



REGULAR MEETING AGENDA

Date: 3/9/2021
Time: 5:00 p.m.
Location: Zoom.us/join – ID# 996 4500 2449

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 up to 1-hour before the meeting start time:
menlopark.org/publiccommentMarch9 *
 - Access the meeting real-time online at:
Zoom.us/join – Meeting ID 996 4500 2449
 - Access the meeting real-time via telephone at:
 (669) 900-6833
 Meeting ID 996 4500 2449
 Press *9 to raise hand to speak

*Written and recorded public comments 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 meeting:
 - Cable television subscriber in Menlo Park, East Palo Alto, Atherton, and Palo Alto:
 Channel 26
 - Online:
menlopark.org/streaming

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

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

Regular Session ([Zoom.us/join](https://zoom.us/join) – ID# 996 4500 2449)

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 Kevin Murray ([Attachment](#))

F. Consent Calendar

F1. Accept the City Council meeting minutes for February 12 and February 23, 2021 ([Attachment](#))

F2. Quarterly personnel report as of March 1 ([Attachment](#))

F3. Approve payment of \$99,652 to the county of San Mateo for participation in the fiscal year 2020-21 Office of Emergency Services joint powers agreement ([Staff Report #21-052-CC](#))

G. Regular Business

G1. Authorize initiation of a Proposition 218 notification process in preparation to adopt maximum rate increases for the next five years (fiscal years 2022 to 2026) at a public hearing on May 11 ([Staff Report #21-056-CC](#))

Recess

G. Regular Business – continued

G2. Approve the Complete Streets Commission 2020-2021 work plan ([Staff Report #21-054-CC](#))

- G3. 2021 City Council priorities and work plan adoption ([Staff Report #21-046-CC](#))

Public comment on item G3., will be limited to 1-minute per speaker.

- G4. Direction on cost recovery policy (City Council Procedure #CC-10-001), library overdue fines and recreation user fees ([Staff Report #21-050-CC](#))

H. Informational Items

- H1. City Council agenda topics: March – April 2021 ([Staff Report #21-049-CC](#))
- H2. Upcoming City Council consideration of objective criteria to guide facility reopening, service restoration, and reactivation of programs and events ([Staff Report #21-051-CC](#))
- H3. Temporary outdoor dining grant program update ([Staff Report #21-053-CC](#))
- H4. Belle Haven Neighborhood traffic management plan update and next steps ([Staff Report #21-055-CC](#))

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

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at menlopark.org/agenda and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 3/4/2021)

PROCLAMATION

RECOGNIZING KEVIN MURRAY

WHEREAS, over the past twenty years Kevin Murray has cultivated strong working relationships with and earned the deep respect of community members and critical partners in flood risk mitigation and ecosystem protection; and

WHEREAS, Kevin Murray's dedication and hard work made possible the completion of the Downstream project, the necessary first step in a holistic flood risk mitigation strategy; and

WHEREAS, Kevin Murray has led the annual creek maintenance walk and coordinated other stream stewardship activities to protect creek-side residents, and the natural beauty and health of the creek and stream channel habitat; and

WHEREAS, Kevin Murray has provided his expertise to Menlo Park, other agency members, and creek-side residents on stream stewardship, bank protection and erosion control issues; and

WHEREAS, Kevin Murray has championed the development of the San Francisquito Creek Joint Powers Authority's SAFER Bay endeavor, envisioned to protect the shoreline communities in Menlo Park and East Palo Alto from storm flooding and sea level rise; and

WHEREAS, Kevin Murray has overseen and coordinated the indispensable work of many consulting teams to bring flood mitigation and environmental restoration projects to fruition through their plans, studies, reports, engineering, and construction; and

WHEREAS, Kevin Murray has contributed his deep knowledge of the San Francisquito Creek and its watershed to the creation and operation of the Flood Early Warning System, a valuable information asset to community members and emergency operations leaders; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Menlo Park, in recognition of Kevin Murray's twenty years of distinguished service to Menlo Park and the communities of the San Francisquito Creek Joint Powers Authority, the City of Menlo Park, hereby present this acknowledgement of the significant contributions Kevin Murray has made to the communities of East Palo Alto, Palo Alto, and Menlo Park and to the restoration and preservation of bay shore and riparian ecosystems within the San Francisquito Creek Joint Powers Authority's jurisdiction.

NOW, THEREFORE, BE IT PROCLAIMED I, Drew Combs, Mayor of the City of Menlo Park, in recognition of Kevin Murray's twenty years of distinguished service to Menlo Park and the communities of the San Francisquito Creek Joint Powers Authority, the City of Menlo Park, hereby present this acknowledgement of the significant contributions Kevin Murray has made to the communities of East Palo Alto, Palo Alto, and Menlo Park and to the restoration and preservation of bay shore and riparian ecosystems within the San Francisquito Creek Joint Powers Authority's jurisdiction.

Drew Combs

Drew Combs, Mayor
March 9, 2021



SPECIAL MEETING MINUTES – DRAFT

Date: 2/12/2021
Time: 4:00 p.m.
Location: Teleconference

Closed Session (Teleconference)

A. Call To Order

Mayor Combs called the meeting to order at 4:13 p.m.

B. Roll Call

Present: Combs, Mueller, Nash, Taylor, Wolosin
Absent: None
Staff: City Manager Starla Jerome-Robinson, Special Counsel Greg Rubens

C. Closed Session

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

No reportable actions.

C2. Closed session conference with labor negotiators pursuant to Government Code §54957.6 regarding labor negotiations with unrepresented management

No reportable actions.

D. Adjournment

Mayor Combs adjourned the meeting at 5:12 p.m.

Judi A. Herren, City Clerk

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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 - Submit a written comment online:
menlopark.org/publiccommentFebruary12*
 - Record a comment or request a call-back when an agenda topic is under consideration:
Dial 650-474-5071*
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REGULAR MEETING MINUTES – DRAFT

Date: 2/23/2021
Time: 5:00 p.m.
Location: Teleconference (Closed Session)
Zoom.us/join – ID# 922 5530 4268 (Regular Session)
The regular City Council session will convene at approximately 6 p.m.

Closed Session (Teleconference)

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

C. Closed Session

C1. Closed session conference with labor negotiators pursuant to Government Code §54957.6 regarding labor negotiations with the American Federation of State, County, and Municipal Employees Local 829 (AFSCME) and Confidential employees; Service Employees International Union Local 521 (SEIU); Menlo Park Police Sergeants Association (PSA); Menlo Park Police Officers’ Association (POA); and unrepresented management

Attendees: City Manager Starla Jerome-Robinson, Special Counsel Charles Sakai

Web form public comment received on item C1.

No reportable actions.

Mayor Combs adjourned to the regular session at 6 p.m.

Regular Session (Zoom.us/join – ID# 922 5530 4268)

D. Call To Order

Mayor Combs called the meeting to order at 6:08 p.m.

E. 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

F. Study Session

- F1. User fee cost recovery fiscal policy (City Council Procedure #CC-10-001)
(Staff Report #21-048-CC) (Presentation)

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

- Julie Shanson spoke in support for Menlo Park youth and resident preference and priority for the use of City facilities.
- Karen Grove spoke in support of using the best practice for equity related to library fines and services.

The City Council received clarification on library overdue fines, compensation structure on the pay-what-you-can structure, scholarship application and documentation process, and online class and services registration. The City Council discussed the removal of library fines, facility use preference and priority for Menlo Park youth and residents, no-fee for services model, and budget impacts.

The City Council directed staff to remove library overdue fines, identify policy objective areas for pilot proposals, consider implications to City finances and budget development, impacts to service reactivation, provide examples of equity based recreations from other cities, provide information on how fees for residents and non-residents are calculated, information on what scholarships are current in place, policy consideration for prioritizing City services opposed to revenue based, options for unincorporated Menlo Park residents, registration, and consideration for the upcoming Menlo Park community campus project.

G. Report from Closed Session

None.

H. Public Comment

None.

I. Presentations and Proclamations

- I1. Proclamation: Black History Month (Attachment)

Mayor Combs read the proclamation (Attachment).

- I2. Proclamation: COVID-19 Victims and Survivors Memorial Day (Attachment)

Mayor Combs read the proclamation (Attachment).

J. Consent Calendar

City Councilmember Wolosin pulled item J3.

- J1. Accept the City Council meeting minutes for January 30, February 5, and February 9, 2021
(Attachment)

- J2. Receive and file the general fund operations report for the quarter ended December 31, 2020 (Staff Report #21-041-CC)
- J3. Adopt fiscal year 2021-22 budget principles (Staff Report #21-040-CC)

The City Council received clarification on maintaining the CalPERS liability reporting, balancing of resources, multiple discount rate preferences, equal services Citywide, transparency with development agreement funded projects and disclosure of non-City budgets, and project standards

ACTION: Motion and second (Wolosin/ Taylor), to adopt fiscal year 2021-22 budget principles including; adding long term monitoring and reporting of CalPERS, addition of language on infrastructure and quality of life to residents, and to include a budget in brief, passed unanimously.

ACTION: Motion and second (Nash/ Taylor), to approve the consent calendar except item J3., passed unanimously.

K. Regular Business

- K1. Adopt Resolution No. 6617 to authorize a loan to HIP Housing Development Corporation up to \$5.5 million for the acquisition and conversion of existing housing units to deed restricted affordable housing units at 6 – 8 Coleman Place and authorize the city manager to execute all related agreements and loan documents (Staff Report #21-042-CC) (Staff Presentation) (HIP Presentation)

Web form public comment received on item K1.

Management Analyst II Mike Noce made the presentation (Attachment).

HIP Housing representative Kate Comfort Harr made a presentation (Attachment).

- Karen Grove spoke in support of the resolution and agreement.
- Pam Jones spoke in support of the resolution and agreement.
- Lynne Bramlett spoke in support of the resolution and agreement.

The City Council received clarification on HIP Housing Development Corporation's experience with community land trust and qualification requirements. The City Council discussed energy efficiencies within below market rate units.

ACTION: Motion and second (Mueller/ Wolosin), to adopt Resolution No. 6617 to authorize a loan to HIP Housing Development Corporation up to \$5.5 million for the acquisition and conversion of existing housing units to deed restricted affordable housing units at 6 – 8 Coleman Place and authorize the city manager to execute all related agreements and loan documents, passed unanimously.

Recess

The City Council took a recess at 8:52 p.m.

The City Council reconvened at 9:17 p.m.

K. Regular Business – continued

- K2. Consider modifications to the Downtown street closure and temporary outdoor use permit pilot program and adopt urgency Ordinance No. 1075 regarding travel lanes on Santa Cruz Avenue and Ryan’s Lane (Staff Report #21-043-CC) (Presentation)

Web form public comment received on item K2.

Deputy City Manager Justin Murphy made the presentation (Attachment).

- Fran Dehn reported out on the Chamber of Commerce survey results.
- David Miller spoke in support of the continued closure.
- Marc Bryman spoke in support of the continued closure.
- Skip Hilton spoke in support of the continued closure.

The City Council received clarification on Menlo Park Fire Protection District impacts and tent/canopy capacity and enclosures. The City Council discussed improving Santa Cruz Avenue hardscape and consideration of one-way only traffic, City-owned Downtown parking structure, assigned timed parking for specific businesses, installation of hand sanitizers Downtown, and increased traffic signage.

ACTION: Motion and second (Nash/ Taylor), to extend Ordinance No. 1073 and extend the street closure and temporary outdoor use permit program through January 31, 2022 by adopting Ordinance No. 1075, with amendment to Section 7 to revise the expiration date to January 31, 2022, passed unanimously.

- K3. Adopt Resolution No. 6616 approving an agreement between the City of Menlo Park and Burke Williams Sorenson, LLP for city attorney services, with Nira F. Doherty as designated city attorney and authorize the mayor to execute the agreement (Staff Report #21-047-CC)

Web form public comment received on item K3.

Special Counsel Greg Rubens introduced the item.

The City Council received clarification on the quarterly report outs related to billing redactions and the transitional matters related to two firm’s costs for work on same the items. The City Council discussed the impacts to the City on the transfer of city attorney services and impact to the budget and timelines.

ACTION: Motion and second (Nash/ Wolosin), to adopt Resolution No. 6616 approving an agreement between the City of Menlo Park and Burke Williams Sorenson, LLP for city attorney services, with Nira F. Doherty as designated city attorney and authorize the mayor to execute the agreement and to include billing information on a quarterly report and the additional language related to transitional matters related to two firm’s costs for work on same the items, passed 3-2 (Combs and Mueller dissenting).

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

- K4. Approve legal services agreement with Jorgenson, Siegel, McClure & Flegel to provide transitional services (Staff Report #21-045-CC)

Special Counsel Greg Rubens introduced the item.

ACTION: Motion and second (Combs/ Wolosin), to approve legal services agreement with Jorgenson, Siegel, McClure & Flegel to provide transitional services, passed unanimously.

K5. 2021 City Council priorities and work plan adoption (Staff Report #21-046-CC)

Web form public comment received on item K5.

Assistant City Manager Nick Pegueros introduced the item.

- Adina Levin spoke in support of prioritizing the transportation master plan.
- Amy Mushlin spoke in support of prioritizing quiet zones.
- Kevin Gallagher spoke in support of prioritizing reallocating Facebook’s funding of police to other public health and safety measures.
- Matthew Normington spoke in support prioritizing of quiet zones.
- Marcy Abamowitz spoke in support prioritizing of quiet zones.

The City Council continued the item to a future special meeting.

L. Informational Items

L1. City Council agenda topics: March 2021 (Staff Report #21-038-CC)

L2. 2030 climate action plan progress on existing building electrification requirements (CAP No. 1) (Staff Report #21-039-CC)

The City Council discussed shortening the proposed timeline.

L3. Transmittal of background information on the City’s 2020-2025 capital improvement plan (Staff Report #21-044-CC)

The City Council requested that project budgets be bifurcated based on project location, that projects funded by development agreements or as environmental mitigation measures required as a result of development be shown in the capital improvement plan, and requested clarifying information about City standards.

M. City Manager’s Report

None.

N. City Councilmember Reports

City Councilmember Mueller reported out on Youth Advisory Commission meeting.

Vice Mayor Nash reported out on Community Amenities Subcommittee meeting.

O. Adjournment

Mayor Combs adjourned the meeting at 11:27 p.m.

Judi A. Herren, City Clerk

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MEMORANDUM

Date: 3/1/2021
To: Nick Pegueros, Assistant City Manager
From: Theresa DellaSanta, Human Resources Manager
Re: Quarterly personnel report as of March 1

The purpose of this update is to provide a status of recruitment for authorized full-time equivalent (FTE) personnel, assessment of vacancies for highest and best use of vacant FTE in considering current operations, and track FTE reductions and additions as approved by City Council. The information contained includes all known personnel changes as of March 1, 2021.

Table 1: Quarterly personnel report as of March 1, 2021				
Department	Authorized FTEs	Total vacancies	Vacancies under recruitment	Vacancies on hold
Administrative services	19.5	1	1	0
City manager's office	10	1	1	0
Community development	27.75	3.25*	2	1
Library and community services	56	2.25	0	0
Police	61.5	1	1	0
Public works	65	3	3	0
Total	239.75	10.5	6	2

*One senior planner was temporarily reduced from regular time to part time (20). ¼ of the reduction is temporarily being used by a part time (30) assistant planner to full time.

Administrative services

- Active recruitment and recent appointments – A conditional employment offer has been extended to fill a budgeted and provisional position in the information technology division.
- Upcoming recruitments – None.
- 2020-21 personnel budget reductions – No update. A total of two vacancies were eliminated as part of the fiscal year 2020-21 budget. Restoration of the eliminated positions requires City Council action and funding.
- Mid-year personnel budget requests – None.

City manager's office

- Active recruitments and recent appointments – A provisional management analyst I appointment was made to assist the annual budget process and special projects as assigned. The provisional appointment expires on June 30, 2021.
- Upcoming recruitments – The deputy city clerk is vacant and an internal recruitment is underway.
- 2020-21 personnel budget reductions – No update. A total of two FTEs were eliminated in the fiscal year 2020-21 adopted budget. One position was restored by transferring a vacant position from Library and Community Services to the city manager's office. The effect of the transfer is an additional reduction to the Library and Community Services department budget above those cuts approved by the City Council as part of the adopted budget.
- Mid-year personnel budget requests – No update. The city manager's office requested restoration of the management analyst eliminated through the budget process to augment resources available to streamline business systems. City Council has not taken action to authorize the proposed amendment. The City Manager may reassign a vacant position in another department to fulfill this need.

Community development

- Active recruitments and recent appointments – The recruitment for senior planner is currently in selection interviews and expected to be hired later this month. Additionally, the city advertised for the vacant community development director position and the deadline to apply was late February. Staff is reviewing resumes now. Both positions were approved by City Council on November 10, 2020.
- Upcoming recruitments – None.
- 2020-21 personnel budget reductions – No update. Five vacancies were eliminated as part of the fiscal year 2020-21 budget process.
- Mid-year personnel budget requests – No update. At their November 10 meeting, City Council restored funding for the positions of Community Development Director and Senior Planner to spearhead the 2022 Housing Element update and related zoning code amendments. An additional 1.25 FTE were requested on November 10 to support identified work plan projects including: accessory dwelling unit ordinance update, ConnectMenlo community amenities list update, El Camino Real/Downtown specific plan area housing development incentives and development and environmental review process education series. City Council has not taken action to authorize the 1.25 FTEs. The City Manager may reassign a vacant position in another department to fulfill this need.

Library and community services

- Active recruitments and recent appointments – None.

- Upcoming recruitments – None.
- 2020-21 personnel budget reductions – No update. Twelve layoffs resulted from the fiscal year 2020-21 budget. Restoration of the eliminated positions requires City Council action and funding. Since budget adoption, three personnel have left due to attrition for a total of 2.75 FTEs. Additionally, one vacant full time equivalent personnel have transferred to the City Manager’s Office to support public engagement and communications. One FTE position has dropped to half time creating an additional 0.5 vacancy.
- Mid-year personnel budget requests – No update. No mid-year personnel requests were presented to City Council. The additional shifts of vacant FTEs from library and community services to other departments significantly impair the department’s ability to restore services when the pandemic subsides. City staff anticipates requesting restoration of several positions to reactivate services eliminated in the pandemic.

Police

- Active recruitments and recent appointments – Staff worked with Bob Murray & Associates on a comprehensive, nationwide search for a new police chief following the resignation of the former chief. The new police chief is scheduled to begin on March 22, 2021, or as soon thereafter as the State mandated background investigation is complete. With the end of interim police chief Spiller’s contract, the city manager will appoint an acting police chief to fill the gap. Since the last quarterly update, the department has filled a vacant sergeant and corporal position through internal recruitment and promotion. One authorized vacant police officer position was also filled.
- Upcoming recruitments – A recruitment for police recruit is underway and currently in the application review process.
- 2020-21 personnel budget reductions – No update. A total of three non-sworn layoffs and six sworn layoffs resulted from the fiscal year 2020-21 budget. Additionally, five vacancies were eliminated as part of the budget process.
- Mid-year personnel budget requests – No update. The police department requested restoration of one community services officers and two police officer positions dedicated to traffic enforcement and eliminated through the budget process. City Council has not taken action to authorize the proposed amendment. The City Manager may reassign a vacant position in another department to fulfill this need.

Public works

- Active recruitments and recent appointments – An associate civil engineer was filled and the department currently has an applicant in backgrounds for a facilities maintenance technician position and recently filled a maintenance worker position.
- Upcoming recruitments – The Department is planning for recruitment of an assistant public works

director – transportation.

- 2021 personnel budget reductions – No update. Seven vacancies were eliminated as part of the fiscal year 2020-21 budget. Restoration of the eliminated positions requires City Council action and funding. In addition, since budget adoption the department has one additional FTE vacancy from attrition.
- Mid-year personnel budget requests – No update. The November 10 budget amendment requested two FTE to support the Ravenswood Caltrain grade separation study and the Middle Avenue traffic calming project. City Council has not taken action to authorize the proposed amendment. The City Manager may reassign a vacant position in another department to fulfill this need.



STAFF REPORT

City Council
Meeting Date: 3/9/2021
Staff Report Number: 21-052-CC

Consent Calendar: **Approve payment of \$99,652 to the county of San Mateo for participation in the fiscal year 2020-21 Office of Emergency Services joint powers agreement**

Recommendation

Staff recommends approving payment of \$99,652 to the County of San Mateo for participation in the fiscal year 2020-21 Office of Emergency Services joint powers agreement.

Policy Issues

City Council adopted Resolution No. 6247, accepting a joint powers agreement between the County of San Mateo and the City of Menlo Park. The amount of the invoice is above the city manager's authority and must be approved by City Council.

Background

On January 13, 2015, City Council adopted Resolution No. 6247, accepting the Joint Powers Agreement between the County of San Mateo and the City of Menlo Park. The joint powers authority (JPA) agreement between the City of Menlo Park and the San Mateo County Office of Emergency Services dates from 1997. In 2015, the JPA agreement was updated to reflect the current relationships between the County of San Mateo and the participating cities and other partners to provide a clear understanding of the mission of the Emergency Services Council and the emergency coordinators within the county, cities and other participating partner agencies/jurisdictions. The JPA provides the City of Menlo Park with Office of Emergency Services participation, state mandated planning services and hazardous materials response.

Analysis

On June 18, 2020, the Emergency Services Council (ESC) met and discussed the JPA agreement. At that meeting, an increase in the Office of Emergency Services budget was approved (Attachment A.) The department anticipated the increase of approximately \$8,500 and the currently budgeted amount will be sufficient for current payment.

Impact on City Resources

The amount of \$99,652 is within the budgeted amount for the JPA services.

Environmental Review

This action is not a project requiring review within 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. ESC memorandum and invoice
- B. Office of Emergency Services JPA

Report prepared by:
David C. Spiller, Interim Chief of Police

**SAN MATEO COUNTY EMERGENCY SERVICES
JOINT POWERS AUTHORITY**

Date: June 18, 2020
 To: Emergency Services Council
 From: Deniz Tunc, Sheriff's Office Management Analyst
 Pam Deal, Sheriff's Office Finance Director
Subject: FY 2020-21 Emergency Services JPA Proposed Budget

Background

The Office of Emergency Services (OES) provides essential services that prepare and assist San Mateo County agencies in the event of disaster and other emergencies. The Emergency Services Council's collective goal is to provide coordinated plans for the protection of persons and property based on the five phases of emergency management including: prevention, protection, response, recovery and mitigation; and support existing regional public information and notification systems to include SMC Alert and TENS, as well as other situational awareness tools; and to continue support to the regional hazardous materials emergency response program.

The OES is funded through an agreement between the 20 incorporated cities and the County of San Mateo. The cities contribute money to fund the Joint Powers Authority (JPA) based upon a formula that takes into account the population and assessed property value of each city (detailed on pages 7-10). The County matches the funds contributed by the cities. The remainder of the OES budget comes from State and Federal Emergency Management Assistance program funds, and a contribution from the San Francisco International Airport.

The services delivered under the JPA include:

- a) **Emergency Response** - coordination and planning during any regional emergency in accordance with adopted emergency plans.
- b) **Plans and Operations** - preparation, development, coordination, and integration of compatible and complimentary unified area wide emergency plans for approval by the State of California and adoption by the Council.
- c) **Communications** - coordination, development and maintenance of an area-wide emergency communications service, including public alert and warning, and other situational awareness tools.
- d) **Public Education and Information** - coordination and support of an area-wide public education and information program.
- e) **Training and Exercise** - coordination and assistance in the training and exercising of all County employees identified as Disaster Service Workers, as defined by Sect. 3100CGC and volunteers. The member cities will be responsible for the training and exercise of their identified employees; however, OES will provide needed support as requested.
- f) **Grant Program Administration** - coordination and assistance with designated emergency coordinators within the Operational Area in the securing and distribution of grant funds for regional emergency management initiatives and program support.
- g) **General Administration** - coordination and assistance in the procurement and inventory of emergency equipment, management of, maintenance and distribution of area-wide inventories of vital supplies and equipment.

The JPA is governed by the Emergency Services Council (Council). The Council is comprised of one representative from each city, and a member of the County Board of Supervisors. The Council approves budgets and provides strategic direction. The Finance Advisory Group meets once a year prior to the Council meeting when the budget is presented.

Discussion

The FY 2020-21 Emergency Services JPA Proposed Budget totals \$3,199,536 (Total Cost Share). This represents a \$177,839 or 6% increase from the FY 2019-20 Adopted Budget. The Emergency Services JPA budget is presented in two parts; the Sheriff's Office of Emergency Services, and the Environmental Health Division Hazardous Materials Response. Also, included is a training expense allocation of \$52,500 for State Mandated Planning Services.

	FY 2019-20	FY 2020-21
Sheriff's Office of Emergency Services	2,154,401	2,301,185
Environmental Health Division Hazardous Materials Response	814,795	845,851
State Mandated Planning Services	52,500	52,500
Emergency Services Total Budget	\$3,021,697	\$3,199,536

Service levels remain unchanged. The increase within the Sheriff's Office of Emergency Services budget is primarily due to negotiated salary and benefit increases, an increase in rent charges related to transitioning OES operations to the Regional Operations Center (ROC), and other modest adjustments related to various operational support charges. The increase within the Environmental Health Division Hazardous Materials Response budget is primarily due to the San Mateo Consolidated Hazmat contract. These budgets are detailed on pages 3-6.

A Reserve Trust Fund is held by the Emergency Services JPA and represents the gradual accumulation of operating surplus from the Sheriff's Office of Emergency Services and Environmental Health Division Hazardous Materials Response; interest earnings; and beginning in FY 2015-16, revenue from the San Francisco International Airport related to emergency response services support. Annual revenue from SFO has averaged approximately \$83,000 for the two prior fiscal years. In April 2017, the Council approved a Reserves cap of \$500,000.

Last fiscal year, the Council authorized the use of \$200,000 in Reserves to offset the increase in cost share to the member agencies. As of March 3, 2020, the balance of the fund totaled \$849,396; however, \$200,000 is being utilized to offset a portion of the current years' operating costs as approved in the FY 2019-20 Adopted Budget. This leaves a projected balance of \$649,396 barring any additional savings or revenues realized at the close of the current fiscal year.

The budget includes two scenarios, "No Use of Reserves" and "Utilizing \$200,000 in Reserves." By utilizing Reserves of \$200,000, the cost to the 20 city agencies is reduced from \$1,480,407 to \$1,380,407; and the County's share is reduced from \$1,432,907 to \$1,332,907. This information is detailed on pages 1-2.

Due to COVID-19, the Finance Advisory Group was not able to meet to review the budget prior to the full Council's review. Instead, the proposed budget was electronically shared with the group; after individual review and shared questions, each Finance Advisory Group member provided their recommendation to the Council to adopt the FY 2020-21 Emergency Services JPA Proposed budget utilizing \$200,000 in Reserves.

Recommendation

Adopt the FY 2020-21 Emergency Services JPA Proposed Budget utilizing \$200,000 in Reserves. The Finance Advisory Group approved this recommendation via electronic communication.

Attachment:

- Page 1 FY 2020-21 Summary of Charges (No Use of Reserves)
- Page 2 FY 2020-21 Summary of Charges (Utilizing \$200,000 in Reserves)
- Page 3 FY 2020-21 Budget: Sheriff's Office of Emergency Services (No Use of Reserves)
- Page 4 FY 2020-21 Budget: Sheriff's Office of Emergency Services (Utilizing \$200,000 in Reserves)
- Page 5 FY 2020-21 Budget: Environmental Health Division (No Use of Reserves)
- Page 6 FY 2020-21 Budget: Environmental Health Division (Utilizing \$200,000 in Reserves)
- Page 7 FY 2020-21 Cost Sharing Allocation: OES (No Use of Reserves)
- Page 8 FY 2020-21 Cost Sharing Allocation: OES (Utilizing \$200,000 in Reserves)
- Page 9 FY 2020-21 Cost Sharing Allocation: Environmental Health (No Use of Reserves)
- Page 10 FY 2020-21 Cost Sharing Allocation: Environmental Health (Utilizing \$200,000 in Reserves)

**Emergency Services JPA
FY 2020-21 Summary of Charges
(No Use of Reserves)**

City Agencies	FY 2020-21 Countywide Emerg Svcs	FY 2020-21 State Mandated Planning Svcs	FY 2020-21 Hazardous Materials	FY 2020-21 Emerg Svcs Other Funding	FY 2020-21 Total Program Cost	FY 2019-20 Adopted Budget (With Use of Reserves)	Change Amount
Atherton	32,156	2,500	13,499	----	48,155	42,405	5,750
Belmont	36,908	2,500	15,493	----	54,902	48,192	6,710
Brisbane	8,859	2,500	3,719	----	15,078	13,383	1,695
Burlingame	50,435	2,500	21,172	----	74,108	64,852	9,256
Colma	3,145	2,500	1,320	----	6,966	6,428	538
Daly City	108,658	2,500	45,613	----	156,771	136,261	20,510
East Palo Alto	30,204	2,500	12,679	----	45,384	40,237	5,147
Foster City	51,513	2,500	21,624	----	75,638	64,990	10,648
Half Moon Bay	16,693	2,500	7,008	----	26,201	23,288	2,913
Hillsborough	32,905	2,500	13,813	----	49,219	43,454	5,765
Menlo Park	73,570	2,500	30,884	----	106,954	91,072	15,882
Millbrae	30,044	2,500	12,612	----	45,155	39,316	5,839
Pacifica	42,760	2,500	17,950	----	63,210	55,222	7,988
Portola Valley	11,965	2,500	5,023	----	19,487	17,515	1,972
Redwood City	121,248	2,500	50,898	----	174,646	152,690	21,956
San Bruno	51,434	2,500	21,591	----	75,526	66,817	8,709
San Carlos	48,749	2,500	20,464	----	71,713	63,080	8,633
San Mateo	140,873	2,500	59,136	----	202,510	175,915	26,595
South San Francisco	96,158	2,500	40,366	----	139,023	119,817	19,206
Woodside	19,202	2,500	8,061	----	29,763	26,554	3,209
Subtotal City Agencies	\$1,007,482	\$50,000	\$422,926	----	\$1,480,407	\$1,291,488	\$188,919
San Mateo Sheriff's Office (County Share)	1,007,482	2,500	----	----	1,009,982	863,590	146,392
Environmental Health (County Share)	----	----	422,926	----	422,926	380,398	42,528
Subtotal County Share	\$1,007,482	\$2,500	\$422,926	\$0	\$1,432,907	\$1,243,988	\$188,919
Grant Revenue	----	----	----	286,221	286,221	286,221	0
Use of Reserves	----	----	----	0	0	200,000	(200,000)
Total Cost Share	\$2,014,964	\$52,500	\$845,851	\$286,221	\$3,199,536	\$3,021,697	\$177,839

**Emergency Services JPA
FY 2020-21 Summary of Charges
(Utilizing \$200,000 in Reserves)**

City Agencies	FY 2020-21 Countywide Emerg Svcs	FY 2020-21 State Mandated Planning Svcs	FY 2020-21 Hazardous Materials	FY 2020-21 Emerg Svcs Other Funding	FY 2020-21 Total Program Cost	FY 2019-20 Adopted Budget (With Use of Reserves)	Change Amount
Atherton	29,826	2,500	12,637	-----	44,963	42,405	2,558
Belmont	34,234	2,500	14,504	-----	51,238	48,192	3,046
Brisbane	8,217	2,500	3,482	-----	14,199	13,383	816
Burlingame	46,781	2,500	19,820	-----	69,101	64,852	4,249
Colma	2,917	2,500	1,236	-----	6,653	6,428	225
Daly City	100,785	2,500	42,701	-----	145,986	136,261	9,725
East Palo Alto	28,016	2,500	11,870	-----	42,386	40,237	2,149
Foster City	47,781	2,500	20,244	-----	70,525	64,990	5,535
Half Moon Bay	15,484	2,500	6,560	-----	24,544	23,288	1,256
Hillsborough	30,521	2,500	12,931	-----	45,953	43,454	2,499
Menlo Park	68,240	2,500	28,912	-----	99,652	91,072	8,580
Millbrae	27,867	2,500	11,807	-----	42,173	39,316	2,857
Pacifica	39,662	2,500	16,804	-----	58,966	55,222	3,744
Portola Valley	11,098	2,500	4,702	-----	18,300	17,515	785
Redwood City	112,463	2,500	47,649	-----	162,611	152,690	9,921
San Bruno	47,707	2,500	20,213	-----	70,420	66,817	3,603
San Carlos	45,216	2,500	19,158	-----	66,874	63,080	3,794
San Mateo	130,666	2,500	55,361	-----	188,527	175,915	12,612
South San Francisco	89,190	2,500	37,789	-----	129,479	119,817	9,662
Woodside	17,811	2,500	7,546	-----	27,857	26,554	1,303
Subtotal City Agencies	\$934,482	\$50,000	\$395,926	-----	\$1,380,407	\$1,291,488	\$88,919
San Mateo Sheriff's Office (County Share)	934,482	2,500	-----	-----	936,982	863,590	73,392
Environmental Health (County Share)	-----	-----	395,926	-----	395,926	380,398	15,528
Subtotal County Share	\$934,482	\$2,500	\$395,926	\$0	\$1,332,907	\$1,243,988	\$88,919
Grant Revenue	-----	-----	-----	286,221	286,221	286,221	0
Use of Reserves	-----	-----	-----	200,000	200,000	200,000	0
Total Cost Share	\$1,868,964	\$52,500	\$791,851	\$486,221	\$3,199,536	\$3,021,697	\$177,839

