



## REGULAR MEETING AGENDA

**Date:** 1/26/2021  
**Time:** 5:00 p.m.  
**Location:** Joinwebinar.com – ID# 378-335-195

### 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.

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- How to participate in the meeting
  - Submit a written comment online:  
[menlopark.org/publiccommentJanuary26\\*](https://menlopark.org/publiccommentJanuary26*)
  - 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](https://joinwebinar.com) – Regular Meeting ID 378-335-195
  - Access the regular meeting real-time via telephone (listen only mode) at:  
 (415) 930-5321  
 Regular Meeting ID 861-863-885 (# – 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 regular meeting:
  - Cable television subscriber in Menlo Park, East Palo Alto, Atherton, and Palo Alto:  
 Channel 26
  - Online:  
[menlopark.org/streaming](https://menlopark.org/streaming)

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## **Regular Session ([Joinwebinar.com](http://Joinwebinar.com) – ID# 378-335-195)**

### **A. Call To Order**

### **B. Roll Call**

### **C. Report from Closed Session**

### **D. Public Comment**

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

### **E. Presentations and Proclamations**

E1. Proclamation: Recognizing Katherine Strehl ([Attachment](#))

### **F. Consent Calendar**

F1. Accept the City Council meeting minutes for January 8 and 12, 2021 ([Attachment](#))

F2. Adopt Resolution No. 6608 approving the final map for a condominium project located at 661-687 Partridge Avenue; accepting dedication of public utility easements, emergency vehicle access easements; authorizing the city clerk to sign the final map; and authorizing the city manager to sign the agreements required to implement the conditions of project approval ([Staff Report #21-012-CC](#))

F3. Adopt Resolution No. 6609 initiating the Menlo Park landscape assessment district proceedings for fiscal year 2021-22 ([Staff Report #21-015-CC](#))

### **G. Regular Business**

G1. Identify a preferred conceptual design for the Sharon Road sidewalk project and adopt Resolution No. 6610 restricting parking hours along Sharon Road and establishing a 15 miles per hour zone at La Entrada Middle School ([Staff Report #21-017-CC](#)) ([Presentation](#))

[Web form public comment received on item G1.](#)

### **Recess**

G2. Consider modifications to the Downtown street closure and temporary outdoor use permit pilot program and adopt urgency Ordinance No. 1075 reopening all travel lanes on Santa Cruz Avenue ([Staff Report #21-019-CC](#))

G3. Consideration of design elements for the Menlo Park Community Campus pool ([Staff Report #21-014-CC](#)) ([Informe de Personal #21-014-CC](#)) ([Presentation](#))

## H. Informational Items

H1. City Council agenda topics: February 2021 to March 2021 ([Staff Report #21-013-CC](#))

H2. Update on temporary outdoor dining grant program ([Staff Report #21-018-CC](#))

H3. January 30 annual goal setting workshop ([Staff Report #21-016-CC](#))

[Web form public comment received on item H3.](#)

## I. City Manager's Report

## J. City Councilmember Reports

## K. 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.

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 [jaherren@menlopark.org](mailto:jaherren@menlopark.org). Persons with disabilities, who require auxiliary aids or services in attending or participating in City Council meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at [menlopark.org/agenda](http://menlopark.org/agenda) and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at [menlopark.org/notifyme](http://menlopark.org/notifyme). Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 1/21/2021)

# Proclamation

## RECOGNIZING KATHERINE STREHL

**WHEREAS**, Katherine Strehl, both in her community service and professional career, has been a leading advocate for mass transit, affordable housing, open space preservation, a strong local economy and vibrant Bay Area; and

**WHEREAS**, in Menlo Park, Katherine Strehl's community service took the form of more than a decade of service on multiple City commissions, the most recent of which was the Planning Commission, which she chaired in 2016; and

**WHEREAS**, Katherine Strehl had previously served as a commissioner on the City's Transportation Commission for three years beginning in 2013, served on the Housing Commission, and the Transportation Master Plan Oversight and Outreach Committee; and

**WHEREAS**, Katherine Strehl is a valued Menlo Park resident and beloved in her Willows neighborhood, where she has resided in her current home since 1993, for her neighborliness and commitment to local businesses; and

**WHEREAS**, Katherine Strehl has been a foundational figure in the Menlo Park political firmament, often being sought out by City Councilmembers, commissioners and candidates for her counsel on pressing issues, her sage career guidance and, of course, her endorsement; and

**WHEREAS**, in her professional pursuits Katherine Strehl was Senior Vice President of Ogilvy Public Relations for the California High Speed Rail Authority in the Bay Area and eventually opened her own consulting firm KS Public Affairs to continue her work with the California High Speed Rail Authority; and

**WHEREAS**, Katherine Strehl was Executive Manager of External Affairs for Bay Area Rapid Transit District (BART); and

**WHEREAS**, Katherine Strehl's professional accomplishments also includes 16 years in government relations and public affairs at Lockheed Martin Missiles & Space; and

**WHEREAS**, during this earlier part of her career, Katherine Strehl's community involvement included involvement with the Santa Clara County Manufacturing Group (now known as the Silicon Valley Leadership Group); and

**NOW, THEREFORE, BE IT PROCLAIMED**, that I, Drew Combs, Mayor of the City of Menlo Park, on behalf of the City Council and City, do hereby recognize and gratefully acknowledge Katherine Strehl both for commitment to addressing some of our region's most challenging issues and for being an all-around great neighbor.



  
Drew Combs, Mayor  
January 2021



**SPECIAL MEETING MINUTES – DRAFT**

**Date:** 1/8/2021  
**Time:** 3:00 p.m.  
**Location:** Teleconference

**Closed Session (Teleconference)**

**A. Call To Order**

Mayor Combs called the meeting to order at 3:04 p.m.

**B. Roll Call**

**Present:** Carlton, Mueller, Nash, Taylor  
**Recused:** Combs (item C1)  
**Staff:** City Manager Starla Jerome-Robinson, Interim City Attorney Cara Silver

**C. Closed Session**

- C1. Conference with Legal Counsel – Potential Litigation: Significant exposure to litigation pursuant to § 54956.9(b) Number of cases – 2

Mayor Combs was recused and exited the meeting.

No reportable actions.

- C2. Public employment (Gov. Code section 54957) city attorney recruitment

Mayor Combs rejoined the meeting.

No reportable actions.

- C3. Government Code Section 54957(b)

Public Employee Performance Check-In

Title: City Manager

No reportable actions.

**D. Adjournment**

Mayor Combs called the meeting to order at 5:06 p.m.

Judi A. Herren, City Clerk

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

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**REGULAR MEETING MINUTES – DRAFT**

**Date:** 1/12/2021  
**Time:** 5:00 p.m.  
**Location:** Joinwebinar.com – ID# 375-714-811

**Regular Session (Joinwebinar.com – ID# 375-714-811)**

**A. Call To Order**

Mayor Combs called the meeting to order at 5:03 p.m.

**B. Roll Call**

Present: Combs, Mueller, Nash, Taylor, Wolosin  
 Absent: None  
 Staff: City Manager Starla Jerome-Robinson, Interim City Attorney Cara Silver, City Clerk Judi A. Herren

**C. Public Comment**

Web form public comment received on item C (Attachment).

**D. Consent Calendar**

D1. Accept the City Council meeting minutes for November 23, 2020, December 8, 9, 11, and 15, 2020 (Attachment)

D2. Waive second reading and adopt Ordinance No. 1074 amending Ordinance No. 924, modifying the City Council’s regular meeting schedule (Staff Report #21-002-CC)

D3. Receive the comprehensive annual financial report for the fiscal year ended June 30, 2020 (Staff Report #21-003-CC)

- Mickie Winkler commented on dead links on the OpenGov webpage and issues accessing the comprehensive annual financial report online.

D4. Amend the agreement with Golder Associates, Inc. for the design of the Bedwell Bayfront Park landfill leachate and gas collection and control systems improvements (Staff Report #21-005-CC)

D5. Authorize the Mayor to sign the City’s response to the San Mateo County’s grand jury report: “Second Units: Adding New Housing In The Neighborhoods” (Staff Report #21-004-CC)

Assistant Community Development Director Deanna Chow provided updates to the letter (Attachment).

**ACTION:** Motion and second (Wolosin/ Taylor), to approved the consent calendar, passed unanimously.

## **E. Public Hearing**

E1. Consideration of the final approvals for the Menlo Park Community Campus project located at 100-110 Terminal Avenue (Staff Report #21-011-CC) (Informe de Personal #21-011-CC) (Presentation)

Mayor Combs was recused as Facebook is his employer and exited the meeting at 5:22 p.m.

Deputy City Manager Justin Murphy and Assistant Planner Chris Turner made the presentation (Attachment).

Facebook Director of Campus Development Fergus O'shea and Hart Howerton Managing Principal Partner Eron Ashley made a presentation (Attachment).

- Harry Bims spoke in support of the project.
- Amulen Rozmus questioned if bicycle infrastructure was included in the plans.
- Jacqui Cebrian spoke in support of the project.

The City Council discussed programs and services, bicycle infrastructure, and amenities. The City Council received clarification on the pool timeline decisions.

**ACTION:** Motion and second (Taylor/ Mueller), to refer the latest pool layout to the City Council subcommittee for potential refinements subject to the presented parameters and final layout approval by the City Council no later than January 29, 2021, adopt Resolution No. 6607 for the architectural control for the construction of a new multigenerational community campus building in the public facilities district and use permit for the use of storage of hazardous materials including diesel for a backup mobile generator and pool chemicals, and authorize the city manager to execute the funding and improvement agreement for the project with Facebook, passed 4-0-1 (Combs recused).

## **F. Recess**

The City Council took a recess at 6:22 p.m.

The City Council reconvened at 6:46 p.m.

Mayor Combs rejoined the meeting at 6:46 p.m.

## **G. Regular Business**

G1. Amend the fiscal year 2020-21 budget and authorize the city manager to waive bid requirements and increase award authority for specified projects (Staff Report #21-006-CC) (Presentation)

Assistant Administrative Services Director Dan Jacobson made the presentation (Attachment).

- Lynn Bramlett spoke in support of postponing hiring until after City Council goal setting.
- Fran Dehn spoke in support of the Downtown lighting budget.

The City Council received clarification on the proposed full-time equivalent positions, overtime request, climate action plan (CAP) budget requests and amendments, and the return of the mobile command unit. The City Council discussed the traffic unit personnel request and Downtown street lighting. Staff provided an update on the status of the outdoor dining grant program.



**ACTION:** Motion and second (Combs/ Wolosin), to amend the fiscal year 2020-21 budget including the non-personnel requests and clerical adjustments with the exception of the Climate Action Plan Implementation amendment of \$155,000 and to authorize the city manager to waive bid requirements and increase award authority for the existing building electrification project (Climate Action Plan #1).

Mayor Combs reordered the agenda

G3. Authorize the city manager to accept the grant deed for 555 Hamilton Avenue, execute all documents necessary to complete the purchase and approve the appropriation of below market rate housing funds not to exceed \$525,500 to purchase and retain the property in the below market rate housing program (Staff Report #21-010-CC)

Management Analyst II Mike Noce introduced the item.

- Karen Grove spoke in support of the purchase and appropriation.
- Lauren Bigelow spoke in support of the purchase and appropriation.

The City Council received clarification on applicant timeframe.

**ACTION:** Motion and second (Wolosin/ Nash), to authorize the city manager to accept the grant deed for 555 Hamilton Avenue, execute all documents necessary to complete the purchase and approve the appropriation of below market rate housing funds not to exceed \$525,500 to purchase and retain the property in the below market rate housing program, passed unanimously.

G4. Approve a budget amendment of \$15,000 in below market rate housing funds and authorize the city manager to execute an agreement with HouseKeys Inc. to provide below market rate housing program administration services (Staff Report #21-009-CC)

Deputy Community Development Director Rhonda Coffman introduced the item.

- Karen Grove spoke in support of the budget amendment and agreement with HouseKeys Inc.
- Lauren Bigelow spoke in support of the budget amendment and agreement with HouseKeys Inc.

**ACTION:** Motion and second (Taylor/ Combs), to approve a budget amendment of \$15,000 in below market rate housing funds and authorize the city manager to execute an agreement with HouseKeys Inc. to provide below market rate housing program administration services, passed unanimously.

G5. Adopt Resolution No. 6606 authorizing transfers and sales to adjoining property owners of vacated alley currently owned by the Successor Agency to the now dissolved Menlo Park Community Development Agency (Staff Report #21-008-CC)

Interim City Attorney Cara Silver introduced the item.

The City Council received clarification on the sale of property and County Oversight Board approval.

**ACTION:** Motion and second (Wolosin/ Combs), to adopt Resolution No. 6606 authorizing transfers and sales to adjoining property owners of vacated alley currently owned by the Successor Agency to the now dissolved Menlo Park Community Development Agency, passed unanimously.

The City Council took a recess at 8:50 p.m.

The City Council reconvened at 9:02

**G2. Provide direction on the annual goal/priority setting process (Staff Report #21-007-CC) (Presentation)**

Web form public comment received on item G2 (Attachment).

Assistant City Manager Nick Pegueros made the presentation (Attachment).

- Adina Levin spoke in support of broadening the City Council priority topics.
- Lynne Bramlett spoke in support of a closer examination of City services.
- Pamela Jones spoke in support of including redistricting in City Council priorities.
- Leah Elkins spoke in support of including banning gas powered leaf blowers to City Council priorities.
- Lauren Bigelow spoke in support of including community development department funding for housing in City Council priorities.

The City Council discussed the proposed options to the process proposed by staff and alternatives. The City Council directed staff to schedule the goal setting session on a Saturday utilizing the model from the previous 2-years maximizing time for City Council deliberations and public comment.

**ACTION:** By acclamation, the City Council extended the meeting past 11 p.m.

**H. Informational Items**

**H1. City Council agenda topics: January 2021 to February 2021 (Staff Report #21-001-CC)**

Web form public comment received on item H1 (Attachment).

**I. City Manager's Report**

City Manager Starla Jerome-Robinson reported out on the continuation of the stay-at-home order.

**J. City Councilmember Reports**

None.

**K. Adjournment**

Mayor Combs adjourned the meeting at 11:05 p.m.

Judi A. Herren, City Clerk

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**STAFF REPORT**

**City Council**

**Meeting Date:**

**1/26/2021**

**Staff Report Number:**

**21-012-CC**

**Consent Calendar:**

**Adopt Resolution No. 6608 approving the final map for a condominium project located at 661-687 Partridge Avenue; accepting dedication of public utility easements, emergency vehicle access easements; authorizing the city clerk to sign the final map; and authorizing the city manager to sign the agreements required to implement the conditions of project approval**

**Recommendation**

Staff recommends that the City Council adopt Resolution No. 6608 (Attachment A) approving the final map for a condominium project located at 661-687 Partridge Avenue; accepting dedication of emergency vehicle access easements (EVAE) and public utility easements (PUE); authorizing the city clerk to sign the final map; and authorizing the city manager to sign the agreements required to implement the conditions of project approval.

**Policy Issues**

City Council action is required to approve final maps in accordance with Municipal Code 15.24.120. With the approval of the map, the City Council would also accept easements as identified on the map.

**Background**

On February 11, 2020, the City Council approved the architectural control, use permit, major subdivision (tentative map), and below market rate housing agreement for nine single-family residential units located at 661-687 Partridge Avenue (Attachment B.)

This project consists of nine residential condominium units and common areas on a 0.655-acre site.

**Analysis**

The applicant, Goldsilverisland Homes, LLC, has submitted a final map for the proposed subdivision. The final map (Attachment C) is in substantial compliance with the tentative map approved by the City Council February 11, 2020, and all conditions required for approval of the final map have been met. City Council action is required to approve the final map, authorize the city clerk to sign the final map, and authorize the city manager to sign the agreements required to implement the conditions of project approval. The final map also includes PUE for public utility facilities and EVAE for the access of emergency vehicles.

The project plans have been approved by the engineering division of the public works department. The applicant has entered into a Completion of Development Improvements Agreement (CDIA) with the City of

Menlo Park (City) and provided a bond for the completion of the work subsequent to the recordation of the final map. The CDIA is an agreement between the applicant and the City that guarantees the construction of all public street improvements and requires a completion bond as a financial guarantee that all work will be completed. The CDIA and bonds are shown in Attachment D. Staff recommends the City Council authorize the city manager to sign the CDIA and other agreements required to implement the conditions of project approval.

### **Impact on City Resources**

The staff time costs associated with the review and acceptance of the easement dedications and approval of the final map and the CDIA are fully recoverable through fees collected from the applicant.

### **Environmental Review**

The project is categorically exempt under Class 32 (Section 15332), "Infill Development" of the current California Environmental Quality Act (CEQA) Guidelines.

### **Public Notice**

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

### **Attachments**

- A. Resolution No. 6608
- B. Hyperlink – February 11, 2020, City Council staff report: [menlopark.org/DocumentCenter/View/24178/12-20200211-CC-661-687-Partridge-Ave](https://menlopark.org/DocumentCenter/View/24178/12-20200211-CC-661-687-Partridge-Ave)
- C. Final map
- D. CDIA and bonds

Report prepared by:  
Rambod Hakhamaneshi, Associate Civil Engineer

Report reviewed by:  
Ebby Sohrabi, Senior Civil Engineer  
Chris Lamm, Assistant Public Works Director

**RESOLUTION NO. 6608**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK APPROVING THE FINAL MAP FOR A CONDOMINIUM PROJECT LOCATED AT 661-687 PARTRIDGE AVE; ACCEPTING DEDICATION OF PUBLIC UTILITY EASEMENTS, EMERGENCY VEHICLE ACCESS EASEMENTS; AUTHORIZING THE CITY CLERK TO SIGN THE FINAL MAP; AND AUTHORIZING THE CITY MANAGER TO SIGN THE AGREEMENTS REQUIRED TO IMPLEMENT THE CONDITIONS OF PROJECT APPROVAL**

WHEREAS, the City Council of the City of Menlo Park on February 11, 2020 approved architectural control, use permit, major subdivision (tentative map), and below market rate housing agreement for nine single-family residential units located at 661-687 Partridge Avenue; and

WHEREAS, Project plans have been approved by the engineering division and all conditions of the final map have been met; and

WHEREAS, the final map for the condominium project located at 661-687 Partridge Avenue shows the dedication of Public Utility Easements and Emergency Vehicle Access Easements.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Menlo Park that the City Council does hereby approve the final map for the condominium project at 661-687 Partridge Avenue; and

BE IT FURTHER RESOLVED that said Council hereby accepts the required dedication of Public Utility Easements and Emergency Vehicle Access Easements as shown on the final map; and

BE IT FURTHER RESOLVED that said City Council authorizes the City Clerk to sign the final map and authorizes the City Manager to sign the Completion of Development Improvements Agreement to implement conditions of project approval.

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-sixth day of January, 2021, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twenty-sixth day of January, 2021.

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Judi A. Herren, City Clerk

**OWNER'S STATEMENT**

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

WE HEREBY DEDICATE THE FOLLOWING EASEMENTS FOR PUBLIC USE:

LANDS DESIGNATED AND DELINEATED ON THE MAP AS PUBLIC UTILITY EASEMENT (PUE) FOR THE MAINTENANCE AND CONSTRUCTION OF PUBLICLY OWNED UTILITIES, SAID "PUE" TO BE KEPT OPEN AND FREE FROM BUILDINGS AND STRUCTURES OF ANY KIND EXCEPT ALL LAWFUL UNSUPPORTED ROOF OVERHANGS.

LANDS DESIGNATED AND DELINEATED ON THE MAP AS EMERGENCY VEHICLE ACCESS EASEMENT (EVAE), SAID "EVAE" TO BE KEPT OPEN AND FREE FROM BUILDINGS AND STRUCTURES OF ANY KIND EXCEPT ALL LAWFUL UNSUPPORTED ROOF OVERHANGS.

OWNER: GOLDSILVERISLAND PROPERTIES, LLC, A CALIFORNIA LIMITED LIABILITY COMPANY

BY: [Signature] DATE: 11/2/2020  
YING MIN LI, MANAGING MEMBER

OWNER: GOLDSILVERISLAND HOMES, LLC, A CALIFORNIA LIMITED LIABILITY COMPANY

BY: [Signature] DATE: 11/2/2020  
YING MIN LI, MANAGING MEMBER

**OWNER'S ACKNOWLEDGMENT**

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

STATE OF CALIFORNIA  
COUNTY OF SANTA CLARA

ON 11/2/20 BEFORE ME, FERNANDO CROCE

A NOTARY PUBLIC, PERSONALLY APPEARED YING MIN LI

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

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

WITNESS MY HAND

SIGNATURE [Signature]



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

PRINCIPAL COUNTY OF BUSINESS: Santa Clara

COMMISSION EXPIRES: 12/24/2021

COMMISSION # OF NOTARY: 2223476

**CITY SURVEYOR'S STATEMENT**

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

DATE: 12/11/2020

[Signature]  
MICHAEL J. MIDDLETON, R.C.E. 29485  
CITY SURVEYOR,  
CITY OF MENLO PARK

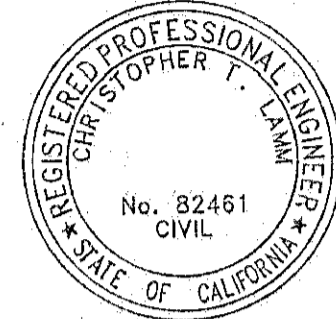


**CITY ENGINEER'S STATEMENT**

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

DATE: \_\_\_\_\_

CHRISTOPHER T. LAMM, R.C.E. 82461  
ASSISTANT PUBLIC WORKS DIRECTOR  
CITY OF MENLO PARK



**CITY CLERK'S STATEMENT**

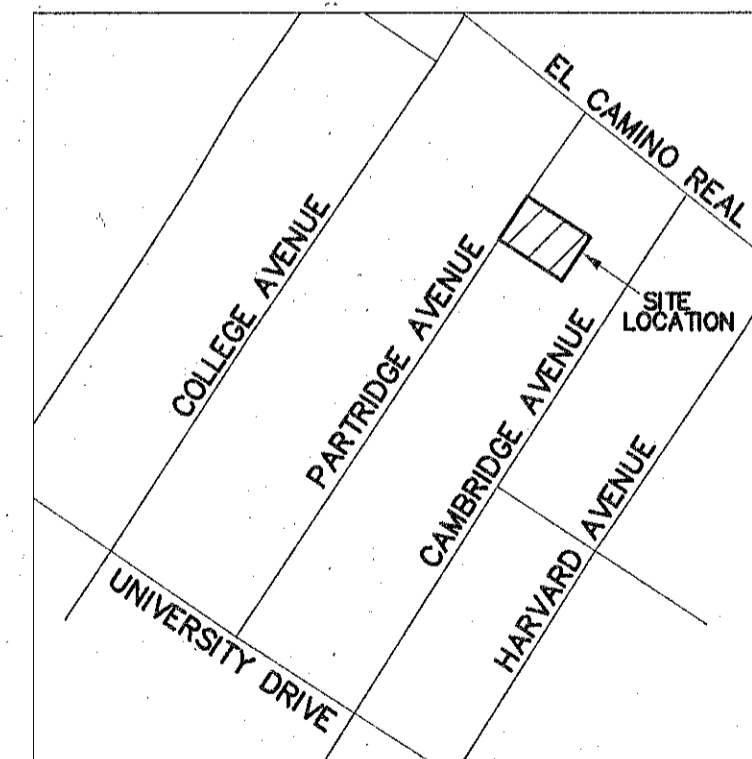
I, JUDI A. HERREN, CITY CLERK AND EX-OFFICIO CLERK OF THE CITY COUNCIL OF MENLO PARK, STATE OF CALIFORNIA HEREBY CERTIFY THAT SAID COUNCIL BY RESOLUTION ADOPTED AT A REGULAR MEETING ON THE DAY OF \_\_\_\_\_, 20\_\_\_\_, DID DULY APPROVE THE WITHIN MAP AND SUBDIVISION AND DID ACCEPT ON BEHALF OF THE PUBLIC, ALL PARCELS OF LAND OFFERED FOR DEDICATION FOR PUBLIC USE.

DATE: \_\_\_\_\_

JUDI A. HERREN  
CITY CLERK AND EX-OFFICIO CLERK OF THE  
CITY COUNCIL OF THE CITY OF MENLO PARK

**SOILS REPORT**

CAPEX ENGINEERING INC. HAS PROVIDED A SOILS REPORT FOR THIS PROJECT DATED FEBRUARY 12, 2019 - REPORT NUMBER 11274.



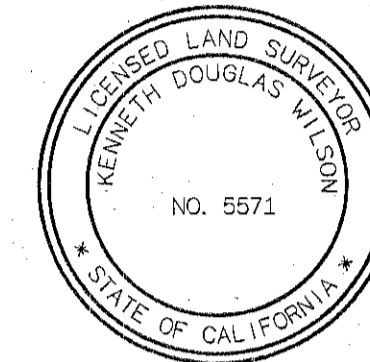
VICINITY MAP  
NOT TO SCALE

**SURVEYOR'S STATEMENT**

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF GOLDSILVERISLAND PROPERTIES, LLC AND GOLDSILVERISLAND HOMES, LLC ON 5/20-2020. I HEREBY STATE THAT THIS FINAL MAP SUBSTANTIALLY CONFORMS TO THE APPROVED OR CONDITIONALLY APPROVED TENTATIVE MAP, IF ANY, AND THAT ALL THE MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED AND ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED.

DATE: 11-3-2020

[Signature]  
KENNETH D. WILSON LS 5571



**COUNTY RECORDER'S STATEMENT**

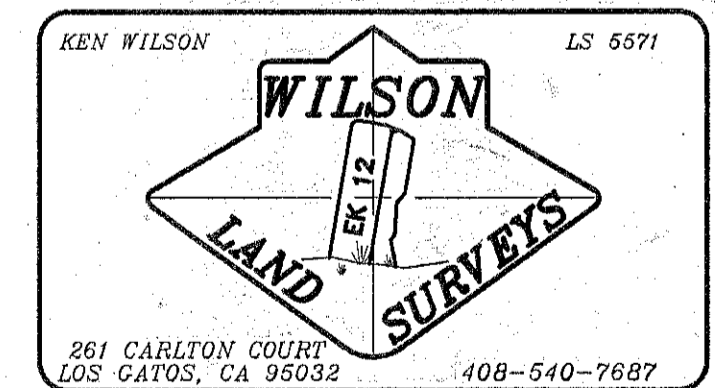
FILED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_  
AT \_\_\_\_\_ M. IN BOOK \_\_\_\_\_ OF MAPS AT PAGE \_\_\_\_\_  
AT THE REQUEST OF OLD REPUBLIC TITLE COMPANY.

FILE NO. \_\_\_\_\_ FEE \_\_\_\_\_

MARK CHURCH, SAN MATEO COUNTY RECORDER

BY: \_\_\_\_\_  
DEPUTY RECORDER

Email: [kenw@wilsonlandsurveys.com](mailto:kenw@wilsonlandsurveys.com)  
[www.wilsonlandsurveys.com](http://www.wilsonlandsurveys.com)



**PARTRIDGE AVENUE RESIDENCES  
FINAL MAP**

FOR CONDOMINIUM PURPOSES  
661-687 PARTRIDGE AVENUE

BEING A SUBDIVISION OF LOT 8,9 AND 10 OF BLOCK 2 OF THE PARTRIDGE SUBDIVISION IN THE CITY OF MENLO PARK, COUNTY OF SAN MATEO, CALIFORNIA ACCORDING TO THE MAP FILED IN BOOK 6 OF MAPS AT PAGE 57 SAN MATEO COUNTY RECORDS. CONSISTING OF TWO (2) SHEETS

CITY OF MENLO PARK SAN MATEO COUNTY CALIFORNIA

1" = 20'

MAY 2020

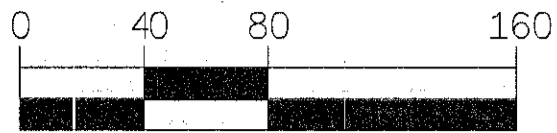
WILSON LAND SURVEYS INC.

SHEET 1 OF 2

AS REQUESTED BY:  
**GOLDSILVERISLAND PROPERTIES, LLC**

DRAWN BY: KDW	PROJECT: E-122	JOB NUMBER: K-001	APN: 071-413-100,110,120	SCALE: 1" = 20'
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**GRAPHIC SCALE**



( IN FEET )  
1 inch = 80 ft.



B1  
N33°10'13"E 60.00'  
(N32°52'E 60.00' R-5)

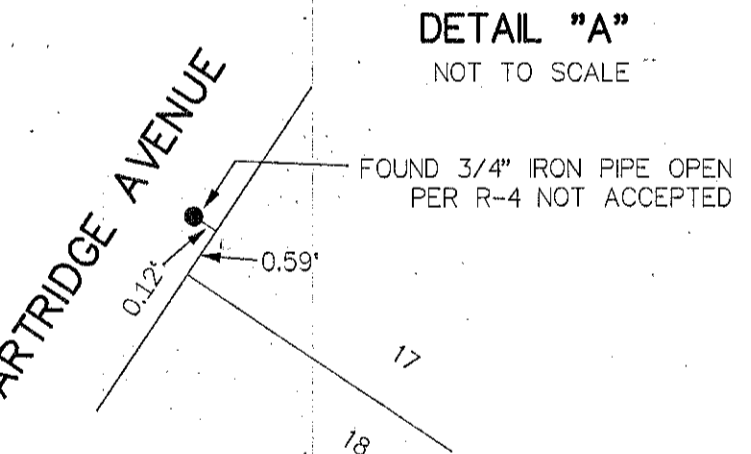
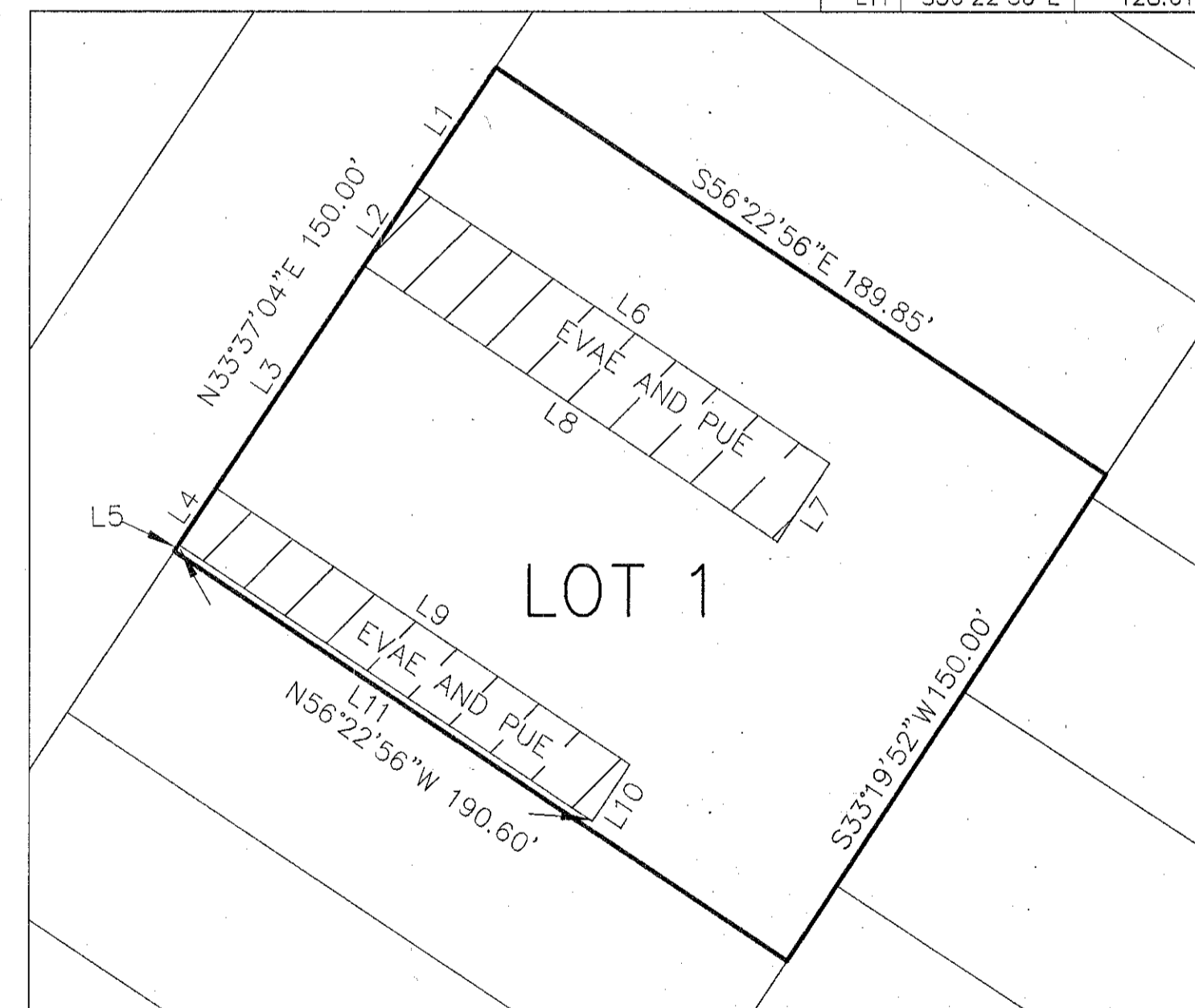
B2  
N33°26'16"E 124.78'  
N32°52'E 125.00' R-5)

**LEGEND**

- FOUND AS NOTED
- SET 3/8" REBAR WITH CAP LS 5571
- R-1 6 M 57
- R-2 70 PM 44-45
- R-3 61 PM 89-90
- R-4 65 PM 57
- R-5 8 M 46
- R-6 64 PM 78
- R-7 CR 1407
- ( ) RECORD INFORMATION
- EA/EV EMERGENCY VEHICLE ACCESS EASEMENT
- PUE PUBLIC UTILITY EASEMENT
- SURVEYED PROPERTY LINE
- - - CENTERLINE
- - - TIE LINE/RADIAL LINE

NUM	BEARING	DISTANCE
L1	S33°37'04"W	37.16'
L2	S33°37'04"W	24.36'
L3	S33°37'04"W	68.98'
L4	S33°37'04"W	17.50'
L5	S33°37'04"W	2.00'
L6	S56°22'56"E	128.61'
L7	S33°37'04"W	24.36'
L8	S56°22'56"E	128.61'
L9	S56°22'56"E	128.61'
L10	S33°37'04"W	17.50'
L11	S56°22'56"E	128.61'

**EASEMENT DETAIL**  
SCALE 1" = 40'



**NOTE:**  
LOT 1 TO BE DEVELOPED WITH 9 CONDOMINIUM UNITS AND A COMMON AREA.

**BASIS OF BEARINGS**  
FOR THIS SURVEY IS NORTH 33°35'00" EAST BEING THE WESTERLY RIGHT OF WAY LINE OF PARTRIDGE AVENUE PER 6 MAPS 57 (R-1)

**BOUNDARY NOTE**  
EXISTING MONUMENTS AND CURBS FOUND ALONG CAMBRIDGE ROAD AND PARTRIDGE AVENUE BETWEEN EL CAMINO REAL AND CORNELL ROAD REVEAL A SHORTAGE OF LAND AS COMPARED WITH RECORD DISTANCES PER 8 MB 46 AND 6 MB 57. THE DISTANCE SHORTAGE AT A POINT NEAR LOT 66 BLOCK 7 OF 8 MB 46 IS 0.46'. WE ARE ATTRIBUTING THIS DISCREPANCY TO MEASUREMENT ERROR BY MULTIPLE SURVEYORS OVER THE PAST 100 YEARS AND THEREFORE ARE PRORATING THE ERROR BETWEEN THE TWO ADJACENT BLOCKS.

AS REQUESTED BY:  
**GOLDSILVERISLAND PROPERTIES, LLC**

DRAWN BY: KDW	PROJECT: E-122	JOB NUMBER: K-001	APN: 071-413-100,110,120	SCALE: 1" = 20'
------------------	-------------------	----------------------	-----------------------------	--------------------

**PARTRIDGE AVENUE RESIDENCES FINAL MAP**

FOR CONDOMINIUM PURPOSES  
661-687 PARTRIDGE AVENUE

BEING A SUBDIVISION OF LOT 8, 9 AND 10 OF BLOCK 2 OF THE PARTRIDGE SUBDIVISION IN THE CITY OF MENLO PARK, COUNTY OF SAN MATEO, CALIFORNIA ACCORDING TO THE MAP FILED IN BOOK 6 OF MAPS AT PAGE 57 SAN MATEO COUNTY RECORDS. CONSISTING OF TWO (2) SHEETS

**CITY OF MENLO PARK SAN MATEO COUNTY CALIFORNIA**

1" = 20'

MAY 2020

WILSON LAND SURVEYS INC.

