

# Parks & Recreation Commission



## REGULAR MEETING AGENDA

**Date:** 2/24/2016  
**Time:** 6:30 p.m.  
**Arrillaga Family Recreation Center**  
**Cypress Room**  
**700 Alma St., Menlo Park, CA 94025**

### A. Call To Order

### B. Roll Call

### C. Public Comment

Under "Public Comment," the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission 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 Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

### D. Presentations and Proclamations

- D1. Presentation and discussion regarding Aquatics Contractor Annual Report ([attachment](#))

### E. Regular Business

- E1. Accept Commission minutes for meeting of January 27, 2016 ([attachment](#))
- E2. Review and provide feedback on proposed changes to the City's Master Fee Schedule for the Community Services Department for FY 2016-17 ([attachment](#))
- E3. Review and approve Commission Quarterly Report to the City Council ([attachment](#))

### F. Reports and Announcements

- F1. Parks and Recreation Commissioner Reports (Marianne Palefsky)
- F2. Community Services Director's update and announcements ([attachment](#))

### G. Adjournment

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At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either

before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

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## STAFF REPORT

### City Council

**Meeting Date:**

**2/24/2016**

**Staff Report Number:**

**16-004-PRC**

**Presentation:**

**Review and provide feedback on Aquatics Contractor Annual Report**

### Recommendation

City staff recommends that the Parks and Recreation Commission receive and provide feedback on the Aquatics Contractor Annual Report.

### Policy Issues

The current lease agreement with the Menlo Swim and Sport requires an annual presentation in February of each year to the Parks and Recreation Commission.

### Background

A detailed background on the history of Menlo Park's pool operations and the evolution of the current contract with Menlo Swim and Sport can be found in the attached Parks and Recreation Commission report from their meeting on February 25, 2015 (Attachment A).

The current lease agreement with Menlo Swim and Sport requires an annual presentation in February of each year to the Parks and Recreation Commission reporting on:

- total program hours by program area
- participation statistics by program area including resident and non-resident percentages
- customer satisfaction survey results
- user group feedback by program area or rental
- pool schedule and allocation by program for previous year and projections to the upcoming year
- fees by program area and fee comparison to other public pools in the region
- evidence that annual audits and reviews demonstrating standards of care are being met
- risk management documentation, and more.

Last year's Aquatics Contractor Annual Report and presentation to the Commission was an important milestone, as the current lease to operate the City's aquatic facilities is set to expire in May 2016. The Commission's discussion included an overview of the RFP process, weighing the pros and cons of a lease extension versus a complete RFP process, a review of the annual report and current contractor's performance, a question/answer session, and preliminary discussion about potential terms of a new lease agreement. Possible lease/contract terms discussed included a longer term for the agreement which would allow for greater stability, a requirement for year-round operation of Belle Haven Pool and maintaining any previous agreements to ensure community access and scheduling for such groups as the SOLO Swim Team. At this meeting the Commission tabled further discussion on any potential contract renewal to allow the pool contractor to respond to some of the questions that the Commission presented, receive community feedback into the process and consider terms of the agreement in order to better formulate a

recommendation for staff to present to the City Council.

At their March 25, 2015 meeting, the Parks and Recreation Commission welcomed public comment on the subject of renewing and extending the lease with Menlo Swim and Sport versus engaging in an RFP process. At that meeting, the Commission discussed the lack of compelling arguments in favor of a RFP process and determined that an invitation for alternate providers was not likely to result in potential bidders who could provide the level of service of the current provider as well as a monthly lease payment to the City. The Commission voted unanimously in support of staff developing a term sheet for the extension of the lease agreement with Menlo Swim and Sport and emphasized their desire that year-round operation of the Belle Haven Pool continue as part of the lease extension and previous agreements with outside user groups are maintained to ensure maximum community accessibility.

On May 5, 2015, the City Council received a staff report to approve the Parks and Recreation Commission's recommendation to negotiate with Menlo Swim and Sport to extend the current lease agreement for the City's aquatic operations. After receiving public comment and providing direction to staff on the negotiation process, the Council approved the Commission's recommendation and directed staff to negotiate with Menlo Swim and Sport.

## Analysis

Since entering into a public/private partnership with the City of Menlo Park in 2006, Menlo Swim and Sport's unique business model allows them to promote healthy, balanced lifestyles through aquatic sports and outdoor family activity. In cooperation with the City of Menlo Park, Menlo Swim and Sport makes full use of the City's aquatic facilities by providing a proactive model of sports and aquatic programming. There are few, if any, municipally-owned pool operations on the Peninsula that compare to what is offered at the Burgess Pool in terms of the number of hours, level of convenience or breadth of programming. One example is the availability of lap swim in Menlo Park. Most pools, such as Rinconada in Palo Alto, Eagle Park in Mountain View or Herkner in Redwood City offer set times for individuals to do Lap Swim such as 6-9 a.m. in the morning and 6-8 p.m. in the evening, which works for some customer's schedules but not for all. At Burgess Pool, Lap Swim is available anytime during the day when the pool is open. It is estimated that more than 488,000 users visit the Burgess Pool facility, and 16,000 users visit the Belle Haven Pool facility on an annual basis. Menlo Swim and Sport's approach has enabled it to offer a broad and diverse range of programming that includes such activities and programs as:

- aquafit
- multi-sport day camps
- lap swim, open swim
- master swim
- water polo
- competitive swim
- swim school
- personal and triathlon training.

Its business model also makes use of numerous partnerships for success. Through its partnership with Facebook and the City, Menlo Swim and Sport has been able to maintain year-round operations of the Belle Haven Pool. A significant partnership with the Beyond Barriers Athletic Foundation (BBAF) has helped to bring swim lessons and water polo coaching to lower income youth in Belle Haven and the East Palo Alto communities. At its peak, the Belle Haven swim school saw 431 unique students and the growth of Brenda Villa's Belle Haven Water Polo Program to almost 50 members this past year. The BBAF was able to subsidize 1,949 Belle Haven swim lessons and 1,827 Belle Haven water polo lessons. Other partnerships include those with Beechwood School to provide lessons to children and adults and the Ravenswood Health

Clinic to provide Aquafit classes at Belle Haven Pool.

In 2015, Menlo Swim and Sport experienced continued, steady growth of its core programming at its Burgess Pool facility and maintained continued year-round operations at the Belle Haven facility, beyond the required 10-week summer period. It also reported its best year at Belle Haven Pool with an increase in swim lessons and open swim drop-in users. They are providing more swim lessons to the community and attracting more members of the community to come enjoy the aquatic facilities. Also this year, Menlo Mavericks Water Polo team attended Junior Olympics in Orange County and sent a 10 and under co-ed team and a 14 and under girls team to the competition. A complete review of the past year is included in the Aquatics Contractor Annual Report (Attachment B).

### **Impact on City Resources**

Since the current contract with Menlo Swim and Sport was implemented in May of 2006, the City's General Fund savings is estimated to have been between \$450,000 and \$550,000 annually. At the time the original contract was negotiated, there were few contractors available for this type of work and the estimated annual savings was seen as a fair and appropriate return for the contractor's use of a City facility. In addition, compared to other cities in the area providing an estimated average subsidy of \$500,000 per year per pool, the City benefited from the ability to offer high quality programs with little financial impact to the General Fund. Since Menlo Swim and Sport now has experience perfecting their business model, the current lease agreement requires a rental fee for the Burgess Facility as well as assumption of expenses for operating the Belle Haven Pool year round. The total general fund savings is \$90,000 annually for Belle Haven Pool operations alone (total expenses the last year the City operated Belle Haven Pool for 8 weeks), and an additional \$36,000 in annual revenue for Burgess Pool rental payments, for an annual net impact of \$126,000.

### **Environmental Review**

This item does not require environmental review.

### **Public Notice**

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

### **Attachments**

- A. Parks and Recreation Commission Staff Report for the Aquatics Contract Annual Report February 25, 2015
- B. Menlo Swim and Sport's Annual Report to the City of Menlo Park February 17, 2016

Report prepared by:  
Derek Schweigart  
Community Services Manager

# Memo

To: Parks and Recreation Commission

From: Derek Schweigart, Community Services Manager

Date: February 25, 2015

Re: Aquatics Contractor Required Annual Report

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## Background

The City of Menlo Park has provided aquatics programs at Burgess Park since the 1960's and at the Belle Haven pool since the 1980's. In 2006, the Burgess Pool was extensively renovated using Measure T bonds, including addition of a 25 meter x 25 yard lap pool, 25 yard x 50 foot instructional pool, a wading pool with a mushroom splash feature, locker rooms, showers, a central lobby, support offices and concrete pool decks. Prior to the renovation, the annual net cost to operate the pool was roughly \$590,000.

The Belle Haven Pool was traditionally operated by the City mid-June through late August and averaged about 5,500 participants per season. Prior to being contracted out to Menlo Swim and Sport in 2011, the 2010-2011 budget for the Belle Haven pool was \$184,000 which included the cost of City staffing and utilities.

Prior to completing the construction of the Burgess project and opening the facility in 2006, the City had undertaken a community-based budget process called *Your City/Your Decision*, the results of which provided guidance for making difficult budget reductions. As a result of this process, the aquatics budget was identified for reduction. Due to the nature of public aquatic programs and facilities, achieving full cost recovery was not seen as possible, given that the new facility -- with multiple pools -- would have higher costs than previously incurred. Several options for cost savings were discussed, including reduced operational hours, pool closure during winter months, and closing the Belle Haven pool entirely. An alternative solution was reached in May 2006, when the City of Menlo Park entered into a Lease Agreement with a private contractor, Menlo Swim and Sport, to operate the Burgess facility and provide aquatic programming year-round for five years. This original lease agreement expired in May, 2011.

In April 2010, the City began seeking proposals from aquatic providers to operate the Burgess Aquatic Facility and the aquatic programming with the expiration of the original lease with Menlo Swim and Sport. In addition, as a part of the development of long term budget cutting strategies, staff decided to include the option to bid on operations at the Belle Haven Pool.

The Parks and Recreation Commission developed the general RFP requirements and appointed an RFP review subcommittee that included residents, pool users, City staff and aquatics experts.

### **Overview of the Pool RFP Process**

The required scope of services for the Burgess Pool site included permitting operations between the hours of 5 a.m. and 10 p.m. seven days a week and 365 days a year. The RFP required that bidders provide, at a minimum, the following aquatic services: Recreational/Open Swimming, Swim Lessons, Lap Swimming, Masters Swimming, Swim Team, and Community Rentals. Additional proposal requirements for the Belle Haven Pool included opening the site for public use a minimum of 9 am to 7 pm during the summer season for, at a minimum, swim lessons, recreation/open swim, and lap swim.

The RFP required respondents to ensure that fees charged for public lap swimming, open/recreational swim, and swim lessons be comparable to rates and fees charged by other public facilities in surrounding communities and that rental space for other community organizations and users be provided on a reasonable and comparable fee basis. The RFP also required that the Belle Haven Pool remain an accessible community resource for the Belle Haven neighborhood and that Belle Haven Pool fees not exceed an approved rate or increase without prior City approval. The RFP indicated that all fees will be subject to review by City staff and the Parks & Recreation Commission for public input as part of an annual review process.

Similarly, the RFP required the bidder to demonstrate how they would remain in compliance with all city, county, state, and federal laws and regulations related to pool and aquatic program operations. The Provider was required to maintain health and safety standards, take all appropriate and necessary steps to provide adequate risk management and acquire and maintain Workers' Compensation, Employer Liability, and Commercial General Liability insurance through company/ies approved by the City. The RFP also stated that the City reserves the right to conduct or require periodic and regular site inspections and operational audits either internally or by outside aquatic experts.

The RFP required that the Provider be responsible for the maintenance of the equipment and facility at Burgess Pool including:

- Three pools
- Offices
- Lobby
- Locker Rooms & Shower Area
- Restrooms
- Pool Decks
- Lawn Area
- Supply Storage Areas
- Equipment/Mechanical Rooms
- Chemical Storage Areas
- Lights on Premises

The RFP required that the Provider be responsible for the maintenance of the equipment and facility at Belle Haven Pool including:

- Two pools
- Office Area

- Locker Rooms & Shower Area
- Restrooms
- Pool Decks
- Supply Storage Areas
- Equipment/Mechanical Rooms
- Chemical Storage Areas
- Lights on Premises

The RFP asked the bidder to assume sole financial responsibility for the operation, maintenance, and expenses of the pool sites including

- The full cost of the separately metered utilities including electrical, gas, and water.
- The full cost of pool chemicals and equipment, janitorial services, building and equipment maintenance, and grounds maintenance to the same standards as performed by the City or per manufacturer or industry guidelines.
- The actual cost of the City staff time to provide contract oversight including costs of the Finance, Community Services, and Public Works Departments.

The RFP required the Provider to pay a rental fee for the usage of the Burgess Pool with options for providing services at the Belle Haven Pool. Respondents were asked to provide proposals for all three of the following lease agreements:

A. A monthly lease payment for the Burgess Aquatics Center

B. A monthly lease payment for the Burgess Aquatics Center and provision of seasonal pool operations at the Belle Haven Pool

C. A monthly lease payment for the Burgess Aquatics Center and provision of annual pool operations at the Belle Haven Pool

### **RFP Distribution and Response**

The RFP was issued on August 30, 2010. The RFP was sent to three pre-qualified providers including Menlo Swim and Sport (current provider), California Sports Center (currently operating pools in the City of San Jose) and SOLO Aquatics (current Burgess Pool renter and swim club). In addition, the City sent the RFP to twelve other private aquatics operators in the area, predominately swim schools. Two proposals were submitted to the City, including proposals from Menlo Swim and Sport and SOLO Aquatics. After extensive community input and debate by the Committee, the Parks and Recreation Commission recommended approval of a lease agreement with Menlo Swim and Sport. It is estimated that this process, which took place over roughly a year, consumed more than 1000 hours of City staff time, including the City Attorney, City Manager, Community Services Director, Assistant Public Works Director and Community Services Manager.

### **Balancing Public and Provider Needs in an Appropriate Business Model**

As a private-public partnership, the lease agreement is constructed to allow the operator to implement a successful business model resulting in enough profit to allow a lease payment as well as a fair return to the operator. The assumption is that maintaining a fair and reasonable profit for the operator while balancing community needs is important to maintaining the long-term quality and success of the aquatics programs. In exchange for a reasonable profit, the operator will be expected to maintain certain standards and serve a wide spectrum of aquatic users. The lease also allows the contractor to operate with a high degree of autonomy given their position as the direct service provider closest to the end



users and the deepest understanding of the program needs for the entire aquatics community that this position implies.

While the City, through the work of staff and the Parks and Recreation Commission, provides oversight of overall operations and ensures community satisfaction and safety, the contractor is responsible for daily operations, schedules, fees, maintenance, customer communication, and the core functions of aquatics programs. The business model implied in the lease allows for competition in order to provide the highest quality programs, whether provided by the operator directly, by a rental group or additional contractor, or by both. Competition and choices allow participants options and meets the diverse needs of the community. In addition, the business model allows the provider to offer new programming and develop creative ideas to supplement traditional and long-standing aquatics programming. This allows the operator to meet the ever-changing and evolving needs of the community.

### **Rental Payment**

In determining the appropriate rental payment for the lease agreement, staff considered the following:

- Impact of the rental fee on the long-term sustainability of the operator
- Impact of the rental fee on the operator's ability to maintain high quality programming
- Impact of the rental fee on the operator's ability to maintain participant safety
- The impact of existing program subsidies and community benefit
- City General Fund savings from elimination of utilities, chemicals, maintenance and other costs
- The limitations of the physical capacity of the pool and the result on the operator's ability to generate additional revenue
- The age of the pool and the increasing cost of maintenance over time

The Lease Agreement (Attachment A) requires MSS to provide an annual report to the Commission in February of each year that includes:

- a. Total program hours by program area;
- b. Participation statistics by program area including resident and non-resident percentages;
- c. Customer satisfaction survey results;
- d. User group feedback by program area or rental;
- e. Pool schedule and allocation by program for previous year and projections to the upcoming year;
- f. Fees by program area and fee comparison to other public pools in the region;
- g. Annual audits and reviews demonstrating standards of care, outlined in Section 11, below, are met;
- h. Risk management documentation, outlined in Section 12, below; and
- i. Training certifications listed by staff members.

### **Discussion**

The 2015 report, being received this month by the Commission, is an important milestone, as the current Lease expires in May of 2016, and the Commission will be asked to recommend to the Council an extension of the lease for an additional time period to be determined, or another RFP process, which would need to begin in May of this year.

City staff is requesting that the Parks and Recreation Commission consider the following questions in order to provide feedback and direction on the topic of a lease extension or an RFP process:

1. Given the performance record of MSS as well as a lack of other qualified aquatics providers and the staff time required for a full RFP process, does the Commission support a contract extension with MSS?
2. If so, what questions does the Commission have about Aquatics operations, the current provider and the current lease that would provide a basis for input in changes to the lease to include in an extension?, an RFP process or other options? Additional information may include, but not be limited to, contracted service examples and best practices in other Parks and Recreation agencies.
3. If the Commission does not support a lease extension at this time, what additional information is needed in order to weigh the pros and cons of a lease extension versus a complete RFP process?
4. What are the next steps the Commission would like to take?

### **Suggested Time Line**

City staff suggest the following time line for developing a recommendation to the Council on this topic:

February meeting:	Review annual report from MSS Discuss above focus questions and others Direct staff on additional information needed, if any
March meeting:	City staff provide update to the Commission on information requested and proposed process. Commission recommend lease changes / stipulations
April meeting:	Commission finalize recommend lease extension (or RFP process)
May meeting:	Recommendation to Council to extend lease or issue RFP\

### **Attachments:**

1. MSS Annual Report to City of Menlo Park 2015
2. Team Sheeper, LLC Lease Agreement 2011



# **Menlo Swim and Sport**

Annual Report to the City of Menlo Park

February 18, 2015

## Menlo Swim and Sport

Total Amount of Program Hours by Program	4
Participation Statistics by Program	6
Customer Satisfaction Survey Results	7
Pool Schedule and Space Allocation by Program	9
Pricing Structure	17
Annual Audits and Review Demonstrating Standards of Care	17
Risk Management Documentation	18
Staff Training Certifications	19
Facility Maintenance	19
Program Transition to Include Lane Changing Coordination	20
Description of Programs	20
Special Events and Accomplishments	22
Charitable Organizations	23
Menlo Swim and Sport Goals for 2015	24

# Annual Report to the City of Menlo Park

Menlo Swim and Sport entered into a public/private partnership with the City of Menlo Park to operate the Burgess Pool in May 2006. The company is dedicated to serving the community by promoting healthy, balanced lifestyles through aquatic sports and outdoor family activity. In cooperation with the City of Menlo Park, Menlo Swim and Sport endeavors to make full use of the facility by providing a proactive approach to sports and aquatic programming.

It is estimated that more than 488,000 people visit the Burgess Pool facility, and 15,500 people visit the Belle Haven Pool facility on an annual basis.

In 2014, Menlo Swim and Sport experienced continued, steady growth of its core programming at its Burgess Pool facility and maintained continued year-round operations at the Belle Haven facility, beyond the required 10-week summer period.

This report reflects the most complete information that Menlo Swim and Sport has relative to the requested areas of interest indicated by the City of Menlo Park.

## Total Amount of Program Hours by Program

Menlo Swim and Sport provided the following programming at the Burgess Pool Facility:

BURGESS POOL PROGRAMMING - 2014	
Program	Program Hours
Aqua Fit	12 classes/week
Camp Menlo	25 hours/week (summer and school holidays)
Beyond Studio Cycling	10 workouts/week
Lap Swim	85 hours/week - fall & winter 88 hours/week - spring & summer
Masters Swimming	21 hours/week
Masters Water Polo	3.5 hours/week
Menlo Fit/Boot Camp	21 hours/week
Menlo Mavericks (Swim)	15 hours/week
Menlo Mavericks (Polo)	4.5 hours/week
Open Swim	38.25 hours/week - fall & winter 56 hours/week - spring & summer
Personal Training	20 hours/week
Swim School - Youth	50 hours/week
Triathlon Team - Adult	18 hours/week
Water Safety Classes	37.5 hours/quarter
SOLO Aquatics	7.5 hours/week
Team in Training (TNT)	3.5 hours/week

## TOTAL AMOUNT OF PROGRAM HOURS BY PROGRAM AREA

Menlo Swim and Sport provided the following programming at the Belle Haven Pool Facility

BELLE HAVEN POOL PROGRAMMING - 2014	
Program	Program Hours
Aqua Fit	2 hours/week
Camp Menlo	25 hours/week (summer)
Lap Swim	15 hours/week (non-summer) 44 hours/week (summer)
Menlo Mavericks (Polo)	10 hours/week
Open Swim	15 hours/week (non-summer) 35 hours/week (summer)
Personal Training	1 hours/week
Swim School - Youth	21 hours/week (summer)

## Participation Statistics by Program

### PARTICIPATION STATISTICS BURGESS

BURGESS POOL PARTICIPATION STATISTICS		
Program Area	2014 Participation	2013 Participation
Aqua Fit	88 active online memberships, approximately 292 drop-ins per year.	59 active online memberships, approximately 173 drop-ins per year.
Camp Menlo	1,500 participants annually	1,300 participants/annually
Beyond Studio Cycling	12 active online memberships Drop-ins: 157	15 active online memberships Drop-ins: 140
Lap Swim	18,754 drop in customers Approximately 249 customers with monthly lap swim memberships	22,000 drop in customers Approximately 245 customers with monthly lap swim memberships
Masters Swimming	300+ active members	300+ active members
Masters Water Polo	20 active members	25 active members
Menlo Fit/Boot Camp	65 active members Drop In: 33	Approximately 330 participants/week
Menlo Mavericks (Swim/Polo)	Non-summer: 355 Summer: 320	Non-summer: 250 members Summer: 380 members
Open Swim	23,350 drop-in customers 53 Summer Family Swim Passes	30,000 drop-in customers 50 Summer Family Swim Passes
Personal Training	Approximately 65/month	Approximately 180/month
Swim School - Youth	Approximately 1,250 students per week, or 60,000 lessons given annually.	Approximately 1,250 students per week, or 60,000 lessons given annually.
Triathlon Team - Adult	80 members	80 members
Water Safety Classes	111 certifications	146 certifications
SOLO Aquatics	Estimated at 80 members	Estimated at 80 members
Team in Training (TNT)	100-150 people per quarter	100-150 people per quarter



## **PARTICIPATION STATISTICS - BELLE HAVEN**

<b>BELLE HAVEN POOL PARTICIPATION STATISTICS</b>		
<b>Program Area</b>	<b>2014 Participation</b>	<b>2013 Participation</b>
Aqua Fit	7/week - summer	2/week - summer
Camp Menlo	15/week - summer	10/week - summer
Lap Swim - Members	4/week - year-round	19/week - year-round
Lap Swim - Drop In	11/week - year-round	27/week - year-round
Menlo Mavericks (Polo)	60/week - year-round	35/week - year-round
Open Swim - Drop In	22/week - year-round average	62/week - summer
Swim School	80/week - summer	88/week - summer

## **Customer Satisfaction Survey Results**

### **INCLUDES USER GROUP FEEDBACK BY PROGRAM AREA OR RENTAL**

Menlo Swim and Sport conducted an annual survey of various pool user groups in 2014, which was made available online and in paper form at the front desk. Links to the online survey were provided to facility users via the Menlo Swim and Sport monthly newsletter. Facility users were also notified that a paper based version of the survey was available. Team in Training and SOLO were provided with links to the survey; however, data was not received from either group. The results are documented below.

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The following questions were asked of Menlo Swim and Sport aquatic participants:

1. As a direct result of participating at the pool, I (or my child) have improved upon or developed a new skill.
2. As a direct result of participating at the pool, I (or my child) feel closer to my community.
3. My (or my child's) participation in aquatics programs supports a healthy lifestyle.
4. My (or my child's) participation in aquatics programs contributes to my (or my child's) individual growth and development.

MENLO SWIM AND SPORT PARTICIPANTS - 2014 SURVEY RESPONSES				
Answer Options	Question #1	Question #2	Question #3	Question #4
Strongly Agree	47.59%	21.69%	73.49%	46.99%
Agree	39.16%	41.57%	22.29%	33.73%
Neither Agree Nor Disagree	9.64%	31.93%	3.01%	16.27%
Disagree	1.81%	4.22%	0.6%	1.2%
Strongly Disagree	1.81%	0.6%	0.6%	1.81%

The following questions were asked of the Belle Haven Pool aquatic participants:

1. As a direct result of participating at Belle Haven Pool, I (or my child) have improved upon or developed a new skill.
2. As a direct result of participating at Belle Haven Pool, I (or my child) feel closer to my community.
3. My (or my child's) participation in aquatics programs supports a healthy lifestyle.
4. My (or my child's) participation in aquatics programs contributes to my (or my child's) individual growth and development.

#### **BELLE HAVEN POOL**

BELLE HAVEN POOL PARTICIPANTS - 2014 SURVEY RESPONSES				
Answer Options	Question #1	Question #2	Question #3	Question #4
Strongly Agree	75%	26.31%	80%	52.63%
Agree	20%	57.89%	20%	42.1%
Neither Agree Nor Disagree	5%	10.52%	n/a	5.26%
Disagree	n/a	5.26%	n/a	n/a
Strongly Disagree	n/a	n/a	n/a	n/a

## **Pool Schedule and Space Allocation by Program**

### **INCLUDES PREVIOUS YEAR AND PROJECTIONS FOR 2015**

Menlo Swim and Sport tracks its pool schedule and allocation of pool space by program area for both the Instructional Pool and the Performance Pool via monthly calendars. The records for January through December 2014 are attached to this document. The pool schedule and allocation for specific programs for 2015 will likely be consistent with the 2014 schedule. Minor changes to the schedule occur based on the modification or creation of new programs.

## Fee Comparison by Program Area to Other Public Pools in the Region

FEE COMPARISON - 2015						
Program	Burgess Pool - Menlo Park	Belle Haven - Menlo Park	Rinconada Pool - Palo Alto	Eagle Park Pool - City of Mountain View	Fremont H.S. Pool - Sunnyvale (California Sport Center)	Herkner Pool - Redwood City
Aqua Fit (Water Exercise)	Drop In: \$20/ class  \$79/month  <b>Senior &amp; Student:</b> Drop In: \$14/ class  \$59.25/ month	Drop In: \$15/ class  \$40/month  <b>Senior &amp; Student:</b> Drop In: \$11.50  \$28/month	n/a	n/a	n/a	n/a
Camp Menlo	\$345/wk.	\$335 Performance Water Polo  \$260 Beginning WP & Spanish Immersion	n/a	n/a	<b>Resident</b> 1/2 Day: \$185 Full Day: \$340  <b>Non-Resident</b> 1/2 Day: \$210 Full Day: \$366	n/a
Indoor Cycling	Drop In: \$20/ class  \$79/month	n/a	n/a	n/a	n/a	n/a

FEE COMPARISON - 2015						
Program	Burgess Pool - Menlo Park	Belle Haven - Menlo Park	Rinconada Pool - Palo Alto	Eagle Park Pool - City of Mountain View	Fremont H.S. Pool - Sunnyvale (California Sport Center)	Herkner Pool - Redwood City
Lap Swim	<b>Resident</b> Youth: \$4 Adult: \$6 Family: \$15 Senior & Student: \$5  \$47/month  <b>Non-Resident</b> Youth: \$5 Adult: \$7 Family: \$18 Senior & Student: \$6  \$54/month	<b>Resident</b> Youth: \$3 Adult: \$4 Family: \$12 Senior & Student: \$4  \$40/month  <b>Non-Resident</b> Youth: \$3 Adult: \$5 Family: \$15 Senior & Student: \$4  \$45/month	<b>Non-Member</b> Adult: \$5 Senior (60+): \$3  <b>Member - Resident</b> Adult: \$3.50 Senior (60+): \$2 Youth: \$3  <b>Member - Non-Resident</b> Adult: \$4 Senior (60+): \$2.50 Youth: \$3.50	<b>Resident</b> (25 Swims) - \$87.50  <b>Non-Resident</b> (25 Swims) - \$109  <b>Resident Senior:</b> (25 Swims) - \$30  <b>Non-Resident Senior:</b> (25 Swims) - \$38  <b>Resident</b> (1 Swim) - \$5  <b>Non-Resident</b> (1 Swim) - \$6	<b>Resident</b> Drop-in: \$6 12-punch: \$52 Monthly: \$50 Senior (55+): \$35  <b>Non-Resident</b> Drop-in: \$8 12-punch: \$62 Monthly: \$60 Senior (55+) \$45	<b>Fees</b> Youth: \$3 Adults 18-59: \$5 Senior (60+); \$3

FEE COMPARISON - 2015						
Program	Burgess Pool - Menlo Park	Belle Haven - Menlo Park	Rinconada Pool - Palo Alto	Eagle Park Pool - City of Mountain View	Fremont H.S. Pool - Sunnyvale (California Sport Center)	Herkner Pool - Redwood City
Masters Swimming	\$79/month  Drop In: \$20/class  Student/Sr. Drop In: \$14/class	\$40/month	Monthly dues: \$55 (\$50 for seniors 65+)  Discounted semi-annual dues: \$300 (\$270 for seniors 65+)  Drop-in: \$8	Resident: \$45 per month  Non-Resident: \$55 per month  Resident married couple: \$80 per month  Non-Resident married couple: \$100 per month	Resident Drop-in: \$10 10 punch: \$64 Senior 10 punch: \$43  Non-Resident Drop-in: \$11 10 punch: \$74 Senior 10 punch: \$53  Masters monthly Resident: \$57 Non-Resident: \$67	n/a
Masters Water Polo	\$79/month  Drop In: \$20/class  Student/Sr. Drop In: \$14/class	n/a	n/a	n/a	n/a	n/a
Menlo Fit	<b>All Access</b> \$185/month  Drop In: \$20/class  Student/Sr. Drop In: \$14/class	n/a	n/a	n/a	n/a	n/a

FEE COMPARISON - 2015						
Program	Burgess Pool - Menlo Park	Belle Haven - Menlo Park	Rinconada Pool - Palo Alto	Eagle Park Pool - City of Mountain View	Fremont H.S. Pool - Sunnyvale (California Sport Center)	Herkner Pool - Redwood City
Youth Competitive Swim Team	<b>Level 1</b> \$55 to \$75 per month	1/wk: \$55/month	Offered by PASA	Offered by Los Altos - Mountain View Aquatics	<b>Pre-Comp</b> Option 2 includes 15 minutes of extra conditioning	Pricing information unavailable
	<b>Level 2</b> \$60 to \$81 per month	2/wk: \$65/month	Range from \$90 to \$240 per month depending on age and ability.	Range from \$100 to \$200 per month w/ discounts for multiple children.	1x per week Option 1: \$43 Option 2: \$56	
	<b>Level 3</b> \$65 to \$86 per month	3/wk: \$75/month	Annual registration fees: \$240 per swimmer.	Annual registration fees: \$150 per swimmer plus 20 hrs. of service.	2x per week Option 1: \$85 Option 2: \$110	
	<b>Level 4</b> \$81 to \$91 per month					
	<b>Level 5</b> \$107 per month					
	<b>Level 6</b> \$118 per month				3x per week Option 1: \$125 Option 2: \$160	

FEE COMPARISON - 2015						
Program	Burgess Pool - Menlo Park	Belle Haven - Menlo Park	Rinconada Pool - Palo Alto	Eagle Park Pool - City of Mountain View	Fremont H.S. Pool - Sunnyvale (California Sport Center)	Herkner Pool - Redwood City
Open Swim	<b>Resident</b> Youth: \$4 Adult: \$6 Family: \$15 Senior & Student: \$5  \$47/month  <b>Non-Resident</b> Youth: \$5 Adult: \$7 Family: \$18 Senior & Student: \$6  \$54/month	<b>Resident</b> Youth: \$3 Adult: \$4 Family: \$12 Senior & Student: \$4  \$40/month  <b>Non-Resident</b> Youth: \$3 Adult: \$5 Family: \$15 Senior & Student: \$4  \$45/month	<b>Daily Drop In</b> Youth: \$4 Adult: \$5 Senior: \$3 Infant: \$2  <b>Resident 10-card program discount</b> Youth: \$3 Adult: \$3.50 Senior: \$2  <b>Non-Resident 10-card program discount</b> Youth: \$3.50 Adult: \$4 Senior: \$2.50	<b>Resident</b> Child: \$3 Adult: \$4 Family: \$10  <b>Non-Resident</b> Child: \$4 Adult: \$5 Family: \$18  Spectator: \$3	Offered May to September: Pricing not currently available.	<b>Baby Pool</b> Drop-in: \$2 per child. Add'l \$1 per child  Youth: \$3 Adult: \$5 Senior: (60+) \$3
Personal Training	Range from \$65 per 30 minutes to \$120 per hour	Range from \$50 per 30 minutes to \$115 per hour.	n/a	n/a	n/a	n/a



FEE COMPARISON - 2015						
Program	Burgess Pool - Menlo Park	Belle Haven - Menlo Park	Rinconada Pool - Palo Alto	Eagle Park Pool - City of Mountain View	Fremont H.S. Pool - Sunnyvale (California Sport Center)	Herkner Pool - Redwood City
Swim School	<b>Water babies:</b> \$86 per month  <b>Group:</b> \$86 per month  <b>Semi-Private:</b> \$144 per month  <b>Private:</b> \$255 per month	<b>Group:</b> \$15/ lesson kids \$5/lesson (w/ BBAF Scholarship)  <b>Semi-Private:</b> \$25  <b>Private:</b> \$45	Lessons provided with PASA during summer.  Pricing not available.	Lessons in summer. Pricing not available.	Winter, Spring & Fall Session:  <b>Resident</b> 1x per week: \$68  <b>Non-Resident</b> 1x per week: \$78  <b>Resident</b> 2x per week: \$120  <b>Non-Resident</b> 2x per week: \$130	<b>Resident</b> (10 classes): \$90  <b>Non-Resident</b> (10 classes): \$107
Triathlon Team, Menlo Fit (Boot Camp), ALL ACCESS	<b>All Access</b> \$180/month	n/a	n/a	n/a	n/a	n/a

FEE COMPARISON - 2015						
Program	Burgess Pool - Menlo Park	Belle Haven - Menlo Park	Rinconada Pool - Palo Alto	Eagle Park Pool - City of Mountain View	Fremont H.S. Pool - Sunnyvale (California Sport Center)	Herkner Pool - Redwood City
Water Polo - Youth	n/a	\$80/month  \$32/month (w/BBAF Scholarship)	n/a	n/a	<b>Residents</b> 6-week session, 1/ wk: \$59  <b>Non-Residents</b> 6-week session, 1/ wk: \$69  <b>Residents</b> 8-week session, 1/ wk: \$77  <b>Non-Residents</b> 8-week session, 1/ wk: \$87	<b>Resident</b> 5 day camp: \$75  <b>Non-Resident</b> 5 day camp: \$89

Based on the above fee comparison, Menlo Swim and Sport continues to offer a full compliment of sport and aquatic programming relative to the public pools operating in the local area. This is evident by the fact that the other facilities do not offer camp programs, boot camp (Menlo Fit), indoor cycling (Beyond Studio Cycling) or triathlon teams (Team Sheepen). They offer limited masters water polo (only one facility), limited youth aquatic swim teams and water exercise (Aqua Fit) programs; and in some cases they do not offer swim lessons or a masters swim team.