Emergency Services JPA					
FY 2020-21 Budget: Sheriff's Office of Emergency Services					
(No Use of Reserves)					
Description	County Share FY 2020-21	City Share FY 2020-21	Proposed Budget FY 2020-21	Adopted Budget FY 2019-20	Change Amount
Personnel Costs					
Personnel: (1) Supervising District Coordinator, (3) District Coordinators, (1) Administrative Assistant	416,124	416,124	832,247	789,279	42,968
On-Call Pay	22,848	22,848	45,696	45,696	0
Management Fee	70,959	70,959	141,918	137,784	4,134
Total Personnel Costs	\$509,930	\$509,930	\$1,019,861	\$972,759	\$47,102
Services & Supplies					
General Supplies	2,775	2,775	5,550	4,350	1,200
Radio and Telecomm Equipment Maintenance	600	600	1,200	1,200	0
Meetings and Conference Expense	350	350	700	700	0
Hazmat New Firefighter Training	16,924	16,924	33,847	32,235	1,612
San Mateo Consolidated Fire Battalion Chief Contract	163,640	163,640	327,280	334,696	(7,416)
Audit Services Contract	9,000	9,000	18,000	17,485	515
Total Services & Supplies	\$193,289	\$193,289	\$386,577	\$390,666	(\$4,089)
Other Charges					
Radio Service	186,748	186,748	373,495	353,461	20,034
Telephone Service	11,620	11,620	23,239	23,023	216
Information Services	6,764	6,764	13,528	15,151	(1,623)
Regional Operations Center Space Expense	148,031	148,031	296,062	216,743	79,319
Warehouse Lease	43,073	43,073	86,145	83,008	3,137
Vehicle Repair and Replacement Charges	37,665	37,665	75,329	74,964	365
Liability and Workers Compensation Insurance	10,370	10,370	20,741	18,505	2,236
Human Resources and Controller's Services	427	427	853	1,004	(151)
Pubic Safety Dispatch After-Hours Callouts	2,678	2,678	5,355	5,117	238
Total Other Charges	\$447,373	\$447,373	\$894,747	\$790,976	\$103,771
Gross Appropriation	\$1,150,592	\$1,150,592	\$2,301,185	\$2,154,401	\$146,784
Grant Revenue Offsets	(143,111)	(143,111)	(286,221)	(286,221)	0
Use of Reserves	0	0	0	(146,000)	146,000
Net Appropriation	\$1,007,482	\$1,007,482	\$2,014,964	\$1,722,180	\$292,784

Emergency Services JPA					
FY 2020-21 Budget: Sheriff's Office of Emergency Services					
(Utilizing \$200,000 in Reserves)					
Description	County Share FY 2020-21	City Share FY 2020-21	Proposed Budget FY 2020-21	Adopted Budget FY 2019-20	Change Amount
Personnel Costs					
Personnel: (1) Supervising District Coordinator, (3) District Coordinators, (1) Administrative Assistant	416,124	416,124	832,247	789,279	42,968
On-Call Pay	22,848	22,848	45,696	45,696	0
Management Fee	70,959	70,959	141,918	137,784	4,134
Total Personnel Costs	\$509,930	\$509,930	\$1,019,861	\$972,759	\$47,102
Services & Supplies					
General Supplies	2,775	2,775	5,550	4,350	1,200
Radio and Telecomm Equipment Maintenance	600	600	1,200	1,200	0
Meetings and Conference Expense	350	350	700	700	0
Hazmat New Firefighter Training	16,924	16,924	33,847	32,235	1,612
San Mateo Consolidated Fire Battalion Chief Contract	163,640	163,640	327,280	334,696	(7,416)
Audit Services Contract	9,000	9,000	18,000	17,485	515
Total Services & Supplies	\$193,289	\$193,289	\$386,577	\$390,666	(\$4,089)
Other Charges					
Radio Service	186,748	186,748	373,495	353,461	20,034
Telephone Service	11,620	11,620	23,239	23,023	216
Information Services	6,764	6,764	13,528	15,151	(1,623)
Regional Operations Center Space Expense	148,031	148,031	296,062	216,743	79,319
Warehouse Lease	43,073	43,073	86,145	83,008	3,137
Vehicle Repair and Replacement Charges	37,665	37,665	75,329	74,964	365
Liability and Workers Compensation Insurance	10,370	10,370	20,741	18,505	2,236
Human Resources and Controller's Services	427	427	853	1,004	(151)
Public Safety Dispatch After-Hours Callouts	2,678	2,678	5,355	5,117	238
Total Other Charges	\$447,373	\$447,373	\$894,747	\$790,976	\$103,771
Gross Appropriation	\$1,150,592	\$1,150,592	\$2,301,185	\$2,154,401	\$146,784
Grant Revenue Offsets	(143,111)	(143,111)	(286,221)	(286,221)	0
Use of Reserves	(73,000)	(73,000)	(146,000)	(146,000)	0
Net Appropriation	\$934,482	\$934,482	\$1,868,964	\$1,722,180	\$146,784

Emergency Services JPA					
FY 2020-21 Budget: Environmental Health Division Hazardous Materials Response					
(No Use of Reserves)					
Description	County Share FY 2020-21	City Share FY 2020-21	Proposed Budget FY 2020-21	Adopted Budget FY 2019-20	Change Amount
Personnel Costs					
On Call - HazMat 30	20,000	20,000	40,000	40,000	0
25% Hazmat Coordinator Fee	35,318	35,318	70,636	60,629	10,007
Total Personnel Costs	\$55,318	\$55,318	\$110,636	\$100,629	\$10,007
Services & Supplies					
Safety Equipment	500	500	1,000	1,000	0
Direct Communications	250	250	500	0	500
Laboratory and Testing Supplies	500	500	1,000	2,000	(1,000)
Professional Tools	0	0	0	4,000	(4,000)
Inspection and Testing Equipment	2,000	2,000	4,000	8,000	(4,000)
Hazmat and Bio Waste Disposal	500	500	1,000	2,000	(1,000)
Employee Mileage Reimbursement	500	500	1,000	0	1,000
Hazmat Professional Science Training	2,000	2,000	4,000	5,000	(1,000)
Hazmat Training and Workshop Expenses	500	500	1,000	2,000	(1,000)
Communications Expense	1,180	1,180	2,360	2,000	360
Dispatch Services Charge	1,500	1,500	3,000	2,000	1,000
Hazmat 30 Vehicle Expense	3,000	3,000	6,000	8,000	(2,000)
Reserves (HazMat 13 Replacement Fund)	10,300	10,300	20,600	20,600	0
Reserves (HazMat 30 Replacement Fund)	4,362	4,362	8,723	8,723	0
Reserves (Utility 13 Replacement Fund)	2,532	2,532	5,063	5,063	0
San Mateo Consolidated Hazmat Contract	337,985	337,985	675,969	643,780	32,189
Total Services & Supplies	\$367,608	\$367,608	\$735,215	\$714,166	\$21,049
Gross Appropriation	\$422,926	\$422,926	\$845,851	\$814,795	\$31,056
Cost Recovery Revenue	0	0	0	0	0
Use of Reserves	0	0	0	(54,000)	54,000
Net Appropriation	\$422,926	\$422,926	\$845,851	\$760,795	\$85,056

Emergency Services JPA					
FY 2020-21 Budget: Environmental Health Division Hazardous Materials Response					
(Utilizing \$200,000 in Reserves)					
Description	County Share FY 2020-21	City Share FY 2020-21	Proposed Budget FY 2020-21	Adopted Budget FY 2019-20	Change Amount
Personnel Costs					
On Call - HazMat 30	20,000	20,000	40,000	40,000	0
25% Hazmat Coordinator Fee	35,318	35,318	70,636	60,629	10,007
Total Personnel Costs	\$55,318	\$55,318	\$110,636	\$100,629	\$10,007
Services & Supplies					
Safety Equipment	500	500	1,000	1,000	0
Direct Communications	250	250	500	0	500
Laboratory and Testing Supplies	500	500	1,000	2,000	(1,000)
Professional Tools	0	0	0	4,000	(4,000)
Inspection and Testing Equipment	2,000	2,000	4,000	8,000	(4,000)
Hazmat and Bio Waste Disposal	500	500	1,000	2,000	(1,000)
Employee Mileage Reimbursement	500	500	1,000	0	1,000
Hazmat Professional Science Training	2,000	2,000	4,000	5,000	(1,000)
Hazmat Training and Workshop Expenses	500	500	1,000	2,000	(1,000)
Communications Expense	1,180	1,180	2,360	2,000	360
Dispatch Services Charge	1,500	1,500	3,000	2,000	1,000
Hazmat 30 Vehicle Expense	3,000	3,000	6,000	8,000	(2,000)
Reserves (HazMat 13 Replacement Fund)	10,300	10,300	20,600	20,600	0
Reserves (HazMat 30 Replacement Fund)	4,362	4,362	8,723	8,723	0
Reserves (Utility 13 Replacement Fund)	2,532	2,532	5,063	5,063	0
San Mateo Consolidated Hazmat Contract	337,985	337,985	675,969	643,780	32,189
Total Services & Supplies	\$367,608	\$367,608	\$735,215	\$714,166	\$21,049
Gross Appropriation	\$422,926	\$422,926	\$845,851	\$814,795	\$31,056
Cost Recovery Revenue	0	0	0	0	0
Use of Reserves	(27,000)	(27,000)	(54,000)	(54,000)	0
Net Appropriation	\$395,926	\$395,926	\$791,851	\$760,795	\$31,056

Emergency Services JPA FY 2020-21 Cost Sharing Allocation: Sheriff's Office of Emergency Services (No Use of Reserves)									
City Agencies	City Population ¹	Population Percent	Population Cost Share	Assessed Value (\$1,000's) ²	Assessed Value Percent	Assessed Value Cost Share	Agency Base Cost Share	State-Mandated Agency Plans	TOTAL OES FY 2020-21
Atherton	7,070	1.0%	5,027	11,968,266	5.4%	27,129	32,156	2,500	34,656
Belmont	27,174	3.8%	19,322	7,758,390	3.5%	17,586	36,908	2,500	39,408
Brisbane	4,691	0.7%	3,335	2,436,906	1.1%	5,524	8,859	2,500	11,359
Burlingame	30,317	4.3%	21,557	12,740,213	5.7%	28,879	50,435	2,500	52,935
Colma	1,512	0.2%	1,075	913,271	0.4%	2,070	3,145	2,500	5,645
Daly City	109,122	15.4%	77,590	13,706,110	6.2%	31,068	108,658	2,500	111,158
East Palo Alto	30,499	4.3%	21,686	3,758,002	1.7%	8,518	30,204	2,500	32,704
Foster City	33,693	4.8%	23,957	12,156,640	5.5%	27,556	51,513	2,500	54,013
Half Moon Bay	12,631	1.8%	8,981	3,402,254	1.5%	7,712	16,693	2,500	19,193
Hillsborough	11,769	1.7%	8,368	10,824,847	4.9%	24,537	32,905	2,500	35,405
Menlo Park	35,790	5.1%	25,448	21,229,602	9.6%	48,122	73,570	2,500	76,070
Millbrae	23,154	3.3%	16,463	5,990,996	2.7%	13,580	30,044	2,500	32,544
Pacifica	38,674	5.5%	27,499	6,732,683	3.0%	15,261	42,760	2,500	45,260
Portola Valley	4,659	0.7%	3,313	3,816,875	1.7%	8,652	11,965	2,500	14,465
Redwood City	85,319	12.0%	60,665	26,726,649	12.0%	60,583	121,248	2,500	123,748
San Bruno	45,257	6.4%	32,179	8,494,433	3.8%	19,255	51,434	2,500	53,934
San Carlos	29,864	4.2%	21,234	12,138,173	5.5%	27,514	48,749	2,500	51,249
San Mateo	104,570	14.8%	74,353	29,345,890	13.2%	66,520	140,873	2,500	143,373
South San Francisco	67,078	9.5%	47,695	21,379,793	9.6%	48,463	96,158	2,500	98,658
Woodside	5,615	0.8%	3,992	6,709,928	3.0%	15,210	19,202	2,500	21,702
Subtotal City Agencies	708,458	100%	\$503,741	\$222,229,921	100%	\$503,741	\$1,007,482	\$50,000	\$1,057,481
San Mateo Sheriff's Office (County)	66,027	50% Share	503,741	23,781,695	50% Share	503,741	1,007,482	2,500	1,009,982
Total Cost Share	774,485	---	\$1,007,482	\$246,011,616	---	\$1,007,482	\$2,014,964	\$52,500	\$2,067,463

¹ Source: CA Department of Finance - E-1 City Population for 2019

² Source: San Mateo County Controller's Office Assessment Roll for 2019

**Emergency Services JPA
FY 2020-21 Cost Sharing Allocation: Sheriff's Office of Emergency Services
(Utilizing \$200,000 in Reserves)**

City Agencies	City Population ¹	Population Percent	Population Cost Share	Assessed Value (\$1,000's) ²	Assessed Value Percent	Assessed Value Cost Share	Agency Base Cost Share	State-Mandated Agency Plans	TOTAL OES FY 2020-21
Atherton	7,070	1.0%	4,663	11,968,266	5.4%	25,163	29,826	2,500	32,326
Belmont	27,174	3.8%	17,922	7,758,390	3.5%	16,312	34,234	2,500	36,734
Brisbane	4,691	0.7%	3,094	2,436,906	1.1%	5,124	8,217	2,500	10,717
Burlingame	30,317	4.3%	19,995	12,740,213	5.7%	26,786	46,781	2,500	49,281
Colma	1,512	0.2%	997	913,271	0.4%	1,920	2,917	2,500	5,417
Daly City	109,122	15.4%	71,968	13,706,110	6.2%	28,817	100,785	2,500	103,285
East Palo Alto	30,499	4.3%	20,115	3,758,002	1.7%	7,901	28,016	2,500	30,516
Foster City	33,693	4.8%	22,221	12,156,640	5.5%	25,559	47,781	2,500	50,281
Half Moon Bay	12,631	1.8%	8,330	3,402,254	1.5%	7,153	15,484	2,500	17,984
Hillsborough	11,769	1.7%	7,762	10,824,847	4.9%	22,759	30,521	2,500	33,021
Menlo Park	35,790	5.1%	23,604	21,229,602	9.6%	44,635	68,240	2,500	70,740
Millbrae	23,154	3.3%	15,270	5,990,996	2.7%	12,596	27,867	2,500	30,367
Pacifica	38,674	5.5%	25,506	6,732,683	3.0%	14,156	39,662	2,500	42,162
Portola Valley	4,659	0.7%	3,073	3,816,875	1.7%	8,025	11,098	2,500	13,598
Redwood City	85,319	12.0%	56,269	26,726,649	12.0%	56,193	112,463	2,500	114,963
San Bruno	45,257	6.4%	29,848	8,494,433	3.8%	17,860	47,707	2,500	50,207
San Carlos	29,864	4.2%	19,696	12,138,173	5.5%	25,521	45,216	2,500	47,716
San Mateo	104,570	14.8%	68,966	29,345,890	13.2%	61,700	130,666	2,500	133,166
South San Francisco	67,078	9.5%	44,239	21,379,793	9.6%	44,951	89,190	2,500	91,690
Woodside	5,615	0.8%	3,703	6,709,928	3.0%	14,108	17,811	2,500	20,311
Subtotal City Agencies	708,458	100%	\$467,241	\$222,229,921	100%	\$467,241	\$934,482	\$50,000	\$984,482
San Mateo Sheriff's Office (County)	66,027	50% Share	467,241	23,781,695	50% Share	467,241	934,482	2,500	936,982
Total Cost Share	774,485	---	\$934,482	\$246,011,616	---	\$934,482	\$1,868,964	\$52,500	\$1,921,464

¹ Source: CA Department of Finance - E-1 City Population for 2019

² Source: San Mateo County Controller's Office Assessment Roll for 2019

Emergency Services JPA FY 2020-21 Cost Sharing Allocation: Environmental Health Division Hazardous Materials Response (No Use of Reserves)							
City Agencies	City Population ¹	Population Percent	Population Cost Share	Assessed Value (1,000's) ²	Assessed Value Percent	Assessed Value Cost Share	TOTAL HAZMAT FY 2020-21
Atherton	7,070	1.0%	2,110	11,968,266	5.4%	11,388	13,499
Belmont	27,174	3.8%	8,111	7,758,390	3.5%	7,382	15,493
Brisbane	4,691	0.7%	1,400	2,436,906	1.1%	2,319	3,719
Burlingame	30,317	4.3%	9,049	12,740,213	5.7%	12,123	21,172
Colma	1,512	0.2%	451	913,271	0.4%	869	1,320
Daly City	109,122	15.4%	32,571	13,706,110	6.2%	13,042	45,613
East Palo Alto	30,499	4.3%	9,103	3,758,002	1.7%	3,576	12,679
Foster City	33,693	4.8%	10,057	12,156,640	5.5%	11,568	21,624
Half Moon Bay	12,631	1.8%	3,770	3,402,254	1.5%	3,237	7,008
Hillsborough	11,769	1.7%	3,513	10,824,847	4.9%	10,300	13,813
Menlo Park	35,790	5.1%	10,683	21,229,602	9.6%	20,201	30,884
Millbrae	23,154	3.3%	6,911	5,990,996	2.7%	5,701	12,612
Pacifica	38,674	5.5%	11,544	6,732,683	3.0%	6,406	17,950
Portola Valley	4,659	0.7%	1,391	3,816,875	1.7%	3,632	5,023
Redwood City	85,319	12.0%	25,466	26,726,649	12.0%	25,432	50,898
San Bruno	45,257	6.4%	13,508	8,494,433	3.8%	8,083	21,591
San Carlos	29,864	4.2%	8,914	12,138,173	5.5%	11,550	20,464
San Mateo	104,570	14.8%	31,212	29,345,890	13.2%	27,924	59,136
South San Francisco	67,078	9.5%	20,022	21,379,793	9.6%	20,344	40,366
Woodside	5,615	0.8%	1,676	6,709,928	3.0%	6,385	8,061
Subtotal City Agencies	708,458	100.0%	\$211,463	\$222,229,921	100.0%	\$211,463	\$422,926
Environmental Health (County)	66,027	50% Share	211,463	23,781,695	50% Share	211,463	422,926
Total Cost Share	774,485	---	\$422,926	\$246,011,616	---	\$422,926	\$845,851

¹ Source: CA Department of Finance - E-1 City Population for 2019

² Source: San Mateo County Controller's Office Assessment Roll for 2019

Emergency Services JPA FY 2020-21 Cost Sharing Allocation: Environmental Health Division Hazardous Materials Response (Utilizing \$200,000 in Reserves)							
City Agencies	City Population ¹	Population Percent	Population Cost Share	Assessed Value (1,000's) ²	Assessed Value Percent	Assessed Value Cost Share	TOTAL HAZMAT FY 2020-21
Atherton	7,070	1.0%	1,976	11,968,266	5.4%	10,661	12,637
Belmont	27,174	3.8%	7,593	7,758,390	3.5%	6,911	14,504
Brisbane	4,691	0.7%	1,311	2,436,906	1.1%	2,171	3,482
Burlingame	30,317	4.3%	8,471	12,740,213	5.7%	11,349	19,820
Colma	1,512	0.2%	422	913,271	0.4%	814	1,236
Daly City	109,122	15.4%	30,492	13,706,110	6.2%	12,209	42,701
East Palo Alto	30,499	4.3%	8,522	3,758,002	1.7%	3,348	11,870
Foster City	33,693	4.8%	9,415	12,156,640	5.5%	10,829	20,244
Half Moon Bay	12,631	1.8%	3,529	3,402,254	1.5%	3,031	6,560
Hillsborough	11,769	1.7%	3,289	10,824,847	4.9%	9,643	12,931
Menlo Park	35,790	5.1%	10,001	21,229,602	9.6%	18,911	28,912
Millbrae	23,154	3.3%	6,470	5,990,996	2.7%	5,337	11,807
Pacifica	38,674	5.5%	10,807	6,732,683	3.0%	5,997	16,804
Portola Valley	4,659	0.7%	1,302	3,816,875	1.7%	3,400	4,702
Redwood City	85,319	12.0%	23,840	26,726,649	12.0%	23,808	47,649
San Bruno	45,257	6.4%	12,646	8,494,433	3.8%	7,567	20,213
San Carlos	29,864	4.2%	8,345	12,138,173	5.5%	10,813	19,158
San Mateo	104,570	14.8%	29,220	29,345,890	13.2%	26,141	55,361
South San Francisco	67,078	9.5%	18,743	21,379,793	9.6%	19,045	37,789
Woodside	5,615	0.8%	1,569	6,709,928	3.0%	5,977	7,546
Subtotal City Agencies	708,458	100.0%	\$197,963	\$222,229,921	100.0%	\$197,963	\$395,926
Environmental Health (County)	66,027	50% Share	197,963	23,781,695	50% Share	197,963	395,926
Total Cost Share	774,485	---	\$395,926	\$246,011,616	---	\$395,926	\$791,851

¹ Source: CA Department of Finance - E-1 City Population for 2019

² Source: San Mateo County Controller's Office Assessment Roll for 2019



Invoice

Bill-to Customer No. C00040
 Invoice No. PS-INV103666
 Document Date January 21, 2021
 Due Date February 20, 2021

Cust. No.: C00040
 City of Menlo Park
 Attn: B Tong
 701 Laurel Street
 Menlo Park, CA 94025

San Mateo County Sheriff's Office
 Attn: Fiscal Services
 400 County Center, 3rd Floor
 Redwood City, CA 94063
 650-363-4061

No.	Description	Quantity	Unit of Measure	Unit Price Excl. Tax	Tax %	Line Amount Excl. Tax
SV001	Participation in the FY 2020-21 Office of Emergency Services Joint Powers Agreement Jurisdiction: Menlo Park · Countywide Emergency Services - \$68,240.00 · State Mandated Planning Services - \$2,500.00 · Hazardous Materials - \$28,912.00 Sheriff's Office Use Only: 30544-1983 - \$68,240.00 30544-2064 - \$2,500.00 30544-1983 - \$24,681.00 59720-1981 - \$4,231.00	1	Each	99,652.00	0	99,652.00
Subtotal						99,652.00
Total Tax						0.00
Total \$ Incl. Tax						99,652.00

**First Revised and Restated
Joint Exercise of Powers Agreement
San Mateo County Operational Area Emergency Services Organization**

THIS JOINT POWERS AGREEMENT (“Agreement”) is made as of the Effective Date by and between the public entities set forth below, creating the San Mateo County Operational Area Emergency Services Organization Authority (“Organization”).

Each public entity executing this Agreement shall be referred to individually as a “Member Agency,” with all referred to collectively as “Member Agencies.”

RECITALS

Whereas the Member Agencies’ goal is to establish a unified emergency services organization; and

Whereas the Member Agencies agree that the purpose of this Organization will be to operate pursuant to Presidential Directive 5, the National Response Framework, National Incident Management System (NIMS), Presidential Directive 8, the National Preparedness Goal and California’s Standardized Emergency Management System (SEMS) and local adopted Emergency Operations Plans and Annexes.

Whereas the Member Agencies agree that the participants within this Organization may include all local governments within the geographic area of the County, special districts, unincorporated areas, and participating non-governmental entities; and

Whereas the Member Agencies agree that the collective goal is to provide coordinated plans for the protection of persons and property based on the phases of emergency management; and

Whereas the Member Agencies have the authority to enter into this Agreement under the Joint Exercise of Powers Act, California Government Code Section 6500 *et seq.* (“Act”).

NOW, THEREFORE, in consideration of the recitals and mutual obligations of the Member Agencies as herein contained, the Member Agencies agree as follows:

Article I - GENERAL PROVISIONS

1.01 Purpose

This Agreement creates an entity to exercise the powers shared in common by the Member Agencies to engage in local and regional cooperative planning and coordination and delivery of services. As part of this Organization’s purpose, Member Agencies seek to meet or exceed the current Emergency Response Planning and Management Capabilities within the Operational Area. Further, Member Agencies seek to support existing regional Public Information and Notification Systems, and to continue to support the regional hazardous materials emergency response program. Such purposes are to be accomplished and the Members Agencies’ common powers exercised as set forth in this Agreement.

1.02 Creation of Authority

Pursuant to the Joint Exercise of Powers Act, the Member Agencies hereby create a public entity to be known as the “San Mateo County Operational Area Emergency Services Organization Authority” (“Organization.”) The Organization shall be a public entity separate and apart from the Member Agencies. The geographic jurisdiction of the Organization is all territory within the geographic

boundaries of the Member Agencies; however, the Organization may undertake any action outside those geographic boundaries as is necessary and incidental to accomplishing its purpose.

1.03 Membership in the Organization

Membership in the Organization is limited to public entities, as defined by the Joint Exercise of Powers Act, located or operating within San Mateo County that have approved and executed this Agreement, and contributed resources of any kind toward establishing and supporting the Organization (including, but not limited to financial, personnel, equipment, or other resources) as approved by the Emergency Services Council.

1.04 Participating Members/Partners in the Organization

Participation in the Organization is intended to ensure cooperative emergency planning and response; all participating Member Agencies and partners are expected to attend all regular and special meetings of the Emergency Services Council, encourage active participation by their jurisdictions in the development of plans and training programs, drills, exercises and training opportunities, and otherwise assist in supporting the implementation of this Agreement.

1.05 Powers of the Organization

The Organization may purchase, lease, own and/or dispose of property and equipment and enter into contract(s), as required to satisfy the purposes of this Agreement. The Organization may employ agents and/or employees, operate works and improvements, sue and be sued in its own name, and invest surplus funds.

Article II- COMMON TERMINOLOGY

2.01 Terminology Defined

Not all vocabulary of technical terms listed in the Agreement is used in the Agreement. In part, the terms are included as a resource to further clarify terminology utilized in documentation, field operations and/or applicable subject matter.

2.02 All-Hazards: “Grouping classification encompassing all conditions, environmental or manmade, that have the potential to cause injury, or death; damage to or loss of equipment, infrastructure services, or property; or alternately causing functional degradation to societal, economic or environmental aspects. Annotation: All-hazards preparedness ensures that if a disaster occurs, people are ready to get through it safely, and respond to it effectively. FEMA began development of an Integrated Emergency Management System with an all-hazards approach that included ‘direction, control and warning systems which are common to the full range of emergencies from small isolated events to the ultimate emergency – war.” (DHS, *Lexicon*, October 23, 2007, p. 1)

2.03 Catastrophe: An event during which a society incurs, or is threatened to incur, such losses to persons and/or property that the entire society is affected and extraordinary resources and skills are required, some of which must come from other nations.

2.04 Community Emergency Response Team (CERT): “Community Emergency Response Team” (CERT) training is one way for citizens to prepare for an emergency. CERT training is designed to prepare people to help themselves, their families and their neighbors in the event of a catastrophic disaster. Because emergency services personnel may not be able to help everyone immediately, residents can make a difference by using the training obtained in the CERT course to save lives and protect property. (DHS, *National Response Framework* (Comment Draft). DHS, September 10, 2007, p. 18)

2.05 Command: The act or directing and or controlling by virtue of explicit legal, agency or delegated authority. The term “Command” may also refer to the Incident Commander.

2.06 Emergency: Any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety or to lessen or avert the threat of a catastrophe in any part of the United States.

2.07 Emergency Management: A subset of incident management, the coordination and integration of all activities necessary to build, sustain and improve the capability to prepare for, protect against, respond to, recover from or mitigate against threatened or actual natural disasters, acts of terrorism or other manmade disasters.

2.08 Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction.

2.09 Incident: An occurrence or event, natural or manmade, which requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies and other occurrences requiring an emergency response.

2.10 Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents.

2.11 Local Emergency: The duly proclaimed existence of conditions of disaster or extreme peril to the safety of persons and/or property within territorial limits of a county, city and county, or city caused by such conditions as fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, earthquake, tsunami or other conditions which are likely to be beyond the control of the services, personnel, equipment and facilities of that local political subdivision to combat.

2.12 Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under state law;) regional or interstate government entity or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native Village or Alaska Regional Native Corporation; a rural community, unincorporated town or village or other public entity. See Section 2 (10), Homeland Security Act of 2002, P.L. 107–296, 116 Stat. 2135 (2002).

2.13 Mitigation: Activities providing a critical foundation in the effort to reduce the loss of life and/or property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

2.14 National Incident Management System (NIMS): System that provides a proactive approach guiding government agencies at all levels, the private sector and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location or complexity, in order to reduce the loss of life or property and harm to the environment.

2.15 National Response Framework: This document establishes a comprehensive, national, all-hazards approach to domestic incident response. It serves as a guide to enable responders at all levels of government and beyond to provide a unified national response to a disaster. It defines the key principles, roles, and structures that organize the way U.S. jurisdictions plan and respond.

2.16 Operational Area: An intermediate level of the state emergency services organization, consisting of the County and all political subdivisions within the county area. In a state of emergency, the operational area shall serve as a link in the system of communications and coordination between the political subdivisions comprising the operational area and the Regional or State Emergency Operations Center.

2.17 Preparedness: Actions that involve a combination of planning, resources, training, exercising and organizing to build, sustain and improve operational capabilities. Preparedness is the process of identifying the personnel, training and equipment needed for a wide range of potential incidents and developing jurisdiction-specific plans for delivering capabilities when needed for an incident.

2.18 Recovery: The development, coordination and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental and economic restoration; evaluation of the incident to identify lessons learned; and post-incident reporting and development of initiatives to mitigate the effects of future incidents.

2.19 Resources: Personnel and major items of equipment, supplies and facilities available or potentially available for assignment to incident operations and for which status is maintained. Under the National Incident Management System, resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an emergency operations center.

2.20 Response: Immediate actions to save and sustain lives, protect property and the environment, and meet basic human needs. Response also includes the execution of plans and actions to support short-term recovery.

2.21 Standardized Emergency Management System: The Standardized Emergency Management System (SEMS) is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. SEMS is required by the California Emergency Services Act (ESA) for managing multiagency and multijurisdictional responses to emergencies in California. The system unifies all elements of California's emergency management

community into a single integrated system and standardizes key elements. SEMS incorporates the use of the Incident Command System (ICS), California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA,) the Operational Area (OA) concept and multiagency or inter-agency coordination. State agencies and local governments are required to use SEMS in order to be eligible for any reimbursement of response-related costs under the state’s disaster assistance programs.

Article III – GOVERNANCE

3.01 Composition of the Council

The Organization shall be administered by the Emergency Services Council (“Council”) consisting of the following members:

- a) A member of the San Mateo County Board of Supervisors, who shall be designated by the Supervisors.
- b) Each governing body of a Member Agency shall annually select and appoint a representative to serve on the Council and may select and appoint an alternate representative. Each representative and alternative representative must be a member of the governing body of the Member Agency.
- c) The Chair of the Emergency Services Council shall be the representative from the Board of Supervisors.
- d) A Vice-Chair shall be selected by the Council.

3.02 General Purpose of the Organization

The general purpose of the Organization is to:

- a) Provide structure for administrative and fiscal policies and procedures;
- b) Identify and pursue funding sources;
- c) Set policy;
- d) Maximize the utilization of available resources; and
- e) Oversee all committee activities.