SHEET 2 OF 2



# COMPLETION OF DEVELOPMENT IMPROVEMENTS AGREEMENT

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



Contract #:

THIS AGREEMENT FOR COMPLETION OF DEVELOPMENT IMPROVEMENTS\_(this "Agreement"), made and entered into, in duplicate, this \_\_\_\_\_, by and between GOLDSILVERISLAND PROPERTIES, LLC, hereinafter referred to as "Applicant" and CITY OF MENLO PARK, a municipal corporation, situated in the County of San Mateo, State of California, hereinafter referred to as "City".

WITNESSETH

WHEREAS, on February 11, 2020, the City Council conditionally approved Applicant's request for a major subdivision located at 661-687 Partridge Avenue, Project Number: PLN2019-00057 (the 'project') to merge three existing parcels and create nine condominium units. The project location shown on Exhibit A attached hereto and made a part hereof entitled, "Project Location Map"; and

WHEREAS, a condition of said approval was the installation of development improvements as shown in the approved project plans.

NOW, THEREFORE, IT IS AGREED as follows:

1. Applicant agrees to furnish at his/her own expense all the labor, material, equipment and inspection services necessary to complete, no later than the earlier to occur of: (a) thirty six (36) months from the date of this Agreement, or (b) the City's issuance of the first temporary certificate of occupancy for the Project, all Development Improvements as set forth and described in the Plans and Specifications prepared for said improvements, in compliance with City Standards and to the satisfaction of the City Engineer.
2. Applicant further agrees to install where required a domestic water supply and fire protection system, and a sanitary sewage system, in compliance with the regulations and requirements of the respective utility or agency.
3. Applicant further agrees, while engaged in the work provided for in this Agreement, to place and maintain suitable safeguards sufficient to prevent injury to any persons and to indemnify, defend and save harmless the City, its officers, representatives, and employees from and against any and all claims for loss, injury or damage (the "claims") resulting from the prosecution of said work except to the extent the Claim arises out of the negligence or willful misconduct of the City. Applicant agrees to maintain comprehensive commercial general liability and property damage insurance naming the City, its officers, agents, and employees as additional insured in a combined single limit of \$2,000,000 for the death and injury of any persons in any one occurrence; and for property damage in any one occurrence. A certificate of said insurance policy shall be filed with the City.
4. Applicant further agrees, contemporaneously with the execution of this Agreement, to file with the City a faithful performance surety bond or other guarantee as reasonably approved by the City, in a sum equal to the City Engineer's estimated value of the total cost of said improvements, including engineering and contingencies as set forth on Exhibit B attached hereto and made a part herein, entitled "Engineer's Cost Estimate". Said surety bond shall require the faithful performance of the terms and conditions of this Agreement; and shall be in a form satisfactory to the City Attorney.
5. Applicant further agrees to correct all defects in design, workmanship and material actually appearing during the warranty period, which period shall be one (1) year after the date of acceptance of the Development Improvements by the City Council, and to maintain said performance bond for the warranty period or to file with the City, prior to consideration of

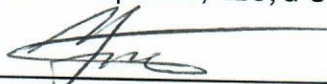
acceptance, a surety bond for the warranty period in a sum equal to at least fifty percent (50%) of said Engineer's Cost Estimate.

- 6. Applicant further agrees that when defects in design, workmanship, and materials actually appear during the warranty period and have been corrected (the "corrections"), the warranty period and surety bond shall automatically be extended for an additional year with respect to the Corrections only, to guarantee that such defects have been effectively corrected.
- 7. Applicant further agrees that should it fail to construct or complete the construction of any or all of said Development Improvements as herein provided, the City may complete or cause to be completed said Development Improvements and Applicant agrees to reimburse the City for any and all services such as labor and materials used, for completing said work, and the bonds herein mentions shall be security therefor.
- 8. City reserves the right, without the prior consent of Applicant, Applicant's surety, or any subsequent purchaser of property underlying or adjacent to said Development Improvements to:
  - (a) Extend the period of time during which Applicant shall be required to construct all or any part of said Development Improvements;
  - (b) Eliminate any Development improvements no longer deemed necessary, and to transfer or re-convey to Applicant any interest in real property no longer needed therefor;
  - (c) Exonerate or release Applicant's surety from all or any portion of its bond;
  - (d) Accept a substitute surety bond (personal or corporate) in exchange for or in lieu of the surety bond originally deposited by Applicant herein.
- 9. If the City is compelled to file litigation to enforce the terms and provisions of this Agreement or to collect on the bond, the prevailing party in such litigation shall be entitled to recover its reasonable attorney's fees and costs, whether such litigation is resolved by settlement or judgment.

IN WITNESS WHEREOF, Applicant and City have executed these presents by their respective officers, thereunto duly authorized the day and year first herein about written.

**APPLICANT**

Goldsilverisland Properties, LLC, a California Limited Liability Company

Signature 

Date 12/17/2020

Name Ying-Min Li

Title President

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Cara E. Silver, Interim City Attorney

\_\_\_\_\_  
Date

**CITY OF MENLO PARK:**

\_\_\_\_\_  
Starla Jerome-Robinson, City Manager

\_\_\_\_\_  
Date

### CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of SANTA CLARA )

On Dec 17/2020 before me, WALTER CROCE, Notary Public, personally appeared Ying Min Li, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature [Handwritten Signature]

My Commission Expires: Oct 31/2022

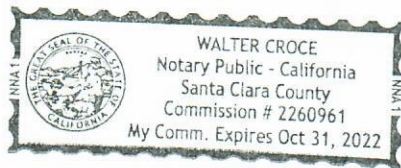


EXHIBIT A  
PROJECT LOCATION MAP

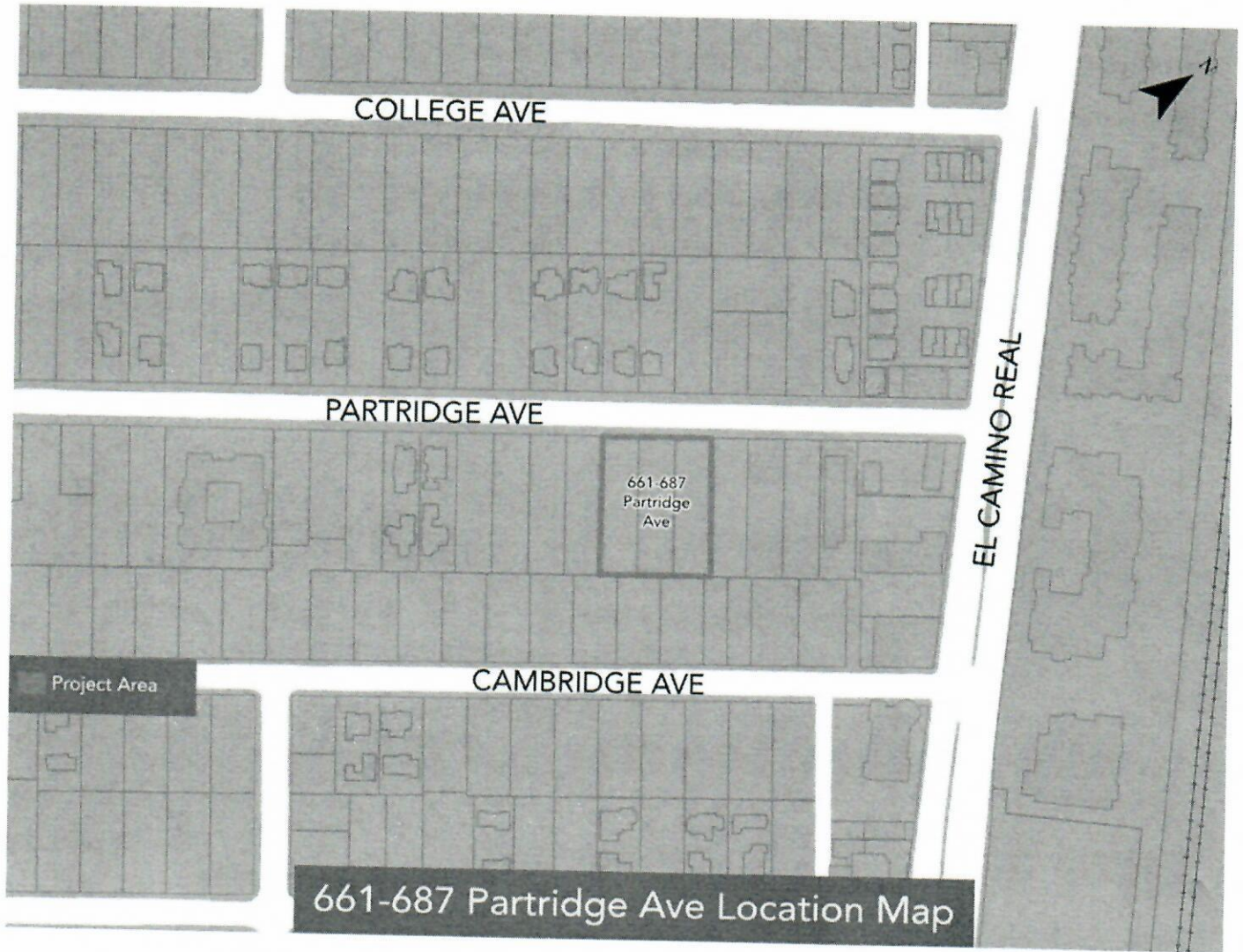


EXHIBIT B  
ENGINEER'S COST ESTIMATE

Menlo Park 661-667 Partridge St - Engineer's Estimate - Dated 12/22/2019

Item No.	Description	Unit	Quantity	Unit Price	Total
<b>Offsite Improvement:</b>					
1	Mobilization/Demobilization	LS	1	\$ 6,000.00	\$ 6,000.00
2	Curb and Gutter Replacement	LF	55	\$ 35.00	\$ 1,925.00
3	New Driveway Construction	SF	350	\$ 12.00	\$ 4,200.00
4	Sidewalk Replacement	SF	760	\$ 10.00	\$ 7,600.00
5	New 4" PVC Sanitary Lateral	LF	20	\$ 125.00	\$ 2,500.00
6	New 6" PVC Sanitary Lateral	LF	20	\$ 130.00	\$ 2,600.00
7	2" Water Service Connection	EA	2	\$ 2,000.00	\$ 4,000.00
8	Joint Trench	LF	20	\$ 60.00	\$ 1,200.00
9	Storm Inlet	EA	2	\$ 3,500.00	\$ 7,000.00
10	Storm Manhole	EA	1	\$ 6,000.00	\$ 6,000.00
11	6" SD Pipe	LF	30	\$ 130.00	\$ 3,900.00
12	12" SD Pipe	LF	320	\$ 200.00	\$ 64,000.00
13	Joint Trench Connection	LS	1	\$ 5,000.00	\$ 5,000.00
14	Fire Hydrant	EA	1	\$ 4,000.00	\$ 4,000.00
Offsite Improvement				<b>Anticipated Cost</b>	<b>\$ 119,925.00</b>
				<b>Contingency (15%)</b>	<b>\$ 17,990.00</b>
				<b>Total</b>	<b>\$ 137,915.00</b>

Bond No. 5938084

Premium \$4,137.00

## FAITHFUL PERFORMANCE BOND

**WHEREAS**, the CITY OF MENLO PARK, a municipal corporation of the State of California ("City"), and **Goldsilverisland Properties, LLC, a California Limited Liability Company** as principal ("Principal") have entered into an agreement entitled **AGREEMENT FOR COMPLETION OF DEVELOPMENT IMPROVEMENTS\***, incorporated herein by reference and referred to as the "Contract," which requires Principal to install and complete certain designated public improvements; and,

**WHEREAS**, under the terms of the Contract and prior to commencing any work under the Contract, Principal is required to furnish a bond to City for faithful performance of the Contract.

NOW, THEREFORE, we the Principal and Old Republic Surety Company, a corporation duly authorized and admitted to transact business and issue surety bonds in the State of California ("Surety"), are held firmly bound unto the City in the sum of **One Hundred thirty Seven Thousand Nine Hundred Fifteen Dollars (\$137,915.00)**, for the payment of which sum well and truly to be made, we the Principal and Surety bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally.

The condition of this obligation is such that, if the Principal, Principal's heirs, executors, administrators, successors, or assigns shall in all things stand to and abide by, and well and truly keep and perform all covenants, conditions, and agreements required to be kept and performed by Principal in the Contract and any changes, additions, or alterations made thereto, to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meanings, and shall indemnify and save harmless City, its officers, employees, and agents, as therein provided, then this obligation shall be null and void; otherwise, it shall be and remain in full force and effect.

\*661-687 Partridge Avenue, Project Number: PLN2019-00057, Three Existing Parcels and Create Nine Condominium Units

Faithful Performance Bond - CITY OF MENLO PARK  
(Rev. 01/2020)

As a part of the obligation secured hereby and in addition to the sum specified above, there shall be included all costs, expenses, and fees, including attorney's fees, reasonably incurred by City in successfully enforcing such obligation, all to be taxed as costs and included in any judgment rendered.

The Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, or addition to the terms of the Contract or to the work to be performed thereunder or to the specifications accompanying the same shall in any way affect its obligations on this bond, and it does hereby waive notice of any such change, extension, alteration, or addition.

**IN WITNESS WHEREOF**, this instrument has been duly executed by authorized representatives of the Principal and Surety. SIGNED AND SEALED on December 11, 2020.

PRINCIPAL:

SURETY:

**Goldsilverisland Properties, LLC, a  
California Limited Liability Company**

Goldsilverisland Properties, LLC  
(Principal name)

Old Republic Surety Company  
(Seal) (Surety name)

BY: \_\_\_\_\_  
(Signature)

BY:   
(Signature)

Ying Min Li, Member  
(Print name and title)

Jeremy J. Crawford, Attorney-In-Fact  
(Print name and title)

Principal address and telephone:

Goldsilverisland Properties, LLC  
577 Salmar Ave., Suite 107  
Campbell, CA 95008  
(408) 896-3369

Surety address and telephone:

Old Republic Surety Company  
P.O. BOX 1635  
Milwaukee, WI 53201  
(262) 797-2640

**Affix Corporate Seals  
Attach Notary Acknowledgments for All Signatures  
Attach Power-of-Attorney if executed by Attorney-in-Fact**

Bond No. 5938084

Premium \$4,137.00

## DEFECTIVE MATERIALS AND WORKMANSHIP (WARRANTY) BOND

**WHEREAS**, the CITY OF MENLO PARK, a municipal corporation of the State of California ("City") and **Goldsilverisland Properties, LLC, a California Limited Liability Company**, as principal ("Principal") have entered into an agreement entitled **AGREEMENT FOR COMPLETION OF DEVELOPMENT IMPROVEMENTS,\***

incorporated herein by reference and referred to as the "Contract," which requires Principal to install and complete certain designated public improvements; and,

**WHEREAS**, under the terms of the Contract, Principal is required to furnish a bond to City to make good and protect the City against the results of any work or labor done or materials or equipment furnished which are defective or not in accordance with the terms of the Contract having been used or incorporated in any part of the work so contracted for, which shall have appeared or been discovered, within the period of one (1) year from and after the completion and final acceptance of the work done under the Contract.

**NOW, THEREFORE**, we the Principal and Old Republic Surety Company, a corporation duly authorized and admitted to transact business and issue surety bonds in the State of California ("Surety"), are held firmly bound unto the City in the sum of **Sixty Eight Thousand Nine Hundred Fifty Eight Dollars (\$68,958.00)**, for the payment of which sum well and truly to be made, we the Principal and Surety bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally.

The condition of this obligation is such that, if the Principal shall well and truly make good and protect the City against the results of any work or labor done or materials or equipment furnished which are defective or not in accordance with the terms of the Contract having been used or incorporated in any part of the work performed under the Contract, which shall have appeared or been discovered within said one-year period from and after completion of all work under the Contract and final

\*661-687 Partridge Avenue, Project Number: PLN2019-00057, Three Existing Parcels and Create Nine Condominium Units

Defective Materials Bond - CITY OF MENLO PARK  
(Rev. 01/2020)



acceptance by City of said work, then this obligation shall be null and void; otherwise, it shall be and remain in full force and effect.

The Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract or to the work to be performed thereunder or the specifications accompanying the same shall in any way affect its obligations on this bond, and it does hereby waive notice of any change, extension of time, alteration or addition.

**IN WITNESS WHEREOF**, this instrument has been duly executed by authorized representatives of the Principal and Surety. SIGNED AND SEALED on

December 11, 2020.

PRINCIPAL:

SURETY:

**Goldsilverisland Properties, LLC,  
a California Limited Liability Company**

Goldsilverisland Properties, LLC  
(Principal name)

Old Republic Surety Company  
(Seal) (Surety name)

BY: \_\_\_\_\_  
(Signature)

BY: \_\_\_\_\_  
(Signature)

Ying Min Li, Member  
(Print name and title)

Jeremy J. Crawford, Attorney-In-Fact  
(Print name and title)

Principal address and telephone:

Goldsilverisland Properties, LLC  
577 Salmar Ave., Suite 107  
Campbell, CA 95008  
(408) 896-3369

Surety address and telephone:

Old Republic Surety Company  
P.O. BOX 1635  
Milwaukee, WI 53201  
(262) 797-2640

**Affix Corporate Seals  
Attach Notary Acknowledgments for All Signatures  
Attach Power-of-Attorney if executed by Attorney-in-Fact**

Defective Materials Bond - CITY OF MENLO PARK  
(Rev. 01/2020)



# OLD REPUBLIC SURETY COMPANY

## POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That OLD REPUBLIC SURETY COMPANY, a Wisconsin stock insurance corporation, does make, constitute and appoint: MICHAEL D. WILLIAMS, WILLIAM J. NEMEC, JEREMY J. CRAWFORD of GOLDEN VALLEY, MN

its true and lawful Attorney(s)-in-Fact, with full power and authority for and on behalf of the company as surety, to execute and deliver and affix the seal of the company thereto (if a seal is required), bonds, undertakings, recognizances or other written obligations in the nature thereof, (other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds, self-insurance workers compensation bonds guaranteeing payment of benefits, asbestos abatement contract bonds, waste management bonds, hazardous waste remediation bonds or black lung bonds), as follows.

### ALL WRITTEN INSTRUMENTS

and to bind OLD REPUBLIC SURETY COMPANY thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This appointment is made under and by authority of the board of directors at a special meeting held on February 18, 1982.

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of the OLD REPUBLIC SURETY COMPANY on February 18, 1982.

RESOLVED that, the president, any vice-president or assistant vice president, in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the company to bonds, undertakings, recognizances, and suretyship obligations of all kinds; and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

RESOLVED FURTHER, that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company (i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary; or (ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent; or (iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the company to such person or persons.

RESOLVED FURTHER that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the company; and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, OLD REPUBLIC SURETY COMPANY has caused these presents to be signed by its proper officer, and its corporate seal to be affixed this 2nd day of April, 2020.

Karen J. Haffner  
Assistant Secretary



OLD REPUBLIC SURETY COMPANY

Alan Pavlic  
President

STATE OF WISCONSIN, COUNTY OF WAUKESHA - SS

On this 2nd day of April, 2020, personally came before me, Alan Pavlic and Karen J. Haffner, to me known to be the individuals and officers of the OLD REPUBLIC SURETY COMPANY who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally depose and say: that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.



Kathryn R. Pearson  
Notary Public

My Commission Expires: September 28, 2022  
(Expiration of notary's commission does not invalidate this instrument)

### CERTIFICATE

I, the undersigned, assistant secretary of the OLD REPUBLIC SURETY COMPANY, a Wisconsin corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.

40-5304



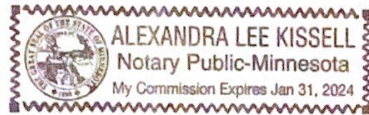
Signed and sealed at the City of Brookfield, WI this 11th day of December, 2020.

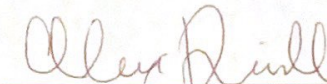
Karen J. Haffner  
Assistant Secretary

Acknowledgment of Surety

State of Minnesota  
County of Hennepin

On this 11th day of December, 2020 before me personally appeared **Jeremy J. Crawford** who acknowledged that he or she is the attorney in fact who is authorized to sign on behalf of **Old Republic Surety Company** (surety company), the foregoing instrument, and he thereupon duly acknowledged to me that he executed the same.



  
Notary Public



## STAFF REPORT

**City Council**

**Meeting Date:**

**1/26/2021**

**Staff Report Number:**

**21-015-CC**

**Consent Calendar:**

**Adopt Resolution No. 6609 initiating the Menlo Park landscape assessment district proceedings for fiscal year 2021-22**

### Recommendation

Staff recommends that the City Council initiate the Menlo Park landscape assessment district proceedings for fiscal year 2021-22 and adopt Resolution No. 6609 (Attachment A) describing the improvements and directing preparation of the engineer's report.

### Policy Issues

The recommendation does not represent any change to existing City policy. Pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2, Division 15 of the Streets and Highways Code of the State of California and Proposition 218, the City Council conducted proceedings for the formation of the City of Menlo Park landscape assessment district. The landscape assessment district requires an annual review of the levied assessment.

### Background

In 1982, the Menlo Park citizens approved Measure N, an advisory measure for the City forming an assessment district to care for the City's street tree infrastructure. The Menlo Park landscape assessment district was subsequently formed in 1983.

Before 1990, property owners were responsible for all sidewalk and parking strip repair damaged by City street trees. In some cases, the lump-sum cost of removing and replacing the damaged public infrastructure was a financial burden. Thus, in 1990, an additional assessment was established and combined with the landscape assessment district to fund the repair of sidewalks and parking strips damaged by City trees. Financing through an assessment, to be levied on an annual basis, was determined to be more cost-effective and less burdensome to property owners than a large lump-sum payment. Sidewalk and parking strip damage that is not caused by City street trees is the responsibility of property owners per Chapter 13.08 of the Municipal Code.

In fiscal year 1998-99, the City reauthorized the landscape assessment district through a mailed ballot, as required by Proposition 218. Each year, the City goes through a process to approve the levying of annual landscape assessment district fees. The attached resolution is the first step in the process to establish assessments for the coming fiscal year.

**Analysis**

Landscape assessment district scope of work

The scope of work for the landscape assessment district is not proposed to change from the fiscal year 2020-21 program and includes the following:

- Maintaining and servicing of City street trees, including the cost of repair, removal, or replacement of all or any part thereof
- Providing for the life, growth, health and beauty of City landscaping, including cultivation, trimming, spraying, fertilizing, or treating for disease or injury
- Removing trimmings, rubbish, debris and other solid waste, and providing water for the irrigation thereof
- Installing or constructing, including the maintenance and servicing thereof, curbs, gutters, sidewalks, and parking strips damaged by City street trees

Assessment engineer

The first step in the annual landscape assessment district proceedings is the preparation of the engineer’s report. Staff has selected SCI Consulting Group to complete the engineering work for the fiscal year 2021-22 report. The firm has extensive background and knowledge of the City’s landscape assessment district, a successful track record with the City preparing the engineer’s report since 1998, and experience with Proposition 218 requirements. The scope of services includes identification and verification of parcels within the district, allocation of the estimated cost of improvements and expenses to said parcels, determination of assessment amounts, preparation of assessment rolls, developing the engineer’s report, facilitating assessment proceedings and general project administration.

Table 1: Schedule for assessment	
Date	Tasks
January 26	City Council initiates the landscape assessment district proceedings and adopts a resolution describing the improvements and directing preparation of the engineer’s report
May 2021	Completion and filing of the engineer’s report
May 2021	City Council adopts 1) a resolution giving preliminary approval of the Engineer’s Report, and 2) a resolution of intention to order the levy and collection of the annual assessment and scheduling of the public hearing
June 2021	City Council holds a public hearing to consider adoption of a resolution overruling protests, ordering improvements, confirming the assessment diagram, and ordering the levy and collection of assessments
July 2021	Submittal of assessments to the County Assessor’s Office
October 2021	City review and confirmation of final levies to be collected by the County
January 2022	Verification of assessment receipts, levies and delinquencies

The City maintains a map of sidewalk repair locations and information about how to report a section in need of repair at the link in Attachment B.

It is anticipated that the assessment may need to be increased, as the cost of services for sidewalk repair have not been increased since 2015, which was the last time the City went out to bid for these services and awarded a multiyear contract. The contract will expire next fiscal year, and staff anticipates that the pandemic and COVID-19 response protocols that contractors must follow could change the costs for future year services.

### **Impact on City Resources**

The cost of the assessment engineering services and preparation of the engineer's report is \$11,650. There are sufficient funds in the landscape assessment district budget to fund this expense.

### **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. 6609
- B. Hyperlink – sidewalk repair program website: [menlopark.org/1616/Sidewalk-repair-program](https://menlopark.org/1616/Sidewalk-repair-program)

Report prepared by:  
Esther Jung, Assistant Civil Engineer

Report reviewed by:  
Chris Lamm, Assistant Public Works Director

**RESOLUTION NO. 6609****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
DESCRIBING IMPROVEMENTS AND DIRECTING PREPARATION OF THE  
ENGINEER'S REPORT FOR THE CITY OF MENLO PARK LANDSCAPE  
ASSESSMENT DISTRICT FOR FISCAL YEAR 2021-22**

WHEREAS, in 1982, the Menlo Park citizens voted for Measure N, an advisory measure for the City to form an assessment district to care for the City's street tree infrastructure and the Menlo Park Landscape Assessment District was subsequently formed in 1983; and,

WHEREAS, prior to 1990, property owners were responsible for all sidewalk and parking strip repair damaged by City street trees; and,

WHEREAS, in Fiscal Year 1990, an additional assessment was established and combined with the Landscape Assessment District to fund the repair of sidewalks and parking strips damaged by City trees; and,

WHEREAS, in Fiscal Year 1998-99, City reauthorized the Landscape Assessment District through a mailed ballot, as required by Proposition 218.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Menlo Park

1. This City Council did, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2, Division 15 of the Streets and Highways Code of the State of California, conduct proceedings for the formation of the City of Menlo Park Landscaping District and for the levy and collection of assessments for Fiscal Year 1983-84, and did, on May 10, 1983, pursuant to proceedings duly had, adopt its Resolution No. 3417-F, A Resolution Overruling Protests and Ordering the Formation of an Assessment District and the Improvements and Confirming the Diagram and Assessment.
2. The public interest, convenience, and necessity require, and it is the intention of said City Council to undertake proceedings for, the levy and collection of assessments upon the several lots or parcels of land in said District for the construction or installation of improvements, including the maintenance or servicing, or both, thereof for the Fiscal Year 2021-22.
3. The improvements to be constructed or installed include the maintenance and servicing of street trees, the cost of repair, removal, or replacement of all or any part thereof, providing for the life, growth, health and beauty of public landscaping, including cultivation, trimming, spraying, fertilizing, or treating for disease or injury, the removal of trimmings, rubbish, debris, and other solid waste, and water for the irrigation thereof, and the installation or construction, including the maintenance and servicing thereof, of curbs, gutters, sidewalks, and parking strips.
4. The costs and expenses of said improvements, including the maintenance or servicing, or both, thereof, are to be made chargeable upon said District, the exterior boundaries of which District are the composite and consolidated area as more particularly shown on a map (Exhibit A) thereof on file in the office of the Engineering Division of the City of Menlo Park to which reference is hereby made for further particulars. Said map indicates by a boundary line the extent of the territory included in said District and of any zone thereof and shall govern for all details as to the extent of the assessment district.
5. The Assessment Engineer is hereby directed to prepare and file with said City Clerk a report, in writing, referring to the assessment district by its distinctive designation, specifying the fiscal year to which the report applies, and, with respect to that year, presenting the following:

- a. Plans and specifications of the existing improvements and for proposed new improvements, if any, to be made within the assessment district or within any zone thereof;
  - b. An estimate of the costs of said proposed new improvements, if any, to be made, the costs of maintenance or servicing, or both, thereof, and of any existing improvements, together with the incidental expenses in connection therewith;
  - c. A diagram showing the exterior boundaries of the assessment district and of any zones within said district and the lines and dimensions of each lot or parcel of land within the district as such lot or parcel of land is shown on the County Assessor's map for the fiscal year to which the report applies, each of which lots or parcels of land shall be identified by a distinctive number or letter on said diagram; and
  - d. A proposed continued assessment of the total amount of the estimated costs and expenses of the proposed new improvements, including the maintenance or servicing, or both, thereof, and of any existing improvements upon the several lots or parcels of land in said district in proportion to the estimated benefits to be received by such lots or parcels of land respectively from said improvements, including the maintenance or servicing, or both, thereof, and of the expenses incidental thereto.
6. The Office of the Public Works Director of said City is hereby, designated as the office to answer inquiries regarding any protest proceedings to be had herein, and may be contacted during regular office hours by calling 650-330-6740.

Special COVID-19 State of Emergency Exception: In lieu of an original signature, a written protest may be submitted using a digital signature and emailed to the Public Works Director [nnagaya@cityofmenlopark.org](mailto:nnagaya@cityofmenlopark.org). Any protests submitted under this exception must still meet the requirements set forth except an original signature may be substituted with a digital signature. This Special COVID-19 State of Emergency Exemption expires fifteen days after the Governor lifts the COVID-19-related state of emergency.

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 of said City Council on the twenty-sixth day of January, 2021, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

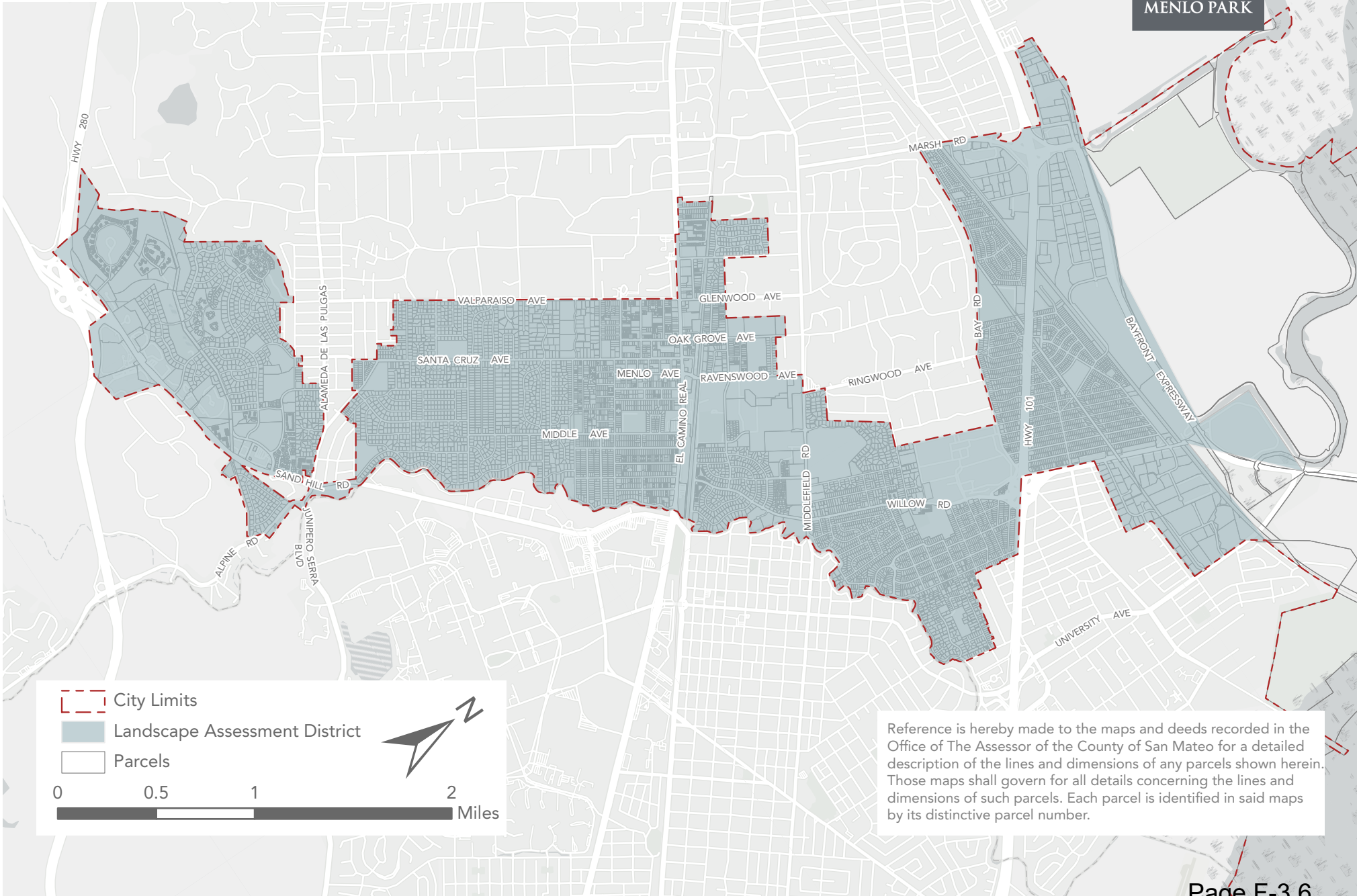
IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twenty-sixth day of January, 2021.

---

Judi A. Herren, City Clerk



# Landscape Assessment District



Legend:

- City Limits
- Landscape Assessment District
- Parcels

Scale: 0 0.5 1 2 Miles

Reference is hereby made to the maps and deeds recorded in the Office of The Assessor of the County of San Mateo for a detailed description of the lines and dimensions of any parcels shown herein. Those maps shall govern for all details concerning the lines and dimensions of such parcels. Each parcel is identified in said maps by its distinctive parcel number.



## STAFF REPORT

### City Council

Meeting Date:

1/26/2021

Staff Report Number:

21-017-CC

### Regular Business:

**Identify a preferred conceptual design for the Sharon Road sidewalk project and adopt Resolution No. 6610 restricting parking hours along Sharon Road and establishing a 15 miles per hour zone at La Entrada Middle School**

## Recommendation

Staff recommends that the City Council approve the following for the Sharon Road sidewalk project:

- An asphalt strip design, with restricted day time parking, at the north side of Sharon Road from Alameda de las Pulgas to Altschul Avenue (Option A.)
- Adopt Resolution No. 6610 (Attachment A) to establish a “no stopping” on-street parking zone per Table 3 and a 15 miles per hour speed (mph) zone at La Entrada Middle School per California Vehicle Code Section 23358.4.

The Complete Streets Commission’s recommendations for a concrete sidewalk (Option B) and a concrete sidewalk with a parking lane (Option C) are described later in this report.

## Policy Issues

The project is consistent with the 2016 general plan circulation element and is included in the fiscal year 2020-21 capital improvement program. Circulation element policy CIRC-1.9 supports Safe Routes to School programs which enhance the safety of school children who walk and bike to school.

## Background

### Existing street profile

The project spans Sharon Road from Alameda de las Pulgas to the intersection of La Entrada Middle School at Altschul Avenue. Sharon Road is identified in the circulation element of the general plan as a bicycle boulevard, defined as a low volume residential street servicing local vehicles, bicyclists and pedestrians. This corridor is also used by students of La Entrada Middle School and included in its Safe Routes to School (Attachment B) map.

The existing right-of-way is 60 feet wide and includes a two-way road, varying between 21 to 30 feet in width, with residential frontages beyond the edge of pavement. Sharon Road serves approximately 3,500 vehicles daily and has a posted speed of 25 mph. Frontage features consist of planting, heritage trees, gravel, retaining walls, limited sidewalks and asphalt strips. Parallel parking is available on both sides of Sharon Road, however, neither side has a continuous walkway. The site is prone to ponding due to existing low points and inadequate gutters. As a result, pedestrians are reported to walk into the roadway to bypass local ponding. The current walkable area is also obstructed by unrestricted parking. Police records reveal

one collision with minor injuries in the project limit since 2008. The incident occurred at night and involved a driver and stationary object.

In June 2018, a petition was submitted to staff with signatures of residents of the 2100 block of Sharon Road to gauge support for a walkway within the project limits. Signed petitions indicating support for the initiative were received from 75 percent of properties along the corridor.

#### Design options and public outreach

On January 15, 2020, staff held a meeting to solicit community input on two design options (Attachment C) at the multipurpose room at LaEntrada Middle School. Eighteen attendees were present at the meeting including residents of Sharon Road, representatives from Parents for Safe Routes, and other neighboring stakeholders. Both design options feature intersection improvements at Altschul Avenue and Alameda de las Pulgas, drainage mitigation to reduce ponding during rain events, and minimal impacts to heritage trees and large landscaping features, similar to the criteria used in the design of phases 1 and 2 of Santa Cruz Avenue sidewalks. The advantages and disadvantages of each option are assessed further in the Analysis section below.

