



**SPECIAL AND REGULAR MEETING AGENDA**

**Date:** 8/6/2018  
**Time:** 6:00 p.m.  
**City Council Chambers**  
**701 Laurel St., Menlo Park, CA 94025**

**Councilmember Catherine Carlton will be participating by phone from:  
Corte del Forno Vecchio, S.Marco, 4435, 30124 Venice, Italy**

According to City Council policy, all regular meetings of the City Council are to end by midnight unless there is a super majority vote taken by 11:00 p.m. to extend the meeting and identify the items to be considered after 11:00 p.m.

**6:00 p.m. Closed Session (City Hall - “Downtown” Conference Room, 1st Floor)**

Public Comment on these items will be taken before adjourning to Closed Session.

**CL1.** Closed session conference with labor negotiators pursuant to Government Code §54957.6 regarding current labor negotiations with Menlo Park Police Officers’ Association (POA); American Federation of State, County, and Municipal Employees, Local 829 (AFSCME); Service Employees International Union Local 521 (SEIU); and Unrepresented Management

Attendees: City Manager Alex McIntyre, Assistant City Attorney Cara Silver, Assistant City Manager Nick Pegueros, Administrative Services Director Lenka Diaz, Labor Counsel Charles Sakai

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

**SS. Study Session**

SS1. Parks and Recreation facilities master plan update ([Staff Report #18-157-CC](#))

**7:30 p.m. Regular Session**

**A. Call to Order**

**B. Roll Call**

**C. Pledge of Allegiance**

**D. Presentations and Proclamations**

D1. Proclamation and presentation: National Park and Recreation Month

D2. Proclamation and presentation: Energy Upgrade California

D3. Proclamation: Mayors for Peace for world free of nuclear weapons

**E. 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.

## **F. Commission Report**

- F1. Park and Recreation Commission Quarterly Report

## **G. Consent Calendar**

- G1. Accept the City Council meeting minutes for June 5 and June 19, 2018 ([Attachment](#))
- G2. Authorize the City Manager to execute agreements, not to exceed an aggregate of \$200,000, for Public Works and Community Development organizational reviews ([Staff Report #18-142-CC](#))
- G3. Approve the Parks and Recreation Commission 2-year work plan goals ([Staff Report #18-145-CC](#))
- G4. Authorize the City Manager to enter into a contract with Kidango in an amount not to exceed \$123,111 for the delivery of food services at the Belle Haven Child Development Center for fiscal year 2018-19 ([Staff Report #18-148-CC](#))
- G5. Adopt Resolution No. 6452 authorizing the City Manager to execute a contract with the State of California Department of Education to reimburse the City up to \$946,966 for childcare services at the Belle Haven Child Development Center for fiscal year 2018-19 ([Staff Report #18-146-CC](#))
- G6. Adopt Resolution No. 6453 authorizing the City Manager to accept dedications for a right of way or an easement for public use ([Staff Report #18-149-CC](#))
- G7. Authorize the City Manager to execute an amendment to the agreement with Significant Cleaning Services for janitorial services ([Staff Report #18-151-CC](#))
- G8. Authorize the City Manager to enter into an agreement with EOA, Inc. for the Green Infrastructure Plan for Stormwater ([Staff Report #18-154-CC](#))
- G9. Second reading and adoption of Ordinance No. 1048 adding Chapter 8.54 [tenant anti-discrimination] to the City’s municipal code ([Staff Report #18-144-CC](#))
- G10. Second reading and adoption of Ordinance No. 1047 updating the community amenities requirement for bonus level development in the residential mixed-use zoning district ([Staff Report #18-158-CC](#))

## **H. Regular Business**

- H1. Establish, consider applicants, and make appointments to the Heritage Tree Task Force ([Staff Report #18-143-CC](#))
- H2. Adopt Resolution No. 6454 to amend the city salary schedule ([Staff Report #18-161-CC](#))
- H3. Appoint a City Council ad hoc subcommittee to work with the Chamber of Commerce regarding

Downtown beautification, business incentives and homeless issues ([Staff Report #18-128-CC](#))

## **I. Informational Items**

- I1. Quarterly update on the 2018 City Council work plan ([Staff Report #18-153-CC](#))
- I2. Belle Haven Child Development Center self-evaluation report for fiscal year 2017-2018 ([Staff Report #18-147-CC](#))
- I3. Status of ConnectMenlo general plan and maximum development potential ([Staff Report #18-152-CC](#))
- I4. Update on a comment letter on the final environmental impact report for Flood County Park landscape plan ([Staff Report #18-155-CC](#))
- I5. Update on the City's comment letter on the recirculated alternatives chapter of the draft environmental impact report for the Stanford University 2018 General Use Permit Project ([Staff Report #18-156-CC](#))
- I6. Update on the Willow Road and highway 101 interchange construction, upcoming traffic changes and planned weekend roadway closure ([Staff Report #18-150-CC](#))
- I7. Status update on primary argument in favor of a ballot measure proposing the adoption of a charter ([Staff Report #18-160-CC](#))

## **J. City Manager's Report**

## **K. Councilmember Reports**

- K1. Confirm voting delegate for the League of California Cities Annual Conference ([Attachment](#))

## **L. Adjournment**

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.

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](http://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](http://menlopark.org/notifyme). Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 8/2/2018)



## STAFF REPORT

### City Council

Meeting Date:

8/6/2018

Staff Report Number:

18-157-CC

Study Session:

Parks and Recreation facilities master plan update

### Recommendation

City Staff recommends that the City Council receive and provide input on the Parks and Recreation facilities master plan update.

### Policy Issues

This project is consistent with city policies and 2018 Menlo Park City Council work plan item to determine community facility needs in order to update the Parks and Recreation facilities master plan (1999) and establish priorities for potential third phase of Measure T bonds in fiscal year 2018-2019.

The project is also consistent with policies and programs (e.g., 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

The City of Menlo Park provides recreation programs, social services and facilities enriching the lives of Menlo Park and other residents. The City operates programs in 10 different facilities totaling 130,000 square feet, featuring a state-of-the-art gymnastics center, an award winning gymnasium, two recreation centers, two child care centers, two after-school programs, two community pools and a senior center. Additionally, the City hosts community special events, a summer concert series and programs at the local performing arts center. The City is also home to 14 parks, two opens spaces, 14 playgrounds, two dog parks, nine sports fields, 14 tennis courts and 14 picnic areas totaling over 250 acres.

In 1998, the City undertook an extensive public process to evaluate community needs by assessing the conditions of the city's parks and recreation facilities. In November 1999, a Parks and Recreation facilities master plan was completed, recommending \$62 million in needed improvements. Priority projects were established based on input from a community opinion survey in March 2001 and additional review and recommendations from the Parks and Recreation Commission. In November 2001, Menlo Park voters approved to issue general obligation bonds, Measure T, phased in over several years totaling \$38 million for the renovation and expansion of city parks and recreation facilities.

Over the past 18 years master plan recommendations have been implemented to improve the city's parks and recreation facilities, while much has been accomplished, a number of the city's parks and facilities require updating in order to meet the changing needs of a growing community. In order to make the best use of current resources, staff recommended updating the master plan to prioritize and guide capital



projects and facility improvements for the next 20-25 years consistent with the current general plan update through the year 2040. In addition, two facility master plan efforts were completed in 2017 that include the Belle Haven Pool and Bedwell Bayfront Park master plans. These projects will be incorporated into the overall Parks and Recreation facilities master plan and prioritized along with other identified facility needs through a community engagement process.

Staff issued the Parks and Recreation facilities master plan update request for proposals (RFP) April 7, 2017. The scope of the work presented in the RFP consists of:

- Review of the city's Parks and Recreation facilities master plan (1999);
- Review of the city general plan for consistency with current vision, goals, policies and implementation strategies;
- Development of comprehensive plan for community engagement;
- Identify and prioritize improvements needed to existing recreation programs, parks, open space, building and other recreation facilities;
- Identify and prioritize additional recreation programs, parks, open space, buildings and other recreation facilities and amenities that may be needed in Menlo Park;
- Analysis of exciting health and wellness initiatives and recommendations for inclusion in policies, facilities and programs;
- Review and interpretation of demographic, cultural, socio-economic and other trends relevant to the recreation trends that have an influence on the plan to be developed;
- Comparison of the city with similar municipal parks and recreation departments in San Mateo and Santa Clara counties in regards to parks, open space, building and other recreation facilities, programs and services, usage and staffing levels; and
- Development of a prioritized plan of action incorporating probable costs, including staffing, maintenance needs and potential funding sources and mechanisms.

After a competitive process, Gates + Associates was selected as the most qualified consultant based on their expertise with similar projects and their understanding approach to the project scope. At their meeting October 17, 2017, City Council approved an agreement with Gates + Associates for the development of the Parks and Recreation facilities master plan (Attachment A.)

## **Analysis**

Work began on the Master Plan following the City Council action with the development of the community engagement plan (Attachment B) that was presented to City Council at their meeting February 6, 2018. The extensive community engagement is 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
- Focus groups and individual interviews to targeted user groups and potential partners
- Community newsletters/Activity Guide/newspapers/Nextdoor Menlo Park
- On-line survey
- Flyers to be posted at city facilities, schools, local businesses, libraries and other sites
- Project information at community events: e.g., Egg Hunt at Kelley and Burgess Parks, Fourth of July Celebration, Summer Concert Series, Summer Movies in the Park, Facebook Festival, Belle Haven Spring Fair

- Project website
- Social media project pages – Facebook and Instagram

In addition to the various community engagement activities listed, an Oversight and Outreach group was formed comprised of key staff members, representation from the Parks and Recreation Commission, Environmental Quality Commission, City Council, local school districts, user sports groups, business community and local citizens. This focus group serves as a “sounding board” for proposed outreach strategies and project ideas.

To date project outreach has consisted of:

- Two community meetings
- Over 20 intercept activities resulting in over 2,000 contacts
- Facebook live video stream
- Six focus groups
- Three Outreach & Oversight Committee meetings
- Over 40 social media postings, (Facebook, Instagram, Twitter and Nextdoor Menlo Park)
- Newspaper article
- Project website on city webpage
- Multiple email blasts to various groups
- Belle Haven Home Association
- On-site marquee/electronic boards at city facilities
- On-site posters and flyers at city facilities
- On-line survey with nearly 500 responses

Through the various community engagement activities and work with the Outreach and Oversight Group, a preliminary vision and project goals are emerging to help guide the master plan process and outcomes (Attachment C.) Some of the emerging ideas include:

- Parks and Recreation creates community – One City
- Connections needed to improve access across the City
- Program access and inclusivity for all ages and abilities
- Create unique and distinctive parks
- On-going maintenance and renovating/improving existing parks should be a priority

We have received nearly 500 surveys and engaged well over 2,000 people through community meetings, focus groups and intercept activities. Some of the survey results and takeaways include:

- High proportion of respondents are frequent park users
- Most people indicate they use city parks for exercise, enjoyment of nature and general wellness
- One of the highest priorities is the renovation and improvement of existing parks and creating unique spaces and variety in parks
- Ongoing maintenance of existing parks and facilities ranked high
- Reasons for not using parks included a lack of time and parks not having the desired facilities and amenities
- Regarding classes and programs, all age groups wanted more hours, but otherwise pleased with offerings
- Approximately 65 percent of survey respondents stated that they get to their nearest park in less than 10 minutes, but approximately 35 percent said it takes them longer.
- Playgrounds and open play fields were the most popular features

- Most requested “add” was more restrooms
- There were many open-ended comments that generally reflected a high level of satisfaction with the City’s Parks and Recreation facilities. Preference/concern for maintenance and updating of parks and facilities came up often.

The City Council Study Session is a key milestone for the master plan project and provides an opportunity to update the City Council on emerging ideas and preliminary findings that will inform the process moving forward. The project team continues to work through the data collection and identify opportunities to ensure that the master plan is the most responsive to the community. Future steps of the engagement process will address preliminary recommendations and opportunities.

Following the presentation from the consultants Gate + Associations, city staff and the consultants will be on hand to answer questions and provide additional information on the project. The following are some key points and suggested questions to guide the discussion:

1. Given the breadth and variety of community engagement activities thus far, are there ways we might strengthen our efforts moving forward?
2. There are a number of emerging ideas from the master plan project. How do these ideas resonate with the City Council from what you know and hear in the community? Are there other areas the project team should explore?
3. Does the City Council support the emerging project vision and goals and are there other concepts that should also be considered?
4. Do the preliminary recommendations reflect the community input thus far and what does the City Council feel is the most important to focus on?
5. Is there anything that has not been covered or City Council would like to see additional information on?

### **Impact on City Resources**

On October 17, 2017, City Council approved the Parks and Recreation facilities master plan update budget of \$220,000, which includes a 10 percent contingency and administrative costs.

### **Environmental Review**

The project is categorically except under class 6 of the current State of California environmental Quality Acts Guidelines, which allows for information collection, research and resource evaluation activities as part of a study leading to an action which is 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 Recreation facilities master plan consultant scope of work and fee schedule
- B. Parks and Recreation facilities master plan community outreach plan
- C. Preliminary vision and goals

Staff Report #: 18-157-CC

Report prepared by:  
Rita Shue, Project Manager

Report reviewed by:  
Derek Schweigart, Community Services Director

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**PARKS & RECREATION FACILITIES MASTER PLAN**  
**Menlo Park, CA**  
**October 11, 2017**

Gates + Associates (“Gates”) and BluePoint Planning (“BPP”) have a high regard for the emphasis that Menlo Park places on community values and creating a high quality environment. Our team brings the comprehensive set of skills, experience and knowledge to the Parks and Recreation planning process, bringing a solid history of working with city staffs, interest groups and the public to develop Parks and Recreation Facilities Master Plans that reflect the character and values of the community. Our areas of expertise are complementary and well rounded, and will enable us to create a visionary, implementable, community endorsed and well-documented Park and Recreation Facilities Master Plan.

A critical first task of this process will be to understand the existing parks, open spaces and facilities in Menlo Park. We will build on the information already compiled by the City regarding the 15 existing parks and open spaces, 5 joint use facilities at school sites and 11 community facilities, supplementing this information with our own field investigations and visual documentation. We will create a thorough inventory and evaluation of existing amenities, facilities, uses and staffing, as well as physical conditions, ADA and safety compliance, and neighborhood access. This analysis will look at service areas and amenity distribution to determine current levels of unmet needs, and the capacity to meet future needs within the existing system.

A demographic analysis will inform our projections regarding needs and demand over the Plan horizon. An analysis of current recreational trends and emerging patterns, as well as comparisons with facilities and services provided by peer communities will assist in establishing standards and goals.

We will actively work with city staff and stakeholders to identify preliminary goals, priorities and concerns. An essential part of the Master Planning process is to develop an outreach program which will ensure that all current and potential park user groups are encouraged to engage in the process. We will design a participatory and inclusive process to allow all segments of the community the opportunity to provide meaningful input. We will develop interactive graphics and workshop materials to convey ideas and issues, and facilitate community discussion regarding needs, preferences and priorities. Balancing competing needs in an era of limited resources requires sensitivity, innovation, and the willingness to listen to the community, as well as the ability to convey the opportunities and parameters of the study. Our team has an excellent track record in building consensus and forging coherent visions from groups with divergent interests.

We will synthesize the information gathered and analyzed in the above tasks – existing conditions, preliminary issues and goals, demographic projections, community needs and desires, recreational trends and comparable standards – into a vision for the overall system of parks and recreation. With a clear vision, we can realistically assess the gaps in the existing system, the projected deficiencies, and the opportunities for new, expanded or upgraded facilities. We will thoroughly review the City’s current park standards, and will propose updates and revisions as appropriate. In updating the City’s standards and creating specific recommendations, we will consider design, usability, accessibility, relationship of park elements and distribution of facilities. Our standards and recommendations will support innovative and inclusive design elements and include sustainable concepts to ensure efficiently maintainable parks and facilities.

Our 40 years of experience in designing and building parks, allows us to accurately project the costs for construction, renovation, operations and maintenance of parks and recreation facilities. Guided by the community vision, and grounded in accurate cost and constructability realities, we will develop strategic priorities for both long term and short term improvements. Working with City Staff, and through workshops, study sessions and public hearings, we will refine the priorities and develop comprehensive Master Plan for implementation over the next 5 to 25 years. The Parks and Recreation Facilities Master Plan will integrate all of the information into a comprehensive document. The narrative text will be richly supported with clear maps, diagrams, plans, photos and other graphics. It will also identify potential sources of funding for construction, maintenance and operations. The result will be a Park and Recreation Facilities Plan that is distinctly Menlo Park - a tailored reflection of the community needs and values.

**PARKS & RECREATION FACILITIES MASTER PLAN**

Menlo Park, CA  
October 11, 2017

**TASK I – PROJECT INITIATION**

*Finalize a detailed work scope and schedule, review goals, objectives and approaches, and identify and review all information to be provided by City Staff to establish a baseline.*

**Subtask I.1 – Work Plan**

Work with City Staff to review project’s goals and objectives and to finalize a detailed work scope and schedule. Once established, the refined work program will serve as the organizing framework for the project. It will specify meetings, work tasks, schedule checkpoints and other aspects of project management.

**Subtask I.2 – Kick-Off Meeting**

Meet with City Staff to discuss in-depth the parks, facilities, work in progress, service model, programs and partnerships currently provided to the community. Identify relevant stakeholders and targeted community segments for input into the process, and confirm engagement process. Review approaches to be used to:

- Analyze current park area, square feet of facility space, and user demographics for both City and non-City owned spaces and facilities.
- Provide qualitative measures to evaluate conformance with General Plan policies as well as best practices to identify areas of need and opportunities.
- Use planning level mapping to analyze current service areas and areas of influence for existing parks, and facilities.
- Use this information to develop master plan that responds to the unique needs and opportunities in Menlo Park while planning park, open space, facility and service recommendations for the City that are fiscally responsible and provide for a sustainable future, both physically and operationally.
- Identify additional opportunities to achieve near-, medium- and long-term park, facility and operational goals
- Review funding and financing mechanisms.
- Consider the level of environmental documentation to be required under the California Environmental Quality Act (CEQA).

**Subtask I.3 – Existing Document Review**

Assemble and review current data and planning context, including, but not limited to key documents, materials, plans and reports such as:

- City of Menlo Park General Plan and Updates
- Parks and Recreation Facilities Master Plan 1999
- Park and Recreation Commission Goals and Work Plan



- ConnectMenlo materials
- Bedwell Bayfront Park Plan
- Belle Haven Pool Plan
- Library Space Needs Study
- Economic Development Plan
- Playground Audit
- Capital Improvement Plan (CIP)
- Flood Park Master Plan
- Community Services Department (CSD) Mission / Vision and Strategic Plan
- Downtown Specific Plan
- Facebook Expansion Plans
- Infrastructure Management Study – January 29, 2007
- Cost Allocation Plan (forthcoming)

**Subtask 1.4 – Project Communication**

Hold regularly scheduled project check in calls with City staff. Provide meeting/call summaries with actionable items after each call. Maintain project schedule. Distribute project materials to applicable parties.

**PRODUCTS:**

Work Plan  
 Schedule  
 Meeting/call summaries with actionable items

**MEETINGS:**

City Staff Kick-off	1
Check-in/coordination calls	30

**TASK 2: TRENDS AND DEMOGRAPHICS**

*Examine trends in relation to the demographic composition and characteristics of the City of Menlo Park community. Identify and examine key demographic and societal trends that likely shape and impact park and recreation services.*

**Subtask 2.1- Demographic Analysis**

Prepare a demographic profile of the City of Menlo Park community, using data provided by the City. This will include 2010 Census, 2018 estimated, and 2040 projected demographic data. This analysis will identify the status and changes in age groups, family households, income, educational attainment, and other information that can be used to estimate recreation demand and likely participation.

**Subtask 2.2 – Trends Analysis**

There are a number of trends significantly impacting park and recreation facilities and programs. The response to these trends is transforming the next generation of park and recreation facilities. The trends impacting parks and recreation include environmental stewardship, social and economic concerns, new technology, children’s health and childhood obesity, the “age wave”, demand for health, fitness and wellness-centered activities, wellness and social integration of older adults, aging in place, technology, universal play and

access, and creation of community connections in urban and suburban planning, to new a few. The consultant team will identify the impact of these trends on the community and integrate strategies to address these trends in the Master Plan.

**PRODUCTS:**

A summary of the demographics and the trends that will likely have implications for the City’s recreational programs, services, and facilities.

**TASK 3 – INVENTORY AND COMPARISON OF PARKS AND RECREATION RESOURCES**

*The object of this task is to inventory the City’s existing resources, assess function and compare existing standards to those of peer communities.*

**Subtask 3.1 – Existing Park / Facility Inventory – Baseline Analysis**

Review City-provided documentation on parks and recreation facilities, both current and proposed, including site and floor plans. Create detailed inventory of facilities and amenities provided at each park/ facility, based on information provided. Follow up with field/site visits as needed:

- 13 Neighborhood and Community Parks and 2 Open Spaces
- 1 County Park
- 5 Joint Use School Facilities

Recreation facilities including:

- 3 Community Centers
- 2 Public Pools
- 3 Child Care Centers
- 1 Gymnasium
- 1 Gymnastics Center
- Menlo Atherton Performing Arts Center

For each site, indicate

- Location
- Size
- Facilities – Inventory of all park and recreational facilities (playgrounds, play field, ball courts, pools, gyms, trails restroom, structures, parking capacity)
- Recreation programs - Scheduled programs throughout the year (services provided by City)
- General condition of park or facility
- Usability of the park or facility for intended uses - whether the park is fulfilling community needs, or whether improvements would better fulfill those needs

**Subtask 3.2 - Current Programs and Services – Baseline Analysis**

Inventory and analyze the current program and service offerings and the associated fees and policies for the City of Menlo Park Community Services Department.

**Subtask 3.3 – Benchmarking**

Benchmarking is a tool to assist in establishing standards and goals by comparing the current provision of facilities and services to those offered by peer communities. The analysis will include an inventory of the current facilities and benchmarking using peer institutions. We will provide a comparative analysis of the park and recreational facilities of up to six (6) peer jurisdictions in San Mateo and Santa Clara Counties as identified by the City. Based on the availability of information from the Peer Cities, the team will strive to gather and analyze the following information: (1) number and types of park, trails, and open space opportunities, (2) inventory, size, type, and features of facilities, (3) comparison of program offerings and services, (4) user fees, rental rates, and other revenue streams (and (5) general information which would add to the comparative analysis. In addition, we will compare the Community Services Department with similar departments as listed in the National Recreation and Park Association’s NRPA Park Metrics database. The assessment will provide information to be compared to nationally accepted standards (NRPA) regarding recreation resources and facilities.

**PRODUCTS:**

Summary of Findings to include existing conditions, inventories and comparison analysis.

**TASK 4: PUBLIC INVOLVEMENT**

*Develop and conduct a cost effective program of community outreach, engagement and input. Effective outreach and engagement of the community and stakeholders is essential to the successful outcome of this master plan. The foundation of a successful needs assessment study is accomplished through interactive and meaningful community participation. Menlo Park’s Community Engagement Model will provide a basis for the public involvement approach.*

**Subtask 4.1 – Community Engagement Plan**

An outreach plan will be developed to gather input from residents and other key stakeholders and engage them in the process and outcomes of the report findings. In consultation with staff, a list of key individuals and/or stakeholders to include in the process will be established. The outreach effort will be branded, with logo and tag line. Materials will be prepared in English and Spanish, as needed. Simultaneous translation, when needed, will be provided by the City. Linkages to community events, such as Concerts in the Park, Egg Hunt, Kite Day, etc. will be identified.

**Subtask 4.2 – Outreach and Process Oversight Committee**

The City will form an Outreach and Process Oversight Committee comprised of representatives of key stakeholders who will meet with staff and consultants to provide input and guidance to the process as well as to share information about the process with their constituencies. Committee members may include representatives from groups such as Parks and Recreation Commission, Menlo Park School Districts, Neighborhood Associations, Sports Groups, or others.

The meetings will provide input to ensure that the planning process is inclusive, and that the community can weigh in effectively regarding parks, recreation facilities and open space. They will provide input on aspects of the plan and process such as crafting the mission statement and goals, identifying targeted outreach groups, development of prioritization criteria.

**Subtask 4.3 - Stakeholder Interviews / Focus Groups**

Conduct interviews and focus group meetings to evaluate how the parks, facilities and programs are serving the community. Interviews and groups will focus on overall perceptions as well as specific topics so that relevant stakeholders may contribute input regarding their areas of interest. These meetings will contribute to identifying:

- what is working well with Menlo Park’s parks and facilities
- stakeholder impressions of existing parks, facilities and programs
- what additions/changes are desired
- perceived unmet recreation needs
- related projects and opportunities which might impact master plan
- ideas for the future of park and facilities development

**Subtask 4.4 - Community Workshops**

These interactive meetings can focus on both Citywide issues and targeted sites. The consultant team will work with the City to identify appropriate settings, room layout, date, time and announcement methods to maximize community participation. Work with Staff to strategize methodology to maximize workshop attendance, and to define responsibilities for dissemination of the information. This might include:

- Web presence (consultants to provide content, City to post on project page)
- Social media
- Banner and media outreach
- Linkage with other events or meetings
- Newsletter local schools / recreational groups
- Convenient scheduling and location of meeting (possible day care)
- Translation services (materials translated by consultants, meeting translation arranged by City)
- Multiple community mailings (consultants to provide content, City to conduct mailing)
- Interagency meetings and collaboration
- Intercept events, pop-up meetings and focus groups
- Information booths at community events
- Online survey tools

The consultant team will facilitate workshops to encourage involvement in the planning process.

Community Workshop #1

- The inventory, analysis, and needs assessment information prepared during the first two project phases will be presented to the community in a public workshop (presentation materials (PowerPoint, graphics, maps, etc.) and public facilitation). The workshop will be an open house format designed to promote quality interaction through large and small group discussions, prioritization exercises, and comment sheets. At all workshops, comment cards will be provided for use by persons who are not comfortable with public speaking, to capture additional comments as they arise, and for additional outreach throughout the course of the project. Spanish translation of materials will be provided.

Community Workshop #2

- The second public workshop we will receive feedback and comment on assessment of community preferences, draft master planning recommendations and initial priorities. In this interactive workshop, elements of the action plan will be presented for review and feedback. The consultant team will record the comments received and incorporate them into the plan.

Community Workshop #3

- The third public workshop we will receive feedback and comment on the refined master planning recommendations, prioritization criteria, and develop preliminary consensus on priorities for implementation.

PRODUCTS:

Plan and schedule for public engagement  
 Outreach and Oversight Committee Meeting Agendas and Summary Reports  
 Summaries of Stakeholder Interviews/Focus Groups  
 Community Workshop Materials and Summary Reports

MEETINGS:

Outreach and Oversight Committee	3
Stakeholder Interviews/individual or group	8
Community Workshops	3

**TASK 5: GOALS, POLICIES AND STANDARDS**

*Develop goals, policies and standards to support the Parks and Recreation Facilities Master Plan Update. Incorporate the Department's vision, mission, goals and objectives and other applicable documents. Review for consistency with the City's General Plan.*

**Subtask 5.1 – Draft Goals, Policies and Standards**

Based on the information generated in the previous tasks, draft goals, policies, and standards that support the community vision. Ensure consistency with the General Plan.

Goals will address:

- A high quality and diversified system that meets current and future needs

Policies and standards will address:

- Service areas and level of service
- Access to parks and facilities

PRODUCTS:

Draft Goals, Policies and Standards

MEETINGS:

City Staff 1

**TASK 6 - DRAFT MASTER PLAN RECOMMENDATIONS**

*Develop prioritized recommendations for parks, open space, buildings and other recreation facilities and program improvements and additions.*

**Subtask 6.1 - Prioritization Criteria**

Based on information received in prior tasks, and with community input, create a set of criteria for developing and updating prioritization of future projects. Criteria may include:

- Public health and safety
- Inclusivity and access
- Community values and support
- Service gaps and unmet demand
- Health and wellness
- Collaborative opportunities and funding availability
- Sustainability and conservation
- Protection of existing infrastructure / maintenance efficiencies
- Neighborhood enhancement or economic benefit

**Subtask 6.2 - Recommendations for Improvements to Existing Parks and Facilities**

Based on information received in prior tasks and on prioritization criteria, develop a prioritized list of improvements to recreation programs, existing parks, open space, buildings and other recreational facilities.

**Subtask 6.3 - Recommendations for New Programs and Facilities**

Based on information received in prior tasks and on prioritization criteria, identify and develop a set of prioritized recommendations for additional recreation programs, parks, open space, buildings and other recreation facilities that may be needed in Menlo Park.

**Subtask 6.4 – Targeted Funding and Implementation Strategies**

Develop strategies including the development of a prioritization plan for parks and facilities and the strategies for implementation

Identify specific Economic Development opportunities available through the Department's efforts such as cultural events, sports tournaments, etc.

Establish a recreation projects list to address identified needs and/or enhancements including (1) Improvements and short-term projects and (2) order-of-magnitude cost estimates will be prepared for the listed improvements and/or new development. These will be based on a per-square foot, per-mile, and per-each basis.

**PRODUCTS:**

Draft Master Plan including criteria and recommendations

**MEETINGS:**

City Staff 1

**TASK 7: DRAFT MASTER PLAN ACTION PLAN**

*Develop a prioritized plan of action for the next 5 – 25 years which will include issues; strategies; probable costs, including staffing and maintenance needs; and an analysis of potential funding sources and mechanisms for the recreation programs, parks, trails, open space, buildings and other recreation facilities.*

**Subtask 7.1 – Cost and Revenue Analysis**

The City must be able to afford to own the facilities it can afford to build. The economic analysis and cost recovery analysis, including the City’s forthcoming cost allocation plan will help to inform the decisions about renovations and developments at City facilities.

- Develop reliable figures on which very important decisions will be made. This will include: (1) developing detailed costs for the annual operation and maintenance, (2) developing preliminary fees and charges, (3) analyzing the revenue potential for the various options, and (4) identifying the cost recovery potential.
- We will provide preliminary cost estimates for operations, maintenance, and capital improvements
- Rough order-of-magnitude cost estimates will be prepared for the listed improvements. These will be based on a per-acre, per-square foot, per-mile, and per-each basis.
- Revenue estimates for facilities will consider existing or any changes to fee structure.

**Subtask 7.2 - Funding Strategies and Opportunities**

Identify a comprehensive array of funding mechanisms available in California for municipal parks and recreation acquisition, improvements, and on-going operations and maintenance costs. Funding strategies will also describe potential partnership opportunities for further exploration. This task includes identification and evaluation of:

- An array of financing mechanisms available in California to finance recreation improvements
- Funding from gifts, grants, charitable foundations, advertising, sponsorship and other creative sources
- Criteria for viable partnerships
- Opportunities for leveraging of resources



- Funding implications based upon the assessment of the public’s willingness to fund programs and/or facilities

**Subtask 7.3 - Fee and Rate Structure Recommendations**

Market acceptance of changes to the fees and rate structure is important to sustaining a satisfied and supportive customer base. To attract new users, retain and grow the existing customer base, and provide desired community services, the fees must be competitive and attractive to the target market. The Fee and Rate Structure analysis builds upon the research developed through the market and demographic research. Study tasks include:

- Analysis of the current fee structure
- Assessment of cost recovery objectives and policies in forthcoming Cost Allocation Plan
- Funding implications based upon the assessment of the public’s willingness to fund programs and/or facilities
- Address economic barriers to access and participation

**Subtask 7.4 –Master Plan Project Prioritization Draft**

This section will include the identification of short, medium and long –term capital projects, including both standard renovations and installation of new facilities.

- Areas where certain outdated or underutilized facilities should be redeveloped
- New specialized facilities (e.g., dog parks, pickleball courts) that should be considered
- New large scale facilities (e.g. pool, play fields, park etc.) that should be considered
- Playgrounds or facilities that are not in conformance with ADA standards or do not provide inclusive access
- A timeline and budget to accomplish the goals of the Parks and Recreation Master Plan

**Subtask 7.5 –Draft Master Plan Study Session with Parks and Recreation Commission**

Hold a Study Session/Public Hearing of the Draft Master Plan with the Parks and Recreation Commission. This will provide the Commission and the public to review and comment on the work completed in this and the previous tasks.

**PRODUCTS:**

Draft Master Plan Action Plan  
Presentation Materials for PRC Study Session

**MEETINGS:**

City Staff review of draft and final reports           1  
Park and Recreation Commission Study Session       1

**TASK 8 - FINAL PLAN**

*Prepare Final Master Plan for adoption.*

**Subtask 8.1 - Master Plan Report**

Revise the Draft Master Plan Report to reflect the input received. Master Plan Report to include:

- Introduction
- Demographics and Trends
- Inventory and Comparative Analysis
- Public Involvement
- Goals, Policies and Standards
- Recommendations
- Action Plan

**Subtask 8.2 – Parks and Recreation Commission Hearing**

Provide presentation materials and attend meeting of the Parks and Recreation Commission for their recommendation for plan approval.

**Subtask 8.3– City Council Adoption Hearing**

Provide presentation materials and attend meeting of the Menlo Park City Council for plan approval.

**PRODUCTS:**

Parks and Recreation Facilities Master Plan (digital file)  
Presentation Materials for Public Hearings

**MEETINGS:**

Parks and Recreation Commission Approval	1
City Council - Adoption of Plan	1

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ATTACHMENT B  
PARK + RECREATION FACILITIES MASTER PLAN  
OUTREACH PLAN

MENLO PARK, CALIFORNIA

JANUARY 2018

## PURPOSE

Build a shared vision for the improvements and priorities for the Parks and Recreation Facilities in the City of Menlo Park.

## OUTREACH GOALS

Inform. Consult. Involve. Collaborate. Empower.

- Ensure community awareness of the project and input opportunities
- Bring residents together to create a sense of community
- Reflect City of Menlo Park mission and brand
- Provide information, education and communication regarding project and parks in Menlo Park
- Offer a range of communication and engagement tools to facilitate input among a broad range of audiences and various abilities
- Offer of a range of meeting locations and times
- Obtain community consensus to support and prioritize the plan
- Build partnerships for implementation and stewardship of improvements
- *Maybe even have a little bit fun ...*

## ENGAGEMENT METHODS

- Three Community Workshops. Option for additional workshop if necessary.
- Intercept Activities
- Oversight and Outreach Group
- Focus Groups
- Stakeholder Interviews
- Project Web page (Gates to provide content, City to host and manage)
- Project Social Media Pages - Facebook and Instagram (Gates to host and manage, City to review content). Share and link to other related accounts
- Online Survey

# AWARENESS METHODS

Goal: Share Project Information, Provide Workshop dates/locations, Distribute Online Survey Information, Collect Community Input and Showcase Ways to Stay Involved.

All materials will include City branding, project logo and tagline.

## ONLINE MEDIA OUTLETS

- City (Project) Webpage. (Link and QR code to be included on printed materials) (City to host Webpage)
- Facebook (Project Page and other interested groups)
  - Post on @MenloParkCommunityService
  - Post on @MenloParkEvents
- Instagram (Project Account, Gates to Host and Run Hashtag Contest)
- Menlo Park Twitter
- NextDoor (all Menlo Park Neighborhoods)
- School District Websites
- InMenlo (City to Post)
- Local News (Potential to notice with other events)

## NOTICE THROUGH EMAIL BLAST LISTS (CITY TO SEND)

- Any previous email list regarding project including:
  - General Plan
  - Facebook Campus Plan
  - Vision Process
  - Bedwell Bayfront Park
  - Belle Haven Newsletter
  - Other

## PRINT MEDIA OUTLETS

### FLYERS FOR POSTING: (CITY TO POST PRIOR TO WORKSHOPS)

- Schools
- Community Centers, Senior Center, Child Development Centers, Recreation Center, etc.
- Other park facilities (Kiosks)
- City Offices
- Post Office
- Local Businesses (Coffee Shops, etc.)
- Reader Board Along Streets
- Community Events
- Other

# PUBLIC OUTREACH MEETINGS

Potential Formats Could Include: Open House, Presentation with Breakout Stations, Dot Boards, Design Charettes, etc.

## Community Workshop #1 :

“Tell us about your parks! What do we like? What could we improve? What do we want to add?”

Spring 2018, date and venue TBD.

Work directly with the community to understand and consider concerns and aspirations for the Menlo Park and Recreation Master Plan.

Materials Might Include: overall park system context, amenities and programs currently available, inspiration images of recreation trends and space for open-ended creative ideas.

**Outcomes:** Meaningful input from community members to tailor or our process and recommendations

## Community Workshop #2 : “Goals, Preferences & Priorities”

*Summer 2018, date and venue TBD.*

Based on input and information gathered through Community Workshop #1 and other outreach efforts to date, present preliminary goals and emerging areas of interest for open, honest and fair discussion to assist with validation, and to obtain further input and direction.

Materials will include: Summary of input to date and preliminary goals for discussion, boards presenting options regarding areas of interest further input, refinement, and prioritization.

**Outcomes:** Work directly with the community to understand trade-offs, opportunities, preferences and prioritize goals

## Community Workshop #3 : “Did We Get it Right?”

*Early Fall 2018, date and venue TBD.*

Based on input from community workshops and other outreach to date, present specific recommendations and prioritization criteria from community members to provide advice on next step and long term vision for the Park and Recreation Master Plan.

Materials will include: Summary of input to date and recommendations for community to review, validate, and prioritize and provide additional feedback.

# INTERCEPT ACTIVITIES

We will hold intercept activities throughout the process to collect a greater base of input and create awareness for the project.

Potential Locations Could Include: Pop-up Booth at Events (4th of July, Concert Series, Movies Nights), Farmers Markets, School Fairs, Coffee Shop Pop-Up, etc.

# FOCUS GROUPS

We will hold focus groups throughout the process to collect a greater base of input and create awareness for the project.

Potential Focus Groups Could Include: Targeted user groups and potential partners such as :Teens, Seniors, Sports Groups, School Districts, etc.

# OVERSIGHT + OUTREACH GROUP

One component of the community engagement plan is the formation of the Parks and Recreation Facilities Master Plan Oversight and Outreach Group. The group is comprised of key stakeholders who will meet with staff and consultants to provide input and guidance to the process as well as help promote the effort to their constituencies. We want to ensure the planning process is inclusive, and that the community can weigh in effectively regarding parks, recreation facilities and open space.

The group's scope of work will be limited to:

1. Providing advisory input and recommendations to the consultant and staff regarding the outreach process and concept plans (i.e. alternatives) and programs; and
2. Reaching out to other community members and help bring them into the broader planning process through participation in the community workshops and other planning activities.

The composition of the Oversight and Outreach group includes City staff and project consultants, commissioners, and volunteers from various stakeholder groups who will be selected by the project management team. Outreach for volunteers may include those that participate in the school district's Community Trust meetings, Library Teen Advisory Group, City approved Sports Field User Groups, Chamber of Commerce, recipients of Menlo Park's Grant for the Arts Program and others.

The proposed Oversight and Outreach committee composition may include:

- Derek Schweigart, Interim Community Services Director
- Azalea Mitch, Public Works City Engineer
- Parks and Recreation Commission (2 representatives)
- City Council liaison to Parks and Recreation Commission
- Environmental Quality Control Commission (1 representative)
- Youth/Teens (2 representatives)
- School Districts (2 representatives)
- City Pool Operator – Team Sheeper
- Sports Field User Group (2 representatives)
- Business Community (1 representative)
- Arts and Culture (1 representative)
- Environmental Group (1 representative)



# POTENTIAL STAKEHOLDERS

- Menlo Park Police Department
- Menlo Park City Council
- Parks and Recreation Commission
- Complete Streets Commission
- Environmental Quality Commission
- Library Teen Advisory Group
- Sports Fields User Groups
- Recreation Program Operators
- Peninsula Volunteers, Inc.
- Menlo Park School District
- Ravenswood School District
- Las Lomas School District
- Sequoia High School District
- Private Schools
- San Mateo County Parks Department
- Boys and Girls Club
- Chamber of Commerce
- Bay Conservation & Development Commission (BCDC)
- Environmental groups
- Facebook
- Menlo Park Rotary
- Friends of Bedwell Bayfront Park
- Utility providers
- Gymnastics Community
- Special Population groups
- Dog Park Users

# COMMUNITY OUTREACH SCHEDULE AT A GLANCE

## TASK / MEETINGS

## ACTION ITEMS

## ACCOUNTABILITY

### JANUARY 2018

Draft Community Outreach Plan	Populate Stakeholder Matrix	City
<b>Outreach Plan Commission Review</b>	Select O+O Committee Members	City
<b>Outreach Plan Council Review</b>		

### FEBRUARY 2018

Launch Project Website	Refine Project Branding (Logo/Tagline)	Gates + City
Launch Social Media Pages	Schedule O+O Committee Meetings	City
O+O Group Meeting	Hold O+O Committee Meetings	City + Gates
Ad in Park + Rec Guide	Create/Review Workshop Materials	Gates + City
	Create/Review Workshop Layout/Stations	Gates
	Schedule Stakeholder Interviews	Gates + City
	Reserve Venue	City
	Place Ad in Park + Rec Guide	City

### MARCH 2018

<b>Intercept Activity #1 (3/31/18)</b>	Summarize Community Intercept Activity #1	Gates
O+O Group Meeting	Notice Community Workshop #1	City
Stakeholder Interviews	Book Venue Community Workshop #1	City
	Develop Questions for Online Survey	City + Gates
	Conduct Stakeholder Interviews	Gates

### SPRING 2017

<b>Intercept Activity #2</b>	Summarize Community Workshop #1	Gates
<b>Community Workshop #1</b>	Analyze Survey Data	Gates
Stakeholder Interviews	Focus Group Meeting Scheduling	City
Open Online Survey	Conduct Focus Group Meetings	Gates + City
Close Online Survey		
O+O Group Meeting		
Focus Group Meetings		

### SUMMER 2018

<b>Intercept Activity #3</b>	Reserve Venue Workshop #2	City
<b>Community Workshop #2</b>	Create Content for Workshop #2	City + Team
Focus Group Meetings	Notice Workshop #2	
O+O Group Meetings (2)	Summarize Workshop #2	Gates
	Reserve Venue Workshop #3	City
	Create Content for Workshop #3	City + Team

### FALL 2018

<b>Community Workshop #3</b>	Summarize Workshop #3	Gates
O+O Committee Meetings (2)		



## PRELIMINARY VISION

Connect Menlo Park through a **sustainable** and **accessible system** of parks, recreation facilities, and programs that reflect the City's **character**, and encourage **multi-generational interactions**.

