



REGULAR MEETING AGENDA

Date: 8/23/2022
Time: 6:00 p.m.
Location: [Zoom.us/join](https://zoom.us/join) – ID# 831 3316 9409

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

Consistent with Government Code section 54953(e), and in light of the declared state of emergency, and maximize public safety while still maintaining transparency and public access, members of the public can listen to the meeting and participate using the following methods.

How to participate in the meeting

- Submit a written comment online up to 1-hour before the meeting start time:
city.council@menlopark.org
Please include the agenda item number you are commenting on.
- Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Meeting ID 831 3316 9409
- Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID 831 3316 9409
Press *9 to raise hand to speak
- Watch meeting:
 - Cable television subscriber in Menlo Park, East Palo Alto, Atherton, and Palo Alto:
Channel 26

Note: City Council closed sessions are not broadcast online or on television and public participation is limited to the beginning of closed session.

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website www.menlopark.org. The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information (menlopark.org/agenda).

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

Regular Session ([Zoom.us/join](https://zoom.us/join) – ID# 831 3316 9409)

A. Call To Order

B. Roll Call

C. Agenda Review

D. Public Comment

Under “Public Comment,” the public may address the City Council on any subject not listed on the agenda. Each speaker may address the City Council once under public comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The City Council cannot act on items not listed on the agenda and, therefore, the City Council cannot respond to non-agenda issues brought up under public comment other than to provide general information.

E. Presentations and Proclamations

E1. Certificate of Recognition: Menlo Park Sister Cities Young Artists and Authors Showcase winner

F. Study Session

F1. Review and provide direction on the updated community amenities proposal for the Willow Village master plan project ([Staff Report #22-166-CC](#))

F2. Aquatics program analysis and preliminary considerations for an aquatics operator request for proposals ([Staff Report #22-163-CC](#)) ([Presentation](#))

G. Consent Calendar

G1. Accept the City Council meeting minutes for August 4 and 9, 2022 ([Attachment](#))

G2. Adopt a resolution to continue conducting the City’s Council and advisory body meetings remotely due to health and safety concerns for the public and to authorize the use of hybrid meetings ([Staff Report #22-158-CC](#))

G3. Waive the second reading and adopt ordinances 1) amending Title 8, Peace, Safety and Morals, of the Municipal Code to create a comprehensive permitting system for public assemblies and use of City parks and facilities and 2) adding Chapter 8.70 creating a process for obtaining film permits ([Staff Report #22-157-CC](#))

G4. Adopt a resolution modifying the City Council’s regular meeting schedule to replace October 25, 2022 with October 18, 2022 ([Staff Report #22-159-CC](#))

H. Public Hearing

H1. Adopt a resolution amending the City’s comprehensive master fee schedule for the city manager’s office, community development, library and community services, public works departments, Menlo Park Municipal Water, and amend the User Fee Cost Recovery Policy ([Staff Report #22-167-CC](#)) ([Presentation](#))

- H2. Adopt a resolution to abandon the public service easements within the properties at 141 Jefferson Drive, 180 Constitution Drive and 186 Constitution Drive (Menlo Uptown) ([Staff Report #22-165-CC](#)) ([Presentation](#))

I. Regular Business

- I1. Direction regarding filling of City Council vacancies ([Staff Report #22-160-CC](#)) ([Presentation](#))

J. Informational Items

- J1. City Council agenda topics: September 2022 ([Staff Report #22-164-CC](#))
- J2. Update on the Middle Avenue complete streets project ([Staff Report #22-161-CC](#))
- J3. Updates about city-hosted community events and observances ([Staff Report #22-162-CC](#))

K. City Manager's Report

L. City Councilmember Reports

M. Adjournment

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

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

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

Any writing that is distributed to a majority of the City Council by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at jaherren@menlopark.org. Persons with disabilities, who require auxiliary aids or services in attending or participating in City Council meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at menlopark.org/agenda and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 08/18/2022)



STAFF REPORT

City Council Meeting Date: 8/23/2022
Staff Report Number: 22-166-CC

Study Session: Review and provide direction on the updated community amenities proposal for the Willow Village master plan project

Recommendation

Staff recommends that the City Council review the applicant's updated community amenities proposal (Attachment A) and the applicant's summary letter (Attachment B), which sets forth the proposed community amenities to be provided in exchange for bonus level development for the proposed Willow Village master plan. The City Council should ask clarifying questions, evaluate the applicant's revisions to the previous community amenities proposal and requirements, and consider the following:

1. Whether the proposed updated amenities satisfy the criteria and need for community amenities pursuant to Menlo Park Municipal Code (MPMC) 16.43.060 and 16.45.070, General Plan Policy LU-4.4 (Community Amenities) and Program LU-4.C (Community Amenity Requirements), and other City policies and priorities;
2. Whether the applicant and/or City have adequately valued the proposed community amenities pursuant to MPMC 16.43.060 and 16.45.070; and
3. Whether the proposed amenities are consistent with City Council Resolution No. 6360 (adopted community amenities list) included in Attachment C or whether the amenities are appropriate through inclusion in the development agreement (DA) for the proposed project.

No action is needed by the City Council as part of this item. City Council guidance on the proposed amenities will ensure that the community amenities package is appropriate for future consideration by the City Council as part of the remaining steps in the land use entitlement review process.

Policy Issues

The City Council's review and feedback on the appropriateness of the applicant's updated proposed community amenities will inform staff and the applicant's continued work on the proposed project, including but not limited to the DA negotiation, the conditional development permit (CDP), and the ongoing environmental review. The Planning Commission and the City Council will ultimately be required to consider the merits of the proposed project, including its consistency with the City's General Plan and Zoning Ordinance, along with the municipal code, and other adopted policies and programs of the city such as the below market rate (BMR) housing program and the provision of community amenities in exchange for bonus level development, which this item is intended to inform. The proposed project is required to comply with the City's BMR ordinance and guidelines which require a minimum of 260 inclusionary BMR units and 52 commercial linkage BMR units or an in-lieu fee; BMR units or funding provided in excess of the minimum requirements could be considered community amenities. The proposed project would also require the Planning Commission and City Council to determine the appropriateness of Circulation Element and Zoning Map amendments to modify the on-site circulation network. Pursuant to the California Environmental Quality Act (CEQA), the proposed project requires an environmental impact report (EIR), which was released for

public review and comment April 8, 2022. The City Council will be the final decision-making body on the certification of the EIR, General Plan amendment, rezoning, CDP, major subdivision (including the realignment of Hamilton Avenue), and DA. The Planning Commission will be the final decision making body on the architectural control permits for each of the approximately 21 individual buildings within the main project site.

Background

City Council community amenities study session

At its meeting May 24, 2022, the City Council conducted a study session on the applicant's original community amenities proposal. The City Council received public comment and individual City Councilmembers provided input on the community amenities proposal. Many commenters identified general support for the proposed project and the community amenities proposal, with some comments identifying specific support for the publicly accessible open space, grocery store and pharmacy. Comments also identified expanded BMR housing (that would exceed the requirements of the BMR ordinance and guidelines) and teacher housing options as amenities for consideration. Some commenters also raised concerns about the distance of certain proposed amenities from the Belle Haven neighborhood and whether those amenities would benefit Belle Haven residents.

Through its discussion, the City Council received clarification on the valuation of the project compared to the required community amenities value, costs and funding of maintenance, repairs and security, future updated BMR guidelines applicable to this project, the DA and community amenities timeline, the teacher housing program, public access to the pedestrian overpass, benefits or housing for Veterans, Dumbarton Rail project impacts, and grocery store rent subsidy terms.

The City Council discussed the framework for defining an amenity, stating generally that the amenity should serve existing residents, and discussed the community amenities valuation evaluation prepared by the City's consultant. The staff report from the May 24, 2022, meeting is included in Attachment D and the City Council minutes are included in Attachment E. As a study session, no formal action was taken.

Project site location

The project includes a 59-acre main project site, the realignment of Hamilton Avenue and the associated parcels on the north and south sides of Hamilton Avenue, and the tunnel access on the Meta (formerly Facebook) West Campus adjacent to Building 20 along Willow Road. Attachment F identifies the project site location. The main project site is zoned O-B (Office, Bonus) and R-MU-B (Residential Mixed-Use, Bonus), allowing for bonus level development on the main project site in exchange for community amenities. The Hamilton Avenue Parcels are zoned C-2-S (Neighborhood Commercial District, Special.)

The main project site currently contains 20 buildings with approximately one million square feet of gross floor area. The proposed project includes the realignment of Hamilton Avenue west of Willow Road, and the environmental review for the proposed project studies potential redevelopment of the Chevron station on the parcel to the south of Hamilton Avenue (referred to as Hamilton Avenue Parcel South) and the potential expansion of retail uses on the parcels north of Hamilton Avenue (referred to as Hamilton Avenue Parcel North.) For a detailed summary of the project site location, see the May 24, 2022, City Council study session staff report (Attachment D.)

Community amenities overview

ConnectMenlo general plan update

The Office (O), Life Sciences (LS) and Residential Mixed-use (R-MU) zoning districts allow for bonus level

development (i.e., increases in height, density and intensity) in exchange for community amenities in the area between Highway 101 and the San Francisco Bay. The community amenities were identified and prioritized through public outreach and input, but the ordinance allows the adopted community amenities list to be updated to reflect evolving community needs and priorities. Amenities not contained in the adopted list may be provided by a specific proposed project through a DA for that project. The required community amenity value is 50 percent of the increase in value of the bonus level development above the base level of the Zoning Ordinance determined through a bonus level development appraisal. More details on the appraisal process can be found in the City's appraisal instructions (Attachment G.)

The May 24, 2022 City Council study session staff report (Attachment D) included a more detailed overview of the appraisal process, community amenities proposal and review process, the adoption of the community amenities list (Resolution No. 6360), City Council study session and direction on potential updates to the community amenities regulations, and the adoption of the community amenities in-lieu fee (Ordinance No. 1077.)

Willow Village City Council subcommittee

The City Council's subcommittee for the proposed Willow Village project consists of Mayor Nash and City Councilmember Taylor. Since the May 24 meeting, the City Council subcommittee has been working directly with the applicant to revise its community amenities proposal to respond to the feedback from the community and individual members of the City Council. The subcommittee will continue to work with staff on the DA and community amenities proposal throughout the duration of the entitlement review for the proposed project. The updated community amenities proposal was submitted by the applicant in response to the applicant's ongoing discussion with the City Council subcommittee and staff.

Proposed project

The applicant, Signature Development Group (SDG) on behalf of Peninsula Innovation Partners, Inc., is proposing to redevelop the project site through the masterplan process, as provided for in the Zoning Ordinance. The masterplan process allows a project to aggregate development potential across the entire site (e.g., square footage, open space requirements, parking, etc.) The proposed project includes a main project site and off-site components along Hamilton Avenue. The summary below is intended to provide an overview of the proposed project.

Main project site

The proposed project would result in a total of approximately 1.8 million square feet of nonresidential uses (office and commercial/retail) at the main project site. In addition, the proposed project would include multifamily housing units, a hotel, and open space.

Table 1: Main project site project data		
	Proposed project (CDP standards)	Zoning Ordinance bonus level standards (maximums)*
Residential dwelling units	1,730 units*	1,730 units
Residential square footage	1,695,975 s.f.	1,695,975 s.f.
Residential floor area ratio	225%	225%
Commercial retail square footage	200,000 s.f.	396,578 s.f.
Commercial retail floor area ratio	12.6%	25%
Office square footage	1,600,000 s.f.**	1,774,755 s.f.
Office floor area ratio	113%	125%
Hotel rooms	193	n/a
Open space***	857,000 s.f.	666,099 s.f.
Publicly accessible open space***	360,000 s.f.	285,814 s.f.

* The total units would include a minimum of 15 percent of the residential units as BMR units to satisfy the City’s inclusionary requirements. The current BMR proposal also incorporates additional BMR units to comply with the commercial development requirement.

**up to 1.25 million square feet of office space, with the balance [e.g., space for accessory uses, including meeting and collaboration space totaling 350,000 square feet if the office square footage is maximized] in multiple buildings; the total square feet includes the 25% non-residential FAR permitted in the R-MU portion of the project site.

***Open space includes the portion required to be publicly accessible per the Zoning Ordinance.

The proposed site plan is included in Attachment H and a hyperlink to the project plans is included in Attachment I.

Hamilton Avenue parcels and Willow Road grade separated crossings

The proposed project includes off-site improvements (e.g., the realignment of Hamilton Avenue and the Willow Road undercrossing and elevated park.) The realignment of Hamilton Avenue would result in the demolition and potential reconstruction of the existing Chevron station (Hamilton Avenue Parcel South) and the potential future expansion of approximately 6,700 square feet of retail uses at the existing Belle Haven neighborhood shopping center (Hamilton Avenue Parcel North.) The potential improvements on Hamilton Avenue Parcels North and South that could occur as a result of the realignment of Hamilton Avenue would be enabled through separate permitting processes.

Analysis

Bonus level development appraised value

Through the appraisal review process, the City determined that the project’s community amenities obligation is \$133.3 million (Attachment J.)

Updated community amenities proposal

In response to continued discussions between the City Council subcommittee and the applicant team, the

applicant submitted a revised community amenities proposal and a summary letter, included in Attachment A and Attachment B respectively. The analysis in this report focuses on the updated community amenities proposal. For an analysis of the original community amenities proposal, see the May 24 City Council staff report (Attachment D.) The revised proposal modifies or removes specific items from the previous community amenities proposal in response to the discussions between the applicant and the Subcommittee. The revisions include the following:

- Removed value of the publicly accessible bike and pedestrian tunnel below Willow Road and the Dumbarton Corridor;
- Reduced elevated park amenity value by 50 percent;
- Removed value of mobile market from amenities proposal; and
- Removed value of dog park from amenities proposal.

Table 2 identifies the original applicant valuation for each amenity, the City’s previous valuation, and the preliminary valuation of the revised amenities. Based on the previous study session feedback, City staff evaluated the amenities valuation using BAE’s valuations and not the applicant’s proposed valuations.

Amenity	Original applicant valuation	Original BAE (City’s) valuation	Preliminary new valuation	Delta (City’s original to preliminary new value	Amenity on City Council adopted list	Possible amenity provided through DA
Grocery store space	\$33,276,808	\$30,450,935	\$30,450,935	n/a	X	
Grocer space rent subsidy	\$2,014,800	\$1,972,630	\$1,972,630	n/a	X	
Pharmacy	\$1,405,346	\$992,340	\$992,340	n/a	X	
Dining options	\$10,064,499	\$10,316,257	\$10,316,257	n/a	X	
Community entertainment offerings	\$11,768,423	\$12,247,793	\$12,247,793	n/a		X
Bank or credit union	\$1,504,156	\$1,557,964	\$1,557,964	n/a	X	
Elevated park improvement costs	\$135,321,486	\$133,668,672	\$66,834,336	(\$66,834,336)		X
Town square Improvement Costs	\$17,623,908	\$15,517,431	\$15,517,431	n/a		X
Teacher housing rent subsidies	\$1,906,772	\$1,745,319	\$1,745,319	n/a		X

Excess public open space	\$24,115,309	\$18,078,137	\$18,078,137	n/a		X
Open space operations & maintenance costs	\$7,133,693	\$4,656,361	\$4,656,361	n/a		X
Funding for job training programs	\$8,363,395	\$8,304,907	\$8,304,907	n/a	X	
Community mobile market funding	\$4,400,000	\$4,299,571	\$0	(\$4,299,571)		X
Dog park improvements	\$1,197,682	\$1,058,510	\$0	(\$1,058,510)	X	
Willow Road tunnel bike and pedestrian paths	\$35,467,818	\$22,250,919	\$0	(\$22,250,919)	X	
Total	\$295,564,095	\$267,117,746	\$172,674,410	(\$94,443,336)		
Required amenities value			\$133,300,000			

For a detailed discussion of each amenity, please see the May 24 City Council staff report. The values should be considered in evaluating whether the final community amenity proposal meets the applicant's minimum obligation based on the bonus level development appraisal. For items that have been removed from the amenities proposal, the applicant has indicated that the items may still be provided as part of the project or independently, at the applicant's discretion. In addition to the removal and refinement to the valuations of the original amenities proposal, the applicant has included the following additional amenities into its proposal:

Table 3: Additional proposed community amenities		
Amenity	Amenity summary	Preliminary valuation
Funding for Bayfront Area shuttle	Fund shuttle service between project site, Belle Haven neighborhood, Independence Drive area, and Haven Avenue area through formation of a transportation management association (TMA)	\$9,700,000
Willow Road feasibility study	Provide funding to support a study to evaluate the potential future ownership of Willow Road by Menlo Park	\$100,000
Funding for additional affordable housing	Provide direct payment to the City BMR housing fund to provide financial support for continued housing security for Menlo Park residents with a priority for Belle Haven residents	\$5,000,000
Funding for air quality and noise monitoring in Belle Haven	Contribute funding to purchase and install one high-quality air monitoring system and one high quality noise monitoring system	\$150,000
Total dollar amount		\$15,000,000
Total revised amenities value (Tables 2 and 3)		\$187,674,410

The funding for the Willow Road feasibility study, additional affordable housing, and air quality and noise monitoring equipment would be one time payments to the City. For the proposed Belle Haven shuttle, the applicant would create a TMA to operate the shuttle for a period of 17 years. The preliminary value of this amenity in 2022 dollars would be \$9,700,000; however, staff is reviewing the applicant’s shuttle proposal in more detail. Using the preliminary values for the revised amenities and the additional payments, the total value of the amenities proposal would exceed the required amenities valuation.

City Council review and input

This overview and agenda item provides an opportunity for the City Council Subcommittee to report on its work on the community amenities proposal for the proposed project and its opinion on the applicant’s updated community amenities proposal, and for the entire City Council to review the applicant’s updated proposal, receive public comment, ask clarifying questions of the applicant and staff, provide feedback on the appropriateness of the amenities, and identify additional details that may be needed for the City Council to consider in its future review of the community amenities proposal as part of the CDP, DA, and other entitlements for the proposed project. The City Council Subcommittee has prepared a written report (Attachment K) expressing their belief that the August 15, 2022 Updated Community Amenities Proposal includes sufficient qualifying Community Amenities with a few clarifications.

Next steps

Staff continues to review the land use entitlements and develop the final EIR for the proposed project. If the Final EIR, DA negotiation process, and land use entitlement review (e.g. vesting tentative maps, masterplan plan set, draft CDP, draft BMR housing agreement) are completed by early October, the Planning Commission could review and recommend on the final EIR and land use entitlements at a meeting in October with the City Council taking initial actions on the proposed project in November 2022. These dates

are tentative and subject to change depending on the status of the environmental and entitlement review.

Correspondence

Staff has not received any correspondence specifically on the proposed community amenities.

Impact on City Resources

The applicant is required to pay planning, building and public works permit fees, based on the City's master fee schedule, to fully cover the cost of staff time spent on the review of the proposed project. The applicant is also required to fully cover the cost of work by consultants performing environmental review and additional analyses to evaluate potential impacts of the project.

Environmental Review

A project level draft EIR was released April 8, 2022, beginning the 45-day public review and comment period (which closed at 5 p.m. Monday, May 23, 2022.) The Planning Commission held a draft EIR public hearing at its meeting April 25, 2022. City Council review and direction on the community amenities proposal does not require environmental review. The community amenities proposed have been considered in the environmental review for the proposed project.

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. Applicant updated community amenities proposal
- B. Applicant summary letter on updated community amenities proposal
- C. Hyperlink – City Council adopted community amenities list:
menlopark.org/DocumentCenter/View/15009/6360---Community-Amenities?bidId
- D. Hyperlink – City Council May 24, 2022 agenda and study session staff report:
beta.menlopark.org/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/agendas/20220524-city-council-agenda-packet.pdf
- E. Hyperlink – City Council May 24, 2022 minutes: beta.menlopark.org/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/minutes/20220524-city-council-minutes.pdf
- F. Location map
- G. Hyperlink – Community amenities appraisal instructions:
menlopark.org/files/sharedassets/public/community-development/documents/appraisal-instructions_1-10-19.pdf
- H. Illustrative site plan
- I. Hyperlink – masterplan project plans: beta.menlopark.org/files/sharedassets/public/community-development/documents/projects/under-review/willow-village/willow-village-masterplan-plan-set-may-2022.pdf
- J. Hyperlink – Bonus level development appraisal (City peer appraisal):
menlopark.org/files/sharedassets/public/community-development/documents/projects/under-review/willow-village/draft-willow-village-community-amenities-appraisal.pdf
- K. City Council Subcommittee report

Report prepared by:
Kyle Perata, Acting Planning Manager

Report reviewed by:
Deanna Chow, Assistant Community Development Director
Anna Shimko, Assistant City Attorney
Nira Doherty, City Attorney



WILLOW
VILLAGE

**Community
Amenities & Benefits**

AUGUST 2022

Contents

- 1 Executive Summary
- 3 ConnectMenlo Community Amenities Overview
- 4 Willow Village Community Outreach & Engagement
- 6 Community Voices: What We Heard
- 8 Willow Village Plan Revisions Based on Community Feedback
- 12 Community Amenities & Benefits

Executive Summary

Peninsula Innovation Partners, LLC is pleased to present to the City of Menlo Park a range of community amenities and benefits incorporated into Willow Village that directly respond to input, feedback and requests we have received from over five years of community outreach and engagement. The benefits and amenities developed reflect Meta's decade long partnership with the Belle Haven neighborhood of the City of Menlo Park and the broader Menlo Park community.

Meta's existing commitment to its neighbors has resulted in tens of millions of dollars in direct investment in Belle Haven including the commitment to fund and build a new \$40M Menlo Park Community Campus (new community center, youth center, library, senior center); provide support for small business in Belle Haven and citywide; fund local education and environmental initiatives; rent support for teachers and small business organizations; food subsidy programs; home rehabilitations for low income residents; deliver neighborhood improvements; fund and build local traffic improvements; sponsor community festivals; provide direct financial support to Menlo Park community organizations; and most recently host Covid-19 vaccine clinics for Belle Haven residents.

In response to feedback and requests from the City Council and City Council Subcommittee for Willow Village Community Amenities and Development Agreement, we have modified the proposal to reduce or remove certain values assigned to Community Amenities

from the original proposal. The total Community Amenities value for the purposes of the Community Amenities Proposal and Public Benefit for Development Agreement is approximately \$200M, including the addition of approximately \$15M in community amenities and funding to focus on the Belle Haven neighborhood and support the City of Menlo Park. We estimate the city assigned value of approximately \$188M based on previous city estimates and have included those below.

The current community amenities and benefits proposed for Willow Village not only meet the requirements of the ConnectMenlo community amenities ordinance, but also make Willow Village a one-of-a-kind place that connects the existing Belle Haven neighborhood with a new town square environment to include new retail, neighborhood services, housing, parks, trails, open spaces, and employment opportunities. It will create a place to enjoy, while promoting community and connection.

While we are required by the ordinance to deliver community amenities valued at approximately \$133M, we are including community amenities and benefits exceeding the city requirements, including:

- Full-Service Grocery Store
- Full-Service Grocery Store Rent Subsidy
- Pharmacy Services
- ATM/Banking Services
- Restaurants/Cafes
- Community Entertainment Retail
- Publicly Accessible Open Space
- Job Training & Internships for Local Residents
- Rent Support for Local Teachers
- Funding for Belle Haven Shuttle
- Funding for Additional Affordable Housing
- Funding for Belle Haven Air Quality Monitoring Equipment

Executive Summary (continued)

These amenities and benefits are in addition to more than \$50M in one-time traffic improvements and fees, electrical grid improvements to support all-electric buildings and mitigation measures provided by Willow Village. Willow Village will also provide millions of dollars in ongoing annual revenue to Menlo Park services and schools from increases in property, sales and transient occupancy taxes generated from the hotel.

We look forward to continued coordination and collaboration with the City on the Community Amenities and Benefits Proposal as we work together as partners to make Willow Village a special place for Belle Haven and Menlo Park for generations to come.



CONNECTMENLO

ConnectMenlo Community Amenities Overview

The City of Menlo Park adopted the ConnectMenlo General Plan Land Use and Circulation Elements and M-2 Area Zoning Update (“ConnectMenlo”) on December 6, 2016. An outgrowth of extensive community outreach during the ConnectMenlo process, the City’s General Plan establishes that significant new development should provide community amenities, “including jobs, housing, schools, libraries, neighborhood retail, childcare, public open space, telecommunications access, and transportation choices.” As implemented through the City’s Zoning Ordinance, the bonus level development program requires applicants for development at the “bonus” level established in the ordinance to provide community amenities equivalent in value to 50 percent of the value of the additional gross floor area of the bonus level development.

As part of the City process, community amenities provided must (i) be selected from a “Community Amenities” list adopted by the City Council as part of the Connect Menlo process, (ii) be provided through payment of an in-lieu fee, or, (iii) for community amenities that are not on the list, be implemented through a Development Agreement. The Zoning Ordinance provides that construction of the amenities is preferable to payment of a fee.

Based on this policy, Willow Village is required to provide community amenities valued at approximately \$133M, or 50 percent of the value of the proposed Willow Village bonus level development as determined by an independent third party appraisal commissioned by the City of Menlo Park in accordance with the City’s appraisal standards. While the Willow Village obligation is \$133M in amenity value according to the City’s estimate, we have offered unprecedented community amenities and benefits value, in excess of the city requirement.

Willow Village Community Outreach & Engagement

The Willow Village team has engaged in an extensive and unprecedented community outreach effort over five years, with special focus, attention, and feedback from our Belle Haven neighbors to help create, shape, and refine Willow Village.

Over that period of time the Willow Village team has:

- Met personally with thousands of neighbors from Belle Haven, nearby neighborhoods, and throughout Menlo Park, as well as community stakeholder groups
- Hosted more than 100 small group and one-on-one stakeholder meetings
- Convened 10 large group community meetings with more than 500 residents participating
- Facilitated live polling sessions at community meetings to learn more about community amenity, park programming, and retail preferences from neighbors
- Received more than 1,000 online survey responses about Willow Village
- Hand delivered bi-lingual flyers to Belle Haven households to encourage participation in community meetings and feedback
- Sent dozens of Willow Village update emails and invitations to Belle Haven neighbors and other Menlo Park residents to encourage input and feedback on plans
- Provided ongoing multi-year social media advertising to encourage Menlo Park residents to learn more about Willow Village, take surveys, participate in community meetings and provide input and feedback on the plans
- Met with and received endorsements and support from more than a dozen stakeholder groups including Belle Haven residents and other Menlo Park neighbors, local and regional environmentalists, business organizations, housing advocacy groups and labor organizations



We have focused our efforts in good faith with our neighbors and the City, beginning with the City's 2016 ConnectMenlo Amenities List and adding thousands of direct conversations with the community for over five years to plan key elements of Willow Village. In 2021 alone, we held four additional community meetings with hundreds of residents, wherein we polled residents on their desired amenities, many of which match directly with the 2016 ConnectMenlo list and our plan.

We have also received direct feedback and input from the City Council and City Council Subcommittee for the Willow Village Community Amenities and Development Agreement and modified the previous community amenities proposal in direct response to feedback received by both the City Council and Subcommittee.

Community Voices: What We Heard

Top 5 elements considered most important, ranked by the majority of survey respondents:

- 1) Full-service grocery store
- 2) Affordable housing
- 3) A balance in new jobs and new housing units
- 4) New Town Square
- 5) Publicly Accessible Open Space

Top Preferred Uses, Retail, ranked by community meeting attendees:

- 1) Grocery store
- 2) Restaurants/cafes
- 3) Bakery/coffee houses/ice cream
- 4) Family entertainment (bowling/cinema/live theater)
- 5) Pharmacy

Top Preferred Uses, Parks/Open Space, ranked by community meeting attendees:

- 1) Seating areas/benches/picnic areas
- 2) Grass for landscaped areas for relaxing
- 3) Community/cultural events/farmers markets/food trucks
- 4) Live music/event venue (i.e. amphitheater)
- 5) Play structures/games areas

“Build something for the community first”

“Do something about the traffic in the area”

“Collaboration is key”

“Think about the need of the very low income families of the area. We need more affordable housing”

“Facebook should make sure a grocery store, pharmacy and parks are built for the Belle Haven area”

“Just be sure to work toward carbon neutral”

Willow Village Plan Revisions Based on Community Feedback

SILICON VALLEY
BUSINESS JOURNAL

Smaller footprint, greater focus on community amenities in Facebook's Willow Village update

San Jose Mercury News
Facebook proposes focused revamp of Willow Village in Menlo Park

As a result of close coordination with our Belle Haven neighbors and Menlo Park stakeholders as a whole, we have revised and improved the Willow Village proposal many times over the years in several ways, directly responding to community feedback with the following refinements.

- Addressed the need for grocery, pharmacy services, restaurants, entertainment, banking and shopping services
- Accelerated major community amenities (grocery store, Town Square, elevated park over Willow Road, retail) to start in Phase I instead of Phase III
- Improved connections to the Belle Haven neighborhood
- Added housing to improve the job/housing balance
- Provided more on-site affordable housing and deeper levels of affordability
- Reduced office space and employment capacity by 30%
- Reduced traffic impacts
- Created exciting new open spaces, parks and trails

Community Amenities & Benefits



Sustainable LEED Gold design featuring timber construction materials, on-site renewable energy, all electric buildings, and a district recycled water system.

The Willow Village Community Amenities & Benefits proposal provides unprecedented community amenities and benefits. This package of amenities exceeds our requirements under ConnectMenlo for bonus level development and exceeds the \$133M community amenity value estimate by the City and required by the Zoning Ordinance.

Based on input from the City Council and Subcommittee, the revised assigned Total Community Amenity Value and Public Benefit for purposes of the Development Agreement is approximately \$200M, including approximately \$15M in new items.

These community amenities and benefits are in addition to:

- Over \$50M in traffic improvements and fees and electrical grid improvements to the area to enable all-electric buildings as well as mitigations required for Willow Village
- More than 300 affordable homes planned at Willow Village, including 119 for seniors
- Millions of dollars in ongoing annual revenue to Menlo Park the fire district and other special districts, from Willow Village, including:
 - Increased property tax revenue
 - Additional sales tax from retail purchases
 - Additional transient occupancy tax from hotel

In response to community input and feedback and in compliance with the Community Amenities Ordinance and City Council Resolution No. 6360, Community Amenities List Page 5 - Exhibit A, Willow Village has incorporated the following community amenities and benefits into the project and/or will fund various programs identified below.

We propose that amenities and benefits in this proposal in excess of the community amenities requirement be considered as Public Benefits under a Development Agreement. A summary of the amenities and values are included for reference. While Willow Village valuation estimates are higher than the City's, Willow Village can accommodate the City assigned values and the additional funding requests made by the City Council and Subcommittee, provided that no further modifications are made to the Community Amenities values or proportion of values assigned to each Community Amenity below; there is no additional funding included beyond what is outlined below; and the Community Amenity value in excess of the Community Amenity obligation satisfied the Public Benefit for the Development Agreement.

Community Amenities & Benefits



Full-Service Grocery Store

Willow Village will fund and construct a full-service grocery store providing a range of goods, including fresh fruits, vegetables and meat and dairy products as a central element of Willow Village. City Assigned Value: \$30,450,935



Full-Service Grocery Store – Rent Subsidy

Due to expedited phasing of the Grocery Store, we anticipate funding two years of rent subsidy for the full service grocery store referenced above. City Assigned Value: \$1,972,630



Pharmacy Services

Pharmacy services to fill prescriptions and offer convenience goods will be included as part of the project. City Assigned Value: \$992,340



Bank/Credit Union Branch with ATM

A bank or credit union branch with an ATM will be included in the project. City Assigned Value: \$1,557,964



High Quality Affordable Housing

In addition to more than 300 affordable homes located onsite at Willow Village (including 119 affordable homes for seniors), we have made the commitment to subsidize rent for 22 teachers currently living at 777 Hamilton Apartments in Belle Haven, from 2022-2024, when the current subsidy program expires and prior to Meta's completion of new affordable housing where teachers could then reside in the new location off site. City Assigned Value: \$1,745,319



Restaurants/Cafes

A range of dining options, from cafes to sit-down restaurants, serving residents and local employees will be included in the project (six for the purpose of Community Amenities value). City Assigned Value: \$10,316,257



Proposed New Bike/Pedestrian Trails, Paths and Lanes

Willow Village originally proposed to fund and construct new bike lanes and pedestrian paths and connect them to existing facilities and the Bay Trail, including the Willow Road bicycle and pedestrian tunnel. Based on City Council and Subcommittee feedback, the item and value have been removed from the proposal. The construction of tunnel would be an option but not an obligation of the project. City Assigned Value: \$0



Job Training + Community Hub

Willow Village will fund career pathway training and development programs in partnership with local non-profits YearUp and JobTrain, and funding and management of a Community Hub to prepare local residents with jobs skills and fund internships for Belle Haven/Menlo Park residents for three years. City Assigned Value: \$8,304,907



Dog Park

The construction of improvements of a dedicated enclosed place where dogs can run is incorporated into Willow Village. Based on City Council and Subcommittee feedback that the on site dog park was not a priority for community amenity value purposes, the value has been removed from the proposal but may be constructed and included as a Public Benefit in the Development Agreement. City Assigned Value: \$0



Community Entertainment Offerings

Willow Village proposes to incorporate community entertainment offerings such as a cinema, live music, bowling or similar use in direct response to community input about the desire for community entertainment retail amenities. City Assigned Value: \$12,247,793



Food Stability/Mobile Market

The Mobile Market is an existing program to support food stability efforts in the community and is not funded by Willow Village. The program provides fresh, quality produce at a subsidized cost to local residents for two years. The value and obligation was removed from the proposal and may continue to be implemented independent of the Willow Village. City Assigned Value: \$0



Elevated Park

We have incorporated an Elevated Park to create direct and convenient access between Belle Haven and Willow Village for our neighbors. The proposal has been revised to only include 50% of the value of the Elevated Park at the direction of the Subcommittee. The park will feature bike and pedestrian paths, gathering spaces, plazas and a variety of landscaped areas, as well as Town Square and Bay overlook plazas. City Assigned Value: \$66,834,336



Town Square

The Town Square is provided as a place for our neighbors to enjoy and promote community and connection. Town Square will include areas for community gatherings, festivals and farmers markets all surrounded by retail, cafes and restaurants with easy access to the Elevated Park and other retail and community amenities. City Assigned Value: \$15,517,431



Publicly Accessible Open Space

Willow Village proposes acres of publicly accessible open space improvements, and ongoing land, park and open space improvements and ongoing operating and maintenance costs for these areas, in excess of what is required by City code.

- Publicly accessible open space provided in excess of City requirement. City Assigned Value: \$18,078,137
- Publicly accessible open space operating and maintenance cost. City Assigned Value: \$4,656,361

Additional Belle Haven and City Community Amenities & Funding

Willow Village will also provide the below community amenities and funding as requested by the City Council and Subcommittee to further benefit the Belle Haven neighborhood and broader Menlo Park community.



Funding for Belle Haven Shuttle

Willow Village would fund a Belle Haven shuttle through the formation of a Transportation Management Association (TMA) that would provide shuttle service for Belle Haven to and from Willow Village. Value: \$9,700,000



Funding for Additional Affordable Housing

In addition to 312 affordable housing units as part of the project (including 119 affordable homes for low-income seniors), and funding for affordable housing for teachers as a Community Amenity, Willow Village would also provide millions of dollars in additional funding for affordable housing in the City of Menlo Park. Value: \$5,000,000



Funding for Belle Haven Air Quality & Noise Monitoring Equipment

Willow Village would contribute funding to purchase and install one (1) new high-quality air monitoring system and one (1) new high-quality noise monitoring system for the Belle Haven neighborhood. Value: \$150,000



Willow Road Feasibility Study

Willow Village would provide funding to support a feasibility study to evaluate the potential future ownership of Willow Road by Menlo Park, if the City desires to undertake a study. If not, the funds can be repurposed at the City's discretion. Value: \$100,000



WILLOW VILLAGE

The Willow Village plan is consistent with the community planning vision of ConnectMenlo, Menlo Park's General Plan, and more than five years of conversations with neighbors and civic leaders.





MEMORANDUM

To: The Honorable Betsy Nash, Mayor
The Honorable Cecilia Taylor, Council Member
Willow Village Development Agreement & Community Amenities Subcommittee Members
Justin Murphy, City Manager

From: Michael Ghielmetti, President, Signature Development Group

Subject: Updated Community Amenities Proposal

Date: August 15, 2022

On behalf of Peninsula Innovation Partners, I am following up on the May 24, 2022, Menlo Park City Council's and Willow Village Sub-Committee for Development Agreement and Community Amenities' request for additional funding for Belle Haven and other City initiatives. Below please find the summary of our Original Community Amenities Proposal and Revised Proposal based on feedback and requests from the City Council and Subcommittee.

While the Willow Village team estimates the Community Amenities value obligation to be \$102M and the original amenities value offered to be approximately \$296M under the City of Menlo Park's ordinances and policies, the City of Menlo Park's financial consultant estimated the Community Amenity obligation and original Community Amenity value offered to be approximately \$133M and \$267M respectively.

ORIGINAL COMMUNITY AMENITIES PROPOSAL – APRIL 2022

Amenity	Applicant Value	BAE Value
Grocery Store Space	\$33,276,808	\$30,450,935
Grocery Store Rent Subsidy	\$2,014,800	\$1,972,630
Pharmacy Services	\$1,405,346	\$992,340
Bank/Credit Union	\$1,504,156	\$1,557,964
Dining Venues	\$10,064,499	\$10,316,257
Willow Road Tunnel Bike & Ped Paths	\$35,467,818	\$22,250,919
Funding for Job Training Programs	\$8,363,395	\$8,304,907
Teacher Housing Rent Subsidies	\$1,906,772	\$1,745,319
Dog Park Improvement Costs	\$1,197,682	\$1,058,510
Entertainment Offerings	\$11,768,423	\$12,247,793
Excess Publicly Accessible Open Space	\$24,115,309	\$18,078,137
Elevated Park Improvement Costs	\$135,321,486	\$133,668,672
Town Square Improvement Costs	\$17,623,908	\$15,517,431
Open Space Maintenance	\$7,133,693	\$4,656,361
Mobile Market	\$4,400,000	\$4,299,571
TOTAL	\$295,564,095	\$267,117,746

REVISIONS TO ORIGINAL COMMUNITY AMENITIES PROPOSAL BASED ON CITY COUNCIL FEEDBACK AND SUBCOMMITTEE REQUESTS

Based on requests and feedback from the City Council and Subcommittee, Willow Village can revise our Original Proposal to respond to direct requests from the City as outlined below. The Community Amenity items and values identified below would continue to exceed the City’s requirement for Community Amenities. Willow Village can make the modifications to the proposal included herein as requested by the City Council and Subcommittee provided that there are no further reductions in values of Community Amenities or proportions of Community Amenities, and that there are no additional Community Amenities included. Any excess Community Amenities value above the obligation for the project would be constituted as Public Benefit for the Development Agreement as originally proposed.

- **Public Bike and Pedestrian Tunnel.** Removed the Community Amenity value for the public bike and pedestrian tunnel connecting residents under Willow Road and the SamTrans right of way to the Bay Trail. With the removal of the Community Amenities value for the tunnel, this item would not be an obligation of the project but would remain an option to be constructed by Peninsula Innovation Partners at its sole election.
- **Elevated Park.** Reduced Community Amenity value for the Elevated Park to half the value assessed by the applicant. This amenity is part of Phase 1.
- **Publicly Accessible Open Space.** Since the elevated park is included as a Community Amenity obligation, the applicant is including our full value of excess publicly accessible open space, as well as the full value of open space maintenance as determined by BAE.
- **Mobile Market.** Removed Community Amenities value associated with the Mobile Market. Willow Village would not receive Community Amenities value associated with this item and this item would not be an obligation of Willow Village but could be implemented by Willow Village at its election outside the project.
- **Willow Village Dog Park.** Removed Community Amenities value associated with the Willow Village Dog Park. Willow Village would not receive Community Amenities value associated with this item. This item would not be an obligation of Peninsula Innovation Partners but could be implemented at its sole election.

REVISIONS TO ORIGINAL PROPOSAL BASED ON CITY COUNCIL & SUBCOMMITTEE REQUESTS (Continues on next page)

Amenity	Original Applicant Value	Original BAE Value	New Applicant Value	New Estimated BAE Value
Grocery Store Space (Phase 1)	\$33,276,808	\$30,450,935	\$33,276,808	\$30,450,935
Grocer Rent subsidy (Phase 1)	\$2,014,800	\$1,972,630	\$2,014,800	\$1,972,630
Pharmacy Services (Phase 2)	\$1,405,346	\$992,340	\$1,405,346	\$992,340
Bank/Credit Union (Phase 1)	\$1,504,156	\$1,557,964	\$1,504,156	\$1,557,964
Dining Venues (Phase 1)	\$10,064,499	\$10,316,257	\$10,064,499	\$10,316,257
Willow Road Tunnel Bike & Ped Paths	\$35,467,818	\$22,250,919	\$0	\$0

Amenity	Original Applicant Value	Original BAE Value	New Applicant Value	New Estimated BAE Value
Funding for Job Training Programs (Phase 1)	\$8,363,395	\$8,304,907	\$8,363,395	\$8,304,907
Teacher Housing Rent Subsidies (Phase 1)	\$1,906,772	\$1,745,319	\$1,906,772	\$1,745,319
Dog Park Improvement Costs	\$1,197,682	\$1,058,510	\$0	\$0
Entertainment Offerings (Phase 1)	\$11,768,423	\$12,247,793	\$11,768,423	\$12,247,793
Excess Publicly Accessible Open Space (Phase 1)	\$24,115,309	\$18,078,137	\$24,115,309	\$18,078,137
Elevated Park Improvement Costs (Phase 1)	\$135,321,486	\$133,668,672	\$67,660,7436	\$66,834,336
Town Square Improvement Costs (Phase 1)	\$17,623,908	\$15,517,431	\$17,623,908	\$15,517,431
Open Space Maintenance (Phase 1)	\$7,133,693	\$4,656,361	\$4,656,361	\$4,656,361
Mobile Market	\$4,400,000	\$4,299,571	\$0	\$0
TOTAL	\$295,564,095	\$267,117,746	\$184,360,520	\$172,674,410

CITY COUNCIL & SUBCOMMITTEE REQUESTS FOR ADDITIONAL BELLE HAVEN & CITY COMMUNITY AMENITIES/FUNDING

In addition to the revisions to the Original Proposal requested by the City Council and Subcommittee above, the Subcommittee has made requests for additional funding for additional Community Amenities to further benefit the Belle Haven neighborhood. Willow Village can accommodate revisions above as well as the additional Community Amenity funding requests below provided that any excess Community Amenities value above the obligation for the project would constitute the public benefit for the Development Agreement as originally proposed. The total additional funding for items requested by the Subcommittee is \$14,950,000.

- **Funding for Belle Haven Shuttle.** Willow Village would fund a Belle Haven shuttle through the formation of a Transportation Management Association (TMA) that would provide shuttle service for Belle Haven residents in Belle Haven to and from Willow Village. The shuttle value is based BAE’s NPV methodology with a proposed duration 17 years. Value: \$9.7M.
- **Funding for Additional Affordable Housing.** In addition to 312 affordable housing units as part of the project (including 119 affordable homes for low-income seniors), and funding for affordable housing for teachers as a Community Amenity, Willow Village would also provide millions of dollars in additional funding for Menlo Park affordable housing programs to provide financial support for continued housing security for Menlo Park residents with a priority for Belle Haven residents. Value: \$5M.

- **Funding for Belle Haven Air Quality & Noise Monitoring Equipment.** Willow Village would contribute funding to purchase and install one (1) new high-quality air monitoring system and one (1) new high quality noise monitoring system for the Belle Haven neighborhood. Value: \$150,000.
- **Funding for Willow Road Feasibility Study.** Willow Village would provide funding to support a feasibility study related to potential ownership of Willow Road to City of Menlo Park. Value: \$100,000.

CITY COUNCIL & SUBCOMMITTEE REQUESTS FOR ADDITIONAL COMMUNITY AMENITIES / BELLE HAVEN FUNDING TABLE

Amenity	Committee Request	Applicant Value
Belle Haven Shuttle Funding	\$9,700,000	\$9,700,000
Willow Road Study	\$100,000	\$100,000
Affordable Housing Contribution	\$5,000,000	\$5,000,000
Funding For Air Quality & Noise Monitoring Equipment	\$150,000	\$150,000
Total Additional Community Amenities	\$14,950,000	\$14,950,000
Total Revised Community Amenities		\$184,360,520
Total Community Amenity Value		\$199,310,520

As a result of the update to the original proposal and additional funding requested by the Subcommittee, the total Community Amenities value would total approximately \$199M based on Willow Village estimates and approximately \$188M using BAE valuation methodologies. Direct funding contributions are set dollar amounts from the applicant and do not require additional BAE evaluation. Both valuations exceed the total community amenities value required by the City.

We look forward to continuing to collaborate and coordinate with the City Council, Subcommittee, and community to provide unprecedented community amenities associated with Willow Village.

-end-



CITY OF MENLO PARK

LOCATION MAP

WILLOW VILLAGE



CITY OF MENLO PARK

Scale: 1:7,000

Drawn By: KTP

Checked By: KTP

Date: 1/10/2022 Page FF-1.2





LEGEND	
1	Town Square
2	Grocery Store on Ground Level
3	Publicly Accessible Park
4	Publicly Accessible Dog Park
5	Elevated Park Access (Elevator and Stairs)
6	Elevated Park
7	Hotel
8	Mixed-Use Block
9	Residential Block
10a	Office Campus
10b	Meeting & Collaboration Space
11	Parking Garage with Transit Hub on Ground Level
12	Proposed Multi-use Pathway
13	Willow Road Tunnel
14	Realigned Hamilton Avenue
15	Hamilton Avenue Parcel North
16	Hamilton Avenue Parcel South

MASTER PLAN
 Peninsula Innovation Partners
 Conditional Development Permit

WILLOW VILLAGE
 Menlo Park, CA

G2.01
 Conceptual Master Plan
 December 23, 2021

City Council Subcommittee (Councilmember Taylor and Mayor Nash)
Report responding to
Willow Village Updated Community Amenities & Benefits proposal - August 2022

The Council Subcommittee views the applicant’s original list of Willow Village project amenities as features that make the Willow Village project attractive and viable. Our special task has been to work with the applicant to identify project features that by their nature also constitute “Community Amenities” as that term is specifically defined by the City Council (Resolution 6360). Such project features are only qualifying Community Amenities if they offset impacts of this bonus-level development on existing Bayfront residents – people living in the Belle Haven and Haven Avenue neighborhoods. Not surprisingly, there are many features of the Willow Village project that provide benefits to a much wider community (e.g., future project residents, Meta employees and visitors, and Menlo Park residents from outside the Bayfront area). Many of those features benefit existing Bayfront residents to a limited extent, and some newly-proposed features are specifically designed to be qualifying Community Amenities because they are fully targeted at benefiting existing Bayfront residents.

The Council Subcommittee believes that the August 15, 2022 Updated Community Amenities Proposal includes sufficient qualifying Community Amenities that the City Council should proceed on this basis.

Specific Responses

- **Public Bike and Pedestrian Tunnel Removed.** We have no objection to Signature removing this item as a community amenity because it would have provided minimal direct benefit to existing residents.
- **Elevated Park Valuation.** We agree with Signature’s 50% valuation of this item as a community amenity. We believe it is an attractive addition to Willow Village and the Bayfront area. Residents look forward to the landscaped open space, pathways, and planned activities there. Located at the far end of Willow Road, we do not consider it “direct and convenient access” to existing Bayfront residents, which merits the 50% valuation.
- **Publicly Accessible Open Space Valuation.** We have no objection to Signature’s 100% valuation of this item as a community amenity.

- **Mobile Market Removed.** We are disappointed at Signature’s removal of the Mobile Market program as a community amenity. We hope that Meta will continue to provide this important benefit, at least until the new Willow Village grocery store is operating. It is an important source of fresh, affordable, quality produce and staples for the community.
- **Willow Village Dog Park Removed.** We have no objection to Signature’s removal of this item as a community amenity, which would provide minimal direct benefit to existing Bayfront residents due to its location.
- **Shuttle Services Added.** Signature’s proposal to provide local shuttle service as a community amenity needs to include:
 - Coverage for Belle Haven, Haven Avenue, and new residents in the Independence area.
 - Shuttle to be 100% electric.
 - We would prefer a term longer than 17 years, but agree to proceed with the current proposal.
 - NOTE: The community has been promised a full-service operating grocery store, not just the built infrastructure and two years of rent subsidy. The shuttle provides the broader Bayfront community with connectivity to and from Willow Village. It also increases confidence in the long-term operation of the grocery and retail stores at Willow Village. Finally, it will provide future Willow Village residents and employees access to the new Menlo Park Community Campus facilities (library, senior center, gym, pools).
- **Additional Affordable Housing Funding Added.** We agree with Signature’s proposal as a community amenity.
- **Belle Haven Air Quality & Noise Monitoring Equipment Added.** We agree with Signature’s proposal as a community amenity, with the understanding that the air quality equipment will be technically ready for possible integration with the BAAQMD system.
- **Willow Road Feasibility Study Funding Added.** We agree with Signature’s proposal as a community amenity.

We appreciate the extensive conversations with Signature, Meta, and city staff to develop this proposal and the invaluable input from residents in the Bayfront neighborhoods and citywide. We look forward to hearing from other councilmembers and the community. Bonus level development will dramatically change the Bayfront

area. We hope these community amenities positively offset the expected impacts on the Bayfront should the Willow Village project be approved later this year.

We note that the number of existing Bayfront residents impacted by bonus level development will greatly increase with the recent approval of four multi-family residential projects (111 Independence, Menlo Portal, Menlo Uptown, Menlo Flats) totaling 1,081 units. One additional project (123 Independence) with 432 units is under review. These five large multi-family residential projects all are in the Independence area of the Bayfront and will further impact the Belle Haven neighborhood.



STAFF REPORT

City Council

Meeting Date:

8/23/2022

Staff Report Number:

22-163-CC

Study Session:

Aquatics program analysis and preliminary considerations for an aquatics operator request for proposals

Recommendation

No action is requested of City Council related to this study session. City staff recommends that City Council review the aquatics program analysis and provide direction regarding desired elements of a request for proposals (RFP) for an aquatics operator at Burgess Pool and the future Menlo Park Community Campus (MPCC) aquatics center.

Policy Issues

City Council provides policy direction to the city manager regarding service provision to the community; provides authorization to the city manager to negotiate and execute professional services agreements with service providers; and sets prioritization for the use of City resources to serve the community.

Background

On February 8, 2022, City Council directed staff to prepare an RFP to be issued in Autumn 2022 – to which current operator Team Sheeper, Inc. would be invited and encouraged to respond – for an aquatics operator at Burgess Pool and the future MPCC aquatics center.

Analysis

Resident survey results - aquatics

City Council February 8, 2022, directed staff to conduct an analysis of the city's aquatics program needs including a survey of Menlo Park residents. The MPCC Subcommittee, currently comprised of Mayor Nash and City Councilmember Taylor, subsequently expressed interest in leveraging the opportunity of a resident survey to also gain insight into residents' needs and interests related to recreation and community programming in the MPCC. Staff prepared a resident survey to gain insight in all these areas, with input from the MPCC Subcommittee and its working group of Belle Haven residents, the Library Commission, and the Parks and Recreation Commission (PRC.) Staff transmitted the survey questions to City Council for review May 24.

The survey opened June 13 and had over 900 respondents by the time the survey closed August 10. The survey was distributed to Menlo Park residents in electronic and paper formats, in English and Spanish. Aquatics-related excerpts from the survey results are included in this report. (Attachment A.) Staff will present the complete survey results to City Council for review in the context of MPCC project updates tentatively scheduled September 13.

Key aquatics-related insights from the survey responses include:

1. Ninety-three (93) percent rated “swimming pools are open year-round” as “somewhat important” or “very important”
2. Ninety-one (91) percent rated “swimming pools are open seven days per week” as somewhat/very important
3. Ninety-one (91) percent rated “swimming pools are focused on the needs of Menlo Park residents” as somewhat/very important
4. Eighty-nine (89) percent rated “swimming pools have free or discounted fees for Menlo Park residents” as somewhat/very important
5. Eighty-nine (89) percent rated “swimming lessons for children” as somewhat/very important
6. Eighty-nine (89) percent rated “open swim / community swim time in big pool” as somewhat/very important
7. Eighty-seven (87) percent rated “adult lap swimming” as somewhat/very important
8. Eighty-five (85) percent rated “children / families have priority to use swimming pools for play and social time” as somewhat/very important
9. Eighty-four (84) percent rated “aquacise / exercise classes” as somewhat/very important
10. Eighty-three (83) percent rated “aqua therapy / physical therapy” as somewhat/very important
11. Fifty-one (51) percent reported that they “never” or “rarely” visit City-operated pools
12. Twenty-six (26) percent reported that they visit City-operated pools once or more per week

Survey respondents also provided hundreds of free-text comments relevant to the aquatics program. The free-text comments are included as they were written and submitted by the respondents, along with a summary count of the topics mentioned, in Attachment A.

2021 annual report – Burgess Pool

The current operator of Burgess Pool, Team Sheeper, Inc., annually provides a performance report to City staff and the PRC for review. The 2021 aquatics annual report was presented to the PRC February 23, 2022 (Attachment B.) The 2021 annual report includes the following data about Menlo Park’s current aquatics programs at Burgess Pool:

- A. Total program hours by program area;
- B. Participation statistics by program area including resident and non-resident percentages;
- C. Customer satisfaction survey results;
- D. User group feedback by program area or rental;
- E. Pool schedule and allocation by program for previous year and projections to the upcoming year;
- F. Fees by program area and a fee comparison to other public pools in the region;
- G. Annual audits and reviews demonstrating standards of care, outlined in Section 12, below, are met;
- H. Risk management documentation; and
- I. Training certifications listed by staff member.

In calendar year 2021, Team Sheeper, Inc. reported total income of \$2.102 million offset by total expenses of \$1.830 million, to operate the Burgess Pool. In calendar year 2019, before the pandemic with both Burgess Pool and the former Belle Haven Pool operating a full year, Team Sheeper, Inc. reported total income of \$3.396 million offset by total expenses of \$3.220 million.

Comparative data - other aquatics programs

City staff collected data from other aquatics programs in the area to aid in this analysis. (Attachment C.) The comparative data includes:

1. Current aquatics program data from other municipal jurisdictions in the area
2. Bay Area Public Pool Operators Association (BAPPOA) survey responses from before the pandemic

3. Maps showing locations of various types of swim centers in the region

City staff reached out directly to municipally owned aquatics facilities to request current aquatics program data. Responses were received from 13 local jurisdictions including the cities of Mountain View, Palo Alto, Newark and Walnut Creek, and special districts such as Ladera Recreation District and Pleasant Hill Recreation and Park District. It is difficult to directly compare different jurisdictions' aquatics programs because the programs vary so widely in scope, facility features, programs offered, hours of operation and operational structure. The jurisdictions whose aquatics programs appear to be most comparable to Menlo Park in scope, with some substantive individual differences, include Palo Alto, Mountain View, Newark and Walnut Creek.

One commonly reported current challenge among responding jurisdictions is the difficulty of recruiting aquatics staff due in part to a shortage of certified lifeguards and other qualified aquatics personnel. To address this challenge, some programs offer free lifeguard/first aid/cardiopulmonary resuscitation (CPR) lessons and certification in exchange for hours worked as a lifeguard. Several aquatics centers focus their seasonal recruitment efforts on hiring and retaining temporary staff from nearby high schools and swim teams. This approach has met with some success, particularly among high school students who are proficient in swimming and who with some training can become qualified to work as lifeguards or swim instructors in the facility's summer programs, thus gaining valuable employment experience and skills. In some jurisdictions, over 50 percent of their staff are comprised of local students.

The BAPPOA conducts surveys of its 175 members to collect data about the operations of swim centers in the Bay Area, including a comprehensive annual survey that includes information about aquatics programs, operating hours, staffing and budgets. The most recent non-pandemic year survey results from 2018-19 provide additional useful information about typical aquatics operations in the region (Attachment C.)

The maps show the locations of swim centers in the region, including the Peninsula down through Santa Clara and the East Bay near the Dumbarton Bridge. The maps include both publicly- and privately-operated swim centers. The locations vary widely by type and services offered, including cabana/tennis clubs, city-owned pools, school district-owned pools, gyms, private swim lesson facilities, county recreation facilities and non-profit-owned pools. Though the list may not encompass every publicly available facility, the maps provide a general sense of the extent and variety of swim centers in the region.

Preliminary estimate – City-operated aquatics

Like many municipal governments, the City of Menlo Park directly operates multiple complex and highly regulated public services, including but not limited to: full-day preschool child care, school-age child care, youth athletic leagues, senior center meal preparation and food service, transportation services for youth and older adults, municipal water utility and public safety. Should City Council direct staff to directly operate Burgess Pool and the future MPCC aquatics center, it is well within the City's capabilities to do so, given the necessary time, staff and resources. That said, the City of Menlo Park has not directly operated Burgess Pool since 2006, and currently lacks the necessary staff and resources.

Several preparatory steps would be needed before the City assuming direct operations of Burgess Pool and/or the new MPCC pool, including budget authorizations, recruitments and classifications, and regulatory certifications in a process that would extend several months and involve hundreds of hours of staff time and effort. Staff's preliminary review of other area jurisdictions' staffing models and expenditures, along with analysis of Menlo Park's current salary schedule, job classifications, facility maintenance and capital expenditures indicates that in order to directly operate Burgess Pool and the MPCC pool seven days per week, year-round, the City of Menlo Park would need to:

- Increase benefited personnel by 4.0 to 7.0 fulltime equivalent (FTE), including a full-time aquatics

supervisor, two full-time aquatics coordinators, two to four office and program assistants, and between 90-150 part-time, temporary non-benefited employees such as lifeguards, instructors and attendants, depending on season – approximately \$0.75 million to \$1.0 million per year for benefited personnel, plus approximately \$1.0 million to \$1.7 million per year for non-benefited personnel.

- Continue to bear the costs to operate and maintain the Burgess Pool and MPCC Pool facilities, including the costs of utilities, equipment replacement and repair, minor renovation projects, and supplies like pool chemicals – approximately \$0.65 million to \$1.0 million per year.
- Bear new administrative costs related to pool operator certifications, risk management, records management and financial administration – approximately \$0.10 million per year.

Based on this preliminary analysis, a rough-order-of-magnitude (ROM) estimate of total annual expenditures for the City to directly operate Burgess Pool and MPCC pool year-round, seven days per week is between \$2.5 million to \$3.8 million; with potential annual revenue (cost recovery) between \$0.75 million to \$2 million.

If City Council so directs, staff can further develop these rough estimates into a precise budget proposal for a City-run aquatics program including specific staff positions and compensation, hours of operation, programs, certifications, supplies and services, facility maintenance and capital expense, revenue projections, and other financial and operating considerations, and present it to City Council September 20. Staff estimates that developing a detailed budget proposal would require approximately 80 total hours of staff time and effort, which would divert limited resources away from other priority projects such as gymnastics reactivation and preparations for the MPCC project. Alternately, the City Council can wait to receive and evaluate the responses to the RFP before deciding whether to direct staff to work on a detailed budget proposal for a City-run aquatics program. Staff seeks direction from City Council regarding the desired scope and timeframe for completing this work.

RFP

The City of Menlo Park last issued an RFP for an aquatics program operator in 2010. (Attachment D.) Staff is preparing a new RFP for an aquatics operator at Burgess Pool and MPCC Pool per the following proposed timeline:

- September 20– City Council review and authorize RFP
- October – RFP issued
- November – Proposals due
- November to January – Staff review proposals
- January 10 or 24– City Council identify preferred provider and authorize city manager to negotiate agreement
- February 14 or 28 – City Council authorize city manager to execute agreement

For City Council’s awareness and feedback, staff intends to incorporate the following program requirements into a draft RFP for City Council review and authorization September 20. The proposed program requirements are numbered for convenience only and are listed in no particular order or priority.

1. Require the operator to seek City approval for aquatics user fees. For example, to conform to any aquatics user fees that City Council may establish in the master fee schedule in the future.
2. Include revenue sharing with the City with the goal to recover the City’s facility maintenance and capital costs at a medium rate of cost recovery (30 percent – 70 percent.) The City’s total costs to maintain Burgess Pool were approximately \$645,000 in fiscal year 2021-22.
3. Require a baseline number or percentage of operating hours to be dedicated to open swim/community swim for play and social time; a baseline quantity of free or discounted swim lessons to be offered to

Menlo Park children; and a baseline quantity of aqua wellness and/or therapeutic classes for seniors and others who benefit from such programs.

4. Require that Burgess Pool and MPCC Pool offer identical or equivalent operating schedules and programs.

Impact on City Resources

There is no action requested and no new direct impact to city resources associated with this study session. In the current agreement with Team Sheeper, Inc. for operations of Burgess Pool, the City is responsible for maintenance of the Burgess Pool facility including recurring expenditures for mechanical maintenance and repairs, custodial and landscaping services, utilities (water, sewer, electricity, gas, telephone and internet), and pool maintenance chemicals and supplies; and one-time expenditures for equipment replacements and minor facility renovations. Total expenses to the City related to maintenance of Burgess Pool were approximately \$645,000 in fiscal year 2021-22. A preliminary estimate of total annual expenditures that would be necessary for the City to directly operate Burgess Pool and MPCC pool in the future, operating year-round, seven days per week at both locations, is approximately \$2.5 million to \$3.8 million. A preliminary estimate of potential annual revenue (cost recovery) is approximately \$1 million to \$2.5 million.

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. Resident survey results
- B. Team Sheeper, Inc. annual report 2021
- C. Comparative data – aquatics programs
 1. Municipal jurisdiction data 2021– 22
 2. BAPPOA annual survey 2018 – 19
 3. Maps of area swim centers
- D. City of Menlo Park RFP – aquatics operator (2010)

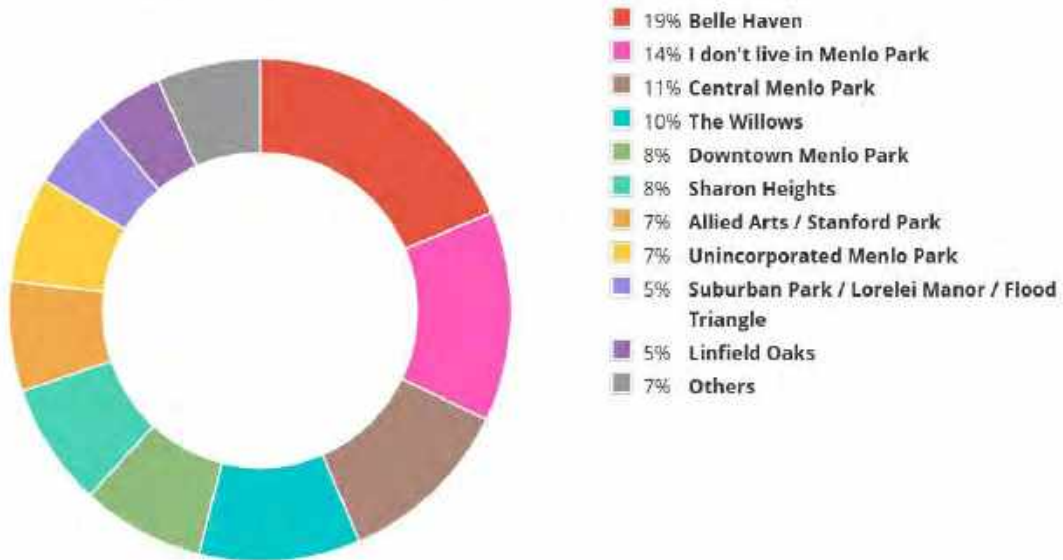
Report prepared by:

Ashley Walker, Management Analyst
Sean Reinhart, Library and Community Services Director

Report reviewed by:

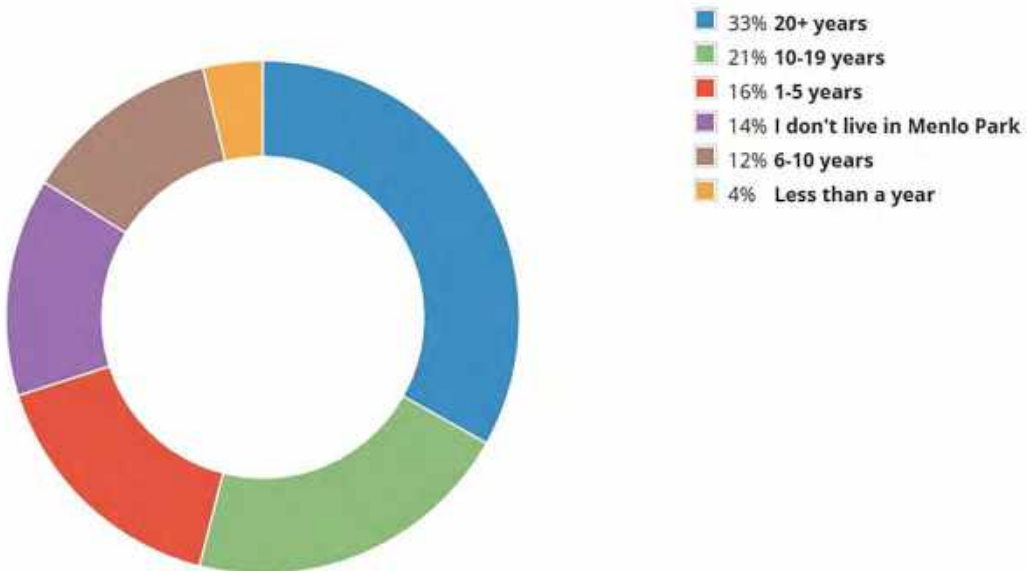
Nira Doherty, City Attorney
Justin Murphy, City Manager

1. What neighborhood of Menlo Park do you live in now?



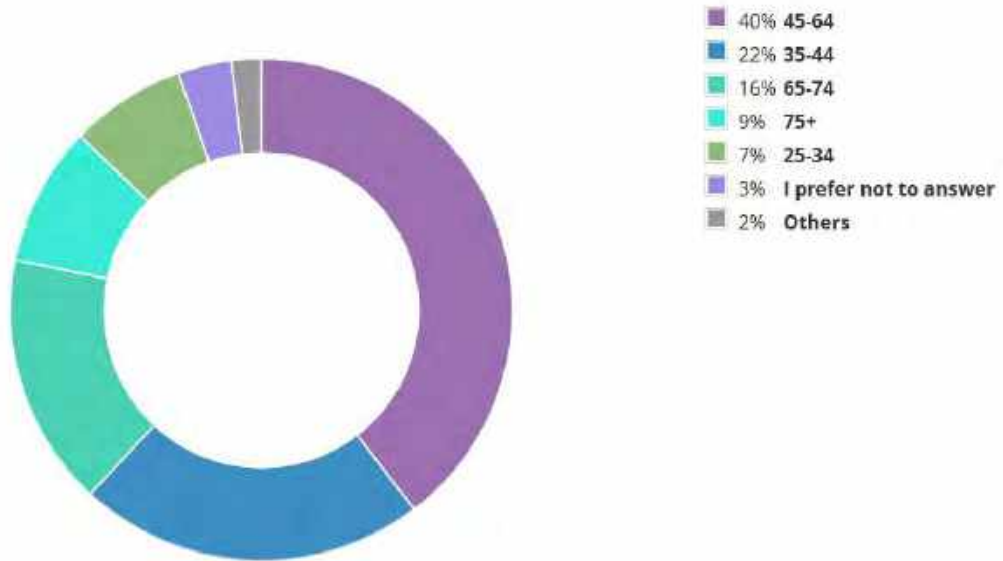
932 respondents

2. How long have you lived in Menlo Park?



932 respondents

18. What is your age?



724 respondents

3. What age groups live in your household? (Check all that apply)



870 Respondents

4. How often do you typically use or visit these locations operated by the City of Menlo Park?

	Never	Rarely, once a year or less	A few times a year	Once or twice a month	Once or twice a week	More than once a week
Swimming pools:	40% Never	11% Rarely, once a year or less	15% A few times a year	9% Once or twice a month	8% Once or twice a week	18% More than once a week

844 Respondents

8. How important are the following aquatics and swimming programs?

	not at all important	somewhat important	very important
Swimming lessons for children	11% not at all important	20% somewhat important	69% very important
Swimming lessons for adults	18% not at all important	41% somewhat important	40% very important
Adult lap swimming	12% not at all important	30% somewhat important	57% very important
Wading pool, splash pad	20% not at all important	34% somewhat important	45% very important
Competitive swimming and sports	27% not at all important	39% somewhat important	34% very important
Open swim / community swim time in big pool	11% not at all important	24% somewhat important	65% very important
Aqua therapy / physical therapy	17% not at all important	38% somewhat important	45% very important
Aquacise / exercise classes	16% not at all important	40% somewhat important	44% very important

748 respondents

9. For aquatics and swimming programs, how important are the following items?

	not at all important	somewhat important	very important
Children / families have priority to use swimming pools for play and social time	15% not at all important	39% somewhat important	46% very important
Competitive swimming / sports have priority to use the pools for training and competitions	34% not at all important	46% somewhat important	19% very important
Lap swimmers have priority to use the pools	23% not at all important	50% somewhat important	27% very important
Therapy swimming / older adult swimming has priority to use the pools	18% not at all important	49% somewhat important	33% very important
Adaptive swimming for people with disabilities have priority to use the pools	18% not at all important	44% somewhat important	37% very important
Beginners / children's swimming lessons have priority to use the pools	13% not at all important	41% somewhat important	46% very important
Swimming pools are open year-round	7% not at all important	21% somewhat important	72% very important
Swimming pools are open seven days per week	8% not at all important	20% somewhat important	71% very important
Swimming pools are focused on the needs of Menlo Park residents	9% not at all important	19% somewhat important	72% very important
Swimming pools have free or discounted fees for Menlo Park residents	11% not at all important	25% somewhat important	64% very important
Swimming pools attract participants from outside Menlo Park who are charged higher fees	39% not at all important	37% somewhat important	23% very important

707 respondents

Survey conducted June 13 to August 10, 2022, in electronic and paper formats, English and Spanish.

MENLO PARK RESIDENT SURVEY
SUMMARY COUNT OF AQUATICS-RELATED FREE-TEXT COMMENTS

Comment mentions	Question 10	Question 11	Total mentions
Changes in programming	100	44	144
More swim lessons / time for children	53	27	80
Compliment / no changes	41	38	79
Increase / changes to hours or scheduling	60	14	74
Lower fees	36	19	55
Other	22	19	41
More open swim	32	7	39
Facility issues	21	15	36
Priority for Menlo Park residents	16	18	34
More classes / time for seniors	22	11	33
Open more lanes / change pool setup	22	4	26
More lap swim	12	7	19
Adaptive swimming	13	3	16
More aquafit / aqua wellness classes	8	3	11
Staffing	7	4	11
Better advertising	8	0	8
Waitlist too long	6	0	6
More competitive swim	2	3	5
More Masters swim	2	2	4
Fix technical issues on website	3	0	3
Poor service	1	0	1

MENLO PARK RESIDENT SURVEY
AQUATICS-RELATED FREE-TEXT COMMENTS

Q10: "Are there any changes to the city aquatics and swimming programs that would make you use them more often?"	
#	Comment
1	As stated above, the new scheduling system is awful at Burgess. It is almost impossible to get a swim lesson and even if you get one that's usually it. There's no consistency unless you have the ability to sit at your computer and wait for when they open on the dot. It's not equitable to those that can't do that, don't have help with scheduling, work full time away from a computer, etc.
2	Longer hours open lap swimming before or after work
3	More open times for Menlo Park residents
4	Longer hours and open year round with better hours for working families, reduced fees for teachers
5	More beginner swimming lessons for kids
6	More open swimming
7	Yes! We would definitely use the pool more if adaptive swimming was available. There is a huge need for it in the community with years long waiting lists that aren't moving because there aren't facilities available. Water exercise classes for adults and seniors would also be great.
8	My family trying to do lessons for a short period of time. Each time we came, the instructor was different so I had to keep explaining to them my child's skills and because there were multiple kids in the class, the instructor really barely got to know my child and I felt like it was a waste of time
9	0-3 infant and toddler classes
10	Good and clean locker rooms. Warm pools
11	- family membership (monthly or annual) is needed - open swim for children 7 days a week for multiple hours, year round, not just summer - baby pool open 7 days a week, year round
12	Tim Sheeper has done an amazing job in the past managing the Menlo Park community pools and I truly hope Menlo Swim and Sport will continue to operate the pools offering a wide array of programs to a diverse number of people.
13	No
14	Current programming is excellent, accommodating a wide range of users in equitable fashion.
15	More swimming master's programs.
16	Several. The pool has become a profit center for Team Sheeper to the exclusion of the community needs. There should not be teams such as PASA (Palo Alto Stanford Assn.) using the community pool. This activity belongs at Stanford, School pools or Country Clubs, not Burgess. Sheralee Beebee's senior exercise classes were very popular and even oversubscribed, yet Sheeper cancelled them for personal animus and replaced with a so called physical therapy class that charges double the cost. There is altogether too much emphasis on elite athletes who come from other areas, some far from MP and who are charged substantially less (hour by hour/lap availability) than the community activities. Also, the baby pool is under utilized and infants (often screaming) are "taught" on the steps of the warm pool, blocking access for disabled people. There are no ADA doors. There have also been incidents where kids have pooped in the pool causing everyone to get out. The locker rooms are also often blocked by strollers because people do not use the family locker rooms. There is an Aqua Fit program but that is not something that older or disabled people can participate in. Ideally the baby pool should be reconfigured and reconstructed to be used exclusively for small kids so that they could be safer, watched more closely, so that there would not be so many accidents. Also there are problems with maintenance that

Q10: "Are there any changes to the city aquatics and swimming programs that would make you use them more often?"	
#	Comment
	seem to be caused by lack of appropriate attention. To have the warm pool closed for 8 weeks is astonishing. In addition there have been numerous short closures owing to various malfunctions. Apparently this is also the case with Rinconada, also "managed" by Sheeper. Sheeper's entire focus seems to be on the masters program and Team Sheeper expansion and not on the Menlo Park community's needs.
17	I feel all of the above uses of the pool are important. careful scheduling should be able to accommodate all. Weekends should have plenty of hours for family swim, toddler splash pool. Saturday mornings, programs for kids racing, learning to swim, socialize with friends. Reserve weekdays before 3 for adults.
18	water wellness classes similar to those taught before covid
19	Need more open lanes for lap swimming in instructional pool. Currently there is only 1 open lane during the afternoons during the week, which is the only time I can come to the pool.
20	If Burgess were to offer the same aquafit and aqua wellness programs as in the past, I would love to participate again. It worked quite well in the past.
21	Questions above are difficult to answer as I believe that no single 'demographic/audience' (e.g., competitive vs. children vs. families vs. senior wellness) should have 'priority'. My extreme disappointment is in the current Sheeper management approach, he has completely ignored the needs of older people who benefit greatly from whole body/aquawellness exercise (e.g., Ms. Beebe was teaching very successfully for the 3 years I attended 3days/wk). There are few alternatives locally for such exercise and, personally, my own health and mobility have suffered greatly from lack of options I enjoyed with Ms. Beebe's classes. I would plead for getting rid of Sheeper in favor of better programming orchestrated for families and also young and older. Now there seems to be a favoring of competitive swimming even to the point of having Stanford affiliated competitive swimmers being allowed swim time over the needs of Menlo residents. THAT is NOT what I'm paying taxes for.
22	Bring back wellness exercise classes at 9 and 10 am
23	Aquafit taught by Sheralee Beebe
24	- Open swim time for families on weekends- Group swim lessons - Open access to lap swimming in the Performance pool (early morning and evening) so that people who work during the day and can't afford Masters can continue to swim- Limiting rental to other organizations at least until 2023 when the new MPCC opens- Reasonable pricing so all Menlo Park residents can attend- Menlo Park should take back ownership of the pool and end the arrangement it has with its for-profit contractor that has been crowding out public access in favor of private programming.
25	If the pool had lap swimming available for drop in residents, I would be thrilled!
26	More open swim
27	Better swim lessons- we have done the group lessons and the coaches just play around most of the time and don't teach
28	See above - lessons for infants/toddlers are main interest
29	We would love to see more private swim lesson times offered. We're really struggling to book swim lessons and to find space on a swim team.
30	I love swimming and live near the pool but never go because of the fees and difficulty getting lane time. It seems like it's always occupied with something that has little to do with Menlo Park families swimming. Please consider taking the pools back from whatever

MENLO PARK RESIDENT SURVEY
AQUATICS-RELATED FREE-TEXT COMMENTS

Q10: "Are there any changes to the city aquatics and swimming programs that would make you use them more often?"	
#	Comment
	contractor runs it and opening up to Menlo Park families. In contrast, we use the library three times a week and the basketball arena for school basketball teams.
31	Longer hours. Less Masters swim. Fewer individual classes and more group classes. More "slow/beginner" lanes. Cheaper rates for city residents. Especially while other pool is closed.
32	<ul style="list-style-type: none"> - Open swim time for families on weekends - Group swim lessons vs. private lessons - Open access to lap swimming in the Performance pool (early morning and evening) so that people who work during the day and can't afford Masters can continue to swim - Limiting rental to other organizations at least until 2023 when the new MPCC opens - Reasonable pricing so all Menlo Park residents can swim - Menlo Park should take back ownership of the pool and end the arrangement it has with its for-profit contractor that has been crowding out public access in favor of private programming.
33	More family friendly, more affordable, more access outside of work hours
34	More open swim times throughout the year. Family memberships!
35	More swimming space for families with young kids.
36	Same as above - offer physical therapy/aqua therapy classes for seniors that are taught by trained aqua therapy instructors without sacrificing the space in the pool for the classes. Would prefer deep water aqua therapy classes so children learning to swim could be in shallow area that we would walk through to reach deep water. Need to change direction of area pool dividers to create a big deep water area across the end of the pool.
37	Less expensive
38	Better advertising to encourage people to use the facility and make them aware of the various ways they can do so.
39	Ensure that the wading pool is open so that adults are not bringing toddlers into the instructional pool. There have been three incidents involving toddlers that I have observed because of this lack of wading pool availability.
40	Our family used to take full advantage of the open swim time, especially during the weekends. Several years ago, however, the pool started restricting the number of people able to swim at a given time, and we would show up only to have to wait in line for an indeterminate amount of time. We pretty much gave up going to the pool after being told to wait in line too often. But when the weather is hot, and I drive by the pool, I am disappointed that swimming there no longer feels like a bankable option.
41	No. The pools have the best programming and hours of operation in the Bay Area.
42	I love the water wellness program taught and supervised by the physical therapist
43	More open swim / splash pad availability, and a season pass pricing option for families (\$28 every single time is prohibitive)
44	Bring back Sheralee Beebe to teach aquacise classes.
45	More open swim time!
46	Longer hours for family swim (Open earlier so small kids can use it since they nap in the middle of the day). Longer season for the baby pool, not just a couple of months in the summer.
47	Public swimming availability seems severely limited, especially on hot days...
48	The chlorine level is extremely high at Burgess.

Q10: "Are there any changes to the city aquatics and swimming programs that would make you use them more often?"	
#	Comment
49	I know lifeguards are hard to come by and that's limiting hours and activities that are available. I think it's important for the community to understand that and not just complain about the lack of hours.
50	I'm a disabled 49 year old. I recently had to join a private pool instead of swimming at Burgess 3-4 times a week because of lane availability. I'm only able to use the warm pool because I cannot manage the ladders. I had been at Burgess pool on several occasions when it was designated lap swimming time and have either been asked to leave my lane for a lesson (of course they will throw me out when lessons cost \$76 per half hour!) or they have allowed families and children to occupy the lanes (when it wasn't free swim). The facility isn't ADA compliant (slippery locker room floors and difficult to open doors). I'm glad I could move to a private pool but am concerned about the community members who can only swim for exercise and have extremely limited times and resources to do so. The community is not prioritized- Tim Sheeper is profiting off of this pool. It's ridiculous to pay \$76 for a 30 minute lesson also! When I learned to swim in SF, it was free to the public. Public swimming pools shouldn't cater to the wealthy elite. You are doing a disservice to a lot of the community.
51	Warmer water, some hours dedicated to handicapped / seniors
52	At the present time there is No Aqua Wellness Program. A program designed for seniors with a focus on balance, coordination, posture and over all movement and flexibility. Seniors benefit from the program pre and post surgery- of knee and hip replacements.
53	The locker rooms at Burgess are in serious need of upgrade both in terms of space and quality
54	Probably not. We are fortunate to have a pool at home.
55	We use them a lot already, but wish they splash area for little kids was open more during the year.
56	- Open swim time for families on weekends- Group swim lessons vs. private lessons- Open access to lap swimming in the Performance pool (early morning and evening) so that people who work during the day and can't afford Masters can continue to swim- Limiting rental to other organizations at least until 2023 when the new MPCC opens- Reasonable pricing so all Menlo Park residents can swim- Menlo Park should take back ownership of the pool and end the arrangement it has with its for-profit contractor that has been crowding out public access in favor of private programming.
57	Programs need to be administered and run by the city, not outsourced to a for-profit group that doesn't share the broader community's needs
58	More time for residents, less focus on non-residents. Current fee differential for resident/non-resident is trivial. There is no City oversight of the program is run (its all for Sheeper's benefit, not for Menlo Park's).
59	I use the performance pool often for laps and I really appreciate how accessible, clean, pleasant and available it is. It is always being used but it is rarely super crowded--I almost never have to wait for a lane/half-lane, lifeguards are always attentive and moving around, and friendly. This is a menlo park amenity that I really appreciate.
60	The aquatics programs that are now available have a huge variety of opportunities. These opportunities already cover the full range of what an aquatic program should offer. There is a really fair balanced offering currently of aquatic programs. I would not change a thing nor the current managers of the aquatic program as they have been doing an outstanding job
61	Yes. Having a shallow (4-5 feet deep) part of pool to exercise (no need for instructor.) Let residents sign up first, then out-of-towners as needed to fulfill numbers.

MENLO PARK RESIDENT SURVEY
AQUATICS-RELATED FREE-TEXT COMMENTS

Q10: "Are there any changes to the city aquatics and swimming programs that would make you use them more often?"	
#	Comment
62	I don't swim laps anymore because I got kicked too often. Limit numbers in lanes. Extend hours of use. Build an olympic-sized pool!!! Keep fees smaller for MP residents and more for out of towners.
63	The pool staff seem to do a great job. Balancing the needs of the community is tough, but it seems that Burgess has a good balance.
64	I just need to learn more about the programs.
65	more community-wide access
66	Too many people in the pool -- lanes are often full with 2+ people sharing which is difficult with many skill levels. Focus on incorporated Menlo Park residents who pay taxes to support the pool. There are too many programs and teams using the majority of pool lanes, especially after school and after work when residents want to swim.
67	I don't use them often now, but I did when my kids were young. I think they should be affordable and accessible for all MP residents.
68	Tell us us the annual operating costs in these surveys
69	Changing rooms are an embarrassment. Overcrowded so showers and spinner frequently breakdown. Many people won't go inside, or can't fit so they come an go from home. 1 family changing room, which is used by disabled persons with aides as well, is way to inadequate. Another pool is required for the number of participants. This is one case that i you build it they will come.
70	Expand and modernize changing roomsAdd extra teaching/camp pools. Noise level & waves make classes and teaching in the same pool near impossible.Have city staff responsible for oversight visit every day. There is a lack of communication between departments so that repairs take months. I went to the city offices and spoke to two épatements about a necessary repair in the dressing room. Although pool staff said they conveyed the need city staff didn't follow=thru. The pool seems a low priority for city staff.Ensure there is always a user representative that is on the recreation committeeThe pool management is excellent so retain them.
71	Make them (pools, swimming lesson, lap swimming, etc) less expensive so that more people can take advantage of pool usage. Esp in the Belle Haven neighborhood.
72	Cheaper prices - \$9 from \$6 is a steep price increase for lap swim. The triathlon club is also incredibly expensive. Swim lessons are also very very expensive.
73	More aquacise classes offered in the evening
74	More open hour for families, more swim classes for children, priority for MP residents
75	More swim classes for kids and more open hour swim.
76	I would like to see more family and open swim time.
77	Group classes for children at lower cost (can't afford private lessons), especially in non-summer seasons; accessible options for swimming teen with disability
78	Ability to reserve/rent an area of the pool for private lessons with an instructor that we pick
79	Laps available for any swimmer at all times pool is open. Should not have to join MAster program to swim in early am
80	More available times for individuals with some disabilities. Warm pool restrictions so that regular lap swimmers do not take up the available lanes when bigger pool is fully occupied. Warm pool accessibility needs to increase for adults with individuals with disabilities during the daytime (esp mornings) summer time. Currently, swimming lessons for kids have priority.
81	See comment above about timing availability!

MENLO PARK RESIDENT SURVEY
AQUATICS-RELATED FREE-TEXT COMMENTS

Q10: "Are there any changes to the city aquatics and swimming programs that would make you use them more often?"	
#	Comment
82	I thin k Tim Sheeper has done a great job balancing aquatic programs and managing the pool facilities
83	It's been very hard to get swimming lessons, even when you are able to book one, not having continuous progress (monthly/quarterly) lessons doesn't help kids to actually learn how to swim
84	More options for kids classes
85	Having more coaches and times spots to choose. I haven't sign my kids because you don't have enough people.
86	No
87	All of these programs are important. Group swim lessons are more important than private swim lessons. Youth competition, masters swimming important. Lap swimmers can have more people per lane to make the best use of our limited pool resources. Should be plenty of open swim on weekends. I'm a longtime resident and have been happy with how Menlo Swim has been managed.
88	Please please keep masters swimming through team sheeper as it currently is. Tim does an amazing job
89	The swimming programs at Burgess have been an important part of my mental and physical well-being. The pool is well-run, clean, professional and a highlight of living in Menlo Park. They cater to a wide variety of individuals and groups. Nothing is perfect, and sure, there are times when I wish I had my own lane or something, but the quality of the pool and it's programs is better than any other that I have seen from visiting others around the area. I can't fathom that the city would contemplate wrenching away such a well-run pool from its residents.
90	My entire family (2 adults and 2 kids) have been regular users of the aquatics programs for years, including drop in casual, Childrens swim lessons, Childrens competitive swimming including the summer league, bday parties, masters swim team, and adult lap swimming. The existing program is top notch and serves the needs of Menlo Park residents very well. It also provides jobs for local young adults and kids. During the pandemic, they kept programs going and provided an invaluable outdoor activity resource available to our community although it was extremely challenging to do so. The current management of the aquatic programs and pools is excellent.
91	No
92	None
93	no
94	I think the aquatics programs are great. I swim Menlo Masters, I play women's maters water polo, our kids did swim team at Burgess, lots if local kids get good jobs and experience at Burgess. I think Tim Sheeper and staff have done an amazing job utilizing the pool for everyone.
95	Please do not change anything. We have a great aquatics pool operation.
96	The free swim option for locals are limited and unwelcoming
97	mmm no
98	The City's aquatic programs are already great and I use them often. Please don't make any changes to the current operator or operations.
99	More swim lesson availability and consistency.
100	I don't use the pool, can't tolerate the chlorine for long periods..

MENLO PARK RESIDENT SURVEY
AQUATICS-RELATED FREE-TEXT COMMENTS

Q10: "Are there any changes to the city aquatics and swimming programs that would make you use them more often?"	
#	Comment
101	No
102	No.
103	No. No. No. this survey will not allow me to continue. Is it designed by swimming people? Please let me finish the survey.
104	The pool times can be set for different priorities during different times of the day and different days of the week to accommodate different groups. It's not possible to have lap swimming at the same time as children and families playing in the pool.
105	Whoever runs the pool, please keep it open and available for the Menlo Park residents
106	Mote classes for children, more open swimming opportunities for families
107	More affordable swimming lessons for children.
108	The teamsheeper service that is used to sign up for lessons is very inefficient and not user friendly-- I always have trouble with it and have had to reset my password multiple times. Also we are begging for swim lessons as is every other family we know. We've never been able to get them, only a few privates. I feel like people are elbowing each other in the face to get to the lessons first by signing up right at 12:00, and everything is gone within 3 minutes. It's a terrible system and perpetuates inequity for those that cannot drop everything and sign up midday. Water safety is a necessity for everyone, we should better be able to meet the needs of more families.
109	I am a lap swimmer who would like to be able to swim after work 4-6. I would love some lanes open then.
110	I think it's important to figure out a way for all the users to have some time.
111	Proximity
112	Is there a summer pass for families? What kinds of programs are there for teens who might be interested in teams but are not ready to compete?
113	I will likely use Burgess if Tim Sheeper is in charge of the facility. If the city takes over and shuts down Menlo Masters, I will likely use another facility bc there probably will no longer be a team and I'm a competitive swimmer. I occasionally lap swim but I use Burgess, far and beyond, primarily for the Menlo Masters swim team.
114	Three rather than two masters swim sessions on weekday mornings.
115	Keep the pool open As many hours as possible looking Forward to the new Belle Haven pool
116	The Burgess pool has programs for all ages and needs. I am really impressed with how it is always full of swimmers and families, and how it was the first facility to be opened during the pandemic. I would not like to see any changes in the programs.
117	Integrity will triumph. Mr Sheeper is a man of integrity. He balances his passion and priority for community involvement with viable business needs & ethics. Menlo Park is fortunate to have such a person at the helm of this aquatics facility. He deserves more value & recognition for all his behind the scenes time, initiative and problem solving than what he gets.
118	Menlo Swim and sport is the best aquatics program Menlo Park ever had. I have lived in Menlo Park since 2004 and the pool hours were very unreliable before Menlo Swim and Sport started running it.
119	The Menlo Park Swimming pool programs have been a benchmark not only for the bay area but for California for years, they serve the elderly, disabled, kids and competitive athletes in more ways than any other pool in the surrounding counties

MENLO PARK RESIDENT SURVEY
AQUATICS-RELATED FREE-TEXT COMMENTS

Q10: "Are there any changes to the city aquatics and swimming programs that would make you use them more often?"	
#	Comment
120	Every time i want to go there are open lanes and it is super easy to get in and out. I do not see the need for change
121	Every time i want to go there are plenty of lanes available, i do not see the need for change. MP pools are one of the few that operate 24x7 from 6 am to 9 pm every day.
122	Competitive activities belong elsewhere, not in a community pool. They should not take priority over community needs
123	Aqua Fitness and Wellness the way it used to be pre-pandemic
124	Any kind of infant/baby/toddler swim lessons on weekends. Everyone I know either gives money to La Petit Baleen or private clubs for this. It's a missed revenue opportunity.
125	More lessons, charges less
126	Swimming pool should be closed and heated
127	More family swimming time during the week and weekend. More group swimming classes for children
128	Our main focus is swim lessons for children. Group lessons are all booked and private lessons are much too expensive.
129	My experience of offering time for families and social time is that there will be minimal use. And when this is offered, there is more maintenance and upkeep required simply due to the nature of activity offered.
130	Longer hours in the evenings in the summer. We frequently want to go swimming after 6:00 p.m. more space for swim lessons, been trying for a year to get in. More family locker rooms so we can all shower and dress at the same time together.
131	Love the pool! Please keep it here!
132	Lounge chairs or more space for sitting would be nice. We just come for swim practice and leave. An open swim area or time (without lane lines) would be nice for just enjoying the pool.
133	Include unincorporated Menlo residents as residents
134	I would use them a lot less or not at all if the current pool management is changed and the city takes over the management of the aquatics program.
135	Tim Sheeper has a well run organization throughout my multi year membership and I was especially grateful during the pandemic. Burgess pool and staff have positive health benefits for the community.
136	dog pool maybe?? (dedicated small one), or dogs come on closing days
137	More lap and family swimming options and better rates for residents - ie closer to free or highly subsidized.
138	I used the kiddie pool and the large pool when I had small children. Once the pool became "private " we never felt welcome again and have never returned. My older daughter took swim lessons at Burgess pool but once Sheeper moved in we went to SCRA. Both my children learned to swim at SCRA. I was and still am livid that Menlo Park build this beautiful new pool for Sheeper. Why can't the City run the pool they did before?
139	community open house - introduce aquatic programs to citizens
140	We use the pool close to daily during the summer, and 3+ times a week during the school year. We are heavy users, nothing could make us use the pool more. I look forward to the Belle Haven pool being complete - it is closer to our home. Re: Therapy Swimming and Adaptive Swimming. I've never heard of a need for those - is that something the community is asking for?

MENLO PARK RESIDENT SURVEY
AQUATICS-RELATED FREE-TEXT COMMENTS

Q10: "Are there any changes to the city aquatics and swimming programs that would make you use them more often?"	
#	Comment
141	In the past there was some limitations on time slots open to general swimming use before the pandemic so would like to see that during summer more hours open to the general public use rather than competitive program use.
142	Aquatics fitness drop in classes on weekends for adults
143	I'd like to note that Tim Sheeper has been running an excellent aquatic program that juggles the needs of many people who use the pool. It is amazing. I've never seen the pool empty. It would be a shame to try to fix something that isn't broken.
144	More time and more lanes open for open family swim
145	Increase the number of slots for swimming lessons so that more kids can learn how to swim.
146	More pool facilities to meet the size of our collective community needs. Burgess is great, but gets incredibly crowded. We have outgrown that one facility and need more space for families.
147	More lap swim times/lanes
148	More open swim hours.
149	Devote half the instructional pool for play .
150	Clearly defined hours for different activities such as fun, open swim vs lap swim
151	I swim 5 times a week with masters-incredible program. Disaster if we lose Tim Sheeper. Before Tim took over, there was no swimming community. City staff scribbled a workout on the white board (when city ran it) , and went to sit in office.
152	Tim Sheeper has done a tremendous job running the Burgess pool. I remember back when the city ran the old pool and the hours of lap swim availability and swim programs has gone from unsatisfactory to outstanding under Tim's leadership.
153	The current situation is ideal for my needs.
154	Tim Sheeper and his team have developed one of the most impactful, participatory, an successful swimming programs ij the entire state. He and the team are a credit to the community.
155	The hours are currently very extended.
156	Having the city invest in the pool and keep locker rooms in better shape. Also continuing the excellent array of a supportive aquatic community of all ages and abilities as Menlo Swim & Sport does now.
157	More lap swimming hours and more lanes open at the same time
158	Less focus on competitive swimming including Masters
159	Current program is fine for me, but I would hate to see a reduction of hours for lap swimming or Masters.
160	More lanes! Bigger pools.
161	No. The programs over the past 12 years have served our family of four from 5 yr olds to 16 yr olds
162	Lower the water polo fees
163	I swim nearly every day at the pool. It will be very very sad if the Master's swimming is discontinued. There is a very large group of people from Menlo Park and surrounding who are a part of this group and desperately want it to continue. I honestly don't think there is another person who could do a better job of this than Tim Sheeper; he is fair, honest, devoted, frugal. Please, please let him continue to give hundreds of us to be led by his skilled and thoughtful lead.
164	I am there nearly every day. I think Tim has managed the masters program, the lap swimming, elderly program, and swimming for the children really marvelously.

MENLO PARK RESIDENT SURVEY
AQUATICS-RELATED FREE-TEXT COMMENTS

Q10: "Are there any changes to the city aquatics and swimming programs that would make you use them more often?"	
#	Comment
165	Swimming lessons for children should be accessible and affordable ,sliding scale for all Menlo Park residents .
166	no
167	if it is free and open to the menlo park residents
168	more accessable. it's so hard to book classes for my kids-have not been able to get one since March. They can't swim yet.
169	adult swimming lessons, water exercises
170	more and longer flexible hours
171	more and flexible hours
172	Open swim l'm the mornings during summer break and other school breaks throughout the uear
173	More access to lap swimmers. Means more hours of availability...
174	I was very excited when the new pools at the Arrillaga Center were opened but then found to my dismay that there was almost no recreational swim time available and what was available was in inconvenient little 30-45 minute slots in the late evening sessions; almost all the pool time was for scheduled narrow-use activities, heavy on the sports programs. I had pretty much given it up, but then saw there was a dispute with the current, and soon to expire, program provider and saw some hope. They need to go, in my opinion, and the contract given to someone who understands what a community pool, that it is not just a pool for them to run their sports programs.
175	focus on residents!
176	less fee for open swim for residents
177	cost and expense, changing times of open swim, offer MPCSD pool access, include 8ped
178	Staff should reflect the community, otherwise it feels that we are being pushed out and not important. Inclusion is vital.
179	Longer hours, year round as weather permits.
180	No
181	Offer cheaper prices to seniors. Have a pool with higher temp for seniors + disabled that can not tolerate the cold pools. Water therapy for autistic people?
182	More group lessons for kids!
183	I'm a frequent user. It's important that the pools are heavily used by regular users. Otherwise, the expense of keeping the pools open and the costs to users will be too high.
184	lower fees for seniors/more laps(?) for seniors
185	Longer hours
186	I appreciate that folks inside and outside MP can use the pools and it's totally fair that non residents are charged more.
187	Need more bike racks.
188	More for seniors
189	Non/competitive lap swimming for teens
190	Baby pool all week in summer. Lower fee or year pass for family swim
191	cleaner bathrooms
192	More children lessons with qualified teachers
193	baby swimming classes with flexible hours and fees
194	Warmer water!
195	open swim opens at 5:00am to 6:30pm
196	If it is less crowded

MENLO PARK RESIDENT SURVEY
AQUATICS-RELATED FREE-TEXT COMMENTS

Q10: "Are there any changes to the city aquatics and swimming programs that would make you use them more often?"	
#	Comment
197	Have more times on weekends and later hours during week.
198	Accessibility to older/disabled people. Treating Belle Haven Pool equal to Burgess.
199	open more hours
200	Pool should be open year round to everyone
201	Reduced fee/free for residents w/ increased hours of operations for families.
202	Just waiting for new Belle Haven Pool
203	Belle Haven doesn't have a pool or free programs for our teens.
204	A Menlo Park resident should not be charged - ever!
205	PT in swimming
206	Price and location
207	n/a
208	More printed information mailed to residents
209	No not really
210	Current swim programs for free private lessons.
211	Reduce fees. For heavens sake, if a wealthy supported community can't afford to let its residents use these facilities for free or for \$2, what community can?
212	splash pad < lane swimming
213	I've never used the pool because open swim times were so limited - need more adult only hours
214	We would use them more often if they were available. They book very fast & not all of the time frames work for full time working parents working more than one job.
215	Free/family swim last longer on weekends during the summer.
216	SHADE, aquatic safety classes, level in between kid and swim team, low chlorine, onetta harris open AFTER business hours during weekdays/all day weekend
217	Before renovation, the lap swim in Belle Haven was \$10/visit. This is too expensive for the people in Belle Haven who have lower incomes than the rest of MP residents. It needs to be cheaper and this will help it be more inclusive. These types of policies and barriers are the systemic inequalities that have led to less Black and Brown people who know how to swim. Needs to be discounted for Belle Haven residents to help fight these systems.
218	ask me after belle haven pool opens
219	Good luck with all that :) water aerobics in conjunction with senior center at onetta harris? ccmp?
220	all the above activities are important and could be divided with equal fines [sic] on a schedule
221	n/a
222	If there were classes for kids learning to swim on Saturdays/Sundays or in the afternoons 4-6pm during school days.
223	easier access to kids classes; they are always waitlisted!
224	splash play section for toddlers
225	N/A
226	Que alla piscinas para terapias cerca
227	I would like to sign up for children's swimming lessons of limited duration, say one or two week's worth of classes or private lessons, not an ongoing commitment I have to cancel later.
228	My family has used the Burgess pools for years, and it was one of the big reasons we moved to Menlo Park. I do see the challenge of balancing the use of the pools for training

MENLO PARK RESIDENT SURVEY
 AQUATICS-RELATED FREE-TEXT COMMENTS

Q10: "Are there any changes to the city aquatics and swimming programs that would make you use them more often?"	
#	Comment
	and open swim, but we are blessed to have two pools at Burgess to balance things out. I unfortunately think we need more pools than we already have, and hopefully opening Belle Haven will help alleviate the strain. I do think that people from out of town should pay significantly more than they do for these services - consider upping non resident fees. I also wish that there was more of a "community" feel to the pool. Say food truck night, or movie night or something like that to get people to come together and connect in a friendly way, similar to the way Ladera Recreation Pool is run.
229	no tengo cambios
230	awareness of offerings
231	It would just be nice to have all info @ our fingertips! Did not even know we had a recreational area that offered these amenities!
232	Would like evening hours during the week and weekends for learning to swim for adults.
233	Have the pool (longer hours) for the residents of Menlo Park, not just for the polo teams.
234	Smaller classes or affordable private classes option
235	Maybe a day only for the seniors. Some might be intimidated by youngsters
236	Pools in Menlo Park should be for Menlo Park residents only; however a resident should be entitled to bring guests.
237	We love the pool! The baby pool area is wonderful. But the biggest thing that keeps us from going to the pool is the cost. It would be great if fees were reduced for residents or for parents with young children.
238	A lower cost for pool use
239	Priority on lessons, masters club, and swim team
240	I'd love more availability of swimming lessons (esp private lessons) for kids and the confidence to schedule them with more consistency (at the moment right now it's a giant scrum whenever lessons become available and swimming is something you need to learn consistently not in fits and starts). The situation is so inconsistent we've considered joining a private club just to be able to get consistent swimming lessons for the kids even though we love the instructors at Burgess.

*

MENLO PARK RESIDENT SURVEY
AQUATICS-RELATED FREE-TEXT COMMENTS

Q11: Please tell us your ideas, needs, and suggestions for the city aquatics and swimming programs.	
#	Comment
241	More pools
242	Additional times for swimming lessons and open year round
243	More exercise & swim lessons. If at all possible to also allow lap swimming
244	Accessible entry/exit, adaptive swimming, adult water exercise classes
245	My husband works at a pool so we usually just go there. But it would be really nice to go to a pool in our own neighborhood. But I just found it too expensive and figured it wasn't worth it.
246	Lower the fees for families to swim
247	Teaching scuba
248	Cheap group lessons for kids; open play time with lifeguards
249	- family membership (monthly or annual) is needed - open swim for children 7 days a week for multiple hours, year round, not just summer - baby pool open 7 days a week, year round
250	I love how Burgess has a warmer pool for lessons and a colder pool for serious lap swimmers. It allows for a more diverse range of aquatic programs.
251	So grateful for the pools!
252	More master's swim programs.
253	It is not functional to have the pool operation overseen by a Librarian. He knows nothing of the pool operation. The Parks and Rec. committee appear to care less, and both defer to the City council as being the ones that are call the shots, so they do nothing. This is not just about seniors either: many kids are not athletic but do like to splash around in the pool, with or without their parents. In times past families would come and sit on the grass and just enjoy the pool. I don't think that has happened since Sheeper took over. Sheralee's program or something similar needs to be in place for elderly or disabled people. There needs to be better supervision of the programs, perhaps by the Parks and Rec. Committee, but NOT by Sean Rineheart who could care less and responds that any overview is the responsibility of the Council. There also needs to be some kind of auditing since the whole operation is run purely it would seem for profit for Sheeper, not for community benefit
254	Need water wellness program/classes similar to what there was before covid
255	(Please see above.) I am mainly interested in the aquatics program.
256	Bring back regular aqua wellness exercise for seniors three times per week
257	- Open swim time for families on weekends - Group swim lessons - Open access to lap swimming in the Performance pool (early morning and evening) so that people who work during the day and can't afford Masters can continue to swim - Limiting rental to other organizations at least until 2023 when the new MPCC opens - Reasonable pricing so all Menlo Park residents can attend - Menlo Park should take back ownership of the pool and end the arrangement it has with its for-profit contractor that has been crowding out public access in favor of private programming.
258	Residents come first - this is a PUBLIC pool
259	I'd like to see increased access, eg, open swim time for families on the weekends, open access to lap swimming, limiting rental to private parties, holding group swim lessons rather than private
260	Longer hours. Less Masters swim. Fewer individual classes and more group classes. More "slow/beginner" lanes. Cheaper rates for city residents. Especially while other pool is closed.

Q11: Please tell us your ideas, needs, and suggestions for the city aquatics and swimming programs.	
#	Comment
261	We need affordable family membership options to attend open swim times.
262	There is a huge need for older residents of Menlo Park & surrounding areas to have year-round warm water and deep water aquatic therapy to strengthen our legs, core, gluts, and improve cardio. But classes need to be taught by experts who can best help us.. not just swimmers or exercise teachers. The need is growing as more of us in the area grow older and are living in our homes. The city needs to give us the SAME amount support that it gives children and adults (who are not seniors) AND dogs!!
263	In the name of EQUITY, please invest in the children if District 1. The city council seems to be very lax in this regard.
264	The current MSS contractee places profits over stewardship and does not have safety of its guards and pool client as a priority. I was a Cal OSHA Safety Inspector for nine years. Without the Belle Haven pool there seems to be no emphasis on providing the children of District 1 aquatics access. The Belle Haven pool project is already well behind schedule with no urgency to improve the timeline. Why is it that EVERY maintenance project at Burgess runs well beyond the intended deadline? The recent Burgess chemical changeover is a perfect example - a one month project took four months. The Burgess instructional pull pump is another. It was known that the pump was failing several months before it failed. I know because I informed a lead lifeguard and two MODs of it failing due to the noise it was emitting six weeks before it failed. "They wanted to see how long they could go before having to replace it." "We knew three months before the failure." Why did it take 8 weeks to replace it? "We have to go China." - NO, there were domestic suppliers at a little higher cost but not overly so. I checked. "There are supply chain problems." - YES and that is why you expedite shipping (with an added cost). "We have to get a contractor." - YES of course, really?. So WHY did a two-week project take eight weeks? What are the cost overrun impacts on City budgeting and why is there no priority to execute maintenance completely, accurately and on time. As a 41-year facilities engineer and manager at Stanford I can assert that the city maintenance of the pool is SUBSTANDARD and would never have been tolerated in my Stanford department. It is costing our residents more than it should. The restrooms have not been maintained in a healthy manner and my five complaints and those of others have been met with "We have tried but the city will not do anything about it." This is shameful. Several women have told me that they have developed foot fungus from the women's restroom. If the condition of the men's restroom is any indicator then, I believe them. It took 10 months to replace a shower head in men's restroom. On three occasions, I have removed hair piles from both men's restrooms shower drain troughs (and reported to the MOD). Health and safety inspections appear to be telegraphed so that few or no potential areas of improvement are identified. I strongly suggest that the city NOT take over the pool and that a NEW pool program provider be contracted. I strongly suggest that health, safety and maintenance inspections be taken seriously for the good of the facility and the safety of the residents. How many MSS rescue incidents have taken place in 2021 and 2022. How many required 911? Have any rescues resulted in hospitalization? How often have in-service lifeguard training sessions been conducted in 2022 where the guards actually practice in-water rescues? Does MSS provide post-event counseling for guards who have been involved in rescue events? Saving the life of a drowning swimmer is an impactful event for the lifeguards.
265	Allow lap swim with children
266	More group classes for children

Q11: Please tell us your ideas, needs, and suggestions for the city aquatics and swimming programs.	
#	Comment
267	We have a pool shortage. We need another community pool option in MP and more swim instructors at the existing pool. It's impossible to get lessons at all, and with any sort of regularity. What about a snack bar at the pool as a means of revenue and community building?
268	Stop prioritizing Tim Sheeper profiting off of a public resource. His programs should be eliminated or cut down. The pool should ensure disabled community members have equal access and time to use the accessible pool. The elimination of the former Aqua Wellness class was devastating to most of the 40+ members who used that program. The current program is no where as inclusive and popular as the previous Aqua Wellness classes run by Sheralee Beebe. You should partner with one of the disabled community members to ensure needs are met because the current staff are clueless. I don't have children but see how unfair the pricing of swim lessons are. Only wealthy community members can afford the prices Sheeper sets. And this obviously impacts the priorities of pool management when they deny patrons the use of the pool in order to make profits off their unreasonably priced lessons. The swim teams out of Palo Alto should not be using Menlo Park pools when space is at a commodity for Menlo Park residents.
269	Please consider growing needs of aging / disabled population
270	Consider enlarging the Kiddie Pool to attract more infants and toddlers. Reinstate a real Aqua Wellness Program that meets the needs of seniors. We do not need to jump around raising our cardo rate. We need strength training, balance, posture awareness, and muscle toning.
271	The locker rooms at Burgess are in serious need of upgrade both in terms of space and quality
272	I wish there was more access to the performance pool to people outside of the Masters program
273	<ul style="list-style-type: none"> - Open swim time for families on weekends - Group swim lessons vs. private lessons - Open access to lap swimming in the Performance pool (early morning and evening) so that people who work during the day and can't afford Masters can continue to swim - Limiting rental to other organizations at least until 2023 when the new MPCC opens - Reasonable pricing so all Menlo Park residents can swim - Menlo Park should take back ownership of the pool and end the arrangement it has with its for-profit contractor that has been crowding out public access in favor of private programming.
274	City run programs at two pools offering a full range of activities including lessons, open swim, lap swim, exercise classes, play pool. Use for competition only after all other needs meet.
275	keep it simple. keep it focused on serving residents.
276	The focus should be on servicing the community. Too many decisions are prioritized so that Team Sheeper can charge more money. If they can squeeze in charged class or program they do The city should be more involved in the programs and fee changes. After the pool opened following the Covid shut down Team Sheeper announced there were no refunds because the rates to swim had been increased so much (this was even though they did not hesitate to lay every one off. Was the city consulted on this, if they were did they seek input from anyone else.
277	Swim teams are great, but should not be prioritized over more casual use by residents of all ages, including beginning lessons

MENLO PARK RESIDENT SURVEY
AQUATICS-RELATED FREE-TEXT COMMENTS

Q11: Please tell us your ideas, needs, and suggestions for the city aquatics and swimming programs.	
#	Comment
278	My only suggestion is not to change the current aquatic program nor change the current aquatic program managers. They do an outstanding job and offer a full range of aquatic programs, it could not be done any better
279	There's more demand for swim team than availability
280	Keep up the good work! In a year where other communities don't have enough lifeguards and have had to cut back on hours and programming, the Burgess pool team is doing a fantastic job. One of the best surprises about moving to Menlo! Please don't change anything.
281	Please do not ruin the wonderful pool programs and services we now enjoy. No one group is unfairly advantaged and all are welcome. We have a year round program that is unique on the peninsula. We are so lucky. Tim Sheeper has done an amazing job running the pool in a professional manner that benefits all users. Too bad you took away the Belle Haven pool....
282	Better safety -- often too few life guards and some of them seem distracted. Performance pool should be set to a cooler temperature. Pools are over-subscribed. There should be more difference in resident/non-resident fees so residents pay less and also to discourage non-resident use.
283	Balance budget
284	See above. Mandate a pool user rep sits of recreation committee
285	Swim lessons, esp for young people (beginner level). It would be cool if there was a feeder into a competitive swimming program for kids who are interested (doesn't necessarily have to exist at the Menlo Park pools).
286	Needs to be cheaper for residents.
287	Keep it simple and accessible to Belle Haven residents
288	Group swimming lessons every day for two weeks for beginning swimmers
289	Learn to swim programs should have highest priority, since they can save lives. Next highest priority should be recreational swimming and recreational pool exercise. Lowest priority should be competitive swimming.
290	Ideally, more swimming lessons available during after school hours; expanded capacity for childrens' year-round swim team.
291	I think there should be discounted rates for people who need it for family swim and exercise classes and lap swimming.
292	Hire more people.
293	Group swim lessons over private ones. Competitive swimming and masters serve more people per lane than lap swim. Lap swim is important and also important lap swim lanes serve more than 1-2 people per lane to make best use of our resources.
294	I'm happy with how the pool has been managed. I know this has stirred controversy but we should be doing more, not less, of this. It's well run and available. I remember when it was publicly run and it wasn't as available to residents. The org running it is doing a great job and communicates well - I am on the emails so get updates on changes to schedules, etc.
295	If there are some residents who feel like the fees are too high for the pool, perhaps some funds could be allocated to help low-income residents or fundraising for nonprofits encouraged. It is difficult in a city like this to make sure all needs are met, so focus on the fact that many are happy with how they are run instead of just listening to those who simply complain the loudest.

MENLO PARK RESIDENT SURVEY
AQUATICS-RELATED FREE-TEXT COMMENTS

Q11: Please tell us your ideas, needs, and suggestions for the city aquatics and swimming programs.	
#	Comment
296	N/A
297	none
298	Please encourage our existing pool operator to continue doing what they are doing.
299	nn
300	The best thing Menlo Park has done was get Tim Sheeper to provide the programming and management of Burgess and Belle Haven pools. Please do not force him out or scare him away due to the complaints of a few malcontents and town grumps.
301	None - since I don't use the program.
302	Programas de natación con costos accesibles para niños y adultos, especialmente para residentes de Menlo Park.
303	I usually avoid the pools because of the expense, crowding and most importantly because I have very sensitive skin and cannot tolerate most pool disinfectants. I used to be an avid swimmer and have neighbors who rely on the various swim programs the City provides, so I'm very much in favor of the City running swim programs for all ages and abilities.
304	It would be nice to have more options for beginner swimmers.
305	Offer more swim lessons please
306	-Programs need to be for low-income residents.
307	I'm on the Menlo Masters team, moved from Sunnyvale to Menlo Park specifically to swim on this team, that's how much this team means to me.
308	Burgess Pool is awesome. Well-run, serves a wide community, lots of hours, great activities for all ages and abilities.
309	Keep the masters swim team & youth Sports
310	I am impressed with how the Burgess pool is so well run, but I was deeply concerned when I read an article about changing management/programs. My family and I use the pool at least 5 days per week. My 7-years-old does the Bridge program, I do the lap and master swim and I am using the pool to teach my 5-year-old how to swim. Burgess is the only pool that I have seen that always has lanes reserved for free swimming, no matter what time you go, and has enough programs to attend to all ages and needs. Instead of discussing changing how Burgess is managed, shouldn't the city be discussing how and when to open the gymnasium?
311	Please keep the Menlo Park Pool to the standard it has been created to become.
312	I really hope that Tim Sheeper will be able to continue overseeing the Menlo Park pools. I appreciate all the work and thought that went into keeping the pools open and running during the pandemic. In general, he is on top of maintenance and ensures the pool keeps running. I joined the Menlo Masters swim team 9 months ago as a fairly new swimmer. Since then I have been swimming four to five times a week. I was fairly new to swimming when I joined. The swimming community whose glue is Tim Sheeper has been the thing that has gotten me through this year. It would be such a shame to see that come to an end.
313	No business owner can operate with a 1 year contract and retain employees. If Menlo Park City employees only had a 1 year contract, they would all resign and go work for another city. Please treat Menlo Swim and Sport as you would treat City employees and offer Menlo Swim and Sport a 3-5 year contract. I will not vote for these council members again if they let the pool shutdown by having unreasonable, unrealistic negotiation tactics. Other cities envy the aquatics program we have and this is one of the many great things going on in Menlo Park right now.

MENLO PARK RESIDENT SURVEY
AQUATICS-RELATED FREE-TEXT COMMENTS

Q11: Please tell us your ideas, needs, and suggestions for the city aquatics and swimming programs.	
#	Comment
314	Please keep them as is, I heard ridiculous comms ts by the major threatening to close the pool or have the city manage them !!! my kids learned to swim here.. I lap swim there and have been a swimmer for all my life- not even in Florida we have the quality of pool programs and management we have here in Menlo Park
315	MP is already a Mecca for swimming - I know the council is considering changing current management but tis is really a bad idea - if you look at the data MP has more lanes open, more programas available and more access than any other pool in most of California.
316	Too much effort on profit, not enough on resident needs. Youth competitive teams belong in high schools and country clubs. Triathlon etc. belong in the ocean.
317	priority to seniors and disabled to get into and out of the pool and classes for their needs
318	I love having lap swim available for all hours and Masters swim at convenient times. It also important to me that my teenagers are able to swim laps during regular lap swim times.
319	I would like to KNOW that the City Council and the Mayor herself have researched all other aquatics facilities owned by municipalities in San Mateo County to see how well this facility has been run since Scheeper took over. If this was done, it would be a well known fact that we are not rivaled in this county in terms of the opportunities offered.
320	Let Tim Scheeper and his team of professionals make these suggestions and LISTEN TO THEM. Believe me, they know.
321	More affordable swim classes for kids, it's way too expensive for an average family. More options for group classes.
322	Please keep Menlo masters
323	Please keep children's swim teams and summer camp!!
324	I believe the current aquatics programs are well run and represent the needs of a cross section of the aquatics community. One of the problems has been the closure of the Belle Haven pool for remodeling, which has impacted the utilization of the Burgess Pool. The current contractor of the aquatics program responds to the needs of the pool users. The variety of programs for the elderly, kids and teen swimming programs has been a good mix. Lack of city response to the maintenance issue in the instructional pool for over two months resulted in the elderly jassercize classes and programs to be restricted to the lower temp pool.
325	I believe the current aquatics programs are well run and represent the needs of a cross section of the aquatics community. One of the problems has been the closure of the Belle Haven pool for remodeling, which has impacted the utilization of the Burgess Pool. The current contract...See More
326	Keep Burgess operational! The city needs to support a well run program.
327	Would love to see a state of the art year round swim complex that is highly subsidized for residents.
328	Have the city run the pool. This is a City recreation amenity not for outsiders. I am not sure but I think the city had a swim team at one time.
329	More senior exercise program availability in the pool
330	During the summer months, provide more space in the performance pool for open swim in the afternoons.
331	It is so costly to go to Burgess for a family swim. Menlo Park residents should get free or heavily discounted passes to swim.
332	Love the swim programs! Wish the summer swim team is year round and not as intensive as solo
333	Adult swim

Q11: Please tell us your ideas, needs, and suggestions for the city aquatics and swimming programs.	
#	Comment
334	Keep Tim Sheeper , his vision and creativity are unmatched. He has created a vibrant, friendly, welcoming community for all levels of swimmer. Emotional lifeline for many , through pandemic and beyond.
335	For those of you who were around prior to 2006, the old Menlo Park pool had limited hours and was too costly for the city to run. Tim Sheeper took over running the new pools and greatly reduced the costs to manage the pool for the city. This was done by bringing in more diverse groups to use the pool - more bodies lowers costs for all. I think it is important to note that a community pool must be shared amongst many different user groups as it is today. There is a vocal group of seniors who want to swim in their own lane and complain about all the various swim programs we are fortunate to have in the city of MP. This kind of access is not practical in a public pool setting and would reduce access to all and greatly increase the cost for the city, the pool operator and users. Let things continue as they are. They aren't broken.
336	MP is known to have the best public swimming program in the Bay Area, and I'm proud and grateful to benefit from it.
337	<p>Tim Sheeper has done a remarkable job of accommodating all of the needs mentioned above. Our biggest problem is that the space is too small for the rapidly growing demand for aquatics.</p> <p>Before a final decision please do your homework considering the rapid growth of the popularity of swimming. There was data about these trends when the decision to build a 25 yd instead of a 50 meter pool. When presenting that trend at the time 2 council members told me they wished they had that data when they first made the pool size decision. My astonishment was that they had not done that homework before they made a decision. Please don't make the same mistake here.</p> <p>Before making a decision about Sheeper and the aquatics program please look closely at the community demand. If meets the needs of a large population. Younger people are more exposed and they take that exposure and the benefit of aquatics as they age.</p>
338	See above
339	Keep the Sheeper team in charge.
340	Continued maintenance of the pool and infrastructure. Some showers are leaky, wasting water. There was a significant issue with the instructional pool this spring which closed the pool for weeks. Monitoring equipment and replacing things on a schedule is important for extending the life of the pool.
341	Menlo Park's locker room facilities are run down and in very much need of a modern update. The programs themselves are amazing and my children have enjoyed all levels of participation from lessons to camps and play in the water on hot days. I have enjoyed a superb and inspiring aquatic community of all ages and abilities in Menlo Park and grateful that it's a city who have kept their community pool going while my city and others have closed only for summer use. I do hope expanding use to all is what is being considered and that Menlo Swim and Sport is lauded for their ability to build back after Covid closed the pool as well as the long term impact of pool care and facilities not being invested in leaving one pool down for two plus months.
342	I also am grateful for the amazing work the lifeguards & coaches do to train and keep the community safe sound the pool. I got to see first hand a rescue happen during a swim meet

MENLO PARK RESIDENT SURVEY
AQUATICS-RELATED FREE-TEXT COMMENTS

Q11: Please tell us your ideas, needs, and suggestions for the city aquatics and swimming programs.	
#	Comment
	and the lifeguards and coaches were amazing and responsive and saved the girl's life! I absolutely want my kids trained in lifeguarding by this team currently running Burgess.
343	Continue to offer the high quality programs offered that support adult fitness through swimming, especially for older adults.
344	Have Sheeper manage all the pools & programs.
345	Team swimming from youth to old age brings life and vibrancy to the pool. It also creates demand for all family member to learn to swim. A greater number of individuals can gain benefit from organized, team, aquatics than any other program - team swimming is the highest density program the city can offer. If the city's goal is to serve the greatest number of community members, then team swimming for all age groups should be the highest priority.
346	I honestly don't think it can be better run. If this is discontinued much like the gym that the Arrilaga's donated, it will truly be a great loss. I don't think the council realizes they have been given a gift from Tim Sheeper.
347	Tim Sheeper has been instrumental in utilizing BBAF funding to provide access to children who have little access to aquatic activities and aquatic training. Some of these participants are now working at Menlo Park and other local pools. It's wonderful to see.
348	Continue Menlo Masters swimming program
349	I think I about covered it above. I think there needs to be more open swim/mixed use time. A lot more.
350	I loved to see a year round aquatics program--open swim, lap, lessons for adults, children, seniors etc.
351	Open longer hours--7 days/wk
352	I like the pools to be run the way they are currently. I'm very satisfied. No changes please.
353	Please have kids love soccer, this is such a great program to have for the community. All other neighbor cities have this program! Please keep the kid tennis as much as possible, this is also a great program! Compared to Palo Alto, Menlo Park has so few kid friendly programs(kids below 5)
354	The pool is extremely important as well as swimming lessons. Please keep this open
355	None
356	shrug
357	the swimming pool should be larger
358	Open swim area needs to be larger
359	Have reasonable prices for the community of Belle Haven/Menlo Park.
360	Clear guidelines/series of classes for infants & toddlers
361	A gym YMCA or swimming pool
362	Teach the kids to swim!
363	more instructors for PT therapy
364	n/a
365	To have transportation to and from programs
366	Low fee (\$2.00/class, visit) for resident adult, Free lessons for resident kids.
367	heated pool
368	I think swimming & lifesaving/CPR lessons for kids, in particular, are very important. Every kid should learn how to swim. Also, I was surprised that 3rd parties were managing scheduling pools. Felt dodgy & like a sweetheart deal. Audits?
369	more adult swim hours

MENLO PARK RESIDENT SURVEY
 AQUATICS-RELATED FREE-TEXT COMMENTS

Q11: Please tell us your ideas, needs, and suggestions for the city aquatics and swimming programs.	
#	Comment
370	Offer more swim classes for students that have no swimming experience.
371	Free/family swim last longer on weekends during the summer.
372	children's swim classes
373	Free and discounted swim lessons and club teams, especially in Belle Haven.
374	not swimmer or sports person
375	n/a
376	n/a
377	n/a
378	Indoor or at least warm water. A clean locker room/changing area for kids/families
379	esta bien
380	N/A
381	Todo lo que pusieron esta muy bien
382	Que tengamos mas piscinas para personas que necesitan terapias especiales tanto para tercera edad como general
383	Please offer children's swimming lessons that have a fixed duration with a single teacher, such as every day for one or two weeks. I don't want an ongoing commitment. I would rather sign up for a series of 4 or 8 lessons with the same teacher and pay for it all up front. I don't want ongoing charges.
384	Please keep them as they are. They are WAY better than when the city ran the pool. Current program is tried & true & FABULOUS
385	Would love to get a summer pass to use the lap pool and exercise.
386	It would be nice to have beginner adult swimming classes in my neighborhood "Bellhaven". But evening or weekend schedules.
387	*Space times open for family time *Times available for swim lessons *Most import - keep pool accessible to the community **"@times it felt the community never had access"

*



2021 ANNUAL AQUATIC REPORT

January, 2022

Presented by
Team Sheeper Inc./Menlo Swim and
Sport

Prepared for the City of Menlo
Park Parks and Recreation
Commission

Table of Contents

Introduction	2
Program Statistics (2019, 2020 and 2021 Comparison).....	3
Burgess.....	3
Belle Haven	7
Program Fees	9
Local Pool Comparisons	11
Survey Responses	12
Employee Data.....	18
Risk Management Documentation	18
Summary.....	26
Appendix A Facility Audit.....	27



Introduction

We are once again proud to be in the position to deliver this annual report to the City of Menlo Park Parks and Recreation Commission. This submission signifies that we were able to survive a year that included:

1. 6 months of regulated and competitive reservations for pool usage
2. Highly restrictive guidelines impacting and limiting community usage of the facility.
3. Pandemic weariness from all involved.

This year also included:

1. 6 months of unrestricted usage for lap and team swimmers.
2. Community and staff members making the awkward transition from isolation to integration in the aquatic setting
3. Working to rebuild a decimated work force and resurrect pandemic deleted programming.

Navigating the path forward to provide the best service in the safest environment was a chore that required constant interpretation of data and information distributed by various governmental sources that required us to then package and deliver evolving rules of engagement to our sometimes anxious but always supportive community of swimmers. We discovered through the survey that they most always felt safe and protected.

A highlight in this report is showing with supporting data how the Menlo Park lap swim program has risen to prominence and is the leader in the Bay Area as measured in time available to swim, space available to swim and value of that swim experience.

Needless to say, 2021 had plenty of distractions and complexities. Many of the hurdles have been thankfully cleared. We are looking forward to the New Year with the intention to settle into a rhythm of serving, rebuilding, and rejuvenating.

We will continue our search to strike the balance to achieve peace and contentment for all user groups of Burgess Pool.

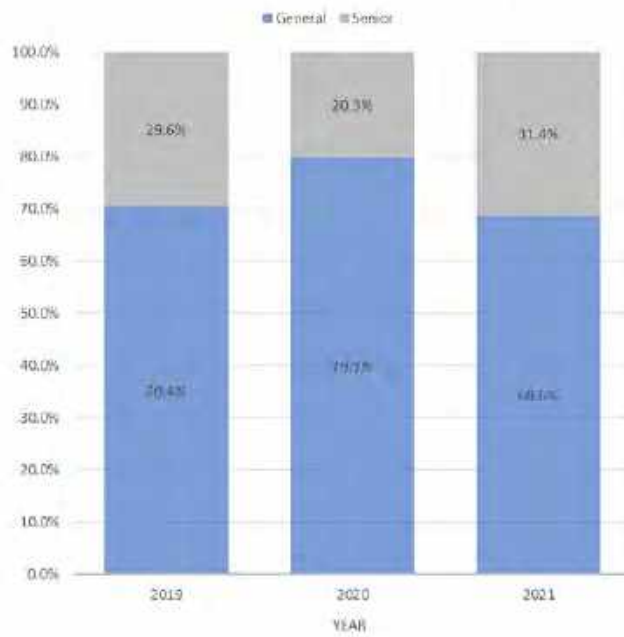


Program Statistics (2019, 2020 and 2021 Comparison)
 Burgess

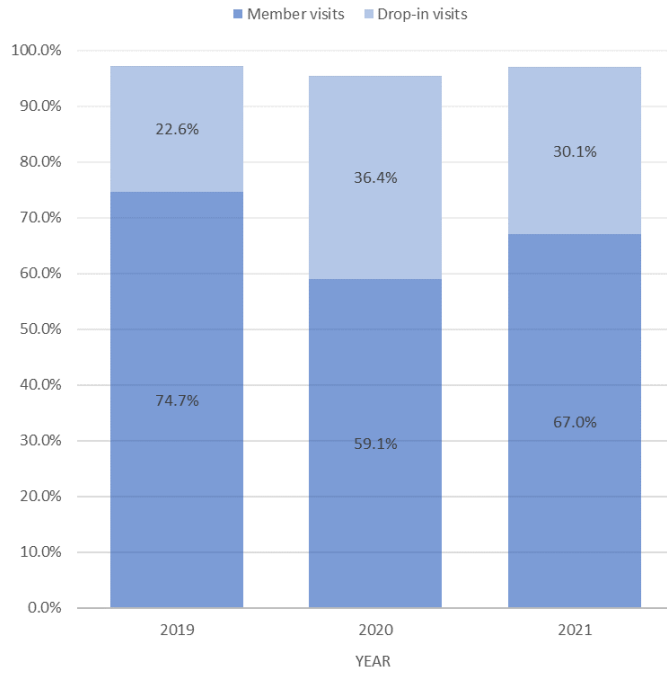
**LAP SWIM VISITS
 RESIDENT & NON-RESIDENT BY YEAR**



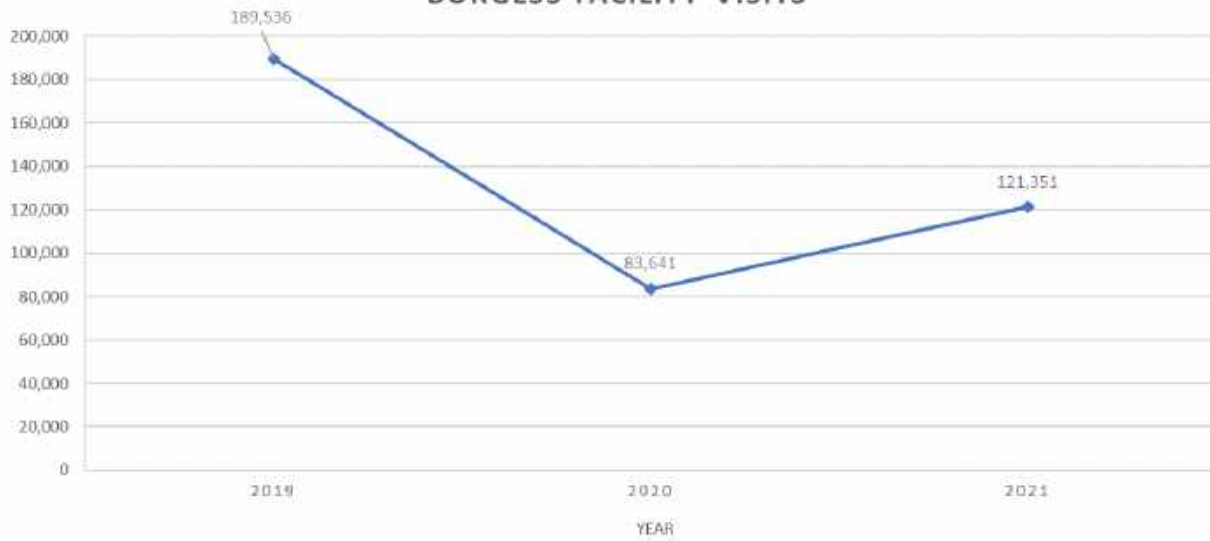
**LAP SWIM VISITS
 GENERAL & SENIOR BY YEAR**



LAP SWIM VISITS MEMBER & DROP-IN BY YEAR

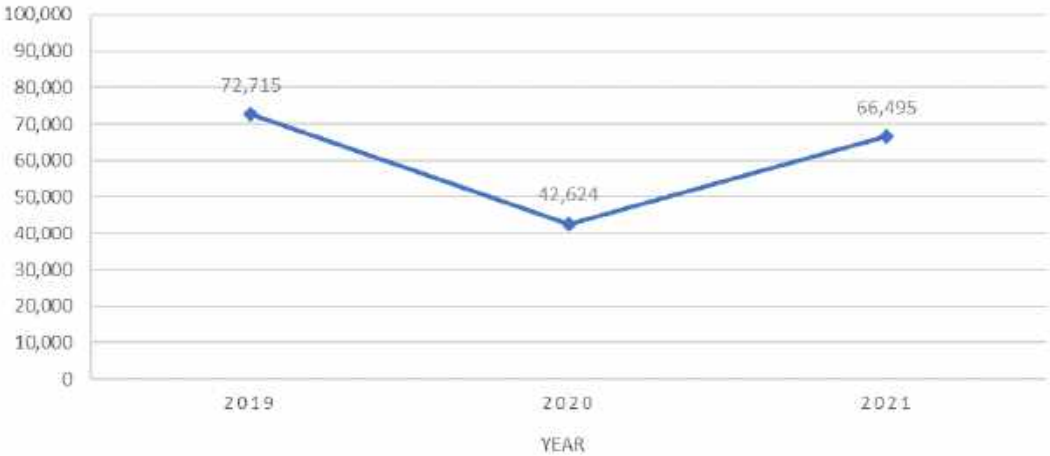


BURGESS FACILITY VISITS

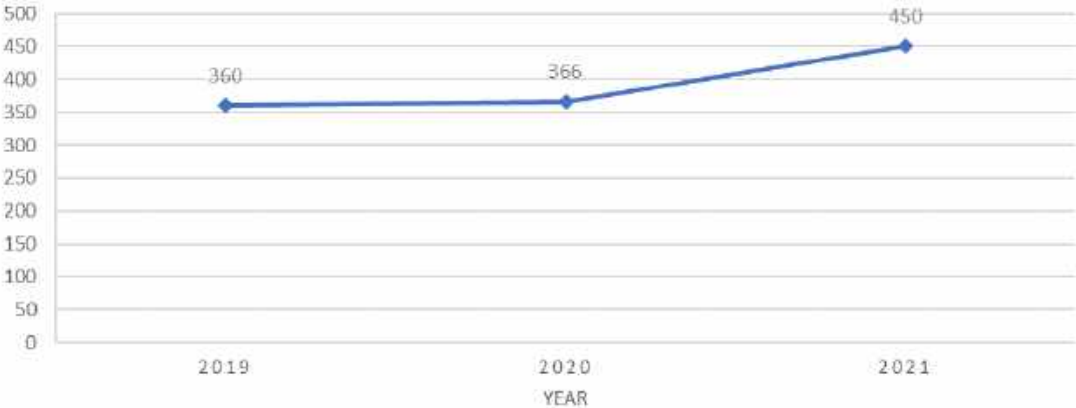


Facility visits	2019	2020	2021
Lap Member Visits	55,801	26,364	45,895
Lap Drop Ins	16,914	16,260	20,600
Open Drop Ins	19,980	2,328	7,805
Menlo Masters	17,164	9,273	15,749
Camp	6,030	4,830	5,730
Swim Lessons	44,558	9,576	5,242
Bridge Swim	0	0	2,600
Aqua Fit	9,089	1,010	930
Youth Teams	24,200	14,000	16,800
TOTAL	189,536	83,641	121,351

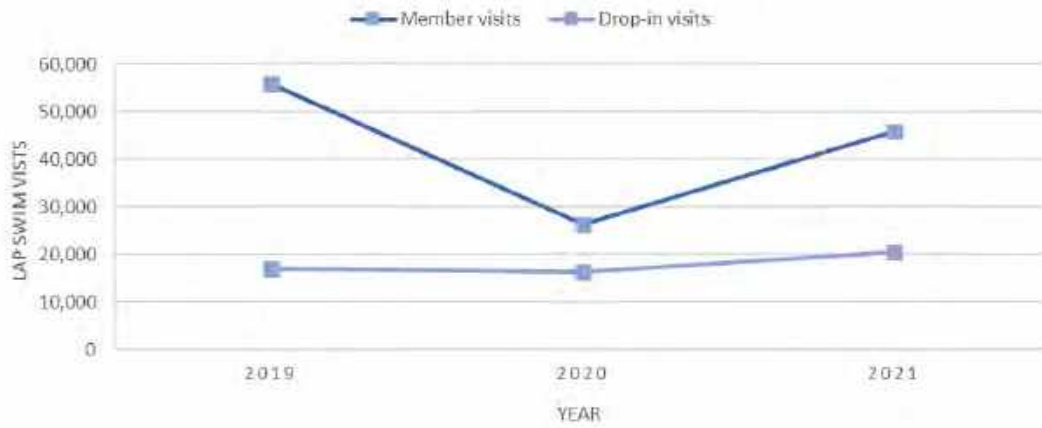
BURGESS TOTAL LAP SWIM VISITS



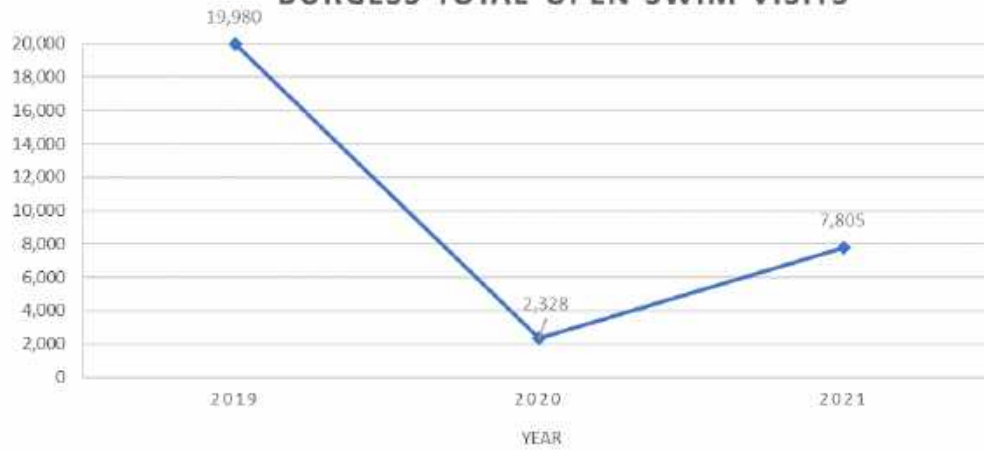
**BURGESS LAP SWIM
AVERAGE MONTHLY MEMBERS**



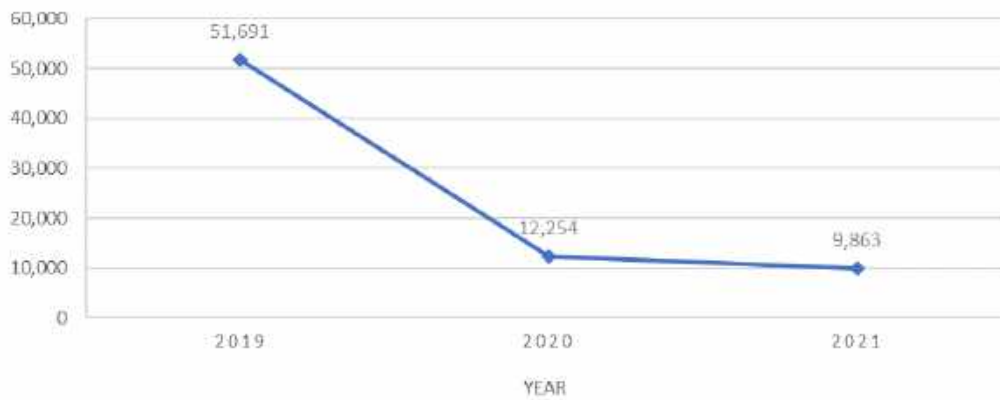
BURGESS LAP SWIM MEMBER VISITS & DROP-INS



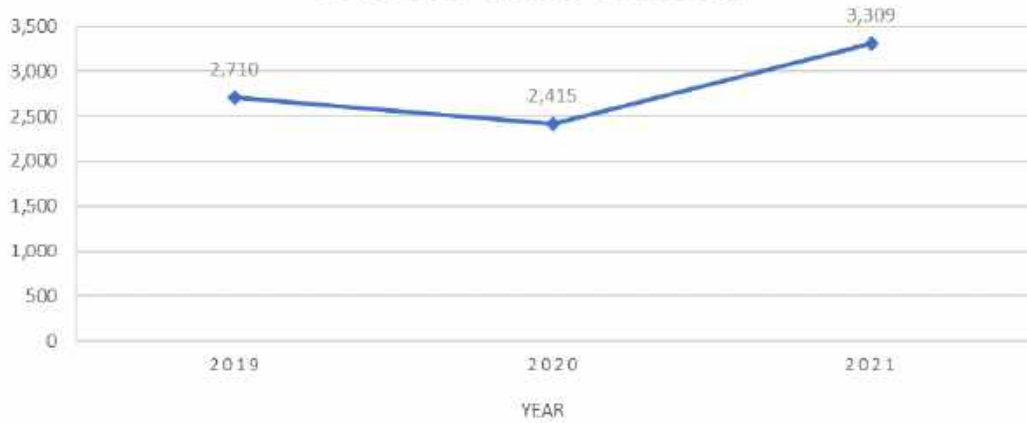
BURGESS TOTAL OPEN SWIM VISITS



BURGESS SWIM LESSONS

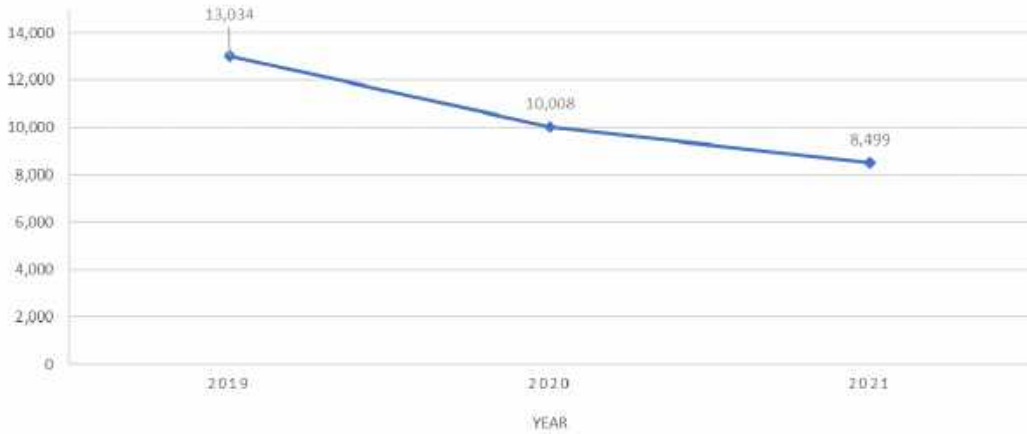


BURGESS CAMP LESSONS



Belle Haven

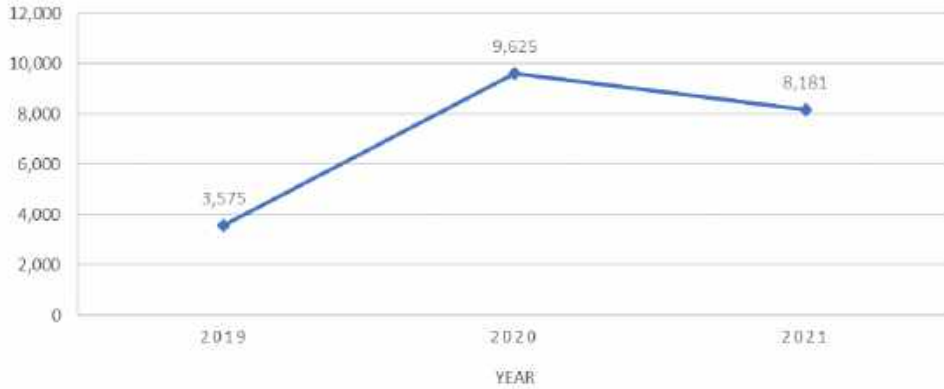
BELLE HAVEN FACILITY VISITS



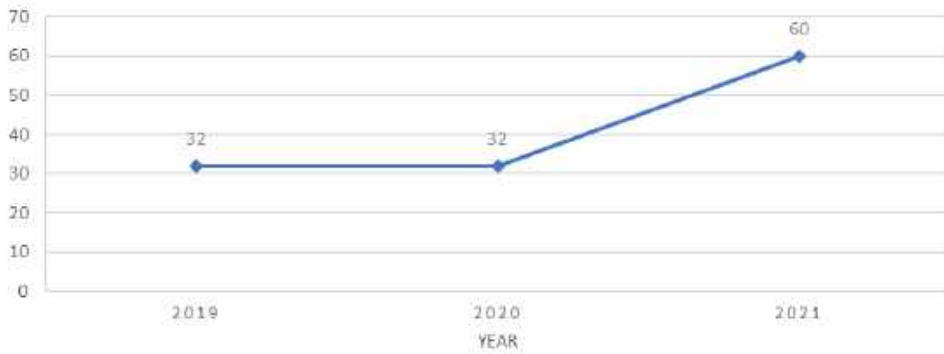
Belle Haven Facility visits	2019	2020	2021 (Jan-May)
Lap Member Visits	1,351	4,481	4,979
Lap Drop-Ins	2,224	5,144	3,202
Open Drop-Ins	3,485	319	318
Swim Lessons	4,354	64	0
Youth Water Polo	1,620	0	0
TOTAL	13,034	10,008	8,499



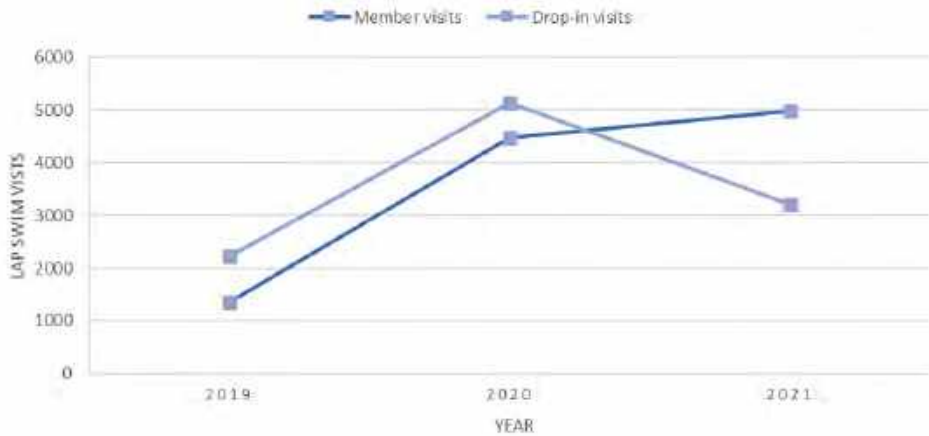
BELLE HAVEN TOTAL LAP SWIM VISITS



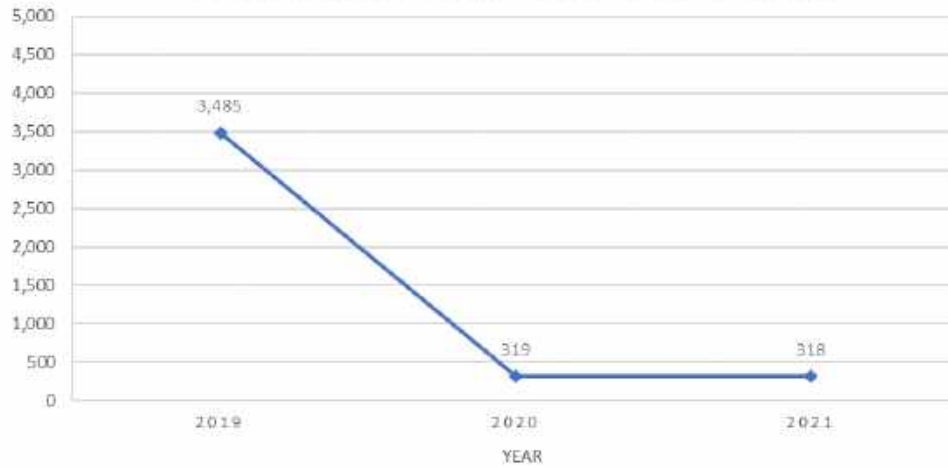
BELLE HAVEN LAP SWIM AVERAGE MONTHLY MEMBERS



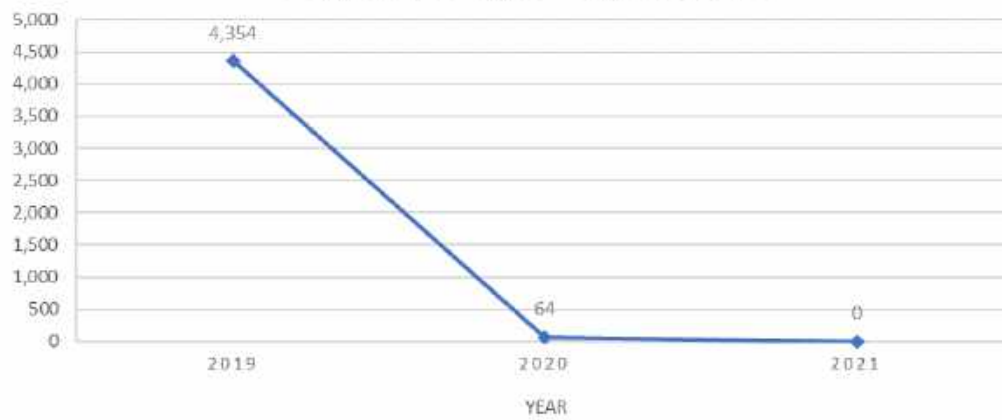
BELLE HAVEN LAP SWIM MEMBER VISITS & DROP-INS



BELLE HAVEN TOTAL OPEN SWIM VISITS



BELLE HAVEN SWIM LESSONS



Burgess Program Hours

Pool Schedule allocation by program for previous year and projections for upcoming year.

Program	2021		2022 (Projected)	
	Summer	Non-Summer	Summer	Non-Summer
Lap Swim	92	92	92	92
Open Swim	48	14	54	18
Swim School	56	56	56	56
Menlo Masters	17	17	17	17
Aqua Fit	2	3	10	10
Camp	35	0	35	0
Youth Teams	22	21	22	22

Program Fees



Membership Pricing	Monthly Fee						Annual Team Fee
	Resident			Non-Resident			
	General	Senior	Student	General	Senior	Student	
Lap Swim	\$64	\$54	—	\$69	\$59	—	—
Menlo Masters	\$114	\$104	\$104	\$114	\$104	\$104	\$30
Aqua Fit	\$78	\$70	—	\$78	\$70	—	—
Triathlon	\$180	—	—	\$180	—	—	\$60

Average swims per member per month: 8.5

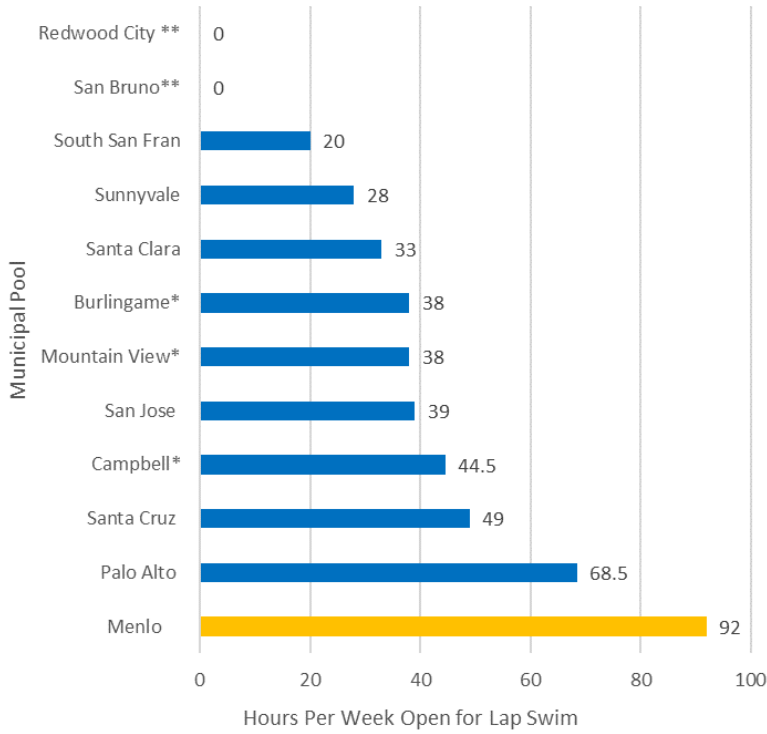
Average cost per swim	Resident	Non-Resident
General	\$7.53	\$8.12
Senior	\$6.35	\$6.94

Drop In Pricing	Resident				Non-Resident			
	General	Senior	Child	Family	General	Senior	Child	Family
Lap Swim	\$9	\$8	—	—	\$10	\$9	—	—
Open Swim	\$9	—	\$5	\$28	\$10	—	\$6	\$30
Masters	\$20	—	—	—	\$20	—	—	—
Aqua Fit	\$20	—	—	—	\$20	—	—	—

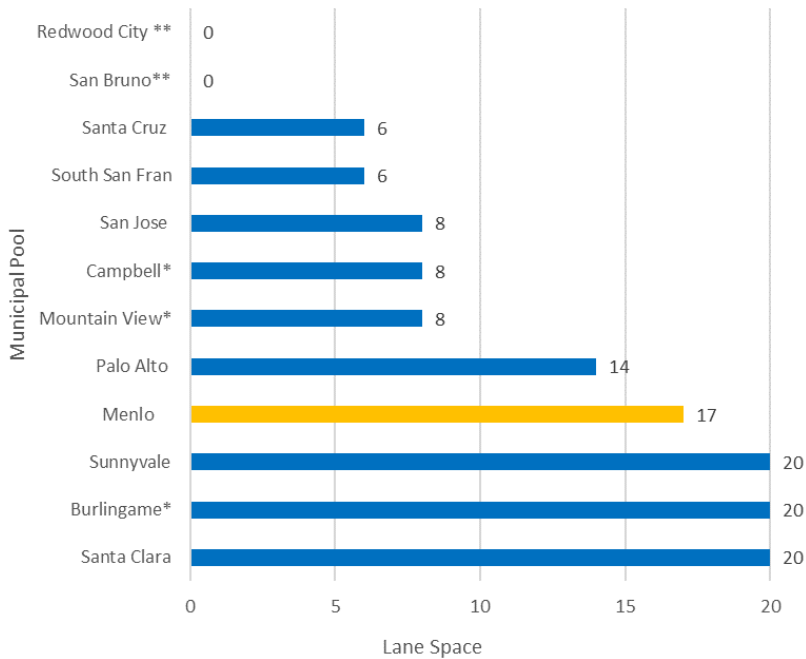


Local Pool Comparisons

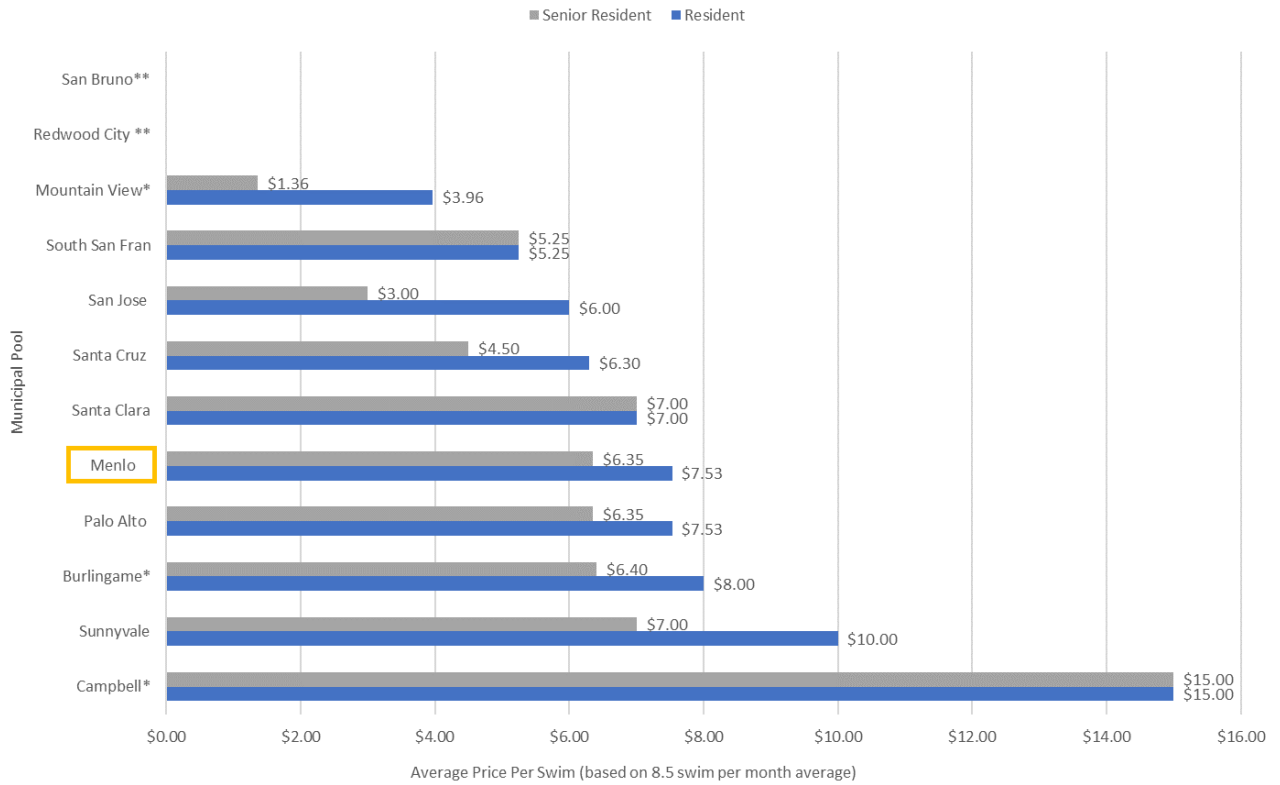
Pool Comparison
Lap Swim Availability



Pool Comparison
Lane Space

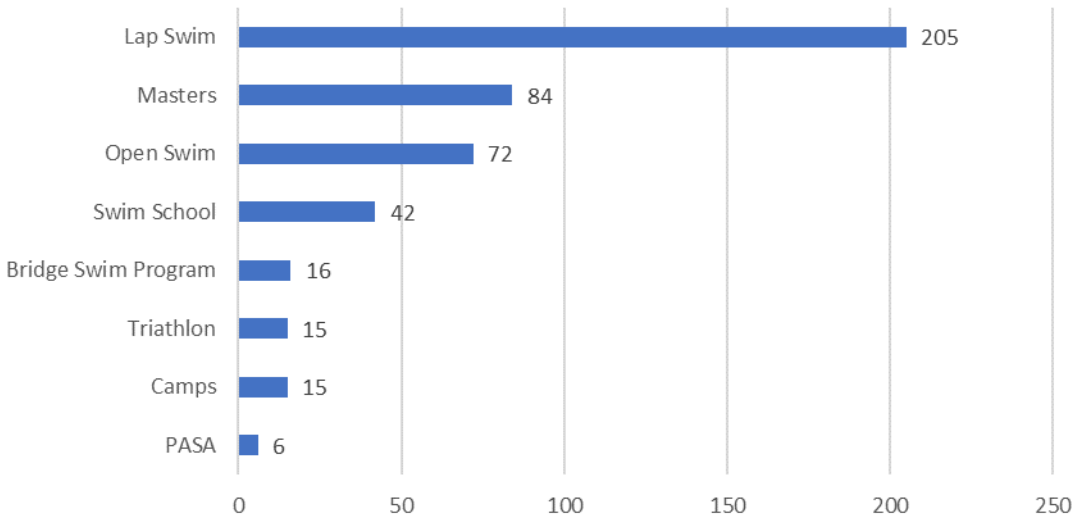


Pool Comparison Average Price of Resident Swim

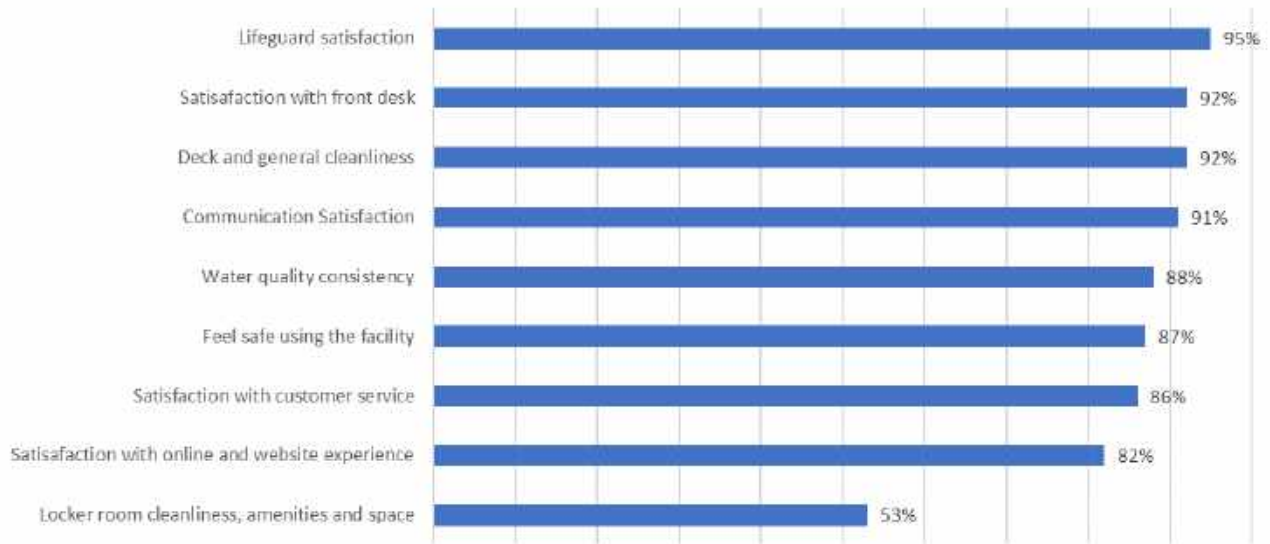


Survey Responses

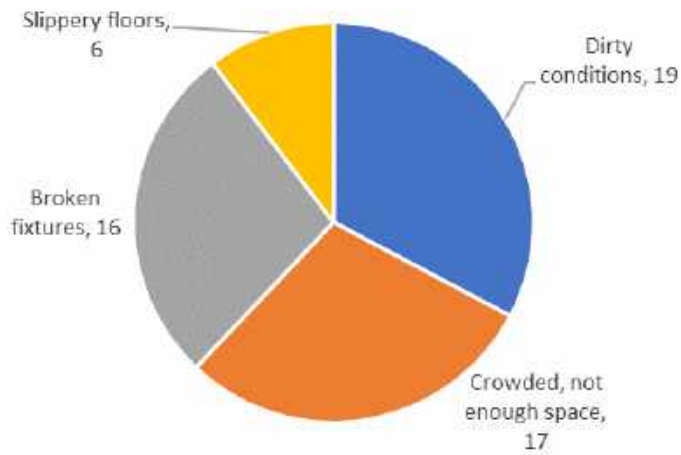
Number of Survey Responsents by Program Area



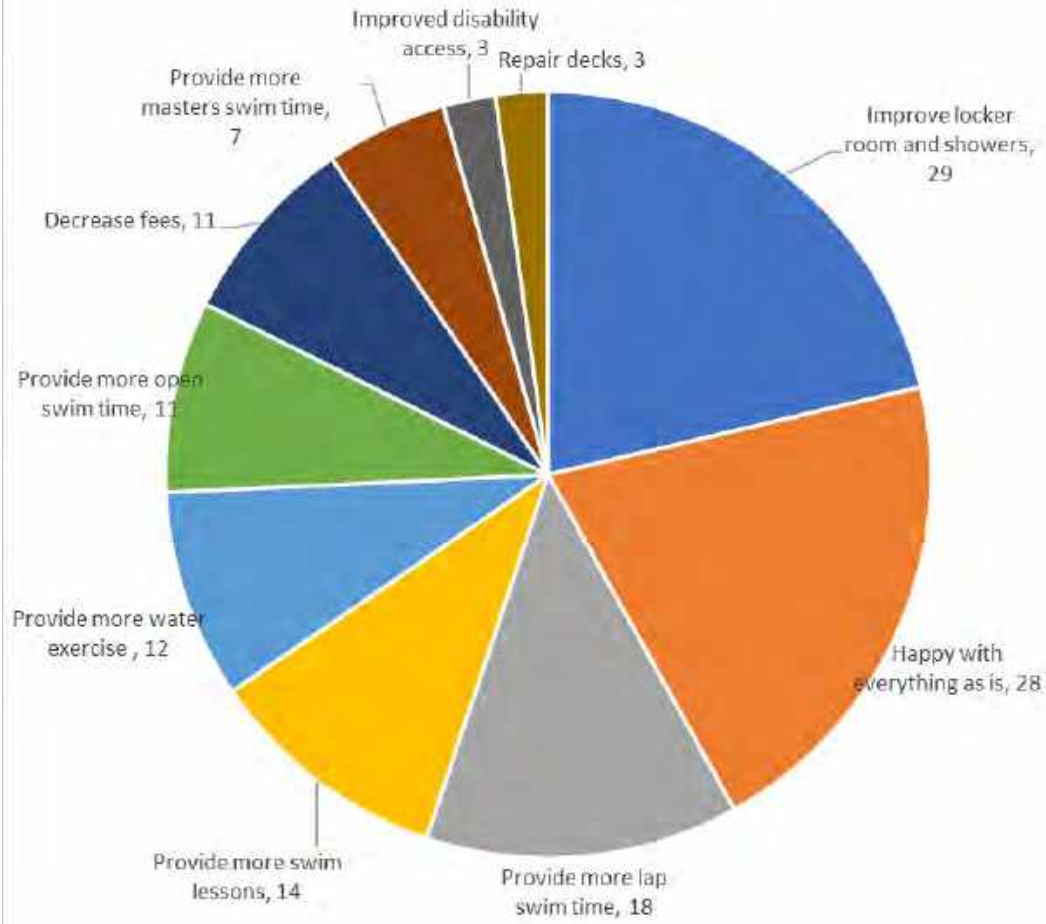
Survey Responses- Overall Experience



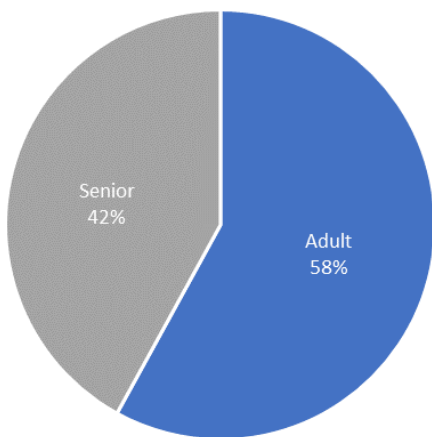
Locker Rooms Summary Survey Comments



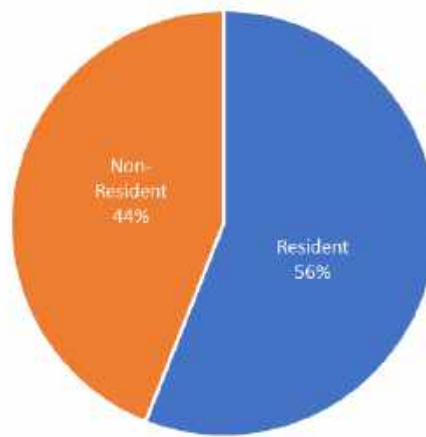
What We Can Improve Summary of Survey Comments



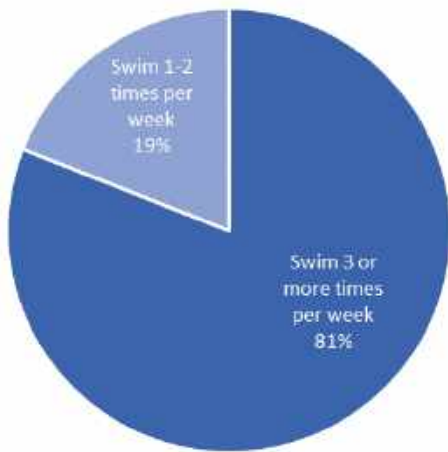
Lap Swim Survey Respondents



Lap Swim Survey Respondents



Lap Swim Survey Respondents



Lap Swim Survey Responses



Open Swim Survey Responses



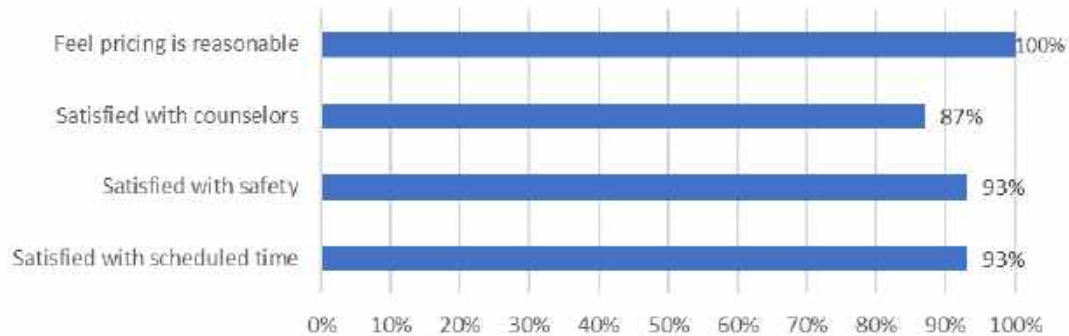
Swim School Survey Responses



Bridge Swim Program Survey Responses



Camps Survey Responses



Triathlon Survey Responses



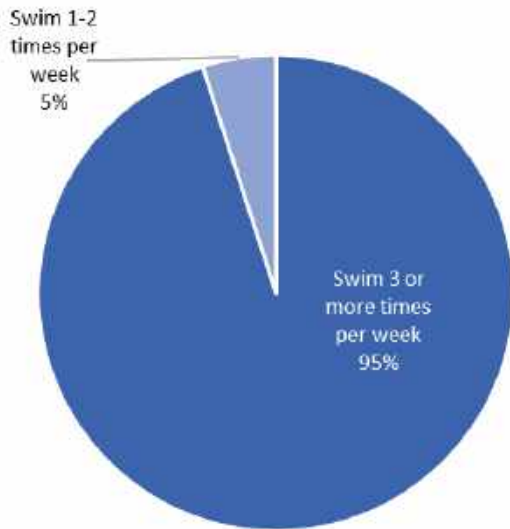
PASA Survey Responses



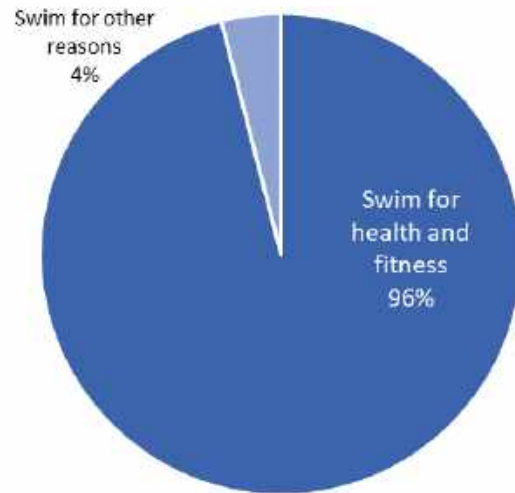
Bridge Swim Program Survey Responses



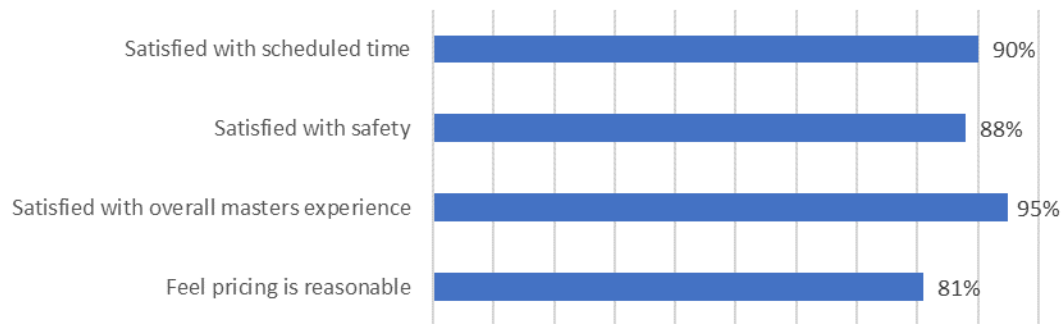
Masters Survey Respondents



Masters Survey Respondents



Masters Survey Responses



Employee Data

Employees	
Lifeguards	27
Managers	3
Swim Instructors	5
Coaches	5
Team Managers	2
Custodian/Maintenance	1
Service Center/Front Desk	6
CEO, CFO, Director of Operations	3
Total	52

All Lifeguards, Managers, Swim Instructors are Red Cross First Aid, CPR and AED certified. Managers Custodian and Director of Operations are Certified Pool Operators.

Risk Management Documentation

Emergency Action Procedures (EAP)

The Emergency Action Plan (EAP) is a protocol that describes the roles and responsibilities of the staff during an emergency. EAPs are a very important aspect of lifeguarding because by designating roles prior to emergencies, lifeguards can rescue and treat victims more quickly and effectively. This can only be achieved when the EAP is known by all and practiced with regularity. Emergencies are not all the same, it follows that the response to a passive drowning victim in the water would differ from that of a stroke victim on land. While there will be areas of crossover from one plan to the next, it is important that you are aware of each plan and when to activate them. Palo Alto Swim and Sport has three main EAPs: Water Based Emergency, Land Based Emergency, and Environmental Emergency.

Water Based Emergency

Reacting to water based emergencies is the main reason lifeguarding exists as a profession. Three common examples of water-based emergencies include: distressed swimmers, drowning victims and nonfatal submersion victims. Injuries and sudden illness can occur either in or out of the water. When incidents occur in water then you have a water based emergency.

Common examples of injuries and sudden illness may include: head, neck or back injuries, severe bleeding, wounds, fractures, dislocations; heart attacks, breathing and cardiac emergencies, seizures and strokes, temperature-related emergencies such as cramps, heat exhaustion, heat stroke and hypothermia.



Water based emergencies require at least two guards in order to extricate the victim from the water, meaning that those lifeguards cannot perform patron surveillance. To speed rescue and prevent collateral damage the pool must be empty of patrons, or in the process of being evacuated, while extricating a victim. Because of these reasons the pool will remain closed until the emergency is over and all lifeguards can return to duty.

EAP - Water Based Emergency

1. Primary rescuer performs 3 short, loud whistle blasts and yells "WATER EMERGENCY, CLEAR THE POOL". All guards on deck respond by echoing the 3 whistle blasts and yelling "WATER EMERGENCY, CLEAR THE POOL" ^[1]_[SEP]
2. Secondary rescuer tells the front desk and informs them as to the nature of the emergency and if they need to call 911- if that has been determined yet. ^[1]_[SEP]
3. Primary rescuer performs rescue and calls for backboard if needed. ^[1]_[SEP]
4. Secondary rescuer gathers equipment such as, the AED, Oxygen, and backboard and then assists with rescue. ^[1]_[SEP]
5. Other guards will take on the role first of assisting with treatment by obtaining equipment (oxygen, AED, BVM, etc.) and communicating with front desk to ensure 911 has been called; and second by assisting with crowd control – pool evacuation, keeping walkways clear and directing EMS personnel to the appropriate location.
6. Primary and secondary rescuers should stabilize and treat victim until EMT's arrive.

Treatment should always be performed by the person with the highest level of training. This means that after water extrication a different lifeguard may take over treatment. Lifeguards will only stop treatment once EMS personnel take over treatment. ^[1]_[SEP]

****Pool will remain closed until emergency is over and all lifeguards can return to duty****

Land Based Emergency

Land based emergencies are another type of emergency that lifeguards must be able to react to. As stated above, injuries and sudden illness can occur either in or out of the water.

Common examples of injuries and sudden illness include: head, neck or back injuries, severe bleeding, wounds, fractures, dislocations, heart attacks, breathing and cardiac emergencies, seizures and strokes, temperature- related emergencies such as cramps, heat exhaustion, heat stroke and hypothermia.

All of these are examples are land based emergencies, provided of course that they take place on land. Unlike water based emergencies, the pool may be able to stay open during a land based emergency. This is because treatment of the victim may only require one guard.

The following conditions would require shutting down the facility to allow for enough room to treat the victim and to prevent secondary injuries due to normal facility operation: head, neck or back injuries, heart attacks, breathing and cardiac emergencies, seizures and strokes.



EAP - Land Based Emergency

1. Primary rescuer communicates to other guards that someone has been injured, and tells them that another guard needs to come out to cover primary rescuer's pool, or to assess the victim. [L] [SEP]
2. Primary rescuer then assesses victim to determine if 911 needs to be called. If 911 needs to be called, perform 3 short, loud whistle blasts and yell "LAND EMERGENCY, CLEAR THE POOL" All guards on deck respond by echoing the 3 whistle blasts and yelling "LAND EMERGENCY CLEAR THE POOL". [L] [SEP]
3. Secondary rescuer tells the front desk to call 911, include a short explanation such as "we have an unconscious adult male, approximately 30 years of age..." then proceed with appropriate treatment. [L] [SEP]
4. Secondary rescuer gathers equipment, such as, AED and Oxygen, and assists with rescue. [L] [SEP]
5. Other guards will take on the role first of assisting with treatment by obtaining equipment (oxygen, AED, BVM, etc.) and communicating with front desk to ensure 911 has been called; and second by assisting with crowd control – pool evacuation, keeping walkways clear and directing EMS personnel to the appropriate location.
6. Primary and secondary rescuers stabilize and treat victim until EMS arrives. Treatment for a victim should always be performed by the person with the highest level of training. This means that after the assessment or starting of treatment, a different lifeguard may take over treatment. Lifeguards will only stop treatment once EMS personnel take over treatment. [L] [SEP]

Pool will remain closed until emergency is over and all lifeguards can return to duty

When to Call 911

Land EAP -

1. The primary rescuer then does a primary assessment of the victim to determine if 911 needs to be called. If 911 does not need to be called, they begin the secondary assessment of the victim. When in doubt about whether or not to call 911, ask your supervisor for help. If your supervisor is not present, then 911 should be called. If a patron refuses 911 assistance, the patron must sign a refusal of care form that EMS will provide. [L] [SEP]
2. If victim is a minor, then all efforts should be made to locate their parent or guardian. The secondary rescuer assesses patient and will determine if 911 need to be called.
3. Not all land-based emergencies require 911 to be called. This decision to close the pool should be made by the lifeguard who is watching the pool, taking into account bather load and the programs in the water at the time. If the lifeguard feels uncomfortable with their bather load, or feels that patron safety is compromised, close the pool. [L] [SEP]

Land Based Emergency (non-911) [L] [SEP]

1. Primary rescuer communicates to other guards that someone has been injured, and tells another guard

a) will need to come out to cover primary rescuer's pool or to assess the victim.



b) can communicate with the front desk to call the parent/guardian if needed.

The victim should be moved to the first aid station if injuries allow movement.

c) The primary rescuer then treats victim according to their injuries. Once

treatment is complete, release victim back to coach or parent/guardian, if a minor and fill out all necessary paperwork and attempt to notify guardians. ^[1]_[SEP]

** It is always important to remember that a victim's condition can always deteriorate. Primary rescuer must constantly reassess and be prepared to call 911 if victim's condition worsens. **

Environmental Emergency

Environmental emergencies happen when the surrounding environment poses a risk of injury to staff and patrons. Severe weather and natural disasters are an example of environmental emergencies. Severe weather and natural disasters can involve violent winds, thunderstorms, tornadoes, lightning, earthquakes, mudslides and flash floods. In addition, certain emergencies may result from a specific facility problem, such as a fire or chemical

spill. Communication is of utmost importance. Lifeguards should be communicating with supervisors, front desk and other staff during an environmental emergency. It is also important to communicate the nature of the emergency to the patrons; however stopping to answer questions is rarely possible during an emergency. The first two steps for these EAPs are the same; the latter steps are determined by the nature of the environmental emergency.

EAP – Fire

1. Lifeguard observes an environmental emergency that warrants immediate pool closure such as: thunderstorms, tornadoes, lightning, earthquakes, or fire. Lifeguard performs one, loud and long whistle blast, and yells "ENVIRONMENTAL EMERGENCY, CLEAR THE POOL." All guards on deck respond by echoing the whistle blast and yelling "ENVIRONMENTAL EMERGENCY, CLEAR THE POOL." ^[1]_[SEP]

2. Establish communication with front desk and supervisors to inform them as to the nature of the emergency while clearing the pool. The next steps are determined by the nature of the environmental emergency. ^[1]_[SEP]

3. Each lifeguard clears his or her own pool and directs patrons to the closest emergency exit. Lifeguards must inform patrons that they CANNOT go back into the building to obtain any personal belongings due to risk of ^[1]_[SEP]injury. Guards must make sure all patrons exit through the closest exit, and that patrons do not crowd around the other side of these exits. Once all patrons have exited, guards must check in with a supervisor. After supervisor is aware of the deck being cleared, lifeguards exit through the emergency exit closest to them.

4. Supervisors and other staff will be responsible for clearing the building and bathrooms. In the absence of supervisors the highest ranking lifeguard will clear the building and bathrooms. After patrons have exited the pool deck through the emergency exits the building must be cleared. Clear the break room



and office first, then the bathrooms. Move into the bathroom and check each stall, while stating loudly, "Everyone out of the building there is a fire!" Once the bathrooms are clear, lock the door and exit through the main entrance. If anyone is in the building they should exit through the closest exit as long as it is not blocked by fire. [SEP]

5. Patrons and staff then wait for the fire department to come fight the fire or to give the "all clear." [SEP]

EAP - Earthquake

1. Lifeguard observes an environmental emergency that warrants immediate pool closure such as thunderstorms, tornadoes, lightning, earthquakes, or fire. Lifeguard performs one, loud and long whistle blast, and yells "ENVIRONMENTAL EMERGENCY, CLEAR THE POOL." All guards on deck respond by echoing the whistle blast and yelling "ENVIRONMENTAL EMERGENCY, CLEAR THE POOL." [SEP]

2. Establish communication with front desk and supervisors to inform them as to the nature of the emergency while clearing the pool. Beware that during an earthquake pool water can violently slosh over the edges. For this reason it is important to quickly get patrons out of the pool and to ensure patrons promptly get away from sides of pool. [SEP]

3. Each lifeguard clears his or her pool and directs patrons to the closest emergency exit. Lifeguards must inform patrons that they CANNOT go back into the building to obtain any personal belongings due to risk of injury. Guards must make sure all patrons exit through the closest exit, and that patrons do not crowd around the other side of these exits. Once all patrons have exited, guards must check in with a supervisor. After supervisor is aware of the deck being cleared, lifeguards exit through the emergency exit closest to them. [SEP]

4. Lifeguards must keep in contact with a supervisor. If no supervisors are working at the time of the earthquake, lifeguards must wait for about five minutes after all shaking has stopped then check the building for injured staff and patrons. If injuries are found call 911 if warranted, or if unsure about how to treat victims. If any small fires are discovered use fire extinguishers to put them out and/or call 911 if fire is not easily dealt with. Leave building as soon as it has been swept through, do not stay in building longer than absolutely necessary. [SEP]

5. Emergency personnel or official media broadcasts (radio, TV, internet) will inform the patrons and staff when it is safe to re-enter buildings and obtain their possessions. [SEP]

Chemical Spill

Chemical spills are a very rare but serious emergency. While there are many chemicals utilized for the proper functioning of a pool, there is only one chemical that would cause an emergency related spill, Hydrochloric Acid (Muriatic Acid). It is stored in a tank, in a room, near the front of the building.

If a spill were to take place it may happen in the following areas: 1) when the tank is being filled; or 2) because of material failure of the storage tank. Either way the spill will mostly likely occur near the front entrance of the building.



EAP - Chemical Spill

1. Lifeguard observes an environmental emergency that warrants immediate pool closure such as: thunderstorms, tornadoes, lightning, earthquakes, or fire. Lifeguard performs one, loud and long whistle blast, and yells “ENVIRONMENTAL EMERGENCY, CLEAR THE POOL.” All guards on deck respond by echoing the whistle blast and yelling “ENVIRONMENTAL EMERGENCY, CLEAR THE POOL.” [L] [SEP]
2. Establish communication with front desk and supervisors to inform them as to the nature of the emergency while clearing the pool. Beware of the fumes and do not let the liquid touch you or any patrons. Tell front desk to call 911 and immediately direct all patrons to exit the facility through the closest exit away from the spill. [L] [SEP]
3. Each lifeguard clears his or her own pool and directs patrons to the closest exit away from the spill. Lifeguards must inform patrons that they CANNOT go back into the building to obtain any personal belongings due to risk of injury. Guards must make sure all patrons exit through the closest exit, and that patrons do not crowd around the other side of these exits. Once all patrons have exited, guards must check in with supervisor via [L] [SEP] radios. Ensure 911 has been notified of the spill. After supervisor is aware of the deck being cleared, lifeguards then exit through the closest emergency exit that is away from the spill. [L] [SEP]
4. Supervisors and other staff will be responsible for clearing the building and bathrooms. In the absence of supervisors the highest ranking lifeguard will clear the building and bathrooms. After patrons have exited the pool deck the building must be cleared. Clear the bathrooms first, and then move to the rest of the [L] [SEP] building. Move into the bathroom and check each stall, while saying loudly, “Everyone out of the building there is a chemical spill!” If anyone is in the bathrooms they must exit through the exits on the pool deck. Once the bathroom is clear, lock the doors. After bathrooms are cleared and locked, clear the rest of the building, starting with the front office and the break room. If anyone is in the building they should exit through the exits on the pool deck. [L] [SEP]
5. Patrons and staff then wait for the fire department to respond to the spill and give the “all clear.” If the chemical smell becomes strong enough to be painful to eyes and lungs, the lifeguards must move everyone farther away from the spill. [L] [SEP]

Pool Closure

There are a many reasons why the pool may be closed due to non-medical emergencies. The most common issues are: biohazards, pump room issues and weather conditions.

Biohazard Procedure

If a biohazard happens, you must take immediate and swift action. Biohazards range from fecal incidents to large volumes of blood contamination. Once aware of the situation immediately blow your whistle and yell, “Clear The Pool Please!”

In the event of solid fecal matter, vomit or excessive blood, notify the front desk of pool closure and estimated 16



time of reopening. The chlorine level must be raised to 2 parts per million (ppm) and the pool closed for 30 minutes to properly decontaminate the area. The pool are normally kept at a higher level than 2 ppm, see Pool Closure Binder for proper dosing charts.

Once the pool is evacuated obtain the following items:

- The proper amount of chlorine from the wet chemical storage area
 - A biohazard disposal bin
 - A pool scoop and gloves
 - Put on gloves and proceed to scoop the contaminate out of the pool. Place the net and contents into the biohazard disposal bin and add the chlorine to affected area. Collect all items and return to the pump room for complete decontamination and disposal.
 - Place contents of scoop into the biohazard bin and rinse the scoop under running water
 - Fill a five gallon bucket 3/4 full with a chlorine/water solution: one part chlorine for every nine parts water
 - Detach the net from the pole and place the net in the solution for 20 minute
 - Once clean, dispose the gloves in the biohazard bag, tie the bag off and then place the bag in the garbage receptacle
- When this last step has been completed, obtain and complete a “pool closure form” from the pump room desk. Pump Room Issues As lifeguards, there are few times that you will be in the pump room however, it is important to know what issues may require the pool being closed. The first thing to do when coming across most of these problems is to notify your manager or call individuals on the Facility/Maintenance Contacts list to receive further instructions.
- Circulatory Pump** If the circulatory pump for a pool is turned off then the pump is off and the filters cannot function, and without filters patron cannot be in the pool. To determine if a given pump is on or off look at the breaker panel; if the light is off then the pump is off. First notify your supervisor, and then clear the affected pool. If no supervisor is present, first clear the affected pool and then call individuals on the Facility/Maintenance Contacts List to receive further instructions.
- Pool Chemistry Issues**
- pH Levels** pH levels that are out of prescribed ranges have the potential to cause injury or illness to those in the water. If the pH is lower than 7.2 or higher than 7.8, notify your supervisor or call individuals on the Facility/Maintenance Contacts List to receive further instructions. A pH level that is out of the prescribed range may require the pool to be cleared.
- Chlorine** It is imperative to ensure that the pool has the proper part per million (ppm) of chlorine. If the chlorine levels are below 1 ppm or above 10 ppm then notify your supervisor or call individuals on the Facility/Maintenance Contacts List to receive further instructions. With this issue the pool may need to be cleared.
- Hazardous Weather** Lightning, thunder, hail, and tornado watches or warnings are all possible reasons for pool closure due to weather. However, the most common of these are thunder and lightning. If you hear thunder or see lightning, then the pool must be closed and the deck must be cleared. The deck and pool must remain closed for 30 minutes after each instance of thunder or lightning. For example, a lightning strike occurs so you close the pool for 30 minutes. If 25 minutes passes and you see lightning again, the clock would reset. Everyone must wait 30 minutes from the last lightning strike before reentering the water.



Air Quality Facility and Program Closure Protocol:

Due to the common occurrence of wildfires in the Northern California region, Team Sheeper Inc has implemented our own Air Quality Facility and Program Closure Protocol. The data in which we will use to implement our company protocol comes from the website [PurpleAir.com](https://purpleair.com) as it displays a more accurate and current air quality reading.

The primary colors you should be aware of when the air quality starts to become hazardous are: **Orange** (Unhealthy for sensitive groups) – With an air quality index between **101-150**
Red (Unhealthy) – With an air quality index between **151-200**

Please check [PurpleAir.com](https://purpleair.com) and add our zip code “94303” as well as set the ‘conversion’ to “AQandU” to get a more current reading for our location. The AQandU conversion is the closest to what the EPA calculations.

Orange Protocol

It’s **OK** to be active outside, especially for **SHORT ACTIVITIES** such as recess and physical education. For **LONGER ACTIVITIES** such as athletic practice, take more breaks and do less intense activities. All long-duration, high-intensity activity groups, including Swim School will be **cancelled** when air quality reaches **130**.

Red Protocol

The Rinconada Aquatic Facility will be **CLOSED** and all staff sent home when air quality reaches **150**. Open Swim and Lap Swimming will be the only programs operational between the air quality of **130-150**.

*Current Covid-19 Standard Operating Procedures at Burgess Pool is available upon request as these protocols change to match the state and county guidelines in current time.



Summary

Each year an annual report is prepared, it demands an extreme team effort to collect, analyze and display data that we believe best and truly depicts our motives and intentions as a community pool operator.

Each year an annual report is prepared, it allows us to reflect on our daily responsibilities and listen to the collection of individuals and families that make up the Menlo Park Aquatic Community. We are able to learn more about their interactions and experiences as they engage in the aquatic programming. We learn how, why, and when the community engages with the facility. We are afforded the opportunity to read community members feelings and thoughts about a very important place that allows them to enter a liquid environment that calms and heals as well as invigorates and centers them.

Each year an annual report is prepared, we as operators revisit how vital and important the usage of this shared and somewhat scarce body of water is to thousands of individuals. Information gathered reaffirms the importance of our role as stewards of the facility. A role we assume with great care and sensitivity. We rely heavily on our company core values to make objective and equitable decisions that benefit the most, while inhibiting the least.

Each year, the annual report allows us to set the course for the upcoming year. The five main objectives for the new year are:

1. Retain our current aquatics staff
2. Recruit new aquatic staff members and partners to assist in rebuilding our legacy programs.
3. Provide youth group swim lessons.
4. Provide an abundance of low cost open/family swim opportunities.
5. Provide a comprehensive water therapy program.

We are proud of the body of work that our community of swimmers in collaboration with our organization has been able to present to the Menlo Park, Parks and Recreation Commission.



Appendix A Facility Audit

Aquatic Observational, Facility and Skill Audit Form

CLIENT FACILITY: Menlo Swim & Sport - Burgess Pool

DATE: 01/15/2022
TIME: 8:38am

AUDITOR
JCW

Water Safety Staff and Operations

Evaluation Categories	Comments	NI, S, AA, O	Video/Photo
The number of lifeguards was appropriate for the activities taking place at the time of the audit	One lifeguard on duty for lap and swim team activities taking place during the observation is appropriate.	AA	Video
Supervisor/Lifeguards were positioned effectively for the number of guests and the activity taking place.	The lifeguard was roaming between the two pools, which was good positioning. Lifeguard number two was positioned by the elevated chair between the pools with a view of both, which is also excellent.	AA	Video
Supervisors were proactively watching the lifeguards perform their duties.	I observed the supervisor on deck during the surveillance portion of the audit. This is excellent.	AA	Video
Continuous surveillance of swimmers was maintained. Lifeguard appeared to be scanning their entire zone using bottom up scanning when appropriate	The surveillance was good. Both of the lifeguards that I observed were watching the water. Make sure to look down from the edge and into the corners.	AA	Video
All aquatic staff was easily identifiable and their appearance was professional.	The staff were wearing appropriate clothing for winter lifeguarding with parkas over sweats and swimwear in case they need to go into the pool.	AA	Video
Lifeguards performed no other activities while "on duty"	While on deck, the lifeguards only job was to watch the pool. This is also excellent.	O	Video
Whistles or signal devices were readily available for emergency use.	The lifeguards had whistles. The facility also uses radios to communicate.	AA	Video
Lifeguards Enforced rules and communicated professionally with the guests	I did not witness any rule enforcements, but did observe interactions with guests that were polite and helpful.	AA	
On deck supervisors have had some type of formal lifeguard management, supervisor or other aquatic management training	The supervisory staff should have certification and/or training beyond Basic Lifeguard Training. Lifeguard Management, TOTAL Guard course or aquatic schools or institutions.	S	Video
Lifeguards were "rescue ready", straps on and leaning in when at seated stations or walking on deck.	Lifeguards were in standing/walking stations with the tube strap on and were very attentive and rescue ready.	AA	Video
Lifeguards were wearing appropriate face covering	The lifeguards were wearing masks.	AA	Video
There was a monitor on deck enforcing face coverings and social distancing	The guests were on deck with masks and were monitored by the counter staff, Supervisor on Duty and Lifeguards.	AA	Video
Zone coverage was maintained through out the rotation of Lifeguards. Rotating Lifeguards were watching the pool.	The first rotation was OK, the guards during the second rotation spent some time talking but were still watching the pool.	AA	Video
Certifications for lifeguards are on file at the facility.	Yes, certificates are on file.	AA	

Section
Overall



Additional Notes	It was a good observation, especially on a cold winter day. The guards and supervisor understand principles of patron supervision and safety.
------------------	---

Customer Service

Evaluation Categories	Comments	NI, S, AA, O	Photo #
Facility schedule and fees are posted,	The pricing on the white board in the lobby. The schedule is on the front counter.	O	
Lobby and customer service counters are clean.	The lobby looks great! It is neat, clean and inviting.	AA	
Fee collection process and staff services.	The front counter staff was welcoming and attentive.	AA	
Changing area is clean and well attended to.	The changing areas look neat and clean.	AA	
Locker room electrical outlets are GFIC and are functional	I checked the GI outlets. All were good but someone should check the outlet in the family changing room.	AA	
Restroom toilets and sinks are functional and clean with towels, TP and/or hand dryers	All of the toilets and sinks were functional. The towels were provided and stocked.	AA	
Shower area is clean, showers are functional and have soap dispensers, ADA shower(s) is/are working	The showers were clean. Two showers in the men's room need handles affixed, staff were working on these. The ADA shower in the men's has no ADA shower head. This is very common as they get vandalized.	S	P1, P2
Floors and walkways are clean, walking surfaces are appropriate.	All of the floors are clean and the surface is appropriate to reduce potential for slipping.	AA	

Section Overall

Equipment

Evaluation Categories	Comments	NI, S, AA, O	Photo #
Lanes lines are in good condition, stored properly with minimal cracked or broken floats	All of the lane lines in the pools are in excellent condition.	O	
Swimming gear is stored properly and in good condition.	The swimming gear was very organized in the gear storage systems.	O	
Rescue tubes are in good condition and those not in use are stored well	The rescue tubes are in good condition and are stored well.	AA	
Back board is on deck, stored appropriately and has functional head stabilizers and proper straps.	I inspected the backboard on deck. It is functional and in good condition.	AA	
Crash bag or other portable medical kit is located in a good location and has equipment "bundled" in it.	The crash box is located in the center of the facility which is excellent. It is well stocked and ready to go. Make sure you have a BVM in or around the Crash Box	AA	P3
Facility has a working AED per State code	I inspected the AED and it is in working order with the proper pads.	AA	
Correct number of reaching hooks are available and ready for use.	The facility has two reaching hooks and meets code.	AA	



Correct number of ring buoys are available and ready for use.	The facility has three well placed ring buoys exceeding code.	AA		
OSHA 10 person first aid kit	The crash box on deck far exceeds the OSHA First Aid requirement.	O	P4	
Water slides are in good condition, registered with DOSH and maintained and operated by properly trained staff.	NA			
Play structures are in good condition, with no sharp edges, protruding bolts and functional	I inspected the mushroom "waterfall". It is in good condition with no hazards under the waterline or on the touchable areas.	AA		Section Overall
Diving boards are well maintained, stands/bases, fulcrums, steps, mounting bolts, hand rails and board surface are in good condition	NA			AA
Additional Notes	The indoor facilities and entry area are well kept and in good condition. The safety equipment is in working order, readily available and in good working condition.			

Pool Area

Evaluation Categories	Comments	NI, S, AA, O	Photos #
General appearance of the pool area.	The pool area looks clean and all is well organized.	AA	
Large equipment is properly stored away from the pool.	The pool cover reels, lane line reel and polo goals are well stocked.	AA	
Drinking Fountains are clean and functional	The drinking fountain is clean and functional.	AA	
Decks are clean and free of cracks, chips and standing water.	The chemical pitting on many areas of the pool deck is close to being an area of concern. Some of the cracks and pitting are approaching hazard levels.	S	P5-P10
Deck expansion joints are well sealed and impenetrable	Expansion joint sealant is still acceptable but will need resealing soon. The bad seals let water intrude and can undermine the structure integrity of the concrete slabs.	AA	P11, P12
Deck drains are in good condition and functional.	The drains look good. One needs patching around the frame.	AA	P13
Depth markers are of proper size are posted on deck and pool walls, they are not faded.	I inspected all on deck and vertical depth markers. All meet code and are in good condition.	AA	
No diving is marked on the deck in areas of less than 5 feet of water depth.	No diving markers on deck are in place and meet code with international "no diving" symbol in place.	AA	
Starting Blocks if in place are secure and covered or signed "not for use"	The blocks are secure with cones in place so they do not get used without supervision	O	
Condition of pool coping stones, gutter tiles, rim flow grates or skimmers.	The rim flow grates are in good condition. The gutter tile in the main pool is good. There are some small tiles that are missing around the instructional pool. This is a very standard issue with 1" tile perimeters.	AA	P14 -P17
Built in stairs and their edges are in good condition. Handrails are tight.	All of the built in stairs in the instructional and top pool are in good condition.	AA	



Ladder handrails are tight, ladder steps are in good condition	I checked all the handrails. They are in good condition. Some of the steps have brown staining from re-bar close to the plaster surface. This is standard issue and should be addressed next plaster job.	AA	P18-P19	
Functional lifeguard stands, includes; steps, rails, platforms, seat and no potential "strap hooks"	I inspected all three lifeguard stands, steps, bolts, surfaces, seats and all are safe and in good working order.	AA		
Pool cover and lane line reels, handles, wheels, brakes, bearings.	I inspected all four pool cover reels and found them to be in good condition.	AA		
ADA Compliance for means of pool entry, placement of pool lifts and alternate means of entry ramps, stairs	ADA lifts are in place. They are to be accessible and working and in place whenever the pool is open. They should be able to be operated by the user without assistance.	AA		
Pool surface is uniform in color and surface is acceptable, lane markings are visible and in good condition.	The lane markings and hockey bottom are in good condition. There is rust staining on the bottom due to re-bar proximate to plaster surface "bleeding" through. This is a standard issue and should be addressed next plaster job.	AA	P20-P22	
Pool drain covers are VGB Compliant, Inlets and other covers are in good condition.	The drains appear to be VGB compliant. They need inspection, replacement and certification every 5, 7 or 10 years depending on the type of drain.	AA		
Pool signs meet code requirements, including: Capacity, 911, RB/CPR, Active Diarrhea, Pool Rules. No Diving; No LG on Duty,	Fill in signs for all three pool areas. Need capacity, pool address and emergency hospital, urgent care or closest facility address and phone number. Pool capacity is determined by multiplying length times width of the pool and divide by 20.	AA	P23	
Additional signs depending on facility amenities and type of use; No Swimming After Dark, No Running, Shower Before Entering, and others	Good extra signs are posted; shower, no diving, no breath holding, watch your children, non-swimmers wear a PFD.	O		Section Overall
Water appearance is not turbid or cloudy, looks clean and pool bottom is clearly visible at main drain.	The water looks great.	AA		AA
Facility fences and barriers meet State code	I inspected the entire fence line and found no openings or gaps beyond code.	AA		
Additional Notes	The pool area looks clean and is well organized and maintained. There are some issues surrounding the pool deck surface, pool plaster and expansion joint sealant that will require significant repairs (capital level for deck and plaster) that will need to be planned to address in the future.			

Mechanical Room

Evaluation Categories	Comments	NI, S, AA, O	Photos #
Entrance to mechanical areas and chemical storage areas are well marked, hazardous material signs and precautions are appropriate,	Need to put sign on the mechanical room door indicating it is a mechanical room. All the hazardous material storage area signs meet code!	AA	
Mechanical and chemical storage areas are easily accessible for staff and not accessible to all others.	Yes, these areas are locked to the public.	AA	



Safety Data Sheets are on file or in a binder and readily available. A facility map with an evacuation plan is posted and visible.	SAS' are in a binder in the mechanical room.			
Area is clean and not cluttered. Working surfaces are well maintained and ready for use.	The area is very clean and well maintained.			
Chemicals and flammables are stored properly. Incompatible materials are not stored improperly.	All of the chemicals and flammables are stored safely.			
There is at least three feet of clearance in front of all electrical panels.	Yes, there is no clutter in front of the panels.			
Portable tools and equipment are stored correctly. and other equipment is stored correctly and in a proper location.	Everything is put away neatly and well taken care of.			
Extra pool mechanical equipment is stored correctly and in a proper location.	The pool vacuum's and other equipment is stored properly.			
Pipe contents and flow direction are well marked on the appropriate plumbing.	Yes, it is well marked, easy to understand the flow and contents.			
Pipe valves, pressure and flow gauges, and water shut-off points are well marked, visible and easily accessible to ensure operational readiness in the event of an emergency	The room is very neat and all the gauges and valve handles, wheels, etc. are visible and accessible.			
Daily pool log is kept and up to date, test times, routine maintenance and regular inspections, are noted.	I inspected all daily logs and maintenance logs. All of the logs are up to date. Excellent record keeping system.			
Additional chemicals if added are noted in pool log (anything not from automated chemical controllers)	Yes, additional chemical additions are noted in the log.			
Special projects and equipment replacements are recorded and tracked for long range maintenance planning	Yes, this information is also documented.			
Slides are in good condition and are properly maintained.	NA			
Water play features and other special aquatic amusements are in good condition and properly maintained	Yes, they are in good condition and properly maintained.			
Diving Boards are in good condition and properly maintained.	NA		AA	
Maintenance staff is properly trained and/or certified and receives safety and compliance training, and is well supervised.	Yes, the maintenance staff is CPO certified			
				Section Overall



Additional Notes	This is the cleanest and best maintained mechanical room I have inspected in a long time! The equipment is in good condition and record keeping is excellent. These "capital" assets are being well taken care of.
------------------	--

Lifeguard Practical Skills

Evaluation Categories	Comments			
Lifeguard # 1 Active Rescue	Name: Cameron Merrells	NI, S, AA, O	Video/Photo	
Signals other guards and enters water safely	Remember to hold the tube cord.	AA	Video	Section Overall
Effectively handles victim and brings them to safety	Great rescue!	O	Video	AA/O
Lifeguard # 1 Submerged Rescue	Name: Cameron Merrells	NI, S, AA, O	Video/Photo	
Spots victim, signals other Guards and enters safely	Great signal and entry.	O	Video	
Performs effective surface dive and retrieves victim off the bottom.	Great surface dive.	O	Video	Section Overall
Effectively places the victim on the rescue tube and moves to the wall.	Great placement on the tube.	O	Video	O
Lifeguard # 2 Active Rescue	Name: John Tupper	NI, S, AA, O	Video/Photo	
Signals other guards and enters water safely	Great!	O	Video	Section Overall
Effectively handles victim and brings them to safety	Great handling of the victim.	O	Video	O
Lifeguard # 2 Submerged Rescue	Name: John Tupper	NI, S, AA, O	Video/Photo	
Spots victim, signals other Guards and enters safely	Great entry.	O	Video	
Performs effective surface dive and retrieves victim off the bottom.	Great victim retrieval.	O	Video	Section Overall
Effectively places the victim on the rescue tube and moves to the wall.	Great rescue!	O	Video	O

Ratings Key: NI = Needs Improvement, S = Satisfactory, AA = Above Average, O = Outstanding

Overall Audit Comments:

This was a good operational audit, the staff were supervising patrons and the facility in a very safe manner, all of the required and necessary equipment are on site and all staff carries state required certifications. The facility is showing some age in the form of very standard/common issues. The deck pitting and surface should be addressed in the future, at some point the health department may require this work. The pool plaster should be addressed when the surface cycles for replastering. The deck expansion joints should be resealed in the next year or two. The mechanical room and maintenance practices are excellent and the City's facility is being well taken care of by your leasee. Staff testing was a good indicator that staff possess a level of competence that comes through good supervision and training. Overall this was a very good and above average audit.

Audit Overall



Total Aquatic Management
2022

Menlo Swim and Sport – City of Menlo Park Burgess Pool - Site Visit Photos 1/15/2022 –
Photos 1 & 2 Men’s Shower Rooms



Photo 3 & Photo 4 Combined – Crash Box with First Aid Supplies on Deck.



Photos 5 through 10 – Pool Deck Surfacing Condition







Photos 11 and 12 Expansion joint sealant



Photo 13 Deck Drain



Photos 14 through 17 Perimeter Tiles



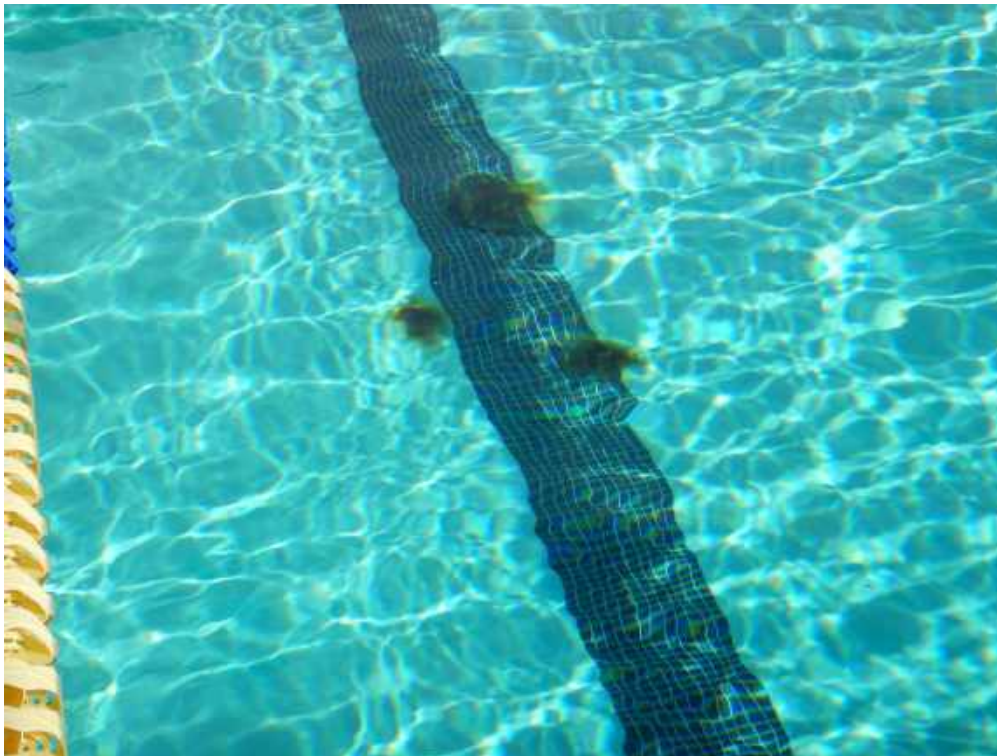


Photos 18 and 19 Staining from rebar “seep” on two sets of built-in ladder stairs





Photos 20 and 21





Pool Code Compliance Signs



AQUATICS COMPARATIVE DATA SUMMARY
2021-22

City / agency	Service population	Facility owner	Aquatics operator	Maintains facility	Owner's annual expenditures	Owner's annual revenues	Operator's annual expenditures	Operator's annual revenues	# of facilities	# of pools	Seasonal facilities	Year-round facilities
City of Belmont	28,000	Sequoia Union High School District	City of Belmont (rents to other user groups when not in use by Belmont)	Sequoia Union High School District	NA	NA	\$ 108,000	\$ 76,000	1	1	1	
City of Burlingame	30,106	San Mateo High School Unified School District	Burlingame Aquatics Club	Cost is off-set by City	\$ 200,000	\$ -	\$ 771,000	\$ 550,000	1	1		1
City of Daly City	104,901	Jefferson Union High School District	City of Daly City	Giammona High School	\$ 345,388	\$ 117,423	\$ 345,388	\$ 117,423	1	1	1	
City of El Cerrito	25,600	City of El Cerrito	City of El Cerrito Recreation	Outside contractor	\$ 1,618,699	\$ 1,600,000	\$ 1,618,699	\$ 1,600,000	1	2		1
City of Gilroy	59,520	Gilroy Unified School District	Swimming Swan LLC	Gilroy Unified School District conducts maintenance but City pays for all costs	\$ 358,750	NA	\$ 150,000	NA	1	2	1	
City of Menlo Park	33,780	City of Menlo Park	Team Sheeper, Inc.	City of Menlo Park Public Works	\$ 645,000	\$ 24,000	\$ 1,838,832	\$ 2,220,857	1	2		1
City of Mountain View	80,000	City of Mountain View	City of Mountain View Recreation	City of Mountain View Recreation	\$ 924,000	\$ 300,000	\$ 924,000	\$ 300,000	2	2	1	1
City of Newark	49,000	City of Newark	City of Newark	City of Newark Public Works	\$ 1,240,144	\$ 798,000	\$ 1,240,144	\$ 798,000	1	2		1
City of Palo Alto	68,572	City of Palo Alto	Team Sheeper, Inc.	City of Palo Alto Public Works	NA	\$ 9,372	\$ 882,570	\$ 937,182	1	2		1
City of San Francisco	900,000	City of San Francisco	City of San Francisco Recreation	City of San Francisco Recreation	\$ 4,215,000	\$ -	\$ 4,215,000	\$ -	10	11	1	9
City of Walnut Creek	100,000	City of Walnut Creek	City of Walnut Creek Recreation	Outside contractor	\$ 1,806,000	\$ 850,000	\$ 1,806,000	\$ 850,000	2	3	1	1
Hayward Area Recreation and Park District	280,000	Hayward Area Recreation and Park District	Hayward Area Recreation and Park District	Hayward Area Recreation and Park District	\$ 2,539,000	\$ 768,000	\$ 2,539,000	\$ 768,000	4	7	3	1
Ladera Recreation District (Portola Valley)	2,500	Ladera Rec. District	Ladera Rec. District	Ladera Rec. District	\$ 635,000	\$ 628,000	\$ 635,000	\$ 628,000				
Pleasant Hill Recreation & Park District	40,000	Pleasant Hill Recreation & Park District	Pleasant Hill Recreation & Park District	Outside contractor	\$ 696,500	\$ 350,000	\$ 696,500	\$ 350,000	2	3	1	1

Agencies provided data in response to City of Menlo Park's request for information

#1

COMPLETE

Collector: Web Link 3 (Web Link)
Started: Thursday, July 19, 2018 2:30:27 PM
Last Modified: Thursday, July 19, 2018 2:39:24 PM
Time Spent: 00:08:57
IP Address: [REDACTED]

Page 1: Please complete this survey by October 15th, 2019.

Q1

Please enter the information below for your agency

Name	Steven Thomas
Company	City of Walnut Creek
Address	[REDACTED]
City/Town	Walnut Creek
State/Province	CA
ZIP/Postal Code	94597
Country	USA
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q2

Population of Service Area:

70k

Q3

Respondent skipped this question

Please list your Facilities, # of pools or bodies of water at each, and whether they are seasonal or year-round

Q4

Respondent skipped this question

Is your pool open 7 days a week?

Q5

Respondent skipped this question

What holidays do you observe?

Q6 Respondent skipped this question

What advertising methods do you use?

Q7 Respondent skipped this question

of Lap Swim participants this year

Q8 Respondent skipped this question

of group swim lesson registrants

Q9 Respondent skipped this question

of private lesson registrants

Q10 Respondent skipped this question

Did registrations trend up, down, or stay steady compared to last year?

Q11 Respondent skipped this question

Did Lap Swim attendance trend up, down, or stay steady compared to last year?

Q12 Respondent skipped this question

Did Recreational Swim attendance trend up, down, or stay steady compared to last year?

Q13 Respondent skipped this question

Which registration software do you use?

Q14 Respondent skipped this question

Does your organization offer scholarships?

Q15 Respondent skipped this question

What is required to qualify for a scholarship?

Q16 Respondent skipped this question

Does your organization cover...

Q17

Respondent skipped this question

How much does your scholarship/fee assistance program provide per participant/family

Q18

What is your annual aquatics budget?

1,762,007

Q19

Check the box below for each item that IS included in your annual aquatics budget.

Gas,
Electric,
Water,
Pool Chemicals

Q20

List your annual expenditures for the following items:

Full Time Staff	255,068
Part Time Staff	484,000
Operating Expenses	1,000,000

Q21

What is the total aquatics revenue for your agency?

830,000

Q22

Please indicate the number of Full-Time Employees

Administration/Supervisor	3
Facility Manager/Supervisor	10
Swim Instructors	100 (Guards & Instructors)

Q23

Respondent skipped this question

Please indicate the approximate value of benefits package

Q24

Please indicate the number of employees on staff in each position

Aquatics Supervisor	1
Aquatics Coorinator	1
Administrative Aide	1
Maintenance Worker	1
Pool Manager	10
Senior Lifeguard	10
Lifeguard	80 (All temp staff are LG's & SI's)

Q25

Respondent skipped this question

Pool maintenance is taken care of by:

Q26

Respondent skipped this question

Janitorial Services are taken care of by:

Q27

Please indicate the pay ranges for the following full time/ part time employees

Pool Manager	\$17.50 - \$21.50
Senior Lifeguard	\$15.50 - \$16.50
Lifeguard	\$12.50 - \$13.50

Q28

Please indicate the prices and ages for the following services

Lap Swim Adult	\$6.00 (13 & up)
Lap Swim Senior	None
Facility Use Fee (Deck/Shower Fee)	None
Water Exercise Drop-In	\$7
Rec Swim Adult	\$6.00
Rec Swim Youth	\$4.50
Rec Swim Child	\$3.50
Rec Swim Senior	None
Private Swim Lesson (Per Class/day)	\$25
Group Swim Lesson (Per Class/day)	\$9

Q29

Do you offer a discounted punch pass option? What is it and how much is it discounted?

15 Punch pass is \$73.50 (makes each swim \$4.90 - save \$1.10)

30 Day unlimited Pass for \$65

12 Punch pass for water ex (makes each class \$5.50 saves \$2.50 per class)

Q30

Respondent skipped this question

Please indicate what you charge for the following programs:

Q31

Respondent skipped this question

What is your line item budget for

Q32

Respondent skipped this question

Please list all swim teams: Indicate: Team Name Sport Age Group Agency Run? Number of participants Rental Fee's (if applicable) Any Additional Information

Q33

Respondent skipped this question

What lifeguard curriculum do you use?

Q34

Respondent skipped this question

List the number of staff you have that are certified in the following

Q35

Respondent skipped this question

Which Title 22 Curriculum do you use?

Q36

Respondent skipped this question

Has your county allowed you to register Title 22?

Q37

Respondent skipped this question

What County are you in?

Q38

Respondent skipped this question

Do you currently track rescue statistics?

Q39 Respondent skipped this question

Number of rescues per year

Q40 Respondent skipped this question

Most recuses occur at this dept:

Q41 Respondent skipped this question

Most rescues occur during this program:

Q42 Respondent skipped this question

Who is your first aid supply vendor?

Q43 Respondent skipped this question

Where do you get your lifeguard equipment from?

Q44 Respondent skipped this question

Where do you get your Uniforms & T-shirts?

Q45 Respondent skipped this question

What was a big struggle for you/your facility this year?

Q46 Respondent skipped this question

What was a big success for you/your facility this year?

Q47 Respondent skipped this question

Are there any other questions you would like added to the next Annual Survey?

#2

COMPLETE

Collector: Web Link 3 (Web Link)
Started: Thursday, July 19, 2018 2:32:15 PM
Last Modified: Thursday, July 19, 2018 3:14:38 PM
Time Spent: 00:42:23
IP Address: [REDACTED]

Page 1: Please complete this survey by October 15th, 2019.

Q1

Please enter the information below for your agency

Name	Cody George
Company	Hayward Area Recreation and Park District
Address	[REDACTED]
City/Town	Hayward
State/Province	CA
ZIP/Postal Code	94541
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q2

Population of Service Area:

280,000

Q3

Respondent skipped this question

Please list your Facilities, # of pools or bodies of water at each, and whether they are seasonal or year-round

Q4

Respondent skipped this question

Is your pool open 7 days a week?

Q5

Respondent skipped this question

What holidays do you observe?

Q6	Respondent skipped this question
What advertising methods do you use?	
Q7	Respondent skipped this question
# of Lap Swim participants this year	
Q8	Respondent skipped this question
# of group swim lesson registrants	
Q9	Respondent skipped this question
# of private lesson registrants	
Q10	Respondent skipped this question
Did registrations trend up, down, or stay steady compared to last year?	
Q11	Respondent skipped this question
Did Lap Swim attendance trend up, down, or stay steady compared to last year?	
Q12	Respondent skipped this question
Did Recreational Swim attendance trend up, down, or stay steady compared to last year?	
Q13	Respondent skipped this question
Which registration software do you use?	
Q14	Respondent skipped this question
Does your organization offer scholarships?	
Q15	Respondent skipped this question
What is required to qualify for a scholarship?	
Q16	Respondent skipped this question
Does your organization cover...	

Q17

Respondent skipped this question

How much does your scholarship/fee assistance program provide per participant/family

Q18

What is your annual aquatics budget?

\$1,977,097

Q19

Check the box below for each item that IS included in your annual aquatics budget.

**Gas,
Electric,
Water,
Pool Chemicals**

Q20

List your annual expenditures for the following items:

Full Time Staff	not included in aquatic budget
Part Time Staff	\$739,647
Operating Expenses	\$368,500
Supply Budget	\$33,300

Q21

What is the total aquatics revenue for your agency?

\$835,650

Q22

Please indicate the number of Full-Time Employees

Administration/Supervisor	1 - Aquatics Supervisor
Facility Manager/Supervisor	1 - Recreation Coordinator - Vacant
Other (please specify)	1 - Maintenance and Construction Foreman
Other (please specify)	1 - Maintenance and Construction Technician

Q23

Respondent skipped this question

Please indicate the approximate value of benefits package

Q24

Please indicate the number of employees on staff in each position

Aquatics Supervisor	1
Aquatics Coorinator	1
Aquatics Rec. Specialist	1
Administrative Aide	1
Maintenance Worker	6
Pool Manager	5
Assistant Pool Manager	5
Senior Lifeguard	5
Lifeguard	30
Swim Instructor	50
Cashier	8
Aerobics Instructor	5
Coach	3
Other	2

Q25

Respondent skipped this question

Pool maintenance is taken care of by:

Q26

Respondent skipped this question

Janitorial Services are taken care of by:

Q27

Please indicate the pay ranges for the following full time/ part time employees

Aquatics Supervisor	\$7253 - \$8816 / month
Aquatics Coordinator	\$5696 - \$6924 / month
Aquatics Rec. Specialist	\$23.57 - \$30.39 / hour
Maintenance Worker	\$13.01 - \$16.60 / hour
Pool Manager	\$22.68 - \$28.95 / hour
Assistant Pool Manager	\$17.15 - \$21.68 / hour
Senior Lifeguard	\$15.07 - \$16.60 / hour
Senior Swim Instructor	\$17.15 - \$21.68 / hour
Lifeguard	\$13.01 - \$14.34 / hour
Swim Instructor	\$14.34 - \$16.60 / hour
Cashier	\$11.77 - \$12.38
Aerobics Instructor	\$30.10 / hour
Coach	\$15.07 - \$16.60 / hour - Swim Team Coach
Other	\$15.07 - \$16.60 / hour - Swim Tennis & Junior Lifeguard Camp Coordinator
Other	\$7136 / month - Maintenance and Construction Foreman
Other	\$5603 - \$5883 - Maintenance and Construction Technician

Q28

Please indicate the prices and ages for the following services

Lap Swim Adult	\$5.00
Lap Swim Youth	\$5.00
Lap Swim Child	not offered
Lap Swim Senior	\$5.00
Facility Use Fee (Deck/Shower Fee)	\$5.00
Water Exercise Drop-In	\$10.00
Rec Swim Adult	\$3.00
Rec Swim Youth	\$3.00
Rec Swim Child	\$3.00
Rec Swim Senior	\$3.00
Private Swim Lesson (Per Class/day)	\$27.67 / 30 min class
Group Swim Lesson (Per Class/day)	\$6.33 / 30 min class
Adaptive Lesson (Per Class/day)	\$6.33 / 30 min class

Q29

Do you offer a discounted punch pass option? What is it and how much is it discounted?

15 Lap Swim Pass - \$57.00 / Senior \$43.00

Q30

Respondent skipped this question

Please indicate what you charge for the following programs:

Q31

Respondent skipped this question

What is your line item budget for

Q32

Respondent skipped this question

Please list all swim teams: Indicate: Team Name Sport Age Group Agency Run? Number of participants Rental Fee's (if applicable) Any Additional Information

Q33

Respondent skipped this question

What lifeguard curriculum do you use?

Q34

Respondent skipped this question

List the number of staff you have that are certified in the following

Q35

Respondent skipped this question

Which Title 22 Curriculum do you use?

Q36

Respondent skipped this question

Has your county allowed you to register Title 22?

Q37

Respondent skipped this question

What County are you in?

Q38

Respondent skipped this question

Do you currently track rescue statistics?

Q39

Respondent skipped this question

Number of rescues per year

Q40

Respondent skipped this question

Most rescues occur at this dept:

Q41

Respondent skipped this question

Most rescues occur during this program:

Q42

Respondent skipped this question

Who is your first aid supply vendor?

Q43

Respondent skipped this question

Where do you get your lifeguard equipment from?

Q44

Respondent skipped this question

Where do you get your Uniforms & T-shirts?

Q45

Respondent skipped this question

What was a big struggle for you/your facility this year?

Q46

Respondent skipped this question

What was a big success for you/your facility this year?

Q47

Respondent skipped this question

Are there any other questions you would like added to the next Annual Survey?

#3

COMPLETE

Collector: Web Link 3 (Web Link)
Started: Thursday, July 19, 2018 3:28:21 PM
Last Modified: Thursday, July 19, 2018 4:35:34 PM
Time Spent: 01:07:13
IP Address: [REDACTED]

Page 1: Please complete this survey by October 15th, 2019.

Q1

Please enter the information below for your agency

Name	Jeff Dybdal
Company	Recreation Cordinator
Address	[REDACTED]
City/Town	Dublin
State/Province	California
ZIP/Postal Code	94568
Country	United States
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q2

Population of Service Area:

59,563 (2016 stats)

Q3

Respondent skipped this question

Please list your Facilities, # of pools or bodies of water at each, and whether they are seasonal or year-round

Q4

Respondent skipped this question

Is your pool open 7 days a week?

Q5

Respondent skipped this question

What holidays do you observe?

Q6	Respondent skipped this question
What advertising methods do you use?	
Q7	Respondent skipped this question
# of Lap Swim participants this year	
Q8	Respondent skipped this question
# of group swim lesson registrants	
Q9	Respondent skipped this question
# of private lesson registrants	
Q10	Respondent skipped this question
Did registrations trend up, down, or stay steady compared to last year?	
Q11	Respondent skipped this question
Did Lap Swim attendance trend up, down, or stay steady compared to last year?	
Q12	Respondent skipped this question
Did Recreational Swim attendance trend up, down, or stay steady compared to last year?	
Q13	Respondent skipped this question
Which registration software do you use?	
Q14	Respondent skipped this question
Does your organization offer scholarships?	
Q15	Respondent skipped this question
What is required to qualify for a scholarship?	
Q16	Respondent skipped this question
Does your organization cover...	

Q17

Respondent skipped this question

How much does your scholarship/fee assistance program provide per participant/family

Q18

What is your annual aquatics budget?

\$2,835,859.00

Q19

Check the box below for each item that IS included in your annual aquatics budget.

**Gas,
Electric,
Water,
Pool Chemicals**

Q20

List your annual expenditures for the following items:

Full Time Staff	\$486,932
Part Time Staff	\$1,315,539
Operating Expenses	\$724,723
Supply Budget	\$255,665
Other (please specify)	Advertising \$53,000

Q21

What is the total aquatics revenue for your agency?

\$1,907,449

Q22

Please indicate the number of Full-Time Employees

Administration/Supervisor	1 Assistant Department Head, 1 Rec Supervisor
Facility Manager/Supervisor	2 Rec Coordinator, 2 Recreation Technician

Q23

Please indicate the approximate value of benefits package

Full Time	88,421
-----------	---------------

Q24

Please indicate the number of employees on staff in each position

Aquatics Director	1
Aquatics Supervisor	1
Aquatics Coorinator	2
Aquatics Rec. Specialist	2 (Recreation Technician is official job title)
Office Staff	16
Maintenance Worker	0 (Pool Maintenance is operated under a contract w. Private Company)
Pool Manager	3
Assistant Pool Manager	20
Senior Lifeguard	0
Senior Swim Instructor	0
Lifeguard	120
Swim Instructor	56
Pool Aide/Attendent	40 (Waterslide Attendants)
Cashier	45
Aerobics Instructor	0 (Aqua Aerobics is operated under a contract)
Coach	10
Other	8 (Cook)
Other	25 (Concessions Worker)
Other	40 (Facility Attendant)

Q25

Respondent skipped this question

Pool maintenance is taken care of by:

Q26

Respondent skipped this question

Janitorial Services are taken care of by:

Q27

Please indicate the pay ranges for the following full time/ part time employees

Aquatics Director	\$11,485 - \$14,357 (Monthly)
Aquatics Supervisor	\$7,934 - \$9,916 (Monthly)
Aquatics Coordinator	\$6,740 - \$8,429 (Monthly)
Aquatics Rec. Specialist	\$6,069 - \$7,585 (Monthly - position is titled Recreation Technician)
Office Staff	Minimum Wage - \$23.76 (Hourly)
Maintenance Worker	N/A
Pool Manager	Minimum Wage - \$42.44 (Hourly)
Assistant Pool Manager	Minimum Wage - \$25.68 (Hourly)
Senior Lifeguard	NA
Senior Swim Instructor	NA
Lifeguard	Minimum Wage - \$21.37 (Hourly)
Swim Instructor	Minimum Wage - \$21.37 (Hourly)
Pool Aide/ Attendant	Minimum Wage - \$14.85 (Hourly - position is titled Slide Attendant)
Cashier	Minimum Wage - \$14.85 (Hourly)
Jr. Lifeguard	NA
Aerobics Instructor	NA
Coach	Minimum Wage - \$30.82 (Hourly)
Other	Minimum Wage - \$17.82 (Hourly - Position is titled Facility Attendant)
Other	Minimum Wage - \$21.37 (Hourly - Position is titled Sr. Facility Attendant)

Q28

Please indicate the prices and ages for the following services

Lap Swim Adult	\$6
Lap Swim Youth	\$6
Lap Swim Child	\$6
Lap Swim Senior	\$6
Facility Use Fee (Deck/Shower Fee)	\$6
Water Exercise Drop-In	NA
Rec Swim Adult	Summer Waterpark \$13-\$17, Rec Swim Fall, Winter, Spring \$6
Rec Swim Youth	Summer Waterpark \$13-\$17, Rec Swim Fall, Winter, Spring \$6
Rec Swim Child	Summer Waterpark \$13-\$17, Rec Swim Fall, Winter, Spring \$6
Rec Swim Senior	Summer Waterpark \$13-\$17, Rec Swim Fall, Winter, Spring \$6
Private Swim Lesson (Per Class/day)	NA
Group Swim Lesson (Per Class/day)	\$10 - \$21.50 (25 minute lessons)
Adaptive Lesson (Per Class/day)	\$10 - \$21.50 (25 minute lessons)

Q29

Do you offer a discounted punch pass option? What is it and how much is it discounted?

Yes.

Waterpark we offer a resident discount season pass valid Monday-Thursday for \$85

Lap Swim & Rec Swim \$50 for 10 visits

Q30

Respondent skipped this question

Please indicate what you charge for the following programs:

Q31

Respondent skipped this question

What is your line item budget for

Q32

Respondent skipped this question

Please list all swim teams: Indicate: Team Name Sport Age Group Agency Run? Number of participants Rental Fee's (if applicable) Any Additional Information

Q33

Respondent skipped this question

What lifeguard curriculum do you use?

Q34

Respondent skipped this question

List the number of staff you have that are certified in the following

Q35

Respondent skipped this question

Which Title 22 Curriculum do you use?

Q36

Respondent skipped this question

Has your county allowed you to register Title 22?

Q37

Respondent skipped this question

What County are you in?

Q38

Respondent skipped this question

Do you currently track rescue statistics?

Q39

Respondent skipped this question

Number of rescues per year

Q40

Respondent skipped this question

Most rescues occur at this dept:

Q41

Respondent skipped this question

Most rescues occur during this program:

Q42

Respondent skipped this question

Who is your first aid supply vendor?

Q43

Respondent skipped this question

Where do you get your lifeguard equipment from?

Q44

Respondent skipped this question

Where do you get your Uniforms & T-shirts?

Q45

Respondent skipped this question

What was a big struggle for you/your facility this year?

Q46

Respondent skipped this question

What was a big success for you/your facility this year?

Q47

Respondent skipped this question

Are there any other questions you would like added to the next Annual Survey?

#4

COMPLETE

Collector: Web Link 3 (Web Link)
Started: Friday, July 20, 2018 8:45:39 AM
Last Modified: Friday, July 20, 2018 8:55:29 AM
Time Spent: 00:09:50
IP Address: [REDACTED]

Page 1: Please complete this survey by October 15th, 2019.

Q1

Please enter the information below for your agency

Name	Amanda Mendieta
Company	AUSD
Address	[REDACTED]
City/Town	Albany
State/Province	California
ZIP/Postal Code	94706
Country	United States
Email Address	[REDACTED]g

Q2

Population of Service Area:

100000

Q3

Respondent skipped this question

Please list your Facilities, # of pools or bodies of water at each, and whether they are seasonal or year-round

Q4

Respondent skipped this question

Is your pool open 7 days a week?

Q5

Respondent skipped this question

What holidays do you observe?

Q6	Respondent skipped this question
What advertising methods do you use?	
Q7	Respondent skipped this question
# of Lap Swim participants this year	
Q8	Respondent skipped this question
# of group swim lesson registrants	
Q9	Respondent skipped this question
# of private lesson registrants	
Q10	Respondent skipped this question
Did registrations trend up, down, or stay steady compared to last year?	
Q11	Respondent skipped this question
Did Lap Swim attendance trend up, down, or stay steady compared to last year?	
Q12	Respondent skipped this question
Did Recreational Swim attendance trend up, down, or stay steady compared to last year?	
Q13	Respondent skipped this question
Which registration software do you use?	
Q14	Respondent skipped this question
Does your organization offer scholarships?	
Q15	Respondent skipped this question
What is required to qualify for a scholarship?	
Q16	Respondent skipped this question
Does your organization cover...	

Q17

Respondent skipped this question

How much does your scholarship/fee assistance program provide per participant/family

Q18

What is your annual aquatics budget?

785000

Q19

Check the box below for each item that IS included in your annual aquatics budget.

Gas,
Electric,
Water,
Pool Chemicals

Q20

List your annual expenditures for the following items:

Full Time Staff	170000
Part Time Staff	385000
Operating Expenses	207000

Q21

What is the total aquatics revenue for your agency?

0

Q22

Please indicate the number of Full-Time Employees

Administration/Supervisor	2
Facility Manager/Supervisor	2 x .875 fte

Q23

Please indicate the approximate value of benefits package

Full Time	26000
-----------	--------------

Q24

Please indicate the number of employees on staff in each position

Aquatics Director	2
Aquatics Supervisor	2
Aquatics Coordinator	2
Senior Lifeguard	5
Senior Swim Instructor	30
Lifeguard	30
Cashier	2
Aerobics Instructor	5

Q25

Respondent skipped this question

Pool maintenance is taken care of by:

Q26

Respondent skipped this question

Janitorial Services are taken care of by:

Q27

Please indicate the pay ranges for the following full time/ part time employees

Aquatics Director	75000-115000
Aquatics Supervisor	32000-38000
Aquatics Coordinator	20-23/hr
Senior Lifeguard	15-1750/hr
Lifeguard	12-15
Swim Instructor	13-16
Cashier	11-14
Aerobics Instructor	34

Q28

Please indicate the prices and ages for the following services

Lap Swim Adult	6
Lap Swim Youth	4
Lap Swim Child	3
Lap Swim Senior	4.25
Facility Use Fee (Deck/Shower Fee)	3
Water Exercise Drop-In	10
Private Swim Lesson (Per Class/day)	28.12-32.50
Group Swim Lesson (Per Class/day)	10.75-12.37
Adaptive Lesson (Per Class/day)	11-13

Q29

Do you offer a discounted punch pass option? What is it and how much is it discounted?

yes 20%

Q30

Respondent skipped this question

Please indicate what you charge for the following programs:

Q31

Respondent skipped this question

What is your line item budget for

Q32

Respondent skipped this question

Please list all swim teams: Indicate: Team Name Sport Age Group Agency Run? Number of participants Rental Fee's (if applicable) Any Additional Information

Q33

Respondent skipped this question

What lifeguard curriculum do you use?

Q34

Respondent skipped this question

List the number of staff you have that are certified in the following

Q35

Respondent skipped this question

Which Title 22 Curriculum do you use?

Q36

Respondent skipped this question

Has your county allowed you to register Title 22?

Q37

Respondent skipped this question

What County are you in?

Q38

Respondent skipped this question

Do you currently track rescue statistics?

Q39

Respondent skipped this question

Number of rescues per year

Q40

Respondent skipped this question

Most recuses occur at this dept:

Q41

Respondent skipped this question

Most rescues occur during this program:

Q42

Respondent skipped this question

Who is your first aid supply vendor?

Q43

Respondent skipped this question

Where do you get your lifeguard equipment from?

Q44

Respondent skipped this question

Where do you get your Uniforms & T-shirts?

Q45

Respondent skipped this question

What was a big struggle for you/your facility this year?

Q46

Respondent skipped this question

What was a big success for you/your facility this year?

Q47

Respondent skipped this question

Are there any other questions you would like added to the next Annual Survey?

#5

COMPLETE

Collector: Web Link 3 (Web Link)
Started: Monday, July 23, 2018 1:04:15 PM
Last Modified: Monday, July 23, 2018 3:43:30 PM
Time Spent: 02:39:14
IP Address: [REDACTED]

Page 1: Please complete this survey by October 15th, 2019.

Q1

Please enter the information below for your agency

Name	Andrew Hubbard
Company	City of San Ramon
Address	[REDACTED]
City/Town	San Ramon
State/Province	California
ZIP/Postal Code	94583
Country	United States
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q2

Population of Service Area:

72,148

Q3

Respondent skipped this question

Please list your Facilities, # of pools or bodies of water at each, and whether they are seasonal or year-round

Q4

Respondent skipped this question

Is your pool open 7 days a week?

Q5

Respondent skipped this question

What holidays do you observe?

Q6 What advertising methods do you use?	Respondent skipped this question
Q7 # of Lap Swim participants this year	Respondent skipped this question
Q8 # of group swim lesson registrants	Respondent skipped this question
Q9 # of private lesson registrants	Respondent skipped this question
Q10 Did registrations trend up, down, or stay steady compared to last year?	Respondent skipped this question
Q11 Did Lap Swim attendance trend up, down, or stay steady compared to last year?	Respondent skipped this question
Q12 Did Recreational Swim attendance trend up, down, or stay steady compared to last year?	Respondent skipped this question
Q13 Which registration software do you use?	Respondent skipped this question
Q14 Does your organization offer scholarships?	Respondent skipped this question
Q15 What is required to qualify for a scholarship?	Respondent skipped this question
Q16 Does your organization cover...	Respondent skipped this question

Q17

Respondent skipped this question

How much does your scholarship/fee assistance program provide per participant/family

Q18

What is your annual aquatics budget?

\$807,234

Q19

None of the Above

Check the box below for each item that IS included in your annual aquatics budget.

Q20

List your annual expenditures for the following items:

Full Time Staff	\$232,320
Part Time Staff	\$624,638
Supply Budget	\$67,334

Q21

What is the total aquatics revenue for your agency?

\$1,007,512

Q22

Please indicate the number of Full-Time Employees

Administration/Supervisor	1
Other (please specify)	Coordinator-1
Other (please specify)	Office Specialist-1

Q23

Please indicate the approximate value of benefits package

Full Time	\$167,570
-----------	------------------

Q24

Please indicate the number of employees on staff in each position

Aquatics Supervisor	1
Aquatics Coorinator	1
Office Staff	9
Maintenance Worker	5
Pool Manager	10
Assistant Pool Manager	4
Senior Lifeguard	10
Lifeguard	78
Jr. Lifeguard	19

Q25

Respondent skipped this question

Pool maintenance is taken care of by:

Q26

Respondent skipped this question

Janitorial Services are taken care of by:

Q27

Please indicate the pay ranges for the following full time/ part time employees

Aquatics Supervisor	(salary) \$93,094.56 - \$116,358.26
Aquatics Coordinator	(salary) \$72,349.68 - \$90,440.22
Office Staff	(hourly wage) \$11.60 - \$18.35
Maintenance Worker	(salary) \$52,080.80 - \$72,676.11
Pool Manager	(hourly wage) \$16.95 - \$20.34
Assistant Pool Manager	(hourly wage) \$15.29 - \$18.34
Senior Lifeguard	(hourly wage) \$13.32 - \$15.99
Lifeguard	(hourly wage) \$11.25 - \$15.60
Jr. Lifeguard	(hourly wage) \$10.50 - \$12.60
Other	Office Specialist- (wage) \$62,548.79 - \$78,189.15

Q28

Please indicate the prices and ages for the following services

Lap Swim Adult	\$5
Lap Swim Youth	\$5
Lap Swim Child	\$5
Lap Swim Senior	\$5
Rec Swim Adult	\$5
Rec Swim Youth	\$5
Rec Swim Child	\$5
Rec Swim Senior	\$5
Private Swim Lesson (Per Class/day)	Resident- 41 / Non-residents- 51
Group Swim Lesson (Per Class/day)	Resident- 17 / Non-residents- 21

Q29

Do you offer a discounted punch pass option? What is it and how much is it discounted?

- 10 visit swim pass-\$48 (10%)
- 20 visit swim pass-\$90 (20%)
- 40 visit swim pass - \$170 (15%)
- 60 visit swim pass - \$240 (20%)

Q30

Respondent skipped this question

Please indicate what you charge for the following programs:

Q31

Respondent skipped this question

What is your line item budget for

Q32

Respondent skipped this question

Please list all swim teams:Indicate: Team NameSportAge
GroupAgency Run? Number of participantsRental Fee's (if applicable)Any Additional Information

Q33

Respondent skipped this question

What lifeguard curriculum do you use?

Q34

Respondent skipped this question

List the number of staff you have that are certified in the following

Q35

Respondent skipped this question

Which Title 22 Curriculum do you use?

Q36

Respondent skipped this question

Has your county allowed you to register Title 22?

Q37

Respondent skipped this question

What County are you in?

Q38

Respondent skipped this question

Do you currently track rescue statistics?

Q39

Respondent skipped this question

Number of rescues per year

Q40

Respondent skipped this question

Most rescues occur at this dept:

Q41

Respondent skipped this question

Most rescues occur during this program:

Q42

Respondent skipped this question

Who is your first aid supply vendor?

Q43

Respondent skipped this question

Where do you get your lifeguard equipment from?

Q44

Respondent skipped this question

Where do you get your Uniforms & T-shirts?

Q45

Respondent skipped this question

What was a big struggle for you/your facility this year?

Q46

Respondent skipped this question

What was a big success for you/your facility this year?

Q47

Respondent skipped this question

Are there any other questions you would like added to the next Annual Survey?

#6

COMPLETE

Collector: Web Link 3 (Web Link)
 Started: Monday, July 23, 2018 5:23:34 PM
 Last Modified: Monday, July 23, 2018 6:01:52 PM
 Time Spent: 00:38:18
 IP Address: [REDACTED]

Page 1: Please complete this survey by October 15th, 2019.

Q1

Please enter the information below for your agency

Name	Austin George
Company	City of Hercules
Address	[REDACTED]
City/Town	Hercules
State/Province	CA
ZIP/Postal Code	94547
Country	USA
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q2

Population of Service Area:

25,000

Q3

Please list your Facilities, # of pools or bodies of water at each, and whether they are seasonal or year-round

Respondent skipped this question

Q4

Is your pool open 7 days a week?

Respondent skipped this question

Q5

What holidays do you observe?

Respondent skipped this question

Q6 What advertising methods do you use?	Respondent skipped this question
Q7 # of Lap Swim participants this year	Respondent skipped this question
Q8 # of group swim lesson registrants	Respondent skipped this question
Q9 # of private lesson registrants	Respondent skipped this question
Q10 Did registrations trend up, down, or stay steady compared to last year?	Respondent skipped this question
Q11 Did Lap Swim attendance trend up, down, or stay steady compared to last year?	Respondent skipped this question
Q12 Did Recreational Swim attendance trend up, down, or stay steady compared to last year?	Respondent skipped this question
Q13 Which registration software do you use?	Respondent skipped this question
Q14 Does your organization offer scholarships?	Respondent skipped this question
Q15 What is required to qualify for a scholarship?	Respondent skipped this question
Q16 Does your organization cover...	Respondent skipped this question

Q17

Respondent skipped this question

How much does your scholarship/fee assistance program provide per participant/family

Q18

What is your annual aquatics budget?

\$300,000

Q19

Check the box below for each item that IS included in your annual aquatics budget.

Gas,
Electric,
Water,
Pool Chemicals

Q20

List your annual expenditures for the following items:

Full Time Staff	\$44,000
Part Time Staff	\$127,000
Operating Expenses	\$100,000
Supply Budget	\$33,000

Q21

What is the total aquatics revenue for your agency?

\$250,000

Q22

Please indicate the number of Full-Time Employees

Administration/Supervisor	1
Facility Manager/Supervisor	0
Swim Instructors	0
Lifeguards	0

Q23

Please indicate the approximate value of benefits package

Full Time	1
1/2 Time	30

Q24

Please indicate the number of employees on staff in each position

Aquatics Director	0
Aquatics Supervisor	0
Aquatics Coorinator	1
Aquatics Rec. Specialist	0
Administrative Aide	0
Office Staff	3
Maintenance Worker	0
Pool Manager	0
Assistant Pool Manager	0
Senior Lifeguard	7
Senior Swim Instructor	0
Lifeguard	23
Swim Instructor	23
Pool Aide/Attendent	0
Cashier	3
Jr. Lifeguard	0
Aerobics Instructor	0
Coach	2

Q25

Respondent skipped this question

Pool maintenance is taken care of by:

Q26

Respondent skipped this question

Janitorial Services are taken care of by:

Q27

Please indicate the pay ranges for the following full time/ part time employees

Aquatics Coordinator	\$28-36
Office Staff	\$11.17-16.60
Senior Lifeguard	\$14.08-17.97
Lifeguard	\$11.17-16.60
Swim Instructor	\$11.17-16.60
Cashier	\$11.17-14.26
Coach	\$15.20-19.40

Q28

Please indicate the prices and ages for the following services

Lap Swim Adult	\$5/6NR Age:18+
Lap Swim Youth	\$4/5NR Age:14-17
Lap Swim Child	N/A
Lap Swim Senior	\$4/5NR Age:55+
Facility Use Fee (Deck/Shower Fee)	N/A
Water Exercise Drop-In	N/A
Rec Swim Adult	\$6/7NR Age:18+
Rec Swim Youth	\$5/6NR Age:2-17
Rec Swim Child	Free Age: 1 & under
Rec Swim Senior	\$5/6NR Age:55+
Private Swim Lesson (Per Class/day)	\$22.88/25.38NR per class or \$183/203NR
Group Swim Lesson (Per Class/day)	\$10.75/11.88NR per class or \$86/95NR

Q29

Do you offer a discounted punch pass option? What is it and how much is it discounted?

\$1 off per visit. Adult resident punch pass \$100 for 25 visits or \$4 per visit instead of \$5 per visit. Same for youth, seniors, residents and non-residents.

Q30

Respondent skipped this question

Please indicate what you charge for the following programs:

Q31 Respondent skipped this question

What is your line item budget for

Q32 Respondent skipped this question

Please list all swim teams: Indicate: Team Name Sport Age Group Agency Run? Number of participants Rental Fee's (if applicable) Any Additional Information

Q33 Respondent skipped this question

What lifeguard curriculum do you use?

Q34 Respondent skipped this question

List the number of staff you have that are certified in the following

Q35 Respondent skipped this question

Which Title 22 Curriculum do you use?

Q36 Respondent skipped this question

Has your county allowed you to register Title 22?

Q37 Respondent skipped this question

What County are you in?

Q38 Respondent skipped this question

Do you currently track rescue statistics?

Q39 Respondent skipped this question

Number of rescues per year

Q40 Respondent skipped this question

Most rescues occur at this dept:

Q41 Respondent skipped this question

Most rescues occur during this program:

Q42

Respondent skipped this question

Who is your first aid supply vendor?

Q43

Respondent skipped this question

Where do you get your lifeguard equipment from?

Q44

Respondent skipped this question

Where do you get your Uniforms & T-shirts?

Q45

Respondent skipped this question

What was a big struggle for you/your facility this year?

Q46

Respondent skipped this question

What was a big success for you/your facility this year?

Q47

Respondent skipped this question

Are there any other questions you would like added to the next Annual Survey?

#7

COMPLETE

Collector: Web Link 3 (Web Link)
 Started: Tuesday, July 31, 2018 11:44:08 AM
 Last Modified: Tuesday, July 31, 2018 12:05:16 PM
 Time Spent: 00:21:07
 IP Address: [REDACTED]

Page 1: Please complete this survey by October 15th, 2019.

Q1

Please enter the information below for your agency

Name	Tiffanie Lai
Company	City of Mountain View
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q2

Population of Service Area:
~80k

Q3

Please list your Facilities, # of pools or bodies of water at each, and whether they are seasonal or year-round

Respondent skipped this question

Q4

Is your pool open 7 days a week?

Respondent skipped this question

Q5

What holidays do you observe?

Respondent skipped this question

Q6

What advertising methods do you use?

Respondent skipped this question

Q7

of Lap Swim participants this year

Respondent skipped this question

Q8 Respondent skipped this question
of group swim lesson registrants

Q9 Respondent skipped this question
of private lesson registrants

Q10 Respondent skipped this question
Did registrations trend up, down, or stay steady compared to last year?

Q11 Respondent skipped this question
Did Lap Swim attendance trend up, down, or stay steady compared to last year?

Q12 Respondent skipped this question
Did Recreational Swim attendance trend up, down, or stay steady compared to last year?

Q13 Respondent skipped this question
Which registration software do you use?

Q14 Respondent skipped this question
Does your organization offer scholarships?

Q15 Respondent skipped this question
What is required to qualify for a scholarship?

Q16 Respondent skipped this question
Does your organization cover...

Q17 Respondent skipped this question
How much does your scholarship/fee assistance program provide per participant/family

Q18
What is your annual aquatics budget?
834,200

Q19

Check the box below for each item that IS included in your annual aquatics budget.

- Gas,**
- Electric,**
- Water,**
- Pool Chemicals**

Q20

List your annual expenditures for the following items:

Full Time Staff	400,000
Part Time Staff	170,000
Operating Expenses	116,000
Supply Budget	10,000

Q21

What is the total aquatics revenue for your agency?

400,000

Q22

Please indicate the number of Full-Time Employees

Administration/Supervisor	2
Other (please specify)	Maintenance Personelle 1

Q23

Please indicate the approximate value of benefits package

Full Time	3
-----------	----------

Q24

Please indicate the number of employees on staff in each position

Aquatics Director	1
Aquatics Supervisor	1
Maintenance Worker	1
Pool Manager	2
Assistant Pool Manager	4
Senior Lifeguard	4
Lifeguard	60
Pool Aide/Attendant	20
Jr. Lifeguard	21
Aerobics Instructor	1

Q25

Respondent skipped this question

Pool maintenance is taken care of by:

Q26

Respondent skipped this question

Janitorial Services are taken care of by:

Q27

Please indicate the pay ranges for the following full time/ part time employees

Aquatics Director	40.65-61.01 (general supervisor, overseas aquatics + more)
Aquatics Supervisor	37.26-50.40
Aquatics Coordinator	33.76-45.67
Aquatics Rec. Specialist	22.97-27.92
Maintenance Worker	34.12-41.49
Pool Manager	22.80-23.76
Senior Lifeguard	18.84-23.76
Senior Swim Instructor	18.84-23.76
Lifeguard	17.10-19.64
Pool Aide/ Attendant	15.00-17.25
Jr. Lifeguard	Volunteer
Aerobics Instructor	22.95-31.82

Q28

Please indicate the prices and ages for the following services

Lap Swim Adult	6/5 (NR/R)
Lap Swim Senior	5/4 (NR/R)
Facility Use Fee (Deck/Shower Fee)	3
Rec Swim Adult	5/4 (NR/R)
Rec Swim Youth	4/3 (NR/R)
Private Swim Lesson (Per Class/day)	33/26 (NR/R)
Group Swim Lesson (Per Class/day)	9/7.5 (NR/R)

Q29

Do you offer a discounted punch pass option? What is it and how much is it discounted?

Negative, partner

Q30

Respondent skipped this question

Please indicate what you charge for the following programs:

Q31

Respondent skipped this question

What is your line item budget for

Q32

Respondent skipped this question

Please list all swim teams:Indicate: Team NameSportAge
GroupAgency Run? Number of participantsRental Fee's (if
applicable)Any Additional Information

Q33

Respondent skipped this question

What lifeguard curriculum do you use?

Q34

Respondent skipped this question

List the number of staff you have that are certified in the following

Q35

Respondent skipped this question

Which Title 22 Curriculum do you use?

Q36 Respondent skipped this question

Has your county allowed you to register Title 22?

Q37 Respondent skipped this question

What County are you in?

Q38 Respondent skipped this question

Do you currently track rescue statistics?

Q39 Respondent skipped this question

Number of rescues per year

Q40 Respondent skipped this question

Most rescues occur at this dept:

Q41 Respondent skipped this question

Most rescues occur during this program:

Q42 Respondent skipped this question

Who is your first aid supply vendor?

Q43 Respondent skipped this question

Where do you get your lifeguard equipment from?

Q44 Respondent skipped this question

Where do you get your Uniforms & T-shirts?

Q45 Respondent skipped this question

What was a big struggle for you/your facility this year?

Q46 Respondent skipped this question

What was a big success for you/your facility this year?

Q47 Respondent skipped this question

Are there any other questions you would like added to the next Annual Survey?

#8

COMPLETE

Collector: Web Link 3 (Web Link)
 Started: Wednesday, August 15, 2018 8:59:13 AM
 Last Modified: Wednesday, August 15, 2018 9:37:21 AM
 Time Spent: 00:38:08
 IP Address: [REDACTED]

Page 1: Please complete this survey by October 15th, 2019.

Q1

Please enter the information below for your agency

Name	Carolyn Shavel
Company	City of San Mateo Department of Parks and Recreation
Address	[REDACTED]
City/Town	San Mateo
State/Province	CA
ZIP/Postal Code	94403
Country	USA
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q2

Population of Service Area:

103,959 plus individuals from surrounding cities.

Q3

Respondent skipped this question

Please list your Facilities, # of pools or bodies of water at each, and whether they are seasonal or year-round

Q4

Respondent skipped this question

Is your pool open 7 days a week?

Q5

Respondent skipped this question

What holidays do you observe?

Q6 What advertising methods do you use?	Respondent skipped this question
Q7 # of Lap Swim participants this year	Respondent skipped this question
Q8 # of group swim lesson registrants	Respondent skipped this question
Q9 # of private lesson registrants	Respondent skipped this question
Q10 Did registrations trend up, down, or stay steady compared to last year?	Respondent skipped this question
Q11 Did Lap Swim attendance trend up, down, or stay steady compared to last year?	Respondent skipped this question
Q12 Did Recreational Swim attendance trend up, down, or stay steady compared to last year?	Respondent skipped this question
Q13 Which registration software do you use?	Respondent skipped this question
Q14 Does your organization offer scholarships?	Respondent skipped this question
Q15 What is required to qualify for a scholarship?	Respondent skipped this question
Q16 Does your organization cover...	Respondent skipped this question

Q17

Respondent skipped this question

How much does your scholarship/fee assistance program provide per participant/family

Q18

What is your annual aquatics budget?

\$384,890.00

Q19

Check the box below for each item that IS included in your annual aquatics budget.

- Gas,
- Electric,
- Water,
- Pool Chemicals

Q20

List your annual expenditures for the following items:

Full Time Staff	\$57,006.00 (total does not include benefits)
Part Time Staff	\$197,881.00 (total does not include benefits)
Operating Expenses	\$77,115.00

Q21

What is the total aquatics revenue for your agency?

\$133,181.00

Q22

Please indicate the number of Full-Time Employees

Administration/Supervisor	.25
Facility Manager/Supervisor	1

Q23

Respondent skipped this question

Please indicate the approximate value of benefits package

Q24

Please indicate the number of employees on staff in each position

Aquatics Supervisor	1
Office Staff	9
Pool Manager	2
Senior Lifeguard	4
Lifeguard	25

Q25

Respondent skipped this question

Pool maintenance is taken care of by:

Q26

Respondent skipped this question

Janitorial Services are taken care of by:

Q27

Please indicate the pay ranges for the following full time/ part time employees

Aquatics Supervisor	\$37.00 - \$44.10
Office Staff	\$15.48-\$16.86
Pool Manager	\$21.32-\$25.42
Senior Lifeguard	\$17.76 - \$21.21
Senior Swim Instructor	\$18.66 - \$22.30
Lifeguard	\$16.16 - \$17.63
Swim Instructor	\$16.95-\$20.26

Q28

Please indicate the prices and ages for the following services

Lap Swim Adult	\$5.50
Rec Swim Adult	\$4.75
Rec Swim Youth	\$3.25
Private Swim Lesson (Per Class/day)	\$132 session/\$33/day
Group Swim Lesson (Per Class/day)	\$66 session/\$8.25 (AM Lessons) \$72 session/\$9.00 (PM Lessons)

Q29

Do you offer a discounted punch pass option? What is it and how much is it discounted?

Family Season Rec Swim Pass \$150.00 for up to 6 immediate family members

Q30

Respondent skipped this question

Please indicate what you charge for the following programs:

Q31

Respondent skipped this question

What is your line item budget for

Q32

Respondent skipped this question

Please list all swim teams:Indicate: Team NameSportAge GroupAgency Run? Number of participantsRental Fee's (if applicable)Any Additional Information

Q33

Respondent skipped this question

What lifeguard curriculum do you use?

Q34

Respondent skipped this question

List the number of staff you have that are certified in the following

Q35

Respondent skipped this question

Which Title 22 Curriculum do you use?

Q36

Respondent skipped this question

Has your county allowed you to register Title 22?

Q37

Respondent skipped this question

What County are you in?

Q38

Respondent skipped this question

Do you currently track rescue statistics?

Q39

Respondent skipped this question

Number of rescues per year

Q40

Respondent skipped this question

Most rescues occur at this dept:

Q41

Respondent skipped this question

Most rescues occur during this program:

Q42

Respondent skipped this question

Who is your first aid supply vendor?

Q43

Respondent skipped this question

Where do you get your lifeguard equipment from?

Q44

Respondent skipped this question

Where do you get your Uniforms & T-shirts?

Q45

Respondent skipped this question

What was a big struggle for you/your facility this year?

Q46

Respondent skipped this question

What was a big success for you/your facility this year?

Q47

Respondent skipped this question

Are there any other questions you would like added to the next Annual Survey?

#9

COMPLETE

Collector: Web Link 4 (Web Link)
Started: Tuesday, September 24, 2019 11:16:28 AM
Last Modified: Tuesday, September 24, 2019 2:11:50 PM
Time Spent: 02:55:21
IP Address: [REDACTED]

Page 1: Please complete this survey by October 15th, 2019.

Q1

Please enter the information below for your agency

Name	Patrick Lucky
Company	LARPD
Address	[REDACTED]
City/Town	Livermore
State/Province	California
ZIP/Postal Code	94550
Country	United States
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q2

Population of Service Area:

90k

Q3

Please list your Facilities, # of pools or bodies of water at each, and whether they are seasonal or year-round

2 facilities, each with two bodies of water. One facility is open year round (just the lap pool) our second facility is open in the summer months only.

Q4

Is your pool open 7 days a week?

We are open 7 days a week in the summer, and then close on Sundays during fall, winter and spring.

Q5

What holidays do you observe?

All federal holidays

Q6

What advertising methods do you use?

Our marketing team uses facebook, nextdoor, constant contacts, and banners.

Q7

Respondent skipped this question

of Lap Swim participants this year

Q8

of group swim lesson registrants

2,460

Q9

of private lesson registrants

100

Q10

Up

Did registrations trend up, down, or stay steady compared to last year?

Q11

Down

Did Lap Swim attendance trend up, down, or stay steady compared to last year?

Q12

Down

Did Recreational Swim attendance trend up, down, or stay steady compared to last year?

Q13

Which registration software do you use?

Active net

Q14 Yes

Does your organization offer scholarships?

Q15 Free or reduced lunch program

What is required to qualify for a scholarship?

Q16 % amount,
What amount?:
80%

Does your organization cover...

Q17
How much does your scholarship/fee assistance program provide per participant/family

Per participant amount \$86 per child

Family total amount \$344

Q18
What is your annual aquatics budget?

roughly 1 million

Q19 Gas,
Electric,
Water,
Pool Chemicals

Check the box below for each item that IS included in your annual aquatics budget.

Q20
List your annual expenditures for the following items:

Full Time Staff	75,000
Part Time Staff	93,000
Operating Expenses	1 million
Supply Budget	20,700

Q21
What is the total aquatics revenue for your agency?

584,000

Q22

Please indicate the number of Full-Time Employees

Administration/Supervisor	1
Facility Manager/Supervisor	0
Swim Instructors	25
Lifeguards	65

Q23

Please indicate the approximate value of benefits package

Full Time	1
1/2 Time	2

Q24

Please indicate the number of employees on staff in each position

Aquatics Director	0
Aquatics Supervisor	1
Aquatics Coordinator	0
Aquatics Rec. Specialist	1
Administrative Aide	1
Office Staff	15
Maintenance Worker	1
Pool Manager	0
Assistant Pool Manager	0
Senior Lifeguard	15
Senior Swim Instructor	0
Lifeguard	65
Swim Instructor	25
Pool Aide/Attendant	0
Cashier	0
Jr. Lifeguard	0
Aerobics Instructor	2
Coach	8

Q25

Recreation

Pool maintenance is taken care of by:

Q26

Recreation,
Outside contractor

Janitorial Services are taken care of by:

Q27

Please indicate the pay ranges for the following full time/ part time employees

Aquatics Director	none
Aquatics Supervisor	Recreation Supervisor \$40.53-\$49.27
Aquatics Coordinator	\$28.69-\$34.87
Aquatics Rec. Specialist	none
Office Staff	\$14.71-\$17.88
Maintenance Worker	none
Pool Manager	none
Assistant Pool Manager	\$19.81-\$24.08
Senior Lifeguard	\$16.25-\$19.75
Senior Swim Instructor	\$16.25-\$19.75
Lifeguard	\$14.00-\$17.02
Swim Instructor	\$16.25-\$19.75
Pool Aide/ Attendant	none
Cashier	see office
Jr. Lifeguard	none
Aerobics Instructor	\$25.36-\$30.83
Coach	\$25.36-\$30.83

Q28

Please indicate the prices and ages for the following services

Lap Swim Adult	18+ (\$4)
Lap Swim Youth	12-17 (\$3)
Lap Swim Child	none
Lap Swim Senior	55+ (\$3)
Facility Use Fee (Deck/Shower Fee)	same as lap swim
Water Exercise Drop-In	10
Rec Swim Adult	7 all rec swim prices are based on height over 48 inches and under 48 inches
Rec Swim Youth	5
Rec Swim Child	5
Rec Swim Senior	6
Private Swim Lesson (Per Class/day)	25
Group Swim Lesson (Per Class/day)	8
Adaptive Lesson (Per Class/day)	8

Q29

Do you offer a discounted punch pass option? What is it and how much is it discounted?

Punch passes go by bulk, 15, 50 , and annual pass

Q30

Please indicate what you charge for the following programs:

Lap Swim	4
Rec Swim	7
Pool Rental - Teams	\$15 per lane, per hour
Membership	No membership
Punch Pass / Monthly	15 visit \$57, 50 visit \$175, annual \$550
Jr. Lifeguard Program	200
Swim lessons- group	636
Swim lessons- private	\$109

Q31

What is your line item budget for

Chemicals	65,000
Utilities	no clue
Safety Equipment	6,800

Q32

Please list all swim teams: Indicate: Team Name Sport Age Group Agency Run? Number of participants Rental Fee's (if applicable) Any Additional Information

We have our own recreation swim team and we average 150 participants each year.

Q33

American Red Cross

What lifeguard curriculum do you use?

Q34

List the number of staff you have that are certified in the following

LG	60
LGI	7
LGIT	2
WSI	25
WSIT	2
T-22	4
CPO	2
AFO	1

Q35

Which Title 22 Curriculum do you use?

American Red Cross

Q36

Yes

Has your county allowed you to register Title 22?

Q37

What County are you in?

Alameda

Q38

Yes

Do you currently track rescue statistics?

Q39

Number of rescues per year

90

Q40

Most rescues occur at this dept:

Robert Livermore Aquatic Center

Q41

Most rescues occur during this program:

Rec Swim

Q42

Who is your first aid supply vendor?

Amazon

Q43

Where do you get your lifeguard equipment from?

Lincoln, The lifeguard store, E Lifeguard store, Swim outlet

Q44

Where do you get your Uniforms & T-shirts?

BYOG in Dublin, CA

Q45

What was a big struggle for you/your facility this year?

Low temperatures, and facility being closed for renovations

Q46

What was a big success for you/your facility this year?

Jr.Lifeguard camp

Q47

Are there any other questions you would like added to the next Annual Survey?

none

#10

COMPLETE

Collector: Web Link 4 (Web Link)
 Started: Thursday, September 26, 2019 10:21:06 AM
 Last Modified: Thursday, September 26, 2019 11:14:55 AM
 Time Spent: 00:53:49
 IP Address: [REDACTED]

Page 1: Please complete this survey by October 15th, 2019.

Q1

Please enter the information below for your agency

Name	Korey Riley
Company	Pleasant Hill Recreation & Park District
Address	[REDACTED]
City/Town	Pleasant Hill
State/Province	CA
ZIP/Postal Code	94523
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q2

Population of Service Area:

40000

Q3

Please list your Facilities, # of pools or bodies of water at each, and whether they are seasonal or year-round

Pleasant Hill Education Center - 1 pool, 25 yards/25 meters, year round

Pleasant Hill Aquatic Park - 2 pools (6-lane 25 yard pool and 4 lane 20-yard shallow water pool) and a sprayground, seasonal

Q4

Is your pool open 7 days a week?

Depends on the facility and the season

Q5

What holidays do you observe?

New Years, MLK, President's Day, Easter, Veterans Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day, any school district holiday at the school pool
Modified hours for Memorial Day, 4th of July and Labor Day

Q6

What advertising methods do you use?

Spotlight (activity guide), Social Media, Peachjar (school district online flyer program), local paper, City newsletter

Q7

Respondent skipped this question

of Lap Swim participants this year

Q8

of group swim lesson registrants

1330

Q9

of private lesson registrants

450

Q10

Up

Did registrations trend up, down, or stay steady compared to last year?

Q11

Same

Did Lap Swim attendance trend up, down, or stay steady compared to last year?

Q12

Same

Did Recreational Swim attendance trend up, down, or stay steady compared to last year?

Q13

Which registration software do you use?

Civic Rec

Q14	Yes
Does your organization offer scholarships?	
Q15	Free or reduced lunch program, Receives food benefits from the state/county, Receives general assistance from state/county, City or district/area resident
What is required to qualify for a scholarship?	
Q16	% amount, What amount?: up to 50%
Does your organization cover...	
Q17	
How much does your scholarship/fee assistance program provide per participant/family	
Per participant amount	200
Family total amount	500
Q18	
What is your annual aquatics budget?	
833,532 (include allocated admin expenses)	
Q19	Gas, Electric, Water, Pool Chemicals
Check the box below for each item that IS included in your annual aquatics budget.	
Q20	
List your annual expenditures for the following items:	
Full Time Staff	227,453
Part Time Staff	180,000
Operating Expenses	212,873
Supply Budget	included in operating expenses
Other (please specify)	benefits 78,516
Other (please specify)	allocated admin expenses 134,690

Q21

What is the total aquatics revenue for your agency?

349,170

Q22

Please indicate the number of Full-Time Employees

Administration/Supervisor	1
Facility Manager/Supervisor	1
Swim Instructors	have no way of calculating FTE's for PT employees

Q23

Respondent skipped this question

Please indicate the approximate value of benefits package

Q24

Please indicate the number of employees on staff in each position

Aquatics Director	1
Aquatics Supervisor	1
Aquatics Rec. Specialist	1

Q25

Outside contractor

Pool maintenance is taken care of by:

Q26

Outside contractor

Janitorial Services are taken care of by:

Q27

Please indicate the pay ranges for the following full time/ part time employees

Aquatics Director	7073-8841/month
Aquatics Supervisor	5530-6912/month
Aquatics Rec. Specialist	17.32-21.65/hour
Pool Manager	16.21-19.90/hour
Senior Lifeguard	14.70-17.02/hour
Lifeguard	12.70-14.81/hour
Swim Instructor	13.65-15.80/hour
Cashier	11-13.37/hour
Aerobics Instructor	24-28/hour

Q28

Please indicate the prices and ages for the following services

Lap Swim Adult	monthly pass or 8 swim punch card \$49/\$61 Non-Res
Lap Swim Youth	NA
Lap Swim Child	NA
Lap Swim Senior	monthly pass \$44/\$55 non-res
Facility Use Fee (Deck/Shower Fee)	NA
Water Exercise Drop-In	8
Rec Swim Adult	5 (18-54 yrs)
Rec Swim Youth	4.50 (7-17 yrs)
Rec Swim Child	4 (2-6 yrs), under 2 free
Rec Swim Senior	4, 55+
Private Swim Lesson (Per Class/day)	\$29/ 25-min lesson
Group Swim Lesson (Per Class/day)	\$11.50/ 25-min lesson

Q29

Do you offer a discounted punch pass option? What is it and how much is it discounted?

see above for lap swim

15 visit pass for rec swim:

2-6 years \$46/\$58 non-res

7-17 years \$48/\$60 non-res

18+ years \$50/\$63 non-res

Senior 55+ \$46/\$58 non-res

Q30

Please indicate what you charge for the following programs:

Lap Swim	see above (no drop in option)
Rec Swim	see above
Pool Rental - Teams	NA
Pool Rental - Parties	starting at \$100/hour depending on areas reserved, # of guests and resident/non
Membership	NA
Punch Pass / Monthly	for what program?
Jr. Lifeguard Program	\$200/\$215 non-res (25 hour camp)
Swim lessons- group	\$50/\$62 non-res
Swim lessons- private	\$110/\$125 non-res

Q31

What is your line item budget for

Chemicals	38,050
Utilities	36,205

Q32

Please list all swim teams: Indicate: Team Name Sport Age Group Agency Run? Number of participants Rental Fee's (if applicable) Any Additional Information

Pleasant Hill Dolphins
 Swimming
 18 under
 Agency team
 200

Q33

American Red Cross

What lifeguard curriculum do you use?

Q34

List the number of staff you have that are certified in the following

LG	45
LGI	5
LGIT	1
WSI	7
WSIT	1
T-22	45
CPO	1

Q35

Which Title 22 Curriculum do you use?

Red Cross

Q36

Yes

Has your county allowed you to register Title 22?

Q37

What County are you in?

Contra Costa

Q38

Yes

Do you currently track rescue statistics?

Q39

Number of rescues per year

6

Q40

Most rescues occur at this dept:

5 feet deep

Q41

Most rescues occur during this program:

rec swim - swim test

Q42

Who is your first aid supply vendor?

various - life assist, masune, amazon

Q43

Where do you get your lifeguard equipment from?

various - e-lifeguard, the lifeguard store, swimoutlet.com

Q44

Where do you get your Uniforms & T-shirts?

Spoken Cloth, Original Watermen

Q45

What was a big struggle for you/your facility this year?

budget/cost recovery

Q46

What was a big success for you/your facility this year?

swim lesson enrollment was up

Q47

Are there any other questions you would like added to the next Annual Survey?

how about better clarification on the questions - which time period do you want budget data for?

#11

COMPLETE

Collector: Web Link 4 (Web Link)
 Started: Thursday, September 26, 2019 12:40:00 PM
 Last Modified: Monday, September 30, 2019 10:47:25 AM
 Time Spent: Over a day
 IP Address: [REDACTED]

Page 1: Please complete this survey by October 15th, 2019.

Q1

Please enter the information below for your agency

Name	Cody George
Company	Hayward Area Recreation and Park District
Address	[REDACTED]
City/Town	Hayward
State/Province	CA
ZIP/Postal Code	94541
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q2

Population of Service Area:

280,000

Q3

Please list your Facilities, # of pools or bodies of water at each, and whether they are seasonal or year-round

Hayward Plunge - indoor, year-round, 2 pools

Arroyo Swim Center - outdoor, seasonal, 2 pools

Sunset Swim Center - outdoor, seasonal, 1 pool

Castro Valley Swim Center - Rented from School District, outdoor, seasonal, 2 pools

Q4

Is your pool open 7 days a week?

Hayward Plunge - open 7 days a week

Outdoor pools - closed on Sundays

Q5

What holidays do you observe?

New Year's Day

Martin Luther King, Jr. Day

President's Day

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

Q6

What advertising methods do you use?

District Website, Quarterly Brochure, Digital Marquee, Digital TV's, Flyers, Constant Contact, Social Media

Q7

of Lap Swim participants this year

26,878

Q8

of group swim lesson registrants

8,044

Q9

of private lesson registrants

251

Q10	Same
Did registrations trend up, down, or stay steady compared to last year?	
Q11	Same
Did Lap Swim attendance trend up, down, or stay steady compared to last year?	
Q12	Same
Did Recreational Swim attendance trend up, down, or stay steady compared to last year?	
Q13	
Which registration software do you use?	
Active.Net	
Q14	Yes
Does your organization offer scholarships?	
Q15	Free or reduced lunch program, Receives food benefits from the state/county, Receives general assistance from state/county, City or district/area resident
What is required to qualify for a scholarship?	
Q16	% amount, What amount?: 75% - Child, 50% - Adult
Does your organization cover...	
Q17	
How much does your scholarship/fee assistance program provide per participant/family	
Family total amount	\$500 / Year
Q18	
What is your annual aquatics budget?	
\$2,539,192	

Q19

Check the box below for each item that IS included in your annual aquatics budget.

Gas,
Water,
Pool Chemicals

Q20

List your annual expenditures for the following items:

Full Time Staff	\$556,231
Part Time Staff	\$744,411
Operating Expenses	\$470,550

Q21

What is the total aquatics revenue for your agency?

\$768,000

Q22

Please indicate the number of Full-Time Employees

Administration/Supervisor	1 - Recreation Supervisor
Facility Manager/Supervisor	1 - Recreation Program Leader III
Other (please specify)	1 - Maintenance of Construction Foreman
Other (please specify)	1 - Maintenance of Construction Technician

Q23

Please indicate the approximate value of benefits package

Full Time	37% of annual salary
1/2 Time	15.37% of annual salary

Q24

Please indicate the number of employees on staff in each position

Aquatics Supervisor	1
Aquatics Rec. Specialist	1
Administrative Aide	1
Maintenance Worker	5
Pool Manager	4
Senior Lifeguard	6
Senior Swim Instructor	6
Lifeguard	20
Swim Instructor	65
Cashier	7
Jr. Lifeguard	2
Aerobics Instructor	6
Coach	3

Q25**Recreation**

Pool maintenance is taken care of by:

Q26**Recreation**

Janitorial Services are taken care of by:

Q27

Please indicate the pay ranges for the following full time/ part time employees

Aquatics Supervisor	\$7615 - \$9257 / month
Aquatics Rec. Specialist	\$4505 - \$5531 / month
Office Staff	\$17.15 - \$21.88 / hour
Maintenance Worker	\$13.01 - \$16.60 / hour
Pool Manager	\$22.68 - \$28.95 / hour
Senior Lifeguard	\$15.81 - \$16.60 / hour
Senior Swim Instructor	\$17.15 - \$21.88 / hour
Lifeguard	\$13.01 - \$16.60 / hour
Swim Instructor	\$14.34 - \$16.60 / hour
Cashier	\$12.00 - \$12.38 / hour
Jr. Lifeguard	\$15.81 - \$16.60 / hour
Aerobics Instructor	\$30.10 - \$38.40 / hour
Coach	\$15.81 - \$16.60 / hour
Other	\$7493 / month - Maintenance of Construction Foreman
Other	\$5883 - \$6177 / month - Maintenance of Construction Technician

Q28

Please indicate the prices and ages for the following services

Lap Swim Adult	\$5.00 13+
Facility Use Fee (Deck/Shower Fee)	\$5.00
Water Exercise Drop-In	\$10.00
Rec Swim Adult	\$3.00 All ages
Private Swim Lesson (Per Class/day)	\$30 - per 30 min class
Group Swim Lesson (Per Class/day)	\$7 - per 30 min class
Adaptive Lesson (Per Class/day)	\$7 - per 30 min class

Q29

Do you offer a discounted punch pass option? What is it and how much is it discounted?

15 Visit - Lap Swim Pass

Adult - \$60

Senior - \$45

10 Visit Water Exercise Pass

Adult - \$75

Senior - \$56

Q30

Please indicate what you charge for the following programs:

Lap Swim	\$5.00
Rec Swim	\$3.00
Pool Rental - Teams	Varies Depending on Use
Pool Rental - Parties	\$290 - 2 hours, each additional hour \$144
Jr. Lifeguard Program	\$250
Swim lessons- group	\$42 - (6) 30min classes
Swim lessons- private	\$180 - (6) 30min classes

Q31

What is your line item budget for

Chemicals	\$60,000
Utilities	\$309,000
Other Supplies	\$101,550

Q32

Please list all swim teams: Indicate: Team Name Sport Age Group Agency Run? Number of participants Rental Fee's (if applicable) Any Additional Information

3 District Swim Teams - Summer Only

175 swimmers total

\$175 per swimmer

Q33

American Red Cross

What lifeguard curriculum do you use?

Q34

List the number of staff you have that are certified in the following

LG	90
LGI	10
LGIT	5
WSI	65
WSIT	5
T-22	4
CPO	9, plus 1 CPO Instructor

Q35

Which Title 22 Curriculum do you use?

ARC

Q36

Yes

Has your county allowed you to register Title 22?

Q37

What County are you in?

Alameda

Q38

Yes

Do you currently track rescue statistics?

Q39

Number of rescues per year

13

Q40

Most rescues occur at this dept:

8 feet - Location of Swim Test

Q41

Most rescues occur during this program:

Rec Swim, during swim test

Q42

Who is your first aid supply vendor?

Costco - Gloves and Band Aides

Q43

Where do you get your lifeguard equipment from?

Lincoln
Water Safety Products

Q44

Where do you get your Uniforms & T-shirts?

Kat's Screen Printing - Fremont, CA

Q45

What was a big struggle for you/your facility this year?

Navigating through our Districts new online application and hiring process

Q46

What was a big success for you/your facility this year?

We started a new Tri-Fit Aqua Circuit class and within one session has reached maximum capacity with a waiting list

Q47

Are there any other questions you would like added to the next Annual Survey?

Annual Staff Retention Rates for Summer

#12

COMPLETE

Collector: Web Link 4 (Web Link)
Started: Tuesday, October 08, 2019 7:53:21 AM
Last Modified: Tuesday, October 08, 2019 8:44:19 AM
Time Spent: 00:50:57
IP Address: [REDACTED]

Page 1: Please complete this survey by October 15th, 2019.

Q1

Please enter the information below for your agency

Name	Peter Beireis
Address	[REDACTED]
City/Town	Newark
State/Province	3624
ZIP/Postal Code	94560
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q2

Population of Service Area:

\$48K

Q3

Please list your Facilities, # of pools or bodies of water at each, and whether they are seasonal or year-round

Silliman Activity & Family Aquatic Center
 lap pool, activity pool, lazy river, spa
 Year round

Q4

Is your pool open 7 days a week?

Yes

Q5

What holidays do you observe?

New Years, Easter, Thanksgiving day and day after, xmas eve, xmas, New Years eve. we are closed
All other holidays we have modified schedule

Q6

What advertising methods do you use?

website, Facebook, Instagram, Twitter, print media flyers to schools/fairs, Comcast, Groupon

Q7

of Lap Swim participants this year

unknown we don't track

Q8

of group swim lesson registrants

3500

Q9

of private lesson registrants

Respondent skipped this question

Q10

Did registrations trend up, down, or stay steady compared to last year?

Same

Q11

Did Lap Swim attendance trend up, down, or stay steady compared to last year?

Respondent skipped this question

Q12

Did Recreational Swim attendance trend up, down, or stay steady compared to last year?

Up

Q13

Which registration software do you use?

Sportsman by Peak Software

Q14 Yes

Does your organization offer scholarships?

Q15 Free or reduced lunch program,
 Receives general assistance from state/county,
 City or district/area resident

What is required to qualify for a scholarship?

Q16 % amount,
 What amount?:
 75%

Does your organization cover...

Q17

How much does your scholarship/fee assistance program provide per participant/family

Per participant amount	\$300
Family total amount	\$1000

Q18

What is your annual aquatics budget?

\$1,570,080

Q19 Pool Chemicals

Check the box below for each item that IS included in your annual aquatics budget.

Q20

List your annual expenditures for the following items:

Full Time Staff	\$540,200
Part Time Staff	\$853,200
Operating Expenses	\$14,000
Supply Budget	\$142,100
Other (please specify)	\$20,600 prof svc, fees, certs, training

Q21

What is the total aquatics revenue for your agency?

\$1,502,000 budgeted but typically exceed

Q22

Please indicate the number of Full-Time Employees

Administration/Supervisor	1 Sr. Supv
Facility Manager/Supervisor	2 Aq coordinators
Swim Instructors	0
Lifeguards	0

Q23

Respondent skipped this question

Please indicate the approximate value of benefits package

Q24

Please indicate the number of employees on staff in each position

Aquatics Director	1
Aquatics Supervisor	0
Aquatics Coorinator	2
Aquatics Rec. Specialist	0
Administrative Aide	1.5
Office Staff	35
Maintenance Worker	3 pool tech's beyond mtc. division
Senior Lifeguard	6
Senior Swim Instructor	same as above
Lifeguard	up to 100
Swim Instructor	same as above
Cashier	35 CSR
Jr. Lifeguard	unpaid volunteers 20ish
Aerobics Instructor	1
Other	6 cafe

Q25

Recreation,

Pool maintenance is taken care of by:

Public Works

Q26

Public Works,

Janitorial Services are taken care of by:

Outside contractor

Q27

Please indicate the pay ranges for the following full time/ part time employees

Aquatics Director	\$8014-\$11,620 mo
Aquatics Coordinator	\$6493-\$7727 mo
Aquatics Rec. Specialist	\$14-\$21 hr
Maintenance Worker	Pool tech \$15-\$25hr
Senior Lifeguard	\$16-\$24hr
Senior Swim Instructor	\$16-\$24hr
Lifeguard	\$13.50-\$16 hr
Swim Instructor	\$14.50-\$18 non WSI, \$15.50-\$25 WSI hr
Cashier	\$13-\$15 hr (CSR)
Aerobics Instructor	\$30hr
Other	Sr. CSR \$14-\$18

Q28

Please indicate the prices and ages for the following services

Lap Swim Adult	\$9
Lap Swim Youth	\$9
Lap Swim Child	\$9 and \$3 for 2 and under
Lap Swim Senior	\$9
Facility Use Fee (Deck/Shower Fee)	\$9
Water Exercise Drop-In	\$10
Rec Swim Adult	\$9
Rec Swim Youth	\$9
Rec Swim Child	\$9 and \$3 for 2 and under
Rec Swim Senior	\$9
Private Swim Lesson (Per Class/day)	\$300 res/\$315 non res 8, 30 minute classes
Group Swim Lesson (Per Class/day)	\$113 res/ \$119 non res 8, 45 minute classes
Adaptive Lesson (Per Class/day)	n/a

Q29

Do you offer a discounted punch pass option? What is it and how much is it discounted?

We have multiple options from 20 visit to monthly, qrt/semi yr, and annual- contact for specifics

Q30

Please indicate what you charge for the following programs:

Lap Swim	see above
Rec Swim	see above
Pool Rental - Teams	n/a
Pool Rental - Parties	contact for info or check website
Membership	contact for info
Punch Pass / Monthly	contact for info
Jr. Lifeguard Program	\$265res/\$279 non res one week camp
Swim lessons- group	see 28
Swim lessons- private	see 28

Q31

What is your line item budget for

Chemicals	\$37,000
Utilities	building mtc budget
Safety Equipment	\$6,300
Other Supplies	\$98k

Q32

Respondent skipped this question

Please list all swim teams: Indicate: Team Name Sport Age Group Agency Run? Number of participants Rental Fee's (if applicable) Any Additional Information

Q33

American Red Cross

What lifeguard curriculum do you use?

Q34

List the number of staff you have that are certified in the following

LG	90ish
LGI	3-5
LGIT	2
WSI	20ish
WSIT	2
T-22	1g staff
CPO	5
AFO	1

Q35

Respondent skipped this question

Which Title 22 Curriculum do you use?

Q36

Yes

Has your county allowed you to register Title 22?

Q37

What County are you in?

Alameda

Q38

Yes

Do you currently track rescue statistics?

Q39

Number of rescues per year

61 water and 191 first aid

Q40

Most rescues occur at this dept:

yes

Q41

Most rescues occur during this program:

rec swim

Q42

Who is your first aid supply vendor?

Boundtree Medical

Q43

Where do you get your lifeguard equipment from?

various depends on competitive pricing- Lincoln, e-lifeguard, water safety products etc.

Q44

Where do you get your Uniforms & T-shirts?

t-shirts are from Alpine Awards

shorts depends on pricing

Q45

What was a big struggle for you/your facility this year?

staffing and ongoing recruitment, mtc. issues

Q46

What was a big success for you/your facility this year?

No fatal drownings and continuing to thrive after 15 yrs of operation

Q47

Are there any other questions you would like added to the next Annual Survey?

Get rid of redundancy with Q28 and 30

I put what we are going to pay with min wage increase so should specify that

#13

COMPLETE

Collector: Web Link 4 (Web Link)
Started: Friday, October 11, 2019 8:12:35 AM
Last Modified: Friday, October 11, 2019 9:09:26 AM
Time Spent: 00:56:50
IP Address: [REDACTED]

Page 1: Please complete this survey by October 15th, 2019.

Q1

Please enter the information below for your agency

Name	Tiffanie Lai
Company	City of Mountain View
Address	[REDACTED]
City/Town	Mountain View
State/Province	CA
ZIP/Postal Code	94040
Country	Santa Clara
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q2

Population of Service Area:

80,000

Q3

Please list your Facilities, # of pools or bodies of water at each, and whether they are seasonal or year-round

1 FT
 1 Seasonal

Q4

Is your pool open 7 days a week?

Yes

Q5

What holidays do you observe?

All major ones. Half days on the Eves.

Q6

What advertising methods do you use?

Mostly activity guide, word of mouth, Facebook, Next Door

Q7

of Lap Swim participants this year

30000

Q8

of group swim lesson registrants

3000

Q9

of private lesson registrants

500

Q10**Same**

Did registrations trend up, down, or stay steady compared to last year?

Q11**Same**

Did Lap Swim attendance trend up, down, or stay steady compared to last year?

Q12**Up**

Did Recreational Swim attendance trend up, down, or stay steady compared to last year?

Q13

Which registration software do you use?

Active Net

Q14	Yes
Does your organization offer scholarships?	
Q15	Free or reduced lunch program, Receives general assistance from state/county, City or district/area resident
What is required to qualify for a scholarship?	
Q16	Entire Cost, What amount?: 75
Does your organization cover...	
Q17	
How much does your scholarship/fee assistance program provide per participant/family	
Per participant amount	200
Q18	
What is your annual aquatics budget?	
800000	
Q19	Gas, Electric, Water, Pool Chemicals
Check the box below for each item that IS included in your annual aquatics budget.	
Q20	
List your annual expenditures for the following items:	
Full Time Staff	169,744
Part Time Staff	403,346
Operating Expenses	14,634 (non-chemical materials, non utilites)
Supply Budget	54,100 (chemicals)
Other (please specify)	Total Personnel Expenditures: 686,622
Other (please specify)	Total Non Personnel Expenditure: 144,549

Q21

What is the total aquatics revenue for your agency?

376,169

Q22

Please indicate the number of Full-Time Employees

Administration/Supervisor	1 (FT) oversees AQ, Sports, and Facilities
Facility Manager/Supervisor	1 (FT) for AQ and Community Gardens
Swim Instructors	All LG and Pool Attendants are required to teach
Lifeguards	90-100 Part Time Staff
Other (please specify)	All hours calculated based on FTE budget allocated
Other (please specify)	Total hours allocated to PT AQ staff: 19,052

Q23

Please indicate the approximate value of benefits package

Full Time	44,550
3/4 Time	N/A
1/2 Time	N/A

Q24

Please indicate the number of employees on staff in each position

Aquatics Director	1 (really a 0.3 FT Rec Supervisor)
Aquatics Supervisor	1 (Senior Rec Coordinator)
Maintenance Worker	1 FT
Pool Manager	2 (Seasonal)
Assistant Pool Manager	2 (Seasonal)
Senior Lifeguard	2 (Seasonal)
Senior Swim Instructor	2 (Seasonal)
Lifeguard	80-90
Swim Instructor	80-90 (all LGs and Cashiers are required to teach)
Cashier	20 (must also be able to aide and be comfortable in the water)
Jr. Lifeguard	30 (Volunteers)

Q25

Recreation

Pool maintenance is taken care of by:

Q26

Recreation,
Outside contractor

Janitorial Services are taken care of by:

Q27

Please indicate the pay ranges for the following full time/ part time employees

Aquatics Director	41.87-62.84 (Rec Supervisor) FT
Aquatics Supervisor	38.38-51.91 (Senior Rec Coordinator) FT
Aquatics Coordinator	34.77-47.04 (Rec Coordinator) FT
Aquatics Rec. Specialist	23.66-28.76 (Rec Specialist) (not used)
Maintenance Worker	35.14-42.73 FT
Pool Manager	24.00-26.94
Assistant Pool Manager	23.48-26.94
Senior Lifeguard	21.32-24.47
Senior Swim Instructor	21.32-24.47
Lifeguard	17.61-20.23
Pool Aide/ Attendant	15.65-18.00
Jr. Lifeguard	Volunteer's. Can have the opportunity to get a lay person CPR

Q28

Please indicate the prices and ages for the following services

Lap Swim Adult	\$6, 15 and over
Facility Use Fee (Deck/Shower Fee)	\$3
Rec Swim Adult	\$5, 18 and over
Rec Swim Youth	\$4, 3-17 years old
Rec Swim Child	\$3-17 years old
Private Swim Lesson (Per Class/day)	\$29.00
Group Swim Lesson (Per Class/day)	\$8.25 6 months-15 years old

Q29

Do you offer a discounted punch pass option? What is it and how much is it discounted?

25 punch pass for lap swim ~\$2 discount (\$99 instead of \$150)

Q30

Please indicate what you charge for the following programs:

Pool Rental - Parties	142/hour + Lifeguard fees \$21/hour, ratio 1:15 patron
Punch Pass / Monthly	25 punch pass \$99
Jr. Lifeguard Program	Volunteer based
Swim lessons- group	\$66 for 8 classes, 30 minutes each
Swim lessons- private	\$58 for 2 classes, 30 minutes each

Q31

What is your line item budget for

Chemicals	54,100
Utilities	70,000
Safety Equipment	14,634

Q32

Please list all swim teams: Indicate: Team Name Sport Age Group Agency Run? Number of participants Rental Fee's (if applicable) Any Additional Information

USA Swimming Youth Team, ran by external group. \$44/hour contracted rate.

Q33

American Red Cross

What lifeguard curriculum do you use?

Q34

List the number of staff you have that are certified in the following

LG	80
LGI	20
LGIT	1
WSI	8
WSIT	1
T-22	10
AFO	2

Q35

Which Title 22 Curriculum do you use?

American Red Cross

Q36

Respondent skipped this question

Has your county allowed you to register Title 22?

Q37

What County are you in?

Santa Clara County

Q38

Yes

Do you currently track rescue statistics?

Q39

Number of rescues per year

-15, strictly from swim tests, but 1-2 during recreation swim, not related to swim testing

Q40

Respondent skipped this question

Most rescues occur at this dept:

Q41

Most rescues occur during this program:

Recreation Swimming, Swim testing

Q42

Who is your first aid supply vendor?

Looking for a large vendor this year, used Masune last year

Q43

Where do you get your lifeguard equipment from?

Lifeguard Store, Lincoln Awards

Q44

Where do you get your Uniforms & T-shirts?

Alpine Awards

Q45

What was a big struggle for you/your facility this year?

Extremely large shifting of full-time staff. I lost my supervisor, had a interim supervisor which eventually became my permanent supervisor. Needing stability and support with additional assistance for the administration and training component of staff.

Q46

What was a big success for you/your facility this year?

No public injuries! :) Carrying momentum of previous leadership years. Starting to try to bridge into T22 training.

Q47

Are there any other questions you would like added to the next Annual Survey?

Who uses Emergency Oxygen?

What conferences/Meetings do they send staff (both PT and FT) to? (CPRS? NRPA? Local District ones? Board/BAPPOA Meetings?)

#14

COMPLETE

Collector: Web Link 4 (Web Link)
Started: Wednesday, October 16, 2019 9:47:09 AM
Last Modified: Wednesday, October 16, 2019 10:12:57 AM
Time Spent: 00:25:48
IP Address: [REDACTED]

Page 1: Please complete this survey by October 15th, 2019.

Q1

Please enter the information below for your agency

Name	Tyler Waespi
Company	East Bay Regional Park District
Address	[REDACTED]
City/Town	Oakland
State/Province	California
ZIP/Postal Code	94605
Country	United States
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q2

Population of Service Area:

Alameda and Contra Costa Counties.

Q3

Please list your Facilities, # of pools or bodies of water at each, and whether they are seasonal or year-round

Contra Loma (Antioch)- Seasonal Lagoon
 Diablo Foothills (Walnut Creek)- Seasonal Pool
 Lake Anza (Berkeley)- Seasonal Lake
 Lake Temescal (Oakland)- Seasonal Lake
 Roberts Pool (Oakland)- Seasonal Pool
 Camp Arroyo (Livermore)- Seasonal Pool
 Del Valle East (Livermore)- Seasonal Lake
 Del Valle West (Livermore)- Seasonal Lake
 Shadow Cliffs (Pleasanton)- Seasonal Lake
 Quarry Lakes (Fremont)- Seasonal Lake
 Don Castro (Hayward)- Seasonal Lagoon
 Cull Canyon (Castro Valley)- Seasonal Lagoon

Q4

Is your pool open 7 days a week?

Facilities are open 7 days per week during the season.

Q5

What holidays do you observe?

Lifeguard staff works every holiday during our season (Memorial Day, 4th of July, Labor Day)

Q6

What advertising methods do you use?

www.ebparks.org
 Instagram
 Facebook

Q7

of Lap Swim participants this year

None

Q8

of group swim lesson registrants

1,763

Q9

of private lesson registrants

0 (Do not do private lessons)

Q10**Same**

Did registrations trend up, down, or stay steady compared to last year?

Q11**Same**

Did Lap Swim attendance trend up, down, or stay steady compared to last year?

Q12**Down**

Did Recreational Swim attendance trend up, down, or stay steady compared to last year?

Q13

Which registration software do you use?

ActiveNet

Q14**No**

Does your organization offer scholarships?

Q15

Respondent skipped this question

What is required to qualify for a scholarship?

Q16

Respondent skipped this question

Does your organization cover...

Q17

Respondent skipped this question

How much does your scholarship/fee assistance program provide per participant/family

Q18

What is your annual aquatics budget?

2.4 Million

Q19

Pool Chemicals

Check the box below for each item that IS included in your annual aquatics budget.

Q20

Respondent skipped this question

List your annual expenditures for the following items:

Q21

Respondent skipped this question

What is the total aquatics revenue for your agency?

Q22

Please indicate the number of Full-Time Employees

Administration/Supervisor	5
Facility Manager/Supervisor	1
Swim Instructors	25
Lifeguards	160

Q23

Respondent skipped this question

Please indicate the approximate value of benefits package

Q24

Please indicate the number of employees on staff in each position

Aquatics Director	1
Aquatics Supervisor	2
Aquatics Coordinator	3
Aquatics Rec. Specialist	0
Administrative Aide	0
Office Staff	0
Maintenance Worker	Park Rangers
Pool Manager	12
Assistant Pool Manager	17
Lifeguard	130

Q25

Recreation

Pool maintenance is taken care of by:

Q26

Recreation

Janitorial Services are taken care of by:

Q27

Please indicate the pay ranges for the following full time/ part time employees

Aquatics Director	\$125,000/yr.
Aquatics Supervisor	\$80,000/yr.
Aquatics Coordinator	\$65,000/yr.

Q28

Please indicate the prices and ages for the following services

Lap Swim Adult	N/A
Lap Swim Youth	N/A
Lap Swim Child	N/A
Lap Swim Senior	N/A
Facility Use Fee (Deck/Shower Fee)	N/a
Water Exercise Drop-In	N/A
Rec Swim Adult	\$3.50
Rec Swim Youth	\$2.50
Rec Swim Child	\$2.50
Rec Swim Senior	\$2.50
Private Swim Lesson (Per Class/day)	N/A
Group Swim Lesson (Per Class/day)	\$7/day
Adaptive Lesson (Per Class/day)	\$7/day

Q29

Do you offer a discounted punch pass option? What is it and how much is it discounted?

No, but we have a membership card for Park users.

Q30

Please indicate what you charge for the following programs:

Lap Swim	N/A
Rec Swim	\$2.50/\$3.50
Pool Rental - Teams	N/A
Pool Rental - Parties	N/A
Membership	N/A
Punch Pass / Monthly	N/A
Jr. Lifeguard Program	\$199/One week session
Swim lessons- group	\$7/day
Swim lessons- private	N/A

Q31

Respondent skipped this question

What is your line item budget for

Q32

Please list all swim teams:Indicate: Team NameSportAge GroupAgency Run? Number of participantsRental Fee's (if applicable)Any Additional Information

N/A

Q33

American Red Cross

What lifeguard curriculum do you use?

Q34

List the number of staff you have that are certified in the following

LG	160
LGI	30
LGIT	2
WSI	25
WSIT	1
T-22	160
CPO	1
AFO	0

Q35

Which Title 22 Curriculum do you use?

Alameda County

Q36

Yes

Has your county allowed you to register Title 22?

Q37

What County are you in?

Alameda County

Q38

Yes

Do you currently track rescue statistics?

Q39

Number of rescues per year

55

Q40

Most recuses occur at this dept:

Roberts Pool (Oakland) and Cull Canyon (Castro Valley)

Q41

Most rescues occur during this program:

Recreational Swim

Q42

Who is your first aid supply vendor?

Life Assist

Q43

Where do you get your lifeguard equipment from?

Various stores

Q44

Where do you get your Uniforms & T-shirts?

Original Watermen

Q45

What was a big struggle for you/your facility this year?

Water Quality challenges (every year)

Q46

What was a big success for you/your facility this year?

Multiple Assistant Head Lifeguards at facilities compared to years past only having one.

Q47

Are there any other questions you would like added to the next Annual Survey?

No. Great survey!

#15

COMPLETE

Collector: Web Link 4 (Web Link)
Started: Tuesday, October 22, 2019 12:07:43 PM
Last Modified: Tuesday, October 22, 2019 1:02:04 PM
Time Spent: 00:54:21
IP Address: [REDACTED]

Page 1: Please complete this survey by October 15th, 2019.

Q1

Please enter the information below for your agency

Name	Steven Thomas
Company	City of Walnut Creek: Aquatics
Address	[REDACTED]
City/Town	Walnut Creek
State/Province	CA
ZIP/Postal Code	94597
Country	United States
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q2

Population of Service Area:

100,000

Q3

Please list your Facilities, # of pools or bodies of water at each, and whether they are seasonal or year-round

Clarke Swim Center
Wading pool - Seasonal
50 meter pool - year round
6 lane 25m Diving well - year round

Larkey Swim Center
25yrd x 25m - year round
Splashpad - seasonal

Q4

Is your pool open 7 days a week?

Clarke - yes

Larkey - no

Q5

What holidays do you observe?

Easter

Christmas

Thanksgiving

Q6

What advertising methods do you use?

Recreation Guide

Facebook

Twitter

Instagram

Q7

of Lap Swim participants this year

50,000

Q8

of group swim lesson registrants

3,000

Q9

of private lesson registrants

1,000

Q10

Up

Did registrations trend up, down, or stay steady compared to last year?

Q11 Up
 Did Lap Swim attendance trend up, down, or stay steady compared to last year?

Q12 Down
 Did Recreational Swim attendance trend up, down, or stay steady compared to last year?

Q13
 Which registration software do you use?
 Perfectmind

Q14 Yes
 Does your organization offer scholarships?

Q15
 What is required to qualify for a scholarship?
 Recieves food benefits from the state/county,
 Recieves general assistance from state/county

Q16
 Does your organization cover...
 % amount,
 What amount?:
 50%

Q17
 How much does your scholarship/fee assistance program provide per participant/family
 Per participant amount \$250
 Family total amount \$500

Q18
 What is your annual aquatics budget?
 1.8million

Q19
 Check the box below for each item that IS included in your annual aquatics budget.
 Gas,
 Electric,
 Water,
 Pool Chemicals

Q20

List your annual expenditures for the following items:

Full Time Staff	300,000
Part Time Staff	500,000
Operating Expenses	1,000,000

Q21

What is the total aquatics revenue for your agency?

900,000

Q22

Please indicate the number of Full-Time Employees

Facility Manager/Supervisor	2
Lifeguards	120 (LG's & Swim instructors all same position) not full time
Other (please specify)	1 General Maintenance
Other (please specify)	1 full time office assistant

Q23

Respondent skipped this question

Please indicate the approximate value of benefits package

Q24

Please indicate the number of employees on staff in each position

Aquatics Director	1 program manager
Aquatics Coordinator	1 coordinator
Administrative Aide	1 office assistant
Maintenance Worker	1 Maintenance worker
Pool Manager	15 pool managers
Senior Lifeguard	30 senior lifeguards
Lifeguard	70 lifeguards

Q25

Recreation

Pool maintenance is taken care of by:

Q26**Outside contractor**

Janitorial Services are taken care of by:

Q27

Please indicate the pay ranges for the following full time/ part time employees

Aquatics Director	Manager \$111,645 - \$134,628
Aquatics Supervisor	\$87,716 - 105,558
Aquatics Coordinator	\$68,466 - \$82,474
Office Staff	\$54,000 - \$65,000
Maintenance Worker	\$56,000 - \$67,000
Pool Manager	\$17.50 - \$21.50
Senior Lifeguard	\$15.50 - \$16.00
Senior Swim Instructor	\$16.50 - \$17.00
Lifeguard	\$13.00 - \$15.50
Swim Instructor	\$14.00 - \$16.50

Q28

Please indicate the prices and ages for the following services

Lap Swim Adult	\$6.00
Lap Swim Youth	\$6.00
Water Exercise Drop-In	\$7.00
Rec Swim Adult	\$6.00
Rec Swim Youth	\$4.50
Rec Swim Child	\$3.50
Private Swim Lesson (Per Class/day)	\$23.00
Group Swim Lesson (Per Class/day)	\$9.00

Q29

Do you offer a discounted punch pass option? What is it and how much is it discounted?

Yes

15 punch pass

makes each swim \$4.90 instead of \$6 and expires after a year.

Q30

Please indicate what you charge for the following programs:

Pool Rental - Teams \$9 per lane per hour unless contracted differently

Q31

What is your line item budget for

Chemicals	\$118,000
Utilities	\$103,000
Other Supplies	\$30,000 (includes safety)

Q32

Please list all swim teams: Indicate: Team Name Sport Age Group Agency Run? Number of participants Rental Fee's (if applicable) Any Additional Information

Walnut Creek Aquabears
 300 swimmers
 Year Round swim team
 Child - Youth
 Not agency run
 \$4 per lane per hour

Walnut Creek Swim Club
 150 swimmers
 Recreational Swim Team
 Not agency run

Walnut Creek Masters
 Adult Swim Team
 Not agency run
 500 swimmers

Walnut Creek Aquanuts
 150
 Synchronized Swimming
 Not agency run

Q33

American Red Cross

What lifeguard curriculum do you use?

Q34

List the number of staff you have that are certified in the following

LG	120
LGI	20
LGIT	1
WSIT	1
CPO	3

Q35

Which Title 22 Curriculum do you use?

American Red Cross EMR

Q36

Yes

Has your county allowed you to register Title 22?

Q37

What County are you in?

Contra Costa

Q38

No

Do you currently track rescue statistics?

Q39

Number of rescues per year

30

Q40

Most rescues occur at this dept:

16ft

Q41

Most rescues occur during this program:

Rec Swim

Q42

Who is your first aid supply vendor?

Whatever is cheapest online

Q43

Where do you get your lifeguard equipment from?

Lincoln, Lifeguard store, E lifeguard

Q44

Where do you get your Uniforms & T-shirts?

The Swim Team Store

Q45

What was a big struggle for you/your facility this year?

Smoke & Fire Closures

Q46

What was a big success for you/your facility this year?

Sustainability projects

Q47

Are there any other questions you would like added to the next Annual Survey?

Who has panic buttons?

#16

COMPLETE

Collector: Web Link 4 (Web Link)
Started: Tuesday, October 22, 2019 1:54:13 PM
Last Modified: Tuesday, October 22, 2019 2:28:34 PM
Time Spent: 00:34:21
IP Address: [REDACTED]

Page 1: Please complete this survey by October 15th, 2019.

Q1

Please enter the information below for your agency

Name	Dustin Stene
Company	Greater Vallejo Recreation District
Address	[REDACTED]
City/Town	VALLEJO
State/Province	CA
ZIP/Postal Code	94590
Country	US
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q2

Population of Service Area:

100K

Q3

Please list your Facilities, # of pools or bodies of water at each, and whether they are seasonal or year-round

Cunningham Aquatic Complex
 One 50m
 Year round

Q4

Is your pool open 7 days a week?

Yes

Q5

What holidays do you observe?

Christmas
Thanksgiving
4th of July

Q6

What advertising methods do you use?

FB, Twitter, Instagram, City Web Site, Peach jar,

Flyer, table, banner, clothing

Q7

of Lap Swim participants this year

2744

Q8

of group swim lesson registrants

748

Q9

of private lesson registrants

2351

Q10

Same

Did registrations trend up, down, or stay steady compared to last year?

Q11

Up

Did Lap Swim attendance trend up, down, or stay steady compared to last year?

Q12

Up

Did Recreational Swim attendance trend up, down, or stay steady compared to last year?

Q13

Which registration software do you use?

Sportsman PEAK :(

Q14

No

Does your organization offer scholarships?

Q15

Respondent skipped this question

What is required to qualify for a scholarship?

Q16

Respondent skipped this question

Does your organization cover...

Q17

Respondent skipped this question

How much does your scholarship/fee assistance program provide per participant/family

Q18

What is your annual aquatics budget?

\$710,875

Q19

Gas,
Electric,
Pool Chemicals

Check the box below for each item that IS included in your annual aquatics budget.

Q20

List your annual expenditures for the following items:

Full Time Staff	116,137
Part Time Staff	345,798
Operating Expenses	250,000
Supply Budget	14,000

Q21

What is the total aquatics revenue for your agency?

369,523

Q22

Please indicate the number of Full-Time Employees

Administration/Supervisor	1
Facility Manager/Supervisor	1
Swim Instructors	80 Summer 40 Offseason
Lifeguards	80 Summer 40 Offseason

Q23

Respondent skipped this question

Please indicate the approximate value of benefits package

Q24

Please indicate the number of employees on staff in each position

Aquatics Director	0
Aquatics Supervisor	1
Aquatics Coordinator	1
Aquatics Rec. Specialist	2
Administrative Aide	0
Office Staff	2
Maintenance Worker	1
Pool Manager	12
Assistant Pool Manager	0
Senior Lifeguard	18
Senior Swim Instructor	0
Lifeguard	42
Swim Instructor	42
Pool Aide/Attendant	0
Cashier	2
Jr. Lifeguard	0
Aerobics Instructor	2
Coach	0

Q25

Pool maintenance is taken care of by:

Recreation,
Public Works**Q26**

Janitorial Services are taken care of by:

Recreation

Q27

Please indicate the pay ranges for the following full time/ part time employees

Aquatics Director	N/A
Aquatics Supervisor	62k - 72k
Aquatics Coordinator	45k - 55k
Aquatics Rec. Specialist	17.50 - 18.50
Office Staff	17.50 - 18.50
Maintenance Worker	N/A
Pool Manager	16.25 - 17.25
Assistant Pool Manager	N/A
Senior Lifeguard	15.00 - 16.00
Senior Swim Instructor	N/A
Lifeguard	14.00 - 15.00
Swim Instructor	14.00 -15.00
Pool Aide/ Attendant	N/A
Cashier	16.25 - 17.25
Jr. Lifeguard	N/A
Aerobics Instructor	14.00 - 15.00
Coach	N/A

Q28

Please indicate the prices and ages for the following services

Lap Swim Adult	18+ \$4
Lap Swim Youth	N/A
Lap Swim Child	N/A
Lap Swim Senior	60+ \$3
Facility Use Fee (Deck/Shower Fee)	0
Water Exercise Drop-In	18+ \$3
Rec Swim Adult	18+ \$4
Rec Swim Youth	3 - 18 \$3
Rec Swim Child	0 - 3 \$1
Rec Swim Senior	60+ \$3
Private Swim Lesson (Per Class/day)	\$25
Group Swim Lesson (Per Class/day)	\$50
Adaptive Lesson (Per Class/day)	\$25

Q29

Do you offer a discounted punch pass option? What is it and how much is it discounted?

Yes

Adult 20 swim \$75
Senior 20 swim \$55

Q30

Please indicate what you charge for the following programs:

Lap Swim	4
Rec Swim	1 - 4
Pool Rental - Teams	\$9 per lane per hour
Pool Rental - Parties	\$130 per hour, min 2 hr rental
Membership	N/A
Punch Pass / Monthly	N/A
Jr. Lifeguard Program	4 Week 9am - 4pm \$365
Swim lessons- group	\$50
Swim lessons- private	\$25

Q31

What is your line item budget for

Chemicals	Pool Chemical Supplies
Utilities	PG&E
Safety Equipment	Safety Equipmet
Other Supplies	Prgram / Facility /

Q32

Please list all swim teams:Indicate: Team NameSportAge GroupAgency Run? Number of participantsRental Fee's (if applicable)Any Additional Information

Vallejo Aquatic Club - Swim Team non Agency all ages

Solano Polo Club - Water Polo non agency all ages

Q33

American Red Cross

What lifeguard curriculum do you use?

Q34

List the number of staff you have that are certified in the following

LG	80
LGI	6
LGIT	0
WSI	4
WSIT	0
T-22	80
CPO	1
AFO	1

Q35

Which Title 22 Curriculum do you use?

American Red Cross

Q36

Yes

Has your county allowed you to register Title 22?

Q37

What County are you in?

Solano

Q38

Yes

Do you currently track rescue statistics?

Q39

Number of rescues per year

Average 3

Q40

Most rescues occur at this dept:

6ft

Q41

Most rescues occur during this program:

Recreation Swim

Q42

Who is your first aid supply vendor?

Quill

Q43

Where do you get your lifeguard equipment from?

Lincoln

Q44

Where do you get your Uniforms & T-shirts?

Express Printing Benicia

Q45

What was a big struggle for you/your facility this year?

Homeless

Q46

What was a big success for you/your facility this year?

Recruitment

Q47

Are there any other questions you would like added to the next Annual Survey?

N/A

#17

COMPLETE

Collector: Web Link 4 (Web Link)
 Started: Tuesday, October 22, 2019 1:42:41 PM
 Last Modified: Tuesday, October 22, 2019 2:32:02 PM
 Time Spent: 00:49:20
 IP Address: [REDACTED]

Page 1: Please complete this survey by October 15th, 2019.

Q1

Please enter the information below for your agency

Name	Debbie Younkin
Company	City of San Rafael
Address	[REDACTED]
City/Town	San Rafael
State/Province	California
ZIP/Postal Code	94903
Country	United States
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q2

Population of Service Area:

59,000

Q3

Please list your Facilities, # of pools or bodies of water at each, and whether they are seasonal or year-round

1 Aquatic Facility with one 8 lane pool and 1 toddler pool.

Q4

Is your pool open 7 days a week?

Yes

Q5

What holidays do you observe?

We are seasonal and open on Memorial Day, Fourth of July and Labor Day.

Q6

What advertising methods do you use?

- Facebook
 - Email
 - Flyers
 - Mail
-

Q7

of Lap Swim participants this year

5200

Q8

of group swim lesson registrants

507

Q9

of private lesson registrants

199

Q10

Down

Did registrations trend up, down, or stay steady compared to last year?

Q11

Same

Did Lap Swim attendance trend up, down, or stay steady compared to last year?

Q12

Down

Did Recreational Swim attendance trend up, down, or stay steady compared to last year?

Q13

Which registration software do you use?

PerfectMind

Q14

Does your organization offer scholarships?

Yes

Q15

What is required to qualify for a scholarship?

Free or reduced lunch program,
City or district/area resident**Q16**

Does your organization cover...

% amount,
What amount?:
50**Q17**

How much does your scholarship/fee assistance program provide per participant/family

Per participant amount

50% off a program

Family total amount

NA

Q18

What is your annual aquatics budget?

Respondent skipped this question

Q19

Check the box below for each item that IS included in your annual aquatics budget.

Gas,
Electric,
Water,
Pool Chemicals**Q20**

List your annual expenditures for the following items:

Full Time Staff	150,000
Part Time Staff	205,000/temp salaries
Operating Expenses	13,500
Supply Budget	100,000

Q21

What is the total aquatics revenue for your agency?

301,000

Q22

Please indicate the number of Full-Time Employees

Administration/Supervisor	1
Facility Manager/Supervisor	1 Program Coordinator
Other (please specify)	1 Admin

Q23

Respondent skipped this question

Please indicate the approximate value of benefits package

Q24

Please indicate the number of employees on staff in each position

Aquatics Coorinator	1
Office Staff	1
Pool Manager	1
Senior Lifeguard	10
Senior Swim Instructor	1
Lifeguard	45
Swim Instructor	25
Cashier	8

Q25

Public Works

Pool maintenance is taken care of by:

Q26

Recreation,
Outside contractor

Janitorial Services are taken care of by:

Q27

Please indicate the pay ranges for the following full time/ part time employees

Pool Manager	\$20-\$31.03
Senior Lifeguard	\$15-\$23.27
Lifeguard	12.58-\$17.70

Q28

Please indicate the prices and ages for the following services

Lap Swim Adult	\$5R/\$9NR
Lap Swim Youth	\$4R/\$7NR
Lap Swim Child	\$4R/\$7NR
Lap Swim Senior	NA
Facility Use Fee (Deck/Shower Fee)	NA, same as daily admission
Water Exercise Drop-In	\$12.00
Rec Swim Adult	\$5R/\$9NR
Rec Swim Youth	\$4R/\$7NR
Rec Swim Child	\$4R/\$7NR
Rec Swim Senior	NA
Private Swim Lesson (Per Class/day)	\$27
Group Swim Lesson (Per Class/day)	\$12
Adaptive Lesson (Per Class/day)	NA

Q29

Do you offer a discounted punch pass option? What is it and how much is it discounted?

\$67R/\$71NR for 15 punches

Q30

Please indicate what you charge for the following programs:

Lap Swim	drop in fees or season pass -prices vary
Rec Swim	drop in fees or season pass -prices vary
Pool Rental - Teams	cover cost of lifeguards
Pool Rental - Parties	\$40/hour + \$4.00 per person
Membership	season passes offered, multiple categories and pricing
Punch Pass / Monthly	\$67R/\$71NR for 15 punches
Jr. Lifeguard Program	\$150R/\$165NR
Swim lessons- group	\$11R/class or \$12NR class
Swim lessons- private	137R/150NR block of 5

Q31

What is your line item budget for

Chemicals	51000
Utilities	32000
Safety Equipment	7000

Q32

Please list all swim teams:Indicate: Team NameSportAge GroupAgency Run? Number of participantsRental Fee's (if applicable)Any Additional Information

Recreation Swim Team, Orcas, Ages 5-18, Not agency run. Marin Swim League; 200 swimmers. They pay for cost of lifeguards.

Q33

American Red Cross

What lifeguard curriculum do you use?

Q34

List the number of staff you have that are certified in the following

LG	45
LGI	5
LGIT	1
WSI	5
WSIT	0
T-22	0
CPO	2
AFO	0

Q35

Which Title 22 Curriculum do you use?

Red Cross

Q36

Has your county allowed you to register Title 22?

Other (please specify):

Have not been active with implementation

Q37

What County are you in?

Marin

Q38

Do you currently track rescue statistics?

Yes

Q39

Number of rescues per year

7

Q40

Most rescues occur at this dept:

shallow

Q41

Most rescues occur during this program:

recreation/public swim

Q42

Who is your first aid supply vendor?

Life Assist

Q43

Where do you get your lifeguard equipment from?

Lincoln or any vendor that has best price.

Q44

Where do you get your Uniforms & T-shirts?

broken arrow

Q45

What was a big struggle for you/your facility this year?

staffing

Q46

What was a big success for you/your facility this year?

No one drowned:-)

Q47

Respondent skipped this question

Are there any other questions you would like added to the next Annual Survey?

#18

COMPLETE

Collector: Web Link 4 (Web Link)
Started: Thursday, October 24, 2019 10:51:55 AM
Last Modified: Thursday, October 24, 2019 11:13:04 AM
Time Spent: 00:21:09
IP Address: [REDACTED]

Page 1: Please complete this survey by October 15th, 2019.

Q1

Please enter the information below for your agency

Name	Monica Sendejas
Company	City of Gilroy
Address	[REDACTED]
City/Town	GILROY
State/Province	CA
ZIP/Postal Code	95020
Country	US
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q2

Population of Service Area:

56,000

Q3

Please list your Facilities, # of pools or bodies of water at each, and whether they are seasonal or year-round

1 facility, 2 pools, seasonal

Q4

Is your pool open 7 days a week?

6 days

Q5

What holidays do you observe?

7/4

Q6

What advertising methods do you use?

activity guide, facebook, electronic newsletter

Q7

of Lap Swim participants this year

10,159 (we combine lap and rec)

Q8

of group swim lesson registrants

976

Q9

of private lesson registrants

0 - we don't offer private lessons

Q10

Down

Did registrations trend up, down, or stay steady compared to last year?

Q11

Down

Did Lap Swim attendance trend up, down, or stay steady compared to last year?

Q12

Down

Did Recreational Swim attendance trend up, down, or stay steady compared to last year?

Q13

Which registration software do you use?

Active Net but transitioning to CivicRec

Q14	Yes
Does your organization offer scholarships?	
Q15	Free or reduced lunch program, Receives food benefits from the state/county, Receives general assistance from state/county, City or district/area resident
What is required to qualify for a scholarship?	
Q16	% amount, What amount?: 40%
Does your organization cover...	
Q17	
How much does your scholarship/fee assistance program provide per participant/family	
Per participant amount	\$100 per calendar year
Family total amount	n/a
Q18	
What is your annual aquatics budget?	
\$255K	
Q19	Gas, Electric, Water
Check the box below for each item that IS included in your annual aquatics budget.	
Q20	
List your annual expenditures for the following items:	
Full Time Staff	0 - this expense is in the admin budget
Part Time Staff	\$164K
Operating Expenses	\$67K
Supply Budget	\$18K
Other (please specify)	\$6K (professional support)

Q21

What is the total aquatics revenue for your agency?

\$159K

Q22

Respondent skipped this question

Please indicate the number of Full-Time Employees

Q23

Respondent skipped this question

Please indicate the approximate value of benefits package

Q24

Please indicate the number of employees on staff in each position

Pool Manager	1
Assistant Pool Manager	3
Senior Lifeguard	2
Senior Swim Instructor	8
Lifeguard	23
Cashier	1
Jr. Lifeguard	50 volunteers
Aerobics Instructor	1 contractor

Q25

Outside contractor

Pool maintenance is taken care of by:

Q26

Public Works,

Janitorial Services are taken care of by:

Outside contractor

Q27

Please indicate the pay ranges for the following full time/ part time employees

Pool Manager	21.29-25.54
Assistant Pool Manager	16.08-20.02
Senior Lifeguard	16.76
Senior Swim Instructor	15.76
Lifeguard	13.77
Swim Instructor	13.77
Cashier	13.00-15.10
Jr. Lifeguard	volunteers only
Aerobics Instructor	contractor

Q28

Please indicate the prices and ages for the following services

Lap Swim Adult	\$8 weekdays/\$10 weekends (lap & rec combined)
Lap Swim Youth	same
Lap Swim Child	same
Lap Swim Senior	same
Group Swim Lesson (Per Class/day)	\$15

Q29

Do you offer a discounted punch pass option? What is it and how much is it discounted?

We offer a Summer Pass for rec & lap swim

\$70 individual

\$225 family of 4

Q30

Respondent skipped this question

Please indicate what you charge for the following programs:

Q31

Respondent skipped this question

What is your line item budget for

Q32 Respondent skipped this question

Please list all swim teams:Indicate: Team NameSportAge GroupAgency Run? Number of participantsRental Fee's (if applicable)Any Additional Information

Q33 American Red Cross

What lifeguard curriculum do you use?

Q34
List the number of staff you have that are certified in the following

LG	37
LGI	2
WSI	14
WSIT	1
T-22	1
CPO	1

Q35
Which Title 22 Curriculum do you use?

ARC

Q36 Other (please specify):
yes, but we haven't done it yet

Has your county allowed you to register Title 22?

Q37
What County are you in?

Santa Clara

Q38 No

Do you currently track rescue statistics?

Q39 Respondent skipped this question

Number of rescues per year

Q40

Respondent skipped this question

Most recuses occur at this dept:

Q41

Respondent skipped this question

Most rescues occur during this program:

Q42

Who is your first aid supply vendor?

varies

Q43

Where do you get your lifeguard equipment from?

The Lifeguard Store, eLifeguard

Q44

Where do you get your Uniforms & T-shirts?

Mandego

Q45

What was a big struggle for you/your facility this year?

smooth summer but attendance lower than normal

Q46

What was a big success for you/your facility this year?

smooth summer

Q47

Respondent skipped this question

Are there any other questions you would like added to the next Annual Survey?

#19

COMPLETE

Collector: Web Link 4 (Web Link)
Started: Friday, November 22, 2019 11:02:49 AM
Last Modified: Friday, November 22, 2019 12:00:51 PM
Time Spent: 00:58:02
IP Address: [REDACTED]

Page 1: Please complete this survey by October 15th, 2019.

Q1

Please enter the information below for your agency

Name	Tiffany Haley
Company	City of San Rafael
Address	[REDACTED]
City/Town	San Rafael
State/Province	CA
ZIP/Postal Code	94903
Country	United States
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q2

Population of Service Area:

56,000

Q3

Please list your Facilities, # of pools or bodies of water at each, and whether they are seasonal or year-round

Hamilton Community Pool. City of San Rafael manages the facility and City of Novato does all the maintenance.
1 aquatic facility, one 7 lane pool and one activity pool with slide. seasonal

Q4

Is your pool open 7 days a week?

yes

Q5

What holidays do you observe?

Lifeguards work Memorial Day, 4th of July and Labor Day

Q6

What advertising methods do you use?

Facebook, flyers, email, mail, city website, activity guide, nextdoor.

Q7

of Lap Swim participants this year

4000

Q8

of group swim lesson registrants

436

Q9

of private lesson registrants

131

Q10

Same

Did registrations trend up, down, or stay steady compared to last year?

Q11

Same

Did Lap Swim attendance trend up, down, or stay steady compared to last year?

Q12

Same

Did Recreational Swim attendance trend up, down, or stay steady compared to last year?

Q13

Which registration software do you use?

PerfectMind

Q14 No

Does your organization offer scholarships?

Q15 Respondent skipped this question

What is required to qualify for a scholarship?

Q16 Respondent skipped this question

Does your organization cover...

Q17 Respondent skipped this question

How much does your scholarship/fee assistance program provide per participant/family

Q18
What is your annual aquatics budget?

215,000

Q19 None of the Above

Check the box below for each item that IS included in your annual aquatics budget.

Q20
List your annual expenditures for the following items:

Full Time Staff	32,000
Part Time Staff	162,000
Supply Budget	8,800

Q21
What is the total aquatics revenue for your agency?

245,000

Q22

Please indicate the number of Full-Time Employees

Administration/Supervisor	1
Facility Manager/Supervisor	1
Other (please specify)	1 Admin

Q23

Respondent skipped this question

Please indicate the approximate value of benefits package

Q24

Please indicate the number of employees on staff in each position

Aquatics Coorinator	1
Office Staff	1
Pool Manager	1
Senior Lifeguard	15
Lifeguard	46
Swim Instructor	27
Cashier	10

Q25

Respondent skipped this question

Pool maintenance is taken care of by:

Q26

Respondent skipped this question

Janitorial Services are taken care of by:

Q27

Please indicate the pay ranges for the following full time/ part time employees

Pool Manager	20.00-31.03
Senior Lifeguard	15.00-23.27
Lifeguard	12.58-17.70
Cashier	12.00-16.29

Q28

Please indicate the prices and ages for the following services

Lap Swim Adult	\$5R/\$9NR 16+
Lap Swim Youth	\$4R/\$7NR 1-15y/o
Lap Swim Child	\$4R/\$7NR 1-15y/o
Water Exercise Drop-In	\$12.00
Rec Swim Adult	\$5R/\$9NR 16+
Rec Swim Youth	\$4R/\$7NR 1-15y/o
Rec Swim Child	\$4R/\$7NR 1-15y/o
Private Swim Lesson (Per Class/day)	\$27.00
Group Swim Lesson (Per Class/day)	\$12.00

Q29

Do you offer a discounted punch pass option? What is it and how much is it discounted?

\$67R/\$71NR for 15 admissions

Q30

Please indicate what you charge for the following programs:

Pool Rental - Parties	\$40/hr + \$4 per person
Punch Pass / Monthly	\$67R/\$71NR for 15 admissions

Q31

Respondent skipped this question

What is your line item budget for

Q32

Respondent skipped this question

Please list all swim teams:Indicate: Team NameSportAge
GroupAgency Run? Number of participantsRental Fee's (if
applicable)Any Additional Information

Q33

American Red Cross

What lifeguard curriculum do you use?

Q34

List the number of staff you have that are certified in the following

LG	46
LGI	5
LGIT	1
WSI	5
CPO	2

Q35

Which Title 22 Curriculum do you use?

Red Cross

Q36

Yes

Has your county allowed you to register Title 22?

Q37

What County are you in?

Marin

Q38

Yes

Do you currently track rescue statistics?

Q39

Number of rescues per year

15

Q40

Most rescues occur at this dept:

shallow end

Q41

Most rescues occur during this program:

recreation/public swim

Q42

Who is your first aid supply vendor?

Life Assist

Q43

Where do you get your lifeguard equipment from?

Lifeguard Store, Lincoln

Q44

Where do you get your Uniforms & T-shirts?

Broken Arrow

Q45

What was a big struggle for you/your facility this year?

Staffing

Q46

What was a big success for you/your facility this year?

No major rescues

Q47

Respondent skipped this question

Are there any other questions you would like added to the next Annual Survey?

#20

COMPLETE

Collector: Web Link 4 (Web Link)
Started: Monday, November 25, 2019 10:30:36 AM
Last Modified: Tuesday, November 26, 2019 12:52:57 PM
Time Spent: Over a day
IP Address: [REDACTED]

Page 1: Please complete this survey by October 15th, 2019.

Q1

Please enter the information below for your agency

Name	Anthony Schriver
Company	City of Pacifica
Address	[REDACTED]
City/Town	Pacifica
State/Province	CA
ZIP/Postal Code	94044
Country	United States
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q2

Population of Service Area:

39,087

Q3

Please list your Facilities, # of pools or bodies of water at each, and whether they are seasonal or year-round

Jean E. Brink Pool. Year around in-door facility.

Q4

Is your pool open 7 days a week?

Yes

Q5

What holidays do you observe?

New Years Eve and Day, MLK Day, Presidents Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, 1/2 day on Halloween, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day.

Q6

What advertising methods do you use?

Facebook, Nextdoor, City Website, Connect with Pacifica, Pacifica Tribune, Flyers, word of mouth.

Q7

of Lap Swim participants this year

13,897

Q8

of group swim lesson registrants

594

Q9

of private lesson registrants

58

Q10**Down**

Did registrations trend up, down, or stay steady compared to last year?

Q11**Same**

Did Lap Swim attendance trend up, down, or stay steady compared to last year?

Q12**Down**

Did Recreational Swim attendance trend up, down, or stay steady compared to last year?

Q13

Which registration software do you use?

Activenet

Q14

No

Does your organization offer scholarships?

Q15

Respondent skipped this question

What is required to qualify for a scholarship?

Q16

Respondent skipped this question

Does your organization cover...

Q17

Respondent skipped this question

How much does your scholarship/fee assistance program provide per participant/family

Q18

What is your annual aquatics budget?

\$577,754.00

Q19

None of the Above

Check the box below for each item that IS included in your annual aquatics budget.

Q20

List your annual expenditures for the following items:

Full Time Staff	\$72,000
Operating Expenses	\$577,754.00

Q21

Respondent skipped this question

What is the total aquatics revenue for your agency?

Q22

Please indicate the number of Full-Time Employees

Administration/Supervisor	1
---------------------------	---

Q23

Please indicate the approximate value of benefits package

Full Time	1
-----------	---

Q24

Please indicate the number of employees on staff in each position

Aquatics Supervisor	35
Aquatics Coorinator	35
Pool Manager	6-10

Q25

Public Works

Pool maintenance is taken care of by:

Q26

Recreation

Janitorial Services are taken care of by:

Q27

Please indicate the pay ranges for the following full time/ part time employees

Aquatics Coordinator	\$28-\$35/hr
Pool Manager	\$12*-\$18
Senior Lifeguard	\$12-\$14
Senior Swim Instructor	\$12-\$15
Lifeguard	\$12-\$14
Cashier	\$12-\$14
Aerobics Instructor	\$14-\$17

Q28

Please indicate the prices and ages for the following services

Lap Swim Adult	\$6
Lap Swim Youth	\$5
Lap Swim Child	\$5
Lap Swim Senior	\$5
Facility Use Fee (Deck/Shower Fee)	\$6
Water Exercise Drop-In	\$6 or \$5 for seniors
Rec Swim Adult	6
Rec Swim Youth	5
Rec Swim Child	5
Rec Swim Senior	5
Private Swim Lesson (Per Class/day)	23.75
Group Swim Lesson (Per Class/day)	10
Adaptive Lesson (Per Class/day)	n/a

Q29

Do you offer a discounted punch pass option? What is it and how much is it discounted?

Adults \$6	Seniors \$5
20 time swim pass \$99	20 time swim pass \$85
10 time swim pass \$54	10 time swim pass \$45

Q30

Please indicate what you charge for the following programs:

Lap Swim	6
Rec Swim	6
Pool Rental - Teams	175/hr
Pool Rental - Parties	175/hr
Membership	72/65 Monthly, 206/185 Quarterly, 792/713 Yearly, Adults/Senior

Q31

Respondent skipped this question

What is your line item budget for

Q32

Please list all swim teams: Indicate: Team Name Sport Age Group Agency Run? Number of participants Rental Fee's (if applicable) Any Additional Information

The Pacifica Sea Lions swim team is a competitive swimming program for youth 5-18 years of age. Tryouts are held the last week of every month. Check in with the head swim coach for a tryout time or for more information call Aquatics Recreation Coordinator Anthony Schriver at (650)738-7461

The competition team practices Monday through Friday between the hours of 4:00 pm-6:15 pm. Specific practice time varies depending on individual's ability.

The pre-competition team practices Monday through Thursday from 6:15-7:00 pm.

Current Fees are:

The cost for joining the competition swim team is \$75 per month plus a \$5 sign-up fee for the first month. The cost for joining the pre-competition team is \$65 per month plus a \$5 sign-up fee for the first month. All swimmers must join USA Swimming. Membership for USA Swimming is \$73 per year. The head coach has paper work at the Jean E. Brink Pool for sign-up with both the Pacifica Sea Lions and USA Swimming. The team is affiliated with Pacific Swimming.

The Pacifica Sea Lion Aquatics Club Parent Board requires families to pay yearly dues to support the competitive aspect of the team. These fees are broken up into monthly installments of \$11 for pre-competition swimmers and \$21 for competition swimmers. Please refer to parent handbook for more information.

See the Pacifica Sea Lions website for more information: <http://www.teamunify.com/Home.jsp?team=p>

Q33**American Red Cross**

What lifeguard curriculum do you use?

Q34

List the number of staff you have that are certified in the following

LG	35
LGI	1
LGIT	0
WSI	1

Q35

Which Title 22 Curriculum do you use?

American Red Cross

Q36**Other (please specify):**

Has your county allowed you to register Title 22?

Looking into it

Q37

What County are you in?

San Mateo

Q38

No

Do you currently track rescue statistics?

Q39

Number of rescues per year

5-10

Q40

Respondent skipped this question

Most rescues occur at this dept:

Q41

Respondent skipped this question

Most rescues occur during this program:

Q42

Who is your first aid supply vendor?

Bay Area Medical Supply

Q43

Where do you get your lifeguard equipment from?

Various websites.

Q44

Where do you get your Uniforms & T-shirts?

Alpine Awards

Q45

What was a big struggle for you/your facility this year?

Finding lifeguards to work daytime shifts. Finding staff in general.

Q46

What was a big success for you/your facility this year?

New programs such as the dive in movie and aquatic pumpkin patch.

Q47

Are there any other questions you would like added to the next Annual Survey?

N/A

#21

COMPLETE

Collector: Web Link 4 (Web Link)
Started: Monday, December 02, 2019 2:40:17 PM
Last Modified: Monday, December 02, 2019 4:48:38 PM
Time Spent: 02:08:20
IP Address: [REDACTED]

Page 1: Please complete this survey by October 15th, 2019.

Q1

Please enter the information below for your agency

Name	Kevin Boggs
Company	City of San Ramon
Address	[REDACTED]
City/Town	San Ramon
State/Province	CA
ZIP/Postal Code	94583
Country	USA
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q2

Population of Service Area:

76000

Q3

Please list your Facilities, # of pools or bodies of water at each, and whether they are seasonal or year-round

San Ramon Olympic Pool - 3 pools (Year-Round)
 Dougherty Valley Aquatic Center - 2 pools (Year-Round)

Q4

Is your pool open 7 days a week?

7 days during Summer | 6 days during off-season

Q5

What holidays do you observe?

All major holidays - closed between Christmas and New Years

Q6

What advertising methods do you use?

Social Media, printed flyers, printed recreation guide, email

Q7

of Lap Swim participants this year

50451

Q8

of group swim lesson registrants

6837 (total single group lessons)

Q9

of private lesson registrants

756 (single private lessons)

Q10**Same**

Did registrations trend up, down, or stay steady compared to last year?

Q11**Down**

Did Lap Swim attendance trend up, down, or stay steady compared to last year?

Q12**Down**

Did Recreational Swim attendance trend up, down, or stay steady compared to last year?

Q13

Which registration software do you use?

Civic Rec

<p>Q14</p> <p>Does your organization offer scholarships?</p>	<p>Yes</p>								
<p>Q15</p> <p>What is required to qualify for a scholarship?</p>	<p>Free or reduced lunch program, Recieves food benefits from the state/county, Recieves general assistance from state/county, City or district/area resident</p>								
<p>Q16</p> <p>Does your organization cover...</p>	<p>What amount?: Most classes have a reduced fee of \$15/class</p>								
<p>Q17</p> <p>How much does your scholarship/fee assistance program provide per participant/family</p>	<p>Respondent skipped this question.</p>								
<p>Q18</p> <p>What is your annual aquatics budget?</p> <p>1880363</p>									
<p>Q19</p> <p>Check the box below for each item that IS included in your annual aquatics budget.</p>	<p>None of the Above</p>								
<p>Q20</p> <p>List your annual expenditures for the following items:</p> <table border="0"> <tr> <td data-bbox="66 1407 779 1449">Part Time Staff</td> <td data-bbox="779 1407 1383 1449">564418</td> </tr> <tr> <td data-bbox="66 1459 779 1501">Supply Budget</td> <td data-bbox="779 1459 1383 1501">23610</td> </tr> <tr> <td data-bbox="66 1512 779 1554">Other (please specify)</td> <td data-bbox="779 1512 1383 1554">Audit Service: 10531</td> </tr> <tr> <td data-bbox="66 1564 779 1606">Other (please specify)</td> <td data-bbox="779 1564 1383 1606">Uniforms: 6035</td> </tr> </table>	Part Time Staff	564418	Supply Budget	23610	Other (please specify)	Audit Service: 10531	Other (please specify)	Uniforms: 6035	
Part Time Staff	564418								
Supply Budget	23610								
Other (please specify)	Audit Service: 10531								
Other (please specify)	Uniforms: 6035								
<p>Q21</p> <p>What is the total aquatics revenue for your agency?</p> <p>803544</p>									

Q22

Please indicate the number of Full-Time Employees

Administration/Supervisor	1
Facility Manager/Supervisor	1

Q23

Please indicate the approximate value of benefits package

Full Time	26855
-----------	-------

Q24

Please indicate the number of employees on staff in each position

Aquatics Supervisor	1
Aquatics Coorinator	1
Office Staff	3
Maintenance Worker	3
Pool Manager	9
Assistant Pool Manager	3
Senior Lifeguard	12
Lifeguard	82
Pool Aide/Attendent	1
Cashier	5

Q25**Public Works**

Pool maintenance is taken care of by:

Q26**Outside contractor**

Janitorial Services are taken care of by:

Q27

Please indicate the pay ranges for the following full time/ part time employees

Aquatics Director	\$110,268 to \$147,024
Aquatics Supervisor	\$94,966 to \$118,697
Aquatics Coordinator	\$75,265 to \$94,084
Office Staff	\$48,869 to \$61,076
Maintenance Worker	Maint Tech: \$55,788 to \$69,743 Maint Specialist: \$69,510 to \$86,876 Maint Coord: \$77,501 to \$96,879
Pool Manager	\$16.95 to \$20.34/hr
Assistant Pool Manager	\$15.29 to \$18.34/hr
Senior Lifeguard	\$13.32 to \$15.99/hr
Lifeguard	\$12.00 to \$15.60/hr
Swim Instructor	\$12.50 to 15.00/hr
Pool Aide/ Attendant	\$12.00 to \$12.72
Cashier	\$12.00 to \$13.92

Q28

Please indicate the prices and ages for the following services

Lap Swim Adult	\$5
Lap Swim Youth	\$5
Lap Swim Child	\$5
Lap Swim Senior	\$5
Rec Swim Adult	\$5
Rec Swim Youth	\$5
Rec Swim Child	\$5
Rec Swim Senior	\$5
Private Swim Lesson (Per Class/day)	45 per class/day
Group Swim Lesson (Per Class/day)	\$17 per class/day

Q29

Do you offer a discounted punch pass option? What is it and how much is it discounted?

- 10 Pass = 5% discount (\$48)
- 20 Pass = 10% discount (\$90)
- 40 Pass = 15% discount (\$170)
- 60 pass = 20% discount (\$240)

Q30

Please indicate what you charge for the following programs:

Lap Swim	\$5
Rec Swim	\$5
Pool Rental - Parties	\$264.50 (includes 25 entries)
Punch Pass / Monthly	See above
Jr. Lifeguard Program	\$200
Swim lessons- group	\$17/class
Swim lessons- private	\$45/class

Q31

What is your line item budget for

Safety Equipment	8070
Other Supplies	1570

Q32

Please list all swim teams: Indicate: Team Name Sport Age Group Agency Run? Number of participants Rental Fee's (if applicable) Any Additional Information

All swim clubs are separate entities. Rental fees vary based on qualifications.

Year-Round: SRVA, SRVA Masters, ElitSwim, Crow Canyon Sharks

Seasonal: San Ramon Aquacats, San Ramon AquaBears, Briar Hill

Other Users: Dive N Trips (Scuba), NuWave (water aerobics), Cal Diving Academy (Diving)

Q33

American Red Cross

What lifeguard curriculum do you use?

Q34

List the number of staff you have that are certified in the following

LG	111
LGI	19
LGIT	2
WSI	20
WSIT	2
T-22	111
CPO	3
AFO	0

Q35

Which Title 22 Curriculum do you use?

Red Cross

Q36

Yes

Has your county allowed you to register Title 22?

Q37

What County are you in?

Contra Costa

Q38

Yes

Do you currently track rescue statistics?

Q39

Number of rescues per year

63

Q40

Most rescues occur at this dept:

4.5

Q41

Most rescues occur during this program:

Recreation Swim

Q42

Who is your first aid supply vendor?

Life-Assist (out of Sacramento Area - free next day shipping)

Q43

Where do you get your lifeguard equipment from?

Water Safety Products, Lincoln Aquatics, The Lifeguard Store, eLifeguard

Q44

Where do you get your Uniforms & T-shirts?

Go out to bid each year. Alpine Awards / Red Dog Productions

Q45

What was a big struggle for you/your facility this year?

Large amount of new lead staff.

Q46

What was a big success for you/your facility this year?

Patron Safety. Tracking rescue data via google form.

Q47

Are there any other questions you would like added to the next Annual Survey?

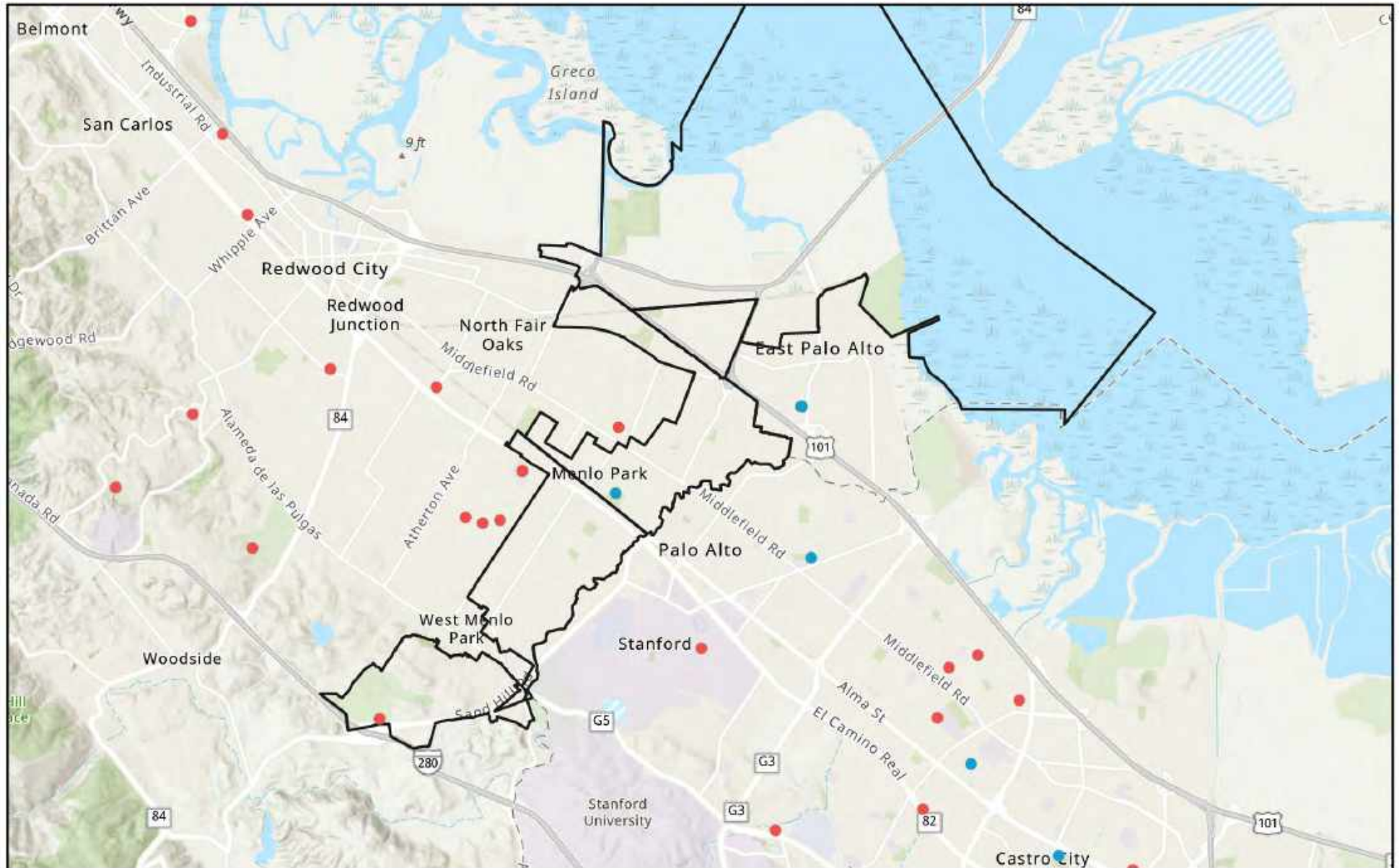
Review questions to ensure items are only covered once. Ask what uniform items agencies provide.

SWIM CENTERS IN THE AREA
2022

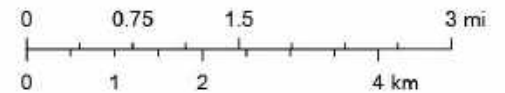
Name	City
Sacred Heart Schools Pool	Atherton
Menlo-Atherton High School Pool	Atherton
Menlo College Pool	Atherton
Menlo School - Gates Pool	Atherton
Menlo Circus Club	Atherton
Carlmont High School	Belmont
British Swim School of Embassy Suites Burlingame	Burlingame
Burlingame Aquatic Club	Burlingame
Peninsula Tennis Club - Burlingame	Burlingame
Cloverdale Cabana Club	Campbell
Los Ranchitos Cabana Club	Campbell
Cupertino Hills Swim & Racquet	Cupertino
Rancho Rinconada Recreation & Park District Pool*	Cupertino
Lewis and Joan Platt East Palo Alto YMCA*	East Palo Alto
PJCC - Peninsula Jewish Community Center	Foster City
Foster City Community Center (Lagoon)*	Foster City
Mission Valley Swim Club	Fremont
Mission Highlands Swim Club	Fremont
Hacienda Gardens Swim Club	Fremont
Bay Club Fremont	Fremont
Warm Springs Cabana Club	Fremont
NorCal Aquatics Los Altos	Los Altos
Fremont Hills Country Club Los Altos	Los Altos
Los Gatos Swim and Racquet Club	Los Gatos
Burgess Pool*	Menlo Park
Sharon Heights Golf and Country Club	Menlo Park
Flying Fish Swim School	Mountain View
Safe Splash Swim School	Mountain View
El Camino YMCA Mountain View	Mountain View
Rengstorff Park Pool*	Mountain View
Eagle Park Pool*	Mountain View
American Swim Academy	Newark
The Silliman Activity and Family Aquatic Center*	Newark
Rinconada Pool*	Palo Alto
Greenmeadow Pool and Community Center	Palo Alto
Alto Swim Club	Palo Alto
Palo Alto Elks Lodge Pool	Palo Alto
YMCA Palo Alto	Palo Alto
Foothills Tennis and Swimming Club	Palo Alto
Eichler Swim and Tennis Club	Palo Alto
Oshman Family Jewish Community Center Palo Alto	Palo Alto
Ladera Recreation District Pool*	Portola Valley
Ladera Oaks Swim and Tennis Club	Portola Valley
Alpine Hills Tennis and Swimming	Portola Valley
La Petite Baleen Swim Schools	Redwood City
Peninsula Swim School	Redwood City
Peninsula Community Center	Redwood City
Bay Club Redwood Shores	Redwood City
Redwood City Elks Lodge	Redwood City
Sequoia YMCA Redwood City	Redwood City
La Petite Baleen Swim Schools	San Bruno
King's Swim Academy	San Carlos
Westgate Cabana Club	San Jose
Central YMCA San Jose	San Jose
East Valley YMCA San Jose	San Jose
Aqua Sports Swim Academy	San Mateo
King's Swim Academy	San Mateo
College of San Mateo Athletic Center Pool	San Mateo
British Swim School at 24 Hour Fitness - San Mateo Super Sport	San Mateo
Shipman Swim School	San Mateo
Highlands Recreation District Pool*	San Mateo
San Mateo Elks Lodge Pool	San Mateo
Peninsula Family YMCA San Mateo	San Mateo
Joinville Swim Center*	San Mateo
King Community Pool*	San Mateo
Junipero Serra High School Swim School	San Mateo
Laurelwood Cabana Club	Santa Clara
Forest Park Cabana Club	Santa Clara
Warburton Pool*	Santa Clara
Mary Gomez Park and Pool*	Santa Clara
Bay Club Santa Clara	Santa Clara
George F. Haines International Swim Center*	Santa Clara
Avery Aquatics Center	Stanford
Fairbrae Swim & Racquet Club	Sunnyvale
Washington Pool*	Sunnyvale
Columbia Swim Center	Sunnyvale
Waterworks Swim School Sunnyvale	Sunnyvale
Sunnyvale Swim Complex*	Sunnyvale
Sunnyvale Middle School Pool	Sunnyvale
Menlo Country Club	Woodside

*municipally-owned pool

SWIM CENTERS IN THE AREA
2022

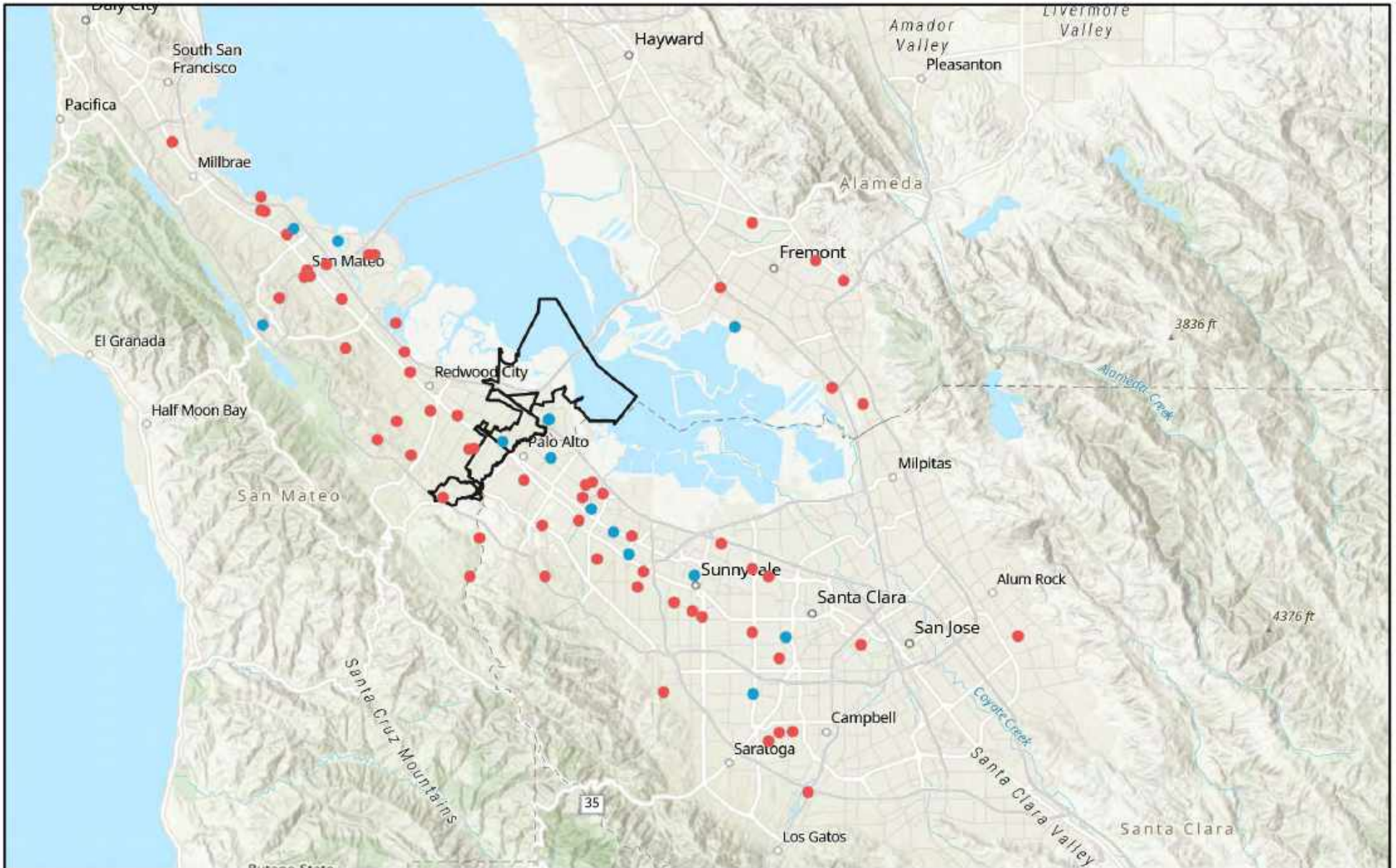


BLUE - MUNICIPALLY OWNED FACILITY
RED - NOT MUNICIPALLY OWNED



County of Santa Clara, California State Parks, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, MET/NASA, USGS, Bureau of Land

SWIM CENTERS IN THE AREA
2022



BLUE - MUNICIPALLY-OWNED FACILITY
RED - NOT MUNICIPALLY-OWNED

0 3 6 12 mi
0 4.75 9.5 19 km
Esri, NASA, NGA, USGS, City of Fremont, County of Santa Clara, California State Parks, Esri, HERE, Garmin, SafeGraph, FAO, METI/NASA, USGS,

City of Menlo Park



Request for Proposal

Aquatics Programs

Release Date: August 30, 2010
Due Date and Time: October 15, 2010 at 4:00 p.m.

REQUEST FOR PROPOSAL

Noticed is hereby given that proposals will be received by the City of Menlo Park, CA

RELEASE DATE

August 30, 2010

PRE-PROPOSAL CONFERENCE & FACILITY TOUR

September 15, 2010, 10:00 a.m.

Burgess Recreation Center & Burgess Aquatic Center

701 Laurel Street

Menlo Park, CA

RFP RESPONSE DEADLINE

October 15, 2010 4:00 p.m.

City of Menlo Park

701 Laurel Street

Menlo Park, CA 94025

Attn: Katrina Whiteaker

INTRODUCTION

The City of Menlo Park rebuilt the Burgess Aquatic Facility, located at 501 Laurel Street, in 2006. The aquatic center consists of a 25-meter x 25-yard lap pool, a 25-yard x 50-foot instructional pool, a wading pool with mushroom splash feature, locker rooms, showers, central entry lobby, support offices, concrete pool decks, storage, pool mechanical room, and lawn area (see Appendix A for a detailed drawing). The facility is located on the City's Burgess Park campus, which includes: city hall, library, recreation center, gymnasium, gymnastics center, sports fields, skate park and picnic areas.

The Burgess Aquatic Facility renovation was funded by Measure T bonds. Prior to completing the construction of this project and opening the facility in 2006, the City had undertaken a community-based budget process called Your City/Your Decision, the results of which provided guidance for making difficult budget reductions. As a result of this process, the aquatics budget was identified for reduction. Due to the nature of public aquatic programs and facilities, achieving full cost recovery was not seen as possible, given that the new facility - with multiple pools - would have higher costs. Several options for cost savings were discussed, including reduced operational hours, pool closure during winter months, and closing the Belle Haven pool entirely. An alternative solution was reached in May 2006, when the City of Menlo Park entered into a Lease Agreement with a private contractor to operate the Burgess facility and aquatic programming year-round for 5 years. This lease agreement will expire on May 20, 2011.

The City is seeking proposals from private aquatic program providers to operate the Burgess Aquatic Facility and aquatic programming beginning in May 2011 through May 2016. In addition, the option to include the operations of the Belle Haven Pool, located at 100 Terminal Ave (currently open during the summer only) is included.

SCOPE OF SERVICES

The Aquatic Service Provider (Provider) shall provide the following scope of services and meet the following minimum requirements:

Premises

The Provider will be operating the Premises commonly known as the Burgess Aquatic Facility, which consists of the fenced pool area at City of Menlo Park's civic center campus at Burgess Park. The Premises include the lap pool, instructional pool, toddler activity pool, locker rooms and restrooms, offices, restrooms, locker rooms, lawn area, pool mechanical room, lobby area, and all associated areas as shown in Exhibit A.

As an option, the Provider is asked to consider including in their proposal operating a Secondary Premises commonly known as the Belle Haven Pool. Belle Haven Pool is a five-lane x 25 meter outdoor swimming pool, located adjacent to the Onetta Harris Community Center. The pool features a shallow end with depths ranging from 1-3.5 feet and easy access stairs to a 12' deep end with 5 lanes, a high dive and low dive, locker room, shower facilities, mechanical room, and office. There is also a small children's wading pool. The aquatic facility is a fenced area next to the Onetta Harris Community Center and all associated areas as shown in Exhibit B. The scope of services for this secondary site is listed in Exhibit C.

The following scope of services covers the Burgess Pool site.

Duration of Services

The term of the Lease Agreement shall be for a period of five (5) years commencing on approximately May 21, 2011 and ending five (5) years from the commencement date. An optional five (5) year extension may be granted if all quality standards and other contract requirements are met. The evaluation to determine if the extension should be considered will commence in the fourth year of the agreement.

Pool Facility Operations

The Provider will be solely responsible for operation of the Burgess Aquatic Facility including all costs and expenses associated with such operation and shall be entitled to all revenues from the operation of the Premises.

Hours of Operations

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

Aquatic Programming

The Provider shall provide the following aquatic services including but not limited to:

- Recreational/Open Swimming
- Swim Lessons

- Lap Swimming
- Masters Swimming
- Swim Team
- Community Rentals

Other programs or services outside of the intended use of the facility will require prior approval by the City.

Community Access & Scheduling

The Provider will be solely responsible for the operations and schedule of the Premises. The Provider shall provide reasonable public access and community use of the Premises which shall be reasonably determined by City and Provider. Provider will not reduce the public access and community use without prior approval of City.

The following is intended to establish the minimum public access and community use:

- Provide year-round lap swim, seven (7) days per week (except holidays)
- Provide seasonal open/recreational swim daily from Memorial Day through Labor Day for a reasonable amount of time and with adequate pool space.
- Provide reasonable instructional and lap pools availability for other community organizations/users for competitive youth swimming programs, instructional programs, triathlon training, etc.
- Provide programs and reasonable accommodation for all ages and abilities. Inclusive programs for people with disabilities are strongly encouraged when possible.
- Improved winter programming by providing a dome over the instructional pool is strongly encouraged.

Program Fees

The fees charged by the Provider for public lap swimming, open/recreational swim, and swim lessons shall be comparable to rates and fees charged by other public facilities in surrounding communities.

The Provider shall provide rental space for other community organizations and users for competitive youth swimming programs, instructional programs, triathlon training, etc., on a reasonable and comparable fee basis.

Provider shall make instructional programs and recreational/open swim available to participants in City programs at a thirty percent (30%) discount.

These fees will be subject to review by City staff and the Parks & Recreation Commission for public input.

Program Administration

The Provider shall have a method for the public to register, pay, and receive adequate customer service in an easy and effective manner. Adequate administrative staff and

assistance will be provided to support all hours of operation. Policies and procedures for handling registration, refunds, and complaints are required. The Provider shall provide sufficient communication and marketing in order to inform the public of the programs and services. The Provider shall maintain a customer database and appropriate records retention. The Provider shall take appropriate steps to maintain a high level of customer service and overall satisfaction at all times.

The Provider shall provide an annual report no later than June 30 of each contract year (May through April) to the City's Parks & Recreation Commission including the following items:

- Total program hours by program area
- Participation statistics by program area
- Customer Satisfaction Survey Results
- Annual audits and reviews demonstrating standards of care are met (see below)
- Risk management documentation (see below)

The Provider will maintain reasonable evidence and documentation of these statistics and results and have these records accessible by the City at any time following proper notice.

Staff Qualifications

The Provider will be expected to provide reasonable and adequate staffing to maintain operations. The staff will have the required qualifications and certifications for each particular position. The Provider will maintain appropriate and safe ratios for lifeguards to pool users. The Provider will maintain reasonable evidence and documentation of their hiring practices, background checks, certifications, and training (Pre-service/employment orientation, on-the-job training, and on-going in-service training) and have these records accessible by the City at any time following proper notice. The Provider shall maintain adequate layers of protection including active supervision and formal and informal staff evaluation. The Provider shall demonstrate that executive staff can provide adequate oversight, planning, and management to maintain operations and perform all necessary business practices.

Compliance with Laws & Regulations

The Provider must remain in compliance with all city, county, state, and federal laws and regulations as well as industry standards related to pool and aquatic program operations. These regulators include but are not limited to:

- City of Menlo Park
- Menlo Park Fire Department
- San Mateo County Health Department
- California Department of Health Services
- California Department of Labor
- Occupational Safety and Health Administration (OHSA)
- Emergency Medical Services Authority (EMSA)

- Consumer Product Safety Commission & Virginia Graeme Baker Act
- Americans With Disabilities Act
- California Department of Fair Employment and Housing
- Center of Disease Control

Health & Safety

The Provider will be required to maintain health and safety standards and associated training records in a reasonable and acceptable manner for the Premises, participants, and its employees in compliance to the City of Menlo Park standards and other regulatory agencies listed above. These standards include but are not limited to:

- Employee Injury and Illness Prevention Plan
- Hazardous Materials Communications and Business Plan
- Bloodborne Pathogens and Bio Hazardous Exposure Control Plan
- Hazard Communication (labeling & MSDS management)
- Hearing Conservation
- Lifting and Fall Prevention/Protection (Equipment)
- Electrical Safety Plan
- Lock out, Tag Out Equipment Specific Procedures
- Emergency Action Planning/Drills
- First Aid/CPR/AED
- Heat Illness and Sun Protection
- Confined Spaces/Entry Equipment
- Chemical Storage/Spill Response/Cleanup
- Fire Extinguisher
- Personal Protective Equipment
- Recreational Waterborne Illnesses (RWI's)
- Signage/Labeling

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

Standard of Care

The Provider will be expected to provide aquatic programs and manage the Premises in a matter that is comparable to or above the Standard of Care that is reasonable and acceptable for a public pool. This Standard of Care should be demonstrated in all areas including operations, staff training, record keeping, maintenance and janitorial, safety, and risk management. The Provider is expected to ensure that they are maintaining this standard of care by conducting annual audits and reviews by qualified external experts and including this information in the annual report to the City's Parks and Recreation Commission mentioned above.

Risk Management

The Provider shall take all appropriate and necessary steps to provide adequate risk management planning to minimize liability or negligence by the Provider. In addition to maintaining an acceptable Standard of Care, the Provider shall manage their risk by demonstrating proficiency in the following areas:

- Emergency Action Plan
 - Staff Training related to the Emergency Action Plan
 - Drills Conducted
 - Emergency Equipment
 - Communication Process
 - Coordination with local EMS
- Facilities & Equipment
 - Inspection
 - Equipment Certifications
 - Maintenance
 - Checklists
 - Signage
- Supervision
 - Quality
 - Quantity
 - Lessons Plans & Progression
- Training
 - Requirements
 - Appropriate Staff
- Documentation
 - Manuals
 - Waivers
 - Medical Screening
 - Skills Screening
 - Risk Information Provided to Public
 - Policies/Programs
 - Training Records
 - Evaluations

The Provider is expected to ensure they are maintaining and performing adequate risk management planning and practices by conducting annual audits and reviews by qualified external experts. This information will also be included in the annual report to the City mentioned above.

Emergency Action Plan & Procedures

The Provider shall create and maintain all emergency procedures and emergency action plans for the Premises. An Emergency Action Plan is required under Title 29 of Federal Regulations Sections 1910.38/.120/.156, and Title 8 California Code of Regulations, Sections 3220 and 3221. The Emergency Action Plan covers all employees and non-employees who may be exposed to hazards arising from

emergency situations. It must contain information for all of the Provider's employees, including administration and line level employees, which shall use the plan in order to reduce the severity of emergency situations and minimize the risk to life and property.

Maintenance & Records

The Provider shall maintain the Premises in an orderly, clean and professional condition at all time. The Provider will be responsible for the maintenance of the equipment and facility including the following areas:

- Three pools
- Offices
- Lobby
- Locker Rooms & Shower Area
- Restrooms
- Pool Decks
- Lawn Area
- Supply Storage Areas
- Equipment/Mechanical Rooms
- Chemical Storage Areas
- Lights on Premises
- Personal Protection Equipment (PPE)
- Confined Space entry equipment
- Fall protection equipment

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

- Daily Pool & Chemical Log
- Check lists for routine maintenance and janitorial duties (Daily, Weekly, Monthly, Quarterly, Bi-annual, and Annual)
- Equipment Logs for each piece of major equipment with the maintenance schedule, maintenance contracts, record of work or repairs conducted, manufacturer guidelines, and specifications
- Confined space entry equipment (as specified by manufacturer)
- Personal fall protection equipment (Bi-annual competent person inspection)

The Provider shall maintain and continue all preventative maintenance agreements and contracts to ensure the quality and life of the equipment. The Provider will be responsible for replacement of all equipment due to failure or damage. The Provider will also be responsible for any damage that is outside the normal wear and tear of the Premises.

If damage beyond normal wear and tear of the Premises is determined by the City, the Provider will be required to make the appropriate repairs within 30 days of the written notice.

Signage

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

- Maximum Pool Capacity & Hours
- No Lifeguard on Duty
- Children under 14 not allowed without an adult
- Shallow Water Diving Warnings
- Chemical Storage
- NFPA
- No swimming allowed after dark
- Pool Rules
- 911 Emergency
- Shower Before Entering Pool
- No Running
- Depth Markers
- First Aid/CPR
- Other signs as needed or required

Insurance

The Provider will be required to acquire and maintain Workers' Compensation, Employer Liability, Commercial General Liability, and owned and non-owned and hired automobile liability insurance coverage relating the Provider's use of the Premises. The insurance company/ies will need to be approved by the City. The Provider would need to provide the City with 30 days notice if any changes, cancellation, or non-renewals. The Provider will be required to disclose any self-insured retentions or deductibles. The minimum amounts of coverage corresponding to these categories of insurance per insurable event shall be as follows:

Insurance Category	Minimum Limits
Workers' Compensation	Statutory Minimum - include endorsement waiving the insurer's right of subrogation against the City, its officers, officials, employees and volunteers.
Employer's Liability	\$1,000,000 per accident for bodily injury or disease – include endorsement adding the City, its officers, officials, employees and volunteers as additional insured for both ongoing operations as well as products and completed operations; include endorsement to provide primary insurance and waive any rights of contribution from the City's coverage.
Commercial General Liability	\$3,000,000 per occurrence for bodily injury, personal injury and premises damages. Must include all areas in

	Insurance Service Office (ISO) Form No. CG 00 01 (including Products and Completed Operations if food is served or for repairs done by the tenant, Contractual Liability, Broad form property damage, Participants and spectators coverage, and Personal and Advertising injury liability)
Automobile Liability	\$1,000,000

Operating Costs

The Provider will assume sole financial responsibility for the operation, maintenance, replacement, repairs and all other expenses of the Premises and shall operate and maintain the Premises at no cost to City.

The Provider will be expected to pay the following to the City within fifteen (15) days of receipt of written invoice submitted to Provider by City:

- The full cost of the separately metered utilities for the Premises including electrical, gas, and water as well as the cost of the utilities for the Locker Rooms and the portion of the building and/or Premises occupied by Provider (if not separately metered) prorated according to Provider's usage (proration to be determined by mutual agreement, or if the parties cannot agree by a neutral third party arbitrator selected by the parties). (These items totaled approximately \$118,000 for 2009-10).

Other costs to the Provider will include:

- The Provider shall be responsible for maintenance of pool chemicals and equipment, janitorial services, building and equipment maintenance, and grounds maintenance. The Provider shall have the right to obtain competitive bids from qualified pool maintenance contractors or to conduct these services in house in order to maintain and service pool chemicals and equipment to the same standards as performed by the City or per manufacturer or industry guidelines.
- The actual costs of the direct City staff time to provide contract oversight, inspection and administration from the Finance, Community Services and Public Works Departments.
- The Provider will be solely responsible for any structural repairs, damages, replacements, or other repairs for the first \$10,000 of the cost of each repair and the City shall be responsible for the cost in excess of \$10,000 per repair. For repairs or damages greater than \$10,000, the City reserves the right to perform any and all repairs to and replacement of the Premises. The Provider is responsible for reimbursing the City for the cost of repairs and replacement due to misuse, poor maintenance and/or damage caused by Provider, Provider's employees, agents and service users. Prior to making any repairs in excess of \$1,000 the Provider shall submit to the City the equipment and specification for the proposed repair

in order for the City to verify that the equipment is equal to or greater than what presently exists.

- The cost and fees associated with any alterations and/or improvements to the facility shall be the responsibility of the Provider and shall be reviewed and considered for approval by the City prior to construction. Any alteration or improvement by the Provider shall become the property of the City.
- The full cost for the City's required annual external audit of the operations of the aquatic program and facility (approximately \$3,000 in 2009-10).
- The cost of an advertisement in the tri-annual Activity Guide if applicable.
- Quarterly safety inspection (see below)

Rental Fee/Lease

The Provider will pay a rental fee for the usage of the Premises. In your response, please provide proposals for all three of the following lease agreements (although the Belle Haven operations are optional, preference will be given to a proposal that includes programming at Belle Haven Pool):

A: Provide monthly lease payment for the Burgess Aquatics Center

B: Provide a monthly lease payment for the Burgess Aquatics Center and operate seasonal pool operations at Belle Haven Pool

C: Provide a monthly lease payment for the Burgess Aquatics Center and maintain annual pool operations at Belle Haven Pool

Inspections & Audits

The City reserves the right to conduct periodic and regular site inspections and operational audits.

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

generally accepted maintenance procedures relating to pool chemistry, pool equipment, and safety practices.

- **Operations** - An annual audit will be conducted by an external expert and industry professional approved by the City and paid for by the Provider. The operations audit should include but may not be limited to:
 - Staff Skills Assessment
 - Staff Selection and Training procedures
 - Policies & Procedures Review
 - Site Inspection
 - Code Compliance and Record Keeping Practices
 - Adherence to Aquatic Safety Standards

In the event deficiencies are identified in the audit, the Provider will be required to make corrections in a timely manner, to be determined at the time of the findings, based on severity of the hazard and other factors.

Terms & Conditions of Lease

The Provider will enter into a lease agreement with the City if awarded the contract. The agreement will have the required terms and conditions, including the items above, in addition to the following clauses:

- Termination
- Indemnification
- Proprietary and Confidential Information
- Contractual Relationship
- Assignment and Subcontracting
- Breach of Agreement
- Disputes
- Licenses
- Taxes
- Noise
- Facility Improvements
- Abandonment

Limits to Neighborhood Impacts

In order to minimize impacts of major events on residents of the surrounding neighborhood, the Provider will notify the City on a quarterly basis of all swimming meets or other large group events involving 50 or more participants above normal operations to allow the City opportunities to notify the neighborhood in advance of such events.

All conditions of the existing Use Permit for the Burgess Pool will be followed, including restrictions on 24-hour events to two per year.

In addition, the City reserves the right to limit the number of other major events at the Burgess site that may conflict with other City planned events at the Civic Center Campus.

Augmentations to Scope

The above scope of services specifies the City's minimum requirements for meeting or exceeding the level of service at the Burgess Pool. The Provider is encouraged to propose service enhancements, best practices and creative approaches that would result in the highest quality and most cost-effective program. These value-added suggestions will be considered when evaluating proposals.

SUBMITTAL REQUIREMENTS

All proposals shall address the following items in the order and with the numbering listed below.

A. Cover Letter/Application

Provide a cover letter/application including the name, title, address, and telephone number of the lead contact on this proposal and the signature of the person or persons authorized to represent the proposer. State your acceptance of the certifications listed in Section D below.

B. Table of Contents

Please provide a table of contents.

C. Qualifications and Background of Provider

1. State your headquarters address and legal (corporate) status.
2. Describe your organization's history/background, mission and the services you provide. Provide information on the location of other facilities or businesses, and a description of the services provided. Highlight any operations that are similar in size and nature to the programs covered through this RFP.
3. Provide an organization chart for your agency/company.
4. Describe your experience, affiliation, and memberships with any Aquatics or related organizations (i.e. American Red Cross)
5. List the companies, cities or other entities, if any, with which you currently have contractual or lease arrangements to provide aquatics services. Describe your approach and success in managing relationships with these client entities. Provide information regarding all contracts or agreements that have been cancelled, terminated or not renewed within the last five years including entity name, contact person name, title, address and telephone number.
6. Provide three customer references, including participant name, address and telephone number.
7. Describe your understanding of Menlo Park and its aquatics needs.

D. Programs, Services, and Schedule

1. Explain your approach to Aquatics and your program philosophy and goals.
2. Describe your service offerings for each age group and range of skills and abilities at the Aquatics Center.
3. Provide sample daily programs and schedules for each pool during different seasons.
4. State your proposed hours of operation.
5. Describe your approach to providing aquatic programs for participants with special needs and/or requiring ADA accommodation.
6. Explain your operating policies and procedures for the Aquatics Center.
7. Provide or describe how you would be implementing the required safety program & training documentation.

8. Describe your approach to handling community access and outside organization rental requests.
9. Describe your approach for handling scheduling conflicts or multiple requests.

E. Staffing and Management

1. Provide your proposed organizational structure for the site.
2. List the titles, responsibilities, qualifications and certifications for all staff positions.
3. Provide your proposed staffing ratios for various programs and pool safety.
4. Explain your approach to employee recruitment, screening, performance evaluation and retention. Describe any staffing problems you have had and how you have addressed them.
5. Describe your staff training program.
6. Provide a sample staff handbook(s).
7. Provide the names, titles, experience and qualifications of the staff that will be involved in aquatic center oversight at the agency/company/executive level.
8. Describe your systems of facility oversight and program management.
9. Identify any subcontractors that would be needed to perform the required services in the proposal and describe their role.

F. Quality Assurance, Risk Management and Insurance

1. Summarize your agency's history with aquatics risk management.
2. Explain the tools/processes used by your agency for quality assessment.
3. Describe your approach to risk management at the site. Describe procedures for assessment, planning, control, evaluation, responding to and correcting identified risks.
4. Explain your agency's ability to understand and meet the sufficient Standard of Care for operating a public pool.
5. Describe your procedures for protecting public and employee health and meeting standards consistent with city, county, state, and federal regulations.
6. Summarize your emergency preparedness action plan.
7. Note and explain any litigation against your agency or its staff in the past ten years, including any pending litigation, related to the operation of Aquatics facilities or programs.
8. Refer to the City's requirements for insurance coverage and confirm your ability to provide such coverage.

G. Public Communication, Marketing, and Registration

1. Describe how you maintain communication between participants and your organization.
2. Describe marketing and other techniques to obtain and maintain registration.
3. Describe policies and procedures for registration, refunds, and customer complaints.
4. Explain your methods for assessing and maintaining customer satisfaction.
5. Give a brief overview of your crisis media management plan.

H. Fees

1. List estimated proposed fee schedule for all programs
2. State your approach to fee increases. Provide the average percentage fee increase you have implemented each year for the past five years.
3. Describe your ability to compare and maintain comparable fees of similar aquatic programs.
4. The City desires, but does not require, that the Provider provide services to individuals or families who cannot afford the market rate fees. Describe if and how your agency will be able to serve these individuals with financial need.

I. Financial Information

1. Submit complete audited financial statements for the two previous years (if available), preferably prepared by a Certified Public Accountant. Include a balance sheet, income statement and complete Notes to the Financial Statements. In addition, include an unaudited statement for the current year as of June 30, 2010.
2. Provide a proposed annual budget for the Aquatic Center revenues and expenses, including the categories below. Provide a budget narrative with all relevant assumptions, including the notes requested below. Please provide three set of budget based on the Rental/Lease Options A, B, and C.

Revenues

- Fees (specified by program areas)
- Other Revenue (vending, merchandizing, etc)
- Grants and fund raising
- Private funding

Expenses

- Salaries (Number of staff FTEs by position, staffing ratios and costs based on number of participants)
 - Direct Operating Costs, including
 - Utilities
 - Pool chemical and supplies
 - Pool equipment and maintenance
 - Liability insurance
 - Facility, grounds and equipment maintenance
 - Custodial services
 - Any other operating costs
 - Any other costs
 - Charges to be paid to the City of Menlo Park based on above criteria, if any
 - Rental Option to be paid to the City of Menlo Park
3. The budget shall be based on the proposed enrollment and participation in programs. Please state the assumptions or estimate of participation per area.

Current program enrollments are included in Exhibit E for reference in calculating revenues and expenses.

J. Transition between Providers

1. The City desires that the transition to the provider, if it is to occur, takes place in May 2011. State the soonest feasible date you could begin operation of the facility. Note any challenges associated with this start date and how you might address them.
2. Based on this start date, provide a plan, including activities and timelines, for transitioning the aquatic center from one provider to another, both at the beginning of the lease or contract and at the end. Include a timetable for obtaining required licensing, certifications, hiring staff, maintaining operations, communication with the public and moving equipment and supplies into the new site.
3. Explain how the continuity of service will be maintained and how disruption to the public will be minimized. The City would consider a shared or staggered transition between the existing provider and a new provider if needed.

K. Assistance from City

Specify what, if any, assistance from the City you would find helpful or necessary for the successful operation of the programs.

L. Augmentations to the Scope of Service

Summarize any service enhancements, best practices and creative approaches included in your proposal that exceed the minimum requirements specified in the Scope of Services.

M. Additional Information

Provide other essential information that may assist in the evaluation of this proposal.

REQUEST FOR PROPOSAL INSTRUCTIONS

Submittal of Proposals

All proposals must be submitted according to the specifications in the section above. Failure to adhere to these specifications may be cause for rejection of the proposal. Proposals shall be submitted to:

**Katrina Whiteaker
Recreation Services Manager
Community Services Department
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025**

NOTE: Proposals must be delivered no later than 4:00 p.m., Friday, October 15, 2010. All proposals received after that time will not be considered. No faxed or emailed proposals will be accepted.

The proposer shall submit one original and 10 copies of its proposal.

RFP Timeline

RFP issued	August 30, 2010
Pre-proposal conference and tour	September 15, 2010
Deadline for questions, clarifications	September 30, 2010
Deadline for receipt of proposals	October 15, 2010
Potential interviews	October 25-29, 2010
Presentation of process results to City Council	December 14, 2010

Addenda/Clarifications

Should discrepancies or omissions be found in this RFP or should there be a need to clarify this RFP, questions or comments regarding this RFP must be put in writing and received by the City no later than 4:00 p.m. on Monday, September 30, 2010.

Correspondence shall be addressed to Katrina Whiteaker, Recreation Services Manager, City of Menlo Park, 701 Laurel Street, Menlo Park, CA 94025 or emailed to kmwhiteaker@menlopark.org. Responses from the City will be communicated in writing to all recipients of this RFP. All addenda shall become part of this RFP. The City shall not be responsible for nor be bound by any oral instructions, interpretations or explanations issued by the City.

Certification of Proposal Documents

The cover letter/application included in the proposal submission shall include a certification by the proposer that they:

1. Have carefully read and fully understand the information in the RFP.

2. Have the capability to successfully undertake the scope of work herein and complete the responsibilities and obligations of the proposal being submitted.
3. Represent that the information contained in the proposal is true and correct.
4. Did not, in any way, collude, conspire or agree, directly or indirectly, with any person, firm, corporation, review committee member, City employee or other proposer in regard to the amount, terms or conditions of this proposal.
5. Acknowledge that the City has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by the proposer

Modification

Once submitted, proposals cannot be altered without the prior written consent of the City.

Rights of the City of Menlo Park

This RFP does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. The City reserves the right to:

1. Make the selection based on its sole discretion
2. Reject any and all proposals
3. Issue subsequent Requests for Proposals
4. Remedy technical errors in the RFP process
5. Negotiate with any, all or none of the proposers
6. Waive informalities and irregularities in the proposals that the City considers to be non-substantive
7. Enter into an agreement with another proposer in the event the originally selected proposer defaults or fails to execute an agreement with the City

Review and Selection Process

The City will establish a Review Committee comprised of City Parks and Recreation commission members, the City staff, current Burgess Aquatic Center users, and external Aquatic experts/professionals who are not submitting or collaborating on proposals. The committee will review proposals based on selection criteria (Exhibit D), recommend providers to be interviewed, participate in the interviews and recommend finalists for consideration by the City. Staff will present the results of the process to the City Council, at which point Council may or may not direct staff to pursue negotiations with a selected proposer.

Public Nature of Proposal Material

Responses to this RFP become the exclusive property of the City of Menlo Park. Submitted proposals will be regarded as public documents once they have been provided to the Review Committee for its consideration. Proposers are asked to clearly mark any and all information that they consider to be confidential, trade secrets or proprietary and therefore request be excluded from any distribution to the Review Committee or the general public. The City Attorney will review such requests and determine whether the materials can be kept confidential and limited to staff review. If the City Attorney determines that certain information cannot be kept confidential, it will

notify the proposer giving it the option to waive the confidentiality request, seek a court order to withhold the information or withdraw its proposal. Any proposal which contains language purporting to render all or significant portions of the proposal "Confidential," "Trade Secrets," or "Proprietary" shall be regarded as non-responsive and therefore the proposal shall not be considered.

Disqualification

Factors such as but not limited to any of the following may be considered just cause to disqualify a proposal without further consideration:

1. Evidence of collusion, directly or indirectly, among proposers in regard to the amount, terms or conditions of this proposal
2. Any attempt to improperly influence any member of the review committee
3. Evidence of incorrect information submitted as part of the proposal
4. Evidence of a proposer's inability to successfully complete the responsibilities and obligations of the proposal
5. Outstanding litigation that could impinge on the proposer's ability to complete the responsibilities and obligations of the proposal

Questions

Please direct any questions regarding this RFP to Katrina Whiteaker, Recreation Services Manager, at 650-330-2208 or email kmwhiteaker@menlopark.org.

EXHIBIT B – Belle Haven Pool Site Map

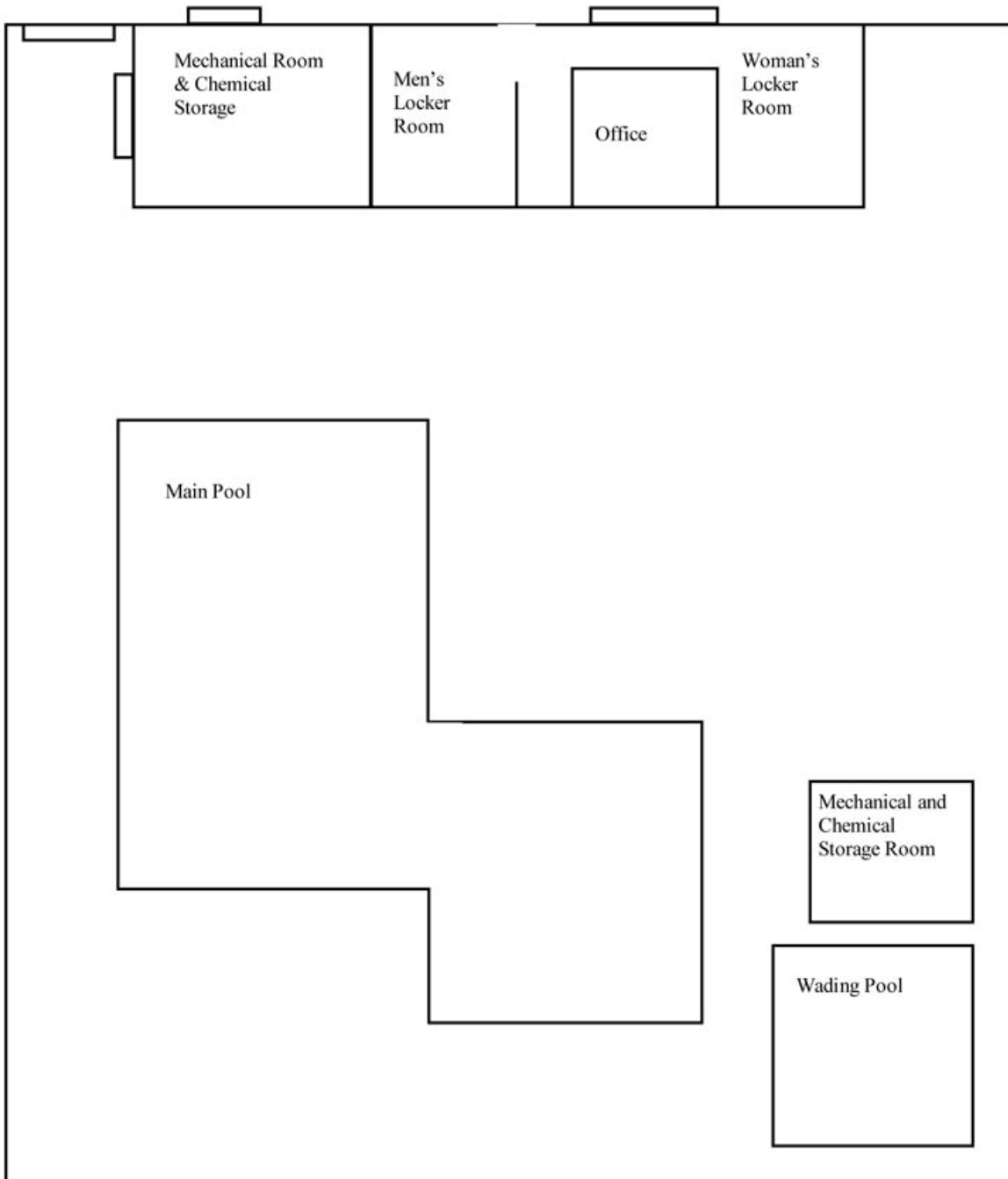


EXHIBIT C – Belle Haven Pool Scope of Services

The Provider shall provide a minimum Scope of Services for the Belle Haven Pool in addition to all of the general minimum requirements listed in the Burgess Pool Scope of Services (listed above).

Hours of Operations

The Belle Haven Pool shall be open for public use a minimum of 9 am to 7 pm during the summer season.

Days of Operations

The Belle Haven Pool shall be open to the public for a minimum of 10 weeks during the summer season in June, July, and August. The pool shall be open for a minimum of six (6) days a week, Monday through Saturday.

Aquatic Programming

The Provider shall provide the minimum services of Swim Lessons, Recreation/Open Swim, and Lap Swim. Recreation Swim and Lap Swim shall be available to the public every day. Swim Lessons shall be available a minimum of 5 days per week. Recreation Swim should be no less than 3.5 hours per day using the entire pool area between the hours of 1pm and 5 pm.

Community Access & Scheduling

The Provider shall provide reasonable public access and community use of the Premises which shall be reasonably determined by City and Provider. Provider will not reduce the public access and community use without prior approval of City. The Belle Haven Pool shall remain a valuable and accessible community resource for the Menlo Park Belle Haven neighborhood.

Year Round Operations

If the Provider chooses to extend operations beyond the minimum days of operation, the following minimum services shall be provided to the community at the subsidized fee schedule:

- If the Belle Haven Pool is being utilized at least 1 day per week, Saturday Recreation/Open Swim shall be provided for a minimum of 3.5 hours.
- If swim lessons are being offered year round, 25% of the spots in each lesson shall be reserved at subsidized rates for Menlo Park residents demonstrating financial need.

All other year round operations and programs shall require proposed quarterly schedules be submitted and approved by the City.

Program Fees

The Belle Haven Pool fees for the 25% of subsidized slots reserved for Menlo Park residents shall not exceed the approved subsidized rate (below) and shall not increase without prior City approval.

Lap Swim - \$4 per visit (Adults), \$2 per visit (Seniors/Students)

Swim Lessons - \$6 per hour

Recreation/Open Swim - \$1 per visit (Youth 12 & under), \$2 per visit (Ages 12 & Up)

Community Rentals (between June 1 – August 31)

Number in Attendance	Residents, Schools, Non-Profits
First Hour	
0-40	\$65
41-99	\$80
100-149	\$95
150-200	\$110
Each Additional Hour	
0-40	\$35
41-99	\$50
100-149	\$65
150-200	\$80

EXHIBIT D – SELECTION CRITERIA

The Provider will be rated on the following criteria based on a 4 point scale:

0 = No information provided

1 = Meets some but not all requirements or incomplete information provided

2 = Meets all minimum requirements, no direct experience

3 = Meets all minimum requirements, demonstrated direct experience

4 = Exceeds minimum requirements and demonstrated direct experience

<i>Selection Criteria</i>	<i>Score</i>
A) Qualifications and Background of Provider	_____
B) Programs, Services, and Schedule	_____
C) Staffing and Management	_____
D) Quality Assurance, Risk Management and Insurance	_____
E) Public Communication, Marketing, and Registration	_____
F) Fees	_____
G) Financial Information	_____
H) Lease Agreement Options A	_____
I) Lease Agreement Options B	_____
J) Lease Agreement Options C	_____
K) Transition Plan	_____
L) Augmentations to Scope of Service	_____
M) Additional Information	_____
<i>TOTAL</i>	_____

EXHIBIT E – PARTICIPATION FIGURES

The following are estimated participation figures for both the Burgess and Belle Haven Pools for Fiscal Year 2009-2010.

Burgess Pool (Menlo Swim & Sport Contractor)

Activity Name	Participants
Aqua Fit Exercise Classes	40 weekly (200+ drop in)
Summer Camp	600
Junior Tri	80
Lap Swim Drop-in	30,000*
Lap Swim (Monthly, Annual, Quarterly)	300
Open Swim Drop-in	30,000*
Masters	300
Adult Tri Team	70
Mavericks Swim Team (Throughout Year)	100
Mavericks Swim Team (Summer)	200
Swim Lessons	4000
Water Polo	25
Rentals (SOLO, Kayak, Scuba)	100

* Drop-in activities are measured by each occurrence.

Belle Haven Pool

Activity Name	Participants
Lap Swim	300*
Swim Lessons	120
Rec Swim	5000*
Private Lessons	135

* Drop-in activities are measured by each occurrence.



SPECIAL MEETING MINUTES

Date: 8/4/2022
Time: 3:00 p.m.
Location: Zoom

Closed Session

A. Call To Order

Mayor Nash called the meeting to order at 3:02 p.m.

B. Roll Call

Present: Combs, Mueller, Nash, Taylor
Absent: Wolosin
Staff: City Manager Justin Murphy, City Attorney Nira F. Doherty, City Clerk Judi A. Herren

C. Closed Session

C1. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9:
One potential case

No reportable actions.

D. Adjournment

Mayor Nash adjourned the meeting at 4:37 p.m.

Judi A. Herren, Assistant to the City Manager/City Clerk



REGULAR MEETING MINUTES – DRAFT

Date: 8/9/2022
Time: 6:00 p.m.
Location: Zoom

Regular Session

A. Call To Order

Mayor Nash called the meeting to order at 6:01 p.m.

B. Roll Call

Present: Combs, Mueller, Nash, Taylor, Wolosin
Absent: None
Staff: City Manager Justin Murphy, City Attorney Nira F. Doherty, Assistant to the City Manager/City Clerk Judi A. Herren

C. Agenda Review

None.

D. Report from Closed Session

No reportable actions.

E. Public Comment

- Chief Executive Officer of Warm Water Wellness Inc. Lindsay Raike requested the City Council adopt a resolution and provided an update on steps taken to reopen the Mack E. Mickelson therapeutic pool.

F. Consent Calendar

- F1. Adopt a resolution to continue conducting the City’s Council and advisory body meetings remotely due to health and safety concerns for the public and to authorize the use of hybrid meetings (Staff Report #22-153-CC)
- F2. Receive and file the investment portfolio as of June 30, 2022 (Staff Report #22-150-CC)
- F3. Adopt a resolution authorizing the public works director to execute any and all agreements and forms required by the Bureau of Reclamation following the notice of award, if awarded a grant, for the smart irrigation infrastructure project (Staff Report #22-154-CC)

ACTION: Motion and second (Combs/ Mueller), to approve the consent calendar, passed unanimously.

G. Regular Business

- G1. Waive the first reading and introduce an ordinance adding Chapter 8.70 creating a process for obtaining film permits (Staff Report #22-151-CC) (Updated Ordinance)

Assistant to the City Manager/City Clerk Judi A. Herren made the presentation (Attachment).

- Adina Levin spoke about community organizations filming needs and in support of the addition of the expressive activity exemption.

The City Council received clarification on film permit exemptions and special event and film permit triggers.

ACTION: Motion and second (Wolosin/ Taylor), to waive the first reading and introduce an ordinance adding Chapter 8.70 creating a process for obtaining film permits, passed unanimously.

G2. Direction on draft ordinance for preserving park land (Staff Report #22-156-CC) (Updated Ordinance)

Assistant to the City Manager/City Clerk Judi A. Herren made the presentation (Attachment).

- Adina Levin spoke in support of protecting parklands and the exclusion of Burgess civic center buildings.
- Brian Kissel requested clarification on the rezoning of Seminary Oaks and Sharon Hills and General Plan amendment language.

The City Council received clarification on the rezoning of Seminary Oaks Park and Sharon Hills Park, the General Plan amendment to re-designate the parks, Public Facilities (PF) District and their municipal uses, impacts to structures on parklands, the November 8, 2022 zoning initiative ballot measure implications to the ordinance and zoning/rezoning, conversion of recreational spaces and PF District, and conversion of municipal use to other municipal uses.

The City Council requested clarification on land controlled but not owned by the City

The City Council discussed the Burgess campus buildings future improvement protections, protecting parklands from future or potential PF District building expansions, future City Council actions to overturn an ordinance, and closing the loophole related to sports fields.

ACTION: Motion and second (Mueller/ Wolosin), to accept the ordinance as proposed and amended this evening, add a buffer zone for future PF District, update the General Plan designation for Seminary Oaks and Sharon Hills as parks and recreation land use, include all City owned buildings on City parks as an attachment to the ordinance, close any loopholes related to sports fields, and include an option to add housing to currently City owned structures, passed 3-2 (Combs and Taylor dissenting).

G3. Consider adopting a resolution to remove Willow-Gilbert and Willow-Coleman Improvements from Menlo Uptown public improvement agreement and provide direction on alternative improvements (Staff Report #22-155-CC)

Assistant Public Works Director Hugh Louch made the presentation (Attachment).

- Joseph Afong spoke in support of the removal of Willow Road-Gilbert Avenue and Willow Road-Coleman Avenue improvements.
- Greystar representative Matt Udouj spoke on Greystar's willingness to make a financial contribution to signal improvements at the two intersections.

The City Council received clarification on the costs of protected-permissive left turns, crosswalk improvements at unmarked crossings, Marsh Road and Highway 101 exits need for safety measures, and traffic delays from Chilco Street to Bayfront Expressway.

The City Council discussed exploring a protected left-hand turns at Willow Road and Gilbert Avenue and Willow Road and Coleman Avenue and Greystar's offer to contribute to the project.

ACTION: Motion and second (Wolosin/ Combs), to adopt a resolution to remove improvements at Willow Road and Gilbert Avenue and at Willow Road and Coleman Avenue from the Menlo Uptown public improvement agreement and explore protected-permissive left hand turns at Willow Road and Gilbert Avenue and Willow Road and Coleman Avenue, passed unanimously.

H. Informational Items

H1. City Council agenda topics: August 9 – September 13, 2022 (Staff Report #22-152-CC)

I. City Manager's Report

City Manager Justin Murphy reported out the bid deadline extension for the USGS site at 345 Middlefield Road, the August 12 City Council election nomination deadline, Belle Haven School sport field hours' update, Sharon Road sidewalks project completion, Chrysler Pump Station bid advertisement, and Bedwell Bayfront Park Leachate monitoring system bid advertisement.

J. City Councilmember Reports

J1. Confirm voting delegate for the League of California Cities annual conference (Attachment)

ACTION: By acclamation, the City Council selected City Councilmember Taylor as the voting delegate.

City Councilmember Mueller reported out on an item that will be requested of the City Council at a future meeting related to a marquee or signage alerting people of activities around town.

City Councilmember Combs reported out on a survey sent to residents related to their impression of city councilmembers and the unknown source or sponsorship.

K. Adjournment

Mayor Nash adjourned the meeting at 8:21 p.m.

Assistant to the City Manager/City Clerk Judi A. Herren



STAFF REPORT

City Council

Meeting Date:

8/23/2022

Staff Report Number:

22-158-CC

Consent Calendar:

Adopt a resolution to continue conducting the City's Council and advisory body meetings remotely due to health and safety concerns for the public and to authorize the use of hybrid meetings

Recommendation

Staff recommends that the City Council adopt a resolution (Attachment A) to continue conducting the City's Council and advisory body meetings remotely due to health and safety concerns for the public and to authorize the use of hybrid meetings.

Policy Issues

Assembly Bill 361 (AB 361) was signed into law September 16, 2021 allowing cities to continue holding virtual meetings during any emergency proclaimed by the governor. AB 361 sunsets January 1, 2024. The City Council would need to declare every 30 days that the City's legislative bodies must continue to meet remotely in order to ensure the health and safety of the public.

Background

The California Legislature approved AB 361, which was signed by the governor September 16, 2021 for signature. The bill allows local legislative bodies to continue to meet remotely through January 1, 2024. A local agency will be allowed to continue to meet remotely when:

- The local agency holds a meeting during a declared state of emergency
- State or local health officials have imposed or recommended measures to promote social distancing
- Legislative bodies declare the need to meet remotely due to present imminent risks to the health or safety of attendees

The City meets the requirements to continue holding meetings remotely in order to ensure the health and safety of the public:

- The City is still under a local state of emergency
- County Health urges that all individuals in public spaces maintain social distancing and wear masks

Analysis

The City is still under a local state of emergency and the emergency findings required under AB 361 are still in effect. San Mateo County is still in the High/Red COVID-19 Community Level category and the Centers for Disease Control and Prevention (CDC) recommends the use of masks indoors in public. The resolution authorizes the use of hybrid meetings, whereby City Councilmembers and staff may choose to attend either remotely or in person.

Although the City has returned to in-person meetings, due to the prevalence of BA strains of the SARS-CoV-2 virus overtaking other variants in San Mateo County, the City Council finds that reducing the number of persons present in City Council chambers is necessary to reduce imminent health risks associated with large groups and/or members of varying households gathering indoors.

Impact on City Resources

There is no 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 is an organizational structure change that 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. Resolution

Report prepared by:

Judi A. Herren, Assistant to the City Manager/City Clerk

RESOLUTION NO. XXXX**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK AND ON BEHALF OF COMMISSIONS AND COMMITTEES CREATED BY THE CITY COUNCIL PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54952(b) AUTHORIZING TELECONFERENCE MEETINGS IN COMPLIANCE WITH AB 361 (GOVERNMENT CODE SECTION 54953(e)) TO CONTINUE TO ALLOW MEMBERS OF THE PUBLIC TO SAFELY PARTICIPATE IN LOCAL GOVERNMENT MEETINGS**

WHEREAS, the City Council is committed to ensuring public access to observe and participate in local government meetings; and

WHEREAS, all meetings of the City Council and other legislative bodies created pursuant to Government Code Section 54952(b) are open and public, as required by the Ralph M. Brown Act, so that any member of the public may participate in local government meetings; and

WHEREAS, the AB 361, codified at Government Code section 54953(e), makes provisions for remote teleconferencing participation in local government meetings, without compliance with the requirements of 54953(b)(3), during a Governor-proclaimed state of emergency and if the local legislative body determines, by majority vote, that as a result of the emergency, meeting solely in person would present imminent risks to the health or safety of attendees; and

WHEREAS, on March 4, 2020, Governor Newsom proclaimed a State of Emergency due to the outbreak of respiratory illness due to a novel coronavirus (now known as COVID-19) and that State of Emergency is still in effect in the State of California; and

WHEREAS, on March 11, 2020 the City Council proclaimed the existence of a local state of emergency within the City, pursuant to Section 8625 of the California Emergency Services Act in response to the COVID-19 pandemic; and

WHEREAS, COVID-19 continues to threaten the health and lives of City residents; and

WHEREAS, the SARS-CoV-2 Delta and Omicron Variants are highly transmissible in indoor settings; and

WHEREAS, the Omicron subvariants of the SARS-CoV-2 virus is overtaking other variants in San Mateo County; and

WHEREAS, according to data from the County's Health Administrator and County website, the County is averaging approximately 27 new cases per 100,000 of COVID-19 per day; and

WHEREAS, although the City has returned to in-person meetings, due to the prevalence of BA strains of the SARS-CoV-2 virus overtaking other variants in San Mateo County, the City Council finds that reducing the number of persons present in City Council chambers is necessary to reduce imminent health risks associated with large groups and/or members of varying households gathering indoors; and

WHEREAS, the State of California and the City of Menlo Park continue to follow safety measures in response to COVID-19 as ordered or recommended by the Centers for Disease Control and Prevention (CDC), California Department of Public Health (DPH), and/or County of

San Mateo, as applicable, including facial coverings when required; and based upon that guidance, in-person attendance indoors at public meetings continues to present a health risk for certain segments of the population, necessitating the need to reduce the number of in-person meeting attendees; and

WHEREAS, the City Council, acting as a legislative body pursuant to Government Code section 54952(a) and for the benefit of the commissions, committees and other bodies that were created by the City Council pursuant to Government Code section 54952(b) (collectively referred to as “Legislative Bodies”), finds that the current conditions meet the circumstances set forth in Government Code section 54953(e)(3) to allow Legislative Bodies to continue to use teleconferencing to hold open and public meetings if the Legislative Bodies comply with the requirements set forth in Government Code section 54953(e)(2) to ensure the public can safely participate in and observe local government meetings.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Menlo Park that the City Council does hereby:

1. Find that current conditions authorize teleconference public meetings of Legislative Bodies. Based on the California Governor’s continued declaration of a State of Emergency and current conditions, the City Council finds that meeting in person, without the option for certain populations and persons to participate remotely, would present imminent risks to the health or safety of attendees. The City Council does therefore find that Legislative Bodies and members of Legislative Bodies of the City may elect to use teleconferencing to hold public meetings in accordance with Government Code section 54953(e)(2) to ensure members of the public have continued access to safely observe and participate in local government meetings.
2. Authorize Legislative Bodies to conduct teleconference meetings. The Legislative Bodies are hereby authorized to take all actions necessary to carry out the intent and purpose of this Resolution, including conducting open and public meetings in accordance with Government Code section 54953(e)(2) and other applicable provisions of the Brown Act.
3. Authorize Legislative Bodies to conduct hybrid meetings. The Legislative Bodies are hereby further authorized to conduct meetings in a “hybrid” format, where both members of the Body may elect to be present in person, utilizing appropriate distancing and masking practices, or participate by teleconferencing technology. Such meetings of the Legislative Bodies that occur using teleconferencing technology will provide an opportunity for any and all members of the public who wish to address Legislative Bodies and will otherwise occur in a manner that protects the statutory and constitutional rights of parties and the members of the public attending the meeting via teleconferencing.

//

//

//

//

//

//

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the twenty-third day of August, 2022, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this ___ day of August, 2022.

Judi A. Herren, City Clerk



STAFF REPORT

City Council

Meeting Date:

8/23/2022

Staff Report Number:

22-157-CC

Consent Calendar:

Waive the second reading and adopt ordinances 1) amending Title 8, Peace, Safety and Morals, of the Municipal Code to create a comprehensive permitting system for public assemblies and use of City parks and facilities and 2) adding Chapter 8.70 creating a process for obtaining film permits

Recommendation

Staff recommends the City Council waive the second reading and adopt ordinances 1) amending Title 8, Peace, Safety and Morals, of the Menlo Park Municipal Code (MPMC) to create a comprehensive permitting system for public assemblies and use of City parks and facilities and 2) adding Chapter 8.70 creating a process for obtaining film permits.

Policy Issues

The United States Constitution and California Constitution guarantee the right of the people to peaceably assemble and speak or protest in public places.

In enacting the Motion Picture, Television, and Commercial Industries Act of 1984, the Legislature encourages local government to develop uniform procedures for issuing permits and to charge fees for the use of public property or employee services, which do not exceed the reasonable costs of providing the property or services for which the fees are charged (Government Code § 14998.10.)

Background

To ensure that the First Amendment rights of assembly and speech are properly protected within the City, the city attorney's office has worked with City Staff to amend the permitting requirements for special events and events in City parks. The proposed ordinance includes amendments to Chapter 8.06, regarding noise limitations, Chapter 8.28 regarding exclusive use of City parks, and adds a new Chapter 8.60, establishing a comprehensive permitting scheme for special events, exempting certain constitutionally protected "expressive activity."

Staff has drafted a Film Permitting Ordinance, relying in part on the template for such ordinances created by the California Film Commission (CFC), to ensure that the film permitting process:

- Allows for mitigation of concerns from neighboring residents and businesses affected by filming on public property; and
- Eliminates practices that have in the past that created impediments to filming; and
- Cost recovery

On July 12, the City Council voted to waive the reading and introduce an ordinance amending Title 8, Peace, Safety and Morals, of the MPMC to create a comprehensive permitting system for public assemblies, events, and use of City parks and facilities. On August 9, the City Council voted to waive the first reading and introduce an ordinance adding Chapter 8.70 creating a process for obtaining film permits.

Analysis

Special Events Ordinance (Attachment A)

The proposed ordinance intends to protect the Constitutional rights of the people of Menlo Park to peaceably assemble and protest in the City's public spaces through coordinating a process for managing special events to ensure the health and safety of event patrons, residents, workers and other visitors, and to prohibit illegal activities from occurring at special events consisting of expressive activities. The proposed amendments and additions to the MPMC also create a mechanism for cost recovery and use charges, to the extent authorized by law, while not unduly impacting the viability of special events. The proposed revisions to the existing permitting requirements for the City's parks and open spaces, protects the rights of people to peaceably assemble as well as protects and conserves those parks and open spaces.

The proposed amendments to Title 8 create a permitting system for special events, defined to include organized parades, processions or assemblies on public streets/rights-of-way, organized assemblies of over 150 people, or any other organized activity conducted for a common use, purpose, or benefit which will require City public services (proposed § 8.60.020(10).) The permitting provisions would not apply to constitutionally protected expressive activity on City owned, controlled, or maintained property involving less than 150 persons, activities on school grounds, spontaneous events, under certain conditions, enumerated in the proposed amendments, or filming (proposed § 8.60.030.)

The proposed ordinance defines expressive activity as "conduct, the sole or principal object of which is the expression of opinion, views, or ideas protected by the First Amendment of the U.S. Constitution," and includes, but is not limited to "public oratory and distribution of literature" (proposed § 8.60.020(4).) The proposed amendments also provide that events on private property, such as graduations or weddings, which may not be considered a "special event," must nonetheless obtain a noise permit from the director of community development if the event will exceed the noise limitations in the City's MPMC. Any permits issued for Special Events must specifically set forth applicable noise limitations if the Special Event proposes to exceed the noise limitations in the MPMC.

The proposed ordinance also includes revisions to the City's Parks and Recreation Code to ensure consistency among the City's various permitting schemes as well as compliance with Constitutional prerogatives protecting freedom of speech and assembly. Under these proposed revisions to the Parks and Recreation code, organizers of events requiring exclusive use of City park for more than 150 people, must obtain a permit from the director of library and community services or their designee. If the event requiring exclusive use of a park would be considered "expressive activity," it would instead be subject to the Special Events permitting requirements discussed above.

Film Permitting Ordinance (Attachment B)

Consistent with Government Code Sections 14999.20 through 14999.37, the City developed a process for granting film permits using the CFC's model ordinance. The Film Permitting Ordinance empowers the director of public works or their designee to receive and process applications for film permits and creates a process for the orderly issuance and enforcement of permits for filming activity taking place within the City. The following types of filming need not obtain a permit under the proposed ordinance: "small operations," defined as filming activity involving 25 or fewer people not requiring closure of city streets or any City services, not obstructing free passage, and not using pyrotechnics or non-domestic animals; filming by

news media, filming at a studio, still photography and City-produced government access films. Moreover, individuals who record an event, but who are not the event organizers need not obtain a film permit under the proposed permitting scheme. Any other filming activity, as defined, taking place on public property is subject to the permit requirement. Under the terms of the proposed ordinance, the director of public works has 28 days to review and issue or deny an application. The proposed ordinance also creates a mechanism for cost recovery and use charges to the extent authorized by law, while not unduly burdening filming activities in the City.

Government Code Section 14999.21 requires cities to submit a draft of a film permitting ordinance to the CFC at least 30 days before adoption. On July 5, 2022, City staff had submitted a draft ordinance to the CFC for review and comment. Pursuant to the requirement in Government Code Section 14999.21, the CFC's comments are advisory and must be considered by the City Council before adoption.

The CFC provided comments, attached hereto as Attachment C. City staff and the city attorney's office reviewed the CFC's comments, and in light comments from the public and City Council, staff and the city attorney's office do not recommend wholesale adoption of the CFC's proposed suggestions. The CFC recommended requiring a permit for filming activity on both private and public property, reducing the number of individuals to be considered a "small operation" from 25 people to 10 people, and reducing the 28-day application timeframe. These changes should be declined for several reasons. First, requiring permits for filming activity on private property unintentionally subjects more filming activity to City regulation than the City may wish to regulate. To the extent filming activities on private property create parking or noise issues, the MPMC and the Vehicle Code already regulate those activities. City staff opted to keep the larger 25-person definition for "small operations" to ensure that most personal filming activities, such as social media videos, need not obtain a permit. Lastly, City staff preferred to maintain the 28-day application timeframe rather than incorporate the CFC's suggestion of five to 10 business days, due to the necessity to coordinate among many different departments and meet with the applicant before to permit issuance. Since "small operations" are exempt from obtaining a film permit, the filming activities that are subject to a permit are anticipated to require this additional time for adequate coordination.

Impact on City Resources

The proposed ordinances update the MPMC allowing the police chief (or their designee) to issue Special Events permits and the library and community services director (or their designee) to issue permits for exclusive use of City parks. The proposed film ordinance delegates authority to issue film permits to the director of public works or their designee. The City will need to update the Accela (City's permitting system) infrastructure and coordinate enforcement (if needed) with the Menlo Park police department.

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 proposes an organizational structure change that 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. Special Events Ordinance
- B. Film Permitting Ordinance
- C. CFC comments

Report prepared by:
Assistant to the City Manager/City Clerk, Judi A. Herren

Report reviewed by:
Tamar Burke, Assistant City Attorney

ORDINANCE NO. XXXX

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
AMENDING SECTIONS 8.06.050 AND 8.06.060 OF CHAPTER 8.06 “NOISE,”
REPEALING SECTION 8.06.065 OF CHAPTER 8.06 “NOISE,” AMENDING
SECTION 8.06.070 “MINISTERIAL PERMITS” OF CHAPTER 8.06 “NOISE,”
ADDING A NEW CHAPTER 8.60 “SPECIAL EVENTS,” AMENDING CHAPTER
8.16 “PUBLIC ASSEMBLY,” AND REPEALING AND REPLACING CHAPTER
8.28 “PARKS AND RECREATION” OF TITLE 8 OF THE MENLO PARK
MUNICIPAL CODE**

WHEREAS, the United States Constitution and California Constitution guarantee the right of the people to peaceably assemble and speak or protest in public places; and

WHEREAS, the City of Menlo Park intends to protect these Constitutional rights of the people of Menlo Park to peaceably assemble and protest in the City’s public spaces; and

WHEREAS, the City wishes to provide a coordinated process for managing special events to ensure the health and safety of event patrons, residents, workers, and other visitors, and to prohibit illegal activities from occurring at special events consisting of expressive activities; and

WHEREAS, the City also wishes to create a mechanism for cost recovery and use charges, to the extent authorized by law, while not unduly impacting the viability of special events; and

WHEREAS, the City intends to update its existing permitting requirements for the City’s streets, sidewalks, parks and open spaces to protect the rights of the people to peaceable assemble as well as to protect and conserve those parks and open spaces.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MENLO PARK:

SECTION 1. Findings.

The above recitals are hereby declared to be true and correct findings of the City Council of the City of Menlo Park.

SECTION 2. Amendment to Section 8.06.050 – Exemptions.

Section 8.06.050 – Exemptions, is hereby amended to read as follows. New wording is shown in underline and deletions are shown in ~~strike through~~.

Section 8.06.050 Exemptions.

(e) Special Events. Any event or use for which a Special Event ~~special event~~ permit has been issued under Chapter 8.60 ~~by the city~~ that specifically sets forth applicable noise levels; ~~allows noise levels to be exceeded;~~

(g) Athletic Fields/Playgrounds/Parks/Public Tennis Courts/Public Recreation Facilities. From seven (7) a.m. to ten (10) p.m. any organized athletic events or activities occurring on athletic fields, playgrounds, parks, tennis courts or other public recreation facilities owned or operated by a school district, the city or the county; provided no amplified music

or sound system is utilized, unless a Special Events permit under Chapter 8.60 or a parks permit under Chapter 8.28 has been issued which sets forth applicable noise levels.

SECTION 3. Amendment to Section 8.06.060 – Temporary permits, Special Event Permits and Use Permits of the Menlo Park Municipal Code.

Section 8.06.060 – Temporary Permits, Special Event Permits and Use Permits, is hereby amended to read as follows. New wording is shown in underline and deletions are shown in ~~strikethrough~~.

Section 8.06.060 Temporary permits, ~~special event permits~~ and use permits.

(a) If an applicant can demonstrate that a diligent investigation of available noise abatement techniques indicates that compliance with the requirements of this Chapter would be impractical or unreasonable, the director of community development may issue a permit to allow an exclusion from the provisions contained in all or part of this chapter with appropriate conditions to minimize the public detriment caused by such exclusions. Any such permit shall be of as short duration as possible up to three (3) months, but renewable once for up to an additional three (3) month period upon showing of good cause, and shall be conditioned upon details and a schedule for compliance.

(b) The director of community development, or his/her designee, shall have authority to issue ~~special event noise~~ permits for ~~special~~ events which occur no more frequently than twice per calendar year. The nature, time and notice procedures of such permit process, including criteria for approval, shall be established by the director of community development. Any person dissatisfied with the decision of the director of community development may appeal such decision within ten (10) days of the date of such decision in accordance with Section 16.92.210. Special Events governed by Chapter 8.60 are exempt from the requirement of obtaining a noise permit to exceed noise levels in this Chapter to the extent the Special Event Permit specifically sets forth the applicable noise limitations.

(b) If an applicant can demonstrate that a diligent investigation of available noise abatement techniques indicates that compliance with the requirements of this chapter would be impractical or unreasonable, a use permit to allow an exclusion from the provisions contained in all or part of this chapter may be issued by the planning commission pursuant to the terms and provisions of Chapter 16.82, with appropriate conditions to minimize the public detriment caused by such exclusion.

SECTION 4. Repeal Section 8.06.065 – Ministerial Permits of the Menlo Park Municipal Code.

Section 8.06.065 – Ministerial Permits is hereby repealed.

SECTION 5. Amendment to Section 8.06.070 – Time for compliance of the Menlo Park Municipal Code.

Section 8.06.070 – Time for compliance, is hereby amended to read as follows. New wording is shown in underline and deletions are shown in ~~strikethrough~~.

(a) Nonresidential operations in existence prior to May 20, 1999, shall be granted a six (6) month period within which to comply with provisions of this chapter. Any facility not in compliance by the end of such six (6) month period may apply for a temporary permit, as described in Section 8.06.060(a) to be excluded from the provisions of this chapter. This section shall apply only to nonresidential facilities already in existence or for which work of improvement had commenced prior to the date this chapter went into effect. *

(b) Except as provided in subsection (a) of this section, ~~or as provided in Section 8.06.065,~~ all other operations in existence prior to the date this chapter went into effect* shall have three (3) months to comply with the provisions of this chapter or apply for a temporary permit for additional time to comply.

SECTION 6. Amendment to Chapter 8.16 – Public Assembly, of Title 8 – Peace, Safety, and Morals of the Menlo Park Municipal Code.

Chapter 8.16 – Public Assembly, is hereby amended to read as follows. New wording is shown in underline and deletions are shown in ~~strike through~~.

Whenever the free passage of any street or sidewalk is obstructed by a crowd the persons composing such crowd shall disperse or move on when directed to do so by any police officer.

This prohibition shall not apply to Special Events, governed by Chapter 8.60 of this Title.

SECTION 7. Adoption of Chapter 8.60 – Special Events, of Title 8 – Peace, Safety, and Morals, of the Menlo Park Municipal Code.

A new Chapter 8.60 – Special Events, of Title 8, Peace, Safety, and Morals, is hereby added to the Menlo Park Municipal Code to read as set forth in Exhibit A, attached hereto and incorporated herein by reference.

SECTION 8. Repeal and Replace Chapter 8.28 – Parks and Recreation, of Title 8 – Peace, Safety, and Morals of the Menlo Park Municipal Code.

Chapter 8.28 – Parks and Recreation, of Title 8 – Peace, Safety, and Morals is hereby repealed in its entirety and replaced to read as set forth in Exhibit B, attached hereto and incorporated herein by reference.

SECTION 9. Severability.

If any provision or clause of this ordinance or the application thereof to any person or circumstance is held to be unconstitutional or to be otherwise invalid by a final judgment of any court or competent jurisdiction, such invalidity shall not affect other provisions or clauses or application, and to this end, the provisions and clauses of this ordinance are declared to be severable.

SECTION 10. California Environmental Quality Act.

The City Council finds that the adoption and implementation of this Ordinance are exempt from the provisions of the California Environmental Quality Act under section 15061(b)(3) in that the City Council finds there is no possibility that the implementation of this Ordinance may have significant effects on the environment.

SECTION 11. Publication; Effective Date.

This Ordinance shall be published once, in full or in summary form, after its final passage, in a newspaper of general circulation, published, and circulated in the City of Menlo Park, and shall be in full force and effect thirty (30) days after its final passage. If published in summary form,

the summary shall also be published within fifteen (15) days after the adoption, together with the names of those City Councilmembers voting for or against same, in a newspaper of general circulation published and circulated in the City of Menlo Park, County of San Mateo, State of California.

INTRODUCED on the twelfth day of July, 2022.

PASSED AND ADOPTED as an ordinance of the City of Menlo Park at a regular meeting of said City Council on the twenty-third day of August 2022, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Betsy Nash, Mayor

ATTEST:

Judi A. Herren, City Clerk

Exhibits:

- A. Chapter 8.60 – Special Events
- B. Chapter 8.28 – Parks and Recreation

Chapter 8.60 – Special Events

Sections:

- 8.60.010 – Purpose and intent.
- 8.60.020 – Definitions.
- 8.60.030 – General provisions.
- 8.60.040 – Special Event permit application.
- 8.60.050 – Review process.
- 8.60.060 – Denial/revocation of Special Event permit.
- 8.60.070 – Applicable fees.
- 8.60.080 – Appeals.
- 8.60.090 – Interference with Expressive Activity prohibited.
- 8.60.100 – Hold harmless.
- 8.60.110 – Display of Special Event permit.
- 8.60.120 – Administrative regulations.
- 8.60.130 – Penalties.

8.60.010 – Purpose and intent.

The purpose of this Chapter is to protect the First Amendment rights of the people of Menlo Park to peaceably assemble and/or protest in the City's public places and to establish the least restrictive and reasonable time, place and manner regulation of these activities. It is further intended to provide a coordinated process for managing special events to ensure the health and safety of event patrons, residents, workers, and other visitors, to prohibit illegal activities from occurring at special events, and to create mechanisms for cost recovery and use charges, to the extent authorized by law, while not unduly impacting the viability of special events.

8.60.020 – Definitions.

The following words and phrases, whenever used in this chapter, shall be construed as defined in this Chapter:

1. "Applicant" means any person who seeks a permit under this chapter to organize Expressive Activity.
2. "Assembly" means the assembling or coming together of a number of persons for a particular purpose.
3. "City property" means all real property and improvements owner, operated or controlled by the City within the City's jurisdiction. City property includes, but is not limited to City Hall, police and fire facilities, recreational facilities, parks, libraries, and streets and sidewalks.
4. "Expressive Activity" means conduct, the sole or principal object of which is the expression of opinion, views, or ideas, protected by the First Amendment of the U.S. Constitution. Expressive activity includes, but is not limited to, public oratory and distribution of literature.
5. "Organize" means to organize, operate, manage, stage, promote, sponsor or carry on a special event.

6. "Organizer" means the person who organizes, operates, manages, stages, promotes, sponsors or carries on a special event.
7. "Permit" means a special event permit issued by the City of Menlo Park Police Chief or their designee, consistent with the provisions of this Chapter.
8. "Permittee" means any person that has been issued a permit to organize a special event in accordance with this Chapter.
9. "Person" means and includes an individual, corporation, partnership, trust, non-profit organization, association, group or other business entity or organization.
10. "Special Event" means any of the following:
 - A. Any organized formation, parade, procession, demonstration or assembly which may include persons, animals, vehicles or any combination thereof, which is to assemble or travel in unison on any public street, sidewalk or the public right-of-way owned or controlled by the City which does not comply with applicable traffic regulations, laws, or controls.
 - B. Any organized assemblage of one hundred and fifty (150) or more persons at any public place, public property, or public facility which is to gather for a common purpose under the direction or control of a person.
 - C. Any other organized activity conducted by a person for a common or collective use, purpose of benefit which shall require the use of City public services for police regulation, monitoring or control, street closure, erecting barriers, or traffic control, parking needs that will exceed the capacity of the venue, or that will interfere with normal use and operation of public right-of-ways for travel.

8.60.030 – General provisions.

1. Permit Required. Except when expressly provided pursuant to the terms of a permit, lease, or contract which has been specifically authorized by the City Council, no person shall operate any Special Event regulated by this Chapter without first obtaining a permit in accordance with the provisions of this Chapter, unless exempt as set forth below. Special Event permits must set forth the applicable noise limit if the proposed event shall exceed the noise limitations set forth in Chapter 8.06.
2. Exempt Activities:
 - A. Any Expressive Activity on City owned, controlled, or maintained property involving less than one hundred and fifty (150) persons.
 - B. Activities on school grounds, which are exempt from the requirements of this Chapter.
 - C. Spontaneous events which are occasioned by news or affairs coming into public knowledge less than forty-eight hours prior to such event may be conducted on City property without the organizers having to obtain a Special Event permit if all of the following factors are satisfied:

1. The spontaneous event does not impede vehicular traffic or violate regulations regarding pedestrian and vehicular traffic; and
2. The organizer provides the police chief or designee with at least four (4) hours of prior notice of the spontaneous event; and
3. The location where the spontaneous event it to be conducted has not been previously rented, reserved, or otherwise obligated to another use in accordance with established City policies and procedures for use and/or rental of City facilities.

Events which require a permit pursuant to other chapters of the Municipal Code, including but not limited to group activities pursuant to Chapter 8.28, shall not be considered spontaneous events; and

D. Filming, as regulated by Chapter 8.70.

8.60.040 – Special Event permit application.

1. To receive a Special Events permit, an Applicant must complete and file an application with the police chief or designee on a form approved by the city manager. The Applicant must provide the following information:
 - A. A description of the proposed use, event, or activity; and
 - B. The street or other public property and the specific area or areas thereof which will be utilized in connection with the proposed Special Event, including a description of noise generating equipment, such as Sound-amplifying equipment as defined in Chapter 8.06.020(18); and
 - C. The manner in which the public property will be utilized; and
 - D. The date or dates and the specific times thereof, including set-up and tear-down, that the public property is to be utilized for the described Special Event; and
 - E. The name, address and telephone number of the person, entity, or organization sponsoring or conducting the proposed Special Event; and
 - F. The name, address and telephone number of the person or persons to be contacted regarding the application or permit.
2. The police chief or designee shall review and issue or deny the application within twenty-eight (28) days of receipt of a completed application.

8.60.050 – Review process.

1. Subject to the criteria for denial set forth in Section 8.60.060, the police chief or designee shall issue a Special Event permit if it is determined that all of the following criteria have been met:

A. The proposed use of City property for the Special Event is not otherwise governed by or subject to any other permit procedures provided elsewhere in this Code; and

B. The preparation for or the conduct of the proposed Special Event will not unduly impede, obstruct, or interfere with the operation of emergency vehicles or equipment in or through the particular permit area or adversely affect the City's ability to perform municipal functions or furnish City services in the vicinity of the permit area; and

C. The proposed Special Event does not otherwise present a substantial safety, noise, environmental, or traffic hazards, considering the number of participants and proposed location, such as to endanger the health or safety of the event participants, general public, or City employees, which cannot be adequately remedied by reasonable traffic control and other safety measures.

2. In deciding whether to approve an application, no consideration may be given to the message of the event, the content of speech, or the identity or associational relationships of the Applicant.

8.60.060 – Denial/revocation of Special Event permit.

The police chief or designee may deny any application for a Special Event permit or revoke such a permit if the police chief or designee finds any of the following:

1. One or more of the approval criteria specified in Section 8.60.050 is not or can no longer be met.

2. The Applicant has knowingly made a false, misleading or fraudulent statement of fact to the City in the application process.

3. The application does not contain the information required by this Chapter.

4. The application does not satisfy the requirements of this Chapter.

5. The Applicant fails to comply with any conditions of approval including, but not limited to:

A. Remittance of fees, charges or deposits; or

B. Submittal of an indemnification agreement and/or proof of insurance for the Special Event as required by the City; or

C. Timely submittal of all required documents.

6. The applicant has damaged City property and has not paid in full for such damage or has other outstanding and unpaid debts related to a prior Special Event permit issued by the City.

7. The Special Event is scheduled to occur at a location and time in conflict with another Special Event already permitted or that can be permitted to another applicant that submitted an application first in time.

8. The Special Event is in conflict with applicable provisions of any federal, state and/or local laws.

9. The Applicant has damaged City property on prior occasions without having paid for the damage.

8.60.070 – Applicable fees.

Special Event permit application fees pursuant to this Chapter shall be established by separate resolution of the City Council. Where a Special Event requires street closure, barriers, or other infrastructure, the Applicant shall pay such fees as may be established by resolution of the City Council for traffic control and related municipal expenses. Additionally, use of City buildings or facilities shall be subject to any use or rental fees established by the City which shall be deposited by the Applicant prior to use.

8.60.080 – Appeals.

An Applicant may appeal the denial or revocation of a permit by the police chief or designee by providing the city manager or designee written notice of appeal within ten (10) days of the denial or revocation. The city manager or designee shall hold a hearing within five (5) days of the filing of a notice of appeal, at which time the applicant may present any and all evidence, testimony, and information relevant to the city manager's decision. The city manager or designee, within five (5) days following the appeal hearing, shall issue a decision. The decision of the city manager or designee shall be delivered to the applicant and shall be final and binding.

8.60.090 – Interference with Expressive Activity prohibited.

It shall be unlawful for any person to interfere with a Special Event permitted under this Chapter by engaging in the following acts when done with the intent to cause interference:

1. Blocking, obstructing, or impeding the passage of participants, vehicles, or animals in the Special Event along the Special Event route; or
2. Walking or running, driving a vehicle, riding a bicycle or skateboard, or using any similar device through, between, with, or among participants, vehicles, or animals in the Special Event; or
3. Dropping, throwing, rolling, or flying any object toward, among, or between participants, vehicles, or animals in a Special Event.

8.60.100 – Hold harmless.

Each Permittee shall execute a hold harmless agreement in a form approved by the City agreeing to defend, indemnify, and hold harmless the City against losses and liabilities incurred from the willful or negligent acts or omissions of the Permittee or its officers, employees, and agents. If City property is destroyed or damaged by reason of Permittee's Special Event and the

damage or destruction is directly attributable to the Permittee, the Permittee shall reimburse the City for the actual replacement or repair cost of the destroyed or damaged property. Nothing in this provision shall require a Permittee to indemnify the City from claims or losses occasioned by the reaction of third parties to Expressive Activity at the Permittee's Special Event.

8.60.110 – Display of Special Event permit.

A copy of the Special Event permit shall be displayed at the event site and shall be exhibited upon demand of any City official.

8.60.120 – Administrative regulations.

The city manager or designee, may adopt administrative regulations that are consistent with and that further the terms and requirements set forth within this Chapter, and as may be necessary to coordinate multiple uses of public property, assure preservation of public property and public places, prevent dangerous, unlawful uses, protect the safety of persons and property and to control vehicular and pedestrian traffic. All such administrative regulations must be in writing.

8.60.130 – Penalties.

Any person who intentionally violates any of the provisions of this Chapter shall be guilty of a misdemeanor. Violations of this chapter may enforced pursuant to any laws and remedies available to the City including but not limited to enforcement as a misdemeanor and/or public nuisance pursuant to Chapters 1.12 and 8.04 of this Code.

Chapter 8.28 – Parks and Recreation

Sections:

- 8.28.010 – Purpose of chapter.
- 8.28.020 – Definitions.
- 8.28.030 – General Principles.
- 8.28.040 – Group activities – Permit required.
- 8.28.050 – Occupancy standard.
- 8.28.060 – Sound standard.
- 8.28.070 – Application for permit.
- 8.28.080 – Criteria for issuance.
- 8.28.090 – Conditions of approval.
- 8.28.100 – Permit holder responsibilities.
- 8.28.110 – Revocation of permit.
- 8.28.120 – Appeal of decision.
- 8.28.130 – Establishment of fees.
- 8.28.140 – Prohibited activity in parks or facilities.
- 8.28.150 – Park regulations.
- 8.28.160 – Parks closed at night.
- 8.28.170 – County ordinance adopted by reference.
- 8.28.180 – Penalty for violation.

8.28.010 – Purpose of chapter.

The purpose of this chapter is to regulate the use of parks and other recreation facilities of the city for the optimum use and enjoyment of residents of Menlo Park; to establish standards to prevent the misuse and destruction of the facilities; to establish regulations to insure the safety and comfort of users of the facilities as well as persons residing or owning property in the vicinity of the facilities; and to protect the First Amendment rights of the People of Menlo Park to peaceably assemble in the City's public parks.

8.28.020 – Definitions.

1. "Expressive Activity" shall have the same definition as set forth in Chapter 8.60 of this Title.
2. "Park(s)" means and includes every park, plaza, outdoor public area, trails, open pace property, greenbelt, or portion thereof together with any accompanying parking lot or staging

area, which is owned, managed, or controlled by the City of Menlo Park for the recreational use and/or enjoyment of the public.

3. "Permit" means a permit issued by the City of Menlo Park issued pursuant to this Chapter.

4. "Recreation facility" means fields, courts, pools, amphitheaters, areas specifically designed for organized activities such as, but not limited to, baseball, softball, soccer, tennis, basketball, and organized group gatherings which are owned, managed, or controlled by the City of Menlo Park for the recreational use and/or enjoyment of the public.

5. "Refuse" means any garbage, trash, bottles, cans, papers, ashes, food and vegetable material, rubbish, industrial wastes, animal waste, grass clippings, tree or shrub pruning or any other discarded substance, matter or thing, whether liquid or solid.

8.28.030 – General principles.

The following principles shall govern use of recreation facilities:

1. Recreation facilities primarily are intended for the use and enjoyment by residents of Menlo Park.

2. Public recreation services should be available to all Menlo Park residents without discrimination as to race, religion, gender identity, economic status, or any protected status.

3. The public recreation program should include a wide variety of activities, including passive enjoyment, to appeal to different interests, ages and abilities, and should not merely be limited to physical activities, outdoor activities, daytime activities, or to the interests of children or others of special categories.

4. Recreation facilities are intended to be used:

A. Informally by residents,

B. For programs sponsored by the city,

C. For joint city-school programs,

D. For organized group activities, when not required for the above.

8.28.040 – Group activities – Permit required.

Because of limitations of size and open areas, activities involving the exclusive use of any area of a park or for a group of more than one hundred and fifty (150) persons shall be subject to the obtaining of a permit therefor, and subject to the standards and regulations contained in this chapter. Activities involving the use of a park which is less than one acre in size, other than Camp Fremont Memorial Park, by or for a group of more than twenty persons shall also require a rental reservation. It shall be unlawful for any person to engage in any use of any park, building, or portion thereof, for which a permit is required without obtaining such a permit. Nothing in this section shall require persons or entities to obtain a permit for Expressive Activities, where such activity is addressed by Chapter 8.60 of this Title.

8.28.050 – Occupancy standard.

Based on the availability of vehicular parking facilities, the preservation of turf and other planted materials, the availability of sanitary facilities and the safety and comfort of persons using parks and recreation facilities, maximum occupancy standards are hereby established for group activities which shall be one person per two hundred square feet of usable open area. According to the above standard, the size of any group permitted to use Burgess Park (two hundred eighty thousand square feet) shall not exceed one thousand four hundred persons; the size of any group permitted to use Kelly Park (one hundred eighty thousand square feet) shall not exceed nine hundred persons.

8.28.060 – Sound standard.

In recognition of the rights of residents in the vicinity of parks to enjoy the comfort of their homes in normal peace and quiet, as well as the right of citizens to enjoy a reasonable peace and quiet in appropriately designed parks, the use of any radio receiving set, musical instrument, machine or device for producing or reproducing sound, or any device which produces noise in such a manner as to unreasonably disturb the peace, quiet, and comfort of persons is prohibited in all parks with the exception of Burgess and Kelly Parks. Use of said equipment in Burgess and Kelly Parks shall be subject to requirements of Chapter 8.06, unless a permit is issued pursuant to this Chapter specifically sets forth applicable noise levels in excess of those provided in Chapter 8.06.

8.28.070 – Application for permit.

1. Any individual or group desiring to reserve any park or recreation facility, or any portion thereof, for exclusive use or for use, or that is organizing a gathering of over one hundred and fifty (150) persons, shall apply to the library and community services director, in writing on a form approved by the city manager. The city manager or designee may adopt administrative regulations that are consistent with and that further the terms and requirements herein.

2. The application must be submitted to the library and community services director not less than seventy-two (72) hours prior to the desired reservation.

8.28.80 – Criteria for issuance.

The library and community services director or designee shall issue a permit pursuant to the provisions of this Chapter unless the library and community services director or designee determines the application meets any of the following criteria:

1. The information contained in the application, or supplemental information provided, is not complete or is materially false or misleading.

2. The applicant has failed to submit a complete application, supply satisfactory evidence of insurance, or has not remitted the fees or deposits as required by the Chapter.

3. The park, recreation facility, or portion thereof is unavailable for the period for which the permit is requested.

4. The area proposed for the applicant's use or activity could not physically accommodate the number of participants expected to participate in a safe manner.

5. The proposed use, activity or event is not compatible with the uses established for the requested park, building or portion thereof, in that it unreasonably interferes with use of the park by others.

6. The proposed use has a realistic potential to create a threat to the public health, safety or welfare, or to damage public property, which may not be adequately remedied by reasonable traffic control, barriers, and/or other safety measures.

7. The proposed use would require the diversion of public safety or other city employees from their normal duties so as to unreasonably reduce adequate levels of service to any other portion of the city, or the event will adversely affect the city's ability to reasonably perform municipal functions or furnish city services.

8. The proposed use, event or activity will have a significant adverse environmental impact.

9. The proposed use would be in conflict with applicable provisions of any federal, state and/or local law.

8.28.090 – Conditions of approval.

Permits issued pursuant to this Chapter are subject to such reasonable conditions as the library and community services director or designee may determine necessary to coordinate multiple uses of public property, assure preservation of public property and public places, prevent dangerous, unlawful uses, protect the safety of persons and property, ensure compliance with noise requirements set forth in Chapter 8.06, and to control vehicular and pedestrian traffic in and around the park and/or recreational facility. These conditions may include conditions for waste management and restoration of the park, environmental protection, conditions to ensure safe accommodation of an event's pedestrian and vehicular traffic, indemnification and hold harmless of the City, and reasonable designation of alternate sites, times, or dates in the event of conflict with available resources.

8.28.100 – Permit holder responsibilities.

After a person obtains a permit pursuant to the provisions of this Chapter, that permit holder must:

1. Comply with all rules and regulations and all applicable City Ordinances as though the same were incorporated into the permit.
2. Comply with all conditions imposed by the permit.
3. Inform all attendees of the conditions of the permit and the applicable rules and regulations.

8.28.110 – Revocation of permit.

Any permit for the use of the premises shall contain a provision that the library and community services director or designee shall have the power to cancel and terminate such permit and to require the immediate removal of all persons from said premises upon their finding:

1. That the applicant misrepresented or misstated any material fact in their application; or

2. That the activity or any significant part thereof taking place on said premises is contrary to State or local law, or is endangering life and/or property.

8.28.120 – Appeal of decision.

Any interested person may appeal the decision of the library and community services director or designee by providing the city manager or designee with written notice of appeal within five (5) days of the denial or revocation. The city manager or designee shall hold a hearing within ten (10) days of the filing of a notice of appeal, at which time the applicant may present any and all evidence, testimony, and information relevant to the city manager's decision. The city manager or designee, within five (5) days following the appeal hearing, shall issue a decision. The decision of the city manager or designee shall be delivered to the applicant and shall be final and binding.

8.28.130 – Establishment of fees.

The city manager, in consultation with the library and community services, community development, public works, administrative services, and police departments, is hereby authorized to establish reasonable fees for the recovery of City costs associated with implementation and enforcement of this Chapter.

8.28.140 – Prohibited activity in parks or facilities.

The following activities are prohibited in any park or recreational facility:

1. Exclusive occupancy of any park or facility without a permit therefor, or the occupancy of any park by any group for which a permit is required without such permit.
2. Occupancy of any park, except Burgess or Kelly, by a group of larger than one hundred fifty persons.
3. Commercial activities for private profit except where expressly permitted by State law and upon acquisition of required permits.
4. Golf, except in designated areas.
5. Motor-driven vehicles or models, including drones and unmanned aircraft systems, except in designated areas, and except for the use of drones by public safety personnel for emergency operations.
6. Riding animals or bicycles except where developed for vehicular use.
7. Placing litter or debris elsewhere than in containers therefor.
8. Discharging weapons.
9. Removal of turf, soil, grass, tree, shrub, or portion thereof; except as such work may be done by authorized city employees.

10. Lighting or maintaining fires, except in places provided by the city or in a portable barbeque approved by the recreation department.

11. Overnight use of parks, other than city-sponsored activities or other activities for which the City has provided written permission to utilize a park or recreation facility beyond the closing time.

12. Play or practice baseball using a hard ball; or hit a hard ball with a baseball bat; this shall not prohibit the playing of the game of baseball with a soft ball.

13. To ride, drive, lead or keep a saddle horse, pony, mule, or other such animal.

14. To possess or consume alcoholic beverages other than beer or wine. Beer or wine may be consumed only at places more than one hundred feet from parking, loading, and roadway areas.

15. To cause, create, encourage, or threaten to cause any disturbance which may reasonably result in injury or property damage, or disturb the peace, comfort and security of the park patrons or employees.

8.28.150 – Park regulations.

The library and community services director shall be and is authorized and directed to promulgate such rules and regulations as they may deem to be necessary to effectively enforce the use regulations established in this chapter. The regulations may permit any of the activities prohibited in this chapter in any defined and prescribed provided that a suitable area is set aside for such activity, and said areas are signed and posted, indicating the type of use permissible, and the rules applicable to said use, if any.

8.28.160 – Parks closed at night.

No person shall remain in any park or public recreation facility or building between the hours of thirty (30) minutes after sunset and sunrise other than a city employee in the performance of their duty or persons participating in city-sponsored activities or other activities for which the city has provided written permission to utilize a park or recreation facility beyond the closing time.

8.28.170 – County ordinance adopted by reference.

Section 2, Division III, Part Two (Chapter 10, Section 3385—3392) of the San Mateo County Ordinance Code (described as the "San Mateo County Parks and Recreation Department Ordinance Code," effective October 21, 1976) is incorporated in this chapter and made a part of this chapter by reference but only as it relates to county park facilities located within the city. The only existing county facility as of the date of adoption of said ordinance to which this section shall apply is Flood Park.

8.28.180 – Penalty for violation.

Any person, whether as principal, agent, employee, or otherwise, violating or causing the violation of any of the provisions of this chapter, is guilty of a misdemeanor, and upon conviction thereof shall be punishable by a fine of not more than five hundred (\$500) dollars or by imprisonment in the county jail for six (6) months, or by both such fine and imprisonment. Any

violation of this chapter which is committed and continues from day to day constitutes a separate offense for each and every day during which such violation is committed or continued.

ORDINANCE NO. XXXX

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
ADDING A NEW CHAPTER 8.70 "FILM PERMIT" TO THE CITY WITHIN TITLE
8 OF THE MENLO PARK MUNICIPAL CODE**

WHEREAS, in enacting the Motion Picture, Television, and Commercial Industries Act of 1984, the Legislature intended to encourage local government to develop uniform procedures for issuing permits and to charge fees for the use of public property or employee services, which do not exceed the reasonable costs of providing the property or services for which the fees are charged (Government Code § 14998.10); and

WHEREAS, the City of Menlo Park wishes to create a process for the orderly issuance and enforcement of permits for filming activity taking place within the City; and

WHEREAS, the City also wishes to create a mechanism for cost recovery and use charges to the extent authorized by law, while not unduly burdening filming activities in the City; and

WHEREAS, the California Film Commission has published a Model Filming Ordinance providing general guidance to local government entities adopting a film permitting ordinance, which has been considered by the City in the creation of these regulations; and

WHEREAS, consistent with Government Code §14999.21, the City Clerk transmitted a draft of this proposed ordinance and regulations to the California Film Commission on July 5, 2022, and consistent with the requirements of California Government Code §14999.21(b). The California Film Commission has reviewed the proposed Ordinance and the City Council has considered any findings provided by the Commission in adoption of these regulations.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MENLO PARK:

SECTION 1. Findings.

The above recitals are hereby declared to be true and correct findings of the City Council of the City of Menlo Park.

SECTION 2. Adoption of Chapter 8.70 – Film Permits, of Title 8 – Peace, Safety, and Morals, of the Menlo Park Municipal Code.

A new Chapter 8.70 – Film Permits, of Title 8, Peace, Safety, and Morals, is hereby added to the Menlo Park Municipal Code to read as set forth in Exhibit A, attached hereto and incorporated herein by reference.

SECTION 3. Severability.

If any provision or clause of this ordinance or the application thereof to any person or circumstance is held to be unconstitutional or to be otherwise invalid by a final judgment of any court or competent jurisdiction, such invalidity shall not affect other provisions or clauses or application, and to this end, the provisions and clauses of this ordinance are declared to be severable.

SECTION 4. California Environmental Quality Act.

The City Council finds that the adoption and implementation of this Ordinance are exempt from the provisions of the California Environmental Quality Act under §15061(b)(3) in that the City Council finds there is no possibility that the implementation of this Article may have significant effects on the environment.

SECTION 5. Publication; Effective Date.

This Ordinance shall be published once, in full or in summary form, after its final passage, in a newspaper of general circulation, published, and circulated in the City of Menlo Park, and shall be in full force and effect thirty (30) days after its final passage. If published in summary form, the summary shall also be published within fifteen (15) days after the adoption, together with the names of those City Councilmembers voting for or against same, in a newspaper of general circulation published and circulated in the City of Menlo Park, County of San Mateo, State of California.

INTRODUCED on the ninth day of August, 2022.

PASSED AND ADOPTED as an ordinance of the City of Menlo Park at a regular meeting of said City Council on the twenty-third day of August, 2022, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Betsy Nash, Mayor

ATTEST:

Judi A. Herren, City Clerk

Exhibits:

- A. Chapter 8.70 – Film Permits, of Title 8 – Peace, Safety, and Morals, of the Menlo Park Municipal Code

Chapter 8.70 – Film Permit

Sections:

- 8.70.010 – Definitions.
- 8.70.020 – General provisions.
- 8.70.030 – Film permit application.
- 8.70.040 – Review process.
- 8.70.050 – Denial/revocation of film permit.
- 8.70.060 – Permit fees.
- 8.70.070 – Reimbursement and compensation for City services and use of City facilities.
- 8.70.080 – Appeals.
- 8.70.090 – Indemnification and insurance requirements.
- 8.70.100 – Display of film permit.
- 8.70.110 – Administrative regulations.
- 8.70.120 – Penalties.

Section 8.70.010 – Definitions.

The following words and phrases, whenever used in this chapter, shall be construed as defined in this Chapter:

1. “Applicant” means any person who seeks a permit under this Chapter for Filming Activity in the City.
2. “City property” means all real property and improvements owner, operated or controlled by the City within the City’s jurisdiction. City property includes, but is not limited to City Hall, police and fire facilities, recreational facilities, parks, libraries, streets and sidewalks, and public right-of-way.
3. “Film” shall include motion pictures, television shows or programs, commercials, digital media in any medium including film, tape, or digital format.
4. “Filming Activity” shall mean and include all activity attendant to staging or shooting commercial motion pictures, television shows, or programs, commercials, digital media, still photography in any medium including film, tape, or digital format.
5. “News Media” shall mean the photographing, filming or videotaping for the purpose of spontaneous, unplanned television news broadcasts (“breaking news”) or reporting for print media by reporters, photographers or camerapersons.
6. “Permit” means a film permit issued by the City of Menlo Park Public Works Department consistent with the provisions of this Chapter.
7. “Small Operations” shall mean filming activity that: (i) involves fewer than 25 persons, (ii) does not require the closure of any portion of streets, sidewalks, public passageways, or any public property, and does not create any obstruction to free the passage of pedestrians and vehicles, and complies with all vehicle and pedestrian traffic laws, (iii) does not involve the use aerial vehicles (manned or unmanned) or any vehicles, as defined in the Vehicle Code, during

filming; (iv) does not involve any pyrotechnics, simulated or actual gunfire, or animals, except for domestic animals and/or service animals that are kept in compliance with applicable leash laws, and (v) does not require use of any city services.

8. "Studio" shall mean a fixed place of business certified as such by a local fire authority having jurisdiction where filming activities (motion or still photography) are regularly conducted upon the premises.

Section 8.70.020 – General provisions.

1. Permit Required. Except as provided by the terms of a permit, lease, or contract which has been specifically authorized by the City Council, no person shall use any City property for Filming Activity without first applying for any receiving a Permit from the public works director or designee.

2. The provisions of this Chapter shall not apply to the following:

A. News Media, including reporters, photographers or camerapersons employed by a newspaper, news service, or similar entity engaged in on-the-spot print media, publishing or broadcasting, of news events concerning those persons, scenes, or occurrences which are in the news and of general public interest; or

B. Small Operations; or

C. Filming activities (motion or still photography) conducted at a Studio; or

D. Photographers conducting still photography; or

E. City produced government access films.

Section 8.70.030 – Film permit application.

1. To receive a Film Permit, an applicant must complete and file an application with the public works director or designee on a form approved by the city manager or designee. The Applicant must provide the following information:

A. The name of the person, firm, or corporation employing the persons who will be performing in the Film; and

B. The name of the person(s) who will be responsible for the filming crew on location in the City; and

C. The specific location(s) where Filming Activity will take place, including a logistics plan or map showing the property to be used for the Filming Activity, including bus zones, no-parking areas, any structures to be installed as part of the Filming Activity; and

D. The specific hours and dates that the Filming Activity will take place; and

E. A description of the character or nature of the proposed Filming Activities; and

F. The exact number of personnel/persons to be involved in the Filming Activity; and

G. A description of any activity which may cause public alarm, such as the use of any animals, gunfire or pyrotechnics, low flying helicopters and/or unmanned aircraft systems (“UAS”); and

H. If unmanned aircraft systems will be used, all applicable documentation (i.e., remote pilot certificate, UAS registration certificate, waivers, detailed flight plan, etc.); and

I. The exact type and number of vehicles and equipment to be employed, along with a parking plan sufficient for the vehicles and equipment; and

J. The extent to which permission is desired for the obstruction of or interference with normal use of public property to be used; and

K. Proof of insurance in an amount of at least \$2,000,000 that will remain in effect through the duration of the Filming Activity in the City; and

L. UAS pilots planning to fly under four hundred (400) feet in controlled airspace around airports must receive an airspace authorization from the Federal Aviation Administration (FAA) before they fly.

2. The public works director or designee shall review and issue or deny the application within 28 days of receipt of a completed application.

Section 8.70.040 – Review process.

1. Subject to the criteria for denial set forth in Section 8.60.060, the public works director or designee shall issue a Film Permit if it is determined that all of the following criteria have been met:

A. The preparation for or the conduct of the proposed Filming Activity will not unreasonably burden City resources necessary, significantly interfere with the provision of governmental services to the public, interfere with the City’s provision of public services to the public, or prohibit access to City property to the public for an extended duration while the property used for the filming activity; and

B. The preparation for or the conduct of the proposed Filming Activity will not unduly impede, obstruct, or interfere with the operation of emergency vehicles or equipment in or through the particular permit area or adversely affect the City’s ability to perform municipal functions or furnish City services in the vicinity of the permit area; and

C. The proposed Filming Activity does not otherwise present a substantial safety, noise, environmental, or traffic hazard, which cannot be mitigated with the imposition of reasonable traffic control or safety measures.

2. In deciding whether to approve an application, no consideration may be given to the message of the event, the content of speech, or the identity or associational relationships of the Applicant.

Section 8.70.050 – Denial/revocation of film permit.

The public works director or designee may deny any application for a Film Permit or revoke such a permit if the public works director or designee finds any of the following:

1. The Applicant has knowingly made a false, misleading or fraudulent statement of fact to the City in the application process; or
2. The application does not contain the information required by this Chapter; or
3. The application does not satisfy the requirements of this Chapter; or
4. The Applicant fails to comply with any conditions of approval including, but not limited to:
 - A. Remittance of fees, charges or deposits; or
 - B. Submittal of an indemnification agreement and/or proof of insurance for the Film Permit as required by the City; or
 - C. Timely receipt of all required approvals.
5. The Applicant has damaged City property and has not paid in full for such damage or has other outstanding and unpaid debts related to a prior film permit issued by the City.
6. The filming would occur at a location and time in conflict with another event or other activity already permitted or that can be permitted to another applicant that submitted an application first in time.
7. The filming activity would be in conflict with applicable provisions of any federal, state and/or local laws.

Section 8.70.060 – Permit fees.

Film Permit application fees for Filming Activity pursuant to this Chapter shall be established by separate resolution of the City Council.

Section 8.70.070 – Reimbursement and compensation for City services and use of City facilities.

1. The Applicant shall reimburse the City for any personnel provided to the Applicant (i.e. police, traffic safety) for the purpose of supporting Film Activities.
2. The City shall be compensated for the use of any City property or facilities to the extent that such use constitutes a cost to the public.
3. Fees for services, municipal expenses, and rental of facilities may be established by resolution of the City Council.

Chapter 8.70.080 – Appeals.

An Applicant may appeal the denial or revocation of a permit by providing the city manager or designee written notice of appeal within five (5) days of the denial or revocation. The city manager or designee shall hold a hearing within ten (10) days of the filing of a notice of appeal, at which time the applicant may present any and all evidence, testimony, and information relevant to the city manager's decision. The city manager or designee, within five (5) days following the appeal hearing, shall issue a decision. The decision of the city manager or designee shall be mailed or delivered to the applicant and shall be final and binding.

Section 8.70.090 – Indemnification and insurance requirements.

1. Indemnification. Each permittee shall execute a hold harmless agreement in a form approved by the City agreeing to defend, indemnify, and hold harmless and the City against losses and liabilities incurred from the willful or negligent acts or omissions of the permittee or its officers, employees, and agents.

2. Except as otherwise prohibited by law, the permittee shall procure and maintain in full force and effect during the term of a policy of insurance from a reliable insurance company authorized to do business in the State. The policy shall be in an amount of at least \$2,000,000 per occurrence and shall be endorsed naming the City, its boards, officers, agents, employees, and volunteers an additional insureds for protection against claims of third persons for personal injuries, wrongful deaths, and property damage. Higher liability limits or separate aerial coverage shall be required for the use of helicopters, aerial equipment, or UAS.

3. Workers Compensation Insurance. Permittees shall conform to all applicable federal and state requirements for workers' compensation insurance for all persons operating under a film permit.

Chapter 8.70.100 – Display of film permit.

A copy of the Film Permit shall be displayed at the filming site and shall be exhibited upon demand of any City official.

Chapter 8.70.110 – Administrative regulations.

The city manager or designee, may adopt administrative regulations that are consistent with and that further the terms and requirements set forth within this Chapter. All such administrative regulations must be in writing.

Chapter 8.70.120 – Penalties.

Any person who intentionally violates any of the provisions of this Chapter shall be guilty of a misdemeanor. Violations of this chapter may enforced pursuant to any laws and remedies available to the City including but not limited to enforcement as a misdemeanor and/or public nuisance pursuant to Chapters 1.12 and 8.04 of this Code.

Herren, Judi A

From: Eric Klosterman <eric.klosterman@film.ca.gov>
Sent: Thursday, July 7, 2022 11:24 AM
To: Herren, Judi A
Cc: Burke, Tamar M.; Doherty, Nira F; Leigh Flores
Subject: Film Permit Ordinance City of Menlo Park
Attachments: 30 Mile Zone Chart.pdf

CAUTION: This email originated from outside of the organization. Unless you recognize the sender's email address and know the content is safe, DO NOT click links, open attachments or reply.

Hi Judi,

I have reviewed your proposed film permit ordinance. My notes are as follows:

- 1) Only filming on City property requires a permit – many jurisdictions require a permit for public and private property, but this is up to you. Does parking on a city street while filming all on private property trigger the need for a permit? Productions often want to post “NO Parking” signs to insure they have a place to park their equipment. I would think that would trigger the need for a permit.
- 2) Small Operations – you define a “small operation” as fewer than 25 persons – this seems to allow fairly large groups to film without a permit – suggest reducing this to less than 10, but again, it is up to you.
- 3) Permit application timeframe – you say that the City manager or designee will review and approve or deny permits within 28 days. Does that mean that all applications must be submitted at least 28 days in advance? That seems like a very long time. Can this be reduced to 5 or 10 business days?

Otherwise, the ordinance follows our guidelines. I am interested to know what your fee schedule will be. I have attached a copy of our 30-mile Zone chart, which shows the fees and requirements for cities in the Los Angeles area, for comparison. Thanks.

Eric Klosterman

Permit Team Manager
 California Film Commission
 7080 Hollywood Blvd. Suite 900 | Hollywood, CA 90028
 (323)817-4105 [Office]
 (213)610-1170 [Mobile]



Confidentiality Notice: This e-mail message, including any attachments, is solely for the intended recipient(s) and may contain confidential and privileged information and may be legally protected from disclosure. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Agoura Hills	Agoura Hills Film Office filming@sws-inc.com Ph: 805.495.7521 Fax: 805.495.7621	3 Business Days Additional days required for more difficult permits	No Business License Required Fees based upon type of shoot. Visit city website for more information.	For Parks Department only.	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 558	Agoura Hills Film Permit All information can be found on website.
Alhambra	Micky Xin Finance Department mxin@cityofalhambra.org Ph:626.570.5021 Fax: 626.308.4868	5-10 Business Days	Application Fee: \$79-nonrefundable \$344 per day filming Student Filming Fee: \$54	Varies	Alhambra Police \$100 per hour (4 hr min) Ph:626.570.5138	Alhambra Fire Required at all times \$100 per hour (4 hr min) Ph:626.570.5190	p. 596	Alhambra Film Permit Contact Public Works Department for street closures STUDENT FRIENDLY
Anaheim Orange County Only part of city in 30-Mile Studio Zone	Paul Dominguez/Assistant Engineer TE Department / Public Works tepermits@anaheim.net Ph: 714.765.5099 Ph: 714.765.5183 Fax: 714.765.4667	7-14 Business Days	Application Fee: \$68 Processing: \$35 \$10 per employee Ph: 714.765.5194	Varies for city property	Anaheim Police \$81.62/hr Police Officer \$100.17/hr Police Sergeant Ph: 714.765.1893	Anaheim Fire \$100 per hour (4 hr min) fees vary - Contact Anaheim Fire Special Event Inspector Ph: 714.765.4040	OR/SD p. 768	Anaheim Film Permit Film / Photography Regulations Filming at ARTIC
Arcadia	Diana Loli Business License Department BL@ArcadiaCA.gov Ph: 626.574.5430 Fax: 626.447.9173	7 Business Days	Film Permit Fee: \$292.30 for first day Still Photo Fee: \$281.10 - \$84.30 each additional day \$87.80 each additional day and location for Filming Processing Fee: \$10.00 & \$4.00 SB1186	Varies	Arcadia Police Traffic Control & Public Property \$127.00 per hour (6 hr min) Police Officer Ph: 626.574.5151	Arcadia Fire \$140.00 per hour (6 hr min) Fire Fighter Ph: 626.574.5100	p. 567	Arcadia Film Permit Filming on Santa Anita, Baldwin, and Huntington during racing season Oct-Apr subject to approval 10pm filming limit in residential areas No Saturday or Sunday filming in residential areas.

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Artesia	Micah Weichbrodt Management Analyst mweichbrodt@cityofartesia.us Ph: 562.865.6262 ext. 262 Fax: 562.865.6240	1-10 Business Days	Film Permit: \$400 per day	None unless traffic control required	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 766	No film permit information available online
Azusa	Liz Cortez Development Services Assistant lcortez@azusaca.gov Ph: 626.812.5249 Fax: 626.334.5464	7-14 Business Days	Application Fee: \$193.00 Business License Tax: \$353.00 per day	City Property: \$1580.00 per day	Azusa Police See Film Permit Applications and Special Provisions link for details Ph: 626.812.3200	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 568	Azusa Film Permit Site inspection fees vary case-by- case Office CLOSED on Fridays


30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Baldwin Park	Patty Jaime Finance Department pjaime@baldwinpark.com Ph: 626.813.5210 Fax: 626.962.2625	12 Business Days	Business License, Fee \$165 filming permit fee for first day \$138 for each day thereafter Fees include cost of Business License No fees paid until application approved by Police Department	Varies	Baldwin Park Police Case-by-case Ph: 626.960.4011	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY 96OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 598	Baldwin Park Film Permit <i>No permit application online</i> Proof of insurance and business license required Efforts coordinated with various departments depending on needs of shoot Office CLOSED on Fridays
Bell	Jo-Anne Burns Associate Planner Jburns@cityofbell.org Ph: 323.588.6211 ext. 2609 Fax: 323.771.9473		Filming Fees Film Deposit: \$500 Processing Fee: \$172 \$72 per day Filming Fees New: \$391.00 as of 2.10.2018	Varies	Bell City Police Case-by-case Ph: 323.585.1245	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 675	No film permit information available online Applications to be submitted in office at City Hall

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Bell Gardens	Erika Gutierrez Planning Department egutierrez@bellgardens.org Ph: 562.806.7722 Fax: 562.806.7720	30 Business Days	Film Permit Flat Rate Fee: \$500 Business License: \$136 \$200 per day Non-Profit: \$100 Refundable Deposit: \$1500	Varies for city-owned properties; otherwise - none	Bell Gardens Police \$50 per hour (4 hr min) Ph: 562.806.7600	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 705	Bell Gardens Film Permit Email or mail in application Office CLOSED on Fridays
Bellflower	Eric Nichols Pacific Productions Services, Inc. eric@lafilmpermits.com Ph: 323.260.4777	3 Business Days	Permit Fee: \$321 and \$213/day for subsequent days Business License: Fee waived	Varies	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 736	Bellflower Film Permit Film friendly and committed to helping filming industry STUDENT FRIENDLY

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Beverly Hills 	Magdalena Davis Scott Lipke Hillary Villeno Filming and Special Events Office cbhfilmpermits@beverlyhills.org Ph: 310.285.2408 Fax: 310.273.0972	2-4 Business Days	Film Permit Fee: \$115 per day Student Permit Fee: \$70	Schedule of Fees	Beverly Hills Police \$111 per hour (4 hr min) Ph: 310.550.4951	Beverly Hills Fire \$156 per hour (4 hr min) FX & Generator Ph: 310.550.4900	p. 632	Beverly Hills Film Permit Residential filming restrictions STUDENT FRIENDLY
Bradbury	Claudia Saldana City Clerk csaldana@cityofbradbury.org Ph: 626.358.3218 Fax: 626.303.5154	2-3 Business Days	License Fee: \$1030 per day (reduced in certain cases by City Manager depending on production)	Varies Homeowners Association Fee	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4herman@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 568	Bradbury Film Permit Film day ends at sunset. Night filming requires additional \$1000 per day STUDENT FRIENDLY
Brea Orange County Only part of city in 30-Mile Studio Zone	Jason Killebrew City Planner Planning Department Jasonk@cityofbrea.net Ph: 714.990.7143 Fax: 714.671.3694	14 Business Days Minimum	Fees Vary Permit Fee: \$500 Business License fee for each day of filming - fees may vary	Varies	Brea Police Varies Ph: 714.990.7685 ext.34	Brea Fire Varies Ph: 714.990.7655	OR/SD p. 709	Brea Film Permit Scroll down to <i>Film Permit</i> Check permit fees before filing application Deposit for clean-up may be required



30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Buena Park Orange County Only part of city in 30-Mile Studio Zone	Rebekah Lovejoy Finance Department rlovejoy@buenapark.com Ph: 714.562.3736 Fax: 714.562.3728	5-10 Business Days - with street closure	Business License Fee: \$41.50 Permit Fee: \$300	None	Buena Park Police Case-by-Case Ph: 714.562.3992	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 767	Buena Park Film Permit Office CLOSED alternate Fridays
Burbank	James Marshall Film Permit Coordinator info@filmburbankca.com Ph: 818.238.3105 Fax: 818.238.3109	2 Business Days Minimum - depending on the request	Film Permit Fee: \$707 per week \$398 each day Student: \$100 student per week \$25 student each day	City Property: \$200 per day Contact Parks Department for rates	Burbank Police \$140.00 per hour (4 hr min) Ph: 818.238.3005	Burbank Fire \$110.00 per hour (4 hr min) Fire Safety Officer Ph: 818.238.3473	p. 533	Burbank Film Permit Office CLOSED alternate Fridays STUDENT FRIENDLY Ph: 818.238.5317 Burbank Unified School District Area Requirements permitted by FilmL.A., Inc. schools@filmla.com Ph: 213.977.8600 ext. 616 Burbank Unified School District

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Calabasas	Teal Pacyna Building Assistant, Calabasas Film Permit Office tpacyna@cityofcalabasas.com Ph: 818.224.1736 Fax: 818.224.1600	2 Business Days (additional days required for more difficult permits)	Motion and Still Photo Application: \$114 No Business License Required	Motion Picture Location Fee: \$455.00 per day Still Photography Location Fee: \$171.00 per day Other Fees May Apply	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 559	Calabasas Film Permit Provide standard \$1,000,000 insurance with endorsement Signatures required for filming outside original hours Earliest entry 6am / latest out 12am Filming Hours 7am-7pm 20 Filming Days Maximum Film Office Hours: 7am-4pm
Carson	Cristine Gaiennie Business License Department / Revenue Division revenue@carson.ca.us Ph: 310.952.1748 Fax: 310.830.8023	14 Calendar Days Before Filming	Film Permit Fee: \$650.00 per week \$500.00 each additional week + \$100.00 refundable clean-up deposit Still Photography: \$100.00	Varies	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 764	Carson Film Permit Office CLOSED on Fridays STUDENT FRIENDLY Fees waived for student films with letter and ID from school

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Cerritos	Mariel Angeles, Department of Community Development mangeles@cerritos.us Ph: 562.916.1201	2-4 Business Days	Application Fee: \$50.00 (for commercial filming on public facilities only) Use Charge: \$200.00 per day - to be waived if activity causes no disruption to a facility	City Property: \$200/day, not including facility fees (waived if no disruption to facilities caused by activity)	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 767	Cerritos Film Permit STUDENT FRIENDLY
Commerce	Rachel Baltierra Film Location Staff Ph: 323.722.4805 ext. 2801 Maria Villaseñor Film Permit Staff Ph: 323.722.4805 ext. 2325 Fax: 323.887.4441 filmpermit@ci.commerce.ca.us	7 Days Minimum 14 Days Street Closure	Film Permit Fee: \$500	Only for city facilities	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 675	Commerce Film Permit Office CLOSED on Fridays
Compton	Triphenia Simmons, Assistant City - City Manager's Office tsimmons@comptoncity.org Ph: 310.605.5585 Fax: 310.761.1429	1 Week - possibly more if the permit requires county property. Specific city-owned property will also determine length of time for approval.	Film permits expire every 2 weeks and must be renewed -\$300 1-3 days \$1000 4-6 days \$1500 7+ days	Varies if city owned property	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	Compton Fire \$513 Fire Permit \$25 per hour (4 hr min) Ph: 310.605.5670	p. 734	Compton Film Permit Office Hours: Mon-Thurs 7am-6pm Office CLOSED on Fridays

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Covina Only part of city in 30-Mile Studio Zone	Angel Carrillo Assistant to City Manager acarrillo@ccovinaca.gov Ph: 626.384.5410 Fax: 626.332.5427	5-7 Business Days	Film Permit and Business License: \$300 per day	None	Covina Police \$85.00 per hour 2 Officers Recommended. Ph: 626.331.3391	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PFSU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 599	Covina Film Permit Must have business license Downtown area has restrictions
Cudahy	Sal Lopez (interim) Planning Department slopez@cityofcudahyca.gov Ph: 323.773.5143 Fax: 323.771.2072	10 Business Days	Application Fees: \$450 3 day limit OT varies	Varies	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PFSU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 705	Cudahy Film Permit Scroll down to Temporary Use Permit under Planning Applications

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Culver City	FilmLA Los Angeles Film Office info@filmLA.com Ph: 213.977.8600 Fax: 213.977.8601	3 Full Business Days Closure requests may require 5 days	FilmLA Fees Application: Film: \$863 (up to 10 locations over a 2 week period)* Rider: \$137* Still Photo: \$82* Rider: \$28 Notification/Radius: \$215 minimum (fee varies with radius) Monitor/Hour: \$41.00 1st 8 hours (overtime rates apply) *Non-Refundable	Varies for city property \$400-\$1500 per day	Culver City Police <i>Contact FilmLA first</i> Traffic or Crowd Control \$55 per hour (8 hr min) Ph: 310.253.5900 Sergeant Leon Lopez Police Department/ Film Permit Coordinator leon.lopez@culvercity.org Ph: 310.253.6212 Fax: 310.253.6220	Culver City Fire <i>Contact FilmLA first</i> FX & Interiors \$56 per hour (8 hr min) Ph: 310.253.5900	p. 672	FilmLA Online Permit System STUDENT FRIENDLY Student Filmmakers
Cypress <i>Orange County</i>	Judy Aquino Assistant Planner jaquino@cypressca.org Ph: 714.229.6723	5-10 Business Days	Film Permit Fee: \$584	Varies	Cypress Police Eileen Sweeney \$58.36 per hour Ph: 714.229.6629	Orange County Fire Case-by-case Ph: 714.573.6000	OR/SD p. 767	Cypress Film Permit May need to get a Temporary Use Permit through the Planning Department
Downey	Lee Kirby Fire Prevention/Permit Coordinator lkirby@downeyca.org Ph: 562.904.7345 Fax: 562.869.3994	7 Business Days 10 business days for public safety hazards (e.g., FX / Pyrotechnics)	Film Permit Fee: \$251 Business License Fee: \$36	Varies \$1,000 - refundable cleaning deposit	Downey Police Actual cost for officers TBD Ph: 562.861.0771	Downey Fire \$76.76 Fire Safe Officer per hour (4 hr min) Apparatus Standby: \$198 per hour Ph: 562.904.7345	p. 706	Downey Film Permit \$2 million liability insurance \$10 million if it involves public right-of-way STUDENT FRIENDLY Waived permit fee for student films Student productions must still pay business license fee and refundable deposit

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Duarte	Nick Baldwin Associate Planner filminduarte@accessduarte.com Ph: 626.357.7931 ext. 238	14 Business Days	Public / Residential Property: \$1300 per day \$500 refundable deposit	\$30-55 per hour day use on a city property	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 568	Duarte Film Permit Office Hours: Mon-Thurs 7:30am-6pm Office CLOSED on Fridays
El Monte	Sgt. Roger Cobian Police Department rcobian@empd.org Ph: 626.580.2134 Fax: 626.454.3220	10 Business Days	Film Permit Fee: \$100	Varies	El Monte Police Special Officer Cost per hour \$128.22 Ph: 626.580.2110	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 637	No film permit information available online \$1 million insurance policy requirement Office Hours: Mon-Thurs 8am-4pm Office CLOSED on Fridays
El Segundo	Hank Lu, Risk Manager City of El Segundo filming@elsegundo.org Ph: 310.524.2317 Fax: 310.640.0489	5 Business Days 10 business days with street permits	Film Permit Fee: \$1310 non-refundable application fee Daily Film Permit Fee: \$112.00	Varies 4-hour minimum for all locations. See fee schedule in application packet	El Segundo Police Case-by-case Ph: 310.524.2298 \$275 per hour	El Segundo Fire Case-by-case Ph: 310.524.2845 \$240 per hour	p. 732	El Segundo Film Permit Public Right-of-Way Fee: \$802.00 per day/per area Revisions: \$203.00 Office CLOSED on alternate Fridays STUDENT FRIENDLY

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Fullerton Orange County Only part of city in 30-Mile Studio Zone	FilmLA Los Angeles Film Office info@filmla.com Ph: 213.977.8600 Fax: 213.977.8601	3 Business Days 5 business days if reviewed by Traffic and Engineering	FilmLA Fees Application: Film: \$863 (up to 10 locations over a 2 week period)* Rider: \$137* Still Photo: \$82* Rider: \$28 Notification/Radius: \$215 minimum (fee varies with radius) Monitor/Hour: \$41.00 1st 8 hours (overtime rates apply) *Non-Refundable	Varies	Fullerton Police Contact FilmLA first Approx. \$100 per hour (4 hr min) Ph: 719.738.6800	Fullerton Fire Contact FilmLA first Approx. \$106 per hour (2 hr min / Fee during Business Hours (Monday-Friday 7am-5pm, except Fridays when the city is closed.) Approx \$211 per hour (2 hr min / Fee outside Business Hours (Monday-Friday 5pm-7am, Weekends, Holidays and Fridays when the city is closed.) Ph: 714.738.6500	OR/SD p. 738	FilmL.A., Inc. Online Permit Business license fee required if production company in town for more than 3 days City Hall CLOSED on alternate Fridays STUDENT FRIENDLY Student Filmmakers
Gardena	FilmLA Los Angeles Film Office info@filmla.com Ph: 213.977.8600 Fax: 213.977.8601	10 Business Days 5 business days if filmed on private property only and the entire activity does not impact parking or any other services	FilmLA Fees Application: Film: \$863 (up to 10 locations over a 2 week period)* Rider: \$137* Still Photo: \$82* Rider: \$28 Notification/Radius: \$215 minimum (fee varies with radius) Monitor/Hour: \$41.00 1st 8 hours (overtime rates apply) *Non-Refundable	None on public property	Gardena Police Case-by-case Ph: 310.217.9670	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 733	Gardena Film Permit STUDENT FRIENDLY

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Glendale	<p>Solene Manoukian Glendale Film Office City of Glendale - Management Services solmanoukian@glendaleca.gov Ph: 818.548.4844 Fax: 818.241.5386</p> <p>Matt Acosta Parks Film Coordinator macosta@glendaleca.gov Ph: 818.937.7442</p>	<p>3 Business Days</p> <p>Steve Pierce Film Liaison Montrose Shopping Park Association - MSPA stevemspa@gmail.com Ph: 818.259.5195 Ph: 818.646.2880</p>	<p>Application Fee: \$367 Students with letter from school: \$170</p>	<p>\$454 per day for street / sidewalks \$2,288/per day for buildings as locations</p>	<p>Glendale Police Review Fee \$117 Officer \$147 per hour (4 hr min) when assigned Ph: 818.548.3115 Old Glendale PD/Jail building available for filming</p> <p>Sherri Servillo Staff Services / Film Permits sservillo@glendaleca.gov Ph: 818.548.6452 Ph: 818.548.4911</p>	<p>Glendale Fire Review Fee \$117 Officer \$135 per hour (4 hr min) when assigned Fire Inspection \$157 per hour Ph: 818.548.4814</p>	p. 564	<p>Glendale Film Permit Filming welcome in residential and business districts with prior approval STUDENT FRIENDLY Ph: 213.977.8600</p> <p>Glendale Unified School District Area Requirements permitted by FilmLA schools@filmia.com Ph: 213.977.8600 ext. 616 Glendale Unified School District</p>
Glendora Only part of city in 30-Mile Studio Zone	<p>Linda Lopez Film Liaison & Senior Acct. Tech. llopez@cityofglendora.org Ph: 626.852.4811</p>	<p>5 Business Days</p>	<p>Permit Fee: \$750 Application Fee: \$77 + \$4 for CA SB1186</p>	<p>Case-by-case</p>	<p>Glendora Police Supervisor Officer \$233.99 per hr (3hr) Officer \$175.90 per hour (3 hr min) Non Peace Officer \$68.83 per hour (3 hr min) Ph: 626.914.8273</p>	<p>L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours)</p> <p>PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242</p>	p. 569	<p>Glendora Film Permit Certificate of insurance required to film on city property City manager reserves the right to waive any parts of the filming policy Filming allowed on city streets</p>



30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Hawaiian Gardens	Kevin Nguyen Planning Technician Community Development knnguyen@hgcity.org Ph: 562.420.2641 ext. 246 Fax: 562.420.8521	30 Business Days 10-30 days expedited permitting available	Case-by-case \$500-\$1000 Temporary Use: \$107 Film Permit: \$580 Expedited: + 50% permit cost Encroachment: \$51	Varies Interior / Exterior deposits \$500-1000	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 766	Temporary Use Permit & Fees – SEE fillable Film Permit application, info & fees - Page 4
Hawthorne	Yesenia Knight Licensing Permit Technician permit@cityofhawthorne.org Ph: 310.349.2935 Fax: 310.978.9858	10 Full City Business Working Days	Application Fee: \$250 Film Permit: \$150/day Stills: \$150/\$150 Student & non- profit: \$175 Expedite Fee: \$250 less than 5 days All fees non- refundable	Public / City Property: \$200 deposit per day Non- refundable cancellation deposit if notice less than 4 working days	Hawthorne Police \$88 per hour (4 hr min) Non-refundable Ph: 310.349.2700	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 733	Hawthorne Film Permit Office CLOSED alternate Fridays STUDENT FRIENDLY

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Hermosa Beach	Kambria Diers Community Resources Department kdiers@hermosabch.org Ph: 310.318.0280 Fax: 310.372.6186 ----- <i>- They will be making staff changes in the near future but currently same contact</i>	7 Business Days	Application Fee: \$588 Still Photo: \$246 Student Fee: \$122 Business License Fee: \$4.00	City Property: \$1372-\$3,078 per day / location Still Photo: \$238 (first day) \$122 (each additional day)	Hermosa Beach Police \$104 per hour per Officer Ph: 310.524.2750	PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours)	p. 762	Hermosa Beach Film Permit \$1.25 per hour (8am-8pm) \$1.50 per hour (8pm-8am) No weekend filming Office CLOSED on Fridays STUDENT FRIENDLY
Hidden Hills	Kerry Kallman City Manager kerry@hiddenhillscity.org Deana Graybill City Clerk staff@hiddenhillscity.org Ph: 818.888.9281 Fax: 818.719.0083	30 Business Days	Processing Fee: \$300 Administrative Reimbursement Fee: \$1,000 per day	City Property: \$2,500 first day \$1,000 each day after Parking: \$500	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 559	No film permit information available online City Hall has additional requirements No large crews allowed STUDENT FRIENDLY

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Hidden Hills Community Association Private Gated Community	Stefany Tristan Operations Manager stefany@hiddenhills.org Ph: 818.227.6657 Fax: 818.888.6113	90 Business Days	Varies	Fees Vary \$10,000 - \$25,000 per day	Malibu/Lost Hills Sheriff Station Case by case basis Ph: 818.878.1808	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 559	No film permit information available online Permission must be granted by city and HOA board members' approval must be met PRIVATE GATED COMMUNITY Filming hours vary TWO DAYS OF FILMING ALLOWED PER CALENDAR YEAR
Huntington Beach Regional Film Office Only part of city in 30-Mile Studio Zone	Sophia Valdivia Film Commissioner sophia@surfcityusa.com Ph: 714.969.3492 ext. 214 Ph: 714.969.3492 ext. 211 Fax: 714.969.5592	10 to 15 Business Days	Application Fee: \$150 Business License: \$123.25 Student (with Student ID or other): \$50 Permit Issuance Charges: Vary Film Permit Revision Charge: \$120	Case-by- case (daily fees not required for students)	Huntington Beach Police Case-by-case basis Marine Safety PD Case-by-case Ph: 714.960.8811	Huntington Beach Fire Case-by-case basis Ph: 714.536.5411	p. 857	Huntington Beach Film Permit City property on sliding scale based on crew size \$1 million liability and additional insurance required STUDENT FRIENDLY

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Huntington Park	Jordan Martinez Assistant Planner JMartinez@hpca.gov Ph: 323.584.6283	Minimum 14 Business Days depending on complexity	Permit Application Fee: \$265 + \$10 each additional day	Varies	Huntington Park Police Captain Al Martinez AMartinez@hppolice.org Ph: 323.826.6649	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 675	Huntington Park Film Permit Film permit packet cancellation fee for less than 2 working days notice Office CLOSED Fridays
Industry Only part of city in 30-Mile Studio Zone	FilmLA Los Angeles Film Office info@FilmLA.com Ph: 213.977.8600 Fax: 213.977.8601	3 Business Days	FilmLA Fees Application: Film: \$863 (up to 10 locations over a 2 week period) Rider: \$137 Still Photo: \$82 Rider: \$28 Notification/Radius: \$215 minimum (fee varies with radius) Monitor/Hour: \$41.00 1st 8 hours (overtime rates apply) *Non-Refundable	\$50/+ per location	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 678	FilmL.A., Inc. Online Permit System STUDENT FRIENDLY Student Filmmakers

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Inglewood	Shalonda Stringer Financial Supervisor 310-412-5500 ssstringer@cityofinglewood.org Maria Heaney Finance Department mheaney@cityofinglewood.org Ph: 310.412.5500 Fax: 310.330.5711	2 Business Days	Permit Fee: \$635 (fee waived for students with school ID and letter) Public Property: \$220 first day \$110 each additional day Private Property: \$44 1st day \$22 each additional day Staffing fees calculated upon submission of application	Parks, City Hall: \$1,500 per day and location Public Right of Way: \$1032 per day and location	Inglewood Police Staffing levels / city personnel determined based on security, traffic control and production request. Fees for city staffing will be determined at time of application submission. Detective Luis Jaramillo ljaramillo@cityofinglewood.org Ph: 310.412.5464	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 703	Inglewood Film Permit Scroll down to <i>Film Permit</i> Production changes or cancellations must be submitted to Film Permit Coordinator 24 business hours prior to scheduled start of filming STUDENT FRIENDLY Student film productions are exempt from the permit fee, depending upon the film activity Other fees may apply for city services/personnel
Irwindale	Jesus Hernandez Community Development jjhernandez@irwindaleca.gov Ph: 626.430.2252 Fax: 626.962.2018	10 Business Days	Film Permit Fee: \$400 if submitted with 10 days advance notice. If less than 10 business days the permit fee is \$750. If less than 5 business days the permit fee is \$1500. Business License: \$459	Varies	Irwindale Police Must speak with Sergeant Gatto to obtain fees Ph: 626.430.2244	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours)	p. 598	Irwindale Film Permit Scroll down to <i>Film Permit</i> Certificate of insurance required Office CLOSED on Fridays

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
La Canada-Flintridge	Christina Nguyen Administration Department cnguyen@lcf.ca.gov Ph: 818.790.8880 Fax: 818.790.7536 Thomas Dang Film Coordinator adminintern@lcf.ca.gov Ph: 818.583.4310	5 Business Days	Non refundable Application Fee: \$200.00 Permit Fee: \$100.00 Neighborhood Notification Fee: \$1 per mailing of each envelope Public Right of Way/City Property Use Fee: \$1,500 per day Traffic Engineer Review (if applicable): \$175 per hour	\$1500 per day for public right of way including parking on street	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 535	La Canada-Flintridge Film Permit No filming on Sundays and holidays - Only 6 days of filming allowed. If more days are requested a letter must be sent to the City Manager to approve or deny. La Canada-Flintridge Unified School District Area Requirements permitted by FilmL.A., Inc. schools@filmia.com Ph: 213.977.8600 ext. 616 La Canada Unified School District
La Habra Orange County	David De Leon Community Services - until mid August of 2022 / retiring ddeleon@lahabracaca.gov Ph: 562.383.4206 Ph: 562.905.9708 Fax: 562.905.9603	7 Business Days	Application Fee: \$87 Administrative Fee: \$124.56 Per Car Fee: \$15.00 Traffic Administrative Fee: \$135.00	None	La Habra Police \$110 per hour Ph: 562.383.4300	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours)	OR/SD p. 738	La Habra Film Permit \$1 million insurance liability required Food wagons require business license + O.C. help permit STUDENT FRIENDLY

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
La Habra Heights Los Angeles County	FilmLA Los Angeles Film Office info@FilmLA.com Ph: 213.977.8600 Fax: 213.977.8601	4 Business Days	FilmLA Fees Application: Film: \$863 (up to 10 locations over a 2 week period) Rider: \$137 Still Photo: \$82 Rider: \$28 Notification/Radius: \$215 minimum (fee varies with radius) Monitor/Hour: \$41.00 1st 8 hours (overtime rates apply) *Non-Refundable	None	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	La Habra Heights Fire Contact FilmLA first Case-by-case Ph: 562.694.8283	p. 708	FilmLA Online Permit System City Hall CLOSED on Fridays STUDENT FRIENDLY Student Filmmakers
La Mirada	Temporary as of 6.1.2022 Emma Leon Business License Desk eleon@cityoflamira-da.org Ph: 562.943.2350 Fax: 562.943.3666	4 Weeks	Permit Fee: \$374 Deposit: \$1000 Business license varies based on gross receipts	None	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 737	La Mirada Film Permit Office CLOSED on Fridays Norwalk - La Mirada Unified School District Area Requirements permitted by FilmLA schools@filmia.com Ph: 213.977.8600 ext. 616 Norwalk - La Mirada Unified School District


30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
La Palma Orange County	Scott Hutter Community Development scoth@cityoflapalma.org Ph: 714.690.3340 ext. 3336 Fax: 714.523.2141	3 Business Days for Application 10 business days for an application with street closure	Business License Fee: \$14 per day Reimbursement of direct costs for all city personnel used (Police, Building, and/or Public Works), based on the current year's budget (6 hr min)	Public Property: Varies Private Property: None	La Palma Police Case-by-case Ph: 714.690.3370	Orange County Fire Case-by-case Ph: 714.573.6000	LA/SD p. 767	La Palma Film Permit Scroll down to <i>Film Permit</i> under <i>Planning Applications</i> Office Hours: Monday to Thursday from 7:30am until 12noon Special permit committee issues special permits Any filming requiring a street closure will require written consent from 75% of the property owners on the block(s) affected by the closure STUDENT FRIENDLY To be exempt, students and non-profits provide letters proving non-profit status
La Puente	Juan Galvan Assistant Planner JGalvan@lapuente.org Ph: 626.855.1558	10 Business Days Special traffic control measure: 14 business days	Permit Fee: \$424 Business License: \$145 Plus \$5 per employee	No location fee for city property Parks Fee:	LA County Sheriff \$109.73 Bonus Deputy \$133.10 Sergeant Patrol Station/Facility: 4 hrs. Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	L.A County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 638	La Puente Film Permit Scroll down to <i>Film Permit</i> under <i>Planning</i> Indemnification and insurance must be provided for the city

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Lakewood	Joan Banfield Senior Account Clerk buslic@lakewoodcity.org Ph: 562.866.9771 ext. 2622 Fax: 562.866.0505	10 Business Days Prior to Filming	Business License: \$85 +\$5 additional each cast and crew member Amplified Sound Fee: \$25 Permit Application Processing Fee: \$255 State Fee: \$4	None	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 766	Lakewood Film Permit Scroll down to <i>Film Permit Application</i> under <i>Miscellaneous Permits and Forms</i> Certificate of insurance required
Lawndale	Joshua Aasness Accounting Specialist jaasness@lawndalecity.org Ph: 310.973.3246 Fax: 310.970.2183	10 Business Days	Motion: \$515 per day Business License Fee: \$148 + \$10 per employee Still Photography: \$258 per day	Varies	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 733	Lawndale Film Permit Insurance required Office CLOSED on Friday STUDENT FRIENDLY Lawndale Elementary School District Area Requirements permitted by FilmLA schools@filmla.com Ph: 213.977.8600 ext. 616 Lawndale Elementary School District


30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Lomita	Laura Macmorran City Planner lmacmorran@lomitacity.com Ph: 310.325.7110 ext. 120 Fax: 310.325.4024	3 Business Days from completing application 10 business days for traffic closure	Permit Application Fee: \$188.50 Business License Fee: \$97 per day	Varies	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 793	Lomita Film Permit Insurance required STUDENT FRIENDLY
Long Beach 	Tasha Day Manager/Film Commissioner tasha.day@longbeach.gov Ph: 562.570.5333 Fax: 562.570.5335	3 Flexible Business Days	Non-refundable Application Fee: \$368 Filming \$525 per day Still Photography Application Fee: \$132 \$158 per day Student Application Fee: \$35	Park/Beach: \$800-\$815	Long Beach Police \$129.62 Lieutenant \$115.01 Sergeant \$88.71 Officer Ph: 562.570.7260 or 5273	Long Beach Fire \$107 per hour (4 hr min) \$130 Spot Check Ph: 562.989.7206	p. 795	Long Beach Film Permit Proof/certificate of insurance required STUDENT FRIENDLY
Los Alamitos Orange County	Ron Noda Development Services Director rnoda@cityoflosalamitos.org Ph: 562.431.3538 Fax: 562.493.0678	45 Business Days	Permit Fee: \$250 Business License Fee: \$75	Case-by-case	Los Alamitos Police Case-by-case Ph: 562.594.7234	Orange County Fire Case-by-case Ph: 714.573.6000	OR/SD p. 797	Los Alamitos Film Permit Office CLOSED alternate Fridays Open Fridays until 4pm

30-Mile Studio Zone Chart


JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Los Angeles City	FilmLA Los Angeles Film Office info@FilmLA.com Ph: 213.977.8600 Fax: 213.977.8601 <i>Filming welcome in FilmLA Offices</i>	3 Business Days 4 business days if posting required	FilmLA Fees Application: Film: \$863 (up to 10 locations over a 2 week period) Rider: \$137 Still Photo: \$82 Rider: \$28 Notification/Radius: \$215 minimum (fee varies with radius) Monitor/Hour: \$41.00 1st 8 hours (overtime rates apply) *Non-Refundable	City Property: Varies City Parks: \$450/film & day Prep & Strike \$150 LA City Park Film Office Ph: 323.644.6220 Fax: 213.847.6056	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	L.A. City Fire Film Unit \$118 an hour (4 hr min) Ph: 213.978.3820	p. 634	FilmLA, Inc. Online Permit System Also issues permits for: LAX - Los Angeles World Airports / Los Angeles Community Colleges LA Pierce & LA Harbor STUDENT FRIENDLY Offers altered fees for students / non-profits Student Filmmakers Los Angeles Unified School District Area Requirements permitted by FilmLA schools@filmla.com Ph: 213.977.8600 ext. 616 Los Angeles Unified School District

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Los Angeles County 	FilmLA Los Angeles Film Office info@FilmLA.com Ph: 213.977.8600 Fax: 213.977.8601 <i>Filming welcome in</i> FilmLA Offices	3 Business Days	FilmLA Fees Application: Film: \$863 (up to 10 locations over a 2 week period) Rider: \$137 Still Photo: \$82 Rider: \$28 Notification/Radius: \$215 minimum (fee varies with radius) Monitor/Hour: \$41.00 1st 8 hours (overtime rates apply) *Non-Refundable	County Property: \$400 per day Prep/Strike: \$100 first 3 days \$400 per day after Dept. of Parks	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 634	FilmLA Online Permit System Beaches and Harbors - Filming STUDENT FRIENDLY Student Filmmakers Los Angeles Community College District Area Requirements permitted by FilmLA schools@filmia.com Ph: 213.977.8600 ext. 616 Los Angeles Community College District



30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Lynwood	Anel Zarate Community Development azarate@lynwood.ca.us Ph: 310.603.0220 ext. 256 Fax: 310.639.6957	3 Business Days	Application: \$100-\$200 per day	Varies	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 705	No film permit information available online Office CLOSED on Fridays
Malibu Only part of city in 30-Mile Studio Zone 	Malibu Film Office filming@sws-inc.com Ph: 805.495.7521 Fax: 805.495.7621	2 Business Days (additional days required for more difficult permits)	Fee based upon the size and type of shoot No business license required	For Parks Department only.	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 629	Malibu Film Permit Provide standard \$1,000,000 insurance with endorsement Signatures required for filming outside original hours Earliest entry 6am / latest out 12am Filming hours: 7am-10pm No Sunday filming 20 filming days maximum Film Office Hours: 7am-4pm
Manhattan Beach	Janeth Medina jmedina@manhattanbeach.gov Ph: 310.802.5410	15 Business Days	Application Fee Film:\$528 Still Photography: \$208 (fees waived for students upon proving non-profit with school letter and ID)	Film: \$2500 major impact \$1500 minor impact Still: \$500 major impact \$300 minor impact	Manhattan Beach Police \$154.19 per hour for officer \$191.44 per hour for sergeant Ph: 310.802.5140	Manhattan Beach Fire \$237.79 per hour and/or fire code permit Ph: 310.802.5200	p. 732	Manhattan Beach Film Permit STUDENT FRIENDLY




30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Maywood	Calvin Ko Building & Planning calvin.ko@cityofmaywood.org Ph: 323.562.5723 Fax: 323.773.2806	3 Business Days	Permit Fee: \$450 Flat Rate Business License: \$50 Still Photography: \$45	Varies	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 675	Maywood Film Permit Off duty police officers required when fire officers needed Residential filming restrictions Office CLOSED on Fridays
Monrovia	Heather Gibson Film Office hgibson@ci.monrovia.ca.us Ph: 626.303.6609 Heather's back up: Tina Cherry Ph: 626.256-8226 tcherry@ci.monrovia.ca.us	Minimum 5 Business Days	Non-refundable Application Fee: \$772 for first day and \$515 for each day after (application fee waived for students)	Fee for filming in Old Town: \$1545 per day Historic Preservation fee: \$75	Monrovia Police \$113.00 per hour for Monrovia Police Officer (4 hr min) Only required for traffic control or closures Captain Heath Harvey Ph: 626.256-8095 hharvey@monrovia.laclen.org	Monrovia Fire \$87.00 per hour for Monrovia Fire Officer (4 hr min) Only required for special effects or filming in the Mountain Fire Zone Laura Bednar, Inspector Ph: 626-256-8110 lbednar@ci.monrovia.ca.us	p. 567	Monrovia Permit Certificate of insurance required Film liaison required for filming \$30/hr STUDENT FRIENDLY City Hall CLOSED on Fridays
Montebello	Michael Chee Deputy Director of Public Affairs Mchee@cityofmontebello.com Ph: 323.887.1200 ext. 201 Fax: 323.887.1464	3 Weeks Minimum	Business license requirement Film Permit Fee - \$1,465 Fire Inspection - \$448 (based on 4hr minimum) Business License application - \$80 Business License Fee: \$165.82/day	Varies	Montebello Police Contact: Cpt. Louis Lopez for requirements and fees. Phone: 323-887-1285	Montebello Fire Filming Permit: \$1,465 (includes permit review and 2 hrs of inspections - during business hours) \$116.00 per hr (4 hr min) after- hour inspections and/or stand-by FSO Special permit required for pyrotechnics, special effects, etc. Fire Marshall Dan Sifuentes Ph: 323.887.1211	p. 676	Montebello Film Permit You need to fill out a business license application for filming permit. There's a film permit fee plus fees charged for actual costs incurred by the city staff. For more information please call Business License Division at 323- 887-1449

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Monterey Park	FilmLA Los Angeles Film Office info@FilmLA.com Ph: 213.977.8600 Fax: 213.977.8601	3 Business Days	FilmLA Fees Application: Film: \$863 (up to 10 locations over a 2 week period) Rider: \$137 Still Photo: \$82 Rider: \$28 Notification/Radius: \$215 minimum (fee varies with radius) Monitor/Hour: \$41.00 1st 8 hours (overtime rates apply) *Non-Refundable	Varies	Monterey Park Police Application: <i>FilmLA first</i> Contact <i>FilmLA first</i> \$101 an hour (4 hr min) Ph: 626.573.1311	Monterey Park Fire Contact <i>FilmLA first</i> \$101 an hour (4 hr min) Ph: 626.307.1262	p. 636	FilmLA Online Permit System STUDENT FRIENDLY Student Filmmakers
Norwalk	Martha Robles Finance Department Clerk mrobles@norwalkca.gov Ph: 562.929.5713 Ph: 562.929.5356 Fax: 562.929.5056	2-7 Business Days - depending on production size	Permit Fee: (non- street closure) \$519 Permit Fee: (with street closure) \$910 Road Use Permit: \$180.50 Business License: \$37.50 \$6 per employee + processing fee	Varies	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 736	Norwalk Film Permit Residential filming restrictions Office CLOSED on alternate Fridays Norwalk - La Miranda Unified School District Area Requirements permitted by FilmLA schools@filmia.com Ph: 213.977.8600 ext. 616 Norwalk - La Miranda Unified School District

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Palos Verdes Estates	Briana Laszlo Finance Analyst blaszlo@pvestates.org Ph: 310.750.9809 Fax: 310.378.7820	7 Business Days Minimum	Flat rate per permit: Motion \$575 Still \$250\$1000 per day - private \$2500 per day - commercial \$1000 per day - parklands \$1000 per day - coastal	Varies	Palos Verdes Estates Police \$750 deposit per officer Ph: 310.378.4211	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 792	Palos Verdes Estates Film Permit Scroll down and to your left apply for a commercial film permit
Paramount	John Carver Community Assistant Development Director jcarver@paramountcity.com Ph: 562.220.2048 Fax: 562.220.2051	1 Business Week (flexible)	Business License: \$131 \$1 per employee over 25 in crew \$2500 refundable deposit for FX/Pyro	None	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4herman@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 735	Paramount Film Permit Application
Pasadena 	Rochelle Branch Film Commissioner - Cultural Affairs Manager, Planning Department rbranch@cityofpasadena.net Ph: 626.744.3964 ext. 6915 Ph: 626.744.7062 ext. 7311	3 Business Days 5 business days for city hall and lane closure	Public: \$1031.18 per day Private: \$809.58 per day Stills: \$67.72 per day Handheld video, crew and cast fewer than 20: \$435 per day	City Streets: \$252 per hr City Facilities: \$167 per hr	Pasadena Police \$95 per hour (6 hr min) Police Officer \$115 perm (6 hr min) Police Supervisor \$120 police vehicles/per moter \$71.70 per hour (6 hr min) Film Monitor Ph: 262.744.4241	Pasadena Fire \$226.00 per hour (4 hr min) Fire Officer \$214 Fire Safety Spot Check/ per spot check Ph: 626.744.4655 ext.75	p. 565	Pasadena Film Permit STUDENT FRIENDLY Office Hours Mon -Thurs 7:30am-5:30pm Fri 8am-5pm Office CLOSED alternate Fridays

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Pico Rivera	Georgette Contreras Filming Coordinator gimpecoven@pico-rivera.org Ph: 562.801.4329 Hector Hernandez Sr. Planner Ph: 562.801.4340 hhernandez@pico-rivera.org	5-10 Business Days	Application Fee: \$350/ simple shoot \$700/ complex shoot Processing Fee: \$100 simple -\$200 complex per day	Use Fee: \$100-\$200 per day (use of city facilities) Plus required personnel costs	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 676	Pico Rivera Film Permit Office CLOSED on alternate Fridays
Rancho Palos Verdes	Mary Hirsch Parks & Recreation film@pvca.gov Ph: 310.544.5260 Fax: 310.544.5294	3 Business Days - Private Property 10 Business Days - City Property 10 Business Days - Road Closures / Traffic Control	Application Fee: \$275 on private property \$654 on city property Rush Processing Fee: \$407 Extended-Hours Fee: \$177 per hr Business License: \$152 for calendar year (prorated quarterly) + \$4.00 SB 1186 Fee	Daily Use Fee: \$500 - \$2500 on city property \$25/hour city staff monitoring charge on city property no daily charge for private property	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 822	Rancho Palos Verdes Film Permit As of 6.2.2018 Cancellation Fees apply equal to the Film Permit Application Fee Filming only 7am-7pm STUDENT FRIENDLY All fees waived for student films except city staff monitoring charge (for city property only)


30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Redondo Beach	Curt Mahoney Deputy Fire Marshall curt.mahoney@redondo.org Ph: 310.318.0663 Fax: 310.376.3407	7 Business Days	Business License Fee: \$342 per day Flat Rate Film Fee: \$735	Varies	Redondo Beach Police Varies Depending on the Activity Ph: 310.379.2477 ext. 2493	Redondo Beach Fire FSO \$90 per hour Engine Company \$960 (4 hr min) \$240 each additional hour Ph: 310.318.0663 ext. 4338	p. 762	Redondo Beach Film Permit \$1000 refundable deposit required Residential filming restrictions STUDENT FRIENDLY Fees waived with school letterhead, school ID, and school's insurance Office CLOSED On Fridays
Rolling Hills Private Gated Community	John Signo Planning Director jsigno@cityofrh.net Ph: 310.377.1521 ext. 200 Fax: 310.377.7288	None	No Fee Permission to access community granted by home owner only	None	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 793	No film permit information available online Guard gated community with Homeowner Association (HOA) entrance via guest list only No permit required Filming is granted by individual homeowner permission Entrance via HOA guest list only Ph: 310.544.6222

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Rolling Hills Estates	Carol Corea Administrator Assistant carolc@ci.rolling-hills-estates.ca.us Ph: 310.377.1577 ext. 105 Fax: 310.377.4468	At least two weeks advance notice Additional notice recommended and may be required for larger productions	Permit Fee: \$350 Motion Picture Private / Residential: \$500 per day Motion Pictures Private Public Property or any Non-Residential: \$1000 per day Still Pictures on Private: \$100 per day / Still Photography on public \$200 per day City Business License: \$154 + \$4 SB1186	None	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4herman@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 793	Rolling Hills Estates Film Permit Office Hours: Mon-Thurs 7:30am-5:30pm Fri 7:30am-4:30pm
Rosemead	Annie Lao Planning Department alao@cityofrosemead.org	4 Business Days (may vary based on extent of filming)	Permit Fees: \$100 per working day Commercial Filming: \$400 per working day + \$800 per night	None	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4herman@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 596	Rosemead Film Permit
	Kinson Wong kwong@cityofrosemead.org Ph: 626.569.2140							
San Fernando	FilmLA Los Angeles Film Office info@FilmLA.com Ph: 213.977.8600 Fax: 213.977.8601	15 Business Days	FilmLA Fees Application: Film: \$863 (up to 10 locations over a 2 week period) Rider: \$137 Still Photo: \$82 Rider: \$28 Notification/Radius: \$215 minimum (fee varies with radius) Monitor/Hour: \$41.00 1st 8 hours (overtime rates apply)	Varies	San Fernando Police Traffic & Crowd Control \$77 an hour Sergeant \$98 an hour Ph: 818.898.1250	L.A. City Fire Film Unit \$118 an hour (4 hr min) Ph: 213.978.3820	p. 482	FilmLA Online Permit System STUDENT FRIENDLY City manager has the right to waive fees for non-profit projects and student films

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
San Gabriel	Jackie Wong Community Development Department / Executive Assistant / Film Permit Coordinator jwong@sgch.org Ph: 626.308.2806 ext. 4621 Fax: 626.458.2830	10 Business Days	Application: \$130 Filming Fee: \$580 per day *other facility usage and personnel fees may apply	City Employee: \$93 / hr Street Closure: \$250	*Arranged by Janet Sherman San Gabriel Police Traffic & Crowd Control \$123 an hour (2 hr min) Ph: 626.308.2828	*Arranged by Janet Sherman San Gabriel Fire \$123 an hour (2 hr min) Ph: 626.308.2880	p. 596	San Gabriel Film Permit No film permit required for personal use still photography STUDENT FRIENDLY Daily fee waived for student productions, application fee still applies
San Marino	Nicole Cuadros City Manager's Office ncuadras@cityofsanmarino.org Ph: 626.300.0781 Fax: 626.300.0709	10 Business Days (20% of permit fee if less than 10 business days' notice)	Permit Processing Fees: Stills: \$135 per day Motion: \$270 per day Permit Fees: Stills Public: \$1000 per day Movie Private: \$500 per day Movie Public Streets: \$2,500 per day Public Parks & Buildings: \$2000 per day	Depends on Location	San Marino Police Traffic Control and Public Prop \$60 an hour + 20% Admin Fee (4 hr min) No overtime rates Ph: 626.300.0720	San Marino Fire Interiors only \$70 per hour (2hr min) + 20% Admin Fee No overtime rates Ph: 626.300.0735 ext. 37	p. 596	San Marino Film Permit Lacy Park \$2000 per day Huntington Library \$1000 Office Hours: Mon, Wed-Fri 8am-12pm Tues 8am-4pm or by appointment
Santa Clarita 	Colleen Brutz – Film Program Specialist Matthew Curran – Film Permit Technician Jennifer Jzyk – Film Permit Technician Evan Thomason – Economic Development Associate film@santaclarita.com Ph: 661.284.1425 Fax: 661.286.4001	3 Business Days - Private Property 5 Business Days (with confirmed location) - City- Owned Properties 5 Business Days - for any requests with SFX, gunfire, aerial activity, or that necessitate a signature survey	Motion Picture Permit: \$390 Movie Ranch Motion Picture Permit: \$156 Still Picture Permit: \$120 Road Use- Parking: \$319 per day and location Road Use (ITC/Driving): \$256 per day and location Road Closure: \$709 per day and location	Private Property: contact owner directly City-owned Properties: contact film office for property and monitor rates	* Contact Film Office L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 4550	Santa Clarita Film Permit Insurance naming city as additional insured required Primary and non-contributory language required Special endorsement required STUDENT FRIENDLY Permit fee and review fee waived for students with appropriate documentation and insurance Notification charge can also be waived if the student distributes them themselves Non-profits: Permit fee and review fee waived with a 501c3 letter

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Santa Fe, Springs	Maribel Garcia City Manager's Office maribelgarcia@santafesprings.org Ph: 562.868.0511 ext. 7569 Fax: 562. 863.3741	7 Business Days - for normal filming 10 Working Days - for road closures and SFX	Film Permit Fee without Special Effects: \$625 + Cost + \$57 per day for shoots longer than 3 days Film Permit Fee with Special Effects: \$910 + Cost + \$57 per day for shoots longer than 3 days	Varies	Santa Fe Springs Police Manpower determined by Police Department Ph: 562.409.1850	Santa Fe Springs Fire Case-by-case Ph: 562.944.9713	p. 706	No film permit information available online Need insurance at \$1 million per occurrence Contact city manager's office for application
Santa Monica	FilmLA Los Angeles Film Office info@FilmLA.com Ph: 213.977.8600 Fax: 213.977.8601	5 Business Days	FilmLA Fees Application: Film: \$863 (up to 10 locations over a 2 week period) Rider: \$137 Still Photo: \$82 Rider: \$28 Notification/Radius: \$215 minimum (fee varies with radius) Monitor/Hour: \$41.00 1st 8 hours (overtime rates apply) *Non-Refundable	Beaches and Pier: \$1,086.35- \$1,323.52; City Hall: ext. \$1,588.22 int. \$2,647.04 Parks: from \$1,058.82 to \$1,323.52 (based on crew size)	Santa Monica Police <i>Contact FilmLA first</i> Traffic & crowd control public property \$217.26 an hour (8 hr min) Plus a \$94.43 per day for additional vehicle Ph: 310.458.8474	Santa Monica Fire <i>Contact FilmLA first</i> Interiors & pier (with a generator) & F/X \$224.58 an hour (8 hr min) Fire vehicle of \$66.40 per day/ per Officer Ph: 310.458.8652	p. 671	FilmLA Online Permit System Signature surveys required from businesses for afterhours filming Separate fees for pier and promenade City Hall CLOSED on alternate Fridays STUDENT FRIENDLY Student Filmmakers
Seal Beach <i>Orange County</i> Only part of city in 30-Mile Studio Zone	Tim Kelsey Community Services Manager tkelsey@sealbeachca.gov Ph: 562.431.2527 ext. 1341 Fax: 562.493.9857	3 Weeks* *depending on production size	Application Fee: \$157 Still Photography: \$104 Expedited Application Fee: \$314 Business License Fee: \$25 - one day shoot \$30 per day or \$219 per year \$500 refundable deposit	General Location: \$422 Pier/Park: \$314 Lifeguard Station: \$209 City Hall: \$209 City Jail: \$524	Seal Beach Police Traffic & Crowd Control: Case-by-case Life guard: Case-by-case Ph: 562.799.4100	Orange County Fire Case-by-case Ph: 714.573.6000	LA/OR p. 826	Seal Beach Film Permit Scroll down to <i>Film Permit Application</i> Parking on beach lots charged at regular rate - contact Aamco Parking Mr. Terry Turner Ph: 949.252.0678


30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Sierra Madre	Lawren Heinz Film Monitor lhein@cityofsierramadre.com Ph: 626.355.7135 ext. 704 Fax: 626.836.6656	5 -10 Business Days (varies with special effects)	Film: Refundable Deposit \$2222 less than 5 cast/crew: \$300 per day 6-50 cast/crew: \$1000 first day \$750 each additional day 50 or more cast/crew: \$1783/+ first day \$1,428/+ each additional day City Property: \$1,096/+ per day Business License: \$42 Photography: \$300/+ per day	Varies \$1000 per day - city property \$90 per day - stills \$1500 - overnight Business License: \$35	Sierra Madre Police Traffic control \$121 an hr (4 hr min) Ph: 626.355.1414	Sierra Madre Fire Fire Permit (If needed) \$73 per day Fire Safety Office: \$121 an hr Ph: 626.355.3611	p. 567	Sierra Madre Film Permit Fee schedule in place Business district filming restrictions \$2000 deposit STUDENT FRIENDLY Fees may be waived for student productions, but staffing fees will still apply. If the production uses a generator or requires ITC, the PD or FSO must be scheduled.
Signal Hill	Martha Baez Community Service Department mbaez@cityofsignalhill.org Ph: 562.989.7374 Fax: 562.989.7393	15 Business Days	Permit: \$265	Varies	Signal Hill Police Traffic and Crowd Control (varies by location) Ph: 562.393.7200	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 795	Signal Hill Film Permit

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Simi Valley Ventura County	Myana Barajas and Josh Terry Customer Services Representative - Film Permits City of Simi Valley locationfilmingpermit@simivalley.org Ph: 805.583.6736 Fax: 805.583.6399	7-10 Business Days 2 Business Weeks - for street closures	Permits: Business Tax Fee \$100 per day \$295 Temp Use Permit Major \$755 /2 days Minor \$360 /2 days	None	Simi Valley Police Officer \$101 Sergeant \$123 Lieutenant \$143 per hour (2 hr minimum) Ph: 805.583.6950	Ventura County Fire Review Fee Filming: \$228 Review Fee Still: \$152 Review Fee Student: \$228 Additional Permit Required from VCFD for Pyro/FX: \$266 Lori Ross Filming Fire Safety Coordinator lori.ross@ventura.org Ph: 805.947.8535 Ph: 805.389.9710 Fax: 805.383.4766	LAVN p. 478	Simi Valley Film Permit \$75 per 100 ft of city posted no parking signs \$288 Encroachment Permit STUDENT FRIENDLY Rancho Simi Recreation and Park District Nikki Davy Administrative Secretary Ph: 805.584.4415
South El Monte	Rodrigo Pelayo, Interim Planning Supervisor rpelayo@soelmonte.org Ph: 626.579.6540 ext. 3247 Fax: 626.579.2409 Colby Cataldi Director of Community Development and Public Works ccataldi@soelmonte.org (626) 579-6540 x3218	2 Business Weeks	Film Permit: \$1368	None	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 637	No film permit information available online Contact Enforcement for permit application Office CLOSED on Fridays

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
South Gate	FilmLA Los Angeles Film Office info@FilmLA.com Ph: 213.977.8600 Fax: 213.977.8601	3 Business Days	FilmLA Fees Application: Film: \$863 (up to 10 locations over a 2 week period) Rider: \$137 Still Photo: \$82 Rider: \$28 Notification/Radius: \$215 minimum (fee varies with radius) Monitor/Hour: \$41.00 1st 8 hours (overtime rates apply) *Non-Refundable	\$536 per day Swim Center: \$2651 per day Sports Center: \$2651 per day Parks and Rec Facilities: TBD	South Gate Police Contact <i>FilmL.A., Inc. first</i> Case-by-case fees Ph: 323.563.5436	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 705	FilmLA Online Permit System STUDENT FRIENDLY Student Filmmakers
South Pasadena 	Joan Aguado Film Liaison jaquado@southpasadenaca.gov Ph: 626.403.7263 Fax: 626.403.7251	2 Business Days	Permit Fees: Commercial/City/ Res Prop \$729.50 per day \$144.50 stills	For public property only \$150 per hr city facilities	South Pasadena Police \$70 an hour (8 hr min) Ph: 626.403.7270	South Pasadena Fire \$70 an hour (8 hr min) case-by-case Ph: 626.403.7300	p. 595	South Pasadena Film Permit STUDENT FRIENDLY
Stanton Orange County Only part of city in 30-Mile Studio Zone	Carlos Castellanos Community Development ccastellanos@stantonca.gov Ph: 714.890.4228 Fax: 714.890.1443	2 Working Days - for approval and issuance of a "normal" permit 4 Working Days - for traffic control which exceeds 3 minutes, stunts, or special effects 10 Working Days - for road closures	Permit Process: \$385 Business License may fall under vehicle tax fee \$40 with one time \$110 processing fee	Location Permit Fee: \$385 per day	Orange County Sheriff Case-by-case Ph: 714.647.7000	Orange County Fire Case-by-case Ph: 714.573.6000	LA/OR p. 797	No film permit information available online Office CLOSED on Fridays and daily 12-1pm


30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Temple City	Sandra Scott Interim Planning Secretary sscott@templecity.us Ph: 626.656.7316 Ph: 626.285.2171 ext. 4347	3-10 Business Days	Business license fee: \$172 Processing fee: \$29 Permit fee: \$145 Fee per day: \$110 State fee: \$4	Varies Additional fees for use of staff or city owned facilities, including parks	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 597	Temple City Film Permit Extra charges for the Performing Arts Pavilion Gazebo May assess fee for road closures STUDENT FRIENDLY No charge for student films
Thousand Oaks Ventura County Only part of city in 30-Mile Studio Zone	Steve Barragan Special Event Film Permit Processing SBarragan@toaks.org Ph: 805.449.2298 Fax: 805.449.2350	5 Business Days	Business License: \$61 \$10 per day Motion Picture: \$247 per day Photography: \$164 per day	Public Streets: \$1,000 (\$600 non-profit) City Property: \$2,000 (\$1,600 non-profit)	Thousand Oaks Police Manpower determined by Police Department Ph: 805.494.8200	Ventura County Fire Review Fee Filming: \$228 Review Fee Still: \$152 Review Fee Student: \$228 Additional Permit Required from VCFD for Pyro/FX: \$266 Lori Ross Filming Fire Safety Coordinator lori.ross@ventura.org Ph: 805.947.8535 Ph: 805.389.9710 Fax: 805.383.4766	LA/VN p. 526	Thousand Oaks Film Permit STUDENT FRIENDLY Conejo Recreation and Park District Film Permit Conejo Recreation and Park District Former MGM Ranch Matt Kouba Park Superintendent Ph: 805.381.2735

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Torrance	Please contact Special Events and Film Office for any questions Ph: 310-618-2456 SEFO@TorranceCA.Gov	10 Business Days	Motion Picture Production - \$301 First Day, \$96 Each Additional Day Private Motion Picture Production – Public \$662 First Day, \$345 Each Additional Day Still Photography Public or Private \$232 Per	Varies	Torrance Police \$151 per hour (6 hr min) Ph: 310.328.3456	Torrance Fire TBD Ph: 310.781.7000	p. 763	Torrance Film Permit Office CLOSED on alternate Fridays
Vernon	FilmLA Los Angeles Film Office info@FilmLA.com Ph: 213.977.8600 Fax: 213.977.8601	3 Business Days	FilmLA Fees Application: Film: \$863 (up to 10 locations over a 2 week period) Rider: \$137 Still Photo: \$82 Rider: \$28 Notification/Radius: \$215 minimum (fee varies with radius) Monitor/Hour: \$41.00 1st 8 hours (overtime rates apply) *Non-Refundable	City Street Use: \$650 per day City Property Use Fee: \$500 per day Private Property Location Fee: \$150 per permit	Vernon Community Police Contact FilmL.A., Inc. first \$75.00 per hr (2 officials min) Ph: 323. 587.5171	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours)	p. 674	FilmLA Online Permit System Caterers need Business License \$150 Health Inspection fee for catering trucks and craft services providers Business District filming restrictions STUDENT FRIENDLY Student Filmmakers

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Walnut Only part of city in 30-Mile Studio Zone	Melanie Maio Public Information Officer Ph: 909.348.0704 mtepec@cityofwalnut.org	2 Business Days - normal 4 Business Days - for traffic control 10 Business Days - for road closures	Non Refundable Filing Fee: \$250 Business License: \$5 for each day + \$4 assembly bill fee A maximum \$45 per day if filming exceeds 9 days	Varies \$500 per day on city property	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 639	Walnut Film Permit Office CLOSED on Fridays
West Covina	Jerry Rivera Planning Division JRivera2@westcovina.org Ph: 626.939.8422	2 Weeks & major productions 4 weeks	Permit Fee: Application \$2,696 + \$96.36 per hour in staff time Security and cleaning deposit of \$1,020	Varies	West Covina Police Two police officers will be required on site at the rate of \$346.10 per hour for both officers. Ph: 626.939.8557	West Covina Fire Case-by-case Ph: 626.939.8824 Production Facilities: Film Permit - \$299+stand-by fees	p. 598	West Covina Film Permit Certificate of insurance and property owner's permission required Office CLOSED on Fridays
West Hollywood 	Eddie Robinson Film Liaison wehofilm@weho.org Ph: 323.848.6489 Fax: 323.848.6561	3 Business Days	Fee Schedule	Varies	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 592	West Hollywood Film Permit Hour parking restrictions Street Closures: \$500-\$2000 (first hour) \$500-\$2000 (each additional hour) Office CLOSED on alternate Fridays


30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Westlake Village	Carol Kramer, Deputy City Clerk CarolK@wlv.org Ph: 818-706-1613 Fax: 818.706.1391	15 Business Days	Permit Application Fee: \$250 Filming Deposit: \$500 Public Property: \$500 per day Private Property: \$300 per day F/X \$1,000 per day Hold harmless and 1 million dollar liability policy and additional insured endorsement	None	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 557	Westlake Village Film Permit No filming after 9pm unless approved No directional signage allowed Filming in residential areas only from 7am-7pm
Westminster <i>Orange County</i> Only part of city in 30-Mile Studio Zone	Linh Doan, Administrative Assistant to the City Manager & City Council lidoan@westminster-ca.gov Ph: 714-548-3178	An applicant will be required to submit a permit request at least two business days prior to the date on which such person desires to conduct an activity for which a permit is required. If such filming activity interferes with traffic or involves potential public safety hazards, an application may be required at least 5-7 business days in	Permit Application Fee: \$195	Motion-private property: \$200/day Still-private property: \$100/day Motion-city property: \$400/day Still-city property: \$200/day	Westminster Police Case-by-case Ph: 714.898.3315	Orange County Fire Case-by-case Ph: 714.573.6000	LA/OR p. 827	Westminster Film Permit STUDENT FRIENDLY

30-Mile Studio Zone Chart

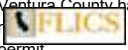
JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Whittier	Helen Gonzalez Senior Engineering Technician, Public Works Engineering Division hgonzalez@cityofwhittier.org Ph: 562.567.9516 Ph: 562.567.9500 / 9999 Fax: 562.567.2874	5 Business Days	Application Fees: Film - \$400 Still Photography - \$200 Business License Fee: \$64 each year per project Ph: 562.567.9860	None	Whittier Police Para-Police Officer: \$108.87 per hour Police Vehicle: \$14.08 per hour Total: \$122.95 (3 hr min) Ph: 562.567.9211	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 707	Whittier Film Permit Public use fee on certain city property Filming 6am-10pm STUDENT FRIENDLY No fees for student filming
Other Permit Offices Located in the 30-Mile Studio Zone								
Los Angeles Community Redevelopment Agency - CRA/LA Disbanded	FilmLA Los Angeles Film Office info@FilmLA.com Ph: 213.977.8600 Fax: 213.977.8601	1 Business Week	\$500 per day \$1000 security deposit	None	L.A. City Police Retired / Off Duty Officer: \$66.20-\$76.75 per hour (8 hr min / OT after 8, Double after 12) Active Officer: \$74 per hour (2-4hr min / flat rate / no motorcycle fee) \$75 per day for Motorcycle, per officer Ph: 213.486.0621	L.A. City Fire Film Unit \$118 per hour (4 hr min) Ph: 213.978.3814	p. 634	FilmLA Online Permit System STUDENT FRIENDLY Student Filmmakers
Los Angeles County Unincorporated Areas	FilmLA Los Angeles Film Office info@FilmLA.com Ph: 213.977.8600 Fax: 213.977.8601	2 Business Days	FilmLA Fees Application: \$863 Rider: \$137 Still Photo: \$82 Rider: \$28 Notification/Radius: \$215 Monitor/Hour: \$41 L.A. County Road Inspection Fee: \$420 L.A. County Road Application Fee: \$191 L.A. County Encroachment Fee: \$347	County Property: \$400 per day Prep/Strike: \$100 first 3 days \$400 per day after	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 634	FilmLA Online Permit System STUDENT FRIENDLY Student Filmmakers

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Orange County Unincorporated Areas  Filming Inquiries & Permit calls go to the Orange County Film Commission first	Janice Arrington Orange County Film Commissioner jarrington@filmorangecounty.org Ph: 949.246.9704 Kellee Vessey Film Permit Coordinator Orange County Parks & Recreation Kellee.Vessey@ocparks.com Ph: 949.585.6447 / 6463 Ph: 866.627.2757 Fax: 714.973.3336 Mustapha Balkis OC Development Services Encroachment Permits OC Public Works mustapha.balkis@ocpw.ocgov.com Ph: 714.667.8844 Fax: 714.667.7522	2 or 3 Business Weeks Public works permit: 3 Business Days \$69.99 Non-Refundable fee	Public Property Only: \$400 per day - film \$150 per day - stills \$200 per day - prep and strike Non-refundable application fee: \$69.95 Security Deposit: \$1,000 https://ocpublicworks.com/	None OC Parks: \$400 per day **Old county court house has own fees**	Orange County Sheriff Case-by-case Ph: 949.248.3550 Orange County Sheriff Case-by-case Ph: 949.248.3550	Orange County Fire Case-by-case Ph: 714.573.6000 Orange County Fire Case-by-case Ph: 714.573.6000	OR/SD p. 829	Permit calls go to the Orange County Film Commission first Orange County Parks Film Permit



30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
<p>Ventura County  Ventura County has permit jurisdictions. Each has their own fee structure and permitting process. Knowing the location will determine the requirements, fees. Permit calls go to the Ventura County Film Commission first</p> <p>(Use this GIS Map resource to determine jurisdiction) If you have any question, please call or email the film liaison, Bill Bartels (805) 409-9947 bill@edcollaborative.com</p>	<p>Bill Bartels Film Liaison Ventura County Film Commission bill@edcollaborative.com Ph: 805.409.9947</p>	<p>The range for permits in Ventura County is anywhere from 3 Days to 30 Days, depending on jurisdiction and impact (standard/waivers) assessment.</p> <p>Piru (Unincorporated Ventura County) 5 Days</p> <p>Simi Valley 5 days</p> <p>Rancho Simi Valley Recreation and Parks District 5 Days</p> <p>Mountains Recreation & Conservation Authority Case by Case (as fast as possible) Moorpark 4 Weeks for public property/2 Weeks Private Property (must be submitted in Thousand Oaks 5 Days</p>	<p>Each Jurisdiction requires both a film permit and business tax license permit for film. These fees are set annually by the jurisdictions and updated.</p> <p>Piru (Unincorporated Ventura County)</p> <p>Simi Valley</p> <p>Rancho Simi Valley Recreation and Parks District</p> <p>Mountains Recreation & Conservation Authority</p> <p>Thousand Oaks</p>	<p>Varies by jurisdiction</p> <p>Piru (Unincorporated Ventura County)</p> <p>Simi Valley</p> <p>Rancho Simi Valley Recreation and Parks District</p> <p>Mountains Recreation & Conservation Authority</p> <p>Moorpark</p> <p>Thousand Oaks</p>	<p>Internal Jurisdictions: Ventura County Sheriff</p> <p>Thousand Oaks Police Department</p> <p>Simi Valley Police Department</p> <p>Moorpark Police Division</p> <p>Public Roads in the County Area: California Highway Patrol</p>	<p>Ventura County Fire</p> <p>Lori Ross Filming Fire Safety Coordinator lori.ross@ventura.org Ph: 805.947.8535 Fax: 805.383.4766 Fire Questionnaire: Jurisdiction for all permitting agencies, in Ventura County, in the Zone.</p>	<p>LAVEN p. 492</p>	<p>Please make sure you are clear on what jurisdiction creates the regulatory layers for a location.</p>



30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Other Permit Offices Located in the 30-Mile Studio Zone - FEDERAL								
Angeles National Forest <i>Considered within the Secondary Studio Zone: Lake Elizabeth Lake Hughes</i>	Angela Stever Special Uses Angeles National Forest astever@fs.fed.us p: 661.269.2808 x249 f: 661.269.2825	10 Business Days Minimum	Insurance required	Film crew: Motion Picture: 1-10 - \$285.12 per day 11-30 - \$380.13 per day 31-60 - \$950.36 per day 60+ - \$1,144.07 per day Still Photography: 1-10 - \$95.06 per day 11-30 - \$285.12 per day 31-60 - \$475.18 per day 60+ - \$475.18 per day	CHP required if filming on county roads or state highways State Permit & Monitor Fees Officer Jon Dockweiler CHP Media Relations Officer Jdockweiler@chp.ca.gov Cell: 213.703.2070 Type of monitor determined by CHP Liaison 4 HR MIN: \$105.91 Officer per hr. \$128.44 Sergeant per hr. \$133.97 Motorcycle Sergeant per hr. \$110.12 Motorcycle Officer per hr. \$1.45/mile vehicle \$1.31/mile motorcycle	Varies based on needs of the production	p. 504-511	Angeles National Forest Online Permit Application
Army Corps of Engineers Department of Defense	Primary Contact: Brian Lee (213) 452-3126 Secondary Contact: Lynette Uiloa (213) 452-3145	The Corps must receive the application and initial deposit at least 30 days prior to the film date. All fees must be paid 5 days prior to film date.	Non-Refundable Application Fee: \$750 Student and Non- Profit Groups: \$300 \$50 each additional day	Processing Fee: \$300 Prep/Strike: \$100 per day	Corps Monitor \$80 per hour (8 hr min) (Federal holidays and Easter Sunday: \$160 per hour)	Corps Safety Officer \$150 / hour if needed due to unusual activities	p. 502-503 p. 531 & 561	Army Corps of Engineers Film Permit Must obtain a standard liability insurance policy in the amount of \$500,000 per person in any one claim and an aggregate limit of \$2,000,000. Property damage coverage must be at least \$100,000. A copy of the bond and insurance policy or a Certificate of Insurance must be furnished to the Corps prior to issuance of a permit. Govern. or Corps shall not be named coinsured.

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Los Angeles National Cemetery - Department of Veterans Affairs - National Cemetery Administration - West Los Angeles	Temoc Meza Director Los Angeles National Cemetery cuauhtemoc.mezadavila@va.gov Ph: 310.268.4030 Fax: 310.295.7977	Case-by-case, One week flexible	Donation of a standard daily location fee would be appreciated	\$1 million liability insurance policy	L.A. City Police Retired / Off Duty Officer: \$66.20-\$76.75 per hour (8 hr min / OT after 8, Double after 12) Active Officer: \$74 per hour (2-4hr min / flat rate / no motorcycle fee) \$75 per day for Motorcycle, per officer Ph: 213.486.0621	L.A. City Fire Film Unit \$118 per hour (4 hr min, plus 1 hr of travel) Ph: 213.978.3814	p. 631	https://www.cem.va.gov/facts/Filming_and_Photoigraphy_Guidance.asp <i>No film permit online</i> A script must be provided for filming of any type. A narrative description of all photo shoots is required. STUDENT FRIENDLY - SCROLL DOWN PAGE Cannot close cemetery or prevent anyone from visiting gravesites
Santa Monica Mountains National Recreation Area	Preston DeCorte Office of Special Park Uses Ph: 805.370.2308 Ph: 805.370.2300 preston_decorte@nps.gov samo_permits@nps.gov	10 Business Days	\$175 non-refundable application fee for photography	There are no longer location fees for filming. Still Photography: 1-10 \$50 11-30 \$150 30+ \$250	Varies - inquire with Permit Coordinator	Varies depending on location in park	p. 625-630	Santa Monica Mountains Film Permit
Veterans Administration Greater L.A. Healthcare System	<p align="center">No filming permitted until further notice</p>						p. 631-632	<p align="center">No crew parking provided</p>
Veterans Administration Long Beach Healthcare System	Richard Beam Director of Public Affairs & Community Relations Richard.beam@va.gov Ph: 562.826.5498	Case-by- case					p. 796	<p>No film permit information available online</p>

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Other Permit Offices Located in the 30-Mile Studio Zone - STATE								
State of California	David Booth Caltrans Permits State Highways & Roads dbooth@film.ca.gov <i>Ph: 323.818.4104</i>	4 Business Days 15 Business Days - minimum for road closures	No Permit Fee State Permit and Monitor Fees	None	Type of monitor determined by CHP Liaison 4 HR MIN: \$105.91 Officer per hr. \$128.44 Sergeant per hr. \$133.97 Motorcycle Sergeant per hr. \$110.12 Motorcycle Officer per hr. \$1.45/mile vehicle \$1.31/mile motorcycle Officer Jon Dockweiler CHP Media Relations Officer jdockweiler@chp.ca.gov <i>Cell: 213.703.2070</i>	Vijay Mepani Deputy State Fire Marshall vijay.mepani@fire.ca.gov <i>Cell: 213.700.5884</i> <i>Ph: 323.817.4108</i>	N/A	CFC Online Permit Application
State of California	Tiana Reynolds - State Buildings & Facilities / Northern and Central CA State Parks Permit treynolds@film.ca.gov <i>Ph: 323.817.4112</i>	4 Business Days	No Permit Fee State Permit and Monitor Fees	None NO WEEKEND FILMING MOST BEACHES AND PARKS / BUILDINGS AND	Parks monitor hourly rates are "portal to portal" (generally add one hour of time, 6 hr min) Type of monitor determined by State Parks Type of monitor determined by State Agency	Vijay Mepani Deputy State Fire Marshall vijay.mepani@fire.ca.gov <i>Cell: 213.700.5884</i> <i>Ph: 323.817.4108</i>	N/A	CFC Online Permit Application Filming welcome in CFC office When filming in CFC office either CHP or CFC staff are assigned ANY STATE BUILDING OR CFC OFFICE AVAILABLE ONLY ON WEEKENDS



30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
State of California	Catherine Adamic Southern CA State Parks Permits cadamic@film.ca.gov Ph: 323.817.4107	4 Business Days	No Permit Fee State Permit and Monitor Fees	None NO WEEKEND FILMING MOST BEACHES AND PARKS	Parks monitor hourly rates are "portal to portal" (generally add one hour of time, 6 hr min) Type of monitor determined by State Parks Angeles District Filming Coordinator AngelesDistrict.Filming@parks.ca.gov Ph: 818.880.0358	Vijay Mepani Deputy State Fire Marshall vijay.mepani@fire.ca.gov Cell: 213.700.5884 Ph: 323.817.4108	N/A	CFC Online Permit Application
State of California	Officer Jon Dockweiler CA Highway Patrol Statewide Film Media Relations jdockweiler@chp.ca.gov Cell: 213.703.2070	4 Business Days	No Permit Fee State Permit and Monitor Fees	None	Type of monitor determined by CHP Liaison 4 HR MIN: \$105.91 Officer per hr. \$128.44 Sergeant per hr. \$133.97 Motorcycle Sergeant per hr. \$110.12 Motorcycle Officer per hr. \$1.45/mile vehicle \$1.31/mile motorcycle All rates 4 hr minimum	Vijay Mepani Deputy State Fire Marshall vijay.mepani@fire.ca.gov Cell: 213.700.5884 Ph: 323.817.4108	N/A	CFC Online Permit Application
Mountains Recreation Conservation Authority (MRCA) A local government public entity established in 1985 pursuant to Joint Powers Act to manage Santa Monica Mountains Conservancy land								
Santa Monica Mountains Conservancy (SMMC) State Property within the 30-Mile Studio Zone Not Permitted by the California Film Commission (CFC)								
Mountains Recreation Conservation Authority (MRCA)	René Garcia Filming Manager Mountains Recreations & Conservancy Authority Los Angeles River Center and Gardens rene.garcia@mrca.ca.gov Ph: 323-221-9944 ext 139	None - ASAP turnaround	None	Case-by-case	Case-by-case	L.A. City L.A. County Ventura County depending on park location	LAVEN Varies	MRCA Film Permit

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Locations Outside the 30-Mile Studio Zone Considered within the 30-Mile Studio Zone by the Alliance of Motion Picture & Television Producers - AMPTP and various Unions								
Aqua Dulce	FilmLA Los Angeles Film Office info@FilmLA.com Ph: 213.977.8600 Fax: 213.977.8601	3 Business Days	Application: \$863 Rider: \$137 Still Photo: \$82 Rider: \$28 Notification/Radius: \$215 Monitor/Hour: \$41 L.A. County Road Inspection Fee: \$420 L.A. County Highway Road Application Fee: \$191 L.A. County Encroachment Fee: \$347	County Property: \$400 per day Prep/Strike: \$100 first 3 days \$400 per day after	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4herman@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 4373	FilmLA Online Permit System STUDENT FRIENDLY Student Filmmakers
Castaic	FilmLA Los Angeles Film Office info@FilmLA.com Ph: 213.977.8600 Fax: 213.977.8601	3 Business Days	Application: \$863 Rider: \$137 Still Photo: \$82 Rider: \$28 Notification/Radius: \$215 Monitor/Hour: \$41 L.A. County Road Inspection Fee: \$420 L.A. County Highway Road Application Fee: \$191 L.A. County Encroachment Fee: \$347	County Property: \$400 per day Prep/Strike: \$100 first 3 days \$400 per day after	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4herman@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 4369	FilmLA Online Permit System STUDENT FRIENDLY Student Filmmakers



30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
<p>Castaic Lake May require two permits - CFC (only if on State Property DWR) & FilmL.A., Inc.</p>	<p>Chris Mowry Park Superintendent cmowry@parks.lacounty.gov Ph: 661.257.4050 Fax: 661.257.3759</p> <p>Tiana Reynolds State Buildings & Facilities Permits treynolds@film.ca.gov Ph: 323.817.4112 Fax: 323.860.2972</p>	7 Business Days	<p>Application Fee: (Motion) \$863.00 per permit (Still Photo) \$82.00 per permit</p>	Varies	<p>L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672</p> <p>Castaic Police Ph: 661.257.0881</p>	<p>L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours)</p> <p>PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242</p>	p. 4369	<p>FilmLA Online Permit System Special launching permits required if shooting on the lake Filming allowed only on weekdays</p> <p>Castaic Lake Filming Guidelines Lake administered by LA County Parks & Recreation Filming in the water requires a state permit</p> <p>CFC Online Permit Application</p>
<p>Conejo Recreation and Park District Former MGM Ranch Only part of district in 30- Mile Studio Zone</p>	<p>Matt Kouba Park Superintendent parksupt@crpd.org Ph: 805.495.6471 ext. 1112</p> <p>Ranger Staff Ph: 805.402.9551</p> <p>Michele Mills Reservations reservations@crpd.org Ph: 805.495.6471</p>	Varies	<p>Processing Fee: \$120 Still Photography: \$150 per day Staff: \$57 per hour</p>	Varies If your application is approved, then a filming fee will be determined	<p>Consult with Park Superintendent Ph: 805.381.2735</p>	<p>Ventura County Fire Review Fee Filming: \$228 Review Fee Still: \$152 Review Fee Student: \$228 Additional Permit Required from VCFD for Pyro/FX: \$266</p> <p>Lori Ross Filming Fire Safety Coordinator lori.ross@ventura.org Ph: 805.947.8535 Ph: 805.389.9710 Fax: 805.383.4766</p>	VEN p. 525	<p>CRPD Film Permit</p>

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
FAIRPLEX Los Angeles County Fairgrounds	Carol Rushton rushton@fairplex.com Ph: 909.865.4042 Cell: 909-524-2182	2 Business Days Minimum	\$15 per vehicle \$5 per person catering buyout Security/EMT required Refundable damage deposit: varies	Minimum \$5,000 per day per location; ½ price for set- up and strike	L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672	L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242	p. 600	FilmLA Online Permit System STUDENT FRIENDLY

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Fillmore <i>The entirety of the City of Fillmore is not considered within the 30- Mile Studio Zone. Information provided for convenience.</i>	Patrick Maynard Fillmore Film Commission pmaynard@fillmoreca.gov Ph: (805) 946-1919	3 Business Days	Application \$200 \$300 per day No Business License Fee	If within business district \$200 If shooting outside \$100	Ventura County Sheriff Case-by-case CHP on Ventura County roads Ph: 805.477.4100 California Highway Patrol	Fillmore Fire FEES VARY Ph: 805.524.3701 Keith Gurrola Fire Chief, City of Fillmore Ph: 805.524.3701	VEN p. 456	Fillmore Film Permit
John Wayne Airport Orange County	Cheryl Waters Filming Coordinator Public Affairs cwaters@ocair.com Ph: 949.252.5048 Fax: 949.252.5141 Mustapha Balkis OC Development Services Encroachment Permits OC Public Works mustapha.balkis@ocpw.ocgov.com Ph: 714.667.8844 Fax: 714.667.7522	Minimum 10 Business Days and 30 Business Days for larger productions	\$325 - \$1000	Varies	Orange County Sheriff Case-by-case Ph: 949.248.3550	Orange County Fire Case-by-case Ph: 714.573.6000		John Wayne Airport Filming Guidelines & Permit

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Leo Carrillo State Beach	Catherine Adamic Southern CA State Parks caadamic@film.ca.gov Ph: 323.860.2960 ext. 107 Fax: 323.860.2972	4 Business Days	No CFC Permit Fee Review Fee – simple production: \$65.00 per day Review Fee – complex production: \$200 per day	None	Parks monitor hourly rates are "portal to portal" (generally add one hour of time; 6 hr min) Type of monitor determined by State Parks Angeles District State Parks AngelesDistrict.Filming@film.ca.gov Ph: 818.880.0358	Vijay Mepani Deputy State Fire Marshall vijay.mepani@fire.ca.gov Cell: 213.700.5884 Ph: 323.817.4108	p. 625	CFC Online Permit Application Personnel Reimbursement Fees Only State Permits and Monitor Fees
MGM Ranch	See Conejo Recreation and Park District Above							
Ontario Airport	ONT Airfield Operations Ph: 909.544.5431 filmdesk@flyontario.com	1 Month	Application: \$200	Average quote \$7,000 to \$10,000 per day Based on time needed / personnel / autos	Airport Bureau Depends on production needs Ph: 909.395.2000	Ontario Fire Depends on production needs Fire Engineer Scott Williams is the contact for the Ontario Fire Ph: (714) 878-5769 swilliams@ontarioca.gov	SBD p. 642	Airport Filming Letter of Intent required Tech scout, one week in advance, Tuesdays, Wednesdays, Thursdays only Ontario Film Permit
Ontario	Tanya Spiegel Communications Coordinator Communications Department T: (909) 395-2081 M: (951) 751-9841 tspiegel@ontarioca.gov	7 Business Days Minimum Street closures including sidewalks require 10-15 days with encroachment permit approval from Engineering	Business License Fee: \$246 + tax	Varies	Ontario Police Ph: 909.395.2001 Fax: 909.395.2797	Ontario Fire Fire Engineer Scott Williams is the contact for the Ontario Fire Department Ph: (714) 878-5769	SBD p. 642	Ontario Film Permit Day time filming in residential zones, 100% signatures required
	Dan Bell Communications & Community Relations Director Communications Department T: (909) 395-2400 M: (626) 298-4297 dbell@ontarioca.gov					swilliams@ontarioca.gov		

30-Mile Studio Zone Chart

JURISDICTION	CONTACT	ADVANCE NOTICE	PERMIT FEE BUSINESS LICENSE	LOCATION FEE	POLICE REQUIREMENT	FIRE REQUIREMENT	MAP REF	FILM PERMIT INFORMATION SPECIAL PROVISIONS
Piru	<p>Film Permit Coordinator Film.Permits@ventura.org (805) 654-2457</p> <p>Jeri Cooper Ventura County Parks Manager (805) 654-3968 Jeri.Cooper@ventura.org</p> <p>Filming on the Road pwa.transpermits@ventura.org (805) 654-2055</p>	5 Business Days	Application: \$324	TBD	<p>Ventura County Sheriff's Office Case-by-case CHP on Ventura County roads Ph: 805.477.4100</p> <p>Officer Jon Dockweiler CHP Media Relations Officer jdockweiler@chp.ca.gov 213.703.2070 Type of monitor determined by CHP Liaison 4 HR MIN: \$105.91 Officer per hr. \$128.44 Sergeant per hr. \$133.97 Motorcycle Sergeant per hr. \$110.12 Motorcycle Officer per hr. \$1.45/mile vehicle \$1.31/mile motorcycle</p>	<p>Ventura County Fire Review Fee Filming: \$228 Review Fee Still: \$152 Review Fee Student: \$228 Additional Permit Required from VCFD for Pyro/FX: \$266</p> <p>Lori Ross Filming Fire Safety Coordinator lori.ross@ventura.org Ph: 805.947.8535 Ph: 805.389.9710 Fax: 805.383.4766</p>	VEN p. 457	<p>Piru Film Permit Piru Neighborhood Council Ph: 805.521.1333</p>
Pomona	<p>Roberto Curiel Community Services Division Ph: 909.620.2301 / 7740 Ph: 909.620.2311 / 2321 roberto_curiel@ci.pomona.ca.us</p>	5 Business Days	Pomona Fees: \$500 for up to 14 days In excess of \$100 each additional day	Varies	<p>Pomona Police \$110.00 per hour Police Officer (3 hour min) Ph: 909.620.2155 Contact Roberto for police</p>	<p>L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours)</p> <p>PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242</p>	p. 640	<p>Pomona Film Permit Scroll down to film permits STUDENT FRIENDLY</p>





STAFF REPORT

City Council

Meeting Date: 8/23/2022
Staff Report Number: 22-159-CC

Consent Calendar: Adopt a resolution modifying the City Council's regular meeting schedule to replace October 25, 2022 with October 18, 2022

Recommendation

Staff recommends that the City Council adopt resolution (Attachment A) modifying the City Council's regular meeting schedule to replace October 25, 2022 with October 18, 2022.

Policy Issues

Ordinance No. 1080 (Attachment B) allows the City Council to adopt a different meeting schedule by resolution.

Background

On December 14, 2021, the City Council unanimously voted to adopt Ordinance No. 1080 codifying the City Council's regular meeting schedule as the second and fourth Tuesday of every month, commencing at 6 p.m. At the same meeting, the City Council unanimously approved the 2022 City Council regular meeting schedule (Attachment C.)

Analysis

The adoption of the 2022 regular City Council meeting schedule included regular meetings on the second and fourth Tuesdays of the month and took into account year-end travel schedules and holiday observances.

Although staff is recommending that the October 25, 2022 regular City Council meeting be canceled and replaced with an October 18, 2022 regular meeting, the City Council can consider and direct any of the following four options:

1. Retain the current City Council meeting schedule.
2. Cancel and replace October 25, 2022 with October 18, 2022.
 - This will result in back-to-back meetings with the October 11, 2022 meeting.
3. Cancel and not reschedule the October 25, 2022.
 - This will result with one meeting for the month of October 2022.

The proposed resolution will update the City Council meeting schedule to replace October 25, 2022 with October 18, 2022.

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. Resolution
- B. Ordinance No. 1080
- C. Hyperlink – 2022 City Council regular meeting schedule:
menlopark.org/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/city-council-meeting-schedule-2022.pdf

Report prepared by:

Judi A. Herren, Assistant to the City Manager/City Clerk

RESOLUTION NO. XXXX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
REPLACING THE OCTOBER 25, 2022 REGULAR CITY COUNCIL MEETING
WITH AN OCTOBER 18, 2022 REGULAR CITY COUNCIL MEETING**

WHEREAS, the City of Menlo Park ("City") wishes to replace the October 25, 2022 regular City Council meeting with October 18, 2022;

WHEREAS, the City wishes to remove the October 25, 2022 from the City Council schedule of regular meetings;

WHEREAS, the City wishes to add October 18, 2022 to the City Council schedule of regular meetings;

WHEREAS, Ordinance No. 1080 allows the modification of the approved City Council meeting scheduled through the adoption of a resolution; and

WHEREAS, Section 2.04.010 of the Menlo Park Municipal Code reads as follows:

2.04.010. Regular Meetings – Days and time. **

A regular meeting of the City Council shall be held on the second and fourth Tuesday of every month commencing at six p.m., unless the City Council adopts a different schedule by resolution. A regular meeting of the City Council may be canceled (i) by notice at a prior City Council meeting, or (ii) by notice to all of the City Council members of not less than twenty-four (24) hours prior to the meeting and by posting a notice of cancellation at all locations where public notices are regularly posted by the City.

** For state law as to city council meetings, see Government Code Sections 36805 to 36808, 54950 to 65960.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF MENLO PARK HEREBY
RESOLVES:**

The October 25, 2022 regular meeting will be canceled and the October 18, 2022 shall be added as a regular meeting date to the 2022 Schedule of Regular City Council meetings of the City of Menlo Park.

//

//

//

//

//

//

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the twenty-third day of August, 2022, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this __ day of August, 2022.

Judi A. Herren, City Clerk

ORDINANCE NO. 1080

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MENLO PARK AMENDING SECTION 2.04.010 OF CHAPTER 2.04 (CITY COUNCIL) OF TITLE 2 (ADMINISTRATION AND PERSONNEL) OF THE MENLO PARK MUNICIPAL CODE

WHEREAS, the City of Menlo Park ("City") wishes to change the time when the City Council holds its regularly scheduled meetings and the methods for canceling a City Council meeting.

THE CITY COUNCIL OF THE CITY OF MENLO PARK DOES ORDAIN AS FOLLOWS:

SECTION 1. AMENDMENT OF CODE. Section 2.04.010 of the Menlo Park Municipal Code is amended to read as follows (addition in underline, deletions in ~~strikethrough~~):

2.04.010. Regular Meetings – Days and time. **

A regular meeting of the City Council shall be held on the second and fourth Tuesday of every month commencing at ~~five (5)~~ six (6) p.m., unless the City Council adopts a different schedule by resolution ~~at the beginning of the year.~~ A regular meeting of the City Council may be canceled (i) by notice at a prior City Council meeting, or (ii) by notice to all of the City Council members of not less than twenty-four (24) hours prior to the meeting and by posting a notice of cancellation at all locations where public notices are regularly posted by the city.

SECTION 2. EFFECTIVE DATE AND PUBLISHING. This ordinance shall take effect 30 days after adoption. The city clerk shall cause publication of the ordinance within 15 days after passage in a newspaper of general circulation published and circulated in the city or, if none, the posted in at least three public places in the city. Within 15 days after the adoption of the ordinance amendment, a summary of the amendment shall be published with the names of the City Councilmembers voting for and against the amendment.

SECTION 3. CEQA. The City Council finds that this ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Sections 15060(c)(3) because this activity is not a project as defined by Section 15378 of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3.

SECTION 4. SEVERABILITY

If any section, subsection, subdivision, sentence, clause, phrase or portion of this ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, then such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares it would have adopted this Ordinance and each section, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that one or more section, subsection, subdivision, sentence, clause, phrase, or portion thereof be declared invalid or unconstitutional.

//

//

//

INTRODUCED on the sixteenth day of November, 2021.

PASSED AND ADOPTED as an ordinance of the City of Menlo Park at a regular meeting of said City Council on the fourteenth day of December, 2021 by the following vote:

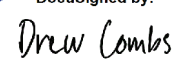
AYES: Combs, Mueller, Nash, Taylor, Wolosin

NOES: None


ABSENT: None

ABSTAIN: None

APPROVED:

DocuSigned by:

52C1D491348F4A3...
Drew Combs, Mayor

ATTEST:

DocuSigned by:

39280A20D0BE491...
Judi A. Herren, City Clerk



STAFF REPORT

City Council

Meeting Date:

8/23/2022

Staff Report Number:

22-167-CC

Public Hearing:

Adopt a resolution amending the City's comprehensive master fee schedule for the city manager's office, community development, library and community services, public works departments, Menlo Park Municipal Water, and amend the User Fee Cost Recovery Policy

Recommendation

Staff recommends that the City Council adopt a resolution (Attachment B) amending the City's master fee schedule to incorporate proposed changes in fees to become effective immediately, August 23, 2022, or as required by statute for the following departments: city manager's office, community development, library and community services, public works, Menlo Park Municipal Water (MPMW), and amend the User Fee Cost Recovery Policy (Attachment C.)

Policy Issues

The City Council adopts fees to recover the cost for services to minimize the demand on general taxes for services that have an individual benefit. To guide the establishment of fees, the City Council last adopted revisions to the user fee cost recovery policy April 13, 2021.

Background

The master fee schedule reflects fees charged by all city departments. Amendments typically occur annually so that fees reflect current costs to provide services, to bring fees closer to full cost recovery targets, to add new fees when applicable for new city services, and/or to eliminate fees for discontinued services. The most recent updates to the master fee schedule were approved by the City Council for fees effective July 2018 and July 2019 at the public hearing held April 24, 2018. Those fee changes were based, in part, on the results of a cost of services study which was presented to the City Council at a study session February 13, 2018.

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

- Fees and charges for use of facilities, services and access to property: these fees are elective on the part of the customer/user. The purpose of these fees and charges is to generate revenues for access or use of the service or facility.
- Property development processing and impact fees: these include fees for building and use permits, variances, building inspections, map applications and planning services, and impact and capacity fees. These fees cannot exceed the reasonable cost of providing the service or providing the facilities necessary to serve the new development. Any new fee or increase to existing fees in this category can be effective no sooner than 60 days after approval by City Council.

- Fees relating to public records act requests and copies of documents and reports: these fees are limited to the actual cost of copying (not including personnel time to copy) or the statutory amount, whichever is less. There are no changes recommended for any fees in this category at this time.

The recommendations presented by staff in this report are primarily re-clarifications/modifications of existing fee descriptions, adding fees for services previously presented for consideration by the City Council but not approved at a public hearing (those fees have not been imposed or collected), and fee level adjustments based on changes to the User Fee Policy as revised by City Council April 13, 2021.

Attachment A and the analyses summarize proposed new fees, changes to existing fee amounts and/or the fee descriptions. Fees for which there are no recommended changes are not listed unless provided for comparison purposes.

Analysis

City manager's office – sustainability

Electric vehicle charging stations

On August 20, 2019, the City Council provided to staff to include recommended fees for electric vehicle (EV) charging stations in the next master fee schedule update. The City is currently funding electricity, network fees and maintenance to all EV charging stations at no cost to the charging station users. The proposed pricing structure will provide the opportunity for the City to recover the operational costs of the stations as well as support charging station turnover for other EV drivers that need charging. The fee administration requires little staff resources to implement as ChargePoint administers the billing system currently used for the charging stations. The fee recommendations are shown on Attachment A in the public works section.

Existing building electrification permit fee waivers and credits

To further incentivize and enable a faster conversion of 95 percent of Menlo Park's existing building stock to clean electricity offered by Peninsula Clean Energy and to meet the City's Climate Action Plan goal to be carbon neutral by 2030, building permit fees for electrification projects could be waived. On March 9, 2021, during a discussion on the City's cost recovery policy, City Council provided direction to broaden solar permit fee reductions/waivers to include electrification.

The electrification building permit fee waiver and credit program would include:

- Waiving permit fees where the scope of work only involves electrification (conversion of fossil fuel-gas/natural gas-equipment to electric equipment), such as installing EV charging infrastructure, replacing natural gas water heaters or space heaters with electric equipment (e.g., heat pumps) or electric panel upgrades that include future capacity for full electrification of an existing building. Building permit fee waivers would not apply to newly constructed buildings or existing building additions/renovations/alterations where a project scope goes beyond electrification, such as kitchen remodel, additional floor space, etc. See next point below for permit fee credits related to remodels/additions that include electrification.
- Providing a permit fee credit for addition/alteration/remodel projects that include electrification as part of the scope of work:
 - \$250 credit for converting one type of gas to electric equipment or electrical panel upgrade that supports capacity for full building electrification.
 - \$500 credit for converting two or more gas to electric equipment. Must include space and water heating conversion to be eligible for the credit.

Table 1 provides a summary of the anticipated forfeited revenue (\$135,000 to \$175,000) to subsidize an existing building electrification permit waiver/credit program. This program could be funded by the Climate Action Plan Capital Improvement Program, and there are sufficient funds to support this program with \$502,170 available in the project balance for fiscal 2022-23. The City Council would also need to approve amending the User Fee Cost Recovery Policy to designate existing building electrification permit fees as a low cost recovery service (Exhibit B of Attachment A.)

Table 1: Forfeited revenue to subsidize electrification permit waiver/credit program			
Type of permit project	Average number of permits per year for existing residential buildings (2017 -2019)	Average permit cost	Anticipated forfeited revenue/subsidized permit costs
Electric panel upgrade	44	Up to \$200	\$8,800
Water heater replacements	66	Up to \$200	\$13,200
Space heating replacements	81	Up to \$300	\$24,300
Additions	55	Depending on which gas to electric equipment is converted, a credit of \$250 or \$500 would be applied.	\$82,000 to \$164,000 if all projects included electrification aspects to an overall project.
Alterations (e.g., kitchen/bathroom remodel)	273		Estimated impact is \$75,000 as not all projects would likely involve electrification as part of the scope of work
Pool heating	18	Up to \$200	\$3,600
EV charging for existing buildings	4	Up to \$300	\$3,000
Total			\$135,000 to \$175,000

Community development

Under Signs and Awnings, staff recommends changing the fee for signs requiring review by Planning Commission from the current flat fee of \$1,500 to a deposit of \$1,500. The fee change would align with the fee structure of other discretionary permits requiring review by the Planning Commission. Staff’s time would be reimbursed based on time spent processing the application and would provide full cost recovery.

Under Swimming Pools, staff is recommending to change the plan check review fee from a flat rate fee to a fee per round of review. Staff has recently seen an increase in the number of plan check reviews for pool permits, which have exceeded the flat rate fee amount. The proposed change is to add language to clarify that each subsequent review beyond the initial review would be charged to the applicant.

The fee recommendations are shown on Attachment A.

Library and community services

Library – On April 13, 2021, City Council eliminated library overdue fines effective July 1, 2021. Attachment

A includes the elimination of those fees.

Community services – Attachment A includes the elimination of the fees associated with the Menlo Park Senior Center and Onetta Harris Community Center buildings, both of which are no longer extant due to construction of replacement facilities as part of the Menlo Park Community Campus (MPCC) project. Staff will develop new proposed fees for the MPCC at City Council’s direction in the context of the staffing and programming plans for the MPCC project, tentatively scheduled for City Council review and approval in conjunction with the fiscal year 2022-23 midyear budget review. Also included on Attachment A are revisions to Menlo Children’s Center tuition that were approved by City Council June 9, 2020, to offset operational cost increases; staff report and minutes are provided in Attachments D and E.

Public works

Under Encroachment Permits staff recommends adding a new fee based on time and materials for Special Encroachments. Several months ago a fiber company submitted encroachment permit requests to perform work in the entire City. During this review process, staff determined the current fees did not fully recover the costs associated with the review, inspection and coordination time required for this type of permit. Staff recommends this new fee category for special encroachment permits to ensure full cost recovery as directed by the City Council and defined in the master fee schedule as “time and material.”

For the debris box/container on street fee, staff recommends removing the eight-week maximum time period.

Under Improvement Plan Reviews, staff recommends specifying a maximum of two reviews.

Under standard agreements, staff recommends adding a non-standard agreement fee based on time and materials to cover additional city attorney time required to review revisions to the standard agreement templates.

Staff recommends a new Traffic Signal Interruption fee to be collected when the traffic signal is needed to be placed on “flash” allowing temporary traffic control to be used to manually direct traffic for construction projects. This fee allows for cost recovery for City’s signal contractor labor, equipment and materials cost plus 25 percent staff time, billing and collection fees. The average labor and equipment cost that the city’s contractor charges for placing a signal on flash and taking it off flash is \$250. Staff receives approximately 10 requests per year.

The fee recommendations are shown on Attachment A.

MPMW

Staff recommends increasing the Fire Flow Test fee to include cost recovery for three hours of labor from \$270 to \$405.

Attachment A shows the removal of three fees for services no longer provided by MPMW.

Impact on City Resources

User fees provide a significant source of cost recovery for the city. The recommended revisions to the master fee schedule will help in maintaining service levels in the current fiscal year.

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. Additionally, the public hearing notice was published in the Examiner August 12 and 17, 2022.

Attachments

- A. Master fee schedule recommendations
- B. Resolution amending city fees and charges
- C. User Fee Cost Recovery Policy – redline
- D. Hyperlink – June 9, 2020, budget Staff Report #20-122-CC:
menlopark.org/DocumentCenter/View/25288/11-Budget-public-hearing?bidId=
- E. Hyperlink – June 9, 2020, approved minutes:
menlopark.org/AgendaCenter/ViewFile/Minutes/_06092020-3452

Report prepared by:

Adrian Patino, Management Analyst I

John McGirr, Retired Annuitant – Finance and Budget Manager

Report reviewed by by:

Rebecca Lucky, Sustainability Manager

Eren Romero, Business Manager – Engineering

Deanna M. Chow, Assistant Community Development Director

Tanisha Werner, Assistant Public Works Director - Engineering

Sean S. Reinhart, Library and Community Services Director

Marvin V. Davis, Interim Finance Director

Mary Morris-Mayorga, Administrative Services Director – Extra Help Retired Annuitant

August 23, 2022 Master Fee Public Hearing

Department - Area - Service	Effective October 23, 2022 Recommended Fee Amount	Unit	Effective July 1, 2019 Current Fee Amount	Commentary
Public Works - Engineering				
General Engineering Fees				
Abandonments - Public easements	\$1,290.00		\$1,290.00	Combined w/ ROW and moved to mapping section
Encroachment Permits (Routine inspections included in fees)				
Special Encroachments	Time and Material			Added Special Encroachments
Work on construction requiring extensive review time, coordination, impact to traffic, inspections, multiple trench/bore, and major undergrounding/aerial.				
Debris Box / Container on Street	\$120.00	per week	\$120.00	Removed 8 week maximum
Maps*				
Abandonments (Public easements and ROW)	\$2,320.00		\$2,320.00	Moved to mapping section, combined public easements + ROW at \$2,320 fee
Improvement Plan Reviews – 2 reviews. Fees due at time of plan submittal				Updated to 2 reviews
Single Family Residences				
Single Family Residences (base)	\$810.00		\$810.00	
Single Family Residences (plus)	5.35% of cost estimate		5.35% of cost estimate	
Multi-family Residences, Commercial, and Industrial				
Multi-family Residences, Commercial, and Industrial (base)	\$4,820.00		\$4,820.00	
Multi-family Residences, Commercial, and Industrial (plus)	5.35% of cost estimate		5.35%	
Standard Agreements	\$810.00		\$810.00	Included non-standard agreement commentary
Non-standard agreements	Time and Materials			New Fee
Community Development - Planning				
Signs and Awnings				
Sign review by Staff	\$294.00		\$294.00	
Sign review by Planning Commission	\$1,500.00 Deposit		\$1,500.00	Updated to deposit
Community Development - Building				
Swimming Pools				
First round reviews are included in the plan check base price. Each subsequent round of review will be charged to the applicant.				Added comment clarifying subsequent reviews for plan check
Swimming Pool / Spa (residential):				
Vinyl-lined / fiberglass	\$207.11		\$207.11	
Gunite (all residential pools that do not require a soils investigation.)	\$238.47		\$238.47	
Gunite (residential pools that require a soils investigation.)	\$259.80		\$259.80	
Spa or Hot Tub (Residential, Pre-fabricated)	\$94.01		\$94.01	
Commercial pool (up to 800 sf)	\$413.06		\$413.06	

Department - Area - Service	Effective August 23, 2022 Recommended Fee Amount	Unit	Effective July 1, 2019 Current Fee Amount	Commentary
Public Works – Transportation				
Electric Vehicle Charging				New fees from Sustainability
Access Fee	\$1.00			
Escalation Fee*	\$5.00	per hour		
3 hour charging time frame with a 15 minute grace period to move the vehicle (except between 7pm and 7:30 am)				
Summer (June 1 - Sept 30)				
Peak (4 p.m. - 9 p.m.)	\$0.23643	kWh		
Part-Peak (2 p.m. - 4 p.m. and 9 p.m. - 12 a.m.)	\$0.17474	kWh		
Off-Peak (12 a.m. - 2 p.m.)	\$0.14217	kWh		
Winter (Oct 1 - May 31)				
Peak (4 p.m. - 9 p.m.)	\$0.17838	kWh		
Part-Peak (2 p.m. - 4 p.m. and 9 p.m. - 12 a.m.)	\$0.14290	kWh		
Off-Peak (12 a.m. - 2 p.m.)	\$0.10656	kWh		
*City of Menlo Park Employee: Free for first 3 hours with \$5 escalation fee after 15 minute grace period				
Traffic Signal Interruption Fee	*Actual cost			New fee
Menlo Park Municipal Water				
Water Rates for the period July 1, 2021 through June 30, 2026 can be found online at the City's water web page Rate assistance program is available on the City's web page				
Fire Flow Test (report included)	\$405.00		\$270.00	Increased fee to include 3 hours of labor
Additional copies of Flow Test Reports	\$45.00		\$45.00	

Department - Area - Service	Effective June 9, 2020 Approved Amount	Fee	Unit	Effective July 1, 2019 Fee Amount	Commentary
Menlo Children's Center – Preschool					
Toddler room					
Full-time 5 day	\$2,493.00		per month	\$1,953.00	Fees increased by City Council 6/9/20
Part-time 3 day	\$1,925.00		per month	\$1,425.00	Fees increased by City Council 6/9/20
Part-time 2 day	\$1,613.00		per month	\$1,113.00	Fees increased by City Council 6/9/20
Early pre-school room					
Full-time 5 day	\$2,035.00		per month	\$1,535.00	Fees increased by City Council 6/9/20
Part-time 3 day	\$1,621.00		per month	\$1,121.00	Fees increased by City Council 6/9/20
Part-time 2 day	\$1,375.00		per month	\$875.00	Fees increased by City Council 6/9/20
Pre-school room					
Full-time 5 day	\$2,035.00		per month	\$1,535.00	Fees increased by City Council 6/9/20
Part-time 3 day	\$1,621.00		per month	\$1,121.00	Fees increased by City Council 6/9/20
Part-time 2 day	\$1,375.00		per month	\$875.00	Fees increased by City Council 6/9/20

Department - Area - Service	Effective August 23, 2022 Recommended Fee Cancellation	Unit	Effective July 1, 2019 Current Fee Amount	Commentary
Menlo Park Municipal Water				
Water Service Connection Charges	Quotation		Quotation	Remove - service no longer offered
The estimated installation costs for metered services, based on scope of work, shall be paid to the Water Department before installation. The charge for installing the service shall be the actual cost of the meter, materials and labor, plus 25% of the costs for Engineering Division administration. Meters and materials remain the property of the Water Department.				
Unmetered Fire Service Connection Charges	Quotation		Quotation	Remove - service no longer offered
The estimated installation costs for unmetered fire service, based on scope of work, shall be paid to the Water Department before installation. The charge for installing the service shall be the actual cost of the meter, materials and labor, plus 25% of the costs for Engineering Division administration. Meters and materials remain the property of the Water Department.				
Convert A-Scape—Design Assistance Program	\$85.00		\$85.00	Remove - service now managed by BAWSCA
Community Services				
Menlo Park Senior Center	-			Buildings demolished
2-hour minimum rental period	-			
25% for Non-profit use. Only one discount per rental	-			

Grand Ballroom and Kitchen Rental Fee	-		
—Resident		per hour	\$143.00
—Non-resident		per hour	\$190.00
Kitchen-Only			
—Resident		per hour	\$47.00
—Non-resident		per hour	\$64.00
Imagination Room			
—Resident		per hour	\$58.00
—Non-resident		per hour	\$78.00
Community Room			
—Resident		per hour	\$58.00
—Non-resident		per hour	\$78.00
Poolside Patio Rental Fee			
—Resident		per hour	\$122.00
—Non-resident		per hour	\$160.00

Onetta Harris Community Center

Activity Room Rental Fee			
—Resident		per hour	\$81.00
—Non-resident		per hour	\$110.00
Art/Class Room Rental Fee			
—Resident	-	per hour	- \$66.00
—Non-resident	-	per hour	- \$89.00
Kitchen Rental Fee			
—Resident	-	per hour	- \$20.00
—Non-resident	-	per hour	- \$27.00
Conference Room Rental Fee			
—Resident	-	per hour	- \$32.00
—Non-resident	-	per hour	- \$43.00
Gymnasium Rental Fee			
—Resident	-	per hour	- \$65.00
—Non-resident	-	per hour	- \$88.00

Non-Profit use of facilities—discount off hourly room rates

Drop-in Fee			
—Basketball			\$2.00
—Fitness			\$2.00
—Class			\$3.00

Room Rental—Security Deposits (all facilities)			
Standard (refundable)			\$250.00
Alcoholic Beverage Service (refundable)			\$500.00

Facility Rental Staff Assistance Fee—one hour minimum			
For requested staff assistance beyond that provided in the rental agreement			*Staff hourly billing rate

OHCC Community Classes

Community/Contract Classes—sliding scale*	-	per hour	\$1.50 to \$5.00
Fee Assistance Program/Discounts—sliding scale*	-		\$1.50 to \$5.00
1 to 1 Scholarships pays 1 family member per session—			
Extremely Low Income			25%
Very Low Income			38%
Low Income			50%
*Program fees charged based on income levels set by the San Mateo County Housing Office.			
Resident			\$25.00
Non-resident			\$34.00

Department - Area - Service	Effective July 1, 2021 Fee Cancellation	Unit	Effective July 1, 2019 Fee Amount	Commentary
Library				
Overdue Fines	-			Fees eliminated by City Council effective 7/1/21
—Adult materials	\$0.25	per day	\$0.25	
—Maximum fine per adult item	\$8.00		\$8.00	
—Children's materials	\$0.15	per day	\$0.15	
—Maximum fine per children's item	\$6.00		\$6.00	

RESOLUTION NO. XXXX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
AMENDING CITY FEES AND CHARGES

WHEREAS, under the provisions of the City of Menlo Park Municipal Code Section 1.25.010, fees and charges assessed by the City of Menlo Park may be amended or modified upon the adoption of a Resolution by the City Council; and

WHEREAS, the City Council of the City of Menlo Park considers that said amended fees, as per Staff Report #22-167-CC dated August 23, 2022 are appropriate and should be adopted.

The City Council of the City of Menlo Park makes the following findings:

1. User fee services are those performed by the City on behalf of a private citizen or group with the assumption that the costs of services benefiting individuals, and not society as a whole, should be borne by the individual receiving the benefit. However, in some circumstances, it is reasonable to set fees at a level that does not reflect the full cost of providing service but to subsidize the service.
2. A listing of the fee changes proposed for City services was available to the public for at least ten days preceding the Public Hearing on August 23, 2022.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED that the master fee schedule last amended April 24, 2018, is hereby amended to include the changes, additions, and deletions set forth in Exhibit A to take effect on the date this resolution is passed and adopted, except for property development processing fees which can be effective no sooner than 60 days thereafter. All other fees contained in the master fee schedule, which were not changed or eliminated by this amendment, remain as adopted and are not affected by this amendment; and

BE IT FURTHER RESOLVED that the User Fee Cost Recovery Policy, City Council Procedure #CC-22-025 is amended as specified in Exhibit B; and

BE IT FURTHER RESOLVED that the city manager is authorized to waive, modify or amend fees on any matter in his/her reasonable discretion, provided that said fees may not be increased, and include:

1. The elimination or reduction of building permit fees for projects that involve electrification of existing buildings to support the 2030 Climate Action Plan goal to electrify 95 percent of existing buildings by 2030 as proposed in the staff report.

//

//

//

//

//

//

I, Judi A. Herren, City Clerk of the City of Menlo Park, do hereby certify that the above and foregoing City Council resolution was duly and regularly passed and adopted at a meeting of said City Council on the twenty-third day of August, 2022, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this __ day of August, 2022.

Judi A. Herren, City Clerk

Exhibits:

A. Master fee schedule

B. User Fee Cost Recovery Policy, City Council Procedure #CC-22-025



USER FEE COST RECOVERY

City Council Procedure #CC-~~1022~~-001025

Adopted August 23, 2022

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

USER FEE COST RECOVERY

City Council Policy #CC-~~1022-004025~~
 Adopted ~~April 13, 2021~~ August 23, 2022

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

Target cost recovery levels

1. Low cost recovery levels (0%-30%) are appropriate if:
 - There is no intended relationship between the amount paid and the benefit received
 - Collecting fees is not cost-effective
 - There is no intent to limit use of the service
 - The service is non-recurring
 - Collecting fees would discourage compliance with regulatory requirements
 - The public at large benefits even if they are not the direct users of the service
 2. High cost recovery levels (70%-100%) are appropriate if:
 - The individual user or participant receives the benefit of the service
 - Other private or public sector alternatives could or do provide the service
 - For equity or demand management purposes, it is intended that there be a direct relationship between the amount paid and the level and cost of the service received
 - The use of the service is specifically discouraged
 - The service is regulatory in nature
 3. Services having factors associated with both cost recovery levels would be subsidized at a mid-level of cost recovery (30% - 70%).
- General categories of services tend to fall logically into the three levels of cost recovery above and can be classified according to the factors favoring those classifications for consistent and appropriate fees. Primary categories of services include:
- Social Services and Recreation Programs
 - Development Review Programs – Planning, and Building
 - Public Works Department – Engineering, Transportation, and Maintenance
 - Public Safety

Social services and recreation programs

Master fee schedule page #'s	General categorization of programs, services, activity, and facilities	Low cost recovery (0-30%)	Mid cost recovery (30-70%)	High cost recovery (70-100%)
Parks				
Page 9	Dog Parks	X		
Page 9	Skate Parks	X		
Page 9	Open Space/ Parks	X		
Page 9	Playgrounds	X		

USER FEE COST RECOVERY

City Council Policy #CC-~~1022-004025~~
 Adopted ~~April 13, 2021~~ August 23, 2022

Social services				
	Senior Transportation	X		
Page 7	Senior Classes/ Events	X		
Page 11	Belle Haven School Age – Title 22		X	
Page 10	Menlo Children’s Center – Title 22			X
Page 11	Preschool – Title 22			X
Page 11	Preschool – Title 5		X	
Page 7	Second Harvest	X		
Page 7	Congregate Nutrition		X	
Page 11	Belle Haven Community School		X	
Events/Celebrations				
	City Sponsored	X		
	City-Wide	X		
	Youth & Teen Targeted	X		
	Cultural	X		
	Concerts	X		
Facility usage				
	City Functions (e.g. commissions)	X		
	Co-Sponsored Organizations	X		
Page 5,6,7	Non-Profit	X		
Page 9	Fields - Youth (non-profit)		X	
Page 9	Fields – Adult (non-profit)		X	
Page 9	Tennis Courts		X	
Page 10	Picnic Rentals – Private Party			X
Page 5,6,7	Private Rentals			X
Page 9	Fields – for-profit			X
Page 5,6,7,8,9,10	Contracted Venues – for-profit			X
Fee assisted programs				
Page 8	Recreational Swim	X		
Page 8	Swimming Classes	X		
Page 8	Lap Swimming	X		

USER FEE COST RECOVERY

City Council Policy #CC-~~1022-004025~~
 Adopted ~~April 13, 2021~~ August 23, 2022

Page 7	Recreation Classes	X		
Page 11	Open Gym Activities	X		

Low recovery expectations

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

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

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

Medium recovery expectations

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

- Belle Haven School Age – Title 22 - Licensed Child Care Program – Services to participants in this program are readily available elsewhere in the community at low cost. The program provides broad community benefit in the form of a safety net for children in the community. Organized activities and programs teach basic skills, constructive use of time, boundaries and expectations, commitment to learning and social competency. Resident fees charged based on San Mateo County Pilot program for full day care that sets fees at no more than 10% of the family’s gross income.
- Preschool Title 5 – The Preschool Program is supported primarily by reimbursement of federal and state grants for low income children. Tuition and reimbursement rates are regulatory.
- Senior Lunches – Congregate Nutrition is classified as a medium cost recovery fee as it asks a donation coupled with a per meal reimbursement from OAA & State funds.
- Belle Haven School Community School – The Community School partners with various non-profit and community based agencies to provide much needed services to the community – high quality instruction, youth enrichment,

USER FEE COST RECOVERY

City Council Policy #CC-~~1022-004025~~
 Adopted ~~April 13, 2021~~ August 23, 2022

services, after-school programs, early learning and a family center. Services are open to Belle Haven students, their families and residents of the surrounding neighborhood.

- Field Rentals and Tennis Courts – Costs should be kept low for local non-profit organizations providing sports leagues open to residents and children in the Menlo Park Schools that encourage healthy lifestyles and lifelong fitness. Opportunities exist to collect a reasonable fee for use to defray citywide expenses for tennis facilities and fields.
- Programs – Drop-in programs can be accessed by the widest cross section of the population and therefore have the potential for broad-base participation. Recreation drop-in programs have minimal supervision while providing healthy outlets for youth, teens and adults.

High recovery expectations

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

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

Development review services

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

Master fee schedule page #'s	General categorization of programs, Services, activity, and facilities	Low cost recovery (0-30%)	Mid cost recovery (30-70%)	High cost recovery (70-100%)
Planning				
Page 24	Appeals of Staff Decisions	X		
Page 24	Appeals of Planning Commission Decisions by Residents	X		
	Subsequent Appeals			X
Page 24	Temporary Sign Permits	X		
Page 23	Use Permits – Non-Profits	X		
Page 24	Administrative Reviews – Fences		X	

USER FEE COST RECOVERY

City Council Policy #CC-~~1022-004025~~
 Adopted ~~April 13, 2021~~ August 23, 2022

	Appeals of Planning Commission Decisions by Non-Residents			X
Page 23	Administrative Reviews – Other			X
Page 23	Architectural Control			X
Page 23	Development Permits			X
Page 23	Environmental Reviews			X
Page 23	General Plan Amendments			X
Page 24	Tentative Maps			X
Page 24	Miscellaneous – not listed elsewhere			X
	Reviews by Community Development Director of Planning Commission			X
Page 23	Special Events Permitting			X
Page 23	Study Sessions			X
Page 24	Zoning Compliance Letters			X
Page 23	Signs and Awnings			X
Page 23	Use Permits – other			X
Page 23	Variances			X
Page 23	Zoning Map Ordinance Amendments			X
Building and safety				
Page 28-48	Solar Installations		X	
	<u>Existing Building Electrification</u>	X		
	Building Permits			X
	Mechanical Permits			X
	Electrical Permits			X
	Plumbing Permits			X
	Consultant Review			X

USER FEE COST RECOVERY

City Council Policy #CC-~~1022-004025~~
 Adopted ~~April 13, 2021~~ August 23, 2022

Low recovery expectations

Low to zero recovery is expected for services in this category to maintain open and accessible government processes for the public, encourage environmental sustainability and encourage compliance with regulatory requirements. Example of Low Recovery items:

- Planning – The fees for applicants who wish to appeal a Staff Decision or for a Menlo Park resident or neighbor from an immediately adjacent jurisdiction who wishes to appeal a decision of the Planning Commission is purposefully low to allow for accessibility to government processes.
- Planning – Temporary sign permit fees are low so as to encourage compliance.
- Building – The elimination or reduction of building permits for solar array installations is consistent with California Government Code Section 65850.5, which calls on local agencies to encourage the installation of solar energy systems by removing obstacles to, and minimizing costs of, permitting for such systems.
- Building- The elimination or reduction of building permit fees for projects that involve electrification of existing buildings to support the 2030 Climate Action Plan goal to electrify 95 percent of existing buildings by 2030.

Medium recovery expectations

Recovery in the range of 30% to 70% of the costs incurred in the delivery of the service reflects the private benefit that is received while not discouraging compliance with the regulation requirements.

- Planning – Administrative permits for fences that exceed the height requirements along Santa Cruz Avenue are set at mid-level to encourage compliance.

High recovery expectations

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

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

Public Works – engineering transportation, and maintenance

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

Master fee schedule page #'s	General categorization of programs, services, activity, and facilities	Low cost recovery (0-30%)	Mid cost recovery (30-70%)	High cost recovery (70-100%)
Engineering				
Page 25	Heritage Tree	X		
Page 25	Appeals to Environmental	X		
	Appeals to Environmental Quality Commission and City Council	X		
	Bid Packages	X		
Page 19	Plotter Prints		X	
Page 19	Encroachment Permits for City-		X	

USER FEE COST RECOVERY

City Council Policy #CC-~~1022-004025~~
 Adopted ~~April 13, 2021~~ August 23, 2022

	mandated repair work (non-temporary)			
Page 25	Heritage Tree Removal Permits 1-3 trees		X	
Page 19	City Standard Details		X	
Page 20	Improvement Plan			X
Page 20	Plan Revisions			
Page 21	Construction Inspections			X
Page 20	Maps/ Subdivisions			X
	Real Property			X
Page 19	Abandonments			X
Page 19	Annexations			X
Page 21	Certificates of Compliance			X
Page 20	Easement Dedications			X
Page 20	Lot Line Adjust/Merger			X
Page 19	Encroachment Permits			X
Page 19	Completion Bond			X
	Processing Fee			X
Page 25	Heritage Tree Permits after first 3 trees			X
Page 16	Downtown Parking Permits			X
Transportation				
Page 22	Red Curb Installation	X		
Page 22	Truck Route Permits	X		
Page 22	Traffic Signal Accident			X
Page 22	Aerial Photos			X
Maintenance				
Page 22	Tree Planting	X		
Page 22	Banners – Santa Cruz Avenue			X
Page 22	Barricade replacement			X
Page 22	Weed Abatement			X
Page 22	Special Event set-up – for-profit use			X

USER FEE COST RECOVERY

City Council Policy #CC-~~1022-004025~~
 Adopted ~~April 13, 2021~~ August 23, 2022

Page 22	Special Event set-up – for non-profits use		X	
Page 22	Damaged City property			X

Low recovery expectations

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

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

Medium recovery expectations

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

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

High recovery expectations

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

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

Public safety – police services

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

Master fee schedule page #'s	General categorization of programs, services, activity, and facilities	Low cost recovery (0-30%)	Mid cost recovery (30-70%)	High cost recovery (70-100%)
Page 14	Case Copies	X		
Page 15	Citation Sign Off - Residents	X		
Page 1,15	Document Copies	X		
Page 14	Bicycle Licenses	X		
Page 16	Overnight Parking Permits			X

USER FEE COST RECOVERY

City Council Policy #CC-~~1022-004025~~
 Adopted ~~April 13, 2021~~ August 23, 2022

Page 16	Residential Parking Permits	X		
Page 15	Property Inspection – Code Enforcement	X		
Page 15	Real Estate Sign Retrieval	X		
Page 14	False Alarm – Low Risk		X	
Page 15	Rotation Tow Service Contract		X	
Page 15	Repossession Fee		X	
Page 14	False Alarm – High Risk			X
Page 14	Good Conduct Letter			X
Page 14	Preparation Fees			X
Page 14	Research Fee			X
Page 14	Civil Subpoena Appearance			X
Page 14	Finger Printing Documents			X
Page 15	Background Investigations			X
Page 14	Notary Services			X
Page 14	Vehicle Releases			X
Page 14	DUI – Emergency Response			X
Page 15	Intoximeter Rental			X
Page 15	Street Closure			X
Page 15	Unruly Gatherings			X
Page 18	Abatement			X

Low recovery expectations

Low to zero recovery is expected for services in this category as the community generally benefits from the regulation of the activity. The regulation of these activities is intended to enhance or maintain the livability of the community. However, in some instances the maximum fee that can be charged is regulated at the State or Federal level and therefore the City fee is not determined by City costs (copies of documents).

Medium recovery expectations

Recovery in the range of 30% to 70% of the costs of providing the service. Both community and individuals benefit from these services.

- False Alarm – primarily residential and low cash volume retail. Alarm response provide a disincentive to crime activity. However excessive false alarms negatively impact the ability of prompt police response to legitimate alarms.

High recovery expectations

Recovery in the range of 70% to 100% when user fees charged are sufficient to recover costs of the service provided. Individual benefit is foremost and minimal community benefit exists. Items such as False Alarm, DUI Emergency Response, Vehicle Releases, Unruly Gathering, and Abatements are punitive in nature and the costs should not be funded by the community. Items such as Good Conduct Letter, Preparation Fees, Research Fee,

USER FEE COST RECOVERY

City Council Policy #CC-~~1022-004025~~
Adopted ~~April 13, 2021~~August 23, 2022

Finger Printing, Background Investigations, and Notary Service primarily benefit the individual. 100% of the cost for services in these areas is typical.

- Overnight Parking Permits – the fee charged for One Night Parking Permits fall into Low Cost Recovery, however when combined with the fees collected from the issuance of Annual Permits the result is the program should achieve High Cost Recovery.
- Street Closure – primarily residential for activities within a defined area. This service is provided for public safety and therefore is provided at a rate below 100% cost recovery.

Library services

(Library Cards, etc.) – fees are aligned with the fees established by the Peninsula Library System. No overdue fines will be charged.

Administrative services

(Copying Charges, Postage, etc.) – fees are primarily set by regulations and are generally high cost recovery of pass-thru charges.

Procedure history

Action	Date	Notes
Procedure adoption	March 9, 2010	
Procedure updated	April 13, 2021	
<u>Procedure updated</u>	<u>August 23, 2022</u>	<u>Addition of building permit fee reductions for existing building electrification projects.</u>



STAFF REPORT

City Council

Meeting Date: 8/23/2022

Staff Report Number: 22-165-CC

Public Hearing: Adopt a resolution to abandon the public service easements within the properties at 141 Jefferson Drive, 180 Constitution Drive and 186 Constitution Drive (Menlo Uptown)

Recommendation

Staff recommends that the City Council adopt a Resolution (Attachment A) ordering the vacation and abandonment of public service easements within the properties at 141 Jefferson Drive, 180 Constitution Drive and 186 Constitution Drive (Menlo Uptown) associated with the proposed redevelopment of the project site.

Policy Issues

In order to abandon public service easements, the City is legally required to go through a multistep process as specified by the State of California Streets and Highways Code, Section 8300 or can abandon public service easements through a tentative map as provided for in the Subdivision Map Act (California Government Code Section 66499.20.2.) Since this abandonment was not included on the approved vesting tentative map for the proposed project, the multistep abandonment process from the California Streets and Highways Code Section 8300 applies. Public service easements are defined as a right-of-way, easement, or use restriction acquired for public use by dedication or otherwise for sewers, pipelines, pole lines, electrical transmission and communication lines, pathways, storm drains, drainage, canal, water transmission lines, light and air, and other limited use public easements other than for street or highway purposes.

Background

In September 2021, the City Council certified the final environmental impact report, and approved the use permit, architectural control, below market rate housing agreement, community amenities operating covenant, and vesting tentative map for the Menlo Uptown project located on three contiguous parcels at 141 Jefferson Drive, 180 Constitution Drive and 186 Constitution Drive. The project demolished existing single-story office and industrial buildings and is currently constructing 441 rental units within two seven-story buildings, 42 for-sale condominium townhome units within six three-story buildings, and approximately 2,940 square feet of commercial space.

In accordance with the requirement to place utilities underground within new easements on the site, the project is requesting that the City abandon the existing public service easements.

On May 24, 2022, the City Council approved the final map for the project, which established new public access easements and an emergency vehicle access easement. The approved final map did not address the abandonment or creation of easements related to site utilities.

Abandonment procedure

Since the requested abandonment was not included on the vesting tentative map, as provided for in the Subdivision Map Act, the multistep process, per the California Streets and Highways Code Section 8300, applies to this abandonment. This abandonment process requires City Council adoption of a resolution of intention to abandon public easements, Planning Commission review for conformance with the general plan and recommendation to City Council, and a public hearing by City Council and a resolution ordering the vacation and abandonment of the public easements.

On June 28, 2022, the City Council adopted Resolution No. 6748 (Attachment A, Exhibit A) declaring intention to abandon public service easements associated with the noted properties, referring the matter to the Planning Commission for a recommendation on general plan consistency, and setting a date for a public hearing by City Council. A hyperlink to the agenda from that meeting is included as Attachment B.

At its July 25, 2022, meeting, the Planning Commission reviewed the proposed abandonment and adopted Resolution No. 2022-16 (Attachment A, Exhibit B) determining the abandonment was compatible with orderly development and consistent with the City's general plan, and recommending to the City Council that the public service easements within the noted properties be abandoned as proposed. A hyperlink to the agenda from that meeting is included as Attachment C.

Analysis

Collectively, all easements proposed for abandonment are considered public service easements within the context of the Streets and Highways Code. Each of the easements are described in more detail as follows and as illustrated in exhibits associated with Resolution No. 6748:

- Along the southerly property line of the townhome development, there is a five-foot wide public utility easement proposed for abandonment. There is also a five-foot wide wire clearance easement (for overhead electrical wires) that is proposed for abandonment, which is immediately adjacent and parallel to the aforementioned public utility easement. Jointly, the two easements represent 10 feet of total width along the southerly property line of the townhome development.
- Along the easterly property line of the multifamily building B, there is a 15-foot wide public utility easement proposed for abandonment.

A public storm drain easement is proposed to remain. The storm drain easement runs along the shared parcel boundary between the townhome development and multifamily building A and is 10 feet in total width.

Currently, the existing easements proposed for abandonment contain overhead electric and communications facilities. The applicant has obtained "no objection" letters for the easement abandonment from all relevant public utility agencies. The abandonment would be compatible with orderly development because existing overhead electric and communication lines will be placed underground in new easements and re-routed accordingly on the subject properties. The new easements will benefit the redevelopment of the site by allowing greater flexibility in site design. The applicant will be prohibited from placing any permanent structures within the proposed new utility easements.

The August 23, 2022 public hearing is the final step in the California Streets and Highways Code's multistep process for abandonment of public service easements. Should the City Council consider the abandonment favorably, a resolution ordering the vacation and abandonment of the public service easements within 141 Jefferson Drive, 180 Constitution Drive and 186 Constitution Drive would be adopted. Staff has advertised notices of the public hearing in print newspaper and at the project site in accordance with the requirements

of the California Streets and Highways Code.

The resolution ordering the vacation and abandonment will only be recorded following the recordation of the new easements required for relocation and undergrounding of existing utilities.

Impact on City Resources

There is no direct impact on City resources associated with the actions in this staff report. The fee for staff time to review and process the abandonment has been paid by the applicant.

Environmental Review

The proposed public service easement abandonment is Categorically Exempt under Class 5, minor alterations in land use, of the current State of California Environmental Quality Act Guidelines. Environmental review of the project was subject to separate action, with the final environmental impact report certified by City Council September 14, 2021.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Additionally, the public hearing was noticed in print newspaper August 12 and August 19, 2022, as well as notifications posted at the project site August 12, 2022.

Attachments

- A. Resolution to vacate and abandon public service easements
- B. Hyperlink – June 28, 2022, City Council agenda (Item E5):
menlopark.org/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/agendas/20220628-city-council-agenda-packet.pdf
- C. Hyperlink – July 25, 2022, Planning Commission agenda (Item F3):
menlopark.org/files/sharedassets/public/agendas-and-minutes/planning-commission/2022-meetings/agendas/20220725-planning-commission-agenda-packet.pdf

Report prepared by:
Eric Hinkley, Associate Engineer

Report reviewed by:
Theresa Avedian, Senior Civil Engineer
Tanisha Werner, Assistant Public Works Director - Engineering

RESOLUTION NO. XXXX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
DECLARING THE VACATION AND ABANDONMENT OF PUBLIC SERVICE
EASEMENTS AT 141 JEFFERSON DRIVE, 180 CONSTITUTION DRIVE and
186 CONSTITUTION DRIVE**

WHEREAS, on June 28, 2022, the City Council of the City of Menlo Park adopted Resolution No. 6748, as shown in Exhibit A, declaring the intention of the City to abandon the public service easements within the properties at 141 Jefferson Drive, 180 Constitution Drive and 186 Constitution Drive, and

WHEREAS, on July 25, 2022, the Planning Commission held a public hearing on this subject to consider the aforementioned proposed abandonment and adopted Resolution No. 2022-16, as shown in Exhibit B, finding the proposed abandonment consistent with the General Plan and recommending that the City Council approve the requested abandonment as proposed, and

WHEREAS, a public hearing was held before the City Council of the City of Menlo Park regarding the forgoing matter on August 23, 2022, and

WHEREAS, a notice of said public hearing was duly made by print publication and project site posting as required by law, and proof thereof is on file with the City Clerk of the City of Menlo Park, and

WHEREAS, no protests were filed with or received by said City Council.

NOW, THEREFORE, BE IT RESOLVED, by the Menlo Park City Council that:

The recitals set forth above are true and correct, and are hereby incorporated herein by this reference as if fully set forth in their entirety.

The City Council finds that the public service easements described in the legal description and plats attached hereto as Exhibit B and incorporated herein by this reference, should be abandoned, because they are unnecessary for present or prospective public purposes, and because abandonment of the easements from their current location would allow the project to proceed with the construction of the proposed housing units and associated site improvements, which therefore demonstrate that the public convenience, necessity, and the best interests of the residents of Menlo Park will be served by such abandonment, and

The City Council hereby abandons the public service easements described on the legal description and plats, as incorporated in Exhibit B, attached hereto and made a part hereof.

//

//

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the twenty-third day of August, 2022, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this __ day of August, 2022.

Judi A. Herren, City Clerk

Exhibits:

- A. City Council adopted Resolution No. 6748
- B. Planning Commission adopted Resolution No. 2022-16

RESOLUTION NO. 6748

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
DECLARING THE INTENTION OF SAID CITY TO ABANDON PUBLIC
SERVICE EASEMENTS WITHIN THE PROPERTIES AT 141 JEFFERSON
DRIVE, 180 CONSTITUTION DRIVE AND 186 CONSTITUTION DRIVE**

WHEREAS, the City Council of the City of Menlo Park has considered the abandonment of public service easements within the properties at 141 Jefferson Drive, 180 Constitution Drive and 186 Constitution Drive shown in Exhibit A, which is attached and made apart thereto; and

WHEREAS, the Planning Commission is scheduled to review the proposed abandonment for consistency with the City's General Plan at its meeting on July 25, 2022; and

WHEREAS, the City Council will hold a Public Hearing on August 23, 2022 at approximately 6:00 p.m. as required by law to determine whether said public service easements shall be abandoned.

NOW, THEREFORE, BE IT RESOLVED, that a Resolution of Intention of the City Council of the City of Menlo Park does hereby propose the abandonment of public service easements within the properties at 141 Jefferson Drive, 180 Constitution Drive, and 186 Constitution Drive.

I, Judi A. Herren, City Clerk of the City of Menlo Park, do hereby certify that the above and foregoing City Council resolution was duly and regularly passed and adopted at a meeting of said City Council on the twenty-eighth day of June, 2022, by the following votes:


AYES: Combs, Nash, Taylor, Wolosin

NOES: None

ABSENT: Mueller

ABSTAIN: None

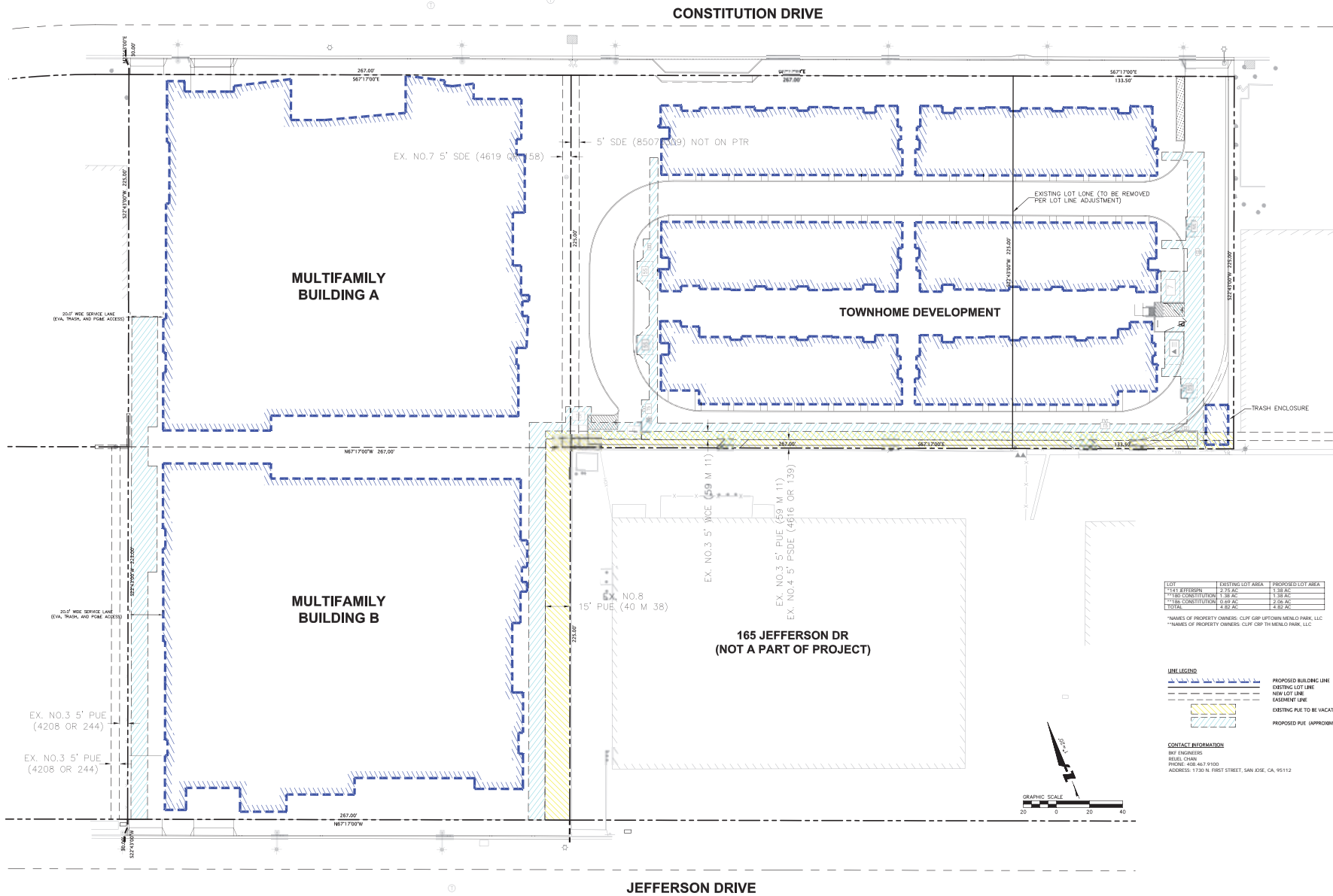
IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twenty-ninth day of June, 2022.

DocuSigned by:

39280A20D0BE491...

Judi A. Herren, City Clerk

Exhibits:

- A. Abandonment of public service easements within the properties at 141 Jefferson Drive, 180 Constitution Drive and 186 Constitution Drive



LOT	EXISTING LOT AREA	PROPOSED LOT AREA
**LOT #1141 ETTSPR	2.15 AC	1.38 AC
**TR. CONSTITUTION	1.38 AC	1.38 AC
**TR. CONSTITUTION	0.40 AC	2.26 AC
TOTAL	4.93 AC	5.32 AC

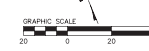
**NAMES OF PROPERTY OWNERS: CLIFF GRP UPTOWN MENLO PARK, LLC
 ***NAMES OF PROPERTY OWNERS: CLIFF GRP TH MENLO PARK, LLC

LEGEND

PROPOSED BUILDING LINE
 EXISTING LOT LINE
 NEW LOT LINE
 EASEMENT LINE
 EXISTING PUE TO BE VACATED
 PROPOSED PUE (APPROXIMATE LOCATION)

CONTACT INFORMATION

BKF ENGINEERS
 REUEL CHAN
 PHONE: 408-463-9100
 ADDRESS: 1730 N. FIRST STREET, SAN JOSE, CA, 95112



CALIFORNIA

**MENLO UPTOWN
 180 CONSTITUTION DRIVE, & 186 CONSTITUTION DRIVE
 PUE SITE PLAN**

SAN MATEO COUNTY
**141 JEFFERSON DRIVE, 180 CONSTITUTION DRIVE, & 186 CONSTITUTION DRIVE
 PUE SITE PLAN**

CITY OF MENLO PARK

No.	Date	By	Check
1	6/20/2022	Reuel Chan	
2			
3			
4			

PUE EX

DRAWING NAME: \\BKF\Projects\2022\141 Jefferson Drive, Menlo Park\141 Jefferson Drive_PUE_SitePlan.dwg
 PLOT DATE: 6/20/2022 10:55:54 AM
 PLOT SCALE: 1" = 20'
 PLOT SIZE: 24.00 X 36.00
 PLOT ORIENTATION: HORIZONTAL
 PLOT DATE: 6/20/2022 10:55:54 AM

RESOLUTION NO. 2022-16

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK DETERMINING THAT THE ABANDONMENT OF PUBLIC SERVICE EASEMENTS WITHIN THE PROPERTIES AT 141 JEFFERSON DRIVE, 180 CONSTITUTION DRIVE, AND 186 CONSTITUTION DRIVE IS CONSISTENT WITH THE GENERAL PLAN AND RECOMMENDING THAT THE CITY COUNCIL APPROVE THE REQUESTED ABANDONMENT

WHEREAS, the City of Menlo Park (“City”) received an application requesting abandonment of existing public service easements within the properties at 141 Jefferson Drive, 180 Constitution Drive, and 186 Constitution Drive associated with a project consisting of 483 multifamily dwelling units comprised of 441 rental units and 42 for-sale condominiums and associated commercial space to be constructed as an urgent care center (hereinafter the “Project”); and

WHEREAS, the proposed Project requests to abandon certain Public Service Easements and relocate them underground such that the Project Site is adequately served by the utilities, which requires a recommendation by the Planning Commission to the City Council; and

WHEREAS, the Planning Commission has considered the public service easement abandonment within the properties at 141 Jefferson Drive, 180 Constitution Drive, and 186 Constitution Drive shown in Exhibit A, which is attached and made apart thereto; and

WHEREAS, the Planning Commission reviewed the proposed public service easement abandonment request and determined that the request complies with the General Plan goals, policies, and programs, and there have been no objections provided to the proposed abandonment by utility companies and easement holders; and

WHEREAS, the Project, requires discretionary actions by the City as summarized above, and therefore the California Environmental Quality Act (“CEQA”) Public Resources Code Section §21000 et seq.) and CEQA Guidelines (Cal. Code of Regulations, Title 14, §15000 et seq.) require analysis and a determination regarding the Project’s environmental impacts; and

WHEREAS, the City is the lead agency, as defined by CEQA and the CEQA Guidelines, and is therefore responsible for the preparation, consideration, certification, and approval of environmental documents for the Project; and

WHEREAS, the Project is categorically except from environmental review pursuant to Cal. Code of Regulations, Title 14, §15305 et seq. (Minor Alternation in Land Use Limitations); and

WHEREAS, all required public notices and public hearings were duly given and held according to law; and

WHEREAS, at a duly and properly noticed public hearing held on July 25, 2022, the Planning Commission fully reviewed, considered, and evaluated the whole of the record including all public and written comments, pertinent information, documents and plans, prior to taking action regarding the Project.

NOW, THEREFORE, BE IT RESOLVED that the Menlo Park Planning Commission hereby resolves as follows:

1. The Project is categorically except from environmental review pursuant to Cal. Code of Regulations, Title 14, §15305 et seq. (Minor Alternation in Land Use Limitations).
2. The Planning Commission hereby finds that the public service easement abandonment would be compatible with orderly development, because the easements to be vacated are not necessary for public use and new public service easements will be created to allow existing utilities to be relocated and there have been no objections to the abandonment proposal.
3. The Planning Commission hereby finds that the proposed public service easement abandonment within the properties at 141 Jefferson Drive, 180 Constitution, and 186 Constitution Drive shown in Exhibit A is consistent with the General Plan and recommends that the City Council approved the requested abandonment as proposed.

SEVERABILITY

If any term, provision, or portion of these findings or the application of these findings to a particular situation is held by a court to be invalid, void or unenforceable, the remaining provisions of these findings, or their application to other actions related to the Project, shall continue in full force and effect unless amended or modified by the City.

I, Corinna Sandmeier, Acting Principal Planner and Planning Commission Liaison of the City of Menlo Park, do hereby certify that the above and foregoing Planning Commission Resolution was duly and regularly passed and adopted at a meeting by said Planning Commission on July 25, 2022 by the following votes:

AYES: Barnes, DeCardy, Do, Harris, Riggs, Thomas

NOES: None

ABSENT: Tate

ABSTAIN: None

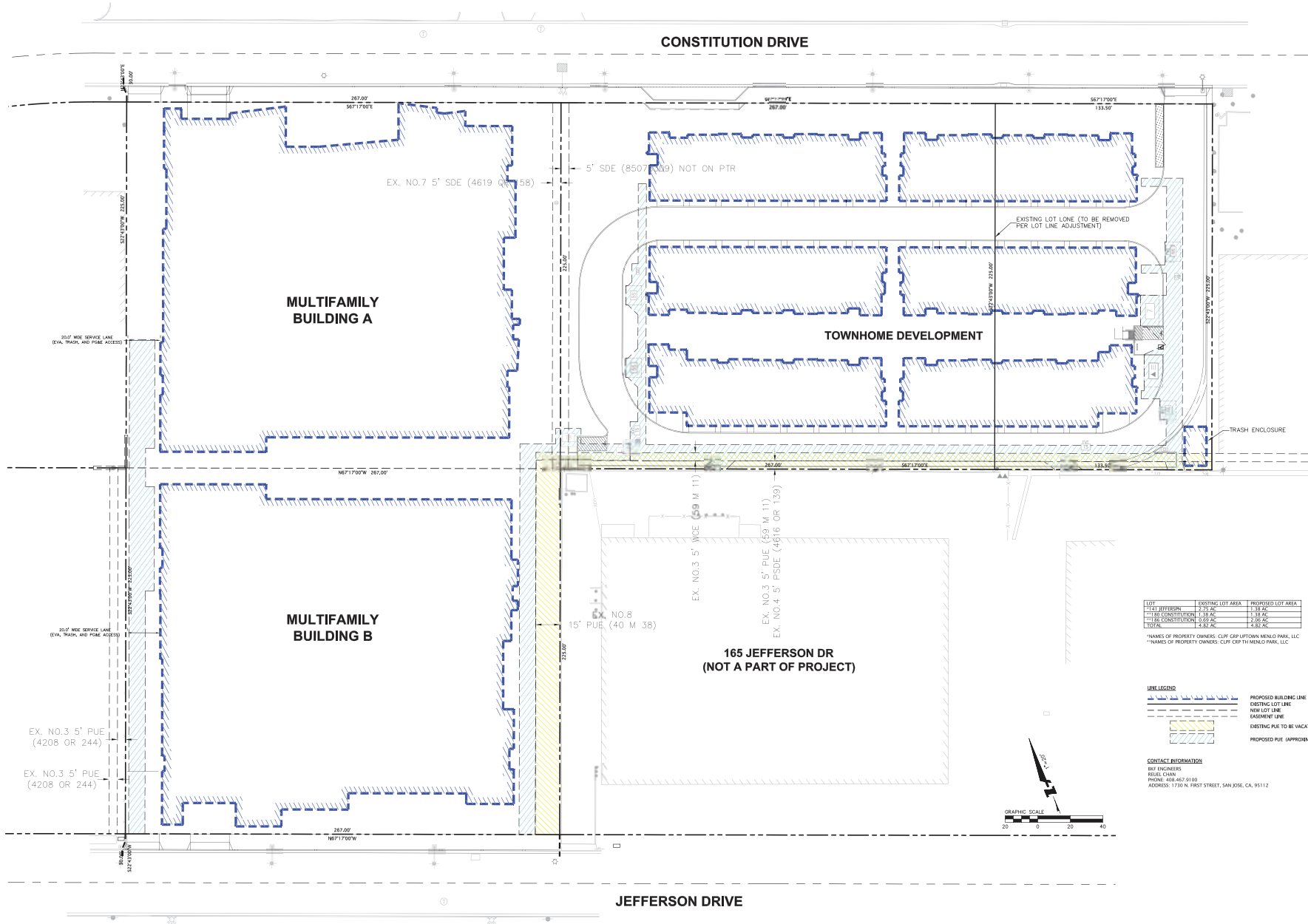
IN WITNESS THEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this 25th day of July, 2022.

DocuSigned by:

 2C12F0CE92BC45A...
 Corinna Sandmeier
 Acting Principal Planner and Planning Commission
 Liaison
 City of Menlo Park

Exhibits:

- A. Abandonment of public service easements within the properties at 141 Jefferson Drive, 180 Constitution Drive and 186 Constitution Drive
- B. Plat maps and legal descriptions

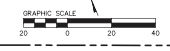


LOT	EXISTING LOT AREA	PROPOSED LOT AREA
165 JEFFERSON	2.75 AC	1.18 AC
180 CONSTITUTION	1.38 AC	1.38 AC
186 CONSTITUTION	2.38 AC	2.38 AC
TOTAL	6.51 AC	5.32 AC

**NAMES OF PROPERTY OWNERS: CLIF CRP UPTOWN MENLO PARK, LLC
 **NAMES OF PROPERTY OWNERS: CLIF CRP TH MENLO PARK, LLC

LEGEND	
	PROPOSED BUILDING LINE
	EXISTING LOT LINE
	NEW LOT LINE
	EASEMENT LINE
	EXISTING PUE TO BE VACATED
	PROPOSED PUE (APPROXIMATE LOCATION)

CONTACT INFORMATION
 BKF ENGINEERS
 REBEL CHAN
 PHONE: 408-467-9100
 ADDRESS: 1730 N. FIRST STREET, SAN JOSE, CA, 95112



CALIFORNIA

MENLO UPTOWN
 141 JEFFERSON DRIVE, 180 CONSTITUTION DRIVE, & 186 CONSTITUTION DRIVE
 PUE SITE PLAN
 SAN MATEO COUNTY

CITY OF MENLO PARK

No.	Date	By	For
1	6/20/2022	REBEL CHAN	PLANNING DEPARTMENT
2			
3			
4			
5			

PUE EX
 1 1



**EXHIBIT A
LEGAL DESCRIPTION
VACATION – PUBLIC UTILITY EASEMENT**

All that real property situate in the City of Menlo Park, County of San Mateo, California, more particularly described as follows:

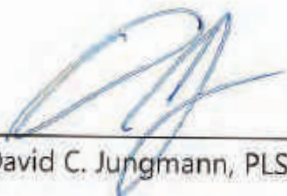
Being a portion of Adjusted Parcel 2 and a portion of Adjusted Parcel 1 as described in that certain document entitled "Approval of Lot Line Adjustment", filed for record in the office of the County Recorder of San Mateo County on January 18, 2022, as document number 2022-003974, said portion being more particularly described as follows:

Being all of that certain 15 feet wide Public Utility Easement as shown on that certain map entitled "Parcel Map, filed for record in the office of said county recorder on January 17, 1978 in Book 40 at Pages 38 & 39.

Containing an area 3,525 square feet more or less.

A plat showing the above-described parcel is attached hereto and made a part hereof as Exhibit B.

This legal description was prepared by me or under my direction in conformance with the requirements of the Professional Land Surveyors' Act.


David C. Jungmann, PLS 9267

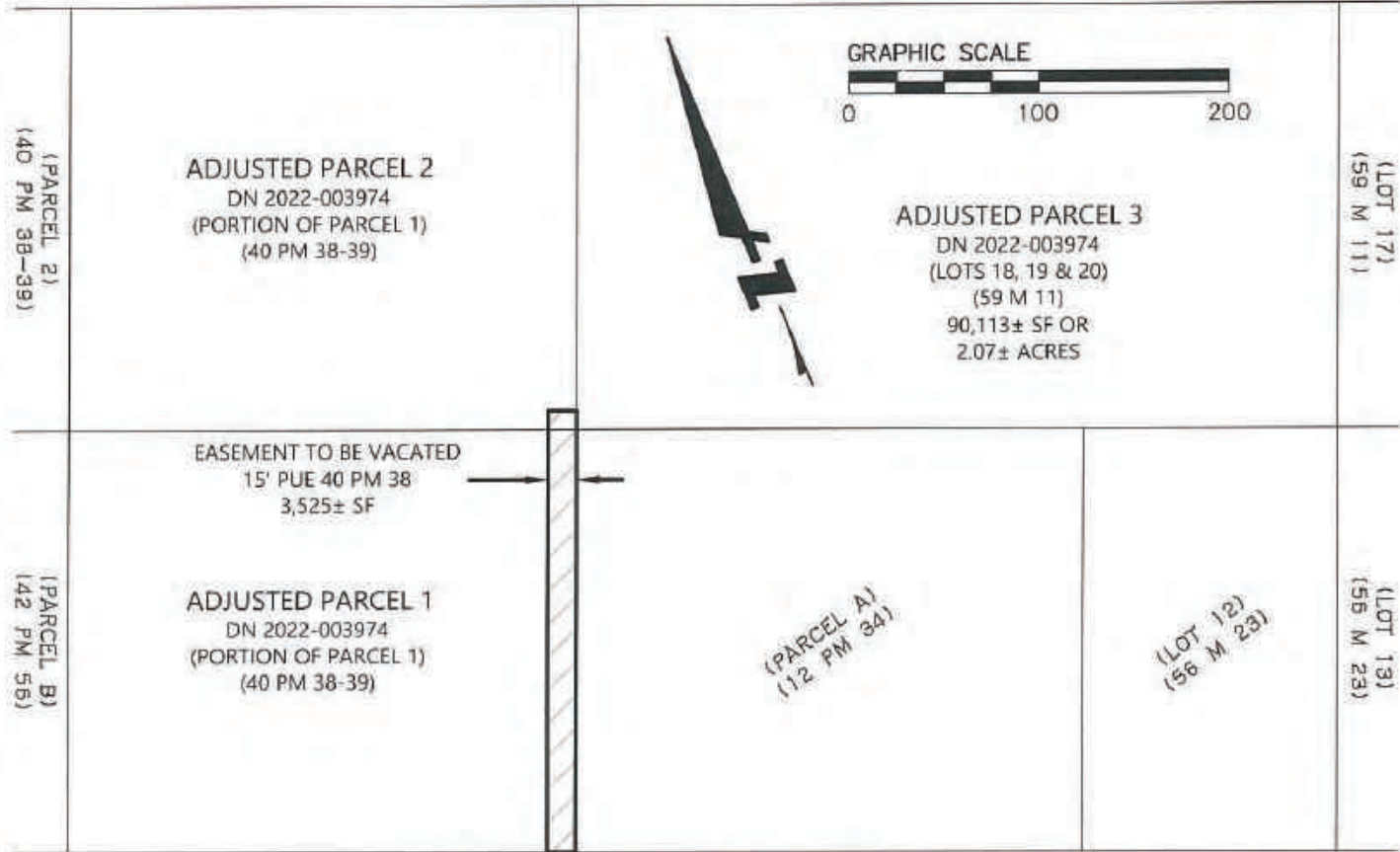


06/21/2022
Date

END OF DESCRIPTION

CONSTITUTION DRIVE

(60' WIDE R/W - A PUBLIC STREET)



LEGEND

- DN DOCUMENT NUMBER
- M RECORD SUBDIVISION MAPS
- PM PARCEL MAPS
- R/W RIGHT-OF-WAY
- BOUNDARY LINE
- ADJACENT LOT LINE
- ROAD CENTERLINE
- TIE LINE



[Handwritten Signature] 06/21/2022



**EXHIBIT A
LEGAL DESCRIPTION
VACATION – WIRE CLEARANCE EASEMENT**

All that real property situate in the City of Menlo Park, County of San Mateo, California, more particularly described as follows:

Being a portion of Adjusted Parcel 3 as described in that certain document entitled "Approval of Lot Line Adjustment", filed for record in the office of the County Recorder of San Mateo County on January 18, 2022, as document number 2022-003974, said portion being more particularly described as follows:

Being the easterly 352.96 feet of that certain 5' wide strip, "Wire Clearance Easement", as shown on that certain map entitled "Bohannon Industrial Park No. 6" filed for record in said county on October 22, 1963, in Book 59 at page 11.

Containing an area 1,765 square feet more or less.

A plat showing the above-described parcel is attached hereto and made a part hereof as Exhibit B.

This legal description was prepared by me or under my direction in conformance with the requirements of the Professional Land Surveyors' Act.

David C. Jungmann, PLS 9267



06/21/2022
Date

END OF DESCRIPTION

CONSTITUTION DRIVE

(60' WIDE R/W - A PUBLIC STREET)

GRAPHIC SCALE



ADJUSTED PARCEL 3

DN 2022-003974
(LOTS 18, 19 & 20)
(59 M 11)
90,113± SF OR
2.07± ACRES

ADJUSTED PARCEL 2

DN 2022-003974
(PORTION OF PARCEL 1)
(40 PM 38-39)

ADJUSTED PARCEL 1

DN 2022-003974
(PORTION OF PARCEL 1)
(40 PM 38-39)

REMAINDER OF EASEMENT
SITUATED WITHIN ADJUSTED
PARCEL 3 TO BE VACATED BY
SEPARATE DOCUMENT

EASEMENT TO BE VACATED
5' WIRE CLEARANCE EASEMENT
59 M 11
1,765± SF

352.96'

(LOT 17)
(59 M 11)

(LOT 13)
(56 M 23)

(LOT 12)
(56 M 23)

LEGEND

APN	ASSESSOR'S PARCEL NUMBER
DN	DOCUMENT NUMBER
M	RECORD SUBDIVISION MAPS
PM	PARCEL MAPS
POB	POINT OF BEGINNING
R/W	RIGHT-OF-WAY
SF	SQUARE FEET

	BOUNDARY LINE
	ADJACENT LOT LINE
	ROAD CENTERLINE
	TIE LINE



[Handwritten Signature] 06/22/2022

JEFFERSON DRIVE

(60' WIDE R/W - A PUBLIC STREET)



**EXHIBIT A
LEGAL DESCRIPTION
VACATION – WIRE CLEARANCE EASEMENT**

All that real property situate in the City of Menlo Park, County of San Mateo, California, more particularly described as follows:

Being a portion of Adjusted Parcel 3 as described in that certain document entitled "Approval of Lot Line Adjustment", filed for record in the office of the County Recorder of San Mateo County on January 18, 2022, as document number 2022-003974, said portion being more particularly described as follows:

Being the westerly 47.54 feet of that certain 5' wide strip, "Wire Clearance Easement", as shown on that certain map entitled "Bohannon Industrial Park No. 6" filed for record in said county on October 22, 1963, in Book 59 at page 11.

A plat showing the above-described parcel is attached hereto and made a part hereof as Exhibit B.

Containing an area 238 square feet more or less.

This legal description was prepared by me or under my direction in conformance with the requirements of the Professional Land Surveyors' Act.

David C. Jungmann, PLS 9267



06/21/2022
Date

END OF DESCRIPTION

CONSTITUTION DRIVE

(60' WIDE R/W - A PUBLIC STREET)

GRAPHIC SCALE



ADJUSTED PARCEL 3

DN 2022-003974
(LOTS 18, 19 & 20)
(59 M 11)
90,113± SF OR
2.07± ACRES

ADJUSTED PARCEL 2

DN 2022-003974
(PORTION OF PARCEL 1)
(40 PM 38-39)

ADJUSTED PARCEL 1

DN 2022-003974
(PORTION OF PARCEL 1)
(40 PM 38-39)

EASEMENT TO BE VACATED
5' WIRE CLEARANCE EASEMENT
59 M 11
238± SF

REMAINDER OF EASEMENT
SITUATED WITHIN ADJUSTED
PARCEL 3 TO BE VACATED BY
SEPARATE DOCUMENT

LEGEND

APN ASSESSOR'S PARCEL NUMBER
DN DOCUMENT NUMBER
M RECORD SUBDIVISION MAPS
PM PARCEL MAPS
POB POINT OF BEGINNING
R/W RIGHT-OF-WAY
SF SQUARE FEET

BOUNDARY LINE
ADJACENT LOT LINE
ROAD CENTERLINE
TIE LINE



[Signature] 06/21/2022

JEFFERSON DRIVE

(60' WIDE R/W - A PUBLIC STREET)

Page H-2.16

Page H-2.16

BKF
255 SHORELINE DR.,
SUITE 200
REDWOOD CITY, CA 94065
(650) 482-6300
www.bkf.com

SUBJECT EXHIBIT B: VACATION – WIRE CLEARANCE EASEMENT
JOB NO. 20180527-10
BY MJD/JWG APPR. DCJ DATE 06/21/2022
2 OF 2

© BKF Engineers



**EXHIBIT A
LEGAL DESCRIPTION
VACATION – PUBLIC UTILITY EASEMENT**

All that real property situate in the City of Menlo Park, County of San Mateo, California, more particularly described as follows:

Being a portion of Adjusted Parcel 3 as described in that certain document entitled "Approval of Lot Line Adjustment", filed for record in the office of the County Recorder of San Mateo County on January 18, 2022, as document number 2022-003974, said portion being more particularly described as follows:

Being the easterly 352.96 feet of that certain 5' wide strip, "Public Utility Easement", as shown on that certain map entitled "Bohannon Industrial Park No. 6" filed for record in said county on October 22, 1963, in Book 59 at page 11.

A plat showing the above-described parcel is attached hereto and made a part hereof as Exhibit B.

Containing an area 1,765 square feet more or less.

This legal description was prepared by me or under my direction in conformance with the requirements of the Professional Land Surveyors' Act.

David C. Jungmann, PLS 9267



06/21/2022
Date

END OF DESCRIPTION

CONSTITUTION DRIVE

(60' WIDE R/W - A PUBLIC STREET)

GRAPHIC SCALE



(PARCEL 2)
(40 PM 38-39)

ADJUSTED PARCEL 2
DN 2022-003974
(PORTION OF PARCEL 1)
(40 PM 38-39)

ADJUSTED PARCEL 3
DN 2022-003974
(LOTS 18, 19 & 20)
(59 M 11)
90,113± SF OR
2.07± ACRES

(LOT 17)
(59 M 11)

REMAINDER OF EASEMENT
SITUATED WITHIN ADJUSTED
PARCEL 3 TO BE VACATED BY
SEPARATE DOCUMENT

EASEMENT TO BE VACATED
5' PUBLIC UTILITY EASEMENT
59 M 11
1,765± SF

(PARCEL B)
(42 PM 55)

ADJUSTED PARCEL 1
DN 2022-003974
(PORTION OF PARCEL 1)
(40 PM 38-39)



(PARCEL A)
(12 PM 34)

(LOT 12)
(56 M 23)

(LOT 13)
(56 M 23)

352.96'

JEFFERSON DRIVE

(60' WIDE R/W - A PUBLIC STREET)

LEGEND

- APN ASSESSOR'S PARCEL NUMBER
- DN DOCUMENT NUMBER
- M RECORD SUBDIVISION MAPS
- PM PARCEL MAPS
- POB POINT OF BEGINNING
- R/W RIGHT-OF-WAY
- SF SQUARE FEET

- BOUNDARY LINE
- ADJACENT LOT LINE
- ROAD CENTERLINE
- TIE LINE



[Handwritten Signature]
06/21/2022



**EXHIBIT A
LEGAL DESCRIPTION
VACATION – PUBLIC UTILITY EASEMENT**

All that real property situate in the City of Menlo Park, County of San Mateo, California, more particularly described as follows:

Being a portion of Adjusted Parcel 3 as described in that certain document entitled "Approval of Lot Line Adjustment", filed for record in the office of the County Recorder of San Mateo County on January 18, 2022, as document number 2022-003974, said portion being more particularly described as follows:

Being the westerly 47.54 feet of that certain 5' wide strip, "Public Utility Easement", as shown on that certain map entitled "Bohannon Industrial Park No. 6" filed for record in said county on October 22, 1963, in Book 59 at page 11.

A plat showing the above-described parcel is attached hereto and made a part hereof as Exhibit B.

Containing an area 238 square feet more or less.

This legal description was prepared by me or under my direction in conformance with the requirements of the Professional Land Surveyors' Act.

David C. Jungmann, PLS 9267



06/21/2022
Date

END OF DESCRIPTION

CONSTITUTION DRIVE

(60' WIDE R/W - A PUBLIC STREET)

GRAPHIC SCALE



ADJUSTED PARCEL 3

DN 2022-003974
(LOTS 18, 19 & 20)
(59 M 11)
90,113± SF OR
2.07± ACRES

ADJUSTED PARCEL 2

DN 2022-003974
(PORTION OF PARCEL 1)
(40 PM 38-39)

EASEMENT TO BE VACATED

5' PUBLIC UTILITY EASEMENT
59 M 11
238± SF

REMAINDER OF EASEMENT
SITUATED WITHIN ADJUSTED
PARCEL 3 TO BE VACATED BY
SEPARATE DOCUMENT

47.54'

ADJUSTED PARCEL 1

DN 2022-003974
(PORTION OF PARCEL 1)
(40 PM 38-39)

(PARCEL A)
(12 PM 34)

(LOT 12)
(56 M 23)

LEGEND

- APN ASSESSOR'S PARCEL NUMBER
- DN DOCUMENT NUMBER
- M RECORD SUBDIVISION MAPS
- PM PARCEL MAPS
- POB POINT OF BEGINNING
- R/W RIGHT-OF-WAY
- SF SQUARE FEET

- BOUNDARY LINE
- ADJACENT LOT LINE
- ROAD CENTERLINE
- TIE LINE



[Handwritten Signature]
06/21/2022

JEFFERSON DRIVE

(60' WIDE R/W - A PUBLIC STREET)



STAFF REPORT

City Council

Meeting Date:

8/23/2022

Staff Report Number:

22-160-CC

Regular Business:

Direction regarding filling of City Council vacancies

Recommendation

Staff recommends that the City Council provide direction to staff on proceeding with the following options in regards to the filling of City Council vacancies for elected offices:

1. Repeal Menlo Park Municipal Code (MPMC) Section 2.04.090 in its entirety and defer to and rely solely on State law for the procedures for filling a vacancy. State law allows the City to within 60 days of the creation of a vacancy to either: (1) fill the vacancy by appointment or (2) call a special election to fill the vacancy. Alternatively, the City Council could revise Section 2.04.090 to codify, verbatim, these State law procedures for filling a vacancy, or
2. Revise MPMC Section 2.04.090 to limit the City to filling every vacancy by special election only (this option would prohibit the City from filling a vacancy by appointment), or
3. Revise MPMC Section 2.04.090 to require that a special election vacancy be filled when petitions bearing a specified number of verified signatures are filed (this option would require a mail in ballot to fill a vacancy), or
4. Revise MPMC Section 2.04.090 to allow the City Council to appoint someone to the City Council until a special election for the vacancy is held (the appointee would hold office only until the date of a special election, which would need to be immediately called to fill the remainder of the term.)

Policy Issues

The preparation of an ordinance is at the discretion of City Council and there is conflict between State law and MPMC provisions relating to vacancies.

Background

City Councilmember Mueller was elected at large in 2012 and 2016. In 2020 he was elected to represent District 5 as a City Councilmember for a four-year term, which expires in 2024. City Councilmember Mueller is running for San Mateo County Board of Supervisor seat and is on the November 8, 2022 ballot. If City Councilmember Mueller is elected as a County Supervisor, a vacancy on the City Council may occur.

Analysis

1. State Law Provisions Relating to Vacancies

Government Code Section 36512 sets forth the statutory requirements relating to filling vacancies in an elective or appointed office. Subdivision (b) of that section provides two options to fill a vacancy in an elective office within 60 days from the commencement of the vacancy: either fill the vacancy by appointment or call a special election to fill the vacancy. Subdivision (b) reads in relevant part as follows:

1. If the City Council calls a special election, the special election shall be held on the next regularly established election¹ date not less than 114 days from the call of the special election. A person elected to fill a vacancy holds office for the unexpired term of the former incumbent.
2. If the City Council fills the vacancy by appointment, the person appointed to fill the vacancy shall hold office pursuant to one of the following:
 - A. If the vacancy occurs in the first half of a term of office and at least 130 days before the next general municipal election, the person appointed to fill the vacancy shall hold office until the next general municipal election that is scheduled 130 or more days after the date the City Council is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.
 - B. If the vacancy occurs in the first half of a term of office, but less than 130 days before the next general municipal election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall hold office for the unexpired term of the former incumbent.

As applied to Menlo Park, these provisions of the Government Code mean that the City has the following options for filling a vacancy, should one occur following the November 8, 2022 election:

1. **Call an election.** Pursuant to Government Code Section 36512(b)(1), the City Council could choose to fill the vacancy by calling a special election to fill the seat for District 5 for the remainder of City Councilmember Mueller's term. The special election would be held on the next "regularly established election" date not less than 114 days from the call of the special election.
2. **Appoint.** Alternatively, pursuant to Government Code Section 36512(b)(2), the City Council could appoint someone to fill the vacancy. The process for appointment that the City Council must use is dependent on when the resignation is effective:

If the resignation is in the second half of a City Councilmember's term: If the resignation is after December 15, 2022 (two years from the date City Councilmember Mueller was seated to office), then his resignation would be in the second half of his term of office *and the person appointed to fill the vacancy would hold office for the remainder of City Councilmember Mueller's term (until 2024.)*

If the resignation is in the first half of a City Councilmember's term: If the resignation is before December 15, 2022 but after the election November 8, 2022, then his resignation would be in the first half of his term at least 130 days before the next general municipal election, which would mean that *the City Council can appoint someone until the next general municipal election and then there would be an election for a replacement who would fill the seat for the remainder of City Councilmember Mueller's term (until 2024.)*

¹ While there is no definition for "regularly established election" as used in Government Code § 36512(b), it can reasonably be construed to mean an election established by the City Council following the requirements for holding a special election.

If the City Council chooses to appoint someone to fill a vacancy, the City Council has discretion over the process to be utilized for the appointment. There are generally two approaches to appointments used by cities: a direct appointment and an application/interview approach.

For cities that are by district, such as Menlo Park, a City Councilmember that is resigning may cast a vote on the appointment if the resignation will go into effect upon the appointment of a successor.²

2. Conflict between State law and MPMC provisions relating to vacancies

The City enacted its own Ordinance No. 559 in 1974, which is codified in MPMC Section 2.04.190 relating to filling City Council vacancies. That section provides that a special election shall occur “at the next regularly scheduled election held at least 89 days after the vacancy is created.” While Government Code Section 36512(c) does allow a city to adopt an ordinance that provides a different process for filling a vacancy that process must be consistent with the specific language provided in Government Code Sections 36512(c)(1-3), which among other things, specify that the special election shall be held at the next regularly established election date not less than 114 days from the call of the special election or filing of a petition. Because the provisions in MPMC Section 2.04.190 relating to the timing of the election conflict with the language in Government Code Section 36512(c)(1-3), the City would be preempted from relying on the timing requirements in MPMC Section 2.04.190.

According to the California Constitution, a city may not enact local laws that conflict with “general” or state laws.³ A local law conflicts with state law, within the meaning of California Constitution Article XI, Section 7, if it either (1) duplicates, (2) contradicts, or (3) enters a field which has been fully occupied by state law, whether expressly or by legislative implication.⁴ Any local law that conflicts with the general laws of the state are deemed void.⁵ Since the timing requirements in MPMC Section 2.04.190 contradict and regulate an area that is expressly reserved by the State, the conflicting language in MPMC Section 2.04.190 could not be relied upon by the City in establishing the amount of time that can elapse between the vacancy and the election.

Given the foregoing, staff recommends that the City Council either repeal or amend MPMC Section 2.04.190 before to the November election, consistent with state election laws. Because ordinances related to election matters are effective immediately upon passage, such an ordinance would be effective upon approval at a second reading (and the usual 30-day waiting period does not apply.)

3. If the City Council adopts an ordinance, the City Council could choose to hold the election by mail in ballot. The City Council could also choose to appoint someone until an election is held to fill a vacancy.

As discussed above, Government Code Section 36512(b) provides two options to fill a vacancy: appoint or call a special election to fill the vacancy. However, Government Code Section 36512(c), provides additional options for a city that enacts an ordinance which either:

1. Requires that a special election be called immediately to fill every City Council vacancy. The ordinance must provide that the special election shall be held on the next regularly established election date not less than 114 days from the call of the special election, or
2. Requires that a special election be held to fill a City Council vacancy when petitions bearing a

² California Government Code § 36512(e.)

³ Cal.Const. art. XI, § 7.

⁴ *California Fed. Sav. & Loan Ass'n v City of Los Angeles* (1991) 54 Cal.3d 1; *Candid Enters., Inc. v Grossmont Union High Sch. Dist.* (1985) 39 Cal.3d 878, 885.

⁵ *Cohen v Board of Supervisors* (1985) 40 Cal.3d 277, 290; *People ex rel Deukmejian v County of Mendocino* (1984) 36 Cal.3d 476, 484.

specified number of verified signatures are filed. The ordinance must provide that the special election will be held on the next regularly established election date not less than 114 days from the filing of the petition. This option would still allow the City Council to call a special election pursuant to Government Code Section 36512 (b) without waiting for the filing of a petition, or

3. Provides that a person appointed to fill a vacancy on the City Council holds office only until the date of a special election which shall immediately be called to fill the remainder of the term. The special election may be held on the date of the next regularly established election or regularly scheduled municipal election to be held throughout the city not less than 114 days from the call of the special election.

Although the provisions in MPMC Section 2.04.190 relating to timing would be preempted, Section 2.04.190 could be amended to be consistent with one of the foregoing options for ordinances identified in Government Code Section 36512(c.)

If City Council directs staff to prepare an ordinance, staff anticipates returning with the first reading of an ordinance for City Council's consideration at a September City Council meeting. Because ordinances related to election matters are effective immediately upon passage the ordinance would not need the typical 30 days to become effective.

Conclusion

Given City Councilmember Mueller's candidacy for San Mateo County Board of Supervisors, there may be a City Council vacancy after the November 8, 2022 election if he is elected to that office. Since the timing requirements for filling a City Council vacancy in MPMC Section 2.04.190 contradict and regulate an area that is expressly reserved by the state, staff recommends that the City Council give direction to staff to either repeal MPMC Section 2.04.190 in its entirety or amend MPMC Section 2.04.190 in a manner that is consistent with state election laws, before the November election.

Impact on City Resources

As of August 2022, the estimated cost of consolidated election services for the one City Councilmember seat is approximately between \$12,100 and \$14,533.

Environmental Review

There is no action being taken and therefore no project within the meaning of the California Environmental Quality Act (CEQA.)

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. MPMC Section 2.04.190

Staff Report #: 22-160-CC

Report prepared by:
Nira Doherty, City Attorney

Report reviewed by:
Justin Murphy, City Manager
Judi A. Herren, Assistant to the City Manager/City Clerk

2.04.190 Filling of 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. In the event, however, that only two of the five offices are occupied, those two members of the City Council may appoint a third member of the City Council. (Ord. 559 § 1, 1974).



STAFF REPORT

City Council

Meeting Date: 8/23/2022

Staff Report Number: 22-164-CC

Informational Item: City Council agenda topics: September 2022

Recommendation

The purpose of this informational item is to provide the City Council and members of the public access to the anticipated agenda items that will be presented to the City Council. The mayor and city manager set the City Council agenda so there is no action required of the City Council as a result of this informational item.

Policy Issues

In accordance with the City Council procedures manual, the mayor and city manager set the agenda for City Council meetings.

Analysis

In an effort to provide greater access to the City Council's future agenda items, staff has compiled a listing of anticipated agenda items, Attachment A, through September 20, 2022. The topics are arranged by department to help identify the work group most impacted by the agenda item.

Specific dates are not provided in the attachment due to a number of factors that influence the City Council agenda preparation process. In their agenda management, the mayor and city manager strive to compile an agenda that is most responsive to the City Council's adopted priorities and work plan while also balancing the business needs of the organization. Certain agenda items, such as appeals or State mandated reporting, must be scheduled by a certain date to ensure compliance. In addition, the meeting agendas are managed to allow the greatest opportunity for public input while also allowing the meeting to conclude around 11 p.m. Every effort is made to avoid scheduling two matters that may be contentious to allow the City Council sufficient time to fully discuss the matter before the City Council.

Public Notice

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

Attachments

A. City Council agenda topics: September 2022

Report prepared by:

Judi A. Herren, Assistant to the City Manager/City Clerk

Tentative City Council Agenda

#	Title	Department	Item type	City Council action
1	Approve funding for 335 Pierce Road (predevelopment CLT, loan authorization docs)	CDD	Regular	Approve
2	Housing Element Update water supply assessment	CDD	Regular	Adopt resolution
3	Parkline - Selection of CEQA consultant	CDD	Consent	Contract award or amend
4	Adopt Resolution to continue conducting the City's Council and advisory body meetings remotely due to health and safety concerns for the public	CMO	Consent	Adopt resolution
5	Approve a resolution updating the City's conflict of interest code	CMO	Consent	Adopt resolution
6	BlocPower: prevailing wage	CMO	City Council Initiated Items	Decide, Direction to staff
7	Proclamation: Suicide Prevention Month	CMO	Proclamation	No action
8	Proclamation: Supporting the reopening of the Mack E. Mickelson therapeutic pool	CMO	Proclamation	No action
9	Leaf Blower Ban	CMO	Study Session	Direction to staff
10	Update advisory body policy with CSC start time as 6:30 p.m.	CMO	Consent	Adopt resolution
11	Ordinance first reading: Amend MPMC filling vacancy on City Council	CMO, CAO	Regular	Decide
12	Ordinance second reading adopt: Amend MPMC filling vacancy on City Council	CMO, CAO	Consent	Adopt ordinance
13	Approve the Parks and Recreation Commission work plan	LCS	Consent	Approve
14	Authorize the City Manager to issue a Request for Proposals for an aquatics operator at Burgess Pool and Menlo Park Community Campus pool	LCS	Regular	Approve
15	Commemorative park amenities policy	LCS	Informational	Receive and file
16	Direction for city hosted events and observances including events based on holidays of religious origin	LCS	Regular	Direction to staff
17	MPCC project updates: Community survey, budget	LCS	Regular	Direction to staff
18	Adopt Resolution vacating 10-foot-wide Public Utility Easement at 248 Oakhurst Place	PW	Public Hearing	Adopt resolution
19	Approve the Middle Avenue Complete Streets project preferred concept	PW	Regular	Approve
20	Authorize the City Manager to enter into an agreement with the City of Redwood City for annual maintenance of Atherton Channel	PW	Consent	Contract award or amend
21	Authorize the city manager to execute an agreement with the West Bay Sanitary District regarding the provision of recycled water service within Menlo Park Municipal Water Bayfront Area, and other customers within the Recycled Water Purveyor Boundary	PW	Consent	Contract award or amend
22	Authorize the city manager to execute the public improvement agreement for Menlo Portal	PW	Consent	Decide
23	Provide direction on Ravenswood grade separation project	PW	Study Session	Direction to staff
24	Provide direction on the continued use of level of service analysis in traffic impact analysis	PW	Study Session	Direction to staff



STAFF REPORT

City Council

Meeting Date:

8/23/2022

Staff Report Number:

22-161-CC

Informational Item:

Update on the Middle Avenue complete streets project

Recommendation

This is an informational item and does not require City Council action. This report transmits an update to the City Council on the Middle Avenue complete street project as outlined in Attachment A and summarized in Table 2, including the following major elements:

- Bicycle facility improvements/ parking removal
- Corridor traffic calming treatments
- Intersection improvements
- Blake Street closure
- Sidewalk gap closure

Policy Issues

This project is consistent with policies and programs stated in the 2016 General Plan Circulation Element (e.g., CIRC-1.7, CIRC-1.8, CIRC-2.7, etc.) These policies seek to maintain a safe, efficient, attractive, user-friendly circulation system that promotes a healthy, safe and active community and quality of life throughout Menlo Park.

This project was identified as a 2021 City Council priority and continued into 2022.

Design and implementation of bicycle facilities on Middle Avenue between El Camino Real and University Drive fulfill "Mitigation Measure TRA-2.1" of the Mitigation Monitoring and Reporting Program (MMRP) established in the 500 El Camino Real (i.e., Middle Plaza) project final environmental impact report (FEIR) approved in 2017.

Background

Middle Avenue is an important part of the Menlo Park transportation network, fronting Safeway Plaza, Nealon and Lyle Parks, senior centers, preschool and other community amenities. The street is used by people walking, bicycling, and driving for both local and through trips. Children on bicycles use Middle Avenue as a route to Hillview Middle School and Oak Knoll Elementary School. Others use it to access the bicycle bridge at the south end of San Mateo Drive to reach Stanford University.

Middle Avenue is currently a Class III bicycle route (i.e., bicycles and vehicles share space) due to on-street parking on both sides. Removal of parking on one or both sides of the street is required to establish Class II bicycle lanes (i.e., bicycles and vehicles have dedicated space.) Continuous sidewalks are provided on the north side of the street, but are intermittent on the south side of the street.

Based on results of a 2020 citywide speed survey, as well as the anticipated opening of Middle Plaza, the City Council directed staff to conduct a complete street study for Middle Avenue with the following objectives:

- Enhance bicyclist and pedestrian visibility and improve safety of all street users
- Provide safe and comfortable cycling and pedestrian infrastructure and encourage sustainable mode of transportation
- Increase accessibility of the corridor by supporting improvements related to Middle Plaza and ongoing study of the grade-separated pedestrian and bicycle crossing

On March 3, staff held in-person and virtual public meetings to inform residents about the project and gather feedback from the community to shape potential bicycle improvements and traffic calming options. Nearly 100 people attended the two events. Additional comments on current issues, needs, and priorities for the corridor were captured through an online public survey that received over 600 responses.

On May 11, staff presented to the Complete Streets Commission (Commission) a summary of community feedback from the public meetings and online surveys. The community overwhelmingly supported implementing traffic calming measures to address safety concerns for all travel modes. A majority of meeting participants and survey respondents also preferred removing parking on at least one side of the street to install bicycle lanes. This preference for parking removal was consistent across residents who live on Middle Avenue, on nearby streets, and in other parts of the City.

The following summarizes the community and Commission feedback:

- Bicycle facility and parking
 - Develop two bicycle lane options – one with parking removed on one side and one with parking removed on both sides, including reconfiguration of Nealon Park frontage parking
 - Examine property lot size, driveway capacity, distance to school, and distance to nearest cross street to guide potential parking removal
- Traffic calming measures
 - Explore multiple traffic calming measures at El Camino Real, Blake Street, University Drive, Arbor Road, San Mateo Drive, and Olive Street to reduce vehicle speeds on Middle Avenue
- Others
 - Conduct a parking demand evaluation at Nealon Park and propose frontage parking configuration options
 - Explore the possibility of eliminating westbound right turn lanes on Middle Avenue at University Drive and Olive Street to improve pedestrian and bicycle safety
 - Evaluate feasibility and explore a temporary trial phase in response to residents request to close Blake Street, between Middle Avenue and College Avenue
 - Evaluate circulation at the Safeway and Shell gas station driveways near El Camino Real and Middle Avenue

Analysis

Staff used the community and Commission feedback summarized above, and developed refined conceptual design options for the corridor. On July 13, the Commission received a presentation on these options for the Middle Avenue complete street project that included:

- Bicycle facility improvements
- Intersection improvements

- Corridor traffic calming treatments
- Blake Street pilot closure
- Sidewalk gap closure

The design and implementation of bicycle facilities on Middle Avenue between El Camino Real and University Drive will be fulfilled by Stanford as part of the Middle Plaza MMRP. As a result, exhibits of the corridor are generally shown in two sections, divided at University Drive to correspond to the appropriate implementing party (i.e., Stanford and the City.) For simplicity, the intersection design options are shown as a separate exhibit, as these options could be paired with any of the bicycle facility options. A hyperlink of the July 13 Commission meeting staff report is included as Attachment A.

Bicycle facility improvements

Staff conducted a Nealon Park parking demand evaluation at multiple times of day on four separate days (i.e., two weekdays and two days over one weekend), three of which had pre-scheduled events at Nealon Park. The evaluation coincided with the temporary closure of the Nealon Park frontage parking area for the installation of a new sidewalk. The temporary closure did not result in parking challenges on either weekday evenings or weekends (Attachment C.) The highest usage time was Saturday morning, with 96 vehicles parked (91 percent occupancy), including six in unmarked spaces and nine unused non-handicap parking spaces. The average parking utilization for Saturday, which had the most use, was 83 percent.

In response to public and Commission feedback, including the option of reconfiguring the Nealon Park frontage parking spaces for other uses, three options were developed (Attachment D, all dimensions are approximate):

- Option 1 (entire corridor): Class II bicycle lanes with a two-foot buffer on each side. Parking would be removed on one side.
- Option 2 (entire corridor): Class II bicycle lanes with a four-foot buffer on each side. Parking would be removed on both sides.
- Option 3: El Camino Real to University Drive only (could be paired with either Option 1 or 2 between University Drive and Olive Street)
 - North side: Two-way Class IV separated bikeway or Class II buffered bicycle lane
 - South side: Preserve parking or provide Class II bicycle lane (without a buffer)

All design options would reduce the travel lanes to 10 feet and provide at least five-foot wide bicycle lanes. A table summarizing the advantages and disadvantages of each option can be found in the July 13 Commission staff report (Attachment B.) The Commission reviewed these options and expressed a preference for Option 1 because it provides continuous permanent bicycle lanes while preserving parking for residents, especially residents of the multifamily properties. The Commission also requested that staff explore additional opportunities for parking removal where it appeared feasible.

For any of the options above, the bicycle facility in front of Nealon Park could be placed within the current perpendicular parking spaces by reconfiguring them to parallel parking spaces. The loss of parking in front of the park could be partially offset by restriping the Nealon Park parking lot to gain approximately 10 additional spaces, for a net loss of approximately 20 parking spaces.

Traffic calming treatments

Staff explored various traffic calming measures to address speeding vehicles, cut-through traffic, and pedestrian and bicycle safety concerns. A summary of the advantages, disadvantages, and expected cost for each individual traffic calming measures considered for the project can be found in the July 13 Commission staff report (Attachment B.)

Table 1 summarizes the locations and recommended measures with the objective of providing lower vehicular speeds and safer crossing opportunities (See Attachment D for illustration.)

Table 1: Proposed traffic calming measures		
Locations	Issues/challenges	Potential traffic calming measures
Blake Street	Located across from Nealon Park, high volume of pedestrians and bicyclists crossing street at Blake Street	<ul style="list-style-type: none"> • Raised crosswalk • Flashing beacons*
Arbor Road	Located across from Lyle Park, church and preschool	<ul style="list-style-type: none"> • Raised crosswalk • Flashing beacons
San Mateo Drive	Road alignment not feasible for traffic circle	<ul style="list-style-type: none"> • All-way stop signs • Bulb-out/Curb extension on Middle Avenue
Olive Street	T-intersection not feasible for traffic circle	<ul style="list-style-type: none"> • Bulb-out/Curb extension on Middle Avenue
Locations TBD	Speeding, education	<ul style="list-style-type: none"> • Speed feedback signs (2 each direction) • Speed tables (2)

* A rectangular rapid flashing beacon was recently installed at this location as part of the Nealon Park sidewalk project

Blake Street closure

Blake Street is a 30 feet wide Local Access road located directly across from Nealon Park. It connects Middle Avenue to College Avenue. Residents on Blake Street raised concerns of excessive cut-through traffic while having high pedestrian activities on the street due to its direct connection between the broader Allied Arts neighborhood and Nealon Park and Downtown. Residents submitted a petition to explore a pilot closure of Blake Street.

At the recommendation of the Commission, staff met with Blake Street residents and discussed potential trial phase options to implement a temporary Blake Street closure. Generally, residents supported closing vehicular access to Middle Avenue while maintaining access to College Avenue. Any pilot closure would be designed to permit access by emergency vehicles, pedestrians and bicyclists.

Intersection improvements

Staff evaluated potential intersection improvements at three locations:

- El Camino Real
- University Drive
- Olive Street

El Camino Real

Based on community and Commission feedback, staff evaluated the following (illustrated in Attachment E):

- Intersection improvements at El Camino Real and Middle Avenue
- Circulation improvements from the nearby Safeway and Shell gas station driveways along Middle Avenue

The Middle Avenue pedestrian and bicycle undercrossing is planned to connect to the plaza within the Middle Plaza development and is expected to significantly increase the number of bicyclists and pedestrians crossing El Camino Real at Middle Avenue. With the objective of enhancing safety and visibility at this crossing, staff evaluated a protected intersection as a long term improvement. A protected intersection provides a path of travel for bicyclists that is separate from the vehicular path and is signaled to allow for separated travel movements. While protected intersections have substantial safety benefits for bicyclists

and pedestrians, their use is most appropriate at the intersection of two separated bicycle facilities and may be most appropriate to explore as part of any future development of a bicycle facility along El Camino Real. Staff also explored an alternate approach, called a dedicated intersection, which has some of the features of a protected intersection but does not require bike lanes on all approaches and would generally require less space to construct. Both options were determined to require easements on private property or acquisition of right-of-way, and further coordination with Caltrans. As part of any future intersection improvement, staff would also explore relocation of signal poles and equipment if feasible.

Near El Camino Real, there are two driveways accessing the Shell gas station on El Camino Real and two on Middle Avenue (one via Alto Lane.) Across the street, the Safeway driveway is located approximately 190 feet from El Camino Real.

At the July Commission meeting, staff recommended pursuing closing the Shell gas station driveway on Middle Avenue that is closest to El Camino Real, conditioned on mutual agreement with the property owner. Closing this driveway would reduce conflicts between vehicles that access the gas station, vehicles using Middle Avenue and bicyclists and pedestrians.

For the Safeway plaza driveway, staff presented two possible changes:

1. Retain all inbound access and restrict outbound left turn
2. Relocate the driveway further west on Middle Avenue, away from El Camino Real

The first change would require vehicles wishing to travel northbound on El Camino Real to first get on southbound El Camino Real and make a U-turn at Middle Avenue. The second change would require additional coordination and reconfiguration of parking spaces at the Safeway plaza, likely without any change to the parking supply.

University Drive

With the objective of improving crossing conditions, staff explored removing the right turn pockets along Middle Avenue at University Drive and considered a mini-roundabout at University Drive. Currently there is one right turn pocket at each intersection (in the westbound direction, heading away from El Camino Real.)

To understand the operational impact of removing the right turn pocket, staff reviewed intersection analyses at Middle Avenue and University Drive from the Middle Plaza FEIR. According to the analyses, removing the right turn pocket would likely add approximately four vehicles to the existing left/through lane during the evening peak period under the cumulative scenario (i.e., Year 2040.) A table summarizing the intersection level of service results can be found in the July 13 Commission staff report (Attachment B.)

Staff also evaluated the potential for a mini-roundabout. A mini-roundabout is a generally a small version of a roundabout, designed primarily for residential streets that do not experience a significant amount of large trucks (i.e., trucks tend to be package delivery vehicles) and thus can have a smaller inner circle, consistent with the design of residential streets.

Using the latest national guidance, staff identified that a mini-roundabout is feasible at this intersection (Attachment F.) A mini-roundabout has potential benefits and trade-offs, including:

- Safety benefits from reduced speeds and conflict points
- Reduced intersection delay due to all-way yield for vehicles
- Reduced crossing distance for pedestrians due to the use of bulb outs and the elimination of separate turn lanes
- Need for vehicles and bicycles to share the travel path through the roundabout itself, though ramps can

be provided to allow less confident bicyclists to use the sidewalk instead

Olive Street

Staff reviewed the pedestrian and vehicle volumes and concluded that eliminating right-turn lane on Middle Avenue in favor of bulb outs or other pedestrian improvements is not anticipated to generate significant intersection operation deficiencies.

Due to the T-intersection configuration, with Middle Court slightly offset from the intersection, a mini-roundabout was not considered.

Sidewalk gap closure

Currently, Middle Avenue has continuous sidewalk on the north side and intermittent sidewalk on the south side that has been constructed as properties redeveloped. Through this project, the community and Commission expressed support to complete the missing gaps to provide a continuous sidewalk on the south side. Based on the construction cost of a recent sidewalk project, staff estimated that up to \$4 million would be needed to complete approximately 3,000 feet of missing sidewalk.

Construction of a sidewalk on the south side of the street could take place within the City right-of-way, but would require removal of a number of street trees, including some heritage trees, as well as landscape features and irrigation in front of numerous residences.

Recommendations

Table 2 summarizes Commission recommendations from the July 13 meeting. Staff supports all of the Commission’s recommendations listed below. Staff anticipates returning to the City Council for consideration of the project September 13.

Table 2 – Commission recommendation	
Elements	Commission recommendation
Bicycle facility/ parking removal	<ul style="list-style-type: none"> • Supported new bicycle lanes and preferred parking removal on one side • Suggested incorporating bus stops and shared pedestrian/ bicycle space into final design • Request that staff explore options for additional parking removal where feasible. Deferred final parking retention decision to staff*
Corridor traffic calming	<ul style="list-style-type: none"> • Supported staff recommendations • Supported trial closure of Blake Street • Supported dedicated intersection
El Camino Real intersection	<ul style="list-style-type: none"> • Supported a leading pedestrian interval as a short term improvement • Supported evaluation of no right turn on red on eastbound and protected left turn phases on Middle Avenue as long term improvements
Safeway and Shell gas station driveways	<ul style="list-style-type: none"> • Supported ongoing monitoring of conditions at the Safeway driveway but no changes • Supported Shell gas station driveway closure
University Drive intersection	<ul style="list-style-type: none"> • Supported right turn removal for bulbouts • Supported pilot of a mini-roundabout and potential permanent installation pending outcome of the pilot
Olive Street intersection	<ul style="list-style-type: none"> • Supported right turn removal for bulbouts
Sidewalk gaps	<ul style="list-style-type: none"> • Supported continuous sidewalk

* Staff has reviewed and believes that the locations where additional parking removal may be appropriate include near intersections and speed tables/raised crosswalks (to improve sightlines) and near Lyle Park and the New Community Church because of availability of parking in on-site lots and on side streets.

Impact on City Resources

Funds for project evaluation and improvement design are identified in the City's Capital Improvement Plan in the amount of \$200,000, as adopted by City Council. Design and construction for improvements along Middle Avenue between El Camino Real and University Drive would be funded by Stanford. Improvements along Middle Avenue between University Drive and Olive Street would require additional funding.

Environmental Review

The Middle Avenue complete street project is categorically exempt under the California Environmental Quality Act Article 19, § 15301 Existing Facilities - Class I since it involves minor construction on a public street. No additional vehicle miles traveled or roadway capacity will be added as a result of implementation of future bicycle lanes and traffic calming measures.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Additional public outreach was achieved by sharing meeting information on the project website and sending an email to the project interest list.

Attachments

- A. Middle Avenue complete streets study summary presentation slides
- B. Hyperlink – July 13, 2022, Commission Staff Report: menlopark.org/files/sharedassets/public/agendas-and-minutes/complete-streets-commission/2022-meetings/agendas/20220713-csc-agenda-packet.pdf#page=36
- C. Nealon Park parking demand evaluation
- D. Conceptual bicycle facility design plan
- E. El Camino Real intersection
- F. University Drive intersection

Report prepared by:
Kevin Chen, Senior Transportation Engineer
Esther Jung, Associate Civil Engineer

Report reviewed by:
Hugh Louch, Assistant Public Works Director – Transportation



MIDDLE AVENUE COMPLETE STREETS PROJECT

City Council Information Item | August 23, 2022



AGENDA

- Project Goals
- Background
- Public Outreach Summary
- Conceptual Design Options
 1. Bikeway Design
 2. Traffic Calming Measures
 3. Intersection Treatments
- Complete Streets Commission Recommendations



PROJECT GOALS



PROJECT GOALS

- Enhance bicyclist and pedestrian visibility and improve safety of all users
- Provide safe and comfortable cycling and pedestrian infrastructure and encourage sustainable mode of transportation
- Increase accessibility of the corridor by supporting improvements related to Middle Plaza and ongoing study of the grade-separated pedestrian and bicycle crossing



BACKGROUND



BACKGROUND



- 65' City right of way
- 42' wide curb to curb
- Edge lines with parallel parking
- No separation for bicyclists
- Speed limit varies – 25 to 30 MPH + new 15 MPH school zones



BACKGROUND: PLANNING HISTORY

Date	Description
October 2017	500 El Camino Real Development – Stanford University is responsible for bicycle facility design/implementation from El Camino Real to University Drive
October 2020	Speed Limit Survey – City Council directed staff to provide traffic calming options on Middle Avenue to achieve a 25 mph zone
November 2020	Transportation Master Plan – Adopted the plan for Class II bicycle lane on Middle Avenue between El Camino Real and Olive Street
March 2021	High Priority Project – City Council directed staff to add Middle Avenue traffic calming project to the work plan as a complete street project
March 2022	Community Meeting and Online Survey

7



PUBLIC OUTREACH



PUBLIC OUTREACH EFFORTS

- **Publicity**
 - Over 2,000 postcards to local businesses and residences
 - Changeable Message Signs
 - Social media, website, press release

- **Public meetings – March 3, 2022**
 - In-person at Nealon Park tennis court
 - Virtually via Zoom
 - About 100 total participants

- **Online survey**
 - Over 600 respondents
 - 10% live on Middle Avenue
 - 80% live nearby
 - 10% live elsewhere in the City



In person outreach (in the rain)



PUBLIC MEETING FINDINGS

- Overall support for bicycle and pedestrian improvements
- Concerns about bicycling safety, especially for children
- Some concerns expressed about removal of street parking
- Concerns about speeding vehicles and the lack of traffic calming to slow down vehicles
- Concerns about larger trucks traveling on Middle Avenue

11

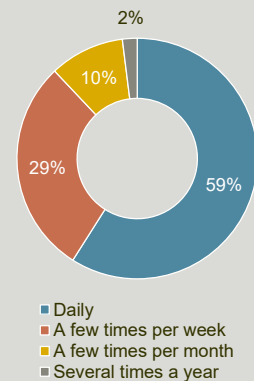


ONLINE SURVEY

- Most respondents use Middle frequently
- Respondents travel on Middle Avenue using all modes



How frequently do you travel on Middle Avenue?

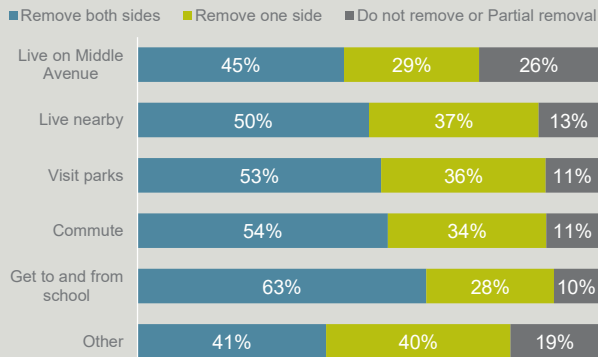


12



ONLINE SURVEY BIKE LANE/PARKING REMOVAL PREFERENCES

Parking Removal Preference by User Group



- All groups prefer removal of parking on one or both sides of the street
- Limited support for partial parking restrictions
- Several respondents and public meeting participants recommended reconfiguring or removing frontage parking at Nealon Park

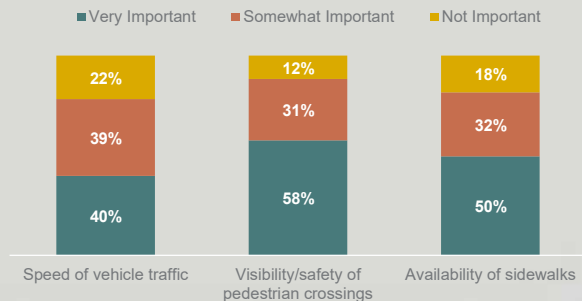
13



ONLINE SURVEY TRAFFIC CALMING MEASURES

- Respondents flagged speed, visibility of pedestrian crossings, and sidewalk gaps as concerns along Middle Avenue
- Specific feedback included need for safe pedestrian crossings at
 - Nealon Park / Blake Street
 - Lyle Park / Arbor Road
 - San Mateo Drive
 - University Drive

Concerns along Middle Avenue

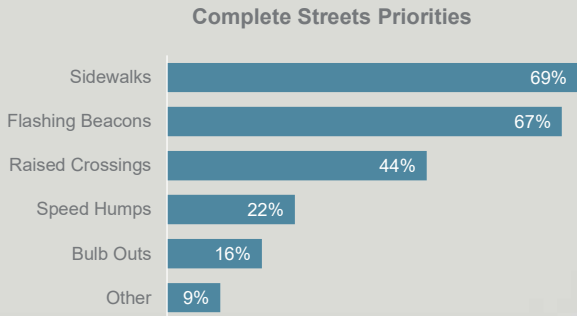


14



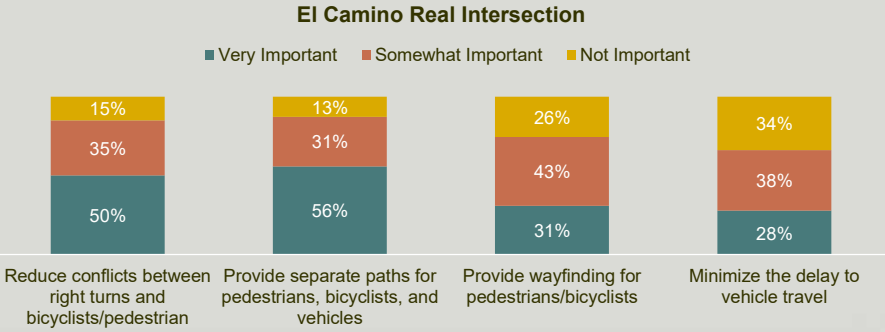
ONLINE SURVEY TRAFFIC CALMING MEASURES

- Majority supported traffic calming measures
- About 10 percent suggested that traffic calming features are not a good solution for Middle
- Suggestions received included:
 - Chicanes/Islands
 - Speed limit signs
 - Stop signs
 - Traffic enforcement
 - Bicycle education
 - Additional study on nearby streets



ONLINE SURVEY EL CAMINO REAL INTERSECTION IMPROVEMENTS

- Respondents flagged safety of pedestrians and bicyclists crossings/separation of users as top concerns
- Desire for wayfinding and reducing traffic delays were also important, but somewhat less than other two issues





CONCEPTUAL DESIGN OPTIONS



COMPLETE STREETS COMMISSION MAY 11, 2022 FEEDBACK TO STAFF

- Bicycle lanes – present options that include removing on-street parking on one side and on both sides
- Traffic calming – provide recommendations measures to reduce vehicle speeds
- Others
 - Conduct a parking demand evaluation at Nealon Park and propose frontage parking configuration
 - Explore the possibility of eliminating westbound right turn lanes at University Drive and Olive Street
 - Explore a temporary trial phase for Blake Street closure
 - Evaluate circulation from Safeway and gas station driveways near El Camino Real

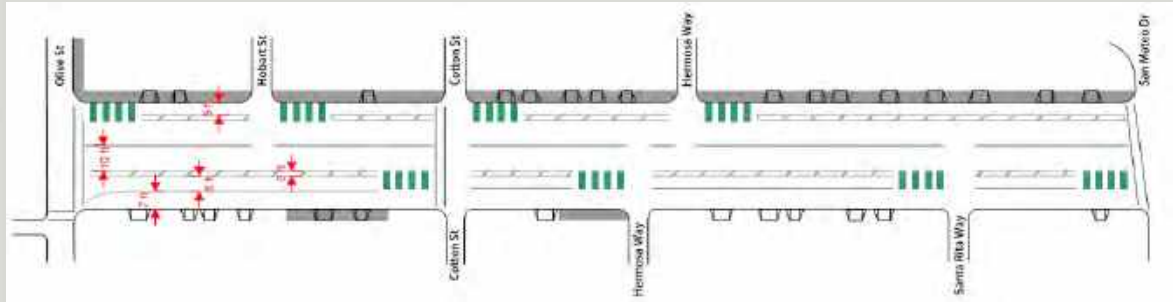


BICYCLE FACILITY DESIGN OPTIONS



OPTION 1 : CLASS II BIKE LANES WITH PARKING ON ONE SIDE

- Example section from Olive St to San Mateo Dr – same treatment throughout



19

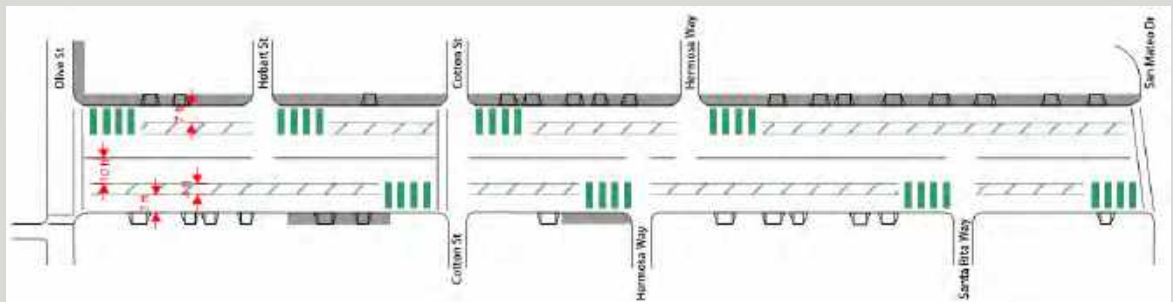


BICYCLE FACILITY DESIGN OPTIONS



OPTION 2 : CLASS II BUFFERED BIKE LANES NO PARKING

- Example section from Olive St to San Mateo Dr – same treatment throughout



20

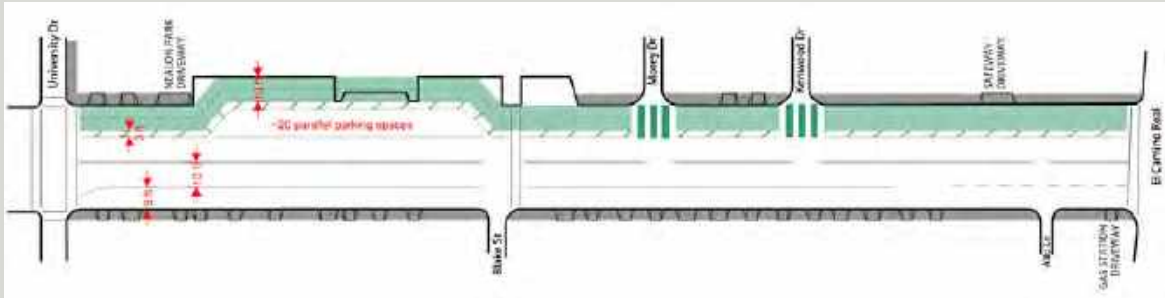


BICYCLE FACILITY DESIGN



OPTION 3 : CLASS IV SEPARATED BIKE LANES W/ OR W/O PARKING

- Example section from University Dr to El Camino Real – only applies to this segment



21



SUMMARY OF BIKEWAY OPTIONS



OPTIONS	ADVANTAGES	DISADVANTAGES
OPTION 1: Remove parking on one side	<ul style="list-style-type: none"> Accommodates bicyclists traveling between neighborhoods, schools, and other common destinations Maintains on-street parking on the south side Retains space for delivery vehicles 	<ul style="list-style-type: none"> Higher risk of bicycle collisions with opening car doors Limited space for bicyclists to pass other bicyclists without encroaching into the travel lane
OPTION 2: Remove parking from both sides	<ul style="list-style-type: none"> Greater distance between vehicles and bicyclists Without parking, risk of "dooring" accidents is eliminated 	<ul style="list-style-type: none"> No on-street parking along Middle Ave. Package delivery vehicles likely to use bike lane for deliveries Wide space (10' or more) for bicycle lane and buffer may lead to vehicles passing other vehicles using the bike lane University Drive to El Camino Real would be more impacted due to fewer cross streets
OPTION 3: Separated bikeway El Camino Real to University Dr	<ul style="list-style-type: none"> Improves comfort and safety for bicyclists due to separation from traffic and limited conflict points Improves access to and circulation around Nealon Park and community center 	<ul style="list-style-type: none"> Potential for complicated transition from separated bikeway to bike lanes at University Dr. Requires vertical separation between the bikeway and travel lane (bollards or concrete islands), increasing cost Potential to increase conflicts between drivers and bicyclists in front of Safeway shopping center

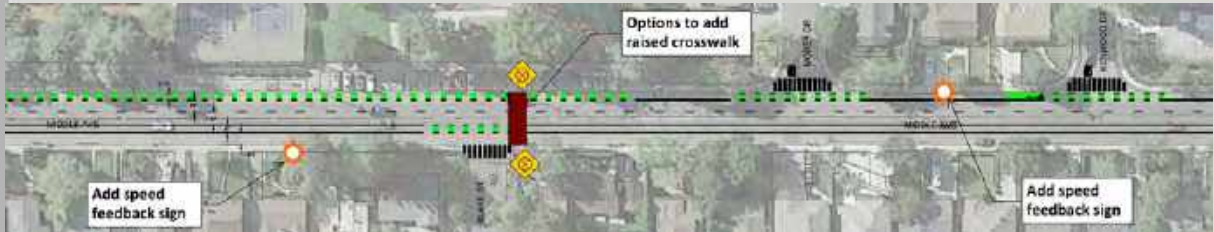
22



TRAFFIC CALMING MEASURES



Blake Street



TRAFFIC CALMING MEASURES



Arbor Road

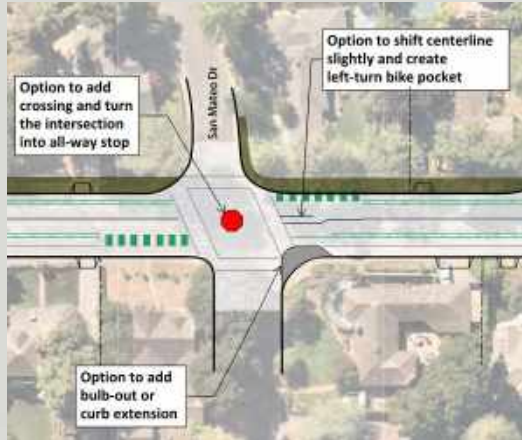




TRAFFIC CALMING MEASURES



San Mateo Drive



Olive Street



BLAKE STREET



- Commission supported a trial phase of a Blake Street closure at Middle Avenue using signs and removable bollards
- Retain access for emergency vehicles, pedestrians, and bicyclists



SUMMARY – TRAFFIC CALMING RECOMMENDATIONS

Location	Proposed Traffic Calming Measure
Blake Street	Raised crosswalk
	Flashing Beacons*
	Pilot street closure
University Drive	Bulb-out/curb extension on Middle
Arbor Road	Raised crosswalk
	Flashing Beacons
San Mateo Drive	All-way stop signs
	Left-turn bike pocket
	Bulb-out/curb extension on Middle
Olive Street	Bulb-out/curb extension on Middle
Additional Measures	Speed tables
	Speed feedback signs

27

* Installed as part of the Nealon Park sidewalk project



INTERSECTION DESIGN – EL CAMINO REAL



- Staff evaluated protected intersection
 - Most appropriate if there are bike lanes on all approaches
 - Requires significant right-of-way from nearby properties
- CSC recommended exploring a dedicated intersection
 - Provides some of the benefits of a protected intersection for bicyclists crossing El Camino Real
 - Also requires right-of-way or easement from nearby properties
 - Image at right is conceptual – details to be fleshed out during design



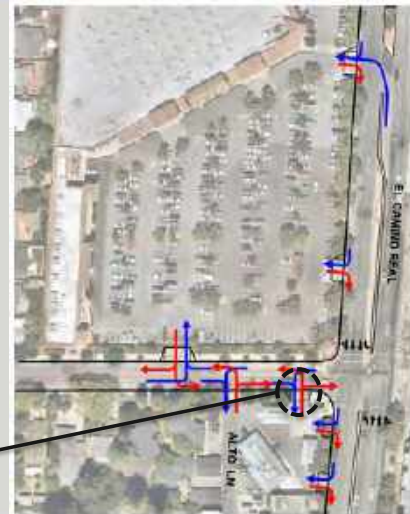
28



INTERSECTION DESIGN – SAFEWAY/SHELL STATION



- Staff explored potential turn restrictions and driveway adjustments at Safeway and Shell gas station
- CSC recommended pursuing closure of gas station driveway on Middle Avenue that is closest to El Camino Real
 - Requires coordination with property owner



Recommended closure

Existing Turning Movements

29



INTERSECTION DESIGN – UNIVERSITY DR & OLIVE STREET



- Removing two right-turn pockets is not expected to create additional congestion
 - Westbound Middle Avenue at University Drive
 - Westbound Middle Avenue at Olive Street
- Complete Streets Commission recommended a pilot of a mini-roundabout at Middle Avenue and University Drive
 - Graphic at right is conceptual only, not intended to show actual dimensions



30



SUMMARY – INTERSECTION RECOMMENDATIONS



Location	Complete Streets Commission Recommendation
El Camino Real	Explore dedicated intersection*
Safeway	No Changes
Shell Gas Station	Explore closing the driveway on Middle*
University Drive	Remove right-turn pocket
	Explore pilot mini-roundabout
Olive Street	Remove right-turn pocket

**condition on mutual agreement with private parties*



COMPLETE STREETS COMMISSION RECOMMENDATIONS



COMPLETE STREETS COMMISSION RECOMMENDATIONS

Element	Commission recommendation
Bicycle facility/ parking removal	<ul style="list-style-type: none"> Supported new bicycle lanes and preferred parking removal on one side Suggested incorporating bus stops and shared pedestrian/bicycle space into final design Request that staff explore options for additional parking removal where feasible. Deferred final parking retention decision to staff.
Corridor traffic calming	<ul style="list-style-type: none"> Supported staff recommendations. Supported trial closure of Blake Street.
El Camino Real intersection	<ul style="list-style-type: none"> Supported dedicated intersection. Supported a leading pedestrian interval as a short term improvement. Supported evaluation of no right turn on red on eastbound and protected left turn phases on Middle Avenue as long term improvements.
Safeway and Shell gas station driveways	<ul style="list-style-type: none"> Supported ongoing monitoring of conditions at the Safeway driveway but no changes Supported Shell gas station driveway closure.
University Drive intersection	<ul style="list-style-type: none"> Supported right turn removal for bulbouts. Supported pilot of a mini-roundabout and potential permanent installation pending outcome of the pilot.
Olive Street intersection	<ul style="list-style-type: none"> Supported right turn removal for bulbouts.
Sidewalk gaps	<ul style="list-style-type: none"> Supported continuous sidewalk



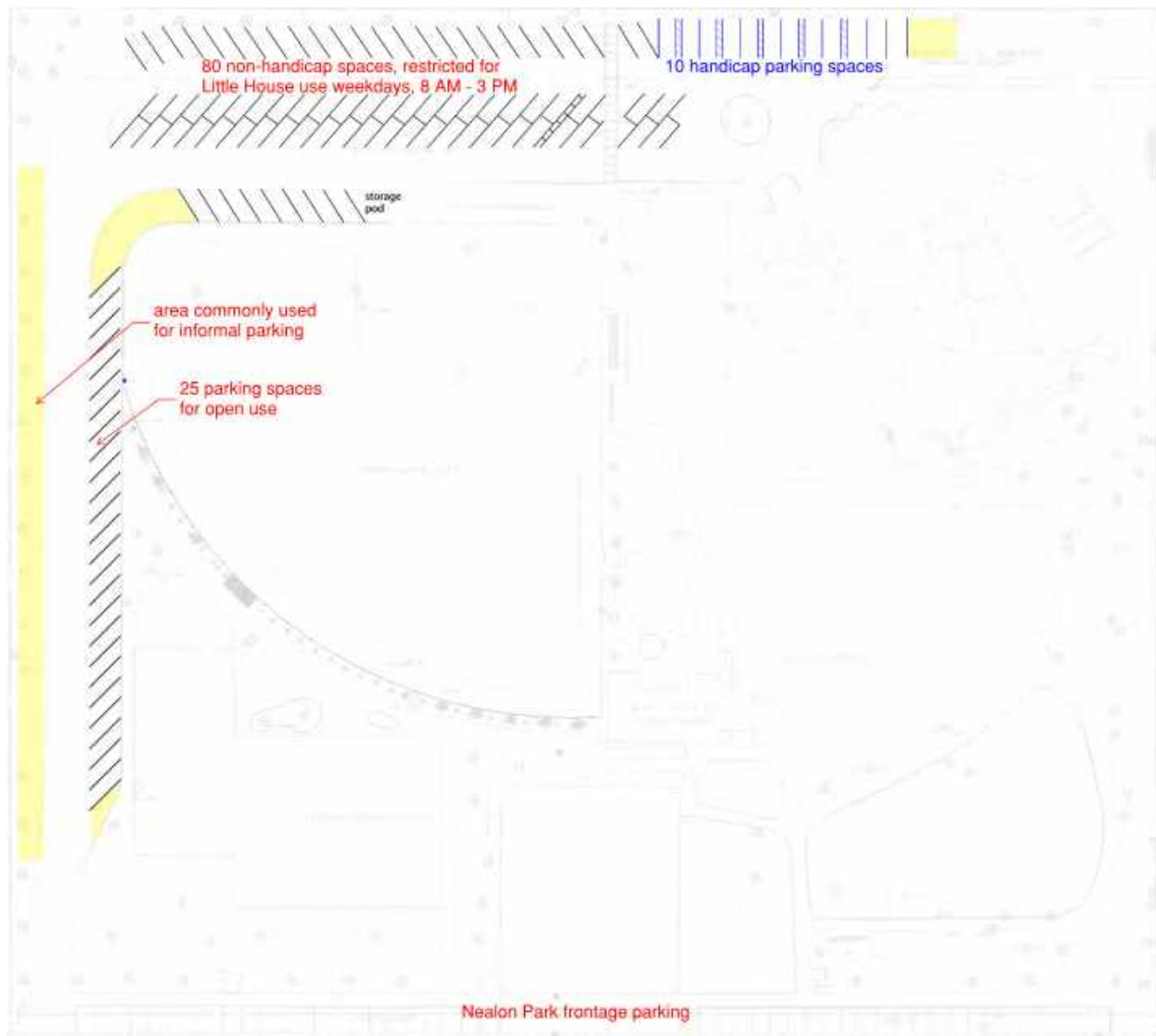
THANK YOU

Additional studies for bicycle facility design

Nealon Park Parking Utilization Study

There are 10 marked handicap parking spaces and 105 marked non-handicap spaces within the parking lot in Nealon Park (Figure 1).

Figure 1 – Nealon Park Parking Lot Layout



Parking occupancy data was collected on four days, including weekdays and weekends, while the frontage parking at Nealon Park was closed for construction of a sidewalk. Data were collected at various times of day when there were activities taking place (Figure 2). Even with little league games and other events on all of the days, maximum use only exceeding 90 percent at one observation (Saturday morning at 10 AM), and typical utilization was 80 percent or below (Table 1 and Table 2). These counts include a handful of vehicles (between 2 and 15) that were parked at unmarked spaces.

Figure 2 – Nealon Park Parking Count Observations

Time	Wednesday 5/18/22	Thursday 5/19/22	Saturday 5/20/22	Sunday 5/21/22	
9:00 AM			Little League	Little League	
10:00					
11:00					
12:00 PM					
1:00	●				
2:00	●	●			
3:00		Little League			
4:00	●	●		Baseball Academy	
5:00					
6:00	●	Lacrosse			
7:00		●			
8:00					
9:00					

● Parking utilization count

Staff also observed parking demand along Middle Avenue near the park as well as along Kenwood Drive, Morey Drive, and Blake Street during event hours but found only a small number of vehicles parked at any time.

Table 1: Parking Counts at Nealon Park - Weekdays

		Wednesday, 5/18/22				Thursday, 5/19/22				
		1pm	2pm	4pm	6pm	2pm	4pm	5pm	6pm	7pm
Handicapped	Occupied	4	5	1	1	3	1	0	0	0
Non-Handicapped	Occupied	72	58	49	29	61	55	63	63	69
Unmarked Spaces	Occupied	10	2	7	6	15	8	7	8	9
Total	Occupied	86	65	57	36	79	64	70	71	78
	Vacant	39	52	65	85	51	59	52	52	46
	% Occupied	82%	62%	54%	34%	75%	61%	67%	68%	74%
On-street: Middle		4	3	2	2	7	4	4	5	4
On-street: Blake		0	0	1	0	1	0	0	0	0
On-street: Morey		1	1	1	1	5	3	4	2	1

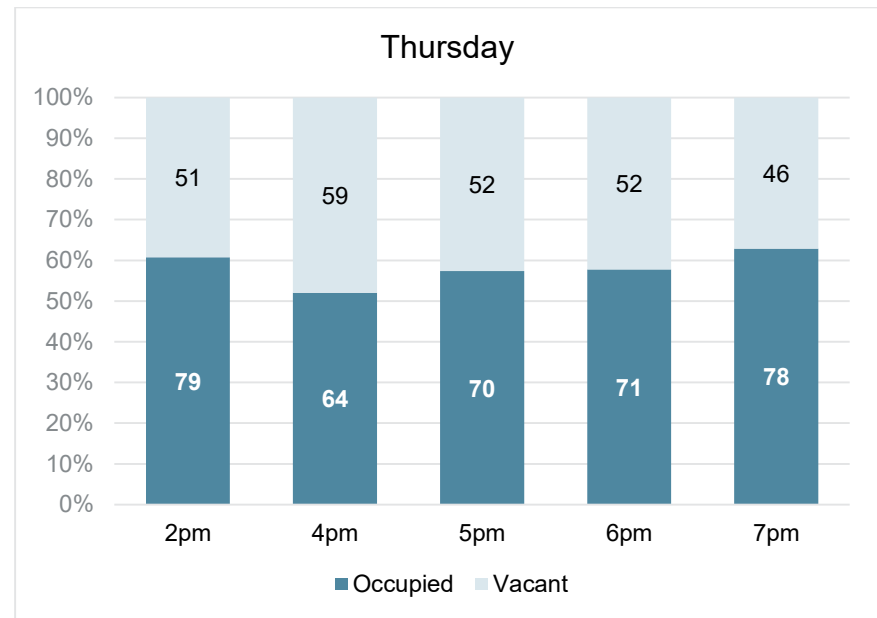
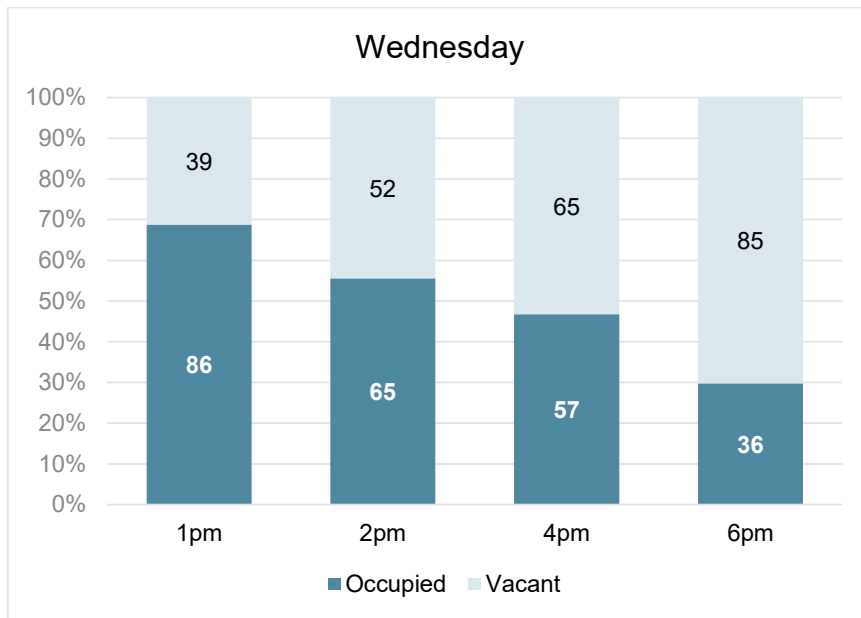
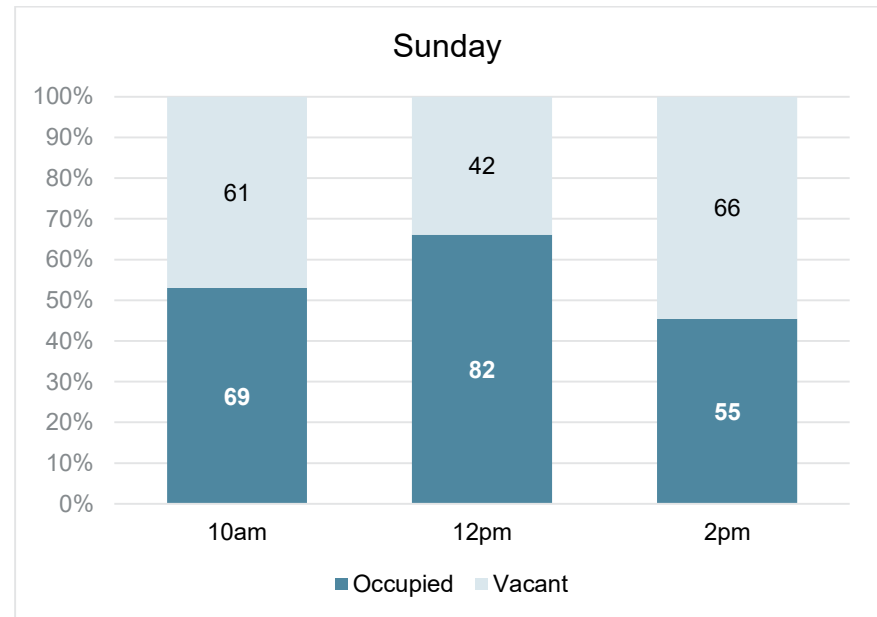
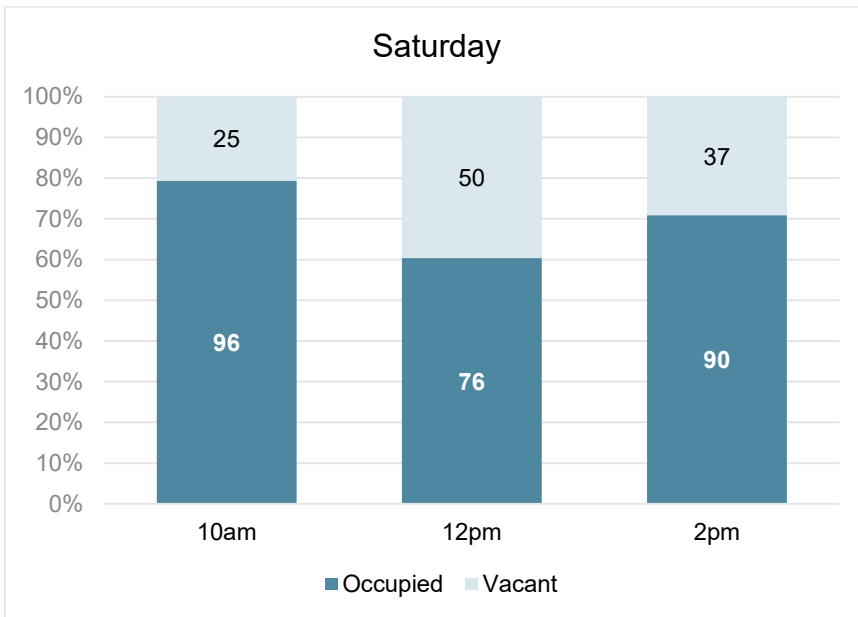


Table 2: Parking Counts at Nealon Park - Weekend

		Saturday, 5/20/22			Sunday 5/21/22		
		10am	12pm	2pm	10am	12pm	2pm
Handicapped	Occupied	1	0	0	0	2	2
Non-Handicapped	Occupied	89	65	78	54	71	47
Unmarked Spaces	Occupied	6	11	12	15	9	6
Total	Occupied	96	76	90	69	82	55
	Vacant	25	50	37	61	42	66
	% Occupied	91%	72%	86%	66%	78%	52%
On-street: Middle		5	12	8	5	7	6
On-street: Blake		0	0	1	0	2	2
On-street: Morey		0	2	1	3	0	2



Driveway and Garage Parking Capacity

Staff performed field visits to examine lot sizes and driveway vehicle capacity to evaluate the impact of parking removal. Single family homes (SFH) on Middle Avenue typically have either one- or two-car garages/carports with driveway space to fit at least 2 additional cars. The properties on the south side have greater driveway capacity than the properties on the north side (Table 3).

Additionally, there are more single family homes on the south side of Middle Avenue between San Mateo Drive and El Camino Real and several multi-unit housing and community oriented land uses, including a church and a preschool, on the north side between San Mateo Drive and University Drive.

Table 3: Driveway and Garage Capacity				
Segment		Number of SFH ¹	Average SFH Garage Size	Average SFH Driveway Capacity
Olive Street – San Mateo Drive	North	21	1.6	2.7
	South	17	1.9	2.9
San Mateo Drive – University Drive²	North	9	1.8	2.1
	South	22	1.7	2.9
University Drive – El Camino Real	North	5	1.0	2.2
	South	26	1.4	2.9

¹ Not including multi-unit housing (i.e. duplex, fourplex, condominiums, etc.)

² Church, preschool, community center, and 10 additional parcels with multi-unit housing are located on the north side of the segment between San Mateo Drive and El Camino Real

Cross Street

Table 4 below shows number of cross streets within each segment. Alto Lane and Maywood Lane were excluded from the counts since street parking on these streets is not available for public. El Camino Real to University Drive would be most impacted by a removal of parking on both sides of the street since there are fewer number of cross streets to find on-street parking. Additionally, a potential closure of Blake Street would limit street parking in this segment.

Table 4: Cross Streets		
Segment		Number of Cross Streets
Olive Street – San Mateo Drive¹	North	4
	South	4
San Mateo Drive – University Drive²	North	4
	South	4
University Drive – El Camino Real³	North	3
	South	2

¹ cross street includes Olive Street, excludes San Mateo Drive

² cross street includes San Mateo Drive, excludes University Drive

³ cross street includes University Drive. Parking is not allowed on El Camino Real

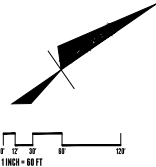
Distance to School

With Menlo Park's continuous support for bicycle network and Safe Routes to Schools program, there has been increasing number of students biking on neighborhood streets where they live and go to school. Table 4 summarizes distance from major intersections along Middle Avenue to the nearby schools.

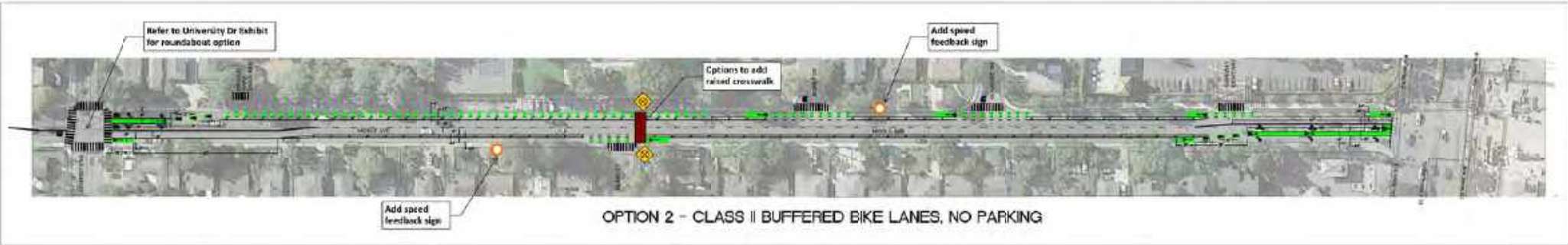
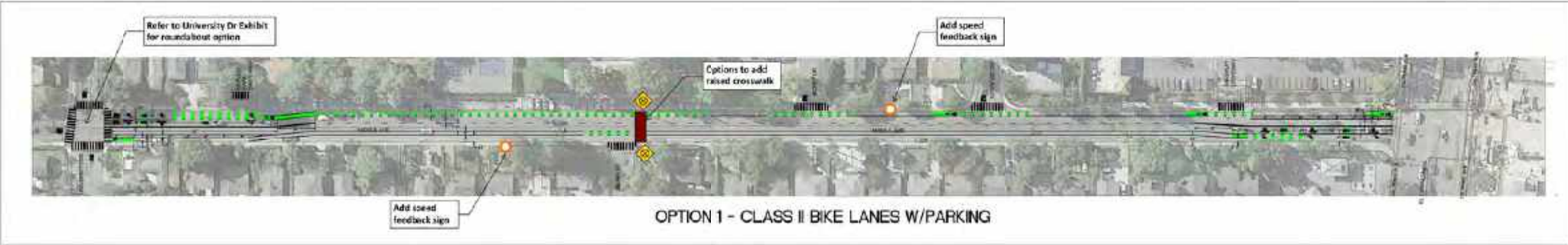
Investing in bicycle lanes with separation from moving or parked vehicles can offer a safe and comfortable space for children to bike and encourage bicycling for other trips. While establishing bicycle safety routes only during school hours may be feasible where parking and bicycle lanes revert based on time-of-day, it would be ineffective if cars are parked outside of designated parking hours and block the bicyclists.

Locations	Hillview Middle School	Oak Knoll Elementary School	New Beginning Preschool
Olive Street	2,200 ft (0.4 mi)	3,000 ft (0.6 mi)	2,500 ft (0.5 mi)
San Mateo Drive	4,200 ft (0.8 mi)	5,000 ft (1.0 mi)	600 ft (0.1 mi)
University Drive	6,200 ft (1.2 mi)	7,000 ft (1.4 mi)	1,500 ft (0.3 mi)
El Camino Real	7,900 ft (1.5 mi)	8,700 ft (1.7 mi)	3,200 ft (0.6 mi)

El Camino Real - University Drive



- Flashing beacon
- Raised Crosswalk
- Speed table
- Speed feedback sign
- Curb extension / Bulb-out
- Stop sign



University Drive - San Mateo Drive

● Flashing beacon
 ■ Raised Crosswalk
 — Speed table
 ● Speed feedback sign
 Curb extension / bulb-out
 ● Stop sign



OPTION 1 : CLASS II BIKE LANES W/ PARKING



OPTION 2 : CLASS II BUFFERED BIKE LANES, NO PARKING

San Mateo Drive - Olive Street

● Flashing beacon
 ■ Raised Crosswalk
 ■ Speed table
 ○ Speed feedback sign
 Curb extension / Bulb-out
 ● Stop sign

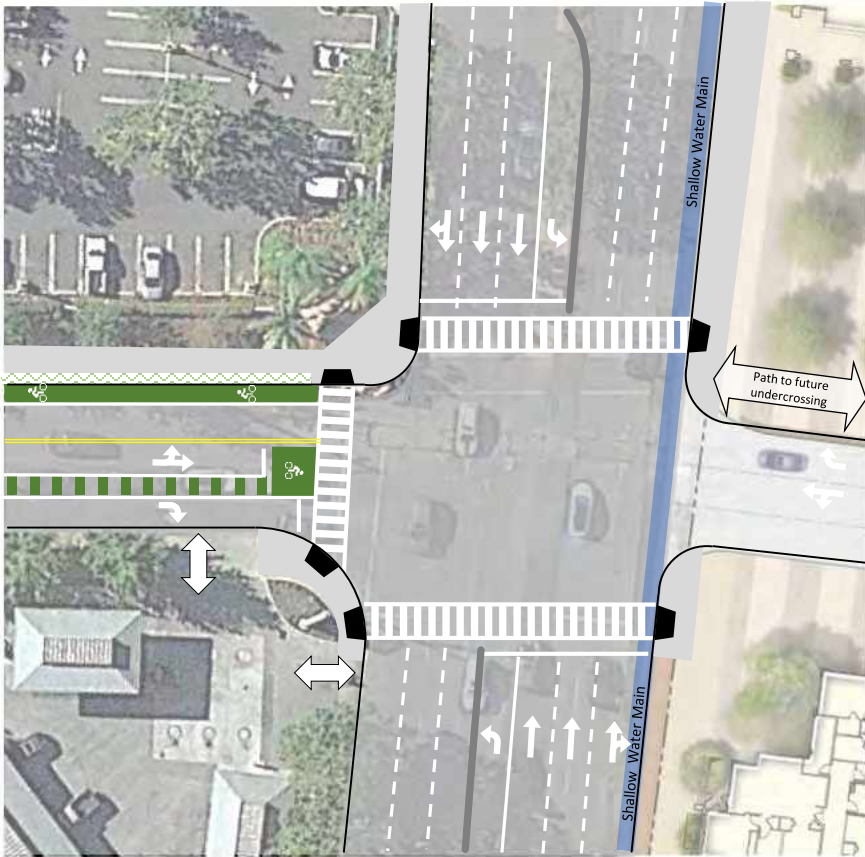


OPTION 1 : CLASS II BIKE LANES W/ PARKING

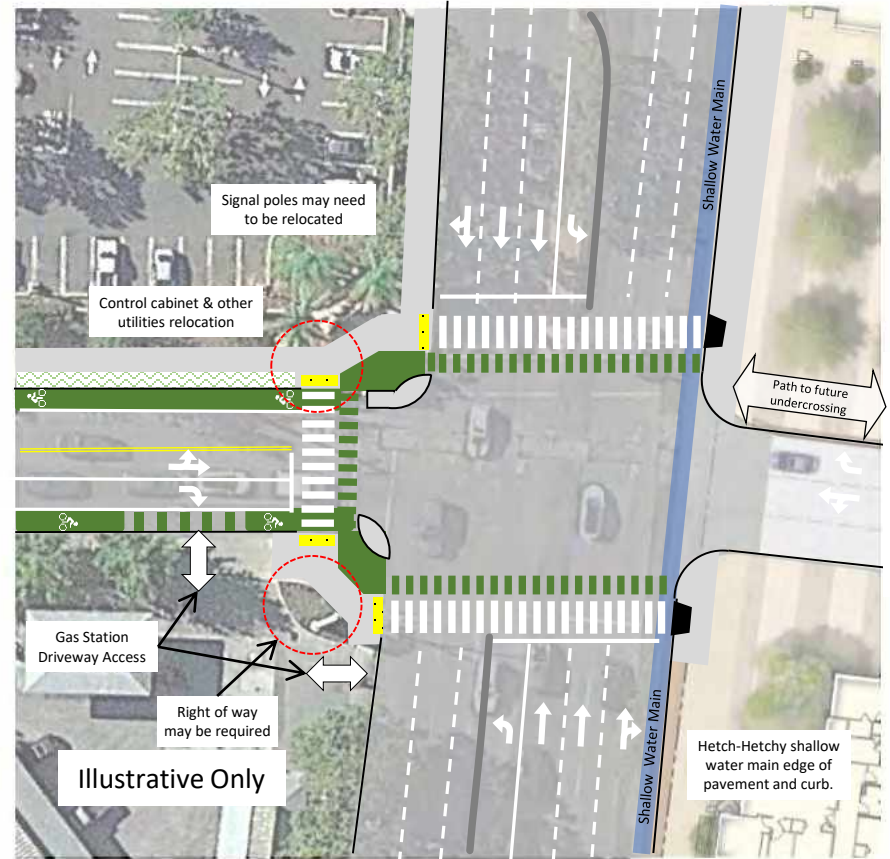


OPTION 2 : CLASS II BUFFERED BIKE LANES, NO PARKING

● Flashing beacon
 ■ Raised Crosswalk
 ■ Speed table
 ○ Speed feedback sign
 Curb extension / Bulb-out
 ● Stop sign



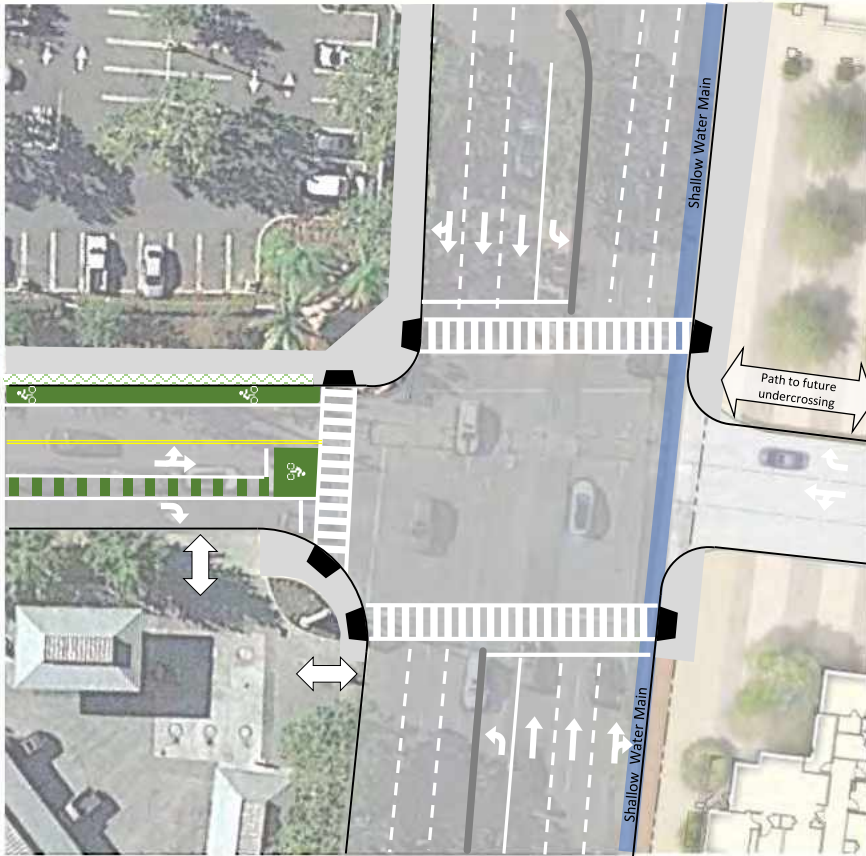
Standard Intersection Treatment



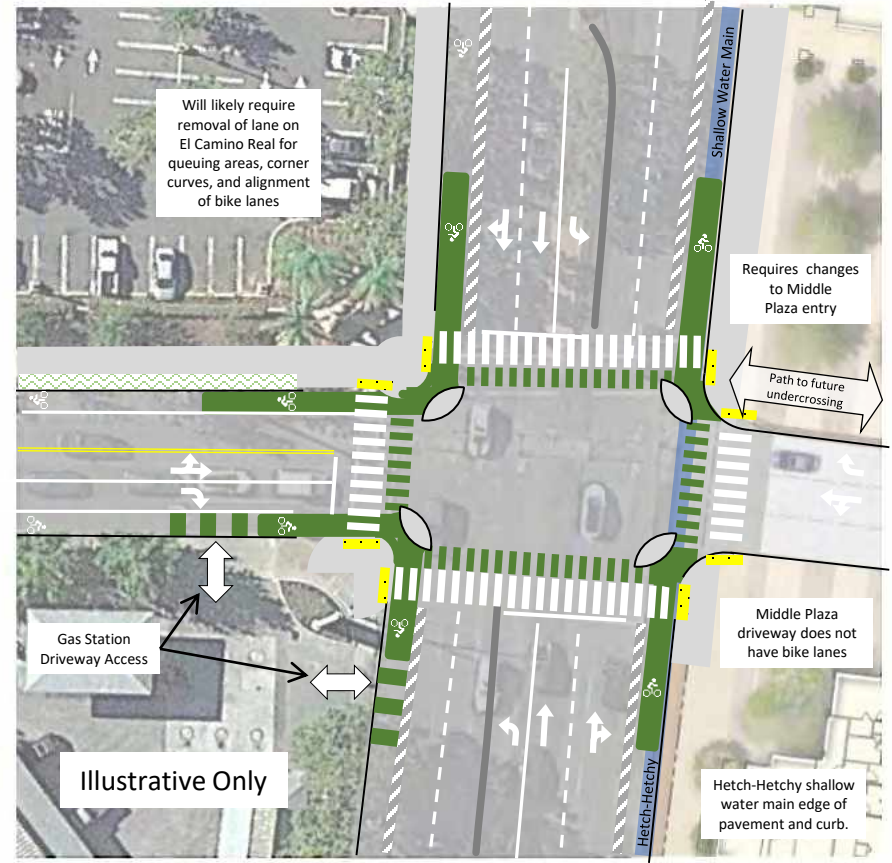
Dedicated Intersection

Notes:

- Improves crossing while there are no bicycle lanes on El Camino Real
- Design would need to consider bus, truck, and large vehicle turning movements at intersection
- Gas station access may limit design options
- Recommend that no right turn on red from Middle Avenue - consider right turn overlap with Northbound left turn



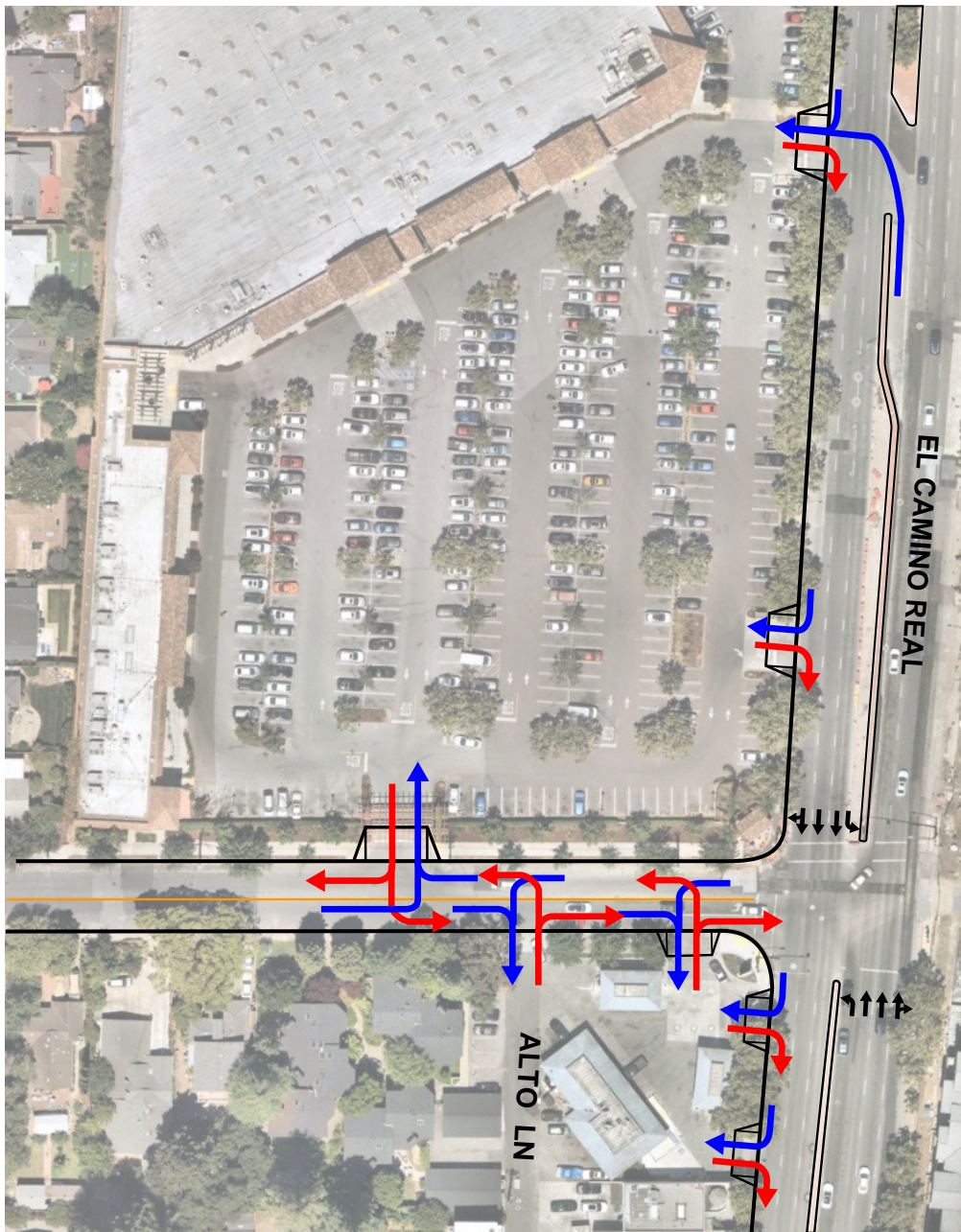
Standard Intersection Treatment



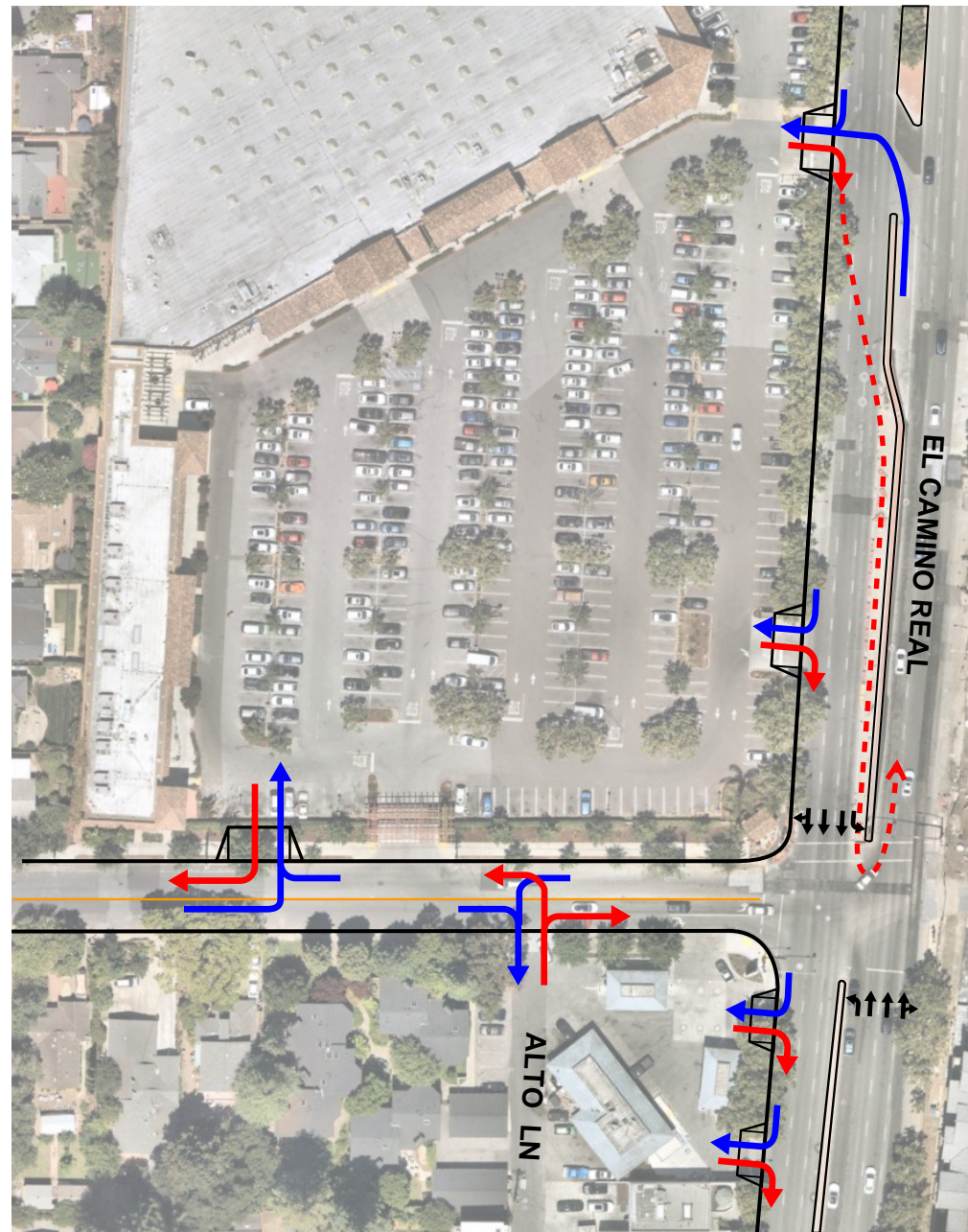
Protected Intersection

Notes:

- Likely requires removal of one travel lane on El Camino Real to align bike lanes and allow for corner curves and protected queuing areas
- Middle Plaza entry has no bicycle lanes on the entry driveway
- Middle Plaza corners need to be modified to accommodate queuing area, any reconstruction would be above the Hetch-Hetchy shallow water main
- Design would need to consider bus, truck, and large vehicle turning movements at intersection
- Gas station access to Middle Avenue would need to be addressed due to proximity to corner and queuing areas
- Recommend no right turn on red from Middle Avenue



Existing

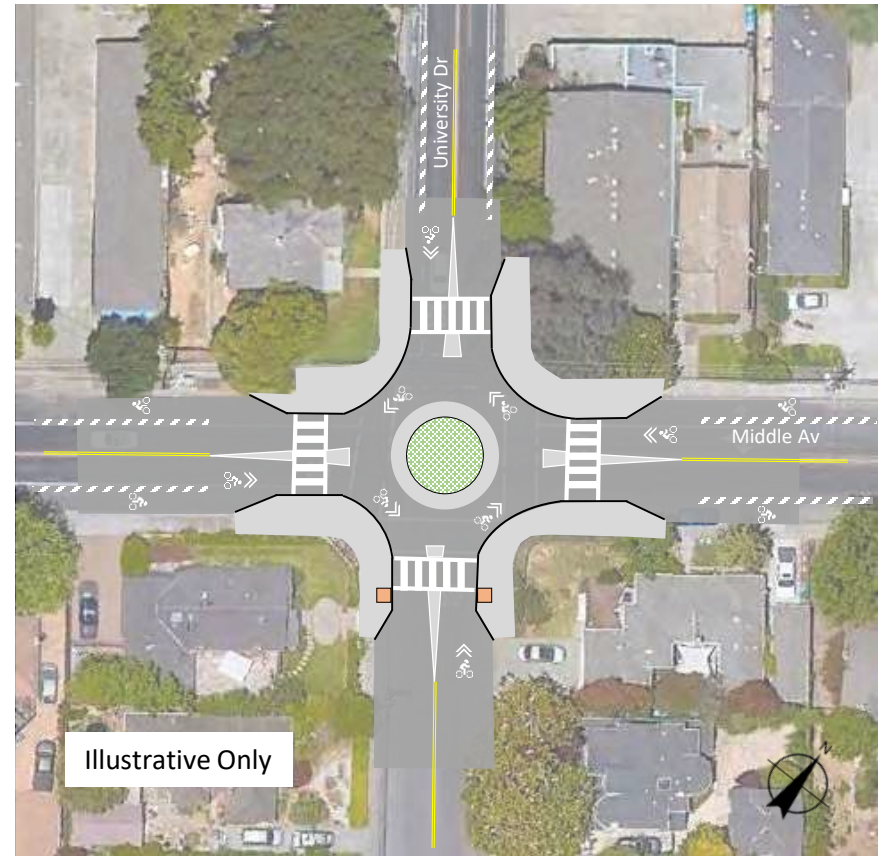


Potential Changes

- Move Safeway driveway
- Restrict left-turn out of plaza to Middle Avenue
- Close gas station driveway on Middle Avenue closest to El Camino Real



Existing Conditions



Mini-Roundabout

Notes:

- Assumes that bicyclists share the lane with vehicles in the roundabout
- Slip ramps could be provided at all corners to allow less confident bicyclists to use the sidewalks to navigate the roundabout
- Design would need to consider bus and truck movements



STAFF REPORT

City Council

Meeting Date:

8/23/2022

Staff Report Number:

22-162-CC

Informational Item:

Updates about city-hosted community events and observances

Recommendation

Staff recommends that the City Council review this informational report containing updates about city-hosted community events and observances. This is an informational item and does not require City Council action. Staff will seek additional direction from City Council related to city-hosted community events and observances, including observances based on holidays of religious origin, tentatively September 13.

Policy Issues

City Council sets policy and goals and provides direction to staff regarding municipal projects and services to the Menlo Park community.

Background

City-owned facilities were closed to indoor public access March 12, 2020, due to the COVID-19 pandemic. This precaution was necessary to protect public health by minimizing opportunities for congregation, both by the public and employees. Due to the infeasibility of safely hosting in-person community events during the COVID-19 pandemic, and to comply with public health restrictions set by the County and State, city-hosted in-person community events were suspended during fiscal year 2020-21. Additionally, severe economic hardships predicated by the pandemic resulted in substantial reductions to City revenues, necessitating significant reductions to personnel and operating expenditures, and thus the City's capacity to deliver services to the community, in order to achieve a balanced fiscal year 2020-21 operating budget. City Council took the difficult but positive action to prioritize the City's limited resources in fiscal year 2020-21 to focus on the most critical needs.

On April 27, 2021, the City Council reviewed a proposed phase-in sequence for safely and sustainably expanding access to public facilities and services, including community events and observances. It was noted that large-scale special events, whether indoors or outdoors, result in large, high-density gatherings of people from numerous households that carry the greatest risk of viral spread, and can take several months of advance planning and investment in financial and personnel resources to execute safely and effectively. For these reasons, large-scale events were proposed to be among the last city programs to reactivate (Attachment A.)

The Parks and Recreation Commission December 8, 2021 reviewed an anticipated timeline and format for City-organized community gatherings and observances, including considerations for COVID-19 precautions and rules; limited budget and staff capacity for large-scale community gatherings; other resource-intensive priority projects in progress such as the Menlo Park Community Campus opening in 2023; focus on smaller-scale events of fewer than 1,000 attendees in 2022-23; opportunities to leverage partner organizations to produce community events; focus events on economic development and small business support outcomes;

balancing traditions with evolving community needs; showcasing the Menlo Park community through culture, music and the arts; and connecting community events with volunteerism, fundraising, and community action to benefit all Menlo Park residents (Attachment B.)

During fiscal year 2021-22, efforts to end the pandemic and achieve economic recovery at the national and local levels achieved some success. Changes to County and State public health restrictions and the advent of COVID-19 vaccines, combined with economic stimulus and recovery, provided the opportunity for City Council to restore and reactivate multiple city programs in the fiscal year 2021-22 operating budget. However, substantial surges in COVID-19 cases, driven by the Delta variant in the third and fourth quarters of 2021, and the Omicron variant in the fourth quarter of 2021 and first quarter of 2022, further delayed the reactivation timeline of other programs, for example gymnastics and large-scale community events, due to ongoing public health and safety concerns.

On June 17, 2022, the U.S. Food and Drug Administration (FDA) authorized emergency use of the Moderna COVID-19 Vaccine and the Pfizer-BioNTech COVID-19 Vaccine for children as young as six months of age. That authorization ensured that safe and effective COVID-19 vaccines are freely and widely available to the vast majority of residents who are medically eligible.

Analysis

In 2022, the City resumed hosting some community events, starting with smaller-scale events that were expected to attract fewer than 500 attendees and were relatively simple to plan and execute, and for which cancellation would be less impactful in the event of changes in pandemic-related public health guidance. A Juneteenth celebration in partnership with neighborhood advocacy group Belle Haven Action was successfully held June 18, followed by the popular Summer Concert Series starting July 13 and running weekly through August 26. A tentative calendar of city-hosted community events for fiscal year 2022-23 is included with this report in Attachment C. Staff will seek policy direction from City Council tentatively September 13 related to city-hosted community events and observances including but not limited to the following policy considerations:

1. Provide policy direction regarding the City's role as a local government agency in hosting and organizing community events based on holidays of religious origin, such as events based on the Christmas and Easter religious holidays.
2. Use public resources to create events and experiences that are inclusive and foster a sense of belonging for all community members of every background, age, ability, income, religious belief or lack thereof, sexual orientation, and other lived experiences and characteristics that contribute to a vibrant and accepting community.
3. Leverage existing and new partnerships to deliver community events. Potential partners include business associations such as the Chamber of Commerce, service clubs such as Rotary, Lions and Kiwanis, neighborhood advocacy groups such as Belle Haven Action, local agencies such as Menlo Fire and school districts, and community-based organizations and nonprofits.
4. Establish criteria for event partnerships, including roles and responsibilities, cost sharing, staff and financial support, desired goal and outcomes for community events, for example: economic development, small business support, showcasing Menlo Park's attributes, community action and volunteerism, and community pride and spirit.
5. Set clear goals and guidelines for sponsors of community events, including criteria for sponsor recognitions and the process for evaluating sponsorship offers.
6. Evaluate the cost-benefit of mass gatherings such as parades and festivals that carry increased risk and involve substantial investment of city resources in the form of staff capacity, public safety and public works resources, and financial outlay.

7. Align event production with anticipated revisions to the municipal code related to the special events ordinance, film permits ordinance, and parks and recreation ordinance, which are the subject of another item on this same City Council agenda. One potential example of this consideration is a community event for which an external partner is serving as the lead event organizer in partnership with the City or at the City's request: working with the external partner early in the event planning process to establish clear roles and responsibilities and identify which aspects of the ordinances and/or permit requirements may apply to the event.

Impact on City Resources

There is no 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 – April 27, 2021, City Council agenda item, K1 (Page 126):
beta.menlopark.org/files/sharedassets/public/agendas-and-minutes/city-council/2021-meetings/agendas/20210427-city-council-agenda-packet.pdf
- B. Hyperlink – December 8, 2021, Parks and Recreation Commission minutes (Page 3):
beta.menlopark.org/files/sharedassets/public/agendas-and-minutes/parks-and-recreation-commission/2022-meetings/20220126-parks-and-recreation-commission-agenda-packet.pdf
- C. Tentative calendar of city-hosted community events for fiscal year 2022-23

Report prepared by:

Natalya Jones, Library and Community Services Supervisor
Sean Reinhart, Library and Community Services Director

PARTIAL TENTATIVE CALENDAR
 FY 2022-23 CITY-SPONSORED EVENTS

List does not include:

- Small scale programs routinely hosted by senior center, library, or childcare centers
- Events hosted by third parties (for example Bon Marche or Off the Grid).

**** All dates and event listings are tentative and subject to change ****

2022		
Date (tentative)	Community event	Proposed location/s
6/18/22	Juneteenth celebration	Karl E. Clark Park
7/13/22	Summer Concert	Fremont Park
7/27/22	Summer Concert	Fremont Park
8/2/22	National Night Out (PD)	Citywide
8/3/22	Summer Concert	Fremont Park
8/10/22	Summer Concert	Fremont Park
8/17/22	Summer Concert	Fremont Park
8/19/22	Summer Concert	Belle Haven School Field
8/26/22	Summer Concert	Belle Haven School Field
9/24/22	Belle Haven Resource Fair	Belle Haven School Field
10/30/22	Halloween celebration	Burgess Park Belle Haven School Field
Dec 2023	Winter movie	M-A High School Performing Arts Center (M-A PAC)
12/2/22	Light up the Season	Fremont Park
2023		
Jan 2023	Winter movie	M-A PAC
Feb 2023	Winter movie	M-A PAC
Feb 2023	Black History Month celebration	Burgess Park Belle Haven School Field
Mar 2023	Youth Poetry Contest	City Council Chambers
Mar 2023	Summer Camp Resource Fair and Children's Festival	Burgess Park Belle Haven School Field
Apr 2023	Egg Hunt	Burgess Park Belle Haven School Field
June 2023	Juneteenth celebration	Belle Haven School Field
July 2023	4 th of July parade	Santa Cruz Ave
2023 TBD	MPCC grand opening	MPCC and Kelly Park



AQUATICS ANALYSIS AND PRELIMINARY CONSIDERATIONS FOR AQUATICS RFP

City Council – August 23, 2022



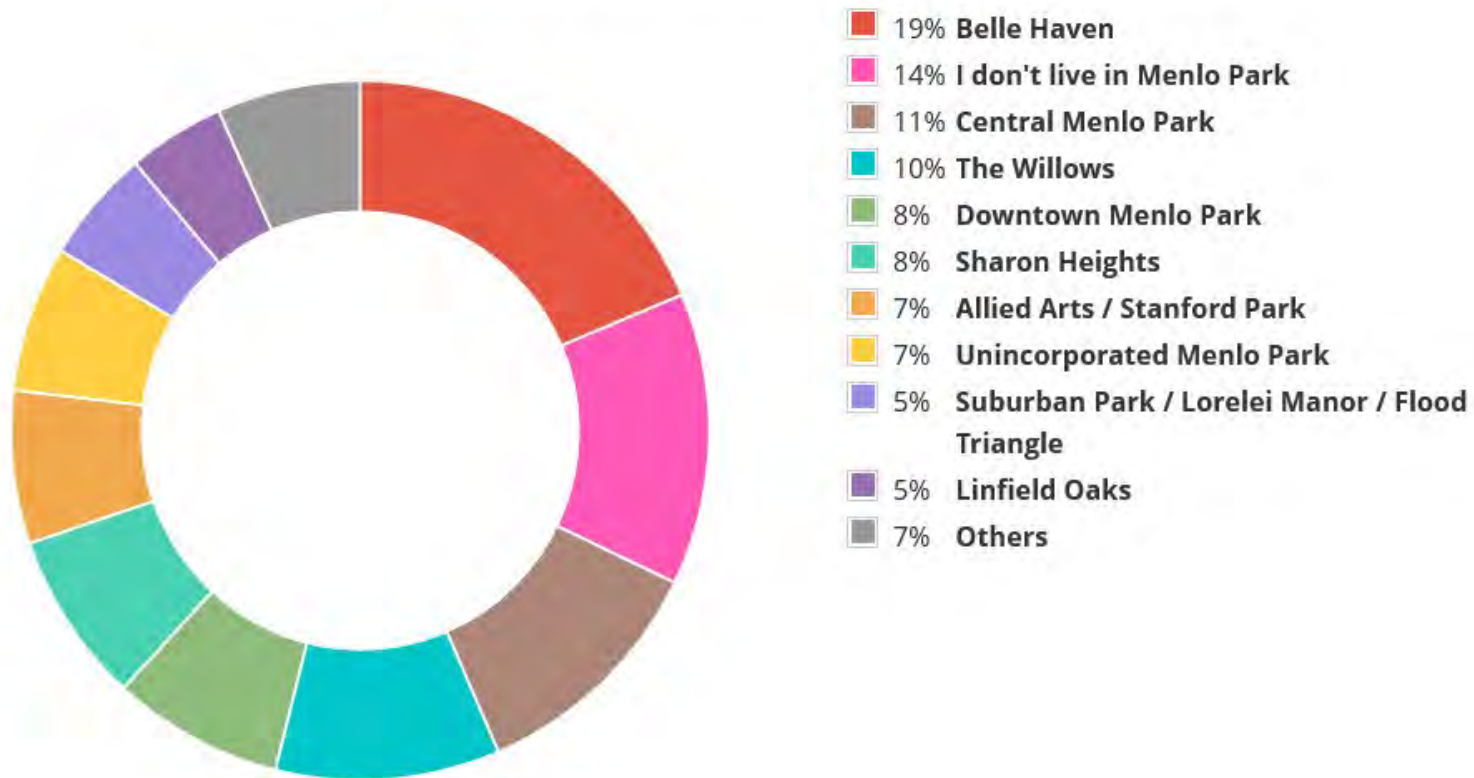


Survey – aquatics-related excerpts*

- Resident survey - recreation and community programs
- Developed with input from the MPCC Subcommittee and working group, Parks & Recreation Commission, Library Commission, and City Council
- Survey opened June 13, closed August 10
- 900+ respondents
- Aquatics-related excerpts - Attachment A to the report