Option A includes an asphalt strip with a two-foot wide valley gutter that retains on-street parking outside of school arrival and dismissal hours. Option B includes a concrete sidewalk with a six-inch raised curb that eliminates parking due to space constraints. Both options meet City standards and American with Disability Act (ADA) design requirements and have been commonly constructed in Menlo Park neighborhoods. Staff received 19 online comments after the meeting of which 12 favored the asphalt path, five favored the concrete sidewalk, and two supported either option. Stakeholders supporting the asphalt pathway, including residents of Sharon Road, were attracted to its fewer frontage impacts and potential to retain parking. Proponents of the raised concrete sidewalk preferred the elevated curb as a physical barrier and safety feature. Multiple commenters encouraged lowering the site's speed limit and requested the selected design account for drainage improvements. These and other design considerations are detailed in Table 1 in the Analysis section.

#### Complete Streets Commission (CSC) meeting

On September 9, 2020, staff presented to the CSC and recommended Option A with a reduced 15 mph zone along La Entrada Middle School. Stakeholders and residents supporting both Options A and B were present during the meeting and 12 public commenters spoke on the project. Staff noted that while both designs provide access to La Entrada Middle School, Option A retains on-street parking outside designated school hours, reflects the aesthetic of this block of Sharon Road, and carries fewer frontage and cost impacts. The CSC voted in favor of Option B (7-1-1) citing the benefit of a raised curb to separate pedestrians from bicycles and vehicles. The CSC also requested maintenance costs of each option for the City Council's consideration. Lastly, the CSC requested evaluation of a third design option that incorporates a parking lane and concrete sidewalk (Option C.) Staff's response is noted in the Analysis section.

### **Analysis**

Table 1 details the basis of design for Options A, B and C. These criteria include site constraints, intersection improvements, drainage, parking, bicycle and pedestrian safety, speed reduction and cost.

Table 1: Basis of design	
Site constraints and alignment	The north side of Sharon Road (even house numbers) has less obstructions, and is wider, than the south side (odd house numbers.) Therefore, constructing the pedestrian facility along the north side is preferable. The south side includes steeper grades, more heritage trees, and utility poles along the proposed path of travel. The southern span of Sharon Road would also require installation of an additional pedestrian crossing at Sharon Court (which is narrow and heavily planted.)
Intersection improvements	All design options propose ADA-compliant sidewalks, driveways, and curb ramps at the intersection of Sharon Road and Altschul Avenue. These improvements are critical for access to La Entrada Middle School. The project will also consider similar improvements at the intersection of Alameda de las Pulgas which is in San Mateo County’s jurisdiction. The County is currently developing a corridor plan for this intersection and the City will continue coordination efforts for future designs in this area as part of that project’s Task Force.
Drainage	All design options include a concrete valley gutter spanning the south side of Sharon Road to mitigate ponding issues (Attachment C.) On the north side of Sharon Road, the asphalt path includes a 24” concrete valley gutter which conveys stormwater and acts as a separator between pedestrian and roadway traffic. The concrete sidewalk option would include a raised curb and gutter that provides similar drainage benefits.
On-Street parking restrictions	Option A’s asphalt path would also serve as a parking strip along the north side of Sharon Road where right of way width allows. Parking along the strip would be prohibited during school drop off, pick up and recess times per <a href="#">Table 3</a> . Option B eliminates north-side parking entirely due to lack of space while Option C retains parking but is not recommended based on frontage and cost impacts (see <a href="#">Table 2</a> .)
Bicyclist safety	Sharon Road is categorized as a bicycle boulevard, a low volume, residential street with shared bicycle and vehicle access. Therefore, a Class III bicycle route with shared lane markings (sharrows) is proposed with respect to this roadway classification. Class II bike lanes are impractical given insufficient street width.
Pedestrian safety	Option A’s asphalt path includes a 24” concrete valley gutter along the edge of pavement to separate pedestrian and roadway traffic. This design option would also feature signing and striping to further distinguish paths of travel and establish no stopping and 15 mph zones. Option B’s concrete sidewalk includes a 6” vertical curb to isolate foot traffic from bicycles and vehicles.
Speed reduction	The project includes the proposal to install a 15 mph zone within 500 feet from La Entrada Middle School per the adopted 2019 Citywide Engineering and Traffic Study (Study) approved by the City Council October 15, 2020. The Study establishes City speed limits based on the California Vehicle Code (CVC) which allows local jurisdictions, by resolution, to reduce speed limits to 15 mph at 500 feet from school grounds when children are present. Signage for the speed reduction will be installed at all intersections and ingress egress points overlapping the 15 mph zone. Refer to Attachment D for a site plan.
Project cost	Preliminary estimates are included in <a href="#">Table 2</a> and assume design, construction and administrative fees.

CSC feedback and recommendations

The CSC requested a third design option that includes a concrete sidewalk with on-street parking (Option C.) This design would require widening the north side of Sharon Road by an additional 8-feet.

Consequently, Option C results in higher frontage and cost impacts compared to Options A and B and

removal of 5 additional heritage and 13 additional street trees. Therefore, staff does not recommend Option C. Refer to Table 2 for additional details.

Table 2: Comparison of key frontage impacts and costs			
Impact	Option A: Asphalt strip	Option B: Concrete sidewalk with no on-street parking	Option C: Concrete sidewalk with on-street parking
Heritage tree removals	0	0	5
Street tree removals	1	1	14 (excluding heritage trees)
Planting replacement (SF <sup>1</sup> )	800	1,000	2,400
Wall and gate replacement (LF <sup>2</sup> )	50	50	400
Utility pole relocations	0	0	1
Total project area (SF)	8,000	10,000	14,000
Proposed width	4' to 8'	4' to 5'	13' (8' lane with 5' path)
Preliminary estimate <sup>3</sup>	\$610,000	\$700,000	\$1,200,000
Available budget	\$850,000	\$850,000	\$850,000
Appropriation required	-	-	\$350,000
1. SF represents quantities measured by square foot			
2. LF represents quantities measured by linear foot			
3. Preliminary estimates include design, construction contingencies and construction administration			

Staff also prepared an estimate of maintenance costs of asphalt and concrete with input from paving specialists. In summary, asphalt strips are designed for a 15-year life span but are cheaper to construct. By contrast, concrete sidewalks are typically designed for a 40-year life span but have higher installation costs. While the City will fund construction costs for the project, subsequent maintenance of either the asphalt strip or concrete sidewalk is the responsibility of the adjacent property owner per municipal code section 13.08 unless damage is caused by a City street tree. The average annual maintenance cost of asphalt and concrete, are approximately \$0.40 and \$0.30, per square foot, respectively. This estimate is based on the cost of installing each material divided by its expected life span.

**Recommendations**

Staff recommends Option A for the project. The asphalt strip follows City standards for low-volume residential streets such as Sharon Road and provides access to La Entrada Middle School. The walking path includes striping and a 24-inch valley gutter that drains the site and separates the path from the street. Option A is also widest option which allows maneuverability for students traveling in groups. These safety elements are enhanced with signage designating the 15 mph school zone speed limit and restricted parking times (Table 3.) Furthermore, Option A carries the lowest construction cost, impact to frontages, and reflects the aesthetic of 2100 block Sharon Road.

Staff also recommends adopting Resolution No. 6610 (Attachment A) to establish a no stopping zone along

the north side of Sharon Road during select school hours (Table 3.) Table 3 reflects the 2019 to 2020 bell times for La Entrada Middle School, however, staff may adjust this as required to reflect bell schedule changes in future school years. The morning parking restrictions would be between 8:05 a.m. to 8:35 a.m. to accommodate the 8:30 a.m. start time for all students. The afternoon parking restrictions would be between 2:40 p.m. to 3:40 p.m. to accommodate the 3 p.m. end time for fourth and fifth graders, and the 3:15 p.m. end time for sixth to eighth graders.

Table 3: “No Stopping” schedule at Sharon Road			
	Total duration	From	To
Morning	30 min	25 min before bell	5 min after bell
Afternoon	60 min	20 min before first bell	5 min after second bell

Resolution No. 6610 also establishes a 15 mph school zone within 500 feet from La Entrada Middle School pursuant to CVC 22358.4. These zones are proposed at street segments along Altschul Avenue, Avy Avenue, Deanna Drive, Eastridge Avenue, Monte Rosa Drive, Sharon Road, Warner Range Avenue, and Zachary Court and shown schematically per Attachment D. Speed reduction zones would also be accompanied by signs installed at every intersection and ingress, egress points.

Next steps

Staff will proceed with the design of Option A subject to the City Council’s approval. The project is tentatively scheduled for construction bidding in the spring 2021 with the aim to finish construction before the 2021-22 school year. Option B would carry a similar bidding and construction schedule should the City Council select it as the design alternative, however, this schedule may shift if additional outreach efforts with residents of Sharon Road during design and construction are deemed necessary. Staff does not recommend Option C as it would require extensive coordination and permitting based on impact to heritage trees, utility poles and existing frontage features. Consequently, the earliest bidding and construction schedule for Option C is estimated for autumn or winter 2021 respectively. Note that this schedule may be further delayed to spring and summer of 2022 based on inclement weather and impact to school schedules.

**Impact on City Resources**

This project is included in the capital improvement program with a total budget of \$935,000. To date, there is approximately \$850,000 in available funds when factoring completed tasks for conceptual design, public outreach, land surveying and renderings. Preliminary estimates for the asphalt strip, including design, construction contingencies and construction administration, total \$610,000. Consequently, the project is expected to fall within its available budget. No additional funds or staff resources are requested at this time for either Option A or B.

**Environmental Review**

The project is categorically exempt under Section 15301 – Class 1 and Section 15304 – Class 4 of the current California Environmental Quality Act Guidelines. Both sections allow for minor alterations of existing facilities, including existing highways and streets, sidewalks, gutters, bicycle and pedestrian access, and similar facilities, as long as there is negligible or no expansion of use.

## **Public Notice**

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Additional public outreach was achieved by sending postcards to residents and property owners within 500 feet of the project. Staff also advertised the meeting on La Entrada Middle School's PTA Newsletter and Parents for Safe Routes website before the meeting.

## **Attachments**

- A. Resolution No. 6610
- B. Hyperlink – Safe Routes to School Map: [menlopark.org/DocumentCenter/View/20901/La-Entrada-School-Walk-and-Roll-Map](https://menlopark.org/DocumentCenter/View/20901/La-Entrada-School-Walk-and-Roll-Map)
- C. Conceptual plans (Options A, B and C)
- D. Speed reduction map

Report prepared by:  
Michael Fu, Senior Civil Engineer

Report reviewed by:  
Chris Lamm, Assistant Public Works Director

**RESOLUTION NO. 6610**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
AUTHORIZING THE INSTALLATION OF NO STOPPING ZONES ON SHARON  
ROAD AND THE ESTABLISHMENT OF A FIFTEEN MILE PER HOUR ZONE AT  
LA ENTRADA MIDDLE SCHOOL PURSUANT TO CALIFORNIA VEHICLE  
CODE SECTION 22358.4**

WHEREAS, the Sharon Road Sidewalk project (Project) includes installing a path of travel along the north side of Sharon Road from Alameda de las Pulgas to Altschul Avenue to establish a safe route to La Entrada Middle School;

WHEREAS, staff recommends an at-grade asphalt strip for the Project based on Sharon Road's profile as a low-volume residential street and in response to public comments regarding pedestrian connectivity, bicycle safety, drainage, parking retention, impacts to trees and existing site features, and project cost;

WHEREAS, parking along the Project will be subject to no stopping zones for student safety and such no stopping zones are proposed during student drop-off and pick-up times in the morning and afternoon on weekdays;

WHEREAS, on October 13, 2020, the City Council adopted Resolution 6593 establishing speed limits per the 2019 Citywide Engineering and Traffic Study and the California Vehicle Code (CVC) and CVC Section 22358.4 allows local jurisdictions, by either resolution or ordinance, to reduce speed limits to 15 miles per hour within 500 feet from school buildings or grounds when children are present;

WHEREAS, the 15 mile per zone is proposed within 500 feet from La Entrada Middle School and spans street segments encompassing Altschul Ave, Avy Avenue, Deanna Drive, Eastridge Avenue, Monte Rosa Drive, Sharon Road, Warner Range Avenue, and Zachary Court as generally shown in Exhibit A and attached hereto;

NOW, THEREFORE, BE IT RESOLVED, the City Council of Menlo Park does hereby authorize the installation of no stopping zones on Sharon Road during school drop-off and pick-up times as noted above and the establishment of a 15 mile per hour zone at La Entrada Middle School pursuant to CVC Section 22358.4.

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 of said City Council on the twenty-sixth day of January, 2021, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

//

//



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twenty-sixth day of January, 2021.

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Judi A. Herren, City Clerk

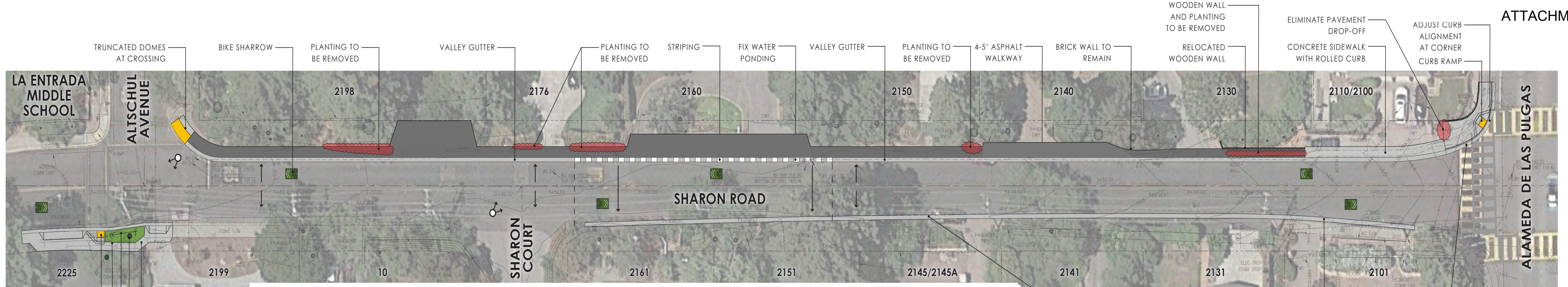
# EXHIBIT A: SPEED REDUCTION MAP



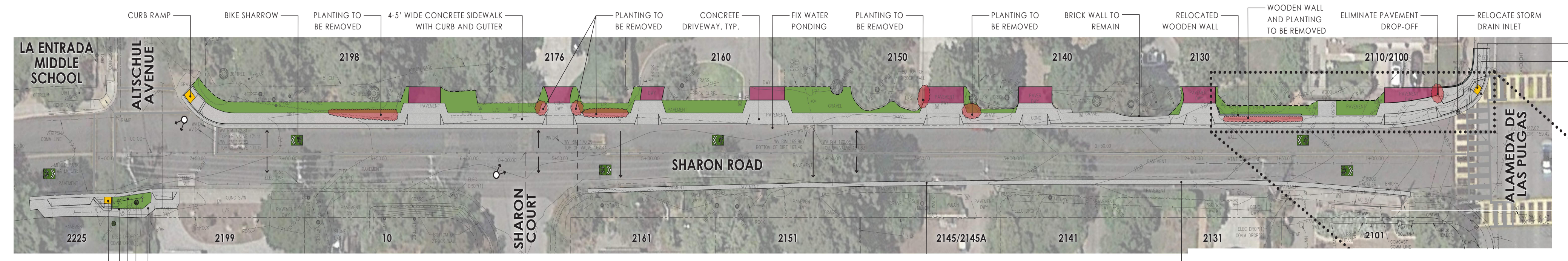
## LEGEND

- 15mph zone at school frontage\*
- 500ft extension of 15mph zone\*

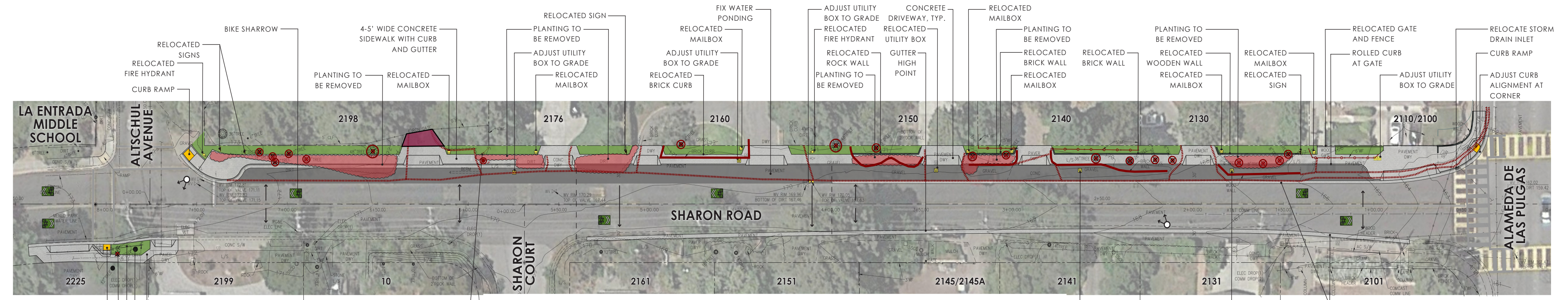
\*15mph zones are shown approximately and for reference only. All information is based on California Vehicle Code 22358.4



OPTION A: ASPHALT STRIP



OPTION B: CONCRETE SIDEWALK



OPTION C: CONCRETE SIDEWALK WITH PARKING LANE

DEMOLITION LEGEND

- PLANTING TO BE REMOVED
- TREE OR POLE TO BE REMOVED
- RETAINING WALL TO BE REMOVED
- RETAINING WALL TO BE REMOVED
- EDGE OF PAVEMENT TO BE REMOVED


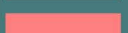
PROPOSED LEGEND

- ADDITIONAL PAVING OR LANDSCAPING TO CONFORM
- DRIVEWAY EXTENSION TO CONFORM
- ASPHALT PAVING LIMITS
- CONCRETE SIDEWALK, GUTTER, AND DRIVEWAY LIMITS

ATTACHMENT C: CONCEPTUAL SITE PLANS



**LEGEND**

-  15mph zone at school frontage\*
-  500ft extension of 15mph zone\*

\*15mph zones are shown approximately and for reference only. All information is based on California Vehicle Code 22358.4

## Agenda item G1 Karen Reis, Resident

Dear Menlo Park City Council Members-

It seems some members of the La Entrada School PTA leadership may have been the victims of some well-intentioned, but misguided, and perhaps misleading, misinformation. As we have witnessed on a national level these past weeks, it is better to study the facts when working toward a mutually beneficial goal.

In this case, in a letter from the school PTA, the expressed goal was to have a "continuous accessible walking path." As you are aware, many residents in our community use wheelchairs and strollers. Based on those with whom I spoke who used wheelchairs (and from personal experience with strollers) an ASPHALT path was much easier to use; this also would meet the goal identified by the La Entrada School PTA Officer .

As we all know, concrete is much more likely to present dangerous tripping hazards (as shown in the image below) because concrete is poured in rigid slabs. Ground settling after (drainage) pipes are installed can often create uneven blocks that must be repaired or replaced. Tree roots grow in predictable ways, and need a compatible walking surface. Tree City USA Menlo Park was honored with the Arbor Day Foundation's Growth Award, and we know trees are symbols of Menlo Park for their many attributes, including the removal of emissions/environmental contaminants, absorption of excess groundwater, buffering of sound/noise, and calming beauty.

Asphalt walking surfaces are more compatible with trees. Because asphalt consists of aggregate matter bound together with asphalt and compacted, it is flexible, and has no seams (unlike concrete) to become uneven. In the worst case, tree root "bumps" are far less hazardous than "lips" from uneven concrete slabs.

Wilson-street-lifted.jpg

Asphalt is much easier to fix if cracks occur! Existing sidewalks have often been patched with asphalt, after the raised concrete areas have been removed.

Wilson-Street-before-and-after.jpg

The PTA Officer who wrote the letter to the council may not be aware that a public meeting was held at La Entrada on January 15, 2020 to request community input on the two design options presented by the professional staff research study. Staff explained the pros and cons of each option, and posted the ideas to the PTA's Newsletter with an online comment box. The results were that 15% preferred concrete, 10% had no preference, and 64% PREFERRED ASPHALT.

narrow\_residential\_streets\_daisa.png

The professional engineering study from the Menlo Park Staff specifically mentions LOW VOLUME TRAFFIC. I have taught middle school students for more than 30 years, and during my career my adjunct duties have included emergency training and traffic supervision before and after school hours, on and off campus. I understand the emotions behind the perceived need for heightened student safety. Incidentally, I have ridden my bike 3X a week to and from my classroom for decades and Sharon Road has never presented a problem.

On a national scale, asphalt pathways (or brick/paver surfaces) are overwhelmingly the current preferred material in cities across the United States who are serious about creating livable, sustainable, and attractive urban landscapes for current and future generations.

Hopefully, this information will provide encouragement to you and the council to adopt the ASPHALT PATHWAY resolution in order to make the best decision for the well-being of Menlo Park as we move forward.

Respectfully submitted - Karen Reis

# Agenda item G1

## Ron Snow, Resident

Menlo Park City Council,

My suggestions below are concepts that could greatly improve safety on Sharon Rd while still keeping in the bounds of the options presented in this agenda item. My observations are based on my efforts for improved traffic safety in the community and along the Santa Cruz/Alameda corridor. The thinking was influenced by various traffic calming advocacy groups, safe routes, complete streets, vision zero, safety guidelines and recommendations from a wide spectrum of government traffic and transportation agencies.

I support the lower speed limits proposed in Resolution No. 6610; however, I hope the council will include a modification to the resolution to accept additional safety considerations that have been recently received by City Council (including these discussed below). These suggestions advance safety on all proposed options by incorporating key traffic calming and safety practices to yield safety achievements for all users of this section of road: Students, cyclists, motorists, and residents. The suggestions are in concert with the recommended lower speeds.

The tendency of using really wide traffic lanes needs to be reconsidered. For example, the new Santa Cruz lanes between Avy Ave (@cemetery) and Lemon, including the whole length of Hillview School uses 9' wide travel lanes. The rest of Santa Cruz Ave uses about 9'3" lanes, and Oak Grove downtown has even narrower lanes. So while I can't see the exact width of the proposed travel lanes by using the project report's Options graphics because the lack lane definition lines, it appears they are near 11' - 12+' wide (more and less). Re-thinking that extra wide allocation to be the same 9' widths as other heavily used MP streets, allows for calmer traffic, as narrower lanes are proven to slow traffic speed and increase motorist awareness.

Narrower traffic lanes also free up valuable pavement for other uses - in this case it could be a bike lane one direction or it could reduce the impact on residences as they would not need to lose much of their frontage, or it could provide wider sidewalks — or, with a bit of thinking outside of the box, all of the above.

Link to animated graphic of Sharon-Rd-Modified-Option---9ft-lanes-w-bike lane:

<https://univpark.org/sites/default/files/custom/Sharon-Rd-Modified-Option---9ft-lanes-w-bike.gif>

Please notice in the above animated GIF that the pavement area has not changed - its the same area as proposed (A and B), just reallocated by painting the travel lanes to 9' widths and using the remainder width for a dedicated westbound 4' to 5' bike lane. A bit of engineering needs to be applied (obviously), yet with engineering incentive this could be accomplished and refined to yield a slower, calmer, and yield a safer route for everyone.

Notice that the NE corner of Altschul/Sharon in the proposals seem inappropriate and unnecessarily unsafe: It has an extra long crosswalk, the design doesn't take into consideration that Altschul is one way, and the arc of the corner curve is extremely wide. Making this a sharper corner and shortening the crosswalk by 20+' should be considered as it has major safety benefits for the high volume of school kids that use this corner.

Link to animated graphic of NE Corner of Sharon/Altschul:

<https://univpark.org/sites/default/files/custom/Ashtul-Sharon-Corner.gif>

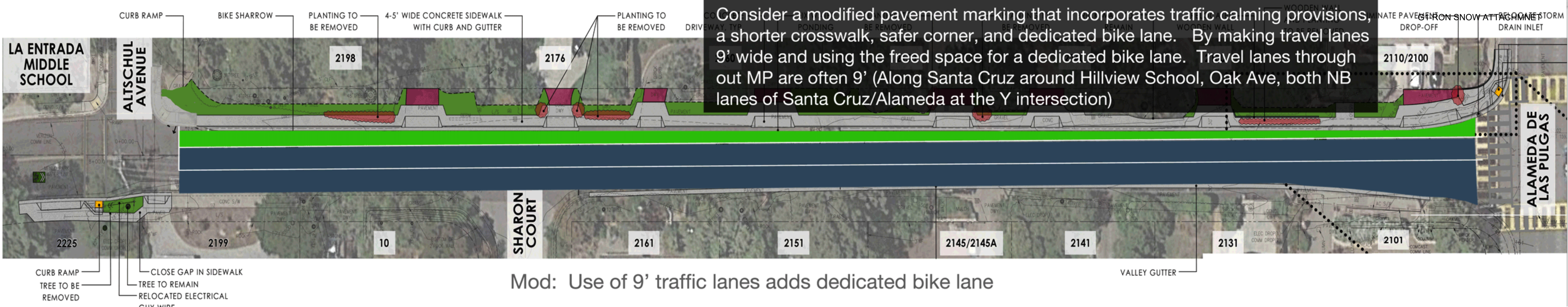
I am hoping that these suggestions are helpful and can be considered, especially in that they aren't making major changes to options A or B. I think the concepts here could be applied to Option C.

Cheers,

Ron

Menlo Park, CA 94025-6325 USA

Direct: [REDACTED] Re: staff report: [https://menlopark.org/DocumentCenter/View/27212/G1-20210126-CC-Sharon-Rd-sidewalk-project?fbclid=IwAR084TcBEvo6s-xRbuu5DnfN-dPNUb6Qu55dDOM5o7tE8nic\\_DBd1o8ZQ8](https://menlopark.org/DocumentCenter/View/27212/G1-20210126-CC-Sharon-Rd-sidewalk-project?fbclid=IwAR084TcBEvo6s-xRbuu5DnfN-dPNUb6Qu55dDOM5o7tE8nic_DBd1o8ZQ8)



Consider a modified pavement marking that incorporates traffic calming provisions, a shorter crosswalk, safer corner, and dedicated bike lane. By making travel lanes 9' wide and using the freed space for a dedicated bike lane. Travel lanes through out MP are often 9' (Along Santa Cruz around Hillview School, Oak Ave, both NB lanes of Santa Cruz/Alameda at the Y intersection)

Mod: Use of 9' traffic lanes adds dedicated bike lane

Agenda item G1

Richard Wilkolaski, Resident

My wife and I bought our home at 2150 Sharon Road almost 50 years ago and raised our two daughters there. All of us walked, jogged, biked and drove on the 2100 block of Sharon Road with no accidents, close calls or injuries. We literally saw thousands of kids traveling to and from La Entrada Middle School over the years and didn't see any incidents with passing traffic. This block of Sharon Road is short and narrow dictating slower traffic, especially during school commute hours. A reduction to 15 MPH speed limit should further assist street safety for children/everybody.

The main issue with kids walking/biking in the street is because of water puddling after rain storms. The Staff Report addresses this by the installation of a 24-inch concrete valley gutter and asphalt pathway. We believe the Staff Report recommendations are the best, safest and least costly option for our block of Sharon Road. The asphalt pathway is the widest alternative and will be street level which allows both walkers and bikers to use instead of forcing bikers into the street to avoid the walkers. Option B, raised concrete sidewalk, will force bikers into the street and we don't think that option is a good alternative. Option C has the same problems as Option B plus removal of 19 big trees, 5 of which are heritage trees. The trees are very important to us, our neighbors and the broader community. Additionally Option C is substantially more expensive with no better/maybe worse result. The city saving money especially during these difficult times seems like a good thing.

Thank you in advance for your diligent and thoughtful discussions and deliberations.



Agenda item G1  
Don Zulaica, Resident  
Jacquie Steiner, Resident  
Sharon Road residents, Resident

To Whom It May Concern,

Am submitting the following on my own, and Jacquie Steiner's, behalf; it reflects our thoughts and is not intended to speak for the collective residents on Sharon Road.

After the September 9 Complete Streets Zoom meeting, I emailed Kevin Chen and said I thought the entire process felt predestined to push the more invasive sidewalk plan along Sharon Road. That after years of meetings with neighbors (dating back to former mayor Ray Mueller), after that hour-and-a-half Zoom and a paraphrased attitude of, "Okay how wide can we make the street how much land can we take \*oh let's just vote on sidewalks now\*," that it actually felt like bullying.

Kevin's perfunctory "I'm sorry you feel that way" reminded me of corporate jobs I escaped in the 1990s.

I am a Santa Clara University graduate, 1991. Menlo-Atherton, 1987. La Entrada, 1983. Have traversed Sharon Road and surrounding streets on foot and Mongoose bike more times than all but a very few natives that are left here. For those who don't know, decades ago the Las Lomitas school bus used to stop directly in front of our house, since there is a sidewalk. (My late mother happily offered.)

Like my good, longstanding neighbors, and even though I am aware of the longstanding outstanding safety record of this portion of Sharon Road, I share everyone's desire to build a safer pathway for pedestrians and cyclists along this route. Particularly during the school year.

My problem with this process is the fact that the residents, including myself, have spent copious time and felt that we had already reached a compromise that satisfied all parties. Namely, the option of asphalt paths, with concrete divots, a slower speed limit, and repaired drainage infrastructure. No heritage trees removed. Few or no property encroachments. No upsetting the neighborhood feel. Furthermore, significantly, less expensive, so leftover funds could be used for other pressing city issues. Simple. Safe. Done.

Of course, the Zoom call was anything but simple.

Generally speaking, the Complete Streets commissioners seemingly did no homework on the street at all. Questions were asked which were already clearly answered in the City Engineer report. Also, if you're going to appropriate \$1M in capital to alter a neighborhood block for the next century (give or take), you'd think a routine visit to said block would be in order— it sounded like no one bothered. One commissioner complained about difficulty cycling up a hill on Sharon Road. Only, it wasn't this block. It wasn't even in the city of Menlo Park, it was in the county.

The first comment during the open mic portion of the program, a woman basically said we have to ban single drivers in gas-powered cars. Frankly it felt planted, and I fail to see what that has to do with child safety, let alone the street's issues at hand.

After various homeowners, including myself, made comments, the CSC went into a discussion (available on the Menlo Park web site) which could basically be summed up as (again, paraphrasing), "Boy I hate all those old, decrepit homeowners. Who cares if they've been there for decades? How do we streamline this process to take away their voices?" Commissioner Katie Behroozi seemed offended that she even had to listen to us at all.

Am no lawyer, but it kind of sounded like age-discrimination. Perhaps other kinds of discrimination, too. Actionable? Will leave that to those better equipped to say.

Agenda item G1  
Don Zulaica, Resident  
Jacquie Steiner, Resident  
Sharon Road residents, Resident  
(continued)

More recently I learned of a third alternative from CSC, a “sidewalk-plus” option that will remove nine heritage trees, several more non-heritage, and encroach several properties. Really? Perhaps I understated “bullying” when I emailed Kevin Chen before.

Is this a negotiation? Falling out of bed and razing nine heritage trees doesn’t sound like the start of a negotiation. Doesn’t sound environmentally friendly, either.

There are other questions to be noted about the process, such as a consistent lack of transparency with residents, conflicts of interest between the City Council and CSC (if Jen Wolosin has been actively supporting CSC, maybe she should recuse herself?), the lack of arborist or environmental-impact reports, and eminent domain issues that CSC seems all too eager to exploit– as in, if you encroach my property, what do I get in return? Lowered property taxes? What would you expect if I took some of your square footage?

Which brings me to an aside I think is applicable to the CSC’s apparent disdain of residents: a cursory perusing of the “Green New Deal” illuminates a movement not really about the environment, but capital. Or more specifically, control of capital and its redistribution. It is exactly this type of pernicious thinking that allows people the hubris to think they have the right to tell everyone else how to live. Am ashamed that it has infected the town I grew up in and love. Have been saying for years, Menlo Park and the bay area in general was more diverse when I was a kid. Oh, we’ve got “diversity” now, but everyone is the same.

For these and many other reasons, in a few months I will be an ex-Californian.

So even though this City Council decision will not affect me directly, I am concerned about a non-engineering-savvy activist group’s desire to make sweeping neighborhood changes as a matter of setting a precedent for what they want to do elsewhere. Especially after longtime residents, who did the homework when CSC didn’t, already thought they had reached a compromise in good faith.

I would implore the City Council to respect the work everyone did to reach that compromise. Anything else sends a profoundly negative signal to not only all Menlo Park residents, but other communities as well. Our street isn’t the end of CSC’s agenda, and we see it.

Be fair. Voters with long memories are paying attention.

Thank you for the space and consideration,  
DZ & JS

Don Zulaica  
Jacquie Steiner  
Sharon Road residents  
(Don’s family home since 1979)

Agenda item G1  
John Reis, Resident

Dear Councilmembers

I am writing to you on the subject of Menlo Park Resolution No. 6610 in support of the Menlo Park City staff engineer's proposal of an "at-grade" asphalt pathway based on Sharon Road's profile as a low-volume residential street. I believe that given the various considerations relative to pedestrian connectivity, bicycle safety, drainage, parking retention, impacts to trees and existing site features, the asphalt pathway recommended by the city engineering staff is by far the best option for all.

By way of background, my wife and I have lived on Sharon Road for nearly four decades and -- God willing -- we would like to remain on Sharon Road for another few decades! My parents (who both lived in to their 90's) formerly lived around the corner from us so I certainly appreciated the value of comfortably and safely "aging in place" in our community. In the final chapter of both my parent's lives (during which time I was a caregiver) they were wheelchair-bound, so I am certainly sensitive to the challenges of navigating a community with a disability. Fortunately, in front of their home (just off Sharon Road) the city planners wisely installed an asphalt walkway and NOT a concrete sidewalk.

The asphalt pathway proposed for Sharon Road would seem to offer such a superior solution for the disabled members of the community whose voices seemed to be rarely heard. If you have ever tried navigating many of the local raised sidewalks -- which have so many slopes because of provision for driveways -- you know that anyone in a wheelchair or mobility scooter has a much greater safety risk than a pedestrian. While we are certainly supportive of the safety of students biking or walking to school, we also think it's very important to consider those with disabilities and those desiring to live at home independently and safely. We believe that an at-grade asphalt pathway recommended by the city's engineering professionals offers our community the safety needed.

Sincerely,

-John Reis



# SHARON ROAD PROJECT PRESENTATION

City Council Meeting January 26, 2021



# AGENDA

- Introduction / Actions Requested
- Existing Conditions
- Public Outreach
- Design Options
- Conclusion and Action





# SHARON ROAD PROJECT INTRODUCTION



- The Project is in the capital improvement program (CIP) and Safe Routes to School map (SRTS).
- Project proposes a walking path from Alameda de las Pulgas to Altschul Avenue in addition to drainage and traffic improvements.
- Presentation will provide a narrative of design and outreach efforts to date.



