

Parks & Recreation Commission



REGULAR MEETING AGENDA

Date: 5/25/2016
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 of service award to Commissioner Kristin Cox
- D2. Presentation of proposed Ravenswood Grade Separation project

E. Regular Business

- E1. Accept Commission minutes for meeting of April 27, 2016 ([attachment](#))
- E2. Selection of Commission Chair and Vice Chair
- E3. Receive update on Aquatics Contractor Lease Agreement and provide feedback on proposed lease terms for negotiation ([attachment](#))
- E4. Review and discuss proposed Commission work plan goals for 2016-2018

F. Reports and Announcements

- F1. Parks and Recreation Commissioner Reports (James Cebrian and Christopher Harris)
- F2. Community Services Director's update and announcements ([attachment](#))

G. Informational Items

- G1. Proposed Salt Pond Restoration Project and potential impacts to Bedwell-Bayfront Park ([attachment](#))

H. Adjournment

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at www.menlopark.org and can receive e-mail notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 5/19/16)

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.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available for inspection at the City Clerk's Office, 701 Laurel St., Menlo Park, CA 94025 during regular business hours.

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

Parks & Recreation Commission



REGULAR MEETING MINUTES **DRAFT**

Date: 4/27/2016
Time: 6:30 p.m.
Arrillaga Family Recreation Center
Cypress Room
700 Alma St., Menlo Park, CA 94025

A. Call To Order

Chair Palefsky called the meeting to order at 6:31 p.m.

B. Roll Call

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

C. Public Comment

There was no Public Comment

D. Presentations and Proclamations

D1. Presentation of the Gymnastic Program

Natalie Bonham, Recreation Supervisor, gave the Commission a report regarding the Gymnastics Program. She mentioned all the classes the gymnastics program offers, she gave information regarding feedback from participants and an update on the cost recovery of the program.

E. Regular Business

E1. Accept Commission minutes for meeting of March 23, 2016 ([attachment](#))

ACTION: Motion and second (Stanwood/Harris) to accept Commission minutes for the meeting of March 23, 2016 with the following added to item E2: A sub-committee was formed with Commissioner Cebrian, Commissioner Stanwood and Vice-Chair Harris with the purpose to prepare a draft of the Commission goals and work plan; the draft will be presented at the next Commission meeting on April 27, 2016; passes 4-0.

E2. Review of City Council Goals and discussion of Parks and Recreation Commission Work Plan Update for 2016-2018 – subcommittee report out ([attachment](#))

Vice-Chair Harris and Commissioner Stanwood gave the Commission an update on the draft goals

and work plan for the Parks and Recreation Commission. Following discussion, the Commission decided the subcommittee will work on the draft work plan and goals with staff over the next few weeks and bring an updated work plan and goals to the next Commission meeting for the Commission to adopt.

- E3. Review a Report to the City Manager regarding Gymnastics Alternative Services Options and make a recommendation ([attachment](#))

Derek Schweigart gave the Commission a review of a report to the City Manager regarding Gymnastics Alternative Services Options. He mentioned the alternative service delivery models for Gymnastics: Option A-Facility lease to an alternative provider, Option B-Contracting out gymnastics to instructors, Option C-Maintain the current service delivery model. After discussion, the following action was made:

ACTION: Motion and second (Stanwood/Harris) to recommend maintaining the current service delivery model for the gymnastics program; passes 4-0.

F. Reports and Announcements

- F1. Parks and Recreation Commissioner Reports (James Cebrian)

No Commissioner Report was given. Commissioner Cebrian was not present at the meeting.

- F2. Community Services Director's update and announcements ([attachment](#))

Derek Schweigart asked the Commission to read the Community Services Director's update and announcements.

G. Informational Items

- G1. Community Services Department Cost Recovery Analysis ([attachment](#))

Derek Schweigart gave the Commission a presentation on the background on the Community Services Department Cost Recovery Analysis. After discussion, no action was taken.

H. Adjournment

Chair Palefsky adjourned the meeting at 8:30p.m.

Minutes prepared by Linda Mungaia, Secretary.



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 5/25/2016

Staff Report Number: 16-012-PRC

Regular Business: Receive update on Aquatics Contractor Lease Agreement and provide feedback on proposed lease terms for negotiation

Recommendation

Staff recommends that the Parks and Recreation Commission receive the update on the current status of the Aquatics Contractor Lease Agreement and provide feedback on proposed lease terms that will be discussed as part of the negotiation of a new lease agreement.

Policy Issues

Team Sheeper Inc., has been operating the Burgess Pool facility and providing aquatic programming year-round there since 2006. Team Sheeper took over summer operations at Belle Haven Pool in 2012 and is now operating that pool, with limited hours, year-round. The original lease agreement expired in May, 2011 and, following a lengthy RFP process, Council again approved an Aquatics Facilities Lease Agreement with Team Sheeper for five more years that expires in May of 2016. Council approved staff to work with Team Sheeper Inc. on a renewal and extension of the current lease and forego the Request for Proposals process at their meeting on May 5, 2015. Earlier this month on May 3, 2016, the Council approved an extension of the current lease agreement to December 31, 2016 in order to allow staff to complete contract negotiations and prepare a new contract for Council approval at the soonest appropriate time.

Background

Detailed background on the history of Menlo Park's pool operations and the evolution of the current contract with Team Sheeper, the current lease agreement, and the 2015 Aquatics Contractor Annual Report can be found in the attached Parks and Recreation Commission staff report from February 24, 2016 (Attachment A).

At their meeting last year on March 25, 2015, the Parks and Recreation Commission welcomed public comment on the subject of renewing and extending the lease with Team Sheeper versus engaging in an RFP process. At that meeting, the Commission discussed the lack of compelling arguments in favor of an 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 comparable monthly lease payment to the City. In addition, the Commission inquired on whether the current lease payment is appropriate and whether circumstances may have changed that would require a re-evaluation of the terms of the agreement. Staff reported that this would be included in any negotiation with the contractor and would involve a thorough review of audited financial statements. The Commission reiterated their desire that year-round operation of Belle Haven Pool continue and any previous agreements with outside user groups be maintained to ensure maximum community accessibility. The Commission voted unanimously in support of staff developing a term sheet for the extension of the lease agreement with Team Sheeper.

On May 5, 2015, the City Council approved the Parks and Recreation Commission's recommendation to negotiate with Team Sheeper to renew and extend the lease agreement for the City's aquatics operations. During that meeting the Council received public feedback from users of the Burgess Pool and instructed staff to consider the following items during their negotiations with Team Sheeper:

- Continue to include the Parks and Recreation Commission in negotiations of the lease agreement extension.
- Ensure that pool lane usage is maximized and lanes are utilized in the best possible way.
- Evaluate the availability of lap swim throughout the day at the pools, particularly in the mornings when the Master Swim Program is operating.
- Council members were supportive of the SOLO Swim Team's request to have SOLO team attire available in the Burgess Pool shop as well as access to lobby bulletin boards to promote the SOLO Swim Team.
- Determine market rate for lane usage at other aquatic facilities in the area.
- Council was concerned about SOLO's use of the term "fair" and recommended that SOLO submit a range of rates they would consider "fair".

Analysis

When the City signed the current lease agreement 5 years ago with Team Sheeper, it was embarking on a unique model for operating aquatics programs which have been coveted by other municipalities. Few municipally-owned pools on the Peninsula compare to what is offered at the Burgess Pool in terms of the number of open hours, the level of convenience and breadth of programming. In addition, Team Sheeper's use of partnerships with the City, Facebook and Beyond Barriers Athletic Foundation (BBAF) have helped make the Belle Haven Pool a viable operation which is now open year-round. The past five years have enabled the City to assess the current model and learn more about how it can benefit the City and the entire community.

Negotiations are currently underway with Team Sheeper Inc. and are anticipated to be completed over the next 12 weeks. This time frame is possible as staff does not expect any major changes to the current lease agreement. Any changes that staff will be recommending will be based largely on what we have learned over the past 5 years and from the feedback received by the Council and the Parks and Rec Commission. In addition to meeting with Team Sheeper, staff has met extensively with representatives from the SOLO Swim Team to receive their requests as it relates to the new lease agreement and have encouraged representatives to work with Team Sheeper on their short term needs while negotiations continue toward a longer term agreement.

During the past few months there have been several theme topics which have emerged which will be considered during the negotiations with Team Sheeper which include:

1. What is an appropriate lease payment for the Burgess Pool given what we have learned from the past 5 years since the last lease agreement was approved.
2. Given the City Council's Cost-Recovery Policy for recreation programs and services, what level of City subsidy is acceptable for aquatics programs overall.
3. A new approach to capital improvements being considered including a no-interest amortization of all capital replacement costs over the normal life of the item not to exceed 144 months where the City advances costs which the tenant then becomes responsible for covering.
4. An increase in the tenant's responsibility for ALL utilities which would include the addition of sewer and telephone services, beyond power and water which are now paid by the tenant.
5. What should the term be for the new agreement? Should it be for 5 or 10 years and should it include

- any conditions (investment in capital improvements as in the previous lease agreement).
6. Streamlining of annual reporting requirements.
 7. How should City-mandated pool closures be handled that impact the pool operator i.e. trigger negotiation of rent for that period?
 8. Is there a different cost-sharing approach for utilities and maintenance of the Belle Haven Pool given the high costs of operation, low revenue generation and its high community benefit? Given the City Council's Cost-Recovery policy and approach to similar programs offered in Belle Haven, how should this be handled?
 9. What is considered a fair market rate for lane usage for outside user groups such as SOLO?
 10. An opportunity for the SOLO Swim Team to gain access to Belle Haven Pool in the evenings and on weekends.

Here are suggested questions to guide the Commission discussion on the proposed topics during the lease agreement negotiations:

1. What feedback does the Commission have regarding any of the above discussion topics and their importance in the negotiation process?
2. Are there discussion topics not listed that the Commission would suggest be included in the negotiation process?
3. How would the Commission like to be involved in the process as the negotiation of the new lease agreement moves forward?

