORY CHECKS

The specific requirements of the National Service Criminal History Check, including the timing and recordkeeping requirements, are specified at [45 CFR §§ 2540.200 - .207](#). You must retain a record of the NSOPW search and associated results either by printing the screen(s) or by some other method that retains paper or digital images of the NSOPW checks that shows the date the search was performed. Inability to demonstrate that you conducted an NSOPW or the required criminal history check, as specified in the regulations, may result in sanctions, including disallowance of costs.

F. SUSPENSION OR TERMINATION OF GRANT

Regulations related to CNCS's authority to suspend or terminate this award are contained in 45 CFR § 2540.400. In addition, an Awardee may suspend or terminate assistance to one

of its subgrantees, provided that such action affords the subgrantee, at a minimum, the notice and hearing rights described in 45 CFR § 2540.400.

G. THE OFFICE OF INSPECTOR GENERAL

CNCS's Office of Inspector General (OIG) conducts and supervises independent and objective audits, evaluations, and investigations of CNCS programs and operations. Based on the results of these audits, reviews, and investigations, the OIG recommends policies to promote economy and efficiency and to prevent and detect fraud, waste, and abuse in CNCS's programs and operations.

The OIG conducts and supervises audits of CNCS grantees, as well as legislatively mandated audits and reviews. The legislatively mandated audits include the annual financial statement audit, and fulfilling the requirements of the Government Information Security Reform Act and its successor, the Federal Information Security Management Act. A risk-based approach, along with input received from CNCS management, is used to select grantees and grants for audit. The OIG hires audit firms to conduct some of its audits. The OIG audit staff is available to discuss its audit function, and can be reached at (202) 606-9390.

The OIG is available to offer assistance to CNCS grantees that become aware of suspected criminal activity in connection with CNCS's programs. Awardees should immediately contact OIG when they first suspect that a criminal violation has occurred. The OIG investigative staff is available to provide guidance and ensure that the appropriate law enforcement agency is notified, if required. The OIG may be reached by email at hotline@cncsoig.gov or by telephone at (800) 452-8210.

H. FEDERAL GRANT POLICIES

1. NON-DISCRIMINATION PUBLIC NOTICE AND RECORDS COMPLIANCE

- a. Public Notice of Non-discrimination.** The grantee must notify service recipients, community beneficiaries, applicants, program staff, and the public, including those with impaired vision or hearing, that it operates its program or its activity subject to the non-discrimination requirements of the applicable statutes. The notice must summarize the requirements, note the availability of compliance information from the grantee and CNCS, and briefly explain procedures for filing discrimination complaints with CNCS. Sample language is:

This program is available to all, without regard for race, color, national origin, disability, age, sex, political affiliation, or, in most instances, religion. It is also unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of CNCS. If you

*believe that you or others have been discriminated against, or if you want more information, contact:
(Name, address, phone number – both voice and TDD, and preferably toll free – FAX number and email address of the grantee) or*

*Office of Civil Rights and Inclusiveness
Corporation for National and Community Service
1201 New York Avenue, NW
Washington, DC 20525
(800) 833-3722 (TTY and reasonable accommodation line)
(202) 565-3465 (FAX); eo@cns.gov (email)*

The grantee must include information on civil rights requirements, complaint procedures, and the rights of beneficiaries in handbooks, manuals, pamphlets, and post in prominent locations, as appropriate. The grantee must also notify the public in recruitment material and application forms that it operates its program or activity subject to the non-discrimination requirements. Sample language, in bold print, is **This program is available to all, without regard to race, color, national origin, disability, sex, age, political affiliation, or, in most instances, religion.** Where a significant portion of the population eligible to be served needs services or information in a language other than English, the grantee shall take reasonable steps to provide written material of the type ordinarily available to the public in appropriate languages.

- b. Records and Compliance Information.** The grantee must keep records and make available to CNCS timely, complete and accurate compliance information to allow CNCS to determine if the grantee is complying with the civil rights statutes and implementing regulations. When applicable, where a grantee extends federal financial assistance to subgrantees, the subgrantees must make available compliance information to the grantee so it can carry out its civil rights obligations.
- c. Obligation to Cooperate.** The grantee must cooperate with CNCS so that CNCS can ensure compliance with the civil rights statutes and implementing regulations. The grantee shall permit access by CNCS during normal business hours to its books, records, accounts, staff, facilities, and other sources of information as may be needed to determine compliance.

2. TRAFFICKING IN PERSONS

This Grant is subject to requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104).

- a. Provisions applicable to a recipient that is a private entity.**
- i.* You as the Awardee and your employees may not:
- (a)* Engage in severe forms of trafficking in persons during the period of time that the Grant is in effect;

- (b) Procure a commercial sex act during the period of time that the Grant is in effect; or
- (c) Use forced labor in the performance of the Grant.

ii. We as the Federal awarding agency may unilaterally terminate this Grant, without penalty, if it,

(a) Is determined you have violated a prohibition in paragraph a.1 of this Grant term; or

(b) Has an employee who is determined by the agency official authorized to terminate the Grant to have violated a prohibition in paragraph **a.i** of this Grant term through conduct that is either:

(1) Associated with performance under this Grant; or

(2) Imputed to you using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, “OMB guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement),” as implemented by our agency at 2 CFR Part 2200.

b. Provisions applicable to an Awardee other than a private entity.

We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—

i. Is determined to have violated an applicable prohibition of paragraph a.i of this Grant term; or

ii. has an employee who is determined by the agency official authorized to terminate the Grant to have violated an applicable prohibition in paragraph a.1 of this Grant term through conduct that is –

(a) Associated with performance under this Grant; or

(b) Imputed to you using the standards and due process for imputing conduct of an individual to an organization that are provided in 2 CFR Part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 2 CFR Part 2200.

c. Provisions applicable to any grantee.

i. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.i of this grant term.

ii. Our right to terminate unilaterally that is described in paragraph a.ii or b of this section:

(a) Implements section 106(g) of the TVPA of 2000, as amended (22 U.S.C. 7104(g)), and

(b) Is in addition to all other remedies for noncompliance that are available to us under this Grant.

- iii.* You must include the requirements of paragraph a.i of this Grant term in any subgrant you make to a private entity.
- d. **Definitions.** For purposes of this grant term:
 - i.* **“Employee”** means either:
 - (a) An individual employed by you or a subgrantee who is engaged in the performance of the project or program under this Grant; or
 - (b) Another person engaged in the performance of the project or program under this Grant and not compensated by you including, but not limited to, a volunteer or individual whose service are contributed by a third part as an in-kind contribution toward cost sharing or matching requirements.
 - ii.* **“Forced labor”** means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
 - iii.* **“Private entity”:**
 - (a) Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR Part 175.25.
 - (b) Includes:
 - (1) A non-profit organization, including any non-profit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR Part 175.25(b).
 - (2) A for-profit organization.

“Severe forms of trafficking in persons,” “commercial sex act,” and “coercion” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

3. CENTRAL CONTRACTOR REGISTRATION (CCR) and UNIVERSAL IDENTIFIER REQUIREMENTS

- a. Requirement for Central Contractor Registration (CCR): Unless you are exempted from this requirement under 2 CFR §25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

- b. Requirement for Data Universal Numbering System (DUNS) Numbers.** If you are authorized to make subawards under this award, you:
- i.** Must notify potential subrecipients that no entity (see definition in paragraph c. of this award term below) may receive a subaward from you unless the entity has provided its DUNS number to you.
 - ii.** May not make a subaward to an entity unless the entity has provided its DUNS number to you.
- c. Definitions.** For purposes of this award term:
- i.** Central Contractor Registration (CCR) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the CCR Internet site (currently at <https://www.sam.gov/portal/public/SAM/>).
 - ii.** Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).
 - iii.** Entity, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
 - (a.)** A Governmental organization, which is a State, local government, or Indian Tribe;
 - (b.)** A foreign public entity;
 - (c.)** A domestic or foreign nonprofit organization;
 - (d.)** A domestic or foreign for-profit organization; and
 - (e.)** A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
 - iv.** Subaward:
 - (a.)** This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - (b.)** The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. ----.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Nonprofit Organizations").
 - (c.)** A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
 - v.** Subrecipient means an entity that:
 - (a.)** Receives a subaward from you under this award; and
 - (b.)** Is accountable to you for the use of the Federal funds provided by the subaward.

4. TRANSPARENCY ACT REQUIREMENTS (for Grants and Cooperative Agreements of \$25,000 or More)

Reporting Subawards and Executive Compensation:

- a.** Reporting of first-tier subawards.
 - i.** Applicability.

Unless you are exempt as provided in paragraph d, below, of this award term, you must report each action that obligates \$25,000 or more in Federal funds for a subaward to an entity (see definitions in paragraph e. of this award term).
 - ii.** Where and when to report.
 - (a.)** You must report each obligating action described in paragraph (1.) (a.) of this award term to <http://www.fsrc.gov>.
 - (b.)** For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)
 - iii.** What to report. You must report the information about each obligating action that the submission instructions posted at <http://www.fsrc.gov> specify.
- b.** Reporting Total Compensation of Recipient Executives.
 - i.** Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if--
 - (a.)** the total Federal funding authorized to date under this award is \$25,000 or more;
 - (b.)** in the preceding fiscal year, you received--
 - 1.** 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - 2.** \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - (c.)** The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>.)
 - ii.** Where and when to report. You must report executive total compensation described in paragraph (b.) (i.) of this award term:
 - (a.)** As part of your registration profile at <https://www.sam.gov/portal/public/SAM/>.

- (b.) By the end of the month following the month in which this award is made, and annually thereafter.
- c. Reporting of Total Compensation of Subrecipient Executives.
- i. Applicability and what to report. Unless you are exempt as provided paragraph (d.) of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if--
 - (a.) in the subrecipient's preceding fiscal year, the subrecipient received--
 1. 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 2. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
 - (b.) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)
 - ii. Where and when to report. You must report subrecipient executive total compensation described in paragraph (c.)(i.) of this award term:
 - (a.) To the recipient.
 - (b.) By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.
- d. Exemptions. If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:
- i. Subawards, and
 - ii. The total compensation of the five most highly compensated executives of any subrecipient.
- e. Definitions. For purposes of this award term:
- i. Entity means all of the following, as defined in 2 CFR part 25:
 - (a.) A Governmental organization, which is a State, local government, or Indian tribe;
 - (b.) A foreign public entity;
 - (c.) A domestic or foreign nonprofit organization;
 - (d.) A domestic or foreign for-profit organization;

- (e.) A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
- ii. Executive means officers, managing partners, or any other employees in management positions.
- iii. Subaward:
 - (a.) This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - (b.) The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. --- .210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
 - (c.) A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.
- iv. Subrecipient means an entity that:
 - (a.) Receives a subaward from you (the recipient) under this award; and
 - (b.) Is accountable to you for the use of the Federal funds provided by the subaward.
- v. Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
 - (a.) Salary and bonus.
 - (b.) Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - (c.) Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - (d.) Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
 - (e.) Above-market earnings on deferred compensation which is not tax-qualified.
 - (f.) Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

5. WHISTLEBLOWER PROTECTION

- a. This grant and employees working on this grant will be subject to the whistleblower rights and remedies in the pilot program on Contractor employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112-239).

- b. Under this pilot program, an employee of a grantee may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority (an arbitrary and capricious exercise of authority that is inconsistent with the mission of CNCS or the successful performance of a contract or grant of CNCS) relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant.

- c. The Grantee shall inform its employees in writing, in the predominant language of the workforce or organization, of employee whistleblower rights and protections under 41 U.S.C. 4712, as described above and at <http://www.cn csoig.gov/contractor-whistleblower-protection-0#node-1001>.

5. ATTACHMENTS

- 1. Grant Program Civil Rights and Non-Harassment Policy

Grant Program Civil Rights and Non-Harassment Policy

The Corporation for National and Community Service (CNCS) has zero tolerance for the harassment of any individual or group of individuals for any reason. CNCS is committed to treating all persons with dignity and respect. CNCS prohibits all forms of discrimination based upon race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, or military service. All programs administered by, or receiving Federal financial assistance from CNCS, must be free from all forms of harassment. Whether in CNCS offices or campuses, in other service-related settings such as training sessions or service sites, or at service-related social events, such harassment is unacceptable. Any such harassment, if found, will result in immediate corrective action, up to and including removal or termination of any CNCS employee or volunteer. Recipients of Federal financial assistance, be they individuals, organizations, programs and/or projects are also subject to this zero tolerance policy. Where a violation is found, and subject to regulatory procedures, appropriate corrective action will be taken, up to and including termination of Federal financial assistance from all Federal sources.

Slurs and other verbal or physical conduct relating to an individual's gender, race, ethnicity, religion, sexual orientation or any other basis constitute harassment when it has the purpose or effect of interfering with service performance or creating an intimidating, hostile, or offensive service environment. Harassment includes, but is not limited to: explicit or implicit demands for sexual favors; pressure for dates; deliberate touching, leaning over, or cornering; offensive teasing, jokes, remarks, or questions; letters, phone calls, or distribution or display of offensive materials; offensive looks or gestures; gender, racial, ethnic, or religious baiting; physical assaults or other threatening behavior; or demeaning, debasing or abusive comments or actions that intimidate.

CNCS does not tolerate harassment by anyone including persons of the same or different races, sexes, religions, or ethnic origins; or from a CNCS employee or supervisor; a project, or site employee or supervisor; a non-employee (e.g., client); a co-worker or service member.

I expect supervisors and managers of CNCS programs and projects, when made aware of alleged harassment by employees, service participants, or other individuals, to immediately take swift and appropriate action. CNCS will not tolerate retaliation against a person who raises harassment concerns in good faith. Any CNCS employee who violates this policy will be subject to discipline, up to and including termination, and any grantee that permits harassment in violation of this policy will be subject to a finding of non-compliance and administrative procedures that may result in termination of Federal financial assistance from CNCS and all other Federal agencies.

Any person who believes that he or she has been discriminated against in violation of civil rights laws, regulations, or this policy, or in retaliation for opposition to discrimination or participation in discrimination complaint proceedings (e.g., as a complainant or witness) in any CNCS program or project, may raise his or her concerns with our Office of Civil Rights and Inclusiveness (OCRI). Discrimination claims not brought to the attention of OCRI within 45 days of their occurrence may not be accepted in a formal complaint of discrimination. No one can be required to use a program, project or sponsor dispute resolution procedure before contacting OCRI. If another procedure is used, it does not affect the 45-day time limit. OCRI may be reached at (202) 606-7503 (voice), (202) 606-3472 (TTY), eo@cns.gov, or through www.nationalservice.gov.

5/1/2014

Date

Appendices


Wendy Spencer, Chief Executive Officer

ASSURANCES

As the duly authorized representative of the applicant, I assure, to the best of my knowledge and belief, that the applicant:

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended, and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.
- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of

project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16U.S.C. 469a-1 et seq.).
- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.

For Social Innovation Fund Applicants ONLY

- Will use the funds received through the award in order to make subgrants to community organizations that will use the funds to replicate or expand proven initiatives, or support new initiatives, in low-income communities.
- Will consult with a diverse cross section of community representatives in making decisions about subgrants for communities (including individuals from the public, nonprofit private, and for-profit private sectors).
- Will make subgrants of a sufficient size and scope to enable the community organizations to build their capacity to manage initiatives, and sustain replication or expansion of the initiatives;
- Will not make any subgrants to--
 - the parent organizations of the applicant,
 - a subsidiary organization of the parent organization of the applicant, or,
 - if the applicant applied for a SIF award as a partnership, any member of the partnership.
- Commits to meeting the matching cash fund requirements of section 198k(i) of the National and Community Service Act of 1990 (42 U.S.C. §12653k(i)).
- Commits to use data and evaluations to improve the applicant's own model and to improve the initiatives funded by the applicant.
- Commits to cooperate with any evaluation activities undertaken by CNCS.

CERTIFICATIONS

Certification – Debarment, Suspension, and Other Responsibility Matters

This certification is required by the government-wide regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 180, Section 180.335, *What information must I provide before entering into a covered transaction with a Federal agency?*

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:

- Is presently excluded or disqualified;
- Has been convicted within the preceding three years of any of the offenses listed in § 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
- Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses listed in § 180.800(a); or
- Has had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Definitions

The terms “debarment”, “suspension”, “excluded”, “disqualified”, “ineligible”, “participant”, “person”, “principal”, and “voluntarily excluded” as used in this document have the meanings set out in 2 CFR Part 180, subpart I, “Definitions.” A transaction shall be considered a “covered transaction” if it meets the definition in 2 CFR part 180 subpart B, “Covered Transactions.”

- Assurance requirement for subgrant agreements**
You agree by submitting this proposal that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.
- Assurance inclusion in subgrant agreements**
You agree by submitting this proposal that you will obtain an assurance from prospective participants in all lower tier covered transactions and in all solicitations for lower tier covered transactions that the participants are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.
- Assurance of subgrant principals**
You may rely upon an assurance of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the assurance is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
- Non-assurance in subgrant agreements**
If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

Certification – Drug Free Workplace

This certification is required by CNCS’s regulations implementing sections 5150-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690), 2 CFR Parts 182 and 2245. The regulations require certification by grantees, prior to award, that they will make a good faith effort, on a continuing basis, to maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 2 CFR Part 180, Subparts G and H).

As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief, that the grantee will

provide a drug-free workplace by:

- A. Publishing a drug-free workplace statement that:
 - a. Notifies employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace;
 - b. Specifies the actions that the grantee will take against employees for violating that prohibition; and
 - c. Informs employees that, as a condition of employment under any award, each employee will abide by the terms of the statement and notify the grantee in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace within five days of the conviction;
- B. Requiring that a copy of the statement described in paragraph (A) be given to each employee who will be engaged in the performance of any Federal award;
- C. Establishing a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that the grantee may impose upon them for drug abuse violations occurring in the workplace;
- D. Providing us, as well as any other Federal agency on whose award the convicted employee was working, with written notification within 10 calendar days of learning that an employee has been convicted of a drug violation in the workplace;
- E. Taking one of the following actions within 30 calendar days of learning that an employee has been convicted of a drug violation in the workplace:
 - a. Taking appropriate personnel action against the employee, up to and including termination; or
 - b. Requiring that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- F. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (E).

Certification - Lobbying Activities

As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

- No funds received from CNCS have been or will be paid, by or on behalf of the applicant, to any person or agent acting for the applicant, related to activity designed to influence the enactment of legislation, appropriations, administrative action, proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body.
- If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

Erroneous certification or assurance

The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

Notice of error in certification or assurance

You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

Prudent person standard

Nothing contained in the aforementioned may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

42 U.S.C.

United States Code, 2011 Edition

Title 42 - THE PUBLIC HEALTH AND WELFARE

CHAPTER 129 - NATIONAL AND COMMUNITY SERVICE

SUBCHAPTER I - NATIONAL AND COMMUNITY SERVICE STATE GRANT PROGRAM

Division H - Investment for Quality and Innovation

Part III - Social Innovation Funds Pilot Program

Sec. 12653k - Funds

From the U.S. Government Printing Office, www.gpo.gov

§12653k. Funds

• (A) FINDINGS

Congress finds the following:

(1) Social entrepreneurs and other nonprofit community organizations are developing innovative and effective solutions to national and local challenges.

(2) Increased public and private investment in replicating and expanding proven effective solutions, and supporting new solutions, developed by social entrepreneurs and other nonprofit community organizations could allow those entrepreneurs and organizations to replicate and expand proven initiatives, and support new initiatives, in communities.

(3) A network of Social Innovation Funds could leverage Federal investments to increase State, local, business, and philanthropic resources to replicate and expand proven solutions and invest in supporting new innovations to tackle specific identified community challenges.

• (B) PURPOSES

The purposes of this section are—

(1) to recognize and increase the impact of social entrepreneurs and other nonprofit community organizations in tackling national and local challenges;

(2) to stimulate the development of a network of Social Innovation Funds that will increase private and public investment in nonprofit community organizations that are effectively addressing national and local challenges to allow such organizations to replicate and expand proven initiatives or support new initiatives;

(3) to assess the effectiveness of such Funds in—

(A) leveraging Federal investments to increase State, local, business, and philanthropic resources to address national and local challenges;

(B) providing resources to replicate and expand effective initiatives; and

(C) seeding experimental initiatives focused on improving outcomes in the areas described in subsection (f)(3); and

(4) to strengthen the infrastructure to identify, invest in, replicate, and expand initiatives with effective solutions to national and local challenges.

• (C) DEFINITIONS

In this section:

• (1) COMMUNITY ORGANIZATION

The term “community organization” means a nonprofit organization that carries out innovative, effective initiatives to address community challenges.

- **(2) COVERED ENTITY**

The term “covered entity” means—

(A) an existing grantmaking institution (existing as of the date on which the institution applies for a grant under this section); or

(B) a partnership between—

(i) such an existing grantmaking institution; and

(ii) an additional grantmaking institution, a State Commission, or a chief executive officer of a unit of general local government.

- **(3) ISSUE AREA**

The term “issue area” means an area described in subsection (f)(3).

- **(D) PROGRAM**

From the amounts appropriated to carry out this section that are not reserved under subsections (l) and (m), the Corporation shall establish a Social Innovation Funds grant program to make grants on a competitive basis to eligible entities for Social Innovation Funds.

- **(E) PERIODS; AMOUNTS**

The Corporation shall make such grants for periods of 5 years, and may renew the grants for additional periods of 5 years, in amounts of not less than \$1,000,000 and not more than \$10,000,000 per year.

- **(F) ELIGIBILITY**

To be eligible to receive a grant under subsection (d), an entity shall—

(1) be a covered entity;

(2) propose to focus on—

(A) serving a specific local geographical area; or

(B) addressing a specific issue area;

(3) propose to focus on improving measurable outcomes relating to—

(A) education for economically disadvantaged elementary or secondary school students;

(B) child and youth development;

(C) reductions in poverty or increases in economic opportunity for economically disadvantaged individuals;

(D) health, including access to health services and health education;

(E) resource conservation and local environmental quality;

(F) individual or community energy efficiency;

(G) civic engagement; or

(H) reductions in crime;

(4) have an evidence-based decisionmaking strategy, including—

(A) use of evidence produced by prior rigorous evaluations of program effectiveness including, where available, well-implemented randomized controlled trials; and

(B) a well-articulated plan to—

(i) replicate and expand research-proven initiatives that have been shown to produce sizeable, sustained benefits to participants or society; or

(ii) support new initiatives with a substantial likelihood of significant impact; or

(ii) partner with a research organization to carry out rigorous evaluations to assess the effectiveness of such initiatives; and

(5) have appropriate policies, as determined by the Corporation, that protect against conflict of interest, self-dealing, and other improper practices.

• **(G) APPLICATION**

To be eligible to receive a grant under subsection (d) for national leveraging capital, an eligible entity shall submit an application to the Corporation at such time, in such manner, and containing such information as the Corporation may specify, including, at a minimum—

(1) an assurance that the eligible entity will—

(A) use the funds received through that capital in order to make subgrants to community organizations that will use the funds to replicate or expand proven initiatives, or support new initiatives, in low-income communities;

(B) in making decisions about subgrants for communities, consult with a diverse cross section of community representatives in the decisions, including individuals from the public, nonprofit private, and for-profit private sectors; and

(C) make subgrants of a sufficient size and scope to enable the community organizations to build their capacity to manage initiatives, and sustain replication or expansion of the initiatives;

(2) an assurance that the eligible entity will not make any subgrants to the parent organizations of the eligible entity, a subsidiary organization of the parent organization, or, if the eligible entity applied for funds under this section as a partnership, any member of the partnership;

(3) an identification of, as appropriate—

(A) the specific local geographical area referred to in subsection (f)(2)(A) that the eligible entity is proposing to serve; or

(B) the issue area referred to in subsection (f)(2)(B) that the eligible entity will address, and the geographical areas that the eligible entity is likely to serve in addressing such issue area;

(4)(A) information identifying the issue areas in which the eligible entity will work to improve measurable outcomes;

(B) statistics on the needs related to those issue areas in, as appropriate—

(i) the specific local geographical area described in paragraph (3)(A); or

(ii) the geographical areas described in paragraph (3)(B), including statistics demonstrating that those geographical areas have high need in the specific issue area that the eligible entity is proposing to address; and

(C) information on the specific measurable outcomes related to the issue areas involved that the eligible entity will seek to improve;

(5) information describing the process by which the eligible entity selected, or will select, community organizations to receive the subgrants, to ensure that the community organizations—

(A) are institutions—

(i) with proven initiatives and a demonstrated track record of achieving specific outcomes related to the measurable outcomes for the eligible entity; or

(ii) that articulate a new solution with a significant likelihood for substantial impact;

- (B) articulate measurable outcomes for the use of the subgrant funds that are connected to the measurable outcomes for the eligible entity;
- (C) will use the funds to replicate, expand, or support their initiatives;
- (D) provide a well-defined plan for replicating, expanding, or supporting the initiatives funded;
- (E) can sustain the initiatives after the subgrant period concludes through reliable public revenues, earned income, or private sector funding;
- (F) have strong leadership and financial and management systems;
- (G) are committed to the use of data collection and evaluation for improvement of the initiatives;
- (H) will implement and evaluate innovative initiatives, to be important contributors to knowledge in their fields; and
- (I) will meet the requirements for providing matching funds specified in subsection (k);

(6) information about the eligible entity, including its experience managing collaborative initiatives, or assessing applicants for grants and evaluating the performance of grant recipients for outcome-focused initiatives, and any other relevant information;

(7) a commitment to meet the requirements of subsection (i) and a plan for meeting the requirements, including information on any funding that the eligible entity has secured to provide the matching funds required under that subsection;

(8) a description of the eligible entity's plan for providing technical assistance and support, other than financial support, to the community organizations that will increase the ability of the community organizations to achieve their measurable outcomes;

(9) information on the commitment, institutional capacity, and expertise of the eligible entity concerning—

- (A) collecting and analyzing data required for evaluations, compliance efforts, and other purposes;

- (B) supporting relevant research; and

- (C) submitting regular reports to the Corporation, including information on the initiatives of the community organizations, and the replication or expansion of such initiatives;

(10) a commitment to use data and evaluations to improve the eligible entity's own model and to improve the initiatives funded by the eligible entity; and

(11) a commitment to cooperate with any evaluation activities undertaken by the Corporation.

- **(H) SELECTION CRITERIA**

In selecting eligible entities to receive grants under subsection (d), the Corporation shall—

- (1) select eligible entities on a competitive basis;

- (2) select eligible entities on the basis of the quality of their selection process, as described in subsection (g)(5), the capacity of the eligible entities to manage Social Innovation Funds, and the potential of the eligible entities to sustain the Funds after the conclusion of the grant period;

- (3) include among the grant recipients eligible entities that propose to provide subgrants to serve communities (such as rural low-income communities) that the eligible entities can demonstrate are significantly philanthropically underserved;

- (4) select a geographically diverse set of eligible entities; and

- (5) take into account broad community perspectives and support.

- **(I) MATCHING FUNDS FOR GRANTS**

- **(1) IN GENERAL**

The Corporation may not make a grant to an eligible entity under subsection (d) for a Social Innovation Fund unless the entity agrees that, with respect to the cost described in subsection (d) for that Fund, the entity will make available matching funds in an amount equal to not less than \$1 for every \$1 of funds provided under the grant.

- **(2) ADDITIONAL REQUIREMENTS**

- **(A) TYPE AND SOURCES**

The eligible entity shall provide the matching funds in cash. The eligible entity shall provide the matching funds from State, local, or private sources, which may include State or local agencies, businesses, private philanthropic organizations, or individuals.

- **(B) ELIGIBLE ENTITIES INCLUDING STATE COMMISSIONS OR LOCAL GOVERNMENT OFFICES**

- **(I) IN GENERAL**

In a case in which a State Commission, a local government office, or both entities are a part of the eligible entity, the State involved, the local government involved, or both entities, respectively, shall contribute not less than 30 percent and not more than 50 percent of the matching funds.

- **(II) LOCAL GOVERNMENT OFFICE**

In this subparagraph, the term “local government office” means the office of the chief executive officer of a unit of general local government.

- **(3) REDUCTION**

The Corporation may reduce by 50 percent the matching funds required by paragraph (1) for an eligible entity serving a community (such as a rural low-income community) that the eligible entity can demonstrate is significantly philanthropically underserved.

- **(J) SUBGRANTS**

- **(1) SUBGRANTS AUTHORIZED**

An eligible entity receiving a grant under subsection (d) is authorized to use the funds made available through the grant to award, on a competitive basis, subgrants to expand or replicate proven initiatives, or support new initiatives with a substantial likelihood of success, to—

- (A) community organizations serving low-income communities within the specific local geographical area described in the eligible entity's application in accordance with subsection (g)(3)(A); or

- (B) community organizations addressing a specific issue area described in the eligible entity's application in accordance with subsection (g)(3)(B), in low-income communities in the geographical areas described in the application.

- **(2) PERIODS; AMOUNTS**

The eligible entity shall make such subgrants for periods of not less than 3 and not more than 5 years, and may renew the subgrants for such periods, in amounts of not less than \$100,000 per year.

- **(3) APPLICATIONS**

To be eligible to receive a subgrant from an eligible entity under this section, including receiving a payment for that subgrant each year, a community organization shall submit an application to an eligible entity that serves the specific local geographical area, or geographical areas, that the

community organization proposes to serve, at such time, in such manner, and containing such information as the eligible entity may require, including—

(A) a description of the initiative the community organization carries out and plans to replicate or expand, or of the new initiative the community organization intends to support, using funds received from the eligible entity, and how the initiative relates to the issue areas in which the eligible entity has committed to work in the eligible entity's application, in accordance with subsection (g)(4)(A);

(B) data on the measurable outcomes the community organization has improved, and information on the measurable outcomes the community organization seeks to improve by replicating or expanding a proven initiative or supporting a new initiative, which shall be among the measurable outcomes that the eligible entity identified in the eligible entity's application, in accordance with subsection (g)(4)(C);

(C) an identification of the community in which the community organization proposes to carry out an initiative, which shall be within a local geographical area described in the eligible entity's application in accordance with subparagraph (A) or (B) of subsection (g)(3), as applicable;

(D) a description of the evidence-based decisionmaking strategies the community organization uses to improve the measurable outcomes, including—

(i) use of evidence produced by prior rigorous evaluations of program effectiveness including, where available, well-implemented randomized controlled trials; or

(ii) a well-articulated plan to conduct, or partner with a research organization to conduct, rigorous evaluations to assess the effectiveness of initiatives addressing national or local challenges;

(E) a description of how the community organization uses data to analyze and improve its initiatives;

(F) specific evidence of how the community organization will meet the requirements for providing matching funds specified in subsection (k);

(G) a description of how the community organization will sustain the replicated or expanded initiative after the conclusion of the subgrant period; and

(H) any other information the eligible entity may require, including information necessary for the eligible entity to fulfill the requirements of subsection (g)(5).

- **(K) MATCHING FUNDS FOR SUBGRANTS**

- **(1) IN GENERAL**

An eligible entity may not make a subgrant to a community organization under this section for an initiative described in subsection (j)(3)(A) unless the organization agrees that, with respect to the cost of carrying out that initiative, the organization will make available, on an annual basis, matching funds in an amount equal to not less than \$1 for every \$1 of funds provided under the subgrant. If the community organization fails to make such matching funds available for a fiscal year, the eligible entity shall not make payments for the remaining fiscal years of the subgrant period, notwithstanding any other provision of this part.

- **(2) TYPES AND SOURCES**

The community organization shall provide the matching funds in cash. The community organization shall provide the matching funds from State, local, or private sources, which may include funds from State or local agencies or private sector funding.

- **(L) DIRECT SUPPORT**

- **(1) PROGRAM AUTHORIZED**

The Corporation may use not more than 10 percent of the funds appropriated for this section to award grants to community organizations serving low-income communities or addressing a specific issue area in geographical areas that have the highest need in that issue area, to enable such community organizations to replicate or expand proven initiatives or support new initiatives.

- **(2) TERMS AND CONDITIONS**

A grant awarded under this subsection shall be subject to the same terms and conditions as a subgrant awarded under subsection (j).

- **(3) APPLICATION; MATCHING FUNDS**

Paragraphs (2) and (3) of subsection (j) and subsection (k) shall apply to a community organization receiving or applying for a grant under this subsection in the same manner as such subsections apply to a community organization receiving or applying for a subgrant under subsection (j), except that references to a subgrant shall mean a grant and references to an eligible entity shall mean the Corporation.

- **(M) RESEARCH AND EVALUATION**

- **(1) IN GENERAL**

The Corporation may reserve not more than 5 percent of the funds appropriated for this section for a fiscal year to support, directly or through contract with an independent entity, research and evaluation activities to evaluate the eligible entities and community organizations receiving grants under subsections (d) and (l) and the initiatives supported by the grants.

- **(2) RESEARCH AND EVALUATION ACTIVITIES**

- **(A) RESEARCH AND REPORTS**

- **(I) IN GENERAL**

The entity carrying out this subsection shall collect data and conduct or support research with respect to the eligible entities and community organizations receiving grants under subsections (d) and (l), and the initiatives supported by such eligible entities and community organizations, to determine the success of the program carried out under this section in replicating, expanding, and supporting initiatives, including—

- (I) the success of the initiatives in improving measurable outcomes; and

- (II) the success of the program in increasing philanthropic investments in philanthropically underserved communities.

- **(II) REPORTS**

The Corporation shall submit periodic reports to the authorizing committees including—

- (I) the data collected and the results of the research under this subsection;

- (II) information on lessons learned about best practices from the activities carried out under this section, to improve those activities; and

- (III) a list of all eligible entities and community organizations receiving funds under this section.

- **(III) PUBLIC INFORMATION**

The Corporation shall annually post the list described in clause (ii)(III) on the Corporation's website.

- **(B) TECHNICAL ASSISTANCE**

The Corporation shall, directly or through contract, provide technical assistance to the eligible entities and community organizations that receive grants under subsections (d) and (l).

- **(C) KNOWLEDGE MANAGEMENT**

The Corporation shall, directly or through contract, maintain a clearinghouse for information on best practices resulting from initiatives supported by the eligible entities and community organizations.

- **(D) RESERVATION**

Of the funds appropriated under section 12681(a)(4)(E) of this title for a fiscal year, not more than 5 percent may be used to carry out this subsection.

(Pub. L. 101–610, title I, §198K, as added Pub. L. 111–13, title I, §1807, Apr. 21, 2009, 123 Stat. 1564.)

- **PRIOR PROVISIONS**

A prior section 12653k, Pub. L. 101–610, title I, §195K, as added Pub. L. 102–484, div. A, title X, §1092(a)(1), Oct. 23, 1992, 106 Stat. 2531, which set out other departments' responsibilities to the Corps, was renumbered section 162 of Pub. L. 101–610 and transferred to section 12622 of this title.

Prior sections 12653l to 12653n were renumbered by section 104(b) of Pub. L. 103–82 and transferred as follows:

Section 12653l, Pub. L. 101–610, title I, §195L, as added Pub. L. 102–484, div. A, title X, §1092(a)(1), Oct. 23, 1992, 106 Stat. 2532, which related to Advisory Board for the Corps, was renumbered section 163 of Pub. L. 101–610 and transferred to section 12623 of this title.

Section 12653m, Pub. L. 101–610, title I, §195M, as added Pub. L. 102–484, div. A, title X, §1092(a)(1), Oct. 23, 1992, 106 Stat. 2532, which provided for annual evaluations of Corps programs, was renumbered section 164 of Pub. L. 101–610 and transferred to section 12624 of this title.

Section 12653n, Pub. L. 101–610, title I, §195N, as added Pub. L. 102–484, div. A, title X, §1092(a)(1), Oct. 23, 1992, 106 Stat. 2532, which limited funding for Corps programs, was renumbered section 165 of Pub. L. 101–610 and transferred to section 12625 of this title, prior to repeal by Pub. L. 111–13, title I, §1515, Apr. 21, 2009, 123 Stat. 1528.

- **EFFECTIVE DATE**

Part effective Oct. 1, 2009, see section 6101(a) of Pub. L. 111–13, set out as an Effective Date of 2009 Amendment note under section 4950 of this title.

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RESOLUTION NO.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
AUTHORIZING AN AGREEMENT WITH SILICON VALLEY COMMUNITY
FOUNDATION TO RECEIVE GRANT FUNDING FOR THE BIG LIFT FOR
FISCAL YEAR 2017-18.**

WHEREAS, the City of Menlo Park has operated the Belle Haven Child Development Center (BHCDC) for over 30 years; and

WHEREAS, the program offers developmentally appropriate materials and activities that support social, economic, physical and cognitive abilities; and

WHEREAS, the program receives funding from the State of California Department of Education; and

WHEREAS, a resolution must be adopted annually in order to certify the approval of the funding by the City Council receiving the reimbursement and authorizing the designated personnel to enter into the contract.

NOW, THEREFORE BE IT RESOLVED, that the City of Menlo Park, acting by and through its City Council, having considered and been fully advised in the matter and good cause appearing therefore do hereby authorize entering into local agreement number CFDA 94.019 reimbursing the City up to \$179,260 for implementation of The Big Lift at the Belle Haven Child Development Center for fiscal year 2017-18.

I, Clay Curtin, Acting 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 fourteenth day of November, 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 fourteenth day of November, 2017.

Clay Curtin
Acting City Clerk

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STAFF REPORT

City Council

Meeting Date: 11/14/2017

Staff Report Number: 17-274-CC

Consent Calendar:

Adopt a resolution supporting the Bayfront Expressway, Willow Road, and Marsh Road adaptive signal timing project, submit an application to the Measure A Highway Program and authorize the City Manager to execute the funding agreement

Recommendation

Staff recommends that the City Council adopt a resolution (Attachment A) supporting the Bayfront Expressway, Willow Road, and Marsh Road adaptive signal timing project, submit an application to the Measure A Highway Program and authorize the City Manager to execute the funding agreement.

Policy Issues

This project is consistent with City policies to manage traffic congestion within the City.

Background

Willow Road is a two- to four-lane roadway between Middlefield Road and Bayfront Expressway. The City of Menlo Park and Caltrans have jurisdiction over these sections of Willow Road. The section of Willow Road from Bay Road to Bayfront Expressway is under Caltrans jurisdiction and is classified as State Route (SR) 114. Along the different segments of Willow Road between Middlefield Road and Bayfront Expressway, the 24-hour traffic volume varies from 24,300 vehicles to 41,200 vehicles per day.

Marsh Road, in the City of Menlo Park, is a minor arterial that runs between Bay Road and Bayfront Expressway. The portion of Marsh Road between Bay Road and Scott Drive/Rolison Avenue has typically two lanes in each direction with a speed limit of 35 mph and under the jurisdiction of the City of Menlo Park. Between US 101 and Bayfront Expressway (SR 84), which is under Caltrans jurisdiction, there are three lanes in each direction with a speed limit of 35 mph. Along the different segments of Marsh Road between Bay Road and Bayfront Expressway, the 24-hour traffic volume varies from 23,700 vehicles per day to 55,000 vehicles per day.

Bayfront Expressway is State Route 84 (SR 84) under Caltrans jurisdiction. It is a divided roadway with three lanes in each direction connecting Marsh Road with the Dumbarton Bridge. Between Marsh Road and approximately 1000 feet northwest of Chrysler Drive, the speed limit is 45 mph and between approximately 1000 feet northwest of Chrysler Drive and University Avenue, the speed limit is 50 mph. Along the different segments of Bayfront Expressway between Marsh Road and University Avenue, the 24-hour traffic volume varies from 43,500 vehicles per day to 59,900 vehicles per day.

Willow Road, Marsh Road, and Bayfront Expressway are in proximity to the Dumbarton Bridge and were included in the Dumbarton Transportation Corridor Study (DTCS) Area. The DTCS was spearheaded by the

San Mateo County Transit District (SamTrans) in collaboration with other agencies and cities in the corridor, which include Menlo Park. According to this study, “the existing highway capacity in the Dumbarton Corridor is not sufficient to accommodate current and forecasted peak-hour demands at high levels of service. Nearly all major arterials within the DTCS area currently operate at LOS E or F during the morning and evening peak periods. This has produced increasing unpredictability in travel patterns and travel times that threaten the region’s quality of life.”

The City recently completed an update to its Land Use and Circulation Elements as part of a General Plan Update – ConnectMenlo. A major focus of ConnectMenlo identified and assessed collaboration efforts and improvement projects for the major regional routes in Menlo Park including Bayfront Expressway, Marsh Road, Willow Road, and University Avenue. The regional congestion on these routes is significantly impacting the Menlo Park community – including residents and commercial users.

Analysis

On October 9, 2017, the San Mateo County Transportation Authority (SMCTA) issued the Cycle 3 Call for Projects for the Measure A Highway Program. In general, highway and roadway improvements on congested commute corridors are eligible for Highway Program funds. The focus of this Program is to reduce congestion, improve throughput, and safety on the most critical congested commute corridors. Maintenance and rehabilitation projects for highways and roadways are not eligible.

A total of \$75 million is available for this cycle through two funding tracks: 1988 Measure A, 2004 Measure A Key Congested Areas (KCA) and Supplemental Roadways (SR). See the table below for the funding breakdown.

Funding Track	Available funds	Eligible Projects
Original Measure A (OM)	\$25 million	Projects specified in the OM.
New Measure A: (KCA & SR)	\$50 million	KCA and SR projects identified in the 2004 Transportation Expenditure Plan (TEP). Additional SR projects not included in the 2004 TEP may also be added.
Total	\$75 million	

The SMCTA requires agencies that apply for funding as the sponsor agency to provide a resolution in support of the project application. The resolution would affirm the sponsor agency’s support for the overall project, and the sponsor’s role for the project scope. The approved governing board resolutions are due by November 20, 2017.

An important eligibility requirement for a project to be funded by Measure A is that it should be “shovel ready” for construction or implementation. Because of the work that was completed in conjunction with the recent San Mateo County Smart Corridors Project, the Bayfront Expressway, Willow Road, and Marsh Road adaptive signal timing project will meet that requirement.

The Bayfront Expressway, Willow Road, and Marsh Road adaptive signal timing project would implement an adaptive signal system for Willow Road between Middlefield Road and Bayfront Expressway, Marsh Road between Bay Road and Bayfront Expressway, and Bayfront Expressway between Marsh Road and University Avenue. An adaptive signal timing dynamically adjusts signal timing at traffic signals in real-time to accommodate changing traffic conditions such as what these corridors are currently experiencing. This system will improve travel time reliability, ease traffic congestion, and reduce fuel consumption. Willow

Road and Marsh Road currently have coordination plans that are more than three years old and need to be upgraded, and Bayfront Expressway traffic signals are uncoordinated.

The project includes the following (Attachment B):

1. Four (4) traffic signals on Willow Road between Middlefield Road and Durham Street that are owned and operated by Menlo Park and seven (7) traffic signals on Willow Road between Bay Road and Bayfront Expressway that are owned and operated by Caltrans, including two new signals that will be installed at the new Willow Road – 101 off ramps in conjunction with the Willow Road – 101 Interchange project.
2. Three (3) traffic signals on Marsh Road between Bay Road and Scott Drive/Rolison Avenue that are owned and operated by Menlo Park and two (2) signals at the Marsh Road - 101 interchange off-ramps that are owned and operated by Caltrans; and
3. Six (6) traffic signals on Bayfront Expressway between Marsh Road and University Avenue that are owned and operated by Caltrans.

Caltrans has expressed its full support for this project and has drafted letters of support stating such.

Impact on City Resources

There is a requirement for a 10% minimum City matching funds for this funding request. The City matching funds for this project of \$25,000 is available in the adopted budget.

Project Funding Breakdown	
TA Measure A Highway funds	\$ 250,000
City matching funds	\$ 25,000
Total	\$ 275,000

Environmental Review

The Bayfront Expressway, Willow Road, and Marsh Road adaptive signal timing project is anticipated to be categorically exempt per Section 15301 Existing Facilities.

Public Notice

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

Attachments

- A. Resolution Regarding the Bayfront Expressway, Willow Road, and Marsh Road Adaptive Signal Timing project
- B. Project Area Map

Report prepared by:
Rene C. Baile, Associate Transportation Engineer

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

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RESOLUTION NO.

ADOPT A RESOLUTION SUPPORTING THE BAYFRONT EXPRESSWAY, WILLOW ROAD, AND MARSH ROAD ADAPTIVE SIGNAL TIMING PROJECT FOR MEASURE A HIGHWAY PROGRAM FUNDING AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE FUNDING AGREEMENT

WHEREAS, there is increased congestion along Bayfront Expressway, Willow Road, and Marsh Road; especially during peak morning and evening traffic hours; and

WHEREAS, the project will implement an adaptive signal system to re-time the signals on Willow Road between Middlefield Road and Bayfront Expressway, Marsh Road between Bay Road and Bayfront Expressway, and Bayfront Expressway between Marsh Road and University Avenue to improve traffic flow and minimize congestion along these corridors; and,

WHEREAS, the project will cost \$275,000 to implement this signal re-timing project; and

WHEREAS, the City wishes to sponsor and seeks \$250,000 for the implementation of this signal re-timing project; and

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

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

WHEREAS, TA issued a Call for Projects for the Measure A Highway Program funds on October 9, 2017; and

WHEREAS, TA requires a governing board resolution from the City in support of the City's application for \$275,000 in San Mateo County Measure A Highway Program funds for the implementation of this signal re-timing project; and

WHEREAS, TA requires a governing board resolution from the City committing the City to the implementation of this signal re-timing project.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Menlo Park resolves as follows:

1. Fully supports the project and the goal to decrease congestion and delay along the Bayfront Expressway, Willow Road, and Marsh Road corridors.
2. Directs staff to submit an application for San Mateo County Measure A Highway for \$275,000 for providing the implementation of this signal re-timing project for the City.
3. Authorizes the City Manager to execute a funding agreement with the San Mateo County Transportation Authority to encumber any Measure A Highway Program funds awarded.
4. Let it be known the City of Menlo Park commits to the implementation of this signal re-timing project scope if awarded the requested San Mateo County Measure A Highway Program funds.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Menlo Park, California, held on the fourteenth day of November, 2017 by the following vote:

AYES:

NOES:

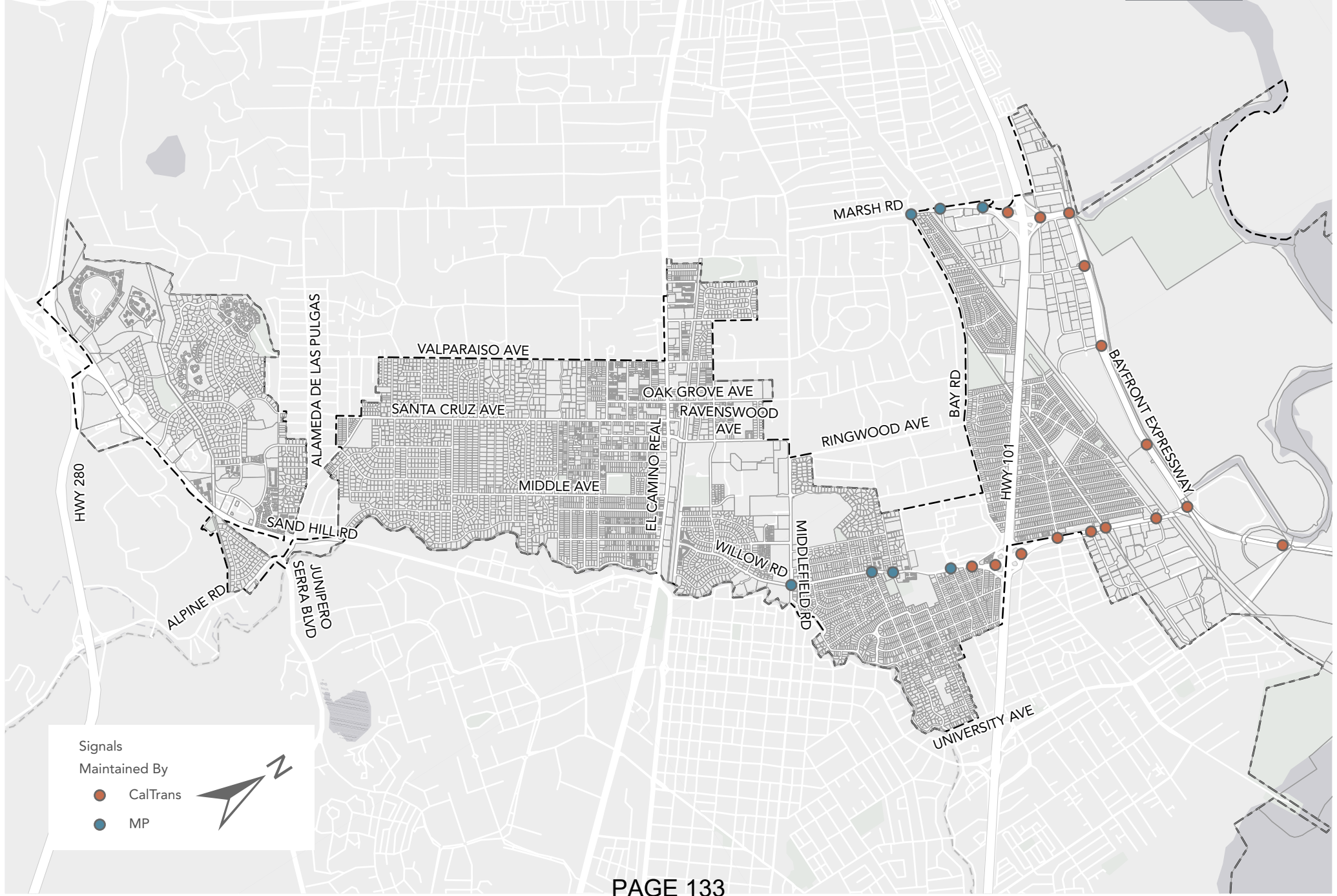
ABSENT:

ABSTAIN:

IN WITNESS THEREOF, I have hereunto set my hand and affixed the Official Seal of said City, this fourteenth day of November, 2017.

Clay J. Curtin
Interim City Clerk

Bayfront Expressway, Willow Road, and Marsh Road Adaptive Signal Timing Project



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STAFF REPORT

City Council

Meeting Date:

11/14/2017

Staff Report Number:

17-281-CC

Consent Calendar:

Waive the second reading and adopt an ordinance to update backflow prevention and cross-connection control requirements, and amend the Master Fee Schedule to include City backflow testing fees

Recommendation

Staff recommends that the City Council:

1. Waive the second reading and adopt an ordinance to update backflow prevention and cross-connection control requirements to be consistent with the requirements of Title 17 California Code of Regulations, and;
2. Amend the Master Fee Schedule to include City backflow testing fees.

Policy Issues

The proposed ordinance is consistent with the Open Space/Conservation, Noise and Safety Element of the Menlo Park General Plan, Goal OSC5, which states: "Maintaining and improving water quality is essential to protect public health, wildlife, and watersheds, and to ensure opportunities for public recreation and economic development in Menlo Park."

Background

Backflow prevention assemblies are an integral part of Menlo Park Municipal Water's (MPMW) cross-connection control program as they help ensure that no contaminants of any kind enter the potable water system through conditions that can reverse the direction of the water flow. Backflow assemblies are normally located above ground, on the customer's property, directly behind the water meter. Below are pictures of typical backflow prevention assemblies. They are owned by the customer and must be tested annually to ensure that they are working properly. Most businesses and some residential customers are required to have these devices. There are approximately 1,025 backflow assemblies in the MPMW service area.



The State Water Resources Control Board (State) provides regulations (Title 17 California Code of Regulations) for water agencies, including MPMW, to implement a cross-connection control program. These regulations delineate when backflow protection is required, types of approved backflow prevention assemblies, and installation and testing.

San Mateo County Environmental Health (County) manages MPMW’s cross-connection control program at an annual cost of approximately \$20,000 paid from the Water Fund. The County helps the City of Menlo Park meet all Title 17 regulations by sending annual test notifications to customers, receiving test reports, maintaining a database, certifying approved backflow testers, providing enforcement, and performing backflow surveys to determine if backflow prevention is required.

Chapter 7.28 of the Menlo Park Municipal Code was adopted in 1976 (Attachment A) and provides a simple overview of MPMW’s cross-connection control program. It is outdated and requires an update in order for it to be consistent with the requirements of Title 17 California Code of Regulations and current practices that have been in place for many years. Chapter 7.28 applies to MPMW customers only and not to other water providers within the City.

On November 7, 2017, the City Council introduced an ordinance to update backflow prevention and cross-connection control requirements.

Analysis

The State reviewed the draft ordinance (Attachment B), and staff included revisions based on their recommendations. Per the State, it is the City’s responsibility to ensure that every backflow prevention assembly is tested at least annually. On behalf of the City, the County mails up to three written notifications to MPMW customers to test their backflow assemblies and submit passing test reports. Unfortunately, some customers are non-responsive and their assemblies remain untested. In order to ensure that all assemblies are tested annually, the proposed ordinance allows City staff to test assemblies that are out of compliance with the annual test requirement.

Staff recommends that the City Council amend the Master Fee Schedule to include the following fees:

Fee Title	Proposed Fee
Backflow Device Test Fee	\$108
Backflow Device Test Fee – After hours	\$270
Backflow Device Test Penalty Fee	Cost of one hour of Water Maintenance Worker full cost recovery staff time per the current Finance User Fee Study

The \$108 testing fee is based on one hour during regular business hours of a Water Maintenance Worker full cost recovery rate per the 2008 User Fee Study. The testing of devices is anticipated to occur during regular business hours and requires a shutdown of the water service. However, some customers are unable to have a water service shutdown during regular business hours. For these customers, the City would be required to perform the testing after hours, which increases the fee to \$270 per test. The after hour fee is based on 2.5 hours of a Water Maintenance Worker full cost recovery rate per the 2008 User Fee Study.

In addition to a City testing fee, the proposed ordinance also includes a penalty fee equivalent to the cost of one hour of a Water Maintenance Worker full cost recovery staff time per the current Finance User Fee Study (which is currently \$108 per the 2008 User Fee Study). Staff believes the penalty fee is necessary to prevent customers from not responding to County test notifications and relying on City staff to test their



assemblies every year.

Adopting the ordinance will update backflow prevention and cross-connection control requirements to be consistent with the requirements of Title 17 California Code of Regulations. This ordinance would take effect 30 days after adoption.

Impact on City Resources

The County manages the City's backflow program and notifies customers of the annual testing requirements. The proposed ordinance allows City staff to test devices for customers who have failed to respond after the County's third notification. City staff is therefore not expected to have to test many assemblies. The proposed fees and penalty should also encourage customers to perform the required testing on their own through certified testers. For these reasons, updating the backflow prevention and cross-connection control requirements are not expected to impact staff resources.

Environmental Review

This ordinance is not subject to CEQA because it is not a "project" which would have a direct physical change or a reasonably foreseeable indirect physical change on the environment pursuant to CEQA Guidelines section 15378. And, even if it were a project subject to CEQA review, this project would be categorically exempt from CEQA under CEQA Guidelines 15307 (Actions by Regulatory Agencies for Protection of Natural Resources) and 15308 (Actions by Regulatory Agencies for the Protection of the Environment).

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. Chapter 7.28 Cross-Connections of the Menlo Park Municipal Code
- B. Proposed ordinance to update backflow prevention and cross-connection control requirements

Report prepared by:
Pam Lowe, Senior Civil Engineer

Reviewed by:
Azalea Mitch, City Engineer

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Chapter 7.28 CROSS- CONNECTIONS

Sections:

- 7.28.010 Definitions.
- 7.28.020 Maintenance of cross-connections prohibited.
- 7.28.030 Correction of cross-connections.
- 7.28.040 Water supply—Sale of devices or materials that may cause pollution.
- 7.28.050 Backflow prevention devices.

7.28.010 Definition.

A "cross-connection" is any physical connection or arrangement between two otherwise separate piping systems, one of which contains potable water and the other water of unknown or questionable safety, whereby water may flow from one system to the other, the direction of flow depending on the pressure differential between the two systems. (Ord. 595 § 1 (part), 1976).

7.28.020 Maintenance of cross-connections prohibited.

It is unlawful for any person to have, keep, maintain, install or allow the existence of a cross-connection. (Ord. 595 § 1 (part), 1976).

7.28.030 Correction of cross-connections.

Any device installed for the purpose of eliminating a cross-connection shall be approved by and installed in accordance with the requirements of the health officer.

This shall not exempt any person from compliance with applicable requirements of the local plumbing code. (Ord. 595 § 1 (part), 1976).

7.28.040 Water supply—Sale of devices or materials that may cause pollution.

No person shall advertise, sell or offer for use or sale any water-treating chemical or substance, water-using or water-operated equipment, mechanism or contrivance which may cause contamination or pollution of the domestic water supply. Such devices may be permitted when equipped with approved backflow protection devices. (Ord. 595 § 1 (part), 1976).

7.28.050 Backflow prevention devices.

(a) **Test Required.** Backflow prevention devices (double check valves, reduced pressure principle devices and pressure vacuum breakers) which have been installed to meet the requirements of Title 17 of the California Administrative Code and this code shall be tested when installed and at least once each calendar year by a person having received a certificate of competence from the health officer. Records of such tests shall be filed with the health officer within thirty days after such tests, upon forms provided by the health officer.

(b) **Qualified Testers.** No person shall test and make reports on backflow prevention devices as required in Title 17 of the California Administrative Code unless he has a certificate of competence issued by the health officer. The health officer may conduct examinations to determine the competency of any person desiring to test and make reports on backflow prevention devices for the purpose of complying

ATTACHMENT A
with the requirements of Title 17 of the California Administrative Code. Those persons who have been determined by the health officer to be competent shall receive from the health officer a certificate of competence. It is unlawful for any person to maintain a backflow prevention device unless it is tested at least annually.

(c) **Device Properly Maintained.** It is unlawful to use any backflow prevention device installed to meet the requirements of Title 17 of the California Administrative Code and this code unless it is in good repair. Devices which are defective shall be repaired and tested immediately upon being put into use and a report of such shall be filed with the health officer within thirty days after such test. (Ord. 595 § 1 (part), 1976).

The Menlo Park Municipal Code is current through Ordinance 1013, passed January 27, 2015.

Disclaimer: The City Clerk's Office has the official version of the Menlo Park Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
AMENDING CHAPTER 7.28 TO TITLE 7 OF THE MUNICIPAL CODE: UPDATE
BACKFLOW PREVENTION AND CROSS-CONNECTION CONTROL
REQUIREMENTS**

WHEREAS, the City of Menlo Park, ("City") wishes to update backflow prevention and cross-connection control requirements to be consistent with the requirements of Title 17 California Code of Regulations.

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

SECTION 1: FINDINGS AND DETERMINATIONS. The following condition justifies amending Chapter 7.28 of the Municipal Code:

- a. The City of Menlo Park wishes to be consistent with the requirements of Title 17 California Code of Regulations, Division 1 (State Department of Health Services and State Water Resources Control Board), Chapter 5 (Sanitation - Environmental), Subchapter 1 (Engineering – Sanitary), Group 4 (Drinking Water Supplies).

SECTION 2: AMENDMENT OF CODE. Chapter 7.28 [Cross-Connections] of Title 7 [Health and Sanitation] is hereby amended in its entirety to read as follows:

**Chapter 7.28
BACKFLOW PREVENTION AND CROSS-CONNECTION CONTROL**

Sections:

<u>7.28.010</u>	Definitions
<u>7.28.020</u>	Purpose
<u>7.28.030</u>	Responsibility
<u>7.28.040</u>	General Requirements
<u>7.28.050</u>	Type of Backflow Protection Required
<u>7.28.060</u>	Installation
<u>7.28.070</u>	Testing
<u>7.28.080</u>	Maintenance and Repair
<u>7.28.090</u>	Existing Service Connections without Backflow Protection
<u>7.28.100</u>	Cross-Connection Surveys
<u>7.28.110</u>	Penalties

7.28.010. Definitions

- (1) Approved Backflow Prevention Assembly is an assembly that has been manufactured in full conformance with the standards established by the American Water Works Association and has met completely the laboratory and field performance standard of the University of Southern California's Foundation for Cross-Connection Control and Hydraulic Research. Approved assemblies are included in the Foundation's most current edition of the *List of Approved Backflow Prevention Assemblies*.
- (2) Approved Backflow Prevention Tester is a backflow tester that possesses valid certification with the California-Nevada Section of the American Water Works Association or equivalent certification as determined by the Director. Additional

requirements, such as oral and written tests, may be required prior to being placed on the *Approved Tester List*.

- (3) Auxiliary Water Supply is any water supply other than that received from the Water System.
- (4) Air-gap Separation (AG) is a physical break between the supply line and a receiving vessel. This is the maximum backflow protection.
- (5) Backflow is the reverse flow of water, or any other fluid or substance or any combination or any mixture thereof, from the Customer's system into the Water System's distribution system.
- (6) Backflow Prevention Assembly is an assembly which will protect the Water System's distribution system from backflow, back siphonage, or back pressure.
- (7) City is the City of Menlo Park.
- (8) Cross-Connection is an unprotected actual or potential connection between the Water System and any source or system containing unapproved water or a substance that is not or cannot be approved as safe, wholesome, and potable. Bypass arrangements, jumper connections, removable sections, swivel or changeover devices, or other devices through which backflow could occur, shall be considered to be cross-connections.
- (9) Cross-Connection Control Specialist is a person certified by the California-Nevada Section of the American Water Works Association, or equivalent certification as determined by the Director.
- (10) Cross-Connection Survey is an on-site survey performed by a Cross-Connection Control Specialist to determine the degree of potential health hazards onsite that may require installation of a backflow prevention assembly.
- (11) Customer is any person or organization who receives water from the Water System.
- (12) Customer's Water System is the water piping system located on the Customer's property.
- (13) Director is the City of Menlo Park Public Works Director, or authorized representative.
- (14) Double Check Detector Check Valve Assembly (DCDA) is a Double Check Valve Assembly with a bypass containing a water meter. The meter shall register for only very low rates and is used to show unauthorized usage or leaks in the Customer's system.
- (15) Pressure Vacuum Breaker Assembly (PVB) is an assembly that contains one or two independently operated spring-loaded check valves and an independently operated spring-loaded air inlet valve located on the discharge side of the check(s). It also includes two tightly closing shutoff valves on each side of the check valve(s) and properly located resilient-seated test cocks.

- (16) Reduced Pressure Principle Assembly (RP) is an assembly of no less than two check valves, an automatically operated differential relief valve located between the two check valves, a tightly closing shutoff valve on each side of the check valve assembly, and test cocks available for testing the water tightness of each check valve.
- (17) Reduced Pressure Principle Detector Check Valve Assembly (RPDA) is a Reduced Pressure Principle Assembly with a bypass containing a water meter. The meter shall register for only very low rates and is used to show unauthorized usage or leaks in the Customer's system.
- (18) Service Connection is the point of connection of a Customer's system to the Water System, usually considered immediately downstream from a meter when the meter is located on the Customer's property as near as possible to the public right-of-way.
- (19)
- (20) Water System is the City of Menlo Park Municipal Water system.

7.28.020. Purpose

The purpose of this Ordinance is:

- (1) To protect the Water System from the possibility of contamination or pollution by isolating within the Customer's internal distribution system(s) or the Customer's private water system(s) such contaminants or pollutants which could backflow into the public water systems; and,
- (2) To promote the elimination or control of existing cross-connections, actual or potential, between the consumer's in-plant potable water system(s) and non-potable water system(s), plumbing fixtures and industrial piping systems; and,
- (3) To provide for the maintenance of a continuing Cross-Connection Control Program that will systematically and effectively prevent the contamination or pollution of all potable water systems.

7.28.030. Responsibility

The Director has the authority and responsibility to implement an effective cross-connection control program and for the enforcement of the provisions of this ordinance. The City may partner with another agency (e.g. health agency, private firm) to ensure that at least one person trained in cross-connection control is able to implement all or portions of the Cross-Connection Program described below.

7.28.040. General Requirements

- (1) Backflow prevention assemblies may be required per Sections 7.28.050 and 7.28.100.
- (2) Backflow prevention assemblies must be approved by the University of Southern California's Foundation for Cross Connection Control.
- (3) The backflow prevention assemblies are owned and maintained by the Customer.
- (4) The Customer shall install required backflow prevention assemblies in accordance with City and State of California requirements.

- (5) The Customer is responsible for testing of backflow prevention assemblies, and any required repair or replacement.
- (6) The Customer shall permit the City to enter Customer's premise within the normal working hours of the City, or in case of emergency, at any time, to test or inspect the backflow prevention assembly.
- (7) The Customer is responsible for obtaining the proper permits to install or replace a backflow prevention assembly.
- (8) Backflow prevention assemblies shall be installed on each service connection to a Customer's Water System as close as practical at or near the property line, and in all cases, before the Customer's first branch line leading off the service line.
- (9) Premises with multiple service connections, where at least one service connection has backflow protection, shall have backflow protection installed on each service connection.

7.28.050. Type of Backflow Protection Required

Backflow prevention assemblies shall be required for premises in the following described categories:

- (1) Residential service connections with fire sprinklers (2 dwellings or less) shall have an RP. An RP shall not be required if the residential fire sprinkler system is designed and installed using potable water piping and materials, and has connections to points of regular water use to prevent degradation of water quality.
- (2) Residential service connections (more than 3 dwellings) shall have an RP.
- (3) Commercial, industrial, and irrigation service connections shall have an RP.
- (4) Fire service connections shall have, at a minimum, a DCDA. The City may require a RPDA depending on the degree of hazard.
- (5) Irrigation service connections for landscape median strips shall have, at a minimum, a PVB.
- (6) Premises that have multiple users sharing one meter shall have an RP due to the risk of occupancy change without notification to the utility.

7.28.060. Installation

Backflow prevention assemblies installed for the purpose of eliminating a potential cross-connection shall be installed with all applicable City permits, in accordance with City standards, and at a location approved by the Director.

- (1) New Service Connections. At the time an application for a new water service is made by a potential Customer, in accordance with procedures established by the Director, the City will review the application to determine the type of backflow protection required on the Customer's service connection. It shall be the Customer's responsibility at the Customer's expense to install the backflow prevention assembly in accordance with City standards and at a location approved by the Director. Installation and testing of a backflow prevention assembly shall

be a condition of meter installation and water service.

If a Customer fails to install and test the backflow prevention assembly within a reasonable time limit set forth in a written notification to the Customer, the City may suspend water service to the premises.

- (2) Upgrading Existing Backflow Prevention Assemblies. An existing backflow prevention assembly which, in the opinion of the Director, is a type that does not provide adequate protection for the degree of potential hazard from backflow shall be upgraded at the Customer's expense. It shall be the Customer's responsibility at the Customer's expense to upgrade the backflow prevention assembly in accordance with City standards and at a location approved by the Director.

Upgrading may include complete replacement and relocation of the backflow prevention assembly, installation of additional backflow prevention assemblies, and or correction of any on-site cross-connection hazards.

If a Customer fails to install and test the upgraded backflow prevention assembly within a reasonable time limit set forth in a written notification to the Customer, the City may suspend water service to the premises.

7.28.070. Testing

- (1) Approved Backflow Prevention Assemblies shall be tested by an Approved Backflow Prevention Tester.
- (2) Approved Backflow Prevention Assemblies shall be tested immediately after installation and relocation.
- (3) Backflow Prevention Assemblies shall be tested at least annually, or more frequently if determined to be necessary by the Director. The City shall notify Customers when annual testing is required, and the notice shall contain the date when the test must be completed and test results submitted.
- (4) If a Customer does not test their backflow prevention assembly and their assembly is out of compliance with the annual test requirement, the City reserves the right to have the assembly tested by City personnel and charge the Customer accordingly. Charges shall consist of a penalty fee, and an inspection and testing fee. The testing fees shall be set from time to time by the City Council based on the size and type of assembly. The City shall notify the Customer of any test failures.
- (5) Backflow Prevention Assemblies that fail to pass testing shall be repaired and retested immediately.
- (6) All test reports shall be filed with the Director within 10 days of the test being performed.
- (7) For assemblies that fail to pass inspection and testing, the City reserves the right to require more frequent testing or to perform additional testing by City personnel when the City determines it to be in the public interest. Customer shall bear the cost of additional tests.

7.28.080. Maintenance and Repair

- (1) Backflow prevention assemblies shall be tested immediately after relocation or repair, and not be placed in service unless the assembly is functioning as required.
- (2) The Customer shall at all times maintain the backflow prevention assembly in proper working order and provide for unobstructed access by the City to the assembly as a condition of continued water service.
- (3) All repair and retest reports shall be filed with the Director within 10 days of the repair and retest being performed.
- (4) Failure by Customer to repair a backflow prevention assembly or failure to submit a completed test form with the time period allowed by the City shall result in termination of water service.

7.28.090. Existing Service Connections without Backflow Protection

The City may perform Cross-Connection Surveys to evaluate the degree of potential health hazard to the public water supply based on conditions existing on a Customer's premise. Special consideration shall be given to premises of the following types of water users:

- (1) Premises having an auxiliary water supply.
- (2) Premises where there is a substance that would be objectionable but not hazardous to health, if introduced into the Water System.
- (3) Premises where there is any material dangerous to health, which is handled in such a fashion as to create an actual or potential hazard to the Water System.
- (4) Premises where substances harmful to health are handled under pressure in a manner which could permit possible entry into the Water System. This includes chemical or biological process waters and water from the Water System which has deteriorated in sanitary quality.
- (5) Premises where there are unprotected cross-connections, either actual or potential, that could result in the pollution or contamination of the Water System.
- (6) Premises where, because of security requirements or other prohibitions or restrictions, it is impossible or impractical to make a complete in-plant cross-connection survey.
- (7) Premises where recycled water is used.

7.28.100. Cross-Connection Surveys

- (1) Cross-Connection Surveys shall, at a minimum, consider the existence of cross-connections, the nature of materials handled on the premise, the probability of backflow occurring, the degree of piping complexity, and the potential for piping system modification.
- (2) The City may, from time to time, inspect the premises of existing service connections that, in the opinion of the Director, may require backflow protection.

- (3) The Customer, or representative who is knowledgeable about onsite activities, shall accompany the Cross-Connection Control Specialist during the survey to answer any questions that may arise.
- (4) If it is determined that a backflow prevention assembly is required, such determination by the City shall be final, and the installation of a backflow prevention assembly shall be a condition of continued water service.
- (5) The City shall notify the Customer in writing if a backflow prevention assembly must be installed. The notice shall contain the date when the installation must be completed and test results submitted.
- (6) Failure by Customer to install a backflow prevention assembly or failure to submit a completed test form with the time period allowed by the City shall result in termination of water service.
- (7) Failure by Customer to allow the City access to Customer's premise to perform the Cross-Connection Survey shall result in termination of water service.

7.28.110 Penalties

- (1) For each backflow protection assembly that is out of compliance with the annual test requirement and tested by City personnel, the City shall charge the Customer a penalty fee equivalent to the cost of one hour of Water Maintenance Worker full cost recovery staff time per the current Finance User Fee Study.
- (2) The City may terminate water service to any premise served with or without notice if a required backflow prevention assembly is removed or tampered with by the Customer, or if the City finds evidence that an installed backflow prevention assembly has been bypassed, modified, made, or allowed to remain ineffective.
- (3) Any person who violates any provision of this chapter, or bypasses or renders inoperative any backflow prevention assembly, shall be subject to fines as detailed in Menlo Park Municipal Code Title 1, Chapter 1.12, General Penalty.
- (4) All costs incurred by the City for discontinuance of water service and all fees associated with reinstating water service shall be paid by the Customer.

SECTION 3: SEVERABILITY. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council does hereby declare that it would have adopted the ordinance and each section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

SECTION 4: CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) DETERMINATION. This ordinance is not subject to CEQA because it is not a "project" which would have a direct physical change or a reasonably foreseeable indirect physical change on the environment pursuant to CEQA Guidelines section 15378. (See 15378(b)(2) [exemption for policymaking].) And, even if it were a project subject to CEQA review, this project would be exempt from CEQA pursuant to section 15307 [exemptions for actions to protect natural resources], and section 15308 [exemptions for actions to protect the environment].

SECTION 5: EFFECTIVE DATE AND PUBLISHING. This ordinance shall take effect 30 days after adoption. The City Clerk shall cause publication of the ordinance within 15 days after passage in a newspaper of general circulation published and circulated in the City or, if none, the posting in at least three public places in the city. Within 15 days after the adoption of the ordinance amendment, a summary of the amendment shall be published with the names of the council members voting for and against the amendment.

INTRODUCED on the Seventh day of November, 2017.

PASSED AND ADOPTED as an ordinance of the City of Menlo Park at a regular meeting of said Council on the _____ day of November, 2017, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Kirsten Keith
Mayor

ATTEST:

Clay J. Curtin
City Clerk



STAFF REPORT

City Council

Meeting Date: 11/14/2017

Staff Report Number: 17-280-CC

Consent Calendar:

Adopt an ordinance amending Chapter 5.69 of the Menlo Park Municipal Code to reauthorize Public, Education, and Government (PEG) access fees that apply to AT&T and Comcast under their respective State video franchises

Recommendation

Staff recommends that the City Council adopt an ordinance amending Chapter 5.69 of the Menlo Park Municipal Code to reauthorize a fee to support Public, Education, and Government (PEG) access that apply to AT&T and Comcast under their respective State video franchises.

Policy Issues

In 2008, the City Council adopted an ordinance establishing a PEG fee of \$0.88 per residential subscriber per month. The City is required to reauthorize this fee by ordinance at the expiration and renewal of each state video franchise. The proposed ordinance provides for the continued payment of a PEG fee by AT&T and Comcast.

Background

In 1983, the cities of Menlo Park, Palo Alto, East Palo Alto, the Town of Atherton and portions of San Mateo and Santa Clara counties entered into a Joint Exercise of Powers Agreement (JPA) for purposes of obtaining cable television service for residents, businesses and institutions within these jurisdictions. The JPA gives the City of Palo Alto the sole authority to grant and administer the cable franchise process on behalf of its members. Palo Alto, on behalf of the JPA members, provides for such activities as franchise and PEG fee collection, PEG oversight, customer service and the like with respect to all state franchise holders.

The Digital Infrastructure and Video Competition Act of 2006 (DIVCA) went into effect January 1, 2007. DIVCA established a state franchising system administered by the Public Utilities Commission for video service providers. DIVCA allows the City to exact a fee from video service providers with state-issued franchises for Public, Education, and Governmental channel purposes. In 2008, the City Council adopted an ordinance, amending Chapter 5.69 of the Menlo Park Municipal Code, to establish a PEG fee of \$0.88 per residential subscriber per month.

At the time, the City had the option of selecting its existing PEG fee of \$0.88 per subscriber or establishing a fee of 1 percent of the video service provider's gross video service revenues. The City adopted the \$0.88 PEG fee because it yielded 30 percent more than the 1 percent fee. DIVCA requires the City to reauthorize the \$0.88 PEG fee by ordinance at the expiration and renewal of each state video franchise. The term of a state franchise is 10 years.

Analysis

AT&T's State Video Franchise was renewed on March 30, 2017. Comcast's State Video Franchise is set to renew January 2, 2018. Staff is proposing that the City adopt an ordinance reauthorizing a PEG support fee of \$0.88 per residential subscriber per month that will apply to AT&T and Comcast under their respective renewed State Video Franchises.

Menlo Park and the JPA have designated the Media Center, as their Community Access Organization, to operate and manage PEG channels and to promote PEG access. Menlo Park's PEG fees received from AT&T and Comcast are dedicated to and go to the Media Center for these activities. Federal law restricts the use of PEG fees to capital expenditures.

On May 10, 2016, following a review of the Cable Franchise and PEG Fee Audit, the Media Center was instructed to ensure the PEG fee program complies with federal Cable Act provisions. The Media Center currently placing PEG fees in a restricted account that can only be used for capital expenditures.

Impact on City Resources

The proposed ordinance provides for the continued payment of AT&T and Comcast PEG fees to be used by the Media Center for appropriate capital expenditures. There is no impact to any City of Menlo Park fund balances.

Public Notice

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

Attachments

A. Draft ordinance

Report prepared by:
Clay J. Curtin, Assistant to the City Manager

ORDINANCE NO. xxxx

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MENLO PARK AMENDING SECTION 5.69.070 [PEG CHANNEL CAPACITY AND SUPPORT] OF CHAPTER 5.69 [VIDEO SERVICE PROVIDERS] OF TITLE 5 [BUSINESS LICENSES AND REGULATIONS] OF THE MENLO PARK MUNICIPAL CODE TO REAUTHORIZE A FEE TO SUPPORT PUBLIC, EDUCATION, AND GOVERNMENT ACCESS

The City Council of the City of Menlo Park does ordain as follows:

SECTION 1. FINDINGS AND DETERMINATIONS

A. Menlo Park requires holders of State Video Franchises to pay a fee of \$0.88 per residential subscriber per month to support Public, Education, and Government (PEG) access.

B. The City is required to reauthorize this fee by ordinance at expiration and renewal of each state video franchise.

C. The City reauthorizes the support fee for PEG access as required with the renewal of the AT&T State Video Franchise renewal on March 30, 2017, and the Comcast State Video Franchise renewal on January 2, 2018.

SECTION 2. Section 5.69.070 [PEG Channel Capacity and Support] of Chapter 5.69 [Video Service Providers] of Title 5 [Business Licenses and Regulations] of the Menlo Park Municipal Code is hereby amended to read, as follows:

“5.69.070 PEG Channel Capacity and Support.

(a) PEG Channel Capacity.

(1) A state franchisee shall designate and activate seven (7) PEG channels on its network. The state franchisee shall designate and activate the seven (7) PEG channels within three (3) months from the date that the state franchisee receives a state franchise to provide video service in an area including the City; provided, however that this three-month period shall be tolled for such a period, and only for such a period, during which the state franchisee’s ability to designate or provide such PEG capacity is technically infeasible, as provided in California Public Utilities Code Section 5870(a).

(2) A state franchisee shall provide an additional PEG channel when the standards set forth in California Public Utilities Code Section 5870(d) are satisfied by the City or any entity designated by the City to be responsible for PEG access channel capacity and support.

(b) PEG Support.

(1) Amount of PEG Support Fee.

(A) Except as provided in subparagraphs (b)(1)(B) and (C), every state franchisee within the jurisdictional boundaries of the City shall pay a PEG support fee to the City in the amount of eighty-eight cents (\$0.88) per month per subscriber within the jurisdictional boundaries of the City.

(B) Upon the expiration of the Comcast Franchise or its earlier termination pursuant to Section 5840(o)(3) of the California Public Utilities Code, every state franchisee operating within the jurisdictional boundaries of the City shall pay a new PEG support fee to the City in the amount of eight-eight cents (\$0.88) per month per subscriber within the jurisdictional boundaries of the City.

(C) The PEG support fee established by the City pursuant to paragraph (b)(1)(B) shall expire with respect to a particular state franchisee upon the expiration of that state franchisee's state franchise, and the City shall, by ordinance, reauthorize the PEG support fee for that state franchisee upon such expiration.

(2) The PEG support fee shall be used by the City for PEG purposes consistent with state and federal law.

(3) A state franchisee shall remit the PEG support fee to the City quarterly, within forty-five (45) days after the end of each calendar quarter. Each payment shall be accompanied by a summary explaining the basis for the calculation of the PEG support fee.

(4) If a state franchisee fails to pay the PEG support fee when due, or underpays the proper amount due, the state franchisee shall pay a late payment charge at an annual interest rate equal to the highest prime lending rate during the period of delinquency, plus one percent (1%) or the highest rate allowed by California law, whichever is lower.

(c) PEG Carriage and Interconnection.

(1) State franchisees shall ensure that all PEG channels are receivable by all subscribers, whether they receive digital or analog service, or a combination thereof, without the need for any equipment other than that needed to receive the lowest cost tier of service. PEG access capacity provided by a state franchisee shall be of similar quality and functionality to that offered by commercial channels on the state franchisee's lowest cost tier of service unless the PEG signal is provided to the state franchisee at a lower quality or with less functionality.

(2) If a state franchisee and an incumbent cable operator cannot reach a mutually acceptable interconnection agreement for PEG carriage, the City shall require the incumbent cable operator to allow the state franchisee to interconnect its network with the incumbent cable operator's network at a technically feasible point on the state franchisee's network as identified by the state franchisee. If no technically feasible point of interconnection is available, the state franchisee shall make interconnection available to the PEG channel originator and shall provide the facilities necessary for the interconnection. The cost of any interconnection shall be borne by the state franchisee requesting the interconnection unless otherwise agreed to by the parties.

(d) An incumbent cable operator's obligation to provide and support PEG channel facilities and institutional networks and to provide free cable service to schools and other public buildings shall continue until the expiration of the incumbent cable operator's existing franchise.

(e) PEG support fee reauthorizations.

(1) On expiration and renewal of AT&T's state franchise on March 30, 2017, the city hereby reauthorizes the PEG support fee set forth in (b) (1) above.

(2) On expiration and renewal of Comcast's state franchise on January 2, 2018, the city hereby reauthorizes the PEG support fee set forth in (b) (1) above."

SECTION 3. This ordinance is the ordinance that may be adopted in accordance with the requirements of Section 5840(n) of the California Public Utilities Code, which requires the adoption of an ordinance to establish a PEG support fee upon the expiration or termination of the Comcast Franchise.

SECTION 4. If any section of this ordinance, or part hereof, is held by a court of competent jurisdiction in a final judicial action to be void, voidable or enforceable, such section, or part hereof, shall be deemed severable from the remaining sections of this ordinance and shall in no way affect the validity of the remaining sections hereof.

SECTION 5. The City Council hereby finds that this ordinance is exempt from the provisions of the California Environmental Quality Act pursuant to Section 15061(b)(3) of the California Environmental Quality Act Guidelines, because it can be seen with certainty that there is no possibility of significant environmental effects occurring as a result of the adoption of this ordinance.

SECTION 6. This ordinance shall take effect thirty (30) days after its passage and adoption. Within fifteen (15) days of its adoption this 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 fourteenth day of November, 2017.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Kirsten Keith,
Mayor

ATTEST:

Clay J. Curtin
Interim City Clerk



SPECIAL MEETING MINUTES - DRAFT

Date: 10/4/2017
Time: 7:30 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

A. Call To Order

Mayor Keith called the meeting to order at 8:05 p.m.

B. Roll Call

Present: Carlton, Cline, Keith, Mueller, Ohtaki. Councilmember Carlton participated by phone from Fairmont Hotel, Business Center, 1 Naberezhno-Khreshchatytska Street, Kyiv, Ukraine

Staff: City Manager Alex McIntyre, City Attorney Bill McClure, Deputy City Clerk Jelena Harada

C. Pledge of Allegiance

Mayor Keith led the pledge of allegiance.

D. Public Comment

There were no comments.

E. Regular Business

E1. Review and consider options regarding at-large and by-district elections (Staff Report #17-234-CC)

- Steve Chessin, Californians for Electoral Reform, proposed various election options.
- Greg Conlon spoke about by-district elections.
- Michael Hoff spoke about the legality of elections in Menlo Park.
- Helen Grieco, Common Cause, spoke about creating a districting commission.
- Pamela Jones spoke about inclusion issues and in favor of district elections.
- Gwyn Firth Murray spoke about various election systems.
- Jen Mazzon spoke about unequal representation.
- Julie Shansen spoke in support of by-district elections.

City Attorney McClure responded to questions from the City Council and clarified that by adopting the proposed resolution, the City isn't making any commitment that it will adopt an ordinance to go to by-district elections. Such decision may occur only after additional public hearings, providing opportunity for the community to weigh in on the various options that are presented to and considered by the City Council.

ACTION: Motion and second (Cline/Ohtaki) to adopt a resolution of intention to transition from at-

large elections and authorize City Manager to enter into contract with National Demographics Corporation to assist in transition and conduct Public Hearings on October 30 and November 29; authorize City Manager to negotiate and enter into contract with National Demographics Corporation to with the City in exploring transition to by-district elections; Direct City Attorney and City Manager to explore transition from City at-large elections to alternative elections system for 2018 Elections; and appropriate \$75,000 from General Fund reserves to cover costs of the above; and hold the first two Public Hearings on October 30 and November 29, passed unanimously.

F. Adjournment

Mayor Keith adjourned the meeting at 10:05 p.m.

Jelena Harada, Deputy City Clerk



SPECIAL AND REGULAR MEETING MINUTES - DRAFT

Date: 10/10/2017
Time: 6:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

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

Mayor Kirsten Keith called the closed session to order at 6:17 p.m.
Councilmembers Cline, Mueller and Ohtaki were present. Councilmember Carlton was absent.

CL1. Closed session conference with labor negotiators pursuant to Government Code §54957.6 regarding labor negotiations with the Menlo Park Police Officers' Association (POA)

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

CL2. Closed Session pursuant to Government Code Section §54957 to confer regarding public employee performance evaluation: City Manager

Attendees: City Attorney Bill McClure, Administrative Services Director Nick Pegueros, Human Resources Manager Lenka Diaz

CL3. Closed session conference with legal counsel on anticipated litigation pursuant to Government Code §54956.9(d)(2) – one case

Attendees: City Manager Alex McIntyre, City Attorney Bill McClure

7:00 p.m. Regular Session (City Council Chambers)

A. Call To Order

Mayor Keith called the meeting to order at 7:19 p.m.

B. Roll Call

Present: Cline, Keith, Mueller, Ohtaki
Absent: Carlton
Staff: City Manager Alex McIntyre, City Attorney Bill McClure, Deputy City Clerk Jelena Harada

C. Pledge of Allegiance

Mayor Keith led the pledge of allegiance.

D. Report from Closed Session

There was no reportable action from closed session.

E. Presentations and Proclamations

E1. Proclamation for Breast Cancer Awareness Month

Liz Pounders and Betty Wisner received the proclamation

E2. Proclamation for American Cheese Month celebration at Draeger's Market

Stephen Dahlgren accepted the proclamation.

F. Public Comment

- Ken Doniger spoke against district elections.

G. Study Session

G1. Annexation request from residents of unincorporated West Menlo Park (Staff Report# 17-245-CC)

- Leah Rogers spoke in support of annexation.
- Greg Faris in support of better tree protection.
- Lynne McClure spoke in support of annexation.
- Linda Barman spoke in support of annexation.
- Brian Schmidt spoke in support of annexation.

Staff shared information about the costs of improvements to upgrade the infrastructure, such as roads and drainage, from the county standards to Menlo Park standards. This item would require the City Council to reconsider other Work Plan items, such as the Housing element and Downtown Specific Plan.

H. Consent Calendar

H1. Waive the reading and adopt an ordinance approving the Development Agreement for the Middle Plaza at 500 El Camino Real Project (Staff Report# 17-235-CC)

H2. Waive the reading and adopt ordinances rezoning and rezoning the property located at 2111-2121 Sand Hill Road (Staff Report# 17-237-CC)

- Hank Lawrence spoke about traffic and noise concerns on Sand Hill Road.
- Steve Elliott spoke about annexation of new development.

H3. Adopt a resolution approving the list of projects eligible to be funded by California Senate Bill 1: The Road Repair and Accountability Act of 2017 (Staff Report# 17-242-CC)

H4. Authorize the City Manager to enter into a Memorandum of Understanding for the Bayfront Canal Bypass Project (Staff Report# 17-204-CC)

Mayor Keith pulled item H1. Councilmember Mueller pulled item H2.

ACTION: Motion and second (Cline/Ohtaki) to approve the Consent Calendar items H3 and H4, passed 4-0 (Councilmember Carlton was absent).

City Attorney McClure answered questions and clarified changes in state law as they pertain to item H1.

ACTION: Motion and second (Cline/Ohtaki) to approve item H1, to waive the reading and adopt an ordinance approving the Development Agreement for the Middle Plaza at 500 El Camino Real Project, passed 4-0 (Councilmember Carlton was absent).

On item H2, Councilmember Mueller requested that in the future, ordinances introduced and approved on a split vote be brought back for the second reading as regular business items.

ACTION: Motion and second (Ohtaki/Keith) to continue item H2 to the next City Council meeting, passed 3-0-1-1 (Councilmember Mueller abstained, Councilmember Carlton was absent).

I. Regular Business

I1. Identify a preferred alternative for the Ravenswood Avenue Railroad Crossing (Staff Report# 17-238-CC)

- Cynthia Ishler spoke against the third track along the rail corridor.
- Steve Van Pelt spoke about rail quiet zones.
- Hank Lawrence spoke about a viaduct alternative for the rail crossing.
- Brooke Cotter spoke in support of option C.
- Mickie Winkler spoke about a viaduct as an option.
- Rebecca Barfknecht spoke in support of option C.
- Steve Schmidt spoke about an elevated track alternative for the rail crossing.
- Henry Riggs suggested a tunnel alternative for the rail crossing.
- William Brown spoke about grade-level crossing, and supported option C.
- John Kadvany in support of option A.
- Janet Benson spoke against the project.
- Andrew Barfknecht spoke in support of as many grade separations as possible in the city.
- Adina Levin spoke in support of option C.
- Resident of Felton Gables spoke about noise concerns.
- Fran Dehn spoke in support of providing visual examples of various scenarios.

There was a consensus to continue this item to a future meeting. During the discussion, City Council raised questions related to noise, quiet zones, availability of CCAG funds and possibly reevaluating the passing track policy. The City Council requested information on the amount of time the crossing gates are closed during peak hours.

I2. Approve next steps for library system improvements (Staff Report# 17-243-CC)

- Matt Henry spoke in support of getting Library Commission input.
- Pamela Jones spoke in support of getting Library Commission input and about the importance of library services.
- John Kadvany spoke about libraries in general.
- Angela Evans spoke in support of adding affordable housing to the project.
- Adian Levin spoke in support of adding affordable housing to the project and staying on track with other priorities.
- Karen Grove spoke in support of adding affordable housing to the project.

There was a consensus to bring this item back for discussion in a future meeting.

- I3. Approval of bonus for City Manager Alex D. McIntyre (Staff Report #17-246-CC)

ACTION: Motion and second (Ohtaki/Cline) to approve the bonus for City Manager Alex D. McIntyre, passed 4-0 (Councilmember Carlton was absent).

J. Informational Items

- J1. Update on bus shelter installation in Belle Haven (Staff Report# 17-241-CC)

- Matt Henry spoke about proposed changes to the bus shelter location.
- Pamela Jones spoke about the bus shelter location in relation to the Belle Haven Pool improvements.

- J2. Update on the Belle Haven Pool facility audit and master plan (Staff Report# 17-236-CC)

- J3. Update on development of a citywide communications plan and federal/state legislative advocacy (Staff Report# 17-244-CC)

- J4. Biannual review of data captured by automated license plate readers (ALPRs) for the period beginning April 2, 2017, through October 2, 2017 (Staff Report# 17-239-CC)

- J5. Biannual review of Taser program for the period beginning February 1, 2017, and ending July 31, 2017 (Staff Report# 17-240-CC)

K. City Manager's Report

L. Councilmember Reports

Mayor Keith announced the State of the City on Thursday, October 12, 2017, at 6:30 p.m. at the British Bankers' Club.

M. Adjournment

Mayor Keith adjourned the meeting at 12:45 a.m. on October 11, 2017.

Jelena Harada, Deputy City Clerk



SPECIAL AND MEETING MINUTES - DRAFT

Date: 10/30/2017
Time: 7:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

7:00 p.m. Closed Session (City Hall Administration Building, 1st floor conference room)

Mayor Kirsten Keith called the closed session to order at 7:07 p.m.
Councilmembers present included Carlton, Cline, Keith, Ohtaki and Mueller.

There was no public comment on the closed session items.

CL1. Closed session conference with legal counsel on anticipated litigation pursuant to Government Code §54956.9(d)(2) – one case

Attendees: City Manager Alex McIntyre, City Attorney Bill McClure

7:30 p.m. Regular Session (City Council Chambers)

A. Call To Order

Mayor Keith called the Regular Session to order at 7:45 p.m.

B. Roll Call

Present: Carlton, Cline, Keith, Ohtaki, Mueller
Staff: City Manager Alex McIntyre, City Attorney Bill McClure, Deputy City Clerk Jelena Harada

C. Pledge of Allegiance

Mayor Keith led the pledge of allegiance.

***** Report from Closed Session**

There was no reportable action from Closed Session.

D. Public Comment

- Steve Chessin spoke about the closed session.

E. Commission Reports

- E1. Consider applicants and make appointments to fill vacancies on the Sister City Committee (Staff Report #17-260-CC)

Deputy City Clerk Jelena Harada facilitated the appointment process. Councilmember Mueller nominated Chengzhi Yang. Councilmember Carlton nominated Mathew Lewis and Joseph Helmers. The City Council appointed Chengzhi Yang and Mathew Lewis to fill two vacancies on the Sister City Committee for partial terms that expire in April 2020.

F. Consent Calendar

- F1. Adopt a resolution authorizing the City Manager to sign an amendment to the contract with the State of California Department of Education to reimburse the City up to \$946,966 for child care services at the Belle Haven Child Development Center for fiscal year 2017-18 (Staff Report #17-261-CC)

ACTION: Motion and second (Carlton/Cline) to approve the item on the Consent Calendar passed unanimously.

G. Regular Business

- G1. Public Hearing to consider range of voting systems and to receive input from the community regarding boundaries and composition of districts to be established for district based elections pursuant to Elections Code Section 10010 (Staff Report #17-259-CC)

City Attorney Bill McClure introduced Attorney Cara Silver, partner at Jorgenson, Siegel, McClure & Flegel, LLP and Shalice Tilton, representative of National Demographics Corporation. Mr. McClure provided a brief introduction of the item, followed by a presentation by Ms. Tilton.

- Lynne Bramlett spoke in support of addressing the needs of the Belle Haven neighborhood.
- Pamela Jones spoke in support of creating a citizens voting commission.
- Steve Chessin spoke in support of exploring voting options and creating a charter commission.
- Greg Conlon spoke in support of district voting and about the importance of registered voters.
- David Mihai spoke about the creation of a public commission.
- Ken Doniger spoke in support of creating a citizens voting commission.
- Karen Grove was concerned about balkanization of the community if by-district elections are implemented.

Mayor Keith closed the Public Hearing by acclamation. Councilmember Mueller excused himself from the meeting at 9:28 p.m.

City Council directed to move forward with two options: 5 and 6 districts. City Council directed staff to set up the model for the public participation kits and the online interactive system with five districts for the launch on November 29. Staff will provide scenarios of what the implications would be if the number of districts increased.

Mayor Keith announced a “Conversation with the Mayors” including the Mayor of East Palo Alto and Palo Alto at Café Zoe at 5 p.m. on November 3.

H. Adjournment

Mayor Keith adjourned the meeting at 9:25 p.m.

Jelena Harada, Deputy City Clerk



SPECIAL AND REGULAR MEETING MINUTES - DRAFT

Date: 11/7/2017
Time: 5:30 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

5:30 p.m. Closed Session (City Hall, 1st Floor Conference Room)

Mayor Kirsten Keith called the closed session to order at 5:42 p.m.

Councilmembers Carlton, Cline and Ohtaki (arrived at 5:47 p.m.) were present.
Councilmember Mueller was absent.

Public comment:

- Pamela Jones spoke about the transition to district elections.

CL1. Closed session conference with legal counsel on existing litigation pursuant to Government Code section 54956.9 (d)(1) – 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 ChipTaylor

CL2. Closed session conference with legal counsel on anticipated litigation pursuant to Government Code §54956.9(d)(2) – one case

Attendees: City Manager Alex McIntyre, City Attorney Bill McClure

The City Council then adjourned to Regular Session.

7:00 p.m. Regular Session (City Council Chambers)

A. Call To Order

Mayor Keith called Regular Session to order at 7:10 p.m.

B. Roll Call

Present: Carlton, Cline, Keith, Ohtaki, Mueller

Staff: City Manager Alex McIntyre, City Attorney Bill McClure, Deputy City Clerk Jelena Harada

C. Pledge of Allegiance

Mayor Keith introduced Eitan and Ella Litsur who led the Pledge of Allegiance.

At this time, Mayor Keith announced that Item I3 was being pulled from the agenda and may be brought back for discussion at a future date.

E. Presentations and Proclamations

E1. Proclamation recognizing Veterans Day on November 11, 2017

Mayor Keith recognized veterans present in the audience.

E2. Proclamation recognizing the law enforcement records management and support staff

Police Chief Robert Jonsen, Communications and Records Manager Tracy Weber, Senior Police Records Specialist Eugenia Campos and Police Records Specialist Angelica Criado accepted the proclamation.

E3. Presentation on the Flood Park Draft Environmental Impact Report by San Mateo County Parks Staff

San Mateo County Parks Director Jonathan Gervais, San Mateo County Assistant Parks Director Sarah Birkeland, and Jonathan Berlin, Senior Environmental Planner from Rincon Consultants, made a presentation.

- Steve Van Pelt spoke about traffic impacts of the project.
- Adina Levin spoke about citywide transportation planning.

D. Report from Closed Session

There was no reportable action from Closed Session.

F. Public Comment

- Bo Crane, Menlo Park Historical Association, spoke about a new book about the history of Menlo Park street names.
- Dana Hendrickson spoke about additional rail grade separation options.
- Mike Forster spoke about additional rail grade separation options.
- Mickie Winkler spoke about additional rail grade separation options.
- Steve Schmidt spoke about additional rail grade separation options.
- Henry Riggs spoke about additional rail grade separation options.
- Pamela Jones spoke about the city's website for district elections information.
- Adina Levin spoke about state funding related to rail grade separation.
- Roland Lebrun spoke about rail grade separation options.

G. Consent Calendar

G1. Introduce an ordinance to update backflow prevention and cross-connection control requirements (Staff Report #17-266-CC)

- G2. Accept the City Council meeting minutes for February 28, May 23, June 20, July 18, August 22, August 29, August 29 special meeting, September 12 and September 26, 2017 (Attachment)

Mayor Pro Tem Ohtaki asked that the May 23, 2017, meeting minutes be reviewed and brought back at the next meeting. Councilmember Mueller asked for the September 12, 2017, minutes to be reviewed and brought back as well.

ACTION: Motion and second (Ohtaki/Cline) to approve all items on the Consent Calendar, except the minutes of May 23 and September 12, 2017, passed unanimously.

H. Public Hearing

Councilmember Carlton announced that she had a conflict of interest due to her new consulting relationship with a company that does business with Facebook and recused herself and left the City Council Chamber at 8:42 p.m.

- H1. Consider the Planning Commission's Recommendation and conditionally approve the revisions to the Facebook Campus Expansion Project, located at 301-309 Constitution Drive (Staff Report #17-265-CC)

Senior Planner Kyle Perata made a presentation.

Fergus O'Shea, Facebook's Director of Campus Development, and Craig Webb, Design Partner with Gehry Partners LLP, made a presentation on behalf of the applicant.

- Steve Van Pelt spoke about transportation impacts.
- Roland Lebrun spoke about transportation impacts.

ACTION: Motion and second (Ohtaki/Cline) to close the public hearing. By acclamation, Mayor Keith closed the public hearing.

ACTION: Motion and second (Ohtaki/Cline) to conditionally approve the revisions to the Facebook Campus Expansion Project, located at 301-309 Constitution Drive, including adoption of a resolution approving the draft Second Amended and Restated CDP with modifications to Condition of Approval 9.51 as follows: "Concurrent with the submittal of a complete building permit application for the parking garage, the applicant shall incorporate the proposed modifications to the parking garage structure contained in Attachment L of the November 7, 2017 City Council staff report. The proposed revisions to the parking garage structure would be subject to review and approval of the Community Development Director or designee." and introduction of an ordinance approving the Amendment to Development Agreement. The motion passed 4-0 (Councilmember Carlton recused).

Councilmember Carlton rejoined the meeting at 9:38 p.m.

Councilmember Cline left the meeting at 9:38 p.m.

I. Regular Business

- I1. Accept the Belle Haven Pool Facility Audit and Master Plan (Staff Report #17-269-CC)

Interim Community Services Director Derek Schweigart introduced the item. Matt Kingdon, Jeff Katz

Architecture, made a presentation.

ACTION: Motion and second (Keith/Ohtaki) to accept the Belle Haven Pool Facility Audit and Master Plan, passed 4-0 (Councilmember Cline absent).

- I2. Consideration to agenda reconsideration of the City Council's October 17, 2017, decision to waive the reading and adopt ordinances rezoning and rezoning the property located at 2111-2121 Sand Hill Road ("2131 Sand Hill Road") (Staff Report #17-268-CC)

- Hank Lawrence spoke in support of reconsideration.
- Barbara Schussman, Stanford, spoke against reconsideration.

ACTION: Motion and second (Carlton/Keith) to agenda reconsideration of the City Council's October 17, 2017, decision to waive the reading and adopt ordinances rezoning and rezoning the property located at 2111-2121 Sand Hill Road ("2131 Sand Hill Road") for the November 14, 2017, City Council meeting, passed 4-0 (Councilmember Cline absent).

- I4. Authorize the City Manager to execute a contract with EnviroIssues for communications consulting for an amount not to exceed \$50,000 (Staff Report #17-264-CC)

Housing and Economic Development Manager Jim Cogan and Management Analyst II Peter Ibrahim made a presentation.

ACTION: Motion and second (Ohtaki/Carlton) to authorize the City Manager to execute a contract with EnviroIssues for communications consulting for an amount not to exceed \$50,000, passed 3-1 (Councilmember Mueller dissents, Councilmember Cline absent).

J. Informational Items

- J1. Update on action taken to address newsracks within the City of Menlo Park (Staff Report #17-262-CC)

Housing and Economic Development Manager Jim Cogan responded to questions.

- J2. Update on bus shelter installations in Belle Haven (Staff Report #17-267-CC)

J. City Manager's Report

There was no report.

K. Councilmember Reports

Mayor Pro Tem Ohtaki announced that the Santa Clara County Planning Department is hosting a community meeting in the Menlo Park City Council Chambers on November 15, 2017, at 6:30 p.m., regarding the Stanford University General Use Permit Draft Environmental Impact Report.

Mayor Keith announced her trip to Galway, Ireland, taking place November 19–24, 2017.

Mayor Keith received City Council consensus to hold the City Council reorganization meeting on

Tuesday, December 12, 2017.

L. Adjournment

Mayor Keith adjourned the meeting at 10:48 p.m.

Clay J. Curtin, Assistant to the City Manager

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STAFF REPORT

City Council Meeting Date: 11/14/2017
Staff Report Number: 17-273-CC

Public Hearing: **Extending the moratorium ordinance on the establishment of commercial cannabis land uses and outdoor personal cannabis cultivation**

Recommendation

Staff recommends the City Council adopt an extension of the temporary 45-day interim urgency moratorium on the establishment of commercial cannabis land uses and outdoor personal cannabis cultivation for an additional 22 months and 15 days (September 29, 2019). If approved by a 4/5th vote, the ordinance is effective immediately. The ordinance may be rescinded in full or part prior to September 29, 2019 should the City Council wish to so do and/or wish to implement cannabis zoning prior to that date.

Policy Issues

The recommended action is consistent with the direction provided by the City Council at its September 12, and October 17, 2017 meetings. The attached ordinance does permit the personal possession and indoor cultivation of up to six living cannabis plants as allowed for by state law and for the delivery of medical cannabis as directed by the City Council.

Background

As noted in previous staff reports, on November 8, 2016 the voters in the State of California passed Proposition 64 or the Control, Regulate and Tax Adult Use of Marijuana Act (AUMA). The AUMA took effect on November 9, 2016 with the State of California having until January 1, 2018 to develop regulations to monitor the cultivation, testing, manufacture, and dispensing aspects of the new law. While previous legislation regulated the medical use of cannabis, AUMA legalized the non-medical use of cannabis. AUMA makes it legal for person 21 years or older to:

1. Smoke or ingest cannabis and cannabis products;
2. Possess, process, purchase, transport, obtain or give away to persons 21 years or older 28.5 grams (1 oz.) of cannabis or 8 grams of concentrated cannabis, including as contained in cannabis products; and
3. Possess, plant, cultivate, harvest, dry or process up to six living cannabis plants for personal use.

Cannabis in excess of 28.5 grams that is produced by plants kept pursuant to the personal cultivation provisions of the AUMA must be kept in a locked space on the grounds of a private residence that is not visible from a public place. Medical cannabis may be consumed by those 18 and older or as young as 14 years old with parental/guardian permission.

Senate Bill 94 (SB 94) was signed by Governor Brown on June 27, 2017 and immediately became effective. Before SB 94, medical cannabis was regulated by the Medical Cannabis Regulation and Safety Act (MCRSA) and non-medical cannabis was regulated by AUMA. SB 94 blends together medical and non-

medical cannabis regulations by repealing the MCRSA and inserting certain licensing provisions from the MCRSA into the AUMA. SB 94 requires a local jurisdiction to provide within 60 days to the newly created Bureau of Cannabis Control a copy of any ordinance related to commercial cannabis activity and the contact information for the person designated by the local jurisdiction to serve as the contact person regarding commercial cannabis activity within the jurisdiction. Further modifications to SB94 may be adopted in fall 2017.

Analysis

As discussed at the September 12th and October 17th meetings and as described in the attached ordinance, cannabis land uses are a new and emerging land use. By imposing a moratorium on land uses such as personal outdoor cultivation, commercial cultivation and retail dispensaries, it will allow the City time to review the potential community impacts in other municipalities permitting recreational and medical cannabis land uses. Those impacts could include excessive water and electricity usage, odor and the potential for criminal activity related to cash-only businesses. It will also allow for discussions with San Mateo County and other local communities to develop a cohesive regional approach for cannabis land uses.

As noted in the September 12th staff report, the Cities of Mountain View and Redwood City have begun the investigation of permitting additional cannabis land uses. Since that report, staff has learned of additional actions taken in several communities and have provided an update below (including additional information on Redwood City).

- San Mateo County: A draft ordinance has been introduced to allow indoor commercial cannabis cultivation in greenhouses in unincorporated areas zoned for agricultural use. The ordinance includes establishing a county licensing board and a process for criminal background checks, security plans and new permitting fees. The Board of Supervisors is scheduled to review the ordinance again on Nov. 21st.
- Palo Alto: Recently approved a ban on commercial cannabis uses, but will permit recreational and medical cannabis deliveries and allow outdoor personal cultivation so long as it meets state screening standards (out of public view, not accessible except from private property).
- Portola Valley: The Town Council rejected a 45-day moratorium and directed that the Planning Commission consider developing a cannabis specific ordinance.
- San Carlos: Approved an ordinance to permit indoor commercial cultivation, manufacturing, testing and distribution in industrial zones when approved through a minor use permit or by the Zoning Administrator. The ordinance also permits recreational and medical cannabis deliveries but bans other commercial cannabis uses.
- Redwood City: A draft ordinance will permit both types of cannabis deliveries and personal outdoor cultivation. The city is investigating permitting additional commercial cannabis uses, including retail, through a phased implementation process beginning in 2019. They are also investigating placing a marijuana excise tax on the November 2018 ballot.
- Millbrae, San Mateo and Foster City: Moratorium bans on commercial cannabis uses and personal outdoor cultivation.

Staff has also updated the 600' and 1000' buffer maps that now include both schools and child-serving entities such as daycare centers. There is also one job-training center recently identified at 1200 O'Brien Drive, within the buffer for existing schools.

Impact on City Resources

There will be no direct impact on City resources for this project.

Environmental Review

Adoption of the ordinance is not considered a project under CEQA. Additionally, SB94 permits a CEQA exemption for municipalities that require discretionary approval for permitting a commercial cannabis business.

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. November 14, 2017 moratorium extension ordinance
- B. October 17, 2017 45-day interim urgency moratorium ordinance
- C. 600' and 1000' buffer maps

Report prepared by:
Mark Muenzer, Assistant Community Development Director

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ORDINANCE NUMBER _____

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
EXTENDING THE MORATORIUM ON THE ESTABLISHMENT OF
COMMERCIAL CANNABIS LAND USES AND OUTDOOR PERSONAL
CANNABIS CULTIVATION WITHIN THE CITY OF MENLO PARK**

The City Council of the City Menlo Park does hereby ordain as follows:

SECTION 1. FINDINGS AND DETERMINATIONS. In accordance with California Government Code Section 65858, the City Council of the City of Menlo Park hereby finds and declares that this Ordinance is deemed necessary for the following reasons:

- A. On November 8, 2016, the voters of the State of California passed the Control, Regulate, and Tax Adult Use of Marijuana Act (“AUMA”) which took effect on November 9, 2016 and legalized the recreational use of cannabis by persons 21 years of age or older, personal cultivation of up to six plants, and certain commercial activities.
- B. On June 26, 2017, Senate Bill 94 (“SB 94”) was signed by Governor Brown. SB 94 became effective immediately. SB 94 blends together medical cannabis regulations (previously regulated under the Medical Cannabis Regulation and Safety Act) and the AUMA. SB 94 requires a local jurisdiction to provide a copy of any ordinance related to commercial cannabis activity to the state.
- C. All recreational cannabis businesses must have a state license. The AUMA indicates that the State of California shall develop on or before January 1, 2018 regulations and licensing for the cultivation, testing, manufacture, and sale of cannabis.
- D. The state cannot issue a license to an applicant whose operations would violate local law. The AUMA identifies areas where local governments have the opportunity to impose business and land use regulations on cannabis activities. Cities may ban personal outdoor cultivation and regulate personal indoor cultivation and commercial cannabis land uses.
- E. Cannabis related land uses are a new and emerging use. There are a variety of issues for the City to study and consider that could impact the community including, odor, water and electricity usage and the potential for criminal activity related to businesses that operate on a cash only basis. These and other zoning issues will impact the City’s determination of where appropriate locations, if any, exist in the City where cannabis uses would not be incompatible with surrounding land uses.
- F. The City Council finds that it is necessary for City Staff, the Planning Commission, and the City Council to have additional time to thoroughly study, develop, and adopt regulations regarding medicinal and recreational cannabis uses in the City of Menlo Park.

- G. A moratorium on all cannabis uses, except those specifically allowed by state law and delivery of medicinal cannabis, will provide the City adequate time to develop a comprehensive approach to marijuana, including participating in discussions with the County of San Mateo and other local cities regarding developing a cohesive regional approach.
- H. Based on the findings above and in accordance with California Government Code Section 65858, the City Council of the City of Menlo Park finds and declares that this moratorium is necessary as the establishment of cannabis uses within the City of Menlo Park presents a current and immediate threat to public health, safety and welfare of the City of Menlo Park.

SECTION 2. This ordinance extends the interim prohibition of the establishment of cannabis land uses within the City of Menlo Park as identified in Ordinance No. 1038 adopted by a 5-0 vote on October 17, 2017. With the exception of the personal indoor cultivation of six cannabis plants and the personal use of cannabis in accordance with and as allowed by state law and the delivery of medicinal cannabis, this ordinance prohibits the establishment of cannabis uses, including, but not limited to personal outdoor cultivation, commercial cultivation or retail sales in any zoning district within the City of Menlo Park.

SECTION 3. If any section of this ordinance, or part hereof, is held by a court of competent jurisdiction in a final judicial action to be void, voidable or enforceable, such section, or part hereof, shall be deemed severable from the remaining sections of this ordinance and shall in no way affect the validity of the remaining sections hereof.

SECTION 4. The City Council hereby finds that this ordinance is not subject to the provisions of the California Environmental Quality Act ("CEQA") because the activity is not a project as defined by Section 15378 of the CEQA Guidelines. The ordinance has no potential for resulting in physical change to the environment either directly or indirectly. Furthermore, pursuant to Section 15060(c)(2) of the CEQA Guidelines, the activity will not result in a direct and reasonably foreseeable indirect physical change in the environment because this ordinance prevents changes in the environment pending the contemplated review of possible additions or amendments to the City of Menlo Park Municipal Code.

SECTION 5. This ordinance is declared to be an urgency measure adopted pursuant to the provisions of Government Code Section 65858(b). As set forth in the findings above, this ordinance is necessary for preserving the public safety, health, and welfare. Pursuant to Government Code Section 65858, this ordinance is effective immediately and shall be in full force and effect for 22 months and 15 days from the date of its adoption.

SECTION 6. This City Clerk shall cause this ordinance to be published in a newspaper of general circulation as required by state law.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Mayor

ATTEST:

City Clerk

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ORDINANCE NUMBER _____

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
ESTABLISHING A TEMPORARY MORATORIUM ON THE
ESTABLISHMENT OF COMMERCIAL CANNABIS LAND USES AND
OUTDOOR PERSONAL CANNABIS CULTIVATION WITHIN THE CITY OF
MENLO PARK**

The City Council of the City Menlo Park does hereby ordain as follows:

SECTION 1. FINDINGS AND DETERMINATIONS.

- A. On November 8, 2016, the voters of the State of California passed the Control, Regulate, and Tax Adult Use of Marijuana Act (“AUMA”) which took effect on November 9, 2016 and legalized the recreational use of cannabis by persons 21 years of age or older, personal cultivation of up to six plants, and certain commercial activities.
- B. On June 26, 2017, Senate Bill 94 (“SB 94”) was signed by Governor Brown. SB 94 became effective immediately. SB 94 blends together medical cannabis regulations (previously regulated under the Medical Cannabis Regulation and Safety Act) and the AUMA. SB 94 requires a local jurisdiction to provide a copy of any ordinance related to commercial cannabis activity to the state.
- C. All recreational cannabis businesses must have a state license. The AUMA indicates that the State of California shall develop on or before January 1, 2018 regulations and licensing for the cultivation, testing, manufacture, and sale of cannabis.
- D. The state cannot issue a license to an applicant whose operations would violate local law. The AUMA identifies areas where local governments have the opportunity to impose business and land use regulations on cannabis activities. Cities may ban personal outdoor cultivation and regulate personal indoor cultivation and commercial cannabis land uses.
- E. Cannabis related land uses are a new and emerging use. There are a variety of issues for the City to study and consider that could impact the community including, odor, water and electricity usage and the potential for criminal activity related to businesses that operate on a cash only basis. These and other zoning issues will impact the City’s determination of where appropriate locations, if any, exist in the City where cannabis uses would not be incompatible with surrounding land uses.
- F. The City Council finds that it is necessary for City Staff, the Planning Commission, and the City Council to have adequate time to thoroughly study, develop, and adopt regulations regarding medicinal and recreational cannabis uses in the City of Menlo Park.
- G. A moratorium on all cannabis uses, except those specifically allowed by state law and delivery of medicinal cannabis, will provide the City adequate time to develop a comprehensive approach to marijuana, including participating in discussions with the

County of San Mateo and other local cities regarding developing a cohesive regional approach.

H. Based on the findings above and in accordance with California Government Code Section 65858, the City Council of the City of Menlo Park finds and declares that this ban is necessary as the establishment of cannabis uses within the City of Menlo Park presents a current and immediate threat to public health, safety and welfare of the City of Menlo Park.

SECTION 2. With the exception of the personal indoor cultivation of six cannabis plants and the personal use of cannabis in accordance with and as allowed by state law and the delivery of medicinal cannabis, this ordinance prohibits the establishment of cannabis uses, including, but not limited to personal outdoor cultivation, commercial cultivation or retail sales in any zoning district within the City of Menlo Park.

SECTION 3. If any section of this ordinance, or part hereof, is held by a court of competent jurisdiction in a final judicial action to be void, voidable or enforceable, such section, or part hereof, shall be deemed severable from the remaining sections of this ordinance and shall in no way affect the validity of the remaining sections hereof.

SECTION 4. The City Council hereby finds that this ordinance is not subject to the provisions of the California Environmental Quality Act (“CEQA”) because the activity is not a project as defined by Section 15378 of the CEQA Guidelines. The ordinance has no potential for resulting in physical change to the environment either directly or indirectly. Furthermore, pursuant to Section 15060(c)(2) of the CEQA Guidelines, the activity will not result in a direct and reasonably foreseeable indirect physical change in the environment because this ordinance prevents changes in the environment pending the contemplated review of possible additions or amendments to the City of Menlo Park Municipal Code.

SECTION 5. This ordinance is declared to be an urgency measure adopted pursuant to the provisions of Government Code Section 65858(b). As set forth in the findings above, this ordinance is necessary for preserving the public safety, health, and welfare. Pursuant to Government Code Section 65858, this ordinance is effective immediately and shall be in full force and effect for 45 days from the date of its adoption. After notice pursuant to California Government Code Section 65090 and a public hearing, the City Council by four-fifths vote, may extend the effectiveness of this ordinance for 22 months and 15 days.

SECTION 6. This City Clerk shall cause this ordinance to be published in a newspaper of general circulation as required by state law.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

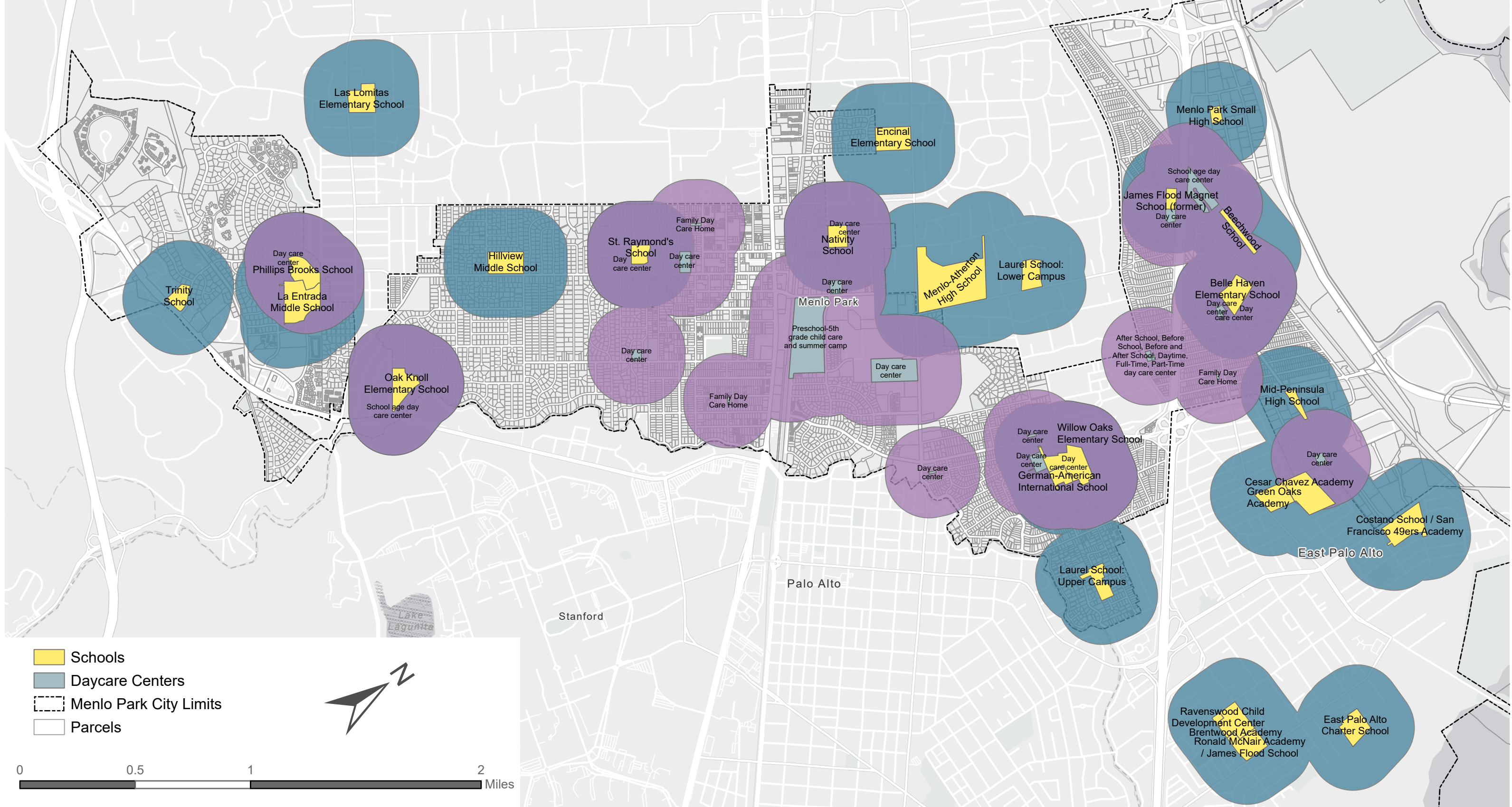
Mayor

ATTEST:

City Clerk

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1,000 Foot Buffer Around Daycares and Schools





STAFF REPORT

City Council

Meeting Date: 11/14/2017

Staff Report Number: 17-286-CC

Public Hearing:

Adopt a resolution to change and increase solid waste rates for 2018, 2019, and 2020

Recommendation

Staff recommends that the City Council adopt a resolution (Attachment A) that would change and increase solid waste rates for calendar years 2018, 2019, and 2020.

Policy Issues

As a member of the South Bayside Waste Management Authority (SBWMA) and under the Franchise Agreement with Recology, the City of Menlo Park is obligated to pay annual compensation to SBWMA and Recology for waste, recycling, and compost collection and processing services. This is paid for through solid waste rates charged to Menlo Park customers. The City Council is responsible for setting customer rates that will cover the cost for these services. In order to increase waste rates, the City is required to complete a Proposition 218 public notification process before making a final decision. This allows customers to be adequately informed about the increases and provide them time to protest.

Background

In 2016, the City Council directed staff to develop a new solid waste rate structure in response to some issues and risks with the current structure, and to fund implementation of the Community Zero Waste Plan. R3 Consulting Group, Inc. was hired to develop a new rate model for the City. The City Council has been involved and provided information regarding this work at the May, August, and September 2017 City Council meetings.

The four main drivers leading the consideration of increasing solid waste rates are:

1. Rates have not been adjusted since 2012, and current rates are not sufficient to cover the 2018 compensation requirements to the SBWMA and Recology.
2. Risk of litigation due to a 2015 Appellate Court decision (*Capistrano Taxpayers Association, Inc. v. City of San Juan Capistrano*), which requires rate equity for all services provided and for each customer.
3. The current discounts offered for recycling and composting have reached capacity, making it difficult to recover the full costs for service.
4. The Franchise Agreement with Recology is ending in 2020, and it is possible there will be cost increases with the next contract.

Rates Have Not Been Adjusted Since 2012

The City has not adjusted solid waste rates since 2012. This has resulted in annual shortfalls in meeting compensation requirements due to the SBWMA and Recology. In 2016, the City paid \$360,000 to cover shortfall amounts for 2013 and 2014. These shortfalls have been covered by the City's solid waste rate

stabilization fund. However, the fund balance has been reduced and will no longer be able to sustain continued coverage of these shortfalls in the future. On September 28, 2017, the SBWMA Board approved the compensation application for the South Bay Recycling (Waste Processor) and Recology (Waste Collector), and the estimated shortfall for 2018 is \$327,704. Any unpaid shortfalls will result in the city paying interest in the next rate year.

Risk of Litigation for Rate Inequities

A recent Appellate Court decision (*Capistrano Taxpayers Association, Inc. v. City of San Juan Capistrano*) clarified that rate structures require cost-based justification for each customer and type of service offered, such as separate charges for recycling, composting, or landfilled waste.

Menlo Park's current rate structure was originally developed to incentivize customers to recycle and compost by not charging or by providing a significant discount for these services. In addition, the City provides a deep discount for customers that select the smallest sized garbage cart (20-gallon or 32-gallon black cart), which further encourages customers to recycle and compost. This means that customers with larger carts or bins that may not recycle or compost as much pay more to subsidize the customers with smaller carts.

This rate structure is not unique, and has been a traditional approach for many cities over the last few decades to meet state mandate AB939 that requires communities to divert 50 percent of their waste materials from the landfill through recycling efforts. It is also a common public policy practice to use price based incentives to achieve a desired behavior or outcome.

However, in light of the recent Court decision many communities are reevaluating and considering changing their rate structures in a more equitable manner to reduce their risk of litigation. Recycling and composting do have a separate cost for collection and/or processing, and the City Council needs to consider charging appropriately for these services to reduce future litigation risks.

The Discount for Recycling/Composting Has Reached Capacity

The current rate structure has had the intended effect of encouraging recycling and composting behavior by providing significant discounts to customers that select the smallest sized garbage cart. However, over 70% of residential customers now use either a 20-gallon or a 32-gallon black cart, which does not cover the actual cost to service these carts (including recycling and composting carts) for residents. As more residents migrate to smaller sized carts, it becomes progressively difficult to recover the full costs for the waste services provided, and enlarges the rate inequity gap.

As recycling and composting behaviors have become the norm over the last few decades since the enactment of AB939, it is important to reevaluate whether the incentive is needed and to what degree given the challenges with full cost recovery and the litigation risks described above.

Franchise Agreement with Recology Ending in 2020

The Franchise Agreement with Recology will be ending in 2020. The SBWMA has adopted a model Franchise Agreement for cities to consider to continue using Recology as the service provider for collecting waste, recycling, and compostable materials. Staff is currently in negotiations with Recology to finalize the model agreement for Menlo Park. This will be presented to the City Council early next year, and it is anticipated that other SBWMA member cities will adopt the model agreement with Recology by June 2018.

If a new Franchise Agreement with Recology is adopted by the City Council, it would be effective for 15

years, starting on January 1, 2021. It will result in some new cost adjustments to Recology's compensation in 2021, such as replacing trucks. This requires planning ahead by incorporating these known cost increases into the rates now in order to provide stabilized increases after the contract ends.

Regardless of whether the City continues a Franchise Agreement with Recology or another service provider, it is anticipated that the next contract for waste collection services will include moderate to high cost adjustments that will result in increasing the rates.

Informing the Community on the Solid Waste Rate Changes

A Proposition 218 public notification process is required to inform customers about the potential rate increases 45 days prior to the City Council holding a public hearing to make a final decision on the matter. The process provides an opportunity for customers to protest and comment on the rate changes. If a majority of customers protest the rate increases, the City Council cannot increase rates as a matter of law, and would have to find another funding source to cover the service.

A public notification was mailed to customers on September 25, 2017 and meets the 45-day requirement to allow City Council to make a final decision on the rate changes (Attachment B). A public notice was published in the Daily News on November 10, 2017. In addition, a webpage was created to provide information as well as the staff report and presentation given to City Council in September.

As of November 6, 2017 four letters and one email have been received in protest of the proposed rate changes (Attachment C). Protesters comments included penalizing those using smaller garbage carts who maximize their recycling and compost efforts, and dissatisfaction with Recology's services. Staff received five calls regarding the mailed notice, but they were again related to Recology service issues. City and Recology staff explored the individual service issues to resolve them for customers, and endeavored to provide more context around the need to increase the 20-gallon and 32-gallon garbage cart rates.

The City did not receive a majority protest from customers, which allows the City Council to consider increasing and changing rates for 2018, 2019, and 2020 at this public hearing.

Analysis

In May 2017, the City Council accepted the following criteria to develop a new rate model:

1. Rates should generate revenues needed to cover expenses for the solid waste collection, processing, disposal system and associated City fees;
2. Rates should continue to incentivize higher participation in recycling, composting and other non-landfill waste streams;
3. Rates should gradually move in the direction of evenly covering the cost of providing services to single family residential and multifamily/commercial customers;
4. Rates should gradually move in the direction of including separate cost for each of the waste streams (garbage, recycling and composting);
5. Rates should be easily adjusted annually in accordance with indexed cost adjustments and changes in services levels (which are managed and reviewed by SBWMA);
6. Ensure that the revised rate structure would incorporate all implementation costs projected by the Community Zero Waste Plan.

The proposed rate model is expected to meet the above criteria and enable the City to moderately adjust rates over the next 10 or more years toward a cost per service/customer recovery structure, reducing the City’s exposure to litigation and providing rate equitability. Attachment D includes an overview and description of the methodology used to develop the model.

The proposed rate model is able to annually calculate the required Menlo Park rates based on compensation data approved by the SBWMA Board. The proposed 2018 rates are based on actual data approved by the SBWMA Board in September 2017, and is the required compensation the City is obligated to pay for community waste services (Attachment E). If the proposed rates are approved by the City Council, they would become effective January 1, 2018.

The proposed maximum rates for 2019 and 2020 are estimates and have been conservatively calculated by R3 Consulting Group, Inc. based on the methodologies used by the SBWMA, Recology, and South Bay Recycling for annual compensation. The City Council will still have the opportunity to consider lowering the rates if the actual compensation data differs from the current estimates. The benefit of approving the 2019 and 2020 rates now is that it provides adequate time for the community to be informed and budget for these changes, and increases government efficiency as it would not require a Proposition 218 notification process to lower the rates.

Single-family residential rates changes

Table 1 demonstrates how single-family residential monthly rates will increase in 2018, 2019, and 2020 for “bundled” waste services that include garbage, recycling and compost collection/processing.

Table 1: Proposed Maximum Rates for Single-family 2018 – 2020					
Waste stream	Garbage container size	Current bundled monthly rate	2018 bundled monthly rate	2019 bundled monthly rate	2020 bundled monthly rate
Bundled solid waste collection, processing and disposal service	20 gallon	\$13.99	\$16.97	\$19.90	\$22.81
	32 gallon	\$23.40	\$26.03	\$28.60	\$31.14
	64 gallon	\$55.99	\$58.62	\$61.19	\$63.73
	96 gallon	\$83.72	\$86.35	\$88.92	\$91.46

Residential recycling and composting costs have been incorporated into the rate structure before, but have not been separately accounted for in the City’s rate setting process. In actuality, the costs of collecting/processing recyclables and compost are significant, and largely similar to (if not greater than) the costs of collecting/disposing of garbage. For example, compost is typically transported longer distances out of the region for processing due to limitations on permitting a facility in an urban area.

In addition, the cost to pick up a 20-gallon cart and a 96-gallon cart is the same regardless of size. This creates a challenge for full cost recovery when over 70% of the residential customers are using 20 and 32-gallon carts.

The proposed residential rate model now includes minor charges related to recycling and compost

collection/processing to smooth the residential transition toward full cost recovery over the next 10 years. The services will be reflected through “bundled” pricing that includes recycling, compost, and garbage, and the “bundled” price will continue to be determined by the selected black cart size.

This model provides a pathway toward incremental pricing increases over the next decade to set residential rates in a way that will recover the actual cost to service each cart, and still provide some incentive to encourage recycling and composting behaviors.

Comparison of Single Family Residential Waste Rates in Other Communities

As stated previously, Menlo Park has not increased rates since 2012. For comparison purposes, if the City had annually adjusted rates according to the Consumer Price Indices (CPI) for Urban Consumers in the San Francisco/Oakland/San Jose areas, the rate for a 20-gallon cart in June 2017 would have been \$16.48 and a 32-gallon cart would be \$27.57. This shows how far behind the prices have been in Menlo Park since 2012, and also provides evidence that the rate structure model and the proposed 2018 rates and compensation are within reason.

In addition, Menlo Park generally has lower rates than other cities that are part of SBWMA territory. Table 2 compares monthly residential rates for each of the SBWMA member agencies. As shown, Menlo Park’s current residential monthly rates for 20 and 32-gallon garbage subscriptions are 42 percent and 31 percent *less* per month, respectively, than the average monthly rates for other SBWMA member agencies. Monthly rates for 64 and 96-gallon garbage subscriptions (which comprise 22 percent of single-family selections) are 2 percent and 3 percent *less* per month, respectively, than the average of the other SBWMA Member Agencies.

Table 2: Comparison of 2017 single-family rates by SBWMA Member Agency				
Monthly single-family solid waste rates (based on garbage container size)				
Member agency	20 gallon	32 gallon	64 gallon	96 gallon
East Palo Alto	\$40.77	\$40.77	\$40.77	\$40.77
Hillsborough	\$39.67	\$48.22	\$73.51	\$103.12
Unincorporated County	\$31.12	\$36.98	\$61.95	\$88.00
North Fair Oaks - CSA8	\$28.05	\$28.05	\$28.05	\$84.14
West Bay Sanitary	\$27.96	\$40.23	\$73.70	\$110.00
Atherton	\$27.00	\$55.00	\$102.00	\$152.00
San Carlos	\$21.29	\$31.80	\$53.27	\$69.82
Belmont	\$21.19	\$33.50	\$65.97	\$98.95
Menlo Park 2017	\$13.99	\$23.40	\$55.99	\$83.72
Foster City	\$13.74	\$22.00	\$44.00	\$66.00
Burlingame	\$12.90	\$23.85	\$47.71	\$70.80
San Mateo	\$12.28	\$19.65	\$43.34	\$67.02
Redwood City	\$11.38	\$27.30	\$54.61	\$81.06
AVERAGE (without Menlo Park)	\$23.95	\$33.95	\$57.41	\$85.97

Multifamily/commercial rates

Multifamily and commercial rates are much more complex than residential rates with dozens of rate codes and thousands of combinations of container sizes and collection frequency for garbage, recycling and compost. As such, it is not possible to demonstrate the impacts to these rates in the same way as residential rates. Attachment A provides details on the new proposed rates for multifamily and commercial for 2018, 2019, and 2020.

The proposed rate structure yields minimal increases in monthly garbage and compost rates for multifamily/commercial customers. The largest impacts will be to multifamily/commercial recycling rates. This has not been charged separately before.

As such, the largest rate increases for multifamily/commercial will be for customers that currently generate large amounts of recyclables, but only pay for small amounts of garbage. However, despite setting nominal charges for recycling rates, commercial and multifamily customers will still have financial incentives to recycle and compost as the rates for these services will remain below garbage rates.

No commercial rates were reduced as part of the commercial rate adjustments, although some customers may end up paying less than they had been paying because of some adjustments in rate codes. Based on the proposed 2018 rates, 82% of commercial and multifamily customers will experience a rate increase that is less than 5%.

These trends will be similar in 2019 and 2020. Table 4 below provides a snapshot of proposed 2018, 2019, and 2020 rates for commercial and multi-family customers that receive one time a week pick up for garbage, recycling, and compost.

Table 4: Commercial Rate Changes, 1x Per Week Pick-up, Selected Sizes					
*CY=Cubic Yards					
Material Type and Frequency	Container Size	2017	2018	2019	2020
Once Weekly Garbage	96-gal	\$102.77	\$102.77	\$102.77	\$102.77
	2 cy	249.39	249.39	249.39	249.39
	3 cy	374.08	374.08	374.08	374.08
Once Weekly Recycling	96-gal	-	1.77	3.47	5.11
	2 cy	-	1.77	3.47	5.11
	3 cy	-	1.77	3.47	5.11
Once Weekly Compost	96-gal	51.39	54.54	57.69	60.70
	2 cy	62.35	126.65	128.90	131.16
	3 cy	124.69	187.14	187.76	188.50

Attachment A includes all the rate changes for multifamily and commercial customers.

Many affected customers will have the opportunity to lower their solid waste rates by choosing to reduce their garbage container sizes and also by “right-sizing” their recycling and compost collection services. Recology provides technical assistance to commercial and multi-family customers to help customers reduce their costs and increase their recycling and compost efforts upon request. The City intends to work with Recology to provide advance notice to customers that will realize rate increases greater than 5% to help them mitigate those impacts if possible.

Overall Waste Rate Increases in Other Communities

As mentioned previously, the City needs to reduce its litigation risk by charging for each service provided and by the amount of service provided for each customer. Menlo Park is in concert with other cities in the SBWMA that are adjusting rates to meet the requirement for cost-based justification. San Carlos, the North Fair Oaks and West Bay Sanitary District communities have recently adjusted their rates in order to reflect the costs of providing each type of solid waste service to customers.

For the 2017 rate year, San Carlos adjusted residential rates up by 2 percent, and commercial rates down by 2 percent, with the intention that solid waste rates would make “gradual progress toward... cost of service.” Unlike Menlo Park, San Carlos did not require any rate increases for 2017 in order to recover sufficient revenue for SBWMA and Recology compensation requirements. North Fair Oaks has increased residential rates from 2016 to 2017 by 5 percent while keeping commercial rates steady with the goal of aligning rates with cost of service. West Bay Sanitary District has increased residential rates and decreased commercial rates as well. West Bay customers with a 20-gallon garbage carts are paying 20 percent more, and those with 32-gallon garbage containers are paying 7 percent more in 2017 than in 2016. All West Bay commercial rates have been reduced by 5 percent.

Outside of the SBWMA service area, the City of Palo Alto is completing a three-year plan of residential rate increases intended to balance residential sector revenue and expenses. These rate increases have ranged between 7 percent and 9 percent for the residential sector and have been accompanied by decreases in some commercial rates.

Impact on City Resources

Changing and increasing the rates to cover current and future shortfalls will protect the City from having to use other funding sources that would impact other City programs, services, and operations. Franchise Fee revenues received by the City will increase in direct proportion to Recology's revenue requirement. Based on the proposed rates, Franchise Fee revenues for Menlo Park are projected to increase by 2.15% percent in 2018, 3.4% percent in 2019 and 3.3% percent in 2020, which will add to the General Fund balance and the Bayfront Park Post Landfill Closure Fund. Funding in the amount of \$115,000 per year for the implementation of the Community Zero Waste Plan is also included in the proposed 2018, 2019 and 2020 rates.

Environmental Review

Not Required.

Public Notice

Public Notification was achieved by publishing legal notices on November 10, 2017 in the Daily News, mailing public hearing notices to all commercial, multifamily, and single family property owners and customers, and by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Resolution approving solid waste rates for all Menlo Park customers for calendar year 2018, 2019, and 2020.

Staff Report #: 17-286-CC

- B. Proposition 218 Public Notification Mailer
- C. Protests Received Regarding the Rate Changes/Increases
- D. Rate Model Methodology Developed by R3 Consulting Group, Inc.
- E. SBWMA Board Approved 2018 Compensation for Recology and South Bay Recycling

Report prepared by:
Rebecca L. Lucky, Sustainability Manager

RESOLUTION NO.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK APPROVING MAXIMUM INCREASES IN RATES FOR THE COLLECTION, PROCESSING, AND DISPOSAL OF SOLID WASTE, RECYCLING, AND COMPOST MATERIALS FOR COMMERCIAL, MULTI-FAMILY, AND SINGLE-FAMILY CUSTOMERS WITHIN THE CITY OF MENLO PARK FOR CALENDAR YEARS 2018, 2019, AND 2020

WHEREAS, the City of Menlo Park is a member of the South Bayside Waste Management Authority (SBWMA) under a Joint Powers Agreement with obligations to pay for the processing and/or disposal of solid waste, recycling, and compost materials through the SBWMA's contract with South Bay Recycling, and general operations of the SBWMA organization; and

WHEREAS, the City of Menlo Park has a Franchise Agreement with Recology San Mateo County (Recology) for the collection of solid waste, recycling, and compost materials; and

WHEREAS, the Franchise Agreement and membership to the SBWMA requires the City Council to set Menlo Park customer rates to cover the cost to collect, process, and/or dispose of solid waste, recycling, and composting materials; and

WHEREAS, pursuant to Proposition 218, the City has duly noticed and held a protest and public hearing on November 14, 2017 with respect to its intent to change and raise rates for calendar years 2018, 2019, and 2020 and supplemental services according to Exhibit A; and

WHEREAS, a majority protest was not received before or during the public hearing in opposition to change and increase the proposed rates for 2018, 2019, and 2020 and supplemental services in Exhibit A.

NOW, THEREFORE BE IT RESOLVED, that the City of Menlo Park, acting by and through its City Council, having considered and been fully advised in the matter and good cause appearing therefore do hereby approve of maximum increases in rates for the collection, processing, and disposal of solid waste, recycling, and composting materials for commercial, multifamily, and single family customers within the City of Menlo Park for calendar years 2018, 2019, and 2020 and supplemental services (Exhibit A).

I, Jelena Harada, Deputy 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 14 day of November, 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 14 day of November, 2017.

Jelena Harada,
Deputy City Clerk

Proposed Solid Waste Collection, Processing and Disposal Monthly Service Rates				
SINGLE FAMILY RESIDENTIAL (ONCE WEEKLY ONLY)				
Bundled service which includes 64-gallon recycling and 96-gallon organics service, plus variable garbage size as listed below				
Description	2017	2018	2019	2020
20 GALLON	13.99	16.97	19.90	22.81
32 GALLON	23.40	26.03	28.60	31.14
64 GALLON	55.99	58.62	61.19	63.73
64 GALLON, each additional	-	55.99	55.99	55.99
96 GALLON	83.72	86.35	88.92	91.46
96 GALLON, each additional	-	83.72	83.72	83.72

Proposed Solid Waste Collection, Processing and Disposal Service PER PULL Rates				
ROLL-OFF DEBRIS BOX				
Service Volume	2017	2018	2019	2020
GARBAGE				
8 CY	628.95	628.95	628.95	628.95
15 CY	628.95	628.95	628.95	628.95
20 CY	689.56	689.56	689.56	689.56
30 CY	932.01	932.01	932.01	932.01
40 CY	1,174.47	1,174.47	1,174.47	1,174.47
RECYCLING				
8 CY	-	181.43	202.45	218.82
15 CY	-	181.43	202.45	218.82
20 CY	-	181.43	202.45	218.82
30 CY	-	181.43	202.45	218.82
40 CY	-	181.43	202.45	218.82
ORGANICS				
8 CY	314.47	396.62	408.14	417.44
15 CY	314.47	477.59	499.04	517.29
20 CY	344.78	547.25	573.78	596.76
30 CY	466.01	710.22	742.90	771.99
40 CY	587.23	873.18	912.01	947.22

CITY OF MENLO PARK
COMMERCIAL AND MULTIFAMILY RATES

2017 Solid Waste Collection, Processing and Disposal Monthly Service Rates							
COMMERCIAL BUSINESSES AND MULTI-FAMILY							
Description	Collection Frequency (per week)						
	1	2	3	4	5	6	7
GARBAGE							
CARTS							
20 GALLON	19.32	-	-	-	-	-	-
32 GALLON	29.00	66.60	102.47	139.94	179.18	220.06	-
64 GALLON	69.24	142.07	218.54	298.54	382.22	-	-
96 GALLON	102.77	216.24	324.37	432.50	540.60	696.83	-
BINS							
1 CUBIC YARD (CY)	124.69	254.37	389.04	528.69	673.34	859.55	1,021.04
2 CY	249.39	508.73	812.67	1,104.38	1,406.53	1,755.67	2,085.51
3 CY	374.08	797.04	1,219.00	1,691.81	2,154.69	2,633.50	3,193.45
4 CY	498.78	1,062.71	1,659.91	2,255.76	2,872.90	3,584.50	4,257.93
6 CY	781.40	1,627.98	2,489.85	3,454.15	4,399.15	5,486.45	6,647.61
8 CY	1,041.88	2,170.64	3,388.99	4,653.42	5,985.23	7,461.59	9,037.26
1.5 CY COMPACTED	768.92	-	-	-	-	-	-
2 CY COMPACTED	1,025.22	2,050.44	3,075.67	4,100.89	5,126.11	6,151.32	7,176.55
3 CY COMPACTED	1,537.83	-	-	-	-	-	-
4 CY COMPACTED	2,050.44	-	-	-	-	-	-
RECYCLING							
CARTS							
32 GALLON	-	-	-	-	-	-	-
64 GALLON	-	-	-	-	-	-	-
96 GALLON	-	-	-	-	-	-	-
BINS							
1 CY	-	-	-	-	-	-	-
2 CY	-	-	-	-	-	-	-
3 CY	-	-	-	-	-	-	-
4 CY	-	-	-	-	-	-	-
6 CY	-	-	-	-	-	-	-
ORGANICS							
CARTS							
20 GALLON	9.67	-	-	-	-	-	-
32 GALLON	14.49	33.31	51.22	69.96	89.60	110.02	131.31
64 GALLON	34.62	71.03	109.26	149.28	191.10	234.73	280.14
96 GALLON	51.39	105.45	162.18	221.58	283.66	348.42	415.84
BINS							
1 YD	62.35	127.18	194.52	264.34	336.66	429.76	510.52
2 CY	124.69	254.37	406.33	552.19	703.26	877.83	1,042.75
3 CY	187.05	398.52	609.50	845.91	1,077.34	1,316.76	1,596.73
4 CY	249.39	531.36	829.95	1,127.88	1,436.44	1,792.24	2,128.96
6 CY	390.70	814.00	1,244.93	1,727.08	2,199.57	2,743.23	3,323.81

CITY OF MENLO PARK
COMMERCIAL AND MULTIFAMILY RATES

Proposed 2018 Solid Waste Collection, Processing and Disposal Monthly Service Rates							
COMMERCIAL BUSINESSES AND MULTI-FAMILY							
Description	Collection Frequency (per week)						
	1	2	3	4	5	6	7
GARBAGE							
CARTS							
20 GALLON	23.09	46.18	69.27	92.36	115.45	138.54	-
32 GALLON	32.18	72.29	110.81	150.80	192.43	235.57	-
64 GALLON	69.72	142.76	219.16	298.82	382.22	418.32	-
96 GALLON	102.77	216.24	324.37	432.50	540.60	696.83	-
BINS							
1 CUBIC YARD (CY)	124.69	254.37	389.04	528.69	673.34	859.55	1,021.04
2 CY	249.39	508.73	812.67	1,104.38	1,406.53	1,755.67	2,085.51
3 CY	374.08	797.04	1,219.00	1,691.81	2,154.69	2,633.50	3,193.45
4 CY	498.78	1,062.71	1,659.91	2,255.76	2,872.90	3,584.50	4,257.93
6 CY	781.40	1,627.98	2,489.85	3,454.15	4,399.15	5,486.45	6,647.61
8 CY	1,041.88	2,170.64	3,388.99	4,653.42	5,985.23	7,461.59	9,037.26
1.5 CY COMPACTED	768.92	1,537.84	2,306.76	3,075.68	3,844.60	4,613.52	5,382.44
2 CY COMPACTED	1,025.22	2,050.44	3,075.67	4,100.89	5,126.11	6,151.32	7,176.55
3 CY COMPACTED	1,537.83	3,075.66	4,613.49	6,151.32	7,689.15	9,226.98	10,764.81
4 CY COMPACTED	2,050.44	4,100.88	6,151.32	8,201.76	10,252.20	12,302.64	14,353.08
RECYCLING							
CARTS							
32 GALLON	1.77	3.53	5.30	7.07	8.83	10.60	-
64 GALLON	1.77	3.53	5.30	7.07	8.83	10.60	-
96 GALLON	1.77	3.53	5.30	7.07	8.83	10.60	-
BINS							
1 CY	1.77	3.53	5.30	7.07	8.83	10.60	-
2 CY	1.77	3.53	5.30	7.07	8.83	10.60	-
3 CY	1.77	3.53	5.30	7.07	8.83	10.60	-
4 CY	1.77	3.53	5.30	7.07	8.83	10.60	-
6 CY	1.77	3.53	5.30	7.07	8.83	10.60	-
ORGANICS							
CARTS							
20 GALLON	14.92	29.84	44.76	59.68	74.60	89.51	104.43
32 GALLON	19.55	43.09	65.79	89.26	113.55	138.57	164.39
64 GALLON	38.59	78.84	120.76	164.34	209.58	256.49	305.04
96 GALLON	54.54	111.55	171.02	232.95	297.36	364.24	433.58
BINS							
1 YD	66.18	134.65	205.43	278.51	353.89	448.45	531.63
2 CY	126.65	257.90	409.72	555.91	706.91	879.60	1,043.38
3 CY	187.14	398.52	609.50	845.91	1,077.34	1,316.76	1,596.73
4 CY	249.39	531.36	829.95	1,127.88	1,436.44	1,792.24	2,128.96
6 CY	390.70	814.00	1,244.93	1,727.08	2,199.57	2,743.23	3,323.81

CITY OF MENLO PARK
COMMERCIAL AND MULTIFAMILY RATES

Proposed 2019 Solid Waste Collection, Processing and Disposal Monthly Service Rates							
COMMERCIAL BUSINESSES AND MULTI-FAMILY							
Description	Collection Frequency (per week)						
	1	2	3	4	5	6	7
GARBAGE							
CARTS							
20 GALLON	26.73	53.45	80.18	106.91	133.64	160.36	-
32 GALLON	35.26	77.82	118.92	161.37	205.34	250.69	-
64 GALLON	70.26	143.58	220.00	299.42	382.28	421.58	-
96 GALLON	102.77	216.24	324.37	432.50	540.60	696.83	-
BINS							
1 CUBIC YARD (CY)	124.69	254.37	389.04	528.69	673.34	859.55	1,021.04
2 CY	249.39	508.73	812.67	1,104.38	1,406.53	1,755.67	2,085.51
3 CY	374.08	797.04	1,219.00	1,691.81	2,154.69	2,633.50	3,193.45
4 CY	498.78	1,062.71	1,659.91	2,255.76	2,872.90	3,584.50	4,257.93
6 CY	781.40	1,627.98	2,489.85	3,454.15	4,399.15	5,486.45	6,647.61
8 CY	1,041.88	2,170.64	3,388.99	4,653.42	5,985.23	7,461.59	9,037.26
1.5 CY COMPACTED	768.92	1,537.84	2,306.76	3,075.68	3,844.60	4,613.52	5,382.44
2 CY COMPACTED	1,025.22	2,050.44	3,075.67	4,100.89	5,126.11	6,151.32	7,176.55
3 CY COMPACTED	1,537.83	3,075.66	4,613.49	6,151.32	7,689.15	9,226.98	10,764.81
4 CY COMPACTED	2,050.44	4,100.88	6,151.32	8,201.76	10,252.20	12,302.64	14,353.08
RECYCLING							
CARTS							
32 GALLON	3.47	6.93	10.40	13.87	17.34	20.81	-
64 GALLON	3.47	6.93	10.40	13.87	17.34	20.81	-
96 GALLON	3.47	6.93	10.40	13.87	17.34	20.81	-
BINS							
1 CY	3.47	6.93	10.40	13.87	17.34	20.81	-
2 CY	3.47	6.93	10.40	13.87	17.34	20.81	-
3 CY	3.47	6.93	10.40	13.87	17.34	20.81	-
4 CY	3.47	6.93	10.40	13.87	17.34	20.81	-
6 CY	3.47	6.93	10.40	13.87	17.34	20.81	-
ORGANICS							
CARTS							
20 GALLON	20.00	39.99	59.99	79.99	99.99	119.97	139.97
32 GALLON	24.45	52.58	79.93	107.99	136.80	166.29	196.52
64 GALLON	42.49	86.51	132.07	179.16	227.77	277.93	329.59
96 GALLON	57.69	117.65	179.87	244.36	311.14	380.19	451.51
BINS							
1 YD	70.05	142.20	216.49	292.89	371.41	467.60	553.30
2 CY	128.90	262.03	414.11	561.00	712.32	883.62	1,046.71
3 CY	187.76	398.52	609.50	845.91	1,077.34	1,316.76	1,596.73
4 CY	249.39	531.36	829.95	1,127.88	1,436.44	1,792.24	2,128.96
6 CY	390.70	814.00	1,244.93	1,727.08	2,199.57	2,743.23	3,323.81

CITY OF MENLO PARK
COMMERCIAL AND MULTIFAMILY RATES

Proposed 2020 Solid Waste Collection, Processing and Disposal Monthly Service Rates							
COMMERCIAL BUSINESSES AND MULTI-FAMILY							
Description	Collection Frequency (per week)						
	1	2	3	4	5	6	7
GARBAGE							
CARTS							
20 GALLON	30.28	60.55	90.83	121.11	151.40	181.67	-
32 GALLON	38.29	83.24	126.87	171.73	217.97	265.48	-
64 GALLON	70.84	144.47	220.94	300.15	382.50	425.04	-
96 GALLON	102.77	216.24	324.37	432.50	540.60	696.83	-
BINS							
1 CUBIC YARD (CY)	124.69	254.37	389.04	528.69	673.34	859.55	1,021.04
2 CY	249.39	508.73	812.67	1,104.38	1,406.53	1,755.67	2,085.51
3 CY	374.08	797.04	1,219.00	1,691.81	2,154.69	2,633.50	3,193.45
4 CY	498.78	1,062.71	1,659.91	2,255.76	2,872.90	3,584.50	4,257.93
6 CY	781.40	1,627.98	2,489.85	3,454.15	4,399.15	5,486.45	6,647.61
8 CY	1,041.88	2,170.64	3,388.99	4,653.42	5,985.23	7,461.59	9,037.26
1.5 CY COMPACTED	768.92	1,537.84	2,306.76	3,075.68	3,844.60	4,613.52	5,382.44
2 CY COMPACTED	1,025.22	2,050.44	3,075.67	4,100.89	5,126.11	6,151.32	7,176.55
3 CY COMPACTED	1,537.83	3,075.66	4,613.49	6,151.32	7,689.15	9,226.98	10,764.81
4 CY COMPACTED	2,050.44	4,100.88	6,151.32	8,201.76	10,252.20	12,302.64	14,353.08
RECYCLING							
CARTS							
32 GALLON	5.11	10.22	15.33	20.45	25.56	30.68	-
64 GALLON	5.11	10.22	15.33	20.45	25.56	30.68	-
96 GALLON	5.11	10.22	15.33	20.45	25.56	30.68	-
BINS							
1 CY	5.11	10.22	15.33	20.45	25.56	30.68	-
2 CY	5.11	10.22	15.33	20.45	25.56	30.68	-
3 CY	5.11	10.22	15.33	20.45	25.56	30.68	-
4 CY	5.11	10.22	15.33	20.45	25.56	30.68	-
6 CY	5.11	10.22	15.33	20.45	25.56	30.68	-
ORGANICS							
CARTS							
20 GALLON	24.90	49.80	74.70	99.61	124.51	149.40	174.30
32 GALLON	29.18	61.73	93.56	126.05	159.22	193.01	227.47
64 GALLON	46.24	93.87	142.92	193.36	245.19	298.44	353.06
96 GALLON	60.70	123.47	188.30	255.22	324.22	395.30	468.46
BINS							
1 YD	73.83	149.59	227.29	306.93	388.51	486.23	574.37
2 CY	131.16	266.19	418.54	566.14	717.79	887.71	1,050.12
3 CY	188.50	398.52	609.50	845.91	1,077.34	1,316.76	1,596.73
4 CY	249.39	531.36	829.95	1,127.88	1,436.44	1,792.24	2,128.96
6 CY	390.70	814.00	1,244.93	1,727.08	2,199.57	2,743.23	3,323.81

CITY OF MENLO PARK
COMPACTOR RATES

Proposed Solid Waste Collection, Processing and Disposal Service PER PULL Rates

COMPACTOR SERVICE														
Service Volume	2017	2018	2019	2020	Service Volume	2017	2018	2019	2020	Service Volume	2017	2018	2019	2020
GARBAGE					RECYCLING					ORGANICS				
8 CY	946.40	946.40	946.40	946.40	8 CY	-	181.43	202.45	218.82	8 CY	473.20	558.54	571.80	583.42
9 CY	1,064.70	1,064.70	1,064.70	1,064.70	9 CY	-	181.43	202.45	218.82	9 CY	532.35	605.68	617.97	629.00
10 CY	1,183.00	1,183.00	1,183.00	1,183.00	10 CY	-	181.43	202.45	218.82	10 CY	591.50	652.82	664.14	674.57
11 CY	1,301.30	1,301.30	1,301.30	1,301.30	11 CY	-	181.43	202.45	218.82	11 CY	650.65	699.95	710.30	720.14
12 CY	1,419.60	1,419.60	1,419.60	1,419.60	12 CY	-	181.43	202.45	218.82	12 CY	709.80	747.09	756.47	765.72
13 CY	1,537.90	1,537.90	1,537.90	1,537.90	13 CY	-	181.43	202.45	218.82	13 CY	768.95	794.23	802.64	811.29
14 CY	1,656.20	1,656.20	1,656.20	1,656.20	14 CY	-	181.43	202.45	218.82	14 CY	828.10	841.37	848.81	856.87
15 CY	1,774.50	1,774.50	1,774.50	1,774.50	15 CY	-	181.43	202.45	218.82	15 CY	887.25	888.51	894.98	902.44
16 CY	1,892.80	1,892.80	1,892.80	1,892.80	16 CY	-	181.43	202.45	218.82	16 CY	946.40	946.40	950.07	955.42
17 CY	2,011.10	2,011.10	2,011.10	2,011.10	17 CY	-	181.43	202.45	218.82	17 CY	1,005.55	1,005.55	1,006.21	1,009.27
18 CY	2,129.40	2,129.40	2,129.40	2,129.40	18 CY	-	181.43	202.45	218.82	18 CY	1,064.70	1,064.70	1,064.70	1,065.08
19 CY	2,247.70	2,247.70	2,247.70	2,247.70	19 CY	-	181.43	202.45	218.82	19 CY	1,123.85	1,123.85	1,123.85	1,123.85
20 CY	2,366.00	2,366.00	2,366.00	2,366.00	20 CY	-	181.43	202.45	218.82	20 CY	1,183.00	1,183.00	1,183.00	1,183.00
21 CY	2,484.30	2,484.30	2,484.30	2,484.30	21 CY	-	181.43	202.45	218.82	21 CY	1,242.15	1,242.15	1,242.15	1,242.15
22 CY	2,602.60	2,602.60	2,602.60	2,602.60	22 CY	-	181.43	202.45	218.82	22 CY	1,301.30	1,301.30	1,301.30	1,301.30
23 CY	2,720.90	2,720.90	2,720.90	2,720.90	23 CY	-	181.43	202.45	218.82	23 CY	1,360.45	1,360.45	1,360.45	1,360.45
24 CY	2,839.20	2,839.20	2,839.20	2,839.20	24 CY	-	181.43	202.45	218.82	24 CY	1,419.60	1,419.60	1,419.60	1,419.60
25 CY	2,957.50	2,957.50	2,957.50	2,957.50	25 CY	-	181.43	202.45	218.82	25 CY	1,478.75	1,478.75	1,478.75	1,478.75
26 CY	3,075.80	3,075.80	3,075.80	3,075.80	26 CY	-	181.43	202.45	218.82	26 CY	1,537.90	1,537.90	1,537.90	1,537.90
27 CY	3,194.10	3,194.10	3,194.10	3,194.10	27 CY	-	181.43	202.45	218.82	27 CY	1,597.05	1,597.05	1,597.05	1,597.05
28 CY	3,312.40	3,312.40	3,312.40	3,312.40	28 CY	-	181.43	202.45	218.82	28 CY	1,656.20	1,656.20	1,656.20	1,656.20
29 CY	3,430.70	3,430.70	3,430.70	3,430.70	29 CY	-	181.43	202.45	218.82	29 CY	1,715.35	1,715.35	1,715.35	1,715.35
30 CY	3,549.00	3,549.00	3,549.00	3,549.00	30 CY	-	181.43	202.45	218.82	30 CY	1,774.50	1,774.50	1,774.50	1,774.50
31 CY	3,667.30	3,667.30	3,667.30	3,667.30	31 CY	-	181.43	202.45	218.82	31 CY	1,833.65	1,833.65	1,833.65	1,833.65
32 CY	3,785.60	3,785.60	3,785.60	3,785.60	32 CY	-	181.43	202.45	218.82	32 CY	1,892.80	1,892.80	1,892.80	1,892.80
33 CY	3,903.90	3,903.90	3,903.90	3,903.90	33 CY	-	181.43	202.45	218.82	33 CY	1,951.95	1,951.95	1,951.95	1,951.95
34 CY	4,022.20	4,022.20	4,022.20	4,022.20	34 CY	-	181.43	202.45	218.82	34 CY	2,011.10	2,011.10	2,011.10	2,011.10
35 CY	4,140.50	4,140.50	4,140.50	4,140.50	35 CY	-	181.43	202.45	218.82	35 CY	2,070.25	2,070.25	2,070.25	2,070.25
36 CY	4,258.80	4,258.80	4,258.80	4,258.80	36 CY	-	181.43	202.45	218.82	36 CY	2,129.40	2,129.40	2,129.40	2,129.40
37 CY	4,377.10	4,377.10	4,377.10	4,377.10	37 CY	-	181.43	202.45	218.82	37 CY	2,188.55	2,188.55	2,188.55	2,188.55
38 CY	4,495.40	4,495.40	4,495.40	4,495.40	38 CY	-	181.43	202.45	218.82	38 CY	2,247.70	2,247.70	2,247.70	2,247.70
39 CY	4,613.70	4,613.70	4,613.70	4,613.70	39 CY	-	181.43	202.45	218.82	39 CY	2,306.85	2,306.85	2,306.85	2,306.85
40 CY	4,732.00	4,732.00	4,732.00	4,732.00	40 CY	-	181.43	202.45	218.82	40 CY	2,366.00	2,366.00	2,366.00	2,366.00

CITY OF MENLO PARK
UNSCHEDULED SERVICES

Proposed 2018 Solid Waste Collection, Processing and Disposal Service Rates
UNSCHEDULED SERVICES (ATTACHMENT Q)

For Rate Years Two (2012) through Ten (2020), the fixed costs specified in this Attachment shall be adjusted to reflect 100% of the one (1) year change in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index – All Urban Consumers, U.S. city average (not seasonally adjusted, all items, base period: 1982-84=100, series no. cuur0000sa0). The one (1) year change shall be calculated as the average index change between this index for May of prior year and April of current year (i.e., twelve (12) months).

Unscheduled Service Category	Reference	Cost 2018	Description of Cost
Single-Family Dwelling Backyard Collection Service	Section 5.02.A	See Table Below	See Table Below
Distance Charge for MFD and Commercial Accounts	Sections 5.02.B and 5.02.C	A 10% of base monthly Rate	A – 50 to 100 feet or less from Curbside
		B 25% of base monthly Rate	B – 101 feet or more from Curbside
Extra Pick-up Cost for MFD and Commercial Customers	Section 5.02.B and 5.02.C	25% of the base monthly Rate for the size of Container Collected once per week	Per Collection event
Single-Family Return Trip Cost (i.e., request to provide Collection service after the regularly scheduled Collection day)	Section 5.02.A	\$18.94	Per Collection event
Additional Targeted Recyclable Materials or Organic Materials Cart Rental or Purchase	Sections 5.03.A and 5.04.A	A \$3.36	A – monthly rental fee (any size Cart)
		B \$79.54	B – Customer purchase of a 64 gallon Cart
		C \$87.12	C – Customer purchase of a 96 gallon Cart
Fee for Service On-Call Bulky Item Collection Service	Section 5.12	\$102.95	Per event
Fee to Collect Contaminated Targeted Recyclable Materials or Organic Materials Container	Section 6.03.A and 8.02.F	25% of the base monthly Rate for the size of Container Collected once per week <u>plus</u> \$16.79	Per Collection event

CITY OF MENLO PARK
UNSCHEDULED SERVICES

Unscheduled Service Category	Reference	Cost	Description of Cost
Key Service	Section 8.02.B	A \$10.15	Monthly cost: A – Residential Customers
		B \$10.63	B – Commercial Customers
Lock purchase fee (replacement at no additional cost)	Section 8.02.B	\$21.46	One-time per Account cost.
Overage Fee	Section 8.02.G	100% of the base monthly Rate	Per Collection event
Overage Bags Cost	Section 8.02.G	50% of the base monthly Rate or \$8.95 minimum	Per bag
Container Cleaning Fee	Section 8.05.D	A \$63.12	A – per Cart
		B \$107.32	B – per Bin or Drop-Box
Dirty Cart Replacement Cost	Section 8.05.D	A \$72.75	A – per 32 gallon Cart
		B \$83.95	B – per 64 gallon Cart
		C \$95.14	C – per 96 gallon Cart

Backyard Collection Service Distance Costs for Single-Family Dwellings (Section 5.02.A)				
	One (1) Solid Waste Cart	Two (2) Solid Waste Carts	Three (3) Solid Waste Carts	Four (4) Solid Waste Carts
Distance from Curbside	Base monthly Solid Waste Rate plus	Base monthly Solid Waste Rate plus	Base monthly Solid Waste Rate plus	Base monthly Solid Waste Rate plus
0 – 50 feet	\$20.15	\$32.15	\$64.29	\$96.44
51-100 feet	\$23.50	\$35.50	\$67.65	\$99.80
101-150 feet	\$26.86	\$38.87	\$71.01	\$103.16
151 – 200 feet	\$30.22	\$42.22	\$74.37	\$106.51
201 – 250 feet	\$33.58	\$45.58	\$77.72	\$109.87
251 – 300 feet	\$36.93	\$48.93	\$81.08	\$113.22
301 feet or more	\$40.29	\$52.29	\$84.44	\$116.58



NOTICE OF INTENT to Increase Maximum Allowable Charges for Solid Waste Services for 2018, 2019 and 2020 in the City of Menlo Park

The City Council of the City of Menlo Park hereby gives public notice of its intent to increase the maximum allowable rates for customers within the City of Menlo Park for the collection, processing, and disposal of landfilled waste, recyclable, and compostable materials. Also, the Council hereby gives public notice of its intent to increase the existing fees for supplemental services not covered in the monthly base rates, such as backyard service distance charges. See specific rate information below and at www.menlopark.org/garbagerates. If approved, these rate increases will be effective on **January 1** of each listed year for 2018, 2019 and 2020.

The City Council will consider these increases at a public hearing on **November 14, 2017 at 7:00 p.m.** in the City of Menlo Park Council Chambers Building at 701 Laurel Street - Civic Center. Any interested person may present verbal or written input to the City Council on the proposed maximums. See the bottom panel on the reverse side for details on how to submit a formal response. If written protests are presented by a majority of property owners (and/or solid waste customers) prior to the close of the public hearing, the City Council will not increase the rates as a matter of law.

Why the Need to Consider Rate Increases?

- The rates have not been increased since 2012, but the cost of waste collection, processing and disposal services has been increasing two to three percent per year. This has resulted in annual shortfalls. The City has been covering these shortfalls with the rate stabilization fund. However, the fund balance is now too low to continue covering shortfalls.
- The heavily discounted and subsidized 20 and 32 gallon residential garbage carts that rewards customers to reduce, recycle, and compost has been so successful that over 70% of residential customers now use these carts. However, this price structure does not recover the true cost of service, making it increasingly difficult to recover costs for the community's waste collection and disposal needs.
- A recent court decision (*Capistrano Taxpayers Association, Inc. v City of San Juan Capistrano*) requires that rates be justified based on actual cost for service and customer type, and move towards rate equity. The City needs to manage the risk of litigation by restructuring the rates accordingly.

- The City's agreement with Recology will be expiring in 2020, and there will be some onetime cost adjustments to continue the agreement or even to find a new service provider. The City needs to prepare for the financial impact of this transition.
- The proposed rates below would meet current and future revenue needs over the next three years.

How Do We Compare with Other Communities?

- At proposed 2020 rates, 80% of Menlo Park residential customers will still be *below the current* regional average, and the regional average is also expected to increase.
- If Menlo Park had adjusted rates annually according to the consumer price index for Urban Customers in San Francisco/Oakland/San Jose Areas, the rate for a 20-gallon cart in June 2017 would have been \$16.48, which is close to the proposed rate for Menlo Park in 2018 (see below). A 32- gallon cart would have been \$27.57 in 2017.

For additional background information and rationale, you can view the City Council report and presentation at www.menlopark.org/garbagerates.

PROPOSED SOLID WASTE COLLECTION, PROCESSING AND DISPOSAL MONTHLY SERVICE RATES

Single Family Residential Maximum Rates 2018-2020				
Bundled service which includes 64-gallon recycling and 96-gallon organics service, plus variable garbage size as listed below				
Description	Current	2018	2019	2020
20-gallon	\$13.99	\$16.97	\$19.90	\$22.81
32-gallon	\$23.40	\$26.03	\$28.60	\$31.14
64-gallon	\$55.99	\$58.62	\$61.19	\$63.73
Add'l 64-gallon	N/A	\$55.99	\$55.99	\$55.99
96-gallon	\$83.72	\$86.35	\$88.92	\$91.46
Add'l 96-gallon	N/A	\$83.72	\$83.72	\$83.72

Did you know? Menlo Park's single-family residents recycle over 70% of their solid waste! Your single-family residential monthly solid waste rates cover the cost of collection AND recycling, composting, and disposing of your recyclables, organics, and garbage.

Commercial Businesses & Multi-Family, Once-Per-Week Service Maximum Rates 2020						
See www.menlopark.org/garbagerates for complete rate details						
Description	Garbage		Recycling		Organics	
	Current	2020	Current	2020	Current	2020
20-gallon	\$19.32	\$30.28	N/A	N/A	\$9.67	\$24.90
32-gallon	\$29.00	\$38.29	N/A	\$5.11	\$14.49	\$29.18
64-gallon	\$69.24	\$70.84	N/A	\$5.11	\$34.62	\$46.24
96-gallon	\$102.77	\$102.77	N/A	\$5.11	\$51.39	\$60.70
1 Cubic Yd.(CY)	\$124.69	\$124.69	N/A	\$5.11	\$62.35	\$73.83
2 CY	\$249.39	\$249.39	N/A	\$5.11	\$124.69	\$131.16
3 CY	\$374.08	\$374.08	N/A	\$5.11	\$187.05	\$188.50
4 CY	\$498.78	\$498.78	N/A	\$5.11	\$249.39	\$249.39
6 CY	\$781.40	\$781.40	N/A	\$5.11	\$390.70	\$390.70
8 CY	\$1,041.88	\$1,041.88	N/A	N/A	N/A	N/A

Complete rate sheets and a detailed listing of the maximum proposed monthly base rates, including all rates for multi-family residential and commercial customers for each year and all supplemental services can be obtained online at www.menlopark.org/garbagerates, or from the City Manager's Office located on the second floor at City Hall, 701 Laurel Street.

Rate Setting Process

The City sets solid waste rates that are charged to residents and businesses in order to meet the compensation requirement due to Recology San Mateo County (Recology) under the Franchise Agreement. The revenue requirement includes Recology's compensation as well as solid waste processing and disposal fees, the cost of diversion programs, and applicable City fees. Also, the Franchise Agreement with Recology which began January 1, 2011 requires fees for supplemental services available but not included in the base monthly rates, and describes the yearly escalation mechanism required for the fees.

Single-Family Residential

The table above on the left shows the *maximum* monthly rates to be considered for single-family residential customers for each year by cart size. The base monthly rates include the following solid waste services:

- Weekly pick-up of garbage, recycling, and organic material.

- Single stream recycling using a blue cart to recycle glass, metal cans, aluminum, cartons, non-food soiled paper and cardboard, small scrap metal, and plastics numbered 1 – 7.
- Residential food scrap composting program using the green yard waste cart for items such as meat, cheese, fruits and vegetables, and food soiled paper products such as pizza boxes, paper drink cups, paper plates, and paper napkins.

Commercial and Multi-Family Residential

The table on the reverse (right) shows the *maximum* monthly rates to be considered for commercial and multi-family residential customers for 2020 by container size for once weekly collection of landfilled, recyclable, and compostable materials. The base rates for these services are determined not only by the type of service but also the service frequency. Consequently, there are over 250 base rates available that cannot be provided in this notice. For complete rate details for 2018 through 2020, see www.menlopark.org/garbagerates.

Supplemental Services

The City Council will also consider increasing the fees for supplemental services provided by Recology that are not covered in the monthly base rates, and include backyard service, additional carts, extra on-call pickups of bulky items beyond the annual two free pickups, key service for commercial customers, and other similar services. To view the exact fees, go to www.menlopark.org/garbagerates. The use of these supplemental services is discretionary and the resulting fee is the responsibility of the service recipient. The increase in supplemental services fees is according to the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index – All Urban Consumers, U.S. city average. The one-year change is calculated as the average index change between this index for May of prior year and April of current year (i.e., twelve (12) months), and will be applied to all supplemental services retroactively for each year that rates were not adjusted, resulting in an 10.09% increase for the rates proposed for 2018.



City of Menlo Park
 701 Laurel St.
 Menlo Park, CA 94025
www.menlopark.org

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Protest Instructions

If you wish to file a written protest, please send a letter addressed to the City Manager’s Office, Sustainability Manager, 701 Laurel Street, Menlo Park, CA 94025. All property owners and/or solid waste rate payers may issue a protest (with only one protest registered per property or solid waste service location).

Your letter must identify the real property you own (or the service local for your solid waste services) by street address and the assessor’s parcel number. Your letter must be legibly signed by any one of the current property owners or the bill payer for your solid waste services. Your name should be set forth as it appears on your tax bill. Your letter will be on the public record once opened. The City of Menlo Park must receive your letter at City Hall by 5:00 p.m. on November 14, 2017, or it must be presented at the City Council meeting on November 14, 2017, prior to the close of the public hearing on the matter.

Any person interested, including all solid waste / recycling collection customers of the City of Menlo Park, may appear at the public hearing and be heard on any matter related to the proposed increase in rates.

For questions or more information, please email garbagerates@menlopark.org or call (650) 330-2595.

RECEIVED

City of Menlo Park
701 Laurel St.
Menlo Park, CA 94025

OCT 10 2017

October 3, 2017

Re: Circular of Intent to Increase solid Waste Services

Attention CITY COUNCIL

Received your circular re RECOLOGY's request for increases
years 2018, 2019, 2020

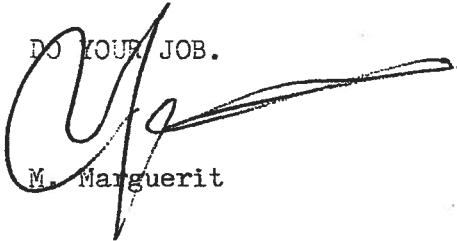
RATES:

- 2018 increase of approx 21%
- 2019 " of approx. 14%
- 2020 " of approx. 15 1/2 %

No company would dare to request such increases in cost
payments, /increases.

It is unconscionable, and you all should do a better job of
contralling costs, and for the people who trusted you enough
to elect you.

DO YOUR JOB.



M. Marguerit

KNOB HILL MINES, INC.

GENERAL OFFICES

1143 CRANE STREET, SUITE 200

MENLO PARK, CALIFORNIA 94025-4341

PHONE: 650-328-0820 FACSIMILE: 650-323-5390

E-MAIL: JKUECHLER@HIHP.COM

HENRY N. KUECHLER IV
PRESIDENT

RECEIVED

OCT 10 2017

October 4, 2017

City of Menlo Park
City Manager's Office
Sustainability Manager
701 Laurel Street
Menlo Park, CA 94025

As owners of the property located at the address: 1143 Crane Street, Menlo Park, CA 94025, we protest against the increase of solid waste collection, processing and disposal monthly service rates.

Regards,


Henry N. Kuechler IV

Darshana Maya Greenfield
parcel # 062-354-160
1905 Menalto Avenue
Menlo Park, CA 94025

OCT 19 2017

City Manager's Office
Sustainability Manager
701 Laurel Street
Menlo Park, CA 94025

October 14, 2017

Dear City Manager,

I am writing to protest the way you are increasing trash collection rates.

I have lived in my house in Menlo Park for 41 years, in Menlo Park for 50. Yet I don't consider myself making less garbage because I am a senior - I am an environmentalist who is very careful about not making more landfill trash!

We are 3 adults in my house, who only need to put out your smallest 20-gallon can every 2 to 3 weeks. We don't usually put out recycling except every other week (exception some weeks as I'm sorting and recycling lots of my deceased parents' papers still.) We put out compost even more rarely, as I compost most food stuffs in our own backyard for our garden.

Yet, instead of being rewarded for paying attention, buying less, and wasting less, we are penalized by rising costs - while those who make more garbage, have bigger and *more* cans, will be paying less per gallon. NOT fair, and NOT a good business practice if you want to continue to encourage residents to use and waste and throw less stuff away!!

We should be able to sign up for collection only every other week, for less cost.

I was apprised of this situation (haven't had a chance to look over the letter sent by the city recently) by my neighbor, Elizabeth Youngblood. She wrote on Nextdoor: "Raising rates for trash service -- the wrong way.

"The City of Menlo Park sent us all letters notifying us of a proposed rate increase for solid waste services.

I am writing a letter of protest. An increase in rates is essentially another tax. Most importantly, here, the City is proposing to tax most those who produce the least waste. Isn't that backwards?

If you use a 20-gallon can, you'll see a 63% rate increase over three years. I would imagine that many of those using 20-gallon cans are either elderly or environmentally-conscious (or both).

Yet, if you use a massive 96-gallon can, you'll only see a 9% increase. For those of you who use more than one large can, the rate on that second can won't increase at all. Are you being rewarded for producing more stuff for the landfill?

How does that encourage us to reduce/reuse/recycle? It doesn't. In fact, these rate increases, as proposed, do just the opposite. So much for global warming.

Elizabeth L Youngblood
356 Marmona Drive
Menlo Park, Ca 94025
Parcel 062-342-040

RECEIVED

OCT 19 2017

City of Menlo Park
City Manager's Office
Sustainability Manager
701 Laurel Street
Menlo Park, CA 94025

Re: Protest – Solid Waste Services for 2018-2020 in Menlo Park

I received your NOTICE OF INTENT to increase the maximum allowable charges for solid waste services for 2018, 2018 and 2020 in the City of Menlo Park.

I disagree with your proposal and ask the City Council to deny the rate increase for single family residential. **Why increase the cost of basic services in a time when property tax revenue is skyrocketing?** You would be taxing residents even more heavily than they already are being taxed.

Your approach to taxation doesn't make sense either. **The rates punish those who produce less waste. Isn't that backwards public policy?**

From a public policy standpoint, the City of Menlo Park should be encouraging reduction/reuse/recycling. Your proposed rates do just the opposite:

- a. Homeowners who only use 20-gallon containers --- most of them elderly and those strong environmentalists – would see rate increases of 63% over 3 years;
- b. Where those who are creating near FIVE TIMES the waste (96-gallon can) would see a rate increase of a mere 9%.
- c. Additionally, for those using a MULTIPLE CANS (the largest ones --- 640 and 96-gallon), their rates remain flat for the entire three years.

You can see the analysis in the chart below:

	Current	2018	2019	2020	Increase
20-gallon	\$13.99	\$16.97	\$19.90	\$22.81	63%
32-gallon	\$23.40	\$26.03	\$28.60	\$31.14	33%
64-gallon	\$55.99	\$58.62	\$61.19	\$63.73	14%
2nd Can		\$55.99	\$55.99	\$55.99	FLAT
96-gallon	\$83.72	\$86.35	\$88.92	\$91.46	9%
2nd Can		\$83.72	\$32.72	\$83.72	FLAT

If you are going to approve a rate increase, then **use the tax policy to encourage the behavior you want to see**. In other words, increase the rates for the largest waste creators and reward the smallest. In fact, don't raise rates for the smallest cans at all. Wouldn't that encourage more recycling? More composting?

Please, consider these rates with an educated eye.

Thanks,



Elizabeth Youngblood

Menlo Park Resident

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FINAL REPORT ON:

Menlo Park Rate Setting Model and 2018 to 2020 Proposed Rates



CLIENT:

City of Menlo Park

November 7, 2017

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1512 Eureka Road, Suite 220, Roseville, CA 95661
Tel: 916-782-7821 | Fax: 916-782-7824

2600 Tenth Street, Suite 424, Berkeley, CA 94710
Tel: 510-647-9674

627 S. Highland Avenue, Suite 300, Los Angeles, CA 90036
Tel: 323-559-7470

November 7, 2017

Rebecca Lucky
Sustainability Manager, City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

Subject: Report on Menlo Park Rate Setting Model and 2018 to 2020 Proposed Rates

Dear Ms. Lucky,

R3 Consulting Group, Inc. (R3) is pleased to submit this Report attached Rate Setting Model and Proposed 2018 to 2020 Rate Setting to the City of Menlo Park (City). This Report details the methodology used to develop the Rate Setting Model and 2018 to 2020 Proposed Rates, which are included as attachments.

The Rate Setting Model was developed under the following “foundational principles” for solid waste rates in the City:

- **Rates should generate revenues needed to cover expenses for the solid waste collection, processing and disposal system and associated City fees.** Proposed rates generate the revenues needed to cover these expenses, as they are reported by the South Bayside Waste Management Authority (SBWMA) to the City. Additionally, the Model includes proposed rate adjustments for planned cost increases in future years (effectively “smoothing” the expected rate increases over several years to avoid a large rate increase in one year).
- **Rates should gradually move in the direction of covering the cost of providing services to each of the solid waste subscription sectors,** including single family residential (SFD) and multi-family residential/commercial (MFD/COM) from rates paid by subscribers in each sector. The Rate Setting Model achieves this by identifying the cost of service by sector, and calculating rates within each sector to cover each sector’s costs.
- **Rates should gradually move in the direction of covering the cost of providing services for each of the waste streams** (garbage, recycling and organics) from rates for those specific waste streams. The Rate Setting Model achieves this by identifying and adjusting those rates that are below the cost of providing services, which generally includes rates for recycling and organics.
- **Rates should continue to incentivize higher participation in and achievement of diversion** via recycling, organics, and other non-landfill waste streams. The proposed 2018 through 2020 rates continue to offer customers lower rates for diversion services, providing an economic incentive to divert.
- **Rates should be able to be easily adjusted annually in accordance with indexed cost adjustments,** which are managed and reviewed by SBWMA, as well as for services as well as changes in subscriptions and services levels. Cost and subscription information for solid waste collection and processing provided to the City by the SBWMA and Recology is directly entered into the model, and provides the foundation for cost-of service calculations in the Model.

The Rate Setting Model was used to develop maximum rates for solid waste collection, processing and disposal services for 2018, 2019 and 2020. Rates for 2018 are based on the known cost and compensation information for 2018 provided by SBWMA, and, if adopted by the City, will become the 2018 rates charged to customers by Recology.

For the 2019 and 2020 proposed maximum rates, R3 projected future cost and compensation data based on information provided by SBWMA, including expected cost increases for the processing and disposal of organics and garbage as well as planned cost increases for Recology's services under the anticipated extension to franchise agreement, beginning January 1, 2021. These future cost increases have been compared to and are consistent with cost projections prepared by SBWMA, with only minor variances resulting from slightly different methodologies and assumptions.

For rate adjustments in 2019 and 2020, assuming the City Council adopts the proposed maximum rates for those years, the process to update the rate calculations via the Rate Setting Model will involve entry of cost and subscription information provided by SBWMA and Recology to determine the revenue requirement needed to meet the costs of providing services. If the calculated revenue requirement in those years is below the revenue requirement projected in the attached Rate Setting Model, then the City may adopt rates lower than the proposed maximum rates.

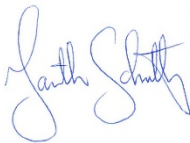
If the revenue requirement is found to be above the revenue requirement for those years in the Rate Setting Model, then the City may adopt the maximum proposed rates (and potentially incur a shortfall in collected revenue compare to the revenue requirement) or may conduct another Proposition 218 rate setting process to consider higher rates. However, because proposed rates include adjustments to smooth out future rate increases, R3 considers this scenario to be unlikely with a low possibility of shortfalls in 2019 and 2020.

* * * * *

R3 appreciates the opportunity to be of service to the City. Should you have any questions, or need any additional information, please contact me by phone at (510) 292-0853 or by email at gschultz@r3cgi.com.

Sincerely,

R3 CONSULTING GROUP



Garth Schultz | Principal

Attachments

- Attachment 1 PDF of Key Rate Setting Model Components
- Attachment 2 Excel Files of Rate Setting Models for 2018 through 2020
- Attachment 3 Excel File of Subscription Data Template

Menlo Park Rate Setting Model

The following subsections provide narrative explanation of each of the main Excel “tabs” in the Rate Setting Model. Key data source, methodologies, assumptions, considerations and recommendations are discussed below.

1 Cost and Tonnage Data Entry

Tab 1 of Rate Setting Model is one of the two key data entry sheets that will need to be updated on an annual basis in order to calculate rates. Information for entry is made available to the City on an annual basis by SBWMA and/or Recology as a part of their annual rate adjustment processes.

Data that will need to be updated annually falls into the following categories:

- Recology Compensation (Tables 1a and 1b): These elements are included in Recology’s annual compensation application to SBWMA, and detail the cost of collection solid waste for Menlo Park (and the other SBWMA member agencies) in the same categories as shown.
- Post Collection Costs – Disposal and Diversion Tonnage (Tables 2 and 3): Data elements for garbage and organics are included in SBWMA’s annual “garbage/tipping” fee rate setting process. Data elements for recycling and for roll-off/drop boxes in the Rate Setting Model are based on other data sets that were provided to R3 by SBWMA; the City can and should request that these be provided to the City along with the garbage and organics information as a part of the rate setting process, to ensure that all data is consistent, covers the same time periods, and is developed in the same manner.
- Menlo Park Fees (Table 4): Data elements for City fees are provided by the City, and include the City’s Landfill Closure Fee, Franchise Fee and Contract Management fee (which also includes the projected cost of Zero Waste Plan implementation).

This tab will require annual data entry in future years. This is a relatively straightforward exercise, and could be streamlined by the City providing the data entry sheet to SBWMA directly for their entry of data, which would save the City time on locating all the information in SBWMA reports.

See Attachment 1.A for a PDF of Tab 1 for the 2018 Rate Setting.

2 Subscription Data Entry

Tab 2 is the second key data entry sheets that will need to be updated on an annual basis. Information in this tab can all be easily generated utilizing the complete set of Menlo Park service information which Recology can and should provide to the City on an annual basis.

The subscription level information included in Tab 2 of the Rate Setting Model was developed using a complete set of Menlo Park service information provided by Recology on August 30, 2017. That data set included each and every solid waste service subscriber in Menlo Park, including service levels, collection frequencies and rates for every container provided to every customer. Using that data set to generate the weekly service volumes included in Table 5 and the weekly number of container lifts by sector and waste stream in Table 6 is a matter of:

- Eliminating a set of rate codes that are redundant to the actual services levels (specifically codes CSMB, CSMC, CSRB, CSRC, BATCC, NOOC, NORC, R20GB, R32GB, R32GB2, R64GB, R96GB, R960A, RADCO, RADCR, RBYE, RBYO, AND RBYR, and other codes for similar services that may be developed over time); and
- Developing “pivot tables” for the needed information.

This tab will require annual data entry in future years. This is a relatively straightforward exercise requiring no more than a few hours of time for anyone familiar with Menlo Park’s service levels and Recology’s rate codes. We have provided the Subscription Data Template Excel Document (Attachment 3) which may be utilized in the future to transform subscription data provided by Recology into the format needed for the Rate Setting Model data inputs. Attachment 3 also includes tabs with the original data format provided by Recology in 2017, for troubleshooting.

See Attachment 1.B for a PDF of Tab 2 for the 2018 Rate Setting.

3 Revenue Requirement

Tab 3 provides the overall calculation of what the revenue requirement is for the rates and compares the revenue requirement to projections of the revenue that would be recovered via current year’s rates and subscription levels. Overall, this sheet simply provides the “target” revenue requirement that the rates are designed to meet. Data requiring entry on this tab is limited to total revenue requirement estimates provided by SBWMA, and is for comparative purposes only. No adjustments will be required of this tab in future years.

See Attachment 1.C for a PDF of Tab 3 for the 2018 Rate Setting.

4 Cost of Service Rate Calculator

Tab 4 utilizes the data entered into Tabs 2 and 3 to calculate rates for each solid waste subscription sector (SFD and MFD/COM) and for each waste stream (garbage, recycling and organics) that specifically meet the costs of providing those services for each sector and waste stream.

Elements of the Cost of Service Rate Calculator can be subject to modification based on the City’s direction. Specifically:

- The Collection rate element is a “fixed” cost of collection divided evenly between container sizes within each sector and waste stream.
- The Disposal/Processing rate elements area graduated according to container size, which is an appropriate method for this element, since the cost of disposal is directly proportional to the amount of contents in a waste container.
- Another possible approach that was also considered was to allocate the costs of recycling and organics processing directly to those waste streams; however, this was problematic in a number of ways. First, doing so would bring the costs of recycling and organics nearer to the cost of garbage, and also because the per ton rates set by SBWMA (and entered into Tab 1):
 - Do not set a cost (or revenue) for processing recyclables – any costs related to recyclables processing are carried on the garbage and organics tipping rates; and

- The tipping rate for organics processing is larger than the tipping rate for garbage, meaning that, for certain subscribers (mainly MFD/COM) including the organics processing cost on the organics rate would mean organics rates equal to or greater than garbage rates.
- All other rate elements are set as fixed costs per subscriber within each sector, are included in the rates on the garbage containers (again, as a means of preserving incentives to use smaller waste containers).

See Attachment 1. for a PDF of Tab 4 for the 2018 Rate Setting.

5 Cost of Service Rate Revenue Projection

Tab 5 is informational only, and demonstrates how the rates in the Cost of Service Rate Calculator (Tab 4), when applied to current service levels (Tab 2) meet the revenue needs for each of the rate elements. These calculations automatically update with changes to any or all of the prior tabs; overall, this tab is a means of double-checking that the model works and that the cost of service rates will meet the necessary solid waste system revenues. No adjustments will be required of this tab in future years.

6 Recommended Rate Calculator

Tab 6 performs several essential functions that are critical to the Rate Setting Model fulfilling the foundational principles established for this project. The nearly 26,000 lines of rate code information in Tab 6 have been pulled from Recology's full list of Menlo Park subscribers (less the rate codes noted in Subsection 2, on the prior page).

Using the specific rate code, service level size and frequency, and rate information provided by Recology, Tab 6 models:

- Projected monthly and annual revenues at current rates and service levels, for purposes of comparison;
- Projected monthly and annual revenues using the cost of service rates (Tab 4) using those same service levels; and
- What the recommended rates should be for the upcoming rate year should be, and what the monthly and annual revenues would be at those rates, using current service levels.

This latter function is the most critical component of the Rate Setting Model, as it performs an important "logic" function that will make the transition from the City's current Rate Setting Model to a cost of service Rate Setting Model simple, easy to understand and easy to implement.

Specifically, Tab 6:

- Compares current rates to cost of services rates for each rate code;
- If the current rate for any given rate code is HIGHER than the calculated cost of service rate, then the current rate is recommended to stay constant in the coming rate year, with no increase;
- If the current rate for any given rate code is LESS than the calculated cost of service rate, then the rate for the coming rate year is recommended to increase by a percentage of the difference between the current rate and calculated cost of service rate (i.e. $CURRENT\ RATE + (COS\ RATE - CURRENT\ RATE) \times PERCENTAGE$); and

- The percentage is set at a value sufficient such that the net revenue from ALL rates is equal to the overall revenue requirement shown in Tab 3.

This logical approach to setting rates provides an equitable, fair, and easy to implement means of transitioning from the current rate setting approach to a cost of service Rate Setting Model. Via this incremental approach:

- The City and Recology will avoid unanticipated consequences that could occur via wholesale adjustment to all rates (e.g. significant migration to other container sizes, dis-incentives to participating in diversion programs, etc.);
- Most rates will not change in any given year; for example, in the first year of implementation, there would be no change to MFD/COM garbage and organics rates, and to the larger SFD garbage container sizes;
- All ratepayers in all sectors would begin paying a portion of the cost for services that have rates set below the cost of providing those services – no rate sector will be disproportionately affected; and
- The approaches can be used year-over-year for all rates, ultimately replacing current rates with rates nearing and then meeting cost-of service rates.

In future years, Tab 6 will need to be updated to include current-year service information. As with the information in Tab 2, this exercise is relatively straightforward and doesn't require much time for anyone familiar with Recology's subscription list, rate codes, and the workings of the Rate Setting Model.

See Attachment 1.E for a PDF of Tab 4 for the 2018 Rate Setting.

7 Current Rates

Tab 7 includes the current 2017 Rates, which were set by the City in 2012 and not adjusted since. These are the current rates charged by Recology to subscribers, and are included for reference and comparison purposed in the following Tabs. In future years, this tab will need to be updated with the "current" rates for the next rate year (i.e. 2017, 2018, etc.). The City can consider copying this tab in the same spreadsheet to keep a copy of the current year's rates within the same spreadsheet.

8 Cost of Service Rates

Tab 8 demonstrates what all rates would look like if the City adopted the cost of service rates as is (foregoing the logic calculations done in Tab 6). This is for comparison purposes only.

9 Proposed Rates

Tab 9A demonstrates the proposed rates based on the logic calculations conducted in Tab 6.

Tab 9B includes Debris Box and Compactor Rates, which are calculated in a similar manner as Residential and MFD/Commercial rates, but separately. If significant changes occur in the subscription levels to these services, adjustments will need to be made to the data feeding these rate calculations.

10 Comparison of 2016 Rates to Proposed Rates

Tabs 10 demonstrate the impact of proposed rates compared to current rates.

Projections of 2019 through 2022 Cost and Compensation Increases

Tab 0 (so named because it was developed subsequent to prior tabs, but is a key feed into Tab 1 for future rate years) provides the basis for projected cost and compensation increases from 2019 through 2022, including collection costs for Recology (with planned increases and contingencies through 2021) as well as composting and landfill disposal costs. Figures used in Tab 0 are based on information provided to R3 by SBWMA as well as information contained in reports regarding the Recology franchise agreement extension. This information does not necessarily require updating in future years, unless the City desires to conduct an additional Proposition 218 notification process in 2019 or 2020 as a result of actual cost increases being higher than projected in the Rate Setting Model, which R3 considers this to be unlikely.

See Attachment 1.F for a PDF of Tab 4 for the 2018 Rate Setting.

Procedure for Updating the Model

In order to update the model to produce recommended rates for the next year, take the following steps:

1. Make a copy of the Rate Setting file.
2. Update the data in tabs 1, 2, and 3 as described above.
3. Migrate Recology subscription data into Subscription Data Template and be sure that the VLOOKUP formulas are copied along the full dataset (check the bottom rows).
 - a. We have provided a copy of the original 2017 subscription data in the same spreadsheet (the last two tabs). The format of the subscription data provided by Recology should match. If it does not, the Subscription Data Template will need to be adjusted.
4. Copy subscription data from Subscription Data Template into tab 6 as “text”.
 - a. Check that the formulas in columns Y through AE are copied along the full dataset.
5. Adjust Cell AB2 such that Cell AB1 is as close to 0 as possible.
6. Update tab 7 with current rates (if copy/pasting, be sure to paste as “text”).
7. Compare the last two tabs of the workbook “2015 DB + C Loads” and “2016 DB + Comp. Subscriptions” data to see if subscriptions have substantially changed. If so, update the figures in Tab 9B, columns O through Z.
8. Regardless, in Tab 9B, copy column M and paste as text over column I.
 - a. Adjust L1 such that M1 is as close to 0 as possible.
9. Check tab 10. In columns S through Y, there should be no positive values. Magnitudes of change should be low.
10. Check 9A. Pay attention to rows 37 and 70, as inconsistencies in the rates existed in the 2012 rate set which required special adjustments for 2018.

11. QA formulas by spot-checking Tab 6.

City of Menlo Park - Solid Waste Rate Structure

Sheet 1: Annual Cost and Tonnage Information Data Entry Sheet

Instructions: Enter values for upcoming rate year into YELLOW HIGHLIGHTED CELLS ONLY. Sources of information should be provided by SBWMA as noted in LIGHT ORANGE in the tables.

TABLE 1A: 2018 DRAFT (ESTIMATED) Recology Compensation

Source: Att. N-D Menlo Park from "Calculation of Contractor's Compensation for Rate Year 2018"

SECTOR	Cart (and Bin) Solid Waste	Drop Box Solid Waste	Recyclable Materials	Drop Box Recyclables	Organic Materials	Drop Box Organics	Battery and Cell Phone	Motor Oil and Filters	Two On-Call Collection Events	Venues and Events	Total
SFD	\$ 1,066,917		\$ 980,412		\$ 927,411		\$ 5,004	\$ 5,004	\$ 129,240		\$ 3,113,987
MFD & COM	\$ 1,435,510	\$ 99,177	\$ 672,987	\$ 92,621	\$ 622,473	\$ 25,316			\$ 25,776		\$ 2,973,861
CITY SVC	\$ 134,617		\$ 57,774		\$ 14,504					\$ 9,242	\$ 216,137
Total	\$ 2,637,044	\$ 99,177	\$ 1,711,173	\$ 92,621	\$ 1,564,388	\$ 25,316	\$ 5,004	\$ 5,004	\$ 155,017	\$ 9,242	\$ 6,303,985

TABLE 1B: Summary of 2018 Recology Compensation

SECTOR	Collection (3 Streams)	Other Services	Total
SFD	\$ 2,974,740	\$ 139,248	\$ 3,113,987
MFD & COM & CITY SVC	\$ 2,937,865	\$ 35,019	\$ 2,972,884
DROP BOX	\$ 217,114	\$ -	\$ 217,114
TOTAL	\$ 6,129,719	\$ 174,266	\$ 6,303,985

TABLE 2: Post Collection Costs - Disposal and Diversion Tonnage

Source: Refuse and Organics - July 25, 2016 "2017 Garbage Rate Setting Process and Revenue Requirement", Attachment 3 - Shoreway Tip Fee/Disposal Expense Projections, Page 13

Source: Recycling - SBR 2015 Report

SECTOR	Refuse	Recycling	Organics	Total
SFD (Tons)	4,473		7,725	12,198
MFD, COM and DROP BOX (tons)	12,598		6,989	19,587
DROP BOX (Tons)	487		331	818
MFD & COM (Tons) Less DROP BOX	12,111	0	6,658	18,769

TABLE 3: Post Collection Costs - Disposal and Diversion Expense

Source: Refuse and Organics - July 25, 2016 "2017 Garbage Rate Setting Process and Revenue Requirement", Attachment 3 - Shoreway Tip Fee/Disposal Expense Projections, Page 13

SECTOR	Refuse	Recycling	Organics	Total
Per Ton Rate	\$ 104	\$ -	\$ 106	NA
SFD	\$ 465,192	\$ -	\$ 818,850	\$ 1,284,042
MFD & COM	\$ 1,259,544	\$ -	\$ 705,748	\$ 1,965,292
Subtotal	\$ 1,724,736	\$ -	\$ 1,524,598	\$ 3,249,334
DROP BOX	\$ 50,648	\$ -	\$ 35,086	\$ 85,734
Total	\$ 1,775,384	\$ -	\$ 1,559,684	\$ 3,335,068
	Projected 2018 Costs Per SBWMA (Estimated, not Final)			\$ 3,123,638

TABLE 4: Menlo Park Fees Pass-Through

Source: Menlo Park Rate Sheet

SECTOR	Fees as % of Monthly Gross Revenue		Contract Management Fee
	Landfill Closure Fee	Franchise Fee	
SFD	7.20%	5.80%	\$ 111,933
MFD / COM	7.20%	5.80%	\$ 303,067
			\$ 415,000

City of Menlo Park - Solid Waste Rate Structure
Sheet 2: Service Level Information Data Entry Sheet
 Instructions: Enter values for upcoming rate year into YELLOW HIGHLIGHTED CELLS ONLY.

TABLE 5: Weekly CY by Sector and Stream					
Source: Recology MPK Subscription Records via Pivot Table					
Weekly Volume	Material Type				
Sum of Total CY Generated per Week	Organics	Recycling	Refuse	Grand Total	
Sector					
Bus	1,710	3,698	2,849	8257.00	
MF	67	810	809	1686.00	
SF	3,560	2,617	1,494	7671.00	
Grand Total	5,337	7,125	5,152	17614.00	

TABLE 6: Weekly # of Container Lifts by Sector and Stream					
Source: Recology MPK Subscription Records via Pivot Table					
Weekly Number of Lifts	Container Size (CY)	Material Type			Grand Total
Sum of # of Lifts		Organics	Recycling	Refuse	
Subsector					
Bus	0.10	0.00	0.00	13.00	13.00
	0.16	18.00	42.00	157.00	217.00
	0.32	85.00	131.00	110.00	326.00
	0.48	61.00	578.00	249.00	888.00
	1.00	58.00	46.00	129.00	233.00
	2.00	90.00	153.00	254.00	497.00
	3.00	131.00	284.00	217.00	632.00
	4.00	189.00	95.00	162.00	446.00
	6.00	24.00	298.00	110.00	432.00
8.00	0.00	0.00	9.00	9.00	
Bus Total		656.00	1,627.00	1,410.00	3,693.00
MF	0.10	0.00	0.00	30.00	30.00
	0.16	64.00	60.00	650.00	774.00
	0.32	47.00	197.00	92.00	336.00
	0.48	54.00	1,060.00	380.00	1,494.00
	1.00	1.00	19.00	65.00	85.00
	2.00	0.00	55.00	141.00	196.00
	3.00	2.00	32.00	40.00	74.00
	4.00	0.00	1.00	3.00	4.00
6.00	0.00	0.00	2.00	2.00	
MF Total		168.00	1,424.00	1,403.00	2,995.00
SF	0.10	0.00	0.00	1,977.00	1,977.00
	0.16	249.00	238.00	4,314.00	4,801.00
	0.32	123.00	6,932.00	1,426.00	8,481.00
	0.48	7,253.00	752.00	314.00	8,319.00
SF Total		7,625.00	7,922.00	8,031.00	23,578.00
Grand Total		8,449.00	10,973.00	10,844.00	30,266.00
		Organics	Recycling	Refuse	Grand Total
Bus and MF	0.10	0.00	0.00	43.00	43.00
	0.16	82.00	102.00	807.00	991.00
	0.32	132.00	328.00	202.00	662.00
	0.48	115.00	1638.00	629.00	2382.00
	1.00	59.00	65.00	194.00	318.00
	2.00	90.00	208.00	395.00	693.00
	3.00	133.00	316.00	257.00	706.00
	4.00	189.00	96.00	165.00	450.00
	6.00	24.00	298.00	112.00	434.00
8.00	0.00	0.00	9.00	9.00	

City of Menlo Park - Solid Waste Rate Structure
Sheet 3: Calculation of Rate Revenue Requirements
 This Sheet demonstrates the overall revenue requirements used for rate calculations, as compared to values set by SBWMA.

TABLE 7: Calculation of All Revenues								
Source: All Cells Pull from "Cost and Tonnage" Data Entry Sheet								
SECTOR	Collection (Recology)	Other Services (Recology)	Disposal / Diversion (SBWMA/Shoreway)	Subtotal	7.20%	5.80%	Contract Management Fee	TOTAL
					Landfill Closure Fee	Franchise Fee		
SFD	2,974,739.60	139,247.50	1,284,042	4,398,029	373,238	300,664	111,933	5,183,864
MFD / COM	2,937,865.09	35,018.50	1,965,292	4,938,176	433,758	349,416	303,067	6,024,417
DROP BOX	217,114.45	-	85,734	302,848	25,063	20,190	-	348,102
TOTAL	6,129,719.14	174,266.00	3,335,068	9,639,053	832,060	670,270	415,000	11,556,383

TABLE 8: Comparison of Revenue Requirement	
Source: Most Cells Pull from "Calculation of All Revenues" Above. Highlighted cells from SBWMA.	
Revenue Requirement Category	Rate Model Calculated
Total Recology Revenue Requirement	6,303,985
Total Disposal / Diversion Revenue Requirement	3,335,068
Total MPK Fees	1,917,330
Grand Total	11,556,383

TABLE 9: SF, MFD & COM Revenue Requirement	
Grand Total of Table 8	11,556,383
Less Total DROP BOX Table 7	348,102
SF, MFD & COM Revenue Requirement	11,208,281

City of Menlo Park - Solid Waste Rate Structure
Sheet 4: Cost of Service Rate Calculator

This Sheet automatically calculates rate elements based information entered and calculated in Sheets 1, 2 and 3.

CY	SECTOR	STREAM	CONTAINER SIZE	2017 MONTHLY RATES														TOTAL RATE	
				GARBAGE			RECYCLING				ORGANICS		OTHER	Subtotal	FEES				
				Collection	Disposal	Two On-Call Collection Events	Collection	Processing	Battery and Cell Phone	Motor Oil and Filters	Collection	Processing	Contract Management Fee		Landfill Closure Fee (7.2% of Monthly Gross Revenue)	Franchise Fee (5.8% of Monthly Gross Revenue)			
0.10	SFD	GARBAGE	20 gallon	\$ 11.07	\$ 2.59	\$ 1.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.16	\$ 16.16	\$ 1.34	\$ 1.08	\$ 18.58	
0.16			32 gallon	\$ 11.07	\$ 4.15	1.34	-	-	-	-	-	-	-	\$ 1.16	17.72	\$ 1.47	\$ 1.18	\$ 20.37	
0.32			64 gallon	\$ 11.07	\$ 8.30	1.34	-	-	-	-	-	-	-	\$ 1.16	21.87	\$ 1.81	\$ 1.46	\$ 25.14	
0.48			96 gallon	\$ 11.07	\$ 12.45	1.34	-	-	-	-	-	-	-	\$ 1.16	26.02	\$ 2.15	\$ 1.73	\$ 29.90	
0.10		RECYCLING	20 gallon	-	-	-	10.31	-	0.05	0.05	-	-	-	-	10.41	\$ 0.86	\$ 0.69	\$ 11.96	
0.16			32 gallon	-	-	-	10.31	-	0.05	0.05	-	-	-	-	10.41	\$ 0.86	\$ 0.69	\$ 11.96	
0.32			64 gallon	-	-	-	10.31	-	0.05	0.05	-	-	-	-	10.41	\$ 0.86	\$ 0.69	\$ 11.96	
0.48			96 gallon	-	-	-	10.31	-	0.05	0.05	-	-	-	-	10.41	\$ 0.86	\$ 0.69	\$ 11.96	
0.10		ORGANICS	20 gallon	-	-	-	-	-	-	-	10.14	1.92	-	-	12.06	\$ 1.00	\$ 0.80	\$ 13.86	
0.16			32 gallon	-	-	-	-	-	-	-	10.14	3.07	-	-	13.21	\$ 1.09	\$ 0.88	\$ 15.18	
0.32			64 gallon	-	-	-	-	-	-	-	10.14	6.13	-	-	16.27	\$ 1.35	\$ 1.08	\$ 18.70	
0.48			96 gallon	-	-	-	-	-	-	-	10.14	9.20	-	-	19.34	\$ 1.60	\$ 1.29	\$ 22.23	
0.10		MFD / COM	GARBAGE	20 gallon	46.51	2.87	1.04	-	-	-	-	-	-	8.98	59.40	\$ 4.92	\$ 3.96	\$ 68.28	
0.16				32 gallon	46.51	4.59	1.04	-	-	-	-	-	-	-	8.98	61.12	\$ 5.06	\$ 4.07	\$ 70.25
0.32				64 gallon	46.51	9.18	1.04	-	-	-	-	-	-	-	8.98	65.71	\$ 5.44	\$ 4.38	\$ 75.53
0.48				96 gallon	46.51	13.77	1.04	-	-	-	-	-	-	-	8.98	70.30	\$ 5.82	\$ 4.69	\$ 80.81
1.00	1 cy (1x/week)			46.51	28.69	1.04	-	-	-	-	-	-	-	8.98	85.22	\$ 7.05	\$ 5.68	\$ 97.95	
2.00	2 cy (1x/week)			46.51	57.39	1.04	-	-	-	-	-	-	-	8.98	113.92	\$ 9.43	\$ 7.59	\$ 130.94	
3.00	3 cy (1x/week)			46.51	86.08	1.04	-	-	-	-	-	-	-	8.98	142.61	\$ 11.80	\$ 9.51	\$ 163.92	
4.00	4 cy (1x/week)			46.51	114.78	1.04	-	-	-	-	-	-	-	8.98	171.31	\$ 14.18	\$ 11.42	\$ 196.91	
6.00	6 cy (1x/week)		46.51	172.16	1.04	-	-	-	-	-	-	-	8.98	228.69	\$ 18.93	\$ 15.25	\$ 262.87		
8.00	8 cy (1x/week)		46.51	229.55	1.04	-	-	-	-	-	-	-	8.98	286.08	\$ 23.68	\$ 19.07	\$ 328.83		
0.16	RECYCLING	32 gallon	-	-	-	19.96	-	-	-	-	-	-	-	19.96	\$ 1.65	\$ 1.33	\$ 22.94		
0.32		64 gallon	-	-	-	19.96	-	-	-	-	-	-	-	19.96	\$ 1.65	\$ 1.33	\$ 22.94		
0.48		96 gallon	-	-	-	19.96	-	-	-	-	-	-	-	19.96	\$ 1.65	\$ 1.33	\$ 22.94		
1.00		1 cy (1x/week)	-	-	-	19.96	-	-	-	-	-	-	-	19.96	\$ 1.65	\$ 1.33	\$ 22.94		
2.00		2 cy (1x/week)	-	-	-	19.96	-	-	-	-	-	-	-	19.96	\$ 1.65	\$ 1.33	\$ 22.94		
3.00		3 cy (1x/week)	-	-	-	19.96	-	-	-	-	-	-	-	19.96	\$ 1.65	\$ 1.33	\$ 22.94		
4.00	4 cy (1x/week)	-	-	-	19.96	-	-	-	-	-	-	-	19.96	\$ 1.65	\$ 1.33	\$ 22.94			
6.00	6 cy (1x/week)	-	-	-	19.96	-	-	-	-	-	-	-	19.96	\$ 1.65	\$ 1.33	\$ 22.94			
0.10	ORGANICS	20 gallon	-	-	-	-	-	-	-	64.42	3.31	-	-	67.73	\$ 5.60	\$ 4.51	\$ 77.84		
0.16		32 gallon	-	-	-	-	-	-	-	64.42	5.30	-	-	69.72	\$ 5.77	\$ 4.65	\$ 80.14		
0.32		64 gallon	-	-	-	-	-	-	-	64.42	10.59	-	-	75.01	\$ 6.21	\$ 5.00	\$ 86.22		
0.48		96 gallon	-	-	-	-	-	-	-	64.42	15.89	-	-	80.31	\$ 6.65	\$ 5.35	\$ 92.31		
1.00		1 cy (1x/week)	-	-	-	-	-	-	-	64.42	33.10	-	-	97.52	\$ 8.07	\$ 6.50	\$ 112.09		
2.00		2 cy (1x/week)	-	-	-	-	-	-	-	64.42	66.19	-	-	130.61	\$ 10.81	\$ 8.71	\$ 150.13		
3.00		3 cy (1x/week)	-	-	-	-	-	-	-	64.42	99.29	-	-	163.71	\$ 13.55	\$ 10.91	\$ 188.17		
4.00		4 cy (1x/week)	-	-	-	-	-	-	-	64.42	132.39	-	-	196.81	\$ 16.29	\$ 13.12	\$ 226.22		
6.00	6 cy (1x/week)	-	-	-	-	-	-	-	64.42	198.58	-	-	263.00	\$ 21.76	\$ 17.53	\$ 302.29			

Menlo Park Rate Model
Sheet 6

Annual \$ 10,920,058 \$ 10,836,355 \$ 11,161,487 \$ 11,208,281 \$ (4,178) \$ 11,204,103
 Monthly \$ 910,005 \$ 903,030 \$ 930,124 \$ 7.7% \$ 933,675

Material Type	Container Size (Description)	Pick up schedule	Total CY Generated per Week	# of Lifts	2017 Current Monthly Rates	2017 RECODED Monthly Rates	2018 COS Monthly Rates	\$ Variance	Alternate Rate	Recommended Rate
Recycling	64 gal	-T----	0.32	1	\$ -	\$ -	\$ 11.96	\$ 11.96	\$ 0.92	\$ 0.92
Refuse	96 gal	-T----	0.48	1	\$ 83.72	\$ 83.72	\$ 29.90	\$ (53.82)	\$ 79.58	\$ 83.72
Organics	96 gal	-T----	0.48	1	\$ -	\$ -	\$ 22.23	\$ 22.23	\$ 1.71	\$ 1.71
Refuse	32 gal	-T----	0.16	1	\$ 23.40	\$ 23.40	\$ 20.37	\$ (3.03)	\$ 23.17	\$ 23.40
Recycling	64 gal	-T----	0.32	1	\$ -	\$ -	\$ 11.96	\$ 11.96	\$ 0.92	\$ 0.92
Organics	96 gal	-T----	0.48	1	\$ -	\$ -	\$ 22.23	\$ 22.23	\$ 1.71	\$ 1.71
Refuse	64 gal	-T----	0.32	1	\$ 55.99	\$ 55.99	\$ 25.14	\$ (30.85)	\$ 53.61	\$ 55.99
Recycling	64 gal	-T----	0.32	1	\$ -	\$ -	\$ 11.96	\$ 11.96	\$ 0.92	\$ 0.92
Organics	96 gal	-T----	0.48	1	\$ -	\$ -	\$ 22.23	\$ 22.23	\$ 1.71	\$ 1.71
Recycling	64 gal	-T----	0.32	1	\$ -	\$ -	\$ 11.96	\$ 11.96	\$ 0.92	\$ 0.92
Refuse	96 gal	-T----	0.48	1	\$ 83.72	\$ 83.72	\$ 29.90	\$ (53.82)	\$ 79.58	\$ 83.72
0	96 gal	T-	0.00	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Organics	96 gal	-T----	0.48	1	\$ -	\$ -	\$ 22.23	\$ 22.23	\$ 1.71	\$ 1.71
Organics	0	-T----	0.00	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Recycling	0	-T----	0.00	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Refuse	20 gal	-T----	0.10	1	\$ 13.99	\$ 13.99	\$ 18.58	\$ 4.59	\$ 14.34	\$ 14.34
Recycling	64 gal	-T----	0.32	1	\$ -	\$ -	\$ 11.96	\$ 11.96	\$ 0.92	\$ 0.92
Organics	96 gal	-T----	0.48	1	\$ -	\$ -	\$ 22.23	\$ 22.23	\$ 1.71	\$ 1.71
Refuse	32 gal	-T----	0.16	1	\$ 23.40	\$ 23.40	\$ 20.37	\$ (3.03)	\$ 23.17	\$ 23.40
Recycling	64 gal	-T----	0.32	1	\$ -	\$ -	\$ 11.96	\$ 11.96	\$ 0.92	\$ 0.92
Organics	96 gal	-T----	0.48	1	\$ -	\$ -	\$ 22.23	\$ 22.23	\$ 1.71	\$ 1.71
Refuse	32 gal	-T----	0.32	2	\$ 56.00	\$ 46.81	\$ 40.74	\$ (6.07)	\$ 46.34	\$ 46.81
Recycling	64 gal	-T----	0.64	2	\$ -	\$ -	\$ 23.92	\$ 23.92	\$ 1.84	\$ 1.84
Organics	96 gal	-T----	0.96	2	\$ -	\$ -	\$ 44.46	\$ 44.46	\$ 3.42	\$ 3.42
Refuse	32 gal	M-----	0.16	1	\$ 23.40	\$ 23.40	\$ 20.37	\$ (3.03)	\$ 23.17	\$ 23.40
Recycling	64 gal	M-----	0.32	1	\$ -	\$ -	\$ 11.96	\$ 11.96	\$ 0.92	\$ 0.92
Organics	96 gal	M-----	0.48	1	\$ -	\$ -	\$ 22.23	\$ 22.23	\$ 1.71	\$ 1.71
Refuse	32 gal	M-----	0.16	1	\$ 23.40	\$ 23.40	\$ 20.37	\$ (3.03)	\$ 23.17	\$ 23.40
Recycling	64 gal	M-----	0.32	1	\$ -	\$ -	\$ 11.96	\$ 11.96	\$ 0.92	\$ 0.92
Organics	96 gal	M-----	0.48	1	\$ -	\$ -	\$ 22.23	\$ 22.23	\$ 1.71	\$ 1.71
Refuse	20 gal	M-----	0.10	1	\$ 13.99	\$ 13.99	\$ 18.58	\$ 4.59	\$ 14.34	\$ 14.34
Recycling	64 gal	M-----	0.32	1	\$ -	\$ -	\$ 11.96	\$ 11.96	\$ 0.92	\$ 0.92
Organics	96 gal	M-----	0.48	1	\$ -	\$ -	\$ 22.23	\$ 22.23	\$ 1.71	\$ 1.71
Refuse	32 gal	M-----	0.16	1	\$ 23.40	\$ 23.40	\$ 20.37	\$ (3.03)	\$ 23.17	\$ 23.40
Recycling	64 gal	M-----	0.32	1	\$ -	\$ -	\$ 11.96	\$ 11.96	\$ 0.92	\$ 0.92
Organics	96 gal	M-----	0.48	1	\$ -	\$ -	\$ 22.23	\$ 22.23	\$ 1.71	\$ 1.71
Refuse	32 gal	M-----	0.16	1	\$ 23.40	\$ 23.40	\$ 20.37	\$ (3.03)	\$ 23.17	\$ 23.40
Recycling	64 gal	M-----	0.32	1	\$ -	\$ -	\$ 11.96	\$ 11.96	\$ 0.92	\$ 0.92
Organics	96 gal	M-----	0.48	1	\$ -	\$ -	\$ 22.23	\$ 22.23	\$ 1.71	\$ 1.71
Refuse	32 gal	M-----	0.16	1	\$ 23.40	\$ 23.40	\$ 20.37	\$ (3.03)	\$ 23.17	\$ 23.40

Menlo Park Rate Model
Sheet 0

POST COLLECTION COSTS	2018 (SBWMA Adopted Budget)	2019 (projected)	2020 (projected)	2021 (projected)	2022 (projected)
SFD (Tons)	4473	4,518	4,563	4,609	4,655
MFD, COM and DROP BOX (tons)	12598	12,724	12,851	12,980	13,110
DROP BOX (Tons)	487	492	497	502	507
Total Garbage Tons	17,071	17,242	17,414	17,588	17,764
Tip Fee	\$ 104	\$ 107	\$ 129	\$ 132	\$ 136
% increase		103%	120%	103%	103%
Annual Cost	\$ 1,775,384	\$ 1,846,932	\$ 2,238,482	\$ 2,328,692	\$ 2,422,539
SFD (Tons)	7725	7,802	7,880	7,959	8,039
MFD, COM and DROP BOX (tons)	6989	7,059	7,129	7,201	7,273
DROP BOX (Tons)	331	334	338	341	344
Organics Tons	14,714	14,861	15,010	15,160	15,311
Tip Fee	\$ 106	\$ 111	\$ 115	\$ 118	\$ 122
% increase		105%	103%	103%	103%
Total Annual Cost	\$ 1,559,684	\$ 1,654,045	\$ 1,720,703	\$ 1,790,047	\$ 1,862,186
Total Disposal Pass Through	\$ 3,335,068	\$ 3,500,977	\$ 3,959,184	\$ 4,118,740	\$ 4,284,725
RECOLOGY COMPENSATION	2018 Recology Rate Application	2019 (projected)	2020 (projected)	2021 (projected)	2022 (projected)
Recology Compensation	\$ 5,720,090	\$ 6,016,168.33	\$ 6,312,246.67	\$ 6,608,325	\$ 6,806,575
Shortfall Amount Plus Interest and Agency Fees (2016 for 2018 rate setting only)	\$ 448,895	\$ -	\$ -	\$ -	\$ -
Rate Surplus	\$ 135,000	\$ 450,000	\$ 20,000	\$ -	\$ -
Total to Recology	\$ 6,303,985	\$ 6,466,168	\$ 6,332,247	\$ 6,608,325	\$ 6,806,575
Projected total increase in Revenue Requirement		102.6%	97.9%	104.4%	103.0%

Target Surplus by 2021 (6% of 2021 Compensation)

396,500

Net 2021 Surplus

\$

605,000



A Public Agency

9

COLLECTION AND RECYCLING PROGRAM SUPPORT AND COMPLIANCE

Agenda Item 9

STAFF REPORT

To: SBWMA Board Members
From: Joe La Mariana, Executive Director
Farouk Fakira, Finance Manager
HF&H Consultants
Date: September 28, 2017 Board of Directors Meeting
Subject: Resolution Approving the SBWMA Final Report Reviewing the 2018 Recology San Mateo County Compensation Application

Recommendation

It is recommended that the SBWMA Board of Directors approve Resolution No. 2017-32 attached hereto authorizing the following actions:

1. Approve the SBWMA Final Report Reviewing the 2018 Recology San Mateo County (Recology) Compensation Application (**Exhibit A** - Final Report) which delineates the recommended base Total Contractor's Compensation due to Recology for 2018 of \$56,906,852.

This Final Report (**Exhibit A**) addresses Recology's compensation due for 2018 and includes **Table 8** which delineates the Total Revenue Requirement. The Member Agencies are obligated to set rates to generate revenue to match the 2018 Total Revenue Requirement. Any shortfall in net revenue to Recology will result in an interest payment to Recology in the subsequent rate year (e.g., 2016 final surplus or shortfall is determined in 2017 and included in 2018 revenue requirement).

Analysis

The SBWMA Draft Report Reviewing the 2018 Recology Compensation Application issued to the TAC and Board on August 11, 2017 addresses Recology's compensation due for 2018 and the Total Revenue Requirement. The Member Agencies are obligated to set rates to generate revenue to match the 2018 Total Revenue Requirement. Any shortfall in net revenue to Recology will result in an interest payment to Recology in the subsequent rate year (e.g., 2017 final surplus or shortfall is determined in 2018 and included in 2019 revenue requirement).

The Member Agencies were requested to submit comments on the Draft Report to the SBWMA by August 25. The Draft Report will be revised based on the feedback received from the Member Agencies and the Final Report will be issued to the Board on September 21, 2017, for the Board's consideration at the September 28, 2017 Board of Director's meeting.

SBWMA Review of 2018 Recology Compensation Application

The results of implementing the cost adjustment methodology prescribed in the Member Agency's Franchise Agreements for Solid Waste, Recyclable Materials and Organic Materials Collection Service (Agreements) with Recology to determine the Rate Year Eight (i.e., 2018) compensation results in Total 2018 Contractor's Compensation of \$56,906,852, which is an increase of \$734,618 (1.3% increase from prior year) due primarily to the following:

- A scheduled reduction in Interest Expense that is -26.3% lower than prior year.
- Increased payment to Recology of diversion based Performance Incentive/Disincentives.

Recology's 2018 compensation is compared to 2017 in Table 1 below.

Table 1

Total Contractor's Compensation	Recology Compensation			
	2017 Cost	2018 Cost	Change	%
Base Compensation	\$ 56,187,035	\$ 56,793,053	\$ 606,018	1.1%
Incentives / Disincentives	(14,802)	113,799	128,600	868.8%
Total Contractor's Compensation	\$ 56,172,233	\$ 56,906,852	\$ 734,618	1.3%

The adjustments to compensation for 2018 represent an increase in the base compensation of 1.3% or \$734,618 from 2017. The results of the adjustment process are detailed by expense category in Table 3 of the Draft Report.

As discussed in detail in Section 3.A of the Draft Report and adjusted for recent Member Agency's request for refunds, Recology's 2018 compensation includes several cost or revenue adjustments such as including the prior year's under or over payments to/from Recology. These include:

- Performance Incentive/Disincentive payments (and additional Liquidated Damages) for 2016
- 2016 Revenue Reconciliation shortfall (net of refund or payment and plus interest) of (\$164,920)

The 2016 Revenue Reconciliation balances owed to/from Recology are a true-up of what was paid to Recology versus what was owed and the resulting interest payment for any shortfall. This is not due to any change in Recology compensation but rather due to more or less revenue generated to pay the approved compensation.

Changes from August 11, 2017 SBWMA Draft Report (i.e., Table 8) to September 21, 2017 SBWMA Final Report

The following changes have been made to Table 8 (**Exhibit A**):

- Added the total on line (E.1) which does not affect any other total or percentage in Table 8.
- Atherton's 2016 Revenue Reconciliation surplus was refunded and their balance in section B. is now showing zero.
- Burlingame shortfalls for both year 2015 and 2016 were paid and their balance in section B. is now showing zero.
- Total Percentage in B.5 is now positive 0.4%. It was impacted by the change at Atherton and Burlingame.
- Total Surplus/ (Shortfall) on F.2 was impacted by the surplus refund to Atherton and payment of shortfalls by Burlingame. The total Percentage on line F.3 is now a positive 0.2%.

Rate Setting and Approval Process

This SBWMA Draft (and Final) Report and recommendation is to determine the compensation owed to Recology for collection services in 2018. This Report also provides Table 8 (**Exhibit A**) which establishes the final Revenue Requirement that will be used as the basis for recommending the 2018 rate adjustments. The Revenue Requirement includes compensation to Recology for solid waste, recyclables and organic materials collection and

Pass-Through costs, which include Agency fees, and disposal and processing costs at the Shoreway Environmental Center.

Article 11 of the Franchise Agreements states the following:

- Each Member Agency is obligated to set rates as necessary to generate annual gross revenues billed by Recology equal to the approved compensation amount plus all approved pass-through costs.
- If an Agency sets a rate that is below the approved recommendation contained in the Final Report, or if an Agency delays imposing a rate increase effective January 1, 2018, and net revenues billed by Recology in 2018 are less than needed to cover the approved total contractor's compensation delineated in the Final Report, the Agency will be obligated to pay interest to Recology on the difference.

Background

In 2005, the SBWMA and its Member Agencies initiated a five and a half year collection services contractor selection process that resulted in Recology and the Member Agencies executing Franchise Agreements ("Agreements") for Collection Services. Eleven of the twelve SBWMA Member Agency Agreements have the same methodology used to calculate the compensation paid to Recology. One Member Agency (i.e., City of Belmont) used a different compensation methodology; however, use of this different methodology has no bearing on the costs or services provided to the other 11 Member Agencies. Inclusion of the City of Belmont in the cost calculations with the other 11 Member Agencies is necessary in order to accurately implement the cost allocation process prescribed in the Agreements.

The compensation adjustment methodology provisions in the Member Agency Agreements are contained in Article 11, Attachment K and Attachment N. Article 11 provides an overview of the methodology and describes the process by which aspects of the compensation adjustment process shall be implemented.

Note: In this staff report and all attachments, the term "cost" and "compensation" are intended to have the same meaning. The term "cost" is not intended to mean Recology's true operating cost which is unknown, but rather what the company is paid to perform the services.

Fiscal Impact

Variance Analysis

Rate revenue from the total SBWMA Member Agencies is calculated to require a weighted average increase of 2.8% (**Exhibit A**, Table 8, row C.3) for 2018 rates to cover the Total Revenue Requirement for the Recology cost, pass through costs, and the prior year's revenue reconciliation surplus/shortfall (**Exhibit A**, Table 8, row B.1 and B.2). Tables comparing 2018 costs to 2017 costs and showing the components of the 2018 rate adjustments by Member Agency are included in the Draft Report as Appendix D – Member Agency Variance Analysis of Total Collection Cost and Rate Impact.

Total Collection Rate Adjustment

The total rate adjustment is provided in the Draft (and Final) Report in **Table 8 (Exhibit A)**. This table presents the Total Collection Rate Adjustment from all sources that impact rates by Member Agency, as follows:

- **Section A** - This section provides the estimated 2018 Collection Revenue using 2017 rates (**A.1**), the 2018 Total Recology Compensation (**A.2**) and Pass-Through Expenses (**A.6**) used to determine the 2018 Revenue Requirement (**A.7**), the estimated 2018 Surplus/Shortfall balance with Recology (**A.8**), Agency Fees on shortfalls (**A.9**), and the Rate Adjustment Percentage (**A.10**). *The overall SBWMA rate adjustment is a 2.4% increase; however, each Member Agency has a different adjustment percentage.*

- **Section B** – This section provides the results of the 2016 Recology Revenue Reconciliation surplus/shortfall that must be added to the 2018 rate adjustment. *The overall SBWMA rate adjustment is a 0.4% increase; however, but each Member Agency has a different adjustment percentage.*

Section C – This section provides the 2017 Required Rate Adjustment which is the sum of sections A and B. *The overall total SBWMA rate adjustment is positive 2.8%; however the rate adjustment percentage varies between the Member Agencies.*

- **Section D** – This section provides the “2017 estimated surplus/(shortfall)” balance with Recology (D.1), including the adjusted 2015 surplus/shortfall (D.2) and the associated Agency Fees on any net estimated shortfall (D.4). The 2017 Revenue Reconciliation will be finalized in 2018, similar to how the 2016 Revenue Reconciliation was finalized in 2017.
- **Section E** – This section includes an adjustment for Belmont’s unique agreement with Recology. The refunds received from Recology as a result of a surplus or shortfalls paid out to Recology were netted against the surplus or shortfall of the agency impacted. (Please note that **Exhibit B** attached to this staff report provides the refunds from Recology for surpluses and the payments to Recology for shortfalls for 2014, 2015, 2016 and 2017.)
- **Section F** – This section provides the “Cumulative Revenue Requirement” of \$99,749,755 (F.1)” and the cumulative shortfall of (\$193,727) (F.2) which includes the result of Sections D and E. **The overall SBWMA recommended rate adjustment is on line (F.3). Each Member Agency is obligated to set rates to generate its respective revenue needed as denoted in Section F per the MOU between Recology and SBWMA. Agencies that set rates lower than delineated in Section F and experience a shortfall in revenue are liable for future interest charges from Recology.**

Attachments:

Resolution No. 2017-32

Exhibit A – SBWMA Final Report Reviewing the 2018 Recology San Mateo County Compensation Application

Exhibit B – Member Agency Refunds from Recology for Surpluses and Payments to Recology for Shortfalls



RESOLUTION NO. 2017-32

RESOLUTION OF THE SOUTH BAYSIDE WASTE MANAGEMENT AUTHORITY BOARD OF DIRECTORS APPROVING THE SBWMA FINAL REPORT REVIEWING THE 2017 RECOLOGY SAN MATEO COUNTY COMPENSATION APPLICATION

WHEREAS, On February 28, 2013, the South Bayside Waste Management Authority (SBWMA) Board of Directors approved modifications to the schedule prescribed in the Member Agencies Franchise Agreements for Collection of Recyclable Materials, Organic Materials and Solid Waste with Recology San Mateo County (Recology) specifying that the SBWMA Board of Directors' was required to submit comments, questions and concerns on the Draft Report to the SBWMA by August 30 each year; and,

WHEREAS, The SBWMA prepared and issued to the SBWMA Board of Director's on August 11, 2017 the SBWMA Draft Report Reviewing the 2018 Recology Compensation Application (Report); and,

WHEREAS, The Draft Report issued by the SBWMA on August 11, 2017 was updated based on feedback from Member Agencies and the SBWMA subsequently issued the Final Report (**Exhibit A**) to the Board of Directors on September 21, 2017; and,

WHEREAS, The Final Report recommends a 1.3 % increase in the total contractor's compensation when compared to the 2017 compensation approved by the SBWMA Board of Director's on September 22, 2016 per Resolution No. 2016-35. The total 2018 Recology contractor's compensation is \$56,906,852.

NOW, THEREFORE BE IT RESOLVED that the South Bayside Waste Management Authority hereby approves:

1. The SBWMA Final Report Reviewing the 2018 Recology San Mateo County Compensation Application.

PASSED AND ADOPTED by the Board of Directors of the South Bayside Waste Management Authority, County of San Mateo, State of California on the 28th day of September, 2017, by the following vote:

Agency	Yes	No	Abstain	Absent	Agency	Yes	No	Abstain	Absent
Atherton					Menlo Park				
Belmont					Redwood City				
Burlingame					San Carlos				
East Palo Alto					San Mateo				
Foster City					County of San Mateo				
Hillsborough					West Bay Sanitary Dist.				

I HEREBY CERTIFY that the foregoing Resolution No. 2017-32 was duly and regularly adopted at a regular meeting of the South Bayside Waste Management Authority on September 28, 2017.

ATTEST:

Cyndi Urman, Board Secretary

Bob Grassilli, Chairperson of SBWMA



SBWMA FINAL REPORT REVIEWING THE 2018 RECOLOGY SAN MATEO COUNTY COMPENSATION APPLICATION

September 21, 2017

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APPENDICES

- APPENDIX A.1** –Recology 2018 Compensation Application Issued on July 21, 2017 Reflecting Redline Changes from the Versions Submitted on June 15 (Part I Sections 1 – 4 Only)
- APPENDIX A.2** –Recology 2018 Compensation Application Issued on July 21, 2017 Reflecting Redline Changes on September 18, 2017 (Revenue Reconciliation page 2 and Table H, page 22 Only)
- APPENDIX B** – SBWMA Questions and Comments on Recology 2018 Compensation Application Issued June 29, 2017 (with Recology’s Responses Submitted on July 21, 2017)
- APPENDIX C** – Member Agency Questions and Comments on Recology 2018 Compensation Application (with Recology’s Responses)
- APPENDIX D** – Member Agency Variance Analysis of Total Collection Cost and Rate Impact

SECTION 1 EXECUTIVE SUMMARY

1.A Summary

The South Bayside Waste Management Authority (SBWMA/RethinkWaste) is required to review the Recology San Mateo County (Recology) 2018 Compensation Application (Application) for completeness, accuracy and consistency as prescribed in the Franchise Agreements between the SBWMA Member Agencies and Recology. The Application is to document the results of Recology following the prescribed compensation adjustment process detailed in Article 11, and Attachments K and N of the Member Agency Franchise Agreements. Specifically, this process includes applying the various indices to the approved 2017 compensation to arrive at the 2018 compensation, allocating the 2018 compensation to the Member Agencies, and adding the prior year revenue reconciliation balances.

This Final Report provides the results of SBWMA's review of Recology's 2018 Application and the critical analysis by the SBWMA of all components that make-up the total revenue requirement for Member Agencies to set solid waste rates, including pass through costs (i.e., Member Agency fees, disposal and processing costs, and any Member Agency specific contract changes) and prior year surplus/shortfalls owed to/from Recology.

Also provided is a variance summary of the Total Revenue Requirement for 2017 to 2018 by Member Agency, which includes the compensation paid to Recology and pass-through costs (**Appendix D**). In addition, the SBWMA provides the total rate impact for each Member Agency (**see Table 8 on pages 13 and 14**) and recommended rate adjustment for 2018, which consolidates all the projected revenue and cost components associated with the solid waste rate setting process by Member Agency.

1.B Compensation Application Process and Issuance of SBWMA Report

The 2018 Recology Compensation Application was submitted to the SBWMA and Member Agencies on June 15, 2017. On June 29, 2017 the SBWMA and one Member Agency (i.e., County Franchised Area (CFA)) submitted questions and comments to Recology. On July 21, 2017 Recology submitted a revised 2018 Compensation Application and responses to the SBWMA and Member Agency's questions and comments. On September 5, Recology submitted another revised Application reflecting surplus payment to the Town of Atherton. **Appendix A.1** provides Part 1 of Recology's revised July 21 (redlined) version of its 2018 Compensation Application. **Appendix A.2** provides additional changes provided on September 18, 2017 to the Revenue Reconciliation page 2 and Table H, page 22.

Appendix B provides the SBWMA's questions and comments to Parts 1 and 2 of Recology's Compensation Application, and Recology's response submitted on July 21. **Appendix C** provides the questions and comments submitted by Member Agencies (i.e., CFA) and Recology's response. The SBWMA provided all Member Agencies their detailed revenue, disposal and processing cost projections on July 21, 2017 and requested that changes be submitted by August 7.

Table 1 on the next page shows the complete schedule to review and comment on Recology's Compensation Application. This Final Report provides all the necessary information for Member Agencies to adjust solid waste rates for 2018, if necessary.

Table 1
2017 Schedule to Approve Recology 2018 Compensation

Due Date	Milestone
June 15, 2017	Recology 2018 Compensation Application Submitted to Member Agencies and SBWMA
June 29, 2017	Member Agencies and SBWMA Comments Due to Recology
July 21, 2017	Revised Recology 2018 Compensation Application Submitted to Member Agencies and SBWMA
August 11, 2017	SBWMA Draft Report Reviewing the 2018 Recology Compensation Application Issued to Member Agencies
August 25, 2017	Member Agencies Written Comments on SBWMA Draft Report Due to SBWMA
September 14, 2017	SBWMA TAC Meeting: Staff Update and Discussion
September 21, 2017	SBWMA Final Report Issued to Member Agencies/Board
September 28, 2017	SBWMA Board Meeting: Consideration of Final Report

1.C Summary of Notable Items in the 2018 Recology Compensation Application

Notable items included in the 2018 Recology Compensation Application include:

- 2016 revenue reconciliation of surplus/shortfall and interest payments due to/from Recology (Table H in Recology Application Appendix A.2).
- Adjustment to Performance Incentive/Disincentive and Liquidated Damages payments (Table F in Recology Application Appendix A.1).
- Overall 1.3% Total Compensation increase (Table E in Recology Application Appendix A.1)

1.D Recology Cost Allocation Process by Member Agency

The process to allocate Recology’s cost equitably across all Member Agencies is prescribed in Article 11 and Attachment K of the Franchise Agreements. The collection cost per Member Agency varies based on topography, housing density, traffic patterns, customer subscription levels, etc., even though the services provided are uniform across the Member Agencies. For these reasons, the cost to provide service is allocated to the individual Member Agencies based on operational metrics. Specifically, Recology’s costs are broken into nine cost categories and each is allocated based on four operational statistics specific to each Member Agency. These operational statistics are updated annually in April/May and include:

1. Annual route labor hours
2. Annual route hours
3. Number of containers in service
4. Number of customer accounts serviced

Per section 7.12 of the Franchise Agreements, Recology conducted its Annual Route Assessment over a four week period in April/May 2017. The statistics compiled from this Route Assessment are used to allocate costs for 2018. The cost allocation process is similar to the practice used under the Allied Waste/Republic Services compensation methodology. Year to year variances are the result of several factors addressed by Recology in sections 3.2 and 3.3 of its Application (Appendix A.1).

1.E Recommendation

Based on the net results of the cost adjustments calculated in the 2018 Recology Compensation Application, SBWMA is recommending that the Board approve an adjustment to Recology's 2018 compensation as delineated in **Table 2** below. **Table 2** summarizes the adjusted 2018 costs and changes from 2017. The total change in Recology's compensation for 2018 is an increase of \$734,618 or 1.3% from 2017.

Table 2
Summary of Adjusted 2017 Costs to 2018 Costs

RECOLOGY COMPENSATION SUMMARY	2017 Cost	2018 Cost	% of Total Cost	\$ Change	% Change
Total Annual Cost of Operations	\$ 49,987,543	\$ 50,874,570	89.4%	\$ 887,027	1.8%
Profit	5,247,311	5,340,425	9.4%	93,113	1.8%
Operating Ratio	90.5%	90.5%			
Total Operating Costs	\$ 55,234,855	\$ 56,214,995	98.8%	\$ 980,140	1.8%
Contractor Pass-Through Costs					
Interest Expense	\$ 1,306,716	\$ 965,560	1.7%	\$ (341,156)	-26.1%
Interest Expense on Implementation Cost	43,030	31,707	0.1%	(11,323)	-26.3%
Contract Changes to Specific Agencies ¹	(397,566)	(419,208)	-0.7%	(21,642)	5.4%
Total Contractor Pass-Through Costs	\$ 952,180	\$ 578,059	1.0%	\$ (374,122)	-39.3%
BASE CONTRACTOR'S COMPENSATION	\$ 56,187,035	\$ 56,793,053	99.8%	\$ 606,018	1.1%
Other Adjustments					
Performance Incentives / Disincentives	\$ (14,802)	\$ 113,799	0.2%	\$ 128,600	868.8%
Total Other Adjustments	\$ (14,802)	\$ 113,799	0.2%	\$ 128,600	868.8%
TOTAL CONTRACTOR'S COMPENSATION	\$ 56,172,233	\$ 56,906,852	100.0%	\$ 734,618	1.3%
¹ Includes Agency specific contract changes (Hillsborough, Menlo Park, San Carlos).					

SECTION 2 BACKGROUND

2.A Franchise Agreement Terms

Eleven of the twelve SBWMA Member Agency Agreements use the same methodology to calculate the compensation owed to Recology. One Member Agency (i.e., City of Belmont) uses a different compensation methodology; however, using this different methodology has no bearing on the costs (compensation) or services provided to the other eleven Member Agencies.

The compensation adjustment methodology is detailed in Article 11, Attachment K and Attachment N in the Member Agency Franchise Agreements. Article 11 describes the methodology and process by which the compensation adjustment process shall be implemented. Attachment K provides more detail on this process and how costs (compensation) will be allocated amongst the Member Agencies. Attachment N includes a series of forms (worksheets) that breakout Recology's compensation and data used in the cost allocation process.

Cost Adjustment Process

Attachment K, Table 1 of the Franchise Agreements prescribes a detailed process to adjust Recology's costs during the full ten-year term of the Franchise Agreements. A flowchart in Recology's Compensation Application (see table D of Appendix A.1) illustrates graphically the cost adjustment process that is conducted each year.

2.B Annual Revenue Reconciliation

For rate years 2012 through 2019 there is an annual revenue reconciliation process to determine the net revenue Recology retained versus the amount actually owed to the company. The calculation compares the approximately \$100 million gross revenue billed, less contractor paid pass-through expenses for Member Agency fees and disposal and processing expense at the Shoreway facility (owned by SBWMA/RethinkWaste), versus the approved contractor's compensation. This revenue reconciliation process results in a surplus or shortfall owed to/from Recology by Member Agency. This surplus or shortfall will be added to or subtracted from the Recology's compensation for the subsequent rate year (in this case for 2018).

The Recology 2016 Revenue Reconciliation Report was submitted to the SBWMA and Member Agencies on March 31, 2017. Staff reviewed this 2016 Revenue Reconciliation Report and contracted an independent firm (i.e., R3 Consultants), to thoroughly review it, which included validating the accuracy of the results by Member Agency. On July 28, 2017 the Board reviewed agenda item 2B which included the audit findings and results (i.e., final 2016 surplus/shortfall and interest) of the revenue reconciliation that will be added to or subtracted from Recology's 2018 compensation unless it was requested to be refunded directly back to a Member Agency. The final 2016 Revenue Reconciliation balances have been included in Recology's 2018 Compensation Application (see Table H of Appendix A.2).

2.C Review of Compensation Application by SBWMA for Accuracy and Completeness, and Issuance of Final Report

The Franchise Agreements state that the SBWMA is responsible for annually conducting a review and analysis of Recology's Compensation Application. SBWMA staff conducts a thorough review of the data, calculations, index adjustments, and the cost allocation process. This review is used to prepare the analysis contained in this report including any changes and adjustments to Recology's compensation. Recology is obligated to promptly provide to the SBWMA any missing information, explanations and agreed changes

upon request during the Compensation Application review process. Recology submitted a revised Compensation Application on July 21 based on staff and Member Agency comments. The questions and comments submitted to the company during the initial review period in June are provided in **Appendices B and C**.

SECTION 3 2018 RECOLOGY SAN MATEO COUNTY COMPENSATION APPLICATION

3.A Description of Compensation Adjustments

The 2018 Recology Compensation Application is based on adjusting 2017 cost categories by applying the changes in several indices to arrive at the 2018 compensation by cost category. In the Compensation Application, the term “cost” really refers to “compensation.” Please note this does not mean Recology’s “true” cost as this is an index based compensation approach and not a “cost plus” approach. The SBWMA moved from a “cost plus” compensation model to a new “fixed price plus index adjustment” compensation methodology with the new Recology contract that started on January 1, 2011 and this change has resulted in substantial savings to the Member Agencies.

The Franchise Agreements with Recology also provide for additional compensation adjustments for special issues related to performance incentive/disincentive payments (and liquidated damages) and a negotiated cost adjustment for Hillsborough. The contract also entitled Recology to receive two cost adjustments in 2011 and 2013 to address service level changes to the number of residential customer accounts and commercial service levels.

Changes to Annual Adjustment to Wages and Benefits in the Collective Bargaining Agreements. The 2018 Compensation Application is the fifth one whereby all wages and benefits costs are adjusted based on a pre-determined CPI index. The Franchise Agreements prescribe that when the Collective Bargaining Agreements (CBA) in effect at the start of the contract were either amended or expired, the annual adjustment to wages and benefits would then be tied to a CPI index and not subject to the actual terms (i.e., increases) in the CBA. The three CBA’s expired in 2013, therefore the adjustment to CBA wages is now limited to a pre-determined Federal labor CPI index. In 2011, 2012 and 2013 of the Recology contract, and throughout the term of the previous Allied Waste/Republic Services contract(s), the actual wage and benefit rate increases specified in the CBA were used to adjust these cost categories.

Recology Annual Revenue Reconciliation Report for 2016. Recology submitted a Revenue Reconciliation Report to the SBWMA on March 31, 2017 which compares the approved compensation owed to Recology for 2016 with the actual net funds retained by Recology after paying for pass-through costs for disposal and processing at Shoreway and Agency fees (e.g., Franchise Fees) paid to each Member Agency. The SBWMA thoroughly reviews this Report and it is audited by an independent third party firm (i.e., R3 Consultants). The audit results are then provided to the Board for consideration and approval. Each Member Agency annually generates a surplus or shortfall which is added to or subtracted from the next year’s Revenue Requirement. The total amount of 2016 surplus/shortfall including interest is \$164,920 due to Recology (a \$136,128 shortfall plus interest due to Recology of \$28,792), see **Table 8**.

Interest Payment to Recology for 2016 Revenue Reconciliation Shortfall. The Franchise Agreement(s) with Recology provide for an interest charge at the rate of prime plus one percent (i.e., currently 4.25%) for the shortfall identified in the 2016 Revenue Reconciliation Report described above. The calculation of interest on shortfalls was clarified and approved by the Board on March 27, 2014 (agenda item 8A), authorizing the Executive Director to execute a Memorandum of Understanding (MOU) with Recology

establishing guidelines regarding future interest calculations on surplus revenue. The net amount of interest charged to some Member Agencies from Recology for 2016 is \$28,792 (Table H in the Recology Application, Appendix A.2).

In addition, on July 8, 2015, the SBWMA Board of Directors and Technical Advisory Committee (TAC) Members were provided a revision to the MOU with Recology which clarifies that interest will not be charged to a Member Agency that pays Recology by September 30 the amount of any shortfall for the previous year as determined by the Board approved Revenue Reconciliation Report.

Performance Incentive/Disincentive Payments (and Liquidated Damages). As prescribed in the Franchise Agreement(s) with Recology, the company included the 2016 Performance Incentives/Disincentives and Liquidated Damages calculations in the 2016 Annual Report submitted on March 31, 2017. The 2016 disincentive payment reported by Recology is primarily due to an increase in recycling achieved during 2016 over that achieved in 2015. The total annual Recology recycling diversion incentive payments (not net of additional liquidated damages and disincentive payments per the annual audit) from 2011 to 2016 are as follows:

- 2011 - \$913,060 (diversion incentive payment to Recology)
- 2012 - \$489,164 (diversion incentive payment to Recology)
- 2013 - \$257,650 (diversion incentive payment to Recology)
- 2014 - \$42,217 (diversion incentive payment to Recology)
- 2015 - (\$14,215) (diversion disincentive payment to the Member Agencies)
- 2016 - \$175,789 (diversion incentive payment to Recology)(Table F, Appendix A.1)

Recology's 2016 overall diversion was 47.57%, 0.69% beyond the targeted diversion rate of 46.87%. The 0.69% represents 2,511.26 of additional diverted tons collected. Recology's 2016 diversion incentive payment is \$175,789 (\$70 incentive rate X 2,511.26 additional tons collected). The net performance incentives/disincentives and liquidated damages payments owed to the Member Agencies is different than the diversion only disincentive (or prior incentive) payment discussed above. The net amount owed to Recology and added to Recology's 2018 compensation is \$113,799 (Table F in Recology's Application Appendix A.1).

The Performance Incentive/Disincentive payments are allocated to the Member Agencies based on the quantity of solid waste tons disposed by each. Per the Franchise Agreements, the Liquidated Damages reported by Recology are not allocated but applied specifically to each Member Agency.

Recurring Items

Three cities also have unique cost adjustments: Menlo Park has an additional cost for customer billing services (\$24,865) that was done in-house prior to 2011, Hillsborough has a cost reduction for not buying new organics carts at the start of the contract (\$9,966),¹ and San Carlos has a cost reduction for residential food scraps kitchen pails bought by the City prior to the start of the new contract with Recology (\$5,293).

¹ The 2018 Application includes depreciation for replacement organic carts from 2011 through 2013. This depreciation totals \$9,966, which reduces the Town's savings (originally calculated at \$34,595) for purchasing used carts. This new depreciation expense commencing in 2015 was approved by the Town contingent on Recology's compliance with conditions put forth by the Town related to reporting and ownership of the containers upon expiration of the Franchise Agreement.

The Town of Hillsborough also negotiated a reduction in the cost of backyard service which is adjusted each year. The 2017 cost reduction is \$428,815.

3.B Adjustment of 2017 Compensation to 2018

As prescribed in Article 11, Attachment K and Attachment N of the Franchise Agreements, the adjustment of the 2017 compensation to 2018 compensation is predominantly based on the annual percentage change in select CPI indices applied to various cost categories. As previously explained, the Recology drivers, mechanics and office clerical CBA related expenses have all reverted to a CPI index adjustment commencing in rate year 2014.

Table 3 on the following page provides the detailed results from making all compensation adjustments from 2017 to 2018. The application of all adjustment factors to the costs approved in Recology's 2017 Compensation Application results in an overall increase in Recology's base 2018 compensation totaling \$606,018 or 1.1% from 2017. Performance Incentive (and Liquidated Damages) payments increased by \$128,600 (868.8%). The result is a net increase in total contractor's compensation of \$734,618 or 1.3 % for 2018 from 2017. Please refer to **Table 3** on the next page.

**Table 3
Results of Adjustments of 2017 Costs to 2018 Costs**

RECOLOGY COMPENSATION DETAIL	Costs - 2017	Costs - 2018	% of Total Cost	\$ Change	% Change
Annual Cost of Operations					
Direct Labor-Related Costs					
Wages	\$ 16,758,609	\$ 17,141,395	30.1%	\$ 382,785	2.3%
Benefits	6,669,971	6,822,320	12.0%	152,350	2.3%
Payroll Taxes	1,394,316	1,426,164	2.5%	31,848	2.3%
Workers Compensation Insurance	1,471,775	1,497,957	2.6%	26,182	1.8%
Total Direct Labor Related-Costs	\$ 26,294,671	\$ 26,887,836	47.2%	\$ 593,164	2.3%
Direct Fuel Costs	2,066,892	2,061,564	3.6%	(5,328)	-0.3%
Other Direct Costs	2,178,164	2,208,005	3.9%	29,841	1.4%
Depreciation	-				
- Collection Vehicles	4,016,792	4,016,792	7.1%	-	0.0%
- Containers	1,882,550	1,882,550	3.3%	-	0.0%
Total Depreciation	\$ 5,899,342	\$ 5,899,343	10.4%	\$ (0)	0.0%
Allocated Indirect Costs excluding Depreciation					
General and Administrative	\$ 7,267,914	\$ 7,406,610	13.0%	\$ 138,696	1.9%
Operations	1,787,232	1,826,241	3.2%	39,009	2.2%
Vehicle Maintenance	3,106,609	3,175,828	5.6%	69,219	2.2%
Container Maintenance	1,047,093	1,069,518	1.9%	22,425	2.1%
Total Allocated Indirect Costs excluding Depreciation	\$ 13,208,848	\$ 13,478,197	23.7%	\$ 269,349	2.0%
Total Allocated Indirect Depreciation Costs	152,451	152,451	0.3%	-	0.0%
Annual Implementation Cost Amortization	187,175	187,175	0.3%	-	0.0%
Total Annual Cost of Operations	\$ 49,987,543	\$ 50,874,571	89.4%	\$ 887,028	1.8%
Profit	5,247,311	5,340,425	9.4%	93,113	1.8%
Operating Ratio	90.5%	90.5%			
Total Operating Costs	\$ 55,234,855	\$ 56,214,995	98.8%	\$ 980,140	1.8%
Contractor Pass-Through Costs					
Interest Expense	\$ 1,306,716	\$ 965,560	1.7%	\$ (341,156)	-26.1%
Interest Expense on Implementation Cost	43,030	31,707	0.1%	(11,323)	-26.3%
Contract Changes to Specific Agencies	(397,566)	(419,208)	-0.7%	(21,642)	5.4%
Total Contractor Pass-Through Costs	952,180	578,059	1.0%	(374,122)	-39.3%
BASE CONTRACTOR'S COMPENSATION	\$ 56,187,035	\$ 56,793,053	99.8%	\$ 606,018	1.1%
Other Adjustments					
Performance Incentives / Disincentives	(14,802)	113,799	0.2%	128,600	868.8%
Total Other Adjustments	(14,802)	113,799	0.2%	128,600	868.8%
TOTAL CONTRACTOR'S COMPENSATION	\$ 56,172,233	\$ 56,906,852	100.0%	\$ 734,618	1.3%

Table 4 below denotes the total cost adjustment to each cost category and the specific index prescribed in the Franchise Agreement(s).

**Table 4
Results of Cost Adjustments**

Cost Category	Cost Adjustment	Index	Explanation
CBA Wages and Benefits (Drivers, Mechanics, Clerical)	2.28%	Index #1	The CBA wage & benefits adjustment is based on the change in a CPI Index.
Payroll Tax	2.28%	n/a	The payroll tax rate is adjusted by changes in Federal or state payroll tax rates. There are no tax rate changes for 2017; therefore, the payroll tax expense changes in accordance with change in wages.
Worker's Compensation Insurance	1.78%	Index #2	The Worker's Comp Insurance adjustment is based on the change in a CPI Index.
Depreciation – Collection Vehicles	0.0%	n/a	No adjustment in 2018.
Depreciation - Containers	0.0%	n/a	No adjustment in 2018.
Non-CBA Labor	2.28%	Index #1	The Non-CBA Labor cost (management and supervisors) adjustment is based on the change in a CPI index.
Fuel	-0.26%	Index #3	The Fuel expense is adjusted by the change in a fuel index.
Other Indirect Cost	1.37%	Index #4	The Other Operating cost (insurance, general office expense, safety, etc.) is adjusted by 80% of a change in a CPI index.

Application of Index to the Cost Categories	Cost Adjustment	Reference	Specific Index Prescribed in the Franchise Agreement(s)
CBA & non-CBA Wages & Benefits	2.28%	Index #1	U.S. Department of Labor, Bureau of Labor Statistics, Private Industry Employment Cost Index for Service-Producing Industries (seasonally adjusted, total compensation, series no. cis201s000000000i successor to Ecs12102i ended 2005).
Worker's Compensation Insurance	1.78%	Index #2	U.S. Department of Labor, Bureau of Labor Statistics, Private Industry Employment Cost Index for Private Industry (Not seasonally adjusted, total compensation, series no. CIU203000000000A).
Fuel	-0.26%	Index #3	U.S. Department of Labor, Bureau of Labor Statistics, Producer Price Index - Commodity Index for #2 diesel fuel (not seasonally adjusted, fuels and related products and power, series no. wpu057303).
Other Operating Expense	1.37%	Index #4	U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index – All Urban Consumers, U.S. city average (not seasonally adjusted, all items, base period: 1982-84=100, series no. cuur0000sao).

3.C Recommended Adjustment to Recology's Compensation for 2018

Based on the net results of the compensation adjustments previously described and the analysis of the 2018 Recology Compensation Application, SBWMA is recommending that the SBWMA Board approve an adjustment to Recology's 2018 compensation as delineated in **Table 5 – Comparison of 2017 and 2018 Compensation**. The total adjustment to Recology's contractor's compensation is a 1.3% increase.