Approximate project limits



## SHARON ROAD PROJECT ACTIONS



- Identify a preferred conceptual design for the Sharon Road project
  - Option A – An asphalt strip design with restricted day time parking along the North side of Sharon Road from Alameda de las Pulgas to Altshcul Avenue. (Staff Recommendation)
  - Option B – A raised concrete sidewalk with restricted parking along the North side of Sharon Road from Alameda de las Pulgas to Altshul Avenue (Complete Streets Commission Recommendation)
  
- Adopt Resolution 6610 to establish a “no stopping” on-street parking zone and a 15 miles per hour speed (mph) zone at La Entrada Middle school per Vehicle Code Section 22358.4



## EXISTING CONDITIONS

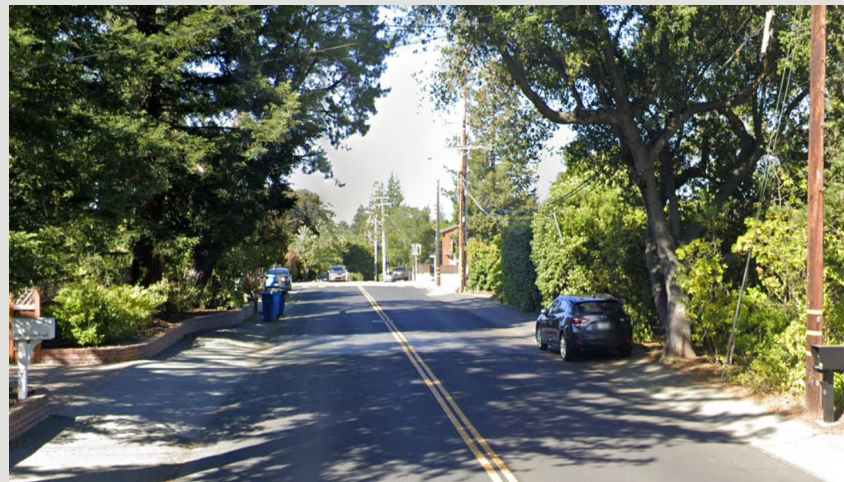


### Sharon Road Profile:

- Two lane, residential street with no continuous walking path on either side
- Shared parking, walking path with residential frontages beyond the edge of pavement
- Last collision resulting in minor injuries in 2008



Sharon Road and Sharon Court



Frontage features include parking strips, heritage trees, walls, and poles





## EXISTING CONDITIONS



### Sharon Road Profile:

- Intersections lack features such as curb ramps and ADA compliant walkways
- Improvements at Alameda de las Puglas pending coordination with San Mateo County
- Ponding after rain due to lowpoints and insufficient drainage structures



Sharon Road and Alameda de las Puglas



Sharon Road and Altschul Avenue



## DESIGN DEVELOPMENT



### Staff developed two design options for public feedback

- Asphalt strip (Option A): includes valley gutter and retains restricted parking
- Concrete sidewalk (Option B): includes raised six-inch curb and eliminates parking
- Both designs are common features in Menlo Park neighborhoods and adopted City Standards

### Key criteria assessed during design development

- Public safety, impacts to parking, and impact to existing site features
- Project cost, drainage improvements, and intersection upgrades

### Options A and B share the following improvements

- Northern alignment with ramps at intersections for ADA compliance
- Class III bike striping (sharrows) and 15mph speeds at La Entrada Middle School
- Gutters at both sides of Sharon Road to correct ponding



## PUBLIC OUTREACH



### **Public Meeting: January 15, 2020**

- Staff shared Options A and B with SRTS advocates, residents, and community members
- 19 total comments: 12 for Option A, 5 for Option B, and 2 for either
- Commenters supported drainage improvements and speed reduction limits

### **Complete Streets Commission (CSC): September 09, 2020**

- Staff recommended Option A (with restricted parking) and a 15 mph speed reduction zone
- CSC selected Option B based on raised curb and concerns over parked vehicles impeding travel
- CSC also requested the following for the Council's consideration:
  - Maintenance costs for asphalt and concrete
  - Third design option for a concrete sidewalk with parking lane (Option C)

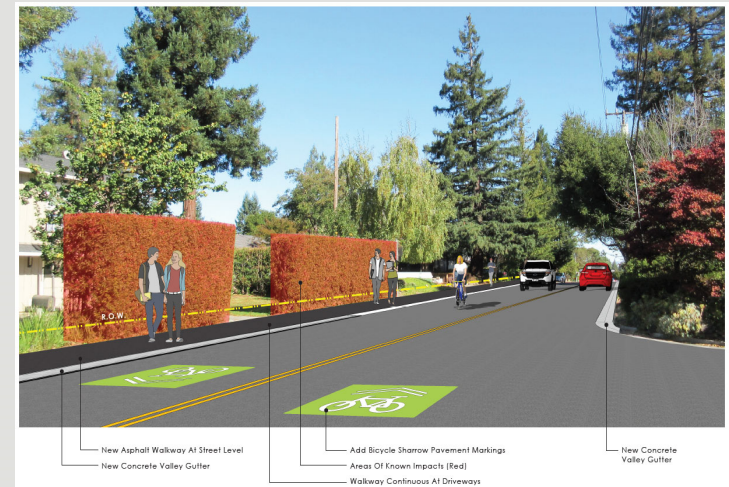


# DESIGN OPTION A ASPHALT STRIP



## Key Features:

- 4' to 8' path flush with edge of pavement
- 24" gutter with signing and striping as roadway separator
- Parking in select areas (restricted during school hours)
- Least impact to site features, mimics existing aesthetic
- Preliminary estimate: **\$610,000**
- Annual maintenance: **\$0.40 per square foot**



Conceptual rendering at Sharon Court





# DESIGN OPTION B CONCRETE SIDEWALK



## Key Features:

- 4' to 5' wide path with concrete driveways
- 6" raised curb separating foot and roadway traffic
- Eliminates parking on northern Sharon Road
- Greater impact to site features due to grading conform
- Preliminary estimate: **\$700,000**
- Annual maintenance: **\$0.30 per square foot**



Conceptual rendering at Sharon Court





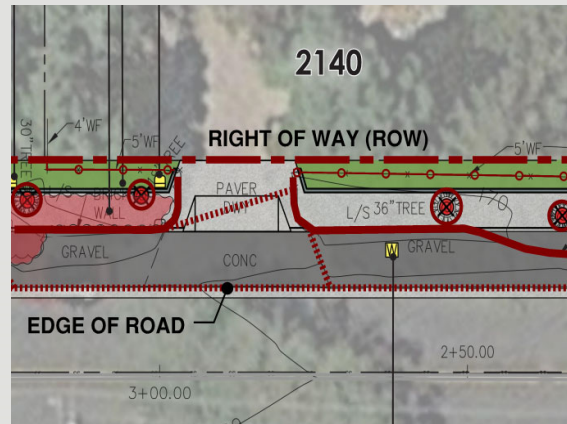


# DESIGN OPTION C SIDEWALK WITH PARKING LANE



## Key Features:

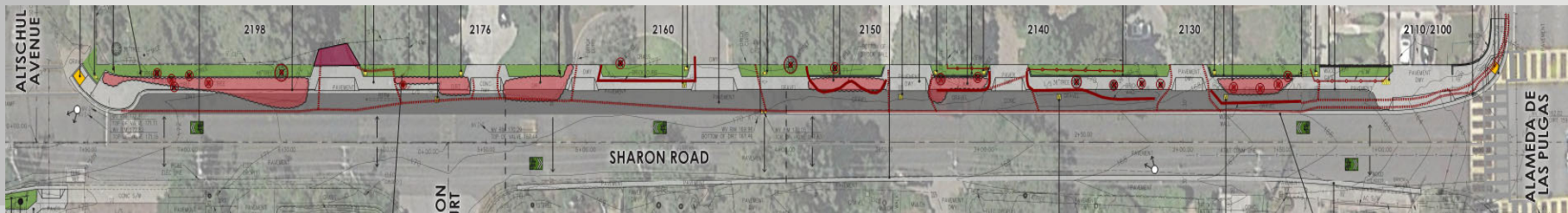
- 8' parking lane with 5' sidewalk
- Greatest impact to site features
- Preliminary estimate: **\$1,200,000**



Frontage impact at 2140 Sharon Road (aerial)



Frontage impact at 2140 Sharon Road (level)



**Slide 11**

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**FMG1**

Fu, Michael G, 1/5/2021





# CONCLUSION AND ACTION



## Comparison of Design Options

Category	Option A: Asphalt Strip	Option B: Concrete Sidewalk	Option C: Sidewalk with Parking Lane
Heritage Tree Removal	0	0	5
Street Tree Removal	1	1	14
Planting Replacement (SF)	800	1,000	2,400
Wall and Gate Replacement (LF)	50	50	400
Utility Pole Relocation	0	0	1
Total Project area (SF)	8,000	10,000	14,000
Width (LF)	4' to 8'	4' to 5'	13' (8' lane with 5' sidewalk)
Preliminary Estimate	\$610,000	\$700,000	\$1,200,000
Available Budget	\$850,000	\$850,000	\$850,000
Appropriation	-	-	\$350,000



# CONCLUSION AND ACTION



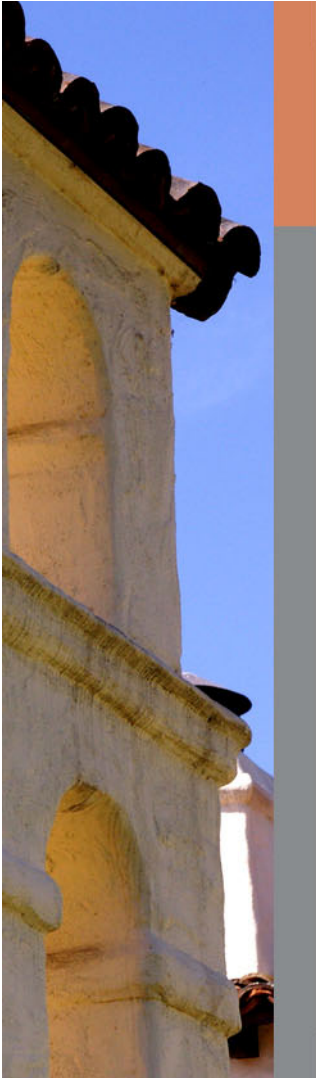
Identify a preferred conceptual design for the Sharon Road project

- Option A – An asphalt strip design with restricted day time parking along the North side of Sharon Road from Alameda de las Pulgas to Altshcul Avenue. (Staff Recommendation)
- Option B – A raised concrete sidewalk with restricted parking along the North side of Sharon Road from Alameda de las Pulgas to Altshul Avenue (Complete Streets Commission Recommendation)

Adopt Resolution 6610 to establish a “no stopping” on-street parking zone and a 15 miles per hour speed (mph) zone at La Entrada Middle school per Vehicle Code Section 22358.4



	From	To
<b>Morning</b>	25 min before bell	Varies. 5 min after bell
<b>Afternoon</b>	20 min before 1 <sup>st</sup> bell	15 min between bells & 25 min after 2 <sup>nd</sup> bell



## NEXT STEPS

### Tentative project schedule pending City Council Approval

- Spring 2021: Advertise project for construction bidding
- Summer 2021: Finish construction prior to school opening

### Questions? Thank you for your time and consideration





THANK YOU





## STAFF REPORT

### City Council

Meeting Date:

1/26/2021

Staff Report Number:

21-019-CC

### Regular Business:

**Consider modifications to the Downtown street closure and temporary outdoor use permit pilot program and adopt urgency Ordinance No. 1075 reopening all travel lanes on Santa Cruz Avenue**

## Recommendation

Staff recommends that the City Council adopt urgency Ordinance No. 1075 to modify the Downtown street closure and temporary outdoor use permit program to reopen all travel lanes on Santa Cruz Avenue while continuing to retain areas for parklets/street cafes utilizing on-street parking spaces. Other elements of the temporary outdoor use permit program to allow parklets/street cafes in off-street parking spaces remain the same.

## Policy Issues

The COVID-19 pandemic continues to force businesses to adjust and adapt. The City's current program closes portions of Santa Cruz Avenue, suspends certain zoning requirements, waives processing fees for temporary outdoor use permits, and utilizes funding from the Downtown streetscape capital improvement plan (CIP) fund to acquire materials for the street closure and assistance with barricades for businesses. As conditions change, the City Council should consider whether modifications to the program and street closures are warranted.

## Background

The City Council took steps to help mitigate the economic impacts of COVID-19 by ensuring that local businesses remain viable while operating in a safe manner. On June 19, the City Council adopted urgency Ordinance No. 1070 that allowed the partial closure of Santa Cruz Avenue and for staff to implement a temporary outdoor use program. The City Council subsequently adopted urgency Ordinance No. 1071 July 16 to expand the allowed uses eligible for a temporary outdoor use permit and to modify the street closure pattern. As part of a 45-day review, staff prepared an information item for August 11. On August 25, the City Council received public testimony and had a robust discussion about the components of the urgency ordinance. While the City Council generally supported the extension of the temporary outdoor use permit beyond September 17, there were various considerations for potential modifications to the Santa Cruz Avenue closure configuration. The City Council continued the item to allow City Councilmembers to visit Downtown with these specific considerations in mind and meet with merchants. On September 8, the City Council adopted urgency Ordinance No. 1072, which resulted in an extension of the outdoor use permit until February 28, 2021 and additional modifications to the street closure by reopening the southbound travel lane along Santa Cruz Avenue. This change reflected a balancing of the interests of businesses who rely on

pass-by vehicle traffic and businesses who wish to expand their outdoor operations into the street. The City Council also supported the use of the travel lane on the closed portion of Santa Cruz Avenue between Doyle and Curtis Streets for business operations during the weekends. Because the use of the travel lane would require rerouting of bicycle traffic to the side streets, the City Council requested that staff return with additional options for the City Council to consider. On September 22, the city manager briefed the City Council with an update on the Santa Cruz Avenue street closure and temporary outdoor use permit program. At that time, members of the City Council also expressed interest in modifying the urgency ordinance and provided additional direction to staff on revisions on how Santa Cruz Avenue can be used.

On October 6, the City Council adopted urgency Ordinance No. 1073 to reflect changes discussed September 22 and summarized as follows:

- Install “walk your bike” signs for the closed portions of Santa Cruz Avenue.
- Allow use of the travel lanes without limitations to time of day or day of week.
- Close a portion of Ryan’s Lane between Crane Street and Escondido Lane.

## **Analysis**

The Downtown street closure and temporary outdoor use permit pilot program was adopted with the understanding that it was both temporary and would need to be assessed and possibly adjusted during the term in order to be successful. The target date for opening up the remaining two blocks of travel lanes per Ordinance Nos. 1072 and 1073 was February 28, 2021. Currently, outdoor dining is not allowed in the Bay Area and outdoor dining would not be allowed until four weeks after Bay Area intensive care unit (ICU) hospital bed capacity exceeds 15 percent. Current projections assume that outdoor dining will not resume before February 28.

The proposed urgency Ordinance No. 1075 (Attachment A) would reopen the travel way of Santa Cruz Avenue in the northbound direction (south or odd side of street) from Evelyn Street to Crane Street and from Chestnut Street to Doyle Street. The impacted businesses that had been using the travel way for outdoor dining include Galata Bistro on the 800 block and Bistro Vida and Left Blank on the 600 block. No other changes to the street configuration are proposed at this time. The Chamber of Commerce is aware of the plans to reopen the travel lanes on these two blocks and is supportive. Businesses would continue to be able to use other on-street or off-street parking spaces consistent with the temporary outdoor use permit program. The attached ordinance includes the applicable nominal edits to memorialize the reopening of the street. The exhibit would be updated accordingly before the Mayor’s signature of the ordinance.

Upon City Council adoption of urgency Ordinance No. 1075 at the meeting of January 26, staff targets reopening the two remaining blocks of the northbound lane of Santa Cruz Avenue the as early as January 27 pending coordination with adjacent businesses and availability of staff resources.

## **Impact on City Resources**

The City Council made \$300,000 in the downtown streetscape capital improvement project available for any unexpected expenses related to the closure of Santa Cruz and implementation of the temporary outdoor use permit process. Approximately \$30,000 of the funds have been used in the procurement of trees, water-filled barricades and concrete k-rail additional to that which was provided by MPFPD (Menlo Park Fire Protection District) and Facebook. Staff will continue to utilize those funds on unexpected expenses related to the program.

### **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it 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. Urgency Ordinance No. 1075

Report prepared by:  
Justin Murphy, Deputy City Manager

**ORDINANCE NO. ~~1073~~1075**

**AN URGENCY ORDINANCE OF THE CITY COUNCIL OF  
THE CITY OF MENLO PARK AMENDING ORDINANCES  
1070, 1071, 1072, ~~AND 1073~~ CREATING A TEMPORARY  
OUTDOOR USE PERMIT FOR RESTAURANTS TO ALLOW  
FOR SUCH USE AND ~~REOPENING OTHER BUSINESSES~~  
~~AND TEMPORARILY CLOSING SANTA CRUZ AVENUE~~**

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

**SECTION 1. FINDINGS AND DETERMINATIONS.** The City Council of the City of Menlo Park hereby finds:

- A. 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;
- B. A complete clinical picture of this respiratory disease is not yet fully understood;
- C. On March 3, 2020, and pursuant to Section 101080 of the California Health and Safety Code, the San Mateo County Health Officer (the “Health Officer”) declared a local health emergency throughout San Mateo County related to the novel coronavirus (“COVID-19”);
- D. 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;
- E. On March 11, 2020, the World Health Organization declared COVID-19 constituted a world pandemic;
- F. 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;
- G. On March 14, 2020, the Health Officer prohibited all public or private gatherings of 50 or more people and urged the cancelation of all gatherings of 10 or more people in a single confined space;
- H. On March 16, 2020, the Health Officer issued an order that, among other things, directed all individuals currently living within San Mateo County to shelter in their place of residence (“Shelter-in-Place Order”), and authorized 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;
- I. 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;
- J. The Health Officer issued subsequent orders restricting residents’ ability to operate businesses and restricting movement and commerce;



K. The existence of State and County stay at home orders have drastically impacted local businesses which have been unable to operate, absent designation as an essential business. Restaurants and other facilities that prepare and serve food, have only been able to operate for delivery or carry out, and retail businesses have had to close to in-person sales.

L. On April 28, 2020, the Governor announced a four-phase roadmap for relaxing the current stay at home order requirements. On May 12, 2020, the Governor issued guidance for the eventual reopening of restaurants in counties certified as meeting state benchmarks for addressing the COVID-19 pandemic. On May 8, 2020, the Governor announced a loosening of rules linking coronavirus infection rates to allowed activities, giving counties more flexibility in making determinations of how to move through Phase 2 of the planned reopening, and indicated that Phase 3 could begin as soon as June 2020.

M. On June 17, 2020, the County Health Officer rescinded the local shelter-in-place order and issued a new order that aligns the county with the state's schedule for reopening.

N. Despite the ability of business to gradually re-open in accordance with State and local health requirements, businesses are limited in their capacity to provide services in their existing facilities due to existing and anticipated social distancing requirements.

O. The City Council intends to provide assistance to local businesses during this time of public health and economic hardships, by encouraging the patronization of local restaurants and other business in a safe manner and therefore desires to establish standards that allow restaurants and other businesses to temporarily operate in an expanded outdoor capacity in the public right-of-way, public parking plazas and private property throughout the Downtown and to give the City Manager more flexibility to close streets to allow for social distancing while providing greater pedestrian access and opportunities for outdoor dining and the sale of goods.

P. As a pilot program, the Chamber of Commerce recommended the closure of portions of Santa Cruz Avenue between Doyle Street to Evelyn Street. The closure plan and associated barricades were reviewed by the Director of Public Works and the Menlo Park Fire Protection District. On June 19, the City Council adopted urgency ordinance 1070 that allowed staff to close the street and implement the temporary outdoor permit program.

Q. Following implementation of the closure plan, many retailers voiced concerns about the lack of traffic flow on Santa Cruz. To address these concerns, on July 7, the Chamber of Commerce recommended an updated closure plan that would allow some of the blocked portions of Santa Cruz Avenue to reopen with one-way traffic. The City Council desired to implement that plan in order to address merchants' concerns, and adopted urgency ordinance 1071 on July 16, 2020.

R. On August 11, 25, and September 8 and 22, the City Council considered additional input and discussed options for potential modifications to the closure of Santa Cruz Avenue and the temporary outdoor use permit program, and directed staff to make further changes to reopen the southbound lane of Santa Cruz Avenue and maintain the closure of sections of the northbound lane.

S. On December 3, 2020, the Governor issued an Order modifying the Shelter in Place to prohibiting all outdoor dining. It is expected this Order will last through at least the end of February. As such, the City Council desires to reopen the closed sections of northbound Santa Cruz Avenue to vehicle and bicycle traffic as shown on Exhibit A.

T. The City Council also desires to continue to suspend Menlo Park Municipal Code requirements to allow businesses throughout the City to use certain public and private spaces for expanded operations while necessary to comply with social distancing requirements, and continued the Temporary Outdoor Use Permit Program through ~~February 28~~September 6, 2021 at its September 8, 2020 meeting.

U. Based upon the findings above, the City Council finds that there is a current and immediate need to allow businesses to use certain outdoor spaces in order to prevent additional harm to small businesses in the City and to allow the public to patronize Menlo Park businesses while complying with social distance requirements, in order to mitigate the threat to the public health, safety and welfare presented by COVID-19.

V. Based upon the findings above, the City Council finds that this urgency ordinance is necessary for the immediate preservation of the public health, safety, and welfare. The City Council finds and determines that the immediate preservation of the public health, safety and welfare requires that this Ordinance be enacted as an urgency ordinance pursuant to Government Code Section 36937(b) and take effect immediately upon adoption. As described above, businesses in Menlo Park are facing unprecedented hardships related to COVID-19 and the shelter-in-place orders. This Ordinance needs to become effective immediately in order to allow the City to permit businesses to expand into adjacent open public spaces. Therefore, this Ordinance is necessary for the immediate preservation of the public peace, health, safety and welfare and its urgency is hereby declared.

## SECTION 2. TEMPORARY OUTDOOR USE PERMIT.

A. Downtown Businesses. Restaurants and other retail businesses and personal services and fitness studios located in Downtown may temporarily use private property or City public right of way or public parking plazas to provide or expand outdoor dining seating, conduct fitness classes or similar services or display their wares, subject to the terms and conditions of a Temporary Outdoor Use Permit. Downtown is defined as the area bounded by the El Camino Real, Menlo Avenue, University Drive and Oak Grove Avenue. Permits for use of public parking plazas shall be revocable upon 72-hour notice if the City determines the utilized parking spaces are needed for parking.

B. Outside Downtown Businesses. Restaurants and other retail businesses located outside of Downtown may temporarily use private property or public sidewalk to provide or expand outdoor dining seating, conduct fitness or similar services, or display their wares, subject to the terms and conditions of a Temporary Outdoor Use Permit.

C. Creation of Permit. The City Council authorizes the City Manager or their designee to create a Temporary Outdoor Use Permit application, to review applications for such a permit, and to issue such revocable and limited use permits with any necessary conditions of approval. Eligible business owners or their representative may apply to the City for a revocable Temporary Outdoor Use Permit. Before issuing the Temporary Outdoor Use Permit, the applicant's design and layout plans shall be approved by the Public Works Director or designee.

Such permits shall be subject to compliance with operational and safety provisions provided by the City Manager or their designee, applicable State and County of San Mateo health orders,

applicable provisions in Menlo Park Municipal Code Sections 13.18.080-13.18.160, applicable regulations of the Department of Alcohol and Beverage Control, and in compliance with the Americans Disability Act. Provided these conditions are met, the applicant shall not be subject to minimum parking requirements specified in the Menlo Park Municipal Code or in a previously granted entitlement, for the duration of the term of the Permit, which shall be reasonably related to the requirements of State, County, or local social distancing requirements and the economic impacts of COVID-19. If the applicant intends to use a shared private parking lot for expanded outdoor dining seating, then the applicant must obtain written consent from other parties with whom the parking lot is shared, and such consent shall be provided upon submission of the permit application.

SECTION 3. CLOSURE OF STREETS FOR OUTDOOR EVENTS. Pursuant to Section 21101(e) of the California Vehicle Code, the City may adopt rules and regulations for highways under its jurisdiction by resolution regarding the temporary closure of a portion of any street for local special events, and other purposes when, in the opinion of City, or a public officer or employee that the City designates by resolution, the closing is necessary for the safety and protection of persons who are to use that portion of the street during the temporary closing. The City Council desires that ~~portions of Santa Cruz Avenue from Doyle Street to Curtis Street and from Crane Street to Evelyn Street, and a portion of Ryan's Lane from Crane Street for approximately 50 feet shall be temporarily closed and/or limited to one-way vehicular traffic as shown and depicted on Exhibit A [updated] incorporated herein to temporarily allow for open air dining and other business purposes intended to allow the public to patronize local businesses, obtain services and dine outdoors. Use of the travel lane in the closed portions of the street is permitted by local businesses, subject to the installation of 'walk your bike' signs at the closed portions of the street.~~ The Public Works Director or designee shall have the authority to approve the final street closure plan, barrier placement and signage to implement this ordinance.

The City finds and resolves that the closure of such streets is necessary for the protection of persons using such streets for such purposes during designated events. The City Council authorizes the City Manager to establish a schedule for outdoor dining/business events, and to order the closure of streets or portions of streets as necessary to allow for such events.

SECTION 4. Temporary Suspension of Certain Fees and Zoning Requirements. The City Council hereby temporarily suspends for the effective period of this Ordinance the payment of any fees associated with the uses described in Paragraph 2. In addition, the City Council temporarily suspends the application of any zoning requirements inconsistent with the uses described in Section 2.

SECTION 5. ENVIRONMENTAL DETERMINATION. In accordance with the California Environmental Quality Act ("CEQA") guidelines section 15061(b)(3), adoption of this ordinance is exempt from the provisions of CEQA, because there is no possibility that the implementation of this ordinance may have a significant effect on the environment.

SECTION 6. SEVERABILITY. In the event any section, clause or provision of this ordinance shall be determined invalid or unconstitutional, such section, clause or provision shall be deemed severable and all other sections or portions hereof shall remain in full force and effect.

SECTION 7. EFFECTIVE DATE AND POSTING. This ordinance shall be effective immediately upon adoption and shall expire on ~~February 28~~September 6, 2021 for the temporary closure of the streets, unless extended by the City Council. Any Temporary Outdoor Use Permit issued under this urgency ordinance shall expire on September 6, 2021, unless revoked by the City or extended by further City Council action.

SECTION 8. AMENDMENT. This ordinance shall amend Ordinance 1070 adopted by the City Council on June 19, 2020, ~~and~~ Ordinance 1071 adopted on July 16, 2020, ~~and~~ Ordinance No. 1072 adopted on September 8, 2020 and Ordinance No. 1073 adopted on October 6, 2020. Where this ordinance is inconsistent with Ordinance Nos. 1070, 1071, ~~and~~ 1072 and 1073 this ordinance shall prevail.

PASSED AND ADOPTED as an urgency ordinance of the City of Menlo Park at a special meeting of said City Council on the twenty-sixth day of ~~October~~January, ~~2020~~2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:








APPROVED:

\_\_\_\_\_  
Drew Combs, Mayor

ATTEST:

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

Color Key

-  Roadblocks
-  Street Closures
-  Restaurants
-  Cafe Dining (existing)
-  Outdoor Expansion (as requested)
-  Bicycle Parking Zone
-  Directional Traffic Pattern

Place barricades (see examples below) along outline of parking spaces for street cafe area per permit proposal.



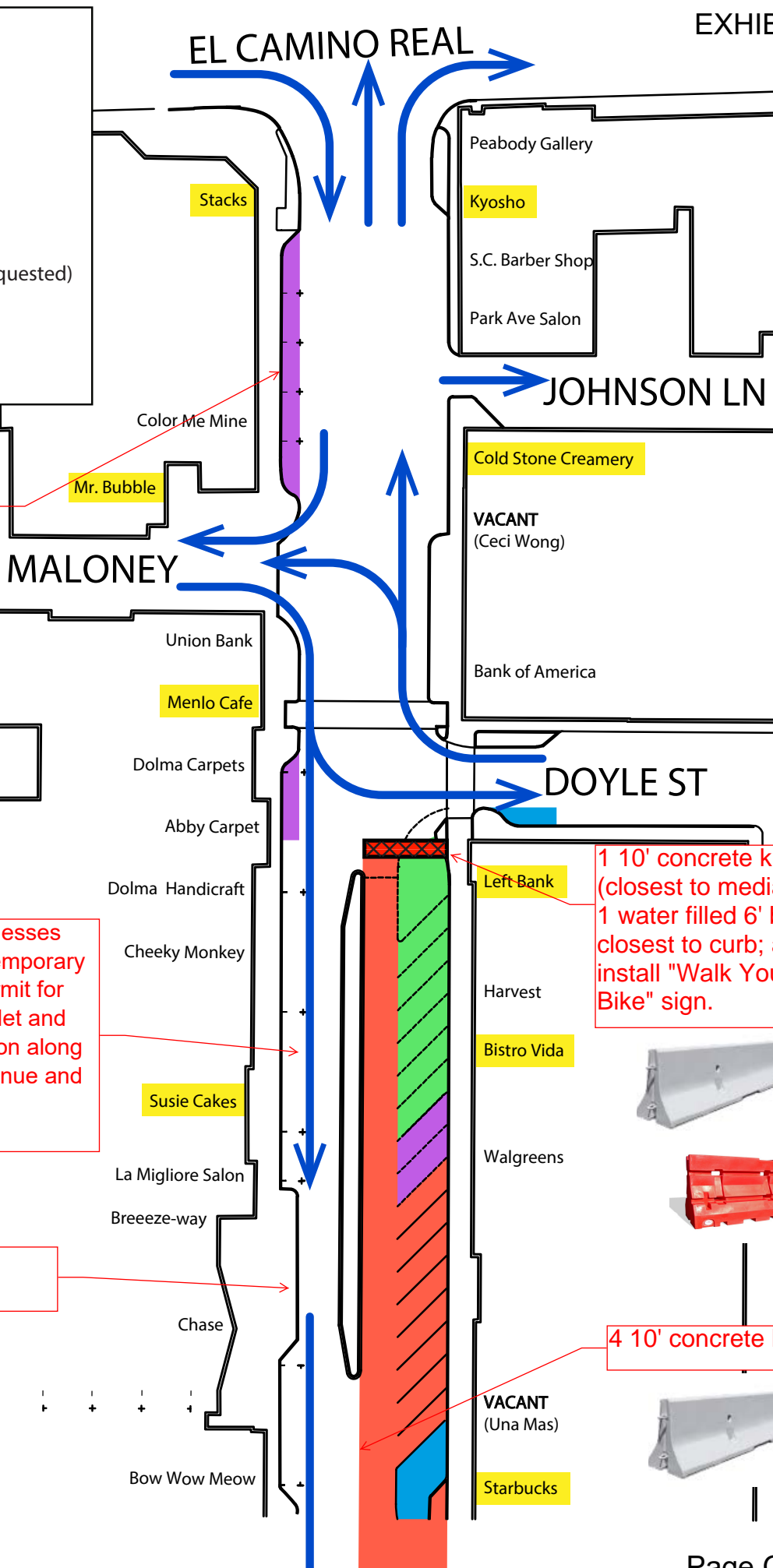
North

Work with businesses who apply for temporary outdoor use permit for street café/parklet and barrier installation along Santa Cruz Avenue and side streets in Downtown.

"Pedestrians Use Crosswalk" A-frame sign installed.



Match Line



100 Feet

PLATE 1

South

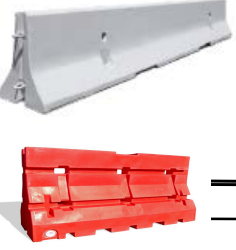
1 10' concrete krail (closest to median) + 1 water filled 6' barrier closest to curb; and install "Walk Your Bike" sign.



4 10' concrete krail.



1 10' concrete krail (closest to median) + 1 water filled 6' barrier closest to curb; and install "Walk Your Bike" sign.



"No Right-Turn" sign installed at intersection to prohibit right turns from Curtis St. to Santa Cruz Ave.



Work with businesses who apply for temporary outdoor use permit for street café/parklet and barrier installation along Santa Cruz Avenue and side streets in Downtown.

Place barricades along outline of parking spaces for street cafe area per permit proposal.

Place barricades along each end of the closure for street cafe area per permit proposal.

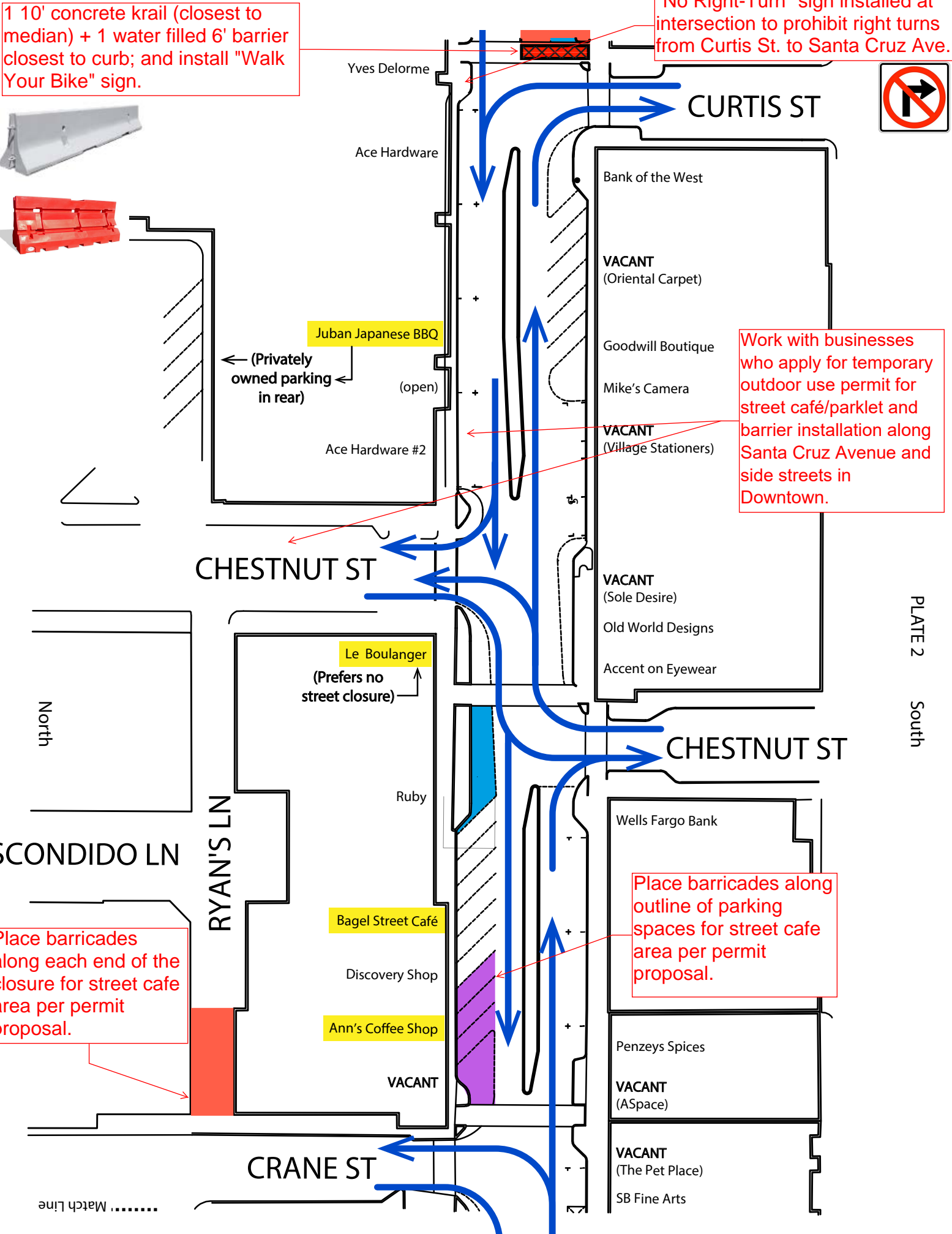
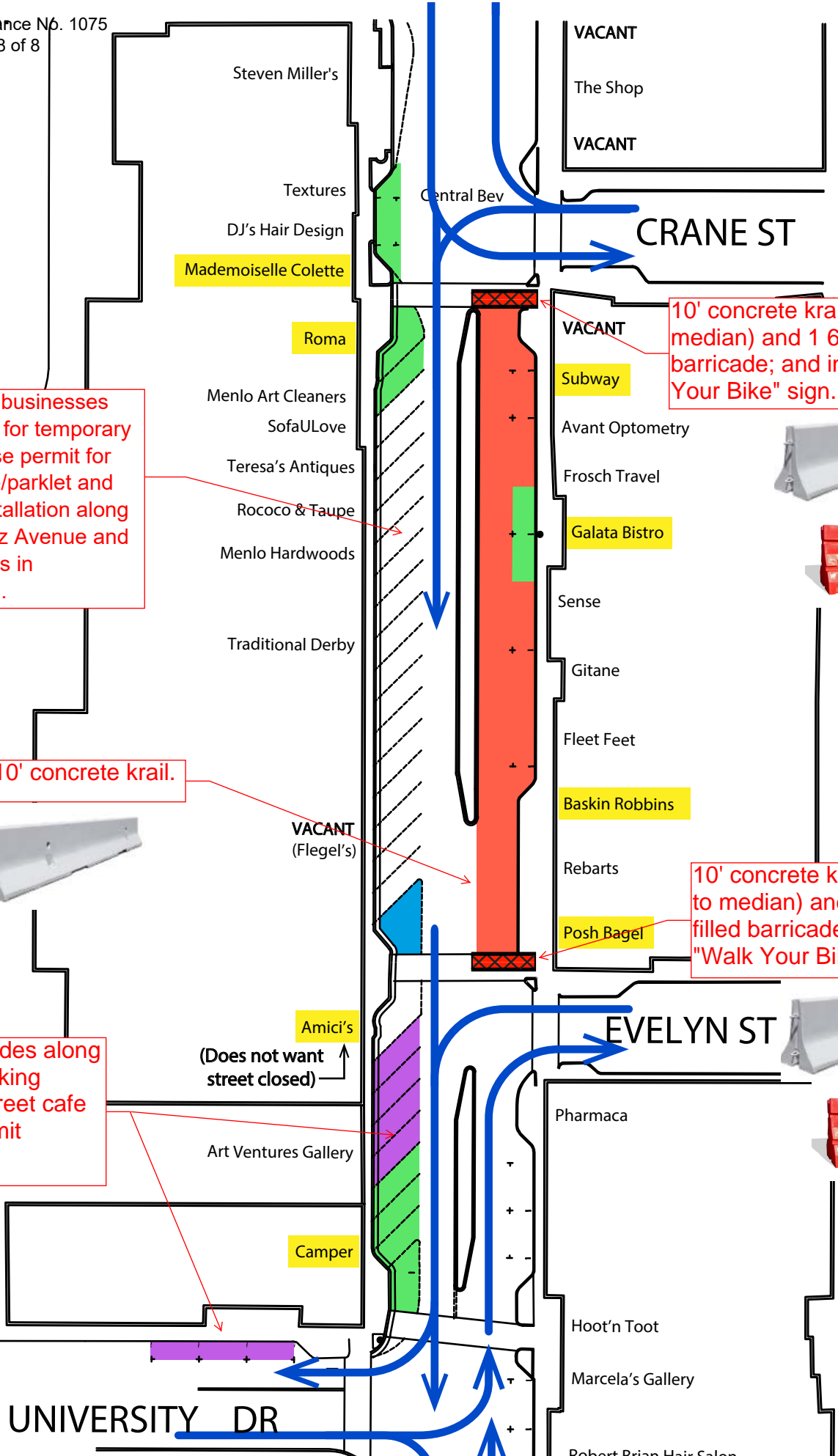


PLATE 2  
North  
South

North

Match Line



Work with businesses who apply for temporary outdoor use permit for street café/parklet and barrier installation along Santa Cruz Avenue and side streets in Downtown.

