



STAFF REPORT

City Council

Meeting Date:

8/26/2025

Staff Report Number:

25-120-CC

Public Hearing:

Consider and adopt a resolution to increase aquatic user nonresident fees and subcontractor lane rental fees

Recommendation

Staff recommends that City Council consider and adopt a resolution to increase aquatic user nonresident fees and subcontractor lane rental fees (Attachment A).

City staff is preparing a study session for City Council tentatively in September to review aquatics program updates including attendance data from the summer 2025 season; and to request additional City Council direction related to the aquatics program including options for stabilizing and sustaining the operating hours of both pools.

Policy Issues

City Council provides policy direction to the city manager regarding services to the community; allocates resources to support City services; sets prioritization for the use of City resources to serve the community; and sets user fees and fees for services in the City's master fee schedule.

Background

City Council adopted Resolution No. 6965 April 15 increasing certain aquatics user nonresident fees (Attachment B).

City Council held a public hearing May 13 to consider a proposed increase to subcontractor lane renter fees and a proposed amendment to the aquatics operator agreement. City Council received clarification on outreach efforts by the operator and city, and discussed City Council direction at previous meetings, and took no action related to the proposed fee increase or the proposed amendment (Attachment C).

Analysis

Proposed increases to aquatic user nonresident fees

Staff recommends that City Council consider and adopt a resolution increasing certain aquatic user nonresident fees (Attachment A). The proposed revised fees in Attachment A also marginally reduce some of the corresponding resident fees.

Resident and non-resident fee differentials

An analysis of the proposed fee changes including the percentage values of proposed changes and the percentage differential between resident and non-resident fees is provided in Attachment D. If adopted by City Council, the revised fees would result in nine of the aquatics user resident fees being reduced, and

most aquatics user nonresident fees being approximately 35% higher than the corresponding resident fees. This would align the differential between those aquatics user resident and nonresident fees to be generally consistent with that of the City's other recreation user fees, which typically are set with nonresident fees approximately 35% higher than the corresponding resident fees. Four of the proposed nonresident fees have 25% differentials compared to the resident fees: Child Drop-in Open Swim, Aqua Fit Drop In, and Group Programming; and Master's Drop-In has a 20% differential. The Spectator fee, which is not proposed to change, has a higher 66.7% differential. All fees except lane rentals were rounded to the nearest whole dollar for convenience in order to simplify cash transactions at the swim centers' front counters.

Bundle discounts

The current aquatic fees in Attachment A include a "bundle discount" in which users who register for one aquatics program would be eligible to register for a second program up to 50% off select programs. The bundle discount was first included in the Master Fee Schedule with the initial set of aquatic fees that took effect April 1, 2024. During a more recent review of the proposed fee revisions, the city attorney's office recommended additional clarifying language be placed in the resolution to authorize the discount.

Subcontractor lane rental fee

The resolution in Attachment A would delete the subcontractor lane rental fee, currently \$15 per lane per hour for all rentals, and replace it with two new fees: a resident lane rental fee at \$15 per lane per hour and a nonresident lane rental fee at \$20 per lane per hour. If the replacement fees are adopted by City Council, prospective lane renters would be required to submit to the aquatics operator and City staff the residence addresses of all individual participants in the lane rental to verify the percentage of incorporated City of Menlo Park residents. City staff would reserve the right to undertake verification of individual addresses as needed. Lane rentals would be collected based on the corresponding percentages of incorporated City of Menlo Park residents and non-residents among the rental participants. For example, for a lane rental that is comprised of 60% residents and 40% nonresidents, the resident fee would be applied to 60% of the total charge for rental, and the nonresident fee would be applied to 40% of the total charge for rental.

Impact on City Resources

There is no substantive direct impact to the City's general fund related to the requested action. City of Menlo Park fiscal year 2025-26 operating budget has sufficient resources allocated toward the City's costs to maintain both swim center facilities.

Environmental Review

This report 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, pursuant to the requirements of California Government Code §§66018 and 6062a. Additionally, a public hearing notice was published in The Examiner August 15.

