

#### **REGULAR MEETING AGENDA**

Date: 10/13/2020 Time: 4:00 p.m.

**Closed Session: Teleconference** 

Regular Meeting Location: Joinwebinar.com - ID# 140-382-555

#### NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

<u>Teleconference meeting</u>: All members of the City Council, city staff, applicants, and members of the public will be participating by teleconference. To promote social distancing while allowing essential governmental functions to continue, the Governor has temporarily waived portions of the open meetings act and rules pertaining to teleconference meetings. This meeting is conducted in compliance with the Governor Executive Order N-25-20 issued March 12, 2020, and supplemental Executive Order N-29-20 issued March 17, 2020.

- How to participate in the meeting
  - Submit a written comment online: menlopark.org/publiccommentOctober13\*
  - Record a comment or request a call-back when an agenda topic is under consideration: Dial 650-474-5071\*
  - Access the regular meeting real-time online at: joinwebinar.com – Regular Meeting ID 140-382-555
  - Access the regular meeting real-time via telephone (listen only mode) at: (562) 247-8422

Regular Meeting ID 448-178-366 (# – no audio pin)

\*Written and recorded public comments and call-back requests are accepted up to 1-hour before the meeting start time. Written and recorded messages are provided to the City Council at the appropriate time in their meeting. Recorded messages may be transcribed using a voice-to-text tool.

- Watch special meeting:
  - Cable television subscriber in Menlo Park, East Palo Alto, Atherton, and Palo Alto: Channel 26
  - Online: menlopark.org/streaming

Note: City Council closed sessions are not broadcast online or on television and public participation is limited to the beginning of closed session.

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website <a href="https://www.menlopark.org">www.menlopark.org</a>. The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing

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the webinar, please check the latest online edition of the posted agenda for updated information (menlopark.org/agenda).

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.

#### **Closed Session (Teleconference)**

- A. Call To Order
- B. Roll Call
- C. Closed Session

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

C1. Public employment (Gov. Code section 54957.) City attorney recruitment

#### Regular Meeting (Joinwebinar.com – ID# 140-382-555)

- D. Call To Order
- E. Roll Call
- F. Public Comment

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

- G. Presentations and Proclamations
- G1. Proclamation: United Nations 75th Anniversary (Attachment)
- G2. Presentation: Stanford University regarding the land, buildings, and real estate (LBRE) replacement project
- G3. Presentation: San Mateo County Flood and Sea Level Rise Resiliency District
- H. Regular Business
- H1. Consider which City requested work to accompany Facebook's offer to rebuild community facilities located at 100-110 Terminal Avenue (Staff Report #20-228-CC Informe de Personal #20-228-CC)

Web form public comment on item H1.

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- H2. Consider applicants and make an appointment to fill a vacancy on the Environmental Quality Commission (Staff Report #20-222-CC)
- H3. Authorize initiation of a Proposition 218 notification process in preparation to adopt maximum waste rate increases for the next five years (2021-2025) at a public hearing on December 8 (Staff Report #20-229-CC)
- H4. Adopt Resolution No. 6593 and approve the 2019 Citywide engineering and traffic survey and adopt resolution no. to establish recommended speed limits (Staff Report #20-230-CC)

Web form public comment on item H4.

- I. Regular Business no staff presentations
- 11. Authorize the city manager to enter into a contract with Dudek to prepare an environmental impact report and housing needs analysis for the proposed mixed-use project at 123 Independence Drive for the amount of \$251,701 and future augments as may be necessary to complete the environmental review and housing needs assessment for the proposed project (Staff Report #20-226-CC)
- Receive and file the City Council's fiscal year 2020-21 priorities and workplan quarterly updates as of September 30 (Staff Report #20-224-CC)

Web form public comment on item I2.

I3. Adopt Resolution No. 6592 authorizing the city manager to safely reopen public playgrounds with restrictions to comply with public health orders and prevent the spread of COVID-19; and appropriate \$49,500 for required playground cleaning, handwashing stations, and signage (Staff Report #20-227-CC)

Web form public comment on item 13.

#### J. Informational Items

- J1. Annual inflation protection adjustment to the local minimum wage effective January 1, 2021 (Staff Report #20-225-CC)
- J2. City Council agenda topics: October 2020 to December 2020 (Staff Report #20-223-CC)
- K. City Manager's Report
- L. City Councilmember Reports
- M. 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 Council 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.

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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. For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

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 by request by emailing the city clerk at <a href="mailto:jaherren@menlopark.org">jaherren@menlopark.org</a>. 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 and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 10/8/2020)

# **PROCLAMATION**

# United Nations 75th Anniversary 2020 and Beyond: Shaping Our Future Together

WHEREAS; 2020 marks the 75th Anniversary of the founding of the United Nations; and

**WHEREAS**; for 75 years the United Nations, born from the rubble and devastation of World War II, has been the beacon of light for multilateralism, international peace and security, human rights, and diplomacy among nation states; and

**WHEREAS**; the active participation of global civil society, governments and world leaders is an essential component for the continued success and strength of the United Nations and the collective fulfillment of the United Nations Sustainable Development Goals by year 2030; and

**WHEREAS**; the United Nations has declared this year to be UN75 2020 and Beyond: Shaping Our Future Together, and has encouraged all citizens across the world to join the largest global conversation and build the future we want by its centenary in 2045; and

**WHEREAS**; the United Nations Association-Mid-Peninsula is committed to engaging its membership and broader community about the principles and work of the United Nations and to encourage active participation in UN75 activities; and

**WHEREAS**; the United Nations Association-Mid-Peninsula recognizes its important role in promoting and supporting the principles and work of the United Nations in order to address the most pressing global issues facing humanity; and

**WHEREAS**; the citizens of Menlo Park California should participate in commemorating the United Nations' 75th Anniversary throughout 2020.

**NOW THEREFORE, BE IT PROCLAIMED** that I, Cecilia Taylor, Mayor of the City of Menlo Park, on behalf of the City Council, do hereby proclaim the 75th Anniversary of the United Nations and its continued call for international cooperation with a pride flag raising ceremony on October 24, 2020 at the City Hall.

Cuilia Taylor

AA373F6C54BE48A...

Cecilia Taylor, Mayor

October 2020

DocuSigned by:

#### City Manager's Office



STAFF REPORT

City Council

Meeting Date: 10/13/2020 Staff Report Number: 20-228-CC

Regular Business: Consider which City requested work to

accompany Facebook's offer to rebuild

community facilities located at 100-110 Terminal

Avenue

#### Recommendation

Staff recommends that the City Council:

- Identify which City requested work items from the term sheet to incorporate into the project design for the Menlo Park Community Campus (MPCC) located at 100 Terminal Ave. (Attachment A)
- Provide direction on funding sources/strategies for the City requested work.
- Authorize the reimbursement of design fees up to a maximum of \$500,000 for work through project approvals currently targeted in January 2021.

#### **Policy Issues**

This generous offer to build a new public facility in the Belle Haven neighborhood provides an exciting opportunity for the community for generations to come. On multiple occasions over the past nine months, the City Council has established this project as one of the City's top priorities, most recently August 18.

#### Background

In October 2019, Facebook announced its intent to collaborate with the community and the City to build a new multigenerational community center and library on the site of the current Onetta Harris Community Center (OHCC), Menlo Park Senior Center and Belle Haven Youth Center located at 100-110 Terminal Avenue. On January 28, the City Council approved a resolution of intent to collaborate with Facebook and accept the offer (Attachments C and D.)

On September 15, the City Council approved the term sheet (Attachment E), conceptual design and project review process. In addition, the City Council provided direction to explore adding the pool to the community amenities list, pursue the design that demolishes the existing pool, add a secure facility for bicycles, and explore a fossil fuel free facility.

Information related to the project, including all previous meetings, is available on the City-maintained webpage (Attachment F.)

#### Project schedule and review process

The remaining steps are as follows:

- October 12 Planning Commission study session
- October 13 City Council direction on additional City requested work
- November 10 City Council approval of the final interim services plan
- December 7 Planning Commission public hearing to make a recommendation on the project
- January 12, 2021 City Council public hearing on binding agreement, project and California Environmental Quality Act (CEQA) determination plus identification of funding to rebuild the pool concurrently with the new building and other City requested work

If the project is approved in January 2021, this would result in the following schedule for project completion assuming this remains a high priority project for the City:

- June 2021 Facility closures
- July to August 2021 Remediation and demolition
- Spring 2023 Facilities re-opening

#### **Analysis**

#### Term sheet – City requested work

Per term sheet item 3 (City requested work), the City is responsible for funding additional work and is responsible for separately contracting for the additional work unless it is integral to the design of the main project. The types of enhancements that the City is considering as itemized in item 3a of the term sheet are as follows:

- i. A new swimming pool and all associated support systems including a pool mechanical equipment building.
- ii. Upgrading the building to a Red Cross evacuation center (instead of a standard community building),
- iii. Deploying emergency backup power (e.g., diesel generator),
- iv. Installing solar carports,
- v. Pursuing Leadership in Energy and Environmental Design (LEED) platinum or equivalent (instead of LEED gold),
- vi. Designing and installing a microgrid,
- vii. Deconstructing the existing buildings deconstruction (instead of demolishing them),
- vii. Replacing the on-site water main replacement,
- ix. Extending a recycled water main extension to serve the site in the future,
- x. Undergrounding utilities (communication and potentially electric distribution lines)

Additionally, staff is pursuing options for securing rights to continue to use lands currently owned by PG&E, including the option to acquire the land to provide more certainty for the project and long-term benefits for the City.

The project enhancements are described below, summarized in a table (Attachment A) and shown on an illustrative site plan (Attachment B.) Of these items, only item vii (water main replacement) has been funded to date. For ease of reference, the numbering uses more conventional Arabic numerals instead of lowercase Roman numerals contained in the term sheet.

1. New swimming pool: \$7.4 million

This project enhancement would allow for a new pool facility to be designed and constructed (under separate contract directly with the City) on the same timeline as the building construction. Following the recommendations in the Belle Haven master plan, the new facility would feature two separate

swimming areas with differing water temperatures. A lap swim / competition pool would support water polo, synchronized swimming, and other performance and training activities. An adjacent instructional pool with warmer water temperature would serve swim lessons, exercise classes, wellness and recreational activities. The facility would also feature a water play area that could be separate from, or integrated as part of a shallow entry area into the instructional pool. The project would utilize the locker rooms and check in at the new MPCC main building, but would also include a stand-alone pool mechanical building to house pool equipment and chemical systems.

- 2. Red Cross evacuation center: \$0.750 million
  - This project enhancement would include modifications to the structural and mechanical systems required by building code to allow the facility to be designated and utilized as a Red Cross Evacuation Center.
- 3. Emergency backup power (diesel generator): \$0.150 million
  This project enhancement proposes to purchase a mobile 200 kilowatt generator. In order to guarantee
  the supply of power to the facility for an extended (multiday) power outage, an emergency generator
  would be needed to either power the facility directly or recharge an emergency battery backup system.
  The mobile generator could either be stored on-site or at another location (to be determined) and only
  brought to the site when necessary.
- 4. Solar carports: \$0.750 million (each location)
  This project enhancement would construct parking lot canopied solar panel installations in two
  potential locations on-site. The first location would be within the newly constructed parking area
  covering roughly 50 parking spaces capable of hosting a 160 kilowatt solar array. The second location
  would be the existing parking serving Kelly Park also covering approximately 50 parking spaces with
  similar energy generation. Either location can be 'prewired' with empty conduit and the building
  systems made ready to accept future solar panel arrays if this options is not selected at this time.
- 5. LEED platinum upgrade: \$0.350 million This project enhancement would propose to upgrade the facility from a LEED gold certified facility to a LEED platinum certified facility. A LEED Scorecard is attached (Attachment G) for reference that indicates the project team's proposed pathway to both LEED gold and LEED platinum. The project team has followed guidance provided by the City's sustainability division in identifying credits that align with the City's overarching goals in selection of credits being sought. The largest single cost item would be the inclusion of a 40 kilowatt solar panel system would help to achieve this level of certification.

Maximize rooftop solar: \$0.250 million

Beyond a proposed 40 kilowatt rooftop system needed to achieve LEED platinum certification, the project team has identified that the rooftop has capacity to host an additional 67 kilowatts (for a total of 107 kilowatts.)

6. Renewable energy microgrid: \$0.60 - \$1.2 million This project enhancement would propose to include a renewable energy microgrid system to both maximize the benefits of on-site solar energy production and also provide emergency power for varying times depending on the system selected. Preliminary energy modeling of the facility suggests that in an ongoing power outage a 600 kilowatt-hour system (\$600,000) reserving 50 percent battery capacity for emergencies could provide 12 hours of backup power to the facility. A 1,200 kilowatt-hour system (\$1.2 million) reserving 50 percent battery capacity for emergencies could provide 24 hours of backup power to the facility. By maximizing rooftop solar and installing carport solar, a 1,200 kilowatthour system could allow for ongoing energy supply for emergency power from on-site renewable energy under certain conditions, however, energy production is largely dependent on weather and time of year. Other local installations of microgrids that require emergency power supply still utilize diesel generators as a backup power source. A draft site microgrid/solar analysis is included as Attachment H

- 7. Building deconstruction versus demolition: \$0.400 million
  - This project enhancement would propose to deconstruct the facility as an enhancement above and beyond normal demolition. While the demolition of the facility is expected to achieve 70-80 percent diversion of material from landfill via recycling, deconstruction would go above and beyond, identifying materials that could be salvaged and donated to be re-used on other projects. Preliminary discussions indicate that there may not be enough salvageable material to warrant this effort and the City as the project owner is unable to take advantage of the financial benefits of such donations.
- 8. Water main replacement: \$0.800 million

This project enhancement would replace the existing water main that crosses through the project site from Terminal Avenue to and across the railroad tracks to the North. The existing water main on-site is near the end of its useful life and could potentially be impacted by demolition efforts due to its proximity to the buildings being removed. This enhancement has already been funded through the City's water fund as part of the fiscal year 2020-21 capital improvement plan (CIP) adoption.

- 9. Recycled water connection from Chilco Street: \$0.414 million
  This project enhancement would propose to install a recycled water service line (for future recycled water service) from Chilco Street to the project site crossing the railroad tracks. Utilization of recycled water would be incumbent upon the completion of a wastewater treatment facility by West Bay Sanitary District near Bedwell Bayfront Park and system buildout. The MPCC project site would be plumbed ready to accommodate recycled water usage when available.
- 10. Utility undergrounding: \$0.250 million

This project enhancement would propose to underground certain overhead utilities on the project site. Data and telecom lines beginning at the entry to the facility at Terminal Avenue that enter the site and then cross the site to the Beechwood School entrance would be placed underground. Electrical distribution lines that cross through the front parking lot to the Beechwood School would also be placed underground. Existing overhead electrical transmission that cross the site would remain.

Pursuing all items listed above, including the install of solar over the existing parking lots at Kelly Park would total \$12.664 million.

#### **Funding options**

#### Measure T

Based on the project schedule, the most likely source of funding that would be available in a timely fashion would be Measure T recreation bonds approved by Menlo Park voters in 2001. To date, approximately \$24 million has been spent on projects and \$14 million remains. The bonds are paid for by all property owners based on assessed (not market) value of properties. For each \$1 millions of assessed value, property owners are currently paying approximately \$65 per year through 2040. In order to tap the remaining \$14 million, property owners would need to pay an additional \$45 per year (totaling \$110 for \$1 million assessed value) through 2040. If the City Council were to consider the use of Measure T funding, the City Council would need to make such a decision by January 2021 at the latest because it takes approximately six months to access the proceeds of the bond sales. Additional information related to

Measure T bonds is available through an August 27, 2019 staff report regarding the refinancing of the bonds (Attachment I.)

#### Other funding options

The following provides a summary of other potential funding options:

- General fund reserves: The City of Menlo Park has reserves totaling approximately \$42 million. The
  vast majority are designated to specific purposes per various City Council polices. The unassigned
  fund balance is estimated at \$2.09 million.
- Capital improvement plan funding: The City Council could consider defunding or delaying implementation of other capital projects. Attachment J provides a listing of projects with eligible fund sources.
- Community amenity: On September 15, the City Council provided direction to pursue an update of the
  Community Amenity list to include a new pool. On October 6, the City Council created a subcommittee
  to begin work on updating the list. This option provides an opportunity for funding, but not on a timeline
  that would allow for concurrent construction of the MPCC and a new pool. In order to meet the
  timeline, a new development project proposing the amenity in conjunction with the project would need
  to be approved by January 2021.
- Donations: Similar to the Facebook offer, entities in the community may come forward to offer donations to assist with the funding of the overall project.
- Grants: Staff is always looking for eligible grant opportunities. If any opportunities present themselves in the coming months that could meeting the project schedule, staff will bring them forward.

#### Design cost reimbursement

In order to maintain the project schedule, Facebook has asked for decisions on which City requested work should be included in the project design. Facebook is estimating that the design work to continue making project on the project design through project approval in January 2021 is approximately \$476,000. These design costs are included in the cost estimates above. In order to continue to advance the project and allow for some contingency, staff recommends authorization of a not to exceed amount of \$500,000 for reimbursement by Facebook as part the binding agreement targeted for approval in January 2021. Facebook is willing to advance these funds if the City Council passes a motion indicating support for this reimbursement.

#### Recommendation

Staff met with the City Council Subcommittee comprised of Mayor Taylor and City Councilmember Carlton. The subcommittee expressed general support for pursuing a design that incorporates all of the features listed under City requested work while working to identify funding to cover the construction costs.

Staff is seeking direction from City Council as to which funding options to pursue in more detail besides the Community Amenity option, which already underway. Depending on City Council direction, staff will return with the funding plan as part of project approval in January 2021 and return to City Council this calendar year to seek more refined direction on specific funding options.

#### Impact on City Resources

Staff estimates the value of the offer at approximately \$40 million. On the July 28, the City Council approved the CIP budget for fiscal year 2020-21, which allocated an additional \$3.850 million, plus carry-over funds of \$2.132 million for a total project budget of approximately \$5.982 for the City's base-level

commitments, including interim services, as detailed in Table 1.

Table 1: Base Level Budget Commitment									
Item	Budget								
Soft costs (permitting, inspections, professional services)	\$1,027,063								
Interim services	\$1,000,000								
Furniture, fixtures and equipment (FF&E)	\$2,432,260								
Staff time	\$372,300								
Photovoltaic removal	\$350,000								
Water main replacement	\$800,000								
Total	\$5,981,623								

Staff estimates that the inclusion of the reconstruction of the pool in the project could require approximately \$7.4 million in additional funding. Other potential project enhancements could cost an additional \$3.100 to \$5.264 million.

#### **Environmental Review**

This action is not a project within the meaning of the CEQA Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment. The proposed building is a project under CEQA and staff believes that the project is eligible for a Class 2 exemption for the replacement of existing facilities (§15302.) The final CEQA determination will occur later in the process at the time of project approval.

#### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. In addition, the City sent electronic notices via Nextdoor, Facebook and directly to project email and text update subscribers from the project page (Attachment F.)

#### **Attachments**

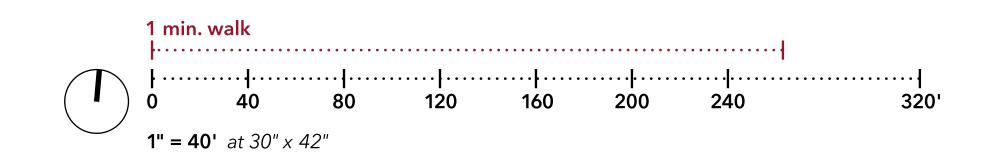
- A. City requested work summary table
- B. Illustrative site plan showing City requested work
- C. Offer letter from Facebook, dated December 16, 2019
- D. Resolution No. 6537 approved January 28
- E. Term sheet approved September 15
- F. Hyperlink project page: menlopark.org/communitycampus
- G. LEED scorecard
- H. Microgrid feasibility analysis
- I. Hyperlink August 27, 2019 staff report: menlopark.org/DocumentCenter/View/22628/H5---20190827-Approve-GO-Bond-refunding-CC
- J. CIP project summary

Staff Report #: 20-228-CC

Report prepared by: Justin Murphy, Deputy City Manager

			(	Cost Estimat		_				
	Item No.			applicable	so	ft costs)				
Term	on			_			Explanation of Difference between			
Sheet #	Exhibit	Description		Base		Alternate	Low and High Cost Estimate			
l i	1	new swimming pool	Ś	7,400,000	Ś	7,400,000				
<u> </u>	_	Red Cross Evacuation Center (instead of a	_	7,100,000	7	7,100,000				
ii	2	standard community building)	\$	750,000	\$	750,000				
:::	2	omorganov backup povor (discal gonorator)	۲	150,000	۲	150,000				
iii	3	emergency backup power (diesel generator) installing solar carports to maximize on-site	\$	150,000	\$	150,000	Base cost for new parking lot only; Alternate cost			
is a	4A 4D		ے ا	750,000	۲	1 500 000	, , ,			
iv	4A, 4B	solar generation	\$	750,000	Ş	1,500,000	includes solar over Kelly Park parking lot			
V	5	LEED Platinum (instead of LEED Gold)	\$	350,000	\$	350,000				
Marri	_	Maximize reef ton solar boyond LCCD	۲	350,000	۲	250,000				
New	5	Maximize roof top solar beyond LEED	\$	250,000	\$	250,000	Base cost for 12 hour battery back up; Alternate			
:	_		ہ	600,000	, ا	1 200 000	· · · · · · · · · · · · · · · · · · ·			
vi	6	renewal energy microgrid	\$	600,000	Ş	1,200,000	cost for 24 hour battery back up Project could be bid in Spring 2021 with an option			
vii	7	building deconstruction (instead of demolition)	\$	-	\$	400,000	for deconstruction; no design implications			
viii	8	water main replacement	\$	-	\$	-	Already funded			
ix	9	recycled water connection to Chilco	\$	-	\$	414,000	Recycled water delivery is at least 5 years out			
							·			
х	10	undergrounding utilities	\$	250,000	\$	250,000				
		Subtotal 2 through 10	\$	3,100,000	\$	5,264,000				
		Total	\$:	10,500,000	\$	12,664,000				





December 16, 2019

City Council City of Menlo Park 701 Laurel St. Menlo Park, CA 94025

Re: Multi-Generational Community Center and Library in Belle Haven

Dear Mayor Mueller and Honorable Members of the City Council:

On behalf of Facebook, I am honored to submit our proposal to explore funding and the development of a new multi-generational community center and library for Menlo Park's Belle Haven neighborhood. This is an incredibly exciting project that will bring vitality and vibrancy to Belle Haven, and ties back to the long-term vision that we share for our surrounding community.

As you know, we have a long history of partnering with the City – dating back to the 2011 Belle Haven & Willow Business Area Design Charrette that we initiated when we moved to Menlo Park. That was the catalyst for our collaboration with the community to realize our shared goals and create a sense of place. Eight years after making Menlo Park our home, our commitment has not wavered, and we are in a strong position to make this donation.

Today, we are presenting the City an opportunity to continue our work together and move these important efforts forward. The purpose of this letter is to suggest a framework for completing the Belle Haven Senior Center and Onetta Harris Community Center as quickly as possible – a project that we know from listening to residents has been a long-desired wish of the community.

Before getting into the framework, I want to address why we're making this significant philanthropic commitment and clarify that the Community Center should be treated as a standalone endeavor that is not connected to any other Facebook project. By providing updated facilities, our goal is to give residents a welcoming place to gather, celebrate and reinforce the social fabric that makes this neighborhood special.

This is an ambitious undertaking but fortunately, we have a head start. Through the City's development of the Parks and Recreation Facilities Master Plan and Belle Haven Branch Library studies – as well as our own engagement – we have direct input from the community, City staff and City Council. We want to thank Mayor ProTem Cecilia Taylor, whose leadership enabled us to begin working with architect Hart Howerton to develop preliminary space/site plans and a conceptual design for the project. We hope our proposal will go a long way in meeting the City and community's desired goals of redeveloping the existing facilities.

With Facebook's bias for action, we can quickly turn this vision into a reality – and we think it's feasible to do so within 2.5 years. This expedited schedule is contingent upon leveraging existing information and achieving consensus among key stakeholders, including community members, City staff and City leadership.

With the above in mind, we propose that the project proceed in two phases as outlined below:

#### Phase One - Outreach, Design, Space Programming and Approvals

As mentioned above, we have developed a preliminary space plan and building design concept. As a first step in conjunction with the city, we plan to present the concept and preliminary space plan at a community meeting in Belle Haven in mid-January and at a City Council meeting in late January. These meetings will give the city council, community and stakeholders the opportunity to share initial feedback and discuss the types of activities and programs the community would like to have in the new facility.

In February and March, we will hold additional meetings with the community and operations staff to further define the space needs. In January, we'll provide additional information on the community engagement plan and give specific details on the meetings to be held. We envision the meetings will provide additional data on the types of programs the community would like to see run in the new facilities. Facebook will not decide what programs will be operated in the facility, as that will be for the City to determine.

After those meetings, we will consider all the feedback and work with the architect to further refine the floor plans and building design. The updated design will then be presented to the Planning Commission and City Council for approval in the summer of 2020. While the design will need to be refined through the process outlined above, we plan to study the following:

- New youth facilities and a new senior center;
- Health & fitness facilities (gymnasium);
- Incorporation of the proposed Belle Haven Library program into the facility;
- Renovated amenities near the existing swimming pools, such as new locker rooms and additional areas for picnics and gatherings. At this time, Facebook is not offering to pay for a complete reconstruction of the swimming pools; however, we are willing to work with the City to understand what improvements can be accommodated within the budget for the project. Facebook is open to building new pools if additional funding sources are identified by the City or third parties.
- Improved access to Kelly Park by extending pedestrian access through a breezeway in the new building and by better orienting new communal spaces to the park; and
- Additional amenities, such as a new arrival area and improvements to the parking lot, circulation and drop-off zones.

During this phase, we would also complete the following steps:

- 1. Gather information to ensure that our proposal will meet Menlo Park's existing zoning and building requirements. To keep the project on track, we intend to design a building to meet the parameters of a categorical exemption to satisfy the environmental review Class 2 replacement of existing facilities.
- 2. Conduct due diligence on the site to ensure we understand its condition and whether there is anything that may affect the feasibility of the different redevelopment options or inform the design. This involves understanding the parameters for geotechnical conditions, site easements and location of existing site conditions and utilities.
- 3. Our team will work with the City Manager and the City Attorney to develop an agreement that documents project development details related to design, construction, financing, operations and maintenance.
- 4. We anticipate that Facebook would act in the capacity of a master developer and be responsible for design and construction, with the scope of our funding commitment contingent on the outcome of the design process. If there are additional items the City would like to see included that are not a part of the fixed budget, such as replacement of the swimming pool, then those items would need to be funded with contributions from the City.

Our interest in this project is driven in large part by our desire to deliver benefits to the community in a relatively short duration. If this initial phase takes more than 6 months, we will reassess whether the project is feasible under the goals we have outlined in this letter.

#### Phase Two - Developing Construction Plans & Building

During the second phase, we will finalize the technical requirements of the project, develop plans for construction, submit plans to the City for permit and ultimately demolish the existing facilities and construct the facility.

Details related to construction phasing, timing, community notifications and progress reporting would also be developed during this phase. We optimistically believe that we can complete construction within 18 months after receiving the building permit.

#### Further Clarifications

- 1. Facebook is proposing that Hart Howerton be the lead project planner and designer and that the City retain a consultant to help guide requirements.
- 2. While the site plan that we have developed does allow for some of the existing facilities to remain open during construction, it does add risk to the project schedule, and we would need to ensure the public can safely access facilities given the proximity to the new construction. Facebook's preference would be to relocate all existing programs with the expectations of the requirements to maintain access for Beechwood and the soccer fields.

- 3. The project is expected to be phased, and Facebook will not be responsible for providing temporary facilities during the construction period.
- 4. We ask that the City Council designate this project as a priority project and direct staff to prioritize timely project approvals and plan check / permitting reviews. Currently, permits can take up to 8 months after projects are approved, and our request for this project is that permits be issued within 2 months of submittal. This will lead to an expedited completion date and ultimately benefit the residents of Menlo Park.
- 5. We are also requesting that the City cover all costs related to processing of the project approvals, permitting, plan checking and building department inspections.
- 6. Facebook is not responsible for developing or funding the activities and programs that will be run from the new facility.
- 7. The City will be responsible for all ongoing operations and maintenance costs associated with operating the facility. Facebook will, however, assign the City any construction warranties it receives.
- 8. Formal roles and responsibilities between Facebook and the City will need to be established so expectations and lines of communication are clear for all parties. In order to move quickly, communication will need to be streamlined.

#### **Next Steps**

As for immediate next steps, we anticipate working with the community and the City to schedule the community outreach and engagement meetings and, with City Council support, proceeding with the tasks outlined in phase one above.

This project is an exciting opportunity to provide a tremendous neighborhood resource that will serve as a community gathering place in Menlo Park, the place we consider home. Thank you for this opportunity, and we look forward to working closely with you, Menlo Park's Belle Haven residents and City staff on this important initiative.

Sincerely

John Tenanes

cc: Starla Jerome-Robinson, City Manager
William McClure, City Attorney
Deanna Chow, Interim Community Development Director

#### **RESOLUTION NO. 6537**

RESOLUTION OF INTENTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK TO COLLABORATE WITH FACEBOOK, INC. FOR THE CONSTRUCTION OF A NEW COMMUNITY CENTER AND LIBRARY IN THE BELLE HAVEN NEIGHBORHOOD

WHEREAS, on December 16, 2019, the City Council of the City of Menlo Park received a proposal from Facebook Inc. proposing to explore funding and development of a new multi-generational community center and library located in Menlo Park's Belle Haven neighborhood, replacing existing community center, senior center, youth center, pool house, and library facilities; and

WHEREAS, the proposal outlines a two-phase project schedule, with Phase One occurring over six months, from January to June 2020, and Phase Two occurring over two years, from July 2020 to July 2022, with a goal of starting construction through demolition of existing facilities in January 2021; and

WHEREAS, the proposal requests that the City Council designate this project as a priority project and direct staff to prioritize timely project approvals and plan check / permitting reviews; and

WHEREAS, Phase One would include obtaining the necessary City approvals for the design of the project and the City and Facebook, Inc. entering into an agreement that documents project development details related to design, construction, financing, operations, and maintenance for the project; and

WHEREAS, Phase Two of the proposal would result in the completion of construction documents, permitting, and construction of the building; and

WHEREAS, the intent of the proposal is to design a building to meet the parameters of a California Environmental Quality Act (CEQA) Class 2 categorical exemption as a replacement of existing facilities; and

WHEREAS, the project is anticipated to receive input from the Library Commission and Parks and Recreation Commission and approvals from the Planning Commission and City Council; and

WHEREAS, a community public engagement plan for the project, a joint effort between Facebook, Inc., City staff, and the City Council ad hoc subcommittee, was presented to the City Council on January 28, 2020, outlining the level of public engagement by project component and the role of City Council advisory bodies and community in the project approval process; and

WHEREAS, the proposal outlines that the City will be responsible for relocating existing programs into temporary facilities for the duration of construction and will be responsible for the future programming of the facility; and

WHEREAS, the proposal outlines that the City will be responsible for all costs related to project approvals, permitting, plan checking and inspections, and for all ongoing operations and maintenance costs of the facility; and

WHEREAS, the City entered into an agreement with Noll and Tam Architects for the design of the Belle Haven branch library; and

Resolution No. 6537 Page 2 of 3

WHEREAS, the City intends to revise the scope of work with Noll and Tam Architects for design assistance on the project to provide expertise on programmatic requirements, performance criteria, and act as an Owner's representative, as needed; and

WHEREAS, the City intends to seek funding for the replacement of the Belle Haven pool for inclusion as part of the project; and

WHEREAS, the City will retain the right to name the facility and will develop a process to determine the name of the facility.

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 declare its intent to collaborate with Facebook Inc. for the construction of a new community center and library in the Belle Haven neighborhood with the following clarifications and actions:

- Accept the proposal from Facebook, Inc. for the construction of a new community center and library in the Belle Haven neighborhood.
- 2. Designate the project as a priority project and direct staff to prioritize timely project approvals, plan check and permitting reviews.
- 3. Direct staff to develop a draft agreement with Facebook, Inc. that documents project development details related to design, construction, financing, operations, and maintenance for the City Council's consideration.
- 4. Accept the public engagement outline for the project presented to the City Council on January 28, 2020 identifying the level of public engagement the role City Council advisory bodies and the community, as a joint effort with Facebook and led by the City.
- 5. Revise the scope of work with Noll and Tam for design assistance on the project to provide expertise on programmatic requirements, performance criteria, and act as a subject matter expert, as needed up to the current contract amount of \$160,000.
- 6. Direct staff to identify a project budget and recommend contracting authority modifications specific to this project for items not included in the offer.
- Amend the fiscal year 2019-20 budget to merge the Belle Haven Branch Library project and the Belle Haven Youth Center Improvement project into a single Belle Haven community center and library project.
- 8. Direct staff to seek or identify funding for the replacement of the Belle Haven pool for inclusion as part of the project for the City Council's consideration.
- 9. Direct City staff and the City Council ad hoc subcommittee to develop a community process, including a timeline, to determine the name of the new multipurpose, multigenerational facility while reflecting history.
- Direct staff to evaluate and propose specific environmental, sustainability, and resiliency goals for the project in order to understand project cost implications and tradeoffs.

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 twenty-eighth day of January, 2020, by the following votes:

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Resolution No. 6537 Page 3 of 3

AYES:

Carlton, Mueller, Nash, Taylor

NOES:

None

ABSENT:

None

ABSTAIN:

None

RECUSED:

Combs

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twenty-eighth day of January, 2020.

Judi A. Herren, City Clerk

### Menlo Park Community Campus Term Sheet

Facebook has offered to provide funding and development of a new multi-generational community center, including senior center, youth center and library, for a new community campus in the Belle Haven neighborhood (the "Project"), in accordance with preliminary space plans and building design concept that are subject to final review and approval by the Menlo Park City Council, as generally set forth in Facebook's letter to the City Council dated December 16, 2019. The Project includes the remediation and demolition of all of the existing facilities, including the pool. The following is a summary of the terms to be incorporated into a definitive agreement between Facebook and the City of Menlo Park.

#### 1. Facebook's Obligations

- a. Design, obtain entitlements for, and construct the Project in accordance with mutually agreeable plans (to be attached as an exhibit to the agreement). Facebook will have sole discretion over the means and methods of design and construction including the selection of the architect, engineers, design consultants, general contractor and all subcontractors. The agreement will identify scopes of work and materials outside of the Project (e.g., furnishings, IT equipment, etc.). Facebook will be responsible for unforeseen/unanticipated conditions (subject to its termination right described in Paragraph 6).
- b. Prepare a budget for the Project. If the cost of the Project is projected to exceed the budget, then the City and Facebook will work together to identify modifications to the Project that allow it to fit within the budget.
- c. Pay prevailing wage for all work done on the Project.
- d. Work with the City and the surrounding neighborhood to minimize impacts on the neighborhood during construction.
- e. Assist the City in pursuing CPUC 851 permits/approval for acquisition of, or work within, PG&E parcel(s).
- f. Obtain fixed bids/pricing for City requested work (described in Paragraph 3) to assist City in determining whether to include some or all of such additional work.

#### 2. City's Obligations

- a. Timely process all building permit applications. The City will make a good faith effort to expedite the plan check process with the goal of issuing building permits within two months of submittal of the complete application post-entitlement.
- b. Make good faith efforts to assist Facebook with resolving permitting issues with other public agencies, utilities, and neighboring property owners, if any.
- c. Waive all costs in connection with processing Project approvals, staff time, permits, plan check, and building division inspections, etc.
- d. Waive all applicable development impact fees.
- e. Work with the community to develop and implement a plan to accommodate existing community programs that will be displaced during the construction period. Facebook has no responsibility for interim facilities or programming.
- f. Work with Facebook on closures during the construction phase. During construction, the site will be closed except that access must be maintained to Beechwood School and the sports fields.
- g. Bear all costs in connection with programming, operation, and maintenance of the new facilities. Facebook is not responsible for any ongoing costs.

h. Bear all costs in connection with acquiring PG&E parcel(s) [fee, easement or license] and obtaining CPUC 851 permits/approval for acquisition of, or work within, PG&E parcel(s).

#### 3. City Requested Work

- a. The City will have the right to propose work in addition to the Project but related to the Project such as the following:
  - i. a new swimming pool and all associated support systems including a pool mechanical equipment building,
  - ii. upgrading the building to a Red Cross Evacuation Center (instead of a standard building),
  - iii. deploying emergency backup power (e.g., diesel generator),
  - iv. installing solar carports to achieve Net Zero Energy,
  - v. pursuing LEED Platinum or equivalent (instead of LEED Gold),
  - vi. designing and installing a microgrid,
  - vii. deconstructing the existing buildings (instead of demolishing them),
  - viii. replacing the on-site water main,
  - ix. extending a recycled water main to serve the site in the future,
  - x. undergrounding utilities (communication and potentially electric distribution lines).
- b. The City will be responsible for all costs of any City requested work.
- c. The City would contract directly with the contractors for any City requested work (except that Facebook will consider contracting for minor ancillary work and/or works that cannot be separated from the main building construction contract). The agreement will include a process for proposing and finalizing City requested work. If the City desires to include any City requested work, Facebook will cooperate and coordinate with the City and at the City's request, Facebook will obtain fixed bids/pricing for City requested work from Facebook's contractors.
- d. As a condition to performing any City requested work, Facebook may require the City to demonstrate that sufficient funds are available to cover the full cost of the City requested work that Facebook is performing.

#### 4. Proposed Schedule

- a. The agreement will include a Project schedule.
- b. Facebook will not be liable for delays. Facebook will, however, make a good faith effort to complete the Project within 24 months of demolition of the existing facility (subject to force majeure including shut downs by government order).

#### 5. Naming Rights

a. The City will have the right to name the facility. The City will, however, meet and confer with Facebook with respect to the facility's name. The City will not license or otherwise sell naming rights to the facility.

#### 6. Termination; Suspension

- a. Termination Prior to Commencement of Construction: Facebook may terminate the agreement with or without cause before demolition of any existing facilities. If Facebook terminates the agreement without cause, then it will reimburse the City for its out of pocket costs and staff time but no other damages. If Facebook terminates the agreement with cause [to be defined], it will not be liable for any costs incurred or damages sustained by the City.
- b. Termination After Commencement of Construction: Facebook may not terminate the agreement after demolition of the building(s) without cause [to be defined]. If Facebook terminates the agreement without cause or if the City terminates the agreement for cause, the City may complete the Project and Facebook will be responsible for the cost to complete the Project, together with all damages sustained by the City as result of the delays in completing the Project due to such termination. If Facebook terminates the agreement for cause, Facebook will not be liable for completing the Project or for any damages and the City shall determine whether and how to complete the Project.
- c. Upon termination, with or without cause, Facebook will use commercially reasonable efforts to assign all design, construction and other Project related contracts to the City.

#### 7. Indemnification; Warranties

- a. Facebook will indemnify the City from third party claims arising out of construction of the Project (excluding claims attributable to the City's negligence or willful misconduct). Facebook will not, however, be liable for construction defects (see below). The City will indemnify Facebook and its designers from third party claims arising from events occurring after turnover of the site to the City (excluding claims attributable to the indemnitees' negligence or willful misconduct).
- b. The improvements will be delivered "as-is" and Facebook will not be liable for construction defects. The agreement will, however, include a process for identifying punch list items and agreeing on final completion. Facebook will assign all construction warranties to the City and cooperate with the enforcement of those warranties.

This Term Sheet is a non-binding document for discussion purposes only. Neither party is obligated to proceed with the proposed Project unless until the parties enter into a binding agreement setting forth all materials terms, provisions and obligations of the parties.

#### ATTACHMENT G

# ■ Stok Menlo Park Community Center

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	1			D	Credit	Integrative Process - In design phases, achieve synergies between building, energy AND water related systems	্ৰ									
	1			Tota	als		1									
			16	D	Credit	LEED for Neighborhood Development Location - Locate within LEED ND certified development site boundary	16									
1				D	Credit	Sensitive Land Protection - Develop on previously developed land or follow criteria for non - sensitive	:1:									
			2	D	Credit	igh Priority Site - Locate project on infill location in historic district, priority designation or brownfield										
	2		3 D Credit Surrounding Density & Diverse Uses - Site within 1/4 mile of surrounding density criteria and/or a 1/2 mile of diverse uses													
	1		4	D	Credit	Access to Quality Transit - Locate functional entries within 1/4 mile of existing transit or 1/2 mile of planned transit services	5									
	1			D	Credit	Bicycle Facilities - Provide a bike network and storage areas	<b>ា</b> 1									
		1		D	Credit	Reduced Parking Footprint - Don't exceed minimum local code requirements for parking capacity	113									
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	1				Credit	Site Assessment - Complete site survey including: topography, hydrology, climate, vegetation, soils, human use, human health	347									
		1	1	D	Credit	te Development - Protect or Restore Habitat - On-site restoration OR financial support										
	1			D	Credit	pen Space - Provide outdoor space greater than or equal to 30% of total site area, 25% of which is vegetated										
		2	1	D	Credit	Rainwater Management - Manage runoff for at least the \$5th percentile of local rainfall events	3									
	2			D	Credit	Heat Island Reduction - Meet nonroof and roof criteria OR place a minimum of 75% parking spaces under cover										
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	YES	LIKELY	NAVBE	0	Phase	Credit Number	Credit Name	Points Available								
1					D	Prereq	Storage and Collection of Recyclables - Dedicated areas for waste collection, collection and storage	N/A								
- 1		Etau	HES I		D	Prereq	Construction and Demolition Vaste Management Planning - Establish C&D waste diversion goals	N/A								
-		3		2	С	Credit	Building Life-Cycle Impact Reduction - Historic building reuse, renovate blighted buildings OR whole building LCA	5								
8		1	1		С	Credit	LEED v4.1: Building Product Disclosure and Optimization - Environmental Product Declarations	2								
3		1	1		С	Credit	LEED v4.1: Building Product Disclosure and Optimization - Material Ingredients	2								
-2		1	1		c	Credit	LEED v4.1: Building Product Disclosure and Optimization - Sourcing of Raw Materials									
71		1	1		С	Credit	C&D Waste Management - Divert 50% (3 streams), 75% (4 streams) OR 2.5 lbs. waste per square foot	2								
		7. 4 a Totals														
		EQU	mer		D	Prereq	Minimum Indoor Air Quality Performance - Meet ASHRAE \$2.1-2010	N/A								
	н	EUU	HEL		D	Prereq	Environmental Tobacco Smoke Control - Prohibit smoking indoors, restrict outdoor smoking within 25 feet	N/A								
		2			D	Credit	Enhanced Indoor Air Quality Strategies - Comply with enhanced IAQ strategies	2								
		3			C	Credit	LEED v4.1: Low-Emitting Materials - Achieve level of compliance for product categories or use budget calculation method	3								
		1			C	Credit	Construction IAQM Plan - Implement IAQMP & protect materials and equipment during construction	1								
QUALITY		2			С	Credit	Indoor Air Quality Assessment - Before and during occupancy flush-out OR conduct baseline IAQ testing	2								
4		1			D	Credit	nermal Comfort - Meet requirements for ASHRAE 55-2010									
G.		2			D	Credit	nterior Lighting - Lighting Controls for 90% plus individual occupant spaces & four lighting quality strategies									
			2	1	D	Credit	Daylight - Install glare control devices, spatial daylight autonomy, illuminance calculations OR daylight floor area measurement									
			1		D	Credit	Quality Views - Vision glazing for 75% of regularly occupied floor area, with at least two kinds of view types	1								
		1			D	Credit	Acoustic Performance - Meet requirements for HVAC noise, sound isolation, reverberation time, & sound masking	1								
		12	3	1	Tot	als		16								
								284								
		1			D	Credit	EBOM Starter Kit: Green Cleaning & IPM	1								
		1			D D	Credit Credit	EBOM Starter Kit: Green Cleaning & IPM Integrative Analysis of Building Materials	-								
IOI		1	1		-		-	1								
ATION		1 1			D	Credit	Integrative Analysis of Building Materials	1 1								
TOVATION					D D	Credit Credit	Integrative Analysis of Building Materials Circular Products	1 1 1 1								
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INNOVATION	1	1 1 4	1	Desi	D D D C	Credit Credit Credit Credit Credit	Integrative Analysis of Building Materials Circular Products Green Education Community Contaminant Prevention - Airborne Release	1 1 1 1 1								
INNOVATION	1	1 1 4	1	Desi	D D D C	Credit Credit Credit Credit Credit	Integrative Analysis of Building Materials Circular Products Green Education Community Contaminant Prevention - Airborne Release LEED Accredited Professional	1 1 1 1 1								
	1	1 1 4	1	Desi	D D D C Tot	Credit Credit Credit Credit Credit Credit als	Integrative Analysis of Building Materials Circular Products Green Education Community Contaminant Prevention - Airborne Release LEED Accredited Professional	1 1 1 1 1 1 1 6								
	1	1 1 2 3 4	1	Desig	D D D C Tot	Credit	Integrative Analysis of Building Materials Circular Products Green Education Community Contaminant Prevention - Airborne Release LEED Accredited Professional  Optimize Energy Performance	1 1 1 1 1 1 1 1 6								
	1	1 1 4 overtio	1	Oesi,	D D D C Tot	Credit	Integrative Analysis of Building Materials Circular Products Green Education Community Contaminant Prevention - Airborne Release LEED Accredited Professional  Optimize Energy Performance Sourcing of Raw Materials	1 1 1 1 6								
	1	1 1 4 overtio	1		D D D C Total	Credit	Integrative Analysis of Building Materials  Circular Products  Green Education  Community Contaminant Prevention - Airborne Release  LEED Accredited Professional  Optimize Energy Performance  Sourcing of Raw Materials  BPDO - Material Ingredients	1 1 1 1 1 1 6								
REGIONAL**	1	1 1 2 2 3 1	1		D D D C Tot	Credit Credit Credit Credit Credit Credit Credit als Credit Credit Credit Credit Credit Credit Credit	Integrative Analysis of Building Materials Circular Products Green Education Community Contaminant Prevention - Airborne Release LEED Accredited Professional  Optimize Energy Performance Sourcing of Raw Materials BPDO - Material Ingredients Indoor Water Use Reduction	1 1 1 1 1 6 1 1 1 1 1 1 1 1 1 1 1 1 1 1								
	1	1 1 2003hio	1	1	D D D D C C Tot	Credit Credit Credit Credit Credit als Credit	Integrative Analysis of Building Materials Circular Products Green Education Community Contaminant Prevention - Airborne Release LEED Accredited Professional  Plany Ferformance credits  Optimize Energy Performance Sourcing of Raw Materials BPDD - Material Ingredients Indoor Water Use Reduction Access to Quality Transit	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1								
	1 1/100	1 1 2000000	1 1 1 1	1	D D D C Tot mine	Credit Credit Credit Credit Credit als Credit	Integrative Analysis of Building Materials  Circular Products  Green Education  Community Contaminant Prevention - Airborne Release  LEED Accredited Professional  Optimize Energy Performance  Sourcing of Raw Materials  BPDO - Material Ingredients  Indoor Water Use Reduction  Access to Quality Transit  Interiors Life Cycle Impact Reduction	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1								

Confirmed Points
GOLD PURSUIT (Confirmed + Likely Points)
PLATINUM PURSUIT (Confirmed + Likely + Maybe Points)

Confirmed + Likely Certification Level: Confirmed + Likely + Maybe Certification Level:

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GOLD

**Platinum** 



# Menlo Park Belle Haven Community Center Feasibility Study Draft October 8, 2020

# Feasibility Study Draft High Level Summary

- The summary table (next slide) shows four different options with sizes, costs, estimated savings, worst case grid resiliency hours.
- Finance payments are estimates only; Actual payment will depend upon many factors including the financier (owner of the assets), ITC and SGIP amount when the project is signed. All LCFS credits will be due to the owner.
- Payments are divided into two parts- Solar PPA and Capacity payment for the microgrid; Splitting
  payment into two factors will allow the city to get performance guarantee on both the Solar and the
  microgrid.
- Revenue Potential from EV chargers by asking public to pay for charging their EVs can be significant and is included in calculating the overall savings.
- Value of Resiliency is not included in the estimated savings; It can be added in the final report.
- There may be significant revenue potential from the microgrid assets due to grid services (demand response, Resource adequacy e.g) but are not included in the estimated savings since some of these estimates are not easily calculable.
- The details of grid resiliency are in the last two slides for each of the options; The summary table includes only the worst day of the year based on historical information



Rooftop	105.6	105.6	105.6	105.6
Carport	160	160	296	296
Solar Production (kwh)	451,200	451,200	680,500	680,500
Site load (kwh)	588,967	588,967	588,967	588,967
Solar offset	76.61%	76.61%	115.54%	115.54%
Microgrid Size (kwh)	600	1200	1200	1560
Project Cost	\$1,886,800	\$2,246,800	\$2,790,800	\$3,050,800
Solar cost	\$956,800	\$956,800	\$1,500,800	\$1,500,800
Rooftop	\$316,800	\$316,800	\$316,800	\$316,800
Carport	\$640,000	\$640,000	\$1,184,000	\$1,184,000
Microgrid	\$700,000	\$1,060,000	\$1,060,000	\$1,320,000
EV Chargers (11 L2, 3 DC FC)	\$230,000	\$230,000	\$230,000	\$230,000
Critical Load (%)	50%	50%	50%	50%
Resiliency Amount	50%	50%	50%	50%
Worst Case Resiliency Duration (Hours)	7.9	15.8	18.2	23.6
Estimated Electricity Cost Before Microgrid (annual)	\$142,545	\$142,545	\$142,545	\$142,545
Estimate Electricity Cost after Microgrid (annual)	\$41,397	\$35,297	\$11,753	\$11,708
Estimated Savings (annual)*	\$101,148	\$107,248	\$130,792	\$130,837
EV Charging Revenue (public charging)	\$65,366	\$65,366	\$65,366	\$65,366
Avoided Cost of gas (city fleet)	\$10,756	\$10,756	\$10,756	\$10,756
Total Revenue/Savings due to EV chargers**	\$76,122	\$76,122	\$76,122	\$76,122
PPA Payment first year	\$0.37	\$0.40	\$0.32	\$0.33

Kelley Field Expansion Excluded

Option 1A

265.6

Option 1B

265.6

\$180,480

\$324,480

\$2.890

First year savings (including revenue from EV chargers)

**Summary Table** 

Solar Size (kwp)

\$167,395

\$547,505

\$9.875



Net Savings 25 years (3% escalation)

First year payment

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Kelley Field Expansion Included

Option 2B

401.6

\$226,607

-\$19.648

-\$374,873

Option 2A

401.6

\$220,482

-\$13.568

-\$153,449

<sup>\*</sup>Capacity payment refers to payment for microgrid

<sup>\*\*</sup> EV Savings are dependent on Policy outcomes relating to charging rates and model decisions which are currently in flux. Revenue/savings could drop down to \$15,000 depending on rates

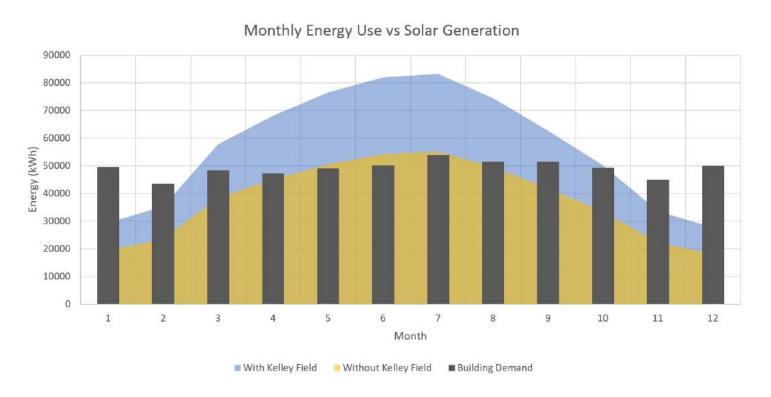
# Solar Design Overview



Location	Size (kW)
Rooftop	105.6
Carport	160
Kelley Field	136
Total	401.6



# Monthly Solar Generation Profiles



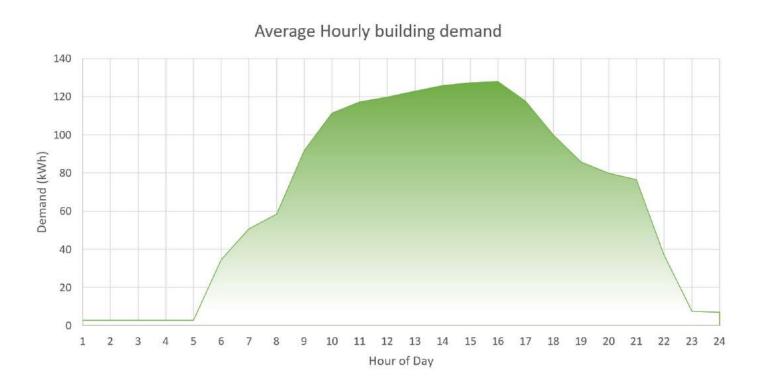


# **Projected Monthly Demand**





# Projected Hourly Demand





# Projected energy bill before microgrid

	Bill Date Rang	ges	1 1 1	Energy U	se (kWh)		Max Demand (kW)					
Start Date	End Date	Season	On Peak	Part Peak	Off Peak	Super Off Peak	NC / Max	Other	NBC	Energy	Demand	Total
1/1/2021	2/1/2021	W1	13909	-	35708	-	148	\$156	\$1,290	\$7,614	\$2,101	\$11,161
2/1/2021	3/1/2021	W1	12021	-	31425	-	i 138 i	\$141	\$1,130	\$6,661	\$1,959	\$9,890
3/1/2021	4/1/2021	W2	13660	-	16977	17637	152	\$156	\$1,255	\$6,746	\$2,158	\$10,315
4/1/2021	5/1/2021	W2	13574	-	16539	17102	i ! 166 !	\$151	\$1,228	\$6,611	\$2,357	\$10,346
5/1/2021	6/1/2021	W2	14185	-	16576	18232	187	\$156	\$1,274	\$6,845	\$2,655	\$10,930
6/1/2021	7/1/2021	S	14677	9858	25640	-	173	\$151	\$1,305	\$9,866	\$2,456	\$13,777
7/1/2021	8/1/2021	S	16037	10577	27273	-	205	\$156	\$1,401	\$10,623	\$2,910	\$15,090
8/1/2021	9/1/2021	S	15083	10399	26052	-	;   183	\$156	\$1,340	\$10,143	\$2,598	\$14,237
9/1/2021	10/1/2021	S	15221	10259	26045	-	176	\$151	\$1,340	\$10,151	\$2,498	\$14,140
10/1/2021	11/1/2021	W1	14486	-	34869	-	;   156	\$156	\$1,283	\$7,597	\$2,215	\$11,251
11/1/2021	12/1/2021	W1	12710	-	32320	-	140	\$151	\$1,171	\$6,913	\$1,987	\$10,222
12/1/2021	1/1/2022	W1	13988	-	35929	-	146	\$156	\$1,298	\$7,659	\$2,073	\$11,186
			169551	41093	325353	52971		\$1,836	\$15,313	\$97,430	\$27,966	\$142,545



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# Projected energy bill 1A after microgrid

Bil	II Date Ranges	;		Energy Us	se (kWh)		Max Demand (kW)	i I I	Charges			
Start Date	End Date	Season	On Peak	Part Peak	Off Peak	Super Off Peak	NC / Max	Other	Energy	Demand	Total	
1/1/2021	2/1/2021	W1	5705	-	25392	-	106	\$150	\$5,259	\$1,447	\$6,855	
2/1/2021	3/1/2021	W1	4364	-	16357	-	101	\$135	\$3,524	\$1,379	\$5,038	
3/1/2021	4/1/2021	W2	1716	-	5552	3373	87	\$150	\$1,669	\$1,188	\$3,006	
4/1/2021	5/1/2021	W2	189	-	2645	244	87	; ! \$145	\$498	\$1,188	\$1,830	
5/1/2021	6/1/2021	W2	-589	-	-308	183	;   76	\$150	-\$144	\$1,037	\$1,043	
6/1/2021	7/1/2021	S	-574	-3102	272	-	67	; ! \$145	-\$768	\$915	\$291	
7/1/2021	8/1/2021	S	-123	-2770	2300	-	82	\$150	-\$209	\$1,119	\$1,060	
8/1/2021	9/1/2021	S	444	-2002	4268	-	69	\$150	\$465	\$942	\$1,556	
9/1/2021	10/1/2021	S	2560	-474	8357	-	92	\$145	\$2,107	\$1,256	\$3,507	
10/1/2021	11/1/2021	W1	3842	-	12836	-	110	\$150	\$2,848	\$1,502	\$4,499	
11/1/2021	12/1/2021	W1	5053	-	18522	-	:     104	; ; ; ; ; ;	\$4,013	\$1,420	\$5,577	
12/1/2021	1/1/2022	W1	6302	-	26431	-	105	\$150	\$5,546	\$1,433	\$7,129	
			28889	-8348	122624	3800	•	\$1,765	\$24,807	\$14,824	\$41,396	



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# Projected energy bill 1B after microgrid

Bil	II Date Ranges			Energy Us	se (kWh)		Max Demand (kW)	 			
Start Date	End Date	Season	On Peak	Part Peak	Off Peak	Super Off Peak	NC / Max	Other	Energy	Demand	Total
1/1/2021	2/1/2021	W1	2373	-	29244	-	95	\$150	\$5,225	\$1,297	\$6,672
2/1/2021	3/1/2021	W1	1739	-	19346	-	89	; ; \$135	\$3,490	\$1,215	\$4,840
3/1/2021	4/1/2021	W2	-4032	-	7579	7726	78	\$150	\$1,409	\$1,065	\$2,624
4/1/2021	5/1/2021	W2	-7581	-	4670	6744	; ! 77	; \$145	\$109	\$1,051	\$1,305
5/1/2021	6/1/2021	W2	-9353	-	2932	6509	71	\$150	-\$554	\$969	\$565
6/1/2021	7/1/2021	S	-12390	-1840	12009	-	; ; 57	;   \$145	-\$1,628	\$778	-\$705
7/1/2021	8/1/2021	S	-11929	-1732	14316	-	: ! ! 68	\$150	-\$1,063	\$928	\$15
8/1/2021	9/1/2021	S	-10961	-634	15508	-	: ! 64	\$150	-\$349	\$874	\$674
9/1/2021	10/1/2021	S	-7250	511	18263	-	: ! ! 81	; ; ; \$145	\$1,409	\$1,106	\$2,659
10/1/2021	11/1/2021	W1	1585	-	15385	-	98	;   \$150	\$2,816	\$1,338	\$4,303
11/1/2021	12/1/2021	W1	2148	-	21851	-	! ! ! 93	; ; ; \$145	\$3,978	\$1,269	\$5,393
12/1/2021	1/1/2022	W1	2331	-	30979	-	94	;   \$150	\$5,499	\$1,283	\$6,932
		,	-53320	-3695	192082	20979	1	\$1,765	\$20,341	\$13,172	\$35,279



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# Projected energy bill 2A after microgrid

Bil	Bill Date Ranges			Energy Us	se (kWh)		Max Demand (kW)	Max Demand (kW)			
Start Date	End Date	Season	On Peak	Part Peak	Off Peak	Super Off Peak	NC / Max	Other	Energy	Demand	Total
1/1/2021	2/1/2021	W1	-2754	-	24844	-	92	\$150	\$3,494	\$1,256	\$4,900
2/1/2021	3/1/2021	W1	-4490	-	14360	-	1 84 I	\$135	\$1,446	\$1,147	\$2,728
3/1/2021	4/1/2021	W2	-11458	-	2518	1451	72	\$150	-\$1,677	\$983	-\$544
4/1/2021	5/1/2021	W2	-14278	-	-1777	-2864	70	\$145	-\$3,479	\$956	-\$2,378
5/1/2021	6/1/2021	W2	-16828	-	-5741	-2993	60	\$150	-\$4,645	\$819	-\$3,676
6/1/2021	7/1/2021	S	-17387	-8443	-4192	-	52 52	\$145	-\$7,321	\$710	-\$6,466
7/1/2021	8/1/2021	S	-17091	-8308	-1994	-	61	\$150	-\$6,815	\$833	-\$5,832
8/1/2021	9/1/2021	S	-15254	-7260	1501	-	54 1	\$150	-\$5,459	\$737	-\$4,572
9/1/2021	10/1/2021	S	-10514	-5199	6388	-	73	\$145	-\$2,840	\$996	-\$1,698
10/1/2021	11/1/2021	W1	-7852	-	8917	-	89	\$150	-\$105	\$1,215	\$1,259
11/1/2021	12/1/2021	W1	-3940	-	17194	-	88	\$145	\$2,015	\$1,201	\$3,362
12/1/2021	1/1/2022	W1	-1925	-	26072	-	89	\$150	\$3,858	\$1,215	\$5,223
		,	-123771	-29210	88090	-4406		\$1,765	-\$2,079	\$12,067	\$11,753



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# Projected energy bill 2B after microgrid

Bil	Bill Date Ranges			Energy Us	se (kWh)		Max Demand (kW)	 	Charges		
Start Date	End Date	Season	On Peak	Part Peak	Off Peak	Super Off Peak	NC / Max	Other	Energy	Demand	Total
1/1/2021	2/1/2021	W1	-3149	-	25287	-	92	\$150	\$3,488	\$1,256	\$4,894
2/1/2021	3/1/2021	W1	-4989	-	14915	-	83 1	; ! \$135	\$1,437	\$1,133	\$2,705
3/1/2021	4/1/2021	W2	-12073	-	2663	1993	72	\$150	-\$1,707	\$983	-\$574
4/1/2021	5/1/2021	W2	-14853	-	-1730	-2270	; ; 70	\$145	-\$3,510	\$956	-\$2,409
5/1/2021	6/1/2021	W2	-17482	-	-5633	-2374	60	\$150	-\$4,679	\$819	-\$3,710
6/1/2021	7/1/2021	S	-18048	-8443	-3459	-	; ; 52	; \$145	-\$7,370	\$710	-\$6,515
7/1/2021	8/1/2021	S	-17761	-8327	-1228	-	: ! 59	\$150	-\$6,865	\$805	-\$5,910
8/1/2021	9/1/2021	S	-15934	-7235	2231	-	; ! 54	\$150	-\$5,509	\$737	-\$4,621
9/1/2021	10/1/2021	S	-11147	-5182	7073	-	: ! 73	; ; ; \$145	-\$2,886	\$996	-\$1,745
10/1/2021	11/1/2021	W1	-8525	-	9666	-	: ! 88	;   \$150	-\$117	\$1,201	\$1,234
11/1/2021	12/1/2021	W1	-4275	-	17578	-	: ! ! 87	; ; ; \$145	\$2,011	\$1,188	\$3,344
12/1/2021	1/1/2022	W1	-2366	-	26563	-	; ! 89	; ; \$150	\$3,850	\$1,215	\$5,215
		,	-130602	-29187	93926	-2651	1	\$1,765	-\$2,056	\$11,998	\$11,708



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# **EV Model Assumptions**

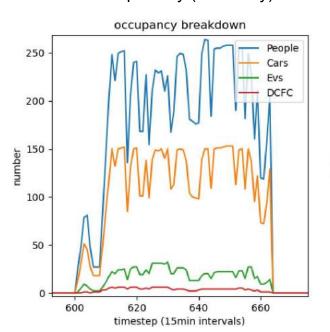
Variable	Mean	Standard Dev	Notes
Arrivals	300 ppl/hr	30 ppl/hr	This may seem high but when scaled for open hours it provides the desired behavior of filling the parking lot
Trip Duration	2 hrs	1 hr	Based on responses from the city of Menlo Park
EV Charge	80%	10%	Based on research
EV Capacity	43 kwh	10kwh	Based on research
Car Occupancy	2 ppl	1 ppl	Based on responses from the city of Menlo Park

Value	Probability
Is a car an EV	20%
Can an EV DCFC	20%

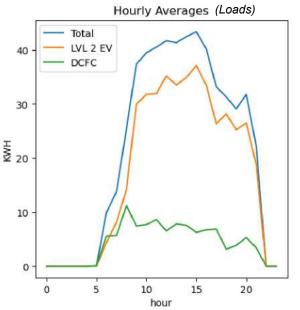


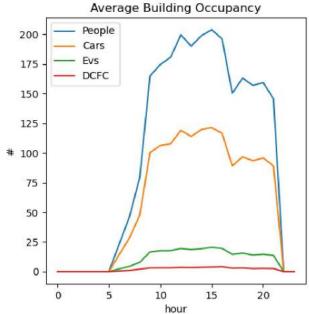
# **EV Model Example Results**

## Example Day (Weekday)



## Averages







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# EV Revenue Calculations (1)

Best Case	City Fleet Charging	Public Charging
% Load for charging	20%	80%
Loads (kwh)	19,772	79,090
Customer Cost \$/kwh		\$0.23
EV Miles/kwh	4	
Equivalent Miles	79,090	
ICE MPG	30	
Gallons/year	2,636	
\$/Gal gasoline	4	
	\$10,545	\$18,191
	Avoided Gas Charges	Gained EV Revenue

Worst Case	City Fleet Charging	Public Charging
% Load	20%	80%
Loads	15,818	63,272
Customer Cost \$/kwh		\$0.23
EV Miles/kwh	4	
Equivalent Miles	63,272	
ICE MPG	50	
Gallons/year	1,265	
\$/Gal gasoline	3	
	\$3,796	\$14,553
	Avoided Gas Charges	Gained EV Revenue



# EV Revenue Calculations (2)

Average Case	City Fleet Charging	<b>Public Charging</b>	
% Load	20%	80%	
Loads	17,795	71,181	
Customer Cost \$/kwh		\$0.23	
EV Miles/kwh	4		
Equivalent Miles	71,181		
ICE MPG	40		
Gallons/year	1,951		
\$/Gal gasoline	4		
	\$7,171	\$16,372	
	Avoided Gas Charges	Gained EV Revenue	



# Proposed Critical Load Breakdown

P1	P2	Р3
Critical Loads: always be supplied in emergencies	Semi - Critical loads: Desired Auxiliary Services	Sub Critical Loads: Will Be shut off first If necescarry
Family WC  Gym  Hallway Lower Left  YC Kitchen  YC WC	Commercial Kitchen Hallway Lower Right Mens Lockers Prep Kitchen Senior Lounge	Community Event Room Family Changing Womens Lockers Youth Center
	WC L Percentage of Building Loads	
25%	14% Percentage of EV Loads	16%
0%	10% Cumulative Percentage	25%
19%	31%	50%



# Proposed Critical Load Floor Plan



Note: Although some areas appear to be 'islanded, they should still be accessible via egress lighting



# Resiliency Behavior for P3 Loads (Without Kelley Field)

Option 1A: 600 kWh System

Menlo Park Belle Ha 100 Terminal Ave, M	EV Included Kelley Field Excluded	
	Battery Size: 600 kWh Date	Priority 3 Loads Backup Hours (Grid Resiliency Hours)
1st Worst Day	5/19/2010	7.9
2nd Worst Day	1/12/2010	8.5
3rd Worst Day	4/23/2010	8.7
4th Worst Day	2/25/2010	9.0
5th Worst Day	4/21/2010	9.1
1st Best Day	10/10/2010	24.0
2nd Best Day	11/7/2010	24.0
3rd Best Day	9/26/2010	24.0
4th Best Day	10/17/2010	24.0
5th Best Day	9/12/2010	24.0
January	1/12/2010	7.7
February	2/25/2010	8.2
March	3/9/2010	8.3
April	4/23/2010	7.9
May	5/19/2010	7.2
June	6/22/2010	8.7
July	7/9/2010	9.5
August	8/4/2010	12.1
September	9/21/2010	14.8
October	10/5/2010	24.0
November	11/2/2010	12.8
December	12/23/2010	11.4

## Option 1B: 1200 kWh System

Menlo Park Belle Ha 100 Terminal Ave, M	EV Included Kelley Field Excluded	
2	Battery Size: 1200 kWh	Priority 3 Loads
	Date	Backup Hours (Grid Resiliency Hours)
1st Worst Day	5/19/2010	15.8
2nd Worst Day	1/12/2010	17.0
3rd Worst Day	4/23/2010	17.3
4th Worst Day	2/25/2010	
5th Worst Day	4/21/2010	18.1
1st Best Day	10/10/2010	24.0
2nd Best Day	11/7/2010	24.0
3rd Best Day	9/26/2010	24.0
4th Best Day	10/17/2010	24.0
5th Best Day	9/12/2010	24.0
January	1/12/2010	15.5
February	2/25/2010	16.4
March	3/9/2010	16.7
April	4/23/2010	15.7
May	5/19/2010	14.4
June	6/22/2010	17.4
July	7/9/2010	18.9
August	8/4/2010	24.0
September	9/21/2010	24.0
October	10/5/2010	24.0
November	11/2/2010	24.0
December	12/23/2010	22.7



# Resiliency Behavior for P3 Loads (With Kelley Field)

## 1200 kWh System

Menlo Park Belle Ha 100 Terminal Ave, M	EV Included Kelley Field Included		
	Battery Size: 1200 kWh		
	Date	Backup Hours (Grid Resiliency Hours)	
1st Worst Day	1/19/2010	18.2	
2nd Worst Day	10/12/2010	18.2	
3rd Worst Day	11/16/2010	19.0	
4th Worst Day	12/30/2010	19.8	
5th Worst Day	12/20/2010	20.0	
1st Best Day	6/6/2010	24.0	
2nd Best Day	5/30/2010	24.0	
3rd Best Day	5/9/2010	24.0	
4th Best Day	6/27/2010	24.0	
5th Best Day	4/18/2010	24.0	
January	1/19/2010	16.5	
February	2/16/2010	19.2	
March	3/5/2010	23.8	
April	4/2/2010	23.7	
May	5/1/2010	24.0	
June	6/4/2010	24.0	
July	6/30/2010	24.0	
August	8/21/2010	24.0	
September	9/21/2010	24.0	
October	10/12/2010	16.6	
November	11/16/2010	17.3	
December	12/30/2010	18.0	

## 1560 kWh System

Menlo Park Belle Ha 100 Terminal Ave, M	EV Included Kelley Field Included		
	Battery Size: 1560 kWh	Priority 3 Loads	
	Date	Backup Hours (Grid Resiliency Hours)	
1st Worst Day	1/19/2010	23.6	
2nd Worst Day	10/12/2010	23.7	
3rd Worst Day	11/16/2010	24.0	
4th Worst Day	12/30/2010	24.0	
5th Worst Day	12/20/2010	24.0	
1st Best Day	6/6/2010	24.0	
2nd Best Day	5/30/2010	24.0	
3rd Best Day	5/9/2010	24.0	
4th Best Day	6/27/2010	24.0	
5th Best Day	4/18/2010	24.0	
January	1/19/2010	21.5	
February	2/16/2010	24.0	
March	3/5/2010	24.0	
April	4/2/2010	24.0	
May	5/1/2010	24.0	
June	6/4/2010	24.0	
July	6/30/2010	24.0	
August	8/21/2010	24.0	
September	9/21/2010	24.0	
October	10/12/2010	21.6	
November	11/16/2010	22.5	
December	12/30/2010	23.4	



## General Fund, Rec In Lieu, Library System Improvements Fund Sources

# Project Prior Year Funds City Building and Systems (carryover)

Menlo Park Community Campus	\$2,104,425
Info Tech Master Plan & Implementation	\$1,764,404
HVAC Improvements	\$531,650
City Buildings (Minor)	\$1,261,774
Fire Plans & Equipment Replacement	\$170,116
Gatehouse Fence Replacement	\$70,031

#### **Environment**

Climate Action Plan	\$282,529
Sea Level Rise Resilency Plan	\$150,000
EV Charging at City Faciliites	\$97,130

#### **Parks and Recreation**

Aquatic Center Maintenance (Annual)	\$643,174
Civic Center Campus Improvements	\$61,924
Tennis Court Maintenance	\$63,471
Park Pathways Repairs	\$666,027
Sport Field Renovations	\$300,000
Bedwell Bayfront Park Master Plan Implemenation	\$143,456
Willow Oaks Park Improvements	\$910,829
Park Playgrounds	\$0
Park Projects (Minor)	\$167,407

#### Stormwater

Bayfront Canal / Atherton Channel	\$217,391
Chrysler Pump Station	\$10,654,223
San Francisquito Creek Improvements	\$82,995
Stormwater Master Plan	\$330,061

#### Streets and Sidewalks

Downtown Streetscape Improvements	\$297,269
Street Resurfacing Project	\$296,709
Sidewalk Repair Program	\$5,004
Chilco Street and Sidewalk Improvements	\$31,896
Oak Grove Sidewalk & Green Infrastructure Project	\$4,650
Sharon Road Sidewalks	\$888,001

## **Transportation**

Willow - 101 Interchange Landscaping Design	\$204,652
Ravenswood Ave/Caltrain Grade Separation Study	\$325,933
Transportation Master Plan	\$24,157
Transportation Projects - Minor	\$172,119
Streetlight Series Circuit Conversion	\$75,000

Only

## FY 20/21 Funds Total Funds Status

\$3,850,000		
\$0	\$1,764,404	Ongoing
\$0	\$531,650	In Design
\$250,000		
\$0	\$170,116	In Design
\$0	\$70,031	In Design

\$100,000	\$382,529	Ongoing
\$0	\$150,000	Study
\$400,000	\$497,130	In Design

\$400,000	\$1,043,174	In Design
\$0	\$61,924	On Hold
\$120,000		Not Started
\$250,000	\$916,027	In Design
\$300,000	\$600,000	Not Started
\$1,350,000	\$1,493,456	In Design
\$0	\$910,829	Not Started
\$200,000	\$200,000	Not Started
\$200,000	\$367,407	Ongoing

\$1,200,000	\$1,417,391	In Design
\$0	\$10,654,223	In Design
\$0	\$82,995	In Design
\$0	\$330,061	Study

\$0	\$297,269	
\$0	\$296,709	
\$300,000		
\$0		Complete
\$0		Complete
\$0	\$888,001	In Design

\$0	\$204,652	In Design
\$0	\$325,933	Study
\$0	\$24,157	
\$0	\$172,119	Ongoing
\$650,000	\$725,000	In Design

## Oficina del administrador de la ciudad



#### INFORME DEL PERSONAL

**Ayuntamiento** 

Fecha de la reunión: 13/10/2020 Número del informe de personal: 20-228-CC

Negocio regular: Considere qué ciudad solicitó trabajo para

acompañar la oferta de Facebook de reconstruir las instalaciones comunitarias ubicadas en la 100-110

Terminal Ave.

#### Recomendación

El personal recomienda al Ayuntamiento:

- Identificar qué elementos de trabajo solicitados por la Ciudad de la hoja de términos se incorporarán en el diseño del proyecto para el Campus Comunitario de Menlo Park (MPCC, por sus siglas en inglés) ubicado en 100 Terminal Ave. (Anexo A)
- Proporcionar orientación sobre las fuentes de financiamiento/estrategias para el trabajo solicitado por la Ciudad.
- Autorizar el reembolso de las tarifas de diseño hasta un máximo de \$ 500.000 para el trabajo a través de aprobaciones de proyectos actualmente previstas en enero de 2021.

#### Asunto de la política

Esta generosa oferta para construir una nueva instalación pública en el vecindario de Belle Haven brinda una oportunidad emocionante para la comunidad para las generaciones venideras. En múltiples ocasiones durante los últimos nueve meses, el Ayuntamiento ha establecido este proyecto como una de las principales prioridades de la Ciudad, más recientemente el 18 de agosto.

#### **Antecedentes**

En octubre de 2019, Facebook anunció su intención de colaborar con la comunidad y la ciudad para construir un nuevo centro comunitario multigeneracional y una biblioteca en el sitio del actual Centro Comunitario Onetta Harris (OHCC, por sus siglas en inglés), Centro para Adultos Mayores de Menlo Park y Centro Juvenil de Belle Haven ubicados en 100-110 Terminal Ave. El 28 de enero, el Ayuntamiento aprobó una resolución de intención de colaborar con Facebook y aceptar la oferta (Adjuntos C y D).

El pasado 15 de septiembre, el Ayuntamiento aprobó la hoja de términos (Anexo E), el diseño conceptual y el proceso de revisión del proyecto. Además, el Ayuntamiento proporcionó instrucciones para explorar la posibilidad de agregar la piscina a la lista de servicios comunitarios, seguir el diseño que demuele la piscina existente, agregar una instalación segura para bicicletas y explorar una instalación libre de combustibles fósiles.

La información relacionada con el proyecto, incluyendo todas las reuniones anteriores, está disponible en la página web mantenida por la Ciudad (Anexo F).

#### Calendario del proyecto y proceso de revisión

Los pasos restantes son los siguientes:

- 12 de octubre Sesión de estudio de la Comisión de Planificación
- 13 de octubre Dirección del Ayuntamiento sobre el trabajo adicional solicitado por la ciudad
- 10 de noviembre Aprobación del Ayuntamiento del plan final de servicios provisionales
- 7 de diciembre Audiencia pública de la Comisión de Planificación para hacer una recomendación sobre el proyecto
- 12 de enero de 2021 Audiencia pública del Ayuntamiento sobre el acuerdo vinculante, el proyecto y la determinación de la Ley de Calidad Ambiental de California (CEQA, por sus siglas en inglés) más la identificación de los fondos para reconstruir la piscina al mismo tiempo que el nuevo edificio y otros trabajos solicitados por la Ciudad

Si el proyecto se aprueba en enero de 2021, esto resultaría en el siguiente cronograma para la finalización del proyecto, asumiendo que este sigue siendo un proyecto de alta prioridad para la Ciudad:

- Junio de 2021 Cierre de instalaciones
- Julio a agosto de 2021 Rehabilitación y demolición
- Primavera de 2023 Reapertura de las instalaciones

#### **Análisis**

#### Hoja de términos - Trabajo solicitado por la ciudad

Según el artículo 3 de la hoja de términos (trabajo solicitado por la Ciudad), la Ciudad es responsable de financiar el trabajo adicional y es responsable de contratar por separado el trabajo adicional, a menos que sea parte integral del diseño del proyecto principal. Los tipos de mejoras que la Ciudad está considerando, detallados en el artículo 3a de la hoja de términos, son los siguientes:

- i. Una nueva piscina y todos los sistemas de apoyo asociados, incluyendo un edificio de equipos mecánicos de piscina,
- ii. Mejorar el edificio para convertirlo en un centro de evacuación de la Cruz Roja (en lugar de un edificio comunitario estándar),
- iii. Implementar energía de respaldo de emergencia (por ejemplo, generador a diésel),
- iv. Instalación de aparcamiento solar,
- v. Seguir el liderazgo en energía y diseño ambiental (LEED, por sus siglas en inglés) platino o equivalente (en lugar de LEED oro),
- vi. Diseñar e instalar una microrred,
- vii. Cancelar la deconstrucción de los edificios existentes (en lugar de demolerlos),
- viii. Reemplazo del reemplazo principal de agua en el sitio,
- ix. Extender una extensión principal de agua reciclada para dar servicio al sitio en el futuro,
- x. Soterramiento de servicios públicos (líneas de comunicación y potencialmente distribución eléctrica)

Además, el personal está buscando opciones para asegurar los derechos para continuar usando las tierras que actualmente son propiedad de PG&E, incluyendo la opción de adquirir el terreno para brindar más certeza para el proyecto y beneficios a largo plazo para la Ciudad.

Las mejoras del proyecto se describen a continuación, resumidas en una tabla (Anexo A) y se muestran en un plano ilustrativo del sitio (Anexo B). De estos puntos, solo el punto viii (reemplazo de la tubería principal de agua) ha sido financiado hasta la fecha. Para facilitar la referencia, la numeración utiliza números arábigos más convencionales en lugar de números romanos en minúscula contenidos en la hoja de términos.

1. Nueva piscina: \$7,4 millones

Esta mejora del proyecto permitiría diseñar y construir una nueva instalación de piscina (bajo contrato separado directamente con la Ciudad) en el mismo cronograma que la construcción del edificio.

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Siguiendo las recomendaciones del plan maestro de Belle Haven, la nueva instalación contaría con dos áreas de natación separadas con diferentes temperaturas del agua. Una piscina de competencia de natación apoyaría el waterpolo, el nado sincronizado y otras actividades de rendimiento y entrenamiento. Una piscina de instrucción adyacente con una temperatura del agua más cálida serviría para lecciones de natación, clases de ejercicios, bienestar y actividades recreativas. La instalación también contaría con un área de juegos acuáticos que podría estar separada o integrada como parte de un área de entrada poco profunda a la piscina de instrucción. El proyecto utilizaría los vestidores y se registraría en el nuevo edificio principal del MPCC, pero también incluiría un edificio mecánico de piscina independiente para albergar equipos de piscina y sistemas químicos.

- 2. Centro de evacuación de la Cruz Roja: \$0,750 millones
  Esta mejora del proyecto incluiría modificaciones a los sistemas estructurales y mecánicos requeridos
  por el código de construcción para permitir que la instalación sea designada y utilizada como un Centro
  de Evacuación de la Cruz Roja.
- 3. Energía de respaldo de emergencia (generador a diésel): \$ 0,150 millones
  Esta mejora del proyecto propone la compra de un generador móvil de 200 kilovatios. Para garantizar
  el suministro de energía a la instalación durante un corte de energía prolongado (varios días), se
  necesitaría un generador de emergencia para alimentar la instalación directamente o recargar un
  sistema de respaldo de batería de emergencia. El generador móvil podría almacenarse en el sitio o en
  otra ubicación (por determinar) y solo llevarse al sitio cuando sea necesario.
- 4. Aparcamientos solares: \$0,750 millones (cada ubicación)
  Esta mejora del proyecto construiría instalaciones de paneles solares con toldo en el estacionamiento
  en dos ubicaciones potenciales en el sitio. La primera ubicación estaría dentro del área de
  estacionamiento recién construida que cubre aproximadamente 50 espacios de estacionamiento
  capaces de albergar una matriz solar de 160 kilovatios. La segunda ubicación sería el estacionamiento
  existente que da servicio a Kelly Park y que también cubre aproximadamente 50 espacios de
  estacionamiento con una generación de energía similar. Cualquiera de las ubicaciones puede ser
  "precableada" con un conducto vacío y los sistemas de construcción pueden prepararse para aceptar
  futuros conjuntos de paneles solares si esta opción no está seleccionada en este momento.
- 5. Actualización LEED platino: \$0,350 millones Esta mejora del proyecto propondría actualizar la instalación de una instalación con certificación LEED oro a una instalación con certificación LEED platino. Se adjunta una tarjeta de puntuación LEED (Anexo G) como referencia que indica el camino propuesto por el equipo del proyecto hacia el LEED oro y el LEED platino. El equipo del proyecto ha seguido la orientación proporcionada por la división de sustentabilidad de la Ciudad para identificar los créditos que se alinean con los objetivos generales de la Ciudad en la selección de créditos que se buscan. El elemento de mayor costo individual sería la inclusión de un sistema de paneles solares de 40 kilovatios que ayudaría a lograr este nivel de certificación.

Maximizar la energía solar en la azotea: \$0,250 millones Más allá de un sistema de techo propuesto de 40 kilovatios necesario para lograr la certificación LEED platino, el equipo del proyecto ha identificado que el techo tiene capacidad para albergar 67 kilovatios adicionales (para un total de 107 kilovatios).

6. Microrred de energía renovable: \$0,60 a \$1,2 millones
Esta mejora del proyecto propondría incluir un sistema de microrredes de energía renovable para
maximizar los beneficios de la producción de energía solar en el sitio y también proporcionar energía
de emergencia para tiempos variables según el sistema seleccionado. El modelo de energía preliminar

de la instalación sugiere que, en un corte de energía continuo, un sistema de 600 kilovatios-hora (\$600.000) que reserva el 50 por ciento de la capacidad de la batería para emergencias podría proporcionar 12 horas de energía de respaldo a la instalación.

Un sistema de 1.200 kilovatios-hora (\$1,2 millones) que reserve el 50 por ciento de la capacidad de la batería para emergencias podría proporcionar 24 horas de energía de respaldo a la instalación. Al maximizar la energía solar en la azotea y la instalación de un aparcamiento solar, un sistema de 1200 kilovatios-hora podría permitir el suministro continuo de energía para emergencias a partir de energía renovable en el sitio bajo ciertas condiciones; sin embargo, la producción de energía depende en gran medida del clima y la época del año. Otras instalaciones locales de microrredes que requieren suministro de energía de emergencia aún utilizan generadores a diésel como fuente de energía de respaldo. Se incluye un borrador del análisis solar/de microrred del sitio como Anexo H.

- 7. Deconstrucción de edificios versus demolición: \$0,400 millones Esta mejora del proyecto propondría deconstruir la instalación como una mejora más allá de la demolición normal. Si bien se espera que la demolición de la instalación logre un 70-80 por ciento de desvío de material del vertedero a través del reciclaje, la deconstrucción iría más allá, identificando materiales que podrían ser recuperados y donados para ser reutilizados en otros proyectos. Las discusiones preliminares indican que puede que no haya suficiente material recuperable para justificar este esfuerzo y que la Ciudad, como propietario del proyecto, no puede aprovechar los beneficios financieros de tales donaciones.
- 8. Reemplazo de tubería principal de agua: \$0,800 millones
  Esta mejora del proyecto reemplazaría la tubería de agua existente que atraviesa el sitio del proyecto
  desde Terminal Avenue hacia y a través de las vías del ferrocarril hacia el norte. La tubería principal de
  agua existente en el sitio está cerca del final de su vida útil y podría verse afectada por los esfuerzos
  de demolición debido a su proximidad a los edificios que se están removiendo. Esta mejora ya ha sido
  financiada a través del fondo de agua de la Ciudad como parte de la adopción del plan de mejora de
  capital (CIP, por sus siglas en inglés) del año fiscal 2020-21.
- 9. Conexión de agua reciclada de la calle Chilco: \$0,414 millones Esta mejora del proyecto propondría instalar una línea de servicio de agua reciclada (para el futuro servicio de agua reciclada) desde la calle Chilco hasta el sitio del proyecto cruzando las vías del ferrocarril. La utilización de agua reciclada correspondería a la finalización de una instalación de tratamiento de aguas residuales por el Distrito Sanitario de West Bay cerca de Bedwell Bayfront Park y la implementación del sistema. El sitio del proyecto MPCC estaría listo para adaptar el uso de agua reciclada cuando esté disponible.
- 10. Soterramiento de servicios públicos: \$0,250 millones
  Esta mejora del proyecto propondría soterrar ciertos servicios públicos superficiales en el sitio del proyecto. Las líneas de datos y telecomunicaciones que comienzan en la entrada de la instalación en Terminal Avenue que ingresan al sitio y luego cruzan el sitio hasta la entrada de la escuela Beechwood serían soterrados. Las líneas de distribución eléctrica que cruzan el estacionamiento delantero hacia la Escuela Beechwood también serían soterrados. Se mantendría la transmisión eléctrica superficial existente que cruza el sitio.

El logro de todos los puntos enumerados anteriormente, incluida la instalación de energía solar sobre los estacionamientos existentes en Kelly Park, totalizaría \$ 12.664 millones.

Opciones de financiamiento

Medida T Según el cronograma del proyecto, la fuente más probable de financiamiento que estaría disponible de manera oportuna serían los bonos de recreación de la Medida T aprobados por los votantes de Menlo Park en 2001. Hasta la fecha, se han gastado aproximadamente \$24 millones en proyectos y quedan \$14 millones. Los bonos son pagados por todos los propietarios con base en el valor tasado (no de mercado) de las propiedades. Por cada \$1 millón de valor tasado, los propietarios están pagando actualmente aproximadamente \$65 por año hasta el 2040. Para aprovechar los \$14 millones restantes, los propietarios tendrían que pagar \$45 adicionales por año (un total de \$110 por \$1 millón de valor tasado) hasta 2040. Si el Ayuntamiento considerara el uso de los fondos de la Medida T, el Ayuntamiento tendría que tomar esa decisión a más tardar en enero de 2021 porque se necesitan aproximadamente seis meses para acceder a los ingresos de la venta de bonos. La información adicional relacionada con los bonos de la Medida T está disponible a través de un informe del personal del 27 de agosto de 2019 con respecto al refinanciamiento de los bonos (Anexo I.)

#### Otras opciones de financiamiento

A continuación, se ofrece un resumen de otras posibles opciones de financiación:

- Reservas de fondos generales: La ciudad de Menlo Park tiene reservas por un total de aproximadamente \$42 millones. La gran mayoría están designados para propósitos específicos según varias políticas del Ayuntamiento. El saldo del fondo no asignado se estima en \$2,09 millones.
- Financiamiento del capital del plan de mejora: El Ayuntamiento podría considerar retirar fondos o retrasar la implementación de otros proyectos de capital. El Anexo J proporciona una lista de proyectos con fuentes de fondos elegibles.
- Servicios comunitarios: El 15 de septiembre, el Ayuntamiento proporcionó instrucciones para buscar una actualización de la lista de Servicios Comunitarios para incluir una nueva piscina. El 6 de octubre, el Ayuntamiento creó un subcomité para comenzar a trabajar en la actualización de la lista. Esta opción brinda una oportunidad de financiamiento, pero no en un cronograma que permitiría la construcción simultánea del MPCC y una nueva piscina. Para cumplir con el cronograma, un nuevo proyecto de desarrollo que proponga las comodidades junto con el proyecto debería ser aprobado para enero de 2021.
- Donaciones: de manera similar a la oferta de Facebook, las entidades de la comunidad pueden presentarse para ofrecer donaciones para ayudar con la financiación del proyecto en general.
- Subvenciones: el personal siempre está buscando oportunidades de subvenciones elegibles. Si se presenta alguna oportunidad en los próximos meses que pueda cumplir con el cronograma del proyecto, el personal la presentará.

#### Reembolso de costos de diseño

Para mantener el cronograma del proyecto, Facebook ha solicitado decisiones sobre qué ciudad solicitó el trabajo que se debe incluir en el diseño del proyecto. Facebook estima que el trabajo de diseño para continuar haciendo el proyecto en el diseño del proyecto a través de la aprobación del proyecto en enero de 2021 es de aproximadamente \$476.000. Estos costos de diseño se incluyen en las estimaciones de costos anteriores. Para continuar avanzando en el proyecto y permitir alguna contingencia, el personal recomienda la autorización de una cantidad que no exceda los \$500.000 para reembolso por parte de Facebook como parte del acuerdo vinculante que se espera aprobar en enero de 2021. Facebook está dispuesto a adelantar estos fondos si el Ayuntamiento aprueba una moción que indique su apoyo a este reembolso.

#### Recomendación

El personal se reunió con el Subcomité del Ayuntamiento compuesto por el Alcalde Taylor y el Concejal Carlton. El subcomité expresó su apoyo general para buscar un diseño que incorpore todas las características enumeradas en el trabajo solicitado por la Ciudad mientras trabaja para identificar los fondos para cubrir los costos de construcción.

El personal está buscando orientación del Ayuntamiento en cuanto a qué opciones de financiamiento buscar con más detalle además de la opción de Servicios Comunitarios, que ya está en marcha. Dependiendo de la indicación del Ayuntamiento, el personal regresará con el plan de financiación como parte de la aprobación del proyecto en enero de 2021 y regresará al Ayuntamiento este año calendario para buscar una indicación más refinada sobre opciones de financiamiento específicas.

#### Impacto en los recursos de la Ciudad

El personal estima el valor de la oferta en aproximadamente \$40 millones. El 28 de julio, el Ayuntamiento aprobó el presupuesto del CIP para el año fiscal 2020-21, que asignó \$3.850 millones adicionales, más fondos remanentes de \$2.132 millones para un presupuesto total del proyecto de aproximadamente \$5.982 para los compromisos de nivel básico de la Ciudad, incluyendo los servicios provisionales, como se detalla en la Tabla 1.

Tabla 1: Compromiso presupuestario de nivel básico		
ítem	Presupuesto	
Costos blandos (permisos, inspecciones, servicios profesionales)	\$1.027.063	
Servicios provisionales	\$1.000.000	
Mobiliario, enseres y equipamiento (FF&E)	\$2.432.260	
Tiempo del personal	\$372.300	
Remoción fotovoltaica	\$350.000	
Reemplazo de tubería principal de agua	\$800.000	
Total	\$5.981.623	

El personal estima que la inclusión de la reconstrucción de la piscina en el proyecto podría requerir aproximadamente \$7,4 millones en fondos adicionales. Otras posibles mejoras del proyecto podrían costar entre \$3.100 y \$ 5.264 millones adicionales.

#### Revisión ambiental

Esta acción no es un proyecto dentro del significado de las Directrices de la CEQA §§ 15378 y 15061 (b)(3) ya que no resultará en ningún cambio físico directo o indirecto en el medio ambiente. El edificio propuesto es un proyecto bajo CEQA y el personal cree que el proyecto es elegible para una exención de Clase 2 para el reemplazo de instalaciones existentes (§15302). La determinación final de CEQA ocurrirá más adelante en el proceso al momento de la aprobación del proyecto.

#### Aviso público

El aviso público se logró mediante la publicación de la agenda, con los puntos de la agenda enumerados, al menos 72 horas antes de la reunión. Además, la Ciudad envió notificaciones electrónicas a través de Nextdoor, Facebook y directamente a los suscriptores de actualizaciones por texto y correo electrónico del proyecto desde la página del proyecto (Anexo F).

#### Anexos

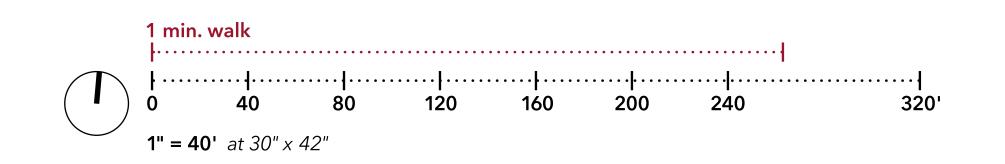
- A. Tabla de resumen del trabajo solicitado por la Ciudad
- B. Plano ilustrativo del sitio que muestra el trabajo solicitado por la Ciudad
- C. Carta de oferta de Facebook, con fecha del 16 de diciembre de 2019
- D. Resolución No. 6537 aprobada el 28 de enero
- E. Hoja de términos aprobada el 15 de septiembre

- F. Hipervínculo página del proyecto: menlopark.org/communitycampus
- G. Registro de logros LEED
- H. Análisis de viabilidad de microrredes
- I. Hipervínculo Informe del personal del 27 de agosto de 2019: menlopark.org/DocumentCenter/View/22628/H5---20190827-Approve-GO-Bond-refunding-CC
- J. Resumen del proyecto CIP

Informe elaborado por: Justin Murphy, administrador delegado de la ciudad

	Item No.		Cost Estimate (including applicable soft costs)			
Term Sheet #	on Exhibit	Description	Base	Alternate		Explanation of Difference between  Low and High Cost Estimate
i	1	new swimming pool	\$ 7,400,000	\$	7,400,000	
ii	2	Red Cross Evacuation Center (instead of a standard community building)	\$ 750,000	\$	750,000	
iii	3	emergency backup power (diesel generator)	\$ 150,000	\$	150,000	
iv	4A, 4B	installing solar carports to maximize on-site solar generation	\$ 750,000	\$	1,500,000	Base cost for new parking lot only; Alternate cost includes solar over Kelly Park parking lot
V	5	LEED Platinum (instead of LEED Gold)	\$ 350,000	\$	350,000	
New	5	Maximize roof top solar beyond LEED	\$ 250,000	\$	250,000	
vi	6	renewal energy microgrid	\$ 600,000	\$	1,200,000	Base cost for 12 hour battery back up; Alternate cost for 24 hour battery back up
vii	7	building deconstruction (instead of demolition)	\$ 1	\$	400,000	Project could be bid in Spring 2021 with an option for deconstruction; no design implications
viii	8	water main replacement	\$ -	\$	-	Already funded
ix	9	recycled water connection to Chilco	\$ -	\$	414,000	Recycled water delivery is at least 5 years out
х	10	undergrounding utilities	\$ 250,000	\$	250,000	
		Subtotal 2 through 10	\$ 3,100,000	\$	5,264,000	
		Total	\$ 10,500,000	\$	12,664,000	





December 16, 2019

City Council City of Menlo Park 701 Laurel St. Menlo Park, CA 94025

Re: Multi-Generational Community Center and Library in Belle Haven

Dear Mayor Mueller and Honorable Members of the City Council:

On behalf of Facebook, I am honored to submit our proposal to explore funding and the development of a new multi-generational community center and library for Menlo Park's Belle Haven neighborhood. This is an incredibly exciting project that will bring vitality and vibrancy to Belle Haven, and ties back to the long-term vision that we share for our surrounding community.

As you know, we have a long history of partnering with the City – dating back to the 2011 Belle Haven & Willow Business Area Design Charrette that we initiated when we moved to Menlo Park. That was the catalyst for our collaboration with the community to realize our shared goals and create a sense of place. Eight years after making Menlo Park our home, our commitment has not wavered, and we are in a strong position to make this donation.

Today, we are presenting the City an opportunity to continue our work together and move these important efforts forward. The purpose of this letter is to suggest a framework for completing the Belle Haven Senior Center and Onetta Harris Community Center as quickly as possible – a project that we know from listening to residents has been a long-desired wish of the community.

Before getting into the framework, I want to address why we're making this significant philanthropic commitment and clarify that the Community Center should be treated as a standalone endeavor that is not connected to any other Facebook project. By providing updated facilities, our goal is to give residents a welcoming place to gather, celebrate and reinforce the social fabric that makes this neighborhood special.

This is an ambitious undertaking but fortunately, we have a head start. Through the City's development of the Parks and Recreation Facilities Master Plan and Belle Haven Branch Library studies – as well as our own engagement – we have direct input from the community, City staff and City Council. We want to thank Mayor ProTem Cecilia Taylor, whose leadership enabled us to begin working with architect Hart Howerton to develop preliminary space/site plans and a conceptual design for the project. We hope our proposal will go a long way in meeting the City and community's desired goals of redeveloping the existing facilities.

With Facebook's bias for action, we can quickly turn this vision into a reality – and we think it's feasible to do so within 2.5 years. This expedited schedule is contingent upon leveraging existing information and achieving consensus among key stakeholders, including community members, City staff and City leadership.

With the above in mind, we propose that the project proceed in two phases as outlined below:

## Phase One - Outreach, Design, Space Programming and Approvals

As mentioned above, we have developed a preliminary space plan and building design concept. As a first step in conjunction with the city, we plan to present the concept and preliminary space plan at a community meeting in Belle Haven in mid-January and at a City Council meeting in late January. These meetings will give the city council, community and stakeholders the opportunity to share initial feedback and discuss the types of activities and programs the community would like to have in the new facility.

In February and March, we will hold additional meetings with the community and operations staff to further define the space needs. In January, we'll provide additional information on the community engagement plan and give specific details on the meetings to be held. We envision the meetings will provide additional data on the types of programs the community would like to see run in the new facilities. Facebook will not decide what programs will be operated in the facility, as that will be for the City to determine.

After those meetings, we will consider all the feedback and work with the architect to further refine the floor plans and building design. The updated design will then be presented to the Planning Commission and City Council for approval in the summer of 2020. While the design will need to be refined through the process outlined above, we plan to study the following:

- New youth facilities and a new senior center;
- Health & fitness facilities (gymnasium);
- Incorporation of the proposed Belle Haven Library program into the facility;
- Renovated amenities near the existing swimming pools, such as new locker rooms and additional areas for picnics and gatherings. At this time, Facebook is not offering to pay for a complete reconstruction of the swimming pools; however, we are willing to work with the City to understand what improvements can be accommodated within the budget for the project. Facebook is open to building new pools if additional funding sources are identified by the City or third parties.
- Improved access to Kelly Park by extending pedestrian access through a breezeway in the new building and by better orienting new communal spaces to the park; and
- Additional amenities, such as a new arrival area and improvements to the parking lot, circulation and drop-off zones.

During this phase, we would also complete the following steps:

- 1. Gather information to ensure that our proposal will meet Menlo Park's existing zoning and building requirements. To keep the project on track, we intend to design a building to meet the parameters of a categorical exemption to satisfy the environmental review Class 2 replacement of existing facilities.
- 2. Conduct due diligence on the site to ensure we understand its condition and whether there is anything that may affect the feasibility of the different redevelopment options or inform the design. This involves understanding the parameters for geotechnical conditions, site easements and location of existing site conditions and utilities.
- 3. Our team will work with the City Manager and the City Attorney to develop an agreement that documents project development details related to design, construction, financing, operations and maintenance.
- 4. We anticipate that Facebook would act in the capacity of a master developer and be responsible for design and construction, with the scope of our funding commitment contingent on the outcome of the design process. If there are additional items the City would like to see included that are not a part of the fixed budget, such as replacement of the swimming pool, then those items would need to be funded with contributions from the City.

Our interest in this project is driven in large part by our desire to deliver benefits to the community in a relatively short duration. If this initial phase takes more than 6 months, we will reassess whether the project is feasible under the goals we have outlined in this letter.

## Phase Two - Developing Construction Plans & Building

During the second phase, we will finalize the technical requirements of the project, develop plans for construction, submit plans to the City for permit and ultimately demolish the existing facilities and construct the facility.

Details related to construction phasing, timing, community notifications and progress reporting would also be developed during this phase. We optimistically believe that we can complete construction within 18 months after receiving the building permit.

#### Further Clarifications

- 1. Facebook is proposing that Hart Howerton be the lead project planner and designer and that the City retain a consultant to help guide requirements.
- 2. While the site plan that we have developed does allow for some of the existing facilities to remain open during construction, it does add risk to the project schedule, and we would need to ensure the public can safely access facilities given the proximity to the new construction. Facebook's preference would be to relocate all existing programs with the expectations of the requirements to maintain access for Beechwood and the soccer fields.

- 3. The project is expected to be phased, and Facebook will not be responsible for providing temporary facilities during the construction period.
- 4. We ask that the City Council designate this project as a priority project and direct staff to prioritize timely project approvals and plan check / permitting reviews. Currently, permits can take up to 8 months after projects are approved, and our request for this project is that permits be issued within 2 months of submittal. This will lead to an expedited completion date and ultimately benefit the residents of Menlo Park.
- We are also requesting that the City cover all costs related to processing of the project approvals, permitting, plan checking and building department inspections.
- 6. Facebook is not responsible for developing or funding the activities and programs that will be run from the new facility.
- 7. The City will be responsible for all ongoing operations and maintenance costs associated with operating the facility. Facebook will, however, assign the City any construction warranties it receives.
- 8. Formal roles and responsibilities between Facebook and the City will need to be established so expectations and lines of communication are clear for all parties. In order to move quickly, communication will need to be streamlined.

## Next Steps

As for immediate next steps, we anticipate working with the community and the City to schedule the community outreach and engagement meetings and, with City Council support, proceeding with the tasks outlined in phase one above.

This project is an exciting opportunity to provide a tremendous neighborhood resource that will serve as a community gathering place in Menlo Park, the place we consider home. Thank you for this opportunity, and we look forward to working closely with you, Menlo Park's Belle Haven residents and City staff on this important initiative.

Sincerely

John Tenanes

cc: Starla Jerome-Robinson, City Manager
William McClure, City Attorney
Deanna Chow, Interim Community Development Director

#### **RESOLUTION NO. 6537**

RESOLUTION OF INTENTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK TO COLLABORATE WITH FACEBOOK, INC. FOR THE CONSTRUCTION OF A NEW COMMUNITY CENTER AND LIBRARY IN THE BELLE HAVEN NEIGHBORHOOD

WHEREAS, on December 16, 2019, the City Council of the City of Menlo Park received a proposal from Facebook Inc. proposing to explore funding and development of a new multi-generational community center and library located in Menlo Park's Belle Haven neighborhood, replacing existing community center, senior center, youth center, pool house, and library facilities; and

WHEREAS, the proposal outlines a two-phase project schedule, with Phase One occurring over six months, from January to June 2020, and Phase Two occurring over two years, from July 2020 to July 2022, with a goal of starting construction through demolition of existing facilities in January 2021; and

WHEREAS, the proposal requests that the City Council designate this project as a priority project and direct staff to prioritize timely project approvals and plan check / permitting reviews; and

WHEREAS, Phase One would include obtaining the necessary City approvals for the design of the project and the City and Facebook, Inc. entering into an agreement that documents project development details related to design, construction, financing, operations, and maintenance for the project; and

WHEREAS, Phase Two of the proposal would result in the completion of construction documents, permitting, and construction of the building; and

WHEREAS, the intent of the proposal is to design a building to meet the parameters of a California Environmental Quality Act (CEQA) Class 2 categorical exemption as a replacement of existing facilities; and

WHEREAS, the project is anticipated to receive input from the Library Commission and Parks and Recreation Commission and approvals from the Planning Commission and City Council; and

WHEREAS, a community public engagement plan for the project, a joint effort between Facebook, Inc., City staff, and the City Council ad hoc subcommittee, was presented to the City Council on January 28, 2020, outlining the level of public engagement by project component and the role of City Council advisory bodies and community in the project approval process; and

WHEREAS, the proposal outlines that the City will be responsible for relocating existing programs into temporary facilities for the duration of construction and will be responsible for the future programming of the facility; and

WHEREAS, the proposal outlines that the City will be responsible for all costs related to project approvals, permitting, plan checking and inspections, and for all ongoing operations and maintenance costs of the facility; and

WHEREAS, the City entered into an agreement with Noll and Tam Architects for the design of the Belle Haven branch library; and

Resolution No. 6537 Page 2 of 3

WHEREAS, the City intends to revise the scope of work with Noll and Tam Architects for design assistance on the project to provide expertise on programmatic requirements, performance criteria, and act as an Owner's representative, as needed; and

WHEREAS, the City intends to seek funding for the replacement of the Belle Haven pool for inclusion as part of the project; and

WHEREAS, the City will retain the right to name the facility and will develop a process to determine the name of the facility.

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 declare its intent to collaborate with Facebook Inc. for the construction of a new community center and library in the Belle Haven neighborhood with the following clarifications and actions:

- Accept the proposal from Facebook, Inc. for the construction of a new community center and library in the Belle Haven neighborhood.
- 2. Designate the project as a priority project and direct staff to prioritize timely project approvals, plan check and permitting reviews.
- 3. Direct staff to develop a draft agreement with Facebook, Inc. that documents project development details related to design, construction, financing, operations, and maintenance for the City Council's consideration.
- 4. Accept the public engagement outline for the project presented to the City Council on January 28, 2020 identifying the level of public engagement the role City Council advisory bodies and the community, as a joint effort with Facebook and led by the City.
- 5. Revise the scope of work with Noll and Tam for design assistance on the project to provide expertise on programmatic requirements, performance criteria, and act as a subject matter expert, as needed up to the current contract amount of \$160,000.
- 6. Direct staff to identify a project budget and recommend contracting authority modifications specific to this project for items not included in the offer.
- Amend the fiscal year 2019-20 budget to merge the Belle Haven Branch Library project and the Belle Haven Youth Center Improvement project into a single Belle Haven community center and library project.
- 8. Direct staff to seek or identify funding for the replacement of the Belle Haven pool for inclusion as part of the project for the City Council's consideration.
- 9. Direct City staff and the City Council ad hoc subcommittee to develop a community process, including a timeline, to determine the name of the new multipurpose, multigenerational facility while reflecting history.
- Direct staff to evaluate and propose specific environmental, sustainability, and resiliency goals for the project in order to understand project cost implications and tradeoffs.

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 twenty-eighth day of January, 2020, by the following votes:

//

11

Resolution No. 6537 Page 3 of 3

AYES:

Carlton, Mueller, Nash, Taylor

NOES:

None

ABSENT:

None

ABSTAIN:

None

RECUSED:

Combs

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twenty-eighth day of January, 2020.

Judi A. Herren, City Clerk

## Menlo Park Community Campus Term Sheet

Facebook has offered to provide funding and development of a new multi-generational community center, including senior center, youth center and library, for a new community campus in the Belle Haven neighborhood (the "Project"), in accordance with preliminary space plans and building design concept that are subject to final review and approval by the Menlo Park City Council, as generally set forth in Facebook's letter to the City Council dated December 16, 2019. The Project includes the remediation and demolition of all of the existing facilities, including the pool. The following is a summary of the terms to be incorporated into a definitive agreement between Facebook and the City of Menlo Park.

#### 1. Facebook's Obligations

- a. Design, obtain entitlements for, and construct the Project in accordance with mutually agreeable plans (to be attached as an exhibit to the agreement). Facebook will have sole discretion over the means and methods of design and construction including the selection of the architect, engineers, design consultants, general contractor and all subcontractors. The agreement will identify scopes of work and materials outside of the Project (e.g., furnishings, IT equipment, etc.). Facebook will be responsible for unforeseen/unanticipated conditions (subject to its termination right described in Paragraph 6).
- b. Prepare a budget for the Project. If the cost of the Project is projected to exceed the budget, then the City and Facebook will work together to identify modifications to the Project that allow it to fit within the budget.
- c. Pay prevailing wage for all work done on the Project.
- d. Work with the City and the surrounding neighborhood to minimize impacts on the neighborhood during construction.
- e. Assist the City in pursuing CPUC 851 permits/approval for acquisition of, or work within, PG&E parcel(s).
- f. Obtain fixed bids/pricing for City requested work (described in Paragraph 3) to assist City in determining whether to include some or all of such additional work.

#### 2. City's Obligations

- a. Timely process all building permit applications. The City will make a good faith effort to expedite the plan check process with the goal of issuing building permits within two months of submittal of the complete application post-entitlement.
- b. Make good faith efforts to assist Facebook with resolving permitting issues with other public agencies, utilities, and neighboring property owners, if any.
- c. Waive all costs in connection with processing Project approvals, staff time, permits, plan check, and building division inspections, etc.
- d. Waive all applicable development impact fees.
- e. Work with the community to develop and implement a plan to accommodate existing community programs that will be displaced during the construction period. Facebook has no responsibility for interim facilities or programming.
- f. Work with Facebook on closures during the construction phase. During construction, the site will be closed except that access must be maintained to Beechwood School and the sports fields.
- g. Bear all costs in connection with programming, operation, and maintenance of the new facilities. Facebook is not responsible for any ongoing costs.

h. Bear all costs in connection with acquiring PG&E parcel(s) [fee, easement or license] and obtaining CPUC 851 permits/approval for acquisition of, or work within, PG&E parcel(s).

#### 3. City Requested Work

- a. The City will have the right to propose work in addition to the Project but related to the Project such as the following:
  - i. a new swimming pool and all associated support systems including a pool mechanical equipment building,
  - ii. upgrading the building to a Red Cross Evacuation Center (instead of a standard building),
  - iii. deploying emergency backup power (e.g., diesel generator),
  - iv. installing solar carports to achieve Net Zero Energy,
  - v. pursuing LEED Platinum or equivalent (instead of LEED Gold),
  - vi. designing and installing a microgrid,
  - vii. deconstructing the existing buildings (instead of demolishing them),
  - viii. replacing the on-site water main,
  - ix. extending a recycled water main to serve the site in the future,
  - x. undergrounding utilities (communication and potentially electric distribution lines).
- b. The City will be responsible for all costs of any City requested work.
- c. The City would contract directly with the contractors for any City requested work (except that Facebook will consider contracting for minor ancillary work and/or works that cannot be separated from the main building construction contract). The agreement will include a process for proposing and finalizing City requested work. If the City desires to include any City requested work, Facebook will cooperate and coordinate with the City and at the City's request, Facebook will obtain fixed bids/pricing for City requested work from Facebook's contractors.
- d. As a condition to performing any City requested work, Facebook may require the City to demonstrate that sufficient funds are available to cover the full cost of the City requested work that Facebook is performing.

#### 4. Proposed Schedule

- a. The agreement will include a Project schedule.
- b. Facebook will not be liable for delays. Facebook will, however, make a good faith effort to complete the Project within 24 months of demolition of the existing facility (subject to force majeure including shut downs by government order).

#### 5. Naming Rights

a. The City will have the right to name the facility. The City will, however, meet and confer with Facebook with respect to the facility's name. The City will not license or otherwise sell naming rights to the facility.

#### 6. Termination; Suspension

- a. Termination Prior to Commencement of Construction: Facebook may terminate the agreement with or without cause before demolition of any existing facilities. If Facebook terminates the agreement without cause, then it will reimburse the City for its out of pocket costs and staff time but no other damages. If Facebook terminates the agreement with cause [to be defined], it will not be liable for any costs incurred or damages sustained by the City.
- b. Termination After Commencement of Construction: Facebook may not terminate the agreement after demolition of the building(s) without cause [to be defined]. If Facebook terminates the agreement without cause or if the City terminates the agreement for cause, the City may complete the Project and Facebook will be responsible for the cost to complete the Project, together with all damages sustained by the City as result of the delays in completing the Project due to such termination. If Facebook terminates the agreement for cause, Facebook will not be liable for completing the Project or for any damages and the City shall determine whether and how to complete the Project.
- c. Upon termination, with or without cause, Facebook will use commercially reasonable efforts to assign all design, construction and other Project related contracts to the City.

#### 7. Indemnification; Warranties

- a. Facebook will indemnify the City from third party claims arising out of construction of the Project (excluding claims attributable to the City's negligence or willful misconduct). Facebook will not, however, be liable for construction defects (see below). The City will indemnify Facebook and its designers from third party claims arising from events occurring after turnover of the site to the City (excluding claims attributable to the indemnitees' negligence or willful misconduct).
- b. The improvements will be delivered "as-is" and Facebook will not be liable for construction defects. The agreement will, however, include a process for identifying punch list items and agreeing on final completion. Facebook will assign all construction warranties to the City and cooperate with the enforcement of those warranties.

This Term Sheet is a non-binding document for discussion purposes only. Neither party is obligated to proceed with the proposed Project unless until the parties enter into a binding agreement setting forth all materials terms, provisions and obligations of the parties.