## PRELIMINARY GOALS

### *Parks and Facilities for All of Menlo Park*

- An **integrated**, **equitable** and **inclusive** park and recreation system that serves the community as a whole.
  - Multi-generational
  - All abilities
  - Equitable and affordable
  - Integrate with other planning efforts (Transportation Plan, Downtown Plan, Library Plan, Green Infrastructure Plan, development plans)
- A **connected** and **accessible** park and recreation system.
  - Accessible to residents across the City
  - Accessible to all ages and abilities – multi-generational
  - Accessible for all socio-economic levels – equitable and affordable

### *Unique and Distinctive Parks and Facilities*

- Parks and facilities reflect a **sense of place** and **community**.
  - Unique and distinctive.
  - Identity and character.
  - Convey the sense of Menlo Park's community.
- Parks and recreation that supports **health** and **wellness**.
  - Active and passive
  - Fitness center
  - Linear connections
  - Integrate nature and green spaces throughout the city

### *Creative Solutions*

- **Expand** parks and recreation **opportunities**.
  - Strengthen and expand partnerships and joint use.
  - Innovative transformation of underused spaces (underused space in existing parks, greening of hardscapes, surface parking lots, rooftops, street space)
  - Bring nature into the City
  - Temporary / pop-up recreation spaces (play streets, Sunday streets)
  - Extend use time of facilities (field lighting)

- Identify opportunities for features desired by the community (dog parks, splash pad, community gardens, etc.)

### *Sustainability*

- Ensure **sustainability** is an **integral part** of parks and recreation facility development and management.
  - Incorporate sustainable best practices for water conservation, energy efficiency, and stormwater management.
  - Design and construct new recreation and community facilities to meet Gold LEED standards.
  - Establish parks and recreation facilities as part of a more resilient city



**SPECIAL AND REGULAR MEETING MINUTES - DRAFT**

**Date:** 6/5/2018  
**Time:** 6:00 p.m.  
**City Council Chambers**  
**701 Laurel St., Menlo Park, CA 94025**

**6:00 p.m. Closed Session (City Hall - "Downtown" Conference Room, 1st Floor)**

Mayor Ohtaki called the closed session to order at 6:00 p.m.

- CL1.** Closed session conference with legal counsel pursuant to Government Code section 54956.9(d)(1) regarding existing litigation: 1 case  
Case Name: Talavera v. City of Menlo Park; Case No.: RG17869108
- CL2.** Closed session conference with legal counsel pursuant to Government Code section 54956.9(d)(1) regarding existing litigation: 1 case  
Case Name: Chamberlin v. City of Menlo Park et al, United States District Court, Northern District of California, Case No.: 3:17-CV-04994-LB

**7:00 p.m. Regular Session**

**A. Call to Order**

Mayor Ohtaki called the regular session to order at 7:18 p.m.

**B. Roll Call**

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

**C. Pledge of Allegiance**

Mayor Ohtaki led the Pledge of Allegiance.

**D. Report from Closed Session**

**E. Public Comment**

- Nettie Wijsman spoke about concerns regarding San Mateo County's Environmental Impact Report (EIR) of Flood Park; parking, current park usage, traffic impacts, speeding vehicles, and noise.
- Alice Newton spoke in favor of the proposed plans for Flood Park and spoke against the proposed lacrosse/soccer field's location.
- Enrique Navas requested collaboration from the City Council and the Sequoia School District regarding impact fee analysis.

## **F. Commissioner Reports**

- F1. Housing Commission quarterly update

Housing Commission quarterly update was moved to a future City Council meeting.

## **G. Consent Calendar**

- G1. Accept the City Council meeting minutes for April 24 and May 8, 2018
- G2. Adopt a Specific Plan and Zoning Ordinance amendment associated with the Guild Theater Renovation Project at 949 El Camino Real (Staff Report #18-122-CC)
- G3. Authorize the City Manager to amend the contract with CalWest Lighting & Signal Maintenance to provide traffic signal and street light maintenance services (Staff Report #18-118-CC)
- G4. Authorize the City Manager to send a staff representative with the July 2018 Bizen Student Exchange Trip and approve related travel expenses not to exceed \$3,000 (Staff Report #18-124-CC)

Council Member Carlton pulled items G1 and G4.

**ACTION:** Motion and second (Cline/Keith) to approve items G2 and G3, passed unanimously.

- G1. Accept the City Council meeting minutes for April 24 and May 8, 2018

Council Member Carlton requested the appointees be named on the April 24 minutes. Mayor Pro Tem Mueller requested that the April 24 minutes reflect "and/or" when referring the downtown parking structure as a mix-used structure.

**ACTION:** Motion and second (Cline/Ohtaki) to approve item G1, passed unanimously.

- G4. Authorize the City Manager to send a staff representative with the July 2018 Bizen Student Exchange Trip and approve related travel expenses not to exceed \$3,000 (Staff Report #18-124-CC)

City Council discussed the need for a staff member to attend the Bizen Exchange Trip.

**ACTION:** Motion and second (Carlton/Ohtaki) to approve item G4, passed unanimously.

## **H. Public Hearing**

- H1. Public Hearing on proposed fiscal year 2018-19 budget and Capital Improvement Plan (Staff Report #18-123-CC)

City Manager Alex McIntyre and Administrative Services Director Nick Pegueros introduced the item and made a presentation (Attachment).

Mayor Ohtaki opened the public hearing.

No public comment.

Mayor Ohtaki closed the public hearing by acclamation.

City Council thanked staff for the work that went into the balanced budget. They also discussed ways to fund the Sharon Road sidewalk project, Willow park sidewalk and bicycle lane project, Alta School sidewalk project, Belle Haven Library, and the downtown parking garage. City Council also directed staff to return to the June 19 meeting on creating and appointing members to a subcommittee to work with the Chamber of Commerce on the beautification, human care for the homeless, and business incentives in the downtown area.

- H2. Consider an appeal of the Planning Commission approval of a use permit for a new residence at 752 Gilbert Avenue (Staff Report #18-117-CC)

Assistant Planner Michele T. Morris introduced the item and made a presentation (Attachment).

Appellants Eric Selvik, Soni Bergman, David Lehmann, and Krystl Wong supported the project but had concerns with the height, landscaping, and location of the second story.

Mayor Ohtaki opened the public hearing.

- Susan Leonard commented the rural charm on the Gilbert neighborhood and the proposed structure seemed to be more industrial.

Mayor Ohtaki closed the public hearing by acclamation.

City Council discussed the various options presented by staff, the Planning Commission, the architect Chris Spalding, and the appellants. Staff was directed to work as a liaison between the appellants and architect for the landscaping design.

**ACTION:** Motion and second (Carlton/Cline) to uphold the appeal in part, approve the use permit and modify the Planning Commission approval as follows:

- 1) The maximum height of the house to be reduced by a minimum of 18 inches; and
- 2) The applicant shall submit a landscape plan to provide screening of the home with input from the appellants to lessen the impacts on the neighboring property, subject to staff review and approval

The motion passed unanimously.

## **I. Regular Business**

- I1. Adoption of resolution calling election to place charter measure on ballot, approval of final proposed charter language and recommendation from ad hoc committee on inclusion of term limits in charter and charter committee formation (Staff Report #18-120-CC)

Item I1 was moved to the June 19 City Council meeting.

## **J. Informational Items**

- J1. Update on Land Management Information System Replacement (Staff Report #18-121-CC)

- J2. Update on the Citywide Safe Routes to School program (Staff Report #18-119-CC)

- Jen Wolosin thanked the City Council and staff for prioritizing the Safe Routes to School program.



**K. City Manager's Report**

**L. Councilmember Reports**

Mayor Ohtaki stated the Stanford General Use Permit Subcommittee raised important questions regarding the traffic mitigation before the final submission of the EIR.

**M. Adjournment**

Mayor Ohtaki adjourned the meeting at 11:36 p.m.

Judi A. Herren, City Clerk



**SPECIAL AND REGULAR MEETING MINUTES - DRAFT**

**Date:** 6/19/2018  
**Time:** 6:00 p.m.  
**City Council Chambers**  
**701 Laurel St., Menlo Park, CA 94025**

**6:00 p.m. Closed Session (City Hall - “Downtown” Conference Room, 1st Floor)**

Public Comment on these items will be taken before adjourning to Closed Session.

- CL1.** Closed session conference with labor negotiators pursuant to Government Code §54957.6 regarding current labor negotiations with Service Employees International Union (SEIU) and American Federation of State, County and Municipal Employees (AFSCME)

**7:00 p.m. Regular Session**

**A. Call to Order**

Mayor Ohtaki called the regular session to order at 7:18 p.m.

**B. Roll Call**

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

**C. Pledge of Allegiance**

Mayor Ohtaki led the Pledge of Allegiance.

**D. Report from Closed Session**

No report from closed session.

**E. Presentations and Proclamations**

- E1.** Proclamation recognizing Cherise Brandell

Mayor Ohtaki presented a proclamation to Cherise Brandell.

**F. Public Comment**

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



- Cecilia Pinto expressed concerns for the Facebook Willow Village impacts on the school district.
- Pam Fernandes expressed concerns for the Facebook Willow Village impacts on the school district as well as the need to include principal and/or superintendent in future conversations related to the project.
- Kathy Koenig requested that City Council consider the needs of Menlo/Atherton students during the development of the Facebook Willow Village project.
- Andrew Boone spoke against the San Mateo County Get Us Moving initiative.
- David Henig spoke in favor of the Facebook Willow Village project but urged City Council to consider impact on students.
- Cecilia Taylor informed City Council of a traffic and safety event.

## **G. Consent Calendar**

- G1. Accept the City Council meeting minutes for April 24, May 22, and June 5, 2018
- G2. Adopt Resolution No. 6442 calling and giving notice of holding a General Municipal Election for three City Council seats in districts 1, 2 and 4, requesting that the City Council consolidate the election with the Gubernatorial General Election to be held November 6, 2018, and contracting with the San Mateo County Chief Elections Officer and Assessor-County Clerk-Recorder for election services (Staff Report #18-127-CC)
- G3. Authorize the City Manager to enter into an agreement with Alta Planning + Design for the Safe Routes to School program (Staff Report #18-136-CC)
- G4. Authorize the City Manager to enter into an agreement with Contract Sweeping Services, Inc. for street sweeping services (Staff Report #18-137-CC)
- G5. Award of a construction contract to Golden Bay Construction, Inc. for the Carlton Avenue, Monte Rosa Drive, and North Lemon Avenue Traffic Calming Project and appropriate the funds (Staff Report #18-135-CC)
- G6. Adopt a Resolution No. 6445 authorizing the installation of temporary traffic calming modifications in the Belle Haven neighborhood due to construction impacts of ongoing projects in the Bayfront area (Staff Report #18-133-CC)
- G7. Introduce, read and waive further reading of an ordinance adding Chapter 8.54 [Tenant Anti-Discrimination] to the City's Municipal Code (Staff Report #18-126-CC)
- G8. Adoption of Resolution No. 6446 Updating the Below Market Rate Housing Guidelines (Staff Report #18-134-CC)
- G9. Approve partnership with Menlo Spark and Grid Alternatives to provide free solar electric systems and electric vehicle charging stations to income qualifying homeowners in Menlo Park (Staff Report #18-138-CC)

**ACTION:** Motion and second (Keith/Carlton) to approve the consent calendar excluding items G6 and G9, passed 4-0-1 (Cline absent).

Mayor Ohtaki noted that the June 5 minutes for the public hearing on proposed fiscal year 2018-19 budget and Capital Improvement Plan should read Sharon Road not Sharon Oak. He also directed

staff to correct the action on the appeal of the Planning Commission approval of a use permit for a new residence at 752 Gilbert Avenue item.

Andrew Boone commented on item G3.

City Council Member Keith pulled item G6.

City Council Member Carlton pulled item G9.

G3. Authorize the City Manager to enter into an agreement with Alta Planning + Design for the Safe Routes to School program (Staff Report #18-136-CC)

- Andrew Boone spoke in support of the Safe Routes to School program.

G6. Adopt a Resolution No. 6445 authorizing the installation of temporary traffic calming modifications in the Belle Haven neighborhood due to construction impacts of ongoing projects in the Bayfront area (Staff Report #18-133-CC)

City Council Member Keith received clarification on schedule of work. City Manager Alex McIntyre confirmed that a new police beat is in the Belle Haven neighborhood.

**ACTION:** Motion and second (Keith/Ohtaki) to approve item G6, passed 4-0-1 (Cline absent).

G9. Approve partnership with Menlo Spark and Grid Alternatives to provide free solar electric systems and electric vehicle charging stations to income qualifying homeowners in Menlo Park (Staff Report #18-138-CC)

City Council Member Carlton recused herself from item G9.

**ACTION:** Motion and second (Keith/Ohtaki) to approve item G9, passed 4-0-1 (Cline absent).

## H. Public Hearing

H1. Adopt Resolution No. 6443 overruling protests, ordering the improvements, confirming the diagram and ordering the levy and collection of assessments for Landscaping Assessment District for fiscal year 2018-19 (Staff Report #18-130-CC)

Public Works Director Justin Murphy introduced the item and made a presentation.

Mayor Ohtaki opened the public hearing.

- Lynne Bramlett expressed concern for the budgets and fees processes.

Mayor Ohtaki closed the public hearing by acclamation.

City Council received confirmation that this was not a new tax and background information regarding the Landscaping Assessment District.

**ACTION:** Motion and second (Keith/Ohtaki) to adopt Resolution No. 6443 overruling protests, ordering the improvements, confirming the diagram, and ordering the levy and collection of assessments and increasing the tree assessment by 10 percent, which amounts to \$6.71 per

single family equivalent per year and the sidewalk assessment by 20 percent, which amounts to \$6.03 per single family equivalent per year for the Landscaping Assessment District for fiscal year 2018-19, passed 4-0-1 (Cline absent).

- H2. Adopt Resolution No. 6444 to collect the regulatory fee at the existing rates to implement the City's Storm Water Management Program for fiscal year 2018-19 (Staff Report #18-131-CC)

Public Works Director Justin Murphy introduced the item and made a presentation.

Mayor Ohtaki opened the public hearing.

Mayor Ohtaki closed the public hearing by acclamation.

**ACTION:** Motion and second (Keith/Ohtaki) to adopt Resolution No. 6444 to collect the regulatory fee at the existing rates to implement the City's Storm Water Management Program for fiscal year 2018-19, passed 4-0-1 (Cline absent).

- H3. Introduce Ordinance No. 1047 updating the community amenities requirement for bonus level development in the residential mixed-use zoning district (Staff Report #18-129-CC)

Principal Planner Deanna Chow introduced the item and made a presentation.

Mayor Ohtaki opened the public hearing.

- Sateez Kadivar commented he is bringing a housing project to the residential mixed-use zoning district and encouraged City Council to define a smaller parcel development size.

Mayor Ohtaki closed the public hearing by acclamation.

City Council directed staff to collect and provide to the Planning and Housing Commission financial information to assist in correcting the 30 percent interpretation that can potentially slow or stop building projects.

**ACTION:** Motion and second (Ohtaki/Carlton) to introduce Ordinance No. 1047 updating the community amenities requirement for bonus level development in the residential mixed-use zoning district, passed 4-0-1 (Cline absent).

## I. Regular Business

- I1. Amend the fiscal year 2017-18 budget and authorize the City Manager to execute agreements with GameTime for The Park Playground Equipment Project (Staff Report #18-141-CC)

Finance and Budget Manager Dan Jacobson introduced the item and made a presentation.

- Jennifer Johnson spoke in support of funding the playground equipment.
- Cecilia Pinto commented that the revenue from the Stanford project does not benefit Menlo/Atherton school districts.

City Council received confirmation that project funds are placed where they cannot be touched unless for their specific project. They discussed commercial and real estate taxes that benefit school districts. Mayor Pro Tem Mueller accepted an invitation to attend the Menlo/Atherton High School Foundation meeting.

**ACTION:** Motion and second (Carlton/Keith) to amend the fiscal year 2017-18 budget and authorize the City Manager to execute agreements with GameTime for The Park Playground Equipment Project, passed 4-0-1 (Cline absent).

12. Approve resolutions: adopting the fiscal year 2018–19 budget and Capital Improvement Plan and appropriating funds; establishing the appropriations limit for fiscal year 2018–19; establishing a consecutive temporary tax percentage reduction in the Utility Users' Tax rates through September 30, 2019; and establishing Citywide salary schedule effective July 8, 2018 (Staff Report #18-140-CC)

Administrative Services Director Nick Pegueros introduced the item and made a presentation.

- Lynne Bramlett commented that the budget process should include more opportunity for public input.
- Cecilia Taylor commented on the City's salary schedule and requested that the minimum wage be raised.

City Council directed staff to seek opportunities for grant funding for the Willows bike land project. City Council also expressed support for the \$100,000 City Council special project budget and stressed the importance of the Sharon Road and Belle Haven Library projects.

**ACTION:** Motion and second (Carlton/Ohtaki) to approve resolutions: adopting the fiscal year 2018–19 budget and Capital Improvement Plan and appropriating funds; establishing the appropriations limit for fiscal year 2018–19; establishing a consecutive temporary tax percentage reduction in the Utility Users' Tax rates through September 30, 2019; and establishing Citywide salary schedule effective July 8, 2018, passed 4-0-1 (Cline absent).

13. Approve a total project budget of \$1.6 million and authorize the City Manager to execute agreements to implement a New Land Management System (Staff Report #18-139-CC)

Administrative Services Director Nick Pegueros and Information Technology Manager Gene Garces introduced the item and made a presentation.

City Council received clarification that majority of the budget for this project is for implementation and was informed that the new system will be compliant with the Americans with Disabilities Act.

**ACTION:** Motion and second (Ohtaki/Keith) to approve a total project budget of \$1.6 million and authorize the City Manager to execute agreements to implement a New Land Management System, passed 4-0-1 (Cline absent).

14. Adoption of resolution calling election to place charter measure on ballot, approval of final proposed charter language and recommendation from ad hoc committee on inclusion of term limits in charter and charter committee formation (Staff Report #18-120-CC)

Assistant City Attorney Cara Silver introduced the item and made a presentation.

- Pamela Jones expressed concerns with the proposed chartered language. She suggested waiting for the 2020 election.

- Julie Shanson spoke against the charter.
- Lynne Bramlett expressed concern regarding the language used in the staff report.

Assistant City Attorney Cara Silver explained that a charter could only trump state law on approved municipal affairs. City Council discussed having only one district and the remaining at large. They also discussed if the charter needed to be on the 2018 election ballot. Mayor Ohtaki and City Council Member Keith volunteered to draft the arguments in favor of the measure.

**ACTION:** Motion and second (Ohtaki/Carlton) to adoption of resolution calling election to place charter measure on ballot, approval of final proposed charter language with updates listed below and recommendation from ad hoc committee on inclusion of term limits in charter and charter committee formation:

1. Remove language “without limitation” in Section 101; and
  2. Change “City Council” to “elected City official” in Section 204; and
  3. Insert the following provision in Article 3: “Amendments to this Charter may only be voted on at a general municipal election.” [Note I also made a conforming change to Article 3’s title.]
- The motion passed 3-1-1 (Mueller dissenting, Cline absent).

15. Appoint a City Council ad hoc subcommittee to work with the Chamber of Commerce regarding Downtown beautification, business incentives and homeless issues (Staff Report #18-128-CC)

This item was pushed to the July 17, 2018 City Council meeting.

#### **J. Informational Items**

- J1. Update on Employee Engagement and Organizational Development Project (Staff Report #18-125-CC)
- J2. Update on the Transportation Master Plan status (Staff Report #18-132-CC)

#### **K. City Manager's Report**

#### **L. Councilmember Reports**

Mayor Ohtaki reported on the upcoming Student Cultural Exchange Trip to Bizen, Japan July 9 – 15, 2018.

City Councilmember Keith attended the Board of Supervisors meeting. Keith also reported she will be attending the Kauffman Foundation conference.

City Councilmember Carlton reported an invitation from Consul General of Japan in San Francisco for the students attending the Bizen, Japan Student Cultural Exchange Trip. She also reported she will be attending a conference in Bulgaria.

#### **M. Adjournment**

Mayor Ohtaki adjourned the meeting at 11:47 p.m.

Judi A. Herren, City Clerk





## STAFF REPORT

### City Council

Meeting Date:

8/6/2018

Staff Report Number:

18-142-CC

Consent Calendar:

**Authorize the City Manager to execute agreements, not to exceed an aggregate of \$200,000, for Public Works and Community Development organizational reviews**

### Recommendation

Staff recommends the City Council authorize the city manager to execute agreements in an amount not to exceed a total budgeted of \$200,000 for Community Development and Public Works departmental organizational reviews.

### Policy Issues

This action is consistent with two items in the 2018 City Council work plan: organizational study of the Public Works Department and Organizational Study of the Community Development Department. In addition, contracting out for specialized services is consistent with City Council goals. The use of the consultant requires City Council authorization because the anticipated total dollar amount of the contract may exceed the city manager's signing authority.

### Background

The City has hired consultants in the past to perform organizational analyses of most of its departments. The purpose of these studies is for the city to be the most efficient, effective and responsive it can be. Independent consultants evaluate the departments' organization, operations, and service delivery and identify areas to implement best practices from other well-run departments.

Staff released a request for proposals (RFP) May 23, 2018, with proposals due June 18, 2018. The city received seven proposals in response to the RFP as listed in Table 1.

### Analysis

Staff has set up an evaluation process for the proposers made up of executive and management staff. Three firms were interviewed July 16, 2018. Staff is still in the process of reference checking and evaluating project scope. All the firms that submitted proposals are well-known in the industry and very experienced. Due to fewer City Council meetings in the summer, staff is requesting authorization to proceed with the process to select and award a contract.

A firm will be selected which provides the best value to the organization. Cost will be considered along with the firm's approach, consultant team being assigned to the project, recent similar experience, and the combination of expertise most appropriate for the functions in the Public Works and Community Development departments.



Table 1: RFP proposal submissions		
Firms	Home office	Total Fee
Citygate Associates, LLC	Folsom, CA	<b>\$176,378</b>
Interwest Consulting Group, Inc.	Pleasanton, CA	<b>\$76,500</b>
Kelly Associates Management Group, LLC and Bucknam and Associates, LLC	Fullerton, CA	<b>\$91,250</b>
LA Consulting, Inc. (public works only)	Manhattan Beach, CA	<b>\$89,067</b>
Management Partners	San Jose, CA	<b>\$115,000</b>
Matrix Consulting Group	Mountain View, CA	<b>\$108,900</b>
Novak Consulting Group	Ohio	<b>\$84,400</b>

**Impact on City Resources**

The City Council adopted fiscal year budget 2018-19 includes sufficient funds to contract with any of the responsive firms.

**Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it proposes an organizational structure change that will not result in any direct or indirect physical change in 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.

Report prepared by:  
 Michael S. Frank, Senior Project Manager



## STAFF REPORT

### City Council

**Meeting Date:** 8/6/2018  
**Staff Report Number:** 18-145-CC

**Consent Calendar:** Approve the Parks and Recreation Commission 2-year work plan goals

### Recommendation

Staff recommends that the City Council approve the Parks and Recreation Commission 2-year work plan goals for the period including May 2018 to May 2020.

### Policy Issues

The proposed work plan goals are consistent with Menlo Park City Council policy CC-01-0004 that defines the purpose for the commission which includes advising the City Council on matters related to city programs and facilities dedicated to recreation, e.g., those programs and facilities established primarily for the participation of and/or use by residents of the city.

### Background

Commissions are responsible for establishing a 2-year work plan that is in line with the City Council's goals, which guides the commissions' activities and projects. Once finalized by the advisory body, it is formally presented to City Council for direction and approval and then reported out on by the advisory body during the year and at the completion of the work plan. Advisory body's biennial plans will serve as a useful tool for both the advisory body and the City Council to ensure that the work plan reflects the vision, mission, or priorities of the City Council.

The Parks and Recreation Commission is charged with advising the City Council on matters related to City programs and facilities dedicated to recreation, e.g., those programs and facilities established primarily for the participation of and/or use by residents of the City. This general charge includes advising on:

- Adequacy and maintenance of such facilities as parks and playgrounds, recreation buildings, facilities and equipment
- Adequacy, operation and staffing of recreation programs
- Modification of existing programs and facilities to meet developing community needs
- Long range planning and regional coordination concerning park and recreational facilities

The Parks and Recreation Commission's Mission Statement: The City of Menlo Park Parks and Recreation Commission will strive for excellence in teamwork to: preserve and protect open space and parklands; be responsive to community needs for leisure, cultural and social programs; affirm the diversity in the community; maintain its availability, visibility, and accessibility to the community and the media; promote safety in all facilities and programs; be financially responsible; and maintain a liaison between the community and city government.

## **Analysis**

The City Council approved the current Commission work plan August 23, 2016. Over the last two years, the Commission worked steadily to address those goals and a summary of their achievements are included in the 2-year work plan update as (Attachment A.) The Commission began to develop new work plan goals in March 2017 and approved them at their meeting June 27, 2018. The following are the proposed goals for City Council approval:

For the years 2018 - 2020, the Parks and Recreation Commission will evaluate, advise and make recommendations in order to:

- Provide high quality and inclusive programs and services that meet the diverse and changing needs of all Menlo Park residents and neighboring communities;
- Ensure city parks and community facilities are well-maintained, upgraded and/or expanded to improve accessibility and usage by a diverse population, while promoting sustainable environmental design and practices;
- Improve class and program offerings, venues, partnerships and sponsorships to increase the quality and accessibility of educational, recreational, sporting, artistic, and cultural programs in the City of Menlo Park;
- Support initiatives, partnerships and projects that intersect with the city's park and community services resulting in well-coordinated efforts to meet the needs of residents.

## **Impact on City Resources**

There is no impact on City resources associated with this action.

## **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it proposes an organizational structure change that will not result in any direct or indirect physical change in the environment.

## **Public Notice**

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## **Attachments**

A. 2-year work plan update and proposed goals for May 2018 to May 2020

Report prepared by:  
Derek Schweigart, Community Services Director

Parks & Recreation Commission  
 Work Plan Goals and Achievements FY 2016-2018

<p>1.</p>	<p>Research and evaluate the social services and recreation opportunities in the City of Menlo Park, particularly in the Belle Haven Neighborhood resulting in high quality programs and services meeting the diverse and changing needs of residents throughout the City.</p>
	<p>Achievements:</p> <ul style="list-style-type: none"> <li>• The Commission received a presentation and overview of the City’s Child Care programs which include the Menlo Children’s Center Preschool and After School programs, Belle Haven Child Development Center and the Belle Haven After School and Camp Menlo programs. The Commission continues to support increased preschool program opportunities in the community and quality after school care.</li> <li>• Commission provided feedback on Belle Haven Pool Audit and Master Plan and approved a recommendation to City Council to accept the Master Plan and Option B which includes a complete pool remodel. The pool audit and master plan is identified as item # 11 in the 2017 City Council Work Plan. It is anticipated that the master plan will be presented to City Council at their meeting on September 26.</li> </ul>
<p>2.</p>	<p>Study and evaluate, through such means as the Master Plan process, operational planning goals, utilization options, and guidelines for City Park and Community Services facilities resulting in facilities and equipment being properly maintained, upgraded and/or expanded to meet community needs.</p>
	<p>Achievements:</p> <ul style="list-style-type: none"> <li>• The Commission participated in the annual Parks and Recreation Facilities Tour which included Burgess, Nealon and Sharon Parks and Facilities. Commissioners had the opportunity to observe recreation classes and programs, aquatics programming and tour the parks. Commissioners were particularly interested in the playgrounds and the CIP projects scheduled at Nealon Park.</li> <li>• Reviewed the Bedwell Bayfront Park (BBP) Master Plan scope of work and approved the overall approach to project.</li> <li>• Reviewed and provided feedback on the proposed BBP Master Plan community engagement process and appointed Commissioner Marianne Palefsky to participate on the BBP Oversight and Outreach Committee for the project.</li> <li>• The Commission received a presentation and provided feedback to the Public Works Parks Division on the Menlo Park Playgrounds Audit and proposed CIP projects. Also, commissioners Laura Lane and Jennifer Johnson were appointed to serve on a Playgrounds CIP subcommittee to assist staff on the scope of work and community engagement process.</li> <li>• The Commission continues to be involved in the Jack Lyle Restroom CIP project including participating in the community meeting that was held in December and advising City staff and the project consultant on the project scope of work. The project comes back to the Commission for their review and approval before end of the current fiscal year and prior to City Council awarding a construction contract.</li> <li>• Commissioners participated in the pop-up open house meeting at Willow Oaks Park in February and the community workshop in March concerning the Willow Oaks Park Restroom</li> </ul>

and Dog Park CIP projects. The Commission will review preliminary project designs at their meeting in April and it will be another opportunity for the public to provide their feedback.

- The Commission received a presentation and update on the Belle Haven Pool Audit and Analysis Phase and provided feedback to City staff on study. The Belle Haven Pool master plan phase will be presented to the Commission at their April meeting for the feedback.
- Commissioners Laura Lane and Jennifer Johnson have been working with City Staff on developing a Request for Qualifications (RFQ) for the Park Playground Replacement Project which is identified as item # 14 in the 2017 City Council Work Plan.
- Commission provided feedback to staff on the Nealon Park playground replacement and provided direction to staff on the Commission's future involvement, as well as the importance of inclusivity, educational components and themes.
- Commission provided feedback on Belle Haven Pool Audit and Master Plan and approved a recommendation to City Council to accept the Master Plan and Option B which includes a complete pool remodel. The pool audit and master plan is identified as item # 11 in the 2017 City Council Work Plan. It is anticipated that the master plan will be presented to City Council at their meeting on September 26.
- Commission reviewed and approved preliminary plans for Willow Oaks Park projects that include a new restroom and dog park renovation. After receiving public comment, the Commission approved various options and amenities for the dog park and the proposed restroom. The Willow Oaks Park Improvements are identified as item # 17 in the 2017 City Council Work Plan.
- Commission provided input on the Nealon Park Field Renovation and were supportive of the temporary dog park that opened in June. Nealon Park Sports Field improvements are identified as Item # 30 in the 2017 City Council Work Plan.
- Commissioners continue to participate in the community engagement efforts for the Bedwell Bayfront Park Master Plan which include participation in the Oversight and Outreach Group and project open houses and community meetings. The master plan is identified as item # 13 in the 2017 City Council Work Plan.
- Commission participated in the Parks and Recreation Facilities Master Plan Update consultant selection which will be presented to City Council at their meeting on September 26. Commissioners will be involved in the community engagement efforts. The project will begin in the fall and will incorporate the work on concurrent master plans for Belle Haven Pool and Bedwell Bayfront Park. The master plan is identified as # 12 in the 2017 City Council Work Plan.
- Commission received a presentation and provided input to staff on the Burgess Park Snack Shack renovation proposal which includes a remodel of the existing Snack Shack to include a commercial grade kitchen and potential change in the operational model. This project has been identified as # 18 in the 2017 City Council Work Plan.
- The Commission appointed Commissioner Sarah Staley Shenk to monitor the updates related to the San Mateo County's Re-Imagine Flood Park Project and keep the Commission informed.
- The Commission was host to a community meeting and study session on the Bedwell Bayfront Park Master Plan project and later approved a recommendation to the City Council to accept and approve the plan.
- The Commission reviewed and provided feedback to staff on community outreach and engagement plan component of Parks and Recreation Facilities Master Plan.

3.	Research and evaluate improved offerings, new venues, and strengthened City partners and sponsorships that results in high quality educational, recreational, artistic, and cultural programs in the City of Menlo Park.
	<p>Achievements:</p> <ul style="list-style-type: none"> <li>• The Commission received a presentation by the Pacific Art League (PAL) on arts programming and events. The Commission was interested in the City partnering with PAL to bring visual arts programming to Menlo Park such as visual arts classes for children and adults and art exhibitions that could be hosted in City facilities.</li> <li>• Commission received a presentation and update on the Community Services Department's sponsorship program. The sponsorship program continues to be refined to maintain consistency in program and event implementation as well as the development of City branded marketing collateral materials.</li> <li>• The Commission conditionally approved a recommendation to City Council at their September 2017 meeting to support the Burgess Snack Shack remodel and expansion project proposed by Sinnott &amp; Co. Architecture and Construction in cooperation with Menlo Atherton Little League (MALL). Conditions of recommendation include all funding of project come from private sources, Snack Shack would be leased to a private catering company resulting from a competitive bid process, there is adequate City staff capacity to help oversee project given other City priorities, and plans for a new campus library be taken into consideration.</li> <li>• The Commission received an update on the Menlo Atherton Performing Arts Center and provided feedback to City staff on the continued operation of special events at the venue. The Center has a new Theater Manager and City staff will continue work with the manager and MA School staff on upgrades, improvements in scheduling and other ways to improve marketing and promotion of events.</li> </ul>
4.	Other Areas and Topics
	<p>Other Achievements:</p> <ul style="list-style-type: none"> <li>• The Commission continues to advise San Mateo County Parks on their Flood Park redevelopment project.</li> <li>• Reviewed and provided feedback on the Community Service Department's Food Allergy Policy. The policy helps to put procedures in place to help City staff address participant food allergies in its programs.</li> <li>• Received a presentation and provided feedback to staff on the Belle Haven Child Development Center's Big Lift Grant that is administered through the Silicon Valley Community Foundation. This grant aims to improve learning outcomes for preschool children in preparation for kindergarten and grade school.</li> <li>• Received a presentation on the San Mateo County Park Shuttle Program and provided feedback and support for the service which includes Menlo Park.</li> <li>• The Commission received and presentation and were supportive of the Community Service Department's participation in Unity Day and Anti-Bully Campaign which was held in October 2016.</li> </ul>

- Provided general feedback to staff regarding crumb rubber infill material on the City's artificial turf fields at Hillview Middle School and Kelly Park. The Commission did not want to take any action on this subject matter until the City received the State and Federal Government studies which are investigating the potential hazards of crumb rubber infill use in artificial turf sports fields. The release of these studies is scheduled for 2017.
- The Commission approved the sports field user groups for 2016-17.
- The Commission approved proposal by the Menlo Park Little League for Burgess Park field improvements which include upgrades to dugouts and improved shade for spectator viewing.
- Commission received a study session and consideration of a request by residents to rename Market Place Park in the Belle Haven neighborhood. The Commission requested additional information on past practices of renaming park and recreation facilities, particularly those that are an exception to City Council policy. City Council also challenged residents to demonstrate significant support for the request and will consider the request at a later date.
- Commission received a presentation and provided feedback on the South Bay Salt Pond Restoration project which is scheduled to occur in late summer and is adjacent to Bedwell Bayfront Park. Project representatives are stakeholders for the Bedwell Bayfront Park Master Plan and participated in the community engagement efforts as well as an interagency meeting.
- Commission received a presentation on Community Services Department contract classes and programs and provided feedback to staff which includes increasing more adaptive classes for children with special needs or disabilities.
- After holding a study session in the spring 2017, the Commission considered and approved a recommendation to the City Council to rename Market Place Park after Mr. Karl E. Clark, Menlo Park resident and WWII veteran. The City Council later approved the recommendation and on January 15, 2018 (Martin Luther King Day) the park was officially dedicated and renamed after Mr. Clark.
- The Commission reviewed and considered the results of a safety analysis of crumb rubber infill material on the artificial turf field at Hillview Middle School and Kelly Field and lengthy discussion, the Commission did not recommend any additional next steps at this time.
- The Commission received a presentation from the Library Commission on a proposal for a Little Free Library program in City parks and facilities. The Commission provided feedback and suggested that other locations around Menlo Park be considered as well.
- The Commission reviewed and approved the Sports Field User Groups for FY 2017-18.
- The Commission received the user survey results of the Nealon Temporary Dog Park and provided feedback to City staff. One suggestion is that the topic be revisited as part of the Parks and Recreation Facilities Master Plan process.



## STAFF REPORT

### City Council

Meeting Date:

8/6/2018

Staff Report Number:

18-148-CC

### Consent Calendar:

**Authorize the City Manager to enter into a contract with Kidango in an amount not to exceed \$123,111 for the delivery of food services at the Belle Haven Child Development Center for fiscal year 2018-19**

## Recommendation

Staff recommends the City Council authorize the city manager to enter into a contract with Kidango in an amount not to exceed \$123,111 for the delivery of food services at the Belle Haven Child Development Center for fiscal year 2018-19.

## Policy Issues

State and federal grants that the City of Menlo Park receives for operating the Belle Haven Child Development Center require an annual contract with a food service provider meeting specific standards. This action allows us to meet those requirements.

## Background

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

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

## Analysis

Bids for the delivery of breakfast and lunch were solicited only from Kidango as they are the only local food vendor providing meals according to the CACFP regulations. A formal bid was received from Kidango. Kidango's proposed pricing would increase from \$1.71 to \$1.85 per meal for breakfast and from \$3.33 to \$3.61 per meal for lunch for the 2018-19 contract.



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

Kidango is an environmentally and energy conscious company. They use no disposable food containers in their kitchen or to transport their food. They use energy efficient appliances and insulated food storage containers that maintain food temperature for up to four hours. They have virtually no food waste and all their food labels are dissolvable in the dishwasher.

The City receives reimbursement from the USDA through the Child Care Food Program for a fixed amount for each child's meals. The current reimbursement rate varies based on the child's family income and ranges from a base rate to the free rate of \$ 0.31 to \$1.79 for breakfast, \$0.31 to \$3.31 for lunch, and \$0.08 to \$0.91 for snacks. Fiscal year 2017-18 data indicates that, of the children qualifying for a meal subsidy, approximately 10 percent qualified for the base reimbursement rate, 26 percent qualified for the reduced-price reimbursement rate and 65 percent qualified for full subsidy or free reimbursement rate.

### **Impact on City Resources**

The City entered into a contract with Kidango for \$11,299 to cover lunch costs for the month of July since there was not a scheduled City Council meeting in July to approve the annual contract. This contract with Kidango which will begin August 1, 2019 will not exceed \$123,111 for the remaining 11 months of service. Additional food costs (e.g., extra snacks, condiments, dry goods, etc.) are estimated at \$9,600 for the twelve-month period. The maximum annual cost of food services for the program will not exceed \$144,010. It is estimated that the city will receive a minimum of \$94,552 in federal grant reimbursements (breakfast, lunch and snacks), resulting in an estimated cost of \$49,458 from the city's general fund for the program. This cost has been included in the 2018-19 budget for the program.

### **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it proposes an organizational structure change that will not result in any direct or indirect physical change in 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. Kidango meal proposal
- B. Kidango sample menu and CACFP meal patterns

Staff Report #: 18-148-CC

Report prepared by:  
Natalya Jones, Recreation Supervisor

Report reviewed by:  
Derek Schweigart, Community Services Director

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**VENDED MEAL AGREEMENT BETWEEN  
 OUTSIDE AGENCY AND KIDANGO, INC.**

THIS ENTERED INTO ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_, BY AND  
**MONTH** **YEAR**

BETWEEN \_\_\_\_\_, HEREINAFTER REFERRED TO AS THE CLIENT,  
**NAME OF CLIENT**

AND **KIDANGO, INC**, HEREINAFTER REFERRED TO AS THE VENDOR.  
**NAME OF FOOD VENDOR**

**WHEREAS** THE CLIENT HAS A NEED TO PROVIDE FOOD SERVICES FOR ENROLLED CHILDREN; AND

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

**WHEREAS**, THE VENDOR IS WILLING TO PROVIDE SUCH SERVICES TO THE CLIENT ON A CONTRACT BASIS.

**THEREFORE**, BOTH PARTIES HERETO AGREE AS FOLLOWS:

**THE VENDOR AGREES TO:**

1. PREPARE THE MEALS **INCLUSIVE** OF MILK FOR \_\_\_\_\_  
**NAME OF SITE**  
 DELIVERY TO THE CLIENT AT \_\_\_\_\_ BY \_\_\_\_\_  
**ADDRESS OF SITE** **TIME**  
 EACH \_\_\_\_\_, IN ACCORDANCE WITH THE NUMBER OF MEALS REQUESTED AND  
**WEEKDAY OR AS APPROPRIATE**  
 AT THE COST(S) PER MEAL LISTED BELOW:

BREAKFAST	\$ _____	EACH	LUNCH	\$ _____	EACH
SUPPLEMENT/SNACK	\$ _____	EACH	SUPPER	\$ _____	EACH

2. PROVIDE MEALS TO THE CLIENT THAT COMPLY WITH THE NUTRITION STANDARDS ESTABLISHED BY THE CHILD AND ADULT CARE FOOD PROGRAM (CACFP) OR THE SCHOOL LUNCH PROGRAM. THE VENDOR WILL COMPLY WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL STATUTES AND REGULATIONS WITH REGARD TO THE PREPARATION AND CONSUMPTION OF MEALS INCLUDING, BUT NOT LIMITED TO, THE NUTRITIONAL CONTENT OF MEALS, AND NONDISCRIMINATION.