The Burgess Pool facility via Menlo Swim and Sport continues to offers users a broad selection of high-quality aquatic programming at or below market rate.

## Pricing Structure

Registration for adult programs continues with a simplified pricing structure. Patrons have the option to register for a single sport or activity (e.g. Level 1 or Level 2), or they can combine programs/activities with either the All-Access Silver or All-Access Gold packages.

MENLO SWIM AND SPORT MONTHLY PRICING LEVELS			
Level 1	Level 2	Level 3 (All Access Silver)	Level 4 (All Access Gold)
\$54	\$79	\$133	\$185
(Choose One)  • Lap & Open Swim • Menlo Bike Club • Tattersols Women's Running Team • All Terrain Runners	(Choose One)  • Aqua Fit Water Exercise • Masters Swim • Indoor Cycling • Menlo Mavens Water Polo	Access to All Level 1 and Level 2 programs.  Except: • Boot Camp • Triathlon	Access to all Level 1 and Level 2 programs.  Including: • Boot Camp • Triathlon

- Menlo Park Resident Lap Swim only membership available at \$47.
- 25% Senior, Student, and Family Discounts are available.

## Annual Audits and Review Demonstrating Standards of Care

Menlo Swim and Sport takes great care in managing the facility above industry standards for public pools. Certified Pool Operators manage and care for the pool systems and balance the water on a daily basis. Written records are kept and reviewed on a regular basis by qualified city staff and the County Public Health Department. Custodial staff maintains the facility and surrounding grounds approximately eight to ten hours per day. Mid-day on-site restroom cleanings are conducted during the peak seasonal use times in order to keep up with the high volume of daily visits. It should be noted that the estimated number of people who pass through this facility is estimated to be 488,000 annually.

The company employs a human resources manager who tracks employee certifications and conducts and tracks employee training with the assistance of a human resources management and payroll system. Customer registration is conducted via two systems: one specifically deals with the nuances of the swim school, and the other system manages all non-swim school related functions.

The company's lifeguards are all fully certified and encouraged to seek advanced lifeguard certifications. Water safety/lifeguard instruction is provided by company staff to existing and

prospective employees. The lifeguarding surveillance techniques employed are consistent with the standards set by the American Red Cross.

Risk management and employee safety are addressed via monthly employee safety meetings. Menlo Swim and Sport continues to contract with DuAll Safety in order to stay current with relevant safety issues and to ensure that Menlo Swim and Sport meets the safety requirements required by the City of Menlo Park for the operation of the Burgess and Belle Haven Pools. The DuAll Safety Plan includes work in the following health and safety areas:

1. Injury and Illness Prevention Program (IIPP)
2. Confined Space Program Update and Revision
3. Emergency Action Plan revision
4. Hazardous Materials Business Plan Development (Burgess & Belle Haven Pool)
5. Exposure Control Plan (e.g. bloodborne pathogens)
6. Fall Protection Standard Operating Procedure
7. Heat Illness Prevention Program
8. Cold Illness Prevention Program
9. Ladder/Climb Safety Training
10. Chemical Inventory
11. Hazard Communication Program
12. Personal Protective Equipment (PPE) program
13. Respiratory Protection
14. Fall Protection
15. Driver Safety Training
16. Develop 2014 Safety Plan of Action
17. PPE Hazard Assessment
18. Aerosol Transmittable Disease (ATD) Plan

Knorr Systems Inc., is contracted to perform scheduled pool and equipment maintenance, and quarterly audits/analysis of the water to ensure proper chemical and operational balance.

Total Aquatic Management is scheduled to perform an operational audit for the Burgess Pool on February 14, 2015. The audit results were not available at the time of this report.

## Risk Management Documentation

Menlo Swim and Sport has an active Risk Management Program for the Burgess and Belle Haven Pools which focuses on the following areas:

- **Emergency Action Plan (EAP):** Individual departments are trained via drills to respond to appropriate emergency scenarios (e.g. fire alarm); EAP guidelines are issued to new hires, relevant EAP sections are posted on employee break room walls; emergency equipment stations (e.g. first aid stations, AED & oxygen station), two way radio communication system is in place.
- **Facilities and Equipment:** The custodial staff has created and utilizes a Pool Maintenance Essential Duties Checklist as a guide for essential tasks and key job duties. The City conducts occasional inspections to ensure the company is maintaining the facility

appropriately. Any deficient areas are identified and addressed quickly by staff. Appropriate signage is maintained around both the Burgess and Belle Haven Pool facilities.

- **Supervision:** Menlo Swim and Sport employs in excess of 190 employees during the peak season of summer and maintains a staff of approximately 130 employees throughout the year. The company is structured with a CEO, Chief Financial Officer, Director of Operations, as well as directors for the following positions: human resources, customer service, athletic programming (e.g. swim school, camps), lifeguard, and marketing. The company now maintains a contract with an IT company for technology related issues. Menlo Swim and Sport maintains a comprehensive workers' compensation insurance plan as required by the State of California.
- **Training:** The management team (described above) works hard to ensure that the company provides high-quality staff with exceptional training in their area of expertise. Appropriate levels of training and screening occur prior to hiring new staff. Constant quality improvement is the goal when it comes to staff and program development.
- **Documentation:** Menlo Swim and Sport has created policy and procedure manuals to provide guidance to staff. These manuals are available for review upon request.
- **Safety Suggestion Boxes:** Menlo Swim and Sport provides Safety Suggestion Boxes for employees to submit ideas related to safety concerns and improvements. The Safety Committee follows up on these suggestions during its monthly safety meetings.

## Staff Training Certifications

**Lifeguards:** Red Cross Lifeguard/First Aid, CPR/AED for the Professional Rescuer

**Swim Coaches:** American Swim Coaches Association (ASCA), USA Swim Coach, Lifeguard, Lifeguard Instructor, Automated External Defibrillator (AED), Crossfit Level 1, Emergency Medical Technician (EMT)

**Other Coaches:** Menlo Fit (Boot Camp): Individual fitness certifications; Aqua Fit: appropriate water exercise certifications, Triathlon Coaches: USA Triathlon (USAT), Cross Fit certification Level 1 and Cross Fit kids, and Associated Swim Coaches of America (ASCA) Level 3.

**Pool Maintenance Staff:** Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO)

## Facility Maintenance

Custodial staff initiates a thorough cleaning of the all restrooms (men, women, and family) at least three hours prior to facility opening. An ongoing, mid-day facility cleaning of the restrooms and facility windows was added in fall of 2013 to account for the high visitor volume. The mid-day cleaning is handled by an outside vendor. Staff maintains the facility and surrounding grounds, spending eight to ten hours per day cleaning and maintaining the facility. Dozens of

restroom checks are conducted throughout the day by a combination of company lifeguard and management staff.

Staff spends at least three hours per day cleaning the surrounding outdoor areas to include: the pool deck, pool bottom & tiles, mechanical room, administrative offices, picnic areas and facility lobby. The City of Menlo Park conducts facility checks of both the Burgess and the Belle Haven Pools. Menlo Swim and Sport staff review the facility check reports and respond quickly to address any facility-related concerns noted by city staff.

## Program Transition to Include Lane Changing Coordination

The Menlo Swim and Sport philosophy is to have shared water space and to rarely grant exclusivity of space to any one user group. Aligning with that theme the pools are transitioned/changed 16 times per day on average.

The daily pool schedule is printed in a hardcopy and available at the front desk and a schedule is also available online. The basic schedule remains the same year round with some alterations around the summertime schedule. The program transition process is initiated by our deck lifeguard staff that moves different colored cones in place by the lanes to signify the user group (yellow=laps, blue=open, orange=teams, green=private lesson). As a courtesy, our front desk staff alert users initiating their activity close to a transition time and our guard staff also alerts the current users to the impending change over and give users a 5-10 minute countdown.

Tolerance, flexibility and patience on the part of staff and users can always be improved. We feel that we have employed a transition system that is user-friendly and compassionate.

## Description of Programs

**Aqua Fit:** Aqua Fit classes use the natural resistive forces of water to strengthen both muscles and the cardiovascular system. Water exercise has proven to be one of the healthiest, most versatile whole-body workouts for top athletes, fitness enthusiasts, youth and seniors alike.

**Camp Menlo:** Camp Menlo offers aquatics instruction, water sports, and dry land activities for a variety of ages. Menlo Swim and Sports goal is to give campers a unique and inspiring experience while cultivating skills for a lifetime of aquatics and sports safety, health, and enjoyment.

**Lap Swim:** Lanes are dedicated to lap swimming in the performance pool and the instructional pool seven days per week year-round with a lifeguard on duty at all times. We observe circle swimming when there are more than two swimmers per lane. The number of lanes for lap swimming varies according to scheduled activities in each pool, but during the times below, you will find designated lap lanes.

**Masters Swimming:** Menlo Masters was organized in 1988 and is now one of the largest Masters Swimming teams in Northern California and in the U.S. The club welcomes

participation from swimmers of all abilities, age 19 or over, who are interested in regular structured workouts.

Previous experience in competitive swimming is not necessary. Members range from beginning swimmers to triathletes to former collegiate swimmers and nationally-ranked Masters competitors.

Menlo Masters conducts ongoing conditioning, stroke instruction, intra-club activities, competitions, and social events throughout the year. Emphasis is placed on developing swimming skills, enhancing the enjoyment of swimming through regular workouts and professional instruction, and the promotion of lifetime fitness through swimming.

**Masters Water Polo:** Menlo Swim and Sport offers women's water polo for all experience levels, ages 19 and over. Our team, the Menlo Mavens, is a fun, inclusive, and diverse group with a passion for water polo. The coaching staff brings years of top level play and coaching experience to the Menlo Mavens team. Our goal is to build a strong and exciting women's water polo program that both introduces new players to the sport and provides professional coaching and challenge for experienced players.

**Menlo Fit:** Menlo Fit offers 21 weekly classes of boot camp with experienced and trusted instructors who provide a variety of cardio interval training routines.

**Menlo Mavericks (Swim and Water Polo):** The Menlo Mavericks is a year round swim team, which aims to create a swimming community that is extremely positive about being in and around the water. We emphasize learning sound techniques through our committed and competent coaches in a pleasant and positive environment. With a team segmented into smaller groups to meet the needs of swimmers of all ability levels, the Menlo Mavericks receive the best quality of coaching, instruction, and fun. In 2012, the team became an officially recognized USA Swimming program.

**Open Swim:** The pool is open to the community seven days per week. Lifeguards are on duty at all times during open swim. No registration required, just drop in.

**Personal Training:** Menlo Swim and Sport offers the expertise of our personal trainers for individual lessons. The personal trainers bring coaching talent and passion for swimming and sport so clients can benefit from one-on-one lessons no matter what their skill level.

The personal training program has expanded to include the following areas: Swim Pro, Swim School Select, Mavericks Performance Pro, Aqua Fit Pro, Water Polo Pro, Triathlon Pro, Fitness Pro, Tennis Pro, and Bike Pro.

**Swim School:** The Menlo Swim School is a year-round school that provides professional, goal-oriented swim lessons for all ages and levels, developing life-long competency and a life-long love of swimming.

**Triathlon Team:** Team Sheeper is a full-service multi-sport organization providing coaching and training to athletes of all levels and ages.

## Special Events and Accomplishments

### **BURGESS POOL**

#### **Mavericks Swim Team**

- The Menlo Mavericks placed 3rd for the first time in team history at the summer league championships
- The team entered into the Central California Junior Olympics and placed 20th overall
- We had 3 swimmers achieve Far Western times since our start in USA Swimming in 2012, and 8 swimmers achieve Pacific Swimming Junior Olympic times
- The Mavericks head coach, Aaron Burrows, was selected as the Pacific Swimming All Star Head Coach and represented the team in Seattle, WA
- All Mavericks coaches are now American Swim Coach Association (ASCA) members

#### **Camp Menlo**

In 2014, Camp Menlo increased summer enrollment by 250 registrations over 2013, while focusing on raising the quality of the camp experience for young people. Quality in our camps was consistently achieved by recruiting excellent counselor-leaders; setting clear program goals for the children's sport and social development; and conducting the camps in a safe, well-organized, fun environment. In the past year, we solidified our commitment to providing enjoyable school holiday camps, which meet the needs of working families, whose children are out of school for one to five days.

#### **Tennis**

The Menlo Tennis Academy, providing lessons for children 7-14 years, has been steadily growing. Our tennis program is now expanding to provide private and semi-private lessons for both children and adults. We look forward to starting beginning and intermediate tennis for adults.

#### **Can-Do Challenge**

The Can-Do February Challenge has been a team tradition for nearly 20 years. The goal for each Menlo Masters member to swim 50,000 yards in the month or as much as 100,000 yards. The team tallies up the yardage each day and swimmers reaching these thresholds receive gifts from the team to honor their efforts. The real reward is that for every 2000 yards logged, we ask team members to bring in a can of food. The canned food then donated to a local food bank, along with a monetary donation from Menlo Masters based on the number of cans collected. Money and cans go to the Brown Bag Lunch Program through the Menlo Park Senior Center.

#### **Family Giving Tree**

This was the eighth consecutive year that Menlo Swim and Sport participated in Family Giving Tree's Holiday Wish Drive. Every year the employees and clients of Menlo Swim and Sport fulfill approximately 85 wishes for the children of the underserved community.

#### **Kid's Triathlon**

*Saturday, July 12, 2014*

Open to children age 5-14, provided a safe and fun environment for kids to compete in a triathlon with kids their same age. Approximately 300 children participated in the race.

#### **Charitable Giving**



Donations of sports and aquatic program access to local schools and local non-profits to raise money through their auction by our donations. Some of the many schools and organizations include:

- San Mateo Co. Chronic Disease and Injury Prevention Unit
- Little Hands Pre-School
- Bing Pre-School
- Phillips Brooks School
- Nativity Catholic School
- Nueva School
- Orion Alternative School.

### **BELLE HAVEN POOL**

#### **USA Water Polo - Junior Olympics**

Belle Haven Pool was one of the Bay Area site hosts for the 2014 USA Water Polo Junior Olympics. Girls 10 and under, Boys 12 and under, and Co-Ed 10 and under teams all played at Belle Haven. The event occurred in late July and early August.

#### **Facebook Adult Swim Lessons**

Offered free lessons on a first come, first served basis, two days per week with the intent to develop new swimmers to populate the lap swim program at Belle Haven Pool.

#### **Beechwood School Parent Swim Lessons**

Offered fee for service lessons for adult parents of Beechwood students so that a swimming environment could be created within the household.

## **Charitable Organizations**

#### **Beyond Barriers Athletic Foundation (BBAF)**

In Spring 2013, Beyond Barriers Athletic Foundation partnered with Menlo Swim and Sport to help bring swim lessons and water polo coaching to lower income youth in the Belle Haven and East Palo Alto community. This relationship continues today. Thanks in large part to the help of BBAF, Belle Haven Swim School saw a peak of 431 unique students in early July. While the Belle Haven Swim School program has closed for the winter, Brenda Villa's Belle Haven Water Polo program continues to thrive with almost 50 members.

BBAF was able to subsidize 1,949 Belle Haven swim lessons and 1,827 Belle Haven water polo lessons.

#### **Ravenswood Clinic**

Though the Belle Haven Aqua Fit program was initially run at-cost, Ravenswood Clinic saw the program as an opportunity to provide athletic support to its lower income clientele. As part of an agreement with Menlo Swim and Sport, Ravenswood helped fund the cost of running the program. In return, Menlo Swim and Sport provided Ravenswood clients with free access to the Belle Haven Aqua Fit Program.

## **Menlo Swim and Sport Goals for 2015**

Menlo Swim and Sport is committed to constant improvement of its aquatics program offerings in order to better serve the various community user groups. To that end, we plan to focus on the following areas in 2015:

- I. Implement new programming
  - A. Corporate inner-tube water polo at Belle Haven
  - B. Underwater Hockey at Burgess
- II. Continuing relationships with Beyond Barriers for scholarships at Belle Haven
- III. Continued partnership with Facebook at Belle Haven

**LEASE AGREEMENT**  
(Menlo Park Aquatic Facilities)

This Lease Agreement ("Lease") is made and executed as of March 15, 2011, by and between the City of Menlo Park, a municipal corporation ("City"), and Team Sheeper, L.L.C., a California limited liability company ("Provider") and collectively referred to herein as "Parties".

**WHEREAS**, City is the owner of certain premises ("Premises") described below, and City and Provider wish to enter into a lease for the Premises on the terms and conditions set forth below.

**NOW, THEREFORE**, the Parties agree as follows:

1. **PREMISES.** The Premises includes both the "Burgess Pool", 501 Laurel Street, Menlo Park, CA and the "Belle Haven Pool", 100 Terminal Avenue, Menlo Park, CA as defined herein. Burgess Aquatic Facility ("Burgess Pool") consists of the fenced pool area at the City's Civic Center campus at Burgess Park. Burgess Pool includes the lap pool, instructional pool, toddler activity pool, locker rooms and restrooms, offices, lawn area, pool mechanical room, lobby area, and all associated areas in the City of Menlo Park, County of San Mateo, State of California, as more particularly shown in Exhibit A, attached hereto and incorporated herein by reference. The Belle Haven Pool ("Belle Haven Pool") is a five lane x 25 meter outdoor swimming pool located adjacent to the Onetta Harris Community Center. Belle Haven Pool includes a high dive and low dive, locker room, shower facilities, mechanical room, office and small children's wading pool in a fenced area as shown in Exhibit B, attached hereto and incorporated herein by reference.

2. **TERM.** The term of this Lease shall be for a period of period of five (5) years ("Term") commencing on May 20, 2011 ("Commencement Date") and ending five (5) years from the Commencement Date, unless automatically extended as hereinafter provided. If during the first four years of the Term, Provider has completed capital improvements with the written consent of the City to either or both the Burgess Pool and/or the Belle Haven Pool with a total cumulative cost of \$200,000 or more, the Term shall automatically be extended by five (5) years to May 19, 2021. Notwithstanding the foregoing, Provider shall have the option to terminate this Lease solely as to the Belle Haven Pool between October 1, 2012 and December 31, 2012, and October 1, 2013 and December 31, 2013, if in Provider's opinion it cannot operate a financially viable program at the Belle Haven Pool.

3. **RENT.** In consideration for Provider's use of the Premises as granted by this Lease, Provider assumes sole financial responsibility for the operation and maintenance of the Premises and shall operate and maintain the Premises at no cost to the City. Additionally, Provider will remit monthly rent ("Rent") in the

amount of Three Thousand Dollars (\$3,000.00) to the City for use of the Burgess Pool on the first day of each month for the first year of the Term. Each year thereafter, the Rent shall increase pursuant to the Consumer Price Index ("CPI") for all Urban Consumers (All Items) in the San Francisco-Oakland-San Jose Area (U.S. Department of Labor, Bureau of Labor Statistics), with a minimum increase of two percent (2%) and a maximum increase of five percent (5%) per annum.

Should Provider cease to operate the Belle Haven Pool as provided in Section 2 of this Lease, Provider and City shall renegotiate the Rent to the then Fair Market Value ("FMV") rental rate for the Burgess Pool with consideration given to gross revenues for the Burgess Pool, the fixed costs of operating the Burgess Pool, the profitability of the Burgess Pool operations, the rental rate for similar facilities and the other terms and conditions of this Lease.

If the Term is extended for an additional five years as provided for in Section 2 of this Lease, effective at the beginning of the sixth year of the Lease, the Rent shall be adjusted to the then-prevailing FMV rental rate (which under no circumstances shall be less than the rental rate paid in the preceding year), with consideration given to gross revenues for the Burgess Pool, the fixed costs of operating the Burgess Pool, the profitability of the Burgess Pool operations, the rental rate for similar facilities and the other terms and conditions of this Lease. The FMV rental rate shall be determined by mutual agreement, or if the Parties cannot agree by a neutral third party arbitrator selected by the Parties. Each year thereafter, the Rent shall increase pursuant to the CPI for all Urban Consumers (All-Items) in the San Francisco-Oakland-San Jose Area (U.S. Department of Labor, Bureau of Labor Statistics), with a minimum increase of two percent (2%) and a maximum increase of five percent (5%) per annum.

Throughout the Term, Provider shall pay to the City within fifteen (15) days of receipt of written invoice submitted to Provider by City, or directly to the provider thereof, in addition to the Rent, and as additional rent ("Additional Rent") the following:

- a. The full cost of the separately metered utilities for the Premises;
- b. The cost of the utilities for the locker rooms and the portion of the Premises occupied by Provider (if not separately metered) prorated according to Provider's usage (proration to be determined by mutual agreement, or if the Parties cannot agree by a neutral third party arbitrator selected by the Parties);
- c. If the City elects to install solar equipment on the Premises, Provider shall pay monthly to the City the calculated savings from the reduced utility bills for the Term hereof; and
- d. The maintenance and repair obligation costs set forth in Section 14.

Any payment due by the Provider not received by City within fifteen (15) days of the due date shall be subject to a late payment penalty of five percent (5%) of the amount due.

At the initiation of the City's Community Services Director not later than December 31, 2011, the Provider and Community Services Director shall explore whether charging a surcharge to non-resident participants/users by Provider would generate additional revenues without adversely affecting Provider's operation of the pool facilities. This exploration will be done through such tasks as market pricing comparisons, surveys, or other such means so as not to negatively affect any of Provider's business during the period of exploration. If is the Community Services Director and Provider determine that such a surcharge would not adversely affect the Provider's operation of the pool facilities, Provider shall charge such a surcharge which shall be passed through to the City as additional rent, less any administrative, programming or system enhancement costs that are incurred by Provider to implement such surcharge, including additional staffing that may be required to verify City residency and to track and submit such fees to the City. The pass through of non-resident surcharges as additional rent payable to the City shall not apply to existing non-resident fees charged by Provider for open swim and lap swim. The City shall set aside such additional revenue derived from non-resident surcharges in a separate fund and shall utilizes such funds to pay the City's cost of repair, maintenance and capital improvements.

4. EXCLUSIVE USE OF PREMISES. Subject to the terms of this Lease, Provider shall have exclusive use of the Premises for purposes of conducting aquatics programs, including, but not limited to, a masters swim program, swim team, swim lessons, fitness training, recreational swimming, community rentals and other aquatics programs that Provider offers and provides for reasonable public access to and use of the Premises pursuant to Section 6 of this Lease. Provider shall have the exclusive right to staff, supervise and contract for such uses of the Premises, subject to the terms of this Lease.

Provider shall have non-exclusive use of the locker rooms, as depicted on Exhibit A and Exhibit B, to accommodate Provider's use of the Premises. The Parties agree that use of the locker rooms shall be limited to persons participating in programs and activities offered by Provider or City or other members of the public upon payment to Provider of fees for such use. Specifically, City reserves the right to use the locker rooms for any City program, including facility rentals and programs and for public use on a "pay for use" basis. The Provider may only refuse locker room access when patrons fail to follow the rules of conduct approved by the City. Patrons shall have the right to appeal Provider's decision to the Director of Community Services, if the Patron feels denial of locker room access was unreasonable. The Director of Community Services' decision shall be final.

5. OPERATION OF PREMISES. The Provider will be solely responsible for operation of the Premises including all costs and expenses associated with such operation and shall be entitled to all revenues from the operation of the Premises, except where otherwise provided in this Lease. The Provider may use

the Premises between the hours of 5 a.m. to 10 p.m. seven (7) days a week and 365 days a year.

6. COMMUNITY ACCESS AND SCHEDULING. The Provider will be solely responsible for the operations and schedule of the Burgess Pool and the Belle Haven Pool. The Provider shall provide reasonable public access and community use of the Premises. Provider will not reduce the public access and community use without prior City approval. The Director of Community Services is authorized to finalize the City's schedule of use of the Premises. When evaluating the pool space and time allocation, the Provider shall consider and give scheduling priority for programs based on the number and percentage of City residents.

Notwithstanding the forgoing, the Provider shall accommodate the SOLO swim team's use of Burgess Pool in accordance with schedule and terms set forth in Exhibit C, which schedule and terms shall not be modified or reduced without mutual agreement of Provider and SOLO, unless SOLO is in breach of its sublease agreement with Provider.

Minimum public access and community use at the Burgess Pool will include:

- a. Year-round lap swim, seven (7) days per week (except holidays);
- b. Seasonal open/recreational swim daily from Memorial Day through Labor Day for a reasonable amount of time and with adequate pool space;
- c. Reasonable availability for other community organizations/users
- d. Programs and reasonable accommodation for all ages and abilities;
- e. Inclusive programs for people with disabilities when possible; and
- f. Winter programming by providing a dome over the instructional pool if possible.

Minimum public access and community use at the Belle Haven Pool:

- a. Open to the public for a minimum of ten (10) weeks during the summer season in June, July, and August. During that time period, the pool shall be open for a minimum of six (6) days a week, Monday through Saturday; and
- b. Open/recreational swim hours will be at least three (3) hours per day, six (6) days per week but will be allowed on a "pool sharing" basis with other programming.

7. PROGRAM FEES. The program fees charged by Provider shall be as follows:

- a. The fees charged by the Provider for public lap swimming, open/recreational swim, and swim lessons shall be comparable to rates and fees charged by other aquatic facilities in surrounding communities and in alignment with the approved business model.

- b. The Provider shall provide rental space for other community organizations and users for competitive youth swimming programs, instructional programs, fitness training, etc., on a reasonable and comparable fee basis.
- c. Review of the program fees shall be included in the annual report to the City.
- d. Provider and City shall mutually agree to exchange an equal amount of field space and activity room hours for pool hours for their respective programs (i.e. summer camp) in lieu of charging rental fees. If either party's request exceeds the number of hours requested by the other party, the additional hours will be charged at the current approved fees for use of the facilities.

8. PROGRAM ADMINISTRATION. The Provider shall have a method for the public to register, pay, and receive adequate customer service in an easy and effective manner. Provider shall provide adequate administrative staff and assistance to support all hours of operation. Policies and procedures for handling registration, refunds, and complaints are required. The Provider shall provide sufficient communication and marketing in order to inform the public of the programs and services. The Provider shall maintain a customer database and appropriate records retention. The City will provide reasonable marketing space in the tri-annual activity guide for the Provider to promote their aquatics programs at the Premises. The Provider shall be responsible for meeting the deadlines and providing accurate and sufficient information to City staff.

The Provider shall take appropriate steps to maintain a high level of customer service and overall satisfaction at all times. Provider shall attend monthly meetings with City staff and attend annual meetings of an Aquatics Users Group which shall be convened by the City. Additionally, the Provider shall provide an annual report no later than January 30 of each year during the Lease Term to staff which will be presented to the City's Parks & Recreation Commission for review and comment by the Commission at its February meeting. The annual report should include the following items:

- a. Total program hours by program area;
- b. Participation statistics by program area including resident and non-resident percentages;
- c. Customer satisfaction survey results;
- d. User group feedback by program area or rental;
- e. Pool schedule and allocation by program for previous year and projections to the upcoming year;
- f. Fees by program area and fee comparison to other public pools in the region;
- g. Annual audits and reviews demonstrating standards of care, outlined in Section 11, below, are met;
- h. Risk management documentation, outlined in Section 12, below; and
- i. Training certifications listed by staff members.

The Provider shall maintain reasonable evidence and documentation of these statistics and results and have these records accessible to the City at any time following ten (10) days written notice.

In the event of a third party dispute or conflict arising out of or related to this Lease, the City will use best efforts to notify and discuss the issue with Provider before engaging in any dialogue with the third party involved.

9. COMPLIANCE WITH LAWS AND REGULATIONS. The Provider shall comply with all city, county, state, and federal laws and regulations related to pool and aquatic program operations. These regulators and laws include but are not limited to:

- a. City of Menlo Park
- b. Menlo Park Fire Department
- c. San Mateo County Health Department
- d. California Department of Health Services
- e. California Department of Labor
- f. Occupational Safety and Health Administration (OHSA)
- g. Emergency Medical Services Authority (EMSA)
- h. Consumer Product Safety Commission & Virginia Graeme Baker Act
- i. Americans with Disabilities Act
- j. California Department of Fair Employment and Housing

10. HEALTH AND SAFETY. The Provider is required to maintain health and safety standards in a reasonable and acceptable manner for the Premises, participants, and its employees in compliance with City standards and the other regulatory agencies listed above. These standards include but are not limited to:

- a. Employee Injury and Illness Prevention Plan
- b. Hazardous Materials Communications and Business Plan
- c. Blood borne Pathogens and Bio Hazardous Exposure Control Plan
- d. Lifting and Fall Prevention
- e. Electrical Safety
- f. Emergency Action Planning
- g. First Aid
- h. Heat Illness and Sun Protection
- i. Confined Spaces
- j. Chemical Storage
- k. Personal Protective Equipment
- l. Recreational Waterborne Illnesses (RWI's)
- m. Signage

The Provider is responsible for keeping up to date with all changes, additions, or amendments to the laws, regulations and codes related to pool operations and aquatics programs.



11. STANDARD OF CARE. The Provider will provide aquatic programs and manage the Premises in a manner that is comparable to or above the standard of care that is reasonable and acceptable for a public pool in the surrounding communities. This standard of care should be demonstrated in all areas of operations including: supervision and lifeguard coverage, surveillance techniques, staff training, record keeping, maintenance and janitorial, cleanliness of facilities, safety, and risk management. The Provider is expected to ensure this standard of care by conducting annual audits by qualified external experts and including this information in the annual report to city staff and the City's Parks and Recreation Commission mentioned in Section 8, above.

12. RISK MANAGEMENT. The Provider shall take all appropriate and necessary steps to provide adequate risk management planning to minimize liability or negligence by the Provider. The Provider shall manage their risk by demonstrating proficiency in the following areas:

- a. Emergency Action Plan
  - Staff Training to Plan
  - Drills Conducted
  - Emergency Equipment
  - Communication Process
- b. Facilities & Equipment
  - Inspection
  - Maintenance
  - Checklists
  - Signage
- c. Supervision
  - Quality
  - Quantity
  - Lessons Plans & Progression
- d. Training
  - Requirements
  - Appropriate Staff
- e. Documentation
  - Manuals
  - Waivers
  - Medical Screening
  - Skills Screening
  - Risk Information Provided to Public
  - Policies
  - Evaluations

13. EMERGENCY ACTION PLAN AND PROCEDURES. The Provider shall create and maintain all emergency procedures and emergency action plans for the Premises. An emergency action plan is required under Title 29 of Federal Regulations Sections 1910.38/.120/.156, and Title 8 California Code of

Regulations, Sections 3220 and 3221. The emergency action plan covers all employees and non-employees who may be exposed to hazards arising from emergency situations. It must contain information for all of the Provider's employees, including administration and line level employees using the plan in order to reduce the severity of emergency situations and minimize the risk to life and property.