Impact on City Resources

Since the contract with Team Sheeper was implemented in May 2006, the City's General Fund savings is estimated to be between \$450,000 and \$550,000 annually for pool operations. At the time of the original contract the estimated annual savings was seen as fair and appropriate return for the contractor's use of a City facility. The City also benefited from the ability to offer high quality programs with little financial impact to the General Fund. The current lease agreement requires a rental fee for the Burgess Facility, as well as assumption of the majority of expenses operating the Belle Haven Pool year-round. The total general fund savings for the Belle Haven Pool alone is \$90,000 (total expenses the last year the City operated the pool for eight weeks), and additional \$36,000 in annual revenue for Burgess Pool rental payments for a net positive 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. Aquatics Contractor Annual Report to the Commission Staff Report Feb. 24, 2016

Report prepared by:
Derek Schweigart, Community Services Manager



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

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

BELLE HAVEN POOL PARTICIPATION STATISTICS		
Program Area	2014 Participation	2013 Participation
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.

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 Senior & Student: Drop In: \$14/ class \$59.25/ month	Drop In: \$15/ class \$40/month Senior & Student: 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	Resident 1/2 Day: \$185 Full Day: \$340 Non-Resident 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	Resident Youth: \$4 Adult: \$6 Family: \$15 Senior & Student: \$5 \$47/month Non-Resident Youth: \$5 Adult: \$7 Family: \$18 Senior & Student: \$6 \$54/month	Resident Youth: \$3 Adult: \$4 Family: \$12 Senior & Student: \$4 \$40/month Non-Resident Youth: \$3 Adult: \$5 Family: \$15 Senior & Student: \$4 \$45/month	Non-Member Adult: \$5 Senior (60+): \$3 Member - Resident Adult: \$3.50 Senior (60+): \$2 Youth: \$3 Member - Non-Resident Adult: \$4 Senior (60+): \$2.50 Youth: \$3.50	Resident (25 Swims) - \$87.50 Non-Resident (25 Swims) - \$109 Resident Senior: (25 Swims) - \$30 Non-Resident Senior: (25 Swims) - \$38 Resident (1 Swim) - \$5 Non-Resident (1 Swim) - \$6	Resident Drop-in: \$6 12-punch: \$52 Monthly: \$50 Senior (55+): \$35 Non-Resident Drop-in: \$8 12-punch: \$62 Monthly: \$60 Senior (55+) \$45	Fees 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	All Access \$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	Level 1 \$55 to \$75 per month	1/wk: \$55/month	Offered by PASA	Offered by Los Altos - Mountain View Aquatics	Pre-Comp Option 2 includes 15 minutes of extra conditioning	Pricing information unavailable
	Level 2 \$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	
	Level 3 \$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	
	Level 4 \$81 to \$91 per month					
	Level 5 \$107 per month					
	Level 6 \$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	Resident Youth: \$4 Adult: \$6 Family: \$15 Senior & Student: \$5 \$47/month Non-Resident Youth: \$5 Adult: \$7 Family: \$18 Senior & Student: \$6 \$54/month	Resident Youth: \$3 Adult: \$4 Family: \$12 Senior & Student: \$4 \$40/month Non-Resident Youth: \$3 Adult: \$5 Family: \$15 Senior & Student: \$4 \$45/month	Daily Drop In Youth: \$4 Adult: \$5 Senior: \$3 Infant: \$2 Resident 10-card program discount Youth: \$3 Adult: \$3.50 Senior: \$2 Non-Resident 10-card program discount Youth: \$3.50 Adult: \$4 Senior: \$2.50	Resident Child: \$3 Adult: \$4 Family: \$10 Non-Resident Child: \$4 Adult: \$5 Family: \$18 Spectator: \$3	Offered May to September: Pricing not currently available.	Baby Pool 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	Water babies: \$86 per month Group: \$86 per month Semi-Private: \$144 per month Private: \$255 per month	Group: \$15/ lesson kids \$5/lesson (w/ BBAF Scholarship) Semi-Private: \$25 Private: \$45	Lessons provided with PASA during summer. Pricing not available.	Lessons in summer. Pricing not available.	Winter, Spring & Fall Session: Resident 1x per week: \$68 Non-Resident 1x per week: \$78 Resident 2x per week: \$120 Non-Resident 2x per week: \$130	Resident (10 classes): \$90 Non-Resident (10 classes): \$107
Triathlon Team, Menlo Fit (Boot Camp), ALL ACCESS	All Access \$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	Residents 6-week session, 1/ wk: \$59 Non-Residents 6-week session, 1/ wk: \$69 Residents 8-week session, 1/ wk: \$77 Non-Residents 8-week session, 1/ wk: \$87	Resident 5 day camp: \$75 Non-Resident 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:

Insurance Category	Minimum Limits
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

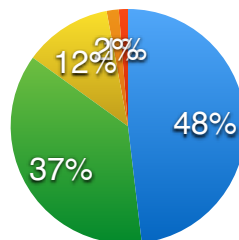
INCLUDES USER GROUP FEEDBACK BY PROGRAM AREA OR RENTAL

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.

The following questions were asked of Burgess Pool users:

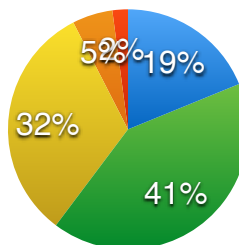
1. As a direct result of participating at the pool, I (or my child) have improved upon or developed a new skill.

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



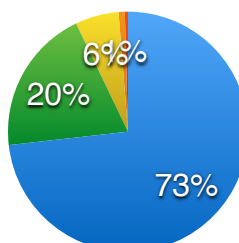
2. As a direct result of participating at the pool, I (or my child) feel closer to my community.

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



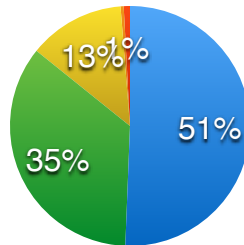
3. My (or my child's) participation in aquatics programs supports a healthy lifestyle.

- 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

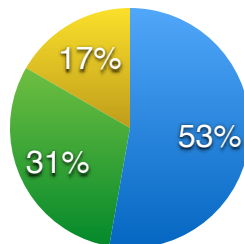


MENLO SWIM AND SPORT BURGESS USERS - 2015 SURVEY RESPONSES				
Answer Options	Question #1	Question #2	Question #3	Question #4
Strongly Agree	48.12%	18.83%	73.22%	50.63%
Agree	36.82%	41.42%	19.67%	35.15%
Neither Agree Nor Disagree	12.13%	32.22%	5.86%	12.97%
Disagree	1.67%	5.44%	0.84%	0.42%
Strongly Disagree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

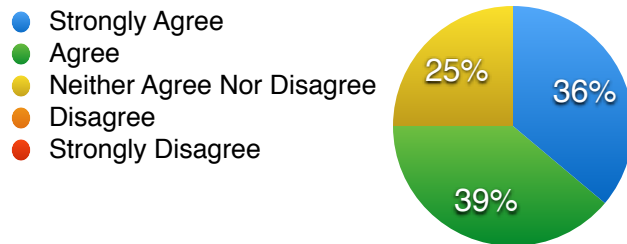
The following questions were asked of the Belle Haven Pool users:

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

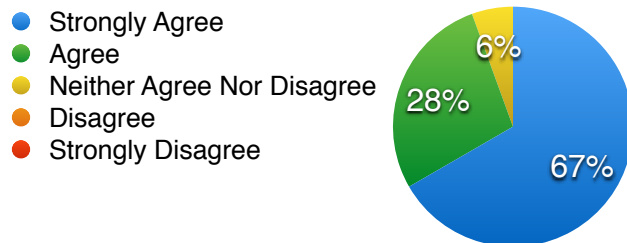
● Strongly Agree
● Agree
● Neither Agree Nor Disagree
● Disagree
● Strongly Disagree



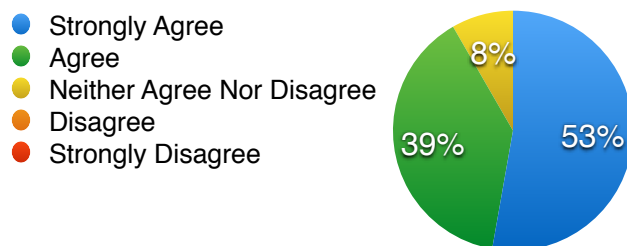
2. As a direct result of participating at Belle Haven Pool, I (or my child) feel closer to my community.