### ATTACHMENT G

GOLD

**Platinum** 

Page H-1.20

# ≤ Stok Menlo Park Community Center

YES	LIKEL	MAYB	2	Phase		Credit Name	Points Available
	1			D	Credit	Integrative Process - In design phases, achieve synergies between building, energy AND water related systems	- 1
	1			Tot	als		1
	10						
03.			16	D	Credit	LEED for Neighborhood Development Location - Locate within LEED ND certified development site boundary	16
1				D	Credit	Sensitive Land Protection - Develop on previously developed land or follow criteria for non - sensitive	:1:
			2	D	Credit	High Priority Site - Locate project on infill location in historic district, priority designation or brownfield	2
11	2		3	D	Credit	Surrounding Density & Diverse Uses - Site within 1/4 mile of surrounding density criteria and/or a 1/2 mile of diverse uses	5
	1		4	D	Credit	Access to Quality Transit - Locate functional entries within 1/4 mile of existing transit or 1/2 mile of planned transit services	5
	1			D	Credit	Biogole Facilities - Provide a bike network and storage areas	া:
		1		D	Credit	Reduced Parking Footprint - Don't exceed minimum local code requirements for parking capacity	213
	514		Į. "	D	Credit	LEED v4.1: Electric Vehicles - 5 % of spaces or 20 % discount for parking and electric car charging OR liquid, gas or battery facilities	1
1	5	1	16	Tot	als		16
_							
	REQU	JIRE	0	C	Prereq	Construction Activity Pollution Prevention - Implement an erosion control plan, per the EPA CGP v2012	NA
	1			D	Credit	Site Assessment - Complete site survey including: topography, hydrology, climate, vegetation, soils, human use, human health	31)
		1	1	D	Credit	Site Development - Protect or Restore Habitat - On-site restoration OR financial support	2
	1			D	Credit	Open Space - Provide outdoor space greater than or equal to 30% of total site area, 25% of which is vegetated	1
		2	1	D	Credit	Rainwater Management - Manage runoff for at least the \$5th percentile of local rainfall events	3
	2			D	Credit	Heat Island Reduction - Meet nonroof and roof criteria OR place a minimum of 75% parking spaces under cover	2
	1			D	Credit	Light Pollution Reduction - Backlight-uplight-glare method or calculation method, exterior luminaires and signage req's	- 1
	5	3	2	Tot	als		10
	5	3	2		10050		Mr.
				Tot	Prereq 1	Outdoor Water Use Reduction - Permanent non-irrigated landscape OR reduce water use 30% for peak water month	NłA
	5 REQI				Prereg 1 Prereg 2		N/A N/A
- ()	REQI			D D	Prereq1 Prereq2 Prereq3	Outdoor Water Use Reduction - Permanent non-irrigated landscape OR reduce water use 30% for peak water month Indoor Water Use Reduction - Reduce aggregate water use by 20% for fixtures and fittings Building-Level Water Metering - Install permanent water meters that measure potable water use, share data with USGBC	N/A N/A N/A
	REQI	JIRE		D D	Prereq 1 Prereq 2 Prereq 3 Credit	Outdoor Vater Use Reduction - Permanent non-irrigated landscape OR reduce water use 30% for peak water month Indoor Vater Use Reduction - Reduce aggregate water use by 20% for fixtures and fittings	N/A N/A N/A 2
	REQI	JIRE 2	D	D D	Prereq 1 Prereq 2 Prereq 3 Credit Credit	Outdoor Vater Use Reduction - Permanent non-irrigated landscape OR reduce water use 30% for peak water month Indoor Vater Use Reduction - Reduce aggregate water use by 20% for fixtures and fittings Building-Level Vater Metering - Install permanent water meters that measure potable water use, share data with USGBC Outdoor Vater Use Reduction - Reduce water use no irrigation or reduced irrigation 50% - 100% Indoor Vater Use Reduction - Reduce fixture and fitting water use by 25% - 50%	N/A N/A N/A 2 6
	REQU	JIRE	D	D D D D D	Prereq1 Prereq2 Prereq3 Credit Credit Credit	Outdoor Vater Use Reduction - Permanent non-irrigated landscape OR reduce water use 30% for peak water month Indoor Vater Use Reduction - Reduce aggregate water use by 20% for fixtures and fittings Building-Level Vater Metering - Install permanent water meters that measure potable water use, share data with USGBC Outdoor Vater Use Reduction - Reduce water use no irrigation or reduced irrigation 50% - 100%	N/A N/A N/A 2 6
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	REQU	JIRE 2	D 1	D D D D D	Prereq 1 Prereq 2 Prereq 3 Credit Credit Credit Credit	Outdoor Vater Use Reduction - Permanent non-irrigated landscape OR reduce water use 30% for peak water month Indoor Vater Use Reduction - Reduce aggregate water use by 20% for fixtures and fittings Building-Level Vater Metering - Install permanent water meters that measure potable water use, share data with USGBC Outdoor Vater Use Reduction - Reduce water use no irrigation or reduced irrigation 50% - 100% Indoor Vater Use Reduction - Reduce fixture and fitting water use by 25% - 50% Cooling Tower Vater Use - Conduct a one-time potable water analysis, measure control parameters in Table 1	N/A N/A N/A 2 6
	REQU	JIRE 2 1	D 1	D D D D D Tot	Prereq 1 Prereq 2 Prereq 3 Credit Credit Credit Credit	Outdoor Vater Use Reduction - Permanent non-irrigated landscape OR reduce water use 30% for peak water month Indoor Vater Use Reduction - Reduce aggregate water use by 20% for fixtures and fittings Building-Level Vater Metering - Install permanent water meters that measure potable water use, share data with USGBC Outdoor Vater Use Reduction - Reduce water use no irrigation or reduced irrigation 50% - 100% Indoor Vater Use Reduction - Reduce fixture and fitting water use by 25% - 50% Cooling Tower Vater Use - Conduct a one-time potable water analysis, measure control parameters in Table 1	N/A N/A N/A 2 6 2
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	REQU 1 4 1 6	JIRE 2 1	1 1 2	D D D D D Tot	Prereq 1 Prereq 2 Prereq 3 Credit Credit Credit Credit Prereq 1 Prereq 1	Outdoor Vater Use Reduction - Permanent non-irrigated landscape OR reduce water use 30% for peak water month Indoor Vater Use Reduction - Reduce aggregate water use by 20% for fixtures and fittings Building-Level Vater Metering - Install permanent water meters that measure potable water use, share data with USGBC Outdoor Vater Use Reduction - Reduce water use no irrigation or reduced irrigation 50% - 100% Indoor Vater Use Reduction - Reduce fixture and fitting water use by 25% - 50% Cooling Tower Vater Use - Conduct a one-time potable water analysis, measure control parameters in Table 1 Vater Metering - Meters for 2 or more water subsystems: irrigation, indoor plumbing, hot water, boiler, reclaimed water, or other	N/A N/A N/A 2 6 2 1 11 N/A N/A
	REQU	JIRE 2 1	1 1 2	D D D D Tot	Prereq 1 Prereq 2 Prereq 3 Credit Credit Credit Credit Prereq 1 Prereq 1 Prereq 2 Prereq 3	Outdoor Vater Use Reduction - Permanent non-irrigated landscape OR reduce water use 30% for peak water month Indoor Vater Use Reduction - Reduce aggregate water use by 20% for fixtures and fittings  Building-Level Vater Metering - Install permanent water meters that measure potable water use, share data with USGBC  Outdoor Vater Use Reduction - Reduce water use no irrigation or reduced irrigation 50% - 100%  Indoor Vater Use Reduction - Reduce fixture and fitting water use by 25% - 50%  Cooling Tower Vater Use - Conduct a one-time potable water analysis, measure control parameters in Table 1  Vater Metering - Meters for 2 or more water subsystems: irrigation, indoor plumbing, hot water, boiler, reclaimed water, or other  Fundamental Commissioning and Verification - Commissioning for ASHRAE 0-2005 and 11-2007	N/A N/A N/A 2 6 2 1 1 11 N/A N/A N/A
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	REQUAL TO SERVICE TO S	2 1 3	1 1 2	D D D D D Tot	Prereq 1 Prereq 2 Prereq 3 Credit Credit Credit Credit Prereq 1 Prereq 2 Prereq 3 Prereq 4 Credit	Outdoor Vater Use Reduction - Permanent non-irrigated landscape OR reduce water use 30% for peak water month Indoor Vater Use Reduction - Reduce aggregate water use by 20% for fixtures and fittings Building-Level Vater Metering - Install permanent water meters that measure potable water use, share data with USGBC Outdoor Vater Use Reduction - Reduce water use no irrigation or reduced irrigation 50% - 100% Indoor Vater Use Reduction - Reduce fixture and fitting water use by 25% - 50% Cooling Tower Vater Use - Conduct a one-time potable water analysis, measure control parameters in Table 1 Vater Metering - Meters for 2 or more water subsystems: irrigation, indoor plumbing, hot water, boiler, reclaimed water, or other  Fundamental Commissioning and Verification - Commissioning for ASHRAE 0-2005 and 11-2007 Minimum Energy Performance - Whole building energy simulation OR ASHRAE 50% Design Guide OR ABCPG Building-Level Energy Metering - Use building-level energy meters or submeters that can aggregate building-level data Fundamental Refrigerant Management - Do not use CFC-based refrigerants in HVAC&R systems, or have a phase out plan	N/A N/A N/A N/A 2 6 2 1 11 N/A N/A N/A N/A N/A N/A 6
	REQU 1 4 1 6	JIRE 2 1 3	1 1 2	D D D D D D D D D D D D D D D D D D D	Prereq 1 Prereq 2 Prereq 3 Credit Credit Credit Credit Prereq 1 Prereq 2 Prereq 3 Prereq 3 Prereq 4 Credit Credit	Outdoor Vater Use Reduction - Permanent non-irrigated landscape OR reduce water use 30% for peak water month Indoor Vater Use Reduction - Reduce aggregate water use by 20% for fixtures and fittings  Building-Level Vater Metering - Install permanent water meters that measure potable water use, share data with USGBC  Outdoor Vater Use Reduction - Reduce water use no irrigation or reduced irrigation 50% - 100%  Indoor Vater Use Reduction - Reduce fixture and fitting water use by 25% - 50%  Cooling Tower Vater Use - Conduct a one-time potable water analysis, measure control parameters in Table 1  Vater Metering - Meters for 2 or more water subsystems: irrigation, indoor plumbing, hot water, boiler, reclaimed water, or other  Fundamental Commissioning and Verification - Commissioning for ASHRAE 0-2005 and 11-2007  Minimum Energy Performance - Whole building energy simulation OR ASHRAE 50% Design Guide OR ABCPG  Building-Level Energy Metering - Use building-level energy meters or submeters that can aggregate building-level data  Fundamental Refrigerant Management - Do not use CFC-based refrigerants in HVAC&R systems, or have a phase out plan	N/A N/A N/A N/A 2 6 2 1 11 N/A N/A N/A N/A N/A N/A N/A 18
	REQUAL TO SERVICE TO S	2 1 3	1 1 2 2	D D D D D D D D D D D D D D D D D D D	Prereq1 Prereq2 Prereq3 Credit Credit Credit Credit Prereq1 Prereq1 Prereq2 Prereq4 Credit Credit	Outdoor Vater Use Reduction - Permanent non-irrigated landscape OR reduce water use 30% for peak water month Indoor Vater Use Reduction - Reduce aggregate water use by 20% for fixtures and fittings Building-Level Vater Metering - Install permanent water meters that measure potable water use, share data with USGBC Outdoor Vater Use Reduction - Reduce water use no irrigation or reduced irrigation 50% - 100% Indoor Vater Use Reduction - Reduce fixture and fitting water use by 25% - 50% Cooling Tower Vater Use - Conduct a one-time potable water analysis, measure control parameters in Table 1 Vater Metering - Meters for 2 or more water subsystems: irrigation, indoor plumbing, hot water, boiler, reclaimed water, or other  Fundamental Commissioning and Verification - Commissioning for ASHRAE 0-2005 and 11-2007 Minimum Energy Performance - Whole building energy simulation OR ASHRAE 50% Design Guide OR ABCPG Building-Level Energy Metering - Use building-level energy meters or submeters that can aggregate building-level data Fundamental Refrigerant Management - Do not use CFC-based refrigerants in HVAC&R systems, or have a phase out plan	N/A N/A N/A N/A 2 6 2 1 11 N/A N/A N/A N/A N/A N/A N/A N/A N/A 18
	REQU 1 6 8 8 10 1	JIRE 2 1 3	1 1 2	D D D D D Tot	Prereq 1 Prereq 2 Prereq 3 Credit Credit Credit Credit Prereq 1 Prereq 2 Prereq 3 Prereq 4 Credit Credit Credit Credit Credit Credit	Outdoor Vater Use Reduction - Permanent non-irrigated landscape OR reduce water use 30% for peak water month Indoor Vater Use Reduction - Reduce aggregate water use by 20% for fixtures and fittings  Building-Level Vater Metering - Install permanent water meters that measure potable water use, share data with USGBC  Outdoor Vater Use Reduction - Reduce water use no irrigation or reduced irrigation 50% - 100% Indoor Vater Use Reduction - Reduce fixture and fitting water use by 25% - 50%  Cooling Tower Vater Use - Conduct a one-time potable water analysis, measure control parameters in Table 1  Vater Metering - Meters for 2 or more water subsystems: irrigation, indoor plumbing, hot water, boiler, reclaimed water, or other  Fundamental Commissioning and Verification - Commissioning for ASHRAE 0-2005 and 1.1-2007  Minimum Energy Performance - Whole building energy simulation OR ASHRAE 50% Design Guide OR ABCPG  Building-Level Energy Metering - Use building-level energy meters or submeters that can aggregate building-level data  Fundamental Refrigerant Management - Do not use CFC-based refrigerants in HVACSR systems, or have a phase out plan  Enhanced Commissioning - Implement systems commissioning or monitor-based commissioning  LEED vt. 1: Optimize Energy Performance - Whole building energy simulation or follow ASHRAE Advanced Energy Design Guide	N/A N/A N/A N/A N/A 2 6 1 11 N/A N/A N/A N/A N/A 1 1 2
	1 4 1 6 8 REQU	2 1 3 JIRE 3 3	1 1 2 2	D D D D D D D D D D D D D D D D D D D	Prereq 1 Prereq 2 Prereq 3 Credit Credit Credit Prereq 1 Prereq 2 Prereq 3 Prereq 4 Credit	Outdoor Vater Use Reduction - Permanent non-irrigated landscape OR reduce water use 30% for peak water month Indoor Vater Use Reduction - Reduce aggregate water use by 20% for fixtures and fittings  Building-Level Vater Metering - Install permanent water meters that measure potable water use, share data with USGBC  Outdoor Vater Use Reduction - Reduce water use no irrigation or reduced irrigation 50% - 100% Indoor Vater Use Reduction - Reduce fixture and fitting water use by 25% - 50%  Cooling Tower Vater Use - Conduct a one-time potable water analysis, measure control parameters in Table 1  Vater Metering - Meters for 2 or more water subsystems: irrigation, indoor plumbing, hot water, boiler, reclaimed water, or other  Fundamental Commissioning and Verification - Commissioning for ASHRAE 0-2005 and 1.1-2007  Minimum Energy Performance - Whole building energy simulation OR ASHRAE 50% Design Guide OR ABCPG  Building-Level Energy Metering - Use building-level energy meters or submeters that can aggregate building-level data Fundamental Refrigerant Management - Do not use CFC-based refrigerants in HVAC&R systems, or have a phase out plan Enhanced Commissioning - Implement systems commissioning or monitor-based commissioning - Implement Systems commissioning - Implement Systems commissioning or monitor-based commi	N/A N/A N/A N/A N/A 6 18 1 2 5
	REQU 1 6 8 8 10 1	JIRE 2 1 3	1 1 2 2	D D D D D D D D D D D D D D D D D D D	Prereq 1 Prereq 2 Prereq 3 Credit Credit Credit Credit Prereq 1 Prereq 2 Prereq 3 Prereq 4 Credit Credit Credit Credit Credit Credit	Outdoor Vater Use Reduction - Permanent non-irrigated landscape OR reduce water use 30% for peak water month Indoor Vater Use Reduction - Reduce aggregate water use by 20% for fixtures and fittings  Building-Level Vater Metering - Install permanent water meters that measure potable water use, share data with USGBC  Outdoor Vater Use Reduction - Reduce water use no irrigation or reduced irrigation 50% - 100% Indoor Vater Use Reduction - Reduce fixture and fitting water use by 25% - 50%  Cooling Tower Vater Use - Conduct a one-time potable water analysis, measure control parameters in Table 1  Vater Metering - Meters for 2 or more water subsystems: irrigation, indoor plumbing, hot water, boiler, reclaimed water, or other  Fundamental Commissioning and Verification - Commissioning for ASHRAE 0-2005 and 1.1-2007  Minimum Energy Performance - Whole building energy simulation OR ASHRAE 50% Design Guide OR ABCPG  Building-Level Energy Metering - Use building-level energy meters or submeters that can aggregate building-level data  Fundamental Refrigerant Management - Do not use CPC-based refrigerants in HVAC&R systems, or have a phase out plan Enhanced Commissioning - Implement systems commissioning or monitor-based commissioning - Implement systems commissioning - Implement systems commissioning - Implement systems c	N/A N/A N/A N/A 2 6 1 11 N/A N/A N/A N/A N/A N/A 1 1 2

	YES	LKE	NAVB	8	Phase	Credit Number	Credit Name	Points Available	
					D	Prereq	Storage and Collection of Recyclables - Dedicated areas for waste collection, collection and storage	N/A	
		ERRI	III F		D	Prereq	Construction and Demolition Vaste Management Planning - Establish C&D waste diversion goals	N/A	
-		3		2	c	Credit	Building Life-Cycle Impact Reduction - Historic building reuse, renovate blighted buildings OR whole building LCA	5	
20		1	1		c	Credit	LEED v4.1: Building Product Disclosure and Optimization - Environmental Product Declarations	2	
13		1	1		c	Credit	LEED v4.1: Building Product Disclosure and Optimization - Material Ingredients	2	
		1	1		c	Credit	LEED v4.1: Building Product Disclosure and Optimization - Sourcing of Raw Materials	2	
27		1	1		c	Credit	C&D Waste Management - Divert 50% (3 streams), 75% (4 streams) OR 2.5 lbs. waste per square foot	2	
			4	32	Tot	als		13	
		EO!	JIRE		D	Prereq	Minimum Indoor Air Quality Performance - Meet ASHRAE \$2.1-2010	N/A	
		LUL	JINE	-1	D	Prereq	Environmental Tobacco Smoke Control - Prohibit smoking indoors, restrict outdoor smoking within 25 feet	N/A	
uj.		2		- 1	D	Credit	Enhanced Indoor Air Quality Strategies - Comply with enhanced IAQ strategies	2	
§		3			C	Credit	LEED v4.1: Low-Emitting Materials - Achieve level of compliance for product categories or use budget calculation method	3	
اہ		1			C	Credit	Construction IAQM Plan - Implement IAQMP & protect materials and equipment during construction	1	
351		2			C	Credit	Indoor Air Quality Assessment - Before and during occupancy flush-out OR conduct baseline IAQ testing	2	
QUALITY		1			D	Credit	Thermal Comfort - Meet requirements for ASHRAE 55-2010	1 .	
I O		2			D	Credit	Interior Lighting - Lighting Controls for \$0% plus individual occupant spaces & four lighting quality strategies	2	
NDOOK			2	1	D	Credit	Daylight - Install glare control devices, spatial daylight autonomy, illuminance calculations OR daylight floor area measurement	3	
ğ			1	-	D	Credit	Quality Views - Vision glazing for 75% of regularly occupied floor area, with at least two kinds of view types	1	
=		1			D	Credit	Acoustic Performance - Meet requirements for HVAC noise, sound isolation, reverberation time, & sound masking	1	
	12 3 1 Totals								
						,			
		1			D	Credit	EBOM Starter Kit: Green Cleaning & IPM	1	
5		1			D	Credit	Integrative Analysis of Building Materials	1	
INNOVATION			1		D	Credit	Circular Products	1	
A		4			D	Credit	Green Education	1	
ON I		1			D	Credit	Community Contaminant Prevention - Airborne Release	1	
2	1				C	Credit	LEED Accredited Professional	1	
	1	4	1		Tot			6	
	'Inn	ovani	on in	Desig	ירוו רוב	oludes Evern	plary Performance credits		
			1		D	Credit	Optimize Energy Performance	1	
.		4			D	Credit	Sourcing of Raw Materials		
1		1			D	Credit	BPDO - Material Ingredients	1 1	
₹ I				1	D	Credit	Indoor Vater Use Reduction	1	
REGIONAL**		SI	_		D	Credit	Access to Quality Transit	1	
2		1			D	Credit	Interiors Life Cycle Impact Reduction	1	
		4	1		Tot			4	
	on	614F	Tegrio	nal C	nealth.	s are Applio.	able .		
					Col	nfirmed (	Certification Level:	<b>Not Certified</b>	

Confirmed + Likely Certification Level: Confirmed + Likely + Maybe Certification Level:

GOLD PURSUIT (Confirmed + Likely Points)

PLATINUM PURSUIT (Confirmed + Likely + Maybe Points)

**Confirmed Points** 



# Menlo Park Belle Haven Community Center Feasibility Study Draft October 8, 2020

# Feasibility Study Draft High Level Summary

- The summary table (next slide) shows four different options with sizes, costs, estimated savings, worst case grid resiliency hours.
- Finance payments are estimates only; Actual payment will depend upon many factors including the financier (owner of the assets), ITC and SGIP amount when the project is signed. All LCFS credits will be due to the owner.
- Payments are divided into two parts- Solar PPA and Capacity payment for the microgrid; Splitting
  payment into two factors will allow the city to get performance guarantee on both the Solar and the
  microgrid.
- Revenue Potential from EV chargers by asking public to pay for charging their EVs can be significant and is included in calculating the overall savings.
- Value of Resiliency is not included in the estimated savings; It can be added in the final report.
- There may be significant revenue potential from the microgrid assets due to grid services (demand response, Resource adequacy e.g) but are not included in the estimated savings since some of these estimates are not easily calculable.
- The details of grid resiliency are in the last two slides for each of the options; The summary table includes only the worst day of the year based on historical information



Rooftop	105.6	105.6	105.6	105.6
Carport	160	160	296	296
Solar Production (kwh)	451,200	451,200	680,500	680,500
Site load (kwh)	588,967	588,967	588,967	588,967
Solar offset	76.61%	76.61%	115.54%	115.54%
Microgrid Size (kwh)	600	1200	1200	1560
Project Cost	\$1,886,800	\$2,246,800	\$2,790,800	\$3,050,800
Solar cost	\$956,800	\$956,800	\$1,500,800	\$1,500,800
Rooftop	\$316,800	\$316,800	\$316,800	\$316,800
Carport	\$640,000	\$640,000	\$1,184,000	\$1,184,000
Microgrid	\$700,000	\$1,060,000	\$1,060,000	\$1,320,000
EV Chargers (11 L2, 3 DC FC)	\$230,000	\$230,000	\$230,000	\$230,000
Critical Load (%)	50%	50%	50%	50%
Resiliency Amount	50%	50%	50%	50%
Worst Case Resiliency Duration (Hours)	7.9	15.8	18.2	23.6
Estimated Electricity Cost Before Microgrid (annual)	\$142,545	\$142,545	\$142,545	\$142,545
Estimate Electricity Cost after Microgrid (annual)	\$41,397	\$35,297	\$11,753	\$11,708
Estimated Savings (annual)*	\$101,148	\$107,248	\$130,792	\$130,837
EV Charging Revenue (public charging)	\$65,366	\$65,366	\$65,366	\$65,366
Avoided Cost of gas (city fleet)	\$10,756	\$10,756	\$10,756	\$10,756
Total Revenue/Savings due to EV chargers**	\$76,122	\$76,122	\$76,122	\$76,122
PPA Payment first year	\$0.37	\$0.40	\$0.32	\$0.33
First year payment	\$167,395	\$180,480	\$220,482	\$226,607

Kelley Field Expansion Excluded

Option 1A

265.6

Option 1B

265.6

\$2.890

\$324,480

First year savings (including revenue from EV chargers)

Summary Table

Solar Size (kwp)

\$9.875

\$547,505



Net Savings 25 years (3% escalation)

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Kelley Field Expansion Included

Option 2B

401.6

-\$19,648

-\$374,873

Option 2A

401.6

-\$13.568

-\$153,449

<sup>\*</sup>Capacity payment refers to payment for microgrid

<sup>\*\*</sup> EV Savings are dependant on Policy outcomes relating to charging rates and model decisions which are currently in flux. Revenue/savings could drop down to \$15,000 depending on rates

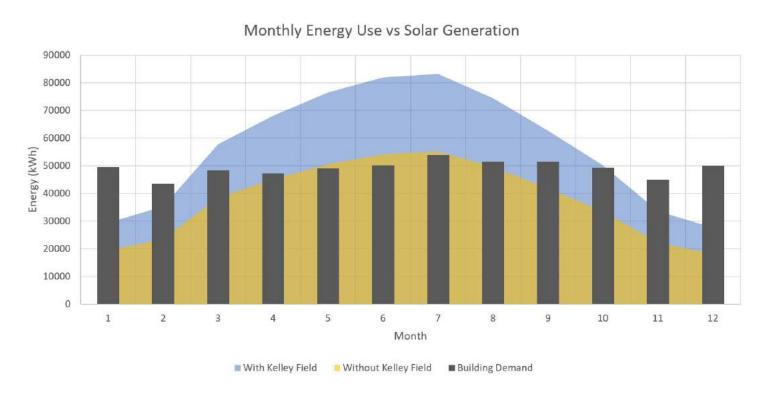
# Solar Design Overview



Location	Size (kW)		
Rooftop	105.6		
Carport	160		
Kelley Field	136		
Total	401.6		



# Monthly Solar Generation Profiles



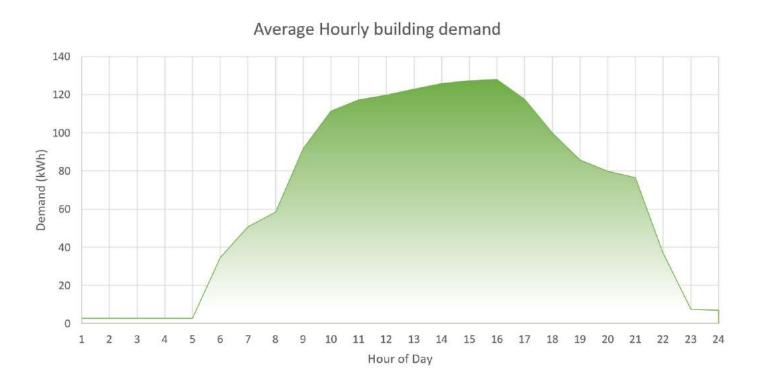


# **Projected Monthly Demand**





# Projected Hourly Demand





# Projected energy bill before microgrid

	Bill Date Rang	ges	i I I	Energy U	se (kWh)		Max Demand (kW)	i 	Charges	s (\$)		
Start Date	End Date	Season	On Peak	Part Peak	Off Peak	Super Off Peak	NC / Max	Other	NBC	Energy	Demand	Total
1/1/2021	2/1/2021	W1	13909	-	35708	-	148	\$156	\$1,290	\$7,614	\$2,101	\$11,161
2/1/2021	3/1/2021	W1	12021	-	31425	-	138	; \$141	\$1,130	\$6,661	\$1,959	\$9,890
3/1/2021	4/1/2021	W2	13660	-	16977	17637	152	\$156	\$1,255	\$6,746	\$2,158	\$10,315
4/1/2021	5/1/2021	W2	13574	-	16539	17102	166	; \$151	\$1,228	\$6,611	\$2,357	\$10,346
5/1/2021	6/1/2021	W2	14185	-	16576	18232	187	;   \$156	\$1,274	\$6,845	\$2,655	\$10,930
6/1/2021	7/1/2021	S	14677	9858	25640	-	173	;   \$151	\$1,305	\$9,866	\$2,456	\$13,777
7/1/2021	8/1/2021	S	16037	10577	27273	-	205	; i \$156	\$1,401	\$10,623	\$2,910	\$15,090
8/1/2021	9/1/2021	S	15083	10399	26052	-	183	;   \$156	\$1,340	\$10,143	\$2,598	\$14,237
9/1/2021	10/1/2021	S	15221	10259	26045	-	176	\$151	\$1,340	\$10,151	\$2,498	\$14,140
10/1/2021	11/1/2021	W1	14486	-	34869	-	156	\$156	\$1,283	\$7,597	\$2,215	\$11,251
11/1/2021	12/1/2021	W1	12710	-	32320	-	140	\$151	\$1,171	\$6,913	\$1,987	\$10,222
12/1/2021	1/1/2022	W1	13988	-	35929	-	146	\$156	\$1,298	\$7,659	\$2,073	\$11,186
			169551	41093	325353	52971		\$1,836	\$15,313	\$97,430	\$27,966	\$142,545



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# Projected energy bill 1A after microgrid

Bil	II Date Ranges			Energy Us	se (kWh)		Max Demand (kW)	i 	Charges		
Start Date	End Date	Season	On Peak	Part Peak	Off Peak	Super Off Peak	NC / Max	Other	Energy	Demand	Total
1/1/2021	2/1/2021	W1	5705	-	25392	-	106	\$150	\$5,259	\$1,447	\$6,855
2/1/2021	3/1/2021	W1	4364	-	16357	-	101	; ! \$135	\$3,524	\$1,379	\$5,038
3/1/2021	4/1/2021	W2	1716	-	5552	3373	87	\$150	\$1,669	\$1,188	\$3,006
4/1/2021	5/1/2021	W2	189	-	2645	244	; ! 87	; ! \$145	\$498	\$1,188	\$1,830
5/1/2021	6/1/2021	W2	-589	-	-308	183	; ! 76	\$150	-\$144	\$1,037	\$1,043
6/1/2021	7/1/2021	S	-574	-3102	272	-	67	; ! \$145	-\$768	\$915	\$291
7/1/2021	8/1/2021	S	-123	-2770	2300	-	: ! ! 82	\$150	-\$209	\$1,119	\$1,060
8/1/2021	9/1/2021	S	444	-2002	4268	-	69	\$150	\$465	\$942	\$1,556
9/1/2021	10/1/2021	S	2560	-474	8357	-	: ! ! 92	; ; ; ; ; ; ;	\$2,107	\$1,256	\$3,507
10/1/2021	11/1/2021	W1	3842	-	12836	-	110	; ! \$150	\$2,848	\$1,502	\$4,499
11/1/2021	12/1/2021	W1	5053	-	18522	-	: ! ! 104	; ; ; ; ; ; ;	\$4,013	\$1,420	\$5,577
12/1/2021	1/1/2022	W1	6302	-	26431	-	105	\$150	\$5,546	\$1,433	\$7,129
		,	28889	-8348	122624	3800	•	\$1,765	\$24,807	\$14,824	\$41,396



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# Projected energy bill 1B after microgrid

Bil	II Date Ranges			Energy Us	se (kWh)		Max Demand (kW)	1 1 1 1	Charges		
Start Date	End Date	Season	On Peak	Part Peak	Off Peak	Super Off Peak	NC / Max	Other	Energy	Demand	Total
1/1/2021	2/1/2021	W1	2373	-	29244	-	95	\$150	\$5,225	\$1,297	\$6,672
2/1/2021	3/1/2021	W1	1739	-	19346	-	1 1 89 1	\$135	\$3,490	\$1,215	\$4,840
3/1/2021	4/1/2021	W2	-4032	-	7579	7726	78	\$150	\$1,409	\$1,065	\$2,624
4/1/2021	5/1/2021	W2	-7581	-	4670	6744	;   77	; ! \$145	\$109	\$1,051	\$1,305
5/1/2021	6/1/2021	W2	-9353	-	2932	6509	71	\$150	-\$554	\$969	\$565
6/1/2021	7/1/2021	S	-12390	-1840	12009	-	57	; ! \$145	-\$1,628	\$778	-\$705
7/1/2021	8/1/2021	S	-11929	-1732	14316	-	: ! ! 68	\$150	-\$1,063	\$928	\$15
8/1/2021	9/1/2021	S	-10961	-634	15508	-	1 1 64	\$150	-\$349	\$874	\$674
9/1/2021	10/1/2021	S	-7250	511	18263	-	: ! 81 !	\$145	\$1,409	\$1,106	\$2,659
10/1/2021	11/1/2021	W1	1585	-	15385	-	98	\$150	\$2,816	\$1,338	\$4,303
11/1/2021	12/1/2021	W1	2148	-	21851	-	: ! ! 93	; ; ; ; ; ;	\$3,978	\$1,269	\$5,393
12/1/2021	1/1/2022	W1	2331	-	30979	-	94	\$150	\$5,499	\$1,283	\$6,932
		,	-53320	-3695	192082	20979	•	\$1,765	\$20,341	\$13,172	\$35,279



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# Projected energy bill 2A after microgrid

Bil	II Date Ranges			Energy Us	se (kWh)		Max Demand (kW)	1 	Charges		
Start Date	End Date	Season	On Peak	Part Peak	Off Peak	Super Off Peak	NC / Max	Other	Energy	Demand	Total
1/1/2021	2/1/2021	W1	-2754	-	24844	-	92	\$150	\$3,494	\$1,256	\$4,900
2/1/2021	3/1/2021	W1	-4490	-	14360	-	84	\$135	\$1,446	\$1,147	\$2,728
3/1/2021	4/1/2021	W2	-11458	-	2518	1451	72	\$150	-\$1,677	\$983	-\$544
4/1/2021	5/1/2021	W2	-14278	-	-1777	-2864	70	; ! \$145	-\$3,479	\$956	-\$2,378
5/1/2021	6/1/2021	W2	-16828	-	-5741	-2993	60	\$150	-\$4,645	\$819	-\$3,676
6/1/2021	7/1/2021	S	-17387	-8443	-4192	-	52 1	; ! \$145	-\$7,321	\$710	-\$6,466
7/1/2021	8/1/2021	S	-17091	-8308	-1994	-	:     61	\$150	-\$6,815	\$833	-\$5,832
8/1/2021	9/1/2021	S	-15254	-7260	1501	-	54	\$150	-\$5,459	\$737	-\$4,572
9/1/2021	10/1/2021	S	-10514	-5199	6388	-	; i 73	\$145	-\$2,840	\$996	-\$1,698
10/1/2021	11/1/2021	W1	-7852	-	8917	-	1 1 89	\$150	-\$105	\$1,215	\$1,259
11/1/2021	12/1/2021	W1	-3940	-	17194	-	: ! ! 88	; ; ; ; ; ;	\$2,015	\$1,201	\$3,362
12/1/2021	1/1/2022	W1	-1925	-	26072	-	89	\$150	\$3,858	\$1,215	\$5,223
			-123771	-29210	88090	-4406	•	\$1,765	-\$2,079	\$12,067	\$11,753



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# Projected energy bill 2B after microgrid

Bil	II Date Ranges	5	i 	Energy Us	se (kWh)		Max Demand (kW)		Charges		
Start Date	End Date	Season	On Peak	Part Peak	Off Peak	Super Off Peak	NC / Max	Other	Energy	Demand	Total
1/1/2021	2/1/2021	W1	-3149	-	25287	-	92	\$150	\$3,488	\$1,256	\$4,894
2/1/2021	3/1/2021	W1	-4989	-	14915	-	83	\$135	\$1,437	\$1,133	\$2,705
3/1/2021	4/1/2021	W2	-12073	-	2663	1993	72	\$150	-\$1,707	\$983	-\$574
4/1/2021	5/1/2021	W2	-14853	-	-1730	-2270	70	\$145	-\$3,510	\$956	-\$2,409
5/1/2021	6/1/2021	W2	-17482	-	-5633	-2374	60	\$150	-\$4,679	\$819	-\$3,710
6/1/2021	7/1/2021	S	-18048	-8443	-3459	-	52	\$145	-\$7,370	\$710	-\$6,515
7/1/2021	8/1/2021	S	-17761	-8327	-1228	-	59	\$150	-\$6,865	\$805	-\$5,910
8/1/2021	9/1/2021	S	-15934	-7235	2231	-	54	\$150	-\$5,509	\$737	-\$4,621
9/1/2021	10/1/2021	S	-11147	-5182	7073	-	73	\$145	-\$2,886	\$996	-\$1,745
10/1/2021	11/1/2021	W1	-8525	-	9666	-	88	\$150	-\$117	\$1,201	\$1,234
11/1/2021	12/1/2021	W1	-4275	-	17578	-	87	\$145	\$2,011	\$1,188	\$3,344
12/1/2021	1/1/2022	W1	-2366	-	26563	-	89	\$150	\$3,850	\$1,215	\$5,215
			-130602	-29187	93926	-2651	. '	\$1,765	-\$2,056	\$11,998	\$11,708



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# **EV Model Assumptions**

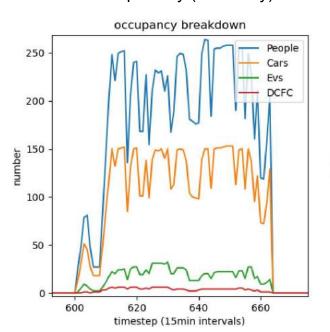
Variable	Mean	Standard Dev	Notes			
Arrivals	300 ppl/hr	30 ppl/hr	This may seem high but when scaled for open hours it provides the desired behavior of filling the parking lot			
Trip Duration	2 hrs	1 hr	Based on responses from the city of Menlo Park			
EV Charge	80%	10%	Based on research			
EV Capacity	43 kwh	10kwh	Based on research			
Car Occupancy	2 ppl	1 ppl	Based on responses from the city of Menlo Park			

Value	Probability
Is a car an EV	20%
Can an EV DCFC	20%

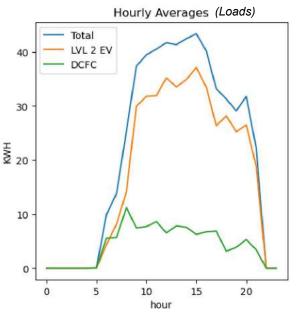


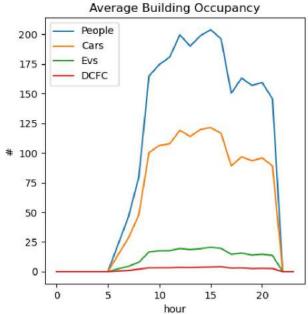
# **EV Model Example Results**

## Example Day (Weekday)



## Averages







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# EV Revenue Calculations (1)

Best Case	City Fleet Charging	Public Charging	
% Load for charging	20%	80%	
Loads (kwh)	19,772	79,090	
Customer Cost \$/kwh		\$0.23	
EV Miles/kwh	4		
Equivalent Miles	79,090		
ICE MPG	30		
Gallons/year	2,636		
\$/Gal gasoline	4		
	\$10,545	\$18,191	
	Avoided Gas Charges	Gained EV Revenue	

Worst Case	City Fleet Charging	<b>Public Charging</b>
% Load	20%	80%
Loads	15,818	63,272
Customer Cost \$/kwh		\$0.23
EV Miles/kwh	4	
Equivalent Miles	63,272	
ICE MPG	50	
Gallons/year	1,265	
\$/Gal gasoline	3	
	\$3,796	\$14,553
	Avoided Gas Charges	Gained EV Revenue



# EV Revenue Calculations (2)

Average Case	City Fleet Charging	Public Charging		
% Load	20%	80%		
Loads	17,795	71,181		
Customer Cost \$/kwh		\$0.23		
EV Miles/kwh	4			
Equivalent Miles	71,181			
ICE MPG	40			
Gallons/year	1,951			
\$/Gal gasoline	4			
	\$7,171	\$16,372		
	Avoided Gas Charges	Gained EV Revenue		



# Proposed Critical Load Breakdown

P1	P2	Р3
Critical Loads: always be supplied in emergencies	Semi - Critical loads: Desired Auxiliary Services	Sub Critical Loads: Will Be shut off first If necescarry
Family WC Gym	Commercial Kitchen Hallway Lower Right	Community Event Room Family Changing
Hallway Lower Left YC Kitchen	Mens Lockers Prep Kitchen	Womens Lockers  Youth Center
YC WC	Senior Lounge WC L	
	Percentage of Building Loads	
25%	14%	16%
	Percentage of EV Loads	
0%	10%	25%
	Cumulative Percentage	
19%	31%	50%



# Proposed Critical Load Floor Plan



Note: Although some areas appear to be 'islanded, they should still be accessible via egress lighting



# Resiliency Behavior for P3 Loads (Without Kelley Field)

Option 1A: 600 kWh System

Menlo Park Belle Ha 100 Terminal Ave, M	EV Included Kelley Field Excluded	
	Battery Size: 600 kWh Date	Priority 3 Loads Backup Hours (Grid Resiliency Hours)
1st Worst Day	5/19/2010	7.9
2nd Worst Day	1/12/2010	8.5
3rd Worst Day	4/23/2010	8.7
4th Worst Day	2/25/2010	9.0
5th Worst Day	4/21/2010	9.1
1st Best Day	10/10/2010	24.0
2nd Best Day	11/7/2010	24.0
3rd Best Day	9/26/2010	24.0
4th Best Day	10/17/2010	24.0
5th Best Day	9/12/2010	24.0
January	1/12/2010	7.7
February	2/25/2010	8.2
March	3/9/2010	8.3
April	4/23/2010	7.9
May	5/19/2010	7.2
June	6/22/2010	8.7
July	7/9/2010	9.5
August	8/4/2010	12.1
September	9/21/2010	14.8
October	10/5/2010	24.0
November	11/2/2010	12.8
December	12/23/2010	11.4

## Option 1B: 1200 kWh System

Menlo Park Belle Haven Community Center 100 Terminal Ave, Menlo Park, CA 94025		EV Included Kelley Field Excluded	
. · · · · · · · · · · · · · · · · · · ·	Battery Size: 1200 kWh	Priority 3 Loads	
8	Date	Backup Hours (Grid Resiliency Hours)	
1st Worst Day	5/19/2010	15.8	
2nd Worst Day	1/12/2010	10505	
3rd Worst Day	4/23/2010	150.00	
4th Worst Day	2/25/2010	18.0	
5th Worst Day	4/21/2010	18.1	
1st Best Day	10/10/2010	24.0	
2nd Best Day	11/7/2010	24.0	
3rd Best Day	9/26/2010	24.0	
4th Best Day	10/17/2010	24.0	
5th Best Day	9/12/2010	24.0	
January	1/12/2010	15.5	
February	2/25/2010	16.4	
March	3/9/2010	16.7	
April	4/23/2010	15.7	
May	5/19/2010	14.4	
June	6/22/2010	17.4	
July	7/9/2010	18.9	
August	8/4/2010	24.0	
September	9/21/2010	24.0	
October	10/5/2010	24.0	
November	11/2/2010	24.0	
December	12/23/2010	22.7	



# Resiliency Behavior for P3 Loads (With Kelley Field)

## 1200 kWh System

Menlo Park Belle Haven Community Center 100 Terminal Ave, Menlo Park, CA 94025		EV Included Kelley Field Included
	Battery Size: 1200 kWh	Priority 3 Loads
	Date	Backup Hours (Grid Resiliency Hours)
1st Worst Day	1/19/2010	18.2
2nd Worst Day	10/12/2010	18.2
3rd Worst Day	11/16/2010	19.0
4th Worst Day	12/30/2010	19.8
5th Worst Day	12/20/2010	20.0
1st Best Day	6/6/2010	24.0
2nd Best Day	5/30/2010	24.0
3rd Best Day	5/9/2010	24.0
4th Best Day	6/27/2010	24.0
5th Best Day	4/18/2010	24.0
January	1/19/2010	16.6
February	2/16/2010	19.2
March	3/5/2010	23.8
April	4/2/2010	23.7
May	5/1/2010	24.0
June	6/4/2010	24.0
July	6/30/2010	24.0
August	8/21/2010	24.0
September	9/21/2010	24.0
October	10/12/2010	16.€
November	11/16/2010	17.3
December	12/30/2010	18.0

## 1560 kWh System

Menlo Park Belle Haven Community Center 100 Terminal Ave, Menlo Park, CA 94025		EV Included Kelley Field Included
	Battery Size: 1560 kWh	Priority 3 Loads
	Date	Backup Hours (Grid Resiliency Hours)
1st Worst Day	1/19/2010	23.6
2nd Worst Day	10/12/2010	23.7
3rd Worst Day	11/16/2010	24.0
4th Worst Day	12/30/2010	24.0
5th Worst Day	12/20/2010	24.0
1st Best Day	6/6/2010	24.0
2nd Best Day	5/30/2010	24.0
3rd Best Day	5/9/2010	24.0
4th Best Day	6/27/2010	24.0
5th Best Day	4/18/2010	24.0
January	1/19/2010	21.5
February	2/16/2010	24.0
March	3/5/2010	24.0
April	4/2/2010	24.0
May	5/1/2010	24.0
June	6/4/2010	24.0
July	6/30/2010	24.0
August	8/21/2010	24.0
September	9/21/2010	24.0
October	10/12/2010	21.6
November	11/16/2010	22.5
December	12/30/2010	23.4



## General Fund, Rec In Lieu, Library System Improvements Fund Sources

# Project Prior Year Funds City Building and Systems (carryover)

Menlo Park Community Campus	\$2,104,425
Info Tech Master Plan & Implementation	\$1,764,404
HVAC Improvements	\$531,650
City Buildings (Minor)	\$1,261,774
Fire Plans & Equipment Replacement	\$170,116
Gatehouse Fence Replacement	\$70,031

### **Environment**

Climate Action Plan	\$282,529
Sea Level Rise Resilency Plan	\$150,000
EV Charging at City Faciliites	\$97,130

## **Parks and Recreation**

Aquatic Center Maintenance (Annual)	\$643,174
Civic Center Campus Improvements	\$61,924
Tennis Court Maintenance	\$63,471
Park Pathways Repairs	\$666,027
Sport Field Renovations	\$300,000
Bedwell Bayfront Park Master Plan Implemenation	\$143,456
Willow Oaks Park Improvements	\$910,829
Park Playgrounds	\$0
Park Projects (Minor)	\$167,407

### Stormwater

Bayfront Canal / Atherton Channel	\$217,391
Chrysler Pump Station	\$10,654,223
San Francisquito Creek Improvements	\$82,995
Stormwater Master Plan	\$330,061

### Streets and Sidewalks

Downtown Streetscape Improvements	\$297,269
Street Resurfacing Project	\$296,709
Sidewalk Repair Program	\$5,004
Chilco Street and Sidewalk Improvements	\$31,896
Oak Grove Sidewalk & Green Infrastructure Project	\$4,650
Sharon Road Sidewalks	\$888,001

## **Transportation**

Willow - 101 Interchange Landscaping Design	\$204,652
Ravenswood Ave/Caltrain Grade Separation Study	\$325,933
Transportation Master Plan	\$24,157
Transportation Projects - Minor	\$172,119
Streetlight Series Circuit Conversion	\$75,000

Only

## FY 20/21 Funds Total Funds Status

\$3,850,000		
\$0	\$1,764,404	Ongoing
\$0		In Design
\$250,000	\$1,511,774	Ongoing
\$0		In Design
\$0	\$70,031	In Design

\$100,000	\$382,529	Ongoing
\$0	\$150,000	Study
\$400,000	\$497,130	In Design

\$400,000	\$1,043,174	In Decian
. ,		
\$0		On Hold
\$120,000		Not Started
\$250,000	\$916,027	In Design
\$300,000	\$600,000	Not Started
\$1,350,000	\$1,493,456	In Design
\$0	\$910,829	Not Started
\$200,000	\$200,000	Not Started
\$200,000	\$367,407	Ongoing

\$1,200,000	\$1,417,391	In Design
\$0	\$10,654,223	In Design
\$0	\$82,995	In Design
\$0	\$330,061	Study

\$0	\$297,269	
\$0	\$296,709	
\$300,000		
\$0		Complete
\$0		Complete
\$0	\$888,001	In Design

\$0	\$204,652	In Design
\$0	\$325,933	Study
\$0	\$24,157	
\$0	\$172,119	Ongoing
\$650,000	\$725,000	In Design

# Agenda Item H1 Victoria Robledo, Resident

Good evening, I would like to request that the City Council/Planning Dept please allow this NEW Community Center to attempt to reflect in its Architectural Design utilizing individuals that live in communities of color and understand some of the cultural relevance of preserving and reflecting the communities history. I want to feel confident that the City Council supports keeping the name of Onnetta Harris and incorporate some of the actual history of this area of Belle Haven. I believe it is critical that the design reflect cultural design, color, along with incorporating names of important people who reflect the history of Belle Haven and our many struggles, struggles we continue to have in preserving our community

# AGENDA ITEM H-2 City Manager's Office



### **STAFF REPORT**

City Council
Meeting Date: 10/13/2020
Staff Report Number: 20-222-CC

Regular Business Consider applicants and make an appointment to fill

one vacancy on the Environmental Quality

Commission

### Recommendation

Staff recommends making an appointment to the Environmental Quality Commission (EQC.)

### **Policy Issues**

City Council Policy CC-19-004 (Attachment C) establishes the policies, procedures, roles and responsibilities for the City's appointed commissions and committees, including the manner in which commissioners are selected.

### **Background**

The EQC has an unexpected vacancy which should be filled prior to the annual recruitment in April. This position will fill the current term and expire on April 30, 2023. This recruitment involved a 4-week period of advertisements and annual recruitments.

Following City Council's appointment, the city clerk's office provides onboarding and orientation for the new commission/committee members. This includes the oath of office, commissioner handbook, introduction of commission/committee liaison staff, Form 700 Statement of Economic Interests filing (if applicable) and Brown Act training.

The city clerk's office regularly reviews all agendas and minutes, tracks attendance and serves as the principal staff liaison contact for all commissions/committees..

### **Analysis**

Pursuant to City Council Policy CC-19-004, commission members must be residents of the City of Menlo Park and serve for designated terms of four years or through the completion of an unexpired term or as otherwise designated. Residency for all applicants has been verified by the city clerk's office. 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 Councilmembers present shall be appointed.

Applications are provided as Attachment B. The City Council has the opportunity to ask applicants if they would consider appointments to an alternate commission. These appointments can be made by the City Council at this meeting.

Staff Report #: 20-222-CC

The City received the following applications and are listed in alphabetical order by last name.

Environmental Quality Commission – one vacancy:

- Peter Edmonds
- Leah Elkins
- Zachary Meyer
- Desta Raines
- Jane Ratchye
- Jeff Schmidt
- Ronen Vengosh

## **Impact on City Resources**

Staff support for commissions and funds for recruitment advertising are provided in the annual budget.

### **Public Notice**

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

### **Attachments**

- A. EQC applications
- B. List of applicants by district
- C. City Council Procedure #CC-19-004

Report prepared by:

Judi A. Herren, City Clerk



Please type or print clearly. You may attach addition	onal pages, if necessary. This is a public document.
Date: 9/25/2020	
Commission or committee of interest: EQC	
Name: Peter D. Edmonds	
Education: B.Sc. & Ph.D.(Physics), London Univ., Englar	nd; Audited courses at Univs. of Penn. & Washington Medical Schools
Civic affiliations and community activities, including ser	
Fing ish-In-Action* Program for Stanford University visiting faculty, fe lows and graduate students destining one-on-one conversational programs in 1973-24. Chair, Mayor's Advisory Committee on cable Television Franchise, Borough of Cittiside Park In Evaluated actions and co Organizing Committee for New York State Assembly's Workshop on Energy & Environment, held in Albamy NY; 2-days interaction between to United Nations Institute for Triatining & Research (UNITAR), UN Secretariat Office for Science & Technology, New York City NY; 1972-2 Utirasconics (voluntary service); 2005 - present Conversor, Working Group 9, Pulse-e-cho Scanners (40 members from 12 countritee), or IECTechnical Committee 87 (IECTechnical Committee 87 (IECTechnical Committee) or IECTechnical Committee 87 (IECTechnical Standards Committee, National Institutes of Heat in (NIH), Health & Human Services Department or U.S. Government of Ultrasconics Societies, (voluntary service); 1983-70 Asia, Assoc. Professor of Electrical (Biomedical) Engineering with tenure, Moore St. 1985-70 NIH Fe low on sabbatical leave from Univ. of Penn. at Bioengineering Center, University of Washington, Seattle WA, 1970-76 H. Servich Vember, Institute of IECTechnical & Electronics Engineers, Wer Vork C. J. WY; 1975-1994 (2013); SENIOR RESEARCHICAL & ELECTRONICS Engineering Work of Vol. Service Prof. 1994 (2013); SENIOR RESEARCHICA & ELECTRONICS Engineering Work of Vol. Service Prof. 1994 (2013); SENIOR RESEARCHICA & ELECTRONICS Engineering Work of Vol. VI; 1975-1994 (2013); SENIOR RESEARCHICA & ELECTRONICS Engineering Work of Vol. VI; 1975-1994 (2013); SENIOR RESEARCHICA & ELECTRONICS Engineering Work of VI; VI; 1975-1994 (2013); SENIOR RESEARCHICA & ELECTRONICS Engineering Work of VI; VI; 1975-1994 (2013); SENIOR RESEARCHICA & ELECTRONICS Engineering Work	inducted is te visits to 4 applicants, 4 other committee members; most recommendations implemented (voluntary service); 1974. IEEE Staff Representative on inter-Society in NY Stafe Assertivitymen & prominent electrical, inchanical engineers, networking and respective productions Representative for United Nations Affairs, 2004. Technical Adviser to the U.S. National Committee for the International Electrotechnical Commission (IEC), Geneva, Sw Izerland re Technical Committee (TC) 87, 100 and
Describe your understanding of the responsibilities of the your personal community or professional experience results of the personal community or professional experience results of the community of the city council on matters involving environmental profection. Assist in developing sustainable building policies and programs for private and public development profects. Develop a community-wide environmental sustainability policy with metrics to measure and evaluate progress; Develop and evaluate resource conservation and political programs and policies, such as solid waste reduction and water implement a C imate Action Pairs, and Maximize the urban canopy through programs and policies.	Improvement and sustainability. Currently the Commission's priorities are
My closest personal community experience with local government dates back to 1973-74, as chair of an advisory committee to the Mayor and conducted site visits to 4 applicants. Most of our recommendations were implemented, our report was valued by a Councilman at 55, Locally, as an English-conversational partner for visitors 8 graduate students at Stanford University, I have established cordial restationshi as an immigrant from Europe facilitated these adjustments. My efforts as Appeliant and proposer of a ternatives to fel ing the 7 Heritage in before the building-construction experts on each side had a formal opportunity to retuct opposing claims and engage in a joint, profession exaggerated obtains.  While my professional expertence relates only indirectly to the EQC's program priorities, physics along with chemistry and bulodyy is a bas constrained by fundamental physical laws. My experience in reviewing manuscripts submitted for publication in scientific journals and res	of C iffidie Park N.J. when the council needed to select a franchisee for the new technology of cable television. Aided by 4 committee members, I evaluated applications ,000, if it had been provided by a contractor.  300, if it had been provided by a contractor.  500, if it had been provided by a contractor.  500, if it had been provided by a contractor.  500, of the provided by a contractor by the provided by
The EGC has more assigned tasks and projects than its currer more lieutenants to carry out operations. I am ready to accept Plan (CAP), for example, and will have particular interest in ag climate change and flood protection (with no priority of topics in Level Rise Resiliency District Board on 9/28/20, to gain backgr	r committee and what you hope to accomplish as a member: In the members & staff can handle. It already has several colonels and needs assignments to expedite attainment of the objectives of the Climate Action enda items pertaining to the urban canopy, electric vehicles, reach codes, intended). I expect to join the virtual meeting of the San Mateo County Sea round information. I have joined the last two virtual meetings of EQC and hat EQC is advocating and taking, and I feel ready to reciprocate by public ency in Menlo Park. Another advantage: I don't have a day job.
	September 25, 2020
Signature	Date
OFFICE USE ONLY:	
Application received:	Address verified in City Limits (if necessary):   By:
Considered by City Council:	Appointed: ☐ Yes ☐ No (Initials)
Considered by City Council:	Appointed:   Yes  No
Considered by City Council:  If appointed, term ends:	Appointed: ☐ Yes ☐ No

Personal information:				
Name: Peter Derek Edmonds	Number of years as	Number of years as a Menlo Park resident: 44		
Resident address:	City: Menlo Park	State: CA	Zip: 94025	
Mailing address (if different):	City:	State:	Zip:	
Phone:	Email:			
Business address: none	City:	State:	Zip:	
Business phone: none		*	·	
How did you hear about this opportunity:  ☐ Local newspaper ☐ Email ☐ City website ☐ Nextdoor ☐ Patch.com ☑ Other Heard at vrite	ual EQC meeting			
If I am appointed, the City is authorized to post the followi information on the city website (please select at least one		O Ye	es O No es O No es O No es O No	



Please type or print clearly. You may attach addition	al pages, it necessary. This is a public document.	
Date:May 5, 2020		
Commission or committee of interest:Environmental Quality		
Name:Leah Elkins		
Education:JD, 1990, UC Davis		
Civic affiliations and community activities, including servi	ce on other commissions or committees:	
Block Preparedness Coordinator with Menlo Pa	rk Ready, CERT Area 28	
Volunteer Local Lead for Moms Demand Action	, gun sense activist group	
Describe your understanding of the responsibilities of the	e commission or committee that you are applying for and how	
your personal community or professional experience rela	ate to these responsibilities:	
	ouncil for the purpose of advising the Council on environmental and sustainability property development, resource conservation, air quality, pollution reduction and	
	ed in law and the legal profession, I am a lifelong proponent for the environment. I he environment. I have spent the last 2 years organizing a grassroots citizen effort to	
ban carbon emitting gasoline powered garden equipment. This effort ha	as focused on the gasoline powered leaf blower which has several undesirable	
	I machines with 2-stroke engines. The intense noise is one thing but the degradation s, string trimmers, or chain saws, blowers literally blow harmful dust and toxic	
	eting and talking to councilmembers and city staff during this campaign has given ng the need to prioritize between competing needs while always keeping budgetary	
issues in mind	+	
Describe why you want to serve on this commission or co	ommittee and what you hope to accomplish as a member.	
I think I can help the City Council balance the ne	eeds of the populace with the need to preserve the	
planet and to protect Menlo Park's "Tree City" re	8 1	
	sed traffic to housing shortages and the EQC can help	
	eat at the table when important policy decisions are	
being made.	The same same same same points, and a same same same same same same same sa	
a sing made		
Simple the second secon	May 5, 2020	
Signature	Date	
OFFICE USE ONLY:		
Application received:	Address verified in City Limits (if necessary):   By:	
Considered by City Council:	Appointed: ☐ Yes ☐ No (Initials)	
Considered by City Council:	Appointed:   Yes  No	
Considered by City Council:  If appointed, term ends:	Appointed: ☐ Yes ☐ No	
ii appointed, terrii eridə.		

Personal information:			
Name:Leah Elkins Number of years as a Menlo Park resident: 22		sident: 22	
Resident address	City:Menlo Park	State:CA	Zip:94025
Mailing address (if different):	City:	State:	Zip:
Phone	Email		
Business address:n/a	City:	State:	Zip:
Business phone:			·
How did you hear about this opportunity:  ☐ Local newspaper ☐ Email ☐ City website ☐ Nextdoor ☐ Patch.com ☑ Other <u>friend</u>			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):  Business phone: Home phone: Email:  O Yes O No O Yes O No O Yes O No		Yes O No Yes O No	



Please type or print clearly. You may attach addition	al pages, if necessary. This is a public document.
Date:25 June 2020	
Commission or committee of interest: Complete Streets C	omission or Environmental Quality Commision
Name:Zachary Meyer	
Education: Recent Graduate at Menlo Atherton. Currently stud	dying Environmental Policy and Physical Science at CSM
Civic affiliations and community activities, including serv	ice on other commissions or committees:
My community activities include being a little lea	ague umpire for six years for Menlo Atherton Little
League, this would be my first experience on a	commsion.
	e commission or committee that you are applying for and how
your personal community or professional experience relative to the city council of Men	ate to these responsibilities.  Ilo Park. More specifically the Complete streets commison works to
• •	esidents, and simpler and easier ways for people to get around. The
Environmental Quality commision works to implement ways to	make daily life more sustainable and to implement a 'Climate Action' plan.
	use my complete understanding and experience with this city to know
	of the community, Both commisions along with me are working towards a
goal of a greener Menio Park by 2030.	
Describe the control of the control	
* *	committee and what you hope to accomplish as a member:
I am currently 19, studying the ways of environr	
-	nd done my best in my daily life to do what I can to keep
the world green. I wanna bring a young mind, a	nd new ideas to politics where most people won't be
alive to reap the misfortune of inaction. I also w	ant to know what the brightest minds of my community
are doing to make my world healthier, and to di	scuss and implement policies that can make everyone
safer.	
	25 June 2020
Signature	Date
OFFICE USE ONLY:	
Application received:	Address verified in City Limits (if necessary):   By:
Considered by City Council:	Appointed: ☐ Yes ☐ No (Initials)
Considered by City Council:	Appointed: ☐ Yes ☐ No
Considered by City Council:  If appointed, term ends:	Appointed: ☐ Yes ☐ No

Personal information:			
Name:Zachary Meyer Number of years as a Menlo Park resident: 18		18	
Resident address:	City:Menlo Park	State:CA	Zip:94025
Mailing address (if different):	City:	State:	Zip:
Phone:	Email:		-
Business address:	City:	State:	Zip:
Business phone:			
How did you hear about this opportunity:  ☐ Local newspaper ☐ Email ☐ City website ☐ Nextdoor ☐ Patch.com ✓ Other Family			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one)		O Yes O Yes O Yes O Yes	O No O No O No O No



Please type or print clearly. You may attach addition	al pages, if necessary. This is a public document.
Date: September 20, 2020	
Commission or committee of interest: Environmental	Quality Commission
Name: Desta A. Raines	
Education: B.S., Mass Communication/Business Add	ministration, Towson University
Civic affiliations and community activities, including serv	ice on other commissions or committees:
Please refer to resume	
. 10400 10101 10 10041110	
Describe your understanding of the responsibilities of the your personal community or professional experience relatives	e commission or committee that you are applying for and how ate to these responsibilities:
See attachment	
Describe why you want to serve on this commission or o	committee and what you hope to accomplish as a member:
See attachment	
	September 20, 2020
Signature	Date
OFFICE LISE ONLY.	
OFFICE USE ONLY: Application received:	Address verified in City Limits (if necessary): □ By:
Considered by City Council:	Appointed: ☐ Yes ☐ No (Initials)
Considered by City Council:	Appointed: ☐ Yes ☐ No
Considered by City Council:	Appointed: ☐ Yes ☐ No
If appointed, term ends:	

Personal information:			
Name: Desta A. Raines	Number of years as a Menlo Park resident: 3.5		
Resident address:	City: Menlo Park	State: CA	Zip: 94025
Mailing address (if different):	City:	State:	Zip:
Phone:	Email:		
Business address:	City:	State: CA	Zip:
Business phone:			
How did you hear about this opportunity:  ☐ Local newspaper ☑ Email ☐ City website ☐ Nextdoor ☐ Patch.com ☐ Other			
If I am appointed, the City is authorized to post the followir information on the city website (please select at least one)		O Yes O Yes O Yes O Yes	O No O No O No O No

September 20, 2020

Ms. Judi Herren City Clerk City of Menlo Park SUBMITTED VIA EMAIL

Dear Ms. Herren:

Please find attached my application for the Environmental Quality Commission in Menlo Park.

This includes answers that were unable to be accommodated on the application form. I have also attached my resume separately.

I look forward to the opportunity to support the environmental efforts of our community. If you have any questions or need any additional information, please let me know.

Sincerely,



Desta A. Raines

QUESTION: Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities.

#### ANSWER:

My background and professional expertise can contribute to the commission priorities in the following ways:

**Priority 1: Assist in developing sustainable building policies and programs for private and public development projects.** Related to development projects, my experience in ethical procurement and policy and programmatic development and implementation would support these efforts in Menlo Park. (refer to resume for more detail)

**Priority 2: Develop a community-wide environmental sustainability policy with metrics to measure and evaluate progress.** Having reviewed the existing sustainability policy and implementation status I feel I can help with the prioritization and trade-offs needed for Menlo Park to meet and/or adjust its goals. I have the skills, ability and collaborative personality to work with others on the commission, residents and Menlo Park staff to help collectively figure out how to best support this work and the progressive targets that have been set.

I am also interested in helping to mitigate the impact of sea-level rise and what that will mean for East Menlo Park and the communities its adjacent to that front the Bay. Although not a resident of the area, I bike through there on my way to the Bay Trail and often think about the way the 101 bisects our community and the implications that has.

**Priority 3: Develop and evaluate resource conservation and pollution prevention programs and policies, such as solid waste reduction and water conservation.** My work experience has been focused on water pollution from manufacturing facilities and preventative measures, and I can provide support to the commission on this topic from a topical analytical perspective. I am eager to learn more on these topics, and help to strategize the best ways to manage solid waste reduction and water conservation, too.

**Priority 4: Implement Climate Action Plan.** I would like to work with the other commissioners, community members and staff on strategy and help to find creative ways to effectively - and with limited resources - implement Menlo Park's CAP.

**Priority 5: Maximize the urban canopy through programs and policies.** I can be a solid contributor, analyzing and offering opinions on how to best maintain and grow the urban canopy in Menlo Park. Noted that this commission no longer focuses on this as a priority area.

QUESTION: Describe why you want to serve on this commission or committee and what you hope to accomplish as a member.

### ANSWER:

Having a career that focuses on supply chain sustainability issues at the global level I would like to take my passion, interest and experience and apply it at the local level too. I have been a resident in Menlo Park for three and a half years and as time has gone by I have become more interested in engaging at the local level.

A recent example of this is pointing out to city councilmember candidate Jen Wolosin the potential safety issues on the Willow Road path connecting Menlo Park to Palo Alto at the end of Alma Street. Not only did we talk about it, I also invited her to walk the path with me at night so she could see the potential risks. She then went on to contact city departments in both Palo Alto and Menlo Park to address this issue, which – as of this writing – still has yet to be solved as Jen helps me to continue to follow up.

Similarly, I want to use my role as a commissioner to work collaboratively and proactively to implement existing plans while also looking for opportunities for the city of Menlo Park to use its limited resources to achieve maximum results. As we look at the areas the commission is responsible for, we need to consider things like sustainability clauses in procurement contracts and how to continue to collaborate and find creative solutions to the sustainability challenges that we all face as residents here.

### **Senior Director**

Sustainability/Corporate Social Responsibility/Public Policy

Transformational leader with expertise in driving sustainability, corporate responsibility, and human rights initiatives across the world. Creative problem solver with a reputation for designing programs and policies that effectively address systemic supply chain and sustainability challenges in a strategic manner. Proven track record building coalitions by engaging a diverse set of stakeholders including government representatives, non-governmental organizations, corporations, and workers. Collaborative team player known for working cross functionally while leading and mentoring top-performing international teams.

### **Areas of Expertise**

- Strategic Partnerships
- Global Supply Chains
- Trafficking Prevention
- Negotiation
- Labor Law
- Team Leadership
- Government Affairs
- Program & Policy Development
- Financial Management

## **Professional Experience**

Fair Trade USA, Oakland, CA

Senior Director, Factory Support Services, Apparel & Home Goods Program, January 2018 - Present

Define and execute strategic vision for restructuring Fair Trade USA's global Apparel & Home Goods Program. Design processes and formulate policies to streamline operations, increase efficiency, and enhance profitability. Launched revamped Factory Support Services function across 11 countries with an emphasis on training and full engagement of key stakeholders. Oversee budget and lead a 8-person cross-functional team to achieve strategic goals while remaining on schedule and on budget. Team with brands such as Target, West Elm, PrAna, JCREW, and others to secure buy-in and ensure factory program offers robust partner benefits.

- Slashed on-boarding time for new factories by more than 50% and generated significant cost savings with a comprehensive service redesign.
- Transformed the Apparel and Home Goods business model to enhance efficiency through revamped processes, reduced headcount, and establishment of a matrixed team.

Apple, Inc., Cupertino, CA

Human Rights & External Engagement, Supplier Responsibility, February 2016 - January 2018

Labor & Human Rights Manager, Supplier Responsibility, April 2012 - February 2016

Built Labor and Human Rights (LHR) team and established Apple as a leader and global champion of labor rights and conflict-free materials. Defined Apple's international LHR policies and standards for a variety of social responsibility and sustainability goals, including responsible sourcing of materials, ethical recruitment, worker engagement, and deterring human trafficking and bonded labor. Directed an 11-member team in the U.S. and China and managed a multi-million-dollar budget. Partnered with operations, environmental, government affairs, and procurement teams as well as other key internal and external stakeholders to strengthen company's social compliance efforts. Implemented a variety of initiatives to improve conditions for suppliers and their workers based on feedback from factory employees and laborers. Created labor standards and code and standards audit guidance for suppliers.

- Garnered global recognition of Apple's leadership in labor and human rights with strategies that resulted in more than 95% supplier compliance with working hour limits and significant improvements in number of conflict-free smelters.
- Spearheaded Apple's first-ever stakeholder engagement approach that established a robust coalition of national governments, NGOs, multilateral organizations, socially responsible investment funds, businesses, and unions to address supply chain sustainability.
- Established innovative private sector partnership with the International Organization for Migration to provide education to factory workers in their home countries to minimize their vulnerability to human trafficking, a partnership that ultimately led Apple to earn the Stop Slavery Award in 2018.
- Introduced a Human Centered Design (HCD) approach to the team.
- Appointed to the National Advisory Committee for Labor Provisions of U.S. Free Trade Agreements for 2015-2017 term.

continued...

Desta A. Raines

The Jones Group, Bristol, PA

Compliance Manager, March 2005 - February 2012

Led global monitoring program to ensure complete compliance with company's commercial and employment policies across hundreds of suppliers. Designed comprehensive curriculum and trained factories, agents, key stakeholders, and internal staff to create a shared understanding of company's values and expectations for trade, labor, and sourcing policies across the globe. Identified and analyzed potential compliance issues as well as sourcing opportunities through ongoing collaboration with foreign and U.S. government representatives, trade unions, NGOs, business associations, multilateral organizations, and companies. Established company as a thought leader on trade and labor issues through presentations at international conferences, universities and events at the United Nations, World Bank, U.S. State Department, American Bar Association, and other high profile organizations.

- Partnered with multilateral organizations such as the International Labour Organization's Better Work program and the
  United Nations Global Initiative to Fight Trafficking (UN-GIFT) to enhance factory compliance, labor law implementation,
  training, and monitoring efforts.
- Launched an international worker-manager pilot training program in partnership with the Solidarity Center (AFL-CIO) in Guatemala, Thailand, and Cambodia.
- Spearheaded Jones' efforts to combat trafficking and human slavery in the supply chain to ensure compliance with California law SB657.

### **Additional Experience**

Corporate Involvement Program Manager/Vietnam Director/Communications & Vietnam Program Manager, Social Accountability International (New York, NY): Enhanced labor conditions and advanced economic development in Vietnam through the execution of an innovative U.S. State Department-funded program implementing the SA8000 voluntary workplace standard. Analyzed supply chain management systems and developed auditing protocols and policies designed to monitor and ensure compliance with labor laws. Established a multi-stakeholder panel to assess and issue public reporting of compliance efforts for industry leaders including Timberland, Gap, McDonald's, and Toys "R" Us.

**Executive Director**, The American Chamber of Commerce (Hanoi, Vietnam): Represented U.S. business interests with officials, trade delegations, and multilateral institutions from Vietnam and other governments. Lobbied Congressional and Administration leaders to create favorable conditions for U.S. businesses wishing to enter the Vietnamese market. Advised companies wanting to do business with Vietnam on market entry strategies and partnership opportunities. Increased chamber membership by 50% in a difficult economic climate.

### **Education**

Bachelor of Science in Mass Communications, Towson University, Towson, MD

• Minor: Business Administration

### Credentials

Certified Sustainability CSR Practitioner

### **Professional & Community Involvement**

- WILPower Ring Leader, Leading Women in Technology (LWT): Accelerates women's leadership profile, potential, and impact.
- Member, Slavery & Trafficking Risk Template Development Committee: Multi-stakeholder consortium focused on the eradication of human trafficking and modern slavery from supply chains around the world.
- Advisor, Pacific Links Foundation: Focuses on youth development and trafficking prevention in Vietnam and surrounding countries
- Advisory Board Member, Responsible Sourcing Network (RSN): Dedicated to ending human rights abuses and forced labor in raw materials supply chains including cotton and minerals.
- Member, National Advisory Committee for Labor Provisions of US Free Trade Agreements: Appointed by the US Secretary of Labor for 2015-2017.
- Advocacy Chair, Pancreatic Cancer Action Network (PanCan), San Francisco Chapter.

#### Honors & Recognitions

Top 100 Corporate Social Responsibility Influence Leaders 2020: For efforts to establish and improve global CSR programs.



Please type or print clearly. You may attac	ch additional pages, if necessary. This is a public document.
Date: September 22, 2020	
Commission or committee of interest: Environ	mental Quality
Name:Jane Ratchye	
Education: B.S. Mechanical Engineering/M.S. En	ngineering-Economic Systems both Stanford Univeersity
I have not served on any Menlo Park commis Department for 32 years and was a Board me transitioned to the Bay Area Water Supply an elected officials (e.g. Council Members) of the guided the development of the City's Sustaina	cluding service on other commissions or committees: ssion or committee. I worked for the City of Palo Alto (CPA) Utilities ember of the Bay Area Water Users Association (BAWUA) before it ad Conservation Agency (BAWSCA), when Board members changed to mostly emember agencies. I was on CPA's Sustainability Steering Committee, which ability Plan and its implementation. I also presented many plans and reports to derstand the role of an advisory body to the City Council.
your personal community or professional explunderstand that this commission advises the the commission has quite an active role in the as a leader by developing replicable plans an As the Assistant Director of CPA's Utilities Deseveral sustainability related plans including outilities, and the plan to expand the recycled value of the plan to expand the recycled value of the plan to serve on this common line approach of the province of the plan to serve on the common line of the pla	e Council on sustainability related matters and plans. I also understand that e development of the plans and that it wants to position the City of Menlo Park d programs. epartment, I was responsible for purchasing renewable energy and developing CPA's Local Solar Plan, the Carbon Neutral Plan for the electric and gas
	September 22, 2020 Date
OFFICE USE ONLY:	Address verified in City Limits (if pecesson)). [] Pur
Application received: Considered by City Council:	
Considered by City Council:	
Considered by City Council:	
If appointed, term ends:	

Personal information:			
Name: Jane Ratchye	Number of years as a Menlo Park resident: >37		
Resident address:	City:Menlo Park	State: CA	Zip:94025
Mailing address (if different):	City:	State:	Zip:
Phone:	Email:		
Business address:	City:	State:	Zip:
Business phone:	especial territorial and a second of the		
How did you hear about this opportunity:  ☐ Local newspaper ☐ Email ☐ City website ☐ Nextdoor ☐ Patch.com ☐ Other ☐ Commission	ioner		
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):		Q Y	es ONo es ONo es ONo es ONo es ONo



Please type or print clearly. You may attach additional pages, if necessary. This is a public document.			
Date: September 19, 2020			
Commission or committee of interest: Environmental Quality Commission			
Name: Jeff Schmidt			
Education: San Jose State University, Bachelor's Degree			
Civic affiliations and community activities, including service on other commissions or committees:			
I'm currently the CEO of Ignited, a 35-year old education nonprofit that is very active in supporting education in our			
communities all across the Bay Area. I'm a board member of the Krause Center for Innovation at Foothill College and			
am a member of the SVO, San Jose's Chamber of Commerce and a member of their Education committee. My family			
and I volunteer for community projects like park and river cleanups, Habitat for Humanity and Loaves and Fishes. And previously, I was a member of the Silicon Valley Leadership Group's Housing and Education committees.			
Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:			
The Commission develops policy, programs, and metrics to promote environmental sustainability in Menlo Park and advises the City Council on activities to improve our environmental protections, suggest improvements, and drive greater sustainability for the city.			
In my 25+ years of corporate experience, I've held a variety of senior leadership roles that required strategic planning, collaboration, and program leadership, development and implementation. My ability to develop policies, create programs, measure effectiveness, and implement plans will help the commission fulfill its charter. I also bring many years of experience in communicating with a wide variety of stakeholders to understand, persuade, and mobilize them to action. That's an important aspect of the commission's work since progress is only made by convincing residents to behave in specific ways that support our environmental preservation and sustainability goals.			
Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:			
My two main interests in serving the community are in the areas of education and the environment. I believe bo h of these interests are critical and inter-related. With the concerning indicators of climate change and increased impacts of a changing world, we need environmental action to become more top-of-mind for our entire community, nation, and planet. It is the critical issue for our generation.			
Connected to that is my passion for education and ensuring hat K-12, university students, and adults are lifelong learners. It's only through education and learning that we can improve our lives and the communities where we live. And learning about the environment and the actions we can take to preserve it are what we need most at he moment.			
I hope to contribute a number of new programs and ideas to the commission, use my connections in education to further improve how we educate our citizens, and help the City Council communicate a sense of urgency, collaboration, and volunteerism for our plans so Menlo Park can be seen as a leader in the Bay Area for its support of the environment.			
Jeff Schmidt	9/19/2020		
Signature	Date		
OFFICE USE ONLY:			
Application received:	Address verified in City Limits (if necessary):   By:		
Considered by City Council:	Appointed: ☐ Yes ☐ No (Initials)		
Considered by City Council:	Appointed:   Yes  No		
Considered by City Council:	Appointed: ☐ Yes ☐ No		
If appointed, term ends:			

Personal information:							
Name: Jeff Schmidt	Number of years as a Menlo Park resident: 1						
Resident address:	City: Menlo Park	State: CA	Zip: 94025				
Mailing address (if different): same	City:	State:	Zip:				
Phone:	Email:						
Business address:	City:	State: CA	Zip:				
Business phone:		•					
How did you hear about this opportunity:  ☐ Local newspaper ☐ Email ☐ City website ☐ Nextdoor ☐ Patch.com ☐ Other							
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):		O Yes O Yes O Yes O Yes	O No O No				

### **COMMISSION AND COMMITTEE APPLICATION**

City Manager's Office - City Clerk 701 Laurel St., Menlo Park, CA 94025 tel 650-330-6620 fax 650-328-7935



riease type of print clearly. You may attach addition	al pages, if necessary. This is a public document.
Date: September 24, 2020	
Commission or committee of interest: Environmental Qua	lity Commission
Name: Ronen Vengosh	
Education: LI.B (Law) University of Tel Aviv; MBA Anderson	n School of Management at UCLA
Civic affiliations and community activities, including servi	ice on other commissions or committees:
I have been a member of and contributor to 350	oorg and the Citizen's Climate Lobby. I have spoken a
number of times in front of the city council on th	e subject of climate change and the reach code
adopted last year. I have also been a regular pa	articipant in San Mateo County public workshops
regarding climate change.	
Describe your understanding of the responsibilities of the your personal community or professional experience relative	e commission or committee that you are applying for and how ate to these responsibilities:
See attached statement.	
Describe why you want to serve on this commission or c	ommittee and what you hope to accomplish as a member:
See attached statement.	
ood attachion statement.	
Ronen Vengosh	9/24/2020
Ronen Vengosh Signature	9/24/2020 Date
The state of the s	Contract on the property of
The state of the s	Contract on the property of
The state of the s	Contract on the property of
Signature	Contract on the property of
Signature  OFFICE USE ONLY:	Date
OFFICE USE ONLY: Application received:	Address verified in City Limits (if necessary):   By:
OFFICE USE ONLY: Application received: Considered by City Council:	Date
OFFICE USE ONLY: Application received:	Address verified in City Limits (if necessary):   Appointed:   Yes  No (Initials)

Personal information:								
Name: Ronen Vengosh	Number of years as a Menlo Park resident: 18							
Resident address:	City: Menlo Park	State: CA	Zip: 94025					
Mailing address (if different):	City:	State:	Zip:					
Phone:	Email:							
Business address:	City:	State:	Zip:					
Business phone:	,	•	•					
How did you hear about this opportunity:  ☐ Local newspaper ☑ Email ☐ City website ☐ Nextdoor ☐ Patch.com ☐ Other								
If I am appointed, the City is authorized to post the followin information on the city website (please select at least one)		O Yes O Yes O Yes O Yes	O No O No					

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:

The environmental quality commission's role is to advise the city council on topics related to environmental protection and improvement. Essentially, it's about protecting and enhancing our quality of life here in Menlo Park, and ensuring our actions today leave our town (and our planet) at least in as good a shape as it is today.

In my professional life, I am a business executive with a broad range of experience and responsibilities. I hold a law degree and an MBA from UCLA. After starting my career as a corporate lawyer, I switched tracks and became a tech industry executive. In my work, I am regularly called upon to make tradeoffs, analyze costs and reconcile different opinions, goals and points of view. I believe that good decisions start with a good process, reliable data and honest conversations. Building coalitions is almost always the key to success. As a longtime resident of the city, with deep roots here, I feel that I can add value to the discussion not just through my business skills, but also through the perspective I gain from my many friends, neighbors and acquaintances around town.

Linkedin profile for additional reference and professional background: https://www.linkedin.com/in/ronen-vengosh-8b952/

### Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

My wife and I have been residents of Menlo Park since 2003. Our three boys grew up here and studied in our public school system – two are now sophomores at MA and the other graduated from MA earlier this year.

I care deeply and passionately about environmental causes, and have been active on the issue in our local community. I have made it a point to come to city council meetings and speak on the topic whenever I heard relevant agenda items were on the docket. I strongly believe that environmental progress must start at the local level and that we all have a responsibility to ensure a healthy, clean and livable community for every one of our neighbors. Our environmental policies and actions locally, reverberate at the county, state and federal levels and help build political will to drive the decisions we need to secure a decent future for the generations that follow.

The city's ambitious climate goals will be tough to meet, but it is critical that we meet them. To improve the odds of success the city must make sure that residents understand the objectives, are on board with the tradeoffs and the plan is adapted as the facts on the ground shift. I am particularly passionate about this topic and am excited about the opportunity to help influence our city's effort to lead the way on the solution.

Climate change is not a single topic. It touches every facet of our lives here in Menlo Park, and making progress towards a solution will make our lives better in other ways too. Improving public transit and making travel by bikes safer will not only reduce our emissions, but will also make it safer for our kids to

travel around town. Planting more trees and caring for them will not only create a bigger carbon sink and effectively reduce our net carbon emissions, it would also beautify our city, create new habitat for wild-life, enhance property value and create more shade. Reducing the use of polluting devices like leaf blowers and lawn mowers will reduce air pollution, but will also greatly improve our sonic environment.

Long story short – Menlo Park is my home and I want to make it a better place for my family, my friends and neighbors and to help make our community a leader in the fight against climate change.

Applications by district							
Advisory body	District						
Environmental Quality	3						
Environmental Quality	2						
Environmental Quality	2						
Environmental Quality	2						
Environmental Quality	3						
Environmental Quality	2						
Environmental Quality	3						

City Council Procedure #CC-19-0004 Effective 3/5/2019 Resolution No. 6477



#### **Purpose**

To define policies and procedures and roles and responsibilities for Menlo Park appointed commissions and committees.

#### **Authority**

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

#### **Background**

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

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

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

#### **Policies and Procedures**

#### Relationship to City Council, staff and media

- Upon referral by the City Council, the commission/committee shall study referred matters and return their recommendations and advise to the City Council. With each such referral, the City Council may authorize the City staff to provide certain designated services to aid in the study.
- Upon its own initiative, the commission/committee shall identify and raise issues to the City Council's attention and from time to time explore pertinent matters and make recommendations to the City Council.
- At a request of a member of the public, the commission/committee may consider appeals from City
  actions or inactions in pertinent areas and, if deemed appropriate, report and make recommendations to
  the City Council.
- Each commission/committee is required to develop an annual work plan which will be the foundation for the work performed by the advisory body in support of City Council annual work plan. The plan, once finalized by a majority of the commission/committee, will be formally presented to the City Council for direction and approval no later than September 30 of each year and then reported out on by a representative of the advisory body at a regularly scheduled City Council meeting at least annually, but recommended twice a year. The proposed work plan must align with the City Council's adopted work plan. When modified, the work plan must be taken to the City Council for approval. The Planning Commission is exempt from this requirement as its functions are governed by the Menlo Park municipal code (Chapter 2.12) and State law (Government Code 65100 et seq, 65300-65401).
- Commissions and committees shall not become involved in the administrative or operational matters of
  City departments. Members may not direct staff to initiate major programs, conduct large studies or
  establish department policy. City staff assigned to furnish staff services shall be available to provide
  general staff assistance, such as preparation of agenda/notice materials and minutes, general review of
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department programs and activities, and to perform limited studies, program reviews, and other services of a general staff nature. Commissions/Committees may not establish department work programs or determine department program priorities. The responsibility for setting policy and allocating scarce City resources rests with the City's duly elected representatives, the City Council.

- Additional or other staff support may be provided upon a formal request to the City Council.
- The staff liaison shall act as the commission/committee's lead representative to the media concerning
  matters before the commission/committee. Commission/Committee members should refer all media
  inquiries to their respective liaisons for response. Personal opinions and comments may be expressed so
  long as the commission/committee member clarifies that his or her statements do not represent the
  position of the City Council.
- Commission/Committee members will have mandatory training every two years regarding the Brown Act
  and parliamentary procedures, anti-harassment training, ethics training, and other training required by
  the City Council or State Law. The commission/committee members may have the opportunity for
  additional training, such as training for chair and vice chair. Failure to comply with the mandatory training
  will be reported to the City Council and may result in replacement of the member by the City Council.
- Requests from commission/committee member(s) determined by the staff liaison to take one hour or more of staff time to complete, must be directed by the City Council.

#### Role of City Council commission/committee liaison

City Councilmembers are assigned to serve in a liaison capacity with one or more city commission/committee. The purpose of the liaison assignment is to facilitate communication between the City Council and the advisory body. The liaison also helps to increase the City Council's familiarity with the membership, programs and issues of the advisory body. In fulfilling their liaison assignment, City Councilmembers may elect to attend commission/committee meetings periodically to observe the activities of the advisory body or simply maintain communication with the commission/committee chair on a regular basis.

City Councilmembers should be sensitive to the fact that they are not participating members of the commission/committee, but are there rather to create a linkage between the City Council and commission/committee. In interacting with commissions/committee, City Councilmembers are to reflect the views of the City Council as a body. Being a commission/committee liaison bestows no special right with respect to commission/committee business.

Typically, assignments to commission/committee liaison positons are made at the beginning of a City Council term in December. The Mayor will ask City Councilmembers which liaison assignments they desire and will submit recommendations to the full City Council regarding the various committees, boards, and commissions which City Councilmembers will represent as a liaison. In the rare instance where more than one City Councilmember wishes to be the appointed liaison to a particular commission, a vote of the City Council will be taken to confirm appointments.

#### City Staff Liaison

The City has designated staff to act as a liaison between the commission/committee and the City Council. The City shall provide staff services to the commission/committee which will include:

- Developing a rapport with the Chair and commission/committee members
- Providing a schedule of meetings to the City Clerk's Office and commission/committee members, arranging meeting locations, maintaining the minutes and other public records of the meeting, and preparing and distributing appropriate information related to the meeting agenda.
- Advising the commission/committee on directions and priorities of the City Council.
- Informing the commission/committee of events, activities, policies, programs, etc. occurring within the scope of the commission/committee's function.

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- Ensuring the City Clerk is informed of all vacancies, expired terms, changes in offices, or any other changes to the commission/committee.
- Providing information to the appropriate appointed official including reports, actions, and recommendations of the committee/commission and notifying them of noncompliance by the commission/committee or chair with City policies.
- Ensuring that agenda items approved by the commission/committee are brought forth in a timely
  manner taking into consideration staff capacity, City Council priorities, the commission/committee
  work plan, and other practical matters such as the expense to conduct research or prepare studies,
  provided appropriate public notification, and otherwise properly prepare the item for
  commission/committee consideration.
- Take action minutes; upon agreement of the commission, this task may be performed by one of the members (staff is still responsible for the accuracy and formatting of the minutes)
- Maintain a minute book with signed minutes

#### Recommendations, requests and reports

As needed, near the beginning of City Council meetings, there will be an item called "Commission/Committee Reports." At this time, commissions/committees may present recommendations or status reports and may request direction and support from the City Council. Such requests shall be communicated to the staff liaison in advance, including any written materials, so that they may be listed on the agenda and distributed with the agenda packet. The materials being provided to the City Council must be approved by a majority of the commission/committee at a commission/committee meeting before submittal to the City Council. The City Council will receive such reports and recommendations and, after suitable study and discussion, respond or give direction.

#### City Council referrals

The City Clerk shall transmit to the designated staff liaison all referrals and requests from the City Council for advice and recommendations. The commissions/committees shall expeditiously consider and act on all referrals and requests made by the City Council and shall submit reports and recommendations to the City Council on these assignments.

#### Public appearance of commission/committee members

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

#### Disbanding of advisory body

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

#### Meetings and officers

- 1. Agendas/notices/minutes
  - All meetings shall be open and public and shall conduct business through published agendas, public
    notices and minutes and follow all of the Brown Act provisions governing public meetings. Special,
    canceled and adjourned meetings may be called when needed, subject to the Brown Act provisions.

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- Support staff for each commission/committee shall be responsible for properly noticing and posting all regular, special, canceled and adjourned meetings. Copies of all meeting agendas, notices and minutes shall be provided to the City Council, City Manager, City Attorney, City Clerk and other appropriate staff, as requested.
- Original agendas and minutes shall be filed and maintained by support staff in accordance with the City's adopted records retention schedule.
- The official record of the commissions/committees will be preserved by preparation of action minutes.

#### 2. Conduct and parliamentary procedures

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

#### 3. Lack of a quorum

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

#### 4. Meeting locations and dates

- Meetings shall be held in designated City facilities, as noticed.
- All commissions/committees with the exception of the Planning Commission, Finance and Audit Committee and Sister City Committee shall conduct regular meetings once a month. Special meetings may also be scheduled as required by the commission/committee. The Planning Commission shall hold regular meetings twice a month. The Finance and Audit Committee and Sister City Committee shall hold quarterly meetings.
- Monthly regular meetings shall have a fixed date and time established by the commission/committee. Changes to the established regular dates and times are subject to the approval of the City Council. An exception to this rule would include any changes necessitated to fill

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a temporary need in order for the commission/committee to conduct its meeting in a most efficient and effective way as long as proper and adequate notification is provided to the City Council and made available to the public.

The schedule of Commission/Committee meetings is as follows:

- Complete Streets Commission Every second Wednesday at 7 p.m.
- Environmental Quality Commission Every third Wednesday at 6:00 p.m.
- Finance and Audit Committee Third Wednesday of every quarter at 5:30 p.m.,
- Housing Commission Every first Wednesday at 6:30 p.m.
- Library Commission Every third Monday at 6:30 p.m.
- Parks and Recreation Commission Every fourth Wednesday at 6:30 p.m.
- Planning Commission Twice a month at 7 p.m.
- Sister City Committee Quarterly; Date and time to be determined

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

#### 5. Off-premises meeting participation

While technology allows commission/committee members to participate in meetings from a location other than the meeting location (referred to as "off-premises"), off-premises participation is discouraged given the logistics required to ensure compliance with the Brown Act and experience with technological failures disrupting the meeting. In the event that a commission/committee member believes that his or her participation is essential to a meeting, the following shall apply:.

- Any commission/committee member intending to participate from an off-premise location shall inform the staff liaison at least two weeks in advance of the meeting.
- The off-premise location must be identified in the notice and agenda of the meeting.
- Agendas must be posted at the off-premise location.
- The off-premise location must be accessible to the public and be ADA compliant.
- The commission/committee member participating at a duly noticed off-premises location does not count toward the quorum necessary to convene a meeting of the commission/committee.
- For any one meeting, no more than one commission/committee member may participate from an off-premise location.
- All votes must be by roll call.

#### 6. Selection of chair and vice chair

- The chair and vice chair shall be selected in May of each year by a majority of the members and shall serve for one year or until their successors are selected.
- Each commission/committee shall annually rotate its chair and vice chair.

#### G. Memberships

#### Appointments/Oaths

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

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#### Application and selection process

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

#### Attendance

- An Attendance Policy (CC-91-001), shall apply to all advisory bodies. Provisions of this policy are listed below.
- A compilation of attendance will be submitted to the City Council at least annually listing absences for all commissions/committee members.
- Absences, which result in attendance at less than two-thirds of their meetings during the calendar year, will be reported to the City Council and may result in replacement of the member by the City Council.
- Any member who feels that unique circumstances have led to numerous absences can appeal directly to the City Council for a waiver of this policy or to obtain a leave of absence.
- While it is expected that members be present at all meetings, the chair and staff liaison should be notified if a member knows in advance that he/she will be absent.
- When reviewing commissioners for reappointment, overall attendance at full commission meetings will be given significant consideration.

#### Compensation

• Members shall serve without compensation (unless specifically provided) for their services, provided, however, members shall receive reimbursement for necessary travel expenses and other expenses

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incurred on official duty when such expenditures have been authorized by the City Council (See Policy CC-91-002).

#### Conflict of interest and disclosure requirements

- A Conflict of Interest Code has been updated and adopted by the City Council and the Community
  Development Agency pursuant to Government Code §87300 et seq. Copies of this Code are filed
  with the City Clerk. Pursuant to the adopted Conflict of Interest Code, members serving on the
  Planning Commission are required to file a Statement of Economic Interest with the City Clerk to
  disclose personal interest in investments, real property and income. This is done within 30 days of
  appointment and annually thereafter. A statement is also required within 30 days after leaving office.
- If a public official has a conflict of interest, the Political Reform Act may require the official to disqualify himself or herself from making or participating in a governmental decision, or using his or her official position to influence a governmental decision. Questions in this regard may be directed to the City Attorney.

#### Qualifications, compositions, number

- In most cases, members shall be residents of the City of Menlo Park and at least 18 years of age.
- Current members of any other City commission/committee are disqualified for membership, unless the regulations for that advisory body permit concurrent membership. Commission/Committee members are strongly advised to serve out the entirety of the term of their current appointment before seeking appointment on another commission/committee.
- Commission/Committee members shall be permitted to retain membership while seeking any elective
  office. However, members shall not use the meetings, functions or activities of such bodies for
  purposes of campaigning for elective office.
- There shall be seven (7) members on each commission/committee with the exception of:
  - Finance and Audit Committee five (5) members
  - Housing Commission seven (7) members
  - Complete Streets Commission nine (9) members
  - Library Commission eleven (11) members

#### Reappointments, resignations, removals

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

#### Term of office

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

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#### Vacancies

- Vacancies are created due to term expirations, resignations, removals or death.
- Vacancies are listed on the City Council agenda and posted by the City Clerk in the City Council Chambers bulletin board and on the city website.
- Whenever an unscheduled vacancy occurs in any commission/committee, a special vacancy notice shall be posted within 20 days after the vacancy occurs. Appointment shall not be made for at least 10 working days after posting of the notice (Government Code 54974).
- On or before December 31 of each year, an appointment list of all regular advisory commissions/committees of the City Council shall be prepared by the City Clerk and posted in the City Council Chambers bulletin board and on the City's website. This list is also available to the public. (Government Code 54972, Maddy Act).

#### **Roles and Responsibilities**

#### Complete Streets Commission

The Complete Streets Commission is charged primarily with advising the City Council on multi-modal transportation issues according to the goals and policies of the City's general plan. This includes strategies to encourage safe travel, improve accessibility, and maintaining a functional and efficient transportation network for all modes and persons traveling within and around the City. The Complete Streets Commission's responsibilities would include:

- Coordination of multi-modal (motor vehicle, bicycle, transit and pedestrian) transportation facilities
- Advising City Council on ways to encourage vehicle, multi-modal, pedestrian and bicycle safety and accessibility for the City supporting the goals of the General Plan
- Coordination on providing a citywide safe routes to school plan
- Coordination with regional transportation systems
- Establishing parking restrictions and requirements according to Municipal Code sections 11.24.026 through 11.24.028

#### **Environmental Quality Commission**

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

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

#### Finance and Audit Committee

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

- Review the process for periodic financial reporting to the City Council and the public, as needed
- Review financial audit and annual financial report with the City's external auditors
- Review of the resolution of prior year audit findings
- Review of the auditor selection process and scope, as needed

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#### **Housing Commission**

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

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

#### Library Commission

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

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

#### Parks and Recreation Commission

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

- Those programs and facilities established primarily for the participation of and/or use by residents of the City, including adequacy and maintenance of such facilities as parks and playgrounds, recreation buildings, facilities and equipment
- · Adequacy, operation and staffing of recreation programs
- Modification of existing programs and facilities to meet developing community needs
- Long range planning and regional coordination concerning park and recreational facilities

#### **Planning Commission**

The Planning Commission is organized according to State Statute.

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

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#### Sister City Committee

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

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

#### **Special Advisory Bodies**

The City Council has the authority to create standing 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.

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

Procedure history		
Action	Date	Notes
Procedure adoption	1991	Resolution No. 3261
Procedure adoption	2001	
Procedure adoption	2011	
Procedure adoption	2013	Resolution No. 6169
Procedure adoption	2017	Resolution No. 6377

# AGENDA ITEM H-3 City Manager's Office



#### **STAFF REPORT**

City council
Meeting Date: 10/13/2020
Staff Report Number: 20-229-CC

Regular Business: Authorize initiation of a Proposition 218 notification

process in preparation to adopt maximum waste rate increases for the next five years (2021-2025) at

a public hearing on December 8

#### Recommendation

Staff recommends that the City Council:

- 1. Authorize initiation of a Proposition 218 notification process to prepare for adoption of proposed maximum rate increases for the next five years (2021 to 2025) at a public hearing December 8; and
- 2. If desired, provide further direction on the proposed 2021 to 2025 waste rate increases to make a final decision in December.

#### **Policy Issues**

As a member of the South Bayside Waste Management Authority (SBWMA) and under the franchise agreement with Recology San Mateo (Recology), the city is obligated to pay an annual compensation to manage waste disposal for businesses and residents in Menlo Park. This is paid for through waste rates charged to Menlo Park customers. The City Council is responsible for setting customer rates that will cover the cost for these services.

In order to increase waste rates, the city must complete a Proposition 218 public notification process 45 days before adopting the rates at a public hearing. This allows property owners to be adequately informed about the changes and provide them time to protest in writing.

#### **Executive Summary**

No final decision regarding the waste rate increases can be made at this meeting. A final decision will be needed December 8. The purpose of this agenda item is to authorize mailing a notice to all property owners regarding the intention to set proposed maximum waste rate increases for the next five years (2021 to 2025) (Attachment A and B.) This provides an opportunity for property owners to protest and comment in writing on the rate changes during a 45-day period before a final decision. The notification is required by law under Proposition 218. Attachment B includes the draft notification that would be sent to property owners and meets the requirements under Proposition 218.

Although a final decision is not being made at this meeting, the City Council may desire to direct staff to analyze other lower rate options at this meeting to bring back for consideration in December. However, staff recommends sending the proposition 218 notification in Attachment B without any changes at this time to provide the City Council the maximum flexibility to adopt the proposed rates if there is not a viable/feasible option. The rates must take effect January 1, 2021 to avoid risk of accruing interest under the agreement with Recology and more importantly to avoid further rate increases in the future.

The total compensation required to be paid by businesses and residents for 2021 is \$12.8 million. Using the city's current rates, the revenues generated will be short by \$1.3 million. This triggers the need to increase waste rates.

Due to financial hardships continuing from COVID-19, staff recommends using \$1 million in reserves from the solid waste fund to reduce the impact of rate increases for 2021. Under this recommendation, the rates proposed in Attachment A and B will meet the required compensation to provide waste services without accruing any shortfall interest. However, it will transfer the necessary increase to 2022, and customers will experience a greater increase in 2022.

The proposed 2021 rates in Attachment A and B include larger increases to single-family residential rates particularly for smaller cart customers with 20 and 32-gallon carts. Residential customers using smaller carts would see an increase of up to \$5.70 per month in 2021 using the reserves from the solid waste fund. Without the use of the reserve funds, customers would see an increase of up to \$12.52 per month.

The larger residential increases are a result of the city's long-term plan to reach rate equity among customer types and for specific types of disposal (e.g., recycling, compost and landfill.) For example, the cost for compost (green cart/bin) has been historically reduced/subsidized by cities to increase participation in composting programs. However, this practice is no longer advisable as it carries risks for overall rate resiliency and creates an imbalance between ratepayers.

Under State law, each service and customer type must be charged to recover its full cost of service and cannot be spread amongst other rate payers. In the case of composting, it costs more to compost than to landfill due to transporting organic material over long distances and processing costs. A rate imbalance can also be observed between business and residential customers and between customers with smaller and larger carts where the rates were again designed to incentivize recycling and composting. This practice results in great rate shifts, shortfalls, and increases if business levels change or costs for recycling or composting increase.

In summary, residential smaller carts (20 and 32-gallon) would experience the following increase (if adopted in December):

- up to \$5.70 per month using \$1 million from solid waste fund reserve in 2021
- up to \$11.63 per month in 2022; and
- about \$4.50 per month each year between 2023 and 2025

The current rates for 20 and 32-gallon carts are \$22.81 and \$31.14 respectively. The proposed 2021 rates are consistent with the average rate observed in other Bay Area communities.

Menlo Park adopted a rate equity policy in 2017 to bring rates into balance between service type and customer over the next 10 years. Between 2018 and 2019, the rate increases for residential (mainly small cart customers) was \$3 per month per year. Menlo Park's proposed 2021 rates are consistent with this continued approach toward rate equity while still being within average of rates observed in the other Bay Area.

Staff recognizes these rate increases could have a financial impact on certain customers and plans to come forward with a low income subsidy program modeled after the California Alternate Rates for Energy (CARE) program for both waste and water customers. In addition, given the proposed increases the waste subsidy program may also address residential customers who have been financially impacted by COVID-19, such as through job loss.

#### **Background**

The overview of the rate analysis process was presented to the City Council at a study session in August of this year. Staff presented the rate study principals and informed City Council that residential rates would likely see the larger increases. The City Council found consensus on proceeding with the approach.

Since the August overview, staff and R3 have been working with the SBWMA and Recology to update the model with recent data to meet the 2021 revenue requirement. In addition, the model forecasts rate changes needed over multiple years, allowing the City Council the opportunity to potentially adopt rates for 2022-2025 to improve efficiency and better prepare and inform customers for future rate changes.

#### **Analysis**

#### Proposition 218 requirements and City Council decisions

Under the Proposition 218 notification process, the proposed waste rate changes over the next five years would be up to the maximum set by the City Council for each of the years. If a majority of property owners protest the rate increases, the City Council cannot increase rates as a matter of law, and would have to find another funding source to cover the increased service charges.

The proposed notice contains the maximum rate increase needed to cover the full cost of service over the next five years. The City Council is not required to adopt the maximum rates as specified in the notice. However, if the city chooses to adopt lower rates than specified in the notice, the additional costs will need to be subsidized by the city or made up through higher rates in subsequent years.

#### Menlo Park's waste management structure in relation to rate setting

It is important to understand Menlo Park's waste management structure to determine how and when to set rates. Menlo Park is currently a member of the SBWMA. Other agencies include Atherton, Belmont, Burlingame, East Palo Alto, Foster City, Hillsborough, Redwood City, San Carlos, San Mateo, County of San Mateo and the West Bay Sanitary District. The SBWMA owns and manages a 16-acre waste processing facility in San Carlos. In addition, the SBWMA also assists its member agencies with contracting waste collection and processing services. This assists in achieving economies of a scale to maintain lowest rates possible for customers.

Several years ago, Recology was contracted for waste collection services, and South Bay Recycling (SBR) was contracted to operate the transfer station and recycling facility in San Carlos. Recently, the SBWMA and the City Council approved extending the contract with Recology for another 15 years. This agreement will go into effect January 1, 2021 through 2035.

Each year Recology, SBR, and the SBWMA submit a compensation application to provide waste management services to member agencies as stipulated in their agreements. The waste management costs are allocated to each member agency based on customer service levels within their respective communities as well as cost adjustments according to a stringent methodology identified in the contractor agreements that largely uses consumer price index (CPI) to justify increases in compensation. The SBWMA Board (that includes an elected official from each member agency) approves the contractor compensation applications.

Once approved by the SBWMA, the member agencies then conduct their own individual rate analysis based on the Board approved compensation applications to set rates within their communities. The City is obligated to set customer rates that cover the SBWMA board approved compensation requirements each year. Failure to set rates accordingly results in shortfalls that must be paid back with interest.

The City will need to adjust its waste rates for 2021, and annually thereafter, in order to meet the increased costs of collection services with Recology and SBR/SBWMA. SBR/SBWMA's costs are also expected to increase, including the costs related to recycling, composting and disposal, as well as compliance with State unfunded mandates, changes in costs related to COVID-19, and China's National Sword policy, which dropped the value of recycling.

While the 2018 to 2020 rates adopted by the City Council have successfully built up additional revenue surpluses in advance of these cost increases, it was always anticipated that the city would need to further adjust its rates annually due to stipulations in the renewed contract with Recology in 2021 and thereafter according to consumer price index.

#### Rate study principles

In 2017, the City Council adopted rates for calendar years 2018 to 2020 in accordance with a rate setting model developed by R3 Consulting Group, Inc. (R3) for the City. As part of the City's prior rate structure study, the City's rate model used key "foundational principals" to meet its objectives. These were established as a result of the City's prior rate study, which found that the City's rates included discounts and subsidies and did not cover the cost of providing the services, resulting in a revenue shortfall.

These principles for waste rates in Menlo Park were and continue to be as follows:

- Rates should generate revenues needed to cover expenses for the waste collection, processing and disposal system and associated City fees;
- Rates should gradually move in the direction of covering the cost of providing services to each of the
  waste subscription sectors of single-family residential and multifamily/businesses from rates paid by
  subscribers in each sector;
- Rates should gradually move in the direction of covering the cost of providing services for each of the waste streams (garbage, recycling and organics) from rates for those specific waste streams; and
- Rates should, to the degree possible, incentivize participation in diversion via recycling, organics and other non-landfill waste streams.

As a result, this policy increases smaller cart customer rates that are greater than the year to year changes in compensation requirements from Recology and SBR/SBWMA. This was model was developed to smooth the transition over 10 years until rate equity is reached at which point all rates would then be more aligned with Recology and SBR/SBWMA compensation changes. This strategy started in 2017 when the City Council adopted rates for 2018 through 2020 where smaller cart residential customers (20 and 32-gallon) experienced about a \$3 increase per month per year, which was more than the Recology and SBR/SBWMA compensation changes. This pattern will continue from 2021 to 2027.

The proposed rates in Attachment A and B meet the above rate policy criteria and enables the City to adjust rates over the next five years toward a cost per service structure, complying with current law and providing rate resiliency.

#### Annual revenue requirements 2021-2025

The estimated 2021 revenue requirement due from businesses and residents to fund waste disposal services is \$12.8 million, and is divided into the following compensation costs:

- 55 percent for waste hauling services (Recology)
- 29 percent for processing and disposal of waste (SBR and SBWMA)

16 percent for city fees (landfill closure, franchise fees and contract management)

It is important to note that Recology's compensation for 2021 has been adjusted to account for the drop in commercial service levels as a result of COVID-19. Business customer levels were determined at the beginning of June 2020, and was used in estimating the compensation for 2021. Thus, the compensation proposal did not include pre-COVID-19 service levels.

The annual revenue requirement is projected to increase from 2022-2025. The rate analysis uses conservative estimates of Recology's compensation increasing at five percent per year, landfill tip fees increasing at five percent per year, and organics tip fees increasing 7-10 percent per year. Organics tip fees are expected to increase faster because of anticipated increases in costs due to new processing contracts and the unfunded mandates per Senate Bill (SB) 1383. Based on these estimates, R3 calculated the total estimated revenue requirements by year as:

- 2021 \$12.8 million
- 2022 \$13.5 million
- 2023 \$14.2 million
- 2024 \$14.9 million
- 2025 \$15.7 million

#### Current revenues, rate principal policy impacts, and COVID-19 impacts

Current 2020 rates are projected to generate \$11.5 million. The compensation requirement for 2021 is \$12.8 million (11 percent increase), and rates must be adjusted in order pay for the compensation. However, adjusting rates to meet the full compensation requirement in 2021 while maintaining adherence to the rate study principals noted earlier would require significantly larger increases (greater than 11 percent) for smaller cart customers using 20 and 32-gallon carts, and these comprise approximately 75 percent of the City's residential rate-payers.

The increase is larger than previously anticipated by staff and R3 as previous years (2018-2020) held an increase of about \$3 per month per year for smaller cart customers. The increases needed now for smaller cart customers is to up to \$5.70 per month in 2021 with a larger increase in 2022 of up to \$12, and up to \$4.50 thereafter.

The larger increases are due to the role COVID-19 has played in rebalancing rates to recover the actual cost of service by customer and service type, such as charging the true cost for smaller cart service and composting and recycling. This also includes rebalancing the actual cost of service between customer types (business and residential.) The strategy has been to slowly transition rates to reach rate equity in the next several years as required by law. The city is still on track to meeting this.

However, COVID-19 has impacted business service levels and reduced revenues that were helping to smooth the transition more slowly. These reductions in business service levels and rate revenues are expected to persist throughout 2021, and have created a situation where the rates are coming into balance faster than anticipated. This still meets the city's goal to reach rate equity, but results in some customers (particularly small cart customers) to experience larger increases than originally planned.

#### Proposed 2021 rates

Staff and R3 have prepared recommended single-family, multifamily and businesses rates for the City Council consideration. For 2021, Staff recommends using \$1 million in available and unrestricted solid waste fund reserves to offset costs for smaller cart customers and cover the total compensation for waste services. This would assist customers in coping with current hardships and economic uncertainty as a result

#### of COVID-19.

The proposed rates below would generate \$11.8 million in revenue of the \$12.8 million compensation requirement. The difference would be paid using \$1 million from the solid waste fund in order to avoid any interest payments on the difference. Staff projects that it will have approximately \$1.5 million in available undesignated solid waste rate stabilization reserves available to fund a shortfall. This will still cause a higher increase in 2022 as a result of using the solid waste fund reserves for 2021.

The use of the solid waste fund reserves would only offset 2021 small cart customers and would not be used in subsequent years. Proposed rates for 2022 through 2025 are anticipated to meet projected annual revenue requirements.

#### Proposed single-family residential rates 2021-2025

The table below demonstrates how single-family residential monthly rates will change in 2021-2025 for "bundled" service inclusive of garbage, recycling and organics collection. Actual rates set in years 2022-2025 may be up to the maximum amounts set via this rate setting process or could be lower if the data provided to the city results in lower rates needed to meet actual compensation requirements. Additionally, the city could seek to set rates lower than the maximum in 2022-2025 years via additional use of available and undesignated solid waste fund reserves, if said reserves exist. Staff does not recommend use of solid waste fund reserves beyond 2021 at this time as it is not yet known what, if any, available reserves will be available in future years.

Table 1: Proposed single-family bundled rates 2021–2025 Proposed maximum rates (includes garbage, recycling and organics)										
Garbage container size	Current monthly rate	2021	2022	2023	2024	2025				
20 gallon	\$22.81	\$28.51	\$40.14	\$44.62	\$49.16	\$53.69				
32 gallon	\$31.14	\$35.93	\$45.92	\$50.05	\$54.42	\$58.94				
64 gallon	\$63.73	\$63.73	\$65.23	\$67.22	\$70.15	\$73.93				
96 gallon	\$91.46	\$91.46	\$91.46	\$91.46	\$91.46	\$92.21				

#### Discounted rates for low-income residential customers

At the rate study session in August, the City Council directed staff to develop a low-income waste rate at a recommended 20 percent discounted rate in alignment with the existing California Alternate Rates for Energy (CARE) program as a basis for enrollment. Staff will bring this as separate item for the City Council to consider in advance of public hearing to adopt waste rates. This will still provide adequate time to take effect when the new waste rates take effect, and would result in no rate increases for low-income customers in 2021. Table 2 demonstrates how single-family low incomes residential monthly rates will change in 2021-2025 for "bundled" service inclusive of garbage, recycling and organics collection, assuming that the City Council elects to fund a low-income rate for single-family customers.

Table 2: Proposed low-income single-family bundled rates 2021–2025 Proposed maximum rates (includes garbage, recycling and organics)									
Garbage container size	Current monthly rate	2021	2022	2023	2024	2025			
20 gallon	\$22.81	\$22.81	\$32.11	\$35.70	\$39.33	\$42.95			
32 gallon	\$31.14	\$28.74	\$36.74	\$40.04	\$43.54	\$47.15			
64 gallon	\$63.73	\$51.10	\$52.18	\$53.78	\$56.12	\$59.14			
96 gallon	\$91.46	\$73.17	\$73.17	\$73.17	\$73.17	\$73.77			

#### Multifamily and business rates

Proposed 2021 multifamily and businesses rates are shown in Table 3 below and proposed rates for 2022 through 2025 are shown in Attachment A. Proposed garbage bin rates will remain flat with little to no increases as these rates already cover the cost of service. Cart rates will be increasing to recover the actual cost of service as servicing businesses carts is more labor intensive than for residential due to accessing cart locations in parking lots rather than along the street. Most businesses have larger carts and bins.

Rates for recycling and organics are also proposed to increase annually to keep up with the cost of service for hauling and processing waste. Processing commercial and multifamily organics and recycling is costlier due to higher rates of contamination. Proposed multifamily and businesses rates fully fund their respective revenue requirements for 2022 through 2025.

Table 3: Proposed multifamily/businesses rates 2021 Proposed maximum rates										
Description  Cubic Yard = CY	Garba Current	ige 2021	Recyc Current	ling 2021	Organ Current	nics 2021				
20-gallon	monthly rate \$30.28	\$40.07	monthly rate N/A	N/A	monthly rate \$24.90	\$42.81				
32-gallon	\$38.29	\$46.85	\$5.11	\$10.15	\$29.18	\$46.96				
64-gallon	\$70.84	\$73.72	\$5.11	\$10.15	\$46.24	\$62.45				
96-gallon	\$102.77	\$102.77	\$5.11	\$10.15	\$60.70	\$75.91				
1 CY	\$124.69	\$124.69	\$5.11	\$10.15	\$73.83	\$93.02				
2 CY	\$249.39	\$249.39	\$5.11	\$10.15	\$131.16	\$151.13				
3 CY	\$374.08	\$374.08	\$5.11	\$10.15	\$188.50	\$209.26				
4 CY	\$498.78	\$498.78	\$5.11	\$10.15	\$249.39	\$270.17				
6 CY	\$781.40	\$781.40	\$5.11	\$10.15	\$390.70	\$407.35				
8 CY	\$1,041.88	\$1,041.88	N/A	N/A	N/A	N/A				

Multifamily and businesses customers generally have the opportunity to lower their waste rates by choosing to reduce their garbage container sizes and also by "right-sizing" their recycling and organics collection services. Ensuring that the size of customer containers (garbage as well as recycling and organics) is appropriate to the amount of recycling and/or organic material customers generate will help to reduce

customer costs and increase the overall efficiency of the collection system in Menlo Park. Recology provides technical assistance to businesses and multifamily customers to help customers reduce their costs and increase their recycling and organics diversion from landfill upon request.

#### Roll-off (debris box), compactor and unscheduled service rates

While waste rates for single-family, multifamily and businesses customers are of primary concern to the City, the City does also review and set rates for other services provided by Recology including large-bin roll-off (aka debris box) service, compactor service and unscheduled services. Rates for these services are included in Attachment A and are each set to cover their respective cost of service. The combined rate revenues for these services are a small fraction of the overall revenue requirement. Proposed roll-off and compactor rates for 2021 through 2025 result in small changes to garbage rates as well as annual increases to recycling and organics rates to keep up with the cost of providing services. Unscheduled service rates are set per the Franchise Agreement with Recology and increase annually by CPI.