Attachments

A. Resolution

- B. Hyperlink – Staff Report #25-055-CC: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2025-meetings/20250415/11-20250415-cc-aquatics-operator-agreement.pdf
- C. Hyperlink – Staff Report #25-071-CC: menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/city-council/2025-meetings/20250513/11-20250513-cc-aquatic-fees.pdf
- D. Aquatic fee change analysis

Report prepared by:

Sean S. Reinhart, Library and Community Services Director

RESOLUTION NO. XXXX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
INCREASING AQUATICS FEES IN THE MASTER FEE SCHEDULE**

WHEREAS, the City has the authority to impose fees, charges, and rates to offset the costs for municipal services and regulatory programs under its police powers under California Constitution Article XI §7; and

WHEREAS, the City Council has, through prior actions, adopted various fees and charges requested by individual City departments; and

WHEREAS, the City Council deems it advisable and in the best interests of the City to adopt and update fees related to the City's aquatics facilities, included in the City's Master Fee Schedule; and

WHEREAS, the City has calculated the updated fees identified in this resolution in accordance with the requirements of Proposition 26 (California Constitution Article XIII C, § 1(e)) by which the fee amounts are no more than necessary to cover the City's estimated reasonable costs of providing the services, and the costs are proportionately allocated to each fee payor based on their respective benefits from or burdens on the services; and

WHEREAS, the City Council may adopt aquatics fees or charges by resolution; and

WHEREAS, pursuant to Government Code §66016, the data required to be made available to the public before increasing the amount of the fees by this resolution was made available for public review at least ten (10) days before the date of this meeting; and

WHEREAS, notice of a public hearing on the new and increased user fees was published in accordance with Government Code §§66018 and 6062a; and

WHEREAS, a duly noticed public hearing before the City Council was held August 26, 2025, at which public testimony was received and duly considered on the proposed fees.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Menlo Park, hereby approves the fees for certain aquatics related fees as more particularly set forth in the column labeled "proposed new fees effective Aug. 27, 2025," on Exhibit A, attached hereto and incorporated herein by this reference. The City Council hereby authorizes the City Manager to establish a program to offer discounts for registrants that purchase more than one aquatics program in the same season, provided that the discount for any one registrant shall not exceed 50% of the listed fee for one program per season, and the total annual amount of discounts does not exceed the budgeted amount authorized by City Council. This action to approve these modified fees shall result in a corresponding modification to the Master Fee Schedule.

EFFECTIVE DATE: Said modifications to the Master Fee Schedule, set forth in Exhibit A, shall become effective Aug. 27, 2025.

//

//

//

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the twenty-sixth day of August, 2025, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this ___ day of August, 2025.

Judi A. Herren, City Clerk

Exhibits:

A. Master fee schedule adjustments to aquatics fees effective Aug. 27, 2025

Library and Community Services – Aquatics

Master Fee Schedule Aquatics Related Fees, Including Proposed Fees Effective Aug. 27, 2025:

Library and Community Services – aquatics fees		
Fee title	Current fee April 16, 2025	Proposed new fee effective Aug. 27, 2025
Memberships		
Lap and open swim (per month)		
General resident	\$65.00	\$64.00
General non-resident	\$79.00	\$86.00
Senior resident	\$52.00	\$51.00
Senior non-resident	\$65.00	\$69.00
Hyperlocal resident*	\$42.00	\$42.00
Masters (per month)		
General resident	\$114.00	\$102.00
General non-resident	\$132.00	\$138.00
Senior resident	\$91.00	\$91.00
Senior non-resident	\$104.00	\$123.00
Hyperlocal resident*	\$74.00	\$74.00
Aqua fit (per month)		
General resident	\$88.00	\$87.00
General non-resident	\$106.00	\$117.00
Senior resident	\$70.00	\$68.00
Senior non-resident	\$81.00	\$92.00
Hyperlocal resident*	\$57.00	\$57.00
Drop-In		
Lap swim (per visit)		
General resident	\$9.00	\$9.00
General non-resident	\$11.00	\$12.00
Senior resident	\$8.00	\$8.00
Senior non-resident	\$10.00	\$11.00
Hyperlocal resident*	\$6.00	\$6.00
Open swim (per visit)		