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	Resident Youth: \$4 Adult: \$6 Senior & Student: \$5 \$47/month Non- Resident Youth: \$5 Adult: \$7 *Family: \$18 Senior & Student: \$6 \$54/month	Resident Youth: \$3 Adult: \$4 Senior & Student: \$4 \$40/month Non-Resident Youth: \$3 Adult: \$5 *Family: \$15 Senior & Student: \$4 \$45/month	Fees Youth: \$3 Adults: \$5 Senior: \$3	Resident 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	All Access \$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	Monthly Dues 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	Resident Youth: \$4 Adult: \$6 *Family: \$15 Senior & Student: \$5 \$47/month Non- Resident Youth: \$5 Adult: \$7 *Family: \$18 Senior & Student: \$6 \$54/month	Resident Youth: \$3 Adult: \$4 *Family: \$12 Senior & Student: \$4 \$40/month Non-Resident Youth: \$3 Adult: \$5 *Family: \$15 Senior & Student: \$4 \$45/month	Baby Pool Drop-in: \$2 per child. Add'l \$1 per child Youth: \$3 Adult: \$5 Senior: (60+) \$3	Drop In Youth: \$3 Adult: \$5	Drop In \$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	Group: \$86 per month, \$21.50 per class	Group: \$15/ lesson kids \$5/lesson (w/ BBAF Scholarship)	Resident: \$10/ class Non-Resident: \$10.80/class	Group Members \$13.75 - \$16.25/ class	Group Member rate: \$17.50 - \$24.50/ class
Triathlon Team, Menlo Fit (Boot Camp), ALL ACCESS	All Access \$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	Resident Youth: \$4 Adult: \$6 Senior & Student: \$5 \$48/month Non- Resident Youth: \$5 Adult: \$7 Senior & Student: \$6 \$54/month	Resident Youth: \$3 Adult: \$4 Senior & Student: \$4 \$40/month Non-Resident Youth: \$3 Adult: \$5 Senior & Student: \$4 \$45/month	Non-Member Adult: \$5 Senior (60+): \$3 Member - Resident Adult: \$3.50 Senior (60+): \$2 Youth: \$3	Resident (25 Swims) -\$90 Non-Resident (25 Swims) -\$113 Resident Senior: (25 Swims) - \$31 Non-Resident Senior: (25 Swims) - \$39 Resident (1 Swim) - \$5 Non-Resident (1 Swim) - \$6	Resident Drop-in: \$7 12-punch: \$55 Monthly: \$51 Senior (55+): \$39 Non-Resident 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	All Access \$185/month	n/a	n/a	n/a	n/a
Youth Competitive Swim Team	Monthly Dues Range = \$55 to \$118	n/a	Range \$95 to \$260/month	Range \$100 to \$200/month	Range \$96 to \$191/month.
Open Swim	Resident Youth: \$4 Adult: \$6 *Family: \$15 Senior & Student: \$5 \$47/month Non- Resident Youth: \$5 Adult: \$7 *Family: \$18 Senior & Student: \$6 \$54/month	Resident Youth: \$3 Adult: \$4 *Family: \$12 Senior & Student: \$4 \$40/month Non-Resident Youth: \$3 Adult: \$5 *Family: \$15 Senior & Student: \$4 \$45/month	Daily Drop In Youth: \$4 Adult: \$5 Senior: \$3 Infant: \$2 Resident 10-card program discount Youth: \$3 Adult: \$3.50 Senior: \$2 Non-Resident 10-card program discount Youth: \$3.50 Adult: \$4 Senior: \$2.50	Resident Child: \$3 Adult: \$4 Family: \$10 Non-Resident 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	Group: \$86 per month, \$21.50/class	Group: \$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	All Access \$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
<u>USA Swimming - National Average</u>	\$14.00
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"> • Lap & Open Swim • Menlo Bike Club • Tattersols Women's Running Team • All Terrain Runners 	(Choose One) <ul style="list-style-type: none"> • Aqua Fit Water Exercise • Masters Swim • Indoor Cycling • Menlo Mavens Water Polo 	Access to All Level 1 and Level 2 programs. Except: <ul style="list-style-type: none"> • Boot Camp • Triathlon 	Access to all Level 1 and Level 2 programs. Including: <ul style="list-style-type: none"> • 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 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 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:

☺ **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 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)		TNT (6)	
9-10	SS (2)		Laps (4)		SS (2)		Laps (1)		Aqua Fit (3)		SS (2)		Laps (4)	
10-11	SS (2)		Laps (4)		SS (2)		Laps (2)		Aqua Fit (2)		SS (2)		Laps (4)	
11-12	SS (2)		Laps (4)		SS (2)		Laps (4)		SS (2)		Laps (4)		School (6)	
12-1	Laps (4)		O (2)		Laps (4)		O (2)		Laps (4)		O (2)		School (6)	
1-2	Laps (4)		O (2)		Laps (4)		O (2)		Laps (4)		O (2)		School (4)	
2-3	School (4)		O (2)		School (4)		O (2)		School (4)		O (2)		Laps (2)	
3-4	School (4)		O (2)		School (4)		O (2)		School (4)		O (2)		Laps (2)	
4-5	School (3)		M (3)		School (3)		M (3)		School (3)		M (3)		Laps (2)	
5-6	School (3)		M (3)		School (3)		M (3)		School (3)		M (3)			
6-7	School (4)		O (2)		School (4)		M (3)		School (4)		O (2)			
6:45														
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 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)		L (2)		Aqua Fit (4)		L (2)		Aqua Fit (4)		L (2)		TNT (6)	
9-10	SS (2)		Laps (4)		SS (2)		Laps (1)		Aqua Fit (3)		SS (2)		Laps (4)	
10-11	SS (2)		Laps (4)		SS (2)		Laps (2)		Aqua Fit (2)		SS (2)		Laps (4)	
11-12	SS (2)		Laps (4)		SS (2)		Laps (4)		SS (2)		Laps (4)		School (6)	
12-1	Laps (4)		O (2)		Laps (4)		O (2)		Laps (4)		O (2)		School (6)	
1-2	Laps (4)		O (2)		Laps (4)		O (2)		Laps (4)		O (2)		School (4)	
2-3	School (4)		O (2)		School (4)		O (2)		School (4)		O (2)		Laps (2)	
3-4	School (4)		O (2)		School (4)		O (2)		School (4)		O (2)		Laps (2)	
4-5	School (3)		M (3)		School (3)		M (3)		School (3)		M (3)		Laps (2)	
5-6	School (3)		M (3)		School (3)		M (3)		School (3)		M (3)			
6-7	School (4)		O (2)		School (4)		M (3)		School (4)		O (2)			
6:45														
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 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:

☺ **Sunday, April 5th – 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)		TNT (6)	
9-10	SS (2)		Laps (4)		SS (2)		Laps (1)		Aqua Fit (3)		SS (2)		Laps (4)	
10-11	SS (2)		Laps (4)		SS (2)		Laps (2)		Aqua Fit (2)		SS (2)		Laps (4)	
11-12	SS (2)		Laps (4)		SS (2)		Laps (4)		SS (2)		Laps (4)		School (6)	
12-1	Laps (4)		O (2)		Laps (4)		O (2)		Laps (4)		O (2)		School (6)	
1-2	Laps (4)		O (2)		Laps (4)		O (2)		Laps (4)		O (2)		School (4)	
2-3	School (4)		O (2)		School (4)		O (2)		School (4)		O (2)		Laps (2)	
3-4	School (4)		O (2)		School (4)		O (2)		School (4)		O (2)		Laps (2)	
4-5	School (3)		M (3)		School (3)		M (3)		School (3)		M (3)		Laps (2)	
5-6	School (3)		M (3)		School (3)		M (3)		School (3)		M (3)		Laps (2)	
6-7	School (4)		O (2)		School (4)		M (3)		School (4)		O (2)			
6:45														
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 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)	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 16th**! Hours through Sunday, June 14th:

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 14th

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)		Laps (4)		Laps (4)		Laps (4)		Laps (4)		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)	School (6)	
2-3	School (4)		School (4)		School (4)		School (4)		School (4)		Open (5)		L (1)	Open (5)
3-4	School (4)		School (4)		School (4)		School (4)		School (4)		Open (5)		L (1)	Open (5)
4-5	School (4)		School (4)		School (4)		School (4)		School (4)		Open (5)		L (1)	Open (5)
5-6	School (4)		School (4)		School (4)		School (4)		School (4)		Open (5)		L (1)	Open (5)
6-7	School (4)		School (4)		School (4)		School (4)		School (4)					
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 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)				Polo (9)		
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 (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)			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)				

Mark your Calendar:

Baby Pool hours through Sunday, June 14th:

Monday – Friday 11:00am – 1:00pm

Saturday & Sunday 10:00am – 6:00pm

Baby Pool hours Monday, June 15th through Sunday, August 30th:

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)	
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)	
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)	
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)	Laps (3)	Open (3)					

Please call 650-328-SWIM or visit 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)			
	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)				
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)			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 4th** 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. 14th)

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 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)			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 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)	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 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)	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 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)	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 (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 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)

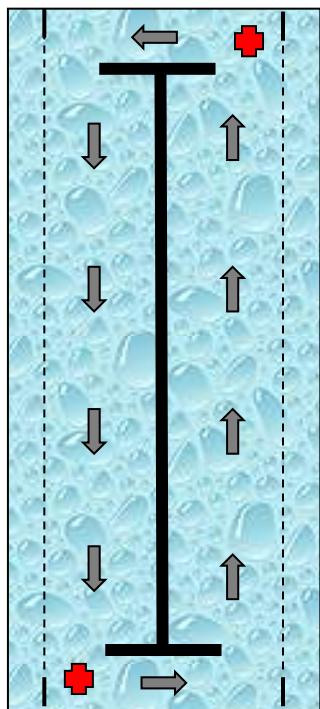
Changes to Lap Lane Availability:

☺ **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 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:

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

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

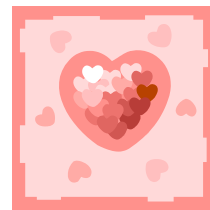
There is a 30% discount off of the membership rate for seniors who are 65 and older. To be eligible for the 30% student discount, you must be enrolled full time at an accredited high school, secondary, or vocational school.



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)

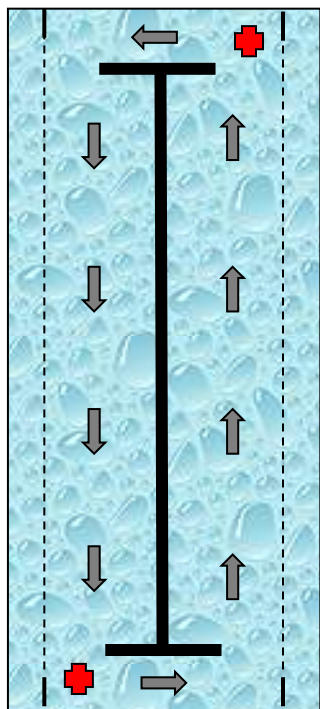
Changes to Lap Lane Availability:

☺ **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 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:

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

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.