4 10' concrete krail.

10' concrete krail (closest to median) and 1 6' water filled barricade; and install "Walk Your Bike" sign.

10' concrete krail (closest to median) and 1 6' water filled barricade; and install "Walk Your Bike" sign.

Place barricades along outline of parking spaces for street cafe area per permit proposal.

Amici's  
(Does not want street closed)

12 Restaurants in closed area; 3 not

## Oficina del Administrador de la Ciudad



## INFORME DE PERSONAL

Consejo Municipal

Fecha de la reunión: 26/1/2021

Número de informe del personal: 21-014-CC

**Negocios regulares: Análisis de los elementos de diseño para la piscina del Campus Comunitario de Menlo Park**

**Recomendación**

El personal recomienda que el Consejo de la Ciudad apruebe el diseño revisado de la piscina del campus comunitario de Menlo Park (MPCC) situado en 100-110 Terminal Avenue, tal y como se muestra en el Anexo A.

**Temas de política**

Este proyecto es una de las principales prioridades de la ciudad. Una decisión oportuna sobre la disposición de la piscina ayuda a mantener el calendario del proyecto.

**Antecedentes**

El 12 de enero de 2021, el Consejo de la Ciudad aprobó el proyecto del Campus Comunitario de Menlo Park en 100-110 Terminal Avenue y ordenó una revisión adicional y posibles mejoras en el diseño de la piscina. Este informe del personal se centra en el diseño de la piscina. La información relacionada con el proyecto, incluyendo todas las reuniones anteriores, puede consultarse en la página web administrada por la Ciudad (Anexo B.)

**Análisis**Dirección del Consejo de la Ciudad sobre la revisión de la piscina

El Consejo de la Ciudad remitió el último trazado de la piscina (Anexo C) al subcomité del Consejo de la Ciudad para que se realicen posibles mejoras, sujetas a los siguientes parámetros y a la aprobación del trazado final por parte del Consejo de la Ciudad en una reunión especial (si fuera necesario) a más tardar el 29 de enero de 2021:

- Cumplir con la exención de clase 2 de la CEQA
- Se ajusta a la línea de la valla propuesta para la piscina, tal y como se muestra en los planos del proyecto
- Cumplir con el código
- No tiene implicaciones para el edificio principal en cuanto a las instalaciones de fontanería, etc.
- Se ajusta al presupuesto de la piscina (sería necesario que el Consejo de la Ciudad modificara el presupuesto del proyecto y el acuerdo de financiación)

*Elementos de diseño de las instalaciones de la piscina*

Las nuevas instalaciones de la piscina se construirían aproximadamente en el mismo lugar que la piscina existente. La instalación de la piscina existente, situada en la esquina sureste del lote, se demolería y se construiría un nuevo edificio para el equipo mecánico de la piscina cerca del límite sur de la propiedad, cerca de la subestación de PG&E. En el nuevo edificio del centro comunitario se integrarían vestuarios, almacenes, una sala para los salvavidas, un espacio para el registro y una oficina para el operador de la piscina. El diseño



de la piscina utiliza la Auditoría y el Plan Maestro de la Piscina de Belle Haven de 2017 (Anexo D) como documento guía para desarrollar las características programáticas, reconociendo al mismo tiempo ciertas limitaciones identificadas anteriormente.

Una nueva piscina de rendimiento de seis carriles con siete pies de profundidad puede programarse para la natación libre, la práctica del equipo de natación, el waterpolo, los encuentros pequeños de natación y otras actividades de piscina más tradicionales. Los carriles de natación son de un ancho estándar de 2.5 metros, lo que permite el uso compartido durante la natación libre. Se ha incorporado una entrada de escalera lateral y una zona de agua poco profunda (requerida por el código) desde el diseño de la piscina presentado en la reunión del Consejo de la Ciudad del 12 de enero de 2021, lo que permite que los seis carriles completos estén a la profundidad deseada.

La segunda piscina es una piscina de agua templada y menos profunda que puede utilizarse para las clases de los niños, las clases acuáticas y los programas de terapia. La piscina tiene 35 pies por 55 pies y varía en profundidad de 3.5 pies a 5 pies. El diseño cuenta con una escalera de acceso alargada en un lado que proporciona una acogedora zona de entrada a la piscina. La piscina puede tener carriles de natación libre, cuando se desee para la misma. Con el fin de maximizar el área programable, se eliminó una zona de buceo (18 pulgadas de profundidad de agua) desde los documentos de la reunión del Consejo de la Ciudad del 12 de enero. El equipo de diseño evaluó un elemento de entrada tipo playa, pero se determinó que requería demasiado espacio para incorporar el valor añadido. En lugar del área de piscina para niños y la entrada tipo playa, se propone una área ampliada de chapoteo y juegos.

Además, se hizo hincapié en proporcionar más asientos para la familia y elementos de sombra. El área de la cubierta de la piscina es mayor que la cubierta de la piscina existente de Belle Haven y más o menos del mismo tamaño que se muestra en el documento del plan maestro. El equipo de diseño del proyecto considera que se puede dotar al área con mobiliario para desarrollar un área que invite a las familias a venir a nadar, jugar y relajarse.

#### Revisión del subcomité

Desde la reunión del Consejo de la Ciudad del 12 de enero, el personal se reunió dos veces con el subcomité del Consejo de la Ciudad compuesto por el Vicealcalde Nash y el Concejales Taylor. El subcomité expresó su apoyo al trazado revisado dadas las limitaciones establecidas.

#### Calendario del proyecto

Si el Consejo de la Ciudad aprueba el trazado de la piscina el 26 de enero, el componente de la piscina del proyecto se mantendrá en el camino para su finalización simultánea con el nuevo edificio. Suponiendo que éste siga siendo un proyecto de alta prioridad para la ciudad, el calendario del proyecto seguiría siendo el siguiente:

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

#### **Impacto en los recursos de la Ciudad**

El personal calcula que el valor de la oferta es de aproximadamente \$40 millones. La parte del proyecto correspondiente a la ciudad incluye compromisos tanto a nivel de base como de mejoras del proyecto por un total de \$15,752 de varias fuentes de financiación, como se detalla en la tabla 1. El costo estimado de las nuevas instalaciones de la piscina es de \$7.4 millones.

Tabla 1: Financiación del presupuesto base y mejoras de los proyectos	
Elemento	Presupuesto
Fondo general CIP	\$2.098
Fondo de mejora del sistema de bibliotecas	\$1.484
Fondo de recreación en sustitución	\$1.570
Fondo de capital de agua	\$0.800
Subvención de la Ley de Bonos de Parques y Agua de 2018 (Propuesta 68)	\$0.198
Subvenciones y bonificaciones (objetivo total de \$1,000 millones)	\$0.802
Bonos de recreación de obligación general de la Medida T	\$8.800
<b>Total</b>	<b>\$15.752</b>

Las subvenciones y donaciones que superen el millón de dólares compensarán el uso de los fondos de la Medida T. La Fundación de la Biblioteca de Menlo Park (Fundación) se ofreció amablemente a recaudar fondos para el proyecto con un ambicioso objetivo de \$2 a \$3 millones en donaciones.

### Revisión Ambiental

El 12 de enero, el Consejo de la Ciudad declaró este proyecto categóricamente exento de conformidad con la Sección 15302 de las Directrices de Calidad Ambiental de California (CEQA) sobre la sustitución de instalaciones existentes. El proyecto tiene sustancialmente la misma finalidad y capacidad que las instalaciones existentes, y esta exención permite aumentos razonables de metros cuadrados para alojar las instalaciones de sustitución. El 21 de enero, el personal presentó una notificación de exención ante el secretario del condado de San Mateo.

### Aviso público

El aviso público se logró mediante la publicación del orden del día, con la enumeración de los temas del orden del día, al menos 72 horas antes de la reunión. Además, la Ciudad envió avisos electrónicos a través de Nextdoor, Facebook y directamente a los suscriptores del proyecto por correo electrónico y mensaje de texto de actualización desde la página del proyecto (Anexo B.)

### Anexos

- A. Diseño actualizado del programa de la piscina, con fecha del 22 de enero de 2021
- B. Hipervínculo – página del proyecto: [menlopark.org/communitycampus](http://menlopark.org/communitycampus)
- C. Esquema de la piscina adjunto al informe del personal del Consejo de la Ciudad del 12 de enero de 2021  
Auditoría y plan maestro de la piscina Belle Haven 2017:  
[menlopark.org/DocumentCenter/View/18560/Belle-Haven-Pool-Facility-Audit-and-Master-Plan](http://menlopark.org/DocumentCenter/View/18560/Belle-Haven-Pool-Facility-Audit-and-Master-Plan)

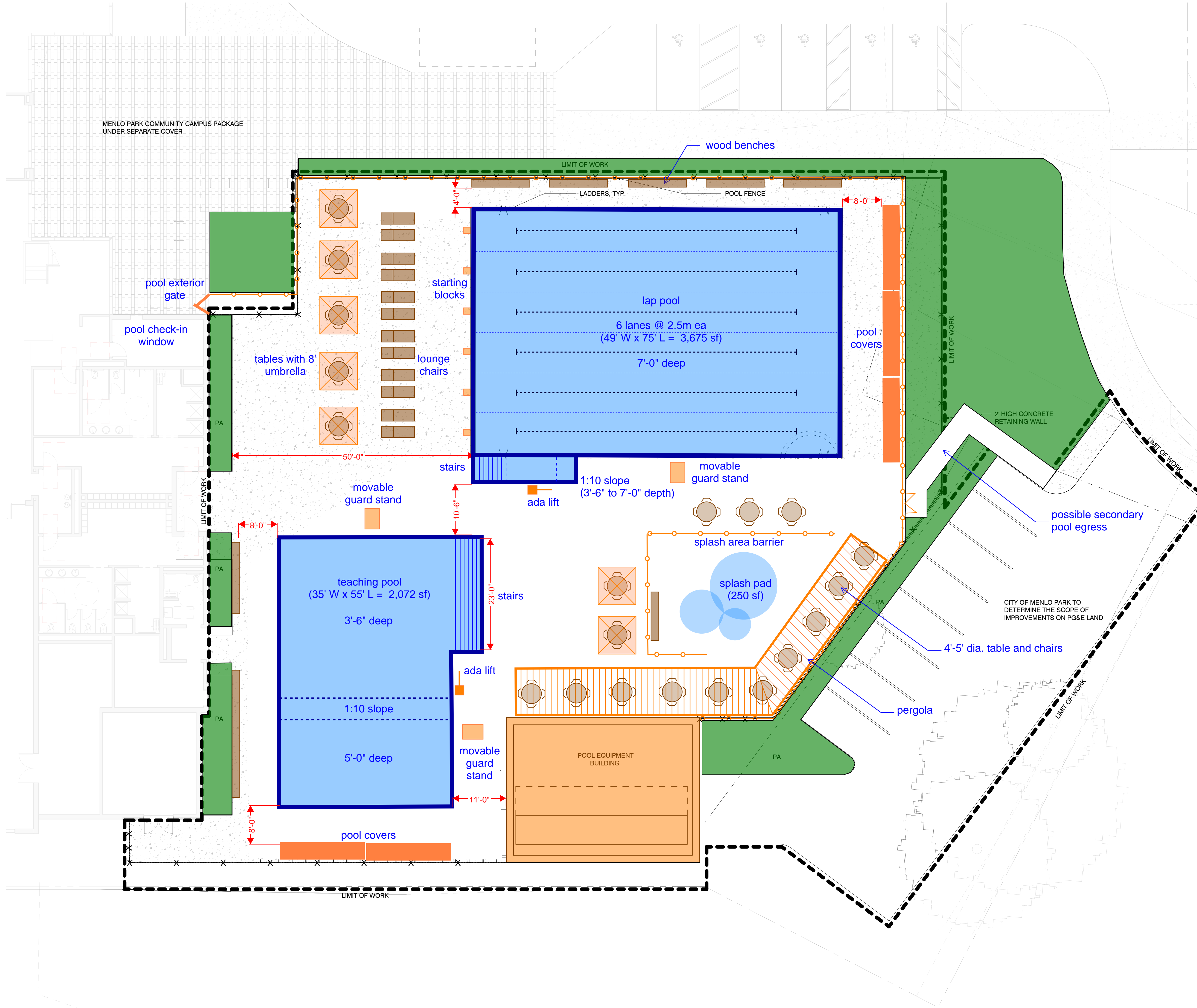
Informe preparado por:  
Justin Murphy, Subdirector de la Ciudad  
Chris Lamm, Subdirector de Obras Públicas

PAVING LEGEND

1P.1 POOL DECK CONCRETE

HART HOWERTON  
SAN FRANCISCO  
One Union Street, San Francisco, CA 94111  
Tel: 415-489-2200 Fax: 415-489-2201  
Email: HF@hartowerton.com

SPLASH PAD OPPORTUNITIES



NOT FOR CONSTRUCTION

Menlo Park Community Campus  
100 Terminal Avenue  
Menlo Park, CA 94025

SCALE: As indicated  
DATE: 10/16/20 ISSUE: 50% SD

REVISIONS

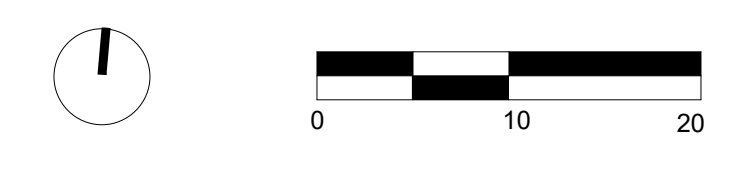
NO.	DATE	ISSUE
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POOL MATERIAL PLAN  
LP1.01

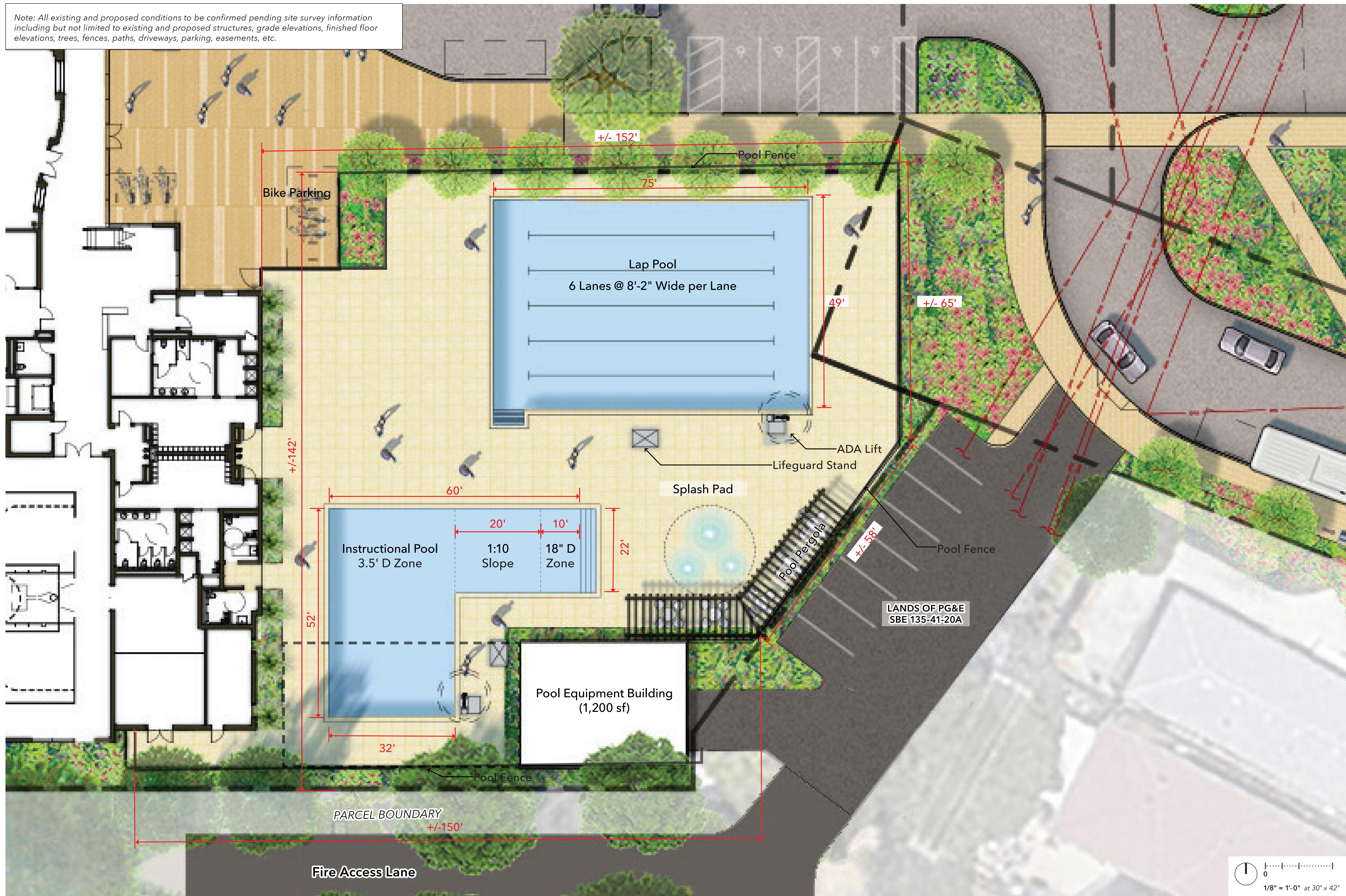
PROJECT #: 19144  
DRAWN BY: YZ  
CHECKED BY: JL EH  
DRAWING NO: LP1.01

PREFERRED POOL PROGRAM LAYOUT

01.22.21



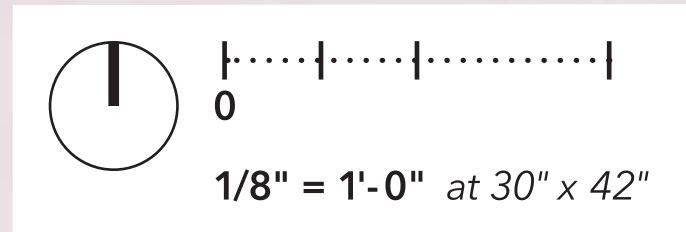
Note: All existing and proposed conditions to be confirmed pending site survey information including but not limited to existing and proposed structures, grade elevations, finished floor elevations, trees, fences, paths, driveways, parking, easements, etc.



# Pool Enlargement Plan

Menlo Park Community Campus, Menlo Park, California

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# L0.02

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

**Meeting Date:** 1/26/2021  
**Staff Report Number:** 21-014-CC

**Regular Business:** Consideration of design elements for the Menlo Park Community Campus pool

**Recommendation**

Staff recommends that the City Council approve the revised pool layout for the Menlo Park community campus (MPCC) located at 100-110 Terminal Avenue as shown in Attachment A.

**Policy Issues**

This project is one of the City's top priorities. A timely decision on the pool layout assists in maintaining the project schedule.

**Background**

On January 12, 2021, the City Council approved the Menlo Park Community Campus project at 100-110 Terminal Avenue and directed additional review and potential refinements to the pool layout. This staff report focuses on the pool layout. Information related to the project, including all previous meetings, is available on the City-maintained webpage (Attachment B.)

**Analysis**City Council direction on the pool review

The City Council referred the latest pool layout (Attachment C) to the City Council subcommittee for potential refinements subject to the following parameters and final layout approval by the City Council at a special meeting (if needed) no later than January 29, 2021:

- Comply with the Class 2 CEQA exemption
- Fit within the proposed fence line of the pool as show on the project plans
- Be code compliant
- Create no implications for the main building in terms of plumbing fixtures, etc.
- Fit within the pool budget (City Council action would be required to amend project budget and funding agreement)

*Pool facilities design elements*

The new pool facilities would be constructed in approximately the same location as the existing pool. The existing pool house, which is located at the southeast corner of the lot, would be demolished and a new pool mechanical equipment building would be constructed near the southern property line, close to the PG&E substation. Locker rooms, storage, a lifeguard room, check in and pool operator office space would be integrated into the new community center building. The pool design utilizes the 2017 Belle Haven Pool Audit and Master Plan (Attachment D) as a guiding document to develop programmatic features, while recognizing certain constraints identified above.

A new six-lane performance pool with seven-foot depth can be programmed for lap swim, swim team practice, water polo, smaller swim meets and other more traditional pool activities. Lap lanes are standard 2.5 meters in width allowing shared use during lap swim. A side stair entry and shallow water area (required by code) has been incorporated since the pool layout presented at the January 12, 2021 City Council meeting allowing the full six lanes to be at the desired depth.

The second pool is a shallower warm water pool that can be utilized for children's lessons, aquatics classes and therapy programs. The pool is 35-feet by 55-feet and ranges in-depth from 3.5 feet to 5 feet. The design features an elongated stair access on one side provides a welcoming entry area into the pool. The pool can have lap lanes established, when desired for lap swim. In order to maximize the programmable area, a wading area (18-inch water depth) was removed since the January 12 City Council meeting documents. A beach entry element was evaluated by the design team, but determined to require too much space to incorporate for the value added. In place of the wading area and zero-depth beach entry, an expanded splash pad and play features area is proposed.

Additionally, a focus was made to provide more family seating and shade features. The pool deck area is larger than the existing Belle Haven pool deck and roughly the same size as shown in the master plan document. The project design team feels that the area can be fitted with furnishings to develop an inviting area for families to come swim, play and relax.

#### Subcommittee review

Since the January 12 City Council meeting, staff met twice with the City Council subcommittee comprised of Vice Mayor Nash and City Councilmember Taylor. The subcommittee expressed support for the revised layout given the established constraints.

#### Project schedule

If the City Council approves the pool layout January 26, the pool component of the project will stay on track for concurrent completion with the new building. Assuming this remains a high priority project for the City, the project schedule would remain as follows:

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

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

Staff estimates the value of the offer at approximately \$40 million. The City's share of the project includes commitments at both a base level and project enhancements totaling \$15.752 from various funding sources as detailed in Table 1. The cost estimate for the new pool facility is \$7.4 million.

Table 1: Base level budget funding and project enhancements	
Item	Budget
General fund CIP	\$2.098
Library system improvement fund	\$1.484
Recreation in lieu fund	\$1.570
Water capital fund	\$0.800
Parks and Water Bond Act of 2018 (Proposition 68) Grant	\$0.198
Grants and bonations (total target \$1.000M)	\$0.802
Measure T general obligation recreation bonds	\$8.800
<b>Total</b>	<b>\$15.752</b>

Any grants and donations in excess of \$1 million would offset the use of Measure T funds. The Menlo Park Library Foundation (Foundation) graciously stepped forward with an offer to fundraise for the project with an ambitious goal of \$2-3 million in donations.

**Environmental Review**

On January 12, the City Council found this project categorically exempt pursuant to the California Environmental Quality Act (CEQA) Guidelines Section 15302 Replacement of Existing Facilities. The project has substantially the same purpose and capacity as the existing facilities, and this exemption allows for reasonable increases in square footage to accommodate replacement facilities. On January 21, staff filed a Notice of Exemption with the San Mateo County clerk.

**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 B.)

**Attachments**

- A. Updated pool program layout, dated January 22, 2021
- B. Hyperlink – project page: [menlopark.org/communitycampus](http://menlopark.org/communitycampus)
- C. Pool layout attached to the January 12, 2021 City Council staff report
- D. 2017 Belle Haven Pool audit and master plan: [menlopark.org/DocumentCenter/View/18560/Belle-Haven-Pool-Facility-Audit-and-Master-Plan](http://menlopark.org/DocumentCenter/View/18560/Belle-Haven-Pool-Facility-Audit-and-Master-Plan)

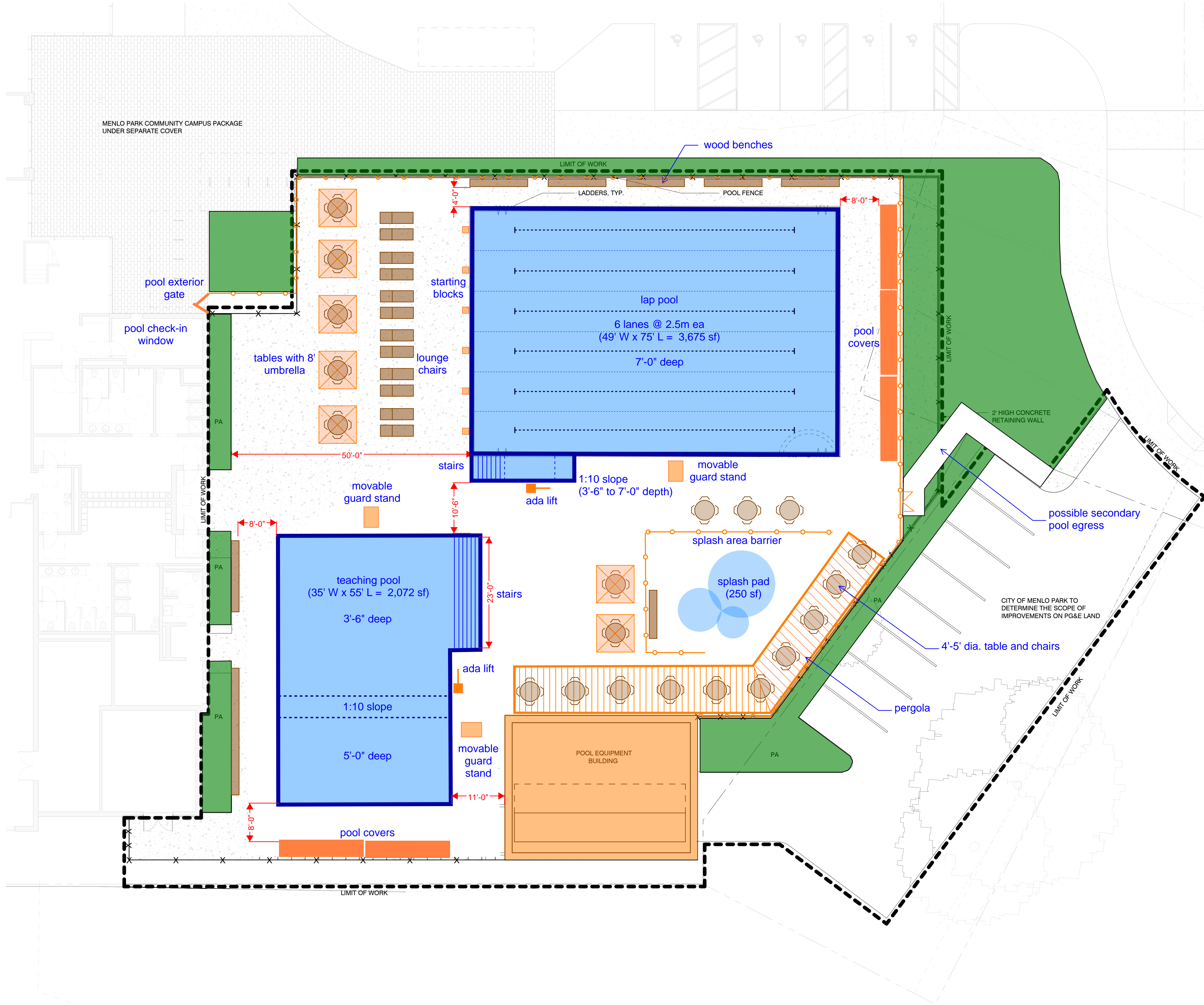
Report prepared by:  
 Justin Murphy, Deputy City Manager  
 Chris Lamm, Assistant Public Works Director

PAVING LEGEND

1P.1 POOL DECK CONCRETE

HART HOWERTON  
SAN FRANCISCO  
One Union Street, San Francisco, CA 94111  
Tel: 415-489-2200 Fax: 415-489-2201  
Email: HF@harthowerton.com

SPLASH PAD OPPORTUNITIES



NOT FOR CONSTRUCTION

Menlo Park Community Campus  
100 Terminal Avenue  
Menlo Park, CA 94025

SCALE: As indicated  
DATE: 10/16/20 ISSUE: 50% SD

REVISIONS

NO.	DATE	ISSUE

POOL MATERIAL PLAN  
LP1.01

PROJECT #: 19144  
DRAWN BY: YZ  
CHECKED BY: JL EH  
DRAWING NO: LP1.01

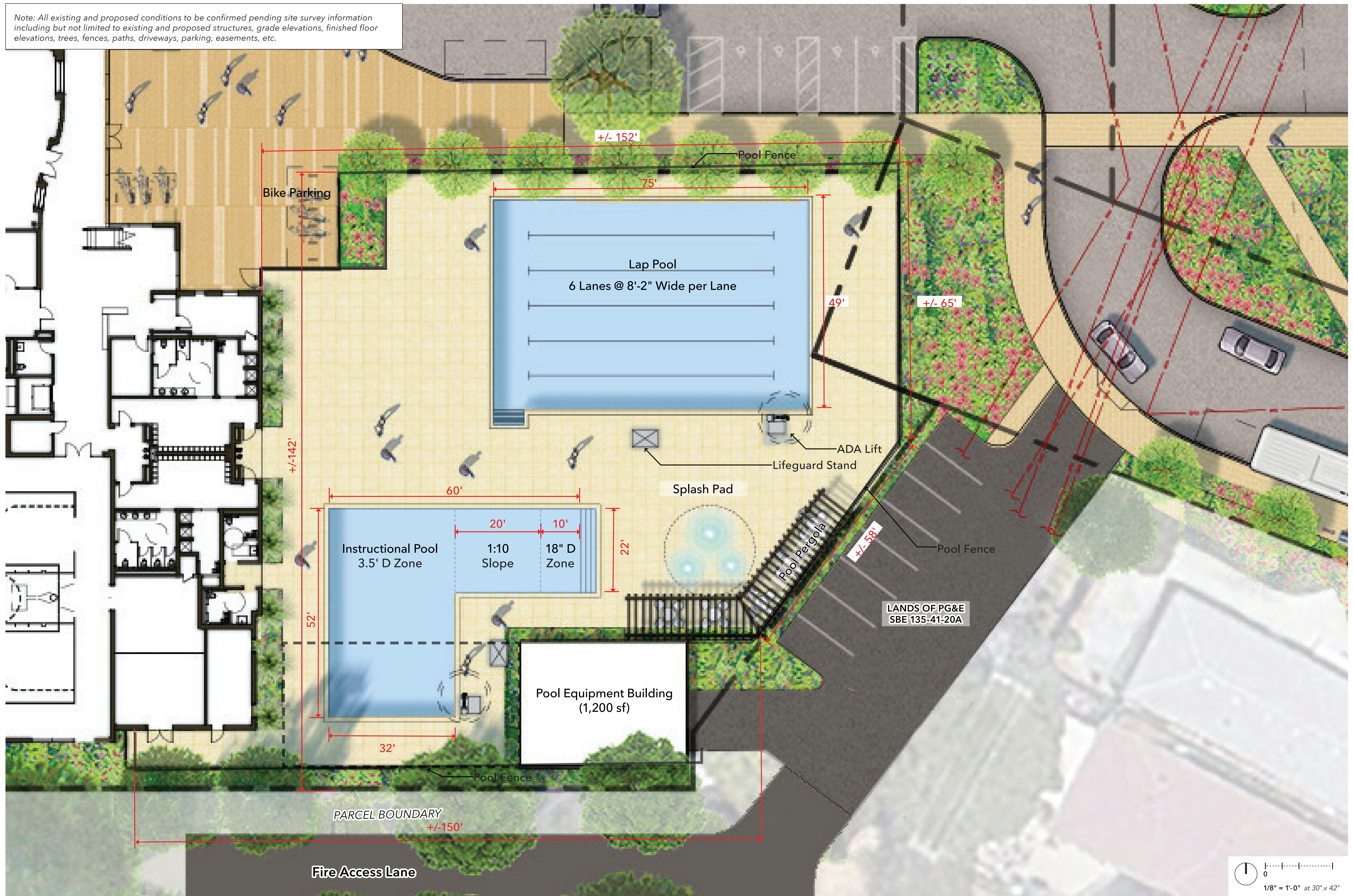
PREFERRED POOL PROGRAM LAYOUT

01.22.21





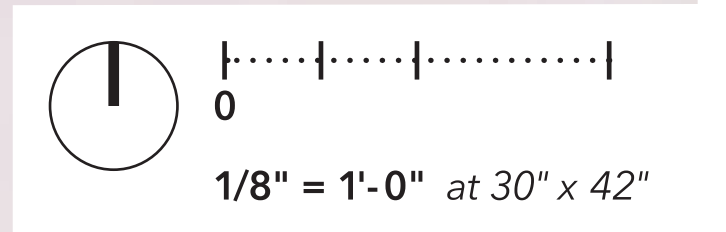
Note: All existing and proposed conditions to be confirmed pending site survey information including but not limited to existing and proposed structures, grade elevations, finished floor elevations, trees, fences, paths, driveways, parking, easements, etc.



