



SPECIAL MEETING AGENDA

Date: 10/1/2019
Time: 6:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

6:00 p.m. Special Meeting

A. Call To Order

B. Roll Call

C. Pledge of Allegiance

D. Commissioner Reports

D1. Complete Streets Commission update

E. Consent Calendar

E1. Approve the response to the San Mateo County Civil grand jury report: "Soaring Pension Costs – Follow-up on grand jury report of 2017-2018" ([Staff Report #19-205-CC](#))

E2. Authorize the city manager to enter into an agreement with Wood Rodgers, Inc. to develop the stormwater master plan ([Staff Report #19-209-CC](#))

E3. Authorize the city manager to enter into an agreement with California Land Management for ranger services at Bedwell Bayfront Park and Kelly Park up to the budgeted amount and appropriate \$21,000 from the undesignated general fund balance for Kelly Park services ([Staff Report #19-203-CC](#))

E4. Quarterly update: 2019-20 City Council priorities and work plan ([Staff Report #19-208-CC](#))

F. Regular Business

F1. Direction on biennial community survey methodology and vendor ([Staff Report #19-210-CC](#))

F2. Discussion of options for formation of re-districting committee following release of 2020 census information ([Staff Report #19-207-CC](#))

F3. Review proposed City Council procedure #CC-19-010 "City Council powers and responsibilities" and provide direction to staff ([Staff Report #19-206-CC](#))

F4. Adopt the City Council's regular meeting schedule for calendar year 2020 ([Staff Report #19-185-CC](#))

G. City Manager's Report

H. City Councilmember Reports

I. Adjournment

At every regular meeting of the City Council, in addition to the public comment period where the public shall have the right to address the City Council on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Council on any item listed on the agenda at a time designated by the chair, either before or during the City Council's consideration of the item.

At every special meeting of the City Council, members of the public have the right to directly address the City Council on any item listed on the agenda at a time designated by the chair, either before or during consideration of the item. For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

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

Meeting Date: 10/1/2019
Staff Report Number: 19-205-CC

Consent Calendar: **Approve the response to the San Mateo County Civil grand jury report: “Soaring Pension Costs – Follow-up on grand jury report of 2017-2018”**

Recommendation

Staff recommends that the City Council approve and sign the attached response to the San Mateo County Civil grand jury report, “Soaring Pension Costs – Follow-up on grand jury Report of 2017-2018” dated July 29.

Policy Issues

There are no policy implications as a result of the City responding to the civil grand jury.

Background

On July 17, 2018, the San Mateo County Civil grand jury (Civil grand jury) filed the report “Soaring City Pension Costs – Time for Hard Choices” with Honorable V. Raymond Swope, Judge of the Superior Court of the State of California. The report provided background, analysis, and recommendations on the recent and future increases in pension costs for member agencies of the California Public Employees’ Retirement System.

On July 29, the civil grand jury filed the report “Soaring Pension Costs – Follow-up on grand jury report of 2017-2018” (Attachment A) with Honorable Donald J. Ayoob, Judge of the Superior Court of the State of California. The report reviews how San Mateo County’s municipalities are managing pension costs and providing information to the public on long-term financial plans.

Analysis

The civil grand jury report “Soaring Pension Costs – Follow-up on grand jury Report of 2017-2018” contains 27 findings and two recommendations, of which only 16 findings apply to the City of Menlo Park and one recommendation has been partially implemented to date. The City is obligated to respond to the report’s findings and recommendations no later than October 28, with said response approved by the City Council at a public meeting. The staff recommended response is attached hereto as Attachment B.

Impact on City Resources

Approving and submitting a response to the civil grand jury report has no direct impact on City resources.

Environmental Review

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

Public Notice

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

Attachments

- A. Hyperlink – Civil grand jury report: menlopark.org/DocumentCenter/View/22965/E1-GJR-response-pension-Att-A
- B. City of Menlo Park response letter

Report prepared by:

Dan Jacobson, Finance and Budget Manager

Report approved by:

Lenka Diaz, Administrative Services Director



October 2, 2019

Honorable Donald J. Ayoob
Judge of the Superior Court
c/o Charlene Kresevich
Hall of Justice
400 County Center, 2nd Floor
Redwood City, CA 94063-1655

RE: Civil Grand Jury Report: “Soaring Pension Costs – Follow-up on Grand Jury Report of 2017-2018”

Dear Judge Ayoob:

The City Council of the City of Menlo Park (City) voted at its public meeting on October 1, 2019 to authorize this response to the San Mateo County (SMC) Civil Grand Jury Report “Soaring Pension Costs – Follow-up on Grand Jury Report of 2017-2018” released on July 29, 2019.

Responses to Findings

F1. Each City’s audited annual financial report for the fiscal year ending June 30, 2018 reported combined covered payroll for the City’s pension plans for each of FY 2014-15, FY 2015-16, FY 2016-17 and FY 2017-18 in the amounts set forth beside its name for that year in Appendix A.

Response: *The City agrees with this finding.*

F2. Each City’s audited annual financial report for the fiscal year ending June 30, 2018 reported combined contribution payments to CalPERS on the City’s pension plans for each of FY 2014-15, FY 2015-16, FY 2016-17 and FY 2017-18 in the amounts set forth beside its name for that year in Appendix A.

Response: *The City agrees with this finding.*

F3. Each City’s audited annual financial report for the fiscal year ending June 30, 2018 reported combined Unfunded Liabilities (as defined in this report) for the City’s pension plans for each of FY 2014-15, FY 2015-16, FY 2016-17 and FY 2017-18 in the amounts set forth beside its name for that year in Appendix A. Each City has been required to make large Amortization Cost (as defined in this report) payments of principal and interest to CalPERS on those Unfunded Liabilities. These payments have diverted money that could otherwise have been used to provide public services or to add to reserves.

Response: *The City partially agrees with this finding. The City agrees with the amounts paid. The conclusion that “these payments have diverted money that could otherwise have been used to provide public services or to add to reserves” does not accurately reflect that the City is contractually obligated to pay unfunded liabilities.*

F4. Each City’s audited annual financial report for the fiscal year ending June 30, 2018 reported combined Funded Percentages (as defined in the prior report) for the City’s pension plans for each of FY 2014-15, FY 2015-16, FY 2016-17 and FY 2017-18 in the amounts set forth beside its name for that year in Appendix A.

Response: *The City agrees with this finding.*

F5. Each City’s audited annual financial report for the fiscal years ending June 30, 2015, June 30, 2016, June 30, 2017, and June 30, 2018 reported what the combined Unfunded Liabilities (as defined in the prior report) for the City’s pension plans for each of FY 2014-15, FY 2015-16, FY 2016-17 and FY 2017-18 would have been if the applicable Discount Rate applied to calculate them had been one percentage point lower in the amount set forth beside its name for that year in Appendix A.

Response: *The City agrees with this finding.*

F6. Each City’s audited annual financial report for the fiscal years ending June 30, 2015, June 30, 2016, June 30, 2017, and June 30, 2018 reported general fund total expenditures for each of FY 2014-15, FY 2015-16, FY 2016-17 and FY 2017-18 in the amounts set forth beside its name for that year in Appendix A.

Response: *The City agrees with this finding.*

F7. In each of the fiscal years ending June 30, 2015, June 30, 2016, June 30, 2017 and June 30, 2018, each City’s combined contribution payments to CalPERS on the City’s pension plans represented the percentage of that City’s general fund total expenditures for that year set forth beside its name for that year in Appendix A in the column entitled “Contribution Payments as % of General Fund Total Expenditures.”

Response: *The City agrees with this finding.*

F8. In each of the fiscal years ending June 30, 2015, June 30, 2016, June 30, 2017 and June 30, 2018, each City’s combined contribution payments to CalPERS on the City’s pension plans represented the percentage of that City’s combined covered payroll for the City’s pension plans in the amount set forth beside its name for that year in Appendix A in the column entitled “Contribution Rate (i.e., Contribution Payments as % of Covered Payroll).”

Response: *The City agrees with this finding.*

Projections of Future City Pension Costs

F9. Each of Colma, Daly City, Foster City, Hillsborough, and Redwood City includes in its annual, or bi-annual budgets published on its public website, projections showing the annual dollar amount of its projected pension contribution costs for the next five or more years. None of the other Cities do so.

Response: *As noted in the Grand Jury's report, the City's budget includes 10-year projections for the General Fund, the fund which makes the overwhelming majority of the overall pension contributions. As noted elsewhere in the report, "While general fund pension costs do not represent the [sic] San Mateo's total pension costs, they do represent a large majority of the costs and the inclusion of the general fund cost information is helpful to an understanding of the impact of rising pension costs on the City." The same is true for the City of Menlo Park. As a result, the City partially disagrees with this finding with respect to the characterization of omission of information.*

F10. Neither Atherton, Brisbane, nor Portola Valley have published, anywhere on their public website or their agenda packages for city council meetings, projections showing the annual dollar amount of their projected pension contribution costs for the next five or more years.

Response: *This finding is not applicable to the City of Menlo Park.*

F11. The only way to find projections showing the annual dollar amount of the following Cities' projected pension contribution costs for the next five or more years on their public websites is by manually searching through agenda packages for their city council meetings: Belmont, Burlingame, East Palo Alto, Half Moon Bay, Menlo Park, Millbrae, Pacifica, San Bruno, San Carlos, San Mateo, South San Francisco and Woodside.

Response: *As noted in the response for F9, the overwhelming majority of the City's pension contribution projections are included in the annual budget. The remainder are available on the City's website. As a result, the City partially disagrees with this finding with respect to the availability of projected contributions.*

Long-Term Financial Forecasts

F12. Each of Colma, Daly City, Hillsborough, Menlo Park, Pacifica, Redwood City, San Mateo, South San Francisco and Woodside has a general fund operating budget forecast covering a ten-year period. Of those nine, only Colma, Hillsborough, Menlo Park, Redwood City, San Mateo, and Woodside make those forecasts accessible to the public in their most recent annual or bi-annual budgets or annual financial reports published on their public websites.

Response: *The City agrees with this finding.*

F13. The only way to find the ten-year general fund operating budget forecasts on the public websites of Pacifica and South San Francisco is by manually searching through agenda packages for their City Council meetings.

Response: *This finding is not applicable to the City of Menlo Park.*

F14. Daly City's ten-year general fund operating forecast is not accessible to the public through its public website.

Response: *This finding is not applicable to the City of Menlo Park.*

F15. Each of Atherton, Belmont, Brisbane, Burlingame, Foster City, Half Moon Bay, San Bruno and San Carlos has a general fund operating budget forecast covering only a five- year period. Of those eight, only Belmont, Foster City, Half Moon Bay, San Bruno and San Carlos make the forecasts available to the public in their most recent annual or bi- annual budgets or annual financial reports published on their public websites.

Response: *This finding is not applicable to the City of Menlo Park.*

F16. The only way to find the five-year general fund operating budget forecasts on the public websites of Atherton and Burlingame is by manually searching through agenda packages for their City Council meetings.

Response: *This finding is not applicable to the City of Menlo Park.*

F17. Brisbane's five-year general fund operating forecast is not accessible to the public through its public website.

Response: *This finding is not applicable to the City of Menlo Park.*

F18. Neither East Palo Alto, Millbrae, nor Portola Valley has a general fund operating forecast that extends beyond the fiscal years covered in its most recent annual or bi-annual budget.

Response: *This finding is not applicable to the City of Menlo Park.*

Plans to Make Additional Payments to CalPERS Beyond Annual Required Contributions

F19. Each of Belmont, Colma, Foster City, Menlo Park, Portola Valley, Redwood City, San Carlos, and San Mateo has made, or currently has a specific plan to make additional pension contribution payments to CalPERS beyond its Annual Required Contribution.

Response: *The City agrees with this finding and the adopted budget for fiscal year 2019–20 includes supplemental contributions to CalPERS of \$1.8 million according to*

the alternate amortization schedule necessary to pay off unfunded pension liabilities for the miscellaneous plan in 10 years and the Tier 1 safety plan in 15 years.

F20. Neither Atherton, Brisbane, Burlingame, Daly City, East Palo Alto, Half Moon Bay, Hillsborough, Millbrae, Pacifica, Portola Valley, San Bruno, South San Francisco nor Woodside currently has a specific plan recommended by staff to the City or Town Council (as applicable) to make additional pension contribution payments to CalPERS beyond its Annual Required Contribution.

Response: *This finding is not applicable to the City of Menlo Park.*

Establishment of Reserves or Section 115 Trusts for Future Pension Payments

F21. Each of Brisbane, Burlingame, Colma, Daly City, Foster City, Half Moon Bay, Hillsborough, Menlo Park, Pacifica, Portola Valley, Redwood City, San Carlos, South San Francisco and Woodside has set aside internal reserves, or contributed funds to a Section 115 trust, specifically for the purpose of paying future pension contribution costs.

Response: *The City agrees with this finding and has a standing City Council reserve policy which dedicates 25 percent of any annual operating surplus toward increasing the Strategic Pension Reserve.*

F22. Neither Atherton, Belmont, East Palo Alto, Millbrae, San Bruno, nor San Mateo currently has a specific plan recommended by staff to the City or Town Council (as applicable) to set aside internal reserves, or to contribute funds to a Section 115 trust, specifically for the purpose of paying future pension contribution costs.

Response: *This finding is not applicable to the City of Menlo Park.*

Employee Cost-Sharing to Help Pay Cities' Pension Costs

F23. Each of Atherton, Belmont, Burlingame, Foster City, Hillsborough, Menlo Park, Millbrae, Pacifica, Redwood City, San Mateo and South San Francisco has, or currently intends to seek, one or more cost-sharing agreements with employees under which employees pay for a portion of the City's Normal Cost pension payment obligations to CalPERS.

Response: *The City agrees with this finding and has agreements with its collective bargaining units which include 50-50 cost-sharing for miscellaneous employees above certain City contribution rates (also applies to management employees and appointees), an amended contract which includes 3 percent additional member contributions for classic safety members, and 50-50 cost-sharing and a contribution floor for "new" safety members.*

F24. Neither Brisbane, Colma, Daly City, East Palo Alto, Half Moon Bay, Portola Valley, San Bruno, San Carlos nor Woodside has, or currently intends to seek, one or

more cost- sharing agreements with employees under which employees pay for a portion of the City's Normal Cost pension payment obligations to CalPERS.

Response: *This finding is not applicable to the City of Menlo Park.*

Revenue Enhancement Ballot Initiatives by Cities

F25. Each of Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Redwood City and South San Francisco have, since November 2016, sought and obtained voter approval for ballot measures intended to increase revenues.

Response: *This finding is not applicable to the City of Menlo Park.*

F26. Each of Half Moon Bay, Pacifica, Redwood City, and San Bruno are currently considering seeking approval of their voters for revenue enhancement measures in the near term.

Response: *This finding is not applicable to the City of Menlo Park.*

F27. Neither Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Hillsborough, Menlo Park, Millbrae, Portola Valley, San Carlos, San Mateo, South San Francisco, nor Woodside is currently considering seeking approval of its voters for revenue enhancement measures in the near term.

Response: *The City agrees with this finding and highlights its prudent fiscal management and accumulation of reserves for a number of purposes as the reason such revenue enhancement measures are unlikely to be necessary within the scope of its extended financial forecast.*

RECOMMENDATIONS

R1. Each City include in its published annual or bi-annual budgets a general fund operating budget forecast for the next ten fiscal years.

Response: *This recommendation has been fully implemented and includes a sensitivity analysis allowing the City Council to evaluate most likely, pessimistic, and optimistic cases when considering decisions and their potential impact on the future financial state of the City.*

R2. Each City include a report in its published annual or bi-annual budgets specifically setting forth the dollar amounts of its annual pension costs paid to CalPERS. The report should include the following:

- a) The City's total pension contribution costs under all plans, for each of the three preceding fiscal years as well as estimates for such costs in each of the following ten fiscal years (whether developed by City staff internally, or by outside consultants to the City), assuming CalPERS' actuarial assumptions are met.
- b) The City's total Unfunded Liabilities under all plans, for each of the three

preceding fiscal years as well as estimates for such Unfunded Liabilities in each of the next ten fiscal years, (whether developed by City staff internally, or by outside consultants to the City), assuming CalPERS' actuarial assumptions are met.

- c) The City's Funded Percentage across all plans, for each of the three preceding fiscal years as well as estimates for such Funded Percentages in each of the next ten fiscal years, assuming CalPERS' actuarial assumptions are met.
- d) The percentage of the City's general fund expenditures, and the percentage of the City's covered payroll, represented by the pension costs described in (a) above (using estimates of general fund expenditures in future fiscal years).