3.03 Specific Responsibilities of the Council

The specific responsibilities of the Council shall be as follows:

- a) To review and recommend adoption by the Board of Supervisors and City Councils of each City, Emergency Plans, programs and agreements, in addition to the basic agreements as deemed necessary to carry out the purpose of the Organization.
- b) To approve an annual budget in an amount necessary to carry out the purposes of the Organization. Upon review and approval of the annual budget by the Council, each Member Agency shall recommend the budget to the governing body of the Member Agency for the purpose of securing from each the appropriations in accordance with each Member Agency’s identified allocation (via Budget Sheets.)
- e) Each Member Agency’s Executive Officer shall identify and designate at the beginning of each fiscal year, a local coordinator for regular participation in the San Mateo County Emergency Managers Association. Should the identified Coordinator change at any time during the year, the Member Agency shall advise the Director of Emergency Services within 30 days-
- d) If a Member Agency participates in a contract relationship for the provision of emergency services, it is still required to name a local emergency coordinator to the Emergency Managers Association who will assure the continuity of communication between the Member Agency, the County Office of Emergency Services (OES) and the Organization.

3.04 Meetings of the Organization.

- a) **Regular Meetings:** The Council shall approve a schedule for its regular meetings provided, however, that the Council shall hold at least one regular meeting quarterly. The Council shall fix the date, hour and location of regular meetings by resolution and the Secretary shall transmit a copy of the resolution to each Member Agency at the first meeting of the fiscal year.
- b) **Special Meetings:** Special meetings of the Council may be called in accordance with the Brown Act by the Chair, a majority of the Council or the Director.
- c) **Call, Notice and Conduct of Meetings:** All meetings of the Council, including without limitation, regular, adjourned regular and special meetings, shall be noticed, held and conducted in accordance with the provisions of the Ralph M. Brown Act, California Government Code section 54950 *et seq.* As soon as practicable, but no later than the time of posting, the Secretary shall provide notice and the agenda to each Member Agency. Any Member Agency may request that an item be considered for placement on the Agenda by submitting the request to the Director of Emergency Services.
- d) Meetings of the Council shall be conducted by the Chair or by the Vice-Chair in the absence of the Chairperson. In the absence of both Chair and Vice-Chair, the meeting shall be chaired by member of the Council selected by a majority vote of the Council.

3.05 Minutes

The Secretary of the Organization shall cause to be kept a digital recording of each meeting, which shall be posted on the SMC OES Website. The Secretary will create brief summary written minutes for approval by the Council.

3.06 Voting

All power of the Organization shall reside with the Council. Each Member Agency shall have one vote. A Member Agency's alternate representative may participate and vote in the proceedings of the Council only in the absence of that Member Agency's regular representative. No absentee ballot or proxy voting is permitted.

3.07 Quorum; Required Votes; Approvals

A quorum of the Council is a majority of the representatives of the Member Agencies of the Organization. If the number of Member Agencies is an even number, a majority is fifty percent of the Member Agencies, plus one. The Council may not take any substantive action without a majority of the Member Agencies voting to take that action. Action on non-substantive procedural matters may be taken by a majority of a quorum.

Article IV – PARTICIPATING PARTNERS, EMPLOYEES AND ADVISORY COMMITTEES

4.01 Participating Partners

In order to ensure cooperative emergency planning and response, the following may be invited to attend, as non-voting members, all regular and special meetings of the Council, participate in the development of plans and training programs, and otherwise assist in supporting the implementation of this Agreement:

- a) A representative of the American Red Cross to be invited by the Chair with the approval of the Council.
- b) One representative each from the San Mateo County Fire Chiefs Association and the San Mateo County Police Chiefs and Sheriff Association as may be invited by the Chair with approval of the Council.
- c) One representative for Water Districts as may be invited by the Chair with approval of the Council.

- d) One representative for Sanitary Districts as may be invited by the Chair with approval of the Council.
- e) One representative for the San Mateo County Harbor District as may be invited by the Chair with approval of the Council.
- f) One representative for the Port Authority as may be invited by the Chair with approval of the Council.
- g) One representative for San Mateo County Transit District as may be invited by the Chair with approval of the Council.
- h) One representative for Pacific, Gas and Electric Company as may be invited by the Chair with approval of the Council.
- i) One representative for the Office of Education as may be invited by the Chair with approval of the Council.
- j) One representative for the Hospital Consortium as may be invited by the Chair with approval of the Council.
- k) One representative for the EMS Agency as may be invited by the Chair with approval of the Council.
- l) One representative for the San Mateo Emergency Managers Association as may be invited by the Chair with approval of the Council.

Should other interested parties be identified for participation, the Organization shall consider a written request for participation and may be invited by the Chair with approval of the Council.

4.02 Treasurer

The Treasurer of the County of San Mateo shall be the Treasurer of the Organization. The Treasurer shall be the depository, shall have custody of the accounts, funds and money of the Organization from whatever source, and shall have the duties and obligations set forth in the Joint Exercise of Powers Act.

4.03 Auditor and Financial Accountability

The Organization will ensure financial accountability as required by Section 6505 of the Government Code. The Organization will ensure that audits are conducted as required by that Section. Unless the Council votes to appoint a separate auditor, audits will be conducted by auditor selected to conduct the audit of the Sheriff's Office. In the event that the Council selects a separate auditor, the full cost of the audit will be the responsibility of the Organization.

The Auditor shall perform the functions of auditor for the Organization and shall make or cause an independent annual audit of the accounts and records of the Organization by a certified public accountant, in compliance with the requirements of the Joint Exercise of Powers Act and generally accepted auditing standards.

4.04 Legal Counsel

The San Mateo County Counsel's Office shall be the legal counsel for the Organization. To the extent permitted by the Joint Exercise of Powers Act, the Organization may change, by resolution, the legal counsel to the Organization. The full cost of outside legal counsel will be the responsibility of the Organization.

4.05 Secretary to the Organization

The San Mateo County Office of Emergency Services shall provide a Secretary and administrative support to the Organization.

4.06 Contractors

The Organization shall have the power by resolution to appoint and employ such other consultants and independent contractors as may be necessary to carry out the purposes of the Organization. The Organization will be responsible for any/all incurred costs.

4.07 Committees

The Organization may form and dissolve Committees as determined by the Council.

4.08 Director of Emergency Services

The Sheriff or his/her designee is the Director of the San Mateo County Area Office of Emergency Services (“Director”). The SMC Area Office of Emergency Services is responsible for the on-going operation of the San Mateo County Operational Area and is also responsible for achieving the purposes of the Organization as follows:

- a) Emergency Response - coordination and planning during any regional emergency in accordance with adopted emergency plans.
- b) Plans and Operations - preparation, development, coordination, and integration of compatible and complimentary unified area-wide emergency plans for approval by the State of California and adoption by the Council.
- c) Communications - coordination, development and maintenance of an area-wide emergency communications service, including public alert and warning systems, and other situational awareness tools.
- d) Public Education and Information - coordination and support of an area-wide public education and information program.
- e) Training and Exercise - coordination and assistance in the training and exercising of all County employees identified as Disaster Service Workers, as defined by Sect. 3100 of the California Government Code and volunteers. The Member Agencies will be responsible for the training and exercise of their identified employees; however, OES will provide needed support as requested.
- f) Grant Program Administration - coordination and assistance with designated emergency coordinators within the Operational Area in the securing and distribution of grant funds for regional emergency management initiatives and program support.
- g) General Administration - coordination and assistance in the procurement and inventory of emergency equipment, management of, maintenance and distribution of area-wide inventories of vital supplies and equipment.
- h) The Organization does not intend to acquire title to any property. But in the event that it does, pursuant to Section 6505.1 of the Government Code, the Organization designates the Director to handle that property. In the event that the Organization does acquire title to property, the Director will obtain a bond in the amount determined by the contracting parties.

4.09 Staffing Reimbursement

The County Office of Emergency Services is a bureau of the Sheriff’s Office, staffed by sworn officers and other civil service employees of the County of San Mateo appointed by the Sheriff. The Office of Emergency Services supports the purposes of the Organization. A portion of the cost of Office of Emergency Services staff is reimbursed by the Organization in an amount determined by the funding allocation in this Agreement.

Article V – BUDGET AND COST-SHARING

In consideration of the mutual promises herein contained, it is hereby agreed that the cost of maintaining the Organization will be shared as described below.

- a) From the total amount of the annual budget there shall be deducted estimated revenue from federal "matching funds," state grants, and other service revenues.
- b) The balance of the annual budget remaining after anticipated revenues have been deducted shall be paid as follows:
 1. The county shall pay 50% of the remaining balance.
 2. The cities shall pay the remaining 50% of the balance, apportioned in accordance with the following formula:
 - i. One half of said 50% to be apportioned by people units or population.
 - a) Total population of all member cities divided into one-half of the total of the cities' share of the budget equals a factor in cents.
 - b) Population of each member city times the factor in cents equals the share for each city.
 - ii. The remaining one-half of said 50% to be apportioned on the basis of assessed valuation as follows:
 - a) Total assessed value of real and personal property in all member cities divided into one-half of the total of the city's share of the budget equals a factor in mils.
 - b) Assessed value of real and personal property of each member city times the factor in mils equals the share for each city.
- c) For the purpose of this Agreement the total assessed valuation of real and personal property in all Member Agencies shall be the most recent such total maintained by the offices of the County Assessor.
- d) The figures used for population in each city shall be determined by a method and from a source that is mutually acceptable to the majority of members.
- e) It is understood and agreed that the financial obligations incurred by the Member Agencies under the provisions of this Agreement will be incurred annually, subject to the limitation that the county and cities are financially able to make funds available.
- f) If the Member Agencies representing 25% or more of the county's population do not approve the budget in any fiscal year, the proposed budget will be referred back to the Director and the Finance Committee for revision and recommendation. If no resolution can be reached by the committee, the Member Agencies may proceed to adopt budgets that provide those services they deem necessary for adequate emergency services protection as a whole, but any Member Agency shall be financially responsible for that portion of the budget unilaterally adopted. Any Member Agency that does not meet its financial commitment under the adopted budget will lose its voting status and/or other such privileges of membership as determined by the Council.
- g) It is further agreed that any excess in federal or state funds, in any year, shall be reviewed by the Finance Committee, who will then make a recommendation to the Council, as to the disposition of the excess funds.
- h) With respect any Member Agency that is not a City or the County, the amount to be contributed is determined by a negotiation between those Member Agencies and the Director Emergency Services and must be approved by the Council. A letter memorializing the agreed contribution will be an attachment to this Agreement.

Article VI - INSURANCE

- a) The County shall add the Organization and Emergency Services Council to its existing excess liability insurance coverage and shall maintain such coverage in full force and effect during the life of the Agreement. Member Agencies understand that the County is partially self-insured. Unless the Organization decides otherwise, County shall provide for the defense of any claims or litigation within the self-insured retention. Legal representation by the County will ordinarily be provided by the County Counsel.

- b) Any out-of-pocket expense or loss, by way of judgment or settlement, arising out of the operation of this Agreement, within the limits of the County's self-insured retention shall be shared by the parties in accordance with the formula as described in Article V (b).

Article VII - EFFECTIVENESS

This Agreement shall be effective upon its execution by all Member Agencies. It is effective as to new Members Agencies upon adoption and approval by the Council and by the new Member Agency's governing body. This Agreement shall continue in effect until terminated as provided herein.

Article VIII – TERM AND TERMINATION

8.01 Withdrawal by Members

- a) Any Member Agency may withdraw from this Agreement by written notice given by such Member Agency to all other Member Agencies, which notice shall be given at least 120 days prior to the commencement of the fiscal year in which it is to take effect. For the purpose of such notice, a fiscal year is defined as July 1 of a calendar year through June 30 of the succeeding calendar year.
- b) Any former or prospective Member Agency may enter or re-enter the organization by petition to the Council by its governing body, and majority approval of the petition by the Council. Upon approval, the new Member Agency must agree in writing to all terms of this Agreement.
- c) Should a Member Agency withdraw less than 120 days prior to the commencement of the fiscal year, the withdrawal will be effective but that Member Agency will be responsible for its calculated contribution for that year pursuant to Article V.
- d) Should a Member Agency give required notice and withdraw from the Agreement, the prior contribution of that Member Agency will be divided equally by formula among the remaining Member Agencies.

8.02 Termination of Organization and Disposition of Surplus Money and Property

This Agreement shall terminate effective upon a vote of the Council, the County and by at least eleven (11) cities representing the majority of the population of the County. In the event that the Organization ceases to exist, surplus funds will be returned consistent with Section 6512 of the Government Code in proportion to the contributions made. The Organization does not intend to acquire title to any property. But in the event that it does, title to all property acquired by the Organization, shall be owned by the County of San Mateo to be used for "County Wide" purposes.

8.03 Amendments

Any proposed Amendments to this Agreement may be recommended by the Council but must be ratified by each Member Agency's governing body.

8.04 Review of this Agreement

The Council will conduct a review of this Agreement in 2020 and every five years thereafter to determine whether any changes to the Agreement are necessary or advisable. In the event that the Council concludes that changes should be made, each Member Agency representative will take those recommended changes to the governing body of the Member Agency for ratification.

8.05 Bylaws

The Council may, from time to time, adopt and/or amend Bylaws for the conduct of its affairs; provided the purpose is consistent with this Agreement and/or are necessary and appropriate.

Article IX - MISCELLANEOUS PROVISIONS

9.01 Notices

It shall be the responsibility of the Sheriff or his/her designee to ensure all notices are provided to Member Agencies and posted in compliance with the legal requirements of the Agreement.

9.02 Severability

If any one or more of the terms, provisions, promises, covenants, or conditions of this Agreement were, to any extent, adjudged invalid, unenforceable, void, or voidable for any reason whatsoever by a court of competent jurisdiction, each and all of the remaining terms, provisions, promises, covenants, and conditions of this Agreement shall not be affected thereby and shall be valid and enforceable to the fullest extent permitted by law.

9.03 Supersession

It is mutually understood and agreed by the Member Agencies that this Agreement supersedes the 1997 San Mateo County Operational Area Joint Powers Agreement, any previous agreements on this subject matter and any amendments thereto.

9.04 Assignment

No Member Agency shall assign any rights or obligations under this Agreement without the prior written consent of the Council.

9.05 Governing Law

This Agreement is made and to be performed in the State of California, and as such, California substantive and procedural law shall apply. Venue for any litigation under this Agreement shall be in the County of San Mateo.

9.06 Headings

The section headings herein are for convenience only and are not to be construed as modifying or governing the language of this Agreement.

9.07 Counterparts

This Agreement may be executed in counterparts, each of which will be deemed an original and all of which shall constitute this Agreement.

9.08 No Third Party Beneficiaries

This Agreement and the obligations hereunder are not intended to benefit any party other than the Authority and its Members Agencies, except as expressly provided otherwise herein. No entity that is not a signatory to this Agreement shall have any rights or causes of action against any party to this Agreement as a result of that party's performance or non-performance under this Agreement, except as expressly provided otherwise herein.

9.09 Filing of Notice of Agreement

Within 30 days after the Effective Date, the Secretary shall cause to be filed with the Secretary of State the notice of Agreement required by the Act. Within 30 days after any amendment to this Agreement, the Secretary shall file the amendment with the Secretary of State.

9.10 Conflict of Interest Code

The Organization shall adopt a conflict of interest code as required by law. Member Agencies understand that representatives and alternate representatives are listed on the Organization's Conflict of Interest Code and will be responsible for filing a Form 700 with the Organization.

9.11 Indemnification

The Organization shall defend, indemnify and hold harmless each Member Agency (and each Member Agency's officers, agents, and employees) from any and all liability, including but not limited to claims, losses, suits, injuries, damages, costs and expenses (including attorney's fees,) arising from or as a result of any acts, errors or omissions of the Organization or its officers, agents or employees.

Each Member Agency shall defend, indemnify and hold harmless the other Member Agencies (and their officers, agents, and employees) from any and all liability, including but not limited to claims, losses, suits, injuries, damages, costs and expenses (including attorney's fees,) arising from or as a result of any acts, errors or omissions of that party or its officers, agents or employees.

9.12 Dispute Resolution/Legal Proceedings

Disputes regarding the interpretation or application of any provision of this Agreement shall, to the extent reasonably feasible, be resolved through good faith negotiations between the Member Agencies and/or the Organization.

9.13 Authorization to Enter Into Agreement

Each party warrants that the person signing this Agreement on its behalf is authorized to bind that party to this Agreement.

9.14 Confirmation of Jurisdictional Authority

By signing this Agreement, the Member Agencies retain all authority granted to them by the State and/or their respective Charters. The powers and/or authority granted pursuant to this Agreement shall in no way serve to limit or restrict an individual Member Agency's jurisdictional authority.

9.15 Participation Understanding

The Member Agencies understand that to facilitate proper emergency response, each public entity has an important role to play. By adopting this Agreement, the Member Agencies recognize the importance of that role. Descriptions of the activities that are expected of each Member Agency are contained in Attachment A to this Agreement. Attachment A may be modified by a majority of the Council at a meeting of the Organization.

(SIGNATURES ARE ON FOLLOWING PAGE)

IN WITNESS WHEREOF, each Member Agency has caused this Agreement to be executed and attested by its proper officers thereunto duly authorized, as follows:

Signatories	Resolution/Action Number	Date of Adoption
Atherton		
Belmont		
Brisbane		
Burlingame		
Colma		
Daly City		
East Palo Alto		
Foster City		
Half Moon Bay		
Hillsborough		
Menlo Park		
Millbrae		
Pacifica		
Portola Valley		
Redwood City		
San Bruno		
San Carlos		
San Mateo		
South San Francisco		
Woodside		
County of San Mateo		

ATTACHMENT A
SUPPLEMENTAL AGREEMENT

The following list of responsibilities was developed by a sub-committee of the Emergency Managers Association of San Mateo County. The determined need is to assure the Member Agencies meet the basic functional needs of the communities within San Mateo County during a disaster. To determine the readiness of Member Agencies to respond to an emergency, each Member Agency agrees to participate in an annual survey or other mechanism, developed by the EMA Policy & Continuity Working Group, to gather preparedness data from Member Agencies. An evaluation shall be presented to the Emergency Services Council as set forth in section 1.01 of this Supplemental Agreement.

Article I – MEMBER AGENCY RESPONSIBILITIES AND TRAINING

1.01 Emergency Preparedness and Planning Standards

The Member Agencies shall each accept primary responsibility for the readiness within their respective jurisdictions and development of disaster preparedness plans which shall be compatible with and complimentary to the area-wide emergency planning and organization, formulated pursuant to this Agreement. As such, each Member Agency agrees that it will adhere to current state and federal NIMS/SEMS requirements.

The Director will provide an annual report of each Member Agency’s attainment towards the current State and federal NIMS/SEMS requirements, as well as assist the Member Agencies in working towards full compliance.

1.02 Information Reporting

Member Agencies of the Organization shall report on the agreed adopted standards, cited in Section 1.01 of this Supplemental Attachment, annually to the Director of the Office of Emergency Services, who will compile the information and report to the Council at its January meeting.

a. The following is an example of the type of information to be collected annually; other formats may be developed or used as needed. Adopt an Emergency Operations Plan and Annexes, review and update no less than every three years												
	City/Town	Percentage Complete										
1		0	10	20	30	40	50	60	70	80	90	100

b. Have a Local Hazard Mitigation Plan, internally reviewed annually and provide updates as required, and approved by FEMA. (Currently no less than every five years.)												
	City/Town	Percentage Complete										
		0	10	20	30	40	50	60	70	80	90	100

c. Participate in the Operational Area Multi-year Training and Exercise Plan												
	City/Town	Percentage Complete										
		0	10	20	30	40	50	60	70	80	90	100

d. Adopt use of the Homeland Security Exercise and Evaluation Program (HSEEP)												
City/Town	Percentage Complete											
	0	10	20	30	40	50	60	70	80	90	100	

e. Participate in meetings and activities including the Emergency Managers Association (EMA)												
City/Town	Percentage Complete											
	0	10	20	30	40	50	60	70	80	90	100	

f. Participate in Training and Exercises												
City/Town	Percentage Complete											
	0	10	20	30	40	50	60	70	80	90	100	

g. Prepare and maintain necessary plans and agreements to facilitate emergency sheltering												
City/Town	Percentage Complete											
	0	10	20	30	40	50	60	70	80	90	100	

1.03 Training and Exercises

A Training and Exercise Plan is a means to establishing a standard of readiness and initiates a basic knowledge and capability skill set. Full participation by Member Agency Emergency Managers and other Operational Area stakeholders is important to developing a multi-year training program. Training and exercise planning and development will be the responsibility of the EMA T&E Group to accommodate the needs of the stakeholders. Full commitment and participation by the Member Agencies and participating partners will also be recommended in at least one annual exercise, in some capacity, to ensure the preparedness level of our Operation Area. Further, Member Agencies agree to support the NIMS compliance of each of their jurisdictions.

1.04 Recommended Training for the Governing Bodies of Member Agencies

In an effort to ensure NIMS Compliance and a standardized understanding among Member Agencies, the following training curriculum, **is recommended for representatives of each Member Agencies' governing bodies:**

- a) 100: Introduction to ICS or equivalent
- b) FEMA IS 700.a: NIMS An Introduction
- c) ICS-402: Incident Command System (ICS) Overview for Executives/Senior Officials(G402)

1.05 Local Coordinator Responsibilities

All Member Agencies have adopted this Agreement with a commitment to engage in local and regional cooperative planning, coordination and delivery of services. Each Member Agency will provide local support via staff with primary and/or secondary responsibilities including, but not limited to the following:

- a) Management/Coordination of the Local Emergency Operations Center (EOC) – (functional and support services.)

- b) Provide liaison support to the County Emergency Operations Center (EOC) Director or his/her designee in emergency or disaster situations.
- c) Oversee the preparation and prepare and modify elements of the local Emergency Operations Plan and Disaster Recovery Plan to ensure compatibility with the Operational Area Emergency Operations Plan and Annexes.
- d) Develop relationships with representatives of local departments, public and private support and relief agencies, business, educational, homeowners' and other groups regarding emergency services; prepare specialized plans designed to meet the needs of various sections of the community.
- e) Prepare and disseminate training materials to ensure effective response in a disaster situation;
- f) Develop, train and maintain community engagement, through programs such as Community Emergency Response Team (CERT)
- g) Develop relationships with representatives of other emergency management and response agencies and organizations; review legislation, regulations and other documentation to ensure that the City is in compliance with such regulations and avail itself of all financial and other resources.
- h) Respond to the Emergency Operations Center when it is activated; ensure that appropriate documents are available at the center and provide liaison and coordinative support as required.

1.06 Operational Area District Coordinator Responsibilities

In addition to the roles and responsibilities identified in Section 4.09, The Director of Emergency Services will provide staff in direct support of the Local Coordinators. These Operational Area District Coordinators are not intended to replace local staff, as they do not have the required authority within local jurisdictions to operate as the primary coordinators. They will, however, provide the following services, which include but are not limited to:

- a) Develop, review and update emergency operations plans.
- b) Develop, review and update detailed standard operating procedures, checklists and resource documents.
- c) Compile data and prepare program papers and progress reports for the jurisdictions served.
- d) Compile and review jurisdictional data in support of the annual Standards Review.
- e) Support a Planning and Exercise Design Team as well as complete a 3-5 year Training and Exercise Program that is HSEEP compliant.
- f) Act as information, education and/or resource officer for the jurisdictions served.
- g) Speak to civic groups, clubs, and organizations to promote emergency services programs, encouraging public understanding and support. Notify local jurisdiction when appropriate.
- h) Work cooperatively with other office staff on area-wide projects and in training programs.
- i) Develop relationships with representatives of other emergency management and response agencies and organizations, review legislation, regulations and other documentation to ensure that the County is in compliance with such regulations and avail itself of all financial and other resources.



STAFF REPORT

City Council
Meeting Date: 3/9/2021
Staff Report Number: 21-056-CC

Regular Business: **Authorize initiation of a Proposition 218 notification process in preparation to adopt maximum rate increases for the next five years (fiscal years 2022 to 2026) at a public hearing May 11**

Recommendation

Staff recommends that the City Council authorize initiation of a Proposition 218 notification process in preparation to adopt maximum rate increases for the next five years (fiscal years 2022 to 2026) at a public hearing May 11.

Staff is seeking City Council direction in order to prepare the Proposition 218 notice:

- Preferred rate scenario, from among four scenarios further defined below.
- Preference whether to combine the capital surcharge with the consumption charge or keep it as a separate bill entry partially fund annual capital projects Two options are presented below to show both combined and separate charges.

The draft Proposition 218 notice (Attachment L) includes rate Scenario 1, Option A, as defined below. Staff will modify the notice before mailing the notice as directed by the City Council.

Policy Issues

Menlo Park Municipal Water (MPMW) is a city-owned water service provider for a portion of the City of Menlo Park. The City Council acts as the governing body for MPMW and is responsible for ensuring the financial stability of the water system including setting customer rates, approving capital plans and other expenditures, and declaring a drought (and specifying the drought stage as outlined in the water shortage contingency plan, which is included in the adopted 2015 urban water management plan.)

In order to increase water rates, the City must complete a Proposition 218 notification process 45 days before adopting the rates at a public hearing. This allows property owners to be adequately informed about the changes and provide time to protest in writing. No decision regarding water rates can be made at this meeting, but will be subject to a future public hearing scheduled for May 11. The purpose of this agenda item is to authorize mailing a notice as required under Proposition 218 to all property owners regarding the intention to set proposed maximum water rate increases for the next five years (fiscal years 2022 to 2026.) If approved May 11, rate increases would go into effect July 1.

Due to financial hardships continuing from COVID-19, the City Council authorized a rate assistance program for water and solid waste (Recology) rates through June 30 through Resolution No. 6605 December 8, 2020. This program went into effect January 1, and the City Council may direct its extension as part of future actions or through the annual budget adoption process in June 2021.

Background

MPMW supplies water to approximately half of the City (Attachment A) to almost 4,400 residential, non-residential (commercial, industrial, institutional, irrigation), and fire services. California Water Service (Calwater), an investor-owned utility, provides water to the majority of the other half. There is a small portion served by the O’Connor Tract Cooperative Water Company located in Menlo Park, and a handful of residences served by Palo Alto Park Mutual Water Company located in East Palo Alto. MPMW’s sole water supply is purchased from the San Francisco Public Utilities Commission (SFPUC) and delivered to MPMW’s two distinct service areas – the Sharon Heights area, and the area north and east of El Camino Real.

At the February 9 study session (Attachment B), the City Council provided direction on two water rate items in order to develop the rate study report and prepare for this meeting. In order to encourage conservation, the City Council expressed a preference for keeping the existing 2-tier structure for all customers, including the Tier 1 threshold at six ccf, which is one-hundred cubic feet or 748 gallons. The City Council also requested the ability to review the following two capital surcharge options - before making a decision on the preferred option:

- combine it with the consumption charge or
- keep it as a separate bill entry, with the understanding that it only partially funds annual capital projects

Water rates

The City Council last adopted five-year rates in 2015, and the fifth year of those rates went into effect July 1, 2019, which was extended with no increase through 2020-21 in light of the COVID-19 pandemic. MPMW’s current rates are shown in Attachment C and consist of the elements described below in Table 2.

Table 2: Rate elements	
Item	Description
Meter charge	Based on meter size
Consumption charge	2-tiers based on water use Tier 1: 0-6 ccf Tier 2: Above 6 ccf
Capital surcharge	Based on water use, helps fund capital projects
Drought surcharge	Based on water use, if drought declared
Capacity charges	One-time for new/upgrade connections to system

Rate revenues fund annual capital improvement projects (CIPs.) The 2018 water system master plan (WSMP, Attachment D) identified \$90 million of infrastructure needs over the next 20 years in order to limit main failures, water outages and potential future liability. In July 2020, the City Council adopted a five-year capital improvement plan which included \$27 million in water capital projects to be funded by the water fund (Attachment E.) Capital projects were scaled to match projected revenues under an anticipated new rate structure for future years not yet funded.

Proposition 218 and state law requirements

As a municipal water provider, the City is required to adhere to the requirements of Proposition 218. Rates cannot be adopted if more than 50 percent of property owners submit written protests. On August 25, 2020, the City Council adopted Resolution No. 6580 (Attachment F) approving guidelines for written protests of utility rate increases subject to Proposition 218. Staff is seeking City Council authorization to mail the Proposition 218 notice.

In addition, Assembly Bill 3030, signed into law in September 2008, allows public utility providers to adopt a schedule to pass-through inflation and wholesale cost increases provided they do not apply for more than five years without a new protest hearing, and that the utility provider gives 30 days written notice to ratepayers each time a pass-through is implemented. The Proposition 218 notice will include language to enable MPMW to pass-through SFPUC's inflation and wholesale rate increases if they exceed the maximum rate noticed and other regulatory charges or fees that may arise during the five-year period.

Water rate study

On September 22, 2020, the City Council amended the agreement with Black & Veatch Management Consulting (Black & Veatch) to update the 2020 rate study, which was delayed due to the pandemic, and develop a 2021 rate study. The comprehensive five-year 2021 rate study consists of three steps:

1. Develop sound financial plans covering five years for both ongoing operations and planned capital projects.
2. Allocate MPMW's projected revenue requirements to the customer classes of service in accordance with the respective service requirements.
3. Design suitable five-year rates whereby revenues adequately meet financial needs while recognizing customer costs of service and regulatory requirements such as Proposition 218.

Black & Veatch has completed the rate study (Attachment G) which incorporates City Council feedback from the February 9 water study session. The following section presents scenarios for City Council discussion in order to authorize initiation of a Proposition 218 notification process for maximum rate increases in order to provide the City Council with flexibility and options.

Analysis

Water rate study – rate scenarios

The draft rate study evaluates four rate scenarios as shown in Table 3. Each scenario meets the following objectives:

- Revenues adequately meet financial needs for the next five years.
- Costs are allocated to the various customer classes as required by Proposition 218.
- Meets minimum operating and capital fund reserves equivalent to 120 days of operating expenses to cover fluctuations in day-to-day operations plus \$1,000,000 for unexpected capital costs.
- Retains a tiered rate structure for all customers to encourage conservation.

The rate study includes Scenario 1, Option A in the main text, while particular data and tables for the other scenarios are included in Appendix A of the rate study.

The main differences between the scenarios are:

- Scenarios 1 and 2 provide the option to incur debt to fund a large capital project in year five. Scenarios 3 and 4 are “pay as you go” so the required revenue adjustments more than double each year so that MPMW can accumulate the cash needed to deliver the planned capital projects.
- Scenarios 1 and 3 maintain the existing 2-tier rate structure. Scenarios 2 and 4 provide the option for a 3-tier rate structure.

All scenarios provide the option of combining the capital surcharge with the consumption charge, or keeping it as a separate bill entry, with the understanding that it only partially funds annual capital projects.

Table 3: Water rate scenarios

Scenario	Consumption charge rate structure	Revenue adjustments *	Capital surcharge	Long-term debt	CIP	Reserve balance in Year 5
1	2-tier rates	5.0% all years	For all scenarios: Option A: Combine with capital surcharge Option B: Keep to partially fund annual capital projects	\$23.0M In Year 5	\$60.4M	\$6.8M
2	3-tier rates	5.0% all years		\$23.0M in Year 5	\$60.4M	\$6.8M
3	2-tier rates	12.2% all years		None	\$60.4M	\$6.8M
4	3-tier rates	12.2% all years		None	\$60.4M	\$6.8M

* Revenue adjustments delineate the revenue increases needed each year. It does not reflect actual rate increases as costs are allocated each year to provide sufficient revenue.

The rate survey (Attachment H) compares MPMW’s single-family monthly bill (with a 5/8” meter, using 12 ccf) for current rates and Scenario 1 rates to other Bay Area Water Supply & Conservation Agency (BAWSCA) water retailers that also purchase water from SFPUC. The 12 ccf represents the average household monthly water use in 2020. The survey also identifies nine other BAWSCA agencies, like MPMW, that are also 100 percent dependent on SFPUC for water. MPMW’s current monthly bill of \$127.51 and Scenario 1 monthly bill of \$128.68 (less than 1 percent increase) are slightly higher than the \$120.11 average for customers using 12 ccf. It should be noted that many of the agencies may be implementing new rates this July 2021 which are not represented in the survey.

Attachment I compares monthly bills for Scenarios 1 and 2 (2-tier versus 3-tier rates) at different consumption levels. Customers that use up to 53 ccf per month will pay more in a 2-tier rate than a 3-tier rate, and customers that use above 53 ccf per month will pay more in a 3-tier rate than a 2-tier rate.