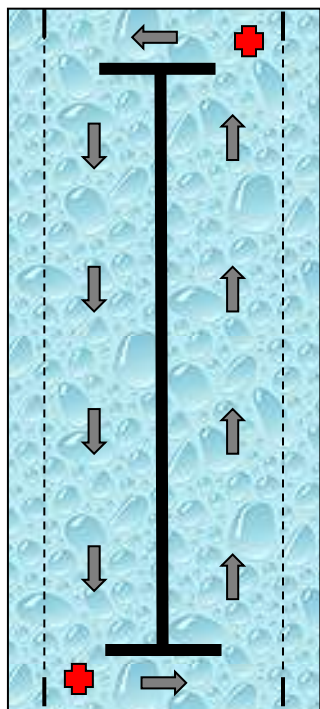
Changes to Lap Lane Availability:

☺ **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 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:

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

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 5th** Menlo Swim and Sport will be **CLOSED** in observance of the Easter holiday.

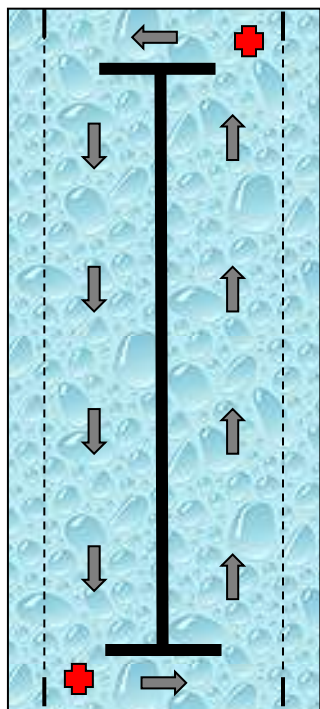
Changes to Lap Lane Availability:

☺ **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 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:

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

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

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)

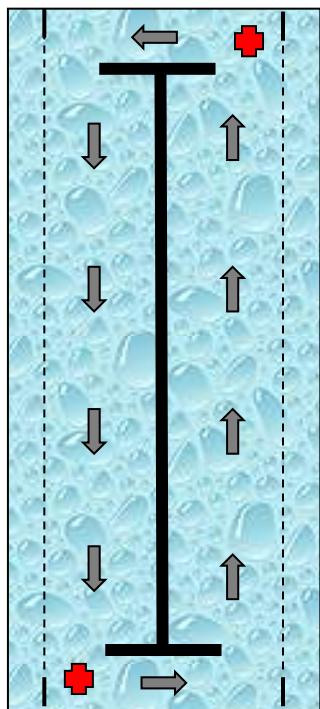
Changes to Lap Lane Availability:

☺ **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 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:

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

(650) 328-5WIM • 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

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)

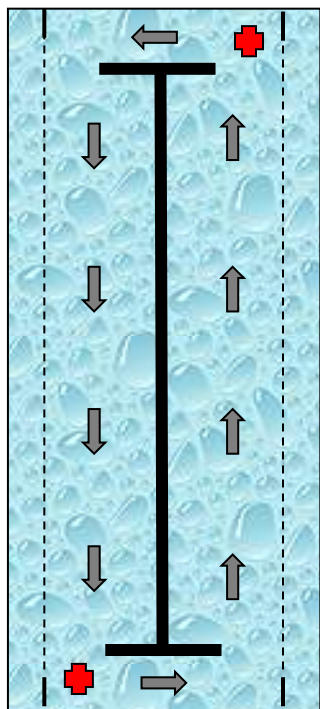
Changes to Lap Lane Availability:

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

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

Please call 650- 328- SWIM or visit 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

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)

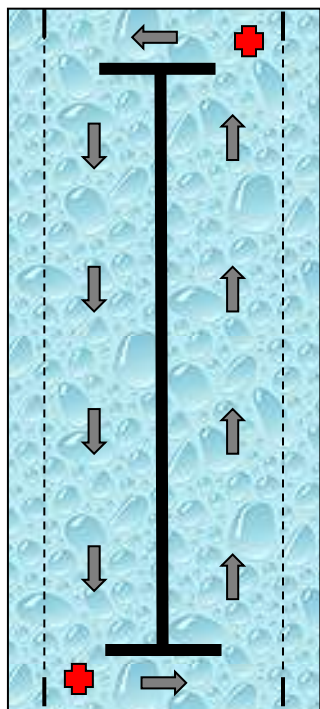
	MON	TUE	WED	THU	FRI	SAT	SUN
6-6:45						-	-
6:45-7	2	2	2	2	2		
7-8	2	2	2	2	2	-	-
8-9	11	11	11	11	11	-	-
9-10	11	11	11	11	11	-	2
	9	9	9	9	9		
10-11	9	9	9	9	9	5	11
11-12	11	11	11	11	11	5	11
	9	9	9	9	9		
12-1	2	2	2	2	2	9	11
1-2	9	9	9	9	9	11	11
2-3	11	11	11	11	11	11	11
	7	7		7	7		
3-4	7	7	11	7	7	11	11
4-5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

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.

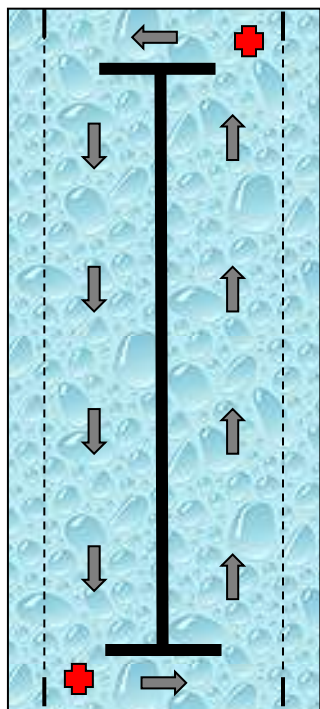
☺ Labor Day, Monday, Sept. 7: The Burgess Pools will **close @ 5pm!** Extended Open Swimming starts at 10am!

☺ **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**

Please call 650- 328- SWIM or visit 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

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

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.

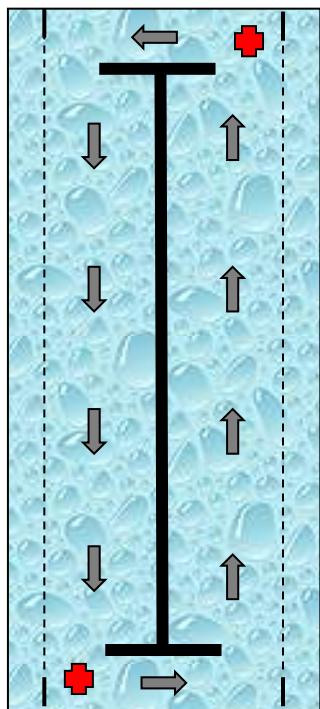
☺ Labor Day, Monday, Sept. 7: The Burgess Pools will **close @ 5pm!** Extended Open Swimming starts at 10am!

☺ **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**

Please call 650- 328- SWIM or visit 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.



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

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

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)

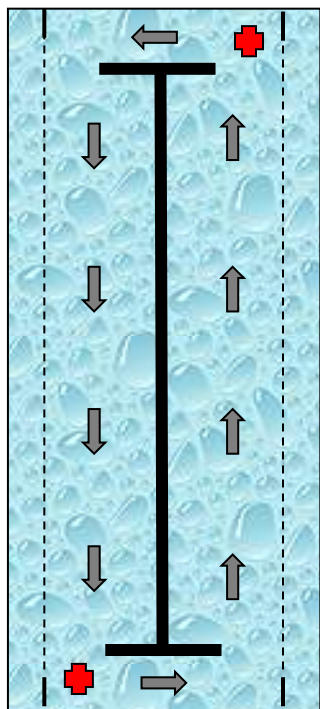
Changes to Lap Lane Availability:

☺ **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 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

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

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

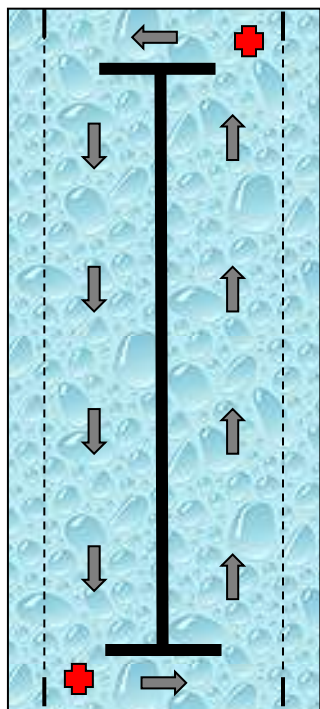
Solo Aquatics 12:30pm - 2:00pm = Eight lanes in the Performance Pool

☺ **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 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

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

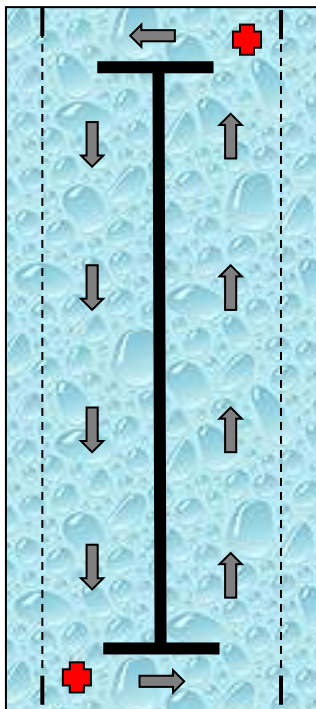
- Sunday, December 27, 2015 7:00am – 2:00pm
- Thursday, December 31 New Year's Eve 6:00am – 2:00pm
Solo Aquatics 12:30pm - 2:00pm = Six lanes in the Performance Pool
- Friday, January 1, 2016 New Year's Day = CLOSED
- Saturday, January 2, 2016 6:00am – 2:00pm

☺ 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 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

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.



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 5/25/2016

Staff Report Number: 16-013-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

The Menlo Park Senior Center hosted two very successful Cinco de Mayo events on the 5th & 6th of May which collectively drew in more than 200 people to the Center to enjoy the festivities and homemade food. Members of the Senior Center performed toe-tapping Mariachi music and students from both of Senior Center's Folkloric classes performed several dances to entertain the crowd.