Library and Community Services – aquatics fees		
Fee title	Current fee April 16, 2025	Proposed new fee effective Aug. 27, 2025
General resident	\$9.00	\$8.00
General non-resident	\$11.00	\$11.00
General hyperlocal resident*	\$6.00	\$6.00
Child resident	\$5.00	\$4.00
Child non-resident	\$6.00	\$5.00
Child hyperlocal resident*	\$3.00	\$3.00
Family resident	\$24.00	\$23.00
Family non-resident	\$28.00	\$31.00
Family hyperlocal resident*	\$16.00	\$16.00
Spectator resident	\$3.00	\$3.00
Spectator non-resident	\$5.00	\$5.00
Masters (per visit)		
General resident	\$20.00	\$20.00
General non-resident	\$24.00	\$24.00
Hyperlocal resident*	\$13.00	\$13.00
Aqua fit (per session)		
General resident	\$20.00	\$20.00
General non-resident	\$25.00	\$25.00
Hyperlocal resident*	\$13.00	\$13.00
Bundle discount		
Register for one aquatics program, and the same registrant may be eligible to register for a second program up to 50% off select programs.	Varies	Varies
Swim Lessons		
Swim lessons (per ½ hour)		
Group lessons - resident	\$29.00	\$29.00
Group lessons - non-resident	\$36.00	\$39.00
Group lessons - hyperlocal resident*	\$19.00	\$19.00
Private lessons - resident	\$79.00	\$79.00
Private lessons - non-resident	\$91.00	\$107.00
Private lessons - hyperlocal resident*	\$51.00	\$51.00

Library and Community Services – aquatics fees		
Fee title	Current fee April 16, 2025	Proposed new fee effective Aug. 27, 2025
Fee-assisted scholarship (residents only)	\$5.00	\$5.00
Youth Bridge Program		
Youth bridge program (per ¾ hour)		
Youth bridge program - resident	\$24.00	\$24.00
Youth bridge program - non-resident	\$30.00	\$32.00
Youth bridge program - hyperlocal resident*	\$16.00	\$16.00
Youth Camps		
Youth camps (per hour)		
Youth camps - resident	\$23.00	\$19.00
Youth camps - non-resident	\$25.00	\$26.00
Youth camps - hyperlocal resident*	\$15.00	\$15.00
Group Programming		
Group programming (per hour)		
Group programming - resident	\$24.00	\$24.00
Group programming - non-resident	\$30.00	\$30.00
Group programming - hyperlocal resident*	\$16.00	\$16.00
Lane Rental**		
Lane rental (per hour per lane)		
Subcontractor lane rental	\$15.00	See below
Lane rental – resident**	-	\$15.00
Lane rental – nonresident	-	\$20.25

* Hyperlocal fee applies to residents who live or attend K-12 school within the neighborhood service area of the Belle Haven Community Campus.

** Lane rentals are collected based on the corresponding percentages of incorporated City of Menlo Park residents and non-residents among the rental participants. For example: for a lane rental that is comprised of 60% residents and 40% nonresidents, the resident fee would be applied to 60% of the total charge for rental, and the nonresident fee would be applied to 40% of the total charge for rental.