Water operating expenses and revenues

MPMW’s largest operating expense is purchasing wholesale water from SFPUC, which is approximately 65 percent of total operating expense this fiscal year. SFPUC anticipates no increase in wholesale rates for year 1 (fiscal year 2021-22), and estimates 2.2 percent, 16.2 percent, 3.3 percent, and 8.3 percent for years 2-5 (fiscal years 2023 through 2026) as shown in Table 4. SFPUC will formally adopt fiscal year 2022 wholesale rates (and projected fiscal years 2023 to 2026) in May. These increases have been included in the rate study. For Scenario 1, Black & Veatch anticipates operating and maintenance expenses will increase from \$10,018,500 in fiscal year 2022 to \$13,647,900 in fiscal year 2026. Operating expenses also include contract and professional services, salaries and benefits, materials and supplies, repair and maintenance, and transfers to the general fund for shared expenses (e.g., human resources, finance, city attorney.)

Fiscal year (FY)	Rate per ccf	Percent change
FY 2021	\$4.10	
FY 2022	\$4.10	0%
FY 2023	\$4.19	2.2%
FY 2024	\$4.87	16.2%
FY 2025	\$5.03	3.3%
FY 2026	\$5.45	8.3%

MPMW’s largest operating revenue comes from water users’ monthly consumption and meter charges. For Scenario 1, Black & Veatch estimates operating revenues will increase annually over the next five years from \$15,012,400 in fiscal year 2022 to \$17,040,900 in fiscal year 2026.

Water capital expenses and revenues

Regularly reviewing and adjusting water rates is an important step in order to fund future capital projects. MPMW’s capital revenue comes from water users’ monthly capital surcharge (estimated \$2 million this fiscal year) and the remainder from operating revenues.

In reviewing capital projects for the next five years for the rate study, staff added several priority projects identified in the 2018 WSCP in year 5, including \$31.5 million to design (years 3 and 4) and construct (year 5) a storage tank, well and pump station. For all scenarios, the five-year plan totals approximately \$60 million (Attachment J.) Capital projects will focus primarily on water storage, water supply, and transmission and distribution.

Meter charges

Meter charges are fixed each month based on the meter size. They recover costs associated with meter maintenance and services, meter reading, customer billing, and maintenance and capacity costs associated with public fire protection regardless of the level of water consumed. Black & Veatch used meter ratios based on maximum operating capacities by meter size, which recognizes that as meter size increases, so does the capacity. For Scenarios 1 and 2, Attachment K shows projected five-year meter charges for Scenarios 1 and 2. Meter charges for the other scenarios are included in Appendix A of the rate study.

Consumption charges

Consumption charges vary each month based on the measured amount of water used. MPMW currently has a 2-tier rate structure for all customers. Tier 1 is a lower rate for the first 6 ccf of water measured (currently \$5.57 per ccf) and represents efficient indoor use for the average household (2.75 people per household using 55 gallons of water per person per day.) Tier 2 is a higher rate for water measured above 6 ccf (currently \$7.98 per ccf) and represents excess indoor use plus outdoor use.

To provide another option to encourage conservation, Black & Veatch also evaluated a 3-tier rate structure (scenarios 2 and 4.) Tier 1 is a lower rate for the first 6 ccf of water as described above, Tier 2 is a higher rate for water measured between 7 and 12 ccf and represents excess indoor use plus some outdoor use (the 12 ccf represents the average household monthly use in 2020.) Tier 3 is the highest rate for water measured above 12 ccf and represents the remaining outdoor use.

Attachment K shows 2-tier and 3-tier consumption charges for the next five years (where the capital surcharge is combined with the consumption charge) for Scenarios 1 and 2, Option A. Consumption charges for the other scenarios are included in Appendix A of the rate study.

Capital surcharge

At the February 9 study session, the City Council requested the ability to review the two capital surcharge options - combine it with the consumption charge or keep it as a separate bill entry, with the understanding that it only partially funds annual capital projects – before making a decision on the preferred option. Both options result in the same billed amount as shown in Table 5, but would be presented differently on a customer’s bill. Each of the four scenarios includes these two options.

Table 5: Capital surcharge, options and examples

Option	Description	Consumption charge*	Capital surcharge, \$ per ccf	Amount billed for 10 ccf
A	Combine surcharge with consumption charge	Tier 1: \$5.57 + \$1.50 = \$7.07 per ccf Tier 2: \$7.98 + \$1.50 = \$9.48 per ccf	NA	\$80.34
B	Keep surcharge separate from consumption charge (current practice)	Tier 1: \$5.57 per ccf Tier 2: \$7.98 per ccf	\$1.50	\$80.34

* Tier 1 is for water use between 0-6 ccf. Tier 2 is for water use over 6 ccf.

Debt

MPMW currently operates as a cash “pay as you go” basis and does not have existing debt. It is common practice for utilities to utilize debt to finance multi-year capital projects, but specific financing options will depend on the utility’s financial conditions. The City could consider applying for a State Revolving Loan for qualifying water infrastructure projects such as storage and supply. By financing the cost of capital improvements, MPMW can fund major projects immediately and spread the payment over a specified time frame, thus smoothing out rate increases for customers over time. The Government Finance Officers Association, a professional organization which regularly publishes best practices, recommends consideration of intergenerational equity in analyses of financing options. In addition to smoothing rate increases, debt financing promotes alignment between payment for and consumption of capital assets. In reviewing capital projects for the next five years for the rate study, staff identified the need for priority projects identified in the 2018 WSCP, including \$31.5 million to design (years 3 and 4) and construct (year 5) a storage tank, well and pump station to improve access to water supplies in case of an emergency.

Scenarios 1 and 2 include debt (borrowing \$23 million in year 5) to help fund capital projects. Scenarios 3 and 4 do not include debt and assumes water revenues from water sales will fully fund capital projects, thus more than doubling the amount of revenues required.

Drought surcharges

The City established MPMW drought surcharges in 2015 to recover revenues lost due to reduced consumption. The current water shortage contingency plan (WSCP), which was included in the adopted 2015 urban water management plan (UWMP) consists of five drought stages. Staff is currently developing the 2020 UWMP and 2020 WSCP which must be completed by this June. In order to meet new regulations, the 2020 WSCP will be revised to six drought stages. For consistency, the rate study evaluated drought surcharges that correspond with each of the six drought stages for each scenario. If a drought stage is declared in the future, the surcharge would be based on the amount of water used and it would be listed separately on water bills from other charges. Attachment K shows drought surcharges for the next five

years for Scenarios 1 and 2, if the City Council declares a drought. Drought surcharges for the other scenarios are included in Appendix A of the rate study.

Proposition 218 Notice

In order to initiate the Proposition 218 notification process, staff is seeking direction from the City Council on the preferred rate scenario and capital surcharge option. The Proposition 218 notice for Scenario 1, Option A is included in Attachment L and includes the maximum rate increases for the next five years (fiscal years 2022 to 2026.) Based on the City Council’s direction, staff will revise the Proposition 218 notice accordingly and distribute it to all water customers and property owners as required to notice the May 11 public hearing.

Capacity charges for new/upgraded connections

Capacity charges are one-time fees and are included in the rate study (chapters 4 and 5.) Because they are not subject to Proposition 218 requirements, staff will include these charges as part of the resolution to adopt new water rates at the May 11 public hearing.

Proposed schedule

In order to implement the new rates by July 1 and allow sufficient time for MPMW’s billing contractor to input and test the new rates in their billing software, staff is proposing the following schedule shown in Table 6.

Date	Description
March 9, 2021	City Council meeting (this meeting) to present the water rate study and initiate the Proposition 218 notification process
May 11, 2021	Public hearing to hear protests and to adopt a resolution setting new rates for the next five years
July 1, 2021	New rates become effective, and then are adjusted annually for the next five years July 1

Next steps

Based on the City Council’s preferred rate scenario and capital surcharge option, staff will revise the Proposition 218 notice accordingly and distribute it to all water customers and property owners.

Impact on City Resources

MPMW is financially self-sufficient. As a public utility regulated by the State Water Resources Control Board, MPMW operates as a self-supporting enterprise whereby water sale revenues must fully fund all water expenditures for operations and water capital improvement projects. (It should be noted that Calwater, however, is an investor-owned utility regulated by the Public Utilities Commission.)

Water rates need to be reviewed regularly and adjusted as necessary in order to ensure the ability to fund regular ongoing operations and future capital infrastructure needs. City Council’s direction on five-year water rates will allow staff to distribute the Proposition 218 notice and to prepare for the public hearing in order to adopt new rates, which ultimately influences future year financials, operations and capital plans.

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 before the meeting.

Attachments

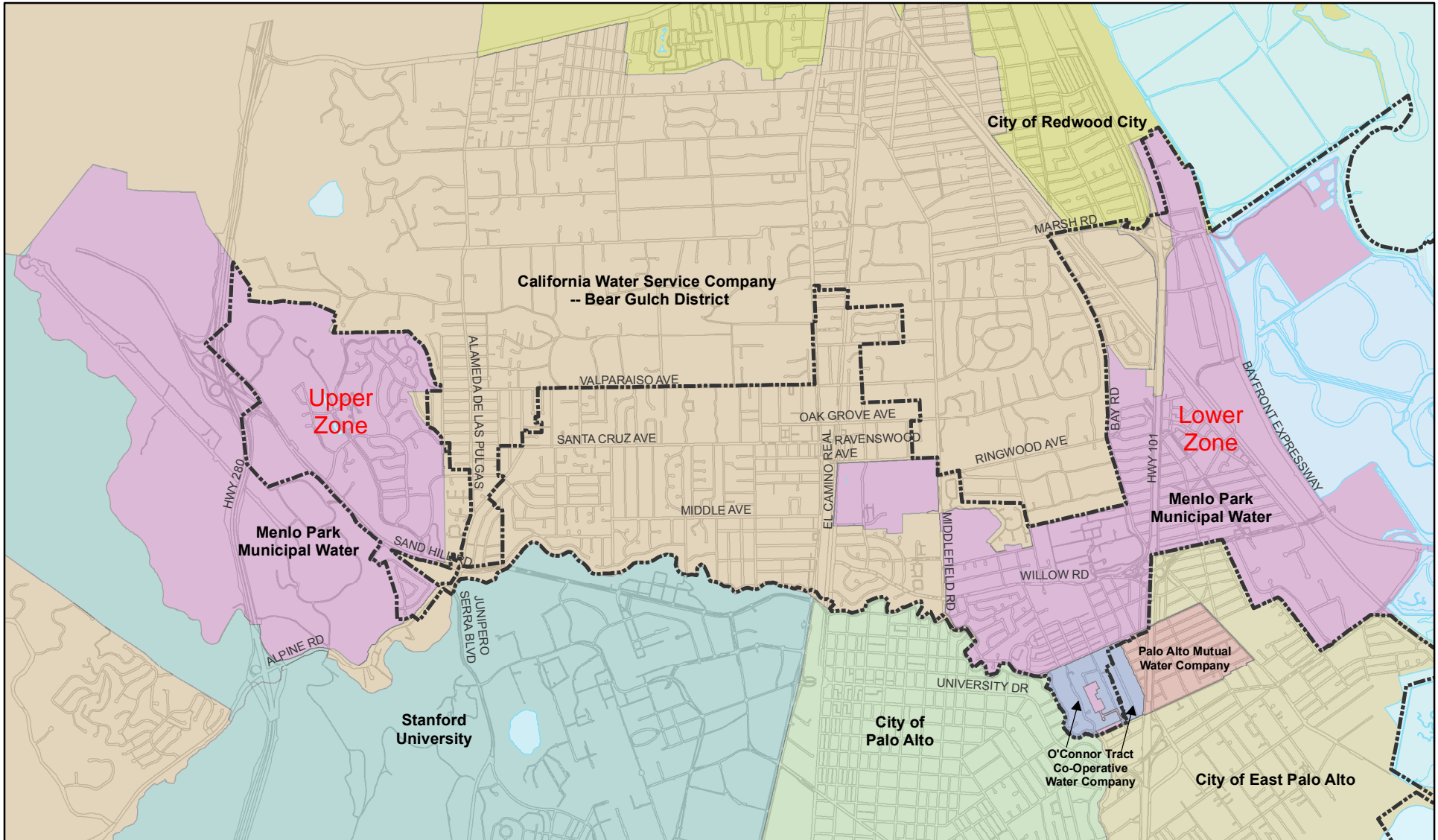
- A. Map – MPMW service area
- B. Hyperlink – February 9, 2021 staff report for City Council water study session:
menlopark.org/DocumentCenter/View/27354/C1-20210209-CC-Water-fund-study-session
- C. Five-year water rate schedule, adopted July 21, 2015
- D. Hyperlink – 2018 water system master plan: menlopark.org/DocumentCenter/View/17167/MPMW-Water-System-Master-Plan-2018?bidId=
- E. Hyperlink – Five-year water capital improvement projects summary adopted July 2020:
stories.opengov.com/menlopark/published/qQZ_q4bvk
- F. Hyperlink – August 25, 2020 staff report for City Council for Resolution No. 6580:
menlopark.org/DocumentCenter/View/25987/F5-20200825-CC-Prop-218-written-protests
- G. Hyperlink – Black & Veatch water rate study report, draft February 25, 2021:
menlopark.org/DocumentCenter/View/27514/-Draft-BV-Water-Rate-Study-Report-022521
- H. Rate survey of other agencies
- I. Bill comparisons, Scenario 1 and 2
- J. Five-year capital needs identified in the rate study, fiscal year 2022 through fiscal year 2026
- K. Five-year water rates, Scenario 1 and 2
- L. Proposition 218 notice, Scenario 1 Option A

Report prepared by:

Pam Lowe, Senior Civil Engineer

Report reviewed by:

Christopher Lamm, Assistant Public Works Director



- | | |
|-------------|--|
| City Limits | Water Provider |
| Travel Ways | California Water Service Company – Bear Gulch District |
| Water | City of East Palo Alto |
| | City of Palo Alto |
| | City of Redwood City |
| | Menlo Park Municipal Water |
| | Stanford University |
| | Palo Alto Mutual Water Company |
| | O'Connor Tract Co-Operative Water Company |



Water Agencies Within and Surrounding Menlo Park





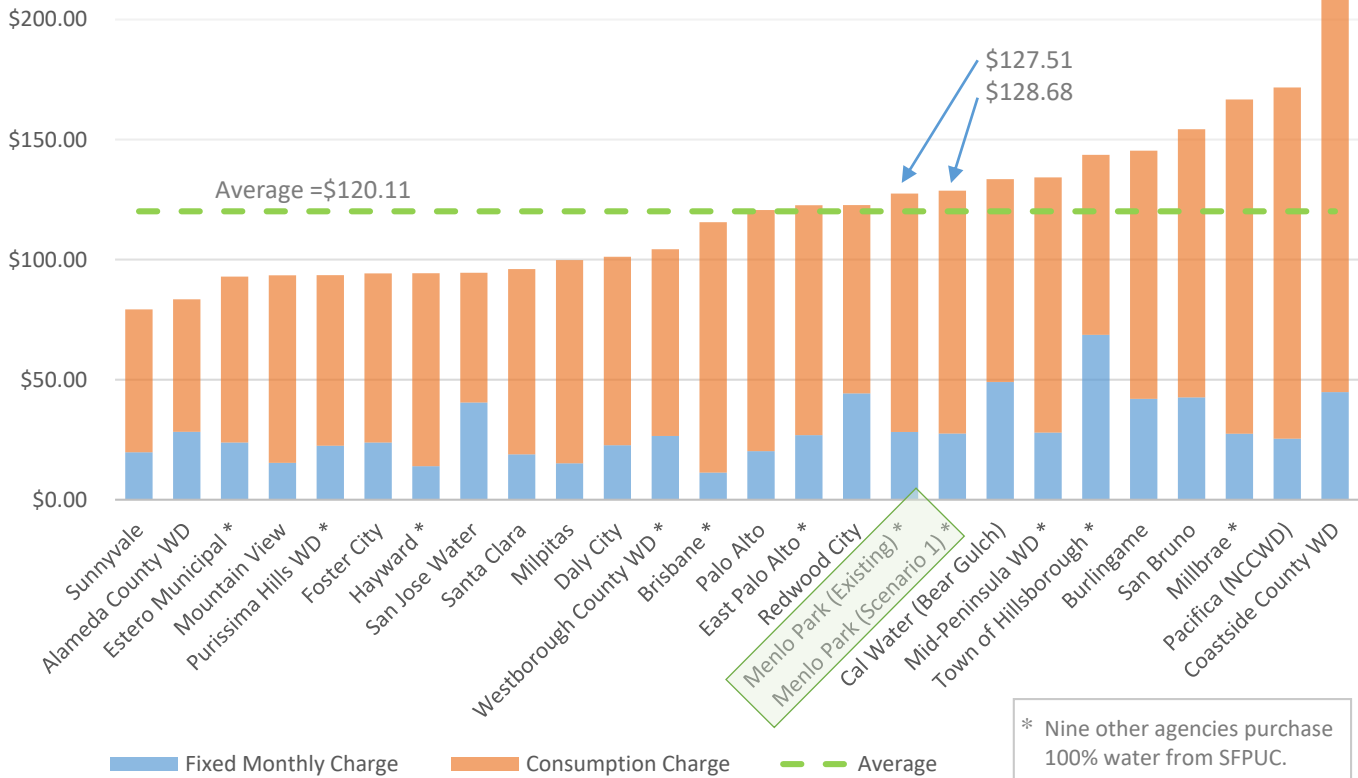
**Menlo Park Municipal Water District
2015/16 – 2020/21 Water Rates
(Adopted by City Council 7/21/15)**

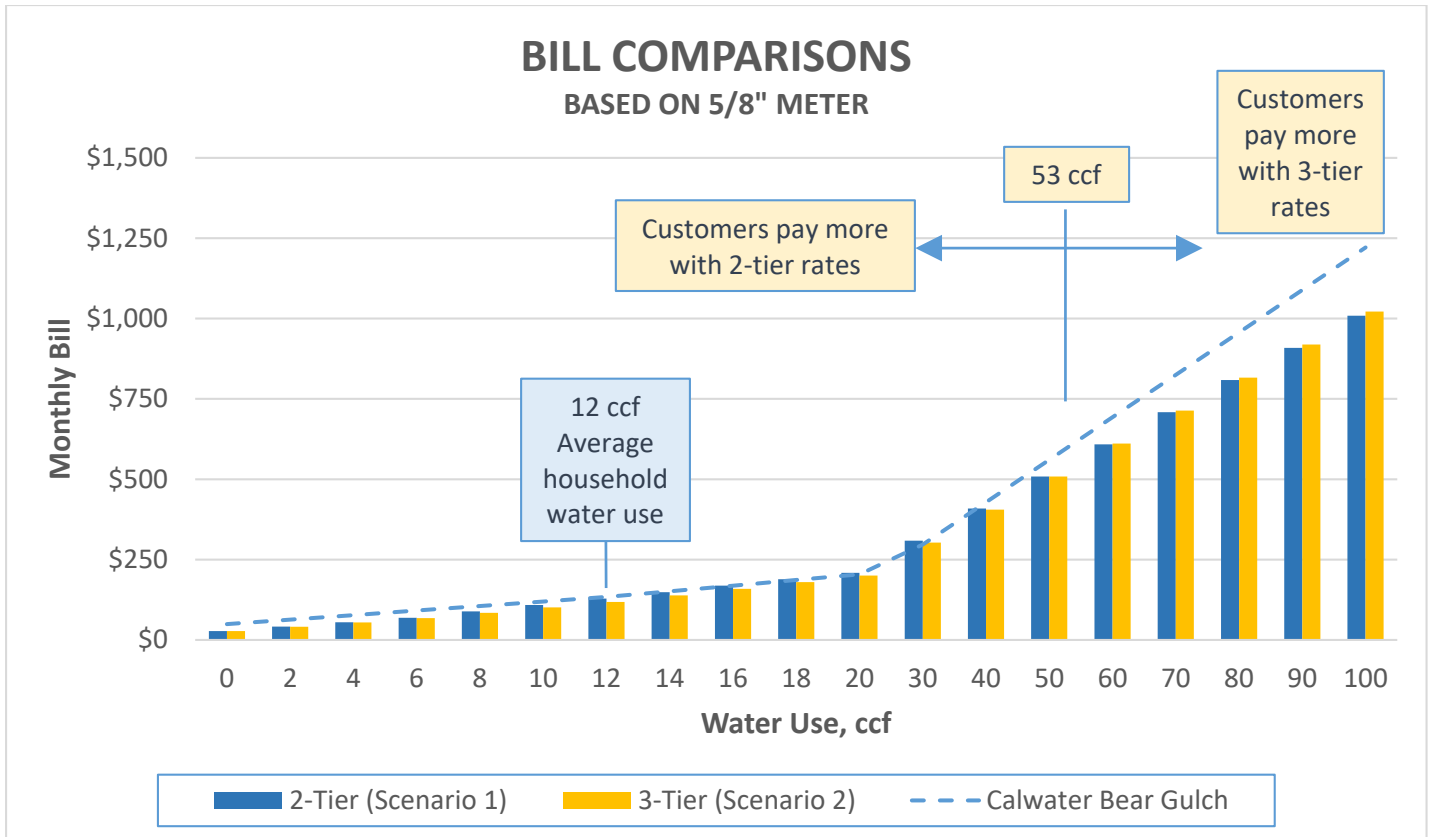
	Sept 1 2015	July 1, 2016	July 1, 2017	July 1, 2018	July 1, 2019	July 1, 2020
MONTHLY FIXED METER CHARGE - All Customers						
<u>Meter Size</u>						
5/8"	\$17.93	\$20.08	\$22.49	\$25.19	\$28.21	\$28.21
3/4"	\$17.93	\$20.08	\$22.49	\$25.19	\$28.21	\$28.21
1"	\$29.88	\$33.47	\$37.49	\$41.99	\$47.03	\$47.03
1-1/2"	\$59.77	\$66.94	\$74.97	\$83.97	\$94.05	\$94.05
2"	\$95.63	\$107.10	\$119.95	\$134.34	\$150.46	\$150.46
3"	\$179.30	\$200.82	\$224.92	\$251.91	\$282.14	\$282.14
4"	\$299.43	\$335.36	\$375.60	\$420.67	\$471.15	\$471.15
6"	\$597.67	\$669.39	\$749.72	\$839.69	\$940.45	\$940.45
8"	\$956.27	\$1,071.02	\$1,199.54	\$1,343.48	\$1,504.70	\$1,504.70
10"	\$1,374.63	\$1,539.59	\$1,724.34	\$1,931.26	\$2,163.01	\$2,163.01
MONTHLY UNMETERED FIRE FIXED CHARGES						
<u>Meter Size</u>						
1-1/2"	\$10.76	\$12.05	\$13.49	\$15.11	\$16.93	\$16.93
2"	\$17.21	\$19.28	\$21.59	\$24.18	\$27.08	\$27.08
3"	\$32.27	\$36.15	\$40.49	\$45.34	\$50.79	\$50.79
4"	\$53.90	\$60.36	\$67.61	\$75.72	\$84.81	\$84.81
6"	\$107.58	\$120.49	\$134.95	\$151.14	\$169.28	\$169.28
8"	\$172.13	\$192.78	\$215.92	\$241.83	\$270.85	\$270.85
10"	\$247.43	\$277.13	\$310.38	\$347.63	\$389.34	\$389.34
12"	\$462.59	\$518.10	\$580.28	\$649.91	\$727.90	\$727.90
WATER CONSUMPTION CHARGE - All Customers, Rate per ccf*						
Tier 1: 0 - 6 ccf **	\$4.51	\$4.75	\$5.01	\$5.28	\$5.57	\$5.57
Tier 2: Over 6 ccf	\$4.64	\$5.32	\$6.09	\$6.97	\$7.98	\$7.98
WATER CAPITAL SURCHARGE - All Customers, Rate per ccf*						
All Usage	\$0.63	\$0.78	\$0.97	\$1.21	\$1.50	\$1.50
DROUGHT SURCHARGES - All Customers, Rate per ccf*						
Water Shortage Contingency Plan (adopted by City Council 5/24/16)						
Required Water Cutback %						
Stage 2: Up to 10%	\$0.11	\$0.18	\$0.26	\$0.30	\$0.36	\$0.36
Stage 3: Up to 20%	\$0.29	\$0.44	\$0.63	\$0.71	\$0.85	\$0.85
Stage 4: Up to 30%	\$0.52	\$0.79	\$1.11	\$1.24	\$1.48	\$1.48
Stage 5: Up to 50%	\$1.25	\$1.88	\$2.63	\$2.94	\$3.50	\$3.50
WATER CAPACITY CHARGES						
<u>Meter Size</u> (Increased annually by the ENR-CCI for San Francisco)		3.6%	3.5%	2.5%	2.8%	4.4%
5/8"	\$4,852	\$5,027	\$5,203	\$5,333	\$5,482	\$5,723
3/4"	\$4,852	\$5,027	\$5,203	\$5,333	\$5,482	\$5,723
1"	\$8,087	\$8,378	\$8,671	\$8,888	\$9,137	\$9,539
1-1/2"	\$16,173	\$16,755	\$17,341	\$17,775	\$18,273	\$19,077
2"	\$25,877	\$26,809	\$27,747	\$28,441	\$29,237	\$30,523
3"	\$48,520	\$50,267	\$52,026	\$53,327	\$54,820	\$57,232
4"	\$81,028	\$83,945	\$86,883	\$89,055	\$91,549	\$95,577
6"	\$161,733	\$167,555	\$173,419	\$177,754	\$182,731	\$190,771
Larger sizes based on ratio of size to 5/8" – 3/4" meters.						

* 1 ccf = one hundred cubic feet or approximately 748 gallons

** Tier 1 at least as much as SFPUC wholesale rate plus BAWSCA bond surcharge (\$0.46/ccf).

SINGLE FAMILY MONTHLY BILL BASED ON 12 CCF AND 5/8" METER





Five-year capital needs identified in the rate report, FY 2022 through FY 2026

Line No.	Project Description	Type	Forecast				
			FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
1	Automated water meter reading	Meters	1,045,000	1,535,000			
2	Belle Haven Community Center & Library	Water Supply					
3	Calwater Alma Interconnection	Water Supply	140,000	1,500,000			
4	Emergency Water Storage/Supply	Water Supply	800,000	2,550,000	3,060,000		
5	Fire Flow Capacity Improvements	Hydrants	1,092,727			1,779,100	
6	Lower Zone 10" Check Valve for SRI for Burgess SFPUC Turnout	Transmission & Distribution			98,600		
7	Lower Zone 12" Check Valves (2) for Hill SFPUC Turnout	Transmission & Distribution			195,900		
8	Palo Alto Pope Chaucer Interconnection	Water Supply	344,300				
9	Post Earthquake Operational Plan	General	58,500				
11	Water Main Replacement Project	Transmission & Distribution	1,854,000	1,800,000	2,565,000	4,420,000	2,025,900
12	Lower Zone Services PRVs	Transmission & Distribution					1,266,800
13	Install Automated Blowoffs at Deadends	Transmission & Distribution					239,800
14	5 MG Storage Tank, Well, Pump Station	Water Supply			2,200,000	2,266,000	27,000,000
15	Sharon Heights Pump Station VFDs	Pumping					312,400
16	Water Rate Study	General					103,200
17	Urban Water Management Plan	General					162,300
18	TOTAL		\$ 5,334,527	\$ 7,385,000	\$ 8,119,500	\$ 8,465,100	\$ 31,110,400 \$ 60,414,527

Five-Year Rates (Scenario 1 and 2, Option A)

Customer Class	Existing	Fiscal Year Ending June 30,				
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Monthly Fixed Meter Charge (\$/Month)						
5/8"	28.21	27.58	28.96	30.41	31.93	33.53
3/4"	28.21	27.58	28.96	30.41	31.93	33.53
1"	47.03	45.97	48.27	50.68	53.21	55.87
1-1/2"	94.05	91.95	96.55	101.38	106.45	111.77
2"	150.46	147.12	154.48	162.20	170.31	178.83
3"	282.14	294.24	308.95	324.40	340.62	357.65
4"	471.15	459.75	482.74	506.88	532.22	558.83
6"	940.45	919.50	965.48	1,013.75	1,064.44	1,117.66
8"	1,504.70	1,471.20	1,544.76	1,622.00	1,703.10	1,788.26
10"	2,163.01	2,114.84	2,220.58	2,331.61	2,448.19	2,570.60
Monthly Unmetered Fire Fixed Charges (\$/Month)						
1-1/2"	16.93	30.23	31.74	33.33	35.00	36.75
2"	27.08	48.37	50.79	53.33	56.00	58.80
3"	50.79	96.73	101.57	106.65	111.98	117.58
4"	84.81	151.14	158.70	166.64	174.97	183.72
6"	169.28	302.29	317.40	333.27	349.93	367.43
8"	270.85	483.66	507.84	533.23	559.89	587.88
10"	389.34	695.26	730.02	766.52	804.85	845.09
12"	727.90	1,299.83	1,364.82	1,433.06	1,504.71	1,579.95
Consumption Charge (\$/CCF) - Two Tier						
Tier 1 (0-6 CCF)	7.07	6.85	7.19	7.55	7.93	8.33
Tier 2 (Over 6 CCF)	9.48	10.00	10.50	11.03	11.58	12.16
Consumption Charge (\$/CCF) - Three Tier						
Tier 1 (0-6 CCF)		6.67	7.00	7.35	7.72	8.11
Tier 2 (7-12 CCF)		8.40	8.82	9.26	9.72	10.21
Tier 3 (Over 12 CCF)		10.27	10.78	11.32	11.89	12.48

Proposed Five-Year Drought Charges (Scenario 1 and 2)

Description ¹	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6 ²
Required Water Reduction %	Up to 10%	Up to 20%	Up to 30%	Up to 40%	Up to 50%	Greater than 50%
FY 2022	\$0.58	\$1.30	\$2.22	\$3.46	\$5.18	\$7.77
FY 2023	\$0.60	\$1.35	\$2.29	\$3.52	\$5.21	\$7.66
FY 2024	\$0.62	\$1.37	\$2.32	\$3.53	\$5.16	\$7.45
FY 2025	\$0.57	\$1.27	\$2.12	\$3.21	\$4.63	\$6.58
FY 2026	\$0.58	\$1.28	\$2.14	\$3.20	\$4.58	\$6.42

- The drought rates represent the max rate per stage. The actual drought surcharge will be calculated based on the actual water conservation target that must be met.
- Stage 6 represents water conservation greater than 50%. The drought surcharge shown is for 60% reduction.

PROPOSED FIVE-YEAR WATER SERVICE RATES PUBLIC HEARING NOTICE

Esta información es sobre aumentos de tarifas de agua.
Si tiene alguna pregunta, favor de llamar a Eren Romero al 650-330-6740.

Menlo Park Municipal Water (MPMW) is proposing to increase water rates over the next five years. The proposed water rate increases will result in the average residential water customers' monthly bill increasing \$1.17 in fiscal year 2021-22. There will be a public hearing on the proposed rates May 11, 2021. Menlo Park Municipal Water serves about 19,000 people in the

western and eastern areas of Menlo Park. The water utility relies on water rate revenues to fund the costs of operating and maintaining the water system and to purchase wholesale water from the San Francisco Public Utilities Commission.

RATE INCREASE PUBLIC HEARING
Tuesday, May 11, 2021
5 p.m.
Meeting via teleconference link
available at menlopark.org/waterrates



WATER SERVICE RATES PUBLIC HEARING NOTICE

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



WHY THE NEED TO CONSIDER RATE INCREASES?

In accordance with California Constitution Article XIIIID, Menlo Park Municipal Water proposes adopting proposed maximum water rates, as provided in this notice. The intent is to gradually phase in rate increases up to the maximum adopted level over the next five years to minimize the annual impact on ratepayers. If the proposed maximum rates are adopted, Menlo Park Municipal Water may collect rates at or below the proposed maximum at any time as needed to meet the City's financial needs. The proposed water rates are based on a study conducted by a utility rate consultant, and the study is available at menlopark.org/waterrates. The rate increases are necessary for the following reasons:

- The San Francisco Public Utilities Commission anticipates a total wholesale rate increase of 30.1 percent over the next five years.
- Menlo Park Municipal Water plans to implement almost \$60 million in capital improvement projects over the next five years. The capital projects will upgrade the water system's infrastructure, specifically the water storage and transmission and distribution assets.