**Table 5
Comparison of 2017 and 2018 Compensation**

RECOLOGY COMPENSATION SUMMARY	2017 Cost	2018 Cost	% of Total Cost	\$ Change	% Change
Total Annual Cost of Operations	\$ 49,987,543	\$ 50,874,570	89.4%	\$ 887,027	1.8%
Profit	5,247,311	5,340,425	9.4%	93,113	1.8%
Operating Ratio	90.5%	90.5%			
Total Operating Costs	\$ 55,234,855	\$ 56,214,995	98.8%	\$ 980,140	1.8%
Contractor Pass-Through Costs					
Interest Expense	\$ 1,306,716	\$ 965,560	1.7%	\$ (341,156)	-26.1%
Interest Expense on Implementation Cost	43,030	31,707	0.1%	(11,323)	-26.3%
Contract Changes to Specific Agencies ¹	(397,566)	(419,208)	-0.7%	(21,642)	5.4%
Total Contractor Pass-Through Costs	\$ 952,180	\$ 578,059	1.0%	\$ (374,122)	-39.3%
BASE CONTRACTOR'S COMPENSATION	\$ 56,187,035	\$ 56,793,053	99.8%	\$ 606,018	1.1%
Other Adjustments					
Performance Incentives / Disincentives	\$ (14,802)	\$ 113,799	0.2%	\$ 128,600	868.8%
Total Other Adjustments	\$ (14,802)	\$ 113,799	0.2%	\$ 128,600	868.8%
TOTAL CONTRACTOR'S COMPENSATION	\$ 56,172,233	\$ 56,906,852	100.0%	\$ 734,618	1.3%

¹ Includes Agency specific contract changes (Hillsborough, Menlo Park, San Carlos).

3.D Recology Cost Allocation Process by Member Agency

Section 3 of the Recology Compensation Application describes how compensation is allocated to each Member Agency after the total compensation is adjusted. Article 11 and Attachment K of the Franchise Agreements prescribe the process to allocate the company's compensation equitably across the Member Agencies. Nine cost categories across seventeen lines of business are allocated to each Member Agency by four agency specific operational statistics. These four operational statistics are:

1. Annual route labor hours
2. Annual route hours
3. Number of containers in service
4. Number of customer accounts serviced

The statistics used to allocate costs for 2018 are based on operational metrics compiled for each Member Agency by Recology in April/May 2017. The cost allocation process is similar to the process used under the previous contract with Allied Waste/Republic Services.

While the services provided by Recology are uniform across the Member Agencies, the cost to provide these services vary by Member Agency based on topography, housing density, traffic patterns, and customer subscription levels, etc. For these reasons, the cost to provide service is reallocated annually to the individual Member Agencies based on current operational metrics.

The metric used by Recology to allocate costs for the Venues and Events line of business across the Member Agencies, is different than that prescribed in the Franchise Agreements. Recology and the SBWMA agree that if the method prescribed for this line of business were used, the allocation of these costs would not be equitable. Thus, the company has allocated these specific costs based on the number of single-family accounts in service and not the route labor hours or route hours expended to provide this service during April/May when the operational metrics are compiled. This approach was approved by the Board and has been applied to the compensation adjustment since Rate Year Two (2012). For 2018, it applies to approximately 0.1% of the total base compensation.

3.E Results of Cost Allocation

The cost allocation by Member Agency for each cost category and the total contactor's compensation is provided in **Table 6 – Member Agency Cost Allocation**. The cost allocation by line of business (Residential, Commercial/MFD and Agency Facility) for each Member Agency is found in Recology's Compensation Application as Appendix 3-3, 3-4 and 3-5.

Table 6 – Member Agency Cost Allocation

BASE COLLECTION COSTS	2018 Costs													
	2018 Total	Atherton	Belmont	Burlingame	E Palo Alto	Foster City	Hillsborough	Menlo Park	North Fair Oaks	Redwood City	San Carlos	San Mateo	West Bay	Unincorporated County
Annual Cost of Operations														
Direct Labor-Related Costs														
Wages for CBAs	\$17,141,395	\$404,807	\$1,092,351	\$1,792,578	\$654,090	\$1,021,188	\$766,785	\$1,645,126	\$518,081	\$3,015,005	\$1,510,124	\$3,787,625	\$292,865	\$640,770
Benefits for CBAs	\$6,822,320	\$162,778	\$436,297	\$702,224	\$261,990	\$406,259	\$310,593	\$650,270	\$207,347	\$1,202,108	\$596,769	\$1,507,806	\$118,095	\$259,785
Payroll Taxes	\$1,426,164	\$33,680	\$90,884	\$149,142	\$54,420	\$84,963	\$63,797	\$136,874	\$43,104	\$250,848	\$125,642	\$315,130	\$24,366	\$53,312
Workers Compensation Insurance	\$1,497,957	\$35,375	\$95,459	\$156,650	\$57,160	\$89,240	\$67,008	\$143,765	\$45,274	\$263,476	\$131,968	\$330,994	\$25,593	\$55,996
Total Direct Labor Related-Costs	\$26,887,836	\$636,641	\$1,714,990	\$2,800,594	\$1,027,660	\$1,601,649	\$1,208,183	\$2,576,036	\$813,806	\$4,731,437	\$2,364,504	\$5,941,555	\$460,919	\$1,009,862
Direct Fuel Costs	\$2,061,564	\$54,173	\$128,025	\$198,690	\$82,733	\$123,746	\$98,504	\$210,872	\$60,447	\$365,097	\$186,078	\$436,702	\$35,696	\$80,803
Other Direct Costs	\$2,208,005	\$55,917	\$136,866	\$220,353	\$87,689	\$132,548	\$101,082	\$227,243	\$63,907	\$392,222	\$197,694	\$471,364	\$37,010	\$84,111
Depreciation														
- Collection Vehicles	\$4,016,792	\$109,113	\$247,478	\$380,005	\$160,007	\$238,606	\$192,925	\$426,625	\$115,404	\$712,627	\$368,120	\$838,929	\$69,745	\$157,207
- Containers	\$1,882,550	\$58,659	\$122,608	\$161,723	\$83,422	\$116,246	\$59,612	\$181,108	\$57,708	\$340,250	\$168,203	\$414,424	\$36,550	\$82,037
Total Depreciation	\$5,899,342	167,772	370,086	541,728	243,429	354,852	252,537	607,733	173,113	1,052,877	536,322	1,253,353	106,295	239,244
Allocated Indirect Costs														
General and Administrative	\$7,406,610	\$114,866	\$459,789	\$687,962	\$361,491	\$456,118	\$175,137	\$749,829	\$219,061	\$1,386,473	\$708,189	\$1,692,946	\$116,509	\$278,240
Operations	\$1,826,241	\$50,673	\$112,227	\$182,955	\$71,672	\$108,866	\$88,231	\$193,352	\$50,098	\$314,377	\$173,526	\$378,489	\$31,807	\$69,969
Vehicle Maintenance	\$3,175,828	\$88,121	\$195,162	\$318,158	\$124,637	\$189,318	\$153,434	\$336,238	\$87,120	\$546,700	\$301,761	\$658,192	\$55,312	\$121,676
Container Maintenance	\$1,069,518	\$25,312	\$66,566	\$98,993	\$49,581	\$68,707	\$26,730	\$113,384	\$30,233	\$195,650	\$96,683	\$241,729	\$17,092	\$38,858
Total Allocated Indirect Costs	\$13,478,197	\$278,971	\$833,744	\$1,288,069	\$607,381	\$823,009	\$443,533	\$1,392,803	\$386,511	\$2,443,200	\$1,280,159	\$2,971,356	\$220,719	\$508,743
Total Allocated Indirect Depreciation Costs	\$152,451	\$4,214	\$9,274	\$15,487	\$6,031	\$9,124	\$7,336	\$16,171	\$4,128	\$26,399	\$14,239	\$31,585	\$2,632	\$5,831
Annual Implementation Cost Amortization	\$187,175	\$5,380	\$11,236	\$17,773	\$7,790	\$10,983	\$9,851	\$18,694	\$5,408	\$33,549	\$16,292	\$38,895	\$3,458	\$7,864
Total Annual Cost of Operations ³	\$50,874,570	1,203,069	3,204,221	5,082,693	2,062,715	3,055,910	2,121,026	5,049,552	1,507,319	9,044,781	4,595,287	11,144,810	866,729	1,936,458
Profit	\$5,340,424	\$126,289	\$336,355	\$533,542	\$216,528	\$320,786	\$222,649	\$530,063	\$158,227	\$949,452	\$482,378	\$1,169,897	\$90,983	\$203,275
Operating Ratio	90.5%	90.5%	90.5%	90.5%	90.5%	90.5%	90.5%	90.5%	90.5%	90.5%	90.5%	90.5%	90.5%	90.5%
Total Operating Cost	\$56,214,995	\$1,329,358	\$3,540,575	\$5,616,236	\$2,279,243	\$3,376,696	\$2,343,676	\$5,579,616	\$1,665,546	\$9,994,233	\$5,077,666	\$12,314,707	\$957,712	\$2,139,732
Contractor Pass-Through Costs														
Interest Expense	\$965,560	\$25,133	\$60,198	\$93,358	\$39,322	\$58,071	\$37,300	\$101,726	\$28,490	\$173,167	\$88,010	\$208,060	\$16,214	\$36,510
Interest Expense on Implementation Cost	\$31,707	\$811	\$1,879	\$3,276	\$1,297	\$1,874	\$1,455	\$3,203	\$929	\$5,764	\$2,723	\$6,748	\$534	\$1,212
Contract Changes to Specific Agencies	(\$419,208)	\$0	\$0	\$0	\$0	\$0	(\$438,781)	\$24,865	\$0	\$0	(\$5,293)	\$0	\$0	\$0
BASE COMPENSATION	\$56,793,053	\$1,355,302	\$3,602,653	\$5,712,871	\$2,319,862	\$3,436,642	\$1,943,650	\$5,709,410	\$1,694,965	\$10,173,164	\$5,163,105	\$12,529,516	\$974,460	\$2,177,454
Incentives and Disincentives	\$113,799	\$1,292	\$5,112	\$14,763	\$7,832	\$6,398	\$1,632	\$10,679	\$3,929	\$24,110	\$8,195	\$26,859	\$632	\$2,365
Total Contractor Adjustments	\$113,799	\$1,292	\$5,112	\$14,763	\$7,832	\$6,398	\$1,632	\$10,679	\$3,929	\$24,110	\$8,195	\$26,859	\$632	\$2,365
TOTAL CONTRACTOR'S COMPENSATION 2018	\$56,906,852	\$1,356,594	\$3,607,764	\$5,727,633	\$2,327,694	\$3,443,040	\$1,945,283	\$5,720,090	\$1,698,894	\$10,197,274	\$5,171,300	\$12,556,375	\$975,092	\$2,179,819
TOTAL CONTRACTOR'S COMPENSATION 2017	\$56,172,233	\$1,405,405	\$3,586,397	\$5,504,141	\$2,368,751	\$3,398,675	\$1,896,473	\$5,786,707	\$1,724,967	\$9,978,160	\$5,022,603	\$12,431,009	\$945,948	\$2,122,997
Change in Contractor's Compensation	\$734,619	(\$48,811)	\$21,367	\$223,492	(\$41,057)	\$44,365	\$48,810	(\$66,617)	(\$26,073)	\$219,114	\$148,697	\$125,366	\$29,144	\$56,822
Percentage Change in Compensation	1.31%	-3.47%	0.60%	4.06%	-1.73%	1.31%	2.57%	-1.15%	-1.51%	2.20%	2.96%	1.01%	3.08%	2.68%

SECTION 4 2018 MEMBER AGENCY REVENUE REQUIREMENT OBLIGATIONS

4.A Components of Member Agency Revenue Requirement

The compensation to Recology for 2018 collection service is only one of several components that make up the total collection cost reflected in the Member Agency's solid waste collection rates. In addition to the Recology compensation for collection service, there are pass-through costs (discussed below) that are also included in the Member Agency's Revenue Requirement (see **Table 8 – Total Collection Rate Adjustment**).

4.B Pass-Through Costs

The pass-through costs are the following:

1. Disposal and processing expense – Disposal and processing expenses are based on projected tonnage and estimated 2018 tip fees at the Shoreway Environmental Center. Tonnage assumptions were provided to Member Agencies on July 21 with any comments due back on August 7.
2. Franchise fee – Franchise and other Member Agency fees and programs. Fee assumptions used for 2018 were provided by Member Agencies on July 10.
3. Agency specific changes – Agency specific changes made in 2011 to the Franchise Agreements are noted and applied to each Member Agency. These changes were: Recology billing service for Menlo Park, credit for Hillsborough purchase of organics carts and reduced cost for back yard service, and a credit for San Carlos for City-purchased kitchen pails.

4.C Cost Variance from 2017 to 2018

The variance in Total Revenue Requirement from 2017 to 2018 is shown in **Table 7** by cost category and the rate impact of each change. The 2018 total collection cost which includes the Recology compensation and other pass-through costs shows an average SBWMA rate increase of 2.0%. This rate adjustment can be further broken down into the following individual components:

1. The 2018 projected revenue before 2018 rate increases of \$99,556,028 is compared to the current estimated revenue requirement for 2017 (i.e., \$99,562,202). This shows a base revenue shortfall of \$692,748 due to revenue lagging the 2017 base total cost. Rates could increase by 0.7% due to this shortfall.
2. Recology Base Compensation increased \$627,661 or 1.1% from 2017 compensation.
3. Incentive payments owed to Recology for 2016 increased by \$128,600 or 868.8% from 2015.
4. The Total Contractor's compensation due to Recology increased \$734,618 from 2017 with an estimated rate impact of a 1.3% increase.
5. Disposal and Processing Fees at Shoreway remained flat.
6. Total Member Agency fees increased slightly from the prior year (i.e., 4.2% increase) and reflect feedback received from each Member Agency.

The variance summary for each Member Agency is contained in **Appendix D** and will vary in accordance with the specific circumstances for each Member Agency. The issues that may affect Member Agencies include: fluctuations in revenue, changes in Recology's cost allocation, changes in Member Agency fees and changes in collected tons. For the details on operational statistics and compensation by Member Agency, including year over year changes, please refer to Part II section 1 of Recology's Application.

**Table 7
Recology and Other Pass-Through Costs Variance and Rate Adjustment**

COLLECTION RATE VARIANCE ANALYSIS <small>estimated 8/15/2017</small>	SBWMA TOTAL				
	2018 Variance				
	2017 Estimated	2018 Estimated	2018 vs. 2017 Change	2018 vs. 2017 %	% Rate Impact
Estimated Revenue (Before Rate Increase)		\$99,556,028			
Projected Collection Revenue (After Rate Increase)	\$99,562,202				
2017 Base Revenue Surplus / <Shortfall>			(\$692,748)		0.7%
Total Contractor's Compensation					
Base Compensation	\$56,584,601	\$57,212,261	\$627,661	1.1%	0.6%
Agency Specific Contract Changes	(\$397,566)	(\$419,208)	(\$21,642)	5.4%	0.0%
Incentives / Disincentives	(\$14,802)	\$113,799	\$128,600	868.8%	0.1%
Total Contractor's Compensation	\$56,172,233	\$56,906,852	\$734,618	1.3%	0.7%
Other Pass-Through Costs					
Disposal & Processing Fees	\$30,300,138	\$30,300,105	(\$33)	0.0%	0.0%
Agency Franchise & Other Fees	\$13,776,405	\$14,361,834	\$585,429	4.2%	0.6%
Subtotal Other Pass-Through Costs	\$44,076,543	\$44,661,938	\$585,395	1.3%	0.6%
TOTAL REVENUE REQUIREMENT	\$100,248,776	\$101,568,790	\$1,320,014	1.3%	1.3%
2017 Estimated Surplus / <Shortfall>	(\$686,574)				
2018 Estimated Surplus / <Shortfall>		(\$2,012,761)			
Required Revenue Adjustment		2.0%			2.0%

All numbers above are current estimates except 2017 Contractor's (Recology) Compensation which is final and 2018 Contractor's Compensation which is subject to Board Approval.

4.D Total Recommended Rate Adjustment

The SBWMA is responsible for compiling all the components that make up the recommended rate adjustment for 2018 and are summarized in **Table 8**. The amounts shown in Table 8 reflect estimated balances at December 31, 2018 before any 2018 Member Agency solid waste rate adjustments are applied. The purpose of this table is to assist Member Agencies with determining their rate adjustment(s) for 2018. The Total Rate Adjustment Percentage (line **F.3**) is derived from comparing the 2018 base revenue at 2017 rates on line **A.1** to the total revenue impact on line **F.1** which in total results in a shortfall balance on line **F.2** and the recommended rate increase (line **F.3**). The following provides an explanation of the sections in **Table 8**. [Note: Format of Table 8 changed from prior year to provide more clarity.]

- **Section A** – This section provides the estimated 2018 Collection Revenue using 2017 rates (**A.1**), the 2018 Total Recology Compensation (**A.2**) and Pass-Through Expenses (**A.6**) used to determine the 2018 Revenue Requirement (**A.7**), the estimated 2018 Surplus/Shortfall balance with Recology (**A.8**), Agency Fees on shortfalls (**A.9**), and the Rate Adjustment Percentage (**A.10**). *The overall SBWMA rate adjustment is a 2.4% increase; however, each Member Agency has a different adjustment percentage.*
- **Section B** – This section provides the results of the 2016 Recology Revenue Reconciliation surplus/shortfall that must be added to the 2018 rate adjustment. *The overall SBWMA rate adjustment is a 0.4% increase; however, each Member Agency has a different adjustment percentage.*
- **Section C** – This section provides the 2018 Required Rate Adjustment which is the sum of sections A and B. **The overall SBWMA rate adjustment is positive 2.8%; however the rate adjustment percentage varies between the Member Agencies.**
- **Section D** – This section provides the “2017 Estimated Surplus/Shortfall” balance with Recology (**D.1**), including the adjusted 2015 surplus/shortfall (**D.2**) and the associated Agency Fees on any net estimated shortfall (**D.4**). The 2017 Revenue Reconciliation will be finalized in 2018, similar to how the 2016 Revenue Reconciliation was finalized in 2017.
- **Section E** – This section includes an adjustment for Belmont’s unique agreement with Recology.
- **Section F** – This section provides the “Cumulative Revenue Requirement” of \$99,749,755 (**F.1**) and the cumulative shortfall of (\$193,727) (**F.2**) which includes the results of Sections C, D and E.
- **The overall SBWMA recommended rate adjustment is on line (F.3). Each Member Agency is obligated to set rates to generate its respective revenue needed as denoted in Section F per the MOU between Recology and SBWMA. Agencies that set rates lower than delineated in Section F and experience a shortfall in revenue are liable for future interest charges from Recology.**

Table 8 – Total Collection Rate Adjustment (Part 1 of 2)

SBWMA									
TOTAL COLLECTION RATE ADJUSTMENT BY MEMBER AGENCY									
as of 09/21/2017									
2018 Rate Year									
	Total	Atherton	Belmont	Burlingame	East Palo Alto	Foster City	Hillsborough	Menlo Park	
A. 2018 RATE YEAR									
A.1	2018 Collection Revenue @ 2017 Rates	\$99,556,028	\$3,124,598	\$6,256,104	\$10,740,701	\$4,564,761	\$5,400,749	\$3,004,424	\$10,914,329
A.2	Total Recology Compensation	\$56,906,852	\$1,356,594	\$3,607,764	\$5,727,633	\$2,327,694	\$3,443,040	\$1,945,283	\$5,720,090
A.3	Pass-Through Costs								
A.4	Disposal & Processing Fees	\$30,300,105	\$1,059,087	\$1,610,354	\$3,452,850	\$1,716,395	\$1,771,868	\$815,817	\$3,335,001
A.5	Agency Franchise Fees	\$14,361,834	\$321,455	\$1,646,723	\$1,780,784	\$628,019	\$353,815	\$274,484	\$1,738,047
A.6	Total Other Pass-Through Costs	\$44,661,938	\$1,380,542	\$3,257,077	\$5,233,634	\$2,344,414	\$2,125,683	\$1,090,302	\$5,073,048
A.7	2018 Revenue Requirement	\$101,568,790	\$2,737,135	\$6,864,841	\$10,961,267	\$4,672,108	\$5,568,723	\$3,035,584	\$10,793,138
A.8	2018 Surplus/(Shortfall) estimated	(\$2,012,762)	\$387,463	(\$608,738)	(\$220,566)	(\$107,347)	(\$167,973)	(\$31,160)	\$121,192
A.9	Agency Fees on A.8 Shortfall	(\$362,781)		(\$158,272)	(\$30,879)	(\$10,238)	(\$8,399)	(\$3,116)	
A.10	Rate Adjustment Percentage (Associated with 2018 estimated Surplus/Shortfall)	2.4%	-12.4%	12.3%	2.3%	2.6%	3.3%	1.1%	-1.1%
<i>See Appendix D - Rate Variance Analysis for detail.</i>									
B. 2016 Final Surplus/(Shortfall)									
B.1	Surplus/(Shortfall) 2016 FINAL (incl. Interest)	\$234,200		(\$240,752)		(\$36,852)	\$185,086	\$143,804	(\$362,495)
B.2	Adjusted Surplus/(Shortfall) 2014 FINAL (incl. Interest)	(\$399,120)		(\$481,671)		(\$81,081)	(\$165,807)	\$448,106	
B.3	Net 2016 Revenue Reconciliation	(\$164,920)		(\$722,423)		(\$117,933)	\$19,279	\$591,910	(\$362,495)
B.4	Agency Fees on B.3 Shortfall	(\$260,375)		(\$187,830)		(\$11,248)			(\$47,124)
B.5	Rate Adjustment Percentage (Associated with 2016 Final Surplus/Shortfall)	0.4%		14.5%		2.8%	-0.4%	-19.7%	3.8%
C. 2018 REQUIRED REVENUE ADJUSTMENT									
C.1	Cumulative Revenue Requirement (A.7-A.9-B.3-B.4)	\$102,356,867	\$2,737,135	\$7,933,366	\$10,992,146	\$4,811,527	\$5,557,842	\$2,446,790	\$11,202,757
C.2	Subtotal Surplus/(Shortfall) (A.1 - C.1)	(\$2,800,839)	\$387,463	(\$1,677,262)	(\$251,445)	(\$246,767)	(\$157,093)	\$557,634	(\$288,428)
C.3	Rate Adjustment Percentage (C.2 / A.1)	2.8%	-12.4%	26.8%	2.3%	5.4%	2.9%	-18.6%	2.6%
D. 2017 Estimated Surplus/(Shortfall)									
D.1	Surplus/(Shortfall), 2017 estimated	(\$686,574)	\$339,093	(\$590,765)	(\$138,932)	(\$172,236)	(\$118,835)	\$18,978	\$59,084
D.2	Adjusted Surplus/(Shortfall) 2015 FINAL (incl. Interest)	(\$78,426)		(\$1,146,288)		(\$3,928)	\$90,181	\$505,776	(\$93,842)
D.3	Net Estimated 2017 Revenue Reconciliation	(\$765,000)	\$339,093	(\$1,737,053)	(\$138,932)	(\$176,164)	(\$28,654)	\$524,754	(\$34,758)
D.4	Agency Fees on D.3 Estimated Shortfall	(\$493,837)		(\$451,634)	(\$19,450)	(\$16,802)	(\$1,433)		(\$4,518)
D.5	Rate Adjustment Percentage (Associated with 2017 Estimated Surplus/Shortfall)	1.3%	-10.9%	35.0%	1.5%	4.2%	0.6%	-17.5%	0.4%
E. Adjustments									
E.1	Miscellaneous Adjustment/Payment	(\$3,865,950)		(\$3,865,950)					
F. TOTAL RATE IMPACT									
F.1	Cumulative Revenue Requirement (C.1-D.3-D.4+E.1)	\$99,749,755	\$2,398,042	\$6,256,103	\$11,150,529	\$5,004,493	\$5,587,930	\$1,922,037	\$11,242,033
F.2	Total Surplus/(Shortfall) (A.1 - F.1)	(\$193,727)	\$726,556	\$0	(\$409,828)	(\$439,733)	(\$187,180)	\$1,082,387	(\$327,704)
F.3	Total Rate Adjustment Percentage (F.2 / A.1)	0.2%	-23.3%	0.0%	3.8%	9.6%	3.5%	-36.0%	3.0%

Table 8 – Total Collection Rate Adjustment (Part 2 of 2)

SBWMA							
TOTAL COLLECTION RATE ADJUSTMENT BY MEMBER AGENCY							
as of 09/21/2017							
2018 Rate Year							
	North Fair Oaks	Redwood City	San Carlos	San Mateo	West Bay	Unincorporated County - Total	
A. 2018 RATE YEAR							
A.1	2018 Collection Revenue @ 2017 Rates	\$2,799,379	\$18,058,160	\$8,214,742	\$21,651,078	\$1,513,207	\$3,313,796
A.2	Total Recology Compensation	\$1,698,894	\$10,197,274	\$5,171,300	\$12,556,375	\$975,092	\$2,179,819
A.3	Pass-Through Costs						
A.4	Disposal & Processing Fees	\$885,319	\$5,812,142	\$2,217,723	\$6,309,780	\$425,024	\$888,745
A.5	Agency Franchise Fees	\$135,107	\$2,489,025	\$1,067,721	\$3,681,185	\$86,654	\$158,814
A.6	Total Other Pass-Through Costs	\$1,020,426	\$8,301,167	\$3,285,444	\$9,990,965	\$511,678	\$1,047,559
A.7	2018 Revenue Requirement	\$2,719,319	\$18,498,442	\$8,456,745	\$22,547,340	\$1,486,770	\$3,227,378
A.8	2018 Surplus/(Shortfall) estimated	\$80,060	(\$440,281)	(\$242,003)	(\$896,262)	\$26,437	\$86,418
A.9	Agency Fees on A.8 Shortfall		(\$60,098)	(\$29,040)	(\$62,738)		
A.10	Rate Adjustment Percentage (Associated with 2018 estimated Surplus/Shortfall)	-2.9%	2.8%	3.3%	4.4%	-1.7%	-2.6%
<i>See Appendix D - Rate Variance Analysis for detail.</i>							
B. 2016 Final Surplus/(Shortfall)							
B.1	Surplus/(Shortfall) 2016 FINAL (incl. Interest)	(\$7,172)	\$88,282	\$147,677	\$212,031	(\$14,679)	\$119,270
B.2	Adjusted Surplus/(Shortfall) 2014 FINAL (incl. Interest)	\$83,311		\$328,781	(\$378,002)		(\$152,757)
B.3	Net 2016 Revenue Reconciliation	\$76,139	\$88,282	\$476,458	(\$165,971)	(\$14,679)	(\$33,487)
B.4	Agency Fees on B.3 Shortfall				(\$11,618)	(\$881)	(\$1,674)
B.5	Rate Adjustment Percentage (Associated with 2016 Final Surplus/Shortfall)	-2.7%	-0.5%	-5.8%	0.8%	1.0%	1.1%
C. 2018 REQUIRED REVENUE ADJUSTMENT							
C.1	Cumulative Revenue Requirement (A.7-A.9-B.3-B.4)	\$2,643,180	\$18,470,258	\$8,009,327	\$22,787,667	\$1,502,329	\$3,262,540
C.2	Subtotal Surplus/(Shortfall) (A.1 - C.1)	\$156,199	(\$412,098)	\$205,415	(\$1,136,590)	\$10,878	\$51,256
C.3	Rate Adjustment Percentage (C.2 / A.1)	-5.6%	2.3%	-2.5%	5.2%	-0.7%	-1.5%
D. 2017 Estimated Surplus/(Shortfall)							
D.1	Surplus/(Shortfall), 2017 estimated	\$15,730	(\$215,341)	(\$48,479)	(\$34,464)	\$55,935	\$143,658
D.2	Adjusted Surplus/(Shortfall) 2015 FINAL (incl. Interest)	(\$10,259)	\$217,044	\$101,381	\$50,651		\$210,858
D.3	Net Estimated 2017 Revenue Reconciliation	\$5,471	\$1,703	\$52,902	\$16,187	\$55,935	\$354,516
D.4	Agency Fees on D.3 Estimated Shortfall						
D.5	Rate Adjustment Percentage (Associated with 2017 Estimated Surplus/Shortfall)	-0.2%	0.0%	-0.6%	-0.1%	-3.7%	-10.7%
E. Adjustments							
E.1	Miscellaneous Adjustment/Payment						
F. TOTAL RATE IMPACT							
F.1	Cumulative Revenue Requirement (C+D)	\$2,637,710	\$18,468,555	\$7,956,425	\$22,771,481	\$1,446,394	\$2,908,024
F.2	Total Surplus/(Shortfall) (A1 - F1)	\$161,669	(\$410,395)	\$258,317	(\$1,120,403)	\$66,813	\$405,772
F.3	Total Rate Adjustment Percentage (E2 / A1)	-5.8%	2.3%	-3.1%	5.2%	-4.4%	-12.2%

SECTION 5 CONCLUSION

The SBWMA's review of the 2018 Recology Compensation Application results in the recommendation to increase the 2018 compensation to Recology (i.e., Total Contractor's Compensation) by 1.3% (i.e., \$734,618) from the approved 2017 compensation, as provided in **Tables 2, 3, 5, 6, 7 and 8** of this Final Report, and Tables A, B and E in Recology's Application Appendix A.1.

The Member Agency snapshot report prepared by the SBWMA, and updated by Recology annually, can be found in the Recology Application as Appendix 3. Each snapshot report includes six tables for each Member Agency including: 1) a three year summary of major statistics used to allocate costs; 2) detailed comparison of Recology costs for 2018 vs. 2017; 3) detailed cost comparison of 2018 vs. 2017 by Recology service sectors; and, 4) three tables showing the actual cost allocation process by service sector and the seventeen lines of business.

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APPENDIX A.1

RECOLOGY 2018 COMPENSATION
APPLICATION ISSUED ON
SEPTEMBER 05, 2017 REFLECTING
CHANGES FROM THE VERSIONS
SUBMITTED ON
JUNE 15, 2017 AND JULY 21, 2017
(PART I NARRATIVE
SECTIONS 1 – 4 ONLY)

SBWMA FINAL REPORT REVIEWING
THE RECOLOGY 2018
COMPENSATION APPLICATION

September 21, 2017

Recology San Mateo County
Rate Year 2018 Application for
Contractor's Compensation Adjustment

June 15, 2017



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June 15, 2017

Joe La Mariana
Executive Director
SBWMA/RethinkWaste
610 Elm Street, Suite 202
San Carlos, CA 94070

Subject: Rate Year 2018 Application for Contractor's Compensation Adjustment

Dear Mr. La Mariana:

Enclosed is Recology San Mateo County's Rate Year 2018 Application for Contractor's Compensation Adjustment, as provided for in Attachment K of the Franchise Agreement between Recology San Mateo County (RSMC) and each Member Agency of the South Bayside Waste Management Authority (SBWMA).

RSMC management accepts responsibility for the accuracy and completeness of the Application.

The Application is based on the Contractor's Compensation adjustment procedures addressed in Franchise Agreement Article 11 and in Attachment K to the Franchise Agreement.

All significant information and supporting documents relevant to the Contractor's Compensation adjustment process are available for review by SBWMA.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Michael J. San Giacomo', is written over a faint, circular watermark of the Recology logo.

Michael J. San Giacomo
President and Chief Executive Officer
Recology Inc.

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EXECUTIVE SUMMARY

Overview of the Application

Recology San Mateo County (Recology) is pleased to submit our 2018 Application for a Contractor's Compensation Adjustment per Section 11.04 of the Franchise Agreements with the twelve South Bayside Waste Management Authority (SBWMA) Member Agencies. The format of this Application is similar to the prior year submittals, which had been modified, with the assistance of the SBWMA and feedback from Board members, in an effort to provide a more user friendly and easier to understand Application.

Prior year feedback received identified that the Application would be best presented in two parts. Part I is made up of the report summarizing the components of the Calculation of Contractor's Compensation, the supporting tables and charts and describing identified cost allocation variances. Part 2 is made up of the source files and contains the data used to create the Application as well as other specific data identified in Article 11 of the Franchise Agreement as required information needed to be included in the Application.

Section 1 of this Application (Calculation of Contractor's Compensation for the 2018 Rate Year and Variance Analysis) explains the first step in calculating the annual adjustment to Recology's compensation. This section provides the results of our calculations and explains how the base compensation is adjusted using the indices prescribed in the Franchise Agreements. Also included are explanations on special issues such as Incentive and Disincentive payments and sections pertaining to several Member Agencies that have unique cost adjustments.

Section 2 (Annual 2016 Revenue Reconciliation) details the annual process to determine what net revenue Recology retained in compensation versus the amount actually owed to the Company. This reconciliation of revenues billed by Recology calculates the surplus or shortfall due to/from each Member Agency for 2016.

Section 3 (Allocation of Costs to the Member Agencies) explains the second step in the compensation adjustment process which is to allocate contractor's compensation across all Member Agencies equitably as prescribed in the Franchise Agreements. This section provides the details of the operational metrics used to allocate costs, the results of the cost allocation and explanations for jurisdictions with allocation changes of 3% or more.

Section 4 (Cost Adjustment Calculations in Total and by Member Agency) consists of several Appendices, which provide statistical tables and various cost adjustment tables. These tables provide a summary of the detailed calculations and steps taken to derive the compensation adjustment for 2018 by Member Agency.

Results of Index and Non-Indexed Based Cost Adjustments (Section 1)

Section 1 provides the results of the index and non-index based cost adjustments for the ten cost categories, which ranged from -0.26% (i.e., Fuel) to a 2.28% increase (i.e., Wages for CBAs). The changes for the ten cost categories can be seen on **Table C**, page 9. The total adjustment for index-based cost adjustments is a 1.8% increase in compensation before interest and incentives/disincentives adjustments.

Specific Issues for 2018 (Section 1)

Section 1.2 describes the specific issues for 2018, which include a calculation of performance incentives and disincentives. The net performance incentive payment is calculated at \$113,799. The Member Agency specific issues are discussed in detail in Section 1.3.

Results of the 2016 Revenue Reconciliation (Section 2)

Recology issued its 2016 Revenue Reconciliation Report to the SBWMA and its Member Agencies on March 31, 2017, per Section 11.03 of the Franchise Agreement(s). The Revenue Reconciliation compares the amount owed to Recology to the amount paid to Recology by each Member Agency. The result was a shortfall due Recology of \$313,358 in 2016 before adjustment for interest. The impact across the Member Agencies ranged from shortfalls in the Cities of Belmont of \$722,423 and Menlo Park of \$340,771 to a surplus in the Town of Hillsborough of \$591,910. The following table provides the results of the 2016 Revenue Reconciliation. Please note that the detailed Revenue Reconciliation information is provided in **Table H** on page 22.

Member Agency	2016 Surplus or (Shortfall)	Interest Due (to)/from Recology	Total
Atherton	\$0	\$0	\$0
Belmont	(\$722,423)	\$0	(\$722,423)
Burlingame	(\$177,230)	\$0	(\$177,230)
East Palo Alto	(\$110,865)	(\$7,068)	(\$117,933)
Foster City	\$19,279	\$0	\$19,279
Hillsborough	\$591,910	\$0	\$591,910
Menlo Park	(\$340,771)	(\$21,724)	(\$362,495)
North Fair Oaks	\$76,139	\$0	\$76,139
Redwood City	\$88,282	\$0	\$88,282
San Carlos	\$476,458	\$0	\$476,458
City of San Mateo	(\$165,971)	\$0	(\$165,971)
West Bay Sanitary District	(\$14,679)	\$0	(\$14,679)
County of San Mateo	(\$33,487)	\$0	(\$33,487)
Total	(\$313,358)	(\$28,792)	(\$342,150)

Results of the 2018 Cost Allocation (Section 3)

Section 3 provides the details of the allocation of total Contractor collection costs to the Member Agencies. This cost allocation process resulted in year-over-year variances (Variance % column) ranging from an increase in Burlingame of 2.62% (\$146,055) to a decrease in Atherton of 4.64% (-\$65,907). It is important to note that each Member Agency total allocation percentage change (Difference % column) changed by less than three-tenths of 1 percent from the prior year. The biggest factor of the cost allocation is driver hours attributed to each Member Agency, which can fluctuate for a variety of reasons. The following table provides the percentage and dollar variance in the allocation of total compensation for 2018 compared to 2017.

Percentage of Total Contractor's Compensation					
Total Cost Allocation					
	2017	2018	Difference %	Variance %	Difference \$
Atherton	2.48%	2.37%	-0.12%	-4.64%	\$ (65,907)
Belmont	6.34%	6.30%	-0.04%	-0.67%	\$ (24,231)
Burlingame	9.73%	9.99%	0.26%	2.62%	\$ 146,055
East Palo Alto	4.19%	4.05%	-0.13%	-3.18%	\$ (76,316)
Foster City	6.01%	6.01%	0.00%	-0.02%	\$ (704)
Hillsborough	4.09%	4.16%	0.08%	1.86%	\$ 43,534
Menlo Park	10.19%	9.94%	-0.25%	-2.45%	\$ (142,762)
North Fair Oaks	3.05%	2.96%	-0.09%	-2.84%	\$ (49,539)
Redwood City	17.64%	17.78%	0.14%	0.81%	\$ 81,286
San Carlos	8.89%	9.03%	0.15%	1.64%	\$ 83,228
San Mateo	21.97%	21.90%	-0.07%	-0.34%	\$ (42,861)
West Bay Sanitary	1.67%	1.70%	0.03%	1.85%	\$ 17,716
County of San Mateo	3.75%	3.81%	0.05%	1.42%	\$ 30,500
Totals	100%	100%	0.00%	N/A	\$ 0
Note: Dollar difference amounts in parentheses are a reduction in total cost allocation.					
Year 2017 and 2018 percentages are shown rounded to two decimal places.					

2018 Total Adjustment to Contractor's Compensation (Section 4)

The calculated adjustment for the Total Contractor's Compensation for Rate Year 2018 increased by \$734,618 or 1.3% compared to the compensation approved for 2017. This total Contractor's Compensation adjustment for the SBWMA service area as a whole is summarized in the table on the next page.

	Compensation - 2017	Compensation - 2018	Change	% Change
Total Annual Cost of Operations	49,987,543	50,874,570	887,027	1.8%
Profit	5,247,311	5,340,424	93,113	1.8%
Operating Ratio	90.5%	90.5%		
Total Operating Costs	55,234,855	56,214,995	980,140	1.8%
Total Contractor Pass-Through Costs	952,180	578,059	(374,122)	-39.3%
BASE CONTRACTOR'S COMPENSATION	56,187,035	56,793,053	606,018	1.1%
Other Adjustments				
Incentive / Disincentives	<u>(14,802)</u>	<u>113,799</u>	<u>128,600</u>	
Total Other Adjustments	<u>(14,802)</u>	<u>113,799</u>	<u>128,600</u>	
TOTAL CONTRACTOR'S COMPENSATION	56,172,233	56,906,852	734,618	1.3%

This table provides the year-over-year comparison of the percentage change in total Contractor's Compensation due to Recology for collection services. **These figures do not include disposal and processing costs, franchise fees or the annual Revenue Reconciliation Surplus/Shortfall.**

1. CALCULATION OF CONTRACTOR'S COMPENSATION FOR THE 2018 RATE YEAR AND VARIANCE ANALYSIS

1.1. ANNUAL ADJUSTMENT TO CONTRACTOR'S BASE COMPENSATION

The process to adjust Recology's compensation entails several steps, which are explained in detail in this report.

The first step is to adjust the prior year's costs by the various indices prescribed in the Franchise Agreements (refer to section 1.1.3.). The second step is to add specific adjustments to the Base Contractor's Compensation. These include Incentive/Disincentive payments owed to/from Recology and other specific adjustments that may arise in the normal course of this contract. The final step is the calculation of the Surplus/Shortfall due to/from Recology for the prior year's compensation. Since this is a revenue issue and not a cost issue, it is dealt with separately in this report (refer to Section 2).

1.1.1. Overview of Annual Contractor's Compensation Adjustment

The annual compensation adjustment process is prescribed in the Member Agency Franchise Agreements in Article 11 (Contractor's Compensation, Pass-Through Costs and Rates), Attachment K (Contractor's Compensation and Rate Setting Process) and Attachment N (Contractor's Compensation and Rate Setting Statistics). Article 11 provides an overview of the compensation methodology. Attachment K explains the detailed process and specific rules used to adjust the various cost categories and the allocation of costs to the Member Agencies. The tables that comprise Attachment N are used to calculate the specific cost adjustments prescribed in Attachment K. Therefore, the process to annually adjust Contractor's Compensation is implemented by following the provisions in Article 11, Attachment K and Attachment N.

1.1.2. Total Contractor's Compensation Adjustment

The calculated adjustment for the Total Contractor's Compensation for Rate Year 2018 increased by \$734,618 or 1.3%, to \$56,906,852 compared to the compensation approved for 2017. This total cost adjustment for the SBWMA service area as a whole is summarized in **Table A** below.

Table A

	Compensation - 2017	Compensation - 2018	Change	% Change
Total Annual Cost of Operations	49,987,543	50,874,570	887,027	1.8%
Profit	5,247,311	5,340,424	93,113	1.8%
Operating Ratio	90.5%	90.5%		
Total Operating Costs	55,234,855	56,214,995	980,140	1.8%
Total Contractor Pass-Through Costs	952,180	578,059	(374,122)	-39.3%
BASE CONTRACTOR'S COMPENSATION	56,187,035	56,793,053	606,018	1.1%
Other Adjustments				
Incentive/Disincentive Payments	(14,802)	113,799	128,600	
TOTAL CONTRACTOR'S COMPENSATION	56,172,233	56,906,852	734,618	1.3%

The adjusted Total Contractor's Compensation for each Member Agency is provided in **Table B** on the next page.

Please note that the figures in the above **Table A** and **Table B** do not include disposal and processing costs, Franchise Fees or the annual Revenue Reconciliation **Surplus/Shortfall**. **Table A** (above) and **Table B** (on the next page) only pertain to Recology's Base Compensation.

Table B

BASE COLLECTION COSTS	2018 Costs													
	2018 Total	Atherton	Belmont	Burlingame	E Palo Alto	Foster City	Hillsborough	Menlo Park	North Fair Oaks	Redwood City	San Carlos	San Mateo	West Bay	Unincorporated County
Annual Cost of Operations														
Direct Labor-Related Costs														
Wages for CBAs	\$17,141,395	\$404,807	\$1,092,351	\$1,792,578	\$654,090	\$1,021,188	\$766,785	\$1,645,126	\$518,081	\$3,015,005	\$1,510,124	\$3,787,625	\$292,865	\$640,770
Benefits for CBAs	\$6,822,320	\$162,778	\$436,297	\$702,224	\$261,990	\$406,259	\$310,593	\$650,270	\$207,347	\$1,202,108	\$596,769	\$1,507,806	\$118,095	\$259,785
Payroll Taxes	\$1,426,164	\$33,680	\$90,884	\$149,142	\$54,420	\$84,963	\$63,797	\$136,874	\$43,104	\$250,848	\$125,642	\$315,130	\$24,366	\$53,312
Workers Compensation Insurance	\$1,497,957	\$35,375	\$95,459	\$156,650	\$57,160	\$89,240	\$67,008	\$143,765	\$45,274	\$263,476	\$131,968	\$330,994	\$25,593	\$55,996
Total Direct Labor Related-Costs	\$26,887,836	\$636,641	\$1,714,990	\$2,800,594	\$1,027,660	\$1,601,649	\$1,208,183	\$2,576,036	\$813,806	\$4,731,437	\$2,364,504	\$5,941,555	\$460,919	\$1,009,862
Direct Fuel Costs	\$2,061,564	\$54,173	\$128,025	\$198,690	\$82,733	\$123,746	\$98,504	\$210,872	\$60,447	\$365,097	\$186,078	\$436,702	\$35,696	\$80,803
Other Direct Costs	\$2,208,005	\$55,917	\$136,866	\$220,353	\$87,689	\$132,548	\$101,082	\$227,243	\$63,907	\$392,222	\$197,694	\$471,364	\$37,010	\$84,111
Depreciation														
- Collection Vehicles	\$4,016,792	\$109,113	\$247,478	\$380,005	\$160,007	\$238,606	\$192,925	\$426,625	\$115,404	\$712,627	\$368,120	\$838,929	\$69,745	\$157,207
- Containers	\$1,882,550	\$58,659	\$122,608	\$161,723	\$83,422	\$116,246	\$59,612	\$181,108	\$57,708	\$340,250	\$168,203	\$414,424	\$36,550	\$82,037
Total Depreciation	\$5,899,342	167,772	370,086	541,728	243,429	354,852	252,537	607,733	173,113	1,052,877	536,322	1,253,353	106,295	239,244
Allocated Indirect Costs														
General and Administrative	\$7,406,610	\$114,866	\$459,789	\$687,962	\$361,491	\$456,118	\$175,137	\$749,829	\$219,061	\$1,386,473	\$708,189	\$1,692,946	\$116,509	\$278,240
Operations	\$1,826,241	\$50,673	\$112,227	\$182,955	\$71,672	\$108,866	\$88,231	\$193,352	\$50,098	\$314,377	\$173,526	\$378,489	\$31,807	\$69,969
Vehicle Maintenance	\$3,175,828	\$88,121	\$195,162	\$318,158	\$124,637	\$189,318	\$153,434	\$336,238	\$87,120	\$546,700	\$301,761	\$658,192	\$55,312	\$121,676
Container Maintenance	\$1,069,518	\$25,312	\$66,566	\$98,993	\$49,581	\$68,707	\$26,730	\$113,384	\$30,233	\$195,650	\$96,683	\$241,729	\$17,092	\$38,858
Total Allocated Indirect Costs	\$13,478,197	\$278,971	\$833,744	\$1,288,069	\$607,381	\$823,009	\$443,533	\$1,392,803	\$386,511	\$2,443,200	\$1,280,159	\$2,971,356	\$220,719	\$508,743
Total Allocated Indirect Depreciation Costs	\$152,451	\$4,214	\$9,274	\$15,487	\$6,031	\$9,124	\$7,336	\$16,171	\$4,128	\$26,399	\$14,239	\$31,585	\$2,632	\$5,831
Annual Implementation Cost Amortization	\$187,175	\$5,380	\$11,236	\$17,773	\$7,790	\$10,983	\$9,851	\$18,694	\$5,408	\$33,549	\$16,292	\$38,895	\$3,458	\$7,864
Total Annual Cost of Operations ³	\$50,874,570	1,203,069	3,204,221	5,082,693	2,062,715	3,055,910	2,121,026	5,049,552	1,507,319	9,044,781	4,595,287	11,144,810	866,729	1,936,458
Profit	\$5,340,424	\$126,289	\$336,355	\$533,542	\$216,528	\$320,786	\$222,649	\$530,063	\$158,227	\$949,452	\$482,378	\$1,169,897	\$90,983	\$203,275
Operating Ratio	90.5%	90.5%	90.5%	90.5%	90.5%	90.5%	90.5%	90.5%	90.5%	90.5%	90.5%	90.5%	90.5%	90.5%
Total Operating Cost	\$56,214,995	\$1,329,358	\$3,540,575	\$5,616,236	\$2,279,243	\$3,376,696	\$2,343,676	\$5,579,616	\$1,665,546	\$9,994,233	\$5,077,666	\$12,314,707	\$957,712	\$2,139,732
Contractor Pass-Through Costs														
Interest Expense	\$965,560	\$25,133	\$60,198	\$93,358	\$39,322	\$58,071	\$37,300	\$101,726	\$28,490	\$173,167	\$88,010	\$208,060	\$16,214	\$36,510
Interest Expense on Implementation Cost	\$31,707	\$811	\$1,879	\$3,276	\$1,297	\$1,874	\$1,455	\$3,203	\$929	\$5,764	\$2,723	\$6,748	\$534	\$1,212
Contract Changes to Specific Agencies	(\$419,208)	\$0	\$0	\$0	\$0	\$0	(\$438,781)	\$24,865	\$0	\$0	(\$5,293)	\$0	\$0	\$0
BASE COMPENSATION	\$56,793,053	\$1,355,302	\$3,602,653	\$5,712,871	\$2,319,862	\$3,436,642	\$1,943,650	\$5,709,410	\$1,694,965	\$10,173,164	\$5,163,105	\$12,529,516	\$974,460	\$2,177,454
Incentives and Disincentives	\$113,799	\$1,292	\$5,112	\$14,763	\$7,832	\$6,398	\$1,632	\$10,679	\$3,929	\$24,110	\$8,195	\$26,859	\$632	\$2,365
Total Contractor Adjustments	\$113,799	\$1,292	\$5,112	\$14,763	\$7,832	\$6,398	\$1,632	\$10,679	\$3,929	\$24,110	\$8,195	\$26,859	\$632	\$2,365
TOTAL CONTRACTOR'S COMPENSATION	\$56,906,852	\$1,356,594	\$3,607,764	\$5,727,633	\$2,327,694	\$3,443,040	\$1,945,283	\$5,720,090	\$1,698,894	\$10,197,274	\$5,171,300	\$12,556,375	\$975,092	\$2,179,819

1.1.3. Cost Adjustment Process

The 2018 Recology Compensation Application adjusts 2017 costs by applying the year-over-year changes in several United States Department of Labor indices. Additional compensation adjustments have been made for the 2016 Revenue Reconciliation Surplus/Shortfall, interest payments due to/from Recology and 2016 performance incentive/disincentive payments. In addition, several Member Agencies have specific adjustments (i.e., the Town of Hillsborough, the City of San Carlos, and the City of Menlo Park – see Section 1.3 for more information on this).

The percentage increase and explanation of the various adjustments by cost categories used as the basis for the 2018 adjustment to Recology's compensation are provided in **Table C** on the following page.

Table C

<u>Cost Category</u>	<u>Cost Adjustment</u>	<u>Explanation</u>
CBA Wages (Drivers)	2.28%	The wages adjustment is based on the CPI index described in Table 1 of Attachment K.
CBA Benefits (Drivers)	2.28%	The benefits adjustment is based on the CPI index described in Table 1 of Attachment K.
Payroll Tax (Drivers)	2.28%	The payroll tax rate is adjusted by changes in Federal or state payroll tax rates. There are no tax rate changes for 2017; therefore, the payroll tax expense changes in accordance with change in wages.
Worker's Compensation Insurance (Drivers)	1.78%	The workers compensation insurance adjustment is based on an index which increased 1.78%.
Depreciation – Collection Vehicles	0.0%	No adjustment in 2018.
Depreciation - Containers	0.0%	No adjustment in 2018.
CBA (Mechanics and Clerical) Wages and Benefits	2.28%	The wages and benefits adjustments are based on the CPI index described in Table 1 of Attachment K.
Non-CBA Labor	2.28%	The adjustment is based on the CPI index described in Table 1 of Attachment K.
Fuel	-0.26%	The Fuel expense is adjusted by the change in a fuel index of -0.26%.
Other Indirect	1.37%	The Other Indirect expense includes insurance, general office expense, safety, etc. Other Indirect expenses are adjusted by 80% of a CPI index change of 1.72%.

The flowchart provided as **Table D** illustrates graphically the cost adjustment process that is conducted each year.

Table D

SBWMA - CONTRACTOR COST ADJUSTMENT PROCESS						
Collection and Shoreway Operations Contracts						
2017 APPROVED COSTS (not actual costs)			ADJUSTMENT			2018 CONTRACTORS COMPENSATION
CBA (wages & benefits)		+	Index adjustment beginning Rate Year 2014	=		Base plus Adjustment
<hr style="border-top: 1px dashed black;"/>						
Other Cost		+	Index	=		Base plus Adjustment
<hr style="border-top: 1px dashed black;"/>						
Fuel		+	Index	=		Base plus Adjustment
<hr style="border-top: 1px dashed black;"/>						
Depreciation		+	No Change	=		Last Year's Depreciation
<hr style="border-top: 1px dashed black;"/>						
Allowable Profit						Profit calculated on total approved costs at Operating ratio in Proposal
<hr style="border-top: 1px dashed black;"/>						
Contractor Pass-Through Cost						
<hr style="border-top: 1px dashed black;"/>						
Interest			Interest is fixed on sliding scale based on final capital cost			Annual Interest Expense per Interest Schedule
<hr style="border-top: 1px dashed black;"/>						
Other			Actual cost; ie, regulatory fees, etc.			Actual Cost
<hr style="border-top: 1px dashed black;"/>						
2017 TOTAL BASE CONTRACTOR COMPENSATION		+	Total of all Costs Above		=	2018 TOTAL BASE CONTRACTOR COMPENSATION
<i>Note: The "CBA (wages & benefits)" row applies to the Collective Bargaining Agreements covering drivers, mechanics and clerical employees. Simplified - for illustration only.</i>						

The result of the Cost Adjustment Process is provided in **Table E** on page 13.

1.1.4. Direct Labor-Related Costs

Total Direct Labor and related costs increased by \$593,164 or 2.3%, from the approved 2017 costs. This change is the result of applying an increase for changes in indices, as

described in Table 1 of Attachment K. The four specific costs that are adjusted, which comprise the Direct Labor cost category increased, are as follows:

1) Wages for CBAs \$382,785.

2) Benefits for CBAs \$152,350.

3) Payroll tax expense has increased by \$31,848 due to the increase in wages described above. The actual payroll tax rate is unchanged from 2017.

4) The final component of Direct Labor-Related Costs, Workers' Compensation Insurance, increased by \$26,182 as a result of applying the change in the Employment Cost Index.

1.1.5. Direct Fuel Costs

Direct Fuel Costs are adjusted based on the change in the Producer Price Index - Commodity Index for #2 diesel fuel. The adjustment for 2018 is a decrease of \$5,328 from 2017.

1.1.6. Other Direct Costs

Other Direct Costs are adjusted based on applying 80% of the change in a Federal Consumer Price Index. The result is an increase of 1.4% or \$29,841.

1.1.7. Depreciation on Collection Vehicles, Containers and Equipment

There is no cost adjustment for depreciation expense unless a change is approved to the base capital for trucks, containers and equipment. Therefore depreciation expense for Rate Year 2018 is the same as for Rate Year 2017.

1.1.8. Indirect Costs Excluding Depreciation

Allocated Indirect Costs Excluding Depreciation include overhead costs, as follows: General and Administrative costs, Operations (Supervisory) costs, Vehicle Maintenance costs and Container Maintenance costs. These overhead cost categories each include labor and related costs, fuel costs, and other costs. Each cost category is separately adjusted as explained above. Allocated Indirect Costs Excluding Depreciation, increased by 2.0% or \$269,349.

1.1.9. Annual Implementation Cost Amortization

The Implementation or start-up costs for Recology to roll-out the services are amortized over the ten year Term of the Franchise Agreements and are fixed costs. The annual cost is \$187,175.

1.1.10. Profit

Allowable Profit is calculated by applying the Operating Ratio (OR) of ninety and one-half percent (90.5%) to the Contractor's approved Total Annual Costs of Operations. The Total Annual Cost of Operations is not the actual cost of operations. The Total Annual Cost of Operations is determined by increasing the certain line items included in the prior year approved Total Costs of Operations by the index identified in Attachment K. The Total Contractor's Compensation for Rate Year 2018 is made up of annual approved increases added to the amounts originally included in Recology's 2008 RFP submittal.

The compensation for Total Annual Cost of Operations increased 1.8% or \$887,027 and is made up of the items discussed. Applying the prescribed OR to the Total Annual Cost of Operations results in an increase in Profit for 2018 of 1.8% or \$93,113.

1.1.11. Contractor Pass-Through Costs

Contractor Pass-Through Costs are made up of any new Regulatory Agency Fees (no changes for 2018), Interest Expense (on capital for trucks and equipment), and Interest Expense on Implementation Costs. Interest expense is adjusted based on the ten year debt service schedule approved at the start of the contract. Interest expense decreased by \$341,156 to \$965,560 for 2018. Interest Expense on Implementation Costs decreased by \$11,323 to \$31,707.

Table E

	Compensation - 2017	Compensation - 2018	Change	% Change
Annual Cost of Operations				
Direct Labor-Related Costs				
Wages for CBAs	16,758,609	17,141,395	382,785	2.3%
Benefits for CBAs	6,669,971	6,822,320	152,350	2.3%
Payroll Taxes	1,394,316	1,426,164	31,848	2.3%
Workers Compensation Insurance	1,471,775	1,497,957	26,182	1.8%
Total Direct Labor Related-Costs	26,294,671	26,887,836	593,164	2.3%
Direct Fuel Costs	2,066,892	2,061,564	(5,328)	-0.3%
Other Direct Costs	2,178,164	2,208,005	29,841	1.4%
Depreciation				
- Collection Vehicles	4,016,792	4,016,792	-	0.0%
- Containers	1,882,550	1,882,550	-	0.0%
Total Depreciation	5,899,342	5,899,342	-	0.0%
Allocated Indirect Costs				
General and Administrative	7,267,914	7,406,610	138,696	1.9%
Operations	1,787,232	1,826,241	39,009	2.2%
Vehicle Maintenance	3,106,609	3,175,828	69,219	2.2%
Container Maintenance	1,047,093	1,069,518	22,425	2.1%
Total Allocated Indirect Costs	13,208,848	13,478,197	269,349	2.0%
Total Allocated Indirect Depreciation Costs	152,451	152,451	-	0.0%
Annual Implementation Cost Amortization	187,175	187,175	-	0.0%
Total Annual Cost of Operations	49,987,543	50,874,570	887,027	1.8%
Profit	5,247,311	5,340,424	93,113	1.8%
Operating Ratio	90.5%	90.5%		
Total Operating Costs	55,234,855	56,214,995	980,140	1.8%
Contractor Pass-Through Costs				
Regulatory Agency Fees	-	-	-	
Interest Expense	1,306,716	965,560	(341,156)	-26.1%
Interest Expense on Implementation Cost	43,030	31,707	(11,323)	-26.3%
Contract Changes to Specific Agencies	(397,566)	(419,208)	(21,642)	
Total Contractor Pass-Through Costs	952,180	578,059	(374,122)	-39.3%
BASE CONTRACTOR'S COMPENSATION	56,187,035	56,793,053	606,018	1.1%
Other Adjustments				
Incentive / Disincentives	(14,802)	113,799	128,600	
Total Other Adjustments	(14,802)	113,799	128,600	
TOTAL CONTRACTOR'S COMPENSATION	56,172,233	56,906,852	734,618	1.3%

1.2. SPECIFIC ISSUES FOR 2018

1.2.1. Performance Incentives and Disincentives

The Franchise Agreements prescribe numerous performance standards and also require Recology to compile information and submit monthly, quarterly and annual reports. The information and data contained in these reports are primarily self-reported by Recology. All of the Performance Incentives and Disincentives (Attachment I) with the exception of disincentives related to contamination are self-reported by Recology. The incentives and disincentives self-reported by Recology are currently being audited and may be adjusted pending the results of the audit. The contamination related disincentives are calculated by the SBWMA and payment is remitted directly to the SBWMA so these amounts are not presented.

The calculated Performance Incentives/Disincentives payment for 2016 was an incentive payment to Recology of \$113,799.

Table F provides a breakdown by Member Agency. The payment for Performance Incentives/Disincentives (includes additional Liquidated Damages and Disincentives per the SBWMA audit) to Recology for 2015 was \$14,802 (applied to 2017 rates); therefore, the compensation for Performance Incentives/Disincentives to Recology for 2016 is increased by \$128,600 when compared to Incentives/Disincentives from Recology for 2015 (applied to 2017 rates).

Table F

Performance Incentive/Disincentive Payments 2016					
	<u>Performance Incentives and Disincentives</u>				
<u>Member Agency</u>	<u>SFD Missed P/U Events</u>	<u>Average Speed of Answer</u>	<u>90 Second Max Hold Time</u>	<u>Diversion</u>	<u>Net Incentives and Disincentives</u>
Atherton	\$150	\$178	\$529	(\$2,149)	(\$1,292)
Belmont	\$200	\$655	\$1,950	(\$7,917)	(\$5,112)
Burlingame	\$350	\$1,863	\$5,548	(\$22,524)	(\$14,763)
East Palo Alto	\$0	\$965	\$2,875	(\$11,672)	(\$7,832)
Foster City	\$250	\$820	\$2,441	(\$9,908)	(\$6,398)
Hillsborough	\$100	\$214	\$636	(\$2,582)	(\$1,632)
Menlo Park	\$350	\$1,360	\$4,049	(\$16,438)	(\$10,679)
North Fair Oaks	\$0	\$484	\$1,442	(\$5,856)	(\$3,929)
Redwood City	\$800	\$3,071	\$9,145	(\$37,126)	(\$24,110)
San Carlos	\$350	\$1,053	\$3,137	(\$12,735)	(\$8,195)
San Mateo	\$950	\$3,428	\$10,209	(\$41,446)	(\$26,859)
SM County	\$250	\$322	\$960	(\$3,898)	(\$2,365)
WBSD	\$400	\$127	\$379	(\$1,537)	(\$632)
Total	\$4,150	\$14,540	\$43,300	(\$175,789)	(\$113,799)
Negative number in parenthesis denotes Incentive payment due to Recology.					

1.3. MEMBER AGENCY SPECIFIC ISSUES

1.3.1. Town of Hillsborough Backyard Service Adjustment

In 2008, the Town of Hillsborough (Hillsborough) initiated a backyard collection fee designed to encourage Single Family Dwelling customers to bring their garbage carts to the curb for collection. As a result of the new fees imposed by Hillsborough, fewer customers requested backyard service. This decrease in backyard collection data was not reflected in Recology's 2008 proposal submittal. Since the data had changed from the time of RSMC's 2008 proposal submittal, Hillsborough requested that Recology review the data included in the proposal and update the assumptions to more accurately reflect the migration to curbside service.

Recology agreed that the decrease in backyard service should in fact reduce the estimated number of Route Hours and the number of Route Labor Hours (two key metrics for cost allocations) needed to service Hillsborough. Therefore, Recology reduced Hillsborough's and the other SBWMA Member Agencies Total Single Family Dwelling Route Labor Hours and Route Hours for Solid Waste, Recyclable Materials, and Organic Materials collection. These changes were only made in the Town of Hillsborough and no other Member Agencies were affected by the changes.

The reduction in hours reduced the Total 2018 Contractor's Compensation for Hillsborough's Single Family Dwelling costs by \$428,815 and is combined with the Greenwaste cart cost adjustment described in **1.3.4** below.

1.3.2. City of San Carlos Kitchen Pail Adjustment

A deduction will be made for the City of San Carlos, which had already purchased their kitchen pails prior to the roll-out of new services by Recology in 2011. This cost of \$5,293, page 7 in **Table B**, will be deducted from Recology's compensation and is adjusted annually.

1.3.3. City of Menlo Park Billing Adjustment

The City of Menlo Park requested that starting in 2011 Recology add the service of directly billing its customers who had previously been billed by the City. This cost of \$24,865, page 7 in **Table B**, will be added to Recology's compensation and adjusted annually.

1.3.4. Town of Hillsborough Used Green Waste Carts Adjustment

The Town of Hillsborough decided to use their previously owned organics containers and not purchase new ones. Starting in 2011 with the roll-out of new services by Recology, the cost of new carts in the amount of \$9,966 will be deducted from

Recology's compensation and is adjusted annually. This amount can be found on page 7 in **Table B** and is combined with the backyard service adjustment described in section **1.3.1** above for a total of \$438,781.

As part of the agreement to use used green waste carts, the annual depreciation of any new carts requested by residents of Hillsborough would need to be added to Contractor's Compensation (\$17,051 for Rate Year 2018). The staff report for the July 12, 2010 Town Council agenda is included on page 90 of Part 2. The residents have requested 3,419 new green waste carts since January 1, 2011. An additional depreciation schedule can be found on page 93 of Part 2.

1.3.5. City of Belmont Unique Franchise Agreement

Eleven of the twelve SBWMA Member Agency Franchise Agreements use the same compensation methodology to calculate the annual adjustment to the compensation paid to Recology. One Member Agency (i.e., City of Belmont) used a different compensation adjustment methodology; however, use of this different methodology does not impact the costs or services provided to the other eleven Member Agencies. Including the City of Belmont in the cost calculations with the other eleven Member Agencies is necessary in order to accurately implement the cost allocation process prescribed in the Franchise Agreements.

2. ANNUAL REVENUE RECONCILIATION

2.1. REVENUE RECONCILIATION FOR 2016 TO ACCOUNT FOR ANY SHORTFALL OR SURPLUS IN COMPENSATION PAID TO RECOLOGY

For rate years 2013 through 2020, there is an annual revenue reconciliation process to determine what net revenue Recology retained in compensation versus the amount actually owed to the Company. The calculation compares gross revenue billed, less Contractor paid Pass-Through expenses for Agency fees and disposal expense at Shoreway, versus the approved Contractor's Compensation. This reconciliation of what was owed versus what was paid to Recology results in a surplus or shortfall owed to/from Recology by each Member Agency. The 2016 Revenue Reconciliation was submitted on March 31, 2017 and is being audited by a third party firm hired by the SBWMA. The submitted results are included in Recology's 2018 total compensation.

Table G illustrates how the Revenue Reconciliation process is conducted each year.

Table G

2016 REVENUE RECONCILIATION PROCESS	
January 1, 2016 ¹	December 31, 2016
Approved 2016 Recology Compensation	2016 Actual Revenue Billed
+↓	-↓
2016 <u>Estimated</u> Disposal Expense	2016 <u>Actual</u> Disposal ² Expense Paid to SBWMA
+↓	-↓
2016 <u>Estimated</u> Agency Fees	2016 <u>Actual</u> Agency Fees Paid to Agency
+↓	-↓
Prior Period Surplus/Shortfall	Approved 2016 Recology Compensation (no changes)
=↓	=↓
2016 Approved Revenue Requirement	<u>Actual</u> Revenue Surplus/Shortfall Applied to 2018 Rates

¹ SBWMA Board approves Total Revenue Requirement in September for Member Agencies to set rates effective January 1.

² Also includes Organics and Food Scraps Processing costs (tons by Member Agency x contractor rates/ton).

Included in the Revenue Reconciliation is a review of revenue received by Recology to provide backyard service. The Franchise Agreement identifies that revenues billed for providing backyard service for the first twenty percent (20%) of single family dwelling (SFD) customers is to be excluded from contractor's compensation. Currently, no Member Agency has over 20% of their SFD customers subscribing to backyard service, Therefore, 100% of all backyard service revenue (\$93,148) is credited back to the Member Agencies for Rate Year 2016.

The Revenue Reconciliation Report for Rate Year 2016 submitted by Recology on March 31, 2017 finds that Member Agencies in total have a shortfall balance with Recology of \$342,150 including interest. (Refer to page 22 for the Recology Revenue Reconciliation summary table.) Member Agencies with a surplus balance may request a refund from Recology if requested by July 31, 2017 as further explained below.

2.2. INTEREST ASSOCIATED WITH A SHORTFALL OR SURPLUS IN REQUIRED REVENUES

Section 11.07.B of the Franchise Agreement prescribes that interest shall be applied to any surplus or shortfall as calculated in the Revenue Reconciliation Report. The interest is applied to fifty percent (50%) of the difference during the Rate Year in which the difference in revenue occurred (Rate Year 2016) and one hundred percent (100%) of the difference during the immediately following Rate Year (Rate Year 2017). The interest rate is set at the prime rate plus one percent (1%). The prime rate in effect since December 16, 2008 is 3.25%. Therefore interest is calculated at 4.25%.

In March 2014, a Memorandum of Understanding (MOU) between Recology San Mateo County and the SBWMA was approved by the SBWMA Board to clarify the issue of Shortfall and Surplus balances and interest payments for Rate Year 2013 and beyond (see Part 2, page 86). This MOU described that shortfall amounts that are a result of a Member Agency setting rates lower than had been recommended by the SBWMA Board shall have interest applied as described in Section 11.07.B of the Franchise Agreement.

The MOU describes that no interest will be applied to shortfall or surplus amounts that were generated if the Member Agency set rates as approved by the SBWMA Board. If a Member Agency sets rates above those approved by the SBWMA Board and a surplus is generated, that Member Agency can have the amount of the surplus refunded to the Member Agency. The refund must be requested in writing by July 31 of each year and Recology will comply with the request for refund in a reasonable time frame. If a Member Agency elects to have the surplus amount refunded, that surplus amount will not be subtracted from the company's compensation for the subsequent rate year as described in Section 2.1 above.

The MOU was updated in July 2015 to include shortfall amounts generated due to a Member Agency setting rates lower than approved by the SBWMA Board can be paid to Recology by that Member Agency and avoid the interest charge described above. The Member Agency must notify Recology in writing of its intent to pay the shortfall amount by July 31 of each year. The payment must be received by Recology prior to September 30 of that year. If a Member Agency elects to pay the shortfall, that shortfall amount will not be added to the company's compensation for the subsequent rate year as described in Section 2.1 above. The amended MOU is included on Part 2, page 94.

The interest to be charged on the 2016 Revenue Reconciliation shortfall amounts and included in the Rate Year 2018 Total Contractor's Compensation is included in **Table H**, page 22.

Table H

Recology San Mateo County
Revenue Reconciliation and Interest
Rate Year 2016

	<u>Atherton</u>	<u>Belmont</u>	<u>Burlingame</u>	<u>E Palo Alto</u>	<u>Foster City</u>	<u>Hillsborough</u>	<u>Menlo Park</u>	<u>Fair Oaks</u>	<u>Redwood City</u>	<u>San Carlos</u>	<u>San Mateo</u>	<u>West Bay</u>	<u>County</u>	<u>Agency Total</u>
Gross Revenue Billed	\$ 3,142,280	6,610,681	10,887,975	4,627,085	5,548,610	3,162,685	10,442,092	2,731,842	18,446,531	8,342,849	21,795,812	1,505,642	3,239,613	100,483,697
Less:														
Pass-Through Costs	1,314,800	3,078,923	5,173,935	2,369,457	1,971,958	1,046,947	4,670,001	956,593	7,971,933	3,076,558	8,652,038	491,475	974,171	41,748,789
Unscheduled and Intermittent Services	34,353	75,928	110,666	59,489	23,913	14,613	144,677	37,118	172,998	103,681	365,493	17,333	20,889	1,181,151
Net Revenue Billed	1,793,127	3,455,830	5,603,374	2,198,139	3,552,739	2,101,125	5,627,414	1,738,131	10,301,600	5,162,610	12,778,281	996,834	2,244,553	57,553,757
Approved Contractor's Compensation	1,453,796	3,700,159	5,786,195	2,392,396	3,370,911	1,959,215	5,973,959	1,746,991	10,223,197	5,019,785	12,578,406	1,012,492	2,127,340	57,344,842
Split-Body Collection Vehicle Pilot Program Costs Paid by the SBWMA	(1,406)	(3,577)	(5,591)	(2,311)	(3,258)	(1,894)	(5,774)	(1,688)	(9,879)	(4,852)	(12,156)	(979)	(2,057)	(55,422)
Adjusted Approved Contractor's Compensation	1,452,390	3,696,582	5,780,604	2,390,085	3,367,653	1,957,321	5,968,185	1,745,303	10,213,318	5,014,933	12,566,250	1,011,513	2,125,283	57,289,420
2014 (Surplus)/Shortfall	(895,936)	452,805	(1,223,751)	(81,081)	155,870	(448,106)	176,439	(83,311)	(1,294,907)	(328,781)	355,349	(32,545)	143,602	(3,104,353)
Interest on 2014 (Surplus)/Shortfall	—	28,866	—	—	9,937	—	—	—	—	—	22,653	—	9,155	70,611
2014 (Surplus)/Shortfall before Payments	(895,936)	481,671	(1,223,751)	(81,081)	165,807	(448,106)	176,439	(83,311)	(1,294,907)	(328,781)	378,002	(32,545)	152,757	(3,033,742)
2014 Surplus Paid to Member Agencies	895,936	—	1,223,751	—	—	—	—	—	1,294,907	—	—	32,545	—	3,447,139
2014 Shortfall Paid to Recology	—	—	—	—	—	—	(176,439)	—	—	—	—	—	—	(176,439)
Adjusted 2014 (Surplus)/Shortfall	—	481,671	—	(81,081)	165,807	(448,106)	—	(83,311)	—	(328,781)	378,002	—	152,757	236,958
Total Due Recology San Mateo County for Rate Year 2016	1,452,390	4,178,253	5,780,604	2,309,004	3,533,460	1,509,215	5,968,185	1,661,992	10,213,318	4,686,152	12,944,252	1,011,513	2,278,040	57,526,378
Surplus/(Shortfall) for Rate Year 2016	\$ 340,737	(722,423)	(177,230)	(110,865)	19,279	591,910	(340,771)	76,139	88,282	476,458	(165,971)	(14,679)	(33,487)	27,379
Requested Refund of Rate Year 2016 Surplus	(340,737)	—	—	—	—	—	—	—	—	—	—	—	—	(340,737)
Adjusted Surplus/(Shortfall) for Rate Year 2016	—	(722,423)	(177,230)	(110,865)	19,279	591,910	(340,771)	76,139	88,282	476,458	(165,971)	(14,679)	(33,487)	(313,358)
Interest to Recology	(1)	—	—	(7,068)	—	—	(21,724)	—	—	—	—	—	—	(28,792)
TOTAL REVENUE RECONCILIATION	—	(722,423)	(177,230)	(117,933)	19,279	591,910	(362,495)	76,139	88,282	476,458	(165,971)	(14,679)	(33,487)	(342,150)

(1) Note: In accordance with the Memorandum of Understanding, interest is applied to the shortfall between net revenue billed and the approved amount due Recology if rates are set below those recommended in the SBWMA report approved by the SBWMA Board. Interest is applied to 50% of the difference during the rate year in which the difference occurred (2016) because the difference occurs throughout the year and to 100% of the difference in the immediately following year (2017) because the difference exists the entire year. The interest applied to both years is the prime rate in effect when the SBWMA issued the report for that year plus one percent (1%). The prime rate for Rate Year 2016 is 3.25%.

3. ALLOCATION OF COSTS TO THE MEMBER AGENCIES

3.1. EXPLANATION OF COST ALLOCATION PROCESS

The process to allocate Recology's cost equitably across all Member Agencies is prescribed in Article 11 and Attachment K of the Agreements. Recology's sixteen cost categories are allocated based on four operational statistics for each of the 17 service sectors specific to each Member Agency. These operational statistics are:

- Annual route labor hours
- Annual route hours
- Number of containers in service
- Number of customer accounts serviced

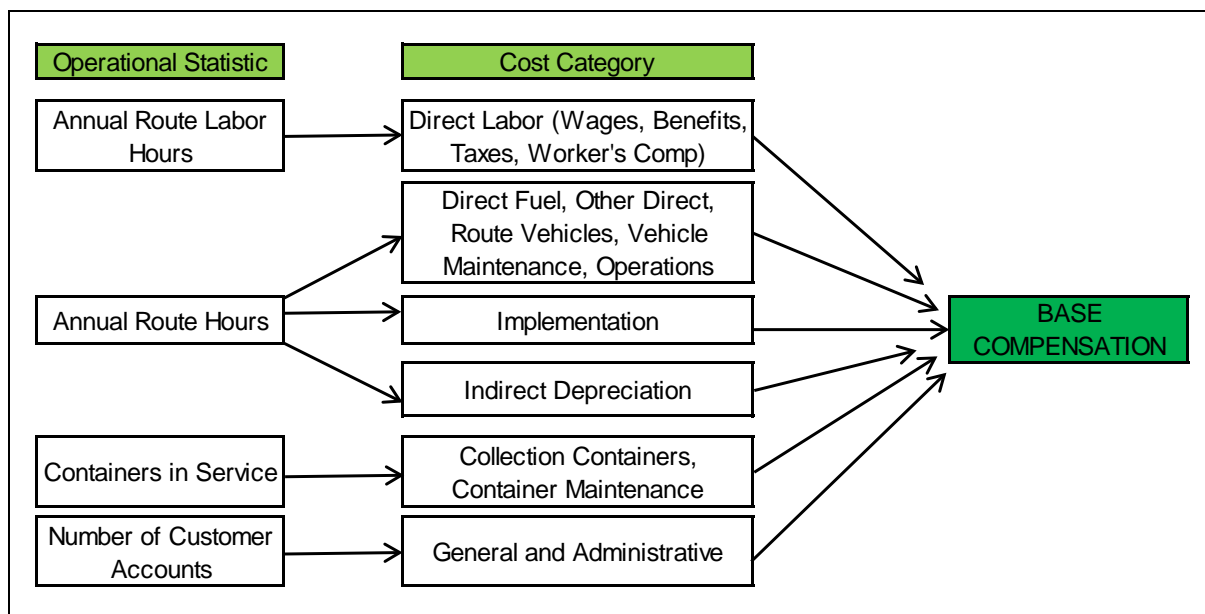
Recology conducted its Annual Route Assessment over a four week period in April and May 2017 to determine the statistics that will be applied to each Member Agency. A summary of the metrics used for the cost allocation process are provided in Appendix 1-1. Refer to Appendix 1-2 and Appendix 1-3 on pages 34 and 35 for two of the statistics comparing 2017 to 2018 data by Member Agency (route labor hours and route hours).

Table I details which operational statistics are applied to allocate each of the cost categories. **Table J** is a graphical representation of **Table I**.

Table I

Cost Category	Operational Statistic
COST OF OPERATIONS	
Wages for Direct Labor	Annual Route Labor Hours
Benefits for Direct Labor	Annual Route Labor Hours
Payroll Taxes	Annual Route Labor Hours
Worker's Compensation Expense	Annual Route Labor Hours
Direct Fuel Costs	Annual Route Hours
Other Direct Costs	Annual Route Hours
Route Vehicles	Annual Route Hours
Collection Containers	Containers in Service
Other	Annual Route Hours
INDIRECT COSTS	
General and Administrative	Number of Customer Accounts
Vehicle Maintenance	Annual Route Hours
Container Maintenance	Number of Containers in Service
Operations	Annual Route Hours
IMPLEMENTATION	Annual Route Hours
INDIRECT DEPRECIATION	Annual Route Hours

Table J



In an effort to illustrate how the cost allocation process is conducted, an example for the City of Menlo Park residential solid waste line of business is provided in **Table K** below. The first section of this table outlines Menlo Park's share of the four operating statistics (i.e., number of accounts, total route labor hours per year, total route hours per year and total containers in service.) The second section shows how the allocation of these operational statistics is applied to the cost categories (i.e., direct labor, direct fuel, etc.).

It is important to note that this process is conducted for seventeen lines of business (e.g., Single-Family solid waste, recycling, organics; Commercial/MFD solid waste, recycling, organics, etc.) and **Table K**, below, only represents the calculation for one service sector (i.e., Single-Family Dwelling) in one line of business (i.e., Solid Waste collection service). **Table L**, on page 26, provides a list of all seventeen lines of business.

Table K

Example of Cost Allocation Calculation - 2018			
City of Menlo Park Allocated Cost for SFD, Solid Waste Line of Business			
			Statistics
1	# of Accounts - City		7,837
	# of Accounts - Total SBWMA		94,752
	% of Accounts - City		8.3%
2	Total Route Labor hours year - City		4,033
	Total Route Labor hours year - Total SBWMA		46,590
	% Total Route Labor hours year - City		8.7%
3	# of route hours/year - City		3,621
	# of route hours/year - Total SBWMA		42,600
	% Total Route Labor hours year - City		8.5%
4	Total Containers in Service - City		8,064
	Total Containers in Service - Total SBWMA		96,861
	% Total Containers in Service - City		8.3%
		a	b
			c
	Service Sector: SFD	Line of Business	
		Solid Waste	Solid Waste
		SBWMA Total	% to MP
			MP Cost Allocator
			(a x b)
Annual Cost of Operations			
Direct Labor-Related Costs			
	Wages for CBAs	\$3,436,866	8.7%
	Benefits for CBAs	\$1,359,900	8.7%
	Payroll Taxes	\$285,947	8.7%
	Workers Compensation Insurance	\$300,349	8.7%
	Total Direct Labor Related-Costs	\$5,383,062	
Direct Fuel Costs			
		\$403,469	8.5%
Other Direct Costs			
	Depreciation - Collection Vehicles	\$803,031	8.5%
	Depreciation - Containers	\$428,963	8.3%
	Depreciation for Collection Equipment	\$1,231,994	
Allocated Indirect Costs			
	General and Administrative	\$1,389,266	8.3%
	Operations	\$342,550	8.5%
	Vehicle Maintenance	\$595,694	8.5%
	Container Maintenance	\$200,611	8.3%
	Total Allocated Indirect Costs	\$2,528,120	
	Total Allocated Indirect Depreciation Costs (Form 9)	\$28,295	8.5%
	Annual Implementation Cost Amortization (Form A)	\$40,497	8.5%
	Total Annual Cost of Operations	\$10,026,626	
	Profit (from Operating Ratio below)	\$1,052,519	\$89,899
	90.5%	90.5%	90.5%
	Total Costs before Pass-Through Cost	\$11,079,144	\$946,302
Contractor Pass-Through Costs			
	Interest Expense	\$180,959	see note
	Interest Expense on Implementation Cost	\$5,964	see note
	Total Contractor Pass-Through Costs	\$186,923	\$15,777
	BASE CONTRACTOR'S COMPENSATION - 2018	\$11,266,067	\$962,080
<i>Note: Interest Expense is allocated based on the % of each agency's depreciation expense to the total. Interest Expense on Implementation Cost is allocated based on route hours. Calculation is not shown</i>			

See Appendix 3-7, page 82 column A to trace the example identified in **Table K** to the Single-Family solid waste cost allocation to the actual Member Agency cost worksheet.

Table L

<u>Attachment N Reference</u>	<u>Line of Business</u>	<u>Service Sector</u>
A	Solid Waste (1)	Single-Family Residential
B	Recyclable Materials (2)	
C	Organic Materials (3)	
D	Weekly Battery and Cell Phone Collection (4)	
E	Weekly Used Motor Oil and Filters (5)	
F	Twice Annual Bulky Item Collection (6)	
E	Cart and Bin Solid Waste (7)	Commercial/MFD
F	Cart and Bin Recyclable Materials (8)	
G	Cart and Bin Organic Materials (9)	
H	Drop Box Solid Waste (10)	
H	Drop Box Recyclable Materials (11)	
H	Drop Box Organic Materials (12)	
J	Twice Annual Bulky Item Collection (13)	
E	Solid Waste (14)	Agency Facility
G	Organic Materials (15)	
I	Public Litter and Recycling Cans (16)	
I	Venues and Events (17)	

3.2. COST ALLOCATION VARIANCES FOR MEMBER AGENCIES

Total Contractor's Compensation is allocated each year based on the new operational statistics compiled from the annual route assessment conducted by Recology each year in April/May. Therefore, the percent of cost allocated to each Member Agency changes each year. **Table M** below shows the total cost allocation percent by Member Agency in 2017 and 2018, the allocation percentage difference, the total cost percent change, and the total cost variance attributed to the change in cost allocation percent.

Table M

Percentage of Total Contractor's Compensation Total Cost Allocation					
	2017	2018	Difference %	Variance %	Difference \$
Atherton	2.48%	2.37%	-0.12%	-4.64%	\$ (65,907)
Belmont	6.34%	6.30%	-0.04%	-0.67%	\$ (24,231)
Burlingame	9.73%	9.99%	0.26%	2.62%	\$ 146,055
East Palo Alto	4.19%	4.05%	-0.13%	-3.18%	\$ (76,316)
Foster City	6.01%	6.01%	0.00%	-0.02%	\$ (704)
Hillsborough	4.09%	4.16%	0.08%	1.86%	\$ 43,534
Menlo Park	10.19%	9.94%	-0.25%	-2.45%	\$ (142,762)
North Fair Oaks	3.05%	2.96%	-0.09%	-2.84%	\$ (49,539)
Redwood City	17.64%	17.78%	0.14%	0.81%	\$ 81,286
San Carlos	8.89%	9.03%	0.15%	1.64%	\$ 83,228
San Mateo	21.97%	21.90%	-0.07%	-0.34%	\$ (42,861)
West Bay Sanitary	1.67%	1.70%	0.03%	1.85%	\$ 17,716
County of San Mateo	3.75%	3.81%	0.05%	1.42%	\$ 30,500
Totals	100%	100%	0.00%	N/A	\$ 0

Note: Dollar difference amounts in parentheses are a reduction in total cost allocation.
Year 2017 and 2018 percentages are shown rounded to two decimal places.

The Total SBWMA year-over-year percentage change in the cost categories for the three service sectors (i.e., Residential, Commercial/Multi-Family and Member Agency Facilities) is provided as **Appendix 2-2**, page 39. For each Agency, the year-over-year changes in the main operational statistics are shown in the Member Agency Snapshot Summary table and the associated cost adjustments are provided in detail in **Appendix 3**. Additionally, the bottom of the Attachment N, Schedule B, shows the change in allocation in percent and cost by Line of Business (cost from allocation change only).

The primary factor that is attributable to the year-over-year cost allocation variances is the number of labor hours used to service each Member Agency. Because all Member Agencies comprise 100% of the total allocation of costs, a reduction or increase in the allocation of one Member Agency affects all the other Member Agencies.

Changes in each Member Agency's percent of route hours results in changes in the allocation of costs which can be impacted by several possible factors. Allocation changes can be the result of changes in route drivers, changes in traffic patterns, changes in set-out locations for containers, new service time constraints due to noise, street sweeping, requested collection times, etc.

In looking at the change in statistics from one year to the next, it is important to point out that it is not just how one Member Agency's statistics change but how the Agency's statistics change in comparison to the total. For example, if an Agency has a 10% reduction in hours but the total SBWMA also has a 10% reduction, then the cost allocation percent to this Agency will not change. If an Agency has a 10% reduction but the total SBWMA has a 15% reduction, then the Agency will actually have a larger cost allocation percent than the previous year. So the Agency's statistical changes in comparison to the total are what really affect changes to the cost allocation percent. The tables in Appendix 1 provide a useful comparison of how each Member Agency statistics have changed in comparison to other Member Agencies and to the total SBWMA.

3.3. INDIVIDUAL MEMBER AGENCY VARIANCES

As in prior year compensation applications, Recology focuses the variance analysis on jurisdictions whose individual allocation changed by 3% or more (Variance % column in table M above). The 3% benchmark is used as anything less than 3% could be driven by a variety of "soft factors". Factors such as traffic, relief driver impact, proper/improper set outs, and seasonality can attribute to variances of less than 3%.

It is important to note that **no Member Agency's overall allocation changed by more than three-tenths of 1 percent** from the prior year. In fact, seven Member Agencies only had a change of **less than one-tenth of one percent** in their cost allocation. For example, Atherton's overall allocation decreased from 2.48% to 2.37%, a difference of only -0.12%. Yet, due to Atherton's smaller cost allocation percentage, as compared to the other 12 Member Agencies, this -0.12% decrease resulted in a -4.64% variance.

Atherton

The decrease in Atherton's total cost allocation can be attributed to a decrease in route hours and route labor hours for one residential recycle route, one residential municipal solid waste route and one residential organics route. The decrease of route hours and route labor hours for both routes is attributed to relief drivers taking longer to conduct these routes in 2016, compared to the regular route drivers who serviced these same routes in 2017.

East Palo Alto

The decrease in East Palo Alto's total cost allocation can be attributed to a decrease in route hours and route labor hours for one residential municipal solid waste route. The decrease of route hours and route labor hours for the route is attributed to relief drivers taking longer to conduct the route in 2016, compared to the regular route driver who serviced the same route in 2017.

3.4. OPERATIONAL INFORMATION FOR COST ALLOCATION

Operational information used to allocate Contractor's Compensation can be found in the following tables provided in **Appendix 1**:

- A summary of major statistics (Appendix 1-1)
- Number of Route Labor Hours by Line of Business (Appendix 1-2)
- Number of Route Hours by Line of Business (Appendix 1-3)
- Number of Containers in Service by Line of Business (Appendix 1-4)
- Number of accounts by Line of Business and account type (i.e., container size, collection frequency, and material type) (Appendix 1-5)

All data provided is a result of the Annual Route Assessment conducted in April and May of 2017.

3.4.1. Annual Route Hours by Line of Business

Annual Route Hours by Line of Business identifies the time spent by each route servicing customers by each Member Agency, Service Sector (i.e., Single-Family Dwelling, Multi-Family Dwelling, Commercial and Agency Facility), and Line of Business (e.g., solid waste collection, organic materials collection). This information was gathered over the four week period from April 10 2017 to May 7, 2017 using the Route Time and Distance Reports from our Routeware on-board computer system.

It should be noted that in order to optimize routing efficiencies we maintain some collection routes that include stops in the territory of more than one Member Agency. For such routes, our data management systems (Routeware System) enable us to accurately identify route hours to the appropriate Member Agencies. In instances where Routeware was not available on an individual truck on an individual day, route hours for that route and that day from another week in the four week period were used.

Route Hours are made up of the hours route vehicles spend servicing the customers in each jurisdiction. Route Labor Hours includes the employee actual worked hours spent servicing customers in each jurisdiction as well as any off route time. Off route time, which includes paid breaks, pre and post trip inspection of vehicles as well as travel time to and from the route, is allocated to each jurisdiction based on that jurisdictions percentage of route time for each specific route each day. Additionally, certain commercial routes are two man routes and include 2 employees. In these cases, the route labor hours will be doubled to include both employees.

3.4.2. Annual Route Labor Hours by Line of Business

The Annual Route Labor Hours by Line of Business were generated by using information gathered during the four week period from April 10, 2017 through May 7, 2017 using the daily Route Time & Distance by Franchise reports from our Routeware on-board computer system.

3.4.3. Number of Containers in Service by Line of Business

The Number of Containers in Service by Line of Business table is the number of containers, both carts and bins, located at active accounts at a point in time, which was May 5, 2017.

3.4.4. Number of Accounts by Line of Business

The Number of Accounts by Line of Business table is not an annualized report. This particular report represents active accounts at a point in time, which was May 5, 2017.

3.5. DESCRIPTION OF OTHER OPERATIONAL INFORMATION

The tables included in **Appendix 1** (Operational Information) of this Compensation Application include other data required in the Agreements. These tables provide a breakdown of the data by Member Agency, Service Sector, and Line of Business. For the complete list of statistical tables, see Part 2, Section 1, including these same tables and additional statistical tables (e.g., list of vehicles, personnel, set-outs).

4. COST ADJUSTMENT CALCULATIONS IN TOTAL AND BY MEMBER AGENCY

Attachment N of the Franchise Agreement illustrates the calculation process to derive the actual total compensation adjustment and allocation to each Member Agency. A summary of the tables from the Attachment N adjustment process are found in **Appendix 2**.

As previously shown in **Section 1.1.11 Table E**, the table provided as **Appendix 2-1** shows the results of all the cost adjustments, as previously described, in total for the combined SBWMA service area. In **Appendix 2-1**, each cost category is broken out with this year's cost, next year's cost, the dollar variance and the percent variance. In total, there was a \$734,618 (1.3%) compensation adjustment including Performance Incentives/Disincentives.

Appendix 2-2 breaks out the Base Contractor's costs by line of business and shows an increase in compensation of 1.1% before the Performance Incentives/Disincentives. Single Family collection costs increased by 1.0%, Commercial and Multi-Family costs increased by 1.2% and Agency Facilities costs increased by 0.9 %.

Appendix 2-3 shows the 2018 total costs including special and one-time adjustments by Member Agency. At the bottom of the table is a comparison to the 2017 total costs and the percentage change. The variance by Member Agency is primarily due to changes in the cost allocation percent versus last year and specific adjustments to individual Member Agencies.

Appendices 2-4, 2-5 and 2-6 provide the 2018 costs by line of business and service sector. Costs are adjusted and allocated at the level of detail shown in this table. At the bottom of each table is the 2017 total cost, the dollar change and the percentage change. The variance by service sector reflects changes in operating hours, which impacts how the total cost is allocated.

Appendix 3 provides six tables for each Agency:

1. Contractor's Base Compensation – Detail
2. Contractor's Compensation by Service Sector
3. Allocated Costs – SFD
4. Allocated Costs – MFD & Commercial
5. Allocated Costs – Agency Facilities
6. The Snapshot Report for the Member Agency

Contractor's Compensation by Service Sector shows the 2018 total costs including special adjustments by Member Agency. At the bottom of this table is a comparison to the 2017 total costs and the change in percentage. Also included at the bottom is a comparison of the total cost allocation by line of business for this year, next year, the dollar impact of the allocation change and the percentage change. For example, on page 87, Redwood City had a 16.9% allocation of the 2017 Single Family Dwelling cost but 16.8% for 2018 with a -0.1% year-over-year allocation decrease. This decrease resulted in a cost allocation decrease of \$29,535. Multi-Family and Commercial had an 18.6% allocation in 2017 and 18.9% for 2018, a 0.3% increase, which resulted in a cost increase of \$78,814. Similarly, the Agency Facilities cost allocation increased 3.2%, or \$31,892. The result was a total cost allocation increase of 0.14% or \$81,172.

Allocated Costs by Service Sector and Line of Business provide the 2018 costs by line of business and service sector. Costs are adjusted and allocated at the seventeen lines of business shown in these tables. For comparison purposes, at the bottom of each column, is also the 2017 total cost, the dollar change and the percentage change. Provided at the top of each column are the operational statistics and percent of the total attributed to that specific Member Agency for each line of business. The color coding denotes the statistic used to adjust each cost category

Member Agency Snapshot is a summary and comparison of the basic operating statistics and includes three years of data. It includes the four statistics used to allocate costs as described in Section 3 of this Application, as follows:

1. Number of Accounts
2. Total Route Labor hours
3. Total Route Hours
4. Total Number of Solid Waste Containers

SBWMA COLLECTION AGREEMENT **ATTACHMENT N**
SERVICE METRICS USED FOR COST ALLOCATION BY MEMBER AGENCY

Appendix 1-1

2018	Metrics Summary Used for Cost Allocation													
	Total	Atherton	Belmont	Burlingame	E Palo Alto	Foster City	Hillsborough	Menlo Park	North Fair Oaks	Redwood City	San Carlos	San Mateo	West Bay	Unincorporated County
SINGLE-FAMILY DWELLING														
# of Accounts - 2018	94,752	2,353	6,790	6,608	4,213	6,761	3,694	7,837	2,619	17,429	8,614	20,527	2,217	5,090
# of Accounts - 2017	94,580	2,346	6,765	6,626	4,186	6,760	3,671	7,890	2,618	17,405	8,588	20,438	2,215	5,072
Change #	172	7	25	-18	27	1	23	-53	1	24	26	89	2	18
Change %	0.2%	0.3%	0.4%	-0.3%	0.6%	0.0%	0.6%	-0.7%	0.0%	0.1%	0.3%	0.4%	0.1%	0.4%
Total Route Labor hours year - 2018	148,449	5,815	9,705	9,741	7,020	9,191	11,642	12,690	4,418	24,204	12,852	28,674	3,925	8,574
Total Route Labor hours year - 2017	144,255	6,064	8,993	9,029	6,993	9,015	10,961	12,950	4,132	23,936	11,955	28,303	3,580	8,345
Change #	4,195	-249	713	712	28	176	681	-260	286	268	897	371	345	229
Change %	2.9%	-4.1%	7.9%	7.9%	0.4%	1.9%	6.2%	-2.0%	6.9%	1.1%	7.5%	1.3%	9.6%	2.8%
# of route hours/year - 2018	135,612	5,274	8,801	8,632	6,460	8,287	10,345	11,592	3,884	22,635	12,011	26,541	3,374	7,777
# of route hours/year - 2017	132,007	5,397	8,160	8,090	6,407	7,945	10,094	11,919	3,886	21,772	11,360	26,295	3,239	7,443
Change #	3,605	-123	641	542	53	343	251	-327	-2	864	651	245	134	334
Change %	2.7%	-2.3%	7.9%	6.7%	0.8%	4.3%	2.5%	-2.7%	-0.1%	4.0%	5.7%	0.9%	4.2%	4.5%
Total Containers in Service - 2018	514,058	17,363	36,210	35,505	22,794	34,658	20,701	42,878	14,965	94,334	45,504	109,925	12,154	27,067
Total Containers in Service - 2017	515,103	17,325	36,065	35,571	22,604	34,568	20,409	43,400	15,232	94,735	45,607	110,362	12,158	27,067
Change #	-1,045	38	145	-66	190	90	292	-522	-267	-401	-103	-437	-4	0
Change %	-0.2%	0.2%	0.4%	-0.2%	0.8%	0.3%	1.4%	-1.2%	-1.8%	-0.4%	-0.2%	-0.4%	0.0%	0.0%
COMMERCIAL & MFD														
# of Accounts - 2018	23,078	32	1,024	3,090	924	1,172	21	2,602	992	4,366	2,535	5,795	88	437
# of Accounts - 2017	22,839	32	1,005	3,051	913	1,187	21	2,608	973	4,336	2,519	5,680	85	429
Change #	239	0	19	39	11	-15	0	-6	19	30	16	115	3	8
Change %	1.0%	0.0%	1.9%	1.3%	1.2%	-1.3%	0.0%	-0.2%	2.0%	0.7%	0.6%	2.0%	3.5%	1.9%
Total Route Labor hours year - 2018	89,716	397	5,645	13,717	2,431	5,278	118	9,919	2,701	16,978	7,965	23,006	459	1,103
Total Route Labor hours year - 2017	87,508	393	5,949	13,018	2,528	4,959	134	9,552	2,971	16,252	7,937	22,386	524	905
Change #	2,209	4	-303	699	-97	318	-15	367	-270	726	28	620	-66	198
Change %	2.5%	1.1%	-5.1%	5.4%	-3.8%	6.4%	-11.6%	3.8%	-9.1%	4.5%	0.4%	2.8%	-12.6%	21.9%
# of route hours/year - 2018	71,539	363	4,431	10,645	2,206	4,452	103	8,688	2,026	13,446	6,345	17,517	396	920
# of route hours/year - 2017	68,761	337	4,634	9,791	2,244	4,184	121	8,191	2,139	12,642	6,482	16,831	437	729
Change #	2,778	26	-202	854	-38	268	-18	497	-112	804	-137	686	-41	191
Change %	4.0%	7.6%	-4.4%	8.7%	-1.7%	6.4%	-15.1%	6.1%	-5.2%	6.4%	-2.1%	4.1%	-9.5%	26.2%
AGENCY FACILITY SERVICES														
# of Lifts per year - 2018	341,575	2,223	16,796	43,368	3,224	3,731	1,820	86,034	2,756	85,423	28,288	66,911	273	728
# of Lifts per year - 2017	324,090	2,184	15,756	43,108	3,224	3,276	1,612	78,390	2,704	80,769	28,808	63,466	273	520
Change #	17,485	39	1,040	260	0	455	208	7,644	52	4,654	-520	3,445	0	208
Change %	5.4%	1.8%	6.6%	0.6%	0.0%	13.9%	12.9%	9.8%	1.9%	5.8%	-1.8%	5.4%	0.0%	40.0%
Total Route Labor hours year - 2018	6,394	44	217	1,081	38	107	23	1,083	101	1,706	607	1,371	11	6
Total Route Labor hours year - 2017	5,935	66	218	1,210	37	153	34	1,155	91	1,280	540	1,127	8	17
Change #	458	-22	-1	-129	1	-46	-11	-72	10	426	67	244	3	-11
Change %	7.7%	-33.4%	-0.6%	-10.6%	2.8%	-30.3%	-31.4%	-6.2%	11.0%	33.3%	12.4%	21.7%	33.2%	-66.2%
# of route hours/year - 2018	4,241	32	170	602	36	99	21	920	63	1,078	400	804	11	5
# of route hours/year - 2017	3,763	50	160	588	35	145	29	897	52	780	377	624	8	17
Change #	477	-18	9	14	1	-46	-8	23	12	298	22	180	3	-12
Change %	12.7%	-35.5%	5.8%	2.4%	2.2%	-31.8%	-28.6%	2.6%	22.9%	38.2%	5.9%	28.8%	33.4%	-68.8%

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Table 8		Annual Route Labor Hours by Line of Business															
SBWMA Member Agency	Rate Year	Single-Family Solid Waste	Single-Family Recyclable Materials	Single-Family Organic Materials	Single-Family Battery, Cell Phone, Oil and Oil Filter Collection	Multi-Family and Commercial Solid Waste (Bins)	Multi-Family and Commercial Solid Waste (Cars)	Multi-Family and Commercial Recyclable Materials (Bins)	Multi-Family and Commercial Recyclable Materials (Cars)	Multi-Family and Commercial Organic Materials (Bins)	Multi-Family and Commercial Organic Materials (Cars)	Multi-Family and Commercial Roll-off (Solid Waste, Recyclable and Organic Materials)	Member Agency Facilities Solid Waste	Member Agency Facilities Organic Materials	Member Agency Facilities Recyclable Materials	Member Agency Facilities (Roll-off and Compactor)	Two On-Call Collection Events (SFD and MFD)
Atherton	2018	1,416.6	1,572.2	2,619.3	7.9	181.0	8.2	115.4	5.2	83.5	3.8	0.0	29.7	2.9	11.2	70.0	190.8
	2017	1,438.3	1,721.6	2,673.3	8.6	179.8	8.2	98.2	4.5	97.6	4.4	0.0	46.2	2.2	17.4	49.8	213.5
	% change	-1.5%	-8.7%	-2.0%	-8.7%	0.7%	0.7%	17.5%	17.5%	-14.5%	-14.5%	0.0%	-35.7%	35.3%	-35.9%	40.4%	-10.6%
Belmont	2018	2,837.6	2,909.0	2,704.1	14.5	1,855.9	998.6	1,459.9	785.5	278.6	149.9	116.9	101.0	23.8	92.0	5.6	1,225.6
	2017	2,939.8	2,591.5	2,510.2	13.0	1,982.2	1,066.6	1,433.0	771.0	278.7	149.9	267.1	123.5	23.5	71.0	39.3	925.2
	% change	-3.5%	12.3%	7.7%	12.3%	-6.4%	-6.4%	1.9%	1.9%	0.0%	0.0%	-56.2%	-18.2%	1.3%	29.5%	-85.7%	32.5%
Burlingame	2018	3,051.6	2,934.7	2,543.9	14.7	4,014.2	3,167.6	2,362.1	1,863.9	367.1	289.7	1,653.0	974.3	25.9	80.9	472.6	1,181.5
	2017	3,016.6	2,401.3	2,694.6	12.0	3,837.7	3,028.3	2,121.2	1,673.8	413.3	326.1	1,617.9	1,121.4	21.8	66.4	444.6	892.3
	% change	1.2%	22.2%	-5.6%	22.2%	4.6%	4.6%	11.4%	11.4%	-11.2%	-11.2%	2.2%	-13.1%	18.7%	21.8%	6.3%	32.4%
East Palo Alto	2018	2,360.3	1,818.2	1,972.2	9.1	991.4	228.8	677.0	156.3	138.6	32.0	206.7	32.9	0.1	4.7	122.9	851.3
	2017	2,436.4	1,853.6	1,956.0	9.3	1,213.1	280.0	481.7	111.2	118.7	27.4	296.0	32.8	0.0	3.8	122.6	728.1
	% change	-3.1%	-1.9%	0.8%	-1.9%	-18.3%	-18.3%	40.5%	40.5%	16.8%	16.8%	-30.2%	0.1%	0.0%	23.9%	0.2%	16.9%
Foster City	2018	2,991.1	3,128.1	1,990.9	15.6	2,066.9	394.9	1,729.9	330.5	313.1	59.8	382.5	49.9	8.2	48.7	82.1	1,049.4
	2017	2,949.8	3,043.0	2,149.1	15.2	2,022.5	386.4	1,410.8	269.5	403.7	77.1	389.2	87.1	9.9	56.2	110.5	843.0
	% change	1.4%	2.8%	-7.4%	2.8%	2.2%	2.2%	22.6%	22.6%	-22.4%	-22.4%	-1.7%	-42.8%	-17.7%	-13.2%	-25.7%	24.5%
Hillsborough	2018	3,867.0	4,561.7	2,712.2	22.8	38.7	1.0	33.3	0.8	43.2	1.1	0.0	2.4	5.7	15.2	109.7	455.0
	2017	3,629.2	4,127.4	2,812.6	20.6	49.0	1.2	13.2	0.3	68.0	1.7	0.0	2.0	10.1	21.8	110.5	350.4
	% change	6.6%	10.5%	-3.6%	10.5%	-21.1%	-21.1%	151.7%	151.7%	-36.5%	-36.5%	0.0%	17.8%	-43.4%	-30.4%	-0.7%	29.9%
Menlo Park	2018	4,033.2	3,979.5	3,624.6	19.9	3,040.3	1,942.6	1,836.8	1,173.6	579.6	370.4	975.6	811.6	20.0	251.8	128.1	1,012.7
	2017	4,236.3	4,001.2	3,742.0	20.0	3,045.9	1,946.2	1,813.6	1,158.8	535.5	342.2	710.1	829.1	22.8	303.6	188.5	930.6
	% change	-4.8%	-0.5%	-3.1%	-0.5%	-0.2%	-0.2%	1.3%	1.3%	8.2%	8.2%	37.4%	-2.1%	-12.0%	-17.1%	-32.1%	8.8%
Redwood City	2018	7,689.8	7,588.2	6,149.4	37.9	6,269.3	3,416.3	3,365.0	1,833.7	661.4	360.4	1,071.9	1,515.1	10.4	180.4	172.9	2,700.6
	2017	7,858.4	7,736.3	5,854.9	38.7	6,194.2	3,375.4	2,889.9	1,574.8	656.5	357.7	1,203.3	1,147.9	12.6	119.3	337.9	2,408.7
	% change	-2.1%	-1.9%	5.0%	-1.9%	1.2%	1.2%	16.4%	16.4%	0.8%	0.8%	-10.9%	32.0%	-17.9%	51.2%	-48.8%	12.1%
San Carlos	2018	4,107.6	4,051.3	3,434.1	20.3	2,782.1	1,234.2	1,812.0	803.8	696.0	308.8	327.6	378.5	42.4	186.0	41.6	1,218.2
	2017	3,987.3	3,642.2	3,177.9	18.2	2,773.2	1,230.2	1,978.8	877.8	527.4	234.0	315.3	317.1	63.2	159.8	97.5	1,111.3
	% change	3.0%	11.2%	8.1%	11.2%	0.3%	0.3%	-8.4%	-8.4%	32.0%	32.0%	3.9%	19.4%	-32.9%	16.4%	-57.3%	9.6%
San Mateo	2018	8,903.6	8,391.2	7,545.1	42.0	7,680.2	4,849.9	4,888.6	3,087.1	783.5	494.8	1,222.3	1,099.1	47.2	224.5	329.2	3,750.0
	2017	9,823.5	8,046.2	6,986.1	40.2	7,636.9	4,822.6	4,387.5	2,770.6	858.4	542.1	1,368.2	910.8	55.8	160.2	204.5	3,366.7
	% change	-9.4%	4.3%	8.0%	4.3%	0.6%	0.6%	11.4%	11.4%	-8.7%	-8.7%	-10.7%	20.7%	-15.5%	40.2%	61.0%	11.4%
North Fair Oaks	2018	1,474.3	1,406.5	1,170.5	7.0	1,305.5	405.8	603.8	187.7	144.5	44.9	8.7	93.6	0.3	6.6	19.5	352.3
	2017	1,283.4	1,333.2	1,091.4	6.7	1,531.3	476.0	590.4	183.5	144.7	45.0	0.0	85.7	0.9	4.0	49.8	410.6
	% change	14.9%	5.5%	7.2%	5.5%	-14.7%	-14.7%	2.3%	2.3%	-0.1%	-0.1%	0.0%	9.2%	0.0%	0.0%	0.0%	-14.2%
WBSD	2018	1,256.3	1,178.8	1,192.1	5.9	204.0	40.6	124.4	24.8	54.1	10.8	0.0	4.6	0.8	5.9	0.0	286.2
	2017	1,112.3	1,145.7	1,064.5	5.7	231.2	46.0	148.8	29.6	57.3	11.4	0.0	2.8	1.1	4.6	0.0	246.3
	% change	12.9%	2.9%	12.0%	2.9%	-11.8%	-11.8%	-16.4%	-16.4%	-5.6%	-5.6%	0.0%	66.9%	-33.6%	0.0%	0.0%	16.2%
Uninc. County	2018	2,600.6	2,694.2	2,540.5	13.5	413.9	136.0	376.3	123.6	39.8	13.1	0.0	0.1	3.7	2.1	0.0	711.9
	2017	2,639.3	2,455.5	2,606.6	12.3	382.3	125.6	240.3	78.9	58.5	19.2	0.0	0.0	12.2	5.1	0.0	618.6
	% change	-1.5%	9.7%	-2.5%	9.7%	8.3%	8.3%	56.6%	56.6%	-32.0%	-32.0%	0.0%	0.0%	-69.6%	0.0%	0.0%	15.1%
TOTAL	2018	46,589.5	46,213.5	40,198.7	231.1	30,843.2	16,824.5	19,384.6	10,376.6	4,183.1	2,139.4	5,965.0	5,092.9	191.3	1,109.7	1,554.2	14,985.5
TOTAL	2017	47,350.6	44,098.7	39,319.1	220.5	31,079.2	16,792.7	17,607.4	9,504.5	4,218.3	2,138.3	6,167.1	4,706.4	236.0	993.1	1,755.4	13,045.2
	% change	-1.6%	4.8%	2.2%	4.8%	-0.8%	0.2%	10.1%	9.2%	-0.8%	0.0%	-3.3%	8.2%	-18.9%	11.7%	-11.5%	14.9%

1. Rate year 2017 information was gathered over the 4-week period from April 10, 2017 to May 7, 2017 using the daily "Route Time & Distance by Franchise" reports from our Routeware System
2. Rate year 2017 information was gathered over the 4-week period from April 11, 2016 to May 8, 2016 using the daily "Route Time & Distance by Franchise" reports from our Routeware System

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Table 7		Annual Route Hours by Line of Business															
Rate Year	Single-Family Solid Waste	Single-Family Recyclable Materials	Single-Family Organic Materials	Single-Family Battery, Cell Phone, Oil and Oil Filter Collection	Multi-Family and Commercial Solid Waste (Bins)	Multi-Family and Commercial Solid Waste (Carts)	Multi-Family and Commercial Recyclable Materials (Bins)	Multi-Family and Commercial Recyclable Materials (Carts)	Multi-Family and Commercial Organic Materials (Bins)	Multi-Family and Commercial Organic Materials (Carts)	Multi-Family and Commercial Organic Materials (Carts)	Multi-Family and Commercial Roll-off and Compactor (Solid Waste, Recyclable and Organic Materials)	Member Agency Facilities Solid Waste	Member Agency Facilities Organic Materials	Member Agency Facilities Recyclable Materials	Member Agency Facilities (Roll-off and Compactor)	
Atherton	2018	1,363.3	1,352.6	2,353.5	6.8	155.1	7.0	113.9	5.2	77.8	3.5	0.0	18.4	2.8	11.1	70.0	
	2017	1,360.2	1,489.6	2,318.3	7.4	133.7	6.1	94.3	4.3	94.3	4.3	0.0	31.2	2.2	16.8	49.8	
	% change	0.2%	-9.2%	1.5%	-9.2%	16.1%	16.1%	20.7%	20.7%	-17.5%	-17.5%	0.0%	-40.9%	30.7%	-33.9%	40.4%	
Belmont	2018	2,647.7	2,587.2	2,314.8	12.9	1,138.0	612.3	1,414.7	761.2	252.5	135.9	116.9	58.6	19.4	91.5	5.6	
	2017	2,670.5	2,355.8	2,185.2	11.8	1,195.3	643.1	1,382.5	743.9	261.3	140.6	267.1	72.3	22.9	65.0	39.3	
	% change	-0.9%	9.8%	5.9%	9.8%	-4.8%	-4.8%	2.3%	2.3%	-3.4%	-3.4%	-56.2%	-19.0%	-15.3%	40.9%	-85.7%	
Burlingame	2018	2,643.3	2,469.9	2,312.5	12.3	1,779.9	2,589.7	1,628.8	2,369.8	254.2	369.9	1,653.0	498.2	25.4	78.1	472.6	
	2017	2,798.7	2,144.8	2,233.0	10.7	1,654.3	2,407.0	1,389.8	2,022.1	285.0	414.7	1,617.9	504.9	20.7	62.1	444.6	
	% change	-5.6%	15.2%	3.6%	15.2%	7.6%	7.6%	17.2%	17.2%	-10.8%	-10.8%	2.2%	-1.3%	22.9%	25.9%	6.3%	
East Palo Alto	2018	2,119.5	1,662.3	1,810.1	8.3	848.0	195.7	648.4	149.6	128.0	29.6	206.7	31.4	0.1	4.6	122.9	
	2017	2,180.2	1,639.4	1,842.9	8.2	1,002.6	231.4	465.8	107.5	114.5	26.4	296.0	31.8	0.0	3.6	122.6	
	% change	-2.8%	1.4%	-1.8%	1.4%	-15.4%	-15.4%	39.2%	39.2%	11.8%	11.8%	-30.2%	-1.0%	0.0%	28.3%	0.2%	
Foster City	2018	2,709.0	2,675.1	1,827.2	13.4	1,525.2	291.4	1,605.7	306.8	286.0	54.6	382.5	46.9	7.6	44.5	82.1	
	2017	2,695.8	2,521.8	1,858.9	12.6	1,478.1	282.4	1,324.6	253.1	383.4	73.3	389.2	82.3	9.3	53.4	110.5	
	% change	0.5%	6.1%	-1.7%	6.1%	3.2%	3.2%	21.2%	21.2%	-25.4%	-25.4%	-1.7%	-43.0%	-18.6%	-16.7%	-25.7%	
Hillsborough	2018	3,453.3	3,949.4	2,447.7	19.7	27.1	0.7	31.0	0.8	42.3	1.1	0.0	1.2	5.6	14.2	109.7	
	2017	3,342.2	3,878.6	2,483.6	19.4	39.8	1.0	12.9	0.3	65.5	1.7	0.0	0.9	9.4	19.1	110.5	
	% change	3.3%	1.8%	-1.4%	1.8%	-31.8%	-31.8%	140.8%	140.8%	-35.5%	-35.5%	0.0%	28.6%	-39.7%	-25.9%	-0.7%	
Menlo Park	2018	3,620.6	3,682.1	3,240.1	18.4	1,727.3	2,207.3	1,272.3	1,625.9	386.2	493.5	975.6	655.3	19.3	245.6	128.1	
	2017	3,977.0	3,640.8	3,334.5	18.2	1,650.8	2,109.5	1,260.5	1,610.7	372.8	476.4	710.1	584.0	22.6	290.8	188.5	
	% change	-9.0%	1.1%	-2.8%	1.1%	4.6%	4.6%	0.9%	0.9%	3.6%	3.6%	37.4%	12.2%	-14.6%	-15.5%	-32.1%	
Redwood City	2018	7,076.9	7,042.0	5,745.3	35.2	3,655.9	2,900.2	2,724.3	2,161.1	520.2	412.7	1,071.9	894.1	9.9	173.6	172.9	
	2017	7,260.7	6,692.9	5,342.5	33.5	3,612.5	2,865.7	2,226.7	1,766.4	539.5	427.9	1,203.3	658.7	11.7	109.5	337.9	
	% change	-2.5%	5.2%	7.5%	5.2%	1.2%	1.2%	22.3%	22.3%	-3.6%	-3.6%	-10.9%	35.7%	-14.8%	58.4%	-48.8%	
San Carlos	2018	3,830.8	3,822.2	3,101.5	19.1	1,858.7	824.6	1,666.1	739.1	643.2	285.3	327.6	185.3	41.3	173.0	41.6	
	2017	3,707.2	3,533.4	2,973.2	17.7	1,922.6	852.9	1,854.5	822.7	494.4	219.3	315.3	161.9	59.3	156.0	97.5	
	% change	3.3%	8.2%	4.3%	8.2%	-3.3%	-3.3%	-10.2%	-10.2%	30.1%	30.1%	3.9%	14.5%	-30.4%	10.9%	-57.3%	
San Mateo	2018	8,476.4	7,508.1	6,731.4	37.5	3,414.0	4,185.6	3,366.1	4,126.9	540.2	662.3	1,222.3	551.1	46.2	206.7	329.2	
	2017	9,246.0	7,441.4	6,167.0	37.2	3,343.9	4,099.6	3,008.4	3,688.4	594.1	728.4	1,368.2	422.2	52.0	149.9	204.5	
	% change	-8.3%	0.9%	9.2%	0.9%	2.1%	2.1%	11.9%	11.9%	-9.1%	-9.1%	-10.7%	30.5%	-11.2%	37.9%	61.0%	
North Fair Oaks	2018	1,218.4	1,250.0	1,050.3	6.3	839.1	260.8	619.8	123.4	133.2	41.4	8.7	57.5	0.3	5.7	19.5	
	2017	1,199.6	1,260.2	1,003.1	6.3	923.1	287.0	619.0	123.2	142.2	44.2	0.0	46.9	0.9	3.9	49.8	
	% change	1.6%	-0.8%	4.7%	-0.8%	-9.1%	-9.1%	0.1%	0.1%	-6.3%	-6.3%	0.0%	22.7%	-65.1%	45.1%	0.0%	
WBSD	2018	1,035.4	1,018.3	1,023.4	5.1	161.5	32.1	118.6	23.6	50.1	10.0	0.0	4.4	0.7	5.8	0.0	
	2017	975.3	1,034.1	973.0	5.2	164.6	32.8	143.0	28.5	57.1	11.4	0.0	2.7	1.1	4.4	0.0	
	% change	6.2%	-1.5%	5.2%	-1.5%	-1.9%	-1.9%	-17.1%	-17.1%	-12.3%	-12.3%	0.0%	65.3%	-34.5%	0.0%	0.0%	
Uninc. County	2018	2,405.4	2,282.1	2,354.3	11.4	304.8	100.1	352.0	115.6	35.6	11.7	0.0	0.1	3.4	1.9	0.0	
	2017	2,408.4	2,079.7	2,315.3	10.4	276.5	90.8	216.8	71.2	55.2	18.1	0.0	0.0	12.1	5.1	0.0	
	% change	-0.1%	9.7%	1.7%	9.7%	10.2%	10.2%	62.3%	62.3%	-35.5%	-35.5%	0.0%	0.0%	-72.0%	-62.7%	0.0%	
TOTAL	2018	42,599.8	41,301.5	36,312.0	206.5	17,434.6	14,207.5	15,561.8	12,509.1	3,349.7	2,511.5	5,965.0	3,002.3	182.1	1,056.3	1,554.2	
TOTAL	2017	43,821.6	39,712.5	35,030.4	198.6	17,397.8	13,909.3	13,998.8	11,242.3	3,459.4	2,586.7	6,167.1	2,599.5	224.2	939.6	1,755.4	
	% change	-2.8%	4.0%	3.7%	4.0%	0.2%	2.1%	11.2%	11.3%	-3.2%	-2.9%	-3.3%	15.5%	-18.8%	12.4%	-11.5%	

1. Rate year 2017 information was gathered over the 4-week period from April 10, 2017 to May 7, 2017 using the daily "Route Time & Distance by Franchise" reports from our Routeware System
2. Rate year 2016 information was gathered over the 4-week period from April 11, 2016 to May 8, 2016 using the daily "Route Time & Distance by Franchise" reports from our Routeware System

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Table 4		Number of Containers in Service by Line of Business													
SBWMA Member Agency	Single-Family Solid Waste	Single-Family Recyclable Materials	Single-Family Organic Materials	Multi-Family and Commercial Solid Waste (Bins)	Multi-Family and Commercial Solid Waste (Carts)	Multi-Family and Commercial Recyclable Materials (Bins)	Multi-Family and Commercial Recyclable Materials (Carts)	Multi-Family and Commercial Organic Materials (Bins)	Multi-Family and Commercial Organic Materials (Carts)	Multi-Family and Commercial Roll-off and Compactor (Solid Waste, Recyclable and Organic Materials)	Member Agency Facilities Solid Waste	Member Agency Facilities Organic Materials	Member Agency Facilities Recyclable Materials	Member Agency Facilities (Roll-off and Compactor)	Two On-Call Collection Events (SFD and MFD)
Atherton	2,560.0	2,664.0	6,473.0	12.0	2.0	8.0	35.0	8.0	0.0	0.0	14.0	7.0	17.0	12.0	0.0
Belmont	6,816.0	6,825.0	6,748.0	242.0	546.0	162.0	914.0	34.0	115.0	11.0	83.0	61.0	101.0	5.0	0.0
Burlingame	6,674.0	6,682.0	6,692.0	467.0	1,994.0	401.0	2,300.0	44.0	281.0	25.0	17.0	13.0	21.0	17.0	0.0
East Palo Alto	4,256.0	4,248.0	4,286.0	205.0	368.0	112.0	597.0	28.0	161.0	22.0	6.0	1.0	10.0	15.0	0.0
Foster City	6,775.0	6,773.0	5,705.0	288.0	434.0	231.0	933.0	66.0	78.0	44.0	12.0	6.0	15.0	23.0	0.0
Hillsborough	3,718.0	3,836.0	4,669.0	9.0	0.0	7.0	20.0	6.0	3.0	0.0	5.0	9.0	16.0	8.0	0.0
Menlo Park	8,064.0	8,070.0	8,810.0	571.0	1,432.0	403.0	1,739.0	150.0	267.0	37.0	279.0	20.0	117.0	21.0	0.0
Redwood City	18,173.0	17,981.0	17,434.0	1,124.0	2,148.0	802.0	2,533.0	128.0	284.0	73.0	259.0	14.0	39.0	35.0	0.0
San Carlos	8,646.0	8,658.0	8,726.0	510.0	1,053.0	358.0	1,518.0	74.0	147.0	34.0	27.0	42.0	56.0	12.0	0.0
San Mateo	20,833.0	20,737.0	20,238.0	1,084.0	3,557.0	711.0	4,731.0	93.0	382.0	98.0	107.0	81.0	132.0	11.0	0.0
North Fair Oaks	2,994.0	2,833.0	2,848.0	242.0	490.0	166.0	503.0	24.0	32.0	1.0	6.0	4.0	5.0	2.0	0.0
WBSD	2,236.0	2,274.0	2,589.0	22.0	33.0	21.0	58.0	10.0	13.0	0.0	1.0	1.0	1.0	1.0	0.0
Uninc. County	5,116.0	5,129.0	5,303.0	60.0	191.0	62.0	292.0	8.0	32.0	0.0	1.0	5.0	7.0	1.0	0.0
TOTAL	96,861.0	96,710.0	100,521.0	4,836.0	12,248.0	3,444.0	16,173.0	673.0	1,795.0	345.0	817.0	264.0	537.0	163.0	0.0

The data was generated using a query run across all active accounts in the RSMC AS400 data base. The data was run as of May 5, 2017.

OPERATIONAL INFORMATION

Appendix 1-5

Table 1		Number of Accounts by Line of Business													
SBWMA Member Agency	Rate Year	Single-Family Solid Waste	Single-Family Recyclable Materials	Single-Family Organic Materials	Single-Family Battery, Cell Phone, Oil and Oil Filter Collection	Multi-Family and Commercial Solid Waste (Bins)	Multi-Family and Commercial Solid Waste (Carts)	Multi-Family and Commercial Recyclable Materials (Bins)	Multi-Family and Commercial Recyclable Materials (Carts)	Multi-Family and Commercial Organic Materials (Bins)	Multi-Family and Commercial Organic Materials (Carts)	Multi-Family and Commercial Roll-off and Compactor (Solid Waste, Recyclable and Organic Materials)	Member Agency Facilities (Solid Waste, Organic and Recyclable Materials)	Member Agency Facilities (Roll-off and Compactor)	
Atherton	2018	2,353.0	2,350.0	2,333.0	2,350.0	9.0	2.0	7.0	6.0	8.0	0.0	0.0	8.0	5.0	
	2017	2,346.0	2,344.0	2,327.0	2,344.0	9.0	2.0	7.0	6.0	8.0	0.0	0.0	8.0	5.0	
	% change	0.3%	0.3%	0.3%	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Belmont	2018	6,790.0	6,786.0	6,578.0	6,786.0	192.0	250.0	150.0	305.0	32.0	65.0	10.0	18.0	3.0	
	2017	6,765.0	6,760.0	6,548.0	6,760.0	193.0	248.0	148.0	306.0	29.0	57.0	8.0	19.0	3.0	
	% change	0.4%	0.4%	0.5%	0.4%	-0.5%	0.8%	1.4%	-0.3%	10.3%	14.0%	25.0%	-5.3%	0.0%	
Burlingame	2018	6,608.0	6,593.0	6,514.0	6,593.0	437.0	940.0	378.0	1,044.0	41.0	193.0	19.0	106.0	4.0	
	2017	6,626.0	6,612.0	6,526.0	6,612.0	446.0	936.0	380.0	1,008.0	40.0	181.0	20.0	105.0	4.0	
	% change	-0.3%	-0.3%	-0.2%	-0.3%	-2.0%	0.4%	-0.5%	3.6%	2.5%	6.6%	-5.0%	1.0%	0.0%	
East Palo Alto	2018	4,213.0	4,210.0	4,182.0	4,210.0	166.0	187.0	99.0	260.0	28.0	145.0	13.0	40.0	3.0	
	2017	4,186.0	4,164.0	4,151.0	4,164.0	167.0	187.0	98.0	261.0	20.0	144.0	12.0	41.0	3.0	
	% change	0.6%	1.1%	0.7%	1.1%	-0.6%	0.0%	1.0%	-0.4%	40.0%	0.7%	8.3%	-2.4%	0.0%	
Foster City	2018	6,761.0	6,751.0	5,674.0	6,751.0	168.0	344.0	137.0	383.0	52.0	34.0	18.0	10.0	8.0	
	2017	6,760.0	6,738.0	5,618.0	6,738.0	168.0	356.0	141.0	392.0	48.0	28.0	18.0	10.0	7.0	
	% change	0.0%	0.2%	1.0%	0.2%	0.0%	-3.4%	-2.8%	-2.3%	8.3%	21.4%	0.0%	0.0%	14.3%	
Hillsborough	2018	3,694.0	3,687.0	3,649.0	3,687.0	6.0	0.0	4.0	5.0	4.0	2.0	0.0	6.0	2.0	
	2017	3,671.0	3,631.0	3,588.0	3,631.0	6.0	0.0	4.0	5.0	4.0	2.0	0.0	6.0	2.0	
	% change	0.6%	1.5%	1.7%	1.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Menlo Park	2018	7,837.0	7,821.0	7,529.0	7,821.0	516.0	604.0	366.0	747.0	117.0	222.0	10.0	176.0	3.0	
	2017	7,890.0	7,878.0	7,561.0	7,878.0	513.0	623.0	361.0	759.0	92.0	200.0	20.0	172.0	3.0	
	% change	-0.7%	-0.7%	-0.4%	-0.7%	0.6%	-3.0%	1.4%	-1.6%	27.2%	11.0%	-50.0%	2.3%	0.0%	
Redwood City	2018	17,429.0	17,406.0	16,512.0	17,406.0	986.0	996.0	724.0	1,185.0	122.0	212.0	47.0	158.0	4.0	
	2017	17,405.0	17,380.0	16,465.0	17,380.0	988.0	1,011.0	707.0	1,207.0	107.0	181.0	45.0	151.0	5.0	
	% change	0.1%	0.1%	0.3%	0.1%	-0.2%	-1.5%	2.4%	-1.8%	14.0%	17.1%	4.4%	4.6%	-20.0%	
San Carlos	2018	8,614.0	8,605.0	8,477.0	8,605.0	485.0	659.0	371.0	786.0	74.0	112.0	16.0	59.0	6.0	
	2017	8,588.0	8,576.0	8,440.0	8,576.0	403.0	749.0	372.0	792.0	64.0	103.0	12.0	62.0	6.0	
	% change	0.3%	0.3%	0.4%	0.3%	20.3%	-12.0%	-0.3%	-0.8%	15.6%	8.7%	33.3%	-4.8%	0.0%	
San Mateo	2018	20,527.0	20,491.0	19,737.0	20,491.0	842.0	1,797.0	560.0	2,023.0	95.0	271.0	69.0	133.0	4.0	
	2017	20,438.0	20,398.0	19,651.0	20,398.0	850.0	1,777.0	552.0	2,009.0	86.0	226.0	60.0	129.0	5.0	
	% change	0.4%	0.5%	0.4%	0.5%	-0.9%	1.1%	1.4%	0.7%	10.5%	19.9%	15.0%	3.1%	-20.0%	
North Fair Oaks	2018	2,619.0	2,614.0	2,604.0	2,614.0	236.0	238.0	166.0	296.0	23.0	30.0	1.0	14.0	1.0	
	2017	2,618.0	2,614.0	2,602.0	2,614.0	239.0	230.0	163.0	291.0	22.0	28.0	0.0	16.0	2.0	
	% change	0.0%	0.0%	0.1%	0.0%	-1.3%	3.5%	1.8%	1.7%	4.5%	7.1%	0.0%	-12.5%	-50.0%	
WBSD	2018	2,217.0	2,213.0	2,203.0	2,213.0	20.0	13.0	20.0	16.0	9.0	10.0	0.0	1.0	1.0	
	2017	2,215.0	2,214.0	2,204.0	2,214.0	20.0	13.0	19.0	17.0	8.0	8.0	0.0	1.0	1.0	
	% change	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	5.3%	-5.9%	12.5%	25.0%	0.0%	0.0%	0.0%	
Uninc. County	2018	5,090.0	5,080.0	5,059.0	5,080.0	56.0	144.0	62.0	149.0	8.0	18.0	0.0	3.0	1.0	
	2017	5,072.0	5,063.0	5,044.0	5,063.0	54.0	144.0	60.0	145.0	9.0	17.0	0.0	2.0	1.0	
	% change	0.4%	0.3%	0.3%	0.3%	3.7%	0.0%	3.3%	2.8%	-11.1%	5.9%	0.0%	50.0%	0.0%	
TOTAL	2018	94,752.0	94,607.0	91,051.0	94,607.0	4,119.0	6,174.0	3,044.0	7,205.0	613.0	1,314.0	203.0	732.0	45.0	
TOTAL	2017	94,580.0	94,372.0	90,725.0	94,372.0	4,056.0	6,276.0	3,012.0	7,198.0	537.0	1,175.0	195.0	722.0	47.0	
	% change	0.2%	0.2%	0.4%	0.2%	1.6%	-1.6%	1.1%	0.1%	14.2%	11.8%	4.1%	1.4%	-4.3%	

1. For rate year 2018: The data was generated using a query run across all active accounts in the RSMC AS400 data base. The data was run on May 5, 2017.
 2. For rate year 2017: The data was generated using a query run across all active accounts in the RSMC AS400 data base. The data was run on May 6, 2016.

Contractor's Compensation: Next Rate Year vs. Current Year

CONTRACTOR'S TOTAL COMPENSATION - DETAIL**TOTAL SBWMA**

	Compensation - 2017	Compensation - 2018	Change	% Change
Annual Cost of Operations				
Direct Labor-Related Costs				
Wages for CBAs	16,758,609	17,141,395	382,785	2.3%
Benefits for CBAs	6,669,971	6,822,320	152,350	2.3%
Payroll Taxes	1,394,316	1,426,164	31,848	2.3%
Workers Compensation Insurance	1,471,775	1,497,957	26,182	1.8%
Total Direct Labor Related-Costs	26,294,671	26,887,836	593,164	2.3%
Direct Fuel Costs	2,066,892	2,061,564	(5,328)	-0.3%
Other Direct Costs	2,178,164	2,208,005	29,841	1.4%
Depreciation				
- Collection Vehicles	4,016,792	4,016,792	-	0.0%
- Containers	1,882,550	1,882,550	-	0.0%
Total Depreciation	5,899,342	5,899,342	-	0.0%
Allocated Indirect Costs				
General and Administrative	7,267,914	7,406,610	138,696	1.9%
Operations	1,787,232	1,826,241	39,009	2.2%
Vehicle Maintenance	3,106,609	3,175,828	69,219	2.2%
Container Maintenance	1,047,093	1,069,518	22,425	2.1%
Total Allocated Indirect Costs	13,208,848	13,478,197	269,349	2.0%
Total Allocated Indirect Depreciation Costs	152,451	152,451	-	0.0%
Annual Implementation Cost Amortization	187,175	187,175	-	0.0%
Total Annual Cost of Operations	49,987,543	50,874,570	887,027	1.8%
Profit	5,247,311	5,340,424	93,113	1.8%
Operating Ratio	90.5%	90.5%		
Total Operating Costs	55,234,855	56,214,995	980,140	1.8%
Contractor Pass-Through Costs				
Regulatory Agency Fees	-	-	-	
Interest Expense	1,306,716	965,560	(341,156)	-26.1%
Interest Expense on Implementation Cost	43,030	31,707	(11,323)	-26.3%
Contract Changes to Specific Agencies	(397,566)	(419,208)	(21,642)	
Total Contractor Pass-Through Costs	952,180	578,059	(374,122)	-39.3%
BASE CONTRACTOR'S COMPENSATION	56,187,035	56,793,053	606,018	1.1%
Other Adjustments				
Incentive / Disincentives	(14,802)	113,799	128,600	
Total Other Adjustments	(14,802)	113,799	128,600	
TOTAL CONTRACTOR'S COMPENSATION	56,172,233	56,906,852	734,618	1.3%

Base compensation before Revenue Reconciliation

CONTRACTOR'S COMPENSATION BY SERVICE SECTOR

TOTAL SBWMA

BASE COLLECTION COSTS	Single-Family Costs				Multi-Family and Commercial Costs				Member Agency Facility Costs				TOTAL			
	2017	2018	Change	% Change	2017	2018	Change	% Change	2017	2018	Change	% Change	2017	2018	Change	% Change
Annual Cost of Operations																
Direct Labor-Related Costs																
Wages for CBAs	\$9,260,308	\$9,471,823	\$211,516	2.3%	\$7,313,334	\$7,480,379	\$167,045	2.3%	\$184,968	\$189,192	\$4,225	2.3%	\$16,758,609	\$17,141,395	\$382,785	2.3%
Benefits for CBAs	\$3,780,092	\$3,866,433	\$86,342	2.3%	\$2,815,822	\$2,880,138	\$64,317	2.3%	\$74,057	\$75,749	\$1,692	2.3%	\$6,669,971	\$6,822,320	\$152,350	2.3%
Payroll Taxes	\$770,458	\$788,056	\$17,598	2.3%	\$608,469	\$622,368	\$13,898	2.3%	\$15,389	\$15,741	\$352	2.3%	\$1,394,316	\$1,426,164	\$31,848	2.3%
Workers Compensation Insurance	\$813,259	\$827,727	\$14,467	1.8%	\$642,272	\$653,698	\$11,426	1.8%	\$16,243	\$16,532	\$289	1.8%	\$1,471,775	\$1,497,957	\$26,182	1.8%
Total Direct Labor Related-Costs	\$14,624,116	\$14,954,039	\$329,923	2.3%	\$11,379,898	\$11,636,583	\$256,685	2.3%	\$290,657	\$297,214	\$6,557	2.3%	\$26,294,671	\$26,887,836	\$593,164	2.3%
Direct Fuel Costs	\$1,203,339	\$1,200,237	(\$3,102)	-0.3%	\$836,765	\$834,608	(\$2,157)	-0.3%	\$26,788	\$26,719	(\$69)	-0.3%	\$2,066,892	\$2,061,564	(\$5,328)	-0.3%
Other Direct Costs	\$1,219,960	\$1,236,674	\$16,713	1.4%	\$919,729	\$932,329	\$12,600	1.4%	\$38,475	\$39,002	\$527	1.4%	\$2,178,164	\$2,208,005	\$29,841	1.4%
Depreciation																
- Collection Vehicles	\$2,345,729	\$2,345,729	\$0	0.0%	\$1,529,046	\$1,529,046	\$0	0.0%	\$142,017	\$142,017	\$0	0.0%	\$4,016,792	\$4,016,792	\$0	0.0%
- Containers	\$1,401,267	\$1,401,267	\$0	0.0%	\$481,282	\$481,282	\$0	0.0%	\$0	\$0	\$0	0.0%	\$1,882,550	\$1,882,550	\$0	0.0%
Total Depreciation	\$3,746,996	\$3,746,996	\$0	0.0%	\$2,010,328	\$2,010,328	\$0	0.0%	\$142,017	\$142,017	\$0	0.0%	\$5,899,342	\$5,899,342	\$0	0.0%
Allocated Indirect Costs																
General and Administrative	\$4,217,736	\$4,298,225	\$80,488	1.9%	\$2,857,497	\$2,912,027	\$54,530	1.9%	\$192,681	\$196,358	\$3,677	1.9%	\$7,267,914	\$7,406,610	\$138,696	1.9%
Operations	\$1,037,171	\$1,059,809	\$22,638	2.2%	\$702,678	\$718,016	\$15,337	2.2%	\$47,382	\$48,416	\$1,034	2.2%	\$1,787,232	\$1,826,241	\$39,009	2.2%
Vehicle Maintenance	\$1,802,836	\$1,843,006	\$40,169	2.2%	\$1,221,413	\$1,248,628	\$27,215	2.2%	\$82,360	\$84,195	\$1,835	2.2%	\$3,106,609	\$3,175,828	\$69,219	2.2%
Container Maintenance	\$607,651	\$620,665	\$13,014	2.1%	\$411,682	\$420,499	\$8,817	2.1%	\$27,760	\$28,355	\$595	2.1%	\$1,047,093	\$1,069,518	\$22,425	2.1%
Total Allocated Indirect Costs	\$7,665,395	\$7,821,705	\$156,309	2.0%	\$5,193,270	\$5,299,169	\$105,899	2.0%	\$350,183	\$357,323	\$7,141	2.0%	\$13,208,848	\$13,478,197	\$269,349	2.0%
Total Allocated Indirect Depreciation Costs	\$88,423	\$88,423	\$0	0.0%	\$59,456	\$59,456	\$0	0.0%	\$4,572	\$4,572	\$0	0.0%	\$152,451	\$152,451	\$0	0.0%
Annual Implementation Cost Amortization	\$122,719	\$122,719	\$0	0.0%	\$57,762	\$57,762	\$0	0.0%	\$6,694	\$6,694	\$0	0.0%	\$187,175	\$187,175	\$0	0.0%
Total Annual Cost of Operations	\$28,670,950	\$29,170,794	\$499,844	1.7%	\$20,457,208	\$20,830,235	\$373,027	1.8%	\$859,385	\$873,541	\$14,156	1.6%	\$49,987,543	\$50,874,570	\$887,027	1.8%
Profit	\$3,009,658	\$3,062,128	\$52,470	1.7%	\$2,147,442	\$2,186,599	\$39,158	1.8%	\$90,212	\$91,698	\$1,486	1.6%	\$5,247,311	\$5,340,424	\$93,113	1.8%
Operating Ratio	90.50%	90.5%			90.50%	90.5%			90.50%	90.5%						
Total Operating Cost	\$31,680,608	\$32,232,921	\$552,314	1.7%	\$22,604,650	\$23,016,835	\$412,185	1.8%	\$949,597	\$965,239	\$15,642	1.6%	\$55,234,855	\$56,214,995	\$980,140	1.8%
Contractor Pass-Through Costs																
Interest Expense	\$744,828	\$550,369	(\$194,459)	-26.1%	\$535,754	\$395,880	(\$139,874)	-26.1%	\$26,134	\$19,311	(\$6,823)	-26.1%	\$1,306,716	\$965,560	(\$341,156)	-26.1%
Interest Expense on Implementation Cost	\$24,527	\$18,073	(\$6,454)	-26.3%	\$17,642	\$13,000	(\$4,642)	-26.3%	\$861	\$634	(\$226)	-26.3%	\$43,030	\$31,707	(\$11,323)	-26.3%
Contract Changes to Specific Agencies	(\$397,566)	(\$419,208)	(\$21,642)	5.4%	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	0.0%	(\$397,566)	(\$419,208)	(\$21,642)	5.4%
Total Contractor Pass-Through Costs	\$371,789	\$149,234	(\$222,555)	-59.9%	\$553,396	\$408,879	(\$144,517)	-26.1%	\$26,995	\$19,945	(\$7,050)	-26.1%	\$952,180	\$578,059	(\$374,122)	-39.3%
BASE CONTRACTOR'S COMPENSATION	\$32,052,397	\$32,382,155	\$329,758	1.0%	\$23,158,046	\$23,425,714	\$267,668	1.2%	\$976,592	\$985,184	\$8,592	0.9%	\$56,187,035	\$56,793,053	\$606,018	1.1%

TOTAL CONTRACTOR'S COMPENSATION BY MEMBER AGENCY

BASE COLLECTION COSTS	2018 Costs													
	2018 Total	Atherton	Belmont	Burlingame	E Palo Alto	Foster City	Hillsborough	Menlo Park	North Fair Oaks	Redwood City	San Carlos	San Mateo	West Bay	Unincorporated County
Annual Cost of Operations														
Direct Labor-Related Costs														
Wages for CBAs	\$17,141,395	\$404,807	\$1,092,351	\$1,792,578	\$654,090	\$1,021,188	\$766,785	\$1,645,126	\$518,081	\$3,015,005	\$1,510,124	\$3,787,625	\$292,865	\$640,770
Benefits for CBAs	\$6,822,320	\$162,778	\$436,297	\$702,224	\$261,990	\$406,259	\$310,593	\$650,270	\$207,347	\$1,202,108	\$596,769	\$1,507,806	\$118,095	\$259,785
Payroll Taxes	\$1,426,164	\$33,680	\$90,884	\$149,142	\$54,420	\$84,963	\$63,797	\$136,874	\$43,104	\$250,848	\$125,642	\$315,130	\$24,366	\$53,312
Workers Compensation Insurance	\$1,497,957	\$35,375	\$95,459	\$156,650	\$57,160	\$89,240	\$67,008	\$143,765	\$45,274	\$263,476	\$131,968	\$330,994	\$25,593	\$55,996
Total Direct Labor Related-Costs	\$26,887,836	\$636,641	\$1,714,990	\$2,800,594	\$1,027,660	\$1,601,649	\$1,208,183	\$2,576,036	\$813,806	\$4,731,437	\$2,364,504	\$5,941,555	\$460,919	\$1,009,862
Direct Fuel Costs	\$2,061,564	\$54,173	\$128,025	\$198,690	\$82,733	\$123,746	\$98,504	\$210,872	\$60,447	\$365,097	\$186,078	\$436,702	\$35,696	\$80,803
Other Direct Costs	\$2,208,005	\$55,917	\$136,866	\$220,353	\$87,689	\$132,548	\$101,082	\$227,243	\$63,907	\$392,222	\$197,694	\$471,364	\$37,010	\$84,111
Depreciation														
- Collection Vehicles	\$4,016,792	\$109,113	\$247,478	\$380,005	\$160,007	\$238,606	\$192,925	\$426,625	\$115,404	\$712,627	\$368,120	\$838,929	\$69,745	\$157,207
- Containers	\$1,882,550	\$58,659	\$122,608	\$161,723	\$83,422	\$116,246	\$59,612	\$181,108	\$57,708	\$340,250	\$168,203	\$414,424	\$36,550	\$82,037
Total Depreciation	\$5,899,342	167,772	370,086	541,728	243,429	354,852	252,537	607,733	173,113	1,052,877	536,322	1,253,353	106,295	239,244
Allocated Indirect Costs														
General and Administrative	\$7,406,610	\$114,866	\$459,789	\$687,962	\$361,491	\$456,118	\$175,137	\$749,829	\$219,061	\$1,386,473	\$708,189	\$1,692,946	\$116,509	\$278,240
Operations	\$1,826,241	\$50,673	\$112,227	\$182,955	\$71,672	\$108,866	\$88,231	\$193,352	\$50,098	\$314,377	\$173,526	\$378,489	\$31,807	\$69,969
Vehicle Maintenance	\$88,121	\$195,162	\$318,158	\$124,637	\$189,318	\$153,434	\$336,238	\$87,120	\$546,700	\$301,761	\$658,192	\$55,312	\$121,676	
Container Maintenance	\$1,069,518	\$25,312	\$66,566	\$98,993	\$49,581	\$68,707	\$26,730	\$113,384	\$30,233	\$195,650	\$96,683	\$241,729	\$17,092	\$38,858
Total Allocated Indirect Costs	\$13,478,197	\$278,971	\$833,744	\$1,288,069	\$607,381	\$823,009	\$443,533	\$1,392,803	\$386,511	\$2,443,200	\$1,280,159	\$2,971,356	\$220,719	\$508,743
Total Allocated Indirect Depreciation Costs	\$152,451	\$4,214	\$9,274	\$15,487	\$6,031	\$9,124	\$7,336	\$16,171	\$4,128	\$26,399	\$14,239	\$31,585	\$2,632	\$5,831
Annual Implementation Cost Amortization	\$187,175	\$5,380	\$11,236	\$17,773	\$7,790	\$10,983	\$9,851	\$18,694	\$5,408	\$33,549	\$16,292	\$38,895	\$3,458	\$7,864
Total Annual Cost of Operations ³	\$50,874,570	\$1,203,069	\$3,204,221	\$5,082,693	\$2,062,715	\$3,055,910	\$2,121,026	\$5,049,552	\$1,507,319	\$9,044,781	\$4,595,287	\$11,144,810	\$866,729	\$1,936,458
Profit	\$5,340,424	\$126,289	\$336,355	\$533,542	\$216,528	\$320,786	\$222,649	\$530,063	\$158,227	\$949,452	\$482,378	\$1,169,897	\$90,983	\$203,275
Operating Ratio	90.5%	90.5%	90.5%	90.5%	90.5%	90.5%	90.5%	90.5%	90.5%	90.5%	90.5%	90.5%	90.5%	90.5%
Total Operating Cost	\$56,214,995	\$1,329,358	\$3,540,575	\$5,616,236	\$2,279,243	\$3,376,696	\$2,343,676	\$5,579,616	\$1,665,546	\$9,994,233	\$5,077,666	\$12,314,707	\$957,712	\$2,139,732
Contractor Pass-Through Costs														
Interest Expense	\$965,560	\$25,133	\$60,198	\$93,358	\$39,322	\$58,071	\$37,300	\$101,726	\$28,490	\$173,167	\$88,010	\$208,060	\$16,214	\$36,510
Interest Expense on Implementation Cost	\$31,707	\$811	\$1,879	\$3,276	\$1,297	\$1,874	\$1,455	\$3,203	\$929	\$5,764	\$2,723	\$6,748	\$534	\$1,212
Contract Changes to Specific Agencies	(\$419,208)	\$0	\$0	\$0	\$0	\$0	(\$438,781)	\$24,865	\$0	\$0	(\$5,293)	\$0	\$0	\$0
BASE COMPENSATION	\$56,793,053	\$1,355,302	\$3,602,653	\$5,712,871	\$2,319,862	\$3,436,642	\$1,943,650	\$5,709,410	\$1,694,965	\$10,173,164	\$5,163,105	\$12,529,516	\$974,460	\$2,177,454
Incentives and Disincentives	\$113,799	\$1,292	\$5,112	\$14,763	\$7,832	\$6,398	\$1,632	\$10,679	\$3,929	\$24,110	\$8,195	\$26,859	\$632	\$2,365
Total Contractor Adjustments	\$113,799	\$1,292	\$5,112	\$14,763	\$7,832	\$6,398	\$1,632	\$10,679	\$3,929	\$24,110	\$8,195	\$26,859	\$632	\$2,365
TOTAL CONTRACTOR'S COMPENSATION	\$56,906,852	\$1,356,594	\$3,607,764	\$5,727,633	\$2,327,694	\$3,443,040	\$1,945,283	\$5,720,090	\$1,698,894	\$10,197,274	\$5,171,300	\$12,556,375	\$975,092	\$2,179,819
Prior Year's Surplus/Shortfall to/from Recology														
Revenue Reconciliation 2016 (Surplus)/Shortfall	\$313,358	\$0	\$722,423	\$177,230	\$110,865	(\$19,279)	(\$591,910)	\$340,771	(\$76,139)	(\$88,282)	(\$476,458)	\$165,971	\$14,679	\$33,487
Interest on 2016 (Surplus)/Shortfall	\$28,792	\$0	\$0	\$0	\$7,068	\$0	\$0	\$21,724	\$0	\$0	\$0	\$0	\$0	\$0
Sub-Total	\$342,150	\$0	\$722,423	\$177,230	\$117,933	(\$19,279)	(\$591,910)	\$362,495	(\$76,139)	(\$88,282)	(\$476,458)	\$166,971	\$14,679	\$33,487
TOTAL BALANCE TO CONTRACTOR 2018	\$57,249,002	\$1,356,594	\$4,330,187	\$5,904,863	\$2,445,626	\$3,423,761	\$1,353,373	\$6,082,585	\$1,622,755	\$10,108,992	\$4,694,842	\$12,722,346	\$989,771	\$2,213,306
TOTAL BALANCE TO CONTRACTOR - 2017	\$56,255,881	\$1,405,405	\$4,732,685	\$5,509,363	\$2,372,679	\$3,308,494	\$1,390,697	\$5,880,549	\$1,735,226	\$9,761,116	\$4,921,222	\$12,380,358	\$945,948	\$1,912,139
Change in Contractor's Compensation	\$993,120	(\$48,812)	(\$402,497)	\$395,500	\$72,948	\$115,267	(\$37,324)	\$202,036	(\$112,471)	\$347,876	(\$226,380)	\$341,988	\$43,823	\$301,167
Percentage Change in Compensation	1.77%	-3.47%	-8.50%	7.18%	3.07%	3.48%	-2.68%	3.44%	-6.48%	3.56%	-4.60%	2.76%	4.63%	15.75%
Costs do not reflect any Agency directed changes in service.														
Base Compensation - 2018	\$57,212,261	\$1,355,302	\$3,602,653	\$5,712,871	\$2,319,862	\$3,436,642	\$2,382,431	\$5,684,545	\$1,694,965	\$10,173,164	\$5,168,398	\$12,529,516	\$974,460	\$2,177,454
%	100.00%	2.37%	6.30%	9.99%	4.05%	6.01%	4.16%	9.94%	2.96%	17.78%	9.03%	21.90%	1.70%	3.81%
% Allocation Contractor's Compensation		2.38%	6.34%	10.06%	4.09%	6.05%	3.42%	10.05%	2.99%	17.92%	9.09%	22.06%	1.71%	3.83%

BWMA COLLECTION AGREEMENT
Single Family Dwelling Cost Allocation

Appendix 2-4

SFD COLLECTION COSTS	TOTAL SBWMA						TOTAL 2018
	Solid Waste	Recyclable Materials	Organic Materials (including Holiday Trees)	Weekly Battery and Cell Phone	Weekly Used Motor Oil and Oil Filters	Two On-Call Collection Events	
	A	B	C	D	D	J	
Annual Cost of Operations							
Direct Labor-Related Costs							
Wages for CBAs	\$3,436,866	\$2,801,790	\$2,409,890	\$14,150	\$14,150	\$794,977	\$9,471,823
Benefits for CBAs	\$1,359,900	\$1,156,985	\$971,651	\$5,843	\$5,843	\$366,212	\$3,866,433
Payroll Taxes	\$285,947	\$233,109	\$200,503	\$1,177	\$1,177	\$66,142	\$788,056
Workers Compensation Insurance	\$300,349	\$244,840	\$210,593	\$1,237	\$1,237	\$69,472	\$827,727
Total Direct Labor Related-Costs	\$5,383,062	\$4,436,723	\$3,792,636	\$22,407	\$22,407	\$1,296,803	\$14,954,039
Direct Fuel Costs	\$403,469	\$408,150	\$342,711	\$2,061	\$2,061	\$41,784	\$1,200,237
Other Direct Costs	\$411,187	\$415,958	\$353,613	\$2,101	\$2,101	\$51,714	\$1,236,674
Depreciation							
- Collection Vehicles	\$803,031	\$745,872	\$737,940	\$3,766	\$3,766	\$51,354	\$2,345,729
- Containers	\$428,963	\$437,542	\$530,343	\$2,210	\$2,210	\$0	\$1,401,267
Total Depreciation	\$1,231,994	\$1,183,414	\$1,268,283	\$5,976	\$5,976	\$51,354	\$3,746,996
Allocated Indirect Costs excluding Depreciation							
General and Administrative	\$1,389,266	\$1,429,179	\$1,408,175	\$7,218	\$7,218	\$57,168	\$4,298,225
Operations	\$342,550	\$352,391	\$347,212	\$1,780	\$1,780	\$14,096	\$1,059,809
Vehicle Maintenance	\$595,694	\$612,808	\$603,802	\$3,095	\$3,095	\$24,513	\$1,843,006
Container Maintenance	\$200,611	\$206,374	\$203,341	\$1,042	\$1,042	\$8,255	\$620,665
Total Allocated Indirect Costs excluding Depreciation	\$2,528,120	\$2,600,752	\$2,562,531	\$13,135	\$13,135	\$104,031	\$7,821,705
Total Allocated Indirect Depreciation Costs	\$28,295	\$29,179	\$29,475	\$147	\$147	\$1,180	\$88,423
Annual Implementation Cost Amortization	\$40,497	\$38,043	\$36,816	\$614	\$614	\$6,136	\$122,719
Total Annual Cost of Operations	\$10,026,626	\$9,112,220	\$8,386,065	\$46,441	\$46,441	\$1,553,001	\$29,170,794
Profit	\$1,052,519	\$956,531	\$880,305	\$4,875	\$4,875	\$163,022	\$3,062,128
Operating Ratio	90.5%	90.5%	90.5%	90.5%	90.5%	90.5%	90.5%
Total Operating Costs before Pass-Through Costs	\$11,079,144	\$10,068,751	\$9,266,370	\$51,316	\$51,316	\$1,716,024	\$32,232,921
Contractor Pass-Through Costs							
Interest Expense	\$180,959	\$173,823	\$186,289	\$878	\$878	\$7,543	\$550,369
Interest Expense on Implementation Cost	\$5,964	\$5,603	\$5,422	\$90	\$90	\$904	\$18,073
Contract Changes to Specific Agencies							(\$419,208)
Total Contractor Pass-Through Costs	\$186,923	\$179,426	\$191,711	\$968	\$968	\$8,447	\$149,234
TOTAL BASE CONTRACTOR'S COMPENSATION	\$11,266,067	\$10,248,177	\$9,458,081	\$52,284	\$52,284	\$1,724,470	\$32,382,155
TOTAL CONTRACTOR'S COMPENSATION RATE YEAR 2017	\$11,140,103	\$10,140,954	\$9,372,495	\$51,765	\$51,765	\$1,692,882	\$32,052,397
Change in Revenue Requirement	\$125,964	\$107,223	\$85,586	\$519	\$519	\$31,589	\$329,758
Percentage Change in Revenue Requirement	1.1%	1.1%	0.9%	1.0%	1.0%	1.9%	1.0%

Commercial & Multi-Family Dwelling Cost Allocation

COMMERCIAL & MFD COLLECTION COSTS	TOTAL SBWMA							TOTAL 2018
	Cart and Bin Solid Waste	Cart and Bin Recyclable Materials	Cart and Bin Organic Materials (including Holiday Trees)	Drop Box Solid Waste	Drop Box Recyclable Materials	Drop Box Organic Materials	Two On-Call Collection Events	
	E	F	G	H	H	H	J	
Annual Cost of Operations								
Direct Labor-Related Costs								
Wages for CBAs	\$4,503,708	\$1,791,023	\$622,330	\$368,042	\$57,314	\$9,820	\$128,141	\$7,480,379
Benefits for CBAs	\$1,839,211	\$687,070	\$167,748	\$105,252	\$22,947	\$3,932	\$53,977	\$2,880,138
Payroll Taxes	\$374,709	\$149,013	\$51,778	\$30,621	\$4,769	\$817	\$10,661	\$622,368
Workers Compensation Insurance	\$393,571	\$156,514	\$54,389	\$32,160	\$5,008	\$858	\$11,198	\$653,698
Total Direct Labor Related-Costs	\$7,111,199	\$2,783,620	\$896,245	\$536,076	\$90,038	\$15,428	\$203,977	\$11,636,583
Direct Fuel Costs	\$477,971	\$201,435	\$93,095	\$37,126	\$8,094	\$1,387	\$15,499	\$834,608
Other Direct Costs	\$509,057	\$250,932	\$87,399	\$54,530	\$11,862	\$2,041	\$16,507	\$932,329
Depreciation								
- Collection Vehicles	\$785,410	\$403,201	\$221,524	\$49,616	\$24,808	\$24,808	\$19,679	\$1,529,046
- Containers	\$193,012	\$145,499	\$136,802	\$0	\$0	\$0	\$5,969	\$481,282
Total Depreciation	\$978,422	\$548,700	\$358,326	\$49,616	\$24,808	\$24,808	\$25,648	\$2,010,328
Allocated Indirect Costs excluding Depreciation								
General and Administrative	\$736,986	\$779,777	\$919,151	\$354,264	\$72,125	\$26,221	\$23,503	\$2,912,027
Operations	\$181,718	\$192,269	\$226,634	\$87,351	\$17,784	\$6,465	\$5,795	\$718,016
Vehicle Maintenance	\$316,007	\$334,355	\$394,116	\$151,902	\$30,926	\$11,243	\$10,078	\$1,248,628
Container Maintenance	\$106,421	\$112,600	\$132,726	\$51,156	\$10,415	\$3,786	\$3,394	\$420,499
Total Allocated Indirect Costs excluding Depreciation	\$1,341,133	\$1,419,001	\$1,672,627	\$644,673	\$131,250	\$47,716	\$42,769	\$5,299,169
Total Allocated Indirect Depreciation Costs	\$15,672	\$16,157	\$16,156	\$8,240	\$1,616	\$1,131	\$484	\$59,456
Annual Implementation Cost Amortization	\$47,794	\$1,181	\$615	\$6,560	\$66	\$48	\$1,499	\$57,762
Total Annual Cost of Operations	\$10,481,248	\$5,221,026	\$3,124,463	\$1,336,821	\$267,734	\$92,559	\$306,385	\$20,830,235
Profit	\$1,100,241.48	\$548,064	\$327,982	\$140,329	\$28,105	\$9,716	\$32,162	\$2,186,599
Operating Ratio	90.5%	90.5%	90.5%	90.5%	90.5%	90.5%	90.5%	90.5%
Total Operating Costs before Pass-Through Costs	\$11,581,489	\$5,769,089	\$3,452,445	\$1,477,150	\$295,839	\$102,275	\$338,547	\$23,016,835
Contractor Pass-Through Costs								
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$192,674	\$108,052	\$70,563	\$9,771	\$4,885	\$4,885	\$5,051	\$395,880
Interest Expense on Implementation Cost	\$107,563,918.4	\$266	\$138	\$1,476	\$15	\$11	\$337	\$13,000
Total Contractor Pass-Through Costs	\$203,430	\$108,317	\$70,701	\$11,247	\$4,900	\$4,896	\$5,388	\$408,879
TOTAL BASE CONTRACTOR'S COMPENSATION	\$11,784,919	\$5,877,407	\$3,523,146	\$1,488,397	\$300,739	\$107,171	\$343,935	\$23,425,714
TOTAL CONTRACTOR'S COMPENSATION RATE YEAR 2017	\$11,647,625	\$5,813,326	\$3,488,329	\$1,464,377	\$297,223	\$107,445	\$339,720	\$23,158,046
Change in Revenue Requirement	\$137,294	\$64,081	\$34,816	\$24,020	\$3,516	(\$274)	\$4,215	\$267,668
Percentage Change in Revenue Requirement	1.2%	1.1%	1.0%	1.6%	1.2%	-0.3%	1.2%	1.2%

Member Agency Facilities Cost Allocation

MEMBER AGENCY COLLECTION COSTS	TOTAL SBWMA				
	Solid Waste	Organic Materials	Public Litter and Recycling Cans	Venues and Events	TOTAL 2018
	E	G	I	I	
Annual Cost of Operations					
Direct Labor-Related Costs					
Wages for CBAs	\$111,280	\$23,545	\$42,813	\$11,555	\$189,192
Benefits for CBAs	\$44,555	\$9,426	\$17,141	\$4,627	\$75,749
Payroll Taxes	\$9,258	\$1,959	\$3,562	\$961	\$15,741
Workers Compensation Insurance	\$9,724	\$2,057	\$3,741	\$1,010	\$16,532
Total Direct Labor Related-Costs	\$174,816	\$36,988	\$67,257	\$18,153	\$297,214
Direct Fuel Costs	\$15,715	\$3,325	\$6,046	\$1,632	\$26,719
Other Direct Costs	\$22,940	\$4,854	\$8,826	\$2,382	\$39,002
Depreciation					
- Collection Vehicles	\$85,209	\$21,303	\$28,403	\$7,102	\$142,017
- Containers	\$0	\$0	\$0	\$0	\$0
Total Depreciation	\$85,209	\$21,303	\$28,403	\$7,102	\$142,017
Allocated Indirect Costs excluding Depreciation					
General and Administrative	\$116,436	\$26,253	\$42,503	\$11,166	\$196,358
Operations	\$28,710	\$6,473	\$10,480	\$2,753	\$48,416
Vehicle Maintenance	\$49,926	\$11,257	\$18,225	\$4,788	\$84,195
Container Maintenance	\$16,814	\$3,791	\$6,138	\$1,612	\$28,355
Total Allocated Indirect Costs excluding Depreciation	\$211,885	\$47,774	\$77,345	\$20,319	\$357,323
Total Allocated Indirect Depreciation Costs	\$2,743	\$686	\$915	\$228	\$4,572
Annual Implementation Cost Amortization	\$4,016	\$1,004	\$1,339	\$335	\$6,694
Total Annual Cost of Operations	\$517,326	\$115,934	\$190,131	\$50,150	\$873,541
Profit	\$54,305	\$12,170	\$19,958	\$5,264	\$91,698
Operating Ratio	90.5%	90.5%	90.5%	90.5%	90.5%
Total Operating Costs before Pass-Through Costs	\$571,631	\$128,104	\$210,089	\$55,415	\$965,239
Contractor Pass-Through Costs					
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$11,587	\$2,897	\$3,862	\$966	\$19,311
Interest Expense on Implementation Cost	\$381	\$95	\$127	\$32	\$634
Total Contractor Pass-Through Costs	\$11,967	\$2,992	\$3,989	\$997	\$19,945
TOTAL BASE CONTRACTOR'S COMPENSATION	\$583,598	\$131,096	\$214,078	\$56,412	\$985,184
CONTRACTOR'S COMPENSATION RATE YEAR 2017	\$578,590	\$130,134	\$212,026	\$55,842	\$976,592
Change in Revenue Requirement	\$5,008	\$962	\$2,052	\$570	\$8,592
Percentage Change in Revenue Requirement	0.9%	0.7%	1.0%	1.0%	0.9%

Contractor's Compensation: Next Rate Year vs. Current Year

CONTRACTOR'S COMPENSATION - DETAIL

A. ATHERTON

	Costs - 2017	Costs - 2018	Change	% Change
Annual Cost of Operations				
Direct Labor-Related Costs				
Wages for CBAs	420,867	404,807	(16,060)	-3.8%
Benefits for CBAs	169,393	162,778	(6,615)	-3.9%
Payroll Taxes	35,016	33,680	(1,336)	-3.8%
Workers Compensation Insurance	36,961	35,375	(1,586)	-4.3%
Total Direct Labor Related-Costs	662,238	636,641	(25,597)	-3.9%
Direct Fuel Costs	56,537	54,173	(2,363)	-4.2%
Other Direct Costs	57,439	55,917	(1,522)	-2.6%
Depreciation				
- Collection Vehicles	113,691	109,113	(4,579)	-4.0%
- Containers	58,597	58,659	63	0.1%
Total Depreciation	172,288	167,772	(4,516)	-2.6%
Allocated Indirect Costs excluding Depreciation				
General and Administrative	113,573	114,866	1,293	1.1%
Operations	52,035	50,673	(1,362)	-2.6%
Vehicle Maintenance	90,448	88,121	(2,328)	-2.6%
Container Maintenance	24,878	25,312	434	1.7%
Total Allocated Indirect Costs excluding Depreciation	280,934	278,971	(1,963)	-0.7%
Total Allocated Indirect Depreciation Costs	4,417	4,214	(203)	-4.6%
Annual Implementation Cost Amortization	5,605	5,380	(224)	-4.0%
Total Annual Cost of Operations	1,239,457	1,203,069	(36,388)	-2.9%
Profit	130,109	126,289	(3,820)	-2.9%
Operating Ratio	90.5%	90.5%		
Total Operating Costs	1,369,566	1,329,358	(40,208)	-2.9%
Contractor Pass-Through Costs				
Interest Expense	34,910	25,133	(9,777)	-28.0%
Interest Expense on Implementation Cost	1,141	811	(330)	-28.9%
Total Contractor Pass-Through Costs	36,051	25,944	(10,107)	-28.0%
BASE CONTRACTOR'S COMPENSATION	1,405,617	1,355,302	(50,315)	-3.6%
Other Adjustments				
Incentive / Disincentives	(212)	1,292	1,503	
Total Other Adjustments	(212)	1,292	1,503	
TOTAL CONTRACTOR'S COMPENSATION	1,405,405	1,356,594	(48,811)	-3.5%

CONTRACTOR'S BASE COMPENSATION BY SERVICE SECTOR

Atherton

BASE COLLECTION COSTS	Single-Family Costs				Multi-Family and Commercial Costs				Member Agency Facility Costs				TOTAL			
	2017	2018	Change	% Change	2017	2018	Change	% Change	2017	2018	Change	% Change	2017	2018	Change	% Change
Annual Cost of Operations																
Direct Labor-Related Costs																
Wages for CBAs	\$382,991	\$367,929	(\$15,062)	-3.9%	\$35,737	\$35,360	(\$377)	-1.1%	\$2,139	\$1,518	(\$620)	-29.0%	\$420,867	\$404,807	(\$16,060)	-3.8%
Benefits for CBAs	\$155,437	\$149,082	(\$6,355)	-4.1%	\$13,100	\$13,089	(\$11)	-0.1%	\$856	\$608	(\$248)	-29.0%	\$169,393	\$162,778	(\$6,615)	-3.9%
Payroll Taxes	\$31,865	\$30,612	(\$1,253)	-3.9%	\$2,973	\$2,942	(\$31)	-1.1%	\$178	\$126	(\$52)	-29.0%	\$35,016	\$33,680	(\$1,336)	-3.8%
Workers Compensation Insurance	\$33,635	\$32,153	(\$1,482)	-4.4%	\$3,139	\$3,090	(\$48)	-1.5%	\$188	\$133	(\$55)	-29.4%	\$36,961	\$35,375	(\$1,586)	-4.3%
Total Direct Labor-Related-Costs	\$603,928	\$579,775	(\$24,153)	-4.0%	\$54,949	\$54,481	(\$468)	-0.9%	\$3,361	\$2,385	(\$976)	-29.0%	\$662,238	\$636,641	(\$25,597)	-3.9%
Direct Fuel Costs	\$51,485	\$49,158	(\$2,328)	-4.5%	\$4,704	\$4,793	\$89	1.9%	\$348	\$223	(\$125)	-35.9%	\$56,537	\$54,173	(\$2,363)	-4.2%
Other Direct Costs	\$52,059	\$50,496	(\$1,563)	-3.0%	\$4,881	\$5,096	\$215	4.4%	\$499	\$325	(\$174)	-34.9%	\$57,439	\$55,917	(\$1,522)	-2.6%
Depreciation																
- Collection Vehicles	\$102,864	\$98,854	(\$4,010)	-3.9%	\$9,015	\$9,060	\$45	0.5%	\$1,813	\$1,199	(\$614)	-33.9%	\$113,691	\$109,113	(\$4,579)	-4.0%
- Containers	\$57,427	\$57,663	\$236	0.4%	\$1,170	\$997	(\$173)	-14.8%	\$0	\$0	\$0		\$58,597	\$58,659	\$63	0.1%
Total Depreciation	\$160,291	\$156,517	(\$3,774)	-2.4%	\$10,185	\$10,056	(\$128)	-1.3%	\$1,813	\$1,199	(\$614)	-33.9%	\$172,288	\$167,772	(\$4,516)	-2.6%
Allocated Indirect Costs																
General and Administrative	\$105,360	\$107,168	\$1,809	1.7%	\$6,336	\$5,892	(\$445)	-7.0%	\$1,877	\$1,805	(\$71)	-3.8%	\$113,573	\$114,866	\$1,293	1.1%
Operations	\$46,186	\$45,303	(\$883)	-1.9%	\$5,238	\$4,965	(\$273)	-5.2%	\$611	\$405	(\$206)	-33.7%	\$52,035	\$50,673	(\$1,362)	-2.6%
Vehicle Maintenance	\$80,281	\$78,781	(\$1,500)	-1.9%	\$9,105	\$8,635	(\$471)	-5.2%	\$1,062	\$705	(\$357)	-33.6%	\$90,448	\$88,121	(\$2,328)	-2.6%
Container Maintenance	\$23,660	\$24,243	\$584	2.5%	\$947	\$807	(\$140)	-14.8%	\$270	\$261	(\$10)	-3.6%	\$24,878	\$25,312	\$434	1.7%
Total Allocated Indirect Costs	\$255,486	\$255,496	\$10	0.0%	\$21,627	\$20,299	(\$1,328)	-6.1%	\$3,820	\$3,176	(\$644)	-16.9%	\$280,934	\$278,971	(\$1,963)	-0.7%
Total Allocated Indirect Depreciation Costs	\$3,954	\$3,796	(\$158)	-4.0%	\$404	\$379	(\$25)	-6.2%	\$58	\$39	(\$20)	-33.8%	\$4,417	\$4,214	(\$203)	-4.6%
Annual Implementation Cost Amortization	\$5,267	\$5,046	(\$221)	-4.2%	\$252	\$278	\$25	9.9%	\$85	\$57	(\$29)	-33.9%	\$5,605	\$5,380	(\$224)	-4.0%
Total Annual Cost of Operations	\$1,132,469	\$1,100,283	(\$32,186)	-2.8%	\$97,003	\$95,383	(\$1,620)	-1.7%	\$9,985	\$7,403	(\$2,582)	-25.9%	\$1,239,457	\$1,203,069	(\$36,388)	-2.9%
Profit	\$118,878	\$115,499	(\$3,379)	-2.8%	\$10,183	\$10,013	(\$170)	-1.7%	\$1,048	\$777	(\$271)	-25.9%	\$130,109	\$126,289	(\$3,820)	-2.9%
Operating Ratio	90.50%	90.5%			90.5%	90.5%			90.5%	90.5%			90.5%	90.5%		
Total Operating Cost	\$1,251,347	\$1,215,782	(\$35,565)	-2.8%	\$107,185	\$105,395	(\$1,790)	-1.7%	\$11,033	\$8,181	(\$2,853)	-25.9%	\$1,369,566	\$1,329,358	(\$40,208)	-2.9%
Contractor Pass-Through Costs																
Interest Expense	\$31,863	\$22,990	(\$8,873)	-27.8%	\$2,714	\$1,980	(\$734)	-27.0%	\$334	\$163	(\$171)	-51.1%	\$34,910	\$25,133	(\$9,777)	-28.0%
Interest Expense on Implementation Cost	\$1,053	\$743	(\$309)	-29.4%	\$77	\$62	(\$15)	-19.0%	\$11	\$5	(\$6)	-51.3%	\$1,141	\$811	(\$330)	-28.9%
Contract Changes to Specific Agencies	\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0	
Total Contractor Pass-Through Costs	\$32,915	\$23,733	(\$9,182)	-27.9%	\$2,791	\$2,043	(\$749)	-26.8%	\$345	\$168	(\$176)	-51.1%	\$36,051	\$25,944	(\$10,107)	-28.0%
BASE CONTRACTOR'S COMPENSATION	\$1,284,262	\$1,239,515	(\$44,748)	-3.5%	\$109,977	\$107,438	(\$2,539)	-2.3%	\$11,378	\$8,349	(\$3,029)	-26.6%	\$1,405,617	\$1,355,302	(\$50,315)	-3.6%
Cost Allocation % of SBWMA Total	4.0%	3.8%	(\$58,655)	-0.2%	0.5%	0.5%	\$ (3,810)	0.0%	1.2%	0.8%	(\$3,129)	-0.3%	2.48%	2.37%	(\$65,594)	-0.12%

D. Town of Atherton Allocated Costs - SFD

	Statistics Used for Cost Allocation						Total
City # of accounts	2,353	2,350	2,333	2,350	2,350	338	2,353
SBWMA # of accounts	94,752	94,607	91,051	94,607	94,607	26,546	94,752
City # of accounts %	2.5%	2.5%	2.6%	2.5%	2.5%	1.3%	2.5%
City Total Route Labor hours year	1,416.60	1,572.15	2,619.34	7.86	7.86	190.80	5,815
SBWMA Total Route Labor hours year	46,589.54	46,213.45	40,198.72	231.07	231.07	14,985.48	148,449
City Total Route Labor hours year %	3.0%	3.4%	6.5%	3.4%	3.4%	1.3%	3.9%
City # of route hours/year	1,363.26	1,352.64	2,353.45	6.76	6.76	190.80	5,274
SBWMA # of route hours/year	42,599.78	41,301.50	36,312.04	206.51	206.51	14,985.48	135,612
City Total Route Labor hours year %	3.2%	3.3%	6.5%	3.3%	3.3%	1.3%	3.9%
City Total Containers in Service	2,560	2,664	6,473	2,664	2,664	338	17,363
SBWMA Total Containers in Service	96,861	96,710	100,521	96,710	96,710	26,546	514,058
City Total Containers in Service %	2.6%	2.8%	6.4%	2.8%	2.8%	1.3%	3.4%

SFD	Solid Waste	Recyclable Materials	Organic Materials (including Holiday Trees)	Weekly Battery and Cell Phone	Weekly Used Motor Oil and Oil Filters	Two On-Call Collection Events	SFD
	A	B	C	D	D	J	TOTAL
Annual Cost of Operations							
Direct Labor-Related Costs							
Wages for CBAs	\$104,501	\$95,315	\$157,028	\$481	\$481	\$10,122	\$367,929
Benefits for CBAs	\$41,349	\$39,360	\$63,313	\$199	\$199	\$4,663	\$149,082
Payroll Taxes	\$8,695	\$7,930	\$13,065	\$40	\$40	\$842	\$30,612
Workers Compensation Insurance	\$9,132	\$8,329	\$13,722	\$42	\$42	\$885	\$32,153
Total Direct Labor Related-Costs	\$163,677	\$150,934	\$247,127	\$762	\$762	\$16,511	\$579,775
Direct Fuel Costs	\$12,912	\$13,367	\$22,212	\$68	\$68	\$532	\$49,158
Other Direct Costs	\$13,159	\$13,623	\$22,918	\$69	\$69	\$658	\$50,496
Depreciation - Collection Vehicles	\$25,698	\$24,428	\$47,827	\$123	\$123	\$654	\$98,854
Depreciation - Containers	\$11,337	\$12,053	\$34,151	\$61	\$61	\$0	\$57,663
Depreciation for Collection Equipment	\$37,036	\$36,480	\$81,978	\$184	\$184	\$654	\$156,517
Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)							
General and Administrative	\$34,500	\$35,500	\$36,082	\$179	\$179	\$728	\$107,168
Operations	\$10,962	\$11,541	\$22,503	\$58	\$58	\$179	\$45,303
Vehicle Maintenance	\$19,063	\$20,070	\$39,134	\$101	\$101	\$312	\$78,781
Container Maintenance	\$5,302	\$5,685	\$13,094	\$29	\$29	\$105	\$24,243
Total Allocated Indirect Costs excluding Depreciation and Interest	\$69,827	\$72,796	\$110,813	\$368	\$368	\$1,325	\$255,496
Total Allocated Indirect Depreciation Costs (Form 9)	\$905	\$956	\$1,910	\$5	\$5	\$15	\$3,796
Annual Implementation Cost Amortization (Form A)	\$1,296	\$1,246	\$2,386	\$20	\$20	\$78	\$5,046
Total Annual Cost of Operations	\$298,812	\$289,402	\$489,345	\$1,475	\$1,475	\$19,773	\$1,100,283
Profit (insert Operating Ratio below)	90.5%						
Total Proposed Costs before Pass-Through Cost Allocation	\$330,179	\$319,781	\$540,713	\$1,630	\$1,630	\$21,849	\$1,215,782
Contractor Pass-Through Costs							
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$5,440	\$5,358	\$12,041	\$27	\$27	\$96	\$22,990
Interest Expense on Implementation Cost	\$191	\$183	\$351	\$3	\$3	\$12	\$743
Total Contractor Pass-Through Costs	\$5,631	\$5,542	\$12,393	\$30	\$30	\$108	\$23,733
TOTAL BASE CONTRACTOR'S COMPENSATION	\$335,810	\$325,323	\$553,105	\$1,660	\$1,660	\$21,957	\$1,239,515
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$328,844	\$359,937	\$564,098	\$1,838	\$1,838	\$27,706	\$1,284,262
change \$	\$6,965	(\$34,615)	(\$10,992)	(\$178)	(\$178)	(\$5,750)	(\$44,748)
change %	2.1%	-9.6%	-1.9%	-9.7%	-9.7%	-20.8%	-3.5%

see example of how column A (SFD Solid Waste Collection Cost) is arrived at - the cost allocation process.

D. Town of Atherton Allocated Costs - MFD & Commercial

	Statistics Used For Cost Allocation							Total
City # of Accounts	11	13	8	0	0	0	338	32
SBWMA # Accounts	10,293	10,249	1,927	203	203	203	26,546	23,078
City # of Accounts %	0.1%	0.1%	0.4%	0.0%	0.0%	0.0%	1.3%	0.1%
City Total Route Labor hours year	189.22	120.62	87.29	0.00	0.00	0.00	190.80	397
SBWMA Total Route Labor hours year	47,667.70	29,761.19	6,322.47	3,846.33	1,527.92	590.76	14,985.48	89,716
City Total Route Labor hours year %	0.4%	0.4%	1.4%	0.0%	0.0%	0.0%	1.3%	0.4%
City # of route hours/year	162.18	119.03	81.33	0.00	0.00	0.00	190.80	363
SBWMA # of route hours/year	31,642.17	28,070.88	5,861.11	3,846.33	1,527.92	590.76	14,985.48	71,539
City # of route hours/year %	0.5%	0.4%	1.4%	0.0%	0.0%	0.0%	1.3%	0.5%
City Total Containers in Service	14	43	8	0	0	0	338	65
SBWMA Total Containers in Service	17,084	19,617	2,468	345	345	345	26,546	40,204
City Total Containers in Service %	0.1%	0.2%	0.3%	0.0%	0.0%	0.0%	1.3%	0.2%

MFD & Commercial	Cart and Bin Solid Waste	Cart and Bin Recyclable Materials	Cart and Bin Organic Materials (including Holiday Trees)	Drop Box Solid Waste	Drop Box Recyclable Materials	Drop Box Organic Materials	Two On-Call Collection Events	MFD & Commercial
	E	F	G	H	H	H	J	TOTAL
Annual Cost of Operations								
Direct Labor-Related Costs								
Wages for CBAs	\$17,878	\$7,259	\$8,592	\$0	\$0	\$0	\$1,632	\$35,360
Benefits for CBAs	\$7,301	\$2,785	\$2,316	\$0	\$0	\$0	\$687	\$13,089
Payroll Taxes	\$1,487	\$604	\$715	\$0	\$0	\$0	\$136	\$2,942
Workers Compensation Insurance	\$1,562	\$634	\$751	\$0	\$0	\$0	\$143	\$3,090
Total Direct Labor Related-Costs	\$28,228	\$11,282	\$12,374	\$0	\$0	\$0	\$2,597	\$54,481
Direct Fuel Costs	\$2,450	\$854	\$1,292	\$0	\$0	\$0	\$197	\$4,793
Other Direct Costs	\$2,609	\$1,064	\$1,213	\$0	\$0	\$0	\$210	\$5,096
Depreciation - Collection Vehicles	\$4,026	\$1,710	\$3,074	\$0	\$0	\$0	\$251	\$9,060
Depreciation - Containers	\$158	\$319	\$443	\$0	\$0	\$0	\$76	\$997
Depreciation for Collection Equipment	\$4,184	\$2,029	\$3,517	\$0	\$0	\$0	\$327	\$10,056
Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)								
General and Administrative	\$788	\$989	\$3,816	\$0	\$0	\$0	\$299	\$5,892
Operations	\$931	\$815	\$3,145	\$0	\$0	\$0	\$74	\$4,965
Vehicle Maintenance	\$1,620	\$1,418	\$5,469	\$0	\$0	\$0	\$128	\$8,635
Container Maintenance	\$87	\$247	\$430	\$0	\$0	\$0	\$43	\$807
Total Allocated Indirect Costs excluding Depreciation and Interest	\$3,426	\$3,469	\$12,860	\$0	\$0	\$0	\$545	\$20,299
Total Allocated Indirect Depreciation Costs (Form 9)	\$80	\$69	\$224	\$0	\$0	\$0	\$6	\$379
Annual Implementation Cost Amortization (Form A)	\$245	\$5	\$9	\$0	\$0	\$0	\$19	\$278
Total Annual Cost of Operations	\$41,222	\$18,771	\$31,488	\$0	\$0	\$0	\$3,901	\$95,383
Profit (insert Operating Ratio below)	\$4,327.19	\$1,970	\$3,305	\$0	\$0	\$0	\$409	\$10,013
90.5%								
Total Proposed Costs before Pass-Through Cost Allocation	\$45,549	\$20,742	\$34,794	\$0	\$0	\$0	\$4,310	\$105,395
Contractor Pass-Through Costs								
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$824	\$399	\$693	\$0	\$0	\$0	\$64	\$1,980
Interest Expense on Implementation Cost	\$55	\$1	\$2	\$0	\$0	\$0	\$4	\$62
Total Contractor Pass-Through Costs	\$879	\$401	\$695	\$0	\$0	\$0	\$69	\$2,043
TOTAL BASE CONTRACTOR'S COMPENSATION	\$46,428	\$21,142	\$35,488	\$0	\$0	\$0	\$4,379	\$107,438
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$43,753	\$19,570	\$41,094	\$0	\$0	\$0	\$5,560	\$109,977
Change \$	\$2,675	\$1,572	(\$5,605)	\$0	\$0	\$0	(\$1,181)	(\$2,539)
Change %	6.1%	8.0%	-13.6%	0.0%	0.0%	0.0%	-21.2%	-2.3%

D. Town of Atherton Allocated Costs - Agency Facilities

Statistics Used For Cost Allocation					Totals
City # of Lifts per year	910	390	923	2,353	2,223.00
SBWMA # Lifts per year (Accounts for Venues/Events)	250,523	18,031	73,021	94,752	
City # of Lifts per year %	0.4%	2.2%	1.3%	2.5%	
City Total Route Labor hours year	29.73	2.91	11.18	43.82	43.82
SBWMA Total Route Labor hours year	5,092.87	191.30	1,109.73	6,393.90	
City Total Route Labor hours year	0.6%	1.5%	1.0%	0.7%	
City # of route hours/year	18.42	2.81	11.13	43.82	32.36
SBWMA # of route hours/year	3,002.32	182.11	1,056.28	6,393.90	
City # of route hours/year %	0.6%	1.5%	1.1%	0.7%	
City # of Containers	14	7	17	2,560	38.00
SBWMA # of Containers	817	264	537	96,861	
City # of Containers %	1.7%	2.7%	3.2%	2.6%	

Agency Facilities	Solid Waste	Organic Materials	Recyclable Materials	Venues and Events	Agency Facilities
	E	G	I	I	TOTAL
Annual Cost of Operations					
Direct Labor-Related Costs					
Wages for CBAs	\$650	\$358	\$431	\$79	\$1,518
Benefits for CBAs	\$260	\$143	\$173	\$32	\$608
Payroll Taxes	\$54	\$30	\$36	\$7	\$126
Workers Compensation Insurance	\$57	\$31	\$38	\$7	\$133
Total Direct Labor Related-Costs	\$1,021	\$563	\$678	\$124	\$2,385
Direct Fuel Costs	\$96	\$51	\$64	\$11	\$223
Other Direct Costs	\$141	\$75	\$93	\$16	\$325
Depreciation - Collection Vehicles	\$523	\$329	\$299	\$49	\$1,199
Depreciation - Containers	\$0	\$0	\$0	\$0	\$0
Depreciation for Collection Equipment	\$523	\$329	\$299	\$49	\$1,199
Lease	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)					
General and Administrative (using lifts for Agency Costs)	\$423	\$568	\$537	\$277	\$1,805
Operations	\$176	\$100	\$110	\$19	\$405
Vehicle Maintenance	\$306	\$174	\$192	\$33	\$705
Container Maintenance (using lifts for Agency Costs)	\$61	\$82	\$78	\$40	\$261
Total Allocated Indirect Costs excluding Depreciation and Interest	\$966	\$923	\$917	\$369	\$3,176
Total Allocated Indirect Depreciation Costs (Form 9)	\$17	\$11	\$10	\$2	\$39
Annual Implementation Cost Amortization (Form A)	\$25	\$15	\$14	\$2	\$57
Total Annual Cost of Operations	\$2,788	\$1,967	\$2,075	\$573	\$7,403
Profit (insert Operating Ratio below)	\$293	\$206	\$218	\$60	\$777
90.5%					
Total Operating Costs before Pass-Through Cost Allocation	\$3,081	\$2,174	\$2,292	\$634	\$8,181
Contractor Pass-Through Costs					
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$71	\$45	\$41	\$7	\$163
Interest Expense on Implementation Cost	\$2	\$1	\$1	\$0	\$5
Total Contractor Pass-Through Costs	\$73	\$46	\$42	\$7	\$168
TOTAL BASE CONTRACTOR'S COMPENSATION	\$3,155	\$2,220	\$2,334	\$640	\$8,349
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$5,307	\$1,675	\$3,587	\$809	\$11,378
Change \$	(\$2,152)	\$545	(\$1,252)	(\$169)	(\$3,029)
Change %	-40.6%	32.5%	-34.9%	-20.9%	-26.6%

SBWMA - COLLECTION COMPENSATION APPLICATION REVIEW

Operating Statistics - Three Year Summary

Rate Year 2018

ATHERTON

	2016	2017	2018	Change	%
Number of Accounts					
Residential (SFD)	2,347	2,346	2,353	7	0.3%
Commercial & Multi Family	32	32	32	0	0.0%
Total	2,379	2,378	2,385	7	0.3%

Total Route Labor Hours					
Residential (SFD)	6,041	6,064	5,815	-249	-4.1%
Commercial & Multi Family	435	393	397	4	1.1%
Member Agency Facility	73	66	44	-22	-33.4%
Total	6,550	6,522	6,256	-267	-4.1%

Total Route Hours					
Residential (SFD)	5,264	5,397	5,274	-123	-2.3%
Commercial & Multi Family	344	337	363	26	7.6%
Member Agency Facility	51	50	32	-18	-35.5%
Total	5,659	5,784	5,669	-115	-2.0%

Total # of Solid Waste Containers					
Residential (SFD)	2,551	2,546	2,560	14	0.5%
Commercial & Multi Family	14	14	14	0	0.0%
Member Agency Facility	13	13	14	1	7.7%
Total	2,578	2,573	2,588	15	0.6%

for complete list of containers for all services, see Appendix 1-4

	2016	2017	2018	Change	%
	<i>actual</i>	<i>estimate</i>	<i>estimate</i>		
Residential - solid waste	1,750	1,750	1,750	0	0.0%
Residential - organics	7,489	7,489	7,489	0	0.0%
Commercial & MFD - solid waste	411	411	411	0	0.0%
Commercial & MFD - green waste	605	605	605	0	0.0%
C&D				0	0.0%
Member Agency Delivered to Shoreway		-	-	0	0.0%
Total	10,254	10,254	10,254	0	0.0%

Tonnage data to be provided by the SBWMA. Tonnage amounts are not yet updated

Contractor's Compensation: Next Rate Year vs. Current Year

CONTRACTOR'S COMPENSATION - DETAIL

A. BELMONT

	Costs - 2017	Costs - 2018	Change	% Change
Annual Cost of Operations				
Direct Labor-Related Costs				
Wages for CBAs	1,078,866	1,092,351	13,485	1.2%
Benefits for CBAs	429,051	436,297	7,246	1.7%
Payroll Taxes	89,762	90,884	1,122	1.2%
Workers Compensation Insurance	94,748	95,459	710	0.7%
Total Direct Labor Related-Costs	1,692,426	1,714,990	22,563	1.3%
Direct Fuel Costs	129,454	128,025	(1,429)	-1.1%
Other Direct Costs	136,843	136,866	23	0.0%
Depreciation				
- Collection Vehicles	249,166	247,478	(1,689)	-0.7%
- Containers	123,181	122,608	(572)	-0.5%
Total Depreciation	372,347	370,086	(2,261)	-0.6%
Allocated Indirect Costs excluding Depreciation				
General and Administrative	446,104	459,789	13,685	3.1%
Operations	111,906	112,227	321	0.3%
Vehicle Maintenance	194,517	195,162	645	0.3%
Container Maintenance	65,058	66,566	1,508	2.3%
Total Allocated Indirect Costs excluding Depreciation	817,585	833,744	16,159	2.0%
Total Allocated Indirect Depreciation Costs	9,481	9,274	(207)	-2.2%
Annual Implementation Cost Amortization	11,282	11,236	(46)	-0.4%
Total Annual Cost of Operations	3,169,418	3,204,221	34,803	1.1%
Profit	332,701	336,355	3,653	1.1%
Operating Ratio	90.5%	90.5%		
Total Operating Costs	3,502,120	3,540,575	38,456	1.1%
Contractor Pass-Through Costs				
Interest Expense	82,380	60,198	(22,182)	-26.9%
Interest Expense on Implementation Cost	2,595	1,879	(715)	-27.6%
Total Contractor Pass-Through Costs	84,975	62,077	(22,898)	-26.9%
BASE CONTRACTOR'S COMPENSATION	3,587,095	3,602,653	15,558	0.4%
Other Adjustments				
Incentive / Disincentives	(698)	5,112	5,809	
Total Other Adjustments	(698)	5,112	5,809	
TOTAL CONTRACTOR'S COMPENSATION	3,586,397	3,607,764	21,368	0.6%

CONTRACTOR'S BASE COMPENSATION BY SERVICE SECTOR

Belmont

BASE COLLECTION COSTS	Single-Family Costs				Multi-Family and Commercial Costs				Member Agency Facility Costs				TOTAL			
	2017	2018	Change	% Change	2017	2018	Change	% Change	2017	2018	Change	% Change	2017	2018	Change	% Change
Annual Cost of Operations																
Direct Labor-Related Costs																
Wages for CBAs	\$576,753	\$614,599	\$37,846	6.6%	\$493,555	\$468,672	(\$24,883)	-5.0%	\$8,558	\$9,080	\$522	6.1%	\$1,078,866	\$1,092,351	\$13,485	1.2%
Benefits for CBAs	\$235,729	\$251,703	\$15,974	6.8%	\$189,896	\$180,959	(\$8,937)	-4.7%	\$3,426	\$3,635	\$209	6.1%	\$429,051	\$436,297	\$7,246	1.7%
Payroll Taxes	\$47,986	\$51,135	\$3,149	6.6%	\$41,064	\$38,994	(\$2,070)	-5.0%	\$712	\$755	\$43	6.1%	\$89,762	\$90,884	\$1,122	1.2%
Workers Compensation Insurance	\$50,652	\$53,709	\$3,057	6.0%	\$43,345	\$40,957	(\$2,388)	-5.5%	\$752	\$793	\$42	5.6%	\$94,748	\$95,459	\$710	0.7%
Total Direct Labor-Related-Costs	\$911,119	\$971,145	\$60,025	6.6%	\$767,860	\$729,581	(\$38,279)	-5.0%	\$13,447	\$14,264	\$816	6.1%	\$1,692,426	\$1,714,990	\$22,563	1.3%
Direct Fuel Costs	\$73,575	\$76,166	\$2,591	3.5%	\$54,620	\$50,618	(\$4,002)	-7.3%	\$1,258	\$1,240	(\$18)	-1.4%	\$129,454	\$128,025	(\$1,429)	-1.1%
Other Direct Costs	\$74,685	\$78,647	\$3,962	5.3%	\$60,351	\$56,408	(\$3,942)	-6.5%	\$1,807	\$1,811	\$3	0.2%	\$136,843	\$136,866	\$23	0.0%
Depreciation																
- Collection Vehicles	\$143,304	\$148,347	\$5,043	3.5%	\$99,089	\$92,495	(\$6,594)	-6.7%	\$6,773	\$6,636	(\$138)	-2.0%	\$249,166	\$247,478	(\$1,689)	-0.7%
- Containers	\$97,270	\$96,978	(\$292)	-0.3%	\$25,911	\$25,631	(\$280)	-1.1%	\$0	\$0	\$0		\$123,181	\$122,608	(\$572)	-0.5%
Total Depreciation	\$240,574	\$245,324	\$4,751	2.0%	\$125,000	\$118,126	(\$6,874)	-5.5%	\$6,773	\$6,636	(\$138)	-2.0%	\$372,347	\$370,086	(\$2,261)	-0.6%
Allocated Indirect Costs																
General and Administrative	\$302,689	\$309,513	\$6,824	2.3%	\$130,056	\$136,751	\$6,695	5.1%	\$13,359	\$13,525	\$166	1.2%	\$446,104	\$459,789	\$13,685	3.1%
Operations	\$63,268	\$66,874	\$3,606	5.7%	\$46,400	\$43,101	(\$3,300)	-7.1%	\$2,237	\$2,252	\$14	0.6%	\$111,906	\$112,227	\$321	0.3%
Vehicle Maintenance	\$109,974	\$116,295	\$6,320	5.7%	\$80,654	\$74,952	(\$5,702)	-7.1%	\$3,889	\$3,916	\$27	0.7%	\$194,517	\$195,162	\$645	0.3%
Container Maintenance	\$42,266	\$43,153	\$887	2.1%	\$20,867	\$21,459	\$593	2.8%	\$1,925	\$1,953	\$28	1.5%	\$65,058	\$66,566	\$1,508	2.3%
Total Allocated Indirect Costs	\$518,198	\$535,836	\$17,638	3.4%	\$277,977	\$276,263	(\$1,714)	-0.6%	\$21,411	\$21,646	\$235	1.1%	\$817,585	\$833,744	\$16,159	2.0%
Total Allocated Indirect Depreciation Costs	\$5,395	\$5,580	\$185	3.4%	\$3,868	\$3,480	(\$388)	-10.0%	\$218	\$214	(\$4)	-2.0%	\$9,481	\$9,274	(\$207)	-2.2%
Annual Implementation Cost Amortization	\$7,529	\$7,826	\$297	3.9%	\$3,434	\$3,098	(\$336)	-9.8%	\$319	\$313	(\$6)	-2.0%	\$11,282	\$11,236	(\$46)	-0.4%
Total Annual Cost of Operations	\$1,831,075	\$1,920,525	\$89,450	4.9%	\$1,293,109	\$1,237,573	(\$55,535)	-4.3%	\$45,234	\$46,123	\$888	2.0%	\$3,169,418	\$3,204,221	\$34,803	1.1%
Profit	\$192,212	\$201,602	\$9,390	4.9%	\$135,741	\$129,911	(\$5,830)	-4.3%	\$4,748	\$4,842	\$93	2.0%	\$332,701	\$336,355	\$3,653	1.1%
Operating Ratio	90.50%	90.5%			90.50%	90.5%			90.50%	90.5%						
Total Operating Cost	\$2,023,287	\$2,122,127	\$98,840	4.9%	\$1,428,850	\$1,367,485	(\$61,365)	-4.3%	\$49,983	\$50,964	\$981	2.0%	\$3,502,120	\$3,540,575	\$38,456	1.1%
Contractor Pass-Through Costs																
Interest Expense	\$47,821	\$36,034	(\$11,787)	-24.6%	\$33,313	\$23,262	(\$10,051)	-30.2%	\$1,246	\$902	(\$344)	-27.6%	\$82,380	\$60,198	(\$22,182)	-26.9%
Interest Expense on Implementation Cost	\$1,505	\$1,152	(\$352)	-23.4%	\$1,049	\$697	(\$352)	-33.5%	\$41	\$30	(\$11)	-27.8%	\$2,595	\$1,879	(\$715)	-27.6%
Contract Changes to Specific Agencies	\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0	
Total Contractor Pass-Through Costs	\$49,326	\$37,186	(\$12,140)	-24.6%	\$34,361	\$23,959	(\$10,402)	-30.3%	\$1,288	\$932	(\$356)	-27.6%	\$84,975	\$62,077	(\$22,898)	-26.9%
BASE CONTRACTOR'S COMPENSATION	\$2,072,613	\$2,159,313	\$86,700	4.2%	\$1,463,211	\$1,391,443	(\$71,768)	-4.9%	\$51,270	\$51,896	\$626	1.2%	\$3,587,095	\$3,602,653	\$15,558	0.4%
Cost Allocation % of SBWMA Total	6.4%	6.6%	\$64,256	0.2%	6.3%	5.9%	\$ (88,680)	-0.4%	5.2%	5.3%	\$175	0.0%	6.34%	6.30%	(\$24,250)	-0.04%

D. City of Belmont Allocated Costs - SFD

	Statistics Used for Cost Allocation						Total
City # of accounts	6,790	6,786	6,578	6,786	6,786	2,171	6,790
SBWMA # of accounts	94,752	94,607	91,051	94,607	94,607	26,546	94,752
City # of accounts %	7.2%	7.2%	7.2%	7.2%	7.2%	8.2%	7.2%
City Total Route Labor hours year	2,837.62	2,909.00	2,704.10	14.55	14.55	1,225.55	9,705
SBWMA Total Route Labor hours year	46,589.54	46,213.45	40,198.72	231.07	231.07	14,985.48	148,449
City Total Route Labor hours year %	6.1%	6.3%	6.7%	6.3%	6.3%	8.2%	6.5%
City # of route hours/year	2,647.70	2,587.18	2,314.81	12.94	12.94	1,225.55	8,801
SBWMA # of route hours/year	42,599.78	41,301.50	36,312.04	206.51	206.51	14,985.48	135,612
City Total Route Labor hours year %	6.2%	6.3%	6.4%	6.3%	6.3%	8.2%	6.5%
City Total Containers in Service	6,816	6,825	6,748	6,825	6,825	2,171	36,210
SBWMA Total Containers in Service	96,861	96,710	100,521	96,710	96,710	26,546	514,058
City Total Containers in Service %	7.0%	7.1%	6.7%	7.1%	7.1%	8.2%	7.0%

SFD	Solid Waste	Recyclable Materials	Organic Materials (including Holiday Trees)	Weekly Battery and Cell Phone	Weekly Used Motor Oil and Oil Filters	Two On-Call Collection Events	SFD TOTAL
	A	B	C	D	D	J	
Annual Cost of Operations							
Direct Labor-Related Costs							
Wages for CBAs	\$209,329	\$176,364	\$162,109	\$891	\$891	\$65,015	\$614,599
Benefits for CBAs	\$82,827	\$72,829	\$65,361	\$368	\$368	\$29,950	\$251,703
Payroll Taxes	\$17,416	\$14,674	\$13,487	\$74	\$74	\$5,409	\$51,135
Workers Compensation Insurance	\$18,293	\$15,412	\$14,166	\$78	\$78	\$5,682	\$53,709
Total Direct Labor Related-Costs	\$327,865	\$279,279	\$255,124	\$1,410	\$1,410	\$106,056	\$971,145
Direct Fuel Costs	\$25,077	\$25,567	\$21,847	\$129	\$129	\$3,417	\$76,166
Other Direct Costs	\$25,556	\$26,056	\$22,542	\$132	\$132	\$4,229	\$78,647
Depreciation - Collection Vehicles	\$49,911	\$46,722	\$47,042	\$236	\$236	\$4,200	\$148,347
Depreciation - Containers	\$30,186	\$30,878	\$35,602	\$156	\$156	\$0	\$96,978
Depreciation for Collection Equipment	\$80,096	\$77,601	\$82,644	\$392	\$392	\$4,200	\$245,324
Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)							
General and Administrative	\$99,556	\$102,513	\$101,734	\$518	\$518	\$4,675	\$309,513
Operations	\$21,290	\$22,074	\$22,134	\$111	\$111	\$1,153	\$66,874
Vehicle Maintenance	\$37,024	\$38,387	\$38,491	\$194	\$194	\$2,005	\$116,295
Container Maintenance	\$14,117	\$14,564	\$13,650	\$74	\$74	\$675	\$43,153
Total Allocated Indirect Costs excluding Depreciation and Interest	\$171,987	\$177,538	\$176,009	\$897	\$897	\$8,508	\$535,836
Total Allocated Indirect Depreciation Costs (Form 9)	\$1,759	\$1,828	\$1,879	\$9	\$9	\$97	\$5,580
Annual Implementation Cost Amortization (Form A)	\$2,517	\$2,383	\$2,347	\$38	\$38	\$502	\$7,826
Total Annual Cost of Operations	\$634,858	\$590,251	\$562,393	\$3,007	\$3,007	\$127,008	\$1,920,525
Profit (insert Operating Ratio below) 90.5%	\$66,643	\$61,960	\$59,036	\$316	\$316	\$13,332	\$201,602
Total Proposed Costs before Pass-Through Cost Allocation	\$701,500	\$652,211	\$621,428	\$3,323	\$3,323	\$140,341	\$2,122,127
Contractor Pass-Through Costs							
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$11,765	\$11,398	\$12,139	\$58	\$58	\$617	\$36,034
Interest Expense on Implementation Cost	\$371	\$351	\$346	\$6	\$6	\$74	\$1,152
Total Contractor Pass-Through Costs	\$12,135	\$11,749	\$12,485	\$63	\$63	\$691	\$37,186
TOTAL BASE CONTRACTOR'S COMPENSATION	\$713,636	\$663,961	\$633,913	\$3,386	\$3,386	\$141,031	\$2,159,313
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$708,655	\$626,978	\$610,524	\$3,199	\$3,199	\$120,057	\$2,072,613
Change \$	\$4,980	\$36,982	\$23,388	\$187	\$187	\$20,974	\$86,700
Change %	0.7%	5.9%	3.8%	5.9%	5.9%	17.5%	4.2%

see example of how column A (SFD Solid Waste Collection Cost) is arrived at - the cost allocation process.

D. City of Belmont Allocated Costs - MFD & Commercial

	Statistics Used For Cost Allocation							Total
City # of Accounts	442	455	97	10	10	10	2,171	1,024
SBWMA # Accounts	10,293	10,249	1,927	203	203	203	26,546	23,078
City # of Accounts %	4.3%	4.4%	5.0%	4.9%	4.9%	4.9%	8.2%	4.4%
City Total Route Labor hours year	2,854.44	2,245.48	428.57	116.88	0.00	0.00	1,225.55	5,645
SBWMA Total Route Labor hours year	47,667.70	29,761.19	6,322.47	3,846.33	1,527.92	590.76	14,985.48	89,716
City Total Route Labor hours year %	6.0%	7.5%	6.8%	3.0%	0.0%	0.0%	8.2%	6.3%
City # of route hours/year	1,750.32	2,175.93	388.35	116.88	0.00	0.00	1,225.55	4,431
SBWMA # of route hours/year	31,642.17	28,070.88	5,861.11	3,846.33	1,527.92	590.76	14,985.48	71,539
City # of route hours/year %	5.5%	7.8%	6.6%	3.0%	0.0%	0.0%	8.2%	6.2%
City Total Containers in Service	788	1,076	149	11	11	11	2,171	2,046
SBWMA Total Containers in Service	17,084	19,617	2,468	345	345	345	26,546	40,204
City Total Containers in Service %	4.6%	5.5%	6.0%	3.2%	3.2%	3.2%	8.2%	5.1%

MFD & Commercial	Cart and Bin Solid Waste	Cart and Bin Recyclable Materials	Cart and Bin Organic Materials (including Holiday Trees)	Drop Box Solid Waste	Drop Box Recyclable Materials	Drop Box Organic Materials	Two On-Call Collection Events	MFD & Commercial
	E	F	G	H	H	H	I	TOTAL
Annual Cost of Operations								
Direct Labor-Related Costs								
Wages for CBAs	\$269,691	\$135,133	\$42,185	\$11,184	\$0	\$0	\$10,480	\$468,672
Benefits for CBAs	\$110,136	\$51,839	\$11,371	\$3,198	\$0	\$0	\$4,414	\$180,959
Payroll Taxes	\$22,438	\$11,243	\$3,510	\$930	\$0	\$0	\$872	\$38,994
Workers Compensation Insurance	\$23,568	\$11,809	\$3,687	\$977	\$0	\$0	\$916	\$40,957
Total Direct Labor Related-Costs	\$425,833	\$210,024	\$60,752	\$16,290	\$0	\$0	\$16,682	\$729,581
Direct Fuel Costs	\$26,439	\$15,614	\$6,168	\$1,128	\$0	\$0	\$1,268	\$50,618
Other Direct Costs	\$28,159	\$19,451	\$5,791	\$1,657	\$0	\$0	\$1,350	\$56,408
Depreciation - Collection Vehicles	\$43,446	\$31,254	\$14,678	\$1,508	\$0	\$0	\$1,609	\$92,495
Depreciation - Containers	\$8,903	\$7,981	\$8,259	\$0	\$0	\$0	\$488	\$25,631
Depreciation for Collection Equipment	\$52,348	\$39,235	\$22,937	\$1,508	\$0	\$0	\$2,098	\$118,126
Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)								
General and Administrative	\$31,648	\$34,618	\$46,268	\$17,451	\$3,553	\$1,292	\$1,922	\$136,751
Operations	\$10,052	\$14,904	\$15,016	\$2,654	\$0	\$0	\$474	\$43,101
Vehicle Maintenance	\$17,480	\$25,918	\$26,114	\$4,616	\$0	\$0	\$824	\$74,952
Container Maintenance	\$4,909	\$6,176	\$8,013	\$1,631	\$332	\$121	\$278	\$21,459
Total Allocated Indirect Costs excluding Depreciation and Interest	\$64,088	\$81,616	\$95,411	\$26,353	\$3,885	\$1,412	\$3,498	\$276,263
Total Allocated Indirect Depreciation Costs (Form 9)	\$867	\$1,252	\$1,070	\$250	\$0	\$0	\$40	\$3,480
Annual Implementation Cost Amortization (Form A)	\$2,644	\$92	\$41	\$199	\$0	\$0	\$123	\$3,098
Total Annual Cost of Operations	\$600,379	\$367,284	\$192,170	\$47,385	\$3,885	\$1,412	\$25,057	\$1,237,573
Profit (insert Operating Ratio below)	\$63,023.24	\$38,555	\$20,173	\$4,974	\$408	\$148	\$2,630	\$129,911
	90.5%							
Total Proposed Costs before Pass-Through Cost Allocation	\$663,403	\$405,839	\$212,343	\$52,360	\$4,293	\$1,561	\$27,687	\$1,367,485
Contractor Pass-Through Costs								
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$10,309	\$7,726	\$4,517	\$297	\$0	\$0	\$413	\$23,262
Interest Expense on Implementation Cost	\$595	\$21	\$9	\$45	\$0	\$0	\$28	\$697
Total Contractor Pass-Through Costs	\$10,904	\$7,747	\$4,526	\$342	\$0	\$0	\$441	\$23,959
TOTAL BASE CONTRACTOR'S COMPENSATION	\$674,306	\$413,586	\$216,869	\$52,701	\$4,293	\$1,561	\$28,128	\$1,391,443
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$704,187	\$437,794	\$215,841	\$76,552	\$3,479	\$1,265	\$24,092	\$1,463,211
Change \$	(\$29,881)	(\$24,209)	\$1,028	(\$23,851)	\$814	\$296	\$4,036	(\$71,768)
Change %	-4.2%	-5.5%	0.5%	-31.2%	23.4%	23.4%	16.8%	-4.9%

D. City of Belmont Allocated Costs - Agency Facilities

Statistics Used For Cost Allocation					Totals
City # of Lifts per year	7,020	4,316	5,460	6,790	16,796.00
SBWMA # Lifts per year (Accounts for Venues/Events)	250,523	18,031	73,021	94,752	
City # of Lifts per year %	2.8%	23.9%	7.5%	7.2%	
City Total Route Labor hours year	101.00	23.83	91.97	216.80	216.80
SBWMA Total Route Labor hours year	5,092.87	191.30	1,109.73	6,393.90	
City Total Route Labor hours year	2.0%	12.5%	8.3%	3.4%	
City # of route hours/year	58.57	19.42	91.52	216.80	169.51
SBWMA # of route hours/year	3,002.32	182.11	1,056.28	6,393.90	
City # of route hours/year %	2.0%	10.7%	8.7%	3.4%	
City # of Containers	83	61	101	6,816	245.00
SBWMA # of Containers	817	264	537	96,861	
City # of Containers %	10.2%	23.1%	18.8%	7.0%	

Agency Facilities	Solid Waste	Organic Materials	Recyclable Materials	Venues and Events	Agency Facilities
	E	G	I	I	TOTAL
Annual Cost of Operations					
Direct Labor-Related Costs					
Wages for CBAs	\$2,207	\$2,933	\$3,548	\$392	\$9,080
Benefits for CBAs	\$884	\$1,174	\$1,421	\$157	\$3,635
Payroll Taxes	\$184	\$244	\$295	\$33	\$755
Workers Compensation Insurance	\$193	\$256	\$310	\$34	\$793
Total Direct Labor Related-Costs	\$3,467	\$4,608	\$5,574	\$616	\$14,264
Direct Fuel Costs	\$307	\$355	\$524	\$55	\$1,240
Other Direct Costs	\$448	\$518	\$765	\$81	\$1,811
Depreciation - Collection Vehicles	\$1,662	\$2,272	\$2,461	\$241	\$6,636
Depreciation - Containers	\$0	\$0	\$0	\$0	\$0
Depreciation for Collection Equipment	\$1,662	\$2,272	\$2,461	\$241	\$6,636
Lease	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)					
General and Administrative (using lifts for Agency Costs)	\$3,263	\$6,284	\$3,178	\$800	\$13,525
Operations	\$560	\$690	\$908	\$93	\$2,252
Vehicle Maintenance	\$974	\$1,200	\$1,579	\$162	\$3,916
Container Maintenance (using lifts for Agency Costs)	\$471	\$907	\$459	\$116	\$1,953
Total Allocated Indirect Costs excluding Depreciation and Interest	\$5,268	\$9,082	\$6,124	\$1,171	\$21,646
Total Allocated Indirect Depreciation Costs (Form 9)	\$54	\$73	\$79	\$8	\$214
Annual Implementation Cost Amortization (Form A)	\$78	\$107	\$116	\$11	\$313
Total Annual Cost of Operations	\$11,283	\$17,014	\$15,643	\$2,183	\$46,123
Profit (insert Operating Ratio below)	\$1,184	\$1,786	\$1,642	\$229	\$4,842
90.5%					
Total Operating Costs before Pass-Through Cost Allocation	\$12,467	\$18,800	\$17,285	\$2,412	\$50,964
Contractor Pass-Through Costs					
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$226	\$309	\$335	\$33	\$902
Interest Expense on Implementation Cost	\$7	\$10	\$11	\$1	\$30
Total Contractor Pass-Through Costs	\$233	\$319	\$346	\$34	\$932
TOTAL BASE CONTRACTOR'S COMPENSATION	\$12,701	\$19,119	\$17,631	\$2,446	\$51,896
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$15,715	\$17,663	\$15,359	\$2,533	\$51,270
change \$	(\$3,014)	\$1,456	\$2,272	(\$88)	\$626
change %	-19.2%	8.2%	14.8%	-3.5%	1.2%

SBWMA - COLLECTION COMPENSATION APPLICATION REVIEW

Operating Statistics - Three Year Summary

Rate Year 2018

BELMONT

	2016	2017	2018	Change	%
Number of Accounts					
Residential (SFD)	6,789	6,765	6,790	25	0.4%
Commercial & Multi Family	1,000	1,005	1,024	19	1.9%
Total	7,789	7,770	7,814	44	0.6%
Total Route Labor Hours					
Residential (SFD)	9,093	8,993	9,705	713	7.9%
Commercial & Multi Family	6,129	5,949	5,645	-303	-5.1%
Member Agency Facility	274	218	217	-1	-0.6%
Total	15,495	15,159	15,568	408	2.7%
Total Route Hours					
Residential (SFD)	8,069	8,160	8,801	641	7.9%
Commercial & Multi Family	4,512	4,634	4,431	-202	-4.4%
Member Agency Facility	203	160	170	9	5.8%
Total	12,785	12,954	13,402	448	3.5%
Total # of Solid Waste Containers					
Residential (SFD)	6,821	6,793	6,816	23	0.3%
Commercial & Multi Family	891	781	788	7	0.9%
Member Agency Facility	62	82	83	1	1.2%
Total	7,774	7,656	7,687	31	0.4%
<i>for complete list of containers for all services, see Appendix 1-4</i>					
Total Tonnage					
	2016	2017	2018	Change	%
	<i>actual</i>	<i>estimate</i>	<i>estimate</i>		
Residential - solid waste	3,336	3,336	3,336	0	0.0%
Residential - organics	4,006	4,006	4,006	0	0.0%
Commercial & MFD - solid waste	4,146	4,146	4,146	0	0.0%
Commercial & MFD - green waste	914	914	914	0	0.0%
C&D		-	-	0	0.0%
Member Agency Delivered to Shoreway				0	0.0%
Total	12,402	12,402	12,402	0	0.0%

Tonnage data to be provided by the SBWMA. Tonnage amounts are not yet updated

Contractor's Compensation: Next Rate Year vs. Current Year

CONTRACTOR'S COMPENSATION - DETAIL

A. BURLINGAME

	Costs - 2017	Costs - 2018	Change	% Change
Annual Cost of Operations				
Direct Labor-Related Costs				
Wages for CBAs	1,692,726	1,792,578	99,852	5.9%
Benefits for CBAs	660,417	702,224	41,807	6.3%
Payroll Taxes	140,835	149,142	8,308	5.9%
Workers Compensation Insurance	148,658	156,650	7,992	5.4%
Total Direct Labor Related-Costs	2,642,636	2,800,594	157,958	6.0%
Direct Fuel Costs	191,387	198,690	7,303	3.8%
Other Direct Costs	208,436	220,353	11,917	5.7%
Depreciation				
- Collection Vehicles	366,182	380,005	13,824	3.8%
- Containers	163,868	161,723	(2,146)	-1.3%
Total Depreciation	530,050	541,728	11,678	2.2%
Allocated Indirect Costs excluding Depreciation				
General and Administrative	685,412	687,962	2,550	0.4%
Operations	174,489	182,955	8,466	4.9%
Vehicle Maintenance	303,301	318,158	14,858	4.9%
Container Maintenance	99,236	98,993	(243)	-0.2%
Total Allocated Indirect Costs excluding Depreciation	1,262,438	1,288,069	25,631	2.0%
Total Allocated Indirect Depreciation Costs	15,052	15,487	435	2.9%
Annual Implementation Cost Amortization	17,229	17,773	544	3.2%
Total Annual Cost of Operations	4,867,228	5,082,693	215,466	4.4%
Profit	510,924	533,542	22,618	4.4%
Operating Ratio	90.5%	90.5%		
Total Operating Costs	5,378,152	5,616,236	238,084	4.4%
Contractor Pass-Through Costs				
Interest Expense	123,300	93,358	(29,941)	-24.3%
Interest Expense on Implementation Cost	4,291	3,276	(1,015)	-23.6%
Total Contractor Pass-Through Costs	127,591	96,635	(30,956)	-24.3%
BASE CONTRACTOR'S COMPENSATION	5,505,743	5,712,871	207,128	3.8%
Other Adjustments				
Incentive / Disincentives	(1,602)	14,763	16,364	
Total Other Adjustments	(1,602)	14,763	16,364	
TOTAL CONTRACTOR'S COMPENSATION	5,504,141	5,727,633	223,492	4.1%

CONTRACTOR'S BASE COMPENSATION BY SERVICE SECTOR

Burlingame

BASE COLLECTION COSTS	Single-Family Costs				Multi-Family and Commercial Costs				Member Agency Facility Costs				TOTAL			
	2017	2018	Change	% Change	2017	2018	Change	% Change	2017	2018	Change	% Change	2017	2018	Change	% Change
Annual Cost of Operations																
Direct Labor-Related Costs																
Wages for CBAs	\$579,360	620,014.45	\$40,655	7.0%	\$1,080,215	1,143,013.51	\$62,799	5.8%	\$33,152	\$29,550	(\$3,602)	-10.9%	\$1,692,726	\$1,792,578	\$99,852	5.9%
Benefits for CBAs	\$236,510	253,648.65	\$17,139	7.2%	\$410,634	436,744.07	\$26,110	6.4%	\$13,273	\$11,831	(\$1,442)	-10.9%	\$660,417	\$702,224	\$41,807	6.3%
Payroll Taxes	\$48,203	51,585.20	\$3,382	7.0%	\$89,874	95,098.72	\$5,225	5.8%	\$2,758	\$2,459	(\$300)	-10.9%	\$140,835	\$149,142	\$8,308	5.9%
Workers Compensation Insurance	\$50,881	54,182.03	\$3,301	6.5%	\$94,866	99,885.38	\$5,019	5.3%	\$2,911	\$2,582	(\$329)	-11.3%	\$148,658	\$156,650	\$7,992	5.4%
Total Direct Labor-Related-Costs	\$914,953	\$979,430	\$64,477	7.0%	\$1,675,589	\$1,774,742	\$99,153	5.9%	\$52,095	\$46,422	(\$5,673)	-10.9%	\$2,642,636	\$2,800,594	\$157,958	6.0%
Direct Fuel Costs	\$72,926	74,809.26	\$1,883	2.6%	\$114,360	120,085.82	\$5,726	5.0%	\$4,102	\$3,795	(\$307)	-7.5%	\$191,387	\$198,690	\$7,303	3.8%
Other Direct Costs	\$74,017	77,236.98	\$3,220	4.4%	\$128,528	137,576.38	\$9,049	7.0%	\$5,891	\$5,540	(\$351)	-6.0%	\$208,436	\$220,353	\$11,917	5.7%
Depreciation																
- Collection Vehicles	\$142,528	145,926.18	\$3,398	2.4%	\$201,815	213,664.09	\$11,849	5.9%	\$21,839	\$20,415	(\$1,424)	-6.5%	\$366,182	\$380,005	\$13,824	3.8%
- Containers	\$96,066	95,399.90	(\$666)	-0.7%	\$67,803	66,322.73	(\$1,480)	-2.2%	\$0	\$0	\$0		\$163,868	\$161,723	(\$2,146)	-1.3%
Total Depreciation	\$238,594	\$241,326	\$2,732	1.1%	\$269,617	\$279,987	\$10,370	3.8%	\$21,839	\$20,415	(\$1,424)	-6.5%	\$530,050	\$541,728	\$11,678	2.2%
Allocated Indirect Costs																
General and Administrative	\$297,988	302,741.92	\$4,754	1.6%	\$364,314	362,614.73	(\$1,700)	-0.5%	\$23,109	\$22,606	(\$504)	-2.2%	\$685,412	\$687,962	\$2,550	0.4%
Operations	\$62,827	65,764.67	\$2,937	4.7%	\$104,394	110,281.83	\$5,888	5.6%	\$7,268	\$6,908	(\$360)	-4.9%	\$174,489	\$182,955	\$8,466	4.9%
Vehicle Maintenance	\$109,208	114,364.62	\$5,157	4.7%	\$181,459	191,779.88	\$10,320	5.7%	\$12,633	\$12,014	(\$620)	-4.9%	\$303,301	\$318,158	\$14,858	4.9%
Container Maintenance	\$41,726	42,413.62	\$688	1.6%	\$54,181	53,315.57	(\$865)	-1.6%	\$3,329	\$3,264	(\$65)	-2.0%	\$99,236	\$98,993	(\$243)	-0.2%
Total Allocated Indirect Costs	\$511,749	\$525,285	\$13,536	2.6%	\$704,348	\$717,992	\$13,644	1.9%	\$46,340	\$44,792	(\$1,548)	-3.3%	\$1,262,438	\$1,288,069	\$25,631	2.0%
Total Allocated Indirect Depreciation Costs	\$5,358	5,488.34	\$130	2.4%	\$8,991	9,341.21	\$350	3.9%	\$703	\$657	(\$46)	-6.5%	\$15,052	\$15,487	\$435	2.9%
Annual Implementation Cost Amortization	\$7,474	7,689.62	\$216	2.9%	\$8,725	9,120.81	\$395	4.5%	\$1,029	\$962	(\$67)	-6.5%	\$17,229	\$17,773	\$544	3.2%
Total Annual Cost of Operations	\$1,825,071	\$1,911,265	\$86,195	4.7%	\$2,910,158	\$3,048,845	\$138,687	4.8%	\$131,999	\$122,583	(\$9,416)	-7.1%	\$4,867,228	\$5,082,693	\$215,466	4.4%
Profit	\$191,582	200,630.07	\$9,048	4.7%	\$305,486	320,044.48	\$14,558	4.8%	\$13,856	\$12,868	(\$988)	-7.1%	\$510,924	\$533,542	\$22,618	4.4%
Operating Ratio	90.50%	90.5%			90.50%	90.5%			90.50%	90.5%						
Total Operating Cost	\$2,016,653	\$2,111,896	\$95,243	4.7%	\$3,215,644	\$3,368,889	\$153,245	4.8%	\$145,855	\$135,451	(\$10,404)	-7.1%	\$5,378,152	\$5,616,236	\$238,084	4.4%
Contractor Pass-Through Costs																
Interest Expense	\$47,428	\$35,447	(\$11,981)	-25.3%	\$71,853	\$55,136	(\$16,717)	-23.3%	\$4,019	\$2,776	(\$1,243)	-30.9%	\$123,300	\$93,358	(\$29,941)	-24.3%
Interest Expense on Implementation Cost	\$1,494	\$1,132	(\$361)	-24.2%	\$2,665	\$2,053	(\$612)	-23.0%	\$132	\$91	(\$41)	-31.1%	\$4,291	\$3,276	(\$1,015)	-23.6%
Contract Changes to Specific Agencies	\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0	
Total Contractor Pass-Through Costs	\$48,921	\$36,579	(\$12,342)	-25.2%	\$74,518	\$57,189	(\$17,330)	-23.3%	\$4,151	\$2,867	(\$1,284)	-30.9%	\$127,591	\$96,635	(\$30,956)	-24.3%
BASE CONTRACTOR'S COMPENSATION	\$2,065,574	\$2,148,475	\$82,900	4.0%	\$3,290,162	\$3,426,078	\$135,915	4.1%	\$150,006	\$138,318	(\$11,688)	-7.8%	\$5,505,743	\$5,712,871	\$207,128	3.8%
Cost Allocation % of SBWMA Total	6.4%	6.5%	\$60,532	0.2%	14.2%	14.6%	\$ 97,886	0.4%	15.4%	14.0%	(\$13,008)	-1.3%	9.73%	9.99%	\$145,411	0.26%

D. City of Burlingame Allocated Costs - SFD

	Statistics Used for Cost Allocation						Total
City # of accounts	6,608	6,593	6,514	6,593	6,593	2,093	6,608.00
SBWMA # of accounts	94,752	94,607	91,051	94,607	94,607	26,546	94,752.00
City # of accounts %	7.0%	7.0%	7.2%	7.0%	7.0%	7.9%	7.0%
City Total Route Labor hours year	3,051.60	2,934.69	2,543.85	14.67	14.67	1,181.52	9,741.01
SBWMA Total Route Labor hours year	46,589.54	46,213.45	40,198.72	231.07	231.07	14,985.48	148,449.32
City Total Route Labor hours year %	6.5%	6.4%	6.3%	6.4%	6.4%	7.9%	6.6%
City # of route hours/year	2,643.27	2,469.94	2,312.47	12.35	12.35	1,181.52	8,631.90
SBWMA # of route hours/year	42,599.78	41,301.50	36,312.04	206.51	206.51	14,985.48	135,611.82
City Total Route Labor hours year %	6.2%	6.0%	6.4%	6.0%	6.0%	7.9%	6.4%
City Total Containers in Service	6,674	6,682	6,692	6,682	6,682	2,093	35,505.00
SBWMA Total Containers in Service	96,861	96,710	100,521	96,710	96,710	26,546	\$14,058.00
City Total Containers in Service %	6.9%	6.9%	6.7%	6.9%	6.9%	7.9%	6.9%

SFD	Solid Waste	Recyclable Materials	Organic Materials (including Holiday Trees)	Weekly Battery and Cell Phone	Weekly Used Motor Oil and Oil Filters	Two On-Call Collection Events	SFD TOTAL
	A	B	C	D	D	J	
Annual Cost of Operations							
Direct Labor-Related Costs							
Wages for CBAs	\$225,114	\$177,922	\$152,502	\$899	\$899	\$62,679	\$620,014
Benefits for CBAs	\$89,073	\$73,472	\$61,488	\$371	\$371	\$28,874	\$253,649
Payroll Taxes	\$18,729	\$14,803	\$12,688	\$75	\$75	\$5,215	\$51,585
Workers Compensation Insurance	\$19,673	\$15,548	\$13,327	\$79	\$79	\$5,477	\$54,182
Total Direct Labor-Related-Costs	\$352,589	\$281,745	\$240,005	\$1,423	\$1,423	\$102,246	\$979,430
Direct Fuel Costs	\$25,035	\$24,408	\$21,825	\$123	\$123	\$3,294	\$74,809
Other Direct Costs	\$25,514	\$24,875	\$22,519	\$126	\$126	\$4,077	\$77,237
Depreciation - Collection Vehicles	\$49,827	\$44,605	\$46,994	\$225	\$225	\$4,049	\$145,926
Depreciation - Containers	\$29,557	\$30,231	\$35,307	\$153	\$153	\$0	\$95,400
Depreciation for Collection Equipment	\$79,384	\$74,836	\$82,301	\$378	\$378	\$4,049	\$241,326
Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)							
General and Administrative	\$96,887	\$99,597	\$100,744	\$503	\$503	\$4,507	\$302,742
Operations	\$21,255	\$21,074	\$22,112	\$106	\$106	\$1,111	\$65,765
Vehicle Maintenance	\$36,962	\$36,648	\$38,452	\$185	\$185	\$1,933	\$114,365
Container Maintenance	\$13,823	\$14,259	\$13,537	\$72	\$72	\$651	\$42,414
Total Allocated Indirect Costs excluding Depreciation and Interest	\$168,927	\$171,578	\$174,845	\$867	\$867	\$8,202	\$525,285
Total Allocated Indirect Depreciation Costs (Form 9)	\$1,756	\$1,745	\$1,877	\$9	\$9	\$93	\$5,488
Annual Implementation Cost Amortization (Form A)	\$2,513	\$2,275	\$2,345	\$37	\$37	\$484	\$7,690
Total Annual Cost of Operations	\$655,717	\$581,463	\$545,717	\$2,962	\$2,962	\$122,445	\$1,911,265
Profit (insert Operating Ratio below)	\$68,832	\$61,038	\$57,285	\$311	\$311	\$12,853	\$200,630
90.5%							
Total Proposed Costs before Pass-Through Cost Allocation	\$724,549	\$642,500	\$603,002	\$3,273	\$3,273	\$135,299	\$2,111,896
Contractor Pass-Through Costs							
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$11,660	\$10,992	\$12,089	\$56	\$56	\$595	\$35,447
Interest Expense on Implementation Cost	\$370	\$335	\$345	\$5	\$5	\$71	\$1,132
Total Contractor Pass-Through Costs	\$12,030	\$11,327	\$12,434	\$61	\$61	\$666	\$36,579
TOTAL BASE CONTRACTOR'S COMPENSATION	\$736,579	\$653,827	\$615,436	\$3,334	\$3,334	\$135,965	\$2,148,475
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$724,005	\$587,225	\$632,558	\$2,995	\$2,995	\$115,795	\$2,065,574
Change \$	\$12,574	\$66,602	(\$17,122)	\$338	\$338	\$20,170	\$82,900
Change %	1.7%	11.3%	-2.7%	11.3%	11.3%	17.4%	4.0%

see example of how column A (SFD Solid Waste Collection Cost) is arrived at - the cost allocation process.

D. City of Burlingame Allocated Costs - MFD & Commercial

	Statistics Used for Cost Allocation							Total
City # of Accounts	1,377	1,422	234	19	19	19	2,093	3,090.00
SBWMA # Accounts	10,293	10,249	1,927	203	203	203	26,546	23,078.00
City # of Accounts %	13.4%	13.9%	12.1%	9.4%	9.4%	9.4%	7.9%	13.4%
City Total Route Labor hours year	7,181.71	4,225.98	656.72	1,261.82	391.16	0.00	1,181.52	13,717.39
SBWMA Total Route Labor hours year	47,667.70	29,761.19	6,322.47	3,846.33	1,527.92	590.76	14,985.48	89,716.37
City Total Route Labor hours year %	15.1%	14.2%	10.4%	32.8%	25.6%	0.0%	7.9%	15.3%
City # of route hours/year	4,369.58	3,998.61	624.14	1,261.82	391.16	0.00	1,181.52	10,645.31
SBWMA # of route hours/year	31,642.17	28,070.88	5,861.11	3,846.33	1,527.92	590.76	14,985.48	71,539.17
City # of route hours/year %	13.8%	14.2%	10.6%	32.8%	25.6%	0.0%	7.9%	14.9%
City Total Containers in Service	2,461	2,701	325	25	25	25	2,093	5,562.00
SBWMA Total Containers in Service	17,084.00	19,617.00	2,468.00	345	345	345	26,546.00	40,204.00
City Total Containers in Service %	14.4%	13.8%	13.2%	7.2%	7.2%	7.2%	7.9%	13.8%

MFD & Commercial	Cart and Bin Solid Waste	Cart and Bin Recyclable Materials	Cart and Bin Organic Materials (including Holiday Trees)	Drop Box Solid Waste	Drop Box Recyclable Materials	Drop Box Organic Materials	Two On-Call Collection Events	MFD & Commercial TOTAL
	E	F	G	H	H	H	J	
Annual Cost of Operations								
Direct Labor-Related Costs								
Wages for CBAs	\$678,538	\$254,319	\$64,642	\$120,739	\$14,673	\$0	\$10,103	\$1,143,014
Benefits for CBAs	\$277,099	\$97,561	\$17,424	\$34,529	\$5,875	\$0	\$4,256	\$436,744
Payroll Taxes	\$56,454	\$21,159	\$5,378	\$10,046	\$1,221	\$0	\$841	\$95,099
Workers Compensation Insurance	\$59,296	\$22,224	\$5,649	\$10,580	\$1,282	\$0	\$883	\$99,885
Total Direct Labor Related-Costs	\$1,071,387	\$395,264	\$93,094	\$175,864	\$23,050	\$0	\$16,082	\$1,774,742
Direct Fuel Costs	\$66,005	\$28,694	\$9,914	\$12,179	\$2,072	\$0	\$1,222	\$120,086
Other Direct Costs	\$70,298	\$35,745	\$9,307	\$17,889	\$3,037	\$0	\$1,301	\$137,576
Depreciation - Collection Vehicles	\$108,460	\$57,435	\$23,590	\$16,277	\$6,351	\$0	\$1,552	\$213,664
Depreciation - Containers	\$27,804	\$20,033	\$18,015	\$0	\$0	\$0	\$471	\$66,323
Depreciation for Collection Equipment	\$136,264	\$77,468	\$41,605	\$16,277	\$6,351	\$0	\$2,022	\$279,987
Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)								
General and Administrative	\$98,594	\$108,190	\$111,615	\$33,158	\$6,751	\$2,454	\$1,853	\$362,615
Operations	\$25,094	\$27,388	\$24,134	\$28,656	\$4,553	\$0	\$457	\$110,282
Vehicle Maintenance	\$43,639	\$47,628	\$41,969	\$49,833	\$7,917	\$0	\$795	\$191,780
Container Maintenance	\$15,330	\$15,504	\$17,478	\$3,707	\$755	\$274	\$268	\$53,316
Total Allocated Indirect Costs excluding Depreciation and Interest	\$182,657	\$198,710	\$195,195	\$115,354	\$19,976	\$2,729	\$3,372	\$717,992
Total Allocated Indirect Depreciation Costs (Form 9)	\$2,164	\$2,302	\$1,720	\$2,703	\$414	\$0	\$38	\$9,341
Annual Implementation Cost Amortization (Form A)	\$6,600	\$168	\$65	\$2,152	\$17	\$0	\$118	\$9,121
Total Annual Cost of Operations	\$1,535,375	\$738,350	\$350,900	\$342,418	\$54,917	\$2,729	\$24,157	\$3,048,845
Profit (insert Operating Ratio below)	\$161,171.95	\$77,506	\$36,835	\$35,944	\$5,765	\$286	\$2,536	\$320,044
90.5%								
Total Proposed Costs before Pass-Through Cost Allocation	\$1,696,547	\$815,856	\$387,735	\$378,363	\$60,681	\$3,015	\$26,692	\$3,368,889
Contractor Pass-Through Costs								
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$26,833	\$15,255	\$8,193	\$3,205	\$1,251	\$0	\$398	\$55,136
Interest Expense on Implementation Cost	\$1,485	\$38	\$15	\$484	\$4	\$0	\$27	\$2,053
Total Contractor Pass-Through Costs	\$28,319	\$15,293	\$8,208	\$3,690	\$1,255	\$0	\$425	\$57,189
TOTAL BASE CONTRACTOR'S COMPENSATION	\$1,724,866	\$831,149	\$395,942	\$382,052	\$61,936	\$3,015	\$27,117	\$3,426,078
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$1,625,102	\$801,268	\$426,889	\$385,568	\$24,851	\$3,248	\$23,237	\$3,290,162
Change \$	\$99,764	\$29,882	(\$30,947)	(\$3,515)	\$37,085	(\$233)	\$3,880	\$135,915
Change %	6.1%	3.7%	-7.2%	-0.9%	149.2%	-7.2%	16.7%	4.1%

D. City of Burlingame Allocated Costs - Agency Facilities

Statistics Used for Cost Allocation					Totals
City # of Lifts per year	37,648	1,144	4,576	6,608	43,368.00
SBWMA # Lifts per year (Accounts for Venues/Events)	250,523	18,031	73,021	94,752	
City # of Lifts per year %	15.0%	6.3%	6.3%	7.0%	
City Total Route Labor hours year	974.32	25.89	80.89	1,081.10	1,081.10
SBWMA Total Route Labor hours year	5,092.87	191.30	1,109.73	6,393.90	
City Total Route Labor hours year	19.1%	13.5%	7.3%	16.9%	
City # of route hours/year	498.16	25.43	78.14	1,081.10	601.73
SBWMA # of route hours/year	3,002.32	182.11	1,056.28	6,393.90	
City # of route hours/year %	16.6%	14.0%	7.4%	16.9%	
City # of Containers	17	13	21	6,674	51.00
SBWMA # of Containers	817	264	537	96,861	
City # of Containers %	2.1%	4.9%	3.9%	6.9%	

Agency Facilities	Solid Waste	Organic Materials	Recyclable Materials	Venues and Events	Agency Facilities
	E	G	I	I	TOTAL
Annual Cost of Operations					
Direct Labor-Related Costs					
Wages for CBAs	\$21,289	\$3,187	\$3,121	\$1,954	\$29,550
Benefits for CBAs	\$8,524	\$1,276	\$1,249	\$782	\$11,831
Payroll Taxes	\$1,771	\$265	\$260	\$163	\$2,459
Workers Compensation Insurance	\$1,860	\$278	\$273	\$171	\$2,582
Total Direct Labor Related-Costs	\$33,444	\$5,006	\$4,902	\$3,069	\$46,422
Direct Fuel Costs	\$2,608	\$464	\$447	\$276	\$3,795
Other Direct Costs	\$3,806	\$678	\$653	\$403	\$5,540
Depreciation - Collection Vehicles	\$14,138	\$2,975	\$2,101	\$1,201	\$20,415
Depreciation - Containers	\$0	\$0	\$0	\$0	\$0
Depreciation for Collection Equipment	\$14,138	\$2,975	\$2,101	\$1,201	\$20,415
Lease	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)					
General and Administrative (using lifts for Agency Costs)	\$17,498	\$1,666	\$2,664	\$779	\$22,606
Operations	\$4,764	\$904	\$775	\$466	\$6,908
Vehicle Maintenance	\$8,284	\$1,572	\$1,348	\$810	\$12,014
Container Maintenance (using lifts for Agency Costs)	\$2,527	\$241	\$385	\$112	\$3,264
Total Allocated Indirect Costs excluding Depreciation and Interest	\$33,072	\$4,382	\$5,172	\$2,166	\$44,792
Total Allocated Indirect Depreciation Costs (Form 9)	\$455	\$96	\$68	\$39	\$657
Annual Implementation Cost Amortization (Form A)	\$666	\$140	\$99	\$57	\$962
Total Annual Cost of Operations	\$88,190	\$13,741	\$13,442	\$7,210	\$122,583
Profit (insert Operating Ratio below)	\$9,258	\$1,442	\$1,411	\$757	\$12,868
90.5%					
Total Operating Costs before Pass-Through Cost Allocation	\$97,448	\$15,183	\$14,853	\$7,967	\$135,451
Contractor Pass-Through Costs					
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$1,923	\$405	\$286	\$163	\$2,776
Interest Expense on Implementation Cost	\$63	\$13	\$9	\$5	\$91
Total Contractor Pass-Through Costs	\$1,986	\$418	\$295	\$169	\$2,867
TOTAL BASE CONTRACTOR'S COMPENSATION	\$99,433	\$15,601	\$15,148	\$8,136	\$138,318
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$114,866	\$11,237	\$14,376	\$9,528	\$150,006
Change \$	(\$15,433)	\$4,364	\$773	(\$1,392)	(\$11,688)
Change %	-13.4%	38.8%	5.4%	-14.6%	-7.8%

SBWMA - COLLECTION COMPENSATION APPLICATION REVIEW

Operating Statistics - Three Year Summary

Rate Year 2018

BURLINGAME

	2016	2017	2018	Change	%
Number of Accounts					
Residential (SFD)	6,608	6,626	6,608	-18	-0.3%
Commercial & Multi Family	3,030	3,051	3,090	39	1.3%
Total	9,638	9,677	9,698	21	0.2%

Total Route Labor Hours					
Residential (SFD)	9,734	9,029	9,741	712	7.9%
Commercial & Multi Family	13,165	13,018	13,717	699	5.4%
Member Agency Facility	1,164	1,210	1,081	-129	-10.6%
Total	24,063	23,257	24,539	1,283	5.5%

Total Route Hours					
Residential (SFD)	8,691	8,090	8,632	542	6.7%
Commercial & Multi Family	9,912	9,791	10,645	854	8.7%
Member Agency Facility	530	588	602	14	2.4%
Total	19,133	18,469	19,879	1,410	7.6%

Total # of Solid Waste Containers					
Residential (SFD)	6,678	6,697	6,674	-23	-0.3%
Commercial & Multi Family	2,534	2,494	2,461	-33	-1.3%
Member Agency Facility	16	17	17	0	0.0%
Total	9,228	9,208	9,152	-56	-0.6%

for complete list of containers for all services, see Appendix 1-4

	2016	2017	2018	Change	%
	<i>actual</i>	<i>estimate</i>	<i>estimate</i>		
Residential - solid waste	3,776	3,776	3,776	0	0.0%
Residential - organics	4,984	4,984	4,984	0	0.0%
Commercial & MFD - solid waste	11,523	11,523	11,523	0	0.0%
Commercial & MFD - green waste	3,298	3,298	3,298	0	0.0%
C&D				0	0.0%
Member Agency Delivered to Shoreway	-	-	-	0	0.0%
Total	23,582	23,582	23,582	0	0.0%

Tonnage data to be provided by the SBWMA. Tonnage amounts are not yet updated

Contractor's Compensation: Next Rate Year vs. Current Year

CONTRACTOR'S COMPENSATION - DETAIL

A. EAST PALO ALTO

	Costs - 2017	Costs - 2018	Change	% Change
Annual Cost of Operations				
Direct Labor-Related Costs				
Wages for CBAs	666,237	654,090	(12,147)	-1.8%
Benefits for CBAs	267,203	261,990	(5,213)	-2.0%
Payroll Taxes	55,431	54,420	(1,011)	-1.8%
Workers Compensation Insurance	58,510	57,160	(1,350)	-2.3%
Total Direct Labor Related-Costs	1,047,381	1,027,660	(19,720)	-1.9%
Direct Fuel Costs	86,390	82,733	(3,657)	-4.2%
Other Direct Costs	90,102	87,689	(2,412)	-2.7%
Depreciation				
- Collection Vehicles	166,396	160,007	(6,389)	-3.8%
- Containers	84,106	83,422	(684)	-0.8%
Total Depreciation	250,502	243,429	(7,073)	-2.8%
Allocated Indirect Costs excluding Depreciation				
General and Administrative	358,017	361,491	3,474	1.0%
Operations	71,975	71,672	(303)	-0.4%
Vehicle Maintenance	125,109	124,637	(472)	-0.4%
Container Maintenance	49,306	49,581	275	0.6%
Total Allocated Indirect Costs excluding Depreciation	604,408	607,381	2,973	0.5%
Total Allocated Indirect Depreciation Costs	6,230	6,031	(199)	-3.2%
Annual Implementation Cost Amortization	8,292	7,790	(502)	-6.1%
Total Annual Cost of Operations	2,093,304	2,062,715	(30,589)	-1.5%
Profit	219,739	216,528	(3,211)	-1.5%
Operating Ratio	90.5%	90.5%		
Total Operating Costs	2,313,043	2,279,243	(33,800)	-1.5%
Contractor Pass-Through Costs				
Interest Expense	54,949	39,322	(15,626)	-28.4%
Interest Expense on Implementation Cost	1,898	1,297	(601)	-31.7%
Total Contractor Pass-Through Costs	56,847	40,619	(16,228)	-28.5%
BASE CONTRACTOR'S COMPENSATION	2,369,890	2,319,862	(50,028)	-2.1%
Other Adjustments				
Incentive / Disincentives	(1,139)	7,832	8,971	
Total Other Adjustments	(1,139)	7,832	8,971	
TOTAL CONTRACTOR'S COMPENSATION	2,368,751	2,327,694	(41,057)	-1.7%

CONTRACTOR'S BASE COMPENSATION BY SERVICE SECTOR

EAST PALO ALTO

BASE COLLECTION COSTS	Single-Family Costs				Multi-Family and Commercial Costs				Member Agency Facility Costs				TOTAL			
	2017	2018	Change	% Change	2017	2018	Change	% Change	2017	2018	Change	% Change	2017	2018	Change	% Change
Annual Cost of Operations																
Direct Labor-Related Costs																
Wages for CBAs	\$449,782	\$448,858	(\$924)	-0.2%	\$215,468	\$204,254	(\$11,213)	-5.2%	\$987	\$978	(\$9)	-0.9%	\$666,237	\$654,090	(\$12,147)	-1.8%
Benefits for CBAs	\$183,677	\$183,349	(\$328)	-0.2%	\$83,131	\$78,249	(\$4,882)	-5.9%	\$395	\$392	(\$3)	-0.9%	\$267,203	\$261,990	(\$5,213)	-2.0%
Payroll Taxes	\$37,422	\$37,345	(\$77)	-0.2%	\$17,927	\$16,994	(\$933)	-5.2%	\$82	\$81	(\$1)	-0.9%	\$55,431	\$54,420	(\$1,011)	-1.8%
Workers Compensation Insurance	\$39,501	\$39,225	(\$276)	-0.7%	\$18,923	\$17,849	(\$1,073)	-5.7%	\$87	\$85	(\$1)	-1.4%	\$58,510	\$57,160	(\$1,350)	-2.3%
Total Direct Labor-Related-Costs	\$710,381	\$708,777	(\$1,605)	-0.2%	\$335,448	\$317,347	(\$18,101)	-5.4%	\$1,551	\$1,537	(\$14)	-0.9%	\$1,047,381	\$1,027,660	(\$19,720)	-1.9%
Direct Fuel Costs	\$57,602	\$56,124	(\$1,479)	-2.6%	\$28,562	\$26,407	(\$2,154)	-7.5%	\$226	\$202	(\$24)	-10.5%	\$86,390	\$82,733	(\$3,657)	-4.2%
Other Direct Costs	\$58,490	\$57,933	(\$557)	-1.0%	\$31,287	\$29,462	(\$1,826)	-5.8%	\$325	\$295	(\$29)	-9.0%	\$90,102	\$87,689	(\$2,412)	-2.7%
Depreciation																
- Collection Vehicles	\$112,742	\$109,977	(\$2,764)	-2.5%	\$52,460	\$48,961	(\$3,500)	-6.7%	\$1,194	\$1,069	(\$125)	-10.5%	\$166,396	\$160,007	(\$6,389)	-3.8%
- Containers	\$60,202	\$60,874	\$673	1.1%	\$23,904	\$22,548	(\$1,356)	-5.7%	\$0	\$0	\$0		\$84,106	\$83,422	(\$684)	-0.8%
Total Depreciation	\$172,943	\$170,852	(\$2,092)	-1.2%	\$76,364	\$71,508	(\$4,856)	-6.4%	\$1,194	\$1,069	(\$125)	-10.5%	\$250,502	\$243,429	(\$7,073)	-2.8%
Allocated Indirect Costs																
General and Administrative	\$189,194	\$193,938	\$4,743	2.5%	\$166,702	\$165,427	(\$1,275)	-0.8%	\$2,120	\$2,126	\$6	0.3%	\$358,017	\$361,491	\$3,474	1.0%
Operations	\$49,705	\$49,477	(\$227)	-0.5%	\$21,871	\$21,829	(\$43)	-0.2%	\$399	\$366	(\$33)	-8.4%	\$71,975	\$71,672	(\$303)	-0.4%
Vehicle Maintenance	\$86,398	\$86,041	(\$357)	-0.4%	\$38,017	\$37,960	(\$58)	-0.2%	\$694	\$636	(\$58)	-8.3%	\$125,109	\$124,637	(\$472)	-0.4%
Container Maintenance	\$26,249	\$27,110	\$862	3.3%	\$22,752	\$22,164	(\$588)	-2.6%	\$305	\$307	\$2	0.5%	\$49,306	\$49,581	\$275	0.6%
Total Allocated Indirect Costs	\$351,545	\$356,566	\$5,021	1.4%	\$249,343	\$247,380	(\$1,964)	-0.8%	\$3,519	\$3,435	(\$84)	-2.4%	\$604,408	\$607,381	\$2,973	0.5%
Total Allocated Indirect Depreciation Costs	\$4,241	\$4,130	(\$111)	-2.6%	\$1,951	\$1,866	(\$84)	-4.3%	\$38	\$34	(\$4)	-10.5%	\$6,230	\$6,031	(\$199)	-3.2%
Annual Implementation Cost Amortization	\$5,915	\$5,779	(\$136)	-2.3%	\$2,321	\$1,961	(\$360)	-15.5%	\$56	\$50	(\$6)	-10.5%	\$8,292	\$7,790	(\$502)	-6.1%
Total Annual Cost of Operations	\$1,361,119	\$1,360,160	(\$958)	-0.1%	\$725,276	\$695,931	(\$29,345)	-4.0%	\$6,909	\$6,624	(\$286)	-4.1%	\$2,093,304	\$2,062,715	(\$30,589)	-1.5%
Profit	\$142,880	\$142,779	(\$101)	-0.1%	\$76,134	\$73,054	(\$3,080)	-4.0%	\$725	\$695	(\$30)	-4.1%	\$219,739	\$216,528	(\$3,211)	-1.5%
Operating Ratio	90.50%	90.5%			90.50%	90.5%			90.50%	90.5%			90.50%	90.5%		
Total Operating Cost	\$1,503,999	\$1,502,940	(\$1,059)	-0.1%	\$801,410	\$768,984	(\$32,425)	-4.0%	\$7,635	\$7,319	(\$316)	-4.1%	\$2,313,043	\$2,279,243	(\$33,800)	-1.5%
Contractor Pass-Through Costs																
Interest Expense	\$34,378	\$25,095	(\$9,283)	-27.0%	\$20,351	\$14,082	(\$6,269)	-30.8%	\$220	\$145	(\$74)	-33.9%	\$54,949	\$39,322	(\$15,626)	-28.4%
Interest Expense on Implementation Cost	\$1,182	\$851	(\$331)	-28.0%	\$709	\$441	(\$268)	-37.7%	\$7	\$5	(\$2)	-34.0%	\$1,898	\$1,297	(\$601)	-31.7%
Contract Changes to Specific Agencies	\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0	
Total Contractor Pass-Through Costs	\$35,560	\$25,946	(\$9,614)	-27.0%	\$21,060	\$14,523	(\$6,537)	-31.0%	\$227	\$150	(\$77)	-33.9%	\$56,847	\$40,619	(\$16,228)	-28.5%
BASE CONTRACTOR'S COMPENSATION	\$1,539,559	\$1,528,886	(\$10,673)	-0.7%	\$822,470	\$783,507	(\$38,962)	-4.7%	\$7,862	\$7,469	(\$393)	-5.0%	\$2,369,890	\$2,319,862	(\$50,028)	-2.1%
Cost Allocation % of SBWMA Total	4.7%	4.7%	(\$27,345)	-0.1%	3.6%	3.3%	\$ (48,469)	-0.2%	0.8%	0.8%	(\$462)	0.0%	4.19%	4.05%	(\$76,275)	-0.13%

D. City of East Palo Alto Allocated Costs - SFD

	Statistics Used for Cost Allocation						Total
City # of accounts	4,213	4,210	4,182	4,210	4,210	1,508	4,213
SBWMA # of accounts	94,752	94,607	91,051	94,607	94,607	26,546	94,752
City # of accounts %	4.4%	4.4%	4.6%	4.4%	4.4%	5.7%	4.4%
City Total Route Labor hours year	2,360.29	1,818.21	1,972.24	9.09	9.09	851.28	7,020
SBWMA Total Route Labor hours year	46,589.54	46,213.45	40,198.72	231.07	231.07	14,985.48	148,449
City Total Route Labor hours year %	5.1%	3.9%	4.9%	3.9%	3.9%	5.7%	4.7%
City # of route hours/year	2,119.47	1,662.28	1,810.06	8.31	8.31	851.28	6,460
SBWMA # of route hours/year	42,599.78	41,301.50	36,312.04	206.51	206.51	14,985.48	135,612
City Total Route Labor hours year %	5.0%	4.0%	5.0%	4.0%	4.0%	5.7%	4.8%
City Total Containers in Service	4,256	4,248	4,286	4,248	4,248	1,508	22,794
SBWMA Total Containers in Service	96,861	96,710	100,521	96,710	96,710	26,546	514,058
City Total Containers in Service %	4.4%	4.4%	4.3%	4.4%	4.4%	5.7%	4.4%

SFD	Solid Waste	Recyclable Materials	Organic Materials (including Holiday Trees)	Weekly Battery and Cell Phone	Weekly Used Motor Oil and Oil Filters	Two On-Call Collection Events	SFD TOTAL
	A	B	C	D	D	I	
Annual Cost of Operations							
Direct Labor-Related Costs							
Wages for CBAs	\$174,116	\$110,233	\$118,235	\$557	\$557	\$45,160	\$448,858
Benefits for CBAs	\$68,894	\$45,520	\$47,671	\$230	\$230	\$20,803	\$183,349
Payroll Taxes	\$14,486	\$9,171	\$9,837	\$46	\$46	\$3,757	\$37,345
Workers Compensation Insurance	\$15,216	\$9,633	\$10,332	\$49	\$49	\$3,946	\$39,225
Total Direct Labor Related-Costs	\$272,713	\$174,557	\$186,075	\$882	\$882	\$73,667	\$708,777
Direct Fuel Costs	\$20,074	\$16,427	\$17,083	\$83	\$83	\$2,374	\$56,124
Other Direct Costs	\$20,458	\$16,741	\$17,627	\$85	\$85	\$2,938	\$57,933
Depreciation - Collection Vehicles	\$39,953	\$30,019	\$36,784	\$152	\$152	\$2,917	\$109,977
Depreciation - Containers	\$18,848	\$19,219	\$22,613	\$97	\$97	\$0	\$60,874
Depreciation for Collection Equipment	\$58,802	\$49,239	\$59,397	\$249	\$249	\$2,917	\$170,852
Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)							
General and Administrative	\$61,772	\$63,598	\$64,678	\$321	\$321	\$3,248	\$193,938
Operations	\$17,043	\$14,183	\$17,308	\$72	\$72	\$801	\$49,477
Vehicle Maintenance	\$29,638	\$24,664	\$30,098	\$125	\$125	\$1,392	\$86,041
Container Maintenance	\$8,815	\$9,065	\$8,670	\$46	\$46	\$469	\$27,110
Total Allocated Indirect Costs excluding Depreciation and Interest	\$117,267	\$111,510	\$120,754	\$563	\$563	\$5,910	\$356,566
Total Allocated Indirect Depreciation Costs (Form 9)	\$1,408	\$1,174	\$1,469	\$6	\$6	\$67	\$4,130
Annual Implementation Cost Amortization (Form A)	\$2,015	\$1,531	\$1,835	\$25	\$25	\$349	\$5,779
Total Annual Cost of Operations	\$492,736	\$371,180	\$404,240	\$1,892	\$1,892	\$88,221	\$1,360,160
Profit (insert Operating Ratio below)	\$51,724	\$38,964	\$42,434	\$199	\$199	\$9,261	\$142,779
	90.5%						
Total Proposed Costs before Pass-Through Cost Allocation	\$544,460	\$410,143	\$446,674	\$2,090	\$2,090	\$97,482	\$1,502,940
Contractor Pass-Through Costs							
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$8,637	\$7,232	\$8,724	\$37	\$37	\$428	\$25,095
Interest Expense on Implementation Cost	\$297	\$225	\$270	\$4	\$4	\$51	\$851
Total Contractor Pass-Through Costs	\$8,934	\$7,458	\$8,995	\$40	\$40	\$480	\$25,946
TOTAL BASE CONTRACTOR'S COMPENSATION	\$553,393	\$417,601	\$455,669	\$2,130	\$2,130	\$97,962	\$1,528,886
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$551,102	\$428,304	\$461,297	\$2,186	\$2,186	\$94,484	\$1,539,559
Change \$	\$2,291	(\$10,703)	(\$5,628)	(\$56)	(\$56)	\$3,478	(\$10,673)
Change %	0.4%	-2.5%	-1.2%	-2.5%	-2.5%	3.7%	-0.7%

see example of how column A (SFD Solid Waste Collection Cost) is arrived at - the cost allocation process.