#### Proposed Menlo Park 2021 single-family rates compared to other communities

Menlo Park will still be on average with other communities' waste rates. Tables 4, below, shows where Menlo Park ranks with its proposed 2021 single-family rates in comparison to current 2020 rates for neighboring communities. Proposed 2021 rates for those communities are not yet available, and will likely be higher than shown below. Proposed low-income rates are not included in this comparison.

Table 4: Comparison of 2020 single-family waste rates to proposed 2021 Rates  Monthly single-family waste rates (based on garbage container size)									
	ily waste rates (bas 20 gallon	sed on garbage co 32 gallon	ontainer size) 64 gallon	06 gallon					
Community San Mateo	\$15.19	\$24.29	\$53.52	96 gallon \$82.69					
	\$15.35	\$24.59	\$49.16	\$73.75					
Foster City			<u> </u>	·					
Redwood City	\$15.87	\$32.86	\$64.20	\$95.31					
Mountain View	\$23.95	\$34.95	\$69.90	\$104.85					
Atherton	\$25.00	\$50.00	\$93.00	\$138.00					
San Carlos	\$25.87	\$38.65	\$58.87	\$76.06					
Palo Alto	\$27.81	\$50.07	\$100.15	\$150.22					
Menlo Park proposed 2021 rates	\$28.51	\$35.93	\$63.88	\$91.46					
Belmont	\$29.57	\$38.85	\$76.48	\$114.72					
Santa Clara	\$29.60	\$37.90	\$55.70	\$73.60					
Milpitas	\$34.08	\$37.04	\$43.56	\$50.05					
Unincorporated San Mateo	\$35.33	\$41.99	\$61.95	\$88.00					
North Fair Oaks (County)	\$36.07	\$36.07	\$36.07	\$84.14					
Hillsborough	\$36.17	\$50.60	\$78.48	\$111.12					
East Palo Alto	\$48.56	\$48.56	\$48.56	\$48.56					
Burlingame	N/A	\$26.80	\$53.60	\$79.55					
West Bay Sanitary	N/A	\$51.00	\$72.00	\$105.00					
Sunnyvale	N/A	\$37.36	\$41.47	\$46.67					
San Jose	N/A	\$39.12	\$78.24	\$117.36					
Average without Menlo Park	\$28.46	\$38.93	\$63.05	\$91.09					

#### Rate alternatives without subsidizing with solid waste fund

As an alternative, the City Council may consider sending out a Proposition 218 notice that increasing rates without use of the \$1 million subsidy from the solid waste fund. This alternative would fully fund the City's projected 2021 revenue requirement.

Tables 5-7 below, show the alternative rates for single-family, multifamily and businesses customers without the use of the City's solid waste fund.

Table 5: Alternative proposed single-family bundled rates 2021–2025 without use of solid waste fund Subsidy Proposed maximum rates (Includes Garbage, Recycling and Organics) Garbage Current 2024 2021 2022 2023 2025 container size monthly rate \$22.81 \$40.14 \$49.16 \$53.69 20 gallon \$35.33 \$44.62 32 gallon \$31.14 \$41.67 \$45.92 \$50.05 \$54.42 \$58.94 64 gallon \$63.73 \$64.07 \$65.23 \$67.22 \$70.15 \$73.93 96 gallon \$91.46 \$91.46 \$91.46 \$91.46 \$91.46 \$92.21

Table 6: Proposed Low-Income single-family bundled rates 2021–2025 without the solid waste fund Subsidy Proposed maximum rates (Includes Garbage, Recycling and Organics)									
Garbage container size	Current monthly rate	2021	2022	2023	2024	2025			
20 gallon	\$22.81	\$28.26	\$32.11	\$35.70	\$39.33	\$42.95			
32 gallon	\$31.14	\$33.34	\$36.74	\$40.04	\$43.54	\$47.15			
64 gallon	\$63.73	\$51.26	\$52.18	\$53.78	\$56.12	\$59.14			
96 gallon	\$91.46	\$73.17	\$73.17	\$73.17	\$73.17	\$73.77			

Table 7: Proposed multifamily/businesses rates 2021 Proposed maximum rates										
Description  Cubic Yard = CY	Garbage Current monthly rate		Recycl Current monthly rate	ling 2021	Organ Current monthly rate	ics 2021				
20-gallon	\$30.28	\$51.80	N/A	N/A	\$24.90	\$64.28				
32-gallon	\$38.29	\$57.11	\$5.11	\$16.19	\$29.18	\$68.26				
64-gallon	\$70.84	\$77.18	\$5.11	\$16.19	\$46.24	\$81.89				
96-gallon	\$102.77	\$102.77	\$5.11	\$16.19	\$60.70	\$94.14				
1 CY	\$124.69	\$124.69	\$5.11	\$16.19	\$73.83	\$116.02				
2 CY	\$249.39	\$249.39	\$5.11	\$16.19	\$131.16	\$175.07				
3 CY	\$374.08	\$374.08	\$5.11	\$16.19	\$188.50	\$234.14				
4 CY	\$498.78	\$498.78	\$5.11	\$16.19	\$249.39	\$295.08				
6 CY	\$781.40	\$781.40	\$5.11	\$16.19	\$390.70	\$427.30				
8 CY	\$1,041.88	\$1,041.88	N/A	N/A	N/A	N/A				

#### **Impact on City Resources**

Should the City Council elect to fund the 2021 revenue shortfall from the solid waste fund, the impact to the fund would be up to \$1 million. Should the City not pay the shortfall amount by June 30, 2022, interest will begin to accrue. The City has approximately \$1.5 million in the solid waste fund to support rate shortfalls. Alternatively, if the City Council decides to fully fund the revenue requirement for 2021 on the rates, there would not be any impact on city resources.

Staff resources are required to prepare and deliver 20,862 Proposition 218 notifications to property owners and prepare and advertise public hearing notifications. In addition, staff must also keep record of protest up until the December meeting. R3 and staff resources are needed to continue progressing this project for final decision by City Council in December. Resources have been budgeted within current staff capacity and contracting services, but may impact timely completion of other projects and services within divisions, such as sustainability, finance, city clerk, city attorney and public engagement.

#### **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 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. Proposed 2021, 2022, 2023, 2024, and 2025 waste rates
- B. Proposed Proposition 218 notice to Menlo Park rate-payers

Report prepared by: Rebecca Lucky, Sustainability Manager Claire Wilson, R3 Consulting Garth Schultz, R3 Consulting

Reviewed by:

Dan Jacobson, Assistant Administrative Services Director Cara Silver, Interim City Attorney

#### **Proposed Solid Waste Collection, Processing and Disposal Monthly Service Rates**

#### SINGLE FAMILY RESIDENTIAL (ONCE WEEKLY ONLY)

Bundled service which includes 64-gallon recycling and 96-gallon organics service, plus variable garbage size as listed below

Description	1	2020	2021	2022	2023	2024	2025
20 GALLON	\$	22.81	\$ 28.51	\$ 40.14	\$ 44.62	\$ 49.16	\$ 53.69
32 GALLON	\$	31.14	\$ 35.93	\$ 45.92	\$ 50.05	\$ 54.42	\$ 58.94
64 GALLON	\$	63.73	\$ 63.88	\$ 65.23	\$ 67.22	\$ 70.15	\$ 73.93
64 GALLON, each additional	\$	55.99	\$ 55.99	\$ 55.99	\$ 55.99	\$ 55.99	\$ 55.99
96 GALLON	\$	91.46	\$ 91.46	\$ 91.46	\$ 91.46	\$ 91.46	\$ 92.21
96 GALLON, each additional	\$	83.72	\$ 83.72	\$ 83.72	\$ 83.72	\$ 83.72	\$ 83.72

### CITY OF MENLO PARK SINGLE FAMILY RATES

# Proposed Solid Waste Collection, Processing and Disposal Monthly Service Rates With 20% Low Income Subsidy

#### SINGLE FAMILY RESIDENTIAL (ONCE WEEKLY ONLY)

Bundled service which includes 64-gallon recycling and 96-gallon organics service, plus variable garbage size as listed below

Description	2	2020	2021	2022	2023	2024	2025
20 GALLON	\$	22.81	\$ 22.81	\$ 32.11	\$ 35.70	\$ 39.33	\$ 42.95
32 GALLON	\$	31.14	\$ 28.74	\$ 36.74	\$ 40.04	\$ 43.54	\$ 47.15
64 GALLON	\$	63.73	\$ 51.10	\$ 52.18	\$ 53.78	\$ 56.12	\$ 59.14
64 GALLON, each additional	\$	55.99	\$ 55.99	\$ 56.99	\$ 57.99	\$ 58.99	\$ 59.99
96 GALLON	\$	91.46	\$ 73.17	\$ 73.17	\$ 73.17	\$ 73.17	\$ 73.77
96 GALLON, each additional	\$	83.72	\$ 83.72	\$ 84.72	\$ 85.72	\$ 86.72	\$ 87.72

Current 2020	Sol	id Was	te	Collecti	on	-	ssi	ng and	Di	sposal I	Mc	onthly S	er	vice	
	Rates  COMMERCIAL BUSINESSES AND MULTI-FAMILY														
		OIVIIVIE	KC		_			_		er week)					
Description		1		2	-01	3	16	4	(þ¢	5 5		6		7	
		-		_	G	ARBAGE		<u> </u>		3				,	
						CARTS									
20 GALLON	\$	30.28	\$	60.55	\$	90.83	\$	121.11	\$	151.40	\$	181.67			
32 GALLON	\$	38.29	\$	83.24	\$	126.87	\$	171.73	\$	217.97	\$	265.48			
64 GALLON	\$	70.84	\$	144.47	\$	220.94	\$	300.15	\$	382.50	\$	425.04			
96 GALLON	\$	102.77	\$	216.24	\$	324.37	\$	432.50	\$	540.60	\$	696.83			
						BINS									
1 CUBIC YARD (CY)	\$	124.69	\$	254.37	\$	389.04	\$	528.69	\$	673.34	\$	859.55	\$	1,021.04	
2 CY	\$	249.39	\$	508.73	\$	812.67	\$	1,104.38	\$	1,406.53	\$	1,755.67	\$	2,085.51	
3 CY	\$	374.08	\$	797.04	\$	1,219.00	\$	1,691.81	\$	2,154.69	\$	2,633.50	\$	3,193.45	
4 CY	\$	498.78	\$	1,062.71	\$	1,659.91	\$	2,255.76	\$	2,872.90	\$	3,584.50	\$	4,257.93	
6 CY	\$	781.40	\$	1,627.98	\$	2,489.85	\$	3,454.15	\$	4,399.15	\$	5,486.45	\$	6,647.61	
8 CY	\$	1,041.88	\$	2,170.64	\$	3,388.99		4,653.42	\$	5,985.23	\$	7,461.59	\$	9,037.26	
1.5 CY COMPACTED	\$	768.92	\$	1,537.84	\$	2,306.76	_	3,075.68	\$	3,844.60	\$	4,613.52	\$	5,382.44	
2 CY COMPACTED	\$	1,025.22	\$	2,050.44	\$	3,075.67	\$	4,100.89	\$	5,126.11	\$	6,151.32	\$	7,176.55	
3 CY COMPACTED	\$	1,537.83	\$	3,075.66	\$	4,613.49	-	6,151.32	\$	7,689.15	\$	9,226.98		10,764.81	
4 CY COMPACTED	\$	2,050.44	\$	4,100.88	\$	6,151.32	\$	8,201.76	\$	10,252.20	\$	12,302.64	\$	14,353.08	
RECYCLING															
CARTS															
32 GALLON	\$	5.11	\$	10.22	\$	15.33	\$	20.45	\$	25.56		30.68			
64 GALLON	\$	5.11	\$	10.22	\$	15.33	\$	20.45	\$	25.56	\$	30.68			
96 GALLON	\$	5.11	\$	10.22	\$	15.33 BINS	\$	20.45	\$	25.56	\$	30.68			
1 CY	\$	5.11	\$	10.22	\$	15.33	\$	20.45	\$	25.56	\$	30.68			
2 CY	\$	5.11	\$	10.22	\$	15.33	\$	20.45	\$	25.56	\$	30.68			
3 CY	\$	5.11		10.22		15.33		20.45		25.56		30.68			
4 CY	\$	5.11	\$	10.22	\$	15.33	\$	20.45	\$	25.56		30.68			
6 CY	\$	5.11	\$	10.22	\$	15.33	\$	20.45	\$	25.56	-	30.68			
-		5.11	7	10.22	_	RGANICS	÷	20. 15	7	_3.50	7	30.00			
						CARTS									
20 GALLON	\$	24.90	\$	49.80	\$	74.70	\$	99.61	\$	124.51	\$	149.40	\$	174.30	
32 GALLON	\$	29.18	\$	61.73	\$	93.56	÷	126.05	\$	159.22	\$	193.01	\$	227.47	
64 GALLON	\$	46.24	\$	93.87	\$	142.92	\$	193.36	\$	245.19	\$	298.44	\$	353.06	
96 GALLON	\$	60.70	\$	123.47	\$	188.30	\$	255.22	\$	324.22	\$	395.30	\$	468.46	
						BINS									
1 YD	\$	73.83	\$	149.59	\$	227.29	\$	306.93	\$	388.51	\$	486.23	\$	574.37	
2 CY	\$	131.16	\$	266.19	\$	418.54	\$	566.14	\$	717.79	\$	887.71	\$	1,050.12	
3 CY	\$	188.50	\$	398.52	\$	609.50	\$	845.91	\$	1,077.34	\$	1,316.76	\$	1,596.73	
4 CY	\$	249.39	\$	531.36	\$	829.95	\$	1,127.88	\$	1,436.44	\$	1,792.24	\$	2,128.96	
6 CY	\$	390.70	\$	814.00	\$	1,244.93	\$	1,727.08	\$	2,199.57	\$	2,743.23	\$	3,323.81	

Proposed 2021 Solid Waste Collection, Processing and Disposal Monthly Service														rvice
Rates  COMMERCIAL BUSINESSES AND MULTI-FAMILY														
	С	OMME	RC											
Description		4			COI		-re		(p	er week)		<u> </u>		
		1		2		3		4		5		6		7
					_	CARTS	-							
20 GALLON	\$	40.07	\$	80.14	\$	120.21	\$	160.28	\$	200.35	\$	240.42		
32 GALLON	\$	46.85	\$	93.70	\$	140.55	\$	187.40	\$	234.25	\$	281.10		
64 GALLON	\$	73.72	\$	147.44	\$	221.16	\$	294.88	\$	368.60	\$	442.32		
96 GALLON	\$	102.77	\$	216.24	\$	324.37	\$	432.50	\$	540.60	\$	696.83		
50 0/122011	_	102.77	7	210.21	7	BINS	7	132.30	7	3 10.00	7	030.03		
1 CUBIC YARD (CY)	\$	124.69	\$	254.37	\$	389.04	\$	528.69	\$	673.34	\$	859.55	\$	1,021.04
2 CY	\$	249.39	\$	508.73	\$	812.67	\$	1,104.38	\$	1,406.53	\$	1,755.67	\$	2,085.51
3 CY	\$	374.08	\$	797.04	\$	1,219.00	\$	1,691.81	\$	2,154.69	\$	2,633.50	\$	3,193.45
4 CY	\$	498.78	\$	1,062.71	\$	1,659.91	\$	2,255.76	\$	2,872.90	\$	3,584.50	\$	4,257.93
6 CY	\$	781.40	\$	1,627.98	\$	2,489.85	\$	3,454.15	\$	4,399.15	\$	5,486.45	\$	6,647.61
8 CY	\$	1,041.88	\$	2,170.64	\$	3,388.99	\$	4,653.42	\$	5,985.23	\$	7,461.59	\$	9,037.26
1.5 CY COMPACTED	\$	768.92	\$	1,537.84	\$	2,306.76	\$	3,075.68	\$	3,844.60	\$	4,613.52	\$	5,382.44
2 CY COMPACTED	\$	1,025.22	\$	2,050.44	\$	3,075.67	\$	4,100.89	\$	5,126.11	\$	6,151.32	\$	7,176.55
3 CY COMPACTED	\$	1,537.83	\$	3,075.66	\$	4,613.49	\$	6,151.32	\$	7,689.15	\$	9,226.98	\$	10,764.81
4 CY COMPACTED	\$	2,050.44	\$	4,100.88	\$	6,151.32	\$	8,201.76	\$	10,252.20	\$	12,302.64	\$	14,353.08
					R	ECYCLING	G							
CARTS														
32 GALLON	\$	10.15	\$	20.30	\$	30.45	\$	40.60	\$	50.75	\$	60.90		
64 GALLON	\$	10.15	\$	20.30	\$	30.45	\$	40.60	\$	50.75	\$	60.90		
96 GALLON	\$	10.15	\$	20.30	\$	30.45	\$	40.60	\$	50.75	\$	60.90		
						BINS								
1 CY	\$	10.15	\$	20.30	\$	30.45	\$	40.60	\$	50.75	\$	60.90		
2 CY	\$	10.15	\$	20.30	\$	30.45	\$	40.60	\$	50.75	\$	60.90		
3 CY	\$	10.15	\$	20.30	\$	30.45	\$	40.60	\$	50.75	\$	60.90		
4 CY	\$	10.15	\$	20.30	\$	30.45	\$	40.60	\$	50.75	\$	60.90		
6 CY	\$	10.15	\$	20.30	\$	30.45	\$	40.60	\$	50.75	\$	60.90		
					С	RGANIC	S							
		1				CARTS								
20 GALLON	\$	42.81	\$	85.62	\$	128.43	\$	171.24	\$	214.05			\$	299.67
32 GALLON	\$	46.96	\$	93.92	\$	140.88	\$	187.84	\$	234.80	\$	281.76	\$	328.72
64 GALLON	\$	62.45	\$	124.90	\$	187.35	\$	249.80	\$	312.25	\$	374.70	\$	437.15
96 GALLON	\$	75.91	\$	151.82	\$	227.73	\$	303.64	\$	379.55	\$	455.46	\$	531.37
1 VD	۲.	02.02	۲.	100.04	۲.	BINS	۲.	272.00	^	465.40	۲.	FF0.42	٨	CE4.44
1 YD	\$	93.02	\$	186.04	\$	279.06		372.08	\$	465.10	_	558.12	\$	651.14
2 CY	\$	151.13	\$	302.26	\$	453.39	\$	604.52	\$	755.65	\$	906.78	\$	1,057.91
3 CY	\$	209.26	\$	418.52	\$	627.78	\$	1 090 69	\$	1,046.30	\$	1,255.56	\$	1,464.82
4 CY	\$	270.17	\$	540.34	\$	1 222 05	\$	1,080.68	\$	1,350.85	\$	1,621.02		1,891.19
6 CY	\$	407.35	\$	814.70	\$	1,222.05	\$	1,629.40	\$	2,036.75	\$	2,444.10	\$	2,851.45

Proposed 2022 Solid Waste Collection, Processing and Disposal Monthly Service Rates														ervice
COMMERCIAL BUSINESSES AND MULTI-FAMILY														
		OIVIIVIE	n	_						er week				
Description		1		2		3		4	(P	5		6		7
		_		_	(	SARBAGE		•						-
						CARTS								
20 GALLON	\$	59.75	\$	119.50	\$	179.25	\$	239.00	\$	298.75	\$	358.50		
32 GALLON	\$	64.21	\$	128.42	\$	192.63	\$	256.84	\$	321.05	\$	385.26		
64 GALLON	\$	80.31	\$	160.62	\$	240.93	\$	321.24	\$	401.55	\$	481.86		
96 GALLON	\$	102.77	\$	216.24	\$	324.37	\$	432.50	\$	540.60	\$	696.83		
						BINS								
1 CUBIC YARD (CY)	\$	124.69	\$	254.37	\$	389.04	\$	528.69	\$	673.34	\$	859.55	\$	1,021.04
2 CY	\$	249.39	\$	508.73	\$	812.67	\$	1,104.38	\$	1,406.53	\$	1,755.67	\$	2,085.51
3 CY	\$	374.08	\$	797.04	\$	1,219.00	\$	1,691.81	\$	2,154.69	\$	2,633.50	\$	3,193.45
4 CY	\$	498.78	\$	1,062.71	\$	1,659.91	\$	2,255.76	\$	2,872.90	\$	3,584.50	\$	4,257.93
6 CY	\$	781.40	\$	1,627.98	\$	2,489.85	\$	3,454.15	\$	4,399.15	\$	5,486.45	\$	6,647.61
8 CY	\$	1,041.88	\$	2,170.64	\$	3,388.99	\$	4,653.42	\$	5,985.23	\$	7,461.59	\$	9,037.26
1.5 CY COMPACTED	\$	768.92	\$	1,537.84	\$	2,306.76	\$	3,075.68	\$	3,844.60	\$	4,613.52	\$	5,382.44
2 CY COMPACTED	\$	1,025.22	\$	2,050.44	\$	3,075.67	\$	4,100.89	\$	5,126.11	\$	6,151.32	\$	7,176.55
3 CY COMPACTED	\$	1,537.83	\$	3,075.66	\$	4,613.49	\$	6,151.32	\$	7,689.15	\$	9,226.98	\$	10,764.81
4 CY COMPACTED	\$	2,050.44	\$	4,100.88	\$	6,151.32	\$	8,201.76	\$	10,252.20	\$	12,302.64	\$	14,353.08
RECYCLING														
CARTS														
32 GALLON	\$	20.22	\$	40.44	\$	60.66	\$	80.88	\$	101.10	\$	121.32		
64 GALLON	\$	20.22	\$	40.44	\$	60.66	\$	80.88	\$	101.10	\$	121.32		
96 GALLON	\$	20.22	\$	40.44	\$	60.66	\$	80.88	\$	101.10	\$	121.32		
		ı		ı		BINS								
1 CY	\$	20.22	\$	40.44	\$	60.66	\$	80.88	\$	101.10	\$	121.32		
2 CY	\$	20.22	\$	40.44	\$	60.66	\$	80.88	\$	101.10	\$	121.32		
3 CY	\$	20.22		40.44	\$	60.66	\$	80.88	\$	101.10	\$	121.32		
4 CY	\$	20.22	\$	40.44	\$	60.66	\$	80.88	\$	101.10	\$	121.32		
6 CY	\$	20.22	\$	40.44	\$	60.66	\$	80.88	\$	101.10	\$	121.32		
					С	RGANIC	S							
						CARTS								
20 GALLON	\$	78.74	\$	157.48	\$	236.22	Ė	314.96	\$	393.70	\$	472.44	\$	551.18
32 GALLON	\$	82.74	\$	165.48	\$	248.22	Ė	330.96	\$	413.70	\$	496.44	\$	579.18
64 GALLON	\$	95.53	\$	191.06	\$	286.59	\$	382.12	\$	477.65	\$	573.18	\$	668.71
96 GALLON	\$	107.34	\$	214.68	\$	322.02	\$	429.36	\$	536.70	\$	644.04	\$	751.38
						BINS								
1 YD	\$	132.98	\$	265.96	\$	398.94	\$	531.92	\$	664.90	\$	797.88	\$	930.86
2 CY	\$	194.36	\$	388.72	\$	583.08	\$	777.44	\$	971.80	\$	1,166.16	\$	1,360.52
3 CY	\$	255.75	\$	511.50	\$	767.25		1,023.00		1,278.75	\$	1,534.50	_	1,790.25
4 CY	\$	318.47	\$	636.94	\$	955.41	\$	1,273.88	\$	1,592.35		1,910.82	\$	2,229.29
6 CY	\$	451.27	\$	902.54	\$	1,353.81	\$	1,805.08	\$	2,256.35	\$	2,707.62	\$	3,158.89

Proposed 2023 Solid Waste Collection, Processing and Disposal Monthly Service Rates														rvice
	COMMERCIAL BUSINESSES AND MULTI-FAMILY													
		OWINE	K							er week				
Description		1		2	COI	3	rie	4	(P	5	_	6		7
					(	SARBAGE	:			<u> </u>				,
						CARTS	_							
20 GALLON	\$	66.90	\$	133.80	\$	200.70	\$	267.60	\$	334.50	\$	401.40		
32 GALLON	\$	70.75	\$	141.50	\$	212.25	\$	283.00	\$	353.75	\$	424.50		
64 GALLON	\$	83.91	\$	167.82	\$	251.73	\$	335.64	\$	419.55	\$	503.46		
96 GALLON	\$	102.77	\$	216.24	\$	324.37	\$	432.50	\$	540.60	\$	696.83		
						BINS								
1 CUBIC YARD (CY)	\$	124.69	\$	254.37	\$	389.04	\$	528.69	\$	673.34	\$	859.55	\$	1,021.04
2 CY	\$	249.39	\$	508.73	\$	812.67	\$	1,104.38	\$	1,406.53	\$	1,755.67	\$	2,085.51
3 CY	\$	374.08	\$	797.04	\$	1,219.00	\$	1,691.81	\$	2,154.69	\$	2,633.50	\$	3,193.45
4 CY	\$	498.78	\$	1,062.71	\$	1,659.91	\$	2,255.76	\$	2,872.90	\$	3,584.50	\$	4,257.93
6 CY	\$	781.40	\$	1,627.98	\$	2,489.85	\$	3,454.15	\$	4,399.15	\$	5,486.45	\$	6,647.61
8 CY	\$	1,041.88	\$	2,170.64	\$	3,388.99	\$	4,653.42	\$	5,985.23	\$	7,461.59	\$	9,037.26
1.5 CY COMPACTED	\$	768.92	\$	1,537.84	\$	2,306.76	\$	3,075.68	\$	3,844.60	\$	4,613.52	\$	5,382.44
2 CY COMPACTED	\$	1,025.22	\$	2,050.44	\$	3,075.67	\$	4,100.89	\$	5,126.11	\$	6,151.32	\$	7,176.55
3 CY COMPACTED	\$	1,537.83	\$	3,075.66	\$	4,613.49	\$	6,151.32	\$	7,689.15	\$	9,226.98	\$	10,764.81
4 CY COMPACTED	\$	2,050.44	\$	4,100.88	\$	6,151.32	\$	8,201.76	\$	10,252.20	\$	12,302.64	\$	14,353.08
					R	ECYCLING	G							
CARTS														
32 GALLON	\$	23.77	\$	47.54	\$	71.31	\$	95.08	\$	118.85	\$	142.62		
64 GALLON	\$	23.77	\$	47.54	\$	71.31	\$	95.08	\$	118.85	\$	142.62		
96 GALLON	\$	23.77	\$	47.54	\$	71.31	\$	95.08	\$	118.85	\$	142.62		
						BINS								
1 CY	\$	23.77	\$	47.54	\$	71.31	\$	95.08	\$	118.85	\$	142.62		
2 CY	\$	23.77	\$	47.54	\$	71.31	\$	95.08	\$	118.85	\$	142.62		
3 CY	\$	23.77	\$	47.54	\$	71.31	\$	95.08	\$	118.85	\$	142.62		
4 CY	\$	23.77	\$	47.54	\$	71.31	\$	95.08	\$	118.85	\$	142.62		
6 CY	\$	23.77	\$	47.54	\$	71.31	\$	95.08	\$	118.85	\$	142.62		
					C	RGANIC	S							
						CARTS								
20 GALLON	\$	91.62	\$	183.24	\$	274.86	Ė	366.48	\$	458.10	\$	549.72	\$	641.34
32 GALLON	\$	95.72	\$	191.44	\$	287.16	Ė	382.88	\$	478.60	\$	574.32	\$	670.04
64 GALLON	\$	108.11	\$	216.22	\$	324.33		432.44	\$	540.55	\$	648.66	\$	756.77
96 GALLON	\$	119.82	\$	239.64	\$	359.46	\$	479.28	\$	599.10	\$	718.92	\$	838.74
						BINS								
1 YD	\$	149.09	\$	298.18	\$	447.27	\$	596.36	\$	745.45	\$	894.54	\$	1,043.63
2 CY	\$	213.71	\$	427.42	\$	641.13	\$	854.84	\$	1,068.55	\$		\$	1,495.97
3 CY	\$	278.34	\$	556.68	\$	835.02		1,113.36	\$	1,391.70		1,670.04	\$	1,948.38
4 CY	\$	343.88	\$	687.76	\$	1,031.64		1,375.52	\$	1,719.40	\$	2,063.28	\$	2,407.16
6 CY	\$	480.04	\$	960.08	\$	1,440.12	\$	1,920.16	\$	2,400.20	\$	2,880.24	\$	3,360.28

Proposed 2024 Solid Waste Collection, Processing and Disposal Monthly Service Rates														rvice	
	COMMERCIAL BUSINESSES AND MULTI-FAMILY														
		OIVIIVIE	nι	_		lection									
Description		1		2		3		4	(P)	5		6		7	
		-			(	SARBAGE		<del>-</del>						•	
						CARTS									
20 GALLON	\$	73.89	\$	147.78	\$	221.67	\$	295.56	\$	369.45	\$	443.34			
32 GALLON	\$	77.30	\$	154.60	\$	231.90	\$	309.20	\$	386.50	\$	463.80			
64 GALLON	\$	88.24	\$	176.48	\$	264.72	\$	352.96	\$	441.20	\$	529.44			
96 GALLON	\$	102.84	\$	216.24	\$	324.37	\$	432.50	\$	540.60	\$	696.83			
						BINS									
1 CUBIC YARD (CY)	\$	125.05	\$	254.37	\$	389.04	\$	528.69	\$	673.34	\$	859.55	\$	1,021.04	
2 CY	\$	249.39	\$	508.73	\$	812.67	\$	1,104.38	\$	1,406.53	\$	1,755.67	\$	2,085.51	
3 CY	\$	374.08	\$	797.04	\$	1,219.00	\$	1,691.81	\$	2,154.69	\$	2,633.50	\$	3,193.45	
4 CY	\$	498.78	\$	1,062.71	\$	1,659.91	\$	2,255.76	\$	2,872.90	\$	3,584.50	\$	4,257.93	
6 CY	\$	781.40	\$	1,627.98	\$	2,489.85	\$	3,454.15	\$	4,399.15	\$	5,486.45	\$	6,647.61	
8 CY	\$	1,041.88	\$	2,170.64	\$	3,388.99	\$	4,653.42	\$	5,985.23	\$	7,461.59	\$	9,037.26	
1.5 CY COMPACTED	\$	768.92	\$	1,537.84	\$	2,306.76	\$	3,075.68	\$	3,844.60	\$	4,613.52	\$	5,382.44	
2 CY COMPACTED	\$	1,025.22	\$	2,050.44	\$	3,075.67	\$	4,100.89	\$	5,126.11	\$	6,151.32	\$	7,176.55	
3 CY COMPACTED	\$	1,537.83	\$	3,075.66	\$	4,613.49	\$	6,151.32	\$	7,689.15	\$	9,226.98	\$	10,764.81	
4 CY COMPACTED	\$	2,050.44	\$	4,100.88	\$	6,151.32	\$	8,201.76	\$	10,252.20	\$	12,302.64	\$	14,353.08	
RECYCLING															
CARTS															
32 GALLON	\$	27.16	\$	54.32	\$	81.48	\$	108.64	\$	135.80	\$	162.96			
64 GALLON	\$	27.16	\$	54.32	\$	81.48	\$	108.64	\$	135.80	\$	162.96			
96 GALLON	\$	27.16	\$	54.32	\$	81.48	\$	108.64	\$	135.80	\$	162.96			
						BINS									
1 CY	\$	27.16	\$	54.32	\$	81.48	\$	108.64	\$	135.80	\$	162.96			
2 CY	\$	27.16	\$	54.32	\$	81.48	\$	108.64	\$	135.80	\$	162.96			
3 CY	\$	27.16	\$	54.32	\$	81.48	\$	108.64	\$	135.80	\$	162.96			
4 CY	\$	27.16	\$	54.32	\$	81.48	\$	108.64	\$	135.80	\$	162.96			
6 CY	\$	27.16	\$	54.32	\$	81.48	\$	108.64	\$	135.80	\$	162.96			
					C	RGANIC	S								
						CARTS									
20 GALLON	\$	104.08	\$	208.16	\$	312.24	Ė	416.32	\$	520.40	\$	624.48	\$	728.56	
32 GALLON	\$	108.36	\$	216.72	\$	325.08	Ė	433.44	\$	541.80	\$	650.16	\$	758.52	
64 GALLON	\$	120.72	\$	241.44	\$	362.16		482.88	\$	603.60	\$	724.32	\$	845.04	
96 GALLON	\$	132.64	\$	265.28	\$	397.92	\$	530.56	\$	663.20	\$	795.84	\$	928.48	
						BINS									
1 YD	\$	165.74	\$	331.48	\$	497.22		662.96	\$	828.70	\$	994.44	\$	1,160.18	
2 CY	\$	234.74	\$	469.48	\$	704.22		938.96	\$	1,173.70	\$	1,408.44		1,643.18	
3 CY	\$	303.75	\$	607.50	\$	911.25		1,215.00	\$	1,518.75		1,822.50	_	2,126.25	
4 CY	\$	373.35	\$	746.70	\$	1,120.05		1,493.40	\$	1,866.75	\$	2,240.10	\$	2,613.45	
6 CY	\$	515.79	\$	1,031.58	\$	1,547.37	\$	2,063.16	\$	2,578.95	\$	3,094.74	\$	3,610.53	

Proposed 2025 Solid Waste Collection, Processing and Disposal Monthly Service Rates														rvice	
	COMMERCIAL BUSINESSES AND MULTI-FAMILY														
		CIVIIVIL	116			lection I									
Description		1		2		3		4	(1)	5		6		7	
					(	SARBAGE									
						CARTS									
20 GALLON	\$	80.61	\$	161.22	\$	241.83	\$	322.44	\$	403.05	\$	483.66			
32 GALLON	\$	83.75	\$	167.50	\$	251.25	\$	335.00	\$	418.75	\$	502.50			
64 GALLON	\$	93.20	\$	186.40	\$	279.60	\$	372.80	\$	466.00	\$	559.20			
96 GALLON	\$	104.80	\$	216.24	\$	324.37	\$	432.50	\$	540.60	\$	696.83			
						BINS									
1 CUBIC YARD (CY)	\$	127.68	\$	254.37	\$	389.04	\$	528.69	\$	673.34	\$	859.55	\$	1,021.04	
2 CY	\$	249.39	\$	508.73	\$	812.67	\$	1,104.38	\$	1,406.53	\$	1,755.67	\$	2,085.51	
3 CY	\$	374.08	\$	797.04	\$	1,219.00	\$	1,691.81	\$	2,154.69	\$	2,633.50	\$	3,193.45	
4 CY	\$	498.78	\$	1,062.71	\$	1,659.91	\$	2,255.76	\$	2,872.90	\$	3,584.50	\$	4,257.93	
6 CY	\$	781.40	\$	1,627.98	\$	2,489.85	\$	3,454.15	\$	4,399.15	\$	5,486.45	\$	6,647.61	
8 CY	\$	1,041.88	\$	2,170.64	\$	3,388.99	\$	4,653.42	\$	5,985.23	\$	7,461.59	\$	9,037.26	
1.5 CY COMPACTED	\$	768.92	\$	1,537.84	\$	2,306.76	\$	3,075.68	\$	3,844.60	\$	4,613.52	\$	5,382.44	
2 CY COMPACTED	\$	1,025.22	\$	2,050.44	\$	3,075.67	\$	4,100.89	\$	5,126.11	\$	6,151.32	\$	7,176.55	
3 CY COMPACTED	\$	1,537.83	\$	3,075.66	\$	4,613.49	\$	6,151.32	\$	7,689.15	\$	9,226.98	\$	10,764.81	
4 CY COMPACTED	\$	2,050.44	\$	4,100.88	\$	6,151.32	\$	8,201.76	\$	10,252.20	\$	12,302.64	\$	14,353.08	
RECYCLING															
CARTS															
32 GALLON	\$	30.34	\$	60.68	\$	91.02	\$	121.36	\$	151.70	\$	182.04			
64 GALLON	\$	30.34	\$	60.68	\$	91.02	\$	121.36	\$	151.70	\$	182.04			
96 GALLON	\$	30.34	\$	60.68	\$	91.02	\$	121.36	\$	151.70	\$	182.04			
						BINS									
1 CY	\$	30.34	\$	60.68	\$	91.02	\$	121.36	\$	151.70	\$	182.04			
2 CY	\$	30.34	\$	60.68	\$	91.02	\$	121.36	\$	151.70	\$	182.04			
3 CY	\$	30.34	\$	60.68	\$	91.02	\$	121.36	\$	151.70	\$	182.04			
4 CY	\$	30.34	\$	60.68	\$	91.02	\$	121.36	\$	151.70	\$	182.04			
6 CY	\$	30.34	\$	60.68	\$	91.02	\$	121.36	\$	151.70	\$	182.04			
					C	RGANIC	5								
				-		CARTS				-					
20 GALLON	\$	115.94	\$	231.88	\$	347.82	\$	463.76	\$	579.70	\$	695.64	\$	811.58	
32 GALLON	\$	120.49	\$	240.98	\$	361.47	\$	481.96	\$	602.45	\$	722.94	\$	843.43	
64 GALLON	\$	133.18	\$	266.36	\$	399.54	\$	532.72	\$	665.90	\$	799.08	\$	932.26	
96 GALLON	\$	145.60	\$	291.20	\$	436.80	\$	582.40	\$	728.00	\$	873.60	\$	1,019.20	
						BINS									
1 YD	\$	182.69	\$	365.38	\$	548.07	\$	730.76	\$	913.45		1,096.14		1,278.83	
2 CY	\$	257.15	\$	514.30	\$	771.45	\$	1,028.60	\$	1,285.75	\$	•	\$	1,800.05	
3 CY	\$	331.61	\$	663.22	\$	994.83	\$	1,326.44	\$	1,658.05	\$	1,989.66	\$	2,321.27	
4 CY	\$	406.41	\$	812.82	\$	1,219.23	\$	1,625.64	\$	2,032.05	\$	2,438.46	\$	2,844.87	
6 CY	\$	557.92	\$	1,115.84	\$	1,673.76	\$	2,231.68	\$	2,789.60	\$	3,347.52	\$	3,905.44	

### CITY OF MENLO PARK ROLL-OFF DEBRIS BOX RATES

### Proposed Solid Waste Collection, Processing and Disposal Service PER PULL Rates

ROLL-OFF DEBRIS BOX														
Service Volume		2020		2021		2022		2023		2024		2025		
				GARBA	GE									
8 CY	\$	628.95	\$	628.95	\$	628.95	\$	628.95	\$	628.95	\$	628.95		
15 CY	\$	628.95	\$	628.95	\$	628.95	\$	631.87	\$	639.99	\$	653.05		
20 CY	\$	689.56	\$	689.56	\$	689.56	\$	694.12	\$	704.21	\$	719.60		
30 CY	\$	932.01	\$	932.01	\$	932.01	\$	932.01	\$	932.01	\$	934.18		
40 CY	\$	1,174.47	\$	1,174.47	\$	1,174.47	\$	1,174.47	\$	1,174.47	\$	1,174.47		
RECYCLING														
8 CY	\$	218.82	\$	238.11	\$	268.99	\$	298.15	\$	326.07	\$	353.95		
15 CY	\$	218.82	\$	238.11	\$	268.99	\$	298.15	\$	326.07	\$	353.95		
20 CY	\$	218.82	\$	238.11	\$	268.99	\$	298.15	\$	326.07	\$	353.95		
30 CY	\$	218.82	\$	238.11	\$	268.99	\$	298.15	\$	326.07	\$	353.95		
40 CY	\$	218.82	\$	238.11	\$	268.99	\$	298.15	\$	326.07	\$	353.95		
				ORGAN	ICS									
8 CY	\$	417.44	\$	439.69	\$	478.72	\$	518.95	\$	560.78	\$	605.87		
15 CY	\$	517.29	\$	550.27	\$	607.95	\$	667.36	\$	729.20	\$	796.00		
20 CY	\$	596.76	\$	636.51	\$	706.24	\$	778.31	\$	853.58	\$	935.15		
30 CY	\$	771.99	\$	823.49	\$	914.78	\$	1,010.07	\$	1,110.46	\$	1,220.10		
40 CY	\$	947.22	\$	1,010.46	\$	1,123.32	\$	1,241.82	\$	1,367.34	\$	1,505.06		

8 CY \$ 9 CY \$ 1, 10 CY \$ 1, 11 CY \$ 1,	020 2021	2022																		Proposed Solid Waste Collection, Processing and Disposal Service PER PULL Rates										
8 CY \$ 9 CY \$ 1, 10 CY \$ 1, 11 CY \$ 1,	020 2021	2022		COMPACTOR SERVICE																										
9 CY \$ 1, 10 CY \$ 1, 11 CY \$ 1,		2022	2023	2024	2025	Service Volume	20	20	2021	20	)22	2023	20	024	2025	Service Volume	2020	2021	2022	2023	2024	2025								
9 CY \$ 1, 10 CY \$ 1, 11 CY \$ 1,		GARBAGE						•		RECY	CLING			•			•		ORGANICS	•										
10 CY \$ 1, 11 CY \$ 1,	946.40 \$ 946	.40 \$ 946.40	\$ 946.40	\$ 946.40	\$ 946.40	8 CY	\$	218.82	\$ 238.11	. \$	268.99	\$ 298.15	\$	326.07	\$ 353.95	8 CY	\$ 583.42	\$ 612.23	\$ 664.50	\$ 719.99	\$ 779.19	\$ 844.42								
11 CY \$ 1,	1,064.70 \$ 1,064	.70 \$ 1,064.70	\$ 1,064.70	\$ 1,064.70	\$ 1,064.70	9 CY		218.82	\$ 238.11	. \$	268.99	\$ 298.15	<del>Ľ</del>		\$ 353.95	9 CY	\$ 629.00	\$ 659.00	\$ 713.94	\$ 772.72	\$ 835.83	\$ 905.73								
	1,183.00 \$ 1,183	.00 \$ 1,183.00	\$ 1,183.00	\$ 1,183.00	\$ 1,183.00	10 CY	\$	218.82	\$ 238.11	. \$	268.99	\$ 298.15	\$	326.07	\$ 353.95	10 CY	\$ 674.57	\$ 705.76	\$ 763.37	\$ 825.44	\$ 892.46	\$ 967.03								
12 CV ¢ 1	1,301.30 \$ 1,301	.30 \$ 1,301.30	\$ 1,301.30	\$ 1,301.30	\$ 1,301.30	11 CY	\$	218.82	\$ 238.11	. \$	268.99	\$ 298.15	\$	326.07	\$ 353.95	11 CY	\$ 720.14	\$ 752.53	\$ 812.81	\$ 878.17	\$ 949.10	\$ 1,028.34								
12 (1 3 1,	1,419.60 \$ 1,419	. , ,		\$ 1,419.60	\$ 1,419.60	12 CY	\$	218.82	\$ 238.11	. \$	268.99	\$ 298.15	\$	326.07	\$ 353.95	12 CY	\$ 765.72	\$ 799.30	\$ 862.26	\$ 930.91	\$ 1,005.75	\$ 1,089.65								
13 CY \$ 1,	1,537.90 \$ 1,537			\$ 1,537.90	\$ 1,537.90	13 CY	\$	218.82	\$ 238.11	<u> </u>		\$ 298.15	\$	326.07	•	13 CY	\$ 811.29	\$ 846.06	\$ 911.69	\$ 983.63	\$ 1,062.38	\$ 1,150.95								
	1,656.20 \$ 1,656				, ,	14 CY		218.82	\$ 238.11	<u> </u>		\$ 298.15	<u>'</u>		\$ 353.95	14 CY	\$ 856.87	\$ 892.83	\$ 961.13	\$ 1,036.36	\$ 1,119.02	\$ 1,212.26								
	1,774.50 \$ 1,774				\$ 1,774.50	15 CY		218.82	\$ 238.11	+ -		\$ 298.15	<u> </u>		\$ 353.95	15 CY	\$ 902.44	\$ 939.59	\$ 1,010.57	\$ 1,089.09	\$ 1,175.65	\$ 1,273.56								
	1,892.80 \$ 1,892	. , ,		, ,	, ,	16 CY		218.82	\$ 238.11	<u> </u>		\$ 298.15	<u>'</u>		\$ 353.95	16 CY	\$ 955.42	\$ 939.59	\$ 1,065.44	\$ 1,146.30	\$ 1,235.99	\$ 1,337.90								
	2,011.10 \$ 2,011				, ,,	17 CY		218.82	\$ 238.11	<u> </u>		\$ 298.15	\$			17 CY	\$ 1,009.27	\$ 992.94	\$ 1,120.95	\$ 1,204.04	\$ 1,296.76	\$ 1,402.60								
	2,129.40 \$ 2,129				, ,	18 CY	_	218.82	\$ 238.11	+		\$ 298.15	\$	326.07		18 CY	\$ 1,065.08	\$ 1,047.07	\$ 1,177.91	\$ 1,262.98	\$ 1,358.52	\$ 1,468.10								
	2,247.70 \$ 2,247			\$ 2,247.70	\$ 2,247.70	19 CY		218.82	\$ 238.11	+ -	268.99	\$ 298.15	\$	326.07	\$ 353.95	19 CY	\$ 1,123.85	\$ 1,102.95	\$ 1,237.04	\$ 1,323.70	\$ 1,421.76	\$ 1,534.83								
	2,366.00 \$ 2,366			· · ·	, ,	20 CY		218.82	\$ 238.11		268.99	\$ 298.15	\$	326.07		20 CY	\$ 1,183.00	\$ 1,161.46	\$ 1,296.45	\$ 1,384.66	\$ 1,485.18	\$ 1,601.69								
	2,484.30 \$ 2,484			<del> </del>	, ,	21 CY		218.82	\$ 238.11	+ -		\$ 298.15	\$			21 CY	\$ 1,242.15	\$ 1,220.31	\$ 1,355.85	\$ 1,445.60	\$ 1,548.60	\$ 1,668.56								
	2,602.60 \$ 2,602			<del> </del>		22 CY		218.82	\$ 238.11	+ -		\$ 298.15	<u> </u>			22 CY	\$ 1,301.30	\$ 1,279.15	\$ 1,415.25	\$ 1,506.55	\$ 1,612.02	\$ 1,735.43								
	2,720.90 \$ 2,720	_		<del> </del>	, ,	23 CY	-	218.82	\$ 238.11	+ -		\$ 298.15			\$ 353.95		\$ 1,360.45	\$ 1,338.00	\$ 1,474.66	\$ 1,567.51	\$ 1,675.45	\$ 1,802.31								
	2,839.20 \$ 2,839	. , , ,		<del> </del>	, ,	24 CY		218.82	\$ 238.11	+ -		\$ 298.15	<u> </u>			24 CY	\$ 1,419.60	\$ 1,396.85	\$ 1,534.07	\$ 1,628.46	\$ 1,738.87	\$ 1,869.17								
	2,957.50 \$ 2,957			<del> </del>		25 CY		218.82	\$ 238.11	+		\$ 298.15	<del></del>			25 CY	\$ 1,478.75	\$ 1,455.70	\$ 1,593.47	\$ 1,689.41	\$ 1,802.29	\$ 1,936.04								
	3,075.80 \$ 3,075	, .,	-	\$ 3,075.80	,	26 CY		218.82	\$ 238.11		268.99	\$ 298.15	\$	326.07		26 CY	\$ 1,537.90	\$ 1,514.54	\$ 1,652.88	\$ 1,750.37	\$ 1,865.72	\$ 2,002.92								
	3,194.10 \$ 3,194 3.312.40 \$ 3.312			· · ·	,	27 CY 28 CY		218.82	\$ 238.11		268.99 268.99	\$ 298.15 \$ 298.15		326.07 326.07	\$ 353.95		\$ 1,597.05	\$ 1,573.39 \$ 1.632.24	\$ 1,712.29	\$ 1,811.32	\$ 1,929.14	\$ 2,069.79								
				<del> </del>	, .,.	28 CY 29 CY		218.82	\$ 238.11	+ -		\$ 298.15	<del>Ľ</del>		,		\$ 1,656.20	, ,	\$ 1,771.70 \$ 1,831.10	\$ 1,872.28	\$ 1,992.57	\$ 2,136.66								
	3,430.70 \$ 3,430 3.549.00 \$ 3.549			<del> </del>	, .,	29 CY 30 CY		218.82	\$ 238.11	-		\$ 298.15	<u> </u>			29 CY 30 CY	\$ 1,715.35 \$ 1,774.50	\$ 1,691.09 \$ 1,749.93	\$ 1,831.10 \$ 1,890.50	\$ 1,933.23 \$ 1,994.18	\$ 2,055.99	\$ 2,203.53 \$ 2,270.40								
	3,667.30 \$ 3,667			· · ·	, .,	30 CY 31 CY			\$ 238.11			\$ 298.15		+	\$ 353.95			, ,			+ -,	\$ 2,270.40								
	3,785.60 \$ 3,785			· · ·	+ 0,000.000	31 CY 32 CY		218.82 218.82	\$ 238.11	+ -	268.99	\$ 298.15	\$	326.07		31 CY 32 CY	\$ 1,833.65 \$ 1,892.80	\$ 1,808.78 \$ 1,867.63	\$ 1,949.91 \$ 2,009.32	\$ 2,055.13 \$ 2,116.09	\$ 2,182.83 \$ 2,246.26	\$ 2,337.27								
	3,903.90 \$ 3,903			\$ 3,785.60	\$ 3,785.60	32 CY 33 CY		218.82	\$ 238.11		268.99	\$ 298.15	\$	326.07	\$ 353.95	32 CY 33 CY	\$ 1,892.80	\$ 1,867.63	\$ 2,009.32	\$ 2,116.09	\$ 2,246.26	\$ 2,404.14								
<b>-</b>	4,022.20 \$ 4,022		1 .,	\$ 4,022.20	,	34 CY	*	218.82	\$ 238.11	<u> </u>	268.99	\$ 298.15	Ś	326.07		34 CY	\$ 2,011.10	\$ 1,985.32	\$ 2,128.13	\$ 2,237.99	\$ 2,373.10	\$ 2,537.88								
	4,140.50 \$ 4,140			<del> </del>		35 CY		218.82	\$ 238.11	<del></del>		\$ 298.15		+	•	35 CY	\$ 2,011.10	\$ 2,044.17	\$ 2,128.13	\$ 2,298.95	\$ 2,436.53	\$ 2,604.75								
	4,258.80 \$ 4,258	_	_	<del> </del>	+ .,=	36 CY		218.82	\$ 238.11	<u> </u>		\$ 298.15	<u>'</u>			36 CY	\$ 2,129.40	\$ 2,103.02	\$ 2,246.94	\$ 2,359.89	\$ 2,499.94	\$ 2,671.61								
		_	_			37 CY		218.82	\$ 238.11	+ -	268.99	\$ 298.15	<u> </u>	326.07		37 CY	\$ 2,129.40	\$ 2,161.87	\$ 2,306.34	\$ 2,420.84	\$ 2,563.36	\$ 2,738.48								
								-10.02	y 230.11	· ·	200.55	y 230.13	٧ ا	320.07	y 333.33	٠, د	y 2,100.33	y 2,101.07	y 2,500.54	y 2,720.04	y 2,505.30	y 2,730.∓0								
					' '		Ś	218.82	\$ 238.11	Ś	268.99	\$ 298.15	Ś	326.07	\$ 353.95	38 CY	\$ 2.247.70	\$ 2,220.71	\$ 2,365.75	\$ 2,481,80	\$ 2,626.79	\$ 2,805,36								
40 CY \$ 4,	4,495.40 \$ 4,495 4,613.70 \$ 4,613	.40 \$ 4,495.40	\$ 4,495.40	\$ 4,495.40	\$ 4,495.40			218.82 218.82	\$ 238.11 \$ 238.11	+ -	268.99 268.99	\$ 298.15 \$ 298.15	\$	326.07 326.07	\$ 353.95 \$ 353.95	38 CY 39 CY	\$ 2,247.70 \$ 2,306.85	\$ 2,220.71	\$ 2,365.75 \$ 2,425.16	\$ 2,481.80 \$ 2,542.75	\$ 2,626.79 \$ 2,690.21	\$ 2,805.36 \$ 2,872.22								

#### Proposed 2021-2025 Solid Waste Collection, Processing and Disposal Service Rates

#### **UNSCHEDULED SERVICES (ATTACHMENT Q)**

For Rate Years Two (2021) through Ten (2035), the fixed costs specified in this Attachment shall be adjusted to reflect 100% of the one (1) year change in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index – All Urban Consumers, San Francisco-Oakland-Hayward (not seasonally adjusted, all items, base period: 1982-84=100, series no. CUURS49BSA0). The one (1) year change shall be calculated as the average index change between this index for May of prior year and April of current year (i.e., twelve (12) months).

Unscheduled Service Category	Reference	Cost 2021	Description of Cost
Single-Family Dwelling Backyard Collection Service	Section 5.02.A	See Table Below	See Table Below
Distance Charge for MFD and Commercial Accounts	Sections 5.02.B and 5.02.C	A 10% of base monthly Rate  B 25% of base monthly Rate	A – 50 to 100 feet or less from Curbside B – 101 feet or more from Curbside
Extra Pick-up Cost for MFD and Commercial Customers	Section 5.02.B and 5.02.C	25% of the base monthly Rate for the size of Container Collected once per week	Per Collection event
Single-Family Return Trip Cost (i.e., request to provide Collection service after the regularly scheduled Collection day)	Section 5.02.A	\$20.28	Per Collection event
		A \$3.59	A – monthly rental fee (any size Cart)
Additional Targeted Recyclable Materials or Organic Materials Cart Rental or Purchase	Sections 5.03.A and 5.04.A	B \$85.16	B – Customer purchase of a 64 gallon Cart
Rental of Fulchase		C \$93.27	C – Customer purchase of a 96 gallon Cart
Fee for Service On-Call Bulky Item Collection Service	Section 5.12	\$110.22	Per event
Fee to Collect Contaminated Targeted Recyclable Materials or Organic Materials Container	Section 6.03.A and 8.02.F	25% of the base monthly Rate for the size of Container Collected once per week plus \$17.98	Per Collection event
Unscheduled Service Category	Reference	Cost	Description of Cost
Key Service	Section 8.02.B	A \$10.87	Monthly cost:  A – Residential Customers  B – Commercial Customers
Lock purchase fee (replacement at no additional cost)	Section 8.02.B	\$22.98	One-time per Account cost
Overage Fee	Section 8.02.G	100% of the base monthly Rate	Per Collection event
Overage Bags Cost	Section 8.02.G	50% of the base monthly Rate or \$9.34 minimum	Per bag
		A \$67.58	A – per Cart
Container Cleaning Fee	Section 8.05.D	В \$114.89	B – per Bin or Drop-Box
		A \$77.88	A – per 32 gallon Cart
Dirty Cart Replacement Cost	Section 8.05.D	В \$89.87	B – per 64 gallon Cart
		C \$101.85	C – per 96 gallon Cart

	Backyard Collection Service Distance Costs for Single-Family Dwellings										
(Section 5.02.A)											
One (1) Solid Waste Cart											
Distance from Curbside	Base monthly Solid Waste Rate plus	Base monthly Solid Waste Rate plus	Base monthly Solid Waste Rate plus	Base monthly Solid Waste Rate plus							
0 – 50 feet	\$21.57	\$34.42	\$68.83	\$103.25							
51-100 feet	\$25.16	\$38.01	\$72.43	\$106.84							
101-150 feet	\$28.76	\$41.61	\$76.03	\$110.44							
151 – 200 feet	\$32.35	\$45.20	\$79.62	\$114.03							
201 – 250 feet	\$35.95	\$48.79	\$83.20	\$117.62							
251 – 300 feet	\$39.54	\$52.39	\$86.80	\$121.21							
301 feet or more	\$43.14	\$55.98	\$90.40	\$124.81							



# PROPOSED FIVE-YEAR RATES FOR SOLID WASTE SERVICES (GARBAGE, RECYCLING AND ORGANICS) PUBLIC HEARING NOTICE

Esta información es sobre aumentos de tarifas de recolección de residuos sólidos (basura, reciclaje y productos orgánicos). Si tiene alguna pregunta, favor de llamar a 650-330-2595.

The City of Menlo Park is proposing to increase the maximum allowable solid waste rates for customers within the city boundaries of Menlo Park. Solid waste rates pay for the collection, processing and disposal of landfilled waste, recyclable and compostable materials. In addition, the City Council is providing public notice of its intent to increase the existing fees for

supplemental services not covered in the monthly base rates, such as backyard service distance charges. See specific rate information in this notice and on the city website at menlopark.org/garbagerates. If approved, these maximum rates will be effective January 1 of each listed year for 2021, 2022, 2023, 2024 and 2025.

# RATE INCREASE PUBLIC HEARING

Tuesday, December 8, 2020 5 p.m.

Meeting via teleconference at menlopark.org/garbagerates



SOLID WASTE SERVICE RATES PUBLIC HEARING NOTICE

City of Menlo Park 701 Laurel St. Menlo Park CA 94025





#### WHY THE NEED TO CONSIDER A RATE INCREASE?

- The City will need to adjust its solid waste rates for 2021, and annually thereafter, in order to meet increasing costs of solid waste collection and post-collection services with Recology and South Bayside Waste Management Authority (SBWMA).
- Recology's compensation changes and increases are set per the financial terms in the amended and restated Franchise Agreement, which takes effect January 1, 2021 and will last for 15 years.
- SBWMA's costs are also expected to increase, including the costs related to recycling, composting and disposal, as well as compliance with State unfunded mandates, changes in costs related to COVID-19, and China's National Sword policy, which dropped the value of recycling.
- The proposed rates are projected to meet current and future revenue needs over the next five years.
- The discounted and subsidized 20 and 32 gallon residential garbage carts that rewards customers to reduce, recycle, and compost has been so successful that over 75 percent of residential customers now use these carts. However, historical rates for those services do not recover the true cost of the services provided, making it increasingly difficult to recover costs for the community's waste collection and disposal needs.
- A 2015 court decision (Capistrano Taxpayers Association, Inc. v City of San Juan Capistrano) requires that rates be justified based on actual cost for service and customer type and move toward rate equity. The City intends to set rates based on the costs of providing service.

# HOW TO PROTEST THE PROPOSED SOLID WASTE SERVICE RATES

If you wish to file a written protest, please send your protest letter, including:

- 1. The affected real property, identified by street address and the assessor's parcel number (APN)
- 2. Indicate opposition to the proposed rate increase
- 3. Include the property owner name (as listed on the property tax bill) and signature

All property owners may issue a protest. Only one written protest will be counted per parcel. The letter will be part of the public record once opened. The proposed rates cannot be adopted if written protests are received from a majority of affected parcels.

Mail written protests to: City of Menlo Park Attn: Solid Waste Services Rate Protest 701 Laurel St. Menlo Park, CA 94025

All written protests must be received before 5 p.m., Tuesday, December 8, 2020, or it must be presented at the City Council meeting that evening, before the close of the public hearing on the matter.

#### **DID YOU KNOW?**

Menlo Park's single-family residences recycle over 70 percent of their solid waste! Your single-family residential monthly solid waste rates cover the cost of collection AND recycling, composting and disposing of your recyclables, organics and garbage.







#### **RATE SETTING PROCESS**

The City sets solid waste rates that are charged to residents and businesses in order to meet the compensation requirement due to Recology San Mateo County (Recology) under the Franchise Agreement, as well as costs for SBWMA.

The revenue requirement includes Recology's compensation as well as solid waste processing and disposal fees, the cost of diversion programs, and applicable City fees.

The Agreement also requires compensation to Recology for supplemental services available but not included in the base monthly rates, and describes the yearly escalation mechanism required for the fees.

#### SINGLE-FAMILY RESIDENTIAL

The table below shows the maximum monthly rates under consideration for single-family residential customers for each year by cart size. The base monthly rates include the following solid waste services:

- Weekly pickup of garbage, recycling and organic material.
- Single-stream recycling using a blue cart to recycle glass, metal cans, aluminum, cartons, non-food soiled paper and cardboard, small scrap metal and plastics numbered 1–7.
- Residential food scrap composting program using the green yard waste cart for items such as meat, cheese, fruits and vegetables, and food soiled paper products such as pizza boxes, paper drink cups, paper plates and paper napkins.

	PROPOSED SINGLE-FAMILY RESIDENTIAL MAXIMUM RATES 2021-2025										
Bundled service, which includes 64-gallon recycling and 96-gallon organics services plus variable garbage size, as listed below.											
Description	Current rate	2021	2022	2023	2024	2025					
20-gallon	\$22.81	\$28.51	\$40.14	\$44.62	\$49.16	\$53.69					
32-gallon	\$31.14	\$35.93	\$45.92	\$50.05	\$54.42	\$58.94					
64-gallon	\$63.73	\$63.88	\$65.23	\$67.22	\$70.15	\$73.93					
96-gallon	\$91.46	\$91.46	\$91.46	\$91.46	\$91.46	\$92.21					



#### PROPOSED COMMERCIAL BUSINESSES AND MULTIFAMILY

Once-per-week service, maximum rates for 2020 and 2021 Visit menlopark.org/garbagerates for complete details

Service	Garb	age	Recyc	cling	Orga	Organics		
Description	Current rate	2021 rate	Current rate	2021 rate	Current rate	2021 rate		
20-gallon	\$30.28	\$40.07	n/a	n/a	\$24.90	\$42.81		
32-gallon	\$38.29	\$46.85	\$5.11	\$10.15	\$29.18	\$46.96		
64-gallon	\$70.84	\$73.72	\$5.11	\$10.15	\$46.24	\$62.45		
96-gallon	\$102.77	\$102.77	\$5.11	\$10.15	\$60.70	\$75.91		
1 cubic yard	\$124.69	\$124.69	\$5.11	\$10.15	\$73.83	\$93.02		
2 cubic yard	\$249.39	\$249.39	\$5.11	\$10.15	\$131.16	\$151.13		
3 cubic yard	\$374.08	\$374.08	\$5.11	\$10.15	\$188.50	\$209.26		
4 cubic yard	\$498.78	\$498.78	\$5.11	\$10.15	\$249.39	\$270.17		
6 cubic yard	\$781.40	\$781.40	\$5.11	\$10.15	\$390.70	\$407.35		
8 cubic yard	\$1,041.88	\$ 1,041.88	n/a	n/a	n/a	n/a		

Complete rate sheets and a detailed listing of the maximum proposed monthly base rates, including all rates for multifamily residential and commercial customers for each year and all supplemental services can be obtained on the city website at menlopark.org/garbagerates, or by contacting the City Manager's Office at 650-330-2595 or via email at garbagerates@menlopark.org.

#### COMMERCIAL AND MULTIFAMILY RESIDENTIAL

The table above shows the maximum monthly rates to be considered for commercial and multifamily residential customers for 2025 by container size for once weekly collection of landfilled, recyclable and compostable materials. The base rates for these services are determined not only by the type of service but also the service frequency.

Consequently, there are over 250 base rates available that cannot be provided in this notice. For complete rate details for 2021 through 2025, please visit the city website at menlopark.org/garbagerates.

#### SUPPLEMENTAL SERVICES

The City Council will also consider increasing the fees for supplemental services provided by Recology that are not covered in the monthly base rates, and include backyard service, additional carts, extra on-call pickups of bulky items beyond the annual two free pickups, key service for commercial customers and other similar services.

To view the exact fees, please visit the city website at menlopark.org/garbagerates.

The use of these supplemental services is discretionary and the resulting fee is the responsibility of the service recipient.



#### STAFF REPORT

City Council
Meeting Date: 10/13/2020
Staff Report Number: 20-230-CC

Regular Business: Adopt Resolution No. 6593 and approve the 2019

Citywide engineering and traffic survey and adopt resolution no. to establish recommended speed

limits

#### Recommendation

Staff recommends that the City Council approve the 2019 Citywide engineering and traffic survey (E&TS) with the recommended speed limits (Attachment C) and adopt Resolution No. 6593 (Attachment A) to establish recommended speed limits.

#### **Policy Issues**

This project is consistent with the City's circulation element, adopted in 2016, which includes the following goals and policies:

- Goal Circ-1: Provide and maintain a safe, efficient, attractive user-friendly circulation system that promotes a healthy, safe and active community and quality of life throughout Menlo Park.
- Policy Circ-1.1: Vision Zero. Eliminate traffic fatalities and reduce the number of non-fatal collisions by 50 percent by 2040.
- Policy Circ-1.5 Enforcement Program. Develop and implement enforcement program to encourage safe travel behavior and to reduce aggressive and/or negligent behavior among drivers, bicyclists and pedestrians.
- Goal Circ-2: Increase accessibility for and use of streets by pedestrian, bicyclists and transit riders.
- Policy Circ-2.3 Street Classification. Utilize measurements of safety and efficiency for all travel modes to guide the classification and design of the circulation system, with an emphasis on providing "complete streets" sensitive to neighborhood context.
- Policy Circ-2.5 Neighborhood Streets. Support a street classification system with target design speeds
  that promotes safe, multimodal streets, and minimizes cut-through and high-speed traffic that diminishes
  the quality of life in Menlo Park's residential neighborhoods.

The California Vehicle Code (CVC) establishes permitted speeds on city streets but allows local jurisdictions to reduce speeds and enforce reduced speeds based on an E&TS. The attached Citywide E&TS summary (Attachment C) conforms to the conditions of Section 627 – "Engineering and Traffic Survey" of the CVC.

Per Municipal Code section 11.12.010, the City Council, by resolution, orders the installation of traffic control devices including posted speed limit signs.

#### **Background**

Speed plays a critical role in the cause and severity of crashes. In a collision between a vehicle and a pedestrian, for instance, speed influences the severity of injury and fatality risk of a pedestrian. Studies have shown that the severity of the injury and likelihood of fatality to the pedestrian increases as speed increases. That is why it is important that safe speed limits be set for a specific road context and that proper enforcement and data collection measures be followed to ensure the desired speeds are achieved once a speed limit is set.

CVC Section 22352 sets the prima facie speed limits in California. The term "prima facie," as used in the CVC, is a speed limit that applies when no other specific speed limit is posted. The "prima facie" speed limit of 25 mph is applicable to business and residential areas without other posted speed limits, school zones, and areas immediately around senior centers. However, when an E&TS, as defined in CVC Sections 627 and 40802, shows that prima facie speed limits are not applicable for the existing conditions, the City can alter the prima facie speed limits with the posting of different speed limits which must be determined according to the findings of the E&TS. Also, the findings of the E&TS legally enable the City to enforce these posted speed limits with the use of radar and other electronic devices.

#### Update of the City's E&TS

According to CVC 40802, an E&TS is valid for five years. If an E&TS is not completed every five to 10 years, it inhibits the City's ability to effectively enforce and prosecute violations per CVC. Radar enforcement is specifically prohibited by CVC on any street segment without a current E&TS. The last City's E&TS was conducted in winter 2012. Under specific conditions, the E&TS may be valid for seven or 10 years, but according to the police department, the San Mateo County Traffic Court does not consider admissible E&TS that are more than 5 years old. Without an updated E&TS, the police department cannot enforce the posted speed limits on City streets with the use of radar and other electronic devices per CVC. Consequently, the City's current E&TS needs to be updated.

#### E&TS requirements

CVC 627 defines the requirements of an E&TS:

- Collision record for the surveyed street segments for the most recent three years;
- Highway, traffic, and roadway conditions not readily apparent to the driver;
- Prevailing speeds of free-flowing traffic as determined by traffic engineering measurements or samplings;
   and
- Additional factors to consider: residential and business density and pedestrian and bicycle safety.

According to the 2019 Caltrans California manual for setting speed limits, speed limits are established at or near the 85th percentile speed. The 85th percentile speed is that speed at or below which 85 percent of the traffic is moving. Speed limits established on the basis of the 85th percentile speed conform to the consensus of drivers of the reasonable and prudent speed, rather than the judgment of one or few drivers. Speed limits set at or near the 85th percentile provide law enforcement officers with a limit to cite drivers who do not conform to what the majority considers reasonable and prudent.

When a speed limit is to be posted, it shall be established at the nearest 5-mph increment to the 85th percentile speed, rounding as standard mathematical rounding directs. However, under some circumstances, the posted speed limit may be reduced by 5-mph from the eight-fifth percentile speed. If a 5-mph reduction is justified, the E&TS shall document in writing the conditions and justification for the lower speed limit and be approved by a registered Civil or traffic engineer. The factors justifying such a reduction include the collision history, any unusual road characteristics, residential and business density, and pedestrian and bicycle safety in accordance with CVC 627.

CVC 21400 (b) allows for setting the speed limit at the 5-mph increment below the 85th percentile even if mathematical rounding would require the speed to be posted above the 85th percentile. However, if this option is used, then the additional 5-mph reduction mentioned above cannot be applied. In effect, this law allows an engineer to round down to the nearest increment of the 85th instead of up, but does not allow the engineer to take a further reduction.

#### Level of speeding enforcement by police department

For the three-year period between 2017 and 2019, the police department issued 751 citations for speeding throughout the City, including on state routes (such as El Camino Real, Willow Road and Bayfront Expressway.) There were 211 speeding citations issued in 2017, 203 speeding citations issued in 2018, and 337 speeding citations issued in 2019. Due to the COVID-19 pandemic and service reductions that eliminated the police department's traffic unit, the level of enforcement of traffic laws such as speeding would decrease since traffic enforcement is expected to be more reactive instead of proactive. In prior years, up to three officers made up the traffic unit. The capacity to conduct targeted enforcement as requested by the community would remain and can be provided, but will be dependent on available resources and balancing other patrol priorities. For instance, the City can still avail the use of its calibrated radar equipment and radar-certified police officers to conduct speed enforcements on City streets and state routes in accordance with the CVC.

#### **Analysis**

#### Findings and recommended speed limits of the E&TS

As in the previous E&TS conducted in 2012, there were 43 roadway segments on 27 streets surveyed in fall and winter 2019. The 43 roadway segments have varying roadway classifications, with 15 roadway segments classified as neighborhood collectors, nine as mixed-use collectors, six as avenue-neighborhood, five as avenue-mixed use, three as thoroughfare, two as neighborhood connector, one as bicycle boulevard, one as main street, and one as local access. Attachment B includes a map of City streets and their street classifications. Attachment C lists these surveyed streets and their existing and recommended speed limits and the justifications for change and retention of existing speed limits.

The justification, increase, or decrease of previously existing speed limits depends on the results of the survey for each street segment. As stated above, speed limits should normally be established at the first five-miles per hour (MPH) increment below the eighty-fifth percentile unless extenuating conditions as detailed by the vehicle code exist.

The streets with speed limits within 5 mph below the eighty-fifth percentile speed are listed Table 1. No further explanation to justify the speed limit is needed and no change of the posted limit is recommended, at this time, for these streets.

Table 1: Streets with speed limits within 5 mph below eighty-fifth percenti (no change of speed limit is recommended)	Table 1: Streets with speed limits within 5 mph below eighty-fifth percentile speed (no change of speed limit is recommended)								
Streets	Speed limit								
Alma Street from Oak Grove Avenue to Ravenswood Avenue	25 mph								
Alma Street from Ravenswood Avenue to East Creek Drive	25 mph								
Bay Road from Ringwood Avenue to Van Buren Avenue	30 mph								
Ivy Drive from Chilco Street to Willow Road	25 mph								
Menlo Avenue from University Drive to El Camino Real	25 mph								
Oak Grove Avenue from University Drive to El Camino Real	25 mph								
Oak Grove Avenue from El Camino Real to Middlefield Road	25 mph								
Sand Hill Road from Sharon Park Drive to City Limit	35 mph								
Santa Cruz Avenue from University Drive to El Camino Real	25 mph								

As indicated in the previous section, under some circumstances the posted speed may be reduced by fivemph from the five-mph increment of the eighty-fifth percentile speed. However, it is necessary to document the extenuating factors which, according to the CVC, justify the posted speed limit. The streets in the category are listed in Table 2. Comments as to the extenuating factors are included in Attachment C. No change of the posted speed limit is recommended, at this time, for these streets.

Willow Road from Middlefield Road to Coleman Avenue

Table 1: Streets with speed limits within 5 mph below eighty-fifth percentile speed (no change of speed limit is recommended)							
Streets	Speed limit						
Alpine Road between Santa Cruz Avenue to City Limits	35 mph						
Avy Avenue from Cloud Avenue to Santa Cruz	25 mph						
Avy Avenue from Altschul Avenue to Monte Rosa Drive	25 mph						
Bay Road from Marsh Road to Ringwood Avenue	30 mph						
Coleman Avenue from Willow Road to City Limits	25 mph						
Encinal Avenue from El Camino Real to City Limits	25 mph						
Hamilton Avenue from Chilco Street to Willow Road	25 mph						
Haven Avenue from City Limit to Bayfront Expressway	30 mph						
Laurel Street from Ravenswood Avenue to Burgess Drive	25 mph						
Marsh Road from Bay Road to US-101	35 mph						
Middle Avenue from Olive Street to University Drive	30 mph						
Middlefield Road from City Limit (Atherton) to City Limit (Palo Alto)	35 mph						

25 mph

The list of streets in Table 3 are streets where reduction of the posted speed limit is recommended at this time based on the E&TS as previously explained.

Table 1: Reduction of the posted speed limit is recommended								
Streets	Speed limit reductions							
Chico Street from Constitution Drive to Terminal Avenue	40 mph to 35 mph							
Constitution Drive from Independence Drive to Chilco	35 mph to 30 mph							
Middle Avenue from University Drive to El Camino Real	30 mph to 25 mph							
Santa Cruz from Avy Avenue/Orange Avenue to Olive Street	30 mph to 25 mph							
Santa Cruz Avenue from Olive Street to University Drive	30 mph to 25 mph							
Valparaiso Avenue from City Limit to Cotton Street	35 mph to 30 mph							
Valparaiso Avenue from Cotton Street to El Camino Real	35 mph to 30 mph							

Based on the E&TS, one roadway segment showed a possible increase in posted speed limit. The roadway segment of Glenwood Avenue from El Camino Real to City Limit could have increased speed limit from 25 mph to 30 mph. However, at this time, staff is not recommending such an increase. Staff recommends resurveying this segment after further review of field conditions and may recommend traffic calming measures to reduce speed.

The northern half of Valparaiso Avenue from City limit to El Camino Real is under the jurisdiction of the Town of Atherton. The Town of Atherton staff has recently expressed its concurrence with the City staff's recommendation to lower the posted speed limit on Valparaiso Avenue from 35 mph to 30 mph. If approved by both Menlo Park and Atherton City Councils, staff will coordinate with Atherton staff to post the 30 mph speed limit. It's important to note that since the speed limit would be inconsistent with the CVC process, it's unlikely the Traffic Court would enforce tickets.

#### Complete Streets Commission recommendation

At its meeting on August 12, and after its review of the 2019 citywide E&TS, the Complete Streets Commission passed the following motion, 8-0-1:

Recommend to City Council to approve the 2019 citywide speed limit survey and additionally, in support of the City's vision zero and congestion reduction goals, recommend to City Council to: 1) pursue a policy of a citywide 25 miles per hour speed limit, 2) pursue policies to redesign streets to encourage lower vehicular speed, 3) support legislations to amend the practice of using 85th percentile speed to determine roadway speeds.

While staff supports keeping speed limits as low as legally possible and supports keeping speeds low on residential, local streets, staff does not concur with the policy of citywide 25 mph policy on all City streets for the following reasons:

- 1. This policy is not compliant with state law in the CVC which the City must follow to post speed limits.
- 2. It does not appear to support Policy Circ 2.3, Street Classification, and Policy Circ-2.5, Neighborhood Streets. For example, for City streets classified as thoroughfares and boulevards, the citywide 25 mph policy would reduce the target design speeds on these streets that minimize cut-through traffic on neighborhood streets. With increased travel time and congestion that could result with the 25 mph speed limit on the thoroughfares and boulevards, commuters would potentially use neighborhood streets

as a cut-through.

- 3. Posting speed limit of 25 mph on City thoroughfares such as Sand Hill Road and Marsh Road would cause increased congestion and could increase travel time. This would negate the City's previous efforts in upgrading its traffic signal technology on these thoroughfares that have improved the traffic flow and reduced the travel times for commuters during the peak commute times.
- 4. Posting speed limit of 25 mph on City thoroughfares such as Sand Hill Road and Marsh Road could potentially increase certain types of collisions, such as rear-end collisions.
- 5. If speed limits are not posted in compliance with the CVC, the police department cannot cite drivers on these streets using radar technology and withstand a challenge in traffic court. This will reduce the City's ability to enforce speed limits and divert officers' time from patrol activities to traffic court, where a challenge to a citation would not be upheld.
- 6. Unjustified speed limits would cause a majority of law-abiding drivers to break the law and like unwarranted stop signs, could cause the drivers' disrespect to the law, creating a more adverse conditions on these streets.

If the City Council desires to post all speed limits in the City at 25 mph, staff would need to return to the City Council at a future meeting with an updated resolution adopting new speed limits and requesting an appropriation to fund the additional signs as described further in the Impact on City resources section below.

#### Alternatives to consider

In lieu of a citywide 25 mph policy, with regards to the updated City's E&TS, a possible next step for the City Council to consider is to pursue street re-design or traffic calming measures on these roadway segments with residential uses to encourage the lower speed limit. Recent examples of frontage improvements that resulted in speed limit reductions occurred on Chilco Street from Constitution Drive to Terminal Avenue (40 mph to 35 mph) and on Constitution Drive from Independence Drive to Chilco Street (35 mph to 30 mph.) However, this work would require a new City Council priority work effort to be identified and resources for staff time and funding to be added to the capital improvement program. This would delay other ongoing projects such as the street light series circuit conversion in the Suburban Park and Flood Triangle neighborhood and the Ravenswood Avenue and Laurel Street intersection improvements.

- Bay Road from Marsh Road to Ringwood Avenue
- Bay Road from Ringwood Avenue to Van Buren Road
- Middle Avenue from Olive Street to University Drive
- Olive Street from Santa Cruz Avenue to Middle Avenue
- Santa Cruz Avenue from City Limit to Avy Avenue/Orange Avenue
- Ravenswood Avenue from Laurel Street to Middlefield Road
- Valparaiso Avenue from City Limit to Cotton Street
- Valparaiso from Cotton Street to El Camino Real

Staff does not recommend reducing the speed limits on the following roadway segments to 25 mph:

- Alpine Road from Santa Cruz Avenue to City limit
- Chilco Street from Constitution Drive to Terminal Avenue
- Constitution Drive from Independence Drive to Chilco Street
- Haven Avenue from City Limit to Bayfront Expressway
- Marsh Road from US 101 to City limit
- Middlefield Road from City Limit to City limit
- O'Brien Drive from Willow Road to Kavanaugh Drive
- O'Brien Drive from Kavanaugh Drive to University Avenue
- Sand Hill Road from Sharon Park Drive to City limit

- Sand Hill Road from Highway 280 to Monte Rosa Drive
- Sand Hill Road from Monte Rosa Drive to Sharon Park Drive

While there is advocacy to modify the CVC at the state level, staff is not aware of any current or pending legislation in California that would amend the use of the 85<sup>th</sup> percentile speed as the basis for setting the speed limits. The National Association of City Transportation Officials (NACTO), however, just recently released a guidance that is not 85<sup>th</sup> percentile speed-based but provides practitioners a detailed, context-sensitive method to set safe speed limits on urban streets. Per NACTO, it is gradually gaining support from some states and a few cities.

#### Impact on City Resources

If approved by City Council, the costs of changing the posted speed limit signs would be borne by the City budget for its roadway signing maintenance. Staff recommends changing the posted speed limits of seven roadway segments as listed in Table 3. These changes (less than 30 signs) can be accommodated within the annual signing and striping program budget. The replacement of a speed limit sign on an existing pole is approximately \$250 per sign and the installation of a new sign and pole is approximately \$600 per sign.

If a citywide change in speed limit policy were to be enacted, an appropriation would be needed to fund the cost of sign replacements that would impact approximately 20 streets. Staff anticipates this would cost an additional \$15,000 - 35,000. If City Council directs the change in policy, staff would return at a future meeting to authorize the appropriation and funding source.

#### **Environmental Review**

This project is exempt under Class 6 of the current California Environmental Quality Act (CEQA) Guidelines. Section 15306, Information Collection of the CEQA Guidelines states the following: "Class 6 consists of basic data collection, research, experimental management, and resource evaluation activities which do not result in a serious or major disturbance to an environment resource. These may be strictly for information gathering purposes, or as part of a study leading to an action which a public agency has not yet approved, adopted or funded".

#### **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. 6593
- B. Street classification maps
- C. 2019 Citywide engineering and traffic survey

Report prepared by:

Rene Baile, Associate Transportation Engineer

Report reviewed by:

Kristiann Choy, Acting Transportation Manager

#### **RESOLUTION NO. 6593**

# RESOLUTION OF MENLO PARK CITY COUNCIL TO ESTABLISH SPEED LIMITS ON CITY STREETS BASED ON THE 2019 CITYWIDE ENGINEERING AND TRAFFIC SURVEY

WHEREAS, the City of Menlo Park uses the engineering and traffic survey to establish and enforce speed limits legally on its streets with the use of radar and electronic devices in accordance with the California Vehicle Code; and,

WHEREAS, the City of Menlo Park's engineering and traffic survey is no longer considered admissible by the San Mateo County Traffic Court and needs to be updated in accordance with the California Vehicle Code; and,

WHEREAS, the update of the City of Menlo Park's engineering and traffic survey is consistent with several goals and policies in the City's circulation element, adopted in 2016, specifically Goal Circ. 1, Policy Circ. 1-1, Policy Circ. 1-5, Goal Circ. 2, Policy Circ. 2-3, and Policy Circ. 2-5; and.

WHEREAS, the update of the City's engineering and traffic survey was conducted in 2019 in compliance with the requirements of the California Vehicle Code; and,

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

BE IT AND IT IS HEREBY RESOLVED by the City Council of the City of Menlo Park that the City Council does hereby establish the speed limits on the following streets based on the 2019 City of Menlo Park's engineering and traffic surveys conducted in accordance with provisions set forth in the California Vehicle Code:

#### 25 MPH SPEED LIMIT

Alma Street from Ravenswood Avenue to E. Creek Drive

Alma Street from Oak Grove Avenue to Ravenswood Avenue

Avy Avenue from Cloud Avenue to Santa Cruz Avenue

Avy Avenue from Altschul Avenue to Monte Rosa Drive

Coleman Avenue from City Limits to Willow Road

Encinal Avenue from City Limits to El Camino Real

Hamilton Avenue from Chilco Street to Willow Road

Ivy Drive from Chilco Street to Willow Road

Laurel Street from Ravenswood Avenue to Burgess Drive

Middle Avenue from University Drive to El Camino Real (Changed from 30 mph)

Menlo Avenue from University Drive to El Camino Real

Oak Grove Avenue from University Drive to El Camino Real

Oak Grove Avenue from El Camino Real to Middlefield Road

Olive Street from Santa Cruz Avenue to Middle Avenue

Ravenswood Avenue from El Camino Real to Laurel Street

Santa Cruz Avenue from Olive Street to University Drive (Changed from 30 mph)

Santa Cruz Avenue from University Drive to El Camino Real (Changed from 30 mph)

Sharon Park Drive from Monte Rosa Drive (west) to Sand Hill Road

University Drive from Valparaiso Avenue to Santa Cruz Avenue

Resolution No. 6593 Page 2 of 2

University Drive from Santa Cruz Avenue to Middle Avenue Willow Road from Alma Street to Middlefield Road Willow Road from Middlefield Road to Coleman Avenue Willow Road from Coleman Avenue to US 101

#### 30 MPH SPEED LIMIT

Bay Road from Marsh Road to Ringwood Avenue
Bay Road from Ringwood Avenue to Van Buren Road
Constitution Drive from Independence Drive to Chilco Street (Changed from 35 mph)
Haven Avenue from City Limit to Bayfront Expressway
Middle Avenue from Olive Street to University Drive
O'Brien Drive from Willow Road to Kavanaugh Drive
O'Brien Drive from Kavanaugh Drive to University Avenue
Olive Street from Santa Cruz Avenue to Middle Avenue
Ravenswood Avenue from Laurel Street to Middlefield Road
Santa Cruz Avenue from Avy Avenue/Orange Street to Olive Street
Valparaiso Avenue from City Limit to Cotton Street (Changed from 35 mph)

#### 35 MPH SPEED LIMIT

Alpine Road from Santa Cruz Avenue to City Limit
Chilco Street from Constitution Drive to Terminal Avenue (Changed from 40 mph)
Marsh Road from US 101 to City Limit
Middlefield Road from City Limit to City Limit
Sand Hill Road from Sharon Park Drive to City Limit

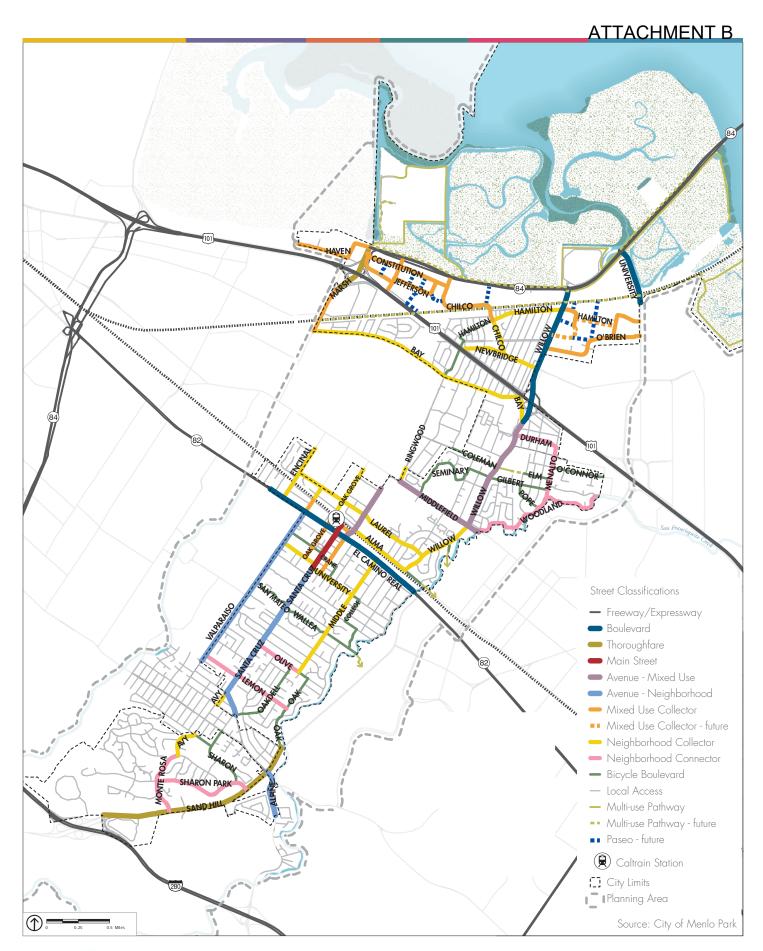
Valparaiso from Cotton Street to El Camino Real (Changed from 35 mph)

#### 40 MPH SPEED LIMIT

Sand Hill Road from Highway 280 to Monte Rosa Drive Sand Hill Road from Monte Rosa Drive to Sharon Park Drive

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 thirteenth day of October, 2020, by the following votes:

Council on the thirteenth day of October, 2020, 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 thirteenth day of October, 2020.
Judi A. Herren, City Clerk





# City of Menlo Park E&TS 2019 Speed Survey Summary

44	Charat Name	Seg	yment	Court Charifferin	OF the Theorem and	2 1 2 . 2	Existing Speed	Recommend	Community
#	Street Name	Limit 1	Limit 2	Street Classification	85th ile speed	Col. Rate <sup>2</sup>	Limit	Speed Limit	Comments
1	Alma Street	Oak Grove Ave	Ravenswood Ave	Mixed Use Collector	23.9	4.32	25	25	
2	Alma Street	Ravenswood Ave	E Creek Dr	Neighborhood Collector	24.6	0.84	25	25	
3	Alpine Road	Santa Cruz Ave	City Limits	Avenue-Neighborhood	39.7	0.3	35	35	CVC Section 21400 (b) 1
4	Avy Ave	Cloud Ave	Santa Cruz Ave	Neighborhood Collector	27.6	0	25	25	CVC Section 21400 (b) 1
5	Avy Ave	Altschul Ave	Monte Rosa Dr	Neighborhood Collector	29.1	0.99	25	25	Prox. to school & uncontrolled crosswalks
6	Bay Road	Marsh Rd	Ringwood Ave	Neighborhood Collector	35.1	0.58	30	30	Uncontrolled crosswalk & pace speed
7	Bay Road	Ringwood Ave	Van Buren Rd	Neighborhood Collector	30.5	1.35	30	30	
8	Chilco Street	Constitution Dr	Terminal Ave	Mixed Use Collector	40.1	0.97	40	35	Uncontrolled crosswalk
9	Coleman Avenue	City Limits	Willow Rd	Bicycle Boulevard	29.5	3.61	25	25	High collision rate
10	Constitution Drive	Independence Dr	Chilco St	Mixed Use Collector	37	3.05	35	30	High collision rate
11	Encinal Avenue	El Camino Real	City Limits	Neighborhood Collector	32.4	1.47	25	25	High collision rate
12	Glenwood Avenue	El Camino Real	City Limits	Neighborhood Collector	33.5	3.04	25	25	Recommend re-survey
13	Hamilton Avenue	Chilco St	Willow Rd	Neighborhood Collector	29.9	4.24	25	25	High collision rate and uncontrolled crosswalks
14	Haven Avenue	City Limits	Bayfront Expy	Mixed Use Collector	36.5	1.32	30	30	Bicycle safety, location of multiple driveways, and frequent use of on- street parking
15	Ivy Drive	Chilco St	Willow Rd	Local Access	25.8	2.29	25	25	
16	Laurel Street	Ravenswood Ave	Burgess Dr	Neighborhood Collector	28.7	3.79	25	25	High collision rate

		Sea	ment				Existing Speed	Recommend	
#	Street Name			Street Classification	85th ile speed	Acc Rate	Limit	Speed Limit	Comments
		Limit 1	Limit 2					·	
17	Marsh Road	Bay Rd	US-101	Mixed Use Collector	40.7	2.2	35	35	High collision rate
18	Middle Avenue	Olive St	University Dr	Neighborhood Collector	32.7	0.86	30	30	CVC Section 21400 (b) <sup>1</sup>
19	Middle Avenue	University Dr	El Camino Real	Neighborhood Collector	29.8	2.58	30	25	High collision rate
20	Menlo Avenue	University Dr	El Camino Real	Mixed Use Collector	25	2.82	25	25	
21	Middlefield Road	City Limits (Atherton)	City Limits (Palo Alto)	Avenue-Mixed Use	39.8	1.97	35	35	High collision rate
22	O'Brien Drive	Willow Rd	Kavanaugh Dr	Mixed Use Collector	34.9	1.88	30	30	High collision rate
23	O'Brien Drive	Kavanaugh Dr	University Ave	Mixed Use Collector	37.2	1.2	30	30	Uncontrolled crosswalk
24	Oak Grove Avenue	University Dr	El Camino Real	Mixed Use Collector	24.1	2.28	25	25	
25	Oak Grove Avenue	El Camino Real	Middlefield Rd	Neighborhood Collector	24	2.24	25	25	
26	Olive Street	Santa Cruz Ave	Middle Ave	Neighborhood Connector	33.4	0.89	30	30	CVC Section 21400 (b) 1
27	Ravenswood Ave	El Camino Real	Laurel St	Avenue-Mixed Use	29.5	2.66	25	25	High collision rate
28	Ravenswood Ave	Laurel St	Middlefield Rd	Avenue- Mixed Use	35.4	1.86	30	30	High collision rate
29	Sand Hill Road	Hwy 280	Monte Rosa Dr	Thoroughfare	43.3	0.23	40	40	CVC Section 21400 (b) 1
30	Sand Hill Road	Monte Rosa Dr	Sharon Park Dr	Thoroughfare	42.9	0.94	40	40	CVC Section 21400 (b) 1
31	Sand Hill Road	Sharon Park Dr	City Limits	Thoroughfare	35.9	1.13	35	35	
32	Santa Cruz Avenue	City Limits	Avy Ave/ Orange Ave	Avenue-Neighborhood	35	1.73	30	30	High collision rate
33	Santa Cruz Avenue	Avy Ave/ Orange Ave	Olive St	Avenue-Neighborhood	30.9	0.27	30	25	Proximity to school and uncontrolled crosswalks
34	Santa Cruz Avenue	Olive St	University Dr	Avenue-Neighborhood	31.9	1.12	30	25	Proximity to school and uncontrolled crosswalks
35	Santa Cruz Avenue	University Dr	El Camino Real	Main Street	17.4	4.91	25	25	
36	Sharon Park Drive	Monte Rosa Dr	Sand Hill Rd	Neighborhood Connector	28.4	0	25	25	CVC Section 21400 (b) 1
37	University Drive	Valparaiso Ave	Santa Cruz Ave	Neighborhood Collector	29.3	2.88	25	25	High collision rate
38	University Drive	Santa Cruz Ave	Middle Ave	Neighborhood Collector	28.5	3.43	25	25	High collision rate
39	Valparaiso Avenue	City Limits	Cotton St	Avenue-Neighborhood	36.7	0.75	35	30	Uncontrolled crosswalks and fronting residential properties

		Segment -					Frietina Casad	Decemmend		
#	Street Name			Street Classification	85th ile speed	Acc Rate	Existing Speed Limit	Recommend Speed Limit	Comments	
		Limit 1	Limit 2			Littie		Speed Limit		
40	Valparaiso Avenue	Cotton St	El Camino Real	Avenue-Neighborhood	32.1	0.58	35	30		
41	Willow Road	Alma St	Middlefield Rd	Neighborhood Collector	28.5	0.9	25	25	CVC Section 21400 (b) <sup>1</sup>	
42	Willow Road	Middlefield Rd	Coleman Ave	Avenue-Mixed Use	26.8	1.24	25	25		
43	Willow Road	Coleman Ave	US-101	Avenue-Mixed Use	32.4	2.72	25	25	High collision rate	

Legends: Percentage of Total

	Number of roadway	Roadway Segment
Recommended Speed Limit	segments	Surveyed
25 mph	24	56%
30 mph	12	28%
35 mph	5	12%
40 mph	2	4%

#### Footnote:

- 1 CVC Section 21400 (b) allows for setting the speed limit at the five-mph increment below the 85th percentile even if mathematical rounding would require the speed to be posted above the 85th percentile speed. If this option is use, additional 5 mph reduction cannot be applied.
- 2 Col. Rate = Collision Rate = (No. of collisions for the last 3 years x 1,000,000)/(3 x 365 x average daily traffic) City's Average Collision Rate = 1.36

# Agenda Item H4 Janet Gilmore, Resident

City Council Members,

I reviewed portions of the 2019 Citywide engineering and traffic survey (E&TS) report. I applaud the Complete Streets Commission's efforts to make our city streets safe for everyone and support their recommendation to council to 1) pursue a policy of a citywide 25 miles per hour speed limit, 2) pursue policies to redesign streets to encourage lower vehicular speed, 3) support legislations to amend the practice of using 85th percentile speed to determine roadway speeds.

I am disappointed by and do not support city staff's recommendation to keep the speed on Middle Ave between University and Olive at 30 mph. I don't follow the logic since city staff recommends reducing the speed limit from 30 to 25 mph on Middle Ave from El Camino to University and reducing the speed from 30 to 25 mph on Santa Cruz Ave from Orange to University. The stretch of Middle between University and Olive is used heavily by cyclists (many of whom are school children) and pedestrians, along with vehicles.

A group of Middle Ave neighbors met with then-mayor Ray Mueller in the late spring of 2019 to discuss the proposed elimination of street parking. The meeting also included a discussion regarding excessive speed and speed calming measures that could be implemented. One was to reduce the speed limit on Middle Ave to 25 mph as well as add a stop sign at San Mateo Dr. Nothing has happened.

Now is the time for bold change to make our city streets safe. Because of the Covid-19 pandemic, nearly everyone has realized the importance of engaging in recreational activities outdoors, including walking, running and cycling.

As 30+ year residents of Middle Ave, I urge council to reduce the speed limit from 30 to 25 mph on the entire stretch of Middle Ave.

Thank you,
Janet Gilmore & Geoff McCavitt

# Agenda Item H4 Christa West, Resident

Dear City Council Members,

I respectfully submit my support for lowering speed limits per resolution No. 6593.

Thank you, Christa

# AGENDA ITEM I-1 Community Development



#### STAFF REPORT

City Council
Meeting Date: 10/13/2020
Staff Report Number: 20-226-CC

Regular Business: Authorize the city manager to enter into a contract

with Dudek to prepare an environmental impact report and housing needs analysis for the proposed mixed-use project at 123 Independence Drive for the amount of \$251,701 and future augments as may be necessary to complete the environmental review and housing needs assessment for the proposed

project

#### Recommendation

Staff recommends that the City Council authorize the city manager to execute a contract with Dudek for the amount of \$251,701 and future augments as may be necessary to complete the environmental review and housing needs assessment (HNA) for the proposed 123 Independence Drive mixed-use project based on the proposed scope and budget (Attachment A.)

#### **Policy Issues**

City Council Resolution No. 6479 authorizes the city manager to execute agreements necessary to conduct City business up to a stated award authority level which adjusts annually based on changes in the construction cost index. The current award authority is \$78,000. While the project applicant is responsible for the full cost of preparing any required environmental impact report (EIR) for a submitted project, and no taxpayer funds are being used for said purpose, the City Council retains discretion for all agreements exceeding the award authority delegated to the city manager.

The City Council would be the final decision making body for the proposed project because it includes a major subdivision to allow the creation of for-sale condominium units. The City Council will ultimately need to consider the adequacy of the environmental review and the merits of the proposed project, including the request for bonus level development and the associated community amenities provided through the proposed project. Authorizing the city manager to enter into a contract with Dudek would allow the City to conduct the environmental review and the HNA for the project proposal. A separate fiscal impact analysis (FIA) which would likely not exceed \$78,000 and could be authorized under the city manager's authority, will be prepared to provide the public and City Council with information related to the fiscal impacts of the project. Approval of the environmental review contract does not imply an endorsement of a project, but rather initiates the process to identify potential environmental impacts of the project for consideration during entitlement review. The policy implications of the project proposal are considered on a case-by-case basis, and will be informed by additional analysis as the project review proceeds.

#### Background

On January 29, the Sobrato Organization (Project Applicant) submitted a preliminary application under the provisions of Senate Bill 330 (SB 330), the Housing Crisis Act of 2019. SB 330 establishes a two-step

process by which the applicant can "lock in" applicable fees and development regulations by submitting a preliminary application and then have up to 180 days to submit a complete development permit application including, but not limited to, all the required materials necessary to process the permit after the preliminary application. On July 22, the City received a development application for the 123 Independence Drive project, which was deemed incomplete because Recology review of the proposal had not been finalized. On September 30, the City received a complete development permit application, which occurred within the 90-day response period to complete the development application under SB 330. City staff is evaluating the proposed project for consistency with the general plan and the zoning ordinance. If consistent, the project would move forward and City decision-makers can hold up to five hearings to consider the project. Consideration of the EIR contract does not count as one of the five hearings under SB 330.

The applicant proposes to demolish five existing industrial and office buildings across five parcels located at 119, 123-125 and 127 Independence Drive, 130 Constitution Drive and 1205 Chrysler Drive (collectively referred to as 123 Independence Drive.) The proposed mixed-use project would be comprised of three components: 67 for-sale, three-story townhomes along Independence Drive, a five-story, 316-unit apartment building along Constitution Drive, and an 88,750-square-foot office building at the corner of Independence and Chrysler Drives. The proposed project would also include a midblock paseo connecting Independence Drive and Constitution Drive through the project site. The proposed development is located in the R-MU-B (residential mixed use, bonus) zoning district, and includes a request for an increase in height, density and floor area ratio (FAR) under the bonus level development allowance, subject to obtaining a use permit and providing one or more community amenities. The project is not proposing any additional units through City or State density bonus allowances, but would comply with the City's below market rate (BMR) requirement of providing 15 percent of the total number of units, or 58 units, as affordable. Select plan sheets from the project plans are included in Attachment B.

The five parcels that make up the project site have a total area of approximately 8.45 acres. The project site is bounded to the south by Independence Drive and a hotel and parking structure that are part of the Menlo Gateway Independence Site (zoned M-3-X, commercial business park, conditional development.) The parcel to the west contains a one-story office building that is part of the proposed Menlo Portal project, which would include a 335-unit, seven-story apartment building with approximately 1,600 square feet of commercial space. The northwestern property adjacent to the project site contains a single-story office building. The parcels to the north of the project site across Constitution Drive contain two office buildings and two parking structures that are part of the Menlo Gateway Constitution Site and zoned M-3-X. To the northeast of the project site are single-story industrial and warehouse buildings zoned R-MU-B. Farther east across Chrysler Drive are office and industrial buildings with a mix of O-B (office, bonus) and R-MU-B zoning. A location map identifying the project site is included in Attachment C.

#### Environmental review process overview

One of the basic purposes of the California Environmental Quality Act (CEQA) is to inform decision makers and the public about the potential significant environmental effects of a proposed project. For purposes of CEQA, the environment includes the physical conditions within the area that will be affected by a proposed project, such as land, air, water, plants and animals, noise, and objects of historic or aesthetic significance. An EIR must be prepared whenever it is established that a proposed project may have a significant effect on the environment. The EIR will not only provide information about potentially significant environmental impacts, but also list ways in which the significant effects of the proposed project might be minimized and identify alternatives to the proposed project. The main substantive components of an EIR are as follows:

- The project description, which discloses the activity that is proposed for approval;
- Discussion and analysis of significant environmental effects of the proposed project, including cumulative impacts and growth-inducing impacts;

- Discussion of ways to mitigate or avoid the proposed project's significant environmental impacts; and
- Discussion of alternatives to the project as proposed.

The EIR process begins with the City's decision to prepare an EIR. For this proposed project, the City has determined that an EIR is required. Following City Council approval of the EIR consultant contract, the City will issue a notice of preparation (NOP), which signifies to public agencies and the public that the City plans to prepare an EIR for the proposed project. The notice is designed to seek guidance from interested agencies and members of the public on the scope and content of the EIR.

The release of the NOP begins the process for agency and early public consultation, which is referred to as the "scoping" process. The scoping process is designed to enable the City to determine the scope and contents of the EIR at an early stage, including identifying possible issues to be studied, topic areas that do not warrant additional study based on specifics of the proposed project, and possible alternatives and mitigation measures to be analyzed and considered in the EIR. As part of the scoping process, the Planning Commission would hold a public meeting or scoping session for the EIR for the proposed project. The scoping session is an opportunity for the Planning Commission and public to provide comments on the scope and content in the EIR. Oral comments received during the scoping session and written comments received during the NOP comment period on the scope and content of the environmental review will be considered while preparing the draft EIR.

Following review of the comments received during the scoping process, a draft EIR would be prepared and processed in accordance with CEQA and the CEQA Guidelines in effect at the time of the release of the NOP. Upon release of the draft EIR, there is an opportunity for agencies and the public to comment on the analysis in the draft EIR. Those comments received during the draft EIR review period are considered and responded to in the final EIR. The final EIR is released for public review. The City Council, as the final decision-making body for the proposed project, will review and determine if the EIR can be certified as compliant with CEQA's legal requirements. Certification of the EIR as legally compliant with CEQA requirements must be done before action on the proposed project and does not indicate approval of the project. In addition to the EIR process, concurrently, the City's consultants will be working to prepare an HNA and a FIA which will be reviewed by the City Council before final action on the proposed project. Finally, the proposed project will also go through an appraisal process to determine the value of required community amenities because the project is seeking bonus level development.

#### Project-specific EIR requirements

The proposed project, combined with the other residential and mixed-use projects in the Bayfront Area, is within the maximum amount of new residential development potential identified in the land use element of the general plan. The land use element identifies the potential for 4,500 net new residential units in the Bayfront Area. This project in combination with all previously submitted, but not yet approved, projects since ConnectMenlo was adopted in 2016 totals 3,257 residential units. Therefore, the proposed project does not require a general plan amendment.

The proposed project, however, exceeds the number of unrestricted residential units analyzed in the ConnectMenlo EIR. The ConnectMenlo EIR studied 3,150 housing units (remaining development potential plus net new units) in the Bayfront Area, and an additional 1,500 corporate housing units specific to the Facebook East Campus site. Corporate housing units were anticipated to be dormitory style units with restricted occupancy and were analyzed differently than unrestricted residential units. Therefore, in total the ConnectMenlo EIR analyzed the potential environmental impact of 3,150 residential units in the Bayfront Area. This proposed project, in combination with other proposed projects, exceeds the 3,150 residential units studied in the ConnectMenlo EIR by 107 units and therefore requires an EIR. A summary of the housing unit development potential evaluated in the ConnectMenlo EIR and general plan as well as the

number of units currently being studied for previously submitted Bayfront projects is provided in Table 2 below.

Table 2: Housing unit potential and proposed projects in the Bayfront Area				
Category	Number of unrestricted residential units			
Total studied in ConnectMenlo EIR	3,150			
Proposed by other Bayfront projects	2,874			
Proposed for 123 Independence Dr.	383			
Total proposed in Bayfront	3,257			
Remaining potential units studied in ConnectMenlo EIR	(107)			

As a result of exceeding the 3,150 housing units studied in the ConnectMenlo EIR, the project would consider, but would not be able to tier from the ConnectMenlo EIR (unlike the other multifamily housing projects currently being reviewed by the City) and would need to evaluate all applicable EIR topic areas under CEQA. Since the project level EIR would evaluate all applicable EIR topic areas, including transportation and population and housing, the project EIR would comply with the settlement agreement between the City of Menlo Park and City of East Palo Alto. Further, the scope includes the preparation of a project-specific HNA to inform the population and housing topic area as well as to provide decision makers with additional information regarding the project's potential impacts on housing. Pursuant to the City Council's direction October 6, the consultant will be given the housing inventory and local supply study entitled "Investment and Disinvestment as Neighbors" prepared by the UC Berkeley Center for Community Innovation in close collaboration with the Y-Plan initiative to use as applicable in its baseline analysis (Attachment F.) Any future proposed residential projects in the Bayfront Area would also require all applicable topic areas under CEQA to be reviewed.

Consistent with Senate Bill 743, the project level transportation impact analysis (TIA) will evaluate the vehicle miles traveled (VMT) associated with the project for consistency with the recently adopted local VMT thresholds. While the environmental analysis will utilize the VMT standards to assess potential transportation impacts and potential mitigation measures under CEQA, the TIA will continue to analyze level of service (LOS) in accordance with the City Council's direction and the City's TIA guidelines. Analyzing LOS provides City decision makers with information regarding vehicle delay impacts and whether the proposed project complies with the applicable general plan goals, policies and programs. While the City cannot impose mitigation measures to address LOS though the EIR, it can impose conditions through the entitlement process to ensure the project complies with the general plan.

Following authorization of the contract with the consultant selected to conduct the environmental review, the consultant will prepare and issue the NOP for the project, which will identify the topic areas to be studied in the EIR. As described above, the release of the NOP commences the scoping process where other agencies and members of the community have the opportunity to comment on the scope of the environmental review.

#### **Analysis**

As part of the EIR consultant selection process, staff typically requests proposals from multiple environmental consulting firms. The list of firms is determined by the City and, as a courtesy, shared with the applicant team, who is responsible for the full cost of the preparation of the environmental analysis under CEQA. For the proposed project, staff originally solicited scopes from three (3) firms, two (2) of which submitted proposals. Staff prepared a recommendation to be reviewed by the City Council July 28, but before the City Council meeting, concerns were raised about the EIR consultant outreach process. In response, the applicant requested that the item be withdrawn from the agenda so that a broader range of firms could be identified. Staff solicited scopes of work from an additional eight (8) firms, for a total of 11 (11) firms contacted. Two (2) additional firms submitted scopes and one (1) firm from the previous round of outreach requested to remain under consideration, for a total of three (3) EIR consulting firms: PlaceWorks, Impact Sciences and Dudek. Each firm selected subconsultants to prepare the TIA, the HNA, and/or other studies and EIR topic areas depending on the qualifications and capabilities of the prime environmental consultant. A brief comparison of the three scopes is provided in Table 1 below.

Table 1: Comparison of project EIR scopes and budgets						
PlaceWorks		Impact Sciences	Dudek			
Subconsultants	<ul><li>Transportation: W-Trans</li><li>HNA: Keyser Marsten</li></ul>	<ul> <li>Transportation: VRPA         Technologies</li> <li>HNA: Harris &amp; Associates</li> <li>Biological Resources:         Vollmar Natural Lands</li> <li>Cultural Resources: Basin         Research Associates</li> </ul>	HNA: Bay Area Economics (BAE)			
Experience	Consultant team has worked on recent CEQA projects in Menlo Park	Consultant team has not worked on recent CEQA projects in Menlo Park	Consultant team includes firm without recent CEQA projects in Menlo Park (Dudek) and with recent CEQA projects in the city (BAE)			
Other key factors	<ul> <li>PlaceWorks prepared         ConnectMenlo general plan         land use and circulation         elements, Bayfront zoning         district regulations, and         ConnectMenlo EIR</li> <li>W-Trans is currently         working on the city's         Transportation Master Plan</li> <li>Consultant team includes         certified woman-owned         business</li> </ul>	<ul> <li>Harris &amp; Associates (HNA subconsultant) has qualifications in economics and housing, but has not prepared a comparable HNA</li> <li>Consultant team includes certified woman-owned businesses, small business enterprises and disadvantaged business enterprises</li> </ul>	Dudek in-house team includes environmental planners and transportation engineers, reducing number of subconsultants BAE has prepared HNAs for East Palo Alto development projects			
Schedule	Approximately 37 weeks	Approximately 54 weeks	Approximately 41 weeks			
Cost	\$293,749	\$349,936	\$251,701			

The three scopes are included in this staff report as Attachments A, D and E.

City staff evaluated the two new scopes along with PlaceWorks' previous proposal, and believes all three consultant teams are qualified to develop the project EIR. However, staff recommends that the City Council select Dudek for the EIR contract for the following reasons:

- 1. Dudek has extensive experience preparing CEQA documents for cities throughout the Bay Area and California, and a large in-house team capable of performing the majority of studies required for an EIR;
- 2. Dudek would diversify the number of environmental firms currently working on EIRs for Bayfront Area projects and other studies and plans throughout the city;
- 3. BAE, a subconsultant to Dudek, has experience in preparing HNAs for East Palo Alto under the terms of the settlement agreement and would diversify the number of firms working on HNAs for Bayfront Area projects; and
- 4. Dudek has proposed a budget comparable to the cost of EIRs for other projects in the vicinity and is the most economical of the three proposals.

As part of the initial stages of the environmental and entitlement analysis, it may be determined that additional technical analyses are required; therefore, staff is recommending that the City Council provide the City Manager the authority to approve future contract augmentations, if needed.

#### Impact on City Resources

The applicant is required to pay all planning, building and public works permit fees, based on the City's master fee schedule, to fully cover the cost of staff time spent on the review of the project. The applicant is also required to bear the cost of the associated environmental review and fiscal analysis. For the environmental review, fiscal analysis, and other supporting studies required by the City, the applicant deposits money with the City and the City pays the consultants. Notwithstanding, the scope and content of the EIR is determined by the City in its sole discretion and the City is the final decision maker on the adequacy of the document.

#### **Environmental Review**

An EIR will be prepared for the proposed project evaluating all applicable topic areas required under CEQA. The EIR may reference the program level EIR prepared for the ConnectMenlo general plan and zoning ordinance update, but the project EIR will not tier from and scope out any topic areas based solely on the program level EIR. As described above, the EIR will analyze the potential environmental impacts of the proposed 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. EIR scope and budget proposal from Dudek
- B. Project plans (select sheets)
- C. Location map
- D. EIR scope and budget proposal from PlaceWorks
- E. EIR scope and budget proposal from Impact Sciences
- F. Hyperlink housing inventory and local supply study: https://www.menlopark.org/DocumentCenter/View/25939/Housing-Inventory-and-Supply-Study

Report prepared by:

Staff Report #: 20-226-CC

Tom Smith, Senior Planner

Report reviewed by:

Deanna Chow, Assistant Community Development Director

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# Cover Letter

August 24, 2020, revised September 25, 2020

Tom Smith Senior Planner City of Menlo Park 701 Laurel Street Menlo Park, California 94025

Subject: 123 Independence Drive Environmental Impact Report

Dear Mr. Smith,

Dudek is pleased to submit this proposal to provide environmental services for the 123 Independence Drive Project (Project), located in the Bayfront Area of the City of Menlo Park (City), California. We understand that the Project proposes a mix of residential and office land uses, replacing the five existing single-story office/industrial buildings on the site. We bring the following strengths to the Project:

Solution-Oriented Approach. Dudek understands that unique situations can arise for each project. Dudek's approach is to bring each potential issue to the Lead Agency with possible solutions that are consistent with the California Environmental Quality Act (CEQA) and the City's regulations. We find close coordination with the City during preparation of the Administrative Draft Environmental Impact Report (EIR) reduces City comments, the extent of document revisions, and schedule delays, which saves time and money.

Local Presence and Experience. Dudek works regularly with Bay Area agencies to complete environmental review for private development applications. Dudek staff's local project experience includes CEQA compliance, regulatory permitting, and other environmental services for the cities of San José, Palo Alto, East Palo Alto, Burlingame, Oakland, Vallejo, Berkeley, San Francisco, and Santa Cruz; and the Santa Clara Valley Water District and San Jose Water Company. We have a proven track record of preparing CEQA, National Environmental Policy Act (NEPA), and joint CEQA/NEPA documents for projects with complex issues and cumulative impacts. We effectively, efficiently, and proactively manage preparation of CEQA documents.

Diverse Technical Expertise that Can Be Mobilized to Address Project Issues Quickly. Dudek has successfully completed more than 2,800 CEQA, NEPA, and state and federal environmental regulation documents for projects throughout California. Support for our team of CEQA/NEPA experts includes biologists; botanists; permitting specialists; and land use, noise, cultural resources, air quality, and transportation specialists. Our technical expertise allows us to complete peer reviews and new impact analyses so that the project record includes the substantial evidence necessary to comply with CEQA.

We are excited about this opportunity to work with the City to facilitate a quick and seamless environmental review process for the Project. Should you have any questions, please contact me at 530.863.4642 or kwaugh@dudek.com.

Sincerely,

Katherine Waugh Project Manager

123 Independence Drive Environmental Impact Report

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#### **APPENDIX**

A Resumes

# Company Overview

# The Dudek Advantage

We are a California-based environmental and engineering consultant with 16 nationwide offices and more than 600 planners, scientists, civil engineers, contractors, and support staff. We assist private and public clients on a range of projects that improve and evolve our communities, infrastructure, and natural environment. From planning, design, and permitting through construction, we move projects forward through the complexities of regulatory compliance, budgetary and schedule constraints, and conflicting stakeholder interests.

Our professionals find practical, cost-effective approaches to help you achieve your specific project goals. We work to build your trust, which allows us to offer constructive solutions with your project's long-term success in mind.