The proposed rates assume certain SFPUC wholesale rates effective July 1 each year. Pursuant to Cal. Govt. Code § 53756, Menlo Park Municipal Water proposes to pass-through any additional increases in SFPUC wholesale water rates when the actual SFPUC rates exceed estimates. This pass-through provision applies to wholesale rates, water management charges and other regulatory or environmental charges required by SFPUC. Before any pass-through, all water customers would receive at least 30 days' notice.

HOW TO PROTEST THE PROPOSED WATER SERVICE RATES

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

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

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

Mail or email written protests to:

City of Menlo Park
Attn: Water Rate Protest
701 Laurel St.
Menlo Park, CA 94025
jaherren@menlopark.org

All written protests must be received before 5 p.m., Tuesday, May 11, 2021, or it must be presented at the City Council meeting that evening, before the close of the public hearing on the matter.

For more information, contact Menlo Park Municipal Water at 650-330-6750 or water@menlopark.org.

DID YOU KNOW?

Menlo Park offers free water-saving shower heads, faucet aerators, toilet leak detection tablets and rebate programs for rain barrels, sprinkler controllers, turf replacement and a free landscape analysis.

For more information, email water@menlopark.org or visit menlopark.org/waterconservation.



WATER SERVICE AND SOLID WASTE COLLECTION DISCOUNT PILOT PROGRAM

The Menlo Park City Council recently approved a rate assistance pilot program to assist those suffering financial hardship. Qualified households may receive a \$14.11 fixed monthly discount on their water bill from Menlo Park Municipal Water and a 20 percent monthly discount on solid waste service from Recology.

The pilot program runs from January 1, 2021, to June 30, 2021, and encourages residents to:

- Enroll in PG&E California Alternative Rates for Energy (CARE) program to receive discounts on their gas and electricity bills if not currently enrolled.
- Once a Menlo Park household enrolls in CARE, please contact Central Coast Energy Services to submit verification documentations.

Learn more at menlopark.org/rateassistance.

WATER REGULATIONS

Water is a precious resource that is used every day. About 75 percent of the Earth’s surface is covered by water, but only 1 percent can be used for drinking because most water found on the planet contains salt. The limited availability of water combined with population and economic growth requires good conservation practices to ensure adequate supplies are available for the future.

For a list of the City’s water use regulations, visit menlopark.org/waterconservation.



PROPOSED DROUGHT SURCHARGES

To recover its costs of service and remain financially stable during periods of drought and reduced water sales, Menlo Park Municipal Water is proposing a temporary drought surcharge that corresponds to the water shortage. The City Council will review the contingency plan for various drought stages in May 2021.

HOW ARE WATER BILLS CALCULATED?

A typical single-family home using 12 ccf of water per month is billed \$127.51. With the proposed fiscal year 2021-22 rates, the same single-family home will see a \$1.17 increase. View the table below for the calculations.

CURRENT RATES				PROPOSED FISCAL YEAR 2021-22 WATER RATES			
Description	ccf	Unit cost	Monthly cost	Description	ccf	Unit cost	Monthly cost
5/8" fixed meter charge			\$28.21	5/8" fixed meter charge			\$27.58
Water consumption charge, flat rate plus tier usage				Water consumption charge, based on tier usage			
Tier 1: 0 - 6 ccf	6	\$5.57	\$33.42	Tier 1: 0 - 6 ccf	6	\$6.85	\$41.10
Tier 2: Over 6 ccf	6	\$7.98	\$47.88	Tier 2: Over 6 ccf	6	\$10.00	\$60.00
Water capital surcharge	12	\$1.50	\$18.00				
MONTHLY TOTAL			\$127.51	MONTHLY TOTAL			\$128.68

PROPOSED WATER RATES

Current Water Rates	July 1, 2022	July 1, 2023	July 1, 2024	July 1, 2025	July 1, 2026	Proposed Maximum
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FIXED METER CHARGE - All Customers

Meter Size		Meter Size						
5/8"	\$28.21	5/8"	\$27.58	\$28.96	\$30.41	\$31.93	\$33.53	\$33.53
3/4"	\$28.21	3/4"	\$27.58	\$28.96	\$30.41	\$31.93	\$33.53	\$33.53
1"	\$47.03	1"	\$45.97	\$48.27	\$50.68	\$53.21	\$55.87	\$55.87
1-1/2"	\$94.05	1-1/2"	\$91.95	\$96.55	\$101.38	\$106.45	\$111.77	\$111.77
2"	\$150.46	2"	\$147.12	\$154.48	\$162.20	\$170.31	\$178.83	\$178.83
3"	\$282.14	3"	\$294.24	\$308.95	\$324.40	\$340.62	\$357.65	\$357.65
4"	\$471.15	4"	\$459.75	\$482.74	\$506.88	\$532.22	\$558.83	\$558.83
6"	\$940.45	6"	\$919.50	\$965.48	\$1,013.75	\$1,064.44	\$1,117.66	\$1,117.66
8"	\$1,504.70	8"	\$1,471.20	\$1,544.76	\$1,622.00	\$1,703.10	\$1,788.26	\$1,788.26
10"	\$2,163.01	10"	\$2,114.84	\$2,220.58	\$2,331.61	\$2,448.19	\$2,570.60	\$2,570.60

WATER CONSUMPTION CHARGE - All Customers, Rate per ccf*

Tier 1: 0-5 ccf	\$5.57	Tier 1: 0-5 ccf	\$6.85	\$7.19	\$7.55	\$7.93	\$8.33	\$8.33
Tier 2: 6-10 ccf	\$7.98	Tier 2: Over 6 ccf	\$10.00	\$10.50	\$11.03	\$11.58	\$12.16	\$12.16

CAPITAL SURCHARGE - All Customers, Rate per ccf*

All Usage	\$1.50	*Starting July 1, 2021, the capital surcharge is included in the water consumption charge						
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DROUGHT SURCHARGES - All Customers, Rate per ccf*

The drought rates represent the max rate per stage. The actual drought surcharge will be calculated based on the actual water conservation target that must be met.

Water Shortage Contingency Plan—Required Water Cutback Percentage

Stage 1: Up to 10 percent	All Usage	\$0.58	\$0.60	\$0.62	\$0.57	\$0.58	\$0.62
Stage 2: Up to 20 percent	All Usage	\$1.30	\$1.35	\$1.37	\$1.27	\$1.28	\$1.37
Stage 3: Up to 30 percent	All usage	\$2.22	\$2.29	\$2.32	\$2.12	\$2.14	\$2.32
Stage 4: Up to 40 percent	All Usage	\$3.46	\$3.52	\$3.53	\$3.21	\$3.20	\$3.53
Stage 5: Up to 50 percent	All Usage	\$5.18	\$5.21	\$5.16	\$4.63	\$4.58	\$5.21
Stage 2: Up to 60 percent	All Usage	\$7.77	\$7.66	\$7.45	\$6.58	\$6.42	\$7.77

UNMETERED FIRE FIXED CHARGES

Meter Size		Meter Size						
1-1/2"	\$16.93	1-1/2"	\$30.23	\$31.74	\$33.33	\$35.00	\$36.75	\$36.75
2"	\$27.08	2"	\$48.37	\$50.79	\$53.33	\$56.00	\$58.80	\$58.80
3"	\$50.79	3"	\$96.73	\$101.57	\$106.65	\$111.98	\$117.58	\$117.58
4"	\$84.81	4"	\$151.14	\$158.70	\$166.64	\$174.97	\$183.72	\$183.72
6"	\$169.28	6"	\$302.29	\$317.40	\$333.27	\$349.93	\$367.43	\$367.43
8"	\$270.85	8"	\$483.66	\$507.84	\$533.23	\$559.89	\$587.88	\$587.88
10"	\$389.34	10"	\$695.26	\$730.02	\$766.52	\$804.85	\$845.09	\$845.09
12"	\$727.90	12"	\$1,299.83	\$1,364.82	\$1,433.06	\$1,504.71	\$1,579.95	\$1,579.95



STAFF REPORT

City Council

Meeting Date:

3/9/2021

Staff Report Number:

21-054-CC

Regular Business:

Approve the Complete Streets Commission 2020-2021 work plan

Recommendation

Staff recommends that the City Council approve the Complete Streets Commission (Commission) 2020-2021 work plan (Attachment A.)

Policy Issues

The approval of the Commission work plan is consistent with City Council Policy CC-19-004 (Attachment B), Commissions/Committees policies and procedures and roles and responsibilities.

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

Background

On March 5, 2019, the City Council adopted Resolution No. 6477 to create Complete Streets Commission permanently as a nine-member body following a two-year pilot program that began February 28, 2017 by merging the former Bicycle and Transportation Commissions.

Commission 2019-2020 work plan accomplishment

Since its approval by the City Council May 21, 2019, the Commission has worked diligently and accomplished several tasks. Table 1 summarizes those accomplishments.

Table 1: Commission work plan

Ref. #	Goals/priorities	Tasks	Action
1	Middle Avenue crossing and bike lane projects	<ul style="list-style-type: none"> • Submit Middle Avenue bike lane project on a page to CC1 • Recommend to CC Middle Avenue crossing design alternative • Recommend to CC Middle Avenue bike lane design alternative from San Mateo Dr to Olive St 	Completed
2	Safe routes to school (SRTS) program	<ul style="list-style-type: none"> • Provide guidance to SRTS coordinator and advocate institutionalization of role 	Participates in SRTS Task Force meetings
3	Multimodal and sustainable transportation projects	<ul style="list-style-type: none"> • Advise CC on Dumbarton Corridor projects and Caltrain modernization 	Monitors regional multimodal projects and reports progress
4	Active transportation projects	<ul style="list-style-type: none"> • Advise CC on transportation master plan (TMP) 	Participates in TMP OOC2 meetings
5	Alternative transportation projects	<ul style="list-style-type: none"> • Advise CC to develop alternative transportation programs 	Monitors neighboring agency progress
6	Downtown access programs	<ul style="list-style-type: none"> • Advise CC to develop near-term downtown parking strategies 	Monitors downtown related projects

1. CC = City Council
 2. OOC = Oversight and Outreach Committee

Due to the COVID-19 pandemic, the Commission paused its in-person meetings from March to June 2020, and returned to regular meeting in July 2020 via a virtual meeting platform.

Commission 2020-2021 work plan progress

On September 9, 2020, the Commission held an extensive discussion on the 2020-2021 work plan. Additionally, the Commission designated Commissioners Lee, Levin, and Meyer to work with staff and draft the work plan, to be presented to the Commission at a future meeting for a recommendation to City Council.

On January 13, 2021, the Commission unanimously voted to recommend to City Council to approve the 2020-2021 work plan and designated Chair Levin to present the item when it proceeds to the City Council.

Analysis

Through the Commission 2020-2021 work plan, the Commission will advise the City Council on realizing the City’s adopted transportation-related goals and priorities, citywide programs and public infrastructure projects.

The work plan consists of six main components, many of which are a continuation from the 2019-2020 work plan:

1. Climate Action Plan (new)
2. Transportation Master Plan Implementation (new)
3. Middle Avenue crossing and bike lane projects (continuation)
4. Downtown Access projects (continuation)
5. Safe routes to school projects (continuation)
6. Multimodal and transportation demand management programs (continuation)

Additionally, with the recent adoption of the 2030 Climate Action Plan by the City Council in July 2020 (Resolution No. 6575), the Commission is recommending to include “Climate Action Plan” into their Mission Statement.

The two new work plan items reflect direction by the City Council during the adoption of the Climate Action Plan (CAP) and the Transportation Master Plan (TMP), which instructed the Commission to advise the City Council on the implementation and prioritization of the TMP, especially on projects that directly benefit the CAP.

Lastly, many ongoing major development projects are anticipated to make major planning milestones. Staff will continue to provide informational updates to the Commission as Planning Commission and/or City Council are scheduled to hear projects.

The City Council is anticipated to provide direction on its 2021 City Council priorities and work plan also March 9 as a separate agenda item. Staff is recommending that the City Council approve the Commission 2020-2021 work plan (Attachment A) and if needed, staff can return with an update to the work plan to align with the City Council’s 2021 goals at a future date.

Impact on City Resources

Resources expended for the completion of the Commission work plan is considered part of the City’s baseline operations.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§15378. Any projects identified through the Commission’s pursuit of these goals and priorities would be subject to environmental review under CEQA in the future.

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. Complete Streets Commission 2020-2021 work plan
- B. Hyperlink – City Council Policy CC-19-004: [menlopark.org/DocumentCenter/View/21774/CC-19-0004-Commission-Committee-January-2019](https://www.menlopark.org/DocumentCenter/View/21774/CC-19-0004-Commission-Committee-January-2019)

Report prepared by:
Kevin Chen, Senior Transportation Engineer

Staff Report #: 21-054-CC

Report reviewed by:
Kristiann Choy, Acting Transportation Manager



MEMORANDUM - DRAFT

Date: 3/9/2021
To: City Council
From: Complete Streets Commission
Re: Complete Streets Commission 2020-2021 Work Plan

Mission Statement:

"The Complete Streets Commission shall advise the City Council on realizing the City's adopted goals for Complete Streets, Vision Zero, Climate Action Plan, and provide input on major land use and development projects as it relates to transportation."

Goals/Priorities (and near-term actionable tasks):

1. To advance the goals of the city's newly adopted Climate Action plan by making alternatives to driving safer and more attractive, namely by:
 - Reviewing the city's Transportation Master Plan (TMP) and recommending the projects most likely to reduce Vehicle Miles Traveled (VMT)
 - Providing input on major development projects such as the Menlo Park Community Campus, by looking at them through the lens of transportation accessibility, especially bicycle/pedestrian/public transportation accessibility
2. Advise City Council on the implementation of the TMP.
3. Continue to advocate for and advise the Council on the planning and installation of the Middle Avenue pedestrian and bicycle rail crossing, and safe cycling/pedestrian infrastructure connecting the Burgess complex to the Middle Avenue corridor to Olive Street, and north on Olive Street to Hillview Middle School.
4. Continue to support Council in ongoing initiatives to improve access to Downtown and support downtown businesses.
5. Continue to support the implementation of the Safe Routes to School strategy and advocate for community engagement, program continuity and engineering implementation.
6. Continue to support City Council's role as a stakeholder with regard to regional multi-modal and transportation demand management programs projects to increase sustainable transportation for Menlo Park.



STAFF REPORT – continued from February 23, 2021

City Council

Meeting Date: ~~2/23/2021~~ 3/9/2021

Staff Report Number: 21-046-CC

Regular Business: 2021 City Council priorities and work plan adoption

Recommendation

City staff recommend City Council adoption of 2021 priorities and work plan to guide limited resources through the end of the current fiscal year, June 30, and prepare the fiscal year 2021-22 budget for public review May 7.

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 held their 2021 goal setting workshop at a January 30 special meeting from 10 a.m. to 3:15 p.m. City Council received 58 written comments and 29 verbal public comment resulting in approximately 44 recommended priorities for 2021. In their discussion, City Council identified an additional 27 recommend projects or priority area. City staff transmitted a summary of the workshop at the City Council's February 9 meeting.

Analysis

This regular business item provides the opportunity for City Council to take action on the City's 2021 priorities and work plan. At the end of City Council consideration, Attachment A, as amended, will be the City Council's 2021 priorities and work plan. To move projects on or off Attachment A, City staff recommends the following process:

1. Remove carry-over projects from Attachments A. The baseline for 2021 priorities and work plan development is best captured by the City Council's 2020 adopted priorities and identified work plan, particularly those projects that are incomplete and will "carry-over" into 2021. The Identified work plan projects include several projects that were added and are budgeted. However, City Council did not have an opportunity to fully discuss the identified work plan due to the impacts of COVID-19 on basic City operations in 2020. City staff recommends City Council start by reviewing the carry-over projects in Attachment A and voting to remove any projects that are no longer sufficiently prominent to highlight as a priority or work plan. If City Council desires to demote a project by removing it from Attachment A, work may move forward on the project as resources allow.

As a second step, City Council may vote to defund those projects removed from Attachment A. A City Council action to defund a project releases any encumbered resources, such as staff and budget, to other City Council priority and work plan projects. Absent defunding a project, City staff will continue to work on the project as previously approved at a much slower pace if given current resource constraints.

- An intent to defund a project may benefit from discussion with City staff before final City Council action.
2. Consider potential additions to Attachment A from projects identified in goal setting workshop. Attachments B and C list projects identified by members of the City Council and public during the annual goal setting workshop. City Council desire to promote a project from Attachments B or C to Attachment A does not guarantee that the project will advance to the scoping and funding phase. Only those projects on the final City Council adopted 2021 priorities and work plan will receive attention in 2021.
 3. Consider potential additions to Attachment A from Attachments D, E, F, G or H. Attachments D through G identify several projects and work efforts underway or planned that require capacity. City Council may identify those projects it desires to consider for addition to Attachment A. City staff will continue work on projects listed in Attachments D through H, as resources allow. City Council may also identify projects on the Attachments for further discussion in the budget process.
 4. Narrow-down Attachment A carryovers and potential additions. City staff will capture the projects under consideration for Attachment A and City Council may then deliberate and vote on which projects remain on the list.
 5. Prioritize Attachment A projects. Once City Council narrows the number of projects on Attachment A, City staff recommend City Council select five top priorities. City staff will prepare project scopes and resource demands as part of the budget process to document project objectives, resource requirements, and impacts of the project on existing services.

Attachment A transmits the 2020 adopted priorities and identified work plan. City Council took action at their August 18, 2020 meeting to approve five priority projects. Of the top five, only two carry-overs into 2021, the Menlo Park community campus project and the 2022 housing element and related zoning code update project. City staff moved the information technology master plan (ITMP) and COVID-19 pandemic response projects from Attachment A to Attachment D to detail the many components of each priority.

Attachments B and C transmit recommended priorities from City Councilmembers and members of the public, respectively.

Attachment D transmits recommended projects identified by City staff either as a component of the ITMP, COVID-19 pandemic response through the rebuilding of library and community services, or staff retention and recruitment efforts. City staff will work on the projects listed in Attachment D as resources are available in their respective functional areas, prioritizing City Council's 2021 adopted priorities and work plan projects. City Council may consider adding Attachment D projects to Attachment A. If the project remains on Attachment A and becomes part of the City Council adopted 2021 priorities and work plan, the project will receive the resources necessary to reach desired milestones in 2021. City Council may also defund projects to alleviate demand on resource capacity.

Attachment E transmits the tentative agenda for 2021 through June 30. The tentative agenda includes efforts underway that City Council may desire to promote, demote or defund to create capacity for other projects.

Attachment F transmits a list of projects identified by staff to assist with the city attorney transition. City Council may desire to deprioritize or defund projects to create capacity for other projects.

Attachment G provides a hyperlink to the community development's projects webpage. The webpage contains a link to a geographic information system (GIS) interactive development map showing 40 projects in total divided into tabs representing their status: under review, approved, under construction and recently completed. The interactive development is a prime example of how the City's investment in GIS technology and personnel over the past several years provides greater transparency into projects that will impact the lives of residents and visitors now and into the future.

Attachment H provides a hyperlink to the 2021-22 capital improvement program (CIP) budget informational item report contained on the February 23 City Council agenda. The informational item transmits an update on the CIP in preparation for a CIP study session March 9.

Next steps

The Harvard Business Review (HRB) article “Too Many Projects,” Attachment I, outlines an approach to prioritization that may help avoid the costly consequences of too many projects, including diminished service quality, impaired productivity and employee burnout. To move toward the first step in the HRB step-by-step process to fight project overload, staff compiled the following “true count” of current initiatives:

- Attachment D begins details the efforts previously rolled up into the ITMP, City’s staff’s recommendation to rebuild the library and community services functions following dramatic reductions resulting from the COVID-19 pandemic, and City staff’s recommendation to prioritize employee retention and recruitment.
- Attachment E provides a draft City Council meeting agenda topics through June 30. City Council meeting agenda items are resource intensive. A “simple” consent agenda item may take 20 staff hours to prepare and present. An “average” agenda item easily exceeds a hundred hours of staff time with each public, advisory body member, individual City Councilmember, and professional services provider touchpoints adding time. A “controversial” agenda item typically spans multiple public meetings over numerous years and will likely exceed a thousand hours. After City Council takes final action, implementation or execution times depend on the complexity of the project.
- Attachment F provides a draft of projects and tasks that will transition to the new city attorney. The transition preparation work has highlighted an estimate of 750 hours per year of in-house staff time that is necessary to process 500 transactions resulting from public records act requests, claims and contracts.
- Attachment G captures development activity, and Attachment H recaps the CIP budget projects.

The core question underlying any goal setting process is whether the organization effectively prioritizes limited resources to deliver outputs that meet its leadership team’s (City Council) objectives. With pandemic-induced budget cuts this fiscal year and change in key leadership positions, now may be an opportune time for a systematic review of resource allocations and their alignment with City Council objectives. The effort will draw on existing over-committed resources, and difficult decisions to cancel or defer projects will inevitably follow. A systematic review, however, will ultimately strengthen the organization and its services to the community.

Impact on City Resources

The impact on City resources will be assessed once City Council establishes priorities.

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. Updated 2020 priorities and identified work plan projects
- B. 2021 goal setting workshop projects identified by City Councilmembers
- C. 2021 goal setting workshop projects identified by members of the public
- D. 2021 goal setting workshop projects identified by City staff
- E. Draft tentative City Council agenda through June 30, as of February 17, 2021 at 1:40 p.m.
- F. Draft city attorney transition projects and tasks, as of February 17, 2021 at 4:25 p.m.
- G. Hyperlink – Community Development’s current and pending development projects map:
menlopark.org/projects
- H. Hyperlink – 2021-22 capital improvement program budget informational item:
menlopark.org/DocumentCenter/View/27430/L3-20210225-CC-2020-25-CIP
- I. Hyperlink – “Too Many Projects” by Rose Hollister and Michael D. Watkins Harvard Business Review magazine (September – October 2018): hbr.org/2018/09/too-many-projects

Report prepared by:
Nick Pegueros, Assistant City Manager

	Project	Source
1	Menlo Park SAFER Bay implementation	2020addition
2	2022 housing element and related zoning code updates	2020priority
3	Menlo Park Community Campus	2020priority
4	Transportation management association (TMA) formation	2019carryover
5	Middle Avenue pedestrian & bicycle crossing	2019carryover
6	Short-term rental ordinance	2019carryover
7	Accessory dwelling unit ordinance update	2019carryover
8	ConnectMenlo community amenities list update	2019carryover
9	ECR/Downtown Specific Plan area housing development initiatives	2019carryover
10	Development & environmental review process education series	2019carryover
11	Santa Cruz Ave closure and economic development initiatives	2019carryover
12	Middle Avenue traffic calming project	2019carryover
13	NLC Race, Equity, And Leadership program	2020addition
14	CAP#1-Explore policy/program options to convert 95% of existing buildings to all-electric by 2030	2020addition
15	CAP#2-Set citywide goal for increasing EVs and decreasing gasoline sales	2020addition
16	CAP#3-Expand access to electric vehicle charging for multifamily and commercial properties	2020addition
17	CAP #4-Reduce vehicle miles traveled (VMT) by 25% or an amount recommended by the Complete Streets Commission	2020addition
18	CAP #5-Eliminate the use of fossil fuels from municipal operations	2020addition
19	CAP#6-Develop a climate adaptation plan to protect the community from sea level rise and flooding	2020addition
20	Near-term downtown parking and access strategies	2020suspended
21	Ravenswood Avenue Caltrain grade separation study	2020suspended
22	Single-family residential design review	2020suspended
23	City Council procedures update	2020suspended

	Project	Source
1	Racial equity baseline project (Givens)	2021Councilmember
2	COVID-19 response, recovery, and support	2021Councilmember
3	Vaccination and testing support	2021Councilmember
4	Childcare and mental health coordination with state and county	2021Councilmember
5	Housing security	2021Councilmember
6	COVID-19 business recovery	2021Councilmember
7	COVID-19 cases by census tract	2021Councilmember
8	Robust education and outreach with residents	2021Councilmember
9	Prioritize resident needs	2021Councilmember
10	Policy development supporting resolutions on equity	2021Councilmember
11	Diversity of leadership team	2021Councilmember
12	Emergency preparedness	2021Councilmember
13	Public safety	2021Councilmember
14	Emergency responders	2021Councilmember
15	Climate change	2021Councilmember
16	City services	2021Councilmember
17	Quality of life	2021Councilmember
18	Mental health	2021Councilmember
19	Education and outreach	2021Councilmember
20	Access to health resources	2021Councilmember
21	Equal distribution of resources	2021Councilmember
22	Homelessness in MP	2021Councilmember
23	Diversity in executive leadership	2021Councilmember
24	City Commissioners	2021Councilmember
25	Resolutions with action	2021Councilmember
26	Community Response Team	2021Councilmember
27	Overnight parking- weekend and holiday	2021Councilmember

	Project	Source
1	Gasoline leaf blower regulations	2021Public
2	Quiet Zones along the Caltrain corridor	2021Public
3	Shovel ready transportation infrastructure projects	2021Public
4	Santa Cruz Avenue/Downtown - All pedestrian, all the time	2021Public
5	Improve the balance of jobs and housing	2021Public
6	Strategy for unhoused residents	2021Public
7	Resident committee on the Menlo Park Community Campus	2021Public
8	Reopen Santa Cruz Ave to vehicular traffic	2021Public
9	Litter control and illegal dumping around town	2021Public
10	Downtown sidewalk/street/parking plaza cleanliness	2021Public
11	Social workers available for every police call	2021Public
12	Civilianization of traffic and mental wellness check duties	2021Public
13	Dissolve "Facebook unit"	2021Public
14	Emergency water (bayside of El Camino)	2021Public
15	Building and supporting bike paths all over the city	2021Public
16	Mandate food waste composting for all residential complexes	2021Public
17	More sand in Jack Lyle Park's sandbox	2021Public
18	Wood burning fires and Spare-the-Air enforcement	2021Public
19	Down-zone commercial areas for lower densities	2021Public
20	Re-zone commercial areas for residential development	2021Public
21	Willow Road traffic calming project	2021Public
22	Maintain a village character downtown	2021Public
23	Protect and enhance pedestrian amenities on Santa Cruz Ave	2021Public
24	Expand shopping, dining and neighborhood services to ensure a vibrant downtown	2021Public
25	Provide plaza and park space downtown	2021Public
26	Expand downtown attractions and amenities	2021Public
27	Storm drainage in West Menlo Park neighborhoods	2021Public
28	Middle Avenue sidewalks, both sides	2021Public
29	Garbage pickup downtown	2021Public
30	Require ADUs in new builds	2021Public
31	Conduct a review of how staff spends 85% of their time	2021Public
32	Study session on emergency preparedness	2021Public
33	Cancel fire district payments for emergency prep coordinator	2021Public
34	Reframe housing element to advance racial equity and respond to climate crisis	2021Public
35	Coleman/Ringwood safe routes to school improvements	2021Public
36	Healthy town and healthy environment - with equity lens	2021Public
37	Mixed use development (parking, retail, housing) downtown	2021Public
38	1000 ECR tree replacement agreement	2021Public
39	Weekend enforcement for heritage trees compliance	2021Public
40	Bar future agreements with private companies for city services	2021Public
41	Willow Rd./101 tree replanting	2021Public
42	Valpo hill traffic calming	2021Public

2021 goal setting workshop projects identified by City staff

	Project	Source
1	Land management software implementation (Accela)	ITMP, 2019carryover
2	Operations and asset management system (Cartegraph)	ITMP, 2019carryover
3	Human resource information system installation (Kronos)	ITMP, 2019carryover
4	Geographic information systems (GIS) service enhancements	ITMP, 2019carryover
5	Electronic record management system replacement	ITMP, 2019carryover
6	General ledger accounting system replacement (OpenGov)	ITMP, 2019carryover
7	Financial transparency module implementation (OpenGov)	ITMP, 2019carryover
8	Accounts receivable and fixed asset implementation (OpenGov)	ITMP, 2019carryover
9	Electronic timekeeping implementation (Kronos/UKG)	ITMP, 2019carryover
10	Electronic plan submittals and review (DigEplan)	ITMP, 2019carryover
11	Community engagement software (PublicInput)	ITMP, 2019carryover
12	City Council Chambers audio visual system replacement	ITMP, 2019carryover
13	Server room heating, ventilation, and air conditioning replacement	ITMP, 2019carryover
14	Building and facility security replacement	ITMP, 2019carryover
15	Payroll processing system replacement	ITMP, 2019carryover
16	Website replacement	ITMP, 2019carryover
17	Telephone system upgrade	ITMP, 2019carryover
18	Video surveillance replacement	ITMP, 2019carryover
19	Core network device replacements	ITMP, 2019carryover
20	Productivity software centralization (word processing, spreadsheet, file share, video conferencing, etc.)	ITMP, 2019carryover
21	Agenda management system	ITMP, 2019carryover
22	Citywide facilities scheduling system	ITMP, 2019carryover
23	Program, class and event registration system replacement	ITMP, 2019carryover
24	Gymnastics facility and program delivery assessment	2021Staff
25	Recreation facilities and program delivery assessment	2021Staff
26	Childcare facilities and program delivery assessment	2021Staff
27	Library facilities and program delivery assessment	2021Staff
28	MPCC transitional services plan update (senior center, youth center, and community center)	2021Staff
29	Aquatics service delivery assessment - MPCC and Burgess	2021Staff
30	Senior center service delivery assessment - MPCC	2021Staff
31	Youth center service delivery assessment - MPCC	2021Staff
32	Recreation and fitness service delivery assessment - MPCC	2021Staff
33	Library and literacy service assessment - MPCC	2021Staff
34	City Attorney onboarding	2021Staff
35	Police Chief appointment	2021Staff
36	Community Development Director recruitment and appointment	2021Staff
37	Assistant Public Works Director - Transportation recruitment and appointment	2021Staff
38	SEIU labor agreement	2021Staff
39	AFSCME labor agreement	2021Staff
40	POA labor agreement	2021Staff
41	Unrepresented management compensation plan	2021Staff

March 1, 2021 - 5 p.m. Special Meeting - Tentative

Name	Est. Duration	Agenda section	Council action	Dept.	Primary staff
Labor relations - SEIU, AFSCME, POA, Unrepresented	3	Closed Session	Direction to staff	ASD	Nick Pegueros, Theresa DellaSanta
3					

March 9, 2021 - 5 p.m. Special and Regular Meeting

Name	Est. Duration	Agenda section	Council action	Dept.	Primary staff
2021-22 Capital improvement budget	2	Study Session	Direction to staff	PW, ASD	Nikki Nagaya, Budget team
Report from closed session			No action		
Public comment	0.15				
Minutes: 2/12, 2/23	0.15	Consent	Approve	CMO	Judi A Herren
Quarterly personnel update (Jan-Mar)	0	Consent	Receive and file	ASD	Theresa DellaSanta
Cost recovery policy	0.25	Consent	Approve	CMO, LCS	Nick Pegueros, Sean Reinhart, John McGirr, Rani Singh, Christian Quijano
Dinner	0.33				
Water Rates - Authorize the distribution of Prop 218 Notices for 5 year water rates	1.5	Regular	Approve	PW	Chris Lamm, Pam Lowe
Rebuilding LCS - Service delivery priorities	1	Regular	Direction to staff	LCS	Sean Reinhart, Adriane Lee Bird, Nick Szegda
Middle Avenue (800 ECR) Purchase and sale agreement	0.5	Regular	Approve	PW	
City Council agenda topics: Mar 23 to Apr 13	0	Informational	No action	CMO	Judi A Herren
5.88					

March 16, 2021 - 5 p.m. Special Joint meeting with MPFPD

Name	Est. Duration	Agenda section	Council action	Dept.	Primary staff
Evacuation plans, discussion	1.5	Joint meeting	No action	VARIOUS	David C. Spiller
Grand Jury Report: "SMC Alert- Emergency Alerts: More People Need To Know"	1	Joint meeting		VARIOUS	Judi A Herren
Labor relations - SEIU, AFSCME, POA, Unrepresented	2	Closed Session	Direction to staff	ASD	Nick Pegueros, Theresa DellaSanta
4.5					

CMO/CA = City Manager's Office
ASD = Administrative Services
CDD=Community Development
LCS = Library and Community Services
PD=Police
PW=Public Works