D. City of East Palo Alto Allocated Costs - MFD & Commercial

Statistics Used for Cost Allocation								Total
City # of Accounts	353	359	173	13	13	13	1,508	924
SBWMA # Accounts	10,293	10,249	1,927	203	203	203	26,546	23,078
City # of Accounts %	3.4%	3.5%	9.0%	6.4%	6.4%	6.4%	5.7%	4.0%
City Total Route Labor hours year	1,220.18	833.28	170.64	143.08	0.00	63.59	851.28	2,431
SBWMA Total Route Labor hours year	47,667.70	29,761.19	6,322.47	3,846.33	1,527.92	590.76	14,985.48	89,716
City Total Route Labor hours year %	2.6%	2.8%	2.7%	3.7%	0.0%	10.8%	5.7%	2.7%
City # of route hours/year	1,043.76	798.01	157.60	143.08	0.00	63.59	851.28	2,206
SBWMA # of route hours/year	31,642.17	28,070.88	5,861.11	3,846.33	1,527.92	590.76	14,985.48	71,539
City # of route hours/year %	3.3%	2.8%	2.7%	3.7%	0.0%	10.8%	5.7%	3.1%
City Total Containers in Service	573	709	189	22	22	22	1,508	1,537
SBWMA Total Containers in Service	17,084	19,617	2,468	345	345	345	26,546	40,204
City Total Containers in Service %	3.4%	3.6%	7.7%	6.4%	6.4%	6.4%	5.7%	3.8%

MFD & Commercial	Cart and Bin Solid Waste	Cart and Bin Recyclable Materials	Cart and Bin Organic Materials (including Holiday Trees)	Drop Box Solid Waste	Drop Box Recyclable Materials	Drop Box Organic Materials	Two On-Call Collection Events	MFD & Commercial TOTAL
	E	F	G	H	H	H	J	
Annual Cost of Operations								
Direct Labor-Related Costs								
Wages for CBAs	\$115,284	\$50,147	\$16,796	\$13,691	\$0	\$1,057	\$7,279	\$204,254
Benefits for CBAs	\$47,079	\$19,237	\$4,527	\$3,915	\$0	\$423	\$3,066	\$78,249
Payroll Taxes	\$9,592	\$4,172	\$1,397	\$1,139	\$0	\$88	\$606	\$16,994
Workers Compensation Insurance	\$10,074	\$4,382	\$1,468	\$1,196	\$0	\$92	\$636	\$17,849
Total Direct Labor Related-Costs	\$182,030	\$77,938	\$24,189	\$19,942	\$0	\$1,661	\$11,587	\$317,347
Direct Fuel Costs	\$15,767	\$5,726	\$2,503	\$1,381	\$0	\$149	\$880	\$26,407
Other Direct Costs	\$16,792	\$7,134	\$2,350	\$2,028	\$0	\$220	\$938	\$29,462
Depreciation - Collection Vehicles	\$25,908	\$11,462	\$5,957	\$1,846	\$0	\$2,670	\$1,118	\$48,961
Depreciation - Containers	\$6,474	\$5,259	\$10,476	\$0	\$0	\$0	\$339	\$22,548
Depreciation for Collection Equipment	\$32,381	\$16,721	\$16,433	\$1,846	\$0	\$2,670	\$1,457	\$71,508
Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)								
General and Administrative	\$25,275	\$27,314	\$82,518	\$22,687	\$4,619	\$1,679	\$1,335	\$165,427
Operations	\$5,994	\$5,466	\$6,094	\$3,249	\$0	\$696	\$329	\$21,829
Vehicle Maintenance	\$10,424	\$9,505	\$10,597	\$5,651	\$0	\$1,210	\$572	\$37,960
Container Maintenance	\$3,569	\$4,070	\$10,164	\$3,262	\$664	\$241	\$193	\$22,164
Total Allocated Indirect Costs excluding Depreciation and Interest	\$45,263	\$46,355	\$109,374	\$34,849	\$5,283	\$3,827	\$2,430	\$247,380
Total Allocated Indirect Depreciation Costs (Form 9)	\$517	\$459	\$434	\$307	\$0	\$122	\$27	\$1,866
Annual Implementation Cost Amortization (Form A)	\$1,577	\$34	\$17	\$244	\$0	\$5	\$85	\$1,961
Total Annual Cost of Operations	\$294,326	\$154,367	\$155,300	\$60,596	\$5,283	\$8,654	\$17,405	\$695,931
Profit (insert Operating Ratio below)	\$30,896.08	\$16,204	\$16,302	\$6,361	\$555	\$908	\$1,827	\$73,054
90.5%								
Total Proposed Costs before Pass-Through Cost Allocation	\$325,222	\$170,571	\$171,603	\$66,957	\$5,838	\$9,562	\$19,232	\$768,984
Contractor Pass-Through Costs								
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$6,377	\$3,293	\$3,236	\$363	\$0	\$526	\$287	\$14,082
Interest Expense on Implementation Cost	\$355	\$8	\$4	\$55	\$0	\$1	\$19	\$441
Total Contractor Pass-Through Costs	\$6,731	\$3,300	\$3,240	\$418	\$0	\$527	\$306	\$14,523
TOTAL BASE CONTRACTOR'S COMPENSATION	\$331,953	\$173,871	\$174,842	\$67,376	\$5,838	\$10,089	\$19,538	\$783,507
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$389,517	\$144,385	\$174,157	\$74,543	\$8,643	\$12,263	\$18,961	\$822,470
Change \$	(\$57,563)	\$29,486	\$685	(\$7,168)	(\$2,805)	(\$2,174)	\$577	(\$38,962)
Change %	-14.8%	20.4%	0.4%	-9.6%	-32.5%	-17.7%	3.0%	-4.7%

D. City of East Palo Alto Allocated Costs - Agency Facilities

Statistics Used for Cost Allocation					Totals
City # of Lifts per year	2,496	52	676	4,213	3,224.00
SBWMA # Lifts per year (Accounts for Venues/Events)	250,523	18,031	73,021	94,752	
City # of Lifts per year %	1.0%	0.3%	0.9%	4.4%	
City Total Route Labor hours year	32.87	0.10	4.66	37.63	37.63
SBWMA Total Route Labor hours year	5,092.87	191.30	1,109.73	6,393.90	
City Total Route Labor hours year	0.6%	0.1%	0.4%	0.6%	
City # of route hours/year	31.44	0.09	4.63	37.63	36.16
SBWMA # of route hours/year	3,002.32	182.11	1,056.28	6,393.90	
City # of route hours/year %	1.0%	0.0%	0.4%	0.6%	
City # of Containers	6	1	10	4,256	17.00
SBWMA # of Containers	817	264	537	96,861	
City # of Containers %	0.7%	0.4%	1.9%	4.4%	

Agency Facilities	Solid Waste	Organic Materials	Recyclable Materials	Venues and Events	Agency Facilities
	E	G	I	I	TOTAL
Annual Cost of Operations					
Direct Labor-Related Costs					
Wages for CBAs	\$718	\$12	\$180	\$68	\$978
Benefits for CBAs	\$288	\$5	\$72	\$27	\$392
Payroll Taxes	\$60	\$1	\$15	\$6	\$81
Workers Compensation Insurance	\$63	\$1	\$16	\$6	\$85
Total Direct Labor Related-Costs	\$1,128	\$19	\$282	\$107	\$1,537
Direct Fuel Costs	\$165	\$2	\$27	\$10	\$202
Other Direct Costs	\$240	\$2	\$39	\$14	\$295
Depreciation - Collection Vehicles	\$892	\$11	\$124	\$42	\$1,069
Depreciation - Containers	\$0	\$0	\$0	\$0	\$0
Depreciation for Collection Equipment	\$892	\$11	\$124	\$42	\$1,069
Lease	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)					
General and Administrative (using lifts for Agency Costs)	\$1,160	\$76	\$393	\$496	\$2,126
Operations	\$301	\$3	\$46	\$16	\$366
Vehicle Maintenance	\$523	\$6	\$80	\$28	\$636
Container Maintenance (using lifts for Agency Costs)	\$168	\$11	\$57	\$72	\$307
Total Allocated Indirect Costs excluding Depreciation and Interest	\$2,151	\$95	\$576	\$613	\$3,435
Total Allocated Indirect Depreciation Costs (Form 9)	\$29	\$0	\$4	\$1	\$34
Annual Implementation Cost Amortization (Form A)	\$42	\$0	\$6	\$2	\$50
Total Annual Cost of Operations	\$4,647	\$130	\$1,058	\$788	\$6,624
Profit (insert Operating Ratio below)	\$488	\$14	\$111	\$83	\$695
90.5%					
Total Operating Costs before Pass-Through Cost Allocation	\$5,135	\$144	\$1,169	\$871	\$7,319
Contractor Pass-Through Costs					
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$121	\$1	\$17	\$6	\$145
Interest Expense on Implementation Cost	\$4	\$0	\$1	\$0	\$5
Total Contractor Pass-Through Costs	\$125	\$1	\$17	\$6	\$150
TOTAL BASE CONTRACTOR'S COMPENSATION	\$5,260	\$145	\$1,187	\$877	\$7,469
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$5,834	\$0	\$1,156	\$872	\$7,862
Change \$	(\$573)	\$145	\$31	\$5	(\$393)
Change %	-9.8%	0.0%	2.7%	0.6%	-5.0%

SBWMA - COLLECTION COMPENSATION APPLICATION REVIEW

Operating Statistics - Three Year Summary

Rate Year 2018

EAST PALO ALTO

	2016	2017	2018	Change	%
Number of Accounts					
Residential (SFD)	4,164	4,186	4,213	27	0.6%
Commercial & Multi Family	891	913	924	11	1.2%
Total	5,055	5,099	5,137	38	0.7%

Total Route Labor Hours					
Residential (SFD)	6,829	6,993	7,020	28	0.4%
Commercial & Multi Family	2,397	2,528	2,431	-97	-3.8%
Member Agency Facility	32	37	38	1	2.8%
Total	9,257	9,557	9,489	-69	-0.7%

Total Route Hours					
Residential (SFD)	6,231	6,407	6,460	53	0.8%
Commercial & Multi Family	2,127	2,244	2,206	-38	-1.7%
Member Agency Facility	31	35	36	1	2.2%
Total	8,389	8,687	8,702	15	0.2%

Total # of Solid Waste Containers					
Residential (SFD)	4,209	4,222	4,256	34	0.8%
Commercial & Multi Family	571	578	573	-5	-0.9%
Member Agency Facility	7	7	6	-1	-14.3%
Total	4,787	4,807	4,835	28	0.6%

for complete list of containers for all services, see Appendix 1-4

	2016	2017	2018	Change	%
	<i>actual</i>	<i>estimate</i>	<i>estimate</i>		
Residential - solid waste	6,926	6,926	6,926	66	0.0%
Residential - organics	3,724	3,724	3,724	75	0.0%
Commercial & MFD - solid waste	4,177	4,177	4,177	0	0.0%
Commercial & MFD - green waste	670	670	670	11	0.0%
C&D				0	0.0%
Member Agency Delivered to Shoreway	-	-	-	0	0.0%
Total	15,497	15,497	15,497	152	0.0%

Tonnage data to be provided by the SBWMA. Tonnage amounts are not yet updated

Contractor's Compensation: Next Rate Year vs. Current Year

CONTRACTOR'S COMPENSATION - DETAIL

A. FOSTER CITY

	Costs - 2017	Costs - 2018	Change	% Change
Annual Cost of Operations				
Direct Labor-Related Costs				
Wages for CBAs	991,125	1,021,188	30,063	3.0%
Benefits for CBAs	393,702	406,259	12,557	3.2%
Payroll Taxes	82,462	84,963	2,501	3.0%
Workers Compensation Insurance	87,043	89,240	2,197	2.5%
Total Direct Labor Related-Costs	1,554,332	1,601,649	47,318	3.0%
Direct Fuel Costs	123,177	123,746	569	0.5%
Other Direct Costs	129,377	132,548	3,171	2.5%
Depreciation				
- Collection Vehicles	242,372	238,606	(3,766)	-1.6%
- Containers	117,380	116,246	(1,134)	-1.0%
Total Depreciation	359,752	354,852	(4,900)	-1.4%
Allocated Indirect Costs excluding Depreciation				
General and Administrative	449,850	456,118	6,268	1.4%
Operations	108,800	108,866	66	0.1%
Vehicle Maintenance	189,119	189,318	199	0.1%
Container Maintenance	67,621	68,707	1,086	1.6%
Total Allocated Indirect Costs excluding Depreciation	815,390	823,009	7,618	0.9%
Total Allocated Indirect Depreciation Costs	9,329	9,124	(206)	-2.2%
Annual Implementation Cost Amortization	10,832	10,983	151	1.4%
Total Annual Cost of Operations	3,002,189	3,055,910	53,721	1.8%
Profit	315,147	320,786	5,639	1.8%
Operating Ratio	90.5%	90.5%		
Total Operating Costs	3,317,336	3,376,696	59,360	1.8%
Contractor Pass-Through Costs				
Interest Expense	79,811	58,071	(21,739)	-27.2%
Interest Expense on Implementation Cost	2,489	1,874	(615)	-24.7%
Total Contractor Pass-Through Costs	82,300	59,946	(22,354)	-27.2%
BASE CONTRACTOR'S COMPENSATION	3,399,636	3,436,642	37,006	1.1%
Other Adjustments				
Incentive / Disincentives	(961)	6,398	7,359	
Total Other Adjustments	(961)	6,398	7,359	
TOTAL CONTRACTOR'S COMPENSATION	3,398,675	3,443,040	44,365	1.3%

CONTRACTOR'S BASE COMPENSATION BY SERVICE SECTOR

Foster City

BASE COLLECTION COSTS	Single-Family Costs				Multi-Family and Commercial Costs				Member Agency Facility Costs				TOTAL			
	2017	2018	Change	% Change	2017	2018	Change	% Change	2017	2018	Change	% Change	2017	2018	Change	% Change
Annual Cost of Operations																
Direct Labor-Related Costs																
Wages for CBAs	\$579,253	\$587,238	\$7,985	1.4%	\$406,233	\$429,782	\$23,549	5.8%	\$5,639	\$4,167	(\$1,472)	-26.1%	\$991,125	\$1,021,188	\$30,063	3.0%
Benefits for CBAs	\$236,726	\$240,180	\$3,453	1.5%	\$154,718	\$164,411	\$9,693	6.3%	\$2,258	\$1,668	(\$589)	-26.1%	\$393,702	\$406,259	\$12,557	3.2%
Payroll Taxes	\$48,194	\$48,858	\$664	1.4%	\$33,799	\$35,758	\$1,959	5.8%	\$469	\$347	(\$122)	-26.1%	\$82,462	\$84,963	\$2,501	3.0%
Workers Compensation Insurance	\$50,871	\$51,318	\$447	0.9%	\$35,676	\$37,558	\$1,882	5.3%	\$495	\$364	(\$131)	-26.5%	\$87,043	\$89,240	\$2,197	2.5%
Total Direct Labor-Related-Costs	\$915,045	\$927,594	\$12,549	1.4%	\$630,426	\$667,509	\$37,083	5.9%	\$8,861	\$6,547	(\$2,314)	-26.1%	\$1,554,332	\$1,601,649	\$47,318	3.0%
Direct Fuel Costs	\$72,073	\$72,531	\$458	0.6%	\$50,079	\$50,549	\$469	0.9%	\$1,024	\$666	(\$358)	-35.0%	\$123,177	\$123,746	\$569	0.5%
Other Direct Costs	\$73,082	\$74,777	\$1,695	2.3%	\$54,824	\$56,799	\$1,975	3.6%	\$1,471	\$972	(\$499)	-33.9%	\$129,377	\$132,548	\$3,171	2.5%
Depreciation																
- Collection Vehicles	\$139,722	\$140,593	\$871	0.6%	\$97,269	\$94,480	(\$2,789)	-2.9%	\$5,381	\$3,533	(\$1,848)	-34.3%	\$242,372	\$238,606	(\$3,766)	-1.6%
- Containers	\$90,925	\$91,056	\$131	0.1%	\$26,455	\$25,190	(\$1,265)	-4.8%	\$0	\$0	\$0		\$117,380	\$116,246	(\$1,134)	-1.0%
Total Depreciation	\$230,647	\$231,649	\$1,002	0.4%	\$123,724	\$119,670	(\$4,054)	-3.3%	\$5,381	\$3,533	(\$1,848)	-34.3%	\$359,752	\$354,852	(\$4,900)	-1.4%
Allocated Indirect Costs																
General and Administrative	\$287,770	\$293,901	\$6,131	2.1%	\$159,149	\$159,022	(\$127)	-0.1%	\$2,931	\$3,195	\$264	9.0%	\$449,850	\$456,118	\$6,268	1.4%
Operations	\$61,667	\$63,297	\$1,630	2.6%	\$45,328	\$44,364	(\$964)	-2.1%	\$1,805	\$1,205	(\$600)	-33.2%	\$108,800	\$108,866	\$66	0.1%
Vehicle Maintenance	\$107,191	\$110,073	\$2,882	2.7%	\$78,790	\$77,148	(\$1,642)	-2.1%	\$3,138	\$2,096	(\$1,042)	-33.2%	\$189,119	\$189,318	\$199	0.1%
Container Maintenance	\$39,806	\$40,750	\$944	2.4%	\$27,393	\$27,496	\$103	0.4%	\$422	\$461	\$39	9.3%	\$67,621	\$68,707	\$1,086	1.6%
Total Allocated Indirect Costs	\$496,434	\$508,021	\$11,587	2.3%	\$310,660	\$308,030	(\$2,630)	-0.8%	\$8,296	\$6,958	(\$1,338)	-16.1%	\$815,390	\$823,009	\$7,618	0.9%
Total Allocated Indirect Depreciation Costs	\$5,253	\$5,274	\$21	0.4%	\$3,903	\$3,736	(\$168)	-4.3%	\$173	\$114	(\$59)	-34.3%	\$9,329	\$9,124	(\$206)	-2.2%
Annual Implementation Cost Amortization	\$7,335	\$7,401	\$66	0.9%	\$3,243	\$3,415	\$172	5.3%	\$254	\$167	(\$87)	-34.3%	\$10,832	\$10,983	\$151	1.4%
Total Annual Cost of Operations	\$1,799,869	\$1,827,247	\$27,378	1.5%	\$1,176,860	\$1,209,707	\$32,848	2.8%	\$25,460	\$18,956	(\$6,504)	-25.5%	\$3,002,189	\$3,055,910	\$53,721	1.8%
Profit	\$188,937	\$191,810	\$2,874	1.5%	\$123,538	\$126,986	\$3,448	2.8%	\$2,673	\$1,990	(\$683)	-25.5%	\$315,147	\$320,786	\$5,639	1.8%
Operating Ratio	90.50%	90.5%			90.50%	90.5%			90.50%	90.5%						
Total Operating Cost	\$1,988,806	\$2,019,057	\$30,251	1.5%	\$1,300,397	\$1,336,693	\$36,296	2.8%	\$28,133	\$20,946	(\$7,187)	-25.5%	\$3,317,336	\$3,376,696	\$59,360	1.8%
Contractor Pass-Through Costs																
Interest Expense	\$45,848	\$34,025	(\$11,823)	-25.8%	\$32,973	\$23,566	(\$9,407)	-28.5%	\$990	\$480	(\$510)	-51.5%	\$79,811	\$58,071	(\$21,739)	-27.2%
Interest Expense on Implementation Cost	\$1,466	\$1,090	(\$376)	-25.7%	\$991	\$769	(\$222)	-22.4%	\$33	\$16	(\$17)	-51.6%	\$2,489	\$1,874	(\$615)	-24.7%
Contract Changes to Specific Agencies	\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0	
Total Contractor Pass-Through Costs	\$47,314	\$35,115	(\$12,199)	-25.8%	\$33,963	\$24,334	(\$9,629)	-28.4%	\$1,023	\$496	(\$527)	-51.5%	\$82,300	\$59,946	(\$22,354)	-27.2%
BASE CONTRACTOR'S COMPENSATION	\$2,036,120	\$2,054,172	\$18,053	0.9%	\$1,334,361	\$1,361,027	\$26,667	2.0%	\$29,156	\$21,442	(\$7,714)	-26.5%	\$3,399,636	\$3,436,642	\$37,006	1.1%
Cost Allocation % of SBWMA Total	6.3%	6.3%	\$ (3,997)	0.0%	5.8%	5.8%	\$ 11,244	0.0%	3.0%	2.2%	\$ (7,970)	-0.8%	6.01%	6.01%	\$ (723)	0.00%

D. City of Foster City Allocated Costs - SFD

	Statistics Used for Cost Allocation						Total
City # of accounts	6,761	6,751	5,674	6,751	6,751	1,859	6,761.00
SBWMA # of accounts	94,752	94,607	91,051	94,607	94,607	26,546	94,752.00
City # of accounts %	7.1%	7.1%	6.2%	7.1%	7.1%	7.0%	7.1%
City Total Route Labor hours year	2,991.08	3,128.14	1,990.87	15.64	15.64	1,049.42	9,190.79
SBWMA Total Route Labor hours year	46,589.54	46,213.45	40,198.72	231.07	231.07	14,985.48	148,449.32
City Total Route Labor hours year %	6.4%	6.8%	5.0%	6.8%	6.8%	7.0%	6.2%
City # of route hours/year	2,708.98	2,675.10	1,827.21	13.38	13.38	1,049.42	8,287.46
SBWMA # of route hours/year	42,599.78	41,301.50	36,312.04	206.51	206.51	14,985.48	135,611.82
City Total Route Labor hours year %	6.4%	6.5%	5.0%	6.5%	6.5%	7.0%	6.1%
City Total Containers in Service	6,775	6,773	5,705	6,773	6,773	1,859	34,658.00
SBWMA Total Containers in Service	96,861	96,710	100,521	96,710	96,710	26,546	514,058.00
City Total Containers in Service %	7.0%	7.0%	5.7%	7.0%	7.0%	7.0%	6.7%

SFD	Solid Waste	Recyclable Materials	Organic Materials (including Holiday Trees)	Weekly Battery and Cell Phone	Weekly Used Motor Oil and Oil Filters	Two On-Call Collection Events	SFD TOTAL
	A	B	C	D	D	J	
Annual Cost of Operations							
Direct Labor-Related Costs							
Wages for CBAs	\$220,649	\$189,650	\$119,352	\$958	\$958	\$55,672	\$587,238
Benefits for CBAs	\$87,306	\$78,315	\$48,122	\$396	\$396	\$25,646	\$240,180
Payroll Taxes	\$18,358	\$15,779	\$9,930	\$80	\$80	\$4,632	\$48,858
Workers Compensation Insurance	<u>\$19,283</u>	<u>\$16,573</u>	<u>\$10,430</u>	<u>\$84</u>	<u>\$84</u>	<u>\$4,865</u>	<u>\$51,318</u>
Total Direct Labor Related-Costs	\$345,596	\$300,317	\$187,833	\$1,517	\$1,517	\$90,814	\$927,594
Direct Fuel Costs	\$25,657	\$26,436	\$17,245	\$134	\$134	\$2,926	\$72,531
Other Direct Costs	\$26,148	\$26,942	\$17,794	\$136	\$136	\$3,621	\$74,777
Depreciation - Collection Vehicles	\$51,066	\$48,310	\$37,133	\$244	\$244	\$3,596	\$140,593
Depreciation - Containers	\$30,004	\$30,643	\$30,099	\$155	\$155	\$0	\$91,056
Depreciation for Collection Equipment	\$81,070	\$78,953	\$67,232	\$399	\$399	\$3,596	\$231,649
Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)							
General and Administrative	\$99,131	\$101,984	\$87,753	\$515	\$515	\$4,003	\$293,901
Operations	\$21,783	\$22,824	\$17,472	\$115	\$115	\$987	\$63,297
Vehicle Maintenance	\$37,881	\$39,692	\$30,383	\$200	\$200	\$1,717	\$110,073
Container Maintenance	\$14,032	\$14,453	\$11,540	\$73	\$73	\$578	<u>\$40,750</u>
Total Allocated Indirect Costs excluding Depreciation and Interest	\$172,827	\$178,953	\$147,148	\$904	\$904	\$7,285	\$508,021
Total Allocated Indirect Depreciation Costs (Form 9)	\$1,799	\$1,890	\$1,483	\$10	\$10	\$83	<u>\$5,274</u>
Annual Implementation Cost Amortization (Form A)	\$2,575	\$2,464	\$1,853	\$40	\$40	\$430	\$7,401
Total Annual Cost of Operations	\$655,673	\$615,955	\$440,588	\$3,138	\$3,138	\$108,755	\$1,827,247
Profit (insert Operating Ratio below)	\$68,828	\$64,658	\$46,250	\$329	\$329	\$11,416	\$191,810
	90.5%						
Total Proposed Costs before Pass-Through Cost Allocation	\$724,500	\$680,613	\$486,837	\$3,467	\$3,467	\$120,172	\$2,019,057
Contractor Pass-Through Costs							
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$11,908	\$11,597	\$9,875	\$59	\$59	\$528	\$34,025
Interest Expense on Implementation Cost	\$379	\$363	\$273	\$6	\$6	\$63	\$1,090
Total Contractor Pass-Through Costs	\$12,287	<u>\$11,960</u>	<u>\$10,148</u>	<u>\$64</u>	<u>\$64</u>	<u>\$592</u>	<u>\$35,115</u>
TOTAL BASE CONTRACTOR'S COMPENSATION	\$736,787	\$692,573	\$496,985	\$3,532	\$3,532	\$120,763	\$2,054,172
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$711,405	\$687,819	\$520,476	\$3,509	\$3,509	\$109,402	\$2,036,120
Change \$	\$25,382	\$4,753	<u>(\$23,491)</u>	\$23	\$23	\$11,361	\$18,053
Change %	3.6%	0.7%	-4.5%	0.7%	0.7%	10.4%	0.9%

see example of how column A (SFD Solid Waste Collection Cost) is arrived at - the cost allocation process.

D. City of Foster City Allocated Costs - MFD & Commercial

	Statistics Used for Cost Allocation							Total
City # of Accounts	512	520	86	18	18	18	1,859	1,172.00
SBWMA # Accounts	10,293	10,249	1,927	203	203	203	26,546	23,078.00
City # of Accounts %	5.0%	5.1%	4.5%	8.9%	8.9%	8.9%	7.0%	5.1%
City Total Route Labor hours year	2,461.76	2,060.41	372.91	258.71	33.75	89.99	1,049.42	5,277.53
SBWMA Total Route Labor hours year	47,667.70	29,761.19	6,322.47	3,846.33	1,527.92	590.76	14,985.48	89,716.37
City Total Route Labor hours year %	5.2%	6.9%	5.9%	6.7%	2.2%	15.2%	7.0%	5.9%
City # of route hours/year	1,816.61	1,912.53	340.66	258.71	33.75	89.99	1,049.42	4,452.25
SBWMA # of route hours/year	31,642.17	28,070.88	5,861.11	3,846.33	1,527.92	590.76	14,985.48	71,539.17
City # of route hours/year %	5.7%	6.8%	5.8%	6.7%	2.2%	15.2%	7.0%	6.2%
City Total Containers in Service	722	1,164	144	44	44	44	1,859	2,162.00
SBWMA Total Containers in Service	17,084.00	19,617.00	2,468.00	345.00	345.00	345.00	26,546.00	40,204.00
City Total Containers in Service %	4.2%	5.9%	5.8%	12.8%	12.8%	12.8%	7.0%	5.4%

MFD & Commercial	Cart and Bin Solid Waste	Cart and Bin Recyclable Materials	Cart and Bin Organic Materials (including Holiday Trees)	Drop Box Solid Waste	Drop Box Recyclable Materials	Drop Box Organic Materials	Two On-Call Collection Events	MFD & Commercial
	E	F	G	H	H	H	J	TOTAL
Annual Cost of Operations								
Direct Labor-Related Costs								
Wages for CBAs	\$232,590	\$123,995	\$36,706	\$24,755	\$1,266	\$1,496	\$8,974	\$429,782
Benefits for CBAs	\$94,985	\$47,567	\$9,894	\$7,079	\$507	\$599	\$3,780	\$164,411
Payroll Taxes	\$19,352	\$10,316	\$3,054	\$2,060	\$105	\$124	\$747	\$35,758
Workers Compensation Insurance	\$20,326	\$10,836	\$3,208	\$2,163	\$111	\$131	\$784	\$37,558
Total Direct Labor Related-Costs	\$367,252	\$192,714	\$52,862	\$36,057	\$1,989	\$2,350	\$14,284	\$667,509
Direct Fuel Costs	\$27,441	\$13,724	\$5,411	\$2,497	\$179	\$211	\$1,085	\$50,549
Other Direct Costs	\$29,226	\$17,097	\$5,080	\$3,668	\$262	\$311	\$1,156	\$56,799
Depreciation - Collection Vehicles	\$45,091	\$27,471	\$12,875	\$3,337	\$548	\$3,779	\$1,378	\$94,480
Depreciation - Containers	\$8,157	\$8,633	\$7,982	\$0	\$0	\$0	\$418	\$25,190
Depreciation for Collection Equipment	\$53,248	\$36,104	\$20,857	\$3,337	\$548	\$3,779	\$1,796	\$119,670
Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)								
General and Administrative	\$36,660	\$39,563	\$41,021	\$31,413	\$6,395	\$2,325	\$1,646	\$159,022
Operations	\$10,433	\$13,100	\$13,172	\$5,875	\$393	\$985	\$406	\$44,364
Vehicle Maintenance	\$18,142	\$22,780	\$22,907	\$10,217	\$683	\$1,713	\$706	\$77,148
Container Maintenance	\$4,498	\$6,681	\$7,744	\$6,524	\$1,328	\$483	\$238	\$27,496
Total Allocated Indirect Costs excluding Depreciation and Interest	\$69,732	\$82,125	\$84,844	\$54,029	\$8,800	\$5,505	\$2,995	\$308,030
Total Allocated Indirect Depreciation Costs (Form 9)	\$900	\$1,101	\$939	\$554	\$36	\$172	\$34	\$3,736
Annual Implementation Cost Amortization (Form A)	\$2,744	\$80	\$36	\$441	\$1	\$7	\$105	\$3,415
Total Annual Cost of Operations	\$550,542	\$342,945	\$170,029	\$100,584	\$11,814	\$12,336	\$21,456	\$1,209,707
Profit (insert Operating Ratio below)	\$57,791.74	\$36,000	\$17,848	\$10,559	\$1,240	\$1,295	\$2,252	\$126,986
	90.5%							
Total Proposed Costs before Pass-Through Cost Allocation	\$608,334	\$378,945	\$187,877	\$111,143	\$13,055	\$13,631	\$23,708	\$1,336,693
Contractor Pass-Through Costs								
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$10,486	\$7,110	\$4,107	\$657	\$108	\$744	\$354	\$25,566
Interest Expense on Implementation Cost	\$618	\$18	\$8	\$99	\$0	\$2	\$24	\$769
Total Contractor Pass-Through Costs	\$11,103	\$7,128	\$4,115	\$756	\$108	\$746	\$377	\$24,334
TOTAL BASE CONTRACTOR'S COMPENSATION	\$619,437	\$386,073	\$191,993	\$111,899	\$13,163	\$14,377	\$24,085	\$1,361,027
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$600,666	\$353,125	\$227,807	\$92,645	\$14,793	\$23,371	\$21,955	\$1,334,361
Change \$	\$18,772	\$32,947	(\$35,814)	\$19,255	(\$1,631)	(\$8,994)	\$2,131	\$26,667
Change %	3.1%	9.3%	-15.7%	20.8%	-11.0%	-38.5%	9.7%	2.0%

D. City of Foster City Allocated Costs - Agency Facilities

Statistics Used for Cost Allocation					Totals
City # of Lifts per year	2,041	533	1,157	6,761	3,731.00
SBWMA # Lifts per year (Accounts for Venues/Events)	250,523	18,031	73,021	94,752	
City # of Lifts per year %	0.8%	3.0%	1.6%	7.1%	
City Total Route Labor hours year	49.87	8.16	48.74	106.77	106.77
SBWMA Total Route Labor hours year	5,092.87	191.30	1,109.73	6,393.90	
City Total Route Labor hours year	1.0%	4.3%	4.4%	1.7%	
City # of route hours/year	46.86	7.59	44.51	106.77	98.96
SBWMA # of route hours/year	3,002.32	182.11	1,056.28	6,393.90	
City # of route hours/year %	1.6%	4.2%	4.2%	1.7%	
City # of Containers	12	6	15	6,775	33.00
SBWMA # of Containers	817	264	537	96,861	
City # of Containers %	1.5%	2.3%	2.8%	7.0%	

Agency Facilities	Solid Waste	Organic Materials	Recyclable Materials	Venues and Events	Agency Facilities
	E	G	I	I	TOTAL
Annual Cost of Operations					
Direct Labor-Related Costs					
Wages for CBAs	\$1,090	\$1,004	\$1,880	\$193	\$4,167
Benefits for CBAs	\$436	\$402	\$753	\$77	\$1,668
Payroll Taxes	\$91	\$84	\$156	\$16	\$347
Workers Compensation Insurance	\$95	\$88	\$164	\$17	\$364
Total Direct Labor Related-Costs	\$1,712	\$1,578	\$2,954	\$303	\$6,547
Direct Fuel Costs					
	\$245	\$139	\$255	\$27	\$666
Other Direct Costs					
Depreciation - Collection Vehicles	\$1,330	\$888	\$1,197	\$119	\$3,533
Depreciation - Containers	\$0	\$0	\$0	\$0	\$0
Depreciation for Collection Equipment	\$1,330	\$888	\$1,197	\$119	\$3,533
Lease	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)					
General and Administrative (using lifts for Agency Costs)	\$949	\$776	\$673	\$797	\$3,195
Operations	\$448	\$270	\$442	\$46	\$1,205
Vehicle Maintenance	\$779	\$469	\$768	\$80	\$2,096
Container Maintenance (using lifts for Agency Costs)	\$137	\$112	\$97	\$115	\$461
Total Allocated Indirect Costs excluding Depreciation and Interest	\$2,313	\$1,627	\$1,980	\$1,038	\$6,958
Total Allocated Indirect Depreciation Costs (Form 9)					
	\$43	\$29	\$39	\$4	\$114
Annual Implementation Cost Amortization (Form A)					
	\$63	\$42	\$56	\$6	\$167
Total Annual Cost of Operations	\$6,064	\$4,504	\$6,853	\$1,536	\$18,956
Profit (insert Operating Ratio below)	\$637	\$473	\$719	\$161	\$1,990
90.5%					
Total Operating Costs before Pass-Through Cost Allocation	\$6,700	\$4,977	\$7,572	\$1,697	\$20,946
Contractor Pass-Through Costs					
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$181	\$121	\$163	\$16	\$480
Interest Expense on Implementation Cost	\$6	\$4	\$5	\$1	\$16
Total Contractor Pass-Through Costs	\$187	\$125	\$168	\$17	\$496
TOTAL BASE CONTRACTOR'S COMPENSATION	\$6,887	\$5,101	\$7,740	\$1,714	\$21,442
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$12,407	\$4,882	\$9,793	\$2,074	\$29,156
Change \$	(\$5,520)	\$219	(\$2,053)	(\$360)	(\$7,714)
Change %	-44.5%	4.5%	-21.0%	-17.4%	-26.5%

SBWMA - COLLECTION COMPENSATION APPLICATION REVIEW

Operating Statistics - Three Year Summary

Rate Year 2018

FOSTER CITY

	2016	2017	2018	Change	%
Number of Accounts					
Residential (SFD)	6,787	6,760	6,761	1	0.0%
Commercial & Multi Family	1,174	1,187	1,172	-15	-1.3%
Total	7,961	7,947	7,933	-14	-0.2%

Total Route Labor Hours					
Residential (SFD)	8,467	9,015	9,191	176	1.9%
Commercial & Multi Family	4,631	4,959	5,278	318	6.4%
Member Agency Facility	166	153	107	-46	-30.3%
Total	13,264	14,128	14,575	447	3.2%

Total Route Hours					
Residential (SFD)	7,623	7,945	8,287	343	4.3%
Commercial & Multi Family	4,046	4,184	4,452	268	6.4%
Member Agency Facility	152	145	99	-46	-31.8%
Total	11,821	12,274	12,839	565	4.6%

Total # of Solid Waste Containers					
Residential (SFD)	6,803	6,774	6,775	1	0.0%
Commercial & Multi Family	759	767	722	-45	-5.9%
Member Agency Facility	12	12	12	0	0.0%
Total	7,574	7,553	7,509	-44	-0.6%

for complete list of containers for all services, see Appendix 1-4

Total Tonnage	2016	2017	2018	Change	%
	<i>actual</i>	<i>estimate</i>	<i>estimate</i>		
Residential - solid waste	3,311	3,311	3,311	0	0.0%
Residential - organics	2,654	2,654	2,654	0	0.0%
Commercial & MFD - solid waste	5,651	5,651	5,651	0	0.0%
Commercial & MFD - green waste	2,250	2,250	2,250	0	0.0%
C&D	-	-	-	0	0.0%
Member Agency Delivered to Shoreway				0	0.0%
Total	13,865	13,865	13,865	0	0.0%

Tonnage data to be provided by the SBWMA. Tonnage amounts are not yet updated

Contractor's Compensation: Next Rate Year vs. Current Year

CONTRACTOR'S COMPENSATION - DETAIL

A. HILLSBOROUGH

	Costs - 2017	Costs - 2018	Change	% Change
Annual Cost of Operations				
Direct Labor-Related Costs				
Wages for CBAs	723,462	766,785	43,323	6.0%
Benefits for CBAs	292,655	310,593	17,939	6.1%
Payroll Taxes	60,192	63,797	3,605	6.0%
Workers Compensation Insurance	63,536	67,008	3,472	5.5%
Total Direct Labor Related-Costs	1,139,844	1,208,183	68,339	6.0%
Direct Fuel Costs	99,168	98,504	(665)	-0.7%
Other Direct Costs	100,097	101,082	985	1.0%
Depreciation				
- Collection Vehicles	194,288	192,925	(1,363)	-0.7%
- Containers	59,190	59,612	422	0.7%
Total Depreciation	253,478	252,537	(941)	-0.4%
Allocated Indirect Costs excluding Depreciation				
General and Administrative	170,253	175,137	4,884	2.9%
Operations	87,497	88,231	734	0.8%
Vehicle Maintenance	152,090	153,434	1,344	0.9%
Container Maintenance	26,046	26,730	685	2.6%
Total Allocated Indirect Costs excluding Depreciation	435,885	443,533	7,647	1.8%
Total Allocated Indirect Depreciation Costs	7,429	7,336	(92)	-1.2%
Annual Implementation Cost Amortization	9,881	9,851	(30)	-0.3%
Total Annual Cost of Operations	2,045,784	2,121,026	75,243	3.7%
Profit	214,751	222,649	7,898	3.7%
Operating Ratio	90.5%	90.5%		
Total Operating Costs	2,260,535	2,343,676	83,141	3.7%
Contractor Pass-Through Costs				
Interest Expense	50,721	37,300	(13,422)	-26.5%
Interest Expense on Implementation Cost	1,981	1,455	(526)	-26.5%
Contract Changes to Specific Agencies	(416,528)	(438,781)	(22,253)	
Total Contractor Pass-Through Costs	(363,825)	(400,026)	(36,201)	9.9%
BASE CONTRACTOR'S COMPENSATION	1,896,710	1,943,650	46,941	2.5%
Other Adjustments				
Incentive / Disincentives	(237)	1,632	1,869	
Total Other Adjustments	(237)	1,632	1,869	
TOTAL CONTRACTOR'S COMPENSATION	1,896,473	1,945,283	48,810	2.6%

CONTRACTOR'S BASE COMPENSATION BY SERVICE SECTOR

Hillsborough

BASE COLLECTION COSTS	Single-Family Costs				Multi-Family and Commercial Costs				Member Agency Facility Costs				TOTAL			
	2017	2018	Change	% Change	2017	2018	Change	% Change	2017	2018	Change	% Change	2017	2018	Change	% Change
Annual Cost of Operations																
Direct Labor-Related Costs																
Wages for CBAs	\$705,915	\$751,355	\$45,440	6.4%	\$15,537	\$14,051	(\$1,486)	-9.6%	\$2,009	\$1,379	(\$630)	-31.4%	\$723,462	\$766,785	\$43,323	6.0%
Benefits for CBAs	\$286,410	\$304,909	\$18,499	6.5%	\$5,440	\$5,132	(\$308)	-5.7%	\$805	\$552	(\$252)	-31.4%	\$292,655	\$310,593	\$17,939	6.1%
Payroll Taxes	\$58,732	\$62,513	\$3,781	6.4%	\$1,293	\$1,169	(\$124)	-9.6%	\$167	\$115	(\$52)	-31.4%	\$60,192	\$63,797	\$3,605	6.0%
Workers Compensation Insurance	\$61,995	\$65,660	\$3,665	5.9%	\$1,365	\$1,228	(\$137)	-10.0%	\$176	\$121	(\$56)	-31.7%	\$63,536	\$67,008	\$3,472	5.5%
Total Direct Labor-Related-Costs	\$1,113,052	\$1,184,436	\$71,384	6.4%	\$23,635	\$21,580	(\$2,054)	-8.7%	\$3,158	\$2,167	(\$991)	-31.4%	\$1,139,844	\$1,208,183	\$68,339	6.0%
Direct Fuel Costs	\$96,706	\$96,500	(\$206)	-0.2%	\$2,185	\$1,807	(\$377)	-17.3%	\$277	\$196	(\$81)	-29.2%	\$99,168	\$98,504	(\$665)	-0.7%
Other Direct Costs	\$97,520	\$98,916	\$1,397	1.4%	\$2,180	\$1,879	(\$300)	-13.8%	\$398	\$286	(\$112)	-28.1%	\$100,097	\$101,082	\$985	1.0%
Depreciation																
- Collection Vehicles	\$188,526	\$188,443	(\$84)	0.0%	\$4,225	\$3,383	(\$842)	-19.9%	\$1,537	\$1,100	(\$437)	-28.4%	\$194,288	\$192,925	(\$1,363)	-0.7%
- Containers	\$58,132	\$58,629	\$498	0.9%	\$1,058	\$982	(\$76)	-7.2%	\$0	\$0	\$0		\$59,190	\$59,612	\$422	0.7%
Total Depreciation	\$246,658	\$247,072	\$414	0.2%	\$5,283	\$4,365	(\$918)	-17.4%	\$1,537	\$1,100	(\$437)	-28.4%	\$253,478	\$252,537	(\$941)	-0.4%
Allocated Indirect Costs																
General and Administrative	\$163,570	\$168,593	\$5,023	3.1%	\$4,875	\$4,690	(\$185)	-3.8%	\$1,808	\$1,855	\$47	2.6%	\$170,253	\$175,137	\$4,884	2.9%
Operations	\$84,051	\$85,639	\$1,588	1.9%	\$2,948	\$2,230	(\$718)	-24.3%	\$498	\$362	(\$136)	-27.3%	\$87,497	\$88,231	\$734	0.8%
Vehicle Maintenance	\$146,100	\$148,926	\$2,826	1.9%	\$5,124	\$3,878	(\$1,246)	-24.3%	\$866	\$630	(\$236)	-27.2%	\$152,090	\$153,434	\$1,344	0.9%
Container Maintenance	\$24,923	\$25,664	\$742	3.0%	\$863	\$798	(\$64)	-7.5%	\$261	\$268	\$7	2.8%	\$26,046	\$26,730	\$685	2.6%
Total Allocated Indirect Costs	\$418,644	\$428,821	\$10,178	2.4%	\$13,809	\$11,597	(\$2,213)	-16.0%	\$3,433	\$3,115	(\$318)	-9.3%	\$435,885	\$443,533	\$7,647	1.8%
Total Allocated Indirect Depreciation Costs	\$7,158	\$7,135	(\$23)	-0.3%	\$221	\$166	(\$55)	-24.9%	\$49	\$35	(\$14)	-28.4%	\$7,429	\$7,336	(\$92)	-1.2%
Annual Implementation Cost Amortization	\$9,699	\$9,706	\$7	0.1%	\$110	\$93	(\$17)	-15.1%	\$72	\$52	(\$21)	-28.4%	\$9,881	\$9,851	(\$30)	-0.3%
Total Annual Cost of Operations	\$1,989,437	\$2,072,587	\$83,150	4.2%	\$47,423	\$41,488	(\$5,935)	-12.5%	\$8,924	\$6,951	(\$1,973)	-22.1%	\$2,045,784	\$2,121,026	\$75,243	3.7%
Profit	\$208,836	\$217,564	\$8,728	4.2%	\$4,978	\$4,355	(\$623)	-12.5%	\$937	\$730	(\$207)	-22.1%	\$214,751	\$222,649	\$7,898	3.7%
Operating Ratio	90.50%	90.5%			90.50%	90.5%			90.50%	90.5%						
Total Operating Cost	\$2,198,272	\$2,290,151	\$91,879	4.2%	\$52,401	\$45,844	(\$6,558)	-12.5%	\$9,861	\$7,681	(\$2,180)	-22.1%	\$2,260,535	\$2,343,676	\$83,141	3.7%
Contractor Pass-Through Costs																
Interest Expense	\$49,031	\$36,291	(\$12,740)	-26.0%	\$1,408	\$860	(\$548)	-39.0%	\$283	\$150	(\$133)	-47.1%	\$50,721	\$37,300	(\$13,422)	-26.5%
Interest Expense on Implementation Cost	\$1,938	\$1,429	(\$509)	-26.3%	\$34	\$21	(\$13)	-37.4%	\$9	\$5	(\$4)	-47.3%	\$1,981	\$1,455	(\$526)	-26.5%
Contract Changes to Specific Agencies	\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0	
Total Contractor Pass-Through Costs	\$50,969	\$37,720	(\$13,249)	-26.0%	\$1,442	\$881	(\$561)	-38.9%	\$292	\$154	(\$138)	-47.1%	\$52,703	\$38,755	(\$13,948)	-26.5%
BASE CONTRACTOR'S COMPENSATION	\$2,249,242	\$2,327,871	\$78,630	3.5%	\$53,843	\$46,724	(\$7,119)	-13.2%	\$10,153	\$7,835	(\$2,318)	-22.8%	\$2,313,237	\$2,382,431	\$69,193	3.0%
Cost Allocation % of SBWMA Total	6.9%	7.1%	\$54,273	0.2%	0.2%	0.2%	\$ (7,741)	0.0%	1.0%	0.8%	(\$2,407)	-0.2%	4.09%	4.16%	\$44,125	0.08%

D. Town of Hillsborough Allocated Costs - SFD

	Statistics Used for Cost Allocation						Total
City # of accounts	3,694	3,687	3,649	3,687	3,687	806	3,694.00
SBWMA # of accounts	94,752	94,607	91,051	94,607	94,607	26,546	94,752.00
City # of accounts %	3.9%	3.9%	4.0%	3.9%	3.9%	3.0%	3.9%
City Total Route Labor hours year	3,867.03	4,561.72	2,712.16	22.81	22.81	455.00	11,641.53
SBWMA Total Route Labor hours year	46,589.54	46,213.45	40,198.72	231.07	231.07	14,985.48	148,449.32
City Total Route Labor hours year %	8.3%	9.9%	6.7%	9.9%	9.9%	3.0%	7.8%
City # of route hours/year	3,453.26	3,949.44	2,447.74	19.75	19.75	455.00	10,344.93
SBWMA # of route hours/year	42,599.78	41,301.50	36,312.04	206.51	206.51	14,985.48	135,611.82
City Total Route Labor hours year %	8.1%	9.6%	6.7%	9.6%	9.6%	3.0%	7.6%
City Total Containers in Service	3,718	3,836	4,669	3,836	3,836	806	20,701.00
SBWMA Total Containers in Service	96,861	96,710	100,521	96,710	96,710	26,546	514,058.00
City Total Containers in Service %	3.8%	4.0%	4.6%	4.0%	4.0%	3.0%	4.0%

SFD	Solid Waste	Recyclable Materials	Organic Materials (including Holiday Trees)	Weekly Battery and Cell Phone	Weekly Used Motor Oil and Oil Filters	Two On-Call Collection Events	SFD TOTAL
	A	B	C	D	D	J	TOTAL
Annual Cost of Operations							
Direct Labor-Related Costs							
Wages for CBAs	\$285,267	\$276,564	\$162,592	\$1,397	\$1,397	\$24,138	\$751,355
Benefits for CBAs	\$112,875	\$114,206	\$65,556	\$577	\$577	\$11,119	\$304,909
Payroll Taxes	\$23,734	\$23,010	\$13,528	\$116	\$116	\$2,008	\$62,513
Workers Compensation Insurance	\$24,930	\$24,168	\$14,208	\$122	\$122	\$2,109	\$65,660
Total Direct Labor Related-Costs	\$446,805	\$437,948	\$255,885	\$2,212	\$2,212	\$39,374	\$1,184,436
Direct Fuel Costs	\$32,706	\$39,029	\$23,102	\$197	\$197	\$1,269	\$96,500
Other Direct Costs	\$33,332	\$39,776	\$23,837	\$201	\$201	\$1,570	\$98,916
Depreciation - Collection Vehicles	\$65,096	\$71,324	\$49,743	\$360	\$360	\$1,559	\$188,443
Depreciation - Containers	\$16,466	\$17,355	\$24,633	\$88	\$88	\$0	\$58,629
Depreciation for Collection Equipment	\$81,562	\$88,679	\$74,377	\$448	\$448	\$1,559	\$247,072
Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)							
General and Administrative	\$54,162	\$55,698	\$56,435	\$281	\$281	\$1,736	\$168,593
Operations	\$27,768	\$33,697	\$23,405	\$170	\$170	\$428	\$85,639
Vehicle Maintenance	\$48,289	\$58,600	\$40,701	\$296	\$296	\$744	\$148,926
Container Maintenance	\$7,700	\$8,186	\$9,445	\$41	\$41	\$251	\$25,664
Total Allocated Indirect Costs excluding Depreciation and Interest	\$137,919	\$156,180	\$129,986	\$789	\$789	\$3,159	\$428,821
Total Allocated Indirect Depreciation Costs (Form 9)	\$2,294	\$2,790	\$1,987	\$14	\$14	\$36	\$7,135
Annual Implementation Cost Amortization (Form A)	\$3,283	\$3,638	\$2,482	\$59	\$59	\$186	\$9,706
Total Annual Cost of Operations	\$737,901	\$768,040	\$511,654	\$3,919	\$3,919	\$47,153	\$2,072,587
Profit (insert Operating Ratio below) 90.5%	\$77,459	\$80,623	\$53,710	\$411	\$411	\$4,950	\$217,564
Total Proposed Costs before Pass-Through Cost Allocation	\$815,360	\$848,663	\$565,364	\$4,331	\$4,331	\$52,103	\$2,290,151
Contractor Pass-Through Costs							
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$11,980	\$13,025	\$10,925	\$66	\$66	\$229	\$36,291
Interest Expense on Implementation Cost	\$483	\$536	\$365	\$9	\$9	\$27	\$1,429
Total Contractor Pass-Through Costs	\$12,463	\$13,561	\$11,290	\$74	\$74	\$256	\$37,720
TOTAL BASE CONTRACTOR'S COMPENSATION	\$827,824	\$862,224	\$576,654	\$4,405	\$4,405	\$52,360	\$2,327,871
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$766,746	\$832,686	\$595,828	\$4,259	\$4,259	\$45,464	\$2,249,242
Change \$	\$61,077	\$29,539	(\$19,174)	\$146	\$146	\$6,896	\$78,630
Change %	8.0%	3.5%	-3.2%	3.4%	3.4%	15.2%	3.5%

see example of how column A (SFD Solid Waste Collection Cost) is arrived at - the cost allocation process.

D. Town of Hillsborough Allocated Costs - MFD & Commercial

	Statistics Used for Cost Allocation							Total
City # of Accounts	6	9	6	0	0	0	806	21.00
SBWMA # Accounts	10,293.00	10,249.00	1,927.00	203.00	203.00	203.00	26,546.00	23,078.00
City # of Accounts %	0.1%	0.1%	0.3%	0.0%	0.0%	0.0%	3.0%	0.1%
City Total Route Labor hours year	39.66	34.13	44.29	-	-	-	455.00	118.08
SBWMA Total Route Labor hours year	47,667.70	29,761.19	6,322.47	3,846.33	1,527.92	590.76	14,985.48	89,716.37
City Total Route Labor hours year %	0.1%	0.1%	0.7%	0.0%	0.0%	0.0%	3.0%	0.1%
City # of route hours/year	27.80	31.77	43.37	-	-	-	455.00	102.94
SBWMA # of route hours/year	31,642.17	28,070.88	5,861.11	3,846.33	1,527.92	590.76	14,985.48	71,539.17
City # of route hours/year %	0.1%	0.1%	0.7%	0.0%	0.0%	0.0%	3.0%	0.1%
City Total Containers in Service	9	27	9	0	0	0	806	45.00
SBWMA Total Containers in Service	17,084.00	19,617.00	2,468.00	345.00	345.00	345.00	26,546.00	40,204.00
City Total Containers in Service %	0.1%	0.1%	0.4%	0.0%	0.0%	0.0%	3.0%	0.1%

MFD & Commercial	Cart and Bin Solid Waste	Cart and Bin Recyclable Materials	Cart and Bin Organic Materials (including Holiday Trees)	Drop Box Solid Waste	Drop Box Recyclable Materials	Drop Box Organic Materials	Two On-Call Collection Events	MFD & Commercial TOTAL
	E	F	G	H	H	H	J	
Annual Cost of Operations								
Direct Labor-Related Costs								
Wages for CBAs	\$3,747	\$2,054	\$4,360	\$0	\$0	\$0	\$3,891	\$14,051
Benefits for CBAs	\$1,530	\$788	\$1,175	\$0	\$0	\$0	\$1,639	\$5,132
Payroll Taxes	\$312	\$171	\$363	\$0	\$0	\$0	\$324	\$1,169
Workers Compensation Insurance	\$327	\$179	\$381	\$0	\$0	\$0	\$340	\$1,228
Total Direct Labor Related-Costs	\$5,917	\$3,192	\$6,278	\$0	\$0	\$0	\$6,193	\$21,580
Direct Fuel Costs	\$420	\$228	\$689	\$0	\$0	\$0	\$471	\$1,807
Other Direct Costs	\$447	\$284	\$647	\$0	\$0	\$0	\$501	\$1,879
Depreciation - Collection Vehicles	\$690	\$456	\$1,639	\$0	\$0	\$0	\$598	\$3,383
Depreciation - Containers	\$102	\$200	\$499	\$0	\$0	\$0	\$181	\$982
Depreciation for Collection Equipment	\$792	\$657	\$2,138	\$0	\$0	\$0	\$779	\$4,365
Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)								
General and Administrative	\$430	\$685	\$2,862	\$0	\$0	\$0	\$714	\$4,690
Operations	\$160	\$218	\$1,677	\$0	\$0	\$0	\$176	\$2,230
Vehicle Maintenance	\$278	\$378	\$2,916	\$0	\$0	\$0	\$306	\$3,878
Container Maintenance	\$56	\$155	\$484	\$0	\$0	\$0	\$103	\$798
Total Allocated Indirect Costs excluding Depreciation and Interest	\$923	\$1,436	\$7,939	\$0	\$0	\$0	\$1,299	\$11,597
Total Allocated Indirect Depreciation Costs (Form 9)	\$14	\$18	\$120	\$0	\$0	\$0	\$15	\$166
Annual Implementation Cost Amortization (Form A)	\$42	\$1	\$5	\$0	\$0	\$0	\$46	\$93
Total Annual Cost of Operations	\$8,554	\$5,816	\$17,815	\$0	\$0	\$0	\$9,303	\$41,488
Profit (insert Operating Ratio below)	\$897.96	\$611	\$1,870	\$0	\$0	\$0	\$977	\$4,355
	90.5%							
Total Proposed Costs before Pass-Through Cost Allocation	\$9,452	\$6,427	\$19,685	\$0	\$0	\$0	\$10,279	\$45,844
Contractor Pass-Through Costs								
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$156	\$129	\$421	\$0	\$0	\$0	\$153	\$860
Interest Expense on Implementation Cost	\$9	\$0	\$1	\$0	\$0	\$0	\$10	\$21
Total Contractor Pass-Through Costs	\$165	\$130	\$422	\$0	\$0	\$0	\$164	\$881
TOTAL BASE CONTRACTOR'S COMPENSATION	\$9,618	\$6,556	\$20,108	\$0	\$0	\$0	\$10,443	\$46,724
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$12,356	\$3,547	\$28,817	\$0	\$0	\$0	\$9,123	\$53,843
Change \$	(\$2,738)	\$3,009	(\$8,709)	\$0	\$0	\$0	\$1,320	(\$7,119)
Change %	-22.2%	84.8%	-30.2%	0.0%	0.0%	0.0%	14.5%	-13.2%

D. Town of Hillsborough Allocated Costs - Agency Facilities

Statistics Used for Cost Allocation					Totals
City # of Lifts per year	416	468	936	3,694	1,820.00
SBWMA # Lifts per year (Accounts for Venues/Events)	250,523	18,031	73,021	94,752	
City # of Lifts per year %	0.2%	2.6%	1.3%	3.9%	
City Total Route Labor hours year	2.38	5.69	15.16	23.23	23.23
SBWMA Total Route Labor hours year	5,092.87	191.30	1,109.73	6,393.90	
City Total Route Labor hours year	0.0%	3.0%	1.4%	0.4%	
City # of route hours/year	1.17	5.64	14.17	23.23	20.98
SBWMA # of route hours/year	3,002.32	182.11	1,056.28	6,393.90	
City # of route hours/year %	0.0%	3.1%	1.3%	0.4%	
City # of Containers	5	9	16	3,718	30.00
SBWMA # of Containers	817	264	537	96,861	
City # of Containers %	0.6%	3.4%	3.0%	3.8%	

Agency Facilities	Solid Waste	Organic Materials	Recyclable Materials	Venues and Events	Agency Facilities
	E	G	I	I	TOTAL
Annual Cost of Operations					
Direct Labor-Related Costs					
Wages for CBAs	\$52	\$700	\$585	\$42	\$1,379
Benefits for CBAs	\$21	\$280	\$234	\$17	\$552
Payroll Taxes	\$4	\$58	\$49	\$3	\$115
Workers Compensation Insurance	\$5	\$61	\$51	\$4	\$121
Total Direct Labor Related-Costs	\$82	\$1,100	\$919	\$66	\$2,167
Direct Fuel Costs	\$6	\$103	\$81	\$6	\$196
Other Direct Costs	\$9	\$150	\$118	\$9	\$286
Depreciation - Collection Vehicles	\$33	\$660	\$381	\$26	\$1,100
Depreciation - Containers	\$0	\$0	\$0	\$0	\$0
Depreciation for Collection Equipment	\$33	\$660	\$381	\$26	\$1,100
Lease	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)					
General and Administrative (using lifts for Agency Costs)	\$193	\$681	\$545	\$435	\$1,855
Operations	\$11	\$200	\$141	\$10	\$362
Vehicle Maintenance	\$19	\$349	\$244	\$17	\$630
Container Maintenance (using lifts for Agency Costs)	\$28	\$98	\$79	\$63	\$268
Total Allocated Indirect Costs excluding Depreciation and Interest	\$252	\$1,329	\$1,009	\$526	\$3,115
Total Allocated Indirect Depreciation Costs (Form 9)	\$1	\$21	\$12	\$1	\$35
Annual Implementation Cost Amortization (Form A)	\$2	\$31	\$18	\$1	\$52
Total Annual Cost of Operations	\$385	\$3,394	\$2,538	\$634	\$6,951
Profit (insert Operating Ratio below)	\$40	\$356	\$266	\$67	\$730
	90.5%				
Total Operating Costs before Pass-Through Cost Allocation	\$425	\$3,751	\$2,805	\$700	\$7,681
Contractor Pass-Through Costs					
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$5	\$90	\$52	\$4	\$150
Interest Expense on Implementation Cost	\$0	\$3	\$2	\$0	\$5
Total Contractor Pass-Through Costs	\$5	\$93	\$54	\$4	\$154
TOTAL BASE CONTRACTOR'S COMPENSATION	\$430	\$3,843	\$2,858	\$704	\$7,835
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$415	\$5,015	\$3,946	\$777	\$10,153
Change \$	\$15	(\$1,171)	(\$1,088)	(\$73)	(\$2,318)
Change %	3.5%	-23.4%	-27.6%	-9.4%	-22.8%

SBWMA - COLLECTION COMPENSATION APPLICATION REVIEW

Operating Statistics - Three Year Summary

Rate Year 2018

HILLSBOROUGH

	2016	2017	2018	Change	%
Number of Accounts					
Residential (SFD)	3,664	3,671	3,694	23	0.6%
Commercial & Multi Family	21	21	21	0	0.0%
Total	3,685	3,692	3,715	23	0.6%

Total Route Labor Hours					
Residential (SFD)	10,879	10,961	11,642	681	6.2%
Commercial & Multi Family	166	134	118	-15	-11.6%
Member Agency Facility	20	34	23	-11	-31.4%
Total	11,065	11,128	11,783	655	5.9%

Total Route Hours					
Residential (SFD)	10,116	10,094	10,345	251	2.5%
Commercial & Multi Family	140	121	103	-18	-15.1%
Member Agency Facility	18	29	21	-8	-28.6%
Total	10,275	10,244	10,469	225	2.2%

Total # of Solid Waste Containers					
Residential (SFD)	3,730	3,809	3,718	-91	-2.4%
Commercial & Multi Family	9	9	9	0	0.0%
Member Agency Facility	4	5	5	0	0.0%
Total	3,743	3,823	3,732	-91	-2.4%

for complete list of containers for all services, see Appendix 1-4

	2016	2017	2018	Change	%
	<i>actual</i>	<i>estimate</i>	<i>estimate</i>		
Residential - solid waste	2,329	2,329	2,329	0	0.0%
Residential - organics	4,516	4,516	4,516	0	0.0%
Commercial & MFD - solid waste	3,003	3,003	3,003	0	0.0%
Commercial & MFD - green waste	409	409	409	0	0.0%
C&D				0	0.0%
Member Agency Delivered to Shoreway	-	-	-	0	0.0%
Total	10,257	10,257	10,257	0	0.0%

Tonnage data to be provided by the SBWMA. Tonnage amounts are not yet updated

Contractor's Compensation: Next Rate Year vs. Current Year

CONTRACTOR'S COMPENSATION - DETAIL

A. MENLO PARK

	Costs - 2017	Costs - 2018	Change	% Change
Annual Cost of Operations				
Direct Labor-Related Costs				
Wages for CBAs	1,650,604	1,645,126	(5,478)	-0.3%
Benefits for CBAs	654,482	650,270	(4,211)	-0.6%
Payroll Taxes	137,330	136,874	(456)	-0.3%
Workers Compensation Insurance	144,959	143,765	(1,195)	-0.8%
Total Direct Labor Related-Costs	2,587,375	2,576,036	(11,339)	-0.4%
Direct Fuel Costs	216,105	210,872	(5,233)	-2.4%
Other Direct Costs	229,317	227,243	(2,074)	-0.9%
Depreciation				
- Collection Vehicles	436,745	426,625	(10,120)	-2.3%
- Containers	181,675	181,108	(567)	-0.3%
Total Depreciation	618,420	607,733	(10,687)	-1.7%
Allocated Indirect Costs excluding Depreciation				
General and Administrative	757,727	749,829	(7,898)	-1.0%
Operations	192,275	193,352	1,076	0.6%
Vehicle Maintenance	334,217	336,238	2,020	0.6%
Container Maintenance	114,757	113,384	(1,373)	-1.2%
Total Allocated Indirect Costs excluding Depreciation	1,398,977	1,392,803	(6,174)	-0.4%
Total Allocated Indirect Depreciation Costs	16,399	16,171	(228)	-1.4%
Annual Implementation Cost Amortization	19,083	18,694	(388)	-2.0%
Total Annual Cost of Operations	5,085,676	5,049,552	(36,124)	-0.7%
Profit	533,855	530,063	(3,792)	-0.7%
Operating Ratio	90.5%	90.5%		
Total Operating Costs	5,619,532	5,579,616	(39,916)	-0.7%
Contractor Pass-Through Costs				
Interest Expense	139,463	101,726	(37,737)	-27.1%
Interest Expense on Implementation Cost	4,382	3,203	(1,179)	-26.9%
Contract Changes to Specific Agencies	24,529	24,865	336	1.4%
Total Contractor Pass-Through Costs	168,374	129,795	(38,580)	-22.9%
BASE CONTRACTOR'S COMPENSATION	5,787,906	5,709,410	(78,496)	-1.4%
Other Adjustments				
Incentive / Disincentives	(1,199)	10,679	11,878	
Total Other Adjustments	(1,199)	10,679	11,878	
TOTAL CONTRACTOR'S COMPENSATION	5,786,707	5,720,090	(66,617)	-1.2%

CONTRACTOR'S BASE COMPENSATION BY SERVICE SECTOR

MENLO PARK

BASE COLLECTION COSTS	Single-Family Costs				Multi-Family and Commercial Costs				Member Agency Facility Costs				TOTAL			
	2017	2018	Change	% Change	2017	2018	Change	% Change	2017	2018	Change	% Change	2017	2018	Change	% Change
Annual Cost of Operations																
Direct Labor-Related Costs																
Wages for CBAs	\$831,344	\$812,245	(\$19,099)	-2.3%	\$782,882	\$801,011	\$18,129	2.3%	\$36,378	\$31,870	(\$4,508)	-12.4%	\$1,650,604	\$1,645,126	(\$5,478)	-0.3%
Benefits for CBAs	\$338,568	\$330,720	(\$7,848)	-2.3%	\$301,349	\$306,790	\$5,441	1.8%	\$14,565	\$12,760	(\$1,805)	-12.4%	\$654,482	\$650,270	(\$4,211)	-0.6%
Payroll Taxes	\$69,168	\$67,579	(\$1,589)	-2.3%	\$65,136	\$66,644	\$1,508	2.3%	\$3,027	\$2,652	(\$375)	-12.4%	\$137,330	\$136,874	(\$456)	-0.3%
Workers Compensation Insurance	\$73,010	\$70,981	(\$2,030)	-2.8%	\$68,754	\$69,999	\$1,245	1.8%	\$3,195	\$2,785	(\$410)	-12.8%	\$144,959	\$143,765	(\$1,195)	-0.8%
Total Direct Labor Related-Costs	\$1,312,090	\$1,281,524	(\$30,566)	-2.3%	\$1,218,121	\$1,244,444	\$26,324	2.2%	\$57,165	\$50,067	(\$7,098)	-12.4%	\$2,587,375	\$2,576,036	(\$11,339)	-0.4%
Direct Fuel Costs	\$110,300	\$104,450	(\$5,850)	-5.3%	\$99,735	\$100,956	\$1,221	1.2%	\$6,070	\$5,466	(\$604)	-10.0%	\$216,105	\$210,872	(\$5,233)	-2.4%
Other Direct Costs	\$111,656	\$107,453	(\$4,202)	-3.8%	\$108,944	\$111,812	\$2,868	2.6%	\$8,718	\$7,978	(\$740)	-8.5%	\$229,317	\$227,243	(\$2,074)	-0.9%
Depreciation																
Collection Vehicles	\$215,855	\$204,735	(\$11,120)	-5.2%	\$189,428	\$193,223	\$3,795	2.0%	\$31,461	\$28,667	(\$2,794)	-8.9%	\$436,745	\$426,625	(\$10,120)	-2.3%
Containers	\$120,100	\$119,073	(\$1,026)	-0.9%	\$61,575	\$62,035	\$459	0.7%	\$0	\$0	\$0		\$181,675	\$181,108	(\$567)	-0.3%
Total Depreciation	\$335,955	\$323,808	(\$12,147)	-3.6%	\$251,004	\$255,258	\$4,254	1.7%	\$31,461	\$28,667	(\$2,794)	-8.9%	\$618,420	\$607,733	(\$10,687)	-1.7%
Allocated Indirect Costs																
General and Administrative	\$351,140	\$354,554	\$3,414	1.0%	\$364,484	\$350,456	(\$14,028)	-3.8%	\$42,103	\$44,819	\$2,716	6.5%	\$757,727	\$749,829	(\$7,898)	-1.0%
Operations	\$95,688	\$92,782	(\$2,906)	-3.0%	\$85,939	\$90,713	\$4,774	5.6%	\$10,649	\$9,857	(\$792)	-7.4%	\$192,275	\$193,352	\$1,076	0.6%
Vehicle Maintenance	\$166,327	\$161,347	(\$4,980)	-3.0%	\$149,381	\$157,750	\$8,369	5.6%	\$18,509	\$17,141	(\$1,369)	-7.4%	\$334,217	\$336,238	\$2,020	0.6%
Container Maintenance	\$51,844	\$52,476	\$631	1.2%	\$56,847	\$54,437	(\$2,410)	-4.2%	\$6,066	\$6,472	\$406	6.7%	\$114,757	\$113,384	(\$1,373)	-1.2%
Total Allocated Indirect Costs	\$665,000	\$661,159	(\$3,841)	-0.6%	\$656,650	\$653,355	(\$3,295)	-0.5%	\$77,327	\$78,289	\$962	1.2%	\$1,398,977	\$1,392,803	(\$6,174)	-0.4%
Total Allocated Indirect Depreciation Costs	\$8,160	\$7,742	(\$418)	-5.1%	\$7,227	\$7,506	\$280	3.9%	\$1,013	\$923	(\$90)	-8.9%	\$16,399	\$16,171	(\$228)	-1.4%
Annual Implementation Cost Amortization	\$11,218	\$10,643	(\$575)	-5.1%	\$6,382	\$6,701	\$318	5.0%	\$1,483	\$1,351	(\$132)	-8.9%	\$19,083	\$18,694	(\$388)	-2.0%
Total Annual Cost of Operations	\$2,554,377	\$2,496,780	(\$57,598)	-2.3%	\$2,348,062	\$2,380,033	\$31,970	1.4%	\$183,236	\$172,740	(\$10,496)	-5.7%	\$5,085,676	\$5,049,552	(\$36,124)	-0.7%
Profit	\$268,139	\$262,093	(\$6,046)	-2.3%	\$246,482	\$249,838	\$3,356	1.4%	\$19,235	\$18,133	(\$1,102)	-5.7%	\$533,855	\$530,063	(\$3,792)	-0.7%
Operating Ratio	90.50%	90.5%			90.50%	90.5%			90.50%	90.5%						
Total Operating Cost	\$2,822,517	\$2,758,872	(\$63,644)	-2.3%	\$2,594,544	\$2,629,870	\$35,327	1.4%	\$202,471	\$190,873	(\$11,598)	-5.7%	\$5,619,532	\$5,579,616	(\$39,916)	-0.7%
Contractor Pass-Through Costs																
Interest Expense	\$66,781	\$47,562	(\$19,219)	-28.8%	\$66,893	\$50,266	(\$16,627)	-24.9%	\$5,790	\$3,898	(\$1,892)	-32.7%	\$139,463	\$101,726	(\$37,737)	-27.1%
Interest Expense on Implementation Cost	\$2,242	\$1,567	(\$675)	-30.1%	\$1,949	\$1,508	(\$441)	-22.6%	\$191	\$128	(\$63)	-32.9%	\$4,382	\$3,203	(\$1,179)	-26.9%
Contract Changes to Specific Agencies	\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0	
Total Contractor Pass-Through Costs	\$69,023	\$49,129	(\$19,894)	-28.8%	\$68,842	\$51,774	(\$17,068)	-24.8%	\$5,980	\$4,026	(\$1,954)	-32.7%	\$143,845	\$104,929	(\$38,916)	-27.1%
BASE CONTRACTOR'S COMPENSATION	\$2,891,540	\$2,808,002	(\$83,538)	-2.9%	\$2,663,386	\$2,681,645	\$18,259	0.7%	\$208,451	\$194,899	(\$13,552)	-6.5%	\$5,763,377	\$5,684,545	(\$78,832)	-1.4%
Cost Allocation % of SBWMA Total	8.9%	8.6%	(\$114,851)	-0.4%	11.5%	11.4%	\$ (12,526)	-0.1%	21.3%	19.8%	(\$15,386)	-1.6%	10.19%	9.94%	(\$142,762)	-0.25%

City of Menlo Park Allocated Costs - SFD

	Statistics Used for Cost Allocation						Total
City # of accounts	7,837	7,821	7,529	7,821	7,821	1,794	7,837
SBWMA # of accounts	94,752	94,607	91,051	94,607	94,607	26,546	94,752
City # of accounts %	8.3%	8.3%	8.3%	8.3%	8.3%	6.8%	8.3%
City Total Route Labor hours year	4,033.21	3,979.51	3,624.56	19.90	19.90	1,012.73	12,690
SBWMA Total Route Labor hours year	46,589.54	46,213.45	40,198.72	231.07	231.07	14,985.48	148,449
City Total Route Labor hours year %	8.7%	8.6%	9.0%	8.6%	8.6%	6.8%	8.5%
City # of route hours/year	3,620.57	3,682.14	3,240.13	18.41	18.41	1,012.73	11,592
SBWMA # of route hours/year	42,599.78	41,301.50	36,312.04	206.51	206.51	14,985.48	135,612
City Total Route Labor hours year %	8.5%	8.9%	8.9%	8.9%	8.9%	6.8%	8.5%
City Total Containers in Service	8,064	8,070	8,810	8,070	8,070	1,794	42,878
SBWMA Total Containers in Service	96,861	96,710	100,521	96,710	96,710	26,546	514,058
City Total Containers in Service %	8.3%	8.3%	8.8%	8.3%	8.3%	6.8%	8.3%

SFD	Solid Waste	Recyclable Materials	Organic Materials (including Holiday Trees)	Weekly Battery and Cell Phone	Weekly Used Motor Oil and Oil Filters	Two On-Call Collection Events	SFD TOTAL
	A	B	C	D	D	J	
Annual Cost of Operations							
Direct Labor-Related Costs							
Wages for CBAs	\$297,526	\$241,266	\$217,290	\$1,219	\$1,219	\$53,725	\$812,245
Benefits for CBAs	\$117,725	\$99,630	\$87,610	\$503	\$503	\$24,749	\$330,720
Payroll Taxes	\$24,754	\$20,073	\$18,079	\$101	\$101	\$4,470	\$67,579
Workers Compensation Insurance	\$26,001	\$21,084	\$18,988	\$106	\$106	\$4,695	\$70,981
Total Direct Labor Related-Costs	\$466,006	\$382,053	\$341,967	\$1,930	\$1,930	\$87,639	\$1,281,524
Direct Fuel Costs	\$34,291	\$36,388	\$30,580	\$184	\$184	\$2,824	\$104,450
Other Direct Costs	\$34,947	\$37,084	\$31,553	\$187	\$187	\$3,495	\$107,453
Depreciation - Collection Vehicles	\$68,250	\$66,496	\$65,847	\$336	\$336	\$3,471	\$204,735
Depreciation - Containers	\$35,713	\$36,511	\$46,481	\$184	\$184	\$0	\$119,073
Depreciation for Collection Equipment	\$103,963	\$103,007	\$112,328	\$520	\$520	\$3,471	\$323,808
Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)							
General and Administrative	\$114,907	\$118,148	\$116,442	\$597	\$597	\$3,863	\$354,554
Operations	\$29,113	\$31,417	\$30,982	\$159	\$159	\$953	\$92,782
Vehicle Maintenance	\$50,628	\$54,633	\$53,877	\$276	\$276	\$1,657	\$161,347
Container Maintenance	\$16,701	\$17,221	\$17,821	\$87	\$87	\$558	\$52,476
Total Allocated Indirect Costs excluding Depreciation and Interest	\$211,350	\$221,419	\$219,123	\$1,118	\$1,118	\$7,030	\$661,159
Total Allocated Indirect Depreciation Costs (Form 9)	\$2,405	\$2,601	\$2,630	\$13	\$13	\$80	\$7,742
Annual Implementation Cost Amortization (Form A)	\$3,442	\$3,392	\$3,285	\$55	\$55	\$415	\$10,643
Total Annual Cost of Operations	\$856,404	\$785,944	\$741,465	\$4,007	\$4,007	\$104,953	\$2,496,780
Profit (insert Operating Ratio below)	\$89,899	\$82,502	\$77,833	\$421	\$421	\$11,017	\$262,093
	90.5%						
Total Proposed Costs before Pass-Through Cost Allocation	\$946,302	\$868,446	\$819,299	\$4,427	\$4,427	\$115,970	\$2,758,872
Contractor Pass-Through Costs							
Interest Expense	\$15,270	\$15,130	\$16,499	\$76	\$76	\$510	\$47,562
Interest Expense on Implementation Cost	\$507	\$499	\$484	\$8	\$8	\$61	\$1,567
Total Contractor Pass-Through Costs	\$15,777	\$15,629	\$16,983	\$84	\$84	\$571	\$49,129
TOTAL BASE CONTRACTOR'S COMPENSATION	\$962,080	\$884,075	\$836,282	\$4,512	\$4,512	\$116,541	\$2,808,002
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$987,134	\$906,588	\$867,791	\$4,629	\$4,629	\$120,768	\$2,891,540
Change \$	(\$25,055)	(\$22,513)	(\$31,509)	(\$117)	(\$117)	(\$4,227)	(\$83,538)
Change %	-2.5%	-2.5%	-3.6%	-2.5%	-2.5%	-3.5%	-2.9%

see example of how column A (SFD Solid Waste Collection Cost) is arrived at - the cost allocation process.

City of Menlo Park Allocated Costs - MFD & Commercial

	Statistics Used For Cost Allocation							Total			
	City # of Accounts	SBWMA # Accounts	City # of Accounts %	City Total Route Labor hours year	SBWMA Total Route Labor hours year	City Total Route Labor hours year %	City # of route hours/year		SBWMA # of route hours/year	City # of route hours/year %	City Total Containers in Service
City # of Accounts	1,120	1,113	339	10	10	10	1,794	2,602			
SBWMA # Accounts	10,293	10,249	1,927	203	203	203	26,546	23,078			
City # of Accounts %	10.9%	10.9%	17.6%	4.9%	4.9%	4.9%	6.8%	11.3%			
City Total Route Labor hours year	4,982.87	3,010.46	950.00	236.92	571.40	167.24	1,012.73	9,919			
SBWMA Total Route Labor hours year	47,667.70	29,761.19	6,322.47	3,846.33	1,527.92	590.76	14,985.48	89,716			
City Total Route Labor hours year %	10.5%	10.1%	15.0%	6.2%	37.4%	28.3%	6.8%	11.1%			
City # of route hours/year	3,934.55	2,898.18	879.64	236.92	571.40	167.24	1,012.73	8,688			
SBWMA # of route hours/year	31,642.17	28,070.88	5,861.11	3,846.33	1,527.92	590.76	14,985.48	71,539			
City # of route hours/year %	12.4%	10.3%	15.0%	6.2%	37.4%	28.3%	6.8%	12.1%			
City Total Containers in Service	2,003	2,142	417	37	37	37	1,794	4,673			
SBWMA Total Containers in Service	17,084	19,617	2,468	345	345	345	26,546	40,204			
City Total Containers in Service %	11.7%	10.9%	16.9%	10.7%	10.7%	10.7%	6.8%	11.6%			

MFD & Commercial	Cart and Bin Solid Waste	Cart and Bin Recyclable Materials	Cart and Bin Organic Materials (including Holiday Trees)	Drop Box Solid Waste	Drop Box Recyclable Materials	Drop Box Organic Materials	Two On-Call Collection Events	MFD & Commercial TOTAL
	E	F	G	H	H	H	J	
Annual Cost of Operations								
Direct Labor-Related Costs								
Wages for CBAs	\$470,788	\$181,169	\$93,510	\$22,670	\$21,434	\$2,780	\$8,660	\$801,011
Benefits for CBAs	\$192,259	\$69,500	\$25,206	\$6,483	\$8,582	\$1,113	\$3,648	\$306,790
Payroll Taxes	\$39,170	\$15,073	\$7,780	\$1,886	\$1,783	\$231	\$721	\$66,644
Workers Compensation Insurance	\$41,141	\$15,832	\$8,172	\$1,981	\$1,873	\$243	\$757	\$69,999
Total Direct Labor Related-Costs	\$743,358	\$281,574	\$134,668	\$33,020	\$33,672	\$4,368	\$13,785	\$1,244,444
Direct Fuel Costs	\$59,433	\$20,797	\$13,972	\$2,287	\$3,027	\$393	\$1,047	\$100,956
Other Direct Costs	\$63,299	\$25,908	\$13,117	\$3,359	\$4,436	\$578	\$1,116	\$111,812
Depreciation - Collection Vehicles	\$97,662	\$41,629	\$33,246	\$3,056	\$9,278	\$7,023	\$1,330	\$193,223
Depreciation - Containers	\$22,630	\$15,887	\$23,114	\$0	\$0	\$0	\$403	\$62,035
Depreciation for Collection Equipment	\$120,291	\$57,516	\$56,361	\$3,056	\$9,278	\$7,023	\$1,733	\$255,258
Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)								
General and Administrative	\$80,193	\$84,681	\$161,698	\$17,451	\$3,553	\$1,292	\$1,588	\$350,456
Operations	\$22,596	\$19,851	\$34,013	\$5,380	\$6,651	\$1,830	\$392	\$90,713
Vehicle Maintenance	\$39,294	\$34,521	\$59,149	\$9,357	\$11,566	\$3,183	\$681	\$157,750
Container Maintenance	\$12,477	\$12,295	\$22,426	\$5,486	\$1,117	\$406	\$229	\$54,437
Total Allocated Indirect Costs excluding Depreciation and Interest	\$154,560	\$151,347	\$277,286	\$37,675	\$22,886	\$6,711	\$2,890	\$653,355
Total Allocated Indirect Depreciation Costs (Form 9)	\$1,949	\$1,668	\$2,425	\$508	\$604	\$320	\$33	\$7,506
Annual Implementation Cost Amortization (Form A)	\$5,943	\$122	\$92	\$404	\$25	\$13	\$101	\$6,701
Total Annual Cost of Operations	\$1,148,833	\$538,931	\$497,921	\$80,309	\$73,927	\$19,406	\$20,706	\$2,380,033
Profit (insert Operating Ratio below)	\$120,595.77	\$56,573	\$52,268	\$8,430	\$7,760	\$2,037	\$2,174	\$249,838
	90.5%							
Total Proposed Costs before Pass-Through Cost Allocation	\$1,269,429	\$595,504	\$550,189	\$88,739	\$81,688	\$21,443	\$22,879	\$2,629,870
Contractor Pass-Through Costs								
Interest Expense	\$23,688	\$11,326	\$11,099	\$602	\$1,827	\$1,383	\$341	\$50,266
Interest Expense on Implementation Cost	\$1,338	\$27	\$21	\$91	\$6	\$3	\$23	\$1,508
Total Contractor Pass-Through Costs	\$25,026	\$11,353	\$11,120	\$693	\$1,833	\$1,386	\$364	\$51,774
TOTAL BASE CONTRACTOR'S COMPENSATION	\$1,294,455	\$606,858	\$561,308	\$89,432	\$83,520	\$22,829	\$23,243	\$2,681,645
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$1,267,878	\$643,506	\$526,784	\$92,311	\$89,774	\$18,896	\$24,235	\$2,663,386
Change \$	\$26,577	(\$36,649)	\$34,524	(\$2,880)	(\$6,254)	\$3,932	(\$992)	\$18,259
Change %	2.1%	-5.7%	6.6%	-3.1%	-7.0%	20.8%	-4.1%	0.7%

City of Menlo Park Allocated Costs - Agency Facilities

	Statistics Used For Cost Allocation				Totals
City # of Lifts per year	63,843	1,495	20,696	7,837	86,034.00
SBWMA # Lifts per year (Accounts for Venues/Events)	250,523	18,031	73,021	94,752	
City # of Lifts per year %	25.5%	8.3%	28.3%	8.3%	
City Total Route Labor hours year	811.62	20.03	251.77	1,083.42	1,083.42
SBWMA Total Route Labor hours year	5,092.87	191.30	1,109.73	6,393.90	
City Total Route Labor hours year	15.9%	10.5%	22.7%	16.9%	
City # of route hours/year	655.34	19.31	245.64	1,083.42	920.29
SBWMA # of route hours/year	3,002.32	182.11	1,056.28	6,393.90	
City # of route hours/year %	21.8%	10.6%	23.3%	16.9%	
City # of Containers	279	20	117	8,064	416.00
SBWMA # of Containers	817	264	537	96,861	
City # of Containers (Lifts for example) %	34.1%	7.6%	21.8%	8.3%	

Agency Facilities	Solid Waste	Organic Materials	Recyclable Materials	Venues and Events	Agency Facilities
	E	G	I	I	TOTAL
Annual Cost of Operations					
Direct Labor-Related Costs					
Wages for CBAs	\$17,734	\$2,465	\$9,713	\$1,958	\$31,870
Benefits for CBAs	\$7,100	\$987	\$3,889	\$784	\$12,760
Payroll Taxes	\$1,475	\$205	\$808	\$163	\$2,652
Workers Compensation Insurance	\$1,550	\$215	\$849	\$171	\$2,785
Total Direct Labor Related-Costs	\$27,859	\$3,873	\$15,259	\$3,076	\$50,067
Direct Fuel Costs	\$3,430	\$353	\$1,406	\$277	\$5,466
Other Direct Costs	\$5,007	\$515	\$2,052	\$404	\$7,978
Depreciation - Collection Vehicles	\$18,599	\$2,259	\$6,605	\$1,203	\$28,667
Depreciation - Containers	\$0	\$0	\$0	\$0	\$0
Depreciation for Collection Equipment	\$18,599	\$2,259	\$6,605	\$1,203	\$28,667
Lease	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)					
General and Administrative (using lifts for Agency Costs)	\$29,672	\$2,177	\$12,046	\$924	\$44,819
Operations	\$6,267	\$686	\$2,437	\$467	\$9,857
Vehicle Maintenance	\$10,898	\$1,194	\$4,238	\$811	\$17,141
Container Maintenance (using lifts for Agency Costs)	\$4,285	\$314	\$1,740	\$133	\$6,472
Total Allocated Indirect Costs excluding Depreciation and Interest	\$51,122	\$4,371	\$20,461	\$2,335	\$78,289
Total Allocated Indirect Depreciation Costs (Form 9)	\$599	\$73	\$213	\$39	\$923
Annual Implementation Cost Amortization (Form A)	\$877	\$106	\$311	\$57	\$1,351
Total Annual Cost of Operations	\$107,493	\$11,549	\$46,308	\$7,389	\$172,740
Profit (insert Operating Ratio below)	\$11,284	\$1,212	\$4,861	\$776	\$18,133
	90.5%				
Total Operating Costs before Pass-Through Cost Allocation	\$118,777	\$12,762	\$51,169	\$8,165	\$190,873
Contractor Pass-Through Costs					
Interest Expense	\$2,529	\$307	\$898	\$164	\$3,898
Interest Expense on Implementation Cost	\$83	\$10	\$29	\$5	\$128
Total Contractor Pass-Through Costs	\$2,612	\$317	\$928	\$169	\$4,026
TOTAL BASE CONTRACTOR'S COMPENSATION	\$121,389	\$13,079	\$52,097	\$8,334	\$194,899
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$123,823	\$11,860	\$63,439	\$9,330	\$208,451
Change \$	(\$2,434)	\$1,219	(\$11,342)	(\$995)	(\$13,552)
Change %	-2.0%	10.3%	-17.9%	-10.7%	-6.5%

SBWMA - COLLECTION COMPENSATION APPLICATION REVIEW

Operating Statistics - Three Year Summary

Rate Year 2018

MENLO PARK

	2016	2017	2018	Change	%
Number of Accounts					
Residential (SFD)	7,874	7,890	7,837	-53	-0.7%
Commercial & Multi Family	2,573	2,608	2,602	-6	-0.2%
Total	10,447	10,498	10,439	-59	-0.6%
Total Route Labor Hours					
Residential (SFD)	12,080	12,950	12,690	-260	-2.0%
Commercial & Multi Family	10,375	9,552	9,919	367	3.8%
Member Agency Facility	1,051	1,155	1,083	-72	-6.2%
Total	23,506	23,658	23,692	34	0.1%
Total Route Hours					
Residential (SFD)	11,151	11,919	11,592	-327	-2.7%
Commercial & Multi Family	8,807	8,191	8,688	497	6.1%
Member Agency Facility	848	897	920	23	2.6%
Total	20,806	21,007	21,201	193	0.9%
Total # of Solid Waste Containers					
Residential (SFD)	8,106	8,119	8,064	-55	-0.7%
Commercial & Multi Family	1,991	2,011	2,003	-8	-0.4%
Member Agency Facility	268	266	279	13	4.9%
Total	10,365	10,396	10,346	-50	-0.5%
<i>for complete list of containers for all services, see Appendix 1-4</i>					
Total Tonnage					
	2016	2017	2018	Change	%
	<i>actual</i>	<i>estimate</i>	<i>estimate</i>		
Residential - solid waste	4,489	4,489	4,489	0	0.0%
Residential - organics	7,876	7,876	7,876	0	0.0%
Commercial & MFD - solid waste	11,588	11,588	11,588	0	0.0%
Commercial & MFD - green waste	6,043	6,043	6,043	0	0.0%
C&D				0	0.0%
Member Agency Delivered to Shoreway	-	-	-	0	0.0%
Total	29,997	29,997	29,997	0	0.0%

Tonnage data to be provided by the SBWMA. Tonnage amounts are not yet updated

Contractor's Compensation: Next Rate Year vs. Current Year

CONTRACTOR'S COMPENSATION - DETAIL

A. REDWOOD CITY

	Costs - 2017	Costs - 2018	Change	% Change
Annual Cost of Operations				
Direct Labor-Related Costs				
Wages for CBAs	2,941,239	3,015,005	73,766	2.5%
Benefits for CBAs	1,173,349	1,202,108	28,758	2.5%
Payroll Taxes	244,711	250,848	6,137	2.5%
Workers Compensation Insurance	258,305	263,476	5,171	2.0%
Total Direct Labor Related-Costs	4,617,605	4,731,437	113,832	2.5%
Direct Fuel Costs	359,861	365,097	5,236	1.5%
Other Direct Costs	379,923	392,222	12,299	3.2%
Depreciation				
- Collection Vehicles	696,311	712,627	16,316	2.3%
- Containers	335,090	340,250	5,160	1.5%
Total Depreciation	1,031,401	1,052,877	21,476	2.1%
Allocated Indirect Costs excluding Depreciation				
General and Administrative	1,357,211	1,386,473	29,262	2.2%
Operations	301,964	314,377	12,412	4.1%
Vehicle Maintenance	524,882	546,700	21,818	4.2%
Container Maintenance	186,529	195,650	9,121	4.9%
Total Allocated Indirect Costs excluding Depreciation	2,370,585	2,443,200	72,615	3.1%
Total Allocated Indirect Depreciation Costs	25,882	26,399	517	2.0%
Annual Implementation Cost Amortization	33,028	33,549	521	1.6%
Total Annual Cost of Operations	8,818,285	9,044,781	226,496	2.6%
Profit	925,676	949,452	23,776	2.6%
Operating Ratio	90.5%	90.5%		
Total Operating Costs	9,743,961	9,994,233	250,272	2.6%
Contractor Pass-Through Costs				
Interest Expense	229,463	173,167	(56,296)	-24.5%
Interest Expense on Implementation Cost	7,739	5,764	(1,975)	-25.5%
Total Contractor Pass-Through Costs	237,202	178,931	(58,270)	-24.6%
BASE CONTRACTOR'S COMPENSATION	9,981,163	10,173,164	192,001	1.9%
Other Adjustments				
Incentive / Disincentives	(3,003)	24,110	27,113	
Total Other Adjustments	(3,003)	24,110	27,113	
TOTAL CONTRACTOR'S COMPENSATION	9,978,160	10,197,274	219,114	2.2%

CONTRACTOR'S BASE COMPENSATION BY SERVICE SECTOR

Redwood City

BASE COLLECTION COSTS	Single-Family Costs				Multi-Family and Commercial Costs				Member Agency Facility Costs				TOTAL			
	2017	2018	Change	% Change	2017	2018	Change	% Change	2017	2018	Change	% Change	2017	2018	Change	% Change
Annual Cost of Operations																
Direct Labor-Related Costs																
Wages for CBAs	\$1,537,395	\$1,543,889	\$6,494	0.4%	\$1,368,614	\$1,426,694	\$58,080	4.2%	\$35,230	\$44,422	\$9,192	26.1%	\$2,941,239	\$3,015,005	\$73,766	2.5%
Benefits for CBAs	\$628,657	\$630,988	\$2,330	0.4%	\$530,586	\$553,334	\$22,748	4.3%	\$14,106	\$17,786	\$3,680	26.1%	\$1,173,349	\$1,202,108	\$28,758	2.5%
Payroll Taxes	\$127,911	\$128,452	\$540	0.4%	\$113,869	\$118,701	\$4,832	4.2%	\$2,931	\$3,696	\$765	26.1%	\$244,711	\$250,848	\$6,137	2.5%
Workers Compensation Insurance	\$135,017	\$134,918	(\$99)	-0.1%	\$120,194	\$124,676	\$4,482	3.7%	\$3,094	\$3,882	\$788	25.5%	\$258,305	\$263,476	\$5,171	2.0%
Total Direct Labor Related-Costs	\$2,428,981	\$2,438,246	\$9,265	0.4%	\$2,133,263	\$2,223,405	\$90,142	4.2%	\$55,361	\$69,786	\$14,425	26.1%	\$4,617,605	\$4,731,437	\$113,832	2.5%
Direct Fuel Costs	\$196,821	\$199,074	\$2,253	1.1%	\$157,814	\$159,733	\$1,918	1.2%	\$5,225	\$6,290	\$1,065	20.4%	\$359,861	\$365,097	\$5,236	1.5%
Other Direct Costs	\$199,682	\$205,215	\$5,533	2.8%	\$172,736	\$177,825	\$5,089	2.9%	\$7,505	\$9,182	\$1,677	22.3%	\$379,923	\$392,222	\$12,299	3.2%
Depreciation																
- Collection Vehicles	\$382,051	\$387,872	\$5,821	1.5%	\$286,717	\$291,656	\$4,939	1.7%	\$27,543	\$33,099	\$5,556	20.2%	\$696,311	\$712,627	\$16,316	2.3%
- Containers	\$254,898	\$254,635	(\$263)	-0.1%	\$80,192	\$85,615	\$5,423	6.8%	\$0	\$0	\$0		\$335,090	\$340,250	\$5,160	1.5%
Total Depreciation	\$636,950	\$642,507	\$5,558	0.9%	\$366,909	\$377,271	\$10,362	2.8%	\$27,543	\$33,099	\$5,556	20.2%	\$1,031,401	\$1,052,877	\$21,476	2.1%
Allocated Indirect Costs																
General and Administrative	\$772,888	\$786,819	\$13,932	1.8%	\$541,841	\$555,496	\$13,655	2.5%	\$42,482	\$44,158	\$1,676	3.9%	\$1,357,211	\$1,386,473	\$29,262	2.2%
Operations	\$168,622	\$175,073	\$6,451	3.8%	\$124,117	\$127,945	\$3,828	3.1%	\$9,226	\$11,359	\$2,133	23.1%	\$301,964	\$314,377	\$12,412	4.1%
Vehicle Maintenance	\$293,102	\$304,451	\$11,349	3.9%	\$215,743	\$222,495	\$6,752	3.1%	\$16,036	\$19,753	\$3,717	23.2%	\$524,882	\$546,700	\$21,818	4.2%
Container Maintenance	\$110,918	\$113,151	\$2,233	2.0%	\$69,490	\$76,123	\$6,633	9.5%	\$6,120	\$6,376	\$256	4.2%	\$186,529	\$195,650	\$9,121	4.9%
Total Allocated Indirect Costs	\$1,345,529	\$1,379,494	\$33,965	2.5%	\$951,191	\$982,059	\$30,867	3.2%	\$73,864	\$81,647	\$7,783	10.5%	\$2,370,585	\$2,443,200	\$72,615	3.1%
Total Allocated Indirect Depreciation Costs	\$14,368	\$14,602	\$233	1.6%	\$10,627	\$10,732	\$105	1.0%	\$887	\$1,065	\$179	20.2%	\$25,882	\$26,399	\$517	2.0%
Annual Implementation Cost Amortization	\$20,076	\$20,354	\$278	1.4%	\$11,654	\$11,635	(\$18)	-0.2%	\$1,298	\$1,560	\$262	20.2%	\$33,028	\$33,549	\$521	1.6%
Total Annual Cost of Operations	\$4,842,408	\$4,899,492	\$57,085	1.2%	\$3,804,194	\$3,942,660	\$138,465	3.6%	\$171,683	\$202,629	\$30,946	18.0%	\$8,818,285	\$9,044,781	\$226,496	2.6%
Profit	\$508,319	\$514,311	\$5,992	1.2%	\$399,335	\$413,870	\$14,535	3.6%	\$18,022	\$21,270	\$3,248	18.0%	\$925,676	\$949,452	\$23,776	2.6%
Operating Ratio	90.50%	90.5%			90.50%	90.5%			90.50%	90.5%						
Total Operating Cost	\$5,350,727	\$5,413,804	\$63,077	1.2%	\$4,203,530	\$4,356,530	\$153,000	3.6%	\$189,705	\$223,899	\$34,194	18.0%	\$9,743,961	\$9,994,233	\$250,272	2.6%
Contractor Pass-Through Costs																
Interest Expense	\$126,613	\$94,373	(\$32,240)	-25.5%	\$97,782	\$74,293	(\$23,488)	-24.0%	\$5,068	\$4,501	(\$568)	-11.2%	\$229,463	\$173,167	(\$56,296)	-24.5%
Interest Expense on Implementation Cost	\$4,012	\$2,998	(\$1,015)	-25.3%	\$3,559	\$2,619	(\$941)	-26.4%	\$167	\$148	(\$19)	-11.4%	\$7,739	\$5,764	(\$1,975)	-25.5%
Contract Changes to Specific Agencies	\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0	
Total Contractor Pass-Through Costs	\$130,625	\$97,371	(\$33,255)	-25.5%	\$101,341	\$76,912	(\$24,429)	-24.1%	\$5,235	\$4,648	(\$587)	-11.2%	\$237,202	\$178,931	(\$58,270)	-24.6%
BASE CONTRACTOR'S COMPENSATION	\$5,481,352	\$5,511,174	\$29,823	0.5%	\$4,304,871	\$4,433,442	\$128,571	3.0%	\$194,940	\$228,548	\$33,607	17.2%	\$9,981,163	\$10,173,164	\$192,001	1.9%
Cost Allocation % of SBWMA Total	16.9%	16.8%	(\$29,535)	-0.1%	18.6%	18.9%	\$ 78,814	0.3%	20.0%	23.2%	\$31,892	3.2%	17.64%	17.78%	\$81,172	0.14%

D. City of Redwood City Allocated Costs - SFD

	Statistics Used for Cost Allocation						Total
City # of accounts	17,429	17,406	16,512	17,406	17,406	4,784	17,429
SBWMA # of accounts	94,752	94,607	91,051	94,607	94,607	26,546	94,752
City # of accounts %	18.4%	18.4%	18.1%	18.4%	18.4%	18.0%	18.4%
City Total Route Labor hours year	7,689.81	7,588.17	6,149.44	37.94	37.94	2,700.62	24,204
SBWMA Total Route Labor hours year	46,589.54	46,213.45	40,198.72	231.07	231.07	14,985.48	148,449
City Total Route Labor hours year %	16.5%	16.4%	15.3%	16.4%	16.4%	18.0%	16.3%
City # of route hours/year	7,076.85	7,042.04	5,745.29	35.21	35.21	2,700.62	22,635
SBWMA # of route hours/year	42,599.78	41,301.50	36,312.04	206.51	206.51	14,985.48	135,612
City Total Route Labor hours year %	16.6%	17.1%	15.8%	17.1%	17.1%	18.0%	16.7%
City Total Containers in Service	18,173	17,981	17,434	17,981	17,981	4,784	94,334
SBWMA Total Containers in Service	96,861	96,710	100,521	96,710	96,710	26,546	514,058
City Total Containers in Service %	18.8%	18.6%	17.3%	18.6%	18.6%	18.0%	18.4%

SFD	Solid Waste	Recyclable Materials	Organic Materials (including Holiday Trees)	Weekly Battery and Cell Phone	Weekly Used Motor Oil and Oil Filters	Two On-Call Collection Events	SFD TOTAL
	A	B	C	D	D	J	
Annual Cost of Operations							
Direct Labor-Related Costs							
Wages for CBAs	\$567,270	\$460,049	\$368,655	\$2,323	\$2,323	\$143,267	\$1,543,889
Benefits for CBAs	\$224,457	\$189,975	\$148,639	\$959	\$959	\$65,997	\$630,988
Payroll Taxes	\$47,197	\$38,276	\$30,672	\$193	\$193	\$11,920	\$128,452
Workers Compensation Insurance	\$49,574	\$40,202	\$32,216	\$203	\$203	\$12,520	\$134,918
Total Direct Labor Related-Costs	\$888,498	\$728,502	\$580,182	\$3,679	\$3,679	\$233,704	\$2,438,246
Direct Fuel Costs	\$67,026	\$69,591	\$54,224	\$351	\$351	\$7,530	\$199,074
Other Direct Costs	\$68,308	\$70,922	\$55,949	\$358	\$358	\$9,320	\$205,215
Depreciation - Collection Vehicles	\$133,403	\$127,174	\$116,757	\$642	\$642	\$9,255	\$387,872
Depreciation - Containers	\$80,482	\$81,351	\$91,981	\$411	\$411	\$0	\$254,635
Depreciation for Collection Equipment	\$213,885	\$208,524	\$208,738	\$1,053	\$1,053	\$9,255	\$642,507
Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)							
General and Administrative	\$255,546	\$262,943	\$255,371	\$1,328	\$1,328	\$10,302	\$786,819
Operations	\$56,906	\$60,084	\$54,936	\$303	\$303	\$2,540	\$175,073
Vehicle Maintenance	\$98,959	\$104,486	\$95,533	\$528	\$528	\$4,418	\$304,451
Container Maintenance	\$37,638	\$38,370	\$35,267	\$194	\$194	\$1,488	\$113,151
Total Allocated Indirect Costs excluding Depreciation and Interest	\$449,050	\$465,884	\$441,107	\$2,353	\$2,353	\$18,748	\$1,379,494
Total Allocated Indirect Depreciation Costs (Form 9)	\$4,700	\$4,975	\$4,664	\$25	\$25	\$213	\$14,602
Annual Implementation Cost Amortization (Form A)	\$6,728	\$6,486	\$5,825	\$105	\$105	\$1,106	\$20,354
Total Annual Cost of Operations	\$1,698,195	\$1,554,885	\$1,350,688	\$7,925	\$7,925	\$279,875	\$4,899,492
Profit (insert Operating Ratio below)	\$178,264	\$163,220	\$141,785	\$832	\$832	\$29,379	\$514,311
90.5%							
Total Proposed Costs before Pass-Through Cost Allocation	\$1,876,458	\$1,718,105	\$1,492,473	\$8,756	\$8,756	\$309,255	\$5,413,804
Contractor Pass-Through Costs							
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$31,416	\$30,629	\$30,660	\$155	\$155	\$1,359	\$94,373
Interest Expense on Implementation Cost	\$991	\$955	\$858	\$15	\$15	\$163	\$2,998
Total Contractor Pass-Through Costs	\$32,407	\$31,584	\$31,518	\$170	\$170	\$1,522	\$97,371
TOTAL BASE CONTRACTOR'S COMPENSATION	\$1,908,865	\$1,749,689	\$1,523,991	\$8,926	\$8,926	\$310,777	\$5,511,174
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$1,891,989	\$1,780,328	\$1,478,290	\$9,084	\$9,084	\$312,577	\$5,481,352
Change \$	\$16,876	(\$30,639)	\$45,701	(\$157)	(\$157)	(\$1,800)	\$29,823
Change %	0.9%	-1.7%	3.1%	-1.7%	-1.7%	-0.6%	0.5%

see example of how column A (SFD Solid Waste Collection Cost) is arrived at - the cost allocation process.

D. City of Redwood City Allocated Costs - MFD & Commercial

	Statistics Used for Cost Allocation							Total
City # of Accounts	1,982	1,909	334	47	47	47	4,784	4,366
SBWMA # Accounts	10,293	10,249	1,927	203	203	203	26,546	23,078
City # of Accounts %	19.3%	18.6%	17.3%	23.2%	23.2%	23.2%	18.0%	18.9%
City Total Route Labor hours year	9,685.63	5,198.74	1,021.80	665.32	221.77	184.81	2,700.62	16,978
SBWMA Total Route Labor hours year	47,667.70	29,761.19	6,322.47	3,846.33	1,527.92	590.76	14,985.48	89,716
City Total Route Labor hours year %	20.3%	17.5%	16.2%	17.3%	14.5%	31.3%	18.0%	18.9%
City # of route hours/year	6,556.08	4,885.45	932.92	665.32	221.77	184.81	2,700.62	13,446
SBWMA # of route hours/year	31,642.17	28,070.88	5,861.11	3,846.33	1,527.92	590.76	14,985.48	71,539
City # of route hours/year %	20.7%	17.4%	15.9%	17.3%	14.5%	31.3%	18.0%	18.8%
City Total Containers in Service	3,272	3,335	412	73	73	73	4,784	7,238
SBWMA Total Containers in Service	17,084	19,617	2,468	345	345	345	26,546	40,204
City Total Containers in Service %	19.2%	17.0%	16.7%	21.2%	21.2%	21.2%	18.0%	18.0%

MFD & Commercial	Cart and Bin Solid Waste	Cart and Bin Recyclable Materials	Cart and Bin Organic Materials (including Holiday Trees)	Drop Box Solid Waste	Drop Box Recyclable Materials	Drop Box Organic Materials	Two On-Call Collection Events	MFD & Commercial
	E	F	G	H	H	H	J	TOTAL
Annual Cost of Operations								
Direct Labor-Related Costs								
Wages for CBAs	\$915,111	\$312,859	\$100,577	\$63,662	\$8,319	\$3,072	\$23,093	\$1,426,694
Benefits for CBAs	\$373,711	\$120,019	\$27,111	\$18,206	\$3,331	\$1,230	\$9,728	\$553,334
Payroll Taxes	\$76,137	\$26,030	\$8,368	\$5,297	\$692	\$256	\$1,921	\$118,701
Workers Compensation Insurance	\$79,970	\$27,340	\$8,790	\$5,563	\$727	\$268	\$2,018	\$124,676
Total Direct Labor Related-Costs	\$1,444,929	\$486,248	\$144,846	\$92,728	\$13,068	\$4,826	\$36,760	\$2,223,405
Direct Fuel Costs	\$99,033	\$35,058	\$14,818	\$6,422	\$1,175	\$434	\$2,793	\$159,733
Other Direct Costs	\$105,474	\$43,672	\$13,911	\$9,432	\$1,722	\$639	\$2,975	\$177,825
Depreciation - Collection Vehicles	\$162,733	\$70,173	\$35,260	\$8,582	\$3,601	\$7,761	\$3,546	\$291,656
Depreciation - Containers	\$36,966	\$24,736	\$22,837	\$0	\$0	\$0	\$1,076	\$85,615
Depreciation for Collection Equipment	\$199,699	\$94,909	\$58,097	\$8,582	\$3,601	\$7,761	\$4,622	\$377,271
Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)								
General and Administrative	\$141,913	\$145,243	\$159,313	\$82,022	\$16,699	\$6,071	\$4,236	\$555,496
Operations	\$37,651	\$33,462	\$36,074	\$15,109	\$2,581	\$2,023	\$1,044	\$127,945
Vehicle Maintenance	\$65,475	\$58,191	\$62,732	\$26,275	\$4,489	\$3,517	\$1,816	\$222,495
Container Maintenance	\$20,382	\$19,143	\$22,157	\$10,824	\$2,204	\$801	\$612	\$76,123
Total Allocated Indirect Costs excluding Depreciation and Interest	\$265,421	\$256,039	\$280,275	\$134,231	\$25,973	\$12,412	\$7,708	\$982,059
Total Allocated Indirect Depreciation Costs (Form 9)	\$3,247	\$2,812	\$2,572	\$1,425	\$235	\$354	\$87	\$10,732
Annual Implementation Cost Amortization (Form A)	\$9,903	\$206	\$98	\$1,135	\$10	\$15	\$270	\$11,635
Total Annual Cost of Operations	\$2,127,705	\$918,943	\$514,618	\$253,955	\$45,783	\$26,440	\$55,215	\$3,942,660
Profit (insert Operating Ratio below)	\$223,350.27	\$96,464	\$54,021	\$26,658	\$4,806	\$2,775	\$5,796	\$413,870
90.5%								
Total Proposed Costs before Pass-Through Cost Allocation	\$2,351,056	\$1,015,407	\$568,638	\$280,614	\$50,589	\$29,216	\$61,011	\$4,356,530
Contractor Pass-Through Costs								
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$39,325	\$18,690	\$11,441	\$1,690	\$709	\$1,528	\$910	\$74,293
Interest Expense on Implementation Cost	\$2,229	\$46	\$22	\$255	\$2	\$3	\$61	\$2,619
Total Contractor Pass-Through Costs	\$41,554	\$18,736	\$11,463	\$1,945	\$711	\$1,531	\$971	\$76,912
TOTAL BASE CONTRACTOR'S COMPENSATION	\$2,392,609	\$1,034,143	\$580,101	\$282,559	\$51,300	\$30,747	\$61,983	\$4,433,442
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$2,339,433	\$967,822	\$555,047	\$283,867	\$68,122	\$27,852	\$62,727	\$4,304,871
Change \$	\$53,176	\$66,321	\$25,054	(\$1,308)	(\$16,822)	\$2,895	(\$744)	\$128,571
Change %	2.3%	6.9%	4.5%	-0.5%	-24.7%	10.4%	-1.2%	3.0%

D. City of Redwood City Allocated Costs - Agency Facilities

Statistics Used for Cost Allocation					Totals
City # of Lifts per year	72,696	1,040	11,687	17,429	85,423.00
SBWMA # Lifts per year (Accounts for Venues/Events)	250,523	18,031	73,021	94,752	
City # of Lifts per year %	29.0%	5.8%	16.0%	18.4%	
City Total Route Labor hours year	1,515.13	10.36	180.37	1,705.86	1,705.86
SBWMA Total Route Labor hours year	5,092.87	191.30	1,109.73	6,393.90	
City Total Route Labor hours year	29.8%	5.4%	16.3%	26.7%	
City # of route hours/year	894.05	9.94	173.56	1,705.86	1,077.55
SBWMA # of route hours/year	3,002.32	182.11	1,056.28	6,393.90	
City # of route hours/year %	29.8%	5.5%	16.4%	26.7%	
City # of Containers	259	14	39	18,173	312.00
SBWMA # of Containers	817	264	537	96,861	
City # of Containers %	31.7%	5.3%	7.3%	18.8%	

Agency Facilities	Solid Waste	Organic Materials	Recyclable Materials	Venues and Events	Agency Facilities
	E	G	I	I	TOTAL
Annual Cost of Operations					
Direct Labor-Related Costs					
Wages for CBAs	\$33,106	\$1,275	\$6,959	\$3,083	\$44,422
Benefits for CBAs	\$13,255	\$510	\$2,786	\$1,234	\$17,786
Payroll Taxes	\$2,754	\$106	\$579	\$256	\$3,696
Workers Compensation Insurance	\$2,893	\$111	\$608	\$269	\$3,882
Total Direct Labor Related-Costs	\$52,008	\$2,003	\$10,932	\$4,843	\$69,786
Direct Fuel Costs	\$4,680	\$182	\$993	\$435	\$6,290
Other Direct Costs	\$6,831	\$265	\$1,450	\$636	\$9,182
Depreciation - Collection Vehicles	\$25,374	\$1,163	\$4,667	\$1,895	\$33,099
Depreciation - Containers	\$0	\$0	\$0	\$0	\$0
Depreciation for Collection Equipment	\$25,374	\$1,163	\$4,667	\$1,895	\$33,099
Lease	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)					
General and Administrative (using lifts for Agency Costs)	\$33,787	\$1,514	\$6,803	\$2,054	\$44,158
Operations	\$8,549	\$353	\$1,722	\$735	\$11,359
Vehicle Maintenance	\$14,867	\$614	\$2,995	\$1,277	\$19,753
Container Maintenance (using lifts for Agency Costs)	\$4,879	\$219	\$982	\$297	\$6,376
Total Allocated Indirect Costs excluding Depreciation and Interest	\$62,083	\$2,701	\$12,501	\$4,362	\$81,647
Total Allocated Indirect Depreciation Costs (Form 9)	\$817	\$37	\$150	\$61	\$1,065
Annual Implementation Cost Amortization (Form A)	\$1,196	\$55	\$220	\$89	\$1,560
Total Annual Cost of Operations	\$152,989	\$6,405	\$30,914	\$12,321	\$202,629
Profit (insert Operating Ratio below)	\$16,060	\$672	\$3,245	\$1,293	\$21,270
90.5%					
Total Operating Costs before Pass-Through Cost Allocation	\$169,048	\$7,078	\$34,159	\$13,615	\$223,899
Contractor Pass-Through Costs					
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$3,450	\$158	\$635	\$258	\$4,501
Interest Expense on Implementation Cost	\$113	\$5	\$21	\$8	\$148
Total Contractor Pass-Through Costs	\$3,564	\$163	\$655	\$266	\$4,648
TOTAL BASE CONTRACTOR'S COMPENSATION	\$172,612	\$7,241	\$34,815	\$13,881	\$228,548
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$150,544	\$6,701	\$26,093	\$11,603	\$194,940
Change \$	\$22,068	\$540	\$8,722	\$2,278	\$33,607
Change %	14.7%	8.1%	33.4%	19.6%	17.2%

SBWMA - COLLECTION COMPENSATION APPLICATION REVIEW

Operating Statistics - Three Year Summary

Rate Year 2018

REDWOOD CITY

	2016	2017	2018	Change	%
Number of Accounts					
Residential (SFD)	17,406	17,405	17,429	24	0.1%
Commercial & Multi Family	4,278	4,336	4,366	30	0.7%
Total	21,684	21,741	21,795	54	0.2%

Total Route Labor Hours					
Residential (SFD)	24,210	23,936	24,204	268	1.1%
Commercial & Multi Family	15,585	16,252	16,978	726	4.5%
Member Agency Facility	1,207	1,280	1,706	426	33.3%
Total	41,002	41,467	42,888	1,421	3.4%

Total Route Hours					
Residential (SFD)	22,563	21,772	22,635	864	4.0%
Commercial & Multi Family	12,336	12,642	13,446	804	6.4%
Member Agency Facility	733	780	1,078	298	38.2%
Total	35,631	35,194	37,159	1,966	5.6%

Total # of Solid Waste Containers					
Residential (SFD)	18,158	18,158	18,173	15	0.1%
Commercial & Multi Family	3,290	3,298	3,272	-26	-0.8%
Member Agency Facility	269	270	259	-11	-4.1%
Total	21,717	21,726	21,704	-22	-0.1%

for complete list of containers for all services, see Appendix 1-4

Total Tonnage	2016	2017	2018	Change	%
	<i>actual</i>	<i>estimate</i>	<i>estimate</i>		
Residential - solid waste	10,252	10,252	10,252	0	0.0%
Residential - organics	12,291	12,291	12,291	0	0.0%
Commercial & MFD - solid waste	24,197	24,197	24,197	0	0.0%
Commercial & MFD - green waste	4,677	4,677	4,677	0	0.0%
C&D					
Member Agency Delivered to Shoreway				0	0.0%
Total	51,417	51,417	51,417	0	0.0%

Tonnage data to be provided by the SBWMA. Tonnage amounts are not yet updated

Contractor's Compensation: Next Rate Year vs. Current Year

CONTRACTOR'S COMPENSATION - DETAIL

A. SAN CARLOS

	Costs - 2017	Costs - 2018	Change	% Change
Annual Cost of Operations				
Direct Labor-Related Costs				
Wages for CBAs	1,444,583	1,510,124	65,542	4.5%
Benefits for CBAs	573,498	596,769	23,271	4.1%
Payroll Taxes	120,189	125,642	5,453	4.5%
Workers Compensation Insurance	126,866	131,968	5,101	4.0%
Total Direct Labor Related-Costs	2,265,136	2,364,504	99,367	4.4%
Direct Fuel Costs	185,197	186,078	881	0.5%
Other Direct Costs	195,007	197,694	2,687	1.4%
Depreciation				
- Collection Vehicles	365,299	368,120	2,821	0.8%
- Containers	169,003	168,203	(800)	-0.5%
Total Depreciation	534,302	536,322	2,021	0.4%
Allocated Indirect Costs excluding Depreciation				
General and Administrative	690,854	708,189	17,335	2.5%
Operations	162,454	173,526	11,072	6.8%
Vehicle Maintenance	282,381	301,761	19,380	6.9%
Container Maintenance	95,334	96,683	1,349	1.4%
Total Allocated Indirect Costs excluding Depreciation	1,231,023	1,280,159	49,136	4.0%
Total Allocated Indirect Depreciation Costs	13,763	14,239	476	3.5%
Annual Implementation Cost Amortization	16,147	16,292	145	0.9%
Total Annual Cost of Operations	4,440,575	4,595,287	154,713	3.5%
Profit	466,138	482,378	16,241	3.5%
Operating Ratio	90.5%	90.5%		
Total Operating Costs	4,906,712	5,077,666	170,953	3.5%
Contractor Pass-Through Costs				
Interest Expense	118,989	88,010	(30,979)	-26.0%
Interest Expense on Implementation Cost	3,680	2,723	(958)	-26.0%
Contract Changes to Specific Agencies	(5,567)	(5,293)	274	-4.9%
Total Contractor Pass-Through Costs	117,102	85,440	(31,663)	-27.0%
BASE CONTRACTOR'S COMPENSATION	5,023,815	5,163,105	139,290	2.8%
Other Adjustments				
Incentive / Disincentives	(1,212)	8,195	9,407	
Total Other Adjustments	(1,212)	8,195	9,407	
TOTAL CONTRACTOR'S COMPENSATION	5,022,603	5,171,300	148,697	3.0%

CONTRACTOR'S BASE COMPENSATION BY SERVICE SECTOR

San Carlos

BASE COLLECTION COSTS	Single-Family Costs				Multi-Family and Commercial Costs				Member Agency Facility Costs				TOTAL			
	2017	2018	Change	% Change	2017	2018	Change	% Change	2017	2018	Change	% Change	2017	2018	Change	% Change
Annual Cost of Operations																
Direct Labor-Related Costs																
Wages for CBAs	\$768,106	\$821,605	\$53,499	7.0%	\$655,219	\$666,761	\$11,542	1.8%	\$21,258	\$21,759	\$501	2.4%	\$1,444,583	\$1,510,124	\$65,542	4.5%
Benefits for CBAs	\$313,602	\$335,122	\$21,520	6.9%	\$251,385	\$252,936	\$1,551	0.6%	\$8,511	\$8,712	\$201	2.4%	\$573,498	\$596,769	\$23,271	4.1%
Payroll Taxes	\$63,906	\$68,358	\$4,451	7.0%	\$54,514	\$55,475	\$960	1.8%	\$1,769	\$1,810	\$42	2.4%	\$120,189	\$125,642	\$5,453	4.5%
Workers Compensation Insurance	\$67,457	\$71,799	\$4,342	6.4%	\$57,543	\$58,268	\$725	1.3%	\$1,867	\$1,901	\$35	1.9%	\$126,866	\$131,968	\$5,101	4.0%
Total Direct Labor-Related-Costs	\$1,213,071	\$1,296,883	\$83,811	6.9%	\$1,018,661	\$1,033,439	\$14,778	1.5%	\$33,404	\$34,182	\$778	2.3%	\$2,265,136	\$2,364,504	\$99,367	4.4%
Direct Fuel Costs	\$103,728	\$107,104	\$3,377	3.3%	\$78,451	\$76,105	(\$2,345)	-3.0%	\$3,019	\$2,868	(\$150)	-5.0%	\$185,197	\$186,078	\$881	0.5%
Other Direct Costs	\$105,146	\$110,267	\$5,121	4.9%	\$85,525	\$83,240	(\$2,285)	-2.7%	\$4,336	\$4,187	(\$149)	-3.4%	\$195,007	\$197,694	\$2,687	1.4%
Depreciation																
- Collection Vehicles	\$201,974	\$209,141	\$7,167	3.5%	\$147,020	\$143,569	(\$3,451)	-2.3%	\$16,304	\$15,410	(\$894)	-5.5%	\$365,299	\$368,120	\$2,821	0.8%
- Containers	\$123,748	\$123,895	\$147	0.1%	\$45,255	\$44,308	(\$947)	-2.1%	\$0	\$0	\$0		\$169,003	\$168,203	(\$800)	-0.5%
Total Depreciation	\$325,721	\$333,035	\$7,314	2.2%	\$192,276	\$187,877	(\$4,399)	-2.3%	\$16,304	\$15,410	(\$894)	-5.5%	\$534,302	\$536,322	\$2,021	0.4%
Allocated Indirect Costs																
General and Administrative	\$385,841	\$393,355	\$7,513	1.9%	\$285,145	\$296,243	\$11,098	3.9%	\$19,867	\$18,591	(\$1,276)	-6.4%	\$690,854	\$708,189	\$17,335	2.5%
Operations	\$89,369	\$94,548	\$5,179	5.8%	\$67,711	\$73,762	\$6,051	8.9%	\$5,374	\$5,216	(\$158)	-2.9%	\$162,454	\$173,526	\$11,072	6.8%
Vehicle Maintenance	\$155,343	\$164,418	\$9,075	5.8%	\$117,698	\$128,273	\$10,575	9.0%	\$9,341	\$9,070	(\$270)	-2.9%	\$282,381	\$301,761	\$19,380	6.9%
Container Maintenance	\$53,699	\$54,892	\$1,192	2.2%	\$38,772	\$39,107	\$335	0.9%	\$2,862	\$2,685	(\$178)	-6.2%	\$95,334	\$96,683	\$1,349	1.4%
Total Allocated Indirect Costs	\$684,252	\$707,212	\$22,960	3.4%	\$509,326	\$537,385	\$28,058	5.5%	\$37,444	\$35,562	(\$1,882)	-5.0%	\$1,231,023	\$1,280,159	\$49,136	4.0%
Total Allocated Indirect Depreciation Costs	\$7,618	\$7,885	\$267	3.5%	\$5,620	\$5,857	\$238	4.2%	\$525	\$496	(\$29)	-5.5%	\$13,763	\$14,239	\$476	3.5%
Annual Implementation Cost Amortization	\$10,567	\$10,919	\$352	3.3%	\$4,811	\$4,646	(\$165)	-3.4%	\$768	\$726	(\$42)	-5.5%	\$16,147	\$16,292	\$145	0.9%
Total Annual Cost of Operations	\$2,450,104	\$2,573,306	\$123,202	5.0%	\$1,894,671	\$1,928,550	\$33,879	1.8%	\$95,800	\$93,431	(\$2,369)	-2.5%	\$4,440,575	\$4,595,287	\$154,713	3.5%
Profit	\$257,193	\$270,126	\$12,933	5.0%	\$198,888	\$202,444	\$3,556	1.8%	\$10,056	\$9,808	(\$249)	-2.5%	\$466,138	\$482,378	\$16,241	3.5%
Operating Ratio	90.50%	90.5%			90.50%	90.5%			90.50%	90.5%						
Total Operating Cost	\$2,707,297	\$2,843,432	\$136,135	5.0%	\$2,093,559	\$2,130,994	\$37,435	1.8%	\$105,857	\$103,239	(\$2,617)	-2.5%	\$4,906,712	\$5,077,666	\$170,953	3.5%
Contractor Pass-Through Costs																
Interest Expense	\$64,747	\$48,917	(\$15,830)	-24.4%	\$51,242	\$36,997	(\$14,244)	-27.8%	\$3,000	\$2,095	(\$905)	-30.2%	\$118,989	\$88,010	(\$30,979)	-26.0%
Interest Expense on Implementation Cost	\$2,112	\$1,608	(\$504)	-23.9%	\$1,470	\$1,046	(\$424)	-28.8%	\$99	\$69	(\$30)	-30.4%	\$3,680	\$2,723	(\$958)	-26.0%
Contract Changes to Specific Agencies	\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0	
Total Contractor Pass-Through Costs	\$66,859	\$50,525	(\$16,334)	-24.4%	\$52,711	\$38,043	(\$14,668)	-27.8%	\$3,099	\$2,164	(\$935)	-30.2%	\$122,669	\$90,732	(\$31,937)	-26.0%
BASE CONTRACTOR'S COMPENSATION	\$2,774,156	\$2,893,958	\$119,801	4.3%	\$2,146,270	\$2,169,037	\$22,767	1.1%	\$108,956	\$105,403	(\$3,552)	-3.3%	\$5,029,382	\$5,168,398	\$139,016	2.8%
Cost Allocation % of SBWMA Total	8.5%	8.8%	\$89,760	0.3%	9.3%	9.3%	\$ (2,040)	0.0%	11.2%	10.7%	(\$4,511)	-0.5%	8.89%	9.03%	\$83,209	0.15%

D. City of San Carlos Allocated Costs - SFD

	Statistics Used for Cost Allocation						Total
City # of accounts	8,614	8,605	8,477	8,605	8,605	2,158	8,614
SBWMA # of accounts	94,752	94,607	91,051	94,607	94,607	26,546	94,752
City # of accounts %	9.1%	9.1%	9.3%	9.1%	9.1%	8.1%	9.1%
City Total Route Labor hours year	4,107.57	4,051.27	3,434.05	20.26	20.26	1,218.21	12,852
SBWMA Total Route Labor hours year	46,589.54	46,213.45	40,198.72	231.07	231.07	14,985.48	148,449
City Total Route Labor hours year %	8.8%	8.8%	8.5%	8.8%	8.8%	8.1%	8.7%
City # of route hours/year	3,830.79	3,822.23	3,101.53	19.11	19.11	1,218.21	12,011
SBWMA # of route hours/year	42,599.78	41,301.50	36,312.04	206.51	206.51	14,985.48	135,612
City Total Route Labor hours year %	9.0%	9.3%	8.5%	9.3%	9.3%	8.1%	8.9%
City Total Containers in Service	8,646	8,658	8,726	8,658	8,658	2,158	45,504
SBWMA Total Containers in Service	96,861	96,710	100,521	96,710	96,710	26,546	514,058
City Total Containers in Service %	8.9%	9.0%	8.7%	9.0%	9.0%	8.1%	8.9%

SFD	Solid Waste	Recyclable Materials	Organic Materials (including Holiday Trees)	Weekly Battery and Cell Phone	Weekly Used Motor Oil and Oil Filters	Two On-Call Collection Events	SFD TOTAL
	A	B	C	D	D	J	
Annual Cost of Operations							
Direct Labor-Related Costs							
Wages for CBAs	\$303,011	\$245,617	\$205,869	\$1,240	\$1,240	\$64,626	\$821,605
Benefits for CBAs	\$119,896	\$101,426	\$83,005	\$512	\$512	\$29,770	\$335,122
Payroll Taxes	\$25,211	\$20,435	\$17,128	\$103	\$103	\$5,377	\$68,358
Workers Compensation Insurance	\$26,480	\$21,464	\$17,990	\$108	\$108	\$5,648	\$71,799
Total Direct Labor Related-Costs	\$474,598	\$388,942	\$323,993	\$1,964	\$1,964	\$105,421	\$1,296,883
Direct Fuel Costs	\$36,282	\$37,772	\$29,272	\$191	\$191	\$3,397	\$107,104
Other Direct Costs	\$36,976	\$38,495	\$30,203	\$194	\$194	\$4,204	\$110,267
Depreciation - Collection Vehicles	\$72,213	\$69,026	\$63,030	\$349	\$349	\$4,175	\$209,141
Depreciation - Containers	\$38,290	\$39,171	\$46,038	\$198	\$198	\$0	\$123,895
Depreciation for Collection Equipment	\$110,503	\$108,198	\$109,068	\$546	\$546	\$4,175	\$333,035
Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)							
General and Administrative	\$126,300	\$129,991	\$131,103	\$657	\$657	\$4,647	\$393,355
Operations	\$30,804	\$32,612	\$29,657	\$165	\$165	\$1,146	\$94,548
Vehicle Maintenance	\$53,568	\$56,712	\$51,573	\$286	\$286	\$1,993	\$164,418
Container Maintenance	\$17,907	\$18,476	\$17,652	\$93	\$93	\$671	\$54,892
Total Allocated Indirect Costs excluding Depreciation and Interest	\$228,578	\$237,791	\$229,984	\$1,201	\$1,201	\$8,457	\$707,212
Total Allocated Indirect Depreciation Costs (Form 9)	\$2,544	\$2,700	\$2,518	\$14	\$14	\$96	\$7,885
Annual Implementation Cost Amortization (Form A)	\$3,642	\$3,521	\$3,145	\$57	\$57	\$499	\$10,919
Total Annual Cost of Operations	\$893,123	\$817,419	\$728,182	\$4,167	\$4,167	\$126,248	\$2,573,306
Profit (insert Operating Ratio below)	\$93,753	\$85,806	\$76,439	\$437	\$437	\$13,253	\$270,126
	90.5%						
Total Proposed Costs before Pass-Through Cost Allocation	\$986,876	\$903,225	\$804,621	\$4,605	\$4,605	\$139,500	\$2,843,432
Contractor Pass-Through Costs							
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$16,231	\$15,892	\$16,020	\$80	\$80	\$613	\$48,917
Interest Expense on Implementation Cost	\$536	\$518	\$463	\$8	\$8	\$73	\$1,608
Total Contractor Pass-Through Costs	\$16,767	\$16,411	\$16,483	\$88	\$88	\$687	\$50,525
TOTAL BASE CONTRACTOR'S COMPENSATION	\$1,003,644	\$919,636	\$821,105	\$4,693	\$4,693	\$140,187	\$2,893,958
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$952,945	\$874,869	\$793,197	\$4,467	\$4,467	\$144,210	\$2,774,156
Change \$	\$50,698	\$44,766	\$27,908	\$226	\$226	(\$4,023)	\$119,801
Change %	5.3%	5.1%	3.5%	5.1%	5.1%	-2.8%	4.3%

see example of how column A (SFD Solid Waste Collection Cost) is arrived at - the cost allocation process.

D. City of San Carlos Allocated Costs - MFD & Commercial

	Statistics Used For Cost Allocation							Total
City # of Accounts	1,144	1,157	186	16	16	16	2,158	2,535
SBWMA # Accounts	10,293	10,249	1,927	203	203	203	26,546	23,078
City # of Accounts %	11.1%	11.3%	9.7%	7.9%	7.9%	7.9%	8.1%	11.0%
City Total Route Labor hours year	4,016.31	2,615.86	1,004.81	154.86	136.99	35.74	1,218.21	7,965
SBWMA Total Route Labor hours year	47,667.70	29,761.19	6,322.47	3,846.33	1,527.92	590.76	14,985.48	89,716
City Total Route Labor hours year %	8.4%	8.8%	15.9%	4.0%	9.0%	6.0%	8.1%	8.9%
City # of route hours/year	2,683.28	2,405.23	928.55	154.86	136.99	35.74	1,218.21	6,345
SBWMA # of route hours/year	31,642.17	28,070.88	5,861.11	3,846.33	1,527.92	590.76	14,985.48	71,539
City # of route hours/year %	8.5%	8.6%	15.8%	4.0%	9.0%	6.0%	8.1%	8.9%
City Total Containers in Service	1,563	1,876	221	34	34	34	2,158	3,762
SBWMA Total Containers in Service	17,084	19,617	2,468	345	345	345	26,546	40,204
City Total Containers in Service %	9.1%	9.6%	9.0%	9.9%	9.9%	9.9%	8.1%	9.4%

MFD & Commercial	Cart and Bin Solid Waste	Cart and Bin Recyclable Materials	Cart and Bin Organic Materials (including Holiday Trees)	Drop Box Solid Waste	Drop Box Recyclable Materials	Drop Box Organic Materials	Two On-Call Collection Events	MFD & Commercial
	E	F	G	H	H	H	J	TOTAL
Annual Cost of Operations								
Direct Labor-Related Costs								
Wages for CBAs	\$379,466	\$157,422	\$98,905	\$14,818	\$5,139	\$594	\$10,417	\$666,761
Benefits for CBAs	\$154,965	\$60,390	\$26,660	\$4,238	\$2,057	\$238	\$4,388	\$252,936
Payroll Taxes	\$31,572	\$13,098	\$8,229	\$1,233	\$428	\$49	\$867	\$55,475
Workers Compensation Insurance	\$33,161	\$13,757	\$8,644	\$1,295	\$449	\$52	\$910	\$58,268
Total Direct Labor Related-Costs	\$599,164	\$244,666	\$142,437	\$21,583	\$8,073	\$933	\$16,582	\$1,033,439
Direct Fuel Costs	\$40,532	\$17,260	\$14,749	\$1,495	\$726	\$84	\$1,260	\$76,105
Other Direct Costs	\$43,168	\$21,501	\$13,846	\$2,195	\$1,064	\$123	\$1,342	\$83,240
Depreciation - Collection Vehicles	\$66,603	\$34,548	\$35,095	\$1,998	\$2,224	\$1,501	\$1,600	\$143,569
Depreciation - Containers	\$17,659	\$13,914	\$12,250	\$0	\$0	\$0	\$485	\$44,308
Depreciation for Collection Equipment	\$84,262	\$48,462	\$47,345	\$1,998	\$2,224	\$1,501	\$2,085	\$187,877
Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)								
General and Administrative	\$81,911	\$88,028	\$88,719	\$27,922	\$5,685	\$2,067	\$1,911	\$296,243
Operations	\$15,410	\$16,474	\$35,905	\$3,517	\$1,594	\$391	\$471	\$73,762
Vehicle Maintenance	\$26,798	\$28,649	\$62,438	\$6,116	\$2,773	\$680	\$819	\$128,273
Container Maintenance	\$9,736	\$10,768	\$11,885	\$5,041	\$1,026	\$373	\$276	\$39,107
Total Allocated Indirect Costs excluding Depreciation and Interest	\$133,855	\$143,920	\$198,947	\$42,596	\$11,078	\$3,511	\$3,477	\$537,385
Total Allocated Indirect Depreciation Costs (Form 9)	\$1,329	\$1,384	\$2,560	\$332	\$145	\$68	\$39	\$5,857
Annual Implementation Cost Amortization (Form A)	\$4,053	\$101	\$97	\$264	\$6	\$3	\$122	\$4,646
Total Annual Cost of Operations	\$906,364	\$477,295	\$419,981	\$70,464	\$23,315	\$6,224	\$24,907	\$1,928,550
Profit (insert Operating Ratio below)	\$95,143.17	\$50,103	\$44,086	\$7,397	\$2,447	\$653	\$2,615	\$202,444
	90.5%							
Total Proposed Costs before Pass-Through Cost Allocation	\$1,001,507	\$527,397	\$464,068	\$77,860	\$25,763	\$6,877	\$27,521	\$2,130,994
Contractor Pass-Through Costs								
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$16,593	\$9,543	\$9,323	\$393	\$438	\$296	\$411	\$36,997
Interest Expense on Implementation Cost	\$912	\$23	\$22	\$59	\$1	\$1	\$27	\$1,046
Total Contractor Pass-Through Costs	\$17,505	\$9,566	\$9,345	\$453	\$439	\$296	\$438	\$38,043
TOTAL BASE CONTRACTOR'S COMPENSATION	\$1,019,012	\$536,963	\$473,413	\$78,313	\$26,202	\$7,174	\$27,959	\$2,169,037
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$1,013,548	\$617,907	\$385,464	\$65,945	\$23,650	\$10,817	\$28,939	\$2,146,270
Change \$	\$5,464	(\$80,943)	\$87,949	\$12,368	\$2,552	(\$3,643)	(\$980)	\$22,767
Change %	0.5%	-13.1%	22.8%	18.8%	10.8%	-33.7%	-3.4%	1.1%

D. City of San Carlos Allocated Costs - Agency Facilities

Statistics Used For Cost Allocation					Totals
City # of Lifts per year	13,780	3,120	11,388	8,614	28,288.00
SBWMA # Lifts per year (Accounts for Venues/Events)	250,523	18,031	73,021	94,752	
City # of Lifts per year %	5.5%	17.3%	15.6%	9.1%	
City Total Route Labor hours year	378.53	42.37	186.01	606.91	606.91
SBWMA Total Route Labor hours year	5,092.87	191.30	1,109.73	6,393.90	
City Total Route Labor hours year	7.4%	22.1%	16.8%	9.5%	
City # of route hours/year	185.30	41.25	172.99	606.91	399.54
SBWMA # of route hours/year	3,002.32	182.11	1,056.28	6,393.90	
City # of route hours/year %	6.2%	22.7%	16.4%	9.5%	
City # of Containers	27	42	56	8,646	125.00
SBWMA # of Containers	817	264	537	96,861	
City # of Containers %	3.3%	15.9%	10.4%	8.9%	

Agency Facilities	Solid Waste	Organic Materials	Recyclable Materials	Venues and Events	Agency Facilities
	E	G	I	I	TOTAL
Annual Cost of Operations					
Direct Labor-Related Costs					
Wages for CBAs	\$8,271	\$5,215	\$7,176	\$1,097	\$21,759
Benefits for CBAs	\$3,312	\$2,088	\$2,873	\$439	\$8,712
Payroll Taxes	\$688	\$434	\$597	\$91	\$1,810
Workers Compensation Insurance	\$723	\$456	\$627	\$96	\$1,901
Total Direct Labor Related-Costs	\$12,993	\$8,192	\$11,273	\$1,723	\$34,182
Direct Fuel Costs	\$970	\$753	\$990	\$155	\$2,868
Other Direct Costs	\$1,416	\$1,099	\$1,445	\$226	\$4,187
Depreciation - Collection Vehicles	\$5,259	\$4,825	\$4,652	\$674	\$15,410
Depreciation - Containers	\$0	\$0	\$0	\$0	\$0
Depreciation for Collection Equipment	\$5,259	\$4,825	\$4,652	\$674	\$15,410
Lease	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)					
General and Administrative (using lifts for Agency Costs)	\$6,405	\$4,543	\$6,629	\$1,015	\$18,591
Operations	\$1,772	\$1,466	\$1,716	\$261	\$5,216
Vehicle Maintenance	\$3,081	\$2,550	\$2,985	\$454	\$9,070
Container Maintenance (using lifts for Agency Costs)	\$925	\$656	\$957	\$147	\$2,685
Total Allocated Indirect Costs excluding Depreciation and Interest	\$12,183	\$9,215	\$12,287	\$1,877	\$35,562
Total Allocated Indirect Depreciation Costs (Form 9)	\$169	\$155	\$150	\$22	\$496
Annual Implementation Cost Amortization (Form A)	\$248	\$227	\$219	\$32	\$726
Total Annual Cost of Operations	\$33,238	\$24,468	\$31,017	\$4,709	\$93,431
Profit (insert Operating Ratio below)	\$3,489	\$2,568	\$3,256	\$494	\$9,808
	90.5%				
Total Operating Costs before Pass-Through Cost Allocation	\$36,727	\$27,036	\$34,272	\$5,203	\$103,239
Contractor Pass-Through Costs					
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$715	\$656	\$633	\$92	\$2,095
Interest Expense on Implementation Cost	\$23	\$22	\$21	\$3	\$69
Total Contractor Pass-Through Costs	\$739	\$678	\$653	\$95	\$2,164
TOTAL BASE CONTRACTOR'S COMPENSATION	\$37,466	\$27,714	\$34,926	\$5,298	\$105,403
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$36,431	\$32,007	\$35,439	\$5,079	\$108,956
Change \$	\$1,035	(\$4,293)	(\$513)	\$219	(\$3,552)
Change %	2.8%	-13.4%	-1.4%	4.3%	-3.3%

SBWMA - COLLECTION COMPENSATION APPLICATION REVIEW

Operating Statistics - Three Year Summary

Rate Year 2018

SAN CARLOS

	2016	2017	2018	Change	%
Number of Accounts					
Residential (SFD)	8,615	8,588	8,614	26	0.3%
Commercial & Multi Family	2,526	2,519	2,535	16	0.6%
Total	11,141	11,107	11,149	42	0.4%

Total Route Labor Hours					
Residential (SFD)	11,448	11,955	12,852	897	7.5%
Commercial & Multi Family	8,177	7,937	7,965	28	0.4%
Member Agency Facility	555	540	607	67	12.4%
Total	20,179	20,432	21,423	991	4.9%

Total Route Hours					
Residential (SFD)	10,609	11,360	12,011	651	5.7%
Commercial & Multi Family	6,496	6,482	6,345	-137	-2.1%
Member Agency Facility	334	377	400	22	5.9%
Total	17,438	18,219	18,755	536	2.9%

Total # of Solid Waste Containers					
Residential (SFD)	8,645	8,619	8,646	27	0.3%
Commercial & Multi Family	1,611	1,590	1,563	-27	-1.7%
Member Agency Facility	13	35	27	-8	-22.9%
Total	10,269	10,244	10,236	-8	-0.1%

for complete list of containers for all services, see Appendix 1-4

	2016	2017	2018	Change	%
	<i>actual</i>	<i>estimate</i>	<i>estimate</i>		
Residential - solid waste	4,436	4,436	4,436	0	0.0%
Residential - organics	5,894	5,894	5,894	0	0.0%
Commercial & MFD - solid waste	7,625	7,625	7,625	0	0.0%
Commercial & MFD - green waste	1,748	1,748	1,748	0	0.0%
C&D				0	0.0%
Member Agency Delivered to Shoreway				0	0.0%
Total	19,702	19,702	19,702	0	0.0%

Tonnage data to be provided by the SBWMA. Tonnage amounts are not yet updated

Contractor's Compensation: Next Rate Year vs. Current Year

CONTRACTOR'S COMPENSATION - DETAIL

A. SAN MATEO

	Costs - 2017	Costs - 2018	Change	% Change
Annual Cost of Operations				
Direct Labor-Related Costs				
Wages for CBAs	3,733,043	3,787,625	54,582	1.5%
Benefits for CBAs	1,485,021	1,507,806	22,784	1.5%
Payroll Taxes	310,589	315,130	4,541	1.5%
Workers Compensation Insurance	327,844	330,994	3,150	1.0%
Total Direct Labor Related-Costs	5,856,497	5,941,555	85,058	1.5%
Direct Fuel Costs	441,601	436,702	(4,899)	-1.1%
Other Direct Costs	468,399	471,364	2,965	0.6%
Depreciation				
- Collection Vehicles	842,774	838,929	(3,845)	-0.5%
- Containers	413,342	414,424	1,081	0.3%
Total Depreciation	1,256,116	1,253,353	(2,763)	-0.2%
Allocated Indirect Costs excluding Depreciation				
General and Administrative	1,636,994	1,692,946	55,952	3.4%
Operations	374,666	378,489	3,823	1.0%
Vehicle Maintenance	651,254	658,192	6,938	1.1%
Container Maintenance	233,163	241,729	8,566	3.7%
Total Allocated Indirect Costs excluding Depreciation	2,896,077	2,971,356	75,280	2.6%
Total Allocated Indirect Depreciation Costs	31,843	31,585	(258)	-0.8%
Annual Implementation Cost Amortization	39,014	38,895	(119)	-0.3%
Total Annual Cost of Operations	10,989,546	11,144,810	155,264	1.4%
Profit	1,153,599	1,169,897	16,298	1.4%
Operating Ratio	90.5%	90.5%		
Total Operating Costs	12,143,145	12,314,707	171,562	1.4%
Contractor Pass-Through Costs				
Interest Expense	282,123	208,060	(74,063)	-26.3%
Interest Expense on Implementation Cost	9,180	6,748	(2,432)	-26.5%
Total Contractor Pass-Through Costs	291,303	214,809	(76,495)	-26.3%
BASE CONTRACTOR'S COMPENSATION	12,434,448	12,529,516	95,068	0.8%
Other Adjustments				
Incentive / Disincentives	(3,439)	26,859	30,299	
Total Other Adjustments	(3,439)	26,859	30,299	
TOTAL CONTRACTOR'S COMPENSATION	12,431,009	12,556,375	125,366	1.0%

CONTRACTOR'S BASE COMPENSATION BY SERVICE SECTOR

San Mateo

BASE COLLECTION COSTS	Single-Family Costs				Multi-Family and Commercial Costs				Member Agency Facility Costs				TOTAL			
	2017	2018	Change	% Change	2017	2018	Change	% Change	2017	2018	Change	% Change	2017	2018	Change	% Change
Annual Cost of Operations																
Direct Labor-Related Costs																
Wages for CBAs	\$1,821,147	\$1,821,940	\$793	0.0%	\$1,876,503	\$1,924,725	\$48,222	2.6%	\$35,393	\$40,960	\$5,567	15.7%	\$3,733,043	\$3,787,625	\$54,582	1.5%
Benefits for CBAs	\$745,486	\$746,102	\$616	0.1%	\$725,365	\$745,304	\$19,939	2.7%	\$14,171	\$16,399	\$2,229	15.7%	\$1,485,021	\$1,507,806	\$22,784	1.5%
Payroll Taxes	\$151,519	\$151,585	\$66	0.0%	\$156,125	\$160,137	\$4,012	2.6%	\$2,945	\$3,408	\$463	15.7%	\$310,589	\$315,130	\$4,541	1.5%
Workers Compensation Insurance	\$159,937	\$159,216	(\$721)	-0.5%	\$164,798	\$168,198	\$3,400	2.1%	\$3,108	\$3,579	\$471	15.2%	\$327,844	\$330,994	\$3,150	1.0%
Total Direct Labor-Related-Costs	\$2,878,089	\$2,878,844	\$755	0.0%	\$2,922,792	\$2,998,365	\$75,573	2.6%	\$55,616	\$64,346	\$8,730	15.7%	\$5,856,497	\$5,941,555	\$85,058	1.5%
Direct Fuel Costs	\$234,101	\$229,213	(\$4,889)	-2.1%	\$202,888	\$202,228	(\$660)	-0.3%	\$4,611	\$5,261	\$650	14.1%	\$441,601	\$436,702	(\$4,899)	-1.1%
Other Direct Costs	\$237,828	\$236,688	(\$1,140)	-0.5%	\$223,948	\$226,996	\$3,048	1.4%	\$6,622	\$7,679	\$1,057	16.0%	\$468,399	\$471,364	\$2,965	0.6%
Depreciation																
- Collection Vehicles	\$453,773	\$446,390	(\$7,383)	-1.6%	\$364,337	\$364,416	\$79	0.0%	\$24,665	\$28,124	\$3,459	14.0%	\$842,774	\$838,929	(\$3,845)	-0.5%
- Containers	\$293,387	\$293,804	\$416	0.1%	\$119,955	\$120,620	\$665	0.6%	\$0	\$0	\$0		\$413,342	\$414,424	\$1,081	0.3%
Total Depreciation	\$747,160	\$740,193	(\$6,967)	-0.9%	\$484,291	\$485,036	\$744	0.2%	\$24,665	\$28,124	\$3,459	14.0%	\$1,256,116	\$1,253,353	(\$2,763)	-0.2%
Allocated Indirect Costs																
General and Administrative	\$914,550	\$933,197	\$18,647	2.0%	\$682,788	\$719,778	\$36,991	5.4%	\$39,656	\$39,970	\$314	0.8%	\$1,636,994	\$1,692,946	\$55,952	3.4%
Operations	\$199,386	\$200,758	\$1,373	0.7%	\$167,099	\$168,179	\$1,080	0.6%	\$8,182	\$9,552	\$1,371	16.8%	\$374,666	\$378,489	\$3,823	1.0%
Vehicle Maintenance	\$346,577	\$349,118	\$2,541	0.7%	\$290,455	\$292,462	\$2,007	0.7%	\$14,222	\$16,611	\$2,390	16.8%	\$651,254	\$658,192	\$6,938	1.1%
Container Maintenance	\$127,978	\$130,851	\$2,873	2.2%	\$99,472	\$105,106	\$5,634	5.7%	\$5,713	\$5,772	\$58	1.0%	\$233,163	\$241,729	\$8,566	3.7%
Total Allocated Indirect Costs	\$1,588,490	\$1,613,925	\$25,435	1.6%	\$1,239,813	\$1,285,526	\$45,712	3.7%	\$67,773	\$71,906	\$4,133	6.1%	\$2,896,077	\$2,971,356	\$75,280	2.6%
Total Allocated Indirect Depreciation Costs	\$16,986	\$16,747	(\$239)	-1.4%	\$14,062	\$13,932	(\$130)	-0.9%	\$794	\$905	\$111	14.0%	\$31,843	\$31,585	(\$258)	-0.8%
Annual Implementation Cost Amortization	\$23,968	\$23,557	(\$411)	-1.7%	\$13,883	\$14,012	\$129	0.9%	\$1,163	\$1,326	\$163	14.0%	\$39,014	\$38,895	(\$119)	-0.3%
Total Annual Cost of Operations	\$5,726,623	\$5,739,168	\$12,544	0.2%	\$5,101,679	\$5,226,096	\$124,417	2.4%	\$161,244	\$179,547	\$18,303	11.4%	\$10,989,546	\$11,144,810	\$155,264	1.4%
Profit	\$601,137	\$602,454	\$1,317	0.2%	\$535,535	\$548,596	\$13,060	2.4%	\$16,926	\$18,847	\$1,921	11.4%	\$1,153,599	\$1,169,897	\$16,298	1.4%
Operating Ratio	90.50%	90.5%			90.50%	90.5%			90.50%	90.5%						
Total Operating Cost	\$6,327,761	\$6,341,622	\$13,861	0.2%	\$5,637,214	\$5,774,691	\$137,477	2.4%	\$178,170	\$198,394	\$20,224	11.4%	\$12,143,145	\$12,314,707	\$171,562	1.4%
Contractor Pass-Through Costs																
Interest Expense	\$148,521	\$108,722	(\$39,799)	-26.8%	\$129,064	\$95,515	(\$33,549)	-26.0%	\$4,539	\$3,824	(\$715)	-15.7%	\$282,123	\$208,060	(\$74,063)	-26.3%
Interest Expense on Implementation Cost	\$4,790	\$3,469	(\$1,321)	-27.6%	\$4,240	\$3,154	(\$1,087)	-25.6%	\$149	\$126	(\$24)	-16.0%	\$9,180	\$6,748	(\$2,432)	-26.5%
Contract Changes to Specific Agencies	\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0	
Total Contractor Pass-Through Costs	\$153,311	\$112,191	(\$41,120)	-26.8%	\$133,304	\$98,668	(\$34,636)	-26.0%	\$4,688	\$3,950	(\$739)	-15.8%	\$291,303	\$214,809	(\$76,495)	-26.3%
BASE CONTRACTOR'S COMPENSATION	\$6,481,072	\$6,453,813	(\$27,259)	-0.4%	\$5,770,518	\$5,873,359	\$102,841	1.8%	\$182,858	\$202,344	\$19,486	10.7%	\$12,434,448	\$12,529,516	\$95,068	0.8%
Cost Allocation % of SBWMA Total	20.0%	19.7%	(\$97,442)	-0.3%	24.9%	25.1%	\$ 36,143	0.2%	18.7%	20.5%	\$17,877	1.8%	21.97%	21.90%	(\$43,422)	-0.07%

D. City of San Mateo Allocated Costs - SFD

	Statistics Used for Cost Allocation							Total
City # of accounts	20,527	20,491	19,737	20,491	20,491	6,643	20,527	
SBWMA # of accounts	94,752	94,607	91,051	94,607	94,607	26,546	94,752	
City # of accounts %	21.7%	21.7%	21.7%	21.7%	21.7%	25.0%	21.7%	
City Total Route Labor hours year	8,903.58	8,391.16	7,545.06	41.96	41.96	3,750.04	28,674	
SBWMA Total Route Labor hours year	46,589.54	46,213.45	40,198.72	231.07	231.07	14,985.48	148,449	
City Total Route Labor hours year %	19.1%	18.2%	18.8%	18.2%	18.2%	25.0%	19.3%	
City # of route hours/year	8,476.35	7,508.05	6,731.35	37.54	37.54	3,750.04	26,541	
SBWMA # of route hours/year	42,599.78	41,301.50	36,312.04	206.51	206.51	14,985.48	135,612	
City Total Route Labor hours year %	19.9%	18.2%	18.5%	18.2%	18.2%	25.0%	19.6%	
City Total Containers in Service	20,833	20,737	20,238	20,737	20,737	6,643	109,925	
SBWMA Total Containers in Service	96,861	96,710	100,521	96,710	96,710	26,546	514,058	
City Total Containers in Service %	21.5%	21.4%	20.1%	21.4%	21.4%	25.0%	21.4%	

SFD	Solid Waste	Recyclable Materials	Organic Materials (including Holiday Trees)	Weekly Battery and Cell Phone	Weekly Used Motor Oil and Oil Filters	Two On-Call Collection Events	SFD TOTAL
	A	B	C	D	D	J	
Annual Cost of Operations							
Direct Labor-Related Costs							
Wages for CBAs	\$656,809	\$508,732	\$452,322	\$2,569	\$2,569	\$198,939	\$1,821,940
Benefits for CBAs	\$259,886	\$210,078	\$182,373	\$1,061	\$1,061	\$91,643	\$746,102
Payroll Taxes	\$54,646	\$42,327	\$37,633	\$214	\$214	\$16,552	\$151,585
Workers Compensation Insurance	\$57,399	\$44,457	\$39,527	\$225	\$225	\$17,385	\$159,216
Total Direct Labor Related-Costs	\$1,028,740	\$805,594	\$711,855	\$4,069	\$4,069	\$324,518	\$2,878,844
Direct Fuel Costs	\$80,281	\$74,196	\$63,530	\$375	\$375	\$10,456	\$229,213
Other Direct Costs	\$81,817	\$75,615	\$65,551	\$382	\$382	\$12,941	\$236,688
Depreciation - Collection Vehicles	\$159,784	\$135,589	\$136,796	\$685	\$685	\$12,851	\$446,390
Depreciation - Containers	\$92,262	\$93,820	\$106,774	\$474	\$474	\$0	\$293,804
Depreciation for Collection Equipment	\$252,046	\$229,409	\$243,570	\$1,158	\$1,158	\$12,851	\$740,193
Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)							
General and Administrative	\$300,970	\$309,547	\$305,248	\$1,563	\$1,563	\$14,306	\$933,197
Operations	\$68,159	\$64,060	\$64,365	\$324	\$324	\$3,527	\$200,758
Vehicle Maintenance	\$118,529	\$111,400	\$111,930	\$563	\$563	\$6,134	\$349,118
Container Maintenance	\$43,148	\$44,252	\$40,939	\$223	\$223	\$2,066	\$130,851
Total Allocated Indirect Costs excluding Depreciation and Interest	\$530,805	\$529,259	\$522,482	\$2,673	\$2,673	\$26,033	\$1,613,925
Total Allocated Indirect Depreciation Costs (Form 9)	\$5,630	\$5,304	\$5,464	\$27	\$27	\$295	\$16,747
Annual Implementation Cost Amortization (Form A)	\$8,058	\$6,916	\$6,825	\$112	\$112	\$1,535	\$23,557
Total Annual Cost of Operations	\$1,987,377	\$1,726,293	\$1,619,277	\$8,795	\$8,795	\$388,631	\$5,739,168
Profit (insert Operating Ratio below)	\$208,620	\$181,213	\$169,979	\$923	\$923	\$40,795	\$602,454
90.5%							
Total Proposed Costs before Pass-Through Cost Allocation	\$2,195,997	\$1,907,506	\$1,789,256	\$9,718	\$9,718	\$429,426	\$6,341,622
Contractor Pass-Through Costs							
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$37,021	\$33,696	\$35,776	\$170	\$170	\$1,888	\$108,722
Interest Expense on Implementation Cost	\$1,187	\$1,018	\$1,005	\$16	\$16	\$226	\$3,469
Total Contractor Pass-Through Costs	\$38,208	\$34,715	\$36,781	\$187	\$187	\$2,114	\$112,191
TOTAL BASE CONTRACTOR'S COMPENSATION	\$2,234,205	\$1,942,221	\$1,826,038	\$9,905	\$9,905	\$431,540	\$6,453,813
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$2,340,164	\$1,942,510	\$1,741,676	\$9,913	\$9,913	\$436,895	\$6,481,072
Change \$	(\$105,959)	(\$290)	\$84,362	(\$9)	(\$9)	(\$5,355)	(\$27,259)
Change %	-4.5%	0.0%	4.8%	-0.1%	-0.1%	-1.2%	-0.4%

see example of how column A (SFD Solid Waste Collection Cost) is arrived at - the cost allocation process.

D. City of San Mateo Allocated Costs - MFD & Commercial

	Statistics Used For Cost Allocation							Total
City # of Accounts	2,639	2,583	366	69	69	69	6,643	5,795
SBWMA # Accounts	10,293	10,249	1,927	203	203	203	26,546	23,078
City # of Accounts %	25.6%	25.2%	19.0%	34.0%	34.0%	34.0%	25.0%	25.1%
City Total Route Labor hours year	12,530.15	7,975.70	1,278.24	1,000.07	172.85	49.39	3,750.04	23,006
SBWMA Total Route Labor hours year	47,667.70	29,761.19	6,322.47	3,846.33	1,527.92	590.76	14,985.48	89,716
City Total Route Labor hours year %	26.3%	26.8%	20.2%	26.0%	11.3%	8.4%	25.0%	25.6%
City # of route hours/year	7,599.55	7,493.05	1,202.51	1,000.07	172.85	49.39	3,750.04	17,517
SBWMA # of route hours/year	31,642.17	28,070.88	5,861.11	3,846.33	1,527.92	590.76	14,985.48	71,539
City # of route hours/year %	24.0%	26.7%	20.5%	26.0%	11.3%	8.4%	25.0%	24.5%
City Total Containers in Service	4,641	5,442	475	98	98	98	6,643	10,852
SBWMA Total Containers in Service	17,084	19,617	2,468	345	345	345	26,546	40,204
City Total Containers in Service %	27.2%	27.7%	19.2%	28.4%	28.4%	28.4%	25.0%	27.0%

MFD & Commercial	Cart and Bin Solid Waste	Cart and Bin Recyclable Materials	Cart and Bin Organic Materials (including Holiday Trees)	Drop Box Solid Waste	Drop Box Recyclable Materials	Drop Box Organic Materials	Two On-Call Collection Events	MFD & Commercial
	E	F	G	H	H	H	J	TOTAL
Annual Cost of Operations								
Direct Labor-Related Costs								
Wages for CBAs	\$1,183,865	\$479,976	\$125,819	\$95,693	\$6,484	\$821	\$32,067	\$1,924,725
Benefits for CBAs	\$483,464	\$184,128	\$33,914	\$27,366	\$2,596	\$329	\$13,507	\$745,304
Payroll Taxes	\$98,498	\$39,934	\$10,468	\$7,962	\$539	\$68	\$2,668	\$160,137
Workers Compensation Insurance	<u>\$103,456</u>	<u>\$41,944</u>	<u>\$10,996</u>	<u>\$8,362</u>	<u>\$567</u>	<u>\$72</u>	<u>\$2,802</u>	<u>\$168,198</u>
Total Direct Labor Related-Costs	\$1,869,282	\$745,982	\$181,198	\$139,383	\$10,186	\$1,290	\$51,044	\$2,998,365
Direct Fuel Costs	\$114,795	\$53,770	\$19,100	\$9,653	\$916	\$116	\$3,879	\$202,228
Other Direct Costs	\$122,261	\$66,982	\$17,932	\$14,178	\$1,342	\$171	\$4,131	\$226,996
Depreciation - Collection Vehicles	\$188,633	\$107,628	\$45,450	\$12,900	\$2,806	\$2,074	\$4,925	\$364,416
Depreciation - Containers	\$52,433	\$40,363	\$26,329	\$0	\$0	\$0	\$1,494	\$120,620
Depreciation for Collection Equipment	\$241,066	\$147,991	\$71,779	\$12,900	\$2,806	\$2,074	\$6,418	\$485,036
Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)								
General and Administrative	\$188,954	\$196,523	\$174,577	\$120,415	\$24,516	\$8,913	\$5,881	\$719,778
Operations	\$43,643	\$51,323	\$46,498	\$22,712	\$2,012	\$541	\$1,450	\$168,179
Vehicle Maintenance	\$75,896	\$89,250	\$80,860	\$39,496	\$3,499	\$940	\$2,522	\$292,462
Container Maintenance	<u>\$28,910</u>	<u>\$31,237</u>	<u>\$25,545</u>	<u>\$14,531</u>	<u>\$2,958</u>	<u>\$1,076</u>	<u>\$849</u>	<u>\$105,106</u>
Total Allocated Indirect Costs excluding Depreciation and Interest	\$337,404	\$368,333	\$327,479	\$197,153	\$32,984	\$11,469	\$10,703	\$1,285,526
Total Allocated Indirect Depreciation Costs (Form 9)	\$3,764	\$4,313	\$3,315	\$2,142	\$183	\$95	\$121	\$13,932
Annual Implementation Cost Amortization (Form A)	\$11,479	\$315	\$126	\$1,706	\$7	\$4	\$375	\$14,012
Total Annual Cost of Operations	\$2,700,051	\$1,387,686	\$620,928	\$377,116	\$48,425	\$15,218	\$76,671	\$5,226,096
Profit (insert Operating Ratio below)	\$283,430.81	\$145,669	\$65,180	\$39,587	\$5,083	\$1,597	\$8,048	\$548,596
	90.5%							
Total Proposed Costs before Pass-Through Cost Allocation	\$2,983,482	\$1,533,355	\$686,109	\$416,703	\$53,508	\$16,815	\$84,720	\$5,774,691
Contractor Pass-Through Costs								
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$47,471	\$29,143	\$14,135	\$2,540	\$553	\$408	\$1,264	\$95,515
Interest Expense on Implementation Cost	\$2,583	\$71	\$28	\$384	\$2	\$1	\$84	\$3,154
Total Contractor Pass-Through Costs	\$50,055	\$29,214	\$14,163	\$2,924	\$554	\$409	\$1,348	\$98,668
TOTAL BASE CONTRACTOR'S COMPENSATION	\$3,033,537	\$1,562,569	\$700,272	\$419,627	\$54,062	\$17,224	\$86,068	\$5,873,359
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$2,968,197	\$1,530,232	\$717,827	\$392,946	\$63,911	\$9,732	\$87,674	\$5,770,518
Change \$	\$65,340	\$32,337	(\$17,555)	\$26,681	(\$9,848)	\$7,492	(\$1,606)	\$102,841
Change %	2.2%	2.1%	-2.4%	6.8%	-15.4%	77.0%	-1.8%	1.8%

D. City of San Mateo Allocated Costs - Agency Facilities

Statistics Used For Cost Allocation					Totals
City # of Lifts per year	47,541	4,784	14,586	20,527	66,911.00
SBWMA # Lifts per year (Accounts for Venues/Events)	250,523	18,031	73,021	94,752	
City # of Lifts per year %	19.0%	26.5%	20.0%	21.7%	
City Total Route Labor hours year	1,099.09	47.18	224.48	1,370.75	1,370.75
SBWMA Total Route Labor hours year	5,092.87	191.30	1,109.73	6,393.90	
City Total Route Labor hours year %	21.6%	24.7%	20.2%	21.4%	
City # of route hours/year	551.07	46.19	206.69	1,370.75	803.95
SBWMA # of route hours/year	3,002.32	182.11	1,056.28	6,393.90	
City # of route hours/year %	18.4%	25.4%	19.6%	21.4%	
City # of Containers	107	81	132	20,833	320.00
SBWMA # of Containers	817	264	537	96,861	
City # of Containers %	13.1%	30.7%	24.6%	21.5%	

Agency Facilities	Solid Waste	Organic Materials	Recyclable Materials	Venues and Events	Agency Facilities
	E	G	I	I	TOTAL
Annual Cost of Operations					
Direct Labor-Related Costs					
Wages for CBAs	\$24,015	\$5,807	\$8,660	\$2,477	\$40,960
Benefits for CBAs	\$9,615	\$2,325	\$3,467	\$992	\$16,399
Payroll Taxes	\$1,998	\$483	\$721	\$206	\$3,408
Workers Compensation Insurance	\$2,099	\$507	\$757	\$216	\$3,579
Total Direct Labor Related-Costs	\$37,727	\$9,122	\$13,605	\$3,892	\$64,346
Direct Fuel Costs	\$2,885	\$843	\$1,183	\$350	\$5,261
Other Direct Costs	\$4,211	\$1,231	\$1,727	\$511	\$7,679
Depreciation - Collection Vehicles	\$15,640	\$5,403	\$5,558	\$1,523	\$28,124
Depreciation - Containers	\$0	\$0	\$0	\$0	\$0
Depreciation for Collection Equipment	\$15,640	\$5,403	\$5,558	\$1,523	\$28,124
Lease	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)					
General and Administrative (using lifts for Agency Costs)	\$22,096	\$6,965	\$8,490	\$2,419	\$39,970
Operations	\$5,270	\$1,642	\$2,051	\$590	\$9,552
Vehicle Maintenance	\$9,164	\$2,855	\$3,566	\$1,026	\$16,611
Container Maintenance (using lifts for Agency Costs)	\$3,191	\$1,006	\$1,226	\$349	\$5,772
Total Allocated Indirect Costs excluding Depreciation and Interest	\$39,720	\$12,468	\$15,333	\$4,385	\$71,906
Total Allocated Indirect Depreciation Costs (Form 9)	\$503	\$174	\$179	\$49	\$905
Annual Implementation Cost Amortization (Form A)	\$737	\$255	\$262	\$72	\$1,326
Total Annual Cost of Operations	\$101,423	\$29,497	\$37,847	\$10,780	\$179,547
Profit (insert Operating Ratio below)	\$10,647	\$3,096	\$3,973	\$1,132	\$18,847
90.5%					
Total Operating Costs before Pass-Through Cost Allocation	\$112,069	\$32,593	\$41,820	\$11,912	\$198,394
Contractor Pass-Through Costs					
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$2,127	\$735	\$756	\$207	\$3,824
Interest Expense on Implementation Cost	\$70	\$24	\$25	\$7	\$126
Total Contractor Pass-Through Costs	\$2,197	\$759	\$781	\$214	\$3,950
TOTAL BASE CONTRACTOR'S COMPENSATION	\$114,266	\$33,352	\$42,600	\$12,126	\$202,344
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$103,602	\$32,230	\$36,063	\$10,964	\$182,858
Change \$	\$10,664	\$1,123	\$6,538	\$1,161	\$19,486
Change %	10.3%	3.5%	18.1%	10.6%	10.7%

SBWMA - COLLECTION COMPENSATION APPLICATION REVIEW

Operating Statistics - Three Year Summary

Rate Year 2018

SAN MATEO

	2016	2017	2018	Change	%
Number of Accounts					
Residential (SFD)	20,306	20,438	20,527	89	0.4%
Commercial & Multi Family	5,620	5,680	5,795	115	2.0%
Total	25,926	26,118	26,322	204	0.8%

Total Route Labor Hours

Residential (SFD)	26,896	28,303	28,674	371	1.3%
Commercial & Multi Family	23,590	22,386	23,006	620	2.8%
Member Agency Facility	1,083	1,127	1,371	244	21.7%
Total	51,569	51,816	53,051	1,235	2.4%

Total Route Hours

Residential (SFD)	23,776	26,295	26,541	245	0.9%
Commercial & Multi Family	17,525	16,831	17,517	686	4.1%
Member Agency Facility	620	624	804	180	28.8%
Total	41,922	43,751	44,862	1,112	2.5%

Total # of Solid Waste Containers

Residential (SFD)	20,604	20,742	20,833	91	0.4%
Commercial & Multi Family	4,777	4,681	4,641	-40	-0.9%
Member Agency Facility	121	128	107	-21	-16.4%
Total	25,502	25,551	25,581	30	0.1%

for complete list of containers for all services, see Appendix 1-4

Total Tonnage

	2016	2017	2018	Change	%
	<i>actual</i>	<i>estimate</i>	<i>estimate</i>		
Residential - solid waste	12,792	12,792	12,792	0	0.0%
Residential - organics	13,765	13,765	13,765	0	0.0%
Commercial & MFD - solid waste	25,243	25,243	25,243	0	0.0%
Commercial & MFD - green waste	4,018	4,018	4,018	0	0.0%
C&D				0	0.0%
Member Agency Delivered to Shoreway				0	0.0%
Total	55,818	55,818	55,818	0	0.0%

Tonnage data to be provided by the SBWMA. Tonnage amounts are not yet updated

Contractor's Compensation: Next Rate Year vs. Current Year

CONTRACTOR'S COMPENSATION - DETAIL

A. NORTH FAIR OAKS

	Costs - 2017	Costs - 2018	Change	% Change
Annual Cost of Operations				
Direct Labor-Related Costs				
Wages for CBAs	523,679	518,081	(5,598)	-1.1%
Benefits for CBAs	210,298	207,347	(2,951)	-1.4%
Payroll Taxes	43,570	43,104	(466)	-1.1%
Workers Compensation Insurance	45,991	45,274	(716)	-1.6%
Total Direct Labor Related-Costs	823,538	813,806	(9,732)	-1.2%
Direct Fuel Costs	63,520	60,447	(3,073)	-4.8%
Other Direct Costs	66,207	63,907	(2,300)	-3.5%
Depreciation				
- Collection Vehicles	120,140	115,404	(4,735)	-3.9%
- Containers	58,429	57,708	(720)	-1.2%
Total Depreciation	178,569	173,113	(5,456)	-3.1%
Allocated Indirect Costs excluding Depreciation				
General and Administrative	214,087	219,061	4,974	2.3%
Operations	50,430	50,098	(332)	-0.7%
Vehicle Maintenance	87,658	87,120	(538)	-0.6%
Container Maintenance	30,172	30,233	61	0.2%
Total Allocated Indirect Costs excluding Depreciation	382,346	386,511	4,165	1.1%
Total Allocated Indirect Depreciation Costs	4,244	4,128	(117)	-2.7%
Annual Implementation Cost Amortization	5,637	5,408	(229)	-4.1%
Total Annual Cost of Operations	1,524,061	1,507,319	(16,741)	-1.1%
Profit	159,984	158,227	(1,757)	-1.1%
Operating Ratio	90.5%	90.5%		
Total Operating Costs	1,684,045	1,665,546	(18,499)	-1.1%
Contractor Pass-Through Costs				
Interest Expense	39,995	28,490	(11,505)	-28.8%
Interest Expense on Implementation Cost	1,326	929	(397)	-30.0%
Total Contractor Pass-Through Costs	41,321	29,419	(11,902)	-28.8%
BASE CONTRACTOR'S COMPENSATION	1,725,366	1,694,965	(30,401)	-1.8%
Other Adjustments				
Incentive / Disincentives	(399)	3,929	4,328	
Total Other Adjustments	(399)	3,929	4,328	
TOTAL CONTRACTOR'S COMPENSATION	1,724,967	1,698,894	(26,073)	-1.5%

CONTRACTOR'S BASE COMPENSATION BY SERVICE SECTOR

North Fair Oaks

BASE COLLECTION COSTS	Single-Family Costs				Multi-Family and Commercial Costs				Member Agency Facility Costs				TOTAL			
	2017	2018	Change	% Change	2017	2018	Change	% Change	2017	2018	Change	% Change	2017	2018	Change	% Change
Annual Cost of Operations																
Direct Labor-Related Costs																
Wages for CBAs	\$264,575	\$283,746	\$19,171	7.2%	\$256,699	\$231,814	(\$24,884)	-9.7%	\$2,405	\$2,521	\$115	4.8%	\$523,679	\$518,081	(\$5,598)	-1.1%
Benefits for CBAs	\$108,212	\$115,501	\$7,289	6.7%	\$101,123	\$90,837	(\$10,287)	-10.2%	\$963	\$1,009	\$46	4.8%	\$210,298	\$207,347	(\$2,951)	-1.4%
Payroll Taxes	\$22,013	\$23,608	\$1,595	7.2%	\$21,357	\$19,287	(\$2,070)	-9.7%	\$200	\$210	\$10	4.8%	\$43,570	\$43,104	(\$466)	-1.1%
Workers Compensation Insurance	\$23,235	\$24,796	\$1,561	6.7%	\$22,544	\$20,258	(\$2,286)	-10.1%	\$211	\$220	\$9	4.3%	\$45,991	\$45,274	(\$716)	-1.6%
Total Direct Labor-Related-Costs	\$418,035	\$447,650	\$29,615	7.1%	\$401,723	\$362,196	(\$39,528)	-9.8%	\$3,780	\$3,960	\$180	4.8%	\$823,538	\$813,806	(\$9,732)	-1.2%
Direct Fuel Costs	\$35,346	\$34,913	(\$434)	-1.2%	\$27,826	\$25,170	(\$2,656)	-9.5%	\$347	\$364	\$18	5.1%	\$63,520	\$60,447	(\$3,073)	-4.8%
Other Direct Costs	\$35,850	\$35,921	\$70	0.2%	\$29,859	\$27,454	(\$2,404)	-8.1%	\$498	\$532	\$34	6.8%	\$66,207	\$63,907	(\$2,300)	-3.5%
Depreciation																
- Collection Vehicles	\$68,636	\$68,322	(\$314)	-0.5%	\$49,660	\$45,152	(\$4,508)	-9.1%	\$1,844	\$1,931	\$87	4.7%	\$120,140	\$115,404	(\$4,735)	-3.9%
- Containers	\$41,253	\$41,232	(\$21)	-0.1%	\$17,176	\$16,476	(\$699)	-4.1%	\$0	\$0	\$0		\$58,429	\$57,708	(\$720)	-1.2%
Total Depreciation	\$109,889	\$109,554	(\$335)	-0.3%	\$66,836	\$61,628	(\$5,208)	-7.8%	\$1,844	\$1,931	\$87	4.7%	\$178,569	\$173,113	(\$5,456)	-3.1%
Allocated Indirect Costs																
General and Administrative	\$118,370	\$119,904	\$1,534	1.3%	\$93,920	\$97,151	\$3,232	3.4%	\$1,798	\$2,005	\$208	11.5%	\$214,087	\$219,061	\$4,974	2.3%
Operations	\$30,394	\$30,945	\$550	1.8%	\$19,421	\$18,493	(\$928)	-4.8%	\$614	\$660	\$45	7.4%	\$50,430	\$50,098	(\$332)	-0.7%
Vehicle Maintenance	\$52,832	\$53,813	\$981	1.9%	\$33,758	\$32,159	(\$1,598)	-4.7%	\$1,068	\$1,147	\$80	7.5%	\$87,658	\$87,120	(\$538)	-0.6%
Container Maintenance	\$17,954	\$18,263	\$308	1.7%	\$11,958	\$11,681	(\$278)	-2.3%	\$259	\$290	\$31	11.8%	\$30,172	\$30,233	\$61	0.2%
Total Allocated Indirect Costs	\$219,551	\$222,925	\$3,374	1.5%	\$159,056	\$159,484	\$428	0.3%	\$3,739	\$4,102	\$363	9.7%	\$382,346	\$386,511	\$4,165	1.1%
Total Allocated Indirect Depreciation Costs	\$2,591	\$2,582	(\$9)	-0.4%	\$1,594	\$1,484	(\$110)	-6.9%	\$59	\$62	\$3	4.7%	\$4,244	\$4,128	(\$117)	-2.7%
Annual Implementation Cost Amortization	\$3,602	\$3,556	(\$46)	-1.3%	\$1,948	\$1,761	(\$187)	-9.6%	\$87	\$91	\$4	4.7%	\$5,637	\$5,408	(\$229)	-4.1%
Total Annual Cost of Operations	\$824,864	\$857,100	\$32,235	3.9%	\$688,843	\$639,177	(\$49,666)	-7.2%	\$10,353	\$11,042	\$689	6.7%	\$1,524,061	\$1,507,319	(\$16,741)	-1.1%
Profit	\$86,588	\$89,972	\$3,384	3.9%	\$72,309	\$67,096	(\$5,214)	-7.2%	\$1,087	\$1,159	\$72	6.7%	\$159,984	\$158,227	(\$1,757)	-1.1%
Operating Ratio	90.50%	90.5%			90.50%	90.5%			90.50%	90.5%						
Total Operating Cost	\$911,452	\$947,071	\$35,619	3.9%	\$761,152	\$706,273	(\$54,879)	-7.2%	\$11,440	\$12,201	\$761	6.7%	\$1,684,045	\$1,665,546	(\$18,499)	-1.1%
Contractor Pass-Through Costs																
Interest Expense	\$21,844	\$16,092	(\$5,752)	-26.3%	\$17,812	\$12,136	(\$5,676)	-31.9%	\$339	\$263	(\$77)	-22.6%	\$39,995	\$28,490	(\$11,505)	-28.8%
Interest Expense on Implementation Cost	\$720	\$524	(\$196)	-27.3%	\$595	\$396	(\$199)	-33.4%	\$11	\$9	(\$3)	-22.8%	\$1,326	\$929	(\$397)	-30.0%
Contract Changes to Specific Agencies	\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0	
Total Contractor Pass-Through Costs	\$22,564	\$16,615	(\$5,949)	-26.4%	\$18,407	\$12,532	(\$5,875)	-31.9%	\$350	\$271	(\$79)	-22.6%	\$41,321	\$29,419	(\$11,902)	-28.8%
BASE CONTRACTOR'S COMPENSATION	\$934,016	\$963,687	\$29,671	3.2%	\$779,559	\$718,806	(\$60,754)	-7.8%	\$11,791	\$12,472	\$682	5.8%	\$1,725,366	\$1,694,965	(\$30,401)	-1.8%
Cost Allocation % of SBWMA Total	2.9%	2.9%	\$19,556	0.1%	3.4%	3.1%	\$ (69,764)	-0.3%	1.2%	1.3%	\$578	0.1%	3.05%	2.96%	(\$49,630)	-0.09%

D. County of San Mateo, North Fair Oaks Allocated Costs - SFD

	Statistics Used for Cost Allocation						Total
City # of accounts	2,619	2,614	2,604	2,614	2,614	624	2,619.00
SBWMA # of accounts	94,752	94,607	91,051	94,607	94,607	26,546	94,752.00
City # of accounts %	2.8%	2.8%	2.9%	2.8%	2.8%	2.4%	2.8%
City Total Route Labor hours year	1,474.30	1,406.48	1,170.47	7.03	7.03	352.25	4,417.56
SBWMA Total Route Labor hours year	46,589.54	46,213.45	40,198.72	231.07	231.07	14,985.48	148,449.32
City Total Route Labor hours year %	3.2%	3.0%	2.9%	3.0%	3.0%	2.4%	3.0%
City # of route hours/year	1,218.44	1,250.04	1,050.27	6.25	6.25	352.25	3,883.50
SBWMA # of route hours/year	42,599.78	41,301.50	36,312.04	206.51	206.51	14,985.48	135,611.82
City Total Route Labor hours year %	2.9%	3.0%	2.9%	3.0%	3.0%	2.4%	2.9%
City Total Containers in Service	2,994	2,833	2,848	2,833	2,833	624	14,965.00
SBWMA Total Containers in Service	96,861	96,710	100,521	96,710	96,710	26,546	514,058.00
City Total Containers in Service %	3.1%	2.9%	2.8%	2.9%	2.9%	2.4%	2.9%

SFD	Solid Waste	Recyclable Materials	Organic Materials (including Holiday Trees)	Weekly Battery and Cell Phone	Weekly Used Motor Oil and Oil Filters	Two On-Call Collection Events	SFD TOTAL
	A	B	C	D	D	J	TOTAL
Annual Cost of Operations							
Direct Labor-Related Costs							
Wages for CBAs	\$108,758	\$85,271	\$70,169	\$431	\$431	\$18,687	\$283,746
Benefits for CBAs	\$43,033	\$35,212	\$28,292	\$178	\$178	\$8,608	\$115,501
Payroll Taxes	\$9,049	\$7,095	\$5,838	\$36	\$36	\$1,555	\$23,608
Workers Compensation Insurance	<u>\$9,504</u>	<u>\$7,452</u>	<u>\$6,132</u>	<u>\$38</u>	<u>\$38</u>	<u>\$1,633</u>	<u>\$24,796</u>
Total Direct Labor Related-Costs	\$170,344	\$135,029	\$110,431	\$682	\$682	\$30,483	\$447,650
Direct Fuel Costs	\$11,540	\$12,353	\$9,912	\$62	\$62	\$982	\$34,913
Other Direct Costs	\$11,761	\$12,589	\$10,228	\$64	\$64	\$1,216	\$35,921
Depreciation - Collection Vehicles	\$22,968	\$22,575	\$21,344	\$114	\$114	\$1,207	\$68,322
Depreciation - Containers	\$13,259	\$12,817	\$15,026	\$65	\$65	\$0	\$41,232
Depreciation for Collection Equipment	\$36,228	\$35,392	\$36,370	\$179	\$179	\$1,207	\$109,554
Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)							
General and Administrative	\$38,400	\$39,488	\$40,273	\$199	\$199	\$1,344	\$119,904
Operations	\$9,798	\$10,666	\$10,043	\$54	\$54	\$331	\$30,945
Vehicle Maintenance	\$17,038	\$18,547	\$17,464	\$94	\$94	\$576	\$53,813
Container Maintenance	\$6,201	\$6,045	\$5,761	\$31	\$31	\$194	\$18,263
Total Allocated Indirect Costs excluding Depreciation and Interest	\$71,437	\$74,747	\$73,541	\$378	\$378	\$2,445	\$222,925
Total Allocated Indirect Depreciation Costs (Form 9)	\$809	\$883	\$853	\$4	\$4	\$28	\$2,582
Annual Implementation Cost Amortization (Form A)	\$1,158	\$1,151	\$1,065	\$19	\$19	\$144	\$3,556
Total Annual Cost of Operations	\$303,277	\$272,145	\$242,398	\$1,387	\$1,387	\$36,505	\$857,100
Profit (insert Operating Ratio below)	\$31,836	\$28,568	\$25,445	\$146	\$146	\$3,832	\$89,972
	90.5%						
Total Proposed Costs before Pass-Through Cost Allocation	\$335,113	\$300,713	\$267,843	\$1,533	\$1,533	\$40,337	\$947,071
Contractor Pass-Through Costs							
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$5,321	\$5,198	\$5,342	\$26	\$26	\$177	\$16,092
Interest Expense on Implementation Cost	\$171	\$170	\$157	\$3	\$3	\$21	\$524
Total Contractor Pass-Through Costs	\$5,492	\$5,368	\$5,499	\$29	\$29	\$199	\$16,615
TOTAL BASE CONTRACTOR'S COMPENSATION	\$340,604	\$306,081	\$273,342	\$1,562	\$1,562	\$40,536	\$963,687
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$306,570	\$306,469	\$264,565	\$1,565	\$1,565	\$53,281	\$934,016
Change \$	\$34,034	(\$388)	\$8,777	(\$3)	(\$3)	(\$12,745)	\$29,671
Change %	11.1%	-0.1%	3.3%	-0.2%	-0.2%	-23.9%	3.2%

see example of how column A (SFD Solid Waste Collection Cost) is arrived at - the cost allocation process.

D. County of San Mateo, North Fair Oaks Allocated Costs - MFD & Commercial

Statistics Used For Cost Allocation								Total
City # of Accounts	474	462	53	1	1	1	624	992.00
SBWMA # Accounts	10,293	10,249	1,927	203	203	203	26,546	23,078.00
City # of Accounts %	4.6%	4.5%	2.8%	0.5%	0.5%	0.5%	2.4%	4.3%
City Total Route Labor hours year	1,711.35	791.53	189.45	8.67	-	-	352.25	2,701.00
SBWMA Total Route Labor hours year	47,667.70	29,761.19	6,322.47	3,846.33	1,527.92	590.76	14,985.48	89,716.37
City Total Route Labor hours year %	3.6%	2.7%	3.0%	0.2%	0.0%	0.0%	2.4%	3.0%
City # of route hours/year	1,099.94	743.19	174.63	8.67	-	-	352.25	2,026.43
SBWMA # of route hours/year	31,642.17	28,070.88	5,861.11	3,846.33	1,527.92	590.76	14,985.48	71,539.17
City # of route hours/year %	3.5%	2.6%	3.0%	0.2%	0.0%	0.0%	2.4%	2.8%
City Total Containers in Service	732	669	56	1	1	1	624	1,460.00
SBWMA Total Containers in Service	17,084	19,617	2,468	345	345	345	26,546	40,204.00
City Total Containers in Service %	4.3%	3.4%	2.3%	0.3%	0.3%	0.3%	2.4%	3.6%

MFD & Commercial	Cart and Bin Solid Waste	Cart and Bin Recyclable Materials	Cart and Bin Organic Materials (including Holiday Trees)	Drop Box Solid Waste	Drop Box Recyclable Materials	Drop Box Organic Materials	Two On-Call Collection Events	MFD & Commercial TOTAL
	E	F	G	H	H	H	J	
Annual Cost of Operations								
Direct Labor-Related Costs								
Wages for CBAs	\$161,691	\$47,634	\$18,648	\$830	\$0	\$0	\$3,012	\$231,814
Benefits for CBAs	\$66,031	\$18,273	\$5,027	\$237	\$0	\$0	\$1,269	\$90,837
Payroll Taxes	\$13,453	\$3,963	\$1,552	\$69	\$0	\$0	\$251	\$19,287
Workers Compensation Insurance	<u>\$14,130</u>	<u>\$4,163</u>	<u>\$1,630</u>	<u>\$72</u>	<u>\$0</u>	<u>\$0</u>	<u>\$263</u>	<u>\$20,258</u>
Total Direct Labor Related-Costs	\$255,304	\$74,033	\$26,856	\$1,208	\$0	\$0	\$4,795	\$362,196
Direct Fuel Costs	\$16,615	\$5,333	\$2,774	\$84	\$0	\$0	\$364	\$25,170
Other Direct Costs	\$17,696	\$6,644	\$2,604	\$123	\$0	\$0	\$388	\$27,454
Depreciation - Collection Vehicles	\$27,302	\$10,675	\$6,600	\$112	\$0	\$0	\$463	\$45,152
Depreciation - Containers	\$8,270	\$4,962	\$3,104	\$0	\$0	\$0	\$140	\$16,476
Depreciation for Collection Equipment	\$35,572	\$15,637	\$9,704	\$112	\$0	\$0	\$603	\$61,628
Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)								
General and Administrative	\$33,939	\$35,150	\$25,280	\$1,745	\$355	\$129	\$552	\$97,151
Operations	\$6,317	\$5,090	\$6,752	\$197	\$0	\$0	\$136	\$18,493
Vehicle Maintenance	\$10,985	\$8,852	\$11,743	\$342	\$0	\$0	\$237	\$32,159
Container Maintenance	<u>\$4,560</u>	<u>\$3,840</u>	<u>\$3,012</u>	<u>\$148</u>	<u>\$30</u>	<u>\$11</u>	<u>\$80</u>	<u>\$11,681</u>
Total Allocated Indirect Costs excluding Depreciation and Interest	\$55,800	\$52,933	\$46,787	\$2,433	\$385	\$140	\$1,005	\$159,484
Total Allocated Indirect Depreciation Costs (Form 9)	\$545	\$428	\$481	\$19	\$0	\$0	\$11	\$1,484
Annual Implementation Cost Amortization (Form A)	\$1,661	\$31	\$18	\$15	\$0	\$0	\$35	\$1,761
Total Annual Cost of Operations	\$383,194	\$155,039	\$89,224	\$3,993	\$385	\$140	\$7,202	\$639,177
Profit (insert Operating Ratio below)	\$40,224.76	\$16,275	\$9,366	\$419	\$40	\$15	\$756	\$67,096
	90.5%							
Total Proposed Costs before Pass-Through Cost Allocation	\$423,419	\$171,314	\$98,590	\$4,412	\$426	\$155	\$7,958	\$706,273
Contractor Pass-Through Costs								
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$7,005	\$3,079	\$1,911	\$22	\$0	\$0	\$119	\$12,136
Interest Expense on Implementation Cost	\$374	\$7	\$4	\$3	\$0	\$0	\$8	\$396
Total Contractor Pass-Through Costs	\$7,379	\$3,086	\$1,915	\$25	\$0	\$0	\$127	\$12,532
TOTAL BASE CONTRACTOR'S COMPENSATION	\$430,797	\$174,400	\$100,505	\$4,437	\$426	\$155	\$8,085	\$718,806
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$482,209	\$182,271	\$104,387	\$0	\$0	\$0	\$10,692	\$779,559
Change \$	(\$51,411)	(\$7,871)	(\$3,881)	\$4,437	\$426	\$155	(\$2,608)	(\$60,754)
Change %	-10.7%	-4.3%	-3.7%	100.0%	100.0%	100.0%	-24.4%	-7.8%

D. County of San Mateo, North Fair Oaks Allocated Costs - Agency Facilities

Statistics Used For Cost Allocation					Totals
City # of Lifts per year	1,924	364	468	2,619	2,756.00
SBWMA # Lifts per year (Accounts for Venues/Events)	250,523	18,031	73,021	94,752	
City # of Lifts per year %	0.8%	2.0%	0.6%	2.8%	
City Total Route Labor hours year	93.61	0.33	6.56	100.50	100.50
SBWMA Total Route Labor hours year	5,092.87	191.30	1,109.73	6,393.90	
City Total Route Labor hours year %	1.8%	0.2%	0.6%	1.6%	
City # of route hours/year	57.49	0.30	5.66	100.50	63.45
SBWMA # of route hours/year	3,002.32	182.11	1,056.28	6,393.90	
City # of route hours/year %	1.9%	0.2%	0.5%	1.6%	
City # of Containers	6	4	5	2,994	15.00
SBWMA # of Containers	817	264	537	96,861	
City # of Containers %	0.7%	1.5%	0.9%	3.1%	

Agency Facilities	Agency Facilities				TOTAL
	Solid Waste E	Organic Materials G	Recyclable Materials I	Venues and Events I	
Annual Cost of Operations					
Direct Labor-Related Costs					
Wages for CBAs	\$2,045	\$41	\$253	\$182	\$2,521
Benefits for CBAs	\$819	\$16	\$101	\$73	\$1,009
Payroll Taxes	\$170	\$3	\$21	\$15	\$210
Workers Compensation Insurance	\$179	\$4	\$22	\$16	\$220
Total Direct Labor Related-Costs	\$3,213	\$64	\$398	\$285	\$3,960
Direct Fuel Costs	\$301	\$5	\$32	\$26	\$364
Other Direct Costs	\$439	\$8	\$47	\$37	\$532
Depreciation - Collection Vehicles	\$1,632	\$35	\$152	\$112	\$1,933
Depreciation - Containers	\$0	\$0	\$0	\$0	\$0
Depreciation for Collection Equipment	\$1,632	\$35	\$152	\$112	\$1,933
Lease	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)					
General and Administrative (using lifts for Agency Costs)	\$894	\$530	\$272	\$309	\$2,005
Operations	\$550	\$11	\$56	\$43	\$660
Vehicle Maintenance	\$956	\$19	\$98	\$75	\$1,147
Container Maintenance (using lifts for Agency Costs)	\$129	\$77	\$39	\$45	\$290
Total Allocated Indirect Costs excluding Depreciation and Interest	\$2,529	\$636	\$466	\$472	\$4,102
Total Allocated Indirect Depreciation Costs (Form 9)	\$53	\$1	\$5	\$4	\$62
Annual Implementation Cost Amortization (Form A)	\$77	\$2	\$7	\$5	\$91
Total Annual Cost of Operations	\$8,244	\$751	\$1,107	\$941	\$11,042
Profit (insert Operating Ratio below)	\$865	\$79	\$116	\$99	\$1,159
	90.5%				
Total Operating Costs before Pass-Through Cost Allocation	\$9,109	\$830	\$1,223	\$1,039	\$12,201
Contractor Pass-Through Costs					
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$222	\$5	\$21	\$15	\$263
Interest Expense on Implementation Cost	\$7	\$0	\$1	\$0	\$9
Total Contractor Pass-Through Costs	\$229	\$5	\$21	\$16	\$271
TOTAL BASE CONTRACTOR'S COMPENSATION	\$9,338	\$835	\$1,245	\$1,055	\$12,472
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$9,192	\$670	\$904	\$1,024	\$11,791
Change \$	\$146	\$165	\$340	\$31	\$682
Change %	1.6%	24.6%	37.6%	3.0%	5.8%

SBWMA - COLLECTION COMPENSATION APPLICATION REVIEW

Operating Statistics - Three Year Summary

Rate Year 2018

NORTH FAIR OAKS

	2016	2017	2018	Change	%
Number of Accounts					
Residential (SFD)	2,622	2,618	2,619	1	0.0%
Commercial & Multi Family	960	973	992	19	2.0%
Total	3,582	3,591	3,611	20	0.6%

Total Route Labor Hours

Residential (SFD)	3,594	4,132	4,418	286	6.9%
Commercial & Multi Family	3,375	2,971	2,701	-270	-9.1%
Member Agency Facility	87	91	101	10	11.0%
Total	7,056	7,193	7,219	26	0.4%

Total Route Hours

Residential (SFD)	3,343	3,886	3,884	-2	-0.1%
Commercial & Multi Family	2,240	2,139	2,026	-112	-5.2%
Member Agency Facility	49	52	63	12	22.9%
Total	5,633	6,076	5,973	-103	-1.7%

Total # of Solid Waste Containers

Residential (SFD)	2,982	2,991	2,994	3	0.1%
Commercial & Multi Family	736	732	732	0	0.0%
Member Agency Facility	6	6	6	0	0.0%
Total	3,724	3,729	3,732	3	0.1%

for complete list of containers for all services, see Appendix 1-4

Total Tonnage

	2016	2017	2018	Change	%
	<i>actual</i>	<i>estimate</i>	<i>estimate</i>		
Residential - solid waste	2,983	2,983	2,983	0	0.0%
Residential - organics	2,046	2,046	2,046	0	0.0%
Commercial & MFD - solid waste	3,063	3,063	3,063	0	0.0%
Commercial & MFD - green waste	492	492	492	0	0.0%
Member Agency Delivered to Shoreway		-	-	0	0.0%
Total	8,583	8,583	8,583	0	0.0%

Tonnage data to be provided by the SBWMA. Tonnage amounts are not yet updated

Contractor's Compensation: Next Rate Year vs. Current Year

CONTRACTOR'S COMPENSATION - DETAIL

A. WEST BAY SANITARY DISTRICT

	Costs - 2017	Costs - 2018	Change	% Change
Annual Cost of Operations				
Direct Labor-Related Costs				
Wages for CBAs	275,629	292,865	17,235	6.3%
Benefits for CBAs	111,152	118,095	6,942	6.2%
Payroll Taxes	22,932	24,366	1,434	6.3%
Workers Compensation Insurance	24,206	25,593	1,387	5.7%
Total Direct Labor Related-Costs	433,920	460,919	26,998	6.2%
Direct Fuel Costs	35,909	35,696	(213)	-0.6%
Other Direct Costs	36,697	37,010	313	0.9%
Depreciation				
- Collection Vehicles	69,867	69,745	(122)	-0.2%
- Containers	36,548	36,550	2	0.0%
Total Depreciation	106,415	106,295	(120)	-0.1%
Allocated Indirect Costs excluding Depreciation				
General and Administrative	114,123	116,509	2,386	2.1%
Operations	31,362	31,807	445	1.4%
Vehicle Maintenance	54,514	55,312	797	1.5%
Container Maintenance	16,742	17,092	350	2.1%
Total Allocated Indirect Costs excluding Depreciation	216,742	220,719	3,978	1.8%
Total Allocated Indirect Depreciation Costs	2,650	2,632	(17)	-0.7%
Annual Implementation Cost Amortization	3,423	3,458	36	1.0%
Total Annual Cost of Operations	835,755	866,729	30,974	3.7%
Profit	87,731	90,983	3,251	3.7%
Operating Ratio	90.5%	90.5%		
Total Operating Costs	923,487	957,712	34,225	3.7%
Contractor Pass-Through Costs				
Interest Expense	22,042	16,214	(5,828)	-26.4%
Interest Expense on Implementation Cost	719	534	(185)	-25.7%
Total Contractor Pass-Through Costs	22,761	16,748	(6,013)	-26.4%
BASE CONTRACTOR'S COMPENSATION	946,247	974,460	28,213	3.0%
Other Adjustments				
Incentive / Disincentives	(300)	632	931	
Total Other Adjustments	(300)	632	931	
TOTAL CONTRACTOR'S COMPENSATION	945,948	975,092	29,144	3.1%

CONTRACTOR'S BASE COMPENSATION BY SERVICE SECTOR

West Bay Sanitary District

BASE COLLECTION COSTS	Single-Family Costs				Multi-Family and Commercial Costs				Member Agency Facility Costs				TOTAL			
	2017	2018	Change	% Change	2017	2018	Change	% Change	2017	2018	Change	% Change	2017	2018	Change	% Change
Annual Cost of Operations																
Direct Labor-Related Costs																
Wages for CBAs	\$229,280	\$251,509	\$22,228	9.7%	\$45,967	\$40,915	(\$5,052)	-11.0%	\$382	\$441	\$59	15.3%	\$275,629	\$292,865	\$17,235	6.3%
Benefits for CBAs	\$93,396	\$102,287	\$8,891	9.5%	\$17,604	\$15,632	(\$1,972)	-11.2%	\$153	\$177	\$23	15.3%	\$111,152	\$118,095	\$6,942	6.2%
Payroll Taxes	\$19,076	\$20,926	\$1,849	9.7%	\$3,824	\$3,404	(\$420)	-11.0%	\$32	\$37	\$5	15.3%	\$22,932	\$24,366	\$1,434	6.3%
Workers Compensation Insurance	\$20,136	\$21,979	\$1,843	9.2%	\$4,037	\$3,576	(\$461)	-11.4%	\$34	\$39	\$5	14.7%	\$24,206	\$25,593	\$1,387	5.7%
Total Direct Labor-Related-Costs	\$361,888	\$396,700	\$34,812	9.6%	\$71,432	\$63,526	(\$7,905)	-11.1%	\$601	\$693	\$92	15.3%	\$433,920	\$460,919	\$26,998	6.2%
Direct Fuel Costs	\$30,101	\$30,428	\$327	1.1%	\$5,745	\$5,195	(\$549)	-9.6%	\$63	\$72	\$9	13.9%	\$35,909	\$35,696	(\$213)	-0.6%
Other Direct Costs	\$30,473	\$31,307	\$834	2.7%	\$6,133	\$5,597	(\$535)	-8.7%	\$91	\$105	\$14	15.8%	\$36,697	\$37,010	\$313	0.9%
Depreciation																
- Collection Vehicles	\$58,957	\$59,872	\$915	1.6%	\$10,573	\$9,495	(\$1,078)	-10.2%	\$336	\$378	\$42	12.3%	\$69,867	\$69,745	(\$122)	-0.2%
- Containers	\$33,931	\$33,954	\$23	0.1%	\$2,618	\$2,596	(\$22)	-0.8%	\$0	\$0	\$0		\$36,548	\$36,550	\$2	0.0%
Total Depreciation	\$92,888	\$93,826	\$938	1.0%	\$13,191	\$12,091	(\$1,100)	-8.3%	\$336	\$378	\$42	12.3%	\$106,415	\$106,295	(\$120)	-0.1%
Allocated Indirect Costs																
General and Administrative	\$99,787	\$101,437	\$1,650	1.7%	\$13,873	\$14,613	\$741	5.3%	\$464	\$459	(\$5)	-1.0%	\$114,123	\$116,509	\$2,386	2.1%
Operations	\$26,230	\$27,157	\$926	3.5%	\$5,020	\$4,520	(\$500)	-10.0%	\$112	\$130	\$18	16.0%	\$31,362	\$31,807	\$445	1.4%
Vehicle Maintenance	\$45,594	\$47,226	\$1,631	3.6%	\$8,725	\$7,860	(\$865)	-9.9%	\$195	\$226	\$31	16.1%	\$54,514	\$55,312	\$797	1.5%
Container Maintenance	\$14,606	\$14,928	\$322	2.2%	\$2,069	\$2,098	\$28	1.4%	\$67	\$66	(\$1)	-0.8%	\$16,742	\$17,092	\$350	2.1%
Total Allocated Indirect Costs	\$186,218	\$190,747	\$4,530	2.4%	\$29,687	\$29,091	(\$596)	-2.0%	\$837	\$881	\$44	5.2%	\$216,742	\$220,719	\$3,978	1.8%
Total Allocated Indirect Depreciation Costs	\$2,238	\$2,268	\$29	1.3%	\$401	\$353	(\$48)	-12.0%	\$11	\$12	\$1	12.3%	\$2,650	\$2,632	(\$17)	-0.7%
Annual Implementation Cost Amortization	\$3,062	\$3,107	\$45	1.5%	\$345	\$333	(\$11)	-3.3%	\$16	\$18	\$2	12.3%	\$3,423	\$3,458	\$36	1.0%
Total Annual Cost of Operations	\$706,868	\$748,383	\$41,516	5.9%	\$126,932	\$116,186	(\$10,746)	-8.5%	\$1,956	\$2,160	\$204	10.4%	\$835,755	\$866,729	\$30,974	3.7%
Profit	\$74,202	\$78,560	\$4,358	5.9%	\$13,324	\$12,196	(\$1,128)	-8.5%	\$205	\$227	\$21	10.4%	\$87,731	\$90,983	\$3,251	3.7%
Operating Ratio	90.50%	90.5%			90.50%	90.5%			90.50%	90.5%						
Total Operating Cost	\$781,069	\$826,943	\$45,874	5.9%	\$140,256	\$128,383	(\$11,874)	-8.5%	\$2,161	\$2,386	\$225	10.4%	\$923,487	\$957,712	\$34,225	3.7%
Contractor Pass-Through Costs																
Interest Expense	\$18,464	\$13,781	(\$4,683)	-25.4%	\$3,515	\$2,381	(\$1,134)	-32.3%	\$62	\$51	(\$11)	-17.0%	\$22,042	\$16,214	(\$5,828)	-26.4%
Interest Expense on Implementation Cost	\$612	\$458	(\$154)	-25.2%	\$105	\$75	(\$30)	-28.7%	\$2	\$2	(\$0)	-17.2%	\$719	\$534	(\$185)	-25.7%
Contract Changes to Specific Agencies	\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0	
Total Contractor Pass-Through Costs	\$19,076	\$14,239	(\$4,837)	-25.4%	\$3,621	\$2,456	(\$1,165)	-32.2%	\$64	\$53	(\$11)	-17.0%	\$22,761	\$16,748	(\$6,013)	-26.4%
BASE CONTRACTOR'S COMPENSATION	\$800,145	\$841,182	\$41,037	5.1%	\$143,877	\$130,839	(\$13,038)	-9.1%	\$2,225	\$2,439	\$214	9.6%	\$946,247	\$974,460	\$28,213	3.0%
Cost Allocation % of SBWMA Total	2.5%	2.6%	\$32,372	0.1%	0.6%	0.6%	\$ (14,701)	-0.1%	0.2%	0.2%	\$195	0.0%	1.67%	1.70%	\$17,865	0.03%

D. West Bay Sanitary District Allocated Costs - SFD

	Statistics Used for Cost Allocation						Total
City # of accounts	2,217	2,213	2,203	2,213	2,213	507	2,217
SBWMA # of accounts	94,752	94,607	91,051	94,607	94,607	26,546	94,752
City # of accounts %	2.3%	2.3%	2.4%	2.3%	2.3%	1.9%	2.3%
City Total Route Labor hours year	1,256.29	1,178.77	1,192.05	5.89	5.89	286.21	3,925
SBWMA Total Route Labor hours year	46,589.54	46,213.45	40,198.72	231.07	231.07	14,985.48	148,449
City Total Route Labor hours year %	2.7%	2.6%	3.0%	2.6%	2.6%	1.9%	2.6%
City # of route hours/year	1,035.40	1,018.28	1,023.43	5.09	5.09	286.21	3,374
SBWMA # of route hours/year	42,599.78	41,301.50	36,312.04	206.51	206.51	14,985.48	135,612
City Total Route Labor hours year %	2.4%	2.5%	2.8%	2.5%	2.5%	1.9%	2.5%
City Total Containers in Service	2,236	2,274	2,589	2,274	2,274	507	12,154
SBWMA Total Containers in Service	96,861	96,710	100,521	96,710	96,710	26,546	514,058
City Total Containers in Service %	2.3%	2.4%	2.6%	2.4%	2.4%	1.9%	2.4%

SFD	Solid Waste	Recyclable Materials	Organic Materials (including Holiday Trees)	Weekly Battery and Cell Phone	Weekly Used Motor Oil and Oil Filters	Two On-Call Collection Events	SFD TOTAL
	A	B	C	D	D	J	
Annual Cost of Operations							
Direct Labor-Related Costs							
Wages for CBAs	\$92,675	\$71,465	\$71,463	\$361	\$361	\$15,183	\$251,509
Benefits for CBAs	\$36,670	\$29,511	\$28,813	\$149	\$149	\$6,994	\$102,287
Payroll Taxes	\$7,711	\$5,946	\$5,946	\$30	\$30	\$1,263	\$20,926
Workers Compensation Insurance	\$8,099	\$6,245	\$6,245	\$32	\$32	\$1,327	\$21,979
Total Direct Labor Related-Costs	\$145,155	\$113,168	\$112,467	\$572	\$572	\$24,768	\$396,700
Direct Fuel Costs	\$9,806	\$10,063	\$9,659	\$51	\$51	\$798	\$30,428
Other Direct Costs	\$9,994	\$10,255	\$9,966	\$52	\$52	\$988	\$31,307
Depreciation - Collection Vehicles	\$19,518	\$18,389	\$20,798	\$93	\$93	\$981	\$59,872
Depreciation - Containers	\$9,902	\$10,288	\$13,659	\$52	\$52	\$0	\$33,954
Depreciation for Collection Equipment	\$29,420	\$28,678	\$34,458	\$145	\$145	\$981	\$93,826
Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)							
General and Administrative	\$32,506	\$33,431	\$34,071	\$169	\$169	\$1,092	\$101,437
Operations	\$8,326	\$8,688	\$9,786	\$44	\$44	\$269	\$27,157
Vehicle Maintenance	\$14,479	\$15,109	\$17,018	\$76	\$76	\$468	\$47,226
Container Maintenance	\$4,631	\$4,853	\$5,237	\$25	\$25	\$158	\$14,928
Total Allocated Indirect Costs excluding Depreciation and Interest	\$59,941	\$62,080	\$66,112	\$314	\$314	\$1,987	\$190,747
Total Allocated Indirect Depreciation Costs (Form 9)	\$688	\$719	\$831	\$4	\$4	\$23	\$2,268
Annual Implementation Cost Amortization (Form A)	\$984	\$938	\$1,038	\$15	\$15	\$117	\$3,107
Total Annual Cost of Operations	\$255,989	\$225,901	\$234,530	\$1,151	\$1,151	\$29,661	\$748,383
Profit (insert Operating Ratio below)	\$26,872	\$23,713	\$24,619	\$121	\$121	\$3,114	\$78,560
90.5%							
Total Proposed Costs before Pass-Through Cost Allocation	\$282,860	\$249,614	\$259,149	\$1,272	\$1,272	\$32,775	\$826,943
Contractor Pass-Through Costs							
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$4,321	\$4,212	\$5,061	\$21	\$21	\$144	\$13,781
Interest Expense on Implementation Cost	\$145	\$138	\$153	\$2	\$2	\$17	\$458
Total Contractor Pass-Through Costs	\$4,466	\$4,350	\$5,214	\$23	\$23	\$161	\$14,239
TOTAL BASE CONTRACTOR'S COMPENSATION	\$287,327	\$253,965	\$264,363	\$1,296	\$1,296	\$32,936	\$841,182
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$257,533	\$257,794	\$250,218	\$1,316	\$1,316	\$31,967	\$800,145
Change \$	\$29,794	(\$3,829)	\$14,145	(\$21)	(\$21)	\$969	\$41,037
Change %	11.6%	-1.5%	5.7%	-1.6%	-1.6%	3.0%	5.1%

see example of how column A (SFD Solid Waste Collection Cost) is arrived at - the cost allocation process.

D. West Bay Sanitary District Allocated Costs - MFD & Commercial

Statistics Used For Cost Allocation								Total
City # of Accounts	33	36	19	0	0	0	507	88
SBWMA # Accounts	10,293	10,249	1,927	203	203	203	26,546	23,078
City # of Accounts %	0.3%	0.4%	1.0%	0.0%	0.0%	0.0%	1.9%	0.4%
City Total Route Labor hours year	244.58	149.12	64.87	0.00	0.00	0.00	286.21	459
SBWMA Total Route Labor hours year	47,667.70	29,761.19	6,322.47	3,846.33	1,527.92	590.76	14,985.48	89,716
City Total Route Labor hours year %	0.5%	0.5%	1.0%	0.0%	0.0%	0.0%	1.9%	0.5%
City # of route hours/year	193.60	142.22	60.08	0.00	0.00	0.00	286.21	396
SBWMA # of route hours/year	31,642.17	28,070.88	5,861.11	3,846.33	1,527.92	590.76	14,985.48	71,539
City # of route hours/year %	0.6%	0.5%	1.0%	0.0%	0.0%	0.0%	1.9%	0.6%
City Total Containers in Service (Lifts for example)	55	79	23	0	0	0	507	157
SBWMA Total Containers in Service	17,084	19,617	2,468	345	345	345	26,546	40,204
City Total Containers in Service %	0.3%	0.4%	0.9%	0.0%	0.0%	0.0%	1.9%	0.4%

MFD & Commercial	Cart and Bin Solid Waste	Cart and Bin Recyclable Materials	Cart and Bin Organic Materials (including Holiday Trees)	Drop Box Solid Waste	Drop Box Recyclable Materials	Drop Box Organic Materials	Two On-Call Collection Events	MFD & Commercial
	E	F	G	H	H	H	J	TOTAL
Annual Cost of Operations								
Direct Labor-Related Costs								
Wages for CBAs	\$23,108	\$8,974	\$6,385	\$0	\$0	\$0	\$2,447	\$40,915
Benefits for CBAs	\$9,437	\$3,443	\$1,721	\$0	\$0	\$0	\$1,031	\$15,632
Payroll Taxes	\$1,923	\$747	\$531	\$0	\$0	\$0	\$204	\$3,404
Workers Compensation Insurance	\$2,019	\$784	\$558	\$0	\$0	\$0	\$214	\$3,576
Total Direct Labor Related-Costs	\$36,487	\$13,947	\$9,196	\$0	\$0	\$0	\$3,896	\$63,526
Direct Fuel Costs	\$2,924	\$1,021	\$954	\$0	\$0	\$0	\$296	\$5,195
Other Direct Costs	\$3,115	\$1,271	\$896	\$0	\$0	\$0	\$315	\$5,597
Depreciation - Collection Vehicles	\$4,805	\$2,043	\$2,271	\$0	\$0	\$0	\$376	\$9,495
Depreciation - Containers	\$621	\$586	\$1,275	\$0	\$0	\$0	\$114	\$2,596
Depreciation for Collection Equipment	\$5,427	\$2,629	\$3,546	\$0	\$0	\$0	\$490	\$12,091
Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)								
General and Administrative	\$2,363	\$2,739	\$9,063	\$0	\$0	\$0	\$449	\$14,613
Operations	\$1,112	\$974	\$2,323	\$0	\$0	\$0	\$111	\$4,520
Vehicle Maintenance	\$1,933	\$1,694	\$4,040	\$0	\$0	\$0	\$192	\$7,860
Container Maintenance	\$343	\$453	\$1,237	\$0	\$0	\$0	\$65	\$2,098
Total Allocated Indirect Costs excluding Depreciation and Interest	\$5,751	\$5,861	\$16,663	\$0	\$0	\$0	\$817	\$29,091
Total Allocated Indirect Depreciation Costs (Form 9)	\$96	\$82	\$166	\$0	\$0	\$0	\$9	\$353
Annual Implementation Cost Amortization (Form A)	\$292	\$6	\$6	\$0	\$0	\$0	\$29	\$333
Total Annual Cost of Operations	\$54,092	\$24,817	\$31,426	\$0	\$0	\$0	\$5,852	\$116,186
Profit (insert Operating Ratio below)	\$5,678.17	\$2,605	\$3,299	\$0	\$0	\$0	\$614	\$12,196
	90.5%							
Total Proposed Costs before Pass-Through Cost Allocation	\$59,770	\$27,422	\$34,725	\$0	\$0	\$0	\$6,466	\$128,383
Contractor Pass-Through Costs								
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$1,069	\$518	\$698	\$0	\$0	\$0	\$96	\$2,381
Interest Expense on Implementation Cost	\$66	\$1	\$1	\$0	\$0	\$0	\$6	\$75
Total Contractor Pass-Through Costs	\$1,134	\$519	\$700	\$0	\$0	\$0	\$103	\$2,456
TOTAL BASE CONTRACTOR'S COMPENSATION	\$60,905	\$27,941	\$35,425	\$0	\$0	\$0	\$6,569	\$130,839
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$65,820	\$35,297	\$36,344	\$0	\$0	\$0	\$6,415	\$143,877
Change \$	(\$4,916)	(\$7,357)	(\$920)	\$0	\$0	\$0	\$154	(\$13,038)
Change %	-7.5%	-20.8%	-2.5%	0.0%	0.0%	0.0%	2.4%	-9.1%

D. West Bay Sanitary District Allocated Costs - Agency Facilities

Statistics Used For Cost Allocation					Totals
City # of Lifts per year	156	65	52	2,217	273.00
SBWMA # Lifts per year (Accounts for Venues/Events)	250,523	18,031	73,021	94,752	
City # of Lifts per year %	0.1%	0.4%	0.1%	2.3%	
City Total Route Labor hours year	4.64	0.75	5.88	11.27	11.27
SBWMA Total Route Labor hours year	5,092.87	191.30	1,109.73	6,393.90	
City Total Route Labor hours year	0.1%	0.4%	0.5%	0.2%	
City # of route hours/year	4.38	0.74	5.75	11.27	10.87
SBWMA # of route hours/year	3,002.32	182.11	1,056.28	6,393.90	
City # of route hours/year %	0.1%	0.4%	0.5%	0.2%	
City # of Containers	1	1	1	2,236	3.00
SBWMA # of Containers	817	264	537	96,861	
City # of Containers %	0.1%	0.4%	0.2%	2.3%	

Agency Facilities	Solid Waste	Organic Materials	Recyclable Materials	Venues and Events	Agency Facilities
	E	G	I	I	TOTAL
Annual Cost of Operations					
Direct Labor-Related Costs					
Wages for CBAs	\$101	\$92	\$227	\$20	\$441
Benefits for CBAs	\$41	\$37	\$91	\$8	\$177
Payroll Taxes	\$8	\$8	\$19	\$2	\$37
Workers Compensation Insurance	\$9	\$8	\$20	\$2	\$39
Total Direct Labor Related-Costs	\$159	\$145	\$356	\$32	\$693
Direct Fuel Costs	\$23	\$14	\$33	\$3	\$72
Other Direct Costs	\$33	\$20	\$48	\$4	\$105
Depreciation - Collection Vehicles	\$124	\$87	\$155	\$13	\$378
Depreciation - Containers	\$0	\$0	\$0	\$0	\$0
Depreciation for Collection Equipment	\$124	\$87	\$155	\$13	\$378
Lease	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)					
General and Administrative (using lifts for Agency Costs)	\$73	\$95	\$30	\$261	\$459
Operations	\$42	\$26	\$57	\$5	\$130
Vehicle Maintenance	\$73	\$46	\$99	\$8	\$226
Container Maintenance (using lifts for Agency Costs)	\$10	\$14	\$4	\$38	\$66
Total Allocated Indirect Costs excluding Depreciation and Interest	\$198	\$180	\$191	\$312	\$881
Total Allocated Indirect Depreciation Costs (Form 9)	\$4	\$3	\$5	\$0	\$12
Annual Implementation Cost Amortization (Form A)	\$6	\$4	\$7	\$1	\$18
Total Annual Cost of Operations	\$548	\$452	\$795	\$365	\$2,160
Profit (insert Operating Ratio below)	\$57	\$47	\$83	\$38	\$227
	90.5%				
Total Operating Costs before Pass-Through Cost Allocation	\$605	\$499	\$879	\$403	\$2,386
Contractor Pass-Through Costs					
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$17	\$12	\$21	\$2	\$51
Interest Expense on Implementation Cost	\$1	\$0	\$1	\$0	\$2
Total Contractor Pass-Through Costs	\$17	\$12	\$22	\$2	\$53
TOTAL BASE CONTRACTOR'S COMPENSATION	\$622	\$512	\$900	\$405	\$2,439
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$455	\$608	\$778	\$384	\$2,225
Change \$	\$168	(\$97)	\$122	\$21	\$214
Change %	36.9%	-15.9%	15.7%	5.4%	9.6%

SBWMA - COLLECTION COMPENSATION APPLICATION REVIEW

Operating Statistics - Three Year Summary

Rate Year 2018

WEST BAY

	2016	2017	2018	Change	%
Number of Accounts					
Residential (SFD)	2,215	2,215	2,217	2	0.1%
Commercial & Multi Family	81	85	88	3	3.5%
Total	2,296	2,300	2,305	5	0.2%

Total Route Labor Hours					
Residential (SFD)	3,756	3,580	3,925	345	9.6%
Commercial & Multi Family	562	524	459	-66	-12.6%
Member Agency Facility	9	8	11	3	33.2%
Total	4,327	4,113	4,395	282	6.9%

Total Route Hours					
Residential (SFD)	3,318	3,239	3,374	134	4.2%
Commercial & Multi Family	492	437	396	-41	-9.5%
Member Agency Facility	8	8	11	3	33.4%
Total	3,818	3,685	3,780	96	2.6%

Total # of Solid Waste Containers					
Residential (SFD)	2,242	2,237	2,236	-1	0.0%
Commercial & Multi Family	55	55	55	0	0.0%
Member Agency Facility	1	1	1	0	0.0%
Total	2,298	2,293	2,292	-1	0.0%

for complete list of containers for all services, see Appendix 1-4

	2016	2017	2018	Change	%
	<i>actual</i>	<i>estimate</i>	<i>estimate</i>		
Residential - solid waste	1,144	1,144	1,144	0	0.0%
Residential - organics	2,407	2,407	2,407	0	0.0%
Commercial & MFD - solid waste	418	418	418	0	0.0%
Commercial & MFD - green waste	172	172	172	0	0.0%
C&D	-	-	-	0	0.0%
Member Agency Delivered to Shoreway	-	-	-	0	0.0%
Total	4,142	4,142	4,142	0	0.0%

Tonnage data to be provided by the SBWMA. Tonnage amounts are not yet updated

Contractor's Compensation: Next Rate Year vs. Current Year

CONTRACTOR'S COMPENSATION - DETAIL

A. UNINCORPORATED COUNTY

	Costs - 2017	Costs - 2018	Change	% Change
Annual Cost of Operations				
Direct Labor-Related Costs				
Wages for CBAs	616,549	640,770	24,220	3.9%
Benefits for CBAs	249,749	259,785	10,036	4.0%
Payroll Taxes	51,297	53,312	2,015	3.9%
Workers Compensation Insurance	54,147	55,996	1,849	3.4%
Total Direct Labor Related-Costs	971,742	1,009,862	38,120	3.9%
Direct Fuel Costs	78,588	80,803	2,215	2.8%
Other Direct Costs	80,322	84,111	3,790	4.7%
Depreciation				
- Collection Vehicles	153,560	157,207	3,646	2.4%
- Containers	82,141	82,037	(104)	-0.1%
Total Depreciation	235,701	239,244	3,542	1.5%
Allocated Indirect Costs excluding Depreciation				
General and Administrative	273,710	278,240	4,530	1.7%
Operations	67,378	69,969	2,591	3.8%
Vehicle Maintenance	117,118	121,676	4,558	3.9%
Container Maintenance	38,252	38,858	606	1.6%
Total Allocated Indirect Costs excluding Depreciation	496,459	508,743	12,284	2.5%
Total Allocated Indirect Depreciation Costs	5,732	5,831	99	1.7%
Annual Implementation Cost Amortization	7,722	7,864	142	1.8%
Total Annual Cost of Operations	1,876,266	1,936,458	60,192	3.2%
Profit	196,956	203,275	6,318	3.2%
Operating Ratio	90.5%	90.5%		
Total Operating Costs	2,073,222	2,139,732	66,510	3.2%
Contractor Pass-Through Costs				
Interest Expense	48,570	36,510	(12,060)	-24.8%
Interest Expense on Implementation Cost	1,608	1,212	(396)	-24.6%
Total Contractor Pass-Through Costs	50,178	37,722	(12,456)	-24.8%
BASE CONTRACTOR'S COMPENSATION	2,123,400	2,177,454	54,054	2.5%
Other Adjustments				
Incentive / Disincentives	(403)	2,365	2,768	
Total Other Adjustments	(403)	2,365	2,768	
TOTAL CONTRACTOR'S COMPENSATION	2,122,997	2,179,819	56,822	2.7%

CONTRACTOR'S BASE COMPENSATION BY SERVICE SECTOR

Unincorporated County

BASE COLLECTION COSTS	Single-Family Costs				Multi-Family and Commercial Costs				Member Agency Facility Costs				TOTAL			
	2017	2018	Change	% Change	2017	2018	Change	% Change	2017	2018	Change	% Change	2017	2018	Change	% Change
Annual Cost of Operations																
Direct Labor-Related Costs																
Wages for CBAs	\$534,406	\$546,898	\$12,492	2.3%	\$80,706	\$93,324	\$12,619	15.6%	\$1,437	\$547	(\$890)	-61.9%	\$616,549	\$640,770	\$24,220	3.9%
Benefits for CBAs	\$217,682	\$222,843	\$5,161	2.4%	\$31,491	\$36,722	\$5,231	16.6%	\$575	\$219	(\$356)	-61.9%	\$249,749	\$259,785	\$10,036	4.0%
Payroll Taxes	\$44,463	\$45,502	\$1,039	2.3%	\$6,715	\$7,765	\$1,050	15.6%	\$120	\$46	(\$74)	-61.9%	\$51,297	\$53,312	\$2,015	3.9%
Workers Compensation Insurance	\$46,933	\$47,792	\$860	1.8%	\$7,088	\$8,155	\$1,068	15.1%	\$126	\$48	(\$78)	-62.1%	\$54,147	\$55,996	\$1,849	3.4%
Total Direct Labor-Related-Costs	\$843,484	\$863,036	\$19,552	2.3%	\$126,000	\$145,967	\$19,967	15.8%	\$2,259	\$860	(\$1,399)	-61.9%	\$971,742	\$1,009,862	\$38,120	3.9%
Direct Fuel Costs	\$68,574	\$69,767	\$1,194	1.7%	\$9,796	\$10,961	\$1,164	11.9%	\$218	\$75	(\$143)	-65.7%	\$78,588	\$80,803	\$2,215	2.8%
Other Direct Costs	\$69,474	\$71,817	\$2,344	3.4%	\$10,535	\$12,185	\$1,650	15.7%	\$313	\$109	(\$204)	-65.1%	\$80,322	\$84,111	\$3,790	4.7%
Depreciation																
- Collection Vehicles	\$134,797	\$137,258	\$2,461	1.8%	\$17,437	\$19,492	\$2,055	11.8%	\$1,327	\$457	(\$870)	-65.6%	\$153,560	\$157,207	\$3,646	2.4%
- Containers	\$73,931	\$74,075	\$144	0.2%	\$8,210	\$7,962	(\$248)	-3.0%	\$0	\$0	\$0		\$82,141	\$82,037	(\$104)	-0.1%
Total Depreciation	\$208,727	\$211,332	\$2,605	1.2%	\$25,647	\$27,454	\$1,807	7.0%	\$1,327	\$457	(\$870)	-65.6%	\$235,701	\$239,244	\$3,542	1.5%
Allocated Indirect Costs																
General and Administrative	\$228,589	\$233,103	\$4,514	2.0%	\$44,014	\$43,892	(\$122)	-0.3%	\$1,108	\$1,245	\$137	12.4%	\$273,710	\$278,240	\$4,530	1.7%
Operations	\$59,779	\$62,192	\$2,413	4.0%	\$7,193	\$7,634	\$441	6.1%	\$406	\$143	(\$263)	-64.8%	\$67,378	\$69,969	\$2,591	3.8%
Vehicle Maintenance	\$103,909	\$108,152	\$4,242	4.1%	\$12,503	\$13,276	\$773	6.2%	\$706	\$248	(\$457)	-64.8%	\$117,118	\$121,676	\$4,558	3.9%
Container Maintenance	\$32,022	\$32,771	\$748	2.3%	\$6,070	\$5,908	(\$162)	-2.7%	\$160	\$180	\$20	12.6%	\$38,252	\$38,858	\$606	1.6%
Total Allocated Indirect Costs	\$424,300	\$436,218	\$11,918	2.8%	\$69,780	\$70,710	\$929	1.3%	\$2,379	\$1,816	(\$563)	-23.7%	\$496,459	\$508,743	\$12,284	2.5%
Total Allocated Indirect Depreciation Costs	\$5,103	\$5,193	\$91	1.8%	\$587	\$623	\$36	6.1%	\$43	\$15	(\$28)	-65.6%	\$5,732	\$5,831	\$99	1.7%
Annual Implementation Cost Amortization	\$7,006	\$7,135	\$129	1.8%	\$653	\$707	\$55	8.4%	\$63	\$22	(\$41)	-65.6%	\$7,722	\$7,864	\$142	1.8%
Total Annual Cost of Operations	\$1,626,667	\$1,664,499	\$37,832	2.3%	\$242,999	\$268,607	\$25,608	10.5%	\$6,600	\$3,352	(\$3,248)	-49.2%	\$1,876,266	\$1,936,458	\$60,192	3.2%
Profit	\$170,755	\$174,726	\$3,971	2.3%	\$25,508	\$28,196	\$2,688	10.5%	\$693	\$352	(\$341)	-49.2%	\$196,956	\$203,275	\$6,318	3.2%
Operating Ratio	90.50%	90.5%			90.50%	90.5%			90.50%	90.5%						
Total Operating Cost	\$1,797,422	\$1,839,225	\$41,803	2.3%	\$268,507	\$296,803	\$28,296	10.5%	\$7,293	\$3,704	(\$3,589)	-49.2%	\$2,073,222	\$2,139,732	\$66,510	3.2%
Contractor Pass-Through Costs																
Interest Expense	\$41,491	\$31,041	(\$10,450)	-25.2%	\$6,835	\$5,406	(\$1,429)	-20.9%	\$244	\$62	(\$182)	-74.5%	\$48,570	\$36,510	(\$12,060)	-24.8%
Interest Expense on Implementation Cost	\$1,400	\$1,051	(\$350)	-25.0%	\$199	\$159	(\$40)	-20.1%	\$8	\$2	(\$6)	-74.6%	\$1,608	\$1,212	(\$396)	-24.6%
Contract Changes to Specific Agencies	\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0	
Total Contractor Pass-Through Costs	\$42,891	\$32,092	(\$10,799)	-25.2%	\$7,034	\$5,566	(\$1,469)	-20.9%	\$252	\$64	(\$188)	-74.5%	\$50,178	\$37,722	(\$12,456)	-24.8%
BASE CONTRACTOR'S COMPENSATION	\$1,840,313	\$1,871,317	\$31,004	1.7%	\$275,541	\$302,369	\$26,827	9.7%	\$7,545	\$3,768	(\$3,777)	-50.1%	\$2,123,400	\$2,177,454	\$54,054	2.5%
Cost Allocation % of SBWMA Total	5.7%	5.7%	\$ 11,075	0.0%	1.2%	1.3%	\$ 23,642	0.1%	0.8%	0.4%	(\$3,843)	-0.4%	3.75%	3.81%	\$30,874	0.05%

D. Unincorporated County - SFD

	Statistics Used for Cost Allocation						Total
City # of accounts	5,090	5,080	5,059	5,080	5,080	1,261	5,090
SBWMA # of accounts	94,752	94,607	91,051	94,607	94,607	26,546	94,752
City # of accounts %	5.4%	5.4%	5.6%	5.4%	5.4%	4.8%	5.4%
City Total Route Labor hours year	2,600.56	2,694.18	2,540.53	13.47	13.47	711.85	8,574
SBWMA Total Route Labor hours year	46,589.54	46,213.45	40,198.72	231.07	231.07	14,985.48	148,449
City Total Route Labor hours year %	5.6%	5.8%	6.3%	5.8%	5.8%	4.8%	5.8%
City # of route hours/year	2,405.44	2,282.14	2,354.30	11.41	11.41	711.85	7,777
SBWMA # of route hours/year	42,599.78	41,301.50	36,312.04	206.51	206.51	14,985.48	135,612
City Total Route Labor hours year %	5.6%	5.5%	6.5%	5.5%	5.5%	4.8%	5.7%
City Total Containers in Service	5,116	5,129	5,303	5,129	5,129	1,261	27,067
SBWMA Total Containers in Service	96,861	96,710	100,521	96,710	96,710	26,546	514,058
City Total Containers in Service %	5.3%	5.3%	5.3%	5.3%	5.3%	4.8%	5.3%

SFD	Solid Waste	Recyclable Materials	Organic Materials (including Holiday Trees)	Weekly Battery and Cell Phone	Weekly Used Motor Oil and Oil Filters	Two On-Call Collection Events	SFD TOTAL
	A	B	C	D	D	J	
Annual Cost of Operations							
Direct Labor-Related Costs							
Wages for CBAs	\$191,841	\$163,340	\$152,303	\$825	\$825	\$37,764	\$546,898
Benefits for CBAs	\$75,908	\$67,451	\$61,408	\$341	\$341	\$17,396	\$222,843
Payroll Taxes	\$15,961	\$13,590	\$12,672	\$69	\$69	\$3,142	\$45,502
Workers Compensation Insurance	\$16,765	\$14,274	\$13,309	\$72	\$72	\$3,300	\$47,792
Total Direct Labor Related-Costs	\$300,475	\$258,655	\$239,692	\$1,306	\$1,306	\$61,602	\$863,036
Direct Fuel Costs	\$22,782	\$22,553	\$22,220	\$114	\$114	\$1,985	\$69,767
Other Direct Costs	\$23,218	\$22,984	\$22,927	\$116	\$116	\$2,457	\$71,817
Depreciation - Collection Vehicles	\$45,344	\$41,214	\$47,845	\$208	\$208	\$2,439	\$137,258
Depreciation - Containers	\$22,657	\$23,205	\$27,978	\$117	\$117	\$0	\$74,075
Depreciation for Collection Equipment	\$68,001	\$64,419	\$75,823	\$325	\$325	\$2,439	\$211,332
Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)							
General and Administrative	\$74,630	\$76,741	\$78,241	\$388	\$388	\$2,716	\$233,103
Operations	\$19,342	\$19,472	\$22,512	\$98	\$98	\$670	\$62,192
Vehicle Maintenance	\$33,636	\$33,861	\$39,148	\$171	\$171	\$1,164	\$108,152
Container Maintenance	\$10,596	\$10,945	\$10,727	\$55	\$55	\$392	\$32,771
Total Allocated Indirect Costs excluding Depreciation and Interest	\$138,205	\$141,019	\$150,628	\$712	\$712	\$4,942	\$436,218
Total Allocated Indirect Depreciation Costs (Form 9)	\$1,598	\$1,612	\$1,911	\$8	\$8	\$56	\$5,193
Annual Implementation Cost Amortization (Form A)	\$2,287	\$2,102	\$2,387	\$34	\$34	\$291	\$7,135
Total Annual Cost of Operations	\$556,565	\$513,343	\$515,587	\$2,616	\$2,616	\$73,772	\$1,664,499
Profit (insert Operating Ratio below)	\$58,424	\$53,887	\$54,122	\$275	\$275	\$7,744	\$174,726
90.5%							
Total Proposed Costs before Pass-Through Cost Allocation	\$614,989	\$567,230	\$569,709	\$2,890	\$2,890	\$81,516	\$1,839,225
Contractor Pass-Through Costs							
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$9,988	\$9,462	\$11,137	\$48	\$48	\$358	\$31,041
Interest Expense on Implementation Cost	\$337	\$310	\$352	\$5	\$5	\$43	\$1,051
Total Contractor Pass-Through Costs	\$10,325	\$9,772	\$11,489	\$53	\$53	\$401	\$32,092
TOTAL BASE CONTRACTOR'S COMPENSATION	\$625,314	\$577,001	\$581,198	\$2,943	\$2,943	\$81,917	\$1,871,317
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$613,008	\$549,444	\$591,978	\$2,804	\$2,804	\$80,276	\$1,840,313
Change \$	\$12,306	\$27,557	(\$10,780)	\$140	\$140	\$1,641	\$31,004
Change %	2.0%	5.0%	-1.8%	5.0%	5.0%	2.0%	1.7%

see example of how column A (SFD Solid Waste Collection Cost) is arrived at - the cost allocation process.

D. Unincorporated County - MFD & Commercial

Statistics Used For Cost Allocation								Total
City # of Accounts	200	211	26	0	0	0	1,261	437
SBWMA # Accounts	10,293	10,249	1,927	203	203	203	26,546	23,078
City # of Accounts %	1.9%	2.1%	1.3%	0.0%	0.0%	0.0%	4.8%	1.9%
City Total Route Labor hours year	549.84	499.88	52.88	0.00	0.00	0.00	711.85	1,103
SBWMA Total Route Labor hours year	47,667.70	29,761.19	6,322.47	3,846.33	1,527.92	590.76	14,985.48	89,716
City Total Route Labor hours year %	1.2%	1.7%	0.8%	0.0%	0.0%	0.0%	4.8%	1.2%
City # of route hours/year	404.92	467.68	47.33	0.00	0.00	0.00	711.85	920
SBWMA # of route hours/year	31,642.17	28,070.88	5,861.11	3,846.33	1,527.92	590.76	14,985.48	71,539
City # of route hours/year %	1.3%	1.7%	0.8%	0.0%	0.0%	0.0%	4.8%	1.3%
City Total Containers in Service	251	354	40	0	0	0	1,261	645
SBWMA Total Containers in Service	17,084	19,617	2,468	345	345	345	26,546	40,204
City Total Containers in Service %	1.5%	1.8%	1.6%	0.0%	0.0%	0.0%	4.8%	1.6%

MFD & Commercial	Cart and Bin Solid Waste	Cart and Bin Recyclable Materials	Cart and Bin Organic Materials (including Holiday Trees)	Drop Box Solid Waste	Drop Box Recyclable Materials	Drop Box Organic Materials	Two On-Call Collection Events	MFD & Commercial
	E	F	G	H	H	H	J	TOTAL
Annual Cost of Operations								
Direct Labor-Related Costs								
Wages for CBAs	\$51,950	\$30,083	\$5,205	\$0	\$0	\$0	\$6,087	\$93,324
Benefits for CBAs	\$21,215	\$11,540	\$1,403	\$0	\$0	\$0	\$2,564	\$36,722
Payroll Taxes	\$4,322	\$2,503	\$433	\$0	\$0	\$0	\$506	\$7,765
Workers Compensation Insurance	<u>\$4,540</u>	<u>\$2,629</u>	<u>\$455</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$532</u>	<u>\$8,155</u>
Total Direct Labor Related-Costs	\$82,027	\$46,755	\$7,496	\$0	\$0	\$0	\$9,689	\$145,967
Direct Fuel Costs	\$6,117	\$3,356	\$752	\$0	\$0	\$0	\$736	\$10,961
Other Direct Costs	\$6,514	\$4,181	\$706	\$0	\$0	\$0	\$784	\$12,185
Depreciation - Collection Vehicles	\$10,051	\$6,718	\$1,789	\$0	\$0	\$0	\$935	\$19,492
Depreciation - Containers	\$2,836	\$2,626	\$2,217	\$0	\$0	\$0	\$284	\$7,962
Depreciation for Collection Equipment	\$12,887	\$9,343	\$4,006	\$0	\$0	\$0	\$1,218	\$27,454
Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)								
General and Administrative	\$14,320	\$16,054	\$12,402	\$0	\$0	\$0	\$1,116	\$43,892
Operations	\$2,325	\$3,203	\$1,830	\$0	\$0	\$0	\$275	\$7,634
Vehicle Maintenance	\$4,044	\$5,571	\$3,183	\$0	\$0	\$0	\$479	\$13,276
Container Maintenance	<u>\$1,564</u>	<u>\$2,032</u>	<u>\$2,151</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$161</u>	<u>\$5,908</u>
Total Allocated Indirect Costs excluding Depreciation and Interest	\$22,253	\$26,859	\$19,565	\$0	\$0	\$0	\$2,032	\$70,710
Total Allocated Indirect Depreciation Costs (Form 9)	\$201	\$269	\$130	\$0	\$0	\$0	\$23	\$623
Annual Implementation Cost Amortization (Form A)	\$612	\$20	\$5	\$0	\$0	\$0	\$71	\$707
Total Annual Cost of Operations	\$130,609	\$90,783	\$32,661	\$0	\$0	\$0	\$14,554	\$268,607
Profit (insert Operating Ratio below)	\$13,710.36	\$9,530	\$3,428	\$0	\$0	\$0	\$1,528	\$28,196
	90.5%							
Total Proposed Costs before Pass-Through Cost Allocation	\$144,320	\$100,313	\$36,089	\$0	\$0	\$0	\$16,082	\$296,803
Contractor Pass-Through Costs								
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$2,538	\$1,840	\$789	\$0	\$0	\$0	\$240	\$5,406
Interest Expense on Implementation Cost	\$138	\$4	\$1	\$0	\$0	\$0	\$16	\$159
Total Contractor Pass-Through Costs	\$2,675	\$1,844	\$790	\$0	\$0	\$0	\$256	\$5,566
TOTAL BASE CONTRACTOR'S COMPENSATION	\$146,995	\$102,157	\$36,879	\$0	\$0	\$0	\$16,338	\$302,369
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$134,959	\$76,601	\$47,872	\$0	\$0	\$0	\$16,109	\$275,541
Change \$	\$12,036	\$25,556	(\$10,993)	\$0	\$0	\$0	\$229	\$26,827
Change %	8.9%	33.4%	-23.0%	0.0%	0.0%	0.0%	1.4%	9.7%

D. Unincorporated County - Agency Facilities

Statistics Used For Cost Allocation					Totals
City # of Lifts per year	52	260	416	5,090	728.00
SBWMA # Lifts per year (Accounts for Venues/Events)	250,523	18,031	73,021	94,752	
City # of Lifts per year %	0.0%	1.4%	0.6%	5.4%	
City Total Route Labor hours year	0.08	3.70	2.06	5.84	5.84
SBWMA Total Route Labor hours year	5,092.87	191.30	1,109.73	6,393.90	
City Total Route Labor hours year %	0.0%	1.9%	0.2%	0.1%	
City # of route hours/year	0.07	3.40	1.89	5.84	5.36
SBWMA # of route hours/year	3,002.32	182.11	1,056.28	6,393.90	
City # of route hours/year %	0.0%	1.9%	0.2%	0.1%	
City # of Containers	1	5	7	5,116	13.00
SBWMA # of Containers	817	264	537	96,861	
City # of Containers %	0.1%	1.9%	1.3%	5.3%	

Agency Facilities	Agency Facilities				TOTAL
	Solid Waste E	Organic Materials G	Recyclable Materials I	Venues and Events I	
Annual Cost of Operations					
Direct Labor-Related Costs					
Wages for CBAs	\$2	\$455	\$79	\$11	\$547
Benefits for CBAs	\$1	\$182	\$32	\$4	\$219
Payroll Taxes	\$0	\$38	\$7	\$1	\$46
Workers Compensation Insurance	\$0	\$40	\$7	\$1	\$48
Total Direct Labor Related-Costs	\$3	\$715	\$125	\$17	\$860
Direct Fuel Costs	\$0	\$62	\$11	\$1	\$75
Other Direct Costs	\$1	\$91	\$16	\$2	\$109
Depreciation - Collection Vehicles	\$2	\$398	\$51	\$6	\$457
Depreciation - Containers	\$0	\$0	\$0	\$0	\$0
Depreciation for Collection Equipment	\$2	\$398	\$51	\$6	\$457
Lease	\$0	\$0	\$0	\$0	\$0
Allocated Indirect Costs excluding Depreciation and Interest (Form 9)					
General and Administrative (using lifts for Agency Costs)	\$24	\$379	\$242	\$600	\$1,245
Operations	\$1	\$121	\$19	\$3	\$143
Vehicle Maintenance	\$1	\$210	\$33	\$4	\$248
Container Maintenance (using lifts for Agency Costs)	\$3	\$55	\$35	\$87	\$180
Total Allocated Indirect Costs excluding Depreciation and Interest	\$29	\$764	\$328	\$693	\$1,816
Total Allocated Indirect Depreciation Costs (Form 9)	\$0	\$13	\$2	\$0	\$15
Annual Implementation Cost Amortization (Form A)	\$0	\$19	\$2	\$0	\$22
Total Annual Cost of Operations	\$35	\$2,062	\$535	\$721	\$3,352
Profit (insert Operating Ratio below)	\$4	\$216	\$56	\$76	\$352
90.5%					
Total Operating Costs before Pass-Through Cost Allocation	\$39	\$2,278	\$591	\$796	\$3,704
Contractor Pass-Through Costs					
Regulatory Agency Fees	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$0	\$54	\$7	\$1	\$62
Interest Expense on Implementation Cost	\$0	\$2	\$0	\$0	\$2
Total Contractor Pass-Through Costs	\$0	\$56	\$7	\$1	\$64
TOTAL BASE CONTRACTOR'S COMPENSATION	\$39	\$2,334	\$598	\$797	\$3,768
TOTAL CONTRACTOR'S COMPENSATION - 2017	\$0	\$5,586	\$1,094	\$865	\$7,545
Change \$	\$39	(\$3,252)	(\$496)	(\$68)	(\$3,777)
Change %	100.0%	-58.2%	-45.3%	-7.9%	-50.1%

SBWMA - COLLECTION COMPENSATION APPLICATION REVIEW

Operating Statistics - Three Year Summary

Rate Year 2018

UNINCORPORATED COUNTY

	2016	2017	2018	Change	%
Number of Accounts					
Residential (SFD)	5,056	5,072	5,090	18	0.4%
Commercial & Multi Family	414	429	437	8	1.9%
Total	5,470	5,501	5,527	26	0.5%

Total Route Labor Hours					
Residential (SFD)	7,784	8,345	8,574	229	2.8%
Commercial & Multi Family	935	905	1,103	198	21.9%
Member Agency Facility	28	17	6	-11	-66.2%
Total	8,747	9,267	9,683	416	4.5%

Total Route Hours					
Residential (SFD)	7,151	7,443	7,777	334	4.5%
Commercial & Multi Family	763	729	920	191	26.2%
Member Agency Facility	26	17	5	-12	-68.8%
Total	7,940	8,189	8,702	513	6.3%

Total # of Solid Waste Containers					
Residential (SFD)	5,085	5,099	5,116	17	0.3%
Commercial & Multi Family	241	248	251	3	1.2%
Member Agency Facility	0	0	1	1	0.0%
Total	5,326	5,347	5,368	21	0.4%

for complete list of containers for all services, see Appendix 1-4

Total Tonnage	2016	2017	2018	Change	%
	<i>actual</i>	<i>estimate</i>	<i>estimate</i>		
Residential - solid waste	2,732	2,732	2,732	0	0.0%
Residential - organics	4,023	4,023	4,023	0	0.0%
Commercial & MFD - solid waste	1,292	1,292	1,292	0	0.0%
Commercial & MFD - green waste	279	279	279	0	0.0%
C&D	0			0	0.0%
Member Agency Delivered to Shoreway	-	-	-	0	0.0%
Total	8,327	8,327	8,327	0	0.0%

Tonnage data to be provided by the SBWMA. Tonnage amounts are not yet updated



RECOLOGY SAN MATEO COUNTY
(A Wholly Owned Subsidiary of Recology Inc.)

Financial Statements and Supplementary Information

September 30, 2016 and 2015

(With Independent Auditors' Report Thereon)



KPMG LLP
Suite 1400
55 Second Street
San Francisco, CA 94105

Independent Auditors' Report

The Board of Directors
Recology San Mateo County:

We have audited the accompanying financial statements of Recology San Mateo County (a wholly owned subsidiary of Recology Inc. and subsidiaries), which comprise the balance sheets as of September 30, 2016 and 2015, and the related statements of income and stockholder's investment, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with U.S. generally accepted accounting principles; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Recology San Mateo County as of September 30, 2016 and 2015, and the results of its operations and cash flows for the years then ended, in accordance with U.S. generally accepted accounting principles.



Other Matters

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplementary information included in Schedules 1, 2, and 3 is presented for the purpose of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

KPMG LLP

San Francisco, California
December 15, 2016

RECOLOGY SAN MATEO COUNTY
(A Wholly Owned Subsidiary of Recology Inc.)

Balance Sheets

September 30, 2016 and 2015

Assets	2016	2015
Current assets:		
Accounts receivable, less allowance for doubtful accounts of \$212,394 and \$181,735 in 2016 and 2015, respectively	\$ 12,227,190	14,385,499
Parts and supplies	106,484	89,782
Prepaid expenses	336,234	321,391
Total current assets	12,669,908	14,796,672
Property and equipment:		
Vehicles, containers, and operating equipment	2,364,568	2,359,029
Leasehold improvements	146,154	146,154
	2,510,722	2,505,183
Less accumulated depreciation	2,362,659	2,268,486
Property and equipment, net	148,063	236,697
Unbilled accounts receivable	732,554	447,960
Other Assets	357,000	357,000
Total assets	\$ 13,907,525	15,838,329
Liabilities and Stockholder's Investment		
Current liabilities:		
Accounts payable	\$ 423,953	245,912
Accrued liabilities:		
Payroll and payroll taxes	434,344	1,087,483
Vacation and sick leave	535,130	554,488
Franchise fees and other	4,099,722	3,753,456
Deferred revenue	6,398,153	5,981,967
Total current liabilities	11,891,302	11,623,306
Long-term deferred revenue	1,611,076	1,612,107
Commitments and contingencies (Note 6)		
Stockholder's investment, net	405,147	2,602,916
Total liabilities and stockholder's investment	\$ 13,907,525	15,838,329

See accompanying notes to financial statements.

RECOLOGY SAN MATEO COUNTY
(A Wholly Owned Subsidiary of Recology Inc.)
Statements of Income and Stockholder's Investment
Years ended September 30, 2016 and 2015

	<u>2016</u>	<u>2015</u>
Revenue:		
Refuse collection	\$ 99,196,565	97,574,829
Other revenue	637,290	893,396
Total operating revenue	<u>99,833,855</u>	<u>98,468,225</u>
Expenses:		
Refuse collection	29,466,975	28,758,296
Disposal	27,311,516	26,100,768
Franchise and other city fees	13,995,238	13,891,095
Truck and garage	14,228,127	15,041,223
General and administrative	<u>10,554,966</u>	<u>10,319,670</u>
Total operating expenses	<u>95,556,822</u>	<u>94,111,052</u>
Operating income	4,277,033	4,357,173
Other income	<u>51,074</u>	<u>117,853</u>
Net income	4,328,107	4,475,026
Stockholder's investment, net, beginning of year	2,602,916	2,518,135
Distributions to Parent	<u>(6,525,876)</u>	<u>(4,390,245)</u>
Stockholder's investment, net, end of year	<u>\$ 405,147</u>	<u>2,602,916</u>

See accompanying notes to financial statements.

RECOLOGY SAN MATEO COUNTY
(A Wholly Owned Subsidiary of Recology Inc.)

Statements of Cash Flows

Years ended September 30, 2016 and 2015

	2016	2015
Cash flows from operating activities:		
Net income	\$ 4,328,107	4,475,026
Adjustments to reconcile net income to net cash provided by operating activities:		
Depreciation	94,173	449,785
Provision for bad debts	474,083	243,496
Changes in assets and liabilities:		
Accounts receivable	1,684,226	992,246
Unbilled accounts receivable	(284,594)	820,671
Parts and supplies	(16,702)	20,709
Prepaid expenses	(14,844)	(27,803)
Accounts payable	178,041	(110,532)
Accrued liabilities	(326,231)	16,369
Deferred revenue	415,155	(2,452,351)
Net cash provided by operating activities	6,531,414	4,427,616
Cash flows from financing activity:		
Distributions to Parent and affiliates	(6,531,414)	(4,427,616)
Net change in cash	—	—
Cash, beginning of year	—	—
Cash, end of year	\$ —	—
Supplemental disclosures of noncash activities:		
Additions to property and equipment funded by Parent	\$ 5,538	37,917
Net book value of assets transferred to affiliates	—	(546)

See accompanying notes to financial statements.

RECOLOGY SAN MATEO COUNTY
(A Wholly Owned Subsidiary of Recology Inc.)
Notes to Financial Statements
September 30, 2016 and 2015

(1) Accounting Policies

(a) Organization

Recology San Mateo County (the Company) is a wholly owned subsidiary of Recology Inc. (the Parent or Recology), which in turn is wholly owned by the Recology Employee Stock Ownership Plan (the ESOP).

(b) Use of Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the reporting period. The more significant estimates requiring the judgment of management include pension and postretirement obligations, self-insurance reserves, and allowances for doubtful accounts. Actual results could differ from those estimates.

(c) Fair Value of Financial Instruments

Assets and liabilities that are considered to be financial instruments (such as receivables, accounts payable, and accrued liabilities) are reported in the balance sheets at carrying values that approximate their fair value based upon current market indicators and the short maturity of these instruments.

(d) Cash Concentration Account

The Company's bank account is linked to the Parent's concentration account. Cash balances (or deficits) at the end of each day are automatically transferred to (or from) the concentration account, so that at the end of any particular day, as well as at year-end, the Company's bank account has a zero balance, with related amounts debited or credited to the underlying intercompany account.

(e) Revenue Recognition and Accounts Receivable

The Company generally recognizes revenue when services are performed or products are delivered and collectability is reasonably assured. Deferred revenue primarily consists of revenue billed in advance that is recorded as revenue in the period in which the related services are rendered. Some of the Company's revenue is subject to rate regulation by the various municipalities where the Company has franchise agreements. Unbilled accounts receivable consist of revenue earned in a period that has not been billed. Short-term unbilled accounts receivable of \$383,112 and \$1,388,175 are included within accounts receivable at September 30, 2016 and 2015, respectively.

The Company's receivables represent claims against third parties that will be settled in cash. The carrying value of the Company's receivables, net of the allowance for doubtful accounts, represents their estimated net realizable value. The Company estimates its allowance for doubtful accounts based on several factors, including historical collection trends, type of customer, existing economic conditions, and other factors. Past-due receivable balances are written off when the Company's internal collection efforts have been unsuccessful.

RECOLOGY SAN MATEO COUNTY
(A Wholly Owned Subsidiary of Recology Inc.)
Notes to Financial Statements
September 30, 2016 and 2015

(f) Parts and Supplies

Parts and supplies consist of equipment parts, materials, and supplies that are recorded at average cost and are expensed when utilized.

(g) Property and Equipment

Property and equipment, including major renewals and betterments, are stated at cost. It is the Company's policy to periodically review the estimated useful lives of its property and equipment. Depreciation is calculated on a straight-line basis over the estimated useful lives of assets as follows:

	Estimated useful lives
Buildings	20–40 years
Leasehold improvements	Shorter of lease or useful life
Machinery and equipment	6–8 years
Furniture and fixtures	8 years
Vehicles	9 years
Containers	10 years

Depreciation expense on the above amounted to \$94,173 and \$449,785 for the years ended September 30, 2016 and 2015, respectively. The cost of maintenance and repairs is expensed as incurred; significant betterments are capitalized.

(h) Impairment of Long-Lived Assets

Long-lived assets, such as property and equipment, are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount of an asset may not be recoverable. A long-lived asset is considered impaired when the undiscounted cash flow from the asset or asset group is estimated to be less than its carrying value. In that event, a loss is recognized based on the amount by which the carrying value exceeds the fair value of the long-lived asset. During the years ended September 30, 2016 and 2015, no impairment was recorded.

(i) Income Taxes

Effective October 1, 1998, the Parent elected to become an S corporation with the Company electing to be treated as a Qualified SubChapter S corporation subsidiary. Under S corporation rules, the Parent's taxable income and losses are passed through to the ESOP, the Parent's sole shareholder, which is exempt from income tax, and the Company is treated as a division of the Parent having no separate income tax obligations. The Parent has not allocated the income tax expense to the Company.

RECOLOGY SAN MATEO COUNTY
(A Wholly Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

September 30, 2016 and 2015

The Company recognizes income tax positions only if those positions are more likely than not of being sustained. Recognized income tax positions are measured at the largest amount that has a greater than 50% likelihood of being realized. Changes in recognition or measurement are reflected in the period in which the change in judgment occurs. The Company's accounting policy for evaluating uncertain tax positions is to accrue estimated benefits or obligations relating to those positions. The Company records interest related to unrecognized tax benefits as interest expense and penalties as an administrative expense. For the years ended September 30, 2016 and 2015, there were no interest expenses or penalties recorded because the Company had no uncertain tax positions that met the more-likely than-not threshold.

(j) Environmental Remediation Liabilities

The Company accrues for environmental remediation costs when they become probable and based on its best estimate within a range. If no amount within the range appears to be a better estimate than others, the low end of such range is used. Remediation costs are estimated by environmental remediation professionals based upon site remediation plans they develop and on their experience working with regulatory agencies and the Company's environmental staff and legal counsel. No environmental remediation liabilities were accrued at September 30, 2016 and 2015.

(k) Stockholder's Investment

The Company has 100 shares of common stock authorized, issued, and outstanding with no par value as of September 30, 2016 and 2015. Stockholder's investment, net, is comprised of the legal capital plus cumulative contributions net of distributions.

(l) Allocations

The Company includes allocated charges from the Parent and affiliates in operating expenses. The charges are allocated by applying activity appropriate factors to direct and indirect costs of the Parent and affiliates or based upon established fees.

(m) Reclassifications

Certain prior year balances have been reclassified to conform to the current year presentation.

(2) Operations

The Company collects refuse, organic material, and recyclables for Member Agencies represented by the South Bay Waste Management Authority. The Member Agencies include the cities of Belmont, Burlingame, East Palo Alto, Foster City, Menlo Park, Redwood City, San Carlos, San Mateo, the Towns of Atherton and Hillsborough, the West Bay Sanitary District, and portions of the County of San Mateo. The Company's refuse collection rates are set by the Member Agencies. The rate setting process may result in the disallowance of certain costs and/or delays in cost recovery, as well as differences in the timing of when revenue and expenses are recognized.

RECOLOGY SAN MATEO COUNTY
(A Wholly Owned Subsidiary of Recology Inc.)
Notes to Financial Statements
September 30, 2016 and 2015

(3) Employee Stock Ownership Plan

In 1986, the Parent established an ESOP, which purchased all of the Parent's outstanding stock. The ESOP covers most of the employees of the Company and is noncontributory. Employees, except under certain conditions, become fully vested after a requirement of three years of service. Benefits, in the form of Parent company stock, are allocated to an employee's account based on a number of factors, including contributions, forfeitures, income, and changes in the underlying value of the Parent company stock.