#### **Dudek at a Glance**

- Multidisciplinary environmental and engineering services
- 600+ employees
- 16 offices
- Founded in 1980; employee-owned
- Top 125 U.S. Environmental Firms (Engineering News-Record)
- 92% rating for reliability, timeliness, and responsiveness (Dun & Bradstreet, 2016)
- More than 160 on-call environmental contracts throughout California

As a mid-sized firm, we provide the personal service of project managers who stay with your project from start to finish, combined with the breadth and depth of capabilities characteristic of larger firms in order to meet your project's requirements. Your project will be overseen by a local principal and project manager and staffed by local technical experts. Our project managers are empowered to be problem-solvers with the ability to make decisions in a timely fashion to keep project momentum moving forward. We are proud of our low employee turnover; our staff's long tenure means the project manager you see at the bidding stage will likely be with you at project completion.

### Our History

The firm was founded in 1980 in Encinitas, California as a small civil engineering consulting practice working for municipal wastewater agencies and private land developers in San Diego County. The firm steadily grew its civil engineering practice through the 1980s, expanding throughout Southern California.

In 1990, the firm started an environmental practice in response to expanding state and federal environmental regulations. Primarily through organic growth and limited acquisitions of small firms, Dudek has grown to a 600person multi-discipline environmental and engineering firm with offices throughout the United States. Dudek is ranked as one of the Top 125 U.S. Environmental Firms (Engineering News-Record, 2020). Joe Monaco serves as president and CEO. Frank Dudek, company founder, continues to serve as chairman of the board.

Early on, the firm enabled direct purchase of shares by employees. In addition, the firm started an employee stock ownership plan (ESOP) in the early 2000s, and has regularly funded the ESOP from profits. As a result, the company continues to successfully fund ownership transfer and function as an independent, employee-owned firm.

Dudek maintains a flat organizational structure that empowers project managers to be decision-makers and entrepreneurial. Internal administrative processes are kept to a minimum to limit internal bureaucracy and to enable project managers to be flexible and responsive to meet client needs.



## Diverse Capabilities

Our depth and breadth of experience means we can quickly assemble and mobilize the appropriate level of service to match your project needs and budget. Our 600+ person in-house team includes:

- AICP-certified environmental planners
- CDFW- and USFWS-certified biologists
- Registered professional archaeologists
- Registered landscape architects
- Registered environmental assessors
- Certified arborists and foresters
- Professional foresters

- Noise and air quality specialists
- Accredited LEED professionals
- Certified GIS professionals
- Certified hydrogeologists
- Licensed geologists
- Licensed professional engineers
- Licensed contractors

#### CEQA/NEPA

Dudek has one of California's largest, most experienced teams for California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) document preparation. Our environmental planners have prepared and processed more than 2,800 CEQA/NEPA documents for a variety of large and small development, infrastructure, restoration, and conservation projects throughout the state. Combining comprehensive analysis and evidence-based findings, we provide legally defensible documents that are supported by substantial evidence, none of which have ever been successfully challenged. We conduct technically sound assessments; apply practical CEQA/NEPA knowledge to comply with current laws, regulations, and case law; and manage environmental review processes in a streamlined and straightforward manner.

At its heart, CEQA requires public disclosure of environmental effects and associated mitigation and/or project alternatives that address those effects. Providing high quality documents that are clearly organized and easily interpreted by the public, agencies, and the community is crucial in meeting this goal. Dudek's environmental experts produce complete CEQA/NEPA documents done right the first time. We work collaboratively with clients; local, regional, state, and federal agencies; and the public to clearly define project objectives, address concerns, and outline appropriate processes. Our environmental planners also work with our in-house technical publications editors and graphic designers to ensure clarity and the highest quality documents; and Dudek's project managers and technical staff are adept at conducting public meetings and ensuring that projects are clearly explained to the public and interested stakeholders.

We efficiently coordinate and prepare reports by utilizing our in-house technical experts. Our team expedites complex project processing by designing and maintaining realistic document schedules, adhering to consistent communication protocols, leveraging our longstanding agency relationships, and anticipating potential issues as soon as possible. We specialize in the following projects:

- Land development in environmentally constrained and/or habitat conservation planning areas;
- Built-environment in urban settings, considering potential impacts to historic resources, noise, and short-term construction-related effects;
- High-profile development in the California coastal zone;
- Major transmission lines, renewable energy developments, and natural gas storage facilities;
- Public infrastructure for water, wastewater, and recycled water; road expansions; and rail lines; and
- Growth and infrastructure-planning for K-12 districts, colleges, and universities.



## Quality Assurance/Quality Control

#### Senior and Technical Reviews

Dudek's quality assurance/quality control (QA/QC) program consists of senior staff oversight and administrative management. This includes review by our senior staff and specialists for completeness and accuracy, consistency of technical information, and supported by figures, maps, tables, and attachments that effectively convey the necessary information.

The smallest details can make all the difference. At the outset of the project, the Dudek technical editing team will create a project-specific style guide to maintain consistency of the terms and nomenclature used in project documents. Dudek will share this style guide with the City of Menlo Park (City) to verify that it meets the City's expectations for style and terms. Written work products will be subject to a technical editorial review following the agreed-

#### **Client Benefits**

- In-house technical publications staff saves time and money.
- Style sheets and project-specific templates facilitate consistency throughout documents.
- Multiple rounds of quality control built into the publications review cycle maintain accuracy from editing to production.
- High-quality documents done right the first time avoid revision delays and help control costs.

upon style guide and will be formatted by Dudek's publications staff. Our copyeditors ensure that text is clear and concise with consistent terminology and acronym use; free of grammar, spelling, and punctuation errors; and appropriate for the intended audience. They also review the table of contents and verify cross-reference accuracy; compare the reference list with text citations; and maintain consistent presentation of cited references.

#### Continuous Communication

We are committed to engaging in clear communication and cooperation with the City, holding regular conference calls and preparing agendas to assist teams in clarifying any issues and proceeding with the work in a unified manner. We use "check-in meetings" with our project teams to allocate resources properly and according to the City's schedule constraints. We place a high priority on a continuous flow of information, data, instructions, and guidance, which we will facilitate through regular communication with the City and project team, such as:

- Scheduling regular calls and check-ins with the City's key contact to discuss milestones, activities, and potential issues;
- Holding regular project management meetings with key staff (including other consultants, as applicable)
   to coordinate work efforts, monitor task completion, and review budget conformance;
- Updating, as necessary, the project description, schedule, work progress reports, and inventories of available data so all team members are aware of information that may affect their work products and schedules; and
- Coordinating with City staff at strategic junctures for public input.

### Desktop and Electronic Publishing

Our publications specialists excel at creating project-specific templates for consistent look and feel; formatting large, technical documents according to project style; implementing and proofing revisions; developing covers, custom charts, and graphics; developing presentations and other meeting materials; and assembling, producing, and delivering documents.

#### Cost and Schedule Control

Dudek is committed to maintaining continuous communication and closely monitoring cost and schedule performance. Using the latest available digital project management systems, we maintain accurate, up-to-date budgets and schedules. We have the ability to share cost and schedule details with the City in real time by efficiently and accurately tracking budgets and regularly updating project schedules.

# Graphic Design

Dudek's designers develop creative and powerful visuals that communicate complex information to a variety of audiences through infographics, printed materials, 3D renderings, and audio/video presentations. Our high quality visuals invite readers' attention, and inform and assist stakeholders and decision makers in evaluating projects. Our designers employ the latest graphics, animation, and video technologies to bring projects to life through visual storytelling. We understand that simplifying complex concepts (and stripping them of jargon) is a critical first-step in conducting informed conversations with stakeholders. **Figure 1** is an example graphic, showing a hydrogeologic concept model Dudek developed for the City of Encinitas.

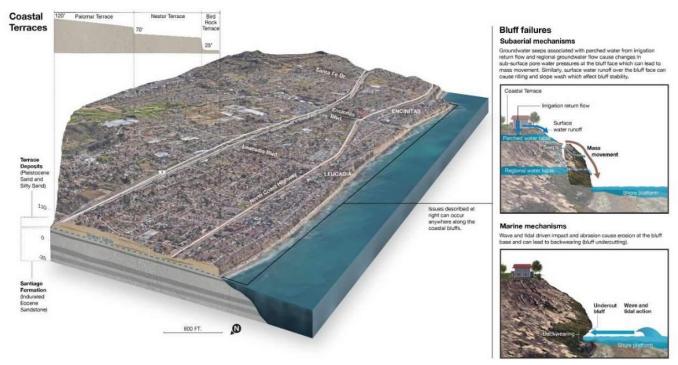


Figure 1. Sample Hydrogeologic Concept Model Graphic

### Virtual Collaboration

During the evolving COVID-19 public health crisis, Dudek will continue to deliver our services and your work products on time and within the framework of keeping our employees safe. We offer an increasing number of tools to facilitate efficient, productive, virtual collaboration with our clients, including the following:

- File sharing/storage via ShareFile, allowing Dudek to store, share, and exchange files with the City and subconsultants;
- Document co-authoring that permits simultaneous document collaboration through SharePoint, via setup
  of a client portal;
- Client Web portals that are custom-built for access via dudek.com and set up according to client and/or project specifications;
- Mobile data collection and reporting that delivers results and analysis directly to the City from the field; and
- **Virtual meetings and presentations** using Zoom, allowing real-time, face-to-face video communication and screen sharing with the City.



#### Skilled Facilitators

Our team members are experts in facilitating in-person and virtual events. We customize outreach to meet the needs of the project and the audience we are engaging. We use outreach to build political capital, customize strategies to best meet the needs of the community, and prioritize actions that implement a wide range of community goals. Our team quickly adapted and has hosted virtual webinars for a range of public clients during COVID-19. These meetings have been engaging and informative to the benefit of the community and planning effort. We leverage polling, virtual whiteboards, and other engagement tools to increase two-way communication.

# **BAE Urban Economics**

We have included one subconsultant, BAE Urban Economics Inc., to perform a housing needs assessment. BAE offers expertise to their clients to anticipate the effects that projects will have on local housing needs. Their housing needs assessments draw on their expertise in real estate market analysis, housing policy, and employment trends to determine the effect that new development will have on local housing needs and the capacity of the local housing market to absorb additional demand at each affordability level. They recently prepared housing needs assessments for the Cities of Los Angeles and Ventura as part of affordable housing fee studies for each city, calculating the additional demand for housing that would arise from a range of employment-generating uses. Their other recent projects include a hotel worker housing needs assessment for the City of Napa, which included an assessment of the availability of existing housing within Napa's commute shed and the extent to which planned and proposed residential development can absorb future workforce housing demand. In addition, BAE is very familiar with the economic environment in Menlo Park and the surrounding area, through numerous economic consulting assignments completed for the City of Menlo Park as well as East Palo Alto and other nearby jurisdictions. BAE's experience in East Palo Alto includes preparation of housing needs assessments pursuant to the 2017 settlement agreement between Menlo Park and East Palo Alto.

# Prior Projects and References

The Dudek team offers experienced CEQA practitioners and technical experts with practical and directly applicable local, regional, and statewide experience. The Dudek team has prepared CEQA compliance documents for regional agencies and developments, as outlined here.

### Planning and Environmental Review Services

**Client:** City of Palo Alto

Dates: 2013-Present (Ongoing)

Dudek provides planning and environmental review services to the City of Palo Alto. As highlighted below, we have prepared several environmental impact reports (EIRs) and mitigated negative declarations (MNDs) for both the public works and community development departments, including several mixed-use projects:

Castilleja School Project EIR – Dudek has prepared an EIR evaluating Castilleja School's proposed program of facility modernization and requested amendment to the school's Conditional Use Permit to increase the enrollment cap. The project proposes to demolish several existing structures, construct a below-grade parking garage, and construct a new academic building. Key issues include traffic, pedestrian and bicycle safety and access, noise, air pollution, tree removal, aesthetics, and other considerations of the compatibility of the project with the neighboring single-family residences.

**3877 El Camino Real MND** – Dudek prepared an IS/MND for the proposed demolition of a vacant commercial building and construction of a mixed use development that would include retail, other commercial space, and 17 dwelling units. Key issues for the project included historic resources, traffic, aesthetics, and compatibility with the surrounding neighborhood.

**1050 Page Mill Road EIR:** Dudek prepared an EIR for the demolition of over 300,000 square feet of existing



office/warehouse/research and development space and construction of the equivalent amount of dedicated office space. Key issues included defining the baseline condition as well as potential traffic and visual impacts to surrounding residential neighborhoods.

**385 Sherman Avenue MND:** Dudek staff prepared an IS/MND for the proposed demolition of a 64,000-square-foot building and construction of a three story mixed-use building over two levels of underground parking. The presence of a contaminated groundwater plume below the project site was a critical issue for the project. Other key issues included tree protection, traffic, and noise exposure for existing residents adjacent to the site.

**2555 Park Boulevard EIR** – Dudek prepared a focused EIR for the proposed demolition of an existing, potentially historic building and construction of a new, larger office building with below-grade parking. In addition to the potential impacts to historic resources, key issues included hazards, traffic, and parking.



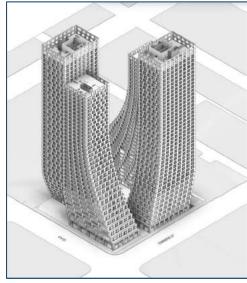
# On-Call Planning and Environmental Services

Client: City and County of San Francisco

Dates: 2015 – Present (Ongoing)

Dudek is currently providing as-needed environmental services to the City of San Francisco, including preparation of several EIRs and community plan exemptions for the Planning Department.

655 Fourth Street – Dudek provided environmental compliance services for the development at 655 Fourth Street located in San Francisco's Central SoMa Neighborhood Plan area. The project entails demolition of three existing buildings, associated surface parking lots, and vegetation on the 71,300 square foot project site. The project will merge the seven existing lots and construct two new buildings with approximately 1,014,968 square feet of residential area, 24,500 square feet of hotel area, 21,840 square feet of office area, and 21,900 square feet of ground-floor retail use. Primary issues of analysis are construction impacts (specifically noise, air quality, and traffic), wind, and shadow. Dudek was responsible for the original



analysis and incorporated analyses produced by other consultants (traffic and cultural resources) under Environmental Planning direction to produce this focused environmental document. The project was found to be consistent with the development density identified in the Central SoMa Plan and therefore eligible for a community plan exemption. The San Francisco Planning Commission approved the project on June 20, 2019.

1530 to 1585 Fifth Avenue CEQA Initial Study and EIR – The 1530 to 1585 Fifth Avenue project planned to demolish 11 existing buildings—approximately 86 units—and replace the 1950s development with six new buildings that contain approximately 400 units. This planned residential development would have been situated on the edge of the Mount Sutro Open Space Reserve. Dudek worked with the Planning Department and the applicant for more than 18 months, completing a detailed Initial Study (IS) and an administrative draft of the EIR before the project was cancelled by the project applicant. Dudek also assisted with the public outreach process.



The project site is in a very steep location that required examination of several issues, including geology and soils, stormwater management, visual impacts, and potential shadows. The project also planned to reconfigure Fifth Avenue from its existing curvilinear shape to a rectangular configuration for improved vehicle access and consistency with the surrounding street pattern. This required that the EIR study transportation and circulation. Dudek worked closely with the transportation consultants to include pertinent information in the EIR. The potential increase in the number of residents in an established neighborhood near extensive open space required that the EIR examine other environmental factors, including air quality, biological resources, and noise.



# Palm Villas Saratoga EIR

Client: City of Saratoga

Dates: 2017-2020

Dudek prepared an EIR for the City of Saratoga for a senior living facility on a vacant 1.3-acre project site. The project would include 78 patient beds and 48 parking spaces split over two buildings on two adjacent lots. Dudek assisted the City with a robust public outreach process. The Planning Commission will hold a public hearing for the Palm Villas Saratoga project on September 9, 2020.

# Delaware Mixed-Use Project EIR

**Client:** City of Santa Cruz

**Dates: 2016** 

Dudek prepared an addendum to a certified EIR for an approved industrial/commercial/residential mixed-use development on 20 acres in the City of Santa Cruz. The addendum addressed a major modification to the approved plans, consisting of a reconfigured site plan. The review included close coordination with City staff as well as the project applicant and their transportation consultants. Dudek staff previously worked as extension of staff for the City of Santa Cruz Planning and Community Development Department to manage the preparation and review of the original EIR for the project. Tasks included preparation of an IS and notice of preparation and management of the EIR process for the Planning Department, including review of the EIR, coordinating comments of other City department, and preparation of CEQA findings.



# Riverfront Mixed-Use Project EIR

**Client:** City of Santa Cruz

Dates: 2018-Present (Ongoing)

The proposed Riverfront Project consists of demolition of existing commercial buildings and the construction of a seven-story, 188,694-square-foot, mixed-use building with 175 residential condominium units and 11,498 square feet of ground floor and levee-front commercial space. A total of 20 residential units would be designated as affordable housing, with 15 units for very-low-income households and 5 units for low-income households. The Project applicant is seeking a 35-percent density bonus pursuant to state and local law (Government Code Section 65915 and City of Santa Cruz Municipal Code Chapter 24.16, Part 3).

# Pacific Front Mixed-Use Project

**Client:** City of Santa Cruz

Dates: 2019-Present (Ongoing)

The proposed project consists of a non-residential demolition authorization permit, lot line adjustment, coastal permit, design permit, special use permit, revocable license for outdoor extension area, heritage tree removal permit, and street tree removal approval to combine seven parcels (APNs 005-152-11 through -16 and 005-152-27), demolish five predominantly single-story commercial buildings, and construct a six-story, 311,311-gross-square-foot mixed-use building. The proposed building footprint totals 55,160 square feet. The new building would include 205 residential apartments above 10,656 square feet of ground-floor commercial space. The residential apartments would include 49 studio units, 99 one-bedroom units, and 57 two-bedroom units. The project would include a total of 252 structured garage parking spaces on two levels, including 32 electric vehicle charging spaces. A total of 348 bicycle parking spaces would also be provided.



#### Environmental Review for 1431 El Camino Real

**Client:** Town of Burlingame

**Dates: 2018** 

Dudek prepared an MND for the demolition and reconstruction of a three-story residential apartment building at 1431 El Camino Real in Burlingame. The project required evaluation for historical significance and a California Department of Transportation (Caltrans) encroachment permit. Dudek prepared a Caltrans-compliant Historical Resources Compliance Report and addressed impacts to the National Register of Historic Places (NRHP)-listed tree row within the project area. Dudek prepared the Secretary of the Interior's Standards and Environmentally Sensitive Area Action Plans required by Caltrans documenting the mitigation for the NRHP-listed resource. In consultation with Caltrans District 4, it was determined that a Finding of No Adverse Effect with Standard Conditions was appropriate for the proposed project. The Secretary of the Interior's Standards portion of the plan discussed the town's commitment to replant the elm tree proposed for relocation within the same planter, and in line with the rest of the NRHP-listed resource. The Environmentally Sensitive Area portion of the plan described the actions to be taken to protect the adjacent tree from adverse effects.

# Placer County Government Center Master Plan EIR

Client: Placer County Dates: 2016-2019

Dudek provided environmental consulting services and EIR preparation for the Placer County Government Center Master Plan Update project. The project's purpose was to develop a campus master plan update for the 200-acre Placer County Government Center. The adopted master plan update addresses future development needs at this government center, including demolition of buildings that are contributing features to a registered historic district, and construction of new public and private land uses in four major construction phases. The Master Plan Update anticipates that the site would support County offices and a mix of private office, commercial, and multifamily residential development. Approximately 650,000 square feet of existing building space will be retained and new construction would include approximately 410,000 square feet of new County facilities, 30,000 square feet of community uses, and approximately 510,000 square feet of new mixed-use buildings that would accommodate commercial and residential elements, including a 79-unit affordable housing project.

Dudek was tasked with preparing several technical studies and an EIR that includes programmatic analysis of the overall Specific Plan as well as project-level analysis of the first two projects anticipated to be constructed. The Board of Supervisors adopted the Specific Plan and certified the Final EIR in April 2019.

# Dorsey Marketplace EIR

Client: City of Grass Valley

Dates: 2017-2020

Working with the City of Grass Valley, Dudek prepared an EIR that evaluated development of this project that combines commercial space and multi-family residential land uses on a brownfield site adjacent to State Route 20/49. Key project issues included traffic, aesthetics, noise, and tree removal. The EIR evaluated two project alternatives at an equal level of detail, finding that the project alternative that had less commercial space and twice the number of dwelling units created a more balanced traffic pattern and made it feasible to reduce all potential project impacts to less than significant levels.

# Village at Loomis EIR

Client: Town of Loomis
Dates: 2014–2016

Dudek worked with the Town of Loomis to prepare an EIR that evaluated a proposed mixed-use development on 66 acres adjacent to Interstate 80 that would construct 309 single-family homes in a range of densities, 117 multi-family dwelling units, 86,000 square feet of commercial and office uses, and 10 acres of open space around a tributary to Secret Ravine. The project was highly controversial and subject to a voter referendum following the Town Council's action on the project. However, no challenge to the EIR was filed or included in the referendum.

# East Palo Alto Housing Needs Assessments

**Client:** City of East Palo Alto



The City of East Palo Alto commissioned BAE to prepare Housing Needs Assessments (HNAs) for three proposed development projects in the City, which consist of a private elementary school and two large-scale office projects. While East Palo Alto has historically offered a more affordable housing market than most surrounding jurisdictions, large housing cost increases throughout the region have impacted housing costs in East Palo Alto as well, making rents and home sale prices in the City increasingly unaffordable to lower-income workers and residents. As new development brings new workers to East Palo Alto, City staff, leadership, and community groups sought an understanding of the impact that this development would have on housing demand and housing costs, as well as whether this demand could lead to the displacement of existing households.

To date, BAE has completed HNAs for the school and one of the two office developments. For each project, BAE analyzed the employment by income level from the project itself to determine the workforce housing needs directly attributable to the project. In addition, the analyses estimated the employment multiplier effects from each project using the IMPLAN input-output model and Public Use Microdata Sample data from the American Community Survey from the U.S. Census, to estimate the number of worker households by income level due to each project's indirect and induced employment effects. The Assessments also included in-depth evaluations of local housing market conditions, recent housing market trends, and planned development projects to assess the capacity of the local market to absorb the total housing demand associated with each project. BAE also conducted detailed analyses of local demographic and housing trends, identifying potential risk factors for displacement.

# List of References

**Table 1** includes our list of references for which the Dudek team has provided similar services.

Table 1. References

Client	Reference	Description of Services								
Dudek Refere	ences									
City of Palo Alto	Amy French, Chief Planning Official 650.329.2336 amy.french@cityofpaloalto.org	Castilleja School Project EIR and Avenidas Community Center MND: Dudek prepared a focused EIR evaluating the proposed redevelopment of an existing private school campus, and an MND for expansion of an existing community center located in an historic building.								
City of Saratoga	Nicole Johnson Senior Planner 408.868.1209 njohnson@saratoga.ca.us	Palm Villas EIR. Dudek prepared an EIR for the City of Saratoga for a senior living facility on a vacant 1.3-acre project site. The project would include 78 patient beds and 48 parking spaces split over two buildings on two adjacent lots.								
County of Placer, Department of Facility Services	Paul Breckenridge 530.889.6892 pbrecken@placer.ca.gov	Placer County Government Center Master Plan Update EIR: Dudek prepared an EIR evaluating implementation of the County's proposed Master Plan Update for their 200-acre campus. The plan anticipates development of new county offices and a community center, as well as private commercial and residential development.								
Town of Loomis	Sean Rabe, Town Manager 916.652.1840 srabe@loomis.ca.gov	Village at Loomis: Dudek prepared an EIR for this master plan project that proposed development of a village-themed retail center, commercial and professional uses, detached single-family residential units, multi-family residential units, parks, and open space.								
City of Citrus Heights	Casey Kempenaar, Senior Planner 916.727.4740 ckempenaar@citrusheights.net	<b>Mitchell Farms Subdivision:</b> Dudek prepared an EIR evaluating the conversion of a 9-hole golf course and disc golf course to a residential subdivision.								
BAE Reference	es									
City of Los Angeles	Matthew Glesne Housing Planner 213.978.2666 mglesne@gmail.com	City of Los Angeles Affordable Housing Linkage Fee Nexus Study.  BAE completed the City of Los Angeles Affordable Housing Linkage Fee Nexus Study in Fall 2016. The Linkage Fee Ordinance was adopted in December 2017, creating a major permanent funding source for affordable housing.								
City of Napa	Lark Ferrell Housing Manager 707.257.9547 Iferrell@cityofnapa.org	Napa Hotel Housing Impact Analysis. The City engaged BAE to evaluate the challenges associated with attracting a hotel labor pool within the Napa region and the wider Bay Area region, as well as the extent to which the housing market in Napa and the surrounding area may be able to absorb the new employee households.								
City of Ventura	Jennie Buckingham Senior Planner 805.654.7893 jbuckingham@cityofventura.ca.gov	Ventura Affordable Housing Fee Study. The City commissi BAE to prepare a study to evaluate commercial linkage fees residential inclusionary in-lieu fees to support the production preservation of affordable housing in Ventura.								

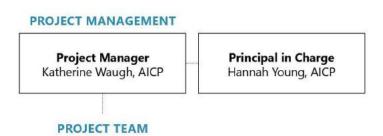
# Key Staff and Qualifications

# Team Organization

The Dudek team is ideally suited to provide the City with environmental review services due to our extensive environmental compliance and documentation experience; relationships with local and regional agencies; and an understanding of local habitat, species, natural resources, and environmental challenges. Our knowledge of environmental laws helps facilitate project planning and environmental processes that are legally sound and reflective of appropriate community interests and environmental effects.

The proposed team organization is presented in Figure 2. Brief biographical summaries of the qualifications and expertise of the management team and technical leads are provided following the organization chart, and resumes are provided in Appendix A. Qualifications and resumes for other staff included on the Organization Chart can be provided upon request.

Figure 2. Team Organization



#### CEQA/NEPA

Kara Laurenson-Wright Savannah Rigney Kaitlin Roberts

# Biological Resources

Matt Ricketts Emily Scricca

#### Air Quality

Matthew Morales Ian McIntire

#### **Noise and Vibration**

Michael Carr, INCE David Ortega, QISP

GIS Brayden Dokkestul

# Traffic and Transportation

Dennis Pascua Charles Greely, PE, LEED AP Mladen Popovic, AICP Sabita Tewani, AICP

#### Socioeconomic Studies

Matt Kowta, MCP<sup>1</sup> Stephanie Hagar, MCP<sup>1</sup> Raymond Kennedy, MA<sup>1</sup> Nyny Vu<sup>1</sup>

#### Archeological, Historical, and Paleontological Resources

Adam Giacinto, MA, RPA Ross Owen, MA Kathryn Haley, MA Fallin Steffen

#### **Hydrogeology** Dylan Duvergé

<sup>1</sup>BAE Urban Economics Inc.



# Principal In Charge

#### Hannah Young, AICP

Hannah Young is a highly skilled environmental planner with 22 years' experience, specializing in the CEQA and NEPA regulatory approval process. Ms. Young has directed numerous environmental planning reviews for a wide range of project types, including transportation, water, and aviation infrastructure; mixed-use transit-oriented development; institutional and commercial projects; land use and natural resource management plans; and high tech and energy. She has successfully led the environmental compliance for large and complex projects with contract values up to \$3 million. Ms. Young's responsibilities include scoping and process design, technical review, directing inter-disciplinary teams, quality control, and

#### Education

University of North Carolina, Chapel Hill MCRP, City and Regional Planning Georgetown University

BS, Biology

#### Certifications

AICP, No. 023307

managing schedules and budgets. Her management experience includes construction compliance monitoring, development application review and entitlements assistance, and hazard mitigation planning.

# Project Manager

#### Katherine Waugh, AICP

Katherine Waugh is a senior planner with 20 years' experience with CEQA statutory requirements, current planning methods, and environmental documentation procedures. She prepares CEQA documents for a wide range of public and private projects, managing projects effectively and maintaining momentum to meet schedule and budget requirements. Ms. Waugh applies planning and environmental laws and regulations practically and with an attention to detail, allowing her to quickly identify and resolve

#### Education

University of California (UC), Davis BS, Environmental Policy Analysis and Planning

#### Certifications

AICP

critical planning and environmental issues. She maintains relationships with many local and state agencies, enabling efficient consultation and thorough attention to their concerns while integrating outside agency requirements with the Lead Agency's mitigation measures and development review procedures.

# Deputy Project Manager

#### Kara Laurenson-Wright

Kara Laurenson-Wright is an analyst with 5 years' experience in the analysis of environmental impacts and writing environmental documents. Ms. Laurenson-Wright assisted with research, document preparation, and impact analysis for projects subject to compliance with CEQA and NEPA. She has worked with clients in both public and private

#### Education

Boston University BA, Environmental Analysis and Policy

sectors on a variety of projects and has experience with writing EIRs, MNDs, and mitigation and monitoring reports. Ms. Laurenson-Wright has provided planning and environmental services on an as-needed basis to the City and County of San Francisco; and the Cities of Novato, Vallejo, and Palo Alto.



#### Cultural Resources Lead

#### Adam Giacinto, MA

Adam Giacinto is an archaeologist with 13 years' experience preparing cultural resource reports and site records; and managing archaeological survey, evaluation, and data recovery-level investigations. His research interests include prehistoric hunter-gatherer cultures and contemporary conceptions of heritage. His current research focuses on the social, historical, archaeological, and political mechanisms surrounding heritage values. He has gained practical experience in archaeological and ethnographic field methods while conducting research in the Southwest, Mexico, and Eastern Europe.

#### Education

San Diego State University
MA, Anthropology
Sonoma State University
BA, Anthropology/Linguistics
Santa Rosa Junior College
AA, Anthropology

#### Historic Resources Lead

#### Kathryn Haley, MA

Kathryn Haley is a senior architectural historian with 15 years' experience in historic/cultural resource management. Ms. Haley has worked on a wide variety of projects involving historic research, field inventory, and site assessment conducted for compliance with Section 106 of the National Historic Preservation Act, CEQA, and NEPA. She specializes in California Register of Historical Resources; the National Register of Historic Places; and evaluations of built environment

#### Education

California State University, Sacramento MA, Public History BA, History

resources, including water management structures (levees, canals, dams, and ditches), buildings (residential, industrial, and commercial), and linear resources (railroad alignments, roads, and bridges). Her experience includes historic properties assessments and reports for projects in the Bay Area, including at the Naval Air Station Alameda, Treasure Island, Mare Island Naval Shipyard, and the Presidio.

# Traffic and Transportation Lead

#### **Dennis Pascua**

Dennis Pascua is a senior transportation planner and Dudek's transportation services manager with 25 years' experience in transportation planning/engineering. Mr. Pascua has successfully managed a variety of projects for local agencies and private developers, including traffic and circulation impact analyses and parking demand studies in both highly

#### Education

UC, Irvine BA, Social Ecology (Environmental Analysis and Design)

urbanized and rural areas. He is highly experienced with CEQA/NEPA and transportation topics and policies surrounding active transportation, context sensitive solutions, and complete streets throughout California.



#### Noise and Vibration Lead

#### Michael Carr. INCE

Michael Carr is an acoustician with more than 20 years' experience in acoustics and related industries, with an emphasis on environmental acoustics, noise, and vibration. Mr. Carr is a member of the Institute of Noise Control Engineering (INCE) and an expert in acoustics, noise and vibration control, sound insulation, and electro-acoustics. His broad range of experience and technical depth encompass a number of markets, including structural and building acoustics, residential, commercial, recreational, transportation and environmental noise and vibration control. In the area of transportation noise and vibration, Mr. Carr has expertise in measurement, prediction, and assessment of noise and vibration associated with aviation, vehicular, and rail/transit-based transportation modes.

#### Education

Sierra College
AS, Electronic Technology
AS, Computer Technology
Certificate in Mechatronic Systems

#### Certifications

AVIXA Certified Technology Specialist (CTS)

## Air Quality Lead

#### **Matthew Morales**

Matthew Morales is an air quality specialist with 14 years' experience preparing technical analyses for numerous planning and environmental projects related to development, natural resource management, and facility expansion. Mr. Morales is trained in air quality, including toxic air

#### Education

UC, Davis BS, Environmental Toxicology

contaminants (TACs) and greenhouse gas (GHG), and he is adept at applying air quality models, such as the California Emissions Estimator Model, Caline4, AERSCREEN, AERMOD, and HARP 2, to perform quantitative analyses for CEQA and NEPA environmental documents, such as EIRs, ISs, and MNDs.

# Biological Resources Lead

#### **Matt Ricketts**

Matt Ricketts is a senior biologist with 19 years' experience as a wildlife biologist and conservation planner specializing in biological resource inventories and documentation, special-status species surveys, federal Endangered Species Act/California Endangered Species Act compliance, and environmental impact analysis.

In addition, Matt is a skilled field biologist with 20 years' experience birding in central and Northern California. Special-status bird species with which he is especially familiar include burrowing owl (*Athene cunicularia*), Swainson's hawk (*Buteo swainsoni*), tricolored blackbird (*Agelaius tricolor*), and California black rail (*Laterallus jamaicensis coturniculus*). He also holds a federal 10(a)(1)(A) Recovery Permit to conduct active surveys for California Ridgway's rail (*Rallus obsoletus obsoletus*) in the San Francisco Estuary.

#### Education

Eastern Kentucky University MS, Biology/Applied Ecology University of Illinois at Urbana-Champaign BS, Natural Resources and Environmental Sciences

#### Certifications

USFWS, ESA Section 10(a)(1)(A) Recovery Permit No. No. TE-61177B-0



# Hydrogeology Lead

#### Dylan Duvergé

Dylan Duvergé is an environmental analyst and hydrogeologist with 12 years' experience assessing program and project impacts to surface water and groundwater resources; geologic and hydrologic hazards; and soil, mineral, and paleontological resources. Mr. Duvergé assists large-scale planning efforts and individual project proposals through CEQA and NEPA compliance. He has prepared, contributed to, and/or peer reviewed groundwater resource investigations, hydrology and drainage studies, geotechnical reports, Phase I Environmental Site Assessments, and paleontological resource assessments for various projects throughout California, effectively communicating scientific and regulatory aspects of hydrologic and geologic issues.

#### Education

San Francisco State University MS, Geosciences UC, Santa Cruz BA, Environmental Studies

#### Certifications

PG, CA No. 9244 Qualified SWPPP Developer, CA No. G09244 40-Hour HAZWOPER, as per 29 CFR 1910.120(e), and RCRA DOT

### Socioeconomic Studies Lead

#### Matt Kowta, MCP | Managing Principal, BAE Urban Economic Inc.

Mr. Kowta is based in BAE's Davis office and has over 20 years' experience managing numerous economic studies relating to affordable housing, workforce housing, inclusionary housing policies, and housing impact analyses. Matt is currently overseeing BAE's work to assist the Town of Windsor with an update to its inclusionary housing policies. He recently served as BAE's principal-in-charge for major affordable and workforce housing studies in the Lake Tahoe

#### Education

UC, Berkeley MCP, City and Regional Planning UC, Los Angeles BA, Geography

region, including the Truckee/North Tahoe Regional Housing Needs Study, and an affordable housing policy study for the Tahoe Regional Planning Agency. Matt is currently leading BAE's work assisting Palm Beach County, Florida with an update to its workforce housing program, and he directed BAE's work in support of Sacramento's Central City Specific Plan, which is part of the City's initiative to provide 10,000 new places to live in Downtown Sacramento in 10 years.

# Project Approach

# Project Understanding

The new mixed-use development project (Project) proposed by The Sobrato Organization at 123 Independence Drive in Menlo Park, California would demolish five existing industrial and office buildings across five parcels located at 119, 123-125, and 127 Independence Drive; 130 Constitution Drive; and 1205 Chrysler Drive, and construct 67 for-sale three-story townhomes, a five-story apartment building with 316 units, and an 88,750-square-foot office building.

# Key Issues

The Dudek team has extensive experience preparing technical studies and CEQA/NEPA compliance documents throughout the Bay Area, which is home to a diverse mix of urban, agricultural, and open space lands interspersed with sensitive waterways and natural habitat. Rapid population growth and development over the past three decades has impacted area infrastructure, wildlife, and open space.

In 2016, the City adopted updated General Plan Land Use and Circulation elements, called ConnectMenlo, as well as associated zoning ordinance updates. These actions provided for important redevelopment efforts in the Bayfront. Key issues addressed in ConnectMenlo include sustainability, support for existing neighborhoods, economic development, conservation, housing affordability, mobility, transportation options, and traffic congestion and management. The City is processing several applications for redevelopment in the Bayfront, and the proposed Project would result in exceeding the amount of residential units projected to be developed under ConnectMenlo and evaluated in that EIR.

The City of East Palo Alto challenged the City's actions, alleging that the ConnectMenlo EIR underestimated the amount of new employment and failed to analyze adequately the traffic impacts that would result from development under the General Plan Update. Under a 2017 settlement agreement between the cities of Menlo Park and East Palo Alto, the City is required to prepare an EIR for projects like this one that request bonus level development within the R-MU-B zoning district of the Bayfront Area. The agreement establishes requirements for traffic impact analysis and mitigation and for preparation of an HNA.

The project proposes development under the provisions of Senate Bill 330 (SB 330), the Housing Crisis Act of 2019, which became effective January 1, 2020. SB 330 is intended to streamline housing projects that require discretionary approval, including mixed-use projects where at least two-thirds of the square footage is dedicated to housing. In part, the Act allows an applicant to "lock in" applicable fees and development regulations at the time of preliminary application submittal, stipulates that projects may have no more than 5 public hearings, and requires that design standards must be objective and measurable.

# Proposed Scope of Work

Dudek will undertake the following tasks for preparation of the EIR, as described below:

#### Table 2. Task Outline

Task 1: Project Initiation, Project Description, and Notice of Preparation

Task 2: Technical Studies

- 2.1 Air Quality, Greenhouse Gas, and Energy Consumption Modeling
- 2.2 Biological Resources Assessment
- 2.3 Cultural Resources Assessment
- 2.4 Noise Assessment
- 2.5 Traffic Impact Analysis
- 2.6 Housing Needs Assessment
- Task 3: Prepare Administrative Draft EIR
- Task 4: Screencheck Draft EIR and Mitigation Monitoring Program
- Task 5: Public Review Draft EIR
- Task 6: Final EIR
- Task 7: Meetings and Hearings Task 8: Project Management

# Task 1: Project Initiation, Project Description, and Notice of Preparation

# Project Initiation

Upon execution of the EIR contract, Dudek's project manager, Katherine Waugh, and deputy project manager, Kara Laurenson-Wright will attend a virtual project initiation meeting with City staff and the project applicant representative, if invited by the City. This meeting will be critical to the ultimate success of the Project, as it provides an opportunity for all parties to discuss and review the scope of the Project, formalize key project assumptions, and define key milestones and other critical success factors for the Project. This meeting will also offer an opportunity to confirm document format requirements, points of contact, status report details, and any other logistical, technical, or procedural concerns. We approach every project with the understanding that attention on the front end of a project can save substantial time and costs in the long run.

Dudek will also conduct a site visit to observe existing conditions in the Project vicinity and review applicable background and technical data for the Project area, such as the ConnectMenlo General Plan and EIR. From this review, Dudek will identify applicable policies and standards that will be cited in the EIR as portions of the regulatory framework governing impact analysis for this Project.

# Project Description

Dudek will prepare a project description for use in the EIR. It will include the planning and environmental context for the Project and Project site, including documenting the existing land uses and condition of the Project site, providing a detailed description of the project components, and identifying general construction logistics and schedule. The draft project description will be submitted to the City and the project applicant for review and comment, and Dudek will revise the project description as necessary.

The approved project description will be used as the basis for all project analyses. Minor revisions to the project description are anticipated as part of the EIR process; however, major changes could substantially affect impact analyses. Any changes to the project description that require revisions to completed or in-progress tasks could represent additional costs not included in the proposed budget.



# Notice of Preparation and Public Scoping Meeting

Prior to preparing the Notice of Preparation (NOP), Dudek will consult with City staff regarding the possibility of focusing the EIR on those resource areas where potentially significant impacts may occur. While the EIR cannot tier from the ConnectMenlo EIR, the information and analysis in the ConnectMenlo EIR may be incorporated by reference, which could provide adequate support to address some environmental resource areas in an Initial Study format rather than a full EIR.

Dudek will prepare an NOP to initiate the EIR process. The NOP will provide a brief description of the Project, discuss the potential environmental effects of the Project, and describe the anticipated scope of the EIR. The EIR is expected to address all issues raised in Appendix G of the CEQA Guidelines, with the exceptions of agricultural and forestry resources and mineral resources. Discussions supporting the exclusion of these topics from the EIR will be included in the NOP.

Dudek will submit the draft NOP to the City for review and will revise the document based on City comments. Dudek will provide the City with the final NOP and coordinate with the City to ensure appropriate document distribution. Dudek assumes the City will undertake distribution to local agencies and individuals, provide for publication of a notice of availability in the newspaper; Dudek will submit the document electronically to the State Clearinghouse.

Dudek will also coordinate with City staff to hold a public scoping meeting using an online meeting platform. At the meeting, Dudek will present an overview of the Project and the anticipated scope of the EIR. Dudek will take meeting notes to document the public comments received. At the conclusion of the NOP review period, Dudek will prepare a scoping comment summary.

# Task 2: Technical Studies

# Task 2.1 Air Quality, Greenhouse Gas, and Energy Consumption Modeling

Dudek will prepare an assessment of the air pollutant and greenhouse gas (GHG) emissions of the Project using California Emissions Estimator Model (CalEEMod). After reviewing all available project materials, Dudek will prepare a request for any outstanding data needed to conduct the analysis. If precise information on a particular factor is not available from the City or the Project representatives, Dudek will make every effort to quantify these items using the best available information for comparable data sources, but in all cases will consult first with the City regarding the information needed.

Dudek will estimate emissions associated with demolition, construction, and Project operation. The short-term construction and demolition emissions modeling will be based on scheduling information (e.g., overall construction duration, phasing, and phase timing) and probable construction activities (e.g., construction equipment type and quantity, workers, and haul trucks) developed by the City and/or standardized approaches. The modeling will also provide data that will support the energy consumption analysis in the EIR.

The operational air pollutant emissions modeling will include air pollutant and GHG emissions generated by mobile, energy, and area sources for the Project, as well as the current level of emissions associated with the existing uses to be demolished. Project-generated operational GHG emissions that will be estimated will include those associated with area sources, electrical generation, water supply, wastewater, and solid waste disposal. Dudek will use the traffic analysis to estimate emissions from motor vehicles. Energy and area source emissions (e.g., natural gas combustion and consumer products) will be estimated using the default values in CalEEMod for the proposed and existing land uses, unless Project-specific data is available.



Dudek will evaluate whether traffic associated with the Project could lead to potential exposure of sensitive receptors to substantial concentrations of air pollutant emissions, specifically carbon monoxide (CO) hotspots, based on the Project's traffic impact analysis and the criteria recommended by the Bay Area Air Quality Management District (BAAQMD). This scope includes a qualitative analysis for CO hotspots. However, if the qualitative analysis shows a potential exceedance of the BAAQMD screening criteria, Dudek will perform a quantitative CO hotspot analysis under a separate scope and budget.

The Project would result in a short-term increase in toxic air contaminant (TAC) emissions related to construction. Based on a review of the Project's location and surrounding uses, Dudek does not anticipate a construction health risk assessment (HRA) would be required, since no sensitive receptors were identified within 1,000 feet of the Project. However, if there are sensitive receptors proximate to the Project after all, a construction-related HRA has been included as Optional Task AQ-1. If a construction HRA is not required to evaluate the potential health risk the Project may have on nearby sensitive receptors, Dudek will qualitatively address the potential for the Project to expose sensitive receptors to substantial TACs in the EIR.

Based on the Project's location, an operational HRA will be performed, which will consider TAC emissions from existing sources near the Project that may cause potential health risk impacts on occupants of the proposed new residences. Additionally, PM<sub>2.5</sub> from mobile and stationary sources can pose a localized health threat to sensitive receptors at relatively low concentrations. These sources can include existing stationary sources (such as emergency generators) in the area and vehicles travelling on nearby high volume roadways, including Highway 101 and State Route 84. Dudek will estimate TAC emissions using EPA and/or CARB emission factors. The dispersion of TACs and their health risk impacts on occupants of new project residences will be modeled using BAAQMD screening tools (where available), as well as American Meteorological Society/Environmental Protection Agency Regulatory Model (AERMOD) and the California Air Resources Board (CARB) Hot Spots Analysis and Reporting Program Version 2 (HARP2) programs along with meteorological data provided by BAAQMD for the Project area. HARP2 performs health impact calculations based on the Office of Environmental Health Hazards Assessment's Air Toxics Hot Spots Program Guidance Manual for Preparation of Health Risk Assessments (Health Risk Assessment Guidance Manual). The maximum health impacts will be tabulated and compared to the BAAQMD thresholds.

Additional Appendix G thresholds will also be evaluated, including the potential for the Project to expose sensitive receptors to substantial pollutant concentrations, to result in other emissions such as odors, or to impede attainment of the current BAAQMD air quality management plan. Details of the analysis (e.g., daily criteria air pollutant emission calculations and HRA) will be included in appendices to the assessment.

#### Optional Task AQ-1: Construction HRA

The main contaminant of concern associated with construction activities is diesel particulate matter (DPM), which has been listed as a TAC by CARB. Dudek will evaluate the Project's potential health risks associated with construction activities using an appropriate exposure period to evaluate short-term emissions increases. The dispersion of DPM will be modeled using the AERMOD dispersion model and the CARB HARP2, along with meteorological data provided by BAAQMD for the Project area. Additionally, PM2.5 concentrations will be estimated. The results will be compared to BAAQMD thresholds for impacts resulting from TAC emissions in the air quality section of the environmental document. A health risk assessment will be prepared as a technical appendix and a summary of the methodology and results will be provided in the air quality section of the EIR.

# Task 2.2 Biological Resources Assessment

Dudek will conduct a literature review to identify known records of special-status plant and animal species in the site vicinity. The literature review will include a search of the California Department of Fish and Wildlife's (CDFW) California Natural Diversity Database (CNDDB), U.S. Fish and Wildlife Service (USFWS) Information for Planning and Consultation (IPaC) database, and the California Native Plant Society's (CNPS) On-line Inventory of Rare and



Endangered Plants. Dudek will also review the arborist report prepared by the applicant's consultant to inform its analysis of heritage trees. No other biological resource reports have been prepared for the site.

A Dudek wildlife biologist will conduct a half-day, reconnaissance-level site visit to document existing biological resources (e.g., vegetation or land cover types, wildlife habitat) and assess the potential for special-status species to occur. No sensitive vegetation communities or jurisdictional aquatic resources (e.g., wetlands) are expected to occur because of the site's location within an area historically developed for industrial, warehousing, and office space land uses. Based on Dudek's experience with similar projects in the area and a review of Google Earth aerial imagery, potential biological resources include trees and shrubs that provide habitat for nesting birds and tree-roosting bats, buildings that may provide habitat for roosting bats, and trees that may be protected under the City's recently updated (July 1, 2020) heritage tree ordinance (Municipal Code Chapter 13.24). The analysis will also consider potential impacts of the proposed buildings on birds (due to potential increase in collisions) and develop mitigation measures based on the ConnectMenlo standards for building design if necessary.

Based on the results of the literature review and site visit, Dudek biologists will prepare the biological resources chapter of the EIR. Information on existing vegetation or land cover types, wildlife habitat, and special-status species occurrences and habitat suitability will be presented in the environmental setting section. Potential impacts will be identified by applying the standard environmental checklist questions for biological resources from the CEQA Guidelines to the Project. If any potentially significant impacts on biological resources are identified, Dudek will propose feasible mitigation measures to avoid, minimize, or compensate for such impacts. Although the proposed Project will not be able to tier from the ConnectMenlo EIR, Dudek will analyze impacts and propose mitigation measures consistent with the ConnectMenlo MMRP since biological resource issues are expected to be the same.

#### Task 2.3 Cultural and Historic Resources Assessment

Dudek's professionally qualified cultural (archaeology and built environment) resources staff will support the Project by providing AB 52 support, and preparing a Historic Resources Evaluation (HRE) technical report. Dudek understands the Project applicant will submit an archaeological inventory prepared by another firm to be used in preparation of the EIR. Dudek will summarize the findings from the archaeological inventory report, AB 52 consultation, and the HRE in the Cultural Resource section of the EIR in conformance with CEQA and all applicable local municipal guidelines and regulations. Based on preliminary analysis of the proposed Project site Dudek assumes that no more than seven (7) properties containing building 45 years of age or older will be located within the built environment study area which will assess potential direct and indirect impacts related to implementation of the proposed Project. These seven properties will require formal recordation and evaluation under all applicable federal, state, and local historic significance criteria. Tasks involved in the preparation of this technical work are as follows:

#### AB 52 Support

The proposed Project is subject to compliance with AB 52, which requires lead agencies to provide tribes (who have requested notification) with early notification of the proposed Project and, if requested, consultation to inform the CEQA process with respect to tribal cultural resources. While AB 52 is a government-to-government process between the CEQA lead agency and California Native American Tribes, Dudek will assist the City with the notification process and responding to any comment letters. AB 52 consultation will be summarized in the Cultural Resources section of the EIR.

No in-person meetings with Native American groups are included in this scope of work.



#### **Background Research**

Under this task Dudek will conduct a search of the Built Environment Resource Database (BERD) available through the California Office of Historic Perseveration to determine if any of the properties in the Project study area have been previously evaluated. Dudek will also conduct building development research through the City of Menlo Park, and/or San Mateo County to understand the construction history of the property, determine the nature and extent of any alterations overtime, and retrieve information on any previous owners/occupants. In addition, Dudek will conduct archival research to develop the historic context for the property under which the properties will be evaluated. Research in support of the historic context may include visiting local libraries, archives, and contacting relevant historical societies.<sup>1</sup>

#### Create Study Area Map and Conduct Field Survey

Upon completion of the background research, Dudek architectural historians will prepare a draft Study Area Map for built environment resources in consultation with City and other Project design staff. The Study Area Map will include all properties within the proposed Project footprint, as well as some parcels immediately adjacent to the proposed Project, dependent on the potential for direct and indirect impacts to built environment resources. The extent of the Study Area will be based on the Project Description and Project design drawings. Dudek assumes that the Project engineer will provide all of the required project details in GIS or CAD along with parcel data. Dudek staff will begin conducting field work after consulting with the project manager to establish the initial draft Study Area Map. This scope of work assumes that Dudek will produce no more than two versions of the Study Area Map; draft, and final.

Dudek architectural historians will survey the study area. It is assumed that the survey for built environment resources will not exceed one (1) 12 hour field day. The built environment survey will entail taking detailed notes and photographs of all buildings constructed over 45 years ago located within the proposed Project area and adjacent to the area if indirect impacts are anticipated. This includes documentation of character defining features, spatial relationships, landscaping, alterations, and the overall existing conditions of the buildings.

#### **Record and Evaluate Resources**

Dudek assumes recordation and evaluation of the buildings located within and adjacent to the proposed Project area as part of the current study will equal no more seven (7) properties. In addition to the buildings, other features of the complex, including the landscape features (hardscape and softscape) will also be examined in the historical significance evaluation as part of each property. The City of Menlo Park does not have local historical resource registration criteria and appears to defer to NRHP and CRHR guidelines. Consequently, the properties will be evaluated under NRHP and CRHR criteria and integrity requirements. Dudek assumes that preparation of no more than seven Department of Parks and Recreation (DPR) 523 form sets will be required.

#### **Historic Resource Evaluation Report**

Dudek will prepare an HRE that will summarize the results of the, background research, field survey, and property significance evaluation for each property. The report will also discuss the proposed Project description, regulatory framework, all sources consulted, research and field methodology, setting, and findings. Under this scope Dudek assumes that the proposed Project will not result in significant impacts to historical resources under CEQA and development of mitigation will not be required.

Access to many public and private facilities is presently limited due to restrictions related to Covid-19. Dudek will make a good faith effort to access all relevant historic records via online procedures, email, and telephone calls should in-person access not be granted. These efforts will be documented in the HRE.



#### Task 2.4 Noise Assessment

Dudek will prepare an assessment of the noise and vibration impacts potentially associated with the proposed Project based on City of Menlo Park General Plan and Code.

Dudek will conduct a noise monitoring program at the proposed Project site and in the Project vicinity to characterize baseline ambient acoustical conditions in the area and catalog existing noise levels. The noise monitoring program is anticipated to include noise monitoring at up to four locations in the proposed Project area. Short-term (approximately 10 to 30 minutes in duration) attended noise measurements will be conducted at up to three (3) locations to provide adequate representation and relative exposure of noise-sensitive receptors to existing noise levels and to characterize sound generated by existing traffic. Additionally, continuous long-term unattended noise measurements will be conducted at one location in the proposed Project study area (approximately 24 hours in duration).

Monitoring locations will be selected to adequately represent noise exposure at areas of key interest in the Project vicinity; such as property lines and nearby noise-sensitive receptors. Noise level data will be used for establishing existing baseline noise level in the Project vicinity and will serve as a basis of evaluation for future noise levels at receivers within the Project area. Dudek will coordinate with designated Project team member as directed to coordinate access where required.

#### Noise Modeling and Analysis

Dudek will model and analyze existing ambient and Project-generated noise levels throughout the Project study area. The analysis will be based on proposed Project information provided by the City, observations and noise measurement data from the field survey, the proposed Project's traffic study and available reference data.

Dudek will analyze potential short-term, construction-related noise impacts associated with the proposed Project (e.g., onsite heavy-duty equipment, generators, pumps, etc.). Construction-related noise impacts will be assessed with respect to nearby noise-sensitive receptors and their relative exposure, based on the City's Noise Control Ordinance and General Plan. The analysis will utilize the Federal Highway Administration (FHWA) Roadway Construction Noise Model (RCNM) and Federal Transit Administration (FTA) reference noise level data and industry-standard propagation methodologies. Vibration impacts (construction and operational) will be evaluated through the application of FTA and California Department of Transportation (Caltrans) reference data and methodologies. Although the proposed Project will not be able to tier from the ConnectMenlo EIR, Dudek will analyze impacts and propose mitigation measures consistent with the ConnectMenlo MMRP, as noise and vibration issues are expected to be similar.

Existing and future traffic noise exposure at nearby existing noise-sensitive receptors and future receptors associated with the proposed Project will be analyzed based on the traffic study, available regional traffic data and application of the FHWA traffic noise propagation modeling algorithms. Where traffic noise levels are calculated to exceed applicable thresholds, mitigation measures will be evaluated to determine the requirements to achieve compliance with the thresholds. Future exterior traffic noise exposure levels at the building facades of the residential uses associated with the proposed Project will be calculated and used to determine if upgraded window and building assemblies would be necessary to achieve compliance with the City's interior noise standards.

#### Reporting

Dudek will prepare technical noise study report that will discuss the existing environment, noise monitoring results, analysis methodology and findings. The report will provide a summary of the relevant regulatory framework against which noise and vibration impacts are assessed based on the relevant city, state and federal standards. If significant impacts are identified, mitigation measures to reduce impacts to a less-than-significant level (where feasible) will be recommended. Proposed mitigation measures consistent with the ConnectMenlo MMRP will be recommended whenever feasible. Dudek will also use the report to the necessary information for preparation of the proposed Project's CEQA documentation.



# Task 2.5 Traffic Impacts Analysis

Dudek's in-house transportation planners and engineers will prepare the Traffic Impact Analysis (TIA) for the proposed Project. The traffic data generated by the TIA will be provided to Dudek's in-house Noise and Air Quality/Greenhouse Gasses (AQ/GHG) teams for use in their analyses to provide consistency between all three disciplines.

The proposed Project would construct a mixed-use project at 123 Independence Drive in the City. The TIA will be prepared consistent with the requirements of the City's recently adopted (updated) TIA guidelines (June 16, 2020), the San Mateo County Congestion Management Program (CMP), Caltrans TIS guidelines (where applicable), and SB 743. The City has recently updated their TIA guidelines to comply with SB 743. The following scope of work for the TIA is based on general guidance provided by the City; and, prior to the initiation of the TIA, Dudek staff will seek approval of the following work scope by the City. Should additional items be requested and/or refined (or items removed), Dudek will amend the work scope and seek contract modification (if needed).

#### **Transportation Demand Management Plan**

In accordance with City Municipal Code Section 16.45.090, projects with a net new increase (or change in land use) of 10,000 square feet (SF) of gross floor area will be required to develop a transportation demand management (TDM) plan to reduce at least twenty percent (20%) of net new vehicular trips. Dudek will review applicant-provided TDM plan to determine whether the necessary reduction is achievable. If it's determined to be achievable, the vehicle miles traveled (VMT) and level of service (LOS) analyses, described below, will include project trip generation reduction to reflect the proposed TDM plan. If it is determined that a TDM reduction of more than 20% is required, Dudek will work with the City and applicant to determine appropriate measures to meet the required reduction.

#### **Vehicle Miles Traveled Analysis**

The City has recently updated their TIA guidelines to comply with SB 743 which requires that transportation impacts in CEQA be determined based on the VMT metric, instead of LOS. Based on VMT screening criteria from the State Office and Planning Research (OPR) Technical Advisory (2018), the proposed Project cannot be screened-out from further VMT analysis as it is not within ½ mile of a high-quality transit corridor, nor is it within a low-VMT generating transportation analysis zone (TAZ) per the State Travel Demand Model (CSTDM).

Therefore, for purposes of this scope of work, it is assumed that the VMT analysis will be prepared using a travel demand model. Dudek will sub-contract with a City-approved traffic modeling consultant to modify and run the Menlo Park City Travel Demand Model. Our budget includes \$12,000 for the sub-contracted VMT modeling, which is consistent with current VMT modeling estimates in the Bay Area. Dudek will coordinate with the City to modify the TAZ within the Project site with the land uses of the proposed Project, and perform a Select Zone model run to determine the Project's trip assignment. As part of the Select Zone run, the VMT estimate of the Project will be determined for the per capita, per employee, and per service population variables. Then, the regional baseline VMT estimate for the study area (extent to be determined by the City) for those same variables will also be provided from the travel demand model. Dudek will analyze that data using the City's VMT thresholds.

If a significant VMT impact is found, Dudek will identify feasible mitigation measures that could avoid or reduce the impact. Transportation Demand Management (TDM) strategies to mitigate VMT will be utilized from the document *Quantifying Greenhouse Gas Mitigation Measures, August 2010*, prepared by California Air Pollution Control Officers Association. Dudek will utilize the reduction factors provided in the document to quantify, wherever possible, the effect of applicable TDM strategies on VMT reduction of single occupant vehicle trips. It should be noted that the reduction of VMT for some of the measures is qualitative, therefore the mitigation measures will include both quantitative and qualitative significance after mitigation analysis. It should be noted



that within the Project area, strategies to reduce VMT are limited due to the lack of other transportation modes and reliance on private vehicles.

#### Level of Service Analysis

Dudek will also conduct an LOS analysis of the surrounding street network per the City's TIA guidelines and the San Mateo County CMP. Dudek will confirm the study area with City prior to initiation of the TIA. Per the City, the following intersections would make up the study area:

#### Intersections

- 1. Marsh Road and Bayfront Expressway (State)
- 2. Marsh Road and US-101 NB Off-Ramp (State)
- 3. Marsh Road and US-101 SB Off-Ramp (State)
- 4. Marsh Road and Scott Drive (Menlo Park)
- 5. Marsh Road and Bay Road (Menlo Park)
- 6. Marsh Road and Middlefield Road (Atherton)
- 7. Marsh Road and Florence Street-Bohannon Drive (Menlo Park)
- 8. Chrysler Drive and Bayfront Expressway (State)
- 9. Chrysler Drive and Constitution Drive (Menlo Park)
- 10. Chrysler Drive and Jefferson Drive (Menlo Park)
- 11. Chrysler Drive and Independence Drive (Menlo Park)
- 12. Chilco Street and Bayfront Expressway (State)
- 13. Chilco Street and Constitution Drive (Menlo Park)
- 14. Willow Road and Bayfront Expressway (State)
- 15. University and Bayfront Expressway (State)

Dudek will work with the City to obtain recent traffic counts for the study area roadway segments and intersections, and adjust to current non-pandemic traffic conditions. Traffic counts may come from, and be consistent with, the traffic studies being prepared for the on-going projects at 111 Independence Drive and 115 Independence Drive.

**Optional Task 1**: As an optional task, at the direction of the City, new weekday daily roadway segment, and a.m. (7:00–10:00 a.m.) and p.m. (4:00–7:00 p.m.) peak hour intersection counts will be collected at the study area locations. Traffic counts will be collected during a typical weekday of a non-holiday week. The peak hour traffic counts will include bicycle and pedestrian volumes at the study intersections. Costs for this optional task are shown as a separate line item in our proposed budget.

**Optional Task 2:** As an optional task, at the direction of the City, if it's determined that the project triggers CMP review, a CMP-level analysis of the two following roadway segments will be prepared:

- 1. Independence Drive, Constitution Drive to Chrysler Drive
- 2. Chrysler Drive, Independence Drive to State Route 84 (SR-84)-Bayfront Expressway

This analysis will also collect new traffic volumes at those locations. Traffic volumes will be adjusted to current non-pandemic traffic conditions.



#### Level of Service

Intersection and roadway segment LOS analyses will be prepared for the weekday daily, a.m. and p.m. peak hours at the study area locations listed above for the following analysis scenarios:

- Existing condition
- Near-Term base traffic condition
- Near-Term plus project traffic condition
- Cumulative (including all future potential development by year 2040)
- Cumulative plus project

The LOS analyses will be prepared consistent with the required analysis methodology of the City which is the *Highway Capacity Manual* (HCM) methodology using VISTRO traffic analysis software, which is currently being used on other projects under review by the City's Transportation Division. Project trip generation estimates will be based on trip rates in *Trip Generation*, *10th Edition*. The Project's trip generation, distribution, and assignment will be approved by the City prior to completion of the traffic analysis. For the near-term and cumulative conditions, cumulative projects' traffic volumes will be based on the City's volumes in their VISTRO files. Dudek will also request approved and pending project lists (and traffic volumes and/or studies) from the City of Redwood City, the City of East Palo Alto, and the Town of Atherton. This scope and budget includes the manual trip assignment of up to 10 approved and pending projects. Dudek will revise the near-term and cumulative VISTRO files as needed.

#### Transit, Pedestrian and Bicycle Facilities, and Project Access

Dudek will also qualitatively analyze the transit, pedestrian, and bicycle facilities that serve the Project site. Project access and on-site circulation will be based on the City's Standard Plans/Drawings for access and on-site circulation design requirements. Vehicular queuing at the Project's driveway will be analyzed for adequacy based on the 95th percentile (design) queues.

For any significant Project traffic impacts found, Dudek will determine appropriate and feasible mitigation measures to offset significant Project impacts.

#### **TIA Document**

The methodologies, assumptions, analyses, findings, and mitigation measures (if any) will be summarized in a TIA report. All necessary tables, figures, and appendices will be provided in the TIA. A Draft TIA will be submitted to the City for review. This scope assumes one round of consolidated review by the City. Once comments are received from the City, Dudek will prepare a Final TIA for use in the Project's CEQA document.

# Task 2.6 Housing Needs Assessment

BAE Urban Economics, Inc. (BAE) will prepare a housing needs assessment for the proposed Project, which would include 67 for-sale townhouses, 316 apartments, and 88,750 square feet of office space. The development would demolish five existing industrial and office buildings that currently occupy the site. The analysis is scoped to satisfy the terms of the 2017 settlement agreement between the City of Menlo Park and the City of East Palo Alto, which states:

"The scope of the HNA will, to the extent possible, include an analysis of the multiplier effect for indirect and induced employment by that Development Project and its relationship to the regional housing market and displacement."

To accomplish this, the analysis will include background analysis of the local and regional housing market context, identification of the proposed Project's net impact on housing supply and demand across income levels, estimation of the impacts felt within Menlo Park, and an evaluation of the broader impacts on the balance of



supply and demand within the regional housing market. The latter will include a qualitative assessment of the potential for displacement of lower-income residents within the local area. Following is a detailed description of the tasks and methodology to complete the scope of work.

#### Project Start-Up and Background Data Collection

To set the stage for the impact analysis, BAE will collect and analyze background data on demographic and housing market characteristics in Menlo Park and the wider region. Data collected will include information on household income levels, housing cost burden, overcrowding, renter and owner occupancy rates, residential rents and sale prices, typical residential turnover rates, recent residential construction activity, recent employment growth, projected household growth, and projected employment growth. This analysis will provide data on Menlo Park and the San Mateo County/Santa Clara County region of the Bay Area. If available from the City, BAE will also analyze data on the number and type of units in the residential development pipeline in Menlo Park. This analysis will include a qualitative assessment of the extent to which the background data indicate displacement risk for existing residents in the local area (e.g., Menlo Park and East Palo Alto).

#### Net Impact on Housing Supply and Demand by Income Level

To serve as the basis for the impact assessment, BAE will estimate the net impacts of the proposed Project on housing supply and demand, by income level.

a. Change in Housing Supply by Income Level

First, BAE will identify the increase in housing supply created by the proposed Project in terms of new housing units by likely income level of the household occupants, based on the anticipated market pricing of the proposed townhouses and apartments, as well as consideration of any included below market rate units as applicable.

b. Net Direct Change in Worker Housing Demand

Next, BAE will summarize the direct net impacts of the proposed Project on jobs, including the reduction of jobs potential due to removal of existing industrial buildings, and the new job potential associated with new office space. BAE will associate these job changes with the relevant industry sectors.

c. Indirect and Induced Job Impacts and Related Regional Worker Housing Demand

Next, BAE will use the IMPLAN economic model to estimate the indirect and induced job impacts on housing demand associated with the changes in land use at the Project site, based on the estimated changes in the number of jobs at the Project (i.e., direct employment from sub-task b.) by relevant industry sector as inputs for the IMPLAN model to estimate the indirect and induced jobs that the proposed Project will support within the San Mateo/Santa Clara County region. BAE will then estimate the direct, indirect, and induced housing unit need associated with the Project's total (direct, indirect, induced) net employment change by dividing the number of direct, indirect, and induced jobs by the average number of workers per worker household in the two-county housing market. BAE will then estimate the household income distribution for the new worker households generated by the direct, indirect, and induced employment from the proposed Project based on the household income distribution among existing workers in each relevant industry sector using Public Use Microdata Sample (PUMS) data.

BAE will also estimate the indirect and induced housing demand by income level generated by the household spending associated with the proposed Project's new housing component as inputs for the IMPLAN model. The model will estimate the number of jobs that would be supported by the increased spending of new households associated with proposed housing units on goods and services within the two-county area and BAE will again convert workers to households and use PUMS data to estimate the household income levels associated projected workers within the relevant industry sectors.



d. Net Housing Demand/Supply Effect

BAE will aggregate the direct, indirect, and induced impact calculations from the preceding sub-tasks to produce a summary table that identifies the total estimated change in housing demand (units) by income level associated with the proposed Project.

#### Menlo Park Share of Housing Impacts

BAE will then estimate the share of new direct, indirect, and induced housing demand that will be located in Menlo Park and East Palo Alto based primarily on existing commute patterns, though this task will also include a sensitivity analysis to estimate the housing demand in Menlo Park and East Palo Alto if housing demand among new workers differs somewhat from housing demand as indicated by existing commute patterns.

#### Analysis of Impacts on Local and Subregional Housing Market

Based on the findings from Tasks 1 through 3, BAE will provide an assessment of the potential relationship between the proposed Project, the regional housing market, jobs-housing balance, and displacement. This will include a qualitative analysis of the potential impacts of the proposed Project on residential rents and sale prices and the potential that the proposed Project will lead to the displacement of existing local area residents.

Deliverable: Project Impact chapter of HNA Report

#### **Draft and Final Reports**

BAE will prepare a draft report that summarizes the approach to the HNA and presents the research, analysis, and findings from the completed scope of work. Following submittal of the draft report, BAE staff will be available to discuss the Draft Report with City staff by teleconference and answer any questions. Upon receipt or a single, consolidated set of City staff comments on the Draft Report, BAE will revise the report as appropriate and prepare a Final Report for the City's use.

Deliverables: All report drafts in electronic format (Microsoft Word and/or Adobe PDF)

# Task 3: Prepare Administrative Draft EIR

Dudek will prepare the EIR pursuant to the requirements of the CEQA Statutes, CEQA Guidelines, CEQA case law, and City policies and standards. It will consist of the following sections:

- 1. Introduction
- 2. Executive Summary
- 3. Project Description
- 4. Aesthetics and Visual Resources
- 5. Air Quality
- Biological Resources
- 7. Cultural and Tribal Cultural Resources
- 8. Geology and Soils
- 9. Greenhouse Gas Emissions
- 10. Energy Consumption
- 11. Hazards and Hazardous Materials
- 12. Hydrology and Water Quality
- 13. Land Use and Planning
- 14. Noise



- 15. Population, Employment, and Housing
- 16. Public Services and Utilities
- 17. Transportation and Traffic
- 18. CEQA-mandated sections: Growth Inducing Effects; Irreversible Environmental Effects
- 19. Alternatives to the Proposed Project
- 20. Preparers and References

Each of the environmental analysis sections will contain the following: Environmental Setting, Regulatory Framework, Impacts, and Mitigation Measures. Each section will include a description of the baseline conditions of the Project site as they relate to the environmental resource being evaluated and the changes to those conditions that would result from the proposed Project. The impacts analysis in each section will include specific consideration of cumulative impacts. The Thresholds of Significance for impacts to the subject resources will be defined based on applicable city, state, and federal policies, regulations, and standards. The impacts analysis in each section will include specific consideration of cumulative impacts. For the cumulative impacts analysis, the geographic area in which cumulative impacts may occur will be defined, the cumulative development scenario within that area will be identified, the potential for significant impacts to occur under the cumulative development scenario and the Project's contribution to those impacts will be evaluated, and a determination of the significance of the Project's contribution will be made. Each EIR section is discussed further below.

# Introduction and Executive Summary

The introduction will describe the CEQA process as implemented by the City for the proposed Project and identify steps taken by the City to comply with relevant requirements (e.g., public scoping and notification). The executive summary will summarize the conclusions made in the EIR, presenting all potentially significant impacts and associated mitigation measures in a matrix format.

# Project Description

The Project description will be prepared under Task 1. Final revisions to the Project description will be made as part of preparation of the Administrative Draft EIR (ADEIR).

#### Aesthetics and Visual Resources

The Project proposes to replace existing industrial and office buildings with multi-family dwelling units and 88,750 square feet of office space. The aesthetics and visual resources section will evaluate the change in land uses, visual character, and views of the site associated with the proposed redevelopment. This will include comparing building scale, massing, and height with the existing buildings; describing building design elements, materials, and colors, with particular focus on the pedestrian experience through and around the site; describing proposed landscaping; and characterizing potential changes in light and glare. The change in visual character is subjective; therefore, the analysis will focus on the degree to which the proposed Project will change the existing visual character of the site and evaluate if it would be substantially different from the current visual character.

Information referenced to evaluate visual effects of the proposed Project will include a site visit and photo documentation of existing conditions; proposed site plans and design elements; information from ConnectMenlo, the Menlo Park Municipal Code, and development standards applicable to the site. The significance of visual changes will be based, to the extent feasible, on conformance with the City's policies and regulations that pertain to community character, light, and design.



# Air Quality

Dudek will prepare the air quality section based on the results of air quality modeling performed by Dudek as described in Task 2.1. Local and regional climate, meteorology, and topography as they affect the accumulation or dispersal of air pollutants will be presented, and current air quality conditions and recent trends in the San Francisco Bay Area Air Basin and Project area will be described on the basis of the California Air Resources Board and the U.S. Environmental Protection Agency annual air quality monitoring data summaries. Federal, state, and local regulatory agencies responsible for air quality management will be identified, and applicable federal, state, and local air quality policies, regulations, and standards will be summarized. Details of the analysis (e.g., daily emission calculations) will be included in an appendix to the EIR. The EIR will summarize the results of the modeling and impact analysis. The impact analysis will be based on the significance thresholds in Appendix G of the CEQA Guidelines and the BAAQMD emissions-based thresholds. The net increase in operational emissions (i.e., Project minus existing) will be compared to the significance thresholds established by BAAQMD.

# Biological Resources

Dudek will prepare the biological resources section of the EIR based on data presented in the biological technical report prepared under Task 2.2. The EIR will summarize the existing resources within the proposed Project site; identify applicable City, state, and federal regulations; identify and evaluate all potentially significant direct and indirect impacts to the natural environment on site and off site; and recommend mitigation measures specific to each impact.

As necessary, Dudek will consult and coordinate with City staff and state and federal resource agencies to develop mitigation measures to minimize or avoid Project-related impacts to biological resources and demonstrate how the proposed Project will comply with local, state, and federal laws regarding protection of biological resources. This will include analysis of the proposed Project's compliance with the City's Heritage Tree Ordinance.

#### Cultural and Tribal Cultural Resources

The cultural and tribal cultural resources section will report on the research and findings of the Cultural and Historical Resources Assessment, as described in Task 2.3. This will include summarizing the ethnographic history of the Project region, describing resources known to occur within or adjacent to the Project site, and assessing the Project's impacts on those resources. Dudek will summarize any information received by the City through any consultation with Native American tribes under the AB 52 process. If consultation is not requested, Dudek will rely on the ethnographic history information provided in the Cultural Resources Inventory Report submitted by the Project applicant and the ConnectMenlo EIR to describe the potential for cultural and tribal cultural resources to occur in the Project area and evaluate the Project's potential to affect such resources.

# Energy Consumption

This section will identify the types and amounts of energy that could be consumed during Project construction and operation based on the CalEEMod modeling prepared under Task 2.1. The Project will be assessed in regard to construction and operational energy consumption, which will be quantified to the extent estimation methods and Project-specifics are available. Project electricity (kilowatt-hours, kWh) and/or natural gas (British thermal units, BTU) usage will be estimated based on Project specifics; CalEEMod default values will be used, as appropriate, when Project specifics are not available. Petroleum consumption will be estimated using CalEEMod and based on the same equipment and vehicle assumptions assumed in the air quality and GHG emissions analysis. The net increase in energy (i.e., Project minus existing consumption) will be presented in the EIR and details of the analysis will be included in an appendix.



Project elements that would reduce the Project's energy demand during construction and operations will be identified in the analysis and quantified as available. Dudek assumes that the City will provide a list of the Project's energy conservation measures prior to initiating air quality and GHG emissions modeling, as the energy analysis will be prepared consistent with the emissions modeling assumptions.

#### Greenhouse Gas Emissions

Dudek will prepare the GHG emissions section based on the results of GHG emissions modeling described in Task 2.1. The GHG emissions assessment will include a brief description of global climate change and a summary of key, applicable regulatory measures. The net increase in GHG emissions (i.e., Project minus existing emissions) will be presented in the EIR and details of the analysis (e.g., annual GHG emission calculations) will be included in an appendix.

The City has an adopted Climate Action Plan (CAP), which was approved in 2009 and updated in 2011, 2013, 2014, 2015, and 2018. Further, the City recently adopted the 2030 CAP (First Draft) in June 2020. Dudek will discuss how the Project complies with the City CAP, state regulations (AB 32); the Plan Bay Area; and applicable laws and regulations that would increase energy efficiency, such as the California Building Code. In addition, since neither the City nor BAAQMD have a quantitative threshold for post-2020 development, Dudek will work with the City to calculate a scaled Project-specific threshold for GHGs based on the anticipated buildout year of the Project, the latest City inventories, and the City and/or state reduction goals. Along with plan consistency, this calculated threshold will be used to determine whether the Project GHG emissions are significant.

# Geology and Soils

For the geology and soils section of the EIR, Dudek will use information from the ConnectMenlo Final EIR; The Menlo Park Open Space/Conservation, Noise and Safety Element; published geologic maps and reports from the California Geological Survey and U.S. Geological Survey; and any geotechnical reports provided by the Project applicant. Environmental setting information from the 1994 EIR will be updated, as applicable.

Dudek will address geologic and soils issues, including faulting, potential seismic-induced ground failure, slope stability, expansive soils, subsidence, and erosion, with respect to implementation of the proposed Project. In general, geologic and soils impacts would only be considered significant in the event that proposed Project implementation would create or exacerbate existing geologic hazards or soil erosion. Impacts of geologic hazards on the proposed Project, such as surface fault rupture, would not be considered significant.

This section will also report on the findings of the paleontological research and field survey, characterize the potential for the Project to result in adverse effects on paleontological resources, and identify mitigation measures to ensure that such impacts would be reduced to a less than significant level.

#### Hazards and Hazardous Materials

Dudek hazards and hazardous materials specialists will evaluate potential impacts due to current and past hazardous materials/waste storage and/or use and identify potential environmental concerns related to construction and operation of the proposed Project. Potential impacts will be assessed through the following:

- Review of federal, state, and local regulatory agency records per Government Code Section 65962.5 for sites within and adjacent to the proposed Project site, including the Regional Water Quality Control Board's GeoTracker website, Department of Toxic Substances Control's EnviroStor website, and California Environmental Protection Agency's Regulated Site Portal;
- Review of the available environmental site assessment/investigation/remediation reports (if available) and relevant regulatory documents for the Project site and nearby sites;



- Review and incorporation of relevant information from the ConnectMenlo Final EIR;
- Review of the National Pipeline Mapping System for hazardous material pipelines;
- Review of California Geologic Energy Management Division database;
- Evaluation of local safety plans, emergency response plans, and wildland fire zones;
- Evaluation of potential impacts to nearby airports; and
- Evaluation of potential impacts to nearby school sites.

Impacts will be evaluated with regard to the construction and operations components of the proposed Project, including proposed use/handling of hazardous materials/wastes. If the findings indicate potential impacts related to hazards and hazardous wastes or materials, mitigation measures may include further work related to additional investigation, sampling, remediation, human health risk analyses and/or construction and operations contingency measures.

# Hydrology and Water Quality

Dudek will use information from the ConnectMenlo Final EIR; published maps and reports by the California Department of Water Resources, U.S. Geological Survey, and FEMA; and any technical reports Project by the Project applicant (e.g., drainage/hydrology report and water quality report). It is assumed that Project plans and drainage report will be reviewed by the City's Department of Public Works to determine that the documents meet City standards and are appropriate for use in the EIR analysis. Environmental setting information from the ConnectMenlo Final EIR will be updated, as applicable.

Based on the hydrologic setting of the Project area, Dudek will evaluate short-term construction impacts and longterm operational impacts. Short-term impacts would primarily be related to potential erosion of exposed sediments; and potential incidental spills of minor amounts of petroleum products and hazardous substances leaking from construction equipment and vehicles. It will be assumed that grading and construction would occur in accordance with a State Water Resources Control Board-Construction General Permit and associated construction related Storm Water Pollution Prevention Plan (SWPPP), which would include Best Management Practices (BMPs) to minimize water quality impacts. Long-term impacts would be related to potential flooding, potential impacts to groundwater supply, and conformance with water quality standards and waste discharge requirements. Dudek will describe and map the surface drainage pattern of the Project area and adjoining areas based on available aerial photographs, field observation, wetlands delineations, and existing drainage studies. Dudek will also summarize the drainage network within the Project area; identify pre- and post-development runoff and any applicable detention basin sizes and locations based on the analysis presented in the applicantprepared drainage study; and evaluate the preliminary drainage calculations and plans with regard to runoff amounts, the effect of concentrating runoff in structures and ditches, detention and retention facilities, and stormwater discharge. This would also include a discussion of potential mosquito vector impacts and mitigation for impacts identified. Dudek will review BMPs proposed by the applicant and discuss the adequacy of the proposed BMPs in reducing the potential pollutants to the maximum extent practicable and identify additional mitigation measures as necessary to ensure the Project does not adversely affect water quality, result in potential flooding effects, or contribute significant volumes of stormwater runoff to the existing drainage network.

# Land Use and Planning

The proposed Project would demolish 103,000 square feet of industrial and office uses and build residential units and an office building. The land use and planning section will evaluate consistency with applicable City General Plan policies and zoning requirements, including the Municipal Code Ordinance No. 1026, and other relevant City planning documents. This section will also consider the proposed Project's compatibility with adjacent existing development, roadways, and public utilities. This section will analyze whether the proposed



changes in land use and zoning designations would adversely affect the City's long-range land use planning goals.

#### Noise

The Noise section will address impacts of Project construction and operation on existing background noise levels based on the results of noise modeling performed by Dudek as described in Task 2.4. The noise section will discuss the existing environment, noise monitoring results, analysis methodology, and findings. The section will provide a summary of the relevant regulatory framework against which noise and vibration impacts are assessed based on the relevant county, state, and federal standards. If significant impacts are identified, mitigation measures to reduce impacts to a less-than-significant level (where feasible) will be recommended. The analysis of operational noise impacts will consider future noise levels using Project and roadway information generated from the TIA (Task 2.5) and noise exposure within the proposed Project site associated with adjacent roadways.

# Population, Employment, and Housing

The HNA prepared by BAE under Task 2.6 will form the basis of the analysis in this section of the EIR regarding the potential the Project to create population, employment, and housing impacts. The analysis will be prepared in the context of the conclusions and analysis presented in the ConnectMenlo Final EIR, while also considering that the Project along with other development applications currently being processed by the City would result in more dwelling units than anticipated in ConnectMenlo. In addition, the analysis will address the following:

- Existing baseline data from the City, the Association of Bay Area Governments (ABAG) Plan Bay Area, the
  State Department of Finance, and the Employment Development Department, as well as applicable data
  from the U.S. Census and the City's Housing Element to describe current household characteristics and
  population and employment trends within the City;
- The population that could reside within the proposed dwelling units;
- Applicable local and state housing policies and the extent to which the Project is consistent with the City's
  housing goals and policies, including the potential to provide affordable housing and the potential
  demand for affordable housing associated with the proposed Project;
- Project buildout affects on population distribution, density, and growth and the City's jobs/housing balance; and
- Mitigation measures to reduce or avoid any identified significant environmental impacts associated with population, employment, and housing.

# Public Services, Recreation, and Utilities

Construction of the proposed Project would increase the residential population in the Project area in excess of the anticipated number of dwelling units under ConnectMenlo. This would result in an increase in demand for public services and utilities. The public services and utilities section will evaluate the following:

- Law enforcement
- Fire protection
- Water supply, treatment, and distribution
- Wastewater disposal
- Solid waste

- Electricity/natural gas
- Schools
- Libraries
- Parks and recreation

The following tasks will be performed for this section:

• Contact service providers to determine existing service levels in the Project area, including documentation regarding existing staff levels, equipment and facilities, service capacities, and planned service expansions;



- Review service provider master plans and other background documents;
- Describe City and service-provider policies, programs, and standards associated with the provision of public services and utilities;
- Identify Project impacts to public services, utilities, and recreational facilities;
- Identify all on-site and off-site improvements necessary to verify that public services and utilities are available at the Project site; and
- Identify mitigation measures for any significant impacts identified in coordination with City staff and applicable service providers.

Because the proposed Project would demolish existing industrial and office land uses and replace them with fewer than 500 multi-family dwelling units and 88,750 square feet of office space, it is expected that the Project would not require a formal water supply assessment under SB 610. If the City determines that a water supply assessment is necessary, Dudek assumes that assessment would be prepared under a separate contract.

# Transportation and Traffic

Dudek will prepare the traffic analysis section of the EIR to consider potential impacts to traffic and other forms of transportation (public buses, pedestrian, and bicycle) based on the TIA prepared in Task 2.5. This section will identify existing traffic conditions and traffic generated by the proposed Project and will provide an analysis of estimated impacts to area circulation and transportation resulting from the proposed Project based on consideration of VMT as well as non-passenger-vehicle modes of transportation. The EIR will identify feasible mitigation measures as determined by the traffic impact analysis and City staff and will identify the residual significance (following implementation of mitigation measures) of any impacts identified.

#### **CEOA-Mandated Sections**

#### **Growth Inducement**

This section will evaluate the potential for the proposed Project to induce additional growth in the Project vicinity and the relationship of the currently anticipated growth to the dwelling unit cap established in ConnectMenlo. This analysis will consider the degree to which the Project may remove barriers to growth and/or provide infrastructure and other improvements that could support additional growth as well as the multiplier effect from development of non-residential uses.

#### Significant and Unavoidable Impacts and Irreversible Environmental Effects

Based on the analysis presented in each of the environmental resource sections, a list of the proposed Project's significant and unavoidable impacts will be provided. Further, the use of nonrenewable resources and commitment of environmental resources associated with the proposed Project will be evaluated to determine if the proposed Project would result in additional irreversible environmental effects.

Note that cumulative impacts will be addressed in each of the environmental resource analysis sections.

# Alternatives to the Proposed Project

Dudek will work with City staff to identify up to three (3) substantive Project alternatives. Developing the Project alternatives may include consideration of public comments received in response to the Notice of Preparation, modification of the Project footprint and building design, reduction of the Project's density and/or intensity, and/or modification of the Project's land uses. Dudek will evaluate each of the selected Project alternatives and the no-project alternative with respect to the potential for an alternative to reduce or avoid the proposed Project's significant impacts.



# Preparers and References, Technical Appendices

The Draft EIR will include a references section providing citations for all sources used to complete the EIR and a listing of all professionals who have contributed to preparation of the EIR. An electronic copy of each source document will be provided to the City on CD so that the Project's administrative record is complete.

The EIR Technical Appendices will include the NOP and all scoping comments received, the Project plans, and the technical reports prepared under Task 2. The Technical Appendices will be provided in electronic format only.

# Task 4: Screencheck Draft EIR and Mitigation Monitoring Program

Once the City has reviewed the ADEIR and provided Dudek with a single set of consolidated comments, Dudek will revise the ADEIR and submit a screencheck Draft EIR to the City for final review. Dudek will also prepare a Mitigation Monitoring Program to document the timing, monitoring requirements, and performance criteria for all mitigation measures included in the EIR.

## Task 5: Public Review Draft EIR

Based on City staff comments on the screencheck document, Dudek will prepare the Draft EIR for public review. Dudek will work with City staff to assemble, notice, and distribute the Draft EIR for public review. Dudek assumes City staff will deliver the Notice of Availability of the EIR to the San Mateo County Clerk for posting and will undertake local agency distribution. Dudek will prepare a Notice of Completion in the format of the most recently updated CEQA Guidelines for review and approval by the City prior to public distribution and submit 15 hard copies of the Draft EIR to the City for distribution; technical appendices will be provided on a CD or flash drive. Dudek will undertake online submittal of the Draft EIR to the State Clearinghouse.

# Task 6: Final EIR

Following conclusion of the public review period, Dudek will catalog and categorize comments on the Draft EIR and prepare responses to comments for inclusion in the Final EIR. This scope assumes that Dudek and BAE will respond to up to 50 substantive public comments on the Draft EIR (note that a single comment letter may contain multiple comments). BAE will assist with preparing responses to housing impacts comments. Dudek will also assemble text changes to the EIR, as appropriate. Dudek will submit electronic copies of the administrative Final EIR for City review and will revise the document as directed by City comments. It is assumed that no changes to technical reports would be required at this stage of the EIR preparation. Dudek will submit 15 hard copies of the Final EIR to the City for distribution.

Dudek will also prepare a draft of the CEQA Findings of Fact documenting the CEQA process followed for the proposed Project, the administrative record for the EIR, and the required findings for each impact determined to be potentially significant. A statement of overriding considerations will be included if significant unmitigated impacts are identified as part of the CEQA review process. We have not retained counsel for this task and assume that the City attorney will review the findings prior to any public hearings on the Final EIR. Dudek will submit an administrative draft of the findings electronically and revise the document based on City comments.

Finally, Dudek will prepare a Notice of Determination for City staff to record should the EIR be certified and the Project approved.

# Task 7: Meetings and Hearings

Dudek staff will attend the following meetings:



- Project kickoff meeting (included in Task 1);
- Scoping Meeting (included in Task 1);
- Three (3) Project status/document review meetings with City staff;
- One (1) Housing Commission meeting;
- One (1) Planning Commission meeting; and
- One (1) City Council meeting.

Project Manager Katherine Waugh will also attend up to three (3) virtual or in-person (if permitted by current public health guidance) meetings with City staff to review Project status, document progress, comments on administrative drafts of documents, and other Project issues. Ms. Waugh will also coordinate telephone conferences as necessary to keep the Project moving forward.

At public meetings and hearings, Dudek will be available to present a summary of the documents being reviewed or considered, respond to questions, and provide any necessary information. During each public meeting, Dudek staff will summarize and explain the results of the EIR to public officials and take notes to document comments received on the EIR.

# Task 8: Project Management

We prioritize project management and believe that a focused, well managed effort on the part of the Dudek team will be key to achieving the City's processing goals for the proposed Project. This task includes preparation of regular progress reports to be submitted with our monthly invoice to the City. A key element of Dudek's progress report procedures is identifying upcoming issues and information needs, as well as a summary of tasks completed during the previous month. This helps maintain project momentum by identifying issues as early in the process as possible and building a record of project progress.

Throughout the Project, Ms. Waugh will be available to consult with City staff by telephone and email, with a goal of responding to emails within 24 hours. This task includes monthly 30-minute telephone calls with City staff and the project team. Ms. Waugh will also actively engage with all of the Dudek team members and subconsultants to ensure all parties have consistent Project information, are meeting Project milestones, and are working within the agreed-upon scope of work and budget.

# Project Budget

Table 3. Cost Proposal

Table 3. Cost	Propos	sai																										
Project Team Role:	Senior Specialist IV	Senior Specialist IV	Analyst III	Specialist IV	Technician II	Specialist V	Specialist II	Senior Specialist I	Specialist I	Senior Specialist I	Technician III	Specialist III	Technician III	Specialist III	Analyst III	Principal Engineer II	Senior Specialist IV	Specialist II	Specialist I	Sr. Hydrogeologist I/ Engineer I	GIS Specialist I	Technical Editor I	Publications Specialist I			Housing Needs Assessment		
Team Member:	Hannah Young	Katherine Waugh	Kara Laurenson- Wright	Kaitlin Roberts	Savannah Rigney	Matthew Morales	lan McIntire	Matt Ricketts	Emily Scricca	Adam Giacinto	Ross Owen	Katie Haley	Fallin Steffen	Michael Carr	David Ortega	Charles Greely	Dennis Pascua	Sabita Tewani	Mladen Popovic	Dylan Duverge	Brayden Dokkestul	Technical Editor I	Publications Specialist I	Total Dudek Hours	Dudek Labor Costs	Bay Area Economics	Other Direct Costs	Total Tee
Billable Rate:	\$230	\$230	\$100	\$170	\$70	\$180	\$145	\$190	\$130	\$190	\$80	\$160	\$80	\$160	\$100	\$260	\$230	\$145	\$130	\$190	\$130	\$115	\$85	Tot	Ž	Fee	₹	Tot
Task 1: Project Initiat	ion, Project	Descriptio	n, and Sco	ping																								
1.1: Initiation		3	4	1																			2	10	\$1,430			\$1,430
1.2: Project Description		3	4																		4	1		12	\$1,725			\$1,725
1.3: NOP and Scoping	2	8	6																			2	1	19	\$3,215		\$46	\$3,261
Subtotal Task 1	2	14	14	1																	4	3	3	41	\$6,370		\$46	\$6,416
Task 2: Technical Stu	dies				•				•			•	•				•						•	•				
2.1: Air Quality and GHG modeling			1			10	36																	47	\$7,120			\$7,120
2.2: Biological Resources			1					12	36															49	\$7,060		\$46	\$7,106
2.3: Cultural Resources			1							6	22	18	106								10	8		171	\$16,580		\$417	\$16,997
2.4: Noise Assessment			16											14							2			32	\$4,100		\$92	\$4,192
2.5: Traffic Analysis		1	1													4	26	60	142					234	\$34,510		\$12,000	\$46,510
2.6: Housing Needs Assessment		1	1																					2	\$330	\$32,200		\$32,530
Subtotal Task 2		2	21			10	36	12	36	6	22	18	106	14		4	26	60	142		12	8		535	\$69,700		\$12,555	\$114,455
Task 3: ADEIR	•		•					•	•	•				•	•			•	•									•
3.1: Intro, Exec Summ, PD					6																		4	10	\$760			\$760
3.2: Aesthetics			18																		4			22	\$2,320			\$2,320
3.3: Air Quality						10	38																2	50	\$7,480			\$7,480
3.5: Biological Resources			5					6	24												8			43	\$5,800			\$5,800
3.6: Cultural			4		14																			18	\$1,380			\$1,380
	_																											

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Table 3. Cost Proposal

Table 0. 00st																												
Project Team Role:	Senior Specialist IV	Senior Specialist IV	Analyst III	Specialist IV	Technician II	Specialist V	Specialist II	Senior Specialist I	Specialist I	Senior Specialist I	Technician III	Specialist III	Technician III	Specialist III	Analyst III	Principal Engineer II	Senior Specialist IV	Specialist II	Specialist I	Sr. Hydrogeologist I/ Engineer I	GIS Specialist I	Technical Editor I	Publications Specialist I			Housing Needs Assessment		
Team Member:	Hannah Young	Katherine Waugh	Kara Laurenson- Wright	Kaitlin Roberts	Savannah Rigney	Matthew Morales	lan McIntire	Matt Ricketts	Emily Scricca	Adam Giacinto	Ross Owen	Katie Haley	Fallin Steffen	Michael Carr	David Ortega	Charles Greely	Dennis Pascua	Sabita Tewani	Mladen Popovic	Dylan Duverge	Brayden Dokkestul	Technical Editor I	Publications Specialist I	Total Dudek Hours	Dudek Labor Costs	Bay Area Economics	er Direct Costs	Total Tee
Billable Rate:	\$230	\$230	\$100	\$170	\$70	\$180	\$145	\$190	\$130	\$190	\$80	\$160	\$80	\$160	\$100	\$260	\$230	\$145	\$130	\$190	\$130	\$115	\$85	Tot	Duc	Fee	Other	Tot
3.7: Energy						8	20																2	30	\$4,510			\$4,510
3.8: GHG						10	26																2	38	\$5,740			\$5,740
3.9: Geology					8															8	2			18	\$2,340			\$2,340
3.10:Hazards				16																				16	\$2,720			\$2,720
3.11: Hydro					8															8	2			18	\$2,340			\$2,340
3.12: Land Use				16																				16	\$2,720			\$2,720
3.13: Noise			14											14	8								2	38	\$4,610			\$4,610
3.14: Population, Employment and Housing	1	1	6	14																			2	24	\$3,610			\$3,610
3.15: Public Services, Recreation, and Utilities			12	8	12																		2	34	\$3,570			\$3,570
3.16: Transportation and Traffic	1	1	10		6												2		8		4		2	34	\$4,070			\$4,070
3.17: Alternatives		4	12	6	6		2		2				2		2			4					2	42	\$5,220			\$5,220
3.18: QA/QC and Production	6	40	10																			34	22	112	\$17,360			\$17,360
Subtotal Task 3	8	46	91	60	60	28	86	6	26				2	14	10		2	4	8	16	20	34	42	563	\$76,550			\$76,550
Task 4: Screencheck Draft EIR and MMP		16	24	6	10		2	2	8				2		2			2			2	6	12	94	\$12,130			\$12,130
Task 5: Public Draft EIR		6	12		8																		16	42	\$4,500		\$110	\$4,610
Task 6: Final EIR	4	28	32	10	18		2	2	2				2		2			2			2	20	24	150	\$19,700		\$110	\$19,810
Task 7: Meetings and Hearings		24	24																		3	2	2	55	\$8,710		\$230	\$8,940
Task 8: Project Management	3	30	12																					45	\$8,790			\$8,790
Total Base Hours and Fee	17	166	230	77	96	38	126	22	72	6	22	18	112	28	14	4	28	68	150	16	43	73	99	1525	\$206,450	\$32,200	\$13,051	\$251,701

Table 3. Cost Proposal

Project Team Role:	Senior Specialist IV	Senior Specialist IV	Analyst III	Specialist IV	Technician II	Specialist V	Specialist II	Senior Specialist I	Specialist I	Senior Specialist I	Technician III	Specialist III	Technician III	Specialist III	Analyst III	Principal Engineer II	Senior Specialist IV	Specialist II	Specialist I	Sr. Hydrogeologist I/ Engineer I	GIS Specialist I	Technical Editor I	Publications Specialist I			Housing Needs Assessment		
Team Member:	Hannah Young	Katherine Waugh	Kara Laurenson- Wright	Kaitlin Roberts	Savannah Rigney	Matthew Morales	lan McIntire	Matt Ricketts	Emily Scricca	Adam Giacinto	Ross Owen	Katie Haley	Fallin Steffen	Michael Carr	David Ortega	Charles Greely	Dennis Pascua	Sabita Tewani	Mladen Popovic	Dylan Duverge	Brayden Dokkestul	Technical Editor I	Publications Specialist I	al Dudek Hours	Dudek Labor Costs	Bay Area Economics	er Direct Costs	Total Tee
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Optional Services																												
Task 2.1a: Optional Construction HRA						7	28																	35	\$5,320			\$5,320
Task 2.5a: Optional Traffic Counts																			-20					-20	-\$2,600		\$7,900	\$5,300
Task 2.5b: Optional Roadway Segment Analysis																	2		10					12	\$1,760		\$400	\$2,160
Total Optional + Base Hours and Fee	17	166	230	77	96	45	154	22	72	6	22	18	112	28	14	4	30	68	120	16	43	73	99	1532	\$210,930	\$32,200	\$21,351	\$264,481

123 Independence Drive Mixed Use EIR

# Appendix A

Resumes

# Katherine Waugh, AICP

# Senior Planner

Katherine Waugh is a senior planner with 20 years' experience with California Environmental Quality Act (CEQA) statutory requirements, current planning methods, and environmental documentation procedures. She prepares CEQA documents for a wide range of public and private projects, managing projects effectively and maintaining momentum to meet schedule and budget requirements. Ms. Waugh applies planning and environmental laws and regulations practically and with an attention to detail, allowing her to quickly identify and resolve critical planning and environmental issues.

# Project Experience

#### 2555 Park Blvd. Development Environmental Impact Report (EIR), City

# of Palo Alto, California. Served as project manager for a focused EIR for the proposed demolition of an existing potentially historic building and construction of a new, larger office building on the site. Coordinated subconsultant peer reviews of the project's historic evaluation and traffic impact study and managed Dudek staff reviews of the Phase I Environmental Site Assessment. Hazardous environmental conditions affecting the project include the presence of a contaminated groundwater plume underlying the site and the proposed project's inclusion of one level of below-grade parking as well as prior use of the site by a dry cleaner. Attended several public hearings and delivered presentations to the City's Architectural Review Board, Historic Resources Board, and Planning and Transportation Commission. Supported City staff in preparing staff reports and staff responses to City Council concerns.

1050 Page Mill Road, City of Palo Alto, California. Served as project manager for an EIR for the demolition of 285,000 square feet of existing office/warehouse/research and development space and construction of the equivalent amount of office space. Worked with city staff and the project's traffic consultant to conduct research and prepare analysis to determine the appropriate baseline condition from which to evaluate impacts, with the goal of ensuring that the baseline conditions provide an appropriate representation of the historic and recent use of the site. Coordinated subconsultants in completing peer reviews of the project's traffic and noise impact analyses, worked with Dudek staff to review the project's biological resources report, and completed peer review of the project's air quality and greenhouse gas analysis. Managed Dudek staff in preparing the Administrative Draft EIR, submitted in May 2015.

Alpine Sierra Subdivision, Placer County Planning Department, California. Project manager for an EIR for a proposed subdivision near the Alpine Meadows Ski Resort. The EIR evaluated two project alternatives at an equal level of detail. Key issues for the project included emergency access given the site's single point of access onto a public roadway, avalanche risk, wildfire risk, land use compatibility, aesthetics, effects to biological and hydrological resources, and noise. A similar project had been previously proposed at the site, and the neighbors filed a legal challenge to the Mitigated Negative Declaration prepared at that time. The revised project remained highly controversial, but no legal challenge was filed upon certification of the EIR.

#### Education

University of California, Davis BS, Environmental Policy Analysis and Planning, 1997

#### Certifications

American Institute of Certified Planners (AICP)

#### **Professional Affiliations**

American Planning Association Association of Environmental Professionals



University Avenue Mixed-Use Project, City of Palo Alto, California. Served as supervising senior planner for an MND for demolition of two one-story retail buildings totaling 11,633 square feet and construction of a new four-story mixed-use building with two levels of underground parking. Worked with Dudek staff to review the project's historic evaluation, noise, and arborist's reports. Completed air quality modeling using CalEEMod. Managed Dudek staff in preparing the Initial Study/Mitigated Negative Declaration (IS/MND) and attended several project hearings. Critical project issues included aesthetics, traffic, and noise.

Mitchell Farms Subdivision, City of Citrus Heights, California. Project manager for an EIR for the Mitchell Farms subdivision that will construct 261 single-family residential units located on approximately 32 acres and an open space parcel of 23 acres that encompasses the on-site tributary to Arcade Creek. This will redevelop an existing 9-hole public golf course and disc golf course proximate to the Citrus Town Center. Key project issues addressed in the EIR include compatibility with surrounding residential development, traffic, protection of the on-site creek, loss of oak woodland habitat, noise, and loss of recreational resources. The EIR was certified and project approved in August 2018 and the project is currently in construction.

Dorsey Marketplace Mixed-use Lifestyle Center, City of Grass Valley, California. Project manager for Dudek's preparation of an EIR for the Dorsey Marketplace project in the City of Grass Valley, which proposes a mixture of commercial and residential land uses. The Draft EIR evaluates two project alternatives at an equal level of detail. The ability of the proposed commercial space to capture a portion of the region's retail sales leakage without adversely affecting existing businesses in the Downtown Business District was a key issue for the project. Other key issues include traffic, aesthetics, and remediation of hazardous soil conditions due to the prior mining use of the site.

Placer County Government Center Master Plan Update, Placer County, California. Project manager for Dudek's role in the County's recent effort to update the master plan the DeWitt Government Center, the primary location of Placer County offices. Dudek participated in public workshops and preliminary site evaluation and design led by the County's architectural consultant and prepared an EIR for the proposed Master Plan Update. Provision of public services and utilities, effects to the designated historic district onsite, and aesthetics were critical project issues. Between 2003 and 2005, served as project manager for an EIR, EIR addendum, and two MNDs for a series of projects involving demolition of World War II–era buildings and construction of new office buildings, justice center facilities, and an emergency residential shelter at the campus. Project required State Historic Preservation Officer consultation, Caltrans Division of Aeronautics and Placer County Airport Land Use Commission approval of the height of a communications tower; special-status species surveys; and 401, 404, and 1600 permits.

Atwood 80, Placer County, California. Served as project manager for an EIR for the proposed development of 61 single-family residential lots on 80 acres in unincorporated Placer County. Development of the proposed project would contribute to significant impacts on State Route 49 and would require improvements to the DeWitt Sewer trunk line to reduce inflow and infiltration in order to ensure sufficient capacity in the trunk line and at the wastewater treatment plant. The project site contains extensive oak woodlands and wetland habitat, and the EIR included equal-weight analysis of a project alternative consistent with the County's Planned Development regulations that reduced impacts to the oak woodland habitat.

Orchard at Penryn EIR, Placer County, California. Project manager of an EIR evaluating the proposed development of 150 multifamily residential units on 15 acres in unincorporated Placer County. Half of the project site contains soils contaminated with agricultural chemicals, requiring approval from the Department of Toxic Substances Control of a Removal Action Workplan (RAW). Implementing the RAW would require substantial soil excavation, resulting in unavoidable impacts to two wetland swales within the project site.

City Hall and Medical Office Building, City of Citrus Heights, California. Project manager for an EIR for construction of a new City Hall in a new location, demolition of the old City Hall, and construction of a medical office building. The project raised substantial concerns for residential neighbors, including traffic, noise, and visual changes.

### Hannah Young, AICP

### Senior Project Manager

Hannah Young is a highly skilled environmental planner with 22 years' experience, specializing in the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) regulatory approval process. Ms. Young has directed numerous environmental planning reviews for a wide range of project types including: transportation, water, and aviation infrastructure; mixed-use transit-oriented development; institutional and commercial projects; land use and natural resource management plans; and high tech and energy. She has successfully led the environmental compliance for large and complex projects with contract values up to \$3M. Ms. Young's responsibilities include scoping and process design, technical review, directing inter-disciplinary teams, quality control, and managing schedules and budgets. Her management experience includes construction compliance monitoring, development application review and entitlements assistance, and hazard mitigation planning.

### Education

University of North Carolina, Chapel Hill MCRP, City and Regional Planning, 2005 Georgetown University BS, Biology, 1997

### Certifications

American Institute of Certified Planners (AICP), No. 023307

### Professional Affiliations

American Planning Association San Francisco Bay Area Planning and Urban Research Association Women's Transportation Seminar

### Relevant Previous Experience

1300 El Camino Real Transit-Oriented Mixed-Use Project EIR, City of Menlo Park, California. Served as project planner. Served as project planner for this redevelopment project located along one of the main commercial corridors in Menlo Park. The EIR analyzed the effects of redevelopment of a former car-sales lot located within walking distance of the Menlo Park Caltrain Station, with residential units, a grocery store/market, office space, and fitness center. Key issues included: the effects of railroad and traffic-related noise on the project; the relationship of the project to the adjacent projects; and exposure of surrounding residential uses, including a senior housing facility, to increased shade and shadow.

24th and Harrison Streets Project CEQA Exemption/Addendum Checklist, Holland Partner Group, Oakland, California. Served as project manager. The project entails the redevelopment of five parcels with a new mixed-use development, within the Broadway Valdez District Specific Plan (BVDSP) area. The existing uses on the site, including an Acura car dealership and warehouse, would be demolished for the construction of an 18-story mixed-use residential and retail building, including a parking garage. The approximately 730,655-gross-square-foot building would have a maximum height of 200 feet and would be built above one level of subterranean parking. The project would include approximately 355,645 square feet of residential uses (up to 448 residential units), approximately 65,000 square feet of commercial space, and up to 181,848 square feet of parking in the podium structure (up to 465 parking spaces and 302 bicycle parking spaces). A streamlined CEQA analysis was prepared under the BVDSP EIR. The analysis consists of a CEQA checklist and documentation in support of an exemption/addendum under CEQA Guidelines Sections 15164, 15183, 15183.3. Wind and shadow were included in the analysis due to the height and location of the proposed building. Also, successfully supported the City in responding to public comment letters on the CEQA analysis received from project opponents and the appeal to City Council.



1721 Webster Street Project CEQA Exemption/Addendum Checklist, Holland Partner Group, Oakland, California. Served as project manager. The project would redevelop two parcels in downtown Oakland with a 25-story mixed-use residential development, up to 262 feet in height. The approximately 365,469-gross-square-foot building would have approximately 241,284 square feet of residential uses (250 residential units), 9,540 square feet of retail and office uses, and up to 250 vehicle parking spaces and 76 bicycle parking spaces in a 98,718-square-foot, six-level podium structure. A CEQA checklist was prepared consistent with the streamlining and/or tiering provisions under CEQA Guidelines Sections 15162, 15168, 15180, 15183, and 15183.3 to tier from the program-level analysis completed in the General Plan Land Use and Transportation Element and its 1998 EIR, the Housing Element and its 2010 EIR and 2014 Addendum, and the Central District Urban Renewal Plan Amendments 2011 EIR.

Site A – Alameda Point Project Environmental Checklist, Alameda Point Partners, LLC, Alameda, California. Served as project manager. The project would redevelop the 68-acre Site A, which would serve as the retail core of Alameda Point. At full buildout, the project would entail: up to 800 residential units; 600,000 square feet of retail, commercial, and hotel uses; approximately 13.35 acres of open space and parks; and new and replacement utilities and infrastructure. A streamlined CEQA analysis under the Alameda Point Project EIR, certified in 2014, was prepared for the project. The analysis consisted of a CEQA checklist and supporting documentation for streamlined environmental review under CEQA Guidelines Section 15183.

200 Park Avenue Residential Project Initial Study (IS)/Addendum, City of San Jose, California. Served as project manager. Managed and prepared the preliminary draft IS to evaluate the environmental impacts that could result from the 200 Park Avenue Residential project. The project entailed the demolition of the existing building on site, the construction of a 23-story mixed-use residential building, the vacation and sale of a portion of the adjacent right-of-way and the reconfiguration of a portion of the adjacent intersection. The IS/Addendum was tiered off the previous San Jose Downtown Strategy 2000 Final EIR and a site-specific Archaeological Evaluation Report was prepared because the site was determined to be within a potential archaeological resource area.

McEnery Convention Center Expansion and Renovation IS/Addendum, City of San Jose, California. Served as project manager. The San Jose McEnery Convention Center Expansion and Renovation project proposed to nearly double the size of the existing convention center. Because the project entailed demolition of the adjacent former library, a Historical and Architectural Evaluation was completed. The evaluation found that the building was not eligible for listing on the California Register of Historical Resources, but it was highly ranked on the City's historic evaluation rating system. The City undertook the process to consider if the structure should be designated as a City Historic Landmark. The IS/Addendum tiered off the San Jose Downtown Strategy 2000 Final EIR.

2030 Countywide General Plan EIR, Yolo County, California. Served as deputy project manager. Yolo County is in the heart of California's Sacramento Valley between the rapidly growing regions of Sacramento and the Bay Area. It is predominantly rural and most of the land is used for agriculture and open space; however, the unincorporated communities in the County face substantial development pressure. The Countywide General Plan implements the County's vision for agriculture to remain central to its future. A comprehensive EIR was prepared for the Plan. Also served as the technical lead for the complex land use planning section.

Second Street Improvement Project Supplemental EIR, San Francisco Department of Public Works, California. Served as CEQA compliance lead. The project would transform the Second Street corridor into a pedestrian- and bicycle-friendly complete street. Most of the elements of the project were analyzed in the 2009 San Francisco Bicycle Plan Final EIR; however, several modifications to the design analyzed in the prior EIR have been made. A Supplemental Focused EIR was prepared, which contains information necessary to make the Final EIR adequately apply to the changed project including potential adverse impacts to archaeological resources, traffic and

### Kara Laurenson-Wright

### **Environmental Analyst**

Kara Laurenson-Wright is an analyst with experience in the analysis of environmental impacts and writing environmental documents. Ms. Laurenson-Wright assisted with research, document preparation, and impact analysis for projects subject to compliance with the California Environmental Quality Act (CEQA) and the National Environmental Policy

### Education

Boston University BA, Environmental Analysis and Policy, 2015

Act (NEPA). She has worked with clients in both public and private sectors on a variety of projects and has experience with writing environmental impact reports (EIRs), mitigated negative declarations (MNDs), and mitigation and monitoring reports (MMRPs). In addition to her CEQA experience, Ms. Laurenson-Wright brings knowledge of alternative energy, as well as competency in geographic information systems (GIS).

### Project Experience

655 4th Street, City of San Francisco, California. Serving as a planner for the environmental compliance services of a project located within San Francisco's Central SoMa Plan area. The project was eligible for a community plan exemption. The project proposed to demolish three existing buildings, associated surface parking lots, and vegetation on the 71,300 square foot project site. The project would merge the seven existing lots and construct two new buildings containing approximately 1,083,000 square feet of residential, hotel, office, and retail area. Key issues include noise, air quality, traffic, and wind impacts.

**701** Third Street CEQA Review, City of San Francisco, California. Served as an assistant planner in the preparation of a Community Plan Exemption (CPE) for a project in San Francisco's South of Market District. The project will demolish a McDonald's and build a new 11-story hotel. The project qualified for a CPE because it does not include any impacts that were not previously evaluated in the Eastern Neighborhoods Area Plan EIR. The CPE examined 17 issue areas and was approved on May 6, 2016 by the Planning Commission.

1530 5th Avenue CEQA Review, City of San Francisco, California. Served as an assistant planner in the preparation of an Initial Study and administrative draft of an EIR for a residential development on the edge of Mount Sutro in San Francisco. The project planned to demolish 11 existing buildings and construct 6 new buildings containing 400 units in their place. The project also planned to reconfigure Fifth Avenue from its existing curvilinear shape on a very steep slope to a rectangular configuration for improved vehicle access and consistency with surrounding street pattern. Tasks also included an extensive public outreach process. The project was subsequently canceled by the applicant. Key issues included geology and soils, stormwater management, biological resources, transportation and traffic, visual impacts, and air quality.

**1431 El Camino Real CEQA Review, City of Burlingame, California.** Served as a planner in the preparation of an MND for the demolition and reconstruction of a three-story residential apartment building in Burlingame. The project required evaluation for historical significance and a Caltrans encroachment permit. Assisted in the preparation of a Caltrans-compliant historical resources compliance report and had to address impacts to a National Register of Historic Places-listed tree row within the project area. The Planning Commission approved the project on February 12, 2018.



Pacificorp Lassen Substation, California Public Utilities Commission, Mount Shasta, California. Served as an assistant planner for the MND analyzing the replacement of the substation that serves the City of Mount Shasta. The project consisted of the new 69 kilovolt (kV) to 12.47 kV Lassen substation and upgrades to the existing 69 kV transmission line that supplies the substation, and upgrades to the distribution system supplying the City of Mount Shasta. Assisted with project delivery, public outreach and coordination with state agencies.

Egbert Switching Station Project, California Public Utilities Commission, San Francisco, California. Serving as a planner in the construction of a new 230 kV switching station and the rerouting of two existing underground 230 kV transmission lines currently connected to the existing Martin Substation and connect them to the proposed Egbert Switching Station. The project is located in the City and County of San Francisco, the City of Daly City, and the City of Brisbane and requires coordination with all three cities. Key issues include land use and planning, hydrology, geology and soils, and determination of project alternatives.

Rogers Design Review and Tree Removal Permit, County of Marin, California. Served as deputy project manager in the preparation of an MND for a 4,306 square foot single family residence with a car bridge over a nearby creek. The project site has an average slope of 40% and contains both riparian and coast live oak habitat. Key issues included biological resources and geology and soils.

Vallejo Marine Terminal/Orcem Plant Project, City of Vallejo, California. Serving as a planner for an EIR analyzing the construction of a modern deep-water terminal and the construction and operation of an industrial facility for the production of a high performance, less-polluting alternative for the traditional Portland cement material used in most California construction projects. The EIR examined impacts to aesthetics, air quality, biological resources, cultural resources, geology and soils, greenhouse gas emissions, hazards and hazardous materials, hydrology and water quality, land use and planning, noise, public services and recreation, transportation and traffic, and utilities and service systems.

Meridian West Campus-Lower Plateau Project, March Joint Powers Authority, County of Riverside, California. Served as assistant planner in the preparation of an EIR analyzing the impact of 1,845,000 square feet of Industrial/Warehouse development, 362,000 square feet of Industrial/Business park development and 66,000 square feet of mixed use and retail development. The project requires a General Plan amendment. The EIR examined impacts to aesthetics, air quality, biological resources, cultural resources, geology and soils, greenhouse gas emissions, hazards and hazardous materials, hydrology and water quality, land use and planning, noise, public services and recreation, transportation and traffic, and utilities and service systems.

Oakmont Senior Living Facility, City of Novato, California. Served as an assistant planner in the preparation of an IS/MND for a 72,000-square-foot residential care facility. Primary issues analyzed included traffic and circulation, air quality and GHGs, management of on-site historic trees and consistency with land use and local zoning. The MND also examined the impacts of possible alternatives uses that could occur under the proposed General Plan zoning change.