Response: *This recommendation will be implemented in the fiscal year 2020-21 budget and following years to the extent that developing such estimates does not prove prohibitively expensive. The City intends to include a preliminary report of projected pension costs as part of its public presentation to the Menlo Park City Council in advance of the goal-setting session in early calendar year 2020.*

Sincerely,

Ray Mueller
Mayor

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STAFF REPORT

City Council

Meeting Date: 10/1/2019
Staff Report Number: 19-209-CC

Consent Calendar: Authorize the city manager to enter into an agreement with Wood Rodgers, Inc. to develop the stormwater master plan

Recommendation

Staff recommends that the City Council authorize the city manager to enter into an agreement with Wood Rodgers, Inc. to develop the stormwater master plan (Plan.)

Policy Issues

The City Council must authorize the city manager to enter into this agreement, since the cost of the Plan is above the city manager's spending authority. The City's stormwater permit (San Francisco Bay Municipal Regional Stormwater National Pollutant Discharge Elimination System Permit Order No. R2-2015-0049,) also known as the MRP, regulates various stormwater activities. In addition, the City's land use and circulation elements of the general plan include policies related to stormwater control requirements. Developing the Plan is included in the fiscal year 2019-20 budget adopted by City Council June 18.

Background

The Plan will serve as the strategic planning guide for compliance with regulatory requirements, maintaining the existing system, and identifying future upgrades and improvements over the next 25 years. The City's system consists of gutters, pipes, manholes, catch basins and the Chrysler pump station. These components capture rainwater and runoff and discharge it into San Francisquito Creek and Atherton Channel, which eventually flows into San Francisco Bay. Most of the system was built between 1950 and 1965. The City's stormwater drainage basins are shown in Attachment A.

In 1990, to manage flooding risks for a 10-year storm, the City completed a citywide study which identified storm drainage needs, developed a master plan to mitigate drainage system deficiencies, and recommended long range system expansion and replacement programs to maintain the system at an acceptable level. The 1990 study is now 29-years old. There have been other studies (2003 and 2014) completed but they have been limited to specific areas or streets. The 2003 study focused on the system between Middlefield Road and Alameda de Las Pulgas (the Belle Haven area was evaluated as part of the 1990 study and the Sharon Heights area was not experiencing significant flooding, so they were not included in the study.) The 2014 study provided design alternatives specifically for Middlefield Road to address existing flow capacity problems. There have been some improvements made to the system over the years that were identified in past studies, some of which have been completed and incorporated into past development projects. The City, however, continues to experience localized flooding to varying degrees on an ongoing basis.

Stormwater permit

The City's current stormwater permit (MRP) outlines the State's requirements for municipal agencies to

address water quality and flow-related impacts of stormwater runoff. It is a comprehensive permit that regulates various activities relating to construction sites, industrial sites, illegal discharges and illicit connections, new development and municipal operations. The MRP also identifies activities that could warrant future capital improvement projects (e.g., green infrastructure, trash capture devices) so it is important to incorporate MRP requirements into the Plan. The current MRP expires December 31, 2020, and the new MRP is anticipated to take effect beginning January 1, 2021.

Analysis

As noted above, it has been 29 years since the last citywide study. The Plan would help define the current condition of the stormwater system and identify projects that can be completed in association with adjacent development projects or as individual capital improvement projects to remedy drainage system deficiencies over the next 25 years. The Plan will also incorporate new MRP requirements (e.g., new development, green infrastructure, trash capture) which may directly impact City operation and maintenance activities and identify additional capital needs.

On April 10, staff issued a request for proposal (RFP) to develop a comprehensive citywide plan. A summary of the scope of work is shown below. It includes presentations to staff, the public and the City Council. The City Council presentations are expected to include a study session during development of the Plan for the City Council to provide direction on key decisions and approval of the final Plan.

The Plan would be developed in parallel with the San Francisco Regional Water Quality Board’s adoption of the new MRP, which is anticipated to take effect beginning January 1, 2021, and it would incorporate the new MRP requirements. Staff also anticipates soliciting feedback from the community in order to identify problem areas (e.g., flooding, localized ponding) that may need to be addressed.

Table 1: Scope of work	
Task	Description
System inventory	Complete an inventory of the City’s stormwater system, acquire global positioning data on storm drain infrastructure, and update the existing GIS maps
System evaluation	Develop a hydraulic and hydrologic model, complete a system wide condition analysis, and provide a condition assessment of the stormwater distribution system
Operations and maintenance	Evaluate stormwater system operations and maintenance requirements to maintain flood protection benefits. Develop a manual of maintenance protocols, schedule for cleaning, inspection and replacement
Resource assessment	Conduct a comprehensive analysis of the City’s current operations, services, and organizational structure and assess the staffing level needs required for the City to provide safe and efficient services
Short-term and long-term capital improvement recommendations	Develop and prioritize recommended improvement projects, provide estimated costs and schedules for the next 25 years
Funding	Determine a funding strategy to schedule the recommended improvements

Staff received four proposals. Wood Rodgers’ proposal was competitively priced for the level of effort required to complete the Plan within the available budget. Staff is recommending Wood Rodgers develop the Plan as they will utilize an advanced dynamic stormwater model (InfoWorks ICM with 2-dimensional

capability) that will provide the City with more realistic flood risks and required improvements to manage flooding risks for up to a 100-year storm. They will also refine the City’s existing geodatabase using a sophisticated system that is being used for Santa Clara Valley Water District drainage systems and for the City of San Jose. They have completed storm drainage master plans for other Bay Area agencies and Federal Emergency Management Agency (FEMA) flood studies on nearby creeks, including San Francisquito Creek. Their detailed scope of work is included as Attachment B.

Next steps

The estimated schedule to develop the Plan is shown below. The schedule takes into account future adoption of the new MRP so that any new regulatory requirements will be incorporated into the Plan. While the Plan is an 18-month effort, some of the tasks may be completed earlier than others. Staff anticipates returning to City Council with study sessions to present findings and seek feedback.

Table 2: Estimated schedule	
Date	Description
October 2019 – October 2020	Develop plan (draft stormwater permit released in spring 2020) City Council study session to be scheduled during plan development
November/December 2020	New permit adopted (current permit expires December 31, 2020)
January/February 2021	Finalize plan for City Council adoption

Impact on City Resources

The fiscal year 2019-20 adopted budget includes \$350,000 to develop the Plan, funded by the general fund. The total estimated cost for the consultant contract is \$296,193 which includes a 15 percent contingency.

Environmental Review

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

Public Notice

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

Attachments

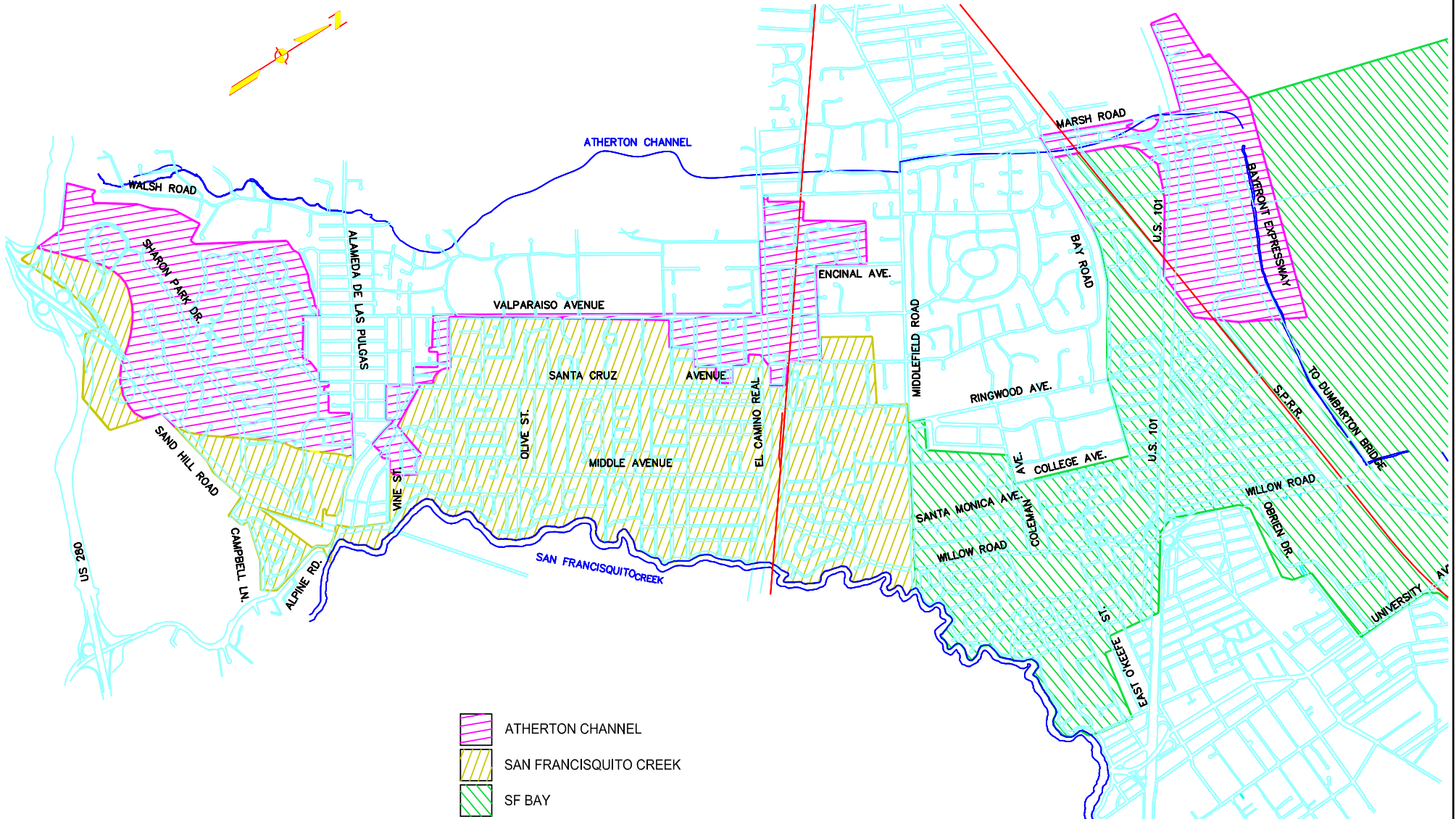
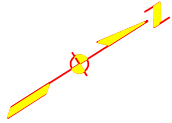
- A. Stormwater drainage basin map
- B. Wood Rodgers’ scope of work

Report prepared by:
Pam Lowe, Senior Civil Engineer

Report reviewed by:
Christopher Lamm, Assistant Public Works Director

STORMWATER DRAINAGE BASIN MAP

CITY OF MENLO PARK
CALIFORNIA





WORK PLAN APPROACH | SCHEDULE

PROJECT UNDERSTANDING AND APPROACH

Wood Rodgers and EPS (WR Team) have carefully reviewed the City of Menlo Park's Request for Proposals for a Storm Drain Master Plan and developed unique technical approaches to assess storm drain facility conditions and capacity, review operations and maintenance activities, determine capital improvements, assess the impacts of effective 2019 FEMA Flood Zones, and incorporate Municipal Regional Stormwater Permit (MRP) requirements for stormwater.

Aging and failing storm drains and pump station facilities increase the flood risk and the consequential damages associated with that risk. A systematic approach to inventorying and assessing the facilities in order to proactively rehabilitate and improve them is crucial to avoid or minimize flooding and damages. The Menlo Park drainage facility capacity determined in 2003 Drainage Master Plan needs updates and refinements with the latest technology and hydrologic and hydraulic standards to accurately determine the real flood risk without being overly conservative.

Increasing stringent environmental and safety rules and requirements add additional burden to the existing operations and maintenance activities. Confined space entry, trash capture device maintenance, underground storage tank inspection and other required compliance are burdening the City's resources. Targeted and prioritized operations and maintenance activities and locations can help to optimize the City's resources.

Capital improvement projects are increasing expensive with the current construction climate in the Bay Area. Simplified modeling with the resulting conservative designs is no longer a viable model for public agencies. Understanding the true facility capacity and deficiencies can be achieved by developing hydrologic and hydraulic models that match historical data through calibration. A detailed model with a combination of storm drains and overland street runoff can be used to optimize capital improvements.

The recent 2019 effective FEMA FIRM maps designated properties between State Highway 84 and US Highway 101 in Zone AE. This policy-based flood risk map can be more conservative than actual flood risk. The flood control system that protects the City from the Bay will be assessed or improved independent from the City's drainage system.

To be in compliance with the NPDES MS4 Permit, trash capture devices, hydromodification systems, and green infrastructure have been planned and constructed. However, the true hydraulic impacts to the existing drainage facility have not been fully analyzed and can often result in reduced capacity. The Wood Rodgers Team will use case studies and historical data from other agencies to develop a realistic impact analysis.

The Wood Rodgers Team has formulated the following tasks to address the City's issues as discussed above.

Task 1. CONDUCT SITE VISITS AND DATA COLLECTION

Wood Rodgers will collect and review data, and then store the data into the City's GIS geodatabase. The geodatabase will be used to store and manage stormwater facility information; to facilitate modeling efforts; and to document modeling results. The geodatabase will serve as a central repository for information collected for storm drains, pump stations, and open channels, and flood control system models.

Task 1.1 Data Collection and Review

Wood Rodgers will collect and review the City GIS geodatabase, historical flooding information, 2003 City Storm Drainage Study, maintenance documents, latest hydrologic data, land use, general plan, relevant reports, studies, plans, and supporting data to sufficiently update the City's drainage facility.

Wood Rodgers will also collect as-builts, survey and latest standards from Caltrans, Valley Water and other agencies to supplement missing data or "gaps" in the geodatabase. This information will be converted into the geodatabase.



Scope for Stormwater Master Plan

Work orders from operations and maintenance activities, anecdotal flooding incidents, pump station historical SCADA data, and rain/ flow gage information will be collected to verify real flooding risk vs modeled, and to understand drainage facility operation issues.

Planned and existing capital improvement projects, Green Infrastructure facility, Low Impact Development (LID) projects, and existing trash capture devices will be collected to assess the hydraulic impacts or benefits.

Task 1.2 Site Visit

Wood Rodgers will perform field visits of storm drains, pump stations, outfall structures, and selected open channels. Photographs will be taken and a log will be developed and stored in the geodatabase described above. The field visits will be planned based on the outcome of the **Data Collection and Review** task.

Wood Rodgers will visit pump stations, interview City pump operators for known capacity and mechanical issues, and perform a simple pump vibration test to assess the condition of the pumps. In a pump vibration test, the amplitude and/or frequency of the vibration will be sampled with a velocity meter or accelerometer transducers (sensor). A trained mechanical engineer will compare the sampled data with industry or Hydraulic Institute standards to determine any potential damages that should be further investigated.

Wood Rodgers will visit major storm drain outfall structures and inspect for any structural integrity, sediment, and erosion problems. Outfall structure flap gate and cathodic protection system conditions will also be assessed and documented.

Wood Rodgers will visit the open channels with known frequent flooding problems that affect the City’s drainage facilities. We will also coordinate with Valley Water to collect relevant information for the locations.

Wood Rodgers will visit storm drain locations with known issues, at major confluences, and upstream and downstream ends with the City’s maintenance crew. We will inspect with a “snake” camera to assess and document sediment/debris, structure condition, and odor. This approach will save or minimize the need for CCTV inspection.

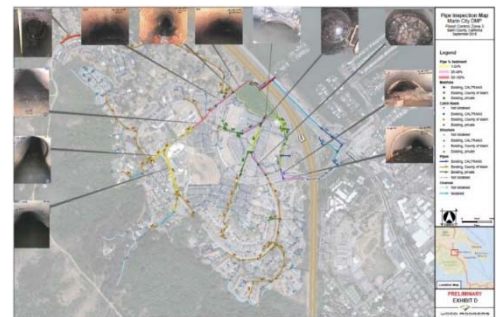
Storm drains will be inspected and documented with field notes and pictures. Sediment and debris depths will be estimated and summarized based on the pictures and field notes. Any structural deficiencies such as corroded storm drains and cracked walls will be documented.

Task 1.3 Document Missing Data

Wood Rodgers will review the collected data in the geodatabase, and document on a map where necessary data is missing. For example, modeling the storm drain system will require the storm drain type, the storm drain diameter/dimensions, the Storm drain length, and upstream and downstream inverts. If that data is missing, the missing data will be noted. The map will serve as a basis for determining which missing data is essential.