14. MAINTENANCE. The Provider shall maintain the Burgess Pool and the Belle Haven Pool in an orderly, clean and professional condition at all times. The Provider will be responsible for the maintenance and repair of the equipment and facilities at both of these sites including:

a. Burgess Pool:

- Three pools
- Offices
- Lobby
- Locker Rooms & Shower Area
- Restrooms
- Pool Decks
- Fences and Gates
- Lawn Area
- Supply Storage Areas
- Equipment/Mechanical Rooms
- Chemical Storage Areas
- Lights on Premises

b. Belle Haven Pool:

- Two pools
- Office
- Locker Rooms & Shower Area
- Restrooms
- Pool Decks
- Fences and Gates
- Supply Storage Areas
- Equipment/Mechanical Rooms
- Chemical Storage Areas
- Lights on Premises

The Provider shall maintain standard operation procedure manuals and maintenance records and logs. These records will include:

- Daily Pool & Chemical Log
- Check lists for routine maintenance and janitorial duties (Daily, Weekly, Monthly, Quarterly, Bi-annual, and Annual)
- Equipment Logs for each piece of major equipment with the maintenance schedule, maintenance contracts, record of work or repairs conducted, manufacturer guidelines, and specifications

The Provider shall maintain and continue all preventative maintenance agreements and contracts to ensure the quality and life of the equipment. The Provider will be responsible for all maintenance and repairs to equipment. Provider shall be responsible for repairs and replacement of all equipment due to failure or damage where the cost is less than One Thousand Five Hundred Dollars (\$1,500) per item at the Belle Haven Pool and Two Thousand Five Hundred Dollars (\$2,500) per item at the Burgess Pool. Provider shall arrange and be billed directly by the vendor for such repair(s) and/or replacement(s). Provider will also be responsible for any damage that is outside the normal wear and tear of the Premises and/or for failure to adequately maintain the Premises or any equipment. If damage beyond normal wear and tear of the Premises or any equipment is determined by the City, the Provider will be required to make the appropriate repairs within thirty (30) days of written notice. The City shall be responsible for individual repair/replacement for any item of equipment having a cost greater than One Thousand Five Hundred Dollars (\$1,500) per item at the Belle Haven Pool. For individual repair/replacement for any item of equipment at the Burgess Pool having a cost of between Two Thousand Five Hundred Dollars (\$2,500) and Twelve Thousand Five Hundred Dollars (\$12,500) per item, the City shall pay for the cost of the item, but the cost shall then be amortized over the greater of the life expectancy of the item or the Term of the Lease remaining, and Provider shall pay the monthly amortized cost of the replacement equipment with a reasonable rate of interest for the remaining Term of the Lease. If the cost of the item exceeds \$12,500, the City shall be responsible for the cost of the work. City shall be responsible for payment of the cost of replacement and reserves the right to perform replacement of the item. The Provider is responsible for reimbursing the City for the cost of repairs and replacement due to misuse, poor maintenance and/or damage caused by Provider, Provider's employees, agents and service users. The Provider shall assist the City by providing the necessary bids and due diligence for replacement of an item of equipment having a cost greater than \$2,500 to ensure an expedited process when possible and reduce any loss of operations. The City shall use its best efforts to respond to the Provider for all replacements for which the City is responsible within two (2) business days with a decision based on the information provided by the Provider.

15. SIGNAGE. The Provider will be required to maintain and provide all necessary and required signage for both Premises. These signs include:

- a. Maximum Pool Capacity & Hours
- b. No Lifeguard on Duty
- c. Children under 14 not allowed without an adult
- d. Shallow Water Diving Warnings
- e. Chemical Storage
- f. No swimming allowed after dark
- g. Pool Rules
- h. 911 Emergency
- i. Shower Before Entering Pool

- j. No Running
- k. Depth Markers
- l. First Aid/CPR
- m. Other signs as needed or required

16. INSURANCE. Provider shall acquire and maintain Workers' Compensation, Employer Liability, and Commercial General Liability relating the Provider's use of the Premises. The insurance company(ies) must be approved by the City. Provider will furnish City with certificates and copies of information or declaration pages of the insurance required. Provider would need to provide the City with thirty (30) days notice if any changes, cancellation, or non-renewals. Provider is required to disclose any self-insured retentions or deductibles, which shall be subject to City's approval, not to be unreasonably withheld. Provider's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability (cross liability endorsement). Provider's insurance coverage shall be primary insurance with respect to City, its Council, Boards, Commissions, agents, officers, volunteers or employees, and any insurance or self-insurance maintained by City, for themselves, and their Council, Boards, Commissions, agents, officers, volunteers or employees shall be in excess of Provider's insurance and not contributory with it.

The minimum amounts of coverage corresponding to these categories of insurance per insurable event shall be as follows:

<b>Insurance Category</b>	<b>Minimum Limits</b>
Workers' Compensation	Statutory Minimum - include endorsement waiving the insurer's right of subrogation against the City, its officers, officials, employees and volunteers.
Employer's Liability	One Million Dollars (\$1,000,000) per accident for bodily injury or disease – include endorsement adding the City, its officers, officials, employees and volunteers as additional insured for both ongoing operations as well as products and completed operations; include endorsement to provide primary insurance and waive any rights of contribution from the City's coverage.
Commercial General Liability	Three Million Dollars (\$3,000,000) per occurrence for bodily injury, personal injury and premises damages. Must include all areas in Insurance Service Office (ISO) Form No. CG 00 01

(including Products and Completed Operations if food is served or for repairs done by the tenant, Contractual Liability, Broad form property damage, Participants and spectators coverage, and Personal and Advertising injury liability)

If Provider fails to maintain any of the insurance coverage required herein, then City will have the option to terminate this Lease, or may purchase replacement insurance or pay the premiums that are due on existing policies in order that the required coverage may be maintained. Provider is responsible for any payments made by City to obtain or maintain such insurance and City may collect the same from Provider as Additional Rent.

Provider shall require any longer term renters and/or longer term sublessees (longer term shall mean and refer to renters/sublessees for more than a single use in any 12 month period) to maintain and carry the same coverage as described above, which policies shall name the City as an additional insured. Provider shall require such long term renters and/or long term sublessees to obtain and provide a certificate of insurance evidencing said coverage to the City.

Each party hereby waives and does hereby agree to obtain from each insurance carrier of the insured a "subrogation waiver endorsement" waiving its right of recovery to the extent of insurance proceeds, against the other party, the other party's officers, directors, agents, representatives, employees, successors and assigns with respect to any loss or damages, including consequential loss or damage to the insured's property caused or occasioned by any peril or perils (including negligent acts) covered by any policy or policies carried by the party.

17. INSPECTIONS AND AUDITS. The City reserves the right to conduct periodic and regular site inspections and operational audits.

- a. Safety: The Provider will be required to comply with the City's safety program guidelines and protocol. Quarterly inspections by an outside vendor will be conducted and recommendations for compliance will be enforced. City staff will be responsible for following up with the Provider on specific safety issues identified in the quarterly inspection. The Provider will be required to comply with the City's requests in a timely manner. In addition, documentation demonstrating compliance with all City, County, State and Federation Regulations will be required to be kept up to date and reviewed on an annual basis or more frequently as deemed necessary by the City.
- b. Maintenance: City staff reserves the right to conduct weekly, monthly, quarterly, and annual inspections of maintenance practices for the pool maintenance operations and facility cleanliness. The inspections will ensure the Provider is following the manufacturer's specifications

- c. Operations: An annual operational audit will be conducted by an external expert and industry professional approved by the City and paid for by the Provider. An observational audit, lifeguard skills assessment, and site inspection shall be conducted annually. An overall operational audit shall be conducted every two years. This audit should include but may not be limited to:
- Staff Skills Assessment
  - Staff Selection and Training procedures
  - Policies & Procedures Review
  - Site Inspection
  - Code Compliance and Record Keeping Practices
  - Adherence to Aquatic Safety Standards
- d. Financial Review/Audit: Provider shall provide complete financials for all aquatics programs and/or programs operated out of the Premises [with administrative costs/salaries that may be related to both aquatics and non-aquatics programs fairly allocated between such programs] prepared in accordance with generally accepted accounting principles and reviewed by an independent CPA for calendar years 2011-2014 on or before May 1, 2015 (or sooner if required to determine the FMV rate if Provider elects to terminate the Belle Haven Pool operations) for City staff and outside consultant review. The purpose for such review shall be for the negotiation of rent for the extended term and/or for purposes of negotiating a new lease. The City shall have the right to require audited financial statements in lieu of or in addition to the reviewed statements at the City's cost with an independent auditor to be selected by the City.

18. CITY ACCESS. Upon prior written notice to Provider, City shall have the right to restricted access to the Premises or any part thereof solely for certain municipal purposes which may include the performance of necessary maintenance and repairs of any and all structures or public improvements, heretofore or hereafter installed and/or constructed in or upon the Premises, the inspection of the Premises, or the use, maintenance, repair of adjoining areas; provided, as to maintenance or repair of the Premises, Provider has requested such maintenance or repairs or Provider has neglected such activity to the detriment of the Premises.

19. IMPROVEMENTS. Provider shall not make, nor cause to be made, nor allow to be made, alterations or improvements to the Premises not hereinabove specified (including installation of any fixture affixed to the Premises), without the prior written consent of City, not to be unreasonably delayed or withheld. All improvements or alterations constructed or installed

shall be removed and the Premises restored to substantially the same condition existing prior to such construction or installation, upon the termination of this Lease, unless the prior written approval of City is secured, allowing such improvements or alterations to remain in place, in which case, title thereto shall vest in City. All improvements undertaken pursuant to this Lease will be at Provider's sole expense and Provider will be responsible for the use and maintenance of the improvements.

20. NOISE. Except in the event of an emergency, Provider shall not use any amplified sound, whistles, bullhorns, music, etc., between the hours of 5:30 a.m. to 8:00 a.m., and/or from 8:00 p.m. to closing during any day of operation.

In order to minimize impacts of major events on residents of the surrounding neighborhood, the Provider will notify the City on a quarterly basis of all swimming meets or other large group events beyond normal operations to allow the City to notify the neighborhood in advance of such events.

21. PARKING. Provider shall instruct its patrons to park away from the nearest residences before 8:00 a.m. and after 8:00 p.m.

22. WAIVER OF CLAIMS. City assumes no responsibility for the guarding or safekeeping of the Premises, equipment, or improvements installed or constructed by Provider upon, or used in connection with, the Premises. Provider waives all claims against City, its Council, Commissions, agents, officers, volunteers, contractors or employees for any damages to the improvements in, upon or about the Premises and for injuries to any employees of Provider or their agents, invitees or sub-contractors in or about the Premises from any cause arising at any time, where City had no involvement or where such damages or injuries did not arise out of the instruction or guidance of the City. In no event shall the City be responsible for loss of profits or any consequential damages to Provider.

23. INDEMNIFICATION. Provider will defend, indemnify and hold City, its Council, Commissions, agents, officers, volunteers or employees harmless from any damage or injury to any person, or any property, from any cause of action arising at any time from the use of the Premises by Provider, and Provider's invitees, program participants, and visitors, or from the failure of Provider to keep the Premises in good condition and repair, including all claims arising out of the negligence of Provider, but excluding any damage or injury caused by the willful misconduct or negligence of City or its employees, agents or contractors. City will defend, indemnify and hold Provider, its members, agents, officers, volunteers or employees harmless from any damage or injury to any person, or any property, from any cause of action arising at any time from the willful misconduct or negligence of City or its employees, agents or contractors.

Each party's indemnification obligation set forth above will include any and all costs, expenses, attorneys fees and liability incurred by any indemnified party or person in defending against such claims, whether the same proceed to judgment or not. Each party will, at its own expense and upon written request by a party to be indemnified as provided hereinabove, defend any such suit or action brought against the party to be indemnified, its Council, Commissions, members, agents, officers, volunteers or employees (as applicable). This Section will survive the expiration or termination of this Lease.

24. HOLDING OVER BY PROVIDER. If Provider remains in possession of the Premises after the expiration of the Term of this Lease, and without executing a new lease but with the consent of City, then such holding over shall be construed as a year-to-year tenancy subject to all of the applicable conditions, provisions, and terms of this Lease, except that Provider shall pay to City the fair FMV rental value of the Premises as defined in Section 3. Either party may terminate any year-to-year tenancy by giving the other party notice of termination to be effective upon not less than six (6) months prior written notice.

25. HAZARDOUS MATERIALS. Provider shall not use or store any Hazardous Materials in, on, or about the Premises except in compliance with all applicable federal, state, and local laws, statutes, ordinances, and governmental regulations, and the highest standards prevailing in the industry for storage and use of any such Hazardous Materials, nor allow any Hazardous Materials to be brought in the Premises, except to use in the ordinary course of Provider's business, and then only after written notice to City of the Hazardous Materials to be used by Provider. Provider shall not cause or permit the escape, release, or disposal of any Hazardous Materials in the Premises. If any governmental agency or the beneficiary of any deed of trust against the Premises requires any testing of the Premises to ascertain whether any Hazardous Materials have been released in, on, or about the Premises, Provider shall reimburse City, as Additional Rent, for the cost of any such inspection if the inspection, together with any other evidence obtained by City, shows that the presence of such Hazardous Materials in the Premises was caused by Provider, its agents, employees, contractors or invitees.

In addition, Provider shall, at City's request, execute affidavits, representations, or other documents concerning Provider's best knowledge and belief regarding the presence of any Hazardous Materials in the Premises. Provider shall indemnify, defend, and hold harmless City from any liability, cost, or expense, including reasonable attorneys' fees, arising from the use, storage, release or disposal of any Hazardous Materials in, on, or about the Premises by Provider, its agents, employees, contractors, or invitees. The provisions of this section shall survive the expiration or earlier termination of this Lease.

For the purposes of this Lease, the term "Hazardous Material" shall mean any substance or material which has been designated hazardous or toxic by any



federal, state, county, municipal, or other governmental agency or determined by such agency to be capable of endangering or posing a risk of injury to, or adverse effect on, the health or safety of persons, the environment, or property, including without limitation those substances or materials described in the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, 42 U.S.C. Section 9601, et seq.

26. ATTORNEY'S FEES. In any legal action brought by either party to enforce the terms of this Lease, the prevailing party is entitled to all costs incurred in connection with such an action, including reasonable attorneys' fees.

27. ARBITRATION. Any dispute regarding the breach of this Lease shall be decided by binding arbitration pursuant to the rules of the American Arbitration Association, and not by court action, except as otherwise provided in this Section or as allowed by California law for judicial review of arbitration proceedings. Judgment on the arbitration award may be entered in any court having jurisdiction. The Parties may conduct discovery in accordance with California Code of Civil Procedure. This provision shall not prohibit the Parties from filing a judicial action to enable the recording of a notice of pending action for order of attachment, receivership, injunction, or other provisional remedy. Venue for the resolution of any such dispute or disputes shall be in San Mateo County, California.

BY INITIALING IN THE SPACE BELOW YOU ARE AGREEING TO HAVE ANY DISPUTE ARISING OUT OF THE MATTER INCLUDED IN THE ARBITRATION OF DISPUTES' PROVISION DECIDED BY NEUTRAL ARBITRATION AS PROVIDED BY CALIFORNIA LAW AND YOU ARE GIVING UP ANY RIGHTS YOU MIGHT POSSESS TO HAVE THE DISPUTE LITIGATED IN A COURT OR BY JURY TRIAL. BY INITIALING IN THE SPACE BELOW YOU ARE GIVING UP YOUR JUDICIAL RIGHTS TO DISCOVERY AND APPEAL, UNLESS THOSE RIGHTS ARE SPECIFICALLY INCLUDED IN THE ARBITRATION OF DISPUTES PROVISION. IF YOU REFUSE TO SUBMIT TO ARBITRATION AFTER AGREEING TO THIS PROVISION, YOU MAY BE COMPELLED TO ARBITRATE UNDER THE AUTHORITY OF THE CALIFORNIA CODE OF CIVIL PROCEDURE. YOUR AGREEMENT TO THIS ARBITRATION PROVISION IS VOLUNTARY.

WE HAVE READ AND UNDERSTAND THE FOREGOING AND AGREE TO SUBMIT DISPUTES ARISING OUT OF THE MATTERS INCLUDED IN THE ARBITRATION OF DISPUTES PROVISION TO NEUTRAL ARBITRATION.

\_\_\_\_\_  
Provider

\_\_\_\_\_  
City

28. VENUE. Provider agrees and hereby stipulates that the proper venue and jurisdiction for resolution of any disputes between the parties arising out of this Lease is San Mateo County, California.

29. ASSIGNMENT AND NONTRANSFERABILITY. Provider understands and acknowledges that assignment of this Lease is absolutely prohibited without the written consent of City, and any attempt to do so without City's written consent may result in termination of the Lease at the will of City. Notwithstanding the foregoing, City shall grant permission to Provider to contract with other entities or organizations to provide some of the programs at the Premises and/or to sublease the Premises to other entities or organizations for certain hours, subject to prior notice to City. Such use is contingent, in part, upon said sub-user indemnifying and insuring City in the same manner and amount that Provider has indemnified and insured City under this Lease. City, its Council, Boards, Commissions, agents, officers, volunteers and employees shall be named as additional insureds. Any insurance policy maintained by a sub-user will be in addition to, and shall not replace, any insurance required of Provider.

30. LIENS AND ENCUMBRANCES. Provider shall have no authority to do anything that may result in a lien or encumbrance against the Premises. Without limiting the foregoing, however, Provider agrees to pay promptly all costs associated with the activities associated with this Lease and not to cause, Lease, or suffer any lien or encumbrance to be asserted against the Premises. In the event that Provider causes, leases, or suffers any lien or encumbrance to be asserted against the Premises related to activities associated with this Lease, Provider, at its sole cost and expense, shall promptly cause such lien or encumbrance to be removed.

31. TERMINATION OF LEASE.

a. Default. City or Provider shall have the right to terminate this Lease by written notice to the other party for any default or breach of any term or condition of this Lease by the other party; provided, however, the non-defaulting and non-breaching party must first deliver written notice to the other party of any such default or breach, and if such breach or default exists for more than thirty (30) days after the delivery of such notice without being cured, the non-defaulting and non-breaching party may elect to terminate this Lease by giving written notice of such termination to the defaulting party. Termination shall be effective on the date specified in the notice, which date shall not be less than thirty (30) days nor more than one hundred eighty (180) days following such notice. In addition to termination, the non-defaulting and non-breaching party shall be entitled to pursue any and all other remedies provided by law.

b. City Dissatisfaction. If City and/or Menlo Park community believes Provider has not satisfied community needs with respect to public access, service and program quality, public safety, noise restrictions and/or parking, City may deliver written notice to Tenant of such dissatisfaction and the Parties shall meet and confer within fifteen (15) days of Provider's receipt of such notice. If the matter is not resolved to the City Manager's satisfaction, City may terminate this Lease by giving written notice of such termination to Provider. Termination shall be effective not less than ninety (90) days after the date of such notice. Provider shall have the right to appeal such termination to the City Council within ten (10) days of Provider's receipt of such notice. Upon receipt of Provider's timely appeal, the Council shall place the matter on the City Council agenda and make the final determination with regard to the termination of the Lease and shall give written notice to Provider of such final determination. If the City Council determines the lease should be terminated, termination of the Lease shall be effective not less than ninety (90) days after the date of such notice.

c. Provider's Option. Provider may terminate the Lease at Provider's option upon the occurrence of any of the following:

- Upon the death of Tim Sheepser; or
- Upon the disability of Tim Sheepser, if such disability prevents him from running Provider's business operations for a continuous period of 60 consecutive days; or
- Upon financial hardship, which shall require not less than six (6) month written notice to terminate lease based on financial hardship

Termination shall be effective not less than ninety (90) days after the date of any such notice. In the event Provider does not elect to terminate the Lease as permitted herein, the Lease shall remain in full force and effect for the remainder of the Term, unless subsequently terminated for another cause or event as specified herein.

32. CONDITION OF PREMISES UPON TERMINATION. Upon the effective termination of the Lease, Provider shall restore the Premises to its condition prior to the execution of this Lease, remove all personal property, including furniture, furnishings, vehicles, and equipment, belonging to Provider or Provider's employees, invitees, and agents. Should Provider fail to perform those obligations by the effective termination date, the Parties agree to the following:

- a. Such remaining property shall be deemed abandoned and Provider waives all provisions for disposition of abandoned personal property required by California law including but not limited to California Code of Civil Procedure Section 1980 et. seq. (requiring notice for reclaiming abandoned property and public sale for disposition).

- b. City has the right to take action to remove Provider's personal property. Should City exercise this right, Provider shall be liable to City for:
- the actual cost of this removal, demonstrated by valid receipts and invoices;
  - a fifteen percent (15%) overhead to City for reasonable costs in contracting and supervising the removal work; and
  - any attorneys' fees incurred by City to remove Provider from the Property after termination, if necessary. Invoices must be paid within ten (10) days of submission of invoice to Provider. If not paid within this time, then interest will be charged at ten percent (10%) or the maximum extent allowed by law, whichever is less.

33. NOTICE. All notices under this Lease shall be in writing and, unless otherwise provided herein, shall be deemed validly given if sent by certified mail, return receipt requested, or via recognized overnight courier service, addressed as follows (or to any other mailing address which the party to be notified may designate to the other party by such notice). All notices properly given as provided for in this section shall be deemed to be given on the date when sent. Should City or Provider have a change of address, the other party shall immediately be notified as provided in this section of such change.

**Provider**

Team Sheeper, L.L.C  
Attn: Tim Sheeper  
501 Laurel Street  
Menlo Park, CA 94025  
(650) 369-7946

**City**

City of Menlo Park  
Attn: City Manager  
701 Laurel Street  
Menlo Park, CA 94025  
(650) 330-6610

34. COMPLETE AGREEMENT. This Lease contains the entire agreement between the Parties with respect to the matters set forth herein, and supersedes all prior or contemporaneous agreements (whether oral or written) between the Parties with respect to the matters set forth herein.

35. AMENDMENT. This Lease may be amended only by a written instrument executed by the Parties.

36. AUTHORITY. The individuals executing this Lease on behalf of Provider represent and warrant that they have the legal power, right and actual authority to bind Provider to the terms and conditions of this Lease.

37. NO WAIVER. Waiver by either party of a breach of any covenant of this Lease will not be construed to be a continuing waiver of any subsequent breach. City's receipt of rent with knowledge of Provider's violation of a covenant does not waive City's right to enforce any covenant of this Lease. No wavier by

either party of a provision of this Lease will be considered to have been made unless expressed in writing and signed by all parties.

**IN WITNESS WHEREOF**, the Parties have executed this Lease by their officers therein duly authorized as of the date and year first written above.

**CITY OF MENLO PARK**

By: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
City Clerk

**TEAM SHEEPER, L.L.C.**  
501 Laurel Street  
Menlo Park, CA 94025

By: \_\_\_\_\_  
Tim Sheeper, Chief Executive Officer

**GUARANTY**

TIM SHEEPER hereby unconditionally personally guarantees all of the obligations arising or accruing during the term of the Lease and/or arising out of Provider's operation of the Premises. City is not responsible to enforce the terms of the Lease upon TEAM SHEEPER, L.L.C., or to first institute suit, or to pursue or exhaust its remedies against TEAM SHEEPER, L.L.C. TIM SHEEPER shall, without demand, pay City's reasonable attorneys' fees and all costs and expenses incurred by City in enforcing the terms of the Lease and/or this Guaranty.

This Guaranty shall inure to the benefit of City, its successors and assigns, and this Guaranty shall bind TIM SHEEPER, his legal representatives, and assigns.

\_\_\_\_\_  
TIM SHEEPER

## Exhibits

- A. Burgess Pool Site Map
- B. Belle Haven Pool Site Map
- C. SOLO Agreement



# Menlo Swim and Sport

Annual Report to the City of Menlo Park

February 17, 2016

## Menlo Swim and Sport

Total Amount of Program Hours by Program	4
Participation Statistics by Program	6
Customer Satisfaction Survey Results	8
Pool Schedule and Space Allocation by Program	11
Lane Rate Rental Fee Comparison	17
Pricing Structure - 2015	18
Annual Audits and Review Demonstrating Standards of Care	18
Risk Management Documentation	20
Lifeguard Training	20
Certifications	21
Facility Maintenance	21
Description of Programs	22
Special Events and Accomplishments	23
Charitable Organizations	25
Conclusion	26



# Annual Report to the City of Menlo Park

Menlo Swim and Sport entered into a public/private partnership with the City of Menlo Park to operate the Burgess Pool in May 2006. The company is dedicated to serving the community by promoting healthy, balanced lifestyles through aquatic sports and outdoor family activity. In cooperation with the City of Menlo Park, Menlo Swim and Sport aspires to make full use of the facility by providing a proactive approach to sports and aquatic programming.

It is estimated that more than 488,000 visits the Burgess Pool facility, and 16,000 visits the Belle Haven Pool facility on an annual basis.

In 2015, Menlo Swim and Sport experienced continued, steady growth of its core programming at its Burgess Pool facility and maintained continued year-round operations at the Belle Haven facility, beyond the required 10-week summer period.

We are proud to report that 2015 was our best year at Belle Haven since we began operating at that location. There was an increase in swim lessons and in open swim drop in users. We are providing more swim lessons to the community and we are also attracting more members of the community to come enjoy our facilities. We are always looking to adjust our programming to better serve the community. In 2015, we added two Aqua Fit classes in the morning to better suit our community members that attend the Menlo Park Senior Center for lunch time meals.

Also in 2015 our Menlo Mavericks Water Polo team attended Junior Olympics in Orange County. We sent a 10 and under co-ed team and a 14 and under girls team. We are proud to say our team is continuing to grow and compete nationally.

The data in this report reflects the most complete information that Menlo Swim and Sport has relative to the requested areas of interest indicated by the City of Menlo Park.

## Total Amount of Program Hours by Program

Menlo Swim and Sport provided the following programming at the Burgess Pool Facility:

BURGESS POOL PROGRAMMING - 2015	
Program	Program Hours
Aqua Fit	14 hours/week
Camp Menlo	45 hours/week (summer and school holidays)
Beyond Studio Cycling	10 workouts/week
Lap Swim	85 hours/week - fall & winter 88 hours/week - spring & summer
Masters Swimming	21 hours/week
Masters Water Polo	3.5 hours/week
Menlo Fit/Boot Camp	21 hours/week
Menlo Mavericks (Swim)	15 hours/week
Open Swim	38.25 hours/week - fall & winter 56 hours/week - spring & summer
Personal Training	20 hours/week
Swim School - Youth	50 hours/week
Triathlon Team - Adult	18 hours/week
Water Safety Classes	37.5 hours/quarter
SOLO Aquatics	7.5 hours/week
Team in Training (TNT)	3.5 hours/week
Underwater Hockey	4 hours/week

## TOTAL AMOUNT OF PROGRAM HOURS BY PROGRAM AREA

Menlo Swim and Sport provided the following programming at the Belle Haven Pool Facility

BELLE HAVEN POOL PROGRAMMING - 2015	
Program	Program Hours
Aqua Fit	4 hours/week
Camp Menlo	25 hours/week (summer)
Lap Swim	15 hours/week (non-summer) 44 hours/week (summer)
Menlo Mavericks (Polo)	12 hours/week
Open Swim	15 hours/week (non-summer) 25 hours/week (summer)
Personal Training	2 hours/week (non-summer) 4 hours/week (summer)
Swim School - Youth	4 hours/week (spring) 14 hours/week (summer)
Swim School - Adult	2 hours/week (fall)
Synchronized Swimming	3 hours/week

## Participation Statistics by Program

### PARTICIPATION STATISTICS BURGESS

BURGESS POOL PARTICIPATION STATISTICS		
Program Area	2014 Participation	2015 Participation
Aqua Fit	88 active online memberships, approximately 292 drop-ins per year.	79 active online memberships, approximately 179 drop-ins per year.
Camp Menlo	1,500 participants annually	1,500 participants/annually
Beyond Studio Cycling	12 active online memberships Drop-ins: 157	11 active online memberships Drop-ins: 94
Lap Swim	18,754 drop in customers Approximately 249 customers with monthly lap swim memberships	20,572 drop in customers Approximately 217 customers with monthly lap swim memberships
Masters Swimming	300+ active members	300+ active members
Masters Water Polo	20 active members	25 active members
Menlo Fit/Boot Camp	65 active members Drop In: 33	65 active members Drop In: 54
Menlo Mavericks	Non-summer: 355 Summer: 320	Non-summer: 345 members Summer: 325 members
Open Swim	23,350 drop-in customers 53 Summer Family Swim Passes	30,000 drop-in customers 50 Summer Family Swim Passes
Personal Training	Approximately 65/month	Approximately 180/month
Swim School - Youth	Approximately 1,250 students per week, or 60,000 lessons given annually.	Approximately 1,250 students per week, or 60,000 lessons given annually.
Triathlon Team - Adult	80 members	80 members
Water Safety Classes	111 certifications	146 certifications
SOLO Aquatics	Estimated at 80 members	Estimated at 80 members
Team in Training (TNT)	100-150 people per quarter	100-150 people per quarter

## PARTICIPATION STATISTICS - BELLE HAVEN

BELLE HAVEN POOL PARTICIPATION STATISTICS		
Program Area	2014 Participation	2015 Participation
Aqua Fit	7/week - summer	10/week - summer
Camp Menlo	15/week - summer	15/week - summer
Lap Swim - Members	4/week - year-round	7/week - year-round
Lap Swim - Drop In	11/week - year-round	22/week - year-round
Menlo Mavericks (Polo)	60/week - year-round	60/week - year-round
Open Swim - Drop In	22/week - year-round average	78/week - year-round average
Swim School - Youth	80/week - summer	100/week - summer
Swim School - Adult	n/a	8/week - fall

## Customer Satisfaction Survey Results

### INCLUDES USER GROUP FEEDBACK BY PROGRAM AREA OR RENTAL

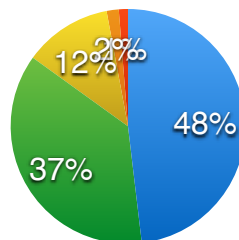
Menlo Swim and Sport conducted an annual survey of various pool user groups in 2015, which was made available online only at Burgess, and online and via paper at Belle Haven. Links to the online survey were provided to facility users via the Menlo Swim and Sport monthly newsletter. SOLO was provided with links to the survey; however, data was not received from SOLO. The results are documented below.

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The following questions were asked of Burgess Pool users:

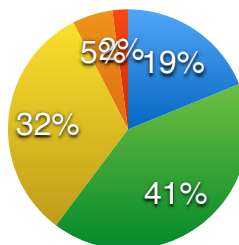
1. As a direct result of participating at the pool, I (or my child) have improved upon or developed a new skill.

- Strongly Agree
- Agree
- Neither Agree Nor Disagree
- Disagree
- Strongly Disagree



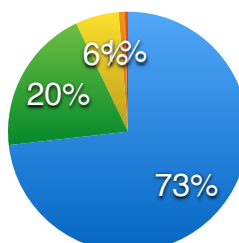
2. As a direct result of participating at the pool, I (or my child) feel closer to my community.

- Strongly Agree
- Agree
- Neither Agree Nor Disagree
- Disagree
- Strongly Disagree



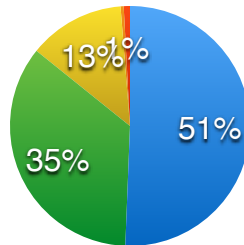
3. My (or my child's) participation in aquatics programs supports a healthy lifestyle.

- Strongly Agree
- Agree
- Neither Agree Nor Disagree
- Disagree
- Strongly Disagree



4. My (or my child's) participation in aquatics programs contributes to my (or my child's) individual growth and development.

- Strongly Agree
- Agree
- Neither Agree Nor Disagree
- Disagree
- Strongly Disagree

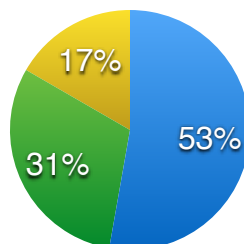


MENLO SWIM AND SPORT BURGESS USERS - 2015 SURVEY RESPONSES				
Answer Options	Question #1	Question #2	Question #3	Question #4
Strongly Agree	48.12%	18.83%	73.22%	50.63%
Agree	36.82%	41.42%	19.67%	35.15%
Neither Agree Nor Disagree	12.13%	32.22%	5.86%	12.97%
Disagree	1.67%	5.44%	0.84%	0.42%
Strongly Disagree	1.26%	2.09%	0.42%	0.84%

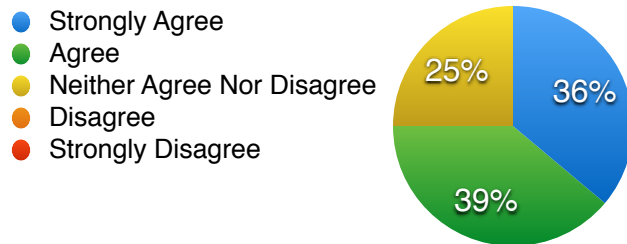
The following questions were asked of the Belle Haven Pool users:

1. As a direct result of participating at Belle Haven Pool, I (or my child) have improved upon or developed a new skill.

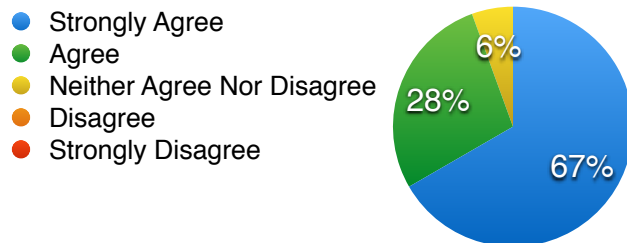
- Strongly Agree
- Agree
- Neither Agree Nor Disagree
- Disagree
- Strongly Disagree



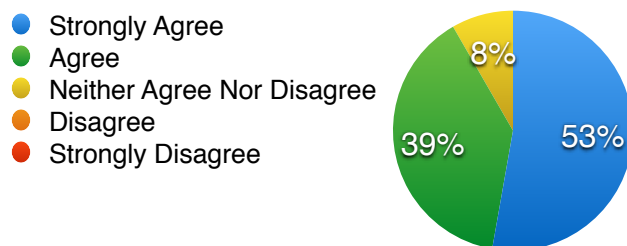
2. As a direct result of participating at Belle Haven Pool, I (or my child) feel closer to my community.



3. My (or my child's) participation in aquatics programs supports a healthy lifestyle.



4. My (or my child's) participation in aquatics programs contributes to my (or my child's) individual growth and development.