**1250 University Avenue, City of Berkeley, California.** Served as an assistant planner for a Negative Declaration for a project in downtown Berkeley. The project proposed to install two hydrogen fuel dispensers at an existing gas station/food market. The project site is on the Cortese List due to the presence of a release from the existing underground storage tank. The primary issue areas included hazards and hazardous materials and transportation.

Estero Trail Easement: Designation of Trail Corridors and Associated Staging Areas, County of Sonoma, California. Serving as an assistant planner in the preparation of an EIR analyzing the creation of two 50-foot-wide pedestrian-only trail corridors and two staging areas that connect Highway 1 to the Estero Americano. This is a partnership between Regional Parks and the Sonoma County Agricultural Preservation & Open Space District.

### Michael Carr, INCE

### Senior Acoustician

Michael Carr is an acoustician with 21 years' experience in acoustics and related industries, with an emphasis on environmental acoustics, noise and vibration. Mr. Carr is a member of the Institute of Noise Control Engineering (INCE) and an expert in acoustics, noise and vibration control, sound insulation and electro-acoustics. His broad range of experience and technical depth encompass a number of markets including structural and building acoustics, residential, commercial, recreational, transportation, environmental noise and vibration control. In the area of transportation noise and vibration, Mr. Carr has expertise in measurement, prediction and assessment of noise and vibration associated with aviation, vehicular and rail/transit-based transportation modes.

Mr. Carr has managed, supervised and performed acoustic, noise and vibration analyses for both private and public sectors including federal, state, regional and local agencies; preparing technical studies, environmental assessments, and documentation in support of CEQA and NEPA. He has authored, and become expertly skilled with proprietary modeling programs, SoundPLAN, Cadna | A, Insul, and the Environmental

### Education

Sierra College

AS, Electronic Technology, 2006

AS, Computer Technology, 2006

Certificate in Mechatronic Systems, 2005

### Certifications

AVIXA Certified Technology Specialist (CTS)

### **Professional Affiliations**

Acoustical Society of America Association of Environmental Professionals

AVIXA INCE

Noise Model; along with many agency developed noise models such as the Federal Aviation Administration's Integrated Noise Model (INM), Federal Highway Administration based software such as Sound 32, the Roadway Construction Noise Model (RCNM), and the Traffic Noise Model (TNM), along with many others.

### Relevant Previous Experience

State Route 85 Noise Reduction Feasibility Study, Santa Clara County, California. Developed an assessment methodology to determine if feasible and reasonable measures exist within today's highway noise mitigation technology, to reduce the impact of SR 85 traffic noise at nearby receptors. Collaborated with local and regional stakeholder agencies as well as Caltrans and the FHWA. Modeled noise level reductions at pilot locations along nearly 20-miles of SR 85.

Proposed Redwood City Hotel – 690 Veterans Blvd, Redwood City, California. Prepare a site-specific environmental acoustic analysis for a proposed hotel site, adjacent to existing residential, institutional and religious land uses.

**Alameda Landing – Stargell Commons, Alameda, California.** Performed an environmental noise and vibration assessment for the proposed affordable housing project. Evaluated plan sets and construction documents to provide direction in regards to sound isolation, building acoustics and acoustical comfort within the facility.

Riviera Family Apartments and Townhomes, Walnut Creek, California. Evaluated land use compatibility for a multisite apartment home community, located adjacent to an elevated portion of the I-680 and nearby intermodal transit facility. Developed structural and sound insulation measures to address interior noise exposure within the community. Predicted and characterized construction noise level impacts at nearby sensitive uses.



**3702** Bascom Avenue – Peer Review, San Jose, California. Perform a Peer Review and independent analysis of a proposed gas station redevelopment project in the City of San Jose. Conduct updated existing ambient noise monitoring in the vicinity of the proposed project site. Prepare predicted future traffic and project noise exposure evaluations at nearby noise-sensitive receptors.

**645** Horning Street – Gas Station, Restaurant and Storage Facility, San Jose, California. Evaluated potential environmental noise impacts associated with a proposed redevelopment application. Existing ambient noise levels in the surrounding community were established. Proposed project noise levels were evaluated against applicable City standards.

**East Pleasanton Specific Plan, Pleasanton, California.** Develop and execute a noise monitoring program to systematically evaluate ambient and source noise levels in the Pleasanton Specific Plan Area.

Shadelands Gateway Specific Plan, Walnut Creek, California. Analyzed community noise impacts associated with the implementation of the Shadelands Gateway specific plan, development of the Orchards at Gateway commercial retail development and the Shadelands Drive senior housing facility. Authored the noise section for inclusion in the EIR.

Warm Springs/South Fremont Community Plan, Fremont, California. Analyzed community noise impacts associated with the implementation of the Warm Springs Community Plan. Authored the noise section for inclusion in the EIR.

California High Speed Rail Noise and Vibration Impact Assessment, Fresno, California. Developed and executed noise and vibration measurement program. Coordinated with Caltrans and coordinated CEQA/NEPA specific documentation requirements.

Folsom Plan Area Specific Plan – Quarry Truck Mitigation and Sound Wall Effectiveness Analysis, Folsom, California. Future noise source modeling and mitigation effectiveness analysis.

NASA AMES Research Facility, Mountain View, California. Outdoor-Indoor Transmission Class modeling, and acoustical comfort analysis.

Yerba Buena Island Ramps Improvement Project Caltrans Noise Study Report, Yerba Buena Island, California. Noise measurement program, modeling of existing and future project alternatives, preparation of Caltrans Noise Study Report.

### Specialized Training

- Noise Control Engineering, Institute of Noise Control Engineering.
- Transit-Rail Noise and Vibration, National Training Institute
- FAA INM Training Course, Harris Miller & Hanson Inc.
- FHWA Traffic Noise Model, Harris Miller & Hanson Inc.
- 3D Noise Modeling and Simulation, NavCon Engineering
- CEQA Basics Understanding the California Environmental Process, Association of Environmental Planning
- Fundamentals of Acoustics, and Noise Control, Acentech/INCE.
- Noise Control for Buildings and Manufacturing Plants, Hoover & Keith Inc.
- Direct and Reflected Acoustics, Bose Audio Corporation.

### Dylan Duvergé, PG

### Senior Hydrogeologist

Dylan Duvergé is an environmental analyst and hydrogeologist with 14 years' experience assessing program and project impacts to surface water and groundwater resources; geologic and hydrologic hazards; and soil, mineral, and paleontological resources. Mr. Duvergé assists large-scale planning efforts and individual project proposals through California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) compliance. He has prepared, contributed to, and/or peer reviewed groundwater resource investigations, hydrology and drainage studies, geotechnical reports, Phase I Environmental Site Assessments, and paleontological resource assessments for various projects throughout California, effectively communicating scientific and regulatory aspects of hydrologic and geologic issues.

### Project Experience

McKinley Villages EIR, Thomas Law Group, Sacramento, California.

Dudek prepared the draft EIR for the development of a 328-unit residential project along with parks and a neighborhood recreation center on an approximately 48.75-acre site located in the City. Reviewed drainage plans, topography, flooding potential, and love failure scenario.

drainage plans, topography, flooding potential, and levee failure scenarios, and prepared the hydrology and water quality chapter of the draft EIR.

## Belden Barns Winery Focused EIR, County of Sonoma, California. Dudek is preparing an EIR for the County of Sonoma for a proposed farmstead and winery project that involves winemaking, hospitality, and farmstead food production on a 55-acre parcel in unincorporated Sonoma County. Groundwater and geologic hazards were major issues for the project, as it is located on an old landslide and in an area where groundwater is the sole source of water for rural residences. Established a well monitoring network, conducted a well pump test to determine aquifer properties, and modeled the long-term cumulative effects on groundwater resources. In addition to authoring the groundwater resources technical report, Authored the hydrology and water quality chapters and geology and soils of the EIR.

Lehigh Permanente Quarry Reclamation Plan EIR, Santa Clara County, Cupertino, California. Prepared the paleontological resources, mineral resources, and the geology, soils, and seismicity chapters of the EIR. Performed field work in support of the EIR, including rock sampling for analysis of asbestos, and water quality sampling to develop data on selenium concentrations in runoff from overburdened storage areas. The reclamation plan amendment was submitted in accordance with the Surface Mining and Reclamation Act to reclaim lands within an approximately 1,095-acre area that have been affected by surface mining activities since 1975.

Palo Alto Unified School District On-Call Contract, Palo Alto, California. Wrote the paleontological resources section for four school projects related to seismic upgrades.

### Education

San Francisco State University MS, Geosciences, 2011 University of California, Santa Cruz BA, Environmental Studies, 2005

### Certifications

Professional Geologist (PG), CA No. 9244

Qualified SWPPP Developer, CA No. G09244

40-Hour HAZWOPER, as per 29 CFR 1910.120(e), and RCRA DOT

### **Professional Affiliations**

Association of Environmental and Engineering Geology

Association of Environmental Professionals

Groundwater Resources Association of California



Hoover Elementary School IS/MND, Burlingame School District, Burlingame, California. Wrote the geology, soils, and seismicity, and hydrology and water quality sections of this IS/MND, in which slope stability was a key issue. The project would involve seismic retrofits, and the demolition and reconstruction of existing facilities on the site to safely operate the property as a neighborhood elementary school (K-5) with a 200- to 250-student capacity.

Merced River Comprehensive Management Plan and ElS, National Park Service (NPS), Yosemite National Park, California. Prepared the condition assessment for the geologic values of the river corridor, and prepared the ElS section addressing geology, soils, and geologic hazards. Analyzed the potential for increased visitation, foot-traffic, and social trails to denude vegetation, compact soils and subsequently lead to the development of erosional channels. The Comprehensive Management Plan for the Merced Wild and Scenic River in Yosemite National Park includes the preparation of a condition assessment of the river's outstandingly remarkable values (defined by the Wild and Scenic Rivers Act as the unique characteristics that make a river worthy of special protection), a draft and final ElS, and the accompanying Comprehensive Management Plan.

AC34 America's Cup Environmental Assessment, NPS, San Francisco, California. Served as technical analyst responsible for analyzing impacts to geologic and soil resources on Presidio Trust lands and within the Golden Gate National Recreational Area. Analyzed the potential for increased visitation, foot-traffic, and social trails to denude vegetation, compact soils and subsequently lead to the development of erosional channels. This was a fast-track effort to complete NEPA documentation for one of the largest sporting events ever proposed for the San Francisco Bay.

Water System Improvement Program (WSIP), Habitat Reserve Program Technical Studies, SFPUC, San Francisco, California. Conducted technical studies for geology, soils, and paleontological resources. Supported the analysis of hydrology, water quality, and hazardous materials by preparing GIS field maps, as well as figures and tables of baseline physical data, including soil units, rock type, landslide potential, and liquefaction hazards. The program will provide a coordinated and consolidated approach to compensate for habitat impacts that would result from implementation of SFPUC's WSIP facility improvement projects. The Habitat Reserve Program contemplates thousands of acres of habitat improvements located in the San Joaquin Valley, Sunol Valley, Bay Division, and Peninsula regions of the SFPUC water system.

San Francisco Groundwater Supply Project EIR, San Francisco, California. The San Francisco Groundwater Supply Project is a project under the City's WSIP, and will provide the city up to 4 million gallons of local, sustainable groundwater every day. The project proposes to utilize up to six deep water wells and associated treatment facilities in the city. Dylan prepared the analysis of aesthetics in the EIR and supported the groundwater analyses and investigations of the Westside Basin with maps, figures, and GIS data.

Bay Division Pipelines 3 and 4 Seismic Retrofit at the Hayward Fault, SFPUC, San Francisco, California. Provided project management support through all phases of this project, from preparation of the Draft EIR through to Certification of the Final EIR and project approval. Environmental review was completed ahead of schedule, despite numerous changes in project design that required reanalysis. Provided technical review of a paleontological resources study; wrote the paleontological resources section; produced GIS figures for technical sections; prepared public comment responses; and provided general project support. Supported the analysis of hydrology and water quality by collecting stream flow data, watershed boundaries, and wetland delineations for two intermittent creeks. The Bay Division Pipelines 3 and 4 seismic retrofit at the Hayward Fault involves the replacement and retrofit of pipeline segments crossing the Hayward Fault, including the installation of an articulated vault designed to accommodate movement on the fault.

### Adam Giacinto

### Archaeologist

Adam Giacinto is an archaeologist with 14 years' experience preparing cultural resource reports, site records, and managing archaeological survey, evaluation, and data recovery-level investigations. His research interests include prehistoric hunter-gatherer cultures and contemporary conceptions of heritage. His current research focuses on the social, historical, archaeological, and political mechanisms surrounding heritage values. He has gained practical experience in archaeological and ethnographic field methods while conducting research in the Southwest, Mexico, and Eastern Europe.

Mr. Giacinto brings specialized experience in cultural resources information processing gained while working at the South Coastal Information Center. He has worked as part of a nonprofit collaboration in designing and managing a large-scale, preservation-oriented, standardized database and conducting site and impact predictive Geographic Information Systems (GIS) analysis of the cultural resources landscape surrounding ancient Lake Cahuilla. He provides experience in ethnographic and applied anthropological methods gained in urban and rural settings, both in the United States and internationally.

### Education

San Diego State University
MA, Anthropology, 2011
Santa Rosa Junior College
AA, Anthropology, 2004
Sonoma State University
BA, Anthropology/Linguistics,
2006

### **Professional Affiliations**

Register of Professional Archaeologists Society for California Archaeology

American Anthropological Association Institute of Archaeomythology

American Anthropological Association

### Project Experience

Park Boulevard Environmental Impact Report (EIR), City of Palo Alto, California. As principal archaeological investigator, coordinated a Northwest Indian College (NWIC) records search, Native American Heritage Commission (NAHC) and Native American consultation, archaeological survey, and preparation of a technical report and EIR section. An appropriate mitigation strategy was developed and provided to the City of Palo Alto for this negative cultural inventory.

Makani Power Wind Turbine Pilot Program, Google Inc., Alameda, California. As principal investigator, coordinated a NWIC records search, NAHC and Native American consultation, archaeological survey, and preparation of a negative technical memo a for this potential wind farm. The mitigation strategy did not require additional archaeological monitoring or other work based on the lack of archaeological sites, and the low potential for encountering unrecorded subsurface cultural resources. Recommendations were submitted as a categorical exemption to the reviewing agency.

Oro Verde Development Fire Protection Planning, Wohlford Land Company LLC, Valley Center, California. As principal investigator, coordinated a SCIC records search, NAHC and Native American consultation, archaeological survey, and preparation of a negative technical letter report for this small residential development. The mitigation strategy did not require additional archaeological monitoring or other work based on the lack of archaeological sites, and the low potential for encountering unrecorded subsurface cultural resources. Recommendations were submitted to the County of San Diego.



Hamilton Hospital Project, City of Novato, California. As principal investigator, managed tribal and archaeological fieldwork and methodological reporting relating to the extended Phase I inventory geoprobe drilling and shovel test pit excavation. Considerations included compliance under CEQA and local regulations.

Mapleton Park Centre Site Analysis, Kaiser Foundation Health Plan Inc., Murrieta, California. As principal archaeological consultant, prepared project constraints study, within the County of Riverside.

PMC Quarry Creek Project Phase II Cultural Evaluation, McMillin Land Development, Carlsbad, California. As field director, managed and conducted archaeological testing, data analysis, report writing and mapping of existing cultural resources within the 60-acre Quarry Creek Project study area.

University Office and Medical Park Project Cultural Resource Study Survey, U.S. Army Corps of Engineers (ACOE), San Marcos, California. As field director, managed a team of archaeologists in conducting survey of the 49.5-acre study area in a general inventory of potentially impacted cultural resources and prepared maps and a report for the presentation of this information.

Vacaville Center Campus Project, Solano Community College District, City of Vacaville, California. As principal archaeological investigator, coordinated a NWIC records search, NAHC and Native American communication, archaeological survey, and preparation of a technical report. Recommendations were framed in compliance with California Environmental Quality Act (CEQA) regulations and submitted to the lead agency.

Class III Cultural Resources Inventory for Meteorological Masts 1 and 4 and Access Roads, Iberdrola Renewables, Kern County, California. As field director, managed a team of archaeologists in conducting surveys of the study area in a general inventory of potentially impacted cultural resources.

Yokohl Ranch Cultural Resources, The Yokohl Ranch Company LLC, Tulare, California. As co-principal investigator and field director, managed 15 archaeologists in conducting 1,900 acres of survey throughout the Yokohl Valley.

Maidu Bike Path and Park Projects, City of Auburn, California. As principal investigator, managed the survey, archival searches, tribal correspondence, and reported mangement recommendations for a cultural resources inventory. Considerations included compliance under CEQA and Section 106 of the NHPA.

Steephollow Creek and Bear River Restoration, Nevada County, California. As principal investigator, assisted with management of field efforts and preparation of a technical report for a cultural inventory. Resources were evaluated for significance under CEQA, and Section 106 of the NHPA.

Yokohl Ranch Development Project, The Yokohl Ranch Company LLC, Tulare County, California. As co-principal investigator and field director, managed 15 archaeologists in conducting significance evaluation of 118 historical and prehistoric cultural resources throughout the Yokohl Valley.

As Needed Planning and Environmental Contract, Recycled Wastewater Treatment Plant Secondary Process Upgrade Improvement Project, City of Auburn, California. As principal investigator, managed the survey, archival searches, tribal correspondence, and reported management recommendations for a cultural resources inventory. Considerations included compliance under CEQA and Section 106 of the NHPA.

Recycled Water Pipeline Project, City of Woodland, California. As principal investigator, managed the survey, archival searches, tribal correspondence, and reported mangement recommendations for a cultural resources inventory. Considerations included compliance under CEQA and Section 106 of the NHPA.

### Kathryn Haley, MA

### Senior Architectural Historian

Kathryn Haley is a senior architectural historian with 17 years' experience in historic/cultural resource management. Ms. Haley has worked on a wide variety of projects involving historic research, field inventory, and site assessment conducted for compliance with Section 106 of the National Historic Preservation Act (NHPA), the California Environmental Quality Act (CEQA), and National Environmental Policy Act (NEPA). She specializes in California Register of Historical Resources (CRHR), the National Register of Historic Places (NRHP), evaluations of built environment resources, including water management structures (levees, canals, dams, ditches), buildings (registertial, industrial, and commercial), and linear resources (registertial, industrial, and commercial), and linear resources (registertial, industrial, and commercial).

### Education

California State University, Sacramento MA, Public History, 2004 BA, History, 2001

### **Professional Affiliations**

California Council for the Promotion of History

California Preservation Foundation

buildings (residential, industrial, and commercial), and linear resources (railroad alignments, roads, and bridges).

Ms. Haley also specializes in managing large-scale surveys of built environment resources including historic district evaluations. She has prepared numerous historic resources evaluation reports (HRERs) and historic property survey reports (HPSRs) for the California Department of Transportation (Caltrans). Ms. Haley also worked on the California High-Speed Rail San Jose to Merced and Central Valley Wye Project Sections. She lead the built environment survey, conducting property-specific research, preparing the Draft Historic Architectural Survey Report, and co-authoring the environmental section for Cultural Resources.

Ms. Haley meets the Secretary of the Interior's Professional Qualification Standards for Historian and Architectural Historian. She has also assisted in preparation of historic properties inspection reports (condition assessments) under the direction of the Naval Facilities Engineering Command in accordance with Section 106 and Section 110 of the NHPA. Ms. Haley has also served as project manager, coordinator, historian, and researcher for a wide variety of projects. She is experienced in the preparation for NRHP nominations, as well as, Historic American Building Survey (HABS), Historic American Engineering Record (HAER), and Historic American Landscape Survey (HALS) documents.

### Project Experience

Bayview/Hunters Point Transportation Improvements Project, City and County of San Francisco and Caltrans, California. Served as lead investigator for historic architectural resources. She conducted fieldwork and prepared documentation identifying and evaluating historic properties in the Bayview/Hunters Point project area for Section 106 compliance. Prepared a HPSR and HRER identifying and evaluating historic properties in accordance with Caltrans guidelines.

Doyle Drive and Presidio Mitigation Project for HABS, HAER, and HALS Documentation, Parsons Brinkerhoff, San Francisco, California. Work included documenting several contributing historic buildings, structures, and landscape features located within the Presidio of San Francisco National Historic Landmark (NHL) District. This recordation was required under Section 106 of the NHPA to mitigate the adverse effects of the Doyle Drive replacement project. Doyle Drive is the southern access route to the Golden Gate Bridge. Construction activities related to the project will result in the demolition of historic resources that contribute to the NHL district. Served as project coordinator, assistant historian, researcher, and co-author for compliance documents prepared for this project.



Naval Air Station Alameda, Historic Properties Inspection Report and Draft NRHP Nomination, Naval Facilities Engineering Command, Alameda, California. Served as assistant historian in the preparation of historic properties inspection reports and a NRHP nomination for the Naval Air Station Alameda Historic District under the direction of the Naval Facilities Engineering Command, in accordance with Section 106 and Section 110 of the NHPA. Tasks included conducting research, a field survey, and written condition assessments of the contributing buildings and structures located within the historic districts.

Bekins Cell Site Project, Clayton Group Environmental, Berkeley, California. Conducted research and assisted in preparing a report evaluating the historical significance of the Bekins warehouse designed by architect James Palchek, located in downtown Berkeley, to meet Section 106 requirements for a cellular antenna project.

Treasure Island Naval Air Station, Historic Properties Inspection Report, Naval Facilities Engineering Command, Treasure Island, California. Conducted a field survey, research, and evaluation of the condition of historic resources. She assisted in the preparation of an historic properties inspection report for Treasure Island Naval Air Station under the direction of the Naval Facilities Engineering Command, in accordance with Section 106 and Section 110 of the NHPA.

Mare Island Naval Shipyard, Historic Properties Inspection Report, Naval Facilities Engineering Command, Mare Island, California. Led a field survey, conducted research, and assisted in the evaluation of the condition of historic resources in the preparation of an historic properties inspection report for the Mare Island Historic District under the direction of the Naval Facilities Engineering Command, in accordance with Section 106 and Section 110 of the NHPA.

Feather River CEQA/NEPA Compliance, Mitigation for Adverse Effects to the Sutter Butte Canal, Sutter Butte Flood Control Agency (SBFCA), Butte and Sutter Counties, California. Served as built environment lead. Worked with the U.S. Army Corps of Engineers (ACOE) to establish efficient and appropriate mitigation for the burial of the Sutter Butte Canal Haselbusch Headgate, which was determined eligible for listing in the NRHP and CRHR as part of the cultural resources inventory and evaluation efforts for this project. To mitigate the adverse effect to the resource, an interpretative program was established in consultation with the ACOE, State Historic Preservation Officer (SHPO), and SBFCA. Lead the effort to produce an interpretive brochure and exhibit that explained the history of the Sutter Butte Canal Haselbusch Headgate. The brochures were distributed to local libraries and archives in Sutter and Butte Counties. The exhibit is part of the Butte County Historical Museum in Oroville, California.

California High-Speed Rail from San Jose to Merced and Central Valley Wye Project Sections, California High-Speed Rail Authority/Parsons Transportation Group, Various Counties in California. Served as lead historian and project coordinator for architectural history for the San Jose Merced and Central Valley Wye Project Sections. She led built environment field surveys, property specific historical research, co-wrote technical reports, and assisted in preparing the EIR/Environmental Impact Statement (EIS) cultural resources section. All work was conducted according to stipulations in the programmatic agreement written specifically for the project and in coordination with the California High Speed Rail Authority. While working on these project sections, participated in surveying more than 1000 buildings. She played a key role in managing the survey data, and evaluating built environment resources under NRHP and CRHR Criteria, as well as ensuring the proper documentation of locally designated CEOA historical resources.

Raincross Townhomes Architectural and Archaeological Services, Watt Communities, Riverside, California. Served as lead investigator for architectural resources. Conducted fieldwork, research, and prepared documentation identifying and evaluating historic era properties located in the project area. She prepared a cultural resources inventory report for the proposed Raincross Townhomes development project as part of the environmental documentation conducted for CEQA compliance.

### Glenna McMahon, PE, CEM

### Environmental Engineer

Glenna McMahon has 22 years' environmental consulting and project management experience. Ms. McMahon focuses on environmental engineering and hydrogeology, specifically hazardous waste investigation, monitoring and remediation, as well as litigation support. Her project experience includes environmental site assessments; soil, soil vapor and groundwater sampling and data evaluation; health risk assessments; evaluation, design and implementation of remedial alternatives; environmental compliance; and third-party evaluation of remediation expenditures. Ms. McMahon manages several projects that involve state or local regulatory oversight and assists clients with negotiations and compliance with regulatory requirements. She strives for a collaborative approach with regulators while advocating for practicable solutions for the project.

### Education

University of Vermont BS, Civil and Environmental Engineering

### Certifications

Professional Engineer (PE), CA No. 79742
Certified Environmental Manager (CEM), NV No. 1974
OSHA 40-Hour HAZWOPER
OSHA Site Supervisor
RCRA and DOT Hazardous Waste Manager Certification

### Project Experience

Former Kearney-KPF Facility, Stockton, California. Managing ongoing groundwater monitoring activities, groundwater remediation, and monthly and semi-annual reporting for chlorinated solvent- and 1,4-dioxane-impacted site. Prepared cost estimates, work plans, sampling and analysis plans, health risk assessments, health and safety plans, hazardous materials business plans, remedial action plans, conceptual site model, and post closure plans. Coordination with several interested parties – responsible party, current owner and numerous tenants, Department of Toxic Substances Control (DTSC) (lead agency), Regional Water Quality Control Board (RWQCB) and San Joaquin County Environmental Health Department. Prepared and coordinated renewals of RCRA Hazardous Waste Facility Post-Closure Permit, including negotiating terms of the permit with DTSC. Managed soil and soil vapor site-wide sampling, and subsequent soil vapor extraction pilot test. Managed installation, start-up and 24-hour operation of ultraviolet/oxidation groundwater treatment system. Maintained regulatory compliance with the RWQCB and DTSC requirements concerning prove-out process and full-scale operation. Maintained treatment system operations remotely from Encinitas, California. Coordinated with subconsultants including; drillers, electricians, construction companies, and systems designers regarding estimates, scheduling, and invoicing.

Former Marley Cooling Towers Facility, Stockton, California. Researched remediation technologies including in situ redox manipulation for use at a site contaminated with hexavalent chromium. Oversaw sampling activities, reviewed lab and field data, and prepared groundwater monitoring reports.

Environmental Compliance and Monitoring, San Diego Association of Governments (SANDAG), San Diego County, California. Provided oversight, consultation, monitoring and sampling for SANDAG construction redevelopment projects in San Diego County. Provided emergency response to assess and sample contamination discovered during construction, recommend interim BMPs, and coordinate disposal. Attended project meetings. Reviewed and provided feedback on asbestos management plans and impacted soil reports. Oversaw field inspections, monitoring, and sampling.



Phase I ESA, Phase II ESA, California State University, Chico, California. Conducted Phase I ESA for the Facilities Management and Services Yard. Identified recognized environmental conditions, including a former crude oil tank and supply line associated with historical fruit canning operations, a former aboveground gas storage tank associated with a nearby manufactured gas plant, and three release cases, which involved impacts of fuel to the subsurface. Recommended a Phase II ESA to evaluate soil vapor, soil, and groundwater for volatile organic compounds, petroleum hydrocarbons, metals, methane and polycyclic aromatic hydrocarbons. Conducted the Phase II ESA, including preparation of a work plan detailing the sampling methods and procedures; preparation of a site-specific health and safety plan; obtaining appropriate permits for the work; overseeing a subsurface utility survey; collection of samples; coordination of disposal of investigation-derived waste; and evaluation of the data. Prepared a final report summarizing the work, findings and recommendations for management of impacted soil during construction.

Site Assessment, Remediation and Closure of former Agriculture Site, Carpinteria, California. As part of due diligence for a redevelopment project, Dudek conducted soil sampling in 2007 to investigate impacts from the former use of the site for agricultural purposes. Additional sampling to delineate the extent of impacts was recommended. The redevelopment project was resurrected in 2017 and Dudek was asked to conduct the additional site assessment, as well as facilitate a Remedial Action Agreement (RAA) with the site owner and Santa Barbara County Environmental Health Services (EHS), and prepare a Phase I ESA for CEQA purposes. Conducted the Phase I ESA. Coordinated implementation of the RAA. Prepared a soil sampling work plan, conducted the soil sampling, prepared a remedial action work plan, oversaw removal of lead- and pesticide-impacted soil, performed confirmation sampling and prepared a final report which included a request for regulatory closure. This work included coordination with the project owner, land owner, EHS and the Air Pollution Control District, as well as coordination of public noticing of the remediation. The site was granted closure by EHS in October 2018.

Phase I ESA, Phase II ESA, Santa Monica City Yard, Santa Monica, California. Conducted Phase I ESA as part of due diligence for CEQA. Conducted Phase II ESA to evaluate potential impacts from former manufacturing, former leaking underground fuel tanks and an adjacent wellfield impacted by volatile organic compounds (VOCs). Prepared work plan with consideration for existing closed landfill, obtained permits, performed utility clearance, collected soil and soil vapor samples, managed investigation-derived waste, and prepared final sampling report.

Former Petroleum Refinery, Site Assessment and Remediation, Ventura County, California. Managed waste removal during petroleum refinery decommissioning under EPA oversight. Conducted site assessment, soil sampling and oversaw removal of petroleum hydrocarbon-impacted soil.

Hazardous Materials Business Plan and EPA permitting, Production Facilities, San Diego, California. Prepared Hazardous Materials Business Plans for laser production facilities in compliance with San Diego County Certified Unified Program Agency requirements. Reviewed chemical inventory and prepared site maps, emergency response/contingency plans and employee training information. Assisted newer facility with obtaining EPA ID for management of hazardous waste.

Phase II Environmental Site Assessments, California. Evaluated and sampled impacted soil, soil vapor and/or groundwater at sites throughout California. Prepared reports which included evaluations of health risk. Proposed and managed remediation efforts. Coordinated with regulatory agencies. Sites included commercial and industrial properties, oil fields, residences, automotive businesses, schools, universities, agricultural operations, undeveloped land, and renewable energy facilities.

### Matthew Morales

### Air Quality Specialist

Matthew Morales is an air quality specialist with 15 years' experience preparing technical analyses for numerous planning and environmental projects related to development, natural resource management, and facility expansion. Mr. Morales is trained in air quality, including toxic air contaminants (TACs) and greenhouse gas (GHG), and he is adept at applying air quality models, such as the California Emissions Estimator Model, Caline4, AERSCREEN, AERMOD, and HARP 2, to perform quantitative analyses for National Environmental Policy Act and California Environmental Quality Act

### Education

University of California, Davis BS, Environmental Toxicology

### **Professional Affiliations**

Association of Environmental Professionals Air and Waste Management Association

(CEQA) environmental documents, such as environmental impact reports (EIRs), initial studies (ISs), and mitigated negative declarations (MNDs).

### Project Experience

Residences at Five Creek Project IS/MND, City of Rohnert Park, California. As the air quality analyst, assessed the criteria air pollutant, GHG, and TAC emissions associated with the construction and operation of the Residences at Five Creek mixed-use and City public safety and public works facility. A construction health risk assessment was prepared to estimate potential risk of proximate sensitive receptors from exposure to project-related diesel exhaust from construction equipment and trucks. A cumulative operational health risk assessment was also prepared to estimate potential risk of on-site residents to TACs from permitted stationary sources within 1,000 feet of the project site.

Station Avenue Project – Central Rohnert Park Priority Development Area Plan EIR Consistency Review, City of Rohnert Park, California. The Station Avenue Project is within the Central Rohnert Park Priority Development Area Plan area. This analysis was prepared to evaluate the consistency of the project with the Priority Development Area EIR. The project would remove the two existing buildings (former State Farm Insurance building and City's Corporation Yard), surface parking lots, trees, and grass areas and would result in the construction of a central business district, urban neighborhood, and new downtown area for the city. As part of the consistency review, an HRA was performed that assessed potential cancer and chronic health risk at existing residences proximate to the site, as well as operational health risk for the new residents associated with exposure to TACs from major roadways and the adjacent Sonoma-Marin Area Rail Transit operations.

Meridian West Campus-Lower Plateau Project EIR, March JPA, California. Prepared the air quality and GHG analyses as part of a comprehensive EIR for a large-scale business and warehouse development project in the western portion of the March JPA jurisdiction. The project, approved by the Board Commissioners in 2017, would result in the construction of approximately 2.3 million square feet of industrial warehouse and business park uses. Air and GHG emissions were one of the key issues associated with the project.

Belden Barns Farmstead and Winery EIR, Sonoma County, California. As the air quality analyst, assessed the criteria air pollutant and GHG emissions associated with construction and operation of the project, which includes development of a winemaking, hospitality, and farmstead food production facility.



Canyon Springs Healthcare Campus Specific Plan, Specific Plan Amendment, and EIR, City of Riverside, California. Managing the preparation of a new specific plan, amendment to an existing specific plan, and preparation of an associated EIR for a new healthcare campus in the City of Riverside. The 50.85-acre project site is currently located within the Canyon Springs Business Park Specific Plan. The Canyon Springs Business Park Specific Plan is proposed to be amended to remove the project site from the specific plan area and create a new Canyon Springs Healthcare Campus Specific Plan. The overall project site is broken up into three smaller sites within the new Canyon Springs Healthcare Campus Specific Plan. Site A is proposed to be developed as a senior housing facility with an approximately 375,000-square-foot, 3-story, 234-unit senior "age-restricted", multifamily housing facility. Site B is proposed to be developed as an independent living/memory care, assisted living, and skilled nursing facility. Site C is proposed to be developed with a hospital, five medical office buildings, a central energy plant, and two parking structures, as well as associated landscaping and infrastructure improvements. Key issues for this project are air quality, traffic, as well as potential impacts from helicopter operations.

Roberts' Ranch Specific Plan EIR, City of Vacaville, California. As the air quality analyst, assessed the criteria air pollutant emissions associated with construction and operation of the Roberts' Ranch Specific Plan land uses in the City of Vacaville.

Grapevine Project Air Quality and GHG Technical Report, Tejon Ranch Corporation, Kern County, California. Prepared the air quality and GHG emissions technical report for the project. The Grapevine Specific Plan project, which is located in the west-central portion of 270,000-acre Tejon Ranch, would be developed as a residential community and employment center within 4,780 acres of the 8,010-acre property. The project, which includes up to 12,000 residential units and 5.1 million square feet of commercial and light industrial land uses (including a community college and medical campus), is designed as a series of conveniently located village centers, each composed of a mix of housing, neighborhood-serving retail and office uses, schools, parks, and community services. Specific tasks include construction and operational criteria air pollutant and GHG emissions estimates, industrial source emissions calculations, odor assessment, Valley Fever assessment, and other air quality topics.

Ponte Palmero Phase 2 Project EIR, El Dorado County, California. Assessed the criteria air pollutant and GHG emissions associated with construction and operation of the project, which includes development of a community care facility, an assisted living facility, and a clubhouse as Phase 2 of the Ponte Palmero retirement village.

Oakmont Senior Assisted Living Facility IS/MND, City of Novato, California. As the air quality analyst, assessed the criteria air pollutant and GHG emissions associated with construction and operation of the proposed assisted living community within the City of Novato.

Clearwater at Sonoma Hills Assisted Living and Memory Care Facility IS/MND, City of Rohnert Park, California. As the air quality analyst, assessed the criteria air pollutant and GHG emissions associated with construction and operation of the project, which includes development of an assisted living and memory care facility within the City of Rohnert Park.

Creative Arts and Holloway Mixed-Use Project EIR, San Francisco State University, San Francisco, California. The proposed project includes construction of new housing, neighborhood-serving retail, and student support services on the south side of Holloway Avenue, and construction of the Creative Arts replacement building and concert hall on the north side of the Holloway Avenue/Font Boulevard intersection. The project would also include preparation and implementation of design guidelines, transportation and parking improvements, utility connections, storm drainage improvements, landscaping, and lighting. Prepared the air quality and GHG chapters of the EIR for the project.

### Dennis Pascua

### Senior Transportation Planner

Dennis Pascua is a senior transportation planner and Dudek's transportation services manager with 25 years' experience in transportation planning/engineering in Southern California. Mr. Pascua has successfully managed a variety of projects for local agencies and private developers, including traffic and circulation impact analyses and parking demand studies in both highly urbanized and rural areas. He is highly experienced with California Environmental Quality Act/National Environmental Policy Act and transportation topics and policies surrounding active transportation, context sensitive solutions, and complete streets throughout California. Mr. Pascua also offers an international perspective, having managed transportation planning projects in the Philippines, Japan, and the United Arab Emirates.

### Education

University of California, Irvine BA, Social Ecology (Environmental Analysis and Design)

### **Professional Affiliations**

American Planning Association
Association of Environmental
Professionals
Institute of Transportation
Engineers
Orange County Traffic
Engineering Council

### Project Experience

LADWP On-Call Environmental Services, Los Angeles, California. Managed Traffic Impact Analysis (TIAs) for the following projects prepared under an on-call contract with the City of Los Angeles Department of Water and Power (LADWP), the nation's largest municipal utility: Power Plant 1 and Power Plant 2 Transmission Line Conversion; Tujunga Central Groundwater Station; North Hollywood Groundwater Station; De Soto Avenue Trunk Line Replacement; De Soto Water Tanks; and Van Norman Complex Vegetation and Maintenance Projects. The TIAs prepared, or currently being prepared, involve the analysis of construction-related traffic and potential lane closures on major public thoroughfares. Construction mitigation measures include the preparation of a Construction Traffic Management Plan that includes traffic control plans for roadway construction, and transportation demand management for construction worker traffic. Dudek has also coordinated with the Department of Transportation and Bureau of Engineering on those projects.

LACSD On-Call Environmental Services, Los Angeles County, California. As part of an on-call contract with the Los Angeles County Sanitation Districts (LACSD), Mr. Pascua managed the TIA for the Stormwater Capture System at Puente Hills Material Recovery Facility in County Sanitation District No. 2 to meet the Industrial General Permit's industrial stormwater requirements. The project would primarily involve construction of a proposed basin and supporting conveyance facilities (piping) that would involve grading, excavating, and fencing. The TIA analyzed the potential traffic impacts for the temporary construction phase of the project, which would generate construction-related traffic (due to construction workers, vendor trucks, and haul trucks) to and from the project site.

Gen-Tie Routes for Edwards Air Force Base Solar Enhanced Use Lease Project, Kern County, California. Managed the in-house Transportation team that prepared a traffic impact analysis (TIA) that identified potential construction-related traffic impacts associated with the proposed 230-kilovolt gen-tie route options that would connect the Edwards Air Force Base (EAFB) solar generation site with the existing Westwind Substation in the first phase of the project, and to the Southern California Edison Windhub Substation in subsequent phases of the project. The project impacts were evaluated under CEQA and NEPA. This project is located south of the Sanborn Solar and Gen-Tie project. The TIA evaluated existing traffic conditions, including roadway segment and



intersection levels of service along or in proximity to the gen-tie route options; estimated trip generation and trip characteristics for construction-related activities of the gen-tie options; analyzed the potential for traffic impacts to occur as a result of construction of the gen-tie; described the significance of the potential impacts; and, identified mitigation measures, for construction-related traffic impacts.

Sanborn Solar and Gen-Tie Route Project, Kern County, California. Managed the in-house Transportation team that prepared a TIA that identified potential construction-related traffic impacts associated with a proposed photovoltaic solar facility and associated infrastructure (gen-tie) necessary to generate up to a combined 300 megawatts of renewable electrical energy. The proposed project consisted of two sites: the northern site is approximately 1,118 acres; and, the southern site is approximately 983 acres. The southern site is directly north of Edwards Air Force Base Solar project. The project impacts were evaluated under CEQA and NEPA. The TIA evaluated existing traffic conditions, including roadway segment and intersection levels of service along or in proximity to the gen-tie route options; estimated trip generation and trip characteristics for construction-related activities of the gen-tie options; analyzed the potential for traffic impacts to occur as a result of construction of the gen-tie; described the significance of the potential impacts; and, identified mitigation measures, for construction-related traffic impacts.

Marsh Park Access Evaluation and Recommendations, Mountains Recreation and Conservation Authority, Los Angeles, California. Conducted an evaluation of the existing access conditions at the driveways in Marsh Park in the City of Los Angeles. The project was intended to address safety concerns at the park access including obstructed sight distance, failure of vehicles to yield to bicyclists and pedestrians, and lack of visibility for drivers to see when park gates are closed. Provided recommendations to improve safety for park users including placement of stop signs, reflective markers for park gates, and signage to alert drivers to the presence of pedestrians. Recommendations were made consistent with guidance provided in the California Manual of Uniform Traffic Control Devices.

### Relevant Previous Experience

- Tres Amigos Solar Project, Merced County, California
- Jensen Solids Handling Facility Canoga Park, Metropolitan Water District, Los Angeles, California
- Warner-Canoga 150-Dwelling Unit Apartment Transportation Demand Management Plan, Warner Center, Los Angeles, California
- North Hollywood High School Renovation, LAUSD, Los Angeles, California
- Rose Hills Courts Rehabilitation, Housing Authority of City of Los Angeles, California
- LA Trade-Technical College Master Plan, Los Angeles Community College District, California
- Grandview Park Expansion, Rancho Palos Verdes, California
- Recology Materials Recovery Facility (MRF) Expansion, Sun Valley, California
- California Department of Transportation SR 126/Commerce Center Drive PR/ED, Newhall Ranch,
   California.
- Terminal Expansion and Renovation Project EIRs, Port of Los Angeles, California
- Campus Parking Management Plan, County of San Bernardino, California

### Matt Ricketts

### Senior Biologist

Matt Ricketts is a senior biologist with 19 years' experience as a wildlife biologist and conservation planner specializing in biological resource inventories and documentation, special-status species surveys, federal Endangered Species Act (ESA)/ California Endangered Species Act (CESA) compliance, and environmental impact analysis.

In addition, Matt is a skilled field biologist with 20 years' experience birding in central and Northern California. Special-status bird species with which he is especially familiar include burrowing owl, Swainson's hawk, tricolored blackbird, and California black rail. He also holds a federal 10(a)(1)(A) Recovery Permit to conduct active surveys for California Ridgway's rail in the San Francisco Estuary.

### Education

Eastern Kentucky University MS, Biology/Applied Ecology, 1999 University of Illinois at Urbana-Champaign BS, Natural Resources and Environmental Sciences, 1997

### Certifications

USFWS, ESA Section 10(a)(1)(A) Recovery Permit No. No. TE-61177B-0

### **Professional Affiliations**

The Wildlife Society

### Project Experience

California High-Speed Rail: San Jose to Merced and San Francisco to San Jose Project Sections, California High Speed Rail Authority, San Francisco, San Mateo, Santa Clara, and Merced Counties. Served as lead author of EIR/EIS biological and aquatic resources chapter and Biological and Aquatic Resources Technical Report. Tasks included identifying and describing effects/impacts (with input from fellow team members), coordinating document preparation, and providing technical assistance with habitat models for quantification of special-status species habitat impacts. San Jose to Merced Draft EIR/EIS released in April 2020; San Francisco to San Jose Draft EIR/EIS to be released in June 2020.

Palo Alto Municipal Golf Course Reconfiguration Project, City of Palo Alto, California. Served as lead surveyor for California Ridgway's rail and California black rail along San Francisquito Creek during the 2016 breeding season. Tasks included plotting of passive and active (call-broadcast) survey stations, survey planning and coordination, conducting surveys and mapping detections, and communicating results to the City and project partners. In 2017, he assisted the Santa Clara Valley Water District with active surveys for California Ridgway's rail along the upstream portion of the creek. Multiple California Ridgway's rail were detected along the creek and in nearby Faber Marsh in 2016, and in Faber Marsh in 2017.

San Francisco Bay Trail at Martin Luther King, Jr. Regional Shoreline Improvement Project, GHD/East Bay Regional Park District, Oakland, California. Served as project manager and lead biologist for proposed Bay Trail extension over and adjacent to San Francisco Bay near the Oakland International Airport. Tasks included coordination of document deliveries to client, tracking project financials and invoicing, and preparation of biological resource report, Caltrans Natural Environment Study (NES), and ESA Section 7 BA. Other deliverables included Caltrans-format archaeological survey report (ASR), Historic Resource Compliance Report (HRCR), wetland delineation report, CESA Section 2081 incidental take permit for longfin smelt, FESA Section 7 BA, and compensatory mitigation technical memorandum.

Antioch Habitat Conservation Plan/Natural Community Conservation Plan, City of Antioch, California. Served as lead biologist and deputy project manager for the first phase of an administrative draft HCP/NCCP tiering off the East Contra Costa County (ECCC) HCPs/NCCP, which began implementation in 2007. Tasks included updating species accounts, species habitat distribution models, and conservation strategy chapter. Also convened joint independent science advisory panel for the Antioch and ECCC HCP/NCCPs in February 2018 and served as technical liaison between panel members, both HCP/NCCP permittees (City and ECCC Habitat Conservancy), and the wildlife agencies (USFWS and CDFW). HCP/NCCP development currently on hold.

Santa Clara Valley Habitat Plan Implementation, Santa Clara Valley Habitat Agency, Morgan Hill, California. Served as grant coordinator from 2016–2018 and technical advisor/facilitator for burrowing owl conservation strategy implementation from 2018–March 2020. Tasks included coordination and writing of grant applications to help fund Habitat Plan land acquisition and management actions, coordination and facilitation of internal and agency meetings on burrowing owl conservation actions (e.g., research projects, management agreements), and serving as liaison between the Habitat Agency and burrowing owl conservation stakeholders (e.g., local researchers, NWR biologists, Audubon chapter).

California High-Speed Rail: Merced to Fresno - Central Valley Wye, California High Speed Rail Authority, Merced County. Prepared first draft of ESA Section 7 biological assessment (BA) and contributed to Biological and Aquatic Resources Technical Report and biological resources chapter of Supplemental EIR/EIS. Tasks also included coordinating and conducting a preliminary survey for nesting Swainson's hawks throughout the project area in April and June 2015, including development of a project-specific field data collection protocol using iForm® and ArcGIS Collector on smartphones or tablets.

### Relevant Previous Experience

Prewett Family Park Burrowing Owl Preserve/LSA Associates, Antioch, California. Served as project manager and lead biologist for establishment and initial monitoring of a 24-acre habitat preserve for burrowing owls at Prewett Family Park. The preserve was created in 2009 as on-site mitigation for development of occupied breeding habitat from construction of the Antioch Community Center. Tasks included preparation of a habitat management plan, facilitating plan approval by the City and CDFW, annual wintering and breeding season surveys, and annual monitoring of vegetation management on the preserve. Six (6) adults, 26 juveniles, and 6 nest burrows were observed during the 2012 breeding season.

San Francisco Garter Snake Recovery Action Plan/LSA Associates, San Francisco International Airport, California. Served as primary author of a comprehensive Recovery Action Plan for San Francisco garter snake and California red-legged frog on SFO's West-of-Bayshore property between Burlingame and Millbrae, San Mateo County. The plan was developed in close coordination with USFWS, CDFW, San Mateo County Flood Protection District, and SFO-its purpose is to conserve populations of both species via habitat enhancement and monitoring while allowing SFO to meet its flood control mandates for the property. Tasks included BA and regulatory permit (Clean Water Act Section 404/401, California Fish and Game Code Section 1602) preparation as construction monitoring during plan implementation activities (vegetation and sediment removal).

Antioch Turf Fields Project/LSA Associates, Antioch, California. Served as lead biologist for a new community soccer field facility located adjacent to extensive open space near Mount Diablo in eastern Contra Costa County. Tasks included preconstruction surveys for burrowing owl, San Joaquin kit fox, and nesting birds, and coordination of construction exclusion fencing for California tiger salamander. The requirements were pursuant to an Environmental Commitment Program (ECP) prepared by the U.S. Bureau of Reclamation (co-owners of the site) under NEPA.

### Project Schedule

**Table 1** presents Dudek's schedule for completion of the Environmental Impact Report (EIR) for the 123 Independence Drive Project.

### Table 1. Schedule

Task Name	Weeks Elapsed	Total Weeks Elapsed	
Task 1 Project Initiation, Project Description, and Notice of Preparation			
Initiation Meeting	1 week	1 week	
Draft Project Description submitted	1 week	2 weeks	
City staff review	1 week	3 weeks	
Final Project Description	0.5 week	3.5 weeks	
Task 2 Technical Studies			
2.1 Air Quality and GHG Modeling	5 weeks from end of Task 1	8.5 weeks	
2.2 Biological Resources Assessment	4 weeks from end of Task 1	7.5 weeks	
2.3 Cultural Resources Assessment	5 weeks from end of Task 1	8.5 weeks	
2.4 Noise Assessment	4 weeks from end of Task 1	7.5 weeks	
2.5 Traffic Impacts Analysis	4 weeks from end of NOP circulation	15 weeks	
2.6 Housing Needs Assessment	4 weeks from end of NOP circulation	15 weeks	
Task 3 Administrative Draft Environmental Impa	act Report		
Draft NOP	1.5 weeks from end of Task 1	5 weeks	
City staff review	1 week	6 weeks	
Final NOP	0.5 week	6.5 weeks	
NOP Circulation	4.5 weeks (30 days)	11 weeks	
Admin Draft EIR	6 weeks	17 weeks	
City staff review	3 weeks	20 weeks	
Task 4 Screencheck Draft EIR and MMRP			
Screencheck Draft EIR	3 weeks	23 weeks	
City staff review	2 weeks	25 weeks	
Task 5 Public Review Draft EIR			
Task 5 Public Review Draft EIR Finalize Public Review Draft EIR	1.5 weeks	26.5 weeks	
	1.5 weeks 6.5 weeks (45 days)	26.5 weeks 33 weeks	
Finalize Public Review Draft EIR			

### Table 1. Schedule

Task Name	Weeks Elapsed	Total Weeks Elapsed
City staff review	1.5 weeks	37.5 weeks
Screencheck Final EIR and Findings	1.5 weeks	39 weeks
City staff review	1 week	40 weeks
Final EIR	1 week	41 weeks
Project Hearings	TBD	TBD
Notice of Determination	Within 5 days of project approval	



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COVER

TOPOGRAPHIC SURVEY EXISTING SITE PLAN PROPOSED SITE PLAN SUBTERRANEAN PARKING LEVEL B1 FLOOR PLAN: LEVEL 1 FLOOR PLAN: LEVEL 2 FLOOR PLAN: LEVEL 3 FLOOR PLAN: LEVEL 4 FLOOR PLAN: LEVEL 5 **BUILDING ELEVATIONS: APARTMENT** BUILDING ELEVATIONS: TOWNHOMES BUILDING ELEVATIONS: TOWNHOMES **BUILDING ELEVATIONS: OFFICE BUILDING ELEVATIONS: OFFICE** 

### 123 Independence 01/29/2020

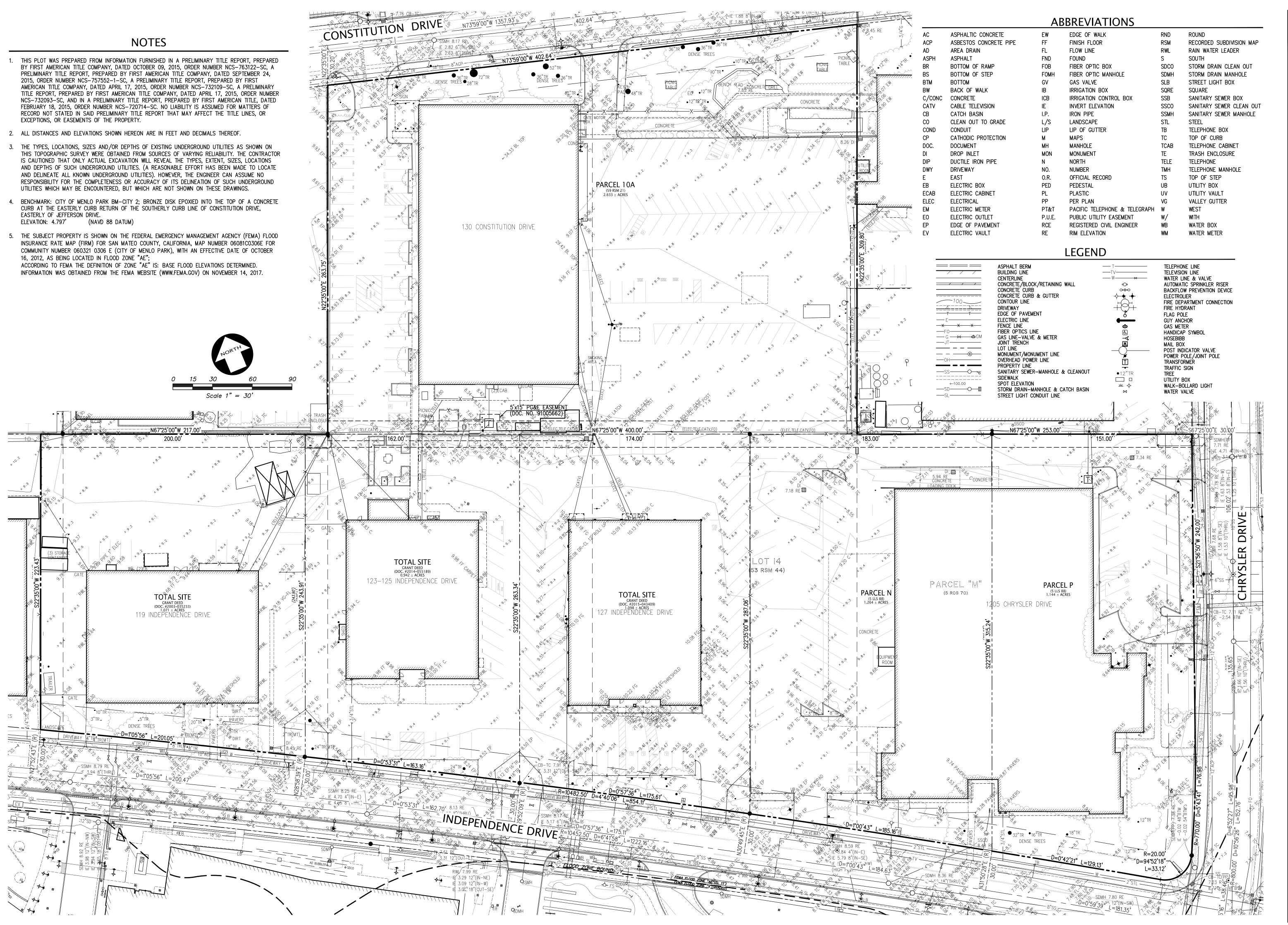














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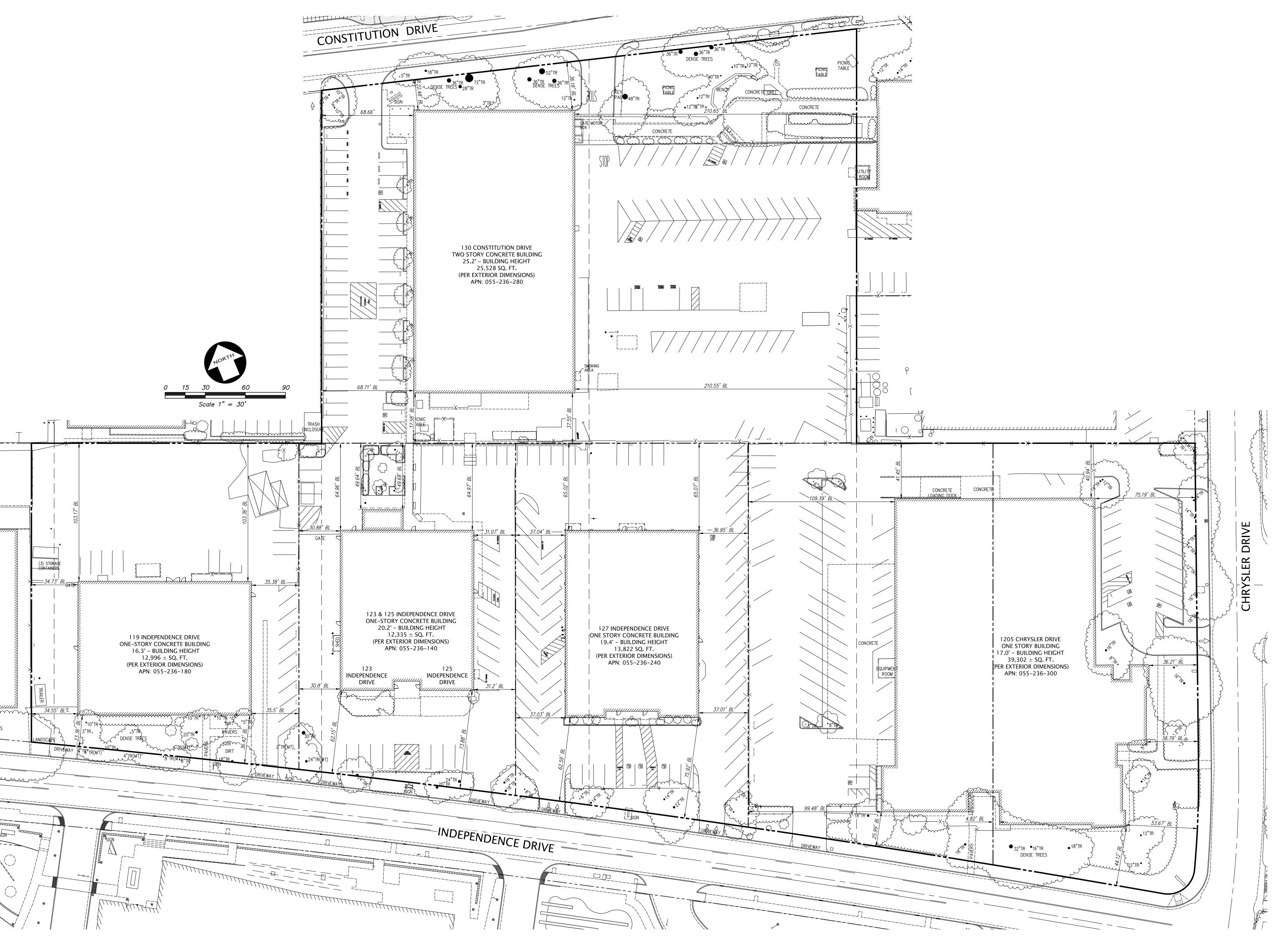
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### TOPOGRAPHIC **SURVEY**

**AS SHOWN** Drawn By: MC

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### EXISTING SITE **PLAN**

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123 Independence

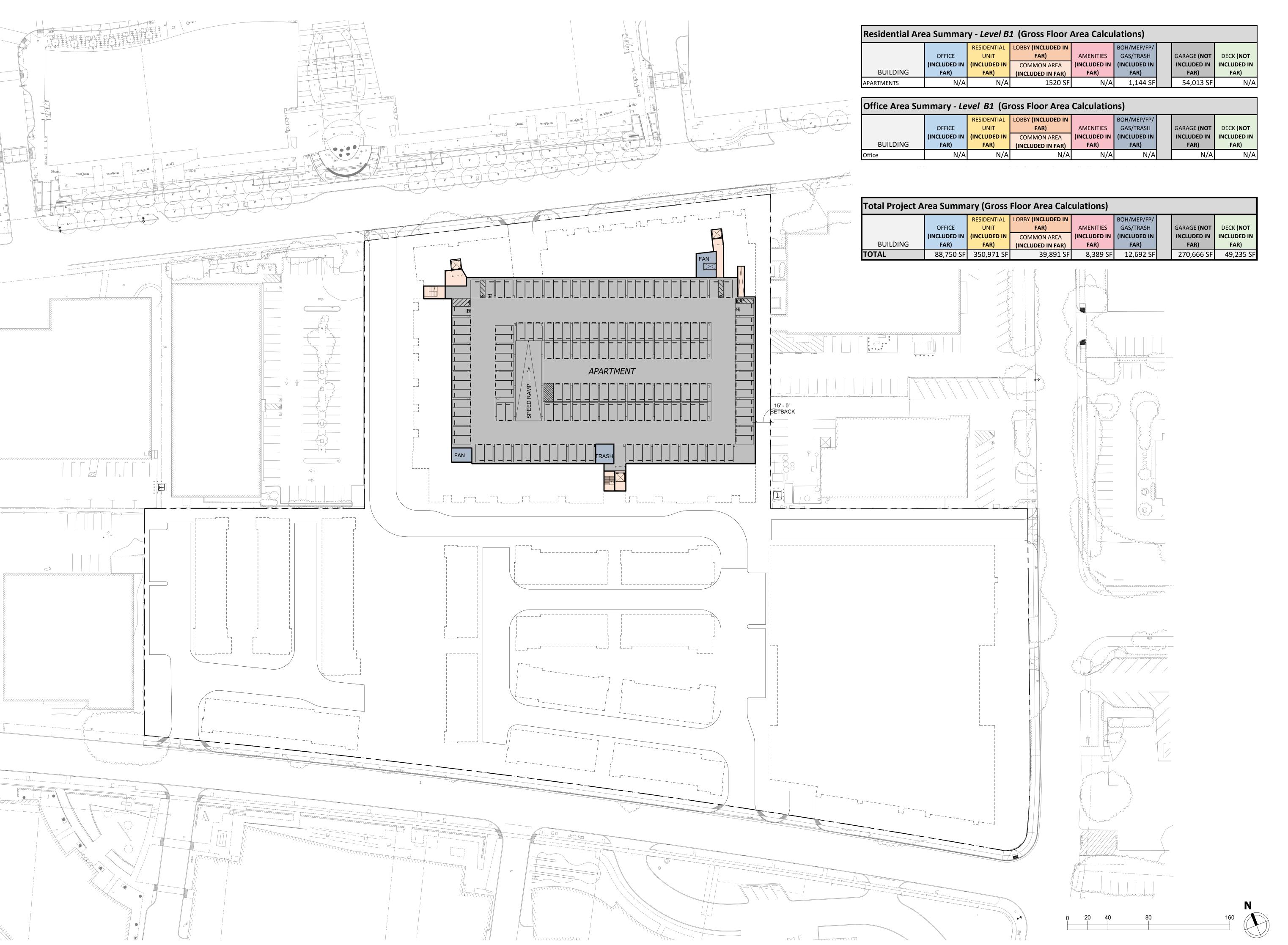
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### PROPOSED SITE PLAN

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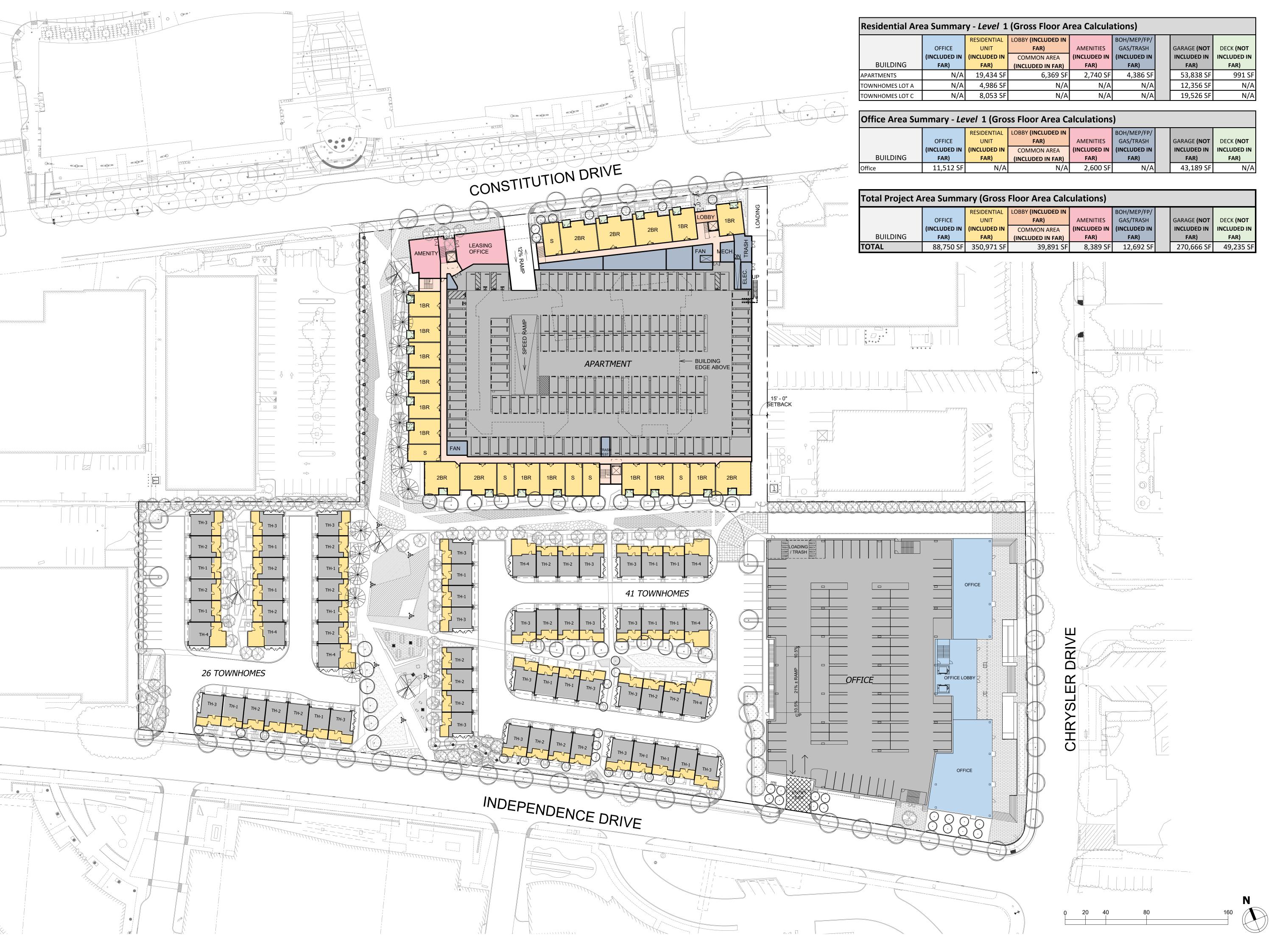
### SUBTERRANEAN PARKING LEVEL B1

Job No. 15034

Date: 01/29/2020

Scale: 1" = 40'

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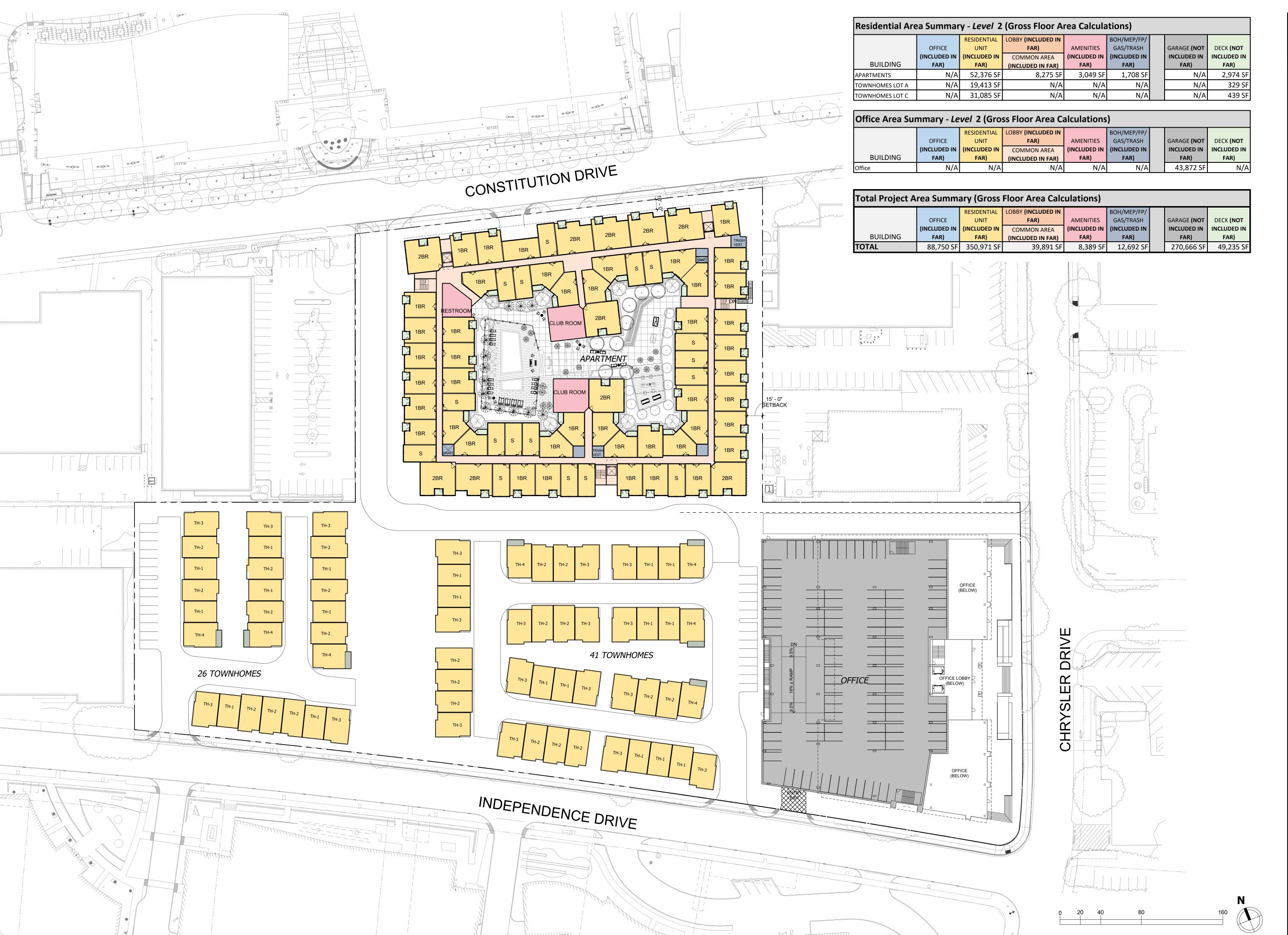
FLOOR PLAN: LEVEL 1

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123 Independence

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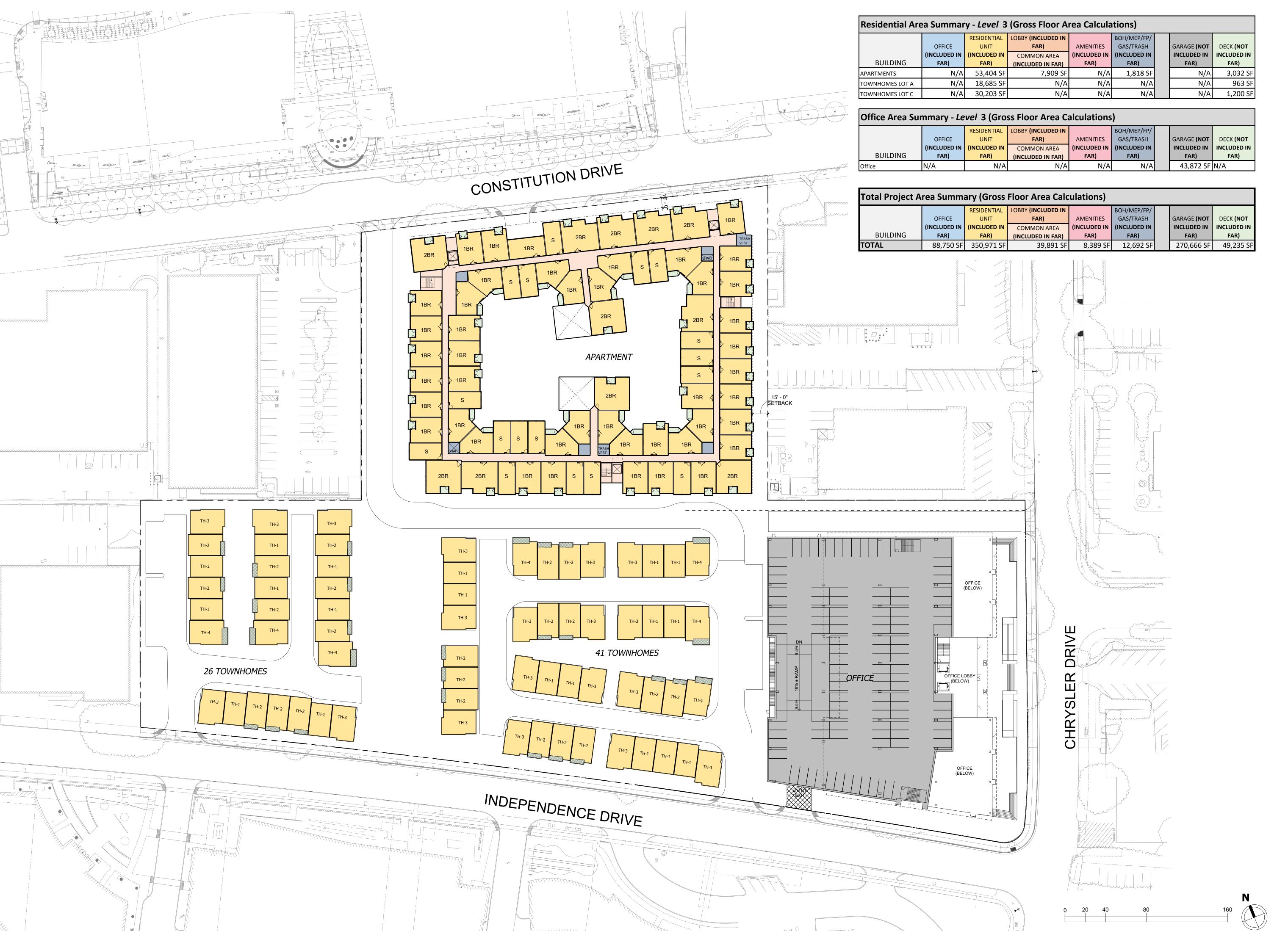
FLOOR PLAN: LEVEL 2

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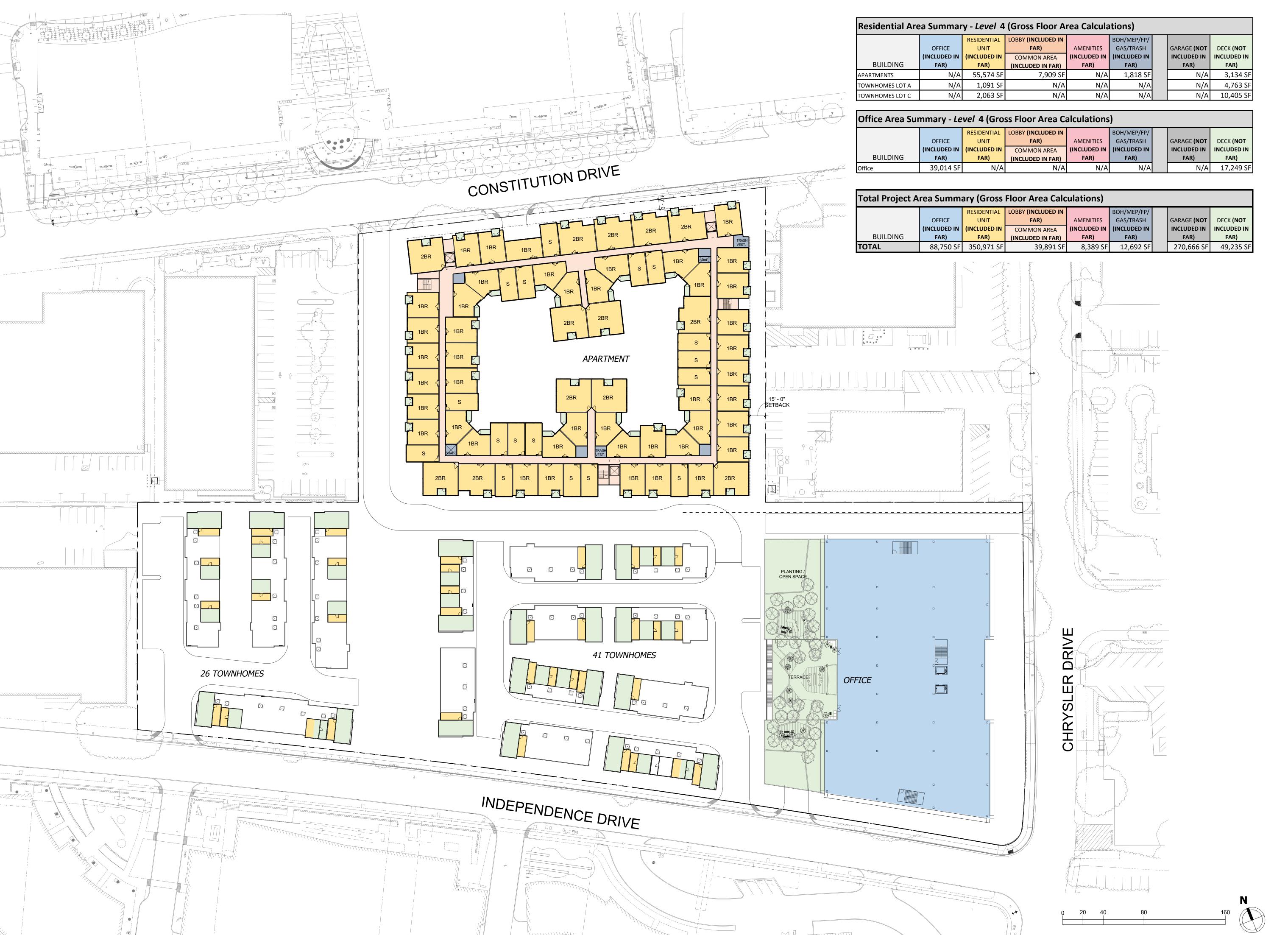
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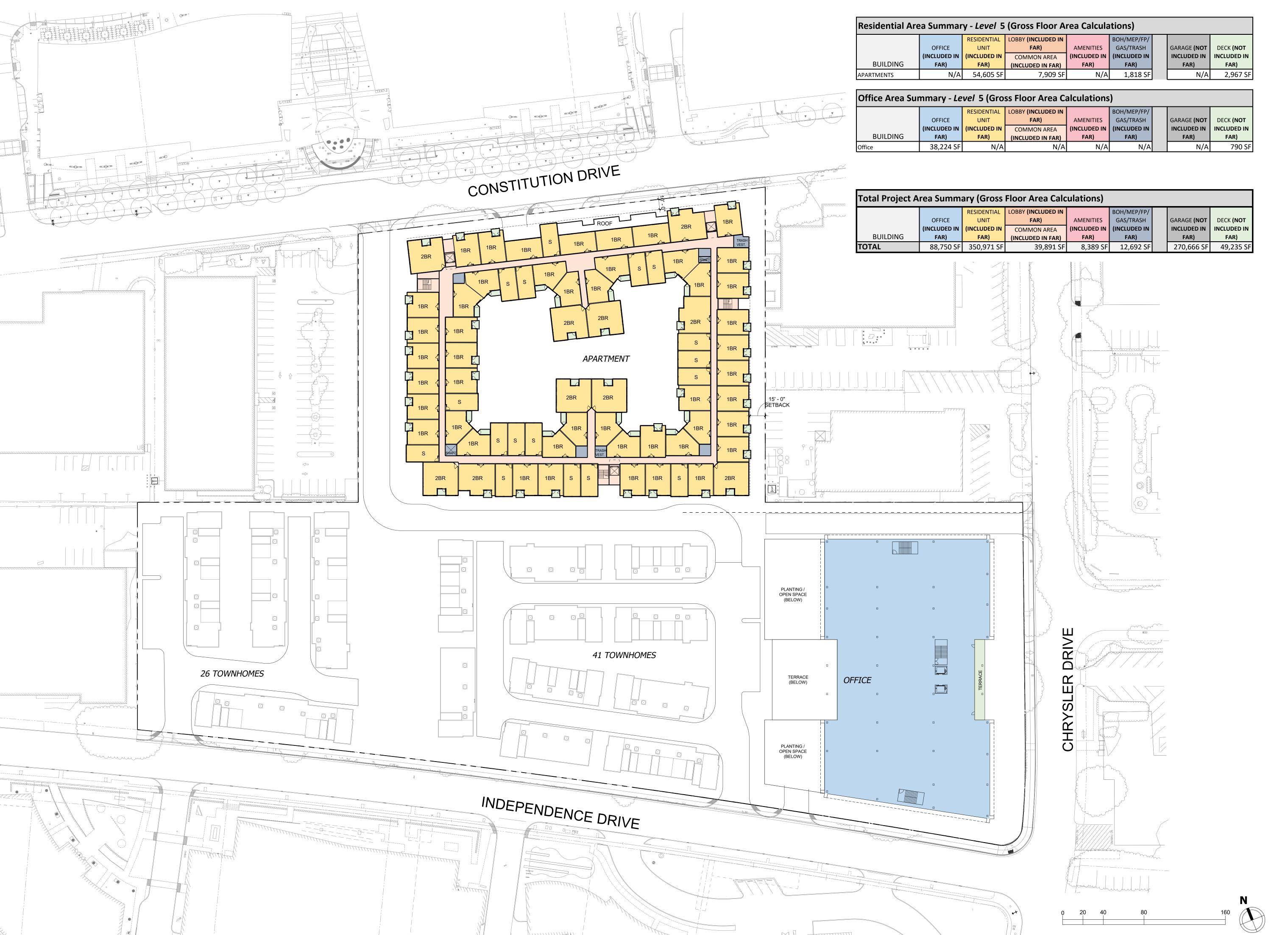
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FLOOR PLAN: LEVEL 5

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Date: 01/29/2020

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### 1. CONSTITUTION DRIVE



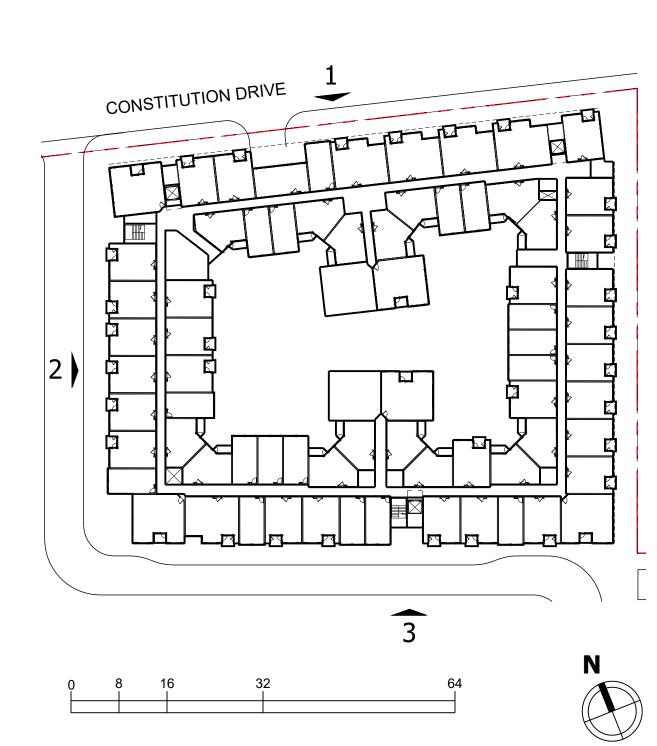
### 2. PASEO



### 3. SOUTH SIDE

### **LEGEND**

- **CEMENT PLASTER** COLOR 1
- 2 CEMENT PLASTER COLOR 2
- **CEMENT PLASTER** COLOR 3
- **CEMENT PLASTER COLOR 4**
- **CEMENT PLASTER** COLOR 5
- 6 PORCELAIN TILE
- **7** STONE VENEER
- 8 SIMULATED WOOD SIDING **COLOR 1**





Architecture

Planning Urban Design

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The Sobrato Organization 599 Castro Street, Suite 400 Mountain View, CA

Sheet Title:

123

Independence

### BUILDING ELEVATIONS: **APARTMENT**

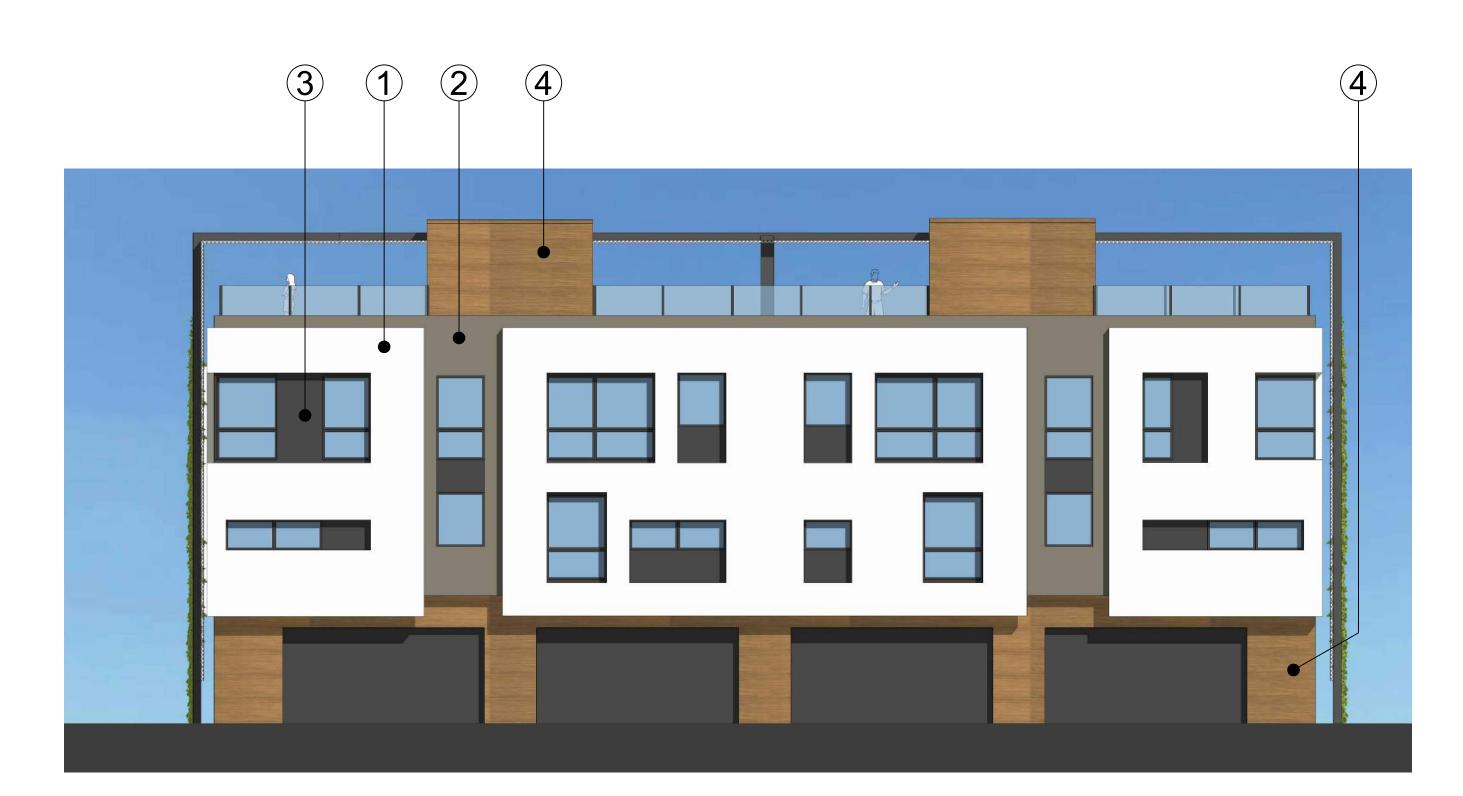
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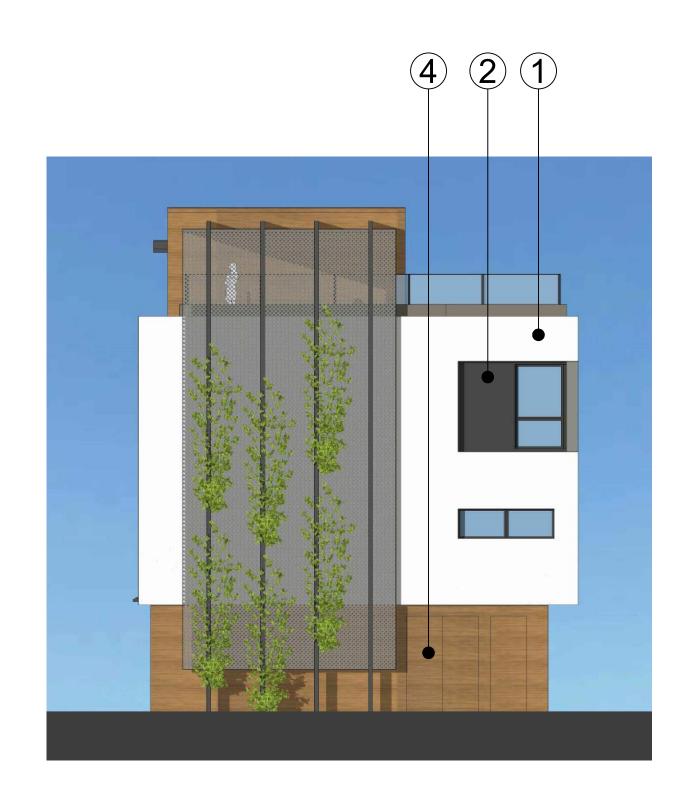
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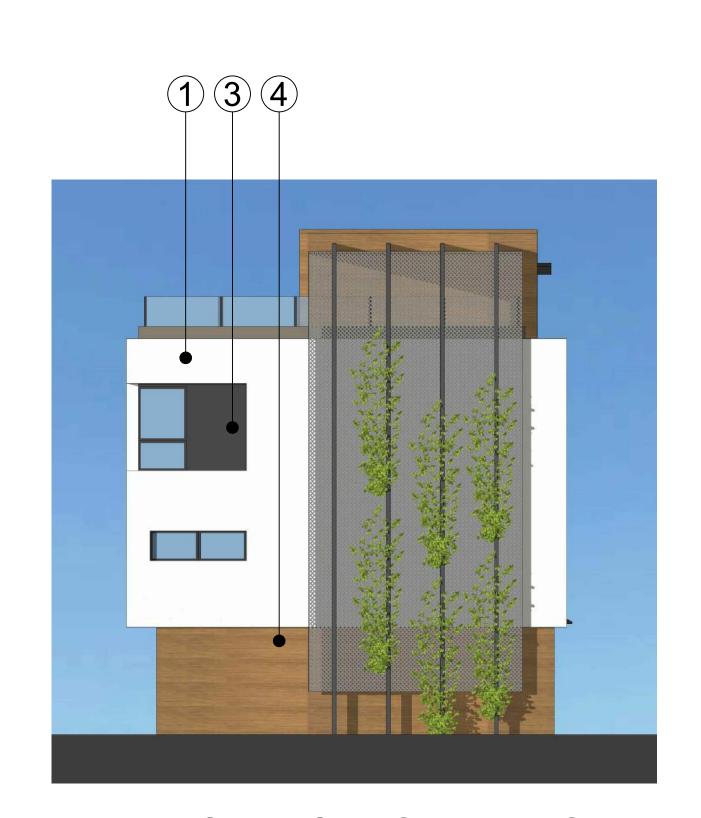
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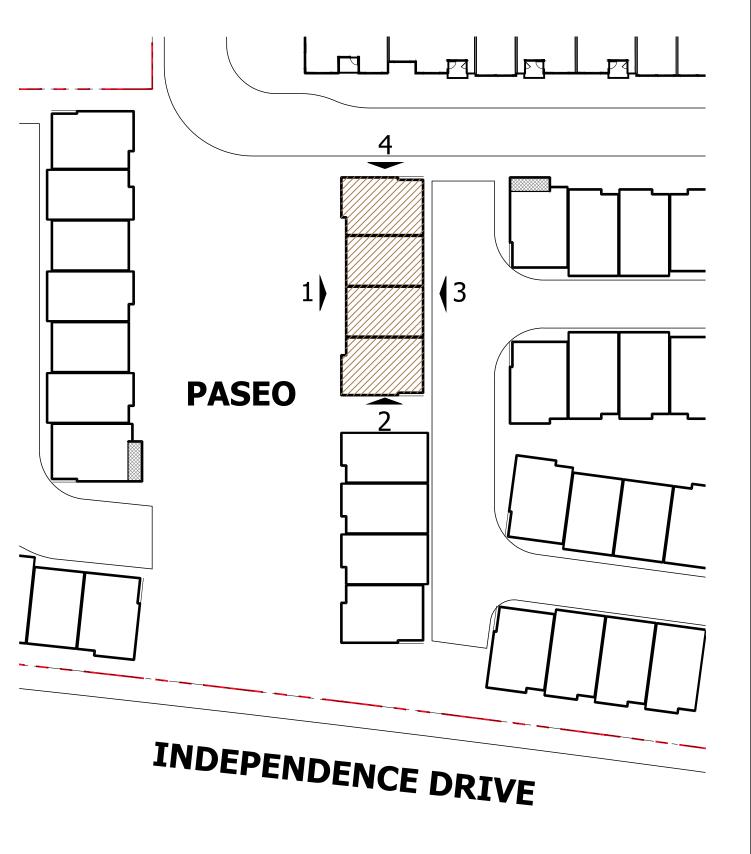
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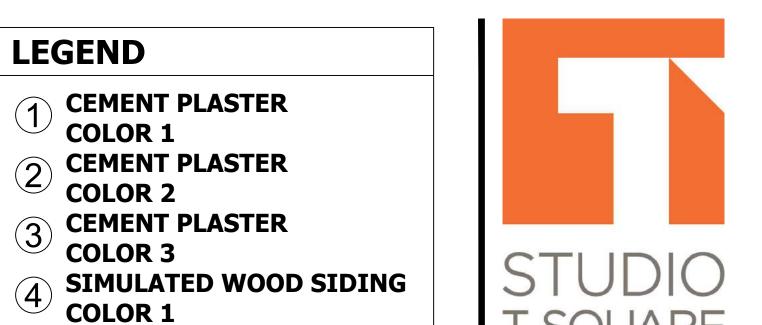


2. TYP. TOWNHOME STYLE A - SIDE



4. TYP. TOWNHOME STYLE A - SIDE





SIMULATED WOOD SIDING

COLOR 2

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BUILDING ELEVATIONS: **TOWNHOMES** 

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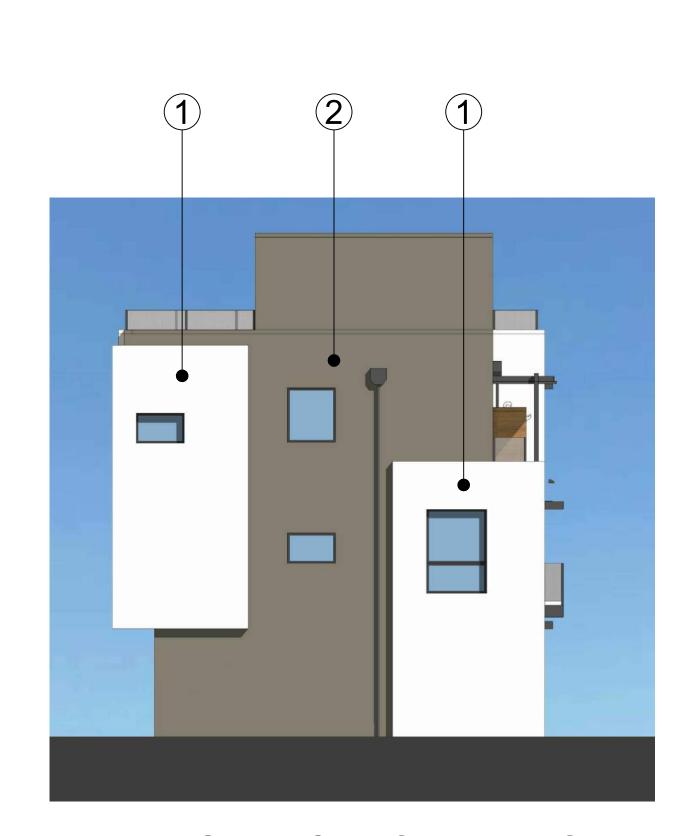
### 1. TYP. TOWNHOME STYLE B - FRONT



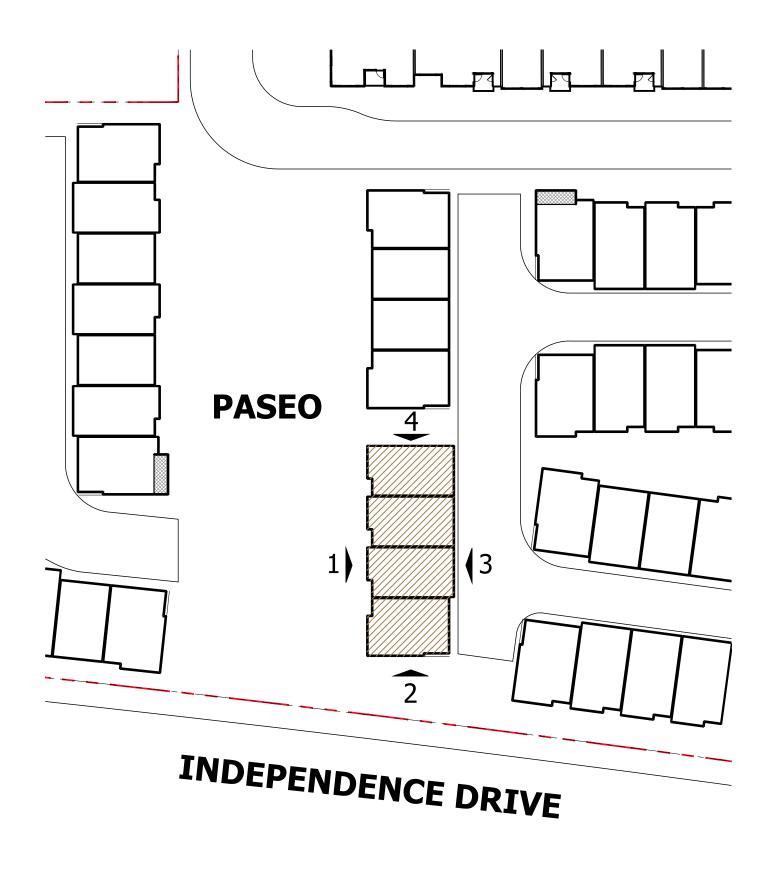
3. TYP. TOWNHOME STYLE B - REAR



2. TYP. TOWNHOME STYLE B - SIDE



4. TYP. TOWNHOME STYLE B - SIDE





- (1) CEMENT PLASTER COLOR 1
- **CEMENT PLASTER** COLOR 2
- 3 CEMENT PLASTER COLOR 3
- SIMULATED WOOD SIDING COLOR 1
- SIMULATED WOOD SIDING COLOR 2



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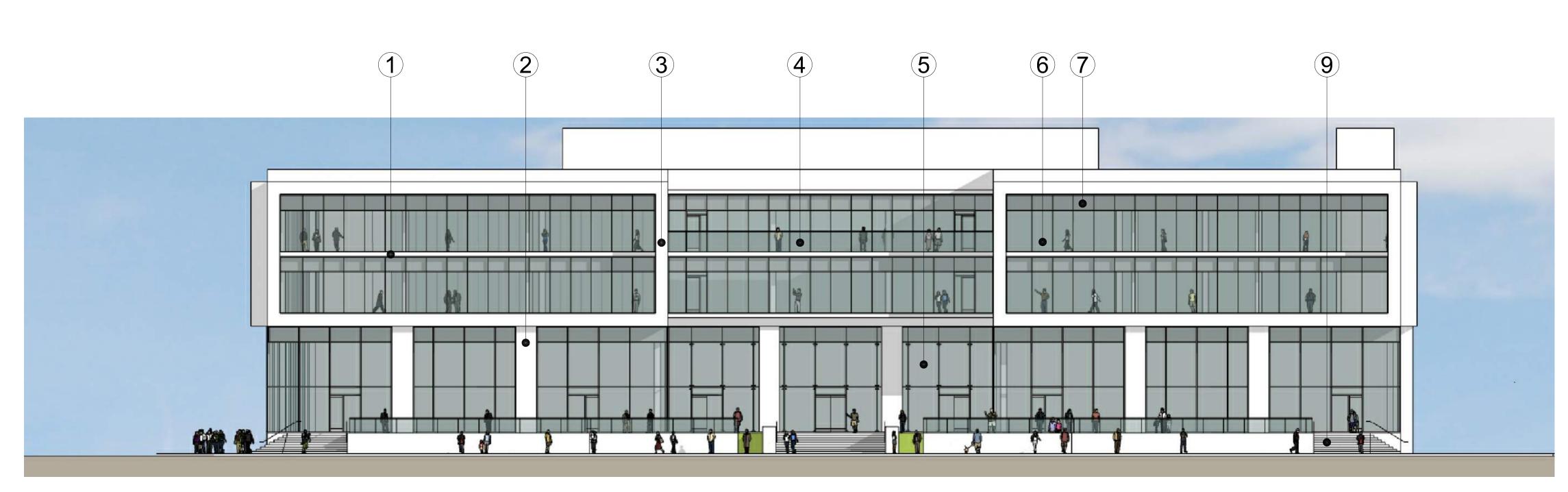
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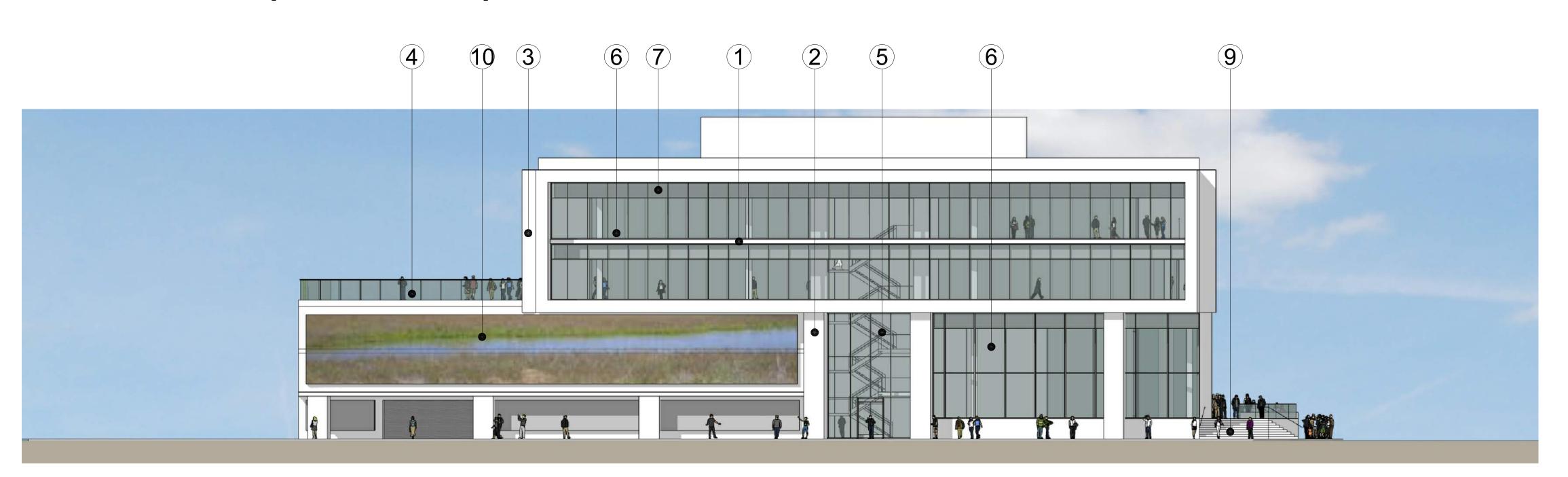
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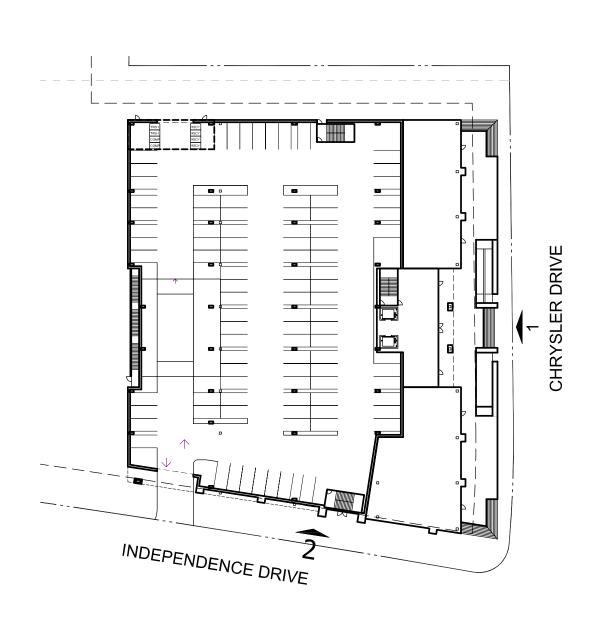
### 1. CHRYSLER DRIVE ( EAST ELEVATION )



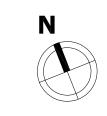
### 2. INDEPENDENCE DRIVE (SOUTH ELEVATION)

### **LEGEND**

- 1 PROJECTING SLAB EDGE
- 2 COLUMN CLADDING
- (3) PROJECTING CLADDING
- 4 CLEAR GLASS RAILING, TYP.
- 5 POINT-SUPPORTED GLAZING, TYP.
- 6 MULLION-SUPPORTED GLAZING, TYP.
- 7 PLENUM SPANDREL
- 8 VINE PLANTING
- (9) CAST CONCRETE STAIRS
- 10 DECORATIVE SCREEN
- 11 GREEN SCREEN / PLANTING



0 8 16 32 64



ARCHITECTS
KORTH SUNSERI HAGEY

349 SUTTERSTREET
SAN FRANCISCO, CA

94108

T E L: 415.954.1960

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Sheet Title:

BUILDING ELEVATIONS: OFFICE

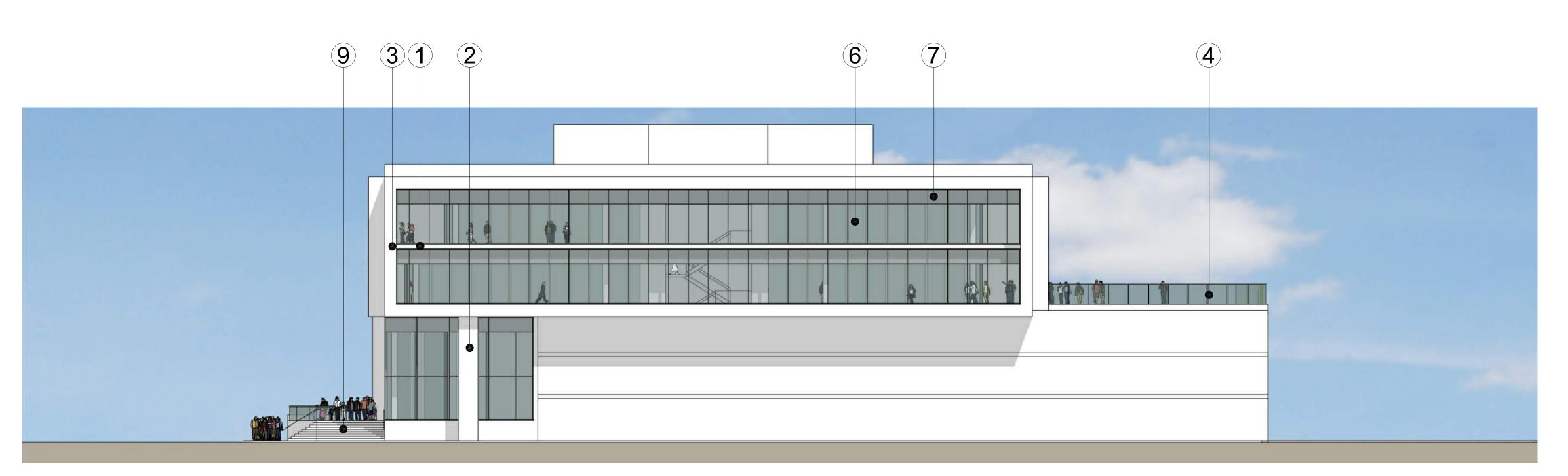
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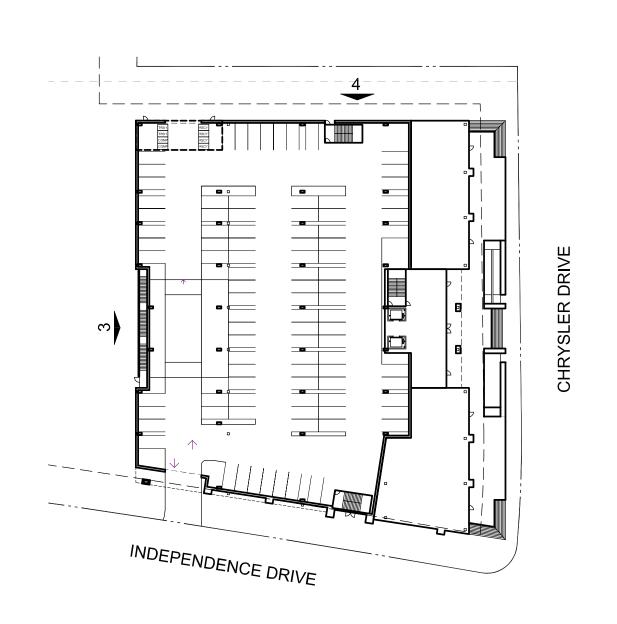
# 3. WEST ELEVATION

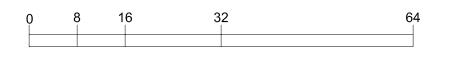


# 4. NORTH ELEVATION

# **LEGEND**

- 1 PROJECTING SLAB EDGE
- 2 COLUMN CLADDING
- 3 PROJECTING CLADDING
- 4 CLEAR GLASS RAILING, TYP.
- **5 POINT-SUPPORTED GLAZING, TYP.**
- 6 MULLION-SUPPORTED GLAZING, TYP.
- 7 PLENUM SPANDREL
- 8 VINE PLANTING
- 9 CAST CONCRETE STAIRS
- 10 DECORATIVE SCREEN
- 11 GREEN SCREEN / PLANTING







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Menlo Park, CA
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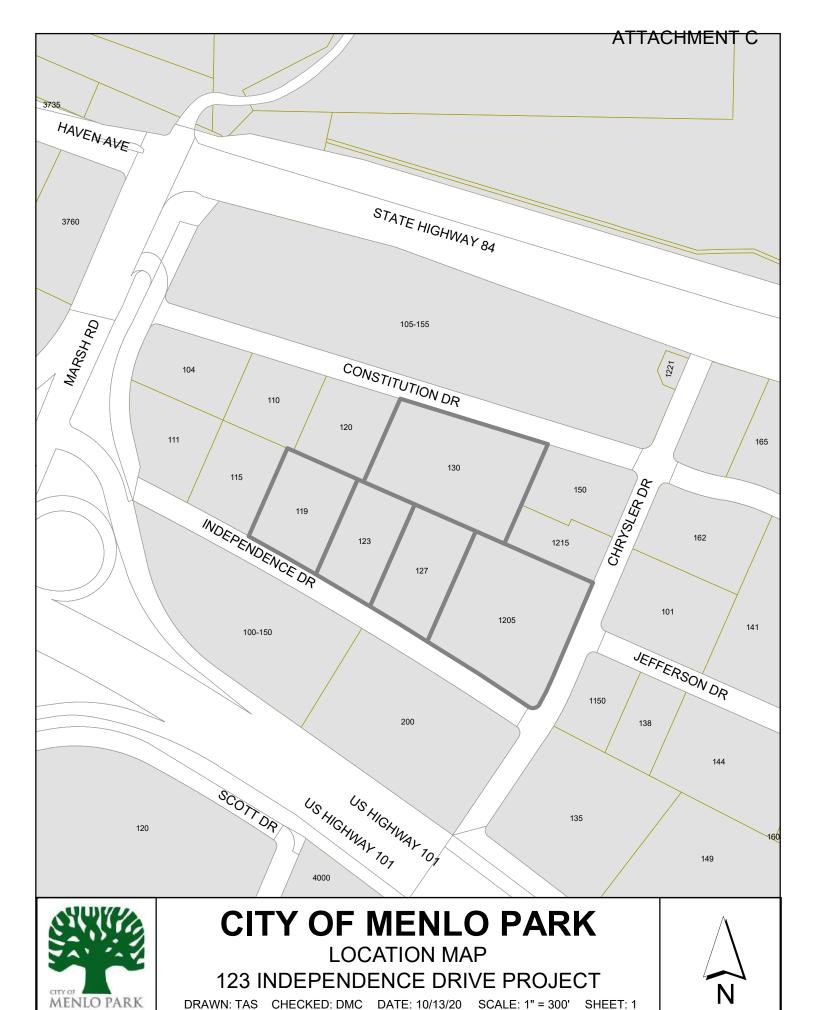
BUILDING ELEVATIONS: OFFICE

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ATTACHMENT D September 21, 2020

**FINAL PROPOSAL FOR SERVICES** 

# Menlo Park

123
INDEPENDENCE
MIXED-USE
PROJECT EIR

for the City of Menlo Park







September 21, 2020 FINAL PROPOSAL FOR SERVICES

# Menlo Park

# 123 INDEPENDENCE MIXED-USE PROJECT EIR

for the City of Menlo Park

#### **Submitted By:**

#### **PlaceWorks**

1625 Shattuck Avenue, Suite 300 Berkeley, California 94709 510.848.3815

#### In Association With:

W-trans Keyser Marston Associates, Inc

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## PLACEWORKS TEAM

W-Trans: California Traffic Engineering Consultants Keyser Marston Associates, Inc

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## **CHAPTER 1:**

## PROJECT UNDERSTANDING

The project applicant proposes to redevelop the project site and construct a new mixed-use project at 123 Independence Drive in the Bayfront Area of Menlo Park. The project site is assigned Assessor Parcel Numbers 055-236-140, -180, -240, -280, and -300. The project site has a General Plan land use designation of Mixed-Use Residential (MUR) and is zoned R-MU-B (Residential Mixed Use-Bonus).

The project site is located in a highly developed area of Menlo Park and currently includes four one-story buildings, one two-story building, and associated infrastructure, with access from Independence Drive, Chrysler Drive, and Constitution Drive. The project site is generally flat and located in a Federal Emergency Management Agency (FEMA)-designated 100-year floodplain that is subject to tidal flooding from San Francisco Bay. The project site also includes minimal landscaped areas with mature trees along the border.

The T-shaped project site is bounded by Constitution Drive to the north, Chrysler Drive, and neighboring developed parcels to the East, Independence Drive to the south, and developed parcels to the west. The general project area also includes several other new developments (Menlo Gateway) and proposed projects currently under environmental review (111 Independence Drive, 115 Independence Drive, 141 Jefferson Drive, 162 Jefferson Drive, 165 Jefferson Drive, and others in the Bayfront Area). The project site is located in close proximity to high-volume roadways with Highway US-101 (a six-lane roadway to the south), Marsh Road (a four-lane roadway to the west), and Highway 84 (a four-lane roadway). The project site is served by existing utility infrastructure including, electricity, water lines, sewer lines, and stormwater collection.