It is Prom season, and the Senior Center will host its Senior Prom on Friday, May 27. The prom's theme, Dancing Under The Stars, will include a sit-down lunch, DJ dancing, and a Prom King & Queen!

Local Boy Scout Nicholas Nolasco, whose grandmother attends the Menlo Park Senior Center, completed his Eagle Scout project by building a sitting area in the center's garden. Nolasco enlisted a group of teens to assist him over two weekends. The beautiful installation includes a planter box and tarp to provide shelter from falling leaves. This welcome addition is already popular among seniors who have made their way out to use the benches and relax under the trees on the warm spring days.

II. Gymnastics

Preschool gymnastics classes continue to do very well and most are at maximum capacity. For example our non-parent participation classes which start with our NewStars (3 year olds), has only 5 spaces remaining. The MiniStars (4 year olds) and SuperStars (5 year olds) classes are 85% full and expected to be at 100% capacity before too long. At the beginning of registration we had 710 total spaces and now that number is down to only 85. Other classes that are highly impacted include KinderGym and KinderStars which are both at 75% full. As there continues to be limited capacity to add more participants or to add additional classes at our current Gymnastics facility, staff are looking

at ways that we can bring gymnastics programming to the community which includes piloting some preschool classes at Onetta Harris Community Center in Belle Haven to help alleviate the demand while expanding and diversifying the offerings available at this community center.

III. Goats return to Menlo Park

The hungry weed-eaters have been grazing in Sharon Hills Park, eliminating the fire hazard of dry weeds and grass. The goats are a non-toxic alternative to using herbicides, one of the many environmentally friendly practices of the City's Integrated Pest Management Policy. The goats are cared for 24 hours a day by an on-site shepherd and herding dogs. The park is broken into small sections using a low-voltage electric fence so the goats graze the area effectively before moving on to another area of the park. Visitors are welcome to watch the goats, but any dogs must remain leashed and under control.

IV. City breaks ground on new playground at the Belle Haven Youth Center

At the end of April, the City broke ground on a new children's playground at the Belle Haven Youth Center as part of a City Council approved Capital Improvement Project for this fiscal year. The City Council approved the approximately \$228,000 project at its Dec. 15, 2015, meeting. The total budget includes a \$25,000 grant from San Mateo County's community development block grant program. The new playground structure will replace one that is over 50 years old and will meet all current playground and Americans with Disabilities Act standards for similar play structures. We anticipate the playground will be well received by the children of the Belle Haven After School program and a nice addition to the Belle Haven neighborhood. The scheduled opening in late May/early June will include a celebratory ribbon cutting ceremony.

V. Menlo-Atherton Performing Arts Center

A Puppet and Magic Show was held at the Menlo-Atherton Performing Arts Center on Friday, May 13, 2016, from 6-7:30 p.m., which featured two outstanding Bay Area performers: Steve Chaney and Dante. Steve delighted children with his comedic puppeteering and voices, while Dante amazed everyone with an award-winning magic performance. For 20 years Steve Chaney and his partner, "Corny Crow," have presented their unique show for children and adults throughout Canada, from the east to west coast in the U.S. for fairs, festivals, schools and libraries. Dante, named San Francisco's 2013 Performer of the Year by RAW, an international independent art organization, is highly sought-after magician. His performances combine magic, balloon twisting, circus arts and tons of silliness! In addition to award-winning entertainment, participants enjoyed fun giveaways, opportunities for audience participation and milk and cookies following the show. The event was well received with approximately 250 in attendance.

VI. Kite Day cancelled due to rain

Unfortunately Kite Day was cancelled this year due to rain and was not rescheduled.

VII. Upcoming special events

The Summer Concert Series kicks off again on June 15, 2016. The event features some of the best local groups with musical styles from Jazz to Country to hits of today and yesterday. Spectators can bring their picnic blanket, dinner, and of course there is always room up from dancers of all ages. There are 8 concerts planned on Wednesday evenings at Fremont Park and 3 concerts planned on Tuesdays evenings at Kelly Field in Belle Haven. Also happening on June 15 is the annual Menlo Park

Block Party that is held in downtown Menlo Park on Santa Cruz Ave. and the downtown Paseo on Chestnut Street.

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

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



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 5/24/2016

Staff Report Number: 16-014-PRC

Informational Item: Update on the South Bay Salt Pond Restoration Project – Ravenswood Ponds

Recommendation

This is an informational item only. No action is required.

Policy Issues

There are no policy issues associated with this staff report.

Background

The South Bay Salt Pond Restoration Project (Project) consists of the restoration and enhancement of 15,100 acres of salt ponds to tidal wetland habitat, making it the largest tidal restoration project on the West Coast. The Project focuses on the restoration of three (3) salt pond complexes, which include Eden Landing in the East Bay, the Alviso pond cluster extending from the City of Mountain View to the City of Fremont, and the Ravenswood pond cluster located in the City of Menlo Park. Approximately 9,600 acres of the salt ponds in the Ravenswood and Alviso complexes were acquired by the California Department of Fish and Game (CDFG) and the U.S. Fish and Wildlife Service (USFWS) in 2003. The remaining 5,500 acres, located in the Eden Landing complex, were acquired by CDFG, also in 2003.

In 2009, CDFG, USFWS, and the California State Coastal Conservancy (CSCC) adopted a 50-year, multi-phased approach to the restoration plan. The overall goal of the restoration effort includes the conversion of 90% of the salt ponds to tidal marsh, while retaining 10% as managed ponds. Construction of the Phase 1 work began in 2008 and was completed in 2016. In the Ravenswood pond cluster, the Phase 1 effort included the enhancement of 240 acres of salt ponds (Pond SF-2) and the installation of interpretive displays and 0.7 miles of trails near the Dumbarton Bridge. Planning of the Phase 2 project began in 2010, with the Draft Environmental Impact Statement / Environmental Impact Report (DEIS/R) issued in July 2015. The Phase 2 DEIS/R presented a number of restoration alternatives, but did not recommend a preferred alternative.

The Ravenswood cluster consists of a number of ponds (R3, R4, R5, and S5) that are located east of Bedwell Bayfront Park (Park). The ponds are surrounded by levees, include the All-American Canal, and are bordered by State Route (SR) 84 to the south, Ravenswood Slough to the east, and Greco Island and the San Francisco Bay to the north. For the Ravenswood pond cluster, the Phase 2 DEIS/R evaluated four (4) options which include the breaching of existing levees for the conversion of the salt ponds to tidal marsh, varying types of enhancements for habitat, the raising of existing levees to maintain or improve the existing level of flood protection, and the incorporation of trails and interpretive areas for public use. Specifically, the following restoration options were evaluated CSCC and USFWS (Figures included in Attachment A):

- Alternative A – No action;
- Alternative B – Consists of opening Pond R4 to tidal action, raising a number of levees for flood protection, and the conversion of Ponds R5 and S5 to open water managed ponds;
- Alternative C – Similar to Alternative B, except that this option converts Ponds R5 and S5 to mud flats. Public access would be improved through a new trail that would connect the Bay Trail (from SR 84 near Chilco Street) to the Park along the edge of Ponds R3 and R4; and
- Alternative D – This option involves opening Pond R4 to tidal action, raising a number of levees for flood protection, and the conversion of Ponds R5 and S5 to open water managed ponds that would also receive stormwater flow from the Bayfront Canal. The Bayfront Canal conveys stormwater flow from the Cities of Redwood City, Woodside, Menlo Park and Atherton, as well as areas of unincorporated San Mateo County to Flood Slough. This option also includes a new trail that would connect the Bay Trail (from SR 84 near Chilco Street) to the Park along the edge of Ponds R3 and R4.

The City provided comments on the Phase 2 DEIS/R on October 29, 2015 in support of Alternative D and focused on the following:

- Alternative D / Bayfront Canal - The City believes that this is the only option that would provide local flood relief and it is the preferred alternative.
- Flood protection and sea level rise - Further clarification is required regarding the constraints associated with the additional flood and sea level rise protection measures.
- Public Access - The City's preferred Alternative D would provide improved public access through the proposed trails and connection to the Bay Trail.
- Traffic - The City will require the development of a traffic control plan for review and approval.
- Construction Staging Areas - Coordination with the City and other appropriate agencies will be needed regarding the staging areas required for the project.

In April 2016, the Final EIS/R was issued, which identified the Preferred Alternative (Attachment B) as a modified version of Alternative B along with aspects of Alternatives C and D, but excludes the Bayfront Canal Project. While the CSCC and USFWS had indicated that Alternative D, which incorporated the ability to store storm flow in Ponds R5/S5 from the Bayfront Canal would be selected strong candidate for the Preferred Alternative, concerns were raised by the San Francisco Bay Regional Water Quality Control Board (RWQCB) over the water quality plan for the storm flow from the Bayfront Canal. As such, the CCSC and USFWS did not select Alternative D as the Preferred Alternative. However, it was noted that the Bayfront Canal project can be incorporated into the Preferred Alternative at a future date subject to separate environmental review.

In summary, the Preferred Alternative includes the following:

- Breaching of the outer levee to open Pond R4 to tidal flows;
- Lowering of a section of the outer levee along Pond R4 for spillover during high tides;
- Partial removal of the levee between R5/S5;
- Raising of the levees along R4 and R3;
- Enhancement of Ponds R5/S5 to shallow water areas;
- Water control structures between Ponds R3/S5, R5/R4, S5/Flood Slough, and R3/Ravenswood Slough;
- Creation of a habitat transition in Pond R4;
- New access from the Bay Trail (from SR 84 near Chilco Street) to the Park along Ponds R3 and R4 (note: the proposed trail has been included in the ConnectMenlo / General Plan update for over

- a year); and
- Gate and sign at the Bay Trail (from SR 84 near Chilco Street) and the new access point to the pond complex.