# Pool Enlargement Plan

Menlo Park Community Campus, Menlo Park, California

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# L0.02



# CITY COUNCIL MEETING

Menlo Park community campus project pool layout





# AGENDA ITEM

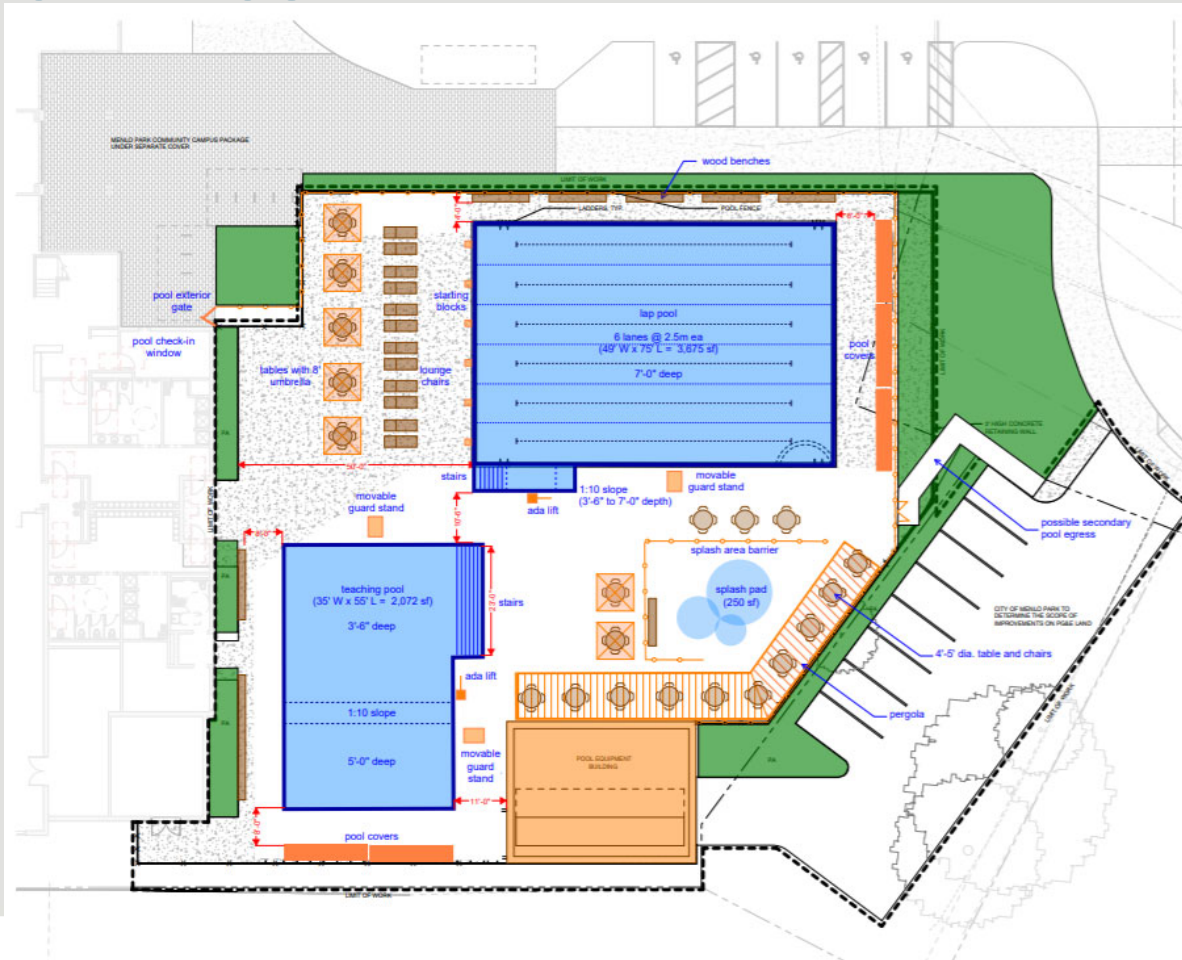
Council action on the following :

- Approve the revised pool layout for the Menlo Park community campus (MPCC) located at 100-110 Terminal Avenue



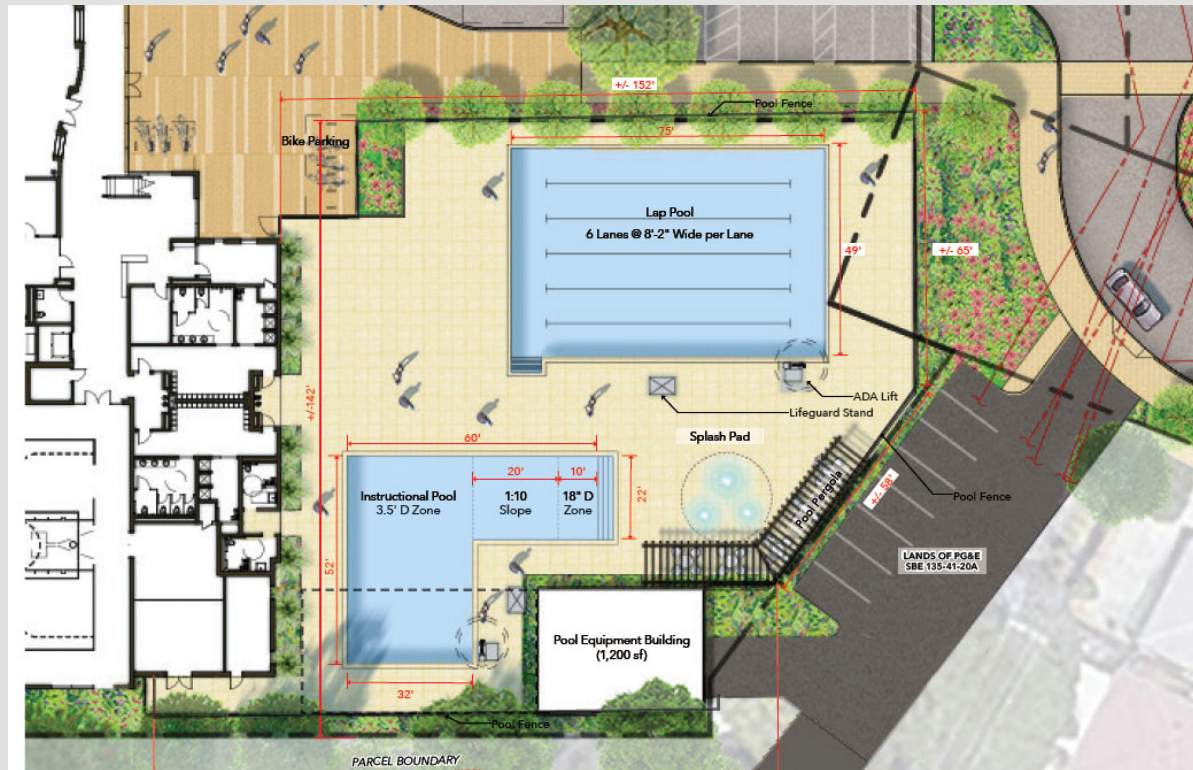


# POOL LAYOUT





# POOL LAYOUT – JANUARY 12 CITY COUNCIL





**THANK YOU**



**STAFF REPORT**

**City Council**

**Meeting Date:** 1/26/2021

**Staff Report Number:** 20-013-CC

**Informational Item:** City Council agenda topics: February 2021 to March 2021

**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 March 9, 2021. 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: February 2021 to March 2021

Report prepared by:  
Judi A. Herren, City Clerk

**Tentative City Council Agenda**

#	Title	Department	Item type
1	2021-22 budget principles	Regular	ASD
2	Labor relations closed session - SEIU, AFSCME, POA, Unrepresented	Closed Session	ASD
3	Pension liabilities presentation - GovInvest	Presentation	ASD
4	Performance evaluation - City Manager	Closed Session	ASD
5	Public input on labor negotiations - AFSCME	Regular	ASD
6	Public input on labor negotiations - POA	Regular	ASD
7	Public input on labor negotiations - SEIU	Regular	ASD
8	Public input on labor negotiations - Unrepresented	Regular	ASD
9	Quarterly financial operations report	Consent	ASD
10	Quarterly investment report	Consent	ASD
11	Quarterly personnel update (Jan-Mar)	Consent	ASD
12	ConnectMenlo community amenities study session	Study Session	CA
13	ConnectMenlo community amenities subcommittee report	Subcommittee report	CA
14	2021 priorities and work plan	Regular	CMO
15	City Council procedures	Regular	CMO
16	City Council subcommittee charters	Regular	CMO
17	EQC recommendations on CAP strategies 2, 4, and 6	Commission Report	CMO
18	Proposed 2021-22 budget principles	Informational	CMO
19	Budget direction - Cost recovery	Regular	CMO, LCS
20	Authorize the CM to execute contract for library enterprise technology application; and to negotiate new agreement with Peninsula Library System to re-establish membership	Regular	LCS
21	Authorizing Resolution Accepting Per Capita Funds (Prop 68)	Consent	LCS
22	Program delivery options at Arrillaga Family Recreation Center and Arrillaga Family Gymnasium	Regular	LCS
23	Program delivery options at Burgess Pool	Regular	LCS
24	Program delivery options at Main Library and Belle Haven Branch Library	Regular	LCS
25	Adopt resolution of support for the lifeline transportation grant (shuttle program)	Consent	PW
26	Approve final map for 115 E Camino Real	Regular	PW
27	Award contract for signing/stripping on-call program	Consent	PW
28	Emergency water supply update	Informational	PW
29	Middle Avenue (800 ECR) Purchase and sale agreement approval	Regular	PW



## Tentative City Council Agenda

#	Title	Department	Item type
30	Newsrack permit fees	Public Hearing	PW
31	SF Creek - Approval of Bridge Design & Palo Alto Intertie Agreement	Regular	PW
32	Update on FEMA BRIC grant submittal and SAFER Bay implementation	Informational	PW
33	Water Fund - Study Session	Study Session	PW
34	Water Rates - Authorize the distribution of Prop 218 Notices for 5 year water rates	Regular	PW
35	West Bay Sanitary - MOU for Recycled Water	Regular	PW
36	2021-22 Capital improvement budget	Informational	PW, ASD



**STAFF REPORT**

**City Council**  
**Meeting Date:** 1/26/2021  
**Staff Report Number:** 21-018-CC

**Informational Item:** Update on temporary outdoor dining grant program

**Recommendation**

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

**Policy Issues**

City Council authorized a one-time grant program to assist Menlo Park based businesses with temporary outdoor dining during the pandemic.

**Background**

City Council received a report and provided staff direction at their December 8, 2020 meeting (Attachments B and C.)

**Analysis**

Attachment A transmits the temporary outdoor dining grant program guidelines and calendar. City staff will return in February with an update.

**Impact on City Resources**

There is no impact on City resources.

**Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it 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 City Council priorities and identified work plan year-end report
- B. Hyperlink – Approve outdoor dining grant program Staff Report #20-258-CC:  
[menlopark.org/DocumentCenter/View/26833/G4-20201208-CC-Outdoor-dining-program](http://menlopark.org/DocumentCenter/View/26833/G4-20201208-CC-Outdoor-dining-program)

Staff Report #: 21-018-CC

C. Hyperlink – Staff Report #20-258-CC web form public comment:  
[menlopark.org/DocumentCenter/View/26899/G4-Public-comment](https://menlopark.org/DocumentCenter/View/26899/G4-Public-comment)

Report prepared by:  
Nick Pegueros, Assistant City Manager



## MEMORANDUM

**Date:** 1/20/2021  
**To:** Starla Jerome-Robinson, City Manager  
**From:** Nick Pegueros, Assistant City Manager  
**Re:** Temporary outdoor dining grant program

This memorandum transmits the temporary outdoor dining grant program specifications.

### Policy statement

The City of Menlo Park finds that the preservation of local eateries promotes community vibrancy and the loss of local eateries adversely impacts the quality of life for all residents and the economic security of those employed by the eateries. In response to initial health order directives prohibiting indoor dining, outdoor dining has become an essential option for local eateries to sustain themselves while safely serving the community. On December 8, 2020 the Menlo Park City Council approved a program to award one-time business grants to install new temporary outdoor dining tables, chairs, heat lamps, umbrellas, platforms, and ramps. Grants of up to \$5,000 will be awarded to eligible applicants, up-to an aggregate of \$100,000 for all grants.

### Grant program development

City Council subcommittee on Economic Development recommended that the City Council allocate funds to support local eateries in the provision of outdoor dining options. At their meeting on November 10, City Council appropriated \$100,000 for a grant program and directed staff to return with a detailed grant program proposal. City staff prepared and presented a recommended grant program at the City Council's December 8 meeting where City Council directed staff to work with the San Mateo County Economic Development Association (SAMCEDA) on an updated grant program that promotes expediency.

### Partners

Menlo Park City staff collaborated with the Menlo Park Chamber of Commerce and the San Mateo County Economic Development Association (SAMCEDA) to develop the program. San Mateo Credit Union Community Fund (SMCU Community Fund), a 501(c)(3), will administer the grant program in partnership with the City of Menlo Park as approved by City Council.

### Program goals

The temporary outdoor dining grant program's primary goal is to provide financial assistance to:

- Top priority – Eligible businesses without existing outdoor dining installations as of December 8, 2020.
- Second priority – Eligible business seeking to expand temporary outdoor dining installations that did not receive city funds as part of the parklet program.
- Third priority – Eligible businesses seeking to expand temporary outdoor

dining installation that received city funds as part of the parklet program.

#### Grant maximum

Up to \$5,000, based on reimbursement request for eligible expenditures. If approved, the grant funds may be used for reimbursement of the purchase of chairs, tables, umbrellas, outdoor heat lamps, temporary platforms and ramps.

#### Grant application and important dates

The application occurs in two steps. First, interested businesses must submit a pre-approval application for City staff and SAMCEDA staff to determine eligibility. Second, businesses awarded a grant will receive a checklist for final reimbursement requests. Businesses must obtain a temporary outdoor use permit to qualify for reimbursement. Failure to obtain a temporary outdoor use permit and final city approvals results in a rejected reimbursement request.

January 25 – Pre-approval application emailed to valid business license holders registered with self-reported NAICS descriptions of “full-service restaurants”, “limited service restaurants”, “snack and nonalcoholic beverage bars”

February 8– Pre-approval application deadline, 11:59 p.m.

February 9 – Application review

February 12 – Applicants notified of their status: pre-approved, pending additional documentation, or denied.

#### Pre-approval application evaluation process

- Incomplete applications will not be processed
- Complete applications will be evaluated and determined for eligibility by City staff
- Eligible applications will be put into a pool for selection by lottery if total pre-approval applications exceed a cumulative total of \$100,000.

#### Eligibility requirements

Businesses must meet the following eligibility requirements:

- Business is properly licensed and permitted businesses that serve food and beverages and are located in the City of Menlo Park’s corporate boundaries (pop ups, hotel restaurants without business licenses, and food trucks are NOT eligible)
- Business has operated lawfully on or before the proclamation of a local emergency due to the COVID-19 pandemic, March 11, 2020 and were still operating as of December 8, 2020
- Business is an independent brand that has no more than five locations in San Mateo County, regardless of same or different ownership
- Business is in full compliance with all local regulations including but not limited to County environmental health regulations, city/county planning, building, public works, business license, and local minimum wage ordinances and the following:

- Valid city business license
- Valid certificate of occupancy from County Public Health Department
- Current inspection grade of “C” or better
- No active code violations
- No active COVID-19 health order violations
- Government-issued photo identification for business owner (s)
- Note - undocumented businesses owners may also apply

The following factors render a business ineligible:

- Incomplete pre-approval applications
- Businesses with active applications or approved grants from any of the following:
  - Renaissance Entrepreneurship Center \$3.5M program for County of San Mateo Phases I and II
  - San Mateo Credit Union Community Fund \$1M program for San Mateo County Strong Fund Small Business Grant Program Phase II
  - Previous grant funding through the City of Menlo Park 5:5 grants or contributions toward the construction of new temporary outdoor dining options.
- Businesses with active code violations or COVID-19 health order violations
- Home based businesses and independent contractors such as catering companies, cottage food operators, and microenterprise home kitchen operations
- Pop ups and food trucks
- Corporate-owned franchises
- Businesses within a hotel/motel and without a separate business license
- Unlicensed and unpermitted businesses
- Businesses that are not accessible to the general public

#### Pre-approval process

SAMCEDA will notify the business of their pre-approval. The business must then apply for, and be granted, a **Temporary Outdoor Use Permit**. Upon receipt of all required permits, the business may proceed with approved installation. When work is complete and the business receives final approval from the City, SAMCEDA will submit the reimbursement request to SMCU Community Fund for their independent review and funds disbursement upon confirmation that the reimbursement request meets all grant requirements.

#### Eligible expenses

Eligible expenses include reimbursement up to the pre-approved grant award for the purchase of chairs, tables, umbrellas, outdoor heat lamps, temporary platforms and ramps. Purchases must occur after the pre-approval date and only for installations approved under the temporary outdoor occupancy permit.

#### Disbursement of funds

The following documents are required to disburse funds:

- Pre-approval letter from SAMCEDA
- Copy of approved temporary outdoor use permit
- Copy of a valid City Business License

- Copy of a valid Certificate of Occupancy from County Public Health Department
- Copy of current inspection grade card
- Confirmation of business operations as of December 6, 2020
- Signed indemnification agreements
- Receipts for purchases clearly detailing date of order, order contents, quantities, pre-tax costs, delivery date, and vendor name.
- Photograph of installation funded in full or in part using the grant funds

Restaurant awardees will receive the approved reimbursement in one disbursement via a DocuSign Agreement and check from the San Mateo Credit Union Community Fund. The DocuSign Agreement will require the grant recipient to confirm accuracy of all grant materials and adherence to all eligibility requirements.

The applicant also furnishes a signed indemnification agreement releasing the City, SAMCEDA and San Mateo Credit Union, and SMCU Community Fund of all claims arising out of or attributable to the temporary outdoor dining options.

City staff contact

Christian Quijano, Management Analyst I

[CBQuijano@menlopark.org](mailto:CBQuijano@menlopark.org)

650-330-6610



## STAFF REPORT

### City Council

**Meeting Date:** 1/26/2021  
**Staff Report Number:** 21-216-CC

**Informational Item:** January 30 annual goal setting workshop

### Recommendation

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

### Policy Issues

City Council conducts an annual goal setting process to prioritize resources for the remainder of the current fiscal year and inform the budget development for the upcoming fiscal year, which begins July 1.

### Background

City Council discussed the 2021 goal setting process at their January 12 meeting and provided direction to staff.

### Analysis

As direct by City Council at their January 12 meeting, the agenda for January 30 maximizes time for public comment on 2021 goals and City Council discussion and consensus. The information below outlines some of the unique aspects of the workshop and transmits background information to help prepare for the workshop.

### Workshop goal

City Council consensus on 2021 priorities and work plan. City Council will adopt the 2021 priorities and work plan at their next meeting, February 9.

### Agenda

10:00 a.m.	Welcome and introductions
10:15 a.m.	Staff presentation
10:25 a.m.	Public comment on 2021 goals (web form public comment accepted up to 9 a.m., January 30)
12:00 p.m.	Lunch break
12:30 p.m.	City Council consensus on 2021 priorities and work plan projects
2:30 p.m.	Break
2:45 p.m.	Summary of City Council consensus
3:00 p.m.	End

The special meeting agenda packet will be available January 28 and include a City Council tentative agenda for all regular meetings through June 2021 to assist in resource planning, a summary of City staff's recommendation, and a link to this informational item.



Agenda item H3  
Sandy Napel, Resident

Dear Menlo Park City Council,

I am a resident of Menlo Park, living in the Allied Arts neighborhood. I am one of the 300 residents who has signed a Change.org petition to ban gas powered leaf blowers in Menlo Park.

In this time of climate emergency, I urge you to consider banning gas leaf blowers within our city. Although they do not account for a significant amount of CO2 Greenhouse Gas when compared with all the cars on our roads, their fossil fuel emissions do create smog and dust pollution that is detrimental to our health.

Moreover, it has become evident during these many months of staying at home due to the pandemic that these machines create very disturbing noise pollution. People working from home and children trying to learn online can lose focus with the constant drone of gas leaf blowers. Electric blowers are much quieter than gas powered blowers.

Electric leaf blowers have become much more powerful and efficient as battery technology has improved and there is no reason that an electric blower could not be used to accomplish the same tasks that gas blowers now do. While there may be equity issues in requiring landscapers to purchase new equipment, this is not a problem that cannot be solved with some creative thinking.  
Sandy Napel

### Background attachments

Attachment A transmits the library and community services strategic plan update. In response to the COVID-19 pandemic's major impacts to library and community services department operations -- including extensive facility closures and program suspensions, a rapid pivot to a "new normal" of safety and health precautions, substantial operating budget reductions and layoffs, and the combination of library and community services operations into a single department -- staff in June 2020 initiated a process to expediently update the department's strategic plan to align with rapidly changing operational goals, needs and resources. The resulting library and community services strategic plan update: 2020 and beyond provides a detailed yet flexible roadmap, and performance metrics for department facilities, services, programs, resources and personnel going forward. As is appropriate and necessary in the dynamic and fluid environments in which local governments typically operate, the strategic plan update is intended to be a living document that can and should be periodically updated to remain aligned with new operational circumstances, emerging opportunities, and evolving community needs over time.

Attachments B, C, and D transmit the January 12 staff report, presentation, and web form public comment regarding the goal setting process.

### **Impact on City Resources**

There is no impact on City resources.

### **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it 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. Library and community services strategic plan update: 2020 and beyond
- B. Hyperlink – Staff Report #21-007-CC: Provide direction on the annual goal/priority setting process: [menlopark.org/DocumentCenter/View/27086/G2-20210112-CC-Direction-on-goal-priority-setting-process](https://menlopark.org/DocumentCenter/View/27086/G2-20210112-CC-Direction-on-goal-priority-setting-process)
- C. Hyperlink – Staff Report #21-007-CC: presentation: [menlopark.org/DocumentCenter/View/27158/G2-presentation---goal-priority-setting-20200112](https://menlopark.org/DocumentCenter/View/27158/G2-presentation---goal-priority-setting-20200112)
- D. Hyperlink – Staff Report #21-007-CC: web form public comment: [menlopark.org/DocumentCenter/View/27146/G2-public-comment](https://menlopark.org/DocumentCenter/View/27146/G2-public-comment)

Report prepared by:  
Nick Pegueros, Assistant City Manager



## **Library and Community Services**

### **Strategic Plan Update: 2020 and Beyond**

Updated January 26, 2021

## **PURPOSE**

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In response to the COVID-19 pandemic's major impacts to Library and Community Services department operations -- including extensive facility closures and program suspensions, a rapid pivot to a "new normal" of safety and health precautions, substantial operating budget reductions and layoffs, and the combination of Library and Community Services operations into a single department -- staff in June 2020 initiated a process to expediently update the department's strategic plan to align with rapidly changing operational goals, needs, and resources. The resulting Library and Community Services Strategic Plan Update: 2020 and Beyond provides a detailed yet flexible roadmap and performance metrics for department facilities, services, programs, resources, and personnel going forward. As is appropriate and necessary in the dynamic and fluid environments in which local governments typically operate, the Strategic Plan Update is intended to be a living document that can and should be periodically updated to remain aligned with new operational circumstances, emerging opportunities, and evolving community needs over time.

## **GUIDING PRINCIPLES**

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The Strategic Plan Update process embraced these guiding principles:

1. Align goals and outcomes with City Council priorities and direction
2. Prioritize goals and tasks in context of available resources and community needs
3. Ensure equitable access to public resources for all community members
4. Deliver excellent customer service to the Menlo Park community
5. Develop a service adaptation (reactivation) plan for department services, facilities, operations, budget, and personnel in preparation for post-Covid operations
6. Facilitate the success of complex, multi-year projects in addition to daily tasks
7. Ensure transparency and accountability to the Menlo Park community
8. Maintain nimbleness and flexibility to respond to continuously evolving needs, demands and circumstances.

## **STRATEGIC DIRECTIONS**

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The eight major categories of the Strategic Plan Update are:

1. Deliver excellent customer service
2. Advance the Menlo Park Community Campus project
3. Provide services and programs that respond to community needs
4. Maintain efficient operations, systems, and facilities
5. Create meaningful staff development, engagement, and team communication opportunities
6. Engage in robust, transparent, two-way communication and outreach with the community
7. Prioritize diversity, equity, and inclusion in department services and programs
8. Design and implement safe, effective, sustainable Service Adaptation Plans for post-COVID operations.

## **OPERATIONAL GOALS (S.M.A.R.T. GOALS)**

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What follows is a topline summary of the operational goals contained in the Strategic Plan Update. Goals are Specific, Measurable, Achievable, Results-oriented, and Time-bound. A more detailed matrix of the specific tasks, performance metrics, and timelines associated with each operational goal is provided in the Strategic Plan Task Matrix on page 6.

1. Strategic Direction #1: Deliver excellent customer service
  - 1.1. Implement a customer satisfaction data collection system with tools to assess community sentiment and satisfaction with department services
  - 1.2. Create a customer service training program for LCS team members. Cross-train and test all team members on customer service expectations and techniques
  - 1.3. Review and update Library and Community Services department policies and procedures with stakeholder input
  - 1.4. Create self-service and automation systems to enhance convenience and access for residents, increase operational efficiencies, and achieve operational cost savings
  
2. Strategic Direction #2: Advance the Menlo Park Community Campus project
  - 2.1. Working with the City Council, the community, Facebook, and other stakeholders, complete remaining design phases of the Menlo Park Community Campus facility project
  - 2.2. Develop a plan to provide interim services during MPCC project construction
  - 2.3. Develop an operational plan for the new facility that meets resident needs and provides equitable access for all
  - 2.4. Assist and facilitate robust community engagement at all phases in the project development, in coordination with design team and city public engagement manager.
  
3. Strategic Direction #3: Provide services and programs that respond to community needs
  - 3.1. Complete the LCS Strategic Plan Update: 2020 and Beyond
  - 3.2. Use library and community services statistics, community survey response data, strategic and master plan documents, and analyses of best practices to inform decisions about new and current LCS services and programs
  - 3.3. Target department services, programs, and resources efficiently and where they are most effective.
  
4. Strategic Direction #4: Maintain efficient operations, systems, and facilities
  - 4.1. Operate an efficient municipal department that meets assigned service delivery outcomes within approved operating budget
  - 4.2. Secure external resources from grants, volunteers, and partnerships that are valued greater than the costs to acquire and maintain the external resources
  - 4.3. Coordinate with City IT and Public Works departments to address ongoing technology needs, resolve technical challenges, and leverage emerging opportunities to address evolving facility and technology needs
  - 4.4. Practice environmental sustainability and energy efficiency in department operations

5. Strategic Direction #5: Create meaningful staff development, engagement, and team communication opportunities
  - 5.1. Complete individual work plans annually for all department team members. Work plans will include goals, tasks, and Performance goals as well as individual training and professional development goals
  - 5.2. Develop a department wide staff training plan to maximize depth and breadth of organizational knowledge, provide cross-training and development opportunities for career growth
  - 5.3. Conduct regular employee recognition and team-building activities and facilitate robust, transparent internal communication at all organizational levels.
  
6. Strategic Direction #6: Engage in robust, transparent, two-way communication and outreach with the community
  - 6.1. Coordinate with city public engagement manager to review and update LCS department webpages, email lists, social media presence, printed materials, and onsite messaging as needed to improve the effectiveness and transparency of communications
  - 6.2. Target communications and outreach resources efficiently and where they are most effective, in coordination with city public engagement manager
  - 6.3. Explore new communications channels for reaching the community; reinforce and educate the community about existing channels
  
7. Strategic Direction #7: Prioritize diversity, equity, and inclusion in department services and programs
  - 7.1. Identify and reduce barriers to participation for all residents
  - 7.2. Provide diverse, equitable, and inclusive services, programs, and facilities for all residents
  - 7.3. Train staff on the principles and practice of equity, diversity, inclusivity, and adaptive learning; conduct a full review of potential bias in department operations
  
8. Strategic Direction #8: Design and implement safe, effective, sustainable Service Adaptation Plans for post-COVID operations
  - 8.1. Develop a comprehensive service adaptation (reactivation) plan for rebuilding department services, facilities, operations, budget, and personnel, in preparation for post-Covid operations

## BACKGROUND AND PROCESS

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- The [2015 Operational and Administrative Review](#)<sup>1</sup> of the Library Department recommended that Library staff coordinate with Library Commissioners and other stakeholders to develop a Library Strategic Plan.
- The Menlo Park Library Strategic Plan 2016-2020 was completed and presented to the City Council on [October 11, 2016](#).<sup>2</sup>
- A progress report was provided to the Library Commission in [August 21, 2017](#).<sup>3</sup>
- A Strategic Plan Scorecard providing a detailed evaluation of department progress toward the Strategic Plan goals, was presented to the Library Commission on [December 17, 2018](#).<sup>4</sup>
- The Library Commission reviewed the draft Strategic Plan Update 2019-20 on [February 25, 2018](#)<sup>5</sup>; and the final plan 2019-20 on [May 20, 2019](#).<sup>6</sup>
- The formerly separate Library and Community Services departments were combined into a single operational department in June 2020.
- LCS department staff initiated the “Strategic Plan Update: 2020 and Beyond” process with a review of the new department’s existing strategic plans, procedures, and other relevant documents in June 2020.
- The Library Commission was advised of the Strategic Plan Update process in a public meeting on [July 20, 2020](#)<sup>7</sup>; reviewed and provided input to a draft Strategic Plan Update in a public meeting on [October 19, 2020](#)<sup>8</sup>; provided additional feedback in a public meeting on [November 16, 2020](#)<sup>9</sup>; and the final draft Strategic Plan Update in a public meeting on January 25, 2021.
- The Parks and Recreation Commission was advised of the Strategic Plan Update process in a public meeting on [July 22, 2020](#)<sup>10</sup>; reviewed a draft Strategic Plan Update in a public meeting on [November 19, 2020](#)<sup>11</sup>; and the final draft Strategic Plan Update in a public meeting on January 27, 2021.

Input from all of the above, including the insights gleaned from public comments and suggestions, related projects like the Menlo Park Community Campus and Parks and Recreation Facilities Master Plan, and City Council Goals and Priorities, was integrated into this updated strategic plan. As a living document, this strategic plan is subject to continuous evaluation and revision as needed to respond to changing needs and resources over time, and is intended to facilitate, not hinder, forward movement and progress in a nimble, flexible, and transparent way.

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<sup>1</sup> Link: [menlopark.org/DocumentCenter/View/15271/Attachment-D---Recommendations-from-the-Operationaland-Administrative-Review-of-the-Library-Departme?bidId](https://menlopark.org/DocumentCenter/View/15271/Attachment-D---Recommendations-from-the-Operationaland-Administrative-Review-of-the-Library-Departme?bidId)

<sup>2</sup> Link: [menlopark.org/DocumentCenter/View/15808/Library-Strategic-Plan-2016-2020?bidId](https://menlopark.org/DocumentCenter/View/15808/Library-Strategic-Plan-2016-2020?bidId)

<sup>3</sup> Link: [menlopark.org/AgendaCenter/ViewFile/Agenda/\\_08212017-2962](https://menlopark.org/AgendaCenter/ViewFile/Agenda/_08212017-2962)

<sup>4</sup> Link: [menlopark.org/DocumentCenter/View/20298/Staff-Report\\_LC\\_2018\\_12\\_17\\_Strategic\\_plan\\_update](https://menlopark.org/DocumentCenter/View/20298/Staff-Report_LC_2018_12_17_Strategic_plan_update)

<sup>5</sup> Link: [menlopark.org/DocumentCenter/View/20713/Staff-Report\\_LC\\_2019\\_02\\_25\\_Strategic\\_plan\\_update\\_2019-2020](https://menlopark.org/DocumentCenter/View/20713/Staff-Report_LC_2019_02_25_Strategic_plan_update_2019-2020)

<sup>6</sup> Link: [menlopark.org/DocumentCenter/View/21592/Staff-Report\\_LC\\_2019-05-20\\_Strategic\\_plan\\_update\\_2019-2020](https://menlopark.org/DocumentCenter/View/21592/Staff-Report_LC_2019-05-20_Strategic_plan_update_2019-2020)

<sup>7</sup> Link: [menlopark.org/DocumentCenter/View/25723/Staff-Report\\_LC\\_2020-07-20\\_LCS-updates](https://menlopark.org/DocumentCenter/View/25723/Staff-Report_LC_2020-07-20_LCS-updates)

<sup>8</sup> Link: [menlopark.org/DocumentCenter/View/26447/Staff-report\\_LC\\_20\\_015\\_LCS-Strategic-Plan](https://menlopark.org/DocumentCenter/View/26447/Staff-report_LC_20_015_LCS-Strategic-Plan)

<sup>9</sup> Link: [menlopark.org/DocumentCenter/View/26708/Staff-report\\_LC\\_20\\_018\\_LCS-Strategic-Plan](https://menlopark.org/DocumentCenter/View/26708/Staff-report_LC_20_018_LCS-Strategic-Plan)

<sup>10</sup> Link: [menlopark.org/DocumentCenter/View/25742/Staff-Report\\_PRC\\_20-003-PRCupdates](https://menlopark.org/DocumentCenter/View/25742/Staff-Report_PRC_20-003-PRCupdates)

<sup>11</sup> Link: [menlopark.org/DocumentCenter/View/26754/Staff-Report\\_20201116\\_LCS-updates](https://menlopark.org/DocumentCenter/View/26754/Staff-Report_20201116_LCS-updates)

## STRATEGIC PLAN TASK MATRIX

- Strategic Directions: The eight major categories of the plan
- S.M.A.R.T. Goals: Specific, Measurable, Achievable, Results-oriented, Time-bound
- Tasks: Clearly defined but flexible to respond to the changing environment
- Start/end dates: Specific timeframes establish when tasks will be completed. Dates are considered realistic and achievable but are subject to change as new circumstances and resource constraints may arise over time.
- Performance goals: Metrics to assess if and how well a goal has been achieved

### **Strategic Direction #1: Deliver excellent customer service**

#### **S.M.A.R.T. Goal #1.1. Implement a customer satisfaction data collection system with tools to assess community sentiment and satisfaction with department services.**

Task	Description	Start*	End*	Performance goal
1.1.a	Deploy survey tools to collect data about community satisfaction with Library and Community Services operations, services, and programs	Jan 2021	Aug 2021	Survey tools deployed by Aug 2021
1.1.b	Analyze customer satisfaction data and identify potential service enhancements.	Aug 2021	ongoing	90% or higher rating on customer satisfaction surveys achieved
1.1.c	Provide a public suggestion box at every service point, including online. Respond to every suggestion received within a week and publish responses monthly.	Jan 2021	ongoing	100% responses sent within five business days; published monthly online and in reports to advisory bodies

#### **S.M.A.R.T. Goal #1.2. Create a customer service training program for LCS team members. Cross-train and test all team members on customer service expectations and techniques.**

Task	Description	Start	End	Performance goal
1.2.a	Implement customer service procedures and cross-training modules for LCS staff.	Jan 2021	Sept 2021	100% customer service procedures and training modules implemented
1.2.b	Department team members achieve proficiency with the customer service techniques and training contained in the customer service procedures modules.	Jan 2021	Jul 2021	Team members collectively achieve average 90% or higher score on customer service module proficiency tests.

\* Dates are estimated to be realistic and achievable at the time of this update, but are subject to revision as new circumstances, resource constraints, or updated priorities arise over time.