Wood Rodgers will review the storm drain and structure database and provide a summary map that indicates the location and type of all necessary supplemental field surveys.

Wood Rodgers will make recommendations for field surveys of the storm drains to verify sizes, inverts, structural integrity and conditions at crucial locations along the storm drain system to optimize efforts (such as at the upstream end, downstream end, and major junctions or bends).





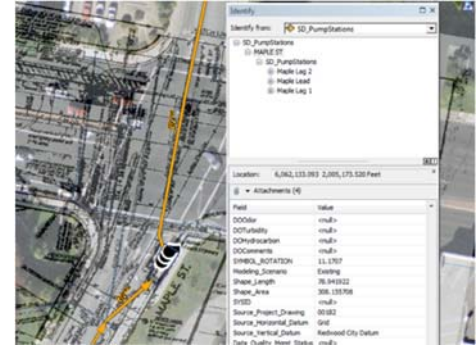
Scope for Stormwater Master Plan

Task 2. STORM DRAINAGE ASSET INVENTORY

Wood Rodgers will deploy the most cost-effective system inventory approach developed from previous drainage master plan studies performed throughout Bay Area for other public agencies. We propose to refine and enhance the City geodatabase to include comprehensive stormwater features for the inventory task.

Task 2.1 Geodatabase Refinement

Wood Rodgers will refine the existing City geodatabase using a sophisticated geodatabase that has already been designed and is being used for drainage systems in Santa Clara Valley for Valley Water and for the City of San Jose. The **ESRI file geodatabase** was modified by Wood Rodgers using the esri Local Government Information System Model as the basis, and then supplemented with drainage feature datasets such as field surveys, topography, drainage facility (including storm drains, manholes, pumps, open channels, structures, etc.), georeferenced as-built drawings, parcel maps, streets, municipal boundaries, photographs from field visits with photo locations, precipitation data, gauge data, watersheds, land use data, soil data, and hydrologic parameter data.



Task 2.2 Asset Inventory

For the drainage facility with incomplete properties, Wood Rodgers will georeference as-builts, use the data collected in site visits (**Task 1.2**), and use existing survey data and CCTV inspection reports to complete the geodatabase inventory of the City’s systems.

The geodatabase will include an inventory of all the storm drains, inlet, manholes, outfalls, pumps with conditions, age, service history and useful life. The conditions of the facilities will be determined from the site visits and existing CCTV reports. The expected useful life of the facilities will be determined from manufacturer’s recommendation or industry standards. The associated service history including routine maintenance activities, repairs and rehabilitation will be documented in the inventory. The expected useful life will then be adjusted based on the condition and service history of the facilities. To calculate the remaining useful life of the pump and equipment, an age will be determined based on the date of installation. The difference between the adjusted useful life and age will be the remaining useful life.

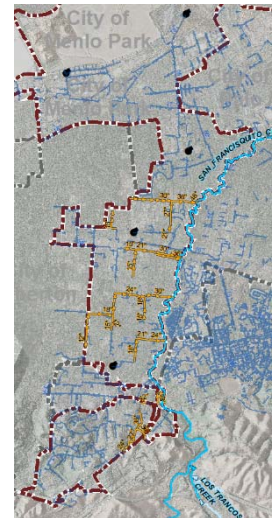
Spatial locations of the inlets, outfalls, manholes, and pump stations will be rectified with orthorectified aerial imagery or survey data. Nonlinear storm drain alignments will be realigned with georeferenced as-builts.

Task 3. DEVELOP HYDRAULIC MODEL AND EVALUATE CAPACITY

Wood Rodgers led a team that has already developed most of the City’s drainage systems for San Francisquito Creek in the *Valley Water San Francisquito/ Adobe Flood Study* for the FEMA’s Cooperating Technical Partners (CTP) Program. Wood Rodgers has developed and used GIS tools to facilitate the model development. We also trained our teaming partner and Valley Water staff to use GIS tools and develop models. Wood Rodgers is the first consultant to gain FEMA’s approval to use InfoWorks ICM in the Western United States for Santa Clara County.

Wood Rodgers is already familiar with the *Valley Water* design standards and protocols that will be used to supplement the City of Menlo Park’s own standards. Wood Rodgers has been developing GIS tools, GIS-model interface tools, hydrologic and hydraulic methodologies and protocols for other communities in the Bay Area that can be used for Menlo Park.

The previous City of Menlo Park storm drain master plan was developed in 2003. The City will now benefit from the latest GIS technology that will allow easy access to storm drainage system data compiled in a consistent manner, and from the simple linkage between the GIS data and the hydrologic/hydraulic models. The City will also





Scope for Stormwater Master Plan

benefit from the latest hydrologic and hydraulic modeling technology, new land use data, and more extensive rainfall and coastal tide data that will provide the City with much better definition of existing flooding risks, and much more realistic definition of the required improvements that follow the latest standards and regulations.

Wood Rodgers propose to refine and expand the model developed for Valley Water for the City's use.

Task 3.1 Delineate Watersheds, Develop Parameters

Wood Rodgers has developed a watershed delineation protocol that is being used by other agencies. We propose to use this same protocol for the City of Menlo Park. We will use our customized watershed delineation tool (based on esri's Arc-Hydro tool) to automate watershed delineation. The tool will include topographic resolutions, range from steep valleys and incised channels to detailed curb, gutter and street crown geometries, and also the connectivity of storm drains and channels. The tool will be used to embed storm drain and channel networks in a newly created LiDAR Digital Elevation Model (DEM), and then create sub basins at the confluences of lateral storm drains and trunks, major trunk confluences, and upstream ends of storm drain systems. Wood Rodgers will refine all watershed and sub basin delineations, as determined to be appropriate. The tool will use land use and soil maps in conjunction with the sub basin delineations to develop hydrologic parameters.

The tool ensures consistency, accuracy, efficiency and reliability. It reduces engineers' efforts by 70 to 80%, and makes watershed delineation reproducible. The tools will not replace an engineers' judgment but will help to identify outliers.

Task 3.2 Develop Storm Drains, Pump Stations, and Detention Basins

Wood Rodgers will use the protocols developed for other agencies to optimize model data development for storm drains, pump stations, and detention basins.

Junction, entrance and exist losses will be modeled throughout storm drain systems to accurately account for the hydraulic performance. These parameters are crucial but often overlooked.

A pump station model that uses a detailed approach is more accurate than a model with a simplified approach. This is because a simplified approach tends to overestimate the flow at a given head. The detailed approach will include the discharge pipe friction, discharge outlet, system minor, and system friction losses.

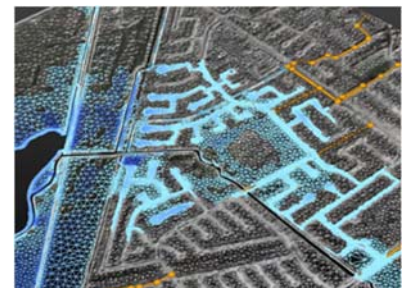
Detention basins or recreation ponds when used in conjunction with a pump station impact flood mitigation. The basins/ponds will be reflected in the model using a one-dimensional stage-storage relationship. Existing bathymetry data will be used if available otherwise as-built or design drawings will be used to reconstruct the basin geometry.

Task 3.3 Develop Large Trash Capture, Low Impact Development and Hydromodification Facilities

Large trash capture, low impact development and hydromodification facilities have been planned and constructed to meet the MRP requirements. Wood Rodgers will determine the facilities that will provide significant hydraulic impacts to the 10-year design peak flow or stage for the existing land use. Large trash capture facilities typically reduce existing storm drain capacity and will be modeled to determine the impacts to the hydraulic performance with the consideration of debris clogging. The facilities will be modeled and adjusted with a debris clogging factor and reduced performance efficiency. On the contrary, low impact development and hydromodification facilities reduce runoff and increase storm drain capacity. Including these facilities will reduce the extent of capital improvements.

Task 3.4 Develop 2D Overbank/Floodplain

Wood Rodgers will develop 2D meshes to model floodplains up to the 100-year storm. A detailed grid mesh will be developed and adjusted to capture the terrain resolution for street areas where conveyance and storage is important. The City's drainage facilities include both storm drains and street networks. The interaction between the two systems should be hydrodynamically modeled to properly assess the true combined drainage capacity.





Scope for Stormwater Master Plan

Task 3.5 Define Design Storms, Tidal Boundary Conditions and Sea Level Rise

Wood Rodgers will use the latest Valley Water design storms and also the City of San Jose design storms we are developing with long term simulation data for this project. Properly developed design storms are crucial to define statistically accurate flood risk.

The design boundary conditions will be set up to ensure that both tidal and precipitation impacts are accounted for. The frequency or recurrence interval of the improvement benefits are going to be a function of both (coincident) tidal and precipitation frequencies or recurrence intervals. The simulations will determine which combinations are of most concern to the City (cause the most flooding). These boundary conditions will be used later in the design. The tidal boundary conditions will also be used to determine if a flood control system is necessary.

Sea level rise will be estimated and modeled using the “Rising Seas in California, An Update on Sea Level Rise Science” California Ocean Protection Council, 2017, and “San Francisco Bay Tidal Datums and Extreme Tides Study”, AECOM, 2016.

Task 3.6 Calibrate Model

Model accuracy is depending on how well a simulation result matches historical data such as flow gage data, maintenance records, and anecdotal observations.

Highly impermeable urban watersheds tend to be more sensitive to peak timing based on storm drain capacities and street overflows, and also to the magnitude based on land use and soil types. Wood Rodgers will use the historical data extracted from 70 pipe flow gages in the City of San Jose to aid the calibration for the City of Menlo Park.

Wood Rodgers will coordinate with the City’s maintenance crew to collect high water marks in the upcoming storm events within the storm drains to aid model calibration. We will calibrate the hydraulic model peak flow to the highest high water mark. We will also use available pump station SCADA records to calibrate pump and storm drain performance. We will calibrate the hydraulic model at up to 2 locations. Our understanding of San Francisquito Creek watershed also helps in the calibration effort. San Francisquito Creek can have a large amount of baseflow in certain years based on storm types. Long continuous rainy seasons such as in February 1998 and January to February of 2017 produced much greater baseflow in the channel than a large single storm event in a dryer storm season such as in December 2014.

Task 4. CONDITION ASSESSMENT

The storm drain condition assessment will be developed based on size, material, age, structural integrity, sediment/debris and odor (leaks from sanitary sewer systems). Wood Rodgers will use the Environmental Protection Agency (EPA) “*Asset Management Handbook*” guidelines to provide a standard condition rating system for each component. Selected segments of the systems will be inspected, and categorized into the following conditions:

- A-Not functional or requires complete replacement; B- Overhaul or substantial repair required; C-Minor repairs to improve functionality; D-Minor repairs, mainly cosmetic; E-Good, no repair necessary

We will assess and categorize storm drain system conditions for the locations inspected in **Task 1.2** at major locations (upstream, downstream, confluence), and also at locations with metal pipes (short service life).

The information will then be used to calculate maintenance, rehabilitation, and replacements costs for the desired service life of 25 years (life cycle cost).

The rated conditions will also be used in conjunction with the remaining useful life calculated from the difference in age and the industry standard expected service life to determine the need for rehabilitation or replacement.

Replacement will be recommended over rehabilitation when the rehabilitation cost is higher than the replacement cost.



Scope for Stormwater Master Plan

Task 5. CAPITAL IMPROVEMENTS

Task 5.1 Calculate System Risk

Wood Rodgers will conduct a prioritization of storm drainage system improvements. The practice is to maximize the involvement of City staff in all critical decisions relating to developing the Capital Improvement Plan (CIP), including selecting appropriate design and performance criteria, evaluating alternatives, and prioritizing projects.

Where numerous projects are required to address system capacity deficiencies and failure, we have implemented more formal risk models that quantify the Likelihood of Capacity Exceedance/Failure and the associated Consequences. The total risk score used to prioritize CIP projects is calculated using the following formula:

$$\text{Risk} = \text{Likelihood} \times \text{Consequence}$$

Projects intended to address the highest risks in the storm drainage system will be given the highest priority in the CIP.

Develop Likelihood Rating

The Likelihood of Capacity Exceedance will be based on the existing storm drains' ability to meet hydraulic demand. The modeling results will be used to identify storm drains that are susceptible to surcharge and flooding. Storm drains that have insufficient capacity and are susceptible to flooding will be given a high (worse) rating.

Additionally, the Likelihood of Capacity Exceedance will be a function of the recurrence interval of the design storm (e.g. 10-year storm vs. 100-year storm). Storm drains that have been designed with capacity for a 100-year storm event will have a lower overall risk score than storm drains designed to withstand the capacity of a 10-year storm event (assuming the assets have a similar Consequence) due to the storm drains' larger design capacity.

The condition assessment analysis developed in **Task 4** will be used to develop the Likelihood of Failure for locations with high volume of sediment or debris, old or corroded infrastructure, and sewage leaks.

Develop Consequence Rating

In conjunction with City staff, we will develop a risk analysis approach that supports the City's project prioritization based on consequence of failure. The following factors will be considered in developing consequence of failure:

- Depth and Area of flooding during a storm event
- The number of structures in a flood zone
- Local topography (i.e. will a flooded storm drain pool on site or drain away)
- Proximity to local water bodies (what are the receiving water bodies and their environmental sensitivity to a flooded storm sewer)
- Impact on residential areas, commercial areas, and traffic due to flooding roadways

These factors will be combined in a matrix used to assign one Consequence rating. The weighting of these factors will be finalized through discussions with City staff in order to incorporate the City's priorities and local experience.

Develop Risk Rating

The Risk rating for each project will be calculated based on the product of Likelihood and Consequence ratings. The Risk ratings and the associated projects will then be categorized into 1- (urgent), 5-, 10-, 20-, and 25-year (low priority) planning level capital improvement projects.

Task 5.2 Develop Improvement Alternatives and Costs

Once the Risk ratings for the system deficiencies are prioritized, the team will develop up to 3 conceptual alternatives for each major reach of deficiencies (as appropriate). Alternatives will depend upon the circumstances, but could include new or upsized storm drainage pipes, diversions, detention, pump station improvements, and etc.



Scope for Stormwater Master Plan

The improvement alternatives will be developed based on a watershed-wide approach rather than individually. This is necessary because a comprehensive CIP must demonstrate that alleviating deficiencies in one location will not exacerbate problems elsewhere in the system. Potential projects will be proposed to address areas with the largest risk factors. Deliberate effort will be given to proposing potential projects to incorporate in part or in totality green infrastructure, if feasible.

Potential relative sea-level rise must be considered in the design of the storm drainage system as far inland as the extent of estimated tidal influence. This will also be used to assess the existing flood control system. Proposed design of the flood control system will be limited to preliminary designs and costs only.

Each alternative will be presented as a preliminary plan view drawing, with the approximate costs. Potential projects will be presented for discussion in a workshop setting with City Staff and Operators. This will allow for key-staff input and allow the creation of in-depth justification.

Task 5.3 Select Preferred Alternatives

Improvement alternatives will be selected based on the potential benefit weighed against preliminary costs, and from input from the City. Anticipated environmental impacts of the alternatives will be identified at a cursory level with the understanding that more detailed CEQA analysis may be needed, depending on the scope and potential impacts of proposed projects.

Task 6. OPERATIONS AND MAINTENANCE

Wood Rogers will develop an Operations and Maintenance Manual that identifies the operation, maintenance, repair and replacement activities (OMR&R) needed to maintain the flood protection benefits provided by the City’s storm drainage system. Wood Rodgers will interview the City’s O&M staff to determine both the proactive and reactive activities that they already conduct. Wood Rodgers will then review the City’s maintenance records and infrastructure inventory. Wood Rodgers will also review the deficiencies and flood risks developed in the previous tasks. A final review of current and expected MS4 Permit requirements will be conducted.

The maintenance records will be compiled and categorized based on the type of maintenance (cleaning, repair, rehabilitation, replacement, and the type of each-see top image to right) and by date (see bottom image to right). Wood Rodgers will use the data to determine the types of expenditures and the trends in expenditures in order to ascertain the needs and best approaches for the OMR&R manual.

The effort to analyze the inventory, deficiencies, risk, permit requirements, and maintenance records will allow the development of recommended maintenance protocols and schedule for cleaning, inspection, and replacement that will be custom fit to the City’s current system.