All benefit distributions are made from the ESOP in cash, which is received from the Company, or shares, subject to immediate repurchase by the Company. A participant who is vested is entitled to begin receiving a distribution from his or her ESOP account at a future date following his or her termination of employment. Distributions may be made in a lump sum, equal annual installments over a period generally not to exceed five years or a combination of the foregoing, generally as determined by the ESOP Administrative Committee subject to certain limitations under the ESOP. Each participant who has attained age 55 and has participated in the ESOP for at least 10 years may elect to receive cash distributions for in-service withdrawals attributable to post-1986 shares allocated to his or her account. An eligible participant is entitled to elect payment attributable to as much as 25% of his or her eligible shares during the first five years of election and up to 50% of eligible shares in the sixth year.

Presently, the Parent makes cash contributions to fund certain of the ESOP benefit distributions. Shares attributable to those benefit distributions are reallocated within the ESOP among active participants. The Parent's common stock is not traded on an established market. The fair market value of the shares as of the most recently completed fiscal year-end is used for the next years' ESOP benefit distributions.

(4) Employee Benefit Plans

The Company participates in a noncontributory, funded defined-benefit pension plan (the Plan) sponsored by its Parent for the benefit of certain nonunion employees. Benefits are based on a formula, which includes years of service and average compensation. As of September 30, 2016 and 2015, the Plan, of which certain of the Company's employees are participants, had a projected benefit obligation in excess of plan assets by approximately \$143.7 million and \$78.6 million, respectively. It is the Parent's policy to contribute at least the minimum statutory required amount. The Company's financial statements do not reflect the Company's share of the projected benefit obligation in excess of plan assets.

The Company's pension expense under the Plan for the years ended September 30, 2016 and 2015 was \$175,543 and \$128,909, respectively, which represents an allocation of approximately 1.11% and 0.89% of the Parent's plan expense for the years ended September 30, 2016 and 2015, respectively.

The Company's portion of the actuarially computed value of the vested and non-vested benefits of the Plan and the net assets of the related pension plan funds has not been determined.

The weighted average discount rate used by the Parent to determine pension expense under the Plan was 4.90% and 4.75% for the years ended September 30, 2016 and 2015, respectively. The expected long-term rate of return on assets was 7.5% for the years ended September 30, 2016 and 2015. The rate of increase in future compensation levels used in determining the benefit obligations was 3.0% for the years ended September 30, 2015 and 2014.

RECOLOGY SAN MATEO COUNTY
(A Wholly Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

September 30, 2016 and 2015

Certain of the Company's union employees are participants in a union-sponsored multiemployer defined-benefit pension plan. The risks of participating in this multiemployer plan are different from single-employer plans in that (i) assets contributed to a multiemployer plan by one employer may be used to provide benefits to employees of other participating employers; (ii) if a participating employer stops contributing to the Plan, the unfunded obligations of the Plan may be required to be assumed by the remaining participating employers; and (iii) if the Company chooses to stop participating in any of the multiemployer plans, the Company may be required to pay those plans a withdrawal amount on the underfunded status of the Plan. Pension cost charged to expense under these plans for the years ended September 30, 2016 and 2015 was \$2,408,621 and \$2,296,946, respectively.

The following table outlines the Company's participation in a multiemployer plan:

Pension fund (1)/employer identification number/Plan number	Pension Protection Act reported status		Fund improvement plan/ rehabilitation plan status 2015	Contribution		Expiration date of collective bargaining agreement
	2015	2014		2016	2015	
The Western Conference of Teamsters Pension Plan(2)/91-6145047/001	Not endangered	Not endangered	Not applicable	\$ 2,408,621	2,296,946	December 2018

(1) The Company paid no surcharges for multiemployer pension funds during the year ended September 30, 2016.

(2) The Western Conference of Teamsters Retirement Fund utilized an extended amortization period for losses incurred in 2008.

Unless otherwise noted in the table above, the most recent Pension Protection Act zone status available in 2015 and 2014 is for the Plan's year-end at December 31, 2015 and 2014, respectively. The zone status is based on information that the Company received from the Plan and is certified by the Plan's actuary. As defined in the Pension Protection Act of 2006, among other factors, plans reported as critical are generally less than 65% funded and plans reported as endangered are generally less than 80% funded.

The Company agreed to allow certain union employees to participate in a multiemployer union-sponsored postretirement medical plan. The Company contributed \$1,437,133 and \$1,331,737 into the multiemployer union-sponsored postretirement medical plan during 2016 and 2015, respectively.

The Company, through plans managed by the Parent, also sponsors a defined-contribution plan, the Recology 401(k) Plan, for certain eligible employees of the Company. The Company made matching contributions equal to a specified percentage of each participant's annual contributions, amounting to \$23,867 and \$26,151 for the years ended September 30, 2016 and 2015, respectively.

RECOLOGY SAN MATEO COUNTY
(A Wholly Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

September 30, 2016 and 2015

(5) Self-Insurance

The Company, through plans managed by its Parent, is self-insured for various risks of loss related to general liability, automobile liability, property damage, employee healthcare, and workers' compensation. The Parent establishes a reserve for self-insured claims, based on estimates of the ultimate cost of claims that have been reported but not settled, and of claims that have been incurred but not reported. Adjustments to the reserve are charged or credited to the Parent's expense in the periods in which they are determined to be necessary. The Parent also purchases commercial insurance on behalf of the Company and other subsidiaries to cover risks above set limits. The Company was allocated expenses of \$2,898,272 and \$3,129,617 for the years ended September 30, 2016 and 2015, respectively, for the cost of self-insured programs, including certain reserve adjustments. The Company's share of the self-insurance reserve is ultimately reflected as a liability of the Parent.

(6) Commitments and Contingencies

Substantially all of the assets of the Company are pledged to secure the obligations of the Parent. The Company, along with the Parent and the Parent's wholly owned subsidiaries, has guaranteed the repayment, on a joint and several basis, of any and all obligations under the Parent's Revolving Credit Agreement. The Company could be required to honor the guarantee upon an uncured default event, as defined in the Parent's Revolving Credit Agreement. The Parent's Revolving Credit Agreement expires on April 12, 2018. At September 30, 2016, \$23.0 million was outstanding on the Parent's Revolving Credit Agreement, and there were standby letters of credit issued for \$182.4 million. The Parent has represented to the Company that it is in compliance with all covenants of the Revolving Credit Agreement.

The Company, along with the Parent and the Parent's wholly owned subsidiaries, has guaranteed the payment of amounts owed to unrelated third parties, which provided the equipment financing to affiliates of the Company. These obligations expire at various dates through June 2024. At September 30, 2016, the outstanding principal on the financed equipment recorded by the affiliates was \$59.9 million.

The book value of the equipment financed by an affiliate and utilized by the Company at September 30, 2016 was \$566,882. The parent company allocated equipment as an equity contribution for \$5,538 and \$37,917 in 2016 and 2015, respectively.

Approximately 90% of the Company's employees are subject to collective bargaining agreements, all of which expire in December 2018.

The Parent and its subsidiaries, including the Company, are subject to various laws and regulations relating to the protection of the environment. It is not possible to quantify with certainty the potential impact of actions regarding environmental matters, particularly any future remediation and other compliance efforts. The Parent has environmental impairment liability insurance, which covers the sudden or gradual onset of environmental damage to third parties, on all owned and operated facilities. In the opinion of management, compliance with present environmental protection laws will not have a material adverse effect on the results of operations of the Company provided costs are substantially covered in the Company's rates on a timely basis.

RECOLOGY SAN MATEO COUNTY
(A Wholly Owned Subsidiary of Recology Inc.)
Notes to Financial Statements
September 30, 2016 and 2015

The Company and the Parent are involved in various legal actions arising in the normal course of business. It is the Company's opinion that these matters are adequately provided for or that the resolution of such matters will not have a material adverse impact on the financial position or results of operations of the Company or the Parent.

(7) Equipment and Property Obligations

The Company has cancelable agreements with an affiliate whereby it pays for use of certain operating equipment and property. The Company leases an operating yard from a third party, which expires on December 31, 2020, for an annual rental fee of \$1. The Company leases a parking lot from an unrelated third party that is on a month to month term as of January 1, 2016. The annual rent is \$3,300.

Future payments for continued use of the equipment and real estate, by year-end and in aggregate, as of September 30, 2016, are as follows:

	<u>Equipment</u>
Year ending September 30:	
2017	\$ 7,562,434
2018	7,351,771
2019	7,206,537
2020	7,204,080
2021	2,248,325
Thereafter	<u>1,405,267</u>
Total payments	<u>\$ 32,978,414</u>

The Company's rental expense for the years ended September 30, 2016 and 2015 was \$7,597,561 and \$7,531,575, respectively, including amounts under short-term rental agreements with third parties and affiliates.

Under the terms of the agreements with an affiliate, and in accordance with existing rate policies, the Company may continue to use certain equipment under operating leases without a related payment once the affiliate's equipment cost and related interest have been funded through operating lease payments.

RECOLOGY SAN MATEO COUNTY
(A Wholly Owned Subsidiary of Recology Inc.)
Notes to Financial Statements
September 30, 2016 and 2015

(8) Transactions with Related Parties

During the years ended September 30, 2016 and 2015, operating and other expenses of the Company included allocated charges by the Parent and affiliates. Such charges are based upon the direct and indirect costs of the Parent and affiliates, or established fees, and are allocated based on specific activities. The allocated charges were as follows:

	<u>2016</u>	<u>2015</u>
Parent:		
Health insurance	\$ 362,889	312,469
Workers' compensation	1,390,928	1,626,912
Pension	175,543	128,909
General and vehicle insurance	1,144,455	1,190,236
Corporate services	<u>3,026,817</u>	<u>3,249,029</u>
	<u>6,100,632</u>	<u>6,507,555</u>
Affiliates:		
Rental of equipment	7,535,415	7,469,388
Regional management and accounting fees	<u>1,047,780</u>	<u>1,089,838</u>
	<u>8,583,195</u>	<u>8,559,226</u>
Total	<u>\$ 14,683,827</u>	<u>15,066,781</u>

Amounts due from or payable to Parent and affiliates are accumulated by the Company during the year, and at year-end, the net amount is settled by way of capital contributions or distributions by the Parent. Changes in amounts due from or payable to Parent and affiliates are presented as a financing activity in the statements of cash flows, except as relating to expenditures attributable to property and equipment, which are presented as supplemental noncash investing activities.

(9) Subsequent Events

The Company has evaluated its subsequent events through December 15, 2016 which is the date the financial statements were available for issuance.

RECOLOGY SAN MATEO COUNTY
 (A Wholly Owned Subsidiary of Pitagogy Inc.)
 Schedule of Revenue by Franchise Area
 Year ended September 30, 2015

	American	Berkeley	Burlingame	E Palo Alto	Foster City	Hillsborough	Menlo Park	North Fair Oaks	Redwood City	San Carlos	San Mateo	West Bay	Unincorporated county	Other jurisdictions	Total
Revenue															
Waste collection operations:															
Residential	\$ 2,869,241	2,806,194	2,000,661	2,084,118	1,912,356	3,046,531	2,911,712	1,034,313	9,063,311	3,330,553	6,442,188	1,150,038	2,467,153	—	41,208,367
Commercial and multi-family dwelling	277,318	3,507,715	5,571,560	2,216,895	3,176,363	107,740	7,204,754	1,688,605	8,360,805	4,325,323	14,093,482	338,467	755,568	—	52,855,638
Dishonour	—	215,806	1,466,528	300,811	550,756	—	250,388	—	1,069,676	813,513	1,256,257	—	—	—	6,254,086
Hauling revenue adjustments	(430,634)	(233,128)	179,261	142,950	(268,064)	(208,868)	372,115	23,660	(92,191)	(84,318)	(203,603)	(169,057)	—	29,886	(921,460)
Other revenue	238	—	—	—	—	—	—	—	—	92	—	—	—	636,960	637,280
Total operating revenue	2,716,163	6,286,688	10,808,010	4,744,832	5,346,381	2,845,383	10,738,060	2,746,608	18,491,891	8,205,165	21,588,319	1,320,448	3,252,708	692,382	96,833,850
Reconciliations															
Q3 (CY 2016) revenue adjustment	324,467	—	(132,320)	(97,755)	43,891	442,125	(266,589)	49,206	191,585	349,111	(150,667)	(2,899)	(46,609)	—	610,577
Q4 (CY 2015) revenue adjustment	79,442	—	(59,808)	(27,528)	29,818	108,251	(12,242)	2,932	10,867	(59,942)	4,851	40,828	—	—	(11,808)
Q4 (CY 2015) (incentives)/disincentives	167	552	1,267	801	760	187	848	315	2,375	858	2,720	237	318	—	11,706
Q4 (CY 2014) (incentives)/disincentives	252	980	2,592	1,361	1,258	311	1,893	672	4,327	1,517	4,874	187	477	—	20,701
Q4 (CY 2013) Revenue booked in 2013 Billed in 2015	35,100	58,796	5,769	(3,584)	84,698	81,463	57,886	(1,311)	(23,703)	131,433	40,805	(25,874)	—	—	435,662
Q3 (CY 2014) Revenue booked in 2014 Billed in 2015	186	171,785	3,249	(22,335)	122,558	(123,465)	(42,981)	(57,353)	5,074	(245,024)	275,211	125,762	274	—	(87,055)
Total unbilled adjustments	430,634	233,130	(1,179,261)	(1,142,950)	268,064	(268,868)	(372,115)	(23,660)	92,192	24,316	(203,603)	(169,057)	(29,886)	—	921,460
Cracks revenue billed	\$ 3,146,787	6,520,816	10,658,749	4,607,882	5,639,474	3,154,271	10,366,656	2,722,919	18,483,683	8,289,481	21,791,625	1,480,595	3,222,733	692,382	100,810,723

See accompanying independent auditor's report.



RECOLOGY SAN MATEO COUNTY
 (A Wholly Owned Subsidiary of Recology Inc.)
 Schedule of Pass-Through Costs by Franchise Area
 Year ended September 30, 2016

	Atherton	Belmont	Burlingame	E Palo Alto	Foster City	Hillsborough	Menlo Park	North Fair Oaks	Redwood City	San Carlos	San Mateo	West Bay	Unincorporated county	Other jurisdictions	Total
Pass-through costs:															
Deposal costs	\$ 979,496	1,359,870	3,144,199	1,568,230	1,546,153	746,373	2,942,213	808,537	5,287,434	1,986,379	5,737,932	281,853	789,568	43,228	27,311,516
Franchise and other city fees	326,112	1,639,275	1,810,606	784,143	405,555	305,701	1,701,784	144,131	2,646,265	1,009,886	2,900,900	82,763	165,006	—	13,095,238
Pass-through costs	1,307,558	2,999,145	4,954,807	2,352,373	1,951,708	1,052,074	4,643,997	952,668	7,933,759	3,027,365	8,638,841	474,616	974,604	43,228	41,306,754
Reconciliations:															
Rate stabilization account	—	70,074	177,129	—	—	—	—	—	—	—	—	14,069	—	—	261,272
Total pass-through costs	\$ 1,307,558	3,069,219	5,131,936	2,352,373	1,951,708	1,052,074	4,643,997	952,668	7,933,759	3,027,365	8,638,841	488,685	974,604	43,228	41,568,026

See accompanying independent auditor's report.



RECOLOGY SAN MATEO COUNTY
 (A Wholly Owned Subsidiary of Recology Inc.)
 Schedule of Revenue Attributable to Unscheduled/Intermittent Service by Franchise Area
 Year ended September 30, 2016

	Atherton	Belmont	Burlingame	E Palo Alto	Foster City	Hillsborough	Menlo Park	North Fair Oaks	Redwood City	San Carlos	San Mateo	West Bay	Unincorporated county	Other jurisdictions	Total
Revenue:															
Attachment D fees and other	\$ (26,241)	(77,802)	(33,890)	(41,348)	(17,992)	(11,313)	(123,242)	(31,448)	(88,534)	(82,715)	(275,711)	(12,557)	(31,386)	—	(924,180)
	\$ (26,241)	(77,802)	(33,890)	(41,348)	(17,992)	(11,313)	(123,242)	(31,448)	(88,534)	(82,715)	(275,711)	(12,557)	(31,386)	—	(924,180)

See accompanying independent auditors' report.





RECOLOGY SAN MATEO COUNTY

Financial Statements

December 31, 2016

(With Independent Accountants' Compilation Report Thereon)



KPMG LLP
Suite 1400
55 Second Street
San Francisco, CA 94105

Independent Accountants' Compilation Report

The Board of Directors
Recology San Mateo County:

Management is responsible for the accompanying financial statements of Recology San Mateo County (a wholly owned subsidiary of Recology Inc.) (the Company), which comprise the balance sheet as of December 31, 2016 and the related statement of operations and stockholder's investment for the nine months ended September 30, 2016, three months ended December 31, 2016, and twelve months ended December 31, 2016 in accordance with U.S. generally accepted accounting principles. We have performed the compilation engagement in accordance with Statements on Standards for Accounting Review Services issued by the American Institute of Certified Public Accountants. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion or a conclusion or provide any form of assurance on these financial statements.

Management has elected to omit substantially all of the disclosures and the statement of cash flows required by U.S. generally accepted accounting principles. If the omitted disclosures and the statement of cash flows were included in the financial statements, they might influence the user's conclusions about the Company's financial position, results of operations, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

The accompanying supplementary information included on pages 4 through 7 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management. The supplementary information was subject to our compilation engagement. We have not audited or reviewed the supplementary information and do not express an opinion, conclusion, nor provide any assurance on such information.

KPMG LLP

May 30, 2017

RECOLOGY SAN MATEO COUNTY
(A Wholly Owned Subsidiary of Recology Inc.)

Balance Sheet
December 31, 2016

Assets

Current assets:	
Accounts receivable, less allowance for doubtful accounts of \$134,107	\$ 12,810,537
Parts and supplies	86,222
Prepaid expenses	386,902
Due from Parent	<u>723,098</u>
Total current assets	<u>14,006,759</u>
Property and equipment:	
Vehicles, containers, and operating equipment	2,285,839
Leasehold improvements	146,154
Construction in Progress	<u>41,976</u>
	2,473,969
Less accumulated depreciation	<u>2,331,912</u>
Property and equipment, net	<u>142,057</u>
Unbilled accounts receivable	<u>1,277,711</u>
Total other assets	<u>1,277,711</u>
Total assets	<u>\$ 15,426,527</u>

Liabilities and Stockholder's Investment

Current liabilities:	
Accounts payable	\$ 439,578
Accrued liabilities:	
Payroll and payroll taxes	1,012,944
Vacation and sick leave	679,229
Accrued franchise fees and other expenses	3,894,568
Deferred revenue	<u>6,444,381</u>
Total current liabilities	12,470,700
Long term deferred revenue	1,632,427
Commitments and contingencies	—
Stockholder's investment, net	<u>1,323,400</u>
Total liabilities and stockholder's investment	<u>\$ 15,426,527</u>

See accompanying independent accountants' compilation report.

RECOLOGY SAN MATEO COUNTY
(A Wholly Owned Subsidiary of Recology Inc.)

Statement of Operations and Stockholder's Investment

	Nine months ending September 30, 2016	Three months ending December 31, 2016	Twelve months ending December 31, 2016
Revenues:			
Refuse collection	\$ 74,554,446	24,981,828	99,536,274
Other Revenues	552,249	179,453	731,702
Total operating revenues	<u>75,106,695</u>	<u>25,161,281</u>	<u>100,267,976</u>
Expenses:			
Refuse collection	21,913,352	7,441,988	29,355,340
Truck and garage	10,577,068	3,768,871	14,345,939
General and administrative	8,077,222	2,519,934	10,597,156
Total collection expenses	<u>40,567,642</u>	<u>13,730,793</u>	<u>54,298,435</u>
Disposal	20,536,281	6,998,256	27,534,537
Franchise and other city fees	10,517,859	3,510,320	14,028,179
Pass-through expenses	<u>31,054,140</u>	<u>10,508,576</u>	<u>41,562,716</u>
Total collection and pass-through expenses	<u>71,621,782</u>	<u>24,239,369</u>	<u>95,861,151</u>
Operating income	3,484,913	921,912	4,406,825
Other income	31,502	(3,657)	27,845
Net income	3,516,415	918,255	4,434,670
Stockholder's investment, net, beginning of period	3,414,606	405,145	3,414,606
Net Distribution to Parent	(6,525,876)	—	(6,525,876)
Stockholder's investment, net, end of period	<u>\$ 405,145</u>	<u>1,323,400</u>	<u>1,323,400</u>

See accompanying independent accountants' compilation report.

RECYCLOGY SAN MATEO COUNTY
 (A Wholly Owned Subsidiary of Recology Inc.)
 Schedule of Revenues by Franchise Area
 Year ended December 31, 2016

	Atherton	Belmont	Burlingame	E Palo Alto	Foster City	Hillsborough	Menlo Park	North Fair Oaks	Redwood City	San Carlos	San Mateo	West Bay	Unincorporated County	Member Agency Total	Other	Total
Revenues:																
Refuse collection operations:																
Residential	\$ 2,863,379	2,813,858	2,043,565	2,089,143	1,911,290	3,052,311	2,909,337	1,040,709	9,015,108	3,330,266	6,465,492	1,149,630	2,476,783	81,222,871	—	41,222,871
Commercial and multi-family, Outlying	278,834	3,527,290	6,579,630	2,233,940	3,142,516	107,297	7,278,103	1,691,133	8,363,804	4,380,017	14,022,496	341,927	762,930	52,775,867	—	52,775,867
Debris Box	—	203,348	2,036,769	304,003	496,904	—	254,852	—	1,067,618	605,474	1,254,518	—	—	6,223,189	—	6,223,189
Hauling revenue adjustments	(936,364)	(230,542)	192,709	147,034	(183,039)	(24,878)	337,065	7,162	(112,925)	(138,567)	(184,796)	(156,302)	56,778	(685,711)	—	(685,711)
Other	68	—	—	—	—	77	—	—	—	92	—	—	—	238	—	731,940
Total operating revenues	2,746,909	6,314,916	10,902,673	4,774,120	5,365,575	3,137,709	10,778,157	2,739,004	18,333,606	8,204,292	21,607,569	1,335,255	3,286,389	89,536,274	731,702	100,287,978
Reconciliations:																
(CY 2016) revenue adjustment	304,711	—	(200,745)	(119,442)	17,673	588,121	(341,205)	68,360	69,700	462,663	(188,518)	(11,770)	(57,831)	711,716	—	711,716
(CY 2015) incentives/disincentives	167	552	1,267	901	760	187	648	315	2,375	898	2,720	287	318	11,706	—	11,706
(CY 2014) incentives/disincentives	252	889	2,582	1,361	1,258	311	1,883	672	4,327	1,517	4,874	187	477	20,701	—	29,701
(CY 2014) penalties/credits	234	229,010	4,177	(29,854)	(63,344)	(94,643)	1,389	(78,509)	6,533	(326,781)	366,615	167,654	399	(56,413)	—	(28,412)
	395,364	230,542	(169,709)	(147,034)	(63,035)	24,878	(337,065)	(7,162)	112,925	138,567	(184,796)	156,302	(56,778)	685,711	—	685,711
Rate stabilization account	—	66,123	178,011	—	—	—	—	—	—	—	—	14,065	—	256,219	—	256,219
SBWMA reimbursement of repairs	—	—	—	—	—	—	—	—	—	—	—	—	—	—	(33,265)	(33,265)
South Bay Recycling fuel revenue	—	—	—	—	—	—	—	—	—	—	—	—	—	—	(638,047)	(638,047)
Total Billings	\$ 3,142,273	6,610,681	10,987,975	4,627,086	5,348,610	3,162,665	10,442,062	2,731,842	18,446,531	8,342,849	21,792,325	1,506,642	3,239,613	100,480,204	80,360	100,540,564

See accompanying independent accountant's compilation report.

REGULATORY SAN MATEO COUNTY
 (A Wholly Owned Subsidiary of Recology Inc.)
 Schedule of Pass-Through Costs (Disposal) by Franchise Area
 Year ended December 31, 2016

	Atherton	Belmont	Burlingame	E Palo Alto	Foster City	Hillsborough	Menlo Park	North Fair Oaks	Redwood City	San Carlos	San Mateo	West Bay	Unincorporated County	Member Agency Total	Other	Total
Disposal Fees:																
Residential																
MSW	\$ 160,960	310,647	308,012	654,740	313,648	220,627	425,952	280,419	972,201	400,468	1,213,064	107,585	257,525	5,706,802	—	5,706,802
Organics	718,927	364,545	478,481	357,545	254,700	433,590	756,136	186,391	1,179,912	560,788	1,321,307	231,064	368,250	7,264,777	—	7,264,777
Commercial																
MSW	31,843	175,828	716,852	129,179	223,542	13,963	799,342	177,846	1,343,734	506,343	1,206,413	35,121	78,914	5,643,000	72,146	5,515,186
Organics	41,370	65,487	221,421	41,442	202,641	18,814	472,255	45,444	343,497	133,064	311,430	15,262	20,362	1,832,778	—	1,832,778
Multifamily Dwelling																
MSW	—	192,181	263,415	248,511	275,754	—	204,700	82,081	714,245	151,970	891,391	2,546	41,627	3,196,341	—	3,196,341
Organics	—	7,683	6,784	6,908	5,480	—	11,500	1,322	12,846	10,846	26,800	299	341	90,796	—	90,796
Dairy Sls																
MSW	339	44,168	886,068	73,422	92,531	—	46,986	30	385,342	82,333	378,791	—	512	1,971,523	—	1,971,523
Organics	—	—	—	33,595	62,352	—	36,632	—	71,415	465	28,933	—	—	233,402	—	233,402
City Facilities																
MSW	7,347	21,808	144,438	21,278	32,069	33,208	104,885	17,067	225,250	56,495	227,427	1,614	—	892,987	—	892,987
Organics	16,689	14,533	88,378	16,015	7,439	20,420	96,382	458	82,448	23,772	47,378	970	6,013	430,903	—	430,903
City Self-Hauled																
MSW	—	142,166	192	—	84,281	—	—	—	1,453	18,886	15,744	—	—	252,752	—	252,752
Organics	—	6,456	—	—	10,004	—	—	—	11,788	4,971	—	—	—	33,219	—	33,219
Total Disposal	\$ 982,567	1,371,561	3,184,042	1,582,645	1,565,091	740,584	2,954,489	811,858	5,334,231	1,078,404	5,769,804	364,471	792,544	27,462,591	72,146	27,534,537

See accompanying independent accountants' compilation report.

RECOLOGY SAN MATEO COUNTY
 (A Wholly Owned Subsidiary of Recology Inc.)
 Schedule of Pass-Through Costs (Franchise and Other Fees) by Franchise Area
 Year ended December 31, 2015

	Alhambra	Belmont	Burlingame	E Palo Alto	Foster City	Hillsborough	Menlo Park	North Fair Oaks	Redwood City	San Carlos	San Mateo	West Bay	Unincorporated County	Total
Franchise and other fees:														
Franchise fees	\$ 280,867	565,319	712,045	354,312	257,012	285,688	606,245	129,371	2,365,658	724,225	756,151	70,427	152,995	7,310,457
Street sweeping fee	24,000	396,741	235,000	232,500	98,000	—	—	—	—	92,100	320,000	—	—	1,398,341
Management fee	—	—	—	—	—	—	300,000	—	—	—	—	—	—	300,000
ABS&B fee	14,000	231,432	—	—	—	—	—	—	73,745	—	827,885	—	—	1,147,062
Administration fee	—	—	178,011	—	—	—	—	—	46,090	—	—	—	—	224,101
Landfill closure fee	—	—	445,028	—	—	—	752,579	—	—	—	978,198	—	—	2,175,805
IC&V fee	13,238	64,068	51,598	—	51,555	20,564	56,668	15,264	122,208	56,494	—	12,452	28,632	493,159
Rate stabilization fee	—	66,123	178,011	—	—	—	—	—	—	—	—	14,085	—	258,219
Collection vehicle fee	—	165,309	—	—	—	—	—	—	—	—	—	—	—	165,309
Litter control fee	—	132,247	—	300,000	—	—	—	—	—	144,845	—	—	—	477,092
IC&PCS Year impact fee	—	66,123	—	—	—	—	—	—	—	—	—	—	—	66,123
Steam cleaning fee	—	—	75,000	—	—	—	—	—	—	10,000	—	—	—	85,000
City manager fee	—	—	115,200	—	—	—	—	—	—	32,300	—	—	—	147,500
Asst city manager fee	—	—	—	—	—	—	—	—	—	38,200	—	—	—	38,200
Franchise and other fees	332,233	1,707,362	1,889,893	786,812	406,867	306,363	1,715,512	144,635	2,637,702	1,098,154	2,882,234	97,004	181,627	14,285,398
Reconciliations:														
Rate stabilization fee	—	(66,123)	(178,011)	—	—	—	—	—	—	—	—	(14,085)	—	(258,219)
Total Franchise and other Fees	\$ 332,233	1,641,239	1,811,882	786,812	406,867	306,363	1,715,512	144,635	2,637,702	1,098,154	2,882,234	82,919	181,627	14,028,179

See accompanying independent accountants' compilation report.

RECOLOGY SAN MATEO COUNTY
 (A Wholly Owned Subsidiary of Recology Inc.)
 Schedule of Unscheduled and Intermittent Service by Franchise Area
 Year ended December 31, 2016

	Atherton	Belmont	Burlingame	E Palo Alto	Foster City	Hillsborough	Menlo Park	North Fair Oaks	Redwood City	San Carlos	San Mateo	West Bay	Unincorporated County	Total
Revenue Billed														
Attachment Q revenues:	\$ 61,012	105,580	131,453	58,783	23,913	49,833	163,724	42,615	125,303	119,101	388,790	21,789	45,556	1,337,462
Less:														
Back yard collection fees	25,359	2,975	6,194	495	—	34,851	—	629	—	3,681	9,780	5,054	3,820	93,148
Total Unscheduled Services	\$ 35,653	102,605	125,259	58,288	23,913	14,982	163,724	41,986	125,303	115,210	379,010	16,735	41,736	1,244,314

See accompanying independent accountants' compilation report.

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APPENDIX A.2

RECOLOGY 2018 COMPENSATION
APPLICATION ISSUED ON
JULY 21, 2017 REFLECTING
CHANGES SUBMITTED ON
SEPTEMBER 5, 2017 &
SEPTEMBER 18, 2017
(Revenue Reconciliation page 2 and
Table H, page 22 Only)

SBWMA FINAL REPORT REVIEWING
THE RECOLOGY 2018
COMPENSATION APPLICATION

September 21, 2017

Results of Index and Non-Indexed Based Cost Adjustments (Section 1)

Section 1 provides the results of the index and non-index based cost adjustments for the ten cost categories, which ranged from -0.26% (i.e., Fuel) to a 2.28% increase (i.e., Wages for CBAs). The changes for the ten cost categories can be seen on **Table C**, page 9. The total adjustment for index-based cost adjustments is a 1.8% increase in compensation before interest and incentives/disincentives adjustments.

Specific Issues for 2018 (Section 1)

Section 1.2 describes the specific issues for 2018, which include a calculation of performance incentives and disincentives. The net performance incentive payment is calculated at \$113,799. The Member Agency specific issues are discussed in detail in Section 1.3.

Results of the 2016 Revenue Reconciliation (Section 2)

Recology issued its 2016 Revenue Reconciliation Report to the SBWMA and its Member Agencies on March 31, 2017, per Section 11.03 of the Franchise Agreement(s). The Revenue Reconciliation compares the amount owed to Recology to the amount paid to Recology by each Member Agency. The result was a shortfall due Recology of \$136,128 in 2016 before adjustment for interest. The impact across the Member Agencies ranged from shortfalls in the Cities of Belmont of \$722,423 and Menlo Park of \$340,771 to a surplus in the Town of Hillsborough of \$591,910. The following table provides the results of the 2016 Revenue Reconciliation. Please note that the detailed Revenue Reconciliation information is provided in **Table H** on page 22.

Member Agency	2016 Surplus or (Shortfall)	Interest Due (to)/from Recology	Total
Atherton	\$0	\$0	\$0
Belmont	(\$722,423)	\$0	(\$722,423)
Burlingame	\$0	\$0	\$0
East Palo Alto	(\$110,865)	(\$7,068)	(\$117,933)
Foster City	\$19,279	\$0	\$19,279
Hillsborough	\$591,910	\$0	\$591,910
Menlo Park	(\$340,771)	(\$21,724)	(\$362,495)
North Fair Oaks	\$76,139	\$0	\$76,139
Redwood City	\$88,282	\$0	\$88,282
San Carlos	\$476,458	\$0	\$476,458
City of San Mateo	(\$165,971)	\$0	(\$165,971)
West Bay Sanitary District	(\$14,679)	\$0	(\$14,679)
County of San Mateo	(\$33,487)	\$0	(\$33,487)
Total	(\$136,128)	(\$28,792)	(\$164,920)

Table H

Recology San Mateo County
Revenue Reconciliation and Interest
Rate Year 2016

	Atherton	Belmont	Burlingame	E Palo Alto	Foster City	Hillsborough	Menlo Park	Fair Oaks	Redwood City	San Carlos	San Mateo	West Bay	County	Agency Total
Gross Revenue Billed	\$ 3,142,280	6,610,681	10,887,975	4,627,085	5,548,610	3,162,685	10,442,092	2,731,842	18,446,531	8,342,849	21,795,812	1,505,642	3,239,613	100,483,697
Less:														
Pass-Through Costs	1,314,800	3,078,923	5,173,935	2,369,457	1,971,958	1,046,947	4,670,001	956,593	7,971,933	3,076,558	8,652,038	491,475	974,171	41,748,789
Unscheduled and Intermittent Services	34,353	75,928	110,666	59,489	23,913	14,613	144,677	37,118	172,998	103,681	365,493	17,333	20,889	1,181,151
Net Revenue Billed	1,793,127	3,455,830	5,603,374	2,198,139	3,552,739	2,101,125	5,627,414	1,738,131	10,301,600	5,162,610	12,778,281	996,834	2,244,553	57,553,757
Approved Contractor's Compensation	1,453,796	3,700,159	5,786,195	2,392,396	3,370,911	1,959,215	5,973,959	1,746,991	10,223,197	5,019,785	12,578,406	1,012,492	2,127,340	57,344,842
Split-Body Collection Vehicle Pilot Program Costs Paid by the SBWMA	(1,406)	(3,577)	(5,591)	(2,311)	(3,258)	(1,894)	(5,774)	(1,688)	(9,879)	(4,852)	(12,156)	(979)	(2,057)	(55,422)
Adjusted Approved Contractor's Compensation	1,452,390	3,696,582	5,780,604	2,390,085	3,367,653	1,957,321	5,968,185	1,745,303	10,213,318	5,014,933	12,566,250	1,011,513	2,125,283	57,289,420
2014 (Surplus)/Shortfall	(895,936)	452,805	(1,223,751)	(81,081)	155,870	(448,106)	176,439	(83,311)	(1,294,907)	(328,781)	355,349	(32,545)	143,602	(3,104,353)
Interest on 2014 (Surplus)/Shortfall	—	28,866	—	—	9,937	—	—	—	—	—	22,653	—	9,155	70,611
2014 (Surplus)/Shortfall before Payments	(895,936)	481,671	(1,223,751)	(81,081)	165,807	(448,106)	176,439	(83,311)	(1,294,907)	(328,781)	378,002	(32,545)	152,757	(3,033,742)
2014 Surplus Paid to Member Agencies	895,936	—	1,223,751	—	—	—	—	—	1,294,907	—	—	32,545	—	3,447,139
2014 Shortfall Paid to Recology	—	—	—	—	—	—	(176,439)	—	—	—	—	—	—	(176,439)
Adjusted 2014 (Surplus)/Shortfall	—	481,671	—	(81,081)	165,807	(448,106)	—	(83,311)	—	(328,781)	378,002	—	152,757	236,958
Total Due Recology San Mateo County for Rate Year 2016	1,452,390	4,178,253	5,780,604	2,309,004	3,533,460	1,509,215	5,968,185	1,661,992	10,213,318	4,686,152	12,944,252	1,011,513	2,278,040	57,526,378
Surplus/(Shortfall) for Rate Year 2016	\$ 340,737	(722,423)	(177,230)	(110,865)	19,279	591,910	(340,771)	76,139	88,282	476,458	(165,971)	(14,679)	(33,487)	27,379
Requested (Refund)/Pmt of Rate Year 2016	(340,737)	—	177,230	—	—	—	—	—	—	—	—	—	—	(340,737)
Adjusted Surplus/(Shortfall) for Rate Year 2016	—	(722,423)	—	(110,865)	19,279	591,910	(340,771)	76,139	88,282	476,458	(165,971)	(14,679)	(33,487)	(136,128)
Interest to Recology	(1)	—	—	(7,068)	—	—	(21,724)	—	—	—	—	—	—	(28,792)
TOTAL REVENUE RECONCILIATION	—	(722,423)	—	(117,933)	19,279	591,910	(362,495)	76,139	88,282	476,458	(165,971)	(14,679)	(33,487)	(164,920)

(1) Note: In accordance with the Memorandum of Understanding, interest is applied to the shortfall between net revenue billed and the approved amount due Recology if rates are set below those recommended in the SBWMA report approved by the SBWMA Board. Interest is applied to 50% of the difference during the rate year in which the difference occurred (2016) because the difference occurs throughout the year and to 100% of the difference in the immediately following year (2017) because the difference exists the entire year. The interest applied to both years is the prime rate in effect when the SBWMA issued the report for that year plus one percent (1%). The prime rate for Rate Year 2016 is 3.25%.

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APPENDIX B

SBWMA COMMENTS AND QUESTIONS ON THE JUNE 15, 2017 RECOLOGY 2018 COMPENSATION APPLICATION

SBWMA FINAL REPORT REVIEWING THE 2018 RECOLOGY COMPENSATION APPLICATION

September 21, 2017



**Recology San Mateo County
Response to Questions from the SBWMA Regarding
Recology 2018 Compensation Application Part 1**

Below are Recology's responses to the SBWMA Comments and Questions:

SBWMA Comment: Please change "Table H" to reflect a 2016 total of \$27,379 and a Agency total of (\$1,413). Atherton total should read \$340,737.

Changes made on page 2 of 4 of the Executive Summary, and Table H on page 22

SBWMA Comment: Update Results of the 2018 Cost Allocation (Section 3)

Changes made to page 3 of 4 of the Executive Summary

SBWMA Comment: Capitalize the word "greenwaste" in Section 1.3.1

Change made on page 16.

SBWMA Comments: Please explain the following variances for 2017 to 2018 listed below.

Appendix 1-1 (page 33) - "SERVICE METRICS USED FOR COST ALLOCATION BY MEMBER AGENCY"

Over the past several years, questions have been raised about changes in allocations, which have resulted in variances year over year for Member Agencies. As agreed upon, Recology has provided rationale related to increases or decreases in individual Member Agency year-to-year variances of 3% or more. Yet, there continues to be questions about variances of less than 3%. There also seems to be the perception that Route Labor Hours as compared to Route Hours as compared to the number of accounts or lifts should correlate in such that if any one of these factors increases or decreases, they all should change in the same manner. Unfortunately, that is not the case, and there are a multitude of soft factors (i.e., traffic conditions, weather, road closures or detours, proper/improper set outs, equipment, drivers, etc.), that will affect the overall allocation of each Member Agency, and each of these factors will affect them differently year to year.



As an example, a Member Agency can have 25 additional accounts, stops and/or lifts than the previous year, which one might assume would increase their Route Hours and Route Labor Hours. And in a perfect world, Recology would agree with that assumption. However, recycling, organic and solid waste collection does not operate uniformly. So many “soft factors” may surface throughout a collection day, week, or month, all of which can affect Route Hours and Route Labor Hours. Take for instance, traffic conditions. San Mateo County has seen tremendous and steady growth over the past several years, which has resulted in higher population and record low commercial vacancy rates. All of which are contributing factors to Route Hours and Route Labor Hours.

It's important to know that even if a Member Agency does not have statistical changes (i.e., # of accounts, # of lifts, Route Hours and Route Labor Hours) from the previous year, they may in fact still experience a fluctuation in their allocation and variance, due to other Member Agency increases or decreases in allocation.

For Rate Year 2018, only two Member Agencies (Atherton and East Palo Alto) experienced a change in their individual total allocation of 3% or more and no Member Agency saw a change in their overall allocation of more than 0.26%.

For example, Atherton had a -4.64% change in their individual total allocation. This change is a result of their 2.48% individual total allocation percentage in 2017 changing to a 2.37% individual total allocation percentage in 2018, a decrease of only 0.12% of the overall allocation ($-0.12\% / 2.48\% = -4.64\%$ variance). The variance for Atherton is explained in the Rate Year 2018 Compensation Application. That being said, Recology has devoted considerable time in researching what may have attributed to negligible variances, in an effort to answer the questions below:

SINGLE-FAMILY DWELLING

Agency: Atherton

1. # of SFD Account **increase** of 0.3%
2. Route Labor Hours **decrease** of **-7.9%**
3. # of Route Hours **decrease** of **-7.9%**
4. Aside from the soft factors, why was there a decrease in Route Labor Hours of (-7.9%) and a decrease in # of Route Hours of (-7.9%) with a 0.3% **increase** in Accounts?



In addition to the soft factors referenced above, the decrease of route hours and route labor hours is attributed to relief drivers taking longer to conduct residential routes in 2016 compared to the regular route drivers who serviced these same routes in 2017, as described on page 28 of the Compensation Application part 1.

Agency: Burlingame

1. # of SFD Account **decrease** of -0.3%
2. Route Labor Hours **increase** of 7.9%
3. # of Route Hours **increase** of 6.7%
4. Aside from the soft factors, why was there an increase in Route Labor Hours of (7.9%) and an increase in # of Route Hours of (6.7%) with a - 0.3% **decrease** in Accounts?

As previously stated, the increase in the number of lifts and accounts may not necessarily correlate to the change in Route Hours and Route Labor Hours. In addition to the soft factors, there is an increase in Bulky Item Collection (BIC) events and one organics route that was serviced by relief drivers during the data collection period while the regular driver was off duty.

COMMERCIAL & MFD

Agency: Belmont

1. # of Accounts **increase** of 1.9%
2. Route Labor Hours **decrease** of -5.1%
3. # of Route Hours **decrease** of -4.4%
4. Why was there a decrease in Route Labor Hours (-5.1%) and decrease in # of Route Hours (-4.4%) with an **increase** of 1.9% in Accounts?

In addition to the soft factors referenced above, there are fewer annualized roll off pulls.

Agency: E Palo Alto

1. # of Accounts **increase** of 1.2%
2. Route Labor Hours **decrease** of -3.8%
3. # of Route Hours **decrease** of -1.7%
4. Aside from the soft factors, why was there a decrease in Route Labor Hours (-3.8%) and a decrease in # of Route Hours (-1.7%) with an **increase** of 1.2% in Accounts?



In addition to the soft factors referenced above, there are fewer annualized roll off pulls.

Agency: Foster City

1. # of Accounts **decrease** of -1.3%
2. Route Labor Hours **increase** of 6.4%
3. # of Route Hours **increase** of 6.4%
4. Aside from the soft factors, why was there an increase in Route Labor Hours (6.4%) and an increase in # of Route Hours (6.4%) with a **decrease** of -1.3% in Accounts?

In addition to the soft factors referenced above, the number of accounts does not necessarily correlate with an increase or decrease of Route Hours or Route Labor Hours. Although the number of accounts decreased, the annualized lifts actually increased for rate year 2018 over rate year 2017.

Agency: Menlo Park

1. # of Accounts **decrease** of -.2%
2. Route Labor Hours **increase** of 3.8%
3. # of Route Hours **increase** of 6.1%
4. Aside from the soft factors, why was there an increase in Route Labor Hours (3.8%) and an increase in # of Route Hours (6.1%) with a **decrease** of -.2% in Accounts?

In addition to the soft factors referenced above, the number of accounts does not necessarily correlate with an increase or decrease of Route Hours or Route Labor Hours. Although the number of accounts decreased, the annualized lifts actually increased for rate year 2018 over rate year 2017.

Agency: North Fair Oaks

1. # of Accounts **increase** of 2%
2. Route Labor Hours **decrease** of -9.1%
3. # of Route Hours **decrease** of -5.2%
4. Aside from the soft factors, why was there a decrease in Route Labor Hours (-9.1%) and a decrease in # of Route Hours (-5.2%) with an **increase** of 2% in Accounts?



The number of Accounts does not necessarily correlate with the increase or decrease in the number of Route Hours and Route Labor Hours. The decrease in Route Hours and Route Labor Hours in North Fair Oaks is attributable to various soft factors, including improved/improper cart/bin set-outs, favorable/unfavorable on-route and off-route traffic conditions, seasonality, and the proficiency of the collection vehicle operator.

Agency: West Bay

1. # of Accounts **increase** of 3.5%
2. Route Labor Hours **decrease** of -12.6%
3. # of Route Hours **decrease** of -9.5%
4. Aside from the soft factors, why was there a decrease in Route Labor Hours (-12.6%) and a decrease in # of Route Hours (-9.5%) with an **increase** of 3.5% in Accounts?

Small changes in hours can create larger percentage changes in Member Agencies with low annual hours. In the case of West Bay's decrease in Route Hours and Route Labor Hours, a specific incident could not be identified. The change is the result of soft factors referenced above.

[MEMBER] AGENCY FACILITY SERVICES

Agency: Atherton

1. # of Accounts **increase** of 1.8%
2. Route Labor Hours **decrease** of -33.4%
3. # of Route Hours **decrease** of -35.5%
4. Aside from the soft factors, why was there a decrease in Route Labor Hours (-33.4%) and a decrease in # of Route Hours (-35.5%) with an **increase** of 1.8% in Accounts?

Small changes in hours can create larger percentage changes due to the low number of hours required to service Member Agency Facilities. In the case of Atherton, the decrease in Route Hours and Route Labor Hours, a specific incident could not be identified. Therefore, the change is the result of soft factors referenced above.

Agency: Burlingame

1. # of Accounts **increase** of .6%
2. Route Labor Hours **decrease** of -10.6%



3. Aside from the soft factors, why was there a decrease in Route Labor Hours (-10.6%) with an **increase** of .6% in Accounts?

Small changes in hours can create larger percentage changes due to the low number of hours required to service Member Agency Facilities. In the case of Burlingame, the decrease in Route Labor Hours, a specific incident could not be identified. Therefore, the change is the result of soft factors referenced above.

Agency: Foster City

1. # of Accounts **increase** of 13.9%
2. Route Labor Hours **decrease** of -30.3%
3. # of Route Hours **decrease** of -31.8%
4. Aside from the soft factors, why was there a decrease in Route Labor Hours (-30.3%) and a decrease # of Route Hours (-31.8%) with an **increase** of 13.9% in Accounts?

Small changes in hours can create larger percentage changes due to the low number of hours required to service Member Agency Facilities. In the case of Foster City, the decrease in Route Hours and Route Labor Hours, a specific incident could not be identified. Therefore, the change is the result of soft factors referenced above.

Agency: Hillsborough

1. # of Accounts **increase** of 12.9%
2. Route Labor Hours **decrease** of -31.4%
3. # of Route Hours **decrease** of -28.6%
4. Aside from the soft factors, why was there a decrease in Route Labor Hours (-31.4%) and a decrease in # of Route Hours (-28.6%) with an **increase** of 12.9% in Accounts?

Small changes in hours can create larger percentage changes due to the low number of hours required to service Member Agency Facilities. In the case of Hillsborough, the decrease in Route Hours and Route Labor Hours, a specific incident could not be identified. Therefore, the change is the result of soft factors referenced above.

Agency: Menlo Park

1. # of Accounts **increase** of 9.8%
2. Route Labor Hours **decrease** of -6.2%



3. Aside from the soft factors, why was there a decrease in Route Labor Hours (-6.2%) with an **increase** of 9.8% in Accounts

Small changes in hours can create larger percentage changes due to the low number of hours required to service Member Agency Facilities. In the case of Menlo Park, a specific incident could not be identified. Therefore, the change is the result of soft factors referenced above.

Agency: San Carlos

1. # of Accounts **decrease** of -1.8%
2. Route Labor Hours **increase** of 12.4%
3. # of Route Hours **increase** of 5.9%
4. Aside from the soft factors, why was there an increase in Route Labor Hours (12.4%) and an increase in # of Route Hours (5.9%) with a **decrease** of -1.8% in Accounts

Small changes in hours can create larger percentage changes due to the low number of hours required to service Member Agency Facilities. In the case of San Carlos, a specific incident could not be identified. Therefore, the change is the result of soft factors referenced above.

Agency: Unincorporated County

1. # of Accounts **increase** of 40.0%
2. Route Labor Hours **decrease** of -66.2%
3. # of Route Hours **decrease** of -68.8%
4. Aside from the soft factors, why was there an decrease in Route Labor Hours (-66.2%) and a decrease in # of Route Hours (-68.8%) with an **increase** of 40.0% in Accounts

Small changes in hours can create larger percentage changes due to the low number of hours required to service Member Agency Facilities. In the case of Unincorporated County, a specific incident could not be identified. Therefore, the change is the result of soft factors referenced above.



**Recology San Mateo County
Response to Questions from the SBWMA Regarding
Recology 2018 Compensation Application Part 2**

Below are Recology's responses to the SBWMA Comments and Questions:

The following questions/comments pertain to the source file labeled: 2. Calculation of Contractor's Compensation for Rate Year 2018

1. Tab: Attachment N-B. (revised)
 - a. Cell P24
 - i. Please correct the formula to "=if(ISERROR(+O24/M24),0,O24/M24)". It currently shows "=if(ISERROR(+O24/M24),0,24/M24)".
 - b. Cell P52
 - i. Please correct the formula to "=if(ISERROR(+O52/M52),0,O52/M52)". It currently shows "=if(ISERROR(+O52/M52),0,24/M52)"

Changes made on tab Att N-B. (revised).

2. Tab: Attachment N-E. SFD (revised)
 - a. Cell E61 to K61, E62 to K62, E63 to K63 and E64 to K64
 - i. Are the data in these cells titled "Hillsborough backyard adjustment in 2014 total" relevant to this compensation year?

The data is not relevant to this compensation year. It is informational only.

3. Tab: Att. N-F. Comm & MFD (revised)
 - a. Cell O56 and P56
 - i. Please highlight in blue to be consistent with Cell Q56.
 - b. Cell O60 and P60



- i. Please highlight in yellow to be consistent with Cell Q60.
- c. Cell O61 and P61
 - i. Please highlight in yellow to be consistent with Cell Q61.

Changes made on tab Att. N-F. Comm & MFD (revised).

- 4. Tab: Att N-G. MA Services (revised)
 - a. Cell K57
 - i. Please correct the detail heading to show **"CONTRACTOR'S COMPENSATION RATE YEAR 2017"**. It currently shows **"CONTRACTOR'S COMPENSATION RATE YEAR 2015"**.
 - b. Cell K61 and L61
 - i. Please highlight in yellow to be consistent with Cell M61.
 - c. Cell K62 and L62
 - i. Please highlight in yellow to be consistent with Cell M62.

Changes made on tab Att N-G. MA Services (revised).

- 5. Tab: Hillsborough Backyard
 - a. Cell D71, M71 and Z71
 - i. Please correct to show the description **"TOTAL CONTRACTOR'S COMPENSATION - 2017"**. It currently shows **"TOTAL CONTRACTOR'S COMPENSATION - 2013"**.
 - b. Cells E71 : K71, P71 : W71 and AC71 : AG71
 - i. Row 71 should show the Total Contractor's Compensation for Rate Year 2017. The data shown are not consistent with the data copied from prior year's file for 2017. **Please correct.**

Changes not made. The referenced cells and rows are hidden on this tab. The purpose of this tab is to calculate the Hillsborough backyard adjustment. The referenced cells and rows are not used in the calculation of the Hillsborough backyard adjustment and therefore remain hidden.



6. Tabs: D. Burlingame, D. Hillsborough and D. North F.O.
 - a. Cell D60, O60 and AB60
 - i. Please correct to show the percentage 90.5%. These are currently showing 0.91.

Changes made on tabs D. Burlingame, D. Hillsborough and D. North F.O.

7. Tab: D Hillsborough
 - a. Cell S73, S74 and S75
 - i. The results in these cells are hardcoded to zero. The ISERROR function can be considered to avoid the hardcoding.

Changes made to cells S73, T73 and U73.

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APPENDIX C

MEMBER AGENCY QUESTIONS AND COMMENTS ON RECOLOGY 2018 COMPENSATION APPLICATION WITH RECOLOGY'S RESPONSES

SBWMA FINAL REPORT REVIEWING THE 2018 RECOLOGY COMPENSATION APPLICATION

September 21, 2017

**County of San Mateo Comments on:
Rate Year 2018 Application For Contractor’s Compensation Adjustment
June 15, 2017**

Section	Comment	Response from Recology
<p>Executive Summary, <i>RSMC Comp App 2018 Part 1. PDF, Executive Summary Page 2 of 4</i></p>	<p>1. Please provide a detail explanation for the shortfall for the County of San Mateo.</p> <p>2. If possible can we make sure all tables and references are the same for the County Franchised Area. Table B references “Unincorporated County”, Shortfall references “County of San Mateo”, Table F referenced “SM County”, Table H “County” etc. etc.</p> <p>The Board approved name for the area is County Franchised Area or CFA can we change this in all of the tables? Thank You.</p>	
<p>Calculation of Contractors Compensation Base Collection Costs , <i>Calculation of Contractor’s Compensation RSMC Comp App 2018 Part 1. PDF, Table B, Calculation of Contractors Compensation Page 3 of 13, (page 7)</i></p>	<p>Are you including the prior year Surplus and Shortfall in Table B?</p>	
<p>Annual Revenue Reconciliation <i>Calculation of Contractor’s Compensation RSMC Comp App 2018 Part 1. PDF, Annual Revenue Reconciliation, Table H page 5 of</i></p>	<p>Please explain the interest calculation for Rate Year 2014 (\$9,155). CFA rates were not set below the SBWMA rates. The only rate year we did not have a rate increase in CFA was 2015 due to a rate adjustment percentage of -6.3% and cumulative of</p>	

<p>5, (page 22)</p>	<p>-2.3%. The interest charge should not be included.</p>	
<p>Table H, Recology San Mateo County Rate Year 2018 Application for Contractors Compensation <i>Calculation of Contractor's Compensation RSMC Comp App 2018 Part 1. PDF, Annual Revenue Reconciliation Table H Page 5 of 5, (page 22)</i></p>	<p>Table H. indicates rate year 2016 and the 2014 Surplus/Shortfall. Is it supposed to be the prior year Surplus/Shortfall (2015)?</p>	
<p>Attachment N, Service Metrics, <i>Calculation of Contractor's Compensation RSMC Comp App 2018 Part 1. PDF, Service Metrics Used For Cost Allocation By Member Agency Appendix 1-1 Page 1 of 1 or (page 33)</i></p>	<p>Please explain the increase in the number of accounts for 2018 for Single Family Dwellings and Commercial MFD's? Why did the route labor hours increase by 229?</p> <p>Please explain the increase in agency facility lifts by 208 and decrease in route labor hours yet containers in service remains the same?</p>	
<p>Operational Information, <i>Calculation of Contractor's Compensation RSMC Comp App 2018 Part 1. PDF, Appendix 1 – Summary Service Metrics Annual Route Labor Hours by Line of Business, Service Metrics Used For Cost Allocation By Member Agency Appendix 1-2 Page 1 of 1 or (page 34)</i></p>	<p>Please explain the increase in SFD route labor hours in NFO of 286 hours?</p> <p>Can you explain how the On Call Labor hours are distributed between SFD and MFD's?</p> <p>Route labor hours are increasing for the CFA for Commercial and MFD's for recycling (bins and carts)? Has there been a change in the routes for CFA?</p> <p>Note 2. States Rate year 2017 information but the period mentioned is April 11 2016 to May 8 2016. Should this be 2. Rate year 2016?</p>	

<p>Total Contractor's Compensation By Member Agency, <i>Calculation of Contractor's Compensation</i> <i>RSMC Comp App 2018 Part 1.</i> <i>PDF, Appendix 2-3, Page 1 of 1 or (page 40)</i></p>	<p>Please explain why there is an increase of 15.75% in the County Franchised Areas? Concerned we have another revenue shortfall even though we have consistently increased rates in this service area to cover costs.</p> <p>Please review the routes for CFA?</p>	
<p>Member Agency Snapshot <i>Calculation of Contractor's Compensation</i> <i>RSMC Comp App 2018 Part 1.</i> <i>PDF, Appendix 3-13, MFD & Commercial Page 4 of 6 or (page 119)</i></p>	<p>Route Labor Hours have increased costs for Commercial carts and bins (33.4%) please explain the labor hour increases?</p>	
<p>Member Agency Snapshot <i>Calculation of Contractor's Compensation</i> <i>RSMC Comp App 2018 Part 1.</i> <i>PDF, Appendix 3-13, MFD & Commercial Page 4 of 6 or (page 121)</i></p>	<p>Same as above Route Labor hours have increased unsure why please provide details?</p>	
<p>Member Agency Snapshot <i>Calculation of Contractor's Compensation</i> <i>RSMC Comp App 2018 Part 2.</i> <i>PDF, Operational Information, Table 4 Page 1 of 1 (page 4)</i></p>	<p>Note on bottom of table "The data was generated using a query run across all active accounts in the RSMC AS400 data base. The data was run as of May 5, 2017." Is there a reason why you don't run the data in April and then May and use an average to match the period of the snap?</p>	

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APPENDIX D

MEMBER AGENCY VARIANCE ANALYSIS OF TOTAL COLLECTION COST AND RATE IMPACT

SBWMA FINAL REPORT REVIEWING THE 2018 RECOLOGY COMPENSATION APPLICATION

September 21, 2017

COLLECTION RATE VARIANCE ANALYSIS estimated 8/15/2017	SBWMA TOTAL				
	2018 Variance				
	2017 Estimated	2018 Estimated	2018 vs. 2017 Change	2018 vs. 2017 %	% Rate Impact
Estimated Revenue (Before Rate Increase)		\$99,556,028			
Projected Collection Revenue (After Rate Increase)	\$99,562,202				
2017 Base Revenue Surplus / <Shortfall>			(\$692,748)		0.7%
Total Contractor's Compensation					
Base Compensation	\$56,584,601	\$57,212,261	\$627,661	1.1%	0.6%
Agency Specific Contract Changes	(\$397,566)	(\$419,208)	(\$21,642)	5.4%	0.0%
Incentives / Disincentives	(\$14,802)	\$113,799	\$128,600	868.8%	0.1%
Total Contractor's Compensation	\$56,172,233	\$56,906,852	\$734,618	1.3%	0.7%
Other Pass-Through Costs					
Disposal & Processing Fees	\$30,300,138	\$30,300,105	(\$33)	0.0%	0.0%
Agency Franchise & Other Fees	\$13,776,405	\$14,361,834	\$585,429	4.2%	0.6%
Subtotal Other Pass-Through Costs	\$44,076,543	\$44,661,938	\$585,395	1.3%	0.6%
TOTAL REVENUE REQUIREMENT	\$100,248,776	\$101,568,790	\$1,320,014	1.3%	1.3%
2017 Estimated Surplus / <Shortfall>	(\$686,574)				
2018 Estimated Surplus / <Shortfall>		(\$2,012,761)			
Required Revenue Adjustment		2.0%			2.0%
All numbers above are current estimates except 2017 Contractor's (Recology) Compensation which is final and 2018 Contractor's Compensation which is subject to Board Approval.					

COLLECTION RATE VARIANCE ANALYSIS estimated 8/15/2017	Atherton				
	2018 Variance				
	2017 Estimated	2018 Estimated	2018 vs. 2017 Change	2018 vs. 2017 %	% Rate Impact
Estimated Revenue (Before Rate Increase)		\$3,124,598			
Projected Collection Revenue (After Rate Increase)	\$3,125,288				
2017 Base Revenue Surplus / <Shortfall>			\$338,403		-10.8%
Total Contractor's Compensation					
Base Compensation	\$1,405,617	\$1,355,302	(\$50,315)	-3.6%	-1.6%
Agency Specific Contract Changes	\$0	\$0	\$0	\$0	0.0%
Incentives / Disincentives	(\$212)	\$1,292	\$1,503	710.4%	0.0%
Total Contractor's Compensation	\$1,405,405	\$1,356,594	(\$48,812)	-3.5%	-1.6%
Other Pass-Through Costs					
Disposal & Processing Fees	\$1,059,335	\$1,059,087	(\$248)	0.0%	0.0%
Agency Franchise & Other Fees	\$321,455	\$321,455	\$0	0.0%	0.0%
Subtotal Other Pass-Through Costs	\$1,380,789	\$1,380,542	(\$248)	0.0%	0.0%
TOTAL REVENUE REQUIREMENT	\$2,786,195	\$2,737,135	(\$49,059)	-1.8%	-1.6%
2017 Estimated Surplus / <Shortfall>	\$339,093				
2018 Estimated Surplus / <Shortfall>		\$387,463			
Required Revenue Adjustment			-12.4%		-12.4%
All numbers above are current estimates except 2017 Contractor's (Recology) Compensation which is final and 2018 Contractor's Compensation which is subject to Board Approval.					

COLLECTION RATE VARIANCE ANALYSIS estimated 8/15/2017	Belmont				
	2018 Variance				
	2017 Estimated	2018 Estimated	2018 vs. 2017 Change	2018 vs. 2017 %	% Rate Impact
Estimated Revenue (Before Rate Increase)		\$6,256,104			
Projected Collection Revenue (After Rate Increase)	\$6,257,622				
2017 Base Revenue Surplus / <Shortfall>			(\$592,284)		9.5%
Total Contractor's Compensation					
Base Compensation	\$3,587,095	\$3,602,653	\$15,558	0.4%	0.2%
Agency Specific Contract Changes	\$0	\$0	\$0	0.0%	0.0%
Incentives / Disincentives	(\$698)	\$5,112	\$5,809	832.8%	0.1%
Total Contractor's Compensation	\$3,586,397	\$3,607,764	\$21,368	0.6%	0.3%
Other Pass-Through Costs					
Disposal & Processing Fees	\$1,615,268	\$1,610,354	(\$4,914)	-0.3%	-0.1%
Agency Franchise & Other Fees	\$1,646,723	\$1,646,723	\$0	0.0%	0.0%
Subtotal Other Pass-Through Costs	\$3,261,991	\$3,257,077	(\$4,914)	-0.2%	-0.1%
TOTAL REVENUE REQUIREMENT	\$6,848,388	\$6,864,841	\$16,454	0.2%	0.3%
2017 Estimated Surplus / <Shortfall>	(\$590,765)				
2018 Estimated Surplus / <Shortfall>		(\$608,738)			
Required Revenue Adjustment		9.7%			9.7%

All numbers above are current estimates except 2017 Contractor's (Recology) Compensation which is final and 2018 Contractor's Compensation which is subject to Board Approval.

COLLECTION RATE VARIANCE ANALYSIS estimated 8/15/2017	Burlingame				
	2018 Variance				
	2017 Estimated	2018 Estimated	2018 vs. 2017 Change	2018 vs. 2017 %	% Rate Impact
Estimated Revenue (Before Rate Increase)		\$10,740,701			
Projected Collection Revenue (After Rate Increase)	\$10,742,914				
2017 Base Revenue Surplus / <Shortfall>			(\$141,145)		1.3%
Total Contractor's Compensation					
Base Compensation	\$5,505,743	\$5,712,871	\$207,128	3.8%	1.9%
Agency Specific Contract Changes	\$0	\$0	\$0	0.0%	0.0%
Incentives / Disincentives	(\$1,602)	\$14,763	\$16,364	1021.8%	0.2%
Total Contractor's Compensation	\$5,504,141	\$5,727,633	\$223,492	4.1%	2.1%
Other Pass-Through Costs					
Disposal & Processing Fees	\$3,454,191	\$3,452,850	(\$1,341)	0.0%	0.0%
Agency Franchise & Other Fees	\$1,923,514	\$1,780,784	(\$142,730)	-7.4%	-1.3%
Subtotal Other Pass-Through Costs	\$5,377,705	\$5,233,634	(\$144,071)	-2.7%	-1.3%
TOTAL REVENUE REQUIREMENT	\$10,881,846	\$10,961,267	\$79,421	0.7%	0.7%
2017 Estimated Surplus / <Shortfall>	(\$138,932)				
2018 Estimated Surplus / <Shortfall>		(\$220,566)			
Required Revenue Adjustment		2.1%			2.1%
All numbers above are current estimates except 2017 Contractor's (Recology) Compensation which is final and 2018 Contractor's Compensation which is subject to Board Approval.					

COLLECTION RATE VARIANCE ANALYSIS estimated 8/15/2017	E Palo Alto				
	2018 Variance				
	2017 Estimated	2018 Estimated	2018 vs. 2017 Change	2018 vs. 2017 %	% Rate Impact
Estimated Revenue (Before Rate Increase)		\$4,564,761			
Projected Collection Revenue (After Rate Increase)	\$4,565,950				
2017 Base Revenue Surplus / <Shortfall>			(\$173,426)		3.8%
Total Contractor's Compensation					
Base Compensation	\$2,369,890	\$2,319,862	(\$50,028)	-2.1%	-1.1%
Agency Specific Contract Changes	\$0	\$0	\$0	0.0%	0.0%
Incentives / Disincentives	(\$1,139)	\$7,832	\$8,971	787.5%	0.2%
Total Contractor's Compensation	\$2,368,751	\$2,327,694	(\$41,057)	-1.7%	-0.9%
Other Pass-Through Costs					
Disposal & Processing Fees	\$1,717,757	\$1,716,395	(\$1,362)	-0.1%	0.0%
Agency Franchise & Other Fees	\$651,679	\$628,019	(\$23,660)	-3.6%	-0.5%
Subtotal Other Pass-Through Costs	\$2,369,436	\$2,344,414	(\$25,022)	-1.1%	-0.5%
TOTAL REVENUE REQUIREMENT	\$4,738,187	\$4,672,108	(\$66,079)	-1.4%	-1.4%
2017 Estimated Surplus / <Shortfall>	(\$172,236)				
2018 Estimated Surplus / <Shortfall>		(\$107,347)			
Required Revenue Adjustment		2.4%			2.4%

All numbers above are current estimates except 2017 Contractor's (Recology) Compensation which is final and 2018 Contractor's Compensation which is subject to Board Approval.

COLLECTION RATE VARIANCE ANALYSIS estimated 8/15/2017	Foster City				
	2018 Variance				
	2017 Estimated	2018 Estimated	2018 vs. 2017 Change	2018 vs. 2017 %	% Rate Impact
Estimated Revenue (Before Rate Increase)		\$5,400,749			
Projected Collection Revenue (After Rate Increase)	\$5,401,228				
2017 Base Revenue Surplus / <Shortfall>			(\$119,314)		2.2%
Total Contractor's Compensation					
Base Compensation	\$3,399,636	\$3,436,642	\$37,006	1.1%	0.7%
Agency Specific Contract Changes	\$0	\$0	\$0	0.0%	0.0%
Incentives / Disincentives	(\$961)	\$6,398	\$7,359	765.7%	0.1%
Total Contractor's Compensation	\$3,398,675	\$3,443,040	\$44,365	1.3%	0.8%
Other Pass-Through Costs					
Disposal & Processing Fees	\$1,771,848	\$1,771,868	\$20	0.0%	0.0%
Agency Franchise & Other Fees	\$349,540	\$353,815	\$4,275	1.2%	0.1%
Subtotal Other Pass-Through Costs	\$2,121,388	\$2,125,683	\$4,295	0.2%	0.1%
TOTAL REVENUE REQUIREMENT	\$5,520,063	\$5,568,723	\$48,660	0.9%	0.9%
2017 Estimated Surplus / <Shortfall>	(\$118,835)				
2018 Estimated Surplus / <Shortfall>		(\$167,973)			
Required Revenue Adjustment		3.1%			3.1%

All numbers above are current estimates except 2017 Contractor's (Recology) Compensation which is final and 2018 Contractor's Compensation which is subject to Board Approval.

COLLECTION RATE VARIANCE ANALYSIS estimated 8/15/2017	Hillsborough				
	2018 Variance				
	2017 Estimated	2018 Estimated	2018 vs. 2017 Change	2018 vs. 2017 %	% Rate Impact
Estimated Revenue (Before Rate Increase)		\$3,004,424			
Projected Collection Revenue (After Rate Increase)	\$3,004,716				
2017 Base Revenue Surplus / <Shortfall>			\$18,685		-0.6%
Total Contractor's Compensation					
Base Compensation	\$2,313,237	\$2,382,431	\$69,193	3.0%	2.3%
Agency Specific Contract Changes	(\$416,528)	(\$438,781)	(\$22,253)	5.3%	-0.7%
Incentives / Disincentives	(\$237)	\$1,632	\$1,869	790.2%	0.1%
Total Contractor's Compensation	\$1,896,473	\$1,945,283	\$48,810	2.6%	1.6%
Other Pass-Through Costs					
Disposal & Processing Fees	\$814,781	\$815,817	\$1,036	0.1%	0.0%
Agency Franchise & Other Fees	\$274,484	\$274,484	\$0	0.0%	0.0%
Subtotal Other Pass-Through Costs	\$1,089,266	\$1,090,302	\$1,036	0.1%	0.0%
TOTAL REVENUE REQUIREMENT	\$2,985,739	\$3,035,584	\$49,846	1.7%	1.7%
2017 Estimated Surplus / <Shortfall>	\$18,978				
2017 Estimated Surplus / <Shortfall>		(\$31,160)			
Required Revenue Adjustment		1.0%			1.0%

All numbers above are current estimates except 2017 Contractor's (Recology) Compensation which is final and 2018 Contractor's Compensation which is subject to Board Approval.

COLLECTION RATE VARIANCE ANALYSIS estimated 8/15/2017	Menlo Park				
	2018 Variance				
	2017 Estimated	2018 Estimated	2018 vs. 2017 Change	2018 vs. 2017 %	% Rate Impact
Estimated Revenue (Before Rate Increase)		\$10,914,329			
Projected Collection Revenue (After Rate Increase)	\$10,917,223				
2017 Base Revenue Surplus / <Shortfall>			\$56,191		-0.5%
Total Contractor's Compensation					
Base Compensation	\$5,763,377	\$5,684,545	(\$78,832)	-1.4%	-0.7%
Agency Specific Contract Changes	\$24,529	\$24,865	\$336	1.4%	0.0%
Incentives / Disincentives	(\$1,199)	\$10,679	\$11,878	990.7%	0.1%
Total Contractor's Compensation	\$5,786,707	\$5,720,090	(\$66,617)	-1.2%	-0.6%
Other Pass-Through Costs					
Disposal & Processing Fees	\$3,333,384	\$3,335,001	\$1,617	0.0%	0.0%
Agency Franchise & Other Fees	\$1,738,047	\$1,738,047	\$0	0.0%	0.0%
Subtotal Other Pass-Through Costs	\$5,071,431	\$5,073,048	\$1,617	0.0%	0.0%
TOTAL REVENUE REQUIREMENT	\$10,858,138	\$10,793,138	(\$65,001)	-0.6%	-0.6%
2017 Estimated Surplus / <Shortfall>	\$59,084				
2017 Estimated Surplus / <Shortfall>		\$121,192			
Required Revenue Adjustment		-1.1%			-1.1%
All numbers above are current estimates except 2017 Contractor's (Recology) Compensation which is final and 2018 Contractor's Compensation which is subject to Board Approval.					

COLLECTION RATE VARIANCE ANALYSIS estimated 8/15/2017	North Fair Oaks				
	2018 Variance				
	2017 Estimated	2018 Estimated	2018 vs. 2017 Change	2018 vs. 2017 %	% Rate Impact
Estimated Revenue (Before Rate Increase)		\$2,799,379			
Projected Collection Revenue (After Rate Increase)	\$2,758,669				
2017 Base Revenue Surplus / <Shortfall>			\$56,439		-2.0%
Total Contractor's Compensation					
Base Compensation	\$1,725,366	\$1,694,965	(\$30,401)	-1.8%	-1.1%
Agency Specific Contract Changes	\$0	\$0	\$0	0.0%	0.0%
Incentives / Disincentives	(\$399)	\$3,929	\$4,328	1085.5%	0.2%
Total Contractor's Compensation	\$1,724,967	\$1,698,894	(\$26,073)	-1.5%	-0.9%
Other Pass-Through Costs					
Disposal & Processing Fees	\$884,840	\$885,319	\$479	0.1%	0.0%
Agency Franchise & Other Fees	\$133,133	\$135,107	\$1,974	1.5%	0.1%
Subtotal Other Pass-Through Costs	\$1,017,972	\$1,020,426	\$2,453	0.2%	0.1%
TOTAL REVENUE REQUIREMENT	\$2,742,939	\$2,719,319	(\$23,620)	-0.9%	-0.8%
2017 Estimated Surplus / <Shortfall>	\$15,730				
2018 Estimated Surplus / <Shortfall>		\$80,060			
Required Revenue Adjustment		-2.9%			-2.9%

All numbers above are current estimates except 2017 Contractor's (Recology) Compensation which is final and 2018 Contractor's Compensation which is subject to Board Approval.

COLLECTION RATE VARIANCE ANALYSIS estimated 8/15/2017	Redwood City				
	2018 Variance				
	2017 Estimated	2018 Estimated	2018 vs. 2017 Change	2018 vs. 2017 %	% Rate Impact
Estimated Revenue (Before Rate Increase)		\$18,058,160			
Projected Collection Revenue (After Rate Increase)	\$18,061,620				
2017 Base Revenue Surplus / <Shortfall>			(\$218,801)		1.2%
Total Contractor's Compensation					
Base Compensation	\$9,981,163	\$10,173,164	\$192,001	1.9%	1.1%
Agency Specific Contract Changes	\$0	\$0	\$0	0.0%	0.0%
Incentives / Disincentives	(\$3,003)	\$24,110	\$27,113	902.9%	0.2%
Total Contractor's Compensation	\$9,978,160	\$10,197,274	\$219,114	2.2%	1.2%
Other Pass-Through Costs					
Disposal & Processing Fees	\$5,809,775	\$5,812,142	\$2,366	0.0%	0.0%
Agency Franchise & Other Fees	\$2,489,025	\$2,489,025	\$0	0.0%	0.0%
Subtotal Other Pass-Through Costs	\$8,298,801	\$8,301,167	\$2,366	0.0%	0.0%
TOTAL REVENUE REQUIREMENT	\$18,276,961	\$18,498,442	\$221,481	1.2%	1.2%
2017 Estimated Surplus / <Shortfall>	(\$215,341)				
2018 Estimated Surplus / <Shortfall>		(\$440,281)			
Required Revenue Adjustment		2.4%			2.4%

All numbers above are current estimates except 2017 Contractor's (Recology) Compensation which is final and 2018 Contractor's Compensation which is subject to Board Approval.

COLLECTION RATE VARIANCE ANALYSIS estimated 8/15/2017	San Carlos				
	2018 Variance				
	2017 Estimated	2018 Estimated	2018 vs. 2017 Change	2018 vs. 2017 %	% Rate Impact
Estimated Revenue (Before Rate Increase)		\$8,214,742			
Projected Collection Revenue (After Rate Increase)	\$8,240,816				
2017 Base Revenue Surplus / <Shortfall>			(\$74,552)		0.9%
Total Contractor's Compensation					
Base Compensation	\$5,029,382	\$5,168,398	\$139,016	2.8%	1.7%
Agency Specific Contract Changes	(\$5,567)	(\$5,293)	\$274	-4.9%	0.0%
Incentives / Disincentives	(\$1,212)	\$8,195	\$9,407	776.3%	0.1%
Total Contractor's Compensation	\$5,022,603	\$5,171,300	\$148,697	3.0%	1.8%
Other Pass-Through Costs					
Disposal & Processing Fees	\$2,215,417	\$2,217,723	\$2,306	0.1%	0.0%
Agency Franchise & Other Fees	\$1,051,274	\$1,067,721	\$16,447	1.6%	0.2%
Subtotal Other Pass-Through Costs	\$3,266,691	\$3,285,444	\$18,753	0.6%	0.2%
TOTAL REVENUE REQUIREMENT	\$8,289,294	\$8,456,745	\$167,450	2.0%	2.0%
2017 Estimated Surplus / <Shortfall>	(\$48,479)				
2017 Estimated Surplus / <Shortfall>		(\$242,003)			
Required Revenue Adjustment		2.9%			2.9%

All numbers above are current estimates except 2017 Contractor's (Recology) Compensation which is final and 2018 Contractor's Compensation which is subject to Board Approval.

COLLECTION RATE VARIANCE ANALYSIS estimated 8/15/2017	San Mateo				
	2018 Variance				
	2017 Estimated	2018 Estimated	2018 vs. 2017 Change	2018 vs. 2017 %	% Rate Impact
Estimated Revenue (Before Rate Increase)		\$21,651,078			
Projected Collection Revenue (After Rate Increase)	\$21,658,387				
2017 Base Revenue Surplus / <Shortfall>			(\$41,774)		0.2%
Total Contractor's Compensation					
Base Compensation	\$12,434,448	\$12,529,516	\$95,068	0.8%	0.4%
Agency Specific Contract Changes	\$0	\$0	\$0	0.0%	0.0%
Incentives / Disincentives	(\$3,439)	\$26,859	\$30,299	881.0%	0.1%
Total Contractor's Compensation	\$12,431,009	\$12,556,375	\$125,366	1.0%	0.6%
Other Pass-Through Costs					
Disposal & Processing Fees	\$6,309,780	\$6,309,780	\$0	0.0%	0.0%
Agency Franchise & Other Fees	\$2,952,062	\$3,681,185	\$729,122	24.7%	3.4%
Subtotal Other Pass-Through Costs	\$9,261,843	\$9,990,965	\$729,122	7.9%	3.4%
TOTAL REVENUE REQUIREMENT	\$21,692,852	\$22,547,340	\$854,488	3.9%	3.9%
2017 Estimated Surplus / <Shortfall>	(\$34,464)				
2018 Estimated Surplus / <Shortfall>		(\$896,262)			
Required Revenue Adjustment		4.1%			4.1%

All numbers above are current estimates except 2017 Contractor's (Recology) Compensation which is final and 2018 Contractor's Compensation which is subject to Board Approval.

COLLECTION RATE VARIANCE ANALYSIS estimated 8/15/2017	West Bay				
	2018 Variance				
	2017 Estimated	2018 Estimated	2018 vs. 2017 Change	2018 vs. 2017 %	% Rate Impact
Estimated Revenue (Before Rate Increase)		\$1,513,207			
Projected Collection Revenue (After Rate Increase)	\$1,513,554				
2017 Base Revenue Surplus / <Shortfall>			\$55,589		-3.7%
Total Contractor's Compensation					
Base Compensation	\$946,247	\$974,460	\$28,213	3.0%	1.9%
Agency Specific Contract Changes	\$0	\$0	\$0	0.0%	0.0%
Incentives / Disincentives	(\$300)	\$632	\$931	310.9%	0.1%
Total Contractor's Compensation	\$945,948	\$975,092	\$29,144	3.1%	1.9%
Other Pass-Through Costs					
Disposal & Processing Fees	\$425,017	\$425,024	\$8	0.0%	0.0%
Agency Franchise & Other Fees	\$86,654	\$86,654	\$0	0.0%	0.0%
Subtotal Other Pass-Through Costs	\$511,670	\$511,678	\$8	0.0%	0.0%
TOTAL REVENUE REQUIREMENT	\$1,457,618	\$1,486,770	\$29,151	2.0%	1.9%
2017 Estimated Surplus / <Shortfall>	\$55,935				
2018 Estimated Surplus / <Shortfall>		\$26,437			
Required Revenue Adjustment		-1.7%			-1.7%
All numbers above are current estimates except 2017 Contractor's (Recology) Compensation which is final and 2018 Contractor's Compensation which is subject to Board Approval.					

COLLECTION RATE VARIANCE ANALYSIS <small>estimated 8/15/2017</small>	Unincorporated County				
	2018 Variance				
	2017 Estimated	2018 Estimated	2018 vs. 2017 Change	2018 vs. 2017 %	% Rate Impact
Estimated Revenue (Before Rate Increase)		\$3,313,796			
Projected Collection Revenue (After Rate Increase)	\$3,314,214				
2017 Base Revenue Surplus / <Shortfall>			\$143,240		-4.3%
Total Contractor's Compensation					
Base Compensation	\$2,123,400	\$2,177,454	\$54,054	2.5%	1.6%
Agency Specific Contract Changes	\$0	\$0	\$0	0.0%	0.0%
Incentives / Disincentives	(\$403)	\$2,365	\$2,768	687.2%	0.1%
Total Contractor's Compensation	\$2,122,997	\$2,179,819	\$56,822	2.7%	1.7%
Other Pass-Through Costs					
Disposal & Processing Fees	\$888,745	\$888,745	\$0	0.0%	0.0%
Agency Franchise & Other Fees	\$158,814	\$158,814	\$0	0.0%	0.0%
Subtotal Other Pass-Through Costs	\$1,047,559	\$1,047,559	\$0	0.0%	0.0%
TOTAL REVENUE REQUIREMENT	\$3,170,556	\$3,227,378	\$56,822	1.8%	1.7%
2017 Estimated Surplus / <Shortfall>	\$143,658				
2018 Estimated Surplus / <Shortfall>		\$86,418			
Required Revenue Adjustment					-2.6%

All numbers above are current estimates except 2017 Contractor's (Recology) Compensation which is final and 2018 Contractor's Compensation which is subject to Board Approval.

	Refunds from Recology to Member Agencies					Payments from Member Agencies to Recology				
	Year					Year				
Member Agency	2014	2015	2016	2017	Total	2014	2015	2016	2017	Total
Atherton	(\$895,936)	(\$279,189)	(\$340,737)		(\$1,515,862)					
Belmont										
Burlingame	(\$1,223,751)				(\$1,223,751)		\$5,222	\$177,230		\$182,452
East Palo Alto										
Foster City										
Hillsborough										
Menlo Park						\$176,439	\$183,561			\$360,000
North Fair Oaks										
Redwood City	(\$1,294,907)				(\$1,294,907)					
San Carlos										
San Mateo										
West Bay Sanitary District	(\$32,545)	(\$35,586)			(\$68,131)					
County Unincorporated										
Total	(\$3,447,139)	(\$314,775)	(\$340,737)		(\$4,102,651)	\$176,439	\$188,783	\$177,230		\$542,452

STAFF REPORT

To: SBWMA Board Members
From: Hilary Gans, Sr. Facility Operations & Contract Manager
Date: September 28, 2017 Board of Directors Meeting
Subject: Resolution Approving Organics Processing Agreement with Browning-Ferris of California

Recommendation

It is recommended that the SBWMA Board of Directors approve Resolution No. 2017-33 attached hereto authorizing the following action:

- Authorize the Executive Director to execute the attached Agreement for Organic Materials Processing Services with: Browning-Ferris of California, Inc. (Agreement can be found in **Exhibit A**).

Summary

The Agreement for Organic Materials Processing Services with Browning-Ferris of California, Inc. at Newby will expire on December 31, 2017. An RFP process conducted in August resulted in two companies proposing composting services with Browning-Ferris of California, Inc (Newby Island) being low-bidder. Due to Newby's lower cost, closer distance, and demonstrated performance; staff is recommending the agency continue composting services with Newby and that the Board approve a new 5-year Agreement (plus 2-one-year optional extensions).

Analysis

Current Materials Handling

Currently organic materials are collected in the service area by Recology and delivered to the Shoreway Environmental Center where they are loaded onto transfer trailers and transported by SBR to two compost facilities Newby Island (Browning-Ferris Industries of California Inc.) composting facility in San Jose and the Recology-Blossom Valley Organics (BVO) compost facility outside of Tracy. The contract for composting services at Newby will expire on December 31, 2017. In August, Staff conducted an RFP for Composting Services and distributed an RFP to the six composters within trucking distance of the Bay Area. Proposals were received from two Composting companies - Newby and Recology-BVO.

In general, the lack of compost facilities and the difficulty of permitting new facilities has led to a shortage of composters to handle the organics generated by Bay Area cities. Staff hired a consultant perform a market survey and to inform composters of the SBWMA's RFP process. The survey concluded that there has been little change in composting capacity in Northern California and that the lack of market capacity is exacerbated by the increase in supply of organic materials – an outcome of the efforts by municipalities to divert more food waste from landfills.

Given the increasing market supply of organic materials and the lack of new regional compost facility development the fact that the Agency received only two proposals was not unexpected.

Cost Evaluation

The two Compost Services RFP responses received from Newby and Recology are close in cost (\$65 vs. \$67 per ton respectively), however, once the Transportation Cost differential is considered, strong savings are offered by Newby Island. As shown in **Table 1** the Total Annual Cost for Newby in 2018 is \$4,591,400 versus \$5,474,150 for Recology BVO – a net difference of \$882,750 per year.

Composter	Composting Tipping Fee	Transport Cost	Total Cost (ton)	2018 Tons (estimate)	Total Annual Cost (estimate)
Newby - 2017 Rate	\$ 52.73	\$ 18.13	\$ 70.86	55,000	\$3,897,300
Newby - 2018 Proposed Rate*	\$ 65.00	\$ 18.48	\$ 83.48	55,000	\$4,591,400
<i>\$ Change</i>	\$ 12.27	\$ 0.35	\$ 12.62		\$694,100
<i>% Change</i>	23%	2%	18%		18%
RecologyBVO - 2017	\$ 35.71	\$ 32.05	\$ 67.76	55,000	\$3,726,800
RecologyBVO - 2018 Proposed Rate	\$ 67.00	\$ 32.53	\$ 99.53	55,000	\$5,474,150
<i>\$ Change</i>	\$ 31.29	\$ 0.48	\$ 31.77		\$1,747,350
<i>% Change</i>	88%	1%	47%		47%
<i>*Historic rate of increase for Newby Contract tip fee = 1.5% or \$53.52 per ton</i>					

The justification offered by BFI of California, Inc. (Republic) for the tip fee change of \$12.27 (the current rate) to the proposed 2018 rate of \$65.00 per ton is that Newby currently in the process of converting their 18-acre Newby Island Composting Facility site from a conventional windrow operation to a Covered Aerated Static Pile (CASP) operation.

"New regulatory requirements coupled with improved environmental and operational efficiencies are driving the change in Republic's composting operations at Newby Island. Republic will invest approximately \$2.5MM to complete this project, which is scheduled to be fully implemented by January 2018. Republic has recently converted a handful of compost facilities across the country from conventional windrow systems to CASP systems with great success. The CASP composting methodology is proven to be a better system over the conventional windrow system as it provides a multitude of environmental and operational benefits. Those benefits include significantly reduced cure times, approximately 35% less air emissions, less odors, more consistent compost quality and a smaller overall carbon footprint."

Quality of Service Evaluation

For the past 10-years and during the most recent four-year term of the current composting agreement, Newby has provided reliable composting services to the JPA. SBR has been able to transport organics to this facility without problem and has not had problems turning trucks around quickly.

Permits: Newby has permits in good standing with the regulatory agencies and the facility is permitted to compost the material types and tons proposed in the Agreement.

Product Markets: Newby operates a large composting facility with well-established markets for compost product and has not had problems marketing finished compost product.

Diversion: Newby has a landfill that can accept compost overs/residual if the biomass markets are unable to take this material for use as fuel.

Evaluation of Other Factors

Given the JPA's large volume of organic materials (15 tractor trailer loads per day) staff feels that it is important to maintain a diversity of outlets for the organic materials. Therefore, Staff is recommending to continue with Newby based on the goal of splitting the composting services two service providers - both receiving roughly half of the total organic material tonnage (for year 2018 approximately 110,000 are anticipated to be shipped from the transfer station to composters).

In analyzing options for material processing, SBWMA Staff also considered the possibility of processing (sorting, grinding, and screening) organic materials at the Shoreway transfer station. Equipment designs were discussed with equipment manufacturers and discussions were held with SBR about operating an organics processing plant at the transfer station. In the final analysis, this option was not pursued due to marginal cost savings, limited space within the transfer station, and concerns about potential noise and odor impacts to the facility's neighbors. However, if market conditions continue to tighten, and tipping fees at composting facilities increase, the Agency may find alternative organic materials management methods (such as Anaerobic Digestion of food waste, Gasification of green waste) more attractive.

Agreement

An Agreement for Organic Materials Processing, signed by Browning-Ferris of California, Inc is provided in **Exhibit A**. This document is almost identical to the current agreement language except that the term, tonnage commitment, and tipping fee negotiated with the company have been updated based on the RFP and negotiations.

Background

The SBWMA generates approximately 110,000 tons per year of source separated compostable materials from residential, multi-family, and commercial collection programs - about 26% of the total volume of materials that flows through the Shoreway Environmental Center.

- Prior to 2008, Allied was responsible for providing organic materials transportation and composting services at the Newby Island facility.
- The SBWMA issued a request for proposals (RFP) on April 2, 2008 for Organic Materials Processing Services. Of the six companies that proposed, the two that provided the lowest overall cost for the SBWMA were Newby and Recology-Grover (BVO).
- On April 22, 2010, the Board approved four-year agreements with Newby and Recology-Grover for Organic Materials Processing Services that expired on December 31, 2014. Both composting services agreements were renewed in 2014: one with Newby through 2017 and one with Recology through 2020.

Fiscal Impact

The impact of a tip fee change for composting services was not anticipated in the FY17/18 budgeting. The estimated annual impact to the budget of the \$12.27 per ton rate change will be \$694,100 (see **Table 1**) and the FY17/18 budget impact will be \$347,050. The annual rate of change is fixed at 3.5% per year until 2022 (year 2-5 of the contract) and 2 one year optional extensions. Staff will evaluate the overall budget impact of this change as well as others and provide the Board recommendations for setting Shoreway gate fees in 2018.

Attachments:

Resolution 2017-33

[Exhibit A - Organic Materials Processing Agreement with Browning Ferris Industries of California Inc. \(Available online only at www.rethinkwaste.org\)](http://www.rethinkwaste.org)



A Public Agency

RESOLUTION NO. 2017-33

**RESOLUTION OF THE SOUTH BAYSIDE WASTE
MANAGEMENT AUTHORITY BOARD OF DIRECTORS
APPROVING AGREEMENTS FOR ORGANIC MATERIALS PROCESSING
SERVICES WITH BROWNING-FERRIS INDUSTRIES OF CALIFORNIA INC.,**

WHEREAS, the South Bayside Waste Management Authority (SBWMA) desires to engage qualified contractors to render processing services at a composting facility for Organic Materials generated from the SBWMA Member Agencies (the Services); and

WHEREAS, the SBWMA has negotiated Agreements with Browning-Ferris Industries of California Inc. attached hereto as **Exhibit A**, which will provide the highest quality Services for the SBWMA and its Member Agencies.

NOW, THEREFORE BE IT RESOLVED that the SBWMA Board of Directors hereby authorize that the Agreements with Browning-Ferris Industries of California Inc. attached hereto as **Exhibit A** are approved and the Executive Director is authorized to sign the Agreement.

PASSED AND ADOPTED by the Board of Directors of the South Bayside Waste Management Authority, County of San Mateo, State of California on the 28th day of September, 2017, by the following vote:

Agency	Yes	No	Abstain	Absent	Agency	Yes	No	Abstain	Absent
Atherton					Menlo Park				
Belmont					Redwood City				
Burlingame					San Carlos				
East Palo Alto					San Mateo				
Foster City					County of San Mateo				
Hillsborough					West Bay Sanitary Dist.				

I HEREBY CERTIFY that the foregoing Resolution No. 2014-33 was duly and regularly adopted at a regular meeting of the South Bayside Waste Management Authority on September 28, 2017.

ATTEST:

Bob Grasilli, Chairperson of SBWMA

Cyndi Urman, Board Secretary

STAFF REPORT

To: SBWMA Board Members
From: Joe La Mariana, Executive Director
 Larry Sweetser, Sweetser and Associates
Date: September 28, 2017 Board of Directors Meeting
Subject: HHW Collection Program--Mid-Year 2017 Update

Recommendation

The purpose of this staff report is to update the Board on participation in the County Household Hazardous Waste program by member agency residents since the December 31st, 2016 expiration of Waste Management’s curbside collection of this materials. Staff recommends continuing working with San Mateo County on increasing opportunities for managing household hazardous waste including providing outreach to residents.

Summary

At the November 17, 2016 meeting, the Board decided not to renew the agreement with Waste Management for the Door-to-Door Household Hazardous Waste (HHW) Collection Services and rely on the County HHW program. Staff was instructed to return to the Board later in 2017 with an update on the usage of the County HHW program. This report summaries current participation and upcoming opportunities for responsibly managing household hazardous waste materials generated by the 433,000 residents in the SBWMA service area.

Analysis

An analysis of HHW program usage provided by San Mateo County indicates that the HHW program continues to be utilized by Authority residents at a high level of participation.

Tower Road Permanent Facility Participation

The participation at the Tower Road Permanent HHW facility from October 2016 through June 2017 is indicated in Graph 1 and Table 1 (below).

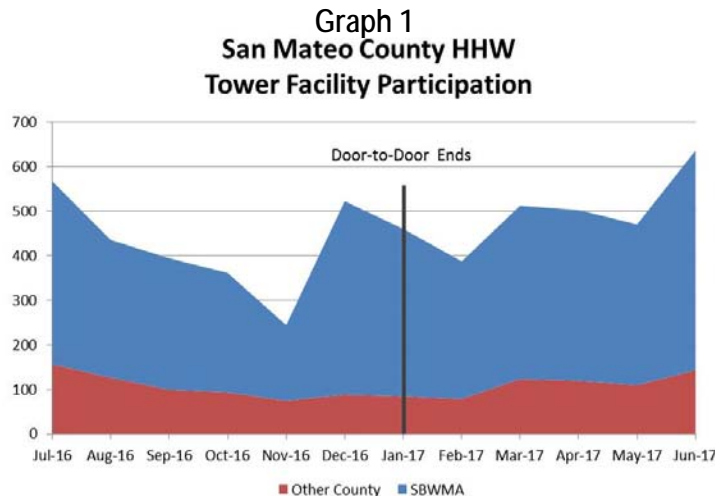


Table 1 San Mateo County Household Hazardous Waste Program's Tower Road Drop-off Facility: 2016-17 Participation (Actuals*)				
Month	SBWMA	Other County	Total	SBWMA % of Total
Jul-16	411	156	567	73%
Aug-16	309	126	435	71%
Sep-16	295	99	394	75%
Oct-16	268	93	361	74%
Nov-16	170	74	244	70%
Dec-16	434	88	522	83%
Jan-17	376	84	460	82%
Feb-17	309	78	387	80%
Mar-17	389	123	512	76%
Apr-17	383	119	502	76%
May-17	361	109	470	77%
Jun-17	493	143	636	78%
Total	4,198	1,292	5,490	77%

*Number of drop-offs

Temporary Event Participation

An additional 746 residents utilized the one day HHW events scheduled throughout the County from July 2016 through June 2017. Since July 2016, there have been 20 temporary events with 11 events held in SBWMA member jurisdictions. There are four temporary events remaining in 2017 with two in SBWMA areas – Redwood City (September 23rd and October 28th). On average, 68% of the participation at a one-day event is from the host jurisdiction.

San Mateo County is currently creating the 2018 schedule for temporary events. Six are being established for Redwood City and two in East Palo Alto. Discussions are ongoing for events in Menlo Park and Foster City. There are about six Saturdays that there are still available for scheduling events throughout the County.

IMPORTANT 2018 HHW TEMPORARY EVENT PLANNING NOTE: Staff advises SBWMA member agencies whom are interested in hosting HHW events in their jurisdictions to **immediately** contact San Mateo County Household Hazardous Waste Program Coordinator, Elizabeth Rouan, at erouan@smcgo.org to state their interest. Prospective temporary event venues must meet SMCHHW Program standards approval.

Door-to-Door Update

The San Mateo County Household Hazardous Waste Program started limited Door-to-Door collection of household hazardous waste in May 2017 in Millbrae and San Bruno. The program is starting slow to allow for time to develop the program and work out logistical issues. The focus of this program is on senior and disabled residents. The first collections began with the Rebuilding Together Peninsula organization as a follow up to their April National Rebuild Day. This organization had previously been served by the Waste Management Door-to-Door program as well as use of the Tower Road facility. There have also been some pickups on a referral basis. Advertising is still being developed that will target certain jurisdictions.

Program Outreach

The County has also tracked participant responses on how they heard about the Household Hazardous Waste Program. The results of those surveys are listed in **Table 2** (below):

Table 2 San Mateo County Household Hazardous Waste Program's Survey: How Did You Hear About the Program?	
Web Search/Website:	
<i>SMC Health/HHW</i>	1,839
<i>Flows to Bay</i>	21
<i>Recycleworks</i>	89
<i>Rethink Waste</i>	31
<i>Garbage Company</i>	1,128
<i>Other/Don't know</i>	110
Social Media:	
<i>Nextdoor</i>	380
<i>Facebook</i>	151
<i>Twitter</i>	20
Garbage Company:	
<i>Went to Facility</i>	679
<i>Called</i>	154
<i>Bill Insert</i>	118
Family/Friend/Realtor	649
Flyer/Poster/Billboard	480
Called County Office (EHS)	150
Electronic newsletter or email	183
Newspaper/Magazine	72
Direct Mailer	622
Retail Drop-off Location	21
Visual Drive By	23
Outreach Booth/Tabling Event	5
Total	6,925

Fiscal Impact

There is no specific fiscal impact to the SBWMA associated with item although the adopted SBWMA FY16/17 budget has \$80,000 allocated for public education and outreach to promote this program.



SHOREWAY OPERATIONS AND CONTRACT MANAGEMENT

STAFF REPORT

To: SBWMA Board Members
 From: Farouk Fakira, Finance Manager
 Hilary Gans, Sr. Operations & Contracts Manager
 Date: September 28, 2017 SBWMA Board of Directors Meeting
 Subject: Resolution Approving 2018 South Bay Recycling Compensation Application

Recommendation

Staff recommends the Board approve of Resolution 2017-34 attached hereto authorizing the following action:

- Approval of 2017 South Bay Recycling (SBR) Compensation Application. **Exhibit A** contains the SBWMA Final Report - Review of 2017 South Bay Recycling Compensation Application for Board consideration.

Summary

The SBWMA has reviewed the SBR 2018 Compensation Application and SBR has modified the application as necessary to address comments and concerns. Staff has verified that the Compensation Application is complete and meets the requirements of the Facility Operations Agreement. The Total Compensation for SBR in 2018 is recommended to be \$18,505,703 which is \$358,984 (1.9%) higher than in 2017.

Analysis

Total Compensation for SBR in 2018 is recommended to be \$18,505,703 which is \$358,984 (1.9%) higher than in 2017. Notable variances include: 1) an increase in non-CBA Labor (VRS) of 5.7% effecting the MRF service element, and 2) a scheduled reduction in Interest Expense that is -26.5% lower than prior year. **Table 1** provides

2017 Payment/Ton vs. 2018 Payment/Ton					
South Bay Recycling	2017		Adjustment	2018	
Operating Cost	Total Cost	Payment/Ton	%	Total Cost	Payment/Ton
Transfer Station	\$ 4,621,962	\$ 12.92	1.9%	\$ 4,711,763	\$ 13.17
Recyclable Materials Processing, net of Residue	\$ 6,411,997	\$ 91.41	2.9%	\$ 6,601,206	\$ 94.06
Transport (cost/ton-mile)	\$ 6,156,049	\$ 1.02	1.9%	\$ 6,270,908	\$ 1.04
Transport (cost/ton)	-	\$ 17.21	1.9%	-	\$ 17.53
Total Operating Cost	\$ 17,190,007		2.3%	\$ 17,583,876	
Contractor Pass-Through Costs					
Total Interest	\$ 131,712		-26.5%	\$ 96,827	
Construction Management	\$ -			\$ -	
Interim Operations	\$ -			\$ -	
Buyback Payments Estimate	\$ 825,000		0.0%	\$ 825,000	
Total Contractor Pass-Through Cost	\$ 956,712		-3.6%	\$ 921,827	
Total Compensation	\$ 18,146,719		1.9%	\$ 18,505,703	

Note: Buyback payments have been changed to reflect correct payment amount - 2017 total therefore will not tie to last year's Rate Report. Total Operating Cost shown in the table are estimated since costs are based on actual tons delivered to Shoreway throughout the year.

a summary of the specific dollar amounts of the major elements impacting the increase in SBR 2018 compensation.

*(Note: the total costs shown in the above table are for illustration purposes and that the actual payment to SBR is based on the approved payment per ton times the **actual** number of tons received at the Shoreway facility).*

Background

Each year, the SBR Compensation Application is brought forward to the TAC and Board simultaneously with the Recology San Mateo County (RSMC) report.

On July 1, 2017 SBR submitted a 2018 Compensation Application to the SBWMA as required under the Shoreway Operations Agreement (Article 7.12 prescribes the process by which this application is reviewed and the company's compensation is approved). The SBWMA staff reviewed the SBR 2018 Compensation Application for completeness, accuracy and consistency and issued a SBWMA Draft Report Review of 2017 South Bay Recycling Compensation Application on August 15th. The SBWMA staff requested that Member Agencies provide input on the Daft Report by August 26th. No comments were received Member Agencies and no changes were made to the Compensation Application.

Rate Setting and Approval Process

It is important to note that the approved compensation for SBR will be part of the 2018 Shoreway tip fees to be charged at the Shoreway facility. (The Shoreway tip fees are based on all the SBWMA operating costs that include SBR's compensation, off-site disposal and processing expense, fees paid to San Carlos, and SBWMA program budget, less commodity revenue). SBWMA operating cost, based on Shoreway tipping fees, are included as a pass-through expense in the calculation of each Member Agency's total Collection Revenue Requirement (*shown as "Disposal and Processing Fees" the SBWMA Report Reviewing the 2018 Recology San Mateo County Compensation Application*) for setting solid waste collection rates.

Fiscal Impact

The SBR 2018 Compensation Application indicates that the company's Total Compensation will increase by - \$358,984 or 1.9% over prior year (compared to last year's adjustment of -1.8%). Details of SBR compensation can be found in Exhibit A: SBWMA Report - Review of 2018 South Bay Recycling Compensation Application.

Attachments:

Resolution 2017-34

Exhibit A - SBWMA Report - Review of 2018 South Bay Recycling Compensation Application



RESOLUTION NO. 2017-34
RESOLUTION OF THE SOUTH BAYSIDE WASTE
MANAGEMENT AUTHORITY BOARD OF DIRECTORS
APPROVING 2018 SOUTH BAY RECYCLING COMPENSATION APPLICATION

WHEREAS, The South Bayside Waste Management Authority (SBWMA) prepared and issued to the SBWMA Board of Director's on August 15, 2017 the SBWMA Draft Report on Review of 2018 South Bay Recycling (SBR) Compensation Application (Report); and

WHEREAS, SBWMA staff requested Board Member and Member Agency review of a Draft Report concurrent with review of the Draft Report on 2018 RSMC Compensation Application and requested comments, questions and concerns to be submitted by August 26, 2017; and

WHEREAS, SBWMA revised the Draft Report based on any comments received from Board Members and Member Agencies and additional information provided by SBR and issued the Final Report (**Exhibit A**) to the Board of Directors; and

WHEREAS, the Final Report recommends adjustments to SBR's compensation from its 2017 base costs to 2018.

NOW, THEREFORE BE IT RESOLVED that the South Bayside Waste Management Authority hereby approves the SBWMA Final Report on Review of 2018 South Bay Recycling Compensation Application.

PASSED AND ADOPTED by the Board of Directors of the South Bayside Waste Management Authority, County of San Mateo, State of California on the 28th day of September, 2017, by the following vote:

Agency	Yes	No	Abstain	Absent	Agency	Yes	No	Abstain	Absent
Atherton					Menlo Park				
Belmont					Redwood City				
Burlingame					San Carlos				
East Palo Alto					San Mateo				
Foster City					County of San Mateo				
Hillsborough					West Bay Sanitary Dist.				

I HEREBY CERTIFY that the foregoing Resolution No. 2017-34 was duly and regularly adopted at a regular meeting of the South Bayside Waste Management Authority on September 28, 2017.

 Bob Grassilli, Chairperson of SBWMA

ATTEST:

 Cyndi Urman, Board Secretary



SBWMA FINAL REPORT REVIEWING THE
2018 SOUTH BAY RECYCLING
COMPENSATION APPLICATION

September 7, 2017

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Appendix A – SBR Cost Adjustment Worksheets

SUMMARY

The 2018 Shoreway Tip Fees are the basis for setting the Shoreway Pass-Through expenses that become part of the Total Collection expense and Revenue Requirement for each Member Agency upon which it sets its solid waste rates for 2018. The compensation paid to South Bay Recycling (SBR) for operations of the Shoreway Facility are a component of the Shoreway Tip Fee. After review of SBR's Compensation Adjustment Application, the Total Compensation for SBR in 2018 is recommended to be \$18,505,703 which is \$358,984 (1.9%) higher than in 2017.

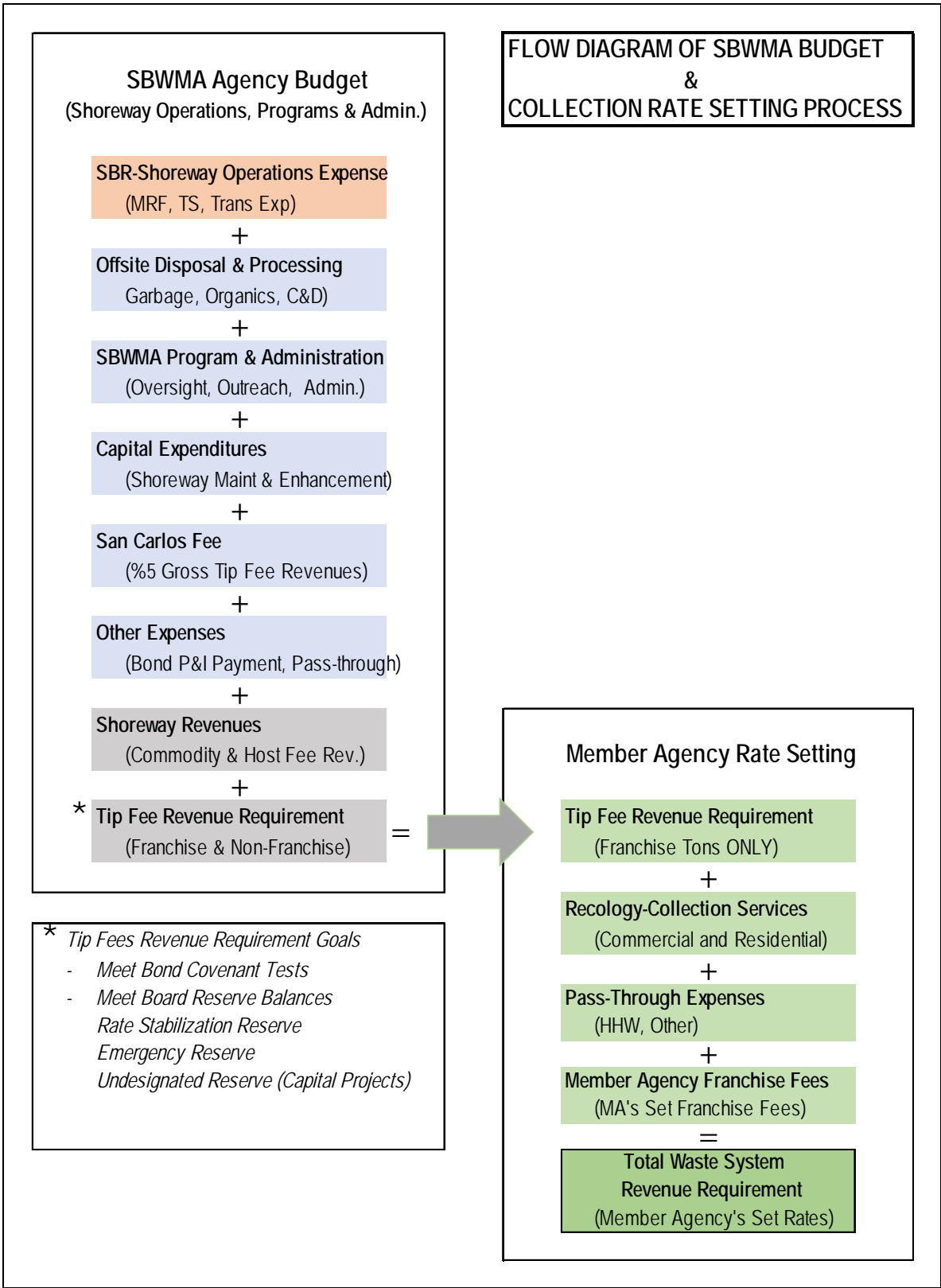
SECTION 1. OVERVIEW

A. Shoreway Operations Agreement Terms

South Bay Recycling, LLC (SBR) was selected as the facility operator on April 23, 2009, and a final Shoreway Operations Agreement ("Agreement") was approved by the Board on July 23, 2009. Article 7 and Attachments 13-A and B of the Agreement prescribe that the SBWMA is responsible for conducting the annual review and analysis of SBR's compensation application due by July 1st each year. The SBWMA is charged with performing a thorough review to ensure the application is complete and follows the prescribed compensation adjustment methodology in the Operations Agreement to arrive at the recommended 2018 fees per ton contained in this report. This rate application provides the basis for adjusting SBR's approved fees (SBR is paid monthly based on the approved fees per ton times the actual number of tons processed and transported at Shoreway).

B. Calculation of Total Collection Revenue Requirement

The approved 2018 compensation for SBR will be bundled with all other SBWMA operating budget expenses (e.g., disposal expense, franchise fees paid to the City of San Carlos, debt service, SBWMA program budget, etc.) to set the 2018 Shoreway Tip Fees. The 2018 Shoreway Tip Fees are the basis for setting the Shoreway Pass-Through expenses that become part of the Collection expense and the total Revenue Requirement for each Member Agency upon which solid waste rates for 2018 are set. (These costs are described in detail in "Other Pass-Through Costs" in the 2018 Recology Draft Rate Report and are the result of the Shoreway tipping fees charged on the solid waste and organics tons delivered to Shoreway throughout the year). The Flow Diagram of SBWMA Budget and Collection Rate Setting Process on the following page shows how the SBR-Shoreway Operations Expense (*tan color*) serves as the starting point for computing the Total Waste System Revenue Requirement that forms the basis for the Member Agency Rate Setting process.



C. Description of SBR Fees and Service Elements

The process for adjusting SBR's compensation are detailed in the Operations Agreement in Article 7.03 and Attachment 13-A of the Agreement,

SBR's compensation includes three core services elements that are paid on a per-ton basis:

- Transfer Station Processing
- Recyclable Materials Processing
- Transportation to Disposal and Processing Sites

The fees for the above service elements are each comprised of distinct cost components:

- A. Labor Costs
- B. Fuel and Power Costs
- C. Depreciation Cost
- D. Other Operating and Maintenance Costs

The above cost components have the following subcomponents:

- A. Labor Costs
 - Wages for CBA labor (*index*)
 - Benefits for CBA labor (*index*)
 - Workers' compensation insurance (CBA labor) (*index*)
 - Payroll taxes (CBA labor) (*non-index*)
 - Outside contracted workers from third-party sources (VRS) (*index*)
- B. Fuel and Power Costs
 - Electricity (*based on actuals/non-index*)
 - Fuel (*index*)
- C. Depreciation Cost (*no adjustment*)
- D. Other Operating and Maintenance Costs (*index*)
 - Wages and benefits for non-CBA employees
 - Wages and benefits for CBA clerical
 - Repair and maintenance expenses
 - Equipment rental expenses
 - Other vehicle-related expenses (e.g. licensing, taxes)
 - Insurance, safety and claims
 - Other general & administrative expense

D. Compensation Adjustment Process

A major goal for the Shoreway Operations Contractor selection process concluded in 2010 to make the contractor's compensation adjustment process more predictable and transparent. This cost adjustment methodology is the basis for SBR's Rate Application submittal and the SBWMA staff's subsequent review to ensure accuracy and consistency with the requirements of the Operations Agreement. The compensation adjustment process uses the approved 2017 fees paid to SBR as the basis for adjustment to the new 2018 fees. As detailed in the Agreement, the adjustment process for the 2017 Fees structure is illustrated in following chart. (Article 7.05 and Attachment 13-A of the Operations Agreement prescribes a detailed cost adjustment methodology that ties most of the cost adjustments to standard indexes (i.e., CPI).

SBWMA - CONTRACTOR COST ADJUSTMENT PROCESS		
BASE COST - 2017	ADJUSTMENT	2018 CONTRACTORS COMPENSATION
CBA: TS/MRF, Mechanics, Drivers, & Clerical (wages and benefits)	+ Index	= Base plus Adjustment
Other Cost	+ Index	= Base plus Adjustment
Power	+ Blend of actual PG&E rate & ISH Solar rate	= Base plus Adjustment
Depreciation	+ No Change	= Last Year's Depreciation
Profit	+ Based on operating ratio in Proposal	= Base plus Adjustment
Pass-Through Cost		
Interest	Interest is fixed on sliding scale based on final capital cost	Annual Interest Expense per Interest Schedule
Other	Actual cost reimbursed (i.e., Buyback payments, new regulatory fees, etc.)	Actual Cost
Total Base Compensation	+ Total of Above	= Total of Above

Commodity Revenue Sharing

A portion of SBR's compensation comes from the sale of commodities through the "Commodity Revenue Share" program where the commodity revenues from the recyclable materials processed at the Shoreway MRF are split between SBWMA and SBR: in the Commodity Revenue Share program, SBR receives a minority share of the MRF commodity revenues as an incentive to maintain high recovery and obtain the best commodity sales prices. In year 2017, the Commodity Revenue Share to SBR was 28% and while the SBWMA retained 72% of the commodity sales revenue above the Revenue Guarantee. As a result of SBR's continued good performance in maintaining low MRF residue (the MRF residue rate remained at 7%), SBR is again eligible for a 28% share of commodity sales revenue (see Article 7.07 of the Agreement - Residue-Reduction Incentive Program).

Note: the actual value of the revenue share is not shown in this report, since it is based on the actual tonnage and commodity revenue for the full-year of 2016. Hence, an estimate is used in the SBWMA Annual Budget and calendar year projections.

SECTION 2. SBR 2017 COMPENSATION APPLICATION

A. Analysis of SBR 2018 Compensation Application

SBWMA staff conducted the review of the Compensation Application submitted by SBR and worked closely with the company to ensure that questions and concerns were answered. Their application was modified as necessary to

address any changes. Staff has verified that the SBR Compensation Application is complete and meets the requirements of the Operations Agreement. As shown in **Table 1**. below, Total Compensation for SBR in 2018 is recommended to be \$18,505,703 which is \$358,984 (1.9%) higher than in 2017.

2017 Payment/Ton vs. 2018 Payment/Ton					
South Bay Recycling	2017		Adjustment	2018	
Operating Cost	Total Cost	Payment/Ton	%	Total Cost	Payment/Ton
Transfer Station	\$ 4,621,962	\$ 12.92	1.9%	\$ 4,711,763	\$ 13.17
Recyclable Materials Processing, net of Residue	\$ 6,411,997	\$ 91.41	2.9%	\$ 6,601,206	\$ 94.06
Transport (<i>cost/ton-mile</i>)	\$ 6,156,049	\$ 1.02	1.9%	\$ 6,270,908	\$ 1.04
<i>Transport (cost/ton)</i>	-	\$ 17.21	1.9%	-	\$ 17.53
Total Operating Cost	\$ 17,190,007		2.3%	\$ 17,583,876	
Contractor Pass-Through Costs					
Total Interest	\$ 131,712		-26.5%	\$ 96,827	
Construction Management	\$ -			\$ -	
Interim Operations	\$ -			\$ -	
Buyback Payments Estimate	\$ 825,000		0.0%	\$ 825,000	
Total Contractor Pass-Through Cost	\$ 956,712		-3.6%	\$ 921,827	
Total Compensation	\$ 18,146,719		1.9%	\$ 18,505,703	

Note: Buyback payments have been changed to reflect correct payment amount - 2017 total therefore will not tie to last year's Rate Report. Total Operating Cost shown in the table are estimated since costs are based on actual tons delivered to Shoreway throughout the year.

B. Description of 2018 Compensation Adjustments

Costs in the SBR Compensation Application are adjusted primarily based on changes in indexes. (The specific results of the index and non-index-based cost adjustments for 2018 are presented in **Table 2** on the following page).

Cost categories are adjusted based on the following criteria:

- *Labor Cost* (CBA for Operators, Mechanics, Drivers, and Clerical) – adjusted by CPI index (U.S. Department of Labor, Bureau of Labor Statistics, Private Industry Employment Cost Index for Service-Producing Industries (seasonally adjusted, total compensation, series # cis201s000000000i).
- *Power Cost* - adjusted based on the actual change in power rates
- *Fuel Cost* - adjusted by a fuel index. (U.S. Department of Labor, Bureau of Labor Statistics, Producer Price Index - Commodity Index for #2 diesel fuel (not seasonally adjusted, fuels and related products and power, series# wpu057303).
- *Other Operating Costs* - various indices such as CPI (U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index – All Urban Consumers, U.S. city average (not seasonally adjusted, all items, base period: 1982-84=100, series# cuur0000sa).
- *Depreciation Cost* - not adjusted
- *Interest Expense* - based on fixed schedule

Labor Cost Adjustment

CBA wage and benefits are adjusted based on changes to the CPI index. The Labor Cost component represents the largest cost component in SBR's compensation.

Pass-Through Costs

Pass-through costs are not subject to profit but are reimbursed to SBR at actual cost. The pass-through costs in the Facility Operations Agreement (Article 7.09) are as follows:

- Payments to buyback customers for purchase of recyclables are a pass-through expense. (Actual buyback payments to public customers will be reimbursed monthly in arrears).
- Changes to regulatory fees qualify as pass-through costs.
- Interest expense on allowed capital (paid to SBR monthly at one-twelfth of the annual interest expense denoted in Attachment 13A, Interest Cost Form 3-M which schedules-out interest expense for the ten-year life of the contract on a sliding scale). The annual interest expense for 2018 is \$96,827, a reduction of \$34,885 (26.6%) from 2017. The reduction in interest is based on lower asset values resulting from a depreciation schedule established at the start of SBR’s service contract.

Results of Cost Adjustments			
Cost Component	Adjustment	Basis	Description
Labor - (all CBAs)			
Wages	2.28%	Index	CBA wages compensation adjustment based on index change.
Benefits	2.28%	Index	CBA benefits compensation adjustment based on index change.
Worker's Comp Insurance	1.78%	Index	Workers compensation adjustment based on index change.
Payroll Tax	2.28%	Wages & tax rate change	The payroll tax rate changes with any changes in federal or state payroll tax rates.
VRS Labor non-CBA	1.78%	Index	Non-CBA (VRS) compensation adjustment based on index change.
Power	2.72%	PG&E & Solar Rates	Power is adjusted by the blend of actual PG&E electricity rates and the Solar Power rate.
Fuel	-0.3%	Index	Fuel expense is adjusted by the actual change in the fuel index.
Depreciation	0.0%	n/a	There is no adjustment to depreciation.
Other O&M	1.72%	Index	Other O&M expense includes non-CBA personnel, maintenance parts, insurance, general office expense, safety, etc. Other O&M expense is adjusted by 80% of an index.
<i>The cost components are adjusted from prior year . For all four CBA contracts and non-CBA costs, various indexes are used to adjust cost.</i>			

SECTION 3. SBR PER TON FEE ADJUSTMENTS FOR 2018

After review of the SBR Compensation Adjustment Application, staff recommends the following Fees (shown in Table 1, previous page) be paid to SBR on a per-ton basis for 2018:

- Transfer Station Processing Fee. The 2018 Transfer Station fee is \$13.17 per ton.

- MRF Processing Fee. The 2018 MRF Processing fee is \$94.06 per ton (note the Contractor pays for MRF residue transportation and disposal which is deducted from MRF Processing Fee resulting in an *Estimated Net MRF Processing Fee*).
- Transportation Fee. There are multiple transportation fees for each material type (i.e., solid waste, inerts, construction and demolition, and organics) and for each destination. The average 2018 Transportation Fee is \$1.04 per ton mile which is 1.9% increase over prior year (the transportation rate detail for each material type and destination are presented in the **Appendix A** – SBR Compensation Adjustment Application Worksheets).



Contractor Compensation Adjustment Application

Rate Year 2018

SOUTH BAY RECYCLING, LLC

September 7, 2017

SOUTH BAY RECYCLING, LLC

Compensation Adjustment Application for Rate Year 2018

A. Summary of Fees

Base	Year 7		Year 8	
	2017	2018	% Increase	
<u>Annual % Change</u>				
TS	0.66%	1.94%		
MRF	8.61%	2.95%		
Transport	-6.00%	1.87%		
<u>Cost per Ton Fees</u>				
Transfer Station	357,725 \$ 12.92	\$ 13.17	1.9%	
MRF (net residue)	74,022 \$ 86.62	\$ 89.18	3.0%	
Transportation (cost / ton-mile)	\$ 1.02	\$ 1.04	1.9%	
Transportation (cost / ton)	\$ 17.21	\$ 17.53	1.9%	
<u>Total Cost Estimate by LOB</u>				
Transfer Station	\$ 4,621,962	\$ 4,711,763	1.9%	
MRF (net residue)	\$ 6,411,997	\$ 6,601,206	3.0%	
Transportation	\$ 6,156,049	\$ 6,270,908	1.9%	
Total Operating Cost	\$ 17,190,007	\$ 17,583,876	0.9%	
<u>Pass-Through Costs</u>				
Total Interest	\$ 131,712	\$ 96,827	-26.5%	
Construction Management Cost	\$ 825,000	\$ 825,000		
Buyback Payment (estimate)	\$ 825,000	\$ 825,000		
Total Pass-Through Cost	\$ 956,712	\$ 921,827	-3.6%	
Total Estimated Compensation	\$ 18,146,719	\$ 18,505,703	2.0%	

Detail Transportation Fees

	Year 7		Year 8	
	2017	2018	% Increase	
<u>Cost/Ton-Mile</u>				
MSW to OX Mtn.	\$ 1.213	\$ 1.236	1.9%	
Inert to OX Mtn.	\$ 1.245	\$ 1.267	1.8%	
C&D to Zanker Road	\$ 0.898	\$ 0.915	1.9%	
Plant Materials to Newby	\$ 0.725	\$ 0.739	1.9%	
Plant Materials to Grover	\$ 0.439	\$ 0.447	1.8%	
Organics to Newby	\$ 0.890	\$ 0.907	1.9%	
Organics to Grover	\$ 0.491	\$ 0.500	1.8%	
Self-haul Biomass to Biofuel	\$ 0.587	\$ 0.598	1.8%	
Plant Materials to Zanker	\$ 0.725	\$ 0.739	1.9%	

SOUTH BAY RECYCLING, LLC

Compensation Adjustment Application for Rate Year 2018

B. Cost Detail Transfer Station and MRF

TRANSFER STATION

	357,725	Year 7		Year 8	
		% Adjustment	2017 Cost / Ton	% Adjustment	2018 Cost / Ton
Base Tonnage Specified by the SBWMA					
Direct Labor - CBA					
Wages		1.8%	\$ 5.00	2.3%	\$ 5.12
Benefits		1.8%	\$ 2.54	1.8%	\$ 2.58
W/C		1.3%	\$ 0.68	1.8%	\$ 0.69
PR Tax		1.8%	\$ 0.44	2.3%	\$ 0.45
Total CBA Labor Cost		1.7%	\$ 8.66	2.1%	\$ 8.84
Power		5.4%	\$ 0.79	2.7%	\$ 0.81
Fuel		-38.2%	\$ 0.19	-0.3%	\$ 0.19
Depreciation		0.0%	\$ 0.29	0.0%	\$ 0.29
Other O&M		0.4%	\$ 1.76	1.4%	\$ 1.79
Clerical CBA Wages & Benefits		1.8%	\$ 0.38	2.3%	\$ 0.39
Total Operating		0.7%	\$ 12.08	1.9%	\$ 12.32
Profit		0.7%	\$ 0.84	1.9%	\$ 0.85
Profit %			6.9%		6.9%
Total Operating Cost		0.7%	\$ 12.92	1.9%	\$ 13.17

MATERIALS RECOVERY FACILITY (MRF)

	74,022	Year 7		Year 8	
		% Adjustment	2017 Cost / Ton	% Adjustment	2018 Cost / Ton
Base Tonnage Specified by the SBWMA					
Direct Labor - CBA					
Wages		1.8%	\$ 18.82	2.3%	\$ 19.25
Benefits		1.8%	\$ 9.97	2.3%	\$ 10.20
W/C		1.3%	\$ 2.68	1.8%	\$ 2.73
PR Tax		1.8%	\$ 1.81	2.3%	\$ 1.85
Total CBA Labor Cost		1.7%	\$ 33.29	2.2%	\$ 34.04
Non-CBA Wages		36.3%	\$ 21.54	5.7%	\$ 22.77
Power		5.4%	\$ 4.63	2.7%	\$ 4.75
Fuel		-38.2%	\$ 0.42	-0.3%	\$ 0.42
Depreciation		0.0%	\$ 1.91	0.0%	\$ 1.91
Other O&M		0.4%	\$ 16.81	1.4%	\$ 17.04
Clerical CBA Wages & Benefits		1.8%	\$ 1.85	2.3%	\$ 1.89
Total Operating		8.6%	\$ 80.44	3.0%	\$ 82.82
Profit		8.6%	\$ 6.18	3.0%	\$ 6.36
Profit %			7.7%		7.7%
Total Operating Cost		8.6%	\$ 86.62	3.0%	\$ 89.18

SOUTH BAY RECYCLING, LLC

Compensation Adjustment Application for Rate Year 2018

C. Cost Detail - Transportation

		Year 7		Year 8	
		%	2017	%	2018
		Adjustment	Cost / Ton Mile	Adjustment	Cost / Ton Mile
Base Tonnage					
Solid Waste Transport Fee - Ox Mtn.	260,801	-0.5%	\$ 1.213	1.9%	\$ 1.236
Inert Transport Fee - Ox Mtn.	6,317	-0.7%	\$ 1.245	1.8%	\$ 1.267
C&D Transport Fee - Zanker rd.	18,918	-1.2%	\$ 0.898	1.9%	\$ 0.915
Plant Matls Trans Fee - Newby	30,747	-1.3%	\$ 0.725	1.9%	\$ 0.739
Plant Matls Trans Fee - Grover	30,747	-2.9%	\$ 0.439	1.8%	\$ 0.447
Organic Matl Trans Fee - Newby	5,098	-1.0%	\$ 0.890	1.9%	\$ 0.907
Organic Matl Trans Fee - Grover	5,098	-2.9%	\$ 0.491	1.8%	\$ 0.500
Organic Matl Trans Fee - BioFuel		-2.0%	\$ 0.587	1.8%	\$ 0.598
Plant Matls Trans Fee - Zanker		-1.3%	\$ 0.725	1.9%	\$ 0.739
Blended Total	357,725	-0.7%	\$ 1.074	1.9%	\$ 1.094
Total Operating Cost			\$ 6,156,049		\$ 6,270,908
Cost / Ton			\$ 17.21		\$ 17.53
Total Cost Increase %			-6.0%		1.9%

SOUTH BAY RECYCLING, LLC

Compensation Adjustment Application for Rate Year 2018

D. Compensation Adjustment - Transfer Station

	Year 7	Year 8
	2017	2018
	Cost / Ton	Cost / Ton

357,725.0

SUMMARY OF ANNUAL FEE ADJUSTMENTS

Direct Labor - CBA

Wages

Benefits

W/C

PR Tax

Total CBA Labor Cost

Labor & Benefits (CBA Expires)

Power

Fuel

Depreciation

Other O&M

Clerical CBA Wages & Benefits

Total Operating

Profit

Profit %

Total Operating Cost

% Increase

Total Cost Estimate

\$	5.00	\$	5.12	2.28%
\$	2.54	\$	2.58	1.75%
\$	0.68	\$	0.69	1.78%
\$	0.44	\$	0.45	2.28%
\$	8.66	\$	8.84	2.09%
\$	0.79	\$	0.81	2.72%
\$	0.19	\$	0.19	-0.26%
\$	0.29	\$	0.29	0.00%
\$	1.76	\$	1.79	1.37%
\$	0.38	\$	0.39	2.28%
\$	12.08	\$	12.32	1.94%
\$	0.84	\$	0.85	1.94%
	6.9%		6.9%	0.00%
\$	12.92	\$	13.17	1.94%
	0.66%		1.94%	
\$	4,621,962	\$	4,711,763	1.94%

PERCENTAGE CHANGE IN COSTS

Labor Cost Component Adjustment Factors

Wages for Direct Labor

Updated direct labor cost per ton

Adjustment Factor for Wages Direct Labor

% Increase

\$	5.00	\$	5.12
	1.018		1.023
	1.75%		2.28%

Benefits for Direct Labor

Updated annual benefit cost per ton

Adjustment Factor for Benefits

% Increase

One Time True Up (Rate Year 2015)

\$	2.54	\$	2.58
	1.018		1.018
	1.75%		1.75%

Workers Compensation Insurance for Direct Labor

Updated annual benefit cost per ton

Adjustment Factor

\$	0.68	\$	0.69
	1.013		1.018

SOUTH BAY RECYCLING, LLC

Compensation Adjustment Application for Rate Year 2018

D. Compensation Adjustment - Transfer Station

	Year 7	Year 8
357,725.0	2017	2018
	Cost / Ton	Cost / Ton
Payroll Taxes for Direct Labor		
Updated Paryoll Tax cost per Ton	\$ 0.44	\$ 0.45
Adjustment Factor for payroll taxes shall equal the change in Federal Social Security & Medicare Tax Cost	8.70%	8.70%
Adjustment Factor	7.65%	7.65%
	1.000	1.000
Fuel and Power Cost Component Adjustment Factors		
Power Adjustment		
Updated Power cost per ton	\$ 0.79	\$ 0.81
Adjustment Factor	1.054	1.027
Fuel Adjustment		
Updated Fuel cost per ton	\$ 0.19	\$ 0.19
Adjustment Factor	0.618	0.997
Depreciation		
Updated Depreciation cost per ton	\$ 0.29	\$ 0.29
Adjustment Factor (No adjustment after Year 1)	1.000	1.000
Other Operating & Maintenance		
Updated Other cost per ton	\$ 1.76	\$ 1.79
Adjustment Factor @ 80% of Index	1.004	1.014

SOUTH BAY RECYCLING, LLC

Compensation Adjustment Application for Rate Year 2018

E. Compensation Adjustment - Materials Recovery Facility (MRF)

	Year 7		Year 8	
	2017	2018	2017	2018
	Cost / Ton	Cost / Ton	Cost / Ton	Cost / Ton
	74,022			
SUMMARY OF ANNUAL FEE ADJUSTMENTS				
Direct Labor - CBA				
Wages	\$ 18.82	\$ 19.25		2.28%
Benefits	\$ 9.97	\$ 10.20		2.28%
Workers Comp	\$ 2.68	\$ 2.73		1.78%
PR Tax	\$ 1.81	\$ 1.85		2.28%
Total CBA Labor Cost	\$ 33.29	\$ 34.04		2.24%
Third Party Wages & Benefits (VRS)	\$ 21.54	\$ 22.77		5.71%
Power	\$ 4.63	\$ 4.75		2.72%
Fuel	\$ 0.42	\$ 0.42		-0.26%
Depreciation	\$ 1.91	\$ 1.91		0.00%
Other O&M	\$ 16.81	\$ 17.04		1.37%
Clerical CBA Wages & Benefits	\$ 1.85	\$ 1.89		2.28%
Total Operating	\$ 80.44	\$ 82.82		2.95%
Profit	\$ 6.18	\$ 6.36		2.95%
Profit %	7.7%	7.7%		0.00%
Total Operating Cost Per Ton (excluding residue)	\$ 86.62	\$ 89.18		2.95%
<i>% Increase</i>	<i>8.61%</i>	<i>2.95%</i>		
Total Estimated Operator Cost (excluding residue)	\$ 6,411,997	\$ 6,601,206		2.95%
<u>MRF Residue Paid by SBR</u>				
MRF Residue Tons	6,800	6,800		
Disposal Tip Fee @ Ox Mtn.	\$ 41.02	\$ 41.84		2.00%
Disposal Fees	\$ 3.77	\$ 3.84		2.00%
Transfer & Haul	\$ 1.02	\$ 1.04		1.87%
Total MRF Residue expense	\$ 4.79	\$ 4.88		1.97%
Total Cost with MRF Residue	\$ 91.41	\$ 94.06		2.90%

PERCENTAGE CHANGE IN COSTS

Labor Cost Component Adjustment Factors

Updated annual labor for direct labor

Adjustment Factor

% Increase

\$ 18.82	\$ 19.25
1.018	1.023
1.75%	2.28%

Benefits for Direct Labor

Updated annual benefit cost per ton

Adjustment Factor

% Increase

One Time True Up (Rate Year 2015)

\$ 9.97	\$ 10.20
1.018	1.023
1.75%	2.28%

SOUTH BAY RECYCLING, LLC

Compensation Adjustment Application for Rate Year 2018

E. Compensation Adjustment - Materials Recovery Facility (MRF)

	Year 7	Year 8
74,022	2017 Cost / Ton	2018 Cost / Ton
Workers Compensation Insurance for Direct Labor		
Updated annual benefit Costs	\$ 2.68	\$ 2.73
Adjustment Factor	1.013	1.018
Payroll Taxes for Direct Labor		
Updated Payroll Tax cost per ton	\$ 1.81	\$ 1.85
Total Payroll Tax Rate %	9.6%	9.6%
Federal Social Security & Medicare tax rates	9.61%	9.61%
Adjustment Factor	1.000	1.000
Labor & Benefits Component Adjustment Factor - non-CBA labor (VRS)		
Updated annual costs	\$ 21.54	\$ 22.77
Adjustment	\$ 4.73	
Adjustment Factor	1.013	
Fuel and Power Cost Component Adjustment Factors		
Power Adjustment		
Updated Power cost per ton	\$ 4.63	\$ 4.75
Adjustment Factor	1.054	1.027
<i>blend of PGE rate and solar rate</i>		
Fuel Adjustment		
Updated Fuel Costs	\$ 0.42	\$ 0.42
Adjustment Factor	0.618	0.997
Depreciation		
Updated Depr cost per ton	\$ 1.91	\$ 1.91
Adjustment Factor (No adjustment after Year 1)	1.000	1.000
Other Operating & Maintenance		
Updated Other cost per ton	\$ 16.81	\$ 17.04
Adjustment Factor @ 80% of Index	1.004	1.014
<i>% Change in underlying index</i>	0.51%	1.72%
MRF Load Contamination	\$ 32.58	\$ 33.55
Plant Materials & Organics Contamination	\$ 9.12	\$ 9.39

SOUTH BAY RECYCLING, LLC

Compensation Adjustment Application for Rate Year 2018

F. Compensation Adjustment - Transportation

	Year 7		Year 8	
	Adjustment Factor	Per Ton-Mile	Adjustment Factor	Per Ton-Mile
Solid Waste Transport Fee - Ox Mtn.	-0.5%	\$ 1.21	1.87%	\$ 1.24
Inert Transport Fee - Ox Mtn.	-0.7%	\$ 1.24	1.83%	\$ 1.27
C&D Transport Fee - Zanker	-1.2%	\$ 0.90	1.88%	\$ 0.92
Plant Matls Trans Fee - Newby	-1.3%	\$ 0.73	1.85%	\$ 0.74
Plant Matls Trans Fee - Grover	-2.9%	\$ 0.44	1.79%	\$ 0.45
Organic Matl Trans Fee - Newby	-1.0%	\$ 0.89	1.90%	\$ 0.91
Organic Matl Trans Fee - Grover	-2.9%	\$ 0.49	1.79%	\$ 0.50
Biomass Trans Fee - Biofuel		\$ 0.59		\$ 0.60
Plant Matls Trans Fee - Zanker		\$ 0.73		\$ 0.74
Blended Total	-6.0%	\$ 1.02	1.87%	\$ 1.04
Total Cost Estimate		\$ 6,156,049		\$ 6,270,908
Cost / Ton		\$ 17.21		\$ 17.53
Total Cost Increase %		-6.0%		1.9%

Direct Labor Component for All Transport Fees

Wages for CBA Labor	1.0175	\$ 1,667,406	1.023	\$ 1,705,491
Benefits for CBA Labor	1.0175	\$ 711,883	1.023	\$ 728,144
WC Insurance	1.0132	\$ 178,049	1.018	\$ 181,216
Payroll Taxes	1.0000	\$ 141,067	1.000	\$ 144,289
Total Cost Estimate (SW to Ox)	1.0172	\$ 2,698,405	1.0225	\$ 2,759,140
Cost/Ton		\$ 10.35		\$ 10.58
Adjusted Labor for MSW Transport Fee (cost/ton-mile)	1.0172	\$ 0.796	1.023	\$ 0.814

Solid Waste Transport Fee (OX)

Labor component	1.0172	\$ 0.7958	1.023	\$ 0.8137
Fuel	0.6176	\$ 0.0327	0.997	\$ 0.0326
Depreciation	1.0000	\$ 0.0851	1.000	\$ 0.0851
Other O&M Component	1.0041	\$ 0.1777	1.014	\$ 0.1801
Clerical CBA wages & benefits	1.0175	\$ 0.0261	1.023	\$ 0.0267
Total Operating Cost		\$ 1.1175		\$ 1.1384
Profit per Operating Ratio		\$ 0.0959		\$ 0.0976
Total SW Transportation Fee	-0.5%	\$ 1.21336	1.9%	\$ 1.23601

Inert Transport Fee - OX Mtn.

Labor component	1.0172	\$ 0.759	1.023	\$ 0.776
Fuel	0.6176	\$ 0.036	0.997	\$ 0.036
Depreciation	1.0000	\$ 0.085	1.000	\$ 0.085
Other O&M Component	1.0041	\$ 0.223	1.014	\$ 0.226
Clerical CBA wages & benefits	1.0175	\$ 0.033	1.023	\$ 0.034
Total Operating Cost		\$ 1.136		\$ 1.157
Profit per Operating Ratio		\$ 0.108		\$ 0.110
Total Inert Transportation Fee	-0.7%	\$ 1.245	1.8%	\$ 1.267

SOUTH BAY RECYCLING, LLC

Compensation Adjustment Application for Rate Year 2018

F. Compensation Adjustment - Transportation

Year 7		Year 8	
2017		2018	
Adjustment Factor	Per Ton-Mile	Adjustment Factor	Per Ton-Mile
1.0172	\$ 0.5970	1.023	\$ 0.6105
0.6176	\$ 0.0332	0.997	\$ 0.0331
1.0000	\$ 0.0530	1.000	\$ 0.0530
1.0041	\$ 0.1217	1.014	\$ 0.1234
1.0175	\$ 0.0179	1.023	\$ 0.0183
	\$ 0.8229		\$ 0.8383
	\$ 0.0755		\$ 0.0769
-1.2%	\$ 0.89832	1.9%	\$ 0.91517

C&D Transport Fee - Zanker Road

Labor component
 Fuel
 Depreciation
 Other O&M Component
 Clerical CBA wages & benefits
Total Operating Cost
 Profit per Operating Ratio
Total C&D Transportation Fee

1.0172	\$ 0.5970	1.023	\$ 0.6105
0.6176	\$ 0.0332	0.997	\$ 0.0331
1.0000	\$ 0.0530	1.000	\$ 0.0530
1.0041	\$ 0.1217	1.014	\$ 0.1234
1.0175	\$ 0.0179	1.023	\$ 0.0183
	\$ 0.8229		\$ 0.8383
	\$ 0.0755		\$ 0.0769
-1.2%	\$ 0.89832	1.9%	\$ 0.91517

Plant Materials Transport Fee - Newby Is

Labor component
 Fuel
 Depreciation
 Other O&M Component
 Clerical CBA wages & benefits
Total Operating Cost
 Profit per Operating Ratio
Total Plant Material Transportation Fee

1.0172	\$ 0.4695	1.023	\$ 0.4801
0.6176	\$ 0.0277	0.997	\$ 0.0277
1.0000	\$ 0.0442	1.000	\$ 0.0442
1.0041	\$ 0.1085	1.014	\$ 0.1100
1.0175	\$ 0.0160	1.023	\$ 0.0163
	\$ 0.6659		\$ 0.6783
	\$ 0.0595		\$ 0.0606
-1.3%	\$ 0.72540	1.9%	\$ 0.73885

Plant Materials Transport Fee - Grover

Labor component
 Fuel
 Depreciation
 Other O&M Component
 Clerical CBA wages & benefits
Total Operating Cost
 Profit per Operating Ratio
Total Plant Material Transportation Fee

1.0172	\$ 0.2788	1.023	\$ 0.2851
0.6176	\$ 0.0277	0.997	\$ 0.0276
1.0000	\$ 0.0286	1.000	\$ 0.0286
1.0041	\$ 0.0595	1.014	\$ 0.0603
1.0175	\$ 0.0088	1.023	\$ 0.0090
	\$ 0.4033		\$ 0.4106
	\$ 0.0360		\$ 0.0367
-2.9%	\$ 0.43936	1.8%	\$ 0.44722

Organic Material Transport Fee - Newby Is

Labor component
 Fuel
 Depreciation
 Other O&M Component
 Clerical CBA wages & benefits
Total Operating Cost
 Profit per Operating Ratio
Total Organic Material Transportation Fee

1.0172	\$ 0.5869	1.023	\$ 0.6001
0.6176	\$ 0.0304	0.997	\$ 0.0303
1.0000	\$ 0.0442	1.000	\$ 0.0442
1.0041	\$ 0.1175	1.014	\$ 0.1191
1.0175	\$ 0.0173	1.023	\$ 0.0177
	\$ 0.7963		\$ 0.8115
	\$ 0.0934		\$ 0.0952
-1.0%	\$ 0.88974	1.9%	\$ 0.90666

SOUTH BAY RECYCLING, LLC
Compensation Adjustment Application for Rate Year 2018
F. Compensation Adjustment - Transportation

	Year 7		Year 8	
	2017		2018	
	Adjustment Factor	Per Ton-Mile	Adjustment Factor	Per Ton-Mile
Organic Material Transport Fee - Grover				
Labor component	1.0172	\$ 0.3038	1.023	\$ 0.3107
Fuel	0.6176	\$ 0.0302	0.997	\$ 0.0301
Depreciation	1.0000	\$ 0.0313	1.000	\$ 0.0313
Other O&M Component	1.0041	\$ 0.0648	1.014	\$ 0.0657
Clerical CBA wages & benefits	1.0175	\$ 0.0096	1.023	\$ 0.0098
Total Operating Cost		\$ 0.4396		\$ 0.4475
Profit per Operating Ratio		\$ 0.0516		\$ 0.0525
Total Organic Material Transportation Fee	-2.9%	\$ 0.49116	1.8%	\$ 0.49995

Self-Haul Biomass - Biofuel				
Labor component				
Fuel				
Depreciation				
Other O&M Component				
Clerical CBA wages & benefits				
Total Operating Cost		\$ 0.525		\$ 0.535
Profit per Operating Ratio		\$ 0.062		\$ 0.063
Total Biofuel Material Transportation Fee	-2.0%	\$ 0.587	1.8%	\$ 0.598

Plant Materials Transport Fee - Zanker Road				
Labor component	1.0172	\$ 0.4695	1.023	\$ 0.4801
Fuel	0.6176	\$ 0.0277	0.997	\$ 0.0277
Depreciation	1.0000	\$ 0.0440	1.000	\$ 0.0440
Other O&M Component	1.0041	\$ 0.1085	1.014	\$ 0.1100
Clerical CBA wages & benefits	1.0175	\$ 0.0160	1.023	\$ 0.0163
Total Operating Cost		\$ 0.6657		\$ 0.6780
Profit per Operating Ratio		\$ 0.0595		\$ 0.0606
Total Plant Material Transportation Fee	-1.3%	\$ 0.72516	1.9%	\$ 0.73861

SOUTH BAY RECYCLING, LLC

Compensation Adjustment Application for Rate Year 2018

G. Indexes

Year 7 2017	Year 8 2018
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Workers Compensation

Use- Factor	1.013	1.018
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Direct Labor

Use- Factor	1.018	1.023
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Fuel

Use- Factor	0.618	0.997
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Other O&M

Use- Factor	1.005	1.017
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Depreciation

Use- Factor	1.000	1.000
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SOUTH BAY RECYCLING, LLC

Compensation Adjustment Application for Rate Year 2018

H. Department of Labor Index Detail

Index: U.S. Department of Labor, Bureau of Labor Statistics, Private Industry Employment Cost Index for Total All workers (not seasonally adjusted, total benefits, series no. (CIU2030000000000i)).

Workers Compensation

	2015	2016	2017
Average Index	123.45	125.08	127.30
% Change	2.45%	1.32%	1.78%
Q1	124.50	126.00	128.40
Q2	124.40	126.50	
Q3	124.80	127.00	
Q4	125.10	127.30	

Index: U.S. Department of Labor, Bureau of Labor Statistics, Private Industry Employment Cost Index for Service-Producing Industries (seasonally adjusted, total compensation, series no. (cis201s0000000000i)).

Direct Labor

	2015	2016	2017
Index 1ST QTR	122.63	124.78	127.63
% Change	2.38%	1.75%	2.284%
Q1	123.80	125.90	128.80
Q2	123.70	126.60	
Q3	124.50	127.30	
Q4	125.00	127.80	

Index: U.S. Department of Labor, Bureau of Labor Statistics, Producer Price Index - Commodity Index for #2 diesel fuel (not seasonally adjusted, fuels and related products and power, series no. (wpu057303)).

Fuel

	2015	2016	2017
Avg Index Apr	256.49	158.41	158.00
% Change	-18.5%	-38.2%	-0.26%
Jan	182.60	119.50	160.70
Feb	189.90	114.00	163.30
Mar	194.20	118.60	161.60
Apr	183.30	123.20	164.60
May	202.60	144.40	
Jun	198.70	155.40	
Jul	194.00	157.60	
Aug	189.20	149.80	
Sep	169.40	163.10	
Oct	173.50	159.70	
Nov	167.40	157.00	
Dec	130.80	158.80	

SOUTH BAY RECYCLING, LLC

Compensation Adjustment Application for Rate Year 2018

H. Department of Labor Index Detail

Index: U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index – All Urban Consumers, U.S. city average (not seasonally adjusted, all items, base period: 1982-84=100, series no. (cuur0000sa0).

Other O&M

	2015	2016	2017
Avg Index April	236.66	237.87	241.95
% Change	1.1%	0.5%	1.72%
Jan	233.71	236.92	242.84
Feb	234.72	237.11	243.60
Mar	236.12	238.13	243.80
Apr	236.60	239.26	244.52
May	237.81	240.23	
Jun	238.64	241.02	
Jul	238.65	240.63	
Aug	238.32	240.85	
Sep	237.95	241.43	
Oct	237.84	241.73	
Nov	237.34	241.35	
Dec	236.53	241.43	

Index: U.S. Department of Labor, Bureau of Labor Statistics, Producer Price Index Industry Data for motor vehicle body manufacturing, truck, bus, car, and other vehicle bodies, for sale separately (not seasonally adjusted, base date: 8212, series no. (pcu336211336211).

Depreciation

	2015	2016	2017
Avg Index April	232.57	236.00	238.66
% Change	1.7%	1.5%	1.1%
Jan	233.20	235.70	238.90
Feb	234.30	236.50	240.50
Mar	235.40	236.70	241.20
Apr	235.30	237.10	241.00
May	235.70	237.10	
Jun	235.70	237.30	
Jul	235.80	237.70	
Aug	235.80	237.90	
Sep	235.80	237.90	
Oct	235.80	237.90	
Nov	235.90	238.20	
Dec	235.50	238.30	

SOUTH BAY RECYCLING, LLC
Compensation Adjustment Application for R
I. Electric Power and Solar Cost

PG&E

	Apr-16	Apr-17
Year		
Total Bill	\$ 22,056	\$ 22,602
KWH	102,600	102,600
Rate / KWH	\$ 0.215	\$ 0.220
% increase from Prior Yr.	8.34%	2.47%
Adjustment Factor	1.215	1.220

ISH (Solar)

	Apr-16	Apr-17
Year		
Total Bill	\$ 19,450	\$ 27,028
KWH	90,951	122,708
Rate / KWH	\$ 0.214	\$ 0.220
% increase vs. Prior Yr.	3.0%	3.0%
Adjustment Factor	1.03	1.03

Blended

	Apr-16	Apr-17
Year		
Total Bill	\$ 41,506	\$ 49,629
KWH	193,551	225,308
Rate / KWH	\$ 0.214	\$ 0.220
% increase vs. Prior Yr.	5.4%	2.7%
Adjustment Factor	1.054	1.027

SOUTH BAY RECYCLING, LLC
Compensation Adjustment Application for Rate Year 2018
J. Debt Service Schedule

Year one interest rate adjustment per Operations Agreement Article 8.03

Assumed interest rate per SBR 2009 proposal:

5.00%

Ten-year U.S. Treasury note interest rate in March, 2008:

3.50%

Ten-year U.S. Treasury note interest rate in effect on July 1, 2010:

3.50%

Adjustment factor:

100.00%

Fixed interest rate for entire period of Ops Agreement:

5.00%

Year	Financed Purchase - BASE 2009 COST			Adj. Factor	Adjusted for Capital indexed price change Financed Purchase - Year One to Year Ten		
	Principal Payment	Interest	Total		Depreciation	Interest	Total
Interest Rate %		5.00%				5.00%	
1	\$ 505,441.00	\$ 308,120.00	\$ 813,561.00	1.0000	\$ 505,441.00	\$ 308,120.00	\$ 813,561.00
2	\$ 531,300.00	\$ 282,260.00	\$ 813,560.00	1.0000	\$ 531,300.00	\$ 282,260.00	\$ 813,560.00
3	\$ 558,483.00	\$ 255,077.00	\$ 813,560.00	1.0000	\$ 558,483.00	\$ 255,077.00	\$ 813,560.00
4	\$ 587,055.00	\$ 226,505.00	\$ 813,560.00	1.0000	\$ 587,055.00	\$ 226,505.00	\$ 813,560.00
5	\$ 617,091.00	\$ 196,470.00	\$ 813,561.00	1.0000	\$ 617,091.00	\$ 196,470.00	\$ 813,561.00
6	\$ 648,662.00	\$ 164,898.00	\$ 813,560.00	1.0000	\$ 648,662.00	\$ 164,898.00	\$ 813,560.00
7	\$ 681,849.00	\$ 131,712.00	\$ 813,561.00	1.0000	\$ 681,849.00	\$ 131,712.00	\$ 813,561.00
8	\$ 716,734.00	\$ 96,827.00	\$ 813,561.00	1.0000	\$ 716,734.00	\$ 96,827.00	\$ 813,561.00
9	\$ 753,403.00	\$ 60,158.00	\$ 813,561.00	1.0000	\$ 753,403.00	\$ 60,158.00	\$ 813,561.00
10	\$ 791,948.00	\$ 21,612.00	\$ 813,560.00	1.0000	\$ 791,948.00	\$ 21,612.00	\$ 813,560.00
TOTAL COST	\$ 6,391,966.00	\$ 1,743,639.00	\$ 8,135,605.00		\$ 6,391,966.00	\$ 1,743,639.00	\$ 8,135,605.00

# Years	10	10
Average Interest / Year	\$174,364	\$174,364

SOUTH BAY RECYCLING, LLC
Compensation Adjustment Application for Rate Year 2018
K. CBA Wages & Benefits

BASE						Actual 2017 Rates		Actual 2018 Rates	
TRANSFER STATION									
Direct Labor	FTE	Reg Hrs	OT Hrs	Hourly Rate	Annual Cost				
Leads	1.0	2,080	390	\$33.34	\$88,851.10	\$ 43.47	\$ 115,839	\$ 44.46	\$ 118,485
Scale Operator	3.0	6,240	1,170	\$31.75	\$253,841.25	\$ 41.40	\$ 330,970	\$ 42.34	\$ 338,529
Spotter	2.0	4,160	780	\$22.10	\$117,793.00	\$ -	\$ -	\$ -	\$ -
Spotter ²	5.0	10,400	780			\$ 28.82	\$ 333,433	\$ 29.48	\$ 341,049
Sorter	9.0	18,720	3,120	\$17.10	\$400,140.00	\$ -	\$ -	\$ -	\$ -
Sorter ²	6.0	12,480	3,120			\$ 22.93	\$ 393,438	\$ 23.45	\$ 402,424
Equipment Operator-Lead	2.0	4,160	624		\$0.00	\$ 45.40	\$ 231,352	\$ 46.44	\$ 236,637
Equipment Operator ¹	5.0	10,400	1,560	\$33.16	\$422,458.40	\$ -	\$ -	\$ -	\$ -
Equipment Operator	3.0	6,240	936	\$33.16	\$253,475.04	\$ 43.23	\$ 330,476	\$ 44.22	\$ 338,025
Personal Day Adjustment							\$ 13,396		\$ 13,702
						True Up	\$ -	True Up	\$ -
						Total	\$ 1,748,904	Total	\$ 1,788,851
							\$ -		\$ -
Total	20.0	74,880	12,480		\$ 1,283,084		1.75%		2.28%

MRF									
Direct Labor	FTE	Reg Hrs	OT Hrs	Hourly Rate	Annual Cost				
Scale Operator - Lead	2	4160	0	33.34	138694.4				
Equipment Operator-Lead	2.0	4,160	0		\$0.00	\$ 43.47	\$ 180,822	\$ 44.46	\$ 184,953
Equipment Operator	7.0	14,560	1,456	\$31.75	\$531,622.00	\$ 41.40	\$ 693,152	\$ 42.34	\$ 708,985
MRF Mechanic	1.0	2,080	0	\$33.36	\$69,388.80	\$ 43.50	\$ 90,477	\$ 44.49	\$ 92,544
PM Technician	1.0	2,080	0	\$28.80	\$59,904.00	\$ 37.31	\$ 77,606	\$ 38.16	\$ 79,378
Inspector	2.0	4,160	0	\$22.10	\$91,936.00	\$ -	\$ -	\$ -	\$ -
Utility ²	1.0	2,080	0			\$ 28.82	\$ 59,943	\$ 29.48	\$ 61,312
Spotter ²	1.0	2,080	0			\$ 28.82	\$ 59,943	\$ 29.48	\$ 61,312
Buyback Attendant	2.2	4,576	1,664	\$22.20	\$156,998.40	\$ 28.95	\$ 204,707	\$ 29.61	\$ 209,383
Personal Day Adjustment							\$ 11,577		\$ 11,841
						True Up	\$ -	True Up	\$ -
						Total	\$ 1,378,228	Total	\$ 1,409,708
							\$ -		\$ -
Total	15.2	35,776	3,120		\$ 1,048,544		1.75%		2.28%

TRANSPORT									
Direct Labor		Reg Hrs	OT Hrs	Hourly Rate	Annual Cost				
Semi-Driver	20.0	41,600	6,344	\$ 34.21	1,748,678	\$ 43.23	\$ 2,209,970	\$ 44.22	\$ 2,260,449
Mechanic	1.6	3,250	-	\$ 33.36	108,407	\$ 41.89	\$ 136,135	\$ 42.85	\$ 139,244
PM Technician	-	-	-	\$ 28.80	-	\$ 36.95	\$ -	\$ 37.79	\$ -
Personal Day Adjustment							\$ 18,603		\$ 19,028
							\$ 2,364,708		\$ 2,418,721
Total		44,850	6,344		1,857,085				

BENEFITS		/ month		/ hour		/ month		/ hour	
Plant & Transportation Operations	Medical	\$1,361.00	\$7.85	\$ 2,073.04	\$ 11.96	\$ 2,120.39	\$ 12.23		
	RSP	\$268.62	\$1.55	\$ 537.92	\$ 3.10	\$ 550.21	\$ 3.17		
	IP	\$4.90	\$0.03	\$ 5.20	\$ 0.03	\$ 5.32	\$ 0.03		
	Peer-84	\$667.33	\$3.85	\$ 1,085.52	\$ 6.26	\$ 1,110.32	\$ 6.41		
Total TS & Recycling			\$ 13.28		\$ 21.36		\$ 21.84		
			\$ -		\$ -		\$ -		
					1.75%		2.28%		

One-Time True-Up

% Mix (based on hours)	Teamsters	Mechanics
TS	100.0%	0.0%
MRF	94.5%	5.5%
Transportation	91.3%	8.7%

Total Teamster	\$ 13.28	\$ 21.36	\$ 21.84
USE FOR TRANSFER STATION		1.75%	2.3%

One Time True-Up 2015

Total Teamster	\$ 13.09	\$ 21.36	\$ 21.84
USE FOR MRF		1.75%	2.3%
One Time True-Up 2015		0.0%	0.0%

SOUTH BAY RECYCLING, LLC
Compensation Adjustment Application for Rate Year 2018
L. Clerical CBA Wages & Benefits

BASE					Actual 2017 Rates		Actual 2018 Rates	
CLERICAL								
G&A Labor (2009)	Reg Hrs	OT Hrs	Hourly Rate	Annual Cost				
Accounting Clerk	2,080.00	390.00	\$15.00	\$39,975.00				
Admin Assistant	2,080.00	390.00	\$16.88	\$44,985.20				
Dispatcher	2,080.00	390.00	\$13.13	\$34,991.45				
	<u>6,240.00</u>	<u>1,170.00</u>						
G&A Labor (2011)								
Payroll Processor	2,080.00	125.00			\$ 33.68	\$ 76,364	\$ 34.45	\$ 78,109
A/P Coordinator	2,080.00	125.00			\$ 27.26	\$ 61,821	\$ 27.89	\$ 63,233
Admin Assistant	2,080.00	125.00			\$ 26.75	\$ 60,648	\$ 27.36	\$ 62,033
Dispatcher	2,080.00	125.00			\$ 28.05	\$ 63,607	\$ 28.69	\$ 65,060
Total Hours	8,320.00	500.00						
						\$ -		\$ -
					Total	\$ 262,441	Total	\$ 268,435
2009 Base Totals	6,240.00	1,170.00		\$119,951.65		1.8%		2.3%

2009 BASE							
Transfer	33.33%	\$ 39,984	33.33%	\$ 87,480	33.33%	\$ 89,478	
MRF	33.33%	\$ 39,984	33.33%	\$ 87,480	33.33%	\$ 89,478	
Transportation	33.33%	\$ 39,984	33.33%	\$ 87,480	33.33%	\$ 89,478	

BENEFITS		/ month		/ hour		CPI Adjust		/ hour		CPI Adjust		/ hour	
Clerical Unit	Medical	\$ 1,139.00	\$ 6.57	\$ 2,022.15	\$ 11.67	\$ 2,068.34	\$ 11.93						
	Peer-84	\$ -	\$ -	\$ 562.61	\$ 3.25	\$ 575.46	\$ 3.32						
	RSP	\$ -	\$ -	\$ 501.58	\$ 2.89	\$ 513.04	\$ 2.96						
	IP	\$ -	\$ -	\$ 5.30	\$ 0.03	\$ 5.42	\$ 0.03						
				True Up	\$ -	True Up	\$ -						
	Total	\$ 6.57	\$ 6.57	Total	\$ 17.84	Total	\$ 18.24						
					\$ -		\$ -						
													1.8%
													2.3%

Total H&W, Pension / Hr	\$ 2.19	\$ 5.95	\$ 6.08
USE FOR TRANSFER STATION		1.75%	2.28%

Total H&W, Pension / Hr	\$ 2.19	\$ 5.95	\$ 6.08
USE FOR MRF		1.75%	2.28%

Total H&W, Pension / Hr	\$ 2.19	\$ 5.95	\$ 6.08
USE FOR TRANSPORTATION		1.75%	2.28%

Total Wages + Benefits for G&A Group			
Transfer Station	\$ 53,651.88	\$ 136,946.57	\$ 140,074.58
MRF	\$ 53,651.88	\$ 136,946.57	\$ 140,074.58
Transportation	\$ 53,651.88	\$ 136,946.57	\$ 140,074.58
%		1.75%	2.28%

STAFF REPORT

To: SBWMA Board Members
From: Hilary Gans, Sr. Operation & Contracts Manger
Date: September 28, 2017 Board of Directors Meeting
Subject: Fire Restoration & Fire Hazard Mitigation Planning

Recommendation

This item is for discussion purposes only and no Board action is required.

Analysis

Fire Restoration & Cost Recovery

Transfer Station conveyor replacement –

A new MRF residue transfer conveyor was installed in September by BHS. This conveyor transports MRF residue to the transfer station for disposal and while it was non-operational residue was shuttled by roll-off trucks between buildings. Hanover has already reimbursed the SBWMA ~\$250,000 for BHS the conveyor. **This is the last remaining fire restoration item to be completed.**



Cost reconciliation with Hannover Insurance - With the replacement of the residue conveyor the last and final item in the Hanover insurance claim/fire restoration scope-of-work has been completed. Staff is meeting with the fire restoration team to close-out all remaining issues and reconcile the remaining balances. Hanover has been very cooperative in this process and there appears to be no issue with reconciling the estimated \$200,000 restoration balance due.

Fire Incidents & Insurance

Staff has met and toured the Shoreway facility with inspectors from CNA Insurance – the Agency's new primary insurer for the equipment portion of the policy coverage. There were no areas of concern noted by the inspectors and they appreciated the multiple-layers of fire prevention and suppression that have been installed at Shoreway.

Fire prevention / battery hazard planning

Installation of additional fire suppression at MRF – In August, staff coordinated the installation of eight additional fire sprinklers into the areas of the MRF equipment where the September 2016 fire occurred. This was a lengthy process that required: a flow capacity analysis of the existing fire sprinkler system;

project design, scope, and specification development; bidding; permitting; installation; and testing. Additionally, 4 new hose reels were installed in the MRF to supplement fire-fighting capabilities.

Fire Rover System – Staff has been researching and brought a fire suppression system technology to the Board's attention at the January Board meeting manufactured by Fire Rover Systems. At that time, Staff had vetted the technology but had not yet negotiated a contract with the company. Despite continued effort over the past several months, Agency staff and legal counsel were unable to successfully negotiate contract language that provides terms typical of SBWMA agreements. Agency staff and legal council will continue to negotiate with Fire Rover in hopes of finding resolution and will research other options that might provide a similar type of protection.

Battery Hazard Research - Staff, with the support of RRS Consulting, has been researching the hazard posed by Lithium Ion Batteries in the waste stream. There is consensus opinion that the MRF fire was started by a lithium ion (LI) battery explosion and there is great concern that the presence of these batteries at the MRF and transfer station pose an imminent and continuous fire risk. The research effort has focused on:

1. Developing foundational information about the quantity of LI batteries present in the recycling stream
2. Determine how they are entering the waste stream, and
3. understand the fire incidence at other MRFs around the country resulting from LI batteries.

RRS Consulting is preparing a report that addresses these questions and will be presenting findings and recommendations to the TAC on October 26th and to the Board on November 16th. In addition to the ongoing research, RRS has assisted staff in preparation of the following deliverables:

- o *Battery summit stakeholder meeting, June 13&14*
- o *Battery data collection at MRF, May-July*
- o *Survey of stakeholders & Industry, May-August*
- o *Lithium Ion Battery Risk to MRF's Webinar, September 14*

Background

Fires occurred at the MRF and transfer station in September 2016. The combined damage & restoration work cost totaled over \$8M and has taken one-year to complete. Prior to these fires, SBWMA staff, SBR and Recology were working mitigate the risk posed by LI batteries and enhance fire detection & suppression capabilities at Shoreway. Lithium Ion battery explosions have been identified as an imminent and ongoing fire hazard and the agency is developing a plan and action steps to mitigate this hazard.

Fiscal Impact

There is no fiscal impact.



STAFF REPORT

City Council

Meeting Date:

11/14/2017

Staff Report Number:

17-284-CC

Regular Business:

Review and approve comment letter on Stanford University, Center for Academic Medicine Project traffic impacts review

Recommendation

Staff recommends that the City Council review and approve the comment letter included as Attachment A.

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. 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 currently has a proposal for an on-campus development for the Center for Academic Medicine project (Project) under the University's 2000 General Use Permit (GUP) with Santa Clara County. The 2000 GUP environmental review analyzed the impacts associated with the construction of approximately two (2) million gross square feet of academic and academic support uses, approximately 3,000 new housing units, and approximately 2,300 new parking spaces. The transportation study in the 2000 GUP estimated the new trips generated by additional students, faculty, and staff on campus and additional resident population from new housing. The 2000 GUP included assumptions about the proposed maximum level of development in different districts on Stanford's campus. Mitigation measures to address the impacts from the assumed development levels were developed and Conditions of Approval (COA) were attached with the 2000 GUP final approval. The 2000 GUP requires (COA G.11) that "certain projects will require project-specific traffic studies," if the project is of a sufficient size or if the location or size of the project would differ from that assumed in the 2000 GUP transportation analysis. The COA screening also assesses the level of traffic volumes at surrounding intersections within ¼ mile of a proposed project.

The Center for Academic Medicine Project is located in the Quarry Development District of the campus at the site of an existing surface parking lot on Quarry Road between Welch Road and Vineyard Lane. It includes an approximately 155,000 square-foot building to house a number of faculty providing patient care at Stanford Medicine's ambulatory facilities, associated clinical research activities, and associated staff. The site would also include an underground parking structure providing 827 parking spaces. The net new parking is estimated at up to 600 new parking spaces.

The Project triggers additional transportation review since it includes "parking lots or structures with a net increase of 400 spaces or more." In March 2017, Stanford University performed the additional transportation review, summarized in two documents. The *GUP EIR Intersection Evaluation* reviewed the Project for

conformance with the 2000 GUP COA G.11 on Project-Specific Transportation Studies. The Local Access and Circulation Study reviewed the Project as part of the Stage A assessment required under the GUP COA G.11. These documents are included as Attachments B and C.

Stanford University submitted the Project application to the County of Santa Clara to consider an amendment to the Stanford 2000 GUP. The County of Santa Clara completed peer reviews on the above mentioned documents. Those peer review documents are included here as Attachments D and E. A public hearing for this item was held at the October 26, 2017, Santa Clara County Planning Commission meeting.

City Council and staff became aware of this project upon the release of the agenda for the October 26, 2017, Santa Clara County Planning Commission meeting and requested additional time to review the Project for potential traffic impacts within the City of Menlo Park. Per the City of Menlo Park’s request, the Commission approved a continuance to November 16, 2017.

In response to the City of Menlo Park’s concerns about possible transportation impacts, Stanford prepared a supplemental evaluation (Attachment F) and Santa Clara County performed a peer review of that supplemental evaluation (Attachment G).

In addition, this Project triggered a request for reconsideration of the City’s recent approval of the 2131 Sand Hill Road project. The reconsideration is also listed on the Council’s agenda for November 14, 2017.

Separately, the County of Santa Clara also is considering a pending application from Stanford University on the 2018 General Use Permit (GUP). Staff is preparing a draft comment letter on the Environmental Impact Report (EIR) and anticipates bringing it forward for Council review and approval on November 29, 2017. Comments on the Draft EIR are due to Santa Clara County on December 4, 2017.

Analysis

City staff reviewed all of the documentation provided. The 2000 GUP EIR evaluation process looks at new vehicular trips generated by new parking spaces, not square footage of buildings. Due to the nature of the campus, it is assumed that new vehicular trips will be generated by parking spaces and that people will travel to their building or facility destinations using other modes such as walking, bicycling or shuttles, as is typical on a university campus. New parking space allotments for each district are as shown in the table below. A map of the districts is included in Attachment H.

GUP Parking Space Allotment Summary			
Development District	Unused 2000 GUP allotment	Proposed with CAM project	Unused 2000 GUP allotment with Project
West Campus	37	0	37
Lathrop	50	0	50
Foothills	0	0	0
Lagunita	1,140	0	1,140
Campus Center	468	0	468
Quarry	858	600	258
Arboretum	174	0	174
DAPER & Administrative	850	0	850
East Campus	44	0	44
San Juan	203	0	203
Campus Wide Summary	1,624	600	1,024

Findings from staff's review of the provided documents include:

- The project-specific traffic study (Attachment B) shows that the Project proposes up to 600 new parking spaces, which is less than the unused allotment of 858. The traffic analysis in the 2000 GUP EIR was based upon the parking allotment being fully utilized regardless of building usages in the nearby area. Trips generated by these new parking spaces were analyzed for impacts as part of the 2000 GUP EIR.
- The parking proposed as part of the Project is sufficient for the uses of the Center for Academic Medicine.
- To address the concern regarding potential changes in the surrounding traffic conditions and land uses, Stanford's supplemental traffic analyses (Attachment F) compares actual conditions with the 2000 baseline assumptions. The 2000 GUP EIR projected traffic volumes at multiple intersections along Sand Hill Road from El Camino Real to Interstate 280 and along El Camino Real from Quarry Road to Valparaiso Avenue were compared with actual 2016 traffic volumes collected for the 2018 GUP EIR process. The supplemental traffic analysis found that the actual overall traffic volumes at all intersections is significantly less than the projected traffic volumes. The 2000 baseline assumptions were more conservative than actual condition changes, therefore the EIR analysis is consistent with actual conditions.
- City of Menlo Park staff reviewed the intersection volume data by location and by movement and found that the intersections within Menlo Park and movements into Menlo Park are experiencing less peak hour traffic than the 2000 GUP EIR projected.

The technical analysis performed by Stanford University's transportation consultant appears to follow the 2000 GUP EIR process and requirements, thereby addressing potential transportation impacts. Staff recommends that City Council review and approve the attached comment letter, providing comments on the process and notification aspects of this and similar development projects within Stanford's campus.

Impact on City Resources

The expedited and unanticipated project review on a very aggressive timeline required additional unexpected City resources, which required reprioritization of staff assignments in late October and early November. One reprioritization included shifting staff assignments from Middle Avenue Crossing Project, which will be reinitiated in January 2018.

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 Project 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. Draft Comment Letter on the Center for Academic Medicine Project
- B. Center for Academic Medicine Project, GUP EIR Intersection Evaluation, March 2017
- C. Center for Academic Medicine Project, Local Access and Circulation Study, March 2017,
- D. Peer Review of Center for Academic Medicine Project, GUP EIR Intersection Evaluation Report, October 5, 2017
- E. Peer Review of Center for Academic Medicine Project, Local Access and Circulation Study, October 5, 2017
- F. Memorandum, Off-Site Intersection Impacts of the Center for Academic Medicine Project, October 31, 2017
- G. Off-Site Intersection Impacts of the Center for Academic Medicine Project, November 2, 2017
- H. Stanford GUP Development Districts

Report prepared by:

Angela R. Obeso, Senior Transportation Engineer

Report reviewed by:

Nicole H. Nagaya, Assistant Public Works Director



November 14, 2017

Ms. Colleen Tsuchimoto
County of Santa Clara
Department of Planning and Development
County Government Center
70 West Hedding Street, 7th Floor
San Jose, CA 95110

RE: Stanford University Center for Academic Medicine Project, Transportation Project Review Comments

Dear Ms. Tsuchimoto,

Please find included the City of Menlo Park's comments on the GUP EIR Intersection Evaluation, Local Access and Circulation Study, Off-Site Intersection Impacts and associated peer reviews for the Stanford University Center for Academic Medicine Project (File# 11037-17A-17G and ID# 88444).

The City appreciates the opportunity to comment on the proposed project and the Planning Commission's continuance of this item to allow for our review. Our comments are detailed below. Please contact us at 650.330.6770 with any questions.

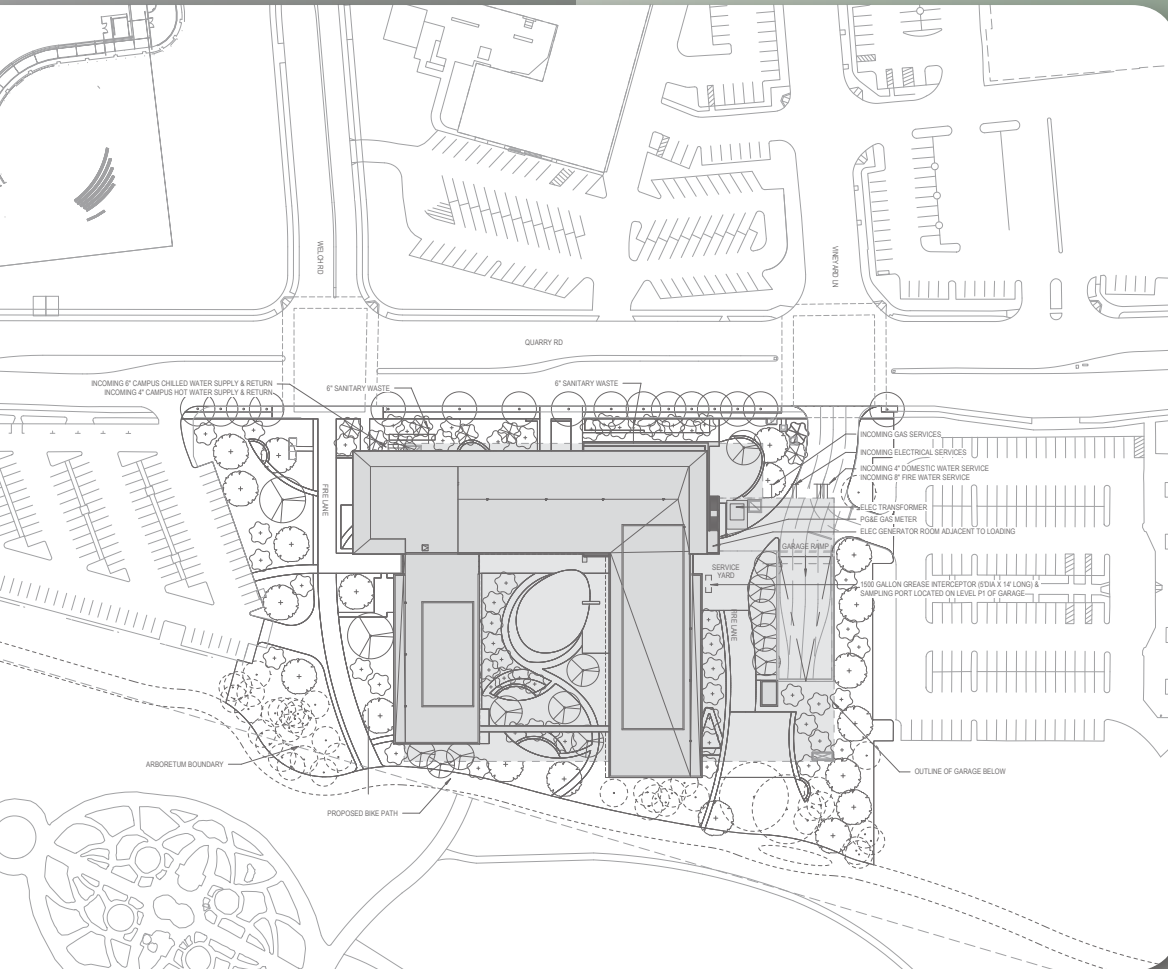
The City looks forward to your responses on these items.

1. The City requests that Stanford work with the City of Menlo Park to develop a notification process for future projects that have potential impacts that may be within the City of Menlo Park's jurisdiction. This will enable the City to review and provide comments for projects and analyses in advance of public hearings, thereby helping streamline the overall process.
2. The City has concerns with the overall process of evaluating traffic impacts when development is moved to a different district. The City is concerned that allowing movement of building square footage between different districts may alter traffic impacts that is not captured in the 2000 GUP EIR analyses. Further, since traffic projections are distributed and assigned based on the number of parking spaces in each district, the City is concerned that moving building square footage or housing units/beds for future projects could be completed administratively, if an excess of parking in a given district exists.

3. The City anticipates providing comments on similar issues as part of 2018 GUP DEIR public comment process.

Sincerely,

Kirsten Keith
Mayor



**CENTER FOR ACADEMIC MEDICINE PROJECT
GUP EIR INTERSECTION EVALUATION**

Prepared for:

Stanford Land Use and Environmental Planning Office

March 2017

**Center for Academic Medicine Project
GUP EIR Intersection Evaluation**

Draft Report

Prepared for:
Stanford Land Use and Environmental Planning Office

March 2017

WC15-3265.01

FEHR  PEERS

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Appendices

Appendix A: Scoping of Project-Specific Traffic Studies Under Stanford GUP Condition of Approval G11 (1/16/02)

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I. INTRODUCTION

BACKGROUND

This report presents the external traffic impact portion of the environmental assessment for the proposed Center for Academic Medicine Project (Project). The report has been prepared according to the requirements of GUP Conditions of Approval D.5, D.6, and G.11. The report's scope and methodology is consistent with the memorandum of understanding (MOU) on how such studies should be prepared, entitled *Scoping of Project-Specific Transportation Studies under Stanford GUP Condition of Approval G.11*.

This report presents the external traffic impact portion of the environmental assessment for the proposed Center for Academic Medicine Project (Project), located on Quarry Road in the Stanford University Quarry Development District.

PROJECT DESCRIPTION

The Project is located in the Quarry Development District of the campus. The Project will provide a place for clinicians and researchers to work together in a contemporary and re-defined work place. The approximately 170,000 square-foot building, located adjacent to the Hospitals and the School of Medicine, is expected to house a number of faculty providing patient care at Stanford Medicine's ambulatory facilities, associated clinical research activities (dry research), and associated staff. As part of the Project, a transfer of 115,000 square feet of academic floor area allocation from the East Campus Development District to the Quarry Development District is proposed. The site will also include an underground parking structure providing 827¹ parking spaces to replace the parking displaced by the planned building and to provide new parking to serve employees working in the building and in other Stanford Medicine facilities. The net new parking is estimated at up to 600 new parking spaces, as of the date of this report. The parking structure access driveway will be located at the Quarry Road/Vineyard Lane intersection, with the surface lot to the north of the project site connecting to the structure driveway in a "T" configuration.

¹ Based on the design on March 23, 2017.



II. METHODOLOGY

The GUP EIR Intersection Impact Evaluation involves two stages, as described below (refer also to Appendix A).

STAGE A SCREENING ANALYSIS

The Stage A screening analysis provides a description of the Project's effect on the running total of parking spaces added to the Campus under the 2000 GUP. The "cumulative running totals" of built/approved parking spaces by the campus development district are compared to the totals analyzed in the GUP EIR. Under the methodology agreed upon by Stanford and the County of Santa Clara, if the running total exceeds the GUP EIR build-out total in any area, a Stage B analysis would be prepared as described below.

STAGE B IMPACT ASSESSMENT AND MITIGATION APPROACH

The intent of the Stage B analysis is to provide a comparison of the intersection volumes at the GUP analysis intersections using the GUP EIR trip generation and distribution assumptions with the intersections volumes that would result from the cumulative running totals identified in the Stage A screening analysis. As originally envisioned in the Conditions of Approval, the report would identify the number of trips the Project would add to each GUP intersection, as well as the cumulative running total of other GUP projects approved to date. The running total would be compared with the GUP build-out trip total as reported in the GUP EIR. If the current total exceeds the GUP EIR build-out total at any intersection, further Stage B impact analysis would be conducted at the affected intersection(s).

As individual projects have been assessed under the GUP, only one — the recent Escondido Village Graduate Residences project — required a Stage B assessment, because the projects have been shown to be consistent with the original GUP EIR traffic analysis assumptions. Therefore, there is no cumulative running total of project trips at external intersections, except for the project trips shown in the *Escondido Village Graduate Student Residences Project GUP EIR Intersection Evaluation* (February 22, 2016).



III. STAGE A: SCREENING ANALYSIS

This section compares the GUP parking space allocation by district as originally set forth in the GUP EIR, to the allocation with the Project.

PARKING SPACE ALLOCATION

The Project includes the construction of a net new 600 parking spaces on the Project site in the Quarry Development District. **Table 1** shows the effect of these new spaces on the current parking space allocation by district under the GUP. The total campus parking allocation remains under the cap, with a post-project unused allocation of 1,024 spaces. In addition, the parking allocation for the Quarry Development District is not exceeded with the Project, and therefore the Project does not trigger a Stage B Impact Assessment.



TABLE 1: GUP PARKING SPACE ALLOCATION WITH PROJECT

Development District	Base Parking (GUP EIR)	2000 GUP Allowed Change in Parking Spaces	AR 16 Cumulative (AR 1 – AR 16)	Projects		EIR Base Plus Cumulative Change (Current Parking Capacity)	Unused 2000 GUP Allocation	Project (3)	EIR Base Plus Cumulative Change Plus Project (New Parking Capacity)	Unused 2000 GUP Allocation with Project
				Approved Since AR 16 But Completed After AR 2016 (1)	Project Approved Since AR 16 But Not Yet Completed (2)					
West Campus	191	622	585			776	37		776	37
Lathrop	0	50	0			0	50		0	50
Foothills	0	0	0			0	0		0	0
Lagunita	1,745	700	-440			1,305	1,140		1,305	1,140
Campus Center	8,743	-511	-2,144	1,165		7,764	468		7,764	468
Quarry	1,058	800	-58			1,000	858	600	1,600	258
Arboretum	134	36	-138			-4	174		-4	174
DAPER & Administrative	2,209	1,092	242			2,451	850		2,451	850
East Campus	4,731	1,611	817		750	6,298	44		6,298	44
San Juan	540	100	-103			437	203		437	203
Campus Wide Summary	19,351	2,300	-1239	1,165	750	20,027	1,624	600	20,627	1,024

(1) PS-10 at 1,165 spaces; and the addition of 34 spaces when the GSB Residences (Highland Hall) is complete (111 spaces were removed from the East Campus Development District in AR 15 as part of the GSB Residences project).
 (2) Escondido Village Graduate Residences project
 (3) Current Center for Academic Medicine Project is defined as adding up to 600 net new parking spaces.



**APPENDIX A: SCOPING OF PROJECT-SPECIFIC TRAFFIC STUDIES
UNDER STANFORD GUP CONDITION OF APPROVAL G11 (1/16/02)**



APPENDIX A

Scoping of Project-Specific Transportation Studies under Stanford GUP Condition of Approval G11

1/16/02

Background

On December 12, 2000, Santa Clara County approved Stanford University's draft Community Plan and General Use Permit application and certified the associated Environmental Impact Report (2000 GUP EIR). This EIR analyzed the impacts associated with the construction of approximately 2 million gross square feet of academic and academic support uses, approximately 3,000 new housing units, and approximately 2,900 new parking spaces (the number of new parking spaces was limited to 2,300 in the final approval).

The traffic study in the 2000 GUP EIR estimated the new trips "generated" by additional students, faculty, and staff on campus and additional resident population from new housing. The additional generated trips were then "distributed" within the network and were allocated among traffic analysis zones, taking into consideration the anticipated location of housing areas and parking lots, as well as existing traffic patterns.

Mitigation measures to address the impacts of the 2000 GUP development were developed, and Conditions of Approval were attached to the 2000 GUP. These mitigation measures and conditions approached the impacts in a comprehensive manner, so that individual projects that were approved under the 2000 GUP would already have identified required mitigations. A summary of these comprehensive conditions follow:

- Condition G3: Stanford will meet a no net new commute trips standard
- Condition G9: If Stanford does not meet the no net new commute trip standard for any 2 out of 3 years, it will contribute funding for its proportional impacts at 15 intersections.
- Condition G10: If a neighborhood traffic study (of "cut-through traffic") is initiated by a local jurisdiction, Stanford will participate in the study
- Condition G11: Certain projects will require project-specific traffic studies
- Condition H2: Stanford will allocate funding of \$100,000 to the City of Palo Alto for a residential parking permit program

This memorandum outlines a proposed methodology for defining the scope of project-specific traffic studies required under Stanford GUP Condition of Approval G11. The scoping process recognizes that the project-specific traffic studies for projects that are fully consistent with the assumptions used in completing the 2000 GUP EIR should be limited to evaluation of site-specific impacts that were not previously addressed in the Program EIR (such as site access and safety). On the other hand, projects that could result in a substantially different trip distribution than evaluated in the 2000 GUP EIR, or that could substantially increase overall traffic beyond that evaluated in the 2000 GUP EIR, should receive a more detailed level of analysis. This more-detailed analysis, if warranted, would be documented in the project-specific traffic study, and would include analysis of intersection congestion. This memorandum describes the methods to be used for applying Condition G11 to future Stanford development. It defines: 1) applicable projects, 2) the intent of the Condition regarding the potential impacts of such projects, and 3) the methods through which the impacts of potential concern under Condition G11 should be examined. This memorandum is meant to be a guidance document that can evolve over the life of the 2000 GUP.

Projects Triggering Condition G11

The following Stanford GUP projects will require project-specific transportation studies under Condition G11.

- Projects specifically defined as items (a) through (f) in the Condition. This includes: additional housing in Escondido Village exceeding 100 units, West Campus and Lagunita faculty/staff housing development, basketball arena expansion or replacement, performing arts center, Stanford Avenue faculty/staff housing, parking lots or structures with a net increase of 400 spaces or more, and
- Projects of similar size and scale to those listed above. This includes: new or enlarged event venues that would result in peak hour traffic generation equal or greater than that of the basketball arena (assumed 12,000 seats) or performing arts center (1,500 to 1,800 seats in main hall and two smaller halls of 200 and 800 seats), or housing projects of more than 100 units near the border of campus.

As described below, the site-specific traffic study for projects meeting these criteria would include both: 1) an analysis of localized vehicular, bicycle and pedestrian access operations and safety, and 2) a screening analysis to determine whether the project might result in new or substantially more severe impacts on intersections than the impacts identified in the 2000 GUP EIR. If the screening analysis finds possible new or substantially more severe

intersection impacts than were disclosed in the 2000 GUP EIR, then a detailed intersection impact and mitigation analysis will also be prepared.

Academic projects not meeting any of the above criteria would not be subject to project-specific traffic studies under Condition G11. As discussed above, the traffic impacts of academic projects in the core of the campus have been assessed in the programmatic 2000 GUP EIR. In addition, traffic impacts are not dependent on the location of academic projects, because the occupants of these buildings will travel to parking areas, not to the buildings themselves, and large parking areas are subject to Condition G11. In addition, the County's design review procedures address pedestrian, bicycle, delivery and vehicular access safety and efficiency for academic projects.

Intent of Condition G11

Condition G11 was imposed to address two potential situations: I.) projects that could increase congestion if new driveways would slow passing traffic, or would conflict with pedestrians and bicycles using bicycle paths, and II.) projects differing substantially from the assumptions in the 2000 GUP EIR, such that they would necessitate possible re-evaluation of GUP off-site impacts at the intersections previously studied in the 2000 GUP EIR.

I. The first concern was that, at a more micro-scale than the program-level issues addressed in the GUP EIR, a specific development project could affect conditions at individual site access points or along frontages at or near (i.e. within 1/4 mile) the project site. For example, in the case of EV 5/6, new traffic using the Escondido Village driveways could potentially slow passing traffic on Stanford Avenue or could conflict with pedestrians and bicycles using the adjoining bicycle path. To address this concern, Condition G11 calls for analysis of the effects within a project site, at project driveways, along project frontages, and at crossings up to about 1/4 mile of the site. Such an analysis typically covers project design details related to operations and safety of driveways, parking lots, access-point dimensions and access controls, emergency access, loading areas for passengers and material deliveries/ pick-up, street frontages, on-street parking/ loading, and bus stops. It also addresses bike lanes, bike racks and storage, sidewalks, and paths adjacent to and near the project site. This type of study will be performed for all projects subject to Condition G11.

II. The second concern addressed by Condition G11 is that the scale or location of a specific building or parking lot could change relative to the GUP EIR assumptions, so that GUP traffic could exceed the EIR's projection of buildout GUP traffic at EIR intersections. In addition, large-scale special event projects could create off-peak traffic impacts that were

not analyzed in the GUP EIR. To address these concerns, the Condition calls for a project-specific traffic study to:

- A. assess whether the characteristics of each applicable project might cause impacts at a GUP EIR intersection in excess of what the GUP EIR predicted would occur, and
- B. if additional significant impact might reasonably occur, to quantify the impact and, if significant, identify appropriate mitigations.

Procedure for Defining Study Scope and Content

I. Localized Access and Circulation Studies

Localized access and circulation studies will address traffic, transit, pedestrian and bicycle safety and efficiency within a project site, at project driveways, along project frontages, and at crossings up to about 1/4 mile of the site. The analysis will cover project design details related to operations and safety of driveways, parking lots, access-point dimensions and access controls, emergency access, loading areas for passengers and material deliveries/pick-up, street frontages, on-street parking/ loading, and bus stops. It will also address bike lanes, bike racks and storage, sidewalks, and paths adjacent to and near the project site. Analysis methods will involve application of relevant County, City and/or Caltrans design standards, and techniques described in AASHTO and the Highway Capacity Manual. Stanford will submit the proposed scope of work to the County for comment prior to commencing the study. Stanford will also identify the proposed source of design standards and analysis techniques to be applied to the particular situation, for County acceptance prior to the study.

II. GUP EIR Intersection Impacts

Stage A: "Screening" Analysis

The Condition is fairly explicit on the methods for determining whether any excess impacts could reasonably be expected. However, to assure concurrence on assumptions and methods, Stanford will re-confirm the study scope with the County prior to initiating any Stage A analysis. This will include the assumptions on completed GUP projects to be included in the running-total cumulative analysis.

In general, the Stage A study scope will address the following.

1. Whether the project type and scale is similar to the examples listed as (a) through (f) in the Condition, *and*
2. Whether trip distribution analysis indicates that the location or size of the applicable project would differ substantially from the assumptions in the GUP EIR in a manner that would increase the expected amount of GUP buildout traffic at one or more GUP EIR intersection(s).

Each screening analysis report will contain a cumulative running total, by campus planning area, of the parking spaces created and removed under the GUP, and the number and type of housing units constructed under the GUP. These running cumulative totals will be compared to the area-specific buildout housing and parking totals assumed in the GUP EIR. If the running total exceeds the GUP EIR buildout total in any area, Stage B impact analysis will be conducted to determine the potential effects on EIR intersection(s).

This type of screening analysis should be performed for each project subject to Condition G11 in the site-specific traffic study. If a Stage A "Screening" analysis indicates that a specific project would raise the level of GUP parking or housing in any area of campus to a level greater than anticipated in the GUP EIR, then a Stage B analysis of the impact significance and mitigation would become necessary.

Stage B: Impact Assessment and Mitigation Approach

Like each Stage A report, each Stage B analysis report will contain the cumulative running total of parking spaces, housing and the student, faculty and staff population used to calculate project trip generation. It will compare those figures to the assumptions in the GUP EIR used to calculate trip generation and trip distribution. Each report will indicate the number of trips that the applicable project would add to each GUP intersection as well as the cumulative running-total of other GUP projects approved to date, using the same trip generation and distribution methods used in the EIR. The running cumulative trip total for each intersection will be compared to the GUP buildout trip total as reported in the GUP EIR. If the current total exceeds the GUP EIR buildout total at any EIR intersection, further Stage B impact analysis will be conducted at the affected intersection(s).

For consistency with the 2000 EIR, the further Stage B analysis will adhere to the established CEQA criteria for standards of significance, analysis methods, and mitigation selection. Stanford will prepare a draft scope of work for the Stage B project-specific traffic analysis and submit it to the County for review and comment. The scope will adhere to the following guidelines:

1. For housing and parking projects, the assessment of traffic impacts at GUP intersections will use the same peak periods and same horizon year as used in the 2000 GUP EIR. The Condition G11 analysis will focus on the commute traffic peak periods, consistent with the 2000 GUP EIR. For special-event projects, such as the performing arts center, whose specific peaks would occur outside the normal area-wide traffic peaks studied in the 2000 GUP EIR, event-related time periods would also be addressed. -
2. The assessment of traffic impacts at GUP intersections will use the same assumptions concerning changes in non-GUP background growth as used in the GUP EIR, unless new information shows a substantial increase or decrease in background traffic levels relative to those assumed for 2010 in the 2000 GUP EIR.
3. Once any changes in background assumptions necessitated under Step 2 have been taken into consideration, the amount of project-specific traffic at any 2000 GUP EIR intersection will be added. The resulting traffic will only represent a new significant impact if, when added to traffic from other already-approved GUP projects, the cumulative running-total GUP impact exceeds the threshold of significance stated in 2000 GUP EIR.
4. Mitigation required for any new significant impact would first look to the ability of mitigations already identified in the 2000 GUP EIR to mitigate the impact to less-than-significant, including both EIR-listed intersection modifications and “no net new commute trip” accomplishment.
5. Any mitigation required beyond measures already identified in the GUP EIR would include two alternative approaches: further intersection modification and further reduction in commute-trip generation.

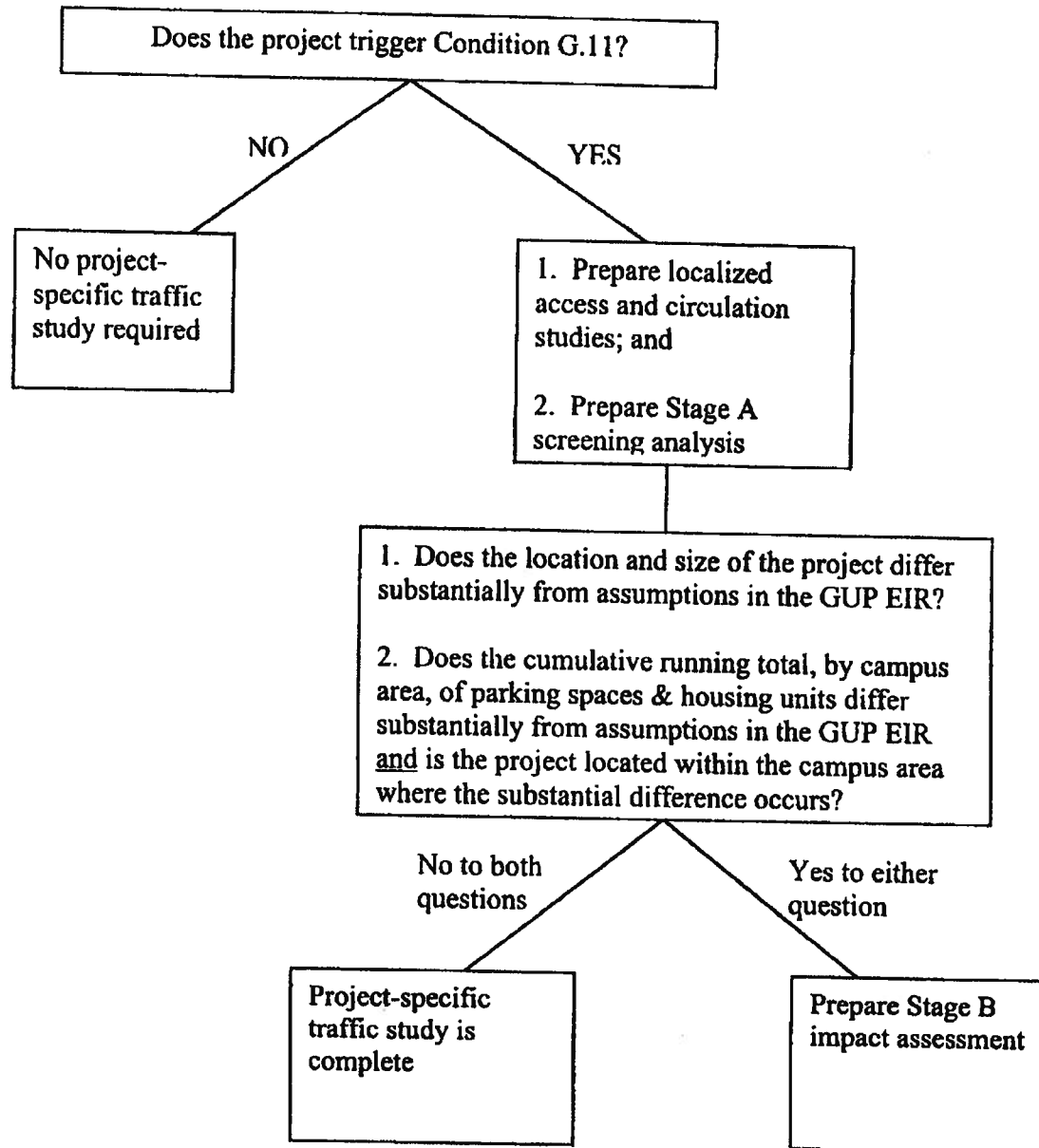
Stanford will also meet with County as necessary to discuss and refine the proposed scope of work and will obtain County approval before proceeding with the study.

Summary

Condition G11 specifies which projects will require project-specific traffic studies. Project-specific traffic studies will include 1) localized circulation impacts, and 2) screening analysis of whether there might be additional significant impacts beyond those identified in the 2000 GUP EIR. If screening analysis indicates changes in total GUP trip distribution compared to the EIR, then a re-analysis of impacts will be undertaken at affected intersections, using 2000 GUP EIR methodology, to determine whether significant impacts would result and to identify mitigations.

Stanford will prepare a scope of work for any project-specific traffic study and review it with the County and its consultant prior to beginning work.

**Stanford GUP
Condition G.11 Flow Chart**



Sample Table of Contents for Project-Specific Studies
Prepared under
Stanford GUP Condition of Approval G11
1/16/02

I Background and Study Purpose (for example, see page 3)

II. Project Description (*all projects triggering Condition G.11*)

- A. Location
- B. Purpose, Function
- C. Size
- D. Parking and Access

III. Peak Period Trip Generation and Distribution

- A. Comparison of project type and location to GUP EIR assumptions(*all projects triggering Condition G.11*)
- B. Assessment of project generation and distribution (*only included if project differs from 2000 GUP EIR assumptions*)
 - 1. GUP trip rates
 - 2. Project-generated trips
 - 3. Trip distribution pattern
 - 4. Comparison of distributed trips to GUP assumptions
- C. Assessment of peak hour intersection volumes (*only included if distributed trips differ from 2000 GUP EIR distribution*)
 - 1. Intersection-specific traffic assignments at GUP buildout from EIR
 - 2. Intersection-specific assignment of traffic from GUP projects approved to date.
 - 3. Project intersection-specific traffic assignment
 - 4. Comparison of aggregate intersection-specific assignments to buildout 2000 GUP EIR estimates

IV. Peak Hour Impacts and Mitigations (*only included for intersections at which distributed trips of project plus approved projects exceed 2000 GUP EIR buildout estimates*)

1. Cumulative 2010 intersection LOS per 2000 GUP EIR
2. Peak hour intersection traffic projection and LOS with proposed project and other GUP projects approved to date.
3. Additional mitigations, if needed, to remain within 2000 GUP EIR cumulative LOS.

V. Off-Peak Impacts (*large-scale special event venues only*)

1. Time(s) of special events
2. Traffic generation at peak event times
3. Traffic distribution
4. Extent of affected area
5. Impacted locations
6. Significance, duration and frequency of impact
7. Temporary mitigations, transportation management plan
8. Mitigation through street modifications, if needed

VI. Site Access and Circulation (*all projects triggering Condition G11*)

A. Internal Site Circulation

1. parking lot layout and circulation patterns
2. access-point dimensions and access controls
3. project driveway stacking lengths, operations and safety
4. emergency access/egress routes
5. loading areas and maneuvering areas
6. bike circulation, racks and storage
7. sidewalks and pedestrian circulation

B. Site Frontages

1. project driveways,
2. loading areas for passengers and material deliveries/ pick-up
3. on-street parking
4. bus stops
5. sidewalks
6. bike lanes and paths

C. Local Surrounding Area (within about 1/4 mile of the site)

1. intersection safety and traffic-control warrants
2. emergency access routes
3. on-street parking/ loading
4. bus routes and stops
5. bike circulation
6. sidewalks and pedestrian crossings

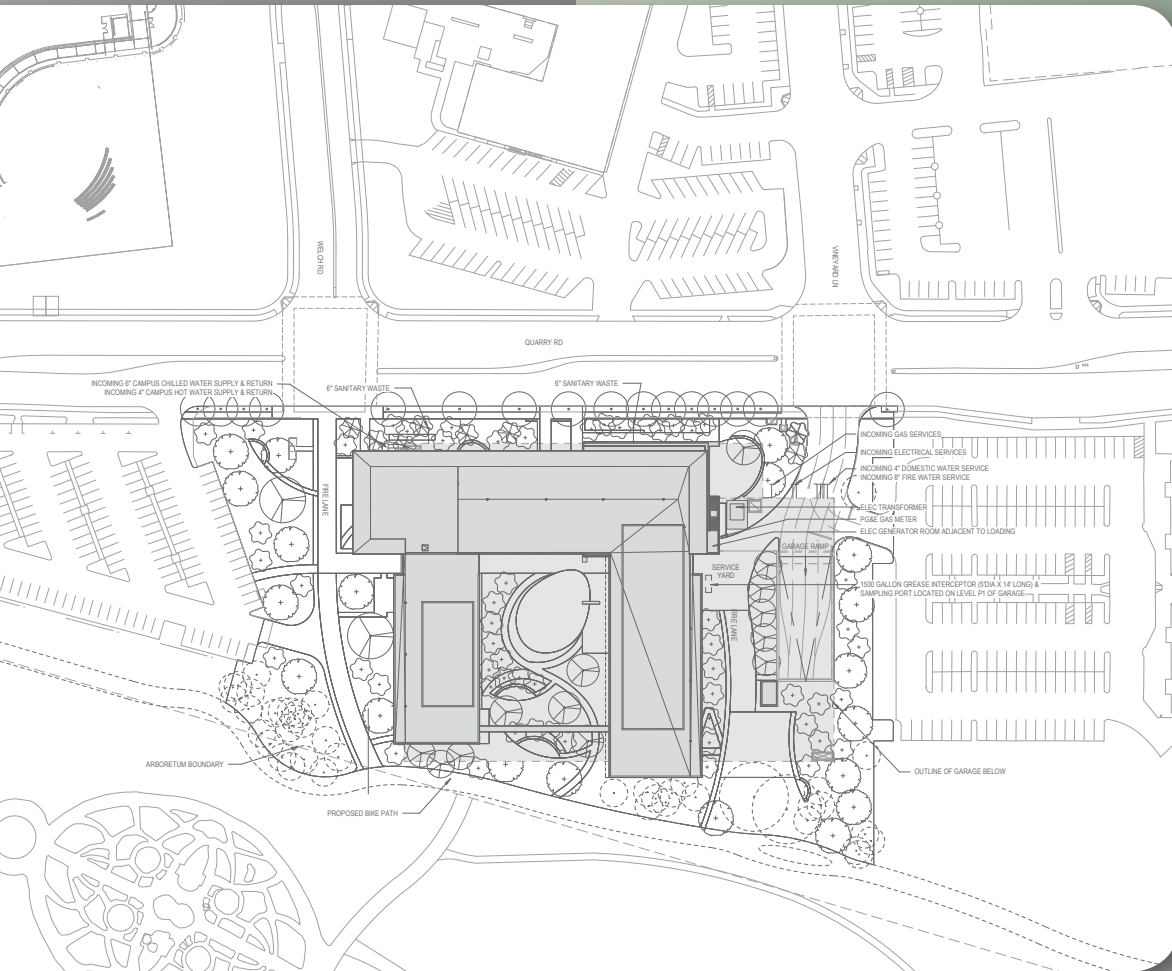
Example of Chapter I

On December 12, 2000, Santa Clara County approved Stanford University's draft Community Plan and General Use Permit application and certified the associated Environmental Impact Report (2000 GUP EIR). This EIR analyzed the impacts associated with the construction of approximately 2 million gsf of academic and academic support uses, approximately 3,000 new housing units, and approximately 2,900 new parking spaces (the number of new parking spaces was limited to 2,300 in the final approval).

The traffic study in the 2000 GUP EIR estimated the new trips "generated" by additional students, faculty, and staff on campus and additional resident population from new housing. The additional generated trips were then "distributed" within the network and were allocated among traffic analysis zones, taking into consideration the anticipated location of housing areas and parking lots, as well as existing traffic patterns.

Mitigation measures to address the impacts of the 2000 GUP development were developed, and Conditions of Approval were attached to the 2000 GUP. These mitigation measures and conditions approached the impacts in a comprehensive manner, so that individual projects that were approved under the 2000 GUP would already have identified required mitigations. One of these comprehensive conditions (Condition G11) calls for a project-specific traffic study for certain projects.

This report presents a study, performed according to the requirements of Condition G11, for the proposed _____ project.



CENTER FOR ACADEMIC MEDICINE PROJECT LOCAL ACCESS AND CIRCULATION STUDY

Prepared for:

Stanford Department of Project Management

March 2017

Center for Academic Medicine Project Local Access and Circulation Study

Draft Report

Prepared for:
Stanford Department of Project Management

March 2017

WC15-3265.01

FEHR  PEERS

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I. INTRODUCTION

A. BACKGROUND

This report describes the access and circulation characteristics of the proposed Center for Academic Medicine Project (Project). The report has been prepared according to the requirements of GUP Conditions of Approval D.5, D.6, and G.11. The report's scope and methodology is consistent with the memorandum of understanding (MOU) on how such studies should be prepared, entitled *Scoping of Project-Specific Transportation Studies under Stanford GUP Condition of Approval G.11*.

The report provides a summary of existing traffic conditions; a description of the circulation and parking characteristics of the Project; a traffic analysis of the intersections immediately adjacent to the Project; and recommendations for access and circulation improvements to be incorporated into the Project design.

B. PROJECT DESCRIPTION

The Project is located in the Quarry Development District of the campus. The Project will provide a place for clinicians and researchers to work together in a contemporary and re-defined work place. The approximately 170,000 square-foot building, located adjacent to the Hospitals and the School of Medicine, is expected to house a number of faculty providing patient care at Stanford Medicine's ambulatory facilities, associated clinical research activities (dry research), and associated staff. As part of the Project, a transfer of 115,000 square feet of academic floor area allocation from the East Campus Development District to the Quarry Development District is proposed. The site will also include an underground parking structure providing 827¹ parking spaces to replace the parking displaced by the planned building and to provide new parking to serve employees working in the building and in other Stanford Medicine facilities. The net new parking is estimated at up to 600 new parking spaces, as of the date of this report. The parking structure access driveway will be located at the Quarry Road/Vineyard Lane intersection, with the surface lot to the north of the project site connecting to the structure driveway in a "T" configuration.

¹ Based on the design on March 23, 2017.



II. EXISTING CONDITIONS

Figure 1 shows the Project site vicinity including the intersections studied in this analysis. The Project is located in the Quarry Development District on the parking lot located east of Quarry Road between Vineyard Lane and Welch Road. The new underground parking structure will be accessed via a new driveway aligned with Vineyard Lane; this driveway will also serve trips to/from the remaining lot to the north of the Project site, and the service and delivery area located adjacent to the north side of the building.

The Project's effect on intersections external to the campus is separately discussed in the *GUP EIR Intersection Evaluation Report* (Fehr & Peers, March 2017). This report focuses on Project access and circulation directly adjacent to the Project site. Peak period traffic counts of vehicles, bikes, and pedestrian movements at the study intersections were conducted in November 2015.² The peak hours at the intersections vary from 7:15-8:15 to 8:15-9:15 in the morning, and are consistently 4:15-5:15 in the afternoon. For the morning period, the peak hour volumes at each intersection were used with a balancing step between intersections to provide consistent volumes between intersections. The resulting existing traffic volumes, lanes configurations, and traffic controls at the study intersections are shown in **Figure 2**, and **Figure 3** shows the bicycle and pedestrian volumes. The count data is included in Appendix A.

All three study intersections are controlled with traffic signals. These intersections were analyzed with the *2010 Highway Capacity Manual – Special Report 209* (Transportation Research Board, Chapter 17) methodology. With this method, operations are defined by the average control delay per vehicle (measured in seconds) for all vehicles at the intersection. This incorporates delay associated with deceleration, acceleration, stopping, and moving up in the queue. Synchro analysis software was used to calculate LOS.

Table 1 summarizes the relationship between delay and LOS for signalized intersections.

² Because the counts taken when the project design was initiated in November 2015 are over a year old, Fehr & Peers checked the traffic volumes against more recent counts taken at Quarry/Arboretum for the 2018 GUP traffic analysis. The AM and PM peak hour turn movement volumes were roughly equivalent, and the overall intersection volume was slightly lower with the newer counts. Therefore, the November 2015 counts are appropriate for use in this study in Fehr & Peers' judgment.



TABLE 1: SIGNALIZED INTERSECTION LOS CRITERIA		
Level of Service	Description	Average Control Delay Per Vehicle (Seconds)
A	Operations with very low delay occurring with favorable traffic signal progression and/or short cycle lengths.	≤ 10.0
B	Operations with low delay occurring with good progression and / or short cycle lengths.	10.1 to 20.0
C	Operations with average delays resulting from fair progression and / or longer cycle lengths. Individual cycle failures begin to appear.	20.1 to 35.0
D	Operations with longer delays due to a combination of unfavorable progression, long cycle lengths, and high volume-to-capacity (V / C) ratios. Many vehicles stop and individual cycle failures are noticeable.	35.1 to 55.0
E	Operations with high delay values indicating poor progression, long cycle lengths, and high V / C ratios. Individual cycle failures are frequent occurrences.	55.1 to 80.0
F	Operations with delays unacceptable to most drivers occurring due to over-saturation, poor progression, or very long cycle lengths.	> 80.0

Source: *Highway Capacity Manual – Special Report 209* (Transportation Research Board, 2010).

Table 2 shows the existing service levels at the internal study intersections. Currently, the intersections of Quarry/Welch and Quarry/Vineyard operate at LOS B/C, and the intersection of Quarry/Arboretum operates at LOS D, just over the LOS C/D threshold. It is noted that, at the intersection of Quarry/Welch, the southbound approach is currently striped to provide one left-turn lane, one through lane, and one right-turn lane, because the second southbound departure lane at the intersection is currently occupied by construction trailers. However, even if the second departure lane was available, the southbound approach striping would be appropriate because the southbound right turn volume is higher than the southbound through volume. That is, providing a southbound through lane and a shared through/right lane would not improve the operations of this intersection relative to the current striping.



**TABLE 2:
 EXISTING INTERSECTION LEVELS OF SERVICE**

Intersection	Traffic Control	Peak Hour	Existing Conditions	
			Delay	LOS
1. Quarry Road/Arboretum Road	Signal	AM	35.1	D
		PM	35.5	D
2. Quarry Road/Vineyard Lane	Signal	AM	16.8	B
		PM	16.5	B
3. Quarry Road/Welch Road	Signal	AM	14.3	B
		PM	22.9	C

Source: Fehr & Peers, March 2017



III. PROJECT EVALUATION

A. PROJECT ACCESS

Figure 4 shows the Project site, including the new parking structure access driveway aligned with the Quarry Road/Vineyard Lane intersection. This driveway would be under the control of the Quarry/Vineyard traffic signal. The lot to the north of the Project site would connect to the driveway on-grade, as would the building’s loading area. These two connectors would form an on-site four-way intersection located approximately 50 feet from the Quarry Road curb. Fehr & Peers recommends the *outbound* traffic from the underground parking structure and the two connecting driveways be controlled with stop signs to ensure safe vehicle turning movements at this internal “intersection.” *Inbound* vehicles should not be controlled with a stop sign, as this could result in traffic queues backing up into the Quarry/Vineyard intersection.

B. PROJECT TRAFFIC ESTIMATES

VEHICLE TRIP GENERATION

Project vehicle trips were estimated based on the proposed net new parking supply using per-space rates derived from counts of local surface lots and structures serving the medical center including the lots along Quarry Road and the Roth Way parking structure. The average of these surveys indicates rates of 0.21 trips per space in the AM peak hour (87 percent inbound, 13 percent outbound), and 0.33 trips per space in the PM peak hour (22 percent inbound and 78 percent outbound). To ensure a conservative analysis, a rate of 0.35 trips per space was used for both peak hours as shown in **Table 3**.

TABLE 3: TRIP GENERATION RATES					
AM Peak Hour			PM Peak Hour		
Trip Rate (per space)	% Inbound	% Outbound	Rate (per space)	% Inbound	% Outbound
0.35	87%	13%	0.35	22%	78%

Source: Fehr & Peers, March 2017

The resulting trip generation for the 600 net new parking spaces is shown in **Table 4**.



**TABLE 4:
 PROJECT TRIP GENERATION**

Generator	Number	AM Peak Hour			PM Peak Hour		
		In	Out	Total	In	Out	Total
Parking Spaces	600	183	27	210	46	164	210

Source: Fehr & Peers, March 2017

The Project trip generation is calculated just for the net new spaces. However, the trips generated by the current parking spaces are retained in the analysis below by re-assigning those trips to the new parking structure driveway. Specifically, the trips currently entering and exiting the surface lots via the driveways opposite Welch Road and Vineyard Lane were re-assigned to the Project parking structure driveway.

VEHICLE TRIP DISTRIBUTION AND ASSIGNMENT

The directions of approach and departure for the new Project trips are based on the proportional turn movements at the current surface lot driveways. A review of those trips indicates approximately 60 percent of trips enter from the north and exit to the north on Quarry; 30 percent enter from the west and exit to the west on Vineyard; and 10 percent enter from the south and exit to the south on Quarry. Thus, all new Project trips were assigned to the parking structure driveway at the Quarry/Vineyard intersection using these proportions. At the other two study intersections, the trips were assigned based on the proportional existing turn movements at those intersections. The resulting Project trip assignment is shown in **Figure 5**.

The Existing Plus Project intersection volumes are shown in **Figure 6**; as noted above, these volumes result from adding the existing volumes (Figure 2) to the new Project volumes (Figure 5), and re-assigning the existing turns from the two surface lot driveways to the new Project parking structure driveway.

In addition to the project vehicle volumes, additional pedestrian crossings are assumed at the Quarry/Vineyard and Quarry/Welch intersections, reflecting employee movements between the new building and the hospitals and shopping center destinations. The additional crossings, or "pedestrian calls," are shown in the LOS calculations in the appendix.

C. EXISTING PLUS PROJECT INTERSECTION OPERATIONS

The intersections of Quarry Road/Welch Road and Quarry Road/Vineyard Lane were modified for the Existing Plus Project analysis as follows:



Quarry Road/Welch Road:

Westbound Approach: Eliminated

Eastbound Approach: One left turn lane, one right turn lane

Northbound Approach: One left turn lane, two through lanes

Southbound Approach: One through lane, one right-turn lane

Quarry Road/Vineyard Lane:

Westbound Approach: One left-turn lane, one through/right lane

Eastbound Approach: No change

Northbound Approach: No change

Southbound Approach: No change

In addition, the phasing plans for the two intersections were modified to reflect the elimination of the westbound approach at Quarry/Welch, and to change the east-west phasing from permitted left turns to protected left turns at Quarry/Vineyard.

The results of the Existing Plus Project analysis are shown in **Table 5**. Detailed analysis reports are included in the appendix. With the Project, all three study intersections would continue to operate at LOS D or better. The Project is projected to add one to six seconds of delay to the Quarry/Arboretum intersection, maintaining LOS D in both peak hours. At Quarry/Vineyard, the Project causes the LOS to fall to D in the AM peak hour and C in the PM peak hour, reflecting the addition of the parking structure driveway at this intersection. At Quarry/Welch, the delays and service levels improve slightly, reflecting the removal of the surface lot driveway at this intersection.

The Quarry/Welch intersection could accommodate a "pedestrian scramble" phase if pedestrian volumes grow at this location as expected. This phase would allow pedestrians to cross in all directions during a pedestrian-only phase.



**TABLE 5:
 EXISTING PLUS PROJECT INTERSECTION LEVELS OF SERVICE**

Intersection ¹	Traffic Control	Peak Hour	Existing Plus Project Conditions	
			Delay	LOS
1. Quarry Road/Arboretum Road	Signal	AM	42.9	D
		PM	36.2	D
2. Quarry Road/Vineyard Lane	Signal	AM	35.4	D
		PM	32.1	C
3. Quarry Road/Welch Road	Signal	AM	9.5	A
		PM	12.5	B

Source: Fehr & Peers, March 2017

D. PEDESTRIAN AND BICYCLE ACCESS AND CIRCULATION

Pedestrian and bicycle facilities in the Project vicinity include sidewalks and bicycle lanes along Quarry Road, sidewalks along Vineyard Lane and Welch Road, and protected (signalized) crossings at the intersections of Quarry Road/Welch Road and Quarry Road/Vineyard Lane.

The Project design calls for a primary pedestrian entry at the corner of Quarry Road and Welch Road, facilitating trips between the main medical center/medical school campus and the new building. These trips would be served by the protected (signalized) crossing on the south leg of the Quarry/Welch intersection. The sidewalk would be preserved or widened along the Project’s Quarry Road frontage, and additional building entries may be provided along Quarry Road. In addition, a fire lane will be provided along the building’s south side, which could be designed to serve pedestrians traveling between Quarry Road and the Stanford arboretum. The building design concept includes a courtyard space that is open to the arboretum, with a path connection to a potential future north-south multi-use path through the arboretum. (The multi-use path is not part of the proposed Project.)

Detailed site plans showing the design of building access points, path design, and bike storage facilities were not provided for review for this study. Accessible connections are recommended between building entrances and the adjacent Quarry Road sidewalk, and bicycle parking should be provided consistent with the University’s standards for academic buildings.



E. SERVICE AND EMERGENCY ACCESS

Service and delivery vehicles would have access to the building via the Vineyard Lane driveway opposite Vineyard Lane. The current design provides a loading area adjacent to the building's north edge, with trucks turning right to enter this area from the main driveway. To exit, trucks would make use of a "hammer head" turnaround. Fire access would be provided in this area, as well as along Quarry Road and along a fire lane to be provided on the south face of the building.

F. TRANSIT

The Project site is well-served by nearby Marguerite shuttle stops on northbound and southbound Quarry Road. On northbound Quarry Road, the nearest stop is just south of the Psychiatry building; on southbound Quarry Road, the nearest stop is opposite the Project site. On Welch Road, there is a westbound stop near the Stanford Barn: once the Lucile Packard Children's Hospital (LPCH) construction is complete a westbound Welch Road stop is expected to be provided in the same area. No changes to the locations of the Quarry Road stops has been proposed as part of the Project.

G. SITE PLAN RECOMMENDATIONS

Based on Fehr & Peers' review of the design drawings provided, the following recommendations are provided for consideration as the site design work moves forward:

- To ensure safe vehicle turning movements at the internal intersection on the parking structure driveway, it is recommended that the outbound traffic from the underground parking structure and the two connecting driveways be controlled with stop signs. It is not recommended that inbound vehicles be controlled with a stop sign, as this could result in traffic queues backing up into the Quarry/Vineyard intersection.
- Design the truck loading area and its connection to the structure driveway to provide clear lines of sight to the signalized intersection to the west, the surface lot to the north, and the exiting parking structure exit lanes to the east. Design this connection with the smallest geometric configuration (curb radii and driveway width) possible, within the constraints of the expected truck sizes and fire truck access requirements.



- Provide accessible connections between building entrances and the adjacent Quarry Road sidewalk
- Provide sheltered, secure bicycle parking near major building entrances and in the parking structure



IV. FINDINGS AND RECOMMENDATIONS

Based on the above evaluation, the following findings and recommendations are provided for Stanford's use in the continued design of the project site and the adjacent roadway and intersection modifications:

A. VEHICLE CIRCULATION

- The Project would not cause any of the study intersections to fall below LOS D, and would improve the operation of the Quarry Road/Welch Road intersection slightly due to the elimination of the fourth leg at that intersection.
- The phasing of the Quarry Road/Vineyard Lane intersection should be modified to provide protected left turns on the east-west approaches with the Project.
- The phasing of the Quarry Road/Welch Road intersection could be modified, if desired, to provide a pedestrian scramble phase. This should undergo further study once the Project is fully occupied if it is of interest to Stanford, Santa Clara County, and the City of Palo Alto.

B. PEDESTRIAN AND BICYCLE CIRCULATION

- The Project is served by sidewalks along Quarry Road and protected, signalized crossings at Quarry/Welch and Quarry/Vineyard. Bicycle lanes are provided along Quarry Road which will provide direct access to the Project site for bicyclists. Therefore, the site has excellent access to the surrounding network for both pedestrians and bicyclists. See Section IV.E for site-specific recommendations.

C. TRANSIT ACCESS

- The Project site is well-served by nearby Marguerite shuttle stops on northbound and southbound Quarry Road, and on Welch Road (the eastbound Welch Road stop near the project site is expected to be restored once hospital construction is complete.) No changes to the locations of the Quarry Road stops has been proposed as part of the Project.



D. SERVICE AND EMERGENCY ACCESS

- Service and delivery vehicles would have access to the building via the Vineyard Lane driveway opposite Vineyard Lane. The current design provides a loading area adjacent to the building's north edge, with trucks turning right to enter this area from the main driveway. To exit, trucks would make use of a "hammer head" turnaround. Fire access would be provided in this area, as well as along Quarry Road and along a fire lane to be provided on the south face of the building. See Section IV.E for site-specific recommendations.

E. SITE PLAN RECOMMENDATIONS

Based on Fehr & Peers' review of the design drawings provided, the following recommendations are provided for consideration as the site design work moves forward:

- To ensure safe vehicle turning movements at the internal intersection on the parking structure driveway, it is recommended that the outbound traffic from the underground parking structure and the two connecting driveways be controlled with stop signs. It is not recommended that inbound vehicles be controlled with a stop sign, as this could result in traffic queues backing up into the Quarry/Vineyard intersection.
- Design the truck loading area and its connection to the structure driveway to provide clear lines of sight to the signalized intersection to the west, the surface lot to the north, and the exiting parking structure exit lanes to the east. Design this connection with the smallest geometric configuration (curb radii and driveway width) possible, within the constraints of the expected truck sizes and fire truck access requirements.
- Provide accessible connections between building entrances and the adjacent Quarry Road sidewalk
- Provide sheltered, secure bicycle parking near major building entrances and in the parking structure





LEGEND

- Project Site
- # Study Intersection



Figure 1

Project Study Area



1. Quarry Road/Arboretum Rd	2. Quarry Road/Vineyard Ln	3. Quarry Road/Welch Road/Pkg. Dwy
<p>Quarry Road</p> <p>Arboretum Rd</p> <p>44 (124) 291 (244) 15 (66)</p> <p>61 (14) 311 (322) 312 (169)</p> <p>87 (92) 381 (403) 29 (30)</p> <p>39 (67) 223 (412) 315 (445)</p>	<p>Quarry Road</p> <p>Vineyard Ln</p> <p>49 (116) 480 (287) 61 (26)</p> <p>9 (90) 3 (31) 3 (6)</p> <p>259 (187) 50 (7) 70 (52)</p> <p>40 (67) 309 (637) 5 (4)</p>	<p>Quarry Road</p> <p>Welch Road</p> <p>Pkg. Dwy</p> <p>363 (197) 157 (141) 12 (16)</p> <p>15 (21) 5 (9) 1 (2)</p> <p>223 (459) 3 (2) 25 (45)</p> <p>26 (21) 116 (228) 2 (2)</p>

Source: Counts conducted in November 2015. The 2015 counts were checked against October 2016 counts at intersection #1 and the volumes were roughly equivalent for all turn movements, and the overall volume was slightly lower in the 2016 counts. Therefore, the 2015 counts are valid for use in this study.

LEGEND

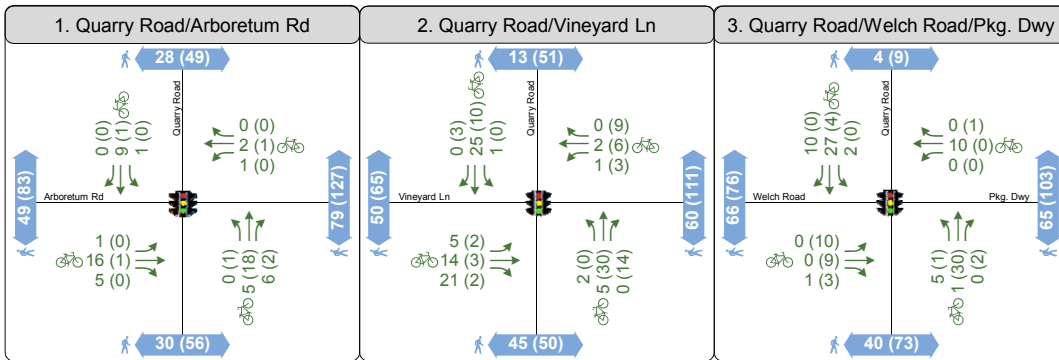
XX (YY) AM (PM) Peak Hour Traffic Volumes Signalized Intersection

Project Site Study Intersection



Figure 2

Existing Peak Hour
Traffic Volumes, Lane Configurations and Traffic Controls



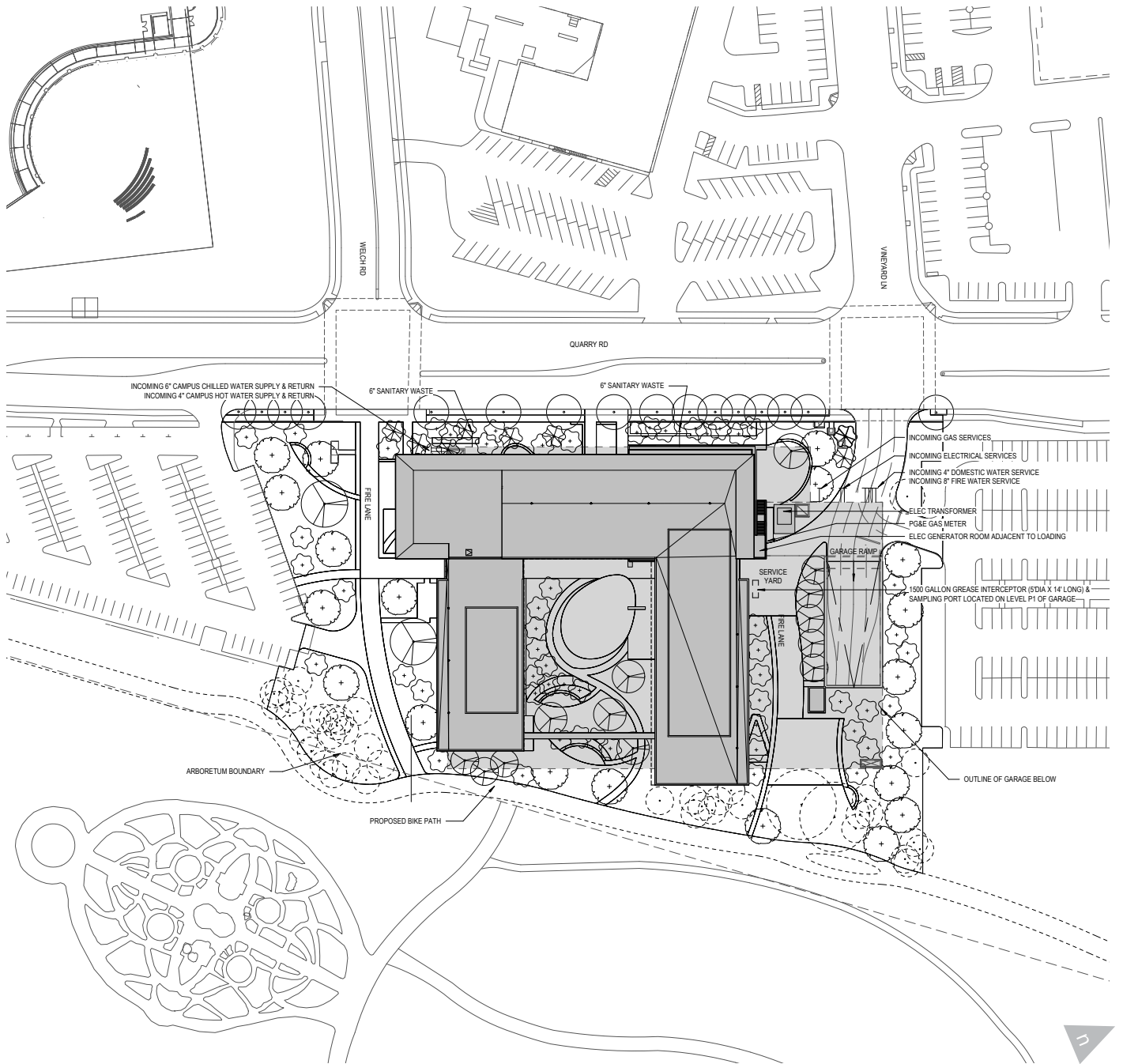
Source: Counts conducted in November 2015.

LEGEND

- X (Y) AM (PM) Peak Hour Pedestrian Volumes
- X (Y) AM (PM) Peak Hour Bicycle Volumes
- Signalized Intersection
- Project Site
- Study Intersection



Figure 3
Existing
Pedestrian and Bicycle Volumes

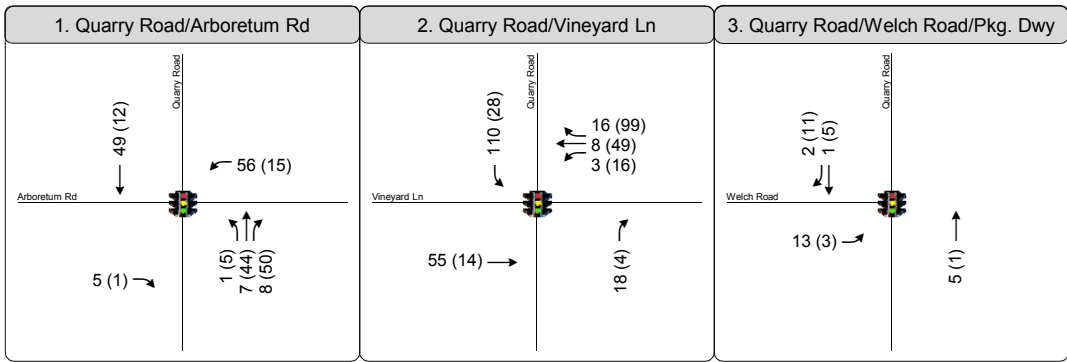


Site Plan Source: Stanford Medicine/HOK, March 2017.

Figure 4

Project Site Plan





LEGEND

XX (YY) AM (PM) Peak Hour Traffic Volumes Signalized Intersection

Project Site Study Intersection



Figure 5

Project Trip Assignment



1. Quarry Road/Arboretum Rd	2. Quarry Road/Vineyard Ln	3. Quarry Road/Welch Road
<p>Quarry Road</p> <p>Arboretum Rd</p> <p>44 (124) 340 (256) 15 (66)</p> <p>61 (14) 311 (322) 368 (183)</p> <p>87 (92) 381 (403) 34 (31)</p> <p>40 (62) 230 (456) 323 (495)</p>	<p>Quarry Road</p> <p>Vineyard Ln</p> <p>49 (116) 470 (273) 181 (67)</p> <p>38 (208) 13 (82) 12 (34)</p> <p>259 (187) 107 (23) 68 (50)</p> <p>38 (65) 296 (618) 28 (13)</p>	<p>Quarry Road</p> <p>Welch Road</p> <p>370 (217) 159 (149)</p> <p>238 (464) 25 (45)</p> <p>26 (21) 124 (232)</p>

Note: Volumes at intersection nos. 2 and 3 reflect both new Project trips and trips re-distributed due to the closure of the Welch Road surface parking lot driveway.

LEGEND

XX (YY) AM (PM) Peak Hour Traffic Volumes Signalized Intersection

Project Site Study Intersection



Figure 6

Existing Plus Project Peak Hour
Traffic Volumes, Lane Configurations and Traffic Controls

**APPENDIX A:
TRAFFIC COUNTS**

Note: Vehicle counts are provided first, followed by bicycle counts.