## BELLE HAVEN POOL

BELLE HAVEN POOL USERS - 2015 SURVEY RESPONSES				
Answer Options	Question #1	Question #2	Question #3	Question #4
Strongly Agree	52.78%	36.11%	66.67%	52.78%
Agree	30.56%	38.89%	27.78%	38.89%
Neither Agree Nor Disagree	16.67%	25%	5.56%	8.33%
Disagree	0%	0%	0%	0%
Strongly Disagree	0%	0%	0%	0%

## Pool Schedule and Space Allocation by Program

### INCLUDES PREVIOUS YEAR AND PROJECTIONS FOR 2015

Menlo Swim and Sport tracks its pool schedule and allocation of pool space by program area for both the Instructional Pool and the Performance Pool via monthly calendars. The records for January through December 2015 are attached to this document. The pool schedule and allocation for specific programs for 2016 will likely be consistent with the 2015 schedule. Minor changes to the schedule occur based on the modification or creation of new programs.

## Fee Comparison by Program Area

NORTH OF MENLO PARK FEE COMPARISON - 2015/2016					
Program	Burgess Pool - Menlo Park	Belle Haven - Menlo Park	Herkner Pool - Redwood City	Burlingame Aquatic Center	Peninsula Jewish Community Center (Foster City)
Aqua Fit (Water Exercise)	\$60-\$79/month	\$40/month	n/a	\$64/month	Monthly: \$114/mo  One-time reg fee: \$195
Camp Menlo	\$345/wk.	\$250/wk.	n/a	\$209 to \$251/wk.	\$335 to \$690/wk.
Indoor Cycling	\$79/month	n/a	n/a	n/a	Monthly: \$114/mo  One-time reg fee: \$195
Lap Swim	<b>Resident</b> Youth: \$4 Adult: \$6 Senior & Student: \$5  \$47/month  <b>Non- Resident</b> Youth: \$5 Adult: \$7 <b>*Family: \$18</b> Senior & Student: \$6  \$54/month	<b>Resident</b> Youth: \$3 Adult: \$4 Senior & Student: \$4  \$40/month  <b>Non-Resident</b> Youth: \$3 Adult: \$5 <b>*Family: \$15</b> Senior & Student: \$4  \$45/month	<b>Fees</b> Youth: \$3 Adults: \$5 Senior: \$3	<b>Resident</b> Youth: \$5 Adult: \$7 Senior: \$5  Adult res: \$53/month Adult non-res: \$58/month	Monthly: \$114/mo  One-time reg fee: \$195
Masters Swimming	\$79/month	n/a	n/a	\$61/month	Monthly: \$114/mo  One-time reg fee: \$195
Masters Water Polo	\$79/month	n/a	n/a	\$35/month	n/a
Menlo Fit	<b>All Access</b> \$185/month	n/a	n/a	n/a	Monthly: \$114/mo  One-time reg fee: \$195

NORTH OF MENLO PARK FEE COMPARISON - 2015/2016					
Program	Burgess Pool - Menlo Park	Belle Haven - Menlo Park	Herkner Pool - Redwood City	Burlingame Aquatic Center	Peninsula Jewish Community Center (Foster City)
Youth Competitive Swim Team	<b>Monthly Dues</b> Range = \$55 to \$118	n/a	Redwood City Sharks: \$199 per summer session	Monthly Dues Range = \$80 to \$240	Monthly Dues Member \$115  Non-member \$140
Open Swim	<b>Resident</b> Youth: \$4 Adult: \$6 <b>*Family: \$15</b> Senior & Student: \$5  \$47/month  <b>Non- Resident</b> Youth: \$5 Adult: \$7 <b>*Family: \$18</b> Senior & Student: \$6  \$54/month	<b>Resident</b> Youth: \$3 Adult: \$4 <b>*Family: \$12</b> Senior & Student: \$4  \$40/month  <b>Non-Resident</b> Youth: \$3 Adult: \$5 <b>*Family: \$15</b> Senior & Student: \$4  \$45/month	<b>Baby Pool</b> Drop-in: \$2 per child. Add'l \$1 per child  Youth: \$3 Adult: \$5 Senior: (60+) \$3	<b>Drop In</b> Youth: \$3 Adult: \$5	<b>Drop In</b> \$25 for day pass (adult & child)  Monthly Dues Member \$115  Non-member \$140
Personal Training	\$120 per hour	\$115 per hour.	n/a	n/a	Monthly Dues Member \$115  Non-member \$140  \$82 to \$92/hr.
Swim School	<b>Group:</b> \$86 per month, \$21.50 per class	<b>Group:</b> \$15/ lesson kids  \$5/lesson (w/ BBAF Scholarship)	<b>Resident:</b> \$10/ class  <b>Non-Resident:</b> \$10.80/class	<b>Group</b> Members \$13.75 - \$16.25/ class	<b>Group</b>  Member rate: \$17.50 - \$24.50/ class
Triathlon Team, Menlo Fit (Boot Camp), ALL ACCESS	<b>All Access</b> \$180/month	n/a	n/a	n/a	n/a

NORTH OF MENLO PARK FEE COMPARISON - 2015/2016					
Program	Burgess Pool - Menlo Park	Belle Haven - Menlo Park	Herkner Pool - Redwood City	Burlingame Aquatic Center	Peninsula Jewish Community Center (Foster City)
Water Polo - Youth	n/a	\$80/month - 12 Under & 14 Under (boys & girls)  \$40/month - 10 Under (coed)  \$32/month (w/ BBAF Scholarship)	n/a	\$86 - \$151/month	n/a
Safety Academy	Lifeguard \$300	Lifeguard \$300	n/a	n/a	Lifeguard Certification: \$175

SOUTH OF MENLO PARK FEE COMPARISON - 2015/2016					
Program	Burgess Pool - Menlo Park	Belle Haven - Menlo Park	Rinconada Pool - Palo Alto	Eagle Park Pool - City of Mountain View	Fremont H.S. Pool - Sunnyvale (California Sport Center)
Aqua Fit (Water Exercise)	\$60 to \$79/month	\$40/month	n/a	Drop In  Resident: \$6/class Non-resident: \$7.50  Sr. Resident: \$3/class Sr. Non-resident: \$4/class	Drop In:  Resident: \$11/swim Non-resident: \$14/swim
Camp Menlo	\$345/wk.	\$250/wk.	n/a	n/a	\$370 to \$462.50/wk.
Indoor Cycling	\$79/month	n/a	n/a	n/a	n/a

SOUTH OF MENLO PARK FEE COMPARISON - 2015/2016					
Program	Burgess Pool - Menlo Park	Belle Haven - Menlo Park	Rinconada Pool - Palo Alto	Eagle Park Pool - City of Mountain View	Fremont H.S. Pool - Sunnyvale (California Sport Center)
Lap Swim	<b>Resident</b> Youth: \$4 Adult: \$6 Senior & Student: \$5  \$48/month  <b>Non- Resident</b> Youth: \$5 Adult: \$7 Senior & Student: \$6  \$54/month	<b>Resident</b> Youth: \$3 Adult: \$4 Senior & Student: \$4  \$40/month  <b>Non-Resident</b> Youth: \$3 Adult: \$5 Senior & Student: \$4  \$45/month	<b>Non-Member</b> Adult: \$5 Senior (60+): \$3  <b>Member - Resident</b> Adult: \$3.50 Senior (60+): \$2 Youth: \$3	<b>Resident</b> (25 Swims) -\$90  <b>Non-Resident</b> (25 Swims) -\$113  <b>Resident Senior:</b> (25 Swims) - \$31  <b>Non-Resident Senior:</b> (25 Swims) - \$39  <b>Resident</b> (1 Swim) - \$5  <b>Non-Resident</b> (1 Swim) - \$6	<b>Resident</b> Drop-in: \$7 12-punch: \$55 Monthly: \$51 Senior (55+): \$39  <b>Non-Resident</b> Drop-in: \$10 12-punch: \$68  Monthly: \$63 Senior (55+) \$49
Masters Swimming	\$79/month	n/a	Monthly dues: \$80	\$50-\$60 per month	\$60 to \$75/month
Masters Water Polo	\$79/month	n/a	n/a	n/a	n/a
Menlo Fit	<b>All Access</b> \$185/month	n/a	n/a	n/a	n/a
Youth Competitive Swim Team	<b>Monthly Dues</b> Range = \$55 to \$118	n/a	Range \$95 to \$260/month	Range \$100 to \$200/month	Range \$96 to \$191/month.
Open Swim	<b>Resident</b> Youth: \$4 Adult: \$6 <b>*Family: \$15</b> Senior & Student: \$5  \$47/month  <b>Non- Resident</b> Youth: \$5 Adult: \$7 <b>*Family: \$18</b> Senior & Student: \$6  \$54/month	<b>Resident</b> Youth: \$3 Adult: \$4 <b>*Family: \$12</b> Senior & Student: \$4  \$40/month  <b>Non-Resident</b> Youth: \$3 Adult: \$5 <b>*Family: \$15</b> Senior & Student: \$4  \$45/month	<b>Daily Drop In</b> Youth: \$4 Adult: \$5 Senior: \$3 Infant: \$2  <b>Resident 10-card program discount</b> Youth: \$3 Adult: \$3.50 Senior: \$2  <b>Non-Resident 10-card program discount</b> Youth: \$3.50 Adult: \$4 Senior: \$2.50	<b>Resident Child:</b> \$3 Adult: \$4 Family: \$10  <b>Non-Resident</b> Child: \$4 Adult: \$5 Family: \$18  Spectator: \$3	Drop In: Res: \$4/swim Non-Res: \$5/swim

SOUTH OF MENLO PARK FEE COMPARISON - 2015/2016					
Program	Burgess Pool - Menlo Park	Belle Haven - Menlo Park	Rinconada Pool - Palo Alto	Eagle Park Pool - City of Mountain View	Fremont H.S. Pool - Sunnyvale (California Sport Center)
Personal Training	\$120 per hour	\$115 per hour.	n/a	n/a	n/a
Swim School	<b>Group:</b> \$86 per month, \$21.50/class	<b>Group:</b> \$15/lesson kids  \$5/lesson (w/ BBAF Scholarship)	Pricing not available.	Group: \$7.50 to \$9.50/class	\$15.75/class
Triathlon Team, Menlo Fit (Boot Camp), ALL ACCESS	<b>All Access</b> \$180/month	n/a	n/a	n/a	n/a
Water Polo - Youth	n/a	\$80/month - 12 Under & 14 Under (boys & girls)  \$40/month - 10 Under (coed)  \$32/month (w/ BBAF Scholarship)	n/a	n/a	\$78 to \$87/month
Safety Academy	Lifeguard \$300	Lifeguard \$300	Lifeguard \$189 to \$219	Lifeguard \$236 to \$295	Lifeguard \$300

\*Menlo Swim and Sport is unique by providing low-cost family pricing options.

Based on the above fee comparison, Menlo Swim and Sport continues to offer a full compliment of sport and aquatic programming relative to the public pools operating in the local area. This is evident by the fact that the other facilities do not offer the broad range of programming found in Menlo Park and operated by Menlo Swim and Sport.

Both the Burgess and Belle Haven pools via Menlo Swim and Sport continue to offer users a broad selection of high-quality aquatic programming at or below market rate.

## Lane Rate Rental Fee Comparison

Location	Per Hour Lane Rental Rate
Saratoga High School Pool	\$2.87 to \$5.56
Los Gatos High School Pool	\$4.12 to \$6.25
Eagle Park Pool (City of Mountain View)	\$5.50 to \$58
Sequoia Union High School District	\$8.57* to \$10.70
Fremont High School Pool (Sunnyvale)	\$13 to \$17
Terman Middle School	\$13.33
<b><i>USA Swimming - National Average</i></b>	<b>\$14.00</b>
Foothill College	\$15* to \$18.75
Camden Community Center (City of San Jose)	\$16.00
Burgess Pool (City of Menlo Park)	\$16 to \$24
Belle Haven Pool (City of Menlo Park)	\$20.00
Burlingame High School Pool (City of Burlingame)	\$20.00

\*A lower non-profit rate is usually given to non-profit organizations.

## Pricing Structure - 2015

Registration for adult programs continued with a simplified pricing structure. Patrons had the option to register for a single sport or activity (e.g. Level 1 or Level 2), or they can combine programs/activities with either the All-Access Silver or All-Access Gold packages.

2015 - MENLO SWIM AND SPORT MONTHLY PRICING LEVELS			
Level 1	Level 2	Level 3 (All Access Silver)	Level 4 (All Access Gold)
\$54	\$79	\$133	\$185
(Choose One)  <ul style="list-style-type: none"> <li>• Lap &amp; Open Swim</li> <li>• Menlo Bike Club</li> <li>• Tattersols Women's Running Team</li> <li>• All Terrain Runners</li> </ul>	(Choose One)  <ul style="list-style-type: none"> <li>• Aqua Fit Water Exercise</li> <li>• Masters Swim</li> <li>• Indoor Cycling</li> <li>• Menlo Mavens Water Polo</li> </ul>	Access to All Level 1 and Level 2 programs.  Except: <ul style="list-style-type: none"> <li>• Boot Camp</li> <li>• Triathlon</li> </ul>	Access to all Level 1 and Level 2 programs.  Including: <ul style="list-style-type: none"> <li>• Boot Camp</li> <li>• Triathlon</li> </ul>

- Menlo Park Resident Lap Swim only membership available at \$47.
- 25% Senior, Student, and Family Discounts are available.

## Annual Audits and Review Demonstrating Standards of Care

Menlo Swim and Sport takes great care in managing the facility above industry standards for public pools. Certified Pool Operators manage and care for the pool systems and balance the water on a daily basis. Written records are kept and reviewed on a regular basis by qualified city staff and the County Public Health Department. Custodial staff maintains the facility and surrounding grounds approximately eight to ten hours per day. Mid-day on-site restroom cleanings are conducted during the peak seasonal use times in order to keep up with the high volume of daily visits. It should be noted that the estimated number of people who pass through this facility is estimated to be 488,000 annually.

The company employs a human resources manager who tracks employee certifications and conducts and tracks employee training with the assistance of a human resources management and payroll system. Customer registration is conducted via two systems: one specifically deals with the nuances of the swim school, and the other system manages all non-swim school related functions.



The company's lifeguards are all fully certified and encouraged to seek advanced lifeguard certifications. Water safety/lifeguard instruction is provided by company staff to existing and prospective employees. The lifeguarding surveillance techniques employed are consistent with the standards set by the American Red Cross.

Risk management and employee safety are addressed via monthly employee safety meetings. Menlo Swim and Sport continues to contract with DuAll Safety in order to stay current with relevant safety issues and to ensure that Menlo Swim and Sport meets the safety requirements required by the City of Menlo Park for the operation of the Burgess and Belle Haven Pools. The DuAll Safety Plan includes work in the following health and safety areas:

1. Injury and Illness Prevention Program (IIPP)
2. Confined Space Program Update and Revision
3. Emergency Action Plan revision
4. Hazardous Materials Business Plan Development (Burgess & Belle Haven Pool)
5. Exposure Control Plan (e.g. bloodborne pathogens)
6. Fall Protection Standard Operating Procedure
7. Heat Illness Prevention Program
8. Cold Illness Prevention Program
9. Ladder/Climb Safety Training
10. Chemical Inventory
11. Hazard Communication Program
12. Personal Protective Equipment (PPE) program
13. Respiratory Protection
14. Fall Protection
15. Driver Safety Training
16. Develop 2014 Safety Plan of Action
17. PPE Hazard Assessment
18. Aerosol Transmittable Disease (ATD) Plan

Knorr Systems Inc., is contracted to perform scheduled pool and equipment maintenance, and quarterly audits/analysis of the water to ensure proper chemical and operational balance.

Total Aquatic Management conducted an operational audit for the Burgess Pool on February 21, 2015. Menlo Swim and Sport demonstrated satisfactory to above average ratings in all sections of the audit. The audit results are attached to this report.

Here is the synopsis of the audit directly from the auditor:

"The Menlo Swim and Sport operated Burgess Aquatic Center is in great condition and very well taken care of. The programs are very well rounded and really meet the community need. The swim school is a model of success. Staff should formalize rotations to always occur in the same location, chair, ladder by lift, etc. It does not matter so much where as they are consistently done in one place the same way each time to make sure the water is always watched. Training should be done on the rescue of unresponsive victims off the bottom of the pool and then extricated and CPR performed with a trainer AED if possible. The importance of getting the victim and getting them out as quickly as possible must be emphasized! The process on deck should involve gloving up, making an airway from behind the victim's head, assessing pulse

and breathing simultaneously, giving two breaths then the second rescuer starting compressions until the AED arrives.”

## Risk Management Documentation

Menlo Swim and Sport has an active Risk Management Program for the Burgess and Belle Haven Pools which focuses on the following areas:

- **Emergency Action Plan (EAP):** Individual departments are trained via drills to respond to appropriate emergency scenarios (e.g. fire alarm); EAP guidelines are issued to new hires, relevant EAP sections are posted on employee break room walls; emergency equipment stations (e.g. first aid stations, AED & oxygen station), two way radio communication system is in place.
- **Facilities and Equipment:** The custodial staff has created and utilizes a Pool Maintenance Essential Duties Checklist as a guide for essential tasks and key job duties. The City conducts occasional inspections to ensure the company is maintaining the facility appropriately. Any deficient areas are identified and addressed quickly by staff. Appropriate signage is maintained around both the Burgess and Belle Haven Pool facilities.
- **Supervision:** Menlo Swim and Sport employs in excess of 200 employees during the peak season of summer and maintains a staff of approximately 130 employees throughout the year. The company is structured with a CEO, Chief Financial Officer, Director of Operations, as well as directors for the following positions: human resources, customer service, athletic programming (e.g. swim school, camps), lifeguard, and marketing. The company now maintains a contract with an IT company for technology related issues. Menlo Swim and Sport maintains a comprehensive workers' compensation insurance plan as required by the State of California.
- **Training:** The management team (described above) works hard to ensure that the company provides high-quality staff with exceptional training in their area of expertise. Appropriate levels of training and screening occur prior to hiring new staff. Constant quality improvement is the goal when it comes to staff and program development.
- **Documentation:** Menlo Swim and Sport has created policy and procedure manuals to provide guidance to staff. These manuals are available for review upon request.
- **Safety Suggestion Boxes:** Menlo Swim and Sport provides Safety Suggestion Boxes for employees to submit ideas related to safety concerns and improvements. The Safety Committee follows up on these suggestions during its monthly safety meetings.

## Lifeguard Training

During the new employee on boarding process, employees are provided with training in the following areas:

- Harassment Policy

- Workers Compensation
- Workplace Violence
- Work hours, lunch and breaks
- Vacation and sick leave

Each department has a very specific training program and checklist for all newly hire employees.

In 2105, the lifeguard staff was required to attend a minimum of eight in-service trainings. Seasonal staff attend two to three depending on their length of employment. Menlo Swim and Sport offered 24 in-service trainings throughout the year. These training sessions are two hours in length and cover topics such as customer service, first aid, CPR/AED, lifeguard skills and general Menlo Swim and Sport policy review.

In addition to the training, lifeguards received the following audits to evaluate their skills: surface scanning (monthly), bottom scanning (quarterly), CPR/AED, first aid (quarterly). New lifeguards are required to complete a two-hour orientation and shadow shift. All staff lifeguards are required to renew their certifications every two years.

## Certifications

**Lifeguards:** Red Cross Lifeguard/First Aid, CPR/AED for the Professional Rescuer

**Swim Coaches:** American Swim Coaches Association (ASCA), USA Swim Coach, Lifeguard, Lifeguard Instructor, Automated External Defibrillator (AED), Crossfit Level 1, Emergency Medical Technician (EMT)

**Other Coaches:** Menlo Fit (Boot Camp): Individual fitness certifications; Aqua Fit: appropriate water exercise certifications, Triathlon Coaches: USA Triathlon (USAT), Cross Fit certification Level 1 and Cross Fit kids, and Associated Swim Coaches of America (ASCA) Level 3.

**Pool Maintenance Staff:** Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO)

## Facility Maintenance

Custodial staff initiates a thorough cleaning of the all restrooms (men, women, and family) at least three hours prior to facility opening. An ongoing, mid-day facility cleaning of the restrooms and facility windows was added in fall of 2013 to account for the high visitor volume. The mid-day cleaning is handled by an outside vendor. Staff maintains the facility and surrounding grounds, spending eight to ten hours per day cleaning and maintaining the facility. Dozens of restroom checks are conducted throughout the day by a combination of company lifeguard and management staff.

Staff spends at least three hours per day cleaning the surrounding outdoor areas to include: the pool deck, pool bottom & tiles, mechanical room, administrative offices, picnic areas and facility lobby. The City of Menlo Park conducts facility checks of both the Burgess and the Belle Haven

Pools. Menlo Swim and Sport staff review the facility check reports and respond quickly to address any facility-related concerns noted by city staff.

## Description of Programs

**Aqua Fit:** Aqua Fit classes use the natural resistive forces of water to strengthen both muscles and the cardiovascular system. Water exercise has proven to be one of the healthiest, most versatile whole-body workouts for top athletes, fitness enthusiasts, youth and seniors alike.

**Camp Menlo:** Camp Menlo offers aquatics instruction, water sports, and dry land activities for a variety of ages. Menlo Swim and Sports goal is to give campers a unique and inspiring experience while cultivating skills for a lifetime of aquatics and sports safety, health, and enjoyment.

**Lap Swim:** Lanes are dedicated to lap swimming in the performance pool and the instructional pool seven days per week year-round with a lifeguard on duty at all times. We observe circle swimming when there are more than two swimmers per lane. The number of lanes for lap swimming varies according to scheduled activities in each pool, but during the times below, you will find designated lap lanes.

**Masters Swimming:** Menlo Masters was organized in 1988 and is now one of the largest Masters Swimming teams in Northern California and in the U.S. The club welcomes participation from swimmers of all abilities, age 19 or over, who are interested in regular structured workouts.

Previous experience in competitive swimming is not necessary. Members range from beginning swimmers to triathletes to former collegiate swimmers and nationally-ranked Masters competitors.

Menlo Masters conducts ongoing conditioning, stroke instruction, intra-club activities, competitions, and social events throughout the year. Emphasis is placed on developing swimming skills, enhancing the enjoyment of swimming through regular workouts and professional instruction, and the promotion of lifetime fitness through swimming.

**Masters Water Polo:** Menlo Swim and Sport offers women's water polo for all experience levels, ages 19 and over. Our team, the Menlo Mavens, is a fun, inclusive, and diverse group with a passion for water polo. The coaching staff brings years of top level play and coaching experience to the Menlo Mavens team. Our goal is to build a strong and exciting women's water polo program that both introduces new players to the sport and provides professional coaching and challenge for experienced players.

**Menlo Fit:** Menlo Fit offers 21 weekly classes of boot camp with experienced and trusted instructors who provide a variety of cardio interval training routines.

**Menlo Mavericks (Swim and Water Polo):** The Menlo Mavericks is a year round swim team, which aims to create a swimming community that is extremely positive about being in and around the water. We emphasize learning sound techniques through our committed and competent coaches in a pleasant and positive environment. With a team segmented into smaller

groups to meet the needs of swimmers of all ability levels, the Menlo Mavericks receive the best quality of coaching, instruction, and fun. In 2012, the team became an officially recognized USA Swimming program.

**Open Swim:** The pool is open to the community seven days per week. Lifeguards are on duty at all times during open swim. No registration required, just drop in.

**Personal Training:** Menlo Swim and Sport offers the expertise of our personal trainers for individual lessons. The personal trainers bring coaching talent and passion for swimming and sport so clients can benefit from one-on-one lessons no matter what their skill level.

The personal training program has expanded to include the following areas: Swim Pro, Swim School Select, Mavericks Performance Pro, Aqua Fit Pro, Water Polo Pro, Triathlon Pro, Fitness Pro, Tennis Pro, and Bike Pro.

**Swim School:** The Menlo Swim School is a year-round school that provides professional, goal-oriented swim lessons for all ages and levels, developing life-long competency and a life-long love of swimming.

### **Tennis**

The Menlo Tennis Academy, providing lessons for children 7-14 years, has been steadily growing and is currently at capacity for our Level 2 Intermediate lessons. Our tennis program is now expanding to provide another level of lessons for advanced players. We look forward to starting bi-monthly weekend tournaments for Tennis Academy players and other players.

**Triathlon Team:** Team Sheepen is a full-service multi-sport organization providing coaching and training to athletes of all levels and ages.

## **Special Events and Accomplishments**

### **BURGESS POOL**

#### **Mavericks Swim Team**

Menlo Mavericks had a good year in 2015 as far as individual and team accomplishments. The team completed USA Swimming Club Recognition Level 1 program and is currently about to complete their Level 2. The team added five new swimmers to its Far Western Championship Team as well as 10 new athletes to its Junior Olympic Championship Team. Along with those accomplishments, the Mavericks also had an athlete and a coach represented in Hawaii for the Pacific All-Star team where they helped bring the championship trophy back to Pacific Swimming. In addition to our year round USA Swimming accomplishments, our Summer League team finished a solid 3rd for the second year in a row. Menlo Mavericks looks to better ourselves once again in 2016.

#### **Camp Menlo**

In 2015, Camp Menlo summer enrollment remained steady, while focusing on raising the quality of the camp experience for young people. Quality in our camps was consistently achieved by recruiting excellent counselor-leaders; setting clear program goals for the children's sport and social development; and conducting the camps in a safe, well-organized, fun environment. In

the past year, we solidified our committed to providing enjoyable school holiday camps, which meet the needs of working families, whose children are out of school for one to five days.

### **Can-Do Challenge**

The Can-Do February Challenge has been a team tradition for nearly 20 years. The goal for each Menlo Masters member to swim 50,000 yards in the month or as much as 100,000 yards. The team tallies up the yardage each day and swimmers reaching these thresholds receive gifts from the team to honor their efforts. The real reward is that for every 2000 yards logged, we ask team members to bring in a can of food. The canned food then donated to a local food bank, along with a monetary donation from Menlo Masters based on the number of cans collected. Money and cans go to the Brown Bag Lunch Program through the Menlo Park Senior Center. We plan to participate in this program in 2016.

### **Family Giving Tree**

This was the ninth consecutive year that Menlo Swim and Sport participated in Family Giving Tree's Holiday Wish Drive. Every year the employees and clients of Menlo Swim and Sport fulfill approximately 85 wishes for the children and donate several hundred dollars to the underserved community.

### **Kid's Triathlon**

*Saturday, July 11, 2015*

Open to children age 5-14, provided a safe and fun environment for kids to compete in a triathlon with kids their same age. Approximately 350 children participated in the race.

### **Underwater Hockey**

Menlo Swim and Sport partnered with Club Puck to begin offering USA Underwater Hockey at the Burgess Pool.

### **Risk Management**

In 2015, we heightened the awareness of our guests to the four leading causes of pool emergencies (extended breath holding, inattentive parents, non-swimmers not wearing a life jacket, and diving into shallow water). We've also increased the training for our staff so they are vigilant and aware of the most likely emergency events. We have embarked on a campaign of proactive lifeguarding based upon the current best practices, and consulted with leading experts in this area. We also provide lifejackets to patrons.

One out of every 140,000 swim patrons is involved in a drowning incident. Because of this statistic, Menlo Swim and Sport's number one concern is safety. The first line of defense is public knowledge and communication. We address this via signage at our pools along with having well-trained and professionally certified lifeguards. We hand select the best lifeguard candidates through an extensive interview and evaluation process. We spend great care looking for the desired skills and behavioral characteristics. Once hired, lifeguards go through a two-hour one-on-one onsite facility training. The first shift is a shadow shift with a veteran lifeguard. They participate in mandatory in-service training and their skills are audited on a regular basis as discussed in the Lifeguard Training section above. Each guard undergoes an annual performance evaluation.

### **Charitable Giving**

Donations of sports and aquatic program access to local schools and local non-profits to raise money through their auction by our donations. Some of the many schools and organizations include:

- San Mateo Co. Chronic Disease and Injury Prevention Unit
- Little Hands Pre-School
- Bing Pre-School
- Phillips Brooks School
- Nativity Catholic School
- Nueva School
- Orion Alternative School
- City of Menlo Park Downtown Fitness Extravaganza
- Menlo Park - Atherton Education Foundation
- Geo Kids
- North Star School
- San Carlos Educational Foundation
- Menlo Park Library Project Read
- City of Menlo Park Summer Concert Partnership

### **BELLE HAVEN POOL**

#### **Facebook Adult Swim Lessons**

Offered lessons on a first come, first served basis, two days per week with the intent to develop new swimmers to populate the lap swim program at Belle Haven Pool.

#### **Beechwood School Parent Swim Lessons**

Offered fee for service lessons for adult parents of Beechwood students so that a swimming environment could be created within the household.

#### **Big Hero 6 Movie Night**

*Friday, May 15, 2015*

The showing of the movie Big Hero 6 was a success with approximately 75 children in attendance. It was a collaboration between the Menlo Swim and Sport and Belle Haven after school program. The children were able to swim and watch the movie with popcorn and hot chocolate.

## **Charitable Organizations**

### **Beyond Barriers Athletic Foundation (BBAF)**

Thanks to the continued support of BBAF, in 2015 Belle Haven Swim School was able to give a total of 2,242 swim lessons that included spring and summer lessons. Our water polo team has remained steady with 60 members that include a boys and girls 14 and under, 12 and under and a 10 and under co-ed group. BBAF was able to subsidize 1,662 individual water polo team workouts to kids from the Belle Haven community and East Palo Alto community which also traveled to Southern California to participate in the Junior Olympics.

In 2015, BBAF contributed more than \$33,000 in sponsorship funds. They have committed to increase that amount to \$40,000 in 2016.

### **Ravenswood Clinic**

Though the Belle Haven Aqua Fit program was initially run at-cost, Ravenswood Clinic saw the program as an opportunity to provide athletic support to its lower income clientele. As part of an agreement with Menlo Swim and Sport, Ravenswood helped fund the cost of running the program. In return, Menlo Swim and Sport provided Ravenswood clients with free access to the Belle Haven Aqua Fit Program.

## **Conclusion**

In summary, 2015 was a successful year for Menlo Swim and Sport and the Burgess and Belle Haven Pools. Our staff put forth great effort to improve the programs we offer to the community through our partnership with the City of Menlo Park.

As the facility approaches its 10th year of extremely high volume usage, we saw a need to completely overhaul mechanical and water treatment systems. We have installed two new heaters, Variable Frequency Drives (VFD's) on both circulation pumps, replaced the circulation pump impellers, and checked valves and funnel valves. We have replaced the sand in all of the pool filters. We installed almost all new underwater lighting fixtures.

In general terms, we had an increase in revenue in 2015; however, along with this came an increase in overhead costs. There was also an increase in repair and maintenance costs in pool operations. We saw strong demand for open swimming that we were unable to handle at certain times due to necessary lifeguard ratios. Staff will closely monitor this situation to ensure that we are able to better anticipate and respond to the needs of public with regard to open swimming.

We are pleased that our partnership with Facebook for operations at the Belle Haven Pool will continue.

The company goals for 2016 include:

- Increase summer workforce to meet the growing demand of recreational swimmers.
- Improve efficiency of moving people in and around the facility.
- Continue to increase customer satisfaction.

We hope to be on a similar path of continued improvement for 2016, and we look forward to providing high-quality service to the Menlo Park community in the coming year.





# Menlo Swim & Sport Pool Schedule: January 2015

Non Summer Season: Mon., Sept. 29 – May, 2015

## Instructional Pool - 87°

L = Laps, O = Open Swim, AF = Aqua Fit, SS = Swim School, M = Mavericks, TNT = Leukemia & Lymphoma Society,  
CM = Camp Menlo

	MON		TUE		WED		THU		FRI		SAT		SUN	
5-6														
6-7	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)					
7-8	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		TNT (6)			
8-9	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	TNT (6)		Aqua Fit (4)	L (2)
9-10	SS (2)	Laps (4)	SS (2)	Laps (1)	Aqua Fit (3)	SS (2)	Laps (4)	SS (2)	Laps (1)	Aqua Fit (3)	SS (2)	Laps (4)	School (6)	School (6)
10-11	SS (2)	Laps (4)	SS (2)	Laps (2)	Aqua Fit (2)	SS (2)	Laps (4)	SS (2)	Laps (2)	Aqua Fit (2)	SS (2)	Laps (4)	School (6)	School (6)
11-12	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	School (6)	School (6)
12-1	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	School (6)		School (4)	O (2)
1-2	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	School (4)		O (2)	School (4)
2-3	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Laps (2)	Open (4)	Laps (2)	Open (4)
3-4	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Laps (2)	Open (4)	Laps (2)	Open (4)
4-5	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (4)	M (3)	Laps (2)	Open (4)	Laps (2)	Open (4)
5-6	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (4)	M (3)				
6-7	School (4)	O (2)	School (4)		School (4)	M (3)	School (4)	O (2)	School (4)	O (2)				
6:45				2										
7-8	Laps (3)	Open (3)	Aqua Fit (4)	O (2)	TNT (6)		Aqua Fit (4)	O (2)						

Please call 650-328-SWIM or visit [www.menloswim.com](http://www.menloswim.com) for updates and announcements.