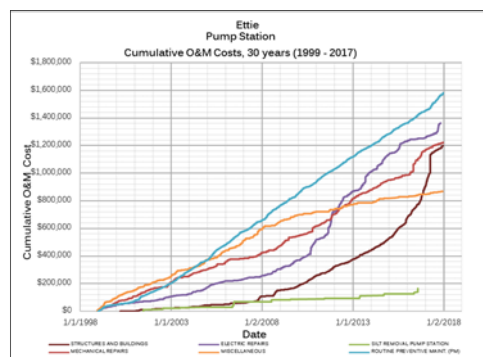
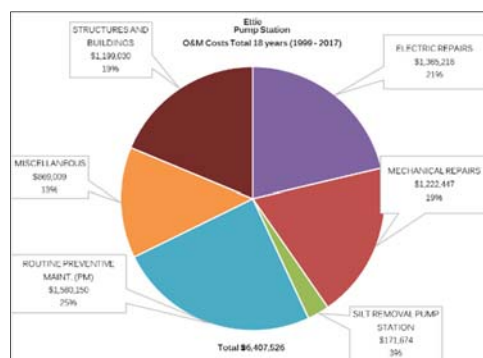
Wood Rodgers will document the OMR&R in a manual that includes Normal Operations and Maintenance, Repair and Replacement, Surveillance, Inspection, Emergency Action Plans, and General Information.

Task 7. STAFFING LEVEL ASSESSMENT

Task 7.1 Determine Existing Staffing Operations and Capacity

Wood Rodgers will interview the City’s staff for the following information:

- Existing organizational structure
- Existing staff assignments and duties





Scope for Stormwater Master Plan

- Existing staff work load
- Previous years staff work load
- Current work load trends
- Existing staff qualifications and training

Wood Rodgers will also review available staff effort and hours. Based on this data, Wood Rodgers will compile the information and provide an analysis of current and optimal structure, assignments and duties, current and expected work load, and current and optimal staff training.

The data, analysis, and proposed revisions will be provided in a detailed draft technical memorandum that will be reviewed with the City. Modifications based on comments received will be made and a final document will be provided.

Task 8. FUNDING ASSESSMENT

EPS will coordinate with Woods Rogers and the City to understand the improvements recommended as part of the Storm Drain Master Plan, which geographic areas benefit from the improvements (e.g., improvements benefit the overall system and the City as a whole or improvements benefit the businesses for a particular neighborhood) and associated cost estimates. EPS will also work with the City to understand how it currently funds planned improvements and operations of the existing system.

The Master Plan's proposed improvements will have been prioritized according to the criteria established as part of the process. Given the proposed improvements, costs, prioritization, and existing funding programs in place, a high-level funding needs assessment can be made to determine the overall costs of the projects, timing of those costs over the life of the Plan's implementation, and the need for any additional funding sources.

EPS will then identify the funding and financing options available to the City based on the timing of needed financial resources and the funding resources that could be used. Key funding options likely will include storm drain impact fees and service charges. Other potential funding sources will be described and evaluated as being part of a potential financing strategy and will reflect opportunities emerging through recent state legislative action. Examples of other funding sources include:

- Federal, state and regional grants; General obligation and/or revenue bonds; Benefit assessment bonds; Development fees; Community Facilities Districts/Mello-Roos Special Taxes.

The evaluation will include a general description, the statutory basis, the revenue potential, administrative considerations, and the implementation requirements. This funding evaluation will be based upon EPS prior experience, additional research as necessary, and analysis of local conditions underpinning the revenue potential (e.g., assessed value as a basis of a general obligation bond).

Assuming that additional funding is needed (beyond any funding mechanisms current in place) to implement the Plan's recommendations, the need for a financing program that builds upon the expected revenue will be described and scoped. The preferred financing strategy should be based upon a thorough evaluation of potential funding sources and the preferences of City staff and decision-makers. Priorities for the financing plan will be identified including the sensitivity to the potential economic impacts of new fees, taxes, and charges on different parties to ensure that their imposition neither hinders the actual collection of revenues nor impedes the upgrading of the storm drain system.

Task 9. STORMWATER SYSTEM MASTER PLAN

Task 9.1 Document Criteria, Standards, Policies

In order to successfully complete the Drainage Master Plan project, it is essential that the criteria used, the standards to be met, and the policies that drive these are well defined and documented. Wood Rodgers will begin with the existing City's standards, and supplement with available Valley Water, the San Mateo County Flood Control District, FEMA, and MRP standards.



Scope for Stormwater Master Plan

Task 9.2 Document Existing Storm Drain System Performance & Recommendations

Documentation provided to the City will include a report documenting the development, calibration, use, and results of the comprehensive model, plus the proposed and selected alternative designs. The report will include all the previously developed Technical Memorandums, documenting criteria, data sources, verification, database, hydrologic analysis, hydraulic analysis, calibration, reconciliation, and all maps necessary to understand the model.

Capital improvement project recommendations will also include a prerequisite determination. The Team will then refine the selected improvement to a design sufficient for capital improvement costs. The improvements costs will be developed based on the total construction, and operations and maintenance costs for the service life of the facility.

Task 9.3 Document Training

Wood Rodgers has prepared training documents for Valley Water, the City of San Jose and Alameda County Flood Control District on geodatabase and GIS tools designs, InfoWorks ICM model development, and database quality assurance and check protocols. We will use the same documents and refine them for the City's use.

Task 10. PROJECT MANAGEMENT

Task 10.1 Kick Off Meeting

Prior to commencing any work, the WR Team will meet with the City and any other stakeholders. The purpose of this meeting is to clearly define the goals of the project, to establish an understanding of the City's needs, to determine the standards and policies that apply to the project, and to refine the project's scope of work and budget. The meeting will also include an initial effort to collect data and to comprehend the City's understanding of the drainage system.

Task 10.2 Project Management Approach

Wood Rodgers's project manager will perform project management activities throughout the entire duration of the project. These project management activities include:

	Meetings and Presentations Wood Rodger will maintain a constant and clear channel of communication by hosting bimonthly status meetings. We will attend public, City Council and other meetings as requested and will prepare presentation materials.
	Risk Management Risk management is perhaps the most integral part of the Wood Rodgers' project management approach. The premise behind risk management is to identify scope, schedule, and cost related risks early, to identify means and methods to manage specific risks and lastly to identify the entity or person who will most likely be responsible for implementing any risk mitigation strategy. This will be accomplished through the development of a Risk Management Matrix.
	Schedule Management The Wood Rodgers' project manager will prepare and maintain a critical path method (CPM) schedule, presented in a Gantt chart format, using Microsoft Project software. Each task and project milestone in the Scope of Work will be included in the schedule, so that the progress of each task milestone can be monitored.
	Cost Management All charges to the project will be monitored and controlled to assure that costs are kept within budget limitations. Wood Rodgers' computerized BST10 enterprise system will be utilized to monitor and control budgets on a task-by-task and consultant/subconsultant basis. Monthly invoices will be prepared and submitted to the City.



Scope for Stormwater Master Plan



Progress Reports | Monthly progress reports will be prepared and submitted to the City. Progress reports will cover work and tasks performed during the pay period, work forecast for the pay period to come, overall project progress, and identification of issues needing discussion and resolution.



Quality Assurance/Quality Control | Wood Rodgers will perform Quality Assurance/Quality Control (QA/QC) on the project. A project-specific QA/QC Plan will be prepared that will be administered by the quality manager. The quality manager is a Wood Rodgers senior-level experienced engineer who will review and approve all deliverables before they are submitted to the County.

TEAM EXPERIENCE

WOOD RODGERS, INC.

Wood Rodgers, Inc. is a California corporation with a staff of over 285 employees including professionally registered engineers in the fields of civil, transportation, traffic, structural, mechanical, and geotechnical; licensed hydrogeologists; professional land surveyors; certified floodplain managers.

The Wood Rodgers Team in Oakland has been especially focused on developing high quality Drainage Master Plans in the Bay Area for the past decade. We have recently completed drainage master plans for Alameda County Zones 3A, 6, and 12 (Hayward, Fremont, and Oakland respectively), for Redwood City, Marin City, and FEMA flood studies for Lower Penitencia Creek, Berryessa Creek, Lower Silver Creek and San Francisquito/Adobe Creeks. This focus has included over 150 square miles of dense, San Francisco Bay Area watersheds in the past 10 years. Our team includes key members that have used their long-term foundation of experience in the assessment, planning, and design of drainage and flood control systems to design and develop GIS databases made to meet the challenges of reconciling the needs of flood control agencies and Cities with the needs of the Storm Drainage and Flood Control Master Plan developers.

ECONOMIC & PLANNING SYSTEMS, INC.

Economic & Planning Systems, Inc. (EPS) is a land use economics consulting firm that has provided consulting services to public, private, and non-profit sector clients in the western United States for over 30 years. Our core practice areas include the inter-related fields of infrastructure and public facilities financing, real estate economics, and land use policy. Importantly, we have worked with numerous cities, developers, and other public agencies in the Bay Area.



STAFF REPORT

City Council

Meeting Date: 10/1/2019
Staff Report Number: 19-203-CC

Consent Calendar: **Authorize the city manager to enter into an agreement with California Land Management for ranger services at Bedwell Bayfront Park and Kelly Park up to the budgeted amount and appropriate \$21,000 from the undesignated general fund balance for Kelly Park services**

Recommendation

Staff recommends that the City Council authorize the city manager to enter into a three-year agreement with California Land Management for ranger services at Bedwell Bayfront Park and Kelly Park with the option to extend the agreement for three additional one-year terms up to the authorized budget amount. Staff also recommends the City Council appropriate \$21,000 from the undesignated general fund balance for the services at Kelly Park.

Policy Issues

The City Council must authorize the city manager to enter into this agreement, since the cost of the proposed services is above the city manager's spending authority. This proposed action is consistent with City policy. As part of the adoption of the fiscal year 2019-20 budget, the City Council directed staff to explore adding park ranger services to Bedwell Bayfront Park and Kelly Park.

Background

From 1983 through 2011, the City contracted with California Land Management to provide ranger services at Bedwell Bayfront Park. During early construction of the park, California Land Management assisted in implementing a management plan, and developed appropriate park signage and security measures. As additional park development phases were completed and more people started using the park, the daily activities of enforcing park regulations, performing cleanup and park maintenance activities increased. The ranger worked 70 to 92 hours per week depending on the time of year. Ranger duties included janitorial services for the restroom, daily patrol of the park, public contact, code enforcement, litter collection, fire suppression and opening and closing the front gate.

In 2011, an effort was made to reduce costs and a request for proposals (RFP) was issued for a reduced scope of services limited to janitorial services, litter collection and opening and closing the front gate. Since 2011, the City has contracted with Universal Building Services and Supply Co. to provide janitorial services, litter collection and opening and closing the gate at Bedwell Bayfront Park.

The master planning process for the Bedwell Bayfront Park master plan, accepted by City Council November 14, 2017, provided an opportunity to ask the community about reinstating a ranger at the park to provide enforcement and educational support. The community strongly supported the idea of a ranger and the adopted fiscal year budget for 2019-20 includes a service level enhancement of \$150,000 for contracted

ranger services at the park.

Analysis

In May 2019 staff began researching the availability of contractors with the ability to provide ranger services. California Land Management is the only ranger services contractor in the region. In August 2019 staff issued letters inviting proposals for ranger services to the Midpeninsula Regional Open Space District, East Bay Regional Parks District, County of San Mateo Parks Department and California Land Management.

One proposal was received from California Land Management. California Land Management provided ranger services at Bedwell Bayfront Park from 1983 through 2011 and has provided similar services for the cities of Cupertino, Mountain View and the Fremont Union School District. California Land Management is currently providing ranger services for the cities of Palo Alto and Redwood City. By working with California Land Management, the City benefits by pooling the contractor’s staff and resources with neighboring cities to provide shift coverage on difficult weekends and holidays.

Pending City Council authorization, ranger services is expected to start November 1. To provide a consistent presence, ranger service will be provided 365 days per year. The weekly hours worked will range from 28 to 40 depending on the time of year, and the hourly rate is \$83.64. The scope of work to be provided by the ranger includes daily patrol, educational outreach, verbal and/or written warnings pursuant to municipal code, fire suppression and litter collection. To address concerns raised by the community and user groups, the last hour of service every day will be spent at nearby Kelly Park performing the same scope of work.

Impact on City Resources

The annual cost for ranger services per the above described scope is \$89,327.52 for the remaining eight months of this fiscal year.

After the first year, the annual cost increases per the consumer price index. The adopted fiscal year 2019-20 budget has sufficient funds for the first year. Funding for future years will be requested during the budget process each year, and staff plans to re-evaluate the proposed level of service as part of next year’s budget.

The Bedwell Bayfront Park maintenance fund, partially funded by a contribution required as part of the development agreement for the Facebook Campus expansion project, is expected to deplete in fiscal year 2023-24. Staff will need to reassess funding sources to continue to maintain Bedwell Bayfront Park.

To fund the park ranger service at Kelly Park, staff is requesting a City Council appropriation of \$21,000 from the undesignated fund balance.

Table 1			
Item	Bedwell Bayfront Park	Kelly Park	Combined annual cost
Fiscal year 19-20 (11/1/19-6/30/20)	\$69,003	\$20,324.52	\$89,327.52
Fiscal year 20-21	\$119,187	\$30,528.60	\$149,715.60
Fiscal year 21-22	\$119,187	\$30,528.60	\$149,715.60

Environmental Review

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

Public Notice

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

Attachments

A. California Land Management proposal

Report prepared by:

Brian Henry, Assistant Public Works Director

Report reviewed by:

Nicole H. Nagaya, Interim Public Works Director

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September 11, 2019

**Mr. Brian Henry, Assistant Public Works Director
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025**

RE: Option to Proposal Dated August 27, 2019

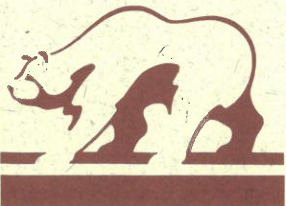
Dear Mr. Henry:

As per your request dated August 29, 2019 to provide "everyday ranger services, including Wednesdays from May-September and Tuesdays and Wednesdays from October – April", which were not included in our original proposal, we are providing the following options calculated using 2019-2020 FY allocation of hours:

- 1. Bedwell Bayfront and Kelly Parks Daily Patrol Services 365 Days Per Year**
- 2. Schedule and Allocation of Hours (Detail Sheet –Attachment A)**

July and August:	Mon. - Thur.	5 hours per day,	Fri-Sun 8 hours
September:	Mon. – Fri.	5 hours per day,	Sat. and Sun. 8 hours
October:	Mon. – Fri.	4 hours per day,	Sat. and Sun. 8 hours
November - April	Mon. – Sun.	4 hours per day	
May:	Mon. – Fri.	4 hours per day,	Sat. and Sun. 8 hours
June:	Mon. - Thur.	5 hours per day,	Fri-Sun 8 hours
- 3. Annual FY Schedule of Base Hours: 1,788**
- 4. CLM Provides Vehicle - Bedwell Bayfront Park**

11/1/2019 – 6/30/2020	Hourly Rate: \$83.64	X	825 Hrs. = \$ 69,003.00
7/1/2020 – 6/30/2021	Hourly Rate: \$83.64	X	1,423 Hrs. = \$119,187.00
7/1/2021 – 6/30/2022	Hourly Rate: *\$83.64	X	1,423 Hrs. = \$119,187.00



5. **CLM Provides Vehicle - Kelly Park**
11/1/2019 – 6/30/2020 Hourly Rate: \$83.64 X 243 Hrs. = \$ 20,324.52
7/1/2020 – 6/30/2021 Hourly Rate: \$83.64 X 365 Hrs. = \$ 30,528.60
7/1/2021 – 6/30/2022 Hourly Rate: *\$83.64 X 365 Hrs. = \$ 30,528.60
*CPI Increase 2021/2022 FY

6. **Combined Total (Bedwell Bayfront and Kelly Parks)**
11/1/2019 – 6/30/2020 Hourly Rate: \$83.64 X 1,068 Hrs. = \$ 89,327.52
7/1/2020 – 6/30/2021 Hourly Rate: \$83.64 X 1,788 Hrs. = \$149,715.60
7/1/2021 – 6/30/2022 Hourly Rate: \$83.64 X 1,788 Hrs. = \$149,715.60

If you have any questions regarding the above "option", or would like to meet, please contact me at this office.