ALL RECORDS MAINTAINED BY THE VENDOR AND THE CLIENT WILL BE OPEN TO INSPECTION BY PROPER FEDERAL, STATE AND LOCAL AUTHORITIES IN ACCORDANCE WITH APPLICABLE STATUTES AND REGULATIONS.

3. PROVIDE THE CLIENT A MENU FOR EACH MONTH AT LEAST \_\_\_\_\_ DAYS PRIOR TO THE BEGINNING OF THE MONTH TO WHICH THE MENU APPLIES. CHANGES TO THE MENU WILL BE DOCUMENTED ON THE MENU RECORDS.
  - a. MENU CHANGES OR SUBSTITUTIONS MAY BE REQUIRED DUE TO UNFORESEEN CIRCUMSTANCES; IN THE EVENT A SUBSTITUTION IS REQUIRED, THE VENDOR WILL COMMUNICATE THE NEED IN WRITING.

**VENDED MEAL AGREEMENT BETWEEN  
OUTSIDE AGENCY AND KIDANGO, INC.**



4. MAINTAIN COST RECORDS AND/OR OTHER DOCUMENTATION THAT SHOWS THE PURCHASE, OR AVAILABILITY TO THE VENDOR, OF MEAL COMPONENTS, AS ITEMIZED IN THE MEAL PREPARATION RECORDS.
5. MAINTAIN FULL AND ACCURATE RECORDS WHICH DOCUMENT: (1) THE MENUS LISTING ALL MEALS PROVIDED TO THE AGENCY DURING THE TERM OF THIS CONTRACT; (2) A LISTING OF ALL NUTRITIONAL COMPONENTS OF EACH MEAL; AND, (3) AN ITEMIZATION OF THE QUANTITIES OF EACH COMPONENT USED TO PREPARE SAID MEAL. THE VENDOR AGREES TO PROVIDE MEAL PREPARATION DOCUMENTATION BY USING YIELD FACTORS FOR EACH FOOD ITEM AS LISTED IN THE USDA FOOD BUYING GUIDE WHEN CALCULATING AND RECORDING THE QUANTITY OF FOOD PREPARED FOR EACH MEAL.
6. MAINTAIN, ON A DAILY BASIS, AN ACCURATE COUNT OF THE NUMBER OF MEALS, BY MEAL TYPE, PREPARED FOR THE AGENCY. MEAL COUNT DOCUMENTATION MUST INCLUDE THE NUMBER OF MEALS REQUESTED BY THE AGENCY.
7. ALLOW THE CLIENT TO INCREASE OR DECREASE THE NUMBER OF MEAL ORDERS, AS NEEDED, WHEN THE REQUEST IS MADE 2 BUSINESS DAYS PRIOR TO THE SCHEDULED DELIVERY DAY.
8. PROVIDE THE CLIENT AN INVOICE, ACCOMPANIED BY REPORTS, NO LATER THAN THE 7<sup>TH</sup> DAY OF EACH MONTH THAT ITEMIZES THE PREVIOUS MONTH'S DELIVERY.
9. PROVIDE THE CLIENT WITH A COPY OF CURRENT HEALTH CERTIFICATIONS FOR THE FOOD SERVICE FACILITY IN WHICH IT PREPARES MEALS. THE VENDOR SHALL ENSURE THAT ALL HEALTH AND SANITATION REQUIREMENTS OF THE CALIFORNIA RETAIL FOOD FACILITIES LAW AND CHAPTER 4 OF THE CALIFORNIA HEALTH AND SAFETY CODE ARE MET AT ALL TIMES.
10. RETAIN ALL REQUIRED RECORDS FOR A PERIOD OF THREE (3) YEARS AFTER THE END OF THE FISCAL YEAR TO WHICH THEY PERTAIN (OR LONGER, IF AN AUDIT IS IN PROGRESS) AND, UPON REQUEST, MAKE ALL ACCOUNTS AND RECORDS PERTAINING TO THE AGREEMENT AVAILABLE TO THE CERTIFIED PUBLIC ACCOUNTANT HIRED BY THE CLIENT, REPRESENTATIVES OF THE CALIFORNIA STATE DEPARTMENT OF EDUCATION, THE U. S. DEPARTMENT OF AGRICULTURE, AND THE U.S. GENERAL ACCOUNTING OFFICE FOR AUDIT OR ADMINISTRATIVE REVIEW AT A REASONABLE TIME AND PLACE.
11. FIELD TRIPS: THE VENDOR WILL PROVIDE THE CLIENT SACK LUNCHES FOR FIELD TRIPS WHEN THEY ARE REQUESTED AT LEAST TEN (10) BUSINESS DAYS IN ADVANCE. THE VENDOR WILL ALSO PROVIDE HALF-PINT CARTONS OF MILK FOR FIELD TRIPS.
12. DELIVERY AND SERVICE OF MEALS: THE VENDOR WILL TRANSPORT MEALS FROM THE CENTRAL KITCHEN TO THE DESIGNATED SITE. THURSDAY DELIVERIES SOMETIMES INCLUDE MEALS FOR FRIDAY.
13. THE VENDOR WILL PROVIDE ALL OF THE EQUIPMENT NECESSARY TO TRANSPORT THE MEALS TO THE CLIENT.
14. EQUIPMENT AND CARE OF MEALS: THE VENDOR WILL BE RESPONSIBLE FOR THE CONDITION AND CARE OF MEALS UNTIL THE CLIENT ACCEPTS DELIVERY. THE VENDOR REQUIRES DISPOSAL OF ALL LEFTOVER MEALS AND CANNOT BE HELD RESPONSIBLE FOR FOOD STORED AND SERVED AFTER ITS DESIGNATED TIME.
15. HOLIDAYS: THE VENDOR WILL NOT PROVIDE FOOD SERVICE FOR THE FOLLOWING HOLIDAYS. THE VENDOR WILL NOTIFY THE CLIENT SHOULD THE HOLIDAY CALENDAR CHANGE. THE VENDOR MAY OFFER A SHELF STABLE MEAL FOR ANY OR ALL OF THESE LISTED HOLIDAYS AND WILL WORK WITH INTERESTED PARTIES TO MAKE SPECIFIC ARRANGEMENTS IN THE EVENT THE VENDOR IS CLOSED AND THE CLIENT IS OPEN.

**VENDED MEAL AGREEMENT BETWEEN  
OUTSIDE AGENCY AND KIDANGO, INC.**



- INDEPENDENCE DAY
- LABOR DAY
- THANKSGIVING DAY AND DAY AFTER
- CHRISTMAS DAY
- NEW YEAR'S DAY
- MEMORIAL DAY
- AGENCY TRAINING DAY

16. **CONTACTS:** THE VENDOR WILL ENSURE APPROPRIATE PATHS OF COMMUNICATION ARE PRESERVED. THE FOLLOWING ARE STAFF ASSIGNED TO ASSIST WITH THIS CONTRACT. IF A STAFF CHANGE HAS OCCURRED, THE VENDOR WILL NOTIFY THE CLIENT WITHIN 7 BUSINESS DAYS.

CONTACTS: NOELLE PAYOMO  
KIDANGO, INC.  
DIRECTOR OF NUTRITION

44000 OLD WARM SPRINGS BLVD  
FREMONT, CA 94538  
PHONE: (510) 897-6930  
NPAYOMO@KIDANGO.ORG

KATE BREITZMAN  
KIDANGO, INC.  
CHIEF OPERATIONS OFFICER

44000 OLD WARM SPRINGS BLVD  
FREMONT, CA 94538  
PHONE: (510) 897-6914  
KBREITZMAN@KIDANGO.ORG

**VENDED MEAL AGREEMENT BETWEEN  
OUTSIDE AGENCY AND KIDANGO, INC.**

**THE VENDOR CERTIFIES**

1. NEITHER IT NOR ITS PRINCIPALS ARE PRESENTLY DEBARRED, SUSPENDED, PROPOSED FOR DEBARMENT, DECLARED INELIGIBLE, OR VOLUNTARILY EXCLUDED FROM PARTICIPATION IN THIS TRANSACTION BY ANY FEDERAL DEPARTMENT OR AGENCY.
2. AS REQUIRED BY THE STATE DRUG-FREE WORKPLACE ACT OF 1990 (GOVERNMENT CODE SECTION 8350 ET. SEQ.) AND THE FEDERAL DRUG FREE WORKPLACE ACT OF 1988, AND IMPLEMENTED AT THE TITLE 34 CODE OF FEDERAL REGULATIONS, PART 85, SUBPART F, AS DEFINED AT THE TITLE 34 CODE OF FEDERAL REGULATIONS, PART 85, SECTIONS 85.605 AND 85.610, THE VENDOR CERTIFIES THAT IT WILL CONTINUE TO PROVIDE A DRUG-FREE WORKPLACE.

**THE CLIENT AGREES TO:**

1. NOTIFY THE VENDOR OF NECESSARY INCREASES OR DECREASES IN THE NUMBER OF MEALS ORDERED WITHIN 2 BUSINESS DAYS OF SCHEDULED DELIVERY TIME. ERRORS IN MEAL ORDER COUNTS MADE BY THE CLIENT SHALL BE THE RESPONSIBILITY OF THE CLIENT.
2. ENSURE THAT A CLIENT REPRESENTATIVE RECEIVES THE MEALS AT EACH LOCATION, AT THE SPECIFIED TIME ON EACH SPECIFIED DAY. THIS INDIVIDUAL WILL INSPECT AND SIGN FOR THE REQUESTED NUMBER OF MEALS. THIS INDIVIDUAL WILL VERIFY THE TEMPERATURE, QUALITY, AND QUANTITY OF EACH MEAL DELIVERED. THE CLIENT ASSURES THE VENDOR THAT THIS INDIVIDUAL WILL BE TRAINED AND KNOWLEDGEABLE IN THE RECORD KEEPING AND MEAL REQUIREMENTS OF THE CACFP, AND IN HEALTH AND SANITATION PRACTICES.
3. PROVIDE PERSONNEL TO SERVE MEALS, CLEAN THE SERVING AND EATING AREAS, AND ASSEMBLE THE TRANSPORT CARTS AND AUXILIARY ITEMS FOR RETURN TO THE VENDOR NO LATER THAN 10:00 AM EACH DAY.
4. PAY THE VENDOR BY NET 30 DAYS OF EACH MONTH THE FULL AMOUNT AS PRESENTED ON THE MONTHLY ITEMIZED INVOICE. THE CLIENT AGREES TO NOTIFY THE VENDOR WITHIN 48 HOURS OF RECEIPT OF ANY DISCREPANCY IN THE INVOICE.
5. THE CLIENT WILL PROVIDE ALL PERSONNEL NECESSARY TO ACCEPT DELIVERY, PREPARE FOR SERVICE, SERVE, AND SUPERVISE THE CONSUMPTION OF ALL MEALS.
6. THE CLIENT SHALL THOROUGHLY RINSE AND MAKE AVAILABLE FOR NEXT DAY PICKUP ANY AND ALL PROPERTY OWNED BY VENDER.
7. THE CLIENT SHALL HAVE STATE OR LOCAL HEALTH CERTIFICATIONS AS NEEDED FOR EACH OF THEIR SITES AND SHALL MAINTAIN CERTIFICATION FOR THE DURATION OF THE AGREEMENT SUCH AS SAFE SERVE FOOD HANDLER PERMITS OR OTHER CERTIFICATION REQUIRED BY LAW.
8. THE CLIENT WILL BE RESPONSIBLE FOR MAINTAINING THE PROPER TEMPERATURE OF THE MEAL COMPONENTS UNTIL THEY ARE CONSUMED. THE CLIENT ACKNOWLEDGES THAT THE VENDED MEALS ARE NOT INTENDED OR LABELED FOR RETAIL SALE. MEALS ARE CONSUMED ON THE INTENDED DATE AS STATED ON THE MENU.
9. THE CLIENT WILL PROVIDE THEIR OWN PLATES, BOWLS, FORKS, SPOONS, NAPKINS, AND CUPS.
10. CONTACTS: THE CLIENT WILL ENSURE APPROPRIATE PATHS OF COMMUNICATION ARE PRESERVED. THE FOLLOWING ARE STAFF ASSIGNED TO ASSIST WITH THIS CONTRACT. IF A STAFF CHANGE HAS OCCURRED, THE CLIENT WILL NOTIFY THE VENDOR WITHIN 7 BUSINESS DAYS.



**VENDED MEAL AGREEMENT BETWEEN  
OUTSIDE AGENCY AND KIDANGO, INC.**

CONTACT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONTACT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TERMS OF THE AGREEMENT**

THIS AGREEMENT WILL TAKE EFFECT COMMENCING \_\_\_\_\_ AND SHALL BE FOR A PERIOD OF ONE CALENDAR YEAR. THIS AGREEMENT MAY BE TERMINATED BY WRITTEN NOTIFICATION GIVEN BY EITHER PARTY WITH AT LEAST 30 DAYS' NOTICE.

**FISCAL PLANNING**

IN ORDER TO PROVIDE THE BEST POSSIBLE SERVICES FOR THE UPCOMING YEAR, THE CLIENT WILL PROVIDE THE FOLLOWING ESTIMATED INFORMATION.

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

<b>ANNUAL MEAL COUNT PROJECTIONS:</b>				
	<b>DAYS OF OPERATION</b>	<b>AVG. NUMBER OF MEALS PER DAY</b>	<b>PRICE PER MEAL</b>	<b>KIDANGO USE</b>
<b>BREAKFAST</b>				
<b>LUNCH</b>				
<b>SNACK</b>				
<b>TOTAL</b>				





**VENDED MEAL AGREEMENT BETWEEN  
OUTSIDE AGENCY AND KIDANGO, INC.**

VENDOR RESERVES THE RIGHT TO CHARGE UP TO A SEVEN PERCENT ( 7 % ) INTEREST RATE (COMPOUNDED MONTHLY) ON ANY BALANCE LEFT UNPAID ON AN INVOICE. FOR AVOIDANCE OF DOUBT, FAILURE TO PAY AN INVOICE IS CONSIDERED A MATERIAL BREACH OF THIS AGREEMENT. KIDANGO IS ENTITLED TO ALL COSTS OF COLLECTION INCLUDING BUT NOT LIMITED TO ATTORNEY FEES, COURT COSTS AND OTHER RELATED COSTS TO COLLECT INVOICES NOT PAID WITHIN 60 DAYS.

**INSURANCE**

THE CLIENT WILL KEEP AND MAINTAIN COMMERCIAL GENERAL LIABILITY INSURANCE IN AN AMOUNT NO LESS THAN ONE MILLION DOLLARS (\$1,000,000) FOR EACH OCCURRENCE AND TWO MILLION DOLLARS (\$2,000,000) IN THE AGGREGATE AND WILL PROVIDE VENDOR WITH PROOF EVIDENCING INSURANCE IN THE AMOUNT, AND SPECIFYING THAT THE COVERAGE WILL NOT BE CANCELED OR MODIFIED WITHOUT THIRTY (30) DAYS PRIOR WRITTEN NOTICE TO KIDANGO, INC.. A CERTIFICATION OF ADDITIONALLY INSURED WILL BE PRESENTED TO THE VENDOR PRIOR TO THE EXECUTIVE OF THE CONTRACT.

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

**THE PARTIES HERETO HAVE EXECUTED THIS AGREEMENT AS OF THE DATES INDICATED BELOW:**

VENDOR OFFICIAL SIGNATURE 	AGENCY OFFICIAL SIGNATURE
VENDOR OFFICIAL NAME (PLEASE TYPE)	AGENCY OFFICIAL NAME (PLEASE TYPE)
TITLE	TITLE
TELEPHONE NUMBER	TELEPHONE NUMBER
DATE	DATE

	Monday	Tuesday	Wednesday	Thursday	Friday
2	<b>B</b> Corn flakes, fresh fruit, milk  <b>L</b> Build-your-own cheese pizza, spinach salad, fresh fruit, milk	<b>3</b> Whole grain pancake, pears (C), milk  Teriyaki turkey meatballs, brown rice, garden salad, fresh fruit, milk  Veg: Teriyaki veggie meatballs	<b>4</b>	<b>5</b> WG English muffin w/ jam, fresh fruit, milk  Chicken biryani with basmati rice, steamed broccoli, fresh fruit, milk  Veg: Chickpea biryani	<b>6</b> Crispy rice cereal, fresh fruit, milk  Crunchy poppyseed chicken wrap with broccoli slaw on WW tortilla, pears (C), milk  Veg: Crunchy "chickenless" wrap
9	<b>B</b> Corn flakes, fresh fruit, milk  <b>L</b> Cilantro-lime chicken & quinoa salad w/ black beans & corn, fresh fruit, milk  Veg: Black bean quinoa salad	<b>10</b> Oatmeal, peaches (C), milk  Turkey albondigas soup, WW roll, fresh fruit, milk  Veg: Mixed bean soup	<b>11</b> WW toast w/ jam, fresh fruit, milk  Filipino chicken adobo, white rice, cucumbers, fresh fruit, milk  Veg: Teriyaki tofu	<b>12</b> WW bagel w/ cream cheese, fresh fruit, milk  Chicken shawarma, WW pita, cucumbers, tzatziki, fresh fruit, milk  Veg: Falafel with pita	<b>13</b> Kix cereal, fresh fruit, milk  Sesame chicken wrap with shredded lettuce on WW tortilla, fresh fruit, milk  Veg: Sesame tofu wrap
16	<b>B</b> Cheerios, fresh fruit, milk  <b>L</b> Ground turkey larb, lettuce, brown rice, mandarin oranges (C), milk  Veg: Gardenburger larb	<b>17</b> WG English muffin w/ jam, fresh fruit, milk  Bean and cheese burrito, mixed vegetables, fresh fruit, milk	<b>18</b> Whole grain pancake, fresh fruit, milk  Crunchy turkey tacos, shredded lettuce, fresh fruit, milk  Veg: Pinto bean street tacos	<b>19</b> Oatmeal, banana, milk  Masala baked chicken, basmati rice, broccoli slaw, fresh fruit, milk  Veg: Masala chickpeas	<b>20</b> Rice Chex, fresh fruit, milk  Turkey sandwich on WW bread, garden salad, fresh fruit, milk  Veg: Cheese sandwich on WW bread
23	<b>B</b> Crispy rice cereal, fresh fruit, milk  <b>L</b> Turkey spaghetti with WW noodles, garden salad, fresh fruit, milk  Veg: Vegetarian spaghetti	<b>24</b> WW toast w/ jam, peaches (C), milk  Asian chicken salad, Hawaiian roll, mandarin oranges (C), milk  Veg: Asian tofu salad	<b>25</b> WW bagel w/ cream cheese, banana, milk  Lentil chili, whole wheat roll, spinach salad, fresh fruit, milk	<b>26</b> Whole grain pancake, fresh fruit, milk  Turkey meatball fettuccine, steamed broccoli, fresh fruit, milk  Veg: Vegetarian meatballs	<b>27</b> Corn flakes, bananas, milk  Cheese-roll up on WW tortilla, baby carrots, fresh fruit, milk
30	<b>B</b> Kix cereal, fresh fruit, milk  <b>L</b> Chickpea coconut curry, basmati rice, capri vegetables, fresh fruit, milk	<b>31</b> Whole grain pancake, applesauce, milk  Chicken tenders, whole wheat roll, steamed corn, fresh fruit, milk  Veg: Chickenless tenders			<p><b>KEY</b></p> <p>B = Breakfast            L = Lunch            PM = Afternoon Snack            WG = Whole Grain            WW = Whole Wheat            T = Toddler            C = Canned</p> <p><b>MILK</b></p> <p>Ages 12-24 months: whole milk            Ages 2-12 years: lowfat 1% milk</p>

## Breakfast

	Ages 1-2	Ages 3-5	Ages 6-12
<b>Milk</b>	½ cup milk*	¾ cup 1% milk	1 cup 1% milk
<b>Vegetables, fruit, or both</b>	¼ cup	½ cup	½ cup
<b>Grains</b>	1/2 oz equivalent	1/2 oz equivalent	1 oz equivalent

## Lunch or Supper

	Ages 1-2	Ages 3-5	Ages 6-12
<b>Milk</b>	½ cup milk*	¾ cup 1% milk	1 cup 1% milk
<b>Meat &amp; Meat Alternatives</b>	1 oz	1 ½ oz	2 oz
<b>Vegetables</b>	⅛ cup	¼ cup	½ cup
<b>Fruits</b>	⅛ cup	¼ cup	¼ cup
<b>Grains</b>	1/2 oz equivalent	1/2 oz equivalent	1 oz equivalent

## Snack

Select 2 of the 5 components for snack.

	Ages 1-2	Ages 3-5	Ages 6-12
<b>Milk</b>	½ cup milk*	½ cup 1% milk	1 cup 1% milk
<b>Meat &amp; Meat Alternatives</b>	½ oz	½ oz	1 oz
<b>Vegetables</b>	½ cup	½ cup	¾ cup
<b>Fruits</b>	½ cup	½ cup	¾ cup
<b>Grains</b>	1/2 oz equivalent	1/2 oz equivalent	1 oz equivalent

\*Milk: Toddlers ages 12 through 24 months are offered whole milk. Toddlers ages 2 years and older are offered lowfat 1% milk.



## STAFF REPORT

### City Council

Meeting Date:

8/6/2018

Staff Report Number:

18-146-CC

### Consent Calendar:

**Adopt Resolution No. 6452 authorizing the City Manager to execute a contract with the State of California Department of Education to reimburse the City up to \$946,966 for childcare services at the Belle Haven Child Development Center for fiscal year 2018-19**

### Recommendation

Staff recommends that the City Council adopt Resolution No. 6452 (Attachment A) executing a contract with the State of California department of education for reimbursement to the City for up to \$946,966 for the delivery of child care services at the Belle Haven Child Development Center for fiscal year 2018-19.

### Policy Issues

The recommendation does not represent any change to existing city policy. If the State makes any amendment to the current agreement to release additional funds for the program it will require further action by the City Council. Staff will bring back this item to present additional information and for consideration by the City Council if it becomes necessary.

### Background

The City of Menlo Park has operated the Belle Haven Child Development Center (BHCDC) for over 30 years. The BHCDC 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, United States Department of Agriculture Child and Adult Care Food Program, user fees, and 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.

Currently at capacity, the 96 program enrollees are subsidized under the California department of education Child Development Division (CDC) 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 in the CDC must meet strict income eligibility requirements. The State contract also provides funding for additional resource materials, such as classroom supplies and small equipment to support these families.

A resolution must be adopted annually in order to certify the approval of the funding by the governing board of the jurisdiction receiving the reimbursement and to authorize designated personnel to enter into the contract with the California department of education. The city manager has been identified as the executive

director or the authorizing agent for the City of Menlo Park for the purpose of signing the contract (Attachment B.)

**Analysis**

Under the terms of the contract, the city agrees to expend contract funds on reimbursable costs necessary to provide 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 and 19,181 minimum child days of enrollment (CDE). The reimbursement rate is \$49.37 per child per day, up to a maximum of \$946,966 based on the minimum service requirements.

Table 1: Program budget						
Fiscal year	Adopted program budget	Amended program budget	Adopted state and federal subsidy	Amended state and federal subsidy	Percent of state decrease or increase	Number of subsidized slots
2012-13	\$1,278,913	\$1,217,385	\$707,945	\$577,421	-18.4%	72
2013-14	\$1,087,187	\$1,136,416	\$577,414	\$620,043	7.4%	84
2014-15	\$1,167,599	\$1,186,895	\$587,872	\$732,964	18.2%	96
2015-16	\$1,264,337	\$1,265,051	\$732,964	\$746,685	1.9%	96
2016-17	\$1,484,874	\$1,485,716	\$796,890	\$837,694	12.1%	96
2017-18	\$1,402,827	\$1,407,912	\$837,694	\$946,966	13.0%	96
2018-19*	\$1,534,229		\$946,966		13.0%	96

\*Adopted budget

**Impact on City Resources**

The City will receive up to \$946,966 to support the BHDC through the State contract proposed for authorization. The City anticipates receiving additional revenues from parent fees, small grants, food reimbursements and other small revenue sources. The City’s budgeted direct cost to operate the BHDC is \$1,534,229 for the 2018-19 fiscal year. The budgeted net cost to the city for the BHDC program for the coming fiscal year is \$587,263.

**Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it proposes an organizational structure change that will not result in any direct or indirect physical change in 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. Resolution No. 6452 authorizing the city manager to execute a contract
- B. Belle Haven CDC California department of education funding contract for fiscal year 2018-19

Report prepared by:  
Natalya Jones, Recreation Supervisor

Reviewed by:  
Derek Schweigart, Community Services Director

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**RESOLUTION NO. 6452**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
AUTHORIZING AN AGREEMENT WITH THE CALIFORNIA DEPARTMENT OF  
EDUCATION TO RECEIVE THE SUBSIDY FOR CHILD CARE AND  
DEVELOPMENT SERVICES FOR FISCAL YEAR 2018-19**

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, economical, 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 CSPP-5204 reimbursing the City up to \$946,966 for child care services at the Belle Haven Child Development Center for fiscal year 2018-19.

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the sixth day of August, 2018, 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 sixth day of August, 2018.

---

Judi A. Herren, City Clerk



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**DATE:** July 01, 2018

**CONTRACT NUMBER:** CSPP-8524

**PROGRAM TYPE:** CALIFORNIA STATE  
 PRESCHOOL PROGRAM

**PROJECT NUMBER:** 41-2184-00-8

**LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES**

**CONTRACTOR'S NAME:** CITY OF MENLO PARK

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the CONTINUED FUNDING APPLICATION FY 18-19, the GENERAL TERMS AND CONDITIONS\* (GTC 04/2017), the STATE PRESCHOOL PROGRAM REQUIREMENTS\*, and the FUNDING TERMS AND CONDITIONS\* (FT&C), which are by this reference made a part of the Agreement. Where the GTC 04/2017 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

Funding of this Agreement is contingent upon appropriation and availability of sufficient funds. This Agreement may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this Agreement.

The period of performance for this Agreement is July 01, 2018 through June 30, 2019. For satisfactory performance of the required services, the Contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount section of the FT&C, at a rate not to exceed \$49.37 per child day of full time enrollment and a Maximum Reimbursable Amount (MRA) of \$946,966.00.

**Service Requirements**

Minimum Child Days of Enrollment (CDE) Requirement 19,181.0  
 Minimum Days of Operation (MDO) Requirement 246

Any provision of this Agreement found to be in violation of Federal or State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this Agreement.

Items shown with an asterisk (\*) can be viewed at <https://www.cde.ca.gov/fg/aa/cd/ftc2018.asp>

<b>STATE OF CALIFORNIA</b>		<b>CONTRACTOR</b>			
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)			
PRINTED NAME OF PERSON SIGNING Jaymi Brown,		PRINTED NAME AND TITLE OF PERSON SIGNING			
TITLE Contract Manager		ADDRESS			
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 946,966	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs		FUND TITLE		Department of General Services use only
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 0	(OPTIONAL USE) See Attached				
TOTAL AMOUNT ENCUMBERED TO DATE \$ 946,966	ITEM See Attached	CHAPTER	STATUTE	FISCAL YEAR	
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.		
SIGNATURE OF ACCOUNTING OFFICER See Attached		DATE			
OBJECT OF EXPENDITURE (CODE AND TITLE) 706					

CONTRACTOR'S NAME: CITY OF MENLO PARK

CONTRACT NUMBER: CSPP-8524

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 114,945	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Federal		
PRIOR AMOUNT ENCUMBERED \$ 0	(OPTIONAL USE)0656 13609-2184	FC# 93.596	PC# 000321	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 114,945	ITEM 30.10.020.001 6100-194-0890	CHAPTER B/A	STATUTE 2018	FISCAL YEAR 2018-2019
	OBJECT OF EXPENDITURE (CODE AND TITLE) 706 SACS: Res-5025 Rev-8290			

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 52,794	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Federal		
PRIOR AMOUNT ENCUMBERED \$ 0	(OPTIONAL USE)0656 15136-2184	FC# 93.575	PC# 000324	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 52,794	ITEM 30.10.020.001 6100-194-0890	CHAPTER B/A	STATUTE 2018	FISCAL YEAR 2018-2019
	OBJECT OF EXPENDITURE (CODE AND TITLE) 706 SACS: Res-5025 Rev-8290			

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 446,115	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE General		
PRIOR AMOUNT ENCUMBERED \$ 0	(OPTIONAL USE)0656 23038-2184			
TOTAL AMOUNT ENCUMBERED TO DATE \$ 446,115	ITEM 30.10.010. 6100-196-0001	CHAPTER B/A	STATUTE 2018	FISCAL YEAR 2018-2019
	OBJECT OF EXPENDITURE (CODE AND TITLE) 706 SACS: Res-6105 Rev-8590			

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 333,112	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE General		
PRIOR AMOUNT ENCUMBERED \$ 0	(OPTIONAL USE)0656 23254-2184			
TOTAL AMOUNT ENCUMBERED TO DATE \$ 333,112	ITEM 30.10.020.001 6100-194-0001	CHAPTER B/A	STATUTE 2018	FISCAL YEAR 2018-2019
	OBJECT OF EXPENDITURE (CODE AND TITLE) 706 SACS: Res-6105 Rev-8590			

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.	T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER	DATE	



## STAFF REPORT

### City Council

**Meeting Date:**

**8/6/2018**

**Staff Report Number:**

**18-149-CC**

**Consent Calendar:**

**Adopt Resolution No. 6453 authorizing the City Manager to accept dedications for a right of way or an easement for public use**

### Recommendation

Staff recommends that the City Council adopt Resolution No. 6453 authorizing the city manager or his or her designee to accept dedications for a right of way or an easement for public use.

### Policy Issues

As a policy matter, the City Council can consider adopting a resolution delegating authority to the city manager or his or her designee to accept dedications for a right of way or an easement for public use. The current practice is for the City Council to accept such dedications on a project-by-project basis. With the proposed procedural change, the process would be streamlined and the city manager or his or her designee would have the ability to accept such dedications without the need for further City Council action. Streamlining the dedication acceptance process would improve efficiency and save staff time and resources.

### Background

The City usually requires project applicants to dedicate rights of way or easements for public use when a right of way or an easement is needed for the project to allow for public access, provide space for additional traveled lanes or accommodate public improvements or utilities.

In the past two years, the City Council has accepted dedications for public easements for approximately 11 projects, including, but not limited to, 1400 El Camino Real, 1020 Alma St., 650 Live Oak Avenue and 133 Encinal Ave. Currently, there are approximately eight projects, including, but not limited to, 500 El Camino Real, 706 Santa Cruz Avenue and 1550 El Camino Real with potential or pending dedications for public easements to be accepted by the city. Often these dedications come back as a separate instrument to the City Council for acceptance at a meeting subsequent to the City Council's approval of the project.

### Analysis

Municipal code section 2.08.080(15) allows the city manager to perform such other duties and exercise such other powers as may be delegated to the city manager from time to time by ordinance or resolution of the City Council. In addition, government code section 27281 provides that the City Council may authorize one or more officers or agents to accept and consent to deeds or grants conveying any interest in or easement upon real estate to a political corporation or governmental agency for public purposes.

The proposed action would eliminate the need for staff to request a City Council action for a dedication by providing the city manager or his or her designee with the ability to accept dedications for a right of way or an easement for public use once the city engineer recommends such dedication to be approved. This change would reduce the amount of staff time currently spent on writing, reviewing and routing staff reports. The City Council or Planning Commission will retain approval authority for development projects as currently identified in the city's municipal code.

As an example, the Park James Hotel at 1400 El Camino Real provided an easement that allows for a 15-foot wide sidewalk, as required by the El Camino Real/Downtown specific plan as a condition of the project approvals. The City Council accepted the easement October 11, 2016. Through the course of construction, a minor adjustment to the location of a traffic signal pole at the request of Caltrans has necessitated a modification to the easement area. If the City Council approves the proposed resolution, the city manager or designee could accept the revised easement area, which would reduce the staff time necessary to prepare the staff report for the revisions.

Note that dedications on any final map (e.g., subdivisions affecting five or more parcels or condominium units) will continue to be approved by the City Council in accordance with the Subdivision Map Act and the City's subdivision ordinance.

### **Impact on City Resources**

Pursuing practices that improve efficiency saves the city valuable resources. The proposed action would streamline the dedication acceptance process, which would result in a positive impact on the City's resources by saving staff time.

### **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it proposes an organizational structure change that will not result in any direct or indirect physical change in 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. Resolution No. 6453

Report prepared by:  
Ebby Sohrabi, Senior Civil Engineer

Reviewed by:  
Nicole H. Nagaya, Assistant Public Works Director  
Leigh F. Prince, Assistant City Attorney

**RESOLUTION NO. 6453**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
AUTHORIZING THE CITY MANAGER TO ACCEPT DEDICATIONS FOR  
RIGHTS OF WAY OR EASEMENTS FOR PUBLIC USE**

WHEREAS, pursuing practices that improve efficiency saves the City of Menlo Park valuable resources; and

WHEREAS, currently the City Council of the City of Menlo Park accepts dedications for rights of way or easements for public use on a project-by-project basis; and

WHEREAS, pursuant to Municipal Code Section 2.08.080(15) the City Manager may exercise authority delegated by the City Council; and

WHEREAS, Government Code Section 27281 allows the City Council to authorize one or more officers or agents to accept and consent to deeds or grants conveying any interest in or easement upon real estate to a political corporation or governmental agency for public purposes; and

WHEREAS, by delegating authority to the City Manager to accept dedications for rights of way or easements for public use, the City Council would improve efficiency, save staff time and have a positive impact on the City's resources.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Menlo Park that public interest and convenience require and that the City Council does hereby authorize the City Manager or his or her designee to accept dedications for rights of way or easements for public use consistent with approved projects.

I, Judi A. Herren, City Clerk of the City of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the sixth day of August, 2018, 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 sixth day of August, 2018.

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Judi A. Herren, City Clerk

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## STAFF REPORT

**City Council**

**Meeting Date:**

**8/6/2018**

**Staff Report Number:**

**18-151-CC**

**Consent Calendar:**

**Authorize the City Manager to execute an amendment to the agreement with Significant Cleaning Services for janitorial services**

### Recommendation

Staff recommends that the City Council authorize the city manager to execute an amendment to the agreement with Significant Cleaning Services in the amount of \$40,000 for janitorial services at various city facilities.

### Policy Issues

The City cannot amend this agreement without a modification to the contracting authority. By amending the existing agreement with Significant Cleaning Services (SCS), the city would continue to receive janitorial services at various city facilities. The City attempts to utilize contract services in areas where it is feasible and beneficial to the community.

### Background

On June 30, 2018, SCS completed an eight-year contract with the city for janitorial services at various city facilities. At the completion of the eight-year contract, the city and SCS agreed to a two-month contract to continue janitorial services, while the City advertised the request for proposals (RFP) for janitorial and day porter services at various city facilities. In July 2018, the city advertised the RFP and received three proposals, one of which is SCS.

### Analysis

The current two-month agreement covers the months of July and August for \$69,021 providing janitorial services at 18 buildings. The amendment of an additional month for \$40,000 includes enhanced services at the Belle Haven Library. The amendment would also allow the city to receive janitorial services through September 30, 2018, and give staff the opportunity for a thorough review process of the three proposals and transition, if applicable, to the selected contractor October 1, 2018. Once the contractor is selected, staff will return to City Council to award the new contract for janitorial services.

### Impact on City Resources

An amendment of \$40,000 allows for the continuation of services from SCS through September 30, 2018. The amended contract amount of \$109,021 would remain within the budgeted amount of this fiscal year for janitorial services.



### **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it proposes an organizational structure change that will not result in any direct or indirect physical change in 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.

Report prepared by:

Brian Henry, Public Works Superintendent

Reviewed by:

Justin Murphy, Public Works Director



## STAFF REPORT

### City Council

Meeting Date:

8/6/2018

Staff Report Number:

18-154-CC

Consent Calendar:

**Authorize the City Manager to enter into an agreement with EOA, Inc. for the Green Infrastructure Plan for Stormwater**

### Recommendation

Staff recommends the City Council authorize the city manager to enter into an agreement with EOA, Inc. to develop the Green Infrastructure (GI) Plan for Stormwater (plan) in the amount of \$200,000.

### Policy Issues

The development of the plan is consistent with the work plan and the following general plan goals and programs:

#### Land use element goal LU-7 and program LU-7.I

- 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.
- Program LU-7.I: Develop a GI plan that focuses on implementing citywide projects that mitigate flooding and improve stormwater quality.

#### Circulation element goal CIRC-2 and policy CIRC-2.10

- Goal CIRC-2: Increase accessibility for the use of streets by pedestrians, bicyclists and transit riders.
- Policy CIRC-2.10: Maximize the potential to implement GI by:
  - Reducing or removing administrative, physical and funding barriers
  - Setting implementation priorities based on stormwater management needs, as well as the effectiveness of improvements and the ability to identify funding
  - Taking advantage of opportunities such as grant funding, routine repaving or similar maintenance projects, funding associated with priority development areas, public private partnerships and other funding opportunities

### Background

Effective January 1, 2016, the Regional Water Quality Control Board adopted a new Municipal Regional Stormwater Permit (MRP) which includes provisions that require municipalities to develop a GI plan for stormwater that demonstrates a shift from traditional "gray" storm drain infrastructure, which channels polluted runoff directly into San Francisco Bay (Bay) without treatment, to a more resilient and sustainable storm drain system comprised of "green" infrastructure. GI is designed to capture, store and treat stormwater using specially designed landscape systems that use vegetation and soils, thereby reducing the pollutant discharge to the Bay while replenishing groundwater levels.

Provisions C.3.j., C.11 and C.12 of the MRP further stipulate reduction goals for polychlorinated biphenyls (PCBs) and mercury found in urban runoff by 2020 and 2040. The implementation of PCB and mercury

control measures included in the MRP aim to reduce the amount of pollutants in stormwater to meet the Total Maximum Daily Load approved by the Environmental Protection Agency for the Bay. For San Mateo County permittees, the load reduction requirement for PCBs is 370 grams per year, which must be achieved by June 30, 2020 (the end of the permit term.) Of this reduction, 15 grams per year must be reduced through GI. For mercury, San Mateo County permittees must achieve a load reduction of 6 grams per year by the end of the permit term, all of which must be achieved through GI. The City’s plan shall be designed to achieve these specific reductions in PCBs and mercury and must be developed and submitted to the San Francisco Bay Regional Water Quality Control Board in September 2019.

In advance of this deadline, and as required by the MRP, City Council approved the GI work plan May 23, 2017 (Resolution No. 6399). The GI work plan provides the framework for the development of the plan.

**Analysis**

Staff prepared a request for proposals (RFP) to select a consultant team to assist with the preparation of the plan. The RFP was released June 12, 2018, and five consultant teams submitted proposals July 3, 2018. All five teams were highly qualified with significant local and regional GI planning and design experience. The proposals were reviewed by staff based on the consultant’s understanding of the scope of work, project approach, presentation, budget and schedule. Based on these metrics, the consultant team lead by EOA, Inc. with sub-consultants Paradigm Environmental and Lotus Water was selected. The team exhibited a keen understanding of the MRP’s GI goals and the City’s general plan and ordinances and proposed a streamlined approach to develop the plan.

The team will be tasked with developing the plan in accordance with the GI work plan and requirements of the MRP. The scope of work includes the following tasks:

Table 1: Tasks	
Task	Scope of work
A	Prioritization and mapping of GI potential and planned projects
B	Develop process for tracking and mapping completed projects
C	Develop overall GI guidelines, standard specifications and design details
D	Develop requirements for design of projects to meet sizing requirements
E	Planning document update, summary of updates, and work plan for future plans
F	Workplan for completion of prioritized projects
G	Evaluation of funding options
H	Conduct outreach and education with public, staff and elected officials
I	Develop the GI plan, inclusive of tasks A through H above

Through the development of the plan, staff will provide the City Council with updates as needed to ensure that the project stay on track to meet the mandated deadline. Staff will also work with other groups and departments on the development of the plan, such as the transportation section, community development and sustainability.



### Impact on City Resources

In fiscal years 2016-17 and 2017-18, City Council approved a total budget of \$200,000 for the development of the plan. Adequate funding is available for this consultant agreement.

<b>Item</b>	<b>Cost</b>
Consultant agreement amount	\$170,100
Contingency	\$29,900
<b>Total budget</b>	<b>\$200,000</b>

### Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it proposes an organizational structure change that will not result in any direct or indirect physical change in 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. Scope of work, schedule and fee proposal

Report prepared by:  
Serafina Casey, Engineering Intern  
Michael Fu, Associate Engineer

Reviewed by:  
Azalea Mitch, City Engineer

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**City of Menlo Park**  
**Green Infrastructure for Stormwater Plan**  
**Scope of Work**

**Prepared by: EOA, Inc.**

**In Association with: Paradigm Environmental and Lotus Water  
(from July 3, 2018 Proposal)**

**Task A – Prioritization and Mapping of GI Potential and Planned Projects**

The EOA Team will assist the City to identify, map and prioritize areas for potential and planned GI projects on both private land and within the public right-of-way and develop a phased GI implementation schedule. The EOA Team is uniquely positioned to leverage work already completed by SMCWPPP for the San Mateo Countywide Stormwater Resources Plan (SRP) and Reasonable Assurance Analysis (RAA) and planned development of the San Mateo Countywide Sustainable Streets Master Plan.