# Performance Pool - 80°

**L = Laps, O = Open Swim, SA = SOLO Aquatics, Mavs = Mavericks, TNT = Leukemia & Lymphoma Society, AF = Aqua Fit, MM = Menlo Masters, Jr. Grd = Junior Lifeguard**

	MON		TUE		WED		THU		FRI		SAT		SUN	
5-6														
6-7	(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		Masters (11)			
7-8	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (11)		Masters (11)	
8-9	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Masters (11)		Polo (9)	L (2)
9-10	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		TNT (11)		Polo (9)	L (2)
10-11	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (5)	Mavs (4)	O (2)	Laps (9)
11-12	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (5)	Mavs (4)	O (2)	Laps (9)
12-1	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Laps (9)		O (2)	Laps (11)
1-2	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
2-3	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
3-4	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
4-5	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	Laps (11)		Laps (11)	
5-6	L (3)		L (3)		L (3)		L (3)		L (3)					
6-7	L (3)	Mavs (8)	L (3)	Mavs (8)	L (3)	Mavs (8) Polo (8)	L (3)	Mavs (8)	L (3)	Mavs (8)				
7-8	Laps (7)	Mavs (4)	Mav (3)	Laps (3)	MM (5)	L (3)	Polo (8)	Mav (3)	Laps (3)	MM (5)				
8-9:15														

**Mark your Calendar:**

☺ **Monday, January 219 – Martin Luther King Jr. Holiday: There will be NO Menlo Swim School swimming lessons or Menlo Mavericks practice.**

**\*\*Please note\*\***

● Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students and other programs.

**Updated on December 30**



# Menlo Swim & Sport Pool Schedule: February 2015

Non Summer Season: Mon., Sept. 29 – May, 2015

## Instructional Pool - 87°

L = Laps, O = Open Swim, AF = Aqua Fit, SS = Swim School, M = Mavericks, TNT = Leukemia & Lymphoma Society,  
CM = Camp Menlo

	MON		TUE		WED		THU		FRI		SAT		SUN	
5-6														
6-7	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)					
7-8	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		TNT (6)			
8-9	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	TNT (6)		Aqua Fit (4)	L (2)
9-10	SS (2)	Laps (4)	SS (2)	Laps (1)	Aqua Fit (3)	SS (2)	Laps (4)	SS (2)	Laps (1)	Aqua Fit (3)	SS (2)	Laps (4)	School (6)	School (6)
10-11	SS (2)	Laps (4)	SS (2)	Laps (2)	Aqua Fit (2)	SS (2)	Laps (4)	SS (2)	Laps (2)	Aqua Fit (2)	SS (2)	Laps (4)	School (6)	School (6)
11-12	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	School (6)	School (6)
12-1	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	School (6)		School (4)	O (2)
1-2	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	School (4)		O (2)	School (4)
2-3	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Laps (2)	Open (4)	Laps (2)	Open (4)
3-4	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Laps (2)	Open (4)	Laps (2)	Open (4)
4-5	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (4)	M (3)	Laps (2)	Open (4)	Laps (2)	Open (4)
5-6	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (4)	M (3)				
6-7	School (4)	O (2)	School (4)		School (4)	M (3)	School (4)	O (2)	School (4)	O (2)				
6:45				2										
7-8	Laps (3)	Open (3)	Aqua Fit (4)	O (2)	TNT (6)		Aqua Fit (4)	O (2)						

Please call 650-328-SWIM or visit [www.menloswim.com](http://www.menloswim.com) for updates and announcements.

# Performance Pool - 80°

**L = Laps, O = Open Swim, SA = SOLO Aquatics, Mavs = Mavericks, TNT = Leukemia & Lymphoma Society, AF = Aqua Fit, MM = Menlo Masters, Jr. Grd = Junior Lifeguard**

	MON		TUE		WED		THU		FRI		SAT		SUN	
5-6														
6-7	(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		Masters (11)			
7-8	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (11)		Masters (11)	
8-9	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Masters (11)		Polo (9)	L (2)
9-10	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		TNT (11)		Polo (9)	L (2)
10-11	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (5)	Mavs (4)	O (2)	Laps (9)
11-12	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (5)	Mavs (4)	O (2)	Laps (9)
12-1	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Laps (9)		O (2)	Laps (11)
1-2	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
2-3	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
3-4	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
4-5	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	Laps (11)		Laps (11)	
5-6	L (3)		L (3)		L (3)		L (3)		L (3)					
6-7	L (3)	Mavs (8)	L (3)	Mavs (8)	L (3)	Mavs (8)	L (3)	Mavs (8)	L (3)	Mavs (8)				
7-8	Laps (7)	Mavs (4)	Mav (3)	Laps (3)	MM (5)	L (3)	Polo (8)	Mav (3)	Laps (3)	MM (5)				
8-9:15														

## Mark your Calendar:

### President's Day, Mon., Feb. 16th

**CANCELLED** due to the holiday:

- Menlo Swim School swimming lessons
- Masters 12 noon practice
- Beyond Studio Cycling workouts
- Menlo Tennis Academy practice

### Holiday Schedule

- Masters 5:45am and 7am
- Lap Swim 6am – 8pm
- Menlo Fit Boot Camp 6:00am, 7:00am, 8:15am and 9:15am Arrillaga Family Gymnasium
- Aqua Fit 7:50am
- Service Center Office Hours 9am – 12pm
- Open Swim 10am – 8pm
- Mavericks practice 10am – 11:30am: Levels 4, 5 & 6 (Lanes #1-5 in the Performance Pool)
- SOLO Aquatics 4pm – 5:30pm (Lanes #1-8 in the Performance Pool)
- Mavericks practice 5:30pm – 6:30pm: Levels 1, 2 & 3 (Lanes #1-5 in the Performance Pool)

**\*\*Please note\*\***

- Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students and other programs.

**Updated on February 1**



# Menlo Swim & Sport Pool Schedule: March 2015

Non Summer Season: Mon., Sept. 29 – May, 2015

## Instructional Pool - 87°

L = Laps, O = Open Swim, AF = Aqua Fit, SS = Swim School, M = Mavericks, TNT = Leukemia & Lymphoma Society,  
CM = Camp Menlo

	MON		TUE		WED		THU		FRI		SAT		SUN	
5-6														
6-7	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)					
7-8	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		TNT (6)			
8-9	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	TNT (6)		Aqua Fit (4)	L (2)
9-10	SS (2)	Laps (4)	SS (2)	Laps (1)	Aqua Fit (3)	SS (2)	Laps (4)	SS (2)	Laps (1)	Aqua Fit (3)	SS (2)	Laps (4)	School (6)	School (6)
10-11	SS (2)	Laps (4)	SS (2)	Laps (2)	Aqua Fit (2)	SS (2)	Laps (4)	SS (2)	Laps (2)	Aqua Fit (2)	SS (2)	Laps (4)	School (6)	School (6)
11-12	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	School (6)	School (6)
12-1	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	School (6)		School (4)	O (2)
1-2	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	School (4)		O (2)	School (4)
2-3	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Laps (2)	Open (4)	Laps (2)	Open (4)
3-4	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Laps (2)	Open (4)	Laps (2)	Open (4)
4-5	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (4)	M (3)	Laps (2)	Open (4)	Laps (2)	Open (4)
5-6	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (4)	M (3)				
6-7	School (4)	O (2)	School (4)		School (4)	M (3)	School (4)	O (2)	School (4)	O (2)				
6:45				2										
7-8	Laps (3)	Open (3)	Aqua Fit (4)	O (2)	TNT (6)		Aqua Fit (4)	O (2)						

Please call 650-328-SWIM or visit [www.menloswim.com](http://www.menloswim.com) for updates and announcements.

# Performance Pool - 80°

**L = Laps, O = Open Swim, SA = SOLO Aquatics, Mavs = Mavericks, TNT = Leukemia & Lymphoma Society, AF = Aqua Fit, MM = Menlo Masters, Jr. Grd = Junior Lifeguard**

	MON		TUE		WED		THU		FRI		SAT		SUN	
5-6														
6-7	(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		Masters (11)			
7-8	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (11)		Masters (11)	
8-9	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Masters (11)		Polo (9)	L (2)
9-10	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		TNT (11)		Polo (9)	L (2)
10-11	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (5)	Mavs (4)	O (2)	Laps (9)
11-12	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (5)	Mavs (4)	O (2)	Laps (9)
12-1	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Laps (9)		O (2)	Laps (11)
1-2	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
2-3	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
3-4	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
4-5	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	Laps (11)		Laps (11)	
5-6	L (3)		L (3)		L (3)		L (3)		L (3)					
6-7	L (3)	Mavs (8)	L (3)	Mavs (8)	L (3)	Mavs (8)	L (3)	Mavs (8)	L (3)	Mavs (8)				
7-8	Laps (7)	Mavs (4)	Mav (3)	Laps (3)	MM (5)	L (3)	Polo (8)	Mav (3)	Laps (3)	MM (5)				
8-9:15														

**Mark your Calendar:**

**Saturday, March 7 – Starting at 2:00pm the Instructional Pool will be closed for the Air Dome deconstruction. Open Swim will be available in the Performance Pool.**

**\*\*Please note\*\***

● Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students and other programs.

**Updated on March 1**



# Menlo Swim & Sport Pool Schedule: April 2015

Non Summer Season: through May, 2015

## Instructional Pool - 87°

L = Laps, O = Open Swim, AF = Aqua Fit, SS = Swim School, M = Mavericks, TNT = Leukemia & Lymphoma Society,  
CM = Camp Menlo

	MON		TUE		WED		THU		FRI		SAT		SUN	
5-6														
6-7	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)					
7-8	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		TNT (6)			
8-9	Aqua Fit (4)		Aqua Fit (4)		Aqua Fit (4)		Aqua Fit (4)		Aqua Fit (4)		TNT (6)		Aqua Fit (4)	
9-10	SS (2)	Laps (4)	SS (2)	Laps (1)	Aqua Fit (3)	SS (2)	Laps (4)	SS (2)	Laps (1)	Aqua Fit (3)	SS (2)	Laps (4)	School (6)	
10-11	SS (2)	Laps (4)	SS (2)	Laps (2)	Aqua Fit (2)	SS (2)	Laps (4)	SS (2)	Laps (2)	Aqua Fit (2)	SS (2)	Laps (4)	School (6)	
11-12	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	School (6)		School (6)	
12-1	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	School (6)		School (4)	O (2)
1-2	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	School (4)		O (2)	School (4)
2-3	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Laps (2)	Open (4)	Laps (2)	Open (4)
3-4	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Laps (2)	Open (4)	Laps (2)	Open (4)
4-5	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (4)	M (3)	Laps (2)	Open (4)	Laps (2)	Open (4)
5-6	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (4)	M (3)				
6-7	School (4)	O (2)	School (4)		School (4)	M (3)	School (4)	O (2)	School (4)	O (2)				
6:45				2										
7-8	Laps (3)	Open (3)	Aqua Fit (4)	O (2)	TNT (6)		Aqua Fit (4)	O (2)						

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# Performance Pool - 80°

L = Laps, O = Open Swim, SA = SOLO Aquatics, Mavs = Mavericks, TNT = Leukemia & Lymphoma Society, AF = Aqua Fit, MM = Menlo Masters, Jr. Grd = Junior Lifeguard

	MON		TUE		WED		THU		FRI		SAT		SUN	
5-6														
6-7	(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		Masters (11)			
7-8	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (11)		Masters (11)	
8-9	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Masters (11)		Polo (9)	L (2)
9-10	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		TNT (11)		Polo (9)	L (2)
10-11	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (5)	Mavs (4)	O (2)	Laps (9)
11-12	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (5)	Mavs (4)	O (2)	Laps (9)
12-1	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Laps (9)		O (2)	Laps (11)
1-2	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
2-3	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
3-4	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
4-5	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	Laps (11)		Laps (11)	
5-6	L (3)		L (3)		L (3)		L (3)		L (3)					
6-7	L (3)	Mavs (8)	L (3)	Mavs (8)	L (3)	Mavs (8) Polo (8)	L (3)	Mavs (8)	L (3)	Mavs (8)				
7-8	Laps (7)	Mavs (4)	Mav (3)	Laps (3)	MM (5)	L (3)	Polo (8)	Mav (3)	Laps (3)	MM (5)				
8-9:15														

**Mark your Calendar:**

☺ **Sunday, April 5<sup>th</sup> – Menlo Swim and Sport will be CLOSED in observance of the Easter holiday.**

**\*\*Please note\*\***

● Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students and other programs.

**Updated on April 1**





# Menlo Swim & Sport Pool Schedule: May 2015

Hours through Sunday, June 14, 2015

## Instructional Pool - 87°

L = Laps, O = Open Swim, AF = Aqua Fit, SS = Swim School, M = Mavericks, TNT = Leukemia & Lymphoma Society,  
CM = Camp Menlo

	MON		TUE		WED		THU		FRI		SAT		SUN	
5-6														
6-7	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)					
7-8	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		TNT (6)			
8-9	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	TNT (6)		Aqua Fit (4)	L (2)
9-10	SS (2)	Laps (4)	SS (2)	Laps (1)	Aqua Fit (3)	SS (2)	Laps (4)	SS (2)	Laps (1)	Aqua Fit (3)	SS (2)	Laps (4)	School (6)	School (6)
10-11	SS (2)	Laps (4)	SS (2)	Laps (2)	Aqua Fit (2)	SS (2)	Laps (4)	SS (2)	Laps (2)	Aqua Fit (2)	SS (2)	Laps (4)	School (6)	School (6)
11-12	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	School (6)	School (6)
12-1	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	School (6)		School (4)	O (2)
1-2	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	School (4)		O (2)	School (4)
2-3	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Laps (2)	Open (4)	Laps (2)	Open (4)
3-4	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Laps (2)	Open (4)	Laps (2)	Open (4)
4-5	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (4)	M (3)	Laps (2)	Open (4)	Laps (2)	Open (4)
5-6	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (4)	M (3)	Laps (2)	Open (4)	Laps (2)	Open (4)
6-7	School (4)	O (2)	School (4)		School (4)	M (3)	School (4)	O (2)	School (4)	O (2)				
6:45				2										
7-8	Laps (3)	Open (3)	Aqua Fit (4)	O (2)	TNT (6)		Aqua Fit (4)	O (2)						

Please call 650-328-SWIM or visit [www.menloswim.com](http://www.menloswim.com) for updates and announcements.

# Performance Pool - 80°

L = Laps, O = Open Swim, SA = SOLO Aquatics, Mavs = Mavericks, TNT = Leukemia & Lymphoma Society, AF = Aqua Fit, MM = Menlo Masters, Jr. Grd = Junior Lifeguard

	MON		TUE		WED		THU		FRI		SAT		SUN	
5-6														
6-7	(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		Masters (11)			
7-8	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (11)		Masters (11)	
8-9	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Masters (11)		Polo (9)	L (2)
9-10	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		TNT (11)		Polo (9)	L (2)
10-11	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (5)	Mavs (4)	O (2)	Laps (9)
11-12	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (5)	Mavs (4)	O (2)	Laps (9)
12-1	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Laps (9)		O (2)	Laps (11)
1-2	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
2-3	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
3-4	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
4-5	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	Laps (11)		Laps (11)	
5-6	L (3)		L (3)		L (3)		L (3)		L (3)		Laps (11)		Laps (11)	
6-7	L (3)	Mavs (8)	L (3)	Mavs (8)	L (3)	Mavs (8) Polo (8)	L (3)	Mavs (8)	L (3)	Mavs (8)				
7-8	Laps (7)	Mavs (4)	Mav (3)	Laps (3)	MM (5)	L (3)	Polo (8)	Mav (3)	Laps (3)	MM (5)				
8-9:15														

## Mark your Calendar:

☺ Baby Pool opens **Saturday, May 16<sup>th</sup>**! Hours through Sunday, June 14<sup>th</sup>:

Monday – Friday 11:00am – 1:00pm

Saturday & Sunday 10:00am – 6:00pm

☺ Memorial Day, Monday, May 25: Menlo Swim School will be **closed** for the holiday. There will be no Menlo Swim School swimming lessons or Menlo Mavericks practice. Extended Open Swimming starts at 10:00am!

**\*\*Please note\*\***

● Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students and other programs.

Updated on April 30



# Menlo Swim & Sport Pool Schedule: June 1 – June 14, 2015

Pre-Summer season: through Sunday, June 14<sup>th</sup>

## Instructional Pool - 87°

L = Laps, O = Open Swim, AF = Aqua Fit, SS = Swim School, M = Mavericks, TNT = Leukemia & Lymphoma Society,  
CM = Camp Menlo, Jr Grd. = Junior Guard

	MON		TUE		WED		THU		FRI		SAT		SUN	
5-6														
6-7	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)					
7-8	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		TNT (6)			
8-9	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	TNT (6)		Aqua Fit (4)	L (2)
9-10	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	CM (1)	L (1)	Aqua Fit (2)	SS (2)	Camp Menlo (1)	Laps (3)	School (6)		School (6)	
10-11	SS (2)	Camp Menlo (2)	Laps (2)	SS (2)	Camp Menlo (2)	Aqua Fit (2)	SS (2)	Camp Menlo (2)	Laps (2)	SS (2)	Camp Menlo (2)	Laps (2)	School (6)	
11-12	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	Camp Menlo (1)	Laps (3)	School (6)	
12-1	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	School (6)		School (4)	
1-2	Camp Menlo (2)	Jr Grd (2)	O (2)	Camp Menlo (2)	Jr Grd (2)	O (2)	Camp Menlo (2)	Jr Grd (2)	O (2)	Camp Menlo (2)	Jr Grd (2)	O (2)	School (6)	
2-3	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Open (5)		L (1)	Open (5)
3-4	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Open (5)		L (1)	Open (5)
4-5	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Open (5)		L (1)	Open (5)
5-6	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Open (5)		L (1)	Open (5)
6-7	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)				
7-8	Laps (3)	Open (3)	Aqua Fit (4)	O (2)	TNT (6)		Aqua Fit (4)	O (2)						

Please call 650-328-SWIM or visit [www.menloswim.com](http://www.menloswim.com) for updates and announcements.

# Performance Pool - 80°

L = Laps, O = Open Swim, AF = Aqua Fit, SS = Swim School, M = Mavericks, TNT = Leukemia & Lymphoma Society, CM = Camp Menlo, Jr Grd. = Junior Guard, TRI = Menlo Swim and Sport Triathlon

	MON			TUE			WED			THU			FRI			SAT			SUN		
5-6																					
6-7	(11) Masters (9)			(11) Masters (9)			(11) Masters (9)			(11) Masters (9)			(11) Masters (9)			Masters (11)					
7-8	Masters (9)		L (2)	Masters (9)		L (2)	Masters (9)		L (2)	Masters (9)		L (2)	Masters (9)		L (2)	Masters (11)			Masters (11)		
8-9	Laps (11)			Laps (11)			Laps (11)			Laps (11)			Laps (11)			Masters (11)			Polo (9)		
9-10	Laps (9)		CM Perf (2)	Laps (9)		CM Perf (2)	Laps (9)		CM Perf (2)	Laps (9)		CM Perf (2)	Laps (9)		CM Perf (2)	TNT (11)			Polo (9)		L (2)
	Laps (7)	Jr. Grd. (2)		Laps (7)	Jr. Grd. (2)		Laps (7)	Jr. Grd. (2)		Laps (7)	Jr. Grd. (2)		Laps (7)	Jr. Grd. (2)							
10-11	Laps (7)	Jr. Grd. (2)	CM Perf (2)	Laps (7)	Jr. Grd. (2)	CM Perf (2)	Laps (7)	Jr. Grd. (2)	CM Perf (2)	Laps (7)	Jr. Grd. (2)	CM Perf (2)	Laps (7)	Jr. Grd. (2)	CM Perf (2)	Laps (5)	Mavs (4)	O (2)	Laps (11)		
11-12	Laps (11)			Laps (11)			Laps (11)			Laps (11)			Laps (11)			Laps (5)	Mavs (4)	O (2)	Laps (11)		
	L (9)	Jr.G. (2)		L (9)	Jr.G. (2)		L (9)	Jr.G. (2)		L (9)	Jr.G. (2)		L (9)	Jr.G. (2)							
12-1	Masters (9)		L (2)	Masters (9)		L (2)	Masters (9)		L (2)	Masters (9)		L (2)	Masters (9)		L (2)	Laps (9)		O (2)	Laps (11)		
1-2	Laps (9)		Jr.G. (2)	Laps (9)		Jr.G. (2)	Laps (9)		Jr.G. (2)	Laps (9)		Jr.G. (2)	Laps (9)		Jr.G. (2)	Laps (11)			Laps (11)		
2-3	Laps (11)			Laps (11)			Laps (11)			Laps (11)			Laps (11)			Laps (11)			Laps (11)		
	(7)			(7)			(7)			(7)			(7)								
3-4	Laps (7)	Mavs (4)		Laps (7)	Mavs (4)		Laps (11)			Laps (7)	Mavs (4)		Laps (7)	Mavs (4)		Laps (11)			Laps (11)		
4-5	L (3)	SOLO (4)	Mavs (4)	L (3)	SOLO (4)	Mavs (4)	L (3)	SOLO (4)	Mavs (4)	L (3)	SOLO (4)	Mavs (4)	L (3)	SOLO (4)	Mavs (4)	Laps (11)			Laps (11)		
5-6	L (3)			L (3)			L (3)			L (3)			L (3)			Laps (11)			Laps (11)		
6-7	L (3)	Mavs (8)		L (3)	Mavs (8)		L (3)	Mavs (8) Polo (8)		L (3)	Mavs (8)		L (3)	Mavs (8)							
7-8	Laps (3)	TRI (4)	Mavs (4)	Mavs (3)	Laps (3)	MM (5)	O 1	L 2	Polo (8)	Mavs (3)	Laps (3)	MM (5)									

## Mark your Calendar:

Baby Pool hours through Sunday, June 14<sup>th</sup>:

Monday – Friday 11:00am – 1:00pm

Saturday & Sunday 10:00am – 6:00pm

Baby Pool hours Monday, June 15<sup>th</sup> through Sunday, August 30<sup>th</sup>:

Monday – Sunday 10:00am – 6:00pm

## \*\*Please note\*\*

- Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students and other programs.
- We reserve the right to make any schedule alterations, including on warm days and holidays

Updated on June 2



# Menlo Swim & Sport Pool Schedule: July 1 - 31, 2015

Summer season: June 15 – August 30, 2015

## Instructional Pool - 87°

L = Laps, O = Open Swim, AF = Aqua Fit, SS = Swim School, M = Mavericks, TNT = Leukemia & Lymphoma Society,  
CM = Camp Menlo, Jr Grd. = Junior Guard

	MON			TUE			WED			THU			FRI			SAT		SUN		
5-6																				
6-7	Laps (6)			Laps (6)			Laps (6)			Laps (6)			Laps (6)							
7-8	Laps (6)			Laps (6)			Laps (6)			Laps (6)			Laps (6)			TNT (6)				
8-9	Aqua Fit (4)		L (2)	Aqua Fit (4)		L (2)	Aqua Fit (4)		L (2)	Aqua Fit (4)		L (2)	Aqua Fit (4)		L (2)	TNT (6)		Aqua Fit (4)		
9-10	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	C M (1)	Aqua Fit (3)	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	C M (1)	Aqua Fit (3)	SS (2)	Camp Menlo (1)	Laps (3)	School (6)		School (6)		
10-11	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	C M (1)	L (1)	Aqua Fit (2)	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	C M (1)	L (1)	Aqua Fit (2)	SS (2)	Camp Menlo (1)	Laps (3)	School (6)	School (4)	O (2)
11-12	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	Camp Menlo (1)	Laps (3)	School (6)	School (4)	O (2)		
12-1	Laps (4)		O (2)	Laps (4)		O (2)	Laps (4)		O (2)	Laps (4)		O (2)	Laps (4)		O (2)	School (6)		School (4)		
	Laps (2)	(2)		Laps (2)	(2)		Laps (2)	(2)		Laps (2)	(2)		Laps (2)	(2)						
1-2	Camp Menlo (2)	Jr Grd (2)	O (2)	Camp Menlo (2)	Jr Grd (2)	O (2)	Camp Menlo (2)	Jr Grd (2)	O (2)	Camp Menlo (2)	Jr Grd (2)	O (2)	Camp Menlo (2)	Jr Grd (2)	O (2)	School (6)		School (4)	O (2)	
2-3	School (4)	O (2)		School (4)	O (2)		School (4)	O (2)		School (4)	O (2)		School (4)	O (2)		Open (5)	L (1)	Open (5)	L (1)	
3-4	School (4)	O (2)		School (4)	O (2)		School (4)	O (2)		School (4)	O (2)		School (4)	O (2)		Open (5)	L (1)	Open (5)	L (1)	
4-5	School (4)	O (2)		School (4)	O (2)		School (4)	O (2)		School (4)	O (2)		School (4)	O (2)		Open (5)	L (1)	Open (5)	L (1)	
5-6	School (4)	O (2)		School (4)	O (2)		School (4)	O (2)		School (4)	O (2)		School (4)	O (2)		Open (5)	L (1)	Open (5)	L (1)	
6-7	School (4)	O (2)		School (4)	O (2)		School (4)	O (2)		School (4)	O (2)		School (4)	O (2)						
7-8	Laps (3)	Open (3)		Aqua Fit (4)	O (2)		TNT (6)			Aqua Fit (4)	O (2)		Laps (3)	Open (3)						

Please call 650-328-SWIM or visit [www.menloswim.com](http://www.menloswim.com) for updates and announcements.

# Performance Pool - 80°

L = Laps, O = Open Swim, AF = Aqua Fit, SS = Swim School, M = Mavericks, TNT = Leukemia & Lymphoma Society, CM = Camp Menlo, Jr Grd. = Junior Guard

	MON		TUE		WED		THU		FRI		SAT			SUN	
5-6															
6-7	(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		Masters (11)				
7-8	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (11)			Masters (11)	
8-9	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Masters (11)			Polo (9)	
9-10	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		TNT (11)			Polo (9)	L (2)
	Laps (9)	Jr. Grd. (2)	Laps (9)	Jr. Grd. (2)	Laps (9)	Jr. Grd. (2)	Laps (9)	Jr. Grd. (2)	Laps (9)	Jr. Grd. (2)					
10-11	Laps (9)	Jr. Grd. (2)	Laps (9)	Jr. Grd. (2)	Laps (9)	Jr. Grd. (2)	Laps (9)	Jr. Grd. (2)	Laps (9)	Jr. Grd. (2)	Laps (5)	Mavs (4)	O (2)	Laps (11)	
11-12	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (5)	Mavs (4)	O (2)	Laps (11)	
	L (9)	Jr.G. (2)	L (9)	Jr.G. (2)	L (9)	Jr.G. (2)	L (9)	Jr.G. (2)	L (9)	Jr.G. (2)					
12-1	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Laps (9)		O (2)	Laps (11)	
1-2	Laps (9)	Jr.G. (2)	Laps (9)	Jr.G. (2)	Laps (9)	Jr.G. (2)	Laps (9)	Jr.G. (2)	Laps (9)	Jr.G. (2)	Laps (11)		Laps (11)		
2-3	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		
	(7)		(7)				(7)		(7)						
3-4	Laps (7)	Mavs (4)	Laps (7)	Mavs (4)	Laps (11)		Laps (7)	Mavs (4)	Laps (7)	Mavs (4)	Laps (11)		Laps (11)		
4-5	L (3)	SOLO (4)	Mavs (4)	L (3)	SOLO (4)	Mavs (4)	L (3)	SOLO (4)	Mavs (4)	L (3)	SOLO (4)	Mavs (4)	Laps (11)		Laps (11)
5-6	L (3)		L (3)		L (3)		L (3)		L (3)		Laps (11)		Laps (11)		
6-7	L (3)	Mavs (8)		L (3)	Mavs (8)		L (3)	Mavs (8)		L (3)	Mavs (8)				
7-8	Laps (3)	Tri (4)	Mavs (4)	Mavs (3)	Laps (3)	MM (5)	O 1 L 2	Polo (8)	Mavs (3)	Laps (3)	MM (5)	Laps (11)			

## Mark your Calendar:

Baby Pool

Monday –Sunday 10:00am – 6:00pm

☺ Menlo Mavericks Swim Meet: **Tuesday, July 7: The Performance Pool will CLOSE and there will be no lap swimming starting at 3:30pm.** Come watch a meet and cheer on your Menlo Mavericks!

☺ There will be no Menlo Swim School swimming lessons on **Saturday, July 4<sup>th</sup>** for the Fourth of July holiday. **The Burgess Pool will close early at 5:00pm in observance of the holiday.**

## \*\*Please note\*\*

- Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students and other programs.
- We reserve the right to make any schedule alterations, including on warm days and holiday **Updated June 30**



# Menlo Swim & Sport Pool Schedule:

## August 1 - 16, 2015

(Camp Menlo ends on Aug. 14<sup>th</sup>)

Summer season: June 15 – August 30, 2015

### Instructional Pool - 87°

L = Laps, O = Open Swim, AF = Aqua Fit, SS = Swim School, M = Mavericks, TNT = Leukemia & Lymphoma Society, CM = Camp Menlo, Jr Grd. = Junior Guard

	MON			TUE			WED			THU			FRI			SAT			SUN			
5-6																						
6-7	Laps (6)			Laps (6)			Laps (6)			Laps (6)			Laps (6)									
7-8	Laps (6)			Laps (6)			Laps (6)			Laps (6)			Laps (6)			TNT (6)						
8-9	Aqua Fit (4)		L (2)	Aqua Fit (4)		L (2)	Aqua Fit (4)		L (2)	Aqua Fit (4)		L (2)	Aqua Fit (4)		L (2)	TNT (6)			Aqua Fit (4)		L (2)	
9-10	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	C M (1)	Aqua Fit (3)	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	C M (1)	Aqua Fit (3)	SS (2)	Camp Menlo (1)	Laps (3)	School (6)			School (6)			
10-11	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	C M (1)	L (1) Aqua Fit (2)	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	C M (1)	L (1) Aqua Fit (2)	SS (2)	Camp Menlo (1)	Laps (3)	School (6)			School (4)		O (2)	
11-12	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	Camp Menlo (1)	Laps (3)	SS (2)	Camp Menlo (1)	Laps (3)	School (6)			School (4)		O (2)	
12-1	Laps (4)		O (2)	Laps (4)		O (2)	Laps (4)		O (2)	Laps (4)		O (2)	Laps (4)		O (2)	School (6)			School (4)		O (2)	
	Laps (2)	(2)		Laps (2)	(2)		Laps (2)	(2)		Laps (2)	(2)		Laps (2)	(2)								
1-2	Camp Menlo (2)	Jr Grd (2)	O (2)	Camp Menlo (2)	Jr Grd (2)	O (2)	Camp Menlo (2)	Jr Grd (2)	O (2)	Camp Menlo (2)	Jr Grd (2)	O (2)	Camp Menlo (2)	Jr Grd (2)	O (2)	School (6)			School (4)		O (2)	
2-3	School (4)		O (2)	School (4)		O (2)	School (4)		O (2)	School (4)		O (2)	School (4)		O (2)	Open (5)		L (1)	Open (5)		L (1)	
3-4	School (4)		O (2)	School (4)		O (2)	School (4)		O (2)	School (4)		O (2)	School (4)		O (2)	Open (5)		L (1)	Open (5)		L (1)	
4-5	School (4)		O (2)	School (4)		O (2)	School (4)		O (2)	School (4)		O (2)	School (4)		O (2)	Open (5)		L (1)	Open (5)		L (1)	
5-6	School (4)		O (2)	School (4)		O (2)	School (4)		O (2)	School (4)		O (2)	School (4)		O (2)	Open (5)		L (1)	Open (5)		L (1)	
6-7	School (4)		O (2)	School (4)		O (2)	School (4)		O (2)	School (4)		O (2)	School (4)		O (2)							
7-8	Laps (3)	Open (3)		Aqua Fit (4)		O (2)	TNT (6)			Aqua Fit (4)		O (2)	Laps (3)	Open (3)								

Please call 650-328-SWIM or visit [www.menloswim.com](http://www.menloswim.com) for updates and announcements.

# Performance Pool - 80°

L = Laps, O = Open Swim, AF = Aqua Fit, SS = Swim School, M = Mavericks, TNT = Leukemia & Lymphoma Society, CM = Camp Menlo, Jr Grd. = Junior Guard

	MON		TUE		WED		THU		FRI		SAT			SUN	
5-6															
6-7	(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		Masters (11)				
7-8	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (11)			Masters (11)	
8-9	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Masters (11)			Polo (9)	
9-10	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		TNT (11)			Polo (9)	
	Laps (9)	Jr. Grd. (2)	Laps (9)	Jr. Grd. (2)	Laps (9)	Jr. Grd. (2)	Laps (9)	Jr. Grd. (2)	Laps (9)	Jr. Grd. (2)				L (2)	
10-11	Laps (9)	Jr. Grd. (2)	Laps (9)	Jr. Grd. (2)	Laps (9)	Jr. Grd. (2)	Laps (9)	Jr. Grd. (2)	Laps (9)	Jr. Grd. (2)	Laps (5)	Mavs (4)	O (2)	Laps (11)	
11-12	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (5)	Mavs (4)	O (2)	Laps (11)	
	L (9)	Jr.G. (2)	L (9)	Jr.G. (2)	L (9)	Jr.G. (2)	L (9)	Jr.G. (2)	L (9)	Jr.G. (2)					
12-1	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Laps (9)		O (2)	Laps (11)	
1-2	Laps (9)	Jr.G. (2)	Laps (9)	Jr.G. (2)	Laps (9)	Jr.G. (2)	Laps (9)	Jr.G. (2)	Laps (9)	Jr.G. (2)	Laps (11)			Laps (11)	
2-3	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)			Laps (11)	
	(7)		(7)				(7)		(7)						
3-4	Laps (7)	Mavs (4)	Laps (7)	Mavs (4)	Laps (11)		Laps (7)	Mavs (4)	Laps (7)	Mavs (4)	Laps (11)			Laps (11)	
4-5	L (3)	SOLO (4)	Mavs (4)	L (3)	SOLO (4)	Mavs (4)	L (3)	SOLO (4)	Mavs (4)	L (3)	SOLO (4)	Mavs (4)	Laps (11)		
5-6	L (3)		L (3)		L (3)		L (3)		L (3)		Laps (11)			Laps (11)	
6-7	L (3)	Mavs (8)		L (3)	Mavs (8)		L (3)	Mavs (8)		L (3)	Mavs (8)				
7-8	Laps (3)	Tri (4)	Mavs (4)	Mavs (3)	Laps (3)	MM (5)	O 1	L 2	Polo (8)	Mavs (3)	Laps (3)	MM (5)	Laps (11)		

## Mark your Calendar:

Baby Pool

Monday –Sunday 10:00am – 6:00pm

☺ Labor Day, Monday, Sept. 7: Menlo Swim School will be **closed** for the holiday. There will be no Menlo Swim School swimming lessons or Menlo Mavericks practice.