Sincerely,



Glenn Lyles, Director of Operations

Cc: Eric Mart
Shia Geminder

Attachment: A 2019/2020 FY Schedule and Allocation of Hours

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SPECIAL MEETING AGENDA

Date: 10/1/2019
Time: 6:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

STAFF REPORT RELEASE NOTICE

The Staff Report No. 19-208 for the quarterly update: 2019-20 City Council priorities and work plan will be available by 5 p.m. on September 26, 2019.

Members of the public can view electronic agendas and staff reports by accessing the City website at menlopark.org/agenda and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting the City Clerk's Office at 650-330-6620. (Posted 9/19/2019.)

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STAFF REPORT

City Council

Meeting Date: 10/1/2019

Staff Report Number: 19-210-CC

Regular Business: Direction on biennial community survey methodology and vendor

Recommendation

Staff recommends that the City Council consider and provide direction on the methodology for the next biennial community survey to commence in fall 2019, with results presented in spring 2020.

Policy Issues

The City Council has previously approved biennial communitywide surveys of residents to evaluate the overall satisfaction with service and program delivery, perceptions on city priorities and to gather resident feedback on specific issues. Surveying residents within the community on a routine basis is a best practice for many jurisdictions as it helps gauge service performance, assess community needs, assist with strategies for improvement and evaluate potential policies or community characteristics.

Background

The City of Menlo Park began doing statistically valid community surveys in the early 1900s. Beginning in 2008, the City utilized the National Community Survey, which was repeated in 2010 and 2012. Results of the surveys were made available to the community on the City's website and used by departments for planning and decision-making and were presented to the City Council.

For 2015 and 2017, the City switched to a survey method employed by Godbe Research, which at the time was also used in several area communities including Mountain View, San Carlos, San Mateo and Redwood City.

Analysis

The two options under consideration involve vendors with whom the City of Menlo Park has worked with before. In recent years, there have been questions about the two methodologies and both options have pros and cons to consider.

National Community Survey

The National Community Survey (NCS) consists of a multipage questionnaire that provides a statistically-valid survey of residents' opinions about their community and services. Over 500 local governments in the United States use NCS to benchmark service quality and assess community needs. With NCS, a standard survey is used for all jurisdictions requesting feedback on quality of life in the community, resident use of services and quality of services delivered. This allows all jurisdictions to benchmark their results nationally and regionally with other agencies that have also completed the survey.

The survey and its administration are standardized to assure high quality research methods and directly comparable results across National Community Survey jurisdictions. Participating households are selected at random and the household member who responds is selected without bias. Multiple mailings give each household more than one chance to participate with self-addressed and postage-paid envelopes. Results are statistically weighted to reflect the proper demographic composition of the entire community. Typically, response rates obtained on these mailed community surveys range from 25 percent to 40 percent.

The NCS survey cost is built upon a base fee of \$15,690 (discounted rate) for hardcopy surveys sent by mail to a sample size of 1,700 households with additional fees that vary depending on whether the City desires a larger sample size, demographic subgroup reports, full Spanish translation and online completion option, custom benchmark comparisons and additional open-ended questions, among other choices. Ultimately, staff estimates the final cost will be approximately \$25,000-\$30,000.

The timeline for the NCS survey is approximately four months and results/final reports would be available in late February/early March 2020. This would mean that the survey results would not be ready in time for the City Council's annual goal setting process (typically conducted in January.)

Godbe Research

Godbe Research, has been employed by public and private sector clients throughout California and the western United States, and has extensive experience in all accepted quantitative (telephone surveys, mail surveys, internet surveys and intercept surveys) and qualitative (focus groups, in-depth interviews, etc.) research methodologies as well as hybrid studies involving more than one methodology and the analysis of secondary research.

Godbe Research has proposed, as in previous years, to conduct a 20 to 25-minute hybrid internet and telephone survey of at least 400 (n=400) total City residents. Godbe Research proposed a recommended scope of work for the City of Menlo Park community survey that relies on a proven process to conducting public opinion research used to evaluate resident and community satisfaction.

Similar to what was done in 2015 and 2017, Godbe's proposal includes a review of community demographics (both residents and voters,) developing the survey instrument, crafting the survey invitation message and sending it to a combination of email addresses derived from existing city communications list and voter registration

The Godbe survey costs are more fixed and generally all-inclusive, barring substantial changes to the survey parameters. Based on a survey length of 20 to 25 minutes, the cost would be between \$27,750 to \$31,125.

The timeline for the Godbe Research survey is approximately 8-10 weeks and results/final reports would likely be presented to the City Council in early January 2020.

Impact on City Resources

The cost for either option is approximately \$30,000, which is within the city manager's approval authority.

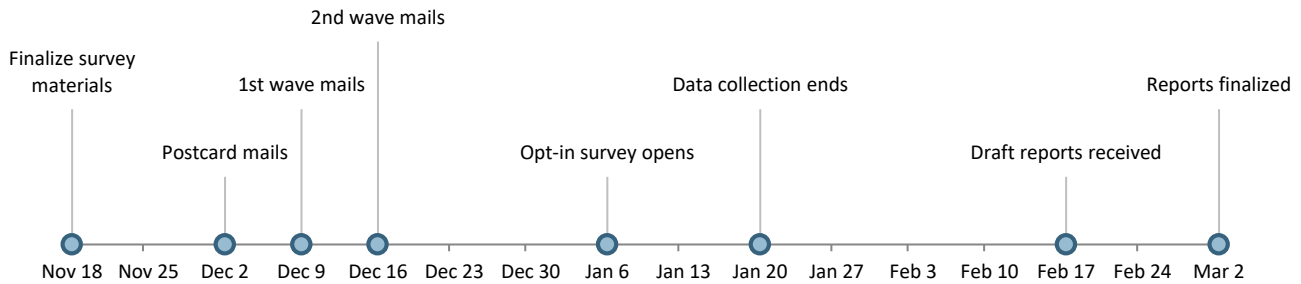
Public Notice

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

Attachments

- A. National Community Survey timeline and sample survey
- B. Godbe Research survey proposal

Report prepared by:
Clay J. Curtin, Public Engagement Manager



Item	Date
Preparing for the Survey	
⊙ The NCS survey process is initiated upon receipt of your first payment and signed Terms of Use	Oct 14
← NRC emails you information to customize The NCS	Oct 14
→ Due to NRC: Selection of add-on options	Oct 28
→ Due to NRC: Drafts of the optional custom questions to be included in the survey	Oct 28
→ Due to NRC: Zip code information and GIS boundary data	Nov 4
→ Due to NRC: Additional payment for add-on options	Nov 4
⊙ NRC finalizes the survey instrument and mailing materials and sends .pdf samples for your records	Nov 18
⊙ NRC generates the sample of households in your community	Nov 4 to Nov 18
⊙ NRC prints materials and prepares mailings	Nov 25
→ Due to NRC: Selection of custom benchmark profile(s) (if custom benchmark add-on selected)	Nov 25
Conducting the survey	
⊙ Survey materials are mailed	Dec 2 to Dec 16
⊙ Prenotification postcards sent	Dec 2
⊙ 1st wave of surveys sent	Dec 9
⊙ 2nd wave of surveys sent	Dec 16
→ Opt-in web survey link posted on your website (source link provided to you by NRC)	Jan 6
⊙ Data collection: surveys received and processed for your community	Dec 9 to Jan 20
During this time, you will receive postcards that were undeliverable due to bad addresses, or vacant housing units. This is normal. Please count all the postcards, as we will subtract the number of returned postcards from the total number mailed to estimate the number of "eligible" households in calculating the final response rate.	
→ Due to NRC: Final count of returned postcards	Jan 20
⊙ Survey analysis and report writing	Jan 20 to Feb 17
During this time, NRC will process the surveys, perform the data analysis, and produce a draft report for your community. The report of results will contain a description of the methodology, information on understanding the results, and graphs and tables of your results, as well as a description of NRC's database of normative data from across the U.S. and actual comparisons to your results, where appropriate.	
← NRC emails draft report (in PDF format) to you along with invoice for balance due on The NCS Basic Service and any additional add-on options	Feb 17
→ Due to NRC: community feedback on the draft report (most final reports are identical to the draft reports, except being labeled as final instead of draft)	Feb 24
← NRC emails final report to you	Mar 2

Legend

← Indicates when items from NRC are due to you → Indicates when items from you are due to NRC ⊙ Indicates information items

The XYZ of ABC 2019 Community Survey

Please complete this questionnaire if you are the adult (age 18 or older) in the household who most recently had a birthday. The adult's year of birth does not matter. Please select the response (by circling the number or checking the box) that most closely represents your opinion for each question. Your responses are anonymous and will be reported in group form only.

1. Please rate each of the following aspects of quality of life in ABC:

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
ABC as a place to live	1	2	3	4	5
Your neighborhood as a place to live.....	1	2	3	4	5
ABC as a place to raise children	1	2	3	4	5
ABC as a place to work.....	1	2	3	4	5
ABC as a place to visit	1	2	3	4	5
ABC as a place to retire	1	2	3	4	5
The overall quality of life in ABC.....	1	2	3	4	5

2. Please rate each of the following characteristics as they relate to ABC as a whole:

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
Overall feeling of safety in ABC.....	1	2	3	4	5
Overall ease of getting to the places you usually have to visit.....	1	2	3	4	5
Quality of overall natural environment in ABC	1	2	3	4	5
Overall "built environment" of ABC (including overall design, buildings, parks and transportation systems)	1	2	3	4	5
Health and wellness opportunities in ABC	1	2	3	4	5
Overall opportunities for education and enrichment.....	1	2	3	4	5
Overall economic health of ABC.....	1	2	3	4	5
Sense of community.....	1	2	3	4	5
Overall image or reputation of ABC	1	2	3	4	5

3. Please indicate how likely or unlikely you are to do each of the following:

	<i>Very likely</i>	<i>Somewhat likely</i>	<i>Somewhat unlikely</i>	<i>Very unlikely</i>	<i>Don't know</i>
Recommend living in ABC to someone who asks	1	2	3	4	5
Remain in ABC for the next five years	1	2	3	4	5

4. Please rate how safe or unsafe you feel:

	<i>Very safe</i>	<i>Somewhat safe</i>	<i>Neither safe nor unsafe</i>	<i>Somewhat unsafe</i>	<i>Very unsafe</i>	<i>Don't know</i>
In your neighborhood during the day.....	1	2	3	4	5	6
In ABC's downtown/commercial area during the day	1	2	3	4	5	6

5. Please rate each of the following characteristics as they relate to ABC as a whole:

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
Traffic flow on major streets	1	2	3	4	5
Ease of public parking.....	1	2	3	4	5
Ease of travel by car in ABC.....	1	2	3	4	5
Ease of travel by public transportation in ABC	1	2	3	4	5
Ease of travel by bicycle in ABC.....	1	2	3	4	5
Ease of walking in ABC	1	2	3	4	5
Availability of paths and walking trails	1	2	3	4	5
Air quality	1	2	3	4	5
Cleanliness of ABC	1	2	3	4	5
Overall appearance of ABC.....	1	2	3	4	5
Public places where people want to spend time	1	2	3	4	5
Variety of housing options	1	2	3	4	5
Availability of affordable quality housing	1	2	3	4	5
Fitness opportunities (including exercise classes and paths or trails, etc.)	1	2	3	4	5
Recreational opportunities.....	1	2	3	4	5
Availability of affordable quality food.....	1	2	3	4	5
Availability of affordable quality health care	1	2	3	4	5
Availability of preventive health services	1	2	3	4	5
Availability of affordable quality mental health care	1	2	3	4	5

6. Please rate each of the following characteristics as they relate to ABC as a whole:

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
Availability of affordable quality child care/preschool.....	1	2	3	4	5
K-12 education.....	1	2	3	4	5
Adult educational opportunities.....	1	2	3	4	5
Opportunities to attend cultural/arts/music activities.....	1	2	3	4	5
Opportunities to participate in religious or spiritual events and activities.....	1	2	3	4	5
Employment opportunities.....	1	2	3	4	5
Shopping opportunities.....	1	2	3	4	5
Cost of living in ABC.....	1	2	3	4	5
Overall quality of business and service establishments in ABC.....	1	2	3	4	5
Vibrant downtown/commercial area.....	1	2	3	4	5
Overall quality of new development in ABC.....	1	2	3	4	5
Opportunities to participate in social events and activities.....	1	2	3	4	5
Opportunities to volunteer.....	1	2	3	4	5
Opportunities to participate in community matters.....	1	2	3	4	5
Openness and acceptance of the community toward people of diverse backgrounds.....	1	2	3	4	5
Neighborhoodliness of residents in ABC.....	1	2	3	4	5

7. Please indicate whether or not you have done each of the following in the last 12 months.

	<i>No</i>	<i>Yes</i>
Made efforts to conserve water.....	1	2
Made efforts to make your home more energy efficient.....	1	2
Observed a code violation or other hazard in ABC (weeds, abandoned buildings, etc.).....	1	2
Household member was a victim of a crime in ABC.....	1	2
Reported a crime to the police in ABC.....	1	2
Stocked supplies in preparation for an emergency.....	1	2
Campaigned or advocated for an issue, cause or candidate.....	1	2
Contacted the XYZ of ABC (in-person, phone, email or web) for help or information.....	1	2
Contacted ABC elected officials (in-person, phone, email or web) to express your opinion.....	1	2

8. In the last 12 months, about how many times, if at all, have you or other household members done each of the following in ABC?

	<i>2 times a week or more</i>	<i>2-4 times a month</i>	<i>Once a month or less</i>	<i>Not at all</i>
Used ABC recreation centers or their services.....	1	2	3	4
Visited a neighborhood park or XYZ park.....	1	2	3	4
Used ABC public libraries or their services.....	1	2	3	4
Participated in religious or spiritual activities in ABC.....	1	2	3	4
Attended a XYZ-sponsored event.....	1	2	3	4
Used bus, rail, subway or other public transportation instead of driving.....	1	2	3	4
Carpooled with other adults or children instead of driving alone.....	1	2	3	4
Walked or biked instead of driving.....	1	2	3	4
Volunteered your time to some group/activity in ABC.....	1	2	3	4
Participated in a club.....	1	2	3	4
Talked to or visited with your immediate neighbors.....	1	2	3	4
Done a favor for a neighbor.....	1	2	3	4

9. Thinking about local public meetings (of local elected officials like City Council or County Commissioners, advisory boards, town halls, HOA, neighborhood watch, etc.), in the last 12 months, about how many times, if at all, have you or other household members attended or watched a local public meeting?