1.2.c.	Convene annual LCS staff in-service training conferences focused on customer service	Apr 2021	Oct 2021	Training conferences successfully convened by Oct 2021 and annually thereafter
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**S.M.A.R.T. Goal #1.3. Review and update Library and Community Services department policies and procedures with stakeholder input.**

Task	Description	Start	End	Performance goal
1.3.a.	Update operational procedure manuals for all LCS functional areas; convert all to secure electronic formats	Jan 2021	Jan 2022	Procedure manuals updated and converted to secure electronic formats by Jan 2022
1.3.b.	Update and compile a comprehensive emergency and safety procedures manual; present to advisory bodies for review	Jan 2021	Jul 2021	Emergency manual updated; review by advisory bodies completed
1.3.c.	Update and compile customer service policies from across department; align and combine policies where appropriate	Jan 2021	Jan 2022	Policies updated and presented to advisory bodies for review and recommendation

**S.M.A.R.T. Goal #1.4. Create self-service and automation systems to enhance convenience and access for residents, increase operational efficiencies, and achieve operational cost savings**

Task	Description	Start	End	Performance goal
1.4.a	Evaluate current self-service and automation options to improve customer service and gain operational efficiencies across department. Review industry best practices. develop budget and resource allocation proposals and identify potential upgrade options	Jan 2021	Jun 2021	Assessment completed; recommended options identified in the context of the FY 2021-22 operating budget
1.4.b	Implement self-service and automation solutions in coordination with city IT and Public Works departments	Jul 2021	Jun 2022	Implementation completed 100% on time and within budget
1.4.c	In cooperation with the project design team and city IT, develop a self-service and automation strategy and recommendations for the new Menlo Park Community Campus building that provides fast, convenient, easy to use options for customer self service	Feb 2021	Jun 2022	Strategy and recommendations developed and integrated in MPCC equipment/software acquisition strategy
1.4.d	Coordinate with City IT and Public Works departments to address ongoing technology needs, resolve technical challenges, and leverage emerging opportunities to address evolving facility and technology needs.	Jun 2020	ongoing	See Goal 4.3

## **Strategic Direction #2:** **Advance the Menlo Park Community Campus Project**

### **S.M.A.R.T. Goal #2.1. Working with the City Council, the community, Facebook, and other stakeholders, complete remaining design phases of the Menlo Park Community Campus facility project**

<b>Task</b>	<b>Description</b>	<b>Start</b>	<b>End</b>	<b>Performance goal</b>
2.1.a.	Assist and advise project design process; provide input and recommendations from operational perspective	Aug 2020	Dec 2020	Project design completed and approved by Planning Commission and City Council
2.1.b.	Assist and advise interior design process; focus on furnishings that are welcoming, easy to maintain, and appropriate for seniors, teens and families.	Feb 2021	Dec 2021	Interior design completed and approved 100% % in alignment with overall project timeline and milestones
2.1.c.	Develop a program for the inclusion of thoughtful, inclusive public art elements in the new building that are community specific, integral to local history, and solicit community participation	Jan 2022	Jun 2022	Public art program completed and approved 100% in alignment with overall project timeline and milestones
2.1.d.	In coordination with the Menlo Park Library Foundation, develop a system for recognizing donor contributions to the new MPCC	Mar 2021	Jul 2021	Donor recognition plan completed and approved 100% in alignment with overall project timeline and milestones

### **S.M.A.R.T. Goal #2.2. Develop a plan to provide interim services during MPCC project construction**

<b>Task</b>	<b>Description</b>	<b>Start</b>	<b>End</b>	<b>Performance goal</b>
2.2.a.	Plan for and install modular facilities at Kelly Park for after school youth program. Ensure students have safe access to reach modular buildings	Sep 2020	Jun 2021	Modular facilities installed and ready for occupancy 100% on time and within budget
2.2.b.	Provide hot meals, senior enrichment classes, and a senior lounge area on the Burgess Campus during the transitional period	Sep 2020	Jun 2021	Senior services at Burgess in place and implemented 100% on time and within budget
2.2.c.	Work with PW-Transportation to provide convenient, reliable transportation for neighborhood residents from Belle Haven to Burgess campus	Sep 2020	Jun 2021	Transportation service plan in place and implemented 100% on time and within budget
2.2.d.	Explore options for providing some recreation classes in Belle Haven neighborhood and at the Burgess campus	Sep 2020	Jun 2021	Recreation service in place and implemented 100% on time and within budget

2.2.e.	Provide branch library services during the construction of the MPCC; work with the Ravenswood School District to ensure a smooth transition of the Belle Haven Branch Library facility back to a school facility once construction is completed	Mar 2021	Jul 2023	Library services restored at Belle Haven Branch library during construction; transition plan to new MPCC facility in place and implemented 100% on time and within budget
2.2.f.	Evaluate current food pantry distribution programs; explore options and leverage partnerships to efficiently support food security for vulnerable community members during MPCC construction.	Jan 2021	Jun 2021	Food pantry distribution activities sustained during 100% of the MPCC transitional period

**S.M.A.R.T. Goal #2.3. Develop an operational plan for the new facility that meets resident needs and provides equitable access for all.**

Task	Description	Start	End	Performance goal
2.3.a.	Create a staffing and operational plan for the new facility that meets projected service demands, provides operational flexibility, and leverages self-service and automation systems to gain operational efficiencies where feasible and appropriate	Jan 2022	Jun 2022	Proposed staffing and operational plan completed and presented to City Council in the context of the FY 2022-23 operating budget
2.3.b.	Develop proposed hours of operation to meet resident needs and expectations for the new facility, in the context of resource constraints and	Jan 2022	Jun 2022	Proposed operating hours completed and presented to City Council in the context of the FY 2022-23 operating budget
2.3.c.	In coordination with the project design team and city Environmental Services, establish operational procedures to conserve energy and reduce waste	Jul 2022	Mar 2023	Energy conservation and waste reduction procedures established and in place by facility opening day

**S.M.A.R.T. Goal #2.4. Assist and facilitate robust community engagement at all phases in the project development, in coordination with design team and city public engagement manager.**

Task	Description	Start	End	Performance goal
2.4.a.	Utilize the Institute for Local Government "TIERS" public engagement model for all major project communication efforts, in coordination with project team and city public engagement manager.	Jan 2020	Jul 2023	TIERS model engaged for 100% of major project communication efforts
2.4.b.	Translate major project documents into Spanish and other languages and provide translation services at public meetings where feasible and appropriate	Aug 2020	Mar 2023	Translations provided for 100% of major project documents and at public meetings
2.4.c.	Engage and advise relevant advisory bodies (Library Commission, Parks & Recreation Commission, Youth Advisory Committee) with regular project progress updates throughout each phase of project development	Jun 2021	Mar 2023 and ongoing	Advisory bodies receive project status updates at 100% of duly noticed advisory body public meetings through all phases of the project development

## **Strategic Direction #3: Provide services and programs that respond to community needs**

### **S.M.A.R.T. Goal #3.1. Complete the LCS Strategic Plan Update: 2020 and Beyond**

<b>Task</b>	<b>Description</b>	<b>Start</b>	<b>End</b>	<b>Performance goal</b>
3.1.a.	Engage the input and suggestions of LCS team members in development of the Strategic Plan Update	Aug 2020	Dec 2020	Every LCS team member engaged in planning process
3.1.b.	Engage the input and suggestions of the Parks and Recreation Commission, the Library Commission and general public in development of the Strategic Plan	Nov 2020	Jan 2021	LCS Strategic Plan recommended by both the Parks & Rec Commission and the Library Commission
3.1.c.	Conduct an annual review of performance and progress toward Strategic Plan goals	Oct 2021	Jan 2022	Complete next annual review by Jan 2022
3.1.d.	Integrate strategic plan goals into individual employee work plans	Feb 2021	Aug 2021	All individual work plans tie directly to strategic plan goals

### **S.M.A.R.T. Goal #3.2. Use library and community services statistics, community survey response data, , strategic and master plan documents, and analyses of best practices to inform decisions about new and current LCS services and programs.**

<b>Task</b>	<b>Description</b>	<b>Start</b>	<b>End</b>	<b>Performance goal</b>
3.2.a.	Develop tools to collect quantitative and qualitative feedback from service users and program attendees, in alignment with Strategic Direction #1.	Jan 2021	Aug 2021	See Goal 1.1.a
3.2.b.	Use community feedback to modify programs and services in response to identified community needs	Oct 2021	ongoing	90% or higher rating on customer satisfaction surveys achieved
3.2.c.	Publish relevant statistics and data to the public through advisory bodies, budget stories page, and for publication online and in print.	Jan 2021	ongoing	Budget stories page updated annually; advisory bodies monthly
3.2.d.	Advance the recommendations of the Parks and Recreation Facilities Master Plan (PRFMP)	Jul 2020	ongoing	See PRFMP

### **S.M.A.R.T. Goal #3.3. Target department services, programs, and resources efficiently and where they are most effective.**

<b>Task</b>	<b>Description</b>	<b>Start</b>	<b>End</b>	<b>Performance goal</b>
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3.3.a	Develop a “Rebuilding LCS” service adaptation plan for post-Covid-19 services, operations, facilities, and personnel	Jun 2020	Jun 2021	See Strategic Direction #8
3.3.b.	Develop and implement a plan to enhance technology services and access to seniors	Aug 2020	Dec 2021	Achieve 100% of senior center users have access to high-speed internet and connected device
3.3.c.	Under Council direction, convene and support a Youth Advisory Committee (YAC) to provide input on youth related programs and services	Nov 2020	Jun 2021 and ongoing	Work with the new YAC to create a committee work plan for 2021-22 year by June 2021
3.3.d.	Implement a Books By Mail program to direct ship library materials to seniors and the homebound using existing resources	Sep 2020	Apr 2021	Program implemented and operational on time and within existing available resources
3.3.e.	Create a pilot program for pickleball play on City tennis courts; re-evaluate pilot program after 6 months	Nov 2020	May 2021	>80% of pickleball users rate pilot program as satisfactory or better in user surveys
3.3.f.	Create a demonstration garden at the main library to use by MCC children and seniors during MPCC interim services, as well as the general public	Jan 2021	Summer 2021	Garden and supporting programming in place by beginning of transitional service period
3.3.g.	In coordination with Strategic Direction #7, identify opportunities to eliminate or reduce barriers to recreation program participation and facility use	Feb 2021	Jun 2021	See Strategic Direction #7
3.3.k.	Provide virtual and or virtual/onsite hybrid participation for programs, events, and classes whenever feasible and appropriate	Apr 2020	ongoing	>50% of classes, events and programs provide a virtual or hybrid option; >90% of virtual program attendees rate experience as good or better in user surveys

## **Strategic Direction #4:** **Maintain efficient operations, systems, and facilities**

### **S.M.A.R.T. Goal #4.1. Operate an efficient municipal department that meets assigned service delivery outcomes within approved operating budget.**

<b>Task</b>	<b>Description</b>	<b>Start</b>	<b>End</b>	<b>Performance goal</b>
4.1.a.	Deliver 100% of the department's service delivery outcomes within established operational budget constraints	Jun 2020	Jul 2021	100% of service outcomes delivered on time and within budget
4.1.b.	Analyze departmental staffing needs and organizational structure and develop staffing proposals to address projected service demand changes, in alignment with Strategic Direction #8	Jan 2021	Jun 2021	Proposed staffing and operational plan completed and presented to City Council in the context of the FY 2021-22 operating budget
4.1.c.	Complete a fee study that analyzes the current fee structure and costs for classes and rentals with the goal of creating a consistent fee structure for classes and rental costs across all LCS facilities	Oct 2020	Apr 2021	Propose any fee changes for Council adoption for 2021/22 FY.
4.1.d.	Cross train staff across functional areas to increase staff skills and flexibility	Jan 2021	Jul 2021	>50% of department staff cross-trained in two or more operational areas of the department

### **S.M.A.R.T. Goal #4.2. Secure external resources from grants, volunteers, and partnerships that are valued greater than the costs to acquire and maintain the external resources.**

<b>Task</b>	<b>Description</b>	<b>Start</b>	<b>End</b>	<b>Performance goal</b>
4.2.a.	Secure external grant funding to support and enhance LCS services.	Jun 2020	ongoing	Total annual grant funding secured is equivalent to or greater than 5% of department annual general fund operating budget.
4.2.b.	Engage volunteerism in support of library and community services public services.	Jun 2020	ongoing	Total annual volunteer hours served is equivalent to or greater than 3% of total annual staff hours worked.
4.2.c.	Continue to work with local higher education programs to provide internship opportunities	Jun 2020	ongoing	Total annual intern hours served is equivalent to or greater than 0.5% of total annual staff hours worked.
4.2.d.	Explore opportunities to facilitate the creation of a nonprofit group to support parks and recreation facilities and services	Feb 2021	Jan 2022	See Goal 7.1.b

**S.M.A.R.T. Goal #4.3. Coordinate with City IT and Public Works departments to address ongoing technology needs, resolve technical challenges, and leverage emerging opportunities to address evolving facility and technology needs.**

Task	Description	Start	End	Performance goal
4.3.a.	Advance the recommendations of the Parks and Recreation Facilities Master Plan (PRFMP)	Jul 2020	ongoing	See PRFMP
4.3.c.	Working with City IT and the IT Master Plan, identify strategies and opportunities to ensure that all Menlo Park residents have reliable access to high-speed internet and an internet-connected device	Jul 2020	Jul 2023	100% of Menlo Park residents have reliable access to high-speed internet and an internet-connect device
4.3.d.	Identify opportunities for self-service and automation technology systems to improve efficiency and free up staff resources to focus on services and programs	June 2020	Ongoing	See Goal 1.4
4.3.e.	Implement a department-wide, web-accessible staff shift scheduling system that intuitive for staff and improves operational efficiency and flexibility	Oct 2020	Dec 2020	System implemented and 100% of staff shift scheduling effectively migrated to new system
4.3.f.	Seek and secure competitive bids for a new Integrated Library System platform; engage new vendor; migrate library data to new system and launch new ILS by July 1, 2021	Oct 2020	Jul 2021	Project completed 100% on time and within budget
4.3.g.	Working with City Finance department, investigate customer payment systems that improve ease of payments, financial reconciliation, and integration with existing systems, possibly as part of new library ILS (See above)	Jan 2021	Jul 2021	Project completed 100% on time and within budget
4.3.i.	Investigate improvements to customer registration system (currently EGov) for LCS programs and events, including options to migrate to a new system	Jul 2021	Dec 2021	Project completed 100% on time and within budget
4.3.j.	Improve departmental capabilities for videoconferencing. Focus on internal uses to improve intra-team communication, and on external uses for virtual program creation and distribution	Jan 2021	Jun 2021	Project completed 100% on time and within budget

**S.M.A.R.T. Goal# 4.4. Practice environmental sustainability and energy efficiency in department operations**

Task	Description	Start	End	Performance goal
4.5.a.	Working with city Environmental Sustainability department and following the strategy recommendations of the Community Zero Waste Plan, reduce waste generation by staff by 5%	Jan 2021	Dec 2021	Reduce departmental waste generation by 5%

4.5.b.	Readjust energy consumption at LCS facilities to achieve operational Net Zero Energy in alignment with Climate Action Plan goals for city facilities by 2030	Jan 2021	Dec 2030	Achieve 100% of Climate Action Plan energy consumption goals by 2030
4.5.c.	In coordination with Public Works, replace water fountains at LCS facilities with bottle filling stations	Oct 2020	Jul 2021	Bottle filling stations installed on time and within established project budget



## **Strategic Direction #5:** **Create meaningful staff development, engagement, and team communication opportunities**

**S.M.A.R.T. Goal #5.1. Complete individual work plans annually for all department team members. Work plans will include goals, tasks, and Performance goals as well as individual training and professional development goals.**

Task	Description	Start	End	Performance goal
5.1.a.	Complete individual work plans for all department team members.	Aug 2020	Jan 2021	100% of department team members complete individual employee work plans by 9/30/19.
5.1.b.	Identify individual employee training needs and coordinate training sessions to fill the needs. Make sure training outcome is shared and applied	Jan 2021	ongoing	As part of work plan development, identify training needs and schedule trainings for all employees by May 2021
5.1.c.	Identify individual employee professional development goals and develop action plans to help each employee achieve their professional goals. Encourage certifications and educational requirements when required for position.	Jan 2021	ongoing	As part of work plan development, create professional development action plans for each employee by 2021
5.1.d.	Provide regular one-on-one check- in meetings between employees and supervisors to review performance goals and progress	Jan 2021	ongoing	100% of employees and supervisors engage in monthly one-on-one meetings
5.1.e.	Complete annual employee evaluations for every employee	Jan 2021	ongoing	100% of departmental employees receive an annual evaluation

**S.M.A.R.T. Goal #5.2. Develop a department wide staff training plan to maximize depth and breadth of organizational knowledge, provide cross-training and development opportunities for career growth.**

Task	Description	Start	End	Performance goal
5.2.a.	Create a training team and task them with developing a training plan for the department. Training plan should include team or small group trainings and require post-training report-outs to larger team or at departmental meetings. First round of training topics to be developed based on responses from October 2020 departmental survey.	Jan 2021	ongoing	Training team created. 3 team trainings per division per year; group trainings provided at each annual staff retreat meeting
5.2.b.	Develop and implement an operations cross-training strategy to enhance staff capacity, teamwork, and flexibility.	Apr 2021	Dec 2021	Cross training plan developed

5.2.c.	Develop depart-wide understanding of position requirements so that training support can be provided	Mar 2021	Dec 2021	Technical and training requirements for each departmental position available to all employees
5.2.d.	Provide technology training based on the results of the departmental survey from Oct 2020 (Monday.com; Box.com; Deputy.com; Zoom; Workplace)	Nov 2020	Apr 2021	Tech training events held
5.2.e	Working with City HR, conduct all-hands trainings related to employee safety (e.g., protecting against viral transmission, dealing with difficult customers, active shooter training, etc.)	Jan 2021	Jan 2022 and ongoing	100% of department staff attend two or more safety trainings per year
5.2.f.	Implement supervisor talent exchange program to build capacity, facilitate succession planning, increase staff knowledge of department operations, and improve collaboration	Nov 2020	Jan 2021 and ongoing	100% of program work plan goals met
5.2.g	Develop a department wide staff development and succession plan to maintain continuity of organizational knowledge, minimize operational disruptions, sustain employee retention levels, and provide opportunities for career growth.	Jan 2021	Jan 2022	Plan completed and presented to City Manager for review and approval
5.2.h	Provide rewarding internship opportunities for early career professionals and students to provide opportunities for work experience	Jun 2020	Ongoing	See Goal 4.2.c

**S.M.A.R.T. Goal #5.3. Conduct regular employee recognition and team-building activities and facilitate robust, transparent internal communication at all organizational levels**

Task	Description	Start	End	Performance goal
5.3.a.	Convene semiannual staff retreats for team building, information sharing, and professional development	Mar 2021	ongoing	100% of department staff participate in one or more staff retreats annually
5.3.d.	Provide opportunities for peer-generated staff recognition activities (e.g. virtual kudos boards, virtual and onsite recognition events, verbal recognition at all-hands meetings, etc.)	June 2020	ongoing	100% of department staff engage in one or more peer-generated recognition activities annually
5.3.e	Designate an official communication channel for internal communications and ensure all department staff have access to and are trained in the use of the channel	Dec 2020	ongoing	100% of department staff gain access and training in the use of designated internal communication system
5.3.f	Engage all department staff in collaborative problem-solving efforts to address suggestions and concerns identified in the biennial City employee survey (e.g., work/life balance, workload demands, balancing remote vs. on site work, internal communication and team-building, etc.)	Jun 2020	Jun 2022	>3% positive improvement in overall department employee satisfaction reported in biennial City employee survey

## **Strategic Direction #6:** **Engage in robust, transparent, two-way communication and outreach with the community**

### **S.M.A.R.T. Goal #6.1. Coordinate with city public engagement manager to review and update LCS department webpages, email lists, social media presence, printed materials, and onsite messaging as needed to improve the effectiveness and transparency of communications**

<b>Task</b>	<b>Description</b>	<b>Start</b>	<b>End</b>	<b>Performance goal</b>
6.1.a.	Develop and implement a coordinated social media messaging strategy driven by user analytics. Use engagement tools to measure effectiveness of social media messages	Feb 2021	ongoing	Achieve 90% or greater customer satisfaction with web and social media user experience on department customer satisfaction surveys.
6.1.b.	Provide easy channels for residents to provide feedback online and in person. Respond to all customer feedback promptly.	Aug 2020	ongoing	See Goal 1.1.c
6.1.c.	Evaluate current department webpages and print materials to assess reach, impact and relevance to residents	Jan 2021	Dec 2021	Achieve 90% or greater customer satisfaction with departmental communications on department customer satisfaction surveys.
6.1.d.	Utilize the Institute for Local Government "TIERS" public engagement model for major department communications efforts, in coordination with city public engagement manager and other relevant stakeholders	Jun 2020	ongoing	TIERS model engaged for 100% of major department communication efforts
6.1.e.	In coordination with city communications team, develop a system for identifying, targeting, and focusing departmental messaging. Test message content and methods to increase the effectiveness and reach of department communications	Jun 2021	Dec 2021	Achieve 90% or greater customer satisfaction with departmental communications on department customer satisfaction surveys.

### **S.M.A.R.T. Goal #6.2. Target communications and outreach resources efficiently and where they are most effective, in coordination with city public engagement manager**

<b>Task</b>	<b>Description</b>	<b>Start</b>	<b>End</b>	<b>Performance goal</b>
6.2.a.	Produce a weekly department e-newsletter for citywide distribution.	Jul 2020	ongoing	Weekly e-newsletter produced >45 times per year
6.2.b.	Translate major department communications. Have staff available to assist in translating during customer interactions. Encourage staff education in Spanish language/ASL	Oct 2020	ongoing	Translations provided for 100% of major department communications; bilingual staff are available to translate service interactions during 100% of operational hours

6.3.d.	Enhance visual accessibility of department web pages for users who need web readers. Evaluate options for improving accessibility of communications for those who are hearing impaired/sight impaired	Apr 2021	ongoing	Achieve 90% or greater customer satisfaction with web and social media user experience on department customer satisfaction surveys.
6.3.e.	Use data from post event surveys to identify most effective forms of communication	Nov 2020	ongoing	Achieve 90% or greater customer satisfaction with web and social media user experience on department customer satisfaction surveys.
6.3.f.	Produce and distribute printed information materials to inform residents of department services	Feb 2021	ongoing	Printed informational materials produced and distributed to Menlo Park residents on a quarterly or more frequent schedule

**S.M.A.R.T. Goal #6.3. Explore new communications channels for reaching the community; reinforce and educate the community about existing channels**

Task	Description	Start	End	Performance goal
6.3.a.	Recruit ambassadors from department affiliate groups and advisory bodies to distribute department messages on hyperlocal social media channels (e.g., NextDoor, Facebook Neighborhoods, etc)	Jan 2021	ongoing	4 or more messages per quarter placed on hyperlocal channels
6.3.b.	Leverage the existing Niche Academy platform for training staff and the community	Feb 2021	ongoing	2 or more promotional pieces created and 2 or more staff training modules created per year
6.3.c.	Develop internal production capacity to produce “behind the scenes” videos for social media channels/ training for staff	Jan 2021	ongoing	1 or more training or promotional videos produced per year
6.3.d.	Integrate livestream broadcast into department event production (e.g., Zoom webinar synchronization to Facebook Live, YouTube, etc). Use archived recordings to enrich social media channels	Jan 2021	ongoing	2 or more live stream events produced and archived per year
6.4.e.	Secure “earned media” local media placements via press releases and other publicity techniques	Jan 2021	ongoing	4 or more local media placements and one feature article per year

## **Strategic Direction #7:**

### **Prioritize diversity, equity, and inclusion in department services and programs**

**S.M.A.R.T. Goal #7.1. Identify and reduce barriers to participation for all residents**

Task	Description	Start	End	Performance goal
7.1.a.	Assess current cost recovery model to identify barriers to program participation (e.g., fees-for-service, overdue fines, instructor rates, prioritization of services, etc.)	Feb 2021	Jun 2021	Cost recovery / fee study completed and authorized in the context of the FY 2021-22 operating budget process
7.1.b.	Evaluate opportunities and best practices to remove barriers and increase accessibility to department programs and services (e.g., sliding scales, voluntary/ suggested donations at points of entry, fee waivers or scholarships, fundraising partnership with area nonprofits, "one city" access card system, etc.)	Feb 2021	Jun 2021	Evaluation completed and implemented in the context of the FY 2021-22 budget process
7.1.c.	Improve the accessibility of external communications by providing materials in other languages, making online communications web reader friendly, and other enhancements	Jan 2021	Jan 2022	See strategic direction 6.3.b.
7.1.d.	Identify opportunities, challenges and impacts to reduce access barriers for unhoused residents (e.g., address verification for library cards, internet access, use of recreation and gymnasium facilities, etc.)	Jan 2021	Jan 2022	Evaluation completed and recommendations presented to advisory commissions for review

**S.M.A.R.T. Goal #7.2. Provide diverse, equitable, and inclusive services, programs, and facilities for all residents**

Task	Description	Start	End	Performance goal
7.2.a.	Align resources so that facility hours and services are equitable and accessible residents in all areas of the city	Feb 2021	ongoing	Facility hours and services are comparable and equitable
7.2.b.	Review policies related to public use of facilities (library behavior policy, recreation facility use policy, etc.) to ensure equity, diversity, and inclusion for all residents regardless of background	Feb 2020	Jun 2020	90% or more of facility users agree with the following statement on user surveys: "City facilities, services, and programs reflect the community's diversity and provide equity, inclusion, and accessibility for all residents regardless of background."

7.2.f.	Coordinate with Public Works to review physical accessibility of all LCS facilities	Oct 2020	Dec 2021	ADA review of all LCS facilities completed and recommendations presented in the context of a future Capital Improvement Program budget
7.2.g.	Coordinate with Public Works to assess furnishings and fixtures at LCS facilities for accessibility by seniors and the differently abled	Oct 2020	Jun 2021	90% or more of facility users in these demographic categories rate the accessibility of department facilities good or better in customer satisfaction surveys
7.2.h.	Assess options to provide adaptive technology for hearing-impaired users (e.g. audio loop systems, portable radio/assistive technology) and for users with with low vision.	Jun 2021	Jun 2022	Assessment completed and recommendations presented in the context of the FY 2021-22 operating budget
7.2.i.	Develop and implement services and programs that are adaptive and inclusive for people of all abilities	Jun 2020	ongoing	90% or more of service and program participants in these demographic categories rate the accessibility of department facilities good or better in customer satisfaction surveys
7.2.j.	Build and strengthen partnerships with community-based organizations (e.g. Samaritan House, Mateo Lodge) that assist people who are unhoused and/or need access to health care. Develop a pilot program to refer and connect users to these organizations.	Dec 2020	Dec 2021	Pilot program developed and implemented

**S.M.A.R.T. Goal #7.3. Train staff on the principles and practice of equity, diversity, inclusivity, and adaptive learning; conduct a full review of potential bias in department operations**

Task	Description	Start	End	Performance goal
7.3.a.	Participate in institutional bias reform and training sessions, in alignment with City Council priorities	June 2020	ongoing	100% of LCS team members participate in one or more institutional bias training sessions per year
7.3.b.	Provide effective staff training on services to people who are unhoused	Jan 2021	ongoing	100% of department staff participate in one or more trainings per year about inclusive services to the unhoused
7.3.c.	Provide effective training to staff and contract instructors on adaptive learning techniques	Jan 2021	ongoing	100% of department staff and contract instructors participate in one or more trainings per year about adaptive learning techniques
7.3.d.	Ensure and sustain a diverse, safe, and inclusive work environment for all department staff	Nov 2020	Apr 2021	90% or more of department staff rate the department's commitment to workplace diversity, safety and inclusion good or better in employee surveys
7.3.e.	Conduct a full review of potential bias in department operations	Jan 2021	Jan 2022	Review completed and presented to advisory bodies and City Council with recommendations for eliminating bias in operations

## **Strategic Direction #8:** **Design and implement safe, effective, efficient, and sustainable Service Adaptation Plans for post-COVID operations**

**S.M.A.R.T. Goal #8.1. Develop a comprehensive service adaptation (reactivation) plan for rebuilding department services, facilities, operations, budget, and personnel, in preparation for post-Covid operations**

<b>Task</b>	<b>Description</b>	<b>Start</b>	<b>End</b>	<b>Performance goal</b>
8.1.a.	Modify and prepare department facilities, operations, and personnel for resiliency in a post-Covid environment, and within long-term economic and operational restraints created by the pandemic	Jun 2020	Jun 2021	“Rebuilding LCS” service adaptation plan completed, authorized, and implemented in the context of the FY 2021-22 operating budget process
8.1.b.	Align strategy and timelines with State and local health orders and guidelines for safe reopening of city facilities to public access	Jun 2020	Jun 2021	“Rebuilding LCS” strategy and timelines 100% aligned with state and local guidelines
8.1.c.	Work with the Public Works department to create a facility cleaning and ventilation plan for city facilities prior to reopening for staff and public access	Jun 2020	Jun 2021	“Rebuilding LCS” facility plan meets or exceeds 100% of applicable post-Covid-19 health and safety standard requirements
8.1.e.	Create staffing and operational plans for department facilities that meet projected service demands, provide operational flexibility, and leverage self-service and automation systems to gain operational efficiencies where feasible and appropriate	Nov 2020	Jun 2021	“Rebuilding LCS” staffing and operational plan completed and presented to City Council in the context of the FY 2021-22 operating budget
8.1.f.	Re-configure public service points and interior spaces to provide for social distancing and to protect staff health. Implement cashless payments, sneeze guards, hand-sanitization, and touchless and self-service systems where necessary and appropriate to reduce likelihood of person-to-person viral transmission	Nov 2020	Jun 2021	“Rebuilding LCS” service adaptation plan includes detailed recommendations to reconfigure interior spaces and implement touchless/ self-service systems for a post-Covid-19 environment
8.1.g.	Evaluate and adapt programs and services to meet changing customer needs, align with post-Covid-19 health and safety requirements, and pivot to new service delivery models as needed and appropriate to adjust to new financial and operational restraints	June 2020	ongoing	“Rebuilding LCS” service adaptation plan includes detailed recommendations to adapt 100% of department’s major service components
8.1.h	Prioritize service adaptation to vulnerable user groups, e.g., seniors, people with disabilities, people who are immune-compromised, families with young children	Apr 2020	ongoing	“Rebuilding LCS” service adaptation plan prioritizes access to services and programs for vulnerable user groups.



## STAFF REPORT

### City Council

**Meeting Date:** 1/26/2021  
**Staff Report Number:** 21-016-CC

**Informational Item:** January 30 annual goal setting workshop

### Recommendation

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

### Policy Issues

City Council conducts an annual goal setting process to prioritize resources for the remainder of the current fiscal year and inform the budget development for the upcoming fiscal year, which begins July 1.

### Background

City Council discussed the 2021 goal setting process at their January 12 meeting and provided direction to staff.

### Analysis

As direct by City Council at their January 12 meeting, the agenda for January 30 maximizes time for public comment on 2021 goals and City Council discussion and consensus. The information below outlines some of the unique aspects of the workshop and transmits background information to help prepare for the workshop.

### Workshop goal

City Council consensus on 2021 priorities and work plan. City Council will adopt the 2021 priorities and work plan at their next meeting, February 9.

### Agenda

10:00 a.m.	Welcome and introductions
10:15 a.m.	Staff presentation
10:25 a.m.	Public comment on 2021 goals (web form public comment accepted up to 9 a.m., January 30)
12:00 p.m.	Lunch break
12:30 p.m.	City Council consensus on 2021 priorities and work plan projects
2:30 p.m.	Break
2:45 p.m.	Summary of City Council consensus
3:00 p.m.	End

The special meeting agenda packet will be available January 28 and include a City Council tentative agenda for all regular meetings through June 2021 to assist in resource planning, a summary of City staff's recommendation, and a link to this informational item.



### Background attachments

Attachment A transmits the library and community services strategic plan update. In response to the COVID-19 pandemic's major impacts to library and community services department operations -- including extensive facility closures and program suspensions, a rapid pivot to a "new normal" of safety and health precautions, substantial operating budget reductions and layoffs, and the combination of library and community services operations into a single department -- staff in June 2020 initiated a process to expediently update the department's strategic plan to align with rapidly changing operational goals, needs and resources. The resulting library and community services strategic plan update: 2020 and beyond provides a detailed yet flexible roadmap, and performance metrics for department facilities, services, programs, resources and personnel going forward. As is appropriate and necessary in the dynamic and fluid environments in which local governments typically operate, the strategic plan update is intended to be a living document that can and should be periodically updated to remain aligned with new operational circumstances, emerging opportunities, and evolving community needs over time.

Attachments B, C, and D transmit the January 12 staff report, presentation, and web form public comment regarding the goal setting process.

### **Impact on City Resources**

There is no impact on City resources.

### **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it 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. Library and community services strategic plan update: 2020 and beyond
- B. Hyperlink – Staff Report #21-007-CC: Provide direction on the annual goal/priority setting process: [menlopark.org/DocumentCenter/View/27086/G2-20210112-CC-Direction-on-goal-priority-setting-process](https://menlopark.org/DocumentCenter/View/27086/G2-20210112-CC-Direction-on-goal-priority-setting-process)
- C. Hyperlink – Staff Report #21-007-CC: presentation: [menlopark.org/DocumentCenter/View/27158/G2-presentation---goal-priority-setting-20200112](https://menlopark.org/DocumentCenter/View/27158/G2-presentation---goal-priority-setting-20200112)
- D. Hyperlink – Staff Report #21-007-CC: web form public comment: [menlopark.org/DocumentCenter/View/27146/G2-public-comment](https://menlopark.org/DocumentCenter/View/27146/G2-public-comment)

Report prepared by:  
Nick Pegueros, Assistant City Manager



## **Library and Community Services**

### **Strategic Plan Update: 2020 and Beyond**

Updated January 26, 2021

## **PURPOSE**

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In response to the COVID-19 pandemic's major impacts to Library and Community Services department operations -- including extensive facility closures and program suspensions, a rapid pivot to a "new normal" of safety and health precautions, substantial operating budget reductions and layoffs, and the combination of Library and Community Services operations into a single department -- staff in June 2020 initiated a process to expediently update the department's strategic plan to align with rapidly changing operational goals, needs, and resources. The resulting Library and Community Services Strategic Plan Update: 2020 and Beyond provides a detailed yet flexible roadmap and performance metrics for department facilities, services, programs, resources, and personnel going forward. As is appropriate and necessary in the dynamic and fluid environments in which local governments typically operate, the Strategic Plan Update is intended to be a living document that can and should be periodically updated to remain aligned with new operational circumstances, emerging opportunities, and evolving community needs over time.

## **GUIDING PRINCIPLES**

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The Strategic Plan Update process embraced these guiding principles:

1. Align goals and outcomes with City Council priorities and direction
2. Prioritize goals and tasks in context of available resources and community needs
3. Ensure equitable access to public resources for all community members
4. Deliver excellent customer service to the Menlo Park community
5. Develop a service adaptation (reactivation) plan for department services, facilities, operations, budget, and personnel in preparation for post-Covid operations
6. Facilitate the success of complex, multi-year projects in addition to daily tasks
7. Ensure transparency and accountability to the Menlo Park community
8. Maintain nimbleness and flexibility to respond to continuously evolving needs, demands and circumstances.

## **STRATEGIC DIRECTIONS**

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The eight major categories of the Strategic Plan Update are:

1. Deliver excellent customer service
2. Advance the Menlo Park Community Campus project
3. Provide services and programs that respond to community needs
4. Maintain efficient operations, systems, and facilities
5. Create meaningful staff development, engagement, and team communication opportunities
6. Engage in robust, transparent, two-way communication and outreach with the community
7. Prioritize diversity, equity, and inclusion in department services and programs
8. Design and implement safe, effective, sustainable Service Adaptation Plans for post-COVID operations.

## **OPERATIONAL GOALS (S.M.A.R.T. GOALS)**

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What follows is a topline summary of the operational goals contained in the Strategic Plan Update. Goals are Specific, Measurable, Achievable, Results-oriented, and Time-bound. A more detailed matrix of the specific tasks, performance metrics, and timelines associated with each operational goal is provided in the Strategic Plan Task Matrix on page 6.

1. Strategic Direction #1: Deliver excellent customer service
  - 1.1. Implement a customer satisfaction data collection system with tools to assess community sentiment and satisfaction with department services
  - 1.2. Create a customer service training program for LCS team members. Cross-train and test all team members on customer service expectations and techniques
  - 1.3. Review and update Library and Community Services department policies and procedures with stakeholder input
  - 1.4. Create self-service and automation systems to enhance convenience and access for residents, increase operational efficiencies, and achieve operational cost savings
  
2. Strategic Direction #2: Advance the Menlo Park Community Campus project
  - 2.1. Working with the City Council, the community, Facebook, and other stakeholders, complete remaining design phases of the Menlo Park Community Campus facility project
  - 2.2. Develop a plan to provide interim services during MPCC project construction
  - 2.3. Develop an operational plan for the new facility that meets resident needs and provides equitable access for all
  - 2.4. Assist and facilitate robust community engagement at all phases in the project development, in coordination with design team and city public engagement manager.
  
3. Strategic Direction #3: Provide services and programs that respond to community needs
  - 3.1. Complete the LCS Strategic Plan Update: 2020 and Beyond
  - 3.2. Use library and community services statistics, community survey response data, strategic and master plan documents, and analyses of best practices to inform decisions about new and current LCS services and programs
  - 3.3. Target department services, programs, and resources efficiently and where they are most effective.
  
4. Strategic Direction #4: Maintain efficient operations, systems, and facilities
  - 4.1. Operate an efficient municipal department that meets assigned service delivery outcomes within approved operating budget
  - 4.2. Secure external resources from grants, volunteers, and partnerships that are valued greater than the costs to acquire and maintain the external resources
  - 4.3. Coordinate with City IT and Public Works departments to address ongoing technology needs, resolve technical challenges, and leverage emerging opportunities to address evolving facility and technology needs
  - 4.4. Practice environmental sustainability and energy efficiency in department operations

5. Strategic Direction #5: Create meaningful staff development, engagement, and team communication opportunities
  - 5.1. Complete individual work plans annually for all department team members. Work plans will include goals, tasks, and Performance goals as well as individual training and professional development goals
  - 5.2. Develop a department wide staff training plan to maximize depth and breadth of organizational knowledge, provide cross-training and development opportunities for career growth
  - 5.3. Conduct regular employee recognition and team-building activities and facilitate robust, transparent internal communication at all organizational levels.
  
6. Strategic Direction #6: Engage in robust, transparent, two-way communication and outreach with the community
  - 6.1. Coordinate with city public engagement manager to review and update LCS department webpages, email lists, social media presence, printed materials, and onsite messaging as needed to improve the effectiveness and transparency of communications
  - 6.2. Target communications and outreach resources efficiently and where they are most effective, in coordination with city public engagement manager
  - 6.3. Explore new communications channels for reaching the community; reinforce and educate the community about existing channels
  
7. Strategic Direction #7: Prioritize diversity, equity, and inclusion in department services and programs
  - 7.1. Identify and reduce barriers to participation for all residents
  - 7.2. Provide diverse, equitable, and inclusive services, programs, and facilities for all residents
  - 7.3. Train staff on the principles and practice of equity, diversity, inclusivity, and adaptive learning; conduct a full review of potential bias in department operations
  
8. Strategic Direction #8: Design and implement safe, effective, sustainable Service Adaptation Plans for post-COVID operations
  - 8.1. Develop a comprehensive service adaptation (reactivation) plan for rebuilding department services, facilities, operations, budget, and personnel, in preparation for post-Covid operations

## BACKGROUND AND PROCESS

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- The [2015 Operational and Administrative Review](#)<sup>1</sup> of the Library Department recommended that Library staff coordinate with Library Commissioners and other stakeholders to develop a Library Strategic Plan.
- The Menlo Park Library Strategic Plan 2016-2020 was completed and presented to the City Council on [October 11, 2016](#).<sup>2</sup>
- A progress report was provided to the Library Commission in [August 21, 2017](#).<sup>3</sup>
- A Strategic Plan Scorecard providing a detailed evaluation of department progress toward the Strategic Plan goals, was presented to the Library Commission on [December 17, 2018](#).<sup>4</sup>
- The Library Commission reviewed the draft Strategic Plan Update 2019-20 on [February 25, 2018](#)<sup>5</sup>; and the final plan 2019-20 on [May 20, 2019](#).<sup>6</sup>
- The formerly separate Library and Community Services departments were combined into a single operational department in June 2020.
- LCS department staff initiated the “Strategic Plan Update: 2020 and Beyond” process with a review of the new department’s existing strategic plans, procedures, and other relevant documents in June 2020.
- The Library Commission was advised of the Strategic Plan Update process in a public meeting on [July 20, 2020](#)<sup>7</sup>; reviewed and provided input to a draft Strategic Plan Update in a public meeting on [October 19, 2020](#)<sup>8</sup>; provided additional feedback in a public meeting on [November 16, 2020](#)<sup>9</sup>; and the final draft Strategic Plan Update in a public meeting on January 25, 2021.
- The Parks and Recreation Commission was advised of the Strategic Plan Update process in a public meeting on [July 22, 2020](#)<sup>10</sup>; reviewed a draft Strategic Plan Update in a public meeting on [November 19, 2020](#)<sup>11</sup>; and the final draft Strategic Plan Update in a public meeting on January 27, 2021.