☺ Labor Day, Monday, Sept. 7: The Burgess Pools will **close @ 5pm!** Extended Open Swimming starts at 10am!

## \*\*Please note\*\*

• Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students and other programs.

• We reserve the right to make any schedule alterations, including on warm days and holiday **Updated July 31**





# Menlo Swim & Sport Pool Schedule: September 2015

Post Summer Season: Mon., Aug. 31 – Sun., Sept. 27

## Instructional Pool - 87°

L = Laps, O = Open Swim, AF = Aqua Fit, SS = Swim School, M = Mavericks, TNT = Leukemia & Lymphoma Society,  
CM = Camp Menlo

	MON	TUE	WED	THU	FRI	SAT	SUN
5-6							
6-7	Laps (6)	Laps (6)	Laps (6)	Laps (6)	Laps (6)		
7-8	Laps (6)	Laps (6)	Laps (6)	Laps (6)	Laps (6)	TNT (6)	
8-9	Aqua Fit (4) L (2)	Aqua Fit (4) L (2)	Aqua Fit (4) L (2)	Aqua Fit (4) L (2)	Aqua Fit (4) L (2)	TNT (6)	Aqua Fit (4) L (2)
9-10	SS (2) Laps (4)	SS (2) Laps (1) Aqua Fit (3)	SS (2) Laps (4)	SS (2) Laps (1) Aqua Fit (3)	SS (2) Laps (4)	School (6)	School (6)
10-11	SS (2) Laps (4)	SS (2) Laps (2) Aqua Fit (2)	SS (2) Laps (4)	SS (2) Laps (2) Aqua Fit (2)	SS (2) Laps (4)	School (6)	School (6)
11-12	SS (2) Laps (4)	SS (2) Laps (4)	SS (2) Laps (4)	SS (2) Laps (4)	SS (2) Laps (4)	School (6)	School (6)
12-1	Laps (4) O (2)	Laps (4) O (2)	Laps (4) O (2)	Laps (4) O (2)	Laps (4) O (2)	School (6)	School (4) O (2)
1-2	Laps (4) O (2)	Laps (4) O (2)	Laps (4) O (2)	Laps (4) O (2)	Laps (4) O (2)	School (4) O (2)	School (4) O (2)
2-3	School (4) O (2)	School (4) O (2)	School (4) O (2)	School (4) O (2)	School (4) O (2)	Laps (2) Open (4)	Laps (2) Open (4)
3-4	School (4) O (2)	School (4) O (2)	School (4) O (2)	School (4) O (2)	School (4) O (2)	Laps (2) Open (4)	Laps (2) Open (4)
4-5	School (3) M (3)	School (3) M (3)	School (3) M (3)	School (3) M (3)	School (4) M (3)	Laps (2) Open (4)	Laps (2) Open (4)
5-6	School (3) M (3)	School (3) M (3)	School (3) M (3)	School (3) M (3)	School (4) M (3)	Laps (2) Open (4)	Laps (2) Open (4)
6-7	School (3) M (3)	School (3) M (3)	School (3) M (3)	School (3) M (3)	School (3) M (3)		
6:45		O (2)	O (2)	O (2)	O (2)		
7-8	Laps (3) Open (3)	Aqua Fit (4) O (2)	TNT (6)	Aqua Fit (4) O (2)			

Please call 650-328-SWIM or visit [www.menloswim.com](http://www.menloswim.com) for updates and announcements.

# Performance Pool - 80°

L = Laps, O = Open Swim, SA = SOLO Aquatics, Mavs = Mavericks, TNT = Leukemia & Lymphoma Society, AF = Aqua Fit, MM = Menlo Masters, Jr. Grd = Junior Lifeguard

	MON		TUE		WED		THU		FRI		SAT		SUN	
5-6														
6-7	(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		Masters (11)			
7-8	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (11)		Masters (11)	
8-9	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Masters (11)		Polo (9)	L (2)
9-10	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		TNT (11)		Polo (9)	L (2)
10-11	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (5)	Mavs (4)	O (2)	Laps (9)
11-12	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (5)	Mavs (4)	O (2)	Laps (9)
12-1	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Laps (9)	O (2)	Laps (11)	
1-2	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
2-3	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
3-4	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
4-5	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	Laps (11)		Laps (11)	
5-6	L (3)		L (3)		L (3)		L (3)		L (3)		Laps (11)		Laps (11)	
6-7	Lap (3)	Mavs (8)	Lap (3)	Mavs (8)	Lap (3)	Mavs (8)	Lap (3)	Mavs (8)	Lap (3)	Mavs (8)				
						Polo (8)								
7-8	Laps (3)	TRI (4)	Mavs (4)	Lap (3)	Mavs (4)	MM (4)	Lap (3)	Polo (8)	Lap (3)	Mavs (4)	MM (4)			
8-10			Underwater Hockey				Underwater Hockey							

## Mark your Calendar:

Baby Pool

Monday – Friday 11:00am – 1:00pm

Saturday – Sunday 10:00am – 6:00pm

☺ Labor Day, Monday, Sept. 7: Menlo Swim School will be **closed** for the holiday.

There will be no Menlo Swim School swimming lessons or Menlo Mavericks practice.

☺ Labor Day, Monday, Sept. 7: The Burgess Pools will **close @ 5pm!** Extended Open Swimming starts at 10am!

## \*\*Please note\*\*

- Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students and other programs.
- We reserve the right to make any schedule alterations, including on warm days and holiday **Updated Sept. 1**



# Menlo Swim & Sport Pool Schedule: October 2015

Non Summer Schedule: Mon., Sept. 28, 2015 – May, 2016

## Instructional Pool - 87°

L = Laps, O = Open Swim, AF = Aqua Fit, SS = Swim School, M = Mavericks, TNT = Leukemia & Lymphoma Society,  
CM = Camp Menlo, MBL = Members Only Lap Swim

	MON		TUE		WED		THU		FRI		SAT		SUN	
5-6														
6-7	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Members Only Lap Swim (6)			
7-8	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		TNT (6)			
8-9	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	TNT (6)		Aqua Fit (4)	L (2)
9-10	SS (2)	Lap (1)	Aqua Fit (3)	SS (2)	Laps (4)	SS (2)	Lap (1)	Aqua Fit (3)	SS (2)	Laps (4)	SS (2)	Lap (1)	Aqua Fit (3)	School (6)
10-11	SS (2)	Laps (2)	Aqua Fit (2)	SS (2)	Laps (4)	SS (2)	Laps (2)	Aqua Fit (2)	SS (2)	Laps (4)	SS (2)	Laps (2)	Aqua Fit (2)	School (6)
11-12	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	School (6)	School (6)
12-1	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	School (6)		School (4)	O (2)
1-2	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	School (4)	O (2)	School (4)	O (2)
2-3	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Laps (2)	Open (4)	Laps (2)	Open (4)
3-4	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Laps (2)	Open (4)	Laps (2)	Open (4)
4-5	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	Laps (2)	Open (4)	Laps (2)	Open (4)
5-6	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)				
6-7	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)				
6:45		O (2)		O (2)		O (2)		O (2)		O (2)				
7-8	Laps (3)	Open (3)	Aqua Fit (4)	O (2)	TNT (6)		Aqua Fit (4)	O (2)						

Please call 650-328-SWIM or visit [www.menloswim.com](http://www.menloswim.com) for updates and announcements.

# Performance Pool - 80°

L = Laps, O = Open Swim, SA = SOLO Aquatics, Mavs = Mavericks, TNT = Leukemia & Lymphoma Society, AF = Aqua Fit, MM = Menlo Masters, Jr. Grd = Junior Lifeguard, MBL = Members Only Lap Swim

	MON		TUE		WED		THU		FRI		SAT		SUN	
5-6														
6-7	(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		Masters (9)	MBL (2)		
7-8	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	MBL (2)	Masters (9)	MBL (2)
8-9	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Masters (9)	L (2)	Polo (9)	L (2)
9-10	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		TNT (11)		Polo (9)	L (2)
10-11	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (5)	Mavs (4)	O (2)	Laps (9)
11-12	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (5)	Mavs (4)	O (2)	Laps (9)
12-1	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Laps (9)	O (2)	Laps (11)	
1-2	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
2-3	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
3-4	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
4-5	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	Laps (11)		Laps (11)	
5-6	L (3)		L (3)		L (3)		L (3)		L (3)					
6-7	Lap (3)	Mavs (8)	Lap (3)	Mavs (8)	Lap (3)	Mavs (8) Polo (8)	Lap (3)	Mavs (8)	Lap (3)	Mavs (8)				
7-8	Laps (7)	Mavs (4)	Lap (3)	Mavs (4)	MM (4)	Lap (3)	Polo (8)	Lap (3)	Mavs (4)	MM (4)				
8-10			Underwater Hockey		Underwater Hockey		Underwater Hockey							

## Mark your Calendar:

☺ The Baby Pool is now closed for the fall and winter seasons. The Baby Pool will re-open in May, 2016!

☺ Halloween, Saturday, October 31: Menlo Swim School -  
Swimming lessons will be provided.

## \*\*Please note\*\*

- Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students and other programs.
- We reserve the right to make any schedule alterations, including on warm days and holiday Updated Sept. 24



# Menlo Swim & Sport Pool Schedule: November 2015

Non Summer Schedule: Mon., Sept. 28, 2015 – May, 2016

## Instructional Pool - 87°

L = Laps, O = Open Swim, AF = Aqua Fit, SS = Swim School, M = Mavericks, TNT = Leukemia & Lymphoma Society,  
CM = Camp Menlo, MBL = Members Only Lap Swim

	MON		TUE		WED		THU		FRI		SAT		SUN	
5-6														
6-7	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Members Only Lap Swim (6)			
7-8	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		TNT (6)			
8-9	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	TNT (6)		Aqua Fit (4)	L (2)
9-10	SS (2)	Lap (1)	Aqua Fit (3)	SS (2)	Laps (4)	SS (2)	Lap (1)	Aqua Fit (3)	SS (2)	Laps (4)	SS (2)	Lap (1)	Aqua Fit (3)	School (6)
10-11	SS (2)	Laps (2)	Aqua Fit (2)	SS (2)	Laps (4)	SS (2)	Laps (2)	Aqua Fit (2)	SS (2)	Laps (4)	SS (2)	Laps (2)	Aqua Fit (2)	School (6)
11-12	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	School (6)	School (6)
12-1	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	School (6)	School (4)
1-2	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	School (4)	School (4)
2-3	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Laps (2)	Open (4)	Laps (2)	Open (4)
3-4	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Laps (2)	Open (4)	Laps (2)	Open (4)
4-5	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	Laps (2)	Open (4)	Laps (2)	Open (4)
5-6	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)				
6-7	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)				
6:45		O (2)		O (2)		O (2)		O (2)		O (2)				
7-8	Laps (3)	Open (3)	Aqua Fit (4)	O (2)	TNT (6)		Aqua Fit (4)	O (2)						

Please call 650-328-SWIM or visit [www.menloswim.com](http://www.menloswim.com) for updates and announcements.

# Performance Pool - 80°

L = Laps, O = Open Swim, SA = SOLO Aquatics, Mavs = Mavericks, TNT = Leukemia & Lymphoma Society, AF = Aqua Fit, MM = Menlo Masters, Jr. Grd = Junior Lifeguard, MBL = Members Only Lap Swim

	MON		TUE		WED		THU		FRI		SAT		SUN	
5-6														
6-7	(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		(11) Masters (9)		Masters (9)	MBL (2)		
7-8	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	MBL (2)	Masters (9)	MBL (2)
8-9	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Masters (9)	L (2)	Polo (9)	L (2)
9-10	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		TNT (11)		Polo (9)	L (2)
10-11	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (5)	Mavs (4)	O (2)	Laps (9)
11-12	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (5)	Mavs (4)	O (2)	Laps (9)
12-1	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Laps (9)	O (2)	Laps (11)	
1-2	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
2-3	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
3-4	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
4-5	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	Laps (11)		Laps (11)	
5-6	L (3)		L (3)		L (3)		L (3)		L (3)					
6-7	Lap (3)	Mavs (8)	Lap (3)	Mavs (8)	Lap (3)	Mavs (8) Polo (8)	Lap (3)	Mavs (8)	Lap (3)	Mavs (8)				
7-8	Laps (7)	Mavs (4)	Lap (3)	Mavs (4)	MM (4)	Lap (3)	Polo (8)	Lap (3)	Mavs (4)	MM (4)				
8-10			Underwater Hockey		Underwater Hockey		Underwater Hockey							

## Mark your Calendar:

•Thursday, November 26, 2015 – CLOSED for Thanksgiving

•Friday, November 27, 2015

6:00am – 2:00pm = The Burgess Pool will close EARLY

## \*\*Please note\*\*

- Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students and other programs.
- We reserve the right to make any schedule alterations, including on warm days and holiday Updated 11/01



# Menlo Swim & Sport Pool Schedule: December 2015

Non Summer Schedule: Mon., Sept. 28, 2015 – May, 2016

## Instructional Pool - 87°

L = Laps, O = Open Swim, AF = Aqua Fit, SS = Swim School, M = Mavericks, TNT = Leukemia & Lymphoma Society,  
CM = Camp Menlo, MBL = Members Only Lap Swim

	MON		TUE		WED		THU		FRI		SAT		SUN	
5-6														
6-7	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)					
7-8	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		TNT (6)			
8-9	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	Aqua Fit (4)	L (2)	TNT (6)		Aqua Fit (4)	L (2)
9-10	SS (2)	Lap (1)	Aqua Fit (3)	SS (2)	Laps (4)	SS (2)	Lap (1)	Aqua Fit (3)	SS (2)	Laps (4)	SS (2)	Lap (1)	Aqua Fit (3)	School (6)
10-11	SS (2)	Laps (2)	Aqua Fit (2)	SS (2)	Laps (4)	SS (2)	Laps (2)	Aqua Fit (2)	SS (2)	Laps (4)	SS (2)	Laps (2)	Aqua Fit (2)	School (6)
11-12	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	SS (2)	Laps (4)	School (6)	School (6)
12-1	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	School (6)	School (4)
1-2	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	Laps (4)	O (2)	School (4)	School (4)
2-3	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Laps (2)	Open (4)	Laps (2)	Open (4)
3-4	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	School (4)	O (2)	Laps (2)	Open (4)	Laps (2)	Open (4)
4-5	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	Laps (2)	Open (4)	Laps (2)	Open (4)
5-6	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)				
6-7	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)	School (3)	M (3)				
6:45		O (2)		O (2)		O (2)		O (2)		O (2)				
7-8	Laps (3)	Open (3)	Aqua Fit (4)	O (2)	TNT (6)		Aqua Fit (4)	O (2)						

Please call 650-328-SWIM or visit [www.menloswim.com](http://www.menloswim.com) for updates and announcements.

# Performance Pool - 80°

L = Laps, O = Open Swim, SA = SOLO Aquatics, Mavs = Mavericks, TNT = Leukemia & Lymphoma Society, AF = Aqua Fit, MM = Menlo Masters, Jr. Grd = Junior Lifeguard, MBL = Members Only Lap Swim

	MON	TUE	WED	THU	FRI	SAT	SUN
5-6							
6-7	Masters (11)*	Masters (11)*	Masters (11)*	Masters (11)*	Masters (11)*	Masters (9)	MBL (2)
7-8	Masters (11)*	Masters (11)*	Masters (11)*	Masters (11)*	Masters (11)*	Masters (9)	MBL (2)
8-9	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Masters (9)	L (2)
9-10	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)	TNT (11)	Polo (9)
10-11	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (5)	Mavs (4)
11-12	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (5)	Mavs (4)
12-1	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)	L (2)	Masters (9)
1-2	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)
2-3	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)
3-4	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)	Laps (11)
4-5	L (3)	SOLO (8)	L (3)	SOLO (8)	L (3)	SOLO (8)	Laps (11)
5-6	L (3)		L (3)		L (3)		
6-7	Lap (3)	Mavs (8)	Lap (3)	Mavs (8)	Lap (3)	Mavs (8)	
7-8	Laps (7)	Mavs (4)	Lap (3)	Mavs (4)	MM (4)		
8-10		Underwater Hockey	Underwater Hockey	Underwater Hockey			

## Mark your Calendar:

•Thursday, December 24, 2015 Christmas Eve  
6:00am – 2:00pm  
Solo Aquatics 12:30pm – 2:00pm = Six lanes in the Performance Pool

•Friday, December 25, 2015 Christmas  
CLOSED

•Saturday, December 26, 2015  
6:00am – 2:00pm

## \*\*Please note\*\*

- Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students and other programs.
- We reserve the right to make any schedule alterations, including on warm days and holiday **Updated 12/01**

•Sunday, December 27, 2015  
7:00am – 2:00pm

•Thursday, December 31 New Year's Eve  
6:00am – 2:00pm  
Solo Aquatics 12:30pm – 2:00pm = Six lanes in the Performance Pool

•Friday, January 1, 2016 New Year's Day  
CLOSED

•Saturday, January 2, 2016  
6:00am – 2:00pm





# Lap Lane Availability

## January 2015

Non Summer Season: Mon., Sept. 29 – May, 2015



### Instructional Pool 87° 25 Yards (6 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6 - 7	6	6	6	6	6	-	-
7-7:50	6	6	6	6	6	-	-
7:50	2	2	2	2	2		
8 - 9	2	2	2	2	2	-	2
9 - 10	4	1	4	1	4	-	-
10 - 11	4	2	4	2	4	Ø	Ø
11 - 12	4	4	4	4	4	Ø	Ø
12-1	4	4	4	4	4	Ø	Ø
1 - 1:45	4	4	4	4	4	Ø	Ø
1:45 - 2	Ø	Ø	Ø	Ø	Ø	Ø	Ø
2-3	Ø	Ø	Ø	Ø	Ø	2	2
3 - 4	Ø	Ø	Ø	Ø	Ø	2	2
4 - 5	Ø	Ø	Ø	Ø	Ø	2	2
5 - 6	Ø	Ø	Ø	Ø	Ø	-	-
6 - 7	Ø	Ø	Ø	Ø	Ø	-	-
7 - 8	3	Ø	Ø	Ø	Ø	-	-

### Performance Pool 80° 25 Yards (11 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6-6:45						-	-
6:45-7	2	2	2	2	2		
7-8	2	2	2	2	2	-	-
8-9	11	11	11	11	11	-	2
9-10	11	11	11	11	11	-	2
10-11	11	11	11	11	11	5	9
11-12	11	11	11	11	11	5	9
12-1	2	2	2	2	2	9	11
1-2	11	11	11	11	11	11	11
2-3	11	11	11	11	11	11	11
3-4	11	11	11	11	11	11	11
4-5	3	3	3	3	3	11	11
5-6	3	3	3	3	3	-	-
6-7	3	3	3	3	3	-	-
7-8	7	3	3	3	-	-	-

Short Course: 25 Yards (70 lengths of the pool = 1 mile)

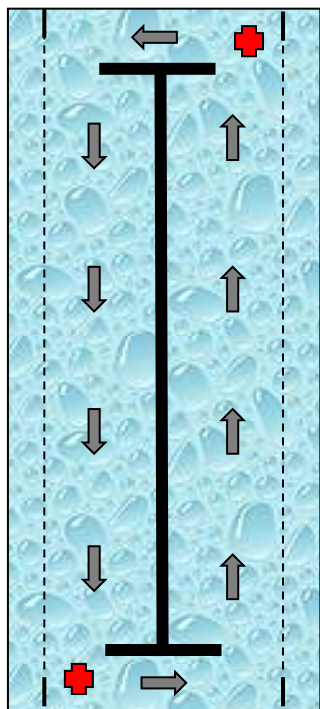
Changes to Lap Lane Availability:

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☺ **We reserve the right to make any schedule alterations, including warm days and holidays**

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# Lap Pool Etiquette



## Circle Swim Diagram

When sharing a lane with others, keep to your right and swim in a circular pattern as shown above.

## Sharing the Lane

- Two swimmers should split the lane, each one swimming on one side.
- Three swimmers or more should swim circling counterclockwise.

## Capacity

- Five swimmers per lane.

## Passing

- Pass on the left.
- Alert the person in front of you by tapping their foot before passing.

## Entering

- Always enter feet first and wait until all swimmers have made the turn and pushed off.

## Stopping/Resting

- Squeeze into the corner to the right of oncoming swimmers.

## Speed

- Attempt to enter a lane with swimmers that match your projected speed, so all swimmers can flow and have a positive experience.



## Non-Summer Season Hours:

Mon. Sept. 29, 2014 – May, 2015

Monday – Thursday	6:00am – 8:00pm
Friday	6:00am – 7:00pm
Saturday	10:00am – 5:00pm
Sunday	9:00am – 5:00pm

## **Menlo Swim and Sport**

**(650) 328-5WIM • [www.menloswim.com](http://www.menloswim.com)**

## Lap Swimming Pricing:

### **Menlo Park Resident**

\$46 per month  
\$132 per quarter  
\$6 per drop-in visit

### **Non-Resident**

\$52 per month  
\$147 per quarter  
\$7 per drop-in visit

### **Menlo Park Resident and Student/Senior**

\$5 per drop-in visit

### **Non-Resident and Student/Senior**

\$6 per drop-in visit

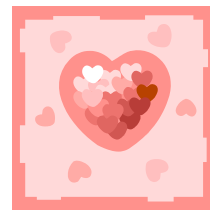
There is a 30% discount off of the membership rate for seniors who are 65 and older. To be eligible for the 30% student discount, you must be enrolled full time at an accredited high school, secondary, or vocational school.



# Lap Lane Availability

## February 2015

Non Summer Season: Mon., Sept. 29 – May, 2015



### Instructional Pool 87° 25 Yards (6 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6 - 7	6	6	6	6	6	-	-
7-7:50	6	6	6	6	6	-	-
7:50	2	2	2	2	2		
8 - 9	2	2	2	2	2	-	2
9 - 10	4	1	4	1	4	-	-
10 - 11	4	2	4	2	4	Ø	Ø
11 - 12	4	4	4	4	4	Ø	Ø
12-1	4	4	4	4	4	Ø	Ø
1 – 1:45	4	4	4	4	4	Ø	Ø
1:45 - 2	Ø	Ø	Ø	Ø	Ø	Ø	Ø
2-3	Ø	Ø	Ø	Ø	Ø	2	2
3 - 4	Ø	Ø	Ø	Ø	Ø	2	2
4 - 5	Ø	Ø	Ø	Ø	Ø	2	2
5 - 6	Ø	Ø	Ø	Ø	Ø	-	-
6 - 7	Ø	Ø	Ø	Ø	Ø	-	-
7 - 8	3	Ø	Ø	Ø	Ø	-	-

### Performance Pool 80° 25 Yards (11 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6-6:45						-	-
6:45-7	2	2	2	2	2		
7-8	2	2	2	2	2	-	-
8-9	11	11	11	11	11	-	2
9-10	11	11	11	11	11	-	2
10-11	11	11	11	11	11	5	9
11-12	11	11	11	11	11	5	9
12-1	2	2	2	2	2	9	11
1-2	11	11	11	11	11	11	11
2-3	11	11	11	11	11	11	11
3-4	11	11	11	11	11	11	11
4-5	3	3	3	3	3	11	11
5-6	3	3	3	3	3	-	-
6-7	3	3	3	3	3	-	-
7-8	7	3	3	3	-	-	-

Short Course: 25 Yards (70 lengths of the pool = 1 mile)

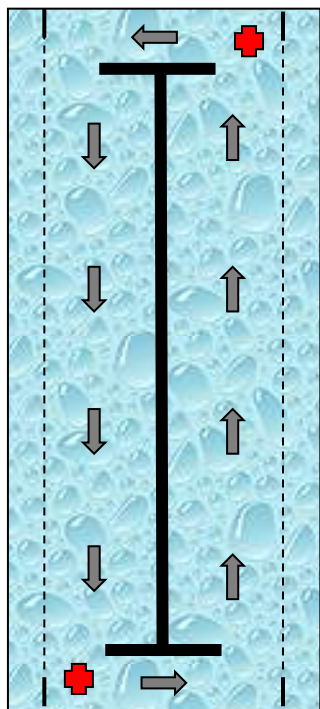
Changes to Lap Lane Availability:

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# Lap Pool Etiquette



## Circle Swim Diagram

When sharing a lane with others, keep to your right and swim in a circular pattern as shown above.

## Sharing the Lane

- Two swimmers should split the lane, each one swimming on one side.
- Three swimmers or more should swim circling counterclockwise.

## Capacity

- Five swimmers per lane.

## Passing

- Pass on the left.
- Alert the person in front of you by tapping their foot before passing.

## Entering

- Always enter feet first and wait until all swimmers have made the turn and pushed off.

## Stopping/Resting

- Squeeze into the corner to the right of oncoming swimmers.

## Speed

- Attempt to enter a lane with swimmers that match your projected speed, so all swimmers can flow and have a positive experience.



## Non-Summer Season Hours:

Mon. Sept. 29, 2014 – May, 2015

Monday – Thursday	6:00am – 8:00pm
Friday	6:00am – 7:00pm
Saturday	10:00am – 5:00pm
Sunday	9:00am – 5:00pm

## **Menlo Swim and Sport**

**(650) 328-5WIM • [www.menloswim.com](http://www.menloswim.com)**

## Lap Swimming Pricing:

### **Menlo Park Resident**

\$47 per month  
\$135 per quarter  
\$6 per drop-in visit

### **Non-Resident**

\$54 per month  
\$153 per quarter  
\$7 per drop-in visit

### **Menlo Park Resident and Student/Senior**

\$5 per drop-in visit

### **Non-Resident and Student/Senior**

\$6 per drop-in visit

There is a 25% discount off of the membership rate for seniors who are 65 and older. To be eligible for the 25% student discount, you must be enrolled full time at an accredited high school, secondary, or vocational school.



# Lap Lane Availability

## March 2015



**Non Summer Season: Mon., Sept. 29 – May, 2015**

**Instructional Pool 87° 25 Yards (6 Lanes)**

	MON	TUE	WED	THU	FRI	SAT	SUN
6 - 7	6	6	6	6	6	-	-
7-7:50	6	6	6	6	6	-	-
7:50	2	2	2	2	2		
8 - 9	2	2	2	2	2	-	2
9 - 10	4	1	4	1	4	-	-
10 - 11	4	2	4	2	4	Ø	Ø
11 - 12	4	4	4	4	4	Ø	Ø
12-1	4	4	4	4	4	Ø	Ø
1 – 1:45	4	4	4	4	4	Ø	Ø
1:45 - 2	Ø	Ø	Ø	Ø	Ø	Ø	Ø
2-3	Ø	Ø	Ø	Ø	Ø	2	2
3 - 4	Ø	Ø	Ø	Ø	Ø	2	2
4 - 5	Ø	Ø	Ø	Ø	Ø	2	2
5 - 6	Ø	Ø	Ø	Ø	Ø	-	-
6 - 7	Ø	Ø	Ø	Ø	Ø	-	-
7 - 8	3	Ø	Ø	Ø	Ø	-	-

**Performance Pool 80° 25 Yards (11 Lanes)**

	MON	TUE	WED	THU	FRI	SAT	SUN
6-6:45						-	-
6:45-7	2	2	2	2	2		
7-8	2	2	2	2	2	-	-
8-9	11	11	11	11	11	-	2
9-10	11	11	11	11	11	-	2
10-11	11	11	11	11	11	5	9
11-12	11	11	11	11	11	5	9
12-1	2	2	2	2	2	9	11
1-2	11	11	11	11	11	11	11
2-3	11	11	11	11	11	11	11
3-4	11	11	11	11	11	11	11
4-5	3	3	3	3	3	11	11
5-6	3	3	3	3	3	-	-
6-7	3	3	3	3	3	-	-
7-8	7	3	3	3	-	-	-

Short Course: 25 Yards (70 lengths of the pool = 1 mile)

**Saturday, March 7 – Starting at 2:00pm the Instructional Pool will be closed for the Air Dome deconstruction. Open Swim will be available in the Performance Pool.**

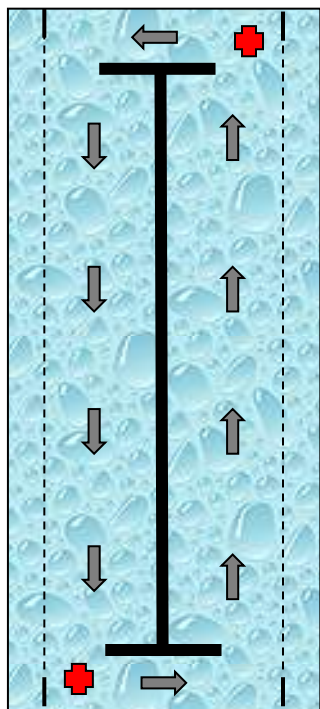
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# Lap Pool Etiquette



## Circle Swim Diagram

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## Sharing the Lane

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- Three swimmers or more should swim circling counterclockwise.

## Capacity

- Five swimmers per lane.

## Passing

- Pass on the left.
- Alert the person in front of you by tapping their foot before passing.

## Entering

- Always enter feet first and wait until all swimmers have made the turn and pushed off.

## Stopping/Resting

- Squeeze into the corner to the right of oncoming swimmers.

## Speed

- Attempt to enter a lane with swimmers that match your projected speed, so all swimmers can flow and have a positive experience.



## Non-Summer Season Hours:

Mon. Sept. 29, 2014 – May, 2015

Monday – Thursday	6:00am – 8:00pm
Friday	6:00am – 7:00pm
Saturday	10:00am – 5:00pm
Sunday	9:00am – 5:00pm

## **Menlo Swim and Sport**

**(650) 328-5WIM • [www.menloswim.com](http://www.menloswim.com)**

## Lap Swimming Pricing:

### **Menlo Park Resident**

\$47 per month  
\$135 per quarter  
\$6 per drop-in visit

### **Non-Resident**

\$54 per month  
\$153 per quarter  
\$7 per drop-in visit

### **Menlo Park Resident and Student/Senior**

\$5 per drop-in visit

### **Non-Resident and Student/Senior**

\$6 per drop-in visit

There is a 25% discount off of the membership rate for seniors who are 65 and older. To be eligible for the 25% student discount, you must be enrolled full time at an accredited high school, secondary, or vocational school.





# Lap Lane Availability

## April 2015

Non Summer Season: through May, 2015



### Instructional Pool 87° 25 Yards (6 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6 - 7	6	6	6	6	6	-	-
7-7:50	6	6	6	6	6	-	-
7:50	2	2	2	2	2		
8 - 9	2	2	2	2	2	-	2
9 - 10	4	1	4	1	4	-	-
10 - 11	4	2	4	2	4	Ø	Ø
11 - 12	4	4	4	4	4	Ø	Ø
12-1	4	4	4	4	4	Ø	Ø
1 - 1:45	4	4	4	4	4	Ø	Ø
1:45 - 2	Ø	Ø	Ø	Ø	Ø	Ø	Ø
2-3	Ø	Ø	Ø	Ø	Ø	2	2
3 - 4	Ø	Ø	Ø	Ø	Ø	2	2
4 - 5	Ø	Ø	Ø	Ø	Ø	2	2
5 - 6	Ø	Ø	Ø	Ø	Ø	-	-
6 - 7	Ø	Ø	Ø	Ø	Ø	-	-
7 - 8	3	Ø	Ø	Ø	Ø	-	-

### Performance Pool 80° 25 Yards (11 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6-6:45						-	-
6:45-7	2	2	2	2	2		
7-8	2	2	2	2	2	-	-
8-9	11	11	11	11	11	-	2
9-10	11	11	11	11	11	-	2
10-11	11	11	11	11	11	5	9
11-12	11	11	11	11	11	5	9
12-1	2	2	2	2	2	9	11
1-2	11	11	11	11	11	11	11
2-3	11	11	11	11	11	11	11
3-4	11	11	11	11	11	11	11
4-5	3	3	3	3	3	11	11
5-6	3	3	3	3	3	-	-
6-7	3	3	3	3	3	-	-
7-8	7	3	3	3	-	-	-

Short Course: 25 Yards (70 lengths of the pool = 1 mile)

☺ **Sunday, April 5<sup>th</sup>** Menlo Swim and Sport will be **CLOSED** in observance of the Easter holiday.

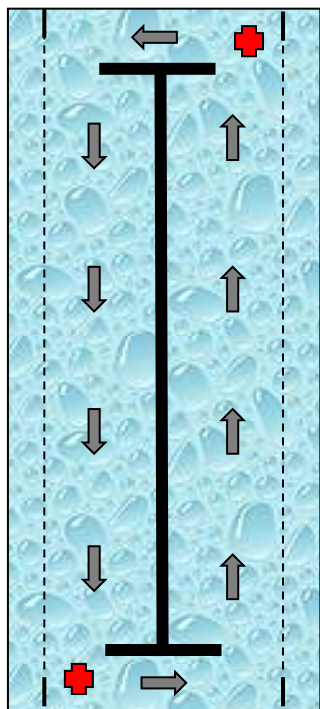
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# Lap Pool Etiquette



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## Capacity

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## Passing

- Pass on the left.
- Alert the person in front of you by tapping their foot before passing.