Through Paradigm’s experience developing the SRP, RAA, and associated GIS, databases, and tools, our team is well-positioned to continue working closely with City staff to utilize these foundational datasets and tailor approaches for prioritizing GI project opportunities within the City. During development of the SRP, Paradigm developed a process for identification and prioritization of opportunities for GI projects, including regional stormwater capture projects (e.g., underground infiltration galleries within public parks), LID retrofits on publicly owned parcels, and green streets. The identification process included a procedure for screening potential parcels and street segments based on physical characteristics such as slope, land ownership, etc. The resulting screened parcels and street segments were then scored based on quantitative metrics that considered physical characteristics (e.g., imperviousness, soil type) and other multiple benefits (e.g., proximity to flood prone channel or groundwater basin). This resulted in more than a thousand ranked project opportunities throughout the City. These project opportunities were made available to the SMCWPPP member agencies in GIS format, but were also shared via a public domain, easy-to-use, web-based viewer that encouraged municipal staff to access information for each site and begin discussions on funding, partnerships, and implementation.

The multi-benefit prioritization process developed for the SRP was designed to initiate the identification and prioritization of GI project opportunities, while meeting the guidelines set by the State Water Resources Control Board for the SRP and Proposition 1 grant eligibility. However, as SMCWPPP member agencies transition to implementation, it would be beneficial to revisit the assumptions and process developed for the SRP, and modify and tailor the process to: (1) meet City preferences on categories and metrics used for project scoring and ranking; (2) incorporate site-specific data or issues for the City; and (3) consider other opportunities, constraints, or challenges related to GI, such as road standards, available rights-of-way, utilities, connectivity to the storm drain infrastructure, drainage, depth to groundwater, integration with Safe Routes to School or other Complete Street opportunities, etc. The EOA team will utilize its vast experience of conducting wide scale GI assessments and transitioning them into municipal Capital Improvement Plans (CIPs) to create a GI project prioritization approach that will build on the process developed for the SRP, overlay it with City priorities, and infuse it with the many lessons learned from leading-edge municipalities – including Seattle, San Francisco, Los Angeles, and San Diego – to create a customized guidance document for the City.

**Task B – Develop Process for Tracking and Mapping Completed Projects**

The GI Plan must describe the City’s process for tracking and mapping completed public and private projects and making the information available to the public. The tracking and mapping function could be provided by a GIS tool or some other tool that provides similar information and functions. SMCWPPP is developing a web based tool for tracking GI projects as part of the planned San Mateo Countywide Sustainable Streets Master Plan. The EOA Team will review the web based tool and assist the City with incorporating information from the tool into its GI Plan and identifying City department/staff responsibilities and workflow process for tracking projects with the tool. A technical memorandum will provide the information needed for the City’s GI Plan.

Paradigm is currently assisting C/CAG in developing an approach for the tracking system of GI projects identified above. This system will build upon efforts developed by EOA to compile information on GI projects implemented to date and summarized within annual reports provided to the Water Board. The concept for the new tracking system is to provide

capability for the SMCWPPP municipalities to enter information as projects are implemented, and visualize progress towards achieving interim and final goals/metrics established by the RAA. Paradigm has developed a similar tracking system for Los Angeles County, which was recently released for use by 84 cities throughout that County. The system will require information on each project's drainage area, the type of GI, basic design configurations (e.g., size, with or without underdrain), infiltration rate, and other characteristics essential for the system's calculation of the volume and/or pollutant load reduced. On an as needed basis, the EOA team will keep the City informed on the data requirements for the system and evaluate the City's current GI and regulated project data management systems to determine the best approach to integrating or transitioning to the countywide tracking system. Our team will also ensure that as projects are implemented by the City, appropriate information is collected that will provide consistency with the tracking system and efficiency for City management of data inputs.

### **Task C – Develop Overall GI Guidelines, Standard Specifications, and Design Details**

The GI Plan must include general design and construction guidelines, standard specifications and details (or references to those documents) for incorporating green infrastructure components into projects within the City. These guidelines and specifications should address the different street and project types within the City, as defined by its land use and transportation characteristics, and allow projects to provide a range of functions and benefits, such as stormwater management, bicycle and pedestrian mobility and safety, public green space, urban forestry, etc.

The EOA Team has extensive local expertise in these areas to assess proposed GI standards being developed for C/CAG and make them most appropriate for the City. EOA developed a "Green Stormwater Infrastructure Handbook" of GI guidelines for the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP), and is currently compiling typical GI details for Part 2 of the Handbook. Lotus has developed standard GI details and specifications for other large California cities, including the firm's groundbreaking work for SFPUC. Lotus also led the most recent design charrette for Bay Area Stormwater Management Agencies Association (BASMAA) to develop standard GI designs that meet MRP requirements while seamlessly fitting into the streetscape. The EOA Team is also familiar with the "Green Suite" of GI guidance documents being developed for C/CAG, much of which is based on the SFPUC standard details.

To develop and customize Typical GI Details and Specifications for San Francisco, Lotus Water leveraged its decade plus experience of designing and overseeing construction of GI facilities in the Bay Area. This was supplemented by outreach efforts and workshops that solicited input from Bay Area suppliers, industry representatives, and contractors. This knowledge—coupled with the EOA Team's collective experience at all phases of GI implementation from planning through post-construction—will enable us to develop practical, easy-to-navigate, and thorough GI standards for the City.

After design, contractor training and construction oversight become essential elements of creating a GI Plan that achieves the predicted results. Lotus has led San Francisco's GI contractor training program and has coordinated with the national GI contractor certification program. Early GI projects in San Francisco's CIP received few bids due to the way green and gray designs were packaged. A revised bid process combined with increased local knowledge gained through contractor training, education, and outreach can increase competition and help reduce costs. Oversight of construction also ensures that projects are built as designed and provides a vehicle to identify opportunities to refine current or future GI projects to streamline costs and schedule. Lotus has provided construction oversight on several of San Francisco's first GI projects.

Even if designed and built well, GI will not be successful if it is not maintained. Establishing maintenance roles and responsibilities upfront, developing long-term maintenance agreements, and creating a clear maintenance plan is essential to creating a successful GI program. Lotus was instrumental in creating these elements for San Francisco, including developing the City's maintenance model that calculates expected labor hours and costs based on GI project type and location. Lotus also helped develop the City's GI Maintenance Plan and serves as the City's maintenance inspector; training the maintenance contractors and overseeing their work. For SMCWPPP, EOA developed the C.3 Stormwater Technical Guidance, including developing the guidance for inspection, operation, and maintenance of GI. EOA regularly conducts workshops and trainings to direct municipalities, consultants, and contractors in following this guidance.

Combining this collective background, and integrating it with Paradigm's work in San Mateo County and southern California, will enable our team to create effective GI Standards and Guidelines that ensure long-term success of the GI Plan.

The EOA Team will review SFPUC's typical details and the final output from SMCWPPP's Guidelines and Standards / Green Suite and customize them for the City's use and implementation. As co-authors of SFPUC's typical details, our team recognizes that the set is missing components that may make them more specific to Menlo Park. Examples of significant detail modifications or new details to make SFPUC's set more applicable include: tree trenches, bulbout planters for streets

with planted buffers, planters within parking lots, refined utility conflict/protection details, lower cost planter wall designs, and details with separated bike lane considerations. Our team will work with the City to identify needed refinements, incorporate feedback, and develop new details to create a comprehensive AutoCAD set for City use.

### **Task D – Develop Requirements for Design of Projects to Meet Hydromodification Sizing Requirements or Other Accepted Sizing Requirements**

MRP Provision C.3.d specifies minimum hydraulic sizing requirements for stormwater treatment measures at Regulated Projects. Regulated Projects must treat the water quality design flow or volume (“C.3.d” amount) of stormwater runoff through infiltration or biotreatment. Certain Regulated Projects must also meet the sizing requirements for hydromodification management (HM) in Provision C.3.g, depending on the location and amount of impervious surface created and/or replaced on the site.

GI measures must be designed to meet the same treatment and HM sizing requirements (if applicable) as regulated projects. However, if GI measures cannot be designed to meet the standard sizing requirements due to constraints in the public right-of-way or other factors, the City may still wish to construct the measure to achieve other benefits (e.g., traffic calming, pedestrian safety, etc.). To address this situation, Provision C.3.j.i.(2)(g) states that, for non-regulated green street projects, “Permittees may collectively propose a single approach with their Green Infrastructure Plans for how to proceed should project constraints preclude fully meeting the C.3.d requirements”.

To develop the alternative sizing methodology BASMAA created the BASMAA GI Alternative Sizing Work Group. EOA Team members Jill Bicknell and Peter Schultze-Allen have been involved in the BASMAA Work Group since its inception and reviewed the work products related to the continuous simulation modeling of bioretention facilities, using rainfall data from six Bay Area gauges, to determine the smallest facility sizes that will treat the C.3.d volume, and what percentages of that volume are treated in smaller facilities. They continue to be involved as the Work Group and BASMAA Development Committee develop regional guidance on how to use the modeling results and what design approaches to use in specific situations when the C.3.d sizing requirements cannot be met.

The EOA Team is well positioned to address the C.3.d sizing requirements for stormwater treatment measures and hydromodification management because EOA authored the SMCWPPP C3 Technical Guidance. The SMCWPPP C3 Technical Guidance provides the guidance and calculations for sizing and designing stormwater treatment and HM measures. EOA continues to assist with implementation of these requirements by leading the SMCWPPP New Development Subcommittee and providing training workshops for municipal staff. The SMCWPPP C3 Technical Guidance will be updated with sizing and design guidance for street projects with and without sizing constraints.

The EOA Team will integrate information from the BASMAA GI alternative sizing regional guidance and the planned SMCWPPP C3 Technical Guidance update into the GI Plan. A draft technical memorandum will provide the City with the recommended requirements and the final version will be compiled into the Draft GI Plan (Task I).

### **Task E – Planning Document Update, Summary of Updates, and Workplan for Future Plans**

To enable implementation of the GI Plan and ensure it is supported by and coordinated with other City goals, a required step is to update related City planning documents with GI language and references to the GI Plan. The City’s 2016 update of the ConnectMenlo General Plan and M-2 Area Zoning Update incorporated GI policies in the Land Use and Circulation Elements. The EOA Team will review the updates to the General Plan and the SMCWPPP recommended updates in the Draft Planning Document Update Model Language (December 2016). The EOA Team will work with City staff to identify any additional planning documents for review. The EOA Team will provide comments, suggested edits and additional draft language or examples from other documents as appropriate and/or requested by City staff. The EOA Team will develop specific language for each of the City plans that still need updating and a workplan that identifies the schedule and integrated approach for doing the updates. City staff will be responsible for updating each plan according to each plan’s revision schedule.

### **Task F – Workplan for Completion of Prioritized Projects**

Based on the findings from Task A, the EOA Team will create a workplan for the implementation of prioritized projects. The focus of the Workplan will be on creating the implementation road map for capital projects on publicly-owned parcels or ROW. However, the most cost-effective means of meeting the City’s goals will involve implementation of a diverse portfolio of stormwater management tools. This means maximizing the benefits of the existing infrastructure and strategically adding a mix of public and private GI projects, programs, and policies to transition the City to an integrated green/gray stormwater



system. Therefore, the culmination of this task will be a clear vision and defined process of how policy, programmatic, GI capital projects, and traditional infrastructure will work together to meet water quality requirements within the implementation timeframes outlined by the MRP.

In addition to our experience developing GI Plans, the EOA Team has been developing capital stormwater plans for other major municipalities across the West Coast—most recently Seattle, Los Angeles, and San Francisco. As a result, our team understands how to take a prioritized project list, weigh implementation factors, and create a workplan that spreads resource demands and addresses constraints. Creating a feasible workplan requires evaluating administrative, technical, outreach, funding, and schedule constraints. This includes not only GI Typical Details, but critical accompanying guidance, such as interagency utility protection standards and updated capital project delivery processes to integrate GI into traditional workflows. This task fills in critical information needed to phase projects and create a workplan by assessing interagency and stakeholder coordination needs, design and construction schedules, and funding needs of each prioritized project.

This information is coupled with policy and programmatic elements of the stormwater program to display how these elements stack to meet water quality goals. The policy and programmatic components of an integrated green/gray stormwater portfolio include: C.3 projects, C.3 alternative compliance options (fee-in-lieu, offsite, and credit trading), stormwater fee, and GI incentives program. The EOA Team has led the implementation of all of these tools in other major municipalities in California and will bring that experience to define the feasibility and benefits of these options for the City. Collectively this information will create a workplan that serves as a meaningful roadmap for GI Plan implementation.

### **Task G – Evaluation of Funding Options**

The EOA Team will integrate SMCWPPP’s Potential Funding Source Analysis and Recommendations study into the Plan, recommend additional options for consideration, and work with City staff to select and prioritize the options appropriate for the City. The EOA Team will assist the City in describing the currently used combination of federal, state and local grants and any City funds used for the construction of projects in its capital improvement program (CIP) and other projects. City funds used for public street, parking lot and building maintenance; maintenance of stormwater control measures installed at public projects; and maintenance of other landscaped areas (e.g., parks, medians, public plazas, etc.) will be reviewed and summarized. The EOA Team and the City will analyze possible funding options to raise additional revenue for the projects that will eventually be included in the City’s GI Plan, including capital and operation and maintenance (O&M) costs of these projects. Options for capital project funding include the State Proposition 1 Stormwater Grant Program implementation grants, Prop 1 IRWMP grants, California Urban Rivers Grants and any others known to the City or identified in the SMCWPPP study. Options for O&M funding will be included to the extent available. Additional funding and implementation options that may be considered by the City include:

- Treatment at an Offsite Location – An alternative compliance option in which a private Regulated Project (one required to treat runoff from created and/or replaced impervious surface on the project) would instead treat runoff from an equivalent amount of impervious surface offsite, potentially in the public right-of-way, in LID treatment facilities it would pay to construct (and/or maintain). That is, the private developer would fund and oversee construction of a potential green infrastructure project identified by the City using City-approved GI designs. The developer could also pay a lump sum payment for maintenance for the life of the system (typically 25-30 years).
- Payment of In-Lieu Fees – An alternative compliance option in which the developer of a private Regulated Project, in lieu of constructing LID treatment facilities on-site, would pay equivalent in-lieu fees for construction and maintenance of a regional or municipal stormwater treatment (green infrastructure) facility. Typically the municipality would then take the funds and hire a contractor to build the systems.
- Public-Private Partnerships – An option in which green infrastructure facilities are jointly funded by the municipality and a private organization or land owner for the benefit of both parties.
- Requiring regulated private development projects to construct GI public improvements along the regulated project frontages to treat public right of way drainage. This requirement can be established through conditions of approval on a case-by-case basis, a standard condition of approval, City Council resolution or municipal code via ordinance.

## Task H – Conduct Outreach and Education with Public, Staff and Elected Officials

The EOA Team will develop a Public Outreach Plan that incorporates SMCWPPP’s Five Year Public Education and Outreach Strategic Plan and includes outreach to City staff and elected officials. The RFP calls for the EOA Team to conduct one workshop with the Community Development Department, Public Works Engineering Division and Public Works Maintenance Divisions and one study session for the City Council to present the draft Plan.

The EOA Team will work with City staff to develop a Public Outreach Plan that identifies the target audiences, key messages for each audience group, and the methods and materials for engagement and education. The EOA Team will then leverage the outreach materials developed by C/CAG to adapt materials to the specific audience groups identified. For example, social media posts, press releases, and website postings could be used to educate residents, while newsletter articles, staff reports, and presentations could be used to educate businesses and the City Council.

The EOA Team has extensive experience with training municipal staff on GI concepts, planning, design, construction, and O&M. EOA has conducted numerous GI training workshops for SCVURPPP and SMCWPPP over the past several years, and specific GI trainings for the San Mateo County and Alameda County Public Works Departments during 2017. Lotus Water has led San Francisco’s GI contractor training program and has coordinated with the national GI contractor certification program.

An important component of the GI Plan is its adoption by the City Council and the public process leading up to the adoption action. The EOA Team is well qualified to assist the City with this process. The Team will provide presentation materials and other support as needed for the City Council study session. The EOA Team will incorporate input from the City Council into the Plan to ensure a smooth and timely adoption.

The deliverables for Task H include the development of the Public Outreach Plan, one workshop and one Council study session, per the RFP. However, the EOA Team understands that outreach to and education of City staff is an integral part of the GI Plan development. Therefore the budget for this task includes two additional staff meetings with City staff across multiple departments and ongoing communication. Where appropriate, meetings with City staff are also included in the individual GI Plan task budgets.

## Task I – Plan

The EOA Team will work collaboratively with City staff to combine descriptions of the work performed and outputs from Tasks A-H into a comprehensive GI Plan that meets the MRP requirements while reflecting the City’s unique characteristics and priorities. The Team’s knowledge, skills, and experience, as demonstrated in the approach to the previous tasks, will be invaluable for combining all elements into a compliant and useful Plan. Team members have an in-depth knowledge of MRP requirements, have collaborated regionally on elements of the GI Plans (e.g., participated in the BASMAA GI Alternative Sizing Work Group), and have participated at the regional level in the development of the GI permit requirements as well as discussions of Water Board expectations for the content of GI Plans. Team members have also been participating in the SMCWPPP GI TAC (as SMCWPPP’s consultants for support of the New Development Subcommittee) and are very familiar with the C/CAG-funded products available for use/adaptation in development of the City’s GI Plan.

The EOA Team is actively involved in the development of GI Plans for a range of different municipalities in the Bay Area, including the Cities of San Jose, Palo Alto, Santa Clara, and Los Altos, and the County of Alameda. While all of these plans include the required GI Plan elements, there is no “cookie cutter” approach; each agency has its own characteristics, priorities, opportunities and challenges. EOA Team members are working together on the City of San Jose’s GI Plan, ensuring that it addresses this large city’s priorities and expected future growth and incorporates information from a San Jose-specific RAA and the Santa Clara Basin SRP (which EOA is leading). All of this recent experience will be valuable to the development of the City’s GI Plan.

The draft GI Plan will be submitted to City staff for review by April 30, 2019. The EOA Team will finalize the GI Plan by June 30, 2019 after receiving one set of comments from the City by May 31, 2019.

## Schedule

The table below presents a tentative schedule based on the EOA Team’s understanding of the tasks. The schedule assumes work will begin in August 2018.

Task	Milestone/Deliverable	Completion Date
A	Prioritization and mapping of GI Potential and Planned Projects Draft Technical Memorandum	Jan-19
B	Process for Tracking and mapping Completed Projects Draft Technical Memorandum	Feb-19
C	Draft GI Guidelines, Standard Specifications and Design Details	Feb-19
D	Requirements for Design of Projects to Meet Hydromodification Sizing Requirements or Other Accepted Sizing Requirements Draft Technical Memorandum	Jan-19
E	Summary of Updates Draft Workplan to Update Planning Documents	Dec-18
F	Draft Workplan for Completion of Prioritized Projects (project start date dependent on City comments received on Task A Draft deliverable)	Mar-19
G	Evaluation of Funding Options Draft Technical Memorandum	Jan-19
H	GSI Workgroup meeting GSI Workgroup meeting Workshop with City Staff City Council Study Session Draft Public Outreach Plan	Sept -18 TBD Oct-18 May-19 Dec-18
I	Draft GI Plan (project start date dependent on City comments received on Task A-G Draft deliverables) Final GI Plan	Apr-19 June-19

## **COST PROPOSAL**

The EOA Team will perform the work described in the RFP and the task overviews above for the total budget amount of \$170,102. The City will be invoiced on a time and expense reimbursement basis, according to the attached 2018 Fee Schedules for EOA, Paradigm and Lotus Water (Appendix C). The Team will not exceed the total budget without prior authorization.

The cost proposal for each task is included in the following table. The table includes the key staff, job titles, hourly rates and estimated time for each task.

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## Cost Proposal

		Jill Bicknell - EOA Manager III	Kristin Kerr - EOA Manager II	Peter Schultze-Allen and Vishakha Atre - EOA Senior III	Jocelyn Walker - EOA Senior II	Courtney Siu - EOA Senior I	EOA Expenses	Stephen Carter, Paradigm PM	Leila Talebi, Senior Engineer	Chris Carandang, Associate Engineer	Paradigm Expenses	Scott Durbin, Principal	Shauna Dunton, Senior Engineer	Eric Zickler, Senior Engineer	Rob Dusenbury, Lotus PM	Lotus Water Expenses	Total Hours	Total Budget
	Hourly Rate:	\$263	\$249	\$218	\$200	\$183		\$220	\$180	\$160		\$190	\$180	\$180	\$170			
<b>Task A</b>	Prioritization and Mapping of GI Potential and Planned Projects	4	4	0	0	0	\$0	16	40	72	\$0	14	0	0	36	\$150	186	\$33,218
<b>Task B</b>	Develop Process for Tracking and Mapping Completed Projects	4	4	0	0	0	\$0	8	8	16	\$0	0	0	0	0	\$0	40	\$7,808
<b>Task C</b>	Develop Overall GI Guidelines, Standard Specifications, and Design D	4	0	4	0	0	\$0	0	0	0	\$0	0	100	0	20	\$0	128	\$23,324
<b>Task D</b>	Develop Sizing Requirements	6	8	20	0	0	\$0	0	0	0	\$0	3	0	0	3	\$0	40	\$9,010
<b>Task E</b>	Planning Document Update, Summary of Updates, and Workplan for F	4	0	16	12	8	\$0	0	0	0	\$0	8	0	8	0	\$0	56	\$11,364
<b>Task F</b>	Workplan for Completion of Prioritized Projects:	4	0	8	0	0	\$0	24	48	72	\$0	8	8	0	24	\$0	196	\$35,276
<b>Task G</b>	Evaluation of Funding Options	6	0	16	12	0	\$0	0	0	0	\$0	0	0	16	0	\$0	50	\$10,346
<b>Task H</b>	Outreach and Education with Public, Staff and Elected Officials	12	16	32	8	0	\$500	8	8	0	\$0	8	8	0	0	\$150	100	\$22,526
<b>Task I</b>	Develop GI Plan	6	4	24	8	8	\$0	4	4	8	\$0	4	0	0	16	\$0	86	\$17,230
	<b>Total:</b>	<b>50</b>	<b>36</b>	<b>120</b>	<b>40</b>	<b>16</b>	<b>\$500</b>	<b>60</b>	<b>108</b>	<b>168</b>	<b>\$0</b>	<b>45</b>	<b>116</b>	<b>24</b>	<b>99</b>	<b>\$300</b>	<b>882</b>	<b>\$170,102</b>

### Budget Assumptions:

Task A - Assumes up to 3 days of site visits for Lotus to assess potential sites in coordination with City department stakeholders.

Task C - Assumes review and recommended changes relative to SFPUC and C/CAG details, and development of up to 6 new details.

Task H - Assumes EOA participation in up to 2 GSI Workgroup meetings, ongoing communication, 1 half-day workshop, and 1 study session with Council.

Assumes Lotus participation in 2 GSI Workgroup meetings and 8 hrs to provide input and materials as part of interdepartmental outreach.

# FEE SCHEDULES

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Environmental and Public Health Engineering

## 2018 FEE SCHEDULE

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The following fee schedule covers personnel rates for EOA, Inc. staff.

Our charges are divided into two categories: personnel, and direct expenses. A new fee schedule is issued at the beginning of each year. Charges for all work, except where other arrangements have been made, are based on the new schedule of charges.

### PERSONNEL

Personnel charges are for any technical, clerical or administrative work necessary to perform the project. Work tasks include geologic and environmental consulting, engineering and computer services, regulatory liaison, and report preparation. Personnel rates are as follows:

<b>Personnel Category</b>	<b>Hourly Rates</b>
Principal Engineer .....	\$271
Managing Engineer/Scientist III.....	\$263
Managing Engineer/Scientist II.....	\$249
Managing Engineer/Scientist I.....	\$238
Senior Engineer/Scientist III – Project Leader .....	\$218
Senior Engineer/Scientist/Planner II.....	\$200
Senior Engineer/Scientist/Planner I.....	\$183
Associate Engineer/Scientist III .....	\$174
Associate Engineer/Scientist II.....	\$165
Associate Engineer/Scientist I.....	\$141
Assistant Engineer/Scientist .....	\$126
Technician .....	\$111
Clerical/Computer Data Entry .....	\$78

Charges for professional services are in increments of one quarter-hour. Depositions/legal testimony charged portal-to-portal, at 200% of standard rates, with a four-hour minimum charge. In accordance with California Civil Procedure 2037.7, where applicable, the minimum fee must be paid prior to commencement of testimony. Preparation for court cases is charged on a time-and-materials basis as outlined in this fee schedule.

### DIRECT EXPENSES

Reimbursement for expenses directly related to services provided will be charged at cost plus 10%. Examples of such direct expenses include:

- Costs of sub-consultants or subcontractors
- Costs of special fees (insurance, permits, etc.)
- Costs of long-distance telephone, copying, drafting, blueprints, etc. (EOA copies charged at \$0.10 each for B&W, \$0.35 each for color. Large format \$0.15/sq ft for B&W, \$0.50/sq ft for color)
- Costs of color map production supplies (color ink and large format paper)
- Costs or rental of special equipment
- Costs of authorized travel and related expenses
- Automobile mileage directly related to services, at current IRS rate.

### INVOICES

Invoices are prepared and submitted on a monthly basis, as either final or progress billings and are payable upon receipt unless prior arrangements have been made. Interest of 1-1/2% per month, or the maximum rate allowed by law, is payable on accounts not paid within 30 days.



**Paradigm Environmental, Inc.  
Standard Billing Rates—2018**

<b>Labor Category</b>	<b>Hourly Rate</b>
<i>Principal in Charge</i>	\$ 233
<i>Principal Engineer</i>	\$ 220
<i>Principal Hydrologist</i>	\$ 206
<i>Principal Analyst</i>	\$ 199
<i>Principal IT Analyst</i>	\$ 190
<i>Principal Scientist</i>	\$ 194
<i>Senior Engineer</i>	\$ 180
<i>Senior Hydrologist</i>	\$ 189
<i>Senior Analyst</i>	\$ 184
<i>Senior Scientist</i>	\$ 177
<i>Senior IT Analyst</i>	\$ 169
<i>Associate Engineer</i>	\$ 160
<i>Associate Hydrologist</i>	\$ 155
<i>Associate Analyst</i>	\$ 150
<i>Associate Scientist</i>	\$ 145
<i>Associate IT Analyst</i>	\$ 139
<i>Staff Engineer</i>	\$ 133
<i>Staff Hydrologist</i>	\$ 127
<i>Staff Analyst</i>	\$ 122
<i>Staff Scientist</i>	\$ 116
<i>Graphic Designer</i>	\$ 111
<i>Editor</i>	\$ 101
<i>GIS Technician</i>	\$ 94
<i>Field Specialist</i>	\$ 83
<i>Contract Administrator</i>	\$ 94
<i>Clerical</i>	\$ 56
<i>Intern</i>	\$ 43





## **Standard Hourly Rates – June 2018**

*Compensation for work performed on a time-and-materials basis will be based upon the following labor billing rates:*

Principal-in-charge .....	\$190
Senior Engineer .....	\$180
Project Manager .....	\$170
Project Engineer .....	\$135
Design Engineer .....	\$120
CADD .....	\$100
Admin. / Graphics .....	\$90



## STAFF REPORT

### City Council

**Meeting Date:**

**8/6/2018**

**Staff Report Number:**

**18-144-CC**

**Consent Calendar:**

**Second reading and adoption of Ordinance No. 1048 adding Chapter 8.54 [tenant anti-discrimination] to the City's municipal code**

### Recommendation

Staff recommends that the City Council conduct the second reading and adopt Ordinance No. 1048 that prohibits discrimination based on the source of a person's income or the use of rental subsidies, including Section 8 vouchers.

### Policy Issues

The City of Menlo Park Housing Element Program H1.G (adopt an anti-discrimination ordinance) calls for the City to adopt an anti-discrimination Ordinance No. 1048 to prohibit discrimination based on the source of a person's income or the use of rental subsidies, including Section 8 and other rental programs.

### Background

The 2015-2023 City of Menlo Park Housing Element was adopted by the City Council April 1, 2014. The housing element contains goals, updated information and strategic directions, policies and implementing actions that the City of Menlo Park is committed to undertaking. One implementing action that the city is committed to undertake is to adopt an anti-discrimination ordinance to prohibit discrimination based on the source of a person's income or the use of rental subsidies, including Section 8 and other rental programs.

### Analysis

Housing vouchers were initially championed as an efficient way of subsidizing decent, safe and sanitary housing for low income households. More recently, vouchers have come to be seen as a tool for promoting economic and racial and ethnic integration. The advantages of vouchers depend on the ability of a voucher recipient to locate a landlord willing to accept the voucher. Some landlords wish to avoid the administrative burden associated with the voucher program. Other landlords perceive voucher recipients to be undesirable tenants and/or fear their other tenants would object to voucher recipients as neighbors. This type of discrimination based on source of income hinders the use of vouchers and decreases the efficacy of the program.<sup>1</sup>

State and local anti-discrimination laws are one policy response to address this issue. State law narrowly defines source of income so that it does not reach government rent subsidies such as Section 8. A local

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<sup>1</sup>*The Impact of Source of Income Laws on Voucher Utilization and Locational Outcomes*, U.S. Department of Housing and Urban Development, Office of Policy Development and Research.

source of income laws is not preempted by state law and is a tool to make it illegal for landlords to discriminate against voucher recipients solely on the basis of their source of income for rental payments. The proposed local ordinance establishes a right of tenants to be free from discrimination based on their use of a rental subsidy, including Section 8 vouchers. The ordinance would prohibit discrimination based on the source of income, wholly or partially, in any real property transaction, including rental of a unit. The ordinance authorizes any aggrieved person enforce the anti-discrimination ordinance, and after requesting mediation, to file a civil action. This is consistent with the Fair Employment and Housing Act and the redress provided by other communities, including East Palo Alto. The City has no responsibility or liability to enforce the anti-discrimination ordinance.

The Housing Commission considered the draft ordinance and unanimously (6-0-1) recommended its approval at their meeting May 9, 2018, with one minor change – to exempt from the ordinance only buildings with fewer than three units. On June 19, 2018, the City Council voted unanimously to introduce the ordinance attached hereto as Attachment A.

### **Impact on City Resources**

This ordinance is not anticipated to have an impact on City resources.

### **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it proposes an organizational structure change that will not result in any direct or indirect physical change in 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. Ordinance No. 1048 adding Chapter 8.54, tenant anti-discrimination

Report prepared by:

Leigh F. Prince, Assistant City Attorney

**ORDINANCE NO. 1048**

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
 ADDING CHAPTER 8.54 [TENANT ANTI-DISCRIMINATION] TO TITLE  
 8 [PEACE SAFETY AND MORALS] OF THE MENLO PARK MUNICIPAL  
 CODE**

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

**SECTION 1. FINDINGS AND DETERMINATIONS.**

- A. The opportunity to seek, obtain and hold housing without discrimination is a civil right. The City of Menlo Park desires to eliminate discrimination in a person's ability to obtain housing based on a person's source of income for rental payments.
- B. The U.S. Department of Housing and Urban Development reports that some landlords avoid the administrative burden associated with voucher programs and other landlords resist renting to voucher recipients because they perceive this group to be undesirable tenants and/or they fear that other tenants would object to voucher recipients as neighbors. This type of discrimination based on the source of income prevents a voucher program from living up to its full potential.
- C. The San Mateo County Housing Authority reportedly assists approximately 4,300 low-income families in San Mateo County with Section 8 vouchers. The success of this program depends on the voluntary participation of landlords to rent to participant families, which include elderly persons, disabled persons, and working families who do not earn enough to keep pace with rising rental housing costs.
- D. Source of income anti-discrimination ordinances have the potential to increase the number of individuals and families who are able to successfully locate housing using a voucher.
- E. The City of Menlo Park Housing Element Program H1.G calls for the City to adopt and the City Council of the City of Menlo Park now wishes to adopt an anti-discrimination ordinance to prohibit discrimination based on the source of a person's income or the use of rental subsidies, including Section 8 and other rental programs.

**SECTION 2. ADDITION OF CODE.** Chapter 8.54 [Tenant Anti-Discrimination] is hereby added to Title 8 [Peace Safety and Morals] of the Menlo Park Municipal Code to read as follows:

**Chapter: 8.54 TENANT ANTI-DISCRIMINATION**

- 8.54.010 Purpose and Findings**
- 8.54.020 Definitions**
- 8.54.030 Source of Income Protections**
- 8.54.040 Civil Liability**
- 8.54.050 Criminal Penalty**
- 8.54.060 City Liability**

**8.54.010 Purpose and Findings**

- A. Equal housing opportunities should be available to all people. The City is opposed to and desires to eliminate discrimination in a person's ability to obtain housing based on a

person's source of income.

- B. The purpose of this chapter is to establish a right of tenants to be free from discrimination based on their use of a rental subsidy, including Section 8 and other rental programs.

**8.54.020 Definitions**

- A. For purposes of this chapter, "source of income" means all lawful sources of income or rental assistance program, homeless assistance program, security deposit assistance program or housing subsidy program.
- B. The word "person" as used in this chapter means any individual, firm, corporation or other organization or group of persons however organized.

**8.54.030 Source of Income Protections**

- A. It is unlawful for any person to do any of the following wholly or partially based on the source of income:
  - 1. To interrupt, terminate, fail or refuse to initiate or conduct any transaction in real property, including, but not limited to, the rental thereof;
  - 2. To require different terms for such transaction;
  - 3. To falsely represent that an interest in real property is not available for such transaction;
  - 4. To refuse or restrict facilities, services, repairs or improvements for any tenant or lessee;
  - 5. To make, print, publish, advertise or disseminate in any way, or cause to be made, printed or published, advertised or disseminated in any way, any notice, statement, or advertisement with respect to a transaction in real property or with respect to financing related to any such transaction, which unlawfully indicates preference, limitation or discrimination based on source of income.
- B. It is unlawful for any person to use a financial or income standard for the rental of housing that does either of the following:
  - 1. Fails to account for any rental payments or portions of rental payments that will be made by other individuals or organizations on the same basis as rental payments to be made directly by the tenant or prospective tenant;
  - 2. Fails to account for the aggregate income of persons residing together or proposing to reside together or an aggregate income of tenants or prospective tenants and their cosigners or proposed cosigners on the same basis as the aggregate income of married persons residing together or proposing to reside together.
- C. Exceptions.
  - 1. Nothing in this chapter shall be construed to apply to the rental or leasing of any housing unit in which the owner or any member of his/her family occupies one of the living units or the structure contains fewer than three dwelling units.
  - 2. Nothing in this chapter shall be deemed to permit any rental or occupancy of any dwelling unit or commercial space otherwise prohibited by law.

**8.54.040 Civil Liability**

- A. Any aggrieved person may enforce the provisions of this chapter by means of a civil action for damages and injunctive relief in any court of competent jurisdiction. The litigating complainant shall file a courtesy copy of the lawsuit with the City Attorney.
- B. Prior to filing a civil action, a person whose rights have allegedly been violated under this chapter shall first request to mediate the controversy. The complainant's obligations under this section shall be satisfied if the parties mediate in good faith or if the opposing part does not agree to mediation within 14 days of the request to mediate.

**8.54.050 Criminal Penalty**

Any person who violates any provision of this chapter shall be deemed guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not more than one thousand dollars (\$1,000) or by imprisonment in the county jail for a period not exceeding six months, or both.

**8.54.060 City Liability**

- A. The City shall not be liable for any damages, costs or expenses which are the result of any act or omission of or any decision made by any person (e.g. mediator, court) concerning an anti-discrimination claim or a complainant's assertions pertaining to rights granted or conferred by this chapter.
- B. Under no circumstances shall the City have any responsibility or liability to enforce this chapter or to seek legal redress.

SECTION 3. SEVERABILITY. 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 unenforceable, 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. CALIFORNIA ENVIRONMENTAL QUALITY ACT DETERMINATION. 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.

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 posted 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 city council members voting for and against the amendment.

INTRODUCED on the nineteenth day of June, 2018.

PASSED AND ADOPTED as an ordinance of the City of Menlo Park at a regular meeting of said City Council on the sixth day of August, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

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Peter I. Ohtaki, Mayor

ATTEST:

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Judi A. Herren, City Clerk



## STAFF REPORT

### City Council

Meeting Date:

8/6/2018

Staff Report Number:

18-158-CC

Consent Calendar:

**Second reading and adoption of Ordinance No. 1047 updating the community amenities requirement for bonus level development in the residential mixed-use zoning district**

### Recommendation

Staff recommends that the City Council conduct the second reading and adopt the ordinance modifying the requirement for affordable housing as the community amenity for bonus level development in the residential mixed-use (R-MU) zoning district.

### Policy Issues

Before Assembly Bill (AB) 1505, the City could not impose inclusionary requirements on rental housing projects. At the time the ConnectMenlo general plan update was adopted, the only way to ensure development of affordable rental housing was to require it as a community amenity in exchange for bonus level development. Therefore, in the R-MU zoning district, which generally includes property in the area of Menlo Gateway between Constitution Drive and Independence and Jefferson Drives and a portion of the proposed approximately 59-acre Willow Village along Willow Road near Hamilton Avenue, where it was anticipated that rental housing would be developed, the City required the community amenity to be 15 percent of the total units as affordable. This requirement was in addition to the City's inclusionary housing requirement, which at the time applied only to for-sale housing.

After AB 1505 and the City Council's adoption of an implementing ordinance, inclusionary requirements apply to both for-sale and rental housing projects. Projects with 20 or more units must provide 15 percent of the total units (there are smaller percentage requirements for smaller projects) as affordable to low income households. At the bonus level in the R-MU zoning district because the 15 percent affordable community amenity units are in addition to the 15 percent inclusionary units, the unanticipated consequence of AB 1505 is that projects at the bonus level would have to provide 30 percent of the total units as affordable. The goal of 15 percent of the total units as affordable in the R-MU zoning district can after AB 1505 be achieved through inclusionary zoning. Therefore, the R-MU zoning district does not need to mandate that affordable housing be the community amenity, which the central change in the proposed ordinance.

### Background

On March 13, 2018, the City Council held a study session regarding impact of AB 1505 on the community amenity requirement for bonus level development in the R-MU zoning district. The City Council directed staff to consider eliminating the 15 percent affordable housing community amenity requirement in the R-MU zoning district and to adjust the appraisal process accordingly. The City Council also directed that any update to the R-MU zoning district should retain the preference for those who live in or have been recently displaced from the Belle Haven neighborhood. Finally, the City Council directed staff to pay special attention to whether there were disparate impacts on smaller property owners from the directed changes to the



community amenity requirement.

Staff prepared a proposed ordinance consistent with the City Council's direction. Staff also consulted with BAE Urban Economics Inc. (BAE) regarding potential disparate impacts on smaller property owners and determined that the appraisal process would account for differences in project size and also result in a community amenity requirement that accounted for project size. On April 11, 2018, the Housing Commission reviewed and unanimously recommended the proposed ordinance. Per the City Council's direction, the Housing Commission paid special attention to smaller projects, but was unable to provide specific direction. On May 7, 2018, the Planning Commission also reviewed and unanimously recommended the proposed ordinance. The Planning Commission also discussed the question of whether small projects should explicitly be allowed to provide moderate income units to satisfy the low income inclusionary requirement but were unable to reach provide a recommendation. On June 19, 2018, the City Council conducted the first reading of the proposed ordinance and voted to introduce the ordinance as proposed. However, the City Council remained concerned about the impact of the affordable housing requirement on smaller projects and asked for additional fiscal analysis. Staff is in the process of working with BAE to determine the scope of the analysis and will provide an update when more information is available.

### **Analysis**

With the proposed ordinance, an applicant for bonus level development in the R-MU zoning district would no longer have to provide both 15 percent affordable units pursuant to the City's Below Market Rate (BMR) Housing Program and 15 percent affordable units as a community amenity for a total of 30 percent affordable. Any applicant proposing a housing project would only have to comply with the City's BMR Program and provide 15 percent low income inclusionary units. Then, at the bonus level, an applicant would not be mandated to provide additional affordable housing as a community amenity, although that is stated as a preference, but could select from a list of community amenities adopted by City Council resolution.

Further, the proposed ordinance indicates that to take advantage of bonus level development the inclusionary low income housing required by the BMR Program must be provided on-site, unless otherwise approved by the City Council. This was done because there is a preference for inclusionary low income housing to be constructed on-site with the market rate housing. Because AB 1505 required the city to allow alternative forms of compliance such as payment of an in lieu fee, the voluntary exchange at the bonus level gives the city an opportunity to require the affordable housing to be built.

Finally, the proposed ordinance also retains the preference for current or recently displaced Belle Haven residents. Because the preference for Belle Haven residents is specific to the R-MU zoning district, it is appropriate to include it here, rather than adding it to the BMR guidelines, which govern the preferences applicable to housing developed throughout the city.

### **Impact on City Resources**

Revisions to the R-MU zoning district are not anticipated to have any impact on City resources.

### **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA)

Guidelines Section 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment. Furthermore, the City Council certified an Environmental Impact Report (EIR) for ConnectMenlo and related zoning ordinances, which included the R-MU zoning district. It is not anticipated that any changes in the zoning ordinance will fall outside the scope of the certified EIR. No further environmental review is necessary.