The proposed project would demolish the existing buildings (approximately 103,000 square feet) and construct 67 townhomes, 316 residential apartment units, and an 88,750 square-foot office building on four new Parcels: A, B, C, and D. Parcels A and C would be three-story townhome communities that would be subdivided via condominium mapping and would be oriented to public streets, a neighborhood park, a paseo, and other common green spaces. Parcel B would be a five-story apartment building with stoops along public streets and pedestrian walkways. Parcel D would be a three-story office building with a third-floor terrace. According to the proposed site design, the proposed project would accommodate sea-level rise, and all proposed ground-level residential units would be raised 2 feet above the 5-foot FEMA flood elevation.

In compliance with Municipal Code Ordinance Number 1026, the proposed project would be seeking bonus-level development. The maximum height for the apartments would be 85 feet above the existing grade, and the average height of all buildings would be below 62.5 feet. Fifteen percent of the total units on-site would be affordable housing units for moderate, low, and very-low income households.

PlaceWorks understands the project size is within the development caps of the ConnectMenlo General Plan Update from 2016, but the number of residential units being proposed (in combination with all the previous projects submitted since 2016) exceeds the

number of residential units studied in the ConnectMenlo EIR. Therefore, our scope of work includes limited tiering from ConnectMenlo EIR to focus the content of the EIR where feasible. Furthermore, the project has been submitted under the provisions of Senate Bill 330 (SB 330) (The Housing Crisis Act of 2019), which, amongst other provisions, has reduced project approval review times for projects subject to the California Environmental Quality Act (CEQA).

Based on our review of the proposed project, our familiarity with the City of Menlo Park and the project area, and our experience preparing environmental review for infill, redevelopment projects, we propose the scope of work for the 123 Independence Mixed-Use Project EIR outlined in Chapter 3 of this proposal. Our scope of work includes technical analysis for housing needs, vehicle level-of-service, and parking at the request of the City.

## **CHAPTER 2:**

## **TEAM ORGANIZATION**

PlaceWorks has assembled a highly qualified team to complete the 123 Independence Mixed-Use Project EIR. This chapter describes the qualifications of the firms on the PlaceWorks team and the key personnel that will be assigned to the project.

Resumes for the key staff identified below or any additional materials are available on request. This chapter provides an overview of PlaceWorks qualifications, as well as the experience of key personnel that will be assigned to the project.

#### **PLACEWORKS**

PlaceWorks is one of the West's preeminent planning and design firms, with approximately 120 employees in seven offices. Formerly known as The Planning Center | DC&E, PlaceWorks' history dates back over 40 years.

PlaceWorks serves both public- and private-sector clients throughout the state in the fields of comprehensive planning, environmental review, urban design, landscape architecture, community outreach, and Geographic Information Systems (GIS). Our talented, multidisciplinary team thrives on working with communities to tackle complex problems and develop workable solutions.

PlaceWorks is all about places and how they work geographically, environmentally, functionally, aesthetically, and culturally. We are also passionate about how we work with our clients. PlaceWorks brings together people from diverse practice areas, offering best-of-all-worlds capability and connectivity. Just as each place we work on is distinctly different, so is our thinking.

PlaceWorks has been providing environmental planning services to communities in the Bay Area for over 40 years. We have prepared hundreds of legally sound CEQA and National Environmental Policy Act (NEPA) documents throughout our firm's history. This includes Categorical Exemptions, Negative Declarations, Mitigated Negative Declarations, Initial Studies, Environmental Assessments, Statutory Worksheets, Environmental Impact Reports and Statements (EIR/EIS), Addendums, Supplemental and Focused EIRs/EISs, and Findings of No Significant Impact (FONSI).

Through this work, we have continued to hone our approach in order to best meet the needs of our clients and adhere to the allotted budget and schedule.

For the 123 Independence Mixed-Use Project EIR for the City of Menlo Park, PlaceWorks will serve as the prime consultant and oversee all aspects of the project and ensure its successful and timely completion.

#### **PLACEWORKS**

1625 SHATTUCK AVENUE, SUITE 300

BERKELEY, CA 94709

510 | 848.3815

#### SERVICES BY DISCIPLINE

#### **COMMUNITY PLANNING**

- Comprehensive Planning including General Plans, Specific Plans
- Housing Research and Analysis
- Transit-Oriented Development Planning
- Corridor Planning
- Infill Planning and Design
- Zoning and Form-Based Code
- Climate Action and Resiliency Planning
- Transferable Development Rights
- Community Engagement
- Municipal Services
- Geographic Information Systems
- Creative Media

#### **ENVIRONMENTAL SERVICES**

- CEQA/NEPA Documentation
- Third-Party Review
- Technical Studies, including Air Quality and GHG Emissions/Inventory, Noise, Traffic, Shade and Shadow
- Site Investigation
- Remedial Engineering Design
- Health Risk Assessment
- Regulatory Compliance

#### DESIGN

- Transit-Oriented Design
- Downtown Planning
- Design Standards/Guidelines
- Site Planning
- Large-Scale Planning and Design
- Strategic Plans

#### LANDSCAPE ARCHITECTURE

- Streetscape Design
- Parks and Trails Planning
- Urban Agriculture and Urban Forestry
- Storm Water Management Planning
- Evidence-Based Design

#### **E**CONOMICS

- Economic and Market Analysis
- Economic Development Planning
- Site Selection and Development
- Feasibility Studies

#### **Key Staff**

Terri McCracken, Associate Principal, will serve as Principal-in-Charge and will ensure that all products are produced on-time, on-budget, and meet the highest standards of quality. Additionally, she will be available to facilitate public workshops and critical meetings throughout the process. With over 15 years of experience, Terri is an extremely organized and efficient planner with a detailed understanding of the environmental review process. A team member of PlaceWorks since 2010, Terri's work has focused on the application of CEQA, NEPA, and other State and federal environmental regulations and guidelines. Terri effortlessly manages, coordinates, reviews, and conducts research for various types of environmental review documents for a broad range of projects, including residential, recreational, resort, and public works. She is responsible for the preparation of environmental constraints, feasible mitigation measures, and viable project alternatives, and for responding to public and agency comments on environmental documents. She is also responsible for managing project schedules in order to provide work products on time and within budget. Terri has served as project manager for many complex and high profile EIRs including the City of Santa Rosa Southeast Greenway General Plan Amendment EIR, City of Menlo Park General Plan EIR, Millbrae Station Area Specific Plan and TOD EIR, and City of Hayward Downtown Specific Plan EIR.

Alexis Mena, LEED AP, Senior Associate, will serve as Project Manager and will be responsible for the day-to-day management of the project, as well as for maintaining regular contact with City staff, coordinating with subconsultants, facilitating public meetings on the CEQA process, and participating in all project meetings. A team member of PlaceWorks since 2008, Alexis brings valuable experience in both the public and private sectors. As a project manager, she is organized and detail-oriented, works collaboratively with her clients, thinks strategically, and maintains a flexible and responsive work process. She is highly committed to providing high-quality graphic and written products on schedule and on budget. Alexis' work at PlaceWorks has focused on environmental review and planning for a range of land use, smart growth, urban design, and sustainability projects. She recently served as project manager for the *Broadway Plaza EIR* for the City of Redwood City; 1700 Dell Office Development Project EIR for the City of Campbell; Marina Plaza Mixed-Use Redevelopment Project Initial Study/Mitigated Negative Declaration for the City of Cupertino; and Terra Vi Initial Study for the County of Tuolumne.

Jacqueline Protsman, Project Planner, brings a comprehensive skill set to the PlaceWorks team. She has worked on a variety of projects including CEQA analysis, comprehensive planning, and climate adaptation planning. With a background in environmental management and policy, and an interest in climate adaptation planning, she wants to create healthier, sustainable, and resilient communities through her work. Jacqueline possesses a comprehensive set of technical skills through both her educational and work experience. She is currently working on CEQA analysis for multiple site-specific infill redevelopment projects for Cupertino and program-level analysis for the San Rafael General Plan Update and Downtown Precise Plan EIR, the Walnut Creek Sustainability Action Plan, and the San Carlos Mitigation and Adaptation Plan. Prior to joining PlaceWorks, Jacqueline worked in the public sector as a long-range planner for the County of San Luis Obispo, where she gained experience in policy implementation, ordinance and General Plan amendments, and community planning.

**Nicole Vermilion**, Principal, Air Quality/GHG, combines broad perspective and big-picture thinking with a good technical grounding to find workable solutions to environmental

constraints. She is a skilled project manager and smoothly guides difficult and controversial projects to completion. She most often manages CEQA review for general plans and specific plans, such as the *Los Alamitos General Plan EIR*. Nicole's environmental analyses are accurate, clear, and thorough, and her grasp of technical considerations and up-to-date knowledge ensure that each project's issues, constraints, and community concerns are carefully managed.

Nicole is also an air quality specialist and an expert on global climate change as it relates to CEQA analysis. She closely follows the rapid changes in requirements and the latest information on CEQA thresholds and analysis methodology. She has performed numerous greenhouse gas emissions inventories for individual projects as well as citywide emissions inventories for general plans and specific plans that include business park uses such as office, medical office, light industrial, and research and development land uses. Nicole frequently presents at conferences, including APA's and AEP's California state conferences. She participated in the San Joaquin Valley Air Pollution Control District's CEQA GHG significance thresholds working group for development projects, beta-tested the South Coast Air Quality Management District's new CalEEMod program, and is a member of AEP's Climate Change Committee.

Joshua Carman, INCE-USA, Senior Associate, Noise and Vibration, has 20 years of experience in the field of acoustics and air quality and has participated in the environmental review and monitoring process for a diversity of projects in California, Washington, Nevada, and New York. Joshua prepares noise, air quality/greenhouse gas and community health risk assessments for environmental impact studies (CEQA/NEPA) and technical studies using federal, state, and local guidelines and methodology. His experience includes complex project- and program-level analyses of General Plan updates; Specific Plans; mixed-use development; traffic, transit and rail; vibration-sensitive; industrial; infrastructure, utilities, and telecommunications; long-term and remote construction noise and vibration monitoring; and underwater construction (e.g., pile driving and blasting) projects. He is certified in the use of the FHWA's Traffic Noise Model (TNM) and the US EPA AERMOD air dispersion model.

**Steve Bush**, PE, Senior Associate, Health Risk Assessment, is a member of both the Environmental Sciences and the CEQA teams. Steve's eclectic skill set covers a wide range of technical services. As a member of the CEQA team's air quality and greenhouse gas assessment group, Steve has completed air quality and GHG analyses for a variety of projects, including residential development (88 Broadway in San Francisco), industrial warehousing (100 Halcyon Dr in San Leandro, 506 Brookside Dr in Richmond), and mixeduse Specific Plan areas (*Millbrae Station Plan*). He leads our risk assessment practice, providing air toxics/health risk, pipeline safety, railroad safety, and EMF risk analyses for schools. Additionally, Steve is proficient in different air quality modeling software such as CalEEMod2016, AERMOD, and HARP.

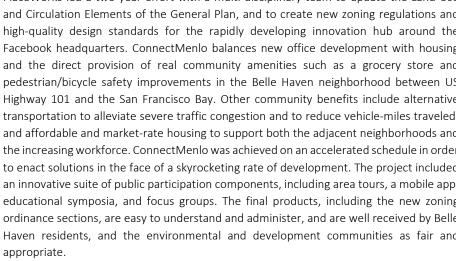
**Michael Watson**, PG, Associate Geologist, has over a decade in the environmental consulting industry. Mike is proficient in providing field and office support to project managers performing site assessment and remediation. He performs site assessments, geohazard studies, air quality and industrial hygiene assessments, groundwater investigations, and remedial actions. Mike also manages materials acquisition, field equipment maintenance, and subcontractor coordination on large field investigations and monitoring programs.

Sean Anayah, Associate, Biological Resources, supports the Environmental Team in managing, preparing, and processing CEQA compliance documents on a wide range of projects including the San Leandro Shoreline Master Plan EIR Amendment, the Town of Corte Madera zoning amendments IS, and CEQA review projects for a new high school in Dublin, and a middle school in Fremont, each undergoing a full EIR. He coordinates early with the Technical, Planning, and Design Teams, and participates in project management and proposal preparation. Previously, he worked as a Biologist at Caltrans where his project contribution consisted of biological technical reports included as analyses in EIR's, ISMND's, and CE's. He also conducted routine biological surveys and mitigation monitoring for highway, bridge, local roadways, and associated projects. His primary interests include minimizing environmental hazards and risks, sustainable project design, environmental impact minimization and mitigation, and environmental compliance.

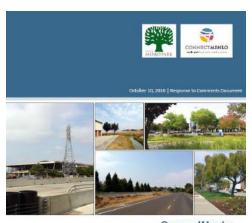
#### **Relevant Projects**

#### ConnectMenlo General Plan, M-2 Area Zoning Update, and EIR for the City of Menlo Park

PlaceWorks led a two-year effort with a multi-disciplinary team to update the Land Use and Circulation Elements of the General Plan, and to create new zoning regulations and high-quality design standards for the rapidly developing innovation hub around the Facebook headquarters. ConnectMenlo balances new office development with housing and the direct provision of real community amenities such as a grocery store and pedestrian/bicycle safety improvements in the Belle Haven neighborhood between US Highway 101 and the San Francisco Bay. Other community benefits include alternative transportation to alleviate severe traffic congestion and to reduce vehicle-miles traveled, and affordable and market-rate housing to support both the adjacent neighborhoods and the increasing workforce. ConnectMenlo was achieved on an accelerated schedule in order to enact solutions in the face of a skyrocketing rate of development. The project included an innovative suite of public participation components, including area tours, a mobile app, educational symposia, and focus groups. The final products, including the new zoning ordinance sections, are easy to understand and administer, and are well received by Belle Haven residents, and the environmental and development communities as fair and appropriate.



PlaceWorks prepared a program-level EIR that focused on the specific impacts of this area of change as well as city-wide impacts. PlaceWorks prepared General Plan policies and zoning regulations that were specific to mitigating the potential environmental impacts associated with future development in the city. These policies and regulations were identified in each topic area of the EIR to demonstrate how they were applied to reduce impacts. The EIR evaluated three alternatives to the proposed project. Key issues addressed in the EIR included potential impacts related to air quality, GHG emissions, noise, traffic, and land use compatibility.



ConnectMenlo: General Plan Land Use & Circulation Elements and M-2 Area Zoning Update

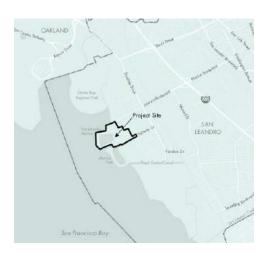




#### San Leandro Shoreline Development Project EIR

for the City of San Leandro

The proposed San Leandro Shoreline Development represented five years of planning by the City of San Leandro, Cal Coast Companies, and a 35-member community stakeholder group. The visionary plan aimed to transform the underutilized San Leandro Marina, consisting of 52 acres of City-owned shoreline and 23 acres of water area, into a vibrant mixed-use community by providing a range of uses that take advantage of the scenic and recreational opportunities afforded by the City's bay shoreline, while simultaneously strengthening the City's economic base. The Project would be built in three phases, with Phase I consisting of site demolition and preparation. This phase would include construction of a conference hotel; two restaurants; and an office building with groundfloor retail, a parking structure, mixed-use residential, townhouses, multi-family residential, and a library/community building. Phase 2 would consist of constructing a café/boat rental facility, additional office space and parking, and single-family and detached golf-course homes. Phase 3 would consist of building an office/mixed-use building and additional office space. Infrastructure improvements would be provided during each phase of development. PlaceWorks prepared an EIR that provides project-level information for all phases, enabling development to occur over the course of the project with minimal additional environmental review. The public review period for the EIR closed in February 2015 and PlaceWorks prepared a Final EIR that included responses to comments received during the public review period, as well as edits and clarifications to the Draft EIR. Areas of particular concern included impacts to traffic, noise, and biological resources, and impacts resulting from sea-level rise. The City of San Leandro certified the EIR in July 2015.



#### **Broadway Plaza Project EIR**

for the City of Redwood City

PlaceWorks prepared an EIR for a proposed mixed-use development consisting of 520 multi-family dwelling units, 420,000 square feet of new office space, a relocated CVS Pharmacy, childcare space, and 11,000 square feet of new retail space, located at the gateway intersection of Broadway and Woodside Road. Other project components included surface parking for the retail uses, shared underground parking for the residential and office uses, and on-site open space. The project included affordable housing, childcare, and a relocation of an existing CVS Pharmacy. Areas of concern analyzed in the Draft EIR included traffic impacts on major arterials and the adjacent highway, hazardous materials and site remediation, construction noise, and air quality impacts related to construction and operation of the project.





# W-TRANS: CALIFORNIA TRAFFIC ENGINEERING CONSULTANTS

W-Trans provides traffic engineering and transportation planning services that emphasize mobility within available resources and help transform streets to serve all potential users. We are particularly skilled in retrofitting streets and roads to make walking, bicycling and transit use safer and more convenient while also appropriately managing vehicle traffic.

W-Trans strength and focus are on balancing the technical needs and functionality of traffic with the desire of communities to create more livable streets and sustainable transportation systems.

W-Trans staff have applied their skills to a variety of projects ranging from traffic operation analyses, traffic collision reduction programs, transportation facilities design including traffic signal and roundabout design to downtown revitalization, streetscape planning efforts and complete street projects. W-Trans take a holistic approach to traffic engineering, realizing that solutions cannot be developed in a vacuum or strictly follow the standards of the past. Traffic analysis and design must be sensitive to the context of the surrounding land use and community goals to be successful. W-Trans service areas include

- Complete Streets
- Traffic Impacts
- Pedestrian Safety and Design
- Bicycle Facilities
- Safe Routes to School
- Traffic Engineering Design
- Roundabouts

- Traffic Operations
- Municipal Staff Services
- Traffic Safety
- Traffic Calming
- Parking
- Transit

W-Trans is currently working with the City of Menlo Park to prepare the City's Transportation Master Plan.

W-Trans is certified as a woman-owned business (DBE) by the California Department of Transportation. A copy of our certification can be provided upon request.

## **Key Staff**

Mark Spencer, PE, Senior Principal and manager of the Oakland office, focuses on traffic analysis for multi-disciplinary projects, and excels at community engagement. He is registered in California as a Traffic Engineer.

Mark holds a B. Eng. in Civil Engineering from McGill University and an M.S. in Civil Engineering from the University of California at Berkeley. He has been working as a consultant in the Bay Area since 1990 and joined W-Trans in 2011. His work includes managing a wide array of transportation planning projects, from EIRs and General Plans to parking studies and neighborhood traffic management plans. He is often invited to present projects before community forums and elected officials and is recognized for his ability to present technical topics to both general and professional audiences. When asked what he does for a living, Mark will typically respond that, through transportation, he works to make communities better, safer, and more liveable. He also enjoys his role in mentoring and training staff.

Mark has been an active member of ITE since he was a Student Chapter President "back in the day" and then as an elected officer in the San Francisco Bay Area Section. He was Chair of the 2010 ITE Western District Annual Meeting in San Francisco and was elected to the Western District Board in 2014. He is the past President of the ITE Western District, and an Executive Board Member of the ITE International Transportation Consultants Council. Mark has presented papers at ITE and TRB Meetings on topics ranging from ITS to Parking Guidance Systems and ADA Training for Professionals.

## KEYSER MARSTON ASSOCIATES, INC

Keyser Marston Associates (KMA) has broad experience analyzing the impacts of new development on the need for housing. Their experience includes preparation of housing needs assessments that analyze the impacts of specific development proposals as well as affordable housing nexus studies that analyze the housing impacts of new development by land use category. KMA has prepared over 80 affordable housing nexus studies to support affordable housing impact fees and requirements that apply to new residential and non-residential development.

For Menlo Park, KMA has prepared housing needs assessments for major projects that include multiple phases of the Facebook Campus and the Menlo Gateway Project. In total, KMA has prepared or has underway seven housing needs assessments for residential and non-residential projects in the city. These include the following:

- Menlo Gateway Project
- Facebook Campus
- Facebook Campus Expansion Project
- 1350 Adams Court Project
- 111 Independence (in progress)
- Menlo Uptown (in progress)
- Menlo Portal (in progress).

#### **Key Staff**

David Doezema is a Principal in KMA's San Francisco office with over 15 years' experience in real estate and economic consulting. David holds a master's degree in urban planning and a bachelor's degree in civil and environmental engineering from the University of Michigan, Ann Arbor. David focuses on affordable housing nexus, fiscal and economic impact analysis, successor agency finance services and sports facilities. He has broad experience in affordable housing nexus, inclusionary housing, and financial feasibility analyses to support consideration of new or updated affordable housing requirements. David has prepared fiscal impact analyses for projects throughout California spanning a wide variety of land uses including master planned communities, military base reuse plans, medical facilities, and mixed-use projects.

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# **CHAPTER 3:**

# **WORK SCOPE**

This chapter describes the scope of services to be completed by the PlaceWorks team for the 123 Independence Mixed-Use Project EIR. To facilitate your review of this proposal, we have prepared a concise scope that emphasizes key components of our approach to this project.

We are flexible regarding the proposed scope of work and will work with you to prepare a more detailed scope when we enter into a contract. We also recognize that it may be necessary to alter the scope as the project progresses and would be happy to work with you to ensure the successful completion of the project.

A summary of the work program is presented in Table 1.

TABLE 1 WORK PROGRAM SUMMARY			
Task 1: Project Initiation and Project Management			
<ul><li>1.1 Data Review and Kick-Off Meeting</li><li>1.2 Status Meetings</li></ul>	1.3 Project Management		
Task 2: Scoping and Project Description			
<ul><li>2.1 Notice of Preparation</li><li>2.2 Scoping Meeting</li></ul>	<ul><li>2.3 Scoping Comment Matrix Memo</li><li>2.4 Project Description</li></ul>		
Task 3: Technical Reports and Analysis			
<ul><li>3.1 Housing Needs Assessment</li><li>3.2 Transportation Impact Analysis</li><li>3.3 Air Quality/GHG Analysis</li></ul>	<ul><li>3.4 Health Risk Assessment</li><li>3.5 Noise Analysis</li><li>3.6 Water Supply Assessment</li></ul>		
Task 4: Environmental Review			
<ul><li>4.1 Administrative Draft EIR</li><li>4.2 Alternatives Evaluation</li><li>4.3 Screencheck and Public Review Draft EIR</li></ul>	<ul> <li>4.4 45-day Review and Draft EIR Public Hearing</li> <li>4.5 Administrative Draft Final EIR and MMRP</li> <li>4.6 Screencheck and Public Review Final EIR and MMRP</li> </ul>		
Task 5: Findings of Fact and Statement of Overriding Considerations			
5.1 Administrative Draft and Final Findings			
Task 6: Public Hearings on the EIR			
6.1 Public Hearings on the Draft EIR			
Task 7: Notice of Determination			
7.1 Notice of Determination			

#### Task 1. Project Initiation and Project Management

#### 1.1 Data Review and Kick-off Meeting

PlaceWorks will initiate the project by scheduling a project kick-off meeting to introduce the project team. Terri McCracken and Alexis Mena will organize a kick-off meeting with City staff, and others as desired by the City. Mark Spencer of W-Trans and David Doezema of KMA will also attend the kickoff meeting.

The kick-off meeting will allow for a review of project goals, communication protocols, project schedule, work plan, data needs, and status of current and planned efforts that are relevant to the project.

Specifically, we will discuss the environmental impact analysis data to be used to ensure it is fully aligned with that used on other recent and ongoing projects in the vicinity of the project. We will identify critical path items necessary to ensure a smooth and timely work schedule. Discussions will also focus on the cumulative impact setting and potential alternative concepts for the project to be evaluated in the EIR.

In advance of the meeting, the PlaceWorks team will review all available materials and prepare an agenda, contact sheet, and draft schedule for review and approval by the City. We assume the City will establish the date and meeting platform, assuming an online meeting.

#### Deliverable(s):

- Electronic copy of the draft agenda, EIR data needs memorandum, contact sheet, and preliminary schedule prior to the meeting
- Electronic copy of the revised preliminary schedule
- Electronic copy of the revised EIR data needs memorandum

#### 1.2 Status Meetings

Consistent and regular communication between City staff and the PlaceWorks team throughout the project will provide the opportunity for the project team to coordinate and keep the project moving forward in order to meet the expedited timeline. At the project kick-off meeting, we will establish a regular schedule for project check-in calls. We offer meeting flexibility to match project needs by conducting a mix of phone, in-person, and web-based check-in meetings as appropriate to the task and public health mandates. Prior to each meeting, we will work with staff to draft an agenda, determine the most appropriate format, and identify the necessary participants to best meet the needs of each meeting.

The status meetings are intended to be focused discussions on issues that arise during review of the applicant's technical studies and during the course of preparing the EIR, bringing together City staff, PlaceWorks, and other team members as needed. The status meetings would be in addition to regular email and phone communication between project team members.

#### Deliverable(s):

■ Electronic copy of the Status Meeting Agendas and Summaries

#### 1.3 Project Management

Our project management team includes Terri McCracken, Principal-in-Charge, and Alexis Mena, Project Manager. Alexis will serve as the day-to-day contact for the project and will oversee the coordination of the regular status conference calls. Alexis will also be responsible for overseeing the budget, schedule, and overall team throughout the preparation of the EIR. Alexis will be assisted by Jacqueline Protsman, Assistant Project Manager. Terri and Alexis have teamed on numerous complex and high profile EIRs for over ten years. They work together seamlessly to ensure the highest quality of deliverables on time and on budget.

#### Task 2. Scoping and Project Description

#### 2.1 Notice of Preparation

Concurrently with the preparation of the Project Description (Task 2.4), PlaceWorks will draft a Notice of Preparation (NOP) of an EIR pursuant to CEQA Guidelines Section 15082. The NOP will include a brief project history and a description of the topics to be analyzed in the EIR. For full disclosure and to help streamline the environmental process pursuant to SB 330, the environmental issues found not to require additional analysis due to the project location will be included in the NOP (e.g., agricultural, forestry, and mineral resources, dividing an established community, use of septic tanks, airport-related impacts, wildfire, etc.) and will not be evaluated further in the EIR.

PlaceWorks will work with the City to prepare a master distribution list for the NOP. PlaceWorks will assist the City with AB 52 compliance including contacting the Native American Heritage Commission for an up-to-date list of tribal contacts, if necessary, and drafting noticing letters to each identified tribe. PlaceWorks staff will be responsible for circulation to the State Clearinghouse. City staff will be responsible for mailings to local and regional agencies. City staff will submit the NOP to the County Clerk and pay all applicable filling fees at the time of posting.

#### Deliverable(s):

- PlaceWorks is part of a pilot program with the State Clearinghouse for electronic submittals that eliminate the need to mail and excessively print multiple hard copies PlaceWorks will submit the NOP along with the required forms to the State Clearinghouse
- Electronic copy of the NOP to the City

#### 2.2 Scoping Meeting

During the 30-day comment period for the NOP, PlaceWorks staff will attend a public scoping meeting (either through an online format or in-person, depending on health regulations) to hear comments on the environmental issues to be addressed in the EIR. PlaceWorks will prepare supporting material as appropriate for the final meeting format, including a brief presentation, comment cards, sign-in sheet, and other materials. Terri McCracken or Alexis Mena will facilitate the CEQA portion of the scoping meeting depending on the format (in-person or virtual). We will prepare a written summary of the environmental issues raised at the scoping meeting for inclusion in the Draft EIR. Our scope

of work does not include the services of a court reporter to record oral comments from an in-person meeting, but we can arrange to have this service provided at the City's request.

#### Deliverable(s):

- Materials for Scoping Meeting (e.g., brief presentation, comment cards, sign-in sheets)
- Electronic copy of the Meeting Summary Memorandum

#### 2.3 Scoping Comment Matrix Memo

Following the 30-day comment period for the NOP, PlaceWorks will collect all of the comments provided to the City on the scope and content of the Draft EIR and prepare a summary of the comments in a matrix format. The summary and comments will be included as an appendix to the Draft EIR.

#### Deliverable(s):

■ Electronic copy of the Scoping Comments Matrix Memorandum

#### 2.4 Project Description

One of the most important elements of the EIR is the project description, as it forms the basis of analysis of environmental impacts. PlaceWorks will draft a project description using graphics and textual information provided by the project applicant. The project description will include detailed information on project features for the proposed project, including building sizes and heights, circulation patterns, and intended uses. PlaceWorks will work with City staff to develop the CEQA-required project objectives, which will be used to facilitate the alternatives discussions.

We will respond to one round of City comments on the administrative draft project Description and submit a revised description for City approval prior to beginning the environmental review.

#### Deliverable(s):

- Electronic copy of the Administrative Draft Project Description
- Electronic copy of the Revised Project Description

#### Task 3. Technical Reports and Analysis

#### 3.1 Housing Needs Assessment

The following describes the preparation of a Housing Needs Assessment (HNA) to be prepared for the proposed project by KMA at the request of the City. The HNA will address the following major housing-related topics:

- Net impact on housing supply and housing need by income level considering:
  - Housing supply added by the proposed project;
  - Net impact on worker housing need from removal of the existing 103,000 square feet office / industrial buildings, and construction of 88,750 square feet of new office space; and

- Added worker housing need associated with off-site retail and other services to residents of the new 383 residential units.
- Menlo Park share of net housing impacts; and
- Qualitative evaluation of potential influence on the regional housing market that would address the potential effects on housing prices and rents from the addition of new housing supply, removal of existing employment space, and addition of new office space.

These housing-related impacts are not required to be analyzed under CEQA but may be of interest to decision-makers and/or the public in evaluating the merits of the proposed project. This analysis, if included in the EIR, will be labeled as informational and not required by CEQA. These analyses are being provided consistent with the terms of a 2017 settlement agreement with the City of East Palo Alto. The pertinent paragraph from the 2017 settlement agreement states the following:

When the preparation of an EIR is required pursuant to this Agreement, concurrent with the preparation of the EIR, Menlo Park or East Palo Alto, whichever is the lead agency for the Development Project, will conduct a Housing Needs Assessment ("HNA"). The scope of the HNA will, to the extent possible, include an analysis of the multiplier effect for indirect and induced employment by that Development Project and its relationship to the regional housing market and displacement. Nothing in this section indicates an agreement that such an analysis is required by CEQA.

#### a. Housing Needs Data Collection

Following the Kick-off Meeting (Task 1.1), KMA will provide a list of data needs to complete the HNA and work with PlaceWorks and the City's project team to gather the necessary data

# b. Net Impact on Housing Supply and Housing Need by Income Category

KMA will quantify, by affordability level, the net impact on housing supply and housing demand associated with the Project. The analysis will address the following:

- Housing Supply Addition by Income Level The 383 residential units to be added to the housing supply by the proposed project will be summarized based on the income level(s) applicable to the Below Market Rate (BMR) affordable units and the estimated income level(s) applicable to the market rate apartment and for-sale townhome units. The income level(s) for market rate rental units will be estimated based on the estimated market rents for the units. The income level(s) for the townhome units will be estimated based on the estimated sales prices for the units. If desired, two scenarios will be evaluated regarding the income level(s) applicable to BMR units.
- Net Impact to Worker Housing Demand The net impact to worker housing demand will be based on the estimated net change in employment levels from removal of the existing office / industrial buildings, and construction of the new office space, combined with household size ratios developed from U.S. Census data. The net impact to housing demand by income level will be estimated using a methodology consistent with other recent HNAs prepared for the City. The analyses utilize a combination of Bureau of Labor Statistics, U.S. Census, and California Employment Development Department data to estimate the household incomes of workers.

- Housing Demand for Off-site Jobs Supported by Residential Development of new residential units adds to the demand for services such as retail, restaurants, healthcare and education. KMA will prepare an analysis to estimate housing demand by income for workers associated with off-site services to residential units. The analysis will utilize the most current data available and will follow a series of steps linking the estimated incomes of residents living in the new units, their demand for goods and services, the number of jobs associated with providing these services, and the housing need by income level of the workers who fill those jobs. Multiplier effects will be considered as part of the analysis.
- Net Housing Demand / Supply Effect The net housing supply / demand effects will be computed by combining the findings of the above analyses.

#### c. Menlo Park Share of Housing Supply / Demand Effects

The prior Task 3.1.b determines the total housing supply and demand effects irrespective of geography. In this task, the share of impacts occurring in Menlo Park is estimated. New housing units will be located in Menlo Park while the net change in worker housing need is distributed based upon the locations where workers live. Estimates will be based upon data on commute patterns available through the U.S. Census and could incorporate commute data for the existing office / industrial space, if available.

#### d. Relationship to Regional Housing Market and Displacement

Lower income communities in the Bay Area have become increasingly vulnerable to displacement of existing residents. Employment growth, constrained housing production, and rising income inequality are among the factors that have contributed to increased displacement pressures, especially within lower income communities in locations accessible to employment centers where many households are housing-cost burdened.

In this task, KMA will draw on the findings of the prior tasks and context materials assembled for prior HNAs prepared for other projects to provide a qualitative evaluation of the potential housing market effects of the proposed project. The proposed qualitative discussion of housing market effects and displacement is more limited in scope than has been provided for past HNAs addressing solely non-residential projects. The proposed project is anticipated to result in a net increase in housing availability considering the net effect of the 383 new residential units and a potential net increase in housing needs for on-site and off-site workers. As such, a limited qualitative approach to the displacement analysis task is proposed, generally consistent with HNAs currently being prepared for other primarily residential projects.

#### e. HNA Report Preparation

KMA will respond to one set of unified, consolidated, and non-contradictory comments on two administrative drafts of the HNA Report and will prepare a final HNA Report.

#### Deliverable(s):

- Electronic copy of HNA data needs list
- Electronic copies of two Administrative drafts and Final HNA Reports

#### 3.2 Transportation Impact Analysis

The following tasks will provide a transportation impact analysis report that meets Transportation Impact Analysis (TIA) Scope Guidelines prepared by the City of Menlo Park Transportation Division for SB 330 projects, including the proposed project. These tasks meet the City of Menlo Park, San Mateo County Congestion Management Program (CMP), and SB 330 requirements and provides focused information on the proposed project. The following tasks include CEQA-required analysis for inclusion in the EIR (vehicle miles traveled) and analysis that is for informational purposes requested by the City that is no longer required under CEQA (level of service). The EIR will clearly state whether analysis is required by CEQA or included for informational purposes. The EIR also will analyze the VMT impacts, if any, from proposed roadway improvements the City may desire to address LOS issues.

#### a. Existing Conditions

#### i. Data Collection

The list of intersections and roadway segments represent those facilities that are most likely to be degraded by the proposed project. If it is found, through the course of the transportation analysis, that additional intersections or roadway segments should be analyzed, then W-Trans will bring that to the attention of City staff at that time. W-Trans proposes 15 study intersections and one (1) local arterial roadway segment (March Road) assumed to be included in this analysis. Jurisdictions other than City of Menlo Park are denoted within parentheses for each intersection.

The study intersections include the following:

- 1. Marsh Road and Bayfront Expressway (State)
- 2. Marsh Road and US-101 NB Off-Ramp (State)
- 3. Marsh Road and US-101 SB Off-Ramp (State)
- 4. Marsh Road and Scott Drive (Menlo Park)
- 5. Marsh Road and Bay Road (Menlo Park)
- 6. Marsh Road and Middlefield Road (Atherton)
- 7. Marsh Road and Florence Street-Bohannon Drive (Menlo Park)
- 8. Chrysler Drive and Bayfront Expressway (State)
- 9. Chrysler Drive and Constitution Drive (Menlo Park)
- 10. Chrysler Drive and Jefferson Drive (Menlo Park)
- 11. Chrysler Drive and Independence Drive (Menlo Park)
- 12. Chilco Street and Bayfront Expressway (State)
- 13. Chilco Street and Constitution Drive (Menlo Park)
- 14. Willow Road and Bayfront Expressway (State)
- 15. University and Bayfront Expressway (State)

It is assumed that the City of Menlo Park will provide recent a.m. and p.m. intersection turning movement counts for all study intersections for a typical non-holiday weekday (Tuesday, Wednesday, or Thursday) morning (7:00 to 9:00 a.m.) and evening (4:00 to 6:00 p.m.) peak period, as well as daily traffic volumes on Marsh Road..

#### ii. Field Reconnaissance

W-Trans staff will conduct field visits during the a.m. and p.m. peak periods on a typical weekday (Tuesday, Wednesday, or Thursday) for those intersections not recently evaluated under other projects. W-Trans will observe:

- Traffic patterns and circulation in the site vicinity
- Study intersection lane geometrics
- Traffic control
- Pedestrian circulation and facilities/amenities
- Bicycle circulation and facilities/amenities
- Proximity of public transit service
- Sight distance issues at study intersections
- Potential access issues

#### b. Transportation Analysis

#### i. Project Trip Generation and Distribution

As there is a possibility that the proposed project will generate fewer than 100 net new peak hour trips, W-Trans will conduct a trip generation calculation prior to continuing with proposed analysis described. This will also inform whether CMP roadway analysis is required. W-Trans will submit a Memorandum of Assumptions for City staff review and confirmation prior to proceeding with subsequent tasks.

W-Trans will estimate the number of net new trips that would be added to the study area by the proposed project. The vehicle trip generation will be based on a three-step process: trip generation, trip distribution patterns, and trip assignment, and determined based on standard average trip rates published in the latest edition of the Institute of Transportation Engineers' *Trip Generation* Manual. Credit for any existing active uses on-site will be estimated and confirmed with City staff, as well as the potential for any pass-by trips or internal trip capture.

W-Trans will peer review the applicant's Transportation Demand Management (TDM) plan and assess the level of trip reduction (up to 20 percent) that can be applied to the trip generation forecast. W-Trans will use C/CAG, CAPCOA or other appropriate guidance to evaluate if the TDM plan provides adequate evidence that the proposed measures are forecasted to achieve the desired trip reduction result.

The trip distribution will be based on the City's Circulation System Assessment (CSA) document and the likely paths of travel to common destinations (such as: regional transportation facilities, schools, and shopping and employment centers).

W-Trans will submit a Memorandum of Assumptions for City staff review and confirmation prior to proceeding with subsequent tasks listed below.

#### ii. CEQA-Required Transportation Analysis

#### a) Site Plan and Access Evaluation

To the extent that the site plan has been developed, W-Trans will review the site plan for the project, and access locations with respect to on-site traffic circulation, proposed site access and operational safety conditions. W-Trans will also evaluate whether the project would result in inadequate emergency access to existing, offsite buildings.

#### b) Pedestrian Conditions, Bicycle Access and Transit Impacts Analysis

W-Trans will review the proposed project with respect to the potential effects on pedestrian and bicyclist facilities. This includes sidewalks, bicycle lanes, and amenities to promote the safe use of alternate modes of transportation, and connections to the existing bicycle and pedestrian network. The analysis will consider the project's proposed elements with respect to the City's Bicycle Plan and Sidewalk Master Plan, as well as the Transportation Master Plan. W-Trans will also estimate the potential number of additional transit riders that may be generated by the proposed project, and qualitatively assess whether they would constitute an impact to transit load factors

#### c) Vehicle Miles Traveled

Elite Transportation Group, Inc. (ETG) is a travel modeling consulting firm that works with W-Trans to provide travel forecasting modeling services. ETG will extract project (TAZ based) VMT from the City of Menlo Park model per SB 743. This will be for residential per capita and employment per service population. ETG will run the City's model to extract housing VMT because the current project TAZ does not include housing. W-Trans will compare the VMT per capita for each proposed project land use to the existing VMT and the 2040 No Project VMT (if the project does not conform to the General Plan).

The City of Menlo Park will soon (anticipated summer 2020) adopt its own local threshold VMT significance criteria and will not be using OPR's default threshold. W-Trans will confirm the appropriate VMT thresholds for this project in order to make a CEQA impact finding.

#### d) Support for Air Quality, Greenhouse Gas and Noise Studies

W-Trans will work with ETG to obtain the following information for the air quality, GHG emissions, and noise analysis:

- Average Daily Trips (weekday, weekend) associated with existing land uses (2020) in study area by land use type
- Average Daily Trips (weekday, weekend) associated with No Project and Project land uses in study area (at buildout) by land use type
- VMT associated with existing land uses in the Plan Area
- VMT associated with the 2040 No Project and Project land uses in the study area
- VMT for 2030 and 2050 (interpolated/extrapolated using 2020 and 2040 VMT)
- VMT by speed bin, if available
- VMT by I-X, X-I, I-I (excluding X-X trips), if available
- Potential reductions in trips from TDM Measures and other project design features that support transit, bicycles, walking, and other shifts in travel length, travel frequency, or travel mode.
- GIS: City Centerline data with the segments coded (e.g., X Street Y Street to Z Street) for highways, major roadways and arterials in the study area
- ADT segment volumes (both directions, not one-way) for all highway, major roadway and arterial segments in the traffic study area in Excel for all scenarios.
- Daytime (7:00 a.m. to 7:00 p.m.)/Evening (7:00 to 10:00 p.m.)/Nighttime (10:00 p.m. to 7:00 a.m.) percentage splits on segments for existing and future timeframes
- Number of lanes/roadway widths for the above segments
- Existing posted speeds limits on highways, major roadways and arterial segments

#### e) Development of Mitigation Measures

For the EIR Transportation chapter, W-Trans will discuss specific mitigation measures to address any potential transportation impacts related to pedestrian, bicycle, transit, and VMT that are attributed to or exacerbated by the construction and operation of the proposed project.

#### f) Project Alternatives Analysis

We have assumed quantitative analysis of three project alternatives (No Project and two other land use alternatives). For these alternatives, W-Trans will prepare VMT analysis comparison tables, and mitigation measures (if required) for each alternative.

#### iii. Non-CEQA Transportation Operations Analysis

#### a) Study Intersection Traffic Analysis

Intersection levels of service also referred to as "LOS" analysis will be for informational purposes only in the EIR. Any identified measures necessary to address LOS will be potential conditions of approval imposed by city decision makers, not mitigations imposed through the EIR. As potential conditions of approval, their effect on VMT would be analyzed in the EIR.

The a.m. and p.m. peak hour operational levels of service will be analyzed at the study intersections. The analysis will include the following scenarios:

- Existing Conditions
- Near Term Conditions (Existing [a] + Approved and Pending Projects, plus an annual growth rate to account for background traffic growth (growth factor to be determined based on traffic growth in C\CAG 2040 Travel Forecast Mode along key study corridors)
- Near Term [b] + Project Conditions
- Cumulative Conditions (No Project Alternative, Approved and Pending Projects plus an annual growth rate to 2040 for background traffic based on C\CAG 2040 Travel Forecast Model projections along key study corridors
- Cumulative [d] + Project Conditions (based on proposed project full build out)

All study intersections will be evaluated during the a.m. and p.m. peak hours using VISTRO software and the Highway Capacity Manual 6 (HCM 6) methodology. This traffic analysis will include estimates of average vehicle delays on all approaches. For any impact found to be significant, W-Trans will determine the traffic contribution from the proposed project. The suggested measures in the recently adopted Traffic Impact Fee (TIF) and in other approved development projects in Menlo Park, as detailed in the documents or EIRs prepared for those projects, will also be included if they are within the jurisdiction of Menlo Park.

W-Trans will confirm with City staff the list of approved and pending projects prior to conducting analysis, including the status of capital improvement projects proposed as part of other projects.

#### b) Near-Term Trip Generation and Distribution

Near-term traffic will be based on a list (and the traffic studies if possible) of pending and approved projects that will be provided by City of Menlo Park staff. This includes the most recent Facebook Willow campus data. W-Trans will also ask City of Menlo Park staff to provide a list (and the traffic studies if possible) of any pending and approved projects from the cities of Palo Alto, East Palo Alto, Redwood City, and the Town of Atherton that should be included in the near-term transportation analysis.

#### c) Arterial and Collector Streets Assessment

W-Trans will estimate the daily traffic on Marsh Road and estimate whether the proposed project would result in a significant impact under the City's significance criteria. For any study intersections or roadway segments not in Menlo Park (if any), W-Trans will apply the local agency's adopted analysis methods and significance criteria.

#### d) Planned Transportation Improvements

W-Trans will incorporate any planned transportation improvements by the project as part of the EIR analysis. W-Trans will consider the timing and funding for any improvements prior to its inclusion in the analysis.

#### e) Parking Analysis

W-Trans will review the proposed parking supply considering the City's Code requirements and the anticipated peak parking demand based on ITE *Parking Generation* rates.

#### f) Development of Transportation Operational Improvements

For the Non-CEQA Transportation Operations analysis, W-Trans will recommend improvement measures to improve operational conditions. Potential measures may include those to intersections, roadways, on-site circulation and access, as well as parking, bicyclist, pedestrian and transit operations. The analysis shall first concentrate on short-term strategies that can be implemented by the applicant, and then longer-term joint effort strategies. If there are any capacity-enhancing roadway improvements recommended, W-Trans will analyze the potential secondary VMT changes that may result.

Transportation improvement measures identification and selection process will be coordinated with City staff. As part of this task, W-Trans will provide conceptual drawings for recommended improvement measures, up to the budget resources available.

#### c. TIA Report Preparation

W-Trans will document all work assumptions, analysis procedures, findings, graphics, impacts and recommendations in an Administrative Draft TIA Report for review and comments by City staff. The report will be organized by CEQA- and Non-CEQA required analysis.

W-Trans has assumed preparation of two Administrative Drafts of the TIA Report and one final TIA Report (three total submittals).

W-Trans will respond to one set of unified, consolidated, and non-contradictory comments from the City on each Administrative Draft TIA Report. To support the TIA report, W-Trans will provide a technical appendix that may include more detailed transportation analysis such as level-of-service calculations, technical memoranda that were developed as part of this proposal, and other supporting materials. The final TIA Report and the appended materials will be included as appendix to the Draft EIR.

#### Deliverable(s):

- Electronic copy of Memorandum of Assumptions
- Electronic copy of two Administrative Drafts and one TIA Reports

#### d. Optional Transportation Task

- New intersections counts can be conducted at a cost of \$400/intersection for weekday a.m. and p.m. peak periods. The usefulness of new traffic counts considering Shelter in Place, seasonal and economic variations will be discussed with City staff prior to any new data collection.
- 2. If requested, W-Trans will prepare an analysis for San Mateo County CMP analysis for CMP segments including level-of-service analysis during the weekday a.m. and p.m. peak hours for the following CMP locations:

#### Arterials

- SR 84 Bayfront Expressway
- SR 109 University Avenue
- SR 114 Willow Avenue

#### **Freeways**

- US 101, North of Marsh Road
- US 101, north of Willow Road
- US 101, north of University Avenue
- US 101, south of University Avenue

#### Freeway Ramps

- US 101 ramps at Marsh Road
- US 101 ramps at Willow Road

Existing traffic conditions and levels of service will be taken from the most recent San Mateo County CMP Monitoring Report. The identification of the potential impacts of adding project-generated peak hour trips to these routes will be examined. Evaluation of the CMP routes will be based on the most recently approved CMP Traffic Impact Analysis guidelines in the Land Use section of the CMP.

#### 3.3 Air Quality/GHG Analysis

PlaceWorks will prepare an air quality, greenhouse gas (GHG) emissions, and community risk and hazards analysis to evaluate impacts of the proposed mixed-use project. The analysis will be prepared in accordance with the Bay Area Air Quality Management District's (BAAQMD or Air District) CEQA Guidelines, which are in the process of being

updated by BAAQMD. The approach outlined below is based on BAAQMD's May 2017 CEQA Guidelines and screening tables for Project-Level analyses. The air quality and GHG emissions impact analysis and technical information will be summarized in the Draft EIR and modeling data will be included as an appendix.

#### a. Criteria Air Pollutants and GHG Emissions – Construction Phase

PlaceWorks will quantify construction emissions as required pursuant to the BAAQMD CEQA Guidelines. Construction emissions will be quantified using the latest version of California Emissions Estimator Model (CalEEMod) program and will be based on anticipated construction activities, phasing, equipment mix, and demolition debris and soil haul volumes (if applicable) as provided to PlaceWorks. Project-related construction emissions will be compared to the applicable BAAQMD construction significance thresholds. Mitigation measures will be considered, as needed, to reduce potentially significant Project impacts. If, after mitigation, criteria air pollutants exceed BAAQMD's thresholds, PlaceWorks will explain the likely health impacts of that exceedance.

#### b. Off-Site Construction Health Risk

PlaceWorks will prepare a Construction-Related Health Risk Assessment (HRA) to analyze the Project's site-specific off-site community health risks from diesel-particulate matter (DPM) from off-road equipment and fine particulate matter (PM<sub>2.5</sub>) emissions for the Project. Dispersion modeling will be performed using a BAAQMD-accepted computer-based model (e.g., AERMOD). Cancer and toxicity data published by the California Environmental Protection Agency (Cal-EPA) will be used to estimate long-term and short-term (acute) health risks for the nearest off-site sensitive receptors. Measures to reduce health risks from short-term and long-term construction activities will be incorporated in the EIR.

#### c. Criteria Air Pollutants and GHG Emissions – Operation Phase

The existing uses within the project area generate criteria air pollutants and GHG emissions associated with transportation (passenger vehicles and trucks), energy, area (landscape fuel, aerosols, transport refrigeration units), water/wastewater use, and solid waste disposal. The proposed project would intensify development on-site and increase regional criteria air pollutant and GHG emissions. PlaceWorks will model existing and projectrelated emissions. The transportation sector emissions will be based on the trips and/or VMT provided by the traffic engineer. Implementation measures, such as transportation demand measures, and design standards identified in the Project that reduce emissions will be incorporated into the buildout model run. Impacts will be based on the net increase in emissions compared to the CEQA baseline. Based on communications with BAAQMD, BAAQMD staff is recommending that the brightline threshold of 1,100 MTCO<sub>2</sub>e be reduced by 40 percent to account for the additional reductions needed to address the Senate Bill 32 (SB 32) target of 40 percent below 1990 levels by 2030. Mitigation measures to reduce criteria air pollutant and GHG emissions will be incorporated, as necessary, to reduce Project impacts. If, after mitigation, criteria air pollutants exceed BAAQMD's thresholds, PlaceWorks will explain the likely health impacts of that exceedance.

#### d. Project Consistency with Plans Adopted to Reduce GHG Emissions

The GHG section will discuss the GHG reduction goals of Assembly Bill 32 (AB 32), Senate Bill 32 (SB 32), and SB 375. The California Air Resources Board has adopted the 2017

Climate Change Scoping Plan Update to achieve the SB 32 reduction target. In addition, the Association of Bay Area Governments (ABAG)/Metropolitan Transportation Commission (MTC) has adopted a regional transportation plan/sustainable communities strategy (Plan Bay Area 2040) to ensure that the Bay Area can attain the regional transportation-related GHG reduction goals of SB 375. Furthermore, the City of Menlo Park has prepared a Climate Action Plan. The GHG analysis will include a consistency evaluation of the project with these applicable state, regional, and local plans adopted for the purpose of reducing GHG emissions.

#### e. Air Quality Management Plan Consistency, CO Hotspots, and Odors

The San Francisco Bay Area Air Basin is in non-attainment for particulate matter and for ozone. Consistency with BAAQMD's air quality management plan to attain the federal and state ambient air quality standards will also be discussed in the EIR. The propose mixed-use project would not generate enough traffic to warrant a detailed carbon monoxide hotspot analysis or generate substantial odors; therefore, a detailed analysis compared to BAAQMD's carbon monoxide thresholds and odor impacts is not necessary and impacts would be handled qualitatively based on BAAQMD's CEQA Guidelines screening analysis.

#### Deliverable(s):

■ Electronic copies of the air quality, GHG, and dispersion modeling data and technical information, to be included as an appendix to the Draft EIR

#### 3.4 Operational Health Risk Assessment Report

Separate from the construction HRA described in Task 3.3.b, PlaceWorks will prepare an operational HRA to evaluate the impacts of the surrounding land uses on the future occupants of the proposed project. The on-site operational HRA will be prepared for the proposed project to meet the requirement of Mitigation Measure AQ-3b in the City's ConnectMenlo Mitigation Monitoring and Reporting Program because the proposed project would place sensitive receptors (i.e., residents of the project) within 1,000 feet of US 101, SR 84, and in proximity to potential stationary sources of toxic air contaminants (TACs). Specifically, the project site is approximately 400 feet north of US 101 and 130 feet east of SR 84.

Emissions generated by vehicles traveling on the highway will be determined by using data provided by the California Department of Transportation (fleet mix and freeway volumes) and the California Air Resources Board's EMFAC2017 computer model. BAAQMD will be contacted to assist in identifying facilities within 1,000 feet of project which could potentially impact residents of the project. Air dispersion modeling will be performed using a BAAQMD accepted computer-based model (e.g., AERMOD) to determine concentrations of hazardous air pollutants at the project site. Cancer and toxicity data published by the California Environmental Protection Agency will be used to estimate long-term health risks for on-site sensitive receptors. If the operational HRA finds that the unmitigated cancer risk is greater than 10 in a million for future residents of the proposed project, potential mitigation measures will include the installation of air filters in the building's ventilation system with an appropriate minimum efficiency rating value (MERV).

PlaceWorks will respond to one set of unified, consolidated, and non-contradictory comments from the City on the administrative Draft Operational HRA.

#### Deliverable(s):

 Electronic copies of the draft and final copies of the Operational Health Risk Assessment Report

#### 3.5 Noise Analysis

PlaceWorks will prepare a technical evaluation of the potential noise and vibration impacts from the construction and operational phases of the proposed project based on federal, state and local standards, including those in the Noise and Safety Element and Municipal Code.

#### a. Existing Noise Conditions

PlaceWorks proposes to assess existing conditions and identify the nearest sensitive receptors based on our experience of similar noise environments, aerial photography, site plans, and work on the ConnectMenlo Program EIR. Given the roadway configuration around the project site, traffic noise is expected to be the dominant noise source in the area; both now and at project build-out. As such, no field measurements of ambient noise levels are indicated, and existing conditions will be addressed via available traffic data and City noise contours.

#### b. Construction Noise & Vibration Impacts

PlaceWorks will prepare a quantitative assessment of temporary noise and vibration impacts during project construction activities using detailed construction information, such as equipment and schedules, as provided by the project applicant. Construction noise and vibration levels will be calculated and quantified using published data from the Federal Transit Administration and Federal Highway Administration. Impacts are based on the overall noise and vibration levels, the duration of construction activities, and the time of day construction activities would occur.

#### c. Operational Impacts

Long-term operational noise impacts will be primarily related to project-generated traffic. Traffic noise impacts to uses along nearby roadway segments will be assessed based on data in the project's traffic study. Other on-going noise sources at the site (such as HVAC units) will also be addressed in the technical analysis.

#### Deliverable(s):

 Electronic copies of the noise data and technical information, to be included as an appendix to the Draft EIR

#### 3.6 Water Supply Assessment

The scope of work for a Water Supply Assessment (WSA) is designed to meet the requirements of California Senate Bill 610 (SB 610). SB 610 requires an assessment of whether available water supplies are sufficient to serve the demand generated by the proposed project, as well as the reasonably foreseeable cumulative demand in the region over the next 20 years under average normal year, single dry year, and multiple dry year conditions. In some jurisdictions, the local water purveyor prepares the WSA; in other cases, the project applicant prepares the WSA. This scope of work and cost estimate is

presented in the event that the City deems a WSA necessary for the project. The WSA will rely on information provided in the *Menlo Park Municipal Water District 2015 Urban Water Management Plan* and water demand factors based on land use. The WSA will include the following information:

- Sources of water supply
- Quantification of past, current, and projected future water demands
- Quantification of past, current, and projected water supply
- Evaluation of drought impacts and consideration of variability in demand and supply based upon hydrologic conditions
- Assessment of water supply sufficiency for the project, based upon this analysis.

If it were determined that there are insufficient supplies to meet demand over the next 20 years, additional sources of supply would need to be identified. If this is the case, the WSA will make recommendations of how and where these new supply sources will come from. The WSA can also recommend project modifications that could reduce the demand (water usage) at the proposed project. Recommended demand reductions could be incorporated into the Draft EIR for the proposed project as specific mitigation measures, project alternatives, or both.

PlaceWorks will respond to one set of unified, consolidated, and non-contradictory comments from the City on the Administrative draft WSA Report. The final WSA Report will be included as appendix to the Draft EIR.

#### Deliverable(s):

■ Electronic copy of an Administrative Draft and a final WSA Report

#### Task 4. Environmental Review

#### 4.1 Administrative Draft EIR

PlaceWorks will prepare an Administrative Draft EIR (ADEIR) and submit it to City staff for review and comment. The ADEIR will include the following chapters:

- Introduction and Executive Summary. PlaceWorks will create a summary in a form consistent with CEQA Guidelines, Section 15123. This summary will facilitate a quick understanding of environmental issues and the actions required to mitigate potential impacts. It will include a summary table of impacts, mitigation measures, and levels of significance before and after mitigation.
- Project Description. The ADEIR will include the Project Description drafted for the project.
- Setting, Impacts, and Mitigation Measures. The existing setting information, impact
  analyses, and mitigation measures developed in the EIR will be combined to create
  chapters describing environmental consequences for each CEQA-required topic.
- Alternatives Evaluation. The alternatives evaluation completed above will be incorporated into the ADEIR. This chapter will include a tabular comparison of the alternatives impacts.

- CEQA Required Assessment Conclusions. PlaceWorks will prepare assessment conclusions to meet CEQA Guidelines for the following mandatory findings:
  - Cumulative Impacts
  - Growth Inducement
  - Unavoidable Significant Effects
  - Significant Irreversible Changes
  - Impacts Found Not to be Significant
- Report Preparers. This chapter will identify the consultants and staff who prepared the FIR.

The comprehensive impact analysis will address all CEQA requirements. For each identified environmental impact, a set of feasible mitigation measures will be recommended. PlaceWorks will use the applicable technical analysis described above and the analysis described below to prepare an EIR that focuses on the CEQA resource categories where substantial evidence of a potentially significant environmental impact exists. This approach will allow for preparation of a rigorous environmental analysis and a legally defensible EIR on an optimized schedule and budget.

#### a. Aesthetics

PlaceWorks will use its expertise in urban design and visual assessment, and its familiarity with the city's visual resources, to analyze potential aesthetic impacts associated with the project. The analysis will focus on the CEQA Appendix G thresholds applicable to urban areas. We understand the proposed project is proposing a maximum height of 85 feet.

#### b. Biological Resources

Given the urbanized nature of the project site, the biological resources discussion will focus on the mitigation measures from the General Plan EIR addressing the potential for disturbance of avian nests, protected by the federal Migratory Bird Treaty Act and California Department of Fish and Game Code.

#### c. Cultural and Tribal Cultural Resources

Given the developed nature of the project site, and the lack of known cultural or tribal cultural resources, PlaceWorks will evaluate the potential for disturbance of unknown buried archaeological resources, including human remains and tribal cultural resources pursuant to AB 52.

#### d. Energy

This section will describe the required energy demands for the proposed project and energy conservation features to determine if the project will result in wasteful, inefficient, or unnecessary consumption of energy resources during project construction or operation. This section will be prepared to be consistent with the energy demands evaluated in the air quality and GHG emission sections. In addition, this section will describe the state and local mandatory requirements for energy efficiency and demonstrate if the project will conflict with or obstruct any of these requirements.

#### e. Geology and Soils

The environmental analysis will provide an overview of current geologic/soil conditions at the project site and an evaluation of the potential for the proposed project to result in significant direct and/or indirect environmental impacts related to geology and soils. The section will be prepared under the direction of a Registered Geologist in the State of California.

#### f. Hazards and Hazardous Materials

PlaceWorks will evaluate environmental hazards associated with hazardous materials, hazardous waste disposal and wildland fire. This section will include a database search of the site and nearby properties that use, store, or transport hazards of hazardous materials. Recognized environmental concerns will be evaluated and addressed in this section of the environmental analysis, along with other past site activities, and proposed construction and development activities, the presence/absence and significance of hazardous waste risks, and recommendations for remediation measures, as appropriate.

#### g. Hydrology and Water Quality

This section will identify and evaluate issues relating to surface and groundwater hydrology, site drainage, storm water pollution prevention during construction and operation, and flooding. The project site is located in the 100-year floodplain that is subject to tidal flooding from San Francisco Bay and will be subject to specific design requirements to reduce flooding hazards. The analysis will address sea level rise. The documentation of best management practices, including source control, site design, and stormwater treatment measures, will be described in this section along with low impact development measures. This section will be prepared under the direction of a Registered Engineer in the State of California.

#### h. Land Use and Planning

PlaceWorks will describe the existing character of the project site and surrounding uses; and provide a description of the existing and proposed regulating general plan and zoning designations. As required by CEQA, the land use analysis will focus on whether the project would be inconsistent with policies adopted for the purposes of avoiding or reducing significant environmental impacts.

#### i. Population and Housing

Based on existing site conditions, the proposed project would not displace any existing housing or people, so the analysis will focus on employee and population growth compared to local and regional planning efforts in order to determine whether the project would result in unplanned growth.

#### j. Public Services and Recreation

The primary purpose of a public services and recreation impact analysis is to examine the impacts associated with physical improvements to public service and recreation facilities required to maintain acceptable service ratios, response times, or other performance objectives. Public service and recreation facilities need improvements (i.e., construction, renovation, or expansion) as demand for services increase. Increased demand is typically

driven by increases in population. The proposed project would have a significant environmental impact if it would exceed the ability of public service providers to adequately serve residents, thereby requiring construction of new facilities or modification of existing facilities. PlaceWorks will evaluate the potential need for expanded public services as a result of the proposed project, including law enforcement, fire protection, schools, parks, and recreational facilities. As part of this evaluation, PlaceWorks will contact service providers for background information, assistance with impact assessments, and mitigation recommendations, as needed.

#### k. Utilities and Service Systems

PlaceWorks will evaluate potential impacts related to wastewater treatment and water supply infrastructure, stormwater infrastructure, solid waste disposal, and energy conservation. PlaceWorks will contact utility providers for background information, assistance with impact assessments, and mitigation recommendations. PlaceWorks will incorporate the findings of the WSA into this section of the EIR.

#### Deliverable(s):

■ Electronic copy of the Administrative Draft EIR

#### 4.2 Alternatives Evaluation

Building off of the analysis above, PlaceWorks will develop a list of up to three potential draft alternatives, including the CEQA-required No Project Alternative, designed to avoid or lessen at least some of the potentially significant impacts identified in the EIR. We will work with City staff to finalize the list and complete an impact analysis of each alternative for inclusion in the EIR. The alternatives analysis will include technical modeling for a quantitative comparison of impacts for the CEQA-required transportation analysis described in Task 3.2 above, as well as for air quality, greenhouse gas emissions, and noise. All other environmental topics will include a qualitative discussion for a comparison of impacts. This section will also identify the environmentally superior alternative.

#### Deliverable(s):

 Electronic copy of the alternative evaluation as part of the Administrative Draft EIR described in Task 4.1

#### 4.3 Screencheck and Public Review Draft EIR

PlaceWorks will respond to one set of unified, consolidated, and non-contradictory comments on the ADEIR from City staff to create the Screencheck Draft EIR for final review and approval prior to publication. Comments on the Screencheck Draft EIR will be limited to grammatical, format and typographical comments. PlaceWorks assumes 30 hours for addressing comments from the City staff on the Screencheck Draft EIR, preparing the Draft EIR, and publication of the document.

PlaceWorks will be responsible for delivery of the Draft EIR, Notice of Availability (NOA) and Notice of Completion (NOC) to the State Clearinghouse. We assume the City staff will publish and locally distribute the NOA.

#### Deliverable(s):

■ Electronic copy of the Screencheck Draft EIR to the City

- Sixteen hard copies with the technical appendices on compact disc (CD) attached and an electronic copy of the Public Review Draft EIR to the City
- PlaceWorks is part of a pilot program with the State Clearinghouse for electronic submittals that eliminate the need to mail and excessively print multiple hard copies. PlaceWorks will submit the NOA, Executive Summary, and Draft EIR and technical appendices along with the required forms to the State Clearinghouse

#### 4.4 45-day Review and Draft EIR Public Meeting

PlaceWorks will attend one public meeting on the Draft EIR. PlaceWorks will prepare materials for the public meeting, including a brief presentation, comment cards, and signin sheets, as determined, based on public health regulations in place at that time.

#### Deliverable(s):

■ Materials for Public Meeting (e.g., brief presentation, comment cards, sign-in sheets)

#### 4.5 Administrative Draft Final EIR and MMRP

Following the mandatory CEQA 45-day review period, PlaceWorks will prepare an Administrative Draft Final EIR, starting with a detailed response to comments matrix to facilitate review by City staff. PlaceWorks has assumed 40 hours of staff labor for completion of the responses to comments. If additional time is needed due to an unforeseen volume of comments, we may request a contract modification to cover additional labor costs.

Concurrent with the preparation of the Administrative Draft Final EIR, we will prepare an MMRP for the mitigation measures included in the EIR pursuant to the City's policies and procedures. The MMRP, shown in tabular form, will identify responsibility for implementing and monitoring each mitigation measure, along with monitoring triggers and reporting frequencies. The MMRP will be submitted as a draft document to the City and revised for publication with the Final EIR.

#### Deliverable(s):

■ Electronic copies of the Administrative Draft Final EIR and MMRP

#### 4.6 Screencheck and Public Review Final EIR and MMRP

Following receipt of comments on the Administrative Draft Final EIR, PlaceWorks will prepare a Screencheck Final EIR and a Final EIR for publication. PlaceWorks assumes 20 hours to address City comments on the Final EIR.

#### Deliverable(s):

- Electronic copy of the Screencheck Fina EIR to the City
- Sixteen hard copies of the Public Review Final EIR with the appendices on compact disc (CD) attached and an electronic copy of the Public Review Final EIR to the City

# Task 5. Findings of Fact and Statement of Overriding Considerations

#### 5.1 Administrative Draft and Final Findings

PlaceWorks will assist the staff in preparing the findings for the resolutions on the EIR. In the event that significant and unavoidable impacts are disclosed, we will prepare the statement of overriding considerations necessary to support certification of the EIR. PlaceWorks will prepare draft and final documents, pending City staff review and comment.

#### Deliverable(s):

 Electronic copy of the draft and final version of the findings and overrides (if applicable) to the City

#### Task 6. Public Hearings on the EIR

#### 6.1 Public Hearings on the EIR

The PlaceWorks team, including W-Trans staff, will attend up to two public hearings (either through an online format or in-person, depending on health regulations) on the certification of the EIR.

#### Task 7. Notice of Determination

#### 7.1 Notice of Determination

Within five days of approval of the project, PlaceWorks will prepare a Notice of Determination (NOD) for submittal to the County Clerk. City staff will submit the NOD to the County Clerk and pay all applicable filing fees at the time of posting. The budget does not include payment of any filing fees.

#### Deliverable(s):

■ Electronic copy of the Notice of Determination (NOD) to the City

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# CHAPTER 4:

# **SCHEDULE AND COST**

# **SCHEDULE**

As shown in the schedule on **Figure 1**, we anticipate that the CEQA process can be completed within a 9- to 10-month schedule depending on the timing of public hearings scheduled by the City. The schedule includes 2 weeks for City review at each phase (with the exception of time allowance for City holidays). We believe this schedule is in keeping with your needs, but we are happy to revise this schedule if necessary.

PlaceWorks has a strong track record in meeting project schedules and coordinating closely with its clients. Over years of managing projects similar to the 123 Independence Mixed-Use Project EIR, we have developed a variety of tools to keep projects on schedule and ensure that staff are well informed at all times:

- We maintain an up-to-date schedule throughout the project, to ensure that all team members are aware of upcoming meetings and product due dates.
- We stay in close, regular contact with staff and our subconsultants and document important decisions about the project in writing, which ensures that decisions are understood by all team members.
- We schedule project due dates for staff and subconsultants with adequate time for editing and formatting into finished reports.

# COST

As shown in Table 2, the estimated cost to complete the scope of work described in this proposal is \$293,749. PlaceWorks recommends planning for a 5 percent contingency fund (\$14,687) to cover any unforeseen out-of-scope work that might be necessary for the project. Contingency funds would only be used with written consent by the City. PlaceWorks bills for its work on a time-and-materials basis with monthly invoices. The billing rates for each team member are included in Table 2. We are flexible regarding project costs and hope that you will not eliminate us from consideration on the basis of cost alone.

# **Assumptions:**

- PlaceWorks will provide 16 hard copies of the Draft EIR, and FEIR, with appendices on CDs. All other submittals will be electronic.
- All State Clearinghouse submittals will be made via OPR's online portal.
- Our scope includes 40 hours to respond to comments received on the Draft EIR.
- Members of the PlaceWorks team will participate in two public meetings during the public review periods and two public hearings during the approval process.

# FIGURE 1 SCHEDULE

			Mont	h																						
Task	Owner	Duration (work days)		1		2			3		4		!	5		6			7		8			9	1	D
Issue Notice to Proceed	City	1																								
TASK 1. Project Initiation and Project Management																										
Data Review and Kick-Off Meeting	City/PlaceWorks	1	*																							
Status Meetings	City/PlaceWorks	18	П	*	*	*		*	*	*	*	1	*	*	*	*	1	*	*	*	*	•	*	*	*	
TASK 2. Scoping and Project Description																										
Notice of Preparation	PlaceWorks/City	20																								
30-day NOP Review Period and Scoping Meeting	PlaceWorks/City	30	П	П			*	Т		П			Т		П	T								П		Т
Scoping Comment Matrix Memo	PlaceWorks	2	П																							
Project Description	PlaceWorks/City	20								П		П	Т	П			П		П					П		$\top$
TASK 3. Technical Reports and Analysis																										
Housing Needs Assessment	PlaceWorks/KMA/City	55																								
Transportation Assumptions Memo, Data Summary, and Impact Analysis	PlaceWorks/W-Trans/City	55																								
Technical Analysis dependent on Transportation Data (AQ/GHG/HRA/Noise)	PlaceWorks/City	20	П																П							
Water Supply Assessment	PlaceWorks/City	35												П												
TASK 4. Environmental Review																										
Administrative Draft EIR	PlaceWorks/City	60																								
Alternatives Evaluation	PlaceWorks/City	30	П																П							
Screencheck and Public Review EIR	PlaceWorks/City	25	П						П					П					П							$\top$
45-day Review Period and Draft EIR Public Hearing	PlaceWorks/City	45	П											П	П	*			П							
Administrative, Screencheck, and Public Final EIR/MMRP	PlaceWorks	45	П																							
TASK 5. Findings of Fact and Statement of Overriding Considerations								•			•		_							•						
Administrative Draft and Final Findings	PlaceWorks/City	20	П																							Т
TASK 6. Public Hearings on the EIR																										
Planning Commission and City Council Meetings	PlaceWorks/City	2	П	$\Box$																			*		*	$\top$
TASK 7. Notice of Determination																										
Notice of Determination	PlaceWorks/City	2		TT						П																

Key
City
PlaceWorks
W-trans
Keyser Marston Associates (KMA)
Review Periods
Meetings/Hearings
\*

34 ••• 4. Schedule and Cost

# TABLE 2 COST ESTIMATE

						PLACEV	ORKS El Chammas/									SUBCON	SULTANTS			
	McCracken	Mena	Protsman	Vermilion	Carman	Bush	Watson/Anayah	Garcia	Nguyen	GRAPHICS/		WP/				W-Trans	Keyser Marston			
	Principal In		Project	Air Quality/	Noise Senior	Senior			Project	GIS	EDITOR	CLERICAL						10%		
Hourly	Charge Rate: \$205	Manager \$175	Planner \$120	GHG Principal \$215	Associate \$200	Engineer \$170	Associate \$135	Associate \$135	Scientist \$125	\$115	\$115	\$100	PlaceWorks Hours	PlaceWorks 2% Office Expenses	PlaceWorks Total	Transportation	Housing	Subconsultant S Markup	ubconsultant Total	Total Bud
K 1. Project Initiation and Project Manager		J173	<b>J120</b>	7213	7200	J170	<b>J133</b>	J133	<b>J123</b>	JIIJ	ŢIIJ	<b>\$100</b>	Hours	Office Expenses	Total	Transportation	Housing	Wiaikup	Total	Duu
Data Review and Kick-Off Meeting		4 4	- 4										1	\$40	\$2,040	\$3,020	\$2,000	\$502	\$5,522	
2 Status Meetings	1	4 14	18										41		\$7,630			\$136	\$1,496	
3 Project Management	1												4:		\$7,477	\$2,730		\$273	\$3,003	
Task 1. Su	ototal 3	2 38	30	0	0	(	0	(	0 0	0	(	) 0	100	\$337	\$17,147	\$7,110	\$2,000	\$911	\$10,021	\$
K 2. Scoping and Project Description																				
1 Notice of Preparation		2 4	12							2		1	2:		\$2,938	\$0		\$0	\$0	
2 Scoping Meeting		4 2	4							2			1:		\$1,918	\$0	\$0	\$0	\$0	
3 Scoping Comment Matrix Memo		1 1										1			\$1,224				\$0	
4 Project Description		4 6								4		1	3:		\$4,437	\$0			\$0	
Task 2. Su	ototal 1	1 13	38		0		0		0 0	8		) 3	7:	\$207	\$10,517	\$0	\$0	\$0	\$0	\$
K 3. Technical Reports and Analysis																				
1 Housing Needs Assessment		1 2													\$566			\$3,200	\$35,200	
2 Transportation Impact Analysis		2 2												\$15	\$775			\$4,186	\$46,046	\$
3 Air Quality/GHG Analysis		1 2		21					95		1	. 1	12:		\$17,503		\$0	\$0	\$0	
4 Health Risk Assessment		1 2				31	26		25	2	2		91		\$13,280		\$0	\$0	\$0	
5 Noise Analysis		1 2			12			28	В		1	1 1	4!		\$7,089			\$0	\$0	
Water Supply Assessment		1 2				12							6		\$8,843			\$0	\$0	
Task 3. Su	ototal	7 12	. 0	21	. 12	43	71	2	B 120	2	- 4	1 3	32:	\$941	\$48,056	\$41,860	\$32,000	\$7,386	\$81,246	\$1
K 4. Environmental Review																				
1 Administrative Draft EIR	2			1		1			20	6	6	5 4	214		\$30,886	\$0		\$0	\$0	
2 Alternatives Evaluation	1			3		9			24			1	10:		\$15,550			\$0	\$0	
3 Screencheck and Public Review Draft EIR	1				1		4		2	2	2	2 2	9:		\$13,444	\$0		\$0	\$0	
4 45-day Review and Draft EIR Public Hearing	1	4 4 0 20		2			3			2		. 1	1!		\$2,377	\$0 \$0	\$0	\$0	\$0	
5 Administrative Draft Final EIR and MMRP 6 Screencheck and Public Review Final EIR and M		0 20 4 12		2	. 2	4	. 3		2	4	4	1 4	9:		\$13,520 \$5,610	\$0 \$0	\$2,000 \$0	\$200 \$0	\$2,200 \$0	
Task 4. Su				6	7	12	2 36		0 48	16	14	1 14			\$5,610	\$0 \$0		\$200	\$2,200	
			220		·	14	. 36		J 40	10	14	• 14	33.	. 31,357	301,307	ŞU	\$2,000	\$200	\$2,200	,
6K 5. Findings of Fact and Statement of Ove 1 Administrative Draft and Final Findings		ations 2 4	. 8										1-	\$41	\$2,111	\$0	\$0	\$0	\$0	
Task 5. Su		2 4			0	(	) 0		0 0	0		) 0			\$2,111			\$0	\$0	
	riotai						, 0		, ,		,	, ,		, ,41	72,111	JU.	30	30	, JU	
K 6. Public Hearings on the EIR																				
1 Public Hearings on the EIR		8 8								2			20		\$4,315				\$4,488	
Task 6. Su	ototal	8 8	8		0	(	0		0	2		) (	20	\$85	\$4,315	\$4,080	\$0	\$408	\$4,488	
K 7. Notice of Determination																				
1 Notice of Determination		1 1	. 2									1		\$14	\$734	\$0	\$0	\$0	\$0	
Task 7. Su	ototal	1 1	. 2	C	0	(	) 0		0 0	0		) 1		\$14	\$734	\$0	\$0	\$0	\$0	
	,												1							
Labor Hours	Total 12	1 194	306	27	19	55	107	2:	168	28	18	3 21	1092							
Labor Dollars	Total \$24,805	\$33,950	\$36,720	\$5,805	\$3,800	\$9,350	\$14,445	\$3,780	\$21,000	\$3,220	\$2,070	\$2,100		\$3,222	\$164,267	\$53,050	\$36,000		\$97,955	\$2
PlaceWorks Percent of Total	Labor 115	6 18%	28%	2%	2%	5%	10%	39	6 15%	3%	2%	2%								
PENSES																				
eWorks Reimbursable Expenses																				
																				5
onsultants' Reimbursable Expenses  EXPENSES	OTAL																			-

123 INDEPENDENCE MIXED-USE PROJECT
4. Schedule and Cost 35
CITY OF MENLO PARK

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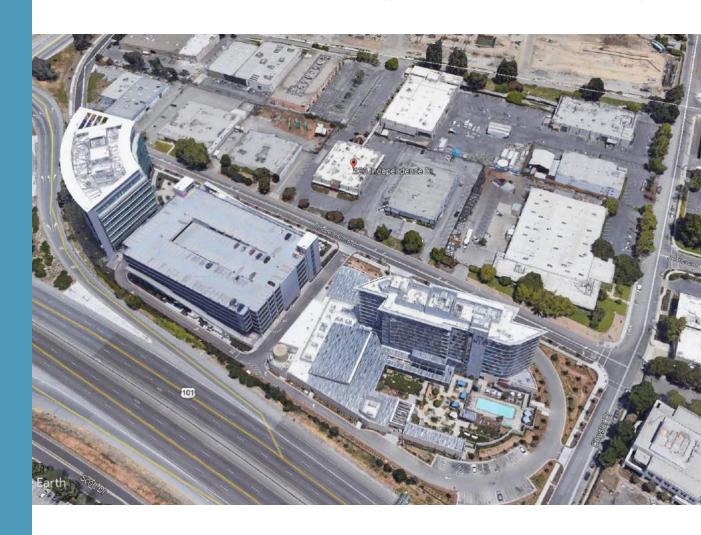


1625 Shattuck Avenue, Suite 300 Berkeley, California 94709 510.848.3815

www.placeworks.com

# City of Menlo Park

# Proposal to Prepare an Environmental Impact Report for the 123 Independence Drive Project



Prepared by:

# IMPACT SCIENCES

20445 Prospect Road Suite C San Jose, CA 95129 Submitted to:

City of Menlo Park Tom Smith, Senior Planner 701 Laurel Street City Hall - First Floor Menlo Park, CA 94025

September 4, 2020



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#### **Appendix**

- A VRPA Technologies, Inc.: Proposal for Traffic Impact Study, Transportation Demand Management Plan, and Senate Bill 743 Impact Assessment
- B Harris & Associates: Proposal for Housing Needs Assessment
- C Resumes of Key Personnel



20445 Prospect Road, Suite C San Jose, CA 95129 www.impactsciences.com

Submitted via e-mail

August 24, 2020

City of Menlo Park

City Hall - 1st Floor 701 Laurel St. Menlo Park, CA 94025

Attn: Tom Smith, Senior Planner, tasmith@menlopark.org

Re: Proposal to Complete an Environmental Impact Report (EIR) for a new mixed-use

development proposed at 123 Independence Drive in Menlo Park

Dear Mr. Smith,

On behalf of Impact Sciences, Inc., we are pleased to present a proposal to prepare an Environmental Impact Report and associated technical studies for a new mixed-use development proposed by The Sobrato Organization at 123 Independence Drive in Menlo Park, California.

As you will see from the information presented in this proposal, our team has prepared environmental documents and supporting studies for various development projects, including residential development projects across the State. Our team's extensive experience with developers, cities and counties makes the Impact Sciences team uniquely qualified for this contract.

Mr. John Anderson, Associate Principal, will serve as the primary contracting contact and Team Leader, with day-to-day management being provided by, Vanessa Williford who will act as the Senior Project Manager for this Project. Mr. Anderson has over 30 years of consulting experience and has managed hundreds of environmental documents for a variety of development projects including Environmental Impact Reports (EIRs) and Initial Studies/Mitigated Negative Declarations (IS/MNDs).

Should you have any questions about this proposal or need further information from us, please feel free to contact Mr. Anderson at (310) 918-7791 or janderson@impactsciences.com.

Sincerely,

Impact Sciences, Inc.

Jessica Kirchner Flores, AICP President & Managing Principal John R. Anderson Associate Principal



#### 2. FIRM AND SUBCONSULTANT INFORMATION

Impact Sciences, Inc., is a California "S" Corporation founded in Thousand Oaks that has been preparing environmental documentation since its founding in 1988. Impact Sciences is a certified woman-owned business (WBE), a certified Small Business Enterprise (SBE), and a certified Disadvantaged Business Enterprise (DBE).

Impact Sciences has a staff of 12 planners, technical specialists and administrative support and maintains offices in San Jose, Los Angeles, and Oakland. Services for this Project will be provided from our San Jose office with support from our Los Angeles and Oakland offices, as needed. The primary contact for this proposal is John Anderson, Associate Principal.

San Jose Office	Oakland Office	Los Angeles Office
20445 Prospect Rd., Ste. C	505 14th Street, Ste. 900	811 W. 7th Street, Ste. 200
San Jose, CA 95129	Oakland, CA 94612	Los Angeles, CA 90017
Phone: (408) 516-1440	Phone: (510) 267-0494	Phone: (213) 935-1901

Impact Sciences has extensive local knowledge and a successful 32-year history in preparing a full range of documents in compliance with the California Environmental Quality Act (CEQA). We can assist the City in all aspects of CEQA compliance, including the determination of whether the proposed action qualifies as a Project under CEQA, and if so, what type of CEQA documentation is required. We have prepared all types of CEQA documents, ranging from documentation in support of Categorical Exemptions (Cat Ex), ISs, Negative Declarations (NDs), MNDs, Sustainable Community Environmental Assessments (SCEAs), up to EIRs, including Program and Project EIRs, Focused EIRs, Supplemental EIRs, Subsequent EIRs, and Addendums to EIRs. Impact Sciences is also capable of preparing Findings of Fact and Statements of Overriding Considerations, where necessary. Impact Sciences also assists with the distribution and filing of the required noticing of environmental documents, including but not limited to, Notices of Preparation (NOP), Notices of Intent to Adopt (NOIA), Notices of Availability/Notices of Completion (NOA/NOC), and Notices of Determination (NOD).

CEQA planning is Impact Science's primary service sector. However, we also provide expertise related to Environmental Planning Program Management, National Environmental Policy Act (NEPA), local, regional, and federal permitting, as well as technical reports for various environmental impact categories and emerging environmental issues (e.g., Sustainability Plans, Health Risk Assessments, Resilience Planning, Hazard Mitigation, and Environmental Justice).

Impact Sciences places emphasis on the active participation of experienced senior staff, responsiveness to the unique demands of each Project, problem solving, effective communication of planning and environmental information to the decision makers and the public, and active Project management. Our commitment to this approach has resulted in successful performance on a wide variety of assignments and long-term relationships with our clients.

#### Subconsultants

Our approach in building a project team is defined by the needs and requirements of each individual project. For this proposed project, we have teamed with the following partners in order to provide an appropriate suite of services to the City:

• VRPA Technologies, Inc. – Transportation



- Harris & Associates Housing Needs Assessment
- Basin Research Associates Cultural Resources, including Tribal Resources, and Tribal Consultation
- Vollmar Natural Lands Consulting, Inc. Biological and Natural Resources

#### VRPA Firm Summary

VRPA Technologies, Inc.'s innovative approach is evident by the expanse of services available to our diverse clientele, which includes both the public and private sectors consisting of State governments, regional agencies, counties, and cities, as well as private planning/engineering/environmental firms.

#### **Specialized Fields**

VRPA Technologies, Inc., was founded in 1988 and offers comprehensive consulting services throughout the State of California, other Western States, and the East Coast. Specialized fields of service include transportation planning/modeling, circulation and traffic engineering analysis, transportation demand and systems management (TDM/TSM) assessment, infrastructure financial planning, Intelligent Transportation Systems (ITS) planning and integration, as well as mass transportation, bicycle, non-motorized, and aviation planning and design. Furthermore, VRPA Technologies has extensive experience in public outreach, land use modeling, regional housing needs assessment, environmental analysis including transportation/circulation/vehicle miles traveled (VMT)/Level of Service (LOS), air quality, greenhouse gas (GHG) and noise impact assessment, planning and modeling.

#### **Staff Experience**

Our trailblazing staff has successfully completed over 1,000 transportation planning/modeling, environmental, air quality/GHG planning, noise, engineering, and Intelligent Transportation Systems (ITS) projects. From this existing experience base, VRPA continuously seeks to further expand the experience level of the firm and its staff. VRPA prides itself on a desire to tackle unique projects from an innovative angle. One such specialized experience is VRPA's unique capability to convey technical engineering and planning information to the public and political stakeholders.

#### **Public Outreach**

VRPA conducts all public outreach activities in-house and often serves as a subconsultant to other transportation firms for small and large projects. VRPA has been successful with the development of complicated and controversial transportation projects where communication and outreach to the public and various stakeholders is critical to the success of the project. In a position to utilize this broad experience base is an energetic staff equipped with the necessary tools and "can do" attitude to ensure a successful outcome to every challenge undertaken.

#### Meeting Our Clients' Needs

VRPA is always committed to providing continuous and direct consulting services to our clients and understands that the ability to respond to the immediate needs of clients is often the key to a successful client/consultant relationship, resulting in viable projects of high quality. VRPA's capabilities in meeting client needs and finishing projects on budget and schedule is demonstrated through successful completion of projects ranging from large regional transportation plans with large public outreach components and technical environmental assessment to small development traffic and environmental impact assessment projects for local cities and counties. Each client receives what VRPA is known for...on time, on target, on



budget professional service. VRPA offices are located in Fresno, San Diego, Berkeley in California and in Prescott, Arizona.

#### **Certified Disadvantaged Business Enterprise**

VRPA is a registered Disadvantaged Business Enterprise (DBE) under the California Unified Certification Program, certified as a Women Business Enterprise (WBE), qualifying as an Under-Utilized Disadvantaged Business Enterprise (UDBE), and is also a State of California Small Business/Microbusiness.

#### Harris & Associates Firm Summary

Harris & Associates' Community Planning services factor in all the diverse elements contributing to a community's well-being, with careful consideration of resources at every step. Our strategic advisors and planners, drawing on our firm's vast experience in engineering, construction management, and housing, collaborate with municipal leaders and communities to establish a vision along with the goals, policies, actions, and financing options for making it a reality.

Across the entire spectrum of community improvements, Harris draws from a unique breadth of expertise with complex, interconnected systems to account for the domino effect today's planning decisions will have far into the future. We bring climate change, resilience, technology, and sustainability to every aspect of planning to support thriving communities that meet the most stringent requirements.

Given the importance of public participation in community planning, Harris also garners support from residents to develop equitable plans that meet the entire community's needs.

In terms of experience, Harris prepared a detailed inclusionary housing in-lieu fee analysis for the City of Oxnard under the direction of Ms. Mosesman. As part of the analysis, we evaluated the impact on affordable housing demand (up to and including housing for moderate-income households) resulting from the development of market-rate housing, quantified on a per-unit basis.

The proposed Harris Team (while at RSG, Inc.) evaluated the housing need as part of a fiscal and economic impact analysis for a proposed mixed-use development in the City of Simi Valley that involved the rezoning industrial land for residential use. The evaluation focused on inventory, rental rates, vacancy, absorption, citywide land availability, and land value. Based on these metrics, the analysis reflected a strong demand for residential development relative to the industrial and office markets. The analysis incorporated a description of how the proposed development would help the City to achieve its RHNA goals, the impacts to onsite employment and earning capacity resulting from the rezoning, as well as fiscal and economic impact analyses estimating one-time and annual impacts to City revenues and expenditures along with local economic activity, analysis for a proposed mixed-use development in the City of Simi Valley that involved the rezoning industrial land for residential use.

#### **Staff Experience**

The Harris team has significant expertise in economic and housing analysis to provide comprehensive services to the City of Menlo Park. This team is led by Hitta Mosesman, formerly partner and shareholder of RSG, Inc. prior to joining Harris in 2019. Hitta has over 20 years of experience in providing fiscal and economic analysis for development projects and policy initiatives, as well as housing services to cities, counties and public agencies throughout California. Ms. Mosesman has assisted clients with analyzing the economic impacts resulting from residential, commercial and industrial development projects, including direct, indirect and induced job creation and the housing demand generated by those jobs at various income



levels. Ms. Mosesman has significant experience in all aspects of housing – planning, financial analysis, development feasibility, grants/funding, reporting, compliance and strategy. She counts the San Gabriel Valley Regional Housing Trust, and the cities of Irvine, Garden Grove, Duarte, Hawthorne, Victorville, and the Irvine Community Land Trust as current and recent clients. Ms. Mosesman has been a featured speaker at the Housing California, Urban Land Institute and the Orange County Housing Summit in recent years.

#### Basin Research Associates Firm Summary

BASIN is a Small Business Enterprise specializing in the preparation of cultural resources compliance documents to meet the requirements mandated by historic preservation laws and regulations. Since 1980, BASIN has worked with many federal, state and local agencies and environmental consulting firms in California and Nevada to provide the cultural resources research, field investigations and analyses necessary to meet the mandates of the National Environmental Policy Act (NEPA) and the California Environmental Quality Act (CEQA) as well as local historic preservation requirements.

BASIN focuses on in managing and completing small and medium size projects but also has developed and managed large-scale projects through either joint ventures or cooperative agreements with other environmental and cultural resources management firms.

BASIN is a small firm where all staff participate in a project and any outside discipline specialists are expected to participate and contribute to a project's successful completion. The BASIN team and our partners are committed to developing creative and innovative problem-solving approaches to assist clients in achieving their project objectives in multi-disciplinary and multi-agency regulatory environments. BASIN's "lessons-learned" from past projects and the experience and quality of our staff and outside consultants have allowed the firm to develop a reputation of providing compliance services consistent with the mandates to protect and preserve cultural resources while remaining responsive to client needs and regulatory requirements.

#### Vollmar Natural Lands Consulting Firm Summary

Vollmar Natural Lands Consulting, Inc. (VNLC) is a natural resources consulting and research company providing expertise on the technical and regulatory aspects of natural resource assessment, impact analysis, mitigation, conservation, restoration, and land stewardship. Since our founding in 1996, we have completed more than 350 projects ranging from small site assessments to large-scale conservation, mitigation, research, and development projects. We work throughout California and other western states, as well as internationally, providing expertise in the following key areas:

- Rare Plant and Wildlife Surveys, Habitat Assessments, and Species Restoration
- Formal Wetland Delineation and Sensitive Habitat Mapping
- Vegetation Ecology, Classification, and Mapping
- Regional Conservation Planning and Development Studies
- Mitigation Bank and Mitigation Preserve Establishment
- Conservation Land Management and Monitoring, and Invasive Species Control
- Wetland, Riparian, and Upland Habitat Restoration
- Rangeland Management and Grazing Assessments
- Biological Constraints Analysis, Impact Assessment, and Permitting
- Advanced GIS Analysis, Remote Sensing, and Cartography



VNLC works as a collaborator as well as a hired consultant or researcher for governmental agencies, private landowners, small businesses, corporations, conservation groups, and land trusts. We take pride in our ability to communicate effectively with ranchers and farmers as well as government regulators, conservation advocates, and developers. Through our projects, we have helped establish more than 80,000 acres of conservation lands throughout California, and have developed and implemented restoration, management, and monitoring plans on numerous public and private preserves covering many thousands of acres

### **Impact Sciences Additional Considerations**

#### **Contracting Commitment**

Impact Sciences affirmatively states that it would require no exceptions to the standard JUHSD Contract Documents, which have been approved by the General Counsel to the Board of Trustees.

#### **Insurance Requirements**

Impact Sciences maintains the following insurance coverages:

- Comprehensive General Liability Insurance, Contractual Liability Insurance, and Projects Liability Insurance
- Errors and Omissions Insurance
- Worker's Compensation

#### **Equal Opportunity Employer**

Impact Sciences affirmatively states that it provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Impact Sciences complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Impact Sciences expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.



#### 3. PROPOSED METHODOLOGY

#### **Project Understanding**

Based on project information provided by the City of Menlo Park, the applicant proposes to demolish five (5) existing industrial and office buildings across five parcels located at 119, 123-125, and 127 Independence Drive; 130 Constitution Drive; and 1205 Chrysler Drive, and construct 67 for-sale three-story townhomes, a five-story apartment building with 316 units, and an 88,750-square-foot office building ("Project"). The proposal includes a request for an increase in height, density and floor area ratio (FAR) under the bonus level development allowance in the City's Zoning Ordinance, subject to obtaining a use permit and providing one or more community amenities required by the R-MU-B (Residential Mixed Use, Bonus) zoning district regulations.

The project size is within the maximum amount of new residential development potential identified in the Land Use Element of the City's 2016 General Plan Update, commonly referred to as ConnectMenlo. The Land Use Element identifies the potential for 4,500 new residential units in the Bayfront Area, located in an area historically developed with industrial, warehousing, and office uses north of US Highway 101 and south of State Route 84 (Bayfront Expressway) adjacent to the San Francisco Bay.

This project in combination with all previously submitted projects since ConnectMenlo was approved totals 3,199 residential units, which is within the maximum number of units identified in the General Plan. However, the program EIR for ConnectMenlo analyzed the remaining development potential of 150 residential units, the potential for 3,000 new residential units and the potential for 1,500 corporate campus units in the Bayfront Area. Because the proposed project exceeds the number of residential units analyzed in the ConnectMenlo EIR by 49 units (3,150 residential units - 3,199 residential units), the proposed project would not be able to tier from the ConnectMenlo EIR (unlike the other multi-family housing projects currently being reviewed by the City) and would need to evaluate all applicable EIR topic areas under CEQA.

It also is important to consider City CEQA review process currently underway for the proposed project located at:

- 111 Independence Drive. For that project, SP Menlo, LLC has submitted an application to construct a new eight-story residential apartment building with 105 dwelling units and a community serving retail space. The proposal would include a total of 14 residential units (15 percent) as below market rate (BMR) units, per the requirements of the City's BMR Ordinance. The site contains an existing one-story office building, approximately 15,000 square feet in size, that would be demolished as part of the project.
- 115 Independence Drive and 104 and 110 Constitution Drive: For that project, Greystar has submitted a proposed project, tentatively named Menlo Portal, to redevelop three parcels with approximately 335 multi-family dwelling rental units, 34,819 square feet of office, and 1,608 square feet of commercial space on a 3.20-acre site. The three project parcels are located at e in the R-MU-B (Residential Mixed Use-Bonus) zoning district.

Beyond the required cumulative analysis, the ConnectMenlo, 111 Independence Drive, and Menlo Portal projects may allow for efficiencies with regard to many of the proximal and regional environmental impact categories. For example, required consultation with responsible agencies Tribal Nations and impact



categories that require a proximal off-site analysis (e.g., Air Quality, Biologic Resources, Hazards & Hazardous Materials, Utilities, Land Use and Planning, etc.) my reduce the scope and provide relevant stakeholder feedback that informs the CEQA process for this project. As a result, this proposal represents a "not-to-exceed" scenario in terms of scope, schedule and budget.

# Project Context - Settlement Agreement between the City of Menlo Park and the City of East Palo Alto

This proposal acknowledges that the CEQA process for this project must be completed in compliance with the Settlement Agreement (12/5/17) between the City and the City of East Palo Alto. Specifically:

- 1. Reciprocal Environmental Review for Future Development Projects. Menlo Park will prepare an EIR for any project located in the Office (O), Life Science (LS) or Residential Mixed Use (R-MU) district that exceeds 250,000 net new square feet and would require a use permit, that proposes bonus level development, that proposes a master plan project, or that may have a significant environmental impact. These are the type of projects that would generally require the preparation of an EIR. Menlo Park may, with the exception of housing and traffic (which were the focus of East Palo Alto's challenge), simplify the environmental review for future development projects by incorporating analysis and discussions from the General Plan Program EIR. East Palo Alto will prepare an initial study for future development projects to determine the appropriate level of environmental review and will conduct that review, which can be simplified by incorporating by reference analysis and discussions from the General Plan Program EIR.
- Reciprocal Traffic Studies. Menlo Park and East Palo Alto will work together to ensure that future development projects' potentially significant traffic impacts on the other jurisdiction are analyzed and mitigated.
- 3. <u>Reciprocal Fair Share Mitigation Impact Fees.</u> Menlo Park or East Palo Alto, whichever is the lead agency, will require a development project that has a significant impact on an intersection(s) in the other jurisdiction to pay a fair share mitigation impact fee to be used to implement the mitigation measures(s) that will reduce traffic impacts caused by the project.
- 4. <u>Reciprocal Trip Cap Projects</u>. If Menlo Park or East Palo Alto imposes a trip cap, that city shall share monitoring and compliance information and a percentage of penalties based on the traffic analysis.
- 5. <u>Reciprocal Study of Multiplier Effect.</u> When the preparation of an EIR is required as described above, Menlo Park or East Palo Alto, as applicable, will conduct a Housing Needs Assessment, which to the extent possible, will include an analysis of the multiplier effect for indirect and induced employment.

#### Task 1.0 – Project Initiation/Data Collection

As a first step, our Senior Project Manager will meet with the City staff to discuss the approach to CEQA documentation for the proposed Project. Following that meeting, we will firm up our scope of services for the preparation of the CEQA document.

Under this task we will also discuss the schedule and deliverables, etc., and as needed revise the Project budget. In addition, we will review the existing information, and identify any data gaps needed to complete the CEQA analysis.



# Task 2.0 – Preliminary Project Description, Notice of Preparation/Initial Study, and Scoping Meeting

Based on information provided by the City, Impact Sciences will prepare a detailed Project description including text and graphics. Specifically, the Project description will include: (1) the regional and local setting, (2) Project site current land uses, (3) Project goals and objectives, characteristics, and important Project features, (4) discretionary actions required by the City, (5) a list of responsible and other agencies expected to use the EIR in decision making, and (6) a list of approvals for which the document will be used.

We will also prepare draft Notice of Preparation (NOP) for the project. The City has indicated that the CEQA process for this project will not include an Initial Study. This will allow the CEQA process to proceed expeditiously. Impact Sciences will be responsible for mailing copies of the NOP to the State Clearinghouse and to a mailing list, provided by the City. This scope assumes that the City will place a public notice in the local newspaper announcing the availability of the NOP.

It is anticipated that the City will hold up at least one scoping meeting for the EIR during the 30-day scoping period. Our scope assumes that City staff will provide the technical infrastructure to conduct a virtual meeting in compliance with the City's current meeting policies and procedures. It also is assumed that City Staff will prepare and provide materials related to the proposed Project and will run the meeting. Our Senior Project Manager or Project Manager will attend the scoping meeting and will present the CEQA process and explain to the interested public opportunities for public participation in the CEQA process. The City will retain a court reporter (or record the meeting per the City's policies and procedures) to prepare a transcript of the scoping meeting.

At the end of the scoping period, the City will provide Impact Sciences with copies of all comment letters received on the NOP and the transcripts of the scoping meeting so that all relevant comments are appropriately considered in the preparation of the Draft EIR. A revised EIR scope of work will be prepared at the end of the scoping period, if necessary, to address all relevant comments received and refine the scope of analysis of the EIR.

#### Task 3.0 -Technical Studies

Impact Sciences and its subconsultants will prepare the technical studies needed for the EIR. The scopes of the technical studies are outlined below.

#### 3.1 Air Quality

Impact Sciences will assess the air quality impacts resulting from the proposed Projects pursuant to CEQA Air Quality Guidelines updated by the Bay Area Air Quality Management District (BAAQMD) in May 2017. We propose the following scope of work for the air quality impact analysis:

Assess Construction Air Quality Impacts. We will estimate construction air emissions and impacts resulting from the proposed Project and identify best management practices to control emissions. Construction emissions will be calculated using the latest version of the California Emissions Estimator Model (CalEEMod) Version 2016.3.2 and construction phasing information for each Project. We will compare average daily construction emissions against BAAQMD criteria pollutant thresholds. Impact Sciences will also perform a Health Risk Assessment to determine risk and hazard impacts on nearby sensitive receptors from toxic air contaminants emitted during construction. We will use the U.S. EPA AERMOD dispersion model and the California Air Resources Board (CARB) Hotspots Analysis and



Reporting Program Version 2 (HARP 2) Risk Assessment Standalone Tool (RAST) to estimate cancer and chronic risk, and ambient increases in PM2.5 concentrations at nearby sensitive receptors.

Assess Operational Air Quality Impacts. We will use the CalEEMod model to calculate operational emissions of criteria air pollutants from area, stationary, and mobile sources. These sources may include natural gas use, architectural coatings, cleaning products, landscaping, stationary sources such as generators, and motor vehicle operation. Specific inputs to the model will include traffic generation for the Projects.

**Assess Pollutant Concentrations.** We will assess changes to air toxics from any on-site diesel-powered stationary sources, such as emergency generators (if diesel powered).

**Identify Mitigation Measures.** We will identify and evaluate reasonable and feasible mitigation measures to reduce any significant air quality impacts. In addition, we will develop a list of reasonable and feasible dust control measures to reduce construction air quality impacts and, if necessary, measures to reduce construction community risk to acceptable levels.

#### 3.2 Biologic Resources (Vollmar Natural Lands Consulting)

This technical task will address the environmental permitting process for the project by preparing a report that identifies and documents sensitive biological resources on the project site, or with potential to be impacted by the Project. A biological evaluation report (BE) will be prepared that describes habitat types and habitat suitability for special-status plants and animals known from the vicinity of the study area.

Additionally, assuming that a formal wetland delineation will be required, VNLC will conduct a survey and prepare a delineation report. If there are no potentially jurisdictional Waters, no formal survey will be conducted and the lack of such features will be documented within the BE.

Finally, Vollmar will review the project Design to ensure the project is in compliance with the Bird-Friendly code requirements per the City's Green and Sustainable Building Code section 16.45.130.

#### 3.3 Cultural Resources (Basin Research Associates)

The Work Plan is dependent on any cultural studies completed by the Project Proponent and made available to BASIN for review and use. The following is based on the assumption that minimal information will be available for review.

Work tasks will include: (1) an archival records search of the project area and immediately adjacent areas to be conducted by the California Historical Resources Information.

System/Northwest Information Center (CHRIS/NWIC); (2) a review of various published compendiums including the National Register of Historic Places and California Register of Historical Resources; (3) a review of archival literature and records on file with Basin Research Associates for the area; (4) a request to the Native American Heritage Commission (NAHC) for a review of the Sacred Lands Inventory followed by contact and consultation with Native American groups/individuals listed by the NAHC as having special information on the Menlo Park area; and, (5) a field review of the property. All work will be completed or reviewed by an archaeologist meeting the Standards of the Secretary of the Interior for Archaeology.



The results will be prepared in Technical Report and will follow general practice for reporting cultural resources results in central California. The document will provide a description of the project, the results of the archival research and field review, a regulatory over review, contextual information, a summary of results and management/mitigation recommendations. The information will be used by the City of Menlo Park to complete a review and assessment of cultural resources under CEQA. In addition, letters of consultation will be prepared, and tribal contacts will be identified pursuant to AB 52 requirements.

#### 3.4 Greenhouse Gas Emissions

The analysis of the impact of the proposed Project's greenhouse gas (GHG) emissions will be based on the state of the practice in the area of climate change analysis and recent case law, including the 2015 California Supreme Court case for the Newhall Ranch development. Impact Sciences will quantify estimated GHG emissions from construction and operation of the proposed Project and disclose all potential impacts. Further, we will perform a consistency analysis relative to existing plans for the reduction of GHG emissions. To estimate and evaluate the Project's GHG emissions, Impact Sciences will complete the following tasks:

Project-Level Greenhouse Gas Emissions Quantification (for both Design Concepts). The CalEEMod model will be used to quantify GHG emissions from construction and operation of the Projects. This model predicts construction and annual operational GHG emissions in the form of metric tons of equivalent carbon dioxide (MTCO2e/yr.). CalEEMod will be used to develop annual emissions that include indirect sources such as natural gas, electricity use, water usage, and generation of solid waste that is stored in landfills, as well as from direct mobile traffic emissions. We will include in the modeling any energy-efficiency measures or design features proposed by the campus. Modeling outputs will be compared to calculated scaled project specific thresholds as there are no approved BAAQMD operational thresholds of significance for GHG emissions.

Consistency Analysis. As discussed above, Impact Sciences will prepare a consistency analysis which compares the design features included in the proposed Project and climate change impacts to GHG reduction strategies detailed in approved climate action plans. This includes plans at the State (2017 Climate Change Scoping Plan Update), regional (2017 Plan Bay Area 2040), and local levels (2013 City of San Francisco Climate Action Strategy).

**Identify Mitigation Measures (for both Design Concepts).** We will identify and evaluate reasonable and feasible mitigation measures to reduce any significant GHG impacts.

#### 3.5 Noise

Impact Sciences will complete the following tasks to estimate noise and vibration levels generated during construction and operation of Projects included in the proposed Project:

**Ambient Sound Level Measurements.** Impact Sciences will use a Larson Davis Model LxT Class 1 Sound Level Meter to conduct existing ambient sound levels at multiple off-site locations to summarize existing sound levels. This will be the basis for comparison for analyzing construction noise.

Assess Construction Noise and Vibration Impacts. This analysis will include the calculation of noise and vibration levels at nearby sensitive land uses from the demolition, renovation of existing facilities, and new construction of the Projects. Noise and vibration levels expected from construction will be compared to



appropriate significance thresholds that are set forth in the City of San Francisco General Plan, and California Department of Transportation - Transportation and Construction Vibration Guidance Manual.

Assess Operational Noise and Vibration Impacts. The operational analysis will primarily include the estimation ambient sound level increases as a result of increased vehicle operation on local roadways. The Federal Highway Administration's (FHWA) Traffic Noise Model Version 2.5 (TNM2.5) will be used to calculate estimated sound levels for street segments identified in the Project traffic study that have the potential to audibly increase traffic noise. Additionally, stationary sources of noise will also be estimated, including noise emanating from parking and heating, ventilation and air conditioning (HVAC) systems. These sound levels will be compared to the standards set forth in the Environmental Protection Element of the San Francisco General Plan which contains Land Use Compatibility Guidelines for Community Noise for determining the compatibility of various land uses with different noise levels.

**Identify Mitigation Measures.** We will identify reasonable and feasible mitigation measures to reduce any significant noise and vibration impacts.

#### 3.6 Population and Housing (Harris & Associates)

See **Appendix B** for a full Scope.

In general, the HNA will analyze the following impacts of the proposed Project:

- The impacts on the housing supply and housing need (by affordability level) resulting from
  construction of the new housing units and commercial space, as well as the impacts of eliminating the
  existing industrial/office buildings on the site. These impacts will be estimated on both a regional and
  City level.
- A displacement risk assessment given the characteristics of the Project (on a regional basis).

#### 3.7 Transportation

See **Appendix A** for a full Scope.

The purpose of this technical task is to identify tasks associated with development of 67 for-sale three-story townhomes, a five-story apartment building with 316 units, and an 88,750-square-foot office building ("Project") related to the preparation of a: Traffic Impact Analysis (TIA); Transportation Demand Management (TDM) Plan and; Senate Bill (SB) 743 Impact Assessment that meets City of Menlo Park requirements.

#### Task 4.0 - Administrative Draft EIR

Impact Sciences will prepare an administrative Draft EIR for review by the City. The Administrative Draft EIR will be complete and adequate in all respects, and will provide all text, graphics, and references. Impact Sciences will also maintain and submit a record of all data sources (including supporting technical reports, memos, and emails that provide data used in the EIR, etc.).

Analysis Proposed subtasks related to the Administrative Draft EIR subsections are described below.



**Project Description.** The Project description will provide enough detail to allow an analysis of the potential impacts of the proposed Project. The Project description will also include a summary description of important characteristics of the site setting, such as existing site uses and surrounding land uses.

**Aesthetics.** In this section, Impact Sciences will describe existing visual conditions and evaluates potential aesthetic effects associated with implementation of the Project, including visual changes in the context of alteration or obstruction of scenic views from public areas, impacts to visual character of the campus and surrounding area, tree removal, and potential light and glare impacts.

**Air Quality.** Using the air quality technical analysis prepared under **Task 3.1** above, Impact Sciences will prepare the EIR Air Quality section.

**Biologic Resources.** Using the biologic report prepared under **Task 3.2** above, Impact Sciences will prepare the EIR Biologic Resources section.

**Cultural Resources (including Tribal Cultural Resources/AB 52).** Impact Sciences will prepare the cultural resources section based on the assessment and consultation processes described under **Task 3.3** above.

**Greenhouse Gas Emissions.** Impact Sciences will prepare a Greenhouse Gas Emissions section for the EIR based on the GHG report described in **Task 3.4** above.

**Hazardous Waste and Hazardous Materials.** In this section we will address the potential impacts associated with hazardous building materials, hazardous materials use and storage, hazardous waste generation and storage, and exposure to soil and groundwater contamination that may result from implementation of the proposed Project. We will incorporate the findings of the Phase I Environmental Site Assessments provided by the City. <sup>1</sup>

Land Use and Planning. We will describe existing land uses and features of the Project site and analyze the compatibility of the Project with nearby existing and planned land uses. Our scope assumes an analysis of the Project relative to the plans, policies, and regulations of the City's General Plan and Planning Code to analyze and assess the Project's environmental impacts. Based on the technical report resulting from Task 3.6 above, planning impacts related to housing also will be summarized under this EIR section. Finally, as required by the Settlement Agreement with the City of East Palo Alto, any impacts related Land Use and Planning under that jurisdiction will be documented.

**Noise.** Impact Sciences will prepare a Noise section for the EIR based on the noise analysis described in **Task 3.5** above, incorporating mitigation measures to reduce significant impacts, if necessary.

**Population and Housing.** Using the Housing Needs Assessment prepared under **Task 3.6** above, Impact Sciences will prepare the EIR Population and Housing section.

**Public Services and Recreation**. Impact Sciences will consult with City staff and each service provider to determine existing conditions for fire and police. Based on the demand for public services, we will evaluate whether the construction and operation of buildings and facilities on the site would require the

<sup>&</sup>lt;sup>1</sup> If a Phase 1 ESA is not available from the City, Impact Sciences may engage a sub-consultant to provide such services for the Project.



construction of new or expanded public service facilities. Impact Sciences will also analyze the impact on recreational facilities upon buildout of the Project.

**Transportation.** Using the Transportation technical analysis prepared under **Task 3.7** above, Impact Sciences will prepare the EIR Transportation section.

#### **Utilities and Service Systems:**

- Water. Impact Sciences will analyze the impact of the proposed Project on water supply, and will identify mitigation measures to reduce significant impacts, if necessary.
- Wastewater. Impact Sciences assumes that the City will estimate wastewater flows that would be
  generated as a result of the Project and will coordinate regarding the capacity of wastewater collection
  system of the Daly City and San Mateo County to handle the Project flows. Impact Sciences will use
  this City provided information to evaluate the Project's impacts on wastewater collection and treatment
  facilities.
- Solid Waste. Impact Sciences will provide updated solid waste generation information and other analysis necessary to fully evaluate solid waste impacts. If necessary, mitigation measures will be proposed to reduce significant impacts.
- Energy. Analysis of the energy impacts will be in compliance with the 2020 updated CEQA Guidelines.
   Impact Sciences will gather and present updated CCSF energy use information, Project energy demand information, and other analysis necessary to fully evaluate energy impacts in relation to the standards of significance. If necessary, mitigation measures will be proposed to reduce significant impacts.

**Wildfires.** As required by the 2020 updated CEQA Guidelines, we will examine impacts associated with wildfires and we will analyze whether the Project would impair an adopted emergency response plan or emergency evacuation plan, expose Project occupants to pollutant concentrations from a wildfire, require the installation or maintenance of associated infrastructure, or expose people or structures to significant fire risks.

Alternatives and Other Sections of the Draft EIR. Impact Sciences will prepare the Alternatives chapter of the EIR. We will work with the City to develop alternatives that would reduce significant impacts identified during the technical analysis under Task 3. Our scope assumes impact analysis of up to two alternatives in addition to the no-Project alternative. We will also prepare other CEQA-mandated analyses specific to the Project to cover topics such as, growth inducing impacts, unavoidable significant impacts, and significant irreversible impacts.

Our scope assumes the preparation of two administrative drafts EIR. Impact Sciences will revise each draft document to incorporate the City's comments.

#### Task 5.0 - Prepare Public Draft EIR

Following the final review and approval of the second administrative Draft EIR, we will prepare a camera-ready copy. Following approval of the camera-ready copy, Impact Sciences will provide Microsoft Word and PDF files of the Public Draft EIR to the City for web posting and other uses and print a small number (up to 15) of hard copies for distribution. We will prepare 15 CDs for mailing to the State Clearinghouse (SCH). Impact Sciences will prepare the Notice of Completion (NOC) for the Draft EIR filing with the SCH



and will distribute the NOC and Draft EIR to agencies and other interested parties. Please note that current restrictions mandated under State Health rules and regulations may alter these parameters.

### Task 6.0 - EIR Public Hearings

Impact Sciences will attend, and if requested will assist in conducting, five public hearings during the public review period for the Draft EIR. Impact Sciences will be responsible for preparing necessary materials for the two hearings, e.g., (a) a handout depicting and briefly describing the Project and summarizing impacts and mitigations, (b) other large scale graphics, to be determined in consultation with the City staff. Our scope assumes that the City will arrange for a venue and a court reporter for the public hearings. Please note that current restrictions mandated under State Health rules and regulations may alter these parameters.

#### Task 7.0 - Administrative Draft Response to Comments and MMRP

Following completion of the public review period on the Draft EIR, Impact Sciences will review the comments received in writing and at the public hearings, bracket all relevant comments, and assign identifying numbers to each comment letter and individual comments. Our scope assumes that up to 50 individual comment letters will be received and none of the comments will require new analysis. If the number of comments received is larger than what is originally estimated, a scope amendment may be necessary. Based on the nature of the comments, they will be assigned to Impact Sciences team or the City to address. Responses to all relevant comments will be prepared and presented in a draft Responses-to-Comments document.

As appropriate, based on the comments or any changes to the Project the text and/or graphics of the Draft EIR will be revised. Impact Sciences will also prepare the Mitigation Monitoring and Reporting Program (MMRP) for inclusion in the Final EIR package.

#### Task 8.0 - Final EIR

Impact Sciences will deliver (a) fifteen (15) bound copies of the Final EIR; (b) fifteen (15) hardcopies of executive summary; (c) ten (10) labeled CDs of a web-ready version of the Final EIR and executive summary in PDF format; and (d) an electronic version of the Final EIR in a mutually agreed upon format to the City. The City will distribute copies of the Final EIR to agencies that provided comments on the Draft EIR. Please note that current restrictions mandated under State Health rules and regulations may alter these parameters.