March 23, 2021 - 5 p.m. Special and Regular Meeting

Name	Est. Duration	Agenda section	Council action	Dept.	Primary staff
Labor relations - SEIU, AFSCME, POA, Unrepresented	1	Closed Session	Direction to staff	ASD	Nick Pegueros, Theresa DellaSanta
ConnectMenlo community amenities	1	Study Session	Direction to staff	CA	Cara E. Silver
Urban Water Management Plan (UWMP)	1	Study Session	Direction to staff	PW	Chris Lamm, Pam Lowe
Public comment	0.15				
Proclamation: Equal Pay Day	0.15	Presentation	No action	CMO	Judi A Herren
Report from closed session					
Finance and Audit Committee, update	0.25	Committee Report	Receive and file	ASD	Dan Jacobson
Implementation on EQC recommendations on CAP strategies 2, 4, and 6	0.5	Commission Report	Direction to staff	CMO	Rebecca Lucky
Minutes: 3/9	0.15	Consent	Approve	CMO	Judi A Herren
Housing Element Annual Progress Report	0	Consent	Receive and file	CDD	Deanna Chow, Rhonda Coffman
Amend conflict of interest resolution to include certain advisory body members	0	Consent	Adopt resolution	CMO, CA	Judi A Herren, Cara E. Silver
Final map for 115 El Camino Real	0	Consent	Approve	PW	Nikki Nagaya, Chris Lamm
Approve EQC two year work plan	0.5	Regular	Approve	CMO	Rebecca Lucky
Direction on CAP No.3 EV Charging Implementation	0.75	Regular	Approve	CMO	Rebecca Lucky, Candise Almendral
Rebuilding LCS - Service delivery options	1.5	Regular	Direction to staff	LCS	Sean Reinhart, Adriane Lee Bird, Nick Szegda
Dinner	0.33				
City Manager employment agreement extension	0.25	Regular	Approve	ASD	Theresa DellaSanta
General Fund forecast	1	Regular	Direction to staff	ASD	Dan Jacobson, Christian Quijano
Housing Element consultant and public engagement framework	1.5	Regular	Contract award or amend	CDD	Deanna Chow
MPCC Power Purchase Agreement	0.75	Regular	Approve	PW, CMO	Chris Lamm, Rebecca Lucky, Justin Murphy
West Bay Sanitary - MOU for Recycled Water	1	Regular	Approve	PW	Chris Lamm, Fariborz Heydari, Nikki Nagaya
Revise community amenities resolution	1	Regular	Adopt resolution	CA	Cara E. Silver
City Council subcommittee charters duration and charge	1	Regular	Approve	CMO	Judi A Herren, Nick Pegueros
City Council agenda topics: Apr 13 to Apr 27	0	Informational	No action	CMO	Judi A Herren
Master fee schedule updates	0	Informational	No action	ASD	John McGirr

13.78

CMO/CA = City Manager's Office
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April 13, 2021 - 5 p.m. Special and Regular Meeting

Name	Est. Duration	Agenda section	Council action	Dept.	Primary staff
Labor relations - SEIU, AFSCME, POA, Unrepresented	1	Closed Session	Direction to staff	ASD	Nick Pegueros, Theresa DellaSanta
Report from closed session			No action		
Public comment	0.15				
Provide direction on paving program and use of rubberized asphalt	1.5	Study Session	Direction to staff	PW	Nikki Nagaya, Chris Lamm
Rebuilding LCS - Post-Covid Service Adaptation Plan	1.5	Study Session	Direction to staff	LCS	Sean Reinhart, Adriane Lee Bird, Nick Szegda
ConnectMenlo community amenities subcommittee report	1	Subcommittee report	Direction to staff	CA	Cara E. Silver
Minutes: 3/23	0.15	Consent	Approve	CMO	Judi A Herren
SFPUC Water Supply Agreement Amendment	0	Consent	Approve	PW	Chris Lamm, Pam Lowe
SB1 funding candidate projects	0	Consent	Adopt resolution	PW	Nikki Nagaya, Chris Lamm
Ravenswood/Laurel signal improvements	0	Consent	Contract award or amend	PW	Nikki Nagaya
2021 priorities and work plan quarterly report as of March 31	0	Consent	Receive and file	CMO	Nick Pegueros
Master Fee Schedule update effective July 1, 2021	1	Public Hearing	Adopt resolution	ASD	John McGirr, Dan Jacobson
Dinner	0.33				
City Council agenda topics: Apr 27 to May 11	0	Informational	No action	CMO	Judi A Herren
Transportation Management Association (TMA) update	0	Informational	No action	PW	Nicholas Yee

6.63

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April 27, 2021 - 5 p.m. Special and Regular Meeting

Name	Est. Duration	Agenda section	Council action	Dept.	Primary staff
Labor relations - SEIU, AFSCME, POA, Unrepresented	2	Closed Session	Direction to staff	ASD	Nick Pegueros, Theresa DellaSanta
Report from closed session			No action		
Public comment	0.15				
Advisory body appointments, residency by district, and attendance	1	Commission Report	Approve	CMO	Judi A Herren
Minutes: 4/13	0.15	Consent	Approve	CMO	Judi A Herren
Quarterly financial operations report	0	Consent	Receive and file	ASD	Dan Jacobson
Quarterly investment report	0	Consent	Receive and file	ASD	Dan Jacobson
Rebuilding LCS - Post-Covid Service Adaptation Plan	2	Regular	Direction to staff	LCS	Sean Reinhart, Adriane Lee Bird, Nick Szegda
Dinner	0.33				
City Council agenda topics: May 11 to May 25	0	Informational	No action	CMO	Judi A Herren
Rate assistance update	0	Informational	No action	CMO	Joanna Chen

5.63

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May 11, 2021 - 5 p.m. Special and Regular Meeting

Name	Est. Duration	Agenda section	Council action	Dept.	Primary staff
Labor relations - SEIU, AFSCME, POA, Unrepresented	1	Closed Session	Direction to staff	ASD	Nick Pegueros, Theresa DellaSanta
Report from closed session			No action		
Public comment	0.15				
Minutes: 4/27	0.15	Consent	Approve	CMO	Judi A Herren
Proclamations: Pubic Works week & Bike to Work day (tentative)	0.1	Proclamation	No action	PW	Nikki Nagaya
Parks capital projects and use of Measure T funds	1.5	Study Session	Direction to staff	PW, ASD	Nikki Nagaya, Chris Lamm, Dan Jacobson
5 year water rates	1	Public Hearing	Adopt resolution	PW	Chris Lamm, Pam Lowe
Urban Water Management Plan (UWMP)	1	Public Hearing	Adopt resolution	PW	Chris Lamm, Pam Lowe
Financial advisory services and bond counsel services for a Measure T bond issuance	0.5	Regular	Contract award or amend	ASD	Dan Jacobson
Placeholder - development project land use entitlements	2	Regular	Adopt resolution	Placeholder	
Permanent installation of Belle Haven Traffic Calming Plan improvements	1	Regular	Approve	PW	Nikki Nagaya, Kristiann Choy, Kevin Chen
City Council agenda topics: May 25 to June 8	0	Informational	No action	CMO	Judi A Herren
City Manager's proposed budget	0	Informational	No action	CMO	Budget team
Dinner	0.33				
SF Creek - Approval of Bridge Design & Palo Alto Intertie Agreement	1	Regular	Approve	PW	Chris Lamm, james michael sartor, Fariborz Heydari

9.73

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May 25, 2021 - 5 p.m. Special and Regular Meeting

Name	Est. Duration	Agenda section	Council action	Dept.	Primary staff
Labor relations - SEIU, AFSCME, POA, Unrepresented	1	Closed Session	Direction to staff	ASD	Nick Pegueros, Theresa DellaSanta
Report from closed session			No action		
Public comment	0.15				
Minutes: 5/11	0.15	Consent	Approve	CMO	Judi A Herren
Landscape Assessment District - Adopt Resolution XXX	0	Consent	Approve	PW	Chris Lamm, Theresa Avedian
Placeholder - development project land use entitlements	2	Regular	Adopt resolution	Placeholder	
Transportation Management Association feasibility study approval	1.5	Regular	Approve	PW	Nikki Nagaya, Kristiann Choy, Nicholas Yee
Preliminary approval of the Engineer's Report for the Landscaping Assessment District	0.25	Regular	Adopt resolution	PW	Nikki Nagaya
City Council agenda topics: June 8 to June 22	0	Informational	No action	CMO	Judi A Herren
Dinner	0.33				
	5.38				

June 1, 2021 - Budget workshop Special Meeting

Name	Est. Duration	Agenda section	Council action	Dept.	Primary staff
City Manager's proposed budget	2	Workshop	No action	ASD	Budget team
	2				

June 8, 2021 - 5 p.m. Regular Meeting

Name	Est. Duration	Agenda section	Council action	Dept.	Primary staff
Public comment	0.15				
Minutes: 5/25	0.15	Consent	Approve	CMO	Judi A Herren
Quarterly personnel update (Apr-Jun)	0	Consent	Receive and file	CMO	Theresa DellaSanta
City Manager's proposed budget	3	Public Hearing	Adopt resolution	CMO	Budget team
Placeholder - development project land use entitlements	2	Regular	Adopt resolution	Placeholder	
City Council agenda topics: June 22 to July 13	0	Informational	No action	CMO	Judi A Herren
Dinner/Recess	0.33				
Placeholder- Award MPCC Solar Microgrid PPA	0.75	Regular	Contract award or amend	PW, CMO	Rebecca Lucky, Chris Lamm
	6.38				

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June 22, 2021 - 5 p.m. Regular Meeting

Name	Est. Duration	Agenda section	Council action	Dept.	Primary staff
Public comment	0.15				
Minutes: 6/8	0.15	Consent	Approve	CMO	Judi A Herren
Landscape Assessment District for 2021-22	0.25	Public Hearing	Adopt resolution	PW	Nikki Nagaya
Stormwater Program fee collection	0.25	Public Hearing	Adopt resolution	PW	Nikki Nagaya
Fiscal year 2021-22 budget	0.8	Regular	Adopt resolution	ASD	Budget team
UUT temporary reduction	0.05	Regular	Adopt resolution	ASD	Kristen Middleton, Dan Jacobson
Appropriations limit	0.05	Regular	Adopt resolution	ASD	Patricia Barboza, Dan Jacobson
2021-22 SLESF/COPS spending plan	0.05	Regular	Adopt resolution	ASD	Dani OConnor, Dan Jacobson
Authorization for blanket purchase orders and multi-year agreements	0.05	Regular	Adopt resolution	ASD	Eren Romero, Dan Jacobson
Approve year-end budget amendments (final cleanup)	0.05	Regular	Adopt resolution	ASD	Patricia Barboza
Ratify successor MOU - SEIU	0.5	Regular	Adopt resolution	ASD	Nick Pegueros, Theresa DellaSanta
Ratify successor MOU - AFSCME	0.5	Regular	Adopt resolution	ASD	Nick Pegueros, Theresa DellaSanta
Adopt unrepresented management compensation plan amendments	0.5	Regular	Adopt resolution	ASD	Nick Pegueros, Theresa DellaSanta
Adopt unrepresented confidential compensation plan amendments	0.5	Regular	Adopt resolution	ASD	Nick Pegueros, Theresa DellaSanta
Adopt salary schedule amendments	0.25	Regular	Adopt resolution	ASD	Theresa DellaSanta
Placeholder - development project land use entitlements	2	Regular	Adopt resolution	Placeholder	
Dinner/Recess	0.33				
City Council agenda topics: July 13 to Aug 24	0	Informational	No action	CMO	Judi A Herren

6.43

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TBD: January - March 2021

Name	Est. Duration	Agenda section	Council action	Dept.	Primary staff
City attorney services	0.25	Regular	Contract award or amend	CMO	Nick Pegueros
Terminating the local emergency	0	Consent	Adopt resolution	CMO, CA	Cara E. Silver, Judi A Herren
Direction on forming Redistricting Commission and Retaining Demographer	2	Regular	Direction to staff	CMO, CA	Judi A Herren, Cara E. Silver
Use of CRT (facebook DA) funding in 2021-22	2	Regular	Direction to staff	CMO, CA	Cara E. Silver, Nick Pegueros
Short Term Rental contract and potential budget amendment	0	Consent	Approve	CDD, ASD	Rhonda Coffman, John McGirr
Approve work for Climate Action Plan (CAP) items 2, 4, and 6, and amend the CAP to reflect changes	0.5	Consent	Adopt resolution, Approve	CMO	Rebecca Lucky
Progress report on Climate Action Plan strategy No.1 Existing Building Electrification	0.5	Informational	Receive and file, Info from staff	CMO	Rebecca Lucky
Authorize procurement process to release RFP for a solar micro grid for MPCC					Rebecca Lucky, Cara E. Silver, Chris Lamm
Approve Environmental Quality Commission two year work plan	0.5	Regular	Approve	CMO	Rebecca Lucky
Midpeninsula Regional Open Space District-activities update	0.75	Presentation	No action	CMO	Judi A Herren
City Council procedures	1	Regular	Approve	CMO	Nick Pegueros, Judi A Herren

7.5

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TBD: April - June 2021

Name	Est. Duration	Agenda section	Council action	Dept.	Primary staff
Next steps for Willow/US 101 interchange landscaping	0.75	Regular	Direction to staff	PW	Morad Fakhrai, Madelinne Godinez, Eren Romero, Nikki Nagaya
Final action on Menlo Uptown project entitlements	2	Public Hearing	Adopt resolution	CDD	Deanna Chow, Tom Smith
Call up of 111 Independence Dr. project entitlements	2	Public Hearing	Adopt resolution	CDD	Deanna Chow, Kyle Perata
Review of Resolution No. 6600 - CC review of large and impactful projects (ext. to June 30, 2021)	0.5	Regular	Adopt resolution	CDD	Deanna Chow, Cara E. Silver
Willow Village DA process	1	Regular	Approve	CDD	Justin Murphy
Install school speed limit zones	0	Consent	Adopt resolution	PW	Nikki Nagaya
Sharon Park pathways project	0	Consent	Contract award or amend	PW	Nikki Nagaya
Support for Menlo Park Chamber of Commerce downtown improvement efforts	1	Regular	Direction to staff	CMO	Justin Murphy
MPCC parking restrictions	1	Study Session	Direction to staff	CMO	Justin Murphy
MPCC parking restrictions	0.5	Regular	Adopt resolution, Adopt ordinance	CMO	Justin Murphy
American Red Cross emergency shelter agreement	0	Consent	Approve	LCS	Sean Reinhart, Justin Murphy
BMR funding recommendations (from 2020 NOFA proposals)	1	Regular	Approve	CDD	Rhonda Coffman, Michael Noce
El Camino Real/Downtown Specific Plan minor incentive amendments - scope of work and resource request	1	Regular	Approve	CDD	Deanna Chow
Climate Action Plan No.5: Award contract for a Solar Microgrid for the Menlo Park Community Center Campus	1	Regular	Contract award or amend	PW, CMO	Rebecca Lucky, Chris Lamm
Memorandum of understanding with SFCJPA, Facebook and PG&E regarding SAFER Bay implementation	1	Regular	Approve	PW	Nikki Nagaya
Signing/stripping on-call program	0	Consent	Contract award or amend	PW	

12.75

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Project/Task	
1	Public Records Act Request (2020 actuals =175)
2	Amend conflict of interest code (add advisory bodies)
3	Redistricting
4	Ordinances (2020 actuals = 11)
5	Claims (2020 actuals = 23)
6	Records retention schedule
7	Records destruction
8	Agreement review and approval (2020-21 year-to-date = 186)
9	Subpoenas
10	Elections
11	Advisory body Brown Act and Ethics training
12	SEIU negotiations
13	POA negotiations
14	AFSCME negotiations
15	Unrepresented compensation plan
16	PSA negotiations
17	Development project - Willow Village (CEQA, fiscal impact analysis (FIA), Housing Needs Assessment (HNA), community amenities appraisal coordination, DA, project meetings)
18	Development project - Menlo Uptown
19	Development project - 111 Independence
20	Development project - Menlo Portal
21	Development project - Menlo Flats
22	Development project - Sobrato mixed-use
23	Development project - 1350 Adams
24	Development project - 164 Jefferson
25	Development project - 1105 O'Brien
26	Development project - 1075 O'Brien
27	Development project - Hotel Moxy
28	Facebook Expansion compliance review (NOx agreement, DA annual review, modifications to CDP)
29	ConnectMenlo review and implementation (e.g. community amenities, GP cap, CEQA cap)
30	BMR, Alley Access Maintenance, Deed Restriction Agreements
31	Weekly City Attorney meetings for questions
32	Legislation Updates (e.g. SB 330 application, ADU law)
33	Development project - 1162 ECR
34	Downtown parking plazas
35	ECR/D Specific Plan projects (e.g. 1300 ECR)/revisions
36	FEMA BRIC grant memorandum of understanding negotiations
37	Bayfront Canal/Atherton Channel - MOU and easements
38	West Bay Sanitary District Recycled Water MOU
39	Power purchase agreement for MPCC
40	Number of easements, property transfers for development projects (Willow Rd alleyways and property transfers from RDA to City, for example)
41	O'Connor water district diesel purchasing agreement
42	Update of standard specifications for construction projects
43	Frontage improvement ordinance updates for utility undergrounding requirements
44	Funding agreement for 1540 El Camino Real median island trees

Project/Task	
45	American Public Works Association accreditation - policy documentation
46	Ongoing review of contracts for variety of maintenance services, capital projects, professional services agreements
47	Rail issues - HSR, Caltrain, grade separation, quiet zones.
48	Middle Avenue pedestrian bicycle rail crossing. Property acquisition (purchase and sale agreement) and agreements with Caltrain
49	Weekly City Attorney meeting (1-1.5 hours) for miscellaneous questions
50	Small cell ordinance and master license agreements with telecommunications companies
51	Urban water management plan coordination with BAWSCA
52	MPCC PG&E permits and easements
53	Title report requests
54	Bequests, trust distributions (library, senior center)
55	File inventory at City's off-site file storage through Vital Records Control
56	Lease agreements - City owned facilities



STAFF REPORT

City Council

Meeting Date:

3/9/2021

Staff Report Number:

21-050-CC

Regular business:

Direction on cost recovery policy (City Council Procedure #CC-10-001), library overdue fines and recreation user fees

Recommendation

Staff recommends that the City Council:

1. Direct staff to eliminate library overdue fines in conjunction with the next update to the master fee schedule
2. Direct staff to develop a pilot program to provide additional need-based scholarships for recreation programs citywide
3. Direct staff to develop a pilot program to eliminate user fees for recreation programs whose target participants are Menlo Park residents ages zero to five
4. Amend the cost recovery policy by inserting a statement that prioritizes equity and access to library and recreation programs when determining user fees.

Policy Issues

City Council adopts fees to recover the cost for various city services to minimize the demand on general taxes for services that have an individual benefit. To guide the establishment of fees, the City Council adopted a user fee cost recovery policy, #CC-10-001, Attachment A. The user fees themselves are established by City Council in the master fee schedule. The City Council may set new fees, change fee amounts, or eliminate fees at its discretion, subject to applicable law.

Background

On February 23, City Council convened a public study session to discuss the cost recovery policy and provide direction to staff for potential equity-based revisions to the policy as it pertains to community access to library and community services programs. What follows is a list of key considerations voiced by City Councilmembers during the February 23 study session discussion. They are here listed in no particular order and are numbered solely for convenient reference:

1. Eliminate library overdue fines
2. Innovative/new approaches to equity are important and should be explored, however creating models that are sustainable, both economically and operationally, also is important
3. Scholarships and sliding scales help move toward equity and are worth doing, but are perceived by some as half-measures that do not of themselves achieve complete equity
4. Provide examples from other municipalities that prioritize/approach cost recovery through an equity lens
5. Provide details of current fee-assistance programs in the city - Beyond Barriers aquatics scholarships, etc.
6. Provide details of "pay what you can/ suggested donation" model, how would it work
7. Provide details of potential fiscal and/or operational impacts; explore alternative means to recover some

costs

8. Approach from the perspective that no resident should be denied service because they can't pay. This approach may be more suitable to some services than others
9. Consider increasing non-resident fees to offset cost recovery while reducing or eliminating resident fees
10. Focus less on cost recovery when making decisions about community programs and facilities; prioritize serving the community first
11. Consider the needs of residents of neighboring unincorporated areas who have Menlo Park street addresses and who primarily access services in Menlo Park
12. Solve problem/barrier of registration logjams (multiple users logging in at midnight to compete for limited registration slots.) Possibilities: lottery system, phased registration
13. Investigate options to facilitate affinity groups during registration, for example, children who live in different households and who want to participate in city programs together
14. Start with a pilot program that tests a no-fee model in a specific recreation program or set of programs focused on an objective already identified in the cost recovery policy - for example, health/wellness/movement programs for youth
15. Leverage any pilot project that is implemented now to serve as a testbed for programs in the Menlo Park community campus
16. Identify options for creating a community pass or membership card for residents to access services.

Analysis

City Council direction to staff

Based on the input provided to staff at the February 23, 2021 study session, staff has investigated a number of the potential changes to the cost recovery policy and the implications these would have on budgeting and programming, described in greater detail below.

Equity as a priority

The National Academy of Public Administration has defined the term “social equity” as, “The fair, just and equitable management of all institutions serving the public directly or by contract; the fair, just and equitable distribution of public services and implementation of public policy; and the commitment to promote fairness, justice, and equity in the formation of public policy.”¹

The City Council’s budget principles, most recently adopted for fiscal year 2020-21, include the following excerpts:

- “2. Provide City services and infrastructure that contribute to quality-of-life in Menlo Park
- “c) Strive to balance the resources and requirements of each area of the City in an equitable manner through the use of equitable tools”

These principles as written are not in direct conflict with the City’s cost recovery policy, however the City Council may consider articulating these principles more clearly into the cost recovery policy. If directed, the cost recovery policy could be amended to explicitly prioritize equity and programming as goals for some service areas rather than target cost recovery amounts.

¹ <https://www.napawash.org/working-groups/standing-panels/social-equity-in-governance/>

Elimination of library overdue fines

On February 23, City Council expressed interest in eliminating library overdue fines, noting that several library jurisdictions within San Mateo County and in the Bay Area region have eliminated these fines in recent years. Studies undertaken in many of those jurisdictions have indicated that library overdue fines disproportionately impact low-income residents and communities of color, and that the administrative and staffing costs of tracking and collecting overdue fines typically exceed the value of the fines collected. For a local example, the San Mateo County Library system in 2018 completed a study which led to these conclusions and resulted in the elimination of library overdue fines in that jurisdiction (Attachment B.)

The City of Menlo Park fiscal year 2020-21 operating budget includes a projected \$42,000 in revenues from library fines, consistent with the actual amounts of library fines collected in recent fiscal years. (Attachment C.) Menlo Park library's processes for collecting overdue fines are essentially identical to those used by San Mateo County library before that jurisdiction's elimination of overdue fines and can be fairly estimated to have a proportionately similar administrative cost burden which would be eliminated if fines were eliminated. Should City Council so direct, staff will incorporate the elimination of library overdue fines in the next master fee schedule update tentatively scheduled March 23.

Equity in municipal recreation – current practices and emerging trends

The National Recreation and Park Association (NRPA) has taken steps in the direction of social equity, including by adopting a statement, "Social Equity and Parks and Recreation,"² that reads in part:

Our nation's public parks and recreation services should be equally accessible and available to all people regardless of income level, ethnicity, gender, ability or age. Public parks, recreation services and recreation programs including the maintenance, safety, and accessibility of parks and facilities, should be provided on an equitable basis to all citizens of communities served by public agencies. Social equity is a critical responsibility borne by every public park and recreation agency and the professionals that operate them. It is a right, not just a privilege, for people nationwide to have safe healthful access to parks and recreation.

The NRPA and its state-level counterpart California Park and Recreation Society stop short of recommending eliminating recreation user fees entirely, and instead recommend that low-income groups receive user fee subsidies in accordance with their ability to pay, while other groups should continue to pay user fees commensurate to the benefits they receive.³ The underlying principle and practice are that agencies set user fees to market rate and offer need-based subsidies on a case-by-case basis, and that full fare programs reflect the true cost of the programs and convey quality. In practice, this typically takes the form of scholarships and other application- and eligibility-based fee assistance programs.

Most municipal recreation programs impose user fees for general public access to recreation programming and typically seek to address equity concerns through scholarship programs that include an application process to assess and document each applicant's eligibility based on their income, their demographics or other factors. Most municipalities that offer some form of scholarship program require income verification either via pay stubs or W-2/ federal income tax return, while others accept any proof of public assistance, such as Medi-Cal, CalWorks, WIC or free and reduced school lunch.

² <https://www.nrpa.org/our-work/Three-Pillars/social-equity-and-parks-and-recreation/>

³ <https://www.nrpa.org/parks-recreation-magazine/2020/january/pricing-strategies-that-combat-social-injustice/>

Current scholarship / fee assistance programs in Menlo Park

Currently the City of Menlo Park offers subsidized programming aligned with its adopted cost recovery policy and master fee schedule at the Onetta Harris Community Center, Menlo Park Senior Center, Belle Haven Afterschool Program, and Belle Haven Child Development Center (BHDCD.) There are additional opportunities for fee assistance at the Onetta Harris Community Center, the gymnastics and aquatics program, and at the BHDCD.

At the Onetta Harris Community Center, the Belle Haven Community Development Fund (BHCDF), an independent nonprofit, administers the one-to-one scholarship program which waives the \$25 class fee for youth recreation classes and provides a full subsidy for up to 8 participants in the Summer of Service Camp (SOS.) In administering the program, BHCDF does not require the verification of income to receive the scholarship. Currently, City staff track the number of requested scholarships and invoices the BHCDF for reimbursement. On average there are approximately 58 scholarships awarded per year.

At the Arrillaga Family Gymnastics Center, income-qualified residents receive the reduced hourly rate of \$5/hour from the normal \$16/hour. Applicants must submit recent pay stubs and W-2 forms to qualify. The program serves approximately 15 families per year.

At the Burgess Pool and Belle Haven Pool, which are operated by third-party provider Menlo Swim and Sport, the opportunity for fee assistance comes via scholarships administered by the Beyond Barriers Athletic Foundation. In 2019, 271 youth participants (not exclusively Menlo Park residents) received free swim lessons at both Burgess and Belle Haven pools. The Beyond Barriers scholarship can also be applied toward Menlo Swim and Sport's summer camp and the lifeguard certification program.

Pilot program to provide additional need-based scholarships for recreation programs citywide

In the absence of a citywide financial assistance or scholarship program, residents with a financial need are currently limited to participating in a relatively small selection of subsidized classes at Onetta Harris Community Center for their recreational needs. Classes at the Arrillaga Family Recreation Center, Gymnastics Center and Gymnasium are not financially accessible to some residents. To illustrate this point, a January 14th article in *The Almanac*⁴ about plans to build a new community campus in Belle Haven highlighted this comment by a college student who grew up in Belle Haven:

“As a little girl growing up in the neighborhood, she said, she would study the city's activity catalog, unable to participate in the programs at the Burgess center because they were too expensive; programs at the Belle Haven location were cheaper, but were also, in some cases, canceled.”

Additional scholarship opportunities would be a step toward lowering these barriers further. For example, a pilot program to provide additional scholarship options for recreation programs citywide. This could take the form of discounting recreation fee classes by 75 percent for residents showing proof of other public assistance. Municipal recreation professional associations recommend that participants pay a nominal fee toward the activity to promote attendance, however City Council can choose to waive even the nominal fee, if desired.

To help increase community participation and streamline the administrative burden of enrollment verification to the greatest extent possible, the city could seek partnerships with local school districts to proactively enroll all Menlo Park families who are enrolled in the districts' free or discounted school lunch programs into

⁴ <https://www.almanacnews.com/news/2020/01/14/residents-urge-facebook-to-preserve-belle-haven-history>

the city's scholarship program. However, coordination with school districts would likely still entail some administrative burden to city staff, student information privacy is subject to multiple protections, and school districts are under no obligation to participate in such partnerships.

In a proposed pilot program, qualified participants could potentially receive up to one class or activity per activity guide cycle, with a maximum yearly scholarship of \$250 per individual or \$500 per family, however City Council could set different limits, if desired. In such a program, scholarships could be made available to qualified enrollees until funds allocated to the scholarships are depleted. If remaining funds are available, participants could be eligible to apply toward other activities such as summer camps.

Reduced barriers and increased access to recreation programs will be especially vital during the transitional services period during the construction of the Menlo Park community campus. During that temporary time of limited program spaces, reducing fee-based barriers to participation in recreation programs throughout Menlo Park can help offset the impacts of the temporary loss of spaces for recreation programs in neighborhoods that have been historically impacted by redlining and other discriminatory practices of the 20th century that contributed to stark inequities in wealth, health, education, employment, and other vital outcomes that continue to affect residents of Menlo Park neighborhoods to this day.

Should the City Council direct staff to develop a pilot program to provide new scholarship options citywide, staff will develop the details of the pilot program for presentation to City Council in the context of the fiscal year 2021-22 budget deliberations.

Pilot program to eliminate resident user fees for recreation programs targeted to ages zero to five years

Arguably the most barrier-free option for all residents to participate in recreation programs regardless of ability to pay would be to eliminate resident user fees entirely for those programs. Such an approach would be consistent with the long-standing programming models of public libraries, including in Menlo Park, which historically do not charge user fees for participation in programs such as story time, arts and crafts, or classes such as English acquisition. In recent years, many public libraries have taken the additional equity-oriented step of eliminating library overdue fines because of the barriers to access that fines and fees are known to create for low-income residents and communities of color.

Should the City Council so desire, eliminating resident user fees in some recreation programs would be a further step toward eliminating barriers to access for all residents. For example, the City Council could direct staff to create a pilot program to eliminate user fees for Menlo Park residents who participate in recreation programs targeted to children ages 0-five years. Such a pilot program could focus on recreation programs for young children related to music, dance, movement and introduction to sports. The city annually collects gross revenues from user fees imposed on this set of early childhood recreation programs of approximately \$238,000; with net revenues after instructor payments of approximately \$103,000 (Attachment C.) This figure does not include revenues from child care, summer camps or gymnastics programs, which are not recommended for a pilot program to eliminate user fees at this time. Child care, summer camps and gymnastics are placed in a higher level of cost recovery in the cost recovery policy, involve more intensive and higher levels of care and investment, and are recommended to continue with the current model of user fees combined with need-based subsidies or scholarships on a case-by-case basis.

Should the City Council direct staff to develop a pilot program to eliminate resident user fees for recreation programs targeted to children ages zero to five, staff will develop the details of the pilot program for presentation to City Council in the context of the fiscal year 2021-22 budget deliberations.

Additional equity-based alternatives to recreation facilities and services user fees

Another example of an innovative, equity-driven pilot program would be a “Recreation Rx” program in partnership with a local nonprofit health provider such as Ravenswood Family Health Clinic. In an effort to promote wellness to our at-risk communities, the health clinic could be provided with a set number of “recreation prescriptions” or free class passes to distribute to patients who would benefit from fitness classes. For example, a resident at-risk of heart disease, suffering from diabetes or battling obesity. Recreation Rx could be redeemed at any City of Menlo Park facility for health and wellness classes. Should the City Council direct staff to develop a 12-month pilot program targeted to accessible health and wellness opportunities for all residents, staff will develop the details of the pilot program for presentation to City Council in the context of the fiscal year 2021-22 budget deliberations.

Cost recovery policy equity statement

The following statement has been adapted from the City of Menlo Park operating budget document and the National Academy of Public Administration’s definition of social equity, and is proposed to be incorporated into the cost recovery policy in section, “Process for establishing service fee cost recovery levels” (insertion shown inline in Attachment A):

The City of Menlo Park provides services and infrastructure that contribute to quality-of-life for all Menlo Park residents. In so doing, the City strives to balance the resources and requirements of each area of the city in an equitable manner for all residents, in all neighborhoods of the City. The City of Menlo Park prioritizes social justice in decisions that affect residents’ lives: the fair, just and equitable management of all institutions serving the public directly or by contract; the fair, just and equitable distribution of public services and implementation of public policy; and the commitment to promote fairness, justice, and equity in the formation of public policy.

No change to the other fundamentals of the cost recovery policy is needed at this time unless City Council directs otherwise; implementation of the policy’s intent and any pilot programs can be expressed through updates to the master fee schedule.

Other recommended changes

Staff has incorporated the previous direction provided as well as minor streamlining changes into the proposed user fee cost recovery policy, City Council Procedure #CC-10-001, Attachment A. All changes are marked with “track changes” for clarity, and most notably include the addition of equity as a priority in the process of establishing service fee cost recovery levels, elimination of target cost recovery for some program areas, and the elimination of duplicative tables within the service category areas given their narrative direction.