Traffic Data Service

Campbell, CA
(408) 377-2988
tdsbay@cs.com

File Name : 4AM FINAL
Site Code : 00000004
Start Date : 11/5/2015
Page No : 1

Groups Printed- Vehicles

Start Time	ARBORETUM RD Southbound					QUARRY RD Westbound					ARBORETUM RD Northbound					QUARRY RD Eastbound					Int. Total
	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	
07:00 AM	5	37	21	13	76	6	38	3	8	55	21	53	62	20	156	38	40	5	1	84	371
07:15 AM	2	52	33	14	101	7	71	3	14	95	22	46	77	28	173	54	54	5	5	118	487
07:30 AM	5	77	19	20	121	11	64	0	10	85	20	49	85	35	189	88	74	2	11	175	570
07:45 AM	2	79	28	10	119	7	58	1	14	80	11	65	88	26	190	96	42	2	8	148	537
Total	14	245	101	57	417	31	231	7	46	315	74	213	312	109	708	276	210	14	25	525	1965
08:00 AM	8	94	23	16	141	3	60	1	6	70	12	61	72	29	174	75	58	7	8	148	533
08:15 AM	1	91	27	15	134	12	65	6	8	91	21	76	80	14	191	67	39	7	6	119	535
08:30 AM	9	111	23	9	152	14	72	1	5	92	12	65	80	25	182	68	51	7	6	132	558
08:45 AM	9	73	21	18	121	8	82	5	11	106	18	79	79	21	197	57	43	11	7	118	542
Total	27	369	94	58	548	37	279	13	30	359	63	281	311	89	744	267	191	32	27	517	2168
09:00 AM	10	106	16	7	139	10	72	3	4	89	10	91	73	19	193	40	50	4	11	105	526
09:15 AM	6	67	22	9	104	13	65	6	11	95	9	53	70	25	157	55	47	7	4	113	469
09:30 AM	6	72	21	7	106	15	63	5	8	91	9	44	70	16	139	65	49	8	3	125	461
09:45 AM	5	63	19	12	99	11	62	4	5	82	9	60	77	7	153	46	45	7	6	104	438
Total	27	308	78	35	448	49	262	18	28	357	37	248	290	67	642	206	191	26	24	447	1894
Grand Total	68	922	273	150	1413	117	772	38	104	1031	174	742	913	265	2094	749	592	72	76	1489	6027
Apprch %	4.8	65.3	19.3	10.6		11.3	74.9	3.7	10.1		8.3	35.4	43.6	12.7		50.3	39.8	4.8	5.1		
Total %	1.1	15.3	4.5	2.5	23.4	1.9	12.8	0.6	1.7	17.1	2.9	12.3	15.1	4.4	34.7	12.4	9.8	1.2	1.3	24.7	

Start Time	ARBORETUM RD Southbound				QUARRY RD Westbound				ARBORETUM RD Northbound				QUARRY RD Eastbound				Int. Total
	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	
Peak Hour Analysis From 07:00 AM to 09:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 08:15 AM																	
08:15 AM	1	91	27	119	12	65	6	83	21	76	80	177	67	39	7	113	492
08:30 AM	9	111	23	143	14	72	1	87	12	65	80	157	68	51	7	126	513
08:45 AM	9	73	21	103	8	82	5	95	18	79	79	176	57	43	11	111	485
09:00 AM	10	106	16	132	10	72	3	85	10	91	73	174	40	50	4	94	485
Total Volume	29	381	87	497	44	291	15	350	61	311	312	684	232	183	29	444	1975
% App. Total	5.8	76.7	17.5		12.6	83.1	4.3		8.9	45.5	45.6		52.3	41.2	6.5		
PHF	.725	.858	.806	.869	.786	.887	.625	.921	.726	.854	.975	.966	.853	.897	.659	.881	.962

Traffic Data Service

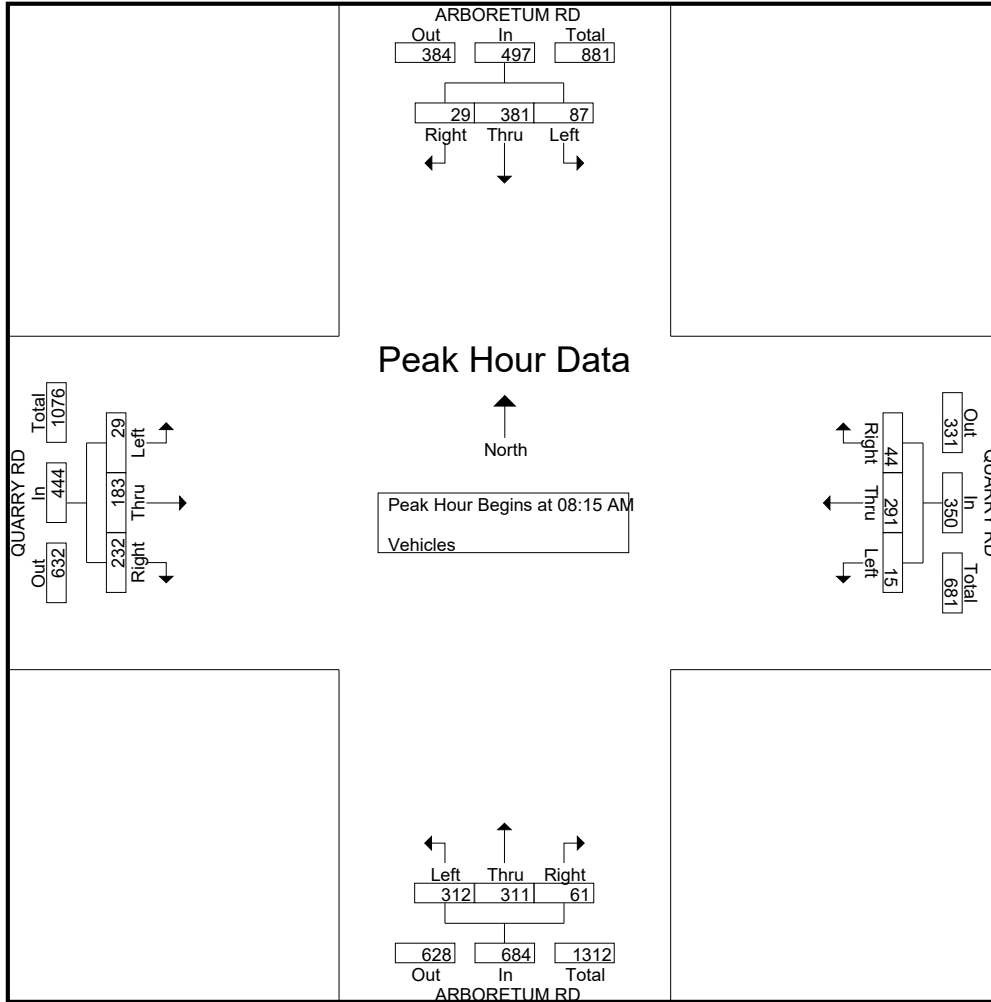
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 (408) 377-2988
tdsbay@cs.com

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(408) 377-2988
tdsbay@cs.com

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Groups Printed- Bikes

Start Time	ARBORETUM RD Southbound					QUARRY RD Westbound					ARBORETUM RD Northbound					QUARRY RD Eastbound					Int. Total
	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	
07:00 AM	0	1	0	0	1	0	0	0	0	0	0	0	1	0	1	1	0	0	0	1	3
07:15 AM	0	1	1	0	2	0	6	0	0	6	0	0	2	0	2	0	1	0	0	1	11
07:30 AM	0	4	0	0	4	0	3	0	0	3	0	1	0	0	1	2	0	0	0	2	10
07:45 AM	5	5	0	0	10	0	9	0	0	9	0	0	0	0	0	0	0	0	0	0	19
Total	5	11	1	0	17	0	18	0	0	18	0	1	3	0	4	3	1	0	0	4	43
08:00 AM	6	1	0	0	7	0	0	1	0	1	0	0	0	0	0	1	0	0	0	1	9
08:15 AM	1	3	0	0	4	0	3	0	0	3	0	0	0	0	0	3	2	0	0	5	12
08:30 AM	3	3	1	0	7	0	3	0	0	3	0	0	0	0	0	2	2	0	0	4	14
08:45 AM	1	8	0	0	9	0	3	1	0	4	0	0	0	0	0	0	0	0	0	0	13
Total	11	15	1	0	27	0	9	2	0	11	0	0	0	0	0	6	4	0	0	10	48
09:00 AM	0	2	0	0	2	0	0	0	0	0	0	2	1	0	3	1	1	0	0	2	7
09:15 AM	0	2	0	0	2	0	2	0	0	2	0	3	1	0	4	1	1	0	0	2	10
09:30 AM	2	0	0	0	2	0	6	0	0	6	0	2	1	0	3	0	1	0	0	1	12
09:45 AM	1	0	0	0	1	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	4
Total	3	4	0	0	7	0	11	0	0	11	0	7	3	0	10	2	3	0	0	5	33
Grand Total	19	30	2	0	51	0	38	2	0	40	0	8	6	0	14	11	8	0	0	19	124
Apprch %	37.3	58.8	3.9	0		0	95	5	0		0	57.1	42.9	0		57.9	42.1	0	0		
Total %	15.3	24.2	1.6	0	41.1	0	30.6	1.6	0	32.3	0	6.5	4.8	0	11.3	8.9	6.5	0	0	15.3	

Start Time	ARBORETUM RD Southbound				QUARRY RD Westbound				ARBORETUM RD Northbound				QUARRY RD Eastbound				Int. Total			
	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total				
Peak Hour Analysis From 07:00 AM to 09:45 AM - Peak 1 of 1																				
Peak Hour for Entire Intersection Begins at 07:45 AM																				
07:45 AM	5	5	0	10	0	9	0	9	0	0	0	0	0	0	0	0	0	0	0	19
08:00 AM	6	1	0	7	0	0	1	1	0	0	0	0	0	0	1	0	0	0	1	9
08:15 AM	1	3	0	4	0	3	0	3	0	0	0	0	0	0	3	2	0	0	5	12
08:30 AM	3	3	1	7	0	3	0	3	0	0	0	0	0	0	2	2	0	0	4	14
Total Volume	15	12	1	28	0	15	1	16	0	0	0	0	0	0	6	4	0	0	10	54
% App. Total	53.6	42.9	3.6		0	93.8	6.2		0	0	0			60	40	0				
PHF	.625	.600	.250	.700	.000	.417	.250	.444	.000	.000	.000	.000	.000	.500	.500	.000	.500			.711

Traffic Data Service

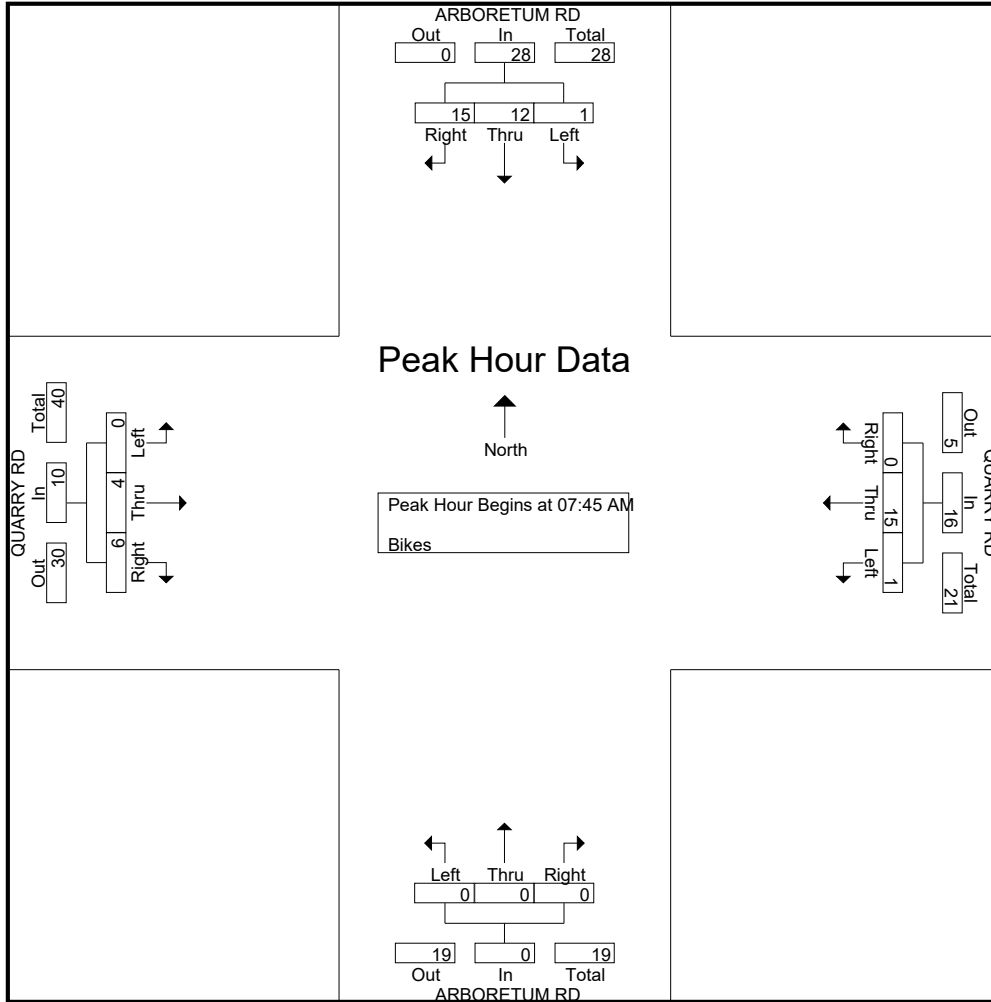
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(408) 377-2988
tdsbay@cs.com

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 (408) 377-2988
 tdsbay@cs.com

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Groups Printed- Vehicles

Start Time	ARBORETUM RD Southbound					QUARRY RD Westbound					ARBORETUM RD Northbound					QUARRY RD Eastbound					Int. Total
	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	
04:00 PM	8	75	33	16	132	19	39	18	4	80	10	68	39	28	145	89	91	7	11	198	555
04:15 PM	6	106	19	18	149	31	63	14	18	126	3	81	42	29	155	121	92	14	17	244	674
04:30 PM	9	102	24	22	157	31	68	17	8	124	6	72	40	38	156	116	136	14	10	276	713
04:45 PM	7	106	26	23	162	24	54	14	10	102	3	94	53	21	171	98	81	15	10	204	639
Total	30	389	102	79	600	105	224	63	40	432	22	315	174	116	627	424	400	50	48	922	2581
05:00 PM	8	89	23	20	140	38	59	23	13	133	2	75	34	39	150	110	103	14	19	246	669
05:15 PM	7	89	24	20	140	45	50	19	18	132	9	90	40	29	168	98	95	14	12	219	659
05:30 PM	8	95	14	13	130	43	53	17	9	122	4	81	33	32	150	87	89	20	5	201	603
05:45 PM	11	98	14	8	131	27	80	21	4	132	12	113	61	36	222	75	63	9	12	159	644
Total	34	371	75	61	541	153	242	80	44	519	27	359	168	136	690	370	350	57	48	825	2575
06:00 PM	3	93	21	5	122	45	56	23	3	127	9	85	56	20	170	78	64	11	3	156	575
06:15 PM	5	103	23	10	141	33	66	12	3	114	4	77	81	21	183	56	66	17	7	146	584
06:30 PM	3	71	11	6	91	36	72	14	4	126	8	71	67	18	164	61	79	9	9	158	539
06:45 PM	7	62	18	2	89	27	42	16	3	88	2	74	64	11	151	51	43	11	3	108	436
Total	18	329	73	23	443	141	236	65	13	455	23	307	268	70	668	246	252	48	22	568	2134
Grand Total	82	1089	250	163	1584	399	702	208	97	1406	72	981	610	322	1985	1040	1002	155	118	2315	7290
Apprch %	5.2	68.8	15.8	10.3		28.4	49.9	14.8	6.9		3.6	49.4	30.7	16.2		44.9	43.3	6.7	5.1		
Total %	1.1	14.9	3.4	2.2	21.7	5.5	9.6	2.9	1.3	19.3	1	13.5	8.4	4.4	27.2	14.3	13.7	2.1	1.6	31.8	

Start Time	ARBORETUM RD Southbound				QUARRY RD Westbound				ARBORETUM RD Northbound				QUARRY RD Eastbound				Int. Total
	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	
Peak Hour Analysis From 04:00 PM to 06:45 PM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 04:15 PM																	
04:15 PM	6	106	19	131	31	63	14	108	3	81	42	126	121	92	14	227	592
04:30 PM	9	102	24	135	31	68	17	116	6	72	40	118	116	136	14	266	635
04:45 PM	7	106	26	139	24	54	14	92	3	94	53	150	98	81	15	194	575
05:00 PM	8	89	23	120	38	59	23	120	2	75	34	111	110	103	14	227	578
Total Volume	30	403	92	525	124	244	68	436	14	322	169	505	445	412	57	914	2380
% App. Total	5.7	76.8	17.5		28.4	56	15.6		2.8	63.8	33.5		48.7	45.1	6.2		
PHF	.833	.950	.885	.944	.816	.897	.739	.908	.583	.856	.797	.842	.919	.757	.950	.859	.937

Traffic Data Service

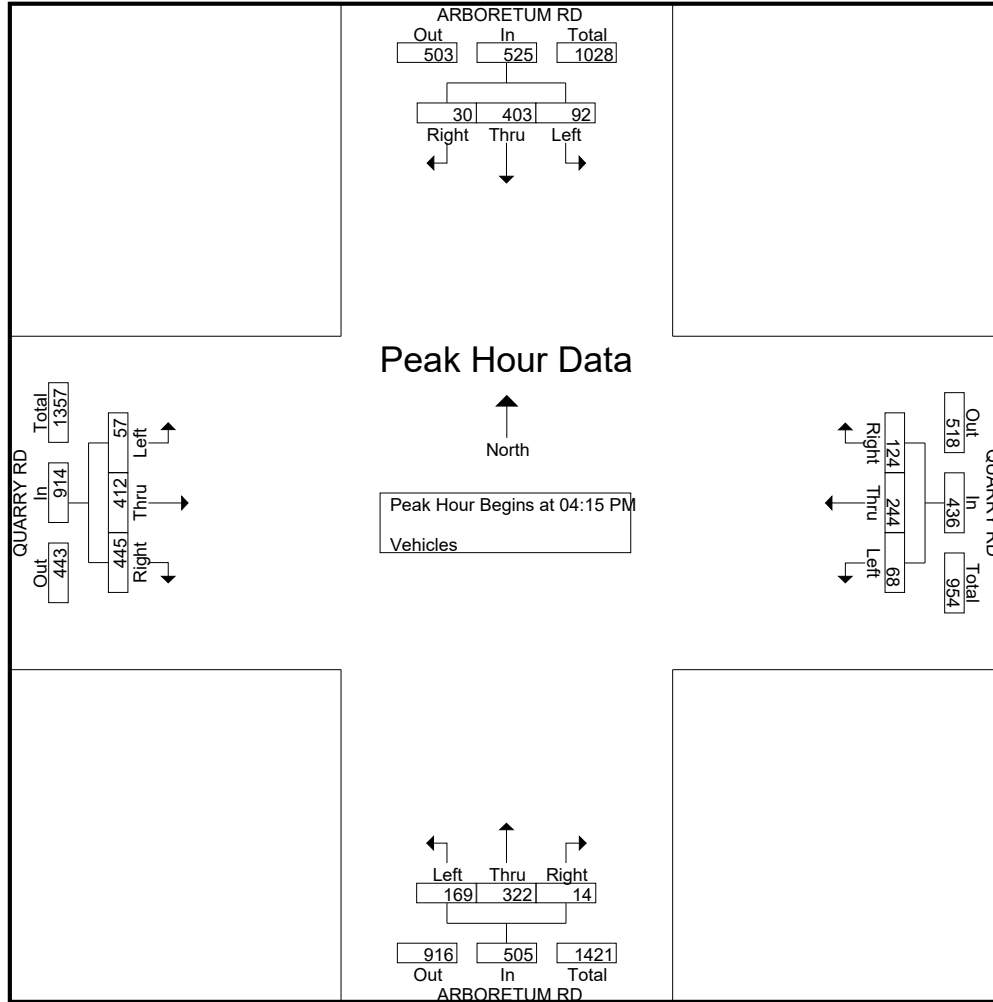
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 (408) 377-2988
 tdsbay@cs.com

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(408) 377-2988
tdsbay@cs.com

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Groups Printed- Bikes

Start Time	ARBORETUM RD Southbound					QUARRY RD Westbound					ARBORETUM RD Northbound					QUARRY RD Eastbound					Int. Total	
	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total		
04:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	1
04:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	2	2
04:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	0	0	0	7	7
04:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	4	0	0	0	5	5	5
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	13	0	0	0	15	15	
05:00 PM	0	1	0	0	1	0	1	0	0	1	0	1	0	0	1	1	6	1	0	8	11	11
05:15 PM	0	1	0	0	1	0	0	0	0	0	0	0	0	0	2	5	0	0	7	8	8	8
05:30 PM	0	2	0	0	2	0	1	0	0	1	0	0	0	0	2	6	1	0	9	12	12	12
05:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	3	2	0	7	7	7	7
Total	0	4	0	0	4	0	2	0	0	2	0	1	0	1	7	20	4	0	31	38	38	
06:00 PM	0	2	0	0	2	0	2	0	0	2	0	0	1	0	1	1	5	2	0	8	13	13
06:15 PM	0	1	0	0	1	0	3	0	0	3	0	0	0	0	0	1	2	0	3	7	7	7
06:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	2	0	5	5	5	5
06:45 PM	1	3	0	0	4	0	0	0	0	0	0	0	0	0	0	0	1	0	1	5	5	5
Total	1	6	0	0	7	0	5	0	0	5	0	0	1	0	1	9	7	0	17	30	30	
Grand Total	1	10	0	0	11	0	7	0	0	7	0	1	1	0	2	10	42	11	0	63	83	83
Apprch %	9.1	90.9	0	0		0	100	0	0		0	50	50	0		15.9	66.7	17.5	0			
Total %	1.2	12	0	0	13.3	0	8.4	0	0	8.4	0	1.2	1.2	0	2.4	12	50.6	13.3	0	75.9		

Start Time	ARBORETUM RD Southbound				QUARRY RD Westbound				ARBORETUM RD Northbound				QUARRY RD Eastbound				Int. Total				
	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total					
Peak Hour Analysis From 04:00 PM to 06:45 PM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 05:15 PM																					
05:15 PM	0	1	0	1	0	0	0	0	0	0	0	0	0	2	5	0	7	8	8	8	8
05:30 PM	0	2	0	2	0	1	0	1	0	0	0	0	0	2	6	1	9	12	12	12	12
05:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	2	3	2	7	7	7	7	7
06:00 PM	0	2	0	2	0	2	0	2	0	0	0	1	1	1	5	2	8	13	13	13	13
Total Volume	0	5	0	5	0	3	0	3	0	0	1	1	1	7	19	5	31	40	40	40	40
% App. Total	0	100	0		0	100	0		0	0	100			22.6	61.3	16.1					
PHF	.000	.625	.000	.625	.000	.375	.000	.375	.000	.000	.250	.250	.250	.875	.792	.625	.861	.769	.769	.769	.769

Traffic Data Service

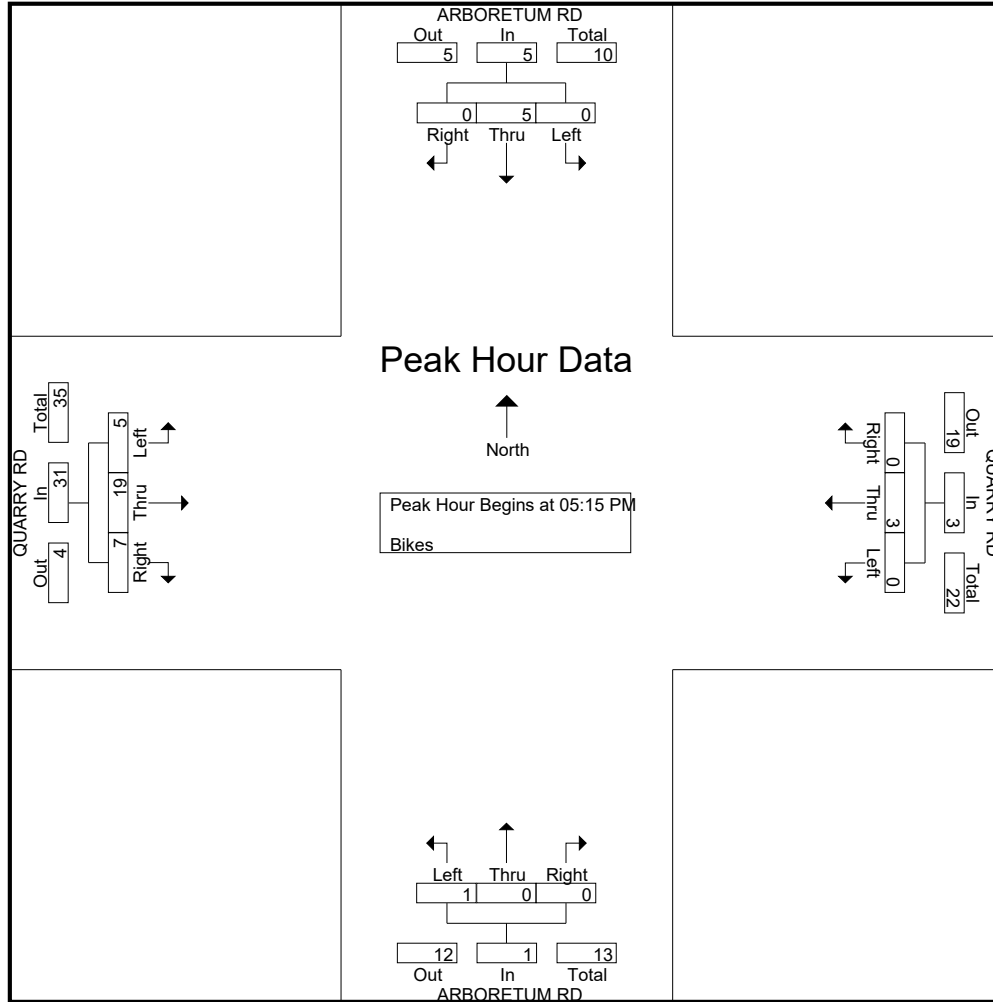
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tdsbay@cs.com

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(408) 377-2988
tdsbay@cs.com

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Groups Printed- Vehicles

Start Time	VINEYARD LN Southbound					QUARRY RD Westbound					DRIVEWAY Northbound					QUARRY RD Eastbound					Int. Total
	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	
07:00 AM	12	5	35	8	60	13	81	16	4	114	0	1	2	25	28	0	46	6	11	63	265
07:15 AM	25	7	33	17	82	11	113	14	0	138	1	1	0	19	21	3	79	9	15	106	347
07:30 AM	10	9	55	11	85	18	128	17	2	165	2	2	2	11	17	3	95	7	6	111	378
07:45 AM	30	16	77	13	136	10	112	19	6	147	1	0	1	12	14	0	60	9	10	79	376
Total	77	37	200	49	363	52	434	66	12	564	4	4	5	67	80	6	280	31	42	359	1366
08:00 AM	16	16	64	15	111	10	110	13	1	134	3	1	0	21	25	1	63	8	16	88	358
08:15 AM	14	9	63	11	97	11	130	12	4	157	3	0	0	16	19	0	51	11	13	75	348
08:30 AM	26	7	58	9	100	14	117	15	1	147	4	3	2	16	25	1	57	10	7	75	347
08:45 AM	19	11	51	10	91	13	138	13	1	165	2	2	2	25	31	1	50	10	12	73	360
Total	75	43	236	45	399	48	495	53	7	603	12	6	4	78	100	3	221	39	48	311	1413
09:00 AM	20	4	41	7	72	19	122	20	4	165	4	4	2	9	19	3	58	4	6	71	327
09:15 AM	20	12	47	14	93	8	112	8	7	135	6	2	1	17	26	0	57	7	7	71	325
09:30 AM	22	6	51	10	89	19	102	10	2	133	5	2	1	6	14	1	64	8	3	76	312
09:45 AM	28	3	40	9	80	14	114	10	4	142	4	3	3	10	20	3	51	10	10	74	316
Total	90	25	179	40	334	60	450	48	17	575	19	11	7	42	79	7	230	29	26	292	1280
Grand Total	242	105	615	134	1096	160	1379	167	36	1742	35	21	16	187	259	16	731	99	116	962	4059
Apprch %	22.1	9.6	56.1	12.2		9.2	79.2	9.6	2.1		13.5	8.1	6.2	72.2		1.7	76	10.3	12.1		
Total %	6	2.6	15.2	3.3	27	3.9	34	4.1	0.9	42.9	0.9	0.5	0.4	4.6	6.4	0.4	18	2.4	2.9	23.7	

Start Time	VINEYARD LN Southbound				QUARRY RD Westbound				DRIVEWAY Northbound				QUARRY RD Eastbound				Int. Total
	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	
Peak Hour Analysis From 07:00 AM to 09:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 07:30 AM																	
07:30 AM	10	9	55	74	18	128	17	163	2	2	2	6	3	95	7	105	348
07:45 AM	30	16	77	123	10	112	19	141	1	0	1	2	0	60	9	69	335
08:00 AM	16	16	64	96	10	110	13	133	3	1	0	4	1	63	8	72	305
08:15 AM	14	9	63	86	11	130	12	153	3	0	0	3	0	51	11	62	304
Total Volume	70	50	259	379	49	480	61	590	9	3	3	15	4	269	35	308	1292
% App. Total	18.5	13.2	68.3		8.3	81.4	10.3		60	20	20		1.3	87.3	11.4		
PHF	.583	.781	.841	.770	.681	.923	.803	.905	.750	.375	.375	.625	.333	.708	.795	.733	.928

Traffic Data Service

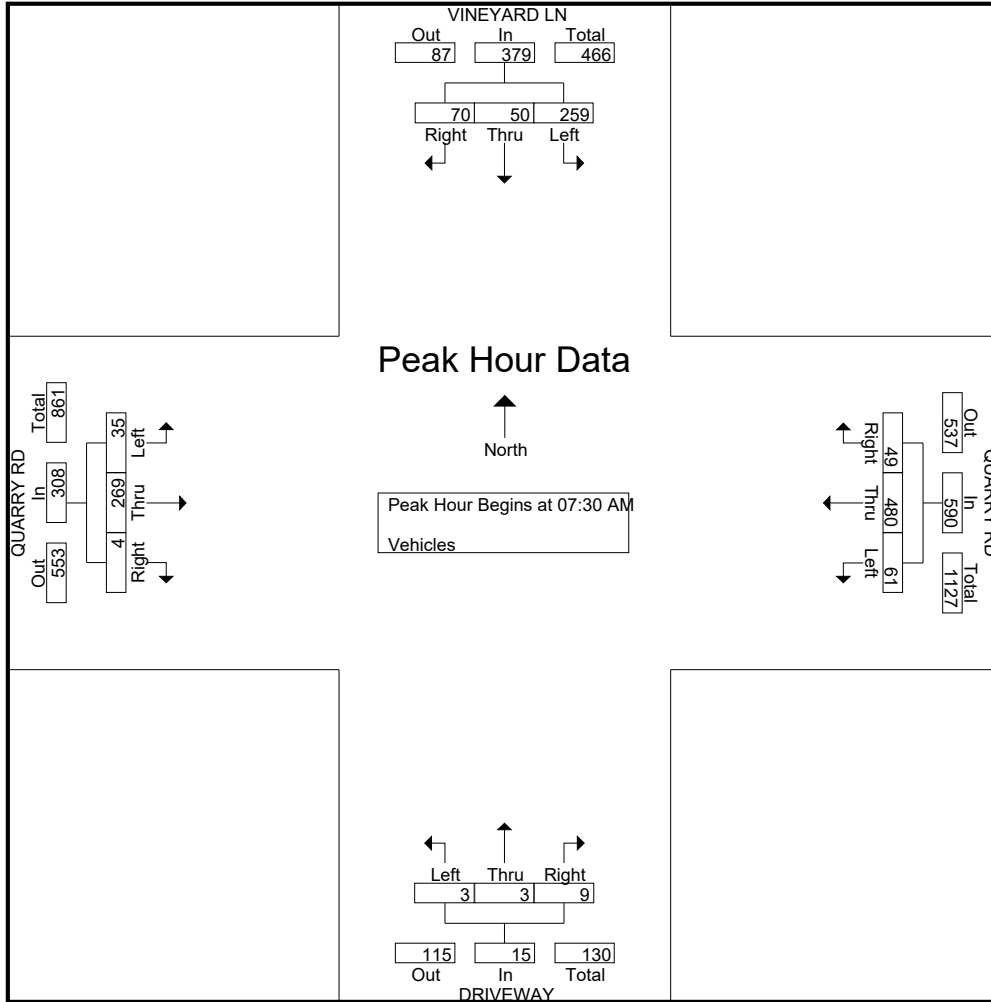
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tdsbay@cs.com

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tdsbay@cs.com

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Site Code : 00000003
Start Date : 11/5/2015
Page No : 1

Groups Printed- Bikes

Start Time	VINEYARD LN Southbound					QUARRY RD Westbound					DRIVEWAY Northbound					QUARRY RD Eastbound					Int. Total	
	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total		
07:00 AM	0	1	2	0	3	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	4
07:15 AM	0	0	0	0	0	0	4	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0
07:30 AM	0	0	3	0	3	1	2	0	0	3	0	0	0	0	0	0	1	0	0	0	0	1
07:45 AM	0	2	0	0	2	0	8	0	0	8	0	2	0	0	2	0	0	0	0	0	0	0
Total	0	3	5	0	8	1	15	0	0	16	0	2	0	0	2	0	1	0	0	1	1	27
08:00 AM	5	4	1	0	10	0	9	0	0	9	0	0	0	0	0	0	0	0	0	0	0	0
08:15 AM	3	2	5	0	10	0	4	1	0	5	0	0	0	0	0	0	0	2	0	2	0	2
08:30 AM	3	1	2	0	6	0	9	1	0	10	0	0	0	0	0	0	2	0	0	0	0	2
08:45 AM	8	5	0	0	13	0	3	0	0	3	0	0	0	0	0	0	0	1	0	0	0	1
Total	19	12	8	0	39	0	25	2	0	27	0	0	0	0	0	0	2	3	0	5	5	71
09:00 AM	4	5	1	0	10	0	6	0	0	6	0	2	1	0	3	0	1	0	0	0	0	1
09:15 AM	6	3	2	0	11	0	7	0	0	7	0	0	0	0	0	0	2	1	0	0	0	3
09:30 AM	5	3	1	0	9	0	8	0	0	8	0	0	0	0	0	0	0	1	0	0	0	1
09:45 AM	6	1	0	0	7	0	5	0	0	5	0	0	1	0	1	0	0	0	0	0	0	0
Total	21	12	4	0	37	0	26	0	0	26	0	2	2	0	4	0	3	2	0	5	5	72
Grand Total	40	27	17	0	84	1	66	2	0	69	0	4	2	0	6	0	6	5	0	11	11	170
Apprch %	47.6	32.1	20.2	0		1.4	95.7	2.9	0		0	66.7	33.3	0		0	54.5	45.5	0			
Total %	23.5	15.9	10	0	49.4	0.6	38.8	1.2	0	40.6	0	2.4	1.2	0	3.5	0	3.5	2.9	0	6.5		

Start Time	VINEYARD LN Southbound				QUARRY RD Westbound				DRIVEWAY Northbound				QUARRY RD Eastbound				Int. Total
	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	
Peak Hour Analysis From 07:00 AM to 09:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 08:30 AM																	
08:30 AM	3	1	2	6	0	9	1	10	0	0	0	0	0	2	0	2	18
08:45 AM	8	5	0	13	0	3	0	3	0	0	0	0	0	0	1	1	17
09:00 AM	4	5	1	10	0	6	0	6	0	2	1	3	0	1	0	1	20
09:15 AM	6	3	2	11	0	7	0	7	0	0	0	0	0	2	1	3	21
Total Volume	21	14	5	40	0	25	1	26	0	2	1	3	0	5	2	7	76
% App. Total	52.5	35	12.5		0	96.2	3.8		0	66.7	33.3		0	71.4	28.6		
PHF	.656	.700	.625	.769	.000	.694	.250	.650	.000	.250	.250	.250	.000	.625	.500	.583	.905

Traffic Data Service

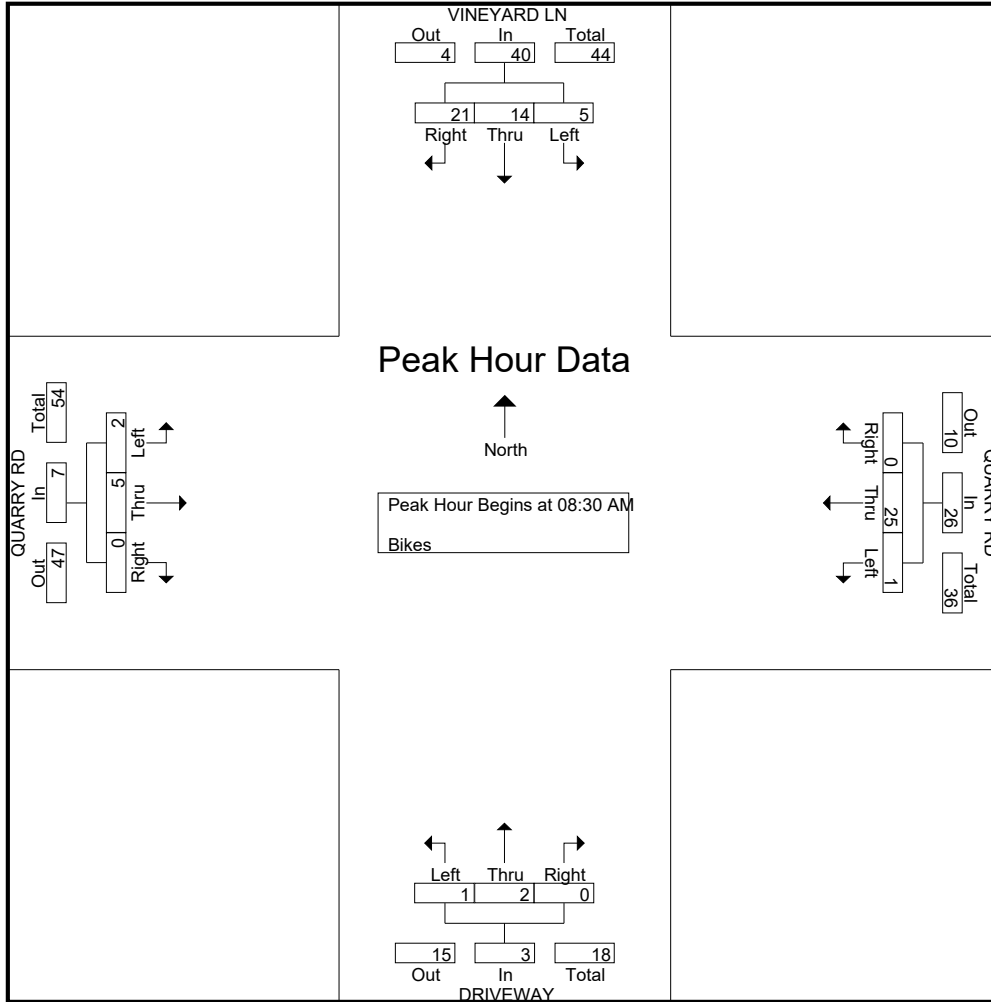
Campbell, CA
 (408) 377-2988
tdsbay@cs.com

File Name : 3AM FINAL

Site Code : 00000003

Start Date : 11/5/2015

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Traffic Data Service

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 (408) 377-2988
 tdsbay@cs.com

File Name : 3PM FINAL
 Site Code : 00000003
 Start Date : 11/5/2015
 Page No : 1

Groups Printed- Vehicles

Start Time	VINEYARD LN Southbound					QUARRY RD Westbound					DRIVEWAY Northbound					QUARRY RD Eastbound					Int. Total
	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	
04:00 PM	10	1	43	13	67	27	54	8	13	102	26	5	2	29	62	1	137	22	12	172	403
04:15 PM	9	1	51	19	80	24	76	6	12	118	21	13	2	35	71	0	158	21	18	197	466
04:30 PM	23	2	44	15	84	34	80	4	15	133	25	6	2	29	62	1	176	16	12	205	484
04:45 PM	10	3	41	16	70	31	77	8	10	126	18	7	0	20	45	2	140	8	10	160	401
Total	52	7	179	63	301	116	287	26	50	479	90	31	6	113	240	4	611	67	52	734	1754
05:00 PM	6	1	40	15	62	32	57	7	14	110	23	16	1	27	67	0	168	18	10	196	435
05:15 PM	6	0	41	11	58	21	54	8	14	97	21	14	4	26	65	2	138	18	9	167	387
05:30 PM	15	0	34	13	62	23	81	3	12	119	20	9	2	22	53	1	137	25	7	170	404
05:45 PM	14	4	23	19	60	53	79	8	9	149	19	10	1	24	54	0	102	13	5	120	383
Total	41	5	138	58	242	129	271	26	49	475	83	49	8	99	239	3	545	74	31	653	1609
06:00 PM	15	2	39	3	59	40	75	3	3	121	18	7	3	11	39	1	102	24	9	136	355
06:15 PM	11	1	35	6	53	40	103	3	0	146	7	4	0	22	33	0	92	19	2	113	345
06:30 PM	16	0	22	3	41	42	96	8	1	147	11	3	0	8	22	0	108	18	4	130	340
06:45 PM	15	3	29	1	48	26	72	2	1	101	5	0	1	10	16	1	82	15	1	99	264
Total	57	6	125	13	201	148	346	16	5	515	41	14	4	51	110	2	384	76	16	478	1304
Grand Total	150	18	442	134	744	393	904	68	104	1469	214	94	18	263	589	9	1540	217	99	1865	4667
Apprch %	20.2	2.4	59.4	18		26.8	61.5	4.6	7.1		36.3	16	3.1	44.7		0.5	82.6	11.6	5.3		
Total %	3.2	0.4	9.5	2.9	15.9	8.4	19.4	1.5	2.2	31.5	4.6	2	0.4	5.6	12.6	0.2	33	4.6	2.1	40	

Start Time	VINEYARD LN Southbound				QUARRY RD Westbound				DRIVEWAY Northbound				QUARRY RD Eastbound				Int. Total
	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	
Peak Hour Analysis From 04:00 PM to 06:45 PM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 04:15 PM																	
04:15 PM	9	1	51	61	24	76	6	106	21	13	2	36	0	158	21	179	382
04:30 PM	23	2	44	69	34	80	4	118	25	6	2	33	1	176	16	413	
04:45 PM	10	3	41	54	31	77	8	116	18	7	0	25	2	140	8	345	
05:00 PM	6	1	40	47	32	57	7	96	23	16	1	40	0	168	18	369	
Total Volume	48	7	176	231	121	290	25	436	87	42	5	134	3	642	63	1509	
% App. Total	20.8	3	76.2		27.8	66.5	5.7		64.9	31.3	3.7		0.4	90.7	8.9		
PHF	.522	.583	.863	.837	.890	.906	.781	.924	.870	.656	.625	.838	.375	.912	.750	.917	

Traffic Data Service

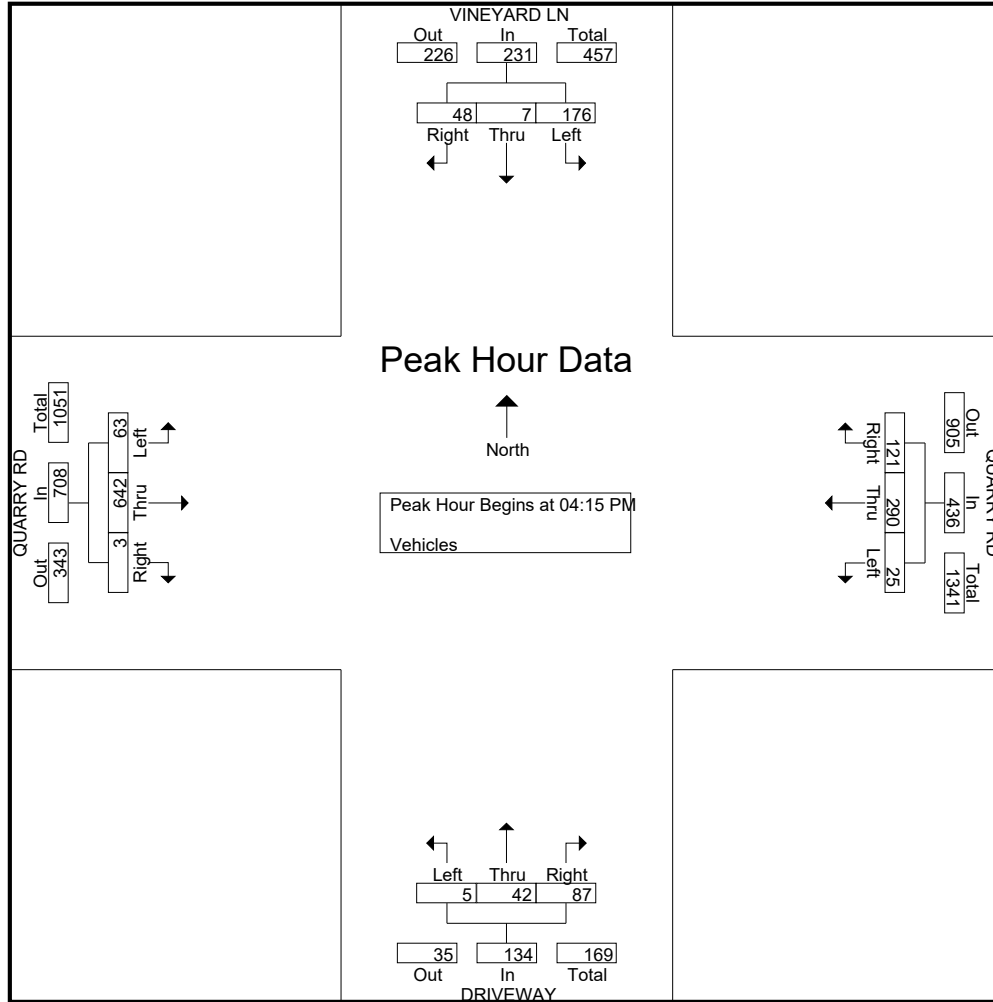
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 (408) 377-2988
 tdsbay@cs.com

File Name : 3PM FINAL

Site Code : 00000003

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(408) 377-2988
tdsbay@cs.com

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Groups Printed- Bikes

Start Time	VINEYARD LN Southbound					QUARRY RD Westbound					DRIVEWAY Northbound					QUARRY RD Eastbound					Int. Total
	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	
04:00 PM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	1	1	0	2	3
04:15 PM	0	1	0	0	1	0	2	0	0	2	0	0	0	0	0	0	5	2	0	7	10
04:30 PM	0	0	1	0	1	1	0	0	0	1	0	4	0	0	4	0	5	5	0	10	16
04:45 PM	0	1	0	0	1	0	1	0	0	1	0	0	0	0	0	0	7	1	0	8	10
Total	0	2	1	0	3	1	4	0	0	5	0	4	0	0	4	0	18	9	0	27	39
05:00 PM	0	1	0	0	1	3	1	0	0	4	1	2	0	0	3	0	6	2	0	8	16
05:15 PM	0	2	0	0	2	0	4	0	0	4	0	0	0	0	0	0	7	2	0	9	15
05:30 PM	2	0	2	0	4	1	2	0	0	3	0	1	0	0	1	0	8	7	0	15	23
05:45 PM	0	0	0	0	0	1	2	0	0	3	0	1	1	0	2	0	7	3	0	10	15
Total	2	3	2	0	7	5	9	0	0	14	1	4	1	0	6	0	28	14	0	42	69
06:00 PM	0	1	0	0	1	1	2	0	0	3	0	3	0	0	3	0	8	2	0	10	17
06:15 PM	0	2	0	0	2	0	2	0	0	2	0	0	0	0	0	0	5	3	0	8	12
06:30 PM	1	1	0	0	2	0	1	0	0	1	0	2	0	0	2	0	6	0	0	6	11
06:45 PM	0	0	0	0	0	0	1	0	0	1	0	3	0	0	3	0	1	2	0	3	7
Total	1	4	0	0	5	1	6	0	0	7	0	8	0	0	8	0	20	7	0	27	47
Grand Total	3	9	3	0	15	7	19	0	0	26	1	16	1	0	18	0	66	30	0	96	155
Apprch %	20	60	20	0		26.9	73.1	0	0		5.6	88.9	5.6	0		0	68.8	31.2	0		
Total %	1.9	5.8	1.9	0	9.7	4.5	12.3	0	0	16.8	0.6	10.3	0.6	0	11.6	0	42.6	19.4	0	61.9	

Start Time	VINEYARD LN Southbound				QUARRY RD Westbound				DRIVEWAY Northbound				QUARRY RD Eastbound				Int. Total
	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	
Peak Hour Analysis From 04:00 PM to 06:45 PM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 05:15 PM																	
05:15 PM	0	2	0	2	0	4	0	4	0	0	0	0	0	7	2	9	15
05:30 PM	2	0	2	4	1	2	0	3	0	1	0	1	0	8	7	15	23
05:45 PM	0	0	0	0	1	2	0	3	0	1	1	2	0	7	3	10	15
06:00 PM	0	1	0	1	1	2	0	3	0	3	0	3	0	8	2	10	17
Total Volume	2	3	2	7	3	10	0	13	0	5	1	6	0	30	14	44	70
% App. Total	28.6	42.9	28.6		23.1	76.9	0		0	83.3	16.7		0	68.2	31.8		
PHF	.250	.375	.250	.438	.750	.625	.000	.813	.000	.417	.250	.500	.000	.938	.500	.733	.761

Traffic Data Service

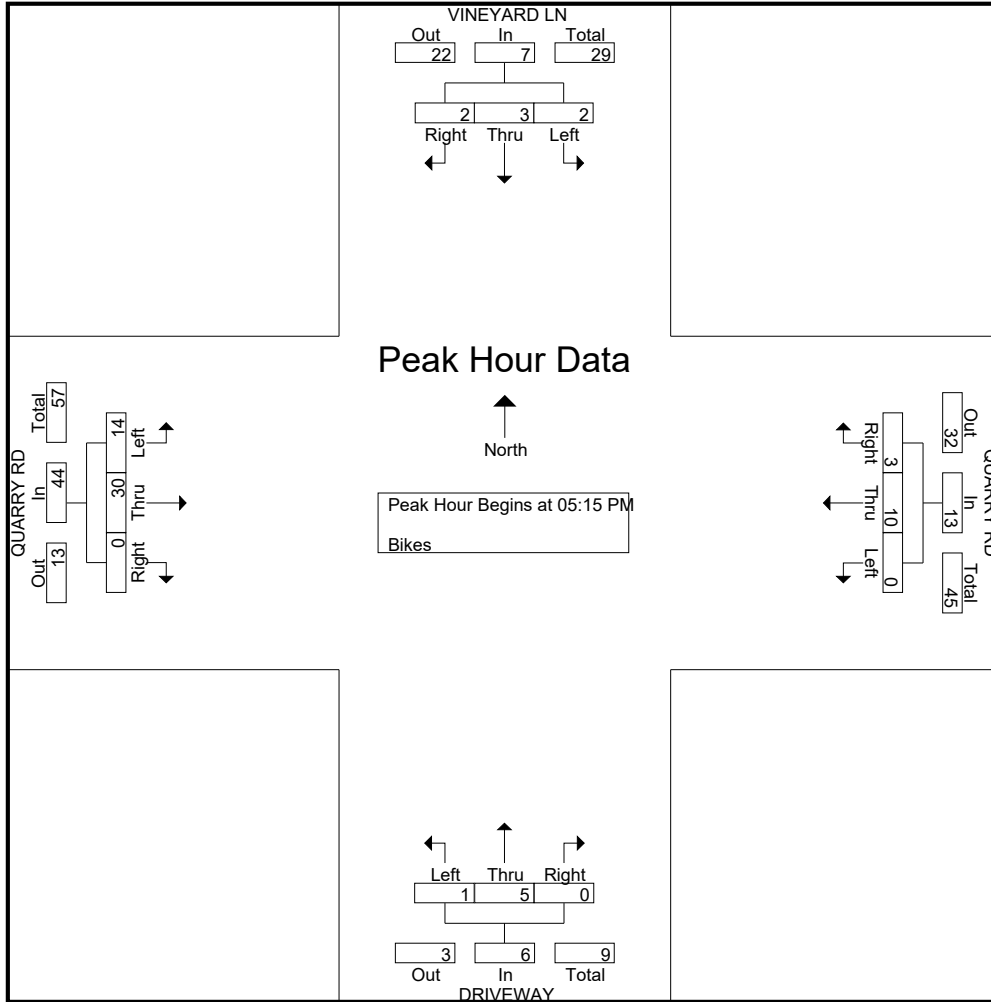
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 (408) 377-2988
 tdsbay@cs.com

File Name : 3PM FINAL

Site Code : 00000003

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(408) 377-2988
tdsbay@cs.com

File Name : 2AM FINAL
Site Code : 00000002
Start Date : 11/5/2015
Page No : 1

Groups Printed- Vehicles

Start Time	WELCH RD Southbound					QUARRY RD Westbound					DRIVEWAY Northbound					QUARRY RD Eastbound					Int. Total
	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	
07:00 AM	4	1	33	23	61	52	34	6	1	93	0	0	0	29	29	1	27	2	16	46	229
07:15 AM	6	2	52	13	73	92	49	3	1	145	6	1	0	17	24	1	33	5	4	43	285
07:30 AM	5	1	68	20	94	86	38	4	0	128	8	1	0	13	22	1	29	7	16	53	297
07:45 AM	7	0	56	14	77	96	37	3	3	139	0	0	1	17	18	0	23	6	9	38	272
Total	22	4	209	70	305	326	158	16	5	505	14	2	1	76	93	3	112	20	45	180	1083
08:00 AM	7	0	47	19	73	89	33	2	0	124	1	2	0	18	21	0	31	8	11	50	268
08:15 AM	8	1	30	14	53	109	38	2	1	150	1	1	2	12	16	0	23	10	14	47	266
08:30 AM	5	0	42	28	75	104	27	4	0	135	0	2	0	14	16	1	30	3	26	60	286
08:45 AM	6	3	41	17	67	122	36	0	0	158	1	0	0	17	18	3	29	2	22	56	299
Total	26	4	160	78	268	424	134	8	1	567	3	5	2	61	71	4	113	23	73	213	1119
09:00 AM	11	0	37	20	68	100	37	2	0	139	0	0	1	12	13	5	24	9	15	53	273
09:15 AM	5	1	42	20	68	86	35	3	0	124	1	2	1	15	19	0	23	11	13	47	258
09:30 AM	8	1	47	13	69	85	38	5	0	128	0	1	1	6	8	0	22	9	13	44	249
09:45 AM	8	2	49	18	77	107	34	3	2	146	0	1	0	14	15	0	24	10	16	50	288
Total	32	4	175	71	282	378	144	13	2	537	1	4	3	47	55	5	93	39	57	194	1068
Grand Total	80	12	544	219	855	1128	436	37	8	1609	18	11	6	184	219	12	318	82	175	587	3270
Apprch %	9.4	1.4	63.6	25.6		70.1	27.1	2.3	0.5		8.2	5	2.7	84		2	54.2	14	29.8		
Total %	2.4	0.4	16.6	6.7	26.1	34.5	13.3	1.1	0.2	49.2	0.6	0.3	0.2	5.6	6.7	0.4	9.7	2.5	5.4	18	

Start Time	WELCH RD Southbound				QUARRY RD Westbound				DRIVEWAY Northbound				QUARRY RD Eastbound				Int. Total
	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	
Peak Hour Analysis From 07:00 AM to 09:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 07:15 AM																	
07:15 AM	6	2	52	60	92	49	3	144	6	1	0	7	1	33	5	39	250
07:30 AM	5	1	68	74	86	38	4	128	8	1	0	9	1	29	7	37	248
07:45 AM	7	0	56	63	96	37	3	136	0	0	1	1	0	23	6	29	229
08:00 AM	7	0	47	54	89	33	2	124	1	2	0	3	0	31	8	39	220
Total Volume	25	3	223	251	363	157	12	532	15	4	1	20	2	116	26	144	947
% App. Total	10	1.2	88.8		68.2	29.5	2.3		75	20	5		1.4	80.6	18.1		
PHF	.893	.375	.820	.848	.945	.801	.750	.924	.469	.500	.250	.556	.500	.879	.813	.923	.947

Traffic Data Service

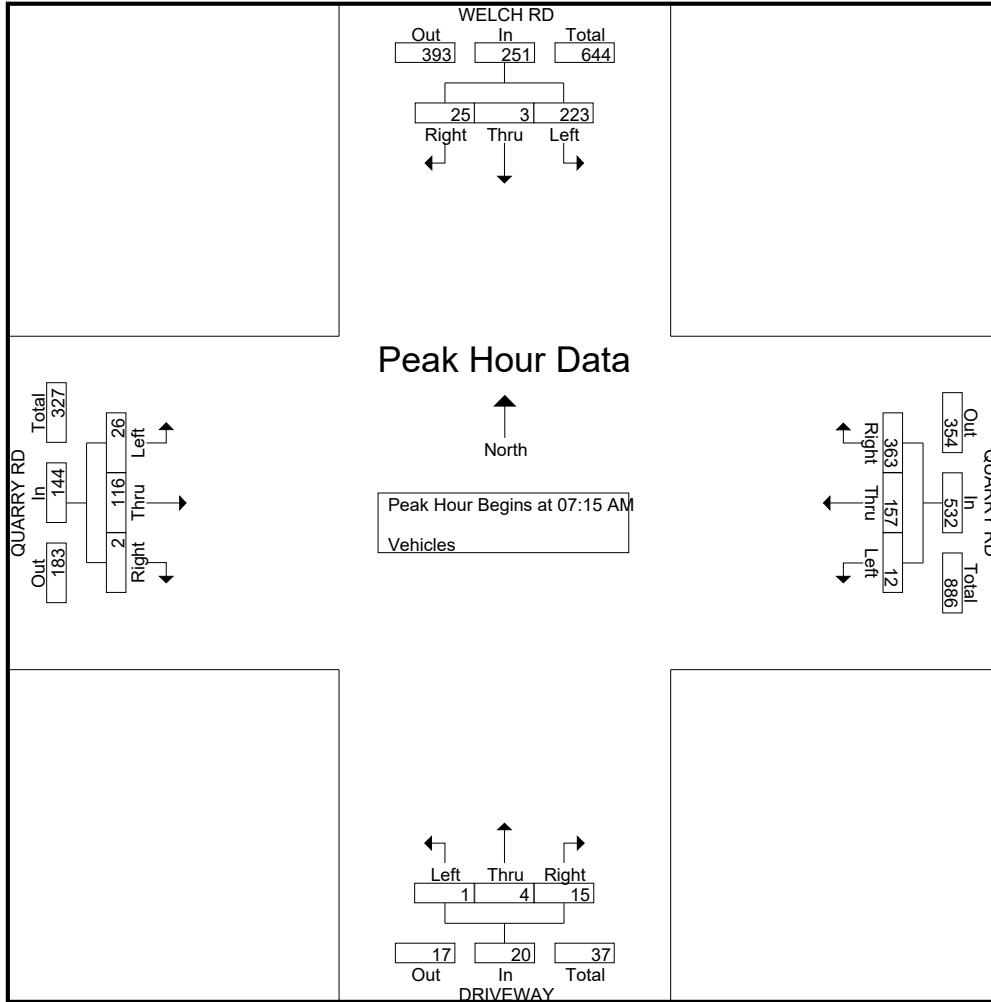
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 (408) 377-2988
tdsbay@cs.com

File Name : 2AM FINAL

Site Code : 00000002

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(408) 377-2988
tdsbay@cs.com

File Name : 2AM FINAL
Site Code : 00000002
Start Date : 11/5/2015
Page No : 1

Groups Printed- Bikes

Start Time	WELCH RD Southbound					QUARRY RD Westbound					DRIVEWAY Northbound					QUARRY RD Eastbound					Int. Total
	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	
07:00 AM	0	0	0	0	0	1	0	0	0	1	0	1	0	0	1	0	0	0	0	0	2
07:15 AM	0	0	0	0	0	4	3	1	0	8	0	2	0	0	2	0	0	1	0	1	11
07:30 AM	1	0	0	0	1	1	2	0	0	3	0	3	0	0	3	0	1	1	0	2	9
07:45 AM	0	0	0	0	0	3	11	1	0	15	0	3	0	0	3	0	0	3	0	3	21
Total	1	0	0	0	1	9	16	2	0	27	0	9	0	0	9	0	1	5	0	6	43
08:00 AM	0	1	0	0	1	2	11	0	0	13	0	2	0	0	2	0	0	0	0	0	16
08:15 AM	1	0	1	0	2	2	4	0	0	6	0	7	0	0	7	1	2	2	0	5	20
08:30 AM	0	0	1	0	1	3	9	0	0	12	0	3	0	0	3	1	0	0	0	1	17
08:45 AM	0	2	0	0	2	1	6	0	0	7	0	1	0	0	1	0	1	0	0	1	11
Total	1	3	2	0	6	8	30	0	0	38	0	13	0	0	13	2	3	2	0	7	64
09:00 AM	1	1	1	0	3	4	8	0	0	12	0	1	0	0	1	0	1	0	0	1	17
09:15 AM	0	0	1	0	1	1	11	0	0	12	0	0	0	0	0	0	0	0	0	0	13
09:30 AM	0	0	0	0	0	1	13	0	0	14	0	2	0	0	2	0	0	0	0	0	16
09:45 AM	0	0	1	0	1	0	9	0	0	9	0	1	0	0	1	0	0	1	0	1	12
Total	1	1	3	0	5	6	41	0	0	47	0	4	0	0	4	0	1	1	0	2	58
Grand Total	3	4	5	0	12	23	87	2	0	112	0	26	0	0	26	2	5	8	0	15	165
Apprch %	25	33.3	41.7	0		20.5	77.7	1.8	0		0	100	0	0		13.3	33.3	53.3	0		
Total %	1.8	2.4	3	0	7.3	13.9	52.7	1.2	0	67.9	0	15.8	0	0	15.8	1.2	3	4.8	0	9.1	

Start Time	WELCH RD Southbound				QUARRY RD Westbound				DRIVEWAY Northbound				QUARRY RD Eastbound				Int. Total
	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	
Peak Hour Analysis From 07:00 AM to 09:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 07:45 AM																	
07:45 AM	0	0	0	0	3	11	1	15	0	3	0	3	0	0	3	3	21
08:00 AM	0	1	0	1	2	11	0	13	0	2	0	2	0	0	0	16	
08:15 AM	1	0	1	2	2	4	0	6	0	7	0	7	1	2	2	20	
08:30 AM	0	0	1	1	3	9	0	12	0	3	0	3	1	0	0	17	
Total Volume	1	1	2	4	10	35	1	46	0	15	0	15	2	2	5	74	
% App. Total	25	25	50		21.7	76.1	2.2		0	100	0		22.2	22.2	55.6		
PHF	.250	.250	.500	.500	.833	.795	.250	.767	.000	.536	.000	.536	.500	.250	.417	.450	.881

Traffic Data Service

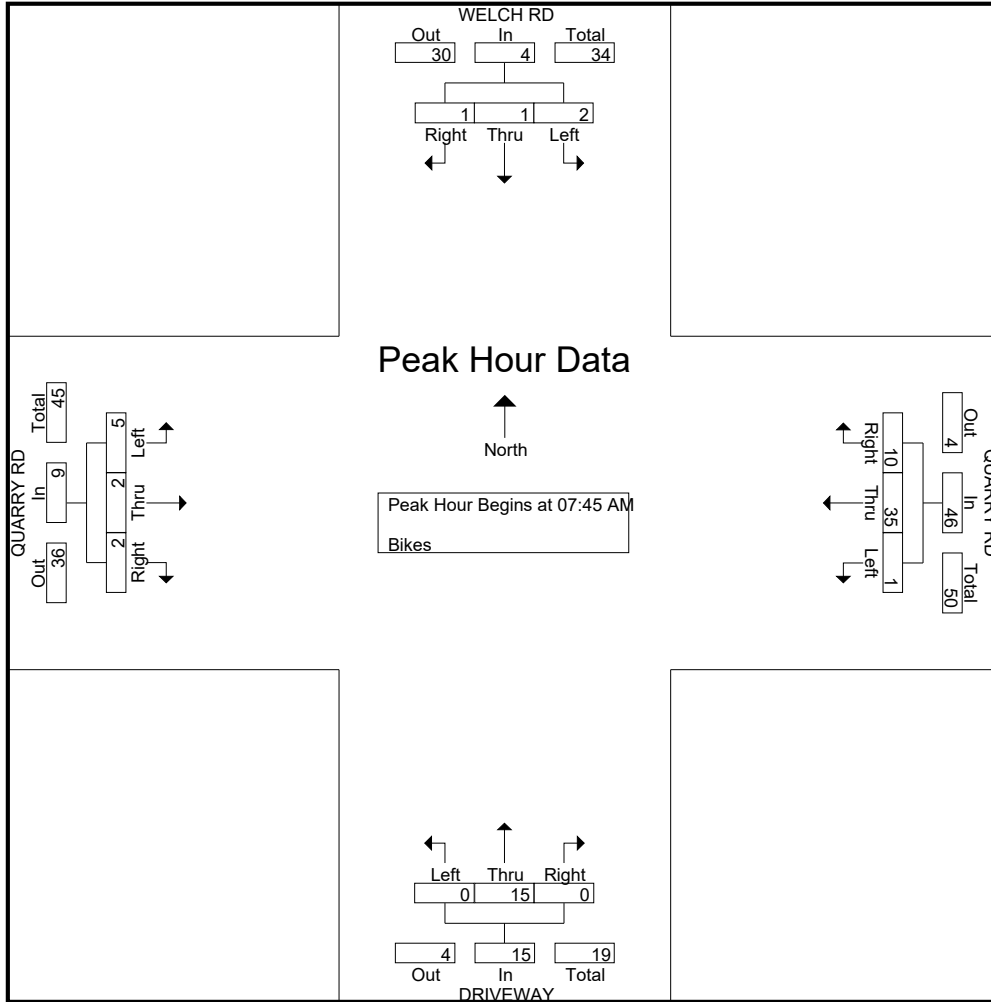
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tdsbay@cs.com

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Site Code : 00000002

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 tdsbay@cs.com

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 Site Code : 00000002
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Groups Printed- Vehicles

Start Time	WELCH RD Southbound					QUARRY RD Westbound					DRIVEWAY Northbound					QUARRY RD Eastbound					Int. Total
	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	
04:00 PM	7	3	101	22	133	33	29	6	2	70	4	3	0	24	31	0	47	8	15	70	304
04:15 PM	19	0	120	25	164	56	33	3	2	94	9	0	1	28	38	0	52	8	21	81	377
04:30 PM	12	0	121	28	161	55	44	9	0	108	5	2	1	26	34	0	64	3	28	95	398
04:45 PM	9	0	101	10	120	47	39	2	5	93	3	3	0	20	26	0	58	8	10	76	315
Total	47	3	443	85	578	191	145	20	9	365	21	8	2	98	129	0	221	27	74	322	1394
05:00 PM	5	2	117	13	137	39	25	2	2	68	4	4	0	29	37	0	54	2	14	70	312
05:15 PM	10	1	101	11	123	35	33	2	4	74	2	1	1	31	35	1	54	2	17	74	306
05:30 PM	8	2	84	13	107	43	49	4	4	100	7	1	4	34	46	1	64	5	22	92	345
05:45 PM	9	1	73	12	95	47	43	2	0	92	5	2	0	22	29	2	37	12	17	68	284
Total	32	6	375	49	462	164	150	10	10	334	18	8	5	116	147	4	209	21	70	304	1247
06:00 PM	8	1	70	5	84	55	37	2	1	95	8	3	0	18	29	1	46	11	7	65	273
06:15 PM	3	0	59	2	64	68	40	6	2	116	5	1	0	16	22	1	50	4	4	59	261
06:30 PM	2	3	62	3	70	55	52	3	0	110	4	1	1	16	22	0	59	2	5	66	268
06:45 PM	10	1	46	5	62	59	39	1	0	99	6	1	0	11	18	0	38	4	3	45	224
Total	23	5	237	15	280	237	168	12	3	420	23	6	1	61	91	2	193	21	19	235	1026
Grand Total	102	14	1055	149	1320	592	463	42	22	1119	62	22	8	275	367	6	623	69	163	861	3667
Apprch %	7.7	1.1	79.9	11.3		52.9	41.4	3.8	2		16.9	6	2.2	74.9		0.7	72.4	8	18.9		
Total %	2.8	0.4	28.8	4.1	36	16.1	12.6	1.1	0.6	30.5	1.7	0.6	0.2	7.5	10	0.2	17	1.9	4.4	23.5	

Start Time	WELCH RD Southbound				QUARRY RD Westbound				DRIVEWAY Northbound				QUARRY RD Eastbound				Int. Total
	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	
Peak Hour Analysis From 04:00 PM to 06:45 PM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 04:15 PM																	
04:15 PM	19	0	120	139	56	33	3	92	9	0	1	10	0	52	8	60	301
04:30 PM	12	0	121	133	55	44	9	108	5	2	1	8	0	64	3	67	316
04:45 PM	9	0	101	110	47	39	2	88	3	3	0	6	0	58	8	66	270
05:00 PM	5	2	117	124	39	25	2	66	4	4	0	8	0	54	2	56	254
Total Volume	45	2	459	506	197	141	16	354	21	9	2	32	0	228	21	249	1141
% App. Total	8.9	0.4	90.7		55.6	39.8	4.5		65.6	28.1	6.2		0	91.6	8.4		
PHF	.592	.250	.948	.910	.879	.801	.444	.819	.583	.563	.500	.800	.000	.891	.656	.929	.903

Traffic Data Service

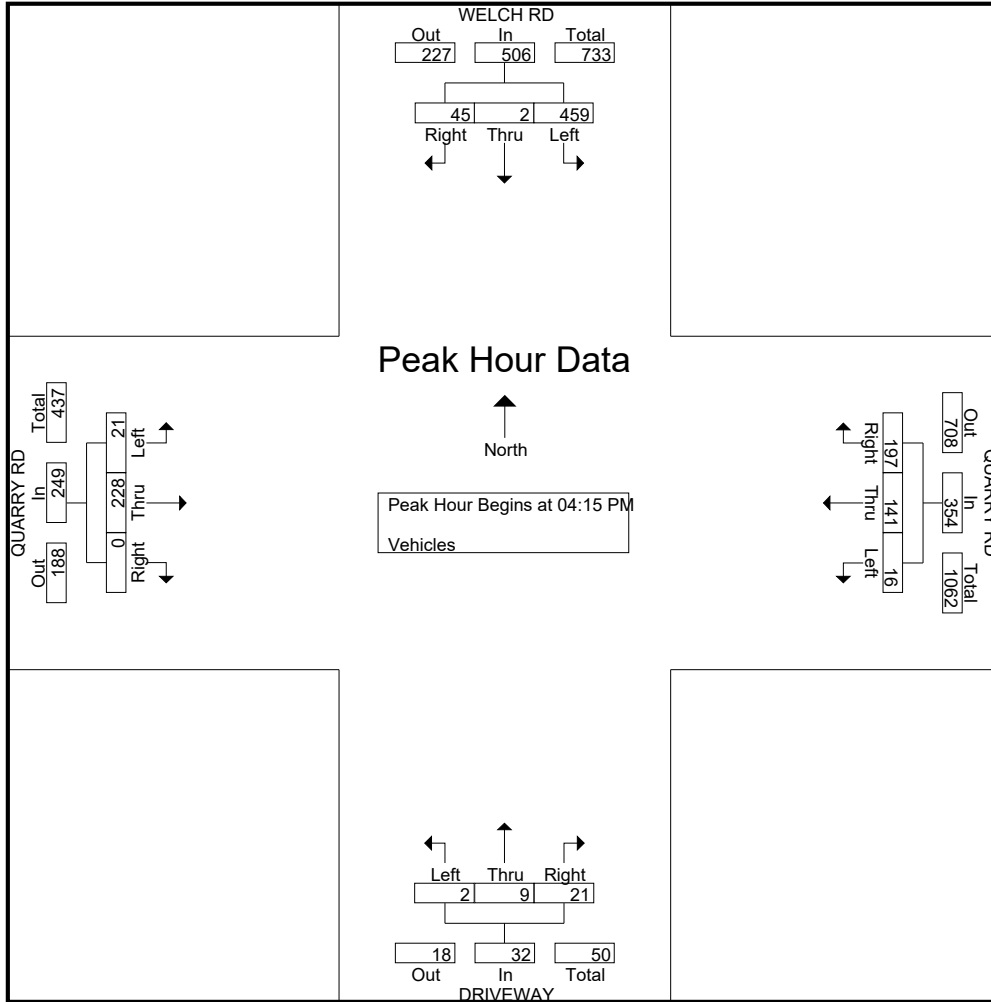
Campbell, CA
 (408) 377-2988
tdsbay@cs.com

File Name : 2PM FINAL

Site Code : 00000002

Start Date : 11/5/2015

Page No : 2



Traffic Data Service

Campbell, CA
(408) 377-2988
tdsbay@cs.com

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Site Code : 00000002
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Groups Printed- Bikes

Start Time	WELCH RD Southbound					QUARRY RD Westbound					DRIVEWAY Northbound					QUARRY RD Eastbound					Int. Total
	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	
04:00 PM	0	1	2	0	3	0	1	0	0	1	0	0	0	0	0	1	1	1	0	3	7
04:15 PM	1	0	0	0	1	0	2	0	0	2	1	0	0	0	1	1	6	0	0	7	11
04:30 PM	1	1	6	0	8	0	0	0	0	0	0	0	0	0	0	1	7	1	0	9	17
04:45 PM	0	2	4	0	6	0	1	0	0	1	0	0	0	0	0	0	6	0	0	6	13
Total	2	4	12	0	18	0	4	0	0	4	1	0	0	0	1	3	20	2	0	25	48
05:00 PM	1	6	0	0	7	0	1	0	0	1	0	0	0	0	0	0	11	0	0	11	19
05:15 PM	1	2	1	0	4	1	3	0	0	4	1	0	0	0	1	0	9	1	0	10	19
05:30 PM	2	1	2	0	5	0	2	0	0	2	0	0	0	0	0	0	11	1	0	12	19
05:45 PM	1	1	5	0	7	1	2	0	0	3	1	0	0	0	1	0	6	1	0	7	18
Total	5	10	8	0	23	2	8	0	0	10	2	0	0	0	2	0	37	3	0	40	75
06:00 PM	0	0	2	0	2	1	1	0	0	2	0	0	0	0	0	1	11	1	0	13	17
06:15 PM	1	1	0	0	2	0	2	0	0	2	1	0	0	0	1	0	7	0	0	7	12
06:30 PM	0	4	2	0	6	0	2	0	0	2	1	0	0	0	1	1	3	0	0	4	13
06:45 PM	1	0	0	0	1	0	1	0	0	1	0	0	0	0	0	0	4	0	0	4	6
Total	2	5	4	0	11	1	6	0	0	7	2	0	0	0	2	2	25	1	0	28	48
Grand Total	9	19	24	0	52	3	18	0	0	21	5	0	0	0	5	5	82	6	0	93	171
Apprch %	17.3	36.5	46.2	0		14.3	85.7	0	0		100	0	0	0		5.4	88.2	6.5	0		
Total %	5.3	11.1	14	0	30.4	1.8	10.5	0	0	12.3	2.9	0	0	0	2.9	2.9	48	3.5	0	54.4	

Start Time	WELCH RD Southbound				QUARRY RD Westbound				DRIVEWAY Northbound				QUARRY RD Eastbound				Int. Total
	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	Right	Thru	Left	App. Total	
Peak Hour Analysis From 04:00 PM to 06:45 PM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 05:00 PM																	
05:00 PM	1	6	0	7	0	1	0	1	0	0	0	0	0	11	0	11	19
05:15 PM	1	2	1	4	1	3	0	4	1	0	0	1	0	9	1	10	19
05:30 PM	2	1	2	5	0	2	0	2	0	0	0	0	0	11	1	12	19
05:45 PM	1	1	5	7	1	2	0	3	1	0	0	1	0	6	1	7	18
Total Volume	5	10	8	23	2	8	0	10	2	0	0	2	0	37	3	40	75
% App. Total	21.7	43.5	34.8		20	80	0		100	0	0		0	92.5	7.5		
PHF	.625	.417	.400	.821	.500	.667	.000	.625	.500	.000	.000	.500	.000	.841	.750	.833	.987

Traffic Data Service

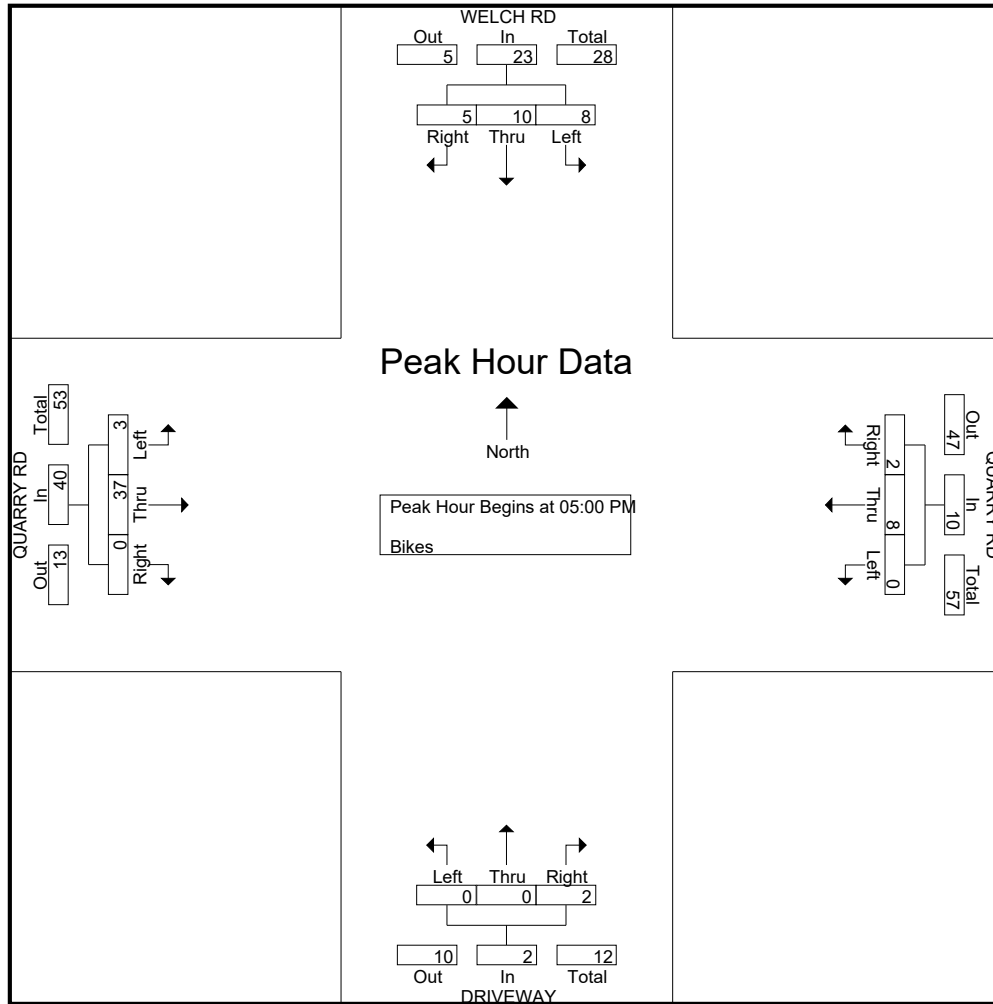
Campbell, CA
 (408) 377-2988
 tdsbay@cs.com

File Name : 2PM FINAL

Site Code : 00000002

Start Date : 11/5/2015

Page No : 2



**APPENDIX B:
LOS CALCULATION WORKSHEETS**

Existing Conditions

Existing Plus Project Conditions

























Existing Conditions



HCM 2010 Signalized Intersection Summary
1: Quarry Road & Arboretum Rd

Existing AM
03/17/2017

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	87	381	29	312	311	61	39	223	315	15	291	44
Future Volume (veh/h)	87	381	29	312	311	61	39	223	315	15	291	44
Number	7	4	14	3	8	18	5	2	12	1	6	16
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		0.93	1.00		0.97	1.00		0.91	1.00		0.94
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Adj Sat Flow, veh/h/ln	1863	1863	1900	1863	1863	1900	1863	1863	1863	1863	1863	1900
Adj Flow Rate, veh/h	91	397	27	325	324	56	41	232	88	16	303	39
Adj No. of Lanes	1	2	0	1	2	0	1	2	1	1	2	0
Peak Hour Factor	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96	0.96
Percent Heavy Veh, %	2	2	2	2	2	2	2	2	2	2	2	2
Cap, veh/h	119	835	56	372	1178	201	58	1205	492	31	1019	130
Arrive On Green	0.07	0.25	0.25	0.21	0.39	0.39	0.03	0.34	0.34	0.02	0.33	0.33
Sat Flow, veh/h	1774	3347	226	1774	3007	513	1774	3539	1446	1774	3133	398
Grp Volume(v), veh/h	91	209	215	325	189	191	41	232	88	16	169	173
Grp Sat Flow(s),veh/h/ln	1774	1770	1804	1774	1770	1751	1774	1770	1446	1774	1770	1761
Q Serve(g_s), s	5.5	11.0	11.1	19.4	7.9	8.1	2.5	5.1	4.7	1.0	7.8	8.0
Cycle Q Clear(g_c), s	5.5	11.0	11.1	19.4	7.9	8.1	2.5	5.1	4.7	1.0	7.8	8.0
Prop In Lane	1.00		0.13	1.00		0.29	1.00		1.00	1.00		0.23
Lane Grp Cap(c), veh/h	119	441	450	372	693	686	58	1205	492	31	576	573
V/C Ratio(X)	0.76	0.47	0.48	0.87	0.27	0.28	0.71	0.19	0.18	0.51	0.29	0.30
Avail Cap(c_a), veh/h	487	648	661	650	693	686	536	1458	596	536	729	726
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Uniform Delay (d), s/veh	50.1	34.9	34.9	41.8	22.6	22.7	52.3	25.4	25.3	53.2	27.5	27.6
Incr Delay (d2), s/veh	13.3	1.1	1.1	9.0	0.3	0.3	20.3	0.1	0.2	17.3	0.4	0.4
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	3.1	5.5	5.6	10.4	3.9	4.0	1.6	2.5	1.9	0.6	3.9	3.9
LnGrp Delay(d),s/veh	63.4	36.0	36.1	50.8	22.9	23.0	72.6	25.5	25.5	70.5	27.9	28.0
LnGrp LOS	E	D	D	D	C	C	E	C	C	E	C	C
Approach Vol, veh/h		515			705			361			358	
Approach Delay, s/veh		40.9			35.8			30.9			29.8	
Approach LOS		D			D			C			C	
Timer	1	2	3	4	5	6	7	8				
Assigned Phs	1	2	3	4	5	6	7	8				
Phs Duration (G+Y+Rc), s	6.9	42.2	27.9	32.2	8.6	40.5	12.3	47.8				
Change Period (Y+Rc), s	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0				
Max Green Setting (Gmax), s	33.0	45.0	40.0	40.0	33.0	45.0	30.0	40.0				
Max Q Clear Time (g_c+I1), s	3.0	7.1	21.4	13.1	4.5	10.0	7.5	10.1				
Green Ext Time (p_c), s	0.0	6.3	1.5	5.0	0.1	6.2	0.3	7.8				
Intersection Summary												
HCM 2010 Ctrl Delay			35.1									
HCM 2010 LOS			D									

Queues
1: Quarry Road & Arboretum Rd

Existing AM
03/20/2017






















Lane Group	EBL	EBT	WBL	WBT	NBL	NBT	NBR	SBL	SBT
Lane Group Flow (vph)	91	427	325	388	41	232	328	16	349
v/c Ratio	0.42	0.51	0.70	0.30	0.25	0.22	0.51	0.12	0.42
Control Delay	61.8	41.3	51.4	25.5	63.2	32.8	7.1	64.7	38.9
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	61.8	41.3	51.4	25.5	63.2	32.8	7.1	64.7	38.9
Queue Length 50th (ft)	75	159	264	112	34	68	0	13	124
Queue Length 95th (ft)	141	240	391	169	78	127	80	41	191
Internal Link Dist (ft)		415		851		564			418
Turn Bay Length (ft)	190		190		130		100	180	
Base Capacity (vph)	557	1465	743	1886	613	1703	840	613	1624
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.16	0.29	0.44	0.21	0.07	0.14	0.39	0.03	0.21

Intersection Summary

HCM 2010 Signalized Intersection Summary
2: Quarry Road & Vineyard Ln

Existing AM
03/17/2017

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	259	50	70	3	3	9	40	309	5	61	480	49
Future Volume (veh/h)	259	50	70	3	3	9	40	309	5	61	480	49
Number	7	4	14	3	8	18	5	2	12	1	6	16
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	0.96		0.94	0.97		0.95	1.00		0.90	1.00		0.90
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Adj Sat Flow, veh/h/ln	1863	1863	1900	1900	1863	1900	1863	1863	1900	1863	1863	1900
Adj Flow Rate, veh/h	278	54	34	3	3	4	43	332	4	66	516	44
Adj No. of Lanes	1	1	0	0	1	0	1	2	0	1	2	0
Peak Hour Factor	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93	0.93
Percent Heavy Veh, %	2	2	2	2	2	2	2	2	2	2	2	2
Cap, veh/h	594	370	233	201	201	220	74	1389	17	95	1309	111
Arrive On Green	0.36	0.36	0.36	0.36	0.36	0.36	0.04	0.39	0.39	0.05	0.40	0.40
Sat Flow, veh/h	1350	1040	655	361	565	617	1774	3576	43	1774	3269	277
Grp Volume(v), veh/h	278	0	88	10	0	0	43	164	172	66	278	282
Grp Sat Flow(s),veh/h/ln	1350	0	1695	1543	0	0	1774	1770	1850	1774	1770	1776
Q Serve(g_s), s	10.4	0.0	2.3	0.0	0.0	0.0	1.5	4.0	4.0	2.4	7.2	7.3
Cycle Q Clear(g_c), s	10.7	0.0	2.3	0.2	0.0	0.0	1.5	4.0	4.0	2.4	7.2	7.3
Prop In Lane	1.00		0.39	0.30		0.40	1.00		0.02	1.00		0.16
Lane Grp Cap(c), veh/h	594	0	604	622	0	0	74	687	719	95	709	712
V/C Ratio(X)	0.47	0.00	0.15	0.02	0.00	0.00	0.58	0.24	0.24	0.69	0.39	0.40
Avail Cap(c_a), veh/h	741	0	789	787	0	0	605	1372	1434	605	1372	1378
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	0.00	1.00	1.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Uniform Delay (d), s/veh	16.8	0.0	14.1	13.4	0.0	0.0	30.3	13.3	13.3	30.0	13.7	13.8
Incr Delay (d2), s/veh	0.6	0.0	0.1	0.0	0.0	0.0	9.9	0.3	0.2	12.0	0.5	0.5
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	4.1	0.0	1.1	0.1	0.0	0.0	1.0	2.0	2.1	1.5	3.6	3.6
LnGrp Delay(d),s/veh	17.4	0.0	14.2	13.5	0.0	0.0	40.3	13.5	13.5	42.0	14.2	14.3
LnGrp LOS	B		B	B			D	B	B	D	B	B
Approach Vol, veh/h		366			10			379			626	
Approach Delay, s/veh		16.6			13.5			16.6			17.2	
Approach LOS		B			B			B			B	
Timer	1	2	3	4	5	6	7	8				
Assigned Phs	1	2		4	5	6		8				
Phs Duration (G+Y+Rc), s	7.5	30.0		27.0	6.7	30.8		27.0				
Change Period (Y+Rc), s	4.0	5.0		4.0	4.0	5.0		4.0				
Max Green Setting (Gmax), s	22.0	50.0		30.0	22.0	50.0		30.0				
Max Q Clear Time (g_c+I1), s	4.4	6.0		12.7	3.5	9.3		2.2				
Green Ext Time (p_c), s	0.2	9.4		1.3	0.1	9.3		1.5				
Intersection Summary												
HCM 2010 Ctrl Delay			16.8									
HCM 2010 LOS			B									
Notes												

User approved pedestrian interval to be less than phase max green.

Queues
2: Quarry Road & Vineyard Ln

Existing AM
03/20/2017






















Lane Group	EBL	EBT	WBT	NBL	NBT	SBL	SBT
Lane Group Flow (vph)	278	129	16	43	337	66	569
v/c Ratio	0.56	0.21	0.03	0.15	0.29	0.21	0.49
Control Delay	21.8	10.3	10.8	30.5	17.8	29.5	18.5
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	21.8	10.3	10.8	30.5	17.8	29.5	18.5
Queue Length 50th (ft)	82	17	1	14	46	21	81
Queue Length 95th (ft)	194	62	15	51	101	69	165
Internal Link Dist (ft)		491	221		376		564
Turn Bay Length (ft)	115			175		140	
Base Capacity (vph)	859	1037	1013	814	2907	814	2847
Starvation Cap Reductn	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0
Reduced v/c Ratio	0.32	0.12	0.02	0.05	0.12	0.08	0.20

Intersection Summary

HCM 2010 Signalized Intersection Summary
 3: Quarry Road & Welch Road/Pkg. Dwy

Existing AM
 03/17/2017

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	223	3	25	1	5	15	26	116	2	12	157	363
Future Volume (veh/h)	223	3	25	1	5	15	26	116	2	12	157	363
Number	7	4	14	3	8	18	5	2	12	1	6	16
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		0.94	1.00		1.00	1.00		0.89	1.00		0.85
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Adj Sat Flow, veh/h/ln	1900	1863	1900	1900	1863	1900	1863	1863	1900	1863	1863	1863
Adj Flow Rate, veh/h	235	3	23	1	5	0	27	122	1	13	165	200
Adj No. of Lanes	0	1	0	0	1	0	1	2	0	1	1	1
Peak Hour Factor	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Percent Heavy Veh, %	2	2	2	2	2	2	2	2	2	2	2	2
Cap, veh/h	421	5	41	2	10	0	43	1339	11	23	657	900
Arrive On Green	0.27	0.27	0.27	0.01	0.01	0.00	0.02	0.37	0.37	0.01	0.35	0.35
Sat Flow, veh/h	1572	20	154	308	1539	0	1774	3593	29	1774	1863	1348
Grp Volume(v), veh/h	261	0	0	6	0	0	27	60	63	13	165	200
Grp Sat Flow(s),veh/h/ln	1746	0	0	1847	0	0	1774	1770	1853	1774	1863	1348
Q Serve(g_s), s	7.6	0.0	0.0	0.2	0.0	0.0	0.9	1.3	1.3	0.4	3.7	3.9
Cycle Q Clear(g_c), s	7.6	0.0	0.0	0.2	0.0	0.0	0.9	1.3	1.3	0.4	3.7	3.9
Prop In Lane	0.90		0.09	0.17		0.00	1.00		0.02	1.00		1.00
Lane Grp Cap(c), veh/h	468	0	0	12	0	0	43	659	690	23	657	900
V/C Ratio(X)	0.56	0.00	0.00	0.51	0.00	0.00	0.63	0.09	0.09	0.56	0.25	0.22
Avail Cap(c_a), veh/h	1039	0	0	628	0	0	437	903	946	453	1077	1204
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	0.00	0.00	1.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Uniform Delay (d), s/veh	18.5	0.0	0.0	29.1	0.0	0.0	28.4	12.0	12.0	28.9	13.5	5.0
Incr Delay (d2), s/veh	0.4	0.0	0.0	12.2	0.0	0.0	5.5	0.1	0.1	7.7	0.2	0.1
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	3.7	0.0	0.0	0.1	0.0	0.0	0.5	0.6	0.7	0.3	1.9	2.5
LnGrp Delay(d),s/veh	18.9	0.0	0.0	41.3	0.0	0.0	33.9	12.0	12.0	36.6	13.7	5.1
LnGrp LOS	B			D			C	B	B	D	B	A
Approach Vol, veh/h		261			6			150			378	
Approach Delay, s/veh		18.9			41.3			16.0			9.9	
Approach LOS		B			D			B			A	
Timer	1	2	3	4	5	6	7	8				
Assigned Phs	1	2		4	5	6		8				
Phs Duration (G+Y+Rc), s	4.8	27.9		20.8	5.9	26.7		5.4				
Change Period (Y+Rc), s	4.0	* 6		5.0	4.5	6.0		5.0				
Max Green Setting (Gmax), s	15.0	* 30		35.0	14.5	34.0		20.0				
Max Q Clear Time (g_c+I1), s	2.4	3.3		9.6	2.9	5.9		2.2				
Green Ext Time (p_c), s	0.0	2.5		1.1	0.0	2.5		0.0				
Intersection Summary												
HCM 2010 Ctrl Delay				14.3								
HCM 2010 LOS				B								
Notes												

* HCM 2010 computational engine requires equal clearance times for the phases crossing the barrier.

Queues
3: Quarry Road & Welch Road/Pkg. Dwy

Existing AM
03/20/2017

























Lane Group	EBT	WBT	NBL	NBT	SBL	SBT	SBR
Lane Group Flow (vph)	264	22	27	124	13	165	382
v/c Ratio	0.32	0.08	0.10	0.10	0.05	0.29	0.33
Control Delay	17.2	21.0	31.2	14.4	32.2	20.1	1.5
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.1
Total Delay	17.2	21.0	31.2	14.4	32.2	20.1	1.6
Queue Length 50th (ft)	32	1	4	7	2	21	0
Queue Length 95th (ft)	191	27	41	45	25	125	25
Internal Link Dist (ft)	575	221		595		376	
Turn Bay Length (ft)			100				
Base Capacity (vph)	1374	934	812	2763	840	1453	1422
Starvation Cap Reductn	0	0	0	0	0	0	304
Spillback Cap Reductn	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0
Reduced v/c Ratio	0.19	0.02	0.03	0.04	0.02	0.11	0.34

Intersection Summary

HCM 2010 Signalized Intersection Summary
1: Quarry Road & Arboretum Rd

Existing PM
03/17/2017

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	92	403	30	169	322	14	57	412	445	68	244	124
Future Volume (veh/h)	92	403	30	169	322	14	57	412	445	68	244	124
Number	7	4	14	3	8	18	5	2	12	1	6	16
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		0.93	1.00		0.95	1.00		0.87	1.00		0.92
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Adj Sat Flow, veh/h/ln	1863	1863	1900	1863	1863	1900	1863	1863	1863	1863	1863	1900
Adj Flow Rate, veh/h	98	429	29	180	343	14	61	438	273	72	260	98
Adj No. of Lanes	1	2	0	1	2	0	1	2	1	1	2	0
Peak Hour Factor	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94	0.94
Percent Heavy Veh, %	2	2	2	2	2	2	2	2	2	2	2	2
Cap, veh/h	127	977	66	219	1188	48	81	1259	491	95	903	327
Arrive On Green	0.07	0.29	0.29	0.12	0.34	0.34	0.05	0.36	0.36	0.05	0.36	0.36
Sat Flow, veh/h	1774	3348	225	1774	3457	141	1774	3539	1381	1774	2482	900
Grp Volume(v), veh/h	98	226	232	180	175	182	61	438	273	72	182	176
Grp Sat Flow(s),veh/h/ln	1774	1770	1803	1774	1770	1828	1774	1770	1381	1774	1770	1612
Q Serve(g_s), s	6.2	11.8	11.9	11.3	8.2	8.3	3.9	10.4	18.1	4.6	8.3	8.9
Cycle Q Clear(g_c), s	6.2	11.8	11.9	11.3	8.2	8.3	3.9	10.4	18.1	4.6	8.3	8.9
Prop In Lane	1.00		0.12	1.00		0.08	1.00		1.00	1.00		0.56
Lane Grp Cap(c), veh/h	127	517	527	219	608	628	81	1259	491	95	644	587
V/C Ratio(X)	0.77	0.44	0.44	0.82	0.29	0.29	0.75	0.35	0.56	0.76	0.28	0.30
Avail Cap(c_a), veh/h	466	620	632	621	620	641	513	1395	544	513	697	635
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Uniform Delay (d), s/veh	52.1	32.8	32.9	48.8	27.3	27.3	53.8	27.0	29.5	53.3	25.8	25.9
Incr Delay (d2), s/veh	13.1	0.8	0.8	10.4	0.4	0.4	17.9	0.2	1.4	15.7	0.3	0.4
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	3.5	5.9	6.1	6.2	4.1	4.3	2.3	5.1	7.1	2.7	4.1	4.0
LnGrp Delay(d),s/veh	65.1	33.6	33.7	59.2	27.7	27.7	71.8	27.3	30.9	69.0	26.1	26.3
LnGrp LOS	E	C	C	E	C	C	E	C	C	E	C	C
Approach Vol, veh/h		556			537			772			430	
Approach Delay, s/veh		39.2			38.2			32.1			33.4	
Approach LOS		D			D			C			C	
Timer	1	2	3	4	5	6	7	8				
Assigned Phs	1	2	3	4	5	6	7	8				
Phs Duration (G+Y+Rc), s	11.1	45.6	19.1	38.3	10.2	46.5	13.2	44.2				
Change Period (Y+Rc), s	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0				
Max Green Setting (Gmax), s	33.0	45.0	40.0	40.0	33.0	45.0	30.0	40.0				
Max Q Clear Time (g_c+I1), s	6.6	20.1	13.3	13.9	5.9	10.9	8.2	10.3				
Green Ext Time (p_c), s	0.3	9.6	0.8	7.5	0.2	10.8	0.4	7.8				
Intersection Summary												
HCM 2010 Ctrl Delay			35.5									
HCM 2010 LOS			D									

Queues
1: Quarry Road & Arboretum Rd

Existing PM
03/20/2017






















Lane Group	EBL	EBT	WBL	WBT	NBL	NBT	NBR	SBL	SBT
Lane Group Flow (vph)	98	461	180	358	61	438	473	72	392
v/c Ratio	0.44	0.57	0.58	0.36	0.34	0.39	0.79	0.37	0.36
Control Delay	59.2	42.4	55.1	34.6	60.1	32.3	26.2	59.9	27.7
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	59.2	42.4	55.1	34.6	60.1	32.3	26.2	59.9	27.7
Queue Length 50th (ft)	68	163	122	113	42	125	129	50	95
Queue Length 95th (ft)	147	254	237	182	103	221	349	117	178
Internal Link Dist (ft)		405		713		570			401
Turn Bay Length (ft)	190		190		130		100	180	
Base Capacity (vph)	542	1426	724	1796	597	1628	741	597	1512
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.18	0.32	0.25	0.20	0.10	0.27	0.64	0.12	0.26

Intersection Summary

HCM 2010 Signalized Intersection Summary
2: Quarry Road & Vineyard Ln

Existing PM
03/17/2017

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	187	7	52	6	31	90	67	637	4	26	287	116
Future Volume (veh/h)	187	7	52	6	31	90	67	637	4	26	287	116
Number	7	4	14	3	8	18	5	2	12	1	6	16
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	0.96		0.94	0.96		0.94	1.00		0.83	1.00		0.90
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Adj Sat Flow, veh/h/ln	1863	1863	1900	1900	1863	1900	1863	1863	1900	1863	1863	1900
Adj Flow Rate, veh/h	205	8	15	7	34	26	74	700	3	29	315	81
Adj No. of Lanes	1	1	0	0	1	0	1	2	0	1	2	0
Peak Hour Factor	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91	0.91
Percent Heavy Veh, %	2	2	2	2	2	2	2	2	2	2	2	2
Cap, veh/h	550	188	352	85	317	218	98	1589	7	55	1136	285
Arrive On Green	0.34	0.34	0.34	0.34	0.34	0.34	0.06	0.44	0.44	0.03	0.42	0.42
Sat Flow, veh/h	1284	557	1044	79	941	647	1774	3610	15	1774	2734	685
Grp Volume(v), veh/h	205	0	23	67	0	0	74	343	360	29	201	195
Grp Sat Flow(s),veh/h/ln	1284	0	1601	1667	0	0	1774	1770	1856	1774	1770	1649
Q Serve(g_s), s	6.0	0.0	0.7	0.0	0.0	0.0	2.8	9.1	9.1	1.1	5.1	5.3
Cycle Q Clear(g_c), s	7.8	0.0	0.7	1.8	0.0	0.0	2.8	9.1	9.1	1.1	5.1	5.3
Prop In Lane	1.00		0.65	0.10		0.39	1.00		0.01	1.00		0.42
Lane Grp Cap(c), veh/h	550	0	540	621	0	0	98	779	817	55	735	685
V/C Ratio(X)	0.37	0.00	0.04	0.11	0.00	0.00	0.75	0.44	0.44	0.53	0.27	0.28
Avail Cap(c_a), veh/h	686	0	709	794	0	0	576	1307	1371	576	1307	1218
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	0.00	1.00	1.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Uniform Delay (d), s/veh	17.3	0.0	15.1	15.5	0.0	0.0	31.5	13.2	13.2	32.3	13.0	13.1
Incr Delay (d2), s/veh	0.4	0.0	0.0	0.1	0.0	0.0	15.0	0.6	0.5	10.7	0.3	0.3
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	3.0	0.0	0.3	0.9	0.0	0.0	1.8	4.5	4.7	0.7	2.5	2.4
LnGrp Delay(d),s/veh	17.7	0.0	15.1	15.6	0.0	0.0	46.5	13.7	13.7	43.0	13.3	13.4
LnGrp LOS	B		B	B			D	B	B	D	B	B
Approach Vol, veh/h		228			67			777			425	
Approach Delay, s/veh		17.5			15.6			16.8			15.4	
Approach LOS		B			B			B			B	
Timer	1	2	3	4	5	6	7	8				
Assigned Phs	1	2		4	5	6		8				
Phs Duration (G+Y+Rc), s	6.1	34.8		26.8	7.8	33.1		26.8				
Change Period (Y+Rc), s	4.0	5.0		4.0	4.0	5.0		4.0				
Max Green Setting (Gmax), s	22.0	50.0		30.0	22.0	50.0		30.0				
Max Q Clear Time (g_c+I1), s	3.1	11.1		9.8	4.8	7.3		3.8				
Green Ext Time (p_c), s	0.1	12.3		1.1	0.2	12.6		1.2				
Intersection Summary												
HCM 2010 Ctrl Delay			16.5									
HCM 2010 LOS			B									
Notes												

User approved pedestrian interval to be less than phase max green.

Queues
2: Quarry Road & Vineyard Ln

Existing PM
03/20/2017






















Lane Group	EBL	EBT	WBT	NBL	NBT	SBL	SBT
Lane Group Flow (vph)	205	65	140	74	704	29	442
v/c Ratio	0.47	0.11	0.23	0.24	0.48	0.11	0.37
Control Delay	22.4	7.2	8.3	31.3	16.1	33.4	15.6
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	22.4	7.2	8.3	31.3	16.1	33.4	15.6
Queue Length 50th (ft)	53	2	9	22	71	9	55
Queue Length 95th (ft)	150	28	53	77	206	40	119
Internal Link Dist (ft)		502	230		367		570
Turn Bay Length (ft)	115			175		140	
Base Capacity (vph)	742	929	983	769	2858	769	2640
Starvation Cap Reductn	0	0	0	0	45	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0
Reduced v/c Ratio	0.28	0.07	0.14	0.10	0.25	0.04	0.17

Intersection Summary

HCM 2010 Signalized Intersection Summary
3: Quarry Road & Welch Road/Pkg. Dway

Existing PM
03/17/2017

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	459	2	45	2	9	21	21	228	2	16	141	197
Future Volume (veh/h)	459	2	45	2	9	21	21	228	2	16	141	197
Number	7	4	14	3	8	18	5	2	12	1	6	16
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		0.92	1.00		1.00	1.00		0.80	1.00		0.86
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Adj Sat Flow, veh/h/ln	1900	1863	1900	1900	1863	1900	1863	1863	1900	1863	1863	1863
Adj Flow Rate, veh/h	510	2	48	2	10	0	23	253	1	18	157	139
Adj No. of Lanes	0	1	0	0	1	0	1	2	0	1	1	1
Peak Hour Factor	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90
Percent Heavy Veh, %	2	2	2	2	2	2	2	2	2	2	2	2
Cap, veh/h	588	2	55	4	18	0	36	1210	5	30	605	1029
Arrive On Green	0.37	0.37	0.37	0.01	0.01	0.00	0.02	0.34	0.34	0.02	0.32	0.32
Sat Flow, veh/h	1586	6	149	308	1539	0	1774	3611	14	1774	1863	1364
Grp Volume(v), veh/h	560	0	0	12	0	0	23	124	130	18	157	139
Grp Sat Flow(s),veh/h/ln	1741	0	0	1847	0	0	1774	1770	1856	1774	1863	1364
Q Serve(g_s), s	22.4	0.0	0.0	0.5	0.0	0.0	1.0	3.8	3.8	0.8	4.7	2.6
Cycle Q Clear(g_c), s	22.4	0.0	0.0	0.5	0.0	0.0	1.0	3.8	3.8	0.8	4.7	2.6
Prop In Lane	0.91		0.09	0.17		0.00	1.00		0.01	1.00		1.00
Lane Grp Cap(c), veh/h	645	0	0	22	0	0	36	593	622	30	605	1029
V/C Ratio(X)	0.87	0.00	0.00	0.55	0.00	0.00	0.64	0.21	0.21	0.61	0.26	0.14
Avail Cap(c_a), veh/h	811	0	0	491	0	0	342	706	741	354	842	1203
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	0.00	0.00	1.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Uniform Delay (d), s/veh	22.0	0.0	0.0	37.0	0.0	0.0	36.6	17.9	17.9	36.7	18.7	3.9
Incr Delay (d2), s/veh	7.1	0.0	0.0	7.8	0.0	0.0	6.8	0.2	0.2	7.3	0.2	0.1
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	12.0	0.0	0.0	0.3	0.0	0.0	0.5	1.9	1.9	0.4	2.4	2.2
LnGrp Delay(d),s/veh	29.0	0.0	0.0	44.8	0.0	0.0	43.3	18.0	18.0	44.0	18.9	3.9
LnGrp LOS	C			D			D	B	B	D	B	A
Approach Vol, veh/h		560			12			277			314	
Approach Delay, s/veh		29.0			44.8			20.1			13.7	
Approach LOS		C			D			C			B	
Timer	1	2	3	4	5	6	7	8				
Assigned Phs	1	2		4	5	6		8				
Phs Duration (G+Y+Rc), s	5.3	31.2		32.9	6.0	30.4		5.9				
Change Period (Y+Rc), s	4.0	* 6		5.0	4.5	6.0		5.0				
Max Green Setting (Gmax), s	15.0	* 30		35.0	14.5	34.0		20.0				
Max Q Clear Time (g_c+I1), s	2.8	5.8		24.4	3.0	6.7		2.5				
Green Ext Time (p_c), s	0.0	2.9		2.1	0.0	2.9		0.0				
Intersection Summary												
HCM 2010 Ctrl Delay				22.9								
HCM 2010 LOS				C								
Notes												

* HCM 2010 computational engine requires equal clearance times for the phases crossing the barrier.

Queues
3: Quarry Road & Welch Road/Pkg. Dway

Existing PM
03/20/2017



Lane Group	EBT	WBT	NBL	NBT	SBL	SBT	SBR
Lane Group Flow (vph)	562	35	23	255	18	157	219
v/c Ratio	0.63	0.24	0.18	0.32	0.15	0.41	0.19
Control Delay	23.7	26.7	43.1	25.1	43.3	29.4	1.1
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	23.7	26.7	43.1	25.1	43.3	29.4	1.1
Queue Length 50th (ft)	153	5	9	48	7	60	0
Queue Length 95th (ft)	#523	37	39	94	33	132	19
Internal Link Dist (ft)	372	221		594		367	
Turn Bay Length (ft)			100				
Base Capacity (vph)	888	498	372	1793	385	920	1151
Starvation Cap Reductn	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0
Reduced v/c Ratio	0.63	0.07	0.06	0.14	0.05	0.17	0.19

Intersection Summary























95th percentile volume exceeds capacity, queue may be longer.
Queue shown is maximum after two cycles.

Existing Plus Project Conditions



HCM 2010 Signalized Intersection Summary
1: Quarry Road & Arboretum Rd

Existing+Project AM
03/17/2017

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	87	381	34	368	311	61	40	230	323	15	340	44
Future Volume (veh/h)	87	381	34	368	311	61	40	230	323	15	340	44
Number	7	4	14	3	8	18	5	2	12	1	6	16
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		0.90	1.00		0.93	1.00		0.85	1.00		0.87
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Adj Sat Flow, veh/h/ln	1863	1863	1900	1863	1863	1900	1863	1863	1863	1863	1863	1900
Adj Flow Rate, veh/h	100	438	37	423	357	59	46	264	128	17	391	45
Adj No. of Lanes	1	2	0	1	2	0	1	2	1	1	2	0
Peak Hour Factor	0.87	0.87	0.87	0.87	0.87	0.87	0.87	0.87	0.87	0.87	0.87	0.87
Percent Heavy Veh, %	2	2	2	2	2	2	2	2	2	2	2	2
Cap, veh/h	127	805	68	460	1304	213	61	1133	430	31	956	109
Arrive On Green	0.07	0.25	0.25	0.26	0.43	0.43	0.03	0.32	0.32	0.02	0.30	0.30
Sat Flow, veh/h	1774	3273	275	1774	3012	491	1774	3539	1342	1774	3146	358
Grp Volume(v), veh/h	100	236	239	423	208	208	46	264	128	17	218	218
Grp Sat Flow(s),veh/h/ln	1774	1770	1778	1774	1770	1734	1774	1770	1342	1774	1770	1735
Q Serve(g_s), s	7.1	14.7	14.9	29.5	9.6	9.8	3.3	7.0	9.1	1.2	12.4	12.7
Cycle Q Clear(g_c), s	7.1	14.7	14.9	29.5	9.6	9.8	3.3	7.0	9.1	1.2	12.4	12.7
Prop In Lane	1.00		0.15	1.00		0.28	1.00		1.00	1.00		0.21
Lane Grp Cap(c), veh/h	127	435	437	460	766	751	61	1133	430	31	537	527
V/C Ratio(X)	0.78	0.54	0.55	0.92	0.27	0.28	0.76	0.23	0.30	0.54	0.41	0.41
Avail Cap(c_a), veh/h	418	556	559	558	766	751	460	1252	475	460	626	613
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Uniform Delay (d), s/veh	58.1	41.7	41.8	45.9	23.2	23.2	60.9	31.8	32.5	62.0	35.2	35.3
Incr Delay (d2), s/veh	13.8	1.5	1.5	19.5	0.3	0.3	23.5	0.1	0.5	18.9	0.7	0.7
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	4.0	7.4	7.5	16.9	4.7	4.7	2.0	3.4	3.5	0.8	6.2	6.2
LnGrp Delay(d),s/veh	71.9	43.2	43.3	65.4	23.4	23.5	84.4	31.9	33.1	80.9	35.9	36.0
LnGrp LOS	E	D	D	E	C	C	F	C	C	F	D	D
Approach Vol, veh/h		575			839			438			453	
Approach Delay, s/veh		48.3			44.6			37.8			37.6	
Approach LOS		D			D			D			D	
Timer	1	2	3	4	5	6	7	8				
Assigned Phs	1	2	3	4	5	6	7	8				
Phs Duration (G+Y+Rc), s	7.3	45.7	38.0	36.3	9.4	43.6	14.1	60.1				
Change Period (Y+Rc), s	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0				
Max Green Setting (Gmax), s	33.0	45.0	40.0	40.0	33.0	45.0	30.0	40.0				
Max Q Clear Time (g_c+I1), s	3.2	11.1	31.5	16.9	5.3	14.7	9.1	11.8				
Green Ext Time (p_c), s	0.0	8.0	1.4	4.3	0.1	7.8	0.4	8.6				
Intersection Summary												
HCM 2010 Ctrl Delay			42.9									
HCM 2010 LOS			D									

Queues
1: Quarry Road & Arboretum Rd

Existing+Project AM
03/20/2017























Lane Group	EBL	EBT	WBL	WBT	NBL	NBT	NBR	SBL	SBT
Lane Group Flow (vph)	100	477	423	427	46	264	371	17	442
v/c Ratio	0.52	0.61	0.72	0.28	0.33	0.27	0.61	0.15	0.58
Control Delay	67.4	48.1	50.1	24.9	67.9	36.9	9.2	67.1	46.4
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	67.4	48.1	50.1	24.9	67.9	36.9	9.2	67.1	46.4
Queue Length 50th (ft)	90	200	371	128	41	88	6	15	182
Queue Length 95th (ft)	146	258	#541	182	82	139	83	41	235
Internal Link Dist (ft)		415		851		564			418
Turn Bay Length (ft)	190		190		130		100	180	
Base Capacity (vph)	443	1161	591	1549	488	1361	707	488	1285
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.23	0.41	0.72	0.28	0.09	0.19	0.52	0.03	0.34

Intersection Summary

95th percentile volume exceeds capacity, queue may be longer.
Queue shown is maximum after two cycles.

HCM 2010 Signalized Intersection Summary
2: Quarry Road & Vineyard Ln

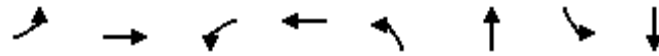
Existing+Project AM
03/17/2017

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	259	107	68	12	13	38	38	296	28	181	470	49
Future Volume (veh/h)	259	107	68	12	13	38	38	296	28	181	470	49
Number	7	4	14	3	8	18	5	2	12	1	6	16
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		0.92	1.00		0.92	1.00		0.72	1.00		0.80
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Adj Sat Flow, veh/h/ln	1863	1863	1900	1863	1863	1900	1863	1863	1900	1863	1863	1900
Adj Flow Rate, veh/h	298	123	53	14	15	8	44	340	26	208	540	49
Adj No. of Lanes	1	1	0	1	1	0	1	2	0	1	2	0
Peak Hour Factor	0.87	0.87	0.87	0.87	0.87	0.87	0.87	0.87	0.87	0.87	0.87	0.87
Percent Heavy Veh, %	2	2	2	2	2	2	2	2	2	2	2	2
Cap, veh/h	353	557	240	29	312	166	64	654	49	249	984	89
Arrive On Green	0.20	0.46	0.46	0.02	0.28	0.28	0.04	0.20	0.20	0.14	0.31	0.31
Sat Flow, veh/h	1774	1200	517	1774	1109	592	1774	3235	243	1774	3207	289
Grp Volume(v), veh/h	298	0	176	14	0	23	44	183	183	208	296	293
Grp Sat Flow(s),veh/h/ln	1774	0	1718	1774	0	1701	1774	1770	1709	1774	1770	1727
Q Serve(g_s), s	15.5	0.0	5.9	0.8	0.0	0.9	2.4	8.9	9.2	11.0	13.4	13.6
Cycle Q Clear(g_c), s	15.5	0.0	5.9	0.8	0.0	0.9	2.4	8.9	9.2	11.0	13.4	13.6
Prop In Lane	1.00		0.30	1.00		0.35	1.00		0.14	1.00		0.17
Lane Grp Cap(c), veh/h	353	0	797	29	0	478	64	358	346	249	543	530
V/C Ratio(X)	0.84	0.00	0.22	0.49	0.00	0.05	0.69	0.51	0.53	0.83	0.55	0.55
Avail Cap(c_a), veh/h	554	0	1001	92	0	549	148	368	356	406	626	611
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	0.00	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Uniform Delay (d), s/veh	37.0	0.0	15.4	46.9	0.0	25.2	45.8	34.1	34.2	40.2	27.7	27.8
Incr Delay (d2), s/veh	6.9	0.0	0.1	12.2	0.0	0.0	17.2	1.6	1.9	10.4	1.2	1.3
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	8.3	0.0	2.8	0.5	0.0	0.5	1.5	4.5	4.5	6.1	6.7	6.7
LnGrp Delay(d),s/veh	43.9	0.0	15.5	59.0	0.0	25.2	63.0	35.7	36.1	50.6	29.0	29.1
LnGrp LOS	D		B	E		C	E	D	D	D	C	C
Approach Vol, veh/h		474			37			410			797	
Approach Delay, s/veh		33.4			38.0			38.8			34.7	
Approach LOS		C			D			D			C	
Timer	1	2	3	4	5	6	7	8				
Assigned Phs	1	2	3	4	5	6	7	8				
Phs Duration (G+Y+Rc), s	17.5	24.4	5.6	48.6	7.5	34.5	23.1	31.0				
Change Period (Y+Rc), s	4.0	5.0	4.0	4.0	4.0	5.0	4.0	4.0				
Max Green Setting (Gmax), s	22.0	20.0	5.0	56.0	8.0	34.0	30.0	31.0				
Max Q Clear Time (g_c+I1), s	13.0	11.2	2.8	7.9	4.4	15.6	17.5	2.9				
Green Ext Time (p_c), s	0.6	4.7	0.0	2.1	0.0	7.6	1.6	0.1				
Intersection Summary												
HCM 2010 Ctrl Delay			35.4									
HCM 2010 LOS			D									
Notes												

User approved pedestrian interval to be less than phase max green.



















Queues
2: Quarry Road & Vineyard Ln

Existing+Project AM
03/20/2017



Lane Group	EBL	EBT	WBL	WBT	NBL	NBT	SBL	SBT
Lane Group Flow (vph)	298	201	14	59	44	372	208	596
v/c Ratio	0.68	0.30	0.12	0.20	0.25	0.55	0.58	0.45
Control Delay	42.0	15.8	54.5	16.3	51.2	39.2	44.3	27.1
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	42.0	15.8	54.5	16.3	51.2	39.2	44.3	27.1
Queue Length 50th (ft)	135	56	7	8	22	89	96	126
Queue Length 95th (ft)	297	120	33	40	70	186	225	258
Internal Link Dist (ft)		491		221		376		564
Turn Bay Length (ft)	115				175		140	
Base Capacity (vph)	722	1179	120	680	192	924	530	1584
Starvation Cap Reductn	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.41	0.17	0.12	0.09	0.23	0.40	0.39	0.38

Intersection Summary

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	238	0	25	0	0	0	26	124	0	0	159	370
Future Volume (veh/h)	238	0	25	0	0	0	26	124	0	0	159	370
Number	7	4	14				5	2	12	1	6	16
Initial Q (Qb), veh	0	0	0				0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		1.00				1.00		1.00	1.00		0.87
Parking Bus, Adj	1.00	1.00	1.00				1.00	1.00	1.00	1.00	1.00	1.00
Adj Sat Flow, veh/h/ln	1863	0	1863				1863	1863	0	0	1863	1863
Adj Flow Rate, veh/h	274	0	7				30	143	0	0	183	425
Adj No. of Lanes	1	0	1				1	2	0	0	1	1
Peak Hour Factor	0.87	0.87	0.87				0.87	0.87	0.87	0.87	0.87	0.87
Percent Heavy Veh, %	2	0	2				2	2	0	0	2	2
Cap, veh/h	380	0	339				49	1924	0	0	776	915
Arrive On Green	0.21	0.00	0.21				0.03	0.54	0.00	0.00	0.42	0.42
Sat Flow, veh/h	1774	0	1583				1774	3632	0	0	1863	1383
Grp Volume(v), veh/h	274	0	7				30	143	0	0	183	425
Grp Sat Flow(s),veh/h/ln	1774	0	1583				1774	1770	0	0	1863	1383
Q Serve(g_s), s	6.5	0.0	0.2				0.8	0.9	0.0	0.0	2.9	7.4
Cycle Q Clear(g_c), s	6.5	0.0	0.2				0.8	0.9	0.0	0.0	2.9	7.4
Prop In Lane	1.00		1.00				1.00		0.00	0.00		1.00
Lane Grp Cap(c), veh/h	380	0	339				49	1924	0	0	776	915
V/C Ratio(X)	0.72	0.00	0.02				0.61	0.07	0.00	0.00	0.24	0.46
Avail Cap(c_a), veh/h	1173	0	1047				227	3121	0	0	1178	1214
HCM Platoon Ratio	1.00	1.00	1.00				1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	0.00	1.00				1.00	1.00	0.00	0.00	1.00	1.00
Uniform Delay (d), s/veh	16.6	0.0	14.1				21.8	4.9	0.0	0.0	8.6	4.5
Incr Delay (d2), s/veh	1.0	0.0	0.0				4.4	0.0	0.0	0.0	0.2	0.4
Initial Q Delay(d3),s/veh	0.0	0.0	0.0				0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	3.3	0.0	0.2				0.4	0.4	0.0	0.0	1.5	4.5
LnGrp Delay(d),s/veh	17.5	0.0	14.1				26.3	4.9	0.0	0.0	8.7	4.8
LnGrp LOS	B		B				C	A			A	A
Approach Vol, veh/h		281						173			608	
Approach Delay, s/veh		17.5						8.6			6.0	
Approach LOS		B						A			A	
Timer	1	2	3	4	5	6	7	8				
Assigned Phs		2		4	5	6						
Phs Duration (G+Y+Rc), s		30.7		14.7	5.8	24.9						
Change Period (Y+Rc), s		* 6		5.0	4.5	6.0						
Max Green Setting (Gmax), s		* 40		30.0	5.8	28.7						
Max Q Clear Time (g_c+I1), s		2.9		8.5	2.8	9.4						
Green Ext Time (p_c), s		4.1		0.4	0.0	3.7						
Intersection Summary												
HCM 2010 Ctrl Delay			9.5									
HCM 2010 LOS			A									
Notes												

* HCM 2010 computational engine requires equal clearance times for the phases crossing the barrier.

Queues
3: Quarry Road & Welch Road/Pkg. Dwy

Existing+Project AM
03/20/2017

























Lane Group	EBL	EBR	NBL	NBT	SBT	SBR
Lane Group Flow (vph)	274	29	30	143	183	425
v/c Ratio	0.37	0.04	0.11	0.11	0.30	0.37
Control Delay	12.7	0.1	23.4	8.8	13.7	1.1
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	12.7	0.1	23.4	8.8	13.7	1.1
Queue Length 50th (ft)	30	0	4	7	21	0
Queue Length 95th (ft)	152	0	38	31	106	11
Internal Link Dist (ft)				595	376	
Turn Bay Length (ft)	260		100			
Base Capacity (vph)	1501	1248	360	3197	1549	1476
Starvation Cap Reductn	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0
Reduced v/c Ratio	0.18	0.02	0.08	0.04	0.12	0.29

Intersection Summary

HCM 2010 Signalized Intersection Summary
1: Quarry Road & Arboretum Rd

Existing+Project PM
03/17/2017

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	92	403	31	183	322	14	62	456	495	68	256	124
Future Volume (veh/h)	92	403	31	183	322	14	62	456	495	68	256	124
Number	7	4	14	3	8	18	5	2	12	1	6	16
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		0.92	1.00		0.95	1.00		0.83	1.00		0.92
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Adj Sat Flow, veh/h/ln	1863	1863	1900	1863	1863	1900	1863	1863	1863	1863	1863	1900
Adj Flow Rate, veh/h	95	415	29	189	332	11	64	470	332	70	264	103
Adj No. of Lanes	1	2	0	1	2	0	1	2	1	1	2	0
Peak Hour Factor	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97
Percent Heavy Veh, %	2	2	2	2	2	2	2	2	2	2	2	2
Cap, veh/h	123	956	66	228	1207	40	85	1265	470	93	887	333
Arrive On Green	0.07	0.29	0.29	0.13	0.35	0.35	0.05	0.36	0.36	0.05	0.36	0.36
Sat Flow, veh/h	1774	3335	232	1774	3490	115	1774	3539	1315	1774	2452	919
Grp Volume(v), veh/h	95	219	225	189	168	175	64	470	332	70	188	179
Grp Sat Flow(s),veh/h/ln	1774	1770	1797	1774	1770	1835	1774	1770	1315	1774	1770	1602
Q Serve(g_s), s	6.0	11.5	11.7	11.9	7.8	7.9	4.1	11.3	24.8	4.5	8.7	9.2
Cycle Q Clear(g_c), s	6.0	11.5	11.7	11.9	7.8	7.9	4.1	11.3	24.8	4.5	8.7	9.2
Prop In Lane	1.00		0.13	1.00		0.06	1.00		1.00	1.00		0.57
Lane Grp Cap(c), veh/h	123	507	515	228	612	635	85	1265	470	93	640	580
V/C Ratio(X)	0.77	0.43	0.44	0.83	0.27	0.28	0.75	0.37	0.71	0.75	0.29	0.31
Avail Cap(c_a), veh/h	465	619	628	620	619	642	512	1392	517	512	696	630
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Uniform Delay (d), s/veh	52.3	33.2	33.3	48.6	27.0	27.1	53.8	27.2	31.6	53.5	26.1	26.2
Incr Delay (d2), s/veh	13.3	0.8	0.8	10.3	0.3	0.3	17.2	0.3	4.5	16.1	0.4	0.4
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	3.4	5.8	5.9	6.5	3.9	4.0	2.4	5.5	9.6	2.6	4.3	4.2
LnGrp Delay(d),s/veh	65.6	34.0	34.1	58.9	27.4	27.4	71.0	27.5	36.1	69.6	26.4	26.7
LnGrp LOS	E	C	C	E	C	C	E	C	D	E	C	C
Approach Vol, veh/h		539			532			866			437	
Approach Delay, s/veh		39.6			38.6			34.0			33.4	
Approach LOS		D			D			C			C	
Timer	1	2	3	4	5	6	7	8				
Assigned Phs	1	2	3	4	5	6	7	8				
Phs Duration (G+Y+Rc), s	11.0	45.9	19.7	37.8	10.5	46.4	13.0	44.6				
Change Period (Y+Rc), s	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0				
Max Green Setting (Gmax), s	33.0	45.0	40.0	40.0	33.0	45.0	30.0	40.0				
Max Q Clear Time (g_c+I1), s	6.5	26.8	13.9	13.7	6.1	11.2	8.0	9.9				
Green Ext Time (p_c), s	0.3	9.0	0.9	7.2	0.2	12.1	0.3	7.5				
Intersection Summary												
HCM 2010 Ctrl Delay				36.2								
HCM 2010 LOS				D								

Queues
1: Quarry Road & Arboretum Rd

Existing+Project PM
03/20/2017























Lane Group	EBL	EBT	WBL	WBT	NBL	NBT	NBR	SBL	SBT
Lane Group Flow (vph)	95	447	189	346	64	470	510	70	392
v/c Ratio	0.49	0.56	0.66	0.35	0.40	0.35	0.82	0.42	0.31
Control Delay	65.1	45.4	62.7	36.4	65.8	32.4	30.2	65.6	28.1
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	65.1	45.4	62.7	36.4	65.8	32.4	30.2	65.6	28.1
Queue Length 50th (ft)	79	168	157	117	53	162	210	58	116
Queue Length 95th (ft)	145	248	248	175	108	240	#486	115	182
Internal Link Dist (ft)		405		713		570			401
Turn Bay Length (ft)	190		190		130		100	180	
Base Capacity (vph)	445	1167	593	1471	490	1335	621	490	1251
Starvation Cap Reductn	0	0	0	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.21	0.38	0.32	0.24	0.13	0.35	0.82	0.14	0.31

Intersection Summary

95th percentile volume exceeds capacity, queue may be longer.
Queue shown is maximum after two cycles.

HCM 2010 Signalized Intersection Summary
2: Quarry Road & Vineyard Ln

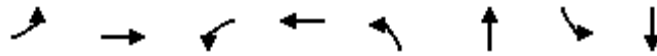
Existing+Project PM
03/17/2017

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	187	23	50	34	82	208	65	618	13	67	273	116
Future Volume (veh/h)	187	23	50	34	82	208	65	618	13	67	273	116
Number	7	4	14	3	8	18	5	2	12	1	6	16
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		0.92	1.00		0.89	1.00		0.71	1.00		0.80
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Adj Sat Flow, veh/h/ln	1863	1863	1900	1863	1863	1900	1863	1863	1900	1863	1863	1900
Adj Flow Rate, veh/h	193	24	20	35	85	133	67	637	12	69	281	78
Adj No. of Lanes	1	1	0	1	1	0	1	2	0	1	2	0
Peak Hour Factor	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97	0.97
Percent Heavy Veh, %	2	2	2	2	2	2	2	2	2	2	2	2
Cap, veh/h	235	376	313	57	193	301	87	1119	21	89	835	221
Arrive On Green	0.13	0.42	0.42	0.03	0.32	0.32	0.05	0.32	0.32	0.05	0.32	0.32
Sat Flow, veh/h	1774	901	751	1774	609	952	1774	3522	66	1774	2616	692
Grp Volume(v), veh/h	193	0	44	35	0	218	67	320	329	69	186	173
Grp Sat Flow(s),veh/h/ln	1774	0	1651	1774	0	1561	1774	1770	1819	1774	1770	1539
Q Serve(g_s), s	9.8	0.0	1.5	1.8	0.0	10.3	3.5	14.0	14.0	3.6	7.4	8.0
Cycle Q Clear(g_c), s	9.8	0.0	1.5	1.8	0.0	10.3	3.5	14.0	14.0	3.6	7.4	8.0
Prop In Lane	1.00		0.45	1.00		0.61	1.00		0.04	1.00		0.45
Lane Grp Cap(c), veh/h	235	0	689	57	0	494	87	562	578	89	565	491
V/C Ratio(X)	0.82	0.00	0.06	0.62	0.00	0.44	0.77	0.57	0.57	0.77	0.33	0.35
Avail Cap(c_a), veh/h	439	0	888	115	0	554	191	704	724	191	704	612
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	0.00	1.00	1.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Uniform Delay (d), s/veh	39.2	0.0	16.2	44.4	0.0	25.2	43.7	26.4	26.4	43.6	24.1	24.3
Incr Delay (d2), s/veh	6.9	0.0	0.0	10.4	0.0	0.6	18.2	1.3	1.3	17.8	0.5	0.6
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	5.3	0.0	0.7	1.0	0.0	4.5	2.1	7.0	7.2	2.2	3.7	3.5
LnGrp Delay(d),s/veh	46.1	0.0	16.3	54.8	0.0	25.9	61.9	27.7	27.7	61.4	24.6	24.9
LnGrp LOS	D		B	D		C	E	C	C	E	C	C
Approach Vol, veh/h		237			253			716			428	
Approach Delay, s/veh		40.6			29.9			30.9			30.6	
Approach LOS		D			C			C			C	
Timer	1	2	3	4	5	6	7	8				
Assigned Phs	1	2	3	4	5	6	7	8				
Phs Duration (G+Y+Rc), s	8.7	34.5	7.0	42.8	8.6	34.7	16.3	33.4				
Change Period (Y+Rc), s	4.0	5.0	4.0	4.0	4.0	5.0	4.0	4.0				
Max Green Setting (Gmax), s	10.0	37.0	6.0	50.0	10.0	37.0	23.0	33.0				
Max Q Clear Time (g_c+I1), s	5.6	16.0	3.8	3.5	5.5	10.0	11.8	12.3				
Green Ext Time (p_c), s	0.1	8.8	0.0	0.8	0.1	9.8	0.6	1.4				
Intersection Summary												
HCM 2010 Ctrl Delay			32.1									
HCM 2010 LOS			C									
Notes												

User approved pedestrian interval to be less than phase max green.

Queues
2: Quarry Road & Vineyard Ln

Existing+Project PM
03/20/2017





















Lane Group	EBL	EBT	WBL	WBT	NBL	NBT	SBL	SBT
Lane Group Flow (vph)	193	76	35	299	67	650	69	401
v/c Ratio	0.59	0.12	0.26	0.71	0.34	0.62	0.34	0.41
Control Delay	45.5	9.7	53.1	31.7	49.4	31.2	49.6	24.4
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	45.5	9.7	53.1	31.7	49.4	31.3	49.6	24.4
Queue Length 50th (ft)	100	9	19	104	35	160	36	78
Queue Length 95th (ft)	211	41	62	229	97	282	100	153
Internal Link Dist (ft)		502		230		367		570
Turn Bay Length (ft)	115				175		140	
Base Capacity (vph)	542	986	141	723	235	1723	235	1575
Starvation Cap Reductn	0	0	0	0	0	57	0	0
Spillback Cap Reductn	0	0	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0	0	0
Reduced v/c Ratio	0.36	0.08	0.25	0.41	0.29	0.39	0.29	0.25

Intersection Summary

HCM 2010 Signalized Intersection Summary
3: Quarry Road & Welch Road/Pkg. Dway

Existing+Project PM
03/17/2017

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	464	0	45	0	0	0	21	232	0	0	149	217
Future Volume (veh/h)	464	0	45	0	0	0	21	232	0	0	149	217
Number	7	4	14				5	2	12	1	6	16
Initial Q (Qb), veh	0	0	0				0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		1.00				1.00		1.00	1.00		0.82
Parking Bus, Adj	1.00	1.00	1.00				1.00	1.00	1.00	1.00	1.00	1.00
Adj Sat Flow, veh/h/ln	1863	0	1863				1863	1863	0	0	1863	1863
Adj Flow Rate, veh/h	478	0	23				22	239	0	0	154	224
Adj No. of Lanes	1	0	1				1	2	0	0	1	1
Peak Hour Factor	0.97	0.97	0.97				0.97	0.97	0.97	0.97	0.97	0.97
Percent Heavy Veh, %	2	0	2				2	2	0	0	2	2
Cap, veh/h	547	0	488				37	1702	0	0	696	970
Arrive On Green	0.31	0.00	0.31				0.02	0.48	0.00	0.00	0.37	0.37
Sat Flow, veh/h	1774	0	1583				1774	3632	0	0	1863	1291
Grp Volume(v), veh/h	478	0	23				22	239	0	0	154	224
Grp Sat Flow(s),veh/h/ln	1774	0	1583				1774	1770	0	0	1863	1291
Q Serve(g_s), s	13.3	0.0	0.5				0.6	2.0	0.0	0.0	2.9	3.5
Cycle Q Clear(g_c), s	13.3	0.0	0.5				0.6	2.0	0.0	0.0	2.9	3.5
Prop In Lane	1.00		1.00				1.00		0.00	0.00		1.00
Lane Grp Cap(c), veh/h	547	0	488				37	1702	0	0	696	970
V/C Ratio(X)	0.87	0.00	0.05				0.59	0.14	0.00	0.00	0.22	0.23
Avail Cap(c_a), veh/h	1090	0	973				153	2582	0	0	1001	1182
HCM Platoon Ratio	1.00	1.00	1.00				1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	0.00	1.00				1.00	1.00	0.00	0.00	1.00	1.00
Uniform Delay (d), s/veh	17.1	0.0	12.7				25.3	7.5	0.0	0.0	11.1	3.2
Incr Delay (d2), s/veh	1.8	0.0	0.0				5.5	0.0	0.0	0.0	0.2	0.1
Initial Q Delay(d3),s/veh	0.0	0.0	0.0				0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	6.8	0.0	0.6				0.4	0.9	0.0	0.0	1.5	2.5
LnGrp Delay(d),s/veh	18.9	0.0	12.7				30.8	7.6	0.0	0.0	11.3	3.3
LnGrp LOS	B		B				C	A			B	A
Approach Vol, veh/h		501						261			378	
Approach Delay, s/veh		18.6						9.5			6.6	
Approach LOS		B						A			A	
Timer	1	2	3	4	5	6	7	8				
Assigned Phs		2		4	5	6						
Phs Duration (G+Y+Rc), s		31.0		21.1	5.6	25.5						
Change Period (Y+Rc), s		* 6		5.0	4.5	6.0						
Max Green Setting (Gmax), s		* 38		32.0	4.5	28.0						
Max Q Clear Time (g_c+I1), s		4.0		15.3	2.6	5.5						
Green Ext Time (p_c), s		3.6		0.8	0.0	3.4						
Intersection Summary												
HCM 2010 Ctrl Delay			12.5									
HCM 2010 LOS			B									
Notes												

* HCM 2010 computational engine requires equal clearance times for the phases crossing the barrier.

Queues
3: Quarry Road & Welch Road/Pkg. Dway

Existing+Project PM
03/20/2017



Lane Group	EBL	EBR	NBL	NBT	SBT	SBR
Lane Group Flow (vph)	478	46	22	239	154	224
v/c Ratio	0.70	0.08	0.12	0.19	0.29	0.21
Control Delay	21.0	0.4	32.8	10.7	16.9	0.7
Queue Delay	0.0	0.0	0.0	0.0	0.0	0.0
Total Delay	21.0	0.4	32.8	10.7	16.9	0.7
Queue Length 50th (ft)	62	0	3	16	21	0
Queue Length 95th (ft)	292	2	33	54	98	8
Internal Link Dist (ft)				594	367	
Turn Bay Length (ft)	260		100			
Base Capacity (vph)	1343	1102	201	2818	1311	1409
Starvation Cap Reductn	0	0	0	0	0	0
Spillback Cap Reductn	0	0	0	0	0	0
Storage Cap Reductn	0	0	0	0	0	0
Reduced v/c Ratio	0.36	0.04	0.11	0.08	0.12	0.16

Intersection Summary



AECOM
 100 W San Fernando St
 Suite 200
 San Jose, CA 95113
 www.aecom.com

408.297.9585 tel
 408.297.6962 fax

Memorandum

To	Kavitha Kumar, Santa Clara County	Page	1
CC			
Subject	Peer Review of Center for Academic Medicine Project GUP EIR Intersection Evaluation Report		
From	Greg Gleichman and Nichole Seow, AECOM		
Date	October 5, 2017		

Introduction

The following is AECOM's review of the of Center for Academic Medicine Project GUP EIR Intersection Evaluation Report by Fehr and Peers, dated March 2017, supporting Stanford University's proposal to construct a building with parking along Quarry Road. The report was prepared to comply with the Stanford University 2000 General Use Permit (GUP) Condition of Approval (COA) G.11 on Project-Specific Transportation Studies. In addition, Stanford prepared a letter dated April 24, 2017 documenting the proposed redistribution of square footage from East Campus to the Quarry Development District.

As noted in the Center for Academic Medicine Project GUP EIR Intersection Evaluation Report, the project is located in the Quarry Development District. The project consists of a building, approximately 170,000 square feet in size, and provides approximately 600 new parking spaces. The project will also replace the 227 parking spaces the proposed building will displace on top of the 600 new spaces. All parking spaces will be underground. The development will be served by one driveway at the intersection of Quarry Road and Vineyard Lane. To accommodate the proposed building size within the GUP allowances, Stanford proposed to re-allocate 115,000 square feet of academic floor area from the East Campus Development District to the Quarry Development District as stated in the April 2017 letter.

COA G.11 Analysis Methodology

The methodology established by Condition of Approval G.11 is a two stage screening process, Stage A and Stage B. Stage A screening determines if the project is of sufficient size (such as housing over 100 units, basketball arena expansion or replacement, performing arts center, parking facilities over 400 spaces, etc.) or if the location or size of the project would differ from that assumed in the 2000 GUP Environmental Impact Report (EIR) traffic analysis. Stage B screening analysis assesses the level of traffic volume at surrounding intersections and the distribution pattern of traffic through the intersections.

Stage A Screening Assessment

This proposal to construct a building with more than 400 parking spaces along Quarry Road is of sufficient size to trigger the first screening parameter from Stage A. Stanford submitted a report Center for Academic Medicine Project Local Access and Circulation Study, prepared by Fehr and Peers dated March 2017 and revised in August 2017. That report, which is assessed in a separate memorandum, analyzes at a more micro-scale the effects of the proposed parking lot at project driveways, along project frontages, and at crossings within ¼ mile of the site.

The re-allocation of square footage from one district (East Campus Development District) to another district (Quarry Development District) from that assumed in the 2000 GUP EIR traffic analysis also is a Stage A screening criteria and additional assessment is required under Stage A. The additional assessment required under Stage A requires a determination if the residential units or if the parking totals within an individual district exceed those established in the 2000 GUP EIR. If either do, a Stage B screening is required.

Stage B Screening Assessment

Stage B screening determines the number of vehicle trips generated by the proposed project and the volume of trips through the study area intersections considered in the 2000 GUP EIR. The total traffic through the individual intersections is compared back to the EIR volumes to determine if any intersections are experiencing traffic greater than projected in the EIR. If so, further Stage B analysis is required.

Stage A Screening

As noted above, the Stage A screening for projects specifically defined as items (a) through (f), which includes parking lots or structures with a new increase of 400 spaces or more, is addressed in a separate memorandum.

Table 1 in the Center for Academic Medicine Project GUP EIR Intersection Evaluation Report presents the baseline for Stage A screening that contains the running totals for parking spaces. For parking spaces, the Quarry Development District will have a net gain of approximately 600 spaces due to the project, within the allocated 800 spaces. A residual capacity of about 258 parking spaces in the Quarry Development District will remain with the construction of the Center for Academic Medicine project. The total unused allocation throughout the campus will be about 1,024 parking spaces.

For academic and academic support development, the baseline for Stage A screening is the Annual Report #16, the most recent report. According to Annual Report #16, the East Campus Development District has a balance of 147,248 square feet. In addition, the Stanford letter dated April 2017 states that 16,490 square feet has been redistributed from the East Campus Development District to the Lagunita Development District (for the Denning House project approved in February 2017) in FY 17. The new balance in the East campus Development is therefore 130,758 square feet. On the other hand, the allocated square footage in the Quarry Development District under the 2000 GUP is 50,000 square feet. With the CAM project, the Quarry Development District will have a net gain of approximately 170,000 square feet. To accomplish this, approximately 115,000 square feet will be transferred from the East Campus Development District to the Quarry Development District and the proposed project will exhaust the amount of academic and academic support development allowed in

the Quarry Development District. A residual capacity of about 15,758 square feet will remain in the East Campus Development District. The total unused allocation throughout the campus will be about 445,960 square feet.

Stage B Screening

As noted in the Center for Academic Medicine Project GUP EIR Intersection Evaluation Report, Fehr and Peers conducted a Stage B screening that concluded no further Stage B analysis is required.

Summary

The Center for Academic Medicine Project GUP EIR Intersection Evaluation Report for the construction a building with parking lot along Quarry Road has been prepared in accordance with Conditions of Approval G.11 and the Memorandum of Understanding between Stanford and Santa Clara County entitled Scoping of Project-Specific Transportation Studies under Stanford GUP Condition of Approval G.11. A Stage A screening was conducted and the results indicated that the project would cause changes in the academic and academic support development allocation in 2 of the 10 development districts. However, the overall square footage allowed throughout the campus would remain under the limits established in the GUP and the proposed parking for this project is within the limit for the district. Further Stage A screening is assessed in a separate memorandum which reviewed the project effect on local access and circulation. A Stage B screening was also conducted and the results indicated that no additional Stage B analysis is necessary. Therefore, the report as submitted meets all of the traffic analysis requirements for the project and no additional assessment is needed.

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AECOM
 100 W San Fernando St
 Suite 200
 San Jose, CA 95113
 www.aecom.com

408.297.9585 tel
 408.297.6962 fax

Memorandum

To	Kavitha Kumar, Santa Clara County	Page	1
CC			
Subject	Peer Review of Center for Academic Medicine Project Local Access and Circulation Study		
From	Greg Gleichman and Nichole Seow, AECOM		
Date	October 5, 2017		

Stanford University is proposing the development of a 170,000 s.f. Center for Academic Medicine (CAM) along Quarry Road. The project location, which is between Vineyard Lane and Welch Road intersections, is currently a paved surface parking lot. The building will house the faculty for the School of Medicine and their associated administrative staff. The building will provide close to 600 net new parking spaces in addition to replacing the spaces the project is displacing.

AECOM conducted a peer review of the Center for Academic Medicine Local Access and Circulation Study report prepared by Fehr & Peers dated March 2017 as well as the revised report dated August 2017. Fehr & Peers also submitted an addendum to the report on September 29, 2017. The the Center for Academic Medicine Local Access and Circulation Study report and its addendum were prepared as part of the Stage A assessment required under Stanford GUP Condition of Approval G.11. The original project design proposed to provide the project driveway at the Quarry Road / Vineyard Lane intersection and to make the Quarry Road / Welch Road intersection a T-intersection by converting the existing driveway for use by pedestrians, cyclist and emergency vehicles only. The addendum proposed to further modify the Quarry Road / Welch Road intersection to better accommodate cyclists. The addendum also discussed the reduction of one inbound lane at the proposed project driveway.

AECOM provided two rounds of technical comments on August 29, 2017 and September 15, 2017 and there are no further technical issues to address at this point. The report adequately fulfilled the requirements of the 2000 GUP Conditions. While the original project design is adequate in meeting the traffic needs, it is recommended that the design in the addendum be adopted. The enhanced bicycle features would complement the existing bike facilities in the area, making the area safer and more pleasant for cyclists.

With regard to City of Palo Alto's concern of the traffic situation along Quarry Road under the Cumulative Condition, both the 2000 GUP EIR and the 2018 GUP DEIR indicated that the intersections in the CAM vicinity will operate adequately in the future.

The proposed square footage and parking spaces for the CAM project are within the limits considered in the 2000 GUP EIR. The Cumulative Condition analysis of the 2000 GUP EIR as well as the Background Conditions (year 2018) analysis of the 2018 GUP EIR TIA (recently completed) both took into account the full build-out of the 2000 GUP allowable developments (except the Escondido Village Housing in the 2018 TIA) which therefore included the proposed CAM. The intersections in the CAM vicinity, based on the two analysis results, are expected to operate within acceptable levels in the future. The Cumulative Conditions of the 2018 GUP TIA also showed that these intersections will perform adequately in 2035.



MEMORANDUM

Date: October 31, 2017
To: Paul Forti, Stanford Department of Project Management
From: Ellen Poling, PE, Fehr & Peers
Subject: **Off-Site Intersection Impacts of the Center for Academic Medicine Project**

WC15-3265.01

The 2000 General Use Permit EIR analyzed impacts at 43 off-campus intersections, including eight along Sand Hill Road and seventeen along El Camino Real. Under 2000 General Use Permit Condition of Approval G.11, project-specific transportation studies are required for certain projects in order to determine if these projects would result in new significant impacts beyond those disclosed in the 2000 General Use Permit EIR. The Center for Academic Medicine requires a project-specific traffic study based on the size of the proposed parking structure (more than 400 net new spaces). The parking structure is the characteristic triggering the requirement for a project-specific transportation study, because it is the location of parking lots and structures as opposed to worksites that control vehicle trip distribution and assignment.

The Memorandum of Understanding *Scoping of Project-Specific Transportation Studies under Stanford GUP Condition of Approval G.11* (January 6, 2002) defines the process for preparing the studies and their content. There are two studies which must be prepared: a Local Access and Circulation Study, which addresses project site frontages and driveways, and internal site circulation; and a GUP EIR Intersection Evaluation, which determines whether the Project's impacts on off-site intersections studied in the 2000 GUP EIR would be different than those identified in the EIR.

Because the project's new parking spaces is the characteristic triggering the project-specific transportation study, the GUP EIR Intersection Evaluation methodology compares the Project's parking location and number of spaces to the assumptions in the 2000 GUP EIR, and if they are consistent (e.g. within the 2000 GUP Campus Development District allocations), then the impacts on the 43 off-site intersections studied in the 2000 GUP EIR, including the intersections along Sand



Hill Road and El Camino Real, are considered to be consistent with those identified in the 2000 GUP EIR. If they are not, then further analysis to determine the effects of the change is conducted.

In the case of the Center for Academic Medicine project, the net new parking supply (600 spaces) is within the Quarry Development District allocation, as shown in **Table 1**. This table is included in the *Center for Academic Medicine GUP EIR Intersection Evaluation* (March 2017). Therefore, the project would not shift the location where the campus population would park, relative to the assumptions in the 2000 GUP EIR traffic analysis, and the vehicle trip assignment to Sand Hill Road would be consistent with that analyzed in the 2000 GUP EIR. The impacts on off-site intersections would therefore be consistent with the analysis in the 2000 GUP EIR, and no new analysis is required.

It is noted that the Center for Academic Medicine project does require a re-allocation of building floor area from one Campus Development District to another; however, as noted above, it is the parking location rather than the building location that controls the vehicle trip distribution and assignment.

As a follow-up item to further address the questions raised by the City of Menlo Park, Fehr & Peers also reviewed the fall 2016 intersection traffic counts for intersections along Sand Hill Road and along El Camino Real (within Menlo Park) that were conducted for the 2018 General Use Permit Transportation Impact Analysis, and found that the 2016 counts are between 14 and 37 percent lower than the 2010 With Project forecasts for those same intersections in the 2000 GUP EIR (refer to **Attachments 1** and **2**). Thus, there has been no substantial change (worsening) in conditions along Sand Hill Road compared to the conditions predicted in the 2000 GUP EIR

The County's peer reviewer, AECOM, commented that the CAM project might impact the peak hour LOS at the intersection of Sand Hill Road and Vineyard Lane. This intersection was not analyzed in the 2018 General Use Permit EIR. The CAM project's parking structure driveway is located at the Quarry Road/Vineyard Lane intersection, and the *Center for Academic Medicine Project Local Access and Circulation Study* (August 2017) assigns a portion of the project traffic to/from Vineyard Lane. The Local Access and Circulation Study assumes trip generation and assignment characteristics consistent with a condition wherein the University does not meet the No Net New Trips goal, which in fact it has met and intends to continue to meet through the lifetime of the 2000 General Use Permit. The Local Access and Circulation Study analyzes a condition where the CAM project adds 63 AM peak hour and 63 PM peak hour trips to Vineyard Lane. These trips, when added to the Sand Hill Road/Vineyard Lane intersection, would not cause the volumes at the adjacent



intersections of Sand Hill Road/Arboretum Road and Sand Hill Road/Pasteur Drive (which are 2000 General Use Permit EIR analysis intersections), and therefore (by inference) at the Sand Hill Road/Vineyard Lane intersection, to exceed the 2010 projected volumes in the 2000 GUP EIR, based on the substantially lower 2016 counts shown in Attachment 1. Therefore, the CAM project would not add traffic to this intersection in excess to that assumed in the 2000 General Use Permit EIR.

To provide an estimate of the CAM project's effect on operations at Sand Hill Road/Vineyard Lane, as requested by AECOM, Fehr & Peers estimated the existing traffic volumes at the intersection and assessed the LOS with the addition of the CAM project traffic (as described above). Because this intersection was not analyzed in the 2018 GUP EIR, intersection counts are not available; however, intersection volumes were derived from counts at the adjacent intersection of Sand Hill Road/Arboretum Road and a count that Fehr & Peers has from a 2013 study of the driveways on Vineyard Lane just south of the intersection. The CAM project traffic assumed to use Vineyard Lane, as shown in Figure 5 of the *Center for Academic Medicine Project Local Access and Circulation Study* (August 2017) was added to the estimated volumes and the service levels with and without the CAM traffic were assessed. The intersection is projected to remain at LOS C with the addition of CAM project traffic, with delay increases of less than three seconds in both the AM and PM peak hours. The LOS calculations are included in **Attachment 3**.

Please call me if you have any questions about the above information.

Attachments:

Table 1: GUP Parking Space Allocation with Project
Attachment 1: Sand Hill Road Intersection Volume Comparison
Attachment 2: El Camino Real Intersection Volume Comparison
Attachment 3: Sand Hill Road/Vineyard Lane LOS Calculations

TABLE 1: GUP PARKING SPACE ALLOCATION WITH PROJECT

Development District	Base Parking (GUP EIR)	2000 GUP Allowed Change in Parking Spaces	AR 16 Cumulative (AR 1 – AR 16)	Projects Approved Since AR 16 But Completed After AR 2016 (1)	Project Approved Since AR 16 But Not Yet Completed (2)	EIR Base Plus Cumulative Change (Current Parking Capacity)	Unused 2000 GUP Allocation	Project (3)	EIR Base Plus Cumulative Change Plus Project (New Parking Capacity)	Unused 2000 GUP Allocation with Project
West Campus	191	622	585			776	37		776	37
Lathrop	0	50	0			0	50		0	50
Foothills	0	0	0			0	0		0	0
Lagunita	1,745	700	-440			1,305	1,140		1,305	1,140
Campus Center	8,743	-511	-2,144	1,165		7,764	468		7,764	468
Quarry	1,058	800	-58			1,000	858	600	1,600	258
Arboretum	134	36	-138			-4	174		-4	174
DAPER & Administrative	2,209	1,092	242			2,451	850		2,451	850
East Campus	4,731	1,611	817		750	6,298	44		6,298	44
San Juan	540	100	-103			437	203		437	203
Campus Wide Summary	19,351	2,300	-1239	1,165	750	20,027	1,624	600	20,627	1,024

(1) PS-10 at 1,165 spaces; and the addition of 34 spaces when the GSB Residences (Highland Hall) is complete (111 spaces were removed from the East Campus Development District in AR 15 as part of the GSB Residences project).

(2) Escondido Village Graduate Residences project

(3) Current Center for Academic Medicine Project is defined as adding up to 600 net new parking spaces.

Attachment 1

Volume Comparison:
2000 GUP EIR 2010 Forecasts vs. 2016 Counts
Sand Hill Road Intersections

Intersection	IX #	Source	Turn Movement Volumes--->										Total	Difference: 2016/2010 Projections			
<i>AM Peak Hour</i>																	
SHR at ECR	7	2000 GUP EIR 2010 Forecast	277	125	280	810	151	837	952	1817	251					5,500	
	12	2016 Counts	258	181	139	597	25	539	432	1484	372					4,027	-27%
SHR/Santa Cruz	30	2000 GUP EIR 2010 Forecast	511	1389	495	271	843	624	390	635	183	329	980	305	6,955		
	7	2016 Counts	269	1067	242	93	638	417	350	530	65	189	676	240	4,776	-31%	
SHR/Pasteur	33	2000 GUP EIR 2010 Forecast	35	1051	636	138	10	47	102	714	19	119	19	126	3,016		
	10	2016 Counts	33	1126	241	155	10	78	111	637	7	11	14	13	2,436	-19%	
SHR/Arboretum	34	2000 GUP EIR 2010 Forecast	26	426	756	465	49	165	204	447	11	20	48	26	2,643		
	11	2016 Counts	5	444	480	244	8	18	24	515	6	17	9	3	1,773	-33%	
SRR at I-280	28	2000 GUP EIR 2010 Forecast	2074	860	7	950	122								4,013		
	1-2	2016 Counts	1639	494	8	785	33								2,959	-26%	
<i>PM Peak Hour</i>																	
SHR at ECR	7	2000 GUP EIR 2010 Forecast	856	100	150	1788	221	1018	746	1497	405				6,781		
	12	2016 Counts	535	243	116	1130	162	911	421	1167	329				5,014	-26%	
SHR/Santa Cruz	30	2000 GUP EIR 2010 Forecast	458	775	252	401	1110	418	626	1154	291	226	812	352	6,875		
	7	2016 Counts	389	666	277	187	777	220	380	869	250	108	588	161	4,872	-29%	
SHR/Pasteur	33	2000 GUP EIR 2010 Forecast	10	1058	193	699	25	158	87	1319	15	15	5	10	3,594		
	10	2016 Counts	32	891	77	267	12	130	53	968	6	15	10	23	2,484	-31%	
SHR/Arboretum	34	2000 GUP EIR 2010 Forecast	15	664	526	614	25	254	284	711	15	15	25	15	3,163		
	11	2016 Counts	12	541	407	452	17	97	32	422	10	7	12	13	2,022	-36%	
SRR at I-280	28	2000 GUP EIR 2010 Forecast	705	413	6	2197	50								3,371		
	1-2	2016 Counts	1035	182	1	1691	4								2,913	-14%	

Attachment 2

Volume Comparison:
 2000 GUP EIR 2010 Forecasts vs. 2016 Counts
 El Camino Real Intersections in Menlo Park

Intersection	IX #	Source	Turn Movement Volumes-->												Total	Difference: 2016/2010 Projections
			NBL	NBT	NBR	EBL	EBT	EBR	SBL	SBT	SBR	WBL	WBT	WBR		
<i>AM Peak Hour</i>			NBL	NBT	NBR	EBL	EBT	EBR	SBL	SBT	SBR	WBL	WBT	WBR	Total	
ECR/Valparaiso	1	2000 GUP EIR 2010 Forecast	153	883	41	260	202	126	98	1979	532	78	179	31	4,562	
	38	2016 Counts	128	652	46	211	150	112	43	1315	587	87	248	21	3,600	-21%
ECR/Santa Cruz	2	2000 GUP EIR 2010 Forecast		1022	67	102	66	172		1895	114	46	73	67	3,624	
	40	2016 Counts		834	52	75	60	91		1403	56	49	44	29	2,693	-26%
ECR/Ravenswood	3	2000 GUP EIR 2010 Forecast	159	941	350	36	643	48	295	2111	81	268	352	138	5,422	
	41	2016 Counts	91	810	409	18	317	47	120	1373	16	453	213	31	3,898	-28%
ECR/Roble	4	2000 GUP EIR 2010 Forecast	46	1301	42	35	12	40	94	2250	18	33	6	23	3,900	
	42	2016 Counts	44	1272	28	70	8	41	42	1816	32	9	0	5	3,367	-14%
ECR/Middle	5	2000 GUP EIR 2010 Forecast	257	1313	17	209	5	347	15	2559	66	7	0	9	4,804	
	43	2016 Counts	180	1170		206		184		1747	70	0	0	0	3,557	-26%
ECR/Cambridge	6	2000 GUP EIR 2010 Forecast	149	1498	18	43	0	167	21	2432	68	15	0	14	4,425	
	44	2016 Counts	130	1316	2	30	2	74	35	2035	8	0	0	1	3,633	-18%
ECR/SHR	7	2000 GUP EIR 2010 Forecast	280	810	151	277		125	952	1817	251			837	5,500	
	12	2016 Counts	139	567	25	258		181	432	1484	372			539	3,997	-27%
ECR/Quarry	9	2000 GUP EIR 2010 Forecast	214	990		126		175		1986	324				3,815	
	45	2016 Counts	256	777		72		147		1468	190				2,910	-24%
<i>PM Peak Hour</i>			NBL	NBT	NBR	EBL	EBT	EBR	SBL	SBT	SBR	WBL	WBT	WBR	Total	
ECR/Valparaiso	1	2000 GUP EIR 2010 Forecast	290	2354	44	312	117	110	55	1825	319	117	277	44	5,864	
	38	2016 Counts	101	1557	51	312	121	60	43	1026	289	63	182	37	3,842	-34%
ECR/Santa Cruz	2	2000 GUP EIR 2010 Forecast		2165	99	214	106	161		1847	214	89	94	96	5,085	
	40	2016 Counts		1410	51	146	51	135		1190	84	40	47	51	3,205	-37%
SHR/Pasteur	3	2000 GUP EIR 2010 Forecast	313	2314	351	45	440	75	310	1985	92	310	311	133	6,679	
	41	2016 Counts	86	1365	548	47	313	75	153	1051	26	421	215	645	4,945	-26%
SHR/Arboretum	4	2000 GUP EIR 2010 Forecast	165	2455	39	51	2	48	102	2141	46	89	42	66	5,246	
	42	2016 Counts	61	1904	33	49	10	38	54	1465	12	51	22	37	3,736	-29%
ECR/Middle	5	2000 GUP EIR 2010 Forecast	657	2413	21	281	1	170	4	2447	151	6	4	12	6,167	
	43	2016 Counts	392	1885		206		184		1403	80	0	0	0	4,150	-33%
ECR/Cambridge	6	2000 GUP EIR 2010 Forecast	225	2866	2	41	0	74	0	2533	57	39	0	41	5,878	
	44	2016 Counts	383	2144	30	22	6	29	28	1521	12	16	14	5	4,210	-28%
ECR/SHR	7	2000 GUP EIR 2010 Forecast	150	1788	221	856		100	746	1497	405			1018	6,781	
	12	2016 Counts	116	1130	162	535		243	421	1167	329			911	5,014	-26%
ECR/Quarry	9	2000 GUP EIR 2010 Forecast	550	1689		480		504		1171	550				4,944	
	45	2016 Counts	283	1379		396		607		1312	117				4,094	-17%

2016 Existing AM

Level Of Service Computation Report
2000 HCM Operations Method (Base Volume Alternative)

Intersection #1 Vineyard-Clark Way / Sand Hill Road

Cycle (sec): 120 Critical Vol./Cap.(X): 0.469
Loss Time (sec): 12 Average Delay (sec/veh): 19.8
Optimal Cycle: 49 Level Of Service: B-

Table with columns for Street Name (Vineyard-Clark Way, Sand Hill Road), Approach (North Bound, South Bound, East Bound, West Bound), Movement (L, T, R), Control (Split Phase, Protected), Rights (Include), and various timing parameters like Min. Green, Y+R, and Lanes.

Volume Module: 07:30AM. Table showing traffic volume data including Base Vol, Growth Adj, Initial Bse, User Adj, PHF Adj, PHF Volume, Reduct Vol, Reduced Vol, PCE Adj, MLF Adj, and Final Volume for each movement.

Saturation Flow Module. Table showing saturation flow data including Sat/Lane, Adjustment, Lanes, and Final Sat. for each movement.

Capacity Analysis Module. Table showing capacity analysis data including Vol/Sat, Crit Moves, Green Time, Volume/Cap, Delay/Veh, User DelAdj, AdjDel/Veh, LOS by Move, and HCM2k95thQ for each movement.

Note: Queue reported is the number of cars per lane.

2016 Existing PM

Level Of Service Computation Report
2000 HCM Operations Method (Base Volume Alternative)

Intersection #1 Vineyard-Clark Way / Sand Hill Road

Cycle (sec): 120 Critical Vol./Cap.(X): 0.466
Loss Time (sec): 12 Average Delay (sec/veh): 29.8
Optimal Cycle: 49 Level Of Service: C

Table with columns for Street Name (Vineyard-Clark Way, Sand Hill Road), Approach (North Bound, South Bound, East Bound, West Bound), Movement (L, T, R), Control (Split Phase, Protected), Rights (Include), and various timing parameters like Min. Green, Y+R, and Lanes.

Volume Module table showing Base Vol, Growth Adj, Initial Bse, User Adj, PHF Adj, PHF Volume, Reduct Vol, Reduced Vol, PCE Adj, MLF Adj, and Final Volume for each movement.

Saturation Flow Module table showing Sat/Lane, Adjustment, Lanes, and Final Sat. for each movement.

Capacity Analysis Module table showing Vol/Sat, Crit Moves, Green Time, Volume/Cap, Delay/Veh, User DelAdj, AdjDel/Veh, LOS by Move, and HCM2k95thQ for each movement.

Note: Queue reported is the number of cars per lane.

2016 Existing AM Plus CAM Project

Level Of Service Computation Report

2000 HCM Operations Method (Base Volume Alternative)

Intersection #1 Vineyard-Clark Way / Sand Hill Road

Cycle (sec): 120 Critical Vol./Cap.(X): 0.508
Loss Time (sec): 12 Average Delay (sec/veh): 22.1
Optimal Cycle: 49 Level Of Service: C+

Table with columns for Street Name (Vineyard-Clark Way, Sand Hill Road), Approach (North Bound, South Bound, East Bound, West Bound), Movement (L, T, R), Control (Split Phase, Protected), Rights (Include), and various timing parameters like Min. Green, Y+R, and Lanes.

Volume Module: Table showing Base Vol, Growth Adj, Initial Bse, User Adj, PHF Adj, PHF Volume, Reduct Vol, Reduced Vol, PCE Adj, MLF Adj, and Final Volume for each movement.

Saturation Flow Module: Table showing Sat/Lane, Adjustment, Lanes, and Final Sat. for each movement.

Capacity Analysis Module: Table showing Vol/Sat, Crit Moves, Green Time, Volume/Cap, Delay/Veh, User DelAdj, AdjDel/Veh, LOS by Move, and HCM2k95thQ for each movement.

Note: Queue reported is the number of cars per lane.

2016 Existing PM Plus CAM Project

Level Of Service Computation Report

2000 HCM Operations Method (Base Volume Alternative)

Intersection #1 Vineyard-Clark Way / Sand Hill Road

Cycle (sec): 120 Critical Vol./Cap.(X): 0.498
Loss Time (sec): 12 Average Delay (sec/veh): 31.4
Optimal Cycle: 49 Level Of Service: C

Table with columns for Street Name (Vineyard-Clark Way, Sand Hill Road), Approach (North Bound, South Bound, East Bound, West Bound), Movement (L, T, R), Control (Split Phase, Protected), Rights (Include), and various timing parameters like Min. Green, Y+R, and Lanes.

Volume Module: Table showing Base Vol, Growth Adj, Initial Bse, User Adj, PHF Adj, PHF Volume, Reduct Vol, Reduced Vol, PCE Adj, MLF Adj, and Final Volume for each approach and movement.

Saturation Flow Module: Table showing Sat/Lane, Adjustment, Lanes, and Final Sat. for each approach and movement.

Capacity Analysis Module: Table showing Vol/Sat, Crit Moves, Green Time, Volume/Cap, Delay/Veh, User DelAdj, AdjDel/Veh, LOS by Move, and HCM2k95thQ for each approach and movement.

Note: Queue reported is the number of cars per lane.



AECOM
 100 W San Fernando St
 Suite 200
 San Jose, CA 95113
 www.aecom.com

408.297.9585 tel
 408.297.6962 fax

Memorandum

To	Kavitha Kumar, Santa Clara County	Page	1
CC			
Subject	Off-Site Intersection Impacts of the Center for Academic Medicine Project		
From	Greg Gleichman and Nichole Seow, AECOM		
Date	November 2, 2017		

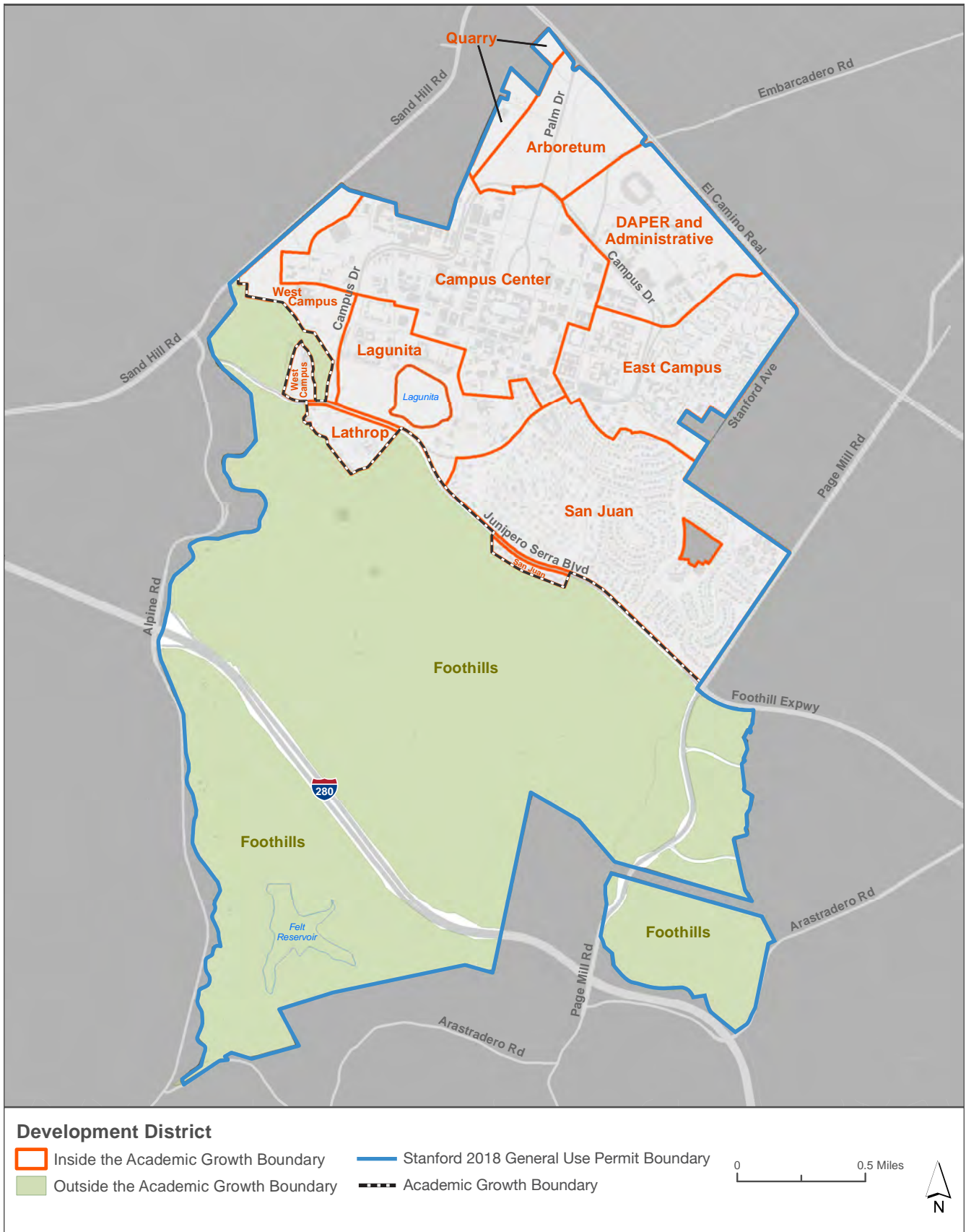
AECOM conducted a peer review of the memo by Fehr & Peers titled Off-Site Intersection Impacts of the Center for Academic Medicine Project dated 10/31/2017. This memo provided additional analysis information, in particular, for the Sand Hill Road / Vineyard Lane intersection, to address the concern of project impacts along Sand Hill Road raised by the City of Menlo Park.

AECOM has previously, in our memo dated 10/26/2017, agreed with Fehr & Peers' evaluation of the conditions on Sand Hill Road that no new impacts would be expected due to the proposed Center for Academic Medicine (CAM) Project. The proposed additional parking and reallocation of development area are within the provision of the 2000 GUP and have been accounted for in the EIR analysis. In that memo, AECOM recommended that a quantitative analysis to be performed on the Sand Hill Road / Vineyard Lane intersection to ensure that it will be within acceptable levels of service (LOS).

As such, Fehr & Peers analyzed the Sand Hill Road / Vineyard Lane intersection and determined that the intersection LOS will change from B to C in the AM peak due to the project but will remain at LOS C in the PM peak even with the project. The CAM project is therefore not expected to cause a significant impact at this intersection.

In conclusion, AECOM finds the information provided by Fehr & Peers sufficient and has no further comments.

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SOURCE: Stanford LBRE LUEP; ESA

Stanford 2018 General Use Permit . 160531

Figure 3-5
Existing Development Districts for Project Site
under 2000 General Use Permit

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STAFF REPORT

City Council

Meeting Date: 11/14/2017

Staff Report Number: 17-285-CC

Regular Business:

Reconsider the City Council's October 17, 2017 decision to waive the reading and adopt ordinances rezoning and rezoning the property located at 2111-2121 Sand Hill Road ("2131 Sand Hill Road")

Recommendation

Staff recommends that the City Council review and uphold the October 17, 2017, decision to waive the full reading of and adopt ordinances rezoning a 14.9-acre portion of a 15.8-acre parcel located at 2111-2121 Sand Hill Road in unincorporated San Mateo County to the R-1-S (Single Family Suburban Residential) and C-1-C (Administrative, Professional and Research, Restrictive) zoning districts, and rezoning the remaining portion of the parcel currently located in the R-1-S zoning district to the C-1-C zoning district, as outlined in Attachments A and B.

Policy Issues

In accordance with the City Council's adopted City Council Procedures Manual, reconsideration of an item is permitted in accordance with the following guideline:

A member of the prevailing majority when the previous vote was taken must make a motion for reconsideration. The City Council has determined that any motion for reconsideration should be made at the meeting immediately following that at which the action was taken. No motion for reconsideration will be entertained after this time unless the City Council determines significant new information has arisen which warrants such action.

Councilmember Carlton was a member of the prevailing majority when the motion was approved and submitted a request to reconsider the project on October 31, 2017.

Background

The project applicant, Stanford University, has proposed the rezoning and rezoning of the parcel located at 2111-2121 Sand Hill Road parcel, and the subsequent annexation of the property into the City of Menlo Park through approval by the San Mateo County Local Agency Formation Commission (LAFCO). The parcel contains an existing residence of approximately 9,200 square feet, to remain, and an office building of approximately 48,100 square feet, also to remain. A tentative map would subdivide the parcel into two parcels, one containing the existing residence to be zoned R-1-S, and the other containing the existing office building and an undeveloped area of land to be zoned C-1-C. A new two-story office building, approximately 39,800 square feet in size, would be constructed on the undeveloped portion of the same parcel as the existing office building to remain.

At the September 26, 2017, City Council meeting, the City Council took action on the following ordinances and resolutions associated with the project:

1. Adopt a Resolution Adopting a Mitigated Negative Declaration and Adopting a Mitigation Monitoring and Reporting Program for the Properties Located at 2111 and 2121 Sand Hill Road
2. Introduce an Ordinance of the City of Menlo Park, Rezoning All That Certain Parcel of Land Being the Whole of the Parcel at 2111 and 2121 Sand Hill Road and Additional Land, Situated in the County of San Mateo, State of California
3. Introduce an Ordinance of the City of Menlo Park, Rezoning Property with Assessor's Parcel Numbers 074-331-210 and 074-321-110
4. Adopt a Resolution Amending the General Plan to Establish and Modify Land Use Designations for Properties Located at 2111 and 2121 Sand Hill Road
5. Adopt a Resolution of the City Council of the City of Menlo Park Approving Findings and Conditions for the Architectural Control, Use Permit, and Tentative Map for the 2111-2121 Sand Hill Road ("2131 Sand Hill Road") Project
6. Adopt a Resolution Making a Determination of Property Tax Exchange Pursuant to Provisions of Chapter 282, Section 59, Part .05, Implementation of Article XIII A of the California Constitution Commencing with Section 95, Division 1, of the Revenue and Taxation Code
7. Adopt a Resolution Approving a Below Market Rate Housing Agreement with Leland Stanford Junior University for the Project at 2111 and 2121 Sand Hill Road
8. Adopt a Resolution Approving Heritage Tree Removal Permits for the Properties Located at 2111 and 2121 Sand Hill Road

The resolutions were approved at the September 26 meeting, but will only become effective if the rezoning is approved.

At the October 17, 2017, City Council meeting, the second reading of the rezoning and rezoning ordinances was waived, and the ordinances were adopted on a 3-2 vote, with Councilmembers Keith and Mueller dissenting.

On October 31, 2017, Councilmember Carlton submitted a request to reconsider waiving the full readings and adopting the ordinances rezoning and rezoning the property at 2111-2121 Sand Hill Road. The request was based on new information regarding a proposed Center for Academic Medicine (CAM) project on the Stanford University campus. The CAM would be a new building, approximately 155,000 square feet in size, to house a number of faculty conducting patient care at Stanford Medicine's ambulatory facilities and associated clinical research activities, and associated staff. The CAM project was originally proposed in the East Campus Development District, farther from Menlo Park, under the 2000 General Use Permit (GUP) with Santa Clara County. However, Stanford requested an amendment to locate the CAM in the Quarry District, which is closer to the City, at 453 Quarry Road. The site would also include an underground parking structure providing 827 parking spaces. The net new parking is estimated at up to 600 new parking spaces.

Councilmembers expressed concerns about potential adverse traffic impacts that the CAM project may have on the Sand Hill Road corridor in combination with the development at 2111-2121 Sand Hill Road. At the November 7, 2017, City Council meeting, the City Council voted 4-0 to agendaize reconsideration of the item at the November 14, 2017, City Council meeting.

Analysis

City staff reviewed the traffic and circulation analyses performed by Stanford and peer reviews performed by Santa Clara County and found that the project traffic impacts are included within the 2000 GUP EIR analysis, and therefore there are no additional impacts from the CAM project. More particularly, intersections within Menlo Park and movements into Menlo Park are experiencing less peak hour traffic

than the 2000 GUP EIR projected. Additional details about this analysis are provided on the City Council's regular business agenda for November 14, 2017, as part of staff report #17-284-CC.

For the 2111-2121 Sand Hill Road project, the approved mitigated negative declaration (MND) estimated 47 peak AM trips and 36 peak PM hour trips associated with the new development, meaning that transportation and traffic impacts to the existing Sand Hill Road corridor would be less than significant.

Impact on City Resources

A property tax exchange agreement has been negotiated with San Mateo County, which would result in the City receiving 10.5 percent of the property taxes generated on the site each year. While 10.5 percent is slightly lower than the citywide average across all areas (10.9 percent) and 1.1 percent lower than the adjacent incorporated properties (11.6), the County maintained in its negotiations that a lower share of property tax to the City is justified considering significant County expenses planned for traffic improvements on Alpine Road. Based on the current conditions on the project site, the City would receive slightly less than \$6,500 in property tax revenue annually in the near term. However, if the proposed office building is constructed on the annexed parcel, additional property tax revenue could be anticipated based on the value of the new development, as well as business license tax revenue, and potential sales tax revenue from new office workers spending in the area. For every \$1 million in assessed value added by construction, the City will receive an additional \$1,050 per year.

The project sponsor is required to pay Planning, Building and Public Works permit fees, based on the City's Master Fee Schedule, to fully cover the cost of staff time spent on the review of the project. In addition, the proposed development would be subject to payment of a Transportation Impact Fee (TIF). These required fees were established to account for projects' proportionate obligations.

Environmental Review

On September 26, 2017, the City Council adopted a resolution that adopted a Mitigated Negative Declaration (MND) and Mitigation Monitoring and Reporting Program (MMRP) for 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. Draft Ordinance Approving the Prezoning
- B. Draft Ordinance Approving the Rezoning

Report prepared by:
Tom Smith, Associate Planner

Report reviewed by:
Mark Muenzer, Assistant Community Development Director

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ORDINANCE NO. _____

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
PREZONING ALL THAT CERTAIN PARCEL OF LAND BEING THE
WHOLE OF THE PARCEL AT 2111 AND 2121 SAND HILL ROAD AND
ADDITIONAL LAND, SITUATED IN THE COUNTY OF SAN MATEO,
STATE OF CALIFORNIA, AND MORE PARTICULARLY DESCRIBED IN
EXHIBIT A**

The City Council of the City of Menlo Park does hereby ORDAIN as follows:

SECTION 1. The zoning map of the City of Menlo Park is hereby amended to prezone all that certain real property in the County of San Mateo and State of California, more particularly described and shown in Exhibit A, from County zoning R-1, S-9 and R-E, S-9 to City zoning R-1-S (Single Family Suburban Residential) and C-1-C (Administrative, Professional and Research District, Restrictive), respectively.

SECTION 2. A Mitigated Negative Declaration was prepared for the project and adopted by the City Council on _____, 2017 through Resolution No. _____, in accordance with the provisions of the California Environmental Quality Act and CEQA Guidelines.

SECTION 3. No subsequent change shall be made to the General Plan for the annexed territory or zoning that is not in conformance to the prezoning designations for a period of two years after the completion of the annexation, unless the City Council makes a finding at a public hearing that a substantial change has occurred in circumstances that necessitate a departure from the prezoning in the application to the San Mateo County Local Agency Formation Commission.

SECTION 4. This Ordinance shall be published once within fifteen (15) days of its adoption in The Daily News, a newspaper of general circulation, printed, published and circulated in the City of Menlo Park, and shall become effective thirty (30) days from the date of adoption by the City Council or the effective date of LAFCO approval of the annexation, whichever date is later.

INTRODUCED on the _____ day of _____, 2017.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Mayor

ATTEST:

Clay Curtin, Interim City Clerk

Exhibit A

Rezoning – 2111 and 2121 Sand Hill Road Project

CITY OF MENLO PARK

2111-2121 Sand Hill Road

Rezoning

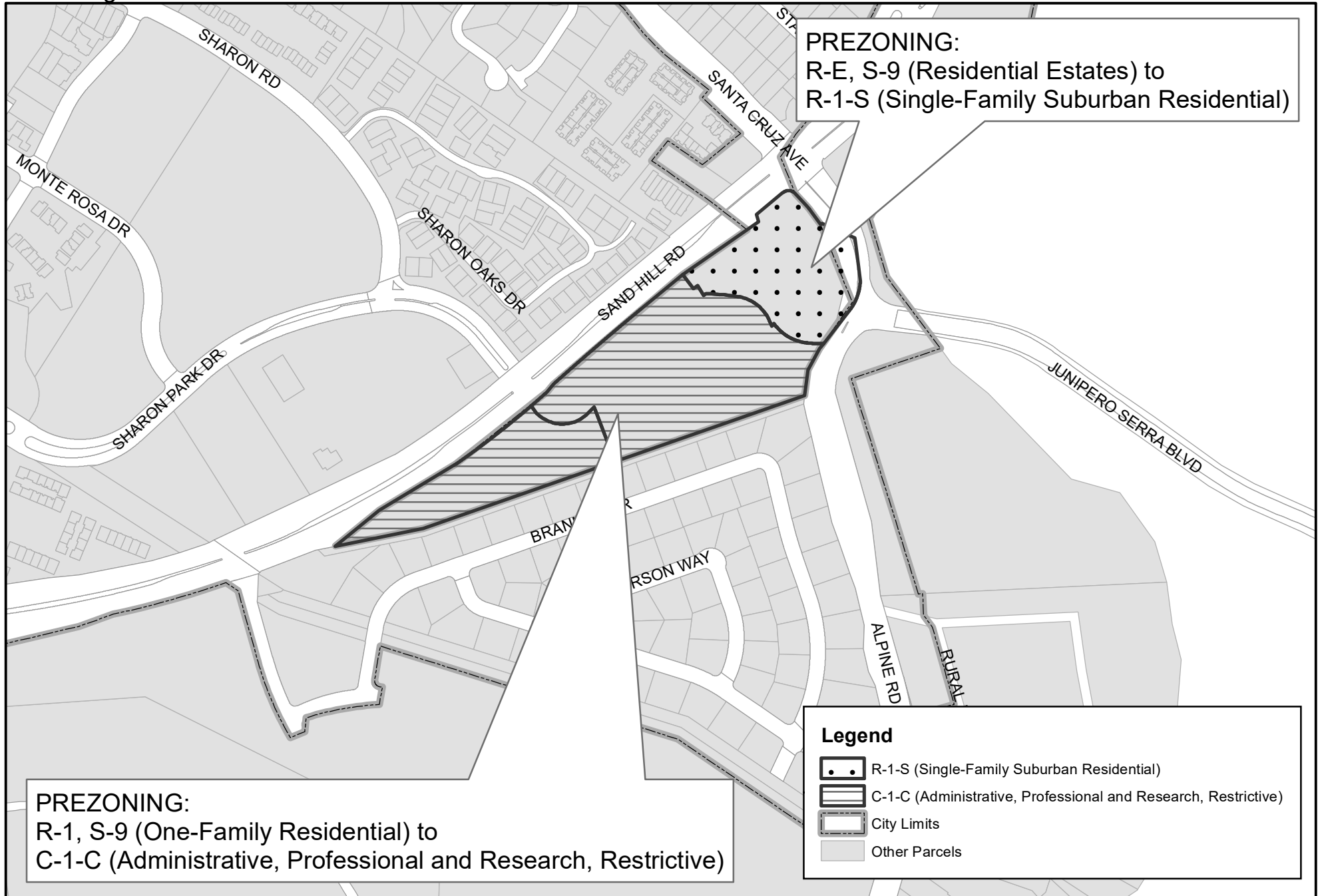


EXHIBIT "A"

**ANNEXATION PARCEL
2131 SAND HILL ROAD
SAN MATEO COUNTY, CALIFORNIA**

ALL THAT CERTAIN REAL PROPERTY IN THE COUNTY OF SAN MATEO AND STATE OF CALIFORNIA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE MOST NORTHERLY CORNER OF LOT 15, AS SHOWN ON THE MAP OF STANFORD HILLS UNIT A INCREMENT 1, AS FILED APRIL 29, 1959, IN BOOK 51 OF MAPS, AT PAGES 20-21, SAN MATEO COUNTY RECORDS;

THENCE NORTH 13°10'18" WEST ALONG THE WESTERLY LINE OF ALPINE ROAD, A DISTANCE OF 25.14 FEET TO THE POINT OF BEGINNING, AT THE INTERSECTION WITH THE NORTHERLY LINE OF A 10 FOOT WIDE PACIFIC GAS AND ELECTRIC COMPANY EASEMENT 23486C, AS DESCRIBED IN BOOK 587 OF OFFICIAL RECORDS, AT PAGE 473;

THENCE SOUTH 70°51'49" WEST ALONG THE NORTHERLY LINE OF SAID EASEMENT, A DISTANCE OF 660.40 FEET;

THENCE SOUTH 70°47'14" WEST ALONG THE NORTHERLY LINE OF SAID EASEMENT, A DISTANCE OF 647.20 FEET;

THENCE SOUTH 78°43'38" WEST ALONG THE NORTHERLY LINE OF SAID EASEMENT, A DISTANCE OF 291.29 FEET;

THENCE NORTH 50°42'54" EAST A DISTANCE OF 1688.56 FEET;

THENCE NORTH 55°14'06" WEST A DISTANCE OF 103.50 FEET TO AN INTERSECTION WITH THE NORTHWESTERLY LINE OF SAND HILL ROAD;

THENCE NORTH 50°29'33" EAST ALONG THE NORTHWESTERLY LINE OF SAND HILL ROAD, A DISTANCE OF 207.68 FEET TO A POINT OF CURVATURE OF A TANGENT CURVE, CONCAVE TO THE WEST;

THENCE NORTHERLY ALONG THE ARC OF SAID CURVE, TO THE LEFT, WITH RADIUS OF 20.00 FEET AND CENTRAL ANGLE OF 96°59'39", FOR AN ARC DISTANCE OF 33.86 FEET;

THENCE NORTH 55°02'58" EAST A DISTANCE OF 123.69 FEET TO A NON TANGENT INTERSECTION WITH THE ARC OF A CURVE, CONCAVE TO THE NORTH;

THENCE EASTERLY ALONG THE ARC OF SAID CURVE, TO THE LEFT, WHOSE CENTER BEARS NORTH 43°21'54" EAST FROM SAID POINT OF INTERSECTION, WITH RADIUS OF 15.00 FEET AND CENTRAL ANGLE OF 91° 31'14", FOR AN ARC DISTANCE OF 23.96 FEET;

THENCE SOUTH 35°09'26" WEST A DISTANCE OF 98.89 FEET;

THENCE SOUTH 21°48'02" EAST A DISTANCE OF 105.76 FEET;

THENCE SOUTH 37°06'06 EAST A DISTANCE OF 163.14 FEET;

THENCE SOUTH 66°07'11" EAST A DISTANCE OF 116.73 FEET;

THENCE SOUTH 07°12'30" EAST A DISTANCE OF 141.78 FEET A NON TANGENT INTERSECTION WITH THE ARC OF A CURVE, CONCAVE TO THE NORTHWEST;

THENCE SOUTHWESTERLY ALONG THE ARC OF SAID CURVE, TO THE LEFT, WHOSE CENTER BEARS NORTH 87°09'26" WEST FROM SAID POINT OF INTERSECTION, WITH RADIUS OF 172.26 FEET AND CENTRAL ANGLE OF 35°03'55", FOR AN ARC DISTANCE OF 105.42 FEET;

THENCE SOUTH 38°05'16" WEST A DISTANCE OF 156.81 FEET:

THENCE SOUTH 28°32'43" WEST A DISTANCE OF 79.11 FEET;

THENCE SOUTH 07°10'19" WEST A DISTANCE OF 85.77 FEET;

THENCE SOUTH 70°51'49" WEST A DISTANCE OF 9.76 FEET TO THE POINT OF BEGINNING.

CONTAINING 15.99 ACRES, MORE OR LESS.

JUNE 9, 2017



A circular professional seal for David W. Betham, a Professional Land Surveyor in the State of California. The seal contains the text: "PROFESSIONAL LAND SURVEYOR", "DAVID W. BETHAM", "PLS", "NO. 7047", and "STATE OF CALIFORNIA". A handwritten signature in blue ink is written across the seal.

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF MENLO PARK REZONING
PROPERTY WITH ASSESSOR'S PARCEL NUMBERS 074-331-210
AND 074-321-110**

The City Council of the City of Menlo Park does ordain as follows:

SECTION 1. The zoning map of the City of Menlo Park is hereby amended such that certain real properties with Assessor's Parcel Numbers 074-331-210 and 074-321-110 are rezoned to the C-1-C (Administrative, Professional and Research, Restrictive) district as more particularly described and shown in Exhibit A.

SECTION 2. A Mitigated Negative Declaration was prepared for the project and adopted by the City Council on _____, 2017 through Resolution No. _____, in accordance with the provisions of the California Environmental Quality Act and CEQA Guidelines.

SECTION 3. This ordinance shall become effective thirty (30) days from the date of adoption by the City Council or the effective date of LAFCO approval of the annexation, whichever date is later. 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 ___ day of _____, 2017.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Mayor

ATTEST:

Clay Curtin, Interim City Clerk

Exhibit A

Rezoning – 2111 and 2121 Sand Hill Road Project

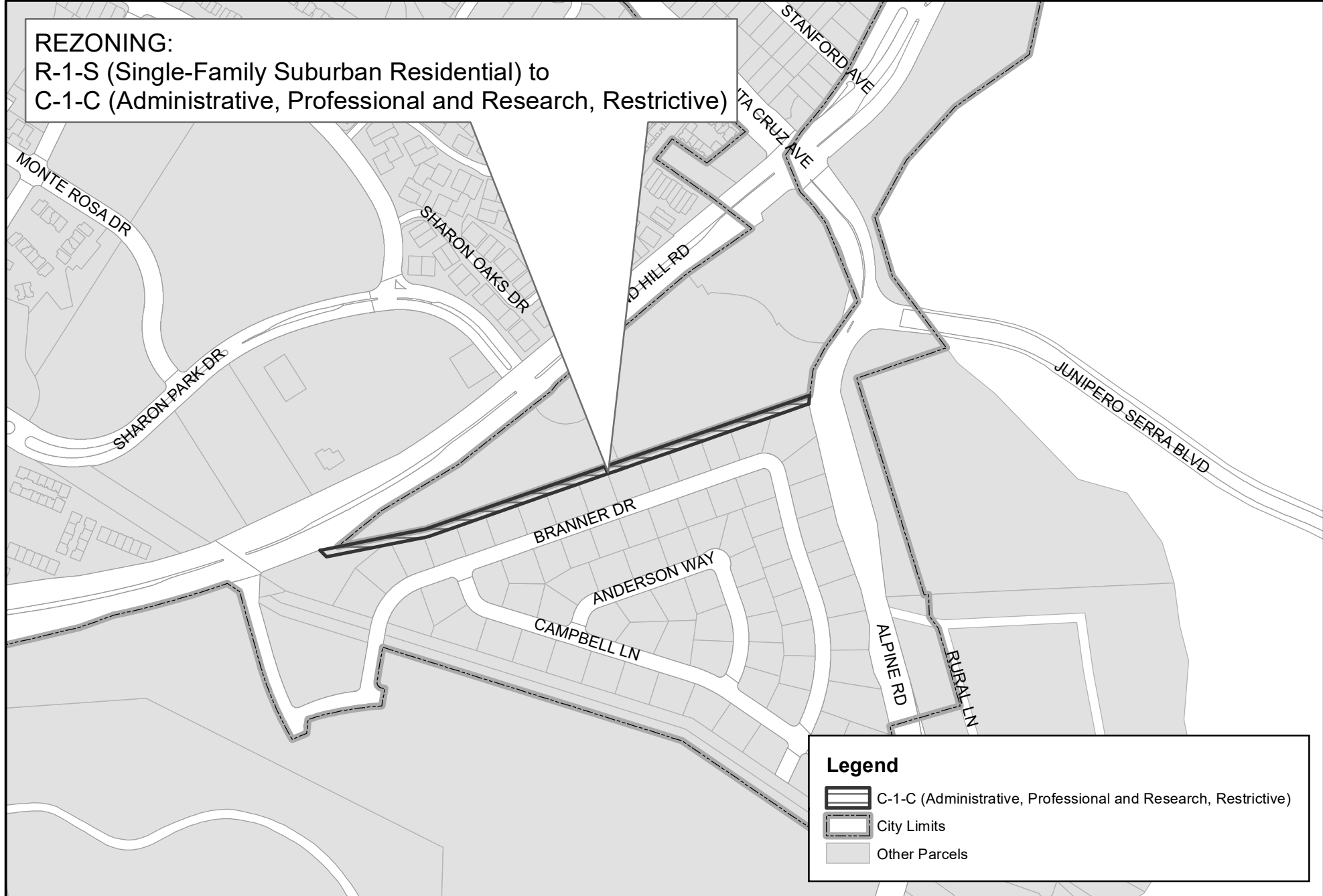
CITY OF MENLO PARK

2111-2121 Sand Hill Road

Rezoning



REZONING:
R-1-S (Single-Family Suburban Residential) to
C-1-C (Administrative, Professional and Research, Restrictive)



Legend

- C-1-C (Administrative, Professional and Research, Restrictive)
- City Limits
- Other Parcels

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STAFF REPORT

City Council

Meeting Date: 11/14/2017

Staff Report Number: 17-270-CC

Regular Business:

Consider a request to rename Market Place Park after Mr. Karl Clark, Menlo Park resident and WWII veteran

Recommendation

Staff recommends that the City Council consider a request to rename Market Place Park (313 Market Place, Menlo Park) after Karl Clark, Menlo Park resident and WWII veteran.

Policy Issues

City Council Policy #CC-86, dated February 25, 1986, provides guidance on the naming and/or changing of the name of facilities (Attachment A).

This request represents a deviation from existing City policy which states "...The City will modify existing names only with the greatest reluctance and only to commemorate a person or persons who have made major, overriding contributions to the City and whose distinctions are as yet unrecognized." The policy also states the naming will recognize a deceased person no sooner than five years after that person's death.

The City Council has made exceptions to the policy in the past. In October 2004, the City Council waived the policy by naming the Burgess Park Little League field in honor of Tom Harrison, former Chair of the Park and Recreation Commission. In September 2008, the policy was waived to change the name of Bayfront Park to Bedwell Bayfront Park in honor of Michael Bedwell, former City Manager from 1964 to 1991. On April 5, 2011, Council approved a recommendation to rename a number of Burgess Campus facilities including the Arrillaga Family Recreation Center, Arrillaga Family Gymnasium and Arrillaga Family Gymnastics Center, honoring John Arrillaga and his family for his generous donations and leadership. In each case Council determined that the standard for "overriding contributions" by these individuals had been met.

Background

Per Council policy, the Parks and Recreation Commission is responsible for considering and recommending naming or renaming facilities to the City Council after receiving input from the community. On June 28, 2017, the Commission received a request to rename Market Place Park from residents Julie Shanson and Cecilia Taylor, representing the resident-led Belle Haven Action Group, requesting to rename the park near the Boys and Girls Club on Market and Hamilton Streets (known as Market Place Park) after Karl Clark, a long time Belle Haven resident and decorated WWII veteran. The Commission held a study session to consider the request summarized in (Attachment B).

The Commission received a presentation during the study session from residents on behalf of late the Karl Clark which outlined his many contributions including his work with the Boys and Girls Club in Menlo Park, life-saving efforts while in the Navy during WWII and accomplishments as an author of three books. City

staff pointed out that the request is a deviation from current City policy and would require Council to waive the policy to make this exception.

The Commission considered the request and recommended that the request be tabled until a future date when the requestors could demonstrate broader support from the community and the Commission could have a better understanding of the criteria for making an exception to Council policy.

On October 25, 2017, the Commission again considered the recommendation to the City Council to rename Market Place Park after Karl Clark. Residents Julie Shanson and Cecilia Taylor reported that they had received 115 signatures on a petition supporting the park renaming. The petitions were presented to the Commission for their consideration. The presentation was followed by nearly a dozen residents who shared their personal accounts of Karl Clark, told of his many contributions to them and the Belle Haven neighborhood and described his inspiration for current and future generations. In addition, the group received a letter of support from Congresswoman Anna Eshoo (Attachment C).

The Commission voted unanimously to support a recommendation to the City Council to rename Market Place Park after Karl Clark. The Commission acknowledged the efforts of the requestors and the broad support of the park renaming on behalf of Karl Clark. Commissioners cited Karl Clark's contributions to his nation and community, as well as his inspiration to the neighborhood as "major and overriding contributions".

Analysis

City Ordinance No. 884 was adopted December 16, 1997 to rezone the property which now is Market Place Park from R-1-U (residential) to OSC (Open Space & Conservation). At the time, it was a 5,402 square feet vacant parcel of land surrounded by Market Place Midi Park, a public park owned by the City of Menlo Park. Following the rezoning, the property was to be incorporated into the existing park. A map of the park today, and maps on file with the original parcel confirms the location. The park is now known as Market Place Park which is located at 313 Market Place, Menlo Park. In addition, in 2004, the park was renovated as part of the Belle Haven neighborhood improvement program. The project included new tube steel fencing for the tot lot, new concrete walks, new site furnishings, irrigation modifications, planting and park lighting.

Although the request to rename the park represents an exception to the City Council's policy, the City Council is being asked to consider the merits of the request and consider the Parks and Recreation Commission's recommendation to rename Market Place Park after Karl Clark. If the Council approves the exception to rename the park, staff will install a new wooden park sign as shown in (Attachment D). Currently, there is no sign at the park. Staff evaluated a few potential locations for the sign and identified the corner of Market Plan and Hamilton Avenue as the best location given the prominence and high visibility of this location.

Impact on City Resources

The proposed name change will have no impact on City resources.

Environmental Review

The subject of this report does not represent a project under the California Environmental Quality Act.

Public Notice

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

Attachments

- A. City Council Policy #CC-86 naming and/or changing name of facilities
- B. Parks and Recreation Commission Staff Report – June 28, 2017
- C. Letter from Congresswoman Anna Eshoo
- D. Proposed Sign for Karl Clark Park

Report prepared by:
Derek Schweigart, Interim Community Services Director

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City of Menlo Park			City Council Policy
Department City Council Subject Naming and/or Changing the Name of Facilities	Page 1 of 1	Effective Date February 25, 1986	
	Approved by	Procedure # CC-86-	
	<small>Department Head</small>		
	<small>City Manager</small>		

PURPOSE AND SCOPE

From time to time the City has the opportunity to name a new facility, or is requested to change the name of a previously designated park, playground, building or other unit under the City's jurisdiction.

In order to formalize the City's consideration of these requests, and to provide better guidelines to the public, the City does hereby adopt the following policy guidelines for the naming of facilities.

1. It shall be the policy of the City not to change the name of any existing recreation and park facility, particularly one whose name has City or national significance, unless there is the most extraordinary circumstances of City or National interest and no other new facility can so be designated.
2. The existing place names within Menlo Park shall be deemed to have historic significance to the City. The City will modify existing names only with the greatest reluctance and only to commemorate a person or persons who have made major, overriding contributions to the City and whose distinctions are as yet unrecognized.
3. The Park and Recreation Commission, after considering inputs from the community, will recommend to the City Council names for new parks, playgrounds, athletic fields, paths, tennis courts, flower beds, buildings and miscellaneous facilities. The naming will recognize:
A deceased person (no sooner than five years after death, ethnic or other national or community groups not yet honored in some fashion, who have made significant contributions to the City and/or the Park and Recreation and have not been previously honored in a meaningful way by the City.
4. It shall be the policy of the City generally to encourage plaques commemorating donations including tree memorials, horticultural collections or plant materials.
5. Where appropriate to the facility, the City encourages the donation of memorial benches.
6. At those facilities having recreation buildings, the City from time to time may authorize placing of a memorial plaque inside a building when that facility is closely identified with a person or group, but the policy of the City is to retain the historic name of the facility.
7. For other than naming a new facility, it is the policy of the City to take no action until at least six months from the receipt of a suggested name change or the adoption of these policies.

(Council took a look at this policy again on Jan. 27, 1998 with no changes)

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STAFF REPORT

Parks and Recreation Commission

Meeting Date: 6/28/2017
Staff Report Number: 17-017-PRC

Study Session: Consider a request to rename Market Place Park after Mr. Carl Clark, Menlo Park resident and WWII veteran

Recommendation

Staff recommends that the Commission review and consider a request to rename Market Place Park (313 Market Place, Menlo Park) after Mr. Carl Clark, Menlo Park resident and WWII veteran and provide staff feedback and general direction on possible next steps.

Policy Issues

City Council Policy #CC-86, dated February 25, 1986, provides guidance on the naming and/or changing the name of facilities which is included as Attachment A.

This request does represent a deviation from existing City policy which states "...The City will modify existing names only with the greatest reluctance and only to commemorate a person or persons who have made major, overriding contributions to the City and whose distinctions are as yet unrecognized." The policy also states the naming will recognize a deceased person no sooner than five years after that person's death.

The City Council has made exceptions to the policy in the past. In October 2004, the City Council waived the policy by naming the Burgess Park Little League field in honor of Tom Harrison, former Chair of the Park and Recreation Commission. In September 2008, the policy was waived by changing the name of Bayfront Park to Bedwell-Bayfront Park in honor of Michael Bedwell, former City Manager from 1964 to 1991. On April 5, 2011, Council approved a recommendation to rename a number of Burgess Campus facilities including the Arrillaga Family Recreation Center, Arrillaga Family Gymnasium and Arrillaga Family Gymnastics Center, honoring John Arrillaga for his generous donations and leadership.

Background

On April 3, 2017, City staff and the Commission received communication from residents Julie Shanson and Cecilia Taylor, representing the Belle Haven Action group, requesting to name or rename the park by the Boys and Girls Club on Market and Hamilton Streets which we understand now as Market Place Park that the City owns and operates. The name was unclear at the time since there wasn't a park sign at the time. The group requested that the City consider naming the park after Mr. Carl Clark, a long time Belle Haven resident and decorated WWII veteran. Links to stories concerning Mr. Clark and his obituary can be found in the Huffington Post, Almanac and Boston Globe and are included as Attachments B, C and D.

Per Council policy, the Parks and Recreation Commission is responsible for considering and recommending naming of facilities to the City Council after receiving input from the community. In the last several years, the Commission has requested and received from the Council waivers of the naming policy in order to name the

new Arrillaga facilities after the John Arrillaga family, due to the major donations from Mr. Arrillaga that allowed the City to build them.

The last time the Commission considered the City's Facility Naming Policy was at their meeting on January 22, 2014 when it considered the inclusion of a monuments and memorial policy in response to the high interest for memorial plaques in City parks by the community. The current policy does not specifically address monuments and memorials in City parks and facilities except for the encouraging the donation of memorial benches. The Commission agreed to maintain the City's current moratorium on all plaques and stones in City parks siting concerns that such a practice would lead to a cemetery-like feeling and negatively impact the park's character. Instead, when requests are made by a member of the public, it is recommended that the member consider a donation of a tree planting or memorial bench in the park.

Analysis

The City policy on naming and/or changing the name of facilities is an important guide on whether to consider a name change to Market Place Park. The request is a deviation from current City policy and would require Council to waive the policy to make this exception. In particular, the policy states "the naming will recognize a deceased person no sooner than five years after that person's death." The Commission has recommended to Council exceptions to the policy in the past which we already mentioned in the report.

In consideration of the request, City staff suggests the following questions to help guide the Commission's discussion on the topic:

1. What other relevant information is needed to help guide the Commission's discussion?
2. What are the important policy considerations related to this request?
3. Does the request warrant an exception to the current policy? If so, what information supports the exception? If not, what other recommendations would the Commission offer?
4. Based on the Commission's discussion, what next steps if any does the Commission recommend?

Impact on City Resources

There is no direct impact to City resources by the recommendation in this report.

Environmental Review

Subject of report does not represent a project under the California Environmental Quality Act.

Public Notice

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

Attachments

- A. City Council Policy #CC-86 naming and/or changing name of facilities
- B. Huffington Post Article Dated January 18, 2012 http://www.huffingtonpost.com/2012/01/18/carl-clark-black-navy-vet-awarded-medal-66-years-later_n_1212188.html
- C. Almanac Article Dated August 2, 2016 <https://www.almanacnews.com/news/2016/08/02/a-war-hero->

Staff Report #: 17-017-PRC

[turns-100](#)

D. Boston Globe Obituary Article March 30, 2017

<https://www.bostonglobe.com/metro/obituaries/2017/03/29/carl-clark-wwii-hero-recognized-decades-later-dies/SVrJUGWBXzECsbnxSMmDkO/story.html>

Report prepared by:

Derek Schweigart

Assistant Community Services Director

City of Menlo Park

City Council Policy

Department City Council	Page 1 of 1	Effective Date February 25, 1986
Subject Naming and/or Changing the Name of Facilities	Approved by	Procedure # CC-86-
	Department Head	
	City Manager	

PURPOSE AND SCOPE

From time to time the City has the opportunity to name a new facility, or is requested to change the name of a previously designated park, playground, building or other unit under the City's jurisdiction.

In order to formalize the City's consideration of these requests, and to provide better guidelines to the public, the City does hereby adopt the following policy guidelines for the naming of facilities.

1. It shall be the policy of the City not to change the name of any existing recreation and park facility, particularly one whose name has City or national significance, unless there is the most extraordinary circumstances of City or National interest and no other new facility can so be designated.
2. The existing place names within Menlo Park shall be deemed to have historic significance to the City. The City will modify existing names only with the greatest reluctance and only to commemorate a person or persons who have made major, overriding contributions to the City and whose distinctions are as yet unrecognized.
3. The Park and Recreation Commission, after considering inputs from the community, will recommend to the City Council names for new parks, playgrounds, athletic fields, paths, tennis courts, flower beds, buildings and miscellaneous facilities. The naming will recognize:
A deceased person (no sooner than five years after death, ethnic or other national or community groups not yet honored in some fashion, who have made significant contributions to the City and/or the Park and Recreation and have not been previously honored in a meaningful way by the City.
4. It shall be the policy of the City generally to encourage plaques commemorating donations including tree memorials, horticultural collections or plant materials.
5. Where appropriate to the facility, the City encourages the donation of memorial benches.
6. At those facilities having recreation buildings, the City from time to time may authorize placing of a memorial plaque inside a building when that facility is closely identified with a person or group, but the policy of the City is to retain the historic name of the facility.
7. For other than naming a new facility, it is the policy of the City to take no action until at least six months from the receipt of a suggested name change or the adoption of these policies.

(Council took a look at this policy again on Jan. 27, 1998 with no changes)



*Congress of the United States
House of Representatives
Washington, D.C. 20515*

*Anna G. Eshoo
Eighteenth District
California*

June 28, 2017

Mr. Christopher Harris, Chair
Parks and Recreation Commission
City of Menlo Park
701 Laurel Street
Menlo Park, California 94025

Dear Mr. Harris,

I'm pleased to join the members of Belle Haven Action in their quest to rename Marketplace Park in honor of former Belle Haven resident Carl Clark.

I was privileged to secure the honors due to Mr. Clark for his heroic service in World War II, honors he was deprived of for decades because of his race. I know Mr. Clark as a devoted public servant, a man committed to his community, making it stronger and our country better. I can think of no one more deserving than the late Carl Clark to be honored by the City of Menlo Park by having a park named after him.

Most gratefully,

A handwritten signature in blue ink, appearing to read "Anna G. Eshoo".

Anna G. Eshoo
Member of Congress

cc: Members of the Parks and Recreation Commission
Derek Schweigart, Assistant Community Services Director
Julie Shanson, Belle Haven Action
Cecilia Taylor, Belle Haven Action

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STAFF REPORT

City Council

Meeting Date:

11/14/2017

Staff Report Number:

17-272-CC

Regular Business:

Accept the Bedwell Bayfront Park Master Plan and consider the Parks and Recreation Commission's recommendations on certain park amenities and approve proposed next steps

Recommendation

Staff recommends the City Council accept the Bedwell Bayfront Park Master Plan and consider the Parks and Recreation Commission's recommendations on whether or not to include certain park amenities such as a kayak/boat launch, outdoor classroom seating area, off-leash Dog Park and a model glider area. Staff also recommends the City Council approve next steps.

Policy Issues

The project is consistent with City policies and 2017 City Council Work Plan item No. 13 – “Develop a Bedwell Bayfront Park (BBP) operations and maintenance plan to enhance use, improve access and determine sustainable funding sources for ongoing maintenance.” Throughout the planning process, the current policy of limiting park use to passive recreation was maintained.

The project is also consistent with policies and programs (i.e., LU-1, LU-6, LU-7, CIRC-1, CIRC-2, CIRC-3, CIRC-4, CIRC-6, OSC1, OSC2, N1, S1) stated in the 2016 City General Plan ConnectMenlo Land Use and Circulation Element. These policies and programs seek to promote sustainable and orderly development, a safe and user-friendly circulation system promoting accessibility for multiple modes of transportation and preserve open space lands for recreation and address the Open Space / Conservation Noise General Plan.

Background

Bedwell Bayfront Park (BBP) is the City's largest park consisting of 160 acres and the City's only open space on the San Francisco Bay. Originally a sanitary landfill, construction of BBP 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. Staff manage and maintain the park grounds as well as the landfill components, which include a gas and leachate collection system and a flare.

The park has seen a significant increase in usage over the years as the recreational interests and needs of users and area residents 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. Other improvements requested by the community include access and connectivity to the Bay for small nonmotorized boats such as canoes or kayaks similar to the floating dock at the Palo Alto Baylands Nature Preserve.

One activity that has gained attention over the years has been radio-controlled model aircraft and drones or unmanned air systems (UAS) as they are referred by the Federal Aviation Administration. Concerns over the potential hazards to other park users, small flying aircraft taking off and landing at nearby airports, park wildlife and incompatibility with other uses at the park, lead to the City Council approving an amendment to Menlo Park Municipal Code Section 8.28.130.5 to prohibit drones and other UAS in City parks. At that time, the City Council directed staff to explore the issue of drones and other UAS through the park master plan process, which would be the appropriate setting to address concerns over current and future park uses.

The park master plan was also initiated in part by the Parks and Recreation Commission which underscored many of the parks issues and needs. Ongoing and deferred maintenance, as well as enforcement of park rules is an ongoing concern for park users particularly since the park ranger was eliminated from the park operation in 2011 as a cost saving measure to extend the life of the Bedwell Bayfront Park Operations Sinking Fund. Enforcement of park hours, parking, loitering, off-leash dogs and other prohibited activity have been ongoing concerns and has resulted in complaints from some park users.

The park master plan will help provide a long-term vision and general development guide for the park and its facilities, including how to protect park resources, provide quality visitor experiences, manage visitor use and plan for future park development. The plan will also identify infrastructure needs related to the methane gas and leachate collection systems and other issues associated with managing the closed landfill.

In response to these requests, the City Council included the Bedwell Bayfront Park Master Plan in their 2016 and 2017 work plans (No.17 and No. 13 respectively) to develop a park operations and maintenance plan to enhance use, improve access and determine sustainable funding sources for ongoing maintenance.

Work began on the master plan in February 2017 and continued for the next nine months. After an extensive community engagement process that included four community meetings and open houses, stakeholder focus groups, intercept events and project surveys, the draft park master plan was presented to the Parks and Recreation Commission during a study session at their meeting October 11, 2017. A description of the community engagement efforts and an overview of the draft park master plan is included in the Commission staff report (Attachment A).

The Commission meeting was well attended and the park master plan received significant public comment and discussion. The Commission was asked to provide general feedback on the draft park master plan and recommend any changes based on the community's input. In particular, the Commission was asked to address three components that received marginal support and were not included in the preferred plan: a proposed outdoor classroom seating area, off-leash Dog Park and a model glider area.

During the Commission discussion, the outdoor classroom seating area concept garnered the most support with commissioners citing how it would support the master plan's goal of supporting education and park access for children. In addition, the proposal was presented as a less intrusive, nature-friendly meeting space and not as an amphitheater-like amenity that was in earlier concepts.

The off-leash Dog Park was not supported by a majority of commissioners. Commissioners expressed concerns over noise and inconsistency with other passive uses of the park. Other park users attending the meeting also did not feel the park was an appropriate location mentioning that they didn't feel it would solve the off-leash dog problem and said that new developments in adjacent areas of the park were including their own dog runs.

There was mixed support for a model glider area. Glider activity, which has been compared to kite flying

that is permitted at the park, is in stark contrast to other radio-controlled engine propelled aircraft and drones which are noisy and fly at greater heights and distances. Some Commissioners expressed support for gliders but would like to see pre and post glider bird surveys completed in order to gauge their impact before the activity would be permitted.

The boat and kayak launch was included in the draft master plan based on a majority of community support and since it is similar to other projects that Callander Associates and other consultants have completed around the Bay Area. The Commission did not oppose the proposed amenity but wanted additional information from the surrounding Don Edwards San Francisco Bay National Wildlife Refuge before they would support it. The Commission also understood that further investigation would be needed before the activity would be permitted.

One proposal included in the draft park master plan and which received unanimous support by the Commission and those in attendance to meeting was the need for a park ranger to enforce park rules and support educational goals. The need for a park ranger has been a constant theme throughout the master plan process.

On October 25, 2017, the Commission was asked to approve the overall master plan and make a final recommendation on whether to include the proposed outdoor classroom seating area, off-leash Dog Park and model glider area. Since the kayak/boat launch received a lot of discussion during the study session the Commission decided to handle that item separately from the overall plan. After significant public comment, the Commission unanimously approved a recommendation to the City Council to approve the master plan. After significant discussion, the Commission voted on each of the specific amenities separately:

1. Kayak/boat launch – the Commission voted unanimously (7-0) against including this amenity in the plan.
2. Outdoor classroom seating area – the Commission voted unanimously (7-0) to recommend including this amenity in the plan.
3. Off-leash Dog Park – the Commission voted (6-1) against including this amenity in the plan.
4. Model Glider Area – the Commission voted (4-3) against including this amenity in the plan.

Analysis

The master plan is based on community input and interdisciplinary collaboration, and adheres to the park's character as a passive recreation destination. The master plan includes features that reflect the plan's goals that were developed at the earliest stages of the process and supported by the Oversight and Outreach Group.

Goal 1 - Utilize an open and inclusive community outreach process to refine goals and objectives and develop a roadmap to guide park improvements over the next 25 years.

Goal 2 - Respect prior decisions (Measure J) made regarding exclusion of active recreation on-site.

Goal 3 - Enhance the park's value as a unique community asset by increasing passive recreation and educational opportunities.

Goal 4 - Protect existing sensitive habitats and landfill systems.

Goal 5 - Provide City Council with research on appropriate uses of nonmotorized and radio controlled aircraft at other public sites and public input on issue.

Goal 6 - Work to identify sustainable funding sources to support short term improvements and long term maintenance and operations.

The master plan seeks to expand the accessible trail system while preserving the natural qualities, introduce educational learning opportunities about Bedwell Bayfront Park as an existing landfill and current habitat, and provide site amenities that the public supported. In addition, the master plan seeks to maintain and improve the infrastructure associated with the landfill, which consists of an aging landfill gas and leachate collection system, as well as the potable water supply system and fire protection network.

If the park master plan is approved by the City Council, it is recommended that improvements be phased in over of the next 25 years. Community-supported features will be phased in while prioritizing those improvements that address flooding and improve accessibility to the park.

Phase 1 will be implemented in zero to five years and includes addressing deferred maintenance and capital projects, safety items, Americans with Disabilities Act (ADA) accessibility, installation of a ranger's office, and site furnishings including seating, , dog bag dispensers etc. Improvements to the landfill include major upgrades to the gas and leachate collection systems to optimize the operation of the facility. An expansion of the fire suppression system is also planned under this phase.

Phase 2 will be implemented in 5 to 10 years and includes installation of an automatic gate / entrance system, treated ADA accessible trails located further into the park such as the western summit and Great Spirit Path, a nature play area, kayak launch and habitat restoration areas, parking improvements and replacement of the restroom building, and additional site furnishings, such as bike racks, picnic tables, and fitness stations and address the first 12 inches of sea level rise along segments of the entrance road and Bay Trail.

Phase 3 will be implemented in 10 to 25 years and includes addressing the second 12 inches of sea level rise along segments of the entrance road and Bay Trail, and renovation of the Great Spirt Path art piece.

A complete description of the proposed plan phasing, along with estimated costs are included in Implementation Section 4 of the park master plan (Attachment B).

Financial Analysis

The Bedwell Bayfront Park Master Plan identifies park improvements of approximately \$9 million. With landfill-related regulatory improvements, the total cost of improvements is approximately \$13 million. In the draft memo provided by Economic and Planning Systems, Inc. (EPS), a sub consultant of Callander Associates, of the \$9 million, 20 percent of the costs are related to "basic park" improvements which include deferred maintenance and capital projects, safety items, ADA accessibility and site furnishings (e.g., seating, bike racks, dog bag dispensers), 54 percent are for "enhanced park" features that include new park features, and the remainder of the costs are to protect against sea-level rise.

Current operations and maintenance of the park is approximately \$110,000 per year (not including the costs to operate and maintain the landfill, which are approximately \$250,000 a year). As park improvements are implemented (consistent with the proposed BBP phasing), annual operations and maintenance costs are estimated to range from \$330,000 per year after Phase 1 improvements are installed to \$480,000 per year in Phase 3. These costs assume the cost of a park ranger if the City Council approves the higher service level, capital repairs and maintenance, utilities and contingencies.

Sample funding strategies for the Park's capital improvements include a range of funding sources and financing mechanisms, including proceeds from Measure T, park in lieu fees, park and recreations

development impact fees, existing and future development agreements, grant funding, and perhaps future general obligation bonds as well.

Sample funding strategies for annual operations and maintenance include dedicated user fees (e.g., revenue from charging for parking), a hotel amenity charge at the nearby Menlo Gateway project, an increase of the Utility Users Tax, which would augment the General Fund (perhaps on a temporary basis, as an interim solution until a holistic approach to funding the Citywide park system is in place), and a citywide parcel tax (long-term solution). In addition, the City can consider maximizing volunteer efforts.

These are only sample strategies and the City Council is not being asked to make a decision on funding for capital and operations until more information is available through the overall Parks and Recreation Facilities Master Plan process that is scheduled to be completed in the fall 2018. At that time, staff will return to the City Council with a range of strategies that are appropriate to address the short and long term sustainability of the park.

Recommendation

Staff recommends the City Council accept the Bedwell Bayfront Park Master Plan and consider the Parks and Recreation Commission's recommendations on whether or not to include certain park amenities such as a kayak/boat launch, outdoor classroom seating area, off-leash Dog Park and a model glider area. Staff also recommends the City Council approve next steps in preparation of the overall Parks and Recreation Facilities Master Plan Update which is scheduled to be completed in the fall 2018. The Bedwell Bayfront Park Master Plan will be evaluated and prioritized along with other parks and recreation facilities needs at that time.

Next Steps

1. City staff will identify the park's short and midterm maintenance needs and possible funding strategies to address the anticipated shortfall in the BBP maintenance and operations sinking fund in order to maintain the current level of services.
2. Staff will review the park's deferred maintenance and capital projects that have been identified in the master plan and return to the City Council with recommendations as part of the fiscal year 2018-19 budget process and the 5-year Capital Improvement Program.
3. City staff will work with the project consultant Gates+Associates to include the Bedwell Bayfront Park Master Plan into the overall Parks and Recreation Facilities Master Plan which includes prioritization with other parks and recreation facilities and identification of future funding sources for its development.
4. If the City Council chooses, staff will come forward with a proposal for a third phase of Measure T Bonds to fund prioritized parks and facilities as determined by the overall Parks and Recreation Facilities Master Plan.

Impact on City Resources

Project costs address current deferred maintenance and capital projects, costs for new activities and enhancements, sea level rise and the 100 year flood event, and needed landfill improvements. The estimated capital costs for all park improvements is \$9 million which will be phased for a park plan life of 25 years. The estimate for annual operations and maintenance costs including salaries, repairs and maintenance and utilities is \$450,000 to \$550,000. Landfill improvements related to the master plan are approximately \$4.5 million. Landfill annual operations and maintenance costs including operations, maintenance and monitoring is \$200,000 to \$250,000. An overview of cost estimates is included in the park master plan (Attachment B).

A draft funding strategy for park improvements and ongoing operations and maintenance was provided by Economic & Planning Systems, Inc. (EPS), a project sub consultant for Callander Associates. The executive summary (Attachment C) outlines sample strategies that may be considered at a future date. However, no proposed funding strategies are being considered currently for the Bedwell Bayfront Park Master Plan, as the City needs to complete the overall Parks and Recreation Facilities Master Plan (scheduled for completion in fall 2018) in order to prioritize park improvements along with other City parks and recreation facility needs. A comprehensive funding strategy for Bedwell Bayfront Park and other facilities will be addressed at a later date once the overall master plan is completed.

Environmental Review

As a proposed master plan, 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. Parks and Recreation Commission Staff Report for October 11, 2017
- B. Draft Park Master Plan
- C. EPS Sample Funding Strategy Memo
- D. Exhibits

Report prepared by:
Derek Schweigart, Interim Community Services Director



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 10/11/2017
Staff Report Number: 17-022-PRC

Study Session: Bedwell Bayfront Park Master Plan Draft Review

Recommendation

City staff recommend that the Parks and Recreation Commission receive and provide feedback on the draft park master plan for Bedwell Bayfront Park.

Policy Issues

The Project is consistent with City policies and 2017 Menlo Park City Council Work Plan item No. 13 – Develop a Bedwell Bayfront Park (BBP) operations and maintenance plan to enhance use, improve access and determine sustainable funding sources for ongoing maintenance.

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 Don Edwards Wildlife Refuge and South Bay. Its hilly terrain 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.

The park has seen a significant increase in usage over the years as the recreational interests and needs of users and area residents 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. Other improvements requested by the community include access and connectivity to the Bay for nonmotorized small boats such as canoes, kayaks or sailboards similar to the floating dock at the Palo Alto Baylands Nature Preserve. In response to these requests, the Council included an item in their 2016 and 2017 work plans (No.17 and No. 13 respectively) to develop a park operations and maintenance plan to enhance use, improve access and determine sustainable funding sources for ongoing maintenance.

Staff issued the BBP Master Plan Request for Proposals (RFP) on November 4, 2016. The scope of work presented in the RFP included developing a Master Plan providing a long-term vision and general development guide for the park and its facilities, including how to protect 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 was required to recommend improvements for the next 25 years. After a competitive process, Callander Associates Landscape Architecture was selected as the most qualified consultant based on their expertise in similar projects and their understanding of and approach to the project scope.

In conjunction with the BBP Master Plan RFP, staff issued a Request for Quotes to APTIM (formerly CB&I) for the development of the BBP Master Plan – Technical Evaluation. The primary objective of the Technical Evaluation was to ensure that the proposed improvements developed in the Master Plan are consistent with the operation and maintenance needs of the former landfill. APTIM and Callander Associates Landscape Architecture were required to collaborate on the development of the Master Plan. In addition, APTIM was tasked with identifying the regulatory and industry standard practices for similar park operations in former landfills; evaluating the park’s potable water and fire protection systems; and developing a feasibility study for the beneficial reuse of the landfill gas that is currently flared. The findings of the Technical Evaluation will be incorporated in the BBP Master Plan.

At their meeting on February 7, 2017, Council approved the scope of work and authorized the City Manager to enter into agreements with Callander Associates Landscape Architecture for the development of the BBP Master Plan and with APTIM for the technical evaluation of the plan. The staff report that includes the project scope of work is included as Attachment A.

Analysis

Work began on the Master Plan with the creation of the BBP Master Plan Community Outreach Plan that was presented to Council at their meeting February 28, 2017. The extensive community engagement plan was based on the City’s Community Engagement Model and includes:

- Project review by the Parks and Recreation Commission and City Council
- Stakeholder coordination
- Interactive workshops and community meetings
- Community newsletter
- On-site posters
- Event promotional booths
- Project website
- Formation of an oversight and outreach committee

Outreach Effort

The oversight and outreach group consisting of City staff, Parks and Recreation and Environmental Quality Commissioners, a Friends of Bedwell Bayfront Park representative, a community member at-large from Belle Haven, a local environmental conservation group representative and a local business representative provided feedback from different segments of the community and were responsible for getting the word out to their respective groups. In addition, the project team worked with agencies that have a direct impact on the park including the South Bay Salt Pond Restoration Project, SAFER Bay, Don Edwards Wildlife Refuge, West Bay Sanitary District and a host of other agencies to address interjurisdictional issues and concerns regarding proposed park improvements. Through the following events and meetings, the project team gathered qualitative data supporting the design direction for the preferred master plan:

Meeting	Date	Purpose
Kick-off Meeting	2/8/17	Kick-off the project and review outreach and strategy
Oversight Group Meeting # 1	3/23/17	Review project goals and open house format materials
Open House # 1	4/8/17	Solicit community input on what users would like to see for BBP
Oversight Group Meeting # 2	6/8/17	Review open house # 1 results and design alternatives

Open House # 2	6/17/17	Solicit community input on the design alternatives
Interagency Meeting	7/12/17	Solicit input on the design alternatives
Open House # 3	8/10/17	Solicit input from members of the Belle Haven neighborhood
Oversight Group Meeting # 3	9/13/17	Review open house # 2 and # 3 results and the draft park plan
Parks and Recreation Commission	10/11/17	Study session on the draft park plan seeking community and commission input
Parks and Recreation Commission	10/25/17	Recommendation on the draft park plan
City Council Meeting	11/14/17	Solicit input and approval of park master plan

Public participation was a priority for the project and three (3) public outreach events have been hosted. Open House # 1 was held on April 8, 2017 at the Senior Center; Open House # 2 was held on June 17, 2017 at Bedwell Bayfront Park; and Open House # 3 was held August 11, 2017 again at the Senior Center with focused marketing geared to the Spanish speaking population in Belle Haven. The community was notified about these input opportunities through an extensive list of activities, including mailers, email blasts, intercept events at the park and throughout the City and indirect methods including on- and off-site posters, newsletter ads, and City webpage updates. Materials included information in both English and Spanish.

Notification Method	Open House # 1	Open House # 2	Open House # 3	PRC/Public Mtg # 4
Update City webpage	✓	✓	✓	✓
Update Facebook page	✓	✓	✓	✓
E-mail blast to stakeholders	✓	✓	✓	✓
E-mail blast to NextDoor	✓	✓		✓
Ad/notice in Belle Haven newsletter*	✓	✓		✓
Direct utility billing*	✓			
On-site marquee / electronic board	✓	✓		✓
On-line survey for Open House*	✓	✓	✓	
E-mail blast to prior attendees		✓	✓	✓
Outreach at community events	✓	✓	✓	
Project outreach on-site	✓	✓		
On-site posters*	✓	✓		✓
Posters at City facilities*	✓	✓	✓	
On-site brochures*	✓	✓		✓
Direct postcard mailing*			✓	

Event Spanish translator* ✓ ✓ ✓

**Resources available in Spanish*

Community Meetings and Feedback

Open Houses have been a primary input method. To bolster the input received, an on-line survey was created for the first two Open Houses to allow for input by a wider audience.

Open House # 1

Open House #1 was Saturday April 8, 2017 at the Senior Center in Belle Haven from 10 a.m. to 2 p.m. It was a very rainy day, but 50 people attended and 39 people completed a response packet. The packet was the primary collection tool used to gather feedback at this event. The packet asked participants to review materials and respond to questions identifying preferred activities and amenities for the park. A survey based on the open house materials was posted on-line and received 70 responses.

At the event participants were asked to define “passive recreation”. Bedwell Bayfront Park was founded as a passive recreation park, but the definition of this meaning ranges in interpretation. The public was asked to respond to a grid of images describing passive recreation from less active to more active. People were also asked to respond to park amenities images indicating preferred amenities to include in the master plan.

A slightly larger number of participants supported a “more active” park (ie. the addition of activities such as fitness equipment) than a “less active” park. Participants also supported preserving the park’s natural qualities and keeping a majority of the trails unpaved. Input gathered at Open House # 1, both from the meeting and through the online survey, was utilized to generate concept alternatives. Results from Open House # 1 were summarized and made available at Open House # 2. The input results from Open House # 1 and the first on-line survey are included as Attachment B.

Open House # 2

Open House # 2 took place on Saturday, June 17, 2017 at Bedwell Bayfront Park from 10 a.m. to 2 p.m. In the midst of a heat wave 60 people attended and 56 completed response packets. Participants were asked to review the materials and respond to questions to help identify preferences between two concept plan alternatives.

Plan alternatives varied in design emphasis, amenities, types of uses, and materials used. Participants were asked to select a preferred plan and provide input on features they liked, disliked, or would like to change. This allowed participants to customize the plan by providing comments on park features and describing what they would change about the design, if anything. A third option, or a “Do Nothing” option, was not provided because the design team wanted the public to respond to specific concepts and describe why certain features were desired or not desired, in order to have enough qualitative data to develop a preferred plan. Additionally, a “Do Nothing” approach would not address Council’s basic project goals of addressing existing access and infrastructure deficiencies and the future pressures of development in the Bayfront area.

Open House # 3

Open House # 3 was held on Thursday, August 10, 2017 in response to the low participation of Spanish-speaking participants at prior events. A significant percentage of park users speak Spanish and live in the Belle Haven neighborhood, less than 2 miles from the park. The same content from Open House # 2 was utilized for Open House # 3 but materials were translated and two Spanish interpreters participated. Twenty eight people attended the evening meeting, and 19 packets were turned in. The on-line survey, which spanned Open Houses # 2 and # 3, yielded 151 responses.

The community input received indicated a preference for Plan A (42%) over Plan B (32%). 27% of respondents elected not to select a preferred plan, indicating a potential desire for the “Do Nothing” option. A majority of participants (more than 50%) were in favor of preserving existing uses (i.e. walking, jogging, kite flying, biking on paved paths, orienteering, geocaching, and The Great Spirit Path artwork) and providing wheelchair accessible paths and summits. A majority of respondents also supported the addition of amenities such as picnic tables and seating, educational support facilities such as habitat restoration and interpretive signage, and new uses such as nature play and a boat launch. Respondents were split in their support of a fitness course, amphitheater, model gliders, off-leash dog park, and ranger’s office building. The input results from Open House # 2, Open House # 3, and the second on-line survey are included as Attachment C.

Draft Park Master Plan

The draft master plan ensures a balance between public access, environmental sustainability and stakeholder input. The plan accommodates amenities and activities that also fit the park’s natural and passive recreation aesthetic and includes features that address four main goals:

- Accessibility improvements
- Enhanced educational opportunities
- Environmental protection considerations
- Passive recreation enhancements

Accessibility Improvements: Accessibility improvements provide an inclusive trail system for people of all abilities to experience the park and include widening, (re)paving, and (re)grading pathways to meet the American with Disabilities Act, providing wheelchair access to two of the seven summits, and introducing a treated trail providing the natural look of a dirt trail while meeting ADA standards.

Enhanced Educational Opportunities: Bedwell Bayfront Park is a unique open space because it appears, at first glance, to be a natural environment yet it is built on a capped landfill in a dense urban area. This aspect of the park will be described and celebrated through a series of interpretive signs that tell the story of the landfill, provide explanations about methane capture, and explain the purpose of the flare visible from a portion of the park. Other interpretive signs will discuss the special environmental features of the park such as threatened bird species nesting in the adjacent refuge and how water levels fluctuate in the tidal ponds.

Environmental Protection Considerations: While the park is man-made and came to exist after the closure of the landfill, people often view the park as an environmental gem in the region. The plant and animal species are a large attraction for visitors and their protection must be balanced against the need to provide public access and enjoyment. Habitat restoration was well supported by the community and will consist of planting upland species along Flood Slough. Although the input supported keeping the undesignated shoulder parking along the entrance road, the Plan eliminates this parking and restores it with native planting due to the erosion and storm water pollution it causes.

Passive Recreation Enhancements: The Plan’s time horizon of 25 years requires that it address the current population growth and anticipate the future development impacts in the area. The park plan, therefore, continues to support and enhance the variety of existing uses while accommodating future growth by including community-supported amenities and uses:

- Park ranger
- New restroom
- Trees to screen sewage facility
- Picnic tables, seating, bike racks, and trash receptacles

- Non-motorized small boat launch
- Nature play
- Ranger's office building (also for use by volunteers and docents)
- Fitness course

Additional Items for Consideration

The community input results showed mixed support for amphitheater/group seating, an off-leash dog park, and model glider area, so these items were not included in the Draft Park Master Plan. Reasons for considering these elements are outlined below:

An amphitheater/group seating area was proposed to support the park as a place for learning about nature and for students to engage with the natural world. "Amphitheater" is perhaps a misnomer and a better description would be "outdoor classroom". The seating would provide a place for docent-type presentations, for birder groups to stage, and for one to two classroom sized groups of students to gather.

An off-leash dog park was proposed to address the existing issue of park users letting their dogs run off-leash through the park. Concern has been expressed by the adjacent Don Edwards San Francisco Bay National Wildlife Refuge that off-leash dogs entering the marsh environment can endanger wildlife. An on-site off-leash dog park providing dedicated space for dog owners to exercise their dogs, coupled with enforcement from a park ranger to prohibit off-leash dogs elsewhere in the park, could help reduce the potential for dog/wildlife conflicts. The dog park, if provided, would be one acre in size and have separate enclosed spaces for small and large dogs. It would supplement the two other dog parks in Menlo Park at Willow Oaks Park and Nealon Park.

A model glider area was proposed because model glider hobbyists have been flying at the park almost since it opened, and then was stopped in August 2016 with the approval of a City Ordinance banning public use of unmanned aircraft systems at parks. There are relatively few other open spaces available to glider hobbyists. If glider use is allowed at Bedwell Bayfront Park, it should be restricted to hand-launched gliders coupled with enforcement from a park ranger to prevent use of drones and other non-approved types of gliders, and enforce other use restrictions. An Unmanned Aircraft System (UAS) assessment is included as Attachment D.

The draft park master plan map and image boards are provided for reference and are included as Attachment E.

Following a presentation from City staff and the project consultant, Callander Associates, the Parks and Recreation Commission will be asked to provide general feedback on the draft park master plan for Bedwell Bayfront Park. The following questions may help guide the Commission's discussion:

1. Does the draft park plan reflect the community input? What changes should be made to reflect the community input?
2. There was varying support for three components including an amphitheater/group seating, off-leash dog park, and model glider area which are not included in the preferred plan. Is there sufficient support and justification to include any of these components in the preferred plan?
3. Does the Commission have any questions or need additional information in order to approve a recommendation to the City Council at their October 25, 2017 meeting?

Impact on City Resources

City staff is working with Callander Associates to determine overall project costs which include addressing

current deferred maintenance, costs for new activities and enhancements, sea level rise and 100 year flood event, and needed landfill improvements. Project costs will be phased in over a period of 15 years for a park plan life of 25 years. This information will be presented at the Commission's October 25, 2017 meeting.

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. Council Staff Report February 7, 2017
- B. Open House No. 1 and Survey Results
- C. Open House No. 2-3 and Survey Results
- D. UAS Assessment
- E. Draft Park Plan Materials

Report prepared by:
Derek Schweigart
Assistant Community Services Director



STAFF REPORT

City Council

Meeting Date:

2/7/2017

Staff Report Number:

17-031-CC

Consent Calendar:

Authorize the City Manager to enter into consultant agreements for the Bedwell Bayfront Park Master Plan project

Recommendation

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

1. Enter into an agreement with Callander Associates Landscape Architecture for the development of the Bedwell Bayfront Park (BBP) Master Plan and appropriate an additional \$58,111 from the undesignated fund balance of the General Fund for a total approved budget of \$258,111 to cover consultant costs and staff time for the project, and
2. Enter into an agreement with CB&I Environmental & Infrastructure, Inc. (CB&I) for the development of a Technical Evaluation of the Bedwell Bayfront Park Master Plan and appropriate \$65,995 from the Landfill Fund for the project.

Policy Issues

The Project is consistent with City policies and 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.

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.

As reflected consistently in various documents over the years, park usage guidelines include:

1. Preserve the natural amenities of the open space land;
2. Conserve soil, vegetation, water and wildlife;
3. Exclude intensive uses or uses that could degrade the site or adjacent sites;
4. Encourage the following:
 - a. Viewing and interpretation of the natural environment;
 - b. Passive recreation activities such as hiking, running, cycling, dog-walking, photography, bird watching and similar day recreation use; and
 - c. Landscape or wildlife restoration and enhancement programs.

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. In response to these needs, the 2016 City Council workplan included 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.

Analysis

Staff issued the BBP Master Plan Request for Proposals (RFP) on November 4, 2016. The scope of work presented in the RFP 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 shall recommend improvements for the next 25 years.

The BBP Master Plan proposed scope of work consists of:

- 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 a steering committee to assist with 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.

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.

In conjunction with the BBP Master Plan RFP, staff issued a Request for Quotes to CB&I for the development of the BBP Master Plan – Technical Evaluation. The primary objective of the Technical Evaluation is to ensure that the proposed improvements developed in the Master Plan are consistent with the operation and maintenance needs of the former landfill. CB&I will work with Callander Associates.

Landscape Architecture through the development of the Master Plan. In addition, CB&I will identify the regulatory and industry standard practices for similar park operations in former landfills; evaluate the park’s potable water and fire protection systems; and develop a feasibility study for the beneficial reuse of the landfill gas that is currently flared. The findings of the Technical Evaluation will be incorporated in the BBP Master Plan.

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

The total estimated cost for the BBP Master Plan, inclusive of a 10% contingency and administrative costs, is \$258,111. In Fiscal Year 2016-17, \$200,000 was approved as part of the Capital Improvement Budget. The budget estimate, however, did not include staff management or a contingency. An appropriation of \$58,111 from the undesignated fund balance of the General Fund is being requested as part of the overall project budget.

The total estimated cost for the BBP Technical Evaluation, inclusive of a 10% contingency and administrative costs, is \$65,995. The request is to appropriate the total project cost from the BBP Landfill Fund.

Bedwell Bayfront Park Master Plan Project Budget		
	Master Plan	Technical Evaluation
Scope of Work	\$203,737	\$49,995
Contingency (10%)	\$20,374	\$5,000
Administration Costs	\$34,000	\$11,000
Total	\$258,111	\$65,995

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. BBP Master Plan Consultant Scope of Work and Fee
- B. BBP Technical Evaluation Consultant Scope of Work and Fee

Report prepared by:
Derek Schweigart
Assistant Community Services Director

Azalea Mitch
Senior Civil Engineer

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EXHIBIT A SCOPE OF SERVICES

This scope of services is based on our project understanding and experience in projects of this type. We remain flexible throughout, knowing that all the requirements of the project cannot be known today. We welcome the opportunity to work with you to modify the scope as warranted. Items shown in ***boldface italics*** are deliverables.

1.0 PROJECT INITIATION

- 1.01 **Start-up Meeting:** Meet with City staff and others as assembled by the City to discuss the project. Present the project background information and lead a discussion on various topics including: site history, project stakeholders, schedule, process, initial site considerations and other topics. Gather comments, prepare a ***meeting summary*** (including a listing of follow up tasks and responsible parties) and distribute it to the meeting attendees.
- 1.02 **Project Stakeholder Interviews:** As part of the initial start-up meeting, Economic Planning Systems (EPS) will lead a discussion with department representatives to better understand current funding sources and financing mechanisms. As appropriate, EPS will reach out independently to specific individuals not in attendance.
- 1.03 **Landfill Coordination:** As part of the start-up meeting, Hailey & Aldrich will meet with City staff and landfill consultant CB&I Environmental & Infrastructure, Inc. to review the gas collection and leachate assessments, developing landfill improvement plans, and discuss coordination of the two projects.
- 1.04 **CEQA Background Review:** Biotic Resources Group (BRG) will review existing documents and relevant background materials relating to CEQA checklist items. Existing data previously prepared for the project area will be used to the greatest extent feasible. The City's General Plan and other documents pertinent to the park site will be reviewed for the CEQA checklist. Requirements for a Categorical or Statutory Exemption under the CEQA guidelines will be reviewed.
- 1.05 **Site Investigation:** To combine *site observations* with *site document compilation*. *Site observations* to include visiting the site to note both the physical character of site and use patterns at various times. Site observations to be conducted with a site map in hand to allow for documentation of features and uses by specific location. *Site documentation* to consist of a review and assembly of site record information as available from City archives and other sources.

- 1.06 **Biological Site Investigation:** BRG will conduct a site visit to document existing resources on the site, including potentially sensitive biological areas.
- 1.07 **Site Mapping:** Supplement existing topographic survey plan (prepared under the Bedwell Park Fields Study project) with site record information and prepare a site map combining the relevant features into a digital file. File will be reproducible at different scales to facilitate general and site specific plan development.
- 1.08 **Steering Committee Formation and Outreach Plan:** Identify project stakeholders and prepare **contacts list**. Develop a **public outreach plan** including notification protocols and visioning process to be employed for the duration of the project. All plans and presentation materials to be prepared will have both English and Spanish text. PowerPoint presentations will be English only and Spanish translator services will be provided at community events. Craft a **Mission Statement** that embodies the project's goals, 'spirit' and working relationships. Identify the level and purpose of community engagement, set project parameters (define the negotiable and non-negotiable), and identify outreach methods (attendance at community event like the weekly Farmer's Market to get the word out).
- 1.09 **Unmanned Aircraft Systems (UAS) Review:** As part of the master planning process review available information and previous research provided by the City. At each of the community and stakeholder meetings continue to document input. In addition, research what other similar communities are doing regarding UAS policy. Document findings and present at future presentations of the draft master plan to the Parks and Recreation Commission and City Council in order to provide those groups with information to make an informed decision about policy.
- 1.10 **Opportunities and Constraints Plan:** Prepare **opportunities and constraints plan** to show: existing site conditions, jurisdictional overlays (BCDC, etc.), educational opportunities, potential amenities (seating, kiosks, expanded parking), wildlife viewing areas, circulation and wayfinding, and other elements. As part of the plan make refinements to the previously developed slope diagram (2006 planning effort) and analyze the existing pathway system as it relates to ADA compliance and enhancements.
- 1.11 **Funding Options Matrix:** EPS will develop a matrix of potential funding sources and financing mechanisms. The list of funding sources will include the name of the funding source, a general description, challenges to implementation in general, and the unique issues of relevance to implementation as part of the Project.

This **funding matrix** will be based on prior EPS work, discussions with staff of the relevant departments and agencies, and additional research and analysis.

- 1.12 **Staff Meeting:** Meet with City staff to preview the materials to be shared and identify changes/additions/deletions to the various documents.
- 1.13 **Steering Committee Meeting #1:** Meet with the members of the Steering Committee to review the master planning process, goals and objectives, and solicit input. Prepare written **summary memo**.
- 1.14 **Community Meeting #1 Materials:** Prepare materials for upcoming community open house including refinements to the opportunities and constraints plan, **goals and objectives exhibit, process exhibit, program images board, PowerPoint presentation, graphic meeting announcement** (printing and mailing by city), **sign in sheets**, and **project surveys**.
- 1.15 **Community Meeting #1 (Open House):** Present the above at a single community meeting to be held on-site or at an agreed upon central location. This and future meetings will be an open house format, held on a weekend, and over a period of four hours to allow community members a greater flexibility in attendance. Comments would be documented in a **meeting summary** to be posted to the City's website.

2.0 PLAN DEVELOPMENT

- 2.01 **Staff Meeting:** Follow up with staff and discuss next steps.
- 2.02 **Master Plan Alternatives:** Prepare two rendered **plans** showing alternative developments of the park. Prepare **estimates of probable construction and operating costs**, with detailed line items of various park elements for each. Prepare an **outline** summarizing items to be addressed by the design guidelines.
- 2.03 **Refined Funding Matrix:** Building upon earlier work and incorporating feedback from the affected stakeholders, EPS will refine the menu of potential funding sources and financing mechanisms to reflect the most viable options. High-level and relative capacity estimates of each funding source will be refined so as to be able to appropriately align specific improvements to specific funding sources. EPS will identify specific feasibility challenges if necessary.
- 2.04 **Staff Review:** Present the alternatives and supporting information in a meeting with City staff. Identify any revisions to the exhibits and confirm the format of the next public meeting.
- 2.05 **Steering Committee Meeting #2:** Meet with the members of the Steering Committee to present alternative plans.
- 2.06 **Community Meeting #2:** Facilitate a second Open House style public meeting. Identify the preferred park elements.

- 2.07 **Draft CEQA Checklist:** BRG will review the preferred park elements to identify potentially significant impacts. The environmental setting will be based on review of existing reports, maps, and information derived during site investigations. If significant impacts are identified, we will confer with the city on possible revisions to avoid or reduce the impact to less-than-significant or to meet requirements for CEQA exemption.

The **draft CEQA checklist** will use a format provided by the City, or a format provided by the consultant and approved by the City. For each item in the checklist that is not checked as "No Impact", an explanation will be provided to support if the impact is "significant" or "less than significant". The CEQA checklist/review will be prepared based on the draft master plans, the current General Plan, other existing studies and documents, and site visits conducted in this scope.

- 2.08 **Staff Meeting:** Review the community input with City staff and develop an action plan for moving forward.

- 2.09 **Interagency Meeting:** Coordinate and conduct a single interagency meeting with BRT in attendance to review project background and alternative designs in order to obtain feedback on the viability of each option from the regulatory agency perspective. Coordinate with City staff to identify agencies and contact information, coordinate invitations, prepare and send package of relevant documents prepared to date, facilitate meeting, and prepare a **written summary** of comments and discussion from the meeting.

- 2.10 **Draft Master Plan:** Prepare a draft master plan consisting of:

- **Park Master Plan:** Prepare a single park master plan incorporating input received to date and showing preferred park elements.
- **Cost Estimates:** Prepare an estimate of probable construction costs and an estimate of operating costs reflecting the draft plan.
- **Funding and Financing Strategy Plan:** EPS will prepare a draft funding and financing plan for inclusion in the Master Plan. This plan will include a description of the funding analysis and funding mechanisms selected and an action plan. Feasibility considerations will be refined and updated. The action plan will recommend funding sources to be adopted and/or amended and any necessary accompanying actions.
- **Phased Implementation Plan:** Show recommended phasing to better align costs with the potential availability and timing of identified funding. The phasing plan will be based on 5, 15, and 25 year time frames.
- **Plan Details:** Prepare up to three (3) plan enlargements and two (2) elevations/cross sections to better depict the spatial arrangement of the improvements.
- **Final CEQA Checklist:** Update the CEQA checklist to reflect the potential impacts associated with the draft master plan.

- **Design Guidelines:** Develop guidelines to address the implementation of each park element. Task includes preparation of an updated **park user map/** information brochure, consistent with the City's branding standards.
- **Operations and Maintenance Plan:** Collaborate with City staff in identifying and quantifying the tasks and level of effort associated with the operations and maintenance of the facility.

2. 11 **Staff Meeting:** Present the Draft Master Plan to City staff and solicit input.

2. 12 **Master Plan Revisions:** Take the input of the Steering Committee and staff and revise the documents.

3.0 PLAN ADOPTION

3.01 **Community Meeting #3/P&R Commission:** Facilitate a third public meeting to present the Master Plan to the public and to the Parks & Recreation Commission.

3.02 **Staff Meeting:** Meet with staff to review the input of the public and Commission and identify plan changes to be made before assembling the draft Master Plan Report and presenting to Council.

3.03 **Master Plan refinements:** Make the revisions as agreed upon in the meeting and assemble into a draft report format.

3.04 **Council Presentation:** Present to Council.

3.05 **Final Master Plan:** Prepare a Final Master Plan report to incorporate the input provided by Council.

4.0 NOT USED

5.0 OPTIONAL SERVICES

5.01 **Community Meeting #4:** Facilitate a fourth Open House style public meeting if requested by the city to further refine the park master plan.

5.02 **Traffic Analysis:** If requested by the city, Hexagon Transportation shall review existing available traffic counts, reports, and analyses provided by the city for the Marsh Road/Bayfront Expressway intersection and provide recommendations for enhancing the intersection and park entrance road lane configuration to mitigate potential traffic conflicts and congestion. Task also includes review of parking demand and recommendations for parking enhancements.

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Callander Associates Landscape Architecture

January 2017

Compensation Summary

Bedwin Bayfront Master Plan Project

Overall

Based on the attached Scope of Services prepared by Callander Associates and subconsultants, we have prepared the following summary of compensation.

Callander Associates Landscape Architecture now is the prime consultant on the project with the following subconsultants:

Economic Planning System (EPS)
 Biotic Resource Group (BRG)
 Hexagon Transportation (HEX)

financing strategist
 environmental consultant
 traffic engineer

Haley Aldrich (HA)
 Mantel Henriquez (MH)

landfill geotechnical engineer
 Spanish translator

Fee Basis Services

task		CA	EPS	MH	HA	BRG	HEX	Totals
1.0	project initiation	\$31,270	\$11,970	\$1,200	\$3,084	\$7,900	\$0	\$55,424
2.0	plan development	\$74,930	\$18,050	\$800	\$1,576	\$1,568	\$0	\$96,924
3.0	plan adoption	\$23,261	\$4,740	\$0	\$0	\$0	\$0	\$28,001
	reimbursable expense (allowance)	\$9,300	\$300	\$0	\$110	\$350	\$0	\$10,060
	Subtotal (fees and expenses)	\$138,761	\$35,060	\$2,000	\$4,770	\$9,818	\$0	\$190,409

Total Not Exceed Compensation (Basis Services)

\$190,409

Fee Options Services

task		CA	EPS	MH	HA	BRG	HEX	Totals
5.01	community meeting #4	\$5,828	\$0	\$0	\$0	\$0	\$0	\$5,828
5.02	traffic analysis	\$0	\$0	\$0	\$0	\$0	\$6,000	\$6,000
	reimbursable expense (allowance)	\$1,500	\$0	\$0	\$0	\$0	\$0	\$1,500
	Subtotal (fees and expenses)	\$7,328	\$0	\$0	\$0	\$0	\$6,000	\$13,328

Total Not Exceed Compensation (Options Services)

\$13,328

All reimbursable expenses including the communication and insurance charges noted on the attached standard schedule of compensation dated 2017 (San Jose) will be invoiced separately. These costs will be itemized on our invoice and compared monthly with the total allowance basis to ensure monitoring these costs.



Open House #1/On-line Survey #1 Input Summary

Bedwell Bayfront Park Master Plan

April 17, 2017

Responses

Total Returned Open House Packets: 39

Total Online Survey Responses: 86

Goals and Objectives

Evaluate the Goals and Objectives that we have developed and let us know how much you support each goal.

Goal	Open House #1			Online Survey			Total		
	Yes	Maybe	No	Yes	Maybe	No	Yes	Maybe	No
Goal 5	14	10	11	58	16	8	72	26	19
Goal 2	24	10	3	38	27	20	62	37	23
Goal 6	30	4	3	76	6	1	106	10	4
Goal 3	33	5	0	63	18	3	96	23	3
Goal 1	34	4	0	71	14	0	105	4	0
Goal 4	38	1	0	64	15	5	102	6	5

Total: 125

Park Usage Map

Writing directly on the map on the table, please show us where you go in the park, areas that cause concern, and opportunities that you see.

Park Usage Map – Comments from Survey

1	I'd like to see kayak, canoe, paddleboard access to the sloughs, especially as the wetlands are restored around Bedwell. It would be a great way to disperse users, low/no impact, and integrate park with wetlands and nature
2	
3	I marked up the plan
4	We have the hills for aerobic interval training 3 times a week
5	
6	
7	
8	
9	I've been in the main entrance many dozens of times and had no idea the park connected to the Bay Trail. Signage would help!

BURLINGAME
1633 Bayshore Highway, Suite 133
Burlingame, CA 94010
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

GOLD RIVER
12150 Tributary Point Drive, Suite 140
Gold River, CA 95670
T 916.985.4366
F 916.985.4391

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Written, On-Line and Other Survey Responses

Bedwell Bayfront Park Master Plan

April 17, 2017

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10	naming of trail and better mapping would be helpful
11	
12	
13	Safety issues pointed out to marie mai who marked up the park map
14	Include some kind of park security so the families feel safe in this kind of unsafe neighborhood
15	Defined parking/biking issues (prevent pollution from cars); more benches on vistas (seating); more native plants where possible
16	
17	
18	
19	Boat access needed (dock or pier and access for loading from car)
20	I would love to see 15-20 acres for mixed disc golf and hiking/jogging use
21	
22	Map is great idea, but hard to read comments. Always need more benches
23	I feel that the park needs improvements but not all the things proposed by the master plan. If we approve master plan we are going to lose the sense of nature. As it is Bedwell park is already providing the community and amazing natural landscape.
24	
25	I tend to stick to outside trail, gotta get those steps. However, there were great ideas for benches or look-out sites along the different trails
26	
27	
28	
29	Let's figure out funding to maintain park as-is. These funding ideas are too small in scope
30	
31	
32	On map
33	
34	Some fixing of paths that flood or get super muddy. All the rest is great!
35	I use the park as a place to walk the dog, get some exercise, and clear my head. It is peaceful, "raw", organic nature is what makes this place special; Love that the community all get along (in my experience)
36	I like walking around on the hills for more exercise; I'm reluctant to say 'yes' to any development because things get damaged, vandalized, not maintained, and it looks bad and reflects negatively on the area. Damaged picnic tables, graffitied benches, work fencing - view area structures
37	
38	Walking dog, talking with friends, being alone
39	I use the park in two ways: running - 1) all over the park, once a month, 2) orienteering (organized event) all over the park once a year

**Written, On-Line and Other Survey Responses
Bedwell Bayfront Park Master Plan**

April 17, 2017

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Park Usage Map – Comments From Map

Location on Map	Public Comment	Reaction to Comment
Sewage Flow Equalization Facility	Maybe visitor center here?	
	Smelly, noisy	
	Native trees to block the sewage	✓
	Some (homeless) camping	
Redwood City Salt Ponds	More people this western edge of park	
	Loop, 2 mi loop	✓✓
	Bench/seating	
	It often smells in this area	
	Super muddy	
Flood slough	More native trees in general	
	Water bird watching	✓
	walk	✓✓✓✓✓✓
	run	✓✓✓
	bike	✓✓✓✓
	dog walk	✓✓✓✓✓
	up & down hills interval training	✓✓✓
	I like the lack of signage because it makes the walk a bit of an exploration navigational challenge - signs would be good	✓✓
	permanent orienteering posts (4X4 post)	✓
	bus, passenger vans use park waiting area	
Marsh Rd/Bayfront expwy	traffic congestion	
	support native shrub garden (like Ulistac)	
	bird watching - everywhere	yes! ✓✓
	"happy w/ park as is"	yes! Yes! Challenge would be not to mess it up ✓✓
Don Edwards Wildlife Refuge	off leash dog area (certain times) would be nice (disagree)	I vote yes!
	views good	✓
	would like gazebo in this corner	
	maybe a little less visited	

Written, On-Line and Other Survey Responses

Bedwell Bayfront Park Master Plan

April 17, 2017

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	use/good traffic in this area	
	art in disrepair	
	boulders moved/overgrown, needs work	
	need bench here	
	main glider field	
	land birds field	
	burrowing owl habitat	
	floods	
	amphitheater effect	
	use/good traffic on path, good for bike	
	opportunity for educational signage for restoration project	
	separate mountain biking for peds	
	trails need improvement	
	need more paths	
	benches for view	
	support trail connection	this would be nice
	keep grass low for visibility	keep tall while still green and not fire hazard, tall grass for bird habitat
	path narrowed - hard to see	these are a nice change from a wider path
	potential links	
	birders/Audubon	
	would like better trail maps to help locate birdsighting	yes!
3 - bay trail connection	user conflict w/ cars	don't make this a parking area
4 - information kiosk	wall to prevent oil/fluids leaking to bay	can this be managed without walls?
	block to prevent pollution/erosion into water	
	need separate path for vehicles	
	safety issue in peds/bikes going behind cars backing out	
	gate and secure perimeters to make room for families	no! no! no! disagree - keep it open and as is - not fenced in ✓✓
	add dog poop bag/trash can stations	yes!!
	lighting?	no
	"name" trails	agree :) ✓✓
	trees could use trimming	
	regional park use, not just a city/community park	

**Written, On-Line and Other Survey Responses
Bedwell Bayfront Park Master Plan**

April 17, 2017

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	Bair Island - restored and allows paddle boarding - refuge!	
--	---	--

User Survey

Question #1: How old are you?

<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
Under 16	0	1	1
16 to 20	0	0	0
21 to 30	4	1	5
31 to 55	13	34	47
55+	21	36	57

Total: 111

Question #2: Where do you live?

<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
None of the above	3	12	15
In Redwood City of East Palo Alto	8	16	24
East of Highway 101, in Menlo Park	11	6	17
West of Highway 101, in Menlo Park	16	38	54

Total: 111

Question #3: How far is your home from the park?

<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
More than 10 miles	2	5	7
5 to 10 miles	3	11	14
1 mile	9	9	18
2 to 5 miles	24	47	71

Total: 111

Question #4: How often do you visit the park?

**Written, On-Line and Other Survey Responses
Bedwell Bayfront Park Master Plan**

April 17, 2017

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<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
Rarely/Never	0	3	3
Yearly	2	11	13
Daily	6	2	8
Monthly	9	26	35
Weekly	21	29	50

Total: 110

Question #5: When do you primarily visit the park?

<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
Never	0	2	2
Weekends	8	20	28
Weekdays	9	12	21
Both	21	38	59

Total: 111

Question #6: When you visit the park, how long do you stay?

<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
More than 4 hours	0	0	0
Less than 1 hour	4	5	9
2 to 4 hours	8	22	30
1 hour	26	45	71

Total: 111

Question #7: By what means do you get to the park most often?

<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
Other	0	2	2
Transit	0	2	2
Bike	6	4	10
Walk	7	4	11
Auto	35	60	95

Total: 111

Question #8: What do you like most about the park? (select up to three)

**Written, On-Line and Other Survey Responses
Bedwell Bayfront Park Master Plan**

April 17, 2017

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<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
Other	5	10	15
Location	15	39	54
Distance/Convenience	16	29	45
Solitude	21	22	43
Wildlife/Nature	29	40	69
Scenery/Views	31	58	89

Total: 114

Question #9: What is the most important thing to improve at the park?

1	
2	Paved parking
3	Protection of surrounding wildlife preserves
4	Passive, low cost, OSE (?)
5	Protect the Bay from the sea level rise erosion of the landfill
6	Improve the trails
7	Trails; basic maintenance
8	Safety, nature awareness
9	Would love to see a few benches, more education, native plants
10	Habitat protection
11	Get native vegetation for habitat
12	Security
13	Safety
14	Block sewage area with natural trees, add more native trees, add more walkable trails
15	Parking/trails. Years of use/rain has left need for repairs. Pollution from cars goes straight into soil
16	maintain wildlife/nature; more native trees
17	Entrance poor; increase safety
18	Security; enforcement of rules - need ranger
19	Boat access to water and pier
20	Disc golf
21	

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1	
2	
2	Repairs to parking, roadways, fencing, bathrooms so they are always functioning
2	
3	Trails
2	
4	Keep dogs on leash
2	
5	Trails and upgrading
2	
6	
2	
7	Parking, trails, garbage containers, dogs on leash
2	
8	
2	
9	Muddy areas
3	
0	
3	
1	Paths, restore wildlife
3	
2	Lighting, parking, trails
3	
3	Safety, more benches
3	
4	The paths (get too muddy after rain)
3	
5	Safe primary trails; safe parking areas
3	
6	The sewage treatment facility
3	
7	
3	
8	Add off-leash dog park; paved paths
3	
9	Signs
4	Trash. Restrooms. Recology mess when they pick up garbage. More trash receptacles. Better and less muddy parking.
0	
4	
1	On-site Ranger presence is the most important improvement necessary.
4	Bring back the ranger on patrol, as the park used to have, to enforce rules (e.g. dogs to be on leash), deter littering and vandalism, and offer a sense of security to users.
2	
4	
3	parking
4	Encourage and support wildlife. Put up some education bulletins to inform people about what nature has to offer and how to respect and treat the environment.
4	
4	
5	The proximity to the waste station.

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4 6	Bay Trail Connection
4 7	some benches to rest
4 8	A more balanced, native ecosystem.
4 9	Making it more attractive and user friendly
5 0	Parking areas and potential methane recapture. Perhaps some wildflower seeds. I love the daisies, but can't figure out why poppies haven't taken hold.
5 1	1) Create/extend bike trail, 2) rest room on other side of park
5 2	Add more trees if possible
5 3	hiking trails
5 4	Protect from graffiti/vandalism. Restore Spirit Path.
5 5	A few benches or seating areas at parking lots would be nice. Maintaining the orienteering course.
5 6	safe parking and restrooms
5 7	Stop the increase of geese and the poop they leave all over. More trails that will stay passable - i.e. no large pools of water - when it rains.
5 8	Picnic areas, recreational fields
5 9	More support of the primary city demographics -- family use
6 0	I haven't been so I don't know. How's the parking?
6 1	garbage
6 2	dog shit
6 3	I think that the city should leave one area unmowed so that meadow larks can nest, ditto for burrowing owls (both seem gone now, though they were plentiful in the past). We need not mow every single inch!
6 4	access smell
6 5	Allow diversity of interests, including scheduled and/or regulated sUAV (drones and fixed-wing aircraft) flying, in strictly defined areas of the park.
6 6	Water. Maybe more places to sit.
6 7	restore habitats, wetlands
6 8	maintain trails
6 9	parking, awareness,
7	I would like to see an off leash dog area, more trash bins.

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0	
7	
1	I think the old rock art installation is past its prime and should be removed
7	Make it a place where there is something to do other than walk or jog. Such as an outdoor amphitheater where there can be music festivals now and again.
2	
7	
3	I would love to see an off-leash area for dogs or to make the entire park off leash.
7	
4	Improve some trails that get eroded or muddy in winter
7	trails, public art like wind chimes. the public park trail in Belmont on the water has the same characteristics.
5	
7	
6	Off-leash dog areas.
7	
7	Facilities, including educational areas to learn about the wildlife, and bathrooms.
7	
8	I'd love to see a dog park
7	
9	ADD public use grass playing fields for anytime public use
8	
0	parking areas and it would be ideal to have safe bike routes into the park from Marsh Road.
8	
1	Parking
8	
2	Sense of place: improved signage, wayfinding
8	Signs to discourage littering
3	Programs for school age kids to learn about bay ecology
8	
4	more benches and picnic tables would be nice
8	
5	Parking
8	
6	Restore non-motorized sailplane soaring. "Free the gliders" and allow them again like.
8	
7	Walkways, roadways that are used for walking.
8	More garbage cans would be helpful. Also paving along the roads so we can park on pavement instead of mud.
8	
9	communication/compassion
9	Preservation of beauty. Removal of large drone(quads, hex, powered toys: trucks, cars dune buggies) usage.
0	Inclusive use of low noise RC recreation to isolated areas nonintrusive of hikers.
9	I rather like it the way it is. It has a nice "less developed" feel to it. (But it shouldn't be allowed to deteriorate, either.) Hmm. Perhaps more trash cans - I've been there when most of the provided bins were full or nearly full.
2	
9	
3	Clear rules posted and proper enforcement

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9 4	Parking in area A. The shoulders of the access driveway. Making people walking dogs keep them on leashes!
9 5	allow model airplane to be flown
9 6	Safety to pedestrians.

Question #10: Is there anything you definitely do not want to see at the park?

1	Developed sports fields, fences, etc.
2	Anything un-natural: no visual distractions except birds and quiet people enjoying nature
3	A lot of change
4	
5	Do not prohibit dogs
6	
7	All-terrain vehicles; motorized activities (e.g. drones)
8	Drones, Gliders, Dog park
9	Motorized vehicles or equipment that would disturb wildlife or serenity
10	Active recreation, instructive structures
11	Concerts, loud gatherings
12	Thefts, broken car windows
13	
14	Too many people/animals, no trash
15	Development of major structures or fields (large changes)
16	Increased pollution
17	Drones; anything motorized
18	More development; use by drones/mechanical
19	No dirt bike courses for races or skateboards
20	
21	Drones, permanent sports fields
22	Anything motorized (other than actual cars) that frightens wildlife
23	Most of the things on the Master Plan will destroy what we enjoy at the park
24	Drones, RC aircrafts/gliders, anything motorized
25	Sports fields! Possibly dog parks, undecided
26	Art or sports fields
27	Increased noise
28	
29	Dog park enclosure, drones

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30	
31	No food trucks
32	Pay to enter
33	
34	I don't want too much added
35	active' recreation facilities (ball fields, golf)
36	Sports fields, commercial uses (rentals, food)
37	Everything
38	Golf course, soccer fields, concessions
39	developed' recreation - play fields, bbq, etc.

Question #11: Do you have a favorite passive recreation park that you visit? What attracts you to that park?

1	
2	Not a park; we hike with Mid-Pen and the Sierra Club
3	Edgewood park, very simple
4	
5	I generally go to areas closer to skyline, now that I live in West Menlo. I used to go to Bedwell almost daily when I lived near Marsh Rd.
6	
7	The Stanford dish; love the solitude, scenery, trails
8	Observe wildlife, walk
9	Bedwell Bayfront and Windy Hills - opportunity for exercise and views
10	Bird-watching
11	Kite flying
12	Its large size
13	The only 'flat land' large open area on the peninsula for thermal gliders
14	Edgewood, tons of trees/high quality center/parking
15	this is my favorite park/ the space has many reasons to attract visitors
16	Edgewood - wildlife/nature
17	Walk behind Facebook is my morning walk - it's quiet!
18	This one - solitude/views/birds
19	Bike path at Palo Alto shoreline
20	Views
21	Flood park/oak trees
22	BBP is the only quiet park within my range
23	Silence, nature, and open space
24	Peace and quiet, views of the Bay

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25	Shoreline
26	Shoreline park - the water activities, the house/museum, and the café
27	Dish, close
28	
29	Bedwell
30	The trees and view
31	PA - by duck pond. Rock paving keeps mud off
32	
33	Views, solitude
34	Bayfront is my favorite, walking my dog
35	Bedwell; location, community
36	Yes, bedwell - the openness and the idea that it is close to what the area would look like if it wasn't developed
37	Peace
38	Huddart park; hiking, solitude
39	Arastradero open space preserve (PA); nature, solitude, trails
40	Wunderlick, Edgewood Park. Good hiking, pretty, quiet.
41	?
42	openness and quiet and birds
43	The hill on Valaparaíso to walk up and around it - Called Sharon Park (I think)
44	Solitude, exercise - saltlands, views
45	Bixbee park, land art
46	San Antonio Regional Park. Electric gliders are allowed there.
47	Rancho San Antonio. Beautiful scenery, lots of wild life, family friendly, safe, great hiking trails for various levels, decent parking. The little farm is great for education and an attraction for kids too. It's a great place to go alone or meet up with people! Picnic areas are great too.
48	Bayfront park. I like that I can take the dog for a walk, ride my mountain bike, and get there without driving (especially once Facebook builds that extra pedestrian bridge across).
49	This is it
50	Wunderlich, beautiful trees and trails
51	Arastradero in Palo Alto. Hiking, biking and dog friendly trails, nature and habitat
52	This park. The location is convenient although a better/safer bike route would be great.
53	Hiking
54	greenery, views, solitude I enjoy Edgewood (great trails and views), and open space preserves like Pulgas Ridge because I can bring my dog.
55	Cuesta Park (Mountain View)
56	Los Altos Open Space Preserve, San Antonio. The working farm and the Wildcat Loop.
57	birds
58	love seeing kites, hobby airplanes
59	Huddart Park; hiking and nature
60	hiking

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	dog walking
61	Baylands Park, Sunnyvale. This park allows sUAV flying. Most weekends there are from 25-50 ticket-buying hobbyists flying there.
62	The Bay Area has many fine passive recreation parks where you can hear the animals and wind blowing.
63	just walking with the dog on leash
64	Rancho San Antonio - miles of trails, flora and fauna
65	beaches on the coastside
66	Wunderlich, hiking, nature, peace
67	Windy hill. Beautiful views
68	Coyote Hills. Higher Hills - better views
69	no
70	Bedwell is my favorite. I like having hills, nature to walk through and trees for shade, plus available parking and very convenient location.
71	I have enjoyed bring my kids to fly kites when they were little. I have enjoyed walking the trails with my dog, too
72	more wildflowers and landscaping
73	Stulzsaft. Off-leash areas, trees, and stream.
74	running or riding bikes, open area and views of the bay.
75	running
76	Windy Hill (MROSD) - also relatively close, access to nature, good rigorous hiking, and great views
77	coyote Hills walking near bay nature expansive, peaceful views
78	RC glider flying
79	It was Bedwell Bayfront Park until last year (2016) when flying gliders was banned :-)
80	the large flying areas
81	Russian Ridge. Views, nature.
82	Bidwell. Mussel rock
83	Baylands park in Sunnyvale is a great place to hike and fly small electric R/C. It has a small play field and many picnic table / party areas with bbq grills.
84	Rancho San Antonio, allow model airplane flight.
85	Milagra Ridge in San Bruno. Closest scenic dog walking from my house.

Question #12: How would you describe the park usage?

<i>Options</i>	<i>Open House</i>	<i>Online Survey</i>	<i>Total</i>
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	#1		
Too many people use the park	3	0	3
Not enough people use the park	5	16	21
About the right amount of people use the park	30	53	83

Total: 108

Question #13: How safe/comfortable do you feel when you are at the park?

<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
I do not feel safe	2	1	3
Somewhat safe	3	20	23
Very safe	15	38	53
Extremely safe	18	12	30

Total: 110

Question #14: What concerns do you have for using the park? (select up to three)

<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
Accessibility	2	12	14
Personal safety	3	16	19
Other	8	26	34
Vandalism	11	28	39
Car theft	13	18	31
Park maintenance	22	39	61

Total: 114

Question #15: What activities do you normally participate in when you visit the park?

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<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
Biking	6	4	10
Other	7	12	19
Dog walking	12	12	24
Bird watching	21	7	28
Hiking/walking/jogging	35	34	69

Total: 110

Question #16: How did you hear about the project? (check all that apply)

<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
Mailed notice in utility bill	1	3	4
Newsletter	1	6	7
Off-site poster	1	1	2
Facebook	1	4	5
Word of mouth	3	22	25
Public Presentation/Farmer's Market	4	6	10
Other	9	8	17
On-site poster/brochure	13	8	21
E-mail	13	48	61

Total: 110

Question #17: Is there anything else you'd like to share about Bedwell Bayfront Park?

I have been coming for over 20 years to get out by the Bay and walk with friends and family

I love this special park!!

I would like the burrowing owls to return

A rare treasure preserve what makes it special while raising awareness of wildlife and uniqueness

Maintenance is quite poor, the park is overgrown, signage is in disrepair. I think the assumption that the park must generate its own income is faulty. As with other public amenities, this should be funded through the general fund This park is a major migration stop for birds and falls within an Audubon-designated IBA (Important Bird Area). Bird-watchers consider this park to be one of the gems in San Mateo County.

If they have an area similar to Ulistac in santa Clara, it would be a neat attraction to the park

Construction of an area for children

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Safety issue to pedestrians at the last parking lot

Add more native greenery! Needs more trees/security wall near entrance because scary people in park sometimes
The park has had years of neglect, the trees need some trimming and trails/roads need repair. For a wildlife refuge, oil and car fluids drip into soil and into the Bay

Could enhance signage; improve entrance; enforce dogs on leash; have regular bird walks - increase educational opportunities; offer kayak ramp at back pier

A treasure of undeveloped space for walking/bird watching - we need unstructured areas for children to explore/run/play

It is very special in large part because it is unique in MP and surrounded by refuge

Is the best park with 160 acres for the community; I know the park needs improvements, but not all the improvements by Master Plan

Don't develop it!

It would be nice to see upgrades to the park but somehow keep it as peaceful as it is now. It isn't over crowded and it is serene!

It would be wonderful to have a ranger or some supervision at the park

It's perfect as-is; remember the population using the park. Let's keep park available to all. No exclusive uses. Need more creative fund raising ideas.

Please engage low-income people in Belle Haven area (door knocking, univision announcement)

If the park is developed to have more 'active' uses, it would be nice to keep them near the front of the park along Bayfront Expy., that way we can maintain more of the natureal habitats and the solitude that currently exists

This is a remarkable community asset and a great success story. Less will be more as you seek to 'improve' this facility

I love the diversity I see in the park. Different ethnicities use it at different times of day. Lota

I love bedwell and use it a lot. I know it needs freshening but basically it is very good. I like the diverse nature of people using it

As the building continues in Menlo Park, especially around this Park, we need, even more, a place to get away and restore ourselves. This is the ONLY place to go to hike, to see the beauty that exists around us.
Again, the Park is a quiet gem and should remain that way.
no
Please patrol more often- especially to control unleashes dogs. It is getting worse because of lack of enforcement. Today there were four unleashed dogs and one was disturbing nesting birds which I believe is a federal offense
Friends of Bedwell Bayfront Park is a by invitation only special interest group. It is not open to the general public.
I love this park. It might be nice to have fitness classes out there once in awhile, but I would err on the side of not changing existing access to passive recreation.

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It is great park, we should make it better.
It's a nice place for plein-air painting as well
great central meeting spot for friends along the peninsula, from San Carlos to Sunnyvale. Quick easy access during the week and on weekends. Never too crowded. Great for quick dog walk or bike ride
Many people seem to come during the day to just sit in their cars and talk by phone or enjoy a view from their car. This is also an important function.
No
To many loose dogs
I love the diversity of park users -- many Latino folks who live on the east side of 101. And the diversity of age groups.
I think if a fee were charged for the right to fly sUAV devices (drones or fixed-wing aircraft), usage would increase significantly, and the money could be used for park improvements, to the benefit of all.
Great place!
it would be nice if there were a bigger exhibit on original inhabitants
I love this park!!
I like the park but am also aware of the pressure on open space especially with all the new apartments being built in Redwood City. This will have an impact on Menlo Park
it is very underutilized
It's a great park.
It deserves our care and protection from commercial activity
no
I fear that this public process is setting up the public to expect IMPROVEMENT at the park, when in fact the City does not have funds to continue the existing low level of maintenance that is currently funded. I'd like to see an honest discussion about funding the park through the general fund.
I like the diversity of people it attracts.
I also enjoy seeing folks walking their dogs. Some dogs are very cute and comical.
It's good exercise, fun, and lowers stress.
Please re-allow gliders to soar there again. As was done without incident for 20+ years until some drone operators caused trouble. Please do not lump sailplane gliders together with drones.
I would like it to remain mostly undeveloped and natural as possible.
It use to be waste disposal site.. We've been flying gliders there for years with out a problem. When the motorized planes and drones showed up. The problems began
The park should be for the use of many people with
different activities. NOT a singular type of use.
I have participated in Kite day. Are Kite flying and electric RC aircraft considered "active" or "passive" activities? I am in favor of allowing both, largely because neither requires the construction of facilities or fields that I think would disrupt the feel of the park.
(Shouldn't question 27 have allowed multiple answers?)
Bedwell has been a great place to hike, fly kites and until recently, fly small electric R/C. When I would fly I would get pleasant questions about what I was flying and how I got started in the hobby. I never saw misuse of R/C at the park and the R/C community that would gather pretty much knew who was there and what their R/C interests were. Surrounding the park is designated wildlife refuge and I would never do anything to harm that . While the park has many dangers associated with it, being landfill and I understand poisons have been used to keep a rodent problem under control. I would be more concerned about us humans than the wildlife that may inhabit parts of

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the park. I would gladly pay a parking fee or seasonal fee to enjoy the park with proper enforcement of rules if I could also enjoy my hobby of small electric R/C (line of site I designated areas only). I do not believe this should be a destination for R/C, but rather a gathering place for a few enthusiasts at any given time.
The use of the term "passive activities" is incorrect. The original meaning of a "passive park" was one were there was little or no park infrastructure other than trails and open spaces--e.g. baseball diamonds, tennis courts, soccer fields.....
allow model airplane flight

Inspiration Boards

Park Character/Mood

Options	Open House #1			Online Survey			Total		
	Y	M	N	Y	M	N	Y	M	N
Ceremonial	6	6	19	6	15	34	12	21	53
Refined	9	2	20	8	13	36	17	15	56
Whimsical	11	12	9	10	19	27	21	31	36
Active	14	10	7	31	15	11	45	25	18
Spiritual	14	13	5	25	20	10	39	33	15
Rugged/Adventurous	17	7	7	25	17	14	42	24	21
Colorful	19	8	5	31	21	4	50	29	9
Comfortable	20	7	1	36	17	2	56	24	3
Secluded	23	9	1	33	18	9	56	27	10
Natural	31	1	0	58	4	0	89	5	0
Ecological/Preserve	32	3	0	42	12	5	74	15	5

Total: 102

Park Amenities

Options	Open House #1			Online Survey			Total		
	Y	M	N	Y	M	N	Y	M	N
EV Charging Station	8	11	16	5	26	29	13	37	45
Public Art	14	10	12	15	21	24	29	31	36
Outdoor Classroom/Amphitheater	14	11	9	16	26	19	30	37	28
Education Center	17	10	9	13	21	24	30	31	33
Non-Reservable Picnic Areas	19	8	7	38	11	13	57	19	20
Enhance Existing Restroom	25	9	1	38	19	4	63	28	5
Bike Parking	27	10	1	39	18	5	66	28	6
Seating/Viewing areas	29	8	1	39	17	6	68	25	7

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Drinking Fountain/Bottle Filler	31	5	2	40	17	2	71	22	4
Dog Pick-up Bag Dispensers	31	4	0	47	11	5	78	15	5
Trash/Recycling Containers	34	4	0	54	4	2	88	8	2

Total: 104

Park Activities

Options	Open House #1			Online Survey			Total		
	Y	M	N	Y	M	N	Y	M	N
Disc Golf	1	12	24	10	20	33	11	32	57
Radio-Controlled Drones	5	6	28	11	11	42	16	17	70
Dirt Bike Course	5	6	27	7	12	41	12	18	68
Off-Leash Dog Park	8	6	23	22	13	28	30	19	51
Electric Motor-Assisted Gliders	10	7	21	19	16	28	29	23	49
Biking - Paved	12	9	15	24	25	14	36	34	29
Fitness	14	9	14	24	25	14	38	34	28
Hand-Launched Gliders	14	14	10	29	18	16	43	32	26
Group Exercise	15	10	12	18	28	16	33	38	28
Orienteering/Geocaching	18	14	5	23	21	15	41	35	20
Water Activities (slough side only)	18	10	10	26	20	17	44	30	27
Nature Play	21	12	2	39	17	5	60	29	7
Biking - Unpaved	29	6	3	28	22	11	57	28	14
Kite Flying	30	4	2	51	8	3	81	12	5
Photography	33	2	2	57	5	1	90	7	3
On-Leash Dog walking	33	4	1	56	5	3	89	9	4
Bird Watching	37	1	0	53	7	1	90	8	1
Walking/Hiking/Jogging	39	0	0	63	0	0	102	0	0

Total: 104

Park Services/Programs

Options	Open House #1			Online Survey			Total		
	Y	M	N	Y	M	N	Y	M	N
Private Events	7	10	18	13	16	33	20	26	51
Bike Repair Station	7	11	19	8	26	28	15	37	47
Material Distribution Center	8	11	17	4	20	37	12	31	54
Concessions/Rentals	9	6	23	7	15	40	16	21	63
Nature/Summer Camp	11	20	4	17	31	14	28	51	18

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Public Events	17	15	6	13	16	33	30	31	39
Docent-Led Tours	20	13	4	26	20	14	46	33	18
Classes/Education Programs	24	9	3	18	29	13	42	38	16
Ranger Service	27	5	5	29	24	8	56	29	13

Total: 103

Options for Revenue Generating Activities

Options	Open House #1			Online Survey			Total		
	Y	M	N	Y	M	N	Y	M	N
Parking/Entrance Fee	5	9	25	7	17	38	12	26	63
Concessions (food, equipment rentals)	10	6	21	13	12	36	23	18	57
Reservation-Based Picnic Areas	10	11	17	18	15	28	28	26	45
Naming Rights	18	8	12	25	20	16	43	28	28
Solar Generation/Net Zero	23	5	7	34	17	12	57	22	19
Donations/On-Site Recognition	24	11	3	33	20	9	57	31	12
Methane Capture	32	5	1	35	19	7	67	24	8

Total: 103

How do you define "Passive Recreation?"