### **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 No. 1047 of the City Council of the City of Menlo Park Amending Sections of Chapter 16.45 [R-MU Residential Mixed Use District] of Title 16 [Zoning] of the Menlo Park Municipal Code Regarding Community Amenities Required for Bonus Level Development

Report prepared by:

Leigh F. Prince, Assistant City Attorney

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## ORDINANCE NO. 1047

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
AMENDING SECTIONS OF CHAPTER 16.45 [R-MU RESIDENTIAL  
MIXED USE DISTRICT] OF TITLE 16 [ZONING] OF THE MENLO PARK  
MUNICIPAL CODE REGARDING COMMUNITY AMENITIES REQUIRED  
FOR BONUS LEVEL DEVELOPMENT**

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

**SECTION 1. FINDINGS AND DETERMINATIONS.**

1. The Below Market Rate (BMR) Housing Ordinance requires projects with 20 or more housing units to make 15 percent of those units affordable. As a result of the 2009 *Palmer/Sixth Street Properties LP v. City of Los Angeles* decision, the BMR Ordinance could no longer be applied to rental housing.
2. In 2016, when the City Council adopted the Residential Mixed Use (R-MU) zoning district, the BMR Housing Ordinance did not apply to rental housing. The R-MU zoning district requires that to take advantage of bonus level development an applicant must provide community amenities, first in the form of 15 percent of the project's units as affordable.
3. On September 29, 2017, Governor Brown signed a series of 15 housing related bills, including Assembly Bill (AB) 1505. AB 1505 was adopted to legislatively override the court's ruling in *Palmer* and allow cities to legally impose inclusionary housing requirements on rental units. As a result, requiring rental housing projects to provide 15 percent affordable units can be achieved through the BMR Housing Ordinance.
4. The City Council of the City of Menlo Park finds and declares an amendment to Sections 16.45.060 and 16.45.070 of Chapters 16.96 of Title 16 is necessary for the reasons above.

**SECTION 2. AMENDMENT OF CODE.** Section 16.45.060 [Bonus level development] of Chapter 16.45 [R-MU Residential Mixed Use District] of Title 16 [Zoning] is hereby amended in its entirety to read as follows:

**16.54.060 Bonus level development.**

As described in Section 16.45.070, as a threshold requirement for utilizing bonus level development in the residential mixed use-bonus (R-MU-B) zoning district, the applicant must construct the below market rate units required pursuant to Chapter 16.96 on-site rather than utilizing an alternative means of compliance per Section 16.96.070, unless otherwise approved by the City Council. Any such units will be sold or rented with a preference for current or recently displaced Belle Haven residents, followed by the preferences provided in the City's Below Market Rate Housing Guidelines. If and when Chapter 16.96 becomes void or unenforceable, the community amenity provided must be a minimum of 15 percent of the total units on-site for affordable housing units in accordance with the City's Below Market Rate Housing Ordinance and Guidelines.

**SECTION 3. AMENDMENT OF CODE.** Section 16.45.070 [Community amenities required for bonus level development] of Chapter 16.45 [R-MU Residential Mixed Use District] of Title 16 [Zoning] is hereby amended in its entirety to read as follows:

**16.45.070 Community amenities required for bonus level development.**

Bonus level development allows a project to develop at a greater level of intensity with an increase in density, floor area ratio and/or height. There is a reasonable relationship between the increased intensity of development and the increased effects on the surrounding community. The required community amenities are intended to address identified community needs that result from the effect of the increased development intensity on the surrounding community. To be eligible for bonus level development, an applicant shall provide one (1) or more community amenities. Construction of the amenity is preferable to the payment of a fee.

1. Amenities. Community needs, specifically including affordable housing, were initially identified through the robust community engagement process generally referred to as ConnectMenlo. The City Council of the City of Menlo Park adopted by resolution those identified community needs as community amenities to be provided in exchange for bonus level development. The identified community amenities may be updated from time to time by City Council resolution. All community amenities, except for affordable housing, shall be provided within the area between U.S. Highway 101 and the San Francisco Bay in the City of Menlo Park. Affordable housing may be located anywhere housing is allowed in the City of Menlo Park.
2. Application. An application for bonus level development is voluntary. In exchange for the voluntary provision of community amenities, an applicant is receiving a benefit in the form of an increased floor area ratio, density, and/or increased height. An applicant requesting bonus level development shall provide the city with a written proposal, which includes but is not limited to the specific amount of bonus development sought, the value of the amenity as calculated pursuant to subsection (3) of this section, and adequate information identifying the value of the proposed community amenities. An applicant's proposal for community amenities shall be subject to review by the planning commission in conjunction with a use permit or conditional development permit. Consideration by the planning commission shall include differentiation between amenities proposed to be provided on site and amenities proposed to be provided off site, which may require a separate discretionary review and environmental review per the California Environmental Quality Act.
3. Value of Amenity. The value of the community amenities to be provided shall equal fifty percent (50%) of the fair market value of the additional gross floor area of the bonus level development. The value shall be calculated as follows: The applicant shall provide, at their expense, an appraisal performed within ninety (90) days of the application date by a licensed appraisal firm that sets a fair market value in cash of the gross floor area of the bonus level of development ("total bonus"). The form and content of the appraisal, including any appraisal instructions, must be approved by the community development director.
4. Form of Amenity. A community amenity shall be provided utilizing any one (1) of the following mechanisms:
  - A. Include the community amenity as part of the project. As a threshold for utilizing bonus level development, any affordable housing required pursuant to Chapter 16.96 shall be designed and constructed on-site as part of the project; the applicant shall not be allowed to utilize an alternative means of compliance, unless otherwise approved by the City Council. These affordable housing units shall be sold or rented with a preference for current or recently displaced Belle Haven residents, followed by the preferences provided in the City's Below Market Rate Housing

Guidelines. The community amenity provided as part of the project shall be from the list of community amenities adopted by City Council resolution, with a preference for including additional affordable housing units, for example additional housing such that twenty percent (20%) of the development is affordable (fifteen percent (15%) inclusionary plus five percent (5%) additional affordable units). The value of the community amenity provided shall be at least equivalent to the value calculated pursuant to the formula identified in subsection (3) of this section. Once any one of the community amenities on the list adopted by City Council resolution has been provided, with the exception of affordable housing, it will no longer be an option available to other applicants. Prior to approval of final inspection for the building permit for any portion of the project, the applicant shall complete (or bond for) the construction and installation of the community amenities included in the project and shall provide documentation sufficient for the city manager or his/her designee to certify compliance with this section.

- B. Payment of a fee. If the city adopts an impact fee that identifies a square foot fee for community amenities, an applicant for the bonus development shall pay one hundred twenty percent (120%) of the fee; provided, that the fee adopted by the City Council is less than full cost recovery and not less than the total bonus value less the affordable housing amenity value as calculated pursuant to subsection (3) of this section.
- C. Enter into a development agreement. An applicant may propose amenities from the list adopted by City Council resolution to be included in a development agreement. The value of the amenities included in the development agreement shall be at least equivalent to the value calculated pursuant to the formula identified in subsection (3) of this section. Timing of the provision of the community amenities shall be agreed upon in the development agreement.

**SECTION 4. SEVERABILITY.** 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 unenforceable, 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. CALIFORNIA ENVIRONMENTAL QUALITY ACT DETERMINATION.** This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines Section 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment. Furthermore, the City Council certified an Environmental Impact Report (EIR) for ConnectMenlo and related zoning ordinances, which included the R-MU zoning district. It is not anticipated that any changes in the zoning ordinance will fall outside the scope of the certified EIR. No further environmental review is necessary.

**SECTION 6. 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 posted 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 City Council members voting for and against the amendment.

INTRODUCED on the nineteenth day of June, 2018.

PASSED AND ADOPTED as an ordinance of the City of Menlo Park at a regular meeting of said City Council on the sixth day of August, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

\_\_\_\_\_  
Peter I. Ohtaki, Mayor

ATTEST:

\_\_\_\_\_  
Judi A. Herren, City Clerk



## STAFF REPORT

### City Council

**Meeting Date:** 7/23/2018  
**Staff Report Number:** 18-143-CC

**Regular Business:** Establish, consider applicants, and make appointments to the Heritage Tree Task Force

### Recommendation

Staff recommends establishing, considering applicants, and making appointments to the Heritage Tree Task Force, including the appointment of a City Council member.

### Policy Issues

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

### Background

In 1979, the City's heritage tree ordinance was adopted. The heritage tree ordinance governs trees growing on private property with the primary goal of ensuring a significant and thriving population of large healthy trees in Menlo Park. The ordinance protects heritage trees by regulating their removal and heavy pruning through a permit process administered by multiple city departments. It also specifies penalties for violations, and establishes an appeals process for the permit applicant or community members if there is disagreement on the permitting decision.

Over the last several years, concerns have arisen with development-related appeals, unpermitted removals and enforcement of tree replacements. As a result and based on the recommendation of the Environmental Quality Commission, the City Council included updating the heritage tree ordinance as part of their 2017 and 2018 work plans. The desired outcome of the ordinance update is to secure a significant and thriving population of large healthy trees in Menlo Park for public enjoyment and environmental sustainability while balancing property rights and implementation efficiency.

In May 2018, City Council approved the formation, solicitation of applications, and scope for the Heritage Tree Task Force. Staff solicited applications for a period of five weeks (May 23 through July 2, 2018). A total of 11 applications have been received. The purpose of this meeting is to formally establish the task force by appointing members, including a member of city council, to begin the update of the heritage tree ordinance per the City Council's work plan.

### Analysis

One of the primary goals in appointing the task force is to ensure a balanced and diverse representation of individuals, commissions, and/or organizations as the heritage tree ordinance regulates trees on private property for the benefit of the wider community.

At the May 2018 meeting, the City Council was presented with the project summary and scope of the task



force for the Heritage Tree ordinance update (Attachments A and B.) The City Council also approved the following list of stakeholders that could potentially provide a diverse and balanced dialogue for the ordinance update:

- One member of City Council
- One member of the Environmental Quality Commission
- One member of the Planning Commission
- Residents and homeowners
- Ecologist/ wildlife biologists/ naturalists
- Nonprofit environmental organizations
- Private arborists
- Property managers
- Real estate agents
- Developers
- Architects
- Landscape architects
- Other

The main deliverable from the task force will be to develop a recommendation to City Council on a preferred option for the heritage tree ordinance update by summer 2019, and make a final recommendation on the draft ordinance by winter 2019. Ten meetings are proposed for the task force. The term of the task force will start August 23, 2019, and is expected to end before December 31, 2019.

#### Outreach methods to solicit applications for the task force

To solicit balanced and diverse applications, staff informed the community about the heritage tree task force by:

- Publishing two ads in the Almanac June 7 and 24
- Using the City's weekly web digest May 28 to send out information and application invitations to subscribers of the list serve
- Conducting direct outreach with postcard mailers and emails to community members that over the last two years:
  - Applied for a heritage tree permit; or
  - Appealed a heritage tree permit decision; or
  - Provided public comment to the City Council, Planning Commission, or Environmental Quality Commission on heritage tree related items; or
  - Applied for business licenses with the following words in the company name:
    - Architect
    - Landscape and gardening
    - Real estate
    - Nonprofits
    - Environment
    - Rental management

In addition, staff reached out to references provided by the Public Works Department, City Attorney, and Community Development departments to find real estate, property managers, developers, architects, and other development and landscaping stakeholders that could potentially offer a diverse perspective for the heritage tree ordinance update.

#### Appointment and term of the task force

Pursuant to City Council policy CC-01-0004 (Attachment C), the City Council has the authority to create ad

hoc committees, task forces or subcommittees for the city, and from time to time, the City Council may appoint members to these groups. The number of persons and the individual appointee serving on each group may be changed at any time by the City Council. There are no designated terms for members of these groups; members are appointed by and serve at the pleasure of the City Council. In addition, the City Council's policy states that the selection/appointment process shall be conducted before the public at a regularly scheduled meeting of the City Council. Nominations will be made and a vote will be called for each nomination. Applicants receiving the highest number of affirmative votes from a majority of the City Council members present shall be appointed.

A total of 11 applications have been received. It is recommended that the Heritage Tree Task Force consist of no fewer than seven members and not exceed 12 members, including appointment of a City Council member, Planning Commissioner and Environmental Quality Commissioner. At regularly scheduled commission meetings, the Environmental Quality and Planning Commissions took action to nominate one member for appointment, and the nominated commissioners have submitted applications.

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

The City received the following applicants listed in alphabetical order by last name.

1. Sally Cole (Resident that has gone through the appeal process for 1080 San Mateo Drive)
2. Drew Combs (Commissioner recommended by Planning Commission)
3. Sally Johnson (Resident that has gone through the permit and appeal process for 1730 Stanford Avenue)
4. Jen Judas (Resident)
5. Kimberly LeMieux (Developer)
6. Thomas LeMieux (Developer/real estate)
7. Scott Marshall (Commissioner recommended by the Environmental Quality Commission)
8. Catherine Martineau (executive director of Canopy-nonprofit)
9. Horace Nash (Resident that has gone through the appeal process for 1080 San Mateo Drive)
10. Caroline Ordonez (Landscape architect)
11. Ronald Shepherd (Finance and Audit Committee Member)

A City Council member is recommended to be appointed to the task force that can attend at least 75 percent of the meetings shown in Table 1 below.

Table 1 Heritage Tree Task Force meeting schedule		
Meeting no.	Date and time	Meeting purpose
1	August 23, 2018 6 p.m. to 9 p.m.	<ul style="list-style-type: none"> <li>• Introduction and discussion of task force roles and responsibilities</li> <li>• Urban forestry education presentation</li> <li>• Review progress to-date and scope being considered for policy options analysis</li> </ul>
2	September 13, 2018 6 p.m. to 9 p.m.	<ul style="list-style-type: none"> <li>• Brainstorm on criteria to weigh policy options</li> <li>• Start to review best practices by subject (e.g., enforcement, heritage tree definition, etc.) and discuss what practices should be considered in the options analysis</li> </ul>
3	October 3, 2018 6 p.m. to 9 p.m.	<ul style="list-style-type: none"> <li>• Finalize criteria to weigh options</li> <li>• Continued discussion on best practices by subject</li> </ul>
4	October 25, 2018 6 p.m. to 9 p.m.	<ul style="list-style-type: none"> <li>• Continued discussion best practices by subject to incorporate in policy options analysis</li> <li>• Discussion of policy options to be and/or under consideration for the ordinance update</li> <li>• Discuss initial outline for policy options analysis</li> </ul>
5	February 13, 2019 6 p.m. to 9 p.m.	<ul style="list-style-type: none"> <li>• Review and discuss draft policy options analysis</li> <li>• Discuss recommendation to City Council</li> </ul>
6	March 13, 2019 6 p.m. to 9 p.m.	<ul style="list-style-type: none"> <li>• Review and discuss draft policy options analysis</li> <li>• Discuss recommendation to City Council</li> </ul>
7	April 10, 2019 6 p.m. to 9 p.m.	<ul style="list-style-type: none"> <li>• Finalize recommendation to City Council on preferred option for May 2019 City Council meeting</li> </ul>
8	June 12, 2019* 6 p.m. to 9 p.m.	<ul style="list-style-type: none"> <li>• Placeholder if City Council provides different direction to the task force or additional work needs to be done</li> </ul>
9	September 12, 2019* 6 p.m. to 9 p.m.	<ul style="list-style-type: none"> <li>• Placeholder in the event that additional work needs to be done</li> <li>• Discuss feedback from communitywide engagement process</li> </ul>
10	October 10, 2019 6 p.m. to 9 p.m.	<ul style="list-style-type: none"> <li>• Discuss feedback from communitywide engagement process</li> <li>• Finalize recommendation to City Council based on communitywide engagement and feedback</li> </ul>

\*Additional meetings may be added if deemed necessary by the project team

Since the task force will be a City Council appointed body, all meetings would be open to the public and notice will be given at least 72 hours before the meeting. This provides an additional benefit as it allows the community at large to attend meetings and provide input early on and at regular intervals in the policy development process.

**Risks**

The task force is designed to be collaborative and work in partnership with staff to come up with solutions or enhancements to the heritage tree ordinance. A collaborative task force can cause delays in meeting project milestones due to disagreements, lack of a quorum and attendance, unresolved issues or requests for additional information. This risk is considered acceptable given the sensitive balance between property rights and how the community values heritage trees. In addition, there is a greater risk of failure if the preferred option is put forward to the community for feedback without having an open and transparent process for stakeholder input on the other options explored or developed.

**Alternatives**

1. Provide staff with a different direction on the scope of work or task force.
2. Decide not to form a task force and conduct community engagement after a preferred option is selected to expedite the project.

### **Impact on City Resources**

Staff time for this project has already been budgeted for this fiscal year. The project is a general fund capital improvement project, and no additional appropriations are requested.

### **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it proposes an organizational structure change that will not result in any direct or indirect physical change in 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. Project summary
- B. Heritage Tree Task Force scope
- C. City Council policy CC-01-004

Report prepared by:  
Rebecca Lucky, Sustainability Manager  
Judi A. Herren, City Clerk

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# HERITAGE TREE ORDINANCE UPDATE

City Manager's Office – Sustainability  
 701 Laurel St., Menlo Park, CA 94025  
 Rebecca Lucky, Sustainability Manager  
 rlucky@menlopark.org  
 tel 650-330-6765

## Project summary

The City of Menlo Park is in the process of updating the Heritage Tree Ordinance. Over the past several years, concerns arose with development-related appeals, unpermitted removals, and enforcement of tree replacements. As a result, the City Council included reviewing and updating the Heritage Tree Ordinance as part of their 2017 and 2018 work plans. The project is being led by the Sustainability Division of the City Manager's Office, and includes collaboration across various city departments and community stakeholders.

The desired outcome of the ordinance update is to ensure a significant and thriving population of large healthy trees in Menlo Park for public enjoyment and environmental sustainability while balancing property rights and implementation efficiency. The ordinance update will evaluate current issues and successes related to the ordinance and explore options based on evidence and best practices from other communities to achieve the desired outcome.

Some initial areas being examined for enhancement are:

- Definition of a heritage tree
- Permit procedure for protection, heavy pruning, and removal
- Specification of penalties for violation and enforcement mechanisms
- Replacement and mitigation procedures for removals (replacement ratios, identifying appropriate species)
- Purview of City staff, City commissions, and City Council in permit and appeal process

## Key project activities and timeline

### Activity No. 1: Project planning (February 2018 to July 2018)

- Project plan and schedule with consultant
- Formation of a community taskforce
- Data and evidence collection (Menlo Park and other communities)

### Activity No. 2: Policy options analysis (August 2018 to Summer 2019)

- Complete policy options analysis
- Review and recommendation by taskforce and applicable commissions
- City Council study session on preferred option

### Activity No. 3: Draft ordinance and community engagement (Summer 2019 to Winter 2019)

- Refine preferred option and draft ordinance update
- Community wide engagement of draft ordinance
- Final policy review and recommendation by taskforce and applicable commissions
- City Council adoption

### Activity No. 4: Implementation roll-out (January to July 2020)

- Implementation plan, education materials, revisions to standard operating procedures and forms

## Related existing policies, programs, future projects

Urban Forest Master Plan, Climate Action Plan, Street Tree Master Plan

## Key people

Interdepartmental and community engagement throughout this process is vital to the meaningful update and the successful implementation of this ordinance. An initial assessment of the project has identified the following key people to assist in moving this project forward.

Project team	Internal stakeholders	Community Task Force
Rebecca Lucky, Sustainability Manager, Candise Almendral, Project Contractor Gordon Mann, CalTLC Project Contractor Christian Bonner, City Arborist Deanne Ecklund, Contract Arborist Thomas Rogers, Principal Planner Ivan Toews, Engineering Technician I	Bill McClure, City Attorney Ron LaFrance, Assistant Community Development Director Brian Henry, Public Works Superintendent	To be determined 7 to 12 members appointed by City Council

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## Heritage Tree Ordinance Review and Update Community Task Force Scope

**Summary:** The heritage tree ordinance governs trees growing on private property. Over the past several years, concerns arose with development related heritage tree appeals, unpermitted removals, and enforcement of tree replacements. As a result, the City Council included reviewing the heritage tree ordinance for potential amendments as part of their 2017 and 2018 work plans.

*The desired outcome of the heritage tree ordinance review and update is to ensure a significant and thriving population of large healthy trees in Menlo Park for public enjoyment and environmental sustainability while balancing property rights and implementation efficiency.* The ordinance update will evaluate current issues and successes related to the ordinance and explore options based on best practices from other communities to achieve the desired outcome.

The City Council has authorized creation of a community task force to fill an essential role in the heritage tree ordinance update. This document provides general direction to the task force, scope of duties, and roles and responsibilities.

**General Direction:** The task force will function as a *collaborative* engagement process. This means that the task force will be a *partner* in each aspect of the heritage tree ordinance update, such as development of alternatives and choice of the preferred option. Working in partnership with the consultant team and staff, the task force will ensure that diverse interests and concerns are discussed and worked through to find middle ground solutions to meet the desired outcome described above. Staff will look to the task force for advice and innovation in formulating solutions and options, and incorporate task force advice and recommendations into decisions to the maximum extent possible.

### Key Roles and Responsibilities of the Task force:

- *Attend all meetings or at minimum 75% of all meetings (see attached schedule)*
- Work in partnership with staff and other members of the task force while advocating for their particular interest
- Manage conflict by listening to differing values, concerns and experiences, and work through them to find and propose middle ground solutions
- Review the background materials in advance of meetings if provided
- Recommend to staff a list of criteria to weigh options against
- Review best practices provided by consultant and recommend to staff practices that could address existing issues with or enhance the ordinance in Menlo Park
- Review and discuss policy options to make a final recommendation to City Council
- *Develop a recommendation to the City Council on the preferred option for the heritage tree ordinance by summer 2019 and final recommendation by winter 2019*
- Assist with communitywide engagement once City Council has selected a preferred option
  - This will be a *consult* type of community engagement where information about the draft ordinance (preferred option) is provided communitywide, and any member of the public can provide feedback that *may* influence the final recommendation and decision



**Key Roles and Responsibilities of City Staff:**

- Work in partnership with the task force to develop a staff recommendation on a preferred option to City Council
- Provide advice and research to the task force
- Track input and provide feedback on results of the task force to the City Council
- Serve as information-givers, using technical expertise and professional experience to describe options as well as their pros and cons, benefits, and implications in order for the task force to formulate a recommendation to the City Council
- Develop a policy options analysis based on input from the task force
- Draft an ordinance update based on City Council's selection of a preferred option
- Conduct communitywide engagement of the draft ordinance (preferred option) before formal adoption by the City Council
- Implement the draft ordinance

**Key Roles and Responsibilities of the City Council:**

- Provide, guide, and clarify policy and scope direction to the task force and staff during the heritage tree update process
- Consider the recommendations put forward by staff and the task force
- Decide which option to pursue for wider community engagement
- Decide on which (if any) amendments will be made to the heritage tree ordinance

**Givens (non-negotiable):**

- The City Council is the decision maker on all changes to City ordinances and policies
- The task force's role is to make recommendations to City Council
- Staff and task force recommendations to City Council could differ entirely or on specific subject matter within the Heritage Tree Ordinance, but staff and task force will practice due diligence to reach agreement to the maximum extent possible
- The task force will operate under the Brown Act using Robert's Rules of Order and the City of Menlo Park Guide for Advisory Bodies
- The options analysis will be evidence-based, meaning that any options explored or considered will be based on quantitative and/or qualitative data from within the City of Menlo Park, other communities, or other credible sources
- Preferred option must be implementable, efficient and cost effective
- Preferred option must meet legal requirements for balancing property rights with community values
- The safety of the public will be maintained through evidence based data

**Table 1  
Heritage Tree Task Force meeting schedule**

<b>Meeting no.</b>	<b>Date and time</b>	<b>Meeting purpose</b>
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\*Additional meetings may be added if deemed necessary by the project team

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## STAFF REPORT

### City Council

**Meeting Date:** 8/6/2018  
**Staff Report Number:** 18-161-CC

**Regular Business:** Adopt Resolution No. 6454 to amend the city salary schedule

### Recommendation

Staff recommends that the City Council adopt a resolution to amend the City's salary schedule effective August 6, 2018 adding additional titles.

### Policy Issues

The recommendation does not represent any change to existing City policy. In accordance with the City personnel rules and regulations, the City Council is required to adopt changes to the City's salary schedule.

### Background

With the current robust job market, the City is not unique in experiencing a higher than usual vacancy rate throughout the organization. The unrepresented management group, including department directors, division managers, and some City Manager's Office staff, have experienced a vacancy rate as high as 24 percent during this past fiscal year.

In an effort to achieve a better labor market position, City Council approved increases to the top of the salary ranges for unrepresented management March 13, 2018. The City also updated its marketing strategies and hired an executive recruiting firm to broaden our outreach and help diversify our candidate pool. Unfortunately, despite these efforts, the last three recruitments of Assistant City Manager, Police Commander, and Housing and Economic Development Manager did not yield any successful external candidates.

Public agencies have responded to changing job markets with a variety of never seen before incentives and benefits. Most recently, the City of Palo Alto began offering a hiring bonus up to \$25,000 to Police Officers; while others are increasing commute benefits and adopting housing allowance and loan programs.

### Analysis

Similar to organizations with Menlo Park's profile, the City has organized its management positions to gravitate toward generalists who are capable of working proficiently in a number of areas. When highly specific skills are needed either for a project or to generally augment capacity, the City has relied heavily on contract services to meet demands. While this staffing strategy has benefits, recent management recruitments have found that recruiting for generalists may discourage those who are seeking work in a specialized area. For example, the Housing and Economic Development Manager position was developed to meet the City's needs in the respective areas. The recruitment for this position has yet to yield a highly qualified candidate. Feedback from the City's executive recruiter indicates that the combined role of

Housing and Economic Development Manager may have discouraged housing specialists from applying for the position. As housing initiatives are a high priority of the City Council, at this time a focused Housing Manager recruitment may attract the appropriate talent.

To provide flexibility in recruitment of unrepresented management vacancies, the recommendation is to amend the salary schedule to add several titles that may or may not be used as the City begins recruitment of several key positions (current titles underlined):

Housing & Economic Development Manager

- Assistant Community Development Director - Housing
- Housing Manager
- Economic Development Manager

Assistant Public Works Director

- Assistant Public Works Director - Engineering
- Assistant Public Works Director - Maintenance
- Assistant Public Works Director – Transportation
- Deputy City Manager
- Transportation Director
- Transportation Manager

Human Resources Manager

- Assistant Administrative Services Director
- Human Resources Director
- Internal Services Manager

Library Services Director

- Library Services Manager

Job titles will be held in reserve when not needed. This action will not increase the number of full time equivalent personnel authorized by the City Council. It will provide staff the agility, flexibility, and adaptability we believe could lead to filling vacancies more quickly and with higher qualified candidates. It also supports our current practice of reviewing each vacancy, ensuring how we fill the vacancy (if at all) maximizes services to the community and operational efficiency.

**Impact on City Resources**

This recommendation does not impact the number of City Council authorized full time equivalent personnel therefore no significant impact on the 2018-19 budget is anticipated. Future impacts, if any, will be included in the 2019-20 budget.

**Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it proposes an organizational structure change that will not result in any direct or indirect physical change in 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. Salary schedule approved by City Council June 19, 2018, with proposed changes
- B. Resolution No. 6454 to amend City salary schedule

Report prepared by:

Lenka Diaz, Administrative Services Director

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**RESOLUTION NO. 6454**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
AMENDING THE SALARY SCHEDULE**

WHEREAS, pursuant to the Personnel System Rules, the City Manager prepared a Compensation Plan; and

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 establish the following compensation provisions in accordance with the City's Personnel System rules.

BE IT FURTHER RESOLVED that any previous enacted compensation provisions contained in Resolutions No. 6450 and subsequent amendments, shall be superseded by this Resolution.

BE IT FURTHER RESOLVED that the changes contained herein shall be effective as noted on each amended salary schedule.

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the sixth day of August, 2018, 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 sixth day of August, 2018.

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Judi A. Herren, City Clerk



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Proposed City of Menlo Park  
Salary Schedule - Effective 8/6/2018

Classification Title	Annual Salaries based on 2080 hours per year				
	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Accountant I	\$ 79,960	\$ 83,959	\$ 88,157	\$ 92,565	\$ 97,193
Accountant II	\$ 87,579	\$ 91,719	\$ 96,046	\$ 100,665	\$ 105,463
Accounting Assistant I	\$ 56,703	\$ 59,391	\$ 62,133	\$ 65,036	\$ 68,045
Accounting Assistant II	\$ 62,133	\$ 65,036	\$ 68,045	\$ 71,225	\$ 74,567
Administrative Assistant	\$ 62,319	\$ 65,231	\$ 68,249	\$ 71,439	\$ 74,791
Administrative Services Director	\$ 156,616		Open Range		\$ 221,889
Assistant Administrative Services Director	\$ 123,491		Open Range		\$ 177,511
Assistant City Manager	\$ 165,395		Open Range		\$ 244,078
Asst. Comm. Development Director - Building	\$ 123,491		Open Range		\$ 177,511
Asst. Comm. Development Director - Housing	\$ 123,491		Open Range		\$ 177,511
Asst. Comm. Development Director - Planning	\$ 123,491		Open Range		\$ 177,511
Assistant Community Services Director	\$ 126,336		Open Range		\$ 177,511
Assistant Engineer	\$ 96,440	\$ 101,036	\$ 105,867	\$ 110,921	\$ 116,205
Assistant Library Services Director	\$ 126,336		Open Range		\$ 177,511
Assistant Planner	\$ 87,379	\$ 91,488	\$ 95,873	\$ 100,442	\$ 105,240
Assistant Public Works Director	\$ 137,220		Open Range		\$ 177,511
Asst. Public Works Director - Engineering	\$ 137,220		Open Range		\$ 177,511
Asst. Public Works Director - Maintenance	\$ 137,220		Open Range		\$ 177,511
Asst. Public Works Director - Transportation	\$ 137,220		Open Range		\$ 177,511
Assistant to the City Manager	\$ 118,864		Open Range		\$ 155,322
Associate Civil Engineer	\$ 108,214	\$ 113,394	\$ 118,799	\$ 124,539	\$ 130,572
Associate Engineer	\$ 102,262	\$ 107,157	\$ 112,266	\$ 117,690	\$ 123,390
Associate Planner	\$ 95,873	\$ 100,442	\$ 105,240	\$ 110,276	\$ 115,554
Associate Transportation Engineer	\$ 113,394	\$ 118,799	\$ 124,539	\$ 130,572	\$ 136,898
Building Custodian	\$ 56,646	\$ 59,332	\$ 62,071	\$ 64,970	\$ 67,977
Building Inspector	\$ 92,891	\$ 97,358	\$ 101,999	\$ 106,875	\$ 111,978
Business Manager	\$ 95,870	\$ 100,481	\$ 105,270	\$ 110,304	\$ 115,570
Child Care Teacher I	\$ 50,686	\$ 52,985	\$ 55,384	\$ 57,908	\$ 60,647
Child Care Teacher II	\$ 56,646	\$ 59,332	\$ 62,071	\$ 64,970	\$ 67,977
Child Care Teacher's Aide	\$ 38,029	\$ 39,749	\$ 41,548	\$ 43,408	\$ 45,325
City Attorney	n/a		Set by contract*		\$ 120,000
City Clerk	\$ 118,864		Open Range		\$ 155,322
City Manager	n/a		Set by contract*		\$ 266,267
Code Enforcement Officer	\$ 79,908	\$ 83,685	\$ 87,633	\$ 91,848	\$ 96,225
Communications and Records Manager	\$ 111,028	\$ 116,416	\$ 122,008	\$ 127,891	\$ 134,041
Communications Dispatcher	\$ 81,027	\$ 84,857	\$ 88,860	\$ 93,133	\$ 97,572
Communications Training Dispatcher	\$ 84,857	\$ 88,860	\$ 93,133	\$ 97,572	\$ 102,237
Community Development Director	\$ 156,406		Open Range		\$ 221,889
Community Development Technician	\$ 67,959	\$ 71,105	\$ 74,428	\$ 77,920	\$ 81,582
Community Service Officer	\$ 66,447	\$ 69,571	\$ 72,793	\$ 76,248	\$ 79,908
Community Services Director	\$ 158,545		Open Range		\$ 221,889
Construction Inspector	\$ 87,633	\$ 91,848	\$ 96,225	\$ 100,826	\$ 105,640
Contracts Specialist	\$ 70,168	\$ 73,467	\$ 76,869	\$ 80,518	\$ 84,383
Custodial Services Supervisor	\$ 65,180	\$ 68,197	\$ 71,384	\$ 74,733	\$ 78,245
Deputy City Clerk	\$ 72,785	\$ 76,248	\$ 79,908	\$ 83,685	\$ 87,633
Deputy City Manager	\$ 160,654		Open Range		\$ 221,889
Economic Development Manager	\$ 118,864		Open Range		\$ 155,322
Engineering Services Manager/City Engineer	\$ 137,220		Open Range		\$ 177,511
Engineering Technician I	\$ 73,049	\$ 76,432	\$ 80,060	\$ 83,903	\$ 87,869
Engineering Technician II	\$ 81,892	\$ 85,745	\$ 89,777	\$ 94,081	\$ 98,564
Enterprise Applications Support Specialist I	\$ 86,436	\$ 90,758	\$ 95,296	\$ 100,060	\$ 105,063
Enterprise Applications Support Specialist II	\$ 95,870	\$ 100,481	\$ 105,270	\$ 110,304	\$ 115,570
Equipment Mechanic	\$ 72,785	\$ 76,248	\$ 79,908	\$ 83,685	\$ 87,633
Executive Assistant	\$ 71,154	\$ 74,493	\$ 77,993	\$ 81,662	\$ 85,502
Executive Assistant to the City Mgr	\$ 75,802	\$ 79,593	\$ 83,572	\$ 87,751	\$ 92,137
Facilities Maintenance Technician I	\$ 60,647	\$ 63,440	\$ 66,447	\$ 69,571	\$ 72,793
Facilities Maintenance Technician II	\$ 66,447	\$ 69,571	\$ 72,793	\$ 76,248	\$ 79,908
Finance and Budget Manager	\$ 123,467		Open Range		\$ 166,417
GIS Coordinator I	\$ 83,887	\$ 88,082	\$ 92,486	\$ 97,111	\$ 101,966
GIS Coordinator II	\$ 95,870	\$ 100,481	\$ 105,270	\$ 110,304	\$ 115,570
Gymnastics Instructor	\$ 40,579	\$ 42,415	\$ 44,331	\$ 46,309	\$ 48,439
Housing & Economic Development Manager	\$ 118,864		Open Range		\$ 155,322
Housing Manager	\$ 118,864		Open Range		\$ 155,322
Human Resources Director	\$ 156,616		Open Range		\$ 221,889
Human Resources Manager	\$ 123,467		Open Range		\$ 166,417
Human Resources Technician	\$ 65,841	\$ 68,956	\$ 72,035	\$ 75,550	\$ 79,103
Information Technology Manager	\$ 123,467		Open Range		\$ 166,417
Information Technology Specialist I	\$ 70,920	\$ 74,466	\$ 78,190	\$ 82,100	\$ 86,206
Information Technology Specialist II	\$ 78,799	\$ 82,501	\$ 86,382	\$ 90,444	\$ 94,781
Information Technology Supervisor	\$ 97,159	\$ 102,017	\$ 107,386	\$ 113,038	\$ 118,987
Internal Services Manager	\$ 123,467		Open Range		\$ 166,417
Junior Engineer	\$ 77,798	\$ 81,688	\$ 85,772	\$ 90,061	\$ 94,564
Librarian I	\$ 67,977	\$ 71,154	\$ 74,493	\$ 77,993	\$ 81,662
Librarian II	\$ 76,248	\$ 79,908	\$ 83,685	\$ 87,633	\$ 91,848
Library Assistant I	\$ 52,985	\$ 55,384	\$ 57,908	\$ 60,647	\$ 63,440

Annual Salaries based on 2080 hours per year except where set by contract or noted

Proposed City of Menlo Park  
Salary Schedule - Effective 8/6/2018

Classification Title	Annual Salaries based on 2080 hours per year				
	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Library Assistant II	\$ 57,908	\$ 60,647	\$ 63,355	\$ 66,447	\$ 69,571
Library Assistant III	\$ 63,355	\$ 66,447	\$ 69,571	\$ 72,793	\$ 76,171
Library Clerk	\$ 37,143	\$ 38,822	\$ 40,579	\$ 42,415	\$ 44,331
Library Page	\$ 27,248	\$ 28,479	\$ 29,769	\$ 31,116	\$ 32,525
Library Services Director	\$ 152,535	Open Range			\$ 221,889
Library Services Manager	\$ 123,467	Open Range			\$ 166,417
Literacy Program Manager	\$ 78,245	\$ 81,925	\$ 85,777	\$ 89,890	\$ 94,173
Maintenance Worker I	\$ 57,908	\$ 60,647	\$ 63,355	\$ 66,447	\$ 69,571
Maintenance Worker II	\$ 63,355	\$ 66,447	\$ 69,571	\$ 72,793	\$ 76,248
Management Analyst I	\$ 83,887	\$ 88,082	\$ 92,486	\$ 97,111	\$ 101,966
Management Analyst II	\$ 95,870	\$ 100,481	\$ 105,270	\$ 110,304	\$ 115,570
Office Assistant	\$ 52,038	\$ 54,411	\$ 56,873	\$ 59,568	\$ 62,319
Parking Enforcement Officer	\$ 57,908	\$ 60,647	\$ 63,355	\$ 66,447	\$ 69,571
Permit Manager	\$ 109,052	\$ 114,270	\$ 119,740	\$ 125,447	\$ 131,508
Permit Technician	\$ 67,959	\$ 71,104	\$ 74,428	\$ 77,920	\$ 81,580
Plan Check Engineer	\$ 109,244	\$ 114,474	\$ 119,930	\$ 125,725	\$ 131,814
Planning Technician	\$ 77,920	\$ 81,580	\$ 85,419	\$ 89,436	\$ 93,724
Police Chief	\$ 168,993	Open Range			\$ 244,078
Police Commander	\$ 152,093	Open Range			\$ 221,889
Police Corporal (2080 hours)	\$ 99,412	\$ 104,383	\$ 109,602	\$ 115,082	\$ 120,836
Police Corporal (2184 hours)	\$ 104,383	\$ 109,602	\$ 115,082	\$ 120,836	\$ 126,878
Police Officer (2080 hours)	\$ 92,369	\$ 96,987	\$ 101,836	\$ 106,928	\$ 112,275
Police Officer (2184 hours)	\$ 96,988	\$ 101,836	\$ 106,928	\$ 112,274	\$ 117,889
Police Records Specialist	\$ 63,355	\$ 66,447	\$ 69,571	\$ 72,793	\$ 76,248
Police Recruit	n/a	Hourly Rate			\$ 74,819
Police Sergeant (2080 hours)	\$ 118,175	\$ 124,083	\$ 130,287	\$ 136,802	\$ 143,642
Police Sergeant (2184 hours)	\$ 124,083	\$ 130,287	\$ 136,802	\$ 143,642	\$ 150,824
Principal Planner	\$ 115,765	\$ 123,012	\$ 128,900	\$ 135,044	\$ 139,601
Program Aide/Driver	\$ 36,382	\$ 38,029	\$ 39,749	\$ 41,548	\$ 43,408
Program Assistant	\$ 51,831	\$ 54,194	\$ 56,646	\$ 59,332	\$ 62,071
Project Manager	\$ 102,262	\$ 107,157	\$ 112,266	\$ 117,690	\$ 123,390
Property and Court Specialist	\$ 66,447	\$ 69,571	\$ 72,793	\$ 76,248	\$ 79,908
Public Works Director	\$ 160,654	Open Range			\$ 221,889
Public Works Superintendent	\$ 121,318	Open Range			\$ 166,417
Public Works Supervisor - City Arborist	\$ 96,414	\$ 101,037	\$ 105,851	\$ 110,908	\$ 116,214
Public Works Supervisor - Facilities	\$ 97,100	\$ 101,755	\$ 106,604	\$ 111,697	\$ 117,041
Public Works Supervisor - Fleet	\$ 98,645	\$ 103,374	\$ 108,299	\$ 113,473	\$ 118,902
Public Works Supervisor - Park	\$ 91,783	\$ 96,182	\$ 100,766	\$ 105,580	\$ 110,631
Public Works Supervisor - Streets	\$ 91,783	\$ 96,182	\$ 100,766	\$ 105,580	\$ 110,631
Recreation Aide	\$ 34,808	\$ 36,382	\$ 38,029	\$ 39,749	\$ 41,548
Recreation Coordinator	\$ 68,197	\$ 71,384	\$ 74,733	\$ 78,245	\$ 81,925
Recreation Leader	\$ 27,248	\$ 28,479	\$ 29,769	\$ 31,116	\$ 32,525
Recreation Supervisor	\$ 83,955	\$ 87,916	\$ 92,144	\$ 96,534	\$ 101,150
Red Light Photo Enforcement Specialist	\$ 74,493	\$ 77,993	\$ 81,662	\$ 85,502	\$ 89,602
Revenue and Claims Manager	\$ 95,870	\$ 100,481	\$ 105,270	\$ 110,304	\$ 115,570
Senior Accountant	\$ 100,716	\$ 105,478	\$ 110,454	\$ 115,766	\$ 121,282
Senior Accounting Assistant	\$ 68,346	\$ 71,539	\$ 74,849	\$ 78,348	\$ 82,024
Senior Building Inspector	\$ 104,257	\$ 109,244	\$ 114,474	\$ 119,930	\$ 125,725
Senior Civil Engineer	\$ 119,182	\$ 124,939	\$ 130,993	\$ 137,340	\$ 144,031
Senior Communications Dispatcher	\$ 88,860	\$ 93,133	\$ 97,572	\$ 102,237	\$ 107,118
Senior Engineering Technician	\$ 87,869	\$ 92,015	\$ 96,440	\$ 101,036	\$ 105,867
Senior Equipment Mechanic	\$ 80,082	\$ 83,989	\$ 87,939	\$ 92,012	\$ 96,378
Senior Facilities Maintenance Technician	\$ 72,785	\$ 76,248	\$ 79,908	\$ 83,685	\$ 87,633
Senior Information Technology Specialist	\$ 85,774	\$ 90,063	\$ 94,566	\$ 99,294	\$ 104,259
Senior Librarian	\$ 87,916	\$ 92,144	\$ 96,534	\$ 101,150	\$ 105,980
Senior Library Assistant	\$ 69,691	\$ 73,091	\$ 76,528	\$ 80,073	\$ 83,788
Senior Maintenance Worker	\$ 72,785	\$ 76,248	\$ 79,908	\$ 83,685	\$ 87,633
Senior Management Analyst	\$ 107,854	\$ 112,977	\$ 118,343	\$ 124,024	\$ 130,016
Senior Office Assistant	\$ 56,873	\$ 59,568	\$ 62,319	\$ 65,231	\$ 68,249
Senior Planner	\$ 105,240	\$ 110,276	\$ 115,554	\$ 121,062	\$ 126,910
Senior Police Records Specialist	\$ 66,447	\$ 69,571	\$ 72,793	\$ 76,248	\$ 79,908
Senior Program Assistant	\$ 62,946	\$ 65,887	\$ 68,980	\$ 72,220	\$ 75,618
Senior Project Manager	\$ 112,488	\$ 117,873	\$ 123,493	\$ 129,458	\$ 135,730
Senior Recreation Leader	\$ 32,525	\$ 33,996	\$ 35,535	\$ 37,143	\$ 38,822
Senior Sustainability Specialist	\$ 78,939	\$ 82,715	\$ 86,674	\$ 90,806	\$ 95,192
Senior Transportation Engineer	\$ 119,182	\$ 124,939	\$ 130,993	\$ 137,340	\$ 144,031
Senior Water System Operator	\$ 74,683	\$ 78,140	\$ 81,792	\$ 85,630	\$ 89,652
Sustainability Manager	\$ 118,864	Open Range			\$ 155,322
Sustainability Specialist	\$ 67,977	\$ 71,154	\$ 74,493	\$ 77,993	\$ 81,662
Transportation Demand Management Coord.	\$ 89,602	\$ 93,870	\$ 98,355	\$ 103,061	\$ 107,994
Transportation Director	\$ 160,654	Open Range			\$ 221,889
Library Services Manager	\$ 123,467	Open Range			\$ 166,417
Water Quality Specialist	\$ 77,993	\$ 81,662	\$ 85,502	\$ 89,602	\$ 93,870
Water System Operator I	\$ 62,056	\$ 64,837	\$ 67,713	\$ 71,058	\$ 74,365
Water System Operator II	\$ 67,894	\$ 71,037	\$ 74,356	\$ 77,845	\$ 81,502

Annual Salaries based on 2080 hours per year except  
where set by contract or noted

Proposed City of Menlo Park  
 Salary Schedule - Effective 8/6/2018

Classification Title	Annual Salaries based on 2080 hours per year				
	Minimum (Step A)	Step B	Step C	Step D	Maximum (Step E)
Water System Supervisor	\$ 92,946	\$ 97,375	\$ 102,028	\$ 106,909	\$ 112,026

Annual Salaries based on 2080 hours per year except  
 where set by contract or noted

\* Salary set by City Council contract, not to exceed maximum salary

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## STAFF REPORT

### City Council

Meeting Date:

8/6/2018

Staff Report Number:

18-128-CC

### Regular Business:

**Appoint a City Council ad hoc subcommittee to work with the Chamber of Commerce regarding downtown beautification, business incentives and homeless issues**

## Recommendation

Staff recommends that the City Council create and appoint two of its members to an ad hoc subcommittee to work with the Chamber of Commerce regarding downtown beautification, business incentives and homeless issues.