Next steps

1. Master fee schedule public hearing – April 13, 2021. Staff will incorporate any cost recovery policy direction into the master fee schedule and hold a public hearing for adoption of new fees effective July 1, 2021.

Impact on City Resources

Programming decisions and revenue expectations are incorporated into the city manager’s proposed budget and will guide the development of the operating budget for fiscal year 2021-22. Staff capacity to

receive direction and incorporate changes to the cost recovery policy and master fee schedule are included in the amended fiscal year 2020-21 budget.

Environmental Review

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

Public Notice

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

Attachments

- A. Proposed user fee cost recovery policy, City Council Procedure #CC-10-001
- B. San Mateo County Library – Recommendation for fine-free policy
- C. Program revenues

Report prepared by:

Dan Jacobson, Assistant Administrative Services Director
Adriane Lee Bird, Assistant Community Services Director
Sean Reinhart, Director of Library and Community Services



User Fee Cost Recovery

City Council [Procedure #CC-10-001](#)
[PROPOSED effective March 10, 2021](#)
 701 Laurel St., Menlo Park, CA 94025
 tel 650-330-6620

<p>Purpose</p> <p>A clear User Fee Cost Recovery Policy will allow the City of Menlo Park to provide an ongoing, sound basis for setting fees that allows charges and fees to be periodically reviewed and updated based on predetermined, researched and supportable criteria that can be made available to the public.</p>
<p>Background</p> <p>In 2005 the <i>Your City/Your Decision</i> community driven budget process provided community direction and initial information on approaches to cost recovery of services. In 2007, the Cost Allocation Plan provided further basis for development of a standardized allocation system by providing a methodology for data-based distribution of administrative and other overhead charges to programs and services. The Cost of Services Study completed in 2008 allowed the determination of the full cost of providing each service for which a fee is charged and laid the final groundwork needed for development of a values-based and data-driven User Fee Cost Recovery Policy. A draft User Fee Cost Recovery Policy was presented for consideration by the Council at a Study Session on February 10, 2009. Comments and direction from the Study Session were used to prepare this Fiscal Policy.</p>
<p>Policy</p> <p>The policy has three main components:</p> <ol style="list-style-type: none"> 1. Provision for ongoing review 2. Process of establishing cost recovery levels <ul style="list-style-type: none"> • Factors to be Considered 3. Target Cost Recovery Levels <ul style="list-style-type: none"> • Social Services and Recreation Programs • Development Review Programs • Public Works • Police • Library • Administrative Services
<p>Provision for ongoing review</p> <p>Fees will be reviewed at least annually in order to keep pace with changes in the cost of living and methods or levels of service delivery. In order to facilitate a fact-based approach to this review, a comprehensive analysis of the city's costs and fees should be made at least every five years. In the interim, fees will be adjusted by annual cost factors reflected in the appropriate program's operating budget.</p>
<p>Process of establishing service fee cost recovery levels</p> <p>The City of Menlo Park provides services and infrastructure that contribute to quality-of-life for all Menlo Park residents. In so doing, the City strives to balance the resources and requirements of each area of the city in an equitable manner for all residents, in all neighborhoods of the City. The City of Menlo Park prioritizes social justice in decisions that affect residents' lives: the fair, just and equitable management of all institutions serving the public directly or by contract; the fair, just and equitable distribution of public services and implementation of public policy; and the commitment to promote fairness, justice, and equity in the formation of public policy.</p> <p>The following factors will be considered when setting service fees and cost recovery levels</p> <ol style="list-style-type: none"> 1. Community-wide vs. special benefit <ul style="list-style-type: none"> • The use of general purpose revenue is appropriate for community-wide services while user fees are appropriate for services that are of special benefit to individuals or groups. Full cost recovery is not always appropriate. 2. Service Recipient Versus Service Driver <ul style="list-style-type: none"> • Particularly for services associated with regulated activities (development review, code enforcement), from which the community primarily benefits, cost recovery from the "driver" of the need for the service (applicant, violator) is appropriate. 3. Consistency with City public policies and objectives <ul style="list-style-type: none"> • City policies and Council goals focused on long term improvements to community quality of life may also impact desired fee levels as fees can be used to change community behaviors, promote certain

- activities or provide funding for pursuit of specific community goals, for example: health and wellness, environmental stewardship.
4. Impact on demand (elasticity)
 - Pricing of services can significantly impact demand. At full cost recovery, for example, the City is providing services for which there is a genuine market not over-stimulated by artificially low prices. Conversely, high cost recovery may negatively impact lower income groups and this can work against public policy outcomes if the services are specifically designed to serve particular groups.
 5. Discounted Rates and Surcharges
 - Rates may be discounted to accommodate lower income groups or groups who are the target of the service, such as senior citizens or residents.
 - Higher rates are considered appropriate for non-residents to further reduce general fund subsidization of services.
 6. Feasibility of Collection
 - It may be impractical or too costly to establish a system to appropriately identify and charge each user for the specific services received. The method of assessing and collecting fees should be as simple as possible in order to reduce the administrative cost of collection.

Target cost recovery levels

1. Low cost recovery levels (0%-30%) are appropriate if:
 - There is no intended relationship between the amount paid and the benefit received
 - Collecting fees is not cost-effective
 - There is no intent to limit use of the service
 - The service is non-recurring
 - Collecting fees would discourage compliance with regulatory requirements
 - The public at large benefits even if they are not the direct users of the service
2. High cost recovery levels (70%-100%) are appropriate if:
 - The individual user or participant receives the benefit of the service
 - Other private or public sector alternatives could or do provide the service
 - For equity or demand management purposes, it is intended that there be a direct relationship between the amount paid and the level and cost of the service received
 - The use of the service is specifically discouraged
 - The service is regulatory in nature
3. Services having factors associated with both cost recovery levels would be subsidized at a mid-level of cost recovery (30% - 70%).

General categories of services tend to fall logically into the three levels of cost recovery above and can be classified according to the factors favoring those classifications for consistent and appropriate fees. Primary categories of services include:

- Social Services and Recreation Programs
- Development Review Programs – Planning, and Building
- Public Works Department – Engineering, Transportation, and Maintenance
- Public Safety

Social Services and Recreation Programs

Master Fee Schedule Page #'s	General categorization of programs, Services, Activity, and facilities	Low-cost recovery (0-30%)	Mid-cost recovery (30-70%)	High-cost recovery (70-100%)
Parks				
Page-9	Dog Parks	X		
Page-9	Skate Parks	X		
Page-9	Open Space/Parks	X		
Page-9	Playgrounds	X		
Social Services				

	Senior Transportation	X		
Page-7	Senior Classes/ Events	X		
Page-11	Belle Haven School Age—Title 22		X	
Page-10	Menlo Children's Center—Title 22			X
Master Fee Schedule Page #'s	General categorization of programs, Services, Activity, and facilities	Low-cost recovery (0-30%)	Mid-cost recovery (30-70%)	High-cost recovery (70-100%)
Social Services—continued				
Page-11	Preschool—Title 22			X
Page-11	Preschool—Title 5		X	
Page-7	Second Harvest	X		
Page-7	Congregate Nutrition		X	
Page-11	Belle Haven Community School		X	
Events/Celebrations				
	City-Sponsored	X		
	City-Wide	X		
	Youth & Teen Targeted	X		
	Cultural	X		
	Concerts	X		
Facility Usage				
	City Functions (e.g. commissions)	X		
	Co-Sponsored Organizations	X		
Page-5,6,7	Non-Profit	X		
Page-9	Fields—Youth (non-profit)		X	
Page-9	Fields—Adult (non-profit)		X	
Page-9	Tennis Courts		X	
Page-10	Picnic Rentals—Private Party			X
Page-5,6,7	Private Rentals			X
Page-9	Fields—for-profit			X
Page-5,6,7,8,9,10	Contracted Venues—for-profit			X
Fee-Assisted Programs				
Page-8	Recreational Swim	X		
Page-8	Swimming Classes	X		

Page 8	Lap Swimming	X		
Page 7	Recreation Classes	X		
Page 11	Open Gym Activities	X		

Master Fee Schedule Page #'s	General categorization of programs, Services, Activity, and facilities	Low-cost recovery (0-30%)	Mid-cost recovery (30-70%)	High-cost recovery (70-100%)
Recreation Programs				
Page 11	Drop-In Activities		X	
Page 10,11	Camps & Clinics			X
Page 9	Youth Leagues			X
Page 10	Youth Special Interest			X
Page 10	Adult Special Interest			X
Page 12	Gymnastics			X
Page 6,12	Birthday Parties			X
Page 11	Adult League			X

Low Recovery Expectations

Low Recovery Expectations

Low to zero recovery is expected for programs in this category as the community benefits from the service. Non-resident fees if allowed may provide medium cost recovery.

In general, low cost programs or activities in this group provide a community wide benefit. These programs and activities are generally youth programs or activities enhancing the health, safety and livability of the community and therefore require the removal of a cost barrier for optimum participation. Recreation programming geared toward the needs of teens, youth, seniors, persons with disabilities, and/or those with limited opportunities for recreation are included. For example:

- Parks – As long as collecting fees at City parks is not cost-effective, there should be no fees collected for general use of parks and playgrounds. Costs associated with maintaining the City’s parks represent a large cost for which there is no significant opportunity for recovery – these facilities are public domains and are an essential service of City government.
- Social Services – There is no intended relationship between the amount paid and the benefit received for social service programs. Some programs are designed and delivered in coordination/partnership with other providers in Menlo Park.
- Senior Transportation – Transportation is classified as a low cost recovery program because there is no fee charged for the program and the majority of the seniors served cannot afford the actual cost of the service. Donations are solicited, but they are minimal. No fee should be established for this service, as it would threaten ridership and County reimbursements would be withdrawn.
- Senior Classes/Events – The primary purpose of senior classes and events is to encourage participation. The seniors served in these classes do not have the means of paying for the classes and are classified as “scholarship” recipients due to their low income levels. The classes should continue to be offered in collaboration with outside agencies which can offer them for free through state subsidies.
- Second Harvest – Monthly food distributions provide free food to needy families and so contribute a broad community benefit. The coordination and operation of the program is through the Onetta Harris Center staff with volunteers assisting with the distribution of food, to keep costs as low as possible.
- Events/Celebrations – Community Services events provide opportunities for neighborhoods to come together as a community and integrate people of various ages, economic and cultural backgrounds. Events also foster pride in the community and provide opportunities for volunteers to give back. As such, the benefits are community-wide. In addition, collection of fees isn’t always cost effective.
- Facility Usage – Safe and secure facilities for neighborhood problem-solving and provision of other general services support an engaged community and should be encouraged with low or no fees.
- Fee Assisted Recreation Programs – Activities with fee assistance or sliding scales make the programs affordable to all economic levels in the community. Organized activities, classes, and drop-in programs are designed to encourage active living, teach essential life and safety skills and promote life-long learning for broad community benefit.

Medium Recovery Expectation

Medium Recovery Expectations

Recovery of most program costs incurred in the delivery of the service, but without recovery of any of the costs which would have been incurred by the department without the service. Both community and individuals benefit from these services. Non-resident fees if allowed may provide high cost recovery.

- Belle Haven School Age – Title 22 - Licensed Child Care Program – Services to participants in this program are not readily available elsewhere in the community at low cost. The program provides broad community benefit in the form of a safety net for children in the community. Organized activities and programs teach basic skills, constructive use of time, boundaries and expectations, commitment to learning and social competency. Resident fees charged based on San Mateo County Pilot program for full day care that sets fees at no more than 10% of the family’s gross income.
- Preschool Title 5 – The Preschool Program is supported primarily by reimbursement of federal and state grants for low income children. Tuition and reimbursement rates are regulatory.
- Senior Lunches – Congregate Nutrition is classified as a medium cost recovery fee as it asks a donation coupled with a per meal reimbursement from OAA & State funds.
- Belle Haven School Community School – The Community School partners with various non-profit and community-based agencies to provide much needed services to the community – high quality instruction, youth enrichment services, after-school programs, early learning and a family center. Services are open to Belle Haven students, their families and residents of the surrounding neighborhood.
- Field Rentals and Tennis Courts – Costs should be kept low for local non-profit organizations providing sports leagues open to residents and children in the Menlo Park Schools that encourage healthy lifestyles and lifelong fitness. Opportunities exist to collect a reasonable fee for use to defray citywide expenses for tennis facilities and fields.
- Programs – Drop-in programs can be accessed by the widest cross section of the population and therefore have the potential for broad-base participation. Recreation drop-in programs have minimal supervision while providing healthy outlets for youth, teens and adults

High Recovery Expectations

High Recovery Expectations

Present when user fees charged are sufficient to support direct program costs plus up to 100% of department administration and city overhead associated with the activity. Individual benefit foremost and minimal community benefit exists. Activities promote the full utilization of parks and recreation facilities.

- Menlo Children’s Center School Age and Pre-school – Title 22 – Participation benefits the individual user.
- Picnic Areas – Picnic rental reservations benefit the individual but help defray the cost of maintaining parks benefiting the entire community.
- Facility Usage – Facility use is set at a higher rate for the private use of the public facility for meetings, parties, and programs charging fees for services and celebrations.
- Programs – Activities in this area benefit the individual user. Programs, classes, and sports leagues are often offered to keep pace with current recreational trends and provide the opportunity to learn new skills, improve health, and develop social competency. The services are made available to maximize the use of the facilities, increase the variety of offerings to the community as a whole and spread department administration and city-wide overhead costs to many activities. In some instances, offering these activities helps defray expenses of services with no viable means of collecting revenue e.g. parks, playgrounds, etc.
- Contracted Venues – (for profit) – Long term arrangements where a facility is rented or contracted out to reduce general funding expense in order to provide specialized services to residents.

Development Review Services

1. Planning (planned development permits, tentative tract and parcel maps, re-zonings, general plan amendments, variances, use permits)
2. Building and safety (building permits, structural plan checks, inspections)

Master's Fee Schedule Page #'s	General categorization of programs, Services, Activity, and facilities	Low-cost recovery (0-30%)	Mid-cost recovery (30-70%)	High-cost recovery (70-100%)
Planning				
Page 24	Appeals of Staff Decisions	X		
Page 24	Appeals of Planning Commission Decisions by Residents	X		
	Subsequent Appeals			X
Page 24	Temporary Sign Permits	X		
Page 23	Use Permits— Non-Profits	X		
Page 24	Administrative Reviews—Fences		X	
	Appeals of Planning Commission Decisions by Non-Residents			X
Page 23	Administrative Reviews—Other			X
Page 23	Architectural Control			X
Page 23	Development Permits			X
Page 23	Environmental Reviews			X
Page 23	General Plan Amendments			X
Page 24	Tentative Maps			X
Page 24	Miscellaneous— not listed elsewhere			X
	Reviews by Community Development Director of Planning Commission			X
Page 23	Special Events Permitting			X
Page 23	Study Sessions			X

Master's Fee Schedule Page #'s	General categorization of programs, Services, Activity, and facilities	Low-cost recovery (0-30%)	Mid-cost recovery (30-70%)	High-cost recovery (70-100%)
Planning—continued				
Page 24	Zoning Compliance Letters			X
Page 23	Signs and Awnings			X
Page 23	Use Permits—other			X
Page 23	Variances			X
Page 23	Zoning Map Ordinance Amendments			X
Building and safety				
Page 28-48	Solar Installations		X	
	Building Permits			X
	Mechanical Permits			X
	Electrical Permits			X
	Plumbing Permits			X
	Consultant Review			X
Low Recovery Expectations				
<p>Low Recovery Expectations</p> <p>Low to zero recovery is expected for services in this category to maintain open and accessible government processes for the public, encourage environmental sustainability and encourage compliance with regulatory requirements. Example of Low Recovery items:</p> <ul style="list-style-type: none"> • Planning – The fees for applicants who wish to appeal a Staff Decision or for a Menlo Park resident or neighbor from an immediately adjacent jurisdiction who wishes to appeal a decision of the Planning Commission is purposefully low to allow for accessibility to government processes. • Planning – Temporary sign permit fees are low so as to encourage compliance. • Building – The elimination or reduction of building permits for solar array installations is consistent with California Government Code Section 65850.5, which calls on local agencies to encourage the installation of solar energy systems by removing obstacles to, and minimizing costs of, permitting for such systems. 				
Mid-level Recovery Expectations				
<p>Medium Recovery Expectations</p> <p>Recovery in the range of 30% to 70% of the costs incurred in the delivery of the service reflects the private benefit that is received while not discouraging compliance with the regulation requirements.</p> <ul style="list-style-type: none"> • Planning – Administrative permits for fences that exceed the height requirements along Santa Cruz Avenue are set at mid-level to encourage compliance. 				

High Recovery Expectations

High Recovery Expectations

Cost recovery for most development review services should generally be high. In most instances, the City’s cost recovery goal should be 100%.

- Planning – Subsequent Appeals - The fees for applicants who are dissatisfied with the results of a previous appeal of an administrative permit or a decision of the Planning Commission should be at 100% cost recovery.
- Planning – Most of the Planning fees charged are based on a “time and materials” basis, with the applicant/customer being billed for staff time (at a rate that includes overhead cost allocations) and the cost of actual materials or external services utilized in the delivery of the service.
- Building – Building fees use a cost-basis, not a valuation basis, and are flat fees based on the size and quantities of the project.

Public Works Department – Engineering Transportation, and Maintenance

1. Engineering and Transportation (public improvement plan checks, inspections, subdivision requirements, encroachments)
2. Transportation (red curb installation, truck route permits, traffic signal repairs from accidents)
3. Maintenance (street barricades, banners, trees, special event set-up, damaged city property)

Master-Fee Schedule-Page #'s	General categorization of programs, Services, Activity, and facilities	Low-cost recovery (0-30%)	Mid-cost recovery (30-70%)	High-cost recovery (70-100%)
Engineering				
Page-25	Heritage Tree	X		
Page-25	Appeals to Environmental	X		
	Appeals to Environmental Quality Commission and City Council	X		
	Bid Packages	X		
Page-19	Plotter Prints		X	
Page-19	Encroachment Permits for City-mandated repair work (non-temporary)		X	
Page-25	Heritage Tree Removal Permits 1-3 trees		X	
Page-19	City Standard Details		X	
Page-20	Improvement Plan			X
Page-20	Plan Revisions			
Page-21	Construction Inspections			X
Page-20	Maps/ Subdivisions			X
	Real Property			X
Page-19	Abandonments			X
Page-19	Annexations			X

Page-21	Certificates of Compliance			X
Master Fee Schedule Page #'s	General categorization of programs, Services, Activity, and facilities	Low-cost recovery (0-30%)	Mid-cost recovery (30-70%)	High-cost recovery (70-100%)
Engineering—continued				
Page-20	Easement Dedications			X
Page-20	Lot Line Adjust/Merger			X
Page-19	Encroachment Permits			X
Page-19	Completion Bond			X
	Processing Fee			X
Page-25	Heritage Tree Permits after first 3 trees			X
Page-16	Downtown Parking Permits			X
Transportation				
Page-22	Red Curb Installation	X		
Page-22	Truck Route Permits	X		
Page-22	Traffic Signal Accident			X
Page-22	Aerial Photos			X
Maintenance				
Page-22	Tree Planting	X		
Page-22	Banners—Santa Cruz Avenue			X
Page-22	Barricade replacement			X
Page-22	Weed Abatement			X
Page-22	Special Event set-up— for-profit use			X
Page-22	Special Event set-up— for non-profits use		X	
Page-22	Damaged City property			X

Low Recovery Expectations

Low Recovery Expectations

Low to zero recovery is expected for services in this category as the community benefits from the service. In general, low cost services in this group provide a community-wide benefit. These services generally are intended to enhance or maintain the livability of the community and therefore require the removal of a cost barrier to encourage use. However, in some instances the maximum fee that can be charged is regulated at the State or Federal level and therefore the City fee is not determined by City costs (truck route permits, copies of documents). Examples of Low Recovery items:

- Maintenance – Tree Plantings is classified as a low cost recovery fee to replacement of trees removed due to poor health and to encourage new tree plantings.
- Transportation – Red Curb Installation is classified as a low cost recovery fee for support traffic/parking mitigation requests to address safety concerns of residents and businesses.
- Transportation – Truck Route Permits Fees – maximum fee set by State Law.
- Engineering – Heritage Tree Appeals is classified as a low cost recovery fee to insure that legitimate grievances are not suppressed by high fees.
- Engineering – Bid Packages are provided at a low cost to encourage bid submissions thereby insuring that the City receives sufficient bids to obtain the best value for the project to be undertaken.

Medium Recovery Expectations

Medium Recovery Expectations

Recovery in the range of 30% to 70% of the costs incurred in the delivery of the service. Typically, both the community and individuals benefit from these services.

- Engineering – Encroachment Permits for City-mandated repairs are classified as a medium cost recovery. Since the property owner is paying for the cost of construction but is required by ordinance to perform it promptly, a discounted fee for the permit is appropriate.

High Recovery Expectations

High Recovery Expectations

Recovery in the range of 70% to 100% when user fees charged are sufficient to fully recover costs of providing the service. Individual benefit is foremost and minimal community benefit exists. Most services provided by the Public Works Department fall in this area.

- Engineering – Encroachment Permits where the public right of way is used or impacted on a temporary or permanent basis for the benefit of the permittee. Debris Boxes are such an example
- Transportation – Traffic Signal Accident repair cost is the responsibility of the driver/insurer.
- Maintenance – Weed Abatement performed by Public Works staff to address ongoing code violation.
- Maintenance – Banners on Santa Cruz Avenue and El Camino Real.

Public Safety – Police Services

(Case Copies, False Alarms, Parking Permits, Abatements, Emergency Response, Background Investigations, Tow Contract)

Master Fee Schedule Page #'s	General categorization of programs, Services, Activity, and facilities	Low-cost recovery (0-30%)	Mid-cost recovery (30-70%)	High-cost recovery (70-100%)
Page-14	Case-Copies	X		
Page-15	Citation-Sign-Off-Residents	X		
Page-1,15	Document-Copies	X		
Page-14	Bicycle-Licenses	X		
Page-16	Overnight Parking Permits			X
Page-16	Residential Parking Permits	X		
Page-15	Property Inspection—Code Enforcement	X		
Page-15	Real Estate Sign Retrieval	X		
Page-14	False Alarm—Low Risk		X	
Page-15	Rotation Tow Service Contract		X	
Page-15	Repossession Fee		X	
Page-14	False Alarm—High Risk			X
Page-14	Good Conduct Letter			X
Page-14	Preparation Fees			X
Page-14	Research Fee			X
Page-14	Civil Subpoena Appearance			X
Page-14	Finger-Printing Documents			X
Page-15	Background Investigations			X
Page-14	Notary Services			X
Page-14	Vehicle Releases			X
Page-14	DUI—Emergency Response			X
Page-15	Intoximeter Rental			X
Page-15	Street Closure			X
Page-15	Unruly Gatherings			X
Page-18	Abatement			X

<u>Low Recovery Expectations</u>		
<u>Low Recovery Expectations</u> Low to zero recovery is expected for services in this category as the community generally benefits from the regulation of the activity. The regulation of these activities is intended to enhance or maintain the livability of the community. However, in some instances the maximum fee that can be charged is regulated at the State or Federal level and therefore the City fee is not determined by City costs (copies of documents).		
<u>Medium Recovery Expectations</u>		
<u>Medium Recovery Expectations</u> Recovery in the range of 30% to 70% of the costs of providing the service. Both community and individuals benefit from these services. <ul style="list-style-type: none"> False Alarm – primarily residential and low cash volume retail. Alarm response provide a disincentive to crime activity. However excessive false alarms negatively impact the ability of prompt police response to legitimate alarms. 		
<u>High Recovery Expectations</u>		
<u>High Recovery Expectations</u> Recovery in the range of 70% to 100% when user fees charged are sufficient to recover costs of the service provided. Individual benefit is foremost and minimal community benefit exists. Items such as False Alarm, DUI Emergency Response, Vehicle Releases, Unruly Gathering, and Abatements are punitive in nature and the costs should not be funded by the community. Items such as Good Conduct Letter, Preparation Fees, Research Fee, Finger Printing, Background Investigations, and Notary Service primarily benefit the individual. 100% of the cost for services in these areas is typical. <ul style="list-style-type: none"> Overnight Parking Permits – the fee charged for One Night Parking Permits fall into Low Cost Recovery, however when combined with the fees collected from the issuance of Annual Permits the result is the program should achieve High Cost Recovery. Street Closure – primarily residential for activities within a defined area. This service is provided for public safety and therefore is provided at a rate below 100% cost recovery. 		
Library		
(Library Cards, Overdue Fines , etc.) – fees are primarily established by the Peninsula Library Service. <u>No overdue fines will be charged.</u>		
Administrative Services		
(Copying Charges, Postage, etc.) – fees are primarily set by regulations and are generally high cost recovery of pass-thru charges.		
<u>Procedure history</u>		
<u>Action</u>	<u>Date</u>	<u>Notes</u>
<u>Procedure adoption</u>	<u>March 9, 2010</u>	
<u>Procedure update</u>	<u>March 9, 2021 (Proposed)</u>	



To: JPA Governing Board
From: Anne-Marie Despain, Director of Library Services
Nicole Pasini, Deputy Director of Library Services
Date: September 12, 2018
Meeting: September 17, 2018
Re: Recommendation for Fine-Free Policy

Background

Libraries have historically charged fines for the late return of materials in an effort to incentivize timely return of materials and to raise revenue. Currently, San Mateo County Libraries fines for materials for adult patrons are assessed at \$0.25 per day, limited to a maximum late charge of \$8 per item, or the equivalent of 32 days late. When patron accounts owe more than \$15, the patron is blocked from checking out library materials.

In July 2016, San Mateo County Libraries introduced fine-free library cards for children and teens, and the first year brought great results. Children's circulation increased by 28% in the first year and another 18% in the second year, and registration for new library cards increased by 70% in year one and 12% in year two. Building on the success of fine-free youth cards and recognizing that late fines can be a significant barrier to library access particularly among individuals with low or fixed incomes or who have transportation issues, the Library implemented fine-free library cards for seniors age 62 and older beginning in January 2018. Currently, we have 20,000 patrons registered for senior cards and have seen an 8% increase in circulation in the first six months of the program.

Many public libraries across the nation are increasingly eliminating overdue fines in recognition that fines serve no positive purpose, instead acting as a significant and inequitable barrier to service. There is an increasing body of research and direct experience that supports the elimination of fines. Libraries that have moved to a more customer-focused policy have reported these key findings:

- Fines negatively impact library use, particularly by lower income people.
- Fines do not effectively incentivize on-time return of materials.
- Fine revenue is less than the cost of the staff time to collect fines.
- Elimination of fines results in higher use, increased customer satisfaction and improved staff morale.

These findings and the recent success of our fine-free youth and senior cards lead the Library to recommend the elimination of fines for late return of material.

Discussion

Unequal Impact

Our patrons are not unique in the unequal impact of fines on low-income communities. Both the Berkeley Public Library and Baltimore's Enoch Pratt Free Library reported that, prior to eliminating late fines, the majority of the residents blocked from using the library were from the poorest neighborhoods in their cities. Colorado State Library issued a White Paper in 2016 entitled, *Removing Barriers To Access*, that explored the impact of fines and fees on access to library services for children. This comprehensive study concluded that fines are punitive, not educational incentives, and the threat of accumulating fines for overdue materials is keeping low-income families away from libraries, or from checking out items to take home. Additionally, based on the research, fine-free policies are more user-friendly and will bring more community members into the library, especially low-income populations who need library services the most.

Late fines are a regressive penalty that more negatively impact lower income communities. 19% of East Palo Alto patrons and 13% of Bookmobile patrons, who largely live in unincorporated areas, had blocked accounts for fines above \$15, which exceed the 8% overall average for San Mateo County Libraries. Additionally, it is notable that in the last fiscal year, patrons from the East Palo Alto Library, Half Moon Bay Library and Bookmobile accounted for less than 11% of our circulation but accounted for approximately 45% of total money owed.

Incentivizing Returns

Library fines have not proven to be an effective deterrent to returning items late. In Columbus, Ohio, the library board eliminated overdue fines starting on January 1, 2017, when their data showed that fines did nothing to encourage the timely return of materials. The Colorado study agrees, finding that the profession has little empirical evidence that charging fines results in greater circulation of library materials or the return of items in a timely manner. Conversely, Vermont's Milton Public Library found that after doing away with fines, more people returned books on time and Illinois' Vernon Area Public Library noted that the average number of days items are overdue dropped 42 percent after eliminating fines. Six months after fines were eliminated at Colorado's High Plains Library District, 95% of materials were returned within a week of the due date.

Behavioral Economist Uri Gneezy at the University of California, San Diego, found that library fines are too small to be an effective deterrent, and without money in the mix, readers would be more likely to return books on time because they would feel it's the right thing to do. The vast majority of our patrons already return library materials in a timely manner. In a snapshot of our cardholders in July 2018, 74% of patrons owed no fines.

Revenue or Cost

Library material fees and fines are not a significant revenue source for San Mateo County Libraries and are declining with the increasing use of digital materials, and implementation of automatic renewals and fine-free youth and senior cards. Revenue from this source in FY 2017-18 was \$189,446, amounting to only 0.6% of total revenue. Current revenue estimates included in this year's budget are \$99,000. Even if fines are eliminated,

we would still maintain our current practice of billing patrons for lost or damaged items that are not returned 30 days after the due date and removing the bill from the patron's account when the items are returned.

Revenue attributed to overdue fines is small, but the staff time involved in collecting and depositing small amounts of fines is significant for libraries. San Rafael Public Library analyzed fine transactions and determined that each transaction requires approximately ten minutes of staff time when factoring in all the collecting, tracking and accounting of overdue fines. San Diego Public Library eliminated late fees in April after finding that it costs \$1,000,000 in staff time to collect an average of \$700,000 in fees each year. The Colorado study concluded that the administrative costs, including equipment and staff time, often equal or exceed the revenue earned from library fines and fees. San Mateo County Libraries have a strong history of maximizing and aligning staff resources towards high-impact, meaningful work that positively engages our community and promotes library resources and facilities; time spent collecting fines is not in alignment with these values.

Return on Investment

The return on investment for eliminating fines is high. Like San Mateo County Libraries, the Salt Lake City Public Library reported that when they eliminated fines, the library lost less than 1% of its budget in exchange for significant increases in use, including an 11% increase in circulation, an 11% increase in borrowers and a 4% increase in new card registrations. Every library contacted that eliminated late fines reported overwhelmingly positive responses from patrons, and most reported that people who stopped using the library for financial reasons returned.

Conclusion

Ample research suggests that fines do not serve their intended purpose of promoting the timely return of materials and instead create significant barriers to library access. Evidence also suggests that the small loss in revenue will most likely be offset by staff savings associated with the management of late fees, and would result in significant increases in library use, customer and staff satisfaction, and benefit to the community. Late fines are in opposition to our strategic goals of ensuring equitable access, creating welcoming experiences, and growing a culture of learning and participation. Based on the evidence and our mission and values, a new fine-free policy is recommended.

Fiscal Impact

Revenue from fines, fees and material replacement payments are currently estimated at \$99,000. A decrease of \$75,000 is included in the FY 2018-19 Final Adopted Budget to account for recent customer service enhancements and this recommended policy change.

Recommendation

Recommend JPA Library Governing Board direct staff to create a policy for approval that eliminates overdue fines for late return of library materials. Operations Committee members present at the September 11, 2018, meeting concurred with this recommendation.