The 30% design for the Phase 2 Project is currently underway and is expected to be completed this year. The preliminary design drawings will be used to acquire the necessary permits for the work. Construction of the Project is expected to begin in the fall of 2017 and will last five (5) months. However, the USFWS has a current permit for levee maintenance, which will be used to begin the levee work prior to the construction of the full restoration effort. The intent is for USFWS to begin raising the levees once the RWQCB approves the Water Quality Assurance Plan that is currently under review. The levee work may therefore begin in the next three (3) to six (6) months, pending approval from the RWQCB.

Staff will be providing the information on the Project to the City Council on May 24, 2016.

Analysis

The Preferred Alternative meets the program's objectives by promoting the restoration of native habitat and supporting the diversity of species that depend on it. The alternative also improves public access as it incorporates a new path that would connect to the Bay Trail. However, the restoration effort must include measures that ensure the safety of visitors to the Park, that minimize the impact to the operations of the Park, and that mitigate the traffic concerns. Staff is currently working with CSCC and USFWS on the necessary requirements to support the project. These include the following:

- Construction Sequencing – As part of the Preferred Alternative, the levees between Ponds R4/R3 and Ponds R4/R5, along the All American Canal will be raised. This aspect of the Project will begin prior to the commencement of the full restoration effort (scheduled for fall of 2017) and may occur within three (3) to six (6) months. Staff is currently working with the USFWS and CSCC to determine the construction timeframe and identify the impact on park services.
- Truck Traffic and Construction Access – The restoration effort will require the import of material for the levees and habitat transitions zones that will be created and is estimated to require a maximum of 150 truck trips a day for one (1) month of the five (5) month construction period. The USFWS has indicated that they have an access easement to the Park, which was acquired from Cargill, Inc. when the ponds were purchased. The easement will be used to route the trucks through the Park to access the ponds. The EIS/R notes that the truck traffic associated with the project is expected to cause delays for Park visitors. Staff will work with CSCC and USFWS to ensure the safety of pedestrians, bicyclists, and vehicles. The following will be evaluated:
 - Truck routes – Depending on the area of construction, staff will work with CSCC and USFWS to determine the best access routes through the Park. The truck traffic will be monitored and flagmen will be used by the contractor to route the trucks at all times.
 - Park access – The Project will involve the construction of a new water control structure between Pond S5 and Flood Slough. The construction will impact the entrance to the Park. Staff will work with CSCC and USFWS to mitigate the impact to the road. This may involve building the inlet in sections to maintain access to the Park facilities. While closure to the Park is not planned at this time, staff will evaluate the duration of the construction activities and the safety conditions to determine whether limited access may be required.
 - Hours and days of construction – Staff will evaluate the hours and workdays allowed (weekday/weekends) and determine the best approach to expedite the construction activities.

- Staging Areas – The EIS/R indicates that potential staging areas for materials and construction equipment include the parking areas along the Park and internal trails. Staff has requested clarification on the areas proposed to be used for staging. The location of the staging areas will be evaluated based on the truck activity required for the unloading and loading of materials and the impact to the access to the Park and safety.
- Traffic Congestion – The truck traffic associated with the project is expected to add delays and create congestion, particularly at the US 101 south bound off-ramp and Marsh Road. The EIS/R notes the modification to the traffic signal in the morning hours as a mitigation measure. Staff is in the process of acquiring more information to evaluate alternate mitigation options.
- Potential for Park Improvements – The construction of a new water control structure between Pond S5 and Flood Slough will impact the access road to the Park. As part of the roadway restoration effort, staff will evaluate the opportunity for any roadway improvements that can be made to improve the conditions for the safety of pedestrians and bicyclists.
- Bayfront Canal / Flood Protection – With the exclusion of the Bayfront Canal Project, Ponds R5/S5 would not be used for the storage of storm flow from the Bayfront Canal. While this project can be incorporated at a future date, it creates a delay in the flooding relief effort to the impacted areas in Redwood City and Menlo Park. The Bayfront Canal project will therefore have to proceed independently of the salt pond restoration work and undergo a separate environmental review process. This change to the project approach will also have an impact on the timing of the Memorandum of Understanding between the City and Redwood City on the Bayfront Canal project.

Staff will continue to coordinate with CSCC and USFWS on the Project and ensure that the construction activities do not pose safety concerns. It is important to note that while the Project will create some temporary disruptions to the Park, these will be short-term in nature. The benefits to the Park, with respect to the restoration of the adjacent ponds and the creation of marsh and wildlife habitat, will be long-term.

Public Notice

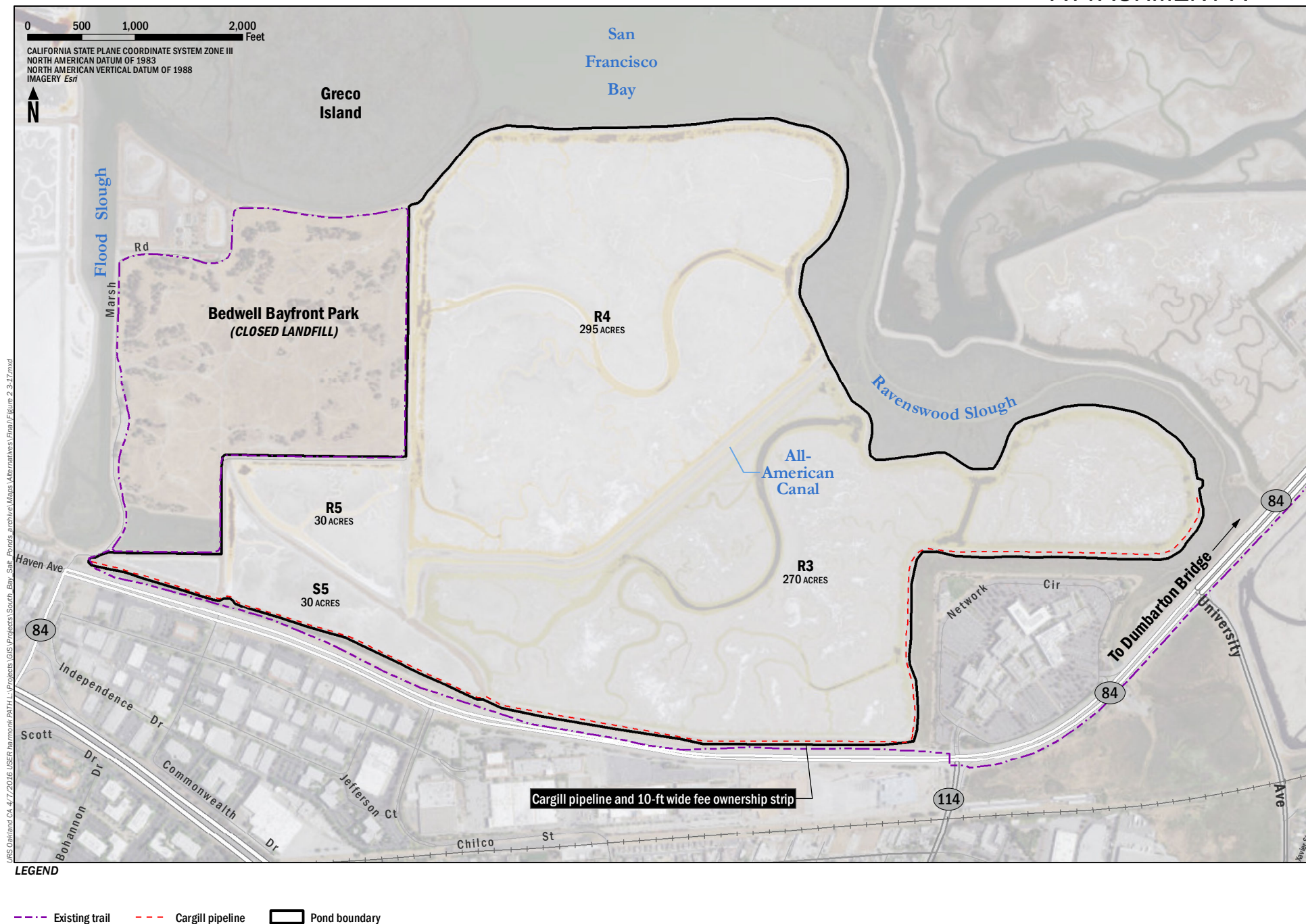
Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