Impact Sciences also will provide a draft language that may be used in a Statement of Overidding Consideration for the City's approval and use.

If the Final EIR is certified, we will prepare a Notice of Determination (NOD) to be filed with the SCH. Our scope assumes that the City will file the NOD.

#### *Task 9.0 – Project Meetings with the City*

Our scope assumes that in addition to attending the kickoff meeting in person, our Senior Project Manager and/or Project Manager and CEQA Lead will attend up to 26 twice-monthly progress meetings with the Campus during the course of this Project.



#### Task 10.0 - Project Management

This task covers the management and coordination activities of Impact Sciences' management team to provide oversight and guidance to the Project team, review invoices, prepare progress reports, and monitor budget and schedule.

#### \*Assumptions

It is assumed that the City will provide an ASTM compliant Phase 1 ESA completed within the last 5 years for the Project site. If a Phase 1 is not available, Impact Sciences may retain a sub-consultant to prepare a compliant document for the purposes of CEQA and the City's protection.

### 4. FIRM AND SUBCONSULTANT REFERENCE PROJECTS

# **Impact Sciences Housing Project Experience**

#### Mission Town Center EIR - City of Santa Clara

Impact Sciences prepared an EIR for the Mission Town Center Project, a mixed-use development proposed on a 5.7-acre site in the City of Santa Clara. The project sponsor proposed to demolish the residential, commercial, and industrial buildings on the site and construct a mixed-use residential development project that would consist 385 apartment units, approximately 10,000 square feet of conditioned amenity and leasing space, three distinct private open space areas, and about 27,000 square feet of ground floor retail. Key environmental issues for the project included archaeological and historical resources, traffic, air quality, and noise impacts. Impact Sciences worked closely with the City to successfully complete the environmental review on a highly expedited schedule.

#### Santa Clara Square Residential/ Mixed Use EIR- City of Santa Clara

Impact Sciences prepared an EIR for the Santa Clara Square – Residential/Mixed Use Project, a mixed-use development proposed on a 16-acre site in the City of Santa Clara. The project sponsor proposed to demolish the existing business park buildings on the site and construct a mixed-use residential development project that would consist of 825 apartment units, approximately 44,000 gross square feet of retail space, and 15,300 gross square feet of amenity space. The project included a surface parking lot with 101 parking spaces and a 755,874-square-foot two-level parking garage constructed below the apartment building podium providing a total of 1,758 parking spaces for residents, guests, and overflow retail. Key environmental issues for the project included traffic, air quality, and noise impacts. Impact Sciences worked closely with the City to successfully complete the environmental review on a highly expedited schedule.

#### Highland Estates Focused EIR - San Mateo County

Impact Sciences was retained by the County of San Mateo to prepare an EIR for the Highland Estates project. The highly controversial Highland Estates project had a 20-year history in that the developers proposed a series of substantially dense projects on a 97-acre vacant site within the San Mateo Highlands west of the San Mateo city limit. The neighbors of the project site opposed the projects put forth by the developers on the grounds that the project was too dense and that it would destabilize existing landslides on the project site. Although a number of EIRs were prepared, they were never certified. In 2007, the developers put forth a proposal that would construct 11 single-family homes on approximately 4.53 acres, and 92 acres of the site would remain undeveloped and would be permanently preserved as open space. Although the project was substantially reduced in its density, it was still opposed by the neighbors on the grounds of potential geologic impacts. To address the neighbors' concerns, Impact Sciences and the team geologist attended numerous meetings with the neighbors and their consulting geologist and performed additional geologic investigations with field verification of the investigations by the neighbors' consulting geologist. The collaborative process used by the County and Impact Sciences resulted in the resolution of the concerns of the neighbors. The highly contentious project was finally approved in early 2010 on the basis of the EIR that Impact Sciences prepared and no CEQA lawsuits were filed. The project has been constructed.

#### Fairview Corners Residential Specific Plan Final EIR - San Benito County

Impact Sciences was retained by San Benito County to assist with the review of an applicant-prepared Draft EIR for a residential specific plan proposed in San Benito County. Impact Sciences worked closely with



County Planning staff, County Counsel, and outside counsel to review the Draft EIR for technical and legal adequacy and assisted in revising and correcting the Air Quality and Greenhouse Gas Emissions analysis in the Draft EIR. Following the circulation of the Draft EIR, the County retained Impact Sciences to prepare the Final EIR. No litigation ensued because the document was prepared to the satisfaction of all parties. The project was completed successfully.

#### Scott Ranch Revised EIR - City of Petaluma

Impact Sciences is currently preparing a Revised EIR for the Scott Ranch project in Petaluma, California. The proposed project would create a subdivision of 28 single-family homes on approximately 14 acres. The remaining 44 acres would be preserved for the Barn Center, multi-use trails (north and south of Kelley Creek), and the remainder as open space. The project will require several approvals from the City of Petaluma, including rezoning, a General Plan Amendment (GPA), a Planned Unit Development (PUD) plan and guidelines, and Vesting Tentative Map (VTM). Key environmental issues for the proposed project include aesthetics, biological resources, hydrology and water quality, land use and planning, noise and traffic.

### **Impact Sciences Transportation Experience**

# NoHo to Pasadena Environmental Analysis – Los Angeles Metropolitan Transportation Authority

Impact Sciences will prepare an Air Quality, Noise, and GHG analysis for the North Hollywood to Pasadena Bus Rapid Transit (BRT) project. Generally, the proposed project would include dedicated bus lanes in areas where there is adequate existing street width between North Hollywood and the Gold Line in Pasadena, while operating in mixed traffic lanes east of the Gold Line to Pasadena City College. The configuration of dedicated bus lanes could be curb-running lanes, side-running lanes alongside existing parking and bicycle facilities, and/or median-running lanes in the center of the roadway or alongside existing roadway medians. Dedicated bus lanes may necessitate repurposing travel lanes and/or parking, as well as re-designing streets and intersections. BRT stations are significant capital investments and physical structures. The Project includes 18 to 21 potential stations. More specific determinations regarding station locations are dependent upon further design development and environmental analysis. In addition to providing enhanced BRT facilities and associated stations, Metro will assess potential First/Last Mile improvements to further enhance mobility and access to proposed BRT stations.

#### UC Riverside - Mobility Hub IS/MND

The proposed UCR Mobility Hub is envisioned as a new gateway to campus that integrates transit within an environment that supports multiple campus-oriented activities at the present location of Parking Lot 19. The UCR Mobility Hub is a partnership between UCR and the Riverside Transit Agency (RTA), to build the necessary facilities to consolidate and expand RTA service routes to UCR at the present location of Parking Lot 19, on the UCR campus, to serve as a transit hub. It is a key component from UCR's recently completed Physical Master Plan Study (2016) and was further studied in the UCR Mobility Hub Concept Study (2016). The Mobility Hub is intended to address current and future transportation needs of the campus through the effective integration of transit, passenger drop-off, and bicycle and pedestrian connections at a convenient central location on campus.



#### City of Azusa - Transit-Oriented Development (TOD) Specific Plan Program EIR

The Specific Plan provides a land use and policy framework to support the transformation of Azusa's future TOD areas into sustainable and economically vibrant districts. The Specific Plan focuses on implementing a community-based vision for the Azusa Downtown Gold Line Station, the Azusa Pacific University/Citrus Station and the immediate surrounding areas, as well as provide direction on how properties within various existing and proposed districts should be developed.

### **Impact Sciences Housing Experience**

#### City of Los Angeles New Single-Family Zone Citywide IS/ND

Impact Sciences prepared four Negative Declarations for the City's Neighborhood Conservation Project. All four projects were proposed amendments to the Los Angeles Municipal Code (LAMC). The amendments included: modifications to existing R1 zones regarding height, garage placement, and similar changes; updates to the City's Baseline Mansionization and Baseline Hillside Ordinances (BMO/BHO) to modify grading limits and remove certain exceptions; grading limits specifically for the Bel-Air neighborhood; and implementation of Interim Control Ordinances (ICOs) for 15 neighborhoods while the BMO/BHO were being modified.

#### Los Angeles Permanent Supportive Housing (PSH) Ordinance

The project includes preparing an environmental document for the proposed PSH Ordinance that is proposed to help make development of PSH less cumbersome citywide. Changes include creating a "byright" process for the development of PSH projects.

#### Environmental Documents for Four Housing Ordinances in the County of Los Angeles

Impact Sciences prepared four Addendums to the County General Plan EIR for the County of Los Angeles for four housing related ordinances. The four ordinances, Inclusionary Housing, Affordable Housing Preservation, By-Right Housing and Interim and Supportive Housing are necessary to assist the County in meeting the necessary housing goals in the County's Housing Element update. Together, the four ordinances are anticipated to increase affordable housing in the unincorporated County through minor modifications to the zoning code. The environmental documents were prepared on an expediated timeframe with all four being completed in less than six months.

# Biologic and Natural Resources Experience (Vollmar Natural Lands Consulting)

#### City of Santa Clara Sanitary Condition Assessment Repairs Program

Working with the City of Santa Clara's Water and Sewer Utility and their consulting engineers, VNLC conducted biological evaluations at 34 proposed sewer line repair projects. The projects were located throughout the City of Santa Clara, encompassing habitats ranging from tidal sloughs, to riparian corridors, to landscaped urban settings. VNLC's environmental screening for the project identified six repair projects for which CEQA review was warranted. The remaining 28 were Grade 5 defect repair projects which were found to qualify for Class 1 categorical exemption from CEQA (per Section 15301 of the state's CEQA Guidelines). For the six projects that required CEQA review, VNLC prepared a comprehensive biological evaluation report and assisted with the permitting of the projects.



#### Santa Clara Valley Habitat Agency Open Services

As part of an open services contract with the SCVHA, VNLC surveyed three potential mitigation sites, totaling roughly 4,000 acres, with the objective of characterizing potential special-status species habitat and documenting species presence. We documented preserves of CTS, CRF, and Mt. Hamilton thistle on the properties. The survey reports are used to support conservation funding partnership agreements and permit applications.

#### Santa Clara Valley Open Space Authority Pond Survey and Management Project

VNLC developed survey protocols, conducted herptile surveys, and assessed pond condition of more than 40 stock ponds on 6 preserves owned and managed by SCVOSA. Surveys were also conducted along stream reaches on some preserves. Surveys included egg mass, larval seine, and night spotlight surveys for California tiger salamander, California red-legged frog, western pond turtle, and other herptiles. The pond assessments focused on documenting current physical condition, hydrology and water quality, vegetation, and potential management issues. The report will include a summary of methods and results and management recommendations for maintaining pond integrity as herptile breeding habitat.

#### Cultural Resources Experience (Basin Research Associates, Inc.)

### Coyote Ridge Open Space Preserve Grazing, Wetland and Riparian Enhancement Projects, Santa Clara County

BASIN is providing archaeological services to identify and evaluate proposed improvements for the Coyote Ridge Grazing Improvements Project, Coyote Ridge Open Space Preserve Grazing, Wetland and Riparian Enhancement Projects, Santa Clara County, to be constructed via grant funding administered by the U.S. Bureau of Reclamation (Reclamation) and other state and federal agencies. The improvements have included fence removal, replacement and relocation, archaeological assistance with fencing of sensitive aquatic resources, spring improvements, trail construction and visitor amenities and assistance with other projects requiring cultural resources review. BASIN's tasks have included archival and literature reviews, archaeological inventories and the completion of technical reports as well as consulting and advising with Open Space Authority staff.

BASIN's cultural resources identification and evaluation efforts resulted in several Technical Reports for regulatory review by the U.S. Bureau of Reclamation to meet National Environmental Policy Act (NEPA) requirements and California Environmental Quality Act (CEQA) requirements for state and local agencies.

BASIN's successful approach involved both pre-field and in-field consultation with the Open Space Authority, the development of a GIS cultural layer for future management and field inventories with appropriate buffer zones to demonstrate to the granting agency(ies) that adequate field reviews had been completed. BASIN also managed Native American consultation. These actions required staff involvement at all levels of the BASIN team.

#### Blue Oak Ranch Reserve (BORR), Santa Clara County

BASIN provided archaeological services to identify and evaluate proposed improvements to the Blue Oak Ranch Reserve (BORR), Santa Clara County. The BORR, part of the University of California Natural Reserve System (UCNRS), is a 3,000 acre plus ecological research and biological field station located in the Diablo Range northwest of Mount Hamilton. A number of prehistoric and historic archaeological resources



a have been recorded within the BORR with the majority noted during preparation for controlled burns by Cal Fire in association with the University of California.

BASIN was tasked with reviewing resources within the proposed improvement area and in adjacent areas proposed for controlled burns that had not been reviewed by Cal Fire. In addition, BASIN completed Native American consultation in association with the University of California Planning Office (Berkeley) and consulted with Cal Fire archaeologists on appropriate protocols to meet both agency requirements.

BASIN's identification and evaluation effort resulted in a Technical Report and text for the BORR EIR.

BASIN's successful approach involved both pre-field and in-field consultation with the UCNRS manager and his field staff as well as interviews with former reserve managers and Cal Fire cultural resources manager. These actions required staff involvement at all levels of the BASIN team.

### **Housing Needs Assessment Experience (Harris & Associates)**

# Economic Analysis (Redevelopment of Industrial Property to residential) Johnson Development Associates

While at RSG, Inc., Ms. Mosesman and Mr. Galkin evaluated the housing need as part of a fiscal and economic impact analysis for a proposed mixed-use development in the City of Simi Valley that involved the rezoning industrial land for residential use. The evaluation focused on inventory, rental rates, vacancy, absorption, citywide land availability, and land value. Based on these metrics, the analysis reflected a strong demand for residential development relative to the industrial and office markets. The analysis incorporated a description of how the proposed development would help the City to achieve its RHNA goals, the impacts to onsite employment and earning capacity resulting from the rezoning, as well as fiscal and economic impact analyses estimating one-time and annual impacts to City revenues and expenditures along with local economic activity.

#### Inclusionary Housing Study (Multiplier Analyses), City of Oxnard

Harris prepared a detailed inclusionary housing in-lieu fee analysis for the City of Oxnard under the direction of Ms. Mosesman. As part of the analysis, we evaluated the impact on affordable housing demand (up to and including housing for moderate-income households) resulting from the development of market-rate housing, quantified on a per-unit basis. The nexus for the impact was based on the local spending of the market-rate households and the wages of the related jobs. The study was approved by the City Council in May 2020.

## Transportation Experience (VRPA Technologies, Inc.)

# Sacramento Area Council of Governments, Senate Bill 743 (SB 743) Implementation Tools for Local Agencies

Served as the Program Manager. Provided assistance to local agencies in all areas of SB 743 analysis including minimum project size for VMT analysis, tools for estimation of project-level VMT, mitigation, use of local and regional models, recommendation of significance thresholds, procedures for level of service analysis after implementation of SB 743 and educational materials for decision-makers and stakeholders. This project included periodic meetings with the Local Agency Working Group, a set of stakeholders from local agencies set up to oversee and provide guidance for the project.



#### Mid County Parkway, Riverside County, CA

Managed traffic analysis, including the incorporation and update of local jurisdiction socioeconomic data and road networks for the travel demand modeling and traffic analysis for seven alternatives and over 20 interchanges and numerous intersections; utilized the SCAG Regional Transportation Model and the Riverside Traffic Analysis Model (RivTAM); and led efforts to compare and analyze the existing 2030 socioeconomic files against City General Plans and new development projects. The traffic analysis was incorporated into the Project EIR/EIS.

#### City of Fresno, Park Crossings Development, Fresno, CA

Served as Project Engineer. Assisted with development of the Traffic Impact Study (TIS) and led preparation of traffic signal plans and Intelligent Transportation Systems Design. VRPA developed the TIS for the Project, which consisted of the analysis of twenty (20) intersections and six (6) roadway segments. Traffic signal plans were prepared for five (5) intersections that included two (2) new traffic signals and three (3) traffic signal modifications. The ITS design was prepared for approximately 2.5 miles of roadway that included eight (8) intersections and eight (8) roadway segments in the City of Fresno.



#### 5. PROPOSED STAFF

Our team will work closely with City staff and, as needed, technical specialists to be certain documents are internally consistent and meet the requirements of CEQA and ensure continuous coordination of our proposed services. We have clearly defined roles for each team member assigned to the Project. Our Senior Project Manager will direct tasks to staff based on a variety of factors including availability, technical expertise, and cost effectiveness. Impact Sciences will review all technical reports and incorporate the findings into the environmental document as appropriate. This reduces the opportunity for inconsistencies and provides one defined voice for the document.

Below are brief biographical sketches for our key personnel that describe their experience and the responsibilities they would have on this contract with JUHSD. Full resumes are provided in **Appendix C**, **Resumes for Key Personnel**. *Impact Sciences commits these individuals to the required level of effort in providing the services described herein*.

#### John R. Anderson, M.A., M. Phil., Associate Principal

Project Role: Principal-in-Charge

Mr. Anderson will be responsible for resources and staff allocation for the duration of the contract and provide technical review, and Senior QA/QC for the Project. Currently, Mr. Anderson is serving as the Principle on Charge of Impact Sciences' Projects with CCSF, City of San Jose and the City of Santa Clara. He spent 17 years as a Contract Professional for the Facilities Division of LAUSD. He served as the Senior Manager of the Environmental Planning Team and, most recently, served as the Senior CEQA Advisor to the Asset Management (aka, Development) Department.

He has assisted in the preparation of environmental documents pursuant to CEQA, including EIRs, MNDs, and addendums for mixed-use developments, public facilities and institutional Projects. Mr. Anderson has extensive experience with stakeholder engagement allowing for fully informed decisions by the Lead Agency. Mr. Anderson's diverse experience also includes preparing documents for the Colusa County Sheriff's Department, the City of West Sacramento, and the Central Basin Municipal Water District.

#### Vanessa Williford, Senior Project Manager

Project Role: Project Manager

Ms. Williford has more than 16 years of experience in developing and managing innovative and diverse environmental projects successfully guiding them through national, state, and local permitting and regulatory processes with a recent focus in transit-related projects in Southern California. Previous work includes projects for Los Angeles County Metropolitan Transportation Authority (Metro), Riverside County Transportation Commission (RCTC), and Southern California Regional Rail Authority (SCRRA)/Metrolink that are federally funded by the Federal Transit Administration (FTA) and Federal Railroad Administration (FRA). She has been a key contributor in the preparation of more than 70 ISs, EIRs, Environmental Assessments, Sustainable Communities Environmental Assessments (SCEAs), and Environmental Impact Statements for infrastructural, tourism, operational, and industrial developments.

#### Angela Pan, ENV SP, Project Manager III

**Project Role:** *QA/QC* 

Ms. Pan has assisted in the preparation of environmental documents pursuant to CEQA, including EIRs, MNDs, and addendums for mixed-use developments, public facilities and institutional projects. Her



relevant experience include preparation of an Initial Study for a Project proposed by UC Merced, a CEQA addenda for UC Merced 2020 Project, a CEQA addendum for LBNL, the Dundee-Glasgow Addendum for UCR, and assistance with the UCSC Student Housing West Project EIR.

Ms. Pan's selected experience includes preparing documents for the CCSF, UC Merced, UC Riverside, UC San Francisco, and UC Santa Cruz campuses. Specifically, she has recently assisted in the preparation of an Initial Study for a infrastructure upgrade Project at CCSF, an EIR for a large residential Project on the UC Santa Cruz campus, and the preparation of initial studies for a mobility improvement Project and student housing Project on the UC Riverside campus.

#### Kaitlyn Heck, Technical Specialist

**Project Role:** Technical Specialist

Ms. Heck works as the Air Quality and GHG Technical Analyst at Impact Sciences. Ms. Heck has conducted air quality and GHG studies for both CEQA and NEPA documents. Her primary area of expertise includes modeling emissions of criteria air pollutants, performing ambient air quality impact analyses and health risk assessments, and providing air quality and greenhouse gas support to our clients. Her modeling skills encompass the range of industry standard software for air quality and greenhouse gases, including air pollutant dispersion modeling programs such as AERMOD and AERSCREEN, as well as emissions modeling programs such as CalEEMod, EMFAC, and OFFROAD.

Ms. Heck will serve as the technical specialist for all Air Quality and Greenhouse analyses.

#### Kevin Varzandeh, Planner III

Project Role: Staff Planner

Mr. Varzandeh has assisted in the preparation of environmental documents pursuant to CEQA, including sections and background reports for EIR's for residential, mixed-use, and jurisdictional regional plans, as well as MNDs for transportation and residential Projects. He has a background in environmental studies and knowledge of issues related to climate change, environmental policy, SVUSD planning, and sustainability. He has assisted in the preparation of environmental documents for commercial, residential, and mixed-use Projects, pursuant to CEQA.

Mr. Varzandeh will assist in conducting the environmental analysis.

#### Kara Yates Hines, MPS, Publications Manager

**Project Role:** Visual Layout, Graphics Creation, and Document Production

Ms. Hines has more than ten years of experience in marketing, publishing, and writing. As the primary manager for document publication, she handles all aspects of production, including graphics development, document formatting, copyediting, and visual layout. She performs in-house publications of small reports, including booklet assembly, digital productions, and CD/DVD authoring. For larger Projects, she coordinates the in-house production of documents that meet the company's style and quality. Her goal is to ensure environmental reports are visually appealing, consistent, and concise.

Ms. Hines will provide document creation and production services for the CEQA document.



## VRPA Technologies Inc.

## Georgiena Vivian, President, VRPA Technologies, Inc.

Ms. Vivian, Project Manager for this effort, founded VRPA Technologies in 1988. Prior to founding VRPA, Ms. Vivian was employed by Fresno COG between 1978 and 1988 and was responsible for regional planning programs and studies. She has over 48 years of experience in transportation planning and financing, congestion management, traffic engineering, transportation demand management and transportation systems management (TDM/TSM) activities, land use planning, sustainable communities planning, environmental assessment, air quality, greenhouse gas (GHG), and noise impact analysis and extensive public outreach specifically related to statewide, regional and local transportation planning and engineering studies, plans, reports and programs.

## Erik Ruehr, P.E. - Director Of Traffic Engineering, VRPA Technologies, Inc.

Erik Ruehr, Director of Traffic Engineering with VRPA Technologies, Inc., has over thirty years of experience in traffic engineering and transportation planning. Prior to joining VRPA, Mr. Ruehr worked with JHK & Associates, BRW, and the Toledo Metropolitan Area Council of Governments. Mr. Ruehr's experience covers a broad range of traffic engineering and transportation planning specialties. He has extensive experience in the preparation of traffic forecasts for regional transportation plans, corridor studies, and traffic impact analyses and has applied traffic forecasts in a variety of planning, operational, and design projects. Mr. Ruehr' traffic engineering experience includes Intelligent Transportation Systems, traffic signal systems, traffic engineering design, traffic signal timing, and parking. He is a registered as a Civil Engineer and Traffic Engineer in California and as a Professional Engineer in Washington, Oregon, Minnesota, and Florida. Mr. Ruehr has served with the Transportation Research Board's Highway Capacity Committee and has contributed to the 2000, 2010, and 6th Edition versions of the Highway Capacity Manual.

## **Harris & Associates**

## Hitta Mossman, Senior Director, Community Economics and Housing Solutions

Hitta Mossman joined Harris in August 2019 and was previously a Principal at RSG, a community development and financial consulting firm serving cities throughout California. Hitta has over 10 years of experience in providing affordable housing services to cities and non-profit agencies. She is working with the Cities of Bellflower, Garden Grove, and Hawthorne on projects related to homeless shelters and permanent supportive housing, as well as development agreements for affordable housing projects and compliance. Hitta is also working with the Cities of Oxnard, Duarte, and San Juan Bautista on affordable housing activities including grant applications, inclusionary housing studies, development feasibility analysis and establishing programs. She has also worked with the City of Irvine and the Irvine Community Land Trust to provide consulting services from affordable housing strategies and implementation plans to housing requirements and specific initiatives.

## Dmitry (Dima) Galkin, Housing Analyst

Dima has more than seven years of experience in housing analysis, for both market-rate and affordable development. He has advised California cities on affordable housing asset management and disposition, reviewed pro formas, and provided data analysis for inclusionary housing in-lieu fees. Dima's experience includes a year working directly for the City of Santa Monica's Housing Division.



## **Vollmar Natural Lands Consulting**

## Jake H. Schweitzer, Senior Ecologist / GIS Specialist

Mr. Schweitzer combines 18 years of experience as a professional vegetation and wetland ecologist with over 20 years of experience in cartography and geographic information science (GIS, remote sensing/image analysis, and GPS technology). His ecological focus has been in botanical and wetland sciences. He holds federal and state permits to survey for listed fairy shrimp, California red-legged frog, and California tiger salamander and is certified in the vegetation mapping techniques developed by the California Native Plant Society and California Department of Fish and Wildlife. He is also trained to conduct California Rapid Assessment Method (CRAM) surveys. Mr. Schweitzer has been a docent for the past ten years at the East Bay Regional Park Botanic Garden, teaching native California plant ecology to the public.

## Cassie M. Pinnel, Senior Ecologist

Ms. Pinnell combines over 15 years as a professional ecologist with over four years as Executive Director of a watershed restoration NGO in California. Her work has included managing large-scale restoration projects and conducting statewide surveys for special-status plant and wildlife species, using a variety of survey techniques in both wetland and upland environments. She has experience in assessing effectiveness of wetland, intertidal, and upland restoration projects, and using GIS and statistical software (R, SPSS) to determine community-level responses to habitat modification and restoration. Ms. Pinnell has also worked on large-scale species distribution assessments and habitat analyses to supplement conservation planning in California. Ms. Pinnell has worked on the preparation of multiple Land and Resource Management Plans and regulatory permitting on projects in the Central Valley and larger Bay Area regions. She is experienced with permitting under Sections 404, 401, and 1602, and has prepared multiple Biological Assessments for Section 7 Consultations.

## **Basin Research Associates**

## Colin Busby, Ph.D., Principal - Senior Project Manager

Dr. Busby has 48 years archaeological experience in six states and three foreign counties. His cultural resources management experience has involved all aspects of NEPA and CEQA assessment and regulatory compliance. Experience includes the design, direction and execution of the cultural resource components of EISs, EIRs, EAs and other investigations for federal, state and municipal governments, land developers, the U.S. military and the scientific community in the western United States. Specialties include program management, Native American consultation, public liaison and regulatory agency coordination, research design development, field research, NHPA Section 106 and Section 110 compliance, editing and report production. California Native American consultation has included SB 18 and AB 52 assistance.

Dr. Busby has either acted as the Principal or co-Principal Investigator/Project Manager for over 600 cultural resource assessments, mitigation programs and regulatory compliance programs associated with land development, water resources and wastewater management, energy development, mining exploration and urban development throughout northern and central California and Nevada.

## Christopher Canzonieri, Lead Archaeologist/Physical Anthropologist

Mr. Canzonieri has 19 years of experience in cultural resource assessment/management and NEPA and CEQA regulatory compliance. He is an experienced archaeologist and physical anthropologist with expertise in prehistoric and historic California including an extensive background in human osteology both in the field and in laboratory analysis. He presently serves as Lead Staff Archaeologist and Physical



Anthropologist and is BASIN's Native American liaison and facilitator. He has supervised small-scale inventories and archaeological monitoring programs, participated in and supervised archaeological site testing programs and extended data recovery projects in California and conducted focused, project specific research at the direction of the Principal Investigator. Prior to his employment with Basin Research Associates, Mr. Canzonieri worked with other cultural resources firms in central California including a Native American owned cultural resources management firm.

Mr. Canzonieri has contributed to over 60 manuscripts and reports including site assessments, field inventories and evaluations, site testing report and specialized osteological reports. Mr. Canzonieri's research interests are in human osteology, particularly palaeopathology and trauma with other interests in taphonomy, prehistoric migration, human evolution, and the peopling of California.



## 6. WORK SCHEDULE

#### City of Menlo Park 123 Independence Drive **CEQA Schedule** Task Name Duration Start Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov 375 days Mon 9/21/20 Mon 2/28/22 CEQA Documentation 2 Prepare Project Description 4 wks Mon 9/21/20 Fri 10/16/20 Mon 10/12/20 Mon 10/12/20 PD Meeting 0 days City to Review Project Description 15 days Mon 10/19/20 Fri 11/6/20 Fri 11/13/20 5 Finalize PD 1 wk Mon 11/9/20 6 City to Provide All Data Needs 1 wk Fri 9/25/20 Thu 10/1/20 Technical Analysis 6 wks Fri 10/16/20 Thu 11/26/20 8 Prepare Initial Study and NOP Mon 11/16/20 Fri 12/25/20 9 City Review of Initial Study/NOP Mon 1/4/21 Mon 1/18/21 11 days 10 Incorporate Comments and Finalize Initial Study/NOP 1 wk Tue 1/19/21 Mon 1/25/21 11 Prepare and Publish Initial Study/NOP 2 wks Tue 1/26/21 Mon 2/8/21 12 Circulate Initial Study/NOP 30 edays Mon 2/8/21 Wed 3/10/21 13 Scoping Meeting 0 days Tue 3/2/21 Tue 3/2/21 14 Prepare Administrative Draft I EIR Thu 3/25/21 Wed 5/5/21 City Review Administrative Draft I EIR 4 wks Thu 5/6/21 Wed 6/2/21 16 Incorporate City Comments Admin Draft I EIR 10 days Thu 6/3/21 Wed 6/16/21 17 Prepare Administrative Draft II EIR 2 wks Thu 6/17/21 Wed 6/30/21 18 City Review Administrative Draft II EIR 1 wk Thu 7/1/21 Wed 7/7/21 19 Incorporate City Comments Admin Draft II EIR 10 days Thu 7/8/21 Wed 7/21/21 20 Prepare Screencheck Draft EIR 1 wk Thu 7/22/21 Wed 7/28/21 21 City Review and Approve Screencheck Draft EIR Thu 7/29/21 Wed 8/4/21 1 wk 22 Prepare, Publish and Deliver Public Draft EIR 2 wks Thu 8/5/21 Wed 8/18/21 23 Circulate for Public Review 45 edays Wed 8/18/21 Sat 10/2/21 24 Draft EIR Public Hearing 1 0 days Tue 8/24/21 Tue 8/24/21 25 Draft EIR Public Hearing 2 0 days Tue 8/31/21 Tue 8/31/21 26 Draft EIR Public Hearing 3 0 days Tue 9/7/21 Tue 9/7/21 27 Draft EIR Public Hearing 4 Tue 9/21/21 Tue 9/21/21 0 days 28 Draft EIR Public Hearing 5 0 days Tue 9/28/21 Tue 9/28/21 29 Administrative Draft I Response to Comments and MMRP 4 wks Mon 10/4/21 Fri 10/29/21 30 City Review Administrative Draft I Response to Comments and MMRP 3 wks Mon 11/1/21 Fri 11/19/21 31 Administrative Draft II Response to Comments and MMRP Mon 11/22/21 Fri 11/26/21 1 wk 32 City Review Administrative Draft II Response to Comments and MMRP 1 wk Mon 11/29/21 Fri 12/3/21 33 Prepare Screencheck Final Response to Comments 1 wk Mon 12/6/21 Fri 12/10/21 34 City Review and Approve Screencheck Final Response to Comments 1 wk Mon 12/13/21 Fri 12/17/21 35 Prepare Final EIR Mon 12/20/21 Fri 12/24/21 1 wk 36 Final City Review of Final EIR Fri 1/14/22 3 wks Mon 12/27/21 37 Produce Final EIR and Submit to City Mon 1/17/22 Wed 1/19/22 3 days 38 Planning Commission Hearing Mon 2/7/22 Mon 2/7/22 0 days 39 City Council Hearing Mon 2/28/22 Mon 2/28/22 0 days

#### Impact Sciences Budget City of Menlo Park 123 Independence Drive Project EIR

					AQ &						VRPA							
		Principal-in-		Staff	GHG	Graphic		Admin			Technologies	Vollmar Natural	Basin Research	Harris &				1
		Charge	PM	Planner	Specialist	Artist	QA/QC	Asst.	Tota	ıl ISI	Inc.	Lands Consulting	Associates	Associates				TOTAL
Task	Task Description	\$210	\$155	\$125	\$125	\$115	\$155	\$75	Hrs	Fee	Trasnportation	Biologic Resources	Cultural Resources	RHNA - Land Use	ISI Markun	Total Subs	Expenses	BUDGET
1	Kick-off Meeting	4	6	2	4	2	4	1	23	\$3,445	Trasiportation	Diologic resources	cunturur resources	TOTAL COL	151 Warkup	Total Subs	LAPERISCS	\$3,445
2	Prepare Project Description	6	32	8	-	4	-	1	51	\$7,755								\$7,755
3	NOP / Scoping Meeting / DEIR Preparation	6	20	27	4	4	4	1	66	\$9,390								\$9,390
4	Prepare Technical Studies	0	20	27	4	4	4	1	00	\$9,390								\$9,390
*	Air Quality				34				34	\$4,250								\$4,250
	Greenhouse Gas Emissions				40				40	\$5,000								\$5,000
	Noise & Vibration				40				40	\$5,000							\$200	\$5,200
	Transportation	8	8	8	16	8	4		52	\$7,460	\$103,500 *				\$10,350	\$113,850	\$200	\$121,310
5	Prepare Administrative Draft EIR I	Ü			10	14	4	18	36	\$3,580	φ100,000				\$10,000	ψ110,000		\$3,580
	Introduction	1	1	3			8		13	\$1,980								\$1,980
	Executive Summary	2	2	8		2			14	\$1,960								\$1,960
	Environmental Impact Analysis														1	l		
	1 Aesthetics	2	12	2					16	\$2,530								\$2,530
	2 Agricultural & Forestry Resources	1		6					7	\$960								\$960
	3 Air Quality	4	4		6				14	\$2,210								\$2,210
	4 Biological Resources	2	9	6					17	\$2,565		\$9,729			\$973	\$10,702		\$13,267
	5 Cultural Resources	2	8	6					16	\$2,410			\$10,890		\$1,089	\$11,979		\$14,389
	6 Energy	4	8		20				32	\$4,580								\$4,580
	7 Geology and Soils	1	4	4					9	\$1,330								\$1,330
	8 Greenhouse Gas Emissions	6	4	1	14				25	\$3,755								\$3,755
	9 Hazards & Hazadous Materials	1	4	6					11	\$1,580								\$1,580
	10 Hydrology and Water Quality	2	2	2					6	\$980								\$980
	11 Land Use and Planning	8	12	12					32	\$5,040								\$5,040
	12 Mineral Resources	1		2					3	\$460								\$460
	13 Noise	4	2	9	8				23	\$3,275								\$3,275
	14 Population and Housing	10	4	4	-				18	\$3,220				\$35,000	\$3,500	\$38,500		\$41,720
	15 Public Services and Recreation	2	4	14					20	\$2,790				******	***	, , , , , , ,		\$2,790
	16 Transportation	6	9	12					27	\$4,155								\$4,155
	17 Tribal Cultural Resources	1	2	2					5	\$770								\$770
	18 Utilities and Service Systems	2	8	18					28	\$3,910								\$3,910
	19 Wildfire	2	2	2					6	\$980					1	l		\$980
	Alternatives		2	2	6				10	\$1,310					1	l		\$1,310
	Other CEQA Requirements	2	8	12					22	\$3,160								\$3,160
5	Prepare Administrative Draft EIR II	8	16	24	18	12	12	6	96	\$13,100					1	l		\$13,100
6	Prepare Screencheck Draft EIR	8	12	9		4			33	\$5,125					1	l		\$5,125
7	Prepare Draft EIR	8	8	12		8			36	\$5,340							\$500	\$5,840
8	Draft EIR Meeting	8	12			Ŭ		2	22	\$3,690					1	l	4000	\$3,690
9a	Prepare Administrative Final EIR	5	4	8		4	4	_	25	\$3,750					1	l	\$250	\$4,000
9b	Prepare MMRP	2	2	8		•	•	1	13	\$1,805					1	l	φ200	\$1,805
10	Prepare Final EIR	8	50	21		9		1	88	\$13,090								\$13,090
11	Prepare Administrative Record	4	8	24		6			42	\$5,770					1	l		\$5,770
12	Post Certification	1	1	4		3			6	\$865								\$865
13	Hearings/Meetings	8	32	7			4	2	46	\$7,410					1	l		\$7,410
14	Project Management	8	60				8		76	\$12,220								\$12,220
TOTA	, 0	158	382	288	210	77	52	32	1,199	\$173,955	\$103,500	\$9,729	\$10,890	\$35,000	\$15,912	\$175,031	\$950	\$349,936
IUIA		158	382	288	210	77	52	32	1,199	p173,955	\$103,500	\$9,729	\$10,890	\$35,000	\$15,912	\$175,031	<b>\$950</b>	\$349,936

<sup>\*</sup>Note: The budget listed in the table assumes two model runs at \$8,500 per run. The number of study intersection and roadway segments may change following the completion of Task 1. The cost identified above will be increased or decreased by \$4,000 per intersection dependent upon scoping review/adjustments by the City of Menlo Park and Caltrans. Should traffic model runs be required for the analysis described in the scope provided above, an additional cost of \$8,500 per model run would be applied to the cost estimate for the TIS and/or for the VMT analysis noted above



#### SCHEDULE OF CHARGES

Personnel charges are for work directly related to projects. Charges for personnel services are based on an hourly rate for time charged to the project. Current personnel classifications and rates are as follows:

<u>Classification</u>	<b>Hourly Rate</b>
Principal/Managing Principal	\$200.00 - \$250.00
Associate Principal	\$170.00 - \$210.00
Senior Project Manager I/II	\$150.00 - \$170.00
Project Manager I/II	\$125.00 - \$150.00
Planner I/II/II	\$110.000 - \$125.00
Senior Technical Specialist	\$145.00
Technical Specialist	\$125.00
GIS Technician	\$115.00
Visual Simulation	\$120.00
Graphics	\$115.00
Publication	\$115.00
Clerical/Administrative	\$75.00

An overtime premium will be added to the hourly rates of non-professional staff. Overtime work is defined as time charged to a project in excess of eight hours per day, and any time worked on weekends or holidays. Travel time spent in the interest of the client will be charged at the hourly rate. When it is necessary for an employee to be away from the office overnight, subsistence will be charged. Contract personnel will be charged according to the hourly rates for their category as listed above.

Other	Charges
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Subcontractors	Cost plus 10 percent
Expenses and Outside Reproduction Charges	Cost plus 10 percent
<u>Mileage</u>	

Off-Koad Milleage Expense	\$ 0.95 per mile
Staff Mileage Expense	IRS standard reimbursement rate

## **Equipment Charges**

Noise Monitoring Equipment	\$ 100.00 per day
GPS Unit	\$ 100.00 per day
GPS Unit	\$ 75.00 per ½ day
Laser Range Finder	\$ 100.00 per day



## **SCHEDULE OF CHARGES**

(continued)

Plotter Prints	\$ 8.00 per square foot
Plotter Prints (Gloss or Specialty Paper)	\$ 10.00 per square foot
Plotter Prints (Working/Field Maps)	\$ 4.00 - 5.00 per square foot

Geo-Referenced Aerial Image \$275.00 </= 5.5 A Site\* Non Geo-Referenced Aerial Image \$25.00 per image

## **Internal Reproduction Costs**

**GIS/Visual Simulation Charges** 

Single Sided Black and White Copies

8.5"x11"	\$ 0.05 per copy
11"x17"	\$ 0.15 per copy

**Double Sided Black and White Copies** 

8.5"x11"	\$ 0.10 per copy
11"x17"	\$ 0.30 per copy

Single Sided Color Copies

8.5"x11"	\$ 0.50 per copy
11"x17"	\$ 0.75 per copy

**Double Sided Color Copies** 

8.5"x11"	\$ 1.00 per copy
11"x17"	\$ 1.50 per copy

Document Scanning \$ 0.02 per page

Preparation for court appearances, depositions, presentations to regulatory boards, or other special requests for testimony will be charged on a time-and-materials basis.

All rates will be adjusted annually by a minimum of 5%.

<sup>\*</sup> Several factors influence the cost of imagery, including resolution, date and area. Please contact the GIS Group for more specific pricing information.

APPENDIX A
VRPA Technologies, Inc.: Proposal for Traffic Impact Study,
Transportation Demand Management Plan, and Senate Bill 743 Impact Assessment
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Scope of Services – 123 Independence Drive Mixed-Use Project EIR - TIS, TDM Plan Peer Review, SB 743 Assessment

VRPA Technologies, Inc.

## 123 INDEPENDENCE DRIVE MIXED-USE PROJECT EIR, MENLO PARK

Traffic Impact Study,
Peer Review of the Transportation Demand Management Plan,
and Senate Bill 743 Impact Assessment

## PROPOSED SCOPE OF SERVICES

Revised September 24, 2020

## **PURPOSE**

The purpose of this scope of services is to identify tasks associated with development of 67 for-sale three-story townhomes, a five-story apartment building with 316 units, and an 88,750-square-foot office building ("Project") related to the preparation of a Traffic Impact Study (TIS), peer review of the Project's Transportation Demand Management (TDM) Plan, and a Senate Bill (SB) 743 Impact Assessment that meets City of Menlo Park requirements.

#### **PROJECT DESCRIPTION**

Based on project information provided by the City of Menlo Park, the applicant proposes to demolish five (5) existing industrial and office buildings across five parcels located at 119, 123-125, and 127 Independence Drive; 130 Constitution Drive; and 1205 Chrysler Drive, and construct 67 for-sale three-story townhomes, a five-story apartment building with 316 units, and an 88,750-square-foot office building ("Project"). The proposal includes a request for an increase in height, density and floor area ratio (FAR) under the bonus level development allowance in the City's Zoning Ordinance, subject to obtaining a use permit and providing one or more community amenities required by the R-MU-B (Residential Mixed Use, Bonus) zoning district regulations. Additional project details are available here: https://www.menlopark.org/1695/123-Independence-Drive.

The project size is within the maximum amount of new residential development potential identified in the Land Use Element of the City's 2016 General Plan Update, commonly referred to as ConnectMenlo. The Land Use Element identifies the potential for 4,500 new residential units in the Bayfront Area, located in an area historically developed with industrial, warehousing, and office uses north of US Highway 101 and south of State Route 84 (Bayfront Expressway) adjacent to the San Francisco Bay. This project in combination with all previously submitted projects since ConnectMenlo was approved totals 3,199 residential units, which is within the maximum number of units identified in the General Plan. However, the program EIR for ConnectMenlo analyzed the remaining development potential of 150 residential units, the potential for 3,000 new residential units and the potential for 1,500 corporate campus units in the Bayfront Area. Because the proposed project exceeds the number of residential units analyzed in the ConnectMenlo EIR by 49 units (3,150 residential units - 3,199 residential units), the proposed project would not be able to tier from the ConnectMenlo EIR (unlike the other multi-family housing projects currently being reviewed by the City) and would need to evaluate all applicable EIR topic areas under CEQA.

VRPA Technologies, Inc.

## TRAFFIC IMPACT STUDY SCOPE OF SERVICES

## TASK 1 TIS Assumptions Memorandum

VRPA will prepare an Assumptions Memorandum to the City's Public Works Director or designee for review and approval before commencement of the Traffic Impact Study (TIS). The Assumptions Memorandum will identify:

- ✓ Trip rates and generated trips
- ✓ Trip distribution and assignment
- Final list of study intersections and roadway segments to be analyzed
- ✓ TIS methodology and major assumptions

## TASK 2 TIS Executive Summary, Introduction, Project Description, and Study Scope

VRPA will prepare a stand-alone Executive Summary outlining the traffic conditions with and without the Project, Project effects, and appropriate mitigation improvements. The Introduction chapter will contain the TIS purpose, Project Description, and reference the Assumptions Memorandum described in Task 1 above.

## **TASK 3** Trip Generation and Distribution Analysis

VRPA will estimate daily and peak hour trip generation associated with the Project using the latest edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual. VRPA will then provide the Project's trip distribution based on input provided by the citywide transportation model, previous studies, and/or engineering judgement.

Results of the trip generation and distribution analysis, along with other traffic analysis assumptions, will be incorporated into the TIS Assumptions Memorandum referenced in Task 1 and provided to City of Menlo Park staff for purposes of determining the final scope of the traffic analysis.

## TASK 4 City of Menlo Park Consultation / Scoping Meeting

VRPA will meet with appropriate City staff and the client to discuss the TIS Assumptions Memorandum and final scope of the traffic analysis. Discussion of the scope will set the stage for development of the analysis, including an understanding of the Project and its components, the freeway, highway, street and road segments and intersections that should be included in the analysis, issues related to trip generation and distribution, and improvement strategies if appropriate.

## **TASK 5** Existing Traffic Conditions

According to the City's Transportation Impact Analysis (TIA) Guidelines, intersections expected to add 10 or more peak hour project trips per travel lane and roadway segment are likely to generate project effects based on existing demand and therefore should be studied. Considering City requirements, an analysis of traffic/circulation conditions for up to 16 study intersections (existing and proposed) are listed below. All

Scope of Services – 123 Independence Drive Mixed-Use Project EIR - TIS, TDM Plan Peer Review, SB 743 Assessment

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connecting roadway segments to these intersections would also be analyzed. **Note: The number of intersections may change following the completion of Task 1.** 

- 1. Marsh Road and Bayfront Expressway (State)
- 2. Marsh Road and US-101 NB Off-Ramp (State)
- 3. Marsh Road and US-101 SB Off-Ramp (State)
- 4. Marsh Road and Scott Drive (Menlo Park)
- 5. Marsh Road and Bay Road (Menlo Park)
- 6. Marsh Road and Middlefield Road (Atherton)
- 7. Marsh Road and Florence Street-Bohannon Drive (Menlo Park)
- 8. Chrysler Drive and Bayfront Expressway (State)
- 9. Chrysler Drive and Constitution Drive (Menlo Park)
- 10. Chrysler Drive and Jefferson Drive (Menlo Park)
- 11. Chrysler Drive and Independence Drive (Menlo Park)
- 12. Chilco Street and Bayfront Expressway (State)
- 13. Chilco Street and Constitution Drive (Menlo Park)
- 14. Willow Road and Bayfront Expressway (State)
- 15. University and Bayfront Expressway (State)
- 16. Project Entrance at Independence Drive

## Task 5.1 Existing Transportation System

#### VRPA will:

- Conduct a field review of the existing street system serving the site (number of lanes, street, and roadway classification, etc.)
- ✓ Identify the Circulation System Assessment (CSA) existing traffic volumes including the Average daily traffic volume (ADT) and AM and PM peak hours
- ✓ The CSA existing AM and PM levels of service
- Existing public transit service providers affecting the area
- On- and off-street parking conditions and availability
- Pedestrian and bicycling conditions in the project area

Should additional traffic counts be required, VRPA will conduct new traffic counts in the Study Area in consultation with the City. Under COVID-19 conditions, it is not appropriate to conduct traffic counts since average weekday travel conditions do not currently exist. As a result, VRPA will review alternatives with the City including contracting with a cellphone data firm to estimate travel conditions at the specified intersections and along the street and road segments using cellphone data.

## Task 5.2 Identify Existing Traffic Impacts

Based upon data gathered in Task 5.1, VRPA will identify existing traffic impacts along each specified highway and street/road facility (segments) and at intersections specified above from the CSA. Results of the review will provide LOS estimates considering existing traffic conditions. Should other intersections need to be studied that are not reflected in the CSA document, existing LOS for those intersections will be determined using the latest version VISTRO software.

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The results of each of these technical analyses and/or review will include weekday ADT and AM and PM peak hour highway, street/road, and intersection LOS estimates, signal (if appropriate) and 4-way stop warrants, and left turn pocket warrants along each segment and at each study intersection, as appropriate.

## Task 5.3 Identify Short and Long-term Improvement Projects

In consultation with the City of Menlo Park, identify short- and long-term planned/programmed highway and street/road improvements along the facilities specified above referencing the General Plan, Circulation Element, and Capital Improvement Programs (CIPs). Short—term highway and street/road improvement projects are improvements that will be constructed within one to three (1-3) years of "opening day" of the Project. Such improvement projects may provide relief or enhance traffic impacts associated with the Project or other near-term or cumulative projects. Long-term highway and street/road improvement projects will be identified and considered during the future year impact analysis.

## TASK 6 Near Term Traffic Conditions With and Without the Project

VRPA will review impacts associated with CSA near-term conditions and CSA near-term conditions with project consistent with the City's Traffic Impact Analysis Guidelines. VRPA will also:

- Address any project site circulation and access issues and identify any deficiencies
- Discuss compliance of project site parking with adopted City code including loading and disabled spaces
- ✓ Discuss any off-site parking impacts (such as neighborhood parking intrusion) of the project
- ✓ Analyze the project in relation to relevant policies of the Circulation Element of the General Plan
- ✓ Analyze potential cut-through traffic generated by the project affecting other City neighborhoods
- ✓ Identify pedestrian conditions and bicycle access, including safety issues
- ✓ Analyze project using the requirements outlined in the San Mateo County Congestion Management Plan (CMP) Land Use Analysis Program guidelines, if applicable

Near-term conditions without the Project will be assessed using the most recent CSA near-term traffic counts and information. Project traffic will then be added to the CSA near-term traffic counts to assess Near-term traffic conditions with the Project on the existing specified highway and street/road segments and intersections in the Study Area including LOS and other necessary evaluations considering methodologies specified in Task 5.

## TASK 7 Long Term Traffic Conditions With and Without the Project

VRPA will prepare an assessment of long-term (Year 2040) conditions with and without the Project consistent with the City's TIA Guidelines. Long-term conditions without the Project will be assessed using Year 2040 traffic volumes from the City's General Plan. As an optional task, a Travel Demand Model run could be used to determine Year 2040 traffic forecasts. If a model run is required, VRPA will work with City staff to determine if the same model run referenced in the VMT analysis below could be also used for Year 2040 traffic forecasts.

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Project traffic will then be added to the resulting long-term traffic estimates to assess Long-term traffic conditions with the Project on the specified highway and street/road segments and intersections in the Study Area including LOS and other necessary evaluations considering methodologies specified in Task 5.

## TASK 8 Recommended Improvements

Where LOS estimates exceed minimum LOS standards outlined in the City's TIA Guidelines, VRPA will develop appropriate improvements considering results of Tasks 6 and 7. Such improvements may include, but are not limited to roadway/highway widening, traffic controls, turn pockets, alignment improvements, Transportation Demand Management (TDM) Plan and/or Transportation Systems Management (TSM) measures and any other improvements that would solve potential traffic problems.

All improvements will be discussed with the City Transportation Division before they are included in the Draft TIS. Improvements will be designed to address the Project's fair share of noncompliance. Improvements that would also be jointly required of the Project and any other on-going related projects in the Study Area will also be identified. The TIS will also:

- Identify improvement measures to address any site circulation or access deficiencies
- ✓ If roadway improvements include capacity increases for vehicular traffic (e.g., adding lanes or turn lanes), VMT analysis will be conducted as noted in the Senate Bill (SB) 743 Assessment section of this Scope of Services provided below to determine if the measure would increase VMT
- ✓ Discuss possible improvements to address any parking deficiencies
- ✓ Discuss possible improvements to address any effects on pedestrian amenities, bicycle access, safety, and bus/shuttle service

## TASK 9 LOS Following Improvements

Identify the resultant LOS for each intersection considering implementation of required improvement measures developed in Task 8 to determine whether the recommended improvements will be effective.

## TASK 10 Provide Traffic Data for Noise, Air Quality, and GHG Impact Assessments

VRPA will provide related traffic data to the Project Team, as needed, to develop the noise and air quality/greenhouse gas emissions (GHG) impact assessments.

## TASK 11 Preparation of Draft Traffic Study

Based on the analysis described above, a Draft TIS will be prepared and submitted to the City of Menlo Park and any other affected agency for review and comment.

## TASK 12 Preparation of Final Traffic Study

Revise the Draft traffic analysis considering affected agency comments resulting from Task 11 and prepare a Final Traffic analysis.

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## PEER REVIEW - TRANSPORTATION DEMAND MANAGEMENT (TDM) PLAN

The City of Menlo Park has prepared TDM Guidelines that encourage the use of creative ways to reduce the traffic effects of new development projects. VRPA will conduct a peer review of the TDM Plan prepared by the Project applicant. The peer review will focus on the review and viability of selected TDM strategies and TDM benefits. VRPA will work with the rest of the project team to incorporate the results of the final TDM plan into the project environmental document.

## **SENATE BILL 743 ASSESSMENT**

Senate Bill 743 (SB 743) went into effect throughout California on July 1, 2020. This legislation changed the performance measure for CEQA transportation studies from level of service to vehicle miles traveled (VMT). An assessment of potential VMT impacts associated with the Project will be provided to address changes in CEQA requirements and requirements noted in the City's TIA Guidelines.

With the changes brought about by SB 743 (described previously), Caltrans no longer uses level of service to determine the need for transportation improvements. Instead, focus is on providing adequate facilities for pedestrians, bicycles, and transit as well as safety considerations for all transportation modes. Guidance is provided in the Transportation Impact Study Guide dated May 20, 2020 and the Interim Land Development and Intergovernmental Review Safety Review Practitioners Guidance dated July 2020. This guidance will be used in determining the need for roadway improvements on Caltrans facilities.

### TASK 1 VMT Assessment

To address the required VMT analysis, VRPA will complete the following:

- ✓ Determine the appropriate VMT analysis tool referencing Attachment B of the City's TIA Guidelines
- ✓ Determine if the Project is located in a low VMT area. VRPA will refer to the City's online mapping tool for average VMT values in applicable traffic analysis zones (TAZs)
- ✓ Apply Significance Criteria from the City's TIA Guidelines
- ✓ VRPA will provide VMT data for use in the GHG analysis

If it is determined that the VMT analysis will require a travel demand model run, VRPA will be prepared to provide this service as an optional task at \$8,500 per model run.

*Note:* It is assumed that the Project does not require a General Plan/Area Plan/Specific Plan amendment; and therefore, will not require a cumulative VMT analysis.

## **TASK 2** Mitigation Measures

Should the Project exceed the VMT Significance Criteria noted in the City's TIS Guidelines, VRPA will analyze potential VMT mitigation measures including those referenced in the TDM Plan prepared by the Project applicant, as well as others that will result in reduced VMT to the extent feasible. VRPA will

Scope of Services – 123 Independence Drive Mixed-Use Project EIR - TIS, TDM Plan Peer Review, SB 743 Assessment

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evaluate VMT measures using the documentation specified in the City's TIA Guidelines, as well other appropriate research.

## TASK 3 Mitigation Monitoring Program

Finally, VRPA will prepare a Mitigation Monitoring Program report detailing the monitoring steps to be taken by the Project and the City to evaluate VMT mitigation measures on a continuing basis, if necessary.

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## 123 INDEPENDENCE DRIVE MIXED-USE PROJECT EIR, MENLO PARK

Traffic Impact Study,
Peer Review of the Transportation Demand Management Plan,
and Senate Bill 743 Impact Assessment

## SCHEDULE, STAFFING, AND PROPOSED FEE

#### **SCHEDULE**

It is estimated that a Draft TIS (including peer review of the TDM Plan and development of the SB 743 Assessment) can be completed within a maximum of seven (7) weeks from receipt of the notice to proceed, final site plan, pertinent traffic volume/count information and approval of the Traffic Assumptions Memorandum by both the City of Menlo Park and Caltrans. It is further estimated that the final TIS can be completed within two (2) weeks of receipt of all comments received on the Draft TIS.

#### **STAFFING**

The project will be conducted under the direction of Ms. Georgiena Vivian, President and Erik Ruehr, P.E, T.E. Jason Ellard, Transportation Engineer and other VRPA staff members will assist, as necessary.

## **PROPOSED FEE**

The proposed maximum fee for the TIS is \$64,000. The maximum fee for peer review of the TDM Plan is \$3,500. The Maximum fee for the SB 743 Assessment is \$7,000 without the Mitigation Monitoring Program and \$12,000 should a Mitigation Monitoring Program be required. Note: The number of study intersections and roadway segments may change following the completion of Task 1. The cost identified above will be increased or decreased by \$4,000 per intersection dependent upon scoping review/adjustments by the City of Menlo Park and Caltrans. Should traffic model runs be required for the analysis described in the scope provided above, an additional cost of \$8,500 per model run would be applied to the cost estimate for the TIS and/or for the VMT analysis noted above.





# **HOUSING NEEDS ASSESSMENT**

CITY OF MENLO PARK August 24, 2020



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## **CONTACT INFORMATION**

Harris & Associates
Hitta Mosesman, Senior Director, Community Economics + Housing Solutions
22 Executive Park, Suite 200
Irvine, CA 92614
(949)291-3729
hitta.mosesman@weareharris.com

## **TEAM**

The Harris team will be led by Hitta Mosesman, Senior Director, Community Economics + Housing Solutions. Hitta has over 20 years of experience in economic analysis, housing, real estate and economic development. Hitta will be assisted by Dmitry (Dima) Galkin, Project Manager, with over 8 years of experience in these same service lines. Ms. Mosesman and Mr. Galkin have prepared similar economic and housing analyses for a development project in Simi Valley, California and inclusionary housing analyses in Oxnard and Agoura Hills. Other Harris staff will be assigned as needed. This Harris team truly possesses the full breadth and depth of experience necessary to complete all aspects of the proposed scope of work. Resumes for all staff are provided in the Resumes section of this proposal.

## SCOPE OF WORK

We understand that a Housing Needs Assessment (HNA) is required for the proposed 123 Independence Drive project, a new 500,700 square foot mixed-use development with 67 townhomes, 316 apartments, and an 88,750 square foot office building (Project). The development of the Project will require the demolition of five existing single-story industrial/office buildings. The City is required to conduct an HNA as part of a recent settlement agreement between the City of Menlo Park and the City of East Palo Alto surrounding the City's previous General Plan update.

In general, the HNA will analyze the following impacts of the proposed Project:

- The impacts on the housing supply and housing need (by affordability level) resulting from construction of the
  new housing units and commercial space, as well as the impacts of eliminating the existing industrial/office
  buildings on the site. These impacts will be estimated on both a regional and City level.
- A displacement risk assessment given the characteristics of the Project (on a regional basis).

## Task 1 - Project Kickoff & Data Request/Collection

Harris will participate in a project kick off call to review the assignment requirements and timeline. Following the call, Harris will provide a data request to City staff that lists the data needed to complete the HNA analysis and detail our understanding of assumptions.

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## Task 2 - Estimate Housing Supply and Need Impacts (Regional)

Harris will prepare an analysis of the estimated net impacts on housing supply and housing demand/needs resulting from the Project that will include the following components:

- Additional Housing Supply (by Income Level) The housing units added to the City's supply of housing, by income level(s), based on Project information.
- <u>Changes to Housing Demand Resulting from New Jobs</u> The net impact to housing demand from employment level changes resulting from the removal of the existing industrial/office space. Data from the US Census, the Bureau of Labor Statistics and other sources will be utilized to estimate employment level changes, household sizes and household incomes.
- Housing Demand for Off-site Jobs Generated by Residential Development

   – New development project generate an increased demand for services, retail stores, restaurants, healthcare and education. This increased demand will result in additional businesses and employees for these uses. The IMPLAN model will be utilized to calculate the number and type of new jobs resulting from the development of the Project, the income levels of these jobs and the housing needs generated by income level. Multiplier effects will be considered as part of the analysis.
- <u>Net Housing Demand/Supply Impacts</u> The net housing supply and demand impacts will be calculated utilizing the data analyzed above.

## Task 3 – Estimate Housing Supply and Need Impacts (City)

Using the methodology under Task 2, the impacts within only the City will estimated. The net change in housing need for employees will be distributed throughout the region, with a share of workers who will reside outside of the City limits. US Census data on commuting patterns will be utilized for this portion of the analysis.

## Task 4 - Displacement Risk Assessment

New development can result in the displacement of lower income household as growth of higher paying jobs, coupled with constrained housing production, can lead to increased housing costs as supply is significantly lower than demand.

The Project consists of both residential and office space, so the development of the Project would add to both the housing supply and may increase the amount employment space somewhat. Harris will analyze the net changes and determine the projected impact on rents and housing costs on a regional basis to estimate any potential displacement risks. Recent HNAs prepared for the City for similar projects will be consulted for this task.

## Task 5 – Prepare Report

The analysis from all tasks above will be presented in report format pursuant to the requirements of the East Palo Alto/Menlo Park settlement.

Deliverable: Two (2) drafts and one (1) final Report

## Task 6 - Responses to DEIR Comments

Harris will assist the City and Impact Sciences in preparing responses to Draft EIR comments on the Draft EIR specifically related to the HNA.

Deliverable: A maximum of three (3) responses

## **EXPERIENCE**

The Harris team has significant expertise in economic and housing analysis to provide comprehensive services to the City of Menlo Park. This team is led by Hitta Mosesman, formerly partner and shareholder of RSG, Inc. prior to joining Harris in 2019. Hitta has over 20 years of experience in providing fiscal and economic analysis for development projects and policy initiatives, as well as housing services to cities, counties and public agencies throughout California. Ms. Mosesman has assisted clients with analyzing the economic impacts resulting from residential, commercial and industrial development projects, including direct, indirect and induced job creation and the housing demand generated by those jobs at various income levels. Ms. Mosesman has significant experience in all aspects of housing - planning, financial analysis, development feasibility, grants/funding, reporting, compliance and strategy. She counts the San Gabriel Valley Regional Housing Trust, and the cities of Irvine, Garden Grove, Duarte, Hawthorne, Victorville, and the Irvine Community Land Trust as current and recent clients. Ms. Mosesman has been a featured speaker at the Housing California, Urban Land Institute and the Orange County Housing Summit in recent years.

Dmitry (Dima) Galkin, Project Manager, will also be assigned to this project. Dima has over 8 years of experience in analyzing fiscal and economic impacts resulting from a wide variety of development projects, including the jobs and housing demand generated by new development. Mr. Galkin joined Harris in August 2020 after working at RSG for 7 years and the City of Santa Monica in the Housing Department for 1 year. Ms. Mosesman and Mr. Galkin have worked together from 2013 through 2019 on similar projects.

Highlights of our team's experience are provided below.

## ECONOMIC ANALYSIS (REDEVELOPMENT OF INDUSTRIAL PROPERTY TO RESIDENTIAL)

## Johnson Development Associates

Tom Messervy, President - West Region, Multifamily Division tmesservy@johnsondevelopment.net

While at RSG, Inc., Ms. Mosesman and Mr. Galkin evaluated the housing need as part of a fiscal and economic impact analysis for a proposed mixed-use development in the City of Simi Valley that involved the rezoning industrial land for residential use. The evaluation focused on inventory, rental rates, vacancy, absorption, citywide land availability, and land value. Based on these metrics, the analysis reflected a strong demand for residential development relative to the industrial and office markets. The analysis incorporated a description of how the proposed development would help the City to achieve its RHNA goals, the impacts to onsite employment and earning capacity resulting from the rezoning, as well as fiscal and economic impact analyses estimating one-time and annual impacts to City revenues and expenditures along with local economic activity.

## **INCLUSIONARY HOUSING STUDY (MULTIPLIER ANALYSES)**

## City of Oxnard

Kathleen Mallory, Planning and Sustainability Manager kathleen.mallory@oxnard.org

Harris prepared a detailed inclusionary housing in-lieu fee analysis for the City of Oxnard under the direction of Ms. Mosesman. As part of the analysis, we evaluated the impact on affordable housing demand (up to and including housing for moderate-income households) resulting from the development of market-rate housing, quantified on a per-unit basis. The nexus for the impact was based on the local spending of the market-rate households and the wages of the related jobs. The study was approved by the City Council in May 2020.

### INCLUSIONARY HOUSING STUDIES (MULTIPLIER ANALYSES)

## Agoura Hills

Allison Cook, Assistant Planning Director acook@agourahillscity.org

While at RSG, Inc., Mr. Galkin provided an inclusionary housing in-lieu fee analysis for the City of Agoura Hills. As part of the analysis, we evaluated the impact on affordable housing demand (up to and including housing for moderate-income households) resulting from the development of market-rate housing, quantified on a per-unit basis. The nexus for the impact was based on the local spending of the market-rate households and the wages of the related jobs.

## **RESUMES**

Resumes for Ms. Mosesman and Mr. Galkin are provided in Appendix A.

## **BUDGET**

Harris proposes to complete the tasks outlined in the Scope of Work for a not-to-exceed fee of \$35,000. This fee includes the cost of the IMPLAN data model required for the multiplier analysis (estimated at \$1,500). This fee is based on Harris hourly billing rates, as provided below.

2020 Billing Rates		
Senior Director/Director	\$260	
Project Manager	\$185	
Senior Analyst	\$145	
Analyst	\$135	

In order to provide a competitive cost estimate and to reflect the existing limitations of the COVID-19 pandemic, the Budget does not include in-person meetings.

These fees may be adjusted annually beginning January 1<sup>st</sup>, 2021 not to exceed 4% per year. Out of pocket fees paid on behalf of the City for filing of required reports or to obtain data from the County or other sources will be invoiced at actual cost. Miscellaneous costs including mileage, phone calls, postage, etc. are included in the hourly rates.

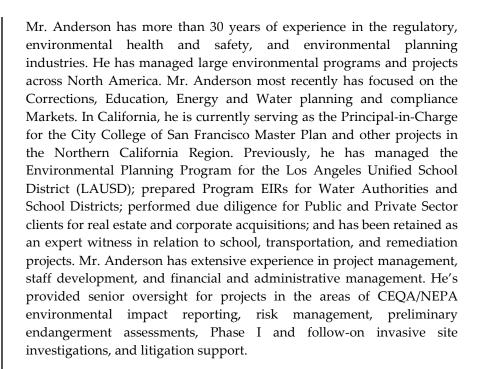
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## John Anderson, M.A., M.Phil.

Associate Principal



## **Representative Professional Experience**

- Associate Principal Impact Sciences. Principle-in-Charge for the for the CEQA Compliance Services City College of San Francisco Master Plans (2004 and 2019). Mr. Anderson also is managing the CEQA Program for the Sulphur Springs Union School District in Canyon Country, as well projects with Private Developers in the City of Petaluma, the City of San Jose and the City of Santa Clara. Mr. Anderson also provides QA/QC and Principal-level review for projects across California.
- Vice President of Permitting and Regulatory Affairs for the GTL Americas (GTLA) Project, a 33,000 barrel-per-day natural gas conversion facility, future expansion phases of the GTLA Project, "Common Facilities" associated with the GTLA Project. Mr. Anderson was responsible for all related environmental permitting and regulatory compliance activities. He also had responsibility for providing expert environmental support for new facilities including due diligence, permitting, regulatory compliance, regulatory interpretation and development, and interface with Federal, State, regional and local agencies. Additional responsibilities encompass communications and interfacing with political, regulatory, community, non-governmental organization and citizen stakeholders.



#### **Education**

University of California, Santa Barbara, Master of Arts, Business Economics

RAND Graduate School, Master of Philosophy, Policy Analysis

University of California, Santa Barbara, Bachelor of Science, Mathematics and Economics

## **Affiliations**

Missions Committee Member, Big Canoe Chapel (current)

Board of Directors, The Re-Use People of Canada (2017-2018)

Board of Directors, The Re-Use People of America (2016-2018)

Western States Petroleum Association Associates - Board of Directors (2002 – 2012, Current)

National Fire Protection Association, Incinerators and Linen Handling and Systems Committee - (2003 – 2008)



- Senior Planning & Development Advisor for various projects with the Los Angeles Unified School District's Comprehensive Facilities Upgrade Programs, including the \$22 billion New School Construction Program and the \$3.6 billion School Upgrade Program. Mr. Anderson managed project planning activities related to comprehensive modernization and other development projects of existing District properties and new acquisitions. This role was a continuation of services provided in various capacities to LAUSD since 2000.
- Director of Environmental Services for the Metro Airport Connector Transit Station Project. Mr. Anderson supported the development of the Potential Construction Impacts Assessment and Mitigation Design technical document as part of the ongoing multi-billion LAX improvement program.

As Program Manager, Mr. Anderson provided environmental planning and compliance consulting services to the **State of California Office of State Health Planning and Development (OSHPD)** pertaining to proposed changes to the Building and Fire Codes. Also provided "Third Party review" services for the Cities of Inglewood, Culver City and Ontario for CEQA/NEPA Projects with potential impacts within the relevant jurisdictions. Provided CEQA review and documentation on behalf of Colusa County for an addition to the County Jail.

- As Lead Environmental Planner, Mr. Anderson managed the environmental planning processes for the Central Groundwater Basin's proposed Conjunctive Use Program in Los Angeles County (2011-2013).
- On behalf of LAUSD, Mr. Anderson testified before a stateappointed mediator with regard to the inadequacy of various technical studies used to support the CEQA/NEPA process for the expansion of the Expo Light Rail Line;
- Lead Planner for the Robert F. Kennedy Community School developed at the former Ambassador Hotel. The unique cultural status of this site made the initial CEQA/NEPA process challenging and required three subsequent CEQA processes to address new environmental impacts not known at the time of the CEQA/NEPA certification and project approval by the Board of Education.



- Lead Environmental Planner for LAUSD's groundbreaking Health Risk Assessment studies and the resulting policies and procedures addressing the risks of schools located near freeways and other highrisk industrial facilities and infrastructure.
- Supported the remediation and redevelopment of the Pier A West Site Project in the Port of Long Beach.
- As Program Director Mr. Anderson was responsible for all aspects
  of risk management, quality control, environmental and human
  health, safety, permitting and other regulatory compliance for
  Leslie's Poolmart. Operations at the time include 400+ retail
  locations, store-based service, distribution centers, chemical
  manufacturing facilities, and highway carrier fleet.
- As a Doctoral Fellow, was assigned to the Environment and Natural Resources Program and the Education Program within RAND Corporation's Domestic Division. Research activities included: 1) analysis of the issue of "environmental justice," specifically the case of southeast Chicago. The analysis included examination of the historical context for the issue, the contemporary setting, and made recommendations regarding policy options to address the situation; 2) investigated barriers to innovation in the remediation technology sector and; 3) was a supporting author for "Environmental Aspects of Base Closure in California," which presented analysis of the challenges posed by legacy environmental hazards at closing DoD facilities.
- Project Director for the 2014 LAUSD Draft Program Environmental Impact Report for the School Upgrade Program. Services provided include CEQA/NEPA analysis, Master Plans, Land Use Planning, Historic Resources, Transit Supportive Development, Infrastructure, and GHG Emission Reduction.
- Senior Advisor for the Coastal Commission 2013 Amendment Application for Coastal Development Permit for the John M. and Muriel Olguin Campus in San Pedro. Services provided include Water Resources, CEQA/NEPA analysis, Master Plans, Land Use Planning, Historic Resources, Transit Supportive Development, Infrastructure, and GHG Emission Reduction.
- Project Director for the Central Basin Municipal Water District 2012
   Programmatic Environmental Impact Report for the Central Basin
   Groundwater Storage Plan in Los Angeles County. Services



- provided include Water Resources, CEQA/NEPA analysis, Master Plans, Land Use Planning, Infrastructure, and GHG Emission Reduction.
- Senior Project Manager for the LAUSD 2011 Pedestrian Safety Study, Valley Region Middle School No. 3 Pedestrian Bridge Projects. Services provided include CEQA/NEPA analysis, Land Use Planning, Historic Resources, Transit Supportive Development, and Infrastructure.
- Senior Project Manager for the LAUSD 2011 Traffic Analysis
   Technical Report and Negative Declaration for the Alameda
   Transportation Relocation Project. Services provided include
   CEQA/NEPA analysis, Land Use Planning, and Transportation
   Infrastructure.
- Senior Project Manager for the Los Angeles Harbor College 2010
   Master Plan Amendment and Notice of Exemption, Teacher Prep Academy. Services provided include CEQA/NEPA analysis, Land Use Planning, Transit Supportive Development, and Infrastructure.
- Senior Project Manager for the City of Huntington Park 2009
   Environmental Assessment for the Westside Park Replacement
   Project in Los Angeles County. Services provided include
   CEQA/NEPA analysis, Land Use Planning, Historic Resources,
   Transit Supportive Development, and Infrastructure.

#### SELECTED LISTS OF PUBLICATIONS AND REPORTS

- John R. Anderson. Harris & Associates. May 2018. How to Build Resilient Communities, Starting with K-12 Schools
- Fuhs, Susan, and John R. Anderson. RAND Corporation. August 1994. Barriers to Innovation in the Market for Environmental Remediation Technology: A Model, Case Study, and Preliminary Implications for Policy. Unpublished Manuscript. Presented at "Waste Management 1995", Tucson, Arizona
- M/B&A. March 1992. Identification of Potentially Responsible Parties in the Northern Portion of Subarea 5, San Gabriel Valley Superfund Sites. Prepared for Aerojet Corporation. Submitted to USEPA, Region IX and the Los Angeles Regional Water Quality Control Board



- M/B&A. May 1992. Limited Search for Potentially Responsible Parties. Burbank, California. Prepared for Rodi, Pollock, Pettker, Galbraith & Phillips
- M/B&A. August 1992. Terms of Reference for Hazardous Wastes in Mexico. Prepared for the Government of Mexico
- M/B&A. October 1993. Update to the Phase I Environmental Assessment for the Delano Biomass Plant, Delano, California. Prepared for Westinghouse Electric Corporation
- M/B&A. September 1994. Summary Report of Limited Site Closure Activities for the Former Cragar Wheels Facility, Compton, California. Prepared for Mr. Gasket Company. Submitted to the Los Angeles County Fire Department
- PSI. September 2010, Phase I Environmental Site Assessment for the Residential Property located 888 Sarbonne Road, Los Angeles, California. Prepared for Heltzer Development Company.
- Rubenson, David and John R. Anderson. September 1995.
   Environmental Aspects of Base Closure in California. RAND. Santa Monica, CA



## Vanessa Williford

Senior Project Manager

Ms. Williford has more than 16 years of experience in developing and managing innovative and diverse environmental projects successfully guiding them through national, state, and local permitting and regulatory processes with a recent focus in transit-related projects in Southern California. Previous work includes projects for Los Angeles County Metropolitan Transportation Authority (LA Metro), Riverside County Transportation Commission (RCTC), Southern California Regional Rail Authority (SCRRA)/Metrolink, and California High-Speed Rail Authority (HSR) that are federally funded by the Federal Transit Administration (FTA) and Federal Railroad Administration (FRA). She has been a key contributor in the preparation of over 50 ISs/EAs/EIRs/EISs for infrastructural, tourism, operational, and industrial developments.

- Project Manager for the Density Bonus EIR and New Permanent Supportive Housing Ordinances EIR for the City of Los Angeles City Department of City Planning in Los Angeles, CA. To address the affordable housing and the homeless crisis in Los Angeles, the City of Los Angeles Department of City Planning (DCP) has begun work on two related but separate projects; an update to the existing Density Bonus Ordinance and a new Permanent Supportive Housing Ordinance. The two projects have similar scopes of work and timelines with similar environmental analysis anticipated. A Programmatic EIR encompassing both ordinances is being conducted to provide an expansive, programmatic level of analysis especially given the level of public involvement anticipated for these ordinances.
- Project Manager for the Boyle Heights Community Plan Update EIR for the City of Los Angeles City Department of City Planning in Boyle Heights, CA. The project consists of an EIR for an update to the Boyle Heights Community Plan (Community Plan). The Community Plan is one of 35 Community Plans that comprise the Land Use Element of the City of Los Angeles General Plan. The Land Use Element is one of the seven state-mandated elements of the General Plan that also include noise, transportation, and conservation, among others. Such planning activities for this Community Plan update include the creation of transit-oriented district plans and/or the application of new zoning tools developed for the area through the re:code LA project. In the EIR, environmental impacts associated with projected growth for the CPA will be analyzed.



## **Education**

Southern Methodist University, MA Sustainable Development and Planning

Texas State University, BS Environmental Science, Minor in Aquatic Biology

#### **Affiliations**

WTS International, Member

National Association of Environmental Professionals (NAEP), Member



- Project Manager for the Los Angeles Harbor Community Plan Update EIR. The Proposed Project includes the adoption and implementation of portions of the New Zoning Code (Chapter 1A of the LAMC). The New Zoning Code is a citywide program to comprehensively update the City's zoning regulations through amendments to the Los Angeles Municipal Code. It is expected that parts of the New Zoning Code necessary to utilize the new zoning regulations will have already been adopted by the time the Proposed Project is considered for adoption. The Harbor LA Community Plans Update Project would apply the new zoning regulations to land within the Project Area. New zones would also be developed using the New Zoning Code's modular system for the purpose of rezoning property in the Project Area and would be added to the City's Zoning Code.
- Project Manager for the Compton Transit Oriented Development EIR. This project consists of development of an EIR for the TOD Specific Plan for the Compton Station area on the Blue line. The City's objective is to adopt new policies and regulations that promote sustainable transit-oriented development adjacent to the station area. Scope includes conduct the technical studies and analyses, including environmental analyses to comply with the CEQA, in order to create active and walkable mixed-use neighborhood that supports and enhances multi-modal access to transit.
- Project Manager for the Compton Innovation Hub Development Project IS/MND. The proposed project consists of 280 units on a two-acre site; approximately 40 percent of the units would be set aside as affordable units. The mixed-use project includes an innovation hub office on the ground floor and reduced parking requirements. The underlying zoning is a combination of commercial and high density residential. The applicant is seeking approval of a specific plan to entitle the project.
- Project Manager for Public Outreach and Key Environmental Contributor of the Link Union Station Project EIR and EIS documents, LA Metro, Los Angeles, CA. Vanessa spearheaded the public outreach program for one of the largest projects at LA Metro, including public outreach meetings which required expansive multidisciplinary coordination among many agencies and stakeholders. Liaison between the EIR, EIS, and public outreach teams, streamlining the overall coordination between these interconnected efforts and achieving an expedited Draft EIR public



circulation schedule. She supported the environmental team in preparation of the overall environmental clearance schedule that links the engineering design process (i.e., footprint) to preparation of over 15 technical studies to support the regulatory permitting process for Link Union Station, including preparation of the EIS/EIR. The FRA and HSR were the joint NEPA Lead Agencies. LA Metro was the Lead Agency for CEQA. The EIS included multiple route alternatives that provide the new passenger rail service potentially doubling the capacity of the station. Key issues include biological resources, environmental justice, community impacts, effects to cultural and historic resources, Section 4(f) resources, air quality, and noise/vibration. The purpose of Link Union Station is to increase the overall capacity of the station and prepare Southern California for the expected future growth of both Regional Rail (commuter rail and intercity rail) and the California High Speed Rail Blended System. Link US has been identified as the No. 1 needed regional rail project in Southern California.

- Project Manager for the RCTC Coachella Valley-San Gorgonio Pass Corridor Rail Service Project Tier 1 Joint EIR/EIS. This new passenger rail project, involves the implementation of passenger rail improvements, including up to 5 new stations, on a proposed 144mile corridor through four counties between Los Angeles Union and Coachella, California. Vanessa managed environmental process for the Tier 1 Joint EIR/EIS including facilitating the multi-agency tiered, programmatic approach with RCTC as the CEQA Lead Agency and Caltrans and the FRA as the Joint Lead Agencies for NEPA. The scope included the preparation of over 10 technical studies, various technical memos, EIR/EIS section preparation, and maintaining the schedule that links the engineering design process (i.e., footprint) to support the regulatory permitting process.
- Project Manager for supplemental staffing/third party technical reviews of the Metro West Santa Ana Branch (WSAB) Light-Rail Transit Project EIS/EIR document and supporting technical studies. Vanessa supported the management of technical reviews acting on behalf of LA Metro to ensure technical accuracy and CEQA and NEPA compliance for technical studies, technical memos, EIS/EIR sections, project meeting support, and overall schedule progression. WSAB is a proposed new light-rail transit line that will connect southeast Los Angeles County to downtown Los Angeles along a 19-mile corridor with population and employment densities five times higher than the LA County average. WSAB is identified as a



- "Twenty-eight by '28 Initiative" priority project with LA Metro as the CEQA Lead Agency and the FTA are the Lead Agency for NEPA.
- Project Manager for third party technical reviews and coordination of the environmental component of the Crenshaw/LAX Light Rail Transit Grade Separation Project at Centinela/Florence intersection Project. Vanessa supported the management of technical reviews acting on behalf of LA Metro to ensure technical accuracy and CEQA and NEPA compliance for technical studies, technical memos, project meeting support, and overall schedule coordination. This project will support the goals outlined in the Metro Vision 2028 Strategic Plan by addressing the mobility challenges in the project area including increasing travel demand, travel times, and roadway congestion. Specifically, the Project meets Vision 2028 Goal #4, Transform LA County through regional collaboration and national leadership, as this project will be advanced through a close partnership with the City of Inglewood to solve a regional challenge, as the special events at the NFL Stadium and other event venues in Inglewood are expected to attract attendees on an almost daily basis from throughout the region.
- Project Manager for the entitlement process and environmental clearance of the Echo Park Hotel Development Project in Los Angeles, California. This in-fill, redevelopment project involves the construction of one of the largest development projects in the area, with over 8 potential entitlements including zone change and master plan updates, in Echo Park with the City of Los Angeles as the CEQA Lead Agency.
- Project Manager for three ISs/EAs and two Biological Assessments for Solano County and Travis AFB, CA. Includes Soccer Field Construction EA and BA, Civil Engineering Complex Construction EA and BA, and Implementation of Fire Management Plan EA. One EA is supplemental for constructing the Civil Engineer Complex to centralize operations into one location. The second EA is to evaluate potential effects from undertaking their Wildland Fire Management Plan, and the third EA analyzes potential effects from building a soccer field. The affected areas contain numerous environmental restorations sites, are located in areas of nonattainment for some pollutants under the National Ambient Air Quality Standards, and support habitat suitable for federal and state listed special status species. Because of the potential to affect listed species, BAs and surveys are being conducted, as well as assisting with consultation, for the BCE and Soccer Field proposed actions and alternatives.



- Specialists are conducting surveys for Contra Costa goldfields, California tiger salamander, vernal pool fairy shrimp, conservancy fairy shrimp, and vernal pool tadpole shrimp. These projects must be jointly NEPA/CEQA compliant through a cooperative land use agreement between Solano County, CA and the USAF.
- Project Manager for an EA for the demolition and construction at Fresno-Yosemite International Airport. Required a cultural resources survey as well as investigation and analysis of environmental issues and effects that could result from development and implementation of the proposed construction and demolition at Fresno-Yosemite International Airport.
- Resource Lead and Lead Analyst for F-35 JSF Operational Beddown, Air Combat Command, Six Air Force Bases. Prepared a fast-moving, complex Environmental Impact Statement to determine location of proposed operations basing for the Air Force Joint Strike Fighter stationing. Aircraft noise issues and airport congestion are largest public concerns. Six EISs in six locations were analyzed at Hill AFB, Shaw AFB, Mountain Home AFB, Burlington ANGB, McEntire ANGB, and Jacksonville ANGB.
- Deputy Project Manager for the Environmental Assessment, Biological Assessment, Bird/Wildlife-Aircraft Strike Hazard Plan, and Master Plan Update for Expeditionary Airfield, Twentynine Palms, CA. Project comprised environmental analysis of enhancements to the airfield, including the construction of a parallel runway, heliport, and support facilities. Also responsible for coordination and management of subcontractor efforts to produce key planning and engineering studies in support of the enhancement program.
- Resource Lead and Lead Analyst for USMC Joint Strike Fighter F-35 Beddown EIS, a fast-moving and highly visible Environmental Impact Statement to establish operational and training bases on the west coast for the newest Marine Corps aircraft stationed at MCAS Yuma and MCAS Miramar. Aircraft noise issues and airport congestion are largest public concerns.
- Senior Analyst for the F-15 Aircraft Conversion, Fresno-Yosemite International Airport EIS in Fresno, CA. The EIS evaluated the potential environmental impacts that could result from the proposed conversion from the F-16 Falcon aircraft to the F- 15 Eagle aircraft at the 144th Fighter Wing (144 FW) installation at Fresno-Yosemite



- International Airport. Aircraft noise issues and air quality were the largest public concerns.
- Project Manager for preparation of an Environmental Baseline Survey (EBS) for the 129th Rescue Wing Moffett Federal Airfield, evaluating the environmental conditions of real property to be excessed at Moffett Federal Airfield as obtained through a records search, site inspection, interviews, and analysis of data collection results. The purpose of the EBS was to describe the environmental conditions of the property prior to lease disposal. Project Manager for an EA for proposed construction and demolition, and real property lease actions at the 129th Rescue Wing (129 RQW), Moffett Federal Airfield, Mountain View, California. Lead Analyst on Soils, Safety, Infrastructure, Solid and Hazardous Materials and Waste, and Water Resource sections.
- Project Analyst for a Sustainability Assessment for the Ports of Long Beach, Los Angeles, and San Diego. Sustainability Assessment described the advantages and disadvantages of the West Coast Ports (WCP) Guidelines, as well as recommendations to facilitate the POLB to identify a systematic approach to implementing sustainability in the design and construction process.
- Environmental Assessment, Tioga Road Rehabilitation Project, Yosemite National Park, CA. Deputy Project Manager for preparation of an EA for the National Park Service which requires investigation and analysis of environmental issues and effects that could result from rehabilitation of approximately 41 miles of Tioga Road, including road surface and culvert and drainage system improvements, within Yosemite National Park to address public safety and various resource concerns.



## **Angela Pan, ENV SP**

Project Manager II

Ms. Pan has managed and assisted in the preparation of environmental documents pursuant to CEQA, including sections and background reports for EIR's for residential, mixed-use, and jurisdictional regional plans, as well as MNDs and Addendums for a variety of projects. Ms. Pan is successful in coordinating effectively with projects stakeholders to maximize efficiency. Her responsibilities also include drafting Environmental Impact Reports, Initial Studies, Environmental Assessments, Mitigation Monitoring and Reporting Programs, and other compliance documents.

## **Representative Professional Experience**

## **Mixed-Use/Residential**

- Managed the preparation of the **Scott Ranch Project EIR**. In 2017, the project consists of a hillside residential development of up to 66 single-family homes, private and public open space, a 300-foot Urban Separator, and two recreational trails and trailhead parking lots. The project also included a potential park trail that could be constructed in Helen Putnam Regional Park located to the west of the project site. The project EIR was rejected by City Council in 2017 and in 2019, the developer teamed up with an opposing organization to propose a 28 single-family home project with a large open space park component in the area south of Kelly Creek.
- Managed the preparation of the Parkside Manor Project Categorical Exemption and Environmental Assessment, in Salinas, CA. The proposed project would demolish the existing 88 housing units and construct 160 new elderly residential units in two phases (first phase would consist of 80 units and the second phase would add an additional 80 units), along with supporting improved infrastructure and amenities.
- Assisted in the preparation for the Green Valley II EIR in the City of Fairfield. The approximately 13.32-acre project site is currently vacant land. The City of Fairfield ultimately approved one of the alternatives for the originally proposed project, a mixed-use 270 unit multifamily residential and commercial project that was analyzed in the EIR. The approved project will construct 281 units of multifamily residential housing and proved a 1.5 acre site for a new fire station. The project will also provide a clubhouse, dog park and other on-site amenities for on-site residents.
- Assisted in the preparation of an Addendum for the **Mission** Crossings project, a mixed-use residential and commercial project



#### **Education**

Bachelor of Science, Environmental Science (Natural Sciences) University of California, Riverside

#### **Affiliations**

Envision Sustainability Professional (ENV SP)



on a 9.73-acre site in the City of Hayward. The proposed project would demolish the existing structures on the project site and construct a commercial/residential mixed-use development that would include 93-room hotel and 140 town homes. Key environmental concerns for the proposed project included traffic, air quality, noise impacts, on-site contamination, and cultural resources.

- Assisted in the preparation of the Maple & Main Mixed-use Project IS/MND in Hayward, CA. The project involves the demolition of existing structures and the construction of a new five story residential building with ground-floor retail. The project also entails the renovation and re-use of an existing four-story medical office building. Key environmental issues for the proposed project included traffic, air quality, and noise impacts, on-site contamination, and impacts to biological and cultural resources.
- Assisted in the preparation of the Mission Town Center EIR. The 5.7 acre project would construct mixed-use residential development, in the City of Santa Clara, that would consist of 385 apartment units, approximately 10,000 square feet of conditioned amenity and leasing space, three distinct private open space areas, and about 27,000 square feet of ground floor retail. The proposed project is located approximately 500 feet to the northwest of the Santa Clara Transit Center and thus would be redeveloping underutilized properties with higher density housing projects along established transit corridors.
- Assisted in the preparation of the Santa Clara Square Residential/Mixed Use Project EIR. The project consists of a mix of residential and retail uses on the approximately 33.4-acre site in the City of Santa Clara. The proposed project would develop 1,800 apartment units, approximately 40,000 gsf of ground floor retail uses, and approximately 38,000 gsf of amenity space. The project would create a mixed-use development of a scale and character that complements and is supportive of the surrounding uses.
- Project Manager, 3280 Scott @ the Square Project Addendum, The
  Irvine Company, 2016: Assisted in the preparation of an Addendum
  that analyzed revising the previous office park project located in
  Santa Clara to include the 3280 Scott Boulevard site and the
  proposed development on that site.



- Project Manager, Addendum No. 1 to the Santa Clara Square-Residential/Mixed Use Project EIR, The Irvine Company, 2017: Managed and prepared an Addendum that analyzed a minor modification to the Planned Development zoning and several other changes to the previously approved Santa Clara Square-Residential/Mixed Use project.
- Project Manager, Natomas Crossing Apartments Project Addendum, in Sacramento, CA. The proposed project would construct a 293-unit multi-family apartment complex on a 10.3 acre portion of the 10.7 acre site within Area #2 of the Natomas Crossing PUD that was rezoned SC-PUD and set aside for medium density residential development with the approval of the Plaza project in 2006.

#### **Creek Restoration**

- Prepared a Categorical Exemption for the Wildcat Creek Restoration and Greenway Trail Project. The project would restore 2,200 linear feet of creek channel to effectively transport sediment through the reach without excessive aggradation or deposition while increasing the in-stream riffle-to-pool ratio.
- Prepared the Three Creeks Parkway Restoration Project Initial Study/MND. The project proposes to widen and improve an approximately 4,000-foot section of Marsh Creek in the City of Brentwood to provide additional flood conveyance capacity and restore riparian habitat along the creek.
- Prepared an Addendum for the Three Creeks Parkway Restoration Project, which analyzed a few additions to the previously evaluated project. These additions included the incorporation of an existing water quality basin, the use of an adjoining parcel as a staging area and to place excavated materials, the construction of a clear-span pedestrian bridge, and the use of creek crossings during construction.
- Assisted in the preparation of the Calabazas Creek Open Space Preserve Project Initial Study/MND. The 1,285-acre Preserve is located in southeastern Sonoma County. The proposed project is the adoption and implementation of the Calabazas Creek Open Space Preserve Resource Management Plan (prepared by the Sonoma County Agricultural Preservation and Open Space District). Implementation and adoption of the plan would necessitate



management and enhancement of the habitats and natural resources on the Preserve over the short-, mid- and long-term, address existing environmental conditions and threats, and avoid any further degradation of the natural and sensitive resources on the Preserve.

#### Institutions

- Managed the City College of San Francisco Addendum to the 2004 Facilities Master Plan EIR. On June 10, 2004, the Board of Trustees of the City College of San Francisco (District) certified a FEIR for the CCSF Master Plan. The 2004 FEIR addressed the long-term development of the College at the Main Campus and the Centers located throughout the City and County of San Francisco. In 2019, the College determined that it needed to make some changes to the DRT, STEAM, and Child Care Center. The addendum analyzes the updates to the construction and operation of the revised three facilities.
- Managed the Biological & Environmental Program Integration Center (BioEPIC) Environmental Analysis and Checklist, in Berkeley, CA. The proposed project is an approximately 73,000 gsf, four-story research and office building. The BioEPIC is intended to accommodate complementary DOE research programs from the Biosciences and Earth and Environmental Sciences Areas.
- Managed the Ocean Avenue (Main) Campus Infrastructure
  Upgrade Project IS/MND. The proposed project involves a
  comprehensive utility upgrade involving all the systems at the same
  time in order to take advantage of coordination and cost efficiencies.
- Assisted in the preparation of the UC Riverside Dundee Residence Hall and Glasgow Dining Project Addendum. The Dundee Residence Hall and Glasgow Dining (Dundee-Glasgow) project was proposed by the Campus to provide more on-campus student housing. The Dundee-Glasgow project built new student housing project on an existing parking lot on the East Campus to address the current and projected demand. The proposed project utilized the system-wide public-private partnership model (P-3) in support of the President's Student Housing Initiative to construct two residence hall buildings and a standalone dining facility, and repurpose an existing dining hall. Implementation of the proposed project enabled UC Riverside to increase its student housing stock, eliminate some overflow bed spaces in existing housing, replace the aging dining



hall, and meet its commitments under the UC system-wide Housing Initiative.

- Assisted in the preparation of the UC Riverside North District Development Plan Project EIR. Impact Sciences prepared a project EIR for the UC Riverside North District Development Plan (NDD Plan) Project. The proposed NDD Plan is a public-private partnership (P3) project that would provide up to 6,000 student beds on the East Campus on an approximately 55-acre site located in the northeastern portion of the campus. The NDD Plan includes Phase 1, which involves the construction of about 1,500 student beds and associated facilities by 2021 and a future phase(s), which involves the construction of up to 4,500 student beds and associated facilities. The project site is presently developed with Canyon Crest Family Student Housing that was occupied by student families until 2017 and is currently vacant. The site is designated for Family, Apartment Housing and Related Support, Residence Hall and Related Support, Athletics and Recreation, and Parking in the UC Riverside 2005 Long Range Development Plan. At this time, project-level details are available only for Phase 1 development. With respect to the future phase(s) of development, the NDD Plan provides a development program and a land use diagram, but does not have details with respect to specific buildings. The issues of concern addressed included land use, aesthetics (neighborhood compatibility), transportation and traffic, air quality, greenhouse gas emissions, and noise.
- Planner, Student Housing West EIR, UC Santa Cruz, 2018: Assisted in the preparation of EIR sections for a project located in Santa Cruz, CA, that would provide needed undergraduate, graduate, and family student housing.
- Assisted in the preparation of UCR Mobility Hub IS/MND, in Riverside, California. The project consisted of the development of a mobility hub with six-bus bay transit center and improved large pedestrian pathways and malls. Major issues included cultural and geologic resources.
- Assisted in the preparation of UCR Dundee Residence Hall (Addendum No. 2 to the 2005 UCR LRDP), in Riverside, California.
   The project analyzed the addition of two residence hall buildings and a standalone dining facility on campus under the 2005 LRDP.



- Assisted in the preparation of California State University East Bay
  Partial Recirculated EIR, at the Hayward, CSUEB campus. The
  project included a student housing neighborhood and the proposed
  adoption of a Campus Master Plan, a document intended to guide
  CSU campus development and the educational mission of the
  University.
- Planner, Building 59 Upgrade & Installation and Operation of NERSC – 9 Project Focused EIR, Lawrence Berkeley National Laboratory, 2016: Assisted in the preparation of EIR sections for a project located in Berkeley, CA, that would install the NERSC-9 system at the LBNL in the space to be vacated by an existing highperformance computing system (NERSC-7).
- Project Manager, Addendum No. 2 to the Construction of Replacement Hazardous Waste Handling Facility Final EIR, Lawrence Berkeley National Laboratory, 2017: Assisted in the preparation of an Addendum to the 1990 HWHF EIR and subsequent documents for the continued management of hazardous and mixed waste at the LBNL HWHF in connection with a proposed renewed DTSC HWFP.
- Planner, UCSF Minnesota Street Student and Trainee Housing Project EIR, University of California, San Francisco, 2017: Assisted in the preparation of EIR sections for a 610-unit student residential project in San Francisco's Dogpatch Neighborhood.
- Planner, UCSF Child, Teen and Family Center & Department of Psychiatry Building Project EIR, University of California, San Francisco, 2017: Assisted in the preparation of EIR sections for an approximately 150,000 gsf office building housing clinical and academic programs in San Francisco's Dogpatch Neighborhood.
- Planner, UC Merced North Bowl Parking, Corporation Yard, and Housing 4 Photovoltaics Project, University of California, Merced, 2017: Assisted in the preparation of an Addendum to the 2009 UC Merced Long Range Development Plan to allow for the implementation of solar panels across campus.
- Project Manager, UCM 2020 Project Addendum, University of California, Merced, 2017: Assisted in the preparation of an Addendum to the 2009 UC Merced Long Range Development Plan to allow for additional changes to the 2020 Project site boundaries as



- defined in the 2016 Project Agreement with the 2020 Project developer.
- Planner, University of California, Merced, Section 401 Water Quality Certification Renewal, University of California, Merced, 2015: Assisted in the permitting process for the submittal of a 401 Certification Renewal application to the California Regional Water Quality Control Board to permit the UC Merced and University Community North Project, which may potentially impact approximately 77.79 acres of Jurisdictional Wetlands.

#### **Climate Change**

 Project Manager, Caltrans Climate Action Report Project, throughout California Caltrans Districts. Preparation of climate reports that identify areas where infrastructure is at risk from conditions created by climate change.



## Kaitlyn Heck

Air Quality and Greenhouse Gas Specialist

Ms. Heck works as the air quality and greenhouse gas technical analyst at Impact Sciences. Ms. Heck has conducted air quality and noise studies for both CEQA and NEPA documents. Her primary area of expertise includes modeling emissions of criteria air pollutants, performing ambient air quality impact analyses and health risk assessments, and providing air quality and greenhouse gas support to our clients. Her modeling skills encompass the range of industry standard software for air quality and greenhouse gases, including air pollutant dispersion modeling programs such as AERMOD and AERSCREEN, as well as emissions modeling programs such as CalEEMod, EMFAC, and OFFROAD.

#### **Representative Professional Experience**

- Air Quality Specialist for the 86 Fair Oaks IS/MND. Prepared the CalEEMod modeling for the project which proposed to construct a residential complex.
- Air Quality Specialist for the CCSF 2004 FMP EIR. Prepared the CalEEMod modeling and prepared the health risk assessment for the project which proposed to construct new structures on campus.
- Air Quality Specialist for the **Terraces of Lafayette IS/MND**. Prepared the CalEEMod modeling for the project which proposed to construct a residential complex.
- Air Quality Specialist for the Southern California Association of Governments Connect SoCal PEIR. Assisted in the preparation of the PEIR and prepared the health risk assessment employing AERSCREEN and EMFAC modeling to determine risk posed to sensitive receptors located near freeways.
- Air Quality Specialist for the Parkside Manor Terraces
   Environmental Assessment. Prepared air quality analysis and
   CalEEMod modeling for the project which proposed to construct a
   residential complex.
- Air Quality and Greenhouse Gas Specialist for the Citadel Outlets
   Expansion & 10-Acre Development Project DEIR. Prepared comments on the air quality, health risk, and greenhouse gas studies for the project which proposed to expand an existing shopping center with new retail stores, restaurants, hotels, and industrial land uses in the City of Commerce.



**Education** 

B.S., Environmental Sciences & Environmental Systems and Society, University of California, Los Angeles, CA, 2017



- Air Quality and Greenhouse Gas Specialist for the Addendum to the Southwest Industrial Park Specific Plan FEIR. Prepared health risk comments and a screening level health risk assessment for the project which proposed to construct a warehouse and associated parking in the City of Fontana.
- Air Quality and Greenhouse Gas Specialist for the Southern California Flower Market DEIR. Prepared comments on the air quality, health risk, and greenhouse gas studies as well as prepared updated CalEEMod modeling and a screening level health risk for the project which proposed to demolish a portion of the existing Flower Market in order to construct a mixed-use building and associated parking in Downtown Los Angeles. Additionally, prepared responses to comments during the release of the FEIR.
- Air Quality and Greenhouse Gas Specialist for the James M Wood Boulevard Hotel Project IS/MND. Prepared comments on the potential cumulative GHG impacts from the proposed project and a general plan amendment to increase the floor area ratio of the lot in the City of Los Angeles.
- Air Quality and Greenhouse Gas Specialist for the Mather South Community Master Plan Project DEIR. Prepared comments on the air quality, health risk, and mitigation measures for the project which proposed the development of additional housing, parks, retail, and research and development space as part of a master plan in unincorporated Sacramento County.
- Air Quality and Greenhouse Gas Specialist for the 777 North Front Street Project DEIR. Prepared comments on the air quality, health risk, and greenhouse gas studies as well as prepared updated CalEEMod modeling and a screening level health risk for the project which proposed to construct residential units, a hotel, and commercial land uses in the City of Burbank.
- Air Quality and Greenhouse Gas Specialist for the Deer Ridge & Shadow Lakes Community Improvement Plan DEIR. Prepared air quality, health risk, and GHG comments as well as prepared updated CalEEMod models and screening level health risks for the multiple phases of construction. The project proposed to consolidate two golf courses into one in order to construct senior living facilities in the City of Brentwood.



#### **VRPA** Resumes

Georgiena M. Vivian

**President** 

#### **Professional Summary**

Georgiena Vivian, President founded VRPA Technologies in 1988. Prior to founding VRPA, Ms. Vivian was employed by Fresno Council of Governments (Fresno COG) between 1978 and 1988. While with Fresno COG, Ms. Vivian was responsible for regional streets and highways, land use, aviation, bikeway, and circuit planner programs and studies. Ms. Vivian has over 48 years of experience in transportation planning and financing, congestion management, traffic engineering, transportation demand management and transportation systems management (TDM/TSM) activities, sustainable communities planning, environmental planning, traffic, air quality, greenhouse gas (GHG), and noise impact studies and analysis, and extensive public outreach. Ms. Vivian's experience also includes the preparation of regional and local transportation plans including Regional Transportation Plans/Sustainable Communities Strategies (RTP/SCS), Congestion Management Programs (CMPs), County Blueprint Programs, local and regional land use and transportation Smart Growth studies, and corridor studies. In addition, Ms. Vivian has prepared numerous engineering, planning and outreach programs for regional planning projects.

Ms. Vivian is currently managing *numerous traffic, air quality, GHG and noise technical studies* throughout the San Joaquin Valley and in Riverside County. She has also managed the preparation of Regional Transportation Plans (RTPs) and associated EIRs for five of the eight San Joaquin Valley Counties (Madera, Merced, Fresno, Tulare, and Kern Counties) including the 2018 RTP/SCS PEIR for Fresno COG and MCAG and the MCTC RTP/SCS and the associated PEIR. Ms. Vivian has managed Smart Growth studies including the Fresno General Plan Activity Center and Intensification Corridor Study and the Metro Rural Loop Study, which was incorporated into the preferred Blueprint Scenario for Fresno County, successful Sales Tax Measure Expenditure Plans and Outreach Programs for two Valley Counties (Fresno and Madera Counties), and the San Joaquin Growth Response Study, which was the first application of land use modeling tools in the San Joaquin Valley. Ms. Vivian was responsible for preparation of the Congestion Management Program (CMP) between 1991 and 2019 for RCTC, and more recently the Long Range Transportation Study for Riverside County. Major current efforts include update of the Measure "C" Transportation Sales Tax Strategic Implementation Plan (SIP) and the 2022 Measure C Extension Expenditure Plan for the Fresno County Transportation Authority (FCTA). Other current efforts include traffic analysis for the California High Speed Rail Project between Bakersfield and Lancaster and managing the Project Prioritization Study for MCTC.

#### **Project Experience**

- March Joint Powers Authority On-Call Traffic Engineering, Riverside County, CA: Since 2006, managed oncall traffic engineering services for March Joint Powers Authority; key tasks to date include review of numerous major traffic impact analyses and development of traffic impact studies.
- March Joint Powers Authority Traffic Impact Study Guidelines: Managed the preparation of detailed traffic
  impact study guidelines to guide transportation engineers and planners as they traffic impact studies for land
  development projects within March JPA's jurisdiction.
- City of Fresno, Park Crossings Development, Fresno, CA. Project Manager. Managed development of the Traffic Impact Study (TIS). VRPA developed the TIS for the Project, which consisted of the analysis of twenty

- (20) intersections and six (6) roadway segments. Ms. Vivian also led development of the project Transportation Demand Management/Transportation Systems Management (TDM/TSM) Study to reduce project-related vehicle trips.
- California High-Speed Rail Authority, Bakersfield to Palmdale Engineering and Environmental Analysis, Los Angeles and Kern Counties, CA. Assisted with development of a transportation analysis for the environmental document, conducted a peer review of technical documents, and coordinated with the High-Speed Rail Authority and with consulting teams working on adjacent segments of the high-speed rail line. This project seeks to prepare engineering and environmental analysis for the Bakersfield to Palmdale segment of the California High-Speed Rail project.
- Golden State Corridor Economic Development Infrastructure Improvements: Managed planning, engineering, and environmental studies, including Air Quality/Global Warming, Noise, and Traffic Impact Studies.

#### **Other Project Experience**

- Traffic Impact Studies for new developments, street and road and other modal projects, and regional and local plans and studies throughout California including the following large regional mixed-use developments: Zinkin TIS, Tesoro Viejo TIS, Gunner Ranch West TIS, Gunner Ranch East Traffic Studies, Millerton New Town TIS, Yokohl Ranch TIS, and Valley Children's Hospital Traffic Study Prime
- Bill 743 Implementation Tools for regional and local agencies across California Prime
- City of Perris Traffic Impact Study (TIS) Guidelines Prime
- City of Fresno, Fresno COG, and the City of Reedley Active Transportation Plans (ATP) and Bicycle, Pedestrian
   & Trails Master Plan (BPTMP) Updates Prime and Subconsultant
- La Quinta Transportation Demand Management/Transportation Systems Management (TDM/TSM) Study -
- Riverside County Long Range Transportation Study Prime
- Fresno County Regional Long-Range Transit Plan Prime

#### **Professional Qualifications**

#### **Education**

- California State University, Fresno 1976-1978, Master's Program Urban and Regional Planning
- California State University, Fresno 1972-1976 (Fall), Bachelor of Arts Special Major, Urban and Regional Planning

#### **Professional Affiliations**

- Institute of Transportation Engineers (ITE), Member, 1992-2020; ITE Council on ITS, 1992-2000, ITE Council of Transportation Planning, 1993-2015
- Chairperson, SJVUAPCD TCM Development Committee, 1989-1992
- Co-manager of the San Joaquin Valley Transportation Control Measure (TCM) Implementation, Monitoring, and Enforcement Program, 1992-1994, Member of the TCM Working Group, 1993-1994, both representing TCAG/TPA

#### **Awards**

Transportation Planner in the Private Sector Award – Fresno Regional Transportation Innovations Summit,
 2019

#### Erik O. Ruehr. P.E.

**Director of Traffic Engineering** 

#### **Professional Summary**

Erik Ruehr, Director of Traffic Engineering with VRPA Technologies, Inc., has over thirty years of experience in traffic engineering and transportation planning. Prior to joining VRPA, Mr. Ruehr worked with JHK & Associates, BRW, and the Toledo Metropolitan Area Council of Governments. Mr. Ruehr's experience covers a broad range of traffic engineering and transportation planning specialties. He has extensive experience in the preparation of traffic forecasts for regional transportation plans, corridor studies, and traffic impact analyses and has applied traffic forecasts in a variety of planning, operational, and design projects. Mr. Ruehr's traffic engineering experience includes Intelligent Transportation Systems, traffic signal systems, traffic engineering design, traffic signal timing, and parking. He is a registered as a Civil Engineer and Traffic Engineer in California and as a Professional Engineer in Washington, Oregon, Minnesota, and Florida. Mr. Ruehr has served with the Transportation Research Board's Highway Capacity Committee and has contributed to the 2000 and 2010 versions of the Highway Capacity Manual.

Mr. Ruehr led the California SB 743 Task Force, established by the Western District of the Institute of Transportation Engineers (ITE). The statewide Task Force kept California ITE members apprised of the SB 743 legislation and worked with the California Governor's Office of Planning and Research (OPR) in creating SB 743 guidelines to support the goals of SB 743 while making the most efficient use of available tools and resources. Mr. Ruehr also led a diverse group of transportation engineers and planners in preparing revised Transportation Impact Study Guidelines for the San Diego Regional to incorporate changes to be implemented by SB 743. The group included members from the San Diego Association of Governments, Caltrans, San Diego County, the Cities of San Diego, San Marcos, and Santee as well as local consultants and outside stakeholders. Select project experience is listed below.

#### **Project Experience**

- Sacramento Area Council of Governments, Senate Bill 743 (SB 743) Implementation Tools for Local Agencies: Project Manager. Provided assistance to local agencies in all areas of SB 743 analysis including minimum project size for VMT analysis, tools for estimation of project-level VMT, mitigation, use of local and regional models, recommendation of significance thresholds, procedures for level of service analysis after implementation of SB 743 and educational materials for decision-makers and stakeholders. This project included periodic meetings with the Local Agency Working Group, a set of stakeholders from local agencies set up to oversee and provide guidance for the project.
- Mid County Parkway, Riverside County, CA: Managed traffic analysis, including the incorporation and update of local jurisdiction socioeconomic data and road networks for the travel demand modeling and traffic analysis for seven alternatives and over 20 interchanges and numerous intersections; utilized the SCAG Regional Transportation Model and the Riverside Traffic Analysis Model (RivTAM); and led efforts to compare and analyze the existing 2030 socioeconomic files against City General Plans and new development projects. The traffic analysis was incorporated into the Project EIR/EIS.
- March Joint Powers Authority On-Call Traffic Engineering, Riverside County, CA: Providing on-call
  traffic engineering services for March Joint Powers Authority; key tasks to date include the review of
  numerous major traffic impact analyses and review of proposed roadway signing and striping plans.

March Joint Powers Authority Traffic Impact Study Guidelines: Assisted with the preparation of detailed traffic impact study guidelines to guide transportation engineers and planners for traffic impact studies for land development projects within March JPA's jurisdiction.

- City of Fresno, Park Crossings Development, Fresno, CA. Project Engineer. Assisted with development of the Traffic Impact Study (TIS) and led preparation of traffic signal plans and Intelligent Transportation Systems Design. VRPA developed the TIS for the Project, which consisted of the analysis of twenty (20) intersections and six (6) roadway segments. Traffic signal plans were prepared for five (5) intersections that included two (2) new traffic signals and three (3) traffic signal modifications. The ITS design was prepared for approximately 2.5 miles of roadway that included eight (8) intersections and eight (8) roadway segments in the City of Fresno.
- California High-Speed Rail Authority, Bakersfield to Palmdale Engineering and Environmental Analysis, Los Angeles and Kern Counties, CA. Project Manager. Managed development of a transportation analysis for the environmental document, conducted a peer review of technical documents, and coordinated with the High-Speed Rail Authority and with consulting teams working on adjacent segments of the high-speed rail line. This project seeks to prepare engineering and environmental analysis for the Bakersfield to Palmdale segment of the California High-Speed Rail project.

#### **Other Project Experience**

- Traffic Impact Studies for new developments, street and road and other multimodal projects, and regional and local plans and studies throughout California including the following large regional mixed-use developments: Zinkin TIS, Tesoro Viejo TIS, Gunner Ranch West TIS, Gunner Ranch East Traffic Studies, Millerton New Town TIS, Yokohl Ranch TIS, and Valley Children's Hospital Traffic Study Prime
- Santa Clara Valley Transportation Authority SB 743 VMT Estimation Tool Subconsultant
- San Jose On-Call Planning Subconsultant
- Murrieta General Plan Update SB 743 Analysis Prime
- La Quinta Transportation Demand Management/Transportation Systems Management (TDM/TSM)
   Study Prime
- Tulare County SB 743 Guidelines Prime
- Del Norte Region SB 743 Guidelines Prime

#### **Professional Qualifications**

#### **Education**

- University of Michigan, Ann Arbor 1980-1981, Master of Science in Engineering (Civil Engineering)
- University of Michigan, Ann Arbor 1976-1979, Bachelor of Science in Engineering (Civil Engineering)
   Registration
- California, Civil Engineer, 1983
- California, Traffic Engineer, 1986
- Institute of Transportation Engineers (ITE), Fellow 2007-2016; Member 1992-2007; Associate Member 1981-1992; Student Member 1979-1981; President, California Border Section, 1999-2000
- ITE Western District Chair of California Senate Bill (SB) 743 Task Force

## PERSONNEL QUALIFICATIONS

#### **Hitta Mosesman**

#### SENIOR DIRECTOR, COMMUNITY ECONOMICS + HOUSING SOLUTIONS

Hitta joined Harris in August 2019 and was previously a Principal at RSG, a community development and financial consulting firm serving cities throughout California. Hitta has over 10 years of experience in providing affordable housing services to cities and non-profit agencies. She is working with the Cities of Bellflower, Garden Grove, and Hawthorne on projects related to homeless shelters and permanent supportive housing, as well as development agreements for affordable housing projects and compliance. Hitta is also working with the Cities of Oxnard, Duarte, and San Juan Bautista on affordable housing activities including grant applications, inclusionary housing studies, development feasibility analysis and establishing programs. She has also worked with the City of Irvine and the Irvine Community Land Trust to provide consulting services from affordable housing strategies and implementation plans to housing requirements and specific initiatives.

#### RELEVANT EXPERIENCE

- **City of Irvine**, *Housing Consulting Services*. Project Manager. Harris has provided on-call housing services to the City of Irvine for multiple years. These services include:
  - Preparation of the Annual Progress Report on the Housing Element
  - Preparation of an Amended Affordable Housing Strategy and Implementation Plan (a component of the City's Housing Element).
  - Managing and directing a City-wide property and building conditions assessment of every
    housing unit in the City built after 1980 (as an update to the survey completed for the 2011
    Housing Element). Harris provided results of the assessment that measured various building
    and property conditions and recommendations for low cost methods to ensure housing stock
    maintenance in report format.
  - Creating a first of its kind automated and streamlined housing compliance monitoring
    database for over 80 affordable housing projects within the City. Data points included
    affordability/income requirements, applicable rents, covenant and developer agreement
    terms, number of units, income information and compliance determination for each project.
- Irvine Community Land Trust, Housing Financial Consulting Services. Project Manager. Harris has provided ongoing affordable housing development services to the Irvine Community Land Trust for over multiple years. Services are focused on financial analysis of multiple affordable housing initiatives and projects proposed by private and non-profit developers using LIHTCs, housing bond financing and other public funding sources (affordable housing in-lieu fee deposits, HOME funds, project-based vouchers and County housing successor agency funds). Specific services provided include:
  - Drafting a Request for Qualifications and presenting at developer's bidders conference for multiple properties to be developed with affordable housing in the City of Irvine.
  - Evaluating over a dozen developer proposals for the properties, including technical reviews
    that evaluated the financial feasibility, construction costs, sources and uses, and other
    elements of each proposal.
  - Presenting developer information and independent feasibility analysis to ICLT Board.
  - Assisting in developer interviews, selection and developer agreement negotiations.