	<i>2 times a week or more</i>	<i>2-4 times a month</i>	<i>Once a month or less</i>	<i>Not at all</i>
<u>Attended</u> a local public meeting.....	1	2	3	4
<u>Watched</u> (online or on television) a local public meeting.....	1	2	3	4

The XYZ of ABC 2019 Community Survey

10. Please rate the quality of each of the following services in ABC:

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
Police/Sheriff services.....	1	2	3	4	5
Fire services.....	1	2	3	4	5
Ambulance or emergency medical services	1	2	3	4	5
Crime prevention.....	1	2	3	4	5
Fire prevention and education.....	1	2	3	4	5
Traffic enforcement	1	2	3	4	5
Street repair	1	2	3	4	5
Street cleaning	1	2	3	4	5
Street lighting.....	1	2	3	4	5
Snow removal	1	2	3	4	5
Sidewalk maintenance	1	2	3	4	5
Traffic signal timing.....	1	2	3	4	5
Bus or transit services.....	1	2	3	4	5
Garbage collection.....	1	2	3	4	5
Recycling	1	2	3	4	5
Yard waste pick-up	1	2	3	4	5
Storm drainage	1	2	3	4	5
Drinking water.....	1	2	3	4	5
Sewer services	1	2	3	4	5
Power (electric and/or gas) utility.....	1	2	3	4	5
Utility billing.....	1	2	3	4	5
XYZ parks	1	2	3	4	5
Recreation programs or classes.....	1	2	3	4	5
Recreation centers or facilities	1	2	3	4	5
Land use, planning and zoning.....	1	2	3	4	5
Code enforcement (weeds, abandoned buildings, etc.)	1	2	3	4	5
Animal control.....	1	2	3	4	5
Economic development	1	2	3	4	5
Health services	1	2	3	4	5
Public library services	1	2	3	4	5
Public information services	1	2	3	4	5
Cable television.....	1	2	3	4	5
Emergency preparedness (services that prepare the community for natural disasters or other emergency situations).....	1	2	3	4	5
Preservation of natural areas such as open space, farmlands and greenbelts.....	1	2	3	4	5
ABC open space.....	1	2	3	4	5
XYZ-sponsored special events	1	2	3	4	5
Overall customer service by ABC employees (police, receptionists, planners, etc.).....	1	2	3	4	5

11. Overall, how would you rate the quality of the services provided by each of the following?

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
The XYZ of ABC	1	2	3	4	5
The Federal Government	1	2	3	4	5

12. Please rate the following categories of ABC government performance:

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
The value of services for the taxes paid to ABC	1	2	3	4	5
The overall direction that ABC is taking	1	2	3	4	5
The job ABC government does at welcoming resident involvement.....	1	2	3	4	5
Overall confidence in ABC government.....	1	2	3	4	5
Generally acting in the best interest of the community	1	2	3	4	5
Being honest.....	1	2	3	4	5
Treating all residents fairly	1	2	3	4	5

13. Please rate how important, if at all, you think it is for the ABC community to focus on each of the following in the coming two years:

	<i>Essential</i>	<i>Very important</i>	<i>Somewhat important</i>	<i>Not at all important</i>
Overall feeling of safety in ABC.....	1	2	3	4
Overall ease of getting to the places you usually have to visit.....	1	2	3	4
Quality of overall natural environment in ABC	1	2	3	4
Overall “built environment” of ABC (including overall design, buildings, parks and transportation systems)	1	2	3	4
Health and wellness opportunities in ABC	1	2	3	4
Overall opportunities for education and enrichment.....	1	2	3	4
Overall economic health of ABC.....	1	2	3	4
Sense of community.....	1	2	3	4

xx. Custom Question #1 Custom Question #1 Custom Question #1 Custom Question #1 Custom Question #1 Custom Question #1 Custom Question #1 Custom Question #1 Custom Question #1 Custom Question #1 Custom Question #1 Custom Question #1 Custom Question #1 Custom Question #1 Custom Question #1 Custom Question #1

- Scale point 1 Scale point 2 Scale point 3 Scale point 4 Scale point 5

xx. Custom Question #2 Custom Question #2 Custom Question #2 Custom Question #2 Custom Question #2 Custom Question #2 Custom Question #2 Custom Question #2 Custom Question #2 Custom Question #2 Custom Question #2 Custom Question #2 Custom Question #2 Custom Question #2 Custom Question #2 Custom Question #2

- Scale point 1 Scale point 2 Scale point 3 Scale point 4 Scale point 5

xx. Custom Question #3 Custom Question #3 Custom Question #3 Custom Question #3 Custom Question #3 Custom Question #3 Custom Question #3 Custom Question #3 Custom Question #3 Custom Question #3 Custom Question #3 Custom Question #3 Custom Question #3 Custom Question #3 Custom Question #3 Custom Question #3

- Scale point 1 Scale point 2 Scale point 3 Scale point 4 Scale point 5

xx. OPTIONAL [See Worksheets for details and price of this option] Open-Ended Question Open-Ended Question Open-Ended Question Open-Ended Question Open-Ended Question Open-Ended Question Open-Ended Question Open-Ended Question Open-Ended Question Open-Ended Question Open-Ended Question Open-Ended Question Open-Ended Question Open-Ended Question

The XYZ of ABC 2019 Community Survey

Our last questions are about you and your household. Again, all of your responses to this survey are completely anonymous and will be reported in group form only.

D1. How often, if at all, do you do each of the following, considering all of the times you could?

	<i>Never</i>	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>
Recycle at home	1	2	3	4	5
Purchase goods or services from a business located in ABC	1	2	3	4	5
Eat at least 5 portions of fruits and vegetables a day	1	2	3	4	5
Participate in moderate or vigorous physical activity	1	2	3	4	5
Read or watch local news (via television, paper, computer, etc.)	1	2	3	4	5
Vote in local elections.....	1	2	3	4	5

D2. Would you say that in general your health is:

- Excellent
 Very good
 Good
 Fair
 Poor

D3. What impact, if any, do you think the economy will have on your family income in the next 6 months? Do you think the impact will be:

- Very positive
 Somewhat positive
 Neutral
 Somewhat negative
 Very negative

D4. What is your employment status?

- Working full time for pay
 Working part time for pay
 Unemployed, looking for paid work
 Unemployed, not looking for paid work
 Fully retired

D5. Do you work inside the boundaries of ABC?

- Yes, outside the home
 Yes, from home
 No

D6. How many years have you lived in ABC?

- Less than 2 years
 11-20 years
 2-5 years
 More than 20 years
 6-10 years

D7. Which best describes the building you live in?

- One family house detached from any other houses
 Building with two or more homes (duplex, townhome, apartment or condominium)
 Mobile home
 Other

D8. Is this house, apartment or mobile home...

- Rented
 Owned

D9. About how much is your monthly housing cost for the place you live (including rent, mortgage payment, property tax, property insurance and homeowners' association (HOA) fees)?

- Less than \$300 per month
 \$300 to \$599 per month
 \$600 to \$999 per month
 \$1,000 to \$1,499 per month
 \$1,500 to \$2,499 per month
 \$2,500 or more per month

D10. Do any children 17 or under live in your household?

- No
 Yes

D11. Are you or any other members of your household aged 65 or older?

- No
 Yes

D12. How much do you anticipate your household's total income before taxes will be for the current year? (Please include in your total income money from all sources for all persons living in your household.)

- Less than \$25,000
 \$25,000 to \$49,999
 \$50,000 to \$99,999
 \$100,000 to \$149,999
 \$150,000 or more

Please respond to both questions D13 and D14:

D13. Are you Spanish, Hispanic or Latino?

- No, not Spanish, Hispanic or Latino
 Yes, I consider myself to be Spanish, Hispanic or Latino

D14. What is your race? (Mark one or more races to indicate what race you consider yourself to be.)

- American Indian or Alaskan Native
 Asian, Asian Indian or Pacific Islander
 Black or African American
 White
 Other

D15. In which category is your age?

- 18-24 years
 55-64 years
 25-34 years
 65-74 years
 35-44 years
 75 years or older
 45-54 years

D16. What is your sex?

- Female
 Male

D17. Do you consider a cell phone or land line your primary telephone number?

- Cell
 Land line
 Both

Thank you for completing this survey. Please return the completed survey in the postage-paid envelope to: National Research Center, Inc., PO Box 549, Belle Mead, NJ 08502



GODBE RESEARCH
Gain Insight



CITY OF
MENLO PARK

PROPOSAL TO CONDUCT THE
2019 RESIDENT SATISFACTION
SURVEY

Presented to the City of Menlo Park

September 17, 2019

GODBE RESEARCH EXPERIENCE

Godbe Research, a State of California certified small business enterprise (SBE), was founded in January of 1990. The firm is a full-service public opinion research agency that offers its clients extensive experience in research studies to address resident satisfaction and community priorities, community needs assessments, public education and outreach strategies, strategic and general planning efforts, revenue and ballot measure feasibility, customer and user satisfaction, public sector marketing efforts, and other customized client needs. Our offices in Burlingame, CA (Corporate), Reno, NV (Southwest), and Bellevue, WA (Northwest), house a staff of highly trained and experienced researchers and a commitment to providing superior quality research and client services.

The firm has been employed by public and private sector clients throughout California and the western United States, and has extensive experience in all accepted quantitative (telephone surveys, mail surveys, Internet surveys & intercept surveys) and qualitative (focus groups, in-depth interviews & triads) research methodologies as well as hybrid studies involving more than one methodology and the analysis of secondary research. The combined expertise of the Godbe Research team spans more than 50 years in the field of public opinion research. The Godbe Research Team consists of the President (Bryan Godbe), Vice President (Charles Hester), and a staff of Senior Research Managers, Senior Statistical Analysts, and Research Analysts. Each team member has the education and experience commensurate with their position at Godbe Research, and the team regularly teaches, authors, and speaks in the field of survey research. In short, you will not find a more experienced and educated team in public opinion research for local government agencies.

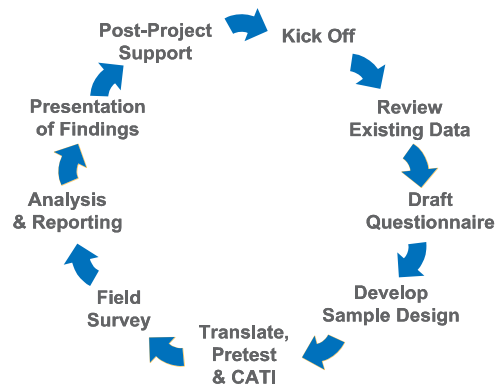
Over the 29-year life of the firm, Godbe Research has conducted more than 2,000 public opinion research projects to evaluate topics such as community satisfaction, quality of life, budget priorities, and evaluating future community needs. Our specific experience includes the development and implementation of resident satisfaction, community priorities, and other public policy surveys for clients such as the County of San Mateo, City of San Bruno, City of South San Francisco, City of Belmont, City of Burlingame, City of Redwood City, City of Mountain View, City of Los Altos, Town of Los Altos Hills, City of Cupertino, City of Campbell, City of San Rafael, Town of Moraga, City of Albany, City of Pleasant Hill, City of Novato, City of Hayward, City of Morgan Hill, City of Concord, City of Fairfield, City of Davis, City of Rancho Cordova, City of Santa Cruz, County of Marin, City of Elk Grove, City of Grover Beach, City of Santa Barbara, City of Roseville, City of West Hollywood, City of Santa Clarita, City of Newport Beach, City of La Mirada, Kern County/Kern Council of Governments, City of Burbank, City of Norwalk, and more than two dozen others.

In addition, we also have specific experience within the City of Menlo Park (Menlo Park or City) as well as throughout the County of San Mateo. We conducted the City's 2017 and 2015 Resident Satisfaction Surveys and aside from the San Mateo County clients listed above (underlined), we have conducted dozens of resident and voter surveys for clients such as the Redwood City School District, City of Half Moon Bay, City of Pacifica, City of San Mateo, City of Brisbane, City of Millbrae, Las Lomas School District, Belmont Redwood Shores School District, San Mateo Foster City School District, San Carlos School District, Burlingame School District, Sequoia Union High School District, San Mateo Union High School District, Commute.org/Peninsula Traffic Congestion Relief Alliance, Peninsula Family Service, Seton Hospital, Peninsula Healthcare District, Pacifica School District, Millbrae School District, South San Francisco Unified School District, Jefferson Elementary School District, Jefferson Union High School District, Mid-Peninsula Regional Open Space District, and others. As a final note, while each of our resident satisfaction and community priorities survey are customized to a given client's

specific needs and services provided to their respective community, it is possible to compare Menlo Park to peer agencies in San Mateo County and beyond in terms of quality of life, satisfaction with services provided to the community, and other potential topics of interest should this be of interest to the City.

As an organization, Godbe Research is a small business and we manage our commitments wisely. This means managing our project load so that the President or Vice President can be directly involved in each project we conduct at the project manager level. Similarly, we do not take on so many projects that we need to juggle team members or remove team members from current projects. Thus, Godbe Research is committed to allocating the team members outlined in this proposal for the duration of the project, including having Bryan Godbe (President) as the project manager and day-to-day contact from Godbe Research for the duration of the 2019 Resident Satisfaction Survey for Menlo Park based on his experience with the 2017 and 2015 Resident Satisfaction Survey processes.

Below is a diagram of the general research process we undertake as part of our typical resident satisfaction, community priorities, and other quantitative surveys for our public-sector clients. While each of our studies is customized based on each client's individual needs, we follow this process for each of our quantitative studies, with a similar process for our qualitative projects. We work with our clients in iteratively throughout the research process, and beyond, as we understand that this voter survey study will likely be used to inform and support budgeting, planning, community education and outreach, and other processes that could take many months to develop and implement based on the results of the 2019 Resident Satisfaction Survey process.



PROPOSED PROJECT WORK PLAN

Godbe Research is recognized leader in developing and conducting resident satisfaction, community priorities, and climate surveys for California cities and towns, school and community college districts, counties, councils and associations of governments, park and recreation districts, and other local government agencies. Given our experience, we understand that each project's ultimate success depends on recognizing the individual and unique needs of each client, then developing a customized project plan to address these specific needs. To this end, we have crafted the following project work plan for the City of Menlo Park for the 2019 Resident Satisfaction Survey process to illustrate the types of considerations that go into each of our survey projects for our municipal clients.

Research Objectives

Before beginning any election polling study, Godbe Research spends a significant amount of time reviewing the client's research objectives to choose the most appropriate research design. Based on preliminary discussions with the City and the 2017 and 2015 Resident Satisfaction Survey processes, Godbe Research understands that there are likely several potential research objectives to be addressed by the 2019 Resident Satisfaction Survey project, the most important of which will likely include:

- ✓ gauging resident perception on the overall quality of life in Menlo Park;
- ✓ Identifying resident satisfaction with various City issues and services such as, the Downtown area, parks and recreation, public libraries, public safety, and public works;
- ✓ Determine the impact and preferred sources of City communications;
- ✓ Assessing potential point in time topics, issues, and concerns for this specific Resident Satisfaction Survey event;
- ✓ Comparing results from the 2019 Resident Satisfaction Survey to the 2017 and 2015 Resident Satisfaction Surveys conducted for the City;
- ✓ Potentially comparing Menlo Park to other peer cities in the Bay Area in terms of overall quality of life, satisfaction with city services, etc.;
- ✓ identifying any differences in opinions due to demographic and/or voter behavioral characteristics, and;
- ✓ additional research objectives to be determined and refined between Godbe Research and Menlo Park.

Scope of Work

Below, Godbe Research has crafted our recommended scope of work for the City of Menlo Park to illustrate the types of considerations that go into each of our resident satisfaction and community priorities studies for local government clients. While each of our research projects is customized to the needs of a given client, there is a specific and proven process to conducting public opinion research to evaluate resident and community satisfaction. Accordingly, specific services for the 2019 Resident Satisfaction Survey are thus envisioned to include:

- Conducting an in-person kick-off meeting with the City of Menlo Park, as well as additional conference calls, meetings, and correspondence to discuss the

research objectives and other aspects of the 2019 Resident Satisfaction Survey in detail.

- Reviewing Menlo Park community demographics (residents and voters), previously conducted and related opinion research (e.g. 2017 and 2015 Resident Satisfaction Surveys), and other information that will help to inform and support this current Resident Satisfaction Survey process.
- Designing and refining a survey instrument of between 20 and 25-minutes in length so that it addresses the research objectives of the City of Menlo Park for the 2019 Resident Satisfaction Survey. This is done through an iterative process between Godbe Research, City, and other stakeholders and consultants the City wishes to involve in the process, with multiple points for input, review, and approval before finalizing the survey instrument.
 - ❖ The survey will be designed to be formatted for both Internet and telephone survey modalities as a 'hybrid survey' and both versions of the survey will be identical.
 - ❖ For reference the 2017 and 2015 Resident Satisfaction Surveys conducted for the City by Godbe Research were each approximately 22-minutes in length.
- Programming, refining, and testing the Internet version of the survey instrument using our Internet survey software package. This will be done by our partner team of IT and programming experts.
- CATI programming the telephone version of the survey instrument for efficient and accurate data collection, and training telephone interviewing personnel on the questionnaire and interviewing protocol.
 - ❖ For our telephone interviewing projects, Godbe Research uses only live interviewers, who have been intensively trained on the survey questionnaire, and who are located in the western United States.
- Pre-testing the survey instrument in both modalities to ensure that the questions and response codes are understandable to respondents, and to ensure that the survey length coincides with the budgeted survey length for the project.
- Development of a recruitment email and recruitment text for the Internet version of the survey and working with the City so that Godbe Research can send recruitment emails and texts to voters with known email addresses and cell phones numbers in the voter file, respectively. The email will come from the City's recognizable @menlopark.org email domain for familiarity to respondents. The email should also be signed by the City Manager or Administrative Services Manager to convey the importance of the survey to Menlo Park residents/voters.
 - ❖ Finally, we will also match internal email lists the City will provide (e.g. park and recreation lists, City communications lists) to the voter file, so that we can include additional voters that do not have email addresses in the voter file and residents in the City of Menlo Park who are not registered to vote. By matching email addresses with a first and last name to those in the voter file, we can ensure that only Menlo Park residents/registered voters are included in the additional matching process. This process is identical to how we constructed the

sample for the 2017 and 2015 Resident Satisfaction Survey processes.