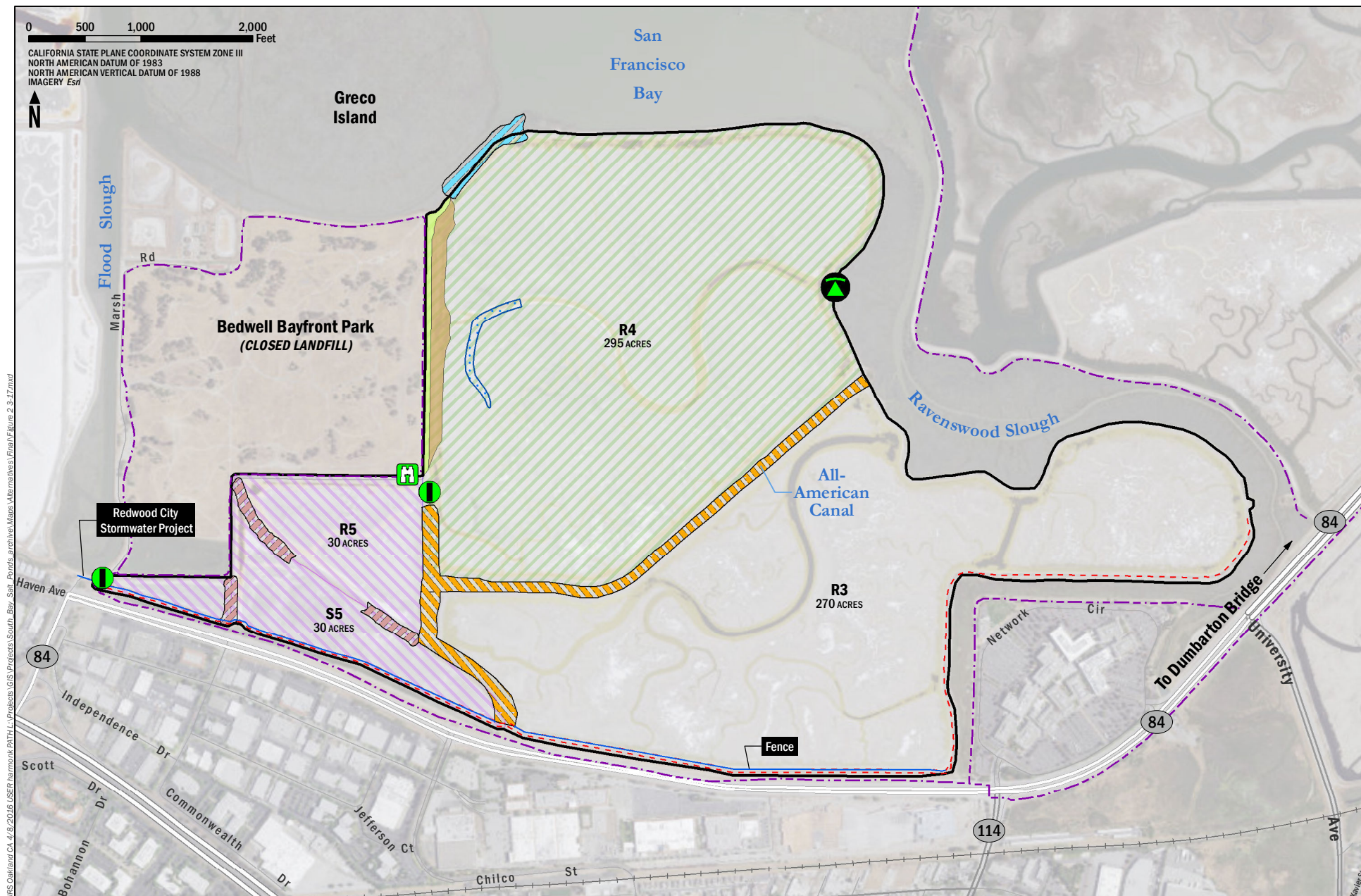
Attachments

- A. Restoration Alternatives for the Ravenswood Ponds, Figures
- B. Preferred Alternative, Ravenswood Ponds, Figure

Report prepared by:
Azalea Mitch
Senior Civil Engineer

Reviewed by:
Justin Murphy
Public Works Director





LEGEND



Proposed breach



Viewing platform

Existing trail

Cargill pipeline

Fence

Lowered levee

Removed levee

Improved levee

Pilot channel (optional)