# EDUCATION BA, Economics Minor, Business Management

#### **AFFILIATIONS**

Member, Urban Land Institute Orange County/Inland Empire, Advisory Board

Urban Land Institute, Women's Leadership Initiative Council

California Associate for Local Economic Development

#### **SPEAKING ENGAGEMENTS**

Orange County Housing Summit Housing CA Annual Conference

### Hitta Mosesman, continued

- City of Hawthorne, On-Call Affordable Housing Compliance and Agreement Advisory Services. Project Manager. Harris is assisting the City with developer agreements for density bonus projects, a project to house homeless veterans, developing a housing compliance monitoring database and system compliance reporting, and annual reporting related to affordable housing revenues and expenditures (SB 341 Report).
- City of Bellflower, Homeless Shelter Advisory Services. Project Manager. Hitta is assisting the City of Bellflower with identifying public and private funding sources for the construction of a 50-bed homeless shelter. Harris is working directly with the City manager to strategize on approach, identify grants and other sources, and meet with State and County officials to secure needed funding.
- City of Garden Grove, Affordable Housing Services. Project Manager. Harris is providing Affordable Housing Services related to the developer's proposals for financial feasibility and regulation compliance for the proposed 10-unit permanent supportive housing project. Services include review and evaluation of the developer's proposal and proforma to ensure consistency with HOME funding requirements/regulations, and full and correct leveraging of all available financial sources to justify the subsidy request. Harris also assisted the City with reviewing the RHNA allocation methodology.
- City of Duarte, Housing Consulting Services. Project Manager. Harris is currently under contract with the City of Duarte to assist with the creation of an Acquisition and Rehabilitation Program to preserve and increase the number of deed-restricted affordable units in the City. Funded by the City's recently awarded SB 2 grant, the development of this program involves performing proforma analysis that includes funding sources, acquisition and construction cost estimates, as well as evaluating the cash flow of potential projects for certain strategic sites. Hitta led the preparation of two housing grant applications for the City, the Senate Bill 2 and Local Early Action Planning (LEAP) grants (one awarded and one currently under review). Harris also prepared the City's SB 341 report on the available revenues and expenditures related to affordable housing as well as the Annual Progress Report on the City's Housing Element. Finally, Harris is under contract to conduct an Inclusionary Housing Feasibility Study in the fall of 2020.
- City of Oxnard, Inclusionary Housing Nexus Study. Senior Director/Advisor. Hitta worked with a team to prepare an Inclusionary Housing Nexus Study (including in-lieu fees) as an update to the City's existing inclusionary housing ordinance. The work involved advising on methodology and assumptions, review of all analysis and the study documents, client coordination, and presentations at public, subcommittee and City Council meetings.
- City of San Juan Bautista, Housing Grant Application. Project Manager. Harris prepared a LEAP grant for the City (awaiting grant award).

## **Dmitry (Dima) Galkin**

#### HOUSING ANALYST

Dima has more than seven years of experience in housing analysis, for both market-rate and affordable development. He has advised California cities on affordable housing asset management and disposition, reviewed pro formas, and provided data analysis for inclusionary housing in-lieu fees. Dima's experience includes a year working directly for the City of Santa Monica's Housing Division.

#### RELEVANT EXPERIENCE

- City of Victorville, Opportunity Zone Research and Mapping. Project Manager and GIS Mapper. Dima oversaw an analyst in researching market data and filtering an investor directory to identify the investors most likely to be interested in the City of Victorville's Opportunity Zones. Dima also prepared maps of the City's Opportunity Zones for City staff to use when targeting investors.
- City of Santa Monica, Housing Division Staff Member. Senior Development Analyst. Dima worked for the City of Santa Monica, providing pro forma review and project management for the City's Housing Trust Fund loan applications. Dima was directly responsible for the review of two loan applications from affordable housing developers, one for acquisition-rehabilitation and one for new construction. Dima also managed the Request for Proposals process for what is expected to be the City's second largest affordable housing development. The process included coordinating with senior staff members in various City departments to review nine proposals from seven development teams. On his own initiative, Dima spearheaded the City's Permanent Local Housing Allocation (PLHA) and Local Housing Trust Fund (LHTF) State funding application.
- County of Santa Diego, *Pro Forma Reviews*. Pro Forma Reviewer. The County needed assistance in reviewing pro formas submitted by affordable housing developers applying for funding under the County's Innovative Housing Trust Fund (IHTF) and No Place Like Home (NPLH) funding programs. Dima served as the primary reviewer and memo writer for a pro forma under each program and collaborated with colleagues on the reviews of three other pro formas. Each review was followed by a memo summarizing the findings, focusing on the developer's funding request amount and a recommended amount to approve. Dima also provided a cost estimate review on a separate proposed development requesting County funding.
- City of Agoura Hills, *Inclusionary Housing In-Lieu Fee Analysis*. Data Analyst. Dima analyzed housing costs, employment, and wages, as well as other demographic and socioeconomic data to demonstrate the nexus and scale of impacts of market-rate residential development on affordable housing need. He helped to apply these findings to calculate the justifiable in-lieu fee for the City's inclusionary housing policy.



#### **EDUCATION**

MPL, Economic Development BA, Urban Studies and Political Science

#### **CERTIFICATIONS**

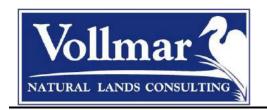
Certificate of Specialization, Real Estate

#### **AFFILIATIONS**

Member, American Planning Association (APA)

Member, Southern California Association of Nonprofit Housing (SCANPH)

12 Harris & Associates, Inc.



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### JAKE H. SCHWEITZER, Senior Ecologist / GIS Specialist

#### **EMPLOYMENT HISTORY**

Vollmar Natural Lands Consulting (VNLC)	Senior Ecologist/GIS Specialist	2003 - present		
Wetlands and Water Resources	Wetland Ecologist/GIS	2001 - 2005		
Wettarias and Water Resources	Specialist Consultant			
U.C. Berkeley College of Natural Resources,	Ecologist/GIS Specialist	2000 - 2001		
CAMFER Lab	Research Assistant	2000 - 2001		
Applied Geographics	GIS Technical Manager	1997 - 2000		
City of Oakland, Measure I Emergency	GIS Technician	1996 - 1997		
Response System	GIS Technician	1990 - 1997		
U.C. Berkeley Map Library	Assistant Librarian	1993 - 1996		

#### PROFESSIONAL SUMMARY

Mr. Schweitzer combines 18 years of experience as a professional vegetation and wetland ecologist with over 20 years of experience in cartography and geographic information science (GIS, remote sensing/image analysis, and GPS technology). His ecological focus has been in botanical and wetland sciences. He holds federal and state permits to survey for listed fairy shrimp, California red-legged frog, and California tiger salamander and is certified in the vegetation mapping techniques developed by the California Native Plant Society and California Department of Fish and Wildlife. He is also trained to conduct California Rapid Assessment Method (CRAM) surveys. Mr. Schweitzer has been a docent for the past ten years at the East Bay Regional Park Botanic Garden, teaching native California plant ecology to the public.

Mr. Schweitzer has applied his skills to a wide array of projects, from surveying and modeling threats posed by Sudden Oak Death Syndrome, to performing large-scale botanical and aquatic wildlife surveys, to designing habitat restoration projects. He has served as the lead ecologist and GIS specialist for many of VNLC's regional conservation and land use projects from the Bay Area to the San Joaquin Valley and surrounding foothill regions. He has led survey and mapping efforts at the 8,000-acre Walker Ridge Proposed Wind Energy Site (Colusa and Lake Counties), the 1,600-acre Tres Vaqueros Wind Energy Site (Contra Costa County), the 1,300-acre Calabazas Creek Open Space Preserve (Sonoma County), and the 16,000-acre Rancho Arroyo Seco Land Use and Mitigation Bank Project (Western Amador County). He is currently serving as the Principal Investigator for a federally funded project involving the propagation and reintroduction of the critically endangered large-flowered fiddleneck (*Amsinckia grandiflora*) into its historical range and is overseeing a project involving a post-fire habitat study in the Santa Cruz Mountains. Other current projects include botanical and wildlife survey on Coyote Ridge, Santa Clara Valley, as well as a riparian restoration effort along the Chowchilla River (Madera County), as part of a mitigation project for the California High Speed Rail Authority.

#### **EDUCATION**

B.A. Physical Geography (concentration in ecology and geographic information science), University of California, Berkeley, 1995.

#### **PERMITS**

TE-035336-6.2 Vernal Pool Branchiopods, California Tiger Salamander, California Red-legged Frog, *Amsinckia grandiflora*; EID-183230001 Amphibians and Vernal Pool/Terrestrial Invertebrates; 2081(a)-17-095-V Plant Voucher Collecting

#### RELEVANT PROJECT EXPERIENCE

#### Marin Municipal Water District Open Services (Marin County, CA)

Senior Ecologist and Project Manager (2009 - 2018)

For nearly ten years, VNLC provided on-call services to the MMWD for projects throughout central Marin County. A total of 14 projects were completed during this timeframe, with services including rare plant surveys, vegetation surveys and mapping, VNLC wetland delineations, tree surveys, and habitat assessments. VNLC also played a key role in preparing the biological resources section of the Administrative Draft Environmental Impact Report (ADEIR) of the MMWD Vegetation Management Plan (currently called the Wildlife Protection and Habitat Improvement Plan). MMWD no longer offers open services contracts, but VNLC was recently awarded a contract as part of an environmental team to work on the Ross Reservoir Safety Improvement Project, which is on-going.

#### Alameda County Public Works Agency Open Services (Alameda County, CA)

Senior Ecologist and Project Manager (2007 – 2019)

Jake Schweitzer has overseen VNLC's biological services contract with the ACPWA for the past nine years. A total of 35 projects were completed during the contract. Services included wetland delineations, riparian habitat mapping, rare plant surveys, tree surveys, wildlife habitat assessments, and the preparation of mitigation/monitoring restoration plans.

## Military Ocean Terminal Concord Environmental Surveys (Contra Costa County, CA)

Senior Ecologist and Project Manager (2020)

VNLC is currently under contract to conduct multi-species special-status herptile surveys, rare plant surveys, and site-wide wetland delineation surveys within this approximately 6,000 acre military base. The project will continue throughout 2020. VNLC was hired in part due to having developed a good reputation with the Navy during botanical surveys conducted within 5,000 acres of inland habitat during the proposed transfer of the property to the City of Concord.

#### Marin County Parks (Marin County, CA)

Senior Botanist and Wetland Ecologist (2017)

Conducted protocol level botanical surveys and reconnaissance-level wetland and riparian habitat surveys at the Cascade Canyon Bridges Project, near Fairfax, Marin County. Concurrently conducted a wetland delineation at the McInnis Park Master Plan project in San Rafael.

## Military Ocean Terminal Concord Environmental Surveys (Contra Costa County, CA)

Senior Ecologist and Project Manager (2020)

VNLC is currently under contract to conduct multi-species special-status herptile surveys, rare plant surveys, and site-wide wetland delineation surveys within this approximately 6,000 acre military base. The project will continue throughout 2020. VNLC was hired in part due to having developed a good reputation with the Navy during botanical surveys conducted within 5,000 acres of inland habitat during the proposed transfer of the property to the City of Concord.

## East Bay Municipal Utility District (EBMUD) Photovoltaic Project, EBMUD, Orinda, Contra Costa County and Castro Valley, Alameda County, CA:

Senior Ecologist and Project Manager (2020)

VNLC prepared botanical resource reports and wetland delineation reports for three separate properties owned and managed by EBMUD. The reports were prepared in support of a proposed project involving the installation of solar panel arrays that would generate clean energy to supply EBMUD's energy needs. The average project site size is approximately 32 acres. Using data compiled in the reports, the sites were analyzed to determine the most appropriate site for installation of solar arrays. One site was selected, and this site is currently being further evaluated for on-site wetland mitigation opportunities. The wetland creation work would be led by VNLC.

#### Apple Park Biodiversity Study, Cupertino Santa Clara County, CA:

Senior Ecologist and Project Manager (2014-Present)

VNLC is conducting a multi-year biological diversity study of the 185-acre Apple Park. The study involves identifying and documenting all vertebrate and invertebrate animal taxa as well as all vascular plant taxa throughout the park. The purpose of the study is to compare the overall biological diversity of the site before and after construction and landscaping of the site. Baseline biodiversity studies were conducted prior to the site construction and landscaping, in 2013 and 2014. The park was landscaped from 2014 to 2018, during which time over three million trees, shrubs, grasses, and wildflowers were planted on approximately 100 acres of the park. A majority of the plants are native to California and thus provide optimal habitat for a wide range of native animal species. Post landscaping studies are currently underway to document all animal and plant taxa as well as plant community types. In addition, VNLC is conducting un-manned aerial vehicle (i.e., 'drone') surveys of the area, in order to document the vegetation cover and health over time and space throughout the study area.



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### CASSIE M. PINNELL, Senior Ecologist and Sacramento Office Lead

#### **EMPLOYMENT HISTORY**

Vollmar Natural Lands Consulting	Senior Ecologist	2005 – 2013, 2017- present			
Mattole Restoration Council	Executive Director	2013-2017			
San Francisco State University	Graduate Researcher	2011-2016			
BMP Ecosciences	Biologist	2003-2005			

#### PROFESSIONAL SUMMARY

Ms. Pinnell combines over 15 years as a professional ecologist with over four years as Executive Director of a watershed restoration NGO in California. Her work has included managing large-scale restoration projects, and conducting statewide surveys for special-status plant and wildlife species, using a variety of survey techniques in both wetland and upland environments. She has experience in assessing effectiveness of wetland, intertidal, and upland restoration projects, and using GIS and statistical software (R, SPSS) to determine community-level responses to habitat modification and restoration. Ms. Pinnell has also worked on large-scale species distribution assessments and habitat analyses to supplement conservation planning in California. Ms. Pinnell has worked on the preparation of multiple Land and Resource Management Plans and regulatory permitting on projects in the Central Valley and larger Bay Area regions. She is experienced with permitting under Sections 404, 401, and 1602, and has prepared multiple Biological Assessments for Section 7 Consultations.

Though she has experience working in a variety of habitats, Ms. Pinnell specializes in vernal pool ecosystems, with over 16 years of experience working in California's vernal pools. Her vernal pool research has included rare plant reintroduction experiments (*Limnanthes vinculans*), assessments the effectiveness of created versus restored pools, and regional surveys to develop habitat profiles for listed large branchiopods (*Branchinecta conservatio*). She has conducted vernal pool monitoring to support conservation and restoration planning, and CEQA and permitting compliance throughout California. Overall, she has sampled over 1,000 vernal pools throughout nearly all of the California's vernal pool ecoregions.

#### **EDUCATION**

M.S. Biology. San Francisco State University, Romberg Tiburon Center B.A. Environmental Studies and Ethnic Studies (double major). Mills College

#### **PERMITS**

TE-035336-6.2 Vernal Pool Branchiopods and California Tiger Salamander; SC-5949 Amphibians and Vernal Pool/Terrestrial Invertebrates; 2081(a)-17-109-V Plant Voucher

#### RELEVANT CURRENT PROJECT EXPERIENCE

#### Montezuma Wetlands Project (Solano County, CA)

Project Manager (Present)

Montezuma Wetlands Project includes using approved dredged sediment to restore approximately 1,880 acres of diked and subsided former baylands to a tidal wetland ecosystem including some seasonal wetland features, and approximately 480 acres of upland transition zone and vernal pool habitat. Manages all permitting renewals and modifications (USFWS, ACOE, CDFW, NMFS, BCDC, Solano County, and RWQCB), wildlife and botanical surveys, including coordinating bird, mammal, fish, amphibian, invertebrate, botanical, and vegetation surveys. Site includes salt marsh harvest mouse, California least tern, listed branchiopods, western burrowing owl, and numerous bayland species.

#### City of Roseville Open Space Preserve Monitoring (Placer County, CA)

Senior Biologist (Present)

Conducting annual monitoring and biological assessments of 145 vernal pools and other seasonal wetlands and associated upland habitat throughout the City of Roseville's system of 25 open space and mitigation preserves. Monitoring parameters include aquatic invertebrates, water quality, wetland and adjacent upland floristics, invasive species, and general conditions.

## City of Milpitas Sanitary Sewer Cathodic Protection Improvement Project (Alameda County, CA)

Lead Biologist and Wetlands Ecologist (2019)

Project included preparing wetland delineation, biological assessment report, biological resource evaluation report, and permitting support for proposed City sanitary sewer improvement impacts to wetlands and special-status species.

## Marin County Open Space District Road and Trails Improvement Project (Marin County, CA) Project Manager and Permitting Specialist (Present)

Preparation of Section 401 and Section 404 permit applications for multiple road and trail improvements, including in areas with wetlands and special-status amphibians and birds.

### City of Newman Wetland Restoration Project (Merced and Stanislaus Counties, CA)

Project Manager Senior Biologist (Present)

Preparation of wetland delineation on 100ac parcel that supports seasonal wetlands, preparation of biological evaluation and assessment reports, botanical surveys (target vernal pool species), large branchiopod surveys, and general support for CEQA and permitting.

## Building Capacity of the California Wetland Program to Protect and Restore Vernal Pools (Statewide)

Lead Field Biologist (Present)

Conducting California Rapid Assessment Method surveys of 80 vernal pool complexes throughout California. Data will be used to update information about vernal pool projects and related impact areas to support the State's Wetland and Riparian Area Monitoring Plan.

## **BASIN RESEARCH ASSOCIATES**

## Colin Busby | Project Principal/Manager





Ph.D., Anthropology 1978 University of California Berkeley

#### Registration/Certifications

Register of Professional Archaeologist (RPA #10186)

## Number of Years with BASIN RESEARCH

38 years

#### **Key Experience**

Ph.D. in Anthropology emphasis in prehistoric archaeology and history of western North America

45+ years of relevant experience in both large corporate and small business environments as well as federal agency employment

Experience with major archaeological compliance projects for federal, state, and/local agencies

Fully knowledgeable of NEPA/NHPA and CEQA requirements for cultural and historic properties

Extensive local knowledge of archaeological and physical anthropology of Northern California and Central California + Nevada

Working relationship with and knowledge of federal, state and local transportation agencies and public works departments requirements and state OHP staff reviewers for cultural resources Dr. Busby has 48 years archaeological experience in six states and three foreign counties. His cultural resources management experience has involved all aspects of NEPA and CEQA assessment and regulatory compliance. Experience includes the design, direction and execution of the cultural resource components of EISs, EIRs, EAs and other investigations for federal, state and municipal governments, land developers, the U.S. military and the scientific community in the western United States. Specialties include program management, Native American consultation, public liaison and regulatory agency coordination, research design development, field research, NHPA Section 106 and Section 110 compliance, editing and report production. California Native American consultation has included SB 18 and AB 52 assistance.

Dr. Busby has either acted as the Principal or co-Principal Investigator/Project Manager for over 600 cultural resource assessments, mitigation programs and regulatory compliance programs associated with land development, water resources and wastewater management, energy development, mining exploration and urban development throughout northern and central California and Nevada.

#### PROJECT EXPERIENCE (selected)

## Alameda County Public Works Agency On-Call for Cultural Resources Service (2008 to Present)

Role: Principal Project Archaeologist

Responsible for management and completion of cultural resource studies as part of planning requirements for public works projects including flood control, bridge enhancement and replacement to meet seismic requirements, road improvements, pedestrian trails, archaeological and paleontological monitoring during earth disturbing construction in sensitive resource areas, Native American consultation and, general consulting and review including support to County environmental staff. Projects completed to meet both CEQA and NEPA/NHPA requirements for archaeological and historic architectural resources including Caltrans and FHWA was well as federally mandated Section 106 compliance requirements for Section 404 permits by the US Army Corps of Engineers. Coordination included interaction with various regulatory agencies as well as State Office of Historic Preservation staff.

## Environmental Consulting Group (Verrips) – Westlands Solar Park, Kern and Fresno Counties (2010 to Present)

Role: Prime Program Manager

Cultural resources studies to meet CEQA and NEPA/NHPA requirement associated with Westlands Solar Park Master Plan (WSP) and associated solar generating and high-voltage transmission facilities within 21,000 acre area. Included extensive Native American consultation and coordination with federally recognized tribal groups.

#### SFPUC Water System Improvement Projects - Various Counties

Role: Principal Project Archaeologist. and Project Manager

Principal Archaeologist for San Francisco Public Utilities Commission (SFPUC) Water Improvement System Project (WISP) projects in Alameda, Santa Clara, San Mateo and San Joaquin counties. Managed NEPA/NHPA and CEQA EIR/EIS mitigation measure compliance during construction including archaeological inventory, site testing and evaluation, data recovery, development of Archaeological Monitoring Plans and mitigation monitoring, review of unexpected discoveries, Native American and regulatory agency consultation and other projects to meet SFPUC and agency requirements for mitigation implementation. Coordinated with SFPUC Bureau of Environmental Management and pipeline constructors. In association with consultants including Kennedy-Jenks Engineers, Jacobs Associates, Jacobs Engineers, EPC Consultants and HDR.

## U.S. Army Corps of Engineers Los Angeles District Cultural Resource Services for Projects within Southern California, Southern Nevada, Southeastern Utah and Arizona (5 year IDIQ) Role: Prime Program Manager (2009-2014)

Cultural resources compliance projects to meet NEPA/NHPA Section 106 requirements. Project manager for Northern California and Nevada projects with Statistical Research, Inc. (2009-2014).

#### Transportation Studies – Caltrans/FHWA Compliance Role: Principal Investigator/Project Manager (1980-Present)

120+ cultural resources studies to meet Caltrans/FHWA requirements for both archaeology and historic architecture in 15 northern and central California counties for public and private entities. Focus on transportation improvements, mass transit, pedestrian and bicycle trails and bridge rehabilitation. Tasks have included program management, archival research, field studies including archaeological testing, coring and data recovery programs, sensitivity models, built environment assessments, Native American consultation and completion of Caltrans format cultural resources compliance documents (ASR, HRER, HPSR).

## **BASIN RESEARCH ASSOCIATES**

## Christopher Canzonieri | Lead Archaeologist/Physical Anthropologist





#### Education

M.A., Anthropology California State University East Bay (formerly Hayward)

#### Registration/ Certifications

Register of Professional Archaeologists (RPA)

24 Hour HAZWOPER Certified

Successful Completion of 10-Hour OSHA Construction Safety & Health

OSHA Excavation Safety Training for Competent Person

#### **Professional Organizations**

American Association of Physical Anthropologist

Paleopathology Association

Society for California Archaeology

Number of Years with BASIN RESEARCH

16 years

#### Key Experience

M.A. in Anthropology with an emphasis in Archaeology and Biological Anthropology

At least 19 years of recent relevant experience

Experience in 5 or more relevant, verifiable archaeological compliance projects for federal, state, and local agencies

Fully knowledgeable of NEPA and CEQA requirements for cultural and historic properties

Extensive local knowledge of archaeological and physical anthropology of Northern and Central California

Mr. Canzonieri has 19 years of experience in cultural resource assessment/management and NEPA and CEQA regulatory compliance. He is an experienced archaeologist and physical anthropologist with expertise in prehistoric and historic California including an extensive background in human osteology both in the field and in laboratory analysis. He presently serves as Lead Staff Archaeologist and Physical Anthropologist and is BASIN's Native American liaison and facilitator. He has supervised small-scale inventories and archaeological monitoring programs, participated in and supervised archaeological site testing programs and extended data recovery projects in California and conducted focused, project specific research at the direction of the Principal Investigator. Prior to his employment with Basin Research Associates, Mr. Canzonieri worked with other cultural resources firms in central California including a Native American owned cultural resources management firm.

Mr. Canzonieri has contributed to over 60 manuscripts and reports including site assessments, field inventories and evaluations, site testing report and specialized osteological reports. Mr. Canzonieri's research interests are in human osteology, particularly palaeopathology and trauma with other interests in taphonomy, prehistoric migration, human evolution, and the peopling of California.

#### PROJECT EXPERIENCE (selected)

San Francisco Public Utilities Commission (SFPUC) Water System Improvement Projects (WSIP) - BDPL 5 and Biohabitat Restoration Projects (San Mateo County), BDPL 3, 4, and 3X (Alameda and Santa Clara Counties), and San Joaquin (SJPL) System Project (Tuolumne, Stanislaus, and San Joaquin counties) (2009-2016)

Role: Lead Archaeologist and Physical Anthropologist

Responsibilities: Responsible for pre-construction field assessments (inventories), designing and completing testing programs with the results used to develop Archaeological Monitoring Plans (AMP) and Findings of Effect (FOE). During pipeline construction Mr. Canzonieri managed the day-to-day field operations in the San Mateo Peninsula, Alameda County, and San Joaquin System spreads including field scheduling of personnel, coordinating with construction crews and acting as a liaison/facilitator between the client and contractor[s]. Mr. Canzonieri assisted with construction monitoring operations and with the recovery and recordation of unexpected archaeological discoveries during construction with a focus on contractor coordination and consultation to allow the immediate treatment of unexpected discoveries. He also acted as Native American Liaison with the project's Native American consultant and functioned as the Lead Human Osteologist during Native American burial recovery and review.

## U.S. Army Corps of Engineers, Sacramento and San Francisco Districts Cultural Resource Studies (2003-2012)

Role: Lead Archaeologist

Responsibilities: Responsible for Section 106 compliance requirements of the National Historic Preservation Act as directed by the Corps and Project Principal Investigator. Compliance projects focused on flood control projects in northern, central and southern California. Services included archaeological inventories, assistance with Historic Properties Survey Reports and Finding of Effect documents, presence/absence testing programs, mitigation monitoring, Native American consultation and burial removal, unexpected discoveries, data recovery, and other services necessary to complete compliance. Mr. Canzonieri was the field director for the USACE Middle Creek Flood Damage Reduction and Ecosystem Restoration Project, Lake County; USACE Lake Isabella Dam Seismic Retrofit, Kern County; USACE Lake Sonoma and Lake Mendocino Site Relocation Inventory, Sonoma and Mendocino counties; and, the San Francisco Bay Salt Pond Restoration Project (Alameda, Santa Clara and San Mateo counties).

#### Shea Homes

CA-CCo-647 – Oakley, Contra Costa County Role: Lead Archaeologist and Physical Anthropologist

Responsibilities: Implemented initial data collection used to design and execute the data recovery program and burial recovery program. Supervised daily operation of data recovery and subsequent removal of 91 prehistoric Native American skeletal remains. Conducted in-field analysis on 91 discrete burials. Duties included aging, sexing, metric/non-metric analysis, gross pathological descriptions, interpretations, and photo-documentation of skeletal material and the completion of a technical site and burial report. Supervisor: Dr. Colin Busby. Archaeological Data Recovery Report, CA-CCO-647 Shea Homes Summer Lake Project Contra Costa County, California. March 2017.

# AGENDA ITEM I-2 City Manager's Office



#### STAFF REPORT

City Council
Meeting Date: 10/13/2020
Staff Report Number: 20-224-CC

Regular Business: Receive and file the City Council's fiscal year 2020-

21 priorities and work plan quarterly update as of

September 30

#### Recommendation

Staff recommends that the City Council receive and file the City Council's fiscal year 2020-21 priorities and work plan quarterly update as of September 30.

#### **Policy Issues**

The City Council adopts annual priorities to direct City resources.

#### **Background**

On August 18, the City Council adopted their top five priorities for fiscal year 2020-21, Attachment A. The City Council did not take action on the work plan projects pending additional discussion. This report provides an update for the projects listed on Attachment A.

#### **Analysis**

Consistent with past practice, the city manager prioritizes limited resources to progress toward identified milestones for City Council top priority projects. There are currently insufficient resources to advance the 2022 housing element, zoning code update and related work project (Ref #2.) City staff is working on a proposal to secure the services necessary to move this City Council priority forward.

While staff continues work on previously approved work plan projects, sufficient resources do not exist to work on all top priorities and the identified work plan items. City Council has yet to complete its prioritization of identified work plan projects, in large part due to the need for financial information to make an informed decision about allocating limited budgetary resources. At the October 27 City Council meeting, staff intends to provide City Council with a comprehensive financial update. At the November 10 City Council meeting, staff will present budgetary requests for those priorities and work plan items that do not currently have sufficient resources.

The narratives below provide project status as of September 30.

#### City Council adopted top priorities

The following reflects the City Council's adopted top priorities for fiscal year 2020-21. The designation of a project as a "top priority" clarifies that staff may strategically realign limited resources to achieve the stated milestones for priority projects. The realignment may delay work on other projects or impact services to the public. Projects are listed by department in reverse alphabetical order.

#### • Transportation master plan (Ref #1.)

The City Council adopted an updated transportation impact fee program December 10, 2019. The changes to the program went into effect in early February 2020. While work on the plan has continued since the onset of the pandemic, the schedule was delayed by approximately four months. Staff released the draft plan in August, before the ninth Oversight and Outreach Committee meeting held September 15. At that meeting, the Committee voted 6-0-2-3 (Mueller, Nash abstained; DeCardy, Riggs, Strehl absent) to recommend approval of the draft plan and provided additional policy recommendations for implementation for the City Council's consideration. The plan is tentatively scheduled for review by the Complete Streets Commission October 14 and for approval by the City Council November 10.

• 2022 Housing element, zoning code update and related work (e.g., preparation of an environmental justice element, land use element amendments, rezonings, etc.) (Ref #2.)

As stated above, there are insufficient resources to advance this project in full, but staff is initiating preproject planning. Attachment B was included in prior staff reports and is being included again for ease of reference and possible discussion. This document provides a potential framework for how to approach various land use planning initiatives of the next two years. Attachment C provides an update on current and upcoming steps related to the housing element.

#### Menlo Park community campus (Ref #3.)

The project continues to move forward on an ambitious timeline with start of construction activities anticipated in summer of 2021. The City Council September 15 approved the term sheet, revised conceptual design and project review process of Facebook's offer to rebuild the community facilities located at 100-110 Terminal Ave. The City Council also approved the illustrative site plan which requires the demolition of the existing Belle Haven pool facilities, to proceed for review. At the same time, the project's working title was changed from "Belle Haven Community Center and Library" to "Menlo Park community campus" to reflect the intent of the new facility to serve residents throughout the city. Next steps in the project include: An October 12 Planning Commission study session review; a November 10 City Council approval of the interim services plan during construction; a December 7 Planning Commission public hearing to make a recommendation on the project; and a January 12, 2021 City Council public hearing on the agreement, project and California Environmental Quality Act (CEQA) determination plus identification of funding to rebuild the pool concurrently with the new building.

#### COVID-19 pandemic local emergency response (Ref #4.)

The community and city organization continue to experience the devastating effects of the COVID-19 pandemic to public health and the local economy. The City Council-adopted local emergency resolution authorizing the city manager to exercise emergency powers to respond to the pandemic has been extended by City Council multiple times, and remains in effect. The vast majority of City facilities remain closed to the public to prevent the spread of the virus and protect the health of City employees and the community, especially those who are most vulnerable to illness and death from COVID-19, and are expected to remain closed or highly restricted through the first half of calendar year 2021. The City organization rapidly adapted to remote work and paperless systems, and approximately 45 percent of City employees are successfully and productively working from remote locations at this time.

Essential on-site services like public safety, water utility, facility maintenance, and child care continue to be delivered with significant modifications and precautions in compliance with state and local health

orders. Other services that have been partially reactivated with significant modifications include: building inspections, permit issuance, virtual public meetings, landscape maintenance, senior nutrition program, library curbside pickup and outdoor recreation facilities. Additionally, City Council took action to provide an economic lifeline to downtown restaurants located on and near Santa Cruz Avenue by closing portions of the street to vehicle traffic which has allowed outdoor dining to expand onto the street. City staff are in the process of developing a long-term service adaptation strategy to modify and prepare City facilities, operations and personnel for improved resiliency in a post-pandemic environment.

#### • <u>Information technology master plan implementation, year 2 (Ref #5.)</u>

City staff continue to make progress on a number of project areas under the umbrella of the information technology master plan (ITMP), with major focus areas on software implementations, infrastructure improvements, and security upgrades for both physical spaces and cyber presence. Accomplishments from the first quarter of fiscal year 2020-21 include a replacement for the City Council inbox (CCIN) and virtual private network (VPN) upgrades. Planned milestones for the second quarter of fiscal year 2020-21 include door code security upgrades and security awareness training. Ongoing upgrades include technology infrastructure such as cloud-based storage.

#### Identified work plan projects

Work plan projects reflect City Council goals. The distinction between a "top priority" and a "work plan project" is that resources may be shifted away from work plan projects and public services, if necessary, to make progress on top priority projects. The listing below includes previously approved work plan projects and projects discussed by the City Council over the past year. The City Council did not take action August 18 to authorize additions or deletions to work plan projects.

#### • Transportation management association (TMA) formation (Ref #6.)

This work effort would prepare a feasibility study with recommendations about how to structure and fund a TMA. The City Council authorized a consultant agreement for this study in July 2019, and data collection occurred in fall 2019 (interviews, in-person 'drop-in' chats with small downtown businesses, and sharing a survey link to gather information and opinions about current commute habits.) On February 25, staff prepared an informational update for the City Council transmitting a summary of the data collection efforts for this effort. Staff planned to return in mid-March seeking City Council direction on the next steps for the study, but these efforts were delayed by approximately four months due to the COVID-19 pandemic. On July 16, the City Council directed staff to pursue evaluation of two TMA models – citywide and sub-regional. Staff will also coordinate with representatives of Manzanita Works, which is building on the partnerships created during the Manzanita Talks, on the potential sub-regional model as part of the final evaluation. Staff intends to provide an update on the feasibility study to the City Council in late November, before proceeding to the Complete Streets Commission for recommendation and City Council for approval in early 2021.

#### Middle Avenue pedestrian and bicycle rail crossing planning (Ref #7.)

Staff prepared and submitted applications for approximately \$12 million from state and regional active transportation programs and San Mateo County Measure A/W funds, which were submitted in mid-September. Additionally, ongoing and continuing coordination with Caltrain regarding design, construction timing, and utilities that must be relocated for the project (PG&E, telecommunications, etc.) is underway. Ongoing coordination related to property acquisition needed for the project is also underway.

#### • Short-term rental ordinance (Ref #8.)

On July 28, 2020, the City Council appropriated \$35,000 for a short-term rental compliance contract to activate enforcement of municipal code for transient occupancy tax collection for short-term rentals with caveat that demands for payment against unregistered short-term rentals be suspended until January 1, 2021. City staff are currently in the process of completing reviews of short term rental compliance vendors in order to select firm to enter into a contract for services.

#### Accessory dwelling unit ordinance update (Ref #9.)

Adoption of urgency ordinance no. 1066 in February 2020, was a first step in furthering ADU production. Since then, staff has worked on enhancing the information on the City's website to assist the public navigate through the changes in state law, and will continue to explore other education materials and tools to aid ADU production as part of an SB2 grant. As a second step, staff proposes to initiate "cleanup" amendments for internal consistency in the Zoning Ordinance for increased clarity for applicants. If the City Council would like staff to work on ADUs, staff would recommend pursuing these cleanup amendments. Work could commence in late 2020 with direction from City Council. A third phase to explore additional modifications could align with work on the upcoming housing element in the latter part of 2021 and 2022. Funds awarded as part of the SB2 grant could help fund these activities that support additional ADU production.

#### ConnectMenlo community amenities list update (Ref #10.)

On October 6, City Council received a recommendation from Mayor Taylor and City Councilmember Nash to form a City Council subcommittee to review the community amenities list and to suggest revisions to the list for consideration by the City Council at a future date. City Council appointed Mayor Taylor and City Councilmember Nash to the subcommittee. City staff in the city manager's office has been assigned to work with the subcommittee. Once the subcommittee completes their recommendation to the City Council, the subcommittee will review geographic information system (GIS) maps that staff is in the process of compiling to reflect known development projects currently in the pipeline for presentation to the City Council at a future date.

#### ECR/Downtown specific plan area housing development incentives (Ref #11.)

No work has yet to commence on establishing incentives and reducing development barriers to creating housing in the specific plan area. Staff anticipates that the work would be limited in scope to focus on housing production, and would neither increase the residential cap nor explore larger policy issues that the City Council contemplated as part of its 2018 and prior specific plan biennial reviews. The project would be partially supported with funding from an SB2 grant and would need to be completed by June 30, 2022. Pending direction from the City Council, staff would return to the City Council with a timeline and scope of work, including potential funding request for consultant resources. Any work that would trigger a general plan amendment, preparation of EIR, or extensive public outreach would require an extended timeline.

#### Development and environmental review process education series (Ref #12.)

The idea for an education series on the development and environmental review processes was an outcome of work done by the City Council subcommittees to help educate the public and interested parties about the City's development review process given the number of large, complex development projects occurring in the City. Work on this effort would be timely as the preparation of multiple

environmental impact reports (EIR) are underway. The first EIR in the Bayfront Area is anticipated to be released in late October/early November. At this time, no work has begun on the education series. However, staff has reached out to the M-Group to gauge availability and interest in working on the project. Staff recommends moving forward with the education series, seeking consultant assistance from the M-Group, and returning to the City Council with a budget augmentation for contract services with the M-Group to produce the series. The education series is anticipated to be three parts, focused on 1) overview of development in the City, 2) the development review process and 3) the California Environmental Quality Act (CEQA) and the various levels of environmental review. The goal would be to kick off the educational series by the beginning of 2021.

#### Santa Cruz Avenue closure and economic development initiatives (Ref #13.)

On June 19, the City Council adopted urgency Ordinance No. 1070 to help respond to the effects of COVID-19 on local businesses. The City developed a pilot program that partially closed Santa Cruz Avenue to vehicle traffic, suspended certain zoning requirements, streamlined permits for the use of outdoor spaces, and waived all fees associated with those permits. Since then, the City Council has continued to express the importance of the program and has sought adjustments in order to respond to business needs and to balance varying interests. The City Council has adopted several modifications through urgency ordinance nos. 1071 and 1072, and most recently adopted ordinance no. 1073 October 6, which require changes to be implemented by mid-October. The permit review process, changes in the field, and liaising with businesses require a tremendous amount of staff resources from multiple departments. The City Council extended the closures through February 2021 and the program through September 2021. Staff anticipates that prioritizing work on the program and street closure could have an impact on staff capacity to work on other items from daily tasks to other work plan items.

#### Citywide communication program development (Ref #14.)

As identified previously, expanding and improving two-way communication with Menlo Park residents would require an increase in staff time, either through reallocating existing staff time or hiring new staff. In fiscal year 2020-21, resources were shifted to move one management analyst into the city manager's office to support communications. This position assists the Public Engagement Manager with implementing communications program tasks and recommendations.

#### • Climate action plan implementation (Ref #15.)

The City Council approved a climate action plan (CAP) in July with a bold goal to reach carbon neutrality by 2030. Work will begin this year on three of the six CAP strategies, requiring across department collaboration and intense public engagement to develop innovative, equitable, and practical policies around building electrification and electric vehicle infrastructure for existing buildings.

Staff is still in the process of resourcing staffing capacity that would form a professional technical team to expedite CAP action items No.1 (existing building electrification) and No. 3 (electric vehicle infrastructure.) The goal is to have the technical formed and meeting by the end of this calendar year to begin preparing a cost effectiveness and policy option analysis.

For CAP action item No.3 (expand existing electric vehicle infrastructure), staff has completed an electric vehicle (EV) charging infrastructure gap and policy analysis that identifies where charging infrastructure is needed in order to reach carbon neutrality by 2030, and possible policy/program solutions. The initial results were presented to the Environmental Quality Commission at their September meeting, and staff is finalizing the analysis for an upcoming City Council study session item for further City Council direction

on this topic.

#### • Institutional bias reform (Ref #16.)

The City Council August 18 received a report on institutional bias reform in which staff recommended defining terms to establish a common language, conducting equity reviews of city departments, and training staff. City Council has not taken action on this item and staff does not plan additional work until directed by City Council.

#### **Newly identified projects**

On occasion, new projects present themselves that may result in a strategic benefit to the City. Often these are multiagency or multijurisdictional efforts that are accompanied by funding. On occasion, the City Council will take action midyear to add a work plan project or direct staff to include a new project for consideration in the broader scope of the adopted priorities and work plan.

#### Menlo Park SAFER Bay Project, Phase 2 (Ref #17.)

PG&E recently approached the City about partnering on a FEMA grant opportunity to address sea level rise impacting the Ravenswood Electrical Substation consistent with the SAFER Bay project (Attachment C) and the recently completed Dumbarton Bridge West Approach + Adjacent Communities Resilience Study (Attachment D.) The total project could amount to \$40 million with the Federal grant providing \$30 million and PG&E providing the local match of \$10 million. PG&E, the SFCJPA and the City collaborated on the required documentation for a building resilient infrastructure (BRIC) notice of interest and the full application is due to CalOES December 3.

The project would design and build an ecotone levee surrounding Pacific Gas and Electric Company's Ravenswood Substation and along portions of State Route 84 (SR 84), which serves as the western approach to the Dumbarton Bridge. The project will provide 100-year tidal flood protection to the substation, portions of SR 84, and surrounding areas. In addition to providing the minimum elevation of 12 feet NAVD88 to achieve 100-year coastal flooding protection, the levee design will incorporate four feet of additional elevation to adapt to 50 years of projected sea level rise. This project will protect critical Community Lifeline infrastructure (notably the Ravenswood Substation and SR 84) from the impacts of coastal flooding and projected sea level rise. Once completed, the project could provide secondary benefits of increased recreational access to the established Menlo Park and East Palo Alto Baylands Priority Conservation Area via designation of the levees as Bay Trail segments, as well as allow for work to commence on restoring natural tidal activity to ponds R1/R2 in the Don Edward San Francisco Bay National Wildlife Refuge. This grant program is a Federal Emergency Management Agency (FEMA) program to support hazard mitigation projects to reduce risks from disasters and natural hazards.

#### Suspended projects

Suspended projects are those previously approved as work plan projects and are now suspended due to resource constraints. No action on public works or community development projects is anticipated due to an abundance of priority and work plan projects. City manager's office suspended projects may receive attention as resources allow.

Near-term downtown parking and access strategies (Ref #18.)
 Suspended. No work has occurred in the past quarter and no additional work anticipated until resources allocated to advance this project.

- Ravenswood Avenue Caltrain grade separation study (Ref #19.)
  - Suspended. No work has occurred in the past quarter and no additional work anticipated until resources allocated to advance this project.
- Single-family residential design review (Ref #20.)

Suspended. No work has occurred in the past quarter and no additional work anticipated until resources allocated to advance this project.

• City Council procedures update (Ref #21.)

City staff transmitted a number of City Council procedures draft updates and additions during the first quarter of fiscal year 2020-21. New procedures, including a teleconference meeting participation and a City Councilmember calendars sunshine/transparency procedure, were included in the September 8 City Council packet. City Council continued the item to a future date.

#### **Impact on City Resources**

At the October 27 City Council meeting, staff intends to provide City Council with a comprehensive financial update on the fiscal year ended June 30, and the quarter ended September 30. At the November 10 City Council meeting, staff will present budgetary requests for priorities and work plan projects that do not currently have sufficient resources. Examples of specific projects that require either additional staff or contract services include: 2022 housing element, zoning code update and related work project (Ref #2), Development and environmental review process education series (Ref #12), Santa Cruz Avenue closure and economic development initiatives (Ref #13), climate action plan implementation (Ref. #15.)

#### **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 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. 2020-21 City Council priorities and work plan September 30 update
- B. Memo: planning projects
- C. Memo: housing element
- D. Hyperlink SAFER Bay project: sfcjpa.org/safer-bay-project
- E. Hyperlink Dumbarton Bridge West Approach + Adjacent Communities Resilience Study: adaptingtorisingtides.org/wp-content/uploads/2020/06/Dumbarton-Bridge-West-Approach-Adjacent-Communities-Resilience-Study-Final-Report.pdf

Report prepared by:

Rebecca Lucky, Sustainability Manager

#### Staff Report #: 20-224-CC

Rhonda Coffman, Deputy Community Development Director - Housing Dan Jacobson, Assistant Administrative Services Director Deanna Chow, Assistant Community Development Director - Planning Sean Reinhart, Director of Library and Community Services Nikki Nagaya, Public Works Director Justin Murphy, Deputy City Manager Nick Pegueros, Assistant City Manager

Ref#	of September 30, 2020 Priority projects (Approved August 18, 2020)	Lead Department	0			% C	com	plete		1	100
1	Transportation master plan (TMP)	Public Works									
2	2022 Housing Element, zoning code update and related work	Community Development						Ŧ			_
3	Menlo Park community campus	City Manager's Office					Ħ	十	$\mp$	Ħ	_
4	COVID-19 pandemic local emergency response	City Manager's Office								Ħ	_
5	Information Technology Master Plan implementation	Administrative Services									_
Ref#	Work plan projects (No action taken on August 18, 2020)	Lead Department	0			% (	Com	plete			100
6	Transportation management association (TMA) formation	Public Works									
7	Middle Avenue pedestrian & bicycle rail crossing planning	Public Works									
8	Short-term rental ordinance	Community Development									
9	Accessory dwelling unit ordinance update	Community Development									
10	ConnectMenlo community amenities list update	Community Development						士			_
11	ECR/Downtown Specific Plan area housing development incentives	Community Development									
12	Development and environmental review process education series	Community Development									
13	Santa Cruz Ave closure and economic development initiatives	Community Development									
14	Citywide communication program development	City Manager's Office									
15	Climate Action Plan implementation	City Manager's Office									
16	Institutional bias reform	City Manager's Office									
17	Menlo Park SAFER Bay project, phase 2	Public Works									
Ref#	Suspended projects (Approved August 18, 2020)	Lead Department	0			% (	Com	plete		1	100
18	Near-term downtown parking and access strategies	Public Works									_
19	Ravenswood Avenue Caltrain grade separation study	Public Works									_
20	Single-Family residential design review	Community Development									_
21	City Council procedures update										
						Comp	nlete				
				In pro	ogre				ation	ohase	
			In progress / Implementation p On hold/ Suspended								

# ATTACHMENT B Community Development



#### **MEMORANDUM**

Date: 9/3/2020

To: Starla Jerome-Robinson, City Manager

From: Deanna Chow, Assistant Community Development Director Re: City Council Priority and Work Plan – Planning Projects

The City Council is considering a number of land-use related priority projects and work plan items that would require a considerable amount of staffing and consultant resources as well as community, Commission and City Council involvement. As the City Council deliberates over its project priorities and work plan, the attached table has been prepared to provide a little more context for Planning projects to inform the City Council's discussion.

The projects identified in the attached table (Attachment A) are a subset of the full project list containing the 2020-21 City Council priorities and work plan (Attachment A of the August 11 City Council staff report and Attachment B to this memo). These projects are ones that would require the Planning Division to be in the lead or to dedicate staffing to help achieve them. These projects cannot be undertaken concurrently given the complexity of the work and the resources needed to accomplish the projects. However, staff has begun to outline how the projects can be accomplished over the next several years based upon our initial understanding of the work plan items. The table considers several factors for how the projects can be accomplished as noted below:

- Project and Description: Name and brief description of the project.
- Priority Type: The priority type reflects the City Councils discussion at its meeting on August 18.
- CM Nash & Taylor 8.11.20 List, Land Use (Bullet Reference): A reference note indicates alignment between the full City Council's list and the Mayor and City Councilmember Nash's list.
- Sequence: The number in the sequence columns reflects the order in which projects occur.
- Staff Resources: The dollar figure ranges from one to four dollar signs, depending on the level of Planning staffing needed to complete the project. All of the projects would also involve staff from other Departments, which have not been factored into this chart.
- Consultant Resources: Consultant assistance is anticipated for many of the projects and depending on the number of components, complexity, and/or technical skills, resources are needed to augment and support staff in the projects. The dollar signs in the chart range from one to four depending on the anticipated cost for services, but the amount would be determined once a scope of work is finalized.
- Grant Funding: Several of the projects will be supported by partial grant funding.
- Public Engagement Level: The chart provides a spectrum of public participation to help define the
  public's role in the process. The chart identifies the anticipated level of participation for each of the
  projects based upon the initial scope of work. A change in the level of participation could affect the
  timeline and budget of a project.
- Timeline: The chart attempts to identify when a project would be initiated and completed.

Following the City Council's direction to staff on the priority and work plan items, staff can return to the Council with more detailed information regarding needed staffing and consultant resources based upon the information outlined in the chart or as modified by the City Council.

#### **Attachments**

- A. Draft planning division action plan
- B. Hyperlink Fiscal year 2020-21 City Council priorities and work plan August 11 staff report: menlopark.org/DocumentCenter/View/25905/K2-20200811-CC-City-Council-priorities

#### ATTACHMENT A

			CM Nash & Taylor				
			8.11.2020 List, Land Use (Bullet		Staff	Consultant	
Project	Description	Priority Type	Reference)	Sequence	Resources	Resources	Grant Funding
2022 Housing Element, zoning code update and related work (e.g., preparation of an Environmental Justice Element, Land Use Element amendments, rezonings, etc.) (Ref #2.)	The preparation of the Housing Element – Regional Housing Need Allocation (RHNA) Cycle 6 (2023-2031) is critical to addressing local housing needs and for compliance with State law. The housing element process would involve a number of components, including the preparation of an environment justice element, updates to the land use and safety elements, potential zoning ordinance amendments and rezonings, environmental review (anticipated environmental impact report) and extensive public outreach, as well as require additional staff and consultant resources beyond the adopted budget. As new state laws have established stricter standards for site inventories, which will require additional data and analyses, the City will be taking a collaborative approach with other jurisdictions in San Mateo County (as part of 21 elements) to help leverage resources and streamline and strategically target work efforts. On June 30, 2020, following City Council's authorization, staff submitted an application for a Local Early Action Planning (LEAP) grant for \$150,000. The funding would be earmarked for work on the housing element, but would only a small portion of the estimated \$1.5 to \$2.0 million needed to complete the project. Staff anticipates returning to City Council for review of the scope of work and consultant selection process by the end of the second quarter of fiscal 20-21. Staff anticipates the preparation of the Environmental Justice Element to occur first to help set the policy framework for the Housing Element.	Priority	3rd & 5th Bullet	Overarching	\$\$\$\$	\$\$\$\$	Partial
Accessory dwelling unit ordinance update (Ref #9.)	On February 25, the City Council adopted urgency Ordinance no. 1066, which amended the Menlo Park Municipal Code to comply with recent State Legislation pertaining to accessory dwelling units (ADUs) and junior accessory dwelling units (ADUs). This was the first step in furthering ADU housing production. As a second step, staff will pursue "cleanup" amendments for internal consistency in the zoning ordinance for increased clarity for applicants. In addition, staff applied for and has been subsequently awarded an SB 2 grant. A portion of the funds is anticipated to be used to help fund additional work on ADU regulations and/or educational materials to support ADU production. At this point, staff recommends giving the urgency ordinance time to take effect before considering additional modifications given the recent changes are quite significant. Potential work on ADU regulations could also align with work on the upcoming housing element process.	Work Plan	n.a.	4 (if two phases, then 1 and 5)	\$\$	\$\$	Partial
ConnectMenlo community amenities list update (Ref #10.)	As part of the ConnectMenlo General Plan Update in 2016, the City Council adopted Resolution No. 6360, approving the community amenities list developed through the ConnectMenlo process. The list of amenities reflected the community's priority of benefits within the area generally bounded by Highway 101, Marsh Road, Bayfront Expressway and University Avenue, and was developed through an extensive outreach and input process that included a number of different stakeholders. Development projects seeking bonus level development are required to provide a community amenity. Since the adoption of the list, the City Council Subcommittee for District 1 in 2019 considered whether to change the amenities list, which can be done through adoption of a City Council resolution. If the City Council wishes to pursue changes to the community amenities list, they should provide staff with direction to either bring forward a resolution with the updated list previously provided by the Subcommittee (Attachment E) or establish a public engagement process with the community to update the amenities list. Additional funding for staffing and/or consultant resources may be needed to complete the latter effort.	Work Plan	1st Bullet	2	\$	N/A	No
ECR/Downtown specific plan area housing development incentives (Ref #11.)	The City Council redirected staff to focus its efforts on establishing incentives and reducing development barriers to creating housing in the Specific Plan Area. These changes would likely include modifications to the development regulations (e.g., density and height,) but would not increase the residential cap. This plan would be focused in its scope and would not incorporate policy items such as allowing hotels to automatically develop at the bonus level, consideration for a mixed-use parking structure, and creation of a parking inlieu fee previously identified by the City Council in its 2018 biennial review. This new focused work is consistent with recommendations made by the City Council Subcommittee for Districts 2 to 5. In April 2020, the City was awarded \$160,000 in SB 2 grant funds. Staff proposes to use apportion of the SB 2 grant funding to assist with the preparation of potential specific plan amendments. If the City Council wishes to prioritize this as a work plan item, staff would return to the City Council with a timeline and scope of work, including potential funding request for consultant resources. The work would need to be completed/adopted prior to the end of the grant term June 30, 2022, and is anticipated to commence before the housing element process. The initial scope of work contemplates modification to the Specific Plan that would involve limited public outreach, not trigger an amendment to the general plan or the preparation of an environmental impact report. Any modifications that trigger one of those items would be folded into the housing element update process.	Work Plan	3rd bullet (partial)	3	\$\$	\$\$	Partial
Development and environmental review process education series (Ref #12.)	The idea for an education series on the development and environmental review processes was an outcome of work done by the City Council subcommittees to help educate the public and interested parties about the City's development review process given the number of large, complex development projects occurring in the City. Work on this effort would be timely as the preparation of multiple environmental impact reports (EIR) are underway. The first EIR could be released as early as this Fall. If the City Council wishes to prioritize this item, staff would recommend that funding be allocated to this effort, which would allow staff to collaborate with a consultant on how to best present these complex topics. The education series could be three parts, focused on 1) overview of development in the City, 2) the development review process and 3) California Environmental Quality Act (CEQA) and the various levels of environmental review.	Work Plan	n.a.	1	\$	\$	No
Institutional bias reform (Ref #16.)	The City Council received a report on institutional bias reform at their July 11 meeting. For 2020-21, staff recommends defining terms to establish a common language authorizing equity reviews of city departments, and training staff. A more detailed discussion is provided in Attachment B.	Work Plan	Revise City policies and practices to promote inclusion and equity				
Single-family residential design review. Suspended.	Due to competing priorities and staffing resources, work has yet to commence work on this item. The ability to initiate this project will be dependent upon the prioritization of this work in relation to other land use review and/or zoning changes.	Bike Rack	n.a.	TBD	\$\$\$	\$\$	No
Revise how land use is counted	o Eliminate development 'double-dipping.' Commercial land that is redeveloped for residential use should not be added back as available square footage under the development cap for future commercial use.  o Count residential by square footage as well as units. o Count hotel square footage as well as units. Count hotel common space and parking garage. o Count square footage used for parking garages.	New	2nd bullet under heading	TBD	\$	\$\$	No

https://menlopark.org/DocumentCenter/View/25943/G1-20200811-CC-City-Council-priorities

Consultant \$ - less than \$25,000 \$\$ - up to \$100,000 \$\$\$ - up to \$250,000 \$\$\$\$ - over \$250,000

	Public Engagement Level					2020 2021							20	2023			
Project	Inform	Consult	Involve	Collaborate	Empower	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
2022 Housing Element, zoning code update and related work (e.g., preparation of an Environmental Justice Element, Land Use Element amendments, rezonings, etc.) (Ref #2.)			x														
Accessory dwelling unit ordinance update (Ref #9.)	X (1st phase)	X (5th phase)					Pha	se 1				Phase 5					
ConnectMenlo community amenities list update (Ref #10.)	х																
ECR/Downtown specific plan area housing development incentives (Ref #11.)		х															
Development and environmental review process education series (Ref #12.)	х																
Institutional bias reform (Ref #16.)			х														
Single-family residential design review. Suspended.			Х														
Revise how land use is counted	х																

https://menlopark.org/DocumentCenter/V

Consultant \$ - less than \$25,000 \$\$ - up to \$100,000 \$\$\$ - up to \$250,000 \$\$\$\$ - over \$250,000

# ATTACHMENT C Community Development



#### **MEMORANDUM**

Date: 10/13/2020

To: Starla Jerome-Robinson, City Manager

From: Deanna Chow, Assistant Community Development Director Re: City Council Priority and Work Plan – Housing Element Update

The Council is considering a number of land-use related priority projects and work plan items that would require a considerable amount of staffing and consultant resources as well as community, Commission and Council involvement. On August 18, the Council unanimously supported the initiation of the Housing Element as one of its top five project priorities for fiscal year (FY) 2020-21. Under California law every jurisdiction in the State is required to update the Housing Element of its General Plan every eight years and have it certified by the California Department of Housing and Community Development (HCD). The deadline for the current cycle of updates in the Bay Area is January 2023, with the adopted plan covering the years 2023-2031.

The Housing Element must be consistent with the City's General Plan and updated for compliance with State law and include City policies, strategies, and actions to facilitate the construction of new housing and preservation of existing housing to meet the needs of the population for all income levels during the planning period. The Housing Element must also address the how the City will address its Regional Housing Needs Allocation (RHNA). The draft allocation is anticipated to be released in spring 2021, but the preliminary figures for Menlo Park are estimated at approximately 3,000 units, which is approximately a 370% increase from the previous planning period. The update of the Housing Element will involve multiple components including the preparation of an Environmental Justice Element and updates to the Land Use and Safety Elements, and multiple phases including the following:

- preparing the scope of work,
- consultant selection,
- data collection and analysis,
- community outreach
- document preparation, and
- environmental and fiscal review.

Concurrent with the Housing Element process, implementation of programs such as zoning ordinance amendments and/or rezonings may also occur.

To complete the work by January 2023, work on the Housing Element would need to remain a top priority during the next two years, and additional staff resources and a consultant firm to help lead the project would be needed. Before the end of the calendar year, staff intends to bring a proposal to the City Council to augment staff by reinstating a senior planner position that was eliminated from the FY 2020-21 budget. In early 2021, staff intends to issue a request for proposals (RFP) to firms that would provide expertise in a variety of disciplines to assist in the preparation of the Housing Element and other associated components. Following selection of a consultant, staff would return to the Council for authorization of a contract and budget request for contract services.

Similar to the previous Housing Element cycles, staff will continue to collaborate with other San Mateo County jurisdictions and the County of San Mateo as part of 21 Elements. 21 Elements is an ongoing

collaboration to collectively address our region's housing needs through shared learning, collaboration and coordinated action. The effort has been underway for over a decade and has been recognized statewide as a best practice for housing planning and policy. Since its inception, 21 Elements has provided technical assistance, group facilitation, and communications and shared resources in addition to engaging with the State Housing and Community Development Department (HCD), the region and other partners.

With the upcoming Housing Element cycle, 21 Elements offered a set of optional support services for member jurisdictions. The various tasks have been designed to help participating jurisdictions effectively and efficiently update the Housing Elements to meet State law requirements. Staff has found value and success in collaborating with 21 Elements and will continue its partnership for the upcoming Housing Element. Under the City Manager's signing authority, the City will be entering into a collaboration agreement with the San Mateo County Department of Housing (DOH) for the full package at a cost of \$54,500, which would be funded through the State's Local Early Action Planning (LEAP) grant (pending award). DOH would execute an agreement with Baird + Driskell for the provision of these services and the County Board of Supervisors is expected to authorize the contract at its meeting on October 20. The work with 21 Elements will be used to complement the work of the consultant firm selected.

# Agenda Item I2 Lynne Bramlett, Resident Page 1 of 3

I have separately sent Council an email on this topic. My email will include the MPC Ready & Counterparts "positioning document" that won't translate well into this venue.

# Request to Council:

- 1. Make Disaster Preparation a Council priority for 2020-2021. Qualified volunteers are available to work on needed action items, to minimize staff time.
- Incorporate the CERT-based MPC Ready Organization into the City of Menlo Park. Low-risk possibilities include: a) Task Force to craft crafting recommendations for a permanent home for MPC Ready. Task Force could report to a Council subcommittee. b) MPC Ready "reports" to a new Mayor's Office.

### Rationale for Request

Residents are unprepared for major disasters such as a rupture in the Hayward fault. On May 8, 2018, Council heard a presentation on the "Haywire Scenario" at a special study session. That meeting is well worth watching again. The most serious impacts will fall on the residents in Belle Haven due to their location near the Bay. However, all of Menlo Park could see impacts. Impacts could include major loss of life, major property damages, need for shelters to house people who cannot return to their homes, disrupted water and power supplies, and disrupted roadways which could also disrupt the ability of first responders to help. Commuters from the East Bay could also be trapped in Menlo Park. There are others.

Inadequate mitigation measures, despite known hazards, leaves the City open to possible litigation. The presentation from the USGS Specialist included mitigations that Menlo Park could take. I'm not sure of the status of those mitigations, but suspect that little (if anything) has been done. The known anticipated

# Page 2 of 3

disruptions also require an authentic plan to address ahead of time. If the City does not do more, following a widespread disaster, it's entirely possible that the City will be sued and the Council blamed.

Council has been discussing disaster preparedness for years. This shows that Council and the City know there is a need for disaster preparedness. For example, on Sep 24, 2019, Council held a joint meeting with the Town of Atherton. At this meeting, the former Police Chief Bertini said "the city is studying Atherton's [A.D.A.P.T.] program and evaluating whether it's feasible to do something similar in Menlo Park." Again, these discussions – combined with inadequate action -- leaves the City open for post-disaster litigation.

Menlo Park now has a viable CERT-based volunteer-based program like A.D.A.P.T. Please see the end of this document for a "positioning fact sheet. We have made tangible progress since we launched Jan 25, 2020 and our trained and experienced volunteers can significantly help the City make needed progress in actually preparing residents.

# Benefits of the MPC Ready volunteers

- 1. During the pandemic, we quickly mobilized. We helped people to Shelter in Place by providing tangible and emotional support. We made welfare checks, picked up and delivered groceries and gave other help, including walking dogs! We also provided important COVID-19 information and urged people to register for SMC Alert. We did this in a self-funded way.
- 2. We have helped build stronger neighborhoods, block-by-block, where neighbors know neighbors! This "intelligence" (safely secured by the block coordinators) can be invaluable following a major disaster. Our community-based volunteers can help the first responders with important information. We can also perform light search and rescue and/or help to calm people down. We believe that disaster preparedness starts with knowing the neighbors. Disaster preparation is a catalyst for improved overall quality of life in Menlo Park.

# Page 3 of 3

- 3. We can help Council and Staff to update the out-of-date Emergency Services Plan. We can help Staff to incorporate volunteer-based efforts and to provide valuable input, so that the plans are viable and effective following a widespread disaster. We can also help to communicate the plan to the residents. Current communication efforts need improving.
- 4. The City's municipal code and your Safety Elemental all include the foundation for volunteer-based disaster preparedness efforts. The Safety Element, adopted May 13, 2013, has multiple goals related to public safety and Emergency Response Policies that we can help bring to fruition in tangible ways.
- 5. MPC Ready works to foster interjurisdictional cooperation and identification of shortfalls in emergency services in our area. We seek to work cooperatively with our local governmental bodies to help raise awareness of problems to the policy makers -- before a disaster. Council may not be fully aware of the very real difficulties that Council will face following a widespread disaster. Working out interjurisdictional shortfalls (ahead of time) will help.
- 6. We are also a possible volunteer base for the City of Menlo Park, MP Fire Protection District, and the San Mateo County Sheriff's Office of Emergency Services.
- 7. We foster synergy and collaboration across our "sister" organizations in neighboring cities. This will aid interjurisdictional cooperation across San Mateo County & with our neighbors in Palo Alto.
- 8. Disaster preparedness crosses many existing Council top priorities. In the interests of keeping this memo short, I will not list them all. Top ones include the ongoing response to COVID-19, global climate change, and plans to prepare an Environmental Justice Element. The good people in Belle Haven, the most vulnerable in the City, will face the most severe impacts from widespread disasters.

# Library and Community Services



**STAFF REPORT** 

City Council
Meeting Date: 10/13/2020
Staff Report Number: 20-227-CC

Regular Business: Adopt Resolution No. 6592 authorizing the city

manager to safely reopen public playgrounds with restrictions to comply with public health orders and prevent the spread of COVID-19; and appropriate

\$49,500 for required playground cleaning,

handwashing stations and signage

### Recommendation

Staff recommends that City Council:

- 1. Authorize the city manager to rescind the portion of the Emergency Order No. 2 (Attachment D) issued March 27, that closed City-owned playgrounds;
- 2. Direct staff to reopen City-owned playgrounds with substantial restrictions to comply with state and local health requirements and prevent the community spread of COVID-19; and,
- 3. Amend the fiscal year 2020-21 operating budget to include a new appropriation in the amount of \$49,500 for required playground cleaning, handwashing stations and signage.

### **Policy Issues**

The City Council provides policy direction to the city manager regarding service provision to the community; authorizes expenditures of City funds; approves or ratifies local emergency orders and/or their rescission; and sets prioritization for the use of City resources to serve the community.

### **Background**

On March 27, the City of Menlo Park issued Emergency Order No. 2 which closed all City facilities to the public, including City-owned playgrounds, to protect public health and safety from the COVID-19 pandemic.

On September 28, the California Department of Public Health (CDPH) issued new guidance on usage of outdoor public playgrounds which allows local communities to reopen these facilities with several restrictions to prevent the spread of COVID-19.

### **Analysis**

COVID-19 continues to pose a substantial public health risk to the community and requires all people in California to follow necessary precautions to prevent the spread of the virus and protect those who are most vulnerable to severe illness and death.

New guidance issued by CDPH allows communities in San Mateo County the flexibility to safely reopen their public playgrounds in a limited fashion at this time if they so choose, but specifies a series of

requirements and mitigations to maintain a safe environment for children and families.

A complete list of the CDPH requirements is included in Attachment B. Significant requirements for playground visitors include:

- All playground visitors over the age of two years must wear face coverings at all times
- All playground visitors, including children and adults, must maintain social distance from others at all times
- All children must be actively supervised by an adult caregiver at all times to ensure that children wear face coverings and maintain social distance from others at all times
- All playground users must wash or sanitize hands before and after using the playground
- No eating or drinking are allowed in the playground
- All playground visitors must abide by the posted maximum number of children allowed in the playground.
   When the number of visitors in a playground has reached the posted maximum, no additional visitors may enter until the number of visitors in the playground decreases
- Playground users must limit visits to no more than 30 minutes per day when others are present.

The new CDPH guidance also outlines multiple recommended mitigations for playground operators that would result in significant new financial cost to the City of Menlo Park if City-owned playgrounds were to reopen at this time. Estimated costs to implement these steps are summarized in the "Impact on City Resources" section of this report.

- Increase cleaning of frequently touched surfaces
- Provide handwashing stations and/or hand sanitizing stations
- Post the maximum number of children allowed at the entrance to each playground
- Post signage at each playground containing information about the various rules, restrictions and requirements of playground use.

The City of Menlo Park owns and operates 14 playgrounds located throughout the city. A list of City-owned playgrounds is included in Attachment C.

City staff has conferred with counterparts in the other cities throughout San Mateo County to learn what those communities are planning with respect to their playgrounds. Most, if not all cities in San Mateo County are making plans to safely reopen public playgrounds with reduced capacity per the CDPH requirements by the end of October, and most are preparing to clean playgrounds on a weekly basis.

Since the new CDPH guidance was announced September 28, staff has received multiple community requests to reopen playgrounds to provide Menlo Park children and families the opportunity to safely engage in outdoor play on these facilities.

In light of all the above, City staff recommend the following next steps:

- 1. Rescind the portion of the Emergency Order No. 2 that closed City-owned playgrounds
- 2. Safely reopen all City of Menlo Park owned playgrounds with CDPH restrictions and precautions no later than October 29
- 3. Amend the fiscal year 2020-21 Operating Budget to include a new appropriation for the costs of safely reopening all 14 City-owned playgrounds in compliance with CDPH requirements
- 4. Acquire and post signage at each playground as outlined in the CDPH guidance
- 5. Provide handwashing stations at each playground starting when the playgrounds reopen, and maintain them on a regular basis through the remainder of the current calendar year
- 6. Clean each playground on a weekly basis starting when the playgrounds reopen and through the remainder of the current calendar year
- 7. If the CDPH requirements remain in effect at the end of the calendar year, or if the requirements

materially change before the end of the calendar year, staff will return to City Council with new or additional recommendations accordingly.

### **Impact on City Resources**

The estimated total cost to safely reopen all 14 City-owned playgrounds is \$49,500 and includes the cost of new signage, handwashing stations, and cleaning regimens through the end of the calendar year. A breakdown of the estimated costs is provided in Table 1.

Table 1: Estimated playground reopening costs October 29 - December 31	
Item	Estimated cost
Weekly cleaning of 14 playgrounds at \$4,000/week for 10-weeks	\$40,000
Handwashing stations at 14 playgrounds plus regular maintenance for 12-weeks (vendor contract duration)	\$6,500
New signage at 14 playgrounds	\$3,000
Total	\$49,500

#### **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 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. 6592
- B. State of California COVID-19 guidance on outdoor playgrounds
- C. List of City of Menlo Park playgrounds
- D. Emergency Order No. 2

### Report prepared by:

Sean Reinhart, Library and Community Services Director Adriane Lee Bird, Assistant Community Services Director Brian Henry, Assistant Public Works Director Clay Curtin, Public Engagement Manager

### Report reviewed by:

Starla Jerome-Robinson, City Manager Cara Silver, Interim City Attorney

### **RESOLUTION NO. 6592**

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK AMENDING THE FISCAL YEAR 2020-21 OPERATING BUDGET TO APPROPRIATE \$49,500 FOR EXPENDITURES RELATED TO SAFELY REOPENING CITY-OWNED PLAYGROUNDS; AND AUTHORIZING THE CITY MANAGER TO RESCIND THE PORTION OF EMERGENCY ORDER NO. 2 RELATED TO CITY-OWNED PLAYGROUNDS

WHEREAS, on March 27, 2020, the City of Menlo Park issued Emergency Order No. 2 that closed all City facilities to the public, including City-owned playgrounds, to protect public health and safety from the COVID-19 pandemic; and

WHEREAS, on September 28, 2020, the California Department of Public Health (CDPH) issued new guidance on usage of outdoor public playgrounds which allows local communities to reopen these facilities with several restrictions to prevent the spread of COVID-19; and

WHEREAS, the CDPH guidance includes multiple new requirements for playground operators that would result in significant new financial cost to the City of Menlo Park if City-owned playgrounds were to reopen at this time; and

WHEREAS, the City Council acknowledges the desire of community members to reopen playgrounds to provide Menlo Park children and families the opportunity to safely engage in outdoor play on these facilities;

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Menlo Park hereby amends the fiscal year 2020-21 operating budget to appropriate \$49,500 for expenditures related to safely reopening City-owned playgrounds; and authorizes the city manager to rescind the portion of Emergency Order No. 2 related to City-owned playgrounds.

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 thirteenth day of October 2020, 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 thirteenth day of October, 2020.
Judi A. Herren, City Clerk

### ATTACHMENT B



# State of California—Health and Human Services Agency California Department of

# California Department of Public Health



GAVIN NEWSOM

Governor

AFL 17-\_

September 28, 2020

**TO:** All Californians

**SUBJECT:** Outdoor Playgrounds and other Outdoor Recreational Facilities

# **Summary**

COVID-19 continues to pose a severe risk to communities and requires all people in California to follow necessary precautions and to adapt the way they live and function in light of this ongoing risk. This guidance provides direction on usage of outdoor playgrounds and outdoor recreational facilities (hereafter facilities), to support a safe environment for children and families. It applies to outdoor playgrounds located in parks, campgrounds, and other publicly accessible locations. This guidance does not apply to indoor playgrounds or family entertainment centers.

### **Outdoor Playground Definition:**

- Fully outdoors
- Publicly accessible
- Free to enter and use
- Operated by a city, state, county, or federal government
- Designed primarily to serve nearby residents within a half a mile
- Can provide State-mandated outdoor space for preschools (which could be scheduled in advance to avoid overlapping use)
- Typically includes recreational equipment, like play structures, slides, swings, etc. intended to enrich children's physical health and development

### Visitors to outdoor community playgrounds must comply with the following requirements:

- 1. Face masks over the mouth and nose are required for everyone 2 years of age or older with caregiver supervision at all times to ensure face mask use.
- 2. Do not use the playground when different households are unable to maintain a physical distance of 6 feet or when the capacity limit has been reached.
- 3. Caregivers must monitor to keep adults and children from different households at least 6 feet apart.
- 4. Consider coming on different times or days to avoid wait times and potential crowded times.
- 5. No eating or drinking in playground, to ensure face masks are worn at all times.
- 6. Wash or sanitize hands before and after using the playground.
- 7. Elderly and persons with underlying medical conditions should avoid playground when others are present.

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8. Limit visit to 30 min per day when others are present

Note: Facility operators should download and print this flyer to post at all outdoor playgrounds.

### All playground facilities operators should review and follow these recommendations:

- 1. An adult must actively supervise each child at all times to make sure that children two years of age or older keep their face covering over their nose and mouth and stay 6 feet away from adults and children outside their household.
  - a. Children who are supervised by the same adult must stay together in the same play area or play structure at all times, to allow active supervision.
  - b. If an infant or child requires attention (nursing, diapering) that precludes an adult from actively supervising other children using the playground, the adult should ask the other children to leave the play structure/area and stay by the adult's side until needed care is complete.
- 2. People standing outside the playground, including people waiting to enter the playground, should remain 6 feet away from areas of the playground used by children and adults.
- 3. Maintain six-foot distancing between children and adults from different households including children using or waiting to use play structures or play areas, and families waiting to enter the playground.
- 4. Increase cleaning of frequently touched surfaces, daily as practicable.
- 5. To the extent feasible, provide handwashing stations or sanitizer to facilitate hand hygiene, especially during times of heavy usage. Use a hand sanitizer containing (60% ethanol or 70% isopropanol). Never use hand sanitizers with methanol due to its high toxicity to both children and adults.
- 6. Post the maximum number of children allowed at the entrance of each playground.
  - a. Determine and post the maximum occupancy of each play structure, (e.g., climbing structures, slides, swings, spinning structures, and sand areas) with 6 foot vertical and horizontal distancing.
  - b. Determine and post the maximum occupancy for supervising adults to ensure that each adult can maintain six feet of distance from other adults and children.
  - c. Provide directions on how to wait in line when maximum playground occupancy has been reached.
- 7. Mark playgrounds to help children and adults maintain 6 foot distancing.
  - a. Mark spaces for families to stand while waiting to enter the playground. The spaces should be far enough apart to allow 6 feet of distance between households.
  - b. For play structures or play areas that can hold more than one child while allowing 6 foot distancing:
    - i. Post the maximum number of children allowed on each structure/in each area to allow 6 foot distancing vertically and horizontally.
    - ii. For play structures or areas that can hold more than 1 child, consider marking with tape or other visual indicators to help children assess whether they are 6 feet apart.

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c. Mark designated spaces 6 feet apart for children to stand while waiting to use a play structure/area.

### **Additional Considerations**

If there is a pre-scheduled activity that will access the playground, the playground must be closed to the broader public during that time.

Child care programs, schools, out-of-school time programs and other programs for children and youth where children must remain in cohorts may not use playgrounds during times when they are open to the public. However, if the playground operator permits, the childcare, school or other program may reserve a time for the exclusive use of the playground by the program. While on the playground, cohorts should maintain separation and avoid mixing.

California Department of Public Health
PO Box, 997377, MS 0500, Sacramento, CA 95899-7377
Department Website (cdph.ca.gov)



Page Last Updated: September 29, 2020

10/5/2020, 7:59 PM



# Play It Safe



Due to the ongoing spread of COVID-19 in our communities, please follow these simple steps to help keep our outdoor playgrounds safe, open and fun.

# ✓ WEAR A MASK

Everyone 2 years and older should wear a mask covering their face.

# ✓ MAINTAIN DISTANCE

Maintain physical distance of 6 feet between individuals from different households and prevent crowding of children.

# ✓ NO FOOD OR DRINK

Do not eat or drink in playground to ensure face masks are worn at all times.

# ✓ WASH HANDS

Wash or sanitize your hands before and after you visit

# ✓ PLAN AHEAD

Visit the park at different times or days to avoid crowds and waits.

# KNOW WHEN TO STAY HOME

Elderly individuals and people with underlying medical conditions should avoid playgrounds when others are present.

# SHARE OUR SPACE

To avoid crowding and allow everyone to use this space, please limit your visit to 30 minutes when others are waiting.







# Actué con Precaución



Debido a la propagación continua de Covid-19 en nuestras comunidades, siga estos pasos sencillos para ayudar a mantener nuestros parques infantiles al aire libre seguros, abiertos y divertidos.

# ✓ USE UNA MASCARILLA

Todas las personas mayores de dos años deben usar una mascarilla que cubra su cara.

# ✓ MANTENGA DISTANCIA

Mantén una distancia física de 6 pies entre personas de diferentes hogares y evite que se amontonen los niños.

# ✓ NADA DE COMIDA NI BEBIDA

No coma ni beba en el parque infantil para asegurarse que se usen mascarillas en todo momento.

# ✓ LAVE MANOS

Lávese y desinfecte sus manos antes y después de su visita.

# PLANEA CON ANTICIPACIÓN

Visite el parque en diferentes horarios o días para evitar demasiadas personas y esperas.

# SEPA CUANDO QUEDARSE EN CASA

Las personas mayores y las personas con condiciones médicas subyacentes deben evitar parques infantiles cuando hay otros presentes.

# ✓ COMPARTE EL ESPACIO

Para evitar aglomeraciones y permitir que todos usen el espacio, por favor limite su visita a 30 minutos cuando otros están esperando.





### CITY OF MENLO PARK CITY-OWNED PLAYGROUNDS OCTOBER 13, 2020

BELLE HAVEN CHILD DEVELOPMENT CENTER\*; 410 Ivy Drive

BELLE HAVEN SCHOOL TOT LOT; Ivy Drive and Chilco St.

BELLE HAVEN YOUTH CENTER\*; 100 Terminal Avenue

BURGESS PARK; 701 Laurel St

HAMILTON PARK; 545 Hamilton Ave

JACK LYLE PARK; 500 Arbor Road

KARL E. CLARK PARK; 313 Market Pl

MENLO CHILDREN'S CENTER\*; 801 Laurel Street.

NEALON PARK; 800 Middle Avenue

SEMINARY OAKS PARK; Seminary Drive at Santa Monica Avenue

SHARON PARK; 1100 Monte Rosa Drive

STANFORD HILLS PARK; 2400 Branner Drive

TINKER PARK; 1550 Santa Cruz Ave

WILLOW OAKS PARK; 490 Willow Road

<sup>\*</sup>Childcare center playgrounds are dedicated for use by childcare program participants and are not open to the general public

# CITY OF MENLO PARK DIRECTOR OF EMERGENCY SERVICES/CITY MANAGER EMERGENCY ORDER NO. 2

WHEREAS, the Centers for Disease Control and Prevention has stated that based on current information a novel coronavirus named "COVID-19" is a serious public health threat;

WHEREAS, a complete clinical picture of this respiratory disease is not yet fully understood, though it is highly contagious;

WHEREAS, on March 3, 2020, and pursuant to Section 101080 of the California Health and Safety Code, the San Mateo County Health Officer ("Health Officer") declared a local health emergency throughout San Mateo County related to COVID-19;

WHEREAS, on March 4, 2020, the Governor of the State of California declared a state of emergency to help the state prepare for the spread of COVID-19;

WHEREAS, the Health Officer issued a statement on March 10, 2020, that evidence exists of widespread community transmissions of COVID-19 in San Mateo County; WHEREAS, on March 10, 2020, the San Mateo County Board of Supervisors ratified and extended the declaration of a local health emergency;

WHEREAS, on March 11, 2020, the World Health Organization declared COVID-19 constituted a world pandemic;

WHEREAS, on March 11, 2020, the City Council of the City of Menlo Park declared a local emergency based on the current COVID-19 world pandemic and empowered the Director of Emergency Services to take all necessary actions;

WHEREAS, on March 14, 2020, the Health Officer prohibited all public or private gatherings of 50 of more people and urged the cancelation of all gatherings of 10 or more people in a single confined space;

WHEREAS, on March 16, 2020, the Health Officer issued an order that, among other things, directs all individuals currently living within San Mateo County to shelter in their place of residence ("Shelter-in-Place Order"), and authorizes individuals to leave their residences only for certain "Essential Activities", "Essential Governmental Functions," or to operate "Essential Businesses," all as defined in the Shelter-in Place Order;

WHEREAS, Government Code Section 8634 empowers the Director of Emergency Services to promulgate orders and regulations necessary to provide for the protection of life and property;

WHEREAS, during the existence of this local emergency, pursuant to Municipal Code Chapter 2.44, the City Manager as Director of Emergency Services is empowered to

make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency.

WHEREAS, on March 19, 2020, Governor Newsom issued Executive Order No. N-33-20 ordering all individuals in the State of California to stay home or at their place of residence except as needed to maintain continuity of operations of the federal critical infrastructure sectors:

WHEREAS, the Governor empowered local cities to take actions to preserve and protect the health and safety of their communities in light of their own circumstances;

WHEREAS, the City Council desires to do what it can to help slow the spread of COVID-19, reduce the load on local hospitals and emergency rooms, prevent unnecessary deaths, and preserve limited resources in order to allocate them to the most critical projects; and

NOW, THEREFORE, the City Manager as the Director of Emergency Services does hereby make the following order:

- 1. <u>Public Facilities Closures</u>. For the duration of the local emergency, the following public facilities shall be closed to the public: City Hall; Arrillaga Family Recreation Center; Arrillaga Family Gymnasium; Arrillaga Family Gymnastics Center; Burgess Pool; Belle Haven Pool; Onetta Harris Community Center; Menlo Park Senior Center; Menlo Park Main Library and Belle Haven Branch Library; all public restrooms and playgrounds located in all public parks; Burgess Park skate park; all public tennis courts, and all public basketball courts.
- Effective date. This order shall be effective immediately and shall terminate upon the earlier of (1) Director of Emergency Services order or (2) cessation of local emergency.
- 3. <u>Enforcement</u>. This order shall be enforceable as a misdemeanor as provided in Menlo Park Municipal Code Section 2.44.110.

Dated:	3/27/2020	Stavla Jerome Robinson 6BD907BD261744C
		Director of Emergency Services
		Approved as to form:
		Docusigned by:  (ara E. Silwer  Interim City Attorney

# Agenda Item 13 Kimberly Glenn, Resident

As a nearby resident to Sharon Park, I urge you to adopt this resolution and reopen this, and all parks, for use by children throughout our neighborhoods. It is clear from the increased park usage that families are longing to be outdoors with their families! I've observed good social distancing and mostly thoughtful behavior around the park.

Also thank you for increasing the trash receptacles and to the landscaping crew for taking such great care of Sharon!

And thank you all for your commitment to our city!

# Agenda Item 13 Jessica Wilkes, Resident

We should open playgrounds as quickly as possible. For context and legitimacy purposes: I am a strong believer in mask-wearing and public-distancing (generally, go team science!). I also have two children under 3 who have really struggled during this pandemic, and opening playgrounds is an easy, safe way for them to have fun and get outside, assuming we have more breathable air days. There is nothing particularly challenging about Menlo Park as far as virus protection that should further delay this effort more than it has already been, as compared to neighboring cities; templates for signage and blueprints for COVID safety abound.

Furthermore, opening the playgrounds to law-abiding children and adults will be infinitely COVID- and non-COVID safer than what's happening in their place at these locations. Children playing in the parks near my home have been replaced during the pandemic with loitering, unmasked teenagers and young adults doing drugs.

# AGENDA ITEM J-1 City Manager's Office



### **STAFF REPORT**

City Council
Meeting Date: 10/13/2020
Staff Report Number: 20-225-CC

Informational Item: Annual inflation protection adjustment to the local

minimum wage effective January 1, 2021

#### Recommendation

The annual inflation protection adjustment to the local minimum wage requires no action by City Council unless there is a desire to explore a suspension of the adjustment. Without direction to return for future discussion, the local minimum wage in Menlo Park will increase from \$15.00 to \$15.25 per hour January 1, 2021. The local minimum wage ordinance contains no mandate to increase wages for employees with hourly wages at or higher than \$15.25 January 1, 2021.

### **Policy Issues**

Menlo Park Municipal Code Section 5.76.030, paragraphs (b) and (c), provide an automatic annual inflation adjustment to the local minimum wage and an allowance for City Council to suspend the adjustment. The Municipal Code stipulates that the annual inflation adjustment is calculated using the August to August increase in consumer price index for the San Francisco Area as reported by the Bureau of Labor Statistics (Attachment A.)

### **Background**

On September 24, 2019 the City Council adopted Ordinance No. 1058, codified as Municipal Code Chapter 5.76 (Attachment B), establishing a local minimum wage for each hour worked within the geographic boundaries of the city of Menlo Park.

### **Analysis**

City Council's findings and determinations when adopting the local minimum wage ordinance included the following:

- The Bay Area in general and Menlo Park in particular are becoming increasingly expensive places to live and work.
- Payment of a minimum wage advances the interests of the City as a whole, by creating jobs that keep workers and their families out of poverty.
- A minimum wage will enable a worker to meet basic needs and avoid economic hardship.
- The local minimum wage ordinance (Ordinance No. 1058) is intended to improve the quality of services provided in the City to the public by reducing high turnover, absenteeism and instability in the workplace.

The City's local minimum wage advances the State of California's effort to reach a \$15.00 per hour minimum wage for all Californians by January 2023. The statewide minimum wage adjusts by \$1.00 per hour annually to achieve \$15.00 per hour in January 2022 for employers with more than 25 employees, and January 2023 for employers with 25 or fewer employees. Once the statewide minimum wage reaches

\$15.00 per hour, depending on the number of employees, the wage adjusts annually to offset the impacts of inflation. Table 1 compares the Menlo Park local minimum wage with the statewide minimum wage.

Table 1: Minimum wage							
Effective date	Menlo Park	Statewide (25 or fewer employees)	Statewide (More than 25 employees)				
January 1, 2019	n/a	\$11.00	\$12.00				
January 1, 2020	\$15.00	\$12.00	\$13.00				
January 1, 2021	\$15.25	\$13.00	\$14.00				
January 1, 2022	\$15.25 + CPI*	\$14.00	\$15.00				
January 1, 2023	AMW* + CPI*	\$15.00	\$15.00 + CPI				

<sup>\*</sup> AMW = adjusted minimum wage from prior year; CPI = consumer prices index Menlo Park's annual inflation adjustment is capped at 3%; Max for 2022 = \$15.70; Max for 2023 = \$16.20

Under Menlo Park Municipal Code Section 5.76.030(b), the minimum wage of \$15.00 per hour effective January 2020 will increase by the annual change in the consumer price index (CPI), for the San Francisco Bay Area region as measured from August 2019 to August 2020. The Bureau of Labor Statistics released their CPI calculation in mid-September, Attachment A, and City staff may now proceed with notifying businesses of the increased minimum wage. The inflation adjustment authorized by the Menlo Park Municipal code equals 1.6% or \$0.24 per hour, rounded up to \$0.25 as the nearest increment of \$0.05. The wage increase of \$0.25 per hour for a fulltime employee making \$15.00 December 31, is approximately \$43 per month or \$520 annually.

The local minimum wage ordinance does not mandate wage increases for employees making at or more than the local minimum wage in effect. For example, an employee whose hourly wage is \$15.25 or more December 31, will see no mandated increase in their hourly wage January 1, 2021. An employee whose hourly wage is between \$15.00 and \$15.25 December 31, will see an increase to \$15.25 per hour effective January 1, 2021.

City Council may consider a suspension of the January 1 adjustment. To do this the City Council must adopt a resolution finding that "local or other economic conditions justify temporarily suspending the inflation adjustment." The City Council may suspend the increase for up to one year. City staff lack sufficient resources to conduct exhaustive research regarding how other agencies with local minimum wages intend to handle the annual adjustment in light of the COVID-19 economic crisis.

### Impact on City Resources

Annual notification to businesses is included in the City's fiscal year 2020-21 budget. City employed individuals are paid in accordance with the City Council adopted salary schedule but not less than the local minimum wage. Currently three temporary employees earn \$15.00 per hour.

### **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 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. News Release 20-1720-SAN, Bureau of Labor Statistics
- B. Municipal Code Chapter 5.76 Local Minimum Wage

Report prepared by: Nick Pegueros, Assistant City Manager





For Release: Friday, September 11, 2020

Source: U.S. Bureau of Labor Statistics.

20-1720-SAN

WESTERN INFORMATION OFFICE: San Francisco, Calif.

Technical information: (415) 625-2270 BLSinfoSF@bls.gov www.bls.gov/regions/west

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# Consumer Price Index, San Francisco Area — August 2020 Area prices were unchanged over the past two months, up 1.6 percent from a year ago

Prices in the San Francisco area, as measured by the Consumer Price Index for All Urban Consumers (CPI-U), were unchanged for the two months ending in August 2020, the U.S. Bureau of Labor Statistics reported today. (See table A.) Assistant Commissioner for Regional Operations Richard Holden noted that higher prices for gasoline were offset by lower prices for food at home during the past two months, holding the overall index level virtually unchanged. (Data in this report are not seasonally adjusted. Accordingly, month-to-month changes may reflect seasonal influences.)

Over the last 12 months, the CPI-U advanced 1.6 percent. (See chart 1 and table A.) The index for all items less food and energy increased 1.2 percent over the year. Food prices rose 5.4 percent. Energy prices decreased 1.8 percent, largely the result of a decrease in the price of gasoline. (See table 1.)

Chart 1. Over-the-year percent change in CPI-U, San Francisco-Oakland-Hayward, CA, August 2017-August 2020 All items Percent change All items less food and energy 5.0 4.0 3.0 2.0 1.0 0.0 Oct Dec Jun Aug Oct Dec Feb Jun Aug Oct Dec Aug Aug '19 '18 '20

### **Food**

Food prices declined 0.8 percent for the two months ending in August. (See table 1.) Prices for food at home decreased 2.2 percent, largely due to price declines in meat, poultry, fish and eggs (-4.7 percent). Prices for food away from home advanced 0.7 percent for the same period.

Over the year, food prices rose 5.4 percent. Prices for food at home increased 7.2 percent since a year ago, led by meat, poultry, fish and eggs prices (17.4 percent). Prices for food away from home advanced 3.6 percent.

### **Energy**

The energy index advanced 3.7 percent for the two months ending in August. The increase was mainly due to higher prices for gasoline (7.6 percent). Prices for natural gas service rose 2.3 percent, while prices for electricity were unchanged for the same period.

Energy prices decreased 1.8 percent over the year, largely due to lower prices for gasoline (-10.2 percent). Prices paid for electricity advanced 8.2 percent, and prices for natural gas service increased 6.9 percent during the past year.

### All items less food and energy

The index for all items less food and energy were unchanged in the latest two-month period. Higher prices for used cars and trucks (9.2 percent), motor vehicle insurance (6.7 percent), and shelter (0.1 percent) helped offset lower prices for other goods and services (-1.1 percent), education and communication (-0.3 percent), and medical care (-0.1 percent).

Over the year, the index for all items less food and energy increased 1.2 percent. Components contributing to the increase included motor vehicle insurance (5.3 percent) and shelter (2.6 percent). Partly offsetting the increase was a price decrease in new and used motor vehicles (-2.7 percent).

Table A. San Francisco-Oakland-Hayward, CA, CPI-U 2-month and 12-month percent changes, all items index, not seasonally adjusted

	2016		2017		2018		2019		2020	
Month	2-month	12- month								
February	0.9	3.0	0.8	3.4	1.4	3.6	0.5	3.5	0.9	2.9
April	0.7	2.7	1.1	3.8	0.8	3.2	1.2	4.0	-0.5	1.1
June	0.6	2.7	0.3	3.5	0.9	3.9	0.2	3.2	0.7	1.6
August	0.7	3.1	0.2	3.0	0.6	4.3	0.1	2.7	0.0	1.6
October	0.9	3.6	0.6	2.7	0.7	4.4	1.0	3.0		
December	-0.3	3.5	-0.1	2.9	0.1	4.5	-0.5	2.5		

The October 2020 Consumer Price Index for the San Francisco area is scheduled to be released on November 12, 2020

### Coronavirus (COVID-19) Pandemic Impact on August 2020 Consumer Price Index Data

Data collection by personal visit for the Consumer Price Index (CPI) program has been suspended since March 16, 2020. When possible, data normally collected by personal visit were collected either online or by phone. Additionally, data collection in August was affected by the temporary closing or limited operations of certain types of establishments. These factors resulted in an increase in the number of prices considered temporarily unavailable and imputed.

While the CPI program attempted to collect as much data as possible, many indexes are based on smaller amounts of collected prices than usual, and a small number of indexes that are normally published were not published this month. Additional information is available at <a href="https://www.bls.gov/covid19/effects-of-covid-19-pandemic-on-consumer-price-index.htm">https://www.bls.gov/covid19/effects-of-covid-19-pandemic-on-consumer-price-index.htm</a>.

### **Technical Note**

The Consumer Price Index (CPI) is a measure of the average change in prices over time in a fixed market basket of goods and services. The Bureau of Labor Statistics publishes CPIs for two population groups: (1) a CPI for All Urban Consumers (CPI-U) which covers approximately 94 percent of the total population and (2) a CPI for Urban Wage Earners and Clerical Workers (CPI-W) which covers 28 percent of the total population. The CPI-U includes, in addition to wage earners and clerical workers, groups such as professional, managerial, and technical workers, the self-employed, short-term workers, the unemployed, and retirees and others not in the labor force.

The CPI is based on prices of food, clothing, shelter, and fuels, transportation fares, charges for doctors' and dentists' services, drugs, and the other goods and services that people buy for day-to-day living. Each month, prices are collected in 75 urban areas across the country from about 5,000 housing units and approximately 22,000 retail establishments--department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments. All taxes directly associated with the purchase and use of items are included in the index.

The index measures price changes from a designated reference date (1982-84) that equals 100.0. An increase of 16.5 percent, for example, is shown as 116.5. This change can also be expressed in dollars as follows: the price of a base period "market basket" of goods and services in the CPI has risen from \$10 in 1982-84 to \$11.65. For further details see the CPI home page on the Internet at www.bls.gov/cpi and the BLS Handbook of Methods, Chapter 17, The Consumer Price Index, available on the Internet at www.bls.gov/opub/hom/homch17 a.htm.

In calculating the index, price changes for the various items in each location are averaged together with weights that represent their importance in the spending of the appropriate population group. Local data are then combined to obtain a U.S. city average. Because the sample size of a local area is smaller, the local area index is subject to substantially more sampling and other measurement error than the national index. In addition, local indexes are not adjusted for seasonal influences. As a result, local area indexes show greater volatility than the national index, although their long-term trends are quite similar. **NOTE: Area indexes do not measure differences in the level of prices between cities; they only measure the average change in prices for each area since the base period.** 

The San Francisco-Oakland-Hayward, CA. metropolitan area covered in this release is comprised of Alameda, Contra Costa, Marin, San Francisco, San Mateo Counties in the State of California.

Information in this release will be made available to sensory impaired individuals upon request. Voice phone: (202) 691-5200; Federal Relay Service: (800) 877-8339.

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods San Francisco-Oakland-Hayward, CA (1982-84=100 unless otherwise noted)

Item and Group	Percent change from-					
	Jun. 2020	Jul. 2020	Aug. 2020	Aug. 2019	Jun. 2020	Jul. 2020
Expenditure category						
All items	300.032	-	300.182	1.6	0.0	
All items (1967=100)	922.381	-	922.844	-	-	
Food and beverages	307.228	-	304.761	4.8	-0.8	
Food	306.745	-	304.224	5.4	-0.8	
Food at home	277.767	272.252	271.580	7.2	-2.2	-0.2
Cereals and bakery products	280.741	-	271.309	3.6	-3.4	
Meats, poultry, fish, and eggs	308.789	-	294.156	17.4	-4.7	
Dairy and related products	276.654	-	282.821	4.3	2.2	
Fruits and vegetables	364.899	-	359.733	5.1	-1.4	
Nonalcoholic beverages and beverage materials(1)	215.962	-	213.055	6.7	-1.3	
Other food at home	226.823	-	223.071	2.9	-1.7	
Food away from home	338.892	-	341.262	3.6	0.7	
Alcoholic beverages	316.570	-	314.740	-0.5	-0.6	
Housing	358.994	-	359.510	3.3	0.1	
Shelter	408.086	408.303	408.494	2.6	0.1	0.0
Rent of primary residence(2)	463.704	465.091	465.713	2.4	0.4	0.1
Owners' equiv. rent of residences(2)(3)	434.761	435.824	435.842	2.2	0.2	0.0
Owners' equiv. rent of primary residence(1)(2)	434.761	435.824	435.842	2.2	0.2	0.0
Fuels and utilities	445.822	-	453.492	6.3	1.7	
Household energy	394.084	393.461	395.961	7.2	0.5	0.0
Energy services(2)	396.028	395.693	397.817	7.3	0.5	0.5
Electricity(2)	425.164	425.164	425.164	8.2	0.0	0.0
Utility (piped) gas service(2)	324.306	322.898	331.825	6.9	2.3	2.8
Household furnishings and operations	148.320	-	147.205	7.4	-0.8	
Apparel	98.889	-	98.388	-17.0	-0.5	
Transportation	197.106	-	199.573	-3.8	1.3	
Private transportation	190.879	-	196.605	-2.2	3.0	
New and used motor vehicles(4)	92.706	-	93.619	-2.7	1.0	
New vehicles(1)	155.520	-	158.123	-0.3	1.7	
Used cars and trucks(1)	245.845	-	268.469	3.0	9.2	
Motor fuel	220.382	229.239	236.785	-10.3	7.4	3.3
Gasoline (all types)	219.374	228.286	235.957	-10.2	7.6	3.4
Gasoline, unleaded regular(4)	218.538	227.494	235.174	-10.5	7.6	3.4
Gasoline, unleaded midgrade(4)(5)	206.781	215.450	222.488	-9.7	7.6	3.3
Gasoline, unleaded premium(4)	211.077	219.286	226.534	-9.1	7.3	3.3
Motor vehicle insurance(1)	509.395	-	543.610	5.3	6.7	
Medical care	549.438	-	548.733	-	-0.1	
Recreation(6)	117.230	-	117.921	0.4	0.6	
Education and communication(6)	150.797	-	150.404	0.7	-0.3	
Tuition, other school fees, and child care(1)	1,843.031	-	1,831.860	2.6	-0.6	
Other goods and services	514.435	-	508.703	1.4	-1.1	
Commodity and service group						
All items	300.032	-	300.182	1.6	0.0	
Commodities	194.764	-	194.856	0.3	0.0	
Commodities less food & beverages	135.670	-	136.952	-4.0	0.9	
Nondurables less food & beverages	174.122	-	176.771	-7.1	1.5	
Durables	97.310	-	97.518	0.7	0.2	
Services	387.637	-	387.835	2.1	0.1	

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods San Francisco-Oakland-Hayward, CA (1982-84=100 unless otherwise noted) - Continued

Item and Group		Indexes		Percent change from-			
item and Group	Jun. 2020	Jul. 2020	Aug. 2020	Aug. 2019	Jun. 2020	Jul. 2020	
Special aggregate indexes							
All items less medical care	289.826	-	290.006	1.7	0.1	-	
All items less shelter	255.063	-	255.085	0.8	0.0	-	
Commodities less food	143.263	-	144.452	-3.7	0.8	-	
Nondurables	242.398	-	242.403	0.2	0.0	-	
Nondurables less food	185.156	-	187.477	-6.3	1.3	-	
Services less rent of shelter(3)	378.443	-	378.324	1.3	0.0	-	
Services less medical care services	376.719	-	376.920	2.2	0.1	-	
Energy	290.884	296.017	301.597	-1.8	3.7	1.9	
All items less energy	304.094	-	303.749	1.8	-0.1	-	
All items less food and energy	304.515	-	304.510	1.2	0.0	-	

#### Footnotes

NOTE: Index applies to a month as a whole, not to any specific date.

<sup>(1)</sup> Indexes on a December 1977=100 base.

<sup>(2)</sup> This index series was calculated using a Laspeyres estimator. All other item stratum index series were calculated using a geometric means estimator.

<sup>(3)</sup> Indexes on a December 1982=100 base.

<sup>(4)</sup> Special index based on a substantially smaller sample.

<sup>(5)</sup> Indexes on a December 1993=100 base.

<sup>(6)</sup> Indexes on a December 1997=100 base.

<sup>-</sup> Data not available

# Chapter 5.76 LOCAL MINIMUM WAGE

#### Sections:

5.76.01	0 Pu	irpose.
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5.76.020 Definitions.

**5.76.030** Minimum wage.

**5.76.040 Exemptions.** 

5.76.050 Waiver through collective bargaining.

5.76.060 Notice, posting and payroll records.

5.76.070 Retaliation prohibited.

5.76.080 Implementation.

5.76.090 Enforcement.

5.76.100 Relationship to other requirements.

# 5.76.010 Purpose.

This ordinance codified in this chapter shall be known as the "Minimum Wage Ordinance." (Ord. 1058 § 2 (part), 2019).

# 5.76.020 Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings set forth in this section, except where the context clearly indicates a different meaning:

- (a) "City" shall mean city of Menlo Park or any agency designated by the city of Menlo Park to perform various investigative, enforcement and informal resolution functions pursuant to this chapter.
- (b) "Employee" shall mean any person who:
  - (1) In a calendar week performs at least two (2) hours of work for an employer as defined below; and

- (2) Qualifies as an employee entitled to payment of a minimum wage from any employer under the California minimum wage law, as provided under Section 1197 of the California Labor Code and wage orders published by the California Industrial Welfare Commission.
- (c) "Employer" shall mean any person, including corporate officers or executives, as defined in Section 18 of the California Labor Code, who directly or indirectly through any other person, including through the services of a temporary employment agency, staffing agency, or similar entity, employs or exercises control over the wages, hours, or working conditions of any employee and who is either subject to the city's business license requirements, conducts business in Menlo Park or maintains a business facility in the city.
- (d) "Minimum wage" shall have the meaning set forth in Section 5.76.030. (Ord. 1058 § 2 (part), 2019).

# 5.76.030 Minimum wage.

- (a) Employers shall pay employees no less than the minimum wage set forth in this section for each hour worked within the geographic boundaries of the city of Menlo Park.
- (b) Effective January 1, 2020, the minimum wage shall be an hourly rate of fifteen dollars (\$15.00). To prevent inflation from eroding its value, beginning on January 1, 2021, and each first day of January thereafter, the minimum wage shall increase by an amount corresponding to the increase, if any, in the cost of living, not to exceed three percent (3%). The prior year's increase in the cost of living shall be measured by the percentage increase, if any, as of August of the immediately preceding year of the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for San Francisco Oakland Hayward, or its successor index, as published by the U.S. Department of Labor or its successor agency, with the amount of the minimum wage increase rounded to the nearest multiple of five cents (\$0.05). If there is no net increase in the cost of living, the minimum wage shall remain unchanged for that year. The adjusted minimum wage shall be announced by the first day of October of each year, or as soon as practicable thereafter if the Consumer Price Index for August has not yet been published, and shall become effective as the new minimum wage on the first day of January of each year.
- (c) The city council may, by resolution and upon a majority vote of the city council, temporarily suspend the inflation adjustment in the upcoming calendar year for a period of no more than one (1) calendar year. At the end of the suspension period, the minimum wage shall be automatically adjusted by the change in Consumer Price Index in accordance with subsection (b) of this section and without further notice or action by the city council.

In a resolution granting a temporary suspension of the annual inflation adjustment, the city council shall make the following finding: local or other economic conditions justify temporarily suspending the inflation adjustment.

Nothing herein shall prohibit the city council from adopting consecutive temporary suspension periods, as provided herein.

(d) A violation for unlawfully failing to pay the minimum wage shall be deemed to continue from the date immediately following the date that the wages were due and payable as provided in Part 1 (commencing with Section 200) of Division 2 of the California Labor Code, to the date immediately preceding the date the wages are paid in full. (Ord. 1058 § 2 (part), 2019).

# 5.76.040 Exemptions.

- (a) State, federal and county agencies, including school districts, shall not be required to pay minimum wage when the work performed is related to their governmental function. However, for work that is not related to their governmental function, including, but not limited to: booster or gift shops, non-K-12 cafeterias, on-site concessions and similar operations, minimum wage shall be required to be paid. Minimum wage shall also be required to be paid by lessees or renters of facilities or space from an exempt organization.
- (b) Any organization claiming "auxiliary organization" status under California Education Code Section 89901 or Section 72670(c) shall not be required to pay minimum wage. The organization, upon request of the city, shall provide documentary proof of its auxiliary organization status.
- (c) Any learner who has no previous or related experience in the occupation for which they are hired as identified in California Labor Code Section 1192. This exemption shall only apply to the first one hundred sixty (160) hours of employment as specified in California Labor Code Section 1192. (Ord. 1058 § 2 (part), 2019).

# 5.76.050 Waiver through collective bargaining.

To the extent required by federal law, all or any portion of the applicable requirements of this chapter may be waived in a bona fide collective bargaining agreement; provided, that such waiver is explicitly set forth in such agreement in clear and unambiguous terms. (Ord. 1058 § 2 (part), 2019).

# 5.76.060 Notice, posting and payroll records.

(a) By the first day of December of each year, the city shall publish and make available to employers a bulletin announcing the adjusted minimum wage rate for the upcoming year, which shall take effect on the first day of January of each year. In conjunction with this bulletin, the city shall, by the first day of December of each year, publish and make available to employers a notice suitable for posting by employers in the workplace informing employees of the current minimum wage rate and of their rights under this chapter. Such notice shall be in English and other languages as provided in any regulations promulgated under Section 5.76.080(a).

- (b) Every employer shall post in a conspicuous place at any workplace or job site where any employee works the notice published each year by the city informing employees of the current minimum wage rate and of their rights under this chapter. Every employer shall post such notices in any language spoken by at least five percent (5%) of the employees at the workplace or job site. Every employer shall also provide each employee at the time of hire with the employer's name, address and telephone number in writing.
- (c) Employers shall retain payroll records pertaining to employees for a period of four (4) years, and shall allow the city access to such records, with appropriate notice and at a mutually agreeable time, to monitor compliance with the requirements of this chapter. Where an employer does not maintain or retain adequate records documenting wages paid or does not allow the city reasonable access to such records, the employee's account of how much he or she was paid shall be presumed to be accurate, absent clear and convincing evidence otherwise. (Ord. 1058 § 2 (part), 2019).

# 5.76.070 Retaliation prohibited.

- (a) It shall be unlawful for an employer or any other party to discriminate in any manner or take adverse action against any person in retaliation for exercising rights protected under this chapter. Rights protected under this chapter include, but are not limited to: the right to file a complaint or inform any person about any party's alleged noncompliance with this chapter; and the right to inform any person of his or her potential rights under this chapter and to assist him or her in asserting such rights. Protections of this chapter shall apply to any person who mistakenly, but in good faith, alleges noncompliance with this chapter.
- (b) Taking adverse action against a person within ninety (90) days of the person's exercise of rights protected under this chapter shall raise a rebuttable presumption of having done so in retaliation for the exercise of such rights. (Ord. 1058 § 2 (part), 2019).

# 5.76.080 Implementation.

- (a) Guidelines. The city manager or designee shall be authorized to coordinate implementation and enforcement of this chapter and may promulgate appropriate guidelines or rules for such purposes. Any guidelines or rules promulgated by the city shall have the force and effect of law and may be relied on by employers, employees and other parties to determine their rights and responsibilities under this chapter. Any guidelines or rules may establish procedures for ensuring fair, efficient and cost effective implementation of this chapter, including supplementary procedures for helping to inform employees of their rights under this chapter, for monitoring employer compliance with this chapter and for providing administrative hearings to determine whether an employer or other person has violated the requirements of this chapter.
- (b) Reporting Violations. An employee or any other person may report to the city in writing any suspected violation of this chapter. The city shall encourage reporting pursuant to this subsection by

keeping confidential, to the maximum extent permitted by applicable laws, the name and other identifying information of the employee or person reporting the violation; provided, however, that with the authorization of such person, the city may disclose his or her name and identifying information as necessary to enforce this chapter or other employee protection laws. In order to further encourage reporting by employees, if the city notifies an employer that the city is investigating a complaint, the city shall require the employer to post or otherwise notify its employees that the city is conducting an investigation, using a form provided by the city.

- (c) Investigation. The city or its designated agent shall be responsible for investigating any possible violations of this chapter by an employer or other person. The city or its designated agent shall have the authority to inspect workplaces, interview persons and request the city attorney to subpoena books, papers, records or other items relevant to the enforcement of this chapter.
- (d) Informal Resolution. The city shall make every effort to resolve complaints informally, in a timely manner. (Ord. 1058 § 2 (part), 2019).

# 5.76.090 Enforcement.

- (a) Where prompt compliance is not forthcoming, the city shall take any appropriate enforcement action to secure compliance. In addition to all other civil remedies, the city may enforce this chapter pursuant to Title 1. To secure compliance, the city may use the following enforcement measures:
  - (1) The city may issue an administrative citation with a daily fine for each day or portion thereof and for each employee or person as to whom the violation occurred or continued.
  - (2) The city may issue an administrative compliance order.
  - (3) The city may initiate a civil action for injunctive relief and damages and civil penalties in a court of competent jurisdiction.
- (b) Any person aggrieved by a violation of this chapter, any entity a member of which is aggrieved by a violation of this chapter or any other person or entity acting on behalf of the public as provided for under applicable state law may bring a civil action in a court of competent jurisdiction against the employer or other person violating this chapter and, upon prevailing, shall be awarded reasonable attorneys' fees and costs and shall be entitled to such legal or equitable relief as may be appropriate to remedy the violation including, without limitation, the payment of any back wages unlawfully withheld, the payment of an additional sum as a civil penalty in the amount of fifty dollars (\$50.00) to each employee or person whose rights under this chapter were violated for each day that the violation occurred or continued, reinstatement in employment and/or injunctive relief; provided, however, that any person or entity enforcing this chapter on behalf of the public as provided for under applicable state law shall, upon prevailing, be entitled only to equitable, injunctive or restitutionary relief to employees, and reasonable attorneys' fees and costs.

- (c) This section shall not be construed to limit an employee's right to bring legal action for a violation of any other laws concerning wages, hours or other standards or rights, nor shall exhaustion of remedies under this chapter be a prerequisite to the assertion of any right.
- (d) Except where prohibited by state or federal law, city agencies or departments may revoke or suspend any registration certificates, permits or licenses held or requested by the employer until such time as the violation is remedied.
- (e) Relief. The remedies for violation of this chapter include, but are not limited to:
  - (1) Reinstatement, and the payment of back wages unlawfully withheld, and the payment of an additional sum as a civil penalty in the amount of fifty dollars (\$50.00) to each employee or person whose rights under this chapter were violated for each day or portion thereof that the violation occurred or continued, and fines imposed pursuant to other provisions of this code or state law.
  - (2) Interest on all due and unpaid wages at the rate of interest specified in subdivision (b) of Section 3289 of the California Civil Code, which shall accrue from the date that the wages were due and payable as provided in Part 1 (commencing with Section 200) of Division 2 of the California Labor Code, to the date the wages are paid in full.
  - (3) Reimbursement of the city's administrative costs of enforcement and reasonable attorney's fees.
- (f) Posted Notice. If a repeated violation of this chapter has been finally determined, the city may require the employer to post public notice of the employer's failure to comply in a form determined by the city. (Ord. 1058 § 2 (part), 2019).

# 5.76.100 Relationship to other requirements.

This chapter provides for payment of a local minimum wage and shall not be construed to preempt or otherwise limit or affect the applicability of any other law, regulation, requirement, policy or standard that provides for payment of higher or supplemental wages or benefits, or that extends other protections. (Ord. 1058 § 2 (part), 2019).

# AGENDA ITEM J-2 City Manager's Office



### **STAFF REPORT**

City Council
Meeting Date: 10/13/2020
Staff Report Number: 20-223-CC

Informational Item: City Council agenda topics: October 2020 to

December 2020

### Recommendation

The purpose of this informational item is to provide the City Council and members of the public access to the anticipated agenda items that will be presented to the City Council. The mayor and city manager set the City Council agenda so there is no action required of the City Council as a result of this informational item.

### **Policy Issues**

In accordance with the City Council procedures manual, the mayor and city manager set the agenda for City Council meetings.

### **Analysis**

In an effort to provide greater access to the City Council's future agenda items, staff has compiled a listing of anticipated agenda items, Attachment A, through December 8. The topics are arranged by department to help identify the work group most impacted by the agenda item.

Specific dates are not provided in the attachment due to a number of factors that influence the City Council agenda preparation process. In their agenda management, the mayor and city manager strive to compile an agenda that is most responsive to the City Council's adopted priorities and work plan while also balancing the business needs of the organization. Certain agenda items, such as appeals or State mandated reporting, must be scheduled by a certain date to ensure compliance. In addition, the meeting agendas are managed to allow the greatest opportunity for public input while also allowing the meeting to conclude around 11 p.m. Every effort is made to avoid scheduling two matters that may be contentious to allow the City Council sufficient time to fully discuss the matter before the City Council.

### **Public Notice**

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

#### **Attachments**

A. City Council agenda topics: October 2020 to December 2020

Report prepared by: Judi A. Herren, City Clerk

# **Tentative City Council Agenda**

#	Title	Department	Item type
1	City Council Community Funding Subcommittee's recommendations regarding the 2020-21 community funding allocation, resolution adoption	ASD	Regular
2	Consider waiver of additional TOT from Hotel Nia	ASD	Regular
3	Investment portfolio review as of September 30, 2020, receive and file	ASD	Regular-no presentation
4	Quarterly financial review of general fund operations as of September 30, 2020, receive and file	ASD	Regular-no presentation
5	Below Market Rate Housing Fund - RFP	CDD	Regular
6	Final Action for 201 El Camino Real (Architectural Control, Major Subdivision, BMR Agreement, Alto Ln abandonment, and IS/MND	CDD	Regular
7	Housing Commission work plan	CDD	Committee Report
8	Notifying the Council and public of final Planning Commission actions to facilitate Council review of large and impactful projects, review of process	CDD	Regular-no presentation
9	VCLT BMR fund request for acquisition of existing housing for conversion to affordable	CDD	Regular
10	EQC CAP Action Recommendations for 2 ,4, and 6	CMO	Regular
11	MPCC interim services	СМО	Regular
12	Optional response: Grand Jury Report: "SMC Alert- Emergency Alerts: More People Need To Know	СМО	Regular-no presentation
13	EQC workplan report, approval	CMO	Commission Report
14	Sister City Committee recommendation to form a separate association for sister city activities	СМО	Regular
15	Solid Waste and Water Rate Assistance Program	CMO	Regular
16	Solid waste rates adoption	CMO	Public Hearing
17	Multifamily Electric Vehicle Infrastructure Gap Analysis	СМО	Study Session
18	City attorney interviews	CMO, CA	Closed Session
19	Adopt Transportation Master Plan	PW	Regular
20	Agreement with FRM for water meter reading services	PW	Regular-no presentation
21	Agreement with Presidio Management (1300 ECR) for Ravenswood/Laurel improvements; adopt resolution to install no parking zon	PW	Regular
22	BRIC grant update/PG&E partnership	PW	Regular-no presentation
۱ ۵۵	Emergency water supply update	PW	Informational
24	Approval of Bayfront Canal drainage easement	PW, CA	Regular
25	Approval of MOU with FSLR re flood control project	PW, CA	Regular