Options	Open House #1	Online Survey	Total
Option 1	0	2	2
Option 5	3	12	15
Option 4	6	11	17
Option 2	9	17	26
Option 3	13	23	36

Total: 104

Inspiration Boards - Comments

Location on Map	Public Comment	Reaction to Comment
Park Amenities	Seating/viewing areas	★
	Public art	★
	Dog pick up bag dispensers	★★★
	Drinking fountain/station	★
	Others?	Maintain restrooms, trash receptacles (yes! ★), Partner with local schools for

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		art, place around park ex. Stones painted on can be used for a wall or other (good idea), all of them except art educational signage
Park Character/Mood	Others?	keep bedwell natural except for paved parking (yes! Yes! Yes!)
		keep it open space/natural, habitat, passive use- open views (yes!)
		boating access!
		2 paths - 1 for biking, 1 walking
		no more buildings
		keep it natural or secluded
		invite artists to create throughout the park (short term art installations
		disagree. Classes ok
		quiet Extremely important
Park activities	Walking/hiking/jogging	yes, yes, yes!, don't care
	Biking - paved	no, no, no!
	Biking - unpaved	yes please! On outer perimeter track only, don't care
	Dirt-bike course	no! no! absolutely not!
	Kite flying	don't care, yes, yes, yes
	Bird watching	yes :) yes!
	On-leash dog walking	yes! Sure!
	Off leash dog park	no!
	Photography	yes! Sure!
	Others?	dirt bike course sounds good - need separation between bikes and walkers - there have been incidents
		no - keep bikes on existing trails
		yes on-leash dogs
		off-leash dog area with signage directing people to use leashes in the rest of the park & why (wildlife) (yes! No off leash)
		no dog park! Yes dog park! Yes dog park!
		allow mountain biking throughout! We can peacefully coexist
	Hand-launched model gliders	no! yes!
	Motor-assisted plane	no! yes!!! Yes yes
	Radio-controlled drones	no no yes no yes, we come here to see birds not drones

Written, On-Line and Other Survey Responses

Bedwell Bayfront Park Master Plan

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	Disc golf	no no yes, yes for my dad
	Fitness	no no
	Orienteering/geocaching	no no yes yes
	Water activities	no no yes yes no
	Group exercise	meh, don't care
	Nature play	yes! Meh, don't care
	Others?	yes, a place to put s.m. paddleboards and kayaks, yes, disrupts shore birds, yes sup/kayak non-motorized
		sailing
		yes w/ low income pricing and community resident discount
		fitness pan canoe
		would it be possible to designate hours or a day per week of month for drones/aircraft? (no drones, rc airplanes or gliders)
		fishing pier (ban regulations?)
Park services/programs	Ranger service	definitely! Yes please! Meh, don't care
	Class/education programs	yes! Yes ✓
	Docent-led tours	yes! Yes ✓✓✓✓
	Public events	NO no no no, I will have to go, so no
	Private events	no no no maybe, if they pay for maint of the park, no, leaves marks, residue, chain leg hacks, etc, no
	Concessions/rentals	no yes no yes yes
	Material distribution center	no no no no
	Bike repair	no no, bike repair station
	Others?	concessions w/ locally run vendor - rotate every 6 months with a new vendor
		permit food trucks during weekdays (?) what would problems be? Increase trash food garbage
Options for revenue generating activities	Parking entrance fee	perhaps/no - low income people can't afford no, agree no
	Concessions (food, rentals)	no no no, yes yes yes
	Donations/on site recognition	possibly - need more info
	Naming rights	!! It's been named - Bedwell Bayfront Park
	Private/corporate events	no no no, no - keep open access to quiet

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		contemplation!!
	Reservation-based picnic areas	too formal? No, this would be okay in "quarry" area
	Methane capture	yes yes yes!
	Energy generation/net zero	yes please yes
	Others?	annual parking pass - designated parking area
		food concession/sn
		put solar panels on building and city roofs
		no corporate events that limit access.

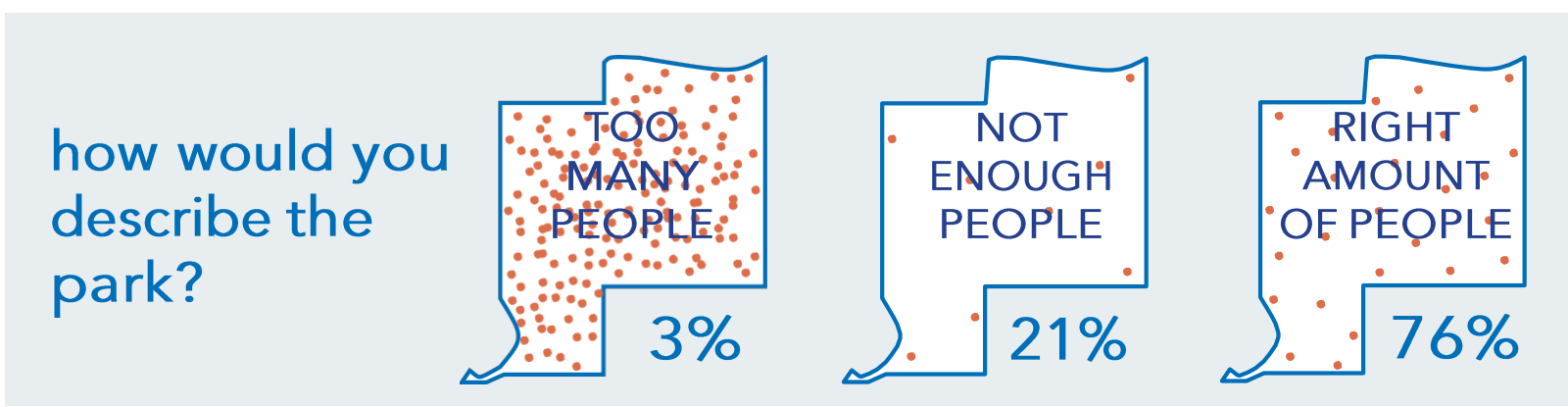
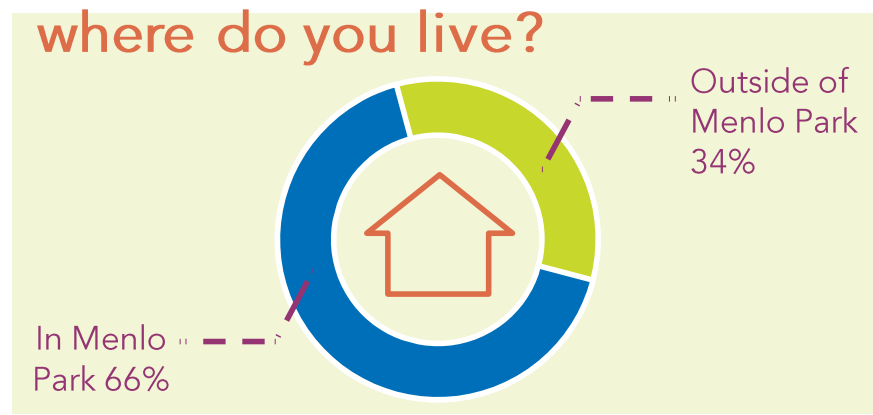
Flip Chart Notes

Public Comment	Reaction to Comment
Mobile interpretive center	
Cell phone app for educational purposes instead of physical building.	
Very concerned about the encroachment of ANY form of active recreation	
increase passive recreation and educational opportunities	I agree with above, also agree, I agree!

-END-

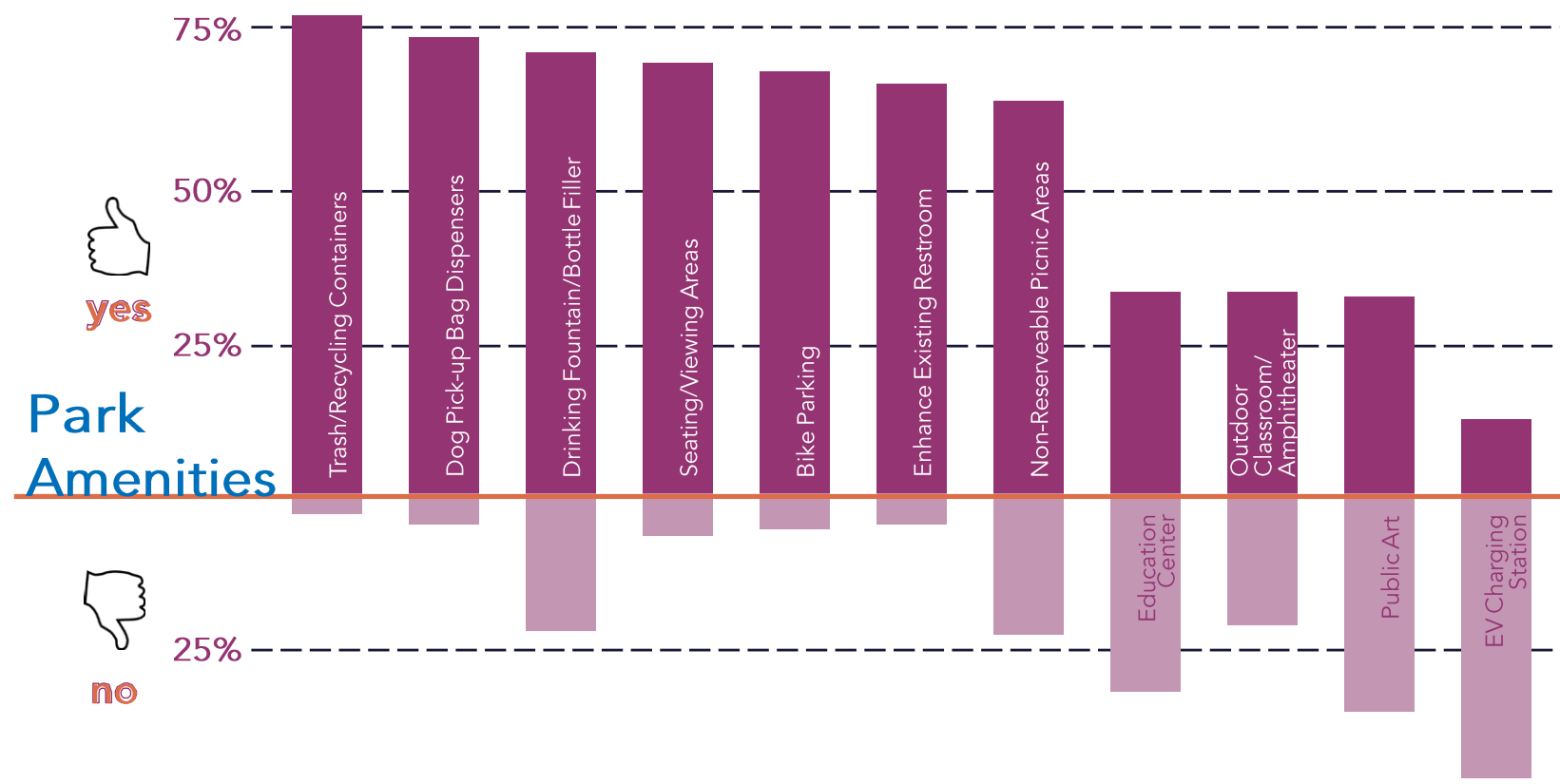
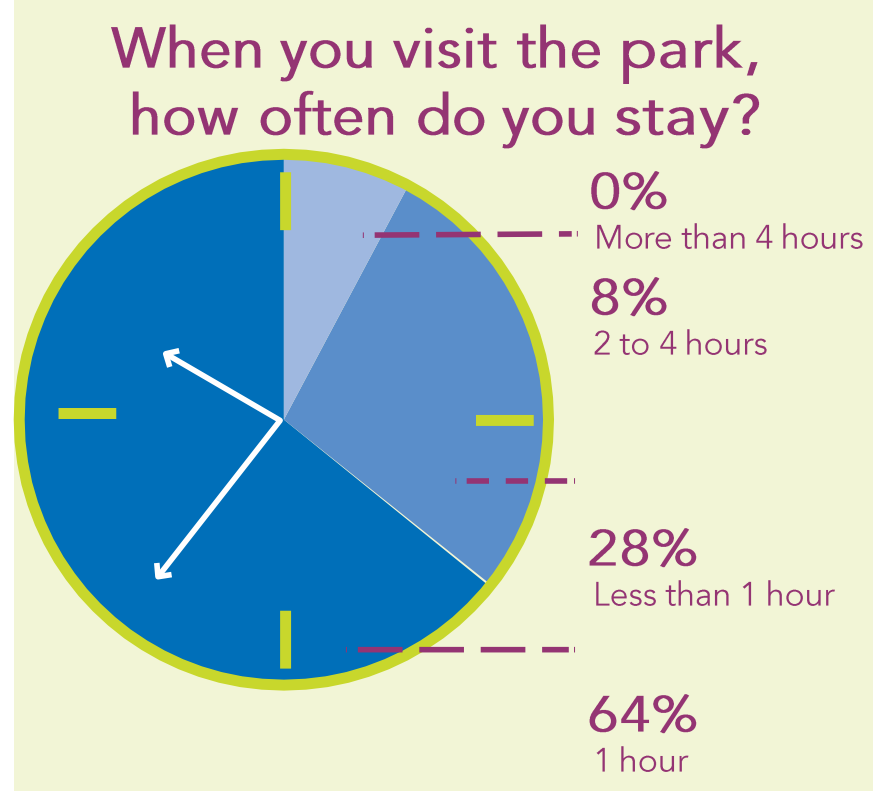
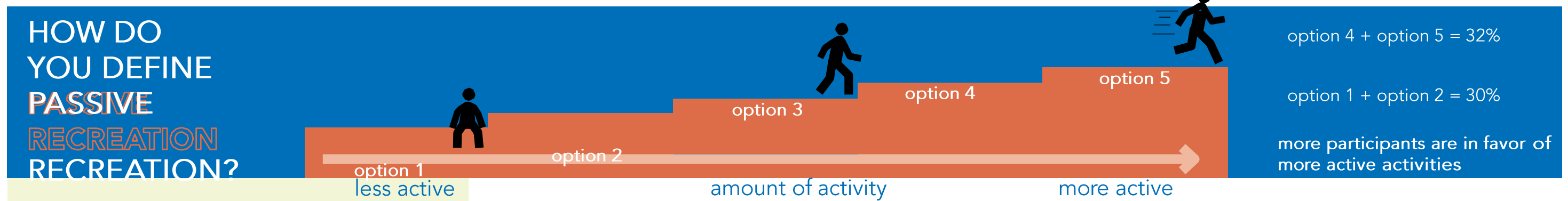
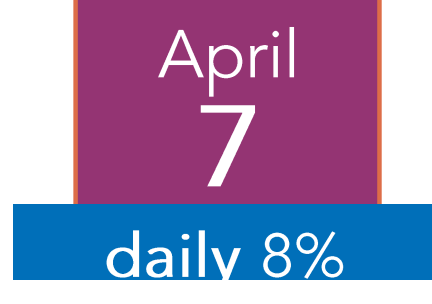
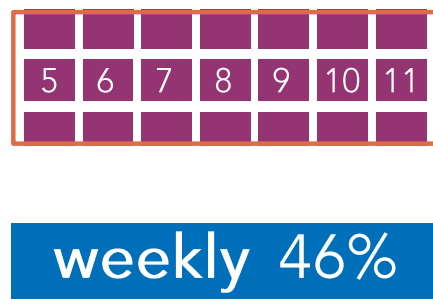
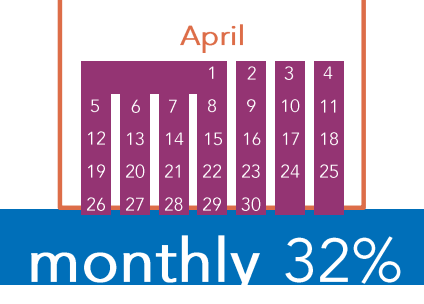
RESULTS ARE IN

Main Take-Away: Based on the input below, there is support for the park plan to explore additional activities and amenities.



who participated?

39
OPEN HOUSE
70
ONLINE SURVEY



GOAL 6
Sustainable funding



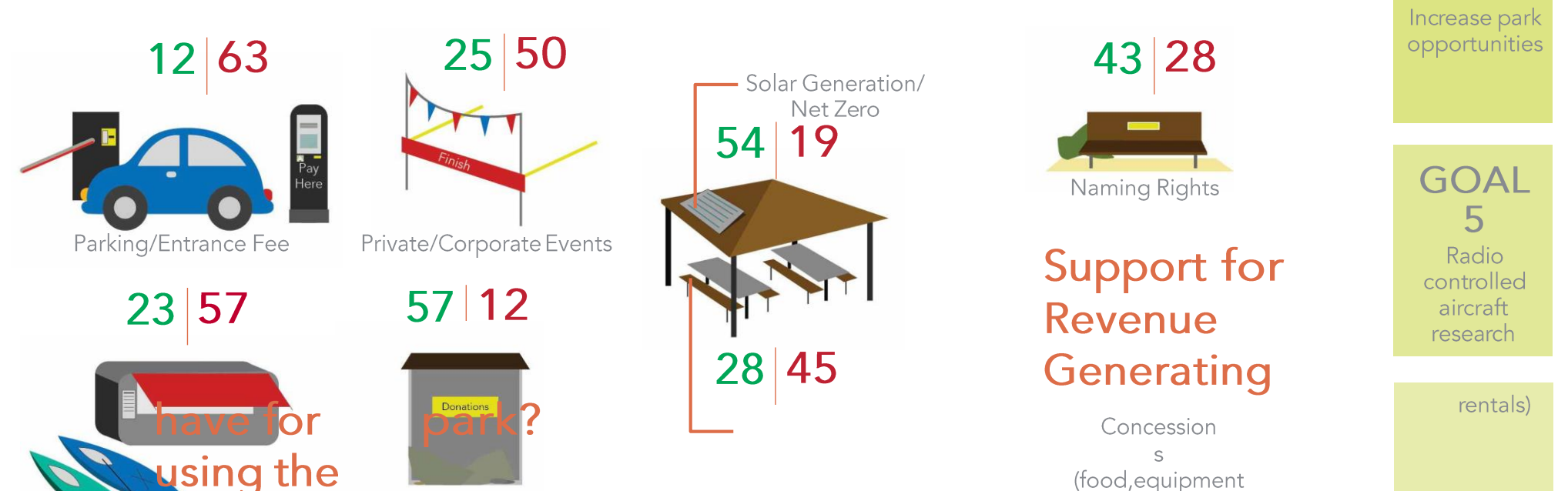
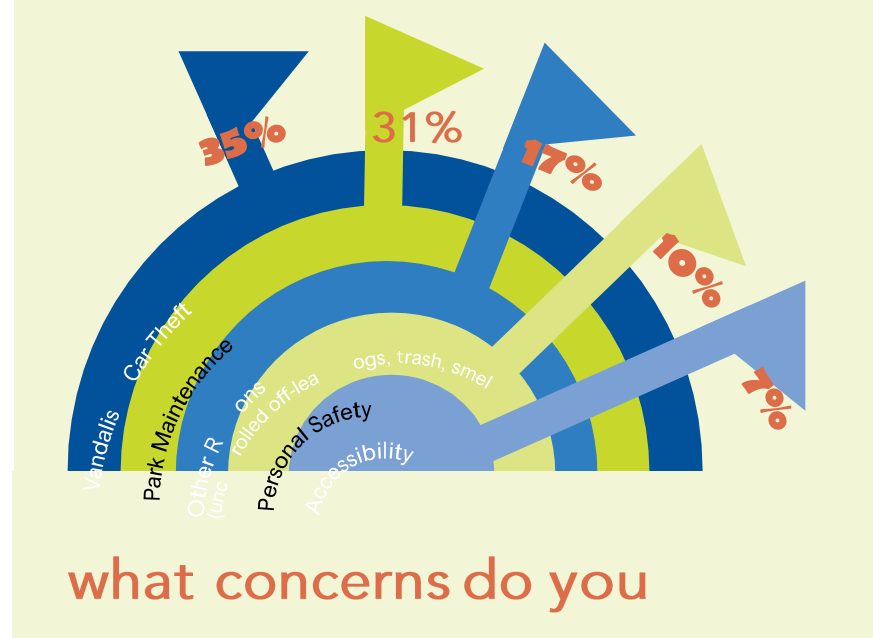
GOAL 1
Inclusive outreach process

GOAL 4
Protect habitat and landfill

GOAL 3
Increase park opportunities

GOAL 5
Radio controlled aircraft research

GOALS AND OBJECTIVES





Bedwell Bayfront Park

17014OutreachInforgraphics.indd

Combined Open House #2/Open House #3/Online Survey Input Summary

Bedwell Bayfront Park Master Plan

September 15, 2017

Responses

Open House #2 total returned packets: 56

Open House #3 total returned packets: 19

Total Online Survey responses: 151

Total Spanish responses: 4

Potential duplicate responses: 16

Total responses: 226

User Survey

Question #1: How old are you?

<i>Options</i>	<i>Open House #2</i>	<i>Open House #3</i>	<i>Online Survey</i>	<i>Total</i>
Under 16	0	0	0	0
16 to 20	0	0	2	2
21 to 30	1	1	14	16
31 to 55	19	8	64	91
55+	35	10	65	110

Total: 219

Question #2: Where do you live?

<i>Options</i>	<i>Open House #2</i>	<i>Open House #3</i>	<i>Online Survey</i>	<i>Total</i>
None of the above	8	1	19	28
In Redwood City or East Palo Alto	14	4	19	37
East of Highway 101, in Menlo Park	7	11	21	39
West of Highway 101, in Menlo Park	2	2	86	113

Total: 217

Question #3: How far is your home from the park?

<i>Options</i>	<i>Open House #2</i>	<i>Open House #3</i>	<i>Online Survey</i>	<i>Total</i>
More than 10 miles	1	0	9	10
5 to 10 miles	14	7	6	27
1 mile	8	8	33	49

BURLINGAME
1633 Bayshore Highway, Suite 133
Burlingame, CA 94010
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

GOLD RIVER
12150 Tributary Point Drive, Suite 140
Gold River, CA 95670
T 916.985.4366
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Written, On-Line and Other Survey Responses

Bedwell Bayfront Park Master Plan

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2 to 5 miles	32	9	97	138
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Total: 224

Question #4: How often do you visit the park?

<i>Options</i>	<i>Open House #2</i>	<i>Open House #3</i>	<i>Online Survey</i>	<i>Total</i>
Rarely/Never	2	0	12	14
Yearly	12	4	29	45
Daily	13	2	9	24
Monthly	12	5	46	63
Weekly	24	7	49	80

Total: 226

Question #5: When you visit the park, how long do you stay?

<i>Options</i>	<i>Open House #2</i>	<i>Open House #3</i>	<i>Online Survey</i>	<i>Total</i>
More than 4 hours	0	0	0	0
Less than 1 hour	4	0	18	22
2 to 4 hours	8	6	46	60
1 hour	26	11	81	118

Total: 200

Evaluate the Program Statement that we have developed and let us know how much you support each part.

<i>Statement</i>	<i>Open House #2</i>			<i>Open House #3</i>			<i>Online Survey</i>			<i>Total</i>		
	Y	M	N	Y	M	N	Y	M	N	Y	M	N
Statement 1 - Respect	13	2	0	48	3	1	110	12	9	171	17	10
Statement 2 - Acknowledge	11	5	2	34	10	8	88	32	11	133	47	21
Statement 3 - Support	13	2	2	24	15	12	69	33	29	106	50	43
Statement 4 - Address	15	2	0	40	11	2	99	23	9	154	36	11
Statement 5 - Provide	12	5	1	31	13	7	74	36	21	117	54	29
Statement 6 - Future	11	5	1	33	13	4	76	36	19	120	54	24
Statement 7 - Funding	5	7	6	28	8	15	49	46	36	82	61	57

Written, On-Line and Other Survey Responses

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Comments

support through taxes not money generating activities; park not really suitable for picnics, parties etc - there is Flood Park and others in City for that; ranger needed - or better patrol of off lead dogs
asphalt paths need maintenance, spirit path is not kept up, major puddles 4 months a year need to be filled, this is a dog poop park worst in the area, dogs off leads the majority of the time, need ranger
next generation: best if provide outdoor/nature experiences only - no picnics, playgrounds, etc.; small amphitheater in trees ok
community garden - perhaps with addition of organic practices
I support the focus on next generation education in strategic
leave the park as it is, maintenance and tactful improvements (benches etc.) but don't turn it into PA Baylands
my overall preference is to keep the park as it is, with only necessary modifications
find funds without creating mechanisms in the park "???" city bite the bullet and fund it
let's not add more to this quiet escape! No drones, playgrounds, fitness equip (go to downtown manicured parks)
consider separate issue from shoreline issue, should have a simple parks master plan for all Menlo Park, not a separate one that takes Bedwell in isolation
Menlo Park residents need a master plan for all it's parks
Support model gliders as there are no other locations to do this
I would like to see Bedwell Park remain. First of all an open space, wild, natural where nature is the main attraction. People like it because it has a wild feel about it. Hopefully apart from trail improvements and more trash bins, nothing much

Written, On-Line and Other Survey Responses

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needs to be done. It's a great place to meditate and enjoy nature and relax. Do not turn it into a "city" park. Thanks
Statement 7: In way that is aligned with promoting nature, stillness and reflection
Identify key values perhaps 1) native preservation = light of environment/population changes, 2/ enhance user experience of "the place", 3) family focused, more kids accessible areas/play zone, 4) beyond food r ???, a spiritual retreat for native meditation, yoga etc.
City should support like it does all other city parks, stafford park 7.0 mi, stuesaftt park 10.6 mi
trails need to be fixed/winter time paths are full of water, more police patrols because cars are broken into, restrooms need to add on some trails
mas cuidado con los perros y la popo, necesitamos un bano mas y felicidades en el nuevo proyecto (being more mindful of dog poop, an additional bathroom, congratulations on the new project)
maybe a donation box; request volunteer maintenance groups
Statement 5: not sure what this means, they will be stuvairs what we leave - create
would not use if there was a charge to the park
please do not allow tractor trailers; at night when there's no surveillance people dump garbage and furniture; more police patrol - especially at night
I am more than glad and feel fortunate by having this park close to my home, and that it was left as passive recreational place and "not" turned into a "golf park". For only a small group of people that might not leave in the area.
poner un bano o dos por el parque (put 1 or 2 bathrooms in the park)
poner other bano 1 o 2 en diferented lugarer del parque (put another bathroom 1

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or 2 in different parts of the park)
leave it alone & bring back burrowing owls
use existing soil mixed with risen binder
the park should be funded by the general fund, as are other parks; maintain what's here. Don't make this a bust, noisy urban park - it is our only urban open space.
no cobrar la entrada al parque y poner mas banos en el parque...levantar popo de los perros (do not charge to enter the park, more bathrooms, pick up after your dog)

Please tell us which concept plan you prefer.

	<i>Open House #2</i>	<i>Open House #3</i>	<i>Online Survey</i>	<i>Total</i>
A	21	4	63	88
B	17	3	50	70
Neither	10	11	38	59

42% slight preference for A
 32% ¼ “do nothing”
 27%

Total: 217

How can the concept be improved? Please evaluate the list of attributes below and let us know if you would like to keep it as shown, remove it, or keep it but with modifications.

<i>Alternative</i>	<i>Open House #2</i>			<i>Open House #3</i>			<i>Online Survey</i>			<i>Total</i>		
	keep	remove	modify	k	r	m	k	r	m	k	r	m
Restroom	6	1	4	38	2	5	107	1	5	151	4	14
Orienteering/Geocaching	4	3	3	29	8	4	77	23	13	110	34	20
Great Spirit Path	5	2	3	37	8	3	92	14	7	134	24	13
Bay Trail	5	0	3	38	3	5	69	27	17	112	30	25
Accessible paths	7	1	3	36	4	4	76	18	19	119	23	26

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Accessible summit	6	3	3	34	9	1	84	16	13	124	28	17
Path/trail surfacing	8	1	2	32	4	7	65	23	25	105	28	34
Trees to screen sewage facility	8	0	3	35	7	2	96	8	9	139	15	14
Habitat restoration	11	1	0	36	3	3	98	7	8	145	11	11
Picnic tables	8	3	2	23	15	17	68	24	21	99	42	40
Fitness course	4	7	1	20	21	1	56	48	9	80	76	11
Educational trail loops	5	3	2	27	12	2	84	18	11	116	33	15
Amphitheater/group seating	2	7	4	16	24	6	49	46	18	67	77	28
Play Area	2	8	2	14	22	8	72	30	11	88	60	21
Off-leash dog-park	5	8	1	12	27	6	50	50	13	67	85	20
Model glider	5	4	3	22	17	3	48	58	17	75	79	13
Boat launch	3	8	2	22	23	2	63	41	9	88	72	13
Building	3	6	2	16	16	7	59	36	18	78	58	27
Parking, paved	6	2	2	31	10	1	74	30	9	111	42	12
Parking, gravel	4	4	3	38	5	2	87	11	15	129	20	20
Parking, undesignated	4	4	2	29	7	4	80	20	13	113	31	19

Total: 169

Comments
too developed; improve existing, path needs to be improved so can use in winter; trees if have \$
lower cost to not need fees; improve, get rid of puddles
reinstate great spirit path; restroom building only
orienteering not wanted;
small amphitheater, make sure play area fits with rustic nature of park
prefer minimum maintenance on existing trail; keep path as is as much as possible; a few small tables with wide trees; parking as existing as far as possible
modify as little as possible; a few picnic tables; no dog park
orienteering is already here; what habitat?; just a few picnic tables

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minimize summits; picnic tables should be close to parking; perimeter focused educational trail loops, no pay stations
keep path trail surfacing as natural as possible
no motorized model glider; no more parking than current; keep everything as is
keep as is
keep as is, continue to allow bikes
keep it wild, just keep park available to dogs
picnic tables would cause a lot of trash; small and not obtrusive amphitheater; a small ramp for kayaks or canoes would be ok, no motor boats
remove all parking along slough
building sponsored by an organisation that is aligned with supporting passive recreation
add upgrades; add trees for shade; add shade for sun and rain; need a sponsoring arts or theatre group; LEED certified, multi-use; for nonprofit meetings, education seminars, "pay to rent" model; do not do pay parking please
too much stuff and not enough pure open space
no tables people leave garbage behind; dogs must be on leash
don't know what this is; don't care; 9-10 is ok
not sure
please consider at least an emergency response boat launch/water access. Menlo park fire has response to water emergencies on the bay for the safety of the public. Thank you.

Written, On-Line and Other Survey Responses

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maintain high degree of informal parking; more
less asphalt, path B; don't take away parking; add large amphitheater; add destination play
charge the parking (problem: people park here & then go to work/ride sharing); please no charge to people who just come for a walk
model glider allowed

Additional pasteboard comments

Shaded vista areas, conducive reflection (a destination to walk to and then linger)
people feed skunks, feral cats, is problematic
2nd restroom on east side would be good - people relieving themselves because it's too far to walk back to parking lot
a lot of people do not pick up after their dogs
should build soccer fields, could put 16 or so out by the burrowing owls habitat, fewer trails, less pavement
less development
for walkers
no buildings, no dog park, keep as natural open space, no admission fee, keep open to people of all incomes
bicycles - create a route that's marked if pedestrians and cyclists share then cyclist need to give alert and slow down
bicycles will change the character of this park to the detriment of this open space. Bike elsewhere - there are many other places to bike!
keep the bike's access
no entrance fee or parking fee
like that bedwell is different - don't need every amenity
plant more trees and create shaded areas
not much vehicle access in park
slope restoration signs to keep new footprints from being formed
keep native
better traffic mgmt
water bottle fountain
minimize paved trails
it seems like the proposed, unnecessary changes, are mostly designed to justify the city staff's jobs rather than support the broad environmental needs to preserve habitat and the environment. The proposals just duplicate what is available in other MP city parks.
love the notion to expand and deepen user's experiences while respecting the land and account for surrounding changes (ps disagree with comments above)
emphasize local fauna and flora; maintain natural beauty for nature walks, education children, no softball, badminton, etc. yes to picnic tables & benches, passive activities only, no fee!
no drones

Written, On-Line and Other Survey Responses

Bedwell Bayfront Park Master Plan

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love the park as is. Children need to appreciate nature and parks as it without forcing activities. I see families enjoying the park and exercise together.
this is the only quiet natural open space we have. Keep as is. (yes!)
this park has least amount of shade and picnic/break areas
park is lovely as is, hot paths need maintenance
leave as is. City pay for maintenance as it does its other parks
parking: need easy parking, turn around areas, parking safety concern- cars getting broken into, unobstructed views, shoulder parking needed...

-END-

UNMANNED AIRCRAFT SYSTEM (UAS) ASSESSMENT

Overview

On August 23, 2016, the Menlo Park City Council approved Section 8.28.130.5 to prohibit all model aircraft in the City's parks, including Bedwell Bayfront Park. The ordinance prohibits *"motor-driven vehicles or models, including drones and unmanned aircraft systems, except in designated areas, and except for the use of drones by public safety personnel for emergency operations"*. No areas in any of the City's parks are currently approved for model aircraft use under the exception clause of this ordinance; however, it was stated by the City Council that the master plan process for Bedwell Bayfront Park would allow an opportunity to consider establishing a designated area for model aircraft. Factors to be considered include: the comfort and safety of park visitors, risk to wildlife in the park and the surrounding wildlife refuge area, risk to manned aircraft due to the park's proximity to the Palo Alto and San Carlos airports, permit requirement, establishment of rules for model aircraft operation, and feasibility of rules enforcement.

Background

Model aircrafts come in all types and sizes, from the tiniest indoor free-flight hand thrown glider models to ¼-scale aircraft powered by 2-cycle internal combustion engines. Typical radio-controlled (RC) model aircraft range from unpowered gliders and electric motor assisted gliders to motor/propeller driven airplanes and helicopters. Within a 36-mile radius of Menlo Park there are currently 8 privately owned model aircraft flying fields associated with the Academy of Model Aeronautics (AMA) chartered clubs and 6 public parks or schoolyards (some associated with chartered AMA clubs) where some types of model aircraft flying are permitted. The AMA is a non-profit organization that promotes model aviation as a recognized sport and recreational activity. The public parks that specifically allow and regulate some types of model aircraft include Rancho San Antonio Open Space Preserve in Santa Clara County, Windy Hill Open Space Preserve in Portola Valley, Coyote Hills Park in Newark and Mission Peak Regional Park in Fremont.

Usage History

Hobbyists began flying model gliders at Bedwell Bayfront Park as early as 1986, shortly after the park was opened and before trees matured. The breeze that sets up consistently in the afternoons from early Spring through late Fall is forced into updrafts in front of the various small hills in the park. Flying gliders on these updrafts is called "slope gliding". Motor-driven model aircraft and gliders that use thermals to stay aloft have mostly been flown at the large meadow area. Most of the model aircraft hobbyists flying motor driven models tended to station themselves at the southern edge of the central meadow. Hand-launched gliders and motor assisted gliders, as well as a few gliders launched by "hi-start" (stretched rubber tubing and string serving as a glider slingshot) were mostly flown from the northern edge of the

meadow. This is because the prevailing breeze generally blows from north to south and gliders naturally follow the breeze to keep up with passing thermals.

Public Outreach Input

For purposes of discussion and comparison at the community meetings for the Bedwell Bayfront Park master planning process, UAS were divided into three categories: hand-launched model gliders, motor-driven model gliders, and drones. The three differ in their range, potential for noise generation, flight pattern potential, and required pilot operating input. The public input results showed some community support for hand-launched model gliders, with a majority of respondents against motor-driven model gliders and drones. The findings below therefore are focused only on the potential for hand-launched model gliders to be flown at Bedwell Bayfront Park. Potential use restrictions were not shared nor discussed with the public.

Findings

General glider use as it relates specifically to Bedwell Bayfront Park include:

- The range a glider can go is dependent on the capabilities of the pilot, the glider design, and the weather.
- The meadow is a good flying area because it is large and open, it does not have any paths that cross through it, and it is large enough to define a flying zone. At the launch of a glider, it takes seconds for the glider to reach 100-feet in elevation, which is significant in providing a vertical clearance zone or buffer between gliders in flight and park users below. By keeping the gliders in the meadow, they are visible, and the pilot can land the plane if a pedestrian is spotted around the area of the meadow.
- Landings are often the slowest part of the flight, while the launch is the quickest. Thermal climbs are faster, and the glider can reach a speed of about 15mph. The control of the glider is dependent on the pilot, but control of the glider is not impacted by the size of the plane.
- In the past, a park ranger informed glider users to stay out of the middle of the meadow to limit the amount of foot traffic through the middle that might disrupt local wildlife. Glider pilots can launch from the north edge and can control the glider landing location, without having to walk into the meadow's interior.
- Gliders flown over nesting birds can result in abandoned nests. Gliders should not be allowed to fly over the adjacent wildlife refuge.

Potential Use Restrictions

To minimize potential conflicts with wildlife and other park users, glider use at Bedwell Bayfront Park, if allowed, should have use restrictions that could include:

- Hand-launched model gliders only are allowed. Motor-propelled model gliders, multi-copters, helicopters, and 'drones' are prohibited.
- Glider use should be allowed at the park only if accompanied by a park ranger, who can enforce the use restrictions.
- Prior to allowing glider use, a qualified ornithologist should conduct a nesting bird survey of the large meadow area and areas within 100-feet of the meadow to document the baseline condition. A follow-up comparison survey should be conducted in the first year of glider use. If any birds nesting in the immediate vicinity are observed being significantly disturbed by glider activity, then the glider activity should be curtailed. If no such effects are observed, no further mitigation would be needed.
- Glider flying over the adjacent San Francisco Bay Don Edwards National Wildlife Refuge is prohibited.
- Gliders shall be flown line of sight and restricted to the confines of the large meadow area. Gliders should not be allowed to fly over other areas of the park.
- Gliders shall be limited in weight and size (ie. 16 ounces in weight and 6 feet in wingspan).
- The number of gliders allowed to be flown at any single moment should be restricted (ie. 5 gliders maximum).
- Pilots shall maintain a 100 foot buffer between their gliders and other park users.
- Pilots should be members of AMA, follow AMA flight rules and safety code, and have recommended liability insurance coverage. Requiring a permit to fly would be a means to ensure membership and coverage requirements have been met.

Draft Park Plan

Attachment E



- | | | | | | | | |
|--|---|--|-------------------|--|----------------------|--|----------------------|
| | Nature Play | | RANGER/FENCE | | Parking, Paved | | Dog Dispenser |
| | Kayak Launch | | Summit View Point | | Parking, Gravel | | Bike Racks Drinking |
| | Habitat Restoration/
Stormwater Management | | Picnic Table | | Interpretive Signage | | Fountain |
| | | | Fitness Station | | Information Kiosk | | Trash/Recycling Bins |
| | | | Seating | | | | Restroom |

Park Plan Image Board



Park Amenities

Information Kiosk



Kiosk



WAYFINDING



Directional Signage



Informational Signage



Interpretive Signage



Interpretive



Surfacing Materials



Existing Gravel Trail



Asphalt Trail



Gravel Parking Areas



Natural-Looking Treated Trail Pavement

Park Entrance



Automatic Access Control



Park Sign



Turn-Around

Park Plan Image Board

Park Amenities

Seating



Durable Seating Options



Single/Small Group Picnicking



Summit View Point



Ranger Office/Restroom



Bike Rack



Trash/Recycling Containers



Great Spirit Path Renovation (*OULDERYINYI*REATYOAVEMENT)



Drinking Fountain



Stairway

Park Plan Image Board

Restoration

Restoration



Recreation

Park Activities



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BEDWELL BAYFRONT PARK

November 7, 2017

Draft Master Plan

PAGE 713



Accepted By:
Menlo Park City Council
XXX, 2017

City of Menlo Park
701 Laurel St.
Menlo Park, CA 94025
Ph: (650) 330-6600

“

The future use of the site is intended to be a Bay front park for passive recreation including nature walks...picnicking, day hiking and meadow sports, as well as just plain enjoyment of the silence, the fresh breeze and the view.

”

— Mike Bedwell's March 27, 1974 letter to the US Army Corps of Engineers

Executive Summary

The purpose of the Bedwell Bayfront Park Master Plan is to provide the City of Menlo Park with a vision to guide the development of the park for the next 25 years. The park was originally envisioned and designed to be a passive recreation park. Through a public outreach process that was completed for the project in 2017, this key characteristic of the park remains an important guiding principle. In addition, the community indicated that access to nature, scenic views, and proximity to the Bay are important considerations.

The resulting park master plan provides a graphic roadmap to guide the park's future and features recommendations for additional access and expanded passive recreation uses. Improvements to be implemented include roadway and restroom renovations in response to sea level rise, providing an accessible trail network, and improving wayfinding and signage throughout the park. The park funding plan will help ensure that the park improvements and amenities will be fiscally sustainable and maintained. The plan also responds to the request by City Council to research and provide regulatory recommendations for the use of model gliders at the park.

This report summarizes the master planning process, and contains the following sections:

Introduction: Explains the project purpose, summarizes the goals and objectives, and provides some background on the evolution of the site.

Planning Process: Provides an assessment of the existing site conditions, details about outreach methods and process, and a summary of input received from staff and public.

Master Plan: Explains the park master plan, park features, and design guidelines.

Implementation: Provides a summary of the estimated cost and related tasks for implementation and maintenance of the park master plan.

Appendix: Includes meeting summaries, outreach materials and input results, design alternative graphics, a detailed cost estimate, and other supplemental project information.

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1

Introduction

Background

Since its inception, Bedwell Bayfront Park has been a jewel of the City of Menlo Park's parks and open space system. Revered for its various habitats, Bay views, and passive recreation opportunities, this closed landfill site has become even more important with the influx of housing and

office developments in the area. Figure 1 is a park area map that illustrates the park's proximity with nearby development projects, transportation systems, and other open spaces. Figure 2 and Figure 3 illustrate the main park functions and how the park has evolved over the years.

The park is at a critical juncture. Improvements are needed to provide for

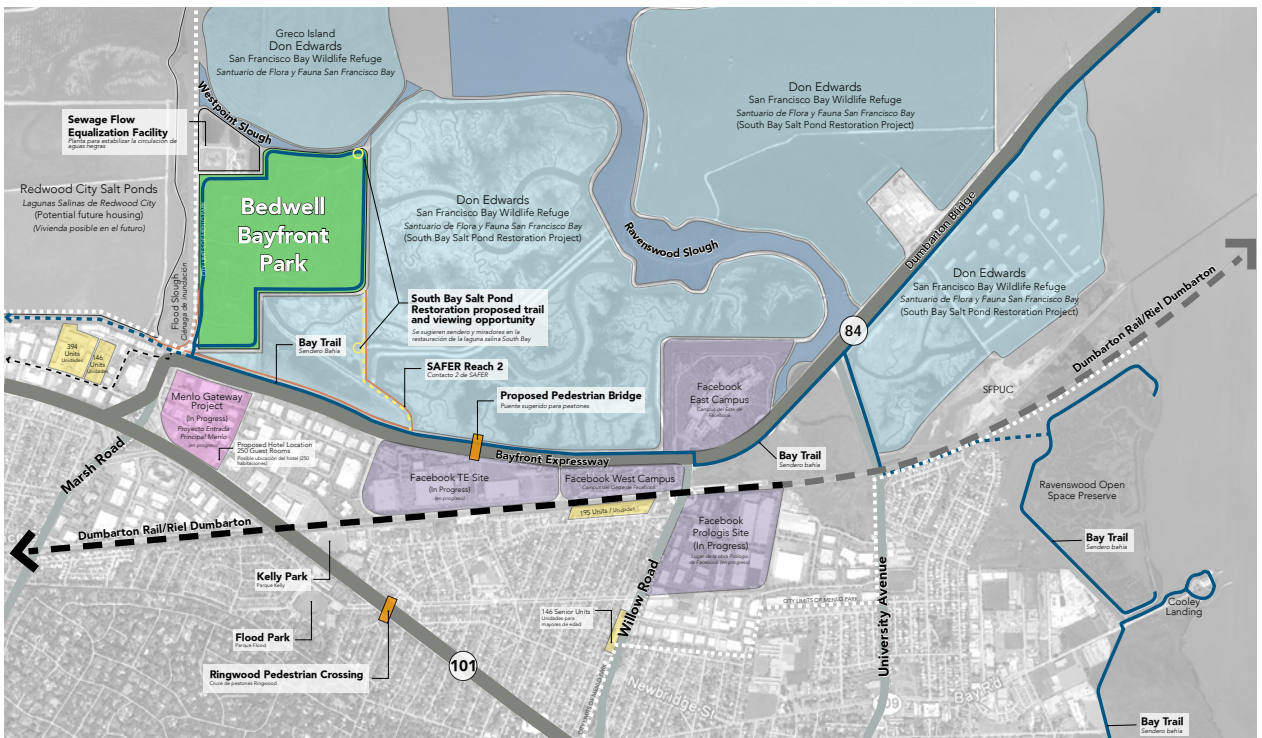


Figure 1 Park Area Map - a larger version of map is in the Appendix

a growing population and respond to a changing shoreline, including challenges associated with sea level rise. Sustainable funding sources are needed to fund both short term improvements and long term maintenance and operations for the park. Additionally, maintenance and upkeep for the landfill requires significant investment.

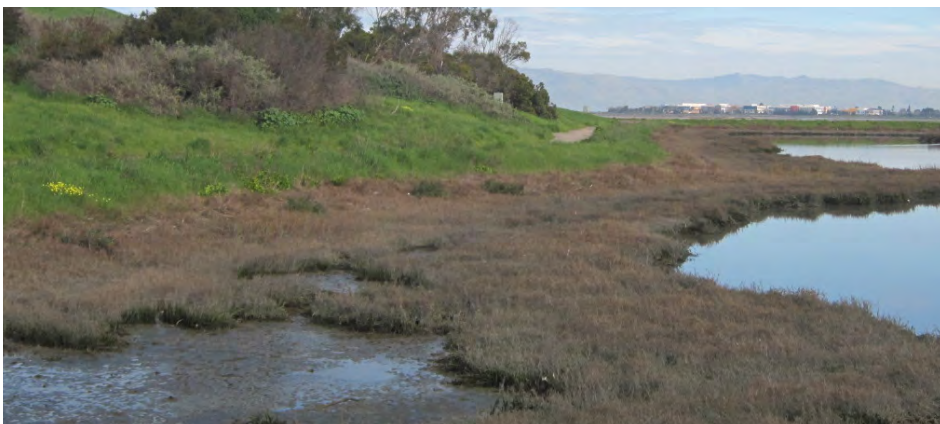
The maintenance fund initially set up for the park has been steadily depleted. Without significant action, the fund would be depleted by 2020, leaving the park without funding, even for basic maintenance services such as trash disposal. The City recognized the critical need to identify sustainable funding sources to meet maintenance and operations requirements and to provide for the rapidly changing city-scape as populations and development increase around the park. In addition to evaluating park design and funding mechanisms, the master planning process also set out

to review and consider an amendment to Menlo Park Municipal Code Section 8.28.130.5, which addresses the use of drones and UAS (Unmanned Aircraft Systems) at Bedwell Bayfront Park.

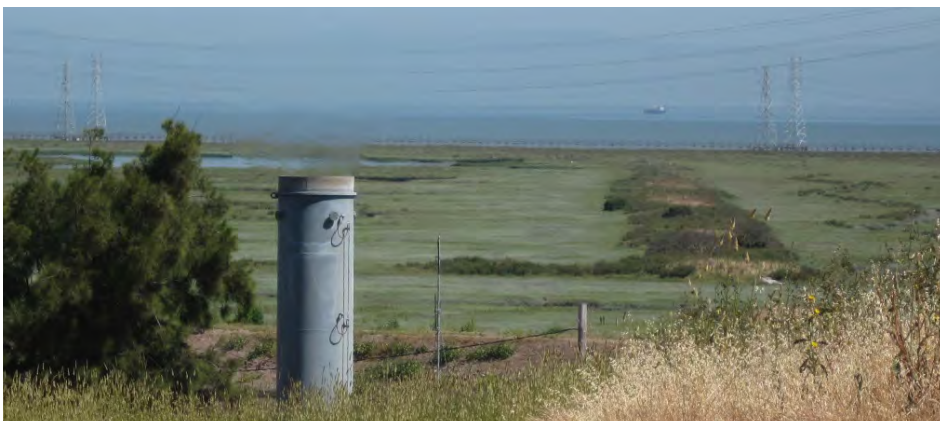
A planning effort was commissioned by the City in 2017 to develop a community-supported park master plan. A comprehensive public outreach process was developed to determine use and design priorities for the site and evaluate funding options and strategies. Two design alternatives were initially developed, based on feedback obtained at the first community meeting and on-line survey. The park master plan developed is based on feedback obtained at three additional public meetings, through a collaborative effort with local interests groups and agencies, and with direction received from the Parks and Recreation Commission.



**passive
recreation**



**wildlife +
viewing**



**landfill
operations**

Figure 2 *Main park functions*

Site History

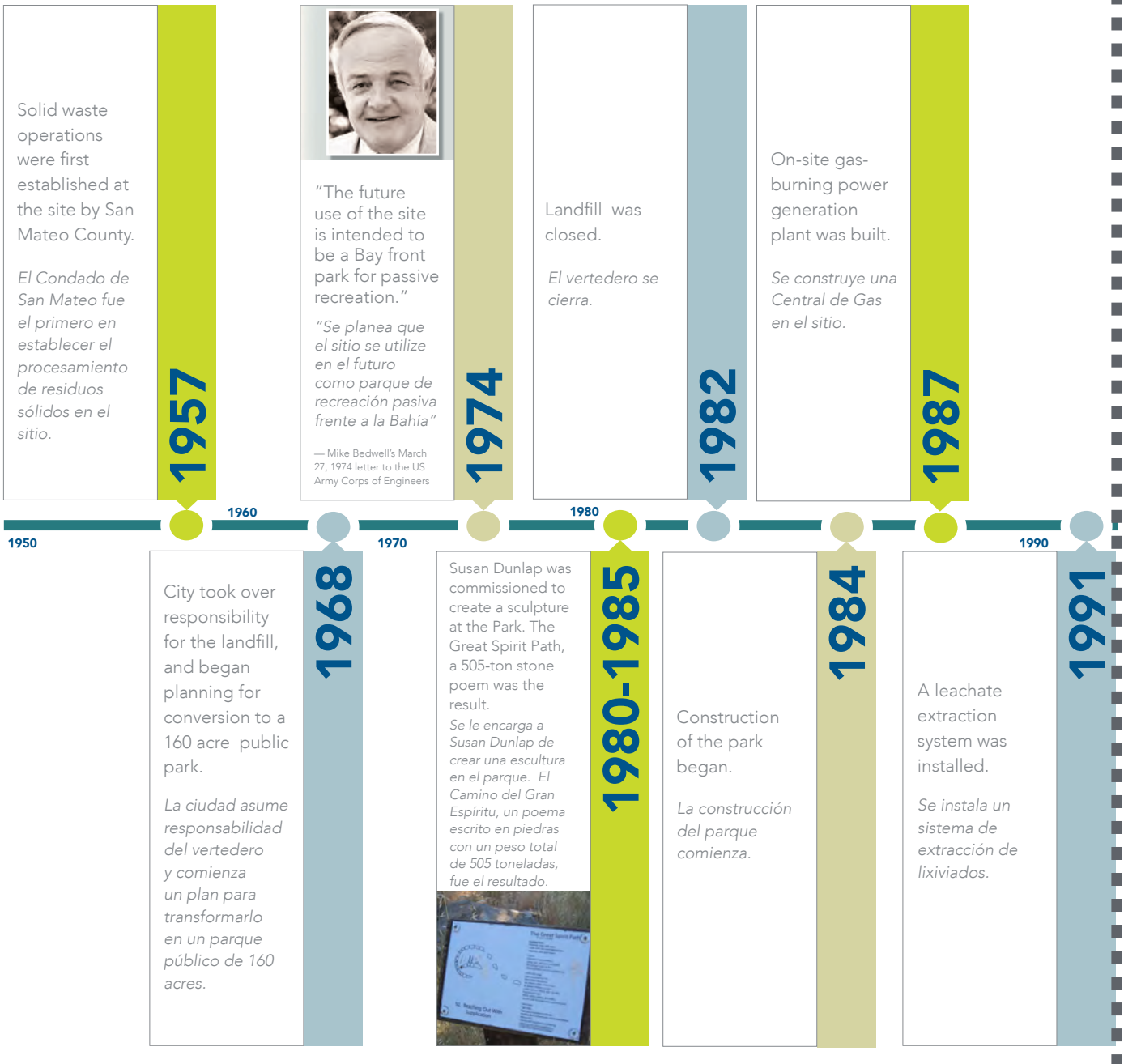


Figure 3 Timeline with events that have helped shape the park’s evolution



Goals and Policies

Goals and policies from other City documents have been reviewed to help inform the generation of goals and objectives for the Bedwell Bayfront Park Master Plan. These documents provide guiding principles that align with the integrity and vision of Bedwell Bayfront Park and provide points of inspiration for the development of project goals and objectives.

Documents that provide associated principles with the park master plan’s goals and objectives include:

- Land Use and Circulation Elements Goals, Policies, and Programs from the draft General Plan update, ConnectMenlo
- Open Space/Conservation, Noise and Safety Goals, Policies, and Programs from the 2013 General Plan
- M-2 Area Zoning
- Comprehensive Bicycle Development Plan

The project directly supports the following goals and policies identified in the ConnectMenlo Land Use element update in the General Plan:

Goal LU-1: Promote the orderly development of Menlo Park and its surrounding area.

- Policy LU-1.1 Land Use Patterns. Cooperate with the appropriate agencies to help assure a coordinated land use pattern in Menlo Park

and the surrounding area.

- Policy LU-1.2 Transportation Network Expansion. Integrate regional land use planning efforts with development of an expanded transportation network focusing on mass transit rather than freeways, and encourage development that supports multimodal transportation.
- Policy LU-1.5 Adjacent Jurisdictions. Work with adjacent jurisdictions to ensure that decisions regarding potential land use activities near Menlo Park include consideration of City and Menlo Park community objectives.

Goal LU-6: Preserve open-space lands for recreation; protect natural resources and air and water quality; and protect and enhance scenic qualities.

- Policy LU-6.1 Parks and Recreation System. Develop and maintain a parks and recreation system that provides areas, play fields, and facilities conveniently located and properly designed to serve the recreation needs of all Menlo Park residents.
- Policy LU-6.3 Public Open Space Design. Promote public open space design that encourages active and passive uses, and use during daytime and appropriate nighttime hours to improve quality of life.
- Policy LU-6.6 Public Bay Access. Protect and support public access to the Bay for the scenic enjoyment of open water, sloughs, and marshes, including restoration efforts, and completion of the Bay Trail.
- Policy LU-6.7 Habitat Preservation. Collaborate with neighboring jurisdictions to preserve and enhance the Bay, shoreline, San Francisquito Creek, and other wildlife habitat and ecologically fragile areas to the maximum extent possible.
- Policy LU-6.8 Landscaping in Development. Encourage extensive and appropriate landscaping in public and private development to maintain the City’s tree canopy and to

promote sustainability and healthy living, particularly through increased trees and water-efficient landscaping in large parking areas and in the public right-of-way.

- Policy LU-6.9 Pedestrian and Bicycle Facilities. Provide well-designed pedestrian and bicycle facilities for safe and convenient multi-modal activity through the use of access easements along linear parks or paseos.
- Policy LU-6.11 Baylands Preservation. Allow development near the Bay only in already developed areas.

Goal LU-7: Promote the implementation and maintenance of sustainable development, facilities and services to meet the needs of Menlo Park’s residents, businesses, workers, and visitors.

- Policy LU-7.1 Sustainability. Promote sustainable site planning, development, landscaping, and operational practices that conserve resources and minimize waste.
- Policy LU-7.6 Sewage Treatment Facilities. Support expansion and improvement of sewage treatment facilities to meet Menlo Park’s needs, as well as regional water quality standards, to the extent that such expansion and improvement are in conformance with other City policies.
- Policy LU-7.7 Hazards. Avoid development in areas with seismic, flood, fire and other hazards to life or property when potential impacts cannot be mitigated.
- Policy LU-7.8 Cultural Resource Preservation. Promote preservation of buildings, objects, and sites with historic and/or cultural significance.
- Policy LU-7.9 Green Building. Support sustainability and green building best practices through the orientation, design, and placement of buildings and facilities to optimize their energy efficiency in preparation of State zero-net energy requirements for

residential construction in 2020 and commercial construction in 2030.

- Program LU-7.F Adaptation Plan. Work with emergency service providers to develop an adaptation plan, including funding mechanisms, to help prepare the community for potential adverse impacts related to climate change, such as sea level rise, extreme weather events, wildfire, and threats to ecosystem and species health.
- Program LU-7.G SAFER Bay Process. Coordinate with the SAFER Bay process to ensure that the Menlo Park community’s objectives for sea level rise/flood protection, ecosystem enhancement, and recreational trails are adequately taken into consideration.
- Program LU-7.H Sea Level Rise. Establish requirements based on State Sea Level Rise Policy Guidance for development projects of a certain minimum scale potentially affected by sea level rise to ensure protection of occupants and property from flooding and other potential effects.

The project directly supports the following goals and policies identified in the ConnectMenlo Circulation element update to the General Plan:

Goal CIRC-1: 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.

- Policy CIRC-1.4 Education and Encouragement. Introduce and promote effective safety programs for adults and youths to educate all road users as to their responsibilities.
- Policy CIRC-1.6 Emergency Response Routes. Identify and prioritize emergency response routes in the citywide circulation system.
- Policy CIRC-1.7 Bicycle Safety. Support and

improve bicyclist safety through roadway maintenance and design efforts.

- Policy CIRC-1.8 Pedestrian Safety. Maintain and create a connected network of safe sidewalk and walkways within the public right of way ensuring that appropriate facilities, traffic control, and street lighting are provided for pedestrian safety and convenience, including for sensitive populations.

Goal CIRC-2: Increase accessibility for and use of streets by pedestrians, bicyclists, and transit riders.

- Policy CIRC-2.1 Accommodating All Modes. Plan, design and construct transportation projects to safely accommodate the needs of pedestrians, bicyclists, transit riders, motorists, people with mobility challenges, and persons of all ages and abilities.
- Policy CIRC-2.7 Walking and Biking. Provide for the safe, efficient, and equitable use of streets by pedestrians and bicyclists through appropriate roadway design and maintenance, effective traffic law enforcement, and implementation of the City’s Transportation Master Plan (following completion; until such time the Comprehensive Bicycle Development Plan, Sidewalk Master Plan and the El Camino Real/Downtown Specific Plan represent the City’s proposed walking and bicycling networks).
- Policy CIRC-2.8 Pedestrian Access at Intersections. Support full pedestrian access across all legs of signalized intersections.
- Policy CIRC-2.9 Bikeway System Expansion. Expand the citywide bikeway system through appropriate roadway design, maintenance, effective traffic law enforcement, and implementation of the City’s Transportation Master Plan (following completion; until such time the Comprehensive Bicycle Development Plan and the El Camino Real/Downtown Specific Plan represent the City’s proposed bicycle network).

Goal CIRC-3: Increase mobility options to reduce traffic congestion, greenhouse gas emissions, and commute travel time.

- Policy CIRC-3.1 Vehicle-Miles Traveled. Support development and transportation improvements that help reduce per service population (or other efficiency metric) vehicle miles traveled.
- Policy CIRC-3.2 Greenhouse Gas Emissions. Support development, transportation improvements, and emerging vehicle technology that help reduce per capita (or other efficiency metric) greenhouse gas emissions.

Goal CIRC-4: Improve Menlo Park’s overall health, wellness, and quality of life through transportation enhancements.

- Policy CIRC-4.1 Global Greenhouse Gas Emissions. Encourage the safer and more widespread use of nearly zero-emission modes, such as walking and biking, and lower emission modes like transit, to reduce greenhouse gas emissions.
- Policy CIRC-4.2 Local Air Pollution. Promote non-motorized transportation to reduce exposure to local air pollution, thereby reducing risks of respiratory diseases, other chronic illnesses, and premature death.
- Policy CIRC-4.3 Active Transportation. Promote active lifestyles and active transportation, focusing on the role of walking and bicycling, to improve public health and lower obesity.
- Policy CIRC-4.4 Safety. Improve traffic safety by reducing speeds and making drivers more aware of other roadway users.

Goal CIRC-5: Support local and regional transit that is efficient, frequent, convenient, and safe.

- Policy CIRC-5.5 Dumbarton Corridor. Work with SamTrans and appropriate agencies to reactivate the rail spur on the Dumbarton

Corridor with appropriate transit service from Downtown Redwood City to Willow Road with future extension across the San Francisco Bay.

- Policy CIRC-5.6 Bicycle Amenities and Transit. Encourage transit providers to improve bicycle amenities to enhance convenient access to transit, including bike share programs, secure storage at transit stations and on-board storage where feasible.

The project directly supports the following goals and policies identified in the 2013 Open Space/Conservation, Noise elements of the General Plan:

Goal OSC1: Maintain, protect and enhance open space and natural resources.

- OSC1.1 Natural Resources Integration with Other Uses. Protect Menlo Park’s natural environment and integrate creeks, utility corridors, and other significant natural and scenic features into development plans.
- OSC1.2 Habitat for Open Space and Conservation Purposes. Preserve, protect, maintain and enhance water, water-related areas, plant and wildlife habitat for open space and conservation purposes.
- OSC1.3 Sensitive Habitats. Require new development on or near sensitive habitats to provide baseline assessments prepared by qualified biologists, and specify requirements relative to the baseline assessments.
- OSC1.4 Habitat Enhancement. Require new development to minimize the disturbance of natural habitats and vegetation, and require revegetation of disturbed natural habitat areas with native or non-invasive naturalized species.
- OSC1.6 South Bay Salt Pond Restoration Project and Flood Management Project. Continue to support and participate in Federal and State efforts related to the South Bay Salt Pond Restoration Project and flood

management project. Provide public access to the Bay for scenic enjoyment and recreation opportunities as well as conservation education opportunities related to the open Bay, the sloughs, and the marshes.

- OSC1.8 Regional Open Space Preservation Efforts. Support regional and subregional efforts to acquire, develop and maintain open space conservation lands.
- OSC1.10 Public Education and Stewardship. Promote public education, environmental programs, and stewardship of open space and natural resources conservation.
- OSC1.14 Protection of Conservation and Scenic Areas. Protect conservation and scenic areas from deterioration or destruction by vandalism, private actions or public actions.

Goal OSC2: Provide parks and recreation facilities.

- OSC2.1 Open Space for Recreation Use. Provide open space lands for a variety of recreation opportunities, make improvements, construct facilities and maintain programs that incorporate sustainable practices that promote healthy living and quality of life.
- OSC2.6 Pedestrian and Bicycle Paths. Develop pedestrian and bicycle paths consistent with the recommendations of local and regional trail and bicycle route projects, including the Bay Trail.
- OSC2.7 Conservation of Resources at City Facilities. Reduce consumption of water, energy, landfilled waste, and fossil fuels in the construction, operations and maintenance of City owned and/or operated facilities.

Goal N1: Achieve acceptable noise levels.

- N1.9 Transportation Related Noise Attenuation. Strive to minimize traffic noise through land use policies, traffic-calming methods to reduce traffic speed, law enforcement and street improvements, and encourage other agencies to reduce noise

levels generated by roadways, railways, rapid transit, and other facilities.

- N1.10 Nuisance Noise. Minimize impacts from noise levels that exceed community sound levels through enforcement of the City’s Noise Ordinance. Control unnecessary, excessive and annoying noises within the City where not preempted by Federal and State control through implementation and updating of the Noise Ordinance.

Goal S1: Assure a safe community.

- S1.1 Location of Future Development. Permit development only in those areas where potential danger to the health, safety and welfare of the residents of the community can be adequately mitigated.
- S1.2 Location of Public Improvements. Avoid locating public improvements and utilities in areas with identified flood, geologic and/or soil hazards to avoid any extraordinary maintenance and operating expenses. When the location of public improvements and utilities in such areas cannot be avoided, assure that effective mitigation measures will be implemented.
- S1.21 Flood and Tsunami Hazard Planning and Mapping. Consider the threat of flooding and tsunamis in planning and management practices to minimize risk to life, environment and property and maintain up-to-date tsunami hazard zones maps and flood maps as new information is provided by FEMA and other regional agencies. Modify land use plans in areas where tsunamis and flooding are hazards, and permit only uses that will sustain acceptable levels of damage and not endanger human lives in the event of inundation.
- S1.28 Sea level rise. Consider sea level rise in siting new facilities or residences within potentially affected areas.

The project directly supports the proposed M-2 Area Zoning update to the General Plan:

M-2 zoning is a zoning district that allows ‘General Industrial District.’ In the General Plan, this is reflected by a ‘Limited Industry’ designation. Figure 4 shows the M-2 Area Potential Zoning Map and the relationship to Bedwell Bayfront Park, which is currently zoned as a Flood Plain (FP). The City is evaluating rezoning the park as a Public Facilities District (P-F) to better represent the park’s dual-function as a landfill and to stay consistent with the City’s other public facilities. The designation will likely define the development identity of the park’s neighborhood and the anticipated use patterns along the park’s frontage. The new mixture of zoning districts in close proximity to the park is anticipated to influence accessibility to the park and the volume of park users.

The project directly supports the following goals and policies identified in the Comprehensive Bicycle Development Plan (2005):

The Comprehensive Bicycle Development Plan provides a broad vision, strategies, and actions for the improvement of bicycling in Menlo Park. The Bay Trail follows the perimeter of Bedwell Bayfront Park, and is complemented at the park by other paved and unpaved bicycle facilities. The goals and policies of the Comprehensive Bicycle Development plan help expand and enhance the existing bikeway network. Several goals and policies align with objectives for Bedwell Bayfront Park and include:

Goal 1: Expand and Enhance Menlo Park’s Bikeway Network.

- Policy 1.1. Complete a network of bike lanes, bike routes, and shared use paths that serve

all bicycle user groups, including commuting, recreation, and utilitarian trips.

Goal 2: Plan for the Needs of Bicyclists.

- Policy 2.1. Accommodate bicyclists and other non-motorized users when planning, designing, and developing transportation improvements.

Goal 3: Provide for Regular Maintenance of the Bikeway Network.

- Policy 3.1. Develop a program to routinely repair and maintain roads and other bikeway network facilities, including regular sweeping of bikeways and shared use pathways.

Goal 4. Encourage and Educate Residents, Businesses and Employers in Menlo Park on Bicycling.

- Policy 4.2. Develop local adult and youth bicycle education and safety programs, such as the League of American Bicyclists courses. Consider partnering with other local jurisdictions, such as the City of Palo Alto, that already have education programs in place.
- Policy 4.9 Promote bicycling as a healthy transportation alternative.

Project Goals and Objectives

The goals and objectives for the Bedwell Bayfront Park Master Plan reflects the main character and purpose of the park as a significant open space for Menlo Park and the Bay Area. Development of the goals and objectives include an assessment of projects and documents that have a geographic and/or ideological relationship with the park. As a result, goals and objectives, a project mission statement, and program statements have been developed to capture the identity and value of Bedwell Bayfront Park.

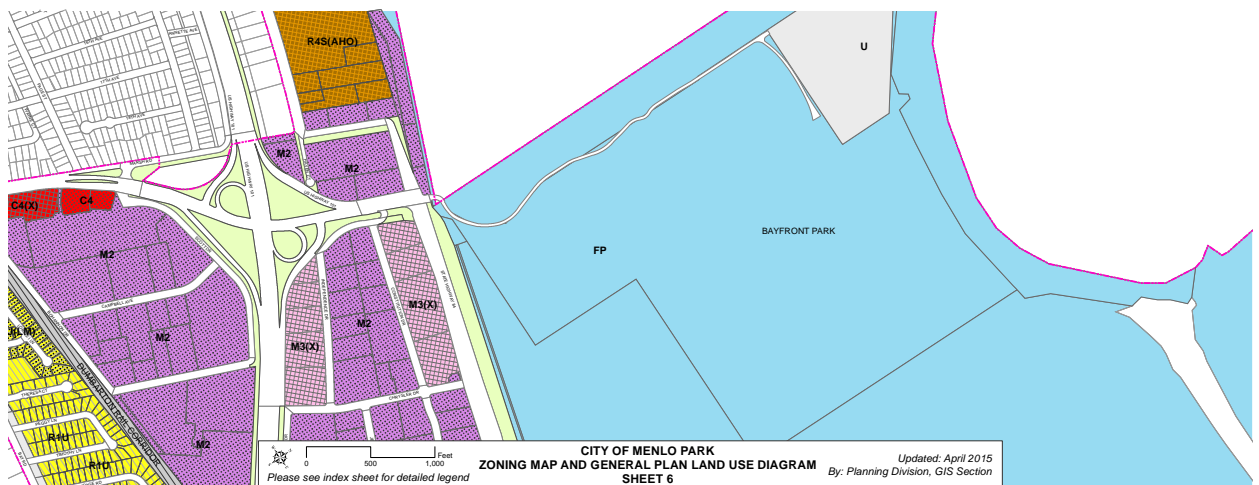


Figure 4 M-2 zoning map - a larger version of map is in the Appendix

- GOAL 1** Utilize an open and inclusive community outreach process to refine goals and objectives and develop a roadmap to guide park improvements over the next 25 years.
- GOAL 2** Respect prior decisions (Measure J) made regarding exclusion of active recreation on site.
- GOAL 3** Enhance the park's value as a unique community asset by increasing passive recreation and educational opportunities.
- GOAL 4** Protect existing sensitive habitats and landfill systems.
- GOAL 5** Provide Council with research on appropriate uses of non-motorized and radio controlled aircraft at other public sites and public input on issue.
- GOAL 6** Work to identify sustainable funding sources to support short term improvements and long term maintenance and operations.



Mission Statement

Since its inception, Bedwell Bayfront Park has been a jewel of the Menlo Park parks and open space system. Revered for its various habitats, Bay views, and passive recreation opportunities, this closed landfill site has become even more important with the influx of housing and office developments in the area. The park is at a critical juncture. Improvements are needed to provide access for the growing population. Sustainable funding sources are needed to fund both short term improvements and long term maintenance and operations.



Program Statement

A program statement for the project was created to summarize the priorities and public input that was received throughout the planning process into one summary document. The program statement includes primary objectives of the master plan for the park and guidance for future implementation efforts.

Respect the emphasis on “passive recreation” on which the park was founded

- Support existing park uses: bird watching, walking, jogging, bike riding on Bay Trail, kite flying, orienteering, and geocaching.

Acknowledge the need to provide for a growing population and respond to a changing shoreline

- Evaluate parking capacity and opportunity to support a bike share program from Belle Haven.
- Increase and improve general park amenities (dog bag dispensers, seating, eating areas, bike racks).
- Plan for a future with sea level rise (Figure 5).

Support, enhance and expand activities that are complementary to passive recreation experiences

- Consider new uses: water access, hand launched radio controlled model

gliders, fitness equipment, nature play, and bike riding on paved trails.

- Support on-site youth work program (on-site job skills, youth development, and learning). Evaluate options for providing indoor gathering space for use by: concessions vendors, volunteers, docents, and a park ranger office.
- Enable methane capture for energy generation.
- Improve wayfinding/directional signage.
- Provide mileage markers along trails.

Address deferred maintenance and existing facility deficiencies

- Renovate the Great Spirit Path art piece.
- Replace steep, eroding paths (i.e., 3:1 slope) with stairs.
- Replace existing restroom and raise existing infrastructure (i.e., entrance road, parking, Bay Trail) to address sea level rise.
- Upgrade landfill gas and leachate collection and monitoring systems and fire suppression systems.
- Protect existing potable water infrastructure.

Provide a comfortable, friendly, safe and more accessible user experience

- Improve the Marsh Road/Bayfront Expressway intersection to make it safer for pedestrians and bicycles to access the park from surrounding

- neighborhoods.
- Enhance the park entrance to make it a more pleasant experience.
- Increase public access to summits and points of interest by providing all-weather, accessible trail surfaces.
- Separate uses (bikes/pedestrians/vehicular) to minimize potential conflicts.

Acknowledge that future stewards of the park start with today’s youth

- Create educational opportunities, particularly for school-age children.
- Consider educational trail loops, group seating areas, and support for summer camps.

- Emphasize learning about marsh habitats and landfill systems, to reflect the park’s unique history and location.
- Use “green” building methods when possible.

Identify and integrate revenue generation mechanisms into the park structure, to ensure the long-term sustainability of the park

- Consider revenue sources for both short term capital improvements and long-term maintenance requirements.
- Create revenue structure that acknowledges park use by both City residents and non-City residents.



Figure 5 Tidal changes will be impacted by sea level rise





2

Planning Process

Existing Conditions

The master planning process took place in 2017. The City of Menlo Park engaged various community groups throughout the process. The planning process for developing the master plan included evaluating the existing conditions of the site to determine the park's needs and opportunities.

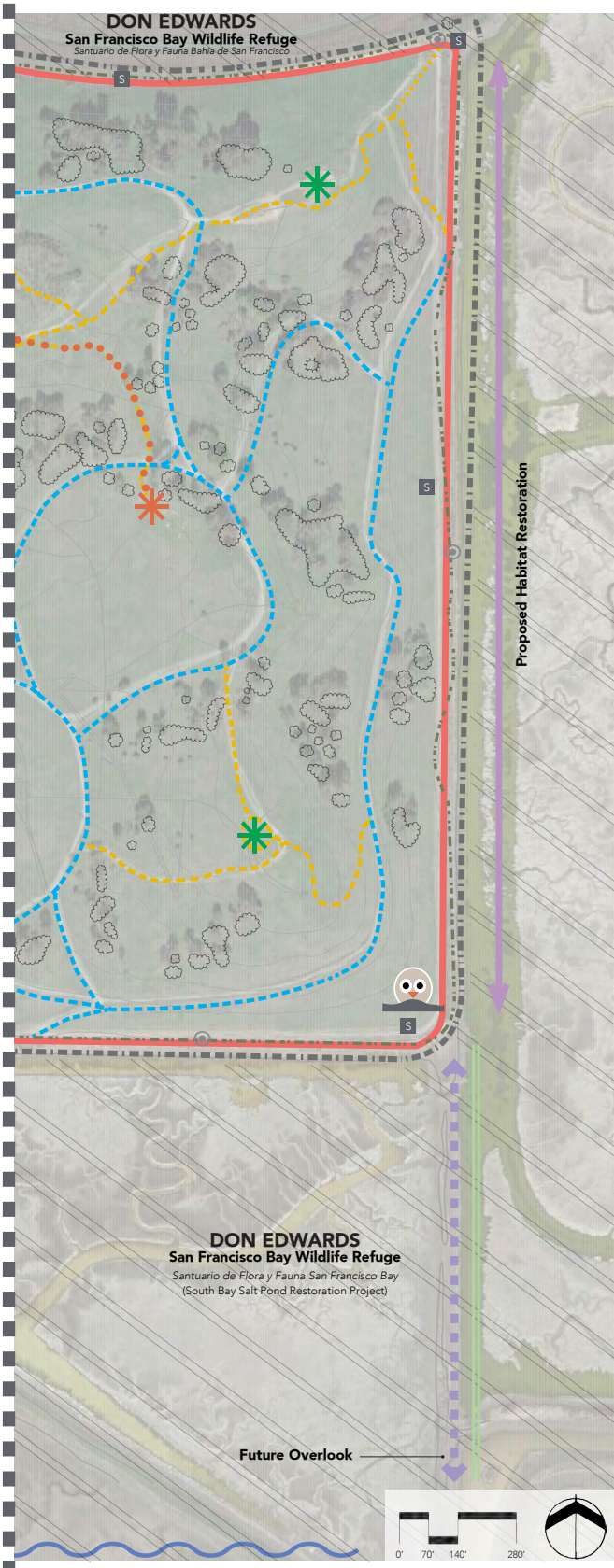
Preliminary steps included a site assessment, which included researching the park's history and reviewing park-related documents. Latter stages of the planning process included conducting outreach events to collect community input, developing preliminary and preferred concept plans, and providing an approved comprehensive document that includes a park master plan, funding

plan, design guidelines, and this summary report of the planning process.

Figure 6 is an existing conditions park map, which helps illustrate significant features in the park and the immediate area to best understand current park conditions. The existing conditions map incorporates physical park attributes (i.e., tree canopies and pathway types), and experiential attributes, such as noise and wind direction. The map also shows flooding potential and habitat areas. Figure 7 is an a map of the landfill conditions to help inform proposed improvements and identify landfill infrastructure locations. Figure 8 shows images taken during site visits to help illustrate park conditions while on-site, which include park and landfill features.



Figure 6 Existing conditions park map



Legend / Signos

- Project limits
Límites del proyecto
 - Tree canopy
Follaje arbóreo
 - Paved parking (# stalls)
Estacionamiento pavimentado (#espacios)
 - Unpaved parking (# stalls)
Estacionamiento no pavimentado (#espacios)
 - Restroom
Baños
 - Primary pedestrian/bicycle access point
Punto de entrada para peatones y ciclistas
 - Vehicular access
Entrada de vehículos
 - Point of interest
Puntos de interés
 - Great Spirit Path
El Camino del Gran Espíritu
 - Roadway
Carretera
 - Bay Trail
Sendero Bahía
 - Roadway noise
Ruido de la carretera
 - Windy
Parte ventosa
 - Burrowing owl habitat
Hábitat de Búho Llanero
- Pathways / Caminos**
- Gravel/paved trail
Camino pavimentado
 - Unpaved trail
Camino no pavimentado
 - Proposed trail
Sendero sugerido
 - Proposed levee/floodwall
Dique/muro de contención sugerido
- Landfill features / Características del Vertedero**
- Subsurface piping
Tubería subterránea
 - Extraction well
Pozo de extracción
 - Leachate extraction sump
Pozo de extracción de lixiviados
 - Groundwater monitoring well
Pozo de control de aguas subterráneas
 - Limit of future sea level rise
Área bajo agua debido a una subida del nivel del mar de 3'-0" en el futuro
 - Protected/sensitive habitat
Hábitat susceptible/protegido

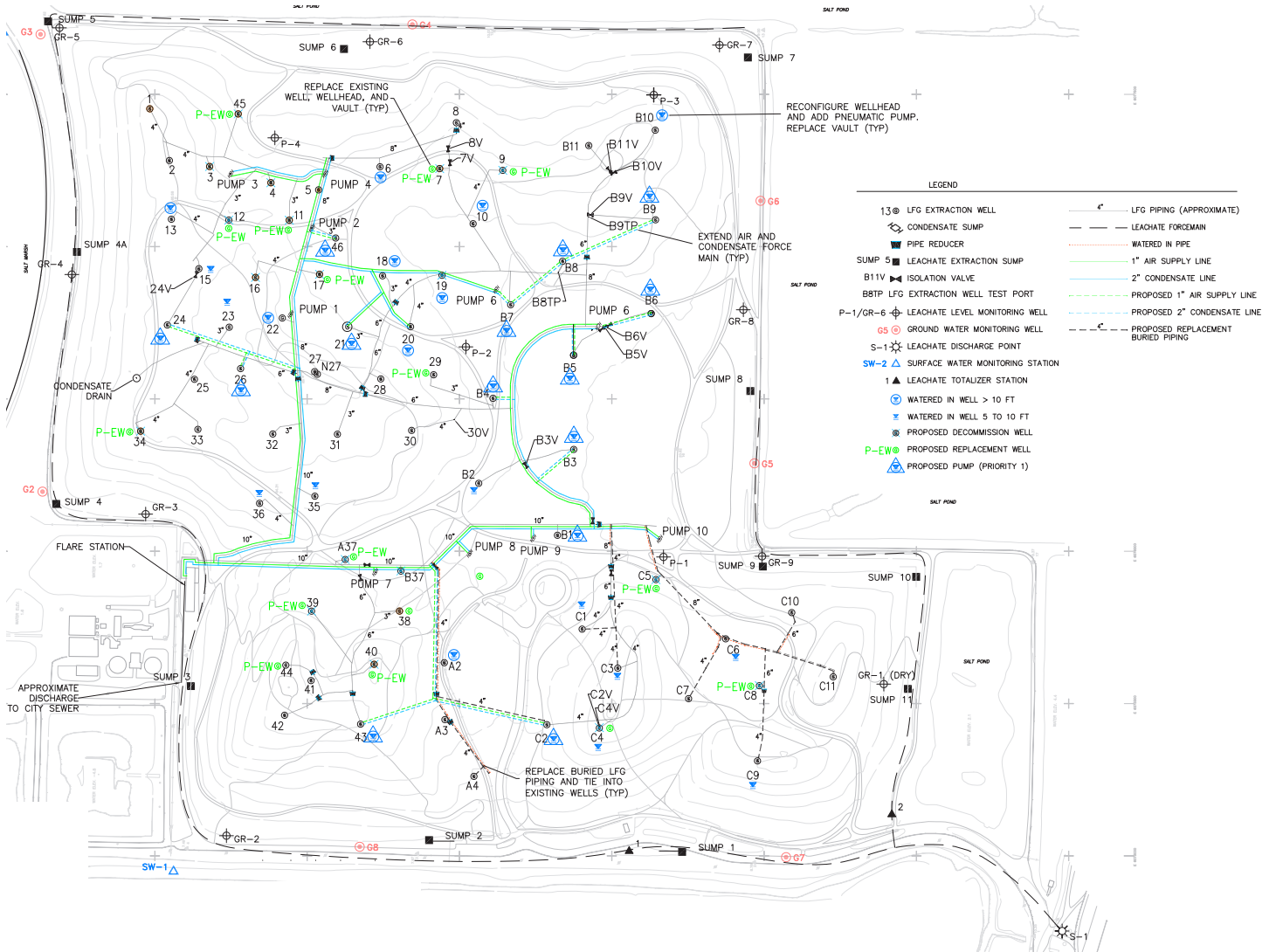


Figure 7 Landfill conditions map - a larger version of map is in the Appendix

Existing Site Images



Figure 8 Images taken during a site visit to assess existing conditions

Site Assessment

The existing site conditions at the park were evaluated through the review of documents, site visits to the park, and conversations with local interest groups. Discussions with interest groups helped the design team learn about the park’s landfill operations, local wildlife species, and concurrent planning projects around the area. Due to the park’s unique location, it was also important to assess the park’s vulnerability to sea level rise, the relationship the park has with the adjacent refuge and waterbodies, traffic patterns to inform park usage, the biological resources found at and around the park, and prior uses of the park, such as glider use. The next section looks at an assessment of these topics.

Sea Level Rise Assessment

Currently, Menlo Park has shorelines that are prone to tidal flooding and sea level rise. Bedwell Bayfront Park is located on the shoreline and is vulnerable to these conditions. Figure 9 shows the sea level exposure map for the park. Figure 10 shows the impacts of sea level rise at Bedwell Bayfront Park as a section cut near the entrance road. Bedwell Bayfront Park improvements will need to be designed to meet standards set in the City’s General Plan for 2050, which is to accommodate sea level rise during a 100-year flood event (projected 66” above current conditions).

Improvements to the park will need to plan for these impacts through design strategies and partnering with nearby Bayland efforts. Three efforts that are near Bedwell Bayfront Park and are currently pursuing strategies to protect Menlo Park communities, habitats, and ecosystems against sea level rise includes:

- Park and Strategy to Advance Flood Protection, Ecosystems and Recreation (SAFER) Bay
- South Bay Salt Pond (SBSP) Restoration Project
- Bayfront Canal Bypass Project

SAFER Bay

SAFER Bay is a flood mitigation strategy created and supported by the San Francisquito Creek Joint Powers Authority (SFCJPA). SAFER Bay seeks to provide habitat restoration for the Bay’s tidal marsh ecosystem and to enhance recreation opportunities along the Bay shoreline. Although the existing salt pond levees provide some degree of protection from coastal flooding, these levees are not certified by FEMA to provide flood protection from a projected 100-year event (i.e., an event that has a 1% annual chance of occurring in any given year). Bedwell Bayfront Park is identified as a location to mitigate sea level rise. SAFER Bay proposes two options for mitigating sea level rise impacts through the implementation of levees. One option is near the park’s entrance and on the lower

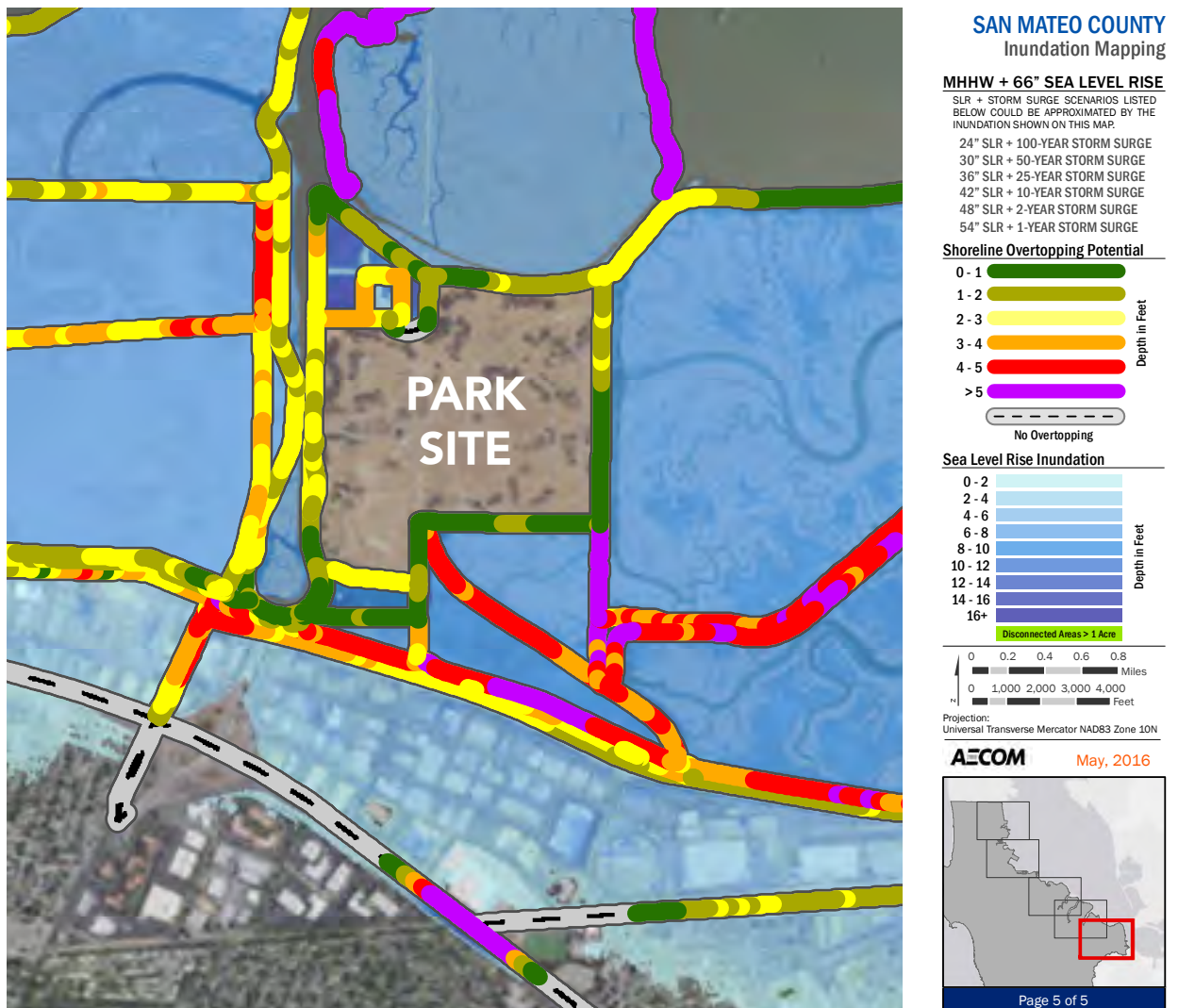


Figure 9 Sea level rise exposure map for Bedwell Bayfront Park - Sea Level Rise & Overtopping Analysis for San Mateo County's Bayshore, 2016

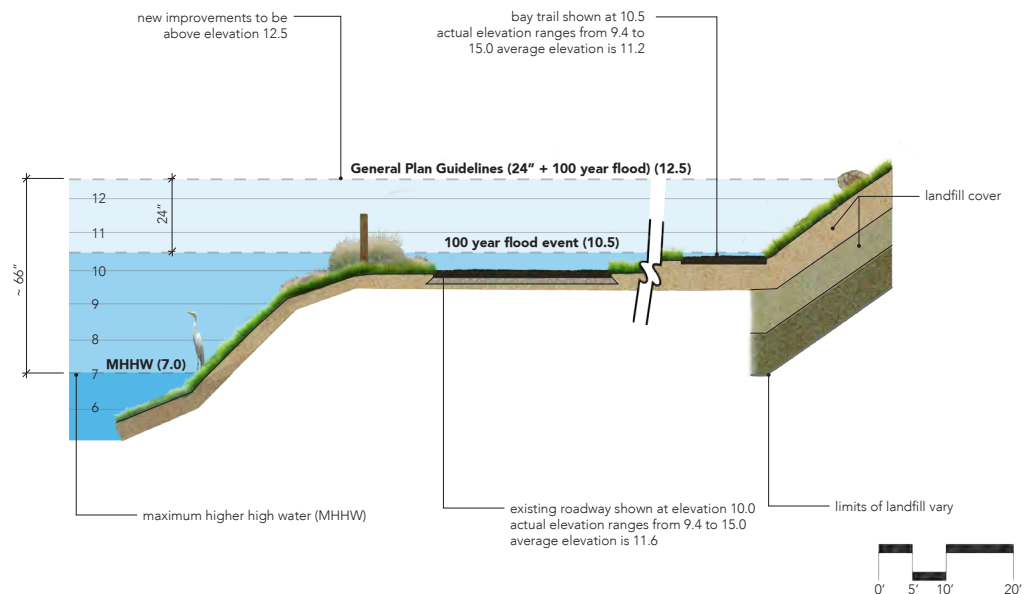


Figure 10 Sea level rise at Bedwell Bayfront Park

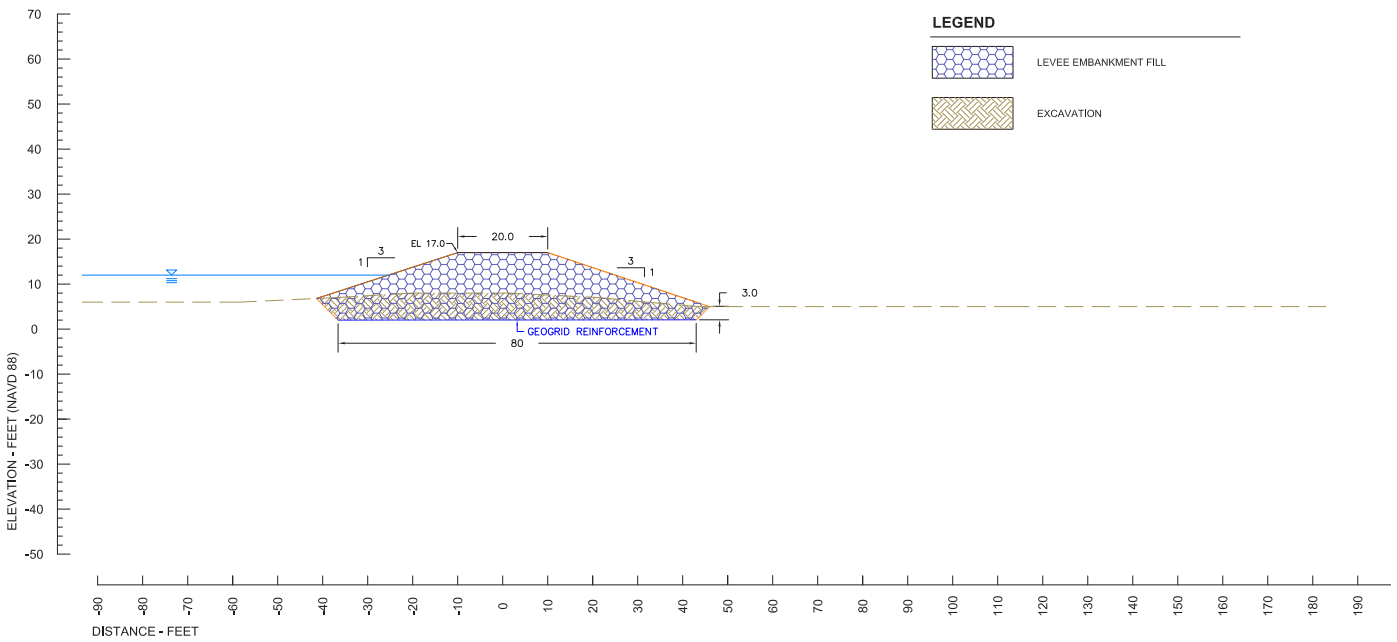
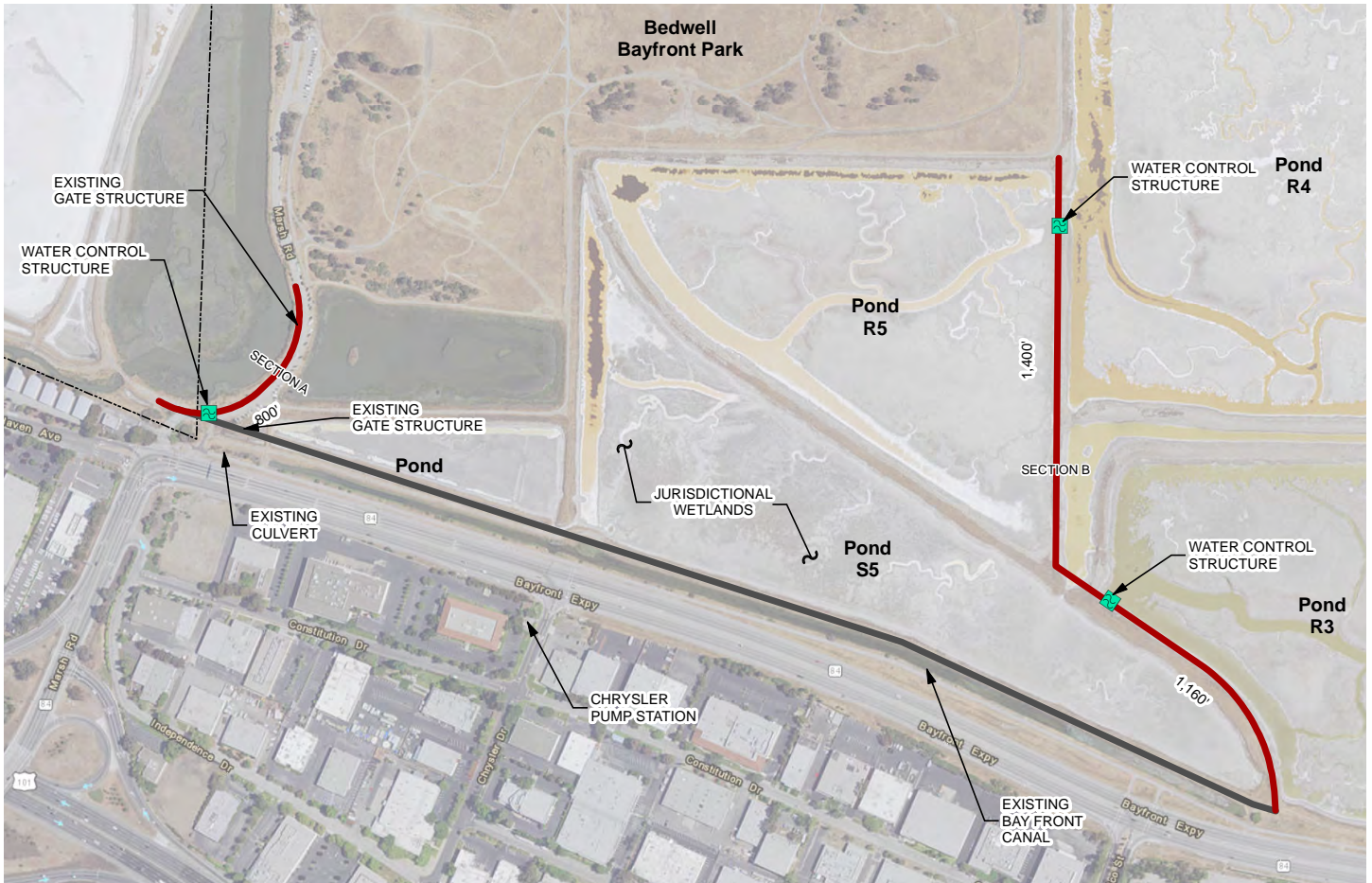


Figure 11 SAFER Bay levee options at Bedwell Bayfront Park - a larger version of map is in the Appendix

eastern edge of the park, and the other is along Bayfront Expressway. Figure 11 shows these options.

South Bay Salt Pond (SBSP) Restoration Project

The SBSP Restoration Project is a multi-agency effort to restore tidal marsh habitat, reconfigure managed pond habitat, maintain or improve flood protection, and provide recreation opportunities and public access. A portion of Phase 2 of this project is located at the Ravenswood Ponds, east of Bedwell Bayfront Park at the Don Edwards San Francisco Bay National Wildlife Refuge. At this location, the project would transition Pond R4 (shown in Figure 12) from a seasonal pond to tidal marsh while maintaining or improving the existing flood protection and the conversion of Ponds R5 and S5 from seasonal ponds to a variety of enhanced managed pond habitat types.

Bayfront Canal Bypass Project

The Canal begins in Redwood City and runs west to east along the southern edge of salt ponds owned and operated by Cargill, Inc. The Atherton Channel joins the Canal a few hundred feet west of Marsh Road and receives flow from Menlo Park and several other communities. The combined flow from the Atherton Channel and Canal empties into Flood Slough. The drainage areas along the

Canal are subject to frequent flooding due to conveyance issues associated with the capacity of the Canal during large storm events as well as flow restrictions when tide levels in the Bay are high. The Canal Bypass Project would consist of a control structure routing storm flow from the Canal to Ponds R5 and S5 (R5/S5) for temporary storage which would mitigate flooding. The stormwater would flow back to the Bay during periods of low tides.

Traffic Assessment

A traffic count was obtained in mid-March 2017 to evaluate the number of visitors over a week's time. Counts were taken each day for a week, from Tuesday March 14 to Monday March 20; counts were taken during a time with no holidays to avoid skewed counts due to irregular visitation patterns. The traffic counts showed the number of cars that entered and exited each hour of the day (between 6 am and 8 pm). These numbers help illustrate turnover rates and time/day preference for park use.

On average, the park sees 859 cars a day. The highest volume day was on Saturday with 972 visits and the lowest volume was on Monday with 625 visits. These counts and traffic patterns helped inform parking demand requirements and roadway design.

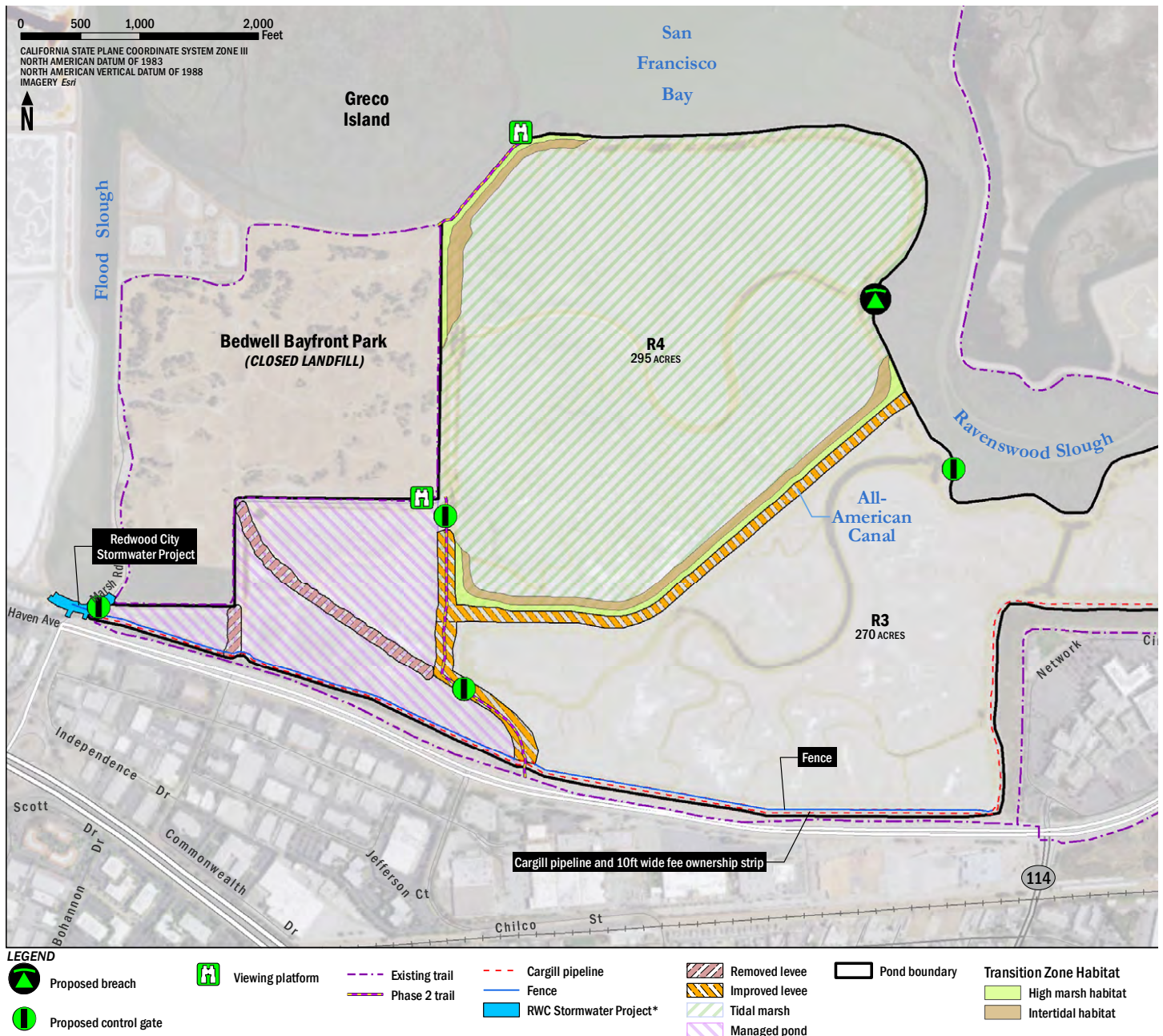


Figure 12 SBSP Restoration Project alternative - a larger version of map and the other alternatives are in the Appendix

Several concurrent traffic design plans proposed as part of adjacent developments were also evaluated to understand their impact on Bedwell Bayfront Park. There are proposed improvements at Haven Avenue and Marsh Road, near the entrance into Bedwell Bayfront Park, as well as

improvements near the park's entrance at Bayfront Expressway and Marsh Road. A review of both plans shows that a green bike lane next to the crosswalks at the park's entrance and along Haven Avenue and a new crosswalk on the east side of the Marsh Road/Bayfront Expressway

intersection is proposed. These improvements complement the master plan design and enhance pedestrian and bicycle access to the park, which may help manage increased vehicular travel due to nearby development. The traffic assessment and the traffic design plans can be found in the Appendix.

Environmental Assessment

A preliminary biological assessment was conducted in late March 2017 to evaluate the feasibility of recreational uses for the park. The assessment included preparation of an Initial Study (IS) checklist. The checklist is typically used to determine if a proposed project may have a significant effect on the environment [California Environmental Quality Act (CEQA) Guidelines Section 15063 (a)]. For this project, the checklist was used as an informational planning tool to assist the project team in development of the park master plan. The checklist included looking at environmental factors that would be potentially affected by the proposed improvements and considered the park's structure as a landfill and surrounding land uses (i.e., Don Edwards San Francisco Bay National Wildlife Refuge, Redwood City salt ponds, wastewater facility, and commercial and residential uses south of Bayfront Expressway).

The environmental factors that would

be potentially affected by this project, involving at least one impact that is "Less than Significant with Mitigation Incorporated" includes:

- Biological Resources
- Hydrology/Water Quality
- Transportation/Traffic

The environmental assessment and the related recommendations to mitigate significant impacts can be found in the Appendix.

Biological Resources

Two wildlife species that are both State and Federally Endangered are known to occur nearby: Ridgeway's rail occurs on Greco Island, and salt-marsh harvest mouse has been found in parts of Flood Slough. Focused surveys for wildlife were not conducted; however, the predominance of non-native plants within the majority of the park limits the value of the site for breeding birds. In addition, the need to occasionally control deep burrowing animals from penetrating the 6-foot deep cap on the old landfill limits the potential for burrowing owls to breed on the site, although they are occasional transient visitors. The tidal pond is likely too small of a habitat area to support a population of salt-marsh harvest mouse, and the tidal pond did not appear to have adequate areas for this species' upland refugia they need to escape high

tides. No other special status species are expected to regularly inhabit or breed within the park; however, there have been occasional sighting of special status birds during migrations.

Hydrology/Water Quality

Surface runoff from the project site currently percolates into the ground near the landfill collection system, collects as seasonally ponded water, or sheet flows toward Flood Slough or other portions of San Francisco Bay. There are no storm drain systems within the park. Development of new recreational facilities, including additional paved parking lots would potentially result in an increase in the rate and volume of surface runoff; however, the master plan includes stormwater treatment areas adjacent to the parking lots and paved trails. These stormwater treatment areas will manage the quantity and quality of storm water run-off before it enters San Francisco Bay.

Transportation/Traffic

The proposed project is not expected to include any roadway improvements which would substantially increase traffic hazards. During construction, truck traffic entering and exiting the site access road(s) could result in a temporary intermittent impact to motor vehicle, pedestrian and bicycle use on local roads and arterials, but this would be less than significant

with implementation of a construction-period traffic management plan. Non-motorized radio-controlled gliders could cause potential conflicts when flown in close proximity to park users using multi-use trails and small group picnic areas. Measures are recommended to avoid/reduce hazards between gliders and the various park users if use is allowed in the park. It should be noted that prior glider use did not result in any known incidents.

Landfill Assessment

An active landfill gas collection and control system (GCCS) has been installed and operating at the former landfill since late 1980's. The GCCS consists of approximately 72 landfill gas (LFG) extraction wells installed vertically within the waste mass connected to a network of LFG collection piping which route extracted LFG to an on-site LFG flare for combustion. The flare station is located on the east side of the property and blowers are used to impart a vacuum on all the gas extraction wells via buried piping network. Due to the age of the GCCS, many of the vertical wells have become inundated with water or have been damaged due to forces of landfill settlement. Additionally, horizontal buried piping that conveys LFG to the flare station have also settled similarly and have collected water, thereby blocking the flow of LFG to the flare station.

In addition to the LFG recovery improvements, the City is evaluating several technologies to determine the feasibility of utilizing residual LFG supplies for beneficial use as “biogas”. Beneficial uses of biogas from landfills typically includes power generation using the heating content of the LFG and generation of compressed natural gas (CNG) for use in vehicle fleets. The evaluation is currently in progress.

Unmanned Aircraft System (UAS) Assessment

On August 23, 2016, the Menlo Park City Council approved Section 8.28.130.5 to prohibit all model aircraft in the City’s parks, including Bedwell Bayfront Park. The ordinance prohibits “motor-driven vehicles or models, including drones and unmanned aircraft systems, except in designated areas, and except for the use of drones by public safety personnel for emergency operations”. No areas in any of the City’s parks are currently approved for model aircraft use under the exception clause of this code; however, it was stated by the City Council that the master planning process for Bedwell Bayfront Park would provide an opportunity to consider establishing a designated area for model aircraft. Factors to be considered include: the comfort and safety of all park visitors, risk to wildlife in the park and the surrounding wilderness

area, risk to manned aircraft, permit requirements, establishment of rules for model aircraft operation, and feasibility of rules enforcement.

Model aircrafts come in all types and sizes, from the tiniest indoor free-flight hand thrown glider models to ¼-scale aircraft powered by 2-cycle internal combustion engines. Typical radio-controlled (RC) model aircraft range from unpowered gliders (Figure 13) and electric motor assisted gliders to motor/propeller driven airplanes and helicopters. Within a 36-mile radius of Menlo Park there are currently 8 privately owned model aircraft flying fields associated with AMA chartered clubs and 6 public parks or schoolyards (some associated with chartered AMA clubs) where some types of model aircraft flying are permitted. The public parks that specifically allow and regulate some types of model aircraft include Rancho San Antonio Open Space Preserve in Santa Clara County, Windy Hill Open Space Preserve in Portola Valley, Coyote Hills Park in Newark and Mission Peak Regional Park in Fremont.

Hobbyists began flying model gliders at Bedwell Bayfront Park as early as 1986, shortly after the park was opened and before trees matured. The breeze that sets up consistently in the afternoons from early Spring through late Fall is forced into updrafts in front of the various



Figure 13 *Hand-launched radio-controlled glider*

small hills in the park. Flying gliders on these updrafts is called “slope gliding”. Motor-driven model aircraft and gliders that use thermals to stay aloft have mostly been flown at the large meadow area. Most of the model aircraft hobbyists flying motor driven models tended to station themselves at the southern edge of the central meadow. Hand-launched gliders and motor assisted gliders, as well as a few gliders launched by “hi-start” (stretched rubber tubing and string serving as a glider slingshot) were mostly flown from the northern edge of the meadow. This is because the prevailing breeze generally blows from north to south and gliders naturally follow the breeze to keep up with passing thermals.

The environmental assessment noted several concerns regarding glider use at the park, and additional research to set parameters for glider use was conducted. Key findings included:

- The range a glider can go is dependent on the capabilities of the pilot, the glider design, and the weather.
- The meadow is a good flying area because it is large and open, and it does not have any paths that cross through it. At the launch of a glider, it takes seconds for the glider to reach 100-foot vertical clearance. By keeping the gliders in the meadow, they are visible, and the pilot can land the plane if a pedestrian is spotted around the area of the meadow.
- Landings are often the slowest part of the flight, while the launch is the quickest. Thermal climbs are faster, and the glider can reach a speed of about 15 mph. The control of the glider is dependent on the pilot, but control of the glider is not impacted by the size of the plane.
- In the past, a park ranger informed glider users to stay out of the middle of the meadow to limit the amount of foot traffic through the middle that might disrupt local wildlife. Glider pilots can launch from the north edge and can control the glider landing location, without having to walk into the meadow’s interior.

Community Process

Public participation is a prioritized aspect of this project. Four (4) public outreach events and several informational pop-up booths were hosted as a part of the outreach process. Community Meeting #1 was held on April 8th at the Menlo Park Senior Center (Figure 14), Community Meeting #2 was held on June 17th at Bedwell Bayfront Park, Community Meeting #3 was held specifically for the Belle Haven community on August 10th at the Menlo Park Senior Center, and Community Meeting #4 was held in two parts, first as a Parks and Recreation Commission

study session on October 11th and the second on October 25th at a Parks and Recreation Commission meeting to formally provide a recommendation to City Council. Materials used at each meeting can be found in the Appendix.

A significant part of the master planning process was to provide the opportunity for the public to voice their “wish list” items for the park. A long list of potential park features were proposed to the public and, through input provided at community workshops, park amenities and activities that received a majority of the community’s support were included in the master plan. Features found on



Figure 14 Community outreach process

Outreach events

pop-up booths



Farmers' market



On-site pop-up booth

community meeting #1



Off-site community meeting



community meeting #2



On-site community meeting



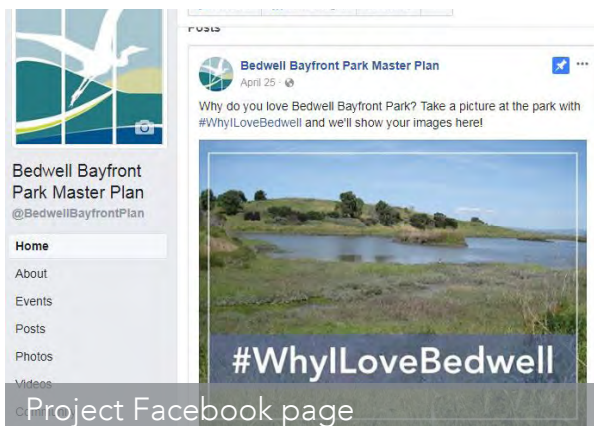
Figure 15 Images taken of various outreach events

the final plan are a product of an iterative community outreach process.

The public was notified about these events through an extensive community outreach process, part of which is shown in Figure 15. Several pop-up and outreach events were held over the course of several months to inform the public and potential project stakeholders of the upcoming input opportunities. The general community was notified via newsletters that were sent through the City’s utility bills during the weeks prior to and after the first community workshop in April. Several information booths were hosted by the City and the design team to help promote the upcoming community meetings; booths were held at the Farmer’s Market downtown on March 19th, on-site at the park on March 25th, April 1st, April

22nd, and May 13th, at the City’s summer concert series, during the July 4th festival, and during National Night Out on August 1st. Digital notifications included City website updates, e-mail blast from the City, and posts to NextDoor and on the project Facebook page (Figure 16). Ads in the Belle Haven newsletter also helped reach neighbors in close proximity to the park. Visitors to the park were greeted by on-site posters at each of the parking areas, brochures in the entry kiosk, and a marquee/electronic reading board with upcoming meeting information. Additional notification posters were placed at kiosks and community bulletin boards at other City facilities (i.e., libraries, community centers, and parks).

Figure 17 summarizes the various notification methods used for each public meeting.



Project Facebook page



On-site posters

Figure 16 Examples of just some of the notification methods used to get the word out

Outreach Notification Method	Community Meeting #1	Community Meeting #2	Community Meeting #3	Community Meeting #4
Update City webpage	x	x	x	x
Update Facebook page	x	x	x	x
E-mail blast to various stakeholder groups	x	x	x	x
E-mail blast to NextDoor	x	x	x	x
Ad/notice in Belle Haven newsletter*	x	x		x
Direct utility billing*	x			
On-site marquee / electronic board	x	x		x
On-line survey for Open House*	x	x	x	x
E-mail blast to Open House #1/#2 attendees		x	x	x
Project outreach at community events	x	x	x	x
Project outreach on-site	x	x		
On-site posters*	x	x		x
Place posters at other City parks*	x			
On-site brochures*	x	x		x
Event translator for Spanish speakers*	x	x	x	

*Resources available in Spanish

Figure 17 Outreach plan summarizing the various notification methods for public meetings

Stakeholder and Agency Coordination

The planning process sought to develop as a collaborative effort between project stakeholders and related agencies. Project stakeholders were identified and sent periodic updates about the project and potential input opportunities. A stakeholder is identified based on their potential impact with shaping the project. Stakeholders included the Oversight Group, the Interagency members, and the community, which together, represent local and regional groups that contribute to the park. The Oversight Group consisted of members representing various community perspectives and helped review presentation materials before they were shared with the general public. The group consisted of representatives from an M-2 business, public-at-large, Parks and Recreation Commission, Environmental Quality Commission, Citizens Committee to Complete the Refuge, Friends of Bedwell Bayfront Park, and the City of Menlo Park. Meetings with the Oversight Group were held before each community meeting. Members of the Interagency Group who were invited to participate included:

- San Mateo County (Environmental Health and Solid Waste Program)

- United States Environmental Protection Agency (EPA) Region IX
- Bay Area Air Quality Management District (BAAQMD)
- Regional Water Quality Control Board (RWQCB)
- San Mateo County Environmental Health Services Division
- Menlo Park Fire Protection District
- CalRecycle
- West Bay Sanitary District
- APTIM (formally CB&I)
- San Francisco Bay Conservation and Development Commission (BCDC)
- Regional Water Quality Control Board
- United States Army Corps of Engineers
- Association of Bay Area Governments (ABAG)
- California Department of Fish and Wildlife Services
- U.S. Fish and Wildlife Services
- National Marine Fisheries Service
- California State Coastal Conservancy
- California Air Resources Board (CARB)
- San Francisquito Creek Joint Powers Authority (SFCJPA)

Oversight Group, Interagency, and community meetings were held to shape the development of the park master plan shown in this report. A list of these meetings is shown in Figure 18.

Meeting	Date	Purpose
Oversight Group Meeting #1	3/23/17	Review project goals and open house format and materials
Community Meeting #1	4/8/17	Solicit community input on what they would like to see for Bedwell Bayfront Park
Oversight Group Meeting #2	6/8/17	Review open house results and design alternatives
Community Meeting #2	6/17/17	Solicit community input on the three design alternatives
Interagency Meeting	7/12/17	Solicit input on the three design alternatives
Community Meeting #3	8/10/17	Solicit community input on the three design alternatives in the Belle Haven neighborhood
Oversight Group Meeting #3	9/13/17	Review open house results and preferred plan
Parks and Recreation Commission #1	10/11/17	Present preferred plan to community
Community Meeting #4/Parks and Recreation Commission #2	10/25/17	Solicit community input on the preferred plan
City Council Meeting	11/14/17	Solicit input and approval on the park master plan

Figure 18 Project meetings

Community Meetings

Community Meeting #1

The community meetings have been a primary means to obtain input. Community Meeting #1 occurred on Saturday April 8th at the Senior Center in Belle Haven from 10 am to 2 pm. It was a very rainy day, but 50 people signed in at the event, and 39 people completed a response packet. The packet was the primary collection tool used to gather feedback at this event and asked participants to review materials and respond to questions that helped to identify preferred activities and amenities for the park. For those who could not attend, an on-line survey was available with the same questions presented at the community meeting, but in an on-line format. 86 people completed the on-line survey.

One of the most significant questions asked at the event was for participants to define "passive recreation". Bedwell Bayfront Park was founded as a passive recreation park, but the definition of this meaning ranges in interpretation. The public was asked to respond to a grid of images that described passive recreation from less active to more active activities. The public was also asked to respond to park amenities images to help indicate preferred amenities to include in the master plan.

A majority of participants supported more active activities, such as fitness, than less active. Participants also supported preserving the park's natural qualities and keeping a majority of the trails unpaved. Input gathered at Community Meeting #1, both from the meeting and through the on-line survey, was utilized to generate concept alternatives. Results from Community Meeting #1 were summarized and made available at Community Meeting #2.

Community Meeting #2

Community Meeting #2 occurred on Saturday, June 17th at Bedwell Bayfront Park from 10 am to 2 pm. In the midst of a heat wave, 60 people signed in at the event, and 56 people completed response packets. At this event, the packet asked participants to review the materials and respond to questions to help identify concept plan preferences. Similar to Community Meeting #1, an on-line survey was available to those who could not attend. 151 people completed the survey. Participants at the community meeting and through the on-line survey were presented with two (2) plan alternatives.

Each plan alternative included unique park features and varied in the design, amenities, and materials used. Participants were asked to select a preferred plan and provide input on features they liked,

disliked, or would like to change. This method allowed participants to customize the plan by providing comments on park features and describing what they would change about the design, if anything. A third option, or a “Do Nothing” option, was not provided because the design team wanted the public to respond to specific concepts and describe why certain features are desired or undesired in order to have enough qualitative data to design a preferred plan to present at Community Meeting #4.

Participants showed a slight preference for Plan A, but were fairly split in preference for Plan A, Plan B, and electing to select no plan. A majority of participants were in favor of preserving existing uses (i.e., walking, jogging, biking on paved paths), having accessible paths and summits, and the addition of picnic tables and educational signage. A majority of participants supported nature play and a kayak launch, where a slight majority did not support the inclusion of non-motorized hand-launched model gliders in the park master plan.

Community Meeting #3

Community Meeting #3 was scheduled after Community Meeting #2 in response to the low numbers of Spanish-speaking participants involved in the input process at prior events. A significant percentage

of park users speak Spanish and live in the Belle Haven community, less than 2 miles from the park. Open House #3 used the same materials as Community Meeting #2 but used fully translated response packets and two (2) Spanish interpreters.

Turn-out at the meeting was greater than the returned number of response packets. 19 packets were turned in and a majority of the participants said they preferred neither plan. Many of the responses matched the feedback from Community Meeting #2. The greatest amount of support was for habitat restoration, trail surfacing, picnic tables, and screening trees.

Community Meeting #4 / Parks and Recreation Commission

The draft park master plan was presented to the public at a third community workshop held in two parts, both at the Arrillaga Family Recreation Center. The first part was held on October 11th at a Parks and Recreation Commission study session, where the project process and the park master plan were presented. The purpose of the study session was to obtain input from the Commission on items of the plan that need further refinement in preparation for a recommendation to City Council. The second part was held on October 25, 2017 at a Parks and Recreation Commission meeting, where the public was provided input

and Commission formally proposed a recommendation to City Council. The Commission expressed its desire to incorporate an outdoor classroom into the plan and remove the kayak launch from the plan. Additionally, the Commission did not recommend including an off-leash dog park or permitting gliders in the plan. This recommendation was carried forward to City Council.

City Council

(This section will be completed after the City Council Meeting on November 14, 2017.)





3

Master Plan

Park Master Plan

The park master plan includes design recommendations that were influenced by the public during community outreach events. The plan considers key factors that the public view as significant design considerations, and include design guidelines to provide recommendations that fit the park's natural and passive recreation aesthetic.

The master plan is based on community input and interdisciplinary collaboration, and adheres to the park's character as a passive recreation destination. The master plan includes features that touch on four main points:

- Accessibility Improvements
- Educational Opportunities
- Environmental Considerations
- Publicly-supported passive recreation enhancements

The park master plan, shown in Figure 19, seeks to expand the accessible trail system while preserving the natural qualities, introduce educational learning opportunities about Bedwell Bayfront Park as an existing landfill and current habitats,

and provide site amenities that the public supported.

Accessibility Improvements:

Accessibility improvements will provide an inclusive trail system for people of all abilities to experience the park's features. Improvements include widening, (re)paving, and (re)grading pathways, providing wheelchair access to summits, and introducing a treated trail that provides the natural qualities of a gravel trail while being a stabilized surface to meet ADA standards.

Educational Opportunities:

Bedwell Bayfront Park is a unique open space because it exudes the look of an untampered natural environment, yet it is built above a capped landfill and is constrained by the Bay and the Don Edwards San Francisco Bay National Wildlife Refuge. This aspect of the park will be described and celebrated through a series of educational opportunities at the park's interior. Educational opportunities feature informative signage, such as the story of the landfill and explanations about the process of methane capture and the flare that can be viewed from a portion of

the park. Other informative signs discuss environmental features, such as local bird species and how water levels fluctuate in the tidal ponds.

Environmental Considerations:

While the park is human-made and came to exist after the closure of the landfill, people often view the park as an environmental gem in the region. The plant and animal species that can be viewed from the park are a large attraction for visitors. It is important to protect these qualities and provide restoration and preservation, such as native plant restoration and stormwater management, wherever possible. Construction during implementation of the master plan will be carefully monitored to reduce impacts to habitat species. Sea level rise is a significant environmental consideration for the park, as most of the park’s edges will be impacted by projected changes in sea level. The master plan will account for these changes and provide relief from sea level rise impacts.

Reinstating a Park Ranger:

A park ranger for Bedwell Bayfront Park was removed as the available park budget dwindled. The master planning process provides the opportunity to ask the community about reinstating a ranger at the park to provide enforcement and educational support. The community strongly supported having a ranger at

the park for these purposes. The ranger would provide enforcement for off-leash dogs, monitoring parking, and ensuring appropriate park uses. The ranger would also serve as an educational docent and provide information to park users on local habitat, tidal activity, and the park’s history as a landfill. The ranger would have a new office on-site to store docent materials and park equipment. The office also provides a space for the ranger to provide park information and for park users to locate the ranger when the ranger is not out monitoring the park.

Passive Recreation Enhancements:

Key park features include:

- Walking/hiking/jogging
- Bird watching/kite flying
- Biking on additional paved trails
- On-leash dog walking
- Orienteering/geocaching
- Great Spirit Path
- Park ranger
- New restroom and ranger office
- Bay Trail
- Accessible paths
- Accessible summits
- Screening trees
- Habitat restoration
- Picnic tables and benches
- Fitness course
- Nature play
- Kayak launch
- Paved/gravel parking



- | | | | | | | | |
|--|---|--|-------------------|--|----------------------|--|----------------------|
| | Nature Play | | Ranger Office | | Parking, Paved | | Dog Bag Dispenser |
| | Kayak Launch | | Summit View Point | | Parking, Gravel | | Bike Racks |
| | Habitat Restoration/
Stormwater Management | | Picnic Table | | Interpretive Signage | | Drinking Fountain |
| | | | Fitness Station | | Information Kiosk | | Trash/Recycling Bins |
| | | | Seating | | | | Restroom |

Figure 19 Park master plan



Figure 20 Don Edwards San Francisco Bay National Wildlife Refuge

Design Guidelines

The park's Design Guidelines will be utilized to help guide the development of Bedwell Bayfront Park. They reflect unique considerations, including the park's proximity to the Don Edwards San Francisco Bay National Wildlife Refuge (Figure 20), the park's shared use as a landfill, and the emphasis on passive recreation.

The Park Design Guidelines addresses:

1. Character
2. Access and Parking
3. Trails and Pathways
4. Site Furnishings
5. Structures
6. Signage and Wayfinding
7. Landscape
8. Destinations and Points of Interest
9. Landfill

Images show examples of improvements and help illustrate Design Guideline concepts. However, they do not represent selected site features. The City will approve all improvements prior to implementation.

1. Character

Character is selecting and designing site amenities to fit the atmosphere and geographic location of the park. The park is exposed to sea-air and full-sun conditions. Site furnishings should consist of wood or plastics that avoid corrosion and will not crack or become too hot to use. Limited use of galvanized or corten steel would also be allowed to improve aesthetics. The natural tone of wood fits the open space aesthetic of the park and is the preferred furnishing option. Wood will need to be maintained and sealed to preserve the use and quality of the product.

2. Access and Parking

Access and parking includes vehicular park uses, such as roadways, parking areas, and maintenance roads. See Figure 21 for an enlargement of the entrance area.

- Vehicular access will be served by Marsh Road, along Flood Slough.
- Parking areas include two (2) paved parking lots, a gravel parking lot, and gravel parking areas for parallel parking.
- Parking areas will have defined parking stalls to maximize capacity and meet parking demands. Undesignated parking is likely to continue.
- One ADA parking stall is to be provided for every 25 standard stalls.



Natural character and open space



Vehicular turn-around - Trail Link



Gravel parking - The Clove



Figure 21 Park entrance area enlargement

- Maintenance roads will be provided on the park’s perimeter via the Bay Trail and interior via asphalt trail. Maintenance access is required for trash collection, landfill operations, and emergency events.
- The park’s entrance will include a turn-around before the automated control arms for vehicles who do not wish to enter the park or who arrive when the park is closed.

3. Trails and Pathways

Trails and pathways includes pedestrian and bicycle circulation. Pedestrian circulation includes trails (paved and

unpaved) in the park’s interior and other pathways or sidewalks along the perimeter of the park. Bicycle circulation areas include the Bay Trail, bike parking, and interior bike trails. Figure 22 shows the different trail types included in the master plan.

Bicycle Access

- The Bay Trail will be 10'-0" wide with a 3'-0" wide shoulder on one side of the path (for joggers/pedestrians).
- Access to the park for bicycles is located at the entry to park off of the Bay Trail, shown in Figure 21.

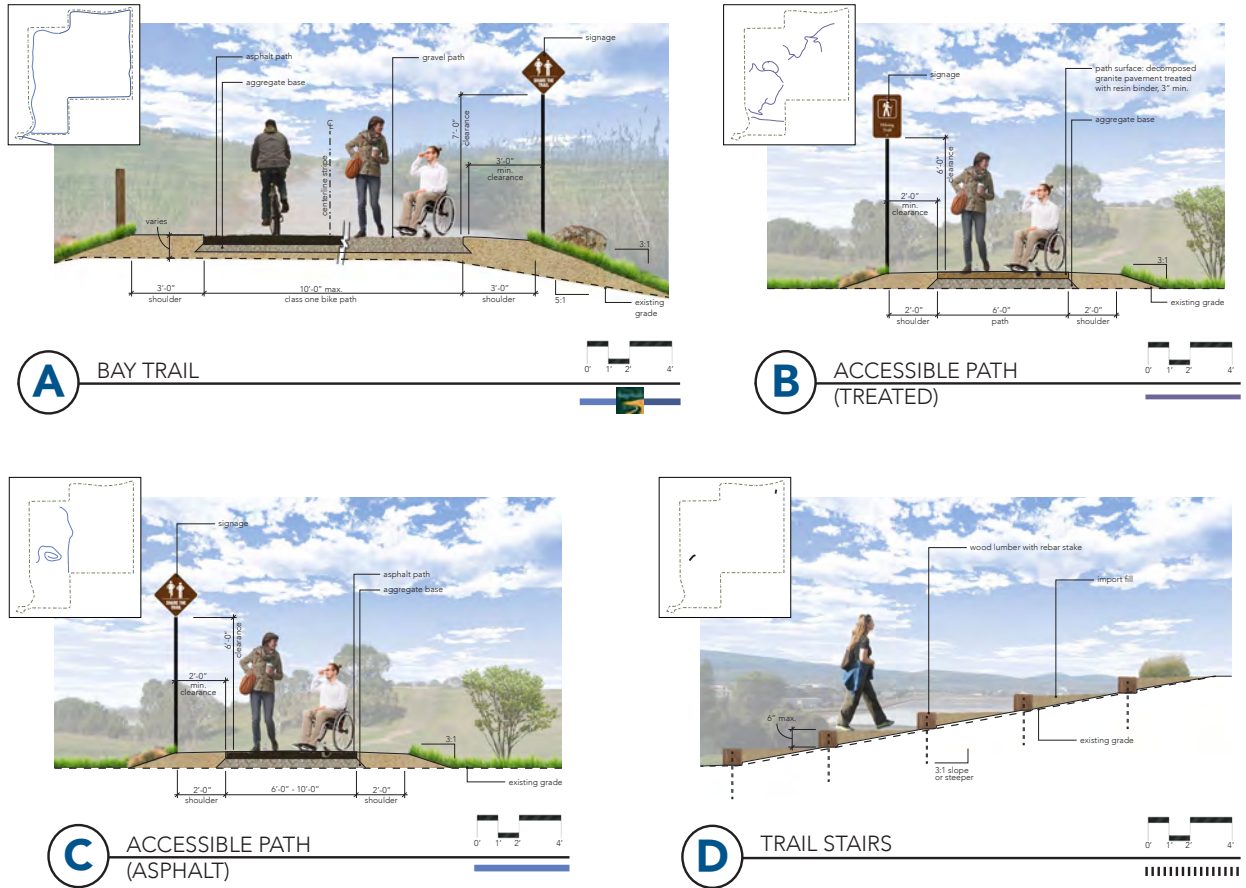


Figure 22 Trail type sections

Pedestrian Access

- Trail types include wheelchair accessible and non-accessible routes. Accessible routes will be paved with asphalt or treated surfacing and will be a minimum of 6'-0" wide and no more than 5% longitudinal slope. Non-accessible routes are unpaved and have varying widths and slopes.
- Treated trails use a NaturalPave XL Resin Pavement, or similar; this pavement retains the natural coloration and texture of the constituent aggregate materials and offers a stabilized surface

for accessible use with maintenance.

- Paved trails will be asphalt and should be sealed and maintained based on the operations and maintenance schedule.

4. Site Furnishings

Proposed site furnishings shall have a consistent design aesthetic that supports the open space qualities of the park and the Bay-side location. Colors and materials for site furnishings are to be compatible with the new buildings and other site features.



Picnic Tables and Benches

- Provide tables and benches at various locations, as shown on the park plan. Picnic tables can be set individually or in small clusters to support conversation, for viewing activities or pleasant views, and for direct supervision of children.
- Provide a minimum of one table, per ADA and Title 24 Standards, on an accessible path. Ensure that at least one side of the table is open with four-foot (4') clearance between picnic tables or other obstructions.
- Set benches back from circulation paths so that passersby do not disturb bench sitters.
- Benches will be placed to maximize shade in the summer and sun in the winter and in areas with scenic views.
- Benches shall match existing site furniture, or as approved by the City.

Bike Racks

- Bike racks will be provided near parking areas and primary activities.
- Bike racks will be hoop racks and allow a minimum of three (3) bikes to park at each cluster.
- Bike racks will have a galvanized finish to be corrosion resistant.

Drinking Fountains

- The drinking fountain will be located at the restroom building and include accessible fountains and a bottle-filler.

Trash Receptacle

- A trash receptacle will include recycling and be placed near all high-use areas, as shown on the park plan.

5. Structures

A small ranger office is proposed to adjoin the new restroom and provide a place to store materials/equipment and have a small work space. Nature play uses naturally-sourced materials for creation of an exploratory play area. All proposed structures will have an aesthetic that blends with the landscape through the selection of natural colors and finishes. See Figure 23 for an enlargement of the ranger office and restroom area.

Buildings

- Buildings will be pre-fabricated.
- Fixtures will be stainless steel and heavy duty.
- Use a polished concrete sealed on the floors with two (2) coats of anti-graffiti sealant.
- Do not use tile or brick on outdoor sinks.
- Install at least one (1) outdoor GFI quadruple outlet at each of the buildings with a heavy-duty, weather-resistant, vandal-proof, lockable cover.

Nature Play Area

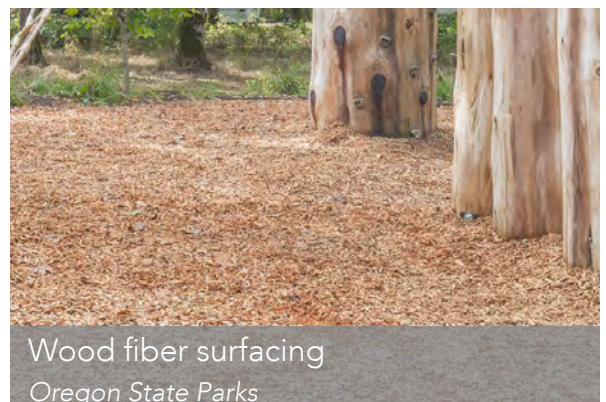
- The nature play area shall be made up of small play clusters and total 5,000



Ranger office - Royal Wolf



Nature play - Greenworks



Wood fiber surfacing
Oregon State Parks



Figure 23 Restroom and ranger office area enlargement

- square feet minimum.
- Nature play shall be designed for 2-12 year olds.
- Surface material will be engineered wood fiber to emulate a natural “forest floor.”
- Use natural colors for play components.
- Provide shaded picnic tables and individual benches for direct supervision of children in play areas.
- Provide an access ramp into the play area.
- Playground design shall comply with the latest requirements of the American Society for Testing and Materials, ASTM F1487 – 17 (Playground Equipment for Public Use)

- Playground equipment components, if are used, shall be constructed primarily of stone and wood for a natural feel.
- Design shall consider durability and the long-term maintenance requirements of the specific equipment, as well as the potential occurrence of vandalism and graffiti.
- The design and equipment shall include a variety of play elements (slide, climb, balance).

Kayak Launch

The choice of materials used to construct launches is particularly important in an environmentally sensitive area. Materials that require little on-site alterations and



are least toxic are the most preferable for these sites. Natural surface designs are the most ideal for launches in areas of fluctuating water levels.

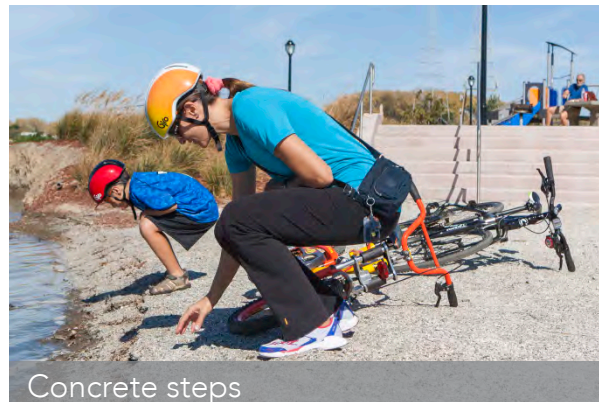
- The kayak launch will be constructed as a low sloping beach and provide an adaptable access point at various

water levels.

- The kayak launch will be constructed with accessible routes, which includes a concrete stairway and ramp.
- Use of the kayak launch will be limited based on tidal patterns, local habitat, loading/unloading space availability,



Kayak launch - Virginia.org



Concrete steps



Water activities signage
Little Rock District



Dog use signage with dispenser



Ranger enforcement - Glacier.org

and park hours.

- Further analysis is required before implementation.

6. Signage

There is a hierarchal structure to the use and intention of signage types. Signage types include regulatory, informational, interpretive, wayfinding, gateway, and an overall park map. All signage shall conform to the City’s signage standards.

Regulatory

In addition to traditional park rules signs, Bedwell Bayfront Park includes several activities that require activity-specific regulatory signage to maintain a level of control in the park. Activities include non-motorized water activities and on-leash dog walking and dog clean up. These activities require signs posted at entry kiosks and at areas of these activities to inform park visitors of the regulatory expectations and penalties for misconduct.

- Water activities regulations to be posted at the boat launch along Flood Slough. Regulations to include tidal information and habitat protection warnings, such as nesting season and seasonal migrations of protected species.
- Dog use regulations to be posted at high-use areas around the park and should be posted with a dog bag

dispenser attached. All dogs shall be on a leash at all times and owners shall be responsible for picking up after their dog and disposing of waste in a trash can.

- The addition of a park ranger will support enforcement of park regulations.

Informational

Kiosk signs are informational signs used to inform visitors of park amenities, trail routes, and notices. Kiosks also provide the park map brochure.

- Locate at kiosk locations and at restroom area.
- Kiosks are wooden and provide a large informational space for permanent and temporary postings.
- Stone benches are built into post legs to provide resting spaces.
- Kiosks have a small overhang to provide shade.



Kiosk - Wisconsin Historical Markers



Kiosk
Grand Rounds Branding & Design

Interpretive

Interpretive signs provide educational information to park visitors. Two types of interpretive signs are to be used: one for general park information and the other as an educational resource. General interpretive signage is currently available at the park. These signs are degraded and shall be replaced with new panels to match the aesthetic of other proposed park signage. General panels shall be



Educational panel



Exploratorium - *The Exploratorium*



Directional signage



Mile marker

placed at high use areas (i.e., restroom area and along accessible trails) and feature information about park history, the landfill, and other park details.

- Educational panels will provide topic information about three areas of interest: landfill infrastructure and function, local habitat found at Bedwell Bayfront Park, and Bayland behavior witnessed around the park.
- Educational signage is integrated with other site features and includes sign panels to lean on and nearby boulders and shade trees as resting areas.
- Partnerships with outside groups, such as the Exploratorium, may generate ideas for further enhancing educational opportunities.

Wayfinding

A wayfinding sign is a type of directional signage used for trail routes, destination points, and overall park orientation. Bay Trail signage is a type of wayfinding sign that will continue at the park. New wayfinding signage for the park uses the same aesthetic as other signage in the park, but features pictorial graphics and icons to visually denote directional cues. Wayfinding signage is used at decision points where paths cross and along educational loops to identify the entirety of the loop. Characteristics of these sign types include:

- Signs will be of two types: large

wayfinding posts with multiple directional cues and small posts for educational loops and accessible trails.

- Graphics include mile marker information, directional arrows, educational loop icon, and simple language.
- Mile markers include trail distances with trails keyed in the park map.

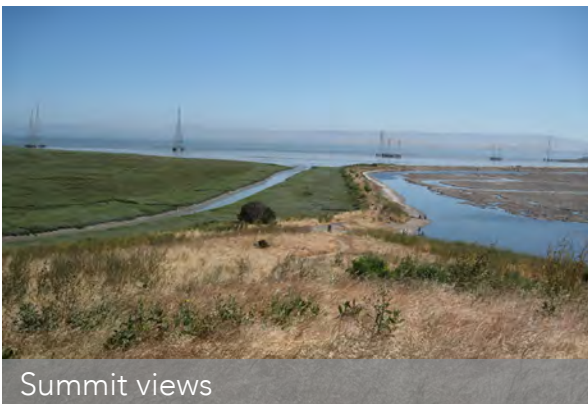
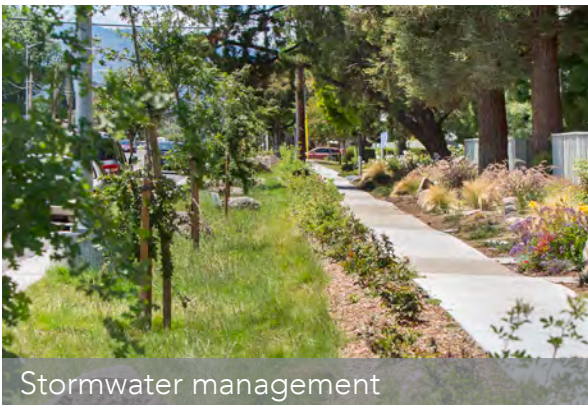
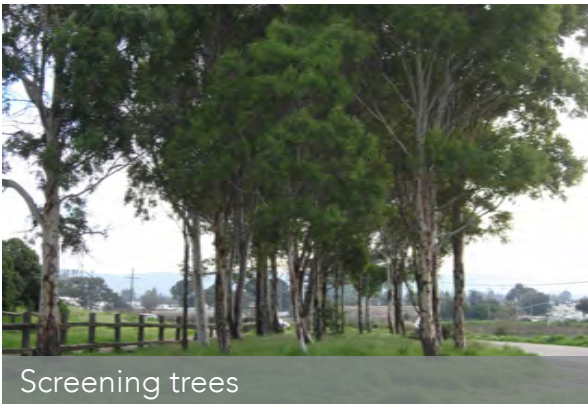
Gateway Sign

- The corner at the east side of the entrance will feature a monument gateway sign with low growing landscaping for sign legibility and uplighting for maximized visibility.
- The monument sign shall be oriented to be viewed from all intersection directions and will be approximately 15'-0" wide and 8'-0" tall to clearly show the City's and the park's name, or as the City's sign standard suggests.
- The sign will be made of stone and pre-cast concrete and shall be designed with same natural colors as other site features.

Park Map

A new park map will be a trifold design with trail and amenities information, park history, ecological and landfill information, and important contact information. The park map shall be updated every 5 years minimum.





7. Landscape

Landscaping for the park will be minimal and will be comprised mostly of natural habitat restoration vegetation, screening trees, and infill of plantings near the entrance roadway.

- Provide trees to screen the sewage facility in groves rather than in singles or rows in equal intervals to achieve natural growth pattern.
- Plant more trees of species currently found on-site and remain mindful of nesting birds and predatory species that use the tree canopies, as well as shallow soils due to the landfill.
- Use natives at infill sites along the entrance roadway in order to reduce maintenance, provide habitat, and add interest to park landscapes.
- Provide a naturalized area of low maintenance native grasses along Flood Slough (Marsh Road) in the park for stormwater management.

8. Destinations and Points of Interest

Points of interest within the park include the summit areas, fitness clusters, and the Great Spirit Path.

Summits

Summits are at the highest points in the park and feature views of the park, the Bay, and the surrounding area.

- Two (2) summits will be wheelchair accessible, and all summits to include

- a paved pad with boulder seating.
- Each paved pad ranges from 1,500 to 5,000 square feet.
- The largest summit area in the northeast corner of the park features a picnic area.

Fitness Clusters

- Each fitness cluster features aerobic exercise equipment for a degree of ability levels.
- Equipment is made of woods and non-corrosive materials.
- Regularly maintain equipment and post signage for appropriate use of equipment to reduce the chance of injury of equipment failure.
- Each fitness cluster has a 2 to 3 person occupancy.

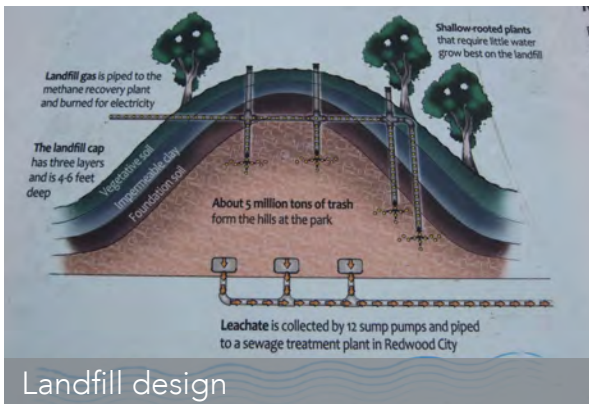


The Great Spirit Path

The Great Spirit Path is a route that follows a curated sculptural art form. The Great Spirit Path is an existing park feature that will be refurbished and restored by placing the art pieces on a treated pavement pad, reducing maintenance requirements. Approximately half of the Great Spirit Path will be wheelchair accessible.

- Update and revise the Great Spirit Path literature. Translate the material from a brochure format to an interpretive panel and locate at the beginning and mid-point of the path.
- Replace and secure vandalized or





Landfill design



Landfill operations



Landfill operations

absent stonework and place stones in a treated pavement to not be moved and easily mowed around.

- Replace vandalized or absent stonework with Sonoma field stone or sandstone.
- City staff to supervise implementation of new stonework and stay consistent with the artwork’s design.

9. Landfill

Bedwell Bayfront Park is built above an existing landfill. The landfill has been capped, which allowed the park to be built, but maintenance and landfill operations must continue. The park on top of a landfill is unique and provides opportunities for the City, such as energy generation.

- Decommission damaged LFG extraction wells
- Install replacement LFG extraction wells
- Replace watered-in piping
- Provide pneumatic pumps within vertical extraction wells for dewatering and increased LFG extraction
- In addition to the LFG recovery improvements, evaluate several technologies to determine the feasibility of utilizing residual LFG supplies for beneficial use as “biogas”.
- Rezone the park as P-F (Public Facility District) to reflect the park’s dual-use as a landfill and to stay consistent with the City’s other public facilities.





4 Implementation

Cost Estimate

Costs for Bedwell Bayfront Park include park improvements, landfill improvements, and operation and maintenance costs. The park improvements include the community-supported features and will be implemented in phases that prioritize improvements to address flooding and those that enhance accessibility.

Cost estimate details for phased park improvements are noted in Figure 24. The operation and maintenance costs and the landfill improvement costs are separate items that may be funded and implemented differently than the park improvements. The approximate costs are based on 2017 dollars. Detailed cost estimates for all assumed expenses can be reviewed in the Appendix.

Park Improvements

Item	Estimated Cost Range
Site preparation / start-up	\$ 400,000 – \$500,000
Accessible trails	\$ 700,000 – \$800,000
Parking	\$ 150,000 – \$250,000
Uses and amenities	\$ 1,400,000 – \$1,500,000
Restroom building and utilities	\$ 600,000 – \$700,000
Landscaping	\$ 1,000,000 – \$1,150,000
Tidal flooding / Sea level rise	\$ 1,100,000 – \$1,200,000
Contingencies and inflation	\$ 3,650,000 – \$3,800,000
Design and permitting	\$ 1,000,000 – \$1,100,000
Estimated Project Total	\$10 million – \$11 million

Figure 24 Park improvements

Park Annual Operations and Maintenance

Item	Estimated Cost Range
Salaries and services	\$ 250,000 – 300,000
Capital repairs and maintenance	\$ 100,000 – 150,000
Utilities, contingencies, and other expenditures	\$ 100,000
Estimated Project Total	\$ 450,000 – 550,000

Landfill Improvements

Item	Estimated Cost Range
Leachate and gas collection systems	\$ 2,000,000
Fire suppression	\$ 500,000
Energy generation	\$ (pending selection of preferred)
Entrance road	\$ 2,000,000
Estimated Project Total	\$ 4.5 million

Landfill Annual Operations and Maintenance

Item	Estimated Cost Range
Groundwater, leachate, and landfill gas operations	\$ 150,000
Monitoring, maintenance, and reporting services	\$ 50,000 - 100,000
Estimated Project Total	\$ 200,000 - 250,000

Phasing and Implementation

Limited available funding, permitting, and other factors require a park of this size and cost to be constructed in phases.

The project is divided into three phases that prioritizes implementation based on flood impacts, accessibility, community-supported improvements, and ease of implementation. All three phases are to be completed over the next 25 years.

Phase 1

Timeframe: 0 to 5 years

Improvements to include the following:

- Address deferred maintenance and safety items (i.e., lack of sidewalk at Bayfront Expressway intersection, electrical panel)
- Install asphalt ADA trails
- Install treated ADA trails in the western half of the park
- Provide site furnishings and amenities: seating, dog bag dispenser, paved overlooks
- Landfill GCCS improvements
- Install the ranger's office building
- Address the 100 year tidal event (reconstruct the segments of the entrance road and Bay Trail that are below 10.5' in elevation)

Total Estimated Cost Range: \$3.3 million to \$3.6 million

(Shown in Figure 25)

Phase 2

Timeframe: 5 to 10 years

Improvements to include the following:

- Address sea level rise (reconstruct the segments of entrance road and Bay Trail that are between 10.5' and 11.5' in elevation)
- Install automatic entrance / gate system
- Install treated ADA trails in the eastern half of the park (that serve the eastern summit and Great Spirit Path)
- Provide additional site furnishings and amenities: picnic tables, bike racks, wayfinding signage, and interpretive signage
- Provide nature play, kayak launch, fitness stations, and habitat restoration areas
- Provide parking improvements and related landscaping
- Replace restroom building

Total Estimated Cost Range: \$5.7 million to \$6.1 million

(Shown in Figure 26)

Phase 3

Timeframe: 10 to 25 years

Improvements to include the following:

- Address sea level rise (reconstruct the segments of entrance road and Bay Trail that are between 11.5' and 12.5' in elevation)
- Renovate the Great Spirit Path art piece

Total Estimated Cost Range: \$1 million to \$1.3 million

(Shown in Figure 27)

Phase 1: 0 to 5 years to complete



Figure 25 Phase 1

Phase 2: 5 to 10 years to complete



Figure 26 Phase 2

Phase 3: 10 to 25 years to complete



Figure 27 Phase 3

Implementation Schedule

Depending on the availability of funding, construction could begin within two years. It is anticipated that environmental clearance will take 6 to 12 months to complete. If federal funds are used, this duration will likely increase due to the requirement for obtaining National Environmental Policy Act (NEPA) clearance. Construction documentation will take 9 to 18 months, depending on project phasing. Construction of the project will take 7 to 12 months, depending on phasing.

Funding Plan

The BBP Maintenance Fund is a sinking fund used for expenses related to the operations and maintenance of park facilities. The City imposed a tipping fee on each ton of waste disposed in the landfill until it was closed. The Fund has a balance of \$335,000 and current annual expenses of \$110,000. Recommended options for funding the park's capital improvements will include a range of funding sources and financing mechanisms, including park in lieu fees, Parks and Recreation development impact fees, proceeds from Measure T, future General Obligation bonds, existing and future development agreements, and grant funding, such

as One Bay Area Grant 2. The park is located in a Priority Conservation Area (PCA), which allows for eligibility towards One Bay Area Grant 2 funding. Potential options for funding annual operations and maintenance include an increase of the Utility Users Tax (temporary, interim solution), a citywide parcel tax (long-term solution), and a modest hotel amenity charge. In addition, the City can consider maximizing volunteer efforts. A detailed funding plan can be reviewed in the Appendix of the document.

Agency Permitting and Approvals

The improvements included in the park plan were reviewed by the project's Interagency Group to help define regulatory and permitting requirements to accomplish the implementation of all of the project's proposed features. The Interagency Group was an integral component of the implementation aspect of the project and was comprised of agencies that move regulatory jurisdiction or would be affected by park improvements. The Interagency Group met with the project team to review the park plans and determine if there were any regulatory restrictions or concerns to be addressed.

The Interagency Group was made up of three subsections with unique specialties. These subsections include three areas of focus:

- Landfill oversight
- Bay / Bayland oversight
- Resource oversight

The following is a brief list of the agencies and regulations that affected the planning process for Bedwell Bayfront Park and a summary of the most pertinent requirements and recommendations from those agencies:

Landfill Oversight

The Bay Area Air Quality Management District (BAAQMD) sets regulatory requirements as part of the landfill closure plan. A new flare was built in 2013 and the landfill gas is combusted in compliance with the BAAQMD permit.

The San Mateo County, Environmental Health Services Division, Health Services Department is a Local Enforcement Agency designated to regulate and inspect the solid waste landfill at Bedwell Bayfront Park.

The mission of the San Francisco Bay Regional Water Quality Control Board (RWQCB) is to preserve, enhance and restore the quality of California’s water resources, which includes managing

landfill-related discharge of leachate through issuance of landfill waste discharge requirements.

The California Department of Resources Recycling and Recovery (CalRecycle), formerly CA integrated Waste Management Board) administers and provides oversight for all of the state’s waste handling and recycling programs. CalRecycle provides training and ongoing support for Local Enforcement Agencies

Bay / Bayland Oversight

The Bay Conservation and Development Commission (BCDC) has regulatory responsibility over development in San Francisco Bay and along the Bay’s nine-county shoreline. BCDC is guided in its decisions by its law, the McAteer-Petris Act, the San Francisco Bay Plan, and other plans for specific areas around the Bay.

California Coastal Conservancy provides capital funds, development permits, and technical assistance to protect, restore and expand coastal-dependent recreation, commercial and industrial facilities and to expand opportunities for public access and use of urban waterfronts in conjunction with new development.

The mission of the San Francisco Bay Regional Water Quality Control Board (RWQCB) is to preserve, enhance and

restore the quality of California's water resources, which includes managing construction-related discharge of storm water runoff. The RWQCB is part of California's State Water Resources Control Board (SWRCB), which administers the U.S. EPA's storm water permitting program.

The United States Army Corps of Engineers (USACE) aims to provide sustainable solutions which manage the nation's water resources and protect the welfare of the people. Under Section 404 of the Clean Water Act and under Section 10 of the Rivers and Harbors Act, permits may be required if the project will impact Waters of the United States.

Bay Area Governments (ABAG) is the comprehensive regional planning agency and Council of Governments for the nine counties and 101 cities and towns of the San Francisco Bay Region. ABAG's Resilience Program supports recovery and mitigation research, planning, and action for a resilient Bay Area. ABAG helps facilitate cross-jurisdictional coordination and collaboration, research, advocacy, education, communication, and technical assistance to local governments.

Resource Oversight

The California Department of Fish and Wildlife (CDFW) is responsible for conserving, protecting, and managing

California's fish, wildlife, and native plant resources. CDFW's Environmental Review and Permitting Programs implement sections of the California Fish and Game Code, California Code of Regulations, and other statutes and regulations. These Programs help fulfill CDFW's mission to manage California's diverse fish, wildlife, and plant resources, and the habitats upon which they depend, for their ecological values and for their use and enjoyment by the public.

U.S. Fish and Wildlife Service (USFWS) is a federal agency that issues permits under various wildlife laws and treaties at different offices at the national, regional, and/or wildlife port levels. Permits enable the public to engage in legitimate wildlife-related activities that would otherwise be prohibited by law. Service permit programs ensure that such activities are carried out in a manner that safeguards wildlife. Additionally, some permits promote conservation efforts by authorizing scientific research, generating data, or allowing wildlife management and rehabilitation activities to go forward.

National Marine Fisheries Service (NMFS), also known as NOAA Fisheries, is an office of the National Oceanic and Atmospheric Administration within the Department of Commerce. Using the Magnuson-Stevens Act as the guide, NOAA Fisheries works

in partnership with Regional Fishery Management Councils to assess and predict the status of fish stocks, set catch limits, ensure compliance with fisheries regulations, and reduce bycatch.

Under the Menlo Park Fire Protection District all new installations and all modifications to fire protection and life safety systems are reviewed and inspected by the Fire and Life Safety Division so that the installation or modifications meet applicable fire and life-safety codes and standards.

The San Francisquito Creek Joint Powers Authority (SFCJPA) serve the interrelated ecosystem, recreational, and disaster protection needs of the region. SFCJPA has been working on the development of projects focused on providing protection from the 100-year flood to the affected areas located in the San Francisquito Creek watershed, including the SAFER Bay Project.

Environmental Clearance

Prior to construction, environmental clearance must be obtained in accordance with the California Environmental Quality Act (CEQA). The project may qualify for a Mitigated Negative Declaration due to the minimal anticipated impacts

on the environment that would result. A Mitigated Negative Declaration is a document that describes the proposed project, presents findings related to environmental conditions, includes a copy of the Initial Study which documents the reasons to support the findings, and includes mitigation measures, such as MM Bio-1 from the ConnectMenlo General Plan, included in the project to avoid potentially significant effects. The Initial Study is most likely to include an assessment of the traffic impacts and the impacts of sea level rise.

Environmental clearance and approval from the agencies listed above is required for the project to proceed to the design and implementation stage. The project will need to acquire appropriate permits and undergo additional studies to fully evaluate project impacts. Items listed below were identified by the Interagency Group or through the environmental review process as areas of concern and/or require regulatory enforcement. The review of potential impacts relates directly to the site assessment categories:

- Biological Resources
- Hydrology/Water Quality
- Transportation/Traffic

Biological Resources

All improvements to Bedwell Bayfront Park and edges of the park shall be consistent

with mitigation measure (MM) Bio-1 from the ConnectMenlo General Plan.

BIO 1: Impacts to special status species or the inadvertent loss of bird nests in active use, which would conflict with the federal Migratory Bird Treaty Act and California Fish and Game Code could occur as a result of new development potential in the Bayfront Area and from existing and ongoing development potential in the remainder of the city if adequate controls are not implemented.

As part of the discretionary review process for development projects on sites in the M2 Area, the City shall require all project applicants to prepare and submit project specific baseline biological resources assessments (BRA) if the project would occur on or within 10 feet of a site(s) containing natural habitat with features such as mature and native trees or unused structures that could support special status species and other sensitive biological resources, and active nests of common birds protected under Migratory Bird Treaty Act (MBTA).

Hydrology/Water Quality

- Drainage calculations are suggested for the final proposed drainage plan to determine size and configuration of retention or detention measures to avoid increased runoff which could

potentially result in localized flooding.

Kayak Launch

The coastal salt marsh along Flood Slough as well as vegetated tidal flats in the tidal pond meet the definition of federally protected wetlands as defined by Section 404 of the Clean Water Act, as these areas are within the tidal prism of San Francisco Bay and are dominated by hydrophytic vegetation. As a narrow band of wetland runs the entire length of the Flood Slough, development of a kayak launch facility along the Flood Slough shoreline could impact to federally protected wetlands. The exact amount of impact will depend upon the exact location selected for this recreational feature and the project feature (i.e., re-sloped channel edge or dock). Impacts to federally protected wetlands would be a significant impact, yet can be mitigated.

- It is recommended to implement a coastal marsh restoration/revegetation program to provide compensation for permanent impacts to the coastal marsh from the boat launch facility.
- It is suggested that one year after kayak launch construction the City should monitor the recovery of all coastal salt marsh areas temporarily affected by construction and/or equipment/worker access.

Transportation

- Actual parking time limits, restrictions, and fees would be determined by the City Council.
- Enforcement of street parking from park users seeking to avoid the parking fee would be addressed by City police/traffic department. Neighboring streets may need to include restrictions to limit overflow during certain times of the day.

Landfill

By permit, the landfill is allowed to modify the gas system with proper notification to the BAAQMD. Leachate management is also regulated and changes to that system would need approval by the RWQCB. Modifications would not be subject to CEQA since the operations are already permitted, and there is no change in source (either air emissions or wastewater source). However, if the City is to proceed with a compressed natural gas (CNG) fill station, that modification may be subject to CEQA review due to a potential vehicle traffic, a new fire risk, potential new air emissions, etc. Fire suppression measures, such as additional fire hydrants, will be reviewed for implementation through the same process as the CNG fill station.



Acknowledgments

City Council

Kirsten Keith, Mayor
 Peter I. Ohtaki, Mayor Pro Tem
 Ray Mueller, Councilmember
 Catherine Carlton, Councilmember
 Richard Cline, Councilmember

Parks and Recreation Commission

Jennifer Baskin
 Christopher Harris
 Jennifer Johnson, Vice Chair
 Laura Lane
 Marianne Palefsky
 Sarah Staley Shenk
 Tucker Stanwood, Chair

City Staff

Derek Schweigart, Community Services, Interim Community Services Director
 Azalea Mitch, Public Works, City Engineer
 Justin Murphy, Public Works, Director
 Brian Henry, Public Works, Superintendent
 David Mooney, Public Works, Parks and Trees Supervisor
 William (Tony) Dixon, City of Menlo Park Police

Oversight Group

Eileen McLaughlin, Citizens Committee to Complete the Refuge
 Allan Bedwell, Friends of Bedwell Bayfront Park
 Lauren Swezey, Facebook (M-2 Business)
 Michelle Tate, Belle Haven Resident
 Marianna Palefsky, Parks and Recreation Commission
 Janelle London, Environmental Quality Commission

Consultant - Callander Associates

Brian Fletcher, Principal
 Marie Mai, Project Manager
 Jana Schwartz, Designer/Graphics

Appendix

Technical Reports

- Environmental Assessment
- Traffic Assessment
- Funding and Financing Strategy
- Landfill Improvements Plan

Cost Estimates

- Park Improvements
- Annual Operations and Costs
- Landfill Improvements

Outreach Materials

- Notification Materials
- Community Meeting #1 Boards
- Community Meeting #2/3 Boards

Maps from Other Plans

- M-2 Zoning
- Landfill conditions map
- Sea Level Rise Vulnerability Assessment - Zone 7

- SAFER Bay
- SBSP Restoration Project Alternatives

Meeting Summaries

- Oversight Group Meeting #1
- Community Meeting/Online Survey #1
- Oversight Group Meeting #2
- Community Meeting #2/#3/Online Survey #1
- Oversight Group Meeting #3
- Park and Recreation Commission Meeting #1
- Park and Recreation Commission Meeting #2
- City Council

Bibliography

DRAFT EXECUTIVE SUMMARY

To: Derek Schweigart and Azalea Mitch
City of Menlo Park

Brian Fletcher, Marie Mai, and Jana Schwartz
Callander Associates

From: Ashleigh Kanat and Teifion Rice-Evans

Subject: Bedwell Bayfront Park Master Plan: Preliminary Funding Strategy; EPS #161177

Date: October 18, 2017

The Economics of Land Use

In support of the Bedwell Bayfront Park Master Plan process, Economic & Planning Systems, Inc. (EPS) is preparing the funding and financing strategy to guide implementation of the proposed park improvements. This memorandum summarizes the estimated costs to install the proposed capital improvements and maintain and operate the park each year and describes potential funding sources and financing mechanisms. The funding strategy is based on information learned through discussions with City staff and during the community meetings, subsequent targeted research, and prior EPS experience.

Preliminary Findings and Recommendations

- 1. The Bedwell Bayfront Park (BBP) will require new investment in the coming years as the established Maintenance Fund is nearing depletion and a number of capital improvements are required.***

The BBP Maintenance Fund is a sinking fund used for expenses related to the operations and maintenance of park facilities.¹ The Fund has a balance of \$335,000 and current annual operating and maintenance expenses are about \$110,000, suggesting full depletion in three years. At a minimum, the City needs to identify a long-term funding source to cover these costs. However, as described further below, the BBP Master Plan process has identified a number of additional capital improvement investments and associated

Economic & Planning Systems, Inc.
One Kaiser Plaza, Suite 1410
Oakland, CA 94612-3604
510.841.9190 tel
510.740.2080 fax

Oakland
Sacramento
Denver
Los Angeles

¹ The City imposed a tipping fee on each ton of waste disposed in the landfill until the landfill was closed in 1982.

operating and maintenance costs that are required to provide both basic and enhanced park improvements. In addition, the City must continue to address the required landfill improvements and management costs as well as a range of costs associated with addressing sea level rise.

2. The Bedwell Bayfront Park Master Plan process has identified park improvements of approximately \$9.0 to \$13.5 million, the funding of which will require a broad array of funding sources.

As shown in **Table 1**, capital cost estimates are provided both with and without costs related to complying with landfill regulatory requirements. With landfill-related improvements, total estimated costs are approximately \$13.5 million. Without landfill-related improvements, estimated costs are approximately \$9.0 million. Of the \$9.0 million estimate, approximately 45 percent of the estimated costs are related to “basic park” improvements,² while approximately 34 percent of costs are to implement “enhanced park” features. The remainder of the capital costs are to protect against sea-level rise. Landfill-related costs are expected to be funded from the Bedwell Bayfront Park Landfill Fund. As park improvements are implemented (consistent with the proposed BBP phasing), annual operations and maintenance costs are estimated to range from \$330,000 per year after Phase 1 improvements are installed to \$480,000 per year in Phase 3.

Table 1 Estimate of Probable Construction Costs (Rounded, in 2017 Dollars)

Improvement Category	Phase 1	Phase 2	Phase 3	Total	Share of Total	
	0 to 5 Years	5 to 10 Years	10 to 15 Years		w/ Landfill	w/o Landfill
Basic Park Improvements	\$2,016,000	\$1,790,000	\$287,000	\$4,093,000	30.4%	45.3%
Enhanced Park Improvements	\$242,000	\$2,801,000	\$0	\$3,043,000	22.6%	33.7%
Regulatory Improvements						
Landfill Related	\$3,354,000	\$1,084,000	\$0	\$4,438,000	33.0%	--
Sea Level Rise	\$1,038,000	\$199,000	\$656,000	\$1,893,000	14.1%	21.0%
Subtotal, Regulatory	\$4,392,000	\$1,283,000	\$656,000	\$6,331,000	47.0%	21.0%
Total [1]	\$6,650,000	\$5,874,000	\$943,000	\$13,467,000	100.0%	
<i>Total, without Landfill Costs [2]</i>	<i>\$3,296,000</i>	<i>\$4,790,000</i>	<i>\$943,000</i>	<i>\$9,029,000</i>		100.0%

[1] Total costs include project start-up, demolition, earthwork and grading, site construction, site furnishings, buildings and utilities, irrigation, soil preparation, planting, contingencies, and professional services. Contingency and professional services costs are included on a proportional basis within each of the improvement categories. Costs exclude permit fees, methane capture, and credit for partial fill by SAFER/Salt Pond Restoration projects. Inflation costs estimated by Callander are excluded from these totals.

[2] Capital improvements related to the landfill are expected to be funded through the Bedwell Bayfront Park Landfill Fund.

Sources: Callander Associates; Economic & Planning Systems, Inc.

² “Basic Park” improvements address deferred maintenance and safety items, ADA accessibility, and site furnishings (e.g., seating, bike racks, dog bag dispensers).

3. *There are a range of potential funding sources for investments in BBP capital improvements and ongoing operations and maintenance.*

Recommended options for funding the Park's capital improvements include a range of funding sources and financing mechanisms, including proceeds from Measure T, park in lieu fees, park and recreations development impact fees, existing and future development agreements, grant funding, and perhaps future General Obligation bonds as well.

Potential options for funding annual operations and maintenance include dedicated user fees (e.g., revenue from charging for parking), a hotel amenity charge at the nearby Menlo Gateway project, an increase of the Utility Users Tax, which would augment the General Fund (perhaps on a temporary basis, as an interim solution until a holistic approach to funding the Citywide park system is in place), and a citywide parcel tax (long-term solution). In addition, the City can consider maximizing volunteer efforts.

4. *As the BBP Master Plan process is beginning to home in on a range of capital improvements needed at the Park, and as the BBP Maintenance Fund is nearing depletion, it is an appropriate time for the City to consider how to fund required improvements and operations and maintenance in the context of the City's other park and open space resources.*

Unlike any of the City's other parks, the 160-acre Bedwell Bayfront Park is a regional asset that draws visitors from across the Bay Area, and it is one of the City's few open space resources east of Highway 101. There are significant new development projects occurring in this part of the City, and as new growth brings new residents and employees, Bedwell Bayfront Park will play an increasingly important role in the City's parks and open space system. Until now, Bedwell Bayfront Park has been maintained with funds from the BBP Maintenance Fund and has been considered somewhat apart from the rest of the City's park and open space resources.

As part of the pending Citywide Parks and Recreation Facilities Master Plan process, the City may want to consider the role of BBP as well as how to fund required improvements and operations and maintenance in the context of the City's other park and open space resources.

Sources of Funds and Cost Categories by Phase

There are a range of funding sources and financing mechanisms that may be available to fund improvements and ongoing maintenance at Bedwell Bayfront Park. Whether a particular funding source is appropriate for a given improvement or cost category depends on a number of factors, such as whether the funding is needed for capital improvements or ongoing operations and maintenance, the type of improvement, the geographic area of benefit, how the combined burden of fees and/or assessments and taxes affect development feasibility, and the timing of funding sources versus the need for improvements. It is also important to consider and plan for the long-term fiscal implications of capital improvements.

Table 2 presents a sample strategy to address capital and operations and maintenance costs. The City already makes use of some of these, while others represent options for future consideration.

Table 2 Sample Strategy

Funding Sources and Uses	Phase 1 0 to 5 Years	Phase 2 5 to 10 Years	Phase 3 10 to 15 Years
One-Time Capital Improvements			
Cost Estimate (2017 \$\$)	\$6,650,000	\$5,874,000	\$943,000
1) General Obligation Bond (Measure T)	X	X	
2) Recreation In-Lieu Fees	X	X	X
3) Park Impact Fees		X	X
4) Development Agreement Commitments (Existing)	X		
5) Development Agreement Commitments (Future)	X	X	X
6) Grants	X	X	X
Annual Operations and Maintenance			
Annual Cost Estimate (2017 \$\$)	\$330,000	\$450,000	\$480,000
1) Balance of Maintenance Fund	X		
2) Dedicated User Fees (e.g., Parking Fees)	X	X	X
3) Dedicated Hotel Amenity Charge	X	X	X
4) Development Agreement Commitments (Existing)	X		
5) Development Agreement Commitments (Future)	X	X	X
6) Dedicated Parks Parcel Tax (Long-Term)		X	X
7) General Fund, UUT Increase (Short-Term)	X		
8) General Fund (if no Parcel Tax)		X	X

Sources: Callander Associates; Economic & Planning Systems, Inc.

DRAFT

Appendix

Technical Reports

- Environmental Assessment
- Traffic Assessment
- Funding and Financing Strategy
- Landfill Improvements Plan

Cost Estimates

- Park Improvements
- Annual Operations and Costs
- Landfill Improvements

Outreach Materials

- Notification Materials
- Community Meeting #1 Boards
- Community Meeting #2/3 Boards

Maps from Other Plans

- M-2 Zoning
- Landfill conditions map
- Sea Level Rise Vulnerability Assessment - Zone 7

- SAFER Bay
- SBSP Restoration Project Alternatives

Meeting Summaries

- Oversight Group Meeting #1
- Community Meeting/Online Survey #1
- Oversight Group Meeting #2
- Community Meeting #2/#3/Online Survey #1
- Oversight Group Meeting #3
- Park and Recreation Commission Meeting #1
- Park and Recreation Commission Meeting #2
- City Council

Bibliography

Technical Reports

BEDWELL BAYFRONT PARK MASTER PLAN AND LANDFILL IMPROVEMENTS

City of Menlo Park, CA

PRELIMINARY ENVIRONMENTAL REVIEW

Updated October 9, 2017

INTRODUCTION

This checklist has been prepared to evaluate the feasibility of implementing a Park Master Plan and Community-Supported Improvements and Landfill Improvements on the Bedwell Bayfront Park property, located in Menlo Park, California. This document uses the Initial Study (IS) checklist following with the California Environmental Quality Act (CEQA), Public Resources Code Section 21000 *et. seq.*, and the State CEQA Guidelines, California Code of Regulations (CCR) Section 15000 *et. seq.* to identify potential project constraints and potential environmental issues. Several documents were reviewed as part of the environmental review, including the ConnectMenlo: General Plan Land Use and Circulation Elements and M-2 Area Update EIR (City of Menlo Park, 2016), and the South Bay Salt Ponds Restoration, Phase II, FEIS/EIR (AECOM, 2016). Limited reconnaissance-level site visits were conducted for this analysis and previously prepared reports and mapped data were reviewed and used wherever available.

The lead agency is the public agency with primary approval authority over the proposed project. The lead agency for the project is the City of Menlo Park.

PURPOSE AND DOCUMENT ORGANIZATION

The purpose of this document is as an informational planning tool to assist in development of the park master plan and landfill improvements. The Initial Study checklist is typically used to determine if a proposed project may have a significant effect on the environment [CEQA Guidelines Section 15063 (a)]; however, in this case, the checklist is being used as an informational planning tool to assist Callander Associates and City of Menlo Park in development of the park master plan and landfill improvements. Recommendations to avoid or minimize potential impacts of the project on the environment and/or the need for additional studies are identified. The City has the responsibility to determine if these recommendations would be implemented pursuant to further CEQA review and analysis.

This document is organized as follows:

Section I - Project Information

This section includes the objectives, location, description, and implementation of the project.

Section II - Environmental Checklist

This chapter includes a description of the setting and a discussion of the environmental issues (Aesthetics, Agriculture and Forestry, Air Quality, Biological Resources, Cultural Resources, Geology and Soils, Greenhouse Gas Emissions, Hazards and Hazardous Materials, Hydrology and Water Quality, Land Use and Planning, Mineral Resources, Noise, Population and Housing, Public Services, Recreation, Transportation/Traffic, Tribal Cultural Resources, and Utilities and Services Systems).

For each of these issues, the potential environmental issues from possible recreational uses on the property are identified. Recommendations are provided, where appropriate, for where additional

study may be needed or actions taken to reduce the potential impacts to a less-than-significant level, based on possible uses envisioned during preparation of the master plan.

References

This section includes the references and sources used in the preparation of this preliminary environmental review.

Section I - PROJECT INFORMATION

- 1. Project Title: Bedwell Bayfront Park Master Plan and Landfill Improvements
- 2. Lead Agency Name & Address: City of Menlo Park, Department of Public Works
701 Laurel Street
Menlo Park, CA 94025
- 3. Contact Person & Phone Number: Derek Schweigart (650) 330-2267
- 4. Project Location: Terminus of Marsh Road at Highway 101
- 5. Project Sponsor Name & Address: City of Menlo Park, Department of Public Works
- 6. General Plan Designation: Baylands, Park and Recreation
- 7. Zoning: Floodplain (FP)
- 8. Description of Project and Project Area:

Bedwell Bayfront Park is a 160-acre regional park located at the east end of the City on San Francisco Bay at Bayfront Expressway and Marsh Road, as depicted in Figure 1. It is the City’s only park on the Bay. Built on top of a 155-acre closed landfill, it is surrounded on three sides by the Don Edwards San Francisco Bay National Wildlife Refuge. The park had been envisioned by its founder, former City Manager Michael Bedwell, as a “park for passive recreation including nature walks...picnicking, day hiking and meadow sports, as well as just plain enjoyment of the silence, the fresh breeze and the view.” Easily accessible, the park’s many trails and hills provide great views of the refuge and South Bay. People enjoy the park for various activities including hiking, running, bicycling, dog walking, bird watching, kite flying and photography. The park’s hilly terrain, specifically designed for passive recreation, now serves as a landmark high point along the edge of the Bay.

The park has an extensive trail system. Some of the interior trails are steep, crossing the park’s hills, and lead to several viewpoints. Some of the park’s trails are suitable for wheelchairs. The relatively flat 2.3-mile trail around the perimeter of the park is part of the San Francisco Bay Trail. Parking is available along the entrance road and in two paved lots near the back of the park. Restrooms are near the first large paved parking lot.

The landfill is adjacent to the Don Edwards San Francisco Bay National Wildlife Refuge, the Sewage Flow Equalization Facility, and the Cargill Salt Ponds (located in the City of Redwood City); commercial development occurs south of State Route 84 (Bayfront Expressway). The highest elevations are the hills in the northeast section. The park lands are maintained as non-irrigated open space and are vegetated with annual and perennial grasses/forbs and landscape trees and shrubs. These areas are designated for public recreational uses such as hiking, bird watching, photography and running.

Master Plan Development. Since the early construction in 1982 and its completion in 1995, the park has seen a significant increase in usage over the years and the recreational interests and needs of users have changed. A master planning process is underway to address existing maintenance and capital improvement needs and establish a park vision guiding improvements for the next 25 years. The plan will evaluate how to protect the park resources, improve amenities to enhance the park user experience, manage visitor use, plan for future park development and develop financing plan to pay for maintenance and capital cost of the park.

Park Plan and Other Topics Addressed:

1. The Park Master Plan and Community-Supported Improvements
2. Other Improvements to be Considered
3. Sea Level Rise
4. Document Comments

1) The Park Master Plan and Community-Supported Improvements

The Park Master Plan has been developed based on community feedback on their preferred amenities and activities. Existing activities (hiking, running, bicycling, dog walking, bird watching, kite flying, orienteering, geocaching, and photography) would be supplemented by additional uses including nature play areas, kayak launch, and outdoor fitness stations. Educational enhancement features such as an on-site ranger, educational learning opportunities and interpretive signage, and native habitat restoration areas will be provided. Other park improvements include dog bag dispensers, additional trash and recycling bins, bike racks, a new restroom, utility upgrades (sanitary sewer line for the restroom and a water main to service a new fire hydrant and water district facilities), and providing accessible trails and roadway improvements. An existing art piece (the Great Spirit Path) will be renovated.

Nature Play. Nature play components include natural materials that blend in with the park's aesthetic. Play components are low, dispersed, and do not interfere with the trees or other habitat areas. Materials for the play area include logs and boulders which support activities such as climbing, balancing, and jumping.

Kayak Launch. Flood Slough provides a sheltered location from which kayakers could access Westpoint Slough and the San Francisco Bay. Tidal charts and a visual analysis of Flood Slough suggests that a water depth of 2’ to 8’ is available throughout most of the day. Kayakers would likely launch only when there is 6’ to 8’ of water depth. Signs with pictures of the site at high tide and low tide will be posted to inform potential kayakers of what ideal launching conditions look like. The launch area will consist of a ramped beach launch that is ADA wheelchair accessible to the high tide line. The ramp surface will be concrete, transitioning to compacted sand or pea gravel from the high tide line to mid-tide level. An adjacent staging area will include 3 gravel parking stalls and small rigging area with turf surface and a shower tower/boat rinse. The kayak launch activity will require that additional analysis be undertaken to evaluate the rate of siltation of Flood Slough and understand whether slough hydraulics might support kayaking.

Outdoor Fitness Stations. The outdoor fitness stations provide low-impact aerobic exercise equipment, such as a pull-up bar or a sit-up bench, totaling 8 stations dispersed around the park. The stations are for individual use and complement circuit training and jogging activities that already take place at the park.

Native Habitat Restoration. Restoration would occur only along the west side of the park (Flood Slough), in the upland areas along the slough.

Accessible Trails and Roadway Improvements. Portions of existing gravel and dirt trails will be (re)paved with asphalt or a treated resin surfacing to enhance accessibility and minimize maintenance. The main entrance road will be utilized for emergency fire truck access and water district access, capable of fire truck traffic loads. The Bay Trail will continue to run along the perimeter of the park, but the surfacing will be asphalt in the segment facing Flood Slough and closest to the accessible amenities and gravel in the segments facing the Don Edwards San Francisco Bay Wildlife Refuge.

Landfill Improvements. Proposed landfill improvements include: gas and leachate system improvements and upgrades, fire suppression system improvements and upgrades, and energy generation facilities to utilize the residual landfill gas for beneficial use as “biogas”, that might include generation of compressed natural gas fill station for use in vehicle fleets, the direct use of biogas in boilers, or the direct injection of biogas into the local natural gas pipeline. The City is conducting an evaluation of these options.

2) Other Improvements to be Considered

The above improvements were included in the Park Plan since they were supported by a majority of the community. Amenities that did not receive a majority of the community’s support but the Park and Recreation Commission will be asked to consider include non-

motorized hand-launched glider use, an off-leash dog park, and outdoor classroom space. Additionally, the master plan seeks to identify sustaining revenue-generating mechanisms to support park improvements and on-going maintenance, which might include items like a parking fee.

Glider Use. At Bedwell Bayfront Park, prior to the Council ban, hand-launched gliders and motor-assisted gliders, as well as some gliders launched by “hi-start” (stretched rubber tubing and string serving as a glider slingshot) were typically flown from the northern edge of the meadow. Slope gliding near the northwest corner of the park also took place. The Park Plan would like to consider the use of non-motorized hand-launched gliders as a permitted use within the meadow area of the park.

If included in the Park Plan, use restrictions could include:

- Limit use to “hand-launched” radio controlled model gliders. The gliders should not have a propulsion system (i.e., non-motorized), other than a small battery to help the pilot control the wings. Motorized gliders, quadcopters, and drones should not be allowed.
- Limit use to within designated glider area defined by the large meadow.
- Gliders must maintain at least 100-foot vertical and horizontal clearance from park visitors.
- Limit use to gliders with weight less than 3 pounds and 2 meters in width so that the glider range is limited to the boundary of the meadow area.
- Post rules that gliders are not to cross pathways or encroach on the refuge.
- Limit the number of gliders flown in the meadow to five (5) at a time.
- Require glider operators to have current membership in an AMA (Academy of Model Aeronautics) Chartered Model Airplane Club, which provides liability insurance.

Dog Park. Bedwell Bayfront Park receives on-going complaints about off-leash dogs at the park. Concerns for personal safety and the impact on vulnerable habitats are amongst the most common complaints from the community. To help combat this user behavior, a one-acre dog park is suggested. The dog park would be fenced in and host two separate areas for large and small dogs. The proposed location is at a distance from primary trails and the refuge, as well as tucked into a valley of the park where noise can be minimized.

Including the dog park is viewed as an enforcement method when coupled with prohibited-use signage and park ranger monitoring.

Outdoor Classroom Space. The community recognizes the educational opportunities at the park and views the landfill and environmental resources, such as the local bird population and the

nearby refuge, as valuable park features. While the idea of having school classes visit the park for the purpose of learning about these topics was supported by the community, a physical outdoor classroom/gathering space was not. The outdoor classroom would include organized natural seating elements (i.e. logs or small boulders) for a class-size group to gather and have outdoor lessons.

The outdoor classroom space could be part of an approved day-use permit and coordinated between the school and the City.

Parking Fees. Paid parking at the park was not supported by the community, as were most of the proposed revenue generation ideas. The parking fee could help offset on-going costs, such as the ranger’s salary.

The suggested paid parking fee would be consistent with the Council Cost Recovery Policy. An annual permit could be provided to City residents at a discount. Parking would be enforced via an automatic pay gate. Park visitors would need to pay for the parking prior to exiting at centrally located pay stations. A paid parking ticket would allow visitors to exit. Actual parking time limits, restrictions, and fees would be determined by the City Council. Enforcement of street parking from park users seeking to avoid the parking fee would be addressed by City police/ traffic department. Neighboring streets may need to include restrictions to limit overflow during certain times of the day.

3) Sea Level Rise (SLR)

The park is exposed to the impacts of SLR on nearly all sides. The primary means for addressing SLR are raising the perimeter of the site above the 100-year tidal flood elevation plus an additional 24” of sea level rise, which equates to approximately 66” above mean high higher water. A sea wall is also a potential option, particularly if it helps avoid fill of the duck pond area caused by the need to raise the roadway elevation. Raising the site perimeter will require import of thousands of cubic yards of soil and reconstruction of the entrance road, related parking areas, and the Bay Trail.

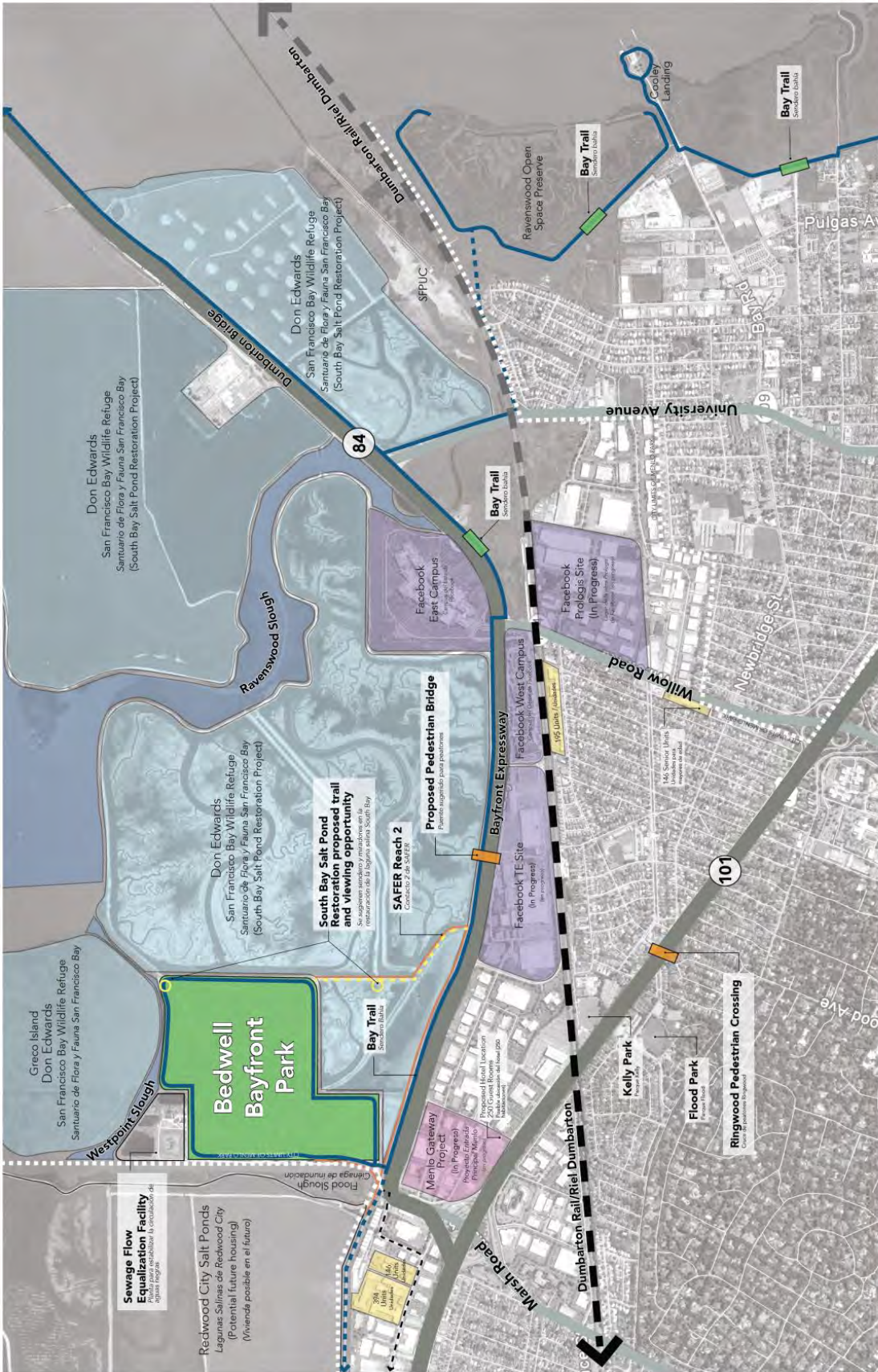
9. Surrounding Land Uses & Setting:

Open Space (Don Edwards San Francisco Bay National Wildlife Refuge), Cargill Salt Ponds, Sewage Flow Equalization facility. Commercial and residential uses south of State Route 84.

10. Approval Required from Other Public Agencies:

The project area supports tidal wetlands along Flood Slough (along western boundary of park) and in a seasonal pond in the southern portion of the park. If alterations to these Waters of the U.S./Waters of the State occur, permits would likely be required from resource agencies (i.e., U.S. Army Corps of Engineers, California Department of Fish and Wildlife, and Regional Water Quality Control Board). Modifications to tidal areas and areas within 100-feet of the shoreline may also be subject to permitting from the San Francisco Bay Conservation and Development Commission (BCDC). A Stormwater

Pollution Prevention Plan (SWPP) may also be required (Regional Water Quality Control Board) as construction activities will exceed one acre.



PROJECT AREA MAP
 Mapa del Area del Parque

Bedwell Bayfront Park
 MASTER PLAN

Callander Associates
 LANDSCAPE ARCHITECTURE

Figure 1. Project Location
 (Source: Callander Associates, 2017)

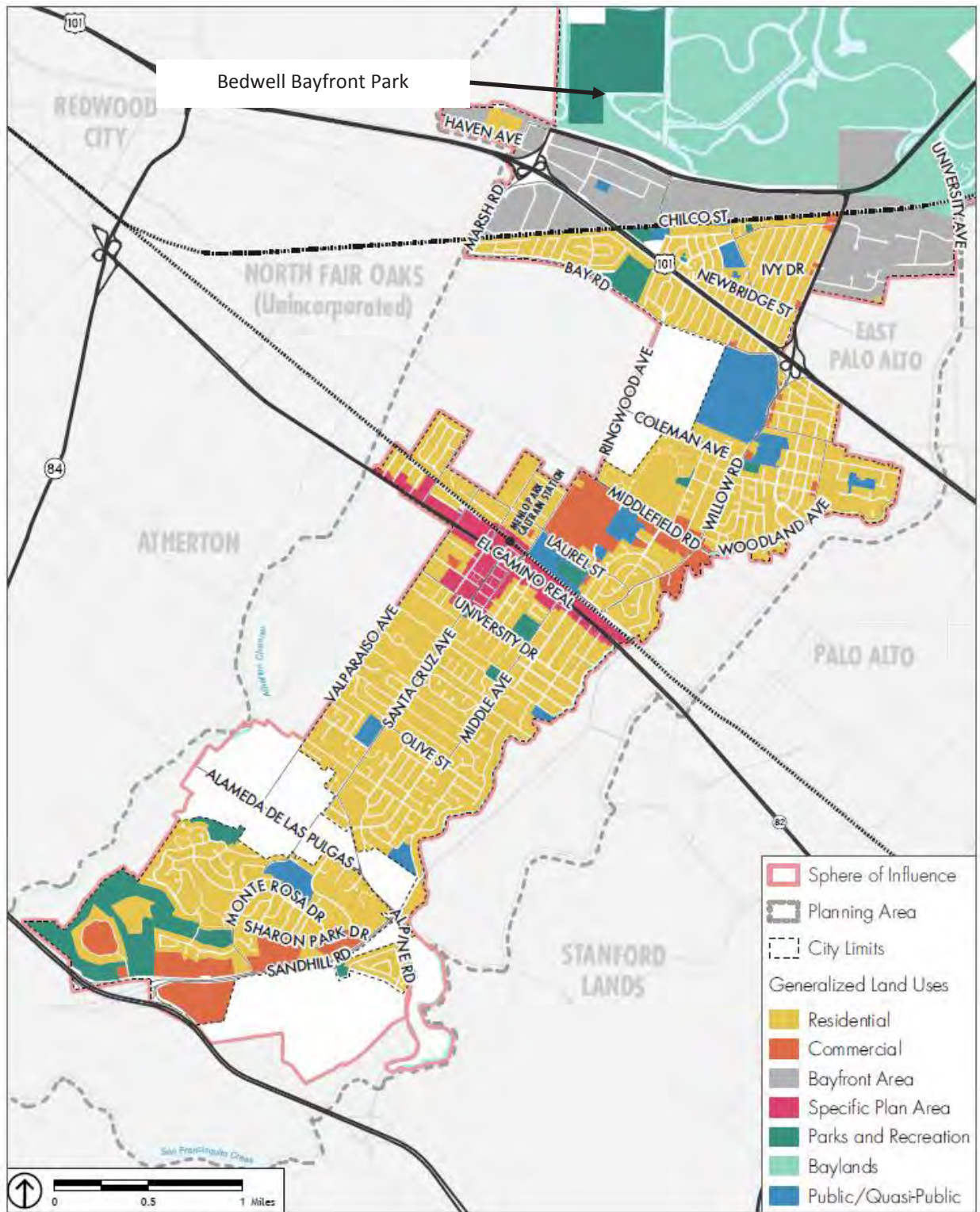
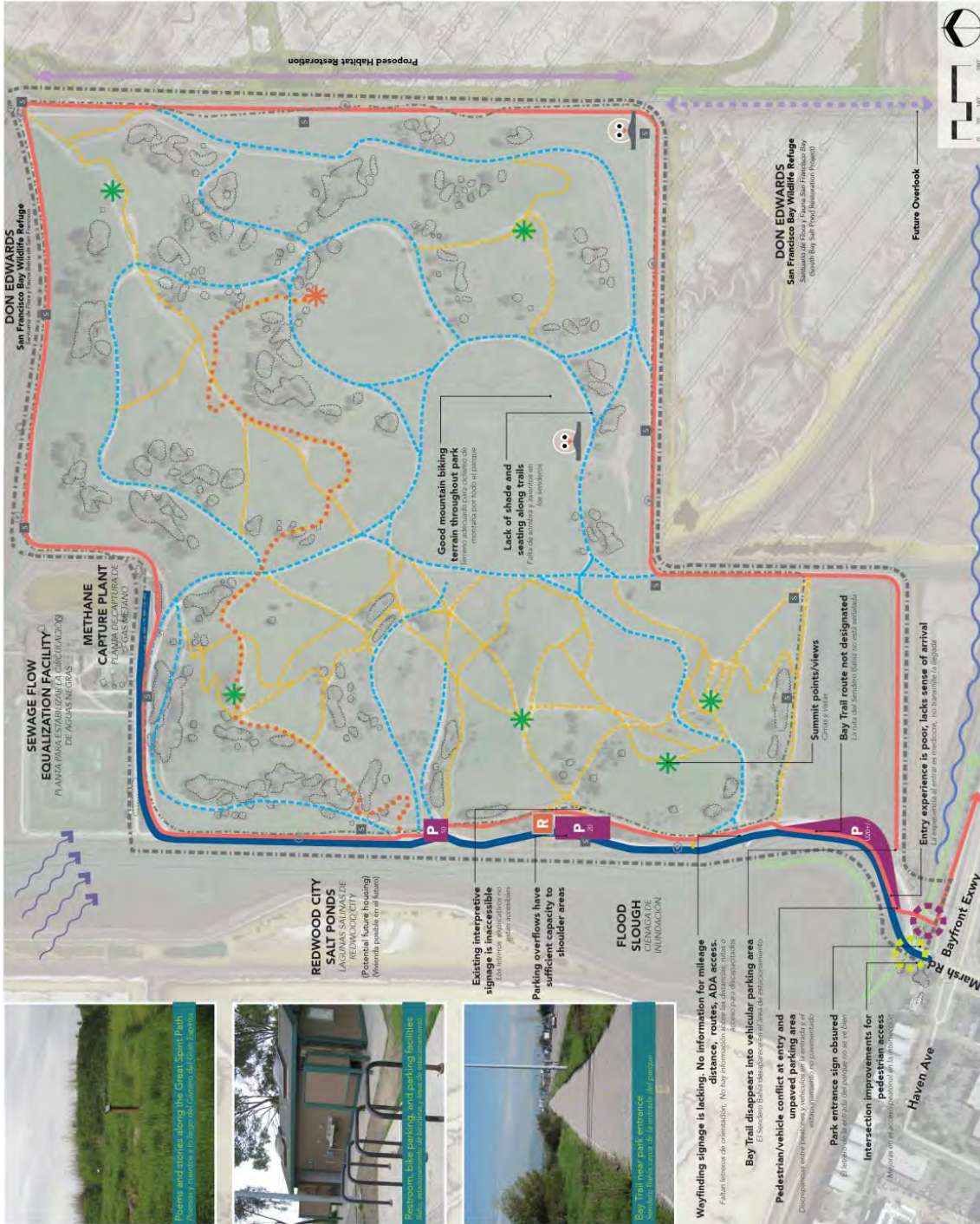


Figure 2. General Plan Land Use Designations for Project Site and Vicinity
(Source: City of Menlo Park, 2016)

Legend / Signos

- Project limits**
Límites del proyecto
- Tree canopy**
Cubierta arbórea
- Paved parking (# stalls)**
Estacionamiento / pavimentado (Español)
- Unpaved parking (# stalls)**
Estacionamiento no pavimentado (Español)
- Restroom**
Baños
- Primary pedestrian/bicycle access point**
Punto de entrada para peatones y ciclistas
- Vehicular access**
Entrada de vehículos
- Point of interest**
Puntos de interés
- Great Spirit Path**
El Camino del Gran Espíritu
- Roadway**
Carretera
- Bay Trail**
Sendero Bahía
- Roadway noise**
Ruido de la carretera
- Windy**
Pera ventosa
- Burrowing owl habitat**
Habitat de búho llanero
- Pathways / Caminos**
- Gravel/paved trail**
Caminos pavimentado
- Unpaved trail**
Caminos no pavimentado
- Proposed trail**
Sendero sugerido
- Proposed levee/floodwall**
Dique/muro de contención sugerido
- Landfill features / Características del Vertedero**
- Subsurface piping**
Tubería subterránea
- Extraction well**
Pozo de extracción
- Leachate extraction sump**
Pozo de extracción de lixiviado
- Groundwater monitoring well**
Pozo de control de aguas subterráneas
- Limit of future sea level rise**
Límite de futuro nivel del mar de 3'-0" en el futuro
- Protected/sensitive habitat**
Habitat susceptible/protegido



EXISTING CONDITIONS MAP
Mapa de las Condiciones Actuales

Callander Associates
Landscape Architecture

Bedwell Bayfront Park
MASTER PLAN

Figure 3. Existing Conditions
(Source: Callander Associates, 2017)



Figure 4. Draft Park Plan
(Source: Callander Associates, 2017)



Figure 5. Landfill Improvements
(Source: City of Menlo Park, 2017)



Figure 6. View of existing trail in western portion of park



Figure 7. Landscape trees and fencing



Figure 8. View southeasterly of grassland, trees, and Don Edwards Wildlife Refuge



Figure 9. Tidal pond near entrance to park off Marsh Road

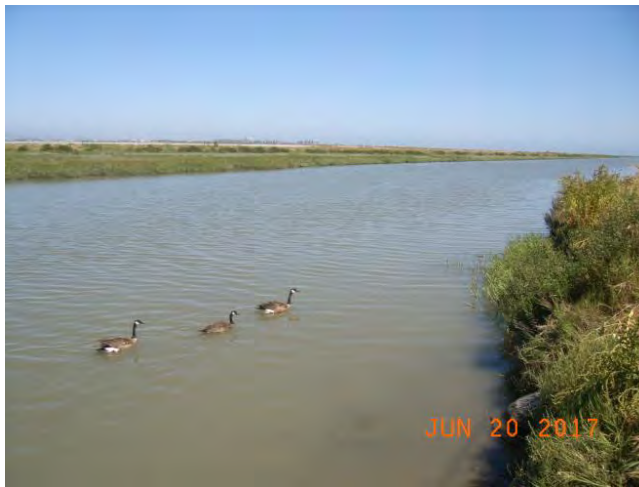


Figure 10. Flood Slough along western edge of park



Figure 11. View of grassland in central portion of park

Section II - ENVIRONMENTAL CHECKLIST

The environmental factors checked below would be potentially affected by this project, involving at least one impact that is a "Less than Significant with Mitigation Incorporated" as indicated by the checklist on the following pages.

<input type="checkbox"/>	Aesthetics	<input type="checkbox"/>	Agriculture & Forest Resources	<input checked="" type="checkbox"/>	Air Quality
<input checked="" type="checkbox"/>	Biological Resources	<input checked="" type="checkbox"/>	Cultural Resources	<input type="checkbox"/>	Geology/Soils
<input type="checkbox"/>	Greenhouse Gas Emissions	<input type="checkbox"/>	Hazards & Hazardous Materials	<input checked="" type="checkbox"/>	Hydrology/Water Quality
<input type="checkbox"/>	Land Use/Planning	<input type="checkbox"/>	Mineral Resources	<input type="checkbox"/>	Noise
<input type="checkbox"/>	Population/Housing	<input type="checkbox"/>	Public Services	<input type="checkbox"/>	Recreation
<input checked="" type="checkbox"/>	Transportation/Traffic	<input type="checkbox"/>	Tribal Cultural Resources	<input type="checkbox"/>	Utilities/Service Systems
<input checked="" type="checkbox"/>	Mandatory Findings of Significance				

I. AESTHETICS Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Have a substantial adverse effect on a scenic vista?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Substantially degrade the existing visual character or quality of the site and its surroundings?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d) Create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion:

- a) The project area is located at the terminus of Marsh Road, just north of State Route 84 (Bayfront Expressway) and US Highway 101. This is a relatively flat portion of the City which limits scenic vistas, yet the bay and its natural features, including the Salt Ponds and Bedwell Bayfront Park are visible from these roads. The section of US Highway 101 near the project supports a mixture of mature evergreen trees, sound walls, and existing development which limit the views of the Bay and its scenic resources; however, Bedwell Bayfront Park is visible from portions of the US Highway 101 corridor. In addition, users of State Route 84 (Bayfront Expressway) and the Bay Trail are afforded views of the park and its scenic natural features. The hills within the park also provide park users views of the surrounding baylands. Continued use of property for recreation as proposed in Draft Park Plan would not have an adverse effect on a scenic vista to or from the site. No substantial change to the vegetation or character of the site is proposed to accommodate the master plan’s amenities; therefore, the scenic character of the property would not change. The proposed landfill improvements are mostly underground. The above ground improvements, such as additional fire hydrants and well heads, will not substantially affect visual quality of the area. The proposed project would not have a significant adverse effect on visual quality.
- b) The City has no designated scenic corridors. State Route 84 (Bayfront Expressway) and US Highway 101 are not designated as State scenic highways. The project will have no effect on a State scenic highway.
- c) Proposed park amenities and landfill improvements will not significantly degrade the existing visual character of the site. Screening trees are proposed in the northwest corner of the park to screen views of the adjacent Sewage Flow Equalization Facility from park users.
- d) The park is currently open sunrise to sunset; there is no night lighting. Park operation hours will remain the same with the proposed park plan A and no lighting is proposed. No light and glare would occur from the project that would adversely affect day or nighttime views.

II. AGRICULTURE AND FOREST RESOURCES Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Conflict with existing zoning for agricultural use, or a Williamson Act contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Conflict with existing zoning for, or cause rezoning of, forest land (as defined in Public Resources Code section 12220(g)) or timberland (as defined in Public Resources Code section 4526)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Result in the loss of forest land or conversion of forest land to non-forest use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland to non-agricultural use or conversion of forest land to non-forest use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion:

- a) The project site and adjacent areas are not currently used for agriculture and are not identified as prime farmland, unique farmland or farmland of state importance. The project would not convert the land from farmland to a non-agricultural use.
- b) The project site is located on land with a parks and recreation general plan designation and floodplain zoning designation. The project would not conflict with existing zoning or a Williamson Act contract.
- c) Currently the area is zoned Flood Plain; however, the City is considering rezoning the site as a Public Facility. The project would not conflict with existing zoning or rezoning of forest land or timberland.
- d) The project site consists of park land. The project site also supports groves of non-native trees. The proposed recreational uses will not result in the loss of forest land or conversion of forest land to a non-forest use.
- e) The project will not result in other changes that could result in the conversion of farmland to non-agricultural use or conversion of forest land to non-forest use.

III. AIR QUALITY Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Conflict with or obstruct implementation of the applicable air quality plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Violate any air quality standard or contribute substantially to an existing or projected air quality violation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard (including releasing emissions which exceed quantitative thresholds for ozone precursors)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d) Expose sensitive receptors to substantial pollutant concentrations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Create objectionable odors affecting a substantial number of people?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion: The project area is situated within the boundaries of the City of Menlo Park, which is located within the central portion of the San Francisco Bay Area Air Basin. This Basin is under the jurisdiction of the Bay Area Air Quality Management District (BAAQMD) at the regional level, the California Air Resources Board (CARB) at the State level, and the United States Environmental Protection Agency (EPA) Region IX at the federal level. The BAAQMD is responsible for air monitoring, permitting, enforcement, and long range-air quality within this Basin. EPA is responsible for establishing federal standards and emission limits for sources of air pollutant. CARB is responsible for coordinating the State and federal air pollution programs within California.

CARB has established State ambient air quality standards for criteria pollutants, including ozone, carbon monoxide (CO), nitrogen dioxide, sulfur dioxide, suspended particulate matter (PM₁₀), particulate matter –fine (PM_{2.5}), sulfites, lead, hydrogen sulfide, vinyl chloride, and visibility reducing particulates. California standards for ozone, carbon monoxide, sulfur dioxide (1-hour and 24-hour), nitrogen dioxide, suspended particulate matter - PM₁₀, and visibility reducing particles are values that are not to be exceeded. The standards for sulfates, lead, hydrogen sulfide, and vinyl chloride are not to be equaled or exceeded. If the standard is for a 1-hour, 8-hour or 24-hour average then some measurements may be excluded, such as activities that would occur less than once per year, on average. Federal standards have also been established for these criteria pollutants. The Air Basin is currently designated a nonattainment area for California and National O₃, California and National PM_{2.5}, and California PM₁₀ AAQS.

The BAAQMD recently adopted the 2017 Clean Air Plan. The 2017 Clean Air Plan, Spare the Air, Cool the Climate (2017 Plan), focuses on two closely-related goals: protecting public health and protecting the climate. Consistent with the GHG reduction targets adopted by the state of California, the plan lays the groundwork for a long-term effort to reduce Bay Area GHG emissions 40 percent below 1990 levels by

2030 and 80 percent below 1990 levels by 2050. To fulfill state ozone planning requirements, the 2017 control strategy includes all feasible measures to reduce emissions of ozone precursors, reactive organic gases (ROG) and nitrogen oxides (NO_x), and reduce transport of ozone and its precursors to neighboring air basins. In addition, the Plan builds upon and enhances the Air District's efforts to reduce emissions of fine particulate matter and toxic air contaminants. The BAAQMD monitors air pollutant levels continuously throughout the nine-county Bay Area Air Basin. The nearest air monitoring station to the project site is located in Redwood City at 897 Barren Avenue. This station monitors CO, NO₂, PM_{2.5}, and O₃; data from the San Jose Jackson Street Monitoring Station is used for the other criteria air pollutants. According to data analyzed for the ConnectMenlo EIR (2016), the City occasionally exceeds the state and federal O₃ standards, federal PM_{2.5} standard, and state PM₁₀ standard. The state and federal SO₂ CO and NO₂ standards have not been exceeded in the last five years in the vicinity of the City. As part of the proposed upgrade to the landfill, many of the gas lines would be replaced and the leachate collection system would be modified. This would result in an improvement to the collection and handling of landfill gas. Landfill improvements may also include a natural gas fueling station. If so, there could be new air emissions, with impacts that could be significant, pending additional environmental review.

- a) As noted above, the 2017 Clean Air Plan is the air quality plan that applies to the project site. The primary source of ozone is internal combustion engines and power plants. Therefore, the proposed project would contribute to regional ozone emissions in the form of emissions from construction vehicles and emissions from motor vehicles driven to and from the project site by park users. As there will not be a substantial change in parking spaces (increase of 8 spots in Draft Park Plan), the proposed project is not anticipated to involve increased vehicle emissions or impact traffic at intersections or roadways; therefore, the BAAQMD thresholds are not expected to be reached. The project would contribute to particulate matter emissions through construction vehicle emissions and disturbance of soil within the project site during the construction period. Construction activities within the project site may include grading and earthmoving, the revegetation of disturbed areas, and the laying of new asphalt for parking lots. These activities would incrementally increase ozone and particulate matter emissions during the construction period; the length of the construction period is not known at this time. In addition, the area of ground disturbance is not known at this time; however, according to the BAAQMD, temporary, construction period air quality impacts are considered less than significant if standard BAAQMD particulate control measures are implemented.

Recommendation AIR-1: The project area is 166 acres; this is above the pollution screening threshold for parks (screening threshold for construction is 67 acres). As per the 2017 Clean Air Plan, the City will be required to implement the following measures:

- 1) All exposed surfaces (e.g., parking areas, staging areas, soil piles, graded areas, and unpaved access roads) shall be watered two times per day.
- 2) All haul trucks transporting soil, sand, or other loose material off-site shall be covered.
- 3) All visible mud or dirt track-out onto adjacent public roads shall be removed using wet power vacuum street sweepers at least once per day. The use of dry power sweeping is prohibited.
- 4) All vehicle speeds on unpaved roads shall be limited to 15 mph.
- 5) All roadways, driveways, and sidewalks to be paved shall be completed as soon as possible. Building pads shall be laid as soon as possible after grading unless seeding or soil binders are used.
- 6) Idling times shall be minimized either by shutting equipment off when not in use or reducing the maximum idling time to 5 minutes (as required by the California airborne toxics control measure Title 13, Section 2485 of California Code of

Regulations [CCR]). Clear signage shall be provided for construction workers at all access points.

7) All construction equipment shall be maintained and properly tuned in accordance with manufacturer’s specifications. All equipment shall be checked by a certified mechanic and determined to be running in proper condition prior to operation.

8) Post a publicly visible sign with the telephone number and person to contact at the City of Pacifica regarding dust complaints. This person shall respond and take corrective action within 48 hours. The Air District’s phone number shall also be visible to ensure compliance with applicable regulations.

Additional particulate control measures are also required to be implemented as per the 2017 BAAQMD CEQA guidelines. The City will be required to implement the following:

1) All exposed surfaces shall be watered at a frequency adequate to maintain minimum soil moisture of 12 percent. Moisture content can be verified by lab samples or moisture probe.

2) All excavation, grading, and/or demolition activities shall be suspended when average wind speeds exceed 20 mph.

3) Vegetative ground cover (e.g., fast-germinating native grass seed) shall be planted in disturbed areas as soon as possible and watered appropriately until vegetation is established.

4) The simultaneous occurrence of excavation, grading, and ground-disturbing construction activities on the same area at any one time shall be limited. Activities shall be phased to reduce the amount of disturbed surfaces at any one time.

5) All trucks and equipment, including their tires, shall be washed off prior to leaving the site.

6) Sandbags or other erosion control measures shall be installed to prevent silt runoff to public roadways from sites with a slope greater than one percent.

7) Minimizing the idling time of diesel powered construction equipment to two minutes.

8) Requiring that all construction equipment, diesel trucks, and generators be equipped with Best Available Control Technology for emission reductions of NOx and PM.

9) Requiring all contractors use equipment that meets CARB’s most recent certification standard for off-road heavy duty diesel engines.

Recommendation AIR-2: The City should provide additional analysis of air quality impacts from landfill improvements if a truck fueling station is included in the improvements.

b) According to BAAQMD, temporary, construction period air quality impacts (for all pollutants) are considered less-than-significant if standard BAAQMD particulate matter control measures are implemented, as outlined under item (a) and incorporation of Recommendations AIR-1 and AIR-2.

c) The San Francisco Bay Air Basin is considered a nonattainment area for particulate matter and for one-hour ozone levels. Construction activities associated with the proposed project would result in a short-term release of particulate matter into the atmosphere, and could contribute to existing future particulate matter violations. However, according to BAAQMD, temporary, construction period air quality impacts (for all pollutants) are considered less-than-significant if standard BAAQMD particulate matter control measures are implemented, as outlined under item (a). It is not known at this time the potential increase in motor vehicle trips from increased use of the property; however, they are expected to be minimal relative to air quality standards and

impacts to air quality would be less-than-significant. It is expected that an increase in vehicular trips associated with recreational activities would not result in any criteria air pollutant emissions at a level that would violate any air quality standard or contribute substantially to any air quality violations.

- d) Under CEQA, residences, schools, daycare centers, and health care facilities, such as hospitals, or retirement and nursing homes, are considered sensitive receptors. The closest sensitive receptors are residential uses, Flood Park, and Joseph B. Kelly Park, yet, they are all located over 0.25 mile away; north and south of State Highway 101. Park users in the vicinity of work areas may be temporarily exposed to diesel engine exhaust during the construction period due to the operation of construction equipment. It is anticipated that recreational improvements will require the use of several construction vehicles, including heavy equipment, such as a bobcat, backhoe-loader, concrete mixer, asphalt truck, dump truck, and possibly utility trucks, that would be located within the project site at any given time (some or all of which would be active). Construction period diesel emissions would be released during the construction period. Diesel-specific mitigation is not required due to the short duration of construction in specific locations within the project site. The concentration of diesel emissions on the site and the duration of exposure to these emissions and potential adverse health effects on sensitive receptors are considered less than significant.
- e) Development of recreational facilities is not a land use typically associated with objectionable odors. Equipment used for construction activities may emit objectionable odors associated with diesel fuel. The construction activities requiring diesel fueled equipment would be short-term. The project would not result in an impact to a substantial number of people. Implementation of the proposed project would not result in the removal or disturbance of large quantities of saturated or hydric soils with high proportions of organic matter that would cause objectionable odors when the soil dries. Other components of the proposed project, including the installation of landscaping and signage, and landfill improvements would not create objectionable odors compared to existing conditions.

IV. BIOLOGICAL RESOURCES Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Wildlife or U.S. Fish and Wildlife Service?	□	■	□	□
b) Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations or by the California Department of Fish and Wildlife or U.S. Fish and Wildlife Service?	□	■	□	□
c) Have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?	□	■	□	□
d) Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?	□	■	□	□
e) Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?	□	■	□	□
f) Conflict with the provisions of an adopted habitat conservation plan, natural community conservation plan, or other approved local, regional, or state habitat conservation plan?	□	□	■	□

Environmental Setting: A preliminary review of biological resources on and adjacent to Bedwell Bayfront Park was conducted for preparation of this checklist. The project area is a former municipal landfill that now supports a mosaic of annual grassland and landscape trees/shrubs. A tidal pond is located in the southwestern corner of the park. The pond supports a mosaic of open water and coastal salt marsh. The western boundary of the park abuts Flood Slough; this tidal slough supports open water and coastal salt marsh. A narrow band of coastal salt marsh grows along the park boundary. The northern, and eastern boundaries of the park abut a mixture of former salt ponds (in restoration) and coastal salt marsh associated with the Don Edwards San Francisco Bay National Wildlife Refuge.

The annual grassland supports a mosaic of grasses and forbs; many are non-native. Commonly observed grasses include wild oat (*Avena fatua*), ryegrass (*Lolium perenne*), foxtail (*Hordeum leporinum*), riggut brome (*Bromus diandrus*), canary grass (*Phalaris sp.*), and rattail fescue (*Festuca myuros*). Non-native forbs are numerous; commonly observed species include curly dock (*Rumex crispus*), fennel (*Foeniculum vulgare*), cut-leaved plantain (*Plantago coronopus*), bur clover (*Medicago polymorpha*), cheeseweed (*Malva spp.*), Bermuda buttercup (*Oxalis pes-caprae*), filaree (*Erodium botrys*), wild radish (*Raphanus sativa*), sow thistle (*Sonchus sp.*), fiddle dock (*Rumex acetosella*), bristly ox-tongue (*Picris echioides*), wild mustard (*Brassica spp.*), Italian thistle (*Carduus pycnocephalus*), stinkwort (*Dittrichia graveolens*), pineapple weed (*Chamonilla suaveolens*), vetch (*Vicia sativa*), summer mustard (*Hirschfeldia incana*), hawksbeard (*Crepis sp.*), red clover (*Trifolium pretense*), hoary cress (*Cardaria draba*), pepperweed (*Lepidium sp.*), African daisy (*Arctotis stoechadifolia*), geranium (*Geranium sp.*), and California poppy (*Eschscholzia californica*). Small depressions in the landfill were observed to be seasonally wet in winter 2017. Plant species tolerant of seasonally wet areas were observed in these areas, such as ryegrass, curly dock, brass buttons (*Cotula coronopifolia*), swamp prickly grass (*Crypsis schoenoides*), and birds foot trefoil (*Lotus corniculatus*).

Landscape trees and shrubs are dispersed throughout the park. Dominant tree species include eucalyptus (*Eucalyptus spp.*), acacia (*Acacia spp.*), she-oak (*Casuarina sp.*), pine (*Pinus sp.*), melaleuca (*Melaleuca sp.*), palm (*Phoenix sp.*), olive (*Olea europaea*), and myoporum (*Myoporum sp.*). Shrubs and sub-shrubs are also present. Commonly observed are coyote brush (*Baccharis pilularis*), French broom (*Genista monspessulana*), Russian thistle (*Salsola tragus*), giant reed (*Arundo donax*), and purple sage (*Salvia leucophylla*).

Portions of the tidal pond and the edge of Flood Slough supports coastal salt marsh. Plants tolerant of the tidal influences of San Francisco Bay include pickleweed (*Salicornia pacifica*), alkali heath (*Frankenia grandiflora*), salt grass (*Distichlis spicata*), jaumea (*Jaumea carnosa*), gumplant (*Grindelia sp.*), and cordgrass (*Spartina sp.*). The wetland band along Flood Slough quickly transitions to upland habitat that supports plants typical to the annual grassland; Mediterranean barley (*Hordeum marianum ssp. gussoneanum*), fennel, and saltbush (*Atriplex sp.*) are common.

The overall value of the majority of the park habitats to native wildlife is moderated by the predominance of non-native plants, which often times are not utilized for forage by native species. The primary value of the habitats on the site are for common bird species that can tolerate the forage available and the passive recreational uses, both seasonal migrant birds that may stop over to rest and year-round birds that may nest in the habitats. A few of the common bird species that have been observed on the site and likely nest at least in some years include mallard, red-tailed hawk, mourning dove, black-necked stilt, black phoebe, Bewick's wren, northern mockingbird, western meadowlark, red-winged blackbird, and house finch. Common mammals that may inhabit some areas include jackrabbit, brush rabbit, California vole, and striped skunk.

Sensitive habitats are defined by local, State, or Federal agencies as those habitats that support special status species, provide important habitat values for wildlife, represent areas of unusual or regionally restricted habitat types, and/or provide high biological diversity. The coastal salt marsh wetlands associated with the tidal pond and Flood Slough are considered sensitive habitat. This vegetation type (pickleweed mats) is ranked S3 (impaired) by CDFW (CDFW, 2010).

Plant species of concern include those listed by either the Federal or State resource agencies as well as those identified as rare by CNPS. Based on a search of the CNPS and CNDDDB inventories for the project quadrangle no special status plant species have been recorded from the 166-acre project site; however, species have been recorded from the greater project vicinity. There are a number of historical or extirpated records from nearby. There are records of Point Reyes bird's beak (*Chloropyron*

maritimum ssp. *palustre*), alkali milk vetch (*Astragalus tener* var. *tener*), and Hoover's button celery (*Eryngium aristulatum* var. *hooveri*) being collected along the bay in the early 1900s, but are mostly believed to be extirpated (CNDDDB 2017). Numerous occurrences of Congdon's tarplant (*Centromadiaa parryi* ssp. *congdonii*), prostrate navarretia (*Navarretia prostrata*), alkali milk vetch (*Astragalus tener* var. *tener*), Contra Costa goldfields (*Lasthenia conjugens*), and San Joaquin spearscale (*Atriplex joaquiniana*) have been documented in the vicinity of the Alviso and Congdon's tarplant has been recorded adjacent to Stevens Creek, at Sunnyvale Baylands, and near Ravenswood (ConnectMenlo EIR, 2016 and CNDDDB, 2017). Based on visual observations of the 166-acre project site in March and June 2017, the potential for plant species of concern is considered extremely low due to the sites history as a municipal landfill and the clay material imported for the landfill cap. This evaluation is based on a review of CNDDDB records, the lack of suitable habitat for sensitive plant species (e.g., absence of native grassland, oak woodlands, serpentine) and the previously disturbed nature of the project area.

Special status wildlife species include those listed, proposed or candidate species by the Federal or the State resource agencies as well as those identified as State species of special concern. In addition, all raptor nests are protected by Fish and Game Code, and all migratory bird nests are protected by the Federal Migratory Bird Treaty Act. Special status wildlife species were evaluated for their potential presence. Two wildlife species that are both State and Federally Endangered are known to occur nearby: Ridgeway's rail occurs on Greco Island, and salt-marsh harvest mouse has been found in parts of Flood Slough. The occurrence of these species within the park boundary has not been documented, but the only potentially suitable habitat would be in the tidal pond near the entrance. Burrowing owl (a California species of special concern) has been a past winter resident in the park grasslands, and transient burrowing owls have been observed by local birders in 2005, 2011 and more recently in March 2017 (Friends of Bedwell Bayfront Park web site, ebird records, and utube record sighting reported by Ryan Thorndeck [March 1, 2017]).

Discussion:

- a) To assess the potential occurrence of special status biotic resources, two electronic databases were accessed to determine recorded occurrences of sensitive plant communities and sensitive species. Information was obtained from the California Native Plant Society's (CNPS) Electronic Inventory (2017), and California Department of Fish & Wildlife (CDFW) RareFind database (CDFG, 2017) for the Palo Alto USGS quadrangle and surrounding quadrangles. The ConnectMenlo EIR (2016) and South Bay Salt Pond Restoration Project Phase 2 FEIS/EIR were also reviewed. Plant species of concern include those listed by either the Federal or State resource agencies as well as those identified as rare by CNPS (List 1B). The search of the CNPS and CNDDDB inventories identified the special status plant species with potential to occur in the project area (see Appendix A). Surveys for rare plants were not conducted for this project; however, given the urban, developed condition of the project area and past use of the area as a municipal landfill (placement of clay cap), the potential occurrence of special status plant species is considered to be very low. Some special status plant species are known to inhabit seasonally moist grasslands nearby (e.g., Congdon's tarplant at Ravenswood Open Space, located approximately 3.5 miles southeast of the project site) and portions of the project area may provide suitable habitat for these species, yet none have been detected to date. No impacts are expected to special status plant species from implementation of the Draft Park Plan or landfill improvements.

Special status wildlife species include those listed, proposed or candidate species by the Federal or the State resource agencies as well as those identified as State species of special concern (see Appendix A). In addition, all raptor nests are protected by State Fish and Wildlife Code, and all migratory bird nests are protected by the Federal Migratory Bird Treaty Act. Special status wildlife species were evaluated for their potential presence in the project area. Focused surveys for wildlife were not conducted for this report; however, the predominance of non-native plants

within the majority of the park limits the value of the site for breeding birds. In addition, the need to occasionally control deep burrowing animals from penetrating the 6-foot deep cap on the old landfill, limits the potential for burrowing owls to breed on the site, although they are occasional transient visitors. The tidal pond is likely too small of a habitat area to support a population of salt-marsh harvest mouse, and the tidal pond did not appear to have adequate areas for this species' upland refugia they need to escape high tides. It is unlikely that salt-marsh harvest mouse occurs within the park; the narrow fringe of pickleweed in the area of the proposed boat launch is inadequate to provide habitat for this mouse. Ridgeway's rail may occasionally inhabit the tidal pond on the site, but it is unknown if any breed there. No other special status species are expected to regularly inhabit or breed within the park; however, there have been occasional sighting of special status birds during migrations.

Several common bird species have been observed in the park and likely breed in some of the grasslands, shrubs, and trees, where their nests are protected. The only proposed new use in the Draft Park Plan that may possibly have an impact to nesting birds is the Glider Area. An article by Kempf and Huppopp (1998) titled "What effect do airplanes have on birds?" reviewed 161 publications on this topic. Several studies that the authors reviewed showed that model airplanes and gliders showed a significant disturbance to nesting birds; however, there are several factors to consider: the sensitivity of individual species, height of the aircraft, and other adjacent uses (e.g., people walking, dogs). They note that it was surprising that even gliders had a disturbing effect on nesting birds, and speculated that the appearance of low flying gliders may reduce the chances that birds become habituated which was seen in motorized planes.

The relatively small areas proposed in the Draft Park Plan for a nature play playground is not expected to cause significant impacts to nesting birds, as the park contains many other sites of similar habitats.

Measures are described under d) to avoid or reduce potential impacts to protected wildlife species (see Recommendation BIO-2).

- b) The project area was found to support coastal salt marsh along the edge of Flood Slough and within the tidal pond. This vegetation type is ranked S3 (imperiled) by CDFW (CDFW, 2010) and is considered a sensitive habitat. Development of a boat launch facility along the Flood Slough shoreline could result in significant impacts to coastal salt marsh, depending upon the exact location selected for this recreational feature. Please see item c, below (see Recommendation BIO-1).
- c) The coastal salt marsh along Flood Slough as well as vegetated tidal flats in the tidal pond meet the definition of federally protected wetlands as defined by Section 404 of the Clean Water Act, as these areas are within the tidal prism of San Francisco Bay and are dominated by hydrophytic vegetation. As a narrow band of wetland runs the entire length of the Flood Slough, development of a boat launch facility along the Flood Slough shoreline would impact federally protected wetlands. The exact amount of impact will depend upon the exact location selected for this recreational feature and the project feature (i.e., re-sloped channel edge or dock). Impacts to federally protected wetlands would be a significant impact, yet can be mitigated with implementation of Recommendation BIO-1.

Recommendation BIO-1: As jurisdictional wetlands and/or waters are suspected to be present along Flood Slough where a boat launch is proposed, a jurisdictional delineation confirmed by the U.S. Army Corps of Engineers (USACE) should be prepared for the proposed boat launch area. The delineation should be a component of a biological

resources assessment. The assessment should identify measures to avoid, minimize, and compensate for direct impacts to federally protected wetlands and associated open water habitat of Flood Slough. Based on the preliminary review conducted to date, the following measures are identified:

- Implement a worker education program to educate all construction personnel of measures to prevent indirect impacts to wetlands and water resources.
- Protect coastal salt marsh vegetation adjacent to the boat launch work areas from inadvertent construction impacts by the placement of construction mesh fencing.
- Implement erosion control measures during and following construction to avoid deposition of sediment into adjacent coastal salt marsh and Flood Slough. Install and maintain perimeter silt fencing or hay bales and implement post-construction erosion control seeding.
- Utilize native plant species in the revegetation of disturbed areas.
- Implement a coastal marsh restoration/revegetation program to provide compensation for permanent impacts to the coastal marsh from the boat launch facility. The program should restore/revegetate coastal marsh at a minimum 1:1 impact to restoration ratio. Suitable low-elevation areas within the project area should be selected for marsh restoration and these areas should be revegetated with native coastal marsh plant species. Seed from locally collected native coastal salt marsh plant species should be used for the restoration work. The success of the restoration program should be monitored yearly for a period of 3 years. Monitoring should consist of a yearly survey of plant cover within the restored areas. The revegetation program should be deemed successful if there is a minimum of 30% native plant cover each year for 3 years. If this performance standard is not met in any of the monitoring years, the City should implement remedial revegetation actions, such as re-seeding, weeding, or other actions, as determined by a qualified restoration ecologist, until performance standards are met.
- Placement of boat launch abutments or pier (if a dock is constructed) will be subject to permitting under Section 404 of the Clean Water Act, Section 1601 of the Fish and Game Code, and water quality certification from the Regional Water Quality Control Board. Obtain all permits and certifications prior to construction, if so required by regulatory agencies.
- One year after boat launch construction; the City should monitor the recovery of all coastal salt marsh areas temporarily affected by construction and/or equipment/worker access. If native coastal salt marsh vegetation has not naturally recovered within the disturbed area and providing at least 30% plant cover, the City should implement remedial seeding of the disturbed areas to encourage marsh restoration. Seed from locally collected native coastal salt marsh plant species should be used for the restoration work. The success of the marsh recovery/revegetation program should be monitored yearly for a period of 3 years. Monitoring shall consist of a yearly survey of plant cover within the affected areas. The revegetation program shall be deemed successful if there is a minimum of 30% native plant cover each year for 3 years. If this performance standard is not met in any of the monitoring years, the City should implement remedial revegetation actions, such as re-seeding, weeding, or other actions, as determined by a qualified restoration ecologist, until performance standards are met.

d) Migratory birds and raptors may utilize the project site for nesting. Trail improvements and other

construction activities may impact nesting birds, if any are present. Recreational uses within the project area may also affect wildlife utilization. In addition, recreational activities are also proposed within close proximity to the Don Edwards San Francisco Bay National Wildlife Refuge and within Flood Slough, areas that support nesting birds, including species of special status. These impacts can be mitigated with implementation of Recommendation BIO-2 and BIO-3 (see item e).

Recommendation BIO-2: To avoid potential impacts to wildlife implement the following:

- The City should schedule construction (including vegetation removal) to occur during the non-nesting season for birds (e.g. between September 1 and March 1 of any given year. If this is not practicable, the City should hire a qualified biologist to conduct pre-construction nesting bird surveys no more than two weeks prior to construction. If nesting birds are observed, the biologist shall establish a buffer zone of adequate size where no construction will take place until the chicks have fledged the nest.
 - The City should provide trash cans and other receptacles that secure food waste and reduce access to trash by raccoons, skunks, crows, and ravens.
 - The City should provide interpretive signs at the boat launch about minimizing user conflicts with diving ducks and other waterfowl that utilize Flood Slough and Greco Island, including information on flushing distances for birds, importance of remaining in kayak (or other non-motorized vessels) and not entering the salt marsh areas of Flood Slough, Greco Island, or other wetlands.
 - Use of radio-controlled hand-launched model gliders should be restricted to the grassland area identified in the Draft Park Plan. Gliders should not be allowed to fly over other areas within the park or over adjacent baylands, including over adjacent existing and/or restored salt ponds. Glider use over the designated grassland may impact nesting birds if any are found within the grassland and adjacent areas. Prior to use of the area for gliders, a qualified ornithologist should conduct a nesting bird survey of the area proposed for this activity and areas within 100-feet of the area to document the baseline condition. A follow-up comparison survey should be conducted in the first year of glider use. If any birds nesting in the immediate vicinity are observed being significantly disturbed by glider activity (i.e., birds cannot adequately sit on nests or forage, or they abandon nests), then the glider activity should be curtailed. If no such effects are observed, no further mitigation is recommended.
 - Continue to coordinate with USFWS and others in achieving effective control of the risks associated with undesirable predatory species, such as feral cats and red fox. Within the closed landfill, implement measures to control ground squirrels and soil burrowing in a manner that does not have collateral damage on non-target species.
- e) The City's General Plan (ConnectMenlo EIR 2016) maps the Bedwell Bayfront Park as supporting Annual Grasses and Forbs and Northern Coastal Salt Marsh (wetland). The general plan EIR identifies the need for a biological resources assessment if the project would occur on or adjacent to a parcel containing natural habitat with features such as mature and native trees, unused structures that could support special-status bat species, other sensitive biological resources, and/or active nests of common birds protected under the Migratory Bird Treaty Act (MBTA). Sensitive biological resources triggering the need for the assessment include: wetlands, occurrences or suitable habitat for special-status species, sensitive natural communities, and important movement corridors for wildlife such as creek corridors and shorelines.

The Bedwell Bayfront Park project meets the requirements for a biological resources assessment,

as the site supports habitat for nesting birds and the site is located adjacent to parcels supporting sensitive biological resources (i.e., lands of the Don Edwards San Francisco Bay National Wildlife Refuge and Flood Slough). This requirement is outlined in Recommendation BIO-3, below.

The City also recognizes heritage trees and the Municipal Code establishes regulations for heritage trees. Heritage trees are: 1) Trees of historical significance, special character or community benefit, specifically designated by resolution of the City Council; 2) An oak tree (*Quercus* sp.), which is native to California and has a trunk with a circumference of 31.4 inches (diameter of 10 inches) or more, measured at 54 inches above natural grade; and 3) All trees other than oaks, which have a trunk with a circumference of 47.1 inches (diameter of 15 inches) or more, measured 54 inches above natural grade, with the exception of trees that are less than 12 feet in height, which will be exempt from this section. To protect heritage trees, a tree protection plan, prepared by a certified arborist, is to be submitted for any work performed within a tree protection zone, which is an area ten times the diameter of the tree. Furthermore, all tree protection plans should be reviewed and approved by the Director of Community Development or his or her designee prior to issuance of any permit for grading or construction.

Recommendation BIO-3: As the project is located adjacent to lands of the Don Edwards San Francisco Bay National Wildlife Refuge a biological resources assessment should be prepared, as per the ConnectMenlo EIR. As per the General Plan, the biological resources assessment should provide a determination on whether any sensitive biological resources are present on the site, including jurisdictional wetlands and waters, essential habitat for special-status species, and sensitive natural communities. If jurisdictional wetlands and/or waters are suspected to be present on the site, a jurisdictional delineation confirmed by the U.S. Army Corps of Engineers (USACE) should be provided as part of the baseline assessment. The assessment should also include consideration of possible sensitive biological resources on any adjacent undeveloped lands that could be affected by the project and lands of the Don Edwards San Francisco Bay National Wildlife Refuge. Details for the assessment are contained in the Connect Menlo EIR. The assessment should include proposed avoidance, minimization, and mitigation of these adverse impacts, including Recommendations BIO-1 and BIO-2, above.

- f) There are no adopted Habitat Conservation Plans, Natural Community Conservation Plans or other approved local, regional, or State habitat conservation plan that are specific to the Bedwell Bayfront Park; however, plans have been prepared and adopted for adjacent properties. In 2012 the U.S. Fish and Wildlife Service (USFWS) completed a Final Comprehensive Conservation Plan (CCP) for the Refuge, including those portions of the project study area recognized as existing Refuge lands and areas for potential additions to the Refuge. While the CCP is not an adopted habitat conservation plan under the CEQA significance criteria, it does provide important management guidance for Refuge lands by describing desired future conditions and long-range guidance to accomplish the purposes for which the Refuge was established. Other plans that have been approved for the region include the South Bay Salt Pond Restoration Project (SBSRP) and the Recovery Plan for Tidal Marsh Ecosystems of Northern and Central California, which is an expansion and revision of The California Clapper Rail and Salt Marsh Harvest Mouse Recovery Plan prepared by the USFWS in 1984. Recreational activities proposed in the Draft Park Plan, with recommended measures as listed in Recommendations BIO-1, BIO-2, and BIO-3, will not significantly conflict with the goals and policies presented in these plans.

V. CULTURAL RESOURCES Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Cause a substantial adverse change in the significance of a historical resource as defined in Section 15064.5 of the <i>CEQA Guidelines</i> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Cause a substantial adverse change in the significance of an archaeological resource pursuant to Section 15064.5 of the <i>CEQA Guidelines</i> ?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Disturb any human remains, including those interred outside of formal cemeteries?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Discussion

- a) According to the City General Plan EIR (ConnectMenlo EIR, 2016) there are no designated historical resources in the project vicinity. As indicated by previous use of the site as a municipal landfill, the site re-contoured to accommodate this municipal use and covered by a clay cap. Structures over 50 years of age should be evaluated as part of the development review process; however, it is likely that any historical resources that may have existed were removed at the time of landfill development, leaving no traces on the property. Given the substantial prior disturbance of the site, findings of the historic resources records from the City General Plan, no impacts to historic resources are anticipated as a result of the proposed project.
- b) The area surrounding San Francisco Bay, including what would become Menlo Park, was populated by Native Americans, specifically the Ohlone People (ConnectMenlo, 2016). The Ohlone People lived a seasonal hunter gatherer lifestyle, relying on the abundant foodstuffs and natural resources provided by the San Francisco Bay ecosystem and trading with neighboring Native American groups. Artifacts from the lives of these early residents of what is now Menlo Park are still being discovered today. As recently as 2012, Native American remains were found at a construction site along Willow Road, in Menlo Park. Additionally, Native American remains were found at the Prologis commercial development site in the Bayfront Area. No archaeological resources are known from the Bedwell Bayfront Park. The site’s previous use as a municipal landfill, which resulted in the placement of fill, grading and re-contouring makes it unlikely that any archaeological resources are present. Although archaeological resources or human burials are not anticipated within the project site, there is a possibility that cultural resources could be found during excavation and grading of the project site. Implementation of the Mitigation Measure CULT-2a and CULT-2b from the ConnectMenlo EIR and listed below as Recommendation CULT 1 and CULT-2 will reduce this impact to less than significant.

Recommendation CULT-1: If a potentially significant subsurface cultural resource is encountered during ground disturbing activities on any parcel in the city, all construction activities within a 100-foot radius of the find shall cease until a qualified archeologist determines whether the resource requires further study. All developers in the study area

shall include a standard inadvertent discovery clause in every construction contract to inform contractors of this requirement. Any previously undiscovered resources found during construction activities shall be recorded on appropriate forms and evaluated for significance in terms of the California Environmental Quality Act (CEQA) criteria by a qualified archeologist. If the resource is determined significant under CEQA, the qualified archaeologist shall prepare and implement a research design and archaeological data recovery plan that will capture those categories of data for which the site is significant. The archaeologist shall also perform appropriate technical analyses; prepare a comprehensive report complete with methods, results, and recommendations; and provide for the permanent curation of the recovered resources. The report shall be submitted to the City of Menlo Park, Northwest Information Center (NWIC), and State Historic Preservation Office (SHPO), if required.

Recommendation CULT-2: As part of the City’s application approval process and prior American Tribes with ancestral ties to the Menlo Park city limits regarding General Plan Amendments in the city and land use policy changes. Upon receipt of an application for proposed project that requires a General Plan Amendment or a land use policy change, the City shall submit a request for a list of Native American Tribes to be contacted about the proposed project to the Native American Heritage Commission (NAHC). Upon receipt of the list of Native American Tribes from the NAHC, the City shall submit a letter to each Tribe on the provided list requesting consultation with the Native American Tribe about the proposed project via the via the City’s preferred confirmation of receipt correspondence tracking method (e.g., Federal Express, United States Postal Service Certified Mail, etc.).

- c) There are no identified unique paleontological or geologic features within the project site. Much of the project site was previously disturbed during use as a municipal landfill. Although, no impacts to paleontological resources are anticipated because the site has been previously disturbed and includes fill material, implementation of the Mitigation Measure CULT-3 from the ConnectMenlo EIR will reduce this impact to less than significant. This measure is listed below as Recommendation CULT -3.

Recommendation CULT-3: In the event that fossils or fossil bearing deposits are discovered during ground disturbing activities anywhere in the city, excavations within a 50-foot radius of the find shall be temporarily halted or diverted. Ground disturbance work shall cease until a City approved qualified paleontologist determines whether the resource requires further study. The paleontologist shall document the discovery as needed (in accordance with Society of Vertebrate Paleontology standards [Society of Vertebrate Paleontology 1995]), evaluate the potential resource, and assess the significance of the find under the criteria set forth in CEQA Guidelines Section 15064.5. The paleontologist shall notify the appropriate agencies to determine procedures that would be followed before construction activities are allowed to resume at the location of the find. If avoidance is not feasible, the paleontologist shall prepare an excavation plan for mitigating the effect of construction activities on the discovery. The excavation plan shall be submitted to the City of Menlo Park for review and approval prior to implementation, and all construction activity shall adhere to the recommendations in the excavation plan.

- d) Although human remains are not anticipated within the project site, there is a possibility that this resource could be found during excavation and grading of the project site. Implementation of the

Mitigation Measure CULT-4 from the ConnectMenlo EIR will reduce this impact to less than significant. This measure is listed below as Recommendation CULT -4.

Recommendation CULT-4: Procedures of conduct following the discovery of human remains citywide have been mandated by Health and Safety Code Section 7050.5, Public Resources Code Section 5097.98 and the California Code of Regulations Section 15064.5(e) (CEQA). According to the provisions in CEQA, if human remains are encountered at the site, all work in the immediate vicinity of the discovery shall cease and necessary steps to ensure the integrity of the immediate area shall be taken. The San Mateo County Coroner shall be notified immediately. The Coroner shall then determine whether the remains are Native American. If the Coroner determines the remains are Native American, the Coroner shall notify the NAHC within 24 hours, who will, in turn, notify the person the NAHC identifies as the Most Likely Descendant (MLD) of any human remains. Further actions shall be determined, in part, by the desires of the MLD. The MLD has 48 hours to make recommendations regarding the disposition of the remains following notification from the NAHC of the discovery. If the MLD does not make recommendations within 48 hours, the owner shall, with appropriate dignity, reinter the remains in an area of the property secure from further disturbance. Alternatively, if the owner does not accept the MLD's recommendations, the owner or the descendent may request mediation by the NAHC.

VI. GEOLOGY AND SOILS Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Expose people or structures to potential substantial adverse effects, including the risk of loss, injury, or death involving:				
i) Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to Division of Mines and Geology Special Publication 42.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ii) Strong seismic ground shaking?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
iii) Seismic-related ground failure, including liquefaction?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
iv) Landslides?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) Result in substantial soil erosion or the loss of topsoil?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d) Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial risks to life or property?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e) Have soils incapable of adequately supporting the use of septic tanks or alternative waste water disposal systems where sewers are not available for the disposal of waste water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion

Bedwell Bayfront Park is a roughly rectangular area that supports flat meadows and rolling hills. The park is ringed by levees that separate it from Flood Slough to the west and low-elevation salt marsh and baylands to the north, east and south. The site is a former landfill on fill that supports a clay cap. The most prevalent soil in the surrounding area is bay mud, which is a mixture of silty clay, sand, gravel, and peat (NRCS, 2017).

- a, i) The project site is located within a seismically active region. At least eight major earthquake faults are distributed throughout the San Francisco Bay Area. These northwesterly-trending faults have generated 14 earthquakes of magnitude (M) 6.0 or greater in the region during historical

times. The San Andreas fault, which generated the magnitude 7.9 (Mw) San Francisco Earthquake of 1906, is located about 2.5 miles west of the project site. The Monte Vista Shannon Fault is situated about 3 miles to the south and also has a potential for producing significant ground shaking at the site. Other known active faults capable of producing significant ground shaking at the site include the San Gregorio and Hayward faults located about 13 miles southwest and 13 miles north of the site, respectively (ConnectMenlo, 2016). There are no active fault zones or risk of fault rupture within the park property. Fault rupture through the project site is not anticipated.

- a, ii) The project site could be subjected to moderate to strong seismic shaking, depending upon the fault movement. The project may result in a slight increase use of the project site for recreational uses, including hiking and other recreational activities; however, this increased use would not substantially increase the exposure of the public to injury or death should a seismic event occur. Landfill improvements will also be subject to seismic shaking. The exposure to seismic shaking would be less than significant with incorporation of standard building requirements that meet current earthquake construction standards.
- a, iii) Based on existing reports, Bedwell Bayfront Park is comprised of artificial fill and a landfill cap, all situated over bay mud. Areas with bay mud are susceptible to liquefaction. According to hazard maps, areas around the park are in a liquefaction hazard zone; however, the park (former landfill) is excluded. The proposed recreational uses and landfill improvements on the site are not expected to substantially increase the exposure of the public to injury or death should seismic related ground failure or liquefaction occur. Therefore, the exposure of people or structures to potential adverse impacts would be less than significant.
- a, iv) The project site has gentle slopes and, combined with compacted condition of the landfill cap, has a low potential for slope failures or landsliding. Improvements to existing trail is unlikely to impact the stability of the site slopes; therefore, no impact is expected.
- b) Construction associated with trail improvements and other recreational features could result in erosion and sediment delivery to the baylands if erosion occurs or sediments leave the project work area during the construction period. As the total area to be disturbed by the project is one acre or more, a Storm Water Pollution Prevention Plan (SWPPP) would be prepared prior to construction. Implementation of standard construction BMPS's and measures in the SWWPP would reduce the potential impacts to less than significant.
- c) The park is not known to support expansive soils such that construction of a structure or other recreational features would create substantial risks to life or property.
- d) The proposed project does not include septic tanks or alternative wastewater disposal systems.

VII. GREENHOUSE GAS EMISSIONS Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) Conflict with any applicable plan, policy or regulation of an agency adopted for the purpose of reducing the emissions of greenhouse gases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion

- a) The proposed project would not generate any new sources of stationary greenhouse gas emissions. The proposed landfill gas/leachate improvements would allow the City to collect more landfill gas than existing. This upgrade will reduce greenhouse gas emissions. The use of the existing recreational facilities and construction of additional recreational facilities may result in a higher level of use as compared to the existing conditions. This use may result in an increase in traffic-generated greenhouse emissions; however, given the relatively small size of the project construction area and limited parking availability, these traffic-generated emissions are expected to be less than significant.

- b) The proposed project, with its recreational features, will not conflict with City plans, policies or regulations adopted for the purpose of reducing greenhouse gas emissions. BAAQMD is the agency responsible for ensuring that the National and California ambient air quality standards are attained and maintained in the San Francisco Bay Area Air Basin. A *Plan Bay Area* was adopted in 2013 to address air quality and greenhouse gases. In that plan, the baylands, including Bedwell Bayfront Park, was identified as a Priority Conservation Area which recognizes the significance of the open space and long-term protection. The Draft Park Plan includes trails and bicycle paths, which is consistent with Land Use Policy LU-6.9 that encourages well-designed pedestrian and bicycle facilities for safe and convenient multi-modal activity.

VIII. HAZARDS AND HAZARDOUS MATERIALS Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard for people residing or working in the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g) Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h) Expose people or structures to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion

The park is located on a closed landfill. The landfill was established in 1957 and closed in 1984; however, the closed site is still considered a Class III non-hazardous solid waste management facility. The facility manages for methane gas and leachate from the closed landfill as per permits with RWQCB, BAAQMD, BCDC and San Mateo County (Environmental Health and Solid Waste Program). The facility includes a

gas wellfield that includes 72 gas extraction wells and a network of gas collection pipes embedded just beneath the surface of the landfill cap. In addition, leachate from the landfill is collected from 12 extraction sumps that are located along the perimeter of the landfill. The project includes improvements to these landfill features. No hazardous materials are known from the property.

- a) The project would not include the transport, use, or disposal of hazardous materials.
- b) Project construction may require the use of certain hazardous materials such as fuels and oils for construction equipment. Any fueling would be minimal and would occur at designated construction staging area(s), consistent with the projects SWPPP.
- c) The project is not located within ¼- mile from any school and the project would not emit hazardous emissions or involve handling of hazardous or acutely hazardous materials, or waste.
- d) The project site is not included on the California Department of Toxic Substance Control and State Water Resources Control Board list of hazardous materials sites.
- e) The project site is not located within two miles of a public airport. The closest airport is the Palo Alto Airport, located approximately 4 miles southeast of the park. The San Carlos Airport is located approximately 4 miles northwest of the park. Larger airports include Moffett Field (9 miles to the southeast), Hayward Airport (11 miles to the northeast), San Jose international Airport (11 miles to the southeast), Oakland International Airport (11 miles to the north) and San Francisco International Airport (14 miles to the northwest).
- f) The project site is not located within the vicinity of a private airstrip.
- g) The Bedwell Bayfront Park is accessed from Marsh Road, an existing public road. The internal park road is a narrower asphalt road. These roads currently provide emergency access and evacuation routes for the existing park uses. Improvements to the internal roadway will improve emergency access for public use spaces/activities. Improvements may also be required for the landfill improvements.
- h) The park is not considered wildlands as the park supports managed (seasonally mowed) grassland and tree/shrub groves. The site is managed to prevent wildfire consistent with landfill closure requirements. The landfill improvements include an improved fire suppression system (additional fire hydrants).

IX. HYDROLOGY AND WATER QUALITY Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Violate any water quality standards or waste discharge requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level which would not support existing land uses or planned uses for which permits have been granted)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation on- or off-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Otherwise substantially degrade water quality?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g) Place housing within a 100-year flood hazard area as mapped on a federal Flood Hazard Boundary or Flood Insurance Rate Map or other flood hazard delineation map?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h) Place within a 100-year flood hazard area structures which would impede or redirect flood flows?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i) Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
j) Inundation by seiche, tsunami, or mudflow?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion

Bedwell Bayfront Park does not support any drainage channels, other than low areas amid the grassland, the tidal pond, and a portion of Flood Slough. Low areas amid the grassland collect surface runoff and precipitation during the winter months, yet are ephemeral, with surface water drying by late spring/summer. These low areas do not contribute flow to any watercourses. Rainfall and runoff from Marsh Road, paved parking lots and other impervious surfaces appears to drain onto natural surfaced areas and vegetated areas, although they may be some input into Flood Slough and the tidal pond.

Many low-lying areas along the bay shoreline are located within the 100-year floodplain that is subject to tidal flooding from San Francisco Bay; however, Bedwell Park is outside this zone. The site is subject to effects from sea level rise. The BCDC predicts a sea level rise of 16 inches by 2050 and 55 inches by 2100. The project proposes to elevate the Bay Trail and restrooms to address sea level rise.

- a) Water quality of Flood Slough and the tidal pond could be affected by potential soil erosion, sedimentation, and other degradation of water quality during construction activities associated with new recreational facilities and other site improvements. As the project area to be disturbed by construction activities is greater than one acre and will require a Storm Water Pollution Prevention Plan (SWPPP), implementation of the SWPP will reduce this potential impact to a less than significant. Runoff from the parking lots, other impervious surfaces or other improvements could contain sediment or pollutants from construction equipment; however, the Draft Park Plan includes stormwater treatment areas adjacent to the parking lots and paved trails. These stormwater treatment areas will manage the quantity and quality of storm water run-off before it enters San Francisco Bay.
- b) The proposed project would not substantially deplete groundwater supplies. No wells are known in close proximity to the site. There will be no impact to groundwater recharge and supplies.
- c) The site includes a portion of Flood Slough. Construction of a boat launch facility along this waterway would not substantially alter the course of this waterway. Measures outlined in Recommendation BIO-1 will reduce impacts to this waterway to less than significant level.
- d) Surface runoff from the project site currently percolates into the ground, collects as seasonally ponded water, or flows by sheet flow toward Flood Slough or other portions of San Francisco Bay. There are no storm drain systems within the park. Development of new recreational facilities, including additional paved parking lots would potentially result in an increase in the rate and volume of surface runoff. The City’s drainage policy states that any project cannot increase the amount of surface runoff. Also, all drainage systems must drain to the slough and away from the landfill. Therefore, the proposed park plan includes stormwater treatment areas adjacent to the parking lots and paved trails. These stormwater treatment areas will manage the quantity and quality of storm water run-off before it enters San Francisco Bay. Drainage calculations for the final proposed drainage plan will be needed to confirm the retention or detention measures will be sufficient to avoid increased runoff which could potentially result in localized flooding.

Recommendation HYDRO-1: As part of design plans, conduct drainage calculations for the final proposed drainage plan to determine size and configuration of retention or detention measures to avoid increased runoff which could potentially result in localized flooding.

- e) Runoff from the project site ultimately reaches San Francisco Bay. Replacement of the existing natural ground surface with impervious recreational facilities would potentially increase the amount and rate of runoff from the project site. Drainage calculations for the final proposed drainage plan will be needed to determine if runoff water from the proposed project would exceed the capacity of existing or planned storm water drainage systems. Drainage calculations for the final proposed drainage plan will be needed to confirm the retention or detention measures would be sufficient such that the proposed project would not exceed the capacity of existing or planned storm water drainage systems. Implementation of **Recommendation HYDRO-1** would reduce the potential impact to less than significant.
- f) See discussion under (e) above.
- g) The project site is not located within a FEMA Special Flood Hazard Area, as mapped in the ConnectMenlo EIR. proposed project does not involve construction of housing thus, there would be no impact.
- h) The proposed project would not affect flooding, thus there would be no impact.
- i) The project would not involve construction of new structures or expose people to flooding as a result of a levee or dam failure.
- j) The project site is located outside of the tsunami inundation zone, as mapped in the ConnectMenlo EIR. The project site would not be subject to mudflows or seiches.

X. LAND USE AND PLANNING Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Physically divide an established community?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, local coastal program, or zoning ordinance) adopted for the purpose of avoiding or mitigating an environmental effect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Conflict with any applicable habitat conservation plan or natural community conservation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion

- a) The project would not include any features that would divide this community; trails and other infrastructure improvements may provide additional connections from one residential area to another. No impact to an established community would occur as a result of the project.

- b) The project site is located within the City of Menlo Park. The project is located east of the Bayfront Area, yet the park and surrounding areas were included in the City of Menlo Park General Plan Land Use Element (ConnectMenlo) (Draft, October 2015). The Bayfront Area is generally bounded by San Francisco Bay to the north; Redwood City to the west; East Palo Alto to the southeast; and the Menlo Park neighborhoods of Belle Haven, Flood Triangle, Suburban Park, and Lorelei Manor to the south. Currently, the Bayfront Area includes Residential/Residential Mixed-Use, Industrial/Business Park, Baylands and Parks and Recreation, Open Space/Conservation Area and Commercial General Plan land use designations. The following goals and policies in ConnectMenlo EIR (2016) are applicable to the Bedwell Bayfront Park project:
 - Goal LU-6: Preserve open-space lands for recreation; protect natural resources and air and water quality; and protect and enhance scenic qualities.
 - Policy Lu 6.1. Parks and Recreation System. Develop and maintain a parks and recreation system that provides areas, play fields, and facilities conveniently located and properly designed to serve the recreation needs of all Menlo Park residents.
 - Policy LU 6.6: Public Bay Access. Protect and support public access to the Bay for the scenic enjoyment of open water, sloughs, and marshes, including restoration efforts, and completion of the Bay Trail.
 - Policy LU-6.7: Habitat Preservation. Collaborate with neighboring jurisdictions to preserve and enhance the Bay, shoreline, San Francisquito Creek, and other wildlife habitat and ecologically fragile areas to the maximum extent possible.
 - Goal OSC-1: Maintain, Protect and Enhance Open Space and Natural Resources.
 - Policy OSC-1.2: Habitat for Open Space and Conservation Purposes. Preserve, protect, maintain, and enhance water, water-related areas, and plant and wildlife habitat for open space and conservation purposes.