- Developing a stratified and clustered sample of City of Menlo Park residents for the 2019 Resident Satisfaction Survey process based on all adult (18+) residents and registered voters in the City.
 - ❖ As a starting point for our sample, we have identified that there are a total of approximately 19,277 registered voters in the City of Menlo Park, for which we have cell phone numbers for 5,668 voters or approximately 29% of the City's voting electorate. We also have email address for approximately 8,804 voters or a healthy 46% coverage of the Menlo Park voting electorate. Finally, we have landline telephone numbers for approximately 7,980 voters or 41% coverage (
 - ❖ As a final note, we have identified that there are a total of approximately 33,661 adult (18+) residents in the City (2017 American Community Survey 5-Year Population Estimates).
- Conducting approximate 20 to 25-minute Internet and telephone interviews with at least 400 (n=400) total Menlo Park registered voters according to a strict interviewing protocol and our recommended sampling design. A sample size of 400 would provide for a maximum margin of error of no greater than +/-4.9% at the 95% confidence level, when looking at all adult residents, including registered voters, in the City of Menlo Park.
 - ❖ For reference, in the 2017 Resident Satisfaction Survey process, we conducted a total of 808 interviews of which 668 or 83% were conducted online (text and email to Internet) and 140 or 17% were conducted via telephone (landline or cell phone). For the 2015 Resident Satisfaction Survey process, we conducted a total of 744 interviews of which 533 or 72% were conducted online (email to Internet) and 211 or 28% were conducted via telephone (either landline or cell phone).
- Merging the Internet and telephone data files, as well as processing and weighting the data to adjust for population distribution and strategic oversampling, as needed.
- Developing a topline report of aggregate findings for the City of Menlo Park. We will also meet with the City to review the topline/aggregate survey results. This will help our more detailed analysis and reporting to be of maximum value to the City for the 2019 Resident Satisfaction Survey.
- Analyzing the survey results and preparing a report of findings conclusions, and recommendations for the City (draft and final formats), which directly addresses the research objectives outlined for the 2019 Resident Satisfaction Survey process.
 - ❖ Similar to the 2017 and 2015 Resident Satisfaction Survey project reporting, our report will contain sections for a discussion of the survey methodology, an outline of the project research objectives, key findings by survey question, appropriate graphics by type of analysis, comparisons to the 2017 and 2015 Resident Satisfaction Surveys and other applicable surveys conducted for the City, as well as a copy of

the survey questionnaire and a complete set of crosstabulations for all survey questions.

- Presenting the results and recommendations from the 2019 Resident Satisfaction Survey to the City of Menlo Park for up to two unique project presentations.
- Post-survey consulting on the results and recommendations from the 2019 Resident Satisfaction Survey as needed by the City of Menlo Park (no additional fee).

Project Deliverables

Below is a list of deliverables for the 2019 Resident Satisfaction Survey process for the City of Menlo Park to be provided by Godbe Research as the process unfolds. These deliverables are similar to the deliverables provided for the 2017 and 2015 Resident Satisfaction Survey processes.

- ✓ Project timeline
- ✓ Draft survey instrument(s)
- ✓ Final survey instrument
- ✓ Topline report
- ✓ Draft project report
- ✓ Final project report
 - Research objectives
 - Methodology overview
 - Key findings (including comparisons to 2017 & 2015)
 - Demographic information
 - Detailed methodology
 - Topline report
 - Final survey questionnaire
 - Crosstabulations
- ✓ Project presentation

PRELIMINARY PROJECT TIMELINE

Project Meetings Discussion

Based on our typical project approach and similar to previous resident survey engagements for the City, Godbe Research expects numerous in-person and conference call meetings with the City of Menlo Park during the 2019 Resident Satisfaction Survey process. This will likely include an in-person meeting to kick off the project, an in-person meeting or conference call meeting(s) to review the draft questionnaire, a conference call or in-person meeting to review the topline report, a conference call to discuss the draft report, and an in-person presentation(s) of findings to the City 2019 Resident Satisfaction Survey process.

Preliminary Project Timeline

Because of our experience in conducting resident and community surveys for a variety of local government agency clients, Godbe Research generally prefers to conduct a hybrid survey processes over about an eight to ten-week time frame, although that can be compressed based on City needs. Below is a general timeline that reflects major project milestones and tasks, which can be modified based on City needs and meeting dates. Finally, please note that Menlo Park meetings (e.g. project kick off meeting) and tasks (e.g. questionnaire review) that are required for the survey process have been *italicized* for easy review below.

<u>Resident Satisfaction Survey Tasks</u>	<u>Approx. Time</u>
<i>Survey Kick-Off Meeting w/ Menlo Park</i>	<i>Week of October 14th, 2019 1 Day (1 to 2 hours)</i>
Review of Previous Surveys and Data	2 to 3 Days
Questionnaire Drafting and Refinement	8 to 10 Days Weeks of October 14 th and 21 st , 2019
Sample Development and Matching (concurrent with questionnaire drafting)	3 to 5 Days
<i>Meeting to Review Draft Survey w/ the City</i>	<i>1 Day (1 to 2 hours) Week of October 28th, 2019</i>
Questionnaire Revisions (as needed)	3 to 5 Days
Survey Pretest	1 Day
Programming and Testing of Internet Version	3 to 4 Days Week of November 4 th , 2019
CATI Programming of Telephone Version (partially concurrent with Internet programming)	2 to 3 Days Week of November 4 th , 2019
Data Collection / Interviewing (ideally two full weekends)	7 to 10 Days November 8 th to 17 th , 2019
Initial Data Processing	2 to 3 Days
<i>Topline Report Meeting/Discussion w/ the City</i>	<i>1 Day (1 to 2 hours) Week of November 18th, 2019</i>

Survey Analysis and Reporting	10 to 12 Days Weeks of December 2 nd and 9 th , 2019 Accounting of Thanksgiving Week
<i>Meeting to Review Draft Survey Report w/ City (if needed)</i>	<i>1 Day (1 to 2 hours)</i>
Report Changes (if needed)	2 to 3 Days Week of December 16 th , 2019
<i>Presentation of Survey Findings to the City</i>	<i>After Final Report Delivery Week of January 6, 2020 Accounting for Holiday Weeks of December 23rd and 30th, 2019</i>
<i>Post-Survey Consulting on Results & Recommendations w/ Menlo Park</i>	<i>Ongoing/As Needed</i>

PROJECT COST OPTIONS

Godbe Research takes great pride in delivering reliable and practical opinion research projects 'on time and on budget'. In doing so, we prefer to provide a firm, fixed fee format for our proposals. This is because we do not believe in assigning arbitrary hours and rarely do projects (even highly similar in nature) take the same amount of time or resources. Thus, we feel that firm and fixed-fee pricing represents the best value to our clients.

Based on our understanding of needs of the City of Menlo Park for the 2019 Resident Satisfaction Survey, we have provided project cost options by task to conduct a 20 to 25-minute hybrid Internet and telephone survey of at least 400 (n=400) total City residents. The prices below reflect the all-inclusive costs to complete the survey project -- the overall cost will not exceed those shown below, provided that parameters (e.g. hybrid survey methodology, survey length, sample size, etc.) of the project conform to those outlined in this scope of work document. Should project parameters or City of Menlo Park needs change, we will be happy to provide amended costs prior to proceeding.

Hybrid Internet/Telephone Survey of 400 (n=400) Menlo Park Voters/Residents

<u>Project Task</u>	<u>20-min.</u>	<u>22-min</u>	<u>25-min.</u>
Listed Voter Telephone Sample	\$800.00	\$800.00	\$800.00
Email Sample Purchase	\$600.00	\$600.00	\$600.00
Third Party Email/Cell Phone Match	\$800.00	\$800.00	\$800.00
Internet Version Programming/Testing	\$4,500.00	\$4,750.00	\$5,000.00
CATI Programming	\$1,500.00	\$1,650.00	\$1,875.00
Internet Version Recruitment/Hosting	\$750.00	\$750.00	\$750.00
Telephone Interviewing	\$7,400.00	\$8,600.00	\$9,800.00
Data Processing	\$900.00	\$950.00	\$1,000.00
Research Fee	\$7,500.00	\$7,500.00	\$7,500.00
Project Management	\$2,500.00	\$2,500.00	\$2,500.00
<u>Misc./Travel Expenses</u>	<u>\$500.00</u>	<u>\$500.00</u>	<u>\$500.00</u>
Resident Satisfaction Survey Total	\$27,750.00	\$29,400.00	\$31,125.00



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SPECIAL MEETING AGENDA

Date: 10/1/2019
Time: 6:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

STAFF REPORT RELEASE NOTICE

The Staff Report No. 19-207 for discussion of options for formation of re-districting committee following release of 2020 census information will be available by 5 p.m. on September 26, 2019.

Members of the public can view electronic agendas and staff reports by accessing the City website at menlopark.org/agenda and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting the City Clerk's Office at 650-330-6620. (Posted 9/19/2019.)

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STAFF REPORT

City Council Meeting Date: 10/1/2019
Staff Report Number: 19-206-CC

Regular Business: Review proposed City Council procedure #CC-19-010 “City Council powers and responsibilities” and provide direction to staff

Recommendation

Staff recommends that the City Council review proposed City Council procedure #CC-19-010 “City Council powers and responsibilities” and provide direction to staff on a resolution adopting the procedure, Attachment A.

Policy Issues

The City Council establishes procedures, as necessary, to promote transparency in the City Council’s operations and ensure efficient staff operations.

Background

At their July 15 meeting, the City Council appointed Mayor Mueller and City Councilmember Carlton to work with staff on updates to the City Council procedures manual, Attachment B.

Analysis

The proposed procedure (#CC-19-010 – City Council powers and responsibilities) updates Chapter 2 of the current City Council procedures manual to the City’s contemporary policy and procedure template. In addition to formatting changes, the procedure more fully describes the various appointments by the City Council to subcommittees, outside boards and organizations, advisory bodies and liaisons to advisory bodies. The procedure also incorporates more detail on the role and responsibilities of the city attorney and city manager.

Staff continues to work with the subcommittee on updates to other chapters of the existing City Council procedures manual. Additional procedures will be presented to the City Council as the subcommittee completes their work with staff.

Impact on City Resources

This action has no impact on staff resources.

Environmental Review

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

environment.

Public Notice

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

Attachments

- A. Proposed City Council Procedure #CC-19-010 – City Council powers and responsibilities
- B. Hyperlink – Current City Council procedures manual: menlopark.org/DocumentCenter/View/3141/City-Council-Procedures-Manual?bidId=

Report prepared by:
Nick Pegueros, Assistant City Manager

City Council powers and responsibilities

City Council Procedure #CC-19-010

Proposed October 1, 2019



Purpose

The powers of the City Council to establish policy are quite broad. Essentially, the City Council may undertake any action related to city affairs other than those forbidden or preempted by state or federal law. Specifically, the City Council has the power, in the name of the city, to do and perform all acts and things appropriate to a municipal corporation and for the general welfare of its inhabitants which are not specifically forbidden by the Constitution and laws of the State of California.

It is important to note that the City Council acts as a body. No member has any extraordinary powers beyond those of other members. While the Mayor and Mayor Pro Tempore have some additional ceremonial and administrative responsibilities as described below, in the establishment execution of policies and procedures, all city councilmembers are equal.

It is also important to note that policy is established by at least a majority vote of the City Council. While individual city councilmembers may disagree with decisions of the majority, a decision of the majority does bind the City Council to a course of action. In turn, it is staff's responsibility to ensure the policy of the City Council is upheld. Actions of staff to pursue the policy direction established by a majority of the City Council do not reflect any bias against city councilmembers who held a minority opinion on an issue.

Appointment of City Council officers and City Council subcommittees

Selection of Mayor and Mayor Pro Tempore

The city council shall meet in December of each year to choose one of its members as mayor and one as mayor pro tempore.¹

Mayor

The Mayor presides at all meetings of the City Council and performs such other duties consistent with the office as may be imposed by the City Council or by vote of the people. The Mayor does not possess any power of veto. As presiding officer of the City Council, the Mayor is to faithfully communicate the will of the City Council majority in matters of policy. The Mayor is also recognized as the official head of the city for all ceremonial purposes.

The Mayor, unless unavailable, shall sign all ordinances, and other documents that have been adopted by the City Council and require an official signature; except when the city manager has been authorized by City Council action to sign documents. In the event the Mayor is unavailable, the Mayor Pro Tempore's signature may be used.

The Mayor also consults and coordinates with the city manager in the development of agendas for meetings of the City Council. The mayor shall appoint members of the Planning Commission, with the approval of the City Council², and the mayor has additional roles and responsibilities in the event of a declared disaster including serving as chairperson of the disaster council³.

Mayor Pro Tempore

The Mayor Pro Tempore shall perform the duties of the Mayor during the Mayor's absence, at the pleasure of the City Council.

¹ MPMC Section [2.04.120](#)

² MPMC Section [2.12.020](#)

³ MPMC Section [2.44.040](#)

CITY COUNCIL POWERS AND RESPONSIBILITIES

City Council Policy #CC-19-010
 Proposed October 1, 2019

Appointment of City Council subcommittees

City Council subcommittees, when used, are to help the City Council do its job. Subcommittees ordinarily will assist the City Council by preparing policy alternatives and implications for City Council deliberation. City Council subcommittees may not speak or act for the City Council. Subcommittees will be used sparingly and ordinarily in an ad hoc capacity. This policy applies to any group that is formed by City Council action, whether or not it is called a subcommittee. Unless otherwise stated, a subcommittee is deemed to be ad hoc and ceases to exist as soon as its task is complete. Standing subcommittees are City Council subcommittees with regular responsibilities as assigned by the City Council generally spanning more than a single year or project. Standing subcommittees are subject to the Open Meetings Act (Brown Act).

Standing City Council subcommittees	2019 Ad Hoc City Council subcommittees
Community grant funding	Belle Haven Branch Library
Rail	City Council procedures update
	District 1 planning and zoning
	District 2-5 planning and zoning
	Stanford General Use Permit (GUP)
	Willow Road/U.S. 101 Interchange

Appointment of City Councilmembers to outside boards and organizations

Typically, appointments to outside boards and organizations are made at the beginning of a City Council term in December. The Mayor will ask city councilmembers which appointments they desire and will submit recommendations to the full City Council regarding the various outside appointments. Certain appointments are reserved for the incumbent Mayor and Mayor Pro Tempore as primary and alternate members, respectively. Alternates shall also be appointed to ensure participation in the decision making processes of outside boards and organizations. In the instance where more than one city councilmember wishes to be appointed to an outside board or organization, a vote of the City Council will be taken to confirm appointment of the primary and alternate appointees. Outside boards and organization appointments are as follows:

Outside Boards	Notes
Association of Bay Area Government (ABAG)	Incumbent Mayor and Mayor Pro Tempore
Bay Area Water Conservation Agency (BAWSCA)	4-year appointment
City/County Association of Governments (C/CAG)	
Emergency Services Council	
Peninsula Clean Energy Authority (PCE)	
San Francisquito Creek Joint Powers Authority	
South Bayside Waste Management Authority	
Outside Organizations	Notes
Airport Community Roundtable	
Caltrain Modernization Local Policy Maker Group	
County of Santa Clara Community Resources Group for Stanford University	
Facebook Local Community Fund	
Grand Boulevard Taskforce	
League of California Cities (League/LCC), including LCC Peninsula Division	Incumbent Mayor and Mayor Pro Tempore
Menlo Park Chamber of Commerce	Incumbent Mayor and Mayor Pro Tempore
San Mateo County Council of Cities City Selection Committee	Incumbent Mayor and Mayor Pro Tempore

CITY COUNCIL POWERS AND RESPONSIBILITIES

City Council Policy #CC-19-010
Proposed October 1, 2019

3

As a City Council appointee to an outside board or organization, the appointee shall represent the policy set by the majority of the City Council at a public meeting. If the appointee is unclear as to the position of the City Council on a particular business item scheduled for vote at the outside board or organization, the appointee shall consult the full City Council under “City Councilmember reports” section of the public meeting agenda or, if sufficient time is not available, consult the city manager.

As a member of an outside board or organization, appointees must attend all regular scheduled meetings of the outside board or organization to ensure that Menlo Park’s has a voice on matters of significance to the community. If an appointee is not available, he or she shall coordinate with the alternate to ensure Menlo Park representation.