## Entering

- Always enter feet first and wait until all swimmers have made the turn and pushed off.

## Stopping/Resting

- Squeeze into the corner to the right of oncoming swimmers.

## Speed

- Attempt to enter a lane with swimmers that match your projected speed, so all swimmers can flow and have a positive experience.



## Non-Summer Season Hours:

Mon. Sept. 29, 2014 – May, 2015

Monday – Thursday	6:00am – 8:00pm
Friday	6:00am – 7:00pm
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\$6 per drop-in visit

### **Non-Resident**

\$54 per month  
\$153 per quarter  
\$7 per drop-in visit

### **Menlo Park Resident and Student/Senior**

\$5 per drop-in visit

### **Non-Resident and Student/Senior**

\$6 per drop-in visit

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# Lap Lane Availability

## May 2015

Hours through Sunday, June 14



### Instructional Pool 87° 25 Yards (6 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6 - 7	6	6	6	6	6	-	-
7-7:50	6	6	6	6	6	-	-
7:50	2	2	2	2	2		
8 - 9	2	2	2	2	2	-	2
9 - 10	4	1	4	1	4	-	-
10 - 11	4	2	4	2	4	Ø	Ø
11 - 12	4	4	4	4	4	Ø	Ø
12-1	4	4	4	4	4	Ø	Ø
1 - 1:45	4	4	4	4	4	Ø	Ø
1:45 - 2	Ø	Ø	Ø	Ø	Ø	Ø	Ø
2-3	Ø	Ø	Ø	Ø	Ø	2	2
3 - 4	Ø	Ø	Ø	Ø	Ø	2	2
4 - 5	Ø	Ø	Ø	Ø	Ø	2	2
5 - 6	Ø	Ø	Ø	Ø	Ø	2	2
6 - 7	Ø	Ø	Ø	Ø	Ø	-	-
7 - 8	3	Ø	Ø	Ø	Ø	-	-

### Performance Pool 80° 25 Yards (11 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6-6:45						-	-
6:45-7	2	2	2	2	2		
7-8	2	2	2	2	2	-	-
8-9	11	11	11	11	11	-	2
9-10	11	11	11	11	11	-	2
10-11	11	11	11	11	11	5	9
11-12	11	11	11	11	11	5	9
12-1	2	2	2	2	2	9	11
1-2	11	11	11	11	11	11	11
2-3	11	11	11	11	11	11	11
3-4	11	11	11	11	11	11	11
4-5	3	3	3	3	3	11	11
5-6	3	3	3	3	3	11	11
6-7	3	3	3	3	3	-	-
7-8	7	3	3	3	-	-	-

Short Course: 25 Yards (70 lengths of the pool = 1 mile)

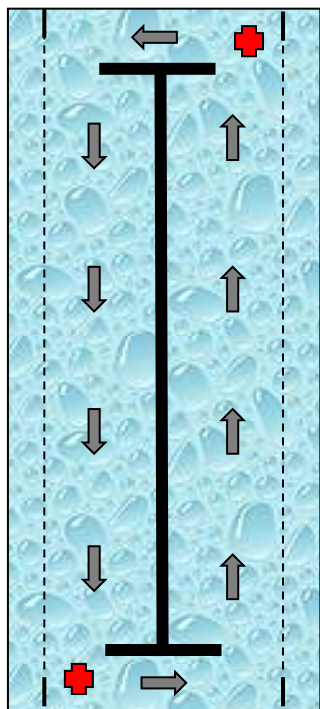
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# Lap Pool Etiquette



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## Capacity

- Five swimmers per lane.

## Passing

- Pass on the left.
- Alert the person in front of you by tapping their foot before passing.

## Entering

- Always enter feet first and wait until all swimmers have made the turn and pushed off.

## Stopping/Resting

- Squeeze into the corner to the right of oncoming swimmers.

## Speed

- Attempt to enter a lane with swimmers that match your projected speed, so all swimmers can flow and have a positive experience.



## Pre-Summer Season Hours:

Hours through Sunday, June 14

Monday – Thursday	6:00am – 8:00pm
Friday	6:00am – 7:00pm
Saturday	10:00am – 6:00pm
Sunday	9:00am – 6:00pm

## **Menlo Swim and Sport**

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## Lap Swimming Pricing:

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\$6 per drop-in visit

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\$54 per month  
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### **Menlo Park Resident and Student/Senior**

\$5 per drop-in visit

### **Non-Resident and Student/Senior**

\$6 per drop-in visit

There is a 25% discount off of the membership rate for seniors who are 65 and older. To be eligible for the 25% student discount, you must be enrolled full time at an accredited high school, secondary, or vocational school.



# Lap Lane Availability

## June 1-14, 2015

Hours through Sunday, June 14



### Instructional Pool 87° 25 Yards (6 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6 - 7	6	6	6	6	6	-	-
7-7:50	6	6	6	6	6	-	-
7:50	2	2	2	2	2		
8 - 9	2	2	2	2	2	-	2
9 - 10	4	1	4	1	4	-	-
10 - 11	4	2	4	2	4	Ø	Ø
11 - 12	4	4	4	4	4	Ø	Ø
12-1	4	4	4	4	4	Ø	Ø
1 - 1:45	4	4	4	4	4	Ø	Ø
1:45 - 2	Ø	Ø	Ø	Ø	Ø	Ø	Ø
2-3	Ø	Ø	Ø	Ø	Ø	2	2
3 - 4	Ø	Ø	Ø	Ø	Ø	2	2
4 - 5	Ø	Ø	Ø	Ø	Ø	2	2
5 - 6	Ø	Ø	Ø	Ø	Ø	2	2
6 - 7	Ø	Ø	Ø	Ø	Ø	-	-
7 - 8	3	Ø	Ø	Ø	Ø	-	-

### Performance Pool 80° 25 Yards (11 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6-6:45						-	-
6:45-7	2	2	2	2	2		
7-8	2	2	2	2	2	-	-
8-9	11	11	11	11	11	-	2
9-10	11	11	11	11	11	-	2
10-11	11	11	11	11	11	5	9
11-12	11	11	11	11	11	5	9
12-1	2	2	2	2	2	9	11
1-2	11	11	11	11	11	11	11
2-3	11	11	11	11	11	11	11
3-4	11	11	11	11	11	11	11
4-5	3	3	3	3	3	11	11
5-6	3	3	3	3	3	11	11
6-7	3	3	3	3	3	-	-
7-8	3	3	3	3	-	-	-

Short Course: 25 Yards (70 lengths of the pool = 1 mile)

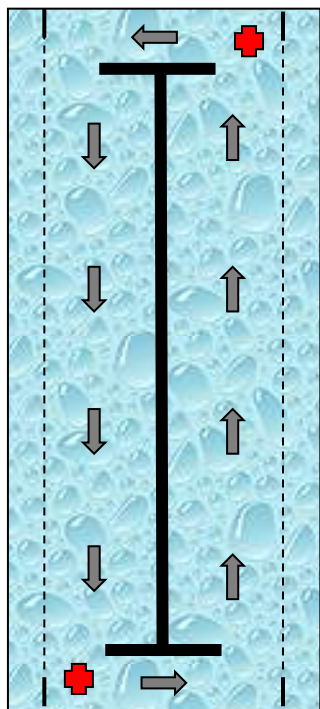
Changes to Lap Lane Availability:

☺ **Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students**

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Please call 650- 328- SWIM or visit [www.menloswim.com](http://www.menloswim.com) for updates and announcements.

# Lap Pool Etiquette



## Circle Swim Diagram

When sharing a lane with others, keep to your right and swim in a circular pattern as shown above.

## Sharing the Lane

- Two swimmers should split the lane, each one swimming on one side.
- Three swimmers or more should swim circling counterclockwise.

## Capacity

- Five swimmers per lane.

## Passing

- Pass on the left.
- Alert the person in front of you by tapping their foot before passing.

## Entering

- Always enter feet first and wait until all swimmers have made the turn and pushed off.

## Stopping/Resting

- Squeeze into the corner to the right of oncoming swimmers.

## Speed

- Attempt to enter a lane with swimmers that match your projected speed, so all swimmers can flow and have a positive experience.



## Pre-Summer season:

Hours through Sunday, June 14

Monday – Thursday 6:00am – 8:00pm  
Friday 6:00am – 7:00pm  
Saturday 10:00am – 6:00pm  
Sunday 8:00am – 6:00pm

## **Menlo Swim and Sport**

**(650) 328-5WIM • [www.menloswim.com](http://www.menloswim.com)**

## Lap Swimming Pricing:

### **Menlo Park Resident**

\$47 per month  
\$135 per quarter  
\$6 per drop-in visit

### **Non-Resident**

\$54 per month  
\$153 per quarter  
\$7 per drop-in visit

### **Menlo Park Resident and Student/Senior**

\$5 per drop-in visit

### **Non-Resident and Student/Senior**

\$6 per drop-in visit

There is a 25% discount off of the membership rate for seniors who are 65 and older. To be eligible for the 25% student discount, you must be enrolled full time at an accredited high school, secondary, or vocational school.



# Lap Lane Availability

## July 1-31, 2015

Summer season: June 15 – August 30, 2015



### Instructional Pool 87° 25 Yards (6 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6 - 7	6	6	6	6	6	-	-
7-7:50	6	6	6	6	6	-	-
7:50	2	2	2	2	2		
8 - 9	2	2	2	2	2	-	2
9 - 10	3	Ø	3	Ø	3	-	-
10 - 11	3	1	3	1	3	Ø	Ø
11 - 12	3	3	3	3	3	Ø	Ø
12-1	4	4	4	4	4	Ø	Ø
	2	2	2	2	2		
1 - 2	Ø	Ø	Ø	Ø	Ø	Ø	Ø
2 - 3	Ø	Ø	Ø	Ø	Ø	1	1
3 - 4	Ø	Ø	Ø	Ø	Ø	1	1
4 - 5	Ø	Ø	Ø	Ø	Ø	1	1
5 - 6	Ø	Ø	Ø	Ø	Ø	1	1
6 - 7	Ø	Ø	Ø	Ø	Ø	-	-
7 - 8	3	Ø	Ø	Ø	3	-	-

### Performance Pool 80° 25 Yards (11 Lanes)

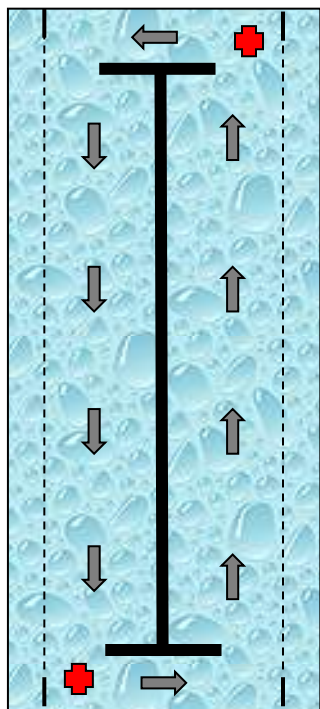
	MON	TUE	WED	THU	FRI	SAT	SUN
6-6:45						-	-
6:45-7	2	2	2	2	2		
7-8	2	2	2	2	2	-	-
8-9	11	11	11	11	11	-	-
9-10	11	11	11	11	11	-	2
	9	9	9	9	9		
10-11	9	9	9	9	9	5	11
11-12	11	11	11	11	11	5	11
	9	9	9	9	9		
12-1	2	2	2	2	2	9	11
1-2	9	9	9	9	9	11	11
2-3	11	11	11	11	11	11	11
	7	7		7	7		
3-4	7	7	11	7	7	11	11
4-5	3	3	3	3	3	11	11
5-6	3	3	3	3	3	11	11
6-7	3	3	3	3	3	-	-
7-8	3	3	2	3	11	-	-

Short Course: 25 Yards (70 lengths of the pool = 1 mile)

Changes to Lap Lane Availability:

- ☺ Swim Meet: Tuesday, July 7: The Performance Pool will CLOSE and there will be no lap swimming starting at 3:30pm.
  - ☺ Saturday, July 4<sup>th</sup> for the Fourth of July holiday. The Burgess Pool will close early at 5:00pm in observance of the holiday.
  - ☺ **Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students**
  - ☺ **We reserve the right to make any schedule alterations, including warm days and holidays**
- Please call 650- 328- SWIM or visit [www.menloswim.com](http://www.menloswim.com) for updates and announcements.

# Lap Pool Etiquette



## Circle Swim Diagram

When sharing a lane with others, keep to your right and swim in a circular pattern as shown above.

## Sharing the Lane

- Two swimmers should split the lane, each one swimming on one side.
- Three swimmers or more should swim circling counterclockwise.

## Capacity

- Five swimmers per lane.

## Passing

- Pass on the left.
- Alert the person in front of you by tapping their foot before passing.

## Entering

- Always enter feet first and wait until all swimmers have made the turn and pushed off.

## Stopping/Resting

- Squeeze into the corner to the right of oncoming swimmers.

## Speed

- Attempt to enter a lane with swimmers that match your projected speed, so all swimmers can flow and have a positive experience.



## Pre-Summer Season Hours:

Summer season: June 15 – August 30, 2015

Monday – Friday	6:00am – 8:00pm
Saturday	10:00am – 6:00pm
Sunday	8:00am – 6:00pm

## **Menlo Swim and Sport**

**(650) 328-SWIM • [www.menloswim.com](http://www.menloswim.com)**

## Lap Swimming Pricing:

### **Menlo Park Resident**

\$47 per month  
\$135 per quarter  
\$6 per drop-in visit

### **Non-Resident**

\$54 per month  
\$153 per quarter  
\$7 per drop-in visit

### **Menlo Park Resident and Student/Senior**

\$5 per drop-in visit

### **Non-Resident and Student/Senior**

\$6 per drop-in visit

There is a 25% discount off of the membership rate for seniors who are 65 and older. To be eligible for the 25% student discount, you must be enrolled full time at an accredited high school, secondary, or vocational school.





# Lap Lane Availability

## August 1-16, 2015

Summer season: June 15 – August 30, 2015

Instructional Pool 87° 25 Yards (6 Lanes)



	MON	TUE	WED	THU	FRI	SAT	SUN
6 - 7	6	6	6	6	6	-	-
7-7:50	6	6	6	6	6	-	-
7:50	2	2	2	2	2		
8 - 9	2	2	2	2	2	-	2
9 - 10	3	Ø	3	Ø	3	-	-
10 - 11	3	1	3	1	3	Ø	Ø
11 - 12	3	3	3	3	3	Ø	Ø
12-1	4	4	4	4	4	Ø	Ø
	2	2	2	2	2		
1 - 2	Ø	Ø	Ø	Ø	Ø	Ø	Ø
2 - 3	Ø	Ø	Ø	Ø	Ø	1	1
3 - 4	Ø	Ø	Ø	Ø	Ø	1	1
4 - 5	Ø	Ø	Ø	Ø	Ø	1	1
5 - 6	Ø	Ø	Ø	Ø	Ø	1	1
6 - 7	Ø	Ø	Ø	Ø	Ø	-	-
7 - 8	3	Ø	Ø	Ø	3	-	-

### Performance Pool 80° 25 Yards (11 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6-6:45						-	-
6:45-7	2	2	2	2	2		
7-8	2	2	2	2	2	-	-
8-9	11	11	11	11	11	-	-
9-10	11	11	11	11	11	-	2
	9	9	9	9	9		
10-11	9	9	9	9	9	5	11
11-12	11	11	11	11	11	5	11
	9	9	9	9	9		
12-1	2	2	2	2	2	9	11
1-2	9	9	9	9	9	11	11
2-3	11	11	11	11	11	11	11
	7	7		7	7		
3-4	7	7	11	7	7	11	11
4-5	3	3	3	3	3	11	11
5-6	3	3	3	3	3	11	11
6-7	3	3	3	3	3	-	-
7-8	3	3	2	3	11	-	-

Short Course: 25 Yards (70 lengths of the pool = 1 mile)

Changes to Lap Lane Availability:

☺ Labor Day, Monday, Sept. 7: Menlo Swim School will be **closed** for the holiday. There will be no Menlo Swim School swimming lessons or Menlo Mavericks practice.

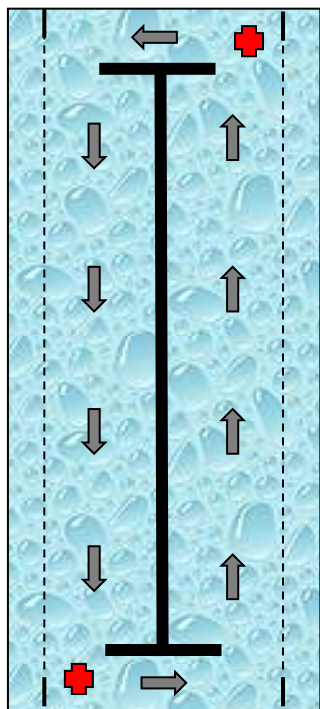
☺ Labor Day, Monday, Sept. 7: The Burgess Pools will **close @ 5pm!** Extended Open Swimming starts at 10am!

☺ **Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students**

☺ **We reserve the right to make any schedule alterations, including warm days and holidays**

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# Lap Pool Etiquette



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## Capacity

- Five swimmers per lane.

## Passing

- Pass on the left.
- Alert the person in front of you by tapping their foot before passing.

## Entering

- Always enter feet first and wait until all swimmers have made the turn and pushed off.

## Stopping/Resting

- Squeeze into the corner to the right of oncoming swimmers.

## Speed

- Attempt to enter a lane with swimmers that match your projected speed, so all swimmers can flow and have a positive experience.



## Pre-Summer Season Hours:

Summer season: June 15 – August 30, 2015

Monday – Friday	6:00am – 8:00pm
Saturday	10:00am – 6:00pm
Sunday	8:00am – 6:00pm

## **Menlo Swim and Sport**

**(650) 328-SWIM • [www.menloswim.com](http://www.menloswim.com)**

## Lap Swimming Pricing:

### **Menlo Park Resident**

\$47 per month  
\$135 per quarter  
\$6 per drop-in visit

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\$54 per month  
\$153 per quarter  
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# Lap Lane Availability

## September 1 - 30, 2015



Post Summer season: Mon. Aug. 31 – Sun. Sept. 27, 2015

Instructional Pool 87° 25 Yards (6 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6 - 7	6	6	6	6	6	-	-
7-7:50	6	6	6	6	6	-	-
7:50	2	2	2	2	2		
8 - 9	2	2	2	2	2	-	2
9 - 10	4	1	4	1	4	-	-
10 - 11	4	2	4	2	4	Ø	Ø
11 - 12	4	4	4	4	4	Ø	Ø
12-1	4	4	4	4	4	Ø	Ø
1 - 2	4	4	4	4	4	Ø	Ø
	Ø	Ø	Ø	Ø	Ø		
2 - 3	Ø	Ø	Ø	Ø	Ø	2	2
3 - 4	Ø	Ø	Ø	Ø	Ø	2	2
4 - 5	Ø	Ø	Ø	Ø	Ø	2	2
5 - 6	Ø	Ø	Ø	Ø	Ø	2	2
6 - 7	Ø	Ø	Ø	Ø	Ø	-	-
7 - 8	3	Ø	Ø	Ø	3	-	-

### Performance Pool 80° 25 Yards (11 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6-6:45						-	-
6:45-7	2	2	2	2	2		
7-8	2	2	2	2	2	-	-
8-9	11	11	11	11	11	-	2
9-10	11	11	11	11	11	-	2
10-11	11	11	11	11	11	5	9
11-12	11	11	11	11	11	5	9
12-1	2	2	2	2	2	9	11
1-2	11	11	11	11	11	11	11
2-3	11	11	11	11	11	11	11
3-4	11	11	11	11	11	11	11
4-5	3	3	3	3	3	11	11
5-6	3	3	3	3	3	11	11
6-7	3	3	3	3	3	-	-
7-8	3	3	2	3	-	-	-

Short Course: 25 Yards (70 lengths of the pool = 1 mile)

Changes to Lap Lane Availability:

☺ Labor Day, Monday, Sept. 7: Menlo Swim School will be **closed** for the holiday. There will be no Menlo Swim School swimming lessons or Menlo Mavericks practice.

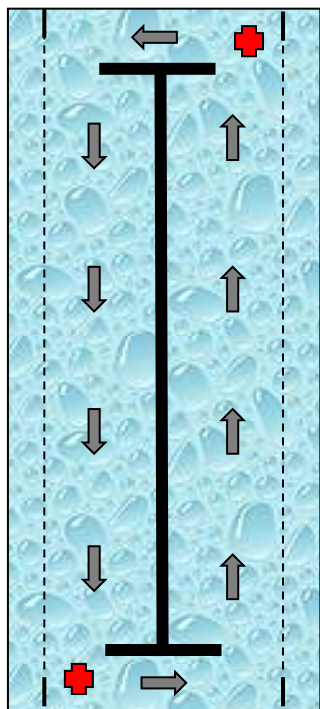
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# Lap Pool Etiquette



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## Capacity

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## Passing

- Pass on the left.
- Alert the person in front of you by tapping their foot before passing.

## Entering

- Always enter feet first and wait until all swimmers have made the turn and pushed off.

## Stopping/Resting

- Squeeze into the corner to the right of oncoming swimmers.

## Speed

- Attempt to enter a lane with swimmers that match your projected speed, so all swimmers can flow and have a positive experience.



## Post Summer Season Hours:

Post Summer season: Mon. Aug. 31 – Sun. Sept. 27, 2015

Monday – Thursday	6:00am – 8:00pm
Friday	6:00am – 7:00pm
Saturday	10:00am – 6:00pm
Sunday	8:00am – 6:00pm

## **Menlo Swim and Sport**

**(650) 328-5WIM • [www.menloswim.com](http://www.menloswim.com)**

## Lap Swimming Pricing:

### **Menlo Park Resident**

\$47 per month  
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\$153 per quarter  
\$7 per drop-in visit

### **Menlo Park Resident and Student/Senior**

\$5 per drop-in visit

### **Non-Resident and Student/Senior**

\$6 per drop-in visit

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# Lap Lane Availability

## October 1 - 31, 2015

Non Summer season: Mon. Sept. 28, 2015 – May, 2016



### Instructional Pool 87° 25 Yards (6 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6 - 7	6	6	6	6	6	6 Members Only	-
7-7:30	6	6	6	6	6	6 Members Only	-
7:50	2	2	2	2	2	-	-
8 - 9	2	2	2	2	2	-	2
9 - 10	1	4	1	4	1	-	-
10 - 11	2	4	2	4	2	Ø	Ø
11 - 12	4	4	4	4	4	Ø	Ø
12-1	4	4	4	4	4	Ø	Ø
1 - 2	4 Ø	4 Ø	4 Ø	4 Ø	4 Ø	Ø	Ø
2 - 3	Ø	Ø	Ø	Ø	Ø	2	2
3 - 4	Ø	Ø	Ø	Ø	Ø	2	2
4 - 5	Ø	Ø	Ø	Ø	Ø	2	2
5 - 6	Ø	Ø	Ø	Ø	Ø	-	-
6 - 7	Ø	Ø	Ø	Ø	Ø	-	-
7 - 8	3	Ø	Ø	Ø	Ø	-	-

### Performance Pool 80° 25 Yards (11 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6-6:45						6 Members Only	-
6:45-7	2	2	2	2	2	6 Members Only	6 Members Only
7-8	2	2	2	2	2	-	2
8-9	11	11	11	11	11	-	2
9-10	11	11	11	11	11	-	2
10-11	11	11	11	11	11	5	9
11-12	11	11	11	11	11	5	9
12-1	2	2	2	2	2	9	11
1-2	11	11	11	11	11	11	11
2-3	11	11	11	11	11	11	11
3-4	11	11	11	11	11	11	11
4-5	3	3	3	3	3	11	11
5-6	3	3	3	3	3	-	-
6-7	3	3	3	3	3	-	-
7-8	7	3	3	3	-	-	-

Short Course: 25 Yards (70 lengths of the pool = 1 mile)

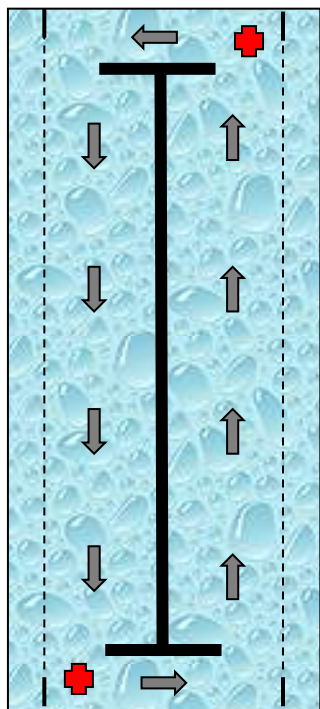
Changes to Lap Lane Availability:

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# Lap Pool Etiquette



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## Capacity

- Five swimmers per lane.

## Passing

- Pass on the left.
- Alert the person in front of you by tapping their foot before passing.

## Entering

- Always enter feet first and wait until all swimmers have made the turn and pushed off.

## Stopping/Resting

- Squeeze into the corner to the right of oncoming swimmers.

## Speed

- Attempt to enter a lane with swimmers that match your projected speed, so all swimmers can flow and have a positive experience.

## Non Summer Season Hours:

Non Summer season: Mon. Sept.28, 2015 – May, 2016

### Lap Swimming:

Monday – Thursday 6:00am – 8:00pm  
Friday 6:00am – 7:00pm

Saturday 7:30am – 9:00am  
10:00am – 5:00pm  
Sunday 7:30am – 5:00pm

### Members Only Lap Swimming:

Saturday 6:00am – 7:30am  
Sunday 7:00am – 7:30am

## **Menlo Swim and Sport**

**(650) 328-5WIM Front Desk**

**(650) 330-2232 Service Center**

**[www.menloswim.com](http://www.menloswim.com)**

## Lap Swimming Pricing:

### **Menlo Park Resident**

\$47 per month  
\$135 per quarter  
\$6 per drop-in visit

### **Non-Resident**

\$54 per month  
\$153 per quarter  
\$7 per drop-in visit

### **Menlo Park Resident and Student/Senior**

\$5 per drop-in visit

### **Non-Resident and Student/Senior**

\$6 per drop-in visit

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# Lap Lane Availability

## November, 2015

Non Summer season: Mon. Sept. 28, 2015 – May, 2016



### Instructional Pool 87° 25 Yards (6 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6 - 7	6	6	6	6	6	6 Members Only	-
7-7:30	6	6	6	6	6	6 Members Only	-
7:50	2	2	2	2	2	-	-
8 - 9	2	2	2	2	2	-	2
9 - 10	1	4	1	4	1	-	-
10 - 11	2	4	2	4	2	Ø	Ø
11 - 12	4	4	4	4	4	Ø	Ø
12-1	4	4	4	4	4	Ø	Ø
1 - 2	4 Ø	4 Ø	4 Ø	4 Ø	4 Ø	Ø	Ø
2 - 3	Ø	Ø	Ø	Ø	Ø	2	2
3 - 4	Ø	Ø	Ø	Ø	Ø	2	2
4 - 5	Ø	Ø	Ø	Ø	Ø	2	2
5 - 6	Ø	Ø	Ø	Ø	Ø	-	-
6 - 7	Ø	Ø	Ø	Ø	Ø	-	-
7 - 8	3	Ø	Ø	Ø	Ø	-	-

### Performance Pool 80° 25 Yards (11 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6-6:45						6 Members Only	-
6:45-7	2	2	2	2	2	6 Members Only	6 Members Only
7-8	2	2	2	2	2	-	2
8-9	11	11	11	11	11	-	2
9-10	11	11	11	11	11	-	2
10-11	11	11	11	11	11	5	9
11-12	11	11	11	11	11	5	9
12-1	2	2	2	2	2	9	11
1-2	11	11	11	11	11	11	11
2-3	11	11	11	11	11	11	11
3-4	11	11	11	11	11	11	11
4-5	3	3	3	3	3	11	11
5-6	3	3	3	3	3	-	-
6-7	3	3	3	3	3	-	-
7-8	7	3	3	3	-	-	-

Short Course: 25 Yards (70 lengths of the pool = 1 mile)

Changes to Lap Lane Availability:

•Thursday, November 26, 2015 – CLOSED for Thanksgiving

•Friday, November 27, 2015 - Early Closure: 6:00am – 2:00pm

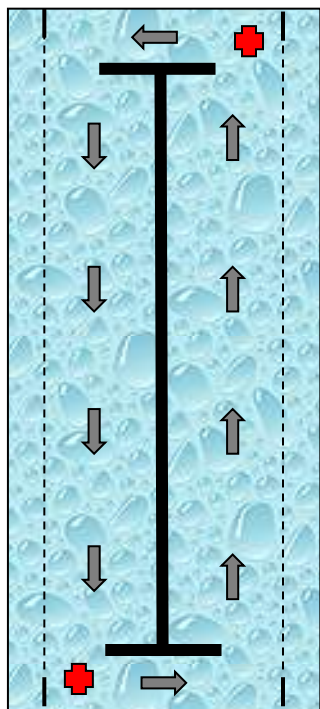
Solo Aquatics 12:30pm - 2:00pm = Eight lanes in the Performance Pool

☺ **Lap Swimmers may be affected by having lap lanes reserved for our Swim Pro students**

☺ **We reserve the right to make any schedule alterations, including warm days and holidays**

Please call 650- 328- SWIM or visit [www.menloswim.com](http://www.menloswim.com) for updates and announcements.

# Lap Pool Etiquette



## Circle Swim Diagram

When sharing a lane with others, keep to your right and swim in a circular pattern as shown above.

## Sharing the Lane

- Two swimmers should split the lane, each one swimming on one side.
- Three swimmers or more should swim circling counterclockwise.

## Capacity

- Five swimmers per lane.

## Passing

- Pass on the left.
- Alert the person in front of you by tapping their foot before passing.

## Entering

- Always enter feet first and wait until all swimmers have made the turn and pushed off.

## Stopping/Resting

- Squeeze into the corner to the right of oncoming swimmers.

## Speed

- Attempt to enter a lane with swimmers that match your projected speed, so all swimmers can flow and have a positive experience.

## Non Summer Season Hours:

Non Summer season: Mon. Sept.28, 2015 – May, 2016

### Lap Swimming:

Monday – Thursday 6:00am – 8:00pm  
Friday 6:00am – 7:00pm

Saturday 7:30am – 9:00am  
10:00am – 5:00pm  
Sunday 7:30am – 5:00pm

### Members Only Lap Swimming:

Saturday 6:00am – 7:30am  
Sunday 7:00am – 7:30am

## **Menlo Swim and Sport**

**(650) 328-5WIM Front Desk**

**(650) 330-2232 Service Center**

**[www.menloswim.com](http://www.menloswim.com)**

## Lap Swimming Pricing:

### **Menlo Park Resident**

\$47 per month  
\$135 per quarter  
\$6 per drop-in visit

### **Non-Resident**

\$54 per month  
\$153 per quarter  
\$7 per drop-in visit

### **Menlo Park Resident and Student/Senior**

\$5 per drop-in visit

### **Non-Resident and Student/Senior**

\$6 per drop-in visit

There is a 25% discount off of the membership rate for seniors who are 65 and older. To be eligible for the 25% student discount, you must be enrolled full time at an accredited high school, secondary, or vocational school.



# Lap Lane Availability

## December, 2015

Non Summer season: Mon. Sept. 28, 2015 – May, 2016



### Instructional Pool 87° 25 Yards (6 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6 - 7	6	6	6	6	6	-	-
7-7:30	6	6	6	6	6	-	-
7:50	2	2	2	2	2	-	-
8 - 9	2	2	2	2	2	-	2
9 - 10	1	4	1	4	1	-	-
10 - 11	2	4	2	4	2	Ø	Ø
11 - 12	4	4	4	4	4	Ø	Ø
12-1	4	4	4	4	4	Ø	Ø
1 - 2	4	4	4	4	4	Ø	Ø
2 - 3	Ø	Ø	Ø	Ø	Ø	2	2
3 - 4	Ø	Ø	Ø	Ø	Ø	2	2
4 - 5	Ø	Ø	Ø	Ø	Ø	2	2
5 - 6	Ø	Ø	Ø	Ø	Ø	-	-
6 - 7	Ø	Ø	Ø	Ø	Ø	-	-
7 - 8	3	Ø	Ø	Ø	Ø	-	-

### Performance Pool 80° 25 Yards (11 Lanes)

	MON	TUE	WED	THU	FRI	SAT	SUN
6-6:45						6	-
6:45-7	Ø	Ø	Ø	Ø	Ø	Members Only	-
7-8	Ø	Ø	Ø	Ø	Ø	6	6
						Members Only	Members Only
8-9	11	11	11	11	11	-	2
9-10	11	11	11	11	11	-	2
10-11	11	11	11	11	11	5	9
11-12	11	11	11	11	11	5	9
12-1	2	2	2	2	2	9	11
1-2	11	11	11	11	11	11	11
2-3	11	11	11	11	11	11	11
3-4	11	11	11	11	11	11	11
4-5	3	3	3	3	3	11	11
5-6	3	3	3	3	3	-	-
6-7	3	3	3	3	3	-	-
7-8	7	3	3	3	-	-	-

Short Course: 25 Yards (70 lengths of the pool = 1 mile)

#### Changes to Lap Lane Availability:

- Thursday, December 24, 2015 Christmas Eve 6:00am – 2:00pm  
Solo Aquatics 12:30pm - 2:00pm = Six lanes in the Performance Pool
- Friday, December 25, 2015 Christmas = CLOSED
- Saturday, December 26, 2015 6:00am – 2:00pm

- Sunday, December 27, 2015 7:00am – 2:00pm
- Thursday, December 31 New Year's Eve 6:00am – 2:00pm  
Solo Aquatics 12:30pm - 2:00pm = Six lanes in the Performance Pool
- Friday, January 1, 2016 New Year's Day = CLOSED
- Saturday, January 2, 2016 6:00am – 2:00pm

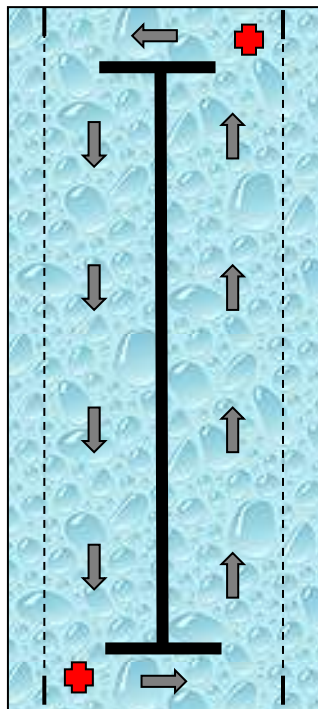
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# Parks & Recreation Commission



## REGULAR MEETING MINUTES **DRAFT**

**Date:** 1/27/2016  
**Time:** 6:30 p.m.  
**City Council Chambers**  
**701 Laurel St., Menlo Park, CA 94025**

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

Chair Palefsky called the meeting to order at 6:39 p.m.