- Policy OSC-1.3: Sensitive Habitats. Require new development on or near sensitive habitats to provide baseline assessments prepared by qualified biologists, and specify requirements relative to the baseline assessments.
- Policy OSC-1.4: Habitat Enhancement. Require new development to minimize the disturbance of natural habitats and vegetation, and requires revegetation of disturbed natural habitat areas with native or non-invasive naturalized species.
- Policy OSC-1.5: Invasive, Non-Native Plant Species. Avoid the use of invasive, non-native species, as identified on the lists of invasive plants maintained at the California Invasive Plant Inventory and United States Department of Agriculture invasive and noxious weeds database, or other authoritative sources, in landscaping on public property.
- Policy OSC-1.6: South Bay Salt Pond Restoration Project and Flood Management Project. Continue to support and participate in Federal and State efforts related to the South Bay Salt Pond Restoration Project and flood management project. Provide public access to the Bay for the scenic enjoyment and recreation opportunities as well as conservation education opportunities related to the open Bay, the sloughs, and the marshes.

The development of the park master plan is consistent with the General Plan goals and does not conflict with any other land use plans for the region.

- c) There are presently no habitat conservation plans or natural community conservation plans for the Bedwell Bayfront Park. The project site is located outside the permit area for the Santa Clara Valley Habitat Plan.

XI. MINERAL RESOURCES Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Result in the loss of availability of a locally-important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion

- a) The project would not result in the loss of availability of a known mineral resource.
- b) The Project site is not delineated as a locally important mineral resource by the California Geological Survey (CGS) or on any County or City land use plan. The San Mateo County General Plan Mineral Resources Map does not specify that the Project site contains any significant mineral resources. However, according to this map, the project site is located south of an area delineated as Salines, which are salt evaporation ponds. Nonetheless, construction and operational activities associated with the project would have no impact on mineral resources.

XII. NOISE Would the project result in:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Exposure of persons to or generation of excessive ground borne vibration or ground borne noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) For a project within the vicinity of a private airstrip, would the project expose people residing or working in the project area to excessive noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion

- a) The project site is located north of State Route 84 (Bayfront Expressway) and near US Route 101. No single-family residences or schools are located nearby. Use of the property for recreation as identified in the Draft Park Plan or landfill improvements would not likely generate noise levels that exceed the City’s noise ordinance. The Draft Park Plan does not propose amplified sound or motorized aircraft.
- b) Construction of the project is not expected to require the use of explosives, pile driving, or other equipment which would generate excessive ground borne vibration or ground borne noise levels; however, some short duration construction noise may occur during construction of new facilities.
- c) Ambient noise at the project site is limited to commercial airplane traffic, noise from the sewage flow equalization facility and existing passive recreational activities. With the exception of intermittent commercial airplane noise, the ambient noise is low. Development of additional recreational facilities could increase the types of use in the park, such as a glider area (non-motorized), kayak launch and access to Flood Slough (non-motorized boats), fitness area, picnic

areas and improvements to existing trails. None of these uses are expected to result in a substantial permanent increase in ambient noise levels.

- d) Construction activities would result in a temporary or periodic increase in ambient noise levels in the project vicinity. According to the City Municipal Code, construction activities are exempted from the noise ordinance between the hours of 8:00 a.m. and 6:00 p.m. Monday through Friday; The temporary periodic increase ambient noise levels associated with project construction would be less than significant.
- e) The project is not located within an area covered by an airport land use plan or within two miles of a public airport or public use airport.
- f) The project is not located within the vicinity of a private airstrip.

XIII. POPULATION AND HOUSING Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion

- a) The project does not include new homes, businesses, extension of roads, or other infrastructure. No growth inducing impacts would occur as a result of the project.
- b) The project site does not support any residences.
- c) The project would not displace a substantial number of any population.

XIV. PUBLIC SERVICES	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services:				
Fire protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Police protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Parks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other public facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion

a) The project would create new uses within a public park and some existing uses would be modified to accommodate additional public access. The project also includes landfill improvements. The Menlo Park Fire Protection District (MPFPD) provides fire protection services to the park. The fire suppression system will be expanded within the park as part of the landfill improvements, as required by the City’s Fire Marshall. Road improvements may also be required to accommodate fire truck access, as required by the Fire Marshall. The park is maintained by the Menlo Park Community Services Department. Police service is provided by the City of Menlo Park Police Department. The proposed recreational facilities and landfill improvements would need to comply with state and local fire codes and ensure adequate safety features. With these features implemented, the project is not expected to result in adverse service levels for fire and police protection or park maintenance. If MPFPD has interest in using the proposed boat launch, which would involve motorized watercraft, additional review would be required to evaluate noise, biological issues, hazardous materials and other potential impacts.

XV. RECREATION	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Does the project include recreational facilities or require the construction or expansion of recreational facilities which might have an adverse physical effect on the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Discussion

- a) The project will establish new recreational uses within the park and provide improvements to existing amenities. The project also identified future trail connections to adjacent open space areas that may increase the public’s access to such areas. The project identifies the need for an entry/parking fee that will provide funds for plan implementation, such that facilities do not substantially deteriorate.

- b) The proposed project may have an adverse impact on biological resources during construction, water quality, erosion, siltation, and storm water drainage. The City’s implementation of the recommended measures for these resource topics would ensure potential impacts to these resources would be less than significant.

XVI. TRANSPORTATION/TRAFFIC Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Exceed the capacity of the existing circulation system, based on an applicable measure of effectiveness (as designated in a general plan policy, ordinance, etc.), taking into account all relevant components of the circulation system, including but not limited to intersections, streets, highways and freeways, pedestrian and bicycle paths, and mass transit?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) Conflict with an applicable congestion management program, including, but not limited to level of service standards and travel demand measures, or other standards established by the county congestion management agency for designated roads or highways?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Result in inadequate emergency access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) Conflict with adopted policies, plans, or programs supporting alternative transportation (e.g., bus turnouts, bicycle racks)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Discussion

The project area is serviced by a mixed-use collector street, Marsh Road. Mixed use collector streets provide intra-city travel and access to the freeway system, and connect with other transportation facilities. In an emergency situation, these collector streets serve as emergency service and evacuation routes, or if the highway is blocked, collector streets provide alternative east-west and north-south connections. Mixed use collector streets include Haven Drive, Independence Drive, Constitution Drive, Chrysler Drive and Chico Street.

The City General Plan Land Use contains a policy (Policy LU-1.2 Transportation Network Expansion) that encourages integrations of land use planning efforts with development of an expanded transportation network focusing on mass transit rather than freeways, and support multimodal transit development that coordinates with Menlo Park land uses. If these actions were implemented, this could reduce transportation time to reach Bedwell Bayfront Park.

Currently, there are no bike lanes on the local streets in the immediate project vicinity, except for a portion of Chilco Street and the Bay Trail. Pedestrian circulation is also limited in the project area. The

General Plan identifies examples of improvements that could be done, such as a US 101 Pedestrian & Bicycle Overcrossing at Marsh Road and Marsh Road Corridor Pedestrian & Bicycle Improvements (Haven Avenue to Marsh Road/Bay Road): This project would provide pedestrian and bicycle circulation between the Bayfront Area east of US 101 with the area circulation system west of US 101 along Marsh Road. Another option is to provide continuous sidewalks with controlled pedestrian crossings and Class IV protected bicycle lanes on the Marsh Road overpass. These actions would improve pedestrian and bicycle access to Bedwell Bayfront Park. In addition, Phase 2 of the Salt Pond Restoration Project plans to install a new trail connection from the Bay Trail to Bedwell Bayfront Park, crossing through the Refuge. Phase 2 will also add other refuge trails and an overlook adjacent to Bedwell Bayfront Park.

- a,b) The entrance to the project area is located at the intersection of Marsh Road and State Route 84 (Bayfront Expressway). The park provides road-edge, dirt turnout, and paved parking areas. There is no on-street parking on Marsh Road or State Route 84. San Mateo County Transit District (SamTrans) Route 270 provides transit to the site. The closest bus stops are located on Haven Avenue and Marsh Road, near the park entrance. Route 270 provides a connection to CalTrain at the Redwood City Transit Center.

Park visitors would likely arrive by motor vehicles, foot, bicycle, or transit. Due to parking area limitations, the Draft Park Plan proposes eight additional parking spaces than the existing condition; therefore, the project would not result in a significant increase in vehicle trips.

Project construction activities would also occur on the site. During construction of park improvements and landfill improvements, there would be temporary and intermittent traffic impacts resulting from additional vehicle and truck trips to and from the project site. The total number of construction-related vehicle trips is not known at this time; however, the project could result in temporary and intermittent impact to transportation. The increase in construction vehicle and truck trips could potentially conflict with motor vehicle, pedestrian, and bicycle use on nearby local roads and at nearby intersections. Construction traffic control measures, such as a traffic control plan, would likely be needed when delivery/off-haul trucks and construction equipment are entering and leaving the construction site as determined by a traffic engineer and the City, such that the proposed project would not generate significant additional vehicular traffic or exceed a level of service standard or conflict with any applicable transportation/traffic plan, ordinance, policy, or congestion management program.

- c) The proposed project would not result in any change in air traffic patterns.
- d) The proposed project is not expected to include any roadway improvements which would substantially increase traffic hazards. During construction, truck traffic entering and exiting the site access road(s) could result in a temporary intermittent impact to the motor vehicle, pedestrian and bicycle use on local roads and arterials, but this would be less than significant with implementation of a construction-period traffic management plan (see item b).

Landfill improvements may also increase truck traffic, depending upon whether natural gas is captured from the landfill and a City truck fueling station is created. Additional study will be needed on potential transportation impacts from these improvements (see Recommendation TRANS-1, below).

Recommendation TRANS-1: The City should provide an analysis of traffic from landfill improvements if a truck fueling station is included in the improvements. The City should incorporate mitigations, if needed, to reduce impacts to a less-than-significant level.

The project may increase hazards due to incompatible uses, specifically use of radio-controlled hand-launched model gliders in close proximity to multi-use trails, pedestrian trails, an amphitheater, and small group picnic areas. There could be hazardous conditions, including collisions between gliders and other park users, if there is inadequate airspace between park uses. Measures are recommended to avoid/reduce hazards between the various park users (see Recommendation Trans-2, below).

Recommendation TRANS-2: The City should develop guidelines for radio-controlled hand-launched model gliders. Guidelines developed by other municipalities, include:

- Limit use to “hand-launched” radio controlled model gliders. The gliders should not have a propulsion system (i.e., non-motorized), other than a small battery to help the pilot control the wings.
- Limit use within designated glider area (both gliders and pilots).
- Gliders must maintain at least 100-foot vertical and horizontal clearance from all other park features (i.e., trails, structures, visitors).
- Limit use to gliders with weight less than 3 pounds and 2 meters in width so that the glider can be retained within the boundary of the meadow area.
- Post rules that gliders are not to cross pathways or encroach on the refuge.
- Limit the number of gliders flown in the meadow to five (5) at a time.
- Require glider operators to have current membership in an AMA Chartered Model Airplane Club (Academy of Model Aeronautics), which provides liability insurance.
- Comply with all applicable Federal Aviation Administration (FAA) regulations.

e) The project area is accessed for emergencies from existing local roads, one street (Marsh Road) and State Route 84 (Bayfront Expressway). These roads will provide emergency access/evacuation routes for recreational or public facilities.

f) Implementation of the Draft Park Plan is not expected to require off-street parking. The park provides adequate parking for the recreational uses proposed and it not expected to significantly impact local roadways. The proposed project is not expected to result in any permanent changes to public transit, bicycle, or pedestrian facilities. Pedestrian access may be increased within the project area, particularly if trail connections are provided to and from nearby open space lands and City roadways, which is consistent with City policies for alternative transportation. If additional project uses are approved which may exceed the available parking, or if parking fees are levied which may encourage park users to park on local streets, traffic and/or parking control measures may be needed (see Recommendation TRANS-3, below).

Recommendation TRANS-3: The City should provide an analysis of parking and traffic from off-site parking if additional park uses are added to the site and/or park fees encourage park users to use local streets for parking. The City should incorporate mitigations, if needed, to reduce impacts to a less-than-significant level.

XIII. TRIBAL CULTURAL RESOURCES Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
Would the project result in substantial change in the significance of a tribal cultural resources, defined in Public Resources Code section 21074 as either a site, feature, place, cultural landscape that is geographically defined in terms of the size and scope of the landscape, sacred place, or object with cultural value to a California Native American tribe, and that is:				
a) Listed or eligible for listing in the California Register of Historical Resources, or in a local register of historical resources as defined in Public Resources Code section 5020.1 (k)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) A resource determined by the lead agency, in its discretion and supported by substantial evidence, to be significant pursuant to criteria set forth in subdivision (c) of Public Resources Code Section 5024.1. In applying the criteria set forth in subdivision (c) of Public Resources Code Section 5024.1, the lead agency shall consider the significance of the resource to a California Native American tribe.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

a,b) Due to the preliminary nature of this environmental review, the Native American Heritage Commission (NAHC) was not contacted about tribal cultural resources within the project vicinity. There has not been any contact or consultation with any tribe from the NAHC’s contact list. Based on ConnectMenlo (2016), there are no identified historical features within the project site. Much of the project site was previously disturbed during use as a municipal landfill. Although, no impacts to tribal resources are anticipated because the site has been previously disturbed and includes fill material associated with the former landfill, implementation of the Connect Menlo EIR Mitigation Measures for cultural resources will reduce this impact to less than significant.

XIV. UTILITIES AND SERVICE SYSTEMS Would the project:	Potentially Significant Impact	Less Than Significant with Mitigation Incorporated	Less Than Significant Impact	No Impact
a) Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) Require or result in the construction of new storm water drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Result in a determination by the wastewater treatment provider which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g) Comply with federal, state, and local statutes and regulations related to solid waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Discussion

- a) The proposed project proposes a new restroom, but no significant expansion in additional wastewater services or facilities (i.e., restrooms). No conflicts or impacts to wastewater treatment requirements will occur.
- b) The proposed project includes additional fire suppression (fire hydrants) as part of the landfill improvements. The additional fire hydrants do not require construction of new water or wastewater treatment facilities or the expansion of an existing facility.
- c) The proposed project includes new storm water retention/detention improvements. The City's implementation of a drainage plan and BMPs would ensure potential impacts to environmental resources are less than significant.

- d) The proposed project is not likely to require additional water services. Minor improvements to water service are proposed in the restroom area.

- e-g) The proposed project would not result in a significant increase in wastewater and solid waste. This increase would not impact the wastewater treatment plant or landfill capacity to provide service to the recreational facility. The project will comply with federal, state, and local statutes and regulations related to solid waste.

REFERENCES

References

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Personal Communications

- Marie Mai and Jana Schwartz (Callander Associates) and Kathleen Lyons (Biotic Resources Group), Phone and email communication on proposed recreational uses, June 2017, September 2017, October 2017.

APPENDICES

APPENDIX A

Table 1. Special Status Plant Species Evaluated for Occurrence at Bedwell Bayfront Park

Species	Status	Habitat	Known Occurrence on Site/Vicinity Potential Habitat within Project Area?
<i>Acanthomintha duttonii</i> San Mateo thornmint	FE, SE, List 1B.1	Valley and foothill grassland, serpentine	Near Menlo County Club Golf Course, likely extirpated (1915) No suitable habitat present; not observed
<i>Allium peninsulare</i> var. <i>franciscanum</i> Franciscan onion	List 1B.2	Grasslands, oak woodlands; often on serpentine	Jasper Ridge, Page Mill Road, Farm Hill Blvd (Stulsaft Park) No suitable habitat; not observed
<i>Astragalus tener</i> var. <i>tener</i> Alkali milk-vetch	List 1B.1	Alkaline vernal pools, moist grassland	Recent record from Fremont in seasonal wetland. Slight potential in mesic areas, yet not observed
<i>Atriplex depressa</i> Brittlescale	List 1B.1	Chenopod scrub, playas, moist grassland	Recent record from Fremont in seasonal wetland. Slight potential in mesic areas, yet not observed
<i>Atriplex joaquiniana</i> San Joaquin saltbush	List 1B.1	Chenopod scrub, playas, moist grassland	Slight potential in mesic areas, yet not observed
<i>Atriplex minuscula</i> Lesser saltscale	List 1B.1	Chenopod scrub, playas, moist grassland	Recent record from Fremont in seasonal wetland. Slight potential in mesic areas, yet not observed
<i>Centromadia parryi</i> ssp. <i>congdonii</i> Congdon’s tarplant	List 1B.2	Grasslands. Often mesic, can be alkaline	Ravenswood area of East Palo Alto, S out RR Tracks CNDDDB Occ. #54 Slight potential in mesic areas, yet not observed
<i>Chloropyron maritimum</i> ssp. <i>palustre</i> Pt. Reyes bird’s beak	List 1B.1	Coastal salt marsh, with pickleweed and saltgrass	Known from refuge in Fremont. Slight potential along Flood Slough and tidal pond, yet not observed
<i>Cirsium fontinale</i> var. <i>fontinale</i> Fountain thistle	FE, SE, List 1B.1	Chaparral, grassland, serpentine	Stulsaft Park in Redwood City, E of Woodside Glen No suitable habitat; not observed
<i>Cirsium praeteriens</i> Lost thistle	List 1A	Unknown	Considered extinct; historic occurrence from Palo Alto Not observed
<i>Collinsia multicolor</i> San Francisco collinsia	List 1B.2	Pine forests, coastal scrub, often on serpentine	Stanford University (1913) No suitable habitat; not observed
<i>Chorizanthe robusta</i> var. <i>robusta</i> Robust spineflower	FE, List 1B.1	Coastal dunes, scrub, sandy	Historic occurrence within 5 miles, likely extirpated No suitable habitat present; not observed

Species	Status	Habitat	Known Occurrence on Site/Vicinity Potential Habitat within Project Area?
<i>Dirca occidentalis</i> Western leatherwood	List 1B.2	Upland forests, chaparral	Jasper Ridge Area: Los Trancos Creek and San Francisquito Creek No suitable habitat; not observed
<i>Eryngium aristulatum</i> var. <i>hooveri</i> Hoover's button celery	List 1B.2	Vernal swales, mesic grassland	Foothills near Stanford Potentially suitable habitat in moist portions of grassland; not observed
<i>Fritillaria liliacea</i> Fragrant fritillary	List 1B.2	Woodlands, prairie, coastal scrub; serpentine	Hills near Stanford (herbarium, 1934) No suitable habitat; not observed
<i>Hesperolinum congestum</i> Marin western flax	FT, ST, List 1B.1	Chaparral, grassland, serpentine	Stulsaft Park, Redwood City No suitable habitat; not observed
<i>Lasthenia conjugens</i> Contra Costa goldfields	FE, List 1B.1	Saline/alkaline vernal pools, moist grassland	Historical record from Newark along bay shore. Slight potential in mesic areas, yet not observed
<i>Malacothamnus arcuatus</i> Arcuate bush-mallow	List 1B.2	Chaparral	Jasper Ridge, Arastradero Preserve, Los Trancos Creek No suitable habitat; not observed
<i>Malacothamnus davidsonii</i> Davidson's bush-mallow	List 1B.2	Chaparral, scrub	No suitable habitat; not observed
<i>Malacothamnus hallii</i> Halls' bush-mallow	List 1B.2	Chaparral, scrub	Foothills near Stanford (1936) No suitable habitat; not observed
<i>Monolopia gracilens</i> Woodland woollythreads	List 1B.2	Grasslands, woodlands	Jasper Ridge, Road to La Honda (1929) No suitable habitat; not observed
<i>Navarretia prostrata</i> Prostrate navarretia	List 1B.2	Seasonal wetlands and vernal pools	Historical record from Newark along bay shore. Slight potential in mesic areas, yet not observed
<i>Plagiobothrys chorisianus</i> var. <i>chorisianus</i> Choris' popcorn flower	List 1B.2	Chaparral, coastal scrub and coastal prairie	El Corte Madera Creek area (1898) No suitable habitat; not observed
<i>Plagiobothrys glaber</i> Hairless popcorn flower	List 1A	Alkali meadows and coastal salt marshes	Presumed extinct Slight potential in mesic areas, yet not observed; not observed
<i>Suaeda californica</i> California seablite	FE, List 1B.1	Salt marsh with sandy substrate	Recorded in salt marsh areas along bay Low potential along Flood Slough; steep slope reduces habitat suitability. Slight potential in tidal pond.
<i>Trifolium hydrophilum</i> Saline clover	List 1B.1	Alkali meadows, edge of salt marshes	Historic record from Belmont, Recent record from Fremont Slight potential in mesic areas, yet not observed; not observed

<i>Tropidocarpum capparideum</i> Caper-fruited tropidocarpum	List 1B.1	Valley and foothill grassland, alkaline	Foothills near Stanford Potentially suitable habitat in moist portions of grassland/pond; not observed
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Table 2. Special Status Wildlife Species and Their Predicted Occurrence at the Bedwell Bayfront Park Project Area, June 2017

Species	Status ¹	Habitat	Potential Occurrence on Site
Invertebrates			
Bay checkerspot butterfly <i>Euphydryas editha bayensis</i>	FE	Grasslands with larval host plant <i>Sedum spathulifolium</i>	None. No suitable habitat on site.
Amphibians			
California tiger salamander <i>Ambystoma californiense</i>	FT, CSC	Freshwater ponds for breeding, grasslands with burrows for upland habitat	None, no suitable habitat on site.
California red-legged frog <i>Rana aurora draytonii</i>	FT, CSC	Riparian, marshes, estuaries and ponds with still water at least into June for breeding.	None, no suitable freshwater habitat.
Reptiles			
Western pond turtle <i>Actinemmys marmorata</i>	CSC	Creeks and ponds with water of sufficient depth for escape cover, and structure for basking; grasslands or bare areas for nesting.	None, no suitable freshwater habitat.
San Francisco garter snake <i>Thamnophis sirtalis tetrataenia</i>	FE, SE	Freshwater creeks and ponds with adjacent open grasslands for upland refugia	None, no suitable habitat on site.
Birds			
California Ridgway's rail (=California clapper rail) <i>Rallus obsoletus</i>	SE, FE	Nests in salt marshes with sloughs and dense pickleweed and cordgrass, as well as in fresh/brackish water marshes with dense bulrush or cattails	Not known to nest in tidal pond, but known from nearby Greco Island; may occasionally be present for foraging or resting.
California black rail <i>Laterallus jamaicensis coturniculus</i>	ST	Nests in fresh and salt water marshes with dense vegetation such as cattails, pickleweed, cordgrass	Not known to nest on site; may be occasionally present for foraging or resting.
Western snowy plover <i>Charadrius alexandrinus nivosus</i>	FT	Nests in salt pond levees, alkali flats, sandy beaches	Nesting habitat absent on site or immediately adjacent to site.
California least tern <i>Sterna antillarum browni</i>	SE, FE	Nests in coasts and bay margins with sandy beach, alkali flat, open bare ground	Nesting habitat absent on site or immediately adjacent to site.
Saltmarsh common yellowthroat <i>Geothlypis trichas sinuosa</i>	CSC	Nests in dense vegetation (cattails, rushes) at water's edge of freshwater ponds, estuaries, creeks	Nesting habitat absent on site.
Alameda song sparrow <i>Melospiza melodia pusillula</i>	CSC	Nests in dense bulrush and/or cattail vegetation adjacent to freshwater marshes	Nesting habitat absent on site.
Mammals			

Table 2. Special Status Wildlife Species and Their Predicted Occurrence at the Bedwell Bayfront Park Project Area, June 2017

Species	Status ¹	Habitat	Potential Occurrence on Site
Pallid bat <i>Antrozous pallidus</i>	CSC	Roosts in rock outcroppings, caves, hollow trees, mines, buildings and bridges.	None, no suitable habitat.
Salt-marsh wandering shrew <i>Sorex vagrans halicoetes</i>	CSC	Medium to high salt marsh with abundant drift wood.	Habitat absent on site.
Salt-marsh harvest mouse <i>Reithrodontomys raviventris</i>	SE, FE	Pickleweed salt marshes of San Francisco Bay	Known to occur in dense areas of Flood Slough, but tidal pond too small to support a population and lacks suitable upland escape.
San Francisco dusky-footed woodrat <i>Neotoma fuscipes annectens</i>	CSC	Oak, pine and riparian woodlands	Possible in tree groves.
American badger <i>Taxidea taxus</i>	CSC	Grasslands with friable soils	None, no suitable habitat.

¹ Key to status: FE=Federally listed as endangered species; FT=Federally listed as threatened species; SE=State listed as endangered species; ST=State listed as threatened species; CSC=California species of special concern

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Site Code: 1
 Station ID:
 BAYFRONT PARK

Start Time	14-Mar-17 Tue	ENTER	EXIT							Total
12:00 AM		0	0							0
01:00		0	0							0
02:00		0	0							0
03:00		0	0							0
04:00		0	0							0
05:00		0	0							0
06:00		7	1							8
07:00		23	18							41
08:00		30	30							60
09:00		38	27							65
10:00		56	62							118
11:00		75	69							144
12:00 PM		80	89							169
01:00		58	61							119
02:00		62	56							118
03:00		53	56							109
04:00		50	50							100
05:00		75	51							126
06:00		160	79							239
07:00		68	186							254
08:00		0	0							0
09:00		0	0							0
10:00		0	0							0
11:00		0	0							0
Total		835	835							1670
Percent		50.0%	50.0%							
AM Peak	-	11:00	11:00	-	-	-	-	-	-	11:00
Vol.	-	75	69	-	-	-	-	-	-	144
PM Peak	-	18:00	19:00	-	-	-	-	-	-	19:00
Vol.	-	160	186	-	-	-	-	-	-	254

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Site Code: 1
 Station ID:
 BAYFRONT PARK

Start Time	15-Mar-17 Wed	ENTER	EXIT							Total
12:00 AM		0	0							0
01:00		0	0							0
02:00		0	0							0
03:00		0	0							0
04:00		0	0							0
05:00		0	0							0
06:00		22	1							23
07:00		60	39							99
08:00		63	50							113
09:00		71	85							156
10:00		72	76							148
11:00		53	77							130
12:00 PM		81	77							158
01:00		59	69							128
02:00		57	54							111
03:00		64	68							132
04:00		67	59							126
05:00		107	72							179
06:00		87	136							223
07:00		1	3							4
08:00		0	0							0
09:00		0	0							0
10:00		0	0							0
11:00		0	0							0
Total		864	866							1730
Percent		49.9%	50.1%							
AM Peak	-	10:00	09:00	-	-	-	-	-	-	09:00
Vol.	-	72	85	-	-	-	-	-	-	156
PM Peak	-	17:00	18:00	-	-	-	-	-	-	18:00
Vol.	-	107	136	-	-	-	-	-	-	223

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Site Code: 1
 Station ID:
 BAYFRONT PARK

Start Time	16-Mar-17 Thu	ENTER	EXIT							Total
12:00 AM		0	0							0
01:00		0	0							0
02:00		0	0							0
03:00		0	0							0
04:00		0	0							0
05:00		0	0							0
06:00		20	0							20
07:00		65	50							115
08:00		74	74							148
09:00		89	80							169
10:00		61	79							140
11:00		74	58							132
12:00 PM		86	90							176
01:00		61	73							134
02:00		53	78							131
03:00		56	54							110
04:00		51	52							103
05:00		75	58							133
06:00		117	97							214
07:00		28	64							92
08:00		0	0							0
09:00		0	0							0
10:00		0	0							0
11:00		0	0							0
Total		910	907							1817
Percent		50.1%	49.9%							
AM Peak	-	09:00	09:00	-	-	-	-	-	-	09:00
Vol.	-	89	80	-	-	-	-	-	-	169
PM Peak	-	18:00	18:00	-	-	-	-	-	-	18:00
Vol.	-	117	97	-	-	-	-	-	-	214

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Site Code: 1
 Station ID:
 BAYFRONT PARK

Start Time	17-Mar-17 Fri	ENTER	EXIT	Total						
12:00 AM		0	0	0						
01:00		0	0	0						
02:00		0	0	0						
03:00		0	0	0						
04:00		0	0	0						
05:00		0	0	0						
06:00		15	0	15						
07:00		41	33	74						
08:00		72	53	125						
09:00		98	83	181						
10:00		78	94	172						
11:00		57	64	121						
12:00 PM		77	69	146						
01:00		50	69	119						
02:00		66	73	139						
03:00		57	67	124						
04:00		57	58	115						
05:00		97	61	158						
06:00		112	109	221						
07:00		38	83	121						
08:00		0	0	0						
09:00		0	0	0						
10:00		0	0	0						
11:00		0	0	0						
Total		915	916	1831						
Percent		50.0%	50.0%							
AM Peak	-	09:00	10:00	-	-	-	-	-	-	09:00
Vol.	-	98	94	-	-	-	-	-	-	181
PM Peak	-	18:00	18:00	-	-	-	-	-	-	18:00
Vol.	-	112	109	-	-	-	-	-	-	221

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Site Code: 1
 Station ID:
 BAYFRONT PARK

Start Time	18-Mar-17 Sat	ENTER	EXIT							Total
12:00 AM		0	0							0
01:00		0	0							0
02:00		0	0							0
03:00		0	0							0
04:00		0	0							0
05:00		0	0							0
06:00		13	2							15
07:00		99	28							127
08:00		86	72							158
09:00		98	96							194
10:00		91	115							206
11:00		93	109							202
12:00 PM		70	89							159
01:00		58	52							110
02:00		62	72							134
03:00		51	45							96
04:00		80	69							149
05:00		90	80							170
06:00		68	79							147
07:00		13	33							46
08:00		0	0							0
09:00		0	0							0
10:00		0	0							0
11:00		0	0							0
Total		972	941							1913
Percent		50.8%	49.2%							
AM Peak	-	07:00	10:00	-	-	-	-	-	-	10:00
Vol.	-	99	115	-	-	-	-	-	-	206
PM Peak	-	17:00	12:00	-	-	-	-	-	-	17:00
Vol.	-	90	89	-	-	-	-	-	-	170

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Site Code: 1
 Station ID:
 BAYFRONT PARK

Start Time	19-Mar-17 Sun	ENTER	EXIT	Total					
12:00 AM		0	0	0					
01:00		0	0	0					
02:00		0	0	0					
03:00		0	0	0					
04:00		0	0	0					
05:00		1	1	2					
06:00		13	0	13					
07:00		32	16	48					
08:00		58	35	93					
09:00		90	64	154					
10:00		80	93	173					
11:00		83	90	173					
12:00 PM		82	70	152					
01:00		81	90	171					
02:00		70	78	148					
03:00		78	70	148					
04:00		88	82	170					
05:00		73	76	149					
06:00		62	84	146					
07:00		14	50	64					
08:00		2	3	5					
09:00		0	0	0					
10:00		0	0	0					
11:00		0	0	0					
Total		907	902	1809					
Percent		50.1%	49.9%						
AM Peak	-	09:00	10:00	-	-	-	-	-	10:00
Vol.	-	90	93	-	-	-	-	-	173
PM Peak	-	16:00	13:00	-	-	-	-	-	13:00
Vol.	-	88	90	-	-	-	-	-	171

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Site Code: 1
 Station ID:
 BAYFRONT PARK

Start Time	20-Mar-17 Mon	ENTER	EXIT							Total
12:00 AM		0	0							0
01:00		0	0							0
02:00		0	0							0
03:00		0	0							0
04:00		0	0							0
05:00		0	0							0
06:00		16	1							17
07:00		44	37							81
08:00		77	52							129
09:00		83	78							161
10:00		61	76							137
11:00		58	62							120
12:00 PM		62	77							139
01:00		47	59							106
02:00		36	46							82
03:00		12	26							38
04:00		26	19							45
05:00		41	23							64
06:00		43	45							88
07:00		17	28							45
08:00		0	0							0
09:00		0	0							0
10:00		0	0							0
11:00		0	0							0
Total		623	629							1252
Percent		49.8%	50.2%							
AM Peak	-	09:00	09:00	-	-	-	-	-	-	09:00
Vol.	-	83	78	-	-	-	-	-	-	161
PM Peak	-	12:00	12:00	-	-	-	-	-	-	12:00
Vol.	-	62	77	-	-	-	-	-	-	139
Total		6026	5996							12022
Percent		50.1%	49.9%							
ADT		ADT 1,717	AADT 1,717							

Table - Bedwell Bayfront Park Parking Occupancy

Count Date:	Tues., March, 14, 2017	Wed., March, 15, 2017	Thurs., March,	Fri., March, 17, 2017	Sat., March, 18, 2017	Sun., March, 19, 2017	Mon., March, 20, 2017
Time	Est. Number of Parked Vehicles ¹	Est. Number of Parked Vehicles ¹	Est. Number of Parked Vehicles ¹	Est. Number of Parked Vehicles ¹	Est. Number of Parked Vehicles ¹	Est. Number of Parked Vehicles ¹	Est. Number of Parked Vehicles ¹
12:00 AM	0	0	0	0	0	0	0
1:00 AM	0	0	0	0	0	0	0
2:00 AM	0	0	0	0	0	0	0
3:00 AM	0	0	0	0	0	0	0
4:00 AM	0	0	0	0	0	0	0
5:00 AM	0	0	0	0	0	0	0
6:00 AM	6	21	20	15	11	13	15
7:00 AM	11	42	35	23	82	29	22
8:00 AM	11	55	35	42	96	52	47
9:00 AM	22	41	44	57	98	78	52
10:00 AM	16	37	26	41	74	65	37
11:00 AM	22	13	42	34	58	58	33
12:00 PM	13	17	38	42	39	70	18
1:00 PM	10	7	26	23	45	61	6
2:00 PM	16	10	1	16	35	53	0
3:00 PM	13	6	3	6	41	61	0
4:00 PM	13	14	2	5	52	67	0
5:00 PM	37	49	19	41	62	64	7
6:00 PM	118	0	39	44	51	42	5
7:00 PM	0	0	3	0	31	6	0
8:00 PM	0	0	3	0	31	5	0
9:00 PM	0	0	3	0	31	5	0
10:00 PM	0	0	3	0	31	5	0
11:00 PM	0	0	3	0	31	5	0
Data Summary							
	Number of Occurrences with Parking Occupancy > 0.80 ² :						
	Number of Occurrences with Parking Occupancy > 0.85 ² :						
	Number of Occurrences with Parking Occupancy > 0.90 ² :						
Notes							
	¹ Estimated number of parked vehicles is derived from the tube counts collected at the park entrance.						

DRAFT EXECUTIVE SUMMARY

To: Derek Schweigart and Azalea Mitch
 City of Menlo Park

Brian Fletcher, Marie Mai, and Jana Schwartz
 Callander Associates

From: Ashleigh Kanat and Teifon Rice-Evans

Subject: Bedwell Bayfront Park Master Plan: Preliminary Funding Strategy; EPS #161177

Date: October 18, 2017

The Economics of Land Use



In support of the Bedwell Bayfront Park Master Plan process, Economic & Planning Systems, Inc. (EPS) is preparing the funding and financing strategy to guide implementation of the proposed park improvements. This memorandum summarizes the estimated costs to install the proposed capital improvements and maintain and operate the park each year and describes potential funding sources and financing mechanisms. The funding strategy is based on information learned through discussions with City staff and during the community meetings, subsequent targeted research, and prior EPS experience.

Preliminary Findings and Recommendations

- 1. The Bedwell Bayfront Park (BBP) will require new investment in the coming years as the established Maintenance Fund is nearing depletion and a number of capital improvements are required.***

The BBP Maintenance Fund is a sinking fund used for expenses related to the operations and maintenance of park facilities.¹ The Fund has a balance of \$335,000 and current annual operating and maintenance expenses are about \$110,000, suggesting full depletion in three years. At a minimum, the City needs to identify a long-term funding source to cover these costs. However, as described further below, the BBP Master Plan process has identified a number of additional capital improvement investments and associated

Economic & Planning Systems, Inc.
 One Kaiser Plaza, Suite 1410
 Oakland, CA 94612-3604
 510.841.9190 tel
 510.740.2080 fax

Oakland
 Sacramento
 Denver
 Los Angeles

www.epsys.com

¹ The City imposed a tipping fee on each ton of waste disposed in the landfill until the landfill was closed in 1982.

operating and maintenance costs that are required to provide both basic and enhanced park improvements. In addition, the City must continue to address the required landfill improvements and management costs as well as a range of costs associated with addressing sea level rise.

2. The Bedwell Bayfront Park Master Plan process has identified park improvements of approximately \$9.0 to \$13.5 million, the funding of which will require a broad array of funding sources.

As shown in **Table 1**, capital cost estimates are provided both with and without costs related to complying with landfill regulatory requirements. With landfill-related improvements, total estimated costs are approximately \$13.5 million. Without landfill-related improvements, estimated costs are approximately \$9.0 million. Of the \$9.0 million estimate, approximately 45 percent of the estimated costs are related to “basic park” improvements,² while approximately 34 percent of costs are to implement “enhanced park” features. The remainder of the capital costs are to protect against sea-level rise. Landfill-related costs are expected to be funded from the Bedwell Bayfront Park Landfill Fund. As park improvements are implemented (consistent with the proposed BBP phasing), annual operations and maintenance costs are estimated to range from \$330,000 per year after Phase 1 improvements are installed to \$480,000 per year in Phase 3.

Table 1 Estimate of Probable Construction Costs (Rounded, in 2017 Dollars)

Improvement Category	Phase 1	Phase 2	Phase 3	Total	Share of Total	
	0 to 5 Years	5 to 10 Years	10 to 15 Years		w/ Landfill	w/o Landfill
Basic Park Improvements	\$2,016,000	\$1,790,000	\$287,000	\$4,093,000	30.4%	45.3%
Enhanced Park Improvements	\$242,000	\$2,801,000	\$0	\$3,043,000	22.6%	33.7%
Regulatory Improvements						
Landfill Related	\$3,354,000	\$1,084,000	\$0	\$4,438,000	33.0%	--
Sea Level Rise	<u>\$1,038,000</u>	<u>\$199,000</u>	<u>\$656,000</u>	<u>\$1,893,000</u>	<u>14.1%</u>	<u>21.0%</u>
Subtotal, Regulatory	\$4,392,000	\$1,283,000	\$656,000	\$6,331,000	47.0%	21.0%
Total [1]	\$6,650,000	\$5,874,000	\$943,000	\$13,467,000	100.0%	
Total, without Landfill Costs [2]	\$3,296,000	\$4,790,000	\$943,000	\$9,029,000		100.0%

[1] Total costs include project start-up, demolition, earthwork and grading, site construction, site furnishings, buildings and utilities, irrigation, soil preparation, planting, contingencies, and professional services. Contingency and professionally services costs are included on a proportional basis within each of the improvement categories. Costs exclude permit fees, methane capture, and credit for partial fill by SAFER/Salt Pond Restoration projects. Inflation costs estimated by Callander are excluded from these totals.

[2] Capital improvements related to the landfill are expected to be funded through the Bedwell Bayfront Park Landfill Fund.

Sources: Callander Associates; Economic & Planning Systems, Inc.

² “Basic Park” improvements address deferred maintenance and safety items, ADA accessibility, and site furnishings (e.g., seating, bike racks, dog bag dispensers).

3. There are a range of potential funding sources for investments in BBP capital improvements and ongoing operations and maintenance.

Recommended options for funding the Park's capital improvements include a range of funding sources and financing mechanisms, including proceeds from Measure T, park in lieu fees, park and recreations development impact fees, existing and future development agreements, grant funding, and perhaps future General Obligation bonds as well.

Potential options for funding annual operations and maintenance include dedicated user fees (e.g., revenue from charging for parking), a hotel amenity charge at the nearby Menlo Gateway project, an increase of the Utility Users Tax, which would augment the General Fund (perhaps on a temporary basis, as an interim solution until a holistic approach to funding the Citywide park system is in place), and a citywide parcel tax (long-term solution). In addition, the City can consider maximizing volunteer efforts.

4. As the BBP Master Plan process is beginning to home in on a range of capital improvements needed at the Park, and as the BBP Maintenance Fund is nearing depletion, it is an appropriate time for the City to consider how to fund required improvements and operations and maintenance in the context of the City's other park and open space resources.

Unlike any of the City's other parks, the 160-acre Bedwell Bayfront Park is a regional asset that draws visitors from across the Bay Area, and it is one of the City's few open space resources east of Highway 101. There are significant new development projects occurring in this part of the City, and as new growth brings new residents and employees, Bedwell Bayfront Park will play an increasingly important role in the City's parks and open space system. Until now, Bedwell Bayfront Park has been maintained with funds from the BBP Maintenance Fund and has been considered somewhat apart from the rest of the City's park and open space resources.

As part of the pending Citywide Parks and Recreation Facilities Master Plan process, the City may want to consider the role of BBP as well as how to fund required improvements and operations and maintenance in the context of the City's other park and open space resources.

Sources of Funds and Cost Categories by Phase

There are a range of funding sources and financing mechanisms that may be available to fund improvements and ongoing maintenance at Bedwell Bayfront Park. Whether a particular funding source is appropriate for a given improvement or cost category depends on a number of factors, such as whether the funding is needed for capital improvements or ongoing operations and maintenance, the type of improvement, the geographic area of benefit, how the combined burden of fees and/or assessments and taxes affect development feasibility, and the timing of funding sources versus the need for improvements. It is also important to consider and plan for the long-term fiscal implications of capital improvements.

Table 2 presents a sample strategy to address capital and operations and maintenance costs. The City already makes use of some of these, while others represent options for future consideration.

Table 2 Sample Strategy

Funding Sources and Uses	Phase 1 0 to 5 Years	Phase 2 5 to 10 Years	Phase 3 10 to 15 Years
One-Time Capital Improvements			
Cost Estimate (2017 \$\$)	\$6,650,000	\$5,874,000	\$943,000
1) General Obligation Bond (Measure T)	X	X	
2) Recreation In-Lieu Fees	X	X	X
3) Park Impact Fees		X	X
4) Development Agreement Commitments (Existing)	X		
5) Development Agreement Commitments (Future)	X	X	X
6) Grants	X	X	X
Annual Operations and Maintenance			
Annual Cost Estimate (2017 \$\$)	\$330,000	\$450,000	\$480,000
1) Balance of Maintenance Fund	X		
2) Dedicated User Fees (e.g., Parking Fees)	X	X	X
3) Dedicated Hotel Amenity Charge	X	X	X
4) Development Agreement Commitments (Existing)	X		
5) Development Agreement Commitments (Future)	X	X	X
6) Dedicated Parks Parcel Tax (Long-Term)		X	X
7) General Fund, UUT Increase (Short-Term)	X		
8) General Fund (if no Parcel Tax)		X	X

Sources: Callander Associates; Economic & Planning Systems, Inc.

Status and Summary Report Bedwell Bayfront Park Landfill GCCS Evaluation

Prepared for:



CITY OF
MENLO PARK

701 Laurel Street
Menlo Park, California 94025

August 2016

Prepared by:



180 Promenade Circle, Suite 320
Sacramento, CA 95834
Ph. 760-977-8106

Project: 149335

Executive Summary

CB&I Environmental & Infrastructure, Inc., performed an evaluation of the Gas Collection and Control System (GCCS) at the Bedwell Bayfront Park, formerly known as the Marsh Road Landfill, in the City of Menlo Park, CA. With the exception of a relatively new enclosed landfill gas flare and blower station, the GCCS at Bedwell Bayfront Park dates back to the 1980's and limited modifications or improvements have been done since. The goals of this evaluation were to locate and assess the vertical landfill gas recovery wells, update the site's components map, determine the liquid level or integrity within each recovery well, incorporate site conditions by the Third Party Operator (Fortistar), collect and review landfill gas wellfield readings, and determine what improvements could be made in order to improve gas recovery operations to protect human health and the environment and to support a potential beneficial use project in the future.

A well and wellfield features location program was conducted via hand-held Global Positioning System equipment alongside Fortistar, and was further enhanced via ground survey such that the overall site plan of the GCCS could be updated.

During site visits, the condition of each well at the ground surface was inspected and photographed. The type, size, and condition of the wellheads were also documented. Following multiple field visits, CB&I determined that a considerable amount of the gas recovery wells are severely watered in causing the blockage of the screened piping interval for landfill gas recovery under vacuum. The results of the sounding indicate that 35 wells contained at least five (5) or more feet of water. Of these 35 wells, fourteen (14) have water in over half of their total depth, while seven (7) have water in over one third of their total depth. The remaining wells have less than a third of their total depth filled with water. Two (2) of the wells were found to have water, but no methane production was observed.

Wellfield conditions were categorized into wells that should be decommissioned, wells that are severely watered in, and wells that are partially watered in. CB&I has determined that aggressive dewatering by using pneumatic down-hole pumps and replacing certain damaged wells are required to improve landfill gas recovery at the site. As an added benefit, aggressive dewatering from within the wellfield (within the waste mass), will improve the goals of the leachate management program and eventually reduce and possibly eliminate the need to pump liquids at the perimeter of the site.

CB&I prepared a phased approach to GCCS improvements in the body of this report and recommendations for improvements are shown in the Drawing attached. CB&I included the estimated costs of each phase of improvements to assist the City of Menlo Park in budgeting and implementing well field improvements.

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1.0 Introduction

CB&I Environmental and Infrastructure, Inc. (CB&I) is pleased to present the following summary of our observations and recommendations for the landfill gas (LFG) wellfield at the Bedwell Bayfront Park Landfill (Landfill) located in Menlo Park, California for the City of Menlo Park (City). In accordance with our Proposal dated May 12, 2014, CB&I conducted an overall review of the landfill gas collection and control system (GCCS) and focused the study on the following areas:

- Data gathering and review of the existing GCCS system;
- Inspection of the wellfield components (physical and operational condition and integrity); and
- Independent wellfield monitoring and liquid level measurements to determine the condition (LFG quality) of each well.

The following report summarizes our findings and recommendations for the Landfill. Based on the data reviewed, CB&I has illustrated site conditions to the best of our knowledge on Drawing 1 in Appendix A, which contains visual presentations of currently known conditions and modifications that are recommended for improving LFG recovery. CB&I has also provided the City with a preliminary construction cost estimate for the various recommended wellfield design improvements. In order to obtain a more accurate construction cost, detailed design drawings would be needed as well as a construction project walk-through.

2.0 *Landfill GCCS Evaluation*

CB&I evaluated the GCCS at the Landfill based on input from Fortistar, by collecting landfill gas well sounding data, by reviewing several months of wellfield data, and conducting our own visual site inspection. Our evaluation identified issues with several wells, many of which involve water in the casings or damage which is inhibiting LFG recovery. The following summarizes our observations and findings.

The color-coded wellfield maps in Appendix A illustrate the various wellfield conditions and where recommended improvements should be made to improve LFG recovery and the effectiveness of the GCCS. In addition, CB&I has provided photographs of each well inspected to show the condition of the wellhead and protective containment vault. Further details regarding these observations are discussed later in the Report.

2.1 *Background and General Observations*

The gas wellfield at the landfill was installed in two phases, with the first phase around 1984 and the second phase around 1987. The wellfield consists of 72 gas extraction wells primarily connected with polyvinyl chloride (PVC) piping with newer sections consisting of high-density polyethylene piping (HDPE). The LFG generated in the landfill is collected through wells connected to lateral piping and main header piping that operate under a vacuum. The piping directs the gas to the flare, where it is combusted in compliance with Bay Area Air Quality Management District (BAAQMD) Permit to Operate No. 25623, Plant No. 3499. A new flare (A-3) was installed in 2013. The system also includes condensate piping and pumps. The condensate collected is disposed into the domestic sewer system.

Fortistar provided CB&I a map depicting the location of extraction wells, sumps, LFG piping, compressed air and condensate force main piping (Fortistar, March 2014). Based on LFG extraction well details provided to CB&I, it was determined that most of the vertical casings consist of solid 4-inch diameter PVC, with the perforated pipe sections consists of 6-inch PVC. City personnel walked the wellfield with Fortistar to locate monitoring wells. Locations were later surveyed and placed onto an updated Site Plan (Appendix A).

From the wellfield reconnaissance, there appear to be a variety of wellhead configurations, but in general, the majority of the wellheads are 2-inch, 3-inch, and 4-inch in diameter. In some cases, the vertical riser consists of only an isolation valve. All of the valves are in concrete vaults of varying dimensions. It does not appear that the vaults or wellheads were serviced routinely and contain varying amounts of mud, debris, snails, etc. Many of the wells lack of sampling ports, which affects the ability to measure landfill gas temperature and system pressure for example. None of the observed wellheads have a flow measuring device installed.

Based on a review of the well monitoring and sounding data collected, it appears that the wellfield is considerably “watered-in” and several wells appear to be damaged (shallow depth) affecting landfill gas recovery operations. The followings sections further detail on various wellfield conditions noted. It should be noted, that most of the landfill gas piping is buried under final cover soils making it impossible to determine if the piping is properly graded to drain condensate or if low spots are present which may be filled with condensate reducing or effectively blocking the vacuum from reaching the wells.

2.2 Results of Independent Wellfield Monitoring

Monitoring of LFG composition was conducted at all located gas extraction wells by CB&I using a handheld gas analyzer on May 28, 29, and 30, 2014. During this monitoring, the flare was operating at approximately 250 standard cubic feet per minute (scfm) of landfill gas at approximately 17 inches of water column vacuum. During our three days of monitoring, the landfill gas quality data recorded with the handheld gas analyzer for site averaged as follows:

- Methane: 50.7%
- Carbon dioxide: 37.9%
- Oxygen: 0.7%
- Balance: 10.7%

The gas quality readings were found to be consistent with Fortistar’s readings and indicate typical makeup of landfill gas. During monitoring, we found over 20 wells with positive pressure (i.e., not under vacuum). No field adjustments to individual wells were made by CB&I personnel at any time during the investigation. Some monitoring data was not available to be obtained by CB&I, as the lack of sample ports prohibited collection of landfill gas temperature during monitoring and many wells had no identification (ID) or had conflicting IDs.

2.3 Review of Historical Data and Trends

In addition to data collected by CB&I’s technician, CB&I reviewed several months of wellfield monitoring data collected by Fortistar. CB&I’s data and Fortistar’s data were compiled into a spreadsheet that is attached to this Report, see Appendix B. CB&I reviewed data for the months of January, February, March, April, and May of 2014, and the months of October and November 2015. The following is our summary of findings:

- Vacuum adjustments do not appear to be regular. There are several months of data with positive pressure (no vacuum) and various months where vacuum was applied to the wells. In consistent maintenance on a wellfield makes it difficult to establish well performance trends. It is not known if the positive pressure is due to improper adjustments or watered-in vacuum laterals.

- Vacuum adjustments have a wide range for the same well; adjustments should be made in small increments over regular monitoring periods to help maintain a “healthy” LFG composition extraction rate on the wellfield.
- Accuracy or applicability of temperature data is unknown due to the lack of a temperature ports or temperature gauges on the wells.
- Many wells appear to be sensitive to over-pulled (a condition that occurs when the vacuum on a well is increased beyond the performance threshold, resulting in non-ideal gas composition, biological stress, and air intrusion), which could be attributed to age of waste, well condition, or poor wellhead configuration. The performance threshold is the ability to capture the volume of LFG that is being generated naturally by the waste mass over time. In older areas of the landfill where waste decomposition or LFG generation has tapered off, improperly tuned or oversized wells can have difficulty extracting the lower amount LFG being generated at the proper rate. More specifically, as less gas is being generated (methane), an uncontrolled vacuum will pull gas from wherever it can find available gas. In the cases where LFG supplies have diminished the uncontrolled well will often pull gas from the surface. This commonly referred to as air infiltration or air intrusion. Air intrusion will effectively lower the quality of LFG and in some cases can cause landfill fires within the waste mass.
- Adjustments to individual wells will not have global effects until the wellfield is properly balanced and tuned on a regular basis. Monthly, each well should be monitored and its vacuum adjusted in response to gas quality and composition. During routine monitoring, the valves on all wells should be adjusted correctly to ensure vacuum is applied where needed. Any vacuum deficiencies should be noted such that corrective actions can be taken.
- Flow is not currently monitored at the wellheads. There are no flow monitoring devices in place except instantaneous and total flow at the flare.

2.4 *Watered-in Extraction Wells*

CB&I conducted “sounding” (measuring the fluid levels within the well casings) of the LFG extraction wells in two phases. Sounding consisted of using a weighted tape measure to check the total depth of the well casing and the depth to water from the top of the well casing. The first phase was completed in 2014. Several wells located during the first phase could not be accessed in 2014 and were subsequently modified and sounded in March 2015. Following additional surveying to assist in locating several wells, the last round of sounding was completed in October 2015. The results of well soundings are shown in Table 1 below.

In general, water appears to have impacted many of the landfill gas extraction wells, which can more than likely be attributed to site being located on the South San Francisco Bay and the absence of a landfill liner system. The results of the sounding indicate that 35 wells contained at least five (5) or more feet of water as shown on Table 1 below and on Drawing 1 in Appendix A. Of these 35 wells, fourteen (14) have water in over half of their total depth, while seven (7) have water in over one third of their total depth. The remaining wells have

less than a third of their total depth filled with water. Two (2) of the wells, C4 and 9, were found to have water within the well casing, but no methane production was observed.

To improve the gas extraction efficiency of the wellfield, CB&I recommends that a number of wells should have dewatering pumps installed to lower the liquid levels and expose the perforated sections of the gas collection piping. For purposes of this assessment, it has been assumed that the wells consist of four (4)-inch- diameter casing which can accommodate a down-hole pump for dewatering. If the casing is a smaller diameter, smaller diameter pumps are available. To lower the liquid levels a pump, typically pneumatic, would be lowered and installed into the well casing within the water column. Using air pressure supplied by a dedicated compressor and a network of compressed air force main piping, water is pumped from the well casing and discharged into the local force main. To supply compressed air to new pumps, nearby compressed air force main will be tapped into where available. In some cases, new air force main piping will need to be installed to reach the nearest existing force main. Force main typically consists of two-inch diameter HDPE pipe, which can be buried within the top soil. Liquid force main piping of similar material will also be installed at all new pump locations and will be connected to the nearest existing liquid force main piping where available. Liquid removed from the pumping activities will be combined with current pumping operations and will enter the sanitary sewer connection. The City will need to apply for a modification of the existing discharge permit to allow for increased discharge once dewatering pumps are put on line.

Starting the in the 1990's, landfill owners began extracting leachate from wells installed within the waste mass. Because these wells are within the deeper sections of the waste mass they are more effective in reducing the level of leachate within the landfill. Typically landfill gas wells fitted with pumps extract leachate as well as condensate from the wells. The extraction of leachate from the landfill gas wells can also improve gas extraction efficiency because it lowers the leachate level. Therefore, dual purpose wells are one of the most efficient and commonly used practices to control leachate levels and improve LFG extraction from saturated landfills.

The existing leachate extraction system at the Bedwell Bayfront Park landfill was installed about 30 years ago to control leachate seepage from the waste mass. The existing leachate sumps extract leachate from the perimeter of the landfill. In the mid 1980's leachate control was typically accomplished by perimeter leachate sumps. One of the problems with the use of sumps around the perimeter of the landfill is that the sumps may also pull groundwater into them, which can limit their effectiveness.

Using new and existing liquid force main, pumped liquids will be routed to a sump at the former landfill gas power plant north of the flare station. From the sump, liquids will be

pumped to a holding tank, and finally pumped and discharged to the City sewer tie-in location on site.

Various styles of pumps are available, however, the more common pneumatic styles utilize an internal float that rises in the presence of liquid and then trigger the release of pressurized air, which displaces the liquid up and out of the well casing. As the liquid level is drawn down, additional perforations in the vertical LFG well piping are exposed and the ability of the well to extract LFG is improved.

Prior to purchasing and installing a pump kits for LFG wells, it is recommended that each well be evaluated by exposing the well casing and determining the proper sized pump is selected for dewatering. If the wells cannot accommodate a pump, a new well with an appropriately sized casing may be needed to improved LFG recovery.

For Wells C4 and 19, it is recommended that these wells be decommissioned, as they are not producing any methane and dewatering would not be expected to help. Decommissioning would entail the closing of the valve to the well and documenting that it is decommissioned. The wells can also be physically disconnected and decommissioned. This can be done at a later date, if desired.

Based on the depth of the water found in the wells, those with water levels exceeding half of the well depth were assigned a Priority 1 classification (see Table 1). These wells would be the most critical to dewater. Priority 2 classifications were given to those that have a third of their depth filled with water, while a Priority 3 classification was given to those wells found to have more than 5 feet of water.

**Table 1
Wells with Greater than Five Feet of Water**

DEVICE ID	TOTAL DEPTH (FT)*	FEET OF WATER IN WELL (FT)*	PUMPING PRIORITY**
6	50	21	2
10	49	22	2
13	47	15	3
15	36	7	3
18	51	23	2
19	32	14	DECOM
20	48	22	2
21	51	28	1
22	49	18	2
23	38	6	3
24	54	53	1
26	49	32	1
27	50	8	3
35	44	6	3

DEVICE ID	TOTAL DEPTH (FT)*	FEET OF WATER IN WELL (FT)*	PUMPING PRIORITY**
36	49	6	3
43	62	60	1
46	35	19	1
A2	65	22	2
B1	37	18	1
B2	23	7	3
B3	33	16	1
B4	48	28	1
B5	35	24	1
B6	33	18	1
B7	44	29	1
B8	48	28	1
B9	52	32	1
B10	49	21	2
C1	45	6	3
C2	45	37	1
C3	79	6	3
C4	80	9	DECOM
C6	45	7	3
C9	62	7	3
N27	50	8	3

*Data from Fortistar sounding March 2014 and CB&I sounding June 2014, March 2015, and November 2015. Well 8 could not be located by the sounding technician.

**Priority 1 wells have over 50% of their depth watered in and should be the highest priority for pumping. Priority 2 wells have more than 30% of their depth with water. Priority 3 wells are remaining wells with more than 5 feet of water.

2.5 *Compromised Extractions Wells*

Based on our review of the as-built data and sounding data, we have determined that several extraction wells are damaged near ground surface or have very poor landfill gas quality under low vacuum conditions (less than 1 inch of water column). These wells are listed in Table 2. Certain wells found in poor condition that are at the exterior of the waste mass, where waste is shallow and near the border of the Bay do not need to be replaced unless odors or emissions are evident. Wells decommissioned toward the center of mass should be replaced where LFG generation is higher, particularly if they are near walking trails, or if any odors exist in their surrounding area.

Decommissioning a well can be done in several ways;

- Close the valve provided the valve is in proper working order;
- Remove the wellhead and cap the casing of both the well and the vacuum riser;
- Backfill the well casing with soil, and cut and cap the casing and vacuum lateral two to three feet below ground surface and backfill the excavation with bentonite and final cover.

In either approach, decommissioning the well should be documented in the site records.

Table 2
Physically Damaged or Impacted Extraction Wells

DEVICE ID	WELL COMPLICATION	REASON	RECOMMENDED COURSE OF ACTION
04	Damaged/not flowing	Poor gas quality. All air. Shallow.	Decommission
07	Easily over-pulled	Air intrusion with little vacuum	Decommission and Replace
09	Not flowing	High methane content, warm temperature, no change with extra vacuum applied, well is dry but shallow. Next to trail.	Decommission and Replace. Potential good producer of LFG.
11	Damaged/not flowing	Poor gas quality. All air. Shallow.	Decommission and Replace
12	Shallow/not flowing	High methane content, no change with extra vacuum applied, well is dry but shallow. Next to trail.	Decommission and Replace. Potential good producer of LFG.
16	Shallow/not flowing	High methane content, warm temperature, no change with extra vacuum applied, well is dry but shallow.	Decommission but do not replace. Not near trail. See how pumping nearby wells helps gas recovery first.
17	Damaged/not flowing	Poor gas quality. All air. Shallow.	Decommission and Replace
19	Damaged/not flowing	No gas production. All air. Shallow.	Decommission but do not replace yet. Not near trail. Test effects of dewatering nearby wells.
29	Damaged. Shallow. Not flowing.	High methane content under high vacuum.	Decommission and replace. Potential good producer. Good location to have a new well.
34	Damaged/not flowing	Very shallow. All air. Next to trail.	Decommission and Replace. Next to trail.
A37	Damaged. Shallow. Not flowing.	High methane content under high vacuum. Not flowing. Near trail.	Decommission and Replace. Potential good producer.
B37	Badly damaged. Very shallow.	No gas. All air.	Decommission.
40	Shallow. Dry.	High methane content.	Decommission and Replace. Potential good producer.
45	Damaged/not flowing. All air. Shallow.	No wells in area. Near trail.	Decommission and Replace.

DEVICE ID	WELL COMPLICATION	REASON	RECOMMENDED COURSE OF ACTION
C4	No gas production. Well seems deep. Minimal water.	All air.	Decommission. There does not appear to be any gas production. Well is not watered in.
C5	Shallow. Has gas but overpulls.	Near trails. No other wells in area.	Decommission and Replace. Potential good producer.
C8	Shallow. Has gas but overpulls.	Near trails. No other wells in area.	Decommission and Replace. Potential good producer.

2.6 Header / Lateral Piping Issues

A total of approximately 1,700 feet of piping is claimed to be “watered-in” according to Fortistar. While this claim could not be assessed due to the buried nature of the piping, water present in the GGCS system will block or reduce the vacuum to wells. Not only does this inhibit landfill gas recovery but it also prevents us from evaluating the performance potential of the LFG extraction wells. Watered-in piping should be either abandoned and replaced or realigned for proper drainage.

Table 3 summarizes the sections of the piping network containing water which should be abandoned in place and replaced. A contractor would locate the existing vacuum lateral connection to the primary header, cut and cap it, and run new buried piping at appropriate slope for draining liquids away from the wells back to the header where liquids drain toward sumps.

**Table 3
Watered-in Piping Requiring Replacement**

LOCATION*	LENGTH OF PIPE	PIPE SIZE	ISSUES
Lateral between well 38 and well 40	~70'	6"	Operator indicates sections of piping are full of water. This blocks vacuum to wells 40, 43, 41, 42, and 44.
Lateral between well 40 and well 43.	~100'	6"	
Piping to wells A2, A3, and A4.	~400	8"	Operator indicates sections of piping are full of water. No data has been collected on these wells to further assess their performance because they have not had vacuum to them.
	~120'	6"	
	~210	4"	

LOCATION*	LENGTH OF PIPE	PIPE SIZE	ISSUES
Piping serving wells C1, C2, C3, and C4.	~60	8"	Operator indicates sections of piping are full of water.
Various pipe sections servicing C5, C6, C7, C8, C9, C10, and C11.	~150	8"	Operator indicates sections of piping are full of water.
	~525'	6"	
	~40'	4"	

*Appendix A shows pipe runs listed above that are claimed to be watered in. Others may exist.

2.7 Condensate Management Improvements

The condensate from the wellfield is pumped by a compressed air actuated pump into a holding tank in the former power plant yard. The condensate in the holding tank is then pumped by another air actuated pump into the landfill leachate collection system’s header located at leachate sump #3, where the condensate is combined with leachate which is gravity fed to the sewer line for disposal.

The existing Curtis compressor is rated for 102 scfm at 175 psi. There are currently 10 pumps in the wellfield according to the site plan. New pumps typically demand about 2 scfm per pump when operating. Thus, if the City were to add roughly 32 more permanent pumps to address water in the “Priority 1” and “Priority 2” wells (Table 1), an additional 65 to 70 SCFM would be needed to serve those pumps assuming there are no leaks in the field piping. A more conservative estimate would be 100 scfm additional demand at 100 psi. Currently there is no air dryer on the compressed air supply. New pumps require dry air for proper operation. An air dryer, either desiccant or refrigerated, would need to be added in addition to a larger compressor. This air demand assumes that all new pumps operate at the same time. Is it expected that over time the liquid levels in the wells should decline with liquid removal, and the pumps will require less air supply to maintain the liquid levels.

2.8 Extraction Wells and Equipment Improvements

CB&I reviewed the wellheads currently in use at the Landfill. Pictures of most wellheads are provided with this report in Appendix C. The wellheads in use primarily consist of:

- 2-inch wellhead with control valve, flex hose, union connection,
- 2-inch valve mated to PVC piping
- 3-inch valve mated to PVC piping,
- 4-inch valve mated to PVC piping, and

- Various configurations of sample ports.

It should be noted that no flow metering devices (e.g. orifice plate or pitot tubes) were found to be installed on the wellheads.

None of the current configurations are considered industry standard. The current configurations are lacking flow metering devices, system-side vacuum sampling ports, temperature monitoring ports or temperature gauges, ports or couplings for routine sounding. The wellheads in use are approaching 30 years-old, are deteriorating, do not provide accurate vacuum control, and may be attributing to air leaks. Although flow metering is not a regulatory requirement, updating the current wellheads industry standards will yield the following benefits:

- Indicate if a well is flowing or not without having to sound the wells or perform other tests;
- Help identify which wells should be decommissioned which will help eliminate unnecessary or troublesome monitoring points;
- Provide a means to monitor temperature;
- Provide precise vacuum adjustment;
- Can provide connections and ports to install down-hole pumps for dewatering;
- Provide ports for sounding without having to remove the wellhead; and
- Contain ports to monitor for problems in the vacuum distribution system (system side)

Photographs of landfill gas wells are provided in Appendix C.

**Table 4
Recommended Modifications to Landfill Gas Extraction Wells and Equipment**

DEVICE ID OR LOCATION	ISSUES	ACTION ITEM
All	Improper wellheads, poor vacuum control, insufficient ports, deteriorating, air leaks	Following dewatering or completion of replacement wells, replace wellheads with industry standard (some with and without pump configuration, i.e., dual extraction wellhead).

2.9 Perimeter Leachate Pumping Modifications

Currently the City pumps leachate from 12 perimeter sumps located around the perimeter of the landfill. These are electric pumps are designed to extract leachate from around the perimeter of the landfill. CB&I suspects that due to the landfill’s proximity to the Bay, these pumps are likely

pumping primarily Bay water versus landfill leachate and they are not assisting with lowering liquids within beneath the landfill and not contributing to landfill gas recovery.

Therefore, were the City to proceed in installing dewatering pumps within existing and new vertical landfill gas extraction wells, these pumps would have an improved effect at lowering the liquid levels in the wellfield and improving landfill gas recovery. Ultimately, by dewatering from within the landfill itself, the perimeter sump pumps could possibly be decommissioned at some point in the future. Other historical landfills on the Bay, such as the American Canyon Landfill in American Canyon, CA, have had good results in pumping landfill liquids from the center of the landfill versus perimeter pumping and were able to cease the use perimeter pumps.

2.10 GCCS Operational Status and Summary Report Conclusions

Based on CB&I's review of the data available, the wellfield has a number of issues that should be addressed to improve landfill gas recovery operations. Several wells contain water that is blocking perforated sections and inhibiting landfill gas extraction. Several wells are damaged (crushed) as evident by sounding data and need to be decommissioned. Wellheads are in poor condition and lack industry standards for collecting performance data or making precise vacuum adjustments.

CB&I provides the following recommendations for landfill wellfield operations and maintenance, these are summarized in a Phased Approach in Section 2.11.

- Install industry standard wellheads. Wellheads should have a properly sized flow-metering device specific to the expected well yield, temperature and pressure monitoring means, and system-side monitoring port;
- If wellheads are not replaced, add more sampling ports to assess total vacuum available at the wells (used to check for water in piping) and to monitor gas temperature
- Replace vaults as necessary to accommodate industry standard wellheads;
- Dewater gas wells according to the priority rating in Table 1 above;
- Re-monitor dewatered wells and further assess for performance;
- Move toward central dewatering of the site versus dewatering at the perimeter of the site.
- Address condensate blockages and replace or regrade watered-in piping using a small construction crew;
- Decommission damaged wells or wells with poor landfill gas quality (Table 2);
- Develop landfill gas quality guidelines and tune each well individually to meet established guidelines.
- Install additional sampling ports throughout the collection system header lines in order to chase down, isolate, and eliminate oxygen leaks.
- Collect system-side vacuum readings at all wells (once new wellheads are installed with system-side ports). Use to assess vacuum losses and need for upsizing header piping or gas mover equipment.

- Sound wells annually to check for the presence of water, pinching, damage, or obstructions in the well casings.
- Locate and repair air leaks and locate possible blockages in the air supply lines.
- Tune the wellfield twice per month using stable vacuum to help assess well performance. All wells should be under vacuum at all times for emission control and to assess well performance.
- Reevaluate wells after 3 months of tuning toward quality and flow goals.
- Replace or decommission select wells following reassessment.
- Add more wells where there are gaps in coverage or where any odors are present following tuning efforts.

As shown in Appendix A, CB&I provided the City with initial recommended locations for well decommissioning and replacement/new well installations for consideration. Once the new wells are operating and assessed, CB&I will be able determine whether or not more of the existing wells should be replaced with new wells and what the potential for additional LFG is to support as an end use.

2.11 Wellfield Improvements Conceptual Design and Preliminary Construction Cost Estimate

It should be noted that the ultimate costs for improving the site are somewhat unknown due to the fact that the site needs to be improved in phases. For example dewatering the wells may be impossible if the well is directly connected to the surrounding waters, thus replacing them may not be warranted. Secondly, if a well does not improve performance following dewatering, it may need to be decommissioned and replaced. However, CB&I is providing a very preliminary cost table below which identifies work items and potential costs of implementation.

CB&I recommends a phased approach to wellfield improvements. A phased approach with ballpark cost estimates are shown below in Table 6 in order of importance relative to completing assessment and improving landfill gas recovery.

**Table 5
Phased Approach to Improvements**

PHASE	APPROACH	Ball Park Cost Estimate Parts and Labor*
Phase 1	Decommission 7 wells that aren't recovering landfill gas or are damaged. This can be done simply by closing or removing the valve, and permanently capping the vertical casing if accessible. APPLIES TO WELLS: 1, 3, 4, 16, 19, B37, C4	This can be completed by the 3 rd Party O&M Contractor (Fortistar). They can simply close the well valve and document that it has been decommissioned. Physical decommissioning can be done at a later date and we can provide pricing if interested. No more than \$1,500.
Phase 2	Repair or replace watered-in piping to further assess wells that may not have continuous or proper vacuum available.	\$70,000-\$90,000
Phase 3	Install 21 pumps in wells with greater than 10 feet of water. Install/extend air and condensate force main where needed. Upsize compressor if necessary. Modify wellheads to accept pump and hoses. Sound wellfield after 6 months of pumping. APPLIES TO WELLS: Priority 1 -21, 24, 26, 43, 46, B1, B3, B4, B5, B6, B7, B8, B9, C2 Priority 2 - 6, 10, 18, 20, 22, A2, B10	\$300,000 - \$350,000
Phase 4	Replace wells shown in Table 2 (12 wells). Conduct wellfield sounding. APPLIES TO WELLS: 7, 9, 11, 12, 17, 29, 34, A37, 40, 45, C5, C8	\$200,000 - \$250,000
Phase 5	Dewater wells with five to ten feet of water in casings (12 wells). Install air and condensate force main where needed. APPLIES TO WELLS: 13, 15, 23, 27, 35, 36, B2, C1, C3, C6, C9, N27	\$125,000 - \$175,000
Phase 6	Replace all remaining wellheads and vaults with current industry standard (20 wells).	\$250,000 to \$300,000

As each phase is completed, assessment of the wellfield performance and identifying potential for increase landfill gas recovery may be further refined. A detailed ballpark cost estimate is provided in Appendix E. Detailed design drawings would be needed as well as a construction project walk-through in order to obtain more accurate pricing.

Table 6
LFG Extraction Well Summary of Findings and Recommendations

DEVICE ID	FINDINGS					RECOMMENDATIONS			
	WATER LEVEL GREATER THAN 10 FEET	WATER LEVEL BETWEEN 5 AND 10 FEET	LOW LFG PRODUCTION	CRUSHED OR PINCHED	SHALLOW WELL	CONTINUE MONITORING AND REPORTING	DEWATER	DECOMMISSION	REPLACE
01			X	X	X			X	
02						X			
03			X	X	X			X	
04			X	X	X			X	
05			X			X			
06	X					X	X		
07								X	X
08						X			
09			X	X				X	X
10	X					X	X		
11			X	X				X	X
12				X				X	X
13	X					X	X		
15		X				X	X		
16			X	X				X	
17			X					X	X
18	X					X	X		
19	X							X	
20	X					X	X		
21	X					X	X		
22	X					X	X		
23		X				X	X		
24	X					X	X		
25			X			X			
26	X					X	X		
27		X			X	X	X		
28					X	X			
29					X			X	X
30					X	X			
31			X			X			
32			X			X			
33			X			X			
34			X	X				X	X
35		X				X	X		
36		X				X	X		
A37					X			X	X
B37			X	X	X			X	

DEVICE ID	FINDINGS					RECOMMENDATIONS			
	WATER LEVEL GREATER THAN 10 FEET	WATER LEVEL BETWEEN 5 AND 10 FEET	LOW LFG PRODUCTION	CRUSHED OR PINCHED	SHALLOW WELL	CONTINUE MONITORING AND REPORTING	DEWATER	DECOMMISSION	REPLACE
38			X		X	X			
39			X			X			
40					X			X	X
41						X			
42						X			
43	X					X	X		
44						X			
45			X	X	X			X	X
46	X					X	X		
A1									
A2	X					X	X		
A3						X			
A4						X			
B1	X					X	X		
B2		X				X	X		
B3	X					X	X		
B4	X					X	X		
B5	X					X	X		
B6	X					X	X		
B7	X					X	X		
B8	X					X	X		
B9	X					X	X		
B10	X					X	X		
B11					X	X			
C1		X				X	X		
C2	X					X	X		
C3		X				X	X		
C4		X	X					X	
C5						X		X	X
C6		X	X			X			
C7						X			
C8						X		X	X
C9		X				X	X		
C10						X			
C11						X			
N27		X				X	X		

Notes: Well 8 and Well A1 could not be located for sounding or assessment.


***Appendix A
Drawing 1***

Bedwell Bayfront Park Draft Master Plan

File: \\sac\psd\00\Common\AutoCAD\Menu Park LF\GCCS and LEACHATE GCCS REV7 2016.dwg Layout: 11x17 Recommendations
 User: rnik.korano Feb 29, 2016 - 9:23am

OFFICE PROJECT
 Sacramento, CA NUMBER 77500226-1

DESIGNED BY / DATE	BRN	BR / DATE
CHKD BY / DATE	BRN	BR / DATE
APPROVED BY / DATE	BRN	BR / DATE
DIT		



CBA
 CBA Environmental & Infrastructure, Inc.
 100 Fremont Blvd, Suite 300
 San Francisco, CA 94105
 Phone: (415) 398-2200
 Fax: (415) 398-2201
 www.cbaenv.com

CITY OF MENLO PARK
 BEDWELL BAYFRONT PARKLANDFILL
 MENLO PARK, CALIFORNIA
 PROPOSED GCCS IMPROVEMENTS

DATE:	SCALE:	PROJECT NO.:	ISSUE NO.:
02/29/16	AS SHOWN	148335	1

MARK	DATE	BY	CHKD	APPROV	DESCRIPTION/ISSUE

DATUM: CALIFORNIA COORDINATE SYSTEM ZONE 3



- LEGEND**
- 13' LG LG EXTRACTOR WELL
 - CONDENSATE SUMP
 - PPE REDUCER
 - SUMP 5 LG LEACHATE SUMP
 - B11V LG ISOLATION VALVE
 - B8TP LG EXTRACTOR WELL TEST POINT
 - P-1/OR-6 LG LEACHATE LEVEL MONITORING WELL
 - 65 LG GROUND WATER MONITORING WELL
 - S-1 LG LEACHATE DISCHARGE POINT
 - SW-2 LG SURFACE WATER MONITORING STATION
 - 1 LG LEACHATE TOTALIZER STATION
 - WATERED IN WELL > 10 FT
 - WATERED IN WELL 5 TO 10 FT
 - PROPOSED DECOMMISSION WELL
 - P-EW LG PROPOSED REPLACEMENT WELL
 - PROPOSED PUMP (PRIORITY 1)
- LEGEND**
- LG PIPING (APPROXIMATE)
 - LEACHATE FOREMAIN
 - WATERED IN PIPE
 - 1" AIR SUPPLY LINE
 - 2" CONDENSATE LINE
 - PROPOSED 1" AIR SUPPLY LINE
 - PROPOSED 2" CONDENSATE LINE
 - PROPOSED REPLACEMENT BURIED PIPING

Appendix B
Wellfield Database

Device ID	Date	Time	CH4	CO2	O2	Balance	Static Press.	Gas Temp	Forstner Comments	Total Depth of Well (ft)	Feet of Water in Well (ft)	CRS Comments
MENL0014												Decommissioned
MENL0001	1/15/2014 8:11		57.8	35.1	1.1	6.0	-0.3	52	Opened Valve 1/2 turn or less.....	36.75	0	Overpulls easily, low production.
MENL0001	2/10/2014 9:53		37.4	32.4	0.5	29.7	-0.4	57	Closed Valve 1/2 turn or less.....	36.75	0	Overpulls easily, low production.
MENL0001	3/18/2014 8:07		51.9	33.8	0	14.3	-0.4	76	No Change.....	36.75	0	Overpulls easily, low production.
MENL0001	04/08/14	8:11	46.5	33.6	0	16.9	-0.3	61	Opened Valve 1/2 turn or less.....	36.75	0	Overpulls easily, low production.
MENL0001	5/9/2014 9:23		49	33.4	0	37.6	-0.3	77	No Change.....	36.75	0	Overpulls easily, low production.
MENL0001	05/29/14	10:14	60.4	36.3	0	3.3	-0.2	87	Opened Valve 1/2 turn or less.....	51	0.1	Inconclusive
MENL0002	1/15/2014 8:14		57.7	35.1	0	7.2	-0.4	51	Closed Valve 1/2 turn or less.....	51	0.1	Inconclusive
MENL0002	2/10/2014 9:46		26.5	28.1	0	45.4	-0.4	72	Closed Valve 1/2 turn or less.....	51	0.1	Inconclusive
MENL0002	3/18/2014 8:09		40.5	33.6	0	16.9	-0.6	55	No Change.....	51	0.1	Inconclusive
MENL0002	04/08/14	8:13	46.1	33.7	0	17.2	-0.2	77	No Change.....	51	0.1	Inconclusive
MENL0002	5/9/2014 9:27		46	33.3	0	20.7	-0.8	69	Closed Valve 1/2 turn or less.....	51	0.1	Inconclusive
MENL0002	05/29/14	10:01	42.9	32.4	0	24.7	-0.2	80	Closed Valve 1/2 turn or less.....	25	0	Not flowing
MENL0003	1/15/2014 8:27		49.1	27.9	0.9	22.1	-4.2	64	Closed Valve 1/2 turn or less.....	25	0	Not flowing
MENL0003	2/10/2014 9:56		61.7	34.5	0.7	3.1	-11.1	58	No Change.....	25	0	Not flowing
MENL0003	3/18/2014 8:13		65.5	26.5	2.1	5.9	-11.1	56	Opened Valve 1/2 turn or less.....	25	0	Not flowing
MENL0003	04/08/14	8:23	63.7	35.5	0.6	0.2	-9.3	64	No Change.....	25	0	Not flowing
MENL0003	5/9/2014 9:35		61.1	34.3	0.9	3.7	-14.9	64	No Change.....	25	0	Not flowing
MENL0003	05/29/14	10:28	62.6	34.8	0.8	1.8	-14.0	79	Closed Valve 1/2 turn or less.....	25	0	Not flowing
MENL0004	1/15/2014 8:31		0.3	2.6	16	81.1	-5.3	69	Closed Valve 1/2 turn or less.....	20	1.3	Decom
MENL0004	1/15/2014 8:33		0.2	2.6	16.3	80.9	-1.7	70	No Change.....	20	1.3	Decom
MENL0004	2/10/2014 10:04		0.3	0.8	16.7	82.2	-4.5	66	Closed Valve 1/2 turn or less.....	20	1.3	Decom
MENL0004	2/10/2014 10:06		0.3	0.8	16.1	82.8	-2.9	67	No Change.....	20	1.3	Decom
MENL0004	3/18/2014 8:19		0.7	7.9	16.1	75.3	-4.2	56	Closed Valve 1/2 turn or less,Watering.....	20	1.3	Decom
MENL0004	3/18/2014 8:22		0.4	5.4	17.7	76.5	-3.8	56	No Change,Watering.....	20	1.3	Decom
MENL0004	04/08/14	8:17	0.5	8.1	16.3	75.1	-1.1	80	Closed Valve 1/2 turn or less,Watering.....	20	1.3	Decom
MENL0004	04/08/14	8:19	0.6	8.2	16	75.2	-0.7	81	No Change,Watering.....	20	1.3	Decom
MENL0004	5/9/2014 9:29		0.5	6.4	15.2	77.9	-2.5	72	Closed Valve 1/2 turn or less,Watering.....	20	1.3	Decom
MENL0004	5/9/2014 9:31		0.4	5.8	16.3	77.5	-1.6	77	No Change,Watering.....	20	1.3	Decom
MENL0004	05/29/14	11:59	62.7	34.3	0.4	2.6	-2.4	83	No system pressure port	20	1.3	Decom
MENL0005	1/15/2014 8:36		52.5	28.3	0.7	18.5	-6.9	70	Closed Valve 1/2 turn or less.....	20	1.3	Inconclusive
MENL0005	2/10/2014 10:08		47.3	26.4	3.1	25.3	-3.1	71	Closed Valve 1/2 turn or less.....	20	1.3	Inconclusive
MENL0005	3/18/2014 8:25		43.3	25.4	0.7	30.6	-4.7	57	Closed Valve 1/2 turn or less.....	20	1.3	Inconclusive
MENL0005	04/08/14	8:27	48.6	26.6	0.6	24.2	-3.9	73	No Change.....	20	1.3	Inconclusive
MENL0005	5/9/2014 9:40		38.4	25.2	0.9	35.5	-5.7	74	Closed Valve 1/2 turn or less.....	20	1.3	Inconclusive
MENL0006	1/15/2014 8:42		67.8	31.8	0.2	0.2	-3.3	87	No Change.....	31.3	0	Overpulls easily, low production.
MENL0006	2/10/2014 10:12		68.8	30.8	0.1	0.3	-0.8	88	Opened Valve 1/2 turn or less.....	31.3	0	Overpulls easily, low production.
MENL0006	3/18/2014 8:31		60.2	30	0.4	9.4	-1.3	86	Opened Valve 1/2 turn or less.....	31.3	0	Overpulls easily, low production.
MENL0006	04/08/14	8:33	51.8	28.5	0.5	10.2	-1.5	87	No Change.....	31.3	0	Overpulls easily, low production.
MENL0006	5/9/2014 9:44		54.1	28.8	0.1	17	-0.8	87	Opened Valve 1/2 turn or less.....	31.3	0	Overpulls easily, low production.
MENL0006	05/29/14	15:31	47.4	28.3	0.1	24.2	-1.8	94	No Change.....	49.5	20.9	Vacuum - Y
MENL0006	11/04/15		40.8	30.2	0	29	-1.0	90	Closed Valve 1/2 turn or less.....	31.3	0	Overpulls easily, low production.
MENL0007	1/15/2014 10:15		47.2	30.2	0	22.6	-0.3	87	No Change.....	31.3	0	Overpulls easily, low production.
MENL0007	3/18/2014 8:34		33	28.2	0	38.8	-0.5	87	Closed Valve 1/2 turn or less.....	31.3	0	Overpulls easily, low production.
MENL0007	04/08/14	8:36	36.1	28.6	0	35.3	-0.4	83	Closed Valve 1/2 turn or less.....	31.3	0	Overpulls easily, low production.
MENL0007	5/9/2014 9:48		34.8	28.7	0	36.7	-0.5	85	Closed Valve 1/2 turn or less.....	31.3	0	Overpulls easily, low production.
MENL0007	05/29/14	15:07	34.2	29.7	0	36.1	0.0	92	No Change.....	31.3	0	Overpulls easily, low production.
MENL0008	1/15/2014 8:49		60.3	39.4	0.2	0.1	-0.5	49	No Change.....	No access		Increase vacuum and remotor
MENL0008	2/10/2014 10:19		59.6	38.8	0.3	1.3	-0.6	65	No Change.....	No access		Increase vacuum and remotor
MENL0008	3/18/2014 8:39		60	38.7	0.8	0.5	-0.5	56	Opened Valve 1/2 turn or less.....	No access		Increase vacuum and remotor
MENL0008	04/08/14	8:39	59.8	39	0.8	0.4	-0.5	66	No Change.....	No access		Increase vacuum and remotor
MENL0008	5/9/2014 9:55		59.6	38.4	0.7	1.3	-0.5	70	Opened Valve 1/2 turn or less.....	No access		Increase vacuum and remotor
MENL0008	05/29/14	15:15	59.2	40.2	0.4	0.2	-0.4	N/A	No Temperature port	No access		Increase vacuum and remotor
MENL0009	11/04/15	15:45	61	38.9	0	0.1	-6.5	106	No Change.....	30.5	0	Could not locate
MENL0009	2/10/2014 8:53		61.7	38.2	0	0.1	-6.5	106	No Change.....	30.5	0	Questionable flow and temperature. Replace well head and remotor
MENL0009	3/18/2014 8:44		61.3	38.6	0	0.1	-5.4	106	Opened Valve 1/2 turn or less.....	30.5	0	Questionable flow and temperature. Replace well head and remotor
MENL0009	04/08/14	8:42	60.9	39	0	0.1	-6.3	106	No Change.....	30.5	0	Questionable flow and temperature. Replace well head and remotor
MENL0009	5/9/2014 9:58		58	37.6	0	4.4	-12.2	106	No Change.....	30.5	0	Questionable flow and temperature. Replace well head and remotor
MENL0009	05/29/14	14:53	57.4	38.2	0	4.4	-11.4	106	No Change.....	30.5	0	Questionable flow and temperature. Replace well head and remotor

Bedwell Bayfront Park
GCCS Evaluation
Wellfield Data

Device ID	Date	Time	CH4	CO2	O2	Balance	Static Press.	Gas Temp	Fortistar Comments	Total Depth of Well (ft)	Feet of Water in Well (ft)	CR&I Comments
MENL0010	1/15/2014 8:35		65.3	34.5	0	0.2	-8.9	80	No Change.....	Flanged		Questionable flow. Remove flange and sound.
MENL0010	2/10/2014 10:31		66.1	33.7	0	0.2	-5.9	78	No Change.....	Flanged		Questionable flow. Remove flange and sound.
MENL0010	3/18/2014 8:48		61.9	33.6	0	4.5	-4.5	78	Opened Valve 1/2 turn or less.....	Flanged		Questionable flow. Remove flange and sound.
MENL0010	04/08/14	8:45	66	33.6	1	0.4	-6.3	78	No Change.....	Flanged		Questionable flow. Remove flange and sound.
MENL0010	5/9/2014 10:01		56.3	28.9	1	12.8	-10.6	81	No Change.....	Flanged		Questionable flow. Remove flange and sound.
MENL0010	05/29/14	14:42	49.5	32.3	0	18.2	-11.2	86	Closed Valve 1/2 turn or less.....	Flanged		Questionable flow. Remove flange and sound.
MENL0011	1/15/2014 8:58		0.3	3.1	15.8	80.8	-6.3	79	No Change.....	19.6	0	Decom. Not flowing. Damaged.
MENL0011	1/15/2014 9:01		0.3	2.8	16.4	80.5	-4.5	79	Closed Valve 1/2 turn or less.....	19.6	0	Decom. Not flowing. Damaged.
MENL0011	2/10/2014 10:39		0.3	1	17.1	81.6	-6.1	70	Closed Valve 1/2 turn or less.....	19.6	0	Decom. Not flowing. Damaged.
MENL0011	2/10/2014 10:35		0.2	0.8	16.9	82.1	-4.5	70	No Change.....	19.6	0	Decom. Not flowing. Damaged.
MENL0011	3/18/2014 8:51		0.5	7	16.5	76	-5.5	64	Closed Valve 1/2 turn or less. Watering.....	19.6	0	Decom. Not flowing. Damaged.
MENL0011	3/18/2014 8:54		0.6	7.8	15.3	76.3	-3.8	65	No Change. Watering.....	19.6	0	Decom. Not flowing. Damaged.
MENL0011	04/08/14	8:50	0.8	8.3	16.5	74.4	-3.7	61	Closed Valve 1/2 turn or less. Watering.....	19.6	0	Decom. Not flowing. Damaged.
MENL0011	04/08/14	8:52	0.7	7.6	15.8	75.9	-2.6	61	No Change. Watering.....	19.6	0	Decom. Not flowing. Damaged.
MENL0011	5/9/2014 10:04		0.6	6	15.6	77.8	-5.4	70	Closed Valve 1/2 turn or less. Watering.....	19.6	0	Decom. Not flowing. Damaged.
MENL0011	5/9/2014 10:06		0.6	5.8	15.2	78.4	-4.0	70	No Change. Watering.....	19.6	0	Decom. Not flowing. Damaged.
MENL0011	05/29/14	12:25	20.8	11.9	12.9	54.4	-0.2	85	No system pressure part	19.6	0	Decom. Not flowing. Damaged.
MENL0012	1/15/2014 9:11		64.7	12.7	3.4	19.2	-13.3	52	Closed Valve 1/2 turn or less.....	21.5	0	Does not appear to be flowing. Shallow. Decom
MENL0012	2/10/2014 10:38		63.3	32.2	0.6	3.9	-4.5	70	No Change.....	21.5	0	Does not appear to be flowing. Shallow. Decom
MENL0012	3/18/2014 9:14		64.1	15.4	3.8	16.7	-11.1	54	Closed Valve 1/2 turn or less.....	21.5	0	Does not appear to be flowing. Shallow. Decom
MENL0012	04/08/14	8:54	66.1	32.7	0.1	1.1	-2.6	75	No Change.....	21.5	0	Does not appear to be flowing. Shallow. Decom
MENL0012	5/9/2014 10:08		54.5	32.1	0	13.4	-6.1	75	No Change.....	21.5	0	Does not appear to be flowing. Shallow. Decom
MENL0012	05/29/14	13:49	56.6	13.2	3.5	26.7	0.0	79	Closed Valve 1/2 turn or less.....	21.5	0	Does not appear to be flowing. Shallow. Decom
MENL0012	1/15/2014 9:17		62.2	37.7	0	0.1	-1.0	53	Closed Valve 1/2 turn or less.....	47	15.29	Dewater, tune, and remonitor.
MENL0013	2/10/2014 10:53		36.5	32.3	0	31.2	-0.3	57	Closed Valve 1/2 turn or less.....	47	15.29	Dewater, tune, and remonitor
MENL0013	3/18/2014 9:20		62.6	37.1	0	0.3	-0.5	64	Opened Valve 1/2 turn or less.....	47	15.29	Dewater, tune, and remonitor
MENL0013	04/08/14	9:12	60.3	39.6	0	0.1	-0.9	86	Opened Valve 1/2 turn or less.....	47	15.29	Dewater, tune, and remonitor
MENL0013	5/9/2014 10:12		57.9	37.7	0.8	3.6	-0.4	73	No Change.....	47	15.29	Dewater, tune, and remonitor
MENL0013	05/29/14	9:39	60.5	37.8	0	1.7	-0.1	90	No system pressure part	47	15.29	Dewater, tune, and remonitor
MENL0015	1/15/2014 9:20		53.6	36.7	0	9.2	-8.7	93	No Change.....	36	7.26	Partially watered in. Continue monitoring.
MENL0015	2/10/2014 10:57		60.7	38.1	0	1.2	-2.7	89	Opened Valve 1/2 turn or less.....	36	7.26	Partially watered in. Continue monitoring.
MENL0015	3/18/2014 9:24		61.7	38.2	0	0.1	-1.5	86	Opened Valve 1/2 turn or less.....	36	7.26	Partially watered in. Continue monitoring.
MENL0015	04/08/14	9:16	55.7	37.2	0	7.1	-7.9	93	No Change.....	36	7.26	Partially watered in. Continue monitoring.
MENL0015	5/9/2014 10:23		49	34.8	0	16.2	-9.1	93	No Change.....	36	7.26	Partially watered in. Continue monitoring.
MENL0015	05/29/14	9:20	48.9	35.6	0	15.5	-9.7	98	No Change.....	36	7.26	Partially watered in. Continue monitoring.
MENL0016	1/15/2014 9:30		60.1	39.8	0	0.1	-3.6	100	No Change.....	25.35	0	Questionable flow. Increase vac and remonitor. Shallow.
MENL0016	2/10/2014 11:03		60.6	39.3	0	0.1	-5.2	100	Opened Valve 1/2 turn or less.....	25.35	0	Questionable flow. Increase vac and remonitor. Shallow.
MENL0016	3/18/2014 9:37		60	38.9	0	0.1	-0.7	96	Opened Valve 1/2 turn or less.....	25.35	0	Questionable flow. Increase vac and remonitor. Shallow.
MENL0016	04/08/14	9:29	59.8	40.1	0	0.1	-5.5	99	Opened Valve 1/2 turn or less.....	25.35	0	Questionable flow. Increase vac and remonitor. Shallow.
MENL0016	5/9/2014 10:33		58.4	38.1	0	3.5	-5.7	99	Opened Valve 1/2 turn or less.....	25.35	0	Questionable flow. Increase vac and remonitor. Shallow.
MENL0016	05/29/14	12:48	57.4	38.3	0	4.3	-7.6	101	Closed Valve 1/2 turn or less.....	25.35	0	Decom. Not flowing. Damaged.
MENL0017	1/15/2014 9:35		0.3	3	16.4	80.3	-4.1	86	No Change.....	22.5	1.5	Decom. Not flowing. Damaged.
MENL0017	2/10/2014 11:08		0.3	1.1	16.6	82	-5.7	81	No Change.....	22.5	1.5	Decom. Not flowing. Damaged.
MENL0017	3/18/2014 9:27		0.3	1.1	15.7	82.9	-2.9	66	Closed Valve 1/2 turn or less. Watering.....	22.5	1.5	Decom. Not flowing. Damaged.
MENL0017	3/18/2014 9:29		0.5	7.6	15.9	76	-2.8	71	No Change. Watering.....	22.5	1.5	Decom. Not flowing. Damaged.
MENL0017	04/08/14	9:32	0.8	9.2	15.4	74.6	-2.1	70	No Change. Watering.....	22.5	1.5	Decom. Not flowing. Damaged.
MENL0017	04/08/14	9:34	0.7	8.7	15.3	75.3	-1.6	69	Closed Valve 1/2 turn or less. Watering.....	22.5	1.5	Decom. Not flowing. Damaged.
MENL0017	5/9/2014 10:36		0.7	7.3	15.1	76.9	-3.5	82	No Change. Watering.....	22.5	1.5	Decom. Not flowing. Damaged.
MENL0017	5/9/2014 10:37		0.7	7.3	15.1	76.9	-3.5	82	Closed Valve 1/2 turn or less. Watering.....	22.5	1.5	Decom. Not flowing. Damaged.
MENL0017	05/29/14	12:57	4.7	1.1	20.1	74.1	-0.3	75	Closed Valve 1/2 turn or less.....	22.5	1.5	Decom. Not flowing. Damaged.
MENL0018	1/15/2014 9:40		49	30.5	0.1	20.4	-8.9	65	Closed Valve 1/2 turn or less.....	Flanged		Remove flange and sound
MENL0018	2/10/2014 11:12		60.6	39.2	0.1	0.1	-4.3	64	No Change.....	Flanged		Remove flange and sound
MENL0018	3/18/2014 9:42		64.7	35.2	0	0.1	-1.5	61	Opened Valve 1/2 turn or less.....	Flanged		Remove flange and sound
MENL0018	04/08/14	9:36	60.8	39.2	0	0.2	-4.7	92	Opened Valve 1/2 turn or less.....	Flanged		Remove flange and sound
MENL0018	5/9/2014 10:50		43.3	28.8	0	27.9	-9.0	74	Closed Valve 1/2 turn or less.....	Flanged		Remove flange and sound
MENL0018	05/29/14	17:05	53.4	31	0	15.6	-5.1	81	Closed Valve 1/2 turn or less.....	Flanged		Remove flange and sound
MENL0018	11/04/15	17:05	53.4	31	0	15.6	-5.1	81	No Change.....	51	22.6	Vacuum - Y
MENL0019	1/15/2014 9:44		0.3	2.5	16.1	81.1	-8.6	66	Closed Valve 1/2 turn or less.....	32	13.49	Dewater and remonitor
MENL0019	1/15/2014 9:47		0.3	2.5	15.9	81.3	-6.4	66	No Change.....	32	13.49	Dewater and remonitor

Device ID	Date	Time	CH4	CO2	O2	Balance	Static Press.	Gas Temp	FortiStar Comments	Total Depth of Well (ft)	Feet of Water in Well (ft)	CBL Comments
MENLO019	2/10/2014 11:15		0.3	1.1	16.6	82	-5.1	66	Closed Valve 1/2 turn or less. Watering.....	32	13.49	Dewater and remonitor
MENLO019	2/10/2014 11:18		0.3	1.1	15.6	83	-3.3	66	No Change. Watering.....	32	13.49	Dewater and remonitor
MENLO019	3/18/2014 9:45		0.7	7.9	16.3	75.1	-3.6	66	Closed Valve 1/2 turn or less. Watering.....	32	13.49	Dewater and remonitor
MENLO019	3/18/2014 9:47		0.7	7.7	15.6	76	-3.2	70	No Change. Watering.....	32	13.49	Dewater and remonitor
MENLO019	04/08/14	9:40	0.7	8.6	17.1	74.6	-3.0	71	Closed Valve 1/2 turn or less. Watering.....	32	13.49	Dewater and remonitor
MENLO019	04/08/14	9:42	0.8	5.8	17.3	76.5	-0.9	70	No Change. Watering.....	32	13.49	Dewater and remonitor
MENLO019	5/9/2014 10:52		0.8	7.4	15	76.8	-7.8	88	Closed Valve 1/2 turn or less. Watering.....	32	13.49	Dewater and remonitor
MENLO019	5/9/2014 10:54		0.6	6.4	15.9	77.1	-5.5	88	No Change. Watering.....	32	13.49	Dewater and remonitor
MENLO019	05/29/14	16:56	0	4.7	17.5	77.8	0.0	95	No system pressure port	32	13.49	Dewater and remonitor
MENLO020	1/15/2014 9:50		66.8	32.4	0.4	0.4	-3.5	56	No Change.....	Flanged		Remove flange and sound
MENLO020	2/10/2014 11:22		58.5	37	1	3.5	-5.7	66	No Change.....	Flanged		Remove flange and sound
MENLO020	3/18/2014 9:51		67.5	32.3	0	0.2	-1.4	59	Opened Valve 1/2 turn or less.....	Flanged		Remove flange and sound
MENLO020	04/08/14	9:44	61.1	38.6	0.1	0.2	-5.9	73	No Change.....	Flanged		Remove flange and sound
MENLO020	5/9/2014 10:58		54.3	30.6	0	15.1	-5.7	77	No Change.....	Flanged		Remove flange and sound
MENLO020	05/29/14	16:41	56.9	31.6	0	11.5	-4.9	87	No system pressure port	Flanged		Remove flange and sound
MENLO020	11/04/15	16:41	56.9	31.6	0	11.5	-4.9	87	No system pressure port	Flanged	22.45	Remove flange and sound
MENLO021	1/15/2014 9:53		45.6	28.5	0	25.9	-0.6	82	Closed Valve 1/2 turn or less.....	Flanged		Remove flange and sound
MENLO021	2/10/2014 11:29		57.3	37.2	1	4.5	-6.0	62	No Change.....	Flanged		Remove flange and sound
MENLO021	3/18/2014 10:00		53.9	27	0.1	19	-0.8	85	No Change.....	Flanged		Remove flange and sound
MENLO021	04/08/14	9:51	32.5	25.1	0	42.4	-2.8	89	Closed Valve 1/2 turn or less.....	Flanged		Remove flange and sound
MENLO021	5/9/2014 11:01		55.9	30.6	0	15.5	-2.6	73	No Change.....	Flanged		Remove flange and sound
MENLO021	05/30/14	11:24	66	28	0.3	5.7	-0.1	81	No system pressure port	Flanged		Remove flange and sound
MENLO021	11/04/15	16:41	56.9	31.6	0	11.5	-4.9	87	No system pressure port	Flanged	27.8	Remove flange and sound
MENLO022	1/15/2014 9:59		0.3	3.4	16.3	80.7	-4.1	49	Closed Valve 1/2 turn or less.....	48.5	18.43	Dewater and remonitor
MENLO022	1/15/2014 10:02		0.2	2.7	16.4	80.7	-2.0	48	No Change.....	48.5	18.43	Dewater and remonitor
MENLO022	2/10/2014 11:34		0.3	1.1	16.3	82.3	-5.6	64	Closed Valve 1/2 turn or less. Watering.....	48.5	18.43	Dewater and remonitor
MENLO022	2/10/2014 11:36		0.3	0.9	16.7	82.1	-1.7	69	No Change. Watering.....	48.5	18.43	Dewater and remonitor
MENLO022	3/18/2014 9:54		0.6	7.5	16.6	75.3	-4.0	58	Closed Valve 1/2 turn or less. Watering.....	48.5	18.43	Dewater and remonitor
MENLO022	3/18/2014 9:56		0.5	6.8	16.6	76.1	-1.4	58	No Change. Watering.....	48.5	18.43	Dewater and remonitor
MENLO022	04/08/14	9:58	0.8	7.9	16.1	75.2	-4.8	72	Closed Valve 1/2 turn or less. Watering.....	48.5	18.43	Dewater and remonitor
MENLO022	04/08/14	10:00	0.9	8.4	15.7	75	-3.2	72	No Change. Watering.....	48.5	18.43	Dewater and remonitor
MENLO022	5/9/2014 11:07		0.8	7.1	15.7	76.4	-1.7	81	Closed Valve 1/2 turn or less. Watering.....	48.5	18.43	Dewater and remonitor
MENLO022	5/9/2014 11:10		0.8	6.9	15.7	76.6	-5.0	84	No Change. Watering.....	48.5	18.43	Dewater and remonitor
MENLO022	05/28/14	2:48	63.4	37.5	0	0.1	-0.2	101	Closed Valve 1/2 turn or less.....	48.5	18.43	Dewater and remonitor
MENLO023	1/15/2014 10:07		40.3	36.8	0	21.9	-4.5	101	No Change.....	37.5	6.29	Partially watered in. Continue monitoring.
MENLO023	2/10/2014 11:39		58	38.7	0.1	3.2	-1.1	93	No Change.....	37.5	6.29	Partially watered in. Continue monitoring.
MENLO023	3/18/2014 10:10		60.3	39.6	0	0.1	-0.7	95	No Change. Valve 100% open.....	37.5	6.29	Partially watered in. Continue monitoring.
MENLO023	04/08/14	9:26	60	39.6	0	0.1	-0.6	93	No Change.....	37.5	6.29	Partially watered in. Continue monitoring.
MENLO023	5/9/2014 11:40		35.2	32.1	0	32.7	-1.4	95	Closed Valve 1/2 turn or less.....	37.5	6.29	Partially watered in. Continue monitoring.
MENLO023	05/28/14	2:36	59.5	40.4	0	0.1	-0.1	71	Closed Valve 1/2 turn or less.....	37.5	6.29	Partially watered in. Continue monitoring.
MENLO024	1/15/2014 9:27		51	35.4	0.8	12.8	-9.4	71	Closed Valve 1/2 turn or less.....	No access		Questionable flow. No access for sounding. Reconfigure and sound.
MENLO024	2/10/2014 11:00		57.3	36.3	0.8	5.6	-11.7	72	No Change.....	No access		Questionable flow. No access for sounding. Reconfigure and sound.
MENLO024	3/18/2014 9:33		58.6	36.5	0.9	4	-6.3	73	Opened Valve 1/2 turn or less.....	No access		Questionable flow. No access for sounding. Reconfigure and sound.
MENLO024	04/08/14	9:19	50.1	33.9	1.5	14.5	-11.0	73	Closed Valve 1/2 turn or less.....	No access		Questionable flow. No access for sounding. Reconfigure and sound.
MENLO024	5/9/2014 10:25		63	36.9	0	0.1	-14.0	75	No Change.....	No access		Questionable flow. No access for sounding. Reconfigure and sound.
MENLO024	05/29/14	9:05	55.2	35	0	9.8	0.0	75	No Change.....	No access		Questionable flow. No access for sounding. Reconfigure and sound.
MENLO024	05/29/14	9:28	62.8	37.1	0	0.1	-14.0	80	No Change.....	No access		Questionable flow. No access for sounding. Reconfigure and sound.
MENLO024	11/14/2015	9:28	62.8	37.1	0	0.1	-14.0	80	No Change.....	54.3	53.52	vacuum - No
MENLO025	1/15/2014 10:11		42.7	32.8	0	24.5	-1.9	83	Closed Valve 1/2 turn or less.....	42.25	0	Overpulls easily. Low production. Continue monitoring
MENLO025	2/10/2014 11:44		46.8	31.8	0	23.4	-3.0	83	Closed Valve 1/2 turn or less.....	42.25	0	Overpulls easily. Low production. Continue monitoring
MENLO025	3/18/2014 10:15		45.8	30.8	0.1	23.3	-0.6	82	Closed Valve 1/2 turn or less.....	42.25	0	Overpulls easily. Low production. Continue monitoring
MENLO025	04/08/14	10:31	47.9	31.4	0	20.7	-1.4	69	No Change.....	42.25	0	Overpulls easily. Low production. Continue monitoring
MENLO025	5/9/2014 11:55		41.3	30.1	0	28.6	-2.1	85	Closed Valve 1/2 turn or less.....	42.25	0	Overpulls easily. Low production. Continue monitoring
MENLO025	05/28/14	3:57	45.9	30.5	0	23.6	-1.7	85	Closed Valve 1/2 turn or less.....	42.25	0	Overpulls easily. Low production. Continue monitoring
MENLO025	05/29/14	8:41	44.5	31.8	0	23.7	-0.9	85	Closed Valve 1/2 turn or less.....	42.25	0	Overpulls easily. Low production. Continue monitoring
MENLO026	1/15/2014 10:16		46.5	38.4	0	13.1	-0.9	79	Closed Valve 1/2 turn or less.....	49	32.11	Dewater and remonitor
MENLO026	2/10/2014 11:48		55	37.7	0	7.3	-0.2	77	No Change.....	49	32.11	Dewater and remonitor
MENLO026	3/18/2014 10:20		58.9	30.8	0	1.3	-0.4	84	Opened Valve 1/2 turn or less.....	49	32.11	Dewater and remonitor
MENLO026	04/08/14	10:29	20.3	26.9	0	52.8	-1.4	66	Closed Valve 1/2 turn or less.....	49	32.11	Dewater and remonitor
MENLO026	5/9/2014 11:50		25	26.7	0	48.3	-0.7	84	Closed Valve 1/2 turn or less.....	49	32.11	Dewater and remonitor
MENLO026	05/29/14	8:49	50.7	37.6	0	11.7	0.0	70	Closed Valve 1/2 turn or less.....	49	32.11	Dewater and remonitor
MENLO027	1/15/2014 10:19		46.2	37.2	0	14.6	-7.0	65	No Change.....	29.5	0	Shallow. Continue monitoring.
MENLO027	2/10/2014 11:51		52.7	37.1	0	10.2	-7.0	62	No Change.....	29.5	0	Shallow. Continue monitoring.

Bedwell Bayfront Park
GCCS Installation
Wellfield Data

Device ID	Date	Time	CH4	CO2	O2	Balance	Static Press.	Gas Temp	Fertilizer Comments	Total Depth of Well (ft)	Feet of Water in Well (ft)	CS&I Comments
MENLO027	3/18/2014 10:28		52	37.1	0.1	10.8	-1.0	66	No Change.....	29.5	0	Shallow. Continue monitoring.
MENLO027	04/08/14	10:19	47.1	34.8	0	18.1	-2.5	71	No Change.....	29.5	0	Shallow. Continue monitoring.
MENLO027	5/9/2014 11:32		38	31.6	0	38.4	-11.2	71	Closed Valve 1/2 turn or less.....	29.5	0	Shallow. Continue monitoring.
MENLO027	05/28/14	2:19	49.1	31.9	0	19	-0.1			29.5	0	Shallow. Continue monitoring.
MENLO027	05/30/14	10:19	41.2	34.3	0.3	24.2	-11.0	79	Closed Valve 1/2 turn or less.....	32.8	0	Overpulls easily. Low production. Continue monitoring. Sound.
MENLO028	1/15/2014 10:25		38.2	33.6	0	26.2	-0.6	95	Closed Valve 1/2 turn or less.....	32.8	0	Overpulls easily. Low production. Continue monitoring. Sound.
MENLO028	2/10/2014 13:57		40.2	33	0	26.8	-0.7	95	Closed Valve 1/2 turn or less.....	32.8	0	Overpulls easily. Low production. Continue monitoring. Sound.
MENLO028	3/18/2014 10:36		39.6	32.5	0	27.9	-0.7	95	Closed Valve 1/2 turn or less.....	32.8	0	Overpulls easily. Low production. Continue monitoring. Sound.
MENLO028	04/08/14	10:10	38.8	32.5	0	28.7	-0.9	96	Closed Valve 1/2 turn or less.....	32.8	0	Overpulls easily. Low production. Continue monitoring. Sound.
MENLO028	5/9/2014 11:21		37.3	31.6	0	31.1	-0.5	96	Closed Valve 1/2 turn or less.....	32.8	0	Overpulls easily. Low production. Continue monitoring. Sound.
MENLO029	05/30/14	11:04	38.1	33.2	0.3	28.4	-0.6	81	No Change.....	Flanged		Questionable flow. Remove flange and sound.
MENLO029	1/15/2014 10:27		59.6	31.6	0	8.8	-10.3	97	No Change.....	Flanged		Questionable flow. Remove flange and sound.
MENLO029	2/10/2014 12:00		60.1	30.2	0	9.7	-7.2	80	No Change.....	Flanged		Questionable flow. Remove flange and sound.
MENLO029	3/18/2014 10:30		59	30	0	11	-5.7	80	No Change.....	Flanged		Questionable flow. Remove flange and sound.
MENLO029	04/08/14	10:07	59.8	29.8	0	10.4	-5.8	80	No Change.....	Flanged		Questionable flow. Remove flange and sound.
MENLO029	5/9/2014 11:18		52.6	29.7	0	17.7	-7.3	82	No Change.....	Flanged		Questionable flow. Remove flange and sound.
MENLO029	05/30/14	13:28	54.9	29.7	0	15.4	-7.9	85	No Change.....	Flanged		Questionable flow. Remove flange and sound.
MENLO029	11/04/15		48.8	36.1	0	15.1	-5.6	70	No Change.....	22.9		Vacuum - Y
MENLO029	1/15/2014 10:29		48.8	36.1	0	15.1	-5.6	70	No Change.....	No access		Continue monitoring. No sounding access.
MENLO030	2/10/2014 12:02		57.9	35.5	0	6.6	-1.8	60	Opened Valve 1/2 turn or less.....	No access		Continue monitoring. No sounding access.
MENLO030	3/18/2014 10:42		52.6	34	0	13.4	-1.7	65	No Change.....	No access		Continue monitoring. No sounding access.
MENLO030	04/08/14	10:03	56.2	34.4	0.1	9.3	-2.4	67	No Change.....	No access		Continue monitoring. No sounding access.
MENLO030	5/9/2014 11:15		45.6	33	0	21.4	-4.7	81	Closed Valve 1/2 turn or less.....	No access		Continue monitoring. No sounding access.
MENLO030	05/30/14	13:17	54.4	34.3	0	11.3	-1.8	86	one 2H sample tube only, no system slide part.	No access		Continue monitoring. No sounding access.
MENLO030	11/04/15	13:17	46.4	34.3	0	11.3	-1.8	86	Closed Valve 1/2 turn or less.....	27.85		Vacuum - Y
MENLO031	1/15/2014 10:33		46.5	36.4	0	17.1	-1.5	59	Closed Valve 1/2 turn or less.....	49		Overpulls easily. Low production. Continue monitoring.
MENLO031	2/10/2014 12:07		60.1	37.2	0	2.7	-0.4	62	No Change.....	49		Overpulls easily. Low production. Continue monitoring.
MENLO031	3/18/2014 10:40		41.7	33.5	0	24.8	-0.7	64	Closed Valve 1/2 turn or less.....	49		Overpulls easily. Low production. Continue monitoring.
MENLO031	04/08/14	10:14	55.6	36.3	0	8.1	-0.4	63	Opened Valve 1/2 turn or less.....	49		Overpulls easily. Low production. Continue monitoring.
MENLO031	5/9/2014 11:25		50.1	34.3	0	15.6	-0.4	74	Opened Valve 1/2 turn or less.....	49		Overpulls easily. Low production. Continue monitoring.
MENLO032	05/30/14	9:53	48.7	35.7	0.2	15.4	0.0	N/A		49		Overpulls easily. Low production. Continue monitoring.
MENLO032	1/15/2014 10:37		42	36.5	0	21.5	-3.3	99	Closed Valve 1/2 turn or less.....	41		Overpulls easily. Low production. Continue monitoring.
MENLO032	2/10/2014 12:12		48.4	36	0	15.6	-1.2	98	No Change.....	41		Overpulls easily. Low production. Continue monitoring.
MENLO032	3/18/2014 10:53		43.1	34.3	0	22.6	-1.2	98	Closed Valve 1/2 turn or less.....	41		Overpulls easily. Low production. Continue monitoring.
MENLO032	04/08/14	10:17	47.4	34	0	18.6	-1.1	97	No Change.....	41		Overpulls easily. Low production. Continue monitoring.
MENLO032	5/9/2014 10:42		51.5	34.7	0.9	12.9	-1.0	69	No Change.....	41		Overpulls easily. Low production. Continue monitoring.
MENLO033	05/28/14	3:06	48.4	35.8	0	15.8	-1.2	78	Two parts	41		Overpulls easily. Low production. Continue monitoring.
MENLO033	1/15/2014 10:58		44.5	33.6	0	21.9	-0.4	81	Closed Valve 1/2 turn or less.....	No data		Overpulls easily. Low production. Continue monitoring.
MENLO033	2/10/2014 12:22		46.9	32.7	0	20.4	-0.6	82	Closed Valve 1/2 turn or less.....	No data		Overpulls easily. Low production. Continue monitoring.
MENLO033	3/18/2014 11:02		43.2	33.5	0	23.3	-0.8	72	Closed Valve 1/2 turn or less.....	No data		Overpulls easily. Low production. Continue monitoring.
MENLO033	04/08/14	10:34	41.7	31	0	37.3	-0.4	75	No Change.....	No data		Overpulls easily. Low production. Continue monitoring.
MENLO033	5/9/2014 11:58		36.3	30.2	0	35.5	-0.5	86	Closed Valve 1/2 turn or less.....	No data		Overpulls easily. Low production. Continue monitoring.
MENLO033	05/28/14	3:28	63.2	36.7	0	0.1	0.1			35		Sound and remonitor. Overpulls easily.
MENLO034	11/04/15		63.2	36.7	0	0.1	0.1			35		Sound and remonitor. Overpulls easily.
MENLO034	1/15/2014 10:42		0.2	3.6	15.5	80.6	-2.2	67	Closed Valve 1/2 turn or less.....	19		Decom. Not flowing. Damaged.
MENLO034	1/15/2014 10:45		0.2	2.6	17.4	79.8	-1.9	64	No Change.....	19		Decom. Not flowing. Damaged.
MENLO034	2/10/2014 12:15		0.3	1.2	16.1	82.4	-2.9	78	Closed Valve 1/2 turn or less.....	19		Decom. Not flowing. Damaged.
MENLO034	3/18/2014 10:57		0.6	9.5	15.8	82.2	-2.2	85	No Change.....	19		Decom. Not flowing. Damaged.
MENLO034	04/08/14	10:40	0.5	7	17.1	75.4	-1.4	73	Closed Valve 1/2 turn or less. Watering.....	19		Decom. Not flowing. Damaged.
MENLO034	04/08/14	10:43	0.6	7.4	16.1	74.1	-1.4	73	No Change. Watering.....	19		Decom. Not flowing. Damaged.
MENLO034	04/08/14	10:43	0.7	8.9	15.5	74.9	-1.4	75	Closed Valve 1/2 turn or less. Watering.....	19		Decom. Not flowing. Damaged.
MENLO034	5/9/2014 11:45		0.6	8.3	16	75.1	-0.9	72	No Change. Watering.....	19		Decom. Not flowing. Damaged.
MENLO034	05/28/14	3:42	40.9	32.8	0	26.3	-1.1	88	Closed Valve 1/2 turn or less.....	19		Decom. Not flowing. Damaged.
MENLO035	1/15/2014 10:51		30.3	30	0.2	39.5	-1.3	88	Closed Valve 1/2 turn or less.....	44	5.76	Partially watered in. Overpulls easily. Continue monitoring.
MENLO035	2/10/2014 12:27		38.8	31	0	30.2	-1.4	87	Closed Valve 1/2 turn or less.....	44	5.76	Partially watered in. Overpulls easily. Continue monitoring.
MENLO035	3/18/2014 11:07		40.8	29.7	0	29.5	-1.4	80	Closed Valve 1/2 turn or less.....	44	5.76	Partially watered in. Overpulls easily. Continue monitoring.
MENLO035	04/08/14	10:48	40.5	29.2	0.5	29.8	-1.0	86	Closed Valve 1/2 turn or less.....	44	5.76	Partially watered in. Overpulls easily. Continue monitoring.
MENLO035	5/9/2014 12:16		43.3	29	0	27.7	-0.7	79	Closed Valve 1/2 turn or less.....	44	5.76	Partially watered in. Overpulls easily. Continue monitoring.
MENLO036	05/30/14	9:09	45.8	31.1	0.3	22.8	-0.5	82	Closed Valve 1/2 turn or less.....	44	5.76	Partially watered in. Overpulls easily. Continue monitoring.
MENLO036	1/15/2014 10:54		43.6	29.4	0	27	-0.5	74	Closed Valve 1/2 turn or less.....	48.5	5.89	Partially watered in. Overpulls easily. Continue monitoring.
MENLO036	2/10/2014 12:31		36.4	29.1	0	34.5	-0.5	81	Closed Valve 1/2 turn or less.....	48.5	5.89	Partially watered in. Overpulls easily. Continue monitoring.
MENLO036	3/18/2014 11:20		52.2	30.2	0	17.6	-0.3	80	No Change.....	48.5	5.89	Partially watered in. Overpulls easily. Continue monitoring.
MENLO036	04/08/14	9:48	48.5	30.7	0	20.8	-1.5	68	Closed Valve 1/2 turn or less.....	48.5	5.89	Partially watered in. Overpulls easily. Continue monitoring.

Bedwell Bayfront Park
GCCS Evaluation
Wellfield Data

Device ID	Date	Time	CH4	CO2	O2	Balance	Static Press.	Gas Temp	Fortistar Comments	Total Depth of Well (ft)	Feet of Water in Well (ft)	CB&I Comments
MENLO036	5/9/2014 12:07		56.9	31.6	0	11.5	-0.2	82	No Change.....	48.5	5.89	Partially watered in. Overpulls easily. Continue monitoring.
MENLO036	05/20/14	9:22	61.6	32.5	0.2	5.7	0.4	66		48.5	5.89	Partially watered in. Overpulls easily. Continue monitoring.
MENLO038	1/15/2014 11:11		56.7	34.4	0	8.9	-4.8	80		18.3	0	Damaged. Shallow. Continue monitoring.
MENLO038	2/10/2014 12:47		58	33.9	0	8.1	-1.7	80	Opened Valve 1/2 turn or less.....	18.3	0	Damaged. Shallow. Continue monitoring.
MENLO038	3/18/2014 9:41		48.6	33.8	0	17.6	-3.1	79	Closed Valve 1/2 turn or less.....	18.3	0	Damaged. Shallow. Continue monitoring.
MENLO038	04/08/14	9:22	59.8	34.6	0	5.6	-0.2	77	Opened Valve 1/2 turn or less.....	18.3	0	Damaged. Shallow. Continue monitoring.
MENLO038	5/9/2014 12:48		60.3	34.3	0	5.4	-1.2	80	Opened Valve 1/2 turn or less.....	18.3	0	Damaged. Shallow. Continue monitoring.
MENLO038	05/28/14	10:19	57.6	34.7	0	7.7	-2.3	80		18.3	0	Damaged. Shallow. Continue monitoring.
MENLO038	1/15/2014 11:13		49.6	32.6	1	16.8	-3.2	57	Closed Valve 1/2 turn or less.....	32	0	Overpulls easily. Continue monitoring.
MENLO039	2/10/2014 12:50		53.1	32.7	0	14.2	-0.3	73	No Change.....	32	0	Overpulls easily. Continue monitoring.
MENLO039	3/18/2014 9:09		53	32.2	0	14.8	-1.5	65	No Change.....	32	0	Overpulls easily. Continue monitoring.
MENLO039	04/08/14	8:59	53.5	33.2	0	13.3	-3.8	71	No Change.....	32	0	Overpulls easily. Continue monitoring.
MENLO039	5/9/2014 12:25		47.8	31.4	0	20.8	-1.7	76	No Change.....	32	0	Overpulls easily. Continue monitoring.
MENLO039	05/28/14	10:37	46.8	30.4	0	22.8	-2.5	80		32	0	Overpulls easily. Continue monitoring.
MENLO040	1/15/2014 11:17		62.9	37	0	0.1	-0.4	74	No Change.....	29.5	0	Shallow. Continue monitoring.
MENLO040	2/10/2014 12:54		59.7	35.4	0	4.9	-0.2	78	No Change.....	29.5	0	Shallow. Continue monitoring.
MENLO040	3/18/2014 9:31		62.2	37.7	0	0.1	-0.1	67	Opened Valve 1/2 turn or less.....	29.5	0	Shallow. Continue monitoring.
MENLO040	04/08/14	9:16	62.3	37.6	0	0.1	-0.4	74	Opened Valve 1/2 turn or less.....	29.5	0	Shallow. Continue monitoring.
MENLO040	5/9/2014 12:43		62.9	37	0	0.1	-0.3	86	No Change.....	29.5	0	Shallow. Continue monitoring.
MENLO040	05/28/14	12:20	39.8	30.8	0	29.4	-0.2	80		29.5	0	Shallow. Continue monitoring.
MENLO040	05/31/14	10:06	40.2	30.8	0.2	28.8	0.0	87	Closed Valve 1/2 turn or less.....	29.5	0	Shallow. Continue monitoring.
MENLO041	1/15/2014 11:31		42.3	31.4	0	26.3	-1.4	93	Closed Valve 1/2 turn or less.....	47	0	Overpulls. Continue monitoring.
MENLO041	2/10/2014 13:11		42.7	29.8	0	27.5	-1.0	86	Closed Valve 1/2 turn or less.....	47	0	Overpulls. Continue monitoring.
MENLO041	3/18/2014 9:17		43.3	30.4	0	26.3	-0.9	72	Closed Valve 1/2 turn or less.....	47	0	Overpulls. Continue monitoring.
MENLO041	04/08/14	9:06	46	29.9	0	24.1	-0.6	87	Closed Valve 1/2 turn or less.....	47	0	Overpulls. Continue monitoring.
MENLO041	5/9/2014 12:29		45.8	30.1	0	24.1	-0.5	90	No Change.....	47	0	Overpulls. Continue monitoring.
MENLO041	05/28/14	11:30	45.7	29.3	0	25	-0.8	97	Two parts	47	0	Overpulls. Continue monitoring.
MENLO042	1/15/2014 11:23		31.9	29.5	0	38.6	-0.9	65	Closed Valve 1/2 turn or less.....	75.75	154	Overpulls. Continue monitoring.
MENLO042	2/10/2014 13:02		30.8	28.2	0	41	-0.4	65	Closed Valve 1/2 turn or less.....	75.75	154	Overpulls. Continue monitoring.
MENLO042	3/18/2014 9:20		31.8	28.8	0	39.4	-1.3	67	Closed Valve 1/2 turn or less.....	75.75	154	Overpulls. Continue monitoring.
MENLO042	04/08/14	9:10	31.3	28.6	0	40.1	-0.7	76	Closed Valve 1/2 turn or less.....	75.75	154	Overpulls. Continue monitoring.
MENLO042	5/9/2014 12:37		31.1	28.1	0	40.8	-0.4	76	Closed Valve 1/2 turn or less.....	75.75	154	Overpulls. Continue monitoring.
MENLO042	04/08/14	9:06	46	29.9	0	24.1	-0.6	87	Closed Valve 1/2 turn or less.....	47	0	Overpulls. Continue monitoring.
MENLO041	5/9/2014 12:29		45.8	30.1	0	24.1	-0.5	90	No Change.....	47	0	Overpulls. Continue monitoring.
MENLO042	05/28/14	11:51	30.5	27.1	0	42.4	-0.6	97	one port	60.17	0	Sound. Remonitor.
MENLO043	2/10/2014 12:58		52.1	35.7	0	12.2	-1.1	95	Opened Valve 1/2 turn or less.....	60.17	0	Sound. Remonitor.
MENLO043	3/18/2014 9:24		46.7	35.5	0	17.8	-2.4	92	Opened Valve 1/2 turn or less.....	60.17	0	Sound. Remonitor.
MENLO043	04/08/14	9:13	58.3	37.4	0	4.3	-1.1	92	No Change.....	60.17	0	Sound. Remonitor.
MENLO043	5/9/2014 12:40		58.4	36.9	0	4.7	-1.0	95	Opened Valve 1/2 turn or less.....	60.17	0	Sound. Remonitor.
MENLO043	05/28/14	12:06	56.5	36.4	0	7.1	-1.3	93		60.17	0	Sound. Remonitor.
MENLO043	3/10/15	12:06	56.5	36.4	0	7.1	-1.3	93		61.6	59.6	Vacuum - Y
MENLO044	1/15/2014 11:28		36.4	33.3	0	30.3	-0.5	75	Closed Valve 1/2 turn or less.....	69.5	0	Overpulls. Continue monitoring.
MENLO044	2/10/2014 13:07		35.1	32	0	32.9	-0.5	78	Closed Valve 1/2 turn or less.....	69.5	0	Overpulls. Continue monitoring.
MENLO044	3/18/2014 9:14		40.5	28.9	0.8	29.8	-1.0	69	Closed Valve 1/2 turn or less.....	69.5	0	Overpulls. Continue monitoring.
MENLO044	04/08/14	9:03	36.5	31.3	0	32.2	-0.7	77	Closed Valve 1/2 turn or less.....	69.5	0	Overpulls. Continue monitoring.
MENLO044	05/28/14	11:24	36.4	30.8	0	24.8	-0.3	76	Closed Valve 1/2 turn or less.....	69.5	0	Overpulls. Continue monitoring.
MENLO045	1/15/2014 11:39		0.4	3.5	15.9	80.2	-2.0	80	Closed Valve 1/2 turn or less.....	15	3	Decom. Not flowing. Damaged.
MENLO045	1/15/2014 11:41		0.4	3.5	16.7	79.4	-0.9	80	No Change.....	15	3	Decom. Not flowing. Damaged.
MENLO045	2/10/2014 13:23		0.4	1.2	15.8	82.6	-1.9	64	Closed Valve 1/2 turn or less.....	15	3	Decom. Not flowing. Damaged.
MENLO045	2/10/2014 13:26		0.4	1.3	15.3	83	-1.5	63	No Change. Watering.....	15	3	Decom. Not flowing. Damaged.
MENLO045	3/18/2014 11:11		0.4	6.6	17	76	-1.6	69	Closed Valve 1/2 turn or less. Watering.....	15	3	Decom. Not flowing. Damaged.
MENLO045	04/08/14	9:49	0.3	4.1	18	76.2	-0.6	69	No Change. Watering.....	15	3	Decom. Not flowing. Damaged.
MENLO045	05/28/14	10:00	0.3	3.9	17.1	74	-0.6	70	High Watering.....	15	3	Decom. Not flowing. Damaged.
MENLO045	5/9/2014 12:10		1.1	9.2	15.6	74.4	-1.9	72	Closed Valve 1/2 turn or less. Watering.....	15	3	Decom. Not flowing. Damaged.
MENLO046	1/15/2014 11:42		34.2	34.2	0.2	12.4	-1.2	59	No Change.....	35	18.9	Dewater and remonitor
MENLO046	2/10/2014 10:47		35.5	22.5	2.6	39.4	-3.2	57	Closed Valve 1/2 turn or less.....	35	18.9	Dewater and remonitor
MENLO046	3/18/2014 9:04		30.9	21.9	3.1	44.1	-7.1	60	Closed Valve 1/2 turn or less.....	35	18.9	Dewater and remonitor
MENLO046	04/08/14	9:03	39.8	23.4	2.1	34.7	-1.8	68	Closed Valve 1/2 turn or less.....	35	18.9	Dewater and remonitor
MENLO046	5/9/2014 10:17		32.3	21.3	3	43.4	-1.7	82	Closed Valve 1/2 turn or less.....	35	18.9	Dewater and remonitor
MENLO046	05/29/14	13:16	28.3	19.7	3	48.2	-0.6	N/A	No system pressure port	35	18.9	Dewater and remonitor
MENLO046	05/27/14	10:42	0.8	9.7	13.9	75.6	0.0	108	No system side port	35	18.9	Dewater and remonitor
MENLO042	3/15/2014 0:00		ND	ND	ND	ND	ND	ND	Well watered in. no gas to sample	65	22	Dewater and remonitor
MENLO042	3/15/2014 0:00		ND	ND	ND	ND	ND	ND	Well watered in. no gas to sample	65	22	Dewater and remonitor
MENLO042	3/18/2014 0:00		ND	ND	ND	ND	ND	ND	Well watered in. no gas to sample	65	22	Dewater and remonitor
MENLO042	04/08/14	0:00	ND	ND	ND	ND	ND	ND	Well watered in. no gas to sample	65	22	Dewater and remonitor
MENLO042	4/8/2014 0:00		ND	ND	ND	ND	ND	ND	Well watered in. no gas to sample	47	4	Remonitor
MENLO043	1/15/2014 0:00		ND	ND	ND	ND	ND	ND	Well watered in. no gas to sample	47	4	Remonitor
MENLO043	2/10/2014 0:00		ND	ND	ND	ND	ND	ND	Well watered in. no gas to sample	47	4	Remonitor
MENLO043	3/18/2014 0:00		ND	ND	ND	ND	ND	ND	Well watered in. no gas to sample	47	4	Remonitor

Bedwell Bayfront Park
GCCS Evaluation
Wellfield Data

Device ID	Date	Time	CH4	CO2	O2	Balance	Static Press.	Gas Temp	Fortistar Comments	Total Depth of Well (ft)	Feet of Water in Well (ft)	CB&I Comments
MENLO0A3	04/08/14	0:00	ND	ND	ND	ND	ND	ND	Well watered in, no gas to sample	47	4	Remonitor
MENLO0A3	4/8/2014 0:00		ND	ND	ND	ND	ND	ND	Well watered in, no gas to sample	47	4	Remonitor
MENLO0A4	1/15/2014 0:00		ND	ND	ND	ND	ND	ND	Well watered in, no gas to sample	29	2	Remonitor
MENLO0A4	2/10/2014 0:00		ND	ND	ND	ND	ND	ND	Well watered in, no gas to sample	29	2	Remonitor
MENLO0A4	3/18/2014 0:00		ND	ND	ND	ND	ND	ND	Well watered in, no gas to sample	29	2	Remonitor
MENLO0A4	04/08/14	0:00	ND	ND	ND	ND	ND	ND	Well watered in, no gas to sample	29	2	Remonitor
MENLO0A4	4/8/2014 0:00		ND	ND	ND	ND	ND	ND	Well watered in, no gas to sample	29	2	Remonitor
MENLO0B1	2/11/2014 9:55		44.3	32.2	0.2	24.4	-1.4	65	Closed Valve 1/2 turn or less	Flanged		Remove flange and sound
MENLO0B1	3/18/2014 8:07		54.5	32.3	0	23.7	-0.8	64	No Change	Flanged		Remove flange and sound
MENLO0B1	4/8/2014 8:12		50.8	32.1	0	23.7	-0.3	64	No Change	Flanged		Remove flange and sound
MENLO0B1	5/12/2014 8:58		50.8	32.1	0	17.1	-0.7	67	No Change	Flanged		Remove flange and sound
MENLO0B1	05/30/14		49.7	32.1	0	18.2	-0.5	71	No Change	Flanged		Remove flange and sound
MENLO0B2	1/10/2014 9:33		49.7	32.1	0	18.2	-0.5	71	No Change	36.75	18.43	Vacuum - Y
MENLO0B2	1/16/2014 9:33		55.1	34.2	0	10.7	-7.3	60	No Change	22.75	6.95	Partially watered in. Continue monitoring.
MENLO0B2	2/11/2014 9:59		56	33.9	0	10.1	-5.4	64	No Change	22.75	6.95	Partially watered in. Continue monitoring.
MENLO0B2	3/18/2014 8:10		60	34.1	0	5.9	-5.7	56	No Change	22.75	6.95	Partially watered in. Continue monitoring.
MENLO0B2	04/08/14	8:09	63	34.2	0	2.8	-6.4	65	No Change	22.75	6.95	Partially watered in. Continue monitoring.
MENLO0B2	5/12/2014 9:02		50.1	33.3	0.1	16.5	-10.6	75	No wellhead port! Possible system side only	22.75	6.95	Partially watered in. Continue monitoring.
MENLO0B2	05/20/14		50.9	33.8	0.1	15.2	-8.7	71	Opened Valve 1/2 turn or less	22.75	6.95	Partially watered in. Continue monitoring.
MENLO0B3	1/16/2014 9:37		65.2	34.6	0	0.2	-0.8	57	Opened Valve 1/2 turn or less	33	16.44	Dewater and remonitor
MENLO0B3	2/11/2014 10:02		65.1	34.6	0	0.2	-0.7	60	Opened Valve 1/2 turn or less	33	16.44	Dewater and remonitor
MENLO0B3	3/18/2014 8:12		65.6	34.8	0	0.1	-0.9	66	Opened Valve 1/2 turn or less	33	16.44	Dewater and remonitor
MENLO0B3	4/8/2014 8:12		65.4	34.8	0	0.1	-0.9	66	Opened Valve 1/2 turn or less	33	16.44	Dewater and remonitor
MENLO0B3	5/12/2014 9:06		65.4	34.5	0	0.1	-0.4	66	Opened Valve 1/2 turn or less	33	16.44	Dewater and remonitor
MENLO0B3	05/30/14	15:59	64.7	34.8	0.3	0.2	-0.7	78	Opened Valve 1/2 turn or less	33	16.44	Dewater and remonitor
MENLO0B4	1/16/2014 9:41		61.2	32.3	1.6	4.9	-11.4	56	Closed Valve 1/2 turn or less	48	28.38	Dewater and remonitor
MENLO0B4	2/11/2014 10:14		0.3	1	15.4	83.3	-3.7	58	Closed Valve 1/2 turn or less. Watering	48	28.38	Dewater and remonitor
MENLO0B4	3/18/2014 10:17		0.3	1	16.3	82.4	-2.1	59	No Change. Watering	48	28.38	Dewater and remonitor
MENLO0B4	3/18/2014 8:15		62.9	32.4	1.2	3.5	-8.8	58	No Change. Watering	48	28.38	Dewater and remonitor
MENLO0B4	04/08/14	8:18	61.7	31.2	1.6	5.5	-9.8	62	No Change	48	28.38	Dewater and remonitor
MENLO0B4	5/12/2014 9:30		52.5	27.9	3.3	16.3	-17.7	64	Closed Valve 1/2 turn or less	48	28.38	Dewater and remonitor
MENLO0B4	05/20/14		29.6	14.9	12.5	4.3	-14.7	64	Closed Valve 1/2 turn or less	48	28.38	Dewater and remonitor
MENLO0B5	1/16/2014 9:47		0.2	2	15.5	82.3	-5.9	67	Closed Valve 1/2 turn or less	35	24	Dewater and remonitor
MENLO0B5	2/11/2014 10:32		0.1	1.9	15.8	82.1	-3.6	70	No Change	35	24	Dewater and remonitor
MENLO0B5	3/18/2014 10:34		0.2	1.8	15.5	81.4	-4.4	76	Closed Valve 1/2 turn or less. Watering	35	24	Dewater and remonitor
MENLO0B5	2/11/2014 10:32		0.3	0.8	15.5	83.4	-4.4	76	No Change. Watering	35	24	Dewater and remonitor
MENLO0B5	3/18/2014 8:23		0.1	1.6	17.9	77.1	-8.4	56	Closed Valve 1/2 turn or less. Watering	35	24	Dewater and remonitor
MENLO0B5	3/18/2014 8:24		0.1	1.8	20.1	78.1	-1.5	60	No Change. Watering	35	24	Dewater and remonitor
MENLO0B5	04/08/14	8:30	0.3	4.3	19.1	76.3	-2.3	64	Closed Valve 1/2 turn or less. Watering	35	24	Dewater and remonitor
MENLO0B5	04/08/14	8:31	0.3	4.6	19.1	76.1	-0.8	66	No Change. Watering	35	24	Dewater and remonitor
MENLO0B5	5/12/2014 9:26		0.5	6.4	15.2	77.8	-8.9	80	Closed Valve 1/2 turn or less. Watering	35	24	Dewater and remonitor
MENLO0B5	1/16/2014 9:51		59.2	32.9	0	7.9	-7.2	80	No Change. Watering	35	24	Dewater and remonitor
MENLO0B6	2/11/2014 10:26		60.5	30.3	0.3	8.9	-5.7	79	No Change	33	17.8	Dewater and remonitor
MENLO0B6	3/18/2014 8:25		54.2	29.5	0.2	16.1	-1.7	61	No Change	33	17.8	Dewater and remonitor
MENLO0B6	04/08/14	8:22	57.2	29.7	0.4	12.7	-0.8	62	No Change	33	17.8	Dewater and remonitor
MENLO0B6	5/12/2014 9:41		51.5	28.1	0.4	10.4	-0.4	62	No Change	33	17.8	Dewater and remonitor
MENLO0B7	1/16/2014 9:55		0.2	2.5	15.6	81.7	-3.8	60	Closed Valve 1/2 turn or less	43.5	28.79	Dewater and remonitor
MENLO0B7	1/16/2014 9:57		0.2	2.6	15.6	82.2	-2.1	62	No Change	43.5	28.79	Dewater and remonitor
MENLO0B7	2/11/2014 10:30		0.3	0.9	15	83.8	-5.4	59	Closed Valve 1/2 turn or less. Watering	43.5	28.79	Dewater and remonitor
MENLO0B7	2/11/2014 10:32		0.2	0.8	15.5	83.5	-3.8	57	No Change. Watering	43.5	28.79	Dewater and remonitor
MENLO0B7	3/18/2014 8:28		0.4	4.5	17.3	77.8	-4.3	61	Closed Valve 1/2 turn or less. Watering	43.5	28.79	Dewater and remonitor
MENLO0B7	3/18/2014 8:30		0.2	3.5	17.8	78.5	-0.9	60	No Change. Watering	43.5	28.79	Dewater and remonitor
MENLO0B7	04/08/14	8:35	0.3	2.9	19.6	77.2	-1.0	64	No Change. Watering	43.5	28.79	Dewater and remonitor
MENLO0B7	04/08/14	8:37	0.3	4.6	18.6	76.5	-0.7	64	No Change. Watering	43.5	28.79	Dewater and remonitor
MENLO0B7	5/12/2014 9:36		0.4	6.8	15.5	77.3	-6.2	81	Closed Valve 1/2 turn or less. Watering	43.5	28.79	Dewater and remonitor
MENLO0B7	5/12/2014 9:38		0.5	6.7	15.6	76.9	-2.3	84	No Change. Watering	43.5	28.79	Dewater and remonitor
MENLO0B8	1/16/2014 10:02		0.2	2.4	16	81.4	-3.3	66	No Change. Watering	48	28.38	Dewater and remonitor
MENLO0B8	1/16/2014 10:04		0.2	2.4	15.6	81.8	-3.4	66	Closed Valve 1/2 turn or less	48	28.38	Dewater and remonitor
MENLO0B8	2/11/2014 10:30		0.3	1	15.1	83.6	-6.9	69	No Change	48	28.38	Dewater and remonitor
MENLO0B8	2/11/2014 10:41		0.3	0.9	15.5	83.3	-4.6	70	No Change. Watering	48	28.38	Dewater and remonitor
MENLO0B8	3/18/2014 8:40		0.4	4.6	16.9	77.8	-2.6	62	Closed Valve 1/2 turn or less. Watering	48	28.38	Dewater and remonitor
MENLO0B8	3/18/2014 8:42		0.3	4.6	17.5	77.6	-0.6	66	No Change. Watering	48	28.38	Dewater and remonitor
MENLO0B8	04/08/14	8:40	0.3	4.2	18.7	76.8	-2.3	66	Closed Valve 1/2 turn or less. Watering	48	28.38	Dewater and remonitor
MENLO0B8	04/08/14	8:42	0.2	2.6	19.5	77.7	-1.1	66	No Change. Watering	48	28.38	Dewater and remonitor
MENLO0B8	5/12/2014 9:44		0.6	6.7	15.9	76.8	-1.1	75	Closed Valve 1/2 turn or less. Watering	48	28.38	Dewater and remonitor
MENLO0B8	5/12/2014 9:46		0.8	6.3	16.2	76.9	-7.5	73	No Change. Watering	48	28.38	Dewater and remonitor
MENLO0B8	05/20/14	13:51	0.6	7.1	15.8	73.5	0.0	N/A	one 2ft sample tube only, no system side port.	48	28.38	Dewater and remonitor
MENLO0B9	1/16/2014 10:11		55.1	35.3	0.3	8.7	-2.6	70	No Change	52	31.5	Dewater and remonitor
MENLO0B9	2/11/2014 10:33		53.1	33.9	0.3	7.6	-2.0	70	No Change	52	31.5	Dewater and remonitor
MENLO0B9	3/18/2014 8:35		53.1	33.2	0.3	12.9	-6.5	58	No Change	52	31.5	Dewater and remonitor
MENLO0B9	04/08/14	8:27	54.1	33.7	0.4	12.1	-8.6	63	No Change	52	31.5	Dewater and remonitor
MENLO0B9	5/12/2014 9:51		45.9	31.7	0.4	22	-14.5	70	Closed Valve 1/2 turn or less	52	31.5	Dewater and remonitor
MENLO0B9	05/20/14	13:57	45.5	32.3	0.1	22.1	-14.9	71	No system side port	52	31.5	Dewater and remonitor
MENLO0C1	1/16/2014 11:16		45.4	36.3	0	18.3	-0.6	56	Closed Valve 1/2 turn or less	45	5.95	Partially watered in. Continue monitoring.
MENLO0C1	3/18/2014 11:45		45.5	34.1	0	20.4	-1.1	64	Closed Valve 1/2 turn or less	45	5.95	Partially watered in. Continue monitoring.
MENLO0C1	3/18/2014 7:19		64.4	35	0.4	0.2	-0.1	58	Opened Valve 1/2 turn or less	45	5.95	Partially watered in. Continue monitoring.
MENLO0C1	04/08/14	7:21	33.3	37.4	0	34.7	-0.6	66	Closed Valve 1/2 turn or less	45	5.95	Partially watered in. Continue monitoring.
MENLO0C1	5/12/2014 10:26		62.4	37.4	0	0.2	-0.3	72	Opened Valve 1/2 turn or less	45	5.95	Partially watered in. Continue monitoring.

Bedwell Bayfront Park
GCCS Evaluation
Wellfield Data

Device ID	Date	Time	CH4	CO2	O2	Balance	Static Press.	Gas Temp	Foristair Comments	Total depth of Well (ft)	Feet of Water in Well (ft)	CS&I Comments
MENLOB01	05/31/14	9:43	43.7	34.6	0.2	21.5	-0.1	78	No system side port	45	5.95	Partially watered in. Continue monitoring.
MENLOB02	1/16/2014.10.08	5:53	40.6	39.2	0	0.1	-0.8	58	Opened Valve 1/2 turn or less.....	No access		No access for sounding.
MENLOB03	2/11/2014.11.50	5:57	38.1	38.9	0	6.2	-1.1	48	No Change.....	No access		No access for sounding.
MENLOB04	3/18/2014.7.25	5:58	38.9	38.9	0.1	4.6	-1.2	48	No Change.....	No access		No access for sounding.
MENLOB05	04/08/14	7:29	42.6	36.3	0	21.6	-3.8	63	Closed Valve 1/2 turn or less.....	No access		No access for sounding.
MENLOB06	5/12/2014.10.30	4:97	43.7	35.8	0	14	-1.0	74	No Change.....	No access		No access for sounding.
MENLOB07	05/31/14	9:19	50.9	35.7	0.2	13.2	-0.9	91	No system side port	45.2	37.53	Vacuum - Y
MENLOB08	1/16/2014.11.50	5:53	40.6	39.2	0	0.1	-0.4	62	No Change.....	78.5	5.6	Partially watered in. Continue monitoring.
MENLOB09	3/18/2014.7.22	5:59	37.8	37.8	0	5	-0.6	70	Opened Valve 1/2 turn or less.....	78.5	5.6	Partially watered in. Continue monitoring.
MENLOB10	04/08/14	7:24	52.6	36.2	0.2	11	-0.8	65	No Change.....	78.5	5.6	Partially watered in. Continue monitoring.
MENLOB11	5/12/2014.10.34	4:42	48.2	35.7	0	0.1	-0.2	66	Opened Valve 1/2 turn or less.....	78.5	5.6	Partially watered in. Continue monitoring.
MENLOB12	1/16/2014.11.50	5:57	38.1	38.9	0	6.2	-1.1	48	No Change.....	80	9	Partially watered in. Continue monitoring.
MENLOB13	2/11/2014.11.50	5:57	38.1	38.9	0	6.2	-1.1	48	No Change.....	80	9	Partially watered in. Continue monitoring.
MENLOB14	3/18/2014.10.33	5:58	38.2	38.2	15.3	81.3	-0.7	54	Closed Valve 1/2 turn or less.....	80	9	Partially watered in. Continue monitoring.
MENLOB15	1/16/2014.11.08	0.3	3.2	3.2	15.4	83.1	-0.7	54	No Change or less.....	80	9	Partially watered in. Continue monitoring.
MENLOB16	2/11/2014.11.08	0.1	0.8	0.8	16	83.1	-3.8	57	Closed Valve 1/2 turn or less.....	80	9	Partially watered in. Continue monitoring.
MENLOB17	3/18/2014.7.29	0.4	6.3	6.3	16.3	82.9	-0.8	58	No Change.....	80	9	Partially watered in. Continue monitoring.
MENLOB18	04/08/14	7:32	0.3	4.4	16.9	78.4	-0.2	55	Closed Valve 1/2 turn or less.....	80	9	Partially watered in. Continue monitoring.
MENLOB19	04/08/14	7:33	0.3	4.4	19.4	75.9	-2.0	63	No Change.....	80	9	Partially watered in. Continue monitoring.
MENLOB20	5/12/2014.10.05	6:2	4.9	4.9	18.8	76	-0.8	64	No Change.....	80	9	Partially watered in. Continue monitoring.
MENLOB21	5/12/2014.10.05	6:2	7.6	7.6	17.3	76	-1.6	69	Closed Valve 1/2 turn or less.....	80	9	Partially watered in. Continue monitoring.
MENLOB22	5/12/2014.10.23	6:46	35	35	16.4	75.3	-1.4	69	No Change.....	80	9	Partially watered in. Continue monitoring.
MENLOB23	1/16/2014.11.50	5:53	40.6	39.2	0	0.1	-0.4	72	No Change.....	80	9	Partially watered in. Continue monitoring.
MENLOB24	3/18/2014.7.20	5:59	37.8	37.8	0.2	15.4	-0.9	74	No system side port	80	9	Partially watered in. Continue monitoring.
MENLOB25	1/16/2014.11.08	0.3	3.2	3.2	15.3	81.3	-0.7	54	Closed Valve 1/2 turn or less.....	29	0.95	Increase valve and remonitor
MENLOB26	3/18/2014.8.01	8:02	40.7	40.7	0.1	0.2	-0.1	56	Opened Valve 1/2 turn or less.....	29	0.95	Increase valve and remonitor
MENLOB27	5/12/2014.11.13	5:48	36.3	36.3	1.1	7.8	-0.4	81	Closed Valve 1/2 turn or less.....	29	0.95	Increase valve and remonitor
MENLOB28	05/30/14	16:25	53.3	35.4	2.5	8.8	0.0	80	No system side port	29	0.95	Increase valve and remonitor
MENLOB29	1/16/2014.11.05	5:51	36.1	36.1	0.1	0.1	-0.4	56	No Change.....	45	7.24	Partially watered in. Continue monitoring.
MENLOB30	3/18/2014.7.156	6:48	58.9	41	0	60.6	-0.4	58	Closed Valve 1/2 turn or less.....	45	7.24	Partially watered in. Continue monitoring.
MENLOB31	04/08/14	7:58	60.8	39.8	0.1	0.1	-0.3	65	Opened Valve 1/2 turn or less.....	45	7.24	Partially watered in. Continue monitoring.
MENLOB32	05/31/14	8:15	59.4	39.1	0	0.1	-0.3	65	Opened Valve 1/2 turn or less.....	45	7.24	Partially watered in. Continue monitoring.
MENLOB33	1/16/2014.11.08	0.3	3.2	3.2	15.3	81.3	-0.7	54	No Change.....	45	7.24	Partially watered in. Continue monitoring.
MENLOB34	2/11/2014.11.50	5:57	38.1	38.9	0	6.2	-1.1	48	No Change.....	44.8	0.7	Overhaul easily. Continue monitoring.
MENLOB35	3/18/2014.7.33	6:09	38.9	38.9	0	0.2	-0.2	55	Opened Valve 1/2 turn or less.....	44.8	0.7	Overhaul easily. Continue monitoring.
MENLOB36	04/08/14	7:37	60.9	39	0	0.1	-0.1	69	Opened Valve 1/2 turn or less.....	44.8	0.7	Overhaul easily. Continue monitoring.
MENLOB37	5/12/2014.10.40	4:83	34.9	34.9	0	16.8	-0.4	79	No Change.....	44.8	0.7	Overhaul easily. Continue monitoring.
MENLOB38	05/30/14	16:42	47.3	35	0	17.7	-0.3	49	No system side port	44.8	0.7	Overhaul easily. Continue monitoring.
MENLOB39	1/16/2014.10.44	6:38	36.1	36.1	0	0.1	-0.4	59	Opened Valve 1/2 turn or less.....	33	0.38	Increase valve and remonitor
MENLOB40	3/18/2014.11.21	2:91	29.1	29.2	0	41.7	-0.5	59	Closed Valve 1/2 turn or less.....	33	0.38	Increase valve and remonitor
MENLOB41	3/18/2014.7.138	6:42	64.2	35.5	0.2	0.1	-0.2	54	Opened Valve 1/2 turn or less.....	33	0.38	Increase valve and remonitor
MENLOB42	04/08/14	7:41	64.8	35.1	0	0.1	-0.2	73	Opened Valve 1/2 turn or less.....	33	0.38	Increase valve and remonitor
MENLOB43	5/12/2014.10.44	6:48	59	34.3	0	6.7	-0.3	65	No Change.....	33	0.38	Increase valve and remonitor
MENLOB44	05/31/14	8:39	66.4	34.4	0	0.2	0.0	71	No system side port	33	0.38	Increase valve and remonitor
MENLOB45	1/16/2014.10.57	5:53	33.6	33.6	0	0.1	-0.4	74	Closed Valve 1/2 turn or less.....	62	6.98	Partially watered in. Continue monitoring.
MENLOB46	3/18/2014.7.26	5:51	37.1	37.1	0	30.1	-0.5	74	No Change.....	62	6.98	Partially watered in. Continue monitoring.
MENLOB47	3/18/2014.7.43	4:17	41.7	34.8	0	24.3	-4.5	62	Closed Valve 1/2 turn or less.....	62	6.98	Partially watered in. Continue monitoring.
MENLOB48	04/08/14	7:45	43.9	33.2	0	22.9	-1.8	62	Closed Valve 1/2 turn or less.....	62	6.98	Partially watered in. Continue monitoring.
MENLOB49	5/12/2014.10.49	4:2	33	33	0	25	-0.4	76	Closed Valve 1/2 turn or less.....	62	6.98	Partially watered in. Continue monitoring.
MENLOB50	05/31/14	8:52	60.6	39.2	0.1	0.1	-0.4	76	No system side port	62	6.98	Partially watered in. Continue monitoring.
MENLOB51	1/15/2014.11.08	6:61	33.5	33.5	0.2	0.2	-8.1	58	No Change.....	Check ID		Check ID. Resound if necessary. Looks watered in.
MENLOB52	2/10/2014.12.40	6:63	33.6	33.6	0	0.1	-9.3	59	No Change.....	Check ID		Check ID. Resound if necessary. Looks watered in.
MENLOB53	3/18/2014.9.00	6:55	34.4	34.4	0	0.1	-5.5	65	No Change.....	Check ID		Check ID. Resound if necessary. Looks watered in.
MENLOB54	04/08/14	8:55	65.6	34.3	0	0.1	-5.5	67	No Change.....	Check ID		Check ID. Resound if necessary. Looks watered in.
MENLOB55	5/9/2014.13.22	6:68	33.1	33.1	0	0.1	-5.5	74	No Change.....	Check ID		Check ID. Resound if necessary. Looks watered in.
MENLOB56	1/16/2014.10.17	6:2	37.9	37.9	0	0.1	-2.9	58	No Change.....	No access		No access for sounding. Looks watered in.
MENLOB57	3/18/2014.10.48	6:09	36.1	36.1	0.1	2.9	-2.4	60	Opened Valve 1/2 turn or less.....	No access		No access for sounding. Looks watered in.
MENLOB58	04/08/14	8:29	65.9	35.8	0	1.4	-1.8	68	No Change.....	No access		No access for sounding. Looks watered in.
MENLOB59	04/08/14	8:33	65.9	35.8	0	1.4	-1.8	68	No Change.....	No access		No access for sounding. Looks watered in.
MENLOB60	5/12/2014.9.58	6:29	63.9	35.9	0.1	0.2	-0.7	72	No Change.....	No access		No access for sounding. Looks watered in.
MENLOB61	05/30/14	14:34	62.9	36.9	0	0.2	-0.7	79	Opened Valve 1/2 turn or less.....	49.3	21.45	Vacuum - Y
MENLOB62	1/16/2014.10.19	5:13	36.9	36.9	0	11.8	-2.3	79	Opened Valve 1/2 turn or less.....	No access		No access for sounding. Looks watered in.
MENLOB63	2/11/2014.10.50	5:05	35	35	0	14.5	-1.9	77	No Change.....	No access		No access for sounding. Looks watered in.
MENLOB64	3/18/2014.8.47	4:84	34.1	34.1	0.1	16.4	-7.1	67	No Change.....	No access		No access for sounding. Looks watered in.
MENLOB65	04/08/14	8:43	50.8	34	0	15.2	-1.1	76	No Change.....	No access		No access for sounding. Looks watered in.
MENLOB66	5/12/2014.10.03	5:55	35.2	35.2	0	9.3	-1.4	83	Opened Valve 1/2 turn or less.....	No access		No access for sounding. Looks watered in.
MENLOB67	05/30/14	14:40	54.6	35.8	0	9.6	-1.5	88	No Change.....	No access		No access for sounding. Looks watered in.
MENLOB68	1/16/2014	14:40	54.6	35.8	0	9.6	-1.5	88	No Change.....	26.05		Vacuum - Y
MENLOB69	1/16/2014.11.00	0.4	0.4	0.4	15.7	79.6	-2.2	84	Closed Valve 1/2 turn or less.....	No data		Decom. Not flowing. Damaged. Check for sounding data.
MENLOB70	2/11/2014.11.34	0.3	0.3	0.3	17.1	79.1	-2.6	85	Closed Valve 1/2 turn or less.....	No data		Decom. Not flowing. Damaged. Check for sounding data.
MENLOB71	2/10/2014.11.24	0.3	0.3	0.3	17.1	79.1	-2.6	85	Closed Valve 1/2 turn or less.....	No data		Decom. Not flowing. Damaged. Check for sounding data.
MENLOB72	2/10/2014.12.26	0.2	0.2	0.2	17.3	81.7	-1.3	89	No Change.....	No data		Decom. Not flowing. Damaged. Check for sounding data.
MENLOB73	3/18/2014.9.02	0.5	5.8	5.8	18.1	75.6	-6.3	64	Closed Valve 1/2 turn or less.....	No data		Decom. Not flowing. Damaged. Check for sounding data.
MENLOB74	3/18/2014.9.06	1.8	1.8	1.8	19.9	76.5	-0.4	66	No Change.....	No data		Decom. Not flowing. Damaged. Check for sounding data.
MENLOB75	04/08/14	9:20	0.3	4.6	0	76.1	-0.2	66	No Change.....	No data		Decom. Not flowing. Damaged. Check for sounding data.

Bedwell Bayfront Park
CCCS Evaluation
Wellfield Data







Device ID	Date	Time	CH4	CO2	O2	Balance	Static Press.	Gas Temp	Fortifair Comments	Total Depth of Well (ft)	Feet of Water in Well (ft)	C&I Comments
MENLOB37	04/08/14	9:19	0.4	4.4	19	76.2	-0.4	67	No Change; Watering.....	No data		Decom. Not flowing. Damaged. Check for sounding data.
MENLOB37	5/9/2014 12:01		0.9	9.5	15.3	74.3	-1.5	81	Closed Valve 1/2 turn or less; Watering.....	No data		Decom. Not flowing. Damaged. Check for sounding data.
MENLOB37	5/9/2014 12:03		0.9	8.9	15.6	74.6	-0.9	82	No Change; Watering.....	No data		Decom. Not flowing. Damaged. Check for sounding data.
MENLOB37	05/28/14	10:04	20.7	12.3	15.4	51.6	-14.9		one port, one 2ft tubing port for system	No data		Decom. Not flowing. Damaged. Check for sounding data.
MENLOC10	1/19/2014 10:48		64	35.9	0	0.1	-3.9	53	No Change.....	37	4.76	Increase vac and remonitor
MENLOC10	2/11/2014 10:46		64.1	34.1	0	0.2	-3.3	59	Closed Valve 1/2 turn or less.....	37	4.76	Increase vac and remonitor
MENLOC10	3/18/2014 12:32		64.2	34.1	0	0.2	-3.3	52	Closed Valve 1/2 turn or less.....	37	4.76	Increase vac and remonitor
MENLOC10	04/08/14	7:54	64.5	35.4	0	0.1	-0.2	62	Opened Valve 1/2 turn or less.....	37	4.76	Increase vac and remonitor
MENLOC10	5/12/2014 11:01		60.7	32.9	0	6.4	-0.5	70	No Change.....	37	4.76	Increase vac and remonitor
MENLOC10	05/31/14	7:59	63.3	35.2	0	1.5	0.0	70	No system side port, 2ft sample tube	37		Increase vac and remonitor
MENLOC11	1/16/2014 10:52		62.2	37.7	0	0.1	-0.5	80	No Change.....	56.5	0.99	Increase vac and remonitor
MENLOC11	2/11/2014 11:31		39.5	32.5	0	28	-0.4	83	Closed Valve 1/2 turn or less.....	56.5	0.99	Increase vac and remonitor
MENLOC11	3/18/2014 7:47		48.2	34.8	0	17	-0.7	69	Closed Valve 1/2 turn or more.....	56.5	0.99	Increase vac and remonitor
MENLOC11	04/08/14	7:50	46.5	33.6	0	19.9	-0.3	80	Closed Valve 1/2 turn or less.....	56.5	0.99	Increase vac and remonitor
MENLOC11	5/12/2014 10:55		61.9	37.3	0	0.8	-0.3	82	No Change.....	56.5	0.99	Increase vac and remonitor
MENLOC11	05/31/14	7:43	54.8	36.1	0	9.1	0.0	83	No system side port	56.5	0.99	Increase vac and remonitor
MENLOC17	1/19/2014 10:22		43.1	34.1	0	13.8	-0.8	64	No Change.....	50.21	8.43	Partially watered in. Continue monitoring.
MENLOC17	2/11/2014 10:46		43.2	35.9	0	13.8	-0.8	64	No Change.....	50.21	8.43	Partially watered in. Continue monitoring.
MENLOC27	3/18/2014 10:32		43.2	35.9	0	24.9	-1.0	91	Closed Valve 1/2 turn or less.....	50.21	8.43	Partially watered in. Continue monitoring.
MENLOC27	04/08/14	10:24	43.1	33	0	34.9	-0.7	81	Closed Valve 1/2 turn or less.....	50.21	8.43	Partially watered in. Continue monitoring.
MENLOC27	5/9/2014 11:29		43.1	32.8	0	24.1	-0.5	70	Closed Valve 1/2 turn or less.....	50.21	8.43	Partially watered in. Continue monitoring.
MENLOC27A	05/30/14	10:09	48.9	31.9	0.3	18.9	0.0	72		26.5		Partially watered in. Continue monitoring.
MENLO ? ?	11/04/15								Vacuum - N	3.55'	Dry	
MENLO ? ?	11/04/15								Vacuum - Y	21.25	Dry	not recorded
SYSNLET	05/28/14	8:55	49.7	32.7	0	17.6	7.8		Flare flow 250 scfm			
SYSNLET	05/29/14	8:07	50.4	34.5	0	15.1	7.4	67				
SYSNLET	05/30/14	17:25	51.1	33	0.2	15.7	8.0	0				
SYSNLET	05/31/14	7:14	50.8	33.9	0.2	15.3	8.1	0				

Appendix C
Well Photographic Documentation









CB&I
180 Promenade Circle, Suite 320
Sacramento, California 95834
916.928.3300
Fax: 916.565.4356




**APPENDIX C
LANDFILL GAS WELL PHOTOS WITH
ID NUMBERS**

		
1	2	3
		
4	6	7

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8	9	10




		
11	12	13




		
15	16	17




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Appendix C

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18	19	20




		
21	22	23




		
24	25	26

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<p>27</p>	<p>ON27</p>	<p>28</p>

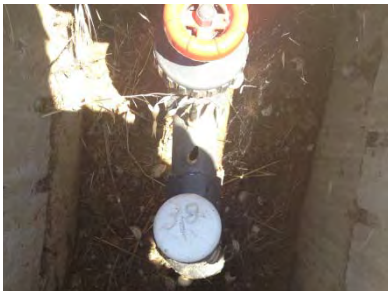


		
<p>29</p>	<p>30</p>	<p>31</p>

		
<p>32</p>	<p>34</p>	<p>35</p>

Appendix C

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36	37	37A




		
38	39	40

		
41	42	43

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44	46	Photo 1632 (NO ID)




		
B1	B2	B3




		
B4	B6	B7

Appendix C




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B8	B9	B10

		
B11	C1	C2

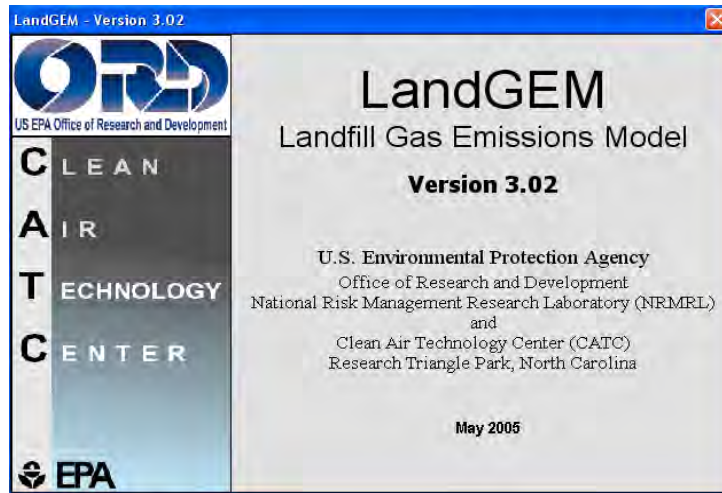
		
C3	C4	C5

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C6	C7	C8

		
C9	C10	C11

Appendix D
Landgem Gas Modeling Output



Summary Report

Landfill Name or Identifier: Menlo Park

Date: Monday, June 02, 2014

Description/Comments:

About LandGEM:

First-Order Decomposition Rate Equation:

$$Q_{CH_4} = \sum_{i=1}^n \sum_{j=0.1}^1 kL_o \left(\frac{M_i}{10} \right) e^{-kt_{ij}}$$

Where,

Q_{CH_4} = annual methane generation in the year of the calculation ($m^3/year$)

i = 1-year time increment

n = (year of the calculation) - (initial year of waste acceptance)

j = 0.1-year time increment

k = methane generation rate ($year^{-1}$)

L_o = potential methane generation capacity (m^3/Mg)

M_i = mass of waste accepted in the i^{th} year (Mg)

t_{ij} = age of the j^{th} section of waste mass M_i accepted in the i^{th} year ($decimal\ years$, e.g., 3.2 years)

LandGEM is based on a first-order decomposition rate equation for quantifying emissions from the decomposition of landfilled waste in municipal solid waste (MSW) landfills. The software provides a relatively simple approach to estimating landfill gas emissions. Model defaults are based on empirical data from U.S. landfills. Field test data can also be used in place of model defaults when available. Further guidance on EPA test methods, Clean Air Act (CAA) regulations, and other guidance regarding landfill gas emissions and control technology requirements can be found at <http://www.epa.gov/ttnatw01/landfill/landfpg.html>.

LandGEM is considered a screening tool — the better the input data, the better the estimates. Often, there are limitations with the available data regarding waste quantity and composition, variation in design and operating practices over time, and changes occurring over time that impact the emissions potential. Changes to landfill operation, such as operating under wet conditions through leachate recirculation or other liquid additions, will result in generating more gas at a faster rate. Defaults for estimating emissions for this type of operation are being developed to include in LandGEM along with defaults for conventional landfills (no leachate or liquid additions) for developing emission inventories and determining CAA applicability. Refer to the Web site identified above for future updates.

Input Review

LANDFILL CHARACTERISTICS

Landfill Open Year **1960**
 Landfill Closure Year (with 80-year limit) **1984**
 Actual Closure Year (without limit) **1984**
 Have Model Calculate Closure Year? **No**
 Waste Design Capacity *short tons*

MODEL PARAMETERS

Methane Generation Rate, k **0.020** *year⁻¹*
 Potential Methane Generation Capacity, L₀ **100** *m³/Mg*
 NMOC Concentration **4,000** *ppmv as hexane*
 Methane Content **50** *% by volume*

GASES / POLLUTANTS SELECTED

Gas / Pollutant #1: **Total landfill gas**
 Gas / Pollutant #2: **NMOC**
 Gas / Pollutant #3: **Carbon dioxide**
 Gas / Pollutant #4: **Methane**

WASTE ACCEPTANCE RATES

Year	Waste Accepted		Waste-In-Place	
	(Mg/year)	(short tons/year)	(Mg)	(short tons)
1960	116,364	128,000	0	0
1961	121,818	134,000	116,364	128,000
1962	127,273	140,000	238,182	262,000
1963	132,727	146,000	365,455	402,000
1964	138,182	152,000	498,182	548,000
1965	143,636	158,000	636,364	700,000
1966	149,091	164,000	780,000	858,000
1967	154,545	170,000	929,091	1,022,000
1968	160,000	176,000	1,083,636	1,192,000
1969	165,455	182,000	1,243,636	1,368,000
1970	170,909	188,000	1,409,091	1,550,000
1971	176,364	194,000	1,580,000	1,738,000
1972	181,818	200,000	1,756,364	1,932,000
1973	187,273	206,000	1,938,182	2,132,000
1974	192,727	212,000	2,125,455	2,338,000
1975	198,182	218,000	2,318,182	2,550,000
1976	203,636	224,000	2,516,364	2,768,000
1977	209,091	230,000	2,720,000	2,992,000
1978	214,545	236,000	2,929,091	3,222,000
1979	220,000	242,000	3,143,636	3,458,000
1980	225,455	248,000	3,363,636	3,700,000
1981	230,909	254,000	3,589,091	3,948,000
1982	236,364	260,000	3,820,000	4,202,000
1983	241,818	266,000	4,056,364	4,462,000
1984	247,273	272,000	4,298,182	4,728,000
1985	0	0	4,545,455	5,000,000
1986	0	0	4,545,455	5,000,000
1987	0	0	4,545,455	5,000,000
1988	0	0	4,545,455	5,000,000
1989	0	0	4,545,455	5,000,000
1990	0	0	4,545,455	5,000,000
1991	0	0	4,545,455	5,000,000
1992	0	0	4,545,455	5,000,000
1993	0	0	4,545,455	5,000,000
1994	0	0	4,545,455	5,000,000
1995	0	0	4,545,455	5,000,000
1996	0	0	4,545,455	5,000,000
1997	0	0	4,545,455	5,000,000
1998	0	0	4,545,455	5,000,000
1999	0	0	4,545,455	5,000,000

WASTE ACCEPTANCE RATES (Continued)

Year	Waste Accepted		Waste-In-Place	
	(Mg/year)	(short tons/year)	(Mg)	(short tons)
2000	0	0	4,545,455	5,000,000
2001	0	0	4,545,455	5,000,000
2002	0	0	4,545,455	5,000,000
2003	0	0	4,545,455	5,000,000
2004	0	0	4,545,455	5,000,000
2005	0	0	4,545,455	5,000,000
2006	0	0	4,545,455	5,000,000
2007	0	0	4,545,455	5,000,000
2008	0	0	4,545,455	5,000,000
2009	0	0	4,545,455	5,000,000
2010	0	0	4,545,455	5,000,000
2011	0	0	4,545,455	5,000,000
2012	0	0	4,545,455	5,000,000
2013	0	0	4,545,455	5,000,000
2014	0	0	4,545,455	5,000,000
2015	0	0	4,545,455	5,000,000
2016	0	0	4,545,455	5,000,000
2017	0	0	4,545,455	5,000,000
2018	0	0	4,545,455	5,000,000
2019	0	0	4,545,455	5,000,000
2020	0	0	4,545,455	5,000,000
2021	0	0	4,545,455	5,000,000
2022	0	0	4,545,455	5,000,000
2023	0	0	4,545,455	5,000,000
2024	0	0	4,545,455	5,000,000
2025	0	0	4,545,455	5,000,000
2026	0	0	4,545,455	5,000,000
2027	0	0	4,545,455	5,000,000
2028	0	0	4,545,455	5,000,000
2029	0	0	4,545,455	5,000,000
2030	0	0	4,545,455	5,000,000
2031	0	0	4,545,455	5,000,000
2032	0	0	4,545,455	5,000,000
2033	0	0	4,545,455	5,000,000
2034	0	0	4,545,455	5,000,000
2035	0	0	4,545,455	5,000,000
2036	0	0	4,545,455	5,000,000
2037	0	0	4,545,455	5,000,000
2038	0	0	4,545,455	5,000,000
2039	0	0	4,545,455	5,000,000

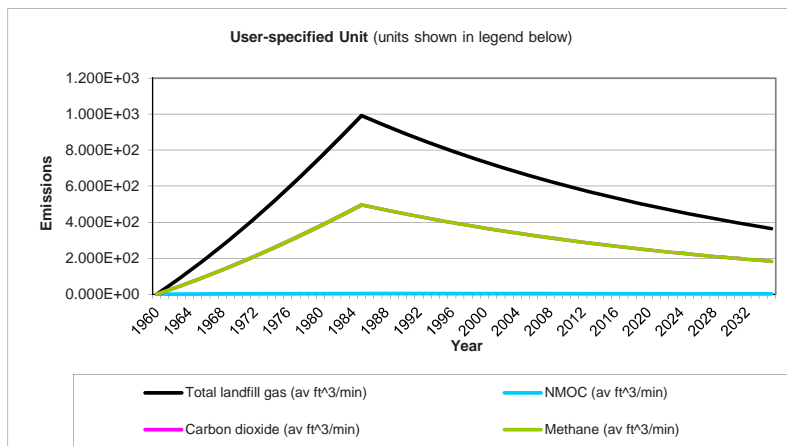
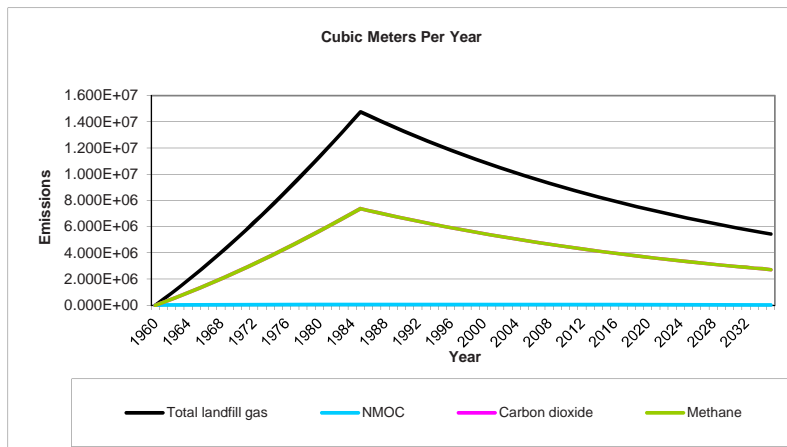
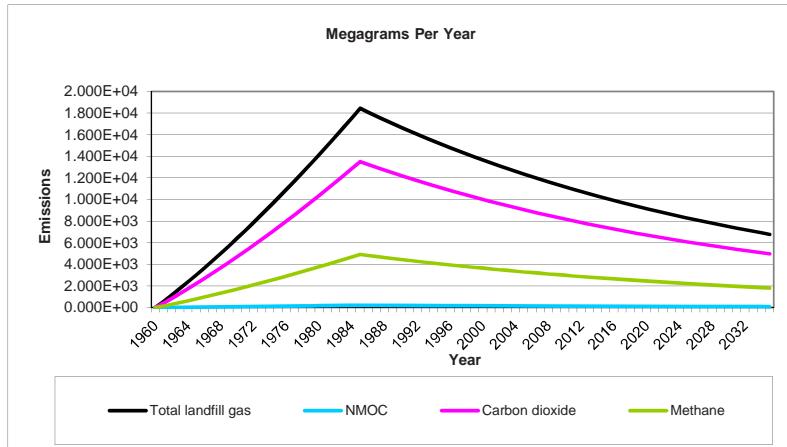
Pollutant Parameters

Gas / Pollutant Default Parameters:				User-specified Pollutant Parameters:	
	Compound	Concentration (ppmv)	Molecular Weight	Concentration (ppmv)	Molecular Weight
Gases	Total landfill gas		0.00		
	Methane		16.04		
	Carbon dioxide		44.01		
	NMOC	4,000	86.18		
Pollutants	1,1,1-Trichloroethane (methyl chloroform) - HAP	0.48	133.41		
	1,1,2,2-Tetrachloroethane - HAP/VOC	1.1	167.85		
	1,1-Dichloroethane (ethylidene dichloride) - HAP/VOC	2.4	98.97		
	1,1-Dichloroethene (vinylidene chloride) - HAP/VOC	0.20	96.94		
	1,2-Dichloroethane (ethylene dichloride) - HAP/VOC	0.41	98.96		
	1,2-Dichloropropane (propylene dichloride) - HAP/VOC	0.18	112.99		
	2-Propanol (isopropyl alcohol) - VOC	50	60.11		
	Acetone	7.0	58.08		
	Acrylonitrile - HAP/VOC	6.3	53.06		
	Benzene - No or Unknown Co-disposal - HAP/VOC	1.9	78.11		
	Benzene - Co-disposal - HAP/VOC	11	78.11		
	Bromodichloromethane - VOC	3.1	163.83		
	Butane - VOC	5.0	58.12		
	Carbon disulfide - HAP/VOC	0.58	76.13		
	Carbon monoxide	140	28.01		
	Carbon tetrachloride - HAP/VOC	4.0E-03	153.84		
	Carbonyl sulfide - HAP/VOC	0.49	60.07		
	Chlorobenzene - HAP/VOC	0.25	112.56		
	Chlorodifluoromethane	1.3	86.47		
	Chloroethane (ethyl chloride) - HAP/VOC	1.3	64.52		
	Chloroform - HAP/VOC	0.03	119.39		
	Chloromethane - VOC	1.2	50.49		
	Dichlorobenzene - (HAP for para isomer/VOC)	0.21	147		
	Dichlorodifluoromethane	16	120.91		
	Dichlorofluoromethane - VOC	2.6	102.92		
	Dichloromethane (methylene chloride) - HAP	14	84.94		
	Dimethyl sulfide (methyl sulfide) - VOC	7.8	62.13		
	Ethane	890	30.07		
	Ethanol - VOC	27	46.08		

Pollutant Parameters (Continued)

Gas / Pollutant Default Parameters:				User-specified Pollutant Parameters:	
	Compound	Concentration (ppmv)	Molecular Weight	Concentration (ppmv)	Molecular Weight
Pollutants	Ethyl mercaptan (ethanethiol) - VOC	2.3	62.13		
	Ethylbenzene - HAP/VOC	4.6	106.16		
	Ethylene dibromide - HAP/VOC	1.0E-03	187.88		
	Fluorotrichloromethane - VOC	0.76	137.38		
	Hexane - HAP/VOC	6.6	86.18		
	Hydrogen sulfide	36	34.08		
	Mercury (total) - HAP	2.9E-04	200.61		
	Methyl ethyl ketone - HAP/VOC	7.1	72.11		
	Methyl isobutyl ketone - HAP/VOC	1.9	100.16		
	Methyl mercaptan - VOC	2.5	48.11		
	Pentane - VOC	3.3	72.15		
	Perchloroethylene (tetrachloroethylene) - HAP	3.7	165.83		
	Propane - VOC	11	44.09		
	t-1,2-Dichloroethene - VOC	2.8	96.94		
	Toluene - No or Unknown Co-disposal - HAP/VOC	39	92.13		
	Toluene - Co-disposal - HAP/VOC	170	92.13		
	Trichloroethylene (trichloroethene) - HAP/VOC	2.8	131.40		
	Vinyl chloride - HAP/VOC	7.3	62.50		
	Xylenes - HAP/VOC	12	106.16		

Graphs



Results

Year	Total landfill gas			NMOC		
	(Mg/year)	(m ³ /year)	(av ft ³ /min)	(Mg/year)	(m ³ /year)	(av ft ³ /min)
1960	0	0	0	0	0	0
1961	5.761E+02	4.613E+05	3.099E+01	6.614E+00	1.845E+03	1.240E-01
1962	1.168E+03	9.351E+05	6.283E+01	1.341E+01	3.740E+03	2.513E-01
1963	1.775E+03	1.421E+06	9.548E+01	2.038E+01	5.684E+03	3.819E-01
1964	2.397E+03	1.919E+06	1.289E+02	2.752E+01	7.676E+03	5.158E-01
1965	3.033E+03	2.429E+06	1.632E+02	3.483E+01	9.716E+03	6.528E-01
1966	3.684E+03	2.950E+06	1.982E+02	4.230E+01	1.180E+04	7.929E-01
1967	4.349E+03	3.483E+06	2.340E+02	4.994E+01	1.393E+04	9.360E-01
1968	5.028E+03	4.027E+06	2.705E+02	5.773E+01	1.611E+04	1.082E+00
1969	5.721E+03	4.581E+06	3.078E+02	6.568E+01	1.832E+04	1.231E+00
1970	6.427E+03	5.146E+06	3.458E+02	7.379E+01	2.058E+04	1.383E+00
1971	7.146E+03	5.722E+06	3.845E+02	8.204E+01	2.289E+04	1.538E+00
1972	7.877E+03	6.308E+06	4.238E+02	9.044E+01	2.523E+04	1.695E+00
1973	8.621E+03	6.904E+06	4.639E+02	9.898E+01	2.761E+04	1.855E+00
1974	9.378E+03	7.509E+06	5.045E+02	1.077E+02	3.004E+04	2.018E+00
1975	1.015E+04	8.125E+06	5.459E+02	1.165E+02	3.250E+04	2.184E+00
1976	1.093E+04	8.749E+06	5.879E+02	1.254E+02	3.500E+04	2.351E+00
1977	1.172E+04	9.383E+06	6.305E+02	1.345E+02	3.753E+04	2.522E+00
1978	1.252E+04	1.003E+07	6.737E+02	1.438E+02	4.011E+04	2.695E+00
1979	1.334E+04	1.068E+07	7.175E+02	1.531E+02	4.271E+04	2.870E+00
1980	1.416E+04	1.134E+07	7.619E+02	1.626E+02	4.536E+04	3.047E+00
1981	1.500E+04	1.201E+07	8.068E+02	1.722E+02	4.803E+04	3.227E+00
1982	1.584E+04	1.269E+07	8.524E+02	1.819E+02	5.074E+04	3.409E+00
1983	1.670E+04	1.337E+07	8.984E+02	1.917E+02	5.349E+04	3.594E+00
1984	1.757E+04	1.407E+07	9.451E+02	2.017E+02	5.626E+04	3.780E+00
1985	1.844E+04	1.477E+07	9.922E+02	2.117E+02	5.907E+04	3.969E+00
1986	1.808E+04	1.447E+07	9.726E+02	2.075E+02	5.790E+04	3.890E+00
1987	1.772E+04	1.419E+07	9.533E+02	2.034E+02	5.675E+04	3.813E+00
1988	1.737E+04	1.391E+07	9.344E+02	1.994E+02	5.563E+04	3.738E+00
1989	1.702E+04	1.363E+07	9.159E+02	1.955E+02	5.453E+04	3.664E+00
1990	1.669E+04	1.336E+07	8.978E+02	1.916E+02	5.345E+04	3.591E+00
1991	1.636E+04	1.310E+07	8.800E+02	1.878E+02	5.239E+04	3.520E+00
1992	1.603E+04	1.284E+07	8.626E+02	1.841E+02	5.135E+04	3.450E+00
1993	1.572E+04	1.258E+07	8.455E+02	1.804E+02	5.034E+04	3.382E+00
1994	1.540E+04	1.233E+07	8.288E+02	1.769E+02	4.934E+04	3.315E+00
1995	1.510E+04	1.209E+07	8.124E+02	1.734E+02	4.836E+04	3.249E+00
1996	1.480E+04	1.185E+07	7.963E+02	1.699E+02	4.740E+04	3.185E+00
1997	1.451E+04	1.162E+07	7.805E+02	1.666E+02	4.647E+04	3.122E+00
1998	1.422E+04	1.139E+07	7.650E+02	1.633E+02	4.555E+04	3.060E+00
1999	1.394E+04	1.116E+07	7.499E+02	1.600E+02	4.464E+04	3.000E+00
2000	1.366E+04	1.094E+07	7.350E+02	1.569E+02	4.376E+04	2.940E+00
2001	1.339E+04	1.072E+07	7.205E+02	1.537E+02	4.289E+04	2.882E+00
2002	1.313E+04	1.051E+07	7.062E+02	1.507E+02	4.204E+04	2.825E+00
2003	1.287E+04	1.030E+07	6.922E+02	1.477E+02	4.121E+04	2.769E+00
2004	1.261E+04	1.010E+07	6.785E+02	1.448E+02	4.040E+04	2.714E+00
2005	1.236E+04	9.899E+06	6.651E+02	1.419E+02	3.960E+04	2.660E+00
2006	1.212E+04	9.703E+06	6.519E+02	1.391E+02	3.881E+04	2.608E+00
2007	1.188E+04	9.511E+06	6.390E+02	1.364E+02	3.804E+04	2.556E+00
2008	1.164E+04	9.322E+06	6.264E+02	1.337E+02	3.729E+04	2.505E+00
2009	1.141E+04	9.138E+06	6.140E+02	1.310E+02	3.655E+04	2.456E+00

Results (Continued)

Year	Total landfill gas			NMOC		
	(Mg/year)	(m ³ /year)	(av ft ³ /min)	(Mg/year)	(m ³ /year)	(av ft ³ /min)
2010	1.119E+04	8.957E+06	6.018E+02	1.284E+02	3.583E+04	2.407E+00
2011	1.096E+04	8.779E+06	5.899E+02	1.259E+02	3.512E+04	2.360E+00
2012	1.075E+04	8.606E+06	5.782E+02	1.234E+02	3.442E+04	2.313E+00
2013	1.053E+04	8.435E+06	5.668E+02	1.209E+02	3.374E+04	2.267E+00
2014	1.033E+04	8.268E+06	5.555E+02	1.185E+02	3.307E+04	2.222E+00
2015	1.012E+04	8.104E+06	5.445E+02	1.162E+02	3.242E+04	2.178E+00
2016	9.921E+03	7.944E+06	5.338E+02	1.139E+02	3.178E+04	2.135E+00
2017	9.724E+03	7.787E+06	5.232E+02	1.116E+02	3.115E+04	2.093E+00
2018	9.532E+03	7.632E+06	5.128E+02	1.094E+02	3.053E+04	2.051E+00
2019	9.343E+03	7.481E+06	5.027E+02	1.073E+02	2.993E+04	2.011E+00
2020	9.158E+03	7.333E+06	4.927E+02	1.051E+02	2.933E+04	1.971E+00
2021	8.977E+03	7.188E+06	4.830E+02	1.031E+02	2.875E+04	1.932E+00
2022	8.799E+03	7.046E+06	4.734E+02	1.010E+02	2.818E+04	1.894E+00
2023	8.625E+03	6.906E+06	4.640E+02	9.902E+01	2.762E+04	1.856E+00
2024	8.454E+03	6.769E+06	4.548E+02	9.706E+01	2.708E+04	1.819E+00
2025	8.286E+03	6.635E+06	4.458E+02	9.514E+01	2.654E+04	1.783E+00
2026	8.122E+03	6.504E+06	4.370E+02	9.325E+01	2.602E+04	1.748E+00
2027	7.961E+03	6.375E+06	4.283E+02	9.141E+01	2.550E+04	1.713E+00
2028	7.804E+03	6.249E+06	4.199E+02	8.960E+01	2.500E+04	1.679E+00
2029	7.649E+03	6.125E+06	4.116E+02	8.782E+01	2.450E+04	1.646E+00
2030	7.498E+03	6.004E+06	4.034E+02	8.608E+01	2.402E+04	1.614E+00
2031	7.349E+03	5.885E+06	3.954E+02	8.438E+01	2.354E+04	1.582E+00
2032	7.204E+03	5.769E+06	3.876E+02	8.271E+01	2.307E+04	1.550E+00
2033	7.061E+03	5.654E+06	3.799E+02	8.107E+01	2.262E+04	1.520E+00
2034	6.921E+03	5.542E+06	3.724E+02	7.947E+01	2.217E+04	1.490E+00
2035	6.784E+03	5.433E+06	3.650E+02	7.789E+01	2.173E+04	1.460E+00
2036	6.650E+03	5.325E+06	3.578E+02	7.635E+01	2.130E+04	1.431E+00
2037	6.518E+03	5.220E+06	3.507E+02	7.484E+01	2.088E+04	1.403E+00
2038	6.389E+03	5.116E+06	3.438E+02	7.336E+01	2.046E+04	1.375E+00
2039	6.263E+03	5.015E+06	3.370E+02	7.190E+01	2.006E+04	1.348E+00
2040	6.139E+03	4.916E+06	3.303E+02	7.048E+01	1.966E+04	1.321E+00
2041	6.017E+03	4.818E+06	3.237E+02	6.908E+01	1.927E+04	1.295E+00
2042	5.898E+03	4.723E+06	3.173E+02	6.772E+01	1.889E+04	1.269E+00
2043	5.781E+03	4.629E+06	3.110E+02	6.637E+01	1.852E+04	1.244E+00
2044	5.667E+03	4.538E+06	3.049E+02	6.506E+01	1.815E+04	1.220E+00
2045	5.555E+03	4.448E+06	2.988E+02	6.377E+01	1.779E+04	1.195E+00
2046	5.445E+03	4.360E+06	2.929E+02	6.251E+01	1.744E+04	1.172E+00
2047	5.337E+03	4.273E+06	2.871E+02	6.127E+01	1.709E+04	1.149E+00
2048	5.231E+03	4.189E+06	2.814E+02	6.006E+01	1.676E+04	1.126E+00
2049	5.127E+03	4.106E+06	2.759E+02	5.887E+01	1.642E+04	1.103E+00
2050	5.026E+03	4.025E+06	2.704E+02	5.770E+01	1.610E+04	1.082E+00
2051	4.926E+03	3.945E+06	2.651E+02	5.656E+01	1.578E+04	1.060E+00
2052	4.829E+03	3.867E+06	2.598E+02	5.544E+01	1.547E+04	1.039E+00
2053	4.733E+03	3.790E+06	2.547E+02	5.434E+01	1.516E+04	1.019E+00
2054	4.640E+03	3.715E+06	2.496E+02	5.327E+01	1.486E+04	9.985E-01
2055	4.548E+03	3.642E+06	2.447E+02	5.221E+01	1.457E+04	9.787E-01
2056	4.458E+03	3.569E+06	2.398E+02	5.118E+01	1.428E+04	9.593E-01
2057	4.369E+03	3.499E+06	2.351E+02	5.017E+01	1.400E+04	9.403E-01
2058	4.283E+03	3.430E+06	2.304E+02	4.917E+01	1.372E+04	9.217E-01
2059	4.198E+03	3.362E+06	2.259E+02	4.820E+01	1.345E+04	9.035E-01
2060	4.115E+03	3.295E+06	2.214E+02	4.724E+01	1.318E+04	8.856E-01

Results (Continued)

Year	Total landfill gas			NMOC		
	(Mg/year)	(m ³ /year)	(av ft ³ /min)	(Mg/year)	(m ³ /year)	(av ft ³ /min)
2061	4.033E+03	3.230E+06	2.170E+02	4.631E+01	1.292E+04	8.680E-01
2062	3.954E+03	3.166E+06	2.127E+02	4.539E+01	1.266E+04	8.508E-01
2063	3.875E+03	3.103E+06	2.085E+02	4.449E+01	1.241E+04	8.340E-01
2064	3.799E+03	3.042E+06	2.044E+02	4.361E+01	1.217E+04	8.175E-01
2065	3.723E+03	2.981E+06	2.003E+02	4.275E+01	1.193E+04	8.013E-01
2066	3.650E+03	2.922E+06	1.964E+02	4.190E+01	1.169E+04	7.854E-01
2067	3.577E+03	2.865E+06	1.925E+02	4.107E+01	1.146E+04	7.699E-01
2068	3.506E+03	2.808E+06	1.887E+02	4.026E+01	1.123E+04	7.546E-01
2069	3.437E+03	2.752E+06	1.849E+02	3.946E+01	1.101E+04	7.397E-01
2070	3.369E+03	2.698E+06	1.813E+02	3.868E+01	1.079E+04	7.250E-01
2071	3.302E+03	2.644E+06	1.777E+02	3.791E+01	1.058E+04	7.107E-01
2072	3.237E+03	2.592E+06	1.742E+02	3.716E+01	1.037E+04	6.966E-01
2073	3.173E+03	2.541E+06	1.707E+02	3.643E+01	1.016E+04	6.828E-01
2074	3.110E+03	2.490E+06	1.673E+02	3.571E+01	9.961E+03	6.693E-01
2075	3.048E+03	2.441E+06	1.640E+02	3.500E+01	9.764E+03	6.560E-01
2076	2.988E+03	2.393E+06	1.608E+02	3.431E+01	9.571E+03	6.431E-01
2077	2.929E+03	2.345E+06	1.576E+02	3.363E+01	9.381E+03	6.303E-01
2078	2.871E+03	2.299E+06	1.545E+02	3.296E+01	9.195E+03	6.178E-01
2079	2.814E+03	2.253E+06	1.514E+02	3.231E+01	9.013E+03	6.056E-01
2080	2.758E+03	2.209E+06	1.484E+02	3.167E+01	8.835E+03	5.936E-01
2081	2.704E+03	2.165E+06	1.455E+02	3.104E+01	8.660E+03	5.819E-01
2082	2.650E+03	2.122E+06	1.426E+02	3.043E+01	8.488E+03	5.703E-01
2083	2.598E+03	2.080E+06	1.398E+02	2.982E+01	8.320E+03	5.590E-01
2084	2.546E+03	2.039E+06	1.370E+02	2.923E+01	8.156E+03	5.480E-01
2085	2.496E+03	1.999E+06	1.343E+02	2.865E+01	7.994E+03	5.371E-01
2086	2.446E+03	1.959E+06	1.316E+02	2.809E+01	7.836E+03	5.265E-01
2087	2.398E+03	1.920E+06	1.290E+02	2.753E+01	7.681E+03	5.161E-01
2088	2.350E+03	1.882E+06	1.265E+02	2.699E+01	7.529E+03	5.058E-01
2089	2.304E+03	1.845E+06	1.240E+02	2.645E+01	7.380E+03	4.958E-01
2090	2.258E+03	1.808E+06	1.215E+02	2.593E+01	7.233E+03	4.860E-01
2091	2.214E+03	1.773E+06	1.191E+02	2.541E+01	7.090E+03	4.764E-01
2092	2.170E+03	1.737E+06	1.167E+02	2.491E+01	6.950E+03	4.670E-01
2093	2.127E+03	1.703E+06	1.144E+02	2.442E+01	6.812E+03	4.577E-01
2094	2.085E+03	1.669E+06	1.122E+02	2.393E+01	6.677E+03	4.486E-01
2095	2.043E+03	1.636E+06	1.099E+02	2.346E+01	6.545E+03	4.398E-01
2096	2.003E+03	1.604E+06	1.078E+02	2.300E+01	6.415E+03	4.311E-01
2097	1.963E+03	1.572E+06	1.056E+02	2.254E+01	6.288E+03	4.225E-01
2098	1.924E+03	1.541E+06	1.035E+02	2.209E+01	6.164E+03	4.142E-01
2099	1.886E+03	1.510E+06	1.015E+02	2.166E+01	6.042E+03	4.060E-01
2100	1.849E+03	1.481E+06	9.948E+01	2.123E+01	5.922E+03	3.979E-01

Results (Continued)

Year	Carbon dioxide			Methane		
	(Mg/year)	(m ³ /year)	(av ft ³ /min)	(Mg/year)	(m ³ /year)	(av ft ³ /min)
1960	0	0	0	0	0	0
1961	4.222E+02	2.306E+05	1.550E+01	1.539E+02	2.306E+05	1.550E+01
1962	8.558E+02	4.675E+05	3.141E+01	3.119E+02	4.675E+05	3.141E+01
1963	1.301E+03	7.105E+05	4.774E+01	4.740E+02	7.105E+05	4.774E+01
1964	1.756E+03	9.596E+05	6.447E+01	6.402E+02	9.596E+05	6.447E+01
1965	2.223E+03	1.214E+06	8.160E+01	8.102E+02	1.214E+06	8.160E+01
1966	2.700E+03	1.475E+06	9.911E+01	9.841E+02	1.475E+06	9.911E+01
1967	3.188E+03	1.741E+06	1.170E+02	1.162E+03	1.741E+06	1.170E+02
1968	3.685E+03	2.013E+06	1.353E+02	1.343E+03	2.013E+06	1.353E+02
1969	4.193E+03	2.291E+06	1.539E+02	1.528E+03	2.291E+06	1.539E+02
1970	4.710E+03	2.573E+06	1.729E+02	1.717E+03	2.573E+06	1.729E+02
1971	5.237E+03	2.861E+06	1.922E+02	1.909E+03	2.861E+06	1.922E+02
1972	5.773E+03	3.154E+06	2.119E+02	2.104E+03	3.154E+06	2.119E+02
1973	6.318E+03	3.452E+06	2.319E+02	2.303E+03	3.452E+06	2.319E+02
1974	6.873E+03	3.755E+06	2.523E+02	2.505E+03	3.755E+06	2.523E+02
1975	7.436E+03	4.062E+06	2.729E+02	2.710E+03	4.062E+06	2.729E+02
1976	8.008E+03	4.375E+06	2.939E+02	2.919E+03	4.375E+06	2.939E+02
1977	8.588E+03	4.692E+06	3.152E+02	3.130E+03	4.692E+06	3.152E+02
1978	9.177E+03	5.013E+06	3.368E+02	3.345E+03	5.013E+06	3.368E+02
1979	9.773E+03	5.339E+06	3.587E+02	3.562E+03	5.339E+06	3.587E+02
1980	1.038E+04	5.670E+06	3.809E+02	3.782E+03	5.670E+06	3.809E+02
1981	1.099E+04	6.004E+06	4.034E+02	4.006E+03	6.004E+06	4.034E+02
1982	1.161E+04	6.343E+06	4.262E+02	4.232E+03	6.343E+06	4.262E+02
1983	1.224E+04	6.686E+06	4.492E+02	4.460E+03	6.686E+06	4.492E+02
1984	1.287E+04	7.033E+06	4.725E+02	4.692E+03	7.033E+06	4.725E+02
1985	1.352E+04	7.384E+06	4.961E+02	4.926E+03	7.384E+06	4.961E+02
1986	1.325E+04	7.237E+06	4.863E+02	4.828E+03	7.237E+06	4.863E+02
1987	1.299E+04	7.094E+06	4.767E+02	4.733E+03	7.094E+06	4.767E+02
1988	1.273E+04	6.954E+06	4.672E+02	4.639E+03	6.954E+06	4.672E+02
1989	1.248E+04	6.816E+06	4.580E+02	4.547E+03	6.816E+06	4.580E+02
1990	1.223E+04	6.681E+06	4.489E+02	4.457E+03	6.681E+06	4.489E+02
1991	1.199E+04	6.549E+06	4.400E+02	4.369E+03	6.549E+06	4.400E+02
1992	1.175E+04	6.419E+06	4.313E+02	4.282E+03	6.419E+06	4.313E+02
1993	1.152E+04	6.292E+06	4.228E+02	4.198E+03	6.292E+06	4.228E+02
1994	1.129E+04	6.167E+06	4.144E+02	4.115E+03	6.167E+06	4.144E+02
1995	1.107E+04	6.045E+06	4.062E+02	4.033E+03	6.045E+06	4.062E+02
1996	1.085E+04	5.926E+06	3.981E+02	3.953E+03	5.926E+06	3.981E+02
1997	1.063E+04	5.808E+06	3.903E+02	3.875E+03	5.808E+06	3.903E+02
1998	1.042E+04	5.693E+06	3.825E+02	3.798E+03	5.693E+06	3.825E+02
1999	1.021E+04	5.580E+06	3.749E+02	3.723E+03	5.580E+06	3.749E+02
2000	1.001E+04	5.470E+06	3.675E+02	3.649E+03	5.470E+06	3.675E+02
2001	9.814E+03	5.362E+06	3.602E+02	3.577E+03	5.362E+06	3.602E+02
2002	9.620E+03	5.255E+06	3.531E+02	3.506E+03	5.255E+06	3.531E+02
2003	9.430E+03	5.151E+06	3.461E+02	3.437E+03	5.151E+06	3.461E+02
2004	9.243E+03	5.049E+06	3.393E+02	3.369E+03	5.049E+06	3.393E+02
2005	9.060E+03	4.949E+06	3.325E+02	3.302E+03	4.949E+06	3.325E+02
2006	8.880E+03	4.851E+06	3.260E+02	3.237E+03	4.851E+06	3.260E+02
2007	8.705E+03	4.755E+06	3.195E+02	3.173E+03	4.755E+06	3.195E+02
2008	8.532E+03	4.661E+06	3.132E+02	3.110E+03	4.661E+06	3.132E+02
2009	8.363E+03	4.569E+06	3.070E+02	3.048E+03	4.569E+06	3.070E+02

Results (Continued)

Year	Carbon dioxide			Methane		
	(Mg/year)	(m ³ /year)	(av ft ³ /min)	(Mg/year)	(m ³ /year)	(av ft ³ /min)
2010	8.198E+03	4.478E+06	3.009E+02	2.988E+03	4.478E+06	3.009E+02
2011	8.035E+03	4.390E+06	2.949E+02	2.929E+03	4.390E+06	2.949E+02
2012	7.876E+03	4.303E+06	2.891E+02	2.871E+03	4.303E+06	2.891E+02
2013	7.720E+03	4.218E+06	2.834E+02	2.814E+03	4.218E+06	2.834E+02
2014	7.567E+03	4.134E+06	2.778E+02	2.758E+03	4.134E+06	2.778E+02
2015	7.418E+03	4.052E+06	2.723E+02	2.703E+03	4.052E+06	2.723E+02
2016	7.271E+03	3.972E+06	2.669E+02	2.650E+03	3.972E+06	2.669E+02
2017	7.127E+03	3.893E+06	2.616E+02	2.597E+03	3.893E+06	2.616E+02
2018	6.986E+03	3.816E+06	2.564E+02	2.546E+03	3.816E+06	2.564E+02
2019	6.847E+03	3.741E+06	2.513E+02	2.496E+03	3.741E+06	2.513E+02
2020	6.712E+03	3.667E+06	2.464E+02	2.446E+03	3.667E+06	2.464E+02
2021	6.579E+03	3.594E+06	2.415E+02	2.398E+03	3.594E+06	2.415E+02
2022	6.449E+03	3.523E+06	2.367E+02	2.350E+03	3.523E+06	2.367E+02
2023	6.321E+03	3.453E+06	2.320E+02	2.304E+03	3.453E+06	2.320E+02
2024	6.196E+03	3.385E+06	2.274E+02	2.258E+03	3.385E+06	2.274E+02
2025	6.073E+03	3.318E+06	2.229E+02	2.213E+03	3.318E+06	2.229E+02
2026	5.953E+03	3.252E+06	2.185E+02	2.170E+03	3.252E+06	2.185E+02
2027	5.835E+03	3.188E+06	2.142E+02	2.127E+03	3.188E+06	2.142E+02
2028	5.719E+03	3.124E+06	2.099E+02	2.084E+03	3.124E+06	2.099E+02
2029	5.606E+03	3.063E+06	2.058E+02	2.043E+03	3.063E+06	2.058E+02
2030	5.495E+03	3.002E+06	2.017E+02	2.003E+03	3.002E+06	2.017E+02
2031	5.386E+03	2.943E+06	1.977E+02	1.963E+03	2.943E+06	1.977E+02
2032	5.280E+03	2.884E+06	1.938E+02	1.924E+03	2.884E+06	1.938E+02
2033	5.175E+03	2.827E+06	1.900E+02	1.886E+03	2.827E+06	1.900E+02
2034	5.073E+03	2.771E+06	1.862E+02	1.849E+03	2.771E+06	1.862E+02
2035	4.972E+03	2.716E+06	1.825E+02	1.812E+03	2.716E+06	1.825E+02
2036	4.874E+03	2.663E+06	1.789E+02	1.776E+03	2.663E+06	1.789E+02
2037	4.777E+03	2.610E+06	1.754E+02	1.741E+03	2.610E+06	1.754E+02
2038	4.683E+03	2.558E+06	1.719E+02	1.707E+03	2.558E+06	1.719E+02
2039	4.590E+03	2.507E+06	1.685E+02	1.673E+03	2.507E+06	1.685E+02
2040	4.499E+03	2.458E+06	1.651E+02	1.640E+03	2.458E+06	1.651E+02
2041	4.410E+03	2.409E+06	1.619E+02	1.607E+03	2.409E+06	1.619E+02
2042	4.323E+03	2.361E+06	1.587E+02	1.575E+03	2.361E+06	1.587E+02
2043	4.237E+03	2.315E+06	1.555E+02	1.544E+03	2.315E+06	1.555E+02
2044	4.153E+03	2.269E+06	1.524E+02	1.514E+03	2.269E+06	1.524E+02
2045	4.071E+03	2.224E+06	1.494E+02	1.484E+03	2.224E+06	1.494E+02
2046	3.990E+03	2.180E+06	1.465E+02	1.454E+03	2.180E+06	1.465E+02
2047	3.911E+03	2.137E+06	1.436E+02	1.426E+03	2.137E+06	1.436E+02
2048	3.834E+03	2.094E+06	1.407E+02	1.397E+03	2.094E+06	1.407E+02
2049	3.758E+03	2.053E+06	1.379E+02	1.370E+03	2.053E+06	1.379E+02
2050	3.683E+03	2.012E+06	1.352E+02	1.342E+03	2.012E+06	1.352E+02
2051	3.611E+03	1.972E+06	1.325E+02	1.316E+03	1.972E+06	1.325E+02
2052	3.539E+03	1.933E+06	1.299E+02	1.290E+03	1.933E+06	1.299E+02
2053	3.469E+03	1.895E+06	1.273E+02	1.264E+03	1.895E+06	1.273E+02
2054	3.400E+03	1.858E+06	1.248E+02	1.239E+03	1.858E+06	1.248E+02
2055	3.333E+03	1.821E+06	1.223E+02	1.215E+03	1.821E+06	1.223E+02
2056	3.267E+03	1.785E+06	1.199E+02	1.191E+03	1.785E+06	1.199E+02
2057	3.202E+03	1.749E+06	1.175E+02	1.167E+03	1.749E+06	1.175E+02
2058	3.139E+03	1.715E+06	1.152E+02	1.144E+03	1.715E+06	1.152E+02
2059	3.077E+03	1.681E+06	1.129E+02	1.121E+03	1.681E+06	1.129E+02
2060	3.016E+03	1.648E+06	1.107E+02	1.099E+03	1.648E+06	1.107E+02

Results (Continued)

Year	Carbon dioxide			Methane		
	(Mg/year)	(m ³ /year)	(av ft ³ /min)	(Mg/year)	(m ³ /year)	(av ft ³ /min)
2061	2.956E+03	1.615E+06	1.085E+02	1.077E+03	1.615E+06	1.085E+02
2062	2.898E+03	1.583E+06	1.064E+02	1.056E+03	1.583E+06	1.064E+02
2063	2.840E+03	1.552E+06	1.042E+02	1.035E+03	1.552E+06	1.042E+02
2064	2.784E+03	1.521E+06	1.022E+02	1.015E+03	1.521E+06	1.022E+02
2065	2.729E+03	1.491E+06	1.002E+02	9.945E+02	1.491E+06	1.002E+02
2066	2.675E+03	1.461E+06	9.818E+01	9.748E+02	1.461E+06	9.818E+01
2067	2.622E+03	1.432E+06	9.623E+01	9.555E+02	1.432E+06	9.623E+01
2068	2.570E+03	1.404E+06	9.433E+01	9.366E+02	1.404E+06	9.433E+01
2069	2.519E+03	1.376E+06	9.246E+01	9.181E+02	1.376E+06	9.246E+01
2070	2.469E+03	1.349E+06	9.063E+01	8.999E+02	1.349E+06	9.063E+01
2071	2.420E+03	1.322E+06	8.884E+01	8.821E+02	1.322E+06	8.884E+01
2072	2.372E+03	1.296E+06	8.708E+01	8.646E+02	1.296E+06	8.708E+01
2073	2.325E+03	1.270E+06	8.535E+01	8.475E+02	1.270E+06	8.535E+01
2074	2.279E+03	1.245E+06	8.366E+01	8.307E+02	1.245E+06	8.366E+01
2075	2.234E+03	1.221E+06	8.201E+01	8.143E+02	1.221E+06	8.201E+01
2076	2.190E+03	1.196E+06	8.038E+01	7.981E+02	1.196E+06	8.038E+01
2077	2.147E+03	1.173E+06	7.879E+01	7.823E+02	1.173E+06	7.879E+01
2078	2.104E+03	1.149E+06	7.723E+01	7.668E+02	1.149E+06	7.723E+01
2079	2.062E+03	1.127E+06	7.570E+01	7.517E+02	1.127E+06	7.570E+01
2080	2.022E+03	1.104E+06	7.420E+01	7.368E+02	1.104E+06	7.420E+01
2081	1.982E+03	1.082E+06	7.273E+01	7.222E+02	1.082E+06	7.273E+01
2082	1.942E+03	1.061E+06	7.129E+01	7.079E+02	1.061E+06	7.129E+01
2083	1.904E+03	1.040E+06	6.988E+01	6.939E+02	1.040E+06	6.988E+01
2084	1.866E+03	1.019E+06	6.850E+01	6.801E+02	1.019E+06	6.850E+01
2085	1.829E+03	9.993E+05	6.714E+01	6.667E+02	9.993E+05	6.714E+01
2086	1.793E+03	9.795E+05	6.581E+01	6.535E+02	9.795E+05	6.581E+01
2087	1.757E+03	9.601E+05	6.451E+01	6.405E+02	9.601E+05	6.451E+01
2088	1.723E+03	9.411E+05	6.323E+01	6.278E+02	9.411E+05	6.323E+01
2089	1.689E+03	9.224E+05	6.198E+01	6.154E+02	9.224E+05	6.198E+01
2090	1.655E+03	9.042E+05	6.075E+01	6.032E+02	9.042E+05	6.075E+01
2091	1.622E+03	8.863E+05	5.955E+01	5.913E+02	8.863E+05	5.955E+01
2092	1.590E+03	8.687E+05	5.837E+01	5.796E+02	8.687E+05	5.837E+01
2093	1.559E+03	8.515E+05	5.721E+01	5.681E+02	8.515E+05	5.721E+01
2094	1.528E+03	8.347E+05	5.608E+01	5.568E+02	8.347E+05	5.608E+01
2095	1.498E+03	8.181E+05	5.497E+01	5.458E+02	8.181E+05	5.497E+01
2096	1.468E+03	8.019E+05	5.388E+01	5.350E+02	8.019E+05	5.388E+01
2097	1.439E+03	7.861E+05	5.281E+01	5.244E+02	7.861E+05	5.281E+01
2098	1.410E+03	7.705E+05	5.177E+01	5.140E+02	7.705E+05	5.177E+01
2099	1.382E+03	7.552E+05	5.074E+01	5.039E+02	7.552E+05	5.074E+01
2100	1.355E+03	7.403E+05	4.974E+01	4.939E+02	7.403E+05	4.974E+01

Appendix E
Detailed Cost Estimates (Budgetary)

Phase 2 - Replace Watered-in Piping

Item	Description	Cost Per Unit	Unit	No of Units	Line Item Total
1	Mobilization	\$ 10,000	LS	1	\$ 10,000
2	Replacement Well (\$/vf) (13 @ 50 feet each)	\$ 150.00	vertical foot (vf)		\$ -
3	Install Industry Standard Wellhead (No pump fittings)	\$ 800.00	ea		\$ -
4	New 24x36 Vault (Not Traffic Rated)	\$ 750.00	ea		\$ -
5	Replace vault box (assumes half day per location)	\$ 3,000.00	ea		\$ -
6	Down-hole Pump Kit - Priority 1 wells only.	\$ 6,000.00	ea		\$ -
7	Install Down-hole Pump Kit - Priority 1 wells and new vault box	\$ 3,000.00	ea		\$ -
8	Industry Standard Well head with Pump Fittings - Priority 1 wells	\$ 550.00	ea		\$ -
9	4-inch HDPE SDR-17 \$15.35 - 33 11 13.35.0100 - Pipe only (butt fused) - 4" SDR-21 (no excavation or backfill)	\$ -	lf	0	\$ -
10	Install 4-inch HDPE SDR-17 (buried) \$1.24 - 31 23 16.14.2250 - Chain trencher, 40 h.p., Operator Riding - 6" wide trench and backfill, 48" deep added 1\$/lf for SDR-17	\$ 15.00	lf	2300	\$ 34,500
11	6-inch HDPE SDR-17 \$20.50 - 33 11 13.35.0200 - Pipe only butt fused - 6" SDR-21 (no excavation or backfill) added \$2/lf for SDR-17	\$ 20.00	lf	1200	\$ 24,000
12	Install 6-inch HDPE SDR-17 (buried)	\$ -	lf		\$ -
13	Decommission Extraction Well (includes removal of vault, cutting and capping pipe ends, burial.		ea		\$ -
14	Excavate and tie into existing piping	\$ 1,000.00	LS	16	\$ 16,000
15	Install 1-inch HDPE SDR-9 Air lines (buried)	\$ 12.00	lf	0	\$ -
16	Install 2-inch HDPE SDR-11 Condensate lines (buried) - same trench	\$ 3.00	lf	0	\$ -
17	Fitting and valves	\$ 2,500.00	ea	1	\$ 2,500
18	New Compressor and Dryer	\$ 35,000.00	ea		\$ -
19	Electrical	\$ 5,000.00	ea		\$ -
Construction Total					\$ 84,500

Phase 3 - Dewatering

Item	Description	Cost Per Unit	Unit	No of Units	Line Item Total
1	Mobilization	\$ 10,000	LS	1	\$ 10,000
2	Replacement Well (\$/vf) (14 @ 50 feet each)	\$ 150.00	vertical foot (vf)	0	\$ -
3	Install Industry Standard Wellhead (No pump fittings)	\$ 500.00	ea	0	\$ -
4	New 24x36 Vault (Not traffic rated)	\$ 750.00	ea	14	\$ 10,500
5	Replace vault box (assumes half day per location)	\$ 3,000.00	ea	0	\$ -
6	Down-hole Pump Kit - Priority 1 wells only.	\$ 6,000.00	ea	14	\$ 84,000
7	Install Down-hole Pump Kit - Priority 1 wells and new vault box	\$ 3,000.00	ea	14	\$ 42,000
8	Industry Standard Well head with Pump Fittings - Priority 1 wells	\$ 550.00	ea	14	\$ 7,700
9	4-inch HDPE SDR-17 \$15.35 - 33 11 13.35.0100 - Pipe only (butt fused) - 4" SDR-21 (no excavation or backfill)	\$ -	lf	0	\$ -
10	Install 4-inch HDPE SDR-17 (buried) \$1.24 - 31 23 16.14.2250 - Chain trencher, 40 h.p., Operator Riding - 6" wide trench and backfill, 48" deep added 1\$/lf for SDR-17	\$ 15.00	lf	2300	\$ 34,500
11	6-inch HDPE SDR-17 \$20.50 - 33 11 13.35.0200 - Pipe only butt fused - 6" SDR-21 (no excavation or backfill) added \$2/lf for SDR-17	\$ -	lf	0	\$ -
12	Install 6-inch HDPE SDR-17 (buried)	\$ 23.00	lf	1200	\$ 27,600
13	Decommision Extraction Well (includes removal of vault, cutting and capping pipe ends, burial.		ea		\$ -
14			LS	0	\$ -
15	Install 1-inch HDPE SDR-9 Air lines (buried)	\$ 12.00	lf	3000	\$ 36,000
16	Install 2-inch HDPE SDR-11 Condensate lines (buried) - same trench	\$ 3.00	lf	3000	\$ 9,000
17	Fitting and valves	\$ 5,000.00	ea	1	\$ 5,000
18	New Compressor and Dryer	\$ 35,000.00	ea	1	\$ 35,000
19	Electrical	\$ 10,000.00	ea	1	\$ 10,000
Construction Total					\$ 311,300

Phase 4 - Replace Vertical Wells

Item	Description	Cost Per Unit	Unit	No of Units	Line Item Total
1	Mobilization	\$ 25,000	LS	1	\$ 25,000
2	Replacement Well (\$/vf) (14 @ 50 feet each)	\$ 150.00	vertical foot (vf)	700	\$ 105,000
3	Provide Industry Standard Horizontal Wellhead (No pump fittings)	\$ 400.00	ea	14	\$ 5,600
4	New 24x36 Vault (Not traffic rated)	\$ 750.00	ea	14	\$ 10,500
5	Replace vault box (assumes half day per location)	\$ 3,000.00	ea	14	\$ 42,000
6	Down-hole Pump Kit - Priority 1 wells only.	\$ 6,000.00	ea	0	\$ -
7	Install Down-hole Pump Kit - Priority 1 wells and new vault box	\$ 3,000.00	ea	0	\$ -
8	Industry Standard Well head with Pump Fittings - Priority 1 wells	\$ 550.00	ea	0	\$ -
9	4-inch HDPE SDR-17 \$15.35 - 33 11 13.35.0100 - Pipe only (butt fused) - 4" SDR-21 (no excavation or backfill)	x	lf	0	\$ -
10	Install 4-inch HDPE SDR-17 (buried) and connect new wells to existing piping \$1.24 - 31 23 16.14.2250 - Chain trencher, 40 h.p., Operator Riding - 6" wide trench and backfill, 48" deep added 1\$/lf for SDR-17	\$ 15.00	lf	1000	\$ 15,000
11	6-inch HDPE SDR-17 \$20.50 - 33 11 13.35.0200 - Pipe only butt fused - 6" SDR-21 (no excavation or backfill) added \$2/lf for SDR-17	\$ -	lf	0	\$ -
12	Install 6-inch HDPE SDR-17 (buried)	x	lf		\$ -
13	Decommission Extraction Well (includes removal of vault, cutting and capping pipe ends, burial.		ea		\$ -
14	Tie into existing vacuum lateral	\$ 1,000.00	LS	0	\$ -
15	Install 1-inch HDPE SDR-9 Air lines (buried)	\$ 12.00	lf	0	\$ -
16	Install 2-inch HDPE SDR-11 Condensate lines (buried) - same trench	\$ 3.00	lf	0	\$ -
17	Fittings	\$ 10,000.00	ea	1	\$ 10,000
18	New Compressor and Dryer	\$ 35,000.00	ea	0	\$ -
19	Electrical	\$ 5,000.00	ea	0	\$ -
Construction Total					\$ 213,100

Phase 5 - Additional Dewatering

Item	Description	Cost Per Unit	Unit	No of Units	Line Item Total
1	Mobilization of Drill Rig (Place Holder)	\$ 15,000	LS	1	\$ 15,000
2	Replacement Well (\$/vf) (13 @ 50 feet each)	\$ 150.00	vertical foot (vf)	0	\$ -
3	Install Industry Standard Wellhead (No pump fittings)	\$ 800.00	ea	0	\$ -
4	New 24x36 Vault (Not Traffic Rated)	\$ 750.00	ea	7	\$ 5,250
5	Replace vault box (assumes half day per location)	\$ 3,000.00	ea	7	\$ 21,000
6	Down-hole Pump Kit	\$ 6,000.00	ea	7	\$ 42,000
7	Install Down-hole Pump Kit - Priority 1 wells and new vault box	\$ 3,000.00	ea	7	\$ 21,000
8	Industry Standard Well head with Pump Fittings - Priority 1 wells	\$ 550.00	ea	7	\$ 3,850
9	4-inch HDPE SDR-17 \$15.35 - 33 11 13.35.0100 - Pipe only (butt fused) - 4" SDR-21 (no excavation or backfill)	x	lf		\$ -
10	Install 4-inch HDPE SDR-17 (buried) \$1.24 - 31 23 16.14.2250 - Chain trencher, 40 h.p., Operator Riding - 6" wide trench and backfill, 48" deep added 1\$/lf for SDR-17	\$ 1,500.00	lf		\$ -
11	6-inch HDPE SDR-17 \$20.50 - 33 11 13.35.0200 - Pipe only butt fused - 6" SDR-21 (no excavation or backfill) added \$2/lf for SDR-17	\$ 1,500.00	lf		\$ -
12	Install 6-inch HDPE SDR-17 (buried)	x	lf		\$ -
13	Decommission Extraction Well (includes removal of vault, cutting and capping pipe ends, burial.		ea		\$ -
14			LS	1	\$ -
15	Install 1-inch HDPE SDR-9 Air lines (buried)	\$ 12.00	lf	2000	\$ 24,000
16	Install 2-inch HDPE SDR-11 Condensate lines (buried) - same trench	\$ 3.00	lf	2000	\$ 6,000
17	Fitting and valves for air and condensate force main	\$ 10,000.00	ea	1	\$ 10,000
18	New Compressor and Dryer	\$ 35,000.00	ea	0	\$ -
19	Electrical	\$ 5,000.00	ea	0	\$ -
Construction Total					\$ 148,100

Phase 6 - Upgrade Well Heads

Item	Description	Cost Per Unit	Unit	No of Units	Line Item Total
1	Mobilization of Drill Rig (Place Holder)	\$ 10,000	LS	1	\$ 10,000
2	Replacement Well (\$/vf) (13 @ 50 feet each)	\$ 150.00	vertical foot (vf)	0	\$ -
3	Install Industry Standard Wellhead (No pump fittings)	\$ 800.00	ea	50	\$ 40,000
4	New 24x36 Vault (Not traffic rated)	\$ 750.00	ea	50	\$ 37,500
5	Replace vault box (assumes half day per location)	\$ 3,000.00	ea	50	\$ 150,000
6	Down-hole Pump Kit - Priority 1 wells only.	\$ 6,000.00	ea	0	\$ -
7	Install Down-hole Pump Kit - Priority 1 wells and new vault box	\$ 3,000.00	ea	0	\$ -
8	Industry Standard Well head with Pump Fittings - Priority 1 wells	\$ 550.00	ea	0	\$ -
9	2-inch HDPE SDR-7 Air Supply Force Main \$10.25 - Pipe only (butt fused) - 33 11 13.35.0100 - 2" (*) SDR-21 (no excavation or backfill) Note - (*) extrapolated costs as RS Menas only goes to 4" HDPE Length estimated along marked gas line paths, from existing lines to proposed wells to pump and install. From marked lines to wells to pump 1855 ft. Additional lines to proposed wells 2845 ft	x	lf	0	\$ -
10	Install buried 2-inch HDPE SDR-7 Air Supply Force Main \$1.24 - 31 23 16.14.2250 - Chain trencher, 40 h.p., Operator Riding - 6" wide trench and backfill, 48" deep. Estimate does not include 50 ft vertical at each well.	x	lf	0	\$ -
11	4-inch HDPE SDR-17 \$15.35 - 33 11 13.35.0100 - Pipe only (butt fused) - 4" SDR-21 (no excavation or backfill)	x	lf	0	\$ -
12	Install 4-inch HDPE SDR-17 (buried) \$1.24 - 31 23 16.14.2250 - Chain trencher, 40 h.p., Operator Riding - 6" wide trench and backfill, 48" deep added 1\$/lf for SDR-17	\$ 15.00	lf	1000	\$ 15,000
13	6-inch HDPE SDR-17 \$20.50 - 33 11 13.35.0200 - Pipe only butt fused - 6" SDR-21 (no excavation or backfill) added \$2/lf for SDR-17		lf	0	\$ -
14	Install 6-inch HDPE SDR-17 (buried)	x	lf		\$ -
15	Decommission Extraction Well (includes removal of vault, cutting and capping pipe ends, burial.		ea		\$ -
16			LS	1	\$ -
17	Install 1-inch HDPE SDR-9 Air lines (buried)	\$ 12.00	lf	0	\$ -
18	Install 2-inch HDPE SDR-11 Condensate lines (buried)	\$ 3.00	lf	0	\$ -
19	Fitting and valves for air and condensate force main	\$ 5,000.00	ea	0	\$ -
20	New Compressor and Dryer	\$ 50,000.00	ea	0	\$ -
21	Electrical	\$ 5,000.00	ea	0	\$ -
Construction Total					\$ 252,500

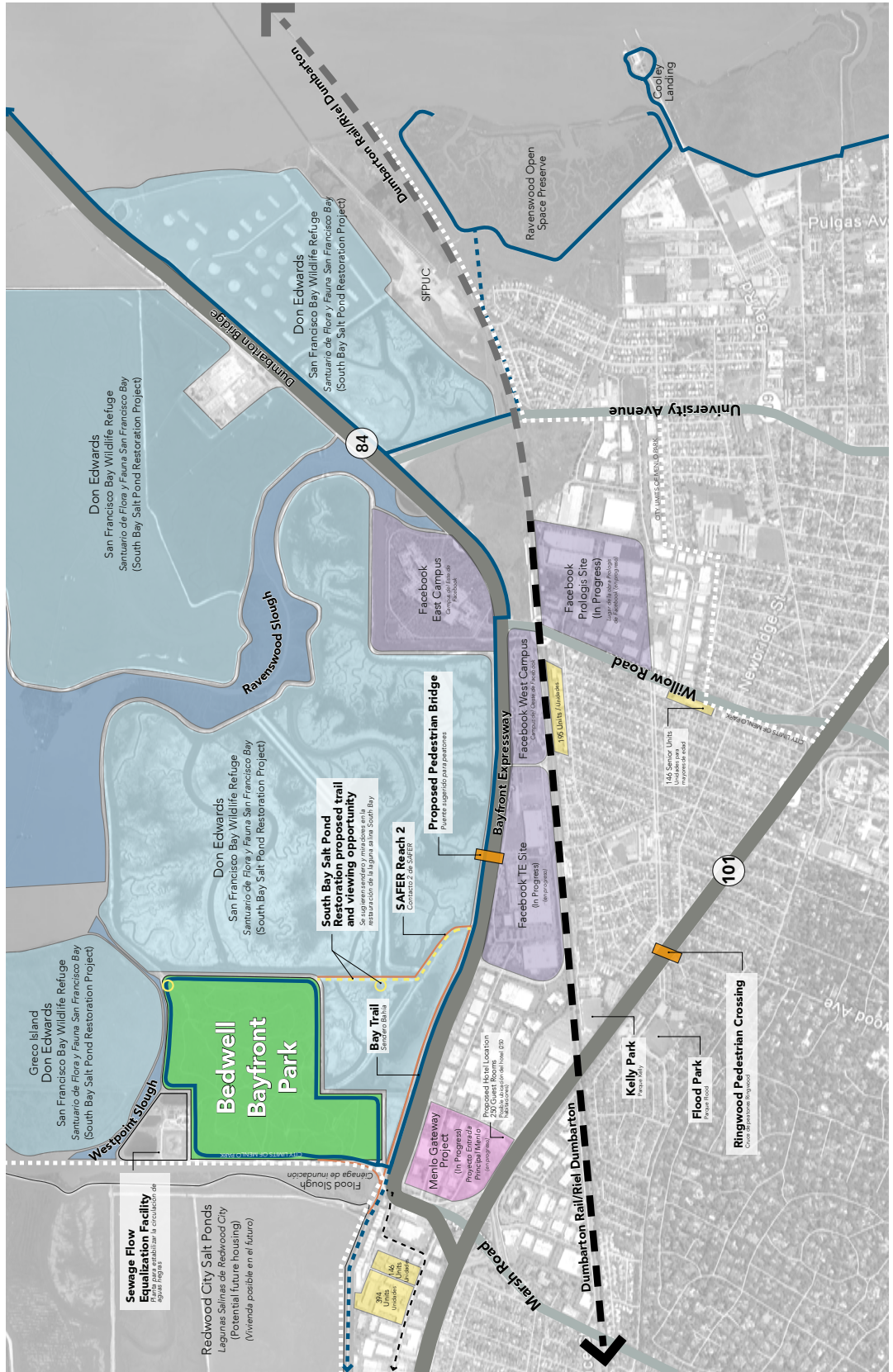
Cost Estimates

Park Improvements
(to be finalized)

Annual Operations and
Costs
(to be finalized)

Landfill Improvements
(to be finalized)

Outreach Materials



PROJECT AREA MAP
Mapa del Area del Parque

Callander Associates
Landscape Architecture

Bedwell Bayfront Park
MASTER PLAN



Project Background / Antecedentes del Proyecto

Since its inception, Bedwell Bayfront Park has been the jewel of the Menlo Park parks and open space system. Revered for its various habitats, Bay views, and passive recreation opportunities, this closed landfill site has become even more important with the influx of housing and office developments in the area. The park is at a critical juncture. Improvements are needed to provide access for the growing population. Sustainable funding sources are needed to fund both short term improvements and long term maintenance and operations.

De su comienzo, el parque Bedwell Bayfront ha sido la joya de los parques y espacios al aire libre de Menlo Park. Admirado por sus diversos hábitats, vistas de la bahía y oportunidades de recreación pasiva, este vertedero cerrado se ha convertido en un sitio importante por la reciente urbanización y complejos de oficinas en la zona. El parque está en un punto crucial. Se necesitan mejoras para proporcionar acceso a la creciente población. Se necesitan fuentes de financiamiento sostenibles para financiar mejoras a corto plazo, mantenimiento y operaciones a largo plazo.

Project Goals and Objectives

- GOAL 1. Utilize an open and inclusive community outreach process to refine goals and objectives and develop a roadmap to guide park improvements over the next 25 years.
- GOAL 2. Respect prior decisions (Measure J) made regarding exclusion of active recreation on site.
- GOAL 3. Enhance park's value as a unique community asset by increasing passive recreation and educational opportunities.
- GOAL 4. Protect existing sensitive habitats and landfill systems.
- GOAL 5. Provide Council with research on appropriate uses of non-motorized and radio controlled aircraft at other public sites and public input on issue.
- GOAL 6. Work to identify sustainable funding sources to support short term improvements and long term maintenance and operations.

Metas y Objetivos del Proyecto

- META 1. Divulgar información e incluir a la comunidad con un fin de perfeccionar las metas y objetivos y crear un plan que guíe las mejoras del parque en los próximos 25 años.
- META 2. Respetar decisiones anteriores (Propuesta J) que excluyen la recreación activa en el parque.
- META 3. Realzar el valor del parque creando más oportunidades educativas y de recreación pasiva.
- META 4. Proteger los hábitats susceptibles y los sistemas del vertedero
- META 5. Presentar al Consejo los resultados de indagaciones sobre el uso debido de aeronaves sin piloto controladas por radio en otros sitios públicos y las reacciones del público sobre este tema.
- META 6. Identificar fuentes de financiamiento sostenibles para cubrir mejoras a corto plazo, mantenimiento y operaciones a largo plazo.

Park Character/Mood

La Calidad y el Ambiente



Secluded
Aislado



Refined
Refinado



Natural
Natural



Comfortable
Cómodo



Rugged/Adventurous
Lleno de aventuras



Whimsical
Enigmático



Ecological/Preserve
Reserva ecológica



Ceremonial
Ceremonial



Colorful
Colorido



Active
Activo



Spiritual
Espiritual



Others? ¿Otros?

Park Amenities

Servicios



Non-Reservable Picnic Areas
Áreas de picnic sin reservación



Seating/Viewing Areas
Áreas para observar y sentarse



Public Art
Arte público



Dog Pick-Up Bag Dispensers
Dispensadores de bolsitas para perro



Trash/Recycling Containers
Receptáculos de reciclaje y basura



Enhanced Existing Restrooms
Hacer mejoras en los baños



Drinking Fountain/Station
Bebedores/Dispensador de agua



Outdoor Classroom/Amphitheater
Anfiteatro/aulas al aire libre



Education Center
Centro de Educación



Bike Parking
Estacionamiento de bicicletas



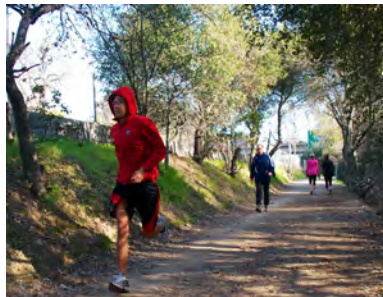
EV Charging Station
Áreas de cargar EV (vehículos eléctricos)



Others? ¿Otros?

Park Activities

Actividades



Walking/Hiking/Jogging
Caminar/senderismo/trotar



Biking - Paved
Montar bicicleta – terreno pavimentado



Biking - Unpaved
Montar bicicleta – terreno no pavimentado



Dirt Bike Course
Recorrido para moto todo terreno



Kite Flying
Volar cometas



Bird Watching
Observar aves



On-Leash Dog Walking
Paseo de mascotas

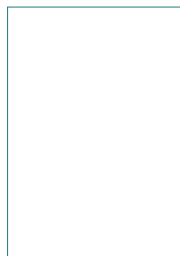


Off-Leash Dog Park
Área destinada para perros



Photography
Fotografía

Others? ¿Otros?



Park Activities

Actividades



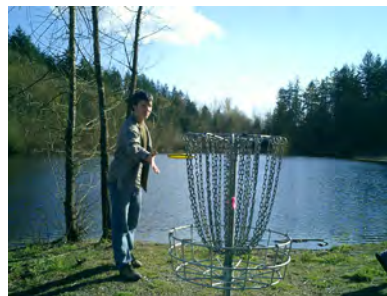
Hand-Launched Model Gliders
Lanzar planeadores



Electric Motor-Assisted Model Gliders
Planeadores controlados por control remoto



Radio-Controlled Drones
Drones controlados por radio



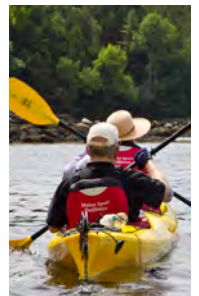
Disk Golf
Golf con disco



Fitness
Ejercicio y salud



Orienteering/Geocaching
Orientación y Geocaching



Water Activities
Actividades de agua



Group Exercise
Ejercicio en grupo



Nature Play
Jugar en la naturaleza

Others? ¿Otros?

Park Services/Programs

Programas



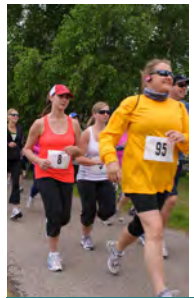
Ranger Service
Servicio de guardabosques



Classes/Education Programs
Clases y programas educacionales



Docent-Led Tours
Visitas guiadas por docentes



Public Events
Eventos públicos



Private Events
Eventos privados



Nature/Summer Camp
Campamento de verano



Concessions/Rentals
Quioscos y alquileres



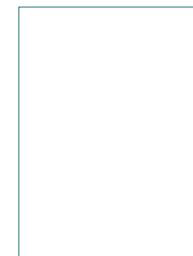
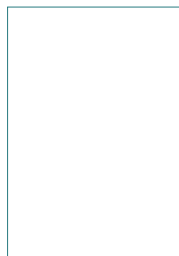
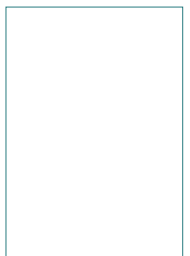
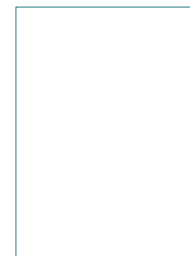
Material Distribution Center
Centro de distribución de materiales



Bike Repair
Quiosco de reparación de bicicletas



Others? ¿Otros?



Options for Revenue Generating Activities

Opciones de actividades que generan Ingresos



Parking/Entrance Fee
Cobrar la entrada/estacionamientos



Concessions (Food, Rentals)
Quioscos (alquiler de equipo y venta de comida)



Donations/On-Site Recognition
Donaciones/reconocimientos en el lugar



Naming Rights
Derechos de denominación (nombres)



Private/Corporate Events
Eventos privados y de corporaciones



Reservation-Based Picnic Areas
Áreas de picnic con reservación

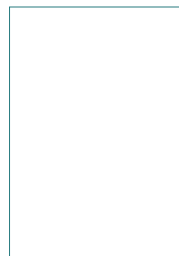


Methane Capture
Captura de metano



Energy Generation/Net Zero
Generación de energía solar/energía neta

Others? ¿Otros?



How do you define "Passive Recreation"?

¿Cuál es el significado de la "Recreación Pasiva"?





Open House Packet



General Information

This open house is structured into five “stations.” Please visit each station and write your input on the attached input sheets. Spend as little or as much time at each station as you like, in any order you prefer. Questions are encouraged!

STATION 1: Welcome!

Purpose: This station provides an orientation of the workshop. Sign in so that we are able to contact you with future project updates. Pick up your open house packet here. Use this packet to record your input and track which stations you’ve visited. Learn about the project background by watching the slideshow. The park timeline, context map, and existing conditions map provide you with information on the park development, site features, and adjacent uses. If there is any element of importance that you feel we should know, please share your thoughts by talking to a project team member or writing comments directly on the documents.

Input Opportunities: Provide input on what you think the project goals and objectives should be. Respond to the user survey and let us know how you use the park.

Goals and Objectives: Evaluate the Goals and Objectives that we have developed and let us know how much you support each goal.

- Y = Yes, I agree with this goal
- M = Maybe, I’m unsure if I agree with this goal
- N = No, I do not agree with this goal

	Y	M	N
Goal 1: Utilize inclusive outreach process to guide decisions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Goal 2: Respect prior decisions (Measure J).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Goal 3: Increase passive recreation, educational opportunities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Goal 4: Protect existing habitats and systems.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Goal 5: Provide Council with research on model aircraft.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Goal 6: Identify sustainable funding sources.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please write-in any additional goals you support:



Open House Packet



User Survey: The purpose of this survey is to understand how you currently use the park. Please provide your answer to each of the questions below and share your ideas on how to make Bedwell Bayfront Park even better.

1. How old are you?
 - Under 16
 - 16 to 20
 - 21 to 30
 - 31 to 55
 - 55 +
2. Where do you live?
 - East of Highway 101, in Menlo Park
 - West of Highway 101, in Menlo Park
 - In Redwood City or East Palo Alto
 - None of the above
3. How far is your home from the park?
 - 1 mile
 - 2 to 5 miles
 - 5 to 10 miles
 - More than 10 miles
4. How often do you visit the park?
 - Daily
 - Weekly
 - Monthly
 - Yearly
 - Rarely/Never
5. When do you primarily visit the park?
 - Weekends
 - Weekdays
 - Both
 - Never
6. When you visit the park, how often do you stay?
 - Less than one hour
 - 1 hour
 - 2 to 4 hours
 - More than 4 hours
7. By what means do you get to the park most often?
 - Auto
 - Bike
 - Walk
 - Transit
 - Other: _____
8. What do you like most about the park? (select up to three)
 - Scenery/Views
 - Wildlife/Nature
 - Location
 - Solitude
 - Distance/Convenience
 - Other: _____
9. What is the most important thing to improve at the park?

10. Is there anything you definitely do not want to see at the park?

11. Do you have a favorite passive recreation park that you visit? What attracts you to that park?



Open House Packet



12. How would you describe the park usage?

- Too many people use the park
- About the right number of people use the park
- Not enough people use the park

13. How safe/comfortable do you feel when you are at the park?

- Extremely safe
- Very safe
- Somewhat safe
- I don't feel safe

14. What concerns do you have for using the park? (select up to three)

- Personal safety
- Car theft
- Vandalism
- Park maintenance
- Accessibility
- Other: _____

15. What activities do you normally participate in when you visit the park?

- Hiking/walking/jogging
- Biking
- Bird watching
- Dog walking
- Other: _____

16. How did you hear about this project? (check all that apply)

- Mailed notice in utility bill
- E-mail
- Facebook
- Public presentation/Farmer's Market
- On-site poster/brochure
- Off-site poster
- Word of mouth
- Newsletter
- Other _____

17. Is there anything else you would like to share about Bedwell Bayfront Park?



Open House Packet



STATION 2: Usage

Purpose: To show us how you use the park.

Input Opportunities: Provide input on the park usage map.

Park Usage Map: Writing directly on the map on the table, please show us where you go in the park, areas that cause concern, and opportunities that you see.

Comments:



Open House Packet



STATION 3: Inspiration Images

Purpose: This station shows several boards with images and words that illustrate a range of potential uses and features at the park to gauge your opinions and level of support. Please contemplate each image and indicate your level of support below. The park elements have been divided into the categories shown. There are several options for each category. If you have a suggested option that is not already listed, see a project team member so that it can be added.

Input Opportunities: Provide input on each of the image boards by filling in the circles below.

- Y = Yes, I support this item
- M = Maybe, I'm undecided if I support this item
- N = No, I do not support this item

Park Character/Mood: The park is located in a unique setting and has many qualities that make it valuable to the community. What unique qualities do you think help contribute or would help contribute to making it a more desirable destination? Please evaluate the board images and let us know how well each image illustrates the ideal mood or character of Bedwell Bayfront Park.

	Y	M	N
Secluded	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Refined	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Natural	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comfortable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rugged/Adventurous	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Whimsical	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ecological/Preserve	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ceremonial	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Colorful	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Active	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Spiritual	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other:			



Open House Packet



Park Amenities: Evaluate the board images and let us know how much you would like to see each amenity at Bedwell Bayfront Park. Some amenities are currently provided at the park; others have not yet been provided.

	Y	M	N
Non-Reservable Picnic Areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Seating/Viewing Areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public Art	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dog Pick Up Bag Dispensers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Trash / Recycling Containers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Enhance Existing Restroom	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Drinking Fountain / Bottle Filler	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outdoor Classroom/Amphitheater	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Education Center	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bike Parking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
EV Charging Station	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other: _____

Park Activities: Evaluate the board images and let us know how much you would like to see each activity at Bedwell Bayfront Park. Some activities are currently provided at the park; others have not yet been provided.

	Y	M	N
Walking/Hiking/Jogging	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Biking – Paved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Biking – Unpaved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dirt Bike Course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kite Flying	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bird Watching	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
On-Leash Dog Walking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Off-Leash Dog Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Photography	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hand-Launched Model Gliders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Electric Motor-Assisted Model Gliders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Radio-Controlled Drones	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disk Golf	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fitness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(continue to next page for more Park Activities)



Open House Packet



	Y	M	N
Orienteering/Geocaching	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Water Activities (slough side only)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Group Exercise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Nature Play	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other: _____			

Park Services/Programs: Evaluate the board images and let us know how much you would support each service being provided at Bedwell Bayfront Park. Some services have previously been provided at the park; others have not yet been provided.

	Y	M	N
Ranger Service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Classes/Education Programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Docent-Led Tours	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public Events	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Private Events	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Nature/Summer Camp	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Concession/Rentals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Material Distribution Center	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bike Repair Station	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other: _____			

Options for Revenue Generating Activities: The current park has a funding imbalance, because maintenance expenses continue to be incurred by the City, but the park does not generate any revenue. For the park to become fiscally sustainable, revenue sources must be identified. Evaluate the board images and let us know how much you would support each funding option to pay for improvements at Bedwell Bayfront Park.

	Y	M	N
Parking/Entrance Fee	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Concessions (food, equipment rentals)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Donations/On-Site Recognition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Naming Rights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Private/Corporate Events	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reservation-Based Picnic Areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Methane Capture	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Solar Energy Generation/Net Zero	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other: _____			



Open House Packet



How Do You Define "Passive Recreation"?: "Passive recreation" means different things to different people. Some consider "sedentary or unstructured activities" to be passive recreation. Others consider it to be "minimal development or environmentally sensitive development." Please evaluate the board images and select the number corresponding to the column of images that best encompasses the range of activities that fit your definition of "passive recreation".

- 1**
 2
 3
 4
 5

STATION 4: Packet Drop-off

You're done!

Your feedback is invaluable as we work to develop the design options for Bedwell Bayfront Park. We will report back to you on the feedback received and will present the preliminary alternatives at our next workshop on June 17. Hope to see you there!

Please leave your comment cards on the table. Food and refreshments are available at Station 5.

Thank you for providing your input!



Program Statement

The Park Master Plan Will:

El Plan Maestro del Parque va a:

Respect the emphasis on “passive recreation” on which the park was founded

Respetar el énfasis de la “recreación pasiva” con el cual se inició el parque

- Support existing park uses: bird watching, walking, jogging, bike riding on Bay Trail, kite flying, orienteering, and geocaching

Acknowledge the need to provide for a growing population and respond to a changing shoreline

Reconocer las necesidades de la creciente población y responder a los cambios de la costa

- Evaluate parking capacity and opportunity to accommodate a bike share program from Belle Haven
- Increase and improve general park amenities (drinking fountains, seating, eating areas, bike racks.)
- Plan for a future with sea level rise

Support, enhance and expand activities that are complementary to passive recreation experiences

Apoyar, realzar y ampliar actividades que complementen las experiencias de la “recreación pasiva”

- Allow new uses: water access, hand launched radio controlled model gliders, fitness equipment, nature play, bike riding on unpaved trails, and off-leash dog park
- Support on-site youth work program (on-site job skills, youth development, and learning)
- Evaluate options for providing indoor gathering space for use by: concessions vendor; volunteers/ park ranger/ docents, and as a meeting pavilion
- Enable methane capture for energy generation and photovoltaics to achieve “net zero energy” building
- Improve wayfinding/directional signage. Provide mileage markers along trail.

Address deferred maintenance and existing facility deficiencies

Abordar los problemas de mantenimiento aplazado y de deficiencias en las instalaciones

- Renovate the Great Spirit Path art piece
- Replace steep, eroding paths (ie. 3:1 slope) with stairs
- Replace existing restroom and raise existing infrastructure (ie; entrance road, parking, Bay Trail) to address sea level rise
- Upgrade landfill gas and leachate collection and monitoring systems

Provide a comfortable, friendly, safe and more accessible user experience

Proporcionar al usuario una experiencia cómoda, segura, fácil y más accesible

- Improve the Marsh Rd intersection to make it safer for pedestrians and bicycles to access the park from surrounding neighborhoods. Enhance the park entrance to make it a more pleasant experience.
- Increase public access to summits and points of interest by providing all-weather, accessible trail surfaces.
- Separate uses (bikes/pedestrians/vehicular) to minimize potential conflicts.

Acknowledge that future stewards of the park start with today’s youth

Reconocer que en el futuro nuestros jóvenes serán los enlaces del parque

- Create educational opportunities, particularly for school-age children
- Provide educational trail loops, group seating areas, and support for summer camps
- Emphasize learning about marsh habitats and landfill systems, to reflect the park’s unique history and location
- Use “green” building methods when possible

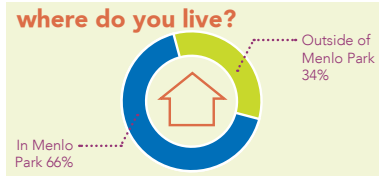
Identify and integrate revenue generation mechanisms into the park structure, to ensure the long-term sustainability of the park

Identificar fuentes de ingresos e integrarlas en la estructura del parque para asegurar la sostenibilidad de éste a largo plazo

- Consider revenue sources for both short term capital improvements and long-term maintenance requirements
- Create revenue structure that acknowledges park use by both City residents and non-City residents

RESULTS ARE IN COMMUNITY INPUT FROM APRIL 8

Main Take-Away: Based on the input below, there is support for the park plan to explore additional activities and amenities.



how would you describe the park?



who participated?

39
OPEN HOUSE
70
ONLINE SURVEY

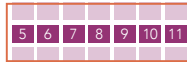
how often do you visit the park?



yearly 12%



monthly 32%

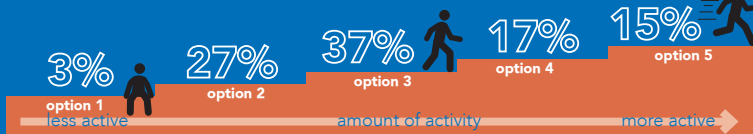


weekly 46%



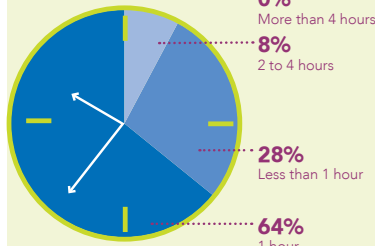
daily 8%

HOW DO YOU DEFINE PASSIVE RECREATION?



option 4 + option 5 = 32%
option 1 + option 2 = 30%
more participants are in favor of more active activities

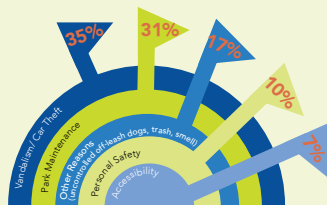
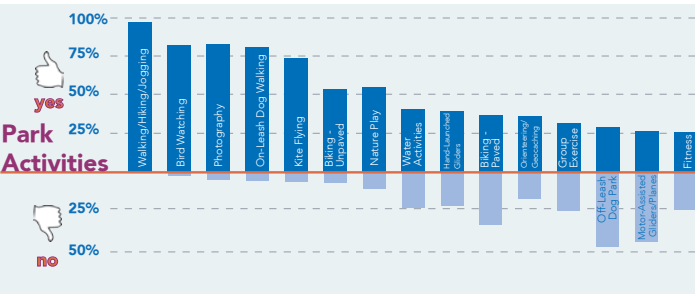
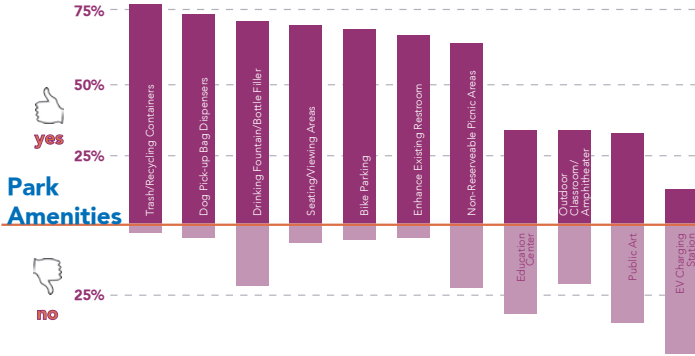
When you visit the park, how often do you stay?



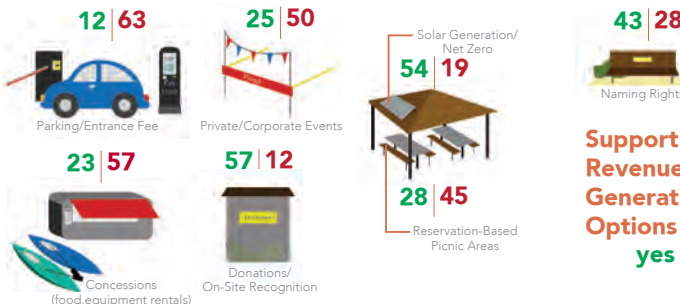
Is there anything you definitely do not want to see at the park?



- drones
- noisy activities/concerts
- sports/fields
- commercial uses



what concerns do you have for using the park?