Input from all of the above, including the insights gleaned from public comments and suggestions, related projects like the Menlo Park Community Campus and Parks and Recreation Facilities Master Plan, and City Council Goals and Priorities, was integrated into this updated strategic plan. As a living document, this strategic plan is subject to continuous evaluation and revision as needed to respond to changing needs and resources over time, and is intended to facilitate, not hinder, forward movement and progress in a nimble, flexible, and transparent way.

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<sup>1</sup> Link: [menlopark.org/DocumentCenter/View/15271/Attachment-D---Recommendations-from-the-Operationaland-Administrative-Review-of-the-Library-Departme?bidId](https://menlopark.org/DocumentCenter/View/15271/Attachment-D---Recommendations-from-the-Operationaland-Administrative-Review-of-the-Library-Departme?bidId)

<sup>2</sup> Link: [menlopark.org/DocumentCenter/View/15808/Library-Strategic-Plan-2016-2020?bidId](https://menlopark.org/DocumentCenter/View/15808/Library-Strategic-Plan-2016-2020?bidId)

<sup>3</sup> Link: [menlopark.org/AgendaCenter/ViewFile/Agenda/\\_08212017-2962](https://menlopark.org/AgendaCenter/ViewFile/Agenda/_08212017-2962)

<sup>4</sup> Link: [menlopark.org/DocumentCenter/View/20298/Staff-Report\\_LC\\_2018\\_12\\_17\\_Strategic\\_plan\\_update](https://menlopark.org/DocumentCenter/View/20298/Staff-Report_LC_2018_12_17_Strategic_plan_update)

<sup>5</sup> Link: [menlopark.org/DocumentCenter/View/20713/Staff-Report\\_LC\\_2019\\_02\\_25\\_Strategic\\_plan\\_update\\_2019-2020](https://menlopark.org/DocumentCenter/View/20713/Staff-Report_LC_2019_02_25_Strategic_plan_update_2019-2020)

<sup>6</sup> Link: [menlopark.org/DocumentCenter/View/21592/Staff-Report\\_LC\\_2019-05-20\\_Strategic\\_plan\\_update\\_2019-2020](https://menlopark.org/DocumentCenter/View/21592/Staff-Report_LC_2019-05-20_Strategic_plan_update_2019-2020)

<sup>7</sup> Link: [menlopark.org/DocumentCenter/View/25723/Staff-Report\\_LC\\_2020-07-20\\_LCS-updates](https://menlopark.org/DocumentCenter/View/25723/Staff-Report_LC_2020-07-20_LCS-updates)

<sup>8</sup> Link: [menlopark.org/DocumentCenter/View/26447/Staff-report\\_LC\\_20\\_015\\_LCS-Strategic-Plan](https://menlopark.org/DocumentCenter/View/26447/Staff-report_LC_20_015_LCS-Strategic-Plan)

<sup>9</sup> Link: [menlopark.org/DocumentCenter/View/26708/Staff-report\\_LC\\_20\\_018\\_LCS-Strategic-Plan](https://menlopark.org/DocumentCenter/View/26708/Staff-report_LC_20_018_LCS-Strategic-Plan)

<sup>10</sup> Link: [menlopark.org/DocumentCenter/View/25742/Staff-Report\\_PRC\\_20-003-PRCupdates](https://menlopark.org/DocumentCenter/View/25742/Staff-Report_PRC_20-003-PRCupdates)

<sup>11</sup> Link: [menlopark.org/DocumentCenter/View/26754/Staff-Report\\_20201116\\_LCS-updates](https://menlopark.org/DocumentCenter/View/26754/Staff-Report_20201116_LCS-updates)

## STRATEGIC PLAN TASK MATRIX

- Strategic Directions: The eight major categories of the plan
- S.M.A.R.T. Goals: Specific, Measurable, Achievable, Results-oriented, Time-bound
- Tasks: Clearly defined but flexible to respond to the changing environment
- Start/end dates: Specific timeframes establish when tasks will be completed. Dates are considered realistic and achievable but are subject to change as new circumstances and resource constraints may arise over time.
- Performance goals: Metrics to assess if and how well a goal has been achieved

### **Strategic Direction #1: Deliver excellent customer service**

#### **S.M.A.R.T. Goal #1.1. Implement a customer satisfaction data collection system with tools to assess community sentiment and satisfaction with department services.**

Task	Description	Start*	End*	Performance goal
1.1.a	Deploy survey tools to collect data about community satisfaction with Library and Community Services operations, services, and programs	Jan 2021	Aug 2021	Survey tools deployed by Aug 2021
1.1.b	Analyze customer satisfaction data and identify potential service enhancements.	Aug 2021	ongoing	90% or higher rating on customer satisfaction surveys achieved
1.1.c	Provide a public suggestion box at every service point, including online. Respond to every suggestion received within a week and publish responses monthly.	Jan 2021	ongoing	100% responses sent within five business days; published monthly online and in reports to advisory bodies

#### **S.M.A.R.T. Goal #1.2. Create a customer service training program for LCS team members. Cross-train and test all team members on customer service expectations and techniques.**

Task	Description	Start	End	Performance goal
1.2.a	Implement customer service procedures and cross-training modules for LCS staff.	Jan 2021	Sept 2021	100% customer service procedures and training modules implemented
1.2.b	Department team members achieve proficiency with the customer service techniques and training contained in the customer service procedures modules.	Jan 2021	Jul 2021	Team members collectively achieve average 90% or higher score on customer service module proficiency tests.

\* Dates are estimated to be realistic and achievable at the time of this update, but are subject to revision as new circumstances, resource constraints, or updated priorities arise over time.

1.2.c.	Convene annual LCS staff in-service training conferences focused on customer service	Apr 2021	Oct 2021	Training conferences successfully convened by Oct 2021 and annually thereafter
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**S.M.A.R.T. Goal #1.3. Review and update Library and Community Services department policies and procedures with stakeholder input.**

Task	Description	Start	End	Performance goal
1.3.a.	Update operational procedure manuals for all LCS functional areas; convert all to secure electronic formats	Jan 2021	Jan 2022	Procedure manuals updated and converted to secure electronic formats by Jan 2022
1.3.b.	Update and compile a comprehensive emergency and safety procedures manual; present to advisory bodies for review	Jan 2021	Jul 2021	Emergency manual updated; review by advisory bodies completed
1.3.c.	Update and compile customer service policies from across department; align and combine policies where appropriate	Jan 2021	Jan 2022	Policies updated and presented to advisory bodies for review and recommendation

**S.M.A.R.T. Goal #1.4. Create self-service and automation systems to enhance convenience and access for residents, increase operational efficiencies, and achieve operational cost savings**

Task	Description	Start	End	Performance goal
1.4.a	Evaluate current self-service and automation options to improve customer service and gain operational efficiencies across department. Review industry best practices. develop budget and resource allocation proposals and identify potential upgrade options	Jan 2021	Jun 2021	Assessment completed; recommended options identified in the context of the FY 2021-22 operating budget
1.4.b	Implement self-service and automation solutions in coordination with city IT and Public Works departments	Jul 2021	Jun 2022	Implementation completed 100% on time and within budget
1.4.c	In cooperation with the project design team and city IT, develop a self-service and automation strategy and recommendations for the new Menlo Park Community Campus building that provides fast, convenient, easy to use options for customer self service	Feb 2021	Jun 2022	Strategy and recommendations developed and integrated in MPCC equipment/software acquisition strategy
1.4.d	Coordinate with City IT and Public Works departments to address ongoing technology needs, resolve technical challenges, and leverage emerging opportunities to address evolving facility and technology needs.	Jun 2020	ongoing	See Goal 4.3



## **Strategic Direction #2:** **Advance the Menlo Park Community Campus Project**

### **S.M.A.R.T. Goal #2.1. Working with the City Council, the community, Facebook, and other stakeholders, complete remaining design phases of the Menlo Park Community Campus facility project**

<b>Task</b>	<b>Description</b>	<b>Start</b>	<b>End</b>	<b>Performance goal</b>
2.1.a.	Assist and advise project design process; provide input and recommendations from operational perspective	Aug 2020	Dec 2020	Project design completed and approved by Planning Commission and City Council
2.1.b.	Assist and advise interior design process; focus on furnishings that are welcoming, easy to maintain, and appropriate for seniors, teens and families.	Feb 2021	Dec 2021	Interior design completed and approved 100% % in alignment with overall project timeline and milestones
2.1.c.	Develop a program for the inclusion of thoughtful, inclusive public art elements in the new building that are community specific, integral to local history, and solicit community participation	Jan 2022	Jun 2022	Public art program completed and approved 100% in alignment with overall project timeline and milestones
2.1.d.	In coordination with the Menlo Park Library Foundation, develop a system for recognizing donor contributions to the new MPCC	Mar 2021	Jul 2021	Donor recognition plan completed and approved 100% in alignment with overall project timeline and milestones

### **S.M.A.R.T. Goal #2.2. Develop a plan to provide interim services during MPCC project construction**

<b>Task</b>	<b>Description</b>	<b>Start</b>	<b>End</b>	<b>Performance goal</b>
2.2.a.	Plan for and install modular facilities at Kelly Park for after school youth program. Ensure students have safe access to reach modular buildings	Sep 2020	Jun 2021	Modular facilities installed and ready for occupancy 100% on time and within budget
2.2.b.	Provide hot meals, senior enrichment classes, and a senior lounge area on the Burgess Campus during the transitional period	Sep 2020	Jun 2021	Senior services at Burgess in place and implemented 100% on time and within budget
2.2.c.	Work with PW-Transportation to provide convenient, reliable transportation for neighborhood residents from Belle Haven to Burgess campus	Sep 2020	Jun 2021	Transportation service plan in place and implemented 100% on time and within budget
2.2.d.	Explore options for providing some recreation classes in Belle Haven neighborhood and at the Burgess campus	Sep 2020	Jun 2021	Recreation service in place and implemented 100% on time and within budget

2.2.e.	Provide branch library services during the construction of the MPCC; work with the Ravenswood School District to ensure a smooth transition of the Belle Haven Branch Library facility back to a school facility once construction is completed	Mar 2021	Jul 2023	Library services restored at Belle Haven Branch library during construction; transition plan to new MPCC facility in place and implemented 100% on time and within budget
2.2.f.	Evaluate current food pantry distribution programs; explore options and leverage partnerships to efficiently support food security for vulnerable community members during MPCC construction.	Jan 2021	Jun 2021	Food pantry distribution activities sustained during 100% of the MPCC transitional period

**S.M.A.R.T. Goal #2.3. Develop an operational plan for the new facility that meets resident needs and provides equitable access for all.**

Task	Description	Start	End	Performance goal
2.3.a.	Create a staffing and operational plan for the new facility that meets projected service demands, provides operational flexibility, and leverages self-service and automation systems to gain operational efficiencies where feasible and appropriate	Jan 2022	Jun 2022	Proposed staffing and operational plan completed and presented to City Council in the context of the FY 2022-23 operating budget
2.3.b.	Develop proposed hours of operation to meet resident needs and expectations for the new facility, in the context of resource constraints and	Jan 2022	Jun 2022	Proposed operating hours completed and presented to City Council in the context of the FY 2022-23 operating budget
2.3.c.	In coordination with the project design team and city Environmental Services, establish operational procedures to conserve energy and reduce waste	Jul 2022	Mar 2023	Energy conservation and waste reduction procedures established and in place by facility opening day

**S.M.A.R.T. Goal #2.4. Assist and facilitate robust community engagement at all phases in the project development, in coordination with design team and city public engagement manager.**

Task	Description	Start	End	Performance goal
2.4.a.	Utilize the Institute for Local Government "TIERS" public engagement model for all major project communication efforts, in coordination with project team and city public engagement manager.	Jan 2020	Jul 2023	TIERS model engaged for 100% of major project communication efforts
2.4.b.	Translate major project documents into Spanish and other languages and provide translation services at public meetings where feasible and appropriate	Aug 2020	Mar 2023	Translations provided for 100% of major project documents and at public meetings
2.4.c.	Engage and advise relevant advisory bodies (Library Commission, Parks & Recreation Commission, Youth Advisory Committee) with regular project progress updates throughout each phase of project development	Jun 2021	Mar 2023 and ongoing	Advisory bodies receive project status updates at 100% of duly noticed advisory body public meetings through all phases of the project development

## **Strategic Direction #3: Provide services and programs that respond to community needs**

### **S.M.A.R.T. Goal #3.1. Complete the LCS Strategic Plan Update: 2020 and Beyond**

<b>Task</b>	<b>Description</b>	<b>Start</b>	<b>End</b>	<b>Performance goal</b>
3.1.a.	Engage the input and suggestions of LCS team members in development of the Strategic Plan Update	Aug 2020	Dec 2020	Every LCS team member engaged in planning process
3.1.b.	Engage the input and suggestions of the Parks and Recreation Commission, the Library Commission and general public in development of the Strategic Plan	Nov 2020	Jan 2021	LCS Strategic Plan recommended by both the Parks & Rec Commission and the Library Commission
3.1.c.	Conduct an annual review of performance and progress toward Strategic Plan goals	Oct 2021	Jan 2022	Complete next annual review by Jan 2022
3.1.d.	Integrate strategic plan goals into individual employee work plans	Feb 2021	Aug 2021	All individual work plans tie directly to strategic plan goals

### **S.M.A.R.T. Goal #3.2. Use library and community services statistics, community survey response data, , strategic and master plan documents, and analyses of best practices to inform decisions about new and current LCS services and programs.**

<b>Task</b>	<b>Description</b>	<b>Start</b>	<b>End</b>	<b>Performance goal</b>
3.2.a.	Develop tools to collect quantitative and qualitative feedback from service users and program attendees, in alignment with Strategic Direction #1.	Jan 2021	Aug 2021	See Goal 1.1.a
3.2.b.	Use community feedback to modify programs and services in response to identified community needs	Oct 2021	ongoing	90% or higher rating on customer satisfaction surveys achieved
3.2.c.	Publish relevant statistics and data to the public through advisory bodies, budget stories page, and for publication online and in print.	Jan 2021	ongoing	Budget stories page updated annually; advisory bodies monthly
3.2.d.	Advance the recommendations of the Parks and Recreation Facilities Master Plan (PRFMP)	Jul 2020	ongoing	See PRFMP

### **S.M.A.R.T. Goal #3.3. Target department services, programs, and resources efficiently and where they are most effective.**

<b>Task</b>	<b>Description</b>	<b>Start</b>	<b>End</b>	<b>Performance goal</b>
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3.3.a	Develop a “Rebuilding LCS” service adaptation plan for post-Covid-19 services, operations, facilities, and personnel	Jun 2020	Jun 2021	See Strategic Direction #8
3.3.b.	Develop and implement a plan to enhance technology services and access to seniors	Aug 2020	Dec 2021	Achieve 100% of senior center users have access to high-speed internet and connected device
3.3.c.	Under Council direction, convene and support a Youth Advisory Committee (YAC) to provide input on youth related programs and services	Nov 2020	Jun 2021 and ongoing	Work with the new YAC to create a committee work plan for 2021-22 year by June 2021
3.3.d.	Implement a Books By Mail program to direct ship library materials to seniors and the homebound using existing resources	Sep 2020	Apr 2021	Program implemented and operational on time and within existing available resources
3.3.e.	Create a pilot program for pickleball play on City tennis courts; re-evaluate pilot program after 6 months	Nov 2020	May 2021	>80% of pickleball users rate pilot program as satisfactory or better in user surveys
3.3.f.	Create a demonstration garden at the main library to use by MCC children and seniors during MPCC interim services, as well as the general public	Jan 2021	Summer 2021	Garden and supporting programming in place by beginning of transitional service period
3.3.g.	In coordination with Strategic Direction #7, identify opportunities to eliminate or reduce barriers to recreation program participation and facility use	Feb 2021	Jun 2021	See Strategic Direction #7
3.3.k.	Provide virtual and or virtual/onsite hybrid participation for programs, events, and classes whenever feasible and appropriate	Apr 2020	ongoing	>50% of classes, events and programs provide a virtual or hybrid option; >90% of virtual program attendees rate experience as good or better in user surveys

## **Strategic Direction #4: Maintain efficient operations, systems, and facilities**

### **S.M.A.R.T. Goal #4.1. Operate an efficient municipal department that meets assigned service delivery outcomes within approved operating budget.**

<b>Task</b>	<b>Description</b>	<b>Start</b>	<b>End</b>	<b>Performance goal</b>
4.1.a.	Deliver 100% of the department's service delivery outcomes within established operational budget constraints	Jun 2020	Jul 2021	100% of service outcomes delivered on time and within budget
4.1.b.	Analyze departmental staffing needs and organizational structure and develop staffing proposals to address projected service demand changes, in alignment with Strategic Direction #8	Jan 2021	Jun 2021	Proposed staffing and operational plan completed and presented to City Council in the context of the FY 2021-22 operating budget
4.1.c.	Complete a fee study that analyzes the current fee structure and costs for classes and rentals with the goal of creating a consistent fee structure for classes and rental costs across all LCS facilities	Oct 2020	Apr 2021	Propose any fee changes for Council adoption for 2021/22 FY.
4.1.d.	Cross train staff across functional areas to increase staff skills and flexibility	Jan 2021	Jul 2021	>50% of department staff cross-trained in two or more operational areas of the department

### **S.M.A.R.T. Goal #4.2. Secure external resources from grants, volunteers, and partnerships that are valued greater than the costs to acquire and maintain the external resources.**

<b>Task</b>	<b>Description</b>	<b>Start</b>	<b>End</b>	<b>Performance goal</b>
4.2.a.	Secure external grant funding to support and enhance LCS services.	Jun 2020	ongoing	Total annual grant funding secured is equivalent to or greater than 5% of department annual general fund operating budget.
4.2.b.	Engage volunteerism in support of library and community services public services.	Jun 2020	ongoing	Total annual volunteer hours served is equivalent to or greater than 3% of total annual staff hours worked.
4.2.c.	Continue to work with local higher education programs to provide internship opportunities	Jun 2020	ongoing	Total annual intern hours served is equivalent to or greater than 0.5% of total annual staff hours worked.
4.2.d.	Explore opportunities to facilitate the creation of a nonprofit group to support parks and recreation facilities and services	Feb 2021	Jan 2022	See Goal 7.1.b

**S.M.A.R.T. Goal #4.3. Coordinate with City IT and Public Works departments to address ongoing technology needs, resolve technical challenges, and leverage emerging opportunities to address evolving facility and technology needs.**

Task	Description	Start	End	Performance goal
4.3.a.	Advance the recommendations of the Parks and Recreation Facilities Master Plan (PRFMP)	Jul 2020	ongoing	See PRFMP
4.3.c.	Working with City IT and the IT Master Plan, identify strategies and opportunities to ensure that all Menlo Park residents have reliable access to high-speed internet and an internet-connected device	Jul 2020	Jul 2023	100% of Menlo Park residents have reliable access to high-speed internet and an internet-connect device
4.3.d.	Identify opportunities for self-service and automation technology systems to improve efficiency and free up staff resources to focus on services and programs	June 2020	Ongoing	See Goal 1.4
4.3.e.	Implement a department-wide, web-accessible staff shift scheduling system that intuitive for staff and improves operational efficiency and flexibility	Oct 2020	Dec 2020	System implemented and 100% of staff shift scheduling effectively migrated to new system
4.3.f.	Seek and secure competitive bids for a new Integrated Library System platform; engage new vendor; migrate library data to new system and launch new ILS by July 1, 2021	Oct 2020	Jul 2021	Project completed 100% on time and within budget
4.3.g.	Working with City Finance department, investigate customer payment systems that improve ease of payments, financial reconciliation, and integration with existing systems, possibly as part of new library ILS (See above)	Jan 2021	Jul 2021	Project completed 100% on time and within budget
4.3.i.	Investigate improvements to customer registration system (currently EGov) for LCS programs and events, including options to migrate to a new system	Jul 2021	Dec 2021	Project completed 100% on time and within budget
4.3.j.	Improve departmental capabilities for videoconferencing. Focus on internal uses to improve intra-team communication, and on external uses for virtual program creation and distribution	Jan 2021	Jun 2021	Project completed 100% on time and within budget

**S.M.A.R.T. Goal# 4.4. Practice environmental sustainability and energy efficiency in department operations**

Task	Description	Start	End	Performance goal
4.5.a.	Working with city Environmental Sustainability department and following the strategy recommendations of the Community Zero Waste Plan, reduce waste generation by staff by 5%	Jan 2021	Dec 2021	Reduce departmental waste generation by 5%

4.5.b.	Readjust energy consumption at LCS facilities to achieve operational Net Zero Energy in alignment with Climate Action Plan goals for city facilities by 2030	Jan 2021	Dec 2030	Achieve 100% of Climate Action Plan energy consumption goals by 2030
4.5.c.	In coordination with Public Works, replace water fountains at LCS facilities with bottle filling stations	Oct 2020	Jul 2021	Bottle filling stations installed on time and within established project budget

## **Strategic Direction #5:** **Create meaningful staff development, engagement, and team communication opportunities**

**S.M.A.R.T. Goal #5.1. Complete individual work plans annually for all department team members. Work plans will include goals, tasks, and Performance goals as well as individual training and professional development goals.**

Task	Description	Start	End	Performance goal
5.1.a.	Complete individual work plans for all department team members.	Aug 2020	Jan 2021	100% of department team members complete individual employee work plans by 9/30/19.
5.1.b.	Identify individual employee training needs and coordinate training sessions to fill the needs. Make sure training outcome is shared and applied	Jan 2021	ongoing	As part of work plan development, identify training needs and schedule trainings for all employees by May 2021
5.1.c.	Identify individual employee professional development goals and develop action plans to help each employee achieve their professional goals. Encourage certifications and educational requirements when required for position.	Jan 2021	ongoing	As part of work plan development, create professional development action plans for each employee by 2021
5.1.d.	Provide regular one-on-one check- in meetings between employees and supervisors to review performance goals and progress	Jan 2021	ongoing	100% of employees and supervisors engage in monthly one-on-one meetings
5.1.e.	Complete annual employee evaluations for every employee	Jan 2021	ongoing	100% of departmental employees receive an annual evaluation

**S.M.A.R.T. Goal #5.2. Develop a department wide staff training plan to maximize depth and breadth of organizational knowledge, provide cross-training and development opportunities for career growth.**

Task	Description	Start	End	Performance goal
5.2.a.	Create a training team and task them with developing a training plan for the department. Training plan should include team or small group trainings and require post-training report-outs to larger team or at departmental meetings. First round of training topics to be developed based on responses from October 2020 departmental survey.	Jan 2021	ongoing	Training team created. 3 team trainings per division per year; group trainings provided at each annual staff retreat meeting
5.2.b.	Develop and implement an operations cross-training strategy to enhance staff capacity, teamwork, and flexibility.	Apr 2021	Dec 2021	Cross training plan developed



5.2.c.	Develop depart-wide understanding of position requirements so that training support can be provided	Mar 2021	Dec 2021	Technical and training requirements for each departmental position available to all employees
5.2.d.	Provide technology training based on the results of the departmental survey from Oct 2020 (Monday.com; Box.com; Deputy.com; Zoom; Workplace)	Nov 2020	Apr 2021	Tech training events held
5.2.e	Working with City HR, conduct all-hands trainings related to employee safety (e.g., protecting against viral transmission, dealing with difficult customers, active shooter training, etc.)	Jan 2021	Jan 2022 and ongoing	100% of department staff attend two or more safety trainings per year
5.2.f.	Implement supervisor talent exchange program to build capacity, facilitate succession planning, increase staff knowledge of department operations, and improve collaboration	Nov 2020	Jan 2021 and ongoing	100% of program work plan goals met
5.2.g	Develop a department wide staff development and succession plan to maintain continuity of organizational knowledge, minimize operational disruptions, sustain employee retention levels, and provide opportunities for career growth.	Jan 2021	Jan 2022	Plan completed and presented to City Manager for review and approval
5.2.h	Provide rewarding internship opportunities for early career professionals and students to provide opportunities for work experience	Jun 2020	Ongoing	See Goal 4.2.c

**S.M.A.R.T. Goal #5.3. Conduct regular employee recognition and team-building activities and facilitate robust, transparent internal communication at all organizational levels**

Task	Description	Start	End	Performance goal
5.3.a.	Convene semiannual staff retreats for team building, information sharing, and professional development	Mar 2021	ongoing	100% of department staff participate in one or more staff retreats annually
5.3.d.	Provide opportunities for peer-generated staff recognition activities (e.g. virtual kudos boards, virtual and onsite recognition events, verbal recognition at all-hands meetings, etc.)	June 2020	ongoing	100% of department staff engage in one or more peer-generated recognition activities annually
5.3.e	Designate an official communication channel for internal communications and ensure all department staff have access to and are trained in the use of the channel	Dec 2020	ongoing	100% of department staff gain access and training in the use of designated internal communication system
5.3.f	Engage all department staff in collaborative problem-solving efforts to address suggestions and concerns identified in the biennial City employee survey (e.g., work/life balance, workload demands, balancing remote vs. on site work, internal communication and team-building, etc.)	Jun 2020	Jun 2022	>3% positive improvement in overall department employee satisfaction reported in biennial City employee survey

## **Strategic Direction #6:** **Engage in robust, transparent, two-way communication and outreach with the community**

### **S.M.A.R.T. Goal #6.1. Coordinate with city public engagement manager to review and update LCS department webpages, email lists, social media presence, printed materials, and onsite messaging as needed to improve the effectiveness and transparency of communications**

<b>Task</b>	<b>Description</b>	<b>Start</b>	<b>End</b>	<b>Performance goal</b>
6.1.a.	Develop and implement a coordinated social media messaging strategy driven by user analytics. Use engagement tools to measure effectiveness of social media messages	Feb 2021	ongoing	Achieve 90% or greater customer satisfaction with web and social media user experience on department customer satisfaction surveys.
6.1.b.	Provide easy channels for residents to provide feedback online and in person. Respond to all customer feedback promptly.	Aug 2020	ongoing	See Goal 1.1.c
6.1.c.	Evaluate current department webpages and print materials to assess reach, impact and relevance to residents	Jan 2021	Dec 2021	Achieve 90% or greater customer satisfaction with departmental communications on department customer satisfaction surveys.
6.1.d.	Utilize the Institute for Local Government "TIERS" public engagement model for major department communications efforts, in coordination with city public engagement manager and other relevant stakeholders	Jun 2020	ongoing	TIERS model engaged for 100% of major department communication efforts
6.1.e.	In coordination with city communications team, develop a system for identifying, targeting, and focusing departmental messaging. Test message content and methods to increase the effectiveness and reach of department communications	Jun 2021	Dec 2021	Achieve 90% or greater customer satisfaction with departmental communications on department customer satisfaction surveys.

### **S.M.A.R.T. Goal #6.2. Target communications and outreach resources efficiently and where they are most effective, in coordination with city public engagement manager**

<b>Task</b>	<b>Description</b>	<b>Start</b>	<b>End</b>	<b>Performance goal</b>
6.2.a.	Produce a weekly department e-newsletter for citywide distribution.	Jul 2020	ongoing	Weekly e-newsletter produced >45 times per year
6.2.b.	Translate major department communications. Have staff available to assist in translating during customer interactions. Encourage staff education in Spanish language/ASL	Oct 2020	ongoing	Translations provided for 100% of major department communications; bilingual staff are available to translate service interactions during 100% of operational hours

6.3.d.	Enhance visual accessibility of department web pages for users who need web readers. Evaluate options for improving accessibility of communications for those who are hearing impaired/sight impaired	Apr 2021	ongoing	Achieve 90% or greater customer satisfaction with web and social media user experience on department customer satisfaction surveys.
6.3.e.	Use data from post event surveys to identify most effective forms of communication	Nov 2020	ongoing	Achieve 90% or greater customer satisfaction with web and social media user experience on department customer satisfaction surveys.
6.3.f.	Produce and distribute printed information materials to inform residents of department services	Feb 2021	ongoing	Printed informational materials produced and distributed to Menlo Park residents on a quarterly or more frequent schedule

**S.M.A.R.T. Goal #6.3. Explore new communications channels for reaching the community; reinforce and educate the community about existing channels**

Task	Description	Start	End	Performance goal
6.3.a.	Recruit ambassadors from department affiliate groups and advisory bodies to distribute department messages on hyperlocal social media channels (e.g., NextDoor, Facebook Neighborhoods, etc)	Jan 2021	ongoing	4 or more messages per quarter placed on hyperlocal channels
6.3.b.	Leverage the existing Niche Academy platform for training staff and the community	Feb 2021	ongoing	2 or more promotional pieces created and 2 or more staff training modules created per year
6.3.c.	Develop internal production capacity to produce “behind the scenes” videos for social media channels/ training for staff	Jan 2021	ongoing	1 or more training or promotional videos produced per year
6.3.d.	Integrate livestream broadcast into department event production (e.g., Zoom webinar synchronization to Facebook Live, YouTube, etc). Use archived recordings to enrich social media channels	Jan 2021	ongoing	2 or more live stream events produced and archived per year
6.4.e.	Secure “earned media” local media placements via press releases and other publicity techniques	Jan 2021	ongoing	4 or more local media placements and one feature article per year

## **Strategic Direction #7:** **Prioritize diversity, equity, and inclusion in department services and programs**

### **S.M.A.R.T. Goal #7.1. Identify and reduce barriers to participation for all residents**

<b>Task</b>	<b>Description</b>	<b>Start</b>	<b>End</b>	<b>Performance goal</b>
7.1.a.	Assess current cost recovery model to identify barriers to program participation (e.g., fees-for-service, overdue fines, instructor rates, prioritization of services, etc.)	Feb 2021	Jun 2021	Cost recovery / fee study completed and authorized in the context of the FY 2021-22 operating budget process
7.1.b.	Evaluate opportunities and best practices to remove barriers and increase accessibility to department programs and services (e.g., sliding scales, voluntary/ suggested donations at points of entry, fee waivers or scholarships, fundraising partnership with area nonprofits, "one city" access card system, etc.)	Feb 2021	Jun 2021	Evaluation completed and implemented in the context of the FY 2021-22 budget process
7.1.c.	Improve the accessibility of external communications by providing materials in other languages, making online communications web reader friendly, and other enhancements	Jan 2021	Jan 2022	See strategic direction 6.3.b.
7.1.d.	Identify opportunities, challenges and impacts to reduce access barriers for unhoused residents (e.g., address verification for library cards, internet access, use of recreation and gymnasium facilities, etc.)	Jan 2021	Jan 2022	Evaluation completed and recommendations presented to advisory commissions for review

### **S.M.A.R.T. Goal #7.2. Provide diverse, equitable, and inclusive services, programs, and facilities for all residents**

<b>Task</b>	<b>Description</b>	<b>Start</b>	<b>End</b>	<b>Performance goal</b>
7.2.a.	Align resources so that facility hours and services are equitable and accessible residents in all areas of the city	Feb 2021	ongoing	Facility hours and services are comparable and equitable
7.2.b.	Review policies related to public use of facilities (library behavior policy, recreation facility use policy, etc.) to ensure equity, diversity, and inclusion for all residents regardless of background	Feb 2020	Jun 2020	90% or more of facility users agree with the following statement on user surveys: "City facilities, services, and programs reflect the community's diversity and provide equity, inclusion, and accessibility for all residents regardless of background."

7.2.f.	Coordinate with Public Works to review physical accessibility of all LCS facilities	Oct 2020	Dec 2021	ADA review of all LCS facilities completed and recommendations presented in the context of a future Capital Improvement Program budget
7.2.g.	Coordinate with Public Works to assess furnishings and fixtures at LCS facilities for accessibility by seniors and the differently abled	Oct 2020	Jun 2021	90% or more of facility users in these demographic categories rate the accessibility of department facilities good or better in customer satisfaction surveys
7.2.h.	Assess options to provide adaptive technology for hearing-impaired users (e.g. audio loop systems, portable radio/assistive technology) and for users with with low vision.	Jun 2021	Jun 2022	Assessment completed and recommendations presented in the context of the FY 2021-22 operating budget
7.2.i.	Develop and implement services and programs that are adaptive and inclusive for people of all abilities	Jun 2020	ongoing	90% or more of service and program participants in these demographic categories rate the accessibility of department facilities good or better in customer satisfaction surveys
7.2.j.	Build and strengthen partnerships with community-based organizations (e.g. Samaritan House, Mateo Lodge) that assist people who are unhoused and/or need access to health care. Develop a pilot program to refer and connect users to these organizations.	Dec 2020	Dec 2021	Pilot program developed and implemented

**S.M.A.R.T. Goal #7.3. Train staff on the principles and practice of equity, diversity, inclusivity, and adaptive learning; conduct a full review of potential bias in department operations**

Task	Description	Start	End	Performance goal
7.3.a.	Participate in institutional bias reform and training sessions, in alignment with City Council priorities	June 2020	ongoing	100% of LCS team members participate in one or more institutional bias training sessions per year
7.3.b.	Provide effective staff training on services to people who are unhoused	Jan 2021	ongoing	100% of department staff participate in one or more trainings per year about inclusive services to the unhoused
7.3.c.	Provide effective training to staff and contract instructors on adaptive learning techniques	Jan 2021	ongoing	100% of department staff and contract instructors participate in one or more trainings per year about adaptive learning techniques
7.3.d.	Ensure and sustain a diverse, safe, and inclusive work environment for all department staff	Nov 2020	Apr 2021	90% or more of department staff rate the department's commitment to workplace diversity, safety and inclusion good or better in employee surveys
7.3.e.	Conduct a full review of potential bias in department operations	Jan 2021	Jan 2022	Review completed and presented to advisory bodies and City Council with recommendations for eliminating bias in operations

## **Strategic Direction #8:** **Design and implement safe, effective, efficient, and sustainable Service Adaptation Plans for post-COVID operations**

**S.M.A.R.T. Goal #8.1. Develop a comprehensive service adaptation (reactivation) plan for rebuilding department services, facilities, operations, budget, and personnel, in preparation for post-Covid operations**

<b>Task</b>	<b>Description</b>	<b>Start</b>	<b>End</b>	<b>Performance goal</b>
8.1.a.	Modify and prepare department facilities, operations, and personnel for resiliency in a post-Covid environment, and within long-term economic and operational restraints created by the pandemic	Jun 2020	Jun 2021	“Rebuilding LCS” service adaptation plan completed, authorized, and implemented in the context of the FY 2021-22 operating budget process
8.1.b.	Align strategy and timelines with State and local health orders and guidelines for safe reopening of city facilities to public access	Jun 2020	Jun 2021	“Rebuilding LCS” strategy and timelines 100% aligned with state and local guidelines
8.1.c.	Work with the Public Works department to create a facility cleaning and ventilation plan for city facilities prior to reopening for staff and public access	Jun 2020	Jun 2021	“Rebuilding LCS” facility plan meets or exceeds 100% of applicable post-Covid-19 health and safety standard requirements
8.1.e.	Create staffing and operational plans for department facilities that meet projected service demands, provide operational flexibility, and leverage self-service and automation systems to gain operational efficiencies where feasible and appropriate	Nov 2020	Jun 2021	“Rebuilding LCS” staffing and operational plan completed and presented to City Council in the context of the FY 2021-22 operating budget
8.1.f.	Re-configure public service points and interior spaces to provide for social distancing and to protect staff health. Implement cashless payments, sneeze guards, hand-sanitization, and touchless and self-service systems where necessary and appropriate to reduce likelihood of person-to-person viral transmission	Nov 2020	Jun 2021	“Rebuilding LCS” service adaptation plan includes detailed recommendations to reconfigure interior spaces and implement touchless/ self-service systems for a post-Covid-19 environment
8.1.g.	Evaluate and adapt programs and services to meet changing customer needs, align with post-Covid-19 health and safety requirements, and pivot to new service delivery models as needed and appropriate to adjust to new financial and operational restraints	June 2020	ongoing	“Rebuilding LCS” service adaptation plan includes detailed recommendations to adapt 100% of department’s major service components
8.1.h	Prioritize service adaptation to vulnerable user groups, e.g., seniors, people with disabilities, people who are immune-compromised, families with young children	Apr 2020	ongoing	“Rebuilding LCS” service adaptation plan prioritizes access to services and programs for vulnerable user groups.