### **B. Roll Call**

Present: Commissioner Cebrian, Commissioner Cox, Vice Chair Harris, Commissioner Lane, Chair Palefsky, and Commissioner Stanwood  
Staff: Derek Schweigart, Community Services Manager

### **C. Public Comment**

There was no Public Comment

### **D. Regular Business**

- D1. Accept Commission minutes for the meeting of November 18, 2015 ([attachment](#))

**ACTION:** Motion and second (Cox/Stamwood) to accept Commission minutes for the meeting of November 18, 2015, passes 6-0

- D2. Review and discuss City Community Funding Process and allocations for FY 2015-16 ([attachment](#))

Derek Schweigart gave a review of the City Community Funding Process and allocations for FY 2015-16.

- D3. Review and provide feedback on proposed next steps for community engagement activities supporting 2015-16 Capital Improvement Projects for parks ([attachment](#))

Derek Schweigart gave a review on the proposed next steps for community engagement activities supporting 2015-16 Capital Improvement Projects for parks.

- D4. Review and consider options for regulating drone and RC aircraft use at Bedwell-Bayfront Park before making a recommendation to City Council ([attachment](#))

Derek Schweigart gave a review on the options for regulating drone and RC aircraft use at Bedwell-Bayfront Park. Staff recommends the Commission review and consider the following

options and approve a recommendation to present to the City Council. The options presented to the Commissioners were the following:

- A- It is recommended that the Commission take no action on this topic at this time
- B- It is recommended that the Commission approve a recommendation to the City Council which would ban all use of drones and RC aircraft at Bedwell-Bayfront Park
- C- It is recommended that the Commission approve a recommendation to the City Council which would allow restricted use of drones and RC aircraft at Bedwell-Bayfront Park and would include the following types of restrictions: *Operators of electric powered Drones and R/C Aircraft have limited access to the Park including (a) a maximum number of operators permitted at any one time, (b) specified times and specified days of permitted operation and (c) an exclusive designated area of the Park for take-off, landing and flight. No craft may leave the designated area of the Park while in flight. All FAA Regulations must be complied with. During the specified times, all other park visitors would be barred from entering the designated area. Operators would avoid wildlife as much as possible. Other restrictions would be imposed as designated by Staff and approved by Commission. The Commission would receive and review evidence and public comment on the experience of the Regulations in 12 months.*

Public Comment was taken at this point.

Ann Moser asked the Commission to consider the ban on usage of drone and RC aircraft at Bedwell-Bayfront Park.

Curtis Snyder asked the Commission to consider the ban on usage of drone and RC aircraft at Bedwell-Bayfront Park.

Matt Leddy asked the Commission to consider the ban on usage of drone and RC aircraft at Bedwell-Bayfront Park.

Nancy Borgeson asked the Commission to consider the ban on usage of drone and RC aircraft at Bedwell-Bayfront Park.

Chris Macintosh asked the Commission to consider the ban on usage of drone and RC aircraft at Bedwell-Bayfront Park.

Nancy Edelsen asked the Commission to consider the ban on usage of drone and RC aircraft at Bedwell-Bayfront Park.

Lennie Roberts asked the Commission to consider the ban on usage of drone and RC aircraft at Bedwell-Bayfront Park.

Allan Bedwell asked the Commission to consider the ban on usage of drone and RC aircraft at Bedwell-Bayfront Park.

Silas Kwok asked the Commission to reconsider the ban on usage of drone and RC aircraft at Bedwell-Bayfront Park.

Ed Canty asked the Commission to reconsider the ban on usage of drone and RC aircraft at Bedwell-Bayfront Park.

Greg Ashford asked the Commission to reconsider the ban on usage of drone and RC aircraft at Bedwell-Bayfront Park.

Harry Ackley asked the Commission to reconsider the ban on usage of drone and RC aircraft at Bedwell-Bayfront Park.

Mark Diel asked the Commission to reconsider the ban on usage of drone and RC aircraft at Bedwell-Bayfront Park.

Richard Bright asked the Commission to reconsider the ban on usage of drone and RC aircraft at Bedwell-Bayfront Park.

Mehrdad Amir asked the Commission to reconsider the ban on usage of drone and RC aircraft at Bedwell-Bayfront Park.

Jeff Young asked the Commission to reconsider the ban on usage of drone and RC aircraft at Bedwell-Bayfront Park.

Jerome Miller asked the Commission to reconsider the ban on usage of drone and RC aircraft at Bedwell-Bayfront Park.

Frank Dickinson asked the Commission to reconsider the ban on usage of drone and RC aircraft at Bedwell-Bayfront Park.

Following discussion, the Commission voted as follows:

No votes on option A.

In support of option B: Cox, Harris and Palefsky

In support of option C: Cebrian, Lane and Stanwood

Motion failed as neither of the options had a majority vote.

The Commission and Staff decided to set up a meeting with the City Council to discuss this issue.

## **E. Reports and Announcements**

### **E1. Parks and Recreation Commissioner Reports (Christopher Harris and Tucker Stanwood)**

Vice Chair Harris gave the Commission a report of the events he attended during the month of November and Commissioner Stanwood gave the Commission a report of the events he attended during the month of December.

### **E2. Pilot proposal to suspend non-resident and non-subsidized rates for BHAS and Camp Menlo ([attachment](#))**

Derek Schweigart gave the Commission a presentation on the pilot proposal to suspend non-resident and non-subsidized rates for BHAS and Camp Menlo.

### **E3. Community Services Director's update and announcements ([attachment](#))**

Derek Schweigart gave the Commission the Community Services Director's update and announcements.

**F. Adjournment**

Chair Palefsky adjourned the meeting at 9:29 p.m.



## STAFF REPORT

### Parks and Recreation Commission

**Meeting Date:** 2/24/2016

**Staff Report Number:** 16-005-PRC

**Regular Business:** Review and provide feedback on proposed changes to the City's Master Fee Schedule for the Community Services Department for FY 2016-17

### Recommendation

Review and provide feedback on proposed changes to the City's Master Fee Schedule for the Community Services Department for FY 2016-17.

### Policy Issues

The proposed fee changes in this report are in compliance with the Cost Recovery and Subsidization Policy adopted by the Council on March 9, 2010.

### Background

The Master Fee Schedule reflects fees charged by all City departments. It is amended annually so that fees reflect current costs to provide services, to bring fees closer to full cost recovery targets, to add new fees when applicable for new City services, and/or to eliminate fees for discontinued services.

The City imposes different categories of fees with different requirements regarding how fees are set or changed:

- Fees and charges for the use of facilities, services, and access to property: these fees are elective on the part of the customer/user. The purpose of these fees and charges is to generate revenues for access or use of the service or facility. There is no legal restriction on the amount of such fees or charges, and they can be effective immediately.
- Property development processing fees: these include fees for building and use permits, variances, building inspections, map applications, and planning services. These fees cannot exceed the reasonable cost of providing the service. Any new fee or increase to existing fees in this category can be effective no sooner than sixty days after approval by City Council.
- Fees relating to public records act requests and copies of documents and reports: these fees are limited to the actual cost of copying (not including personnel time to copy) or the statutory amount, whichever is less. There are no changes recommended for any fees in this category at the present time.

In accordance with the Cost Recovery Policy, staff suggests the greatest fee increases for programs that are of special benefit to individuals or groups, where the goal is to set fees to a level sufficient to support direct program costs, plus up to 100% of City overhead associated with the activity. These programs provide individual benefit foremost and minimal community benefit. Activities promoting the full utilization of parks and recreation facilities are also included in those recommended for the greatest fee increases.

Several programs delineated in the policy are included in the medium cost recovery category, with recovery of a majority of direct (budgeted) costs incurred in the delivery of the service. However, administrative and other overhead costs of the Community Services Department are not being recovered. Both the community and individuals benefit from these services.

## Analysis

Several fee increases for recreation programs are suggested in order to continue progress toward the department's long-term cost recovery goals. Staff believes the 2005 *Your City/Your Decision* community-driven budget process provided community direction and support for increasing the degree to which recreational services pay for themselves. The Cost Allocation Plan and User Fee Study and Policy also provides further clarification for making fee changes in order to align fees more appropriately to the costs of recreation services and some social service programs.

The recommendations presented by staff in this report ensure not only that charges keep pace with the costs of providing services, but are also competitive with comparable programs (where applicable), aligned with cost recovery levels defined in the Cost Recovery Fee Policy, and are responsive to demands for these services within the community. The proposed fee changes are summarized below for the Community Services Department. Fees for which there are no recommended changes are not listed.

The schedule below summarizes the current fees, proposed fees, and percentage change in certain Community Services fees. If approved by the City Council, it is estimated that increases and new fees will generate an additional \$17,158 annually at current and estimated participation levels.

Proposed Changes to Master Fee Schedule for FY 2016-17			
Fee Title	Current Fee	Proposed Fee	Percentage Change
<b>Belle Haven Child Development Center</b>			
Belle Haven CDC (non-certified full-day) monthly fee Resident	\$899	\$959	7%
Belle Haven CDC (non-certified full-day) monthly fee Non-Resident	\$1,213	\$1,295	7%
Belle Haven CDC (non-certified part-day) monthly fee Resident	\$449	\$479	7%
Belle Haven CDC (non-certified part-day) monthly fee Non-Resident	\$606	\$647	7%
<b>Onetta Harris Community Center</b>			
Multi-Purpose Room Rental Fee Per Hour - Resident	\$70	\$75	7%
Multi-Purpose Room Rental Fee Per Hour -Non-Resident	\$95	\$101	6%
Gymnasium Rental Fee Per Hour - Resident	\$50	\$60	20%
Gymnasium Rental Fee Per Hour - Non-Resident	\$68	\$81	19%
<b>Belle Haven School Age Child Care – After School Program</b>			
Kindergarten – standard start (non-subsidized) - Resident	\$483	\$109	(78%)

Kindergarten – standard start (non-subsidized) – Non-Resident	\$652	\$147	(77%)
Kindergarten – standard start (subsidized) – Resident	\$109	\$109	0%
Kindergarten – standard start (subsidized) – Non-Resident	N/A	\$147	N/A
Kindergarten – early start (non-subsidized) – Resident	\$704	\$129	(82%)
Kindergarten – early start (non-subsidized) – Non-Resident	\$950	\$174	(82%)
Kindergarten – early start (subsidized) – Resident	\$129	\$129	0%
Kindergarten – early start (subsidized) – Non-Resident	N/A	\$174	N/A
1 <sup>st</sup> -6 <sup>th</sup> Grade – standard start (non-subsidized) – Resident	\$446	\$99	(78%)
1 <sup>st</sup> -6 <sup>th</sup> Grade – standard start (non-subsidized) – Non-Resident	\$602	\$134	(78%)
1 <sup>st</sup> -6 <sup>th</sup> Grade – standard start (subsidized) – Resident	\$99	\$99	0%
1 <sup>st</sup> -6 <sup>th</sup> Grade – standard start (subsidized) – Non-Resident	N/A	\$134	N/A
<b>Belle Haven School Age Child Care – Camp Programs (Camp Menlo)</b>			
Kindergarten (non-subsidized) Resident	\$550	\$159	(71%)
Kindergarten (non-subsidized) Non-Resident	\$743	\$215	(71%)
Kindergarten (subsidized) Resident	\$159	\$159	0%
Kindergarten (subsidized) Non-Resident	N/A	\$215	N/A
1 <sup>st</sup> -6 <sup>th</sup> Grade (non-subsidized) Resident	\$425	\$139	(67%)
1 <sup>st</sup> -6 <sup>th</sup> Grade (non-subsidized) Non-Resident	\$574	\$188	(67%)
1 <sup>st</sup> -6 <sup>th</sup> Grade (subsidized) Resident	\$139	\$139	0%
1 <sup>st</sup> -6 <sup>th</sup> Grade (subsidized) Non-Resident	N/A	\$188	N/A
<b>Special Event Permit</b>			
Cancellation Fee	N/A	\$25	N/A

## Additional Information and Descriptions

### Belle Haven Child Development Center

*Belle Haven CDC Preschool (non-certified full-day) – per month fee*

This increase is due to the reimbursement rate from the State of California increasing from \$38.98 per day per child to \$41.60 per day per child for certified families. Therefore BHCDC needs to increase the non-certified fee to insure the City receives the same amount from non-certified families.

*Belle Haven CDC (non-certified part-time) – per month fee*

This increase is due to the reimbursement rate from the State of California increasing from \$38.98 per day per child to \$40.60 per day per child for certified families. Therefore BHCDC needs to increase the non-certified fee to insure the City receives the same amount from non-certified families. This new program started after Master Fee approval time frame because the City received additional grant money. This program is open only half time and therefore the fee is half the full-day fee. There has also been an increased need from the community to provide this type of programming.

The net fiscal impact of these changes is estimated at \$4,612.

**Onetta Harris Community Center**

*Multi-Purpose Room Rental Fee – per hour*

It has been 2 years since the last increase to this fee. The increase will help maintain the facility's cost-recovery goals while generating the necessary revenue to off-set increased facility operation costs. The proposed fee increase remains below market rate for similar rental facilities and is still the least expensive facility to rent that the Community Services Department operates. The facility is booked regularly on weekends and the demand is expected to continue to rise. The net fiscal impact of these changes is estimated at \$2,960.

*Gym Rental Fee*

The increase will help maintain the facility's cost-recovery goals while generating the necessary revenue to off-set increased facility operation costs. Over the past two years, additional custodial and maintenance services have been required with the increase in demand and use of the facility. The proposed fee increase is below market rate for similar gym rental facilities and remains below the rate charged at the Arrillaga Family Gymnasium. The net fiscal impact of these changes is estimated at \$4,500.

**Belle Haven School Age Child Care – After School Program and Camp Menlo**

Over the years families participating in the Belle Haven After School and Camp Menlo programs have been eligible to receive subsidized rates based on income eligibility, which by SMCDH standards, equates to the "extremely low" rate. This is one reason why the Community Services Department eliminated the various un-used rate categories from the master fee schedule over the past few years. What is remaining is the current "market rate" for the program, which is reflective of what customers are willing and able to pay for the services we provide in Belle Haven. A similar model also exists at the Onetta Harris Community Center where a highly subsidized flat fee for all classes encourages maximum participation by both residents and non-residents.

As a result of the proposed fee changes, fiscal impacts are expected to be minimal with modest increases to revenue in the first year of implementation. Also, enrollment is expected to increase modestly as well in the first year with higher numbers in subsequent years with increased marketability of the new fee structure. As the interest and popularity of the program increases as reflected by higher enrollment numbers, we anticipate that the current proposed fees will increase as the market dictates. Staff will continue to monitor participation and cost-recovery for the program and make further recommendations for the program's long-term sustainability. The net fiscal impact of these changes is estimated at \$5,086.

Staff received City Council feedback on April 7, 2015 when Council approved the current Master Fee Schedule and later on May 5, 2015 when they received an information item on the Non-Resident Fee topic, where the Council indicated support for reducing and/or eliminating non-resident fees to encourage



participation in programs where there is capacity. In light of this feedback and based on current market conditions, staff recommend to the City Manager to suspend the non-subsidized rates for the BHAS and Camp Menlo Programs for FY 15-16 and recommend modifications to the current Master Fee Schedule to reflect these changes.

### **Special Event Permits**

The proposed cancellation fee of \$25 is recommended for all special event permit applications. Currently, if an applicant needed to withdrawal their permit application for any reason there is no procedure in place for refunding fees. This fee would not apply to permits that were denied as a result of an application not meeting deadlines or requirements established by the City. It is recommended that a fee is charged to the applicant to account for staff time in processing and administering the permit application which may require the involvement of a number of City staff and departments.

### **Impact on City Resources**

The estimated annual net increase in General Fund revenue from the revisions discussed in this report is \$17,158.

User fees provide a significant source of cost recovery for the City. The recommended revisions to the Master Fee Schedule will be built into the FY 2016-17 budget recommendations and will help in maintaining service levels in the current fiscal year.

### **Environmental Review**

Adoption of a Master Fee Schedule is categorically exempt under current 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. City User Fee Cost Recovery – Fiscal Policy

Report prepared by:  
Derek Schweigart  
Community Services Manager

# City of Menlo Park

## Fiscal Policy

<b>Department</b> City Council	<b>Page 1 of 11</b>	<b>Effective Date</b> 03/09/10
<b>Subject</b> User Fee Cost Recovery	<b>Approved by</b> Minute Order March 9, 2010	<b>Procedure #</b> CC-10-0001

### **Purpose:**

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.

### **Background:**

In 2005 the *Your City/Your Decision* 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.

### **Policy:**

The policy has three main components:

- Provision for ongoing review
- Process of establishing cost recovery levels
  - Factors to be Considered
- Target Cost Recovery Levels
  - Social Services and Recreation Programs
  - Development Review Programs
  - Public Works
  - Police
  - Library
  - Administrative Services

### ***Provision for ongoing review***

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.

### ***Process of establishing service fee cost recovery levels***

The following factors will be considered when setting service fees and cost recovery levels:

1. Community-wide vs. special benefit
  - 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
  - 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
  - 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.

# City of Menlo Park

## Fiscal Policy

<b>Department</b> City Council	<b>Page 2 of 11</b>	<b>Effective Date</b> 03/09/10
<b>Subject</b> User Fee Cost Recovery	<b>Approved by</b> Minute Order March 9, 2010	<b>Procedure #</b> CC-10-0001

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

# City of Menlo Park

## Fiscal Policy

<b>Department</b> City Council	<b>Page 3 of 11</b>	<b>Effective Date</b> 03/09/10
<b>Subject</b> User Fee Cost Recovery	<b>Approved by</b> Minute Order March 9, 2010	<b>Procedure #</b> CC-10-0001

### 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%)
9	<u>Parks</u>			
	Dog Park	X		
	Skate Parks	X		
	Open Space/Parks	X		
	Playgrounds	X		
7 11 10 11 11 7 7 11	<u>Social Services</u>			
	Senior Transportation	X		
	Senior Classes/Events	X		
	Belle Haven School Age – Title 22		X	
	Menlo Children's Center – Title 22			X
	Preschool - Title 22			X
	Preschool – Title 5		X	
	Second Harvest	X		
7	Congregate Nutrition		X	
11	Belle Haven Community School		X	
	<u>Events/Celebrations</u>			
	City Sponsored	X		
	City-Wide	X		
	Youth & Teen Targeted	X		
	Cultural	X		
	Concerts	X		
5, 6, 7 9 9 9 10 5,6,7 9 5,6,7,8,9,10	<u>Facility Usage</u>			
	City Functions (e.g. commissions)	X		
	Co-Sponsored Organizations	X		
	Non-Profit	X		
	Fields - Youth (non-profit)		X	
	Fields - Adult (non-profit)		X	
	Tennis Courts		X	
	Picnic Rentals - Private Party			X
	Private Rentals			X
	Fields - For-profit			X
	Contracted Venues – for profit			X
8 8 8 7 11	<u>Fee Assisted Programs</u>			
	Recreational Swim	X		
	Swimming Classes	X		
	Lap Swimming	X		
	Recreation Classes	X		
	Open Gym Activities	X		

# City of Menlo Park

## Fiscal Policy

<b>Department</b> City Council	<b>Page 4 of 11</b>	<b>Effective Date</b> 03/09/10
<b>Subject</b> User Fee Cost Recovery	<b>Approved by</b> Minute Order March 9, 2010	<b>Procedure #</b> CC-10-0001

### Social Services and Recreation Programs - continued

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%)
11 10,11 9 10 10 12 6,12 11	<u>Recreation Programs</u> Drop-In Activities Camps & Clinics Youth Leagues Youth Special Interest Adult Special Interest Gymnastics Birthday Parties Adult League		X	X X X X X X X

**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 are not always cost effective.

# City of Menlo Park

## Fiscal Policy

<b>Department</b> City Council	<b>Page 5 of 11</b>	<b>Effective Date</b> 03/09/10
<b>Subject</b> User Fee Cost Recovery	<b>Approved by</b> Minute Order March 9, 2010	<b>Procedure #</b> CC-10-0001

- 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** – 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** – 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.

# City of Menlo Park

## Fiscal Policy

<b>Department</b> City Council	<b>Page 6 of 11</b>	<b>Effective Date</b> 03/09/10
<b>Subject</b> User Fee Cost Recovery	<b>Approved by</b> Minute Order March 9, 2010	<b>Procedure #</b> CC-10-0001

- 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 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%)
	<b>1. Planning</b>			
24	Appeals of Staff Decisions	X		
24	Appeals of Planning Commission Decisions by Residents	X		
	Subsequent Appeals			X
24	Temporary Sign Permits	X		
23	Use Permits – Non-Profits	X		
24	Administrative Reviews – Fences		X	
	Appeals of Planning Commission Decisions by			X
24	Non-Residents			X
23	Administrative Reviews – Other			X
23	Architectural Control			X
23	Development Permits			X
23	Environmental Reviews			X
23	General Plan Amendments			X
24	Tentative Maps			X
24	Miscellaneous – not listed elsewhere			X
	Reviews by Community Development			X
24	Director or Planning Commission			X
23	Special Events Permitting			X
23	Study Sessions			X
24	Zoning Compliance Letters			X
23	Signs and Awnings			X
23	Use Permits – other			X
23	Variances			X
23	Zoning Map			X
	Ordinance Amendments			

# City of Menlo Park

## Fiscal Policy

<b>Department</b> City Council	<b>Page 7 of 11</b>	<b>Effective Date</b> 03/09/10
<b>Subject</b> User Fee Cost Recovery	<b>Approved by</b> Minute Order March 9, 2010	<b>Procedure #</b> CC-10-0001

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%)
28-48	<u>2. Building and safety</u> Solar installations Building Permits Mechanical Permits Electrical Permits Plumbing Permit Consultant Review	X		X X X X X

**Low Recovery Expectations:** 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:

- 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:** 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.

- 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:** 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.



# City of Menlo Park

## Fiscal Policy

<b>Department</b> City Council	<b>Page 8 of 11</b>	<b>Effective Date</b> 03/09/10
<b>Subject</b> User Fee Cost Recovery	<b>Approved by</b> Minute Order March 9, 2010	<b>Procedure #</b> CC-10-0001

### 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%)
	<u>1. Engineering</u>			
25	Heritage Tree	X		
25	Appeals to Environmental Quality Commission and City Council	X		
	Bid Packages	X		
19	Plotter Prints		X	
19	Encroachment Permits for			
19	City-mandated repair work (non-temporary)		X	
25	Heritage Tree		X	
	Tree Removal Permits 1 – 3 trees			
19	City Standard Details		X	
20	Improvement Plan Review			X
20	Plan revisions			X
21	Construction Inspection			X
20	Maps / Subdivisions			X
	Real Property			X
19	Abandonments			X
19	Annexations			X
21	Certificates of Compliance			X
20	Easement Dedications			X
20	Lot Line Adjust/Merger			X
19	Encroachment Permits			X
19	Completion Bond			X
	Processing Fee			X
25	Heritage Tree Permits			X
	After first 3 trees			X
16	Downtown Parking Permits			X
	<u>2. Transportation</u>			
22	Red Curb Installation	X		
22	Truck Route Permits	X		
22	Traffic Signal Accident			X
22	Aerial Photos			X

# City of Menlo Park

## Fiscal Policy

<b>Department</b> City Council	<b>Page 9 of 11</b>	<b>Effective Date</b> 03/09/10
<b>Subject</b> User Fee Cost Recovery	<b>Approved by</b> Minute Order March 9, 2010	<b>Procedure #</b> CC-10-0001

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%)
	<u>3. Maintenance</u>			
22	Tree Planting	X		
22	Banners – Santa Cruz Ave			X
22	Barricade replacement			X
22	Weed Abatement			X
22	Special Event set-up – for profit use			X
22	Special Event set-up- for non-profits use		X	
22	Damaged City property			X

**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:** 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:** 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.

# City of Menlo Park

## Fiscal Policy

<b>Department</b> City Council	<b>Page 10 of 11</b>	<b>Effective Date</b> 03/09/10
<b>Subject</b> User Fee Cost Recovery	<b>Approved by</b> Minute Order March 9, 2010	<b>Procedure #</b> CC-10-0001

**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%)
14	Case Copies	X		
15	Citation Sign Off - Residents	X		
1, 15	Document Copies	X		
14	Bicycle Licenses	X		
16	Overnight Parking Permits			X
16	Residential Parking Permits	X		
15	Property Inspection – Code Enforcement	X		
15	Real Estate Sign Retrieval	X		
14	False Alarm – Low Risk		X	
15	Rotation Tow Service Contract		X	
15	Repossession Fee		X	
14	False Alarm – High Risk			X
14	Good Conduct Letter			X
14	Preparation Fees			X
14	Research Fee			X
14	Civil Subpoena Appearance			X
14	Finger Printing Documents			X
15	Background Investigations			X
14	Notary Services			X
14	Vehicle Releases			X
14	DUI - Emergency Response			X
15	Intoximeter Rental			X
15	Street Closure			X
15	Unruly Gatherings			X
18	Abatements			X

**Low Recovery Expectations:** 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).

**Medium Recovery Expectation:** Recovery in the range of 30% to 70% of the costs of providing the service. Both community and individuals benefit from these services.

- 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.

# City of Menlo Park

## Fiscal Policy

<b>Department</b> City Council	<b>Page 11 of 11</b>	<b>Effective Date</b> 03/09/10
<b>Subject</b> User Fee Cost Recovery	<b>Approved by</b> Minute Order March 9, 2010	<b>Procedure #</b> CC-10-0001

### Public Safety – Police Services - continued

**High Recovery Expectations:** 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.

- 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 provide 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.

**Administrative Services** (Copying Charges, Postage, etc.) – fees are primarily set by regulations and are generally high cost recovery of pass-thru charges.



## MEMORANDUM

**Date:** 3/15/2016  
**To:** Menlo Park City Council  
**From:** Marianne Palefsky, Parks and Recreation Commission Chair  
**Re:** Quarterly Report to City Council on Commission Work Plan

### Update on current work plan goals for 2014-2016

1. Research and evaluate the social services and recreation opportunities in the Belle Haven neighborhood in support of the Belle Haven Visioning and Neighborhood Action Plan resulting in diverse, high quality programs meeting the needs of neighborhood residents. Ongoing to January 1, 2016.
  - Received a presentation and provided feedback to the Belle Haven Community Development Fund on the annual report of the Belle Haven Mini-Grant Program.
  - Received update on the Belle Haven Neighborhood Action Plan and provided feedback to staff.
2. Research and evaluate opportunities to support and increase arts program offerings for the community resulting in residents having a greater exposure to the arts and improved partnerships with new and existing arts groups and venues. Ongoing to January 1, 2016.
3. Study and evaluate City operated parks to ensure their short and long term vitality resulting in park structures and flora being properly maintained; parks being utilized by the community with greater frequency; and ensuring a proper balance of park usage and long term conservation. Ongoing to January 1, 2016.
  - Reviewed and provided feedback on proposed next steps for community engagement activities supporting the 2015-16 Capital Improvement Projects for parks.
  - Reviewed and considered options for regulating drone and RC aircraft use at Bedwell-Bayfront Park before making recommendation to the City Council. The Commission was split evening on the best course of action to take which included banning drones and RC aircraft from the park or allow the usage with significant regulation. The Commission was unanimous in the need to have a decision made on the issue given the increase drone usage and significant public feedback on the issue.

### Other areas and issues addressed by the Commission:

1. Supported the Community Services Department's Anti-Bullying Campaign and Unity Day during the month of October in collaboration with the Mayor's work on the Bully Project.

2. Over the past few months, Commissioners began conducting park, program and recreation facility site visits in order to learn more about the programs and services the City provides and provide feedback to Community Services and Parks Division staff. The increased community engagement is one of the outcomes of the Commission's retreat that was held back in September.
3. Reviewed and approved Sports Field User Groups for the FY 2015-16 Season.
4. Reviewed and provided feedback on a pilot proposal to suspend non-subsidized rates for the Belle Haven After School Program and Camp Menlo Program in order to increase participation and improve cost-recovery.
5. Reviewed and discussed the City's Community Funding Process and allocations and provided feedback to staff.

DRAFT



## STAFF REPORT

### Parks and Recreation Commission

**Meeting Date:** 2/24/2016

**Staff Report Number:** 16-006-PRC

**Informational Item:** Community Services Director's update and announcements

### Recommendation

Staff recommends that the Commission receive the Community Services Director's update and announcements.

### Policy Issues

City policies are not affected.

### Background

#### I. Menlo Park Senior Center

On Thursday evening, Feb. 4, the Menlo Park Senior Center experienced flooding due to a faulty faucet. Staff arrived Friday morning to find the building completely flooded with some rooms up to ½ inch deep in water. Community Services and Public Works staff worked with a water damage and restoration company to clean up and fix damages to the center. The temporary closure required a tremendous amount of coordination with various senior services agencies, volunteers, seniors and their caregivers. The Senior Center is tentatively scheduled to reopen Thursday, February 18 but will depend on moisture testing.

The Senior Center will host its 17<sup>th</sup> Annual Black History Month Lunch and Gospel Fest on Friday, February 26, 2016, from 11:30-1. Local gospel singers, poets, and dancers will perform at this popular event. Senior Center's Annual Health Screening event which will be held on Tuesday, March 8, is a collaborative effort with Mills Peninsula Senior Focus, Stanford and Sequoia hospitals. This annual event provides much needed screening for the seniors for whom this is the only time they see a doctor.

#### II. Gymnastics

The preschool gymnastics winter session is up and running with nearly 1,075 children currently enrolled in classes with a limited number of spaces available. Birthday Parties continue to be a popular offering for parents and children with weekends booked through June and people are already asking to register for next year. Staff continues to keep things interesting for the students by varying the difficulty of the exercises and changing up the equipment that is used. Staff has noticed that children balance and motor skills better when they are challenged to push themselves more.

The Menlo Park boy's gymnastics team competed at the Stanford Open January 30-31. Teams from around the country competed. In the Level 6 Boys, Noah Kim and Ezekial Eason took first and second

all around respectively. Other highlights were Paul Whelan's first place on Level 4 rings and Harold Nguyen's 10th place on parallel bars. Nicole Hyde, Cameron Matzke and Nathan Westfield coach the boy's team.

### **III. Annual Summer Camp Fair**

The much-anticipated City-run Menlo Park summer camps are now open for registration. This year's camps run from June 20 – August 19 at the Arrillaga Recreation Center, Menlo Children's Center and Onetta Harris Community Center. Parents and children are invited to the Summer Camp Fair set for Friday, March 4, from 6-8 p.m. at the Arrillaga Family Recreation Center. This family-fun event will provide parents the opportunity to learn about the various camp options this summer and give kids a chance to meet the staff. Those who choose to register for a City-run camp at the event will receive 10% off! In addition, there will be a raffle for summer-themed prizes and even a free week of camp!

### **IV. Belle Haven Child Development Center**

The Belle Haven Child Development Center will be hosting a series of free parent workshops throughout the school year. On Wednesday, February 10, the program offered a discipline workshop, Discipline 101: the power of the positive presented by parent educator, Susan Stone Belton. In this workshop parents learned specific, positive discipline tools that will help support a child's self-esteem. The workshop was open to the whole Belle Haven community. Previous workshops have been well received by parents and teachers at Belle Haven CDC. The program's next workshop will be held on Wednesday, May 11. The topic will be on effective communication strategies where the main focus is how to successfully encourage children to follow directions.

### **V. Menlo Children's Center**

This month at the Menlo Children's Center we celebrated the Valentine's holiday. In the Toddler classroom, the little ones enjoyed getting hands-on with paint while creating pretty hearts. The Early Preschool classroom created personalized projects to give to friends and other loved ones, while the Preschool classroom assembled festive craft projects and classroom decorations. The After School also participated in the holiday celebration creating a Valentine's wall that was used for a backdrop for pictures. All of the classrooms celebrated with a Valentines Party and participated in Valentine card exchange while receiving lots of candies and other goodies.

### **Analysis**

Analysis is not required.

### **Impact on City Resources**

There is no impact on City resources.

### **Environmental Review**

Environmental review is not required.

### **Public Notice**



Staff Report #: 16-006-PRC

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:  
Derek Schweigart, Community Services Manager