Support for Revenue Generating Options
yes | no

GOALS AND OBJECTIVES

GOAL 6
Sustainable funding

GOAL 1
Inclusive outreach process

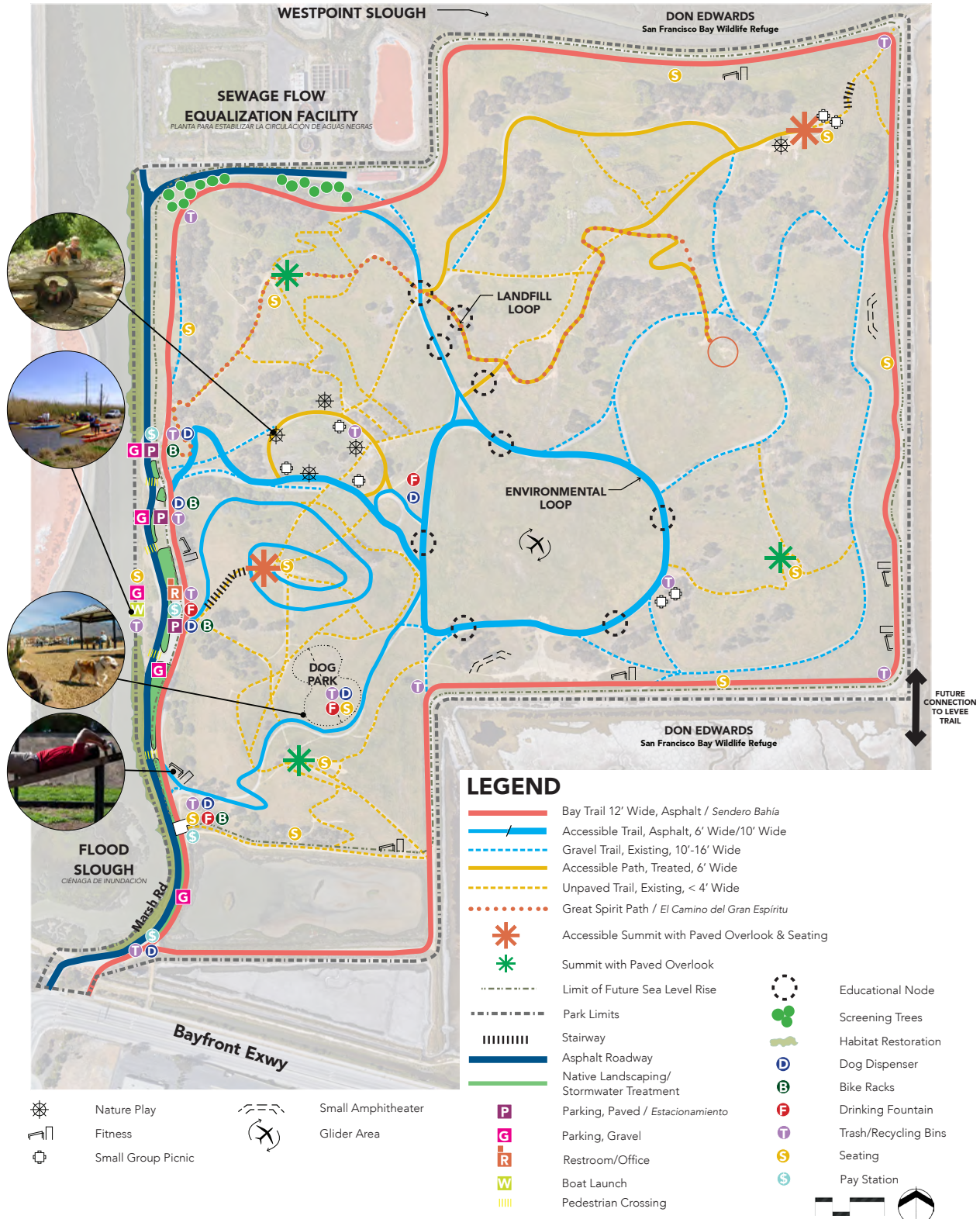
GOAL 4
Protect habitat and landfill

GOAL 3
Increase park opportunities

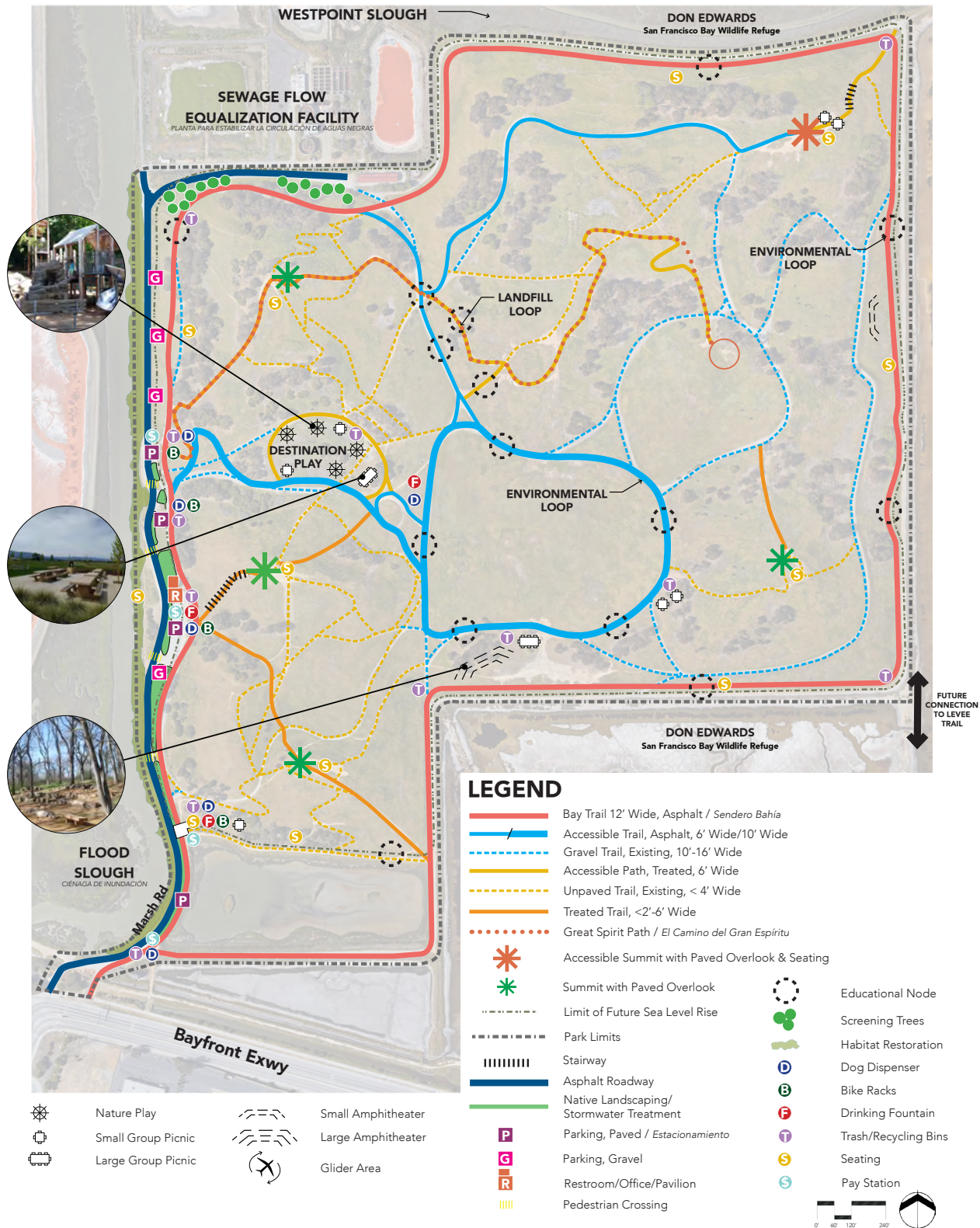
GOAL 5
Radio controlled aircraft research

GOAL 2
Respect Measure J

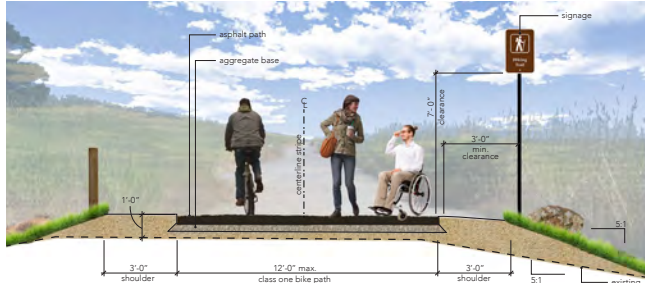
Concept A



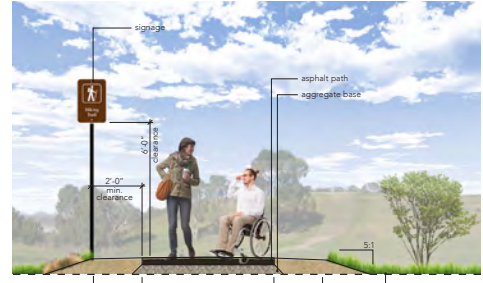
Concept B



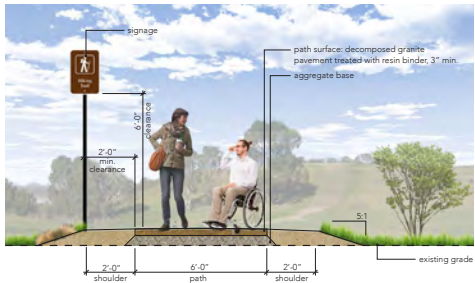
Sections



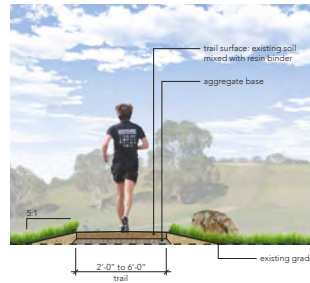
A BAY TRAIL (ASPHALT)



B ACCESSIBLE PATH (ASPHALT)



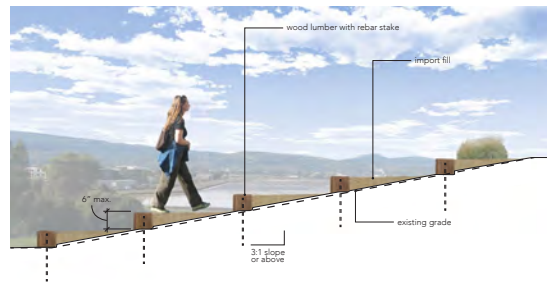
C ACCESSIBLE PATH (TREATED)



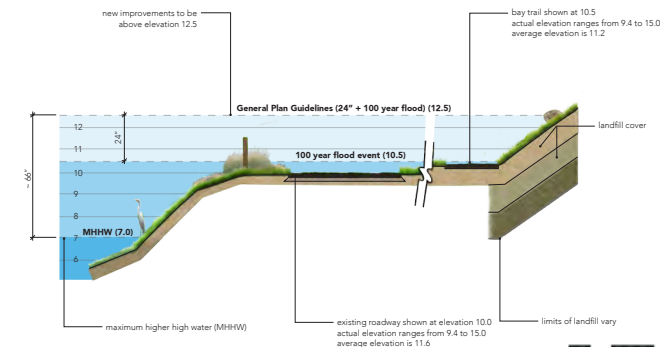
D TRAIL (TREATED)



E UNPAVED TRAIL (NOT TREATED)



F TRAIL STAIRS



G SEA LEVEL RISE
H:V = 1:5
assumed datum NAVD88

Concept Image Board



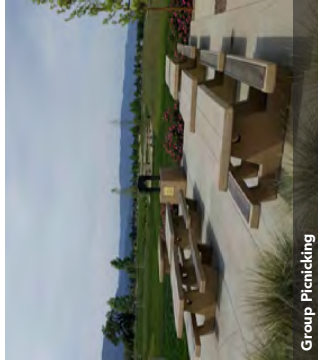
Information Kiosk



Kiosk



Picnicking



Group Picnicking



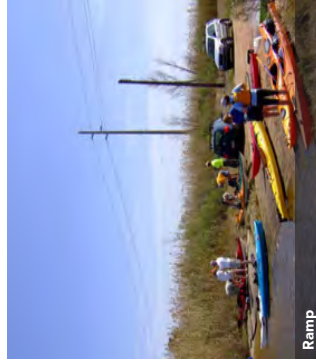
Wayfinding



Directional Signage



Informational Signage



Ramp



Dock



Interpretive Signage



Interpretive Signage



Dog Park



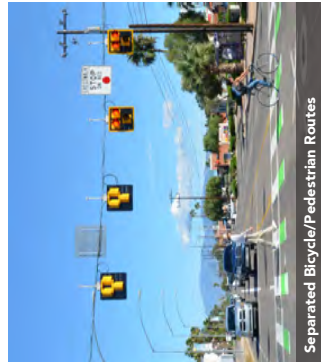
Dog Dispenser

Concept Image Board

Enhanced Roadway



Pedestrian Refuge



Separated Bicycle/Pedestrian Routes

Park Entrance

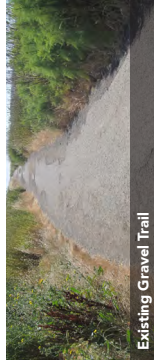


Parking Fees



Automatic Access Control

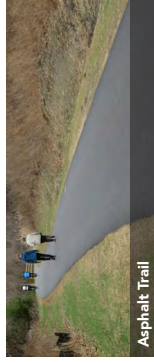
Surfacing Materials



Existing Gravel Trail



Gravel Parking Areas



Asphalt Trail



Natural-Looking Treated Trail Pavement

Seating



Gabion and Wood Bench



Wood Bench

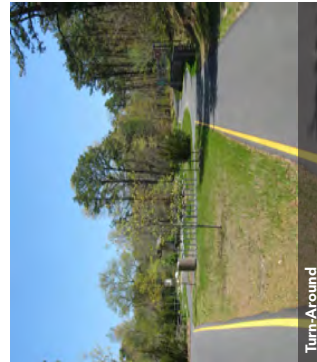
Group Seating



Small Amphitheater



Large Amphitheater



Turn-Around



Park Sign

Concept Image Board

Park Amenities



Summit Overlook



Fitness - Par Course



Destination Play



Nature Play



Bike Rack



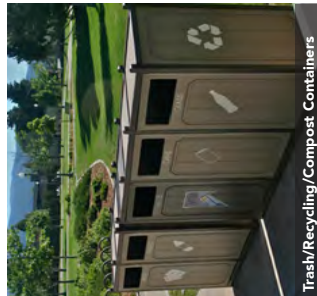
Stairway



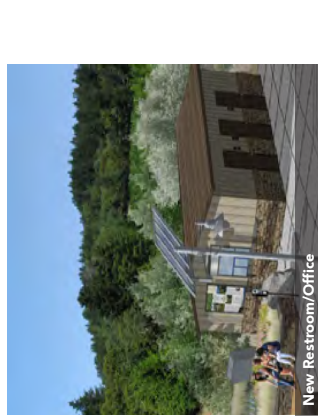
Drinking Fountain



Native Plantings/Stormwater Management



Trash/Recycling/Compost Containers



New Restroom/Office



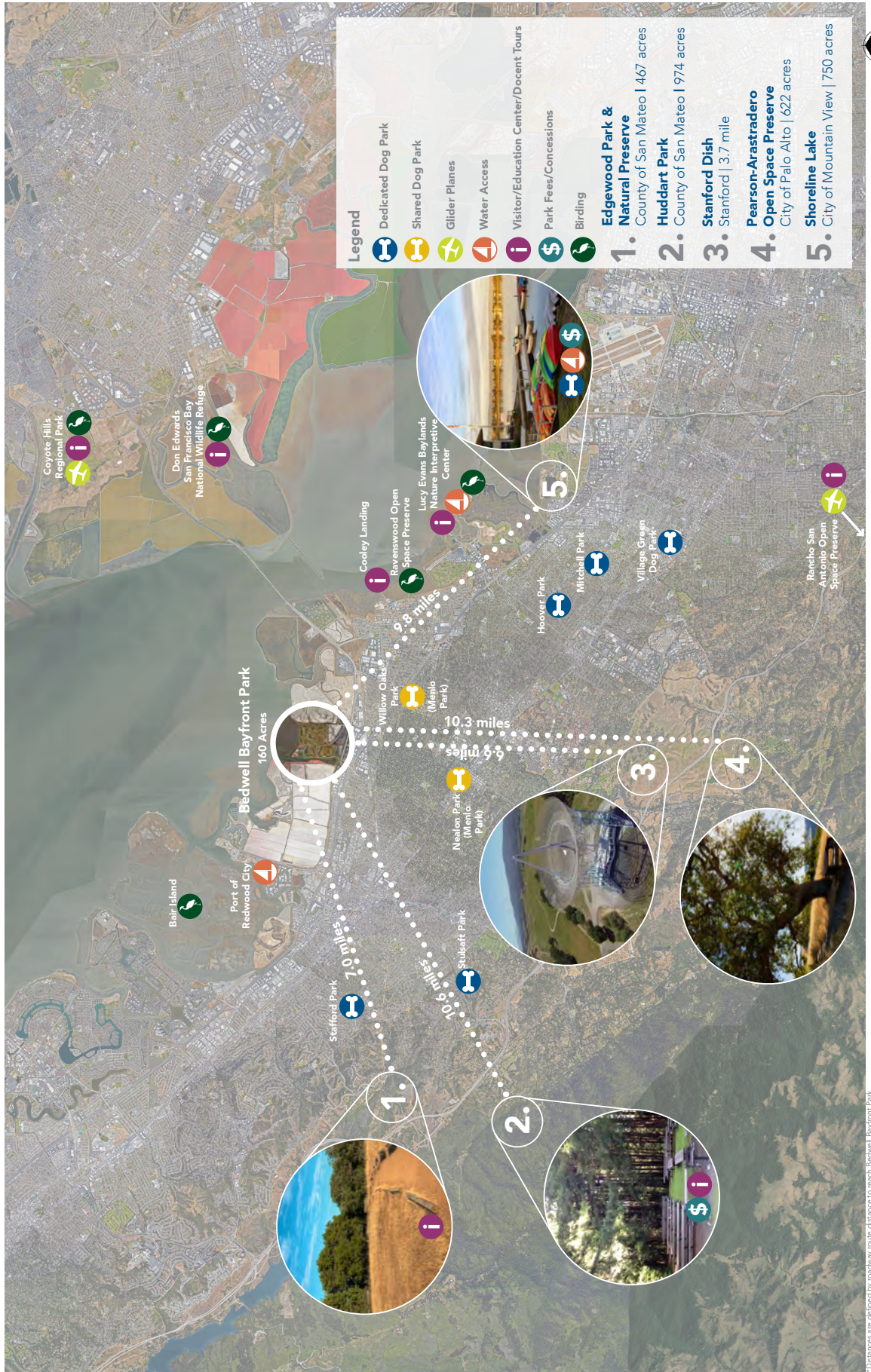
Office/Meeting Pavilion



Great Spirit Path Renovation (Boulder in Treated Pavement)



Habitat Restoration



Popular Parks with Similar Uses

Bedwell Bayfront Park MASTER PLAN

Concept Plan Comparison Matrix

Red - moderate change from existing
 Orange - some change from existing
 Yellow - no change from existing

	Existing	Concept A (access emphasis)	Concept B (educational emphasis)
Walking/hiking/jogging <i>caminar/senderismo/trotar</i>	Yes	Yes	Yes
Bird watching/kite flying/paved biking <i>observer aves/volar cometas/montar bicicleta – terreno no pavimentado/orientación</i>	Yes	Yes	Yes
On-leash dog walking <i>paseo de mascotas</i>	Yes	Yes	Yes
Restroom <i>baño</i>	Yes	Yes	Yes
Orienteering/geocaching <i>orientación y geocaching</i>	Yes	No	Yes
Biking on unpaved trails <i>montar bicicleta – terreno pavimentado</i>	No	Yes	No
Great Spirit Path <i>El Camino del Gran Espíritu</i>	Yes	Yes, renovate in place <i>Si, renovar sin alteraciones</i>	Yes, renovate in place <i>Si, renovar sin alteraciones</i>
Bay Trail, asphalt <i>Sendero Bahía, asfalto</i>	8' - 12' wide gravel	12' wide asphalt <i>Asfalto de 12' de ancho</i>	8' - 12' wide asphalt <i>Asfalto de 8' - 12' de ancho</i>
Accessible paths (6' min. width, asphalt and treated)	0 miles (gravel and dirt are not accessible)	5.3 miles total (4.2 mi asphalt 1.1 mi accessible-treated)	4.4 miles total (3.8 mi asphalt 0.6 mi accessible-treated)
Accessible summits	None <i>Ninguna</i>	2 summits <i>2 cimas</i>	1 summit <i>1 cima</i>
Path/trail surfacing	Keep as is (22% dirt/ 78% gravel/ 0% asphalt/ 0% treated)	Repave (10% dirt/ 29% gravel/ 49% asphalt/ 12% treated) <i>Volver a pavimentar (10% tierra/29% gravilla/49% asfalto/12% procesado)</i>	Repave (12% dirt/ 29% gravel/ 43% asphalt/ 16% treated) <i>Volver a pavimentar (12% tierra/29% gravilla/43% asfalto/16% procesado)</i>
Trees to screen sewage facility	No	Yes	Yes
Habitat restoration	No	Yes	Yes
Picnic tables	No	Single tables/ small grp <i>Mesas individuales/grupos pequeños</i>	Single tables/ sml grp / lrg grp <i>Mesas individuales/grupos pequeños/ grupos grandes</i>
Fitness course <i>ejercicio y salud</i>	No	Yes, par course along trail	No
Educational trail loops <i>centro de educación</i>	No	Yes	Yes
Amphitheater/group seating <i>anfiteatro/aulas al aire libre</i>	No	Yes, small grp (20 ppl) <i>Si, grupo pequeño (20 asientos)</i>	Yes, large grp (40-60 ppl) <i>Si, grupo grande (40-60 asientos)</i>
Nature play <i>jugar en la naturaleza</i>	No	Yes, small dispersed	Yes, large destination
Off-leash dog park <i>área destinada para perros</i>	No	Yes, 2 acres	No
Hand-launched radio controlled model glider <i>lanzar planeadores</i>	No	Yes, by meadow area only	No
Non-motorized small boat launch	No	Yes	No
Building <i>edificio</i>	Yes (restroom)	Yes, (restroom/ranger office) <i>Si, (baños/oficina del guardabosques)</i>	Yes, (restroom/ranger office/meeting pavilion) <i>Si, (baños/oficina del guardabosques/ salón de reuniones)</i>
Parking, paved	34	42	42
Parking, gravel	42 (angled)	61 (parallel) <i>(paralelo)</i>	47 (parallel) <i>(paralelo)</i>
Parking, undesignated	27	5	3
Total cost to improve	N/A	\$10 - \$15 million <i>\$10 - \$15 millones</i>	\$10 - \$15 million <i>\$10 - \$15 millones</i>
Meets project goals (of expanded use, improved access and additional educational opportunities)	No	Yes	Yes



Open House Packet



General Information

This open house is structured into five “stations.” Please visit each station and write your input on the attached input sheets. Spend as little or as much time at each station as you like, in any order you prefer. Questions are encouraged!

STATION 1: Welcome!

Purpose: This station provides an orientation of the workshop. Sign in so that we are able to contact you with future project updates. Pick up your open house packet here. Use this packet to record your input and track which stations you’ve visited. Learn about background information on the park site and surrounding areas from the park timeline, context map, and existing conditions map. If there is any element of importance that you feel we should know, please share your thoughts by talking to a project team member or writing comments directly on the documents.

Input Opportunities: Respond to the user survey below and let us know how you use the park. Please provide your answer to each of the questions below.

1. How old are you?
 - Under 16
 - 16 to 20
 - 21 to 30
 - 31 to 55
 - 55 +
2. Where do you live?
 - East of Highway 101, in Menlo Park
 - West of Highway 101, in Menlo Park
 - In Redwood City or East Palo Alto
 - None of the above
3. How far is your home from the park?
 - 1 mile
 - 2 to 5 miles
 - 5 to 10 miles
 - More than 10 miles
4. How often do you visit the park?
 - Daily
 - Weekly
 - Monthly
 - Yearly
 - Rarely/Never
5. When you visit the park, how often do you stay?
 - Less than one hour
 - 1 hour
 - 2 to 4 hours
 - More than 4 hours



Open House Packet



STATION 2: Program Statement

Purpose: Learn about the input we received at the first Open House. Learn where similar facilities are located near the park. See how the input received helped shape the project Program Statement.

Input Opportunities: Evaluate the Program Statement that we have developed and let us know how much you support each part.

Y = Yes, I agree with this goal

M = Maybe, I'm unsure if I agree with this goal

N = No, I do not agree with this goal

Y M N

Respect the emphasis on "passive recreation" envisioned when the park was founded	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Acknowledge the need to provide for a growing population and respond to a changing shoreline	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Support, enhance and expand activities that are complementary to passive recreation experiences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Address deferred maintenance and existing facility deficiencies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide a comfortable, friendly, safe, and more accessible user experience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Acknowledge that future stewards of the park start with today's youth	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identify and integrate revenue generation mechanisms into the park structure, to ensure the long-term sustainability of the park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:



Open House Packet



STATION 3: Plan Alternatives

Purpose: This station shows two plan options and a comparison matrix of amenities and features at the park. To gauge your opinions and level of support, please let us know which of the two plans you prefer, and what type of modifications, if any, you would like to see made to that plan.

Input Opportunities: Please tell us which concept plan you prefer.

A
 B

Input Opportunities: How can the concept that you selected be improved? Please evaluate the list of attributes shown on the comparison matrix column for the concept plan that you selected. Let us know if you would like the attribute to remain as shown on the concept plan, if you would like to remove it from the concept, or if you would like to make modifications (for example, change the location, make it larger, add the activity if it's currently listed as a "no", etc).

	keep as shown on preferred concept	remove it from concept	modify	tell us below how you would like it modified
Restroom	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Orienteering/Geocaching	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Great Spirit Path	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Bay Trail	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	



Open House Packet



STATION 3: Plan Alternatives (cont'd)

Input Opportunities: How can the concept be improved? Please evaluate the list of attributes below and let us know if you would like to keep it as shown, remove it, or keep it but with modifications.

	keep as shown on preferred concept	remove it from concept	modify	tell us below how you would like it modified
Accessible paths (6' min. width)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Accessible summits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Path/trail surfacing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Trees to screen sewage facility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Habitat restoration (if applicable)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Picnic tables	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Fitness course (if applicable)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Educational trail loops	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Amphitheater/group seating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Play area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Off-leash dog park (if applicable)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	



Open House Packet



STATION 3: Plan Alternatives (cont'd)

Input Opportunities: How can the concept be improved? Please evaluate the list of attributes below and let us know if you would like to keep it as shown, remove it, or keep it but with modifications.

	keep as shown on preferred concept	remove it from concept	modify	tell us below how you would like it modified
Model glider (if applicable)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Boat launch (if applicable)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Building	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Parking, paved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Parking, gravel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Parking, undesignated	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	



Open House Packet



STATION 4: Packet Drop-off

You're done!

Your feedback is invaluable as we work to develop the design options for Bedwell Bayfront Park. We will report back to you on the feedback received and will present the preferred park plan at our next workshop (Park and Recreation Commission Meeting), tentatively scheduled for **October 25, 2017**. Hope to see you there!

Please leave your open house packet on the table. You may keep this last page as a reminder of the future meeting. Visit www.menlopark.org/BedwellBayfrontPlan for the latest news on the project.

Food and refreshments are available at Station 5.

Thank you for providing your input!



Bedwell Bayfront Park

MASTER PLAN



¡Venga a darnos su opinión!
Come share your thoughts!



Bedwell Bayfront Park

MASTER PLAN



¡Venga a darnos su opinión!
Come share your thoughts!

La Ciudad de Menlo Park celebrará una reunión para escuchar sus opiniones sobre las alternativas del plan conceptual que se propone para Bedwell Bayfront Park.

¡Venga y participe!

(Habrá traductores)

The City of Menlo Park is hosting a public meeting to hear your thoughts on the proposed conceptual plan alternatives for Bedwell Bayfront Park.
Please join us!

**Reunión Comunitaria/Community Meeting
jueves, 10 de agosto, 2017**

Thursday, August 10, 2017

6:30 pm to 8:00 pm

Menlo Park Senior Center

(Refrescos y cuidado de niños disponibles)
(Light refreshments and childcare will be provided)

Para más información visite/For more information visit
menlopark.org/bedwellbayfrontplan.

Comuníquese/Contact Derek Schweigart, Assistant Community Services Director,
(650) 330-2267 or dsschweigart@menlopark.org

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Come share your thoughts!
¡Venga a darnos su opinión!

Provide your input to shape the vision for Bedwell Bayfront Park's future

Bedwell Bayfront Park is a 160 acre regional park and the City's only park on the Bay. A master planning process is underway to address existing maintenance and capital improvement needs and to establish a park vision guiding improvements for the next 25 years.

Please join us!

OPEN HOUSE #1

Saturday, April 8, 10 am to 2 pm
Menlo Park Senior Center
110 Terminal Ave., Menlo Park, CA 94025

Reunión de Puertas Abiertas # 1

Sábado 8 de Abril, 10 am a 2 pm
Centro de Menlo Park para Mayores
110 Terminal Ave., Menlo Park, CA 94025

Oportunidad de aportar sus comentarios para el futuro de Bedwell Bayfront Park

Bedwell Bayfront Park es un parque regional de 160 acres y el único parque de la ciudad en la Bahía. Se está poniendo en marcha un plan maestro para abordar las deficiencias de mantenimiento y mejoras de capital y a su vez crear una visión que guíe el futuro desarrollo del parque durante los próximos 25 años.

¡Por favor únete a nosotros!



input opportunities
Oportunidad de aportar sus comentarios

Open House #2 / Reunión de Puertas Abiertas # 2

Saturday, June 17, 10 am to 2 pm / Sábado 17 de Junio

Bedwell Bayfront Park parking lot / Bedwell Bayfront Park - lote de estacionamiento

Workshop / Taller Comunitario

Wednesday, October 25, Evening / Miércoles 25 de Octubre, de noche

Menlo Park Senior Center / Centro de Menlo Park para Mayores
110 Terminal Ave, Menlo Park, CA 94025

City Council / Ayuntamiento

Tuesday, November 21 (tentative date) / Martes 21 de Noviembre (fecha tentativa)

City Hall Council Chambers / Cámaras del Consejo del Ayuntamiento
701 Laurel St., Menlo Park, CA 94025



For more information about the project, scan the QR code or go to the project website at menlopark.org/bedwellbayfrontplan, or contact Derek Schweigart, Assistant Community Services Director, (650) 330-2267 or email: dsschweigart@menlopark.org
Para obtener más información sobre el proyecto, consulte la página del proyecto menlopark.org/bedwellbayfrontplan en contacto con Derek Schweigart, Director Auxiliar de Servicios Comunitarios al (650) 330-2267 o por correo electrónico: dsschweigart@menlopark.org



Come share your thoughts!
¡Venga a darnos su opinión!



Project by:



Come share your thoughts!
¡Venga a darnos su opinión!

Input Opportunities
 Oportunidad de aportar sus comentarios

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Bedwell Bayfront Park Master Plan

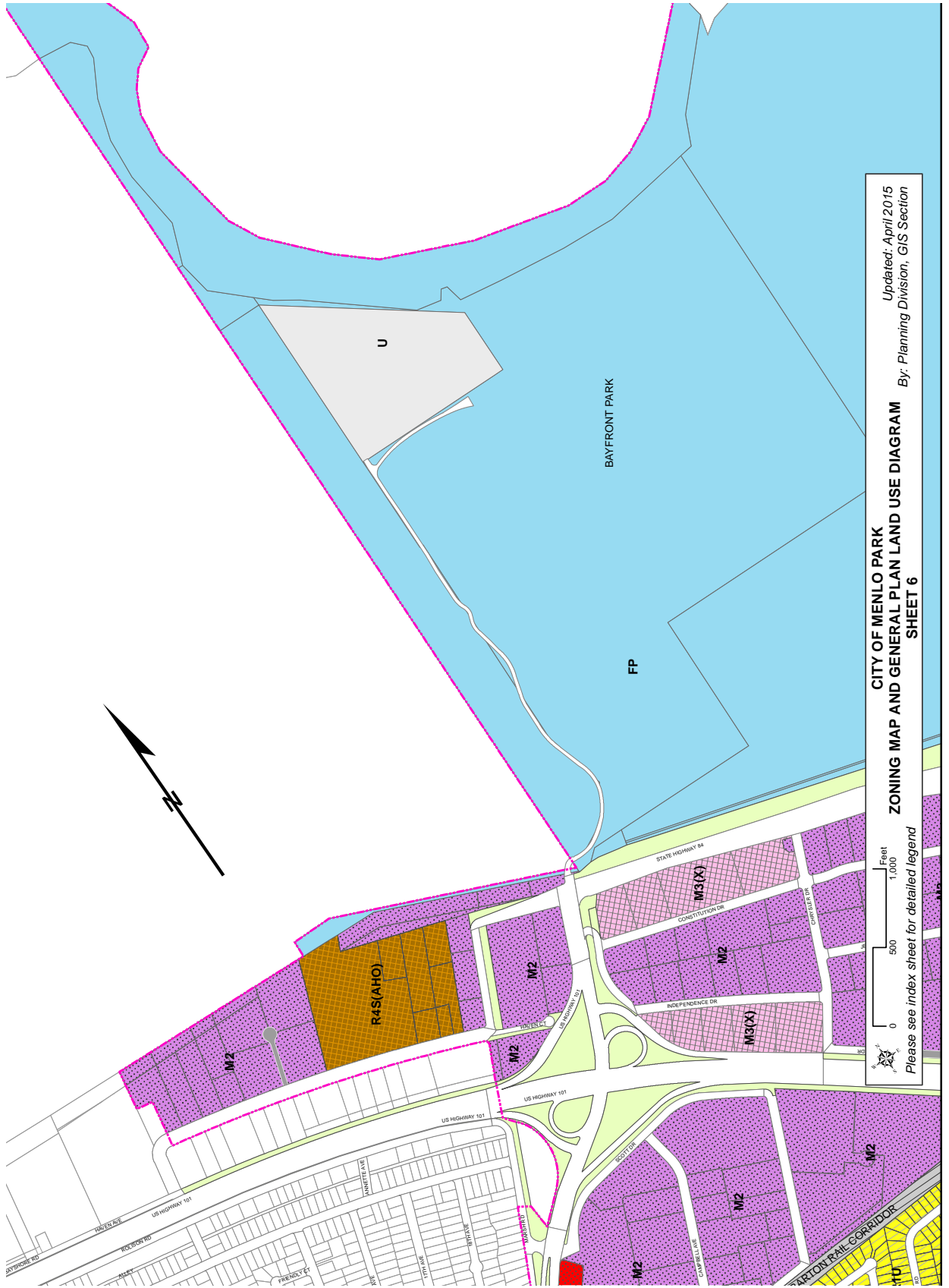
Bedwell Bayfront Park is a 160 acre regional park and the City's only park on the Bay. A master planning process is underway to address existing maintenance and capital improvement needs and to establish a park vision guiding improvements for the next 25 years. **Please join us!**

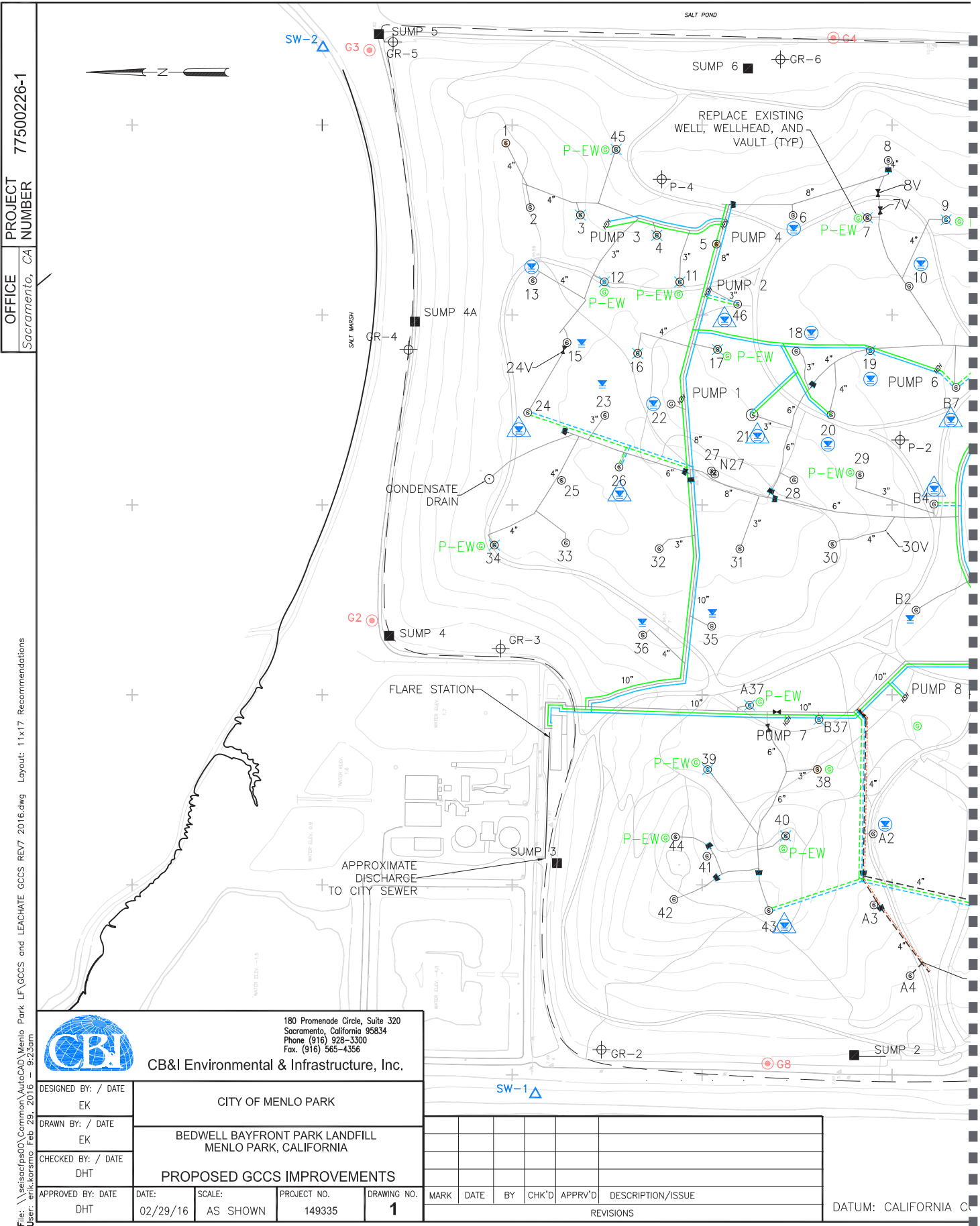
Bedwell Bayfront Park es un parque regional de 160 acres y el único parque de la ciudad en la Bahía. Se está poniendo en marcha un plan maestro para abordar las deficiencias de mantenimiento y mejoras de capital y a su vez crear una visión que guíe el futuro desarrollo del parque durante los próximos 25 años. **¡Por favor únete a nosotros!**



Project by:

Maps From Other Plans





OFFICE PROJECT NUMBER
Sacramento, CA 77500226-1

File: \\saisocps00\Common\AutoCAD\Menlo Park LF\GCCS and LEACHATE GCCS REV7 2016.dwg Layout: 11x17 Recommendations
User: enfk.korsmo Feb 29, 2016 9:23am

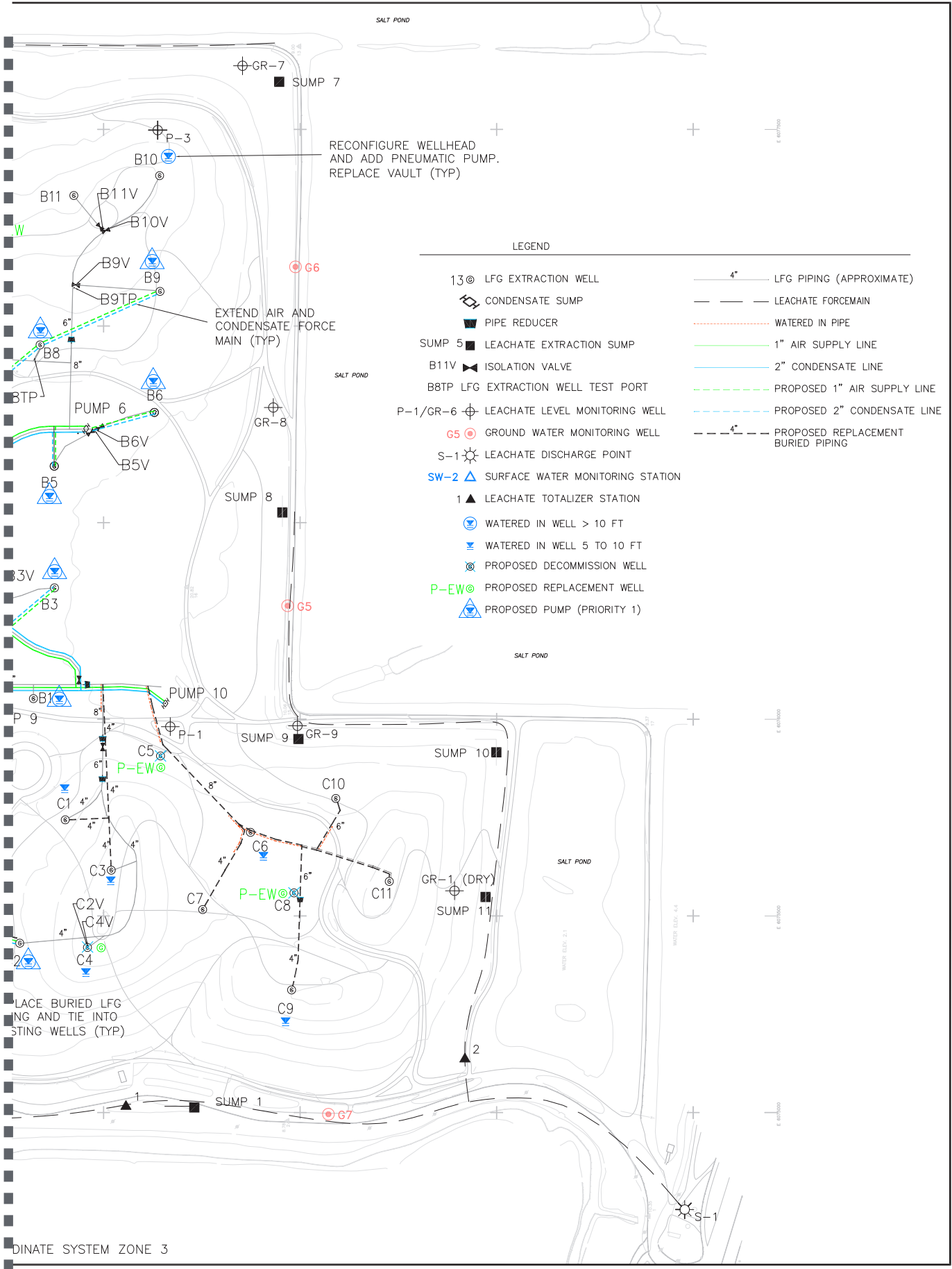


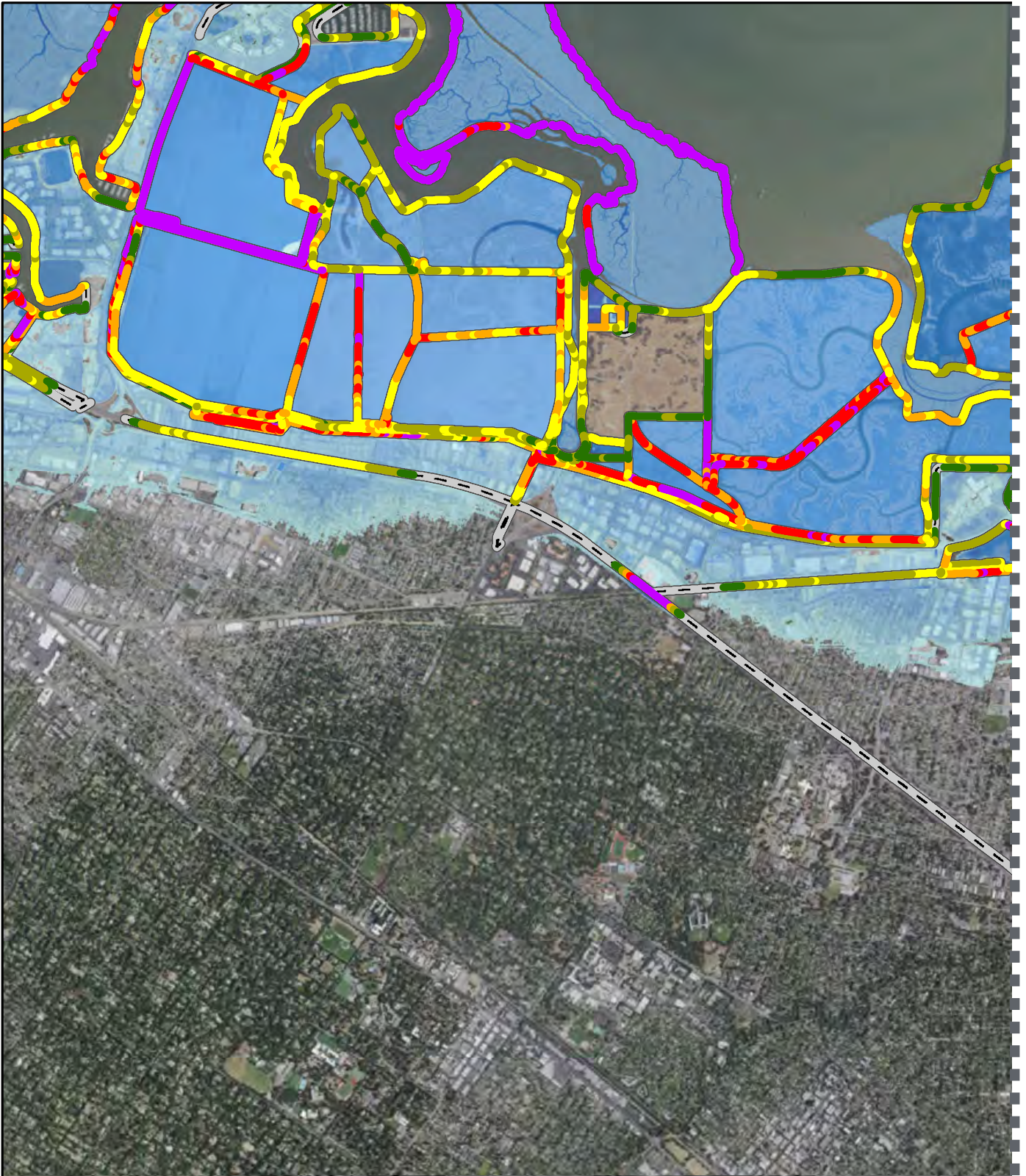
180 Promenade Circle, Suite 320
Sacramento, California 95834
Phone (916) 928-3300
Fax (916) 565-4356
CB&I Environmental & Infrastructure, Inc.

DESIGNED BY: / DATE EK	CITY OF MENLO PARK			
DRAWN BY: / DATE EK	BEDWELL BAYFRONT PARK LANDFILL MENLO PARK, CALIFORNIA			
CHECKED BY: / DATE DHT	PROPOSED GCCS IMPROVEMENTS			
APPROVED BY: DATE DHT	DATE: 02/29/16	SCALE: AS SHOWN	PROJECT NO. 149335	DRAWING NO. 1

MARK	DATE	BY	CHK'D	APPR'D	DESCRIPTION/ISSUE

DATUM: CALIFORNIA C





The inundation maps and the associated analyses provide a regional-scale illustration of inundation and coastal flooding due to specific sea level rise and storm surge preparedness. The maps are not detailed to the parcel-scale and should not be used for navigation, permitting, regulatory, or other legal uses. Flooding due to sea level rise is modeled in these maps, and the maps do not guarantee the safety of an individual or structure. Nor do the maps model flooding from other sources, such as riverine or surface flooding (this product does not assume liability for any injury, death, property damage, or other effects of flooding. The maps relied on a 1-meter digital elevation model created for this project (and other maps in this product do not account for all of the complex and dynamic San Francisco Bay processes or future changes to San Francisco Bay or the region that may occur in response to sea level rise. More context about the maps and analyses, in the Sea Level Rise and Overtopping Analysis for San Mateo County's Bayshore Report (May 2016).

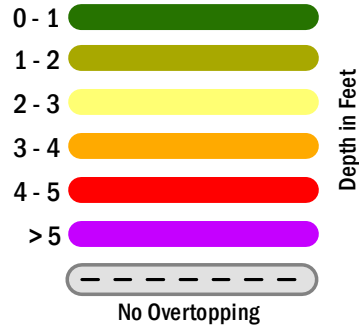
SAN MATEO COUNTY Inundation Mapping

MHHW + 66" SEA LEVEL RISE

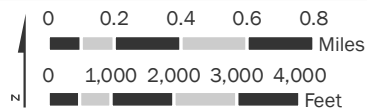
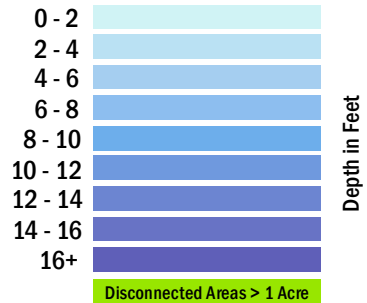
SLR + STORM SURGE SCENARIOS LISTED BELOW COULD BE APPROXIMATED BY THE INUNDATION SHOWN ON THIS MAP.

- 24" SLR + 100-YEAR STORM SURGE
- 30" SLR + 50-YEAR STORM SURGE
- 36" SLR + 25-YEAR STORM SURGE
- 42" SLR + 10-YEAR STORM SURGE
- 48" SLR + 2-YEAR STORM SURGE
- 54" SLR + 1-YEAR STORM SURGE

Shoreline Overtopping Potential

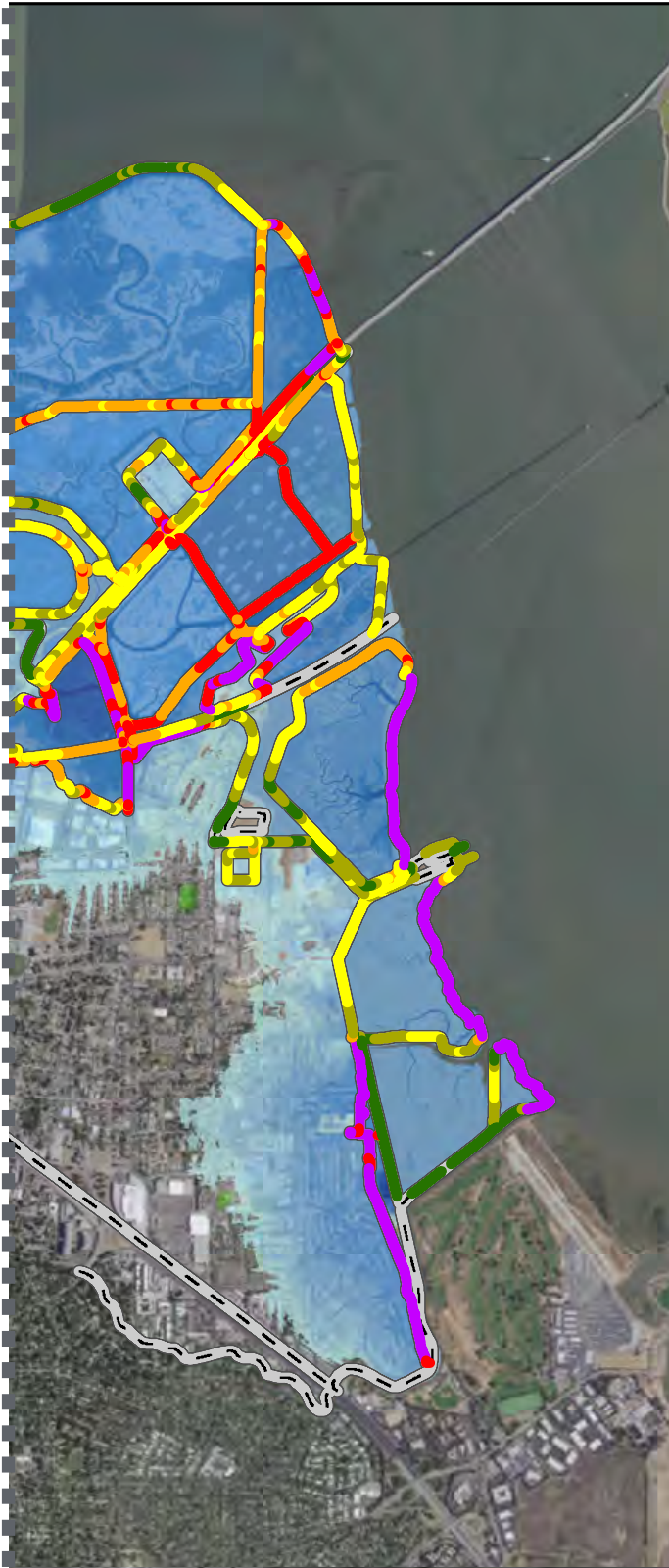
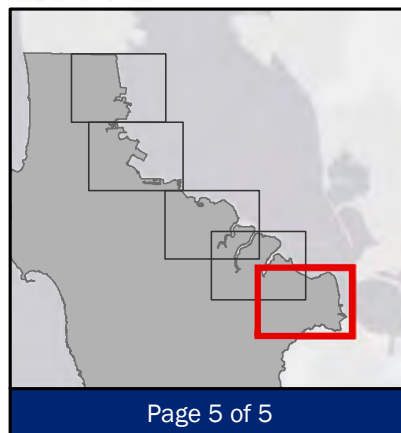


Sea Level Rise Inundation



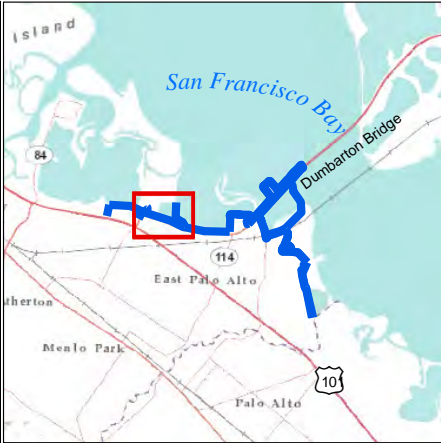
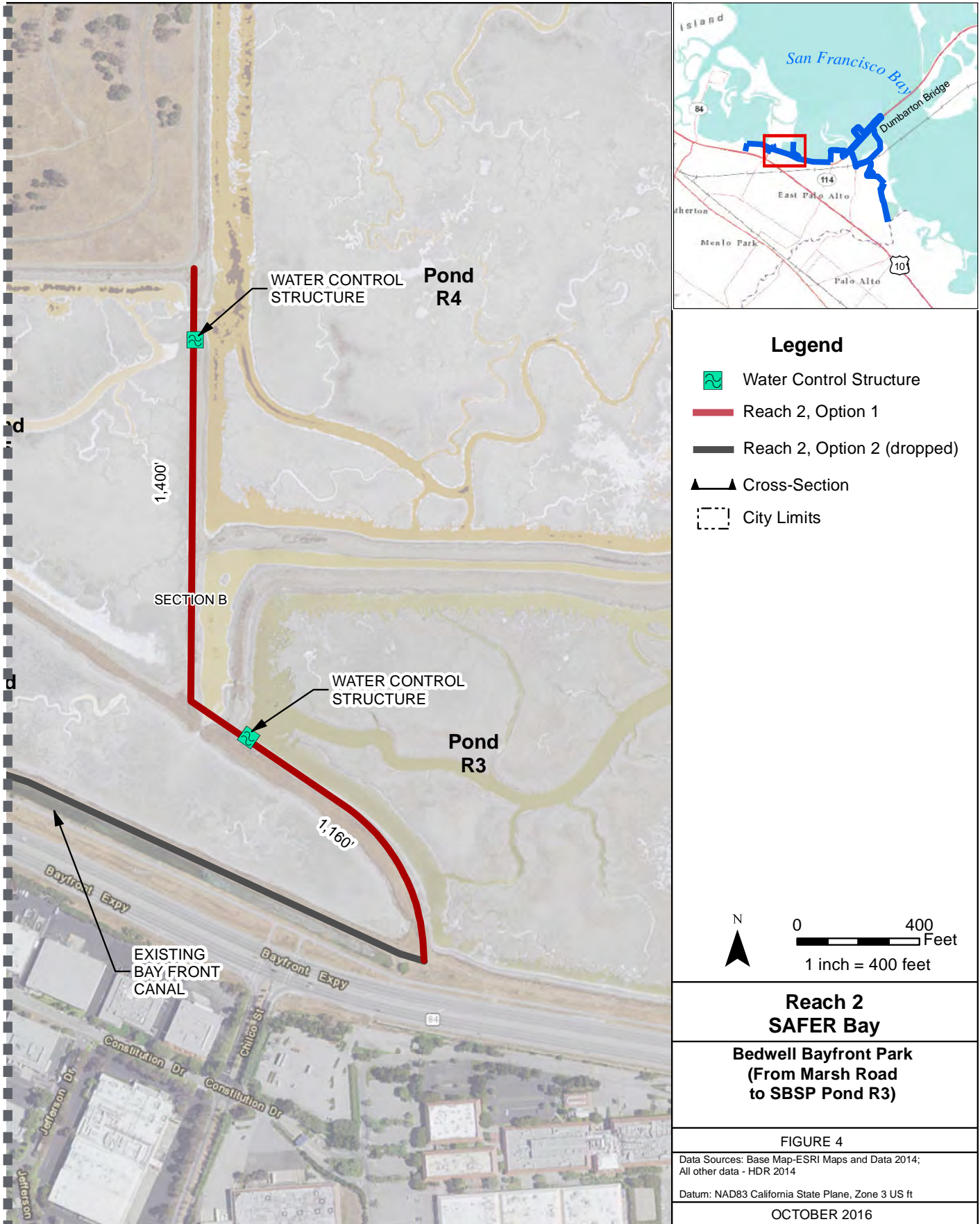
Projection: Universal Transverse Mercator NAD83 Zone 10N

AECOM May, 2016



Surge scenarios, and are intended to improve sea level rise awareness and level rise and storm surges is possible in areas outside of those predicted in ce water flooding from rainfall-runoff events. The contributors and sponsors of d from LiDAR data collected in 2010 and additional survey data (where tures may not be fully represented, especially those that are narrower than e conditions such as erosion, subsidence, future construction or shoreline , including a description of the data and methods used, are documented in the





Legend

- Water Control Structure
- Reach 2, Option 1
- Reach 2, Option 2 (dropped)
- Cross-Section
- City Limits

N

0 400 Feet

1 inch = 400 feet

**Reach 2
SAFER Bay**

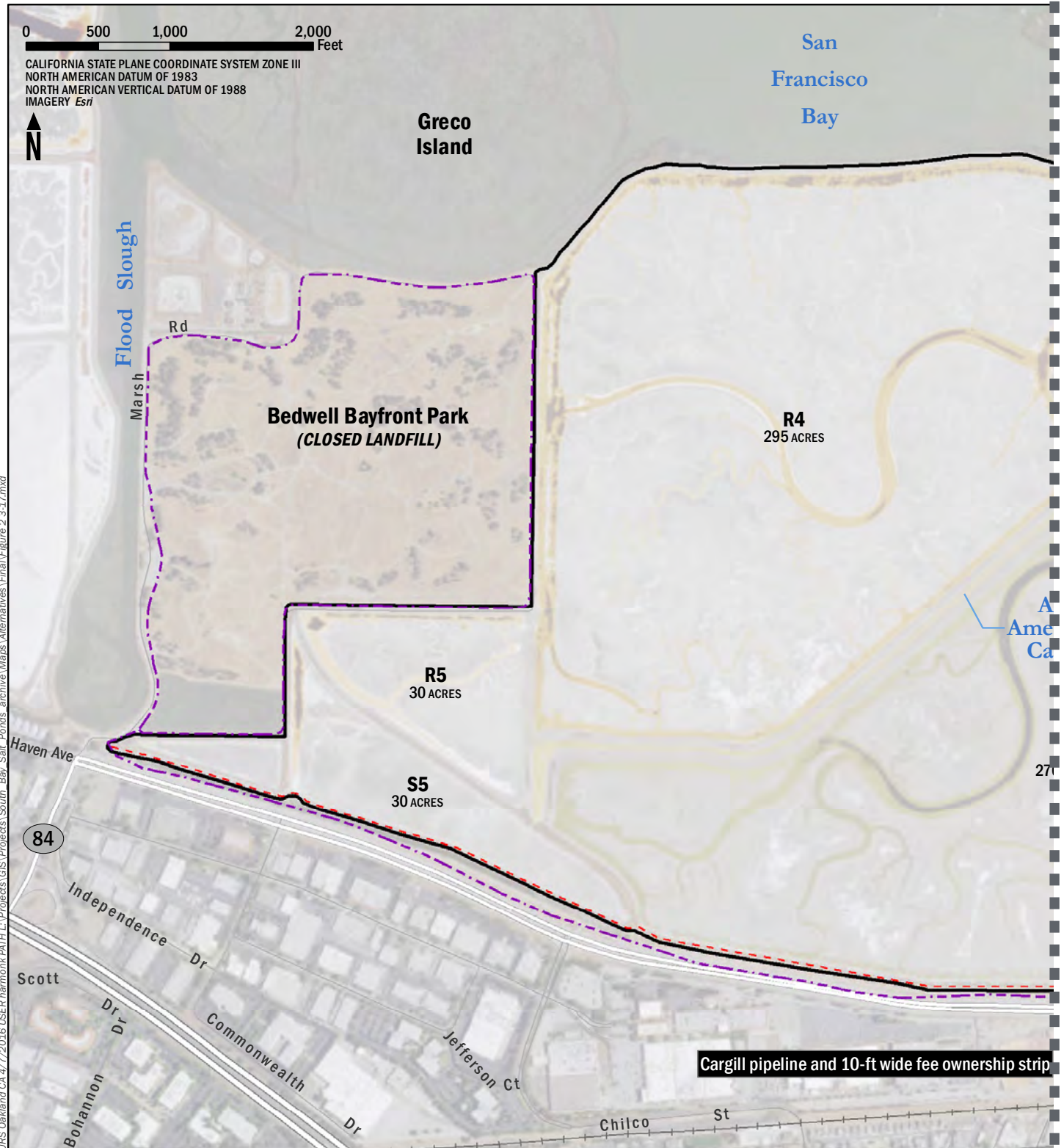
**Bedwell Bayfront Park
(From Marsh Road
to SBSP Pond R3)**

FIGURE 4

Data Sources: Base Map-ESRI Maps and Data 2014;
All other data - HDR 2014

Datum: NAD83 California State Plane, Zone 3 US ft

OCTOBER 2016



LEGEND

- - - Existing trail
- - - Cargill pipeline
- Pond boundary

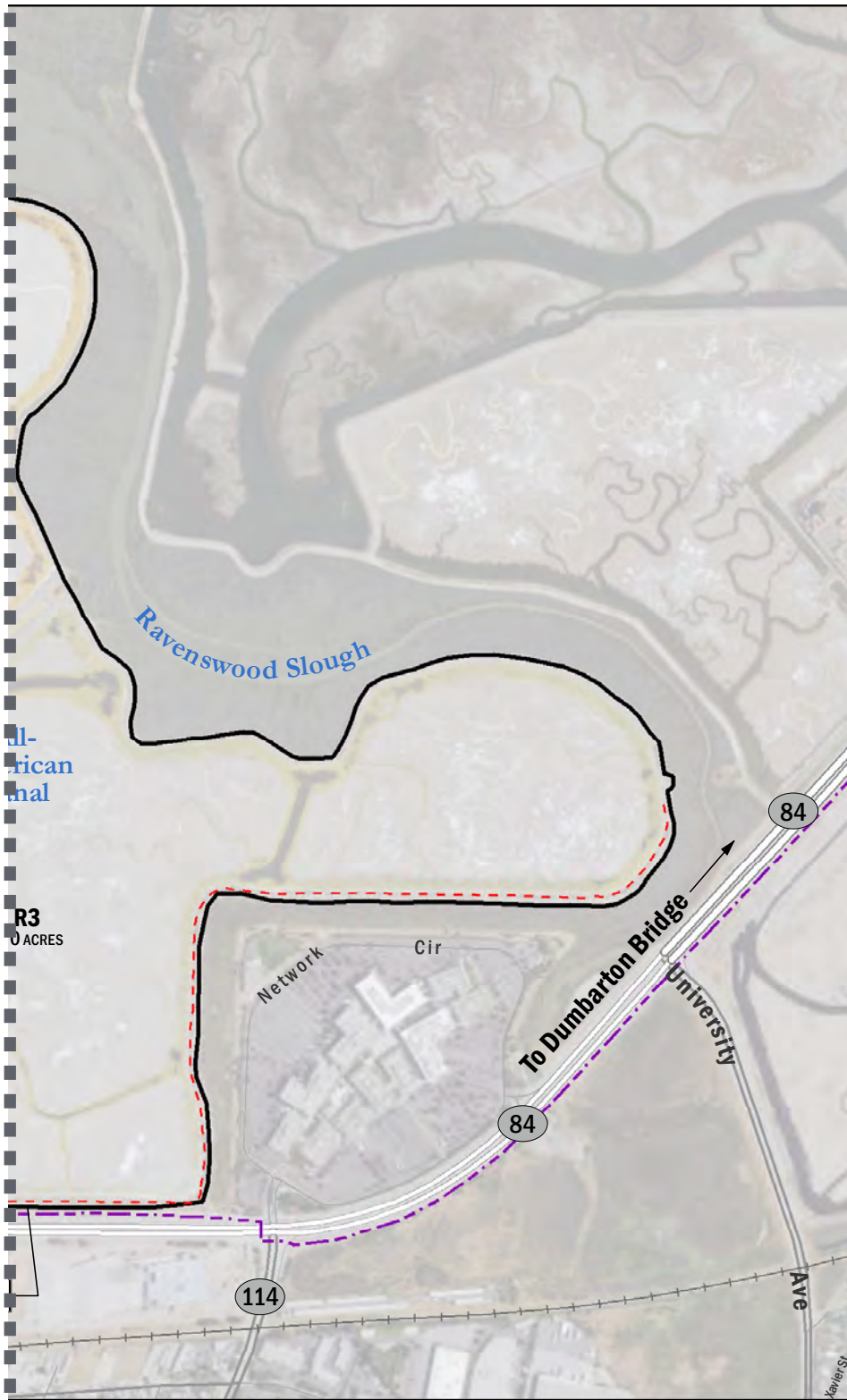
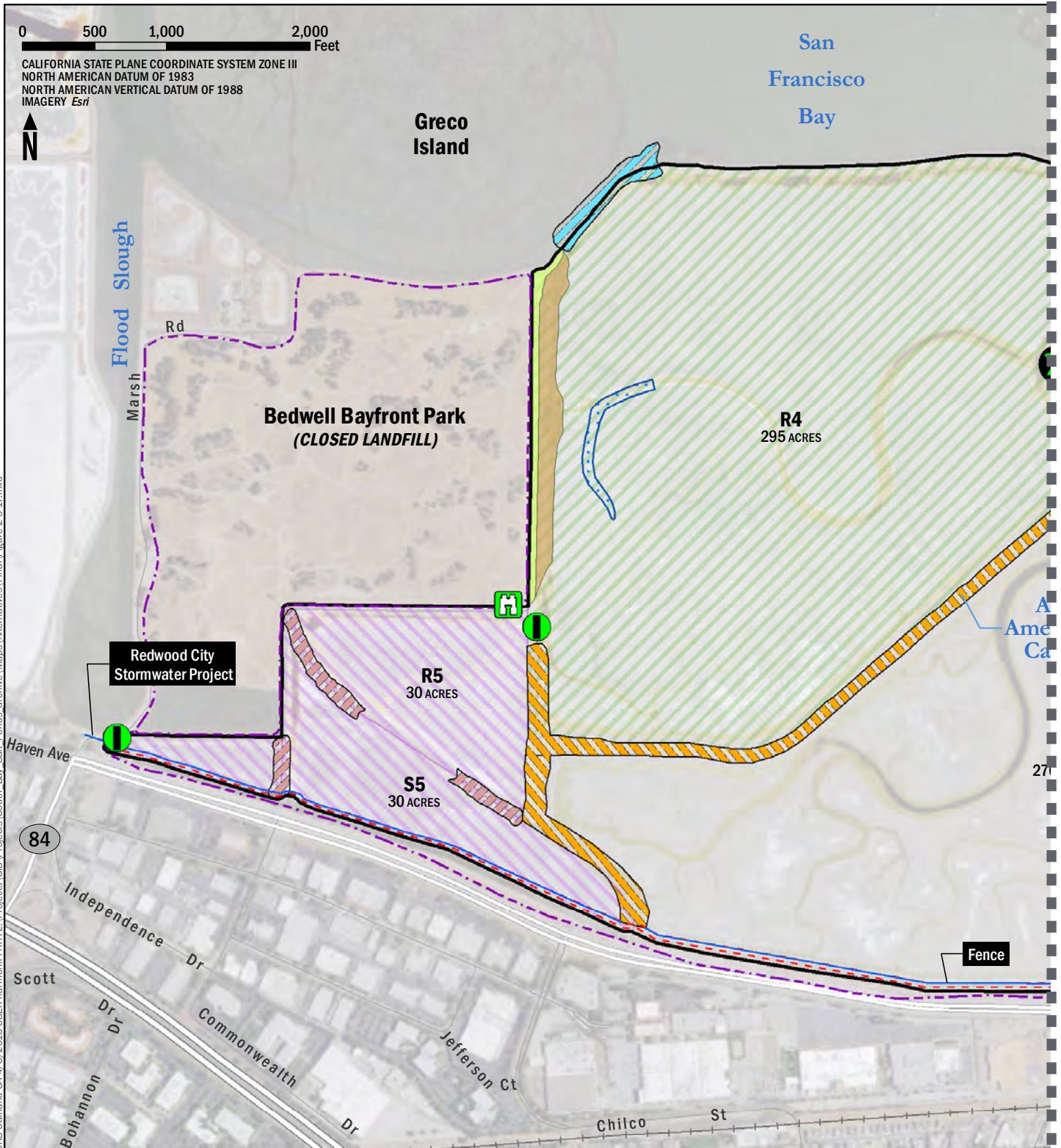
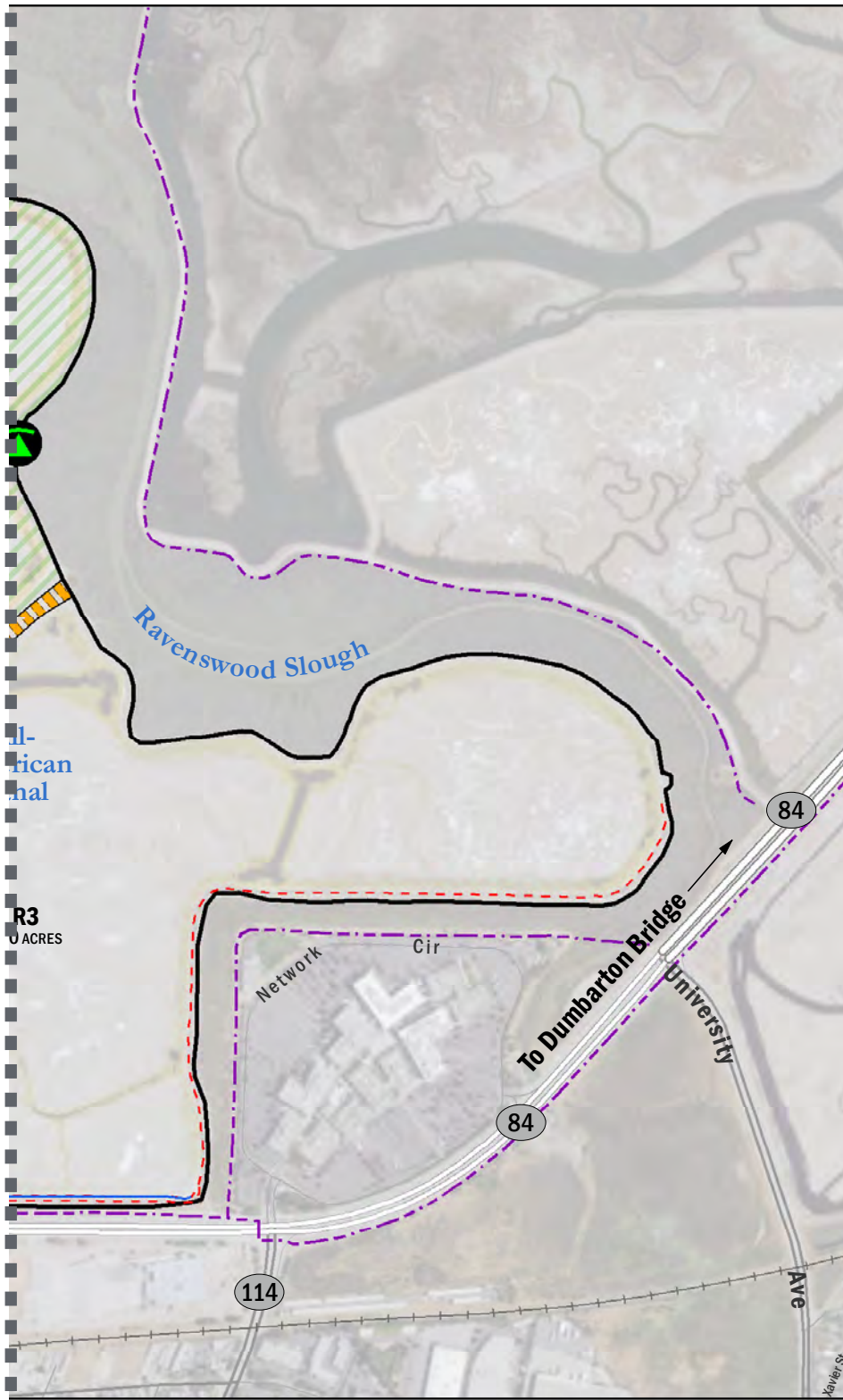


Figure ES-12
Alternative Ravenswood A



LEGEND

	Proposed breach		Viewing platform		Cargill pipeline		Lowered levee		Pilot channel (optional)
	Proposed control gate		Existing trail		Fence		Removed levee		Tidal marsh
					Improved levee		Managed pond		Fence



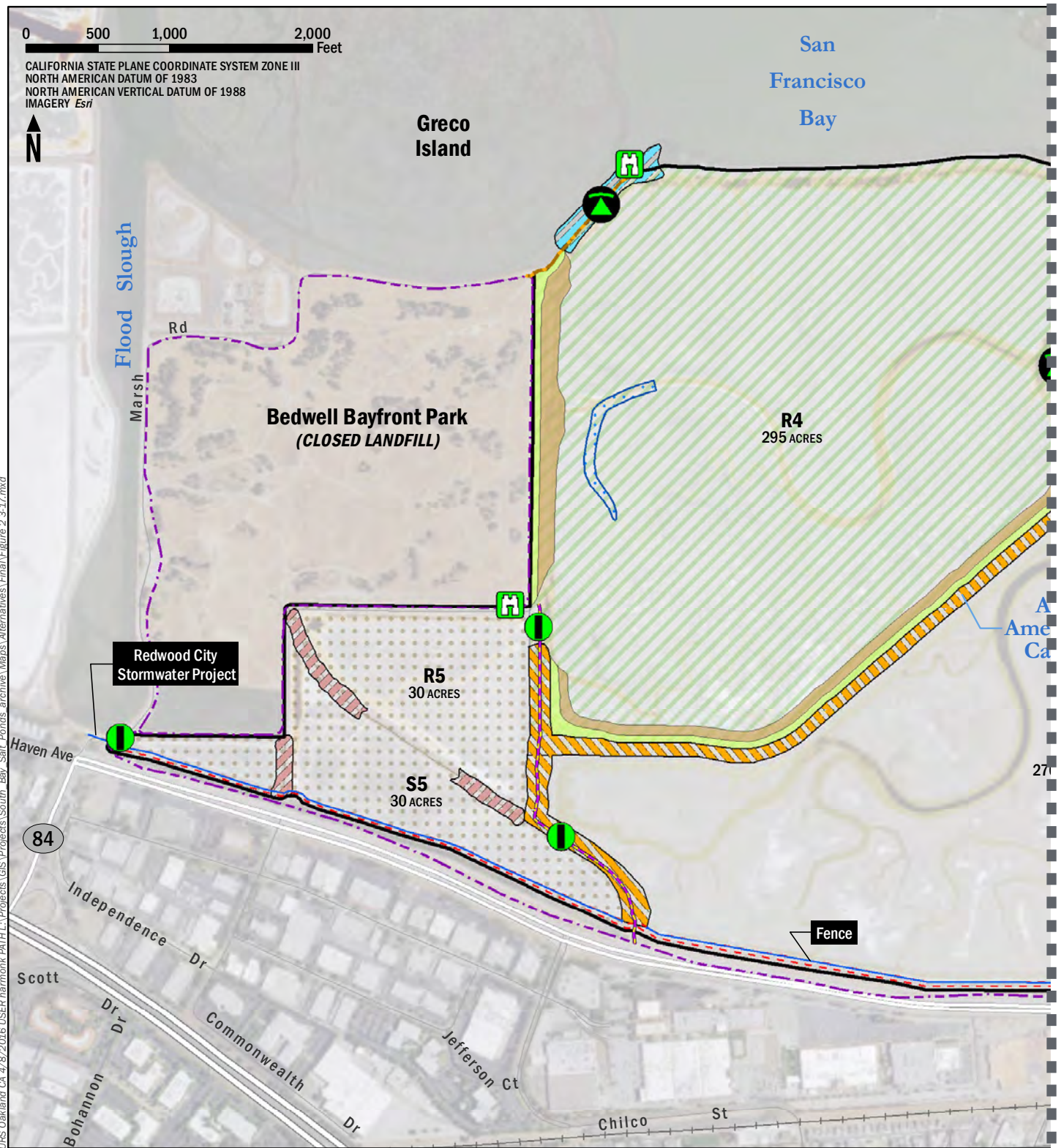
Pond boundary

Transition Zone Habitat

High marsh habitat

Intertidal habitat

Figure ES-13
Alternative Ravenswood B



LEGEND

	Proposed breach		Viewing platform		Existing trail		Cargill pipeline		Lowered levee		Pilot canal
	Proposed control gate		Phase 2 trail		Boardwalk trail		Fence		Removed levee		Tidal pond
									Improved levee		Tidal pond

AECOM

South Bay Salt Pond Restoration Project

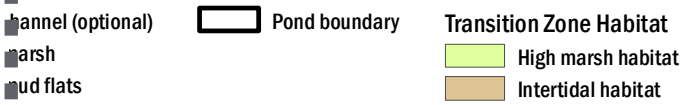
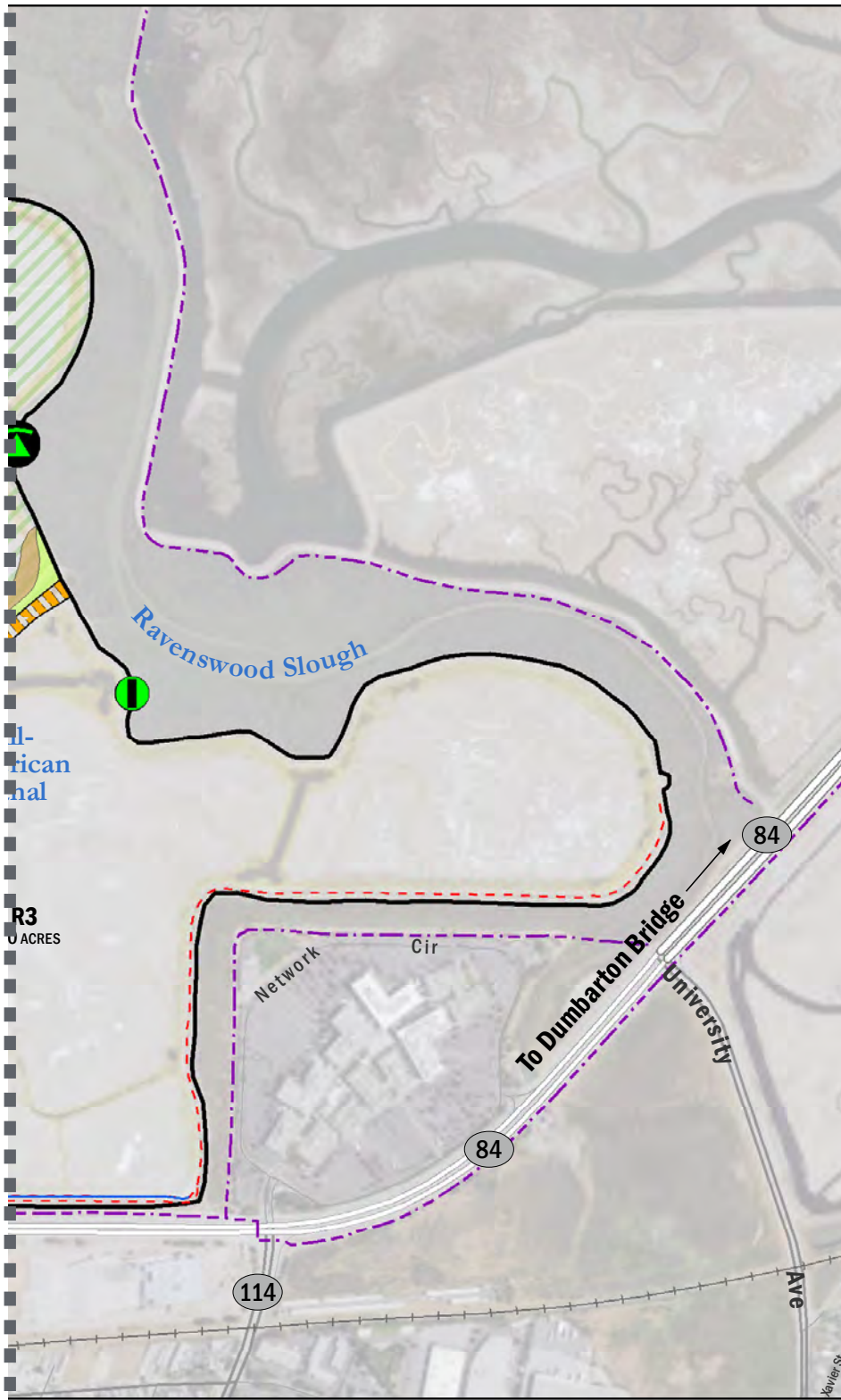
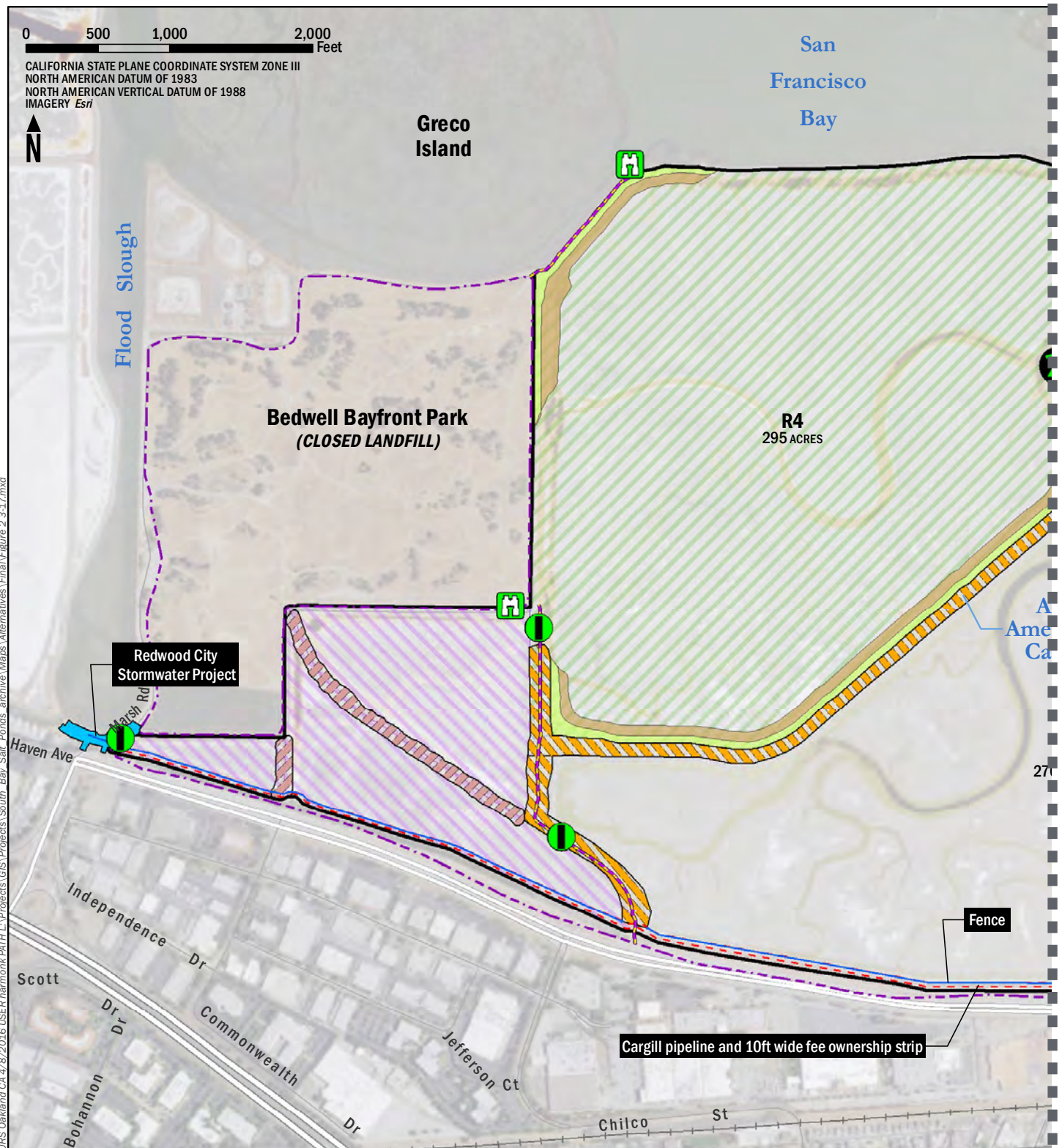
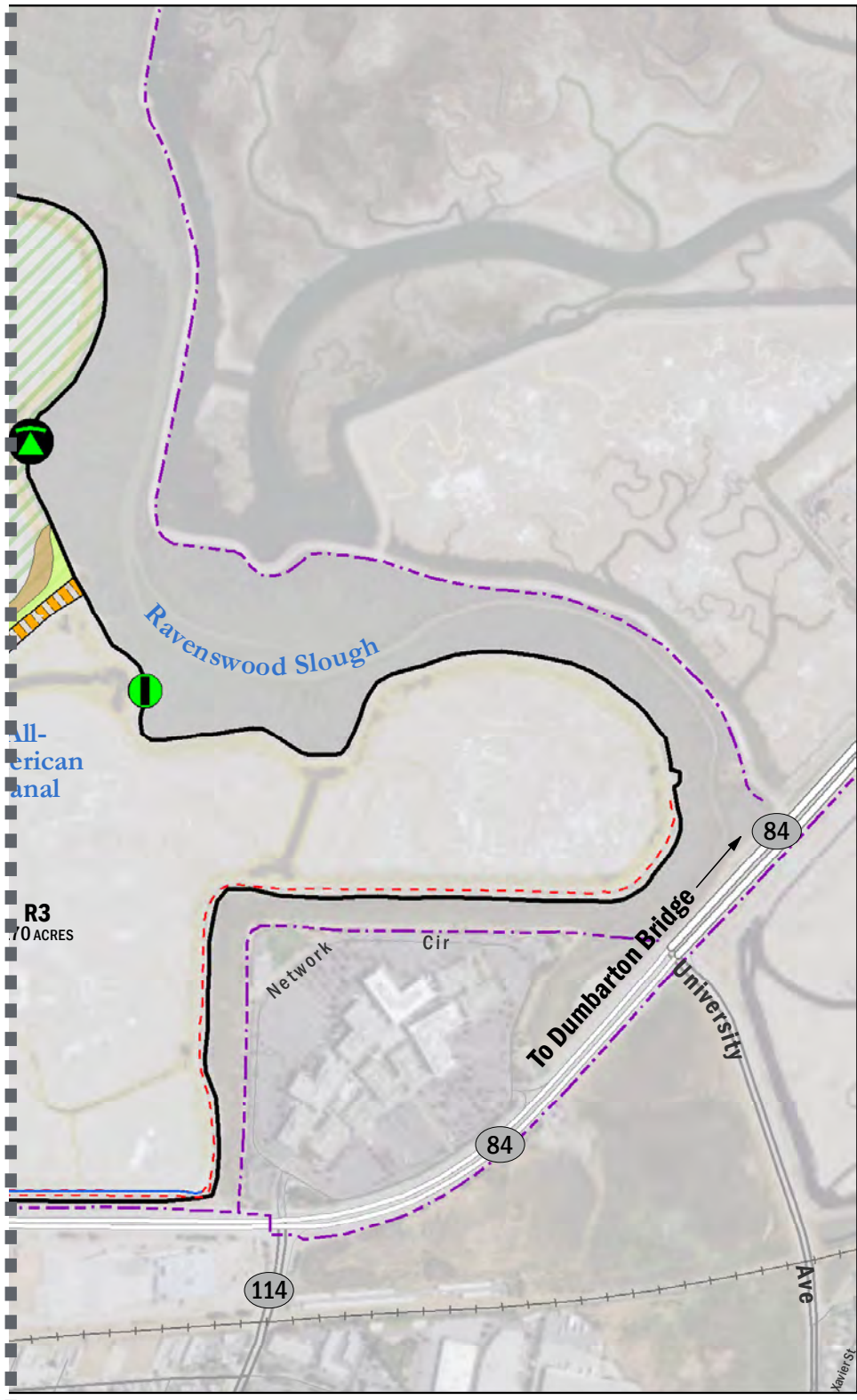


Figure ES-14
Alternative Ravenswood C



LEGEND

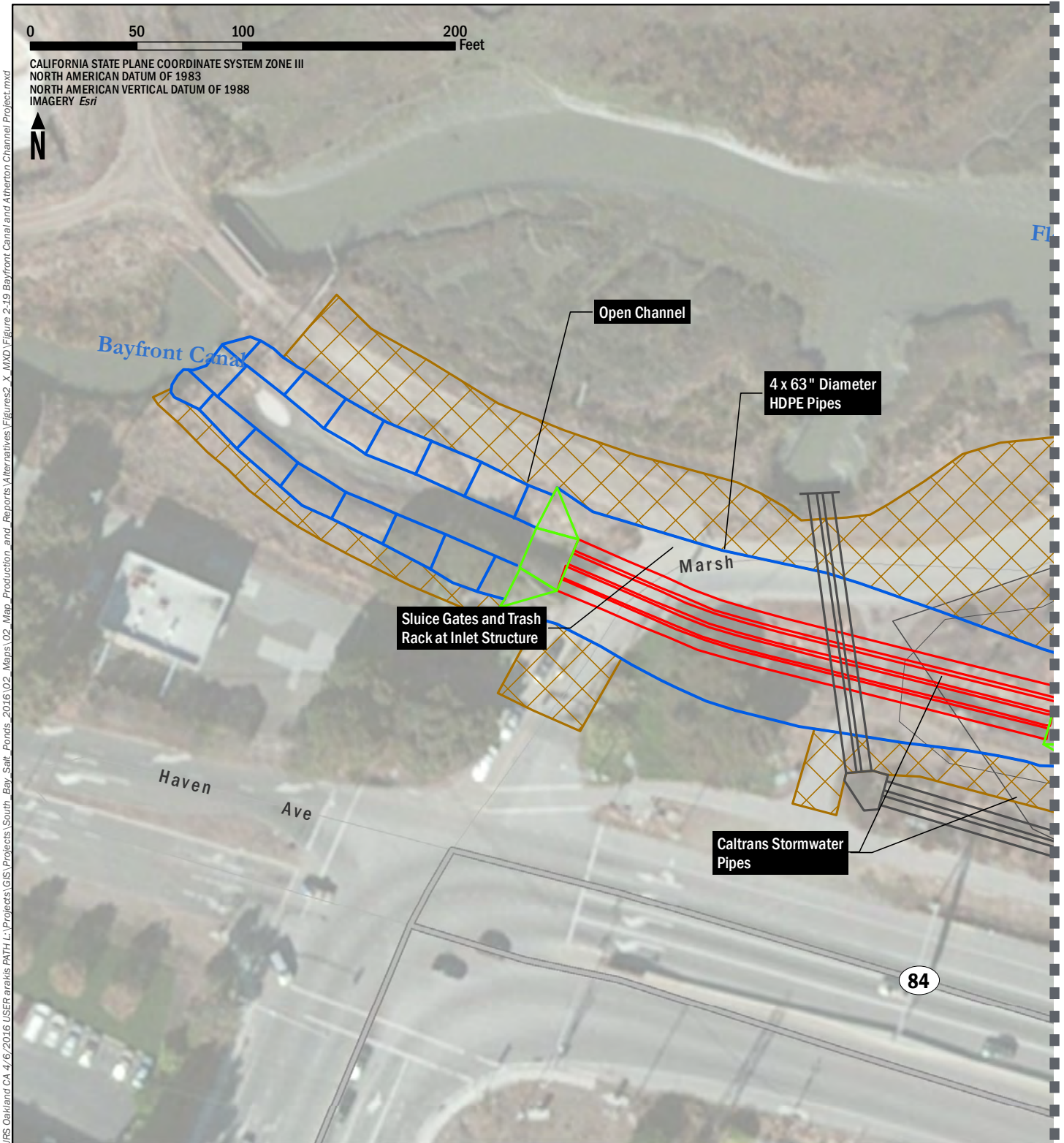
Proposed breach	Viewing platform	Existing trail	Cargill pipeline	Removed levee
Proposed control gate	Phase 2 trail	Fence	RWC Stormwater Project*	Improved levee
				Tidal marsh
				Managed pond



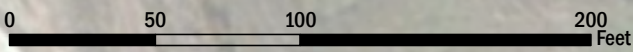
- Pond boundary
- Transition Zone Habitat
 - High marsh habitat
 - Intertidal habitat

*Pending property rights/easements

Figure ES-15
Alternative Ravenswood D



U:\RS_Oakland CA 4.76\2016 USER arakis PATH L:\Projects\GIS\Projects\South Bay Salt Ponds 2016\02 Maps\02 Map Production and Reports\Alternatives\Figures2_X_MXD\Figure 2-19 Bayfront Canal and Altherton Channel Project.mxd



CALIFORNIA STATE PLANE COORDINATE SYSTEM ZONE III
 NORTH AMERICAN DATUM OF 1983
 NORTH AMERICAN VERTICAL DATUM OF 1988
 IMAGERY Esri



LEGEND

- Proposed new pipes
- Proposed grading boundary
- Caltrans culvert
- Staging areas
- Proposed concrete structures





Figure ES-16
Bayfront Canal and Atherton Channel Project

Meeting Summaries



Via E-mail Only

March 24, 2017 (revised April 4, 2017)

Meeting Summary

Bedwell Bayfront Park Master Plan

RE: Oversight and Outreach Group Meeting #1

Date: March 23, 2017

Time: 6:30 p.m. to 8:00 p.m.

3 pages

Attendees:

City of Menlo Park:

Derek Schweigart (DS), Community Services, dsschweigart@menlopark.org

Azalea Mitch (AM), Public Works, aamitch@menlopark.org

David Mooney (DM), Parks, damooney@menlopark.org

Oversight and Outreach Group:

Allan Bedwell (AB), Friends of Bedwell Bayfront Park, allan.bedwell@gmail.com

Eileen McLaughlin (EM), Citizens Committee to Complete the Refuge, wildlifestewards@aol.com

Janelle London (JL), Environmental Quality Commission, jlondon@stanfordalumni.org

Marianne Palefsky (MP), Parks and Recreation Commission, mwpalefsky@gmail.com

Callander Associates (CA):

Brian Fletcher (CA), bfletcher@callanderassociates.com

Marie Mai (CA), mmai@callanderassociates.com

Jana Schwartz (CA), jschwartz@callanderassociates.com

The purpose of this meeting was for the Oversight and Outreach Group to review and provide comments on draft presentation materials that will be presented at the upcoming community Open House meeting on April 8, 2017. The following information was discussed and/or decided upon in our meeting. Comments with an action noted have been incorporated into the presentation materials to be shared with the public. Comments received that were not incorporated are shown in the matrix at the end of the document. *(Text in italics represents our responses as to why the comment was not incorporated).*

Item

Action to take

General

1. Each member introduced themselves and the organization/perspectives that they represent. They provided a brief statement of their vision for Bedwell Bayfront Park. This ranged from a hope for retaining the passive use designation, to educating the public as to the net positives that the park brings, to wanting to see opportunities for kids and education.

Meeting Summary

Bedwell Bayfront Park Master Plan

RE: Oversight and Outreach Group Meeting #1

March 23, 2017 (revised April 4, 2017)

Page 2 of 5

<i>Item</i>	<i>Action to take</i>
2. The two main purposes for the Oversight and Outreach Group are: (a) to be an advisory committee to the planning team in reviewing and vetting project materials before they are presented to the public at large, and (b) to engage their constituents to participate in the public meetings.	
3. How do we get people excited about the park, especially for those who may not have been yet?	CA to set up an 'ILOVEBEDWELL' hashtag for participants to post photos and thoughts to it.

Project Goals and Objectives

1. Project Mission Statement
 - a. Ideas for the park will be evaluated against their adherence to and support of the Mission Statement and Goals. What is missing? CA by 4/8
 - b. Provide basic information about the park before delving into the mission statement (ie. acreage, it's a landfill, its passive use open space, there are trails, etc.) CA by 4/8
 - c. Explain the 'need for improvements'. Provide concrete examples (ie. photo of rutting parking area). Define 'improvements' to minimize conflicts with passive recreation.
 - d. Many city residents have never been to or heard of the park. Consider this process as an opportunity to educate people about the park and incentivize them to visit. CA by 4/8
Consider utilizing Facebook or similar social media platform in a park awareness campaign. CA by 4/8
 - e. Reduce the amount of text. "Unbold" and give equal weight to text by utilizing a bulletized list. CA by 4/8
 - f. Consider reframing this item by asking questions that we want the community to answer.

2. Project Goals
 - a. Goals are clear and it is good that they do not appear to prioritize one goal over another. Consider clarifying or defining some language (i.e. 'sustainable funding'). CA by 4/8

Meeting Summary

Bedwell Bayfront Park Master Plan

RE: Oversight and Outreach Group Meeting #1

March 23, 2017 (revised April 4, 2017)

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<i>Item</i>	<i>Action to take</i>
b. What are the park’s connections to neighboring development/projects and how does the park fit into the region? Better explain park features and why the park is unique/important to protect.	CA by 4/8
c. Revisit Council directive on drones and see if goal can be less focused on drones, specifically.	CA by 4/8

Draft Presentation Materials

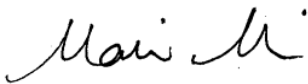
- | | |
|--|---------------------------------|
| 1. Feedback was written directly on the boards | CA to review and respond by 4/4 |
| 2. Research adjacent projects that may impact the site (ie. salt pond restoration construction, SAFER levee, Redwood City salt pond development projects, sea level rise). Incorporate information into Open House materials. Restoration project to begin tentatively in May; could impact June 17 th Open House #2. | CA by 4/8 |

Next Steps

- | | |
|--|--|
| 1. Confirm next Oversight Group meeting date | CA to send out Doodle for availability |
| 2. Open House #1 on April 8th | All are encouraged to attend |

The information above is Callander Associates’ understanding of items discussed and decisions reached at the meeting. Callander Associates is proceeding with the project based on this understanding.

Submitted by:



Callander Associates

cc: All attendees
Brian Henry, Parks, bphenry@menlopark.org
Lauren Swezey , Facebook, laurens@fb.com
Michele Tate, Belle Haven, lmichele.tate@gmail.com

Meeting Summary

Bedwell Bayfront Park Master Plan

RE: Oversight and Outreach Group Meeting #1

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Image Board and Comment	Reason for Not Incorporating
Park character/mood: <ul style="list-style-type: none"> - “Active” uses are inappropriate – remove 	<ul style="list-style-type: none"> - <i>We are trying to probe the limits of acceptable uses and confirm if the public supports ‘active’ passive recreation such as jogging/biking. Ballfields/golf courses are off the table.</i>
Park amenities: <ul style="list-style-type: none"> - Compost - Overnight camping - Nighttime lighting - Bee hives - In-ground trampolines - Wildlife habitat creation 	<ul style="list-style-type: none"> - <i>Compost is a type of trash/debris removal and is addressed by the original photo</i> - <i>It requires an overnight camp host and promotes activities such as fire burning that are incompatible with the presence of landfill gas.</i> - <i>Not required since park closes at night</i> - <i>Potential stings and conflict with the public, lacks bee-supportive planting</i> - <i>Prohibitive due to landfill cap and is a high-liability/injury activity. May be too ‘active’</i> - <i>Landfill soil is not conducive to plant restoration since the type of plants would be limited by the available (shallow) soil depth. Annual mowing and fire management would impact any habitat that could be created</i>
Funding options: <ul style="list-style-type: none"> - Naming rights: remove, keep “Bedwell” - Offshore wind farm - Include average income per option 	<ul style="list-style-type: none"> - <i>Park name would not change; naming rights could be provided for smaller areas/structures</i> - <i>Wind would impact birds</i> - <i>Cost/benefit analysis to be completed later in the process</i>
Define passive recreation: <ul style="list-style-type: none"> - Define ‘passive,’ provide context 	<ul style="list-style-type: none"> - <i>Definition/context provided in packets</i>
Park services/programs: <ul style="list-style-type: none"> - Material distribution center doesn’t fit/is not suitable use in the park - Include range of cost for each activity 	<ul style="list-style-type: none"> - <i>The City is looking for locations where residents could get materials</i> - <i>Cost/benefit analysis to be completed later in the process</i>
Park activities: <ul style="list-style-type: none"> - Drones – avoid motors - Windsurfing/sailing/fishing 	<ul style="list-style-type: none"> - <i>Council direction was to use this process to explore whether this should be an activity or not</i> - <i>These seem too large/impactful to the slough; kayaking/canoeing is included to allow water access</i>

Meeting Summary

Bedwell Bayfront Park Master Plan

RE: Oversight and Outreach Group Meeting #1

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Image Board and Comment	Reason for Not Incorporating
<ul style="list-style-type: none"> - Methane/landfill education - Biking unpaved is inconsistent with passive use - Dogs and wildlife not a good combo - Stargazing - Cooking plants found in park 	<ul style="list-style-type: none"> - <i>Addressed by education center under park amenities</i> - <i>Biking is similar to walking, but at higher speeds; park is not just passive 'use' but passive 'recreation'</i> - <i>Dogs on-leash are allowed so dogs enclosed is similar</i> - <i>Proximity to City lights makes this a poor site for stargazing</i> - <i>Addressed by camping/education</i>
<ul style="list-style-type: none"> - Add a board showing surrounding parks with activities and amenities noted 	<ul style="list-style-type: none"> - <i>This will be done at a later date, when we are sharing the park plan alternatives</i>

- END -



Open House #1/On-line Survey #1 Input Summary

Bedwell Bayfront Park Master Plan

April 17, 2017

Responses

Total Returned Open House Packets: 39

Total Online Survey Responses: 86

Goals and Objectives

Evaluate the Goals and Objectives that we have developed and let us know how much you support each goal.

Goal	Open House #1			Online Survey			Total		
	Yes	Maybe	No	Yes	Maybe	No	Yes	Maybe	No
Goal 5	14	10	11	58	16	8	72	26	19
Goal 2	24	10	3	38	27	20	62	37	23
Goal 6	30	4	3	76	6	1	106	10	4
Goal 3	33	5	0	63	18	3	96	23	3
Goal 1	34	4	0	71	14	0	105	4	0
Goal 4	38	1	0	64	15	5	102	6	5

Total: 125

Park Usage Map

Writing directly on the map on the table, please show us where you go in the park, areas that cause concern, and opportunities that you see.

Park Usage Map – Comments from Survey

1	I'd like to see kayak, canoe, paddleboard access to the sloughs, especially as the wetlands are restored around Bedwell. It would be a great way to disperse users, low/no impact, and integrate park with wetlands and nature
2	
3	I marked up the plan
4	We have the hills for aerobic interval training 3 times a week
5	
6	
7	
8	
9	I've been in the main entrance many dozens of times and had no idea the park connected to the Bay Trail. Signage would help!

Written, On-Line and Other Survey Responses

Bedwell Bayfront Park Master Plan

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10	naming of trail and better mapping would be helpful
11	
12	
13	Safety issues pointed out to marie mai who marked up the park map
14	Include some kind of park security so the families feel safe in this kind of unsafe neighborhood
15	Defined parking/biking issues (prevent pollution from cars); more benches on vistas (seating); more native plants where possible
16	
17	
18	
19	Boat access needed (dock or pier and access for loading from car)
20	I would love to see 15-20 acres for mixed disc golf and hiking/jogging use
21	
22	Map is great idea, but hard to read comments. Always need more benches
23	I feel that the park needs improvements but not all the things proposed by the master plan. If we approve master plan we are going to lose the sense of nature. As it is Bedwell park is already providing the community and amazing natural landscape.
24	
25	I tend to stick to outside trail, gotta get those steps. However, there were great ideas for benches or look-out sites along the different trails
26	
27	
28	
29	Let's figure out funding to maintain park as-is. These funding ideas are too small in scope
30	
31	
32	On map
33	
34	Some fixing of paths that flood or get super muddy. All the rest is great!
35	I use the park as a place to walk the dog, get some exercise, and clear my head. It is peaceful, "raw", organic nature is what makes this place special; Love that the community all get along (in my experience)
36	I like walking around on the hills for more exercise; I'm reluctant to say 'yes' to any development because things get damaged, vandalized, not maintained, and it looks bad and reflects negatively on the area. Damaged picnic tables, graffitied benches, work fencing - view area structures
37	
38	Walking dog, talking with friends, being alone
39	I use the park in two ways: running - 1) all over the park, once a month, 2) orienteering (organized event) all over the park once a year

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Park Usage Map – Comments From Map

Location on Map	Public Comment	Reaction to Comment
Sewage Flow Equalization Facility	Maybe visitor center here?	
	Smelly, noisy	
	Native trees to block the sewage	✓
	Some (homeless) camping	
Redwood City Salt Ponds	More people this western edge of park	
	Loop, 2 mi loop	✓✓
	Bench/seating	
	It often smells in this area	
	Super muddy	
	More native trees in general	
Flood slough	Water bird watching	✓
	walk	✓✓✓✓✓✓
	run	✓✓✓
	bike	✓✓✓✓
	dog walk	✓✓✓✓✓
	up & down hills interval training	✓✓✓
	I like the lack of signage because it makes the walk a bit of an exploration navigational challenge - signs would be good	✓✓
	permanent orienteering posts (4X4 post)	✓
	bus, passenger vans use park waiting area	
	traffic congestion	
Marsh Rd/Bayfront expwy	support native shrub garden (like Ulistac)	
	bird watching - everywhere	yes! ✓✓
	"happy w/ park as is"	yes! Yes! Challenge would be not to mess it up ✓✓
	off leash dog area (certain times) would be nice (disagree)	I vote yes!
Don Edwards Wildlife Refuge	views good	✓
	would like gazebo in this corner	
	maybe a little less visited	

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	use/good traffic in this area	
	art in disrepair	
	boulders moved/overgrown, needs work	
	need bench here	
	main glider field	
	land birds field	
	burrowing owl habitat	
	floods	
	amphitheater effect	
	use/good traffic on path, good for bike	
	opportunity for educational signage for restoration project	
	separate mountain biking for peds	
	trails need improvement	
	need more paths	
	benches for view	
	support trail connection	this would be nice
	keep grass low for visibility	keep tall while still green and not fire hazard, tall grass for bird habitat
	path narrowed - hard to see	these are a nice change from a wider path
	potential links	
	birders/Audubon	
	would like better trail maps to help locate birdsighting	yes!
3 - bay trail connection	user conflict w/ cars	don't make this a parking area
4 - information kiosk	wall to prevent oil/fluids leaking to bay	can this be managed without walls?
	block to prevent pollution/erosion into water	
	need separate path for vehicles	
	safety issue in peds/bikes going behind cars backing out	
	gate and secure perimeters to make room for families	no! no! no! disagree - keep it open and as is - not fenced in ✓✓
	add dog poop bag/trash can stations	yes!!
	lighting?	no
	"name" trails	agree :) ✓✓
	trees could use trimming	
	regional park use, not just a city/community park	

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	Bair Island - restored and allows paddle boarding - refuge!	
--	---	--

User Survey

Question #1: How old are you?

<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
Under 16	0	1	1
16 to 20	0	0	0
21 to 30	4	1	5
31 to 55	13	34	47
55+	21	36	57

Total: 111

Question #2: Where do you live?

<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
None of the above	3	12	15
In Redwood City of East Palo Alto	8	16	24
East of Highway 101, in Menlo Park	11	6	17
West of Highway 101, in Menlo Park	16	38	54

Total: 111

Question #3: How far is your home from the park?

<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
More than 10 miles	2	5	7
5 to 10 miles	3	11	14
1 mile	9	9	18
2 to 5 miles	24	47	71

Total: 111

Question #4: How often do you visit the park?

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<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
Rarely/Never	0	3	3
Yearly	2	11	13
Daily	6	2	8
Monthly	9	26	35
Weekly	21	29	50

Total: 110

Question #5: When do you primarily visit the park?

<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
Never	0	2	2
Weekends	8	20	28
Weekdays	9	12	21
Both	21	38	59

Total: 111

Question #6: When you visit the park, how long do you stay?

<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
More than 4 hours	0	0	0
Less than 1 hour	4	5	9
2 to 4 hours	8	22	30
1 hour	26	45	71

Total: 111

Question #7: By what means do you get to the park most often?

<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
Other	0	2	2
Transit	0	2	2
Bike	6	4	10
Walk	7	4	11
Auto	35	60	95

Total: 111

Question #8: What do you like most about the park? (select up to three)

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<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
Other	5	10	15
Location	15	39	54
Distance/Convenience	16	29	45
Solitude	21	22	43
Wildlife/Nature	29	40	69
Scenery/Views	31	58	89

Total: 114

Question #9: What is the most important thing to improve at the park?

1	
2	Paved parking
3	Protection of surrounding wildlife preserves
4	Passive, low cost, OSE (?)
5	Protect the Bay from the sea level rise erosion of the landfill
6	Improve the trails
7	Trails; basic maintenance
8	Safety, nature awareness
9	Would love to see a few benches, more education, native plants
10	Habitat protection
11	Get native vegetation for habitat
12	Security
13	Safety
14	Block sewage area with natural trees, add more native trees, add more walkable trails
15	Parking/trails. Years of use/rain has left need for repairs. Pollution from cars goes straight into soil
16	maintain wildlife/nature; more native trees
17	Entrance poor; increase safety
18	Security; enforcement of rules - need ranger
19	Boat access to water and pier
20	Disc golf
21	

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1	
2	
2	Repairs to parking, roadways, fencing, bathrooms so they are always functioning
2	
3	Trails
2	
4	Keep dogs on leash
2	
5	Trails and upgrading
2	
6	
2	
7	Parking, trails, garbage containers, dogs on leash
2	
8	
2	
9	Muddy areas
3	
0	
3	
1	Paths, restore wildlife
3	
2	Lighting, parking, trails
3	
3	Safety, more benches
3	
4	The paths (get too muddy after rain)
3	
5	Safe primary trails; safe parking areas
3	
6	The sewage treatment facility
3	
7	
3	
8	Add off-leash dog park; paved paths
3	
9	Signs
4	Trash. Restrooms. Recology mess when they pick up garbage. More trash receptacles. Better and less muddy parking.
0	
4	
1	On-site Ranger presence is the most important improvement necessary.
4	Bring back the ranger on patrol, as the park used to have, to enforce rules (e.g. dogs to be on leash), deter littering and vandalism, and offer a sense of security to users.
2	
4	
3	parking
4	Encourage and support wildlife. Put up some education bulletins to inform people about what nature has to offer and how to respect and treat the environment.
4	
4	
5	The proximity to the waste station.

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4 6	Bay Trail Connection
4 7	some benches to rest
4 8	A more balanced, native ecosystem.
4 9	Making it more attractive and user friendly
5 0	Parking areas and potential methane recapture. Perhaps some wildflower seeds. I love the daisies, but can't figure out why poppies haven't taken hold.
5 1	1) Create/extend bike trail, 2) rest room on other side of park
5 2	Add more trees if possible
5 3	hiking trails
5 4	Protect from graffiti/vandalism. Restore Spirit Path.
5 5	A few benches or seating areas at parking lots would be nice. Maintaining the orienteering course.
5 6	safe parking and restrooms
5 7	Stop the increase of geese and the poop they leave all over. More trails that will stay passable - i.e. no large pools of water - when it rains.
5 8	Picnic areas, recreational fields
5 9	More support of the primary city demographics -- family use
6 0	I haven't been so I don't know. How's the parking?
6 1	garbage
6 2	dog shit
6 3	I think that the city should leave one area unmowed so that meadow larks can nest, ditto for burrowing owls (both seem gone now, though they were plentiful in the past). We need not mow every single inch!
6 4	access smell
6 5	Allow diversity of interests, including scheduled and/or regulated sUAV (drones and fixed-wing aircraft) flying, in strictly defined areas of the park.
6 6	Water. Maybe more places to sit.
6 7	restore habitats, wetlands
6 8	maintain trails
6 9	parking, awareness,
7	I would like to see an off leash dog area, more trash bins.

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0	
7	
1	I think the old rock art installation is past its prime and should be removed
7	Make it a place where there is something to do other than walk or jog. Such as an outdoor amphitheater where there can be music festivals now and again.
2	
7	
3	I would love to see an off-leash area for dogs or to make the entire park off leash.
7	
4	Improve some trails that get eroded or muddy in winter
7	trails, public art like wind chimes. the public park trail in Belmont on the water has the same characteristics.
5	
7	
6	Off-leash dog areas.
7	
7	Facilities, including educational areas to learn about the wildlife, and bathrooms.
7	
8	I'd love to see a dog park
7	
9	ADD public use grass playing fields for anytime public use
8	
0	parking areas and it would be ideal to have safe bike routes into the park from Marsh Road.
8	
1	Parking
8	
2	Sense of place: improved signage, wayfinding
8	Signs to discourage littering
3	Programs for school age kids to learn about bay ecology
8	
4	more benches and picnic tables would be nice
8	
5	Parking
8	
6	Restore non-motorized sailplane soaring. "Free the gliders" and allow them again like.
8	
7	Walkways, roadways that are used for walking.
8	More garbage cans would be helpful. Also paving along the roads so we can park on pavement instead of mud.
8	
9	communication/compassion
9	Preservation of beauty. Removal of large drone(quads, hex, powered toys: trucks, cars dune buggies) usage.
0	Inclusive use of low noise RC recreation to isolated areas nonintrusive of hikers.
9	I rather like it the way it is. It has a nice "less developed" feel to it. (But it shouldn't be allowed to deteriorate, either.) Hmm. Perhaps more trash cans - I've been there when most of the provided bins were full or nearly full.
2	
9	
3	Clear rules posted and proper enforcement

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9 4	Parking in area A. The shoulders of the access driveway. Making people walking dogs keep them on leashes!
9 5	allow model airplane to be flown
9 6	Safety to pedestrians.

Question #10: Is there anything you definitely do not want to see at the park?

1	Developed sports fields, fences, etc.
2	Anything un-natural: no visual distractions except birds and quiet people enjoying nature
3	A lot of change
4	
5	Do not prohibit dogs
6	
7	All-terrain vehicles; motorized activities (e.g. drones)
8	Drones, Gliders, Dog park
9	Motorized vehicles or equipment that would disturb wildlife or serenity
10	Active recreation, instructive structures
11	Concerts, loud gatherings
12	Thefts, broken car windows
13	
14	Too many people/animals, no trash
15	Development of major structures or fields (large changes)
16	Increased pollution
17	Drones; anything motorized
18	More development; use by drones/mechanical
19	No dirt bike courses for races or skateboards
20	
21	Drones, permanent sports fields
22	Anything motorized (other than actual cars) that frightens wildlife
23	Most of the things on the Master Plan will destroy what we enjoy at the park
24	Drones, RC aircrafts/gliders, anything motorized
25	Sports fields! Possibly dog parks, undecided
26	Art or sports fields
27	Increased noise
28	
29	Dog park enclosure, drones

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30	
31	No food trucks
32	Pay to enter
33	
34	I don't want too much added
35	active' recreation facilities (ball fields, golf)
36	Sports fields, commercial uses (rentals, food)
37	Everything
38	Golf course, soccer fields, concessions
39	developed' recreation - play fields, bbq, etc.

Question #11: Do you have a favorite passive recreation park that you visit? What attracts you to that park?

1	
2	Not a park; we hike with Mid-Pen and the Sierra Club
3	Edgewood park, very simple
4	
5	I generally go to areas closer to skyline, now that I live in West Menlo. I used to go to Bedwell almost daily when I lived near Marsh Rd.
6	
7	The Stanford dish; love the solitude, scenery, trails
8	Observe wildlife, walk
9	Bedwell Bayfront and Windy Hills - opportunity for exercise and views
10	Bird-watching
11	Kite flying
12	Its large size
13	The only 'flat land' large open area on the peninsula for thermal gliders
14	Edegwood, tons of trees/high quality center/parking
15	this is my favorite park/ the space has many reasons to attract visitors
16	Edgewood - wildlife/nature
17	Walk behind Facebook is my morning walk - it's quiet!
18	This one - solitude/views/birds
19	Bike path at Palo Alto shoreline
20	Views
21	Flood park/oak trees
22	BBP is the only quiet park within my range
23	Silence, nature, and open space
24	Peace and quiet, views of the Bay

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25	Shoreline
26	Shoreline park - the water activities, the house/museum, and the café
27	Dish, close
28	
29	Bedwell
30	The trees and view
31	PA - by duck pond. Rock paving keeps mud off
32	
33	Views, solitude
34	Bayfront is my favorite, walking my dog
35	Bedwell; location, community
36	Yes, bedwell - the openness and the idea that it is close to what the area would look like if it wasn't developed
37	Peace
38	Huddart park; hiking, solitude
39	Arastradero open space preserve (PA); nature, solitude, trails
40	Wunderlick, Edgewood Park. Good hiking, pretty, quiet.
41	?
42	openness and quiet and birds
43	The hill on Valaparaiso to walk up and around it - Called Sharon Park (I think)
44	Solitude, exercise - saltlands, views
45	Bixbee park, land art
46	San Antonio Regional Park. Electric gliders are allowed there.
47	Rancho San Antonio. Beautiful scenery, lots of wild life, family friendly, safe, great hiking trails for various levels, decent parking. The little farm is great for education and an attraction for kids too. It's a great place to go alone or meet up with people! Picnic areas are great too.
48	Bayfront park. I like that I can take the dog for a walk, ride my mountain bike, and get there without driving (especially once Facebook builds that extra pedestrian bridge across).
49	This is it
50	Wunderlich, beautiful trees and trails
51	Arastradero in Palo Alto. Hiking, biking and dog friendly trails, nature and habitat
52	This park. The location is convenient although a better/safer bike route would be great.
53	Hiking
54	greenery, views, solitude I enjoy Edgewood (great trails and views), and open space preserves like Pulgas Ridge because I can bring my dog.
55	Cuesta Park (Mountain View)
56	Los Altos Open Space Preserve, San Antonio. The working farm and the Wildcat Loop.
57	birds
58	love seeing kites, hobby airplanes
59	Huddart Park; hiking and nature
60	hiking

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	dog walking
61	Baylands Park, Sunnyvale. This park allows sUAV flying. Most weekends there are from 25-50 ticket-buying hobbyists flying there.
62	The Bay Area has many fine passive recreation parks where you can hear the animals and wind blowing.
63	just walking with the dog on leash
64	Rancho San Antonio - miles of trails, flora and fauna
65	beaches on the coastside
66	Wunderlich, hiking, nature, peace
67	Windy hill. Beautiful views
68	Coyote Hills. Higher Hills - better views
69	no
70	Bedwell is my favorite. I like having hills, nature to walk through and trees for shade, plus available parking and very convenient location.
71	I have enjoyed bring my kids to fly kites when they were little. I have enjoyed walking the trails with my dog, too
72	more wildflowers and landscaping
73	Stulzsaft. Off-leash areas, trees, and stream.
74	running or riding bikes, open area and views of the bay.
75	running
76	Windy Hill (MROSD) - also relatively close, access to nature, good rigorous hiking, and great views
77	coyote Hills walking near bay nature expansive, peaceful views
78	RC glider flying
79	It was Bedwell Bayfront Park until last year (2016) when flying gliders was banned :-)
80	the large flying areas
81	Russian Ridge. Views, nature.
82	Bidwell. Mussel rock
83	Baylands park in Sunnyvale is a great place to hike and fly small electric R/C. It has a small play field and many picnic table / party areas with bbq grills.
84	Rancho San Antonio, allow model airplane flight.
85	Milagra Ridge in San Bruno. Closest scenic dog walking from my house.

Question #12: How would you describe the park usage?

<i>Options</i>	<i>Open House</i>	<i>Online Survey</i>	<i>Total</i>
----------------	-------------------	----------------------	--------------

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	#1		
Too many people use the park	3	0	3
Not enough people use the park	5	16	21
About the right amount of people use the park	30	53	83

Total: 108

Question #13: How safe/comfortable do you feel when you are at the park?

<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
I do not feel safe	2	1	3
Somewhat safe	3	20	23
Very safe	15	38	53
Extremely safe	18	12	30

Total: 110

Question #14: What concerns do you have for using the park? (select up to three)

<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
Accessibility	2	12	14
Personal safety	3	16	19
Other	8	26	34
Vandalism	11	28	39
Car theft	13	18	31
Park maintenance	22	39	61

Total: 114

Question #15: What activities do you normally participate in when you visit the park?

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<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
Biking	6	4	10
Other	7	12	19
Dog walking	12	12	24
Bird watching	21	7	28
Hiking/walking/jogging	35	34	69

Total: 110

Question #16: How did you hear about the project? (check all that apply)

<i>Options</i>	<i>Open House #1</i>	<i>Online Survey</i>	<i>Total</i>
Mailed notice in utility bill	1	3	4
Newsletter	1	6	7
Off-site poster	1	1	2
Facebook	1	4	5
Word of mouth	3	22	25
Public Presentation/Farmer's Market	4	6	10
Other	9	8	17
On-site poster/brochure	13	8	21
E-mail	13	48	61

Total: 110

Question #17: Is there anything else you'd like to share about Bedwell Bayfront Park?

I have been coming for over 20 years to get out by the Bay and walk with friends and family
 I love this special park!!
 I would like the burrowing owls to return

A rare treasure preserve what makes it special while raising awareness of wildlife and uniqueness
 Maintenance is quite poor, the park is overgrown, signage is in disrepair. I think the assumption that the park must generate its own income is faulty. As with other public amenities, this should be funded through the general fund
 This park is a major migration stop for birds and falls within an Audubon-designated IBA (Important Bird Area). Bird-watchers consider this park to be one of the gems in San Mateo County.
 If they have an area similar to Ulistac in Santa Clara, it would be a neat attraction to the park
 Construction of an area for children

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Safety issue to pedestrians at the last parking lot

Add more native greenery! Needs more trees/security wall near entrance because scary people in park sometimes
 The park has had years of neglect, the trees need some trimming and trails/roads need repair. For a wildlife refuge, oil and car fluids drip into soil and into the Bay

Could enhance signage; improve entrance; enforce dogs on leash; have regular bird walks - increase educational opportunities; offer kayak ramp at back pier
 A treasure of undeveloped space for walking/bird watching - we need unstructured areas for children to explore/run/play

It is very special in large part because it is unique in MP and surrounded by refuge

Is the best park with 160 acres for the community; I know the park needs improvements, but not all the improvements by Master Plan
 Don't develop it!

It would be nice to see upgrades to the park but somehow keep it as peaceful as it is now. It isn't over crowded and it is serene!

It would be wonderful to have a ranger or some supervision at the park

It's perfect as-is; remember the population using the park. Let's keep park available to all. No exclusive uses. Need more creative fund raising ideas.

Please engage low-income people in Belle Haven area (door knocking, univision announcement)

If the park is developed to have more 'active' uses, it would be nice to keep them near the front of the park along Bayfront Expy., that way we can maintain more of the natureal habitats and the solitude that currently exists

This is a remarkable community asset and a great success story. Less will be more as you seek to 'improve' this facility

I love the diversity I see in the park. Different ethnicities use it at different times of day. Lota

I love bedwell and use it a lot. I know it needs freshening but basically it is very good. I like the diverse nature of people using it

As the building continues in Menlo Park, especially around this Park, we need, even more, a place to get away and restore ourselves. This is the ONLY place to go to hike, to see the beauty that exists around us.
Again, the Park is a quiet gem and should remain that way.
no
Please patrol more often- especially to control unleashes dogs. It is getting worse because of lack of enforcement. Today there were four unleashed dogs and one was disturbing nesting birds which I believe is a federal offense
Friends of Bedwell Bayfront Park is a by invitation only special interest group. It is not open to the general public.
I love this park. It might be nice to have fitness classes out there once in awhile, but I would err on the side of not changing existing access to passive recreation.

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It is great park, we should make it better.
It's a nice place for plein-air painting as well
great central meeting spot for friends along the peninsula, from San Carlos to Sunnyvale. Quick easy access during the week and on weekends. Never too crowded. Great for quick dog walk or bike ride
Many people seem to come during the day to just sit in their cars and talk by phone or enjoy a view from their car. This is also an important function.
No
To many loose dogs
I love the diversity of park users -- many Latino folks who live on the east side of 101. And the diversity of age groups.
I think if a fee were charged for the right to fly sUAV devices (drones or fixed-wing aircraft), usage would increase significantly, and the money could be used for park improvements, to the benefit of all.
Great place!
it would be nice if there were a bigger exhibit on original inhabitants
I love this park!!
I like the park but am also aware of the pressure on open space especially with all the new apartments being built in Redwood City. This will have an impact on Menlo Park
it is very underutilized
It's a great park.
It deserves our care and protection from commercial activity
no
I fear that this public process is setting up the public to expect IMPROVEMENT at the park, when in fact the City does not have funds to continue the existing low level of maintenance that is currently funded. I'd like to see an honest discussion about funding the park through the general fund.
I like the diversity of people it attracts.
I also enjoy seeing folks walking their dogs. Some dogs are very cute and comical.
It's good exercise, fun, and lowers stress.
Please re-allow gliders to soar there again. As was done without incident for 20+ years until some drone operators caused trouble. Please do not lump sailplane gliders together with drones.
I would like it to remain mostly undeveloped and natural as possible.
It use to be waste disposal site.. We've been flying gliders there for years with out a problem. When the motorized planes and drones showed up. The problems began
The park should be for the use of many people with
different activities. NOT a singular type of use.
I have participated in Kite day. Are Kite flying and electric RC aircraft considered "active" or "passive" activities? I am in favor of allowing both, largely because neither requires the construction of facilities or fields that I think would disrupt the feel of the park.
(Shouldn't question 27 have allowed multiple answers?)
Bedwell has been a great place to hike, fly kites and until recently, fly small electric R/C. When I would fly I would get pleasant questions about what I was flying and how I got started in the hobby. I never saw misuse of R/C at the park and the R/C community that would gather pretty much knew who was there and what their R/C interests were. Surrounding the park is designated wildlife refuge and I would never do anything to harm that . While the park has many dangers associated with it, being landfill and I understand poisons have been used to keep a rodent problem under control. I would be more concerned about us humans than the wildlife that may inhabit parts of

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the park. I would gladly pay a parking fee or seasonal fee to enjoy the park with proper enforcement of rules if I could also enjoy my hobby of small electric R/C (line of site I designated areas only). I do not believe this should be a destination for R/C, but rather a gathering place for a few enthusiasts at any given time.
The use of the term "passive activities" is incorrect. The original meaning of a "passive park" was one were there was little or no park infrastructure other than trails and open spaces--e.g. baseball diamonds, tennis courts, soccer fields.....
allow model airplane flight

Inspiration Boards

Park Character/Mood

Options	Open House #1			Online Survey			Total		
	Y	M	N	Y	M	N	Y	M	N
Ceremonial	6	6	19	6	15	34	12	21	53
Refined	9	2	20	8	13	36	17	15	56
Whimsical	11	12	9	10	19	27	21	31	36
Active	14	10	7	31	15	11	45	25	18
Spiritual	14	13	5	25	20	10	39	33	15
Rugged/Adventurous	17	7	7	25	17	14	42	24	21
Colorful	19	8	5	31	21	4	50	29	9
Comfortable	20	7	1	36	17	2	56	24	3
Secluded	23	9	1	33	18	9	56	27	10
Natural	31	1	0	58	4	0	89	5	0
Ecological/Preserve	32	3	0	42	12	5	74	15	5

Total: 102

Park Amenities

Options	Open House #1			Online Survey			Total		
	Y	M	N	Y	M	N	Y	M	N
EV Charging Station	8	11	16	5	26	29	13	37	45
Public Art	14	10	12	15	21	24	29	31	36
Outdoor Classroom/Amphitheater	14	11	9	16	26	19	30	37	28
Education Center	17	10	9	13	21	24	30	31	33
Non-Reservable Picnic Areas	19	8	7	38	11	13	57	19	20
Enhance Existing Restroom	25	9	1	38	19	4	63	28	5
Bike Parking	27	10	1	39	18	5	66	28	6
Seating/Viewing areas	29	8	1	39	17	6	68	25	7

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Drinking Fountain/Bottle Filler	31	5	2	40	17	2	71	22	4
Dog Pick-up Bag Dispensers	31	4	0	47	11	5	78	15	5
Trash/Recycling Containers	34	4	0	54	4	2	88	8	2

Total: 104

Park Activities

Options	Open House #1			Online Survey			Total		
	Y	M	N	Y	M	N	Y	M	N
Disc Golf	1	12	24	10	20	33	11	32	57
Radio-Controlled Drones	5	6	28	11	11	42	16	17	70
Dirt Bike Course	5	6	27	7	12	41	12	18	68
Off-Leash Dog Park	8	6	23	22	13	28	30	19	51
Electric Motor-Assisted Gliders	10	7	21	19	16	28	29	23	49
Biking - Paved	12	9	15	24	25	14	36	34	29
Fitness	14	9	14	24	25	14	38	34	28
Hand-Launched Gliders	14	14	10	29	18	16	43	32	26
Group Exercise	15	10	12	18	28	16	33	38	28
Orienteering/Geocaching	18	14	5	23	21	15	41	35	20
Water Activities (slough side only)	18	10	10	26	20	17	44	30	27
Nature Play	21	12	2	39	17	5	60	29	7
Biking - Unpaved	29	6	3	28	22	11	57	28	14
Kite Flying	30	4	2	51	8	3	81	12	5
Photography	33	2	2	57	5	1	90	7	3
On-Leash Dog walking	33	4	1	56	5	3	89	9	4
Bird Watching	37	1	0	53	7	1	90	8	1
Walking/Hiking/Jogging	39	0	0	63	0	0	102	0	0

Total: 104

Park Services/Programs

Options	Open House #1			Online Survey			Total		
	Y	M	N	Y	M	N	Y	M	N
Private Events	7	10	18	13	16	33	20	26	51
Bike Repair Station	7	11	19	8	26	28	15	37	47
Material Distribution Center	8	11	17	4	20	37	12	31	54
Concessions/Rentals	9	6	23	7	15	40	16	21	63
Nature/Summer Camp	11	20	4	17	31	14	28	51	18

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Public Events	17	15	6	13	16	33	30	31	39
Docent-Led Tours	20	13	4	26	20	14	46	33	18
Classes/Education Programs	24	9	3	18	29	13	42	38	16
Ranger Service	27	5	5	29	24	8	56	29	13

Total: 103

Options for Revenue Generating Activities

Options	Open House #1			Online Survey			Total		
	Y	M	N	Y	M	N	Y	M	N
Parking/Entrance Fee	5	9	25	7	17	38	12	26	63
Concessions (food, equipment rentals)	10	6	21	13	12	36	23	18	57
Reservation-Based Picnic Areas	10	11	17	18	15	28	28	26	45
Naming Rights	18	8	12	25	20	16	43	28	28
Solar Generation/Net Zero	23	5	7	34	17	12	57	22	19
Donations/On-Site Recognition	24	11	3	33	20	9	57	31	12
Methane Capture	32	5	1	35	19	7	67	24	8

Total: 103

How do you define "Passive Recreation?"

Options	Open House #1	Online Survey	Total
Option 1	0	2	2
Option 5	3	12	15
Option 4	6	11	17
Option 2	9	17	26
Option 3	13	23	36

Total: 104

Inspiration Boards - Comments

Location on Map	Public Comment	Reaction to Comment
Park Amenities	Seating/viewing areas	★
	Public art	★
	Dog pick up bag dispensers	★★★
	Drinking fountain/station	★
	Others?	Maintain restrooms, trash receptacles (yes! ★), Partner with local schools for

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		art, place around park ex. Stones painted on can be used for a wall or other (good idea), all of them except art
		educational signage
Park Character/Mood	Others?	keep bedwell natural except for paved parking (yes! Yes! Yes!)
		keep it open space/natural, habitat, passive use- open views (yes!)
		boating access!
		2 paths - 1 for biking, 1 walking
		no more buildings
		keep it natural or secluded
		invite artists to create throughout the park (short term art installations
		disagree. Classes ok
		quiet Extremely important
Park activities	Walking/hiking/jogging	yes, yes, yes!, don't care
	Biking - paved	no, no, no!
	Biking - unpaved	yes please! On outer perimeter track only, don't care
	Dirt-bike course	no! no! absolutely not!
	Kite flying	don't care, yes, yes, yes
	Bird watching	yes :) yes!
	On-leash dog walking	yes! Sure!
	Off leash dog park	no!
	Photography	yes! Sure!
	Others?	dirt bike course sounds good - need separation between bikes and walkers - there have been incidents
		no - keep bikes on existing trails
		yes on-leash dogs
		off-leash dog area with signage directing people to use leashes in the rest of the park & why (wildlife) (yes! No off leash)
		no dog park! Yes dog park! Yes dog park!
		allow mountain biking throughout! We can peacefully coexist
	Hand-launched model gliders	no! yes!
	Motor-assisted plane	no! yes!!! Yes yes
	Radio-controlled drones	no no yes no yes, we come here to see birds not drones

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	Disc golf	no no yes, yes for my dad
	Fitness	no no
	Orienteering/geocaching	no no yes yes
	Water activities	no no yes yes no
	Group exercise	meh, don't care
	Nature play	yes! Meh, don't care
	Others?	yes, a place to put s.m. paddleboards and kayaks, yes, disrupts shore birds, yes sup/kayak non-motorized
		sailing
		yes w/ low income pricing and community resident discount
		fitness pan canoe
		would it be possible to designate hours or a day per week of month for drones/aircraft? (no drones, rc airplanes or gliders)
		fishing pier (ban regulations?)
Park services/programs	Ranger service	definitely! Yes please! Meh, don't care
	Class/education programs	yes! Yes ✓
	Docent-led tours	yes! Yes ✓✓✓✓
	Public events	NO no no no, I will have to go, so no
	Private events	no no no maybe, if they pay for maint of the park, no, leaves marks, residue, chain leg hacks, etc, no
	Concessions/rentals	no yes no yes yes
	Material distribution center	no no no no
	Bike repair	no no, bike repair station
	Others?	concessions w/ locally run vendor - rotate every 6 months with a new vendor
		permit food trucks during weekdays (?) what would problems be? Increase trash food garbage
Options for revenue generating activities	Parking entrance fee	perhaps/no - low income people can't afford no, agree no
	Concessions (food, rentals)	no no no, yes yes yes
	Donations/on site recognition	possibly - need more info
	Naming rights	!! It's been named - Bedwell Bayfront Park
	Private/corporate events	no no no, no - keep open access to quiet

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		contemplation!!
	Reservation-based picnic areas	too formal? No, this would be okay in "quarry" area
	Methane capture	yes yes yes!
	Energy generation/net zero	yes please yes
	Others?	annual parking pass - designated parking area
		food concession/sn
		put solar panels on building and city roofs
		no corporate events that limit access.

Flip Chart Notes

Public Comment	Reaction to Comment
Mobile interpretive center	
Cell phone app for educational purposes instead of physical building.	
Very concerned about the encroachment of ANY form of active recreation	
increase passive recreation and educational opportunities	I agree with above, also agree, I agree!

-END-

**Via E-mail Only**

June 14, 2017

Meeting Summary**Bedwell Bayfront Park Master Plan****RE: Oversight and Outreach Group Meeting #2**

Date: June 8, 2017

Time: 6:00 p.m. to 8:00 p.m.

3 pages

Attendees: *City of Menlo Park:*

Derek Schweigart (DS), Community Services, dsschweigart@menlopark.org
 Azalea Mitch (AM), Public Works, aamitch@menlopark.org
 Brian Henry (BH), Parks, bphenry@menlopark.org

Oversight and Outreach Group:

Allan Bedwell (AB), Friends of Bedwell Bayfront Park, allan.bedwell@gmail.com
 Eileen McLaughlin (EM), Citizens Committee to Complete the Refuge, wildlifestewards@aol.com
 Janelle London (JL), Environmental Quality Commission, jlondon@stanfordalumni.org
 Marianne Palefsky (MP), Parks and Recreation Commission, mwpalefsky@gmail.com
 Lauren Swezey (LS), Facebook, [laurens@fb.com](https://www.facebook.com/laurens@fb.com)
 Michele Tate (MT), Belle Haven resident, lmichele.tate@gmail.com
 Nancy Borgeson (NB), Community Member/Friends Group, nborgeson@pacbell.net

Callander Associates (CA):

Brian Fletcher (CA), bfletcher@callanderassociates.com
 Marie Mai (CA), mmai@callanderassociates.com
 Jana Schwartz (CA), jschwartz@callanderassociates.com

The purpose of this meeting was for the Oversight and Outreach Group to review and provide comments on draft presentation materials that will be presented at the upcoming community Open House meeting on June 17, 2017. The following information was discussed and/or decided upon in our meeting. Comments with an action noted have been incorporated into the presentation materials to be shared with the public. Comments received from the input exercise are shown in the matrix at the end of the document. (*Text in italics represents our responses as to why the comments were not incorporated*).

Item**Action to take**

- | Item | Action to take |
|---|--|
| 1. New Survey and Public Outreach | |
| a. New survey will be open will be from June 19 to July 10. | CA to remind Group of survey closure date by 7/3 |

Meeting Summary

Bedwell Bayfront Park Master Plan

RE: Oversight and Outreach Group Meeting #2

June 14, 2017

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<i>Item</i>	<i>Action to take</i>
<ul style="list-style-type: none"> b. One commenter felt the survey was flawed in how the questions were structured. Specifically, segmentation of the park usage map could make it look like the park is not reviewed comprehensively. 	CA to send out existing survey by 6/9
<ul style="list-style-type: none"> c. It is confusing to have cross link to materials on City website from the online survey. 	CA to review survey format by 6/12
<ul style="list-style-type: none"> d. One commenter indicated that the survey was closed before Belle Haven residents could contribute, however, the City provided email blasts, NextDoor notification, and placed an ad in the Belle Haven Newsletter to direct recipients to attend project events. Additional events/info booths should be identified within the Belle Haven area to promote project. 	City to review by 6/12
<ul style="list-style-type: none"> e. Provide outreach at CDC graduation event in Belle Haven. 	
<ul style="list-style-type: none"> f. Facebook festival on June 24th. 	LS to provide booth for event and work with City by 6/19
<ul style="list-style-type: none"> g. Oversight group members were asked to send notices to their NextDoor groups 	CA to provide NextDoor language to group by 6/9
1. Sea Level Rise	
<ul style="list-style-type: none"> a. The park concepts reflect the anticipated Sea Level Rise (SLR) standards outlined in the City’s General Plan. The anticipated change is 24” of SLR above the 100 year flood event (66” change total above MHHW). 	CA to provide graphic for SLR by 6/17
<ul style="list-style-type: none"> b. How does SLR impact the landfill? This explanation should be included in the SLR graphic. 	CA to include by 6/17
<ul style="list-style-type: none"> c. Are retractable levees feasible for this site? AM commented that it would not be a permanent fix and would not be used in this scenario. 	
<ul style="list-style-type: none"> d. What is the impact of the usable park space with the roads moved in to accommodate SLR? Little impact would result to the interior space of the park; changes would occur along the periphery of the site due to the inward ‘shift’ of the Bay Trail and facilities like the restroom, parking lot, and road. 	
<ul style="list-style-type: none"> e. Is there an impact to the tidal pond? The ponds would be subject to inundation. Since there are no park facilities or structures that need to be accessible by people, no 	

Meeting Summary**Bedwell Bayfront Park Master Plan****RE: Oversight and Outreach Group Meeting #2**

June 14, 2017

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improvements are proposed to the pond.

Item***Action to take*****Draft Presentation Materials**

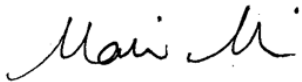
(See the end of the meeting summary)

Next Steps

- | | |
|--|-------------------------------------|
| <ol style="list-style-type: none"> 1. Open House #2 on June 17th 2. Interagency Meeting on July 12th 3. Community Meeting #3 on October 25th (tentative) | <p>All are encouraged to attend</p> |
|--|-------------------------------------|

The information above is Callander Associates' understanding of items discussed and decisions reached at the meeting. Callander Associates is proceeding with the project based on this understanding.

Submitted by:



Callander Associates

cc: All attendees

Meeting Summary
Bedwell Bayfront Park Master Plan
RE: Oversight and Outreach Group Meeting #2
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Existing Conditions Boards Comment	Reason for Incorporating/Not Incorporating
Project Area Map: - Why the green box?	- <i>Callander to edit</i>
Concept Boards	Reason for Incorporating/Not Incorporating
Concept Image Boards: - Add compost to trash/recycling - Use a picture with drink and bottle refill - Don't use this drinking fountain - Office/meeting pavilion image makes the structure look giant and is too big for the park - Show image of pavilion and restroom with rooftop PV - Pedestrian refuge – use an image that emphasizes what you are talking about. - I wish there was a contest for the community to design/build benches from neglected materials to make our benches unique and community based and recycled. Same for the amphitheater seating - Boat launch is not likely to get regulatory approval	- <i>Compost is a type of trash/debris removal and is addressed by the original photo</i> - <i>Image shows this suggestion with traditional drinking fountain option and the middle feature, where bottles can be refilled</i> - <i>Image shows use, not specific design</i> - <i>This image will be replaced with one of a smaller footprint</i> - <i>PV usage on the buildings will be provided. Language in the Master Plan will also address this</i> - <i>The image selected shows a space for pedestrians to take a break as they cross a busy intersection, such as Bayfront Expy.</i> - <i>This suggestion can be incorporated into the master plan report. This will have to be an organized project with an agency willing to take this on</i> - <i>An interagency meeting will be held on 7/12 and use will be confirmed</i>
Popular parks with similar uses: - Include acreage for every park and miles to drive there - Pearson-Arastradero is for Palo Alto residents only - It would be interesting to know the exact \$ amount for each park that has park fees/concessions - Add refuge headquarters and visitor center with trails (noted on map) - Remind people BBP is 160 acres. If space permits, just list the words (not symbol) for each amenity, hard to look back at icon)	- <i>Map compares use, not size. Mileage is graphically implied</i> - <i>Noted</i> - <i>Funding information is separate effort</i> - <i>Callander to add</i> - <i>Callander to add BBP's acreage. The symbol is used to help communicate a concept without relying on English. A minimal use of symbols is used to help</i>

Meeting Summary

Bedwell Bayfront Park Master Plan

RE: Oversight and Outreach Group Meeting #2

June 14, 2017

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<ul style="list-style-type: none"> - Add birding to Lucy Evans - Does BBP have to be “everything to everybody?” This map indicates that some of the uses proposed under options A&B are offered at nearby parks 	<ul style="list-style-type: none"> <i>minimize confusion for symbol meaning</i> - <i>Callander to add birding</i> - <i>The area’s population will be increasing, and the park needs to meet their needs. Many desired uses supported by the community are not offered in the City of Menlo Park, and BBP provides the space and environment to provide some of these desired amenities within the City’s limits</i>
<p>Infographic:</p> <ul style="list-style-type: none"> - Dots are confusing, looks like most people voted for ‘too many people’ - Running/walking icons are confusing – can’t be prevented from running or walking - Any way to describe this further (passive recreation)? No idea what it means - Park amenities graphic – make bolder and easier to read - Change trash/recycling containers to “waste sorting” and include composting - Park activities – consider trail maintenance issues for unpaved biking options - Need to educate what the limits of access are for water activities - Add number to all graphics (is there anything you definitely do not want to see at the park?) - Funding graphic – don’t use kayak image if it is illegal to do watersports there - How would net zero generate funds 	<ul style="list-style-type: none"> - <i>Callander to adjust graphic to make voting selection more clear</i> - <i>The icons are depictions for showing the level of activity in the park, from stationary to a higher level of movement/activity</i> - <i>Defining passive recreation was done in the 1st meeting. This is a summary of findings</i> - <i>Callander will edit graphic</i> - <i>The name of the amenity matched the image/title we asked the public to respond to. This change will be considered for new materials.</i> - <i>Callander to review; existing use on-site</i> - <i>Noted, water access is for non-motorized small boats like kayaks and canoe</i> - <i>This was an open-ended question and these were the most repeated comments</i> - <i>It is not illegal for the public to navigate the slough unless the underlying property owner (City) prohibits it. This would be a proposed use, and if adopted, the park rules would need to be revised to reflect this and other new uses</i> - <i>Net zero would help mitigate maintenance costs for the restroom and the proposed pavilion; excess generation will go back into the grid and produce funding.</i>
<p>Enlargement details:</p> <ul style="list-style-type: none"> - Image should be jogger/walker; bikes damage unpaved trails 	<ul style="list-style-type: none"> - <i>Biking on trails is a desired use and would need to be maintained like other uses</i>

Meeting Summary

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<p>Program statement:</p> <ul style="list-style-type: none"> - Overall, very wordy and lots seem duplicated - Bullet 1 – you couldn’t really prevent jogging, could you? - Bullet 1 – add that bike riding is on Bay Trail, paved - Bullet 1 – list what is not considered passive - Bullet 1 and Bullet 3 sub-bullets seem the same; condense into one? - Bullet 2 – add to end of blue text: “and changing shoreline due to climate change” - Bullet 2 – add sub-bullet: “plan for a future with sea level rise” - Bullet 2 – potential opportunity to do a bike share program from Belle Haven to BBP? Would have space for extra racks. - Bullet 3 – is water access allowed at the park? - Bullet 3 – the model aircrafts, does it consider wildlife issues and the impact to other park users? - Bullet 3 – maybe delete bullet about methane capture and PV (seconded by other member) because it is a broad term and not well-defined - Bullet 3 – add distances to signage so you can do a 5 mile hike, if desired - Bullet 4 – what is the Great Spirit Path? Maybe add plaque explaining what it is. - Bullet 4 – add “to” after “Bay Trail)” in sub-bullet 5 - Bullet 6 – what are “nodes”? Are these signs? - Bullet 6 – maybe don’t limit the number 	<ul style="list-style-type: none"> - <i>Callander to review</i> - <i>Jogging is an existing use and cannot be prevented</i> - <i>The public showed a desire for unpaved trail biking, too</i> - <i>Callander to review</i> - <i>Bullet 1 is for existing uses and Bullet 3 is for proposed uses</i> - <i>Callander to review</i> - <i>Callander to review and discuss changing region</i> - <i>Callander to review with City</i> - <i>To be reviewed with agencies. Uses are proposed, not existing</i> - <i>Regarding impact to other users, more survey respondents were in favor of model gliders than were against. Research is being conducted and a summary will be provided at June 17th event. The issue will ultimately be decided by Council. The plan seeks to balance public access and conservation, noting that the site is a park and not a refuge.</i> - <i>Callander to review with City</i> - <i>Callander to detail to master plan</i> - <i>Informational signage and brochures are provided at the park. Materials will be updated to reflect master plan changes.</i> - <i>Callander to edit</i> - <i>Callander to better define meaning and purpose of nodes</i> - <i>Limitation to balance crowd, noise, and</i>
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Meeting Summary

Bedwell Bayfront Park Master Plan

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<p>for school children to accommodate?</p> <ul style="list-style-type: none"> - Bullet 6 – reword sub-bullet 5; adjacent to what? - Bullet 6 – reword sub-bullet 6; “Use ‘green’ building methods” 	<p><i>park impacts</i></p> <ul style="list-style-type: none"> - <i>Callander to review and edit, as needed</i> - <i>Cost and support of educational goals is important consideration</i>
<p>Concept A:</p> <ul style="list-style-type: none"> - Maybe use each letter of the alphabet only once, or use icons instead of letters - Change add “estimated to “limit of future sea level rise” - Add compost to trash/recycling bins - Maybe add topo/elevation information - Add “Don Edwards Refuge” to right side of map - Adjust distance of dog park from trail. Noise impacts? - Trail type layers – use clear, liftable sheets to compare differences for A &B 	<ul style="list-style-type: none"> - <i>Callander to review and edit</i> - <i>Callander to review and edit</i> - <i>Callander to review with City whether this is feasible</i> - <i>Topo was removed for graphic clarity; summit symbols show park high points</i> - <i>Callander to add</i> - <i>Dog park is surrounded by summits, reducing noise output, and trails allow for access</i> - <i>Callander to review</i>
<p>Concept B:</p> <ul style="list-style-type: none"> - Why 2 amphitheaters? Other member agreed and suggested only 1 amphitheater needed. - Dog park is too internal to park - Fitness clusters are at other parks - Destination play is too internal to the park and they are at other parks. Why here? - How do you enforce gliders only? - Burrowing owl habitat in meadow area - Make all water blue 	<ul style="list-style-type: none"> - <i>It accommodates multiple groups and educational settings (marsh vs. pond)</i> - <i>There are few flat areas for dog park. This area is near parking and away from ponds</i> - <i>Called out as a desired amenity for the park</i> - <i>Called out as a desired amenity for the park</i> - <i>Regulations will be written and posted as signs in the area of glider usage. A proposed ranger will help enforce this and other activities</i> - <i>Project biologist did not identify this area as a current habitat for the burrowing owl. Callander will add.</i> - <i>Water areas are outside of project area. The aerial helps denote the areas of water and helps lessen the amount of graphics for the public to digest</i>
<p>Concept comparison matrix</p> <ul style="list-style-type: none"> - Add compost/recycling/trash 	<ul style="list-style-type: none"> - <i>Focus of matrix is on higher impact issues</i>

Meeting Summary

Bedwell Bayfront Park Master Plan

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<ul style="list-style-type: none"> - Where is the ranger listed? - Addition: woodchip and compost depot; another member suggested this be at another location due to concern for safety and run-off - Is there orienteering there now? Not aware of it - Great Spirit Path – make concept A & B yellow? - Bay Trail – make Concept B yellow because it’s the same as original - Educational trail loops – for both concepts, how many nodes in each? Mixture of perimeter and internal nodes - Geocaching – how many geocaches? - Off-Leash dog park – make Concept A & B orange, not red - Amphitheater – larger size better (Concept B) - Hand-launched gliders and boat launch – Why don’t we have a “no” option - Building – what building is existing? - Parking, paved – Make Concept B orange - Entry/parking fee – add range for Concept A & B - Meets project goals – Make Existing yellow - Colors are confusing 	<ul style="list-style-type: none"> - <i>Ranger is included in building use</i> - <i>The materials area did not receive public support and site lacks space to accommodate</i> - <i>Yes, this is an existing use at the park</i> - <i>Yellow would mean no changes are being applied. Since the path is being gently renovated, it has the orange designation</i> - <i>Callander to revise</i> - <i>Callander to provide the number of nodes for each concept.</i> - <i>Number cannot be identified, Callander to move to top of list and preserve as existing use</i> - <i>Callander recognizes this use as a controversial amenity and wanted to call attention to it using a red coloration</i> - <i>Noted. Accommodates different size groups</i> - <i>Based on community input, there is more support to include than exclude</i> - <i>The restroom is a current building on-site</i> - <i>Callander to change</i> - <i>Callander to change</i> - <i>Callander to review</i> - <i>Callander to review</i>
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- END -

**Via E-mail Only**

September 15, 2017

Meeting Summary**Bedwell Bayfront Park Master Plan****RE: Oversight and Outreach Group Meeting #3**

Date: September 13, 2017

Time: 6:00 p.m. to 8:00 p.m.

3 pages

Attendees: City of Menlo Park:Derek Schweigart (DS), Community Services, dsschweigart@menlopark.orgDavid Mooney (DM), damooney@menlopark.orgAzalea Mitch (AM), Public Works, aamitch@menlopark.org**Oversight and Outreach Group:**Allan Bedwell (AB), Friends of Bedwell Bayfront Park, allan.bedwell@gmail.comEileen McLaughlin (EM), Citizens Committee to Complete the Refuge, wildlifestewards@aol.comMarianne Palefsky (MP), Parks and Recreation Commission, mwpalefsky@gmail.comLauren Swezey (LS), Facebook, laurens@fb.comMichele Tate (MT), Belle Haven resident, lmichele.tate@gmail.com**Callander Associates (CA):**Brian Fletcher (CA), bletcher@callanderassociates.comMarie Mai (CA), mmai@callanderassociates.comJana Schwartz (CA), jschwartz@callanderassociates.com

The purpose of this meeting was for the Oversight and Outreach Group to review and provide comments on draft presentation materials that will be presented at the upcoming Parks and Recreation Commission Meeting on September 27, 2017. The following information was discussed and/or decided upon in our meeting. Comments with an action noted have been incorporated into the presentation materials to be shared with the public.

Item**Action to take****Kayak Launch**

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Kayaker stewards (John w/ Salt Pond Restoration) supported boat launch at proposed location. 2. EM provided document in response to kayak launch. 3. Kayak launch is feasible, but requires additional studies such as permitting and cost assessments. | <p>CA to review</p> <p>CA to include in master plan</p> |
|--|---|

Meeting Summary

Bedwell Bayfront Park Master Plan

RE: Oversight and Outreach Group Meeting #3

September 15, 2017

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Item	report	Action to take
Dog Park		
1. Several commenters felt the dog park will not solve the off-leash dog issue.		CA to review
2. Don Edwards commented on support for the dog park to keep dogs out of refuge after interagency meeting.		
3. CA/City heard support from the public for a dog park, saying it would be a better solution than doing nothing.		
4. There are enforcement benefits to be able to point someone to an off-leash area.		
5. All new communities near the park have dog parks planned.		CA to review
6. Move dog park to end of slideshow with more controversial items, and make a consideration for Council to review.		CA to move to end of presentation
Gliders		
1. Add ranger as a method for enforcement to the slideshow.		
2. One commenter believes gliders present conflict to proposed area of the park.		
3. Like dog park, move gliders to the end of the slideshow and make a consideration for council to review.		CA to move to end of presentation
Parking		
1. A parking fee is still considered because of revenue generation. Council to consider.		CA to move to end of presentation
2. Facebook has possible development agreement funds for revenue.		
3. 25 year master plan; Council wants phased approach for revenue generation (5yr, 7 yr, ~15yr, onward).		

Meeting Summary**Bedwell Bayfront Park Master Plan****RE: Oversight and Outreach Group Meeting #3**

September 15, 2017

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Item**Action to take****Presentation Layout Feedback**

- | | |
|---|---------------------------|
| 1. Show what the community supported first in the order of presented concepts. | |
| 2. Remove controversial items from plan, or present it differently in presentation. | CA/City to review |
| 3. Show how the breakdown of voting led to how amenities were included; add input results to slide (Y M N). Add slide that shows voter breakdown and which items were community supported vs. community split. | CA to add to presentation |
| 4. One commenter showed concern for the number of participants in input process and suggested the project team should have been in the park more. City did on-site outreach 6 times with English and Spanish interpreter. | |

General Comments

- | | |
|--|-------------------------------|
| 1. Plan Comments | |
| a. Specify size and regulations of gliders. | CA to include in report |
| b. One commenter voiced they would be more comfortable showing work from the community-supported concepts. | |
| c. What is effectiveness of compliance at other parks? | CA to research |
| d. Explain SLR in presentation narrative. | CA to include in presentation |
| e. Show in enlargement plan of how road has shifted (dashed line) due to SLR. | CA to include in presentation |
| f. Funding memo will be presented at PRC in October; describe financing improvements, methane costs, phasing of plan, SLR impacts. | CA to include in report |
| g. BCDC – West Point Marina – permit involved deals with similar issues to Bedwell | EM to send to CA to review |

END

Meeting Summary

Bedwell Bayfront Park Master Plan

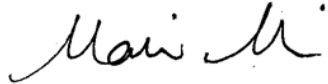
RE: Oversight and Outreach Group Meeting #3

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The information above is Callander Associates' understanding of items discussed and decisions reached at the meeting. Callander Associates is proceeding with the project based on this understanding.

Submitted by:

A handwritten signature in black ink, appearing to read "Mavis M.", is positioned below the "Submitted by:" text.

Callander Associates

cc: All attendees



Combined Open House #2/Open House #3/Online Survey Input Summary
Bedwell Bayfront Park Master Plan
 September 15, 2017

Responses

Open House #2 total returned packets: 56
 Open House #3 total returned packets: 19
 Total Online Survey responses: 151
 Total Spanish responses: 4
 Potential duplicate responses: 16
 Total responses: 226

User Survey

Question #1: How old are you?

<i>Options</i>	<i>Open House #2</i>	<i>Open House #3</i>	<i>Online Survey</i>	<i>Total</i>
Under 16	0	0	0	0
16 to 20	0	0	2	2
21 to 30	1	1	14	16
31 to 55	19	8	64	91
55+	35	10	65	110

Total: 219

Question #2: Where do you live?

<i>Options</i>	<i>Open House #2</i>	<i>Open House #3</i>	<i>Online Survey</i>	<i>Total</i>
None of the above	8	1	19	28
In Redwood City or East Palo Alto	14	4	19	37
East of Highway 101, in Menlo Park	7	11	21	39
West of Highway 101, in Menlo Park	2	2	86	113

Total: 217

Question #3: How far is your home from the park?

<i>Options</i>	<i>Open House #2</i>	<i>Open House #3</i>	<i>Online Survey</i>	<i>Total</i>
More than 10 miles	1	0	9	10
5 to 10 miles	14	7	6	27
1 mile	8	8	33	49

Written, On-Line and Other Survey Responses

Bedwell Bayfront Park Master Plan

September 15, 2017

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2 to 5 miles	32	9	97	138
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Total: 224

Question #4: How often do you visit the park?

<i>Options</i>	<i>Open House #2</i>	<i>Open House #3</i>	<i>Online Survey</i>	<i>Total</i>
Rarely/Never	2	0	12	14
Yearly	12	4	29	45
Daily	13	2	9	24
Monthly	12	5	46	63
Weekly	24	7	49	80

Total: 226

Question #5: When you visit the park, how long do you stay?

<i>Options</i>	<i>Open House #2</i>	<i>Open House #3</i>	<i>Online Survey</i>	<i>Total</i>
More than 4 hours	0	0	0	0
Less than 1 hour	4	0	18	22
2 to 4 hours	8	6	46	60
1 hour	26	11	81	118

Total: 200

Evaluate the Program Statement that we have developed and let us know how much you support each part.

<i>Statement</i>	<i>Open House #2</i>			<i>Open House #3</i>			<i>Online Survey</i>			<i>Total</i>		
	Y	M	N	Y	M	N	Y	M	N	Y	M	N
Statement 1 - Respect	13	2	0	48	3	1	110	12	9	171	17	10
Statement 2 - Acknowledge	11	5	2	34	10	8	88	32	11	133	47	21
Statement 3 - Support	13	2	2	24	15	12	69	33	29	106	50	43
Statement 4 - Address	15	2	0	40	11	2	99	23	9	154	36	11
Statement 5 - Provide	12	5	1	31	13	7	74	36	21	117	54	29
Statement 6 – Future	11	5	1	33	13	4	76	36	19	120	54	24
Statement 7 - Funding	5	7	6	28	8	15	49	46	36	82	61	57

Written, On-Line and Other Survey Responses

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Comments

support through taxes not money generating activities; park not really suitable for picnics, parties etc - there is Flood Park and others in City for that; ranger needed - or better patrol of off lead dogs
asphalt paths need maintenance, spirit path is not kept up, major puddles 4 months a year need to be filled, this is a dog poop park worst in the area, dogs off leads the majority of the time, need ranger
next generation: best if provide outdoor/nature experiences only - no picnics, playgrounds, etc.; small amphitheater in trees ok
community garden - perhaps with addition of organic practices
I support the focus on next generation education in strategic
leave the park as it is, maintenance and tactful improvements (benches etc.) but don't turn it into PA Baylands
my overall preference is to keep the park as it is, with only necessary modifications
find funds without creating mechanisms in the park "???" city bite the bullet and fund it
let's not add more to this quiet escape! No drones, playgrounds, fitness equip (go to downtown manicured parks)
consider separate issue from shoreline issue, should have a simple parks master plan for all Menlo Park, not a separate one that takes Bedwell in isolation
Menlo Park residents need a master plan for all it's parks
Support model gliders as there are no other locations to do this
I would like to see Bedwell Park remain. First of all an open space, wild, natural where nature is the main attraction. People like it because it has a wild feel about it. Hopefully apart from trail improvements and more trash bins, nothing much

Written, On-Line and Other Survey Responses
Bedwell Bayfront Park Master Plan
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needs to be done. It's a great place to meditate and enjoy nature and relax. Do not turn it into a "city" park. Thanks
Statement 7: In way that is aligned with promoting nature, stillness and reflection
Identify key values perhaps 1) native preservation = light of environment/population changes, 2/ enhance user experience of "the place", 3) family focused, more kids accessible areas/play zone, 4) beyond food r ???, a spiritual retreat for native meditation, yoga etc.
City should support like it does all other city parks, stafford park 7.0 mi, stuesaftt park 10.6 mi
trails need to be fixed/winter time paths are full of water, more police patrols because cars are broken into, restrooms need to add on some trails
mas cuidado con los perros y la popo, necesitamos un bano mas y felicidades en el nuevo proyecto (being more mindful of dog poop, an additional bathroom, congratulations on the new project)
maybe a donation box; request volunteer maintenance groups
Statement 5: not sure what this means, they will be stuvairs what we leave - create
would not use if there was a charge to the park
please do not allow tractor trailers; at night when there's no surveillance people dump garbage and furniture; more police patrol - especially at night
I am more than glad and feel fortunate by having this park close to my home, and that it was left as passive recreational place and "not" turned into a "golf park". For only a small group of people that might not leave in the area.
poner un bano o dos por el parque (put 1 or 2 bathrooms in the park)
poner other bano 1 o 2 en diferented lugarer del parque (put another bathroom 1

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or 2 in different parts of the park)
leave it alone & bring back burrowing owls
use existing soil mixed with risen binder
the park should be funded by the general fund, as are other parks; maintain what's here. Don't make this a bust, noisy urban park - it is our only urban open space.
no cobrar la entrada al parque y poner mas banos en el parque...levantar popo de los perros (do not charge to enter the park, more bathrooms, pick up after your dog)

Please tell us which concept plan you prefer.

	<i>Open House #2</i>	<i>Open House #3</i>	<i>Online Survey</i>	<i>Total</i>		
A	21	4	63	88	42%	slight preference for A ¼ "do nothing"
B	17	3	50	70	32%	
Neither	10	11	38	59	27%	

Total: 217

How can the concept be improved? Please evaluate the list of attributes below and let us know if you would like to keep it as shown, remove it, or keep it but with modifications.

<i>Alternative</i>	<i>Open House #2</i>			<i>Open House #3</i>			<i>Online Survey</i>			<i>Total</i>		
	keep	remove	modify	k	r	m	k	r	m	k	r	m
Restroom	6	1	4	38	2	5	107	1	5	151	4	14
Orienteering/Geocaching	4	3	3	29	8	4	77	23	13	110	34	20
Great Spirit Path	5	2	3	37	8	3	92	14	7	134	24	13
Bay Trail	5	0	3	38	3	5	69	27	17	112	30	25
Accessible paths	7	1	3	36	4	4	76	18	19	119	23	26

17014_CombinedSurveyResponses.doc
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Written, On-Line and Other Survey Responses
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Accessible summit	6	3	3	34	9	1	84	16	13	124	28	17
Path/trail surfacing	8	1	2	32	4	7	65	23	25	105	28	34
Trees to screen sewage facility	8	0	3	35	7	2	96	8	9	139	15	14
Habitat restoration	11	1	0	36	3	3	98	7	8	145	11	11
Picnic tables	8	3	2	23	15	17	68	24	21	99	42	40
Fitness course	4	7	1	20	21	1	56	48	9	80	76	11
Educational trail loops	5	3	2	27	12	2	84	18	11	116	33	15
Amphitheater/group seating	2	7	4	16	24	6	49	46	18	67	77	28
Play Area	2	8	2	14	22	8	72	30	11	88	60	21
Off-leash dog-park	5	8	1	12	27	6	50	50	13	67	85	20
Model glider	5	4	3	22	17	3	48	58	17	75	79	13
Boat launch	3	8	2	22	23	2	63	41	9	88	72	13
Building	3	6	2	16	16	7	59	36	18	78	58	27
Parking, paved	6	2	2	31	10	1	74	30	9	111	42	12
Parking, gravel	4	4	3	38	5	2	87	11	15	129	20	20
Parking, undesignated	4	4	2	29	7	4	80	20	13	113	31	19

Total: 169

Comments
too developed; improve existing, path needs to be improved so can use in winter; trees if have \$
lower cost to not need fees; improve, get rid of puddles
reinstate great spirit path; restroom building only
orienteering not wanted;
small amphitheater, make sure play area fits with rustic nature of park
prefer minimum maintenance on existing trail; keep path as is as much as possible; a few small tables with wide trees; parking as existing as far as possible
modify as little as possible; a few picnic tables; no dog park
orienteering is already here; what habitat?; just a few picnic tables

Written, On-Line and Other Survey Responses

Bedwell Bayfront Park Master Plan

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minimize summits; picnic tables should be close to parking; perimeter focused educational trail loops, no pay stations
keep path trail surfacing as natural as possible
no motorized model glider; no more parking than current; keep everything as is
keep as is
keep as is, continue to allow bikes
keep it wild, just keep park available to dogs
picnic tables would cause a lot of trash; small and not obtrusive amphitheater; a small ramp for kayaks or canoes would be ok, no motor boats
remove all parking along slough
building sponsored by an organisation that is aligned with supporting passive recreation
add upgrades; add trees for shade; add shade for sun and rain; need a sponsoring arts or theatre group; LEED certified, multi-use; for nonprofit meetings, education seminars, "pay to rent" model; do not do pay parking please
too much stuff and not enough pure open space
no tables people leave garbage behind; dogs must be on leash
don't know what this is; don't care; 9-10 is ok
not sure
please consider at least an emergency response boat launch/water access. Menlo park fire has response to water emergencies on the bay for the safety of the public. Thank you.

Written, On-Line and Other Survey Responses

Bedwell Bayfront Park Master Plan

September 15, 2017

Page 8 of 9

maintain high degree of informal parking; more
less asphalt, path B; don't take away parking; add large amphitheater; add destination play
charge the parking (problem: people park here & then go to work/ride sharing); please no charge to people who just come for a walk
model glider allowed

Additional pasteboard comments

Shaded vista areas, conducive reflection (a destination to walk to and then linger)
people feed skunks, feral cats, is problematic
2nd restroom on east side would be good - people relieving themselves because it's too far to walk back to parking lot
a lot of people do not pick up after their dogs
should build soccer fields, could put 16 or so out by the burrowing owls habitat, fewer trails, less pavement
less development
for walkers
no buildings, no dog park, keep as natural open space, no admission fee, keep open to people of all incomes
bicycles - create a route that's marked if pedestrians and cyclists are then cyclist need to give alert and slow down
bicycles will change the character of this park to the detriment of this open space. Bike elsewhere - there are many other places to bike!
keep the bike's access
no entrance fee or parking fee
like that bedwell is different - don't need every amenity
plant more trees and create shaded areas
not much vehicle access in park
slope restoration signs to keep new footprints from being formed
keep native
better traffic mgmt
water bottle fountain
minimize paved trails
it seems like the proposed, unnecessary changes, are mostly designed to justify the city staff's jobs rather than support the broad environmental needs to preserve habitat and the environment. The proposals just duplicate what is available in other MP city parks.
love the notion to expand and deepen user's experiences while respecting the land and account for surrounding changes (ps disagree with comments above)
emphasize local fauna and flora; maintain natural beauty for nature walks, education children, no softball, badminton, etc. yes to picnic tables & benches, passive activities only, no fee!
no drones

Written, On-Line and Other Survey Responses

Bedwell Bayfront Park Master Plan

September 15, 2017

Page 9 of 9

love the park as is. Children need to appreciate nature and parks as it without forcing activities. I see families enjoying the park and exercise together.
this is the only quiet natural open space we have. Keep as is. (yes!)
this park has least amount of shade and picnic/break areas
park is lovely as is, hot paths need maintenance
leave as is. City pay for maintenance as it does its other parks
parking: need easy parking, turn around areas, parking safety concern- cars getting broken into, unobstructed views, shoulder parking needed...

-END-

Bibliography

- City of Menlo Park Five-Year Capital Improvement Plan FY 2014-2019
- Comprehensive Bicycle Development Plan
- City Code: Chapter 16.49 P-F PUBLIC FACILITIES DISTRICT
- Unmanned Aircraft System (UAS) Assessment - Council Meeting Minutes Land Use and Circulation Elements Goals, Policies, and Programs from the draft General Plan update, ConnectMenlo
- City of Menlo Park Community Engagement Plan
- ConnectMenlo Fiscal Impact Analysis
- Department of Transportation Project Plans at Marsh Road and Constitution Drive at Marsh Road and Bayfront Expressway
- Don Edwards San Francisco Bay National Wildlife Refuge Bird List
- Dumbarton Transportation Corridor Study
- Flood protection, Ecosystems and Recreation along San Francisco Bay East Palo Alto and Menlo Park
- Glider Report by Mitch Brenner
- Haven Avenue and Marsh Road Roadway Improvements Project
- Land Protection Plan - Potential Additions to San Francisco Bay National Wildlife Refuge, 1990
- Measure J Advisory Measure, 2006
- Menlo Gateway Project - Bohannon
- Menlo Gateway Project - Hydrology and Water Quality
- Menlo Park Waterfront Plan
- M-2 Area Zoning
- Open Space/Conservation, Noise and Safety Goals, Policies, and Programs from the 2013 General Plan
- Public Draft Feasibility Report SAFER Bay Project Strategy to Advance
- San Mateo County Flood Insurance Study, 2015
- Sea Level Rise & Overtopping Analysis for San Mateo County's Bayshore, 2016
- South Bay Salt Pond Restoration Project Final Environmental Impact Statement/ Report, Phase 2
- The Exploratorium - Creating a Learning Landscape



STAFF REPORT

City Council

Meeting Date: 11/14/2017

Staff Report Number: 17-278-CC

Informational Item: Overview of proposed modifications to loading zones for Draeger's Market located at 1010 University Drive

Recommendation

This is an informational item and no action is required

Policy Issues

The proposed project will ultimately require the City Council to reconsider the placement, design, and/or use of the loading zones for Draeger's Market.

Background

In July 2001, Draeger's Market received City Council approval of an architectural control revision, use permit, and encroachment permit to make several modifications to its receiving functions. The encroachment permit established an interim plan for the loading zones with a condition of approval that limited the term of approval to 12 months to be revisited after preparation of a long-term plan for market operations and a food processing and delivery operations report. In March 2002, the City Council reviewed and approved a long-term plan for market operations including the continued use of loading zones on Evelyn Street and in the public parking plaza number four, subject to a number of conditions of approval. Condition of approval number 17 states, "At such time as City approvals are actively pursued for the development of the property located at 840 Menlo Avenue, the City Council shall reconsider the placement, design, and/or use of the loading zones on Evelyn Street".

On January 3, 2014 an architectural control application for the proposed development of the vacant site located at 840 Menlo Avenue was received. After a lapse in time, a revised scope of work was submitted on December 8, 2016, by Hayes Group Architects, on behalf of the property owner. The proposed development includes the construction of a three-story mixed-use building, consisting of a parking garage and lobby entrances on the ground floor, 6,610 square feet of non-medical office on the second floor, and three dwelling units on the third floor. The entrance to the ground floor parking garage would be accessed from Evelyn Street. The proposed development plans are still currently under review by City staff. A location map and select plan sheets from the current submittal are included as attachments A and B.

Analysis

Staff has reviewed the proposed mixed-use development at 840 Menlo Avenue and Draeger's Market operations and believes that there are viable alternatives for the existing loading zone on Evelyn Street. The current location of the loading zone on Evelyn Street would obstruct access to the proposed project located

at 840 Menlo Avenue. The project access would be located on Evelyn Street as providing access to the site from Menlo Avenue would introduce potentially significant safety concerns due to its proximity to the intersection of Evelyn Street and Menlo Avenue. Staff's recommendation for the loading zones would include relocating the existing loading zone from Evelyn Street to Menlo Avenue and extending the allowed hours for the loading zones within the parking plaza. The specific staff recommendations are indicated below.

- Convert two existing on-street spaces on Menlo Avenue to a loading zone with hours starting at 7:00 a.m. to 8:00 p.m. on weekdays and 9:00 a.m. to 8:00 p.m. on weekends.
- The adjacent parking plaza currently allows loading until 10:00 a.m., Monday through Friday on the side closest to the store. The hours allowed for loading on the other side of the drive aisle would be extended from 7:00 a.m. to 9:00 a.m., Monday through Friday.

It is anticipated that the proposed mixed-use development at 840 Menlo Avenue will be reviewed by the Planning Commission in the 1st Quarter of 2018. After the Planning Commission takes action on the architectural control application, the proposed changes to the loading zone would be reviewed by the City Council. The proposed meeting timelines are tentative, as the development at 840 Menlo Avenue has not been determined complete by staff or scheduled for a 2018 meeting date.

Public Notice

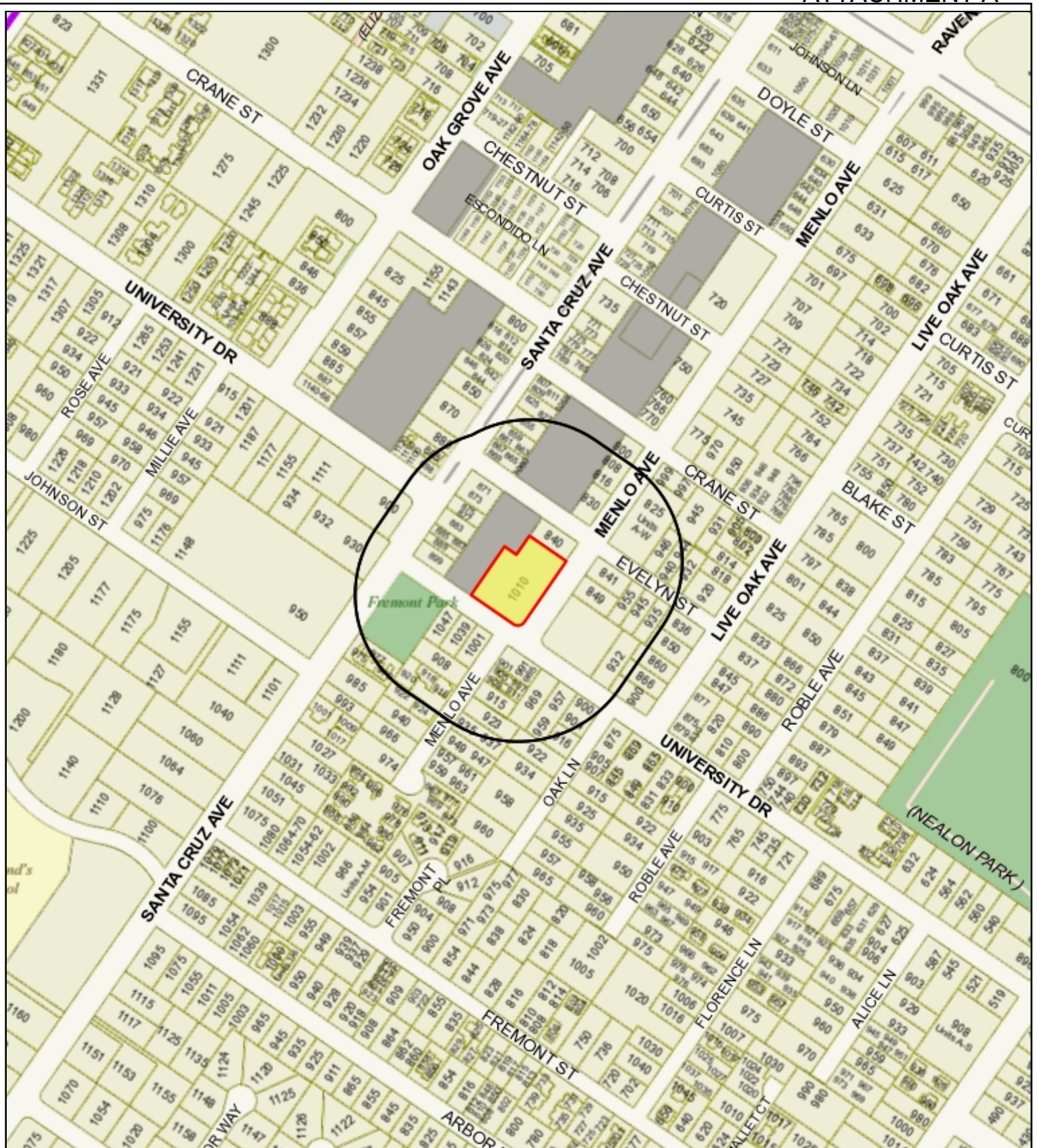
Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Project Location Map
- B. Project Plans (Select Sheets)

Report prepared by:
Kaitie Meador, Associate Planner

Report reviewed by:
Mark Muenzer, Assistant Community Development Director



City of Menlo Park
 Location Map
 1010 University Drive



Scale: 1:4,000

Drawn By: KMM

Checked By: MEM

Date: 11/14/2017

Sheet: 1

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HAYES GROUP ARCHITECTS, INC.
 2657 SPRING STREET
 REDWOOD CITY, CA 94063
 P: 650.365.0600
 F: 650.365.0670
 www.thehayesgroup.com

PROJECT DESCRIPTION:
840 MENLO AVE.
 840 MENLO AVE
 MENLO PARK, CA
 CA, 94025

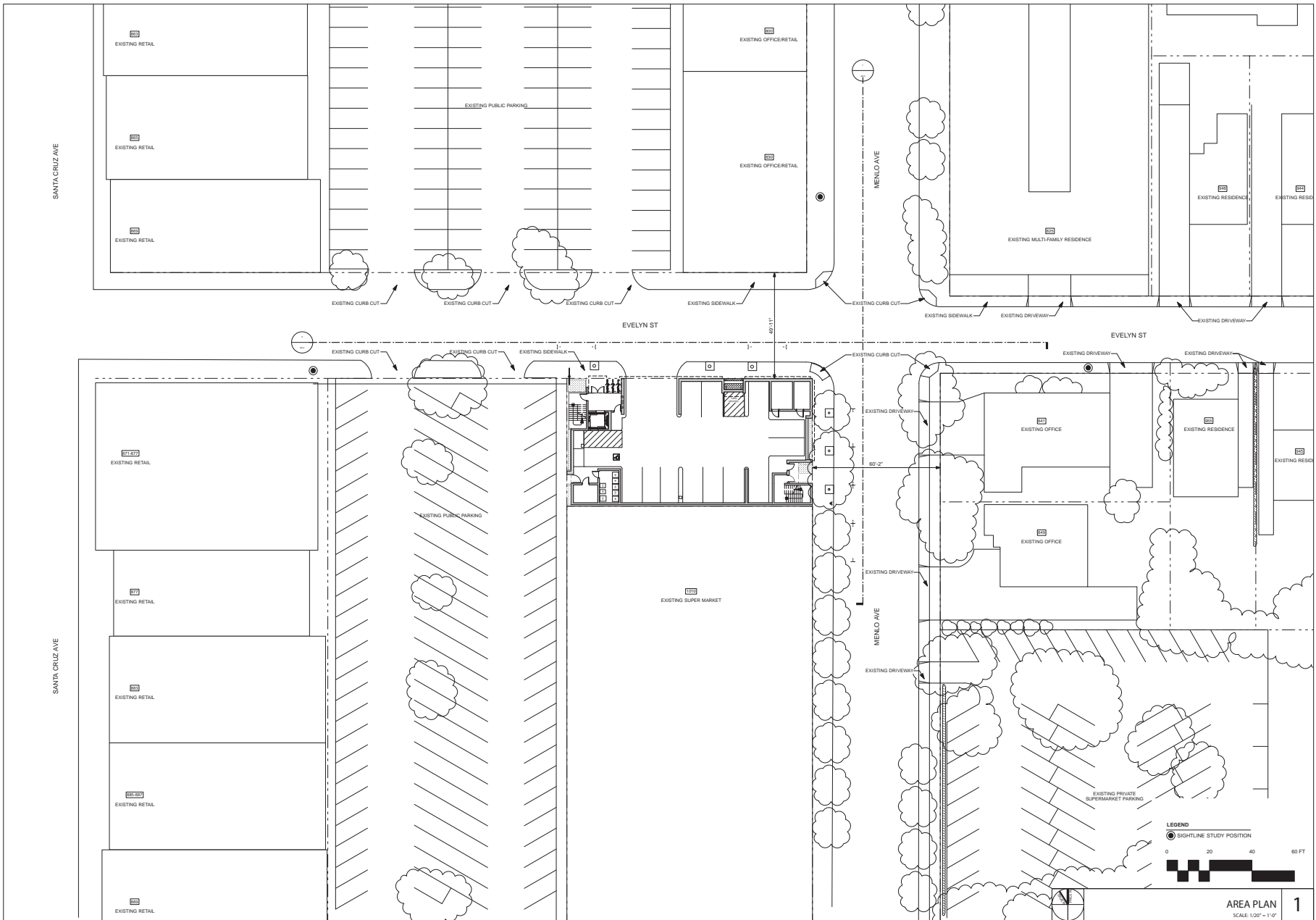
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 - PLANNING SET
 12.08.16

- SHEET REVISIONS
- ▲ PLANNING RESUBMITTAL 04.28.17
 - ▲ PLANNING RESUBMITTAL 10.16.17
 - ▲
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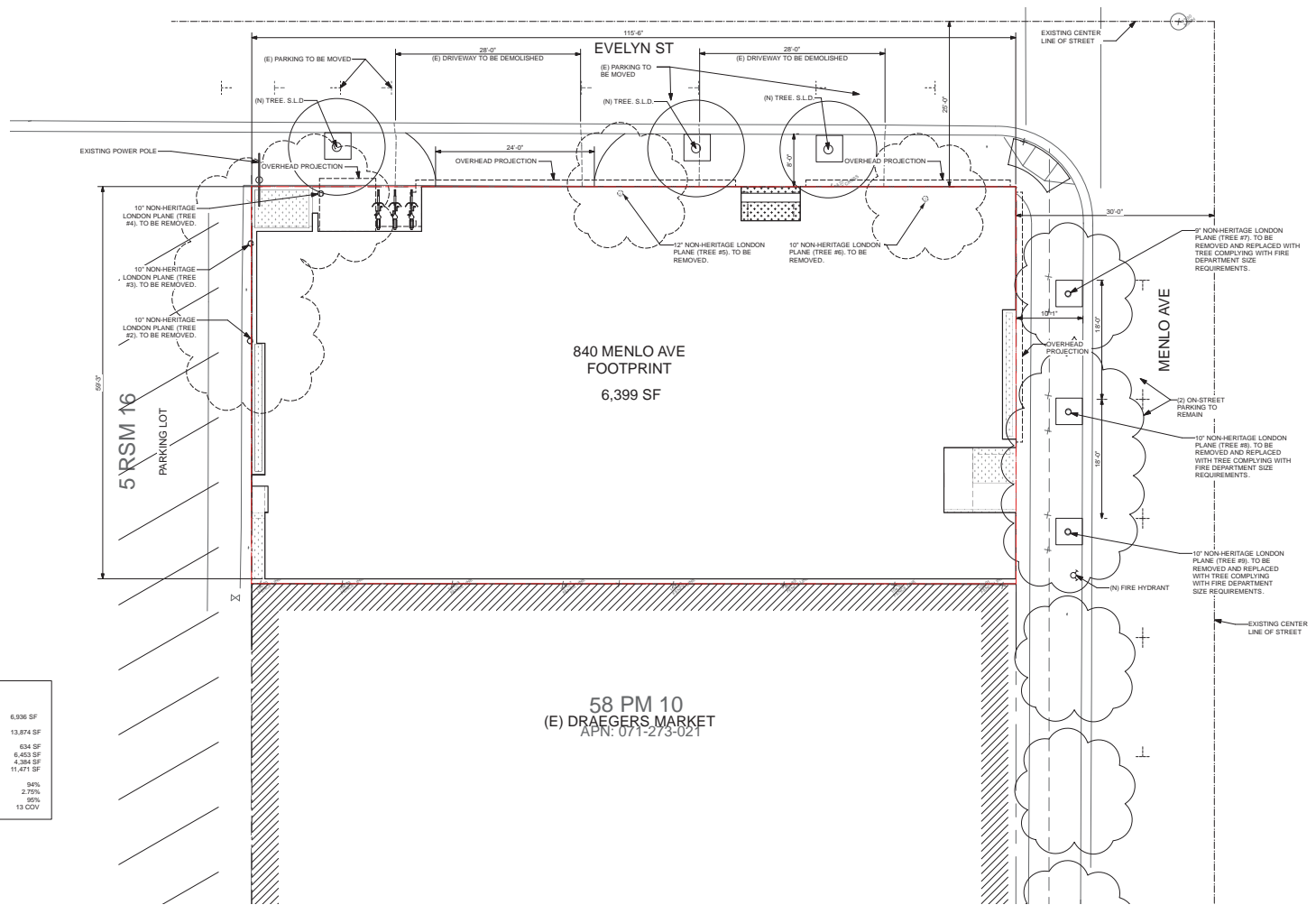
DRAWING CONTENT
 AREA PLAN

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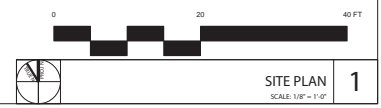


Date: 10/13/17
 File name: 1537.00 A1.1.rvt



SITE ANALYSIS	
ZONING: SP-ECR(D)	
LOT AREA:	6,936 SF
ALLOWABLE FLOOR AREA:	13,874 SF
PROPOSED 1ST FLR AREA:	634 SF
PROPOSED 2ND FLR AREA:	6,463 SF
PROPOSED 3RD FLR AREA:	4,384 SF
TOTAL PROPOSED FLR AREA:	11,471 SF
LAND COVERED BY STRUCTURES:	9%
LANDSCAPING:	2.75%
PAVED SURFACES:	85%
PARKING SPACES:	13 COV

58 PM 10
(E) DRAGERS MARKET
APN: 071-273-021



SITE PLAN 1
SCALE: 1/8" = 1'-0"



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 2657 SPRING STREET
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 P: 650.365.0600
 F: 650.365.0670
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PROJECT DESCRIPTION:
840 MENLO AVE.
 840 MENLO AVE
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 CA, 94025

DESCRIPTION
 - PLANNING SET
 12.08.16

SHEET REVISIONS

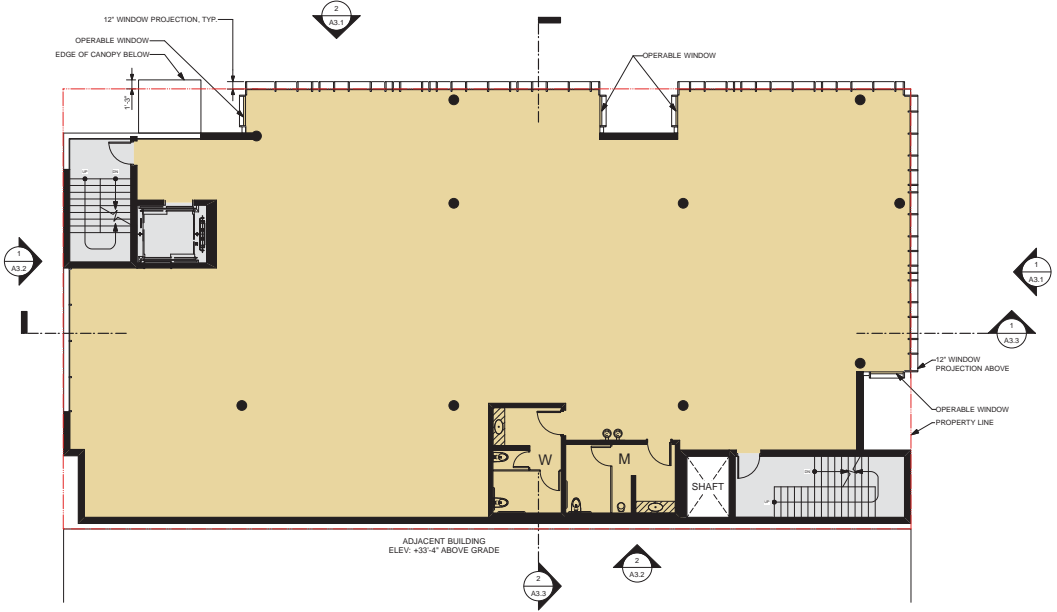
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△	PLANNING RESUBMITTAL	10.16.17
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DRAWING CONTENT
 PROPOSED FIRST AND SECOND FLOOR PLAN

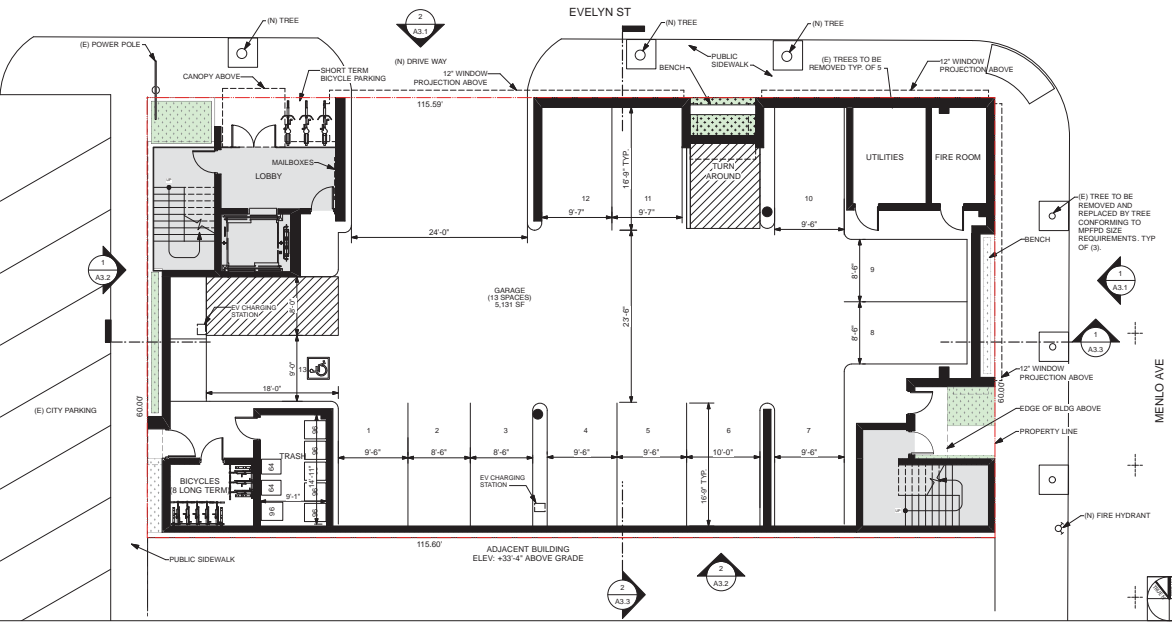
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A2.1



SECOND FLOOR PLAN 2
 SCALE: 1/8" = 1'-0"



FIRST FLOOR PLAN 1
 SCALE: 1/8" = 1'-0"

Date: 10/13/17
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STAFF REPORT

City Council
Meeting Date: 11/14/2017
Staff Report Number: 17-276-CC

Informational Item: Quarterly financial review of General Fund operations as of September 30, 2017

Recommendation

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

Policy Issues

The quarterly budget-to-actual report is presented to facilitate better understanding of General Fund operations and the overall state of the City's current fiscal affairs by the public and the Council.

Background

In order to provide timely information to Council and the public, the Administrative Services Department prepares a quarterly report on General Fund operations. The report provides a review of General Fund revenues and expenditures for the most recently completed quarter of the current fiscal year. These results are presented alongside results from the same time period for the previous year, with material differences being explained in the appropriate section of the staff report.

Analysis

The report, which is included as Table 1 on the following page, was developed to apprise Council of the year-to-date status of the General Fund. It provides year-to-date first quarter comparable data for fiscal years 2016-17 and 2017-18. Information included in this report is intended to highlight some of the critical elements of Table 1 and supplement that information with explanations of significant differences between fiscal years 2016-17 and 2017-18.

Overall, revenues in the General Fund for 2017-18 are 5 percent higher when compared to the same period in 2016-17. Year-to-date expenditures are also on track at 80 percent of the budget expended. It is important to note that the City's budget cycle is yearly and in order to prepare quarterly reports, a straight-line estimation method is used. As a result, the quarterly adopted budget shown is the annual budget divided evenly by four rather than representing a budget developed specifically for the first three months of the fiscal year.

Table 1: FY 2017-18 Q1 General Fund Budget to Actuals						
	2016-17			2017-18		
	Q1 Adopted Budget*	Actual 09/30/16	% of Budget	Q1 Adopted Budget*	Actual 09/30/17	% of Budget
Revenues						
Property Tax	4,373,350	67,997	1.55%	4,952,500	103,318	2.09%
Charges For Services	1,998,204	2,153,350	107.76%	2,332,103	2,614,894	112.13%
Sales Tax	1,375,500	963,923	70.08%	1,290,000	874,461	67.79%
Licenses and Permits	1,535,465	1,828,201	119.07%	1,608,875	3,027,831	188.20%
Transient Occupancy Tax	1,607,500	81,892	5.09%	1,802,250	-	0.00%
Franchise Fees	494,500	87,820	17.76%	511,750	95,556	18.67%
Fines	266,911	156,267	58.55%	315,600	194,895	61.75%
Utility Users' Tax	303,750	126,074	41.51%	321,000	174,388	54.33%
Inter-Governmental Revenue	247,513	273,191	110.37%	287,321	3,531	1.23%
Interest and Rental Income	275,300	110,118	40.00%	224,550	143,944	64.10%
Transfers and Other	121,230	118,561	97.80%	137,210	142,793	104.07%
Use of Assigned Fund Balance	325,000	-	0.00%	462,500	-	0.00%
Total Revenues	12,924,222	5,967,392	46.17%	14,245,658	7,375,612	51.77%
Expenditures						
Police	4,151,067	3,825,135	92.15%	4,567,857	3,863,296	84.58%
Public Works	2,277,789	2,009,325	88.21%	2,589,240	2,042,565	78.89%
Community Services	1,980,194	1,799,124	90.86%	2,108,072	1,851,781	87.84%
Library	665,395	532,471	80.02%	751,303	702,763	93.54%
Community Development	1,465,797	881,473	60.14%	1,657,592	996,426	60.11%
City Manager's Office	711,591	564,353	79.31%	697,885	427,750	64.30%
City Council	72,582	25,657	35.35%	135,937	60,797	44.72%
City Attorney	58,962	33,885	57.47%	151,612	61,148	40.33%
Administrative Services	725,396	538,921	74.29%	706,665	603,221	85.36%
Total Operating Expenditures	12,108,771	10,210,343	84.32%	13,366,163	10,609,746	79.38%
Transfers Out	710,531	710,531	100.00%	732,692	732,692	100.00%

*The quarterly budget is calculated as the total adopted budget divided by four.

Revenue

Table 2 below shows a summary of first quarter budget-to-actual revenues for fiscal years 2016-17 and 2017-18.

Revenues	Table 2: Revenues					
	2016-17			2017-18		
	Q1 Adopted Budget*	Actual 09/30/16	% of Budget	Q1 Adopted Budget*	Actual 09/30/17	% of Budget
Property Tax	\$ 4,373,350	\$ 67,997	1.55%	\$ 4,952,500	\$ 103,318	2.09%
Charges For Services	1,998,204	2,153,350	107.76%	2,332,103	2,614,894	112.13%
Sales Tax	1,375,500	963,923	70.08%	1,290,000	874,461	67.79%
Licenses and Permits	1,535,465	1,828,201	119.07%	1,608,875	3,027,831	188.20%
Transient Occupancy Tax	1,607,500	81,892	5.09%	1,802,250	-	0.00%
Franchise Fees	494,500	87,820	17.76%	511,750	95,556	18.67%
Fines	266,911	156,267	58.55%	315,600	194,895	61.75%
Utility Users' Tax	303,750	126,074	41.51%	321,000	174,388	54.33%
Inter-Governmental Revenue	247,513	273,191	110.37%	287,321	3,531	1.23%
Interest and Rental Income	275,300	110,118	40.00%	224,550	143,944	64.10%
Transfers and Other	121,230	118,561	97.80%	137,210	142,793	104.07%
Use of Assigned Fund Balance	325,000	-	0.00%	462,500	-	0.00%
Total Revenues	\$ 12,924,222	\$5,967,392	46.17%	\$ 14,245,658	\$7,375,612	51.77%

*The quarterly budget is calculated as the total adopted budget divided by four.

Through the first quarter of fiscal year 2017-18, General Fund revenues are \$7.4 million, which is a 5.6 percent increase over the same time period in 2016-17. This increase is primarily driven by the receipt of a development fee at the beginning of the fiscal year and counterbalanced somewhat by lower inter-governmental revenue.

Given the seasonality of many revenue sources, the overall revenue picture is on track and there does not appear to be any particular area which would be cause for alarm. For example, property taxes which is the City's largest revenue category is received primarily in December and April and receipts in the first five months of each fiscal year are minimal. There are also timing delays in sales tax and transient occupancy tax receipts.

Expenditures

The first quarter of the fiscal year's General Fund expenditures budget demonstrated some savings when comparing budget to actual. Expenditures in the first quarter of 2017-18 are somewhat lower than the same period in 2016-17 as a percentage of the City Council Adopted Budget. Total expenditures of \$11.3 million are greater than the \$10.9 amount from the previous year, but sit above 80 percent of the adopted budget compared to the prior year which was at 85 percent over this period.

The lower than budgeted expenditures are driven in part by the City's high vacancy rate for staff, which results in salary savings when comparing budgeted expenditures to actual expenditures. In the first quarter of 2017-18, over 10 percent of the City's authorized full time equivalent (FTE) personnel was vacant. The City's budget includes an assumption of some staff vacancy, but the actual vacancy is higher and results in some savings above the planned savings. In addition to

exceeding the vacancy factor assumption used in the budgeting process, the first quarter personnel expenditures reflect lower than budgeted personnel expenditures resulting from across the board salary increases for all employees, except those represented by the Menlo Park Police Officers' Association, taking effect on October 1, 2017 as opposed to July 1, 2017.

It is important to note that due to the asynchronous nature of payroll expenditures and the City's fiscal cycle, the personnel expenditures of the first quarter of 2017-18 understate the actual costs and are not a perfect reflection to the day. The net result of this timing effect and the vacancy rate is a modest savings when viewed Citywide.

Table 3: Personnel Expenditures						
Departments	2016-17			2017-18		
	Q1 Adopted Budget*	Actual 09/30/16	% of Budget	Q1 Adopted Budget*	Actual 09/30/17	% of Budget
Police	3,383,720	3,228,215	95.40%	3,584,437	3,103,110	86.57%
Public Works	1,242,690	1,175,577	94.60%	1,451,667	1,101,707	75.89%
Community Services	1,508,115	1,392,422	92.33%	1,489,803	1,358,414	91.18%
Library	465,482	407,821	87.61%	520,037	391,842	75.35%
Community Development	905,243	722,487	79.81%	1,058,060	805,953	76.17%
City Manager's Office	361,814	344,040	95.09%	359,427	295,427	82.19%
City Council	41,753	38,643	92.55%	44,262	39,523	89.29%
City Attorney	37,420	35,470	94.79%	42,562	37,259	87.54%
Administrative Services	469,930	395,220	84.10%	505,873	465,421	92.00%
Total Personnel Expenditures	8,416,167	7,739,895	91.96%	9,056,127	7,598,657	83.91%

*The quarterly budget is calculated as the total adopted budget divided by four.

In non-personnel expenditures, the majority of departments have comparable expenditures to the previous year, with one notable exception. Expenditures for the Library, which exceed those of the prior year for this period, reflect the timing of pre-payments relating to their computer catalog for the entire fiscal year and expenditures as a percentage will converge with the budget for the remainder of the year.

Table 4: Non-personnel Expenditures						
Departments	2016-17			2017-18		
	Q1 Adopted Budget*	Actual 09/30/16	% of Budget	Q1 Adopted Budget*	Actual 09/30/17	% of Budget
Police	767,346	596,919	77.79%	966,520	760,186	78.65%
Public Works	1,035,099	833,748	80.55%	1,130,728	940,858	83.21%
Community Services	472,079	406,702	86.15%	611,245	493,366	80.71%
Library	199,913	124,650	62.35%	228,814	310,921	135.88%
Community Development	560,554	158,987	28.36%	594,544	190,473	32.04%
City Manager's Office	270,604	146,200	54.03%	336,554	132,323	39.32%
City Council	72,582	25,657	35.35%	91,675	21,274	23.21%
City Attorney	58,962	33,885	57.47%	109,050	23,888	21.91%
Administrative Services	255,466	143,701	56.25%	198,407	137,800	69.45%
Non-departmental	710,531	710,531	100.00%	830,067	732,692	88.27%
Total Non-personnel Expenditures	4,403,135	3,180,979	72.24%	5,097,603	3,743,781	73.44%

*The quarterly budget is calculated as the total adopted budget divided by four.

Overall, there are no areas of great concern regarding actual revenues and expenditures relative to the City Council Adopted Budget as of the end of the first quarter of 2017-18. Areas of note

include revenue receipts as they occur and personnel costs as they relate to both vacancy rate and expenditures in overtime or temporary help to compensate.

Public Notice

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

Report prepared by:
Dan Jacobson, Interim Finance and Budget Manager

Report reviewed by:
Nick Pegueros, Administrative Services Director

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STAFF REPORT

City Council Meeting Date: 11/14/2017
Staff Report Number: 17-279-CC

Informational Item: Quarterly review of the City's Investment Portfolio as of September 30, 2017

Recommendation

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

Policy Issues

The City and the Successor Agency funds are invested in full compliance with the City's Investment Policy and State Law, which emphasize safety, liquidity and yield.

Background

The City's investment policy requires a quarterly investment report to the City Council, which includes all financial investments of the City and provides information on the investment type, value and yield for all securities.

Analysis

Investment Portfolio as of September 30, 2017

The City's investment portfolio as of September 30, 2017 totaled \$109,656,080. As shown below in Table 1, the City's investments by type are measured by the amortized cost as well as the fair value as of September 30, 2017. The Local Agency Investment Fund (LAIF) is considered a safe investment as it provides the liquidity of a money market fund. The majority of the remaining securities are prudent and secure short-term investments (1-3 years), bearing a higher interest rate than LAIF and provide investment diversification.

Table 1: Recap of Investments Held as of September 30, 2017			
Security	Amortized Cost Basis	Fair Value Basis	% of Portfolio
Local Agency Investment Fund	\$48,425,900	\$48,425,900	44.2%
Securities Portfolio			
Corporate Bonds	\$18,254,756	\$18,251,627	16.6%
Government Agencies	\$31,487,340	\$31,359,797	28.7%
Government Bonds	\$11,488,084	\$11,465,556	10.5%
Total	\$109,656,080	\$109,502,880	100.0%

As shown in Table 1, the fair value of the City's securities was \$153,200 less than the amortized cost as of September 30, 2017. The difference between amortized cost and fair value is referred to as an unrealized loss or gain, and is due to market values fluctuating from one period to another. It is important to note that any unrealized loss or gain does not represent an actual cash transaction to the City, as the City generally holds securities to maturity to avoid market risk.

Local Agency Investment Fund

As previously shown in Table 1, 44 percent of the portfolio resides in the City's account at the Local Agency Investment Fund (LAIF), a liquid fund managed by the California State Treasurer, yielding 1.08 percent for the month ended September 30, 2017. LAIF yields have been at historic lows for the past several years but the last two years have shown a small but steady trend upward. While LAIF is a good investment option for funds needed for liquidity, the City's investment of excess funds in other types of securities is made in an effort to enhance yields.

Securities Portfolio

As of September 30, 2017, the City held a number of securities in corporate bonds, government agency notes and government bonds and reflect Insight Investment serves as the City's financial advisor on security investments and makes recommended trades of securities, purchase and sale, that align market conditions to the City Council's adopted Investment Policy to the greatest extent possible. The Insight Investments quarterly statement for the period ended September 30, 2017 is provided in Attachment A. As shown on the quarterly statement, the return for the period ended September 30, 2017, on an amortized cost basis, was 0.28%.

Impact on City Resources

Due to the liquidity of LAIF accounts, the City has more than sufficient funds available to meet its expenditure requirements for the next six months.

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. Insight Investments report for the quarter ended September 30, 2017

Report prepared by:
Nick Pegueros, Administrative Services Director

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NOT TO BE DISTRIBUTED TO RETAIL CLIENTS

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CITY OF MENLO PARK

September 2017

➤ A BNY MELLON COMPANYSM

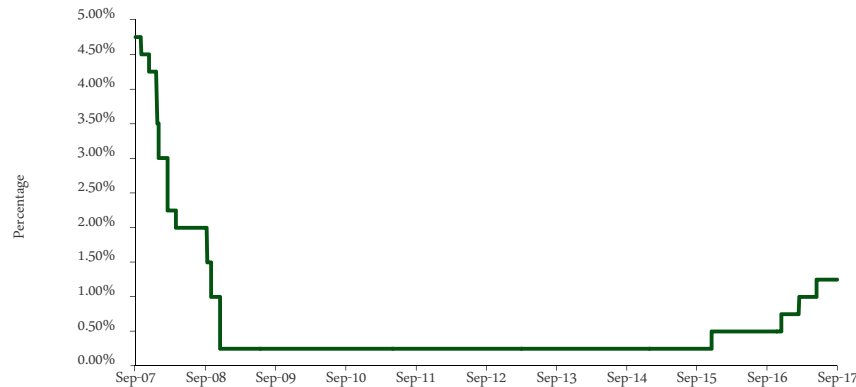


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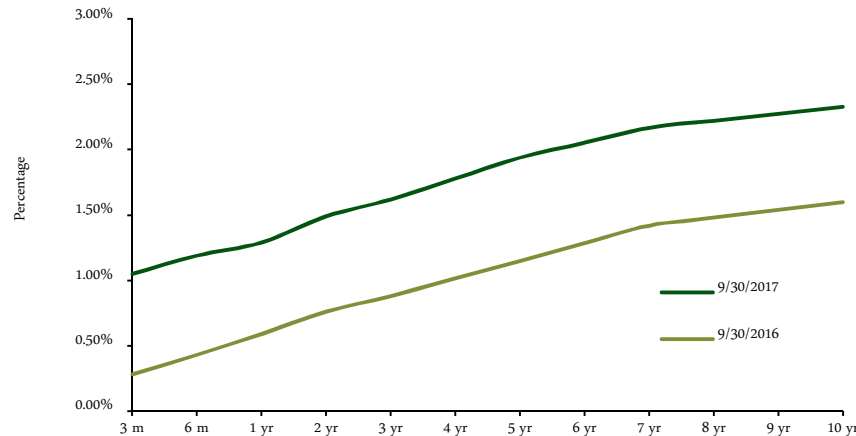
As of September 30, 2017

Chart 1: Fed funds target rate: 9/30/2007—9/30/2017



Source: Bloomberg Finance LP, September 30, 2017.

Chart 2: Treasury yield curve: 9/30/2016 and 9/30/2017



Source: Bloomberg Finance LP, September 30, 2017.

Economic Indicators and Monetary Policy

The Federal Open Market Committee (FOMC) met on September 20 and voted unanimously to maintain the current Fed funds target rate in a range of 1% to 1.25%. The FOMC has increased the target rate four times in this tightening cycle in order to normalize interest rates. Rate increases occurred in March and June in 2017, and December rate increases were implemented in 2015 and 2016. (See Chart 1.)

Federal Reserve (Fed) Chair Janet Yellen’s comments during a press conference helped push rates higher as she noted: “We continue to expect that the ongoing strength of the economy will warrant gradual increases in that rate to sustain a healthy labor market and stabilize inflation around our 2% longer-run objective.” Fed rate projections revealed expectations for one more rate hike this year and three quarter-point increases next year. The longer-run forecast for the Fed funds target rate decreased by 25 bp to a 2.75% terminal rate.

At the September meeting the FOMC also announced that the balance sheet normalization program will begin in October. The Fed’s \$4.5 trillion balance sheet will be reduced by \$10 billion a month to start, with runoff of \$6 billion in Treasuries and \$4 billion in mortgage-backed securities per month. The amounts will increase every three months until they reach \$30 billion of Treasuries and \$20 billion of mortgage-backed securities per month. The balance sheet reduction program and its implementation have been well communicated to the markets by the FOMC, with specific details released in June. The vote to begin implementation of the balance sheet normalization program in October was also unanimous.

Interest Rate Summary

At the end of September the 3-month US Treasury bill yielded 1.05%, the 6-month US Treasury bill yielded 1.19%, the 2-year US Treasury note yielded 1.49%, the 5-year US Treasury note yielded 1.94% and the 10-year US Treasury note yielded 2.33%. (See Chart 2).

ACTIVITY AND PERFORMANCE SUMMARY

For the period September 1, 2017 - September 30, 2017

<u>Amortized Cost Basis Activity Summary</u>		
Opening balance		61,224,490.01
Income received	68,177.08	
Total receipts		68,177.08
Total disbursements		0.00
Interportfolio transfers	(58,972.82)	
Total Interportfolio transfers		(58,972.82)
Realized gain (loss)		0.00
Total amortization expense		(7,705.18)
Total OID/MKT accretion income		4,192.24
Return of capital		0.00
Closing balance		61,230,181.33
Ending fair value		61,076,980.36
Unrealized gain (loss)		(153,200.97)

<u>Detail of Amortized Cost Basis Return</u>				
	Interest earned	Accretion (amortization)	Realized gain (loss)	Total income
Corporate Bonds	24,878.88	(2,074.64)	0.00	22,804.24
Government Agencies	29,836.60	(1,921.48)	0.00	27,915.12
Government Bonds	10,283.89	483.18	0.00	10,767.07
Total	64,999.37	(3,512.94)	0.00	61,486.43

<u>Comparative Rates of Return (%)</u>			
	* Twelve month trailing	* Six month trailing	* One month
Fed Funds	0.81	0.53	0.09
Overnight Repo	0.76	0.51	0.09
Merrill Lynch 3m US Treas Bill	0.71	0.47	0.08
Merrill Lynch 6m US Treas Bill	0.82	0.51	0.09
ML 1 Year US Treasury Note	1.00	0.59	0.10
ML 2 Year US Treasury Note	1.23	0.66	0.11
ML 5 Year US Treasury Note	1.79	0.91	0.15

* rates reflected are cumulative

<u>Summary of Amortized Cost Basis Return for the Period</u>	
	Total portfolio
Interest earned	64,999.37
Accretion (amortization)	(3,512.94)
Realized gain (loss) on sales	0.00
Total income on portfolio	61,486.43
Average daily amortized cost	61,225,597.00
Period return (%)	0.10
YTD return (%)	0.87
Weighted average final maturity in days	491

ACTIVITY AND PERFORMANCE SUMMARY

For the period September 1, 2017 - September 30, 2017

<u>Fair Value Basis Activity Summary</u>		
Opening balance		61,154,925.80
Income received	68,177.08	
Total receipts		68,177.08
Total disbursements		0.00
Interportfolio transfers	(58,972.82)	
Total Interportfolio transfers		(58,972.82)
Unrealized gain (loss) on security movements		0.00
Return of capital		0.00
Change in fair value for the period		(87,149.70)
Ending fair value		61,076,980.36

<u>Detail of Fair Value Basis Return</u>			
	Interest earned	Change in fair value	Total income
Corporate Bonds	24,878.88	(24,694.64)	184.24
Government Agencies	29,836.60	(41,774.06)	(11,937.46)
Government Bonds	10,283.89	(20,681.00)	(10,397.11)
Total	64,999.37	(87,149.70)	(22,150.33)

<u>Comparative Rates of Return (%)</u>			
	* Twelve month trailing	* Six month trailing	* One month
Fed Funds	0.81	0.53	0.09
Overnight Repo	0.76	0.51	0.09
Merrill Lynch 3m US Treas Bill	0.66	0.47	0.09
Merrill Lynch 6m US Treas Bill	0.81	0.55	0.08
ML 1 Year US Treasury Note	0.59	0.38	0.01
ML US Treasury 1-3	0.23	0.41	(0.17)
ML US Treasury 1-5	(0.07)	0.66	(0.34)

* rates reflected are cumulative

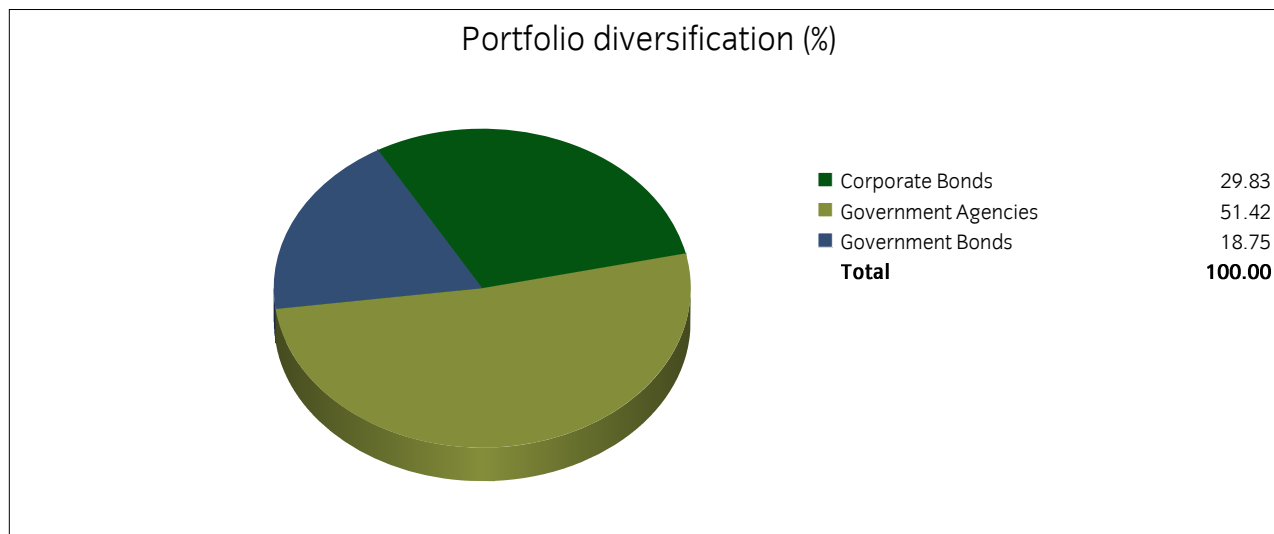
<u>Summary of Fair Value Basis Return for the Period</u>	
	Total portfolio
Interest earned	64,999.37
Change in fair value	(87,149.70)
Total income on portfolio	(22,150.33)
Average daily total value *	61,309,130.82
Period return (%)	(0.04)
YTD return (%)	0.86
Weighted average final maturity in days	491

* Total value equals market value and accrued interest

RECAP OF SECURITIES HELD

As of September 30, 2017

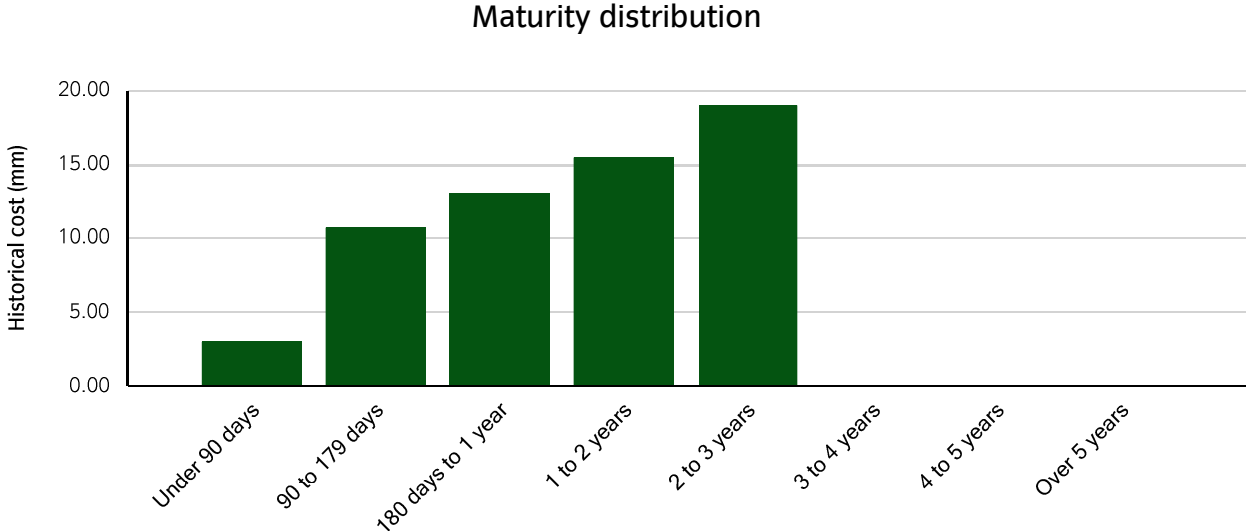
	Historical cost	Amortized cost	Fair value	Unrealized gain (loss)	Weighted average final maturity (days)	Percent of portfolio	Weighted average effective duration (years)
Corporate Bonds	18,269,239.80	18,254,755.90	18,251,627.41	(3,128.49)	531	29.83	1.41
Government Agencies	31,492,965.41	31,487,340.88	31,359,796.95	(127,543.93)	470	51.42	1.21
Government Bonds	11,482,167.97	11,488,084.55	11,465,556.00	(22,528.55)	486	18.75	1.31
Total	61,244,373.18	61,230,181.33	61,076,980.36	(153,200.97)	491	100.00	1.29



MATURITY DISTRIBUTION OF SECURITIES HELD

As of September 30, 2017

Maturity	Historic cost	Percent
Under 90 days	3,004,373.44	4.91
90 to 179 days	10,704,383.38	17.48
180 days to 1 year	12,989,163.56	21.21
1 to 2 years	15,479,765.73	25.28
2 to 3 years	19,066,687.07	31.13
3 to 4 years	0.00	0.00
4 to 5 years	0.00	0.00
Over 5 years	0.00	0.00
	61,244,373.18	100.00



SECURITIES HELD

As of September 30, 2017

Cusip/ Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost/ Accrued interest purchased	Amortized cost/ Accretion (amortization)	Fair value/ Change in fair value	Unrealized gain (loss)	Interest received	Interest earned	Total accrued interest	% Port cost
Corporate Bonds											
166764AL4 CHEVRON CORP 1.345% 15/11/2017	1.345	11/15/2017	1,000,000.00	1,006,600.00 0.00	1,000,305.24 (203.50)	1,000,093.00 146.00	(212.24)	0.00	1,083.47	5,043.75	1.64
94974BFG0 WELLS FARGO & COMPANY 1.5% 16/01/2018	1.500	01/16/2018	1,725,000.00	1,724,206.50 0.00	1,724,899.15 28.55	1,725,094.88 50.03	195.73	0.00	2,084.37	5,318.75	2.82
46623EKD0 JPMORGAN CHASE & CO 1.7% 01/03/2018 (CALLABLE 01/02/18)	1.700	03/01/2018 02/01/2018	1,000,000.00	1,007,730.00 0.00	1,001,135.44 (225.58)	1,000,300.00 (41.00)	(835.44)	8,500.00	1,369.44	1,369.44	1.65
037833AJ9 APPLE INC 1% 03/05/2018	1.000	05/03/2018	2,000,000.00	1,984,920.00 0.00	1,998,204.56 252.88	1,995,320.00 220.00	(2,884.56)	0.00	1,611.11	8,166.67	3.24
166764AE0 CHEVRON CORP 1.718% 24/06/2018 (CALLABLE 24/05/18)	1.718	06/24/2018 05/24/2018	1,000,000.00	1,010,130.00 0.00	1,002,506.39 (284.82)	1,000,829.00 (1,018.00)	(1,677.39)	0.00	1,383.94	4,581.33	1.65
17275RAR3 CISCO SYSTEMS INC 2.125% 01/03/2019	2.125	03/01/2019	1,470,000.00	1,486,743.30 0.00	1,481,484.33 (674.23)	1,481,097.03 (898.17)	(387.30)	15,618.75	2,516.35	2,516.35	2.43
191216BV1 COCA-COLA CO/THE 1.375% 30/05/2019	1.375	05/30/2019	1,000,000.00	993,640.00 0.00	995,218.05 239.10	996,761.00 (1,915.00)	1,542.95	0.00	1,145.83	4,583.33	1.62
69353REX2 PNC BANK NA 1.45% 29/07/2019 (CALLABLE 29/06/19)	1.450	07/29/2019 06/29/2019	1,000,000.00	991,350.00 0.00	993,107.19 313.78	993,417.00 (1,329.00)	309.81	0.00	1,168.05	2,456.94	1.62
084664CK5 BERKSHIRE HATHAWAY FIN 1.3% 15/08/2019	1.300	08/15/2019	1,500,000.00	1,485,345.00 0.00	1,489,200.74 495.97	1,489,281.00 (3,034.50)	80.26	0.00	1,570.83	2,437.50	2.43

SECURITIES HELD

As of September 30, 2017

Cusip/ Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost/ Accrued interest purchased	Amortized cost/ Accretion (amortization)	Fair value/ Change in fair value	Unrealized gain (loss)	Interest received	Interest earned	Total accrued interest	% Port cost
Corporate Bonds											
713448DJ4 PEPSICO INC 1.35% 04/10/2019	1.350	10/04/2019	1,000,000.00	995,410.00 0.00	995,723.09 177.22	997,024.00 1,636.00	1,300.91	0.00	1,087.50	6,600.00	1.63
89236TDH5 TOYOTA MOTOR CREDIT CORP 1.55% 18/10/2019	1.550	10/18/2019	1,000,000.00	994,450.00 0.00	995,423.58 186.04	994,609.00 (2,472.00)	(814.58)	0.00	1,248.61	6,975.00	1.62
717081EB5 PFIZER INC 1.7% 15/12/2019	1.700	12/15/2019	2,000,000.00	2,003,600.00 0.00	2,003,201.34 (120.81)	1,998,936.00 (5,698.00)	(4,265.34)	0.00	2,738.89	9,916.67	3.27
594918AY0 MICROSOFT CORP 1.85% 12/02/2020 (CALLABLE 12/01/20)	1.850	02/12/2020 01/12/2020	1,000,000.00	1,005,660.00 0.00	1,004,727.76 (166.48)	1,004,548.00 (1,050.00)	(179.76)	0.00	1,490.28	2,466.67	1.64
931142CU5 WAL-MART STORES INC 3.625% 08/07/2020	3.625	07/08/2020	1,500,000.00	1,579,455.00 0.00	1,569,619.04 (2,092.76)	1,574,317.50 (9,291.00)	4,698.46	0.00	4,380.21	12,385.42	2.58
Total Corporate Bonds			18,195,000.00	18,269,239.80 0.00	18,254,755.90 (2,074.64)	18,251,627.41 (24,694.64)	(3,128.49)	24,118.75	24,878.88	74,817.82	29.83
Government Agencies											
3137EADN6 FREDDIE MAC 0.75% 12/01/2018 #1	0.750	01/12/2018	4,000,000.00	3,965,340.00 0.00	3,998,014.56 583.95	3,995,324.00 304.00	(2,690.56)	0.00	2,416.67	6,500.00	6.47
3135G0VC4 FANNIE MAE 1.13% 28/02/2018 CALLABLE	1.130	02/28/2018	1,000,000.00	1,005,000.00 0.00	1,000,733.86 (146.77)	999,610.00 710.00	(1,123.86)	0.00	910.27	1,004.44	1.64
3133EFSG3 FEDERAL FARM CREDIT BANK 1.1% 14/03/2018	1.100	03/14/2018	2,000,000.00	2,001,560.00 0.00	2,000,326.33 (59.69)	1,998,660.00 (440.00)	(1,666.33)	11,000.00	1,772.22	977.78	3.27
3133EEM98 FEDERAL FARM CREDIT BANK 1% 21/05/2018 #0000	1.000	05/21/2018	2,000,000.00	1,998,440.00 0.00	1,999,664.47 43.58	1,996,580.00 (540.00)	(3,084.47)	0.00	1,611.11	7,166.67	3.26

SECURITIES HELD

As of September 30, 2017

Cusip/ Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost/ Accrued interest purchased	Amortized cost/ Accretion (amortization)	Fair value/ Change in fair value	Unrealized gain (loss)	Interest received	Interest earned	Total accrued interest	% Port cost
Government Agencies											
3133EFSH1 FEDERAL FARM CREDIT BANK 1.17% 14/06/2018	1.170	06/14/2018	2,000,000.00	1,996,362.00 0.00	1,998,964.07 122.36	1,998,600.00 (900.00)	(364.07)	0.00	1,885.00	6,890.00	3.26
3130A5M55 FEDERAL HOME LOAN BANK 1.2% 27/06/2018 #0000	1.200	06/27/2018	1,500,000.00	1,500,210.00 0.00	1,500,051.11 (5.75)	1,498,575.00 (690.00)	(1,476.11)	0.00	1,450.00	4,650.00	2.45
3130A5M48 FEDERAL HOME LOAN BANK 1.25% 25/09/2018	1.250	09/25/2018	1,500,000.00	1,500,000.00 0.00	1,500,000.00 0.00	1,498,500.00 (960.00)	(1,500.00)	9,375.00	1,510.42	260.42	2.45
313376BR5 FEDERAL HOME LOAN BANK 1.75% 14/12/2018	1.750	12/14/2018	2,950,000.00	3,017,069.15 0.00	2,983,218.02 (2,296.18)	2,960,622.95 (4,908.80)	(22,595.07)	0.00	4,158.68	15,200.69	4.93
3130A7L37 FEDERAL HOME LOAN BANK 1.25% 15/03/2019	1.250	03/15/2019	2,000,000.00	2,012,100.00 0.00	2,006,143.62 (351.06)	1,991,120.00 (3,760.00)	(15,023.62)	12,500.00	2,013.89	1,041.67	3.29
3137EADZ9 FREDDIE MAC 1.125% 15/04/2019	1.125	04/15/2019	1,000,000.00	1,005,195.00 0.00	1,002,945.07 (159.19)	994,921.00 (1,804.00)	(8,024.07)	0.00	906.25	5,156.25	1.64
3134G9LD7 FREDDIE MAC 1.25% 24/05/2019 (CALLABLE 24/11/17) #0001	1.250	05/24/2019 11/24/2017	1,000,000.00	999,250.00 0.00	999,590.53 20.68	995,750.00 (2,140.00)	(3,840.53)	0.00	1,006.94	4,375.00	1.63
3135G0L76 FANNIE MAE 1.075% 11/07/2019 (CALLABLE 11/01/18)	1.075	07/11/2019 10/11/2017	2,000,000.00	1,995,000.00 0.00	1,997,007.47 140.06	1,978,200.00 (3,300.00)	(18,807.47)	0.00	1,731.95	4,718.06	3.26
3135G0N33 FANNIE MAE 0.875% 02/08/2019	0.875	08/02/2019	1,000,000.00	997,960.00 0.00	998,749.56 56.67	988,209.00 (1,969.00)	(10,540.56)	0.00	704.86	1,409.72	1.63

SECURITIES HELD

As of September 30, 2017

Cusip/ Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost/ Accrued interest purchased	Amortized cost/ Accretion (amortization)	Fair value/ Change in fair value	Unrealized gain (loss)	Interest received	Interest earned	Total accrued interest	% Port cost
Government Agencies											
3130A9MF5 FEDERAL HOME LOAN BANK 1.125% 03/10/2019 (CALLABLE 12/10/17)	1.125	10/03/2019	1,000,000.00	999,000.00 0.00	999,329.31 27.83	989,730.00 (1,820.00)	(9,599.31)	0.00	906.25	5,531.25	1.63
3136G4DA8 FANNIE MAE 1.2% 30/12/2019 (CALLABLE 30/12/17) #0001	1.200	12/30/2019 12/30/2017	1,000,000.00	998,750.00 0.00	999,130.90 32.19	988,630.00 (2,770.00)	(10,500.90)	0.00	1,000.00	3,000.00	1.63
3133ECEY6 FEDERAL FARM CREDIT BANK 1.45% 11/02/2020	1.450	02/11/2020	2,000,000.00	2,004,900.00 0.00	2,003,570.12 (125.86)	1,995,940.00 (6,600.00)	(7,630.12)	0.00	2,336.11	3,947.22	3.27
3134GAXC3 FREDDIE MAC 1.25% 28/02/2020 (CALLABLE 28/11/17)	1.250	02/28/2020 11/28/2017	1,500,000.00	1,487,625.00 0.00	1,490,819.23 317.31	1,487,145.00 (4,800.00)	(3,674.23)	0.00	1,510.42	1,666.67	2.43
3136FT5H8 FANNIE MAE 2% 27/03/2020 CALLABLE	2.000	03/27/2020	1,000,000.00	1,011,747.60 (9,611.11)	1,011,592.52 (155.08)	1,009,090.00 (2,657.60)	(2,502.52)	10,000.00	555.56	166.67	1.65
3134G8TY5 FREDDIE MAC 1.42% 30/03/2020 CALLABLE	1.420	03/30/2020	1,000,000.00	997,456.66 (6,705.56)	997,490.13 33.47	994,590.00 (2,866.66)	(2,900.13)	0.00	394.44	7,100.00	1.63
Total Government Agencies			31,450,000.00	31,492,965.41 (16,316.67)	31,487,340.88 (1,921.48)	31,359,796.95 (41,912.06)	(127,543.93)	42,875.00	28,781.04	80,762.51	51.42
Government Bonds											
912828TS9 USA TREASURY 0.625% 30/09/2017	0.625	09/30/2017	1,000,000.00	996,015.63 0.00	1,000,000.00 129.64	1,000,000.00 330.00	0.00	0.00	512.29	3,125.00	1.63
912828G79 USA TREASURY 1% 15/12/2017	1.000	12/15/2017	1,000,000.00	1,001,757.81 0.00	1,000,145.21 (57.32)	999,711.00 4.00	(434.21)	0.00	819.67	2,923.50	1.64

SECURITIES HELD

As of September 30, 2017

Cusip/ Description	Coupon	Maturity/ Call date	Par value or shares	Historical cost/ Accrued interest purchased	Amortized cost/ Accretion (amortization)	Fair value/ Change in fair value	Unrealized gain (loss)	Interest received	Interest earned	Total accrued interest	% Port cost
Government Bonds											
912828UJ7 USA TREASURY 0.875% 31/01/2018	0.875	01/31/2018	1,000,000.00	1,000,546.88 0.00	1,000,066.73 (16.28)	999,028.00 80.00	(1,038.73)	0.00	713.32	1,450.41	1.63
912828UU2 USA TREASURY 0.75% 31/03/2018	0.750	03/31/2018	1,000,000.00	995,468.75 0.00	999,205.50 130.96	997,695.00 273.00	(1,510.50)	0.00	614.75	3,750.00	1.63
912828XA3 USA TREASURY 1% 15/05/2018	1.000	05/15/2018	1,000,000.00	997,500.00 0.00	999,470.12 70.03	998,516.00 0.00	(954.12)	0.00	815.22	3,750.00	1.63
912828L40 USA TREASURY 1% 15/09/2018	1.000	09/15/2018	1,000,000.00	1,006,132.81 0.00	1,002,776.82 (238.02)	996,484.00 (899.00)	(6,292.82)	5,000.00	821.98	414.37	1.64
912828P95 USA TREASURY 1% 15/03/2019	1.000	03/15/2019	500,000.00	496,113.28 0.00	497,180.54 159.30	496,992.00 (742.50)	(188.54)	2,500.00	410.98	207.18	0.81
912828F39 USA TREASURY 1.75% 30/09/2019	1.750	09/30/2019	1,000,000.00	1,010,312.50 0.00	1,007,596.49 (312.19)	1,005,039.00 (3,203.00)	(2,557.49)	0.00	1,434.43	8,750.00	1.65
912828H52 USA TREASURY 1.25% 31/01/2020	1.250	01/31/2020	1,500,000.00	1,492,382.81 0.00	1,494,389.06 197.33	1,490,157.00 (5,683.50)	(4,232.06)	0.00	1,528.54	3,108.02	2.44
912828UV0 USA TREASURY 1.125% 31/03/2020	1.125	03/31/2020	1,500,000.00	1,485,468.75 0.00	1,486,812.10 433.34	1,484,121.00 (6,153.00)	(2,691.10)	0.00	1,383.20	8,437.50	2.43
912828XE5 USA TREASURY 1.5% 31/05/2020	1.500	05/31/2020	1,000,000.00	1,000,468.75 0.00	1,000,441.98 (13.61)	997,813.00 (4,687.00)	(2,628.98)	0.00	1,229.51	5,000.00	1.63
Total Government Bonds			11,500,000.00	11,482,167.97 0.00	11,488,084.55 483.18	11,465,556.00 (20,681.00)	(22,528.55)	7,500.00	10,283.89	40,915.98	18.75
Grand total			61,145,000.00	61,244,373.18 (16,316.67)	61,230,181.33 (3,512.94)	61,076,980.36 (87,287.70)	(153,200.97)	74,493.75	63,943.81	196,496.31	100.00

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of September 30, 2017

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
United States Treasury Note/Bond												
912828G79	USA TREASURY 1%	1.000	12/15/2017		AA+	Aaa	1,000,000.00	1,001,757.81	1.64	999,711.00	1.64	0.21
912828UJ7	USA TREASURY 0.875%	0.875	01/31/2018		AA+	Aaa	1,000,000.00	1,000,546.88	1.63	999,028.00	1.64	0.33
912828UU2	USA TREASURY 0.75%	0.750	03/31/2018		AA+	Aaa	1,000,000.00	995,468.75	1.63	997,695.00	1.63	0.50
912828XA3	USA TREASURY 1%	1.000	05/15/2018		AA+	Aaa	1,000,000.00	997,500.00	1.63	998,516.00	1.63	0.61
912828L40	USA TREASURY 1%	1.000	09/15/2018		AA+	Aaa	1,000,000.00	1,006,132.81	1.64	996,484.00	1.63	0.96
912828P95	USA TREASURY 1%	1.000	03/15/2019		AA+	Aaa	500,000.00	496,113.28	0.81	496,992.00	0.81	1.44
912828F39	USA TREASURY 1.75%	1.750	09/30/2019		AA+	Aaa	1,000,000.00	1,010,312.50	1.65	1,005,039.00	1.65	1.96
912828H52	USA TREASURY 1.25%	1.250	01/31/2020		AA+	Aaa	1,500,000.00	1,492,382.81	2.44	1,490,157.00	2.44	2.29
912828UV0	USA TREASURY 1.125%	1.125	03/31/2020		AA+	Aaa	1,500,000.00	1,485,468.75	2.43	1,484,121.00	2.43	2.46
912828XE5	USA TREASURY 1.5%	1.500	05/31/2020		AA+	Aaa	1,000,000.00	1,000,468.75	1.63	997,813.00	1.63	2.60
Issuer total							10,500,000.00	10,486,152.34	17.12	10,465,556.00	17.14	1.43
Federal Home Loan Banks												
3130A5M55	FEDERAL HOME LOAN	1.200	06/27/2018		AA+	Aaa	1,500,000.00	1,500,210.00	2.45	1,498,575.00	2.45	0.73
3130A5M48	FEDERAL HOME LOAN	1.250	09/25/2018		AA+	Aaa	1,500,000.00	1,500,000.00	2.45	1,498,500.00	2.45	0.98
313376BR5	FEDERAL HOME LOAN	1.750	12/14/2018		AA+	Aaa	2,950,000.00	3,017,069.15	4.93	2,960,622.95	4.85	1.18
3130A7L37	FEDERAL HOME LOAN	1.250	03/15/2019		AA+	Aaa	2,000,000.00	2,012,100.00	3.29	1,991,120.00	3.26	1.44
3130A9MF5	FEDERAL HOME LOAN	1.125	10/03/2019		AA+	Aaa	1,000,000.00	999,000.00	1.63	989,730.00	1.62	1.85
Issuer total							8,950,000.00	9,028,379.15	14.74	8,938,547.95	14.63	1.20
Federal Home Loan Mortgage Corp												
3137EADN6	FREDDIE MAC 0.75%	0.750	01/12/2018		AA+	Aaa	4,000,000.00	3,965,340.00	6.47	3,995,324.00	6.54	0.28
3137EADZ9	FREDDIE MAC 1.125%	1.125	04/15/2019		AA+	Aaa	1,000,000.00	1,005,195.00	1.64	994,921.00	1.63	1.51
3134G9LD7	FREDDIE MAC 1.25%	1.250	05/24/2019	11/24/2017	AA+	Aaa	1,000,000.00	999,250.00	1.63	995,750.00	1.63	1.46
3134GAXC3	FREDDIE MAC 1.25%	1.250	02/28/2020	11/28/2017	AA+	Aaa	1,500,000.00	1,487,625.00	2.43	1,487,145.00	2.43	2.04

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of September 30, 2017

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
Federal Home Loan Mortgage Corp												
3134G8TY5	FREDDIE MAC 1.42%	1.420	03/30/2020		AA+	Aaa	1,000,000.00	997,456.66	1.63	994,590.00	1.63	1.89
Issuer total							8,500,000.00	8,454,866.66	13.81	8,467,730.00	13.86	1.07
Federal Farm Credit Banks												
3133EF5G3	FEDERAL FARM CREDIT	1.100	03/14/2018		AA+	Aaa	2,000,000.00	2,001,560.00	3.27	1,998,660.00	3.27	0.45
3133EEM98	FEDERAL FARM CREDIT	1.000	05/21/2018		AA+	Aaa	2,000,000.00	1,998,440.00	3.26	1,996,580.00	3.27	0.63
3133EF5H1	FEDERAL FARM CREDIT	1.170	06/14/2018		AA+	Aaa	2,000,000.00	1,996,362.00	3.26	1,998,600.00	3.27	0.70
3133ECEY6	FEDERAL FARM CREDIT	1.450	02/11/2020		AA+	Aaa	2,000,000.00	2,004,900.00	3.27	1,995,940.00	3.27	2.32
Issuer total							8,000,000.00	8,001,262.00	13.06	7,989,780.00	13.08	1.03
Federal National Mortgage Association												
3135G0VC4	FANNIE MAE 1.13%	1.130	02/28/2018		AA+	Aaa	1,000,000.00	1,005,000.00	1.64	999,610.00	1.64	0.41
3135G0L76	FANNIE MAE 1.075%	1.075	07/11/2019	10/11/2017	AA+	Aaa	2,000,000.00	1,995,000.00	3.26	1,978,200.00	3.24	1.71
3135G0N33	FANNIE MAE 0.875%	0.875	08/02/2019		AA+	Aaa	1,000,000.00	997,960.00	1.63	988,209.00	1.62	1.81
3136G4DA8	FANNIE MAE 1.2%	1.200	12/30/2019	12/30/2017	AA+	Aaa	1,000,000.00	998,750.00	1.63	988,630.00	1.62	2.04
3136FT5H8	FANNIE MAE 2%	2.000	03/27/2020		AA+	Aaa	1,000,000.00	1,011,747.60	1.65	1,009,090.00	1.65	2.42
Issuer total							6,000,000.00	6,008,457.60	9.81	5,963,739.00	9.76	1.68
Chevron Corp												
166764AL4	CHEVRON CORP 1.345%	1.345	11/15/2017		AA-	Aa2	1,000,000.00	1,006,600.00	1.64	1,000,093.00	1.64	0.13
166764AE0	CHEVRON CORP 1.718%	1.718	06/24/2018	05/24/2018	AA-	Aa2	1,000,000.00	1,010,130.00	1.65	1,000,829.00	1.64	0.70
Issuer total							2,000,000.00	2,016,730.00	3.29	2,000,922.00	3.28	0.42
Pfizer Inc												
717081EB5	PFIZER INC 1.7%	1.700	12/15/2019		AA	A1	2,000,000.00	2,003,600.00	3.27	1,998,936.00	3.27	2.15
Issuer total							2,000,000.00	2,003,600.00	3.27	1,998,936.00	3.27	2.15

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of September 30, 2017

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
Apple Inc												
037833AJ9	APPLE INC 1% 03/05/2018	1.000	05/03/2018		AA+	Aa1	2,000,000.00	1,984,920.00	3.24	1,995,320.00	3.27	0.58
Issuer total							2,000,000.00	1,984,920.00	3.24	1,995,320.00	3.27	0.58
Wells Fargo & Co												
94974BFG0	WELLS FARGO &	1.500	01/16/2018		A	A2	1,725,000.00	1,724,206.50	2.82	1,725,094.88	2.82	0.29
Issuer total							1,725,000.00	1,724,206.50	2.82	1,725,094.88	2.82	0.29
Wal-Mart Stores Inc												
931142CU5	WAL-MART STORES INC	3.625	07/08/2020		AA	Aa2	1,500,000.00	1,579,455.00	2.58	1,574,317.50	2.58	2.63
Issuer total							1,500,000.00	1,579,455.00	2.58	1,574,317.50	2.58	2.63
Berkshire Hathaway Finance Corp												
084664CK5	BERKSHIRE HATHAWAY	1.300	08/15/2019		AA	Aa2	1,500,000.00	1,485,345.00	2.43	1,489,281.00	2.44	1.84
Issuer total							1,500,000.00	1,485,345.00	2.43	1,489,281.00	2.44	1.84
Cisco Systems Inc												
17275RAR3	CISCO SYSTEMS INC	2.125	03/01/2019		AA-	A1	1,470,000.00	1,486,743.30	2.43	1,481,097.03	2.42	1.39
Issuer total							1,470,000.00	1,486,743.30	2.43	1,481,097.03	2.42	1.39
Microsoft Corp												
594918AY0	MICROSOFT CORP 1.85%	1.850	02/12/2020	01/12/2020	AAA	Aaa	1,000,000.00	1,005,660.00	1.64	1,004,548.00	1.64	2.27
Issuer total							1,000,000.00	1,005,660.00	1.64	1,004,548.00	1.64	2.27
JPMorgan Chase & Co												
46623EKD0	JPMORGAN CHASE & CO	1.700	03/01/2018	02/01/2018	A-	A3	1,000,000.00	1,007,730.00	1.65	1,000,300.00	1.64	0.40
Issuer total							1,000,000.00	1,007,730.00	1.65	1,000,300.00	1.64	0.40

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of September 30, 2017

Cusip	Description	Coupon	Maturity date	Call date	S&P rating	Moody rating	Par value or shares	Historical cost	% Portfolio hist cost	Market value	% Portfolio mkt value	Effective dur (yrs)
United States Treasury Note/Bond												
912828TS9	USA TREASURY 0.625%	0.625	09/30/2017		AA+	Aaa	1,000,000.00	996,015.63	1.63	1,000,000.00	1.64	0.01
Issuer total							1,000,000.00	996,015.63	1.63	1,000,000.00	1.64	0.01
PepsiCo Inc												
713448DJ4	PEPSICO INC 1.35%	1.350	10/04/2019		A+	A1	1,000,000.00	995,410.00	1.63	997,024.00	1.63	1.96
Issuer total							1,000,000.00	995,410.00	1.63	997,024.00	1.63	1.96
Coca-Cola Co/The												
191216BV1	COCA-COLA CO/THE	1.375	05/30/2019		AA-	Aa3	1,000,000.00	993,640.00	1.62	996,761.00	1.63	1.63
Issuer total							1,000,000.00	993,640.00	1.62	996,761.00	1.63	1.63
Toyota Motor Credit Corp												
89236TDH5	TOYOTA MOTOR CREDIT	1.550	10/18/2019		AA-	Aa3	1,000,000.00	994,450.00	1.62	994,609.00	1.63	2.00
Issuer total							1,000,000.00	994,450.00	1.62	994,609.00	1.63	2.00
PNC Bank NA												
69353REX2	PNC BANK NA 1.45%	1.450	07/29/2019	06/29/2019	A	A2	1,000,000.00	991,350.00	1.62	993,417.00	1.63	1.78
Issuer total							1,000,000.00	991,350.00	1.62	993,417.00	1.63	1.78
Grand total							61,145,000.00	61,244,373.18	100.00	61,076,980.36	100.00	1.29

SECURITIES PURCHASED

For the period September 1, 2017 - September 30, 2017

Cusip / Description / Broker	Trade date Settle date	Coupon	Maturity/ Call date	Par value or shares	Unit cost	Principal cost	Accrued interest purchased
Government Agencies							
3136FT5H8 FANNIE MAE 2% 27/03/2020 CALLABLE MORGAN STANLEY AND CO., LLC	09/19/2017 09/20/2017	2.000	03/27/2020	1,000,000.00	101.17	(1,011,747.60)	(9,611.11)
3134G8TY5 FREDDIE MAC 1.42% 30/03/2020 CALLABLE MORGAN STANLEY AND CO., LLC	09/19/2017 09/20/2017	1.420	03/30/2020	1,000,000.00	99.75	(997,456.66)	(6,705.56)
Total Government Agencies				2,000,000.00		(2,009,204.26)	(16,316.67)
Grand total				2,000,000.00		(2,009,204.26)	(16,316.67)

SECURITIES SOLD AND MATURED

For the period September 1, 2017 - September 30, 2017

Cusip/ Description/ Broker	Trade date Settle date	Coupon	Maturity/ Call date	Par value or shares	Historical cost	Amortized cost at sale or maturity /Accr (amort)	Price	Fair value at sale or maturity / Chg.in fair value	Realized gain (loss)	Accrued interest sold	Interest received	Interest earned
Government Agencies												
3135G0PP2 FNMA 1 09-20-2017	09/20/2017 09/20/2017	1.000		(2,000,000.00)	2,005,000.00	2,000,000.00 0.00	0.00	2,000,000.00 138.00	0.00	0.00	10,000.00	1,055.56
Total (Government Agencies)				(2,000,000.00)	2,005,000.00	2,000,000.00 0.00		2,000,000.00 138.00	0.00	0.00	10,000.00	1,055.56
Grand total				(2,000,000.00)	2,005,000.00	2,000,000.00 0.00		2,000,000.00 138.00	0.00	0.00	10,000.00	1,055.56

TRANSACTION REPORT

For the period September 1, 2017 - September 30, 2017

Trade date Settle date	Cusip	Transaction	Sec type	Description	Maturity	Par value or shares	Realized gain(loss)	Principal	Interest	Transaction total
09/01/2017 09/01/2017	17275RAR3	Income	Corporate Bonds	CISCO SYSTEMS INC 2.125%	03/01/2019	1,470,000.00	0.00	0.00	15,618.75	15,618.75
09/01/2017 09/01/2017	46623EKD0	Income	Corporate Bonds	JPMORGAN CHASE & CO 1.7%	03/01/2018	1,000,000.00	0.00	0.00	8,500.00	8,500.00
09/14/2017 09/14/2017	3133EFSG3	Income	Government Agencies	FEDERAL FARM CREDIT BANK	03/14/2018	2,000,000.00	0.00	0.00	11,000.00	11,000.00
09/15/2017 09/15/2017	3130A7L37	Income	Government Agencies	FEDERAL HOME LOAN BANK	03/15/2019	2,000,000.00	0.00	0.00	12,500.00	12,500.00
09/15/2017 09/15/2017	912828L40	Income	Government Bonds	USA TREASURY 1% 15/09/2018	09/15/2018	1,000,000.00	0.00	0.00	5,000.00	5,000.00
09/15/2017 09/15/2017	912828P95	Income	Government Bonds	USA TREASURY 1% 15/03/2019	03/15/2019	500,000.00	0.00	0.00	2,500.00	2,500.00
09/19/2017 09/20/2017	3134G8TY5	Bought	Government Agencies	FREDDIE MAC 1.42%	03/30/2020	1,000,000.00	0.00	(997,456.66)	(6,705.56)	(1,004,162.22)
09/19/2017 09/20/2017	3136FT5H8	Bought	Government Agencies	FANNIE MAE 2% 27/03/2020	03/27/2020	1,000,000.00	0.00	(1,011,747.60)	(9,611.11)	(1,021,358.71)
09/20/2017 09/20/2017	3135G0PP2	Income	Government Agencies	FNMA 1 09-20-2017	09/20/2017	2,000,000.00	0.00	0.00	10,000.00	10,000.00
09/20/2017 09/20/2017	3135G0PP2	Capital Change	Government Agencies	FNMA 1 09-20-2017	09/20/2017	(2,000,000.00)	0.00	2,000,000.00	0.00	2,000,000.00
09/25/2017 09/25/2017	3130A5M48	Income	Government Agencies	FEDERAL HOME LOAN BANK	09/25/2018	1,500,000.00	0.00	0.00	9,375.00	9,375.00
09/27/2017 09/27/2017	3136FT5H8	Income	Government Agencies	FANNIE MAE 2% 27/03/2020	03/27/2020	1,000,000.00	0.00	0.00	10,000.00	10,000.00

ADDITIONAL INFORMATION

As of September 30, 2017

Past performance is not a guide to future performance. The value of investments and any income from them will fluctuate and is not guaranteed (this may partly be due to exchange rate changes) and investors may not get back the amount invested. Transactions in foreign securities may be executed and settled in local markets. Performance comparisons will be affected by changes in interest rates. Investment returns fluctuate due to changes in market conditions. Investment involves risk, including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. The information contained herein is for your reference only and is being provided in response to your specific request and has been obtained from sources believed to be reliable; however, no representation is made regarding its accuracy or completeness. This document must not be used for the purpose of an offer or solicitation in any jurisdiction or in any circumstances in which such offer or solicitation is unlawful or otherwise not permitted. This document should not be duplicated, amended, or forwarded to a third party without consent from Insight. This is a marketing document intended for professional clients only and should not be made available to or relied upon by retail clients.

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Where indicated, performance numbers used in the analysis are gross returns. The performance reflects the reinvestment of all dividends and income. CAMC and CISC charge management fees on all portfolios managed and these fees will reduce the returns on the portfolios. For example, assume that \$30 million is invested in an account with either CAMC or CISC, and this account achieves a 5.0% annual return compounded monthly, gross of fees, for a period of five years. At the end of five years that account would have grown to \$38,500,760 before the deduction of management fees. Assuming management fees of 0.25% per year are deducted monthly from the account, the value at the end of the five year period would be \$38,022,447. Actual fees for new accounts are dependent on size and subject to negotiation. CAMCS and CISC's investment advisory fees are discussed in Part 2A of the Firms Form ADV.

Unless otherwise stated, the source of information is Insight. Any forecasts or opinions are Insights own at the date of this document (or as otherwise specified) and may change. Material in this publication is for general information only and is not advice, investment advice, or the recommendation of any purchase or sale of any security. Insight makes no implied or expressed recommendations concerning the manner in which an account should or would be handled, as appropriate investment strategies depend upon specific investment guidelines and objectives and should not be construed to be an assurance that any particular security in a strategy will remain in any fund, account, or strategy, or that a previously held security will not be repurchased. It should not be assumed that any of the security transactions or holdings referenced herein have been or will prove to be profitable or that future investment decisions will be profitable or will equal or exceed the past investment performance of the securities listed.

For trading activity the Clearing broker will be reflected. In certain cases the Clearing broker will differ from the Executing broker.

In calculating ratings distributions and weighted average portfolio quality, Insight assigns U.S Treasury and U.S agency securities a quality rating based on the methodology used within the respective benchmark index. When Moodys, S&P and Fitch rate a security, Bank of America and Merrill Lynch indexes assign a simple weighted average statistic while Barclays indexes assign the median statistic. Insight assigns all other securities the lower of Moodys and S&P ratings.

Information about the indices shown here is provided to allow for comparison of the performance of the strategy to that of certain well-known and widely recognized indices. There is no representation that such index is an appropriate benchmark for such comparison. You cannot invest directly in an index and the indices represented do not take into account trading commissions and/or other brokerage or custodial costs. The volatility of the indices may be materially different from that of the strategy. In addition, the strategys holdings may differ substantially from the securities that comprise the indices shown.

The BofA Merrill Lynch 3 Mo US T-Bill index is an unmanaged market index of U.S. Treasury securities maturing in 90 days that assumes reinvestment of all income.

The BofA Merrill Lynch 6 Mo US T-Bill index measures the performance of Treasury bills with time to maturity of less than 6 months.

The BofA Merrill Lynch Current 1-Year US Treasury Index is a one-security index comprised of the most recently issued 1-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 1-year note must be auctioned on or before the third business day before the last business day of the month.

The BofA Merrill Lynch Current 3-Year US Treasury Index is a one-security index comprised of the most recently issued 3-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 3-year note must be auctioned on or before the third business day before the last business day of the month.

The BofA Merrill Lynch Current 5-Year US Treasury Index is a one-security index comprised of the most recently issued 5-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 5-year note must be auctioned on or before the third business day before the last business day of the month.

The BofA Merrill Lynch 1-3 US Year Treasury Index is an unmanaged index that tracks the performance of the direct sovereign debt of the U.S. Government having a maturity of at least one year and less than three years.

The BofA Merrill Lynch 1-5 US Year Treasury Index is an unmanaged index that tracks the performance of the direct sovereign debt of the U.S. Government having a maturity of at least one year and less than five years.

Insight does not provide tax or legal advice to its clients and all investors are strongly urged to consult their tax and legal advisors regarding any potential strategy or investment.

ADDITIONAL INFORMATION

As of September 30, 2017

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STAFF REPORT

City Council

Meeting Date: 11/14/2017

Staff Report Number: 17-275-CC

Informational Item: Update on bus shelter installation in Belle Haven

Recommendation

This is an informational item and does not require Council action. This report is the same as that transmitted to the Council on October 17, 2017.

Policy Issues

As part of the City Council Work Plan for 2017 (Item No. 67), staff is pursuing installation of new bus shelters in the Belle Haven neighborhood of Menlo Park. The Circulation Element of the General Plan includes policies that support and encourage the use of public transit. The installation of bus shelters would support these policies.

Background

Bus shelters are an amenity provided at major transit stops, providing cover from sun or weather, seating and information about the transit system. Typically, bus shelter and transit stop amenities such as benches, trash cans, maps, and signs are provided by the transit agency that provides the service. Within Menlo Park, public transit service is provided by SamTrans and Alameda County (AC) Transit, which operates the Dumbarton Express bus service.

In 2006, SamTrans, through its contract with Outfront Media, initiated a program to replace existing bus shelters throughout the County with a new design. Outfront Media currently replaces and maintains shelters at no-cost to SamTrans or local agencies by allowing advertisements to be posted within the shelter. The revenue generated by advertisements fully covers the capital cost of installation as well as ongoing maintenance for the shelter.

SamTrans' bus shelter policy states that shelters are considered for installation based on the following criteria:

- Stops serving more than 200 passengers each day
- 75 percent of shelters shall be located in census tracts on routes associated with urbanized areas
- Distribution of shelters county-wide should match the distribution of minority census tracts
- Locations for shelters with advertisements are chosen by the vendor based on the visibility and traffic

Analysis

On March 15, October 25, and December 6, 2016, staff provided updates to the Council on the status of bus shelter installation. The December 6, 2016 update outlined potential locations for bus shelter installation, including Market Place Park, Onetta Harris Community Center that serve SamTrans routes. City crews completed site preparation work at Market Place Park in December 2016 and January 2017 to ready

the site for installation. Ordering, production and delivery of the bus shelter took several months, and the shelter at Market Place was installed on July 22, 2017.

Staff also ordered two additional shelters in mid-July 2017 directly from the same vendor that supplies the SamTrans shelters, Tolar Manufacturing. As noted in previous staff reports, ordering, production and delivery of the shelter typically takes 3 to 4 months. Staff was originally preparing for delivery at the 3-month mark in mid-October, based on Tolar's best estimate for actual delivery date at the time the shelters were ordered. Staff recently checked with the manufacturer to ensure site preparation work was completed on time, and the estimated delivery date is now closer to the 4-month range, with delivery in late November 2017. This longer lead time is due to the manufacturing taking longer than expected. The current estimated delivery timeline represents an approximate 6-week delay from staff's original anticipated installation timeline and 2-week delay from the range of Tolar's original estimate. Staff is continuing to emphasize to Tolar the importance of the shelter installation to install them prior to the winter rainy season approaching, and will continue to work with Tolar to expedite the delivery timeline as much as possible.

During the last few weeks, City staff has also worked to find an improved bus shelter installation location that would minimize the relocation of parking and impacts to the drop off area at the Belle Haven Pool. The previous and current proposed locations are shown in Attachment A. The Onetta Harris Community Center is the beginning of the SamTrans Route 281, and as such, the buses often enter the OHCC parking area, turn around and queue on Terminal Avenue facing Del Norte Street near Beechwood School while drivers take a short break between runs. The prior proposed bus shelter location would have placed the shelter in front of the Pool, and bus riders waiting at the shelter would have had to walk across the pool entrance to get on the bus when it starts the route. This is less than ideal, especially in rainy or inclement weather conditions. A best practice is to locate the shelter closer to the actual bus stop, and as such, staff has worked collaboratively with Beechwood School representatives to identify a bus shelter location closer to the current SamTrans Route 281 stop in front of Beechwood School at the intersection of Terminal Avenue and Del Norte Street. The shelter would be placed behind the existing sidewalk in order to keep required pedestrian and ADA access along the sidewalk clear. In the coming weeks, City and contractor crews will work to complete site preparation work to prepare for installation.

Staff will also continue to coordinate with AC Transit, which operates Dumbarton Express bus service on Willow Road, to determine feasibility of shelters at stops on Willow Road at Newbridge Street, Ivy Drive and/or Hamilton Avenue. Additional coordination with Caltrans may also be required depending on the specific location.

Public Notice

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

Attachments

A. Proposed Bus Shelter Location

Report prepared by:

Nicole H. Nagaya, Assistant Public Works Director

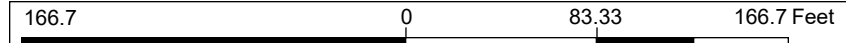


Proposed Bus Shelter Location



- Legend**
- Public Facilities
 - School Names
 - Parks
 - SF Bay and Wetlands
 - Creek Names
 - Street Names Large Scale
 - Sphere Of Influence
 - City Limits
 - Pedestrian Overcrossing
 - Railroad
 - Bridge Culvert
 - Streets
 - Major Streets
 - Paper
 - Private Street
 - Parking Plazas
 - Golf Course
 - Parking
 - Path
 - Driving Range
 - Fairway
 - Green
 - Sand Trap
 - Tee
 - Building
 - Tennis Court
 - Water
 - Golf Course
 - Travel Ways
 - Road
 - Landscape
 - Median
 - Private
 - Railroad
 - Paper
 - Parks
 - Schools
 - Public Facilities

1: 1,000



NAD_1983_StatePlane_California_III_FIPS_0403_Feet
City of Menlo Park GIS

This map is for reference purposes only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. The City of Menlo Park and its staff shall not be held responsible for errors or omissions. Please contact City staff for the most current information.

Notes

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