## Policy Issues

The proposed action to create a City Council subcommittee conforms to the current practice related to City Council ad hoc committees.

## Background

During the public hearing on the proposed fiscal year 2018-19 Budget and Capital Improvement Plan, City Council reached a consensus that an ad hoc subcommittee be created to work with the Chamber of Commerce to concentrate on improvements to the downtown area.

## Analysis

The ad hoc subcommittee would focus on issues necessary for the improvement of the downtown area. The ad hoc subcommittee would work with the Chamber of Commerce to develop ideas and enhancement strategies, including public amenities identified in the El Camino Real/Downtown Specific Plan such as street trees, street lamps, benches, bike racks, kiosks, news racks, mailboxes, transit shelters, public art, plantings, utility poles and utility boxes. Additional expansion or modification of existing policies may be considered to improve maintenance and attractiveness of public spaces, increase vibrancy and make downtown a retail and dining destination.

## Impact on City Resources

There is no fiscal impact to creation of an ad hoc subcommittee.

## Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA)

Staff Report #: 18-128-CC

Guidelines §§ 15378 and 15061(b)(3) as it proposes an organizational structure change that will not result in any direct or indirect physical change in 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.

Report prepared by:

Judi A. Herren, City Clerk





## STAFF REPORT

### City Council

**Meeting Date:** 8/6/2018  
**Staff Report Number:** 18-153-CC

**Informational Item:** Quarterly update on the 2018 City Council work plan

### Recommendation

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

### Policy Issues

It has been the City Council's policy to adopt its work plan annually. Any policy issues that may arise from the implementation of individual work plan items will be considered at that time.

### Background

On January 29, 2018, the City Council held a special meeting at the Arrillaga Family Recreation Center to discuss and identify the work plan items for the year. On February 6, 2018, the City Council approved the work plan.

### Analysis

The City Council work plan includes 59 projects, which fall under two categories:

- Six priority projects
- Fifty-three additional projects

The priority projects take the highest precedence, and when needed, resources would be shifted from the remaining and ongoing work plan (Attachment A) to ensure completion of the priority projects as needed.

This quarterly report includes status updates on individual work plan items.

Below is a short description for each of the six priority projects.

#### District elections – complete

Menlo Park transitioned to a by-district election system effective for the November 2018 City Council election. On April 17, 2018, the City Council introduced Ordinance No. 1044 to implement by-district elections, including the election sequencing and approval of the district boundaries map. General Municipal Election will be held November 6, 2018. This initiative is considered complete.



### Transportation Master Plan

The Transportation Master Plan provides a bridge between the policy framework adopted within the circulation element and project level efforts to modify the transportation network within Menlo Park. The plan, when completed, would provide a detailed vision, set goals and performance metrics for network performance, and outline an implementation strategy for both improvements to be implemented locally and for local contributions toward regional improvements.

The City Council approved a scope amendment for the project in May 2018. While the schedule was delayed to include the amended scope in May 2018, the overall milestone was to release the draft plan by the end of 2018 remains on track. However, given ongoing staffing challenges other resources may be diverted to this project to keep it on track going forward. Reaching the year-end milestone is also dependent on rescheduling of the July 2018 Committee meetings to September 2018. The Outreach and Oversight Committee is scheduled to meet next August 30, 2018.

### Citywide Safe Routes to School Program (non-infrastructure)

Safe Routes to School typically encompasses six program elements: education, encouragement, enforcement, equity, engineering and evaluation (6 E's). The development of a Safe Routes to Schools program would establish a partnership between the City, local schools, and parent groups to ensure issues that discourage students from walking and bicycling to school are addressed. This program would establish a stakeholder group to work collaboratively on Safe Routes issues and solutions, develop incentive and encouragement programs, and outline the framework to build and sustain the program over time.

The City Council approved a consultant contract with Alta Planning + Design for the program in June 2018, meeting the milestone set in the adopted work plan. Work to initiate the program began in July 2018, and the program is on schedule to meet the end of 2018 milestones.

### Implement Downtown/El Camino Real Specific Plan biennial review

Commence the Downtown/El Camino Real Specific Plan biennial review and initiate associated amendments.

The City Council and Planning Commission held study sessions in the second quarter and the Housing Commission held a review in the early third quarter. Staff also reached out to the Complete Streets Commission and the Environmental Quality Commission during the second quarter to encourage individual commissioners to provide input during the Planning Commission study session. Staff is in the process of preparing a summary of those meetings to local school district and fire district officials to also gather their input on potential plan modifications (including raising development caps). Staff is on target to return to the Planning Commission and City Council by the end of the year with potential revisions, scope of work, timeline and next steps

### Downtown parking structure

Following a community meeting and City Council study session held in the second quarter, the City Council appointed Councilmembers Mueller and Carlton to a subcommittee to further study the potential location and use(s) for a parking structure. The subcommittee held their first meeting July 25 and reviewed potential parking plazas that could accommodate a parking structure, current specific plan/zoning

requirements, proposed land uses other than parking that could be included, potential financing mechanisms and staffing resources for the project. The subcommittee plans to meet again the week of August 27 and staff will provide an update as to a potential project timeline and process to gauge private developer interest, financing options and a community outreach plan. Then, staff will present a detailed update to the City Council for feedback in the fall.

#### The Guild Theatre – complete

This project's priority goal was to complete the approval of the necessary entitlements for a proposed reuse of the Guild Theatre.

The project was approved by both the Planning Commission and City Council in the second quarter. The applicant is in the process of formulating construction plans for the development and plans to submit for the City's review early fourth quarter and would likely begin construction in early 2019.

The quarterly update for the City Council work plan is attached as Attachment A.


#### **Attachments**



A. 2018 City Council work plan quarterly update



Report prepared by:

Peter Ibrahim, Management Analyst II

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2018 Remaining Workplan Update Input	Lead Department	Supporting Department(s)	2nd Quarter Update
<b>Responding to the development needs of private residential and commercial property owners</b>			
Enhanced Housing Program	Community Development	City Attorney's Office	The City Council approved revisions updating/modernizing language in the BMR guidelines and adopted a housing non-discrimination ordinance.
Revisions to the 2016 California Green Building Standards Code for Electric Vehicle Chargers	Community Development	-	The revisions were approved by the Planning Commission in June 2018 and are scheduled to be reviewed by the City Council in August.
Single Family Residential Requirements and Guidelines	Community Development	-	No work completed; staffing resources allocated to current and long range planning projects.
Stanford University 2018 General Use Permit Review	Public Works	Community Development, City Attorney's Office	Santa Clara County released the alternatives chapter for recirculation with additional housing alternatives in June 2018. The City prepared a comment letter to submit by the July 26, 2018 deadline. A copy of the letter will be transmitted to the City Council as an informational item on the August 6 agenda.
<b>Attracting thoughtful and innovative private investment to Menlo Park</b>			
Downtown Streetscape Improvement Project (Specific Plan)	Public Works	Community Development	Staff is continuing to work with the two restaurants that have expressed interest in additional café's downtown.
<b>Furthering efficiency in city service delivery models</b>			
Cost allocation plan and user fee study 	Administrative Services	All other departments	Master fee schedule revisions adopted by City Council and fees implemented effective July 1, 2018.
Development of a Citywide Communications Program	City Manager's Office	All other departments	Document and digital/social analytics review is underway. Communications survey is being developed for community distribution.
Information Technology Master Plan Implementation	Administrative Services	Community Development, Public Works	The City Council provided approval to execute agreements to implement a new land management system.
Organizational Study of the Public Works Department	City Manager's Office	Public Works	RFP issued and 7 proposals received. Interviews scheduled for mid July and contract to be awarded by the end of July. Report completed by end of 2018.

2018 Remaining Workplan Update Input	Lead Department	Supporting Department(s)	2nd Quarter Update
Organizational Study of the Community Development Department	City Manager's Office	Community Development, Public Works	RFP issued and 7 proposals received. Interviews scheduled for mid July and contract to be awarded by the end of July. Report completed by end of 2018.
Charter City Initiative 	City Attorney's Office	City Manager's Office	The City Council agreed to bring the yes-or-no question to city voters in November:  "Shall the charter be adopted making the City of Menlo Park a charter city so that the laws of the City of Menlo Park shall prevail over state law only with respect to two municipal affairs: elections and term limits?"
Employee Engagement/Organizational Development 	Administrative Services	All other departments	Action plan complete; first phase of implementation beginning July 1, 2018. Project lead transitioned from City Manager's Office to Administrative Services.
West Menlo Triangle Annexation (Subcommittee - information gathering)	City Manager's Office	Community Development, Public Works	No update at this time, on hold due to staff vacancies.
<b>Improving Menlo Park's multimodal transportation system to move people and goods through Menlo Park more efficiently</b>			
Haven Avenue Streetscape Improvement	Public Works	-	Staff identifying funding and phasing strategy to complete Caltrans right-of-way portion; City right-of-way portion completed.
Create Transportation Management Association	Public Works	-	Staff meeting with property owners and preparing request for proposals for consultant assistance, expected to be released by the end of 2018.
High Speed Rail coordination and environmental review	Public Works	City Manager's Office, Outside Legal Counsel	The 2018 Business Plan anticipates a draft environmental document to be released in late 2019.
Oak Grove, University, Crane Bicycle Improvement Project	Public Works	-	Data collection and surveys were completed in spring and summer 2018. Staff anticipates scheduling review of the evaluation by the Complete Streets Commission and Council in fall 2018.
Willows Neighborhood Complete Streets	Public Works	Police	On hold due to staff vacancies.
El Camino Real Corridor Study	Public Works	-	On hold due to staff vacancies.
Middlefield Rd/Ravenswood and Ringwood Avenues Traffic Signals Modification	Public Works	-	On hold due to staff vacancies.

2018 Remaining Workplan Update Input	Lead Department	Supporting Department(s)	2nd Quarter Update
Willow/101 Interchange	Public Works	Police	Staff continues to coordinate with Caltrans as construction continues. Preparation for the next stage of construction, including a weekend closure of Willow Road tentatively planned in mid-September and shifts in ramp alignment are underway.
Chilco Streetscape and Sidewalk Installation	Public Works	Community Development	New underground utilities were installed and the roadway repaved in July 2018. Design for sidewalks and new landscaping being finalized.
Ravenswood Avenue/Caltrain Grade Separation Study	Public Works	-	The City Council selected Alternative A, Ravenswood Avenue Underpass as the preferred alternative, and directed staff to return with a scope request for additional studies on May 8. Staff is finalizing the project study report and expects to return to Council with a scope in late August 2018.
Middle Avenue Caltrain Crossing Study	Public Works	Community Development	On hold due to staff vacancies.
<b>Maintaining and enhancing Menlo Park's municipal infrastructure and facilities</b>			
Arrillaga Family Recreation Center HVAC System Upgrade	Public Works	Community Services	On hold due to staff vacancies.
Burgess Pool Capital Improvements	Public Works	Community Services	Burgess Pool heater and chemical controller project completed. Other projects will be prioritized for current fiscal year.
Gatehouse Fence Replacement	Public Works	-	On hold pending outcome of Main Library siting process.
Facilities Maintenance Master Plan	Public Works	Community Services	On hold due to staff vacancies.
Reservoir Reroof and Mixers	Public Works	-	On hold due to staff vacancies.
Library Landscaping 	Public Works	Library	On hold pending outcome of Main Library siting process.
Water System Master Plan 	Public Works	Administrative Services	The Water System Master Plan has been completed.
Chrysler Pump Station Improvements	Public Works	-	Staff continues to coordinate with Bohannon team on project design. Exploring options for potential funding gap.

2018 Remaining Workplan Update Input	Lead Department	Supporting Department(s)	2nd Quarter Update
San Francisquito Creek Upstream of 101 Flood Protection Project	Public Works	City Manager's Office	Staff coordinating with SFCJPA partners on bridge design. Draft EIR targeted for release later this year.
Emergency Water Supply	Public Works	-	Construction bid for the Corp Yard Well was released and the contract is being awarded. Construction is scheduled to begin in early 2019. Staff is continuing to explore options for the location of a second well.
<b>Providing high-quality resident enrichment, recreation, and discovery</b>			
Parks and Recreation Facilities Master Plan Update	Community Services	Administrative Services, Public Works	Community workshops were held on April 26 and June 9. Online survey has approx. 500 respondents with over 1,000 contacts through various public engagement activities. City Council study session scheduled for 8/6 at the midpoint of the process.
Park Playground Equipment	Public Works	Community Services	Firm selected and the City Council authorized City Manager to negotiate a contract in June.
Jack Lyle Park Restroom	Public Works	Community Services	The contract was awarded and construction is anticipated to begin by the end of 2019.
Willow Oaks Park Improvements	Public Works	Community Services	On hold due to staff vacancies.
Burgess Park Snack Shack	Community Services	Community Development, Public Works	No update at this time, on hold due to staff vacancies.
Equity in Education Joint Powers Authority	City Manager's Office	-	No update at this time, on hold due to staff vacancies.
Minimum Wage Ordinance	City Manager's Office		No updates - There is no staff capacity to currently work on this effort.
<b>Realizing Menlo Park's vision of environmental leadership and sustainability</b>			
Green Infrastructure Plan	Public Works	-	A request for proposals for consultant support was issued in June 2018 and the contract will be awarded in August. The Plan is scheduled to be completed in July 2019.

2018 Remaining Workplan Update Input	Lead Department	Supporting Department(s)	2nd Quarter Update
Update the Heritage Tree Ordinance	City Manager's Office	Community Development, Public Works, City Attorney	Heritage Tree Ordinance Taskforce applications received between May and July. Appointments to be made by the City Council in August. Menlo Park data provided to consultant to evaluate existing trends, successes, or shortcomings of the ordinance.
Community Zero Waste Plan Implementation	City Manager's Office	Administrative Services, Community Development, Public Works	Continuing work with to develop guidelines and criteria to meet the zero waste requirements in the ConnectMenlo neighborhood.  Installed two outdoor hydration (bottle-refilling) stations at Kelly Park. Developing implementation plan to transition all city owned drinking fountains to full hydration stations.
<b>Planned 2018-19 Capital Improvement Projects</b>			
Bayfront Canal and Atherton Channel Flood Protection	Public Works	-	Staff continues to coordinate with the County on project design and permitting.
Downtown Utility Undergrounding	Public Works	City Manager's Office	Future project.
Welcome to Menlo Park Monument Signs	Public Works	City Manager's Office	Future project.
Climate Change Resiliency Plan	Public Works	City Manager's Office	Future project.
Santa Cruz and Middle Avenues Resurfacing	Public Works	-	Grant funding delayed until late 2019; therefore, work now scheduled to occur during the Summer of 2020. Preparation of design and grant requirement compliance continues.
Oak Grove Safe Routes to School and Green Infrastructure	Public Works	-	Staff pursuing detailed design and coordination with adjacent property owners. Construction targeted for Summer 2019.
Bayfront Expressway, Willow Road and Marsh Road Adaptive Signal Timing	Public Works	-	Staff is working with the consultant and Caltrans to implement the project.
<b>Library System Improvements</b>			
Belle Haven Branch Library Improvements	City Manager's Office	Library, Administrative Services, Community Development, Public Works	Neighborhood Library Needs Assessment completed and scheduled to be presented to the City Council in August 2018. Space Needs Study planned to begin September 2018.



2018 Remaining Workplan Update Input	Lead Department	Supporting Department(s)	2nd Quarter Update
Main Library Improvements	City Manager's Office	Library, Administrative Services, Community Development, Public Works	Schematic design start awaiting City Council approval of siting and uses.



## STAFF REPORT

### City Council

Meeting Date:

8/6/2018

Staff Report Number:

18-147-CC

Informational Item:

**Belle Haven Child Development Center self-evaluation report for fiscal year 2017-2018**

### Recommendation

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

### Policy Issues

Review of the annual report by the Belle Haven Child Development Center (CDC) governing board (City Council) is a State requirement for continued State grant funding.

### Background

The California department of education requires Title 5 State Preschool Programs to conduct an annual self-evaluation and submit these findings to the State and the school's governing board at the close of each fiscal year. The CDC is a Title 5 State Preschool Program; the City Council is the governing board and the city manager is the authorized representative responsible for signing the annual report completed by the Belle Haven CDC program coordinator.

### Analysis

The self-evaluation contains the results from three assessments including a parent survey, Age Appropriate Environmental Rating Scales (ERS) and Desired Results Developmental Profile (DRDP). Classroom observations for ERS were taken in December 2017 and ratings shared with staff in February 2018 with recommended improvements to materials and furniture. Staff performed DRDP evaluations twice during the year August-October 2017 and again February-April 2018 for all the children. Staff met with the supervisor and site director to develop a plan to improve scores where necessary. Lastly, a parent survey was administered in December 2017 with the results shared shortly after.

Areas receiving the highest scores include teacher-parent communication including daily greetings and regular sharing of information with parents at the end of the day. One hundred percent of the families surveyed felt that their children were safe in the program. As a result, parents would recommend this program to their friends and/or family members. In addition, the program received a high score of 20 on the ERS evaluation in general supervision of the children area.

Based on the results of the ERS, DRDP and parent survey, staff would like to improve their scores in the arts area. To improve scores in this area, staff will introduce new art materials to the children to create a variety of projects inside and outside the classroom. Three-dimensional art for instance will be incorporated in the classroom curriculum. Another area to improve is with the promotion of positive discipline. Staff will encourage

children to use their words more in resolving conflict in the classroom while providing parent workshops to encourage this behavior at home.

The complete Belle Haven Child Development Center self-evaluation report for fiscal year 2017-18 (Attachment A) includes:

- Program self-evaluation cover page (State form EESD 4000)
- Summary of program self-evaluation fiscal year 2017-18 (State form EESD 400B)

### **Impact on City Resources**

The total expenditures is \$1,407,912 and the State subsidy amount is \$946,966 for fiscal year 2017-18. The total net impact to the general fund is \$460,946.

### **Attachments**

A. Belle Haven Child Development Center self-evaluation report for fiscal year 2017-2018

Report prepared by:

Natalya Jones, Recreation Supervisor

Reviewed by:

Derek Schweigart, Community Services Director

## Program Self-Evaluation Process Fiscal Year 2017–18

**Contractor Legal Name: (Full Spelling of Legal Name only; no acronyms or site names)**

**Four-Digit Vendor Number:**

**Contract Type(s): (CSPP, CCTR, CHAN, CFCC, CMIG, CRRP, CAPP, C2AP, C3AP, CMAP)**

CSPP     CCTR     CHAN     CFCC     CMIG     CRRP     CAPP     C2AP     C3AP     CMAP

**Age Group(s):**

Infant/Toddler                       Preschool                       School Age

**Program Director Name (as listed in the Child Development Management Information System):**

**Program Director Phone Number:**

**Program Director E-mail:**

**Check each box verifying the collection, analysis, and integration of each assessment data toward ongoing program improvement for all applicable contract types.**

- Program Review Instrument FY 2017–18 – All Contract Types:  
<https://www.cde.ca.gov/ta/cr/documents/eesos1718.pdf>
- Desired Results Parent Survey – All Contract Types:  
<https://www.cde.ca.gov/sp/cd/ci/documents/parentsurvey.doc>
- Age Appropriate Environment Rating Scales – Center-based/CFCC Contracts Types:  
<http://www.ersi.info/ecers.html>
- Desired Results Developmental Profile and DRDPtech Reports -  
Center-based/CFCC Contracts Types:  
<https://www.desiredresults.us/drdp-forms>

**Statement of Completion:** I certify that all documents required as a part of the PSE have been completed and are available for review and/or submittal upon request.

**Name of Executive or Program Director as listed in the Child Development Management Information System:**

**Signature of Executive or Program Director listed above:**

**Phone Number:**

**Date:**

Scan and submit the signed PSE, all four (4) pages, together including additional pages, to [FY1718PSE@CDE.CA.GOV](mailto:FY1718PSE@CDE.CA.GOV) using the fiscal year and the contractor's legal name in the subject line (example: 17-18 XYZ School District).

## **Summary of Program Self-Evaluation Fiscal Year 2017–18**

Using a narrative format, summarize the staff and board member participation in the PSE process:  
**Answers are not limited to space provided. Attach additional sheets as necessary.**

1. Provide a summary of the program areas that did not meet standards and a list of tasks needed to improve those areas. **Answers are not limited to space provided. Attach additional sheets as necessary.**

2. Provide a summary of areas that met standards and a summary of procedures for ongoing monitoring to ensure that those areas continue to meet standards. **Answers are not limited to space provided. Attach additional sheets as necessary.**



**STAFF REPORT**

**City Council**

**Meeting Date:**

**8/6/2018**

**Staff Report Number:**

**18-152-CC**

**Informational Item:**

**Status of ConnectMenlo general plan and maximum development potential**

**Recommendation**

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

**Policy Issues**

The general plan is a policy document that serves as the blueprint for future development in the City. As part of the visioning process for the general plan update (generally referred to as ConnectMenlo), the City developed Guiding Principles that describe the kind of place that community members want Menlo Park to be. To implement the guiding principles and appropriately guide development and infrastructure in the city, the general plan sets forth goals, policies, and programs in the land use and circulation elements.

As part of the ConnectMenlo process, the City Council also considered an amount of new development potential within the Bayfront Area (formerly the M-2 Area) and the remaining development potential throughout the city. This development potential was broken down by land use types, gross floor area, number of housing units, and number of hotel units.

An environmental impact report (EIR) was prepared that analyzed the proposed development potential. In accordance with common generally accepted planning practice, the amount of development potential studied in the EIR and incorporated into ConnectMenlo was less than the maximum development potential allowed by the new zoning districts and therefore, is considered a development cap. Any new development potential above the amount identified in ConnectMenlo and studied in the EIR would require additional environmental review and an amendment to the general plan.

**Background**

ConnectMenlo was a long range planning process envisioned to guide development until 2040. The focus of ConnectMenlo was to update the land use and circulation elements, which were last updated in 1994. These two elements describe which land uses should be allowed in the city, where those land uses should be located, how those land uses may be accessed and connected, and how development of those uses should be managed to minimize impacts and maximize benefits to the city and its residents.

2016 General plan update (ConnectMenlo)

On November 29, 2016 the City Council approved the general plan land use and circulation element updates, introduced ordinances creating three new zoning districts in the Bayfront Area (the Office, Life Sciences, and Residential Mixed-Use zoning districts), and certified the EIR. The approved land use changes resulted in an increase in net new development potential above what was allowed under the 1994 general plan, as outlined in Table 1.



Table 1: 1994 General plan and ConnectMenlo development potential			
Land use	1994 General plan	ConnectMenlo	Total
Bayfront area only			
Office	585,000 sf	700,000 sf	<b>1,300,000 sf</b>
Life Sciences	700,000 sf	1,400,000 sf	<b>2,100,000 sf</b>
Commercial (non-office)	75,000 sf	200,000 sf	<b>275,000 sf</b>
Remainder of City (not in bayfront area)			
Non-residential (commercial)	355,000 sf	n/a	<b>355,000 sf</b>
<b>Total non-residential square footage*</b>	<b>1,715,000 sf</b>	<b>2,300,000 sf</b>	<b>4,100,000 sf</b>
City Wide (bayfront and remainder of City)			
Residential units	1,000 units	4,500 units	<b>5,500 units</b>
Hotel Rooms	n/a	400 rooms	<b>400 rooms</b>

\*Non-residential square footage outside of the Bayfront Area is not broken into identical land uses (e.g., Office, Life Science, etc.)

### Analysis

Since the adoption of the general plan update, a number of property owners and prospective applicants have either filed a formal development application or expressed interest to City staff in redeveloping property within the Bayfront Area. The table below identifies the proposed development projects that have filed a formal application with the city and are currently being reviewed by the Planning Division.

Table 2: Bayfront development project applications			
Address	Type of use	Size	Zoning district
1350 Adams Court (1315 O'Brien Drive)	R&D	260,400 sf	Life Sciences, Bonus (L-S-B)
1350 Willow Road (Facebook Willow Village)	Residential Office Retail (non-office commercial) Hotel Cultural/visitor center	1,500 units 1,750,000 sf 126,500 sf 200 rooms 40,000 sf	Residential Mixed Use, Bonus; Office, Bonus (R-MU-B and O-B)
111 Independence Drive	Residential	94 units	Residential Mixed Use, Bonus (R-MU-B)
1105 O'Brien Drive	R&D Retail (non-office commercial)	104,587 sf 685 sf	Life Sciences, Bonus (L-S-B)
162-164 Jefferson Drive (Commonwealth Corporate Center Building 3)	Office	318,614 sf	O-B

Table 2 identifies the proposed density and gross floor area (GFA) for each project but does not include the existing GFA on the project sites. There is approximately one million square feet of existing GFA that would be demolished as part of the proposed development projects and credited towards the maximum development potential. The majority of existing GFA is currently located on the Willow Village project site. At this time, a detailed inventory of the existing buildings by land use has not been verified by staff and therefore, no credits for existing GFA have been deducted from the calculations in Table 2, nor the remaining development potential shown in Table 3 below. Given the historic land use patterns and the size and number of the proposed projects in the Bayfront Area, the currently proposed projects would likely exceed the office development potential within the development cap. In addition, a number of property owners have expressed development interest, specifically in the R-MU-B (Residential Mixed Use, Bonus) zoning district. Based on preliminary discussions with prospective applicants, staff anticipates approximately 1,240 additional residential units would be applied for in the near future. Staff has not included those projects due to their current undetermined project timelines, but it does not appear the maximum number of residential units would be exceeded.

Table 3 below identifies the estimated remaining development potential in the Bayfront Area after accounting for the currently submitted projects (without deducting the existing GFA on each building site).

Land use category	Remaining development potential	Unit
Office GFA	(768,614)	sf
Life Sciences GFA	1,735,013	sf
Commercial GFA	107,815	sf
Hotel rooms	200	Rooms
Housing units	2,098	Dwelling units

The table above identifies that the currently proposed projects would exceed the maximum office GFA by 768,614 square feet. Even with credit for the existing square footage by land use in the Bayfront Area, staff anticipates that the office development potential would be exceeded with these five projects. If the existing GFA credits allow for the currently filed projects to move forward without exceeding the development cap for office square footage, future project proposals with an office component would likely exceed the cap. Staff will review the existing land uses within the Bayfront Area to confirm whether the proposed office GFA would exceed the maximum development potential.

Zoning ordinance non-residential development potential

As stated previously, the general plan contains a cap on development potential, which is the maximum development potential studied in the EIR. However, the zoning districts would accommodate additional GFA above what was studied in the EIR, specifically with regard to office. As part of a future review, staff will be providing preliminary estimates of the existing GFA by land use on larger sites and calculating a preliminary estimate of the potential GFA for Office, Life Sciences, and Commercial from the zoning ordinance (if all were to be comprehensively redeveloped) and providing a comparison to the maximum development cap studied in the ConnectMenlo EIR.

Potential options for consideration

The City Council will need to consider whether the general plan should be modified to permit additional development, specifically with regard to the office land use. Any increase would require a general plan Amendment and additional environmental review. Staff will be bringing the preliminary options discussed below forward at a future meeting for feedback.

*Option 1: Maintain current development cap*

No changes to the general plan from what was adopted in ConnectMenlo would be initiated. In this scenario, if a project is approved by the Planning Commission or City Council, the GFA of each land use would be removed from the development potential in the cap. Therefore, those projects that are applied for and processed first would have the benefit of being approved under the current development cap. Later projects may need to be reduced in size to comply with the development cap or initiate a project specific general plan amendment and associated environmental review (further described in Option 3.)

*Option 2: City-initiated general plan amendment*

City staff could initiate a general plan amendment to increase the available development potential. Amending the general plan concurrently with the review of the currently filed development projects would potentially limit the uncertainty for current and prospective applicants. Through a public outreach process, utilizing the development potential contained within the individual zoning districts as a guide, an appropriate increase in development potential and its desired location could be identified. If the development potential identified is somewhere between the current development cap and the maximum development potential contained within the zoning ordinance, the general plan amendment would result in another development cap. Alternatively, if the maximum potential development studied is based on the maximum allowed per the zoning ordinance there would no longer be a development cap.

A staff led general plan amendment could be undertaken if directed by the City Council. This would incur significant additional consultant costs to the city to conduct the appropriate level of environmental review. The level of additional environmental review would be determined after identifying the increased development potential but would likely require a supplemental EIR or an addendum. Additional staffing would also likely be required to complete a plan amendment.

*Option 3: Applicant-initiated general plan amendment*

If the City does not initiate a general plan amendment, the development potential within ConnectMenlo would be reduced by each individual project until the maximum development potential has been utilized. The first project that exceeds the development potential and every project thereafter would need to apply for a general plan amendment and environmental review to enable the project to move forward; or would have to modify the project components to fit within the currently available development potential. The City Council would need to make findings that each individual general plan amendment is supportable based on the merits of each specific project. This would be similar to how the City processed development applications under the 1994 general plan, prior to the adoption of ConnectMenlo.

*Option 4: Shift development potential from LS to office*

As identified in Table 3, there is approximately 1,735,000 square feet of net new development potential in the L-S (Life Sciences) zoning district, even after accounting for the proposed life science buildings at 1350 Adams Court and 1105 O'Brien Drive. Therefore, another option could be to potentially shift the approved development potential from the L-S zoning district to the other two zoning districts. This would shift GFA associated with life sciences to office based on the trips associated with the square footage of each land use. Since life science uses typically generate less trips than office uses, a conversion between the two would not be one-to-one and would require more life science square footage for the equivalent office square footage. To accomplish this, staff would need to conduct further analysis to determine the conversion rate based on equivalent trips. In addition, staff would need to determine how the shifting of development potential between the two land uses would impact potential future redevelopment in the L-S zoning district. Staff would also need to assess the viability of redevelopment in the L-S zoning district and the potential for the redevelopments to reach the development cap.

### **Impact on City Resources**

Depending on the City Council's future direction on this item, the work required to implement that specific option, including the required level of environmental review, would require additional contract services and City Council authorization of a budget amendment for additional Community Development Department staffing.

### **Environmental Review**

An EIR was prepared for the ConnectMenlo general plan and zoning ordinance update that evaluated potential impacts from the proposed development potential. As part of the City Council's actions to adopt the general plan and zoning ordinance updates, the City Council certified the EIR and adopted the mitigation monitoring and reporting program (MMRP). All applicable projects are required to comply with the MMRP. Proposed projects that are within the parameters of ConnectMenlo may tier from the certified EIR. However, depending on the proposed project, further project-specific environmental analysis may be necessary. Any increases in the development potential beyond those analyzed in ConnectMenlo, either as a general plan amendment or project specific increase would be required to undergo environmental review as described above.

### **Attachments**

A. ConnectMenlo zoning map

Report prepared by:

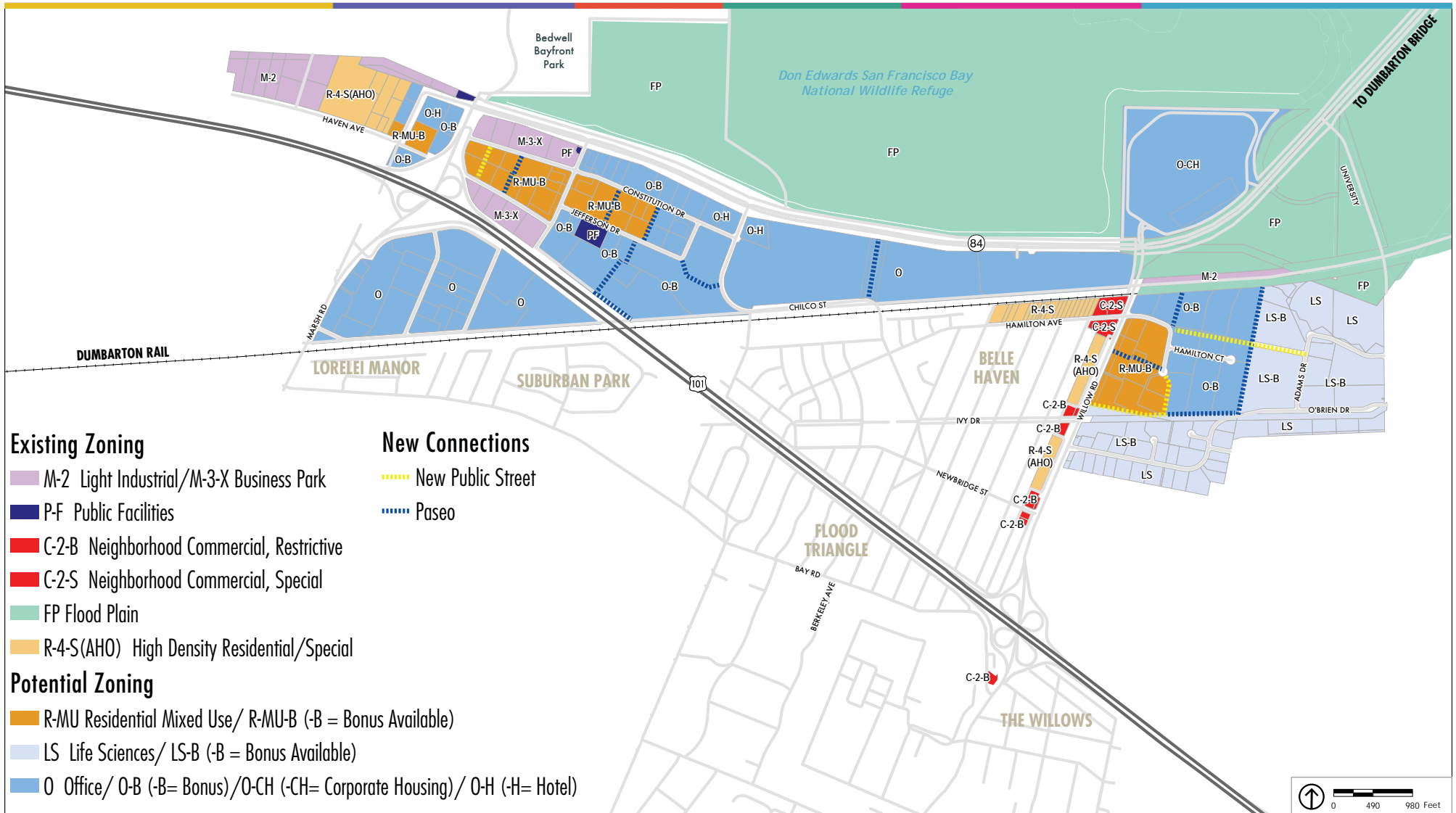
Mark Muenzer, Community Development Director

Deanna Chow, Assistant Community Development Director

Kyle Perata, Acting Principal Planner

Leigh Prince, Assistant City Attorney

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**M-2 AREA ZONING**  
Adopted: December 6, 2016



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## STAFF REPORT

### City Council

Meeting Date:

8/6/2018

Staff Report Number:

18-155-CC

Informational Item:

**Update on a comment letter on the final environmental impact report for Flood County Park landscape plan**

### Recommendation

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

### 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 (e.g., 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 in 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 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 10 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 summary of the key project milestones and engagement activities and meetings occurring for the project within Menlo Park are summarized below.

Table 1: Flood County Park project summary	
Date	Task
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
November 17, 2016	Notice of preparation for the environmental impact report released
August 16, 2017	Flood Park redesign team meets with Community Services and Community Development Departments
October 3, 2017	Draft environmental impact report released
November 1, 2017	Community meeting to present draft environmental impact report
November 14, 2017	City Council approves a comment letter on the draft environmental impact report (Attachment A)
May 16, 2018	Final environmental impact report released website (Attachment B)
June 5, 2018	San Mateo County postpones Parks Commission hearing to August 2
July 26, 2018	City of Menlo Park submits comment letter on final environmental impact report for San Mateo County Parks Commission consideration
August 2, 2018	San Mateo County Parks Commission

Note: Summary does not include community meetings outside of Menlo Park

## Analysis

As shown, the City submitted a comment letter on the draft environmental impact report (EIR) in November 2017. The County released the final EIR, responding to comments, May 16, 2018. City staff prepared the attached letter (Attachment C) including comments that highlight several deficiencies in the final. This response has not been approved by the City Council due to their not having a City Council meeting during the extended comment period.

The key issues reiterated in the comment letter on the final EIR include requests to:

- Allow programming of sports fields during peak hours 4 p.m. - 6 p.m. when the fields are in the most demand by user groups
- Mitigate evening peak hour traffic impacts
- Analyze water system and supply impacts

City staff submitted the attached letter July 26, 2018, prior to the San Mateo County Parks and Commission agenda release planned for July 27, 2018. After the Commission review, the next step will be action by the board of supervisors, which is tentatively scheduled for September 2018.

### **Attachments**

A. Submitted draft EIR comment letter

B. Final EIR – hyperlink:

[https://parks.smcgov.org/sites/parks.smcgov.org/files/Flood%20Park%20Final%20EIR\\_May%2015\\_0.pdf](https://parks.smcgov.org/sites/parks.smcgov.org/files/Flood%20Park%20Final%20EIR_May%2015_0.pdf)

C. Submitted final EIR comment letter

Report prepared by:

Derek Schweigart, Community Services Director

Justin Murphy, Public Works Director

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Letter 44

November 15, 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.

44.1

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."

44.2

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



44.3



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.

44.4

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.

44.5

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.

44.6

- 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.

44.7

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.