Revenues. All recreation / community services programs

Program area	2018-19 audited actuals (\$ thousands)					2019-20 audited actuals (\$ thousands)				
	Revenues	Expenditures	Net General Fund subsidy/(surplus)	Cost Recovery Percent		Revenues	Expenditures	Net General Fund subsidy/(surplus)	Cost Recovery Percent	
Pre-School Childcare	2,446	2,950	504	82.9%		2,422	2,906	483	83.4%	
School-Age Childcare	533	761	228	70.0%		377	790	412	47.8%	
Gymnastics	1,257	1,167	(90)	107.8%		961	1,138	177	84.4%	
Contract Classes	715	968	253	73.9%		497	886	388	56.2%	
Seniors	367	623	256	58.9%		99	708	609	14.0%	
Youth Sports	527	536	8	98.5%		305	476	170	64.2%	
Adult Sports	178	352	174	50.5%		191	294	103	65.0%	
Neighborhood Services	109	591	483	18.4%		62	490	428	12.6%	
Aquatics	85	663	578	12.8%		85	575	490	14.7%	
Events & Concerts	59	479	419	12.4%		28	389	361	7.2%	
Community Facilities Services	362	295	(68)	122.9%		262	323	61	81.2%	
Total	6,639	9,385	2,746	70.7%		5,290	8,974	3,684	59.0%	

Revenues. Recreation programs for ages 0-5 years. FY 2018-19			
Location	Gross revenues (user fees)	Instructor payments	Net revenues
ARC	47,147	25,925	21,222
Gymnasium	188,878	109,010	79,867
OHCC	2,774	75	2,699
Total	238,798	135,011	103,788

Revenues. Library overdue fines	
Fiscal year	Revenues
2020-21 Budget	42,000
2019-20 Estimated actuals	42,000
2019-20 Adopted	42,000
2018-19 Actual	40,538
2017-18 Actual	63,846
2016-17 Actual	61,801
2015-16 Actual	59,171
2014-15 Actual	83,732
2013-14 Actual	101,307
2012-13 Actual	101,892



STAFF REPORT

City Council

Meeting Date: 3/9/2021
Staff Report Number: 21-049-CC

Informational Item: City Council agenda topics: March – April 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 April 13, 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: March – April 2021

Report prepared by:
Judi A. Herren, City Clerk

Tentative City Council Agenda

#	Title	Department	Item type	City Council action
1	Finance and Audit Committee, update	ASD	Committee Report	Receive and file
2	General Fund forecast	ASD	Informational	No action
3	Labor relations - SEIU, AFSCME, POA, Unrepresented	ASD	Closed Session	Direction to staff
4	Master Fee Schedule update effective July 1, 2021	ASD	Public Hearing	Adopt resolution
5	Master fee schedule updates	ASD	Informational	No action
6	ConnectMenlo community amenities	CA	Study Session	Direction to staff
7	ConnectMenlo community amenities subcommittee report	CA	Subcommittee report	Direction to staff
8	Revise community amenities resolution	CA	Regular	Adopt resolution
9	Housing Element Annual Progress Report	CDD	Consent	Receive and file
10	Housing Element consultant and public engagement framework	CDD	Regular	Contract award or amend
11	2021 priorities and work plan quarterly report as of March 31	CMO	Consent	Receive and file
12	Advisory body attendance	CMO	Consent	No action
13	Direction on CAP No.3 EV Charging Implementation and Implementation on EQC recommendations on CAP strategies 2, 4, and 6	CMO	Informational	No action
14	Proclamation: Equal Pay Day	CMO	Presentation	No action
15	Amend conflict of interest resolution to include certain advisory body members	CMO, CA	Consent	Adopt resolution
16	Rebuilding LCS - Post-Covid Service Adaptation Plan	LCS	Study Session	Direction to staff
17	Rebuilding LCS - Service delivery options	LCS	Regular	Direction to staff
18	Final map for 115 El Camino Real	PW	Consent	Approve
19	Middle Avenue (800 ECR) Purchase and sale agreement	PW	Regular	Approve
20	Provide direction on paving program and use of rubberized asphalt	PW	Study Session	Direction to staff
21	Ravenswood/Laurel signal improvements	PW	Consent	Contract award or amend
22	SB1 funding candidate projects	PW	Consent	Adopt resolution
23	SFPUC Water Supply Agreement Amendment	PW	Consent	Approve
24	Transportation Management Association (TMA) update	PW	Informational	No action
25	Update on FEMA BRIC grant submittal and SAFER Bay implementation	PW	Informational	No action
26	Urban Water Management Plan (UWMP)	PW	Study Session	Direction to staff
27	2021-22 Capital improvement budget	PW, ASD	Study Session	Direction to staff
28	MPCC Power Purchase Agreement	PW, CMO	Informational	No action



STAFF REPORT

City Council

Meeting Date:

3/9/2021

Staff Report Number:

21-051-CC

Informational Item:

Upcoming City Council consideration of objective criteria to guide facility reopening, service restoration, and reactivation of programs and events

Recommendation

As an informational item, this report does not require City Council action or discussion. City staff recommends that the City Council review this informational report in advance of more detailed discussion tentatively scheduled March 23.

Policy Issues

City Council sets policy and goals and provides direction to staff regarding municipal services to the Menlo Park community; allocates resources to support and maintain city facilities and operations and provide services to residents; and ratifies and/or rescinds local emergency orders.

Background

City Council ratified Resolution No. 6550, the first of a series of local emergency orders to protect public health and safety during the COVID-19 pandemic, at their March 11, 2020, special meeting. Included in the emergency orders were emergency closures of multiple city-owned public facilities including City Hall, public libraries, recreation centers, child care centers and the senior center, among others. Subsequent emergency orders modified or reopened some facilities such as child care centers in limited ways however the bulk of city-owned facilities necessarily remain closed to indoor public access at this time.

Most city-owned facilities have remained closed to indoor public access since March 12, 2020. This precaution was and continues to be necessary to protect public health by minimizing opportunities for congregation, both public and employees. The development, manufacture, and distribution of multiple highly effective vaccines suggests that the threat of an overloaded local acute and intensive hospital care will soon pass. This raises the prospect of safely reopening city facilities to indoor public access in the foreseeable future. The necessary preparations will require significant investments of time and resources during a period when the organization's financial and personnel resources are extraordinarily limited.

Analysis

Exactly when the COVID-19 virus will be fully brought under control is subject to multiple factors and remains uncertain. That said, recent significant progress in the area of vaccine development and production gives reason to believe that the virus could be mostly suppressed in the United States by the end of calendar year 2021. Infectious disease experts have indicated that the tipping point in the nation's fight against the virus will be when 70 percent of the populace has been vaccinated against COVID-19, a milestone that experts anticipate could be achieved as soon as the end of this summer. The following

outlines City staff's recommendation for City Council consideration at their March 23 meeting.

Vaccination rates as criteria to safely reopen city-owned facilities to indoor public access

The federal government recently announced that enough doses to vaccinate 300 million Americans – every adult – will be manufactured by May. Factoring in the time it will take to deliver such a massive number of vaccines to distribution points nationwide, and then to actually administer the vaccine doses into hundreds of millions of individual people's arms, and at sufficient rates to fully inoculate 70 percent or more of the populace, most public health experts indicate that the virus potentially could be suppressed by the end of summer nationally, and possibly sooner in San Mateo County.

Safety is a driving factor and a vital consideration in decision-making related to indoor public access to city-owned facilities during a public health emergency of this scale. Widespread vaccinations of 70 percent or more of the populace, so-called "herd immunity," is seen by public health experts as the best and most durable life-saving defense against the virus for all members of the community regardless of individual ability, age, wealth, health or demographics. For these reasons, it would be prudent to consider the local vaccination rate, and specifically the 70 percent vaccination milestone, as a potential criterion for indicating when city-owned facilities can begin to safely reopen for indoor access—both for members of the public and employees.

At the City Council's March 23 meeting, City staff plans to recommend the exact source data points from public health officials in San Mateo and Santa Clara counties that will guide the reopening of city facilities and programs or services. City staff will also recommend a reactivation budget to make any physical improvements to City facilities necessary to reopen once San Mateo and Santa Clara counties achieve herd immunity.

Facility reactivations - prioritization and phase-in sequence

After it is deemed safe to reopen city facilities to indoor public access, phasing-in the facility and service reactivations over a period of several months is strongly recommended to ensure that facility reactivations can be implemented safely and sustainably with limited operational capacity and resources. Most of the facilities will have been dormant for more than a year, and some facility modifications and service adaptations will be necessary to enhance safety and resiliency against the "long tail" of COVID-19 and future viral outbreaks. Due to significant reductions in staffing and operating budget made necessary by the economic downturn, the city lacks the operational capacity to safely reactivate all facilities and services at once.

City-owned outdoor parklands have remained open and accessible to the general public, with some limitations, throughout the pandemic. The aquatics centers, child care centers, skate park, tennis courts, athletic fields, outdoor programs, and the city hall permit counter were reopened to limited public access in mid-2020. City-owned playgrounds were reopened to public access with limitations in the fall of 2020. City staff recommend following San Mateo County public health officials' guidance on removing limitations imposed as a result of the pandemic.

For the remaining city-owned facilities, prioritization and sequencing for future reactivations is proposed to be phased-in over a period of several months, beginning when local public health officials determine that herd immunity exists for COVID-19 in San Mateo and Santa Clara counties. Any phase-in sequence could potentially be accelerated or slowed down depending on changing events and circumstances, for example if additional resources and capacity are brought to bear, or if vaccine-resistant COVID-19 variants emerge and spread. Establishing a potential phase-in sequence will provide staff and the general public the benefit of clear expectations for when safe reopening of the various city facilities to indoor public access are likely to occur.

At the City Council's March 23 meeting, City staff plans to provide a recommended phase-in calendar by facility, program or service, and public events. Additionally, City staff plans to provide a recommended public engagement strategy should the City Council desire to prioritize those services of greatest interest to members of the community.

City services reactivation considerations

A significant impact of the fiscal year 2020-21 budget cuts that has yet to be fully realized is the reduction in staff capacity necessitated by the closure of facilities and elimination of many programs, services and events. Overall, the budget eliminated 15 percent of authorized full-time equivalent personnel and nearly all temporary personnel. With current budgeted resources in library and community services, the City cannot return to pre-pandemic service levels absent a significant budget amendment. For this reason, City staff recommended a series of City Council priorities to examine the restoration of library and community services.

Staff plans to present an initial evaluation of anticipated service impacts, potential alternative service delivery models, critical resource needs and other key considerations, including a proposed public engagement strategy, for City Council review March 23.

Impact on City Resources

Programming decisions and revenue expectations are incorporated into the city manager's proposed budget and will guide the development of the operating budget for fiscal year 2021-22. Staff capacity to receive direction and incorporate changes to the cost recovery policy and master fee schedule are included in the amended fiscal year 2020-21 budget.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it 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

None.

Report prepared by:
Sean Reinhart, Library and Community Services Director

Reviewed by:
Nick Pegueros, Assistant City Manager



STAFF REPORT

City Council

Meeting Date:

3/9/2021

Staff Report Number:

21-053-CC

Informational Item:

Temporary outdoor dining grant program update

Recommendation

This is an informational item and does not require City Council action. Staff will return March 23 with a consent agenda item recommendation to increase the outdoor dining grant program by up to \$30,000 to support all grant applicants.

Policy Issues

City Council approval of the temporary outdoor dining grant program requires periodic reporting to ensure transparent use of City funds.

Background

City Council appropriated \$100,000 for a one-time grant program for Menlo Park business to support temporary outdoor dining facilities. City staff have been working to coordinate applications over the past several months.

Analysis

As detailed in Attachment A, 18 Menlo Park businesses completed an initial application and meet eligibility requirements. An additional eight businesses require additional documents to determine their eligibility. In the interest of expediency, the 18 businesses were pre-approved for a reimbursement grant of up to \$5,000. SAMCEDA will conduct a lottery to award the two remaining \$5,000 grants once applications are complete. Three businesses were ineligible for the grant program due to their affiliation with a national brand.

Grants are reimbursement-based and contingent on securing a temporary outdoor use permit for the temporary installation. At the City Council's March 23 meeting, City staff will recommend additional funding of \$30,000 to award grants to the six remaining applicants upon their fulfillment of eligibility criteria.

Impact on City Resources

All pre-approved applicants require temporary outdoor use permits, which results in a resource demand on community development staff to occur over the next several weeks.

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

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Attachments

A. Temporary outdoor dining grant applicants

Report prepared by:
Nick Pegueros, Assistant City Manager

Pre-approved

Name	Business address
St. Frank Coffee, LLC.	1018 Alma Street, Menlo Park, CA, USA
Celia's Mexican Resturant #14	1850 El Camino Real, Menlo Park, CA, USA
Taqueria Guadalajara	1211 Willow Road, Menlo Park, CA, USA
Stacks Menlo Park	600 Santa Cruz Avenue, Menlo Park, CA, USA
Dosa Point	840 Willow Road, Menlo Park, San Mateo, CA, USA
The Refuge	1143 Crane St, Menlo Park, CA, USA
DEMIRTAS LLC	820 Santa Cruz Avenue, Menlo Park, CA 94025, USA
Left Bank Menlo Park Partners, LP	635 Santa Cruz Avenue, Menlo Park, CA, USA
El Cerrito Restaurant	Sharon Park Dr, Menlo Park, CA 94025, USA
MR GREEN BUBBLE TEA	604 Santa Cruz Avenue, Menlo Park, CA, USA
Amici's East Coast Pizzeria	880 Santa Cruz Avenue, Menlo Park, CA, USA
Sultana Mediterranean inv	1149 El Camino Real, Menlo Park, CA, USA
Farmhouse Kitchen	1165 Merrill Street, Menlo Park, CA, USA
Son & Garden by Farmhouse	1195 Merrill Street, Menlo Park, CA, USA
LB Steak DBA Camper	898 Santa Cruz Avenue, Menlo Park, CA, USA
plur, inc DBA:trellis restaurant	1077 El Camino Real, Menlo Park, CA, USA
CoffeeBar Menlo Park	1149 Chestnut Street, Menlo Park, CA, USA
JM Tea Room LLC	993 El Camino Real, Menlo Park, CA, USA

Additional documents required

Name	Business address
KZ Marketing Group LLC dba Cafe Zoë	1929 Menalto Avenue, Menlo Park, CA, USA
Koma Restaurant	211 El Camino Real, Menlo Park, CA, USA
Ristorante Carpaccio	1120 Crane Street, Menlo Park, CA, USA
Galata Bistro	827 Santa Cruz Avenue, Menlo Park, CA, USA
Eric's Gourmet Food and Catering	325 Sharon Park Drive, Menlo Park, CA, USA
Le Boulanger	720 Santa Cruz Avenue, Menlo Park, CA, USA
MY TASTIES	888 Willow Road, Menlo Park, CA, USA
The Posh Bagel	869 Santa Cruz Avenue, Menlo Park, CA, USA

Denied applications

Name	Business address
Cold Stone Creamery	611 Santa Cruz Avenue, Menlo Park, CA, USA
Mountain Mike's Pizza	1001 El Camino Real, Menlo Park, CA, USA
Chalasanani goods inc (Subway)	885 Hamilton Ave, Menlo Park, CA, USA



STAFF REPORT

City Council

Meeting Date:

3/9/2021

Staff Report Number:

21-055-CC

Informational Item:

Belle Haven Neighborhood traffic management plan update and next steps

Recommendation

This is an informational item and does not require City Council action. Staff is preparing to conduct a survey of the neighborhood regarding the trial measures currently in place, and is providing the City Council this update in advance of this effort beginning later in March.

Policy Issues

The development of the Belle Haven Neighborhood traffic management plan (Plan) and its implementation fulfill “Mitigation Measure TRA-3.1” of the Mitigation Monitoring and Reporting Program (MMRP) established in the Facebook campus expansion project final environmental impact report (FEIR) approved in 2016. This was identified as a mitigation measure due to the potential for the Facebook Campus Expansion project to exacerbate cut-through traffic in the neighborhood. (The Plan is not a negotiated benefit of the recorded development agreement for the project.) As it is a requirement of the MMRP, this effort is not identified in the City Council work plan or capital improvement program; it is considered part of staff’s baseline work. Based on City Council feedback at the February 23 meeting during adoption of the 2021-22 budget principles, staff is evaluating strategies to better identify this and other mitigation measure requirements in future budget and capital improvement plan documents.

Background

On August 20, 2019, the City Council approved the final revised Plan, adopted Resolution No. 6492 to remove on-street parking for intersection bulbouts, and amended the standard implementation process, as outlined in the City’s Neighborhood traffic management program (NTMP) approved in 2004, to expedite the installation process (Attachment A.) A link to the NTMP is provided as Attachment B.

The Plan includes traffic calming measures for two primary purposes:

- To discourage cut-through and speeding traffic on Chilco Street, Ivy Drive, Newbridge Street, and a portion of Terminal Avenue as a result of peak hour congestion along Bayfront Expressway and Willow Road. The MMRP is responsible for these measures.
- To discourage speeding traffic on the remaining section of Terminal Avenue, Hamilton Avenue, and through the Onetta Harris Community Center. The City is responsible for these measures.

While the City has jurisdiction over a majority of public roadways within the neighborhood, several measures require coordination and approval from other agencies. Table 1 provides a summary of the locations, jurisdictions and proposed treatments. In addition, Menlo Park Fire Protection District has an interest to ensure adequate roadway width and turning radii for the implementation of intersection bulbouts and gateway treatments.

Due to expected lengthy approval timelines from San Francisco Public Utilities Commission (SFPUC) and Caltrans, the City Council approved staff’s recommendation to implement a trial implementation phase only for City jurisdiction measures and utilize its post-trial feedback for decisions related to permanent installation for both City, Caltrans and SFPUC jurisdiction measures.

Location	Street segments	Jurisdiction	Measures
Chilco Street	Terminal Avenue to Newbridge Street	City	Speed feedback signs, signing and striping
Newbridge Street	Chilco Street to Willow Road	City	Striping and bulbouts
Terminal Avenue	Del Norte Avenue to Chilco Street	City	Striping and bulbouts
Chilco Street/ Hamilton Avenue/Newbridge Street	@ neighborhood entry points	City	Gateway treatments
Hamilton Avenue	@ Hamilton Park	City	Speed hump
Ivy Dr.	Chilco Street to Willow Road	SFPUC	Speed feedback signs, signing and striping, bulbouts, raised intersections
Willow Road	@ Newbridge Street	Caltrans	Signal operation ¹ and equipment upgrades

Notes:

1. Three operational safety improvements: 1) Reverse the order of the Newbridge Street left turns by assigning the lead (first) phase to northbound left to reduce aggressive drivers interacting with pedestrians. 2) Eliminate the conflict between Newbridge Street southbound left and pedestrian crossing Willow Rd by providing a dedicated left turn. 3) Prohibit Newbridge Street southbound right when Willow Road eastbound left is activated using a “blank out” sign to eliminate conflicts between vehicles on Newbridge Street and those accessing the Willow Road frontage road. Assumed Newbridge Street is a north-south roadway.

After the Plan was approved, staff continued to work with Parisi Transportation Consulting (Parisi) to prepare design plans and started coordination with outside agencies. Parisi was selected by the City and funded by Facebook to provide expertise on the development and design of the Plan. The design process was divided into two parallel tracks to speed implementation of the measures within the City jurisdiction:

- City jurisdiction: final design and implementation of trial measures. Attachment C illustrates corner bulbout locations that were refined and selected for trial implementation by working with the Fire District.
- SFPUC and Caltrans jurisdictions: schematic design for initial review.

In addition to the improvements identified in the Plan, on September 19, 2019, the City Council authorized turn restrictions at five locations to further restrict cut-through traffic while the Plan was in progress. Signs were installed by November 2019 (Attachment D.)

Analysis

Plan progress

The installation of temporary traffic calming measures within City jurisdiction was completed in June 2020. Attachment E shows the photos of the installed speed feedback signs and temporary bulbouts on Chilco Street and Almanor Avenue, respectively.

Additionally, schematic design plans were submitted to SFPUC and Caltrans in October 2020 for initial review. Early response from Caltrans was positive and staff will be submitting a formal application for the next stage of review. Staff anticipates to prepare the formal application later this month.

Staff continues to coordinate with SFPUC on the appropriate next steps for Ivy Drive measures. Preliminary discussions have resulted in a few initial takeaways:

- Speed feedback signs and gateway treatments might not be feasible due to the SFPUC’s requirement for any measures with a foundation to be at least 20 feet away from the edge of their utility line, which would require these measures to be installed partially or completely outside the public right-of-way.
- Potholing might be required for other measures to ensure sufficient vertical clearance from underground utility lines, which will lengthen the overall approval timeline.
- Raised intersections will require additional evaluation compared to intersection bulbouts and are less likely to be supported.
- Crosswalk improvements (painting with high visibility striping and reconfiguring the median island so that it does not protrude into the crosswalks) are also more likely to receive approval.

Attachment F shows examples of a permanent intersection bulbout and gateway treatment.

Table 2 summarizes the Plan progress and remaining tasks.

Phase	Completed tasks	Cost to date	Remaining tasks
Planning	• Developed Plan		Post-implementation community survey and meeting
Design	<ul style="list-style-type: none"> • City: 100% temporary measures • SFPUC: Schematic design of permanent measures • Caltrans: Schematic design of permanent measures 	\$275,000	City/SFPUC/Caltrans: 100% permanent measures
Construction	• City: 100% temporary measures	\$123,850	• City/SFPUC/Caltrans: 100% permanent measures

Next steps

Before COVID-19, staff had intended to conduct a post-trial analyses and a community meeting to evaluate and survey the temporary measures’ effectiveness, which would inform the decision for permanent installation. However, with many companies, schools, and other daily commuters continuing to work from home, roadway congestion has not yet returned to pre-COVID conditions. Therefore, collecting traffic data to compare to the “before” study at this time would not provide a clear picture of the efficacy of the trial measures. Instead, staff will collect new roadway and intersection data at key neighborhood locations to provide an overview of current patterns. Attachment G shows the proposed roadway and intersection count locations.

Additionally, staff had intended to conduct a community meeting to solicit feedback on converting the implemented trial measures to permanent status. Instead, staff will send out a one-time community online and mail survey to solicit feedback. Given this project is significantly larger than a typical corridor-based traffic calming project which typically have smaller project areas, staff is applying a survey approach consistent with the Willows neighborhood turn restriction installation. This approach will differ from the NTMP by utilizing simple majority (i.e., >50 percent) from respondents, to assess support/opposition for

permanent installation. A sample survey, which was prepared for the Willows neighborhood evaluation, is attached as Attachment H. Note questions will be modified to fit this particular project. The survey will be in both English and Spanish.

The following summarizes adjustments made to the post-trial evaluation:

- Collect roadway vehicular volumes, vehicle type, and speed data at Chilco Street, Hamilton Avenue, Ivy Drive and Newbridge Street
- Collect vehicular, pedestrian and bicycle data at key neighborhood intersections:
- Chilco Street at Terminal Avenue, Hamilton Avenue, Ivy Drive, Newbridge Street
- Willow Road at Hamilton Avenue, Ivy Drive, Newbridge Street
- Conduct a one-time community online and mail survey.

Attachment I outlines the revised Plan implementation process.

Staff anticipates the survey will be distributed in late March/early April. Staff then will proceed with analyzing the survey results before taking a recommendation for potential permanent installation to the Complete Streets Commission currently targeted for June 2021 and then to the City Council currently targeted for August 2021 for approval before commencing construction by early 2022.

Impact on City Resources

As a required condition of approval for a development project, staff time on the Belle Haven traffic calming study, development, and implementation of the Plan is considered part of the baseline City service levels. The trial and permanent implementation costs of measures in the Final Plan would be funded by Facebook (Hibiscus Properties, LLC) based on the 2017 neighborhood cut-through traffic survey that identified Chilco Street, Ivy Drive and Newbridge Street to be the main cut-through routes.

Environmental Review

The implementation of the Plan is categorically exempt under Class 1 (Existing Conditions) and Class 4 (Minor Modifications) of the current State of California Environmental Quality Act 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. Hyperlink – August 20, 2019 City Council staff report: menlopark.org/DocumentCenter/View/22538/I3---20190820-Belle-Haven-traffic-mgmt-plan?bidId=
- B. Hyperlink – Neighborhood traffic management program: menlopark.org/DocumentCenter/View/300/Neighborhood-Traffic-Management-Program
- C. Revised Belle Haven neighborhood traffic calming plan
- D. Map of implemented turn restriction signs
- E. Photos of speed feedback signs and temporary bulbouts
- F. Photos of permanent intersection bulbout and gateway treatment
- G. Map of count locations
- H. Sample survey

I. Revised implementation process

Report prepared by:
Kevin Chen, Senior Transportation Engineer

Report reviewed by:
Kristian Choy, Acting Transportation Manager

Amended Belle Haven Neighborhood Traffic Calming Plan



- SFPUC ROW
- Caltrans ROW
- City ROW

Legend					
1 Updated School Signage	4 Sharrow	7 Raised Crosswalk	10 New Sidewalk	13 Raised Intersection	
2 Marked Crosswalk	5 Edge Line Stripe	8 Speed Feedback Sign	11 Bulbout**	14 Gateway Treatment	
3 Yellow Centerline	6 Speed Hump	9 Blank Out Sign*	12 Left Turn Arrow		

*No right turn blank out sign will activate concurrent with Northbound left turn **Will require removal of localized on-street parking spaces (~ 2-4 spaces per location)

Bulbouts eliminated after assessment and coordination

Bulbouts added after assessment and coordination





Existing Traffic Control

Speed Hump

Median

Traffic Signal

Traffic Circle

Turning Restriction

One-Way Road

No Thru Traffic Sign

0 350 700 Feet

Existing Neighborhood Turn Restriction

No Left Turn (3:30pm-7pm Mon-Fri)

No Right Turn (3:30pm-7pm Mon-Fri)

Proposed Traffic Control Phase 2

No Right Turn (3:30pm-7pm Mon-Fri)

Example: Temporary intersection bulbout (Location: Almanor Ave. at Terminal Ave.)



Example: Speed feedback sign (Location: Chilco St. between Hamilton Ave. and Ivy Dr.)



Example: Permanent detached intersection bulbout (Location: Encinal Ave. at Garwood Wy.)



Example: Permanent tradition intersection bulbout (Location: Chilco St. at Hamilton Ave.)



Example: Permanent median nose bulbout (Location: Ivy Dr. at Chilco St.)



Example: Gateway treatment (Location: University Dr. at Middle Ave.)







Willows Road Turn Restriction Survey

January 2020

The City of Menlo Park is seeking your input on the turn restrictions that were installed in the Willows neighborhood in 2017! This survey is intended for anyone who uses the streets of Menlo Park's Willows Neighborhood and should take about five minutes of your time. A map of the neighborhood with the locations of the turn restrictions is provided below.



In 2017 Caltrans began construction on a reconfiguration of the U.S. 101 interchange with Willow Road in Menlo Park in addition to other construction projects along the U.S. 101 corridor. The resulting traffic congestion and neighborhood impacts resulted in the implementation of turn restrictions during the afternoon peak hours to discourage cut-through routes through the Willows neighborhood. More specifically, the following turn restrictions were implemented:

- No right turns from Chester Street, Durham Street and O'Keefe Street to Willow Road, 3-7 p.m. weekdays (Except SamTrans and school buses)
- No left turns from Woodland Avenue to Baywood Avenue, 3-7 p.m. weekdays

Construction of the interchange project is now largely complete, and the City is now considering whether to retain or remove these turn restrictions. A recommendation on the permanency of the turn restrictions is expected to be presented to City Council in spring 2020.

This survey will be used in combination with an analysis of traffic data, to inform the decision to retain or remove the turn restrictions. Be assured that the survey is completely anonymous; your answers will not be tied to you in any way.

Thank you for participating!

- 1) Check all that apply:
 - a. I live in the neighborhood
 - b. I work in the neighborhood
 - c. My child goes to school in the neighborhood
 - d. I do not live in the neighborhood, but I patronize businesses, services, or parks there, or visit friends or family there
 - e. Other (please specify)
- 2) Are you aware of the turn restrictions that were installed in December 2017?
 - a. Yes

b. No

3) Did you change your typical driving patterns as a result of the turn restrictions?

a. Yes

b. No

c. I don't know

d. I don't drive

Do you agree or disagree with the following statements? (Questions 4-7)

4) Prior to the installation of the turn restrictions, cut-through traffic in the Willows neighborhood was:

a. A serious problem

b. A moderate problem

c. A minor problem

d. Not a problem

5) I think that the turn restrictions have resulted in _____ impacts in the Willows neighborhood.

a. Very positive

b. Somewhat positive

c. Neutral

d. Somewhat negative

e. Very negative

6) I think that the turn restrictions provide _____ benefits than drawbacks for vehicle circulation.

a. Significantly more

b. Slightly more

c. About the same amount of

d. Slightly less

e. Significantly less

7) Do you think the turn restrictions should remain in place permanently?

a. Yes

b. No

c. Some should stay, some should go (describe using question #8)

8) Please describe how the turn restrictions changed your typical driving patterns, or provide any other thoughts you have on the turn restrictions:

9) What is your home zip code?

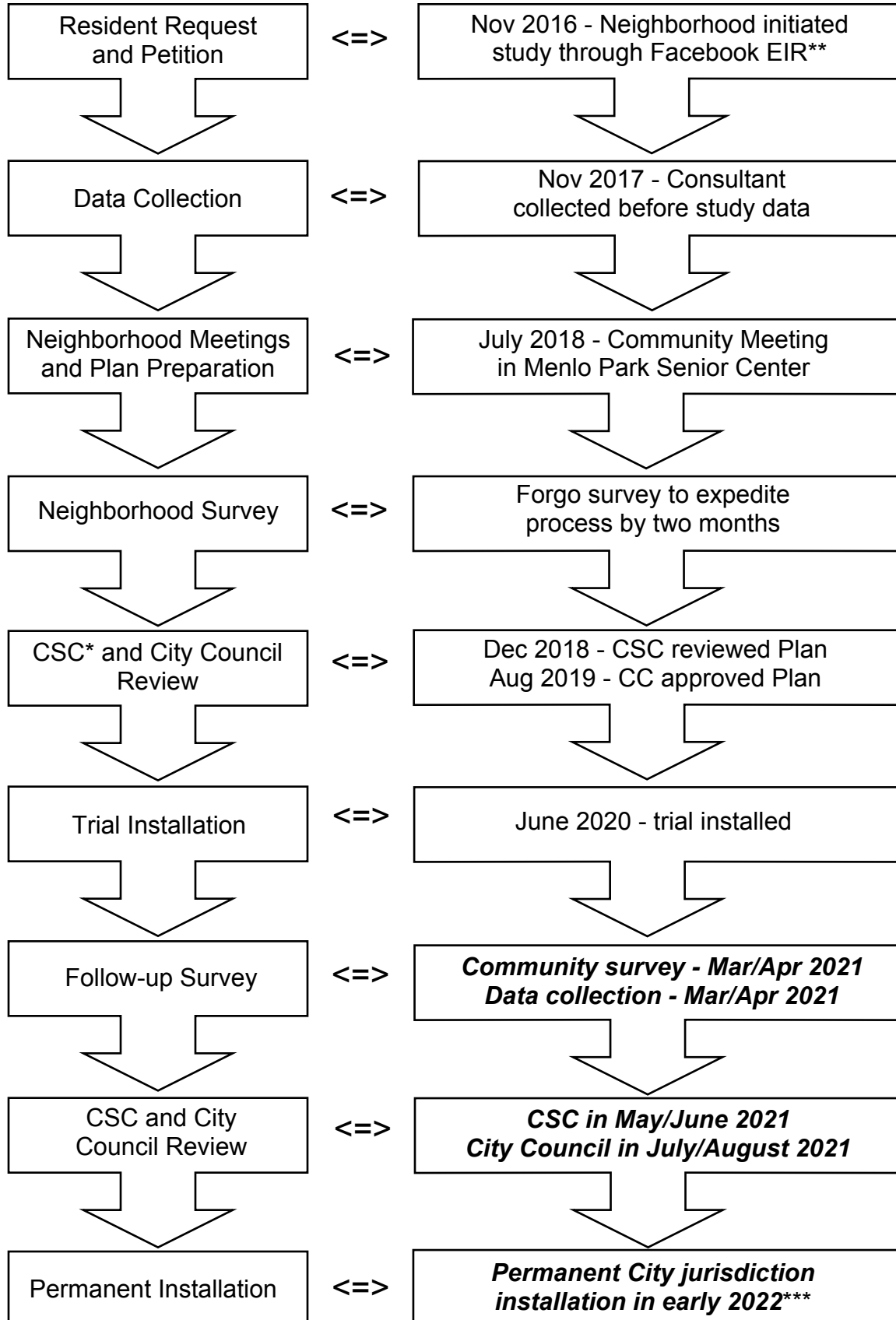
Temporary Turn Restrictions

For duration of Willow Road - U.S. 101 Interchange construction



Standard Neighborhood Traffic Management Program Implementation Process

Adjusted Belle Haven Neighborhood Traffic Calming Plan Implementation Process



* CSC = Complete Streets Commission, ** EIR = Environmental Impact Report
 *** Permanent Caltrans and SFPUC installation schedules depend on third party agencies
Italic text = Adjusted and updated per March 9, 2021 City Council staff report