Appointment of advisory bodies and advisory body liaisons

Advisory Bodies

The City Council has formed several commissions, committees, and taskforces, collectively referred to as “advisory bodies”. The City Council shall adopt a City Council procedure to provide guidelines on the appointment, roles and responsibilities⁴ of the various advisory bodies excluding the Planning Commission which is established by Municipal Code⁵ and is vested with statutory duties.

Commissions	Committees/Taskforces ⁶
Complete Streets Commission	Belle Haven Neighborhood Library Advisory Committee
Environmental Quality Commission	Finance and Audit Committee
Housing Commission	Heritage Tree Taskforce
Library Commission	Sister City Committee
Parks & Recreation Commission	Transportation Master Plan Oversight and Outreach Committee
Planning Commission	

Liaisons to City Council advisory bodies

City Councilmembers are assigned to serve in a liaison capacity with one or more City Council advisory bodies. The purpose of the liaison assignments is to facilitate communication between the City Council and the advisory body. The liaison also helps to increase the City Council's familiarity with the membership, programs and issues of the advisory body. In fulfilling their liaison assignment, city councilmembers may elect to attend advisory body meetings periodically to observe the activities of the advisory body or simply maintain communication with the advisory body chair on a regular basis.

Assignment of liaisons

Typically, advisory body liaison assignments are made at the beginning of a City Council term in December. The Mayor will ask city councilmembers which liaison assignments they desire and will submit recommendations to the full City Council regarding the assignments. In the instance where more than one city councilmembers wishes to be the appointed liaison to a City Council advisory body, a vote of the City Council will be taken to confirm assignments.

City Councilmembers should be sensitive to the fact that they are not participating members of the advisory body, but are there rather to create a linkage between the City Council and advisory body. In interacting with advisory bodies, city councilmembers are to reflect the views of the City Council as a body. Being an advisory body liaison bestows no special right with respect to advisory body business.

⁴ MPMC Section [2.04.200](#)

⁵ MPMC Section [2.12.040](#)

⁶ 2019 Committees and taskforces all have City Councilmembers serving as voting members and no liaison is required.

CITY COUNCIL POWERS AND RESPONSIBILITIES

City Council Policy #CC-19-010
Proposed October 1, 2019

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City Council relationship with advisory bodies

The City Council has determined that city councilmembers should not lobby advisory body members for particular votes. However, city councilmembers may attend meetings as residents and request that advisory body members consider certain issues during their deliberations or in unusual instances as city councilmembers to reflect the views of the City Council as a body.

City Councilmembers choosing to attend advisory body meetings should be sensitive to the fact that they are not participating members of the body. City Councilmembers have the rights, and only the rights, of ordinary citizens with respect to advisory bodies – including the right to write to and speak to the advisory body during public comment periods.

Appointment of city officials

The City Council appoints two positions within the city organization: the city manager and city attorney. Both positions serve at the will of the City Council and have employment agreements that specify certain terms of employment including an annual evaluation by the City Council.

City attorney

The City Attorney is the legal adviser for the City Council, city manager and departments. It is important to note that the City Attorney does not represent individual city councilmembers, but the City Council as a whole.

The general legal responsibilities of the City Attorney are to:

1. Provide legal assistance necessary for formulation and implementation of legislative policies and projects;
2. Represent the City's interest, as determined by the City Council, in litigation, administrative hearings, negotiations and similar proceedings;
3. Prepare ordinances, resolutions, contracts and other legal documents to best reflect and implement the purposes for which they are prepared; and
4. Keep the City Council and staff apprised of court rulings and legislation affecting the legal interest of the City.

City manager

The city manager shall be appointed by the City Council solely on the basis of his or her executive and administrative qualifications and ability. He or she shall hold office at and during the pleasure of the City Council⁷. The city manager shall receive such compensation as the City Council from time to time determines and fixes by resolution and such compensation shall be a proper charge against such funds of the city that the City Council designates⁸.

The city manager shall be the administrative head of the city government under the direction and control of the city council, except as otherwise provided in the Municipal Code. He or she shall be responsible for the efficient administration of all the affairs of the city, which are under his or her control. In addition to his or her general powers as administrative head, and not as a limitation thereon, it shall be his or her duty and he or she shall have the power⁹:

1. Enforcement of laws. To see that all laws and ordinances of the city are duly enforced, and that all franchises, permits and privileges granted by the city are faithfully observed;

⁷ MPMC Section [2.08.010](#)

⁸ MPMC Section [2.08.060](#)

⁹ MPMC Section [2.08.080](#)

CITY COUNCIL POWERS AND RESPONSIBILITIES

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2. To direct, etc., officers and employees. To control, order and give directions to all heads of departments, subordinate officers, and employees of the city, except the city attorney; and to transfer employees from one (1) department to another, and to consolidate or combine offices, positions, departments or units under his or her direction;
3. Appointment and removal of officers and employees. To appoint and remove any officers and employees of the city except the city attorney, subject to the rules relating to personnel management;
4. Control of departments and officers and employees. To exercise control over all departments of the city government and over all appointive officers and employees thereof, except the city attorney;
5. Attendance at City Council meetings. To attend all meetings of the city council unless excused therefrom by the city council, except when his or her removal is under consideration by the city council;
6. Recommendation of ordinances. To recommend to the city council for adoption such measures and ordinances as he or she deems necessary or expedient;
7. Fiscal advice. To keep the city council at all times fully advised as to the financial conditions and needs of the city;
8. Preparation of budget. To prepare and submit to the city council the annual budget;
9. Purchases and expenditures. To purchase all supplies for all of the departments or divisions of the city. No expenditure shall be submitted or recommended to the city council, except on report or approval of the city manager;
10. Investigation of City affairs. To make investigations into the affairs of the city, and any department or division thereof, and any contract, or the proper performance of any obligations running to the city;
11. Investigation of complaints. To investigate all complaints in relation to matters concerning the administration of the city government and in regard to the service maintained by public utilities in the city, and to see that all franchises, permits and privileges granted by the city are faithfully performed and observed;
12. Supervision of public buildings. To exercise general supervision over all public buildings, public parks and other public property which are under the control and jurisdiction of the city council and not specifically delegated to a particular board or officer;
13. Approval of plans and designs. To exercise directly or through his or her designee discretionary approval of plans, designs and any design amendments or addenda for public improvement projects for which the city council has delegated authority to the city manager or which are within the city manager's discretionary authority. The city manager or his or her designee shall sign the plans and designs indicating approval;
14. Devotion of entire time to duties. To devote his or her entire time to the duties of his or her office and the interests of the city;
15. Leadership in civic movements. To provide leadership for civic movements designed to benefit the residents of the city when so authorized by the city council;
16. Additional duties. To perform such other duties and exercise such other powers as may be delegated to him or her from time to time by ordinance or resolution of the city council.

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17. The City Council and its members shall deal with the administrative services of the city only through the city manager, except for the purpose of inquiry, and neither the City Council nor any members thereof shall give orders to any subordinates of the city manager¹⁰.

City manager code of ethics

The city manager is subject to the International City/County Management Association (ICMA) professional code of ethics that binds the city manager to certain practices that are designed to ensure his or her actions are in support of the City's best interests. Violations of such standards can result in censure.

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by ICMA rules of procedure, shall govern the conduct of every member of ICMA, who shall:

- a. Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.
- b. Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.
- c. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.
- d. Serve the best interests of the people.
- e. Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.
- f. Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.
- g. Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.
- h. Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.
- i. Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.
- j. Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.
- k. Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions pertaining to appointments, pay adjustments, promotions, and discipline.

¹⁰ MPMC Section [2.08.100](#)

CITY COUNCIL POWERS AND RESPONSIBILITIES

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- I. Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.

Appointment to vacancies on the City Council

If a vacancy occurs in the office of a member of the City Council, an election shall be held to fill the vacancy. The person elected shall hold office for the unexpired term of the former incumbent. The election shall be held at the next regularly scheduled election held at least eighty-nine days after the vacancy is created.¹¹

The city councilmember elected to represent a district must reside in that district and be a registered voter in that district. Termination of residency in a district by a city councilmember shall create an immediate vacancy for that city council district unless a substitute residence within the district is established within thirty (30) days after the termination of residency.¹²

Procedure history

Action	Date	Notes

¹¹ MPMC Section [2.04.190](#)

¹² MPMC Section [2.04.220](#)

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STAFF REPORT

City Council

Meeting Date: 10/1/2019
Staff Report Number: 19-185-CC

Regular Business: Adopt the City Council's regular meeting schedule for calendar year 2020

Recommendation

Staff recommends the City Council adopt a second and fourth Tuesday meeting schedule for City Council meetings in 2020 (Attachment A.)

Policy Issues

According to the City's municipal code, Section 2.04.010, "A regular meeting of the City Council shall be held on each Tuesday of every month commencing at seven p.m." Every year the City Council has taken action to determine which Tuesday(s) of the month the regular meeting(s) would be held. The proposed action adopts a set City Council monthly meeting calendar for the second and fourth Tuesday.

Background

The purpose of the annual City Council meeting schedule is to provide the City Council, staff and the public with advance notice of proposed meeting dates. The meeting schedule has been updated to reflect an established calendar of monthly meetings occurring on the second and fourth Tuesday.

Analysis

Staff is proposing a meeting schedule for 2020 unlike previous years, with meetings held twice a month on the second and fourth Tuesdays. The proposed dates have been scheduled taking into consideration City holidays, school holidays, and important City Council and staff-related conferences. Also included on the calendar are significant events requiring the City Council's participation such as the City Council goal setting session and the commissioner appreciation event. With the new agenda publication schedule, 12-days before the meeting, the second and fourth Tuesday allows the most current agenda to be published exclusively, with the exception of January 2020.

Once a meeting schedule is approved by the City Council, it will be used by staff to create a tentative calendar to identify when items will likely be considered by the City Council. It is important to note that the tentative calendar is a fluid document that serves as an ongoing reference guide, and that items are frequently rescheduled. The City Council is requested to keep Tuesday evenings free so that meetings, including closed sessions or study sessions, can be scheduled as the need arises.

Potential amendments to the proposed schedule

Religious observances

At this time the known conflicts with the second and fourth Tuesday schedule are:

- March 10, 2020 – Purim
- August 11, 2020 – Krishna Janmashtami

The City Council may also consider skipping March 10 and August 11 in recognition of religious observances. Staff does not anticipate the need to reschedule these meetings given the time of year.

Summer vacations

Historically, the City Council has held one regular meeting in both July and August in recognition of summer vacations. If the City Council desires to continue the past practice, staff recommends skipping the July 14 and August 11 meetings. Staff does not anticipate the need to reschedule these meetings given the time of year.

Day of week and time

The City Council could also consider changing the day of week for regular City Council meetings or the start time of regular meetings. If City Council desires a Wednesday or Thursday regular meeting day of the week, additional action will be necessary to change regular meeting schedules for advisory bodies. If City Council desires a start time earlier than 7 p.m., consideration must be given to the impact on closed sessions and study sessions, which are generally held before regular meetings. Either change requires an amendment to the municipal code. The governing board schedules for neighboring jurisdictions are shown in Table 1.

Table 1: Regular governing board meeting schedule	
Board	Meeting schedule
City of Palo Alto	First three Mondays of each month, at 6 p.m.
City of East Palo Alto	First and third Tuesdays of each month at 6:30 p.m.
City of Redwood City	Second and fourth Mondays of each month at 7 p.m.
Las Lomas School District	Second Wednesday of each month at 7 p.m.
Menlo Park City School District	Second Thursday of each month at 5 p.m.
Menlo Park Fire Protection District	Third Tuesday of every month at 7 p.m.
Ravenswood City School District	Second and fourth Thursdays of each month at 6:30 p.m.
Sequoia Union High School District	Wednesdays at 6 p.m. - adopted by Board
Town of Atherton	Third Wednesday of each month at 7 p.m.
Town of Portola Valley	Second and fourth Wednesdays of the month at 7 p.m.
Town of Woodside	Second and fourth Tuesday of each month at 7:30 p.m.
West Bay Sanitary District	Second and fourth Wednesdays of each month at 7 p.m.

Impact on City Resources

There is no impact on City resources.

Public Notice

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

Environmental Review

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

Attachments

A. Proposed 2020 City Council regular meeting schedule working draft

Report prepared by:
Judi A. Herren, City Clerk

Proposed 2020 Meeting Calendar (working draft)

ATTACHMENT A

January						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 New Year's Day holiday
 1-7 MPCSD/RWCSD schools on winter break
LLES D classes resume
 8 MPCSD/RWCSD classes resume
 14 City Council meeting (proposed)
 20 Martin Luther King Jr. Day Holiday
 21 City Council goal setting meeting (proposed)
 22-24 CA Cities: New Mayors and Councilmembers Academy
 25 Chines New Year
 28 City Council meeting (proposed)

February						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

11 City Council meeting (proposed)
 5-7 CA Cities: City Managers Department Meeting
 14 Valentine's Day
 17 President's Day holiday; RWCSD no school
LLES D Holidays
 17-21 MPCSD winter break
 25 City Council meeting (proposed)
 26 Ash Wednesday

March						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

3 Presidential primary election
 4-6 CA Cities: Planning Commissioner Academy
 7 MPAEF Spring auction and event
 8 Daylight savings time starts
 9-10 Purim
 10 City Council meeting (proposed)-conflicts with Purim
LLES D Minimum Days
 24 City Council meeting (proposed)
 27-31 MPCSD spring break
 31 Cesar Chavez Day (observed)

April						
Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1-3 MPCSD spring break (con't)
 6-10 RWCSD spring break; Good Friday
 8-16 Pesach/Passover (no work 4/8; 4/9; 4/15; 4/16)
 12 Easter Sunday
 14 City Council meeting (proposed)
CA Cities: Legislative Action Day
 26 Prascha
 28 City Council meeting (proposed)

May						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

10 Mother's Day
 12 City Council meeting (proposed)
 17 MPAEF Schoolhouse rocks run and festival
 19 City Commissioner Training and Appreciation event
 23-24 Eid al-Fitr
 25 Memorial Day holiday
 26 City Council meeting (proposed)
 28-30 Shavuot (no work permitted)

June						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

5 RWCSD Last day of school
 9 City Council meeting (proposed)
 12 MPCSD Last day of school
LLES D Last Day of School
 21 Father's Day
 23 City Council meeting (proposed)
CA Cities: Mayors & Councilmembers Executive Forum
CA Cities: Mayors & Councilmembers Leadership workshops

July						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

4 Independence Day holiday
 14 City Council meeting (proposed)
 28 City Council meeting (proposed)
 30-31 Eid al-Adha

August						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 National Night Out
 11 Krishna Janmashtami
 11 City Council meeting (proposed)-conflicts with Krishna Janm
RWCSD 1st day of classes
MPCSD 1st day of classes
 25 City Council meeting (proposed)
LLES D 1st day of classes

September						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 Labor Day holiday
 8 City Council meeting (proposed)
 18-20 Rosh Hashanah (no work permitted)
 22 City Council meeting (proposed)
 23-26 ICMA Annual Conference in Toronto, Canada
 27-28 Yom Kippur (no work permitted; starting sundown night before)

October						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2-9 Sukkot (no work permitted 10/3; 10/4)
 7-9 CA Cities: Annual Conference in Long Beach
 9-11 Shmini Atzeret
 10-11 Simchat Torah
 12 Columbus Day
 13 City Council meeting (proposed)
 18-19 Birth of Bahá'u'lláh
 27 City Council meeting (proposed)
 31 Halloween

November						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

3 Daylight Savings Time ends
 3 Presidential election
 10 City Council meeting (proposed)
 11 Veterans Day Holiday
 14 Diwali
LLES D Minimum Days
 24 City Council meeting (proposed)
RWCSD Parent/Teacher Conferences
LLES D/RWCSD No School
 26 Thanksgiving Day holiday
 27 Thanksgiving Friday holiday

December						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 Tree Lighting event
 8 City Council meeting (proposed)
 10-18 Chanukah/Hanukkah
RWCSD No School
 22 City Council reorganization meeting (proposed)
Schools on Winter Break
 24 Christmas Eve holiday
 25 Christmas holiday

PROPOSED CITY COUNCIL MEETING DATES
CITY HOLIDAYS OR CITY HOLIDAYS OBSERVED (CITY HALL CLOSED)
 SCHOOL HOLIDAYS, DATES OF NOTE, OR OTHER CONFLICTS

RELIGIOUS HOLIDAYS
 CONFERENCES, TRAININGS, OR OTHER CONFLICTS
 CITY HALL ALTERNATE FRIDAYS CLOSED OR FURLOUGH DAYS (CITY HALL CLOSED)