44.8

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

44.9



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. 44.10
- 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. 44.11
- 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. 44.12



July 26, 2018

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

**RE: Flood County Park Landscape Plan, Final Environmental Impact Report  
Comments**

Dear Ms. Schoof,

Thank you for agreeing to postpone the meeting of the San Mateo County Parks & Recreation Commission from June 7 until August 2, 2018 to allow more time for public comment on the Final EIR.

Please find attached the City of Menlo Park's comments on the Flood Park Landscape Plan Final Environmental Impact Report (EIR). The attached comments highlight several deficiencies in the Final. This response has not been approved by the City Council due to their not having a City Council meeting during the extended comment period.

In addition, thank you for meeting with us to discuss concerns raised by residents immediately adjacent to the Park. We appreciate your efforts to minimize potential impacts related to the proposed new sports field in particular. We strongly encourage you to continue to work closely with the impacted residents on the specifics of the design as the project progresses through future stages.

The City appreciates the opportunity to comment on the proposed project and the Final EIR and looks forward to these issues being addressed prior to certification of the environmental document. Please contact us at 650.330.2200 with any questions.

Sincerely,

Alex D. McIntyre  
City Manager

1. Response to 44.1

The result of the County wanting to mitigate traffic congestion and trips to the park by prohibiting sports field use between 4-6 p.m. will significantly reduce sports field availability and benefit since peak usage of such fields is between 4-7 p.m. Any such restriction also will result in unsanctioned use by groups still resulting in vehicle trips. The City continues to request that the reduction of athletic programming during peak hours be removed from consideration.

2. Response to 44.3

The County acknowledges the potential for increased drop-off and pick-up activities to occur on Iris Lane in Topical Response 2. Currently, existing parking restrictions are provided from 8:00am to 8:00pm, Friday through Sunday and holidays from April 1 to October 31:

- Both sides of Iris Lane between Flood Park and Van Buren Drive
- Both sides of Del Norte Avenue between Iris Lane and Bay Road
- Both sides of Oakwood Avenue between Del Norte Avenue and Sonoma Avenue
- Sonoma Avenue, north side from 1001 to 1011

However, no concrete proposals are incorporated to reduce the existing activities or ensure that these impacts will not be exacerbated under the proposed project. The response indicates that athletic participants will be allowed to enter the park with no fee to drop off or pick up. However, it is not clear how this would discourage access by drop off, pick up or parking near the Iris Lane gate. In lieu of the proposed language, the City requests the County impose a condition of approval on the project that would require before/after access study be prepared that quantifies the number of vehicles accessing the Iris Lane gate and recommends strategies to reduce or eliminate any drop off, pick up or parking in the vicinity, including expanded parking restrictions, no u-turn signs, etc. The City recently incorporated a similar condition for a new development project on El Camino Real that had the potential for parking spillover into an adjacent neighborhood:

*Condition 3.i.xii. Within six months after opening of the Middle Avenue pedestrian and bicycle railroad crossing, the Applicant shall conduct a parking duration study to determine whether overflow parking from the project is occurring on Alma Street, in Burgess Park, or in the Linfield Oaks Neighborhood subject to City review and approval. The dates of the survey shall be reviewed and approved by Transportation Division prior to data collection to ensure typical operating conditions and weather. If overflow is observed, the Applicant shall have no more than six months to take steps to eliminate any overflow parking. If after six months, parking overflow is not rectified, the Applicant shall fund the establishment of time restricted parking or a residential parking permit program to eliminate parking overflow.*

3. Response to 44.9

The County's response disputes that no proposal to eliminate walking or bicycling facilities on Ringwood Area were proposed as part of the project. However, the Draft EIR identified a mitigation measure at Bay Road/Ringwood Avenue, including a proposal to add a left-turn lane on Ringwood Avenue at Bay Road. Given limited right-of-way at this intersection, it is unclear how this measure

could be constructed without narrowing or elimination of areas currently used for walking or bicycling.

In addition, the County describes that a meeting was held between City staff and County about potential improvements to Bay Road/Ringwood Avenue as requested by the City. No such meeting was held. As described in the City's original comment on the Draft EIR, the City believes that there may be feasible mitigation measures that the City and County should partner on to reduce or eliminate the impact of the project, especially because one leg of the intersection is unincorporated and under the County's jurisdiction. The City requests that a meeting be scheduled between Public Works Departments to discuss such partnership opportunities.

4. Response to 44.10

The County's response indicates that County and proposed project are "not responsible for pre-existing unacceptable traffic conditions at Bay Road and Willow Road and would not substantially exacerbate traffic congestion at the intersection". CEQA requires that all feasible mitigation measures be incorporated for impacts of the proposed project. The Draft EIR identifies that Bay Road/Willow Road is impacted by the proposed project during the evening peak hour, which by definition means the project would exacerbate traffic congestion at the intersection beyond the adopted standard of significance. The City's comment on the Draft EIR did not request that the County mitigate existing deficiencies, but requested that County incorporate adequate mitigation for the project's impact to this intersection, as required by CEQA. Feasible mitigation at this intersection was identified by the City in past environmental studies (as part of the City's El Camino Real/Downtown Specific Plan), and these improvements could reduce the Plan's impact. The City requests that the County participate in these improvements with a fair share contribution towards their cost. Further, Phases II and III of the Landscape Plan should be analyzed in full and not deferred, even if the County believes these later phases may not have as great an impact on traffic.

5. Response to 44.11

The County's response to comment 44.11 includes replacing the proposal to add warning signs along Bay Road indicating pedestrians may be walking on the shoulder with a proposal to add signs within the Park identifying alternative pedestrian routes to the Park that avoid Bay Road, including Iris Lane, Del Norte Avenue, Oakwood Place, and Sonoma Avenue. The City requests that the County coordinate with the City to provide pedestrian wayfinding signs along this route, and also to continue to collaborate to pursue sidewalks on Bay Road to provide direct Park access, especially in light of other unmitigated transportation impacts.

6. Response to 44.12

The County's response to comment 44.12 does not address the comment. Flood Park is served by the Menlo Park Municipal Water system. The proposed changes at Flood Park will result in new facilities and added use, which will increase the potable water and fire protection demand. The EIR does not assess whether the Menlo Park Municipal Water distribution system has the adequate capacity to meet the increase demand at this location with service from Iris Lane. The City requests that the County prepare a hydraulic analysis of the system that serves the Park in order to assess

**City of Menlo Park**  
**Flood County Park Landscape Plan, Comments on the Final EIR**

whether the water demand and pipe size is adequate in order to support the conclusion off-site improvements are not required and impacts are less than significant.

Furthermore, the applicable threshold relevant to water supply is as follows:

“The Landscape Plan would have a significant impact related to utilities and service systems if it would...have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed.”

The response lacks any supportable evidence about water usage and is conclusory in nature. The City continues to request that the County provide data regarding historical and projected uses to ensure that there are adequate supplies for all customers served by Menlo Park Municipal Water, especially in multiple dry years (i.e., drought conditions).



**STAFF REPORT**

**City Council**

**Meeting Date:**

**8/6/2018**

**Staff Report Number:**

**18-156-CC**

**Informational Item:**

**Update on the City's comment letter on the recirculated alternatives chapter of the draft environmental impact report for the Stanford University 2018 General Use Permit Project**

**Recommendation**

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

**Policy Issues**

The City's comment letter on the recirculated alternatives chapter of the draft environmental impact report (DEIR) is consistent with prior actions taken by the City Council on proposed projects located in neighboring jurisdictions that could induce environmental impact to the City of Menlo Park. Specifically, the City Council's 2018 work plan identifies this project.

This action is also consistent with policies and programs (i.e., LU-1.5, CIRC-1.B, CIRC-2.15) stated in the 2016 City general plan land use and circulation elements. These policies and programs seek to ensure Menlo Park goals and objectives are met for development within its sphere of influence and to collaborate with neighboring jurisdictions to develop, fund, and implement local and regional transportation planning/engineering efforts.

Typically, a final draft of the letter would be presented to the City Council for consideration. However, the City Council was unable to meet in July during the public comment period.

**Background**

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

In 2000, the Santa Clara County board of supervisors adopted the Stanford University Community Plan and the 2000 general use permit. Both documents helped guided Stanford's current growth and development within the unincorporated area of Santa Clara County. The unincorporated area is generally bounded by Sand Hill Road and Quarry Road to the north, El Camino Real to the east, Stanford Avenue and Page Mill Road to the south, and Arastradero Road and Alpine Road to the west.

The unincorporated Santa Clara County area is divided into two concentrated areas. Stanford's core campus area, which includes academic and housing facilities, is located north of Junipero Serra Boulevard, representing Stanford's Academic Growth Boundary. The other area covers vast undeveloped lands south of Junipero Serra Boulevard.



According to the DEIR project description, Stanford has developed approximately 9.6 million square feet of net new academic and academic support land uses, 11,293 student housing beds, and 937 faculty/staff housing units on the campus as of fall 2015. Under the 2000 general use permit, as amended currently, Stanford was allowed construction of 2.035 million sf; 4,468 housing units/beds and ancillary uses.

In November 2016, Stanford submitted an application to the county of Santa Clara to update its current 2000 general use permit. The proposed 2018 general use permit includes 2.275 million square feet of net new academic support land uses, 2,600 student beds, and 550 faculty/staff housing units beyond the current 2000 general use permit allowances. The county of Santa Clara is the Lead Agency. Ultimately, Stanford seeks the following approvals from the County:

- Certification of the 2018 general use permit environmental impact report (EIR)
- Adoption of a new 2018 general use permit
- Approval of amendments to the Stanford Community Plan
- Approval of amendments to the County zoning map

On January 3, 2017, the county of Santa Clara issued a notice of preparation of the project's EIR. The Notice describes the project background, proposed project scope, and a range of environmental topic areas to be evaluated, including project alternatives. On February 28, 2017, Stanford presented an update to the City Council. The City submitted a comment letter on the Notice, as approved March 6, 2017, by the City Council.

On October 6, 2017, the county of Santa Clara released the DEIR for the project with a 60-day public review period ending December 4, 2017. On November 29, 2017, the City Council approved submitting a comment letter. However, on November 30, 2017, the County authorized a 60-day extension of the public review period to February 2, 2018. The City Council authorized submittal of a revised letter January 23, 2018 (Attachment A).

On June 12, 2018, the county of Santa Clara released a revised alternatives chapter of the DEIR for recirculation with a 45-day public review period ending July 26, 2018. Since the City Council did not convene a meeting in July, staff worked with the City Council's Stanford General Use Permit Subcommittee of Mayor Ohtaki and City Councilmember Keith to review and finalize a letter for submittal within the required response period as described below.

## **Analysis**

The DEIR represented a program-level evaluation of the proposed project. A program-level EIR provides the initial framework for review of discrete, future projects. It establishes a maximum development allowance for Stanford University and provides a framework for where anticipated development would occur (by districts). The recirculated alternatives chapter outlines two potential alternatives that would increase the amount of housing to support the proposed University expansion, as summarized in the table below.

**Table 1: University expansion summary**

Alternative	DEIR project description	Recirculated alternative A	Recirculated alternative B
Academic and support uses	2.275 million sf	No change	No change
Housing units (beds/units)	3,150 units	5,699 units (+2,549 units) <sup>1</sup>	4,425 units (+1,275 units) <sup>2</sup>
<p>1 Alternative A would accommodate all of the anticipated off-campus housing demand generated by the proposed 2018 general use permit.</p> <p>2 Alternative B would accommodate half of the anticipated off-campus housing demand generated by the proposed 2018 general use permit.</p>			

The Stanford General Use Permit Subcommittee met June 26, 2018, to provide staff direction on key areas to incorporate into the draft comment letter. Santa Clara County hosted several community meetings during the public review period, and City staff attended a meeting June 27, 2018, in Menlo Park to hear community feedback and concerns, which has also been considered as part of staff’s review. A second community meeting was held July 10, 2018, in Palo Alto as well.

Staff prepared a draft letter, incorporating the Subcommittee’s feedback and direction, and circulated it for the Subcommittee’s review July 20, 2018. The Subcommittee’s edits were incorporated before submitting the final letter (Attachment B) to Santa Clara County.

**Attachments**

- A. Final February 1, 2018 comment letter on the DEIR
- B. Final July 25, 2018, comment letter on recirculated alternatives chapter of the DEIR

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

Report reviewed by:  
Justin Murphy, Public Works Director



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February 1, 2018

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

**RE: Stanford University "2018 General Use Permit", Draft EIR Comments**

Dear Mr. Rader,

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

The attached comments highlight several significant deficiencies in the Draft EIR that must be addressed in a recirculated Draft EIR with sufficient mitigation measures to mitigate any impacts identified prior to the County considering the 2018 GUP for approvals. The City appreciates the opportunity to comment on the proposed project. Please contact Assistant Public Works Director, Nikki Nagaya at 650-330-6770 or [nhnagaya@menlopark.org](mailto:nhnagaya@menlopark.org) with any questions.

Sincerely,

Peter Ohtaki  
Mayor

Enclosure

### **Project Description Concerns and Questions**

1. Stanford is seeking “flexibility with accountability.” The application and DEIR indicate that the total amount of academic square footage may take many forms, from classroom buildings to art galleries to energy facilities. Similarly, the anticipated housing units/beds will include a range of products from undergraduate dormitories to single-family homes for faculty. These different uses will have disparate impacts. Without specificity as to the amount, location and intensity of the various uses, there are no assurances that the impacts have been adequately assessed in the DEIR. Further, there is no mention in the DEIR that further study will be conducted to determine whether what does eventually get built is within the parameters of the DEIR or creates additional impacts that require additional mitigation. This seems critically important for a document that is anticipated to govern development for the next approximately 17 years in an area that is seeing rapid transition in local and regional conditions and circumstances. The City requests that clear accounting of the proposed uses and location of such uses be documented, and no changes to the provided allotments of developable area be allowed without a full assessment of any further environmental impacts. Further, as evidenced by the Center for Academic Medicine project application, any transfer of development request needs to include explicit consultation with and notice to the City of Menlo Park, particularly in the area of traffic concerns. The City has included recommended revisions to Condition of Approval G11 from the 2000 GUP, which are outlined below in comment 6.
2. The 2018 GUP should preserve the Academic Growth Boundary and the extra increment of foothill protections (i.e., the 4/5ths vote for development west of Junipero Serra Boulevard) in order to ensure ongoing open space and conservation efforts are recognized as a serious concern. The City requests the Academic Growth Boundary be preserved for at least the next 50 years.
3. The maximum build out of the Stanford campus should be identified, defined and evaluated in the 2018 GUP and DEIR. Such definition was required during the 2000 GUP development, as a condition of approval, but has not yet be identified or imposed here. This is important to provide the community and neighboring jurisdictions a clear picture of when growth limits would be reached; further, the current process provides no assurances to the maximum extent of growth and development on the campus.
4. Stanford will be increasing the population of students, faculty, staff and other workers from 41,217 in 2018 to 50,827 by 2035. However, it is not clear that these numbers reflect the full picture and include families of students and faculty, deliveries, consultants, contractors and various visitors who travel to and from Stanford. The assumptions should be clearly outlined in the DEIR.
5. The 2018 GUP and DEIR should evaluate changes in the Project Description, or as mitigation

measures to:

- a. Prohibit an increase in net new parking spaces
  - b. Provide a direct roadway connection from Campus Drive West to I-280 between Page Mill Road and Alpine Road without a connection at Junipero Serra Boulevard. Also force traffic to use Page Mill Road over Alpine Road since there are limited residences along Page Mill frontage
  - c. Add locations for traffic monitoring at gateways to Stanford Land beyond the cordon locations that are specific to unincorporated Santa Clara County to account for development in the Quarry, Lathrop and San Juan districts (see comment 7.k.ii. below)
  - d. Require trip credits to have some spatial or geographic relevance based on Gateways and cordon limits around the Stanford campus
6. In the 2000 GUP conditions of approval, condition G11 required project-specific traffic studies for certain projects. Subsequent to adoption of the 2000 GUP and conditions, the County prepared *Scoping of Project-Specific Transportation Studies under Stanford GUP Condition of Approval G11* (dated January 16, 2002). These documents do not directly address the need for a project-specific traffic study for relocation of planned development levels across Campus district boundaries, and the City requests this document be modified, if to be carried over for use subsequent to the 2018 GUP. Further, the City requests that a project-specific traffic study be completed for all projects that generate over 50 peak hour trips to ensure transparency and consistency across future proposals. The City has documented suggested revisions, as included in Attachment A. Further, the City requests that the Board of Supervisors must consider any request to relocate development to a different district, and approval be required to reach a 4/5 vote in favor, including the Supervisor from the District.

## **Transportation**

7. The transportation analysis shows several deficiencies with respect to<sup>1</sup>:
- a. Existing congested conditions are not reflected in the intersection analysis.

The existing conditions analysis does not reflect congested conditions on the Bayfront Expressway, Willow Road, University Avenue, El Camino Real, and Sand Hill Road corridors as of the time the existing counts were taken in 2016. The reported results at the following locations do not reflect field observed conditions:

- i. Bayfront Expressway/University Avenue
- ii. Bayfront Expressway/Willow Road
- iii. Willow Road intersections

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<sup>1</sup> All page number references within this comment point to the Transportation Impact Analysis, Part 2 in Appendix TIA of the Draft EIR. Similar comments apply to the same content shown in the Draft EIR.

iv. Sand Hill Road/Santa Cruz Avenue-Alpine Road

The existing congested conditions on the corridors and intersections listed above are not taken into account by isolated intersection analysis. As summarized in the City of Menlo Park’s General Plan (ConnectMenlo) Draft Environmental Impact Report published in 2016, isolated intersection analysis does not account for the queue spillback between intersections on the approaches to the Dumbarton Bridge, including those on Bayfront Expressway, Willow Road, and University Avenue. The TRAFFIX 8.0 software that was used for the analysis is not sufficient to reflect the existing or future (2018 or 2035) congestion levels. The TIA (Section 4.8, page 94-95) describes the observed queues and congested conditions on El Camino Real and Sand Hill Road, but does not use this information to validate the calculated existing levels of service (Figure 4-2 on page 54 and Table 4-1 on pages 55-60) on the corridors. Field observed conditions are not described on Willow Road and the Dumbarton Bridge approaches. These level of service calculations need to be updated in order to present an accurate existing scenario to assess impacts of the 2018 GUP. Otherwise, potential impacts are underestimated. The Draft EIR should be updated and recirculated with corrected information that mitigates all additional impacts.

b. Existing congested conditions are not reflected in the freeway and ramp analysis.

Similarly, the freeway ramp analysis at the US 101/Willow Road interchange and the I-280/Sand Hill Road interchange do not reflect existing congested conditions, and therefore the volume-to-capacity analysis conducted does not take into account the unserved peak period demand and queue spillback. Analysis based on these existing results therefore underestimates potential impacts of the 2018 GUP. The analysis must be updated and the Draft EIR recirculated with the corrected information, including appropriate mitigation for all additional impacts.

c. The No Net New Commute Trips mitigation program does not fully mitigate transportation impacts and must be modified.

The 2018 GUP application materials and Draft EIR describe Stanford’s continued participation in the No Net New Commute Trips mitigation program. The program limits peak hour, peak direction vehicular trips associated with Stanford University. However, this program is fundamentally flawed and does not fully mitigate transportation impacts for several reasons:

- i. Congested conditions in the region are no longer limited to a single morning and evening peak hour. The monitoring program should be expanded to capture the hours of congestion across the peak periods, at a minimum from 7:00 – 9:00am and 4:00 – 7:00pm, since the program encourages peak spreading to shoulder and off-peak hours. Daily trip limits should also be considered to reduce potential air quality and greenhouse

gas impacts.

- ii. While traffic flows still see some directionality, reverse peak direction patterns are increasing and even reverse direction trips in the peak hours can contribute to congestion.

The proposed 2018 GUP is estimated to add 428 AM and 600 PM peak hour trips in the reverse commute direction. This represents a significant proportion of the proposed growth in traffic, representing 36% of morning and 44% of evening peak hour traffic. The proposed analysis does not isolate the potential impacts of these trips, and they are not mitigated by the No Net New Commute Trips mitigation program, which only limits the peak direction trips. Therefore all reverse peak trips are added to the roadway network, with undetermined impacts, and are not currently mitigated.

The City requests that an analysis of the reverse direction trips be conducted and appropriate mitigation measures be identified. The mitigation program should could be expanded to limit any new impacts from reverse commute trips by including them in the No Net New Trips program, and no growth in such trips should be allowed over existing conditions. This analysis should be prepared and the DEIR recirculated with this significant new information.

- iii. Monitoring of the program is infrequent and does not assure neighboring jurisdictions that the program achieves its goals on a typical basis. Monitoring occurs twice per year, and while conducted in typical traffic conditions, this limited frequency allows the potential for ongoing violations. The City requests the County modify the monitoring program to provide consistent, daily monitoring. Such monitoring and enforcement is conducted by the City for the Facebook Campus site in Menlo Park, and provides assurances that the trip limits are met on a daily basis throughout the year. This increased frequency is enabled more readily, since under the current proposal, Stanford and the County propose to use automated technology to conduct the counts in the future. The City requests that no new development be allowed beyond the 2000 GUP until such automated equipment and increased monitoring is in place.
- iv. The use of “cordon credits” and a campus-wide monitoring methodology allow Stanford to offset peak hour, peak direction vehicle trips occurring anywhere in the cordon area at the expense of other potentially affected roadways. In particular, the Sand Hill Road and El Camino Real (north of Stanford) corridors have not seen investment in infrastructure or program support to reduce vehicle traffic levels approaching the University from these directions, and traffic congestion has increased since the 2001 GUP analysis. In addition, the 2014 Annual Traffic Monitoring Report claimed 402 trip credits for bus trips across the cordon points and the number of transit passengers served outside the cordon area in



the evening peak hour, but no data is provided about how the individual cordon locations have increased or decreased over time. The City’s own traffic counts on Sand Hill Road (near the City of Menlo Park and Palo Alto border) show an increase in average daily traffic volumes from 30,550 vehicles to 33,900 vehicles per day between 1998 and 2017. The DEIR also does not disclose Marguerite transit ridership by route and stop to demonstrate which corridors are achieving trip credits per the allowance of “cordon credits”. The City requests the historic raw cordon count data and Marguerite ridership data be included in a revised and recirculated DEIR. The City requests that the cordon trip limits be established by sub-area or district to ensure that the levels of traffic in any one corridor are not adversely affected at the expense of others.

- v. Chapter 8 of the TIA details the tiered mitigation program steps if Stanford does not achieve the No Net New Commute Trips goal. However, as described in Section 8.1.1.3 through 8.1.1.5, Stanford would fund infrastructure changes and programs to reduce vehicle trips in the vicinity of the campus if the No Net New Commute Trip goal is not successful. This shifts the burden of mitigation to neighboring cities, when the mitigation is necessitated by Stanford’s non-compliance with the mitigation measure. Stanford should instead assume responsibility, in collaboration with neighboring agencies to design and construct physical infrastructure and provide resources to help implement necessary programs to reduce trips as identified in these sections. The City requests that a contribution towards the Middle Avenue Pedestrian/Bicycle Crossing, Dumbarton Rail Corridor, and Sand Hill Road-Santa Cruz Avenue-Alameda de las Pulgas-Alpine Road corridor improvements be prioritized for mitigation. The City also requests that penalties be assessed if the trip reduction goals are not met.
- vi. Section 8.1.1.5 of Chapter 8 of the TIA further outlines the payment methodology to determine Stanford’s fair share of the intersection improvements on a per trip basis. This section outlines that the proposed payments would be on an annual basis, and since the 2018 GUP is projected to carry development through 2035 (17 years), the total contribution towards all intersection improvements would be divided by 17. This proposed methodology does not mitigate Stanford’s contribution towards impacts in the City, and other neighboring agencies, as sufficient funds would not accrue to cover the construction cost of the necessary mitigation – which since a Project level impact (see comment 7.g. below) – is necessary to reduce the Project’s impact to a less-than-significant level. The proposed methods also do not account for escalation in construction costs over the life of the proposed 2018 GUP.
- d. All relevant near term projects should be included in the analysis. According to Table 2 in Appendix CON, the Stanford Shopping Center Expansion and Stanford Redwood City campus are not currently included as near-term projects, and should be included in the DEIR’s evaluation. Notably, the traffic analysis should be revised to include these projects, as traffic from the Shopping Center directly overlaps with the traffic accessing the University

from El Camino Real and Sand Hill Road; and traffic from the Stanford Redwood City campus will occur on Marsh Road, Bay Road, Bayfront Expressway, Middlefield Road and El Camino Real, among other streets in the area, which are also studied in the 2018 GUP DEIR. Not including the Stanford Shopping Center and Redwood City campus underestimates the near-term and cumulative traffic impacts. Further the DEIR should explicitly describe the anticipated interaction between the Stanford University campus and the Stanford Redwood City campus. The City requested this information in its NOP letter (comments 5, 6, and 8), but it was not provided in the DEIR.

- e. At the time the Stanford Hospital Expansion was considered by the City of Palo Alto, the City of Menlo Park challenged the traffic projections as underestimating the likely impacts of the project due to a significant allowance for TDM reductions. The City requests that the County independently evaluate the traffic projections used for the Hospital Expansion in the Background conditions of the DEIR transportation analysis and TIA.
- f. The traffic projections shown on El Camino Real and Sand Hill Road appear to be underestimated. The DEIR and TIA should be revised to correct the underestimation, impacts reevaluated, and recirculated with this substantial new information. For example:
  - i. Sand Hill Road/Santa Cruz Avenue (study intersection 7 in the TIA): certain traffic movements are shown to have less traffic under Background as compared to Cumulative conditions: the westbound left-turn (decreases by approximately 50 vehicles) and the northbound right-turn (experiences no change from Existing conditions, even with anticipated build out of the Stanford Hospital, 2000 GUP, and other projects in the area). Similarly in the cumulative conditions the westbound left-turn, southbound right-turn, eastbound left- and right-turns, and northbound left- and right-turns experience decreases of up to 200 vehicles per hour.
  - ii. El Camino Real/Ravenswood Avenue (study intersection 41 in the TIA): Background conditions does not appear to adequately account for the buildout of projects in the area as listed. In particular, the growth shown between Existing and Background conditions at certain movements in the 2018 GUP DEIR and TIA is less than that shown for the Middle Plaza at 500 El Camino Real project alone. For example, the westbound left-turn in the 2018 GUP DEIR shows growth of 9 vehicles in the AM peak hour, while the Middle Plaza EIR shows 70 vehicles. Similar concerns exist for the northbound through and right-turn movements, eastbound right-turn and southbound through movement.
- g. Project level impacts identified under Background Conditions should be fully mitigated.

The DEIR and TIA identify mitigation measures for Background plus Project conditions as fair-share payment towards potential physical improvements. CEQA, in sections PRC



20112(a) & 14 CCR 15126.4, requires that project-level impacts be mitigated. The Project should be responsible for construction of mitigation measures that result from Project-level impacts.

h. Comments on specific mitigation measures

- i. I-280 Northbound Ramp/Sand Hill Road. A fair share contribution is not adequate, per comment 7.g above. Bike lane is not protected, as stated on page 172.
- ii. El Camino Real intersections. A fair share contribution is not adequate, per comment 7.g above, and proposed improvements conflict with recent City direction and Middle Plaza at 500 ECR DEIR recommendations.

i. Bicycle and pedestrian impact evaluation and proposed mitigation

While the effort to assess mitigation measures impacts on multi-modal travel, in addition to identifying vehicular improvements to mitigate traffic impacts, is appreciated, this assessment does not address bicycle and pedestrian demand and facility needs as a result of this Project. Key access routes to the Campus were recently evaluated as part of the Bicycle Access Plan, and gaps in the existing networks should be evaluated and mitigated appropriately. Similar efforts for the pedestrian network should also be completed. The City requested such an analysis in its NOP letter, an analysis of a 5-mile commute shed around the proposed General Use Permit development area. As noted in the permit application, Stanford owns land throughout the mid-Peninsula, including proposed development sites in Menlo Park and an approved project site in Redwood City. The City requested that the DEIR assess walking, bicycling, and traffic conditions across Stanford properties located across these multiple jurisdictions. This comment on the NOP was not addressed and the DEIR should be revised to include such an analysis and recirculated.

Further, Section 8.4.2 on page 218 discloses that the Project does not conflict with a planned facility or local agency policy. The City’s El Camino Real/Downtown Specific Plan, and follow up work through the El Camino Real Corridor Study, identify potential bicycle lanes on El Camino Real. The proposed mitigation conflicts with these plans. This is not addressed in the DEIR and the analysis should be revised and DEIR recirculated with identification of appropriate mitigation.

In addition, without provisions for bicycling and walking, Safe Routes to Schools within the City of Menlo Park are anticipated to be impacted by increased traffic as a result of the 2018 GUP. The City requests financial assistance for crossing guards.

j. Neighborhood street impacts are not fully addressed

Neighborhood street impacts (Section 8.3 on page 199) in the Willows and Belle Haven

neighborhoods in Menlo Park are not addressed. The Crescent Park neighborhood in Palo Alto was evaluated, and cut-through traffic from that area also directly impacts the Willows, across the Pope-Chaucer bridge over San Francisquito Creek. Additional traffic added to Bayfront Expressway, Willow Road and University Avenue will also lead to additional cut-through in the Belle Haven neighborhood as commuters seek out alternative routes. Both of these should be addressed. The City of Menlo Park has adopted standards and thresholds of significance that should be used to evaluate increases in daily roadway traffic volumes on local streets in lieu of the TIRE Indices Analyses prepared following the City of Palo Alto standards. Based on Table 8-5 on page 217, cut-through volumes on Lytton Avenue and Hamilton Avenue near Pope-Chaucer are between 76 and 145 daily trips. These increases in traffic through the Willows would be considered significant following City of Menlo Park impact standards, and need to be evaluated and mitigated accordingly in a recirculated DEIR.

- k. The DEIR does not address the NOP comments the City provided as listed below.
  - i. Stanford is requesting continuation of a program to provide trip credit for off-campus transportation infrastructure improvements within the Cordon Credit Area, which includes properties owned by Stanford outside of Santa Clara County, including 500 El Camino Real and 2131 Sand Hill Road. The City requests that any required measures to reduce or mitigate impacts from the Middle Plaza at 500 El Camino Real project recently approved or 2131 Sand Hill Road project currently under review are not eligible for credits under the General Use Permit program, since this would result in double-counting the benefits of such measures.
  - ii. The Draft EIR did not address how vehicle trips from the proposed development areas outside the traffic cordon area, including Quarry, Lathrop, and San Juan in particular, will be addressed by the No Net New Commute Trips condition. The City requested the County modify the cordon area to incorporate these zones with additional proposed development.

## **Housing**

- 8. The proposed \$20 per square foot (plus CPI adjustment inflator) affordable housing impact fee is not adequate to mitigate the increased demand for affordable housing by the proposed 2018 GUP. The rate of housing construction costs has generally outpaced the CPI, so the fee as proposed does not keep pace with rising costs and will not allow construction of the identified housing unit demand within Menlo Park.
- 9. In addition, when Stanford University purchases or develops property for the provision of faculty and staff housing in adjacent jurisdictions, including both the City of Menlo Park and local school districts, the City and school districts lose property tax revenues from the property in perpetuity,

since Stanford does not pay property taxes on lands used to support the University. This creates a two-fold negative impact to the City and other affected agencies, since the City loses revenues and has to continue to provide the municipal services necessitated by the residential properties. It also further increases the cost of housing in the region, as the market-rate housing supply is decreased by such actions. Requiring Stanford to provide all housing on campus will avoid this impact. Further, the City requests that any growth in academic or support facilities be offset with commensurate growth in housing units on campus.

10. As availability of affordable housing continues to be a regional concern, the City requests that the County maximize additional benefits for housing supply for faculty, staff, and students, as well as for workers that may not be employed directly by Stanford, but work within the General Use Permit area. Specifically, the City requests that the full housing burden generated by the 2018 GUP be absorbed on the Stanford Campus, within the 2018 GUP development area. Further, the City requests the County retain the 6-mile radius for use of affordable housing fees, since the impacts are most concentrated locally near the Stanford University campus. Further, the City requests that funding from housing fees be dedicated to impacted cities, commensurate with the level of anticipated impacts (e.g., proportional to the number of units needed to house Stanford employees). The provision of such fees is one of the few strategies that can be used to help offset the housing impacts identified as a result of the 2018 GUP and should be maintained.
11. The DEIR acknowledges that Stanford’s growth pursuant to the 2018 GUP will require housing in adjacent jurisdictions such as Menlo Park. The DEIR anticipates 153 new housing units in Menlo Park. Since the growth with the 2018 General Use Permit is anticipated to be at the same rate as the 2000 General Use Permit, the anticipated units in Menlo Park may be underestimated because 215 units associated with the 2000 General Use Permit have been approved for construction in Menlo Park at the Middle Plaza at 500 El Camino Real site.

### **Air Quality and Noise**

12. Given the comments regarding peak spreading, the air quality and greenhouse gas analysis should be reevaluated to determine the continued accuracy of the conclusions relative to reductions in pollutants, especially since a full 1/3 of emissions are anticipated from transportation sources.
13. Stanford is proposing to construct up to 40,000 net new square feet of child care centers and other services on campus. However, in the chapter regarding air quality (see Figure 5.2-1), the DEIR does not consider on-site sensitive receptors like the new proposed day care centers and should be revised to reflect this change.
14. Noise impacts on the Sand Hill Road corridor should be mitigated near residential uses.

### **Hydrology/Water Quality**

15. Stanford should be required to coordinate and cooperate, including funding, with the San Francisquito Creek Joint Powers Authority to provide meaningful large-scale upstream detention facilities to attenuate and manage flows in San Francisquito Creek.
16. The DEIR did not adequately respond to the City request that Stanford continue to work with the City of Menlo Park and other jurisdictions to develop a specific proposal for the detention of floodwaters on Stanford land that will result in a significant and measurable reduction in floodwaters reaching the floodplain areas within Menlo Park and neighboring jurisdictions. The City requests that existing and proposed runoff calculations from the project area for both the 10-year and 100-year storm event be provided for the City to review and that the impact be evaluated in a revised and recirculated DEIR. In addition, the City requests that any plans that show existing and proposed impervious improvements and potential alteration of drainage patterns be provided. Combined with the improvements downstream within San Francisquito Creek, the detention on Stanford land shall result in containment of flows from the 10-year and 100-year storm events within the detention site(s) and within the Creek to the extent feasible. The detention plan shall be designed and implemented by Stanford within a specific time line that is relative to the proposed development.
17. In addition, the City requests that the proposed General Use Permit include measures that either mitigate for increase flows and/or create no net increase in storm water runoff to the neighboring downstream communities that are located within the San Francisquito Creek Watershed Area.

### **Other Issues**

18. The DEIR dismisses the impact of new students, faculty and staff on neighboring library facilities positing that Stanford is an academic university with libraries and visiting a local library is not necessary. However, there are many reasons to visit a library--a college student's reason may be different from a faculty member who has a toddler and wishes to participate in story time at the library. If Stanford does not provide such services at its libraries, it is likely that there will be more visits to libraries in surrounding jurisdictions and potential impacts. The same is true of the impacts on parks and other community based recreation programs.
19. In anticipation of the Final EIR review period, the City requests that a minimum of 30 days be granted for public review.

**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 Legume 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.

Projects that would relocate academic square footage, housing units, and/or parking to districts beyond the level of development contemplated in the GUP.

Need to justify how 400 spaces or 100 housing units was determined. A preferred measure would be an equivalent number of vehicular trips instead of parking spaces or unit counts. These levels of development would easily trigger CMP review criteria alone. The City requests that a "trigger" of 50 peak hour trips be used to consistently and transparently address impacts.

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**

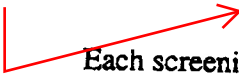
##### **Stage A: "Screening" Analysis**

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.

- Add 3. Whether local traffic conditions have changed substantially that differing impacts of the project could be reasonably expected.
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).

During the life of the 2018 GUP, it is expected that state law changes will result in modifications to the standards of significance, analysis methods and mitigation selection with regard to transportation and potentially GHG and Air Quality analyses. The conditions and required follow up analysis should acknowledge that these conditions may necessitate evolution of standards of significance, analysis methods and mitigation selection over time.

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. -

This criteria should specify how new information should be considered. The City requests that traffic levels anticipated as part of background projects be quantified and existing traffic levels be verified with new traffic counts. At a minimum, critical gateway intersections including El Camino Real/Sand Hill Road and Sand Hill Road/Santa Cruz Avenue should be monitored to determine changes in the vicinity of the campus to the Menlo Park border.

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.

If further reduction in commute-trip generation is allowed, the City requests the County ensure that such programs reduce trips directly in the impacted corridors to mitigate impacts.

Other impacted jurisdictions should also be consulted on the scope.

## **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.

The City requests that the relevant approval body be specified. Consistent with the request outlined in the City's comment letter, the City requests that the Board of Supervisors must consider any relocation of development to different districts within the campus.



July 25, 2018

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

**RE: Stanford University 2018 General Use Permit (File #: 7165-16P-16GP-16Z-16EIR) Comments on the Recirculated Alternatives Chapter of Draft EIR**

Dear Mr. Rader,

The City of Menlo Park appreciates the steps that the County of Santa Clara is taking to evaluate and disclose the impacts associated with Stanford providing the housing necessary to accommodate the proposed expansion of the Stanford University campus.

Attached please find the City of Menlo Park's comments on the Recirculated Alternatives Chapter of the Draft Environmental Impact Report (Draft EIR) for the Stanford University 2018 General Use Permit (GUP) project. The attached letter includes new and modified comments that highlight several significant deficiencies in the Draft EIR and includes a copy of the comment letter submitted by the City of Menlo Park on the Draft EIR on February 1, 2018. This response has not been approved by the City Council due to their not having a City Council meeting during the extended comment period, but was approved by the Council appointed subcommittee of Mayor Ohtaki and Councilmember Keith.

The identified deficiencies must be addressed in a recirculated Draft EIR that contains sufficient mitigation measures to mitigate project impacts, including the impacts of providing the necessary housing. The County should not consider approval of the 2018 GUP until such additional information is provided to decision makers.

Please contact Community Development Director, Mark Muenzer at 650-330-6600 with questions.

**City of Menlo Park**  
**Stanford University 2018 General Use Permit, Comments on the Recirculated**  
**Alternatives Chapter of the Draft EIR**

2

Sincerely,



Peter Qhtaki  
Mayor

Enclosures:

1. New and Modified Comments on Recirculated Alternatives Chapter of Draft EIR
2. City of Menlo Park's letter commenting on the Draft EIR dated February 1, 2018

### **Project Description Concerns and Questions**

1. In response to community feedback requesting that Stanford provide the housing necessary to support its own growth, the Recirculated Alternatives Chapter of the Draft EIR analyzes two new housing alternatives. Although these alternatives have the potential to positively address the need for housing created by the 2018 GUP, the revised analysis reflects a fundamental flaw in the California Environmental Quality Act (CEQA) process. By providing more housing for the students and workers that will fill the additional campus space proposed in the 2018 GUP, some of the impacts reported in the Recirculated Alternatives Chapter of the Draft EIR appear worse than those reported for the proposed project. Approving the proposed project without the additional needed housing would appear to reduce the environmental impacts of the 2018 GUP. However, housing for the additional students and workers will be required regardless of whether it is on Stanford lands or in another location. If the housing is built elsewhere to meet the need created by the additional Stanford students and workers, the impacts of building that housing will be deferred to other analyses and jurisdictions. This shifts the burden of housing students and workers, and constructing the transportation infrastructure to accommodate the increased travel to other agencies without supporting resources to meet these needs.
2. In the Revised Alternatives Chapter, consistent with the Draft EIR, Stanford is seeking “flexibility with accountability.” The housing alternatives study an anticipated number of beds/units that will include a range of products from a single undergraduate bed to a single-family home for a faculty member with a full household. These different uses will have disparate impacts. For example, what is the cost of educating all kindergarten through twelfth grade students attending local schools of the new residents? Without specificity as to the amount, size, and intensity of the various housing products, there are no assurances that the impacts have been adequately assessed in the Draft EIR.
3. In addition to the previous comments from the City of Menlo Park, the 2018 GUP and Draft EIR should evaluate changes in the Project Description, or as mitigation measures to:
  - a. Provide a direct tunnel connection from Campus Drive West to I-280 between Page Mill Road and Alpine Road without a connection at Junipero Serra Boulevard. Also force traffic to use Page Mill Road instead of Alpine Road since there are limited residences along Page Mill frontage to be impacted.
  - b. Provide satellite parking lots with connections to the campus to reduce traffic on Sand Hill Road, Alpine Road and Page Mill Road. These satellite lots could be connected to the campus with Marguerite, long-distance commuter shuttles already in service along these routes, or by other non-motorized transportation options such as a gondola.
  - c. The City requests that a contribution towards the Middle Avenue Pedestrian/Bicycle Crossing, Dumbarton Rail Corridor, and Sand Hill Road-Santa Cruz Avenue-Alameda de las Pulgas-Alpine Road corridor improvements be prioritized for mitigation.

## Transportation

4. The requested changes to the existing conditions listed in Paragraph 7 of the previously submitted comment letter were not addressed in the Recirculated Alternatives Chapter of the Draft EIR and need to be incorporated.
5. The No Net New Commute Trips mitigation program does not fully mitigate transportation impacts and must be modified.