Tidal marsh

Managed pond

Pond boundary

Transition Zone Habitat

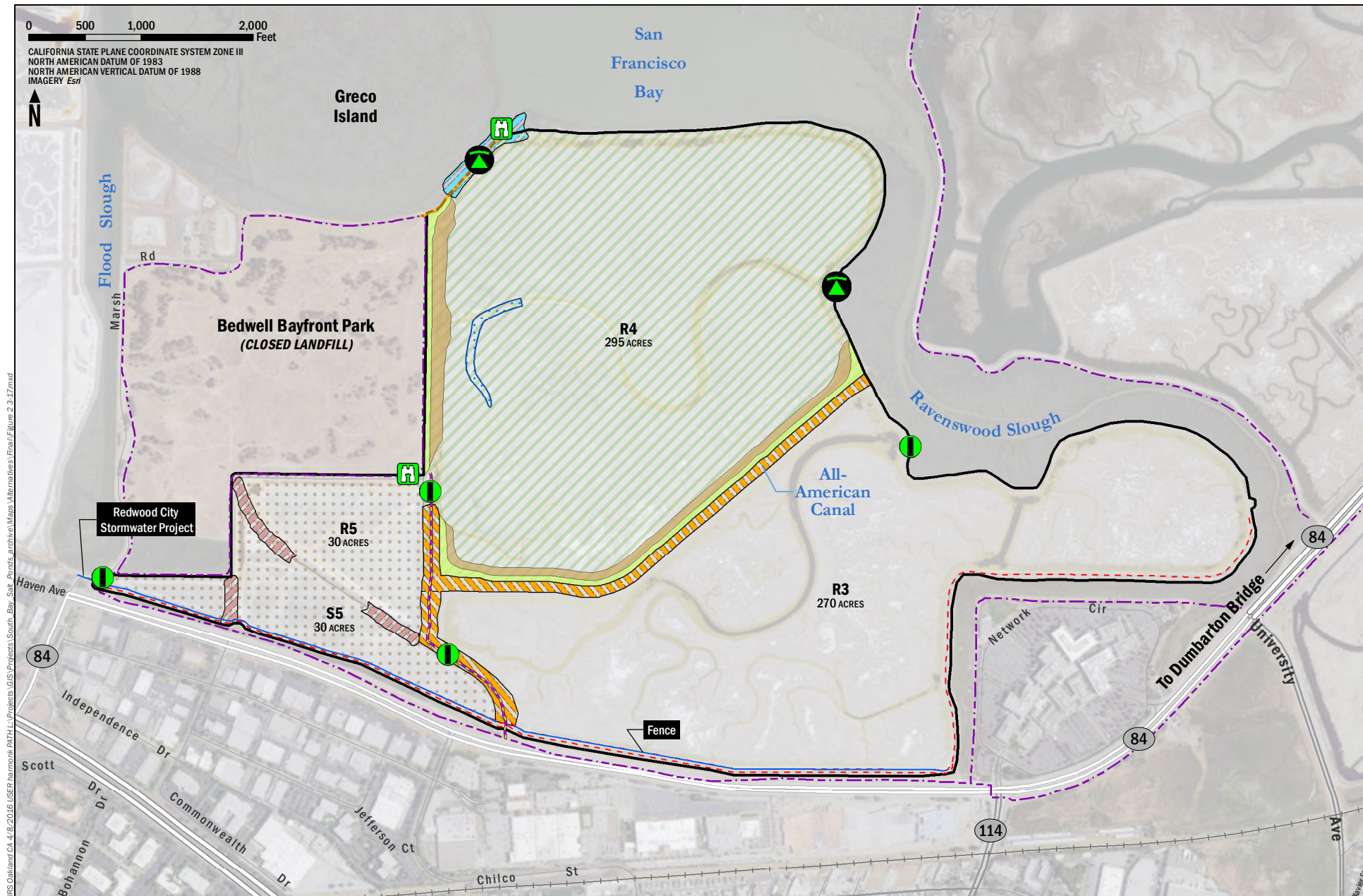
High marsh habitat

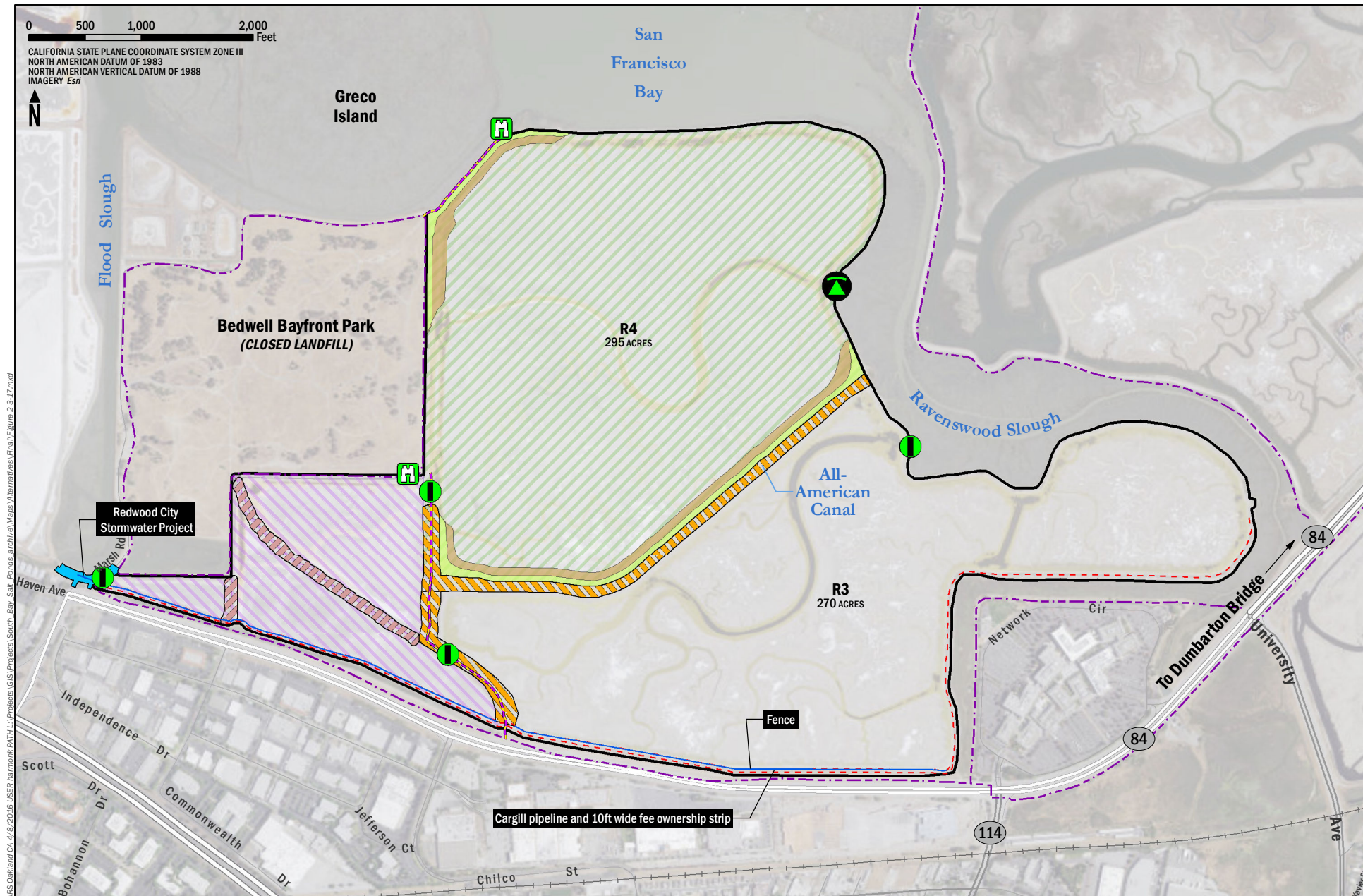
Intertidal habitat

AECOM
















South Bay Salt Pond Restoration Project

Figure ES-13
Alternative Ravenswood B





LEGEND

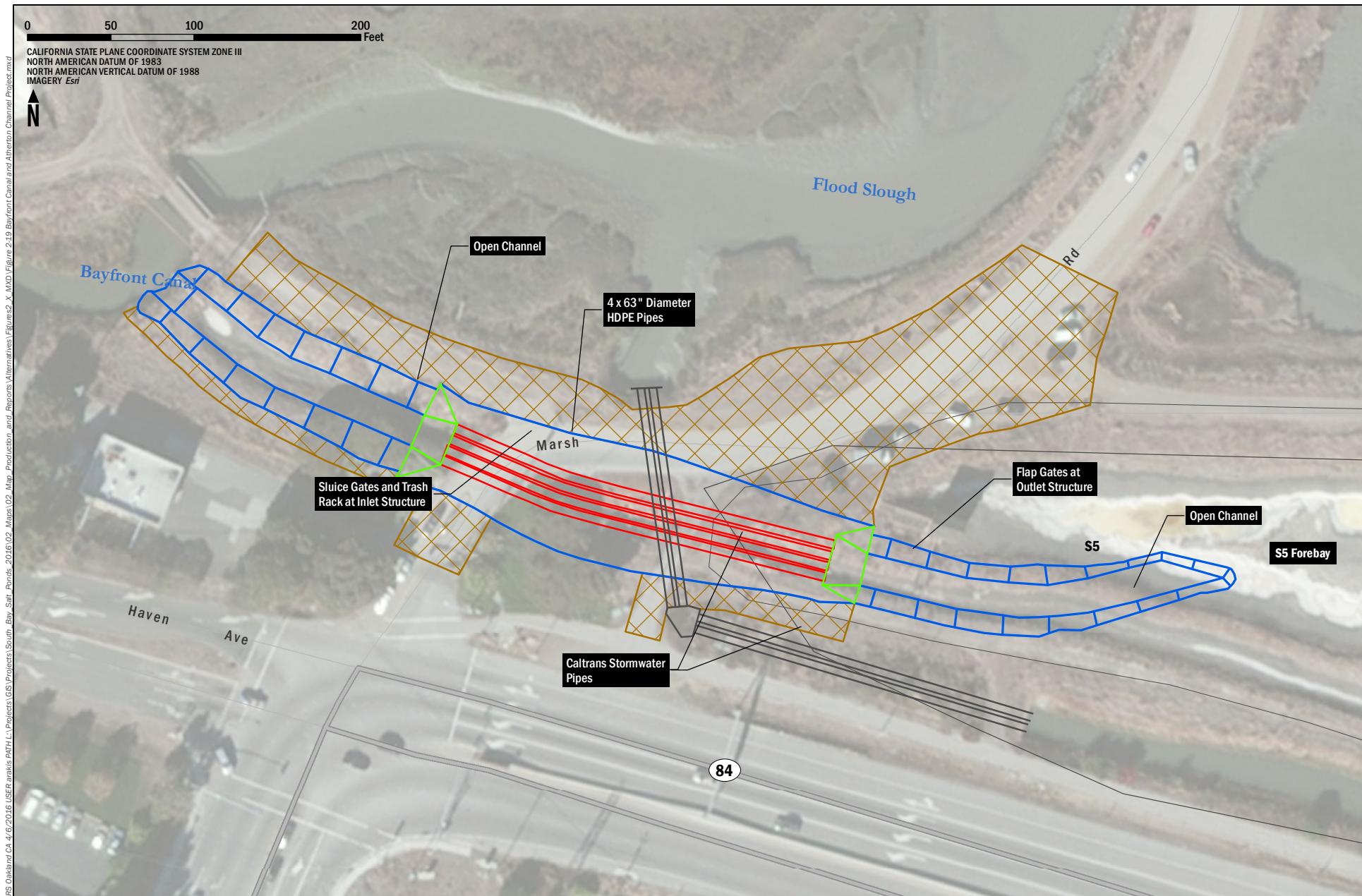
-  Proposed breach
-  Viewing platform
-  Existing trail
-  Cargill pipeline
-  Removed levee
-  Pond boundary
-  Proposed control gate
-  Phase 2 trail
-  Fence
-  Improved levee
-  Transition Zone Habitat
-  RWC Stormwater Project*
-  Tidal marsh
-  Managed pond
-  Intertidal habitat

*Pending property rights/easements

AECOM

South Bay Salt Pond Restoration Project

Figure ES-15
Alternative Ravenswood D



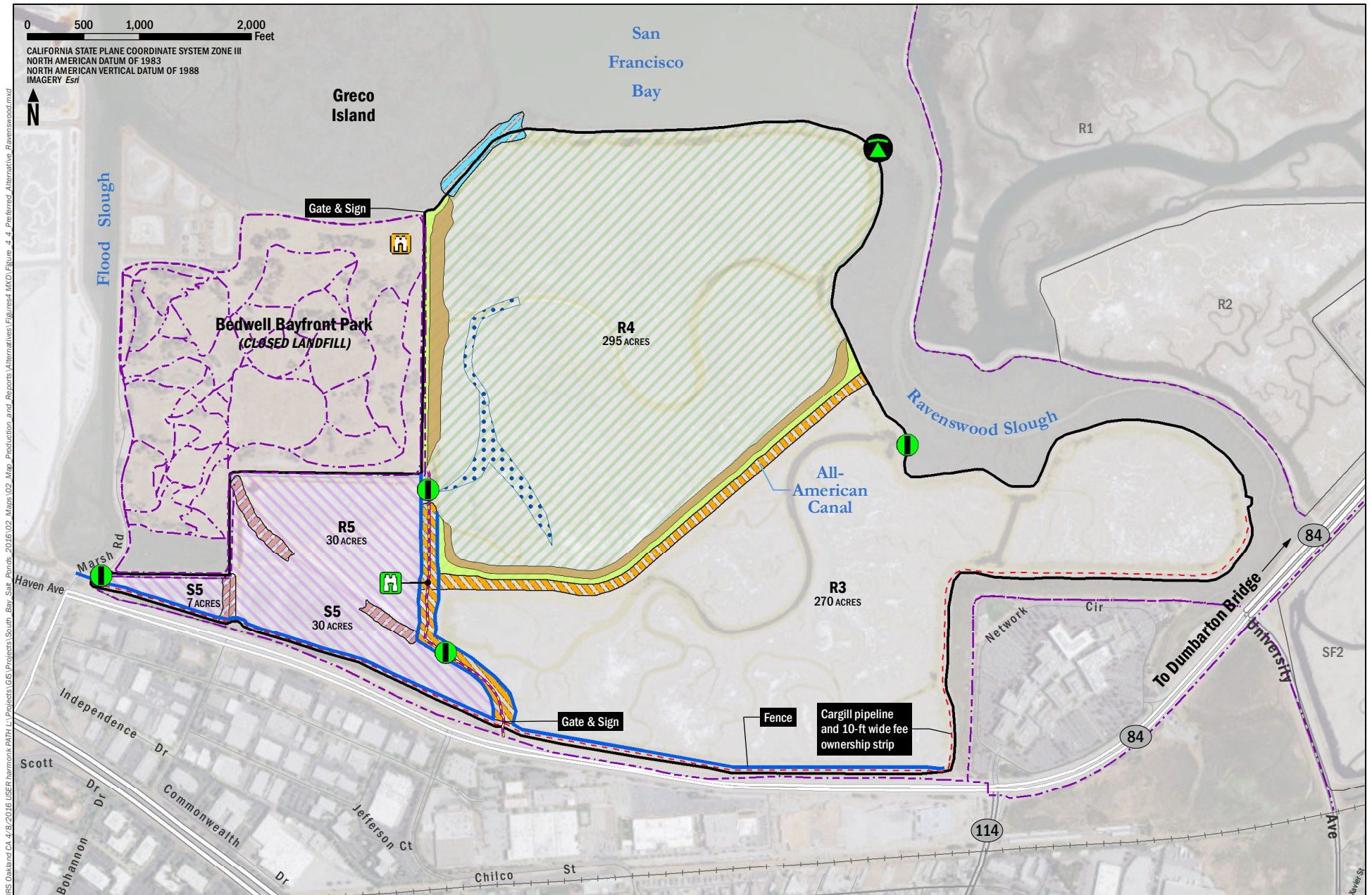
LEGEND

- Proposed new pipes
- Proposed grading boundary
- Caltrans culvert
- Staging areas
- Proposed concrete structures

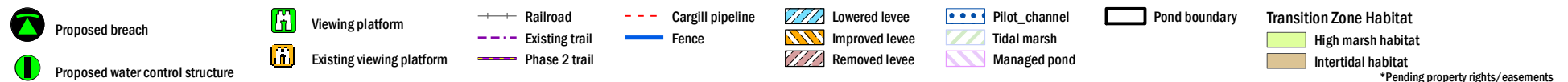
AECOM

South Bay Salt Pond Restoration Project

Figure ES-16
Bayfront Canal and Atherton Channel Project



LEGEND



AECOM

South Bay Salt Pond Restoration Project

Figure ES-20
Preferred Alternative Ravenswood Ponds