	Current fee April 16, 2025	Proposed new fee Aug. 27, 2025	Time Unit	Percentage change	Amount of proposed change	Percentage differential between proposed resident and non- resident fees
Memberships						
Lap & Open Swim						
General resident	\$65	\$64.00	Monthly	-1.5%	-\$1.00	
General non-resident	\$79	\$86.00	Monthly	8.9%	\$7.00	34.4%
Senior resident	\$52	\$51.00	Monthly	-1.9%	-\$1.00	
Senior non-resident	\$65	\$69.00	Monthly	6.2%	\$4.00	35.3%
Hyperlocal resident*	\$42	\$42.00	Monthly	0.0%	\$0.00	
Masters						
General resident	\$114	\$102.00	Monthly	-10.5%	-\$12.00	
General non-resident	\$132	\$138.00	Monthly	4.5%	\$6.00	35.3%
Senior resident	\$91	\$91.00	Monthly	0.0%	\$0.00	
Senior non-resident	\$104	\$123.00	Monthly	18.3%	\$19.00	35.2%
Hyperlocal resident*	\$74	\$74.00	Monthly	0.0%	\$0.00	
Aqua Fit						
General resident	\$88	\$87.00	Monthly	-1.1%	-\$1.00	
General non-resident	\$106	\$117.00	Monthly	10.4%	\$11.00	34.5%
Senior resident	\$70	\$68.00	Monthly	-2.9%	-\$2.00	
Senior non-resident	\$81	\$92.00	Monthly	13.6%	\$11.00	35.3%
Hyperlocal resident*	\$57	\$57.00	Monthly	0.0%	\$0.00	
Drop-in						
Lap swim						
General resident	\$9	\$9.00	Per visit	0.0%	\$0.00	
General non-resident	\$11	\$12.00	Per visit	9.1%	\$1.00	33.3%
Senior resident	\$8	\$8.00	Per visit	0.0%	\$0.00	
Senior non-resident	\$10	\$11.00	Per visit	10.0%	\$1.00	37.5%
Hyperlocal resident*	\$6	\$6.00	Per visit	0.0%	\$0.00	
Open swim						
General resident	\$9	\$8.00	Per visit	-11.1%	-\$1.00	
General non-resident	\$11	\$11.00	Per visit	0.0%	\$0.00	37.5%
General hyperlocal resident*	\$6	\$6.00	Per visit	0.0%	\$0.00	
Child resident	\$5	\$4.00	Per visit	-20.0%	-\$1.00	
Child non-resident	\$6	\$5.00	Per visit	-16.7%	-\$1.00	25.0%
Child hyperlocal resident*	\$3	\$3.00	Per visit	0.0%	\$0.00	
Family resident	\$24	\$23.00	Per visit	-4.2%	-\$1.00	
Family non-resident	\$28	\$31.00	Per visit	10.7%	\$3.00	34.8%
Family hyperlocal resident*	\$16	\$16.00	Per visit	0.0%	\$0.00	
Spectator resident	\$3	\$3.00	Per visit	0.0%	\$0.00	
Spectator non-resident	\$5	\$5.00	Per visit	0.0%	\$0.00	66.7%
Masters						
General resident	\$20	\$20.00	Per visit	0.0%	\$0.00	
General non-resident	\$24	\$24.00	Per visit	0.0%	\$0.00	20.0%
Hyperlocal resident*	\$13	\$13.00	Per visit	0.0%	\$0.00	
Aqua fit						
General resident	\$20	\$20.00	Per visit	0.0%	\$0.00	
General non-resident	\$25	\$25.00	Per visit	0.0%	\$0.00	25.0%
Hyperlocal resident*	\$13	\$13.00	Per visit	0.0%	\$0.00	
Swim lessons						
Group lessons - resident	\$29	\$29.00	Per 1/2 hour	0.0%	\$0.00	
Group lessons - non-resident	\$36	\$39.00	Per 1/2 hour	8.3%	\$3.00	34.5%
Group lessons - hyperlocal resident*	\$19	\$19.00	Per 1/2 hour	0.0%	\$0.00	
Private lessons - resident	\$79	\$79.00	Per 1/2 hour	0.0%	\$0.00	
Private lessons - non-resident	\$91	\$107.00	Per 1/2 hour	17.6%	\$16.00	35.4%
Private lessons - hyperlocal resident*	\$51	\$51.00	Per 1/2 hour	0.0%	\$0.00	
Fee-assisted scholarship (residents only)	\$5	\$5.00	Per 1/2 hour	0.0%	\$0.00	
Youth bridge program						
Youth bridge program - resident	\$24	\$24.00	Per 45 minute	0.0%	\$0.00	
Youth bridge program - non-resident	\$30	\$32.00	Per 45 minute	6.7%	\$2.00	33.3%
Youth bridge program - hyperlocal resident	\$16	\$16.00	Per 45 minute	0.0%	\$0.00	
Youth camps						
Youth camps - resident	\$23	\$19.00	Per hour	-17.4%	-\$4.00	
Youth camps - non-resident	\$25	\$26.00	Per hour	4.0%	\$1.00	36.8%
Youth camps - hyperlocal resident*	\$15	\$15.00	Per hour	0.0%	\$0.00	
Group programming						
Group programming - resident	\$24	\$24.00	Per hour	0.0%	\$0.00	
Group programming - non-resident	\$30	\$30.00	Per hour	0.0%	\$0.00	25.0%
Group programming - hyperlocal resident	\$16	\$16.00	Per hour	0.0%	\$0.00	
Subcontractor lane rental						
Subcontractor lane rental	\$15	**See below	Per lane per hour			
Lane rental – resident**	-	\$15.00	Per lane per hour	0.0%	\$0.00	
Lane rental – nonresident	-	\$20.25	Per lane per hour	35.0%	\$5.25	35.0%

*Hyperlocal fee applies to residents who live or attend K-12 school within the neighborhood service area of the Belle Haven Community Campus.

**Lane rentals are collected based on the corresponding percentages of incorporated City of Menlo Park residents and non-residents among the rental participants. For example: for a lane rental that is comprised of 60% residents and 40% nonresidents, the resident fee would be applied to 60% of the total charge for rental, and the nonresident fee would be applied to 40% of the total charge for rental.