The 2018 GUP application materials and Draft EIR describe Stanford's continued participation in the No Net New Commute Trips mitigation program. The program limits peak hour, peak direction vehicular trips associated with Stanford University. An unintended consequence of the No Net New Commute Trips program is that students and workers live further from campus, putting the burden on those jurisdictions, but allows Stanford to control the number and timing of commute trips. Further, in the context of the proposed alternatives, this program is fundamentally flawed as the alternatives generate mostly trips in the reverse peak commute direction, and the No Net New Commute Trips program does not mitigate these impacts. Comment 7.c.ii in the City's prior comment letter raised this concern, which is exacerbated with the consideration of both housing alternatives.

The City continues to request an analysis of the reverse direction trips be conducted and appropriate mitigation measures be identified. The mitigation program should could be expanded to limit any new impacts from reverse commute trips by including them in the No Net New Trips program, and no growth in such trips should be allowed over existing conditions. This is especially important since the proposed housing alternatives in the recirculated chapter consider additional on-campus housing, and reverse commute trips from the spouses and/or families of the Stanford affiliates would not be captured by the No Net New Trips program as proposed.

6. The traffic operations disclosed in tables 7A.15-4, 7A.15-11, 7B.15-4, and 7B.15-11 do not show significant changes in average delay and level of service with either Alternatives A or B at the intersections within the City of Menlo Park's jurisdiction. The City raised several questions about the analysis results in the prior comment letter on the Draft EIR, which still need to be resolved. However, the results of the alternatives analysis appear to be inconsistent with the public statements made by Stanford University that the alternatives will exacerbate traffic delays and concentrate local impacts in the mid-peninsula.

## Housing

7. Although the alternatives in the Recirculated Alternatives Chapter purport to require the provision of additional housing on-campus, the description of both Alternatives A and B indicate that "Stanford could elect to, subject to approval by the County, offset the incremental off-campus



**Stanford University 2018 General Use Permit, Comments on the Recirculated Alternatives Chapter of the Draft EIR**

housing demand by providing off-campus housing” and “it is assumed that any portion of affordable off-campus housing provided by Stanford would be located within a six-mile radius of the campus” (pages 2-54 and 2-259). Therefore, with these alternatives Stanford would not actually be required to provide more housing on-campus to meet the need created by the 2018 GUP. While Stanford’s provision of housing anywhere would reduce the impact of the regional housing demand and potentially improve affordability, the City of Menlo Park does not support the provision of additional housing for Stanford within the Menlo Park City limits except as described in comment 9 below, and encourages the County to require that the housing be provided on-campus.

8. Stanford should be required to pay an in-lieu fee that will fully mitigate for the affordable housing need generated by the Stanford 2018 GUP. The City supports the increase in the affordable housing fee for new non-residential development on Stanford’s campus to \$68.50 per square foot.
9. When Stanford University purchases or develops property for the provision of students, faculty and staff housing in adjacent jurisdictions, the City of Menlo Park and other special districts (emergency and fire services and local school districts, etc.) lose property tax revenues from the property in perpetuity, since Stanford does not pay property taxes on lands used to support the University. Therefore, the City opposes any additional housing provided by Stanford in Menlo Park unless Stanford honors the market rate property tax rates annually for any housing secured within the City.

**Hydrology/Water Quality**

10. Stanford should be required to coordinate and cooperate, including funding, with the San Francisquito Creek Joint Powers Authority to provide meaningful large-scale upstream detention facilities to attenuate and manage flows in San Francisquito Creek.
11. In addition, the City requests that the 2018 GUP include measures that either mitigate for increase flows and/or create no net increase in storm water runoff to the neighboring downstream communities that are located within the San Francisquito Creek Watershed Area.





February 1, 2018

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

**RE: Stanford University "2018 General Use Permit", Draft EIR Comments**

Dear Mr. Rader,

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

The attached comments highlight several significant deficiencies in the Draft EIR that must be addressed in a recirculated Draft EIR with sufficient mitigation measures to mitigate any impacts identified prior to the County considering the 2018 GUP for approvals. The City appreciates the opportunity to comment on the proposed project. Please contact Assistant Public Works Director, Nikki Nagaya at 650-330-6770 or [nhnagaya@menlopark.org](mailto:nhnagaya@menlopark.org) with any questions.

Sincerely,

Peter Ohtaki  
Mayor

Enclosure

### **Project Description Concerns and Questions**

1. Stanford is seeking “flexibility with accountability.” The application and DEIR indicate that the total amount of academic square footage may take many forms, from classroom buildings to art galleries to energy facilities. Similarly, the anticipated housing units/beds will include a range of products from undergraduate dormitories to single-family homes for faculty. These different uses will have disparate impacts. Without specificity as to the amount, location and intensity of the various uses, there are no assurances that the impacts have been adequately assessed in the DEIR. Further, there is no mention in the DEIR that further study will be conducted to determine whether what does eventually get built is within the parameters of the DEIR or creates additional impacts that require additional mitigation. This seems critically important for a document that is anticipated to govern development for the next approximately 17 years in an area that is seeing rapid transition in local and regional conditions and circumstances. The City requests that clear accounting of the proposed uses and location of such uses be documented, and no changes to the provided allotments of developable area be allowed without a full assessment of any further environmental impacts. Further, as evidenced by the Center for Academic Medicine project application, any transfer of development request needs to include explicit consultation with and notice to the City of Menlo Park, particularly in the area of traffic concerns. The City has included recommended revisions to Condition of Approval G11 from the 2000 GUP, which are outlined below in comment 6.
2. The 2018 GUP should preserve the Academic Growth Boundary and the extra increment of foothill protections (i.e., the 4/5ths vote for development west of Junipero Serra Boulevard) in order to ensure ongoing open space and conservation efforts are recognized as a serious concern. The City requests the Academic Growth Boundary be preserved for at least the next 50 years.
3. The maximum build out of the Stanford campus should be identified, defined and evaluated in the 2018 GUP and DEIR. Such definition was required during the 2000 GUP development, as a condition of approval, but has not yet be identified or imposed here. This is important to provide the community and neighboring jurisdictions a clear picture of when growth limits would be reached; further, the current process provides no assurances to the maximum extent of growth and development on the campus.
4. Stanford will be increasing the population of students, faculty, staff and other workers from 41,217 in 2018 to 50,827 by 2035. However, it is not clear that these numbers reflect the full picture and include families of students and faculty, deliveries, consultants, contractors and various visitors who travel to and from Stanford. The assumptions should be clearly outlined in the DEIR.
5. The 2018 GUP and DEIR should evaluate changes in the Project Description, or as mitigation

measures to:

- a. Prohibit an increase in net new parking spaces
  - b. Provide a direct roadway connection from Campus Drive West to I-280 between Page Mill Road and Alpine Road without a connection at Junipero Serra Boulevard. Also force traffic to use Page Mill Road over Alpine Road since there are limited residences along Page Mill frontage
  - c. Add locations for traffic monitoring at gateways to Stanford Land beyond the cordon locations that are specific to unincorporated Santa Clara County to account for development in the Quarry, Lathrop and San Juan districts (see comment 7.k.ii. below)
  - d. Require trip credits to have some spatial or geographic relevance based on Gateways and cordon limits around the Stanford campus
6. In the 2000 GUP conditions of approval, condition G11 required project-specific traffic studies for certain projects. Subsequent to adoption of the 2000 GUP and conditions, the County prepared *Scoping of Project-Specific Transportation Studies under Stanford GUP Condition of Approval G11* (dated January 16, 2002). These documents do not directly address the need for a project-specific traffic study for relocation of planned development levels across Campus district boundaries, and the City requests this document be modified, if to be carried over for use subsequent to the 2018 GUP. Further, the City requests that a project-specific traffic study be completed for all projects that generate over 50 peak hour trips to ensure transparency and consistency across future proposals. The City has documented suggested revisions, as included in Attachment A. Further, the City requests that the Board of Supervisors must consider any request to relocate development to a different district, and approval be required to reach a 4/5 vote in favor, including the Supervisor from the District.

## Transportation

7. The transportation analysis shows several deficiencies with respect to<sup>1</sup>:
- a. Existing congested conditions are not reflected in the intersection analysis.

The existing conditions analysis does not reflect congested conditions on the Bayfront Expressway, Willow Road, University Avenue, El Camino Real, and Sand Hill Road corridors as of the time the existing counts were taken in 2016. The reported results at the following locations do not reflect field observed conditions:

- i. Bayfront Expressway/University Avenue
- ii. Bayfront Expressway/Willow Road
- iii. Willow Road intersections

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<sup>1</sup> All page number references within this comment point to the Transportation Impact Analysis, Part 2 in Appendix TIA of the Draft EIR. Similar comments apply to the same content shown in the Draft EIR.

iv. Sand Hill Road/Santa Cruz Avenue-Alpine Road

The existing congested conditions on the corridors and intersections listed above are not taken into account by isolated intersection analysis. As summarized in the City of Menlo Park’s General Plan (ConnectMenlo) Draft Environmental Impact Report published in 2016, isolated intersection analysis does not account for the queue spillback between intersections on the approaches to the Dumbarton Bridge, including those on Bayfront Expressway, Willow Road, and University Avenue. The TRAFFIX 8.0 software that was used for the analysis is not sufficient to reflect the existing or future (2018 or 2035) congestion levels. The TIA (Section 4.8, page 94-95) describes the observed queues and congested conditions on El Camino Real and Sand Hill Road, but does not use this information to validate the calculated existing levels of service (Figure 4-2 on page 54 and Table 4-1 on pages 55-60) on the corridors. Field observed conditions are not described on Willow Road and the Dumbarton Bridge approaches. These level of service calculations need to be updated in order to present an accurate existing scenario to assess impacts of the 2018 GUP. Otherwise, potential impacts are underestimated. The Draft EIR should be updated and recirculated with corrected information that mitigates all additional impacts.

b. Existing congested conditions are not reflected in the freeway and ramp analysis.

Similarly, the freeway ramp analysis at the US 101/Willow Road interchange and the I-280/Sand Hill Road interchange do not reflect existing congested conditions, and therefore the volume-to-capacity analysis conducted does not take into account the unserved peak period demand and queue spillback. Analysis based on these existing results therefore underestimates potential impacts of the 2018 GUP. The analysis must be updated and the Draft EIR recirculated with the corrected information, including appropriate mitigation for all additional impacts.

c. The No Net New Commute Trips mitigation program does not fully mitigate transportation impacts and must be modified.

The 2018 GUP application materials and Draft EIR describe Stanford’s continued participation in the No Net New Commute Trips mitigation program. The program limits peak hour, peak direction vehicular trips associated with Stanford University. However, this program is fundamentally flawed and does not fully mitigate transportation impacts for several reasons:

- i. Congested conditions in the region are no longer limited to a single morning and evening peak hour. The monitoring program should be expanded to capture the hours of congestion across the peak periods, at a minimum from 7:00 – 9:00am and 4:00 – 7:00pm, since the program encourages peak spreading to shoulder and off-peak hours. Daily trip limits should also be considered to reduce potential air quality and greenhouse

gas impacts.

- ii. While traffic flows still see some directionality, reverse peak direction patterns are increasing and even reverse direction trips in the peak hours can contribute to congestion.

The proposed 2018 GUP is estimated to add 428 AM and 600 PM peak hour trips in the reverse commute direction. This represents a significant proportion of the proposed growth in traffic, representing 36% of morning and 44% of evening peak hour traffic. The proposed analysis does not isolate the potential impacts of these trips, and they are not mitigated by the No Net New Commute Trips mitigation program, which only limits the peak direction trips. Therefore all reverse peak trips are added to the roadway network, with undetermined impacts, and are not currently mitigated.

The City requests that an analysis of the reverse direction trips be conducted and appropriate mitigation measures be identified. The mitigation program should could be expanded to limit any new impacts from reverse commute trips by including them in the No Net New Trips program, and no growth in such trips should be allowed over existing conditions. This analysis should be prepared and the DEIR recirculated with this significant new information.

- iii. Monitoring of the program is infrequent and does not assure neighboring jurisdictions that the program achieves its goals on a typical basis. Monitoring occurs twice per year, and while conducted in typical traffic conditions, this limited frequency allows the potential for ongoing violations. The City requests the County modify the monitoring program to provide consistent, daily monitoring. Such monitoring and enforcement is conducted by the City for the Facebook Campus site in Menlo Park, and provides assurances that the trip limits are met on a daily basis throughout the year. This increased frequency is enabled more readily, since under the current proposal, Stanford and the County propose to use automated technology to conduct the counts in the future. The City requests that no new development be allowed beyond the 2000 GUP until such automated equipment and increased monitoring is in place.
- iv. The use of “cordon credits” and a campus-wide monitoring methodology allow Stanford to offset peak hour, peak direction vehicle trips occurring anywhere in the cordon area at the expense of other potentially affected roadways. In particular, the Sand Hill Road and El Camino Real (north of Stanford) corridors have not seen investment in infrastructure or program support to reduce vehicle traffic levels approaching the University from these directions, and traffic congestion has increased since the 2001 GUP analysis. In addition, the 2014 Annual Traffic Monitoring Report claimed 402 trip credits for bus trips across the cordon points and the number of transit passengers served outside the cordon area in



the evening peak hour, but no data is provided about how the individual cordon locations have increased or decreased over time. The City’s own traffic counts on Sand Hill Road (near the City of Menlo Park and Palo Alto border) show an increase in average daily traffic volumes from 30,550 vehicles to 33,900 vehicles per day between 1998 and 2017. The DEIR also does not disclose Marguerite transit ridership by route and stop to demonstrate which corridors are achieving trip credits per the allowance of “cordon credits”. The City requests the historic raw cordon count data and Marguerite ridership data be included in a revised and recirculated DEIR. The City requests that the cordon trip limits be established by sub-area or district to ensure that the levels of traffic in any one corridor are not adversely affected at the expense of others.

- v. Chapter 8 of the TIA details the tiered mitigation program steps if Stanford does not achieve the No Net New Commute Trips goal. However, as described in Section 8.1.1.3 through 8.1.1.5, Stanford would fund infrastructure changes and programs to reduce vehicle trips in the vicinity of the campus if the No Net New Commute Trip goal is not successful. This shifts the burden of mitigation to neighboring cities, when the mitigation is necessitated by Stanford’s non-compliance with the mitigation measure. Stanford should instead assume responsibility, in collaboration with neighboring agencies to design and construct physical infrastructure and provide resources to help implement necessary programs to reduce trips as identified in these sections. The City requests that a contribution towards the Middle Avenue Pedestrian/Bicycle Crossing, Dumbarton Rail Corridor, and Sand Hill Road-Santa Cruz Avenue-Alameda de las Pulgas-Alpine Road corridor improvements be prioritized for mitigation. The City also requests that penalties be assessed if the trip reduction goals are not met.
- vi. Section 8.1.1.5 of Chapter 8 of the TIA further outlines the payment methodology to determine Stanford’s fair share of the intersection improvements on a per trip basis. This section outlines that the proposed payments would be on an annual basis, and since the 2018 GUP is projected to carry development through 2035 (17 years), the total contribution towards all intersection improvements would be divided by 17. This proposed methodology does not mitigate Stanford’s contribution towards impacts in the City, and other neighboring agencies, as sufficient funds would not accrue to cover the construction cost of the necessary mitigation – which since a Project level impact (see comment 7.g. below) – is necessary to reduce the Project’s impact to a less-than-significant level. The proposed methods also do not account for escalation in construction costs over the life of the proposed 2018 GUP.
- d. All relevant near term projects should be included in the analysis. According to Table 2 in Appendix CON, the Stanford Shopping Center Expansion and Stanford Redwood City campus are not currently included as near-term projects, and should be included in the DEIR’s evaluation. Notably, the traffic analysis should be revised to include these projects, as traffic from the Shopping Center directly overlaps with the traffic accessing the University

from El Camino Real and Sand Hill Road; and traffic from the Stanford Redwood City campus will occur on Marsh Road, Bay Road, Bayfront Expressway, Middlefield Road and El Camino Real, among other streets in the area, which are also studied in the 2018 GUP DEIR. Not including the Stanford Shopping Center and Redwood City campus underestimates the near-term and cumulative traffic impacts. Further the DEIR should explicitly describe the anticipated interaction between the Stanford University campus and the Stanford Redwood City campus. The City requested this information in its NOP letter (comments 5, 6, and 8), but it was not provided in the DEIR.

- e. At the time the Stanford Hospital Expansion was considered by the City of Palo Alto, the City of Menlo Park challenged the traffic projections as underestimating the likely impacts of the project due to a significant allowance for TDM reductions. The City requests that the County independently evaluate the traffic projections used for the Hospital Expansion in the Background conditions of the DEIR transportation analysis and TIA.
- f. The traffic projections shown on El Camino Real and Sand Hill Road appear to be underestimated. The DEIR and TIA should be revised to correct the underestimation, impacts reevaluated, and recirculated with this substantial new information. For example:
  - i. Sand Hill Road/Santa Cruz Avenue (study intersection 7 in the TIA): certain traffic movements are shown to have less traffic under Background as compared to Cumulative conditions: the westbound left-turn (decreases by approximately 50 vehicles) and the northbound right-turn (experiences no change from Existing conditions, even with anticipated build out of the Stanford Hospital, 2000 GUP, and other projects in the area). Similarly in the cumulative conditions the westbound left-turn, southbound right-turn, eastbound left- and right-turns, and northbound left- and right-turns experience decreases of up to 200 vehicles per hour.
  - ii. El Camino Real/Ravenswood Avenue (study intersection 41 in the TIA): Background conditions does not appear to adequately account for the buildout of projects in the area as listed. In particular, the growth shown between Existing and Background conditions at certain movements in the 2018 GUP DEIR and TIA is less than that shown for the Middle Plaza at 500 El Camino Real project alone. For example, the westbound left-turn in the 2018 GUP DEIR shows growth of 9 vehicles in the AM peak hour, while the Middle Plaza EIR shows 70 vehicles. Similar concerns exist for the northbound through and right-turn movements, eastbound right-turn and southbound through movement.
- g. Project level impacts identified under Background Conditions should be fully mitigated.

The DEIR and TIA identify mitigation measures for Background plus Project conditions as fair-share payment towards potential physical improvements. CEQA, in sections PRC

20112(a) & 14 CCR 15126.4, requires that project-level impacts be mitigated. The Project should be responsible for construction of mitigation measures that result from Project-level impacts.

h. Comments on specific mitigation measures

- i. I-280 Northbound Ramp/Sand Hill Road. A fair share contribution is not adequate, per comment 7.g above. Bike lane is not protected, as stated on page 172.
- ii. El Camino Real intersections. A fair share contribution is not adequate, per comment 7.g above, and proposed improvements conflict with recent City direction and Middle Plaza at 500 ECR DEIR recommendations.

i. Bicycle and pedestrian impact evaluation and proposed mitigation

While the effort to assess mitigation measures impacts on multi-modal travel, in addition to identifying vehicular improvements to mitigate traffic impacts, is appreciated, this assessment does not address bicycle and pedestrian demand and facility needs as a result of this Project. Key access routes to the Campus were recently evaluated as part of the Bicycle Access Plan, and gaps in the existing networks should be evaluated and mitigated appropriately. Similar efforts for the pedestrian network should also be completed. The City requested such an analysis in its NOP letter, an analysis of a 5-mile commute shed around the proposed General Use Permit development area. As noted in the permit application, Stanford owns land throughout the mid-Peninsula, including proposed development sites in Menlo Park and an approved project site in Redwood City. The City requested that the DEIR assess walking, bicycling, and traffic conditions across Stanford properties located across these multiple jurisdictions. This comment on the NOP was not addressed and the DEIR should be revised to include such an analysis and recirculated.

Further, Section 8.4.2 on page 218 discloses that the Project does not conflict with a planned facility or local agency policy. The City’s El Camino Real/Downtown Specific Plan, and follow up work through the El Camino Real Corridor Study, identify potential bicycle lanes on El Camino Real. The proposed mitigation conflicts with these plans. This is not addressed in the DEIR and the analysis should be revised and DEIR recirculated with identification of appropriate mitigation.

In addition, without provisions for bicycling and walking, Safe Routes to Schools within the City of Menlo Park are anticipated to be impacted by increased traffic as a result of the 2018 GUP. The City requests financial assistance for crossing guards.

j. Neighborhood street impacts are not fully addressed

Neighborhood street impacts (Section 8.3 on page 199) in the Willows and Belle Haven



neighborhoods in Menlo Park are not addressed. The Crescent Park neighborhood in Palo Alto was evaluated, and cut-through traffic from that area also directly impacts the Willows, across the Pope-Chaucer bridge over San Francisquito Creek. Additional traffic added to Bayfront Expressway, Willow Road and University Avenue will also lead to additional cut-through in the Belle Haven neighborhood as commuters seek out alternative routes. Both of these should be addressed. The City of Menlo Park has adopted standards and thresholds of significance that should be used to evaluate increases in daily roadway traffic volumes on local streets in lieu of the TIRE Indices Analyses prepared following the City of Palo Alto standards. Based on Table 8-5 on page 217, cut-through volumes on Lytton Avenue and Hamilton Avenue near Pope-Chaucer are between 76 and 145 daily trips. These increases in traffic through the Willows would be considered significant following City of Menlo Park impact standards, and need to be evaluated and mitigated accordingly in a recirculated DEIR.

- k. The DEIR does not address the NOP comments the City provided as listed below.
  - i. Stanford is requesting continuation of a program to provide trip credit for off-campus transportation infrastructure improvements within the Cordon Credit Area, which includes properties owned by Stanford outside of Santa Clara County, including 500 El Camino Real and 2131 Sand Hill Road. The City requests that any required measures to reduce or mitigate impacts from the Middle Plaza at 500 El Camino Real project recently approved or 2131 Sand Hill Road project currently under review are not eligible for credits under the General Use Permit program, since this would result in double-counting the benefits of such measures.
  - ii. The Draft EIR did not address how vehicle trips from the proposed development areas outside the traffic cordon area, including Quarry, Lathrop, and San Juan in particular, will be addressed by the No Net New Commute Trips condition. The City requested the County modify the cordon area to incorporate these zones with additional proposed development.

## **Housing**

- 8. The proposed \$20 per square foot (plus CPI adjustment inflator) affordable housing impact fee is not adequate to mitigate the increased demand for affordable housing by the proposed 2018 GUP. The rate of housing construction costs has generally outpaced the CPI, so the fee as proposed does not keep pace with rising costs and will not allow construction of the identified housing unit demand within Menlo Park.
- 9. In addition, when Stanford University purchases or develops property for the provision of faculty and staff housing in adjacent jurisdictions, including both the City of Menlo Park and local school districts, the City and school districts lose property tax revenues from the property in perpetuity,

since Stanford does not pay property taxes on lands used to support the University. This creates a two-fold negative impact to the City and other affected agencies, since the City loses revenues and has to continue to provide the municipal services necessitated by the residential properties. It also further increases the cost of housing in the region, as the market-rate housing supply is decreased by such actions. Requiring Stanford to provide all housing on campus will avoid this impact. Further, the City requests that any growth in academic or support facilities be offset with commensurate growth in housing units on campus.

10. As availability of affordable housing continues to be a regional concern, the City requests that the County maximize additional benefits for housing supply for faculty, staff, and students, as well as for workers that may not be employed directly by Stanford, but work within the General Use Permit area. Specifically, the City requests that the full housing burden generated by the 2018 GUP be absorbed on the Stanford Campus, within the 2018 GUP development area. Further, the City requests the County retain the 6-mile radius for use of affordable housing fees, since the impacts are most concentrated locally near the Stanford University campus. Further, the City requests that funding from housing fees be dedicated to impacted cities, commensurate with the level of anticipated impacts (e.g., proportional to the number of units needed to house Stanford employees). The provision of such fees is one of the few strategies that can be used to help offset the housing impacts identified as a result of the 2018 GUP and should be maintained.
11. The DEIR acknowledges that Stanford’s growth pursuant to the 2018 GUP will require housing in adjacent jurisdictions such as Menlo Park. The DEIR anticipates 153 new housing units in Menlo Park. Since the growth with the 2018 General Use Permit is anticipated to be at the same rate as the 2000 General Use Permit, the anticipated units in Menlo Park may be underestimated because 215 units associated with the 2000 General Use Permit have been approved for construction in Menlo Park at the Middle Plaza at 500 El Camino Real site.

### **Air Quality and Noise**

12. Given the comments regarding peak spreading, the air quality and greenhouse gas analysis should be reevaluated to determine the continued accuracy of the conclusions relative to reductions in pollutants, especially since a full 1/3 of emissions are anticipated from transportation sources.
13. Stanford is proposing to construct up to 40,000 net new square feet of child care centers and other services on campus. However, in the chapter regarding air quality (see Figure 5.2-1), the DEIR does not consider on-site sensitive receptors like the new proposed day care centers and should be revised to reflect this change.
14. Noise impacts on the Sand Hill Road corridor should be mitigated near residential uses.

### **Hydrology/Water Quality**

15. Stanford should be required to coordinate and cooperate, including funding, with the San Francisquito Creek Joint Powers Authority to provide meaningful large-scale upstream detention facilities to attenuate and manage flows in San Francisquito Creek.
16. The DEIR did not adequately respond to the City request that Stanford continue to work with the City of Menlo Park and other jurisdictions to develop a specific proposal for the detention of floodwaters on Stanford land that will result in a significant and measurable reduction in floodwaters reaching the floodplain areas within Menlo Park and neighboring jurisdictions. The City requests that existing and proposed runoff calculations from the project area for both the 10-year and 100-year storm event be provided for the City to review and that the impact be evaluated in a revised and recirculated DEIR. In addition, the City requests that any plans that show existing and proposed impervious improvements and potential alteration of drainage patterns be provided. Combined with the improvements downstream within San Francisquito Creek, the detention on Stanford land shall result in containment of flows from the 10-year and 100-year storm events within the detention site(s) and within the Creek to the extent feasible. The detention plan shall be designed and implemented by Stanford within a specific time line that is relative to the proposed development.
17. In addition, the City requests that the proposed General Use Permit include measures that either mitigate for increase flows and/or create no net increase in storm water runoff to the neighboring downstream communities that are located within the San Francisquito Creek Watershed Area.

### **Other Issues**

18. The DEIR dismisses the impact of new students, faculty and staff on neighboring library facilities positing that Stanford is an academic university with libraries and visiting a local library is not necessary. However, there are many reasons to visit a library--a college student's reason may be different from a faculty member who has a toddler and wishes to participate in story time at the library. If Stanford does not provide such services at its libraries, it is likely that there will be more visits to libraries in surrounding jurisdictions and potential impacts. The same is true of the impacts on parks and other community based recreation programs.
19. In anticipation of the Final EIR review period, the City requests that a minimum of 30 days be granted for public review.

**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 Legume 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.

Projects that would relocate academic square footage, housing units, and/or parking to districts beyond the level of development contemplated in the GUP.

Need to justify how 400 spaces or 100 housing units was determined. A preferred measure would be an equivalent number of vehicular trips instead of parking spaces or unit counts. These levels of development would easily trigger CMP review criteria alone. The City requests that a "trigger" of 50 peak hour trips be used to consistently and transparently address impacts.

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**

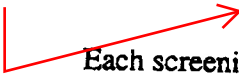
##### **Stage A: "Screening" Analysis**

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.

- Add 3. Whether local traffic conditions have changed substantially that differing impacts of the project could be reasonably expected.
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).



During the life of the 2018 GUP, it is expected that state law changes will result in modifications to the standards of significance, analysis methods and mitigation selection with regard to transportation and potentially GHG and Air Quality analyses. The conditions and required follow up analysis should acknowledge that these conditions may necessitate evolution of standards of significance, analysis methods and mitigation selection over time.

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. -

This criteria should specify how new information should be considered. The City requests that traffic levels anticipated as part of background projects be quantified and existing traffic levels be verified with new traffic counts. At a minimum, critical gateway intersections including El Camino Real/Sand Hill Road and Sand Hill Road/Santa Cruz Avenue should be monitored to determine changes in the vicinity of the campus to the Menlo Park border.

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.

If further reduction in commute-trip generation is allowed, the City requests the County ensure that such programs reduce trips directly in the impacted corridors to mitigate impacts.

Other impacted jurisdictions should also be consulted on the scope.

## **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.

The City requests that the relevant approval body be specified. Consistent with the request outlined in the City's comment letter, the City requests that the Board of Supervisors must consider any relocation of development to different districts within the campus.

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## STAFF REPORT

### City Council

Meeting Date:

8/6/2018

Staff Report Number:

18-150-CC

Informational Item:

**Update on the Willow Road and highway 101 interchange construction, upcoming traffic changes and planned weekend roadway closure**

### Recommendation

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

### Policy Issues

The Willow Road Interchange Project was included in the City's 2012-13 Capital Improvement Program and is included in the 2018 City Council Work Plan. While not a City project, as a Caltrans project it has significant impacts on Menlo Park. The project is currently in construction and this report is intended to provide an update on the construction staging, upcoming traffic changes and planned weekend roadway closure.

### Background

Caltrans is modifying the interchange at Willow Road and highway 101 from its former "full cloverleaf" style to a "partial cloverleaf" style similar to the Marsh Road and highway 101 interchange. This will eliminate the short merge weaves both on Willow Road and the freeway. The project is replacing the existing interchange with a new, wider bridge; adding sidewalks, bicycle lanes and separated bicycle lanes on both sides of Willow Road; and adding two signalized intersections. Caltrans awarded the construction contract in February 2017, and construction began in May 2017. Construction is expected to last approximately two years.

The Caltrans construction of the Project is being performed in four stages.

#### Stage 1

Site preparation and early demolition and was completed at the end of October 2017.

#### Stage 2

Installation of two temporary traffic signals on Willow Road at the freeway ramps, change in ramp locations, construction of sound walls, demolition of outside bridge structure, construction of new outside portion of bridge structure and construction of new ramp locations and associated storm drainage. Stage 2 began in early November 2017 and is anticipated to be complete in mid-September 2018.

As a result of the community reports of increased neighborhood traffic upon the commencement of Stage 2, coordination with Caltrans and direction from the City Council, several measures were implemented in December 2017, ranging from the addition of "no thru traffic" signs around the neighborhood to addition of turn restrictions at four locations, all to address the additional congestion from neighborhood cut-through traffic. The specific measures were listed in the Informational Item staff report from the January 16, 2018,

City Council meeting. Based on ongoing staff observations and community feedback, these changes have been effective in reducing cut through traffic in this neighborhood. Staff will continue to make field observations for the duration of the construction.

### Stage 3

Scheduled to begin in mid-September 2018 and will include tasks such as completion of bridge construction, completion of new ramp location installations, pavement restoration and street lighting installation. The beginning of Stage 3 includes a change in lane locations across the bridge, change in ramp locations, change in temporary traffic signals and a 54 hour weekend closure of Willow Road to make the switch. Stage 3 is anticipated to last approximately eight months.

### Stage 4

The contractor will install all final signing, striping and traffic signals to prepare the interchange for opening the final structure.

## **Analysis**

The Willow Road interchange project is scheduled to begin Stage 3 of the construction schedule in mid-September. This marks a milestone in that outside portions of the new bridge structure will be completed and opened to traffic and the demolition of the remaining portion of the existing bridge structure will begin. In order to transition the roadways from the current stage of construction into Stage 3, Willow Road must be completely closed to all traffic over a weekend for a period of 54 hours. This work is tentatively scheduled to start on Friday, September 14, 2018, at 10 p.m. and open back up to traffic by 4 a.m. Monday, September 17, 2018. Preparation of outreach materials began the week of July 23, 2018, and distribution will begin the week of August 13, 2018. Detours will be in place during this closure of Willow Road

Activities happening during full closure include:

- Construction of pavement to connect Willow Road and new bridge structure
- Construction of pavement to connect new ramp locations and new bridge structure
- Modification of traffic signals at both ramp locations

When Willow Road is reopened early Monday, traffic patterns and interchange layout will be different from the current stage of construction. Attachment A shows the Stage 3 layout including open lanes, traffic signal locations, ramp locations and traffic patterns. Notable differences include:

- All turns from Willow Road onto the freeway will be right turns with dedicated right turn lanes
- Off-ramp locations from both northbound and southbound highway 101 onto Willow Road will be moved to the opposite side of Willow Road from where they are now
- Traffic lanes on Willow Road will be moved to the outside of the construction area and work will begin in the middle of the Willow Road bridge

At the beginning of Stage 3, Caltrans is considering performing nighttime demolition work on the existing bridge.

Caltrans Public Information Office will be performing extensive outreach regarding the weekend closure of Willow Road including the following activities:

- Notifications to local news media including radio, television and printed news outlets
- Mailers to local residents and businesses
- Notifications to local elected officials

- Updates to the Caltrans project webpage
- Placement of portable changeable message signs at least one week in advance of full closure weekend

Additionally, City staff has been performing outreach activities to supplement Caltrans' outreach work, including this informational item, as well as the following:

- Coordination with Police Department and Menlo Park Fire Protection District
- Notifications to local schools
- Article in City Council Weekly Digest
- Notices to the Almanac and Daily Post
- Public Works e-mail blast
- NextDoor post
- Posts on City's various social media, including Facebook and Twitter
- Updating City project webpage
- Informational Item to Complete Streets Commission
- Submitting updated mapping information to Waze, Google Maps and Apple Maps

Typically, traffic changes to lanes and/or traffic signals can take one to three months for driver behaviors to normalize after a significant change in patterns. City and Caltrans staff will continue to monitor traffic conditions through the construction process.

### **Impact on City Resources**

City funds and staff resources are available to continue to coordinate with Caltrans for the anticipated construction remaining. Funding for construction is provided to Caltrans by the San Mateo County Transportation Authority.

### **Public Notice**

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Additional outreach to the community is being done through a variety of methods including the following:

- Notifications to Bay Area news media outlets
- Mailers to local residents and businesses
- Portable changeable message signs
- Notifications to Police Department and Fire Protection District
- Notifications to local schools
- City Council Digest article
- Notices to local news media (Almanac and Daily Post)
- Public Works e-mail blast
- NextDoor post
- City social media posts
- Maintaining City's project webpage
- Informational Item to Complete Streets Commission
- Submitting updated mapping information to Waze, Google Maps and Apple Maps

**Attachments**

A. Map of Willow Road and highway 01 Interchange Project, Stage 3 traffic layout

Report prepared by:

Angela R. Obeso, Senior Transportation Engineer

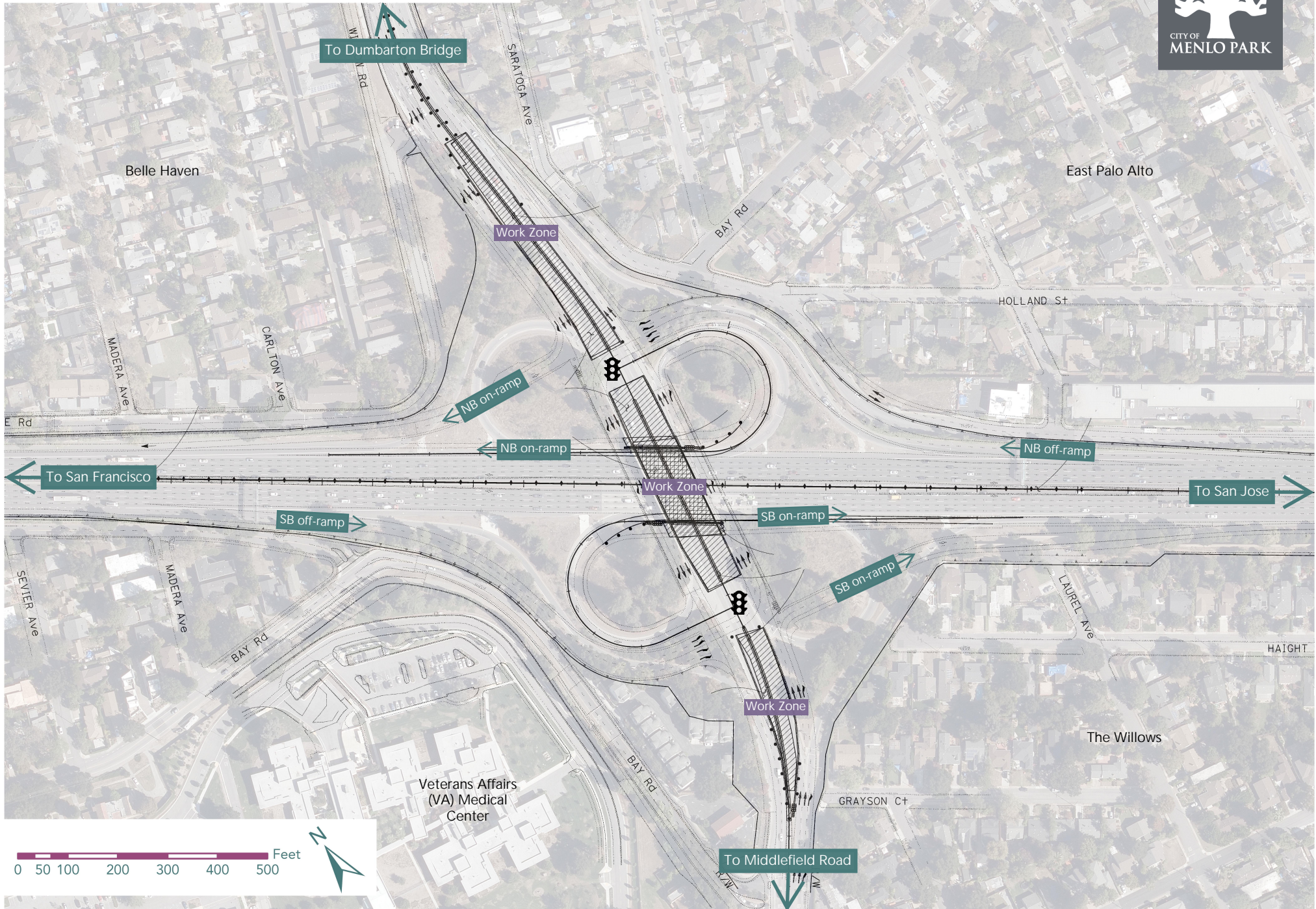
Report reviewed by:

Nicole H. Nagaya, Assistant Public Works Director





WILLOW ROAD - U.S. 101 INTERCHANGE PROJECT  
TEMPORARY CONSTRUCTION LAYOUT (TENTATIVE  
START DATE MID-SEPTEMBER 2018)





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## STAFF REPORT

### City Council

Meeting Date:

8/6/2018

Staff Report Number:

18-160-CC

Informational Item:

Status update on primary argument in favor of a ballot measure proposing the adoption of a charter

### Recommendation

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

### Policy Issues

Primary arguments in favor and against the proposed ballot measure, adoption of a charter, are due August 15, 2018 by 5 p.m. The drafting subcommittee, Mayor Peter Ohtaki and Councilmember Kirsten Keith, are currently writing the primary argument in favor of the measure.

### Background

The City Council held two public hearings on draft charter language March 27, 2018, and May 8, 2018, and conducted a third public meeting to review the final charter language June 19, 2018. The City of Menlo Park has called a General Municipal Election to be held Tuesday, November 6, 2018, to submit to the voters the proposal for the adoption of a charter asserting municipal affairs authority over elections and term limits.

Primary arguments in favor and against as well as the impartial analysis are due to the city clerk by 5 p.m. Wednesday, August 15, 2018. The rebuttal arguments are due to the city clerk by 5 p.m. Friday, August 24, 2018.

### Analysis

The subcommittee is currently writing the primary argument in favor of the ballot measure and have the authority to finalize and sign. If any additional City Council member would like to sign in support of the primary argument please contact the city clerk.

In accordance with the Brown Act, only the subcommittee can draft, edit, and revise the language of the primary argument in favor of the ballot measure before signing the final version and submitting to the County of San Mateo Elections Office for insertion in the Voter Information pamphlet. If the remaining City Council members would like to provide input, suggestions, edits, or other changes to the argument language the matter would have to be agendaized at a public hearing before August 15.

Report prepared by:

Judi A. Herren, City Clerk

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AGENDA ITEM K-1

MAY 30 2018



City Clerk's Office  
City of Menlo Park 400 K Street, Suite 400 • Sacramento,  
California 95814  
Phone: 916.658.8200 Fax: 916.658.8240  
www.cacities.org

Council Action Advised by July 31, 2018

May 17, 2018

**TO: Mayors, City Managers and City Clerks**

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES  
League of California Cities Annual Conference – September 12 - 14, Long Beach**

The League's 2018 Annual Conference is scheduled for September 12 – 14 in Long Beach. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly), scheduled for 12:30 p.m. on Friday, September 14, at the Long Beach Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

**Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, August 31, 2018. This will allow us time to establish voting delegate/alternate records prior to the conference.**

Please note the following procedures are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: [www.cacities.org](http://www.cacities.org). In order to cast a vote, at least one voter must be present at the

## Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.





CITY: Menlo Park

2018 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to the League office by Friday, August 31, 2018. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: \_\_\_\_\_

Title: \_\_\_\_\_

2. VOTING DELEGATE - ALTERNATE

Name: \_\_\_\_\_

Title: \_\_\_\_\_

3. VOTING DELEGATE - ALTERNATE

Name: \_\_\_\_\_

Title: \_\_\_\_\_

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: \_\_\_\_\_ E-mail \_\_\_\_\_

Mayor or City Clerk \_\_\_\_\_ Phone: \_\_\_\_\_
(circle one) (signature)

Date: \_\_\_\_\_

Please complete and return by Friday, August 31, 2018

League of California Cities
ATTN: Kayla Curry
1400 K Street, 4th Floor
Sacramento, CA 95814

FAX: (916) 658-8240
E-mail: kcurry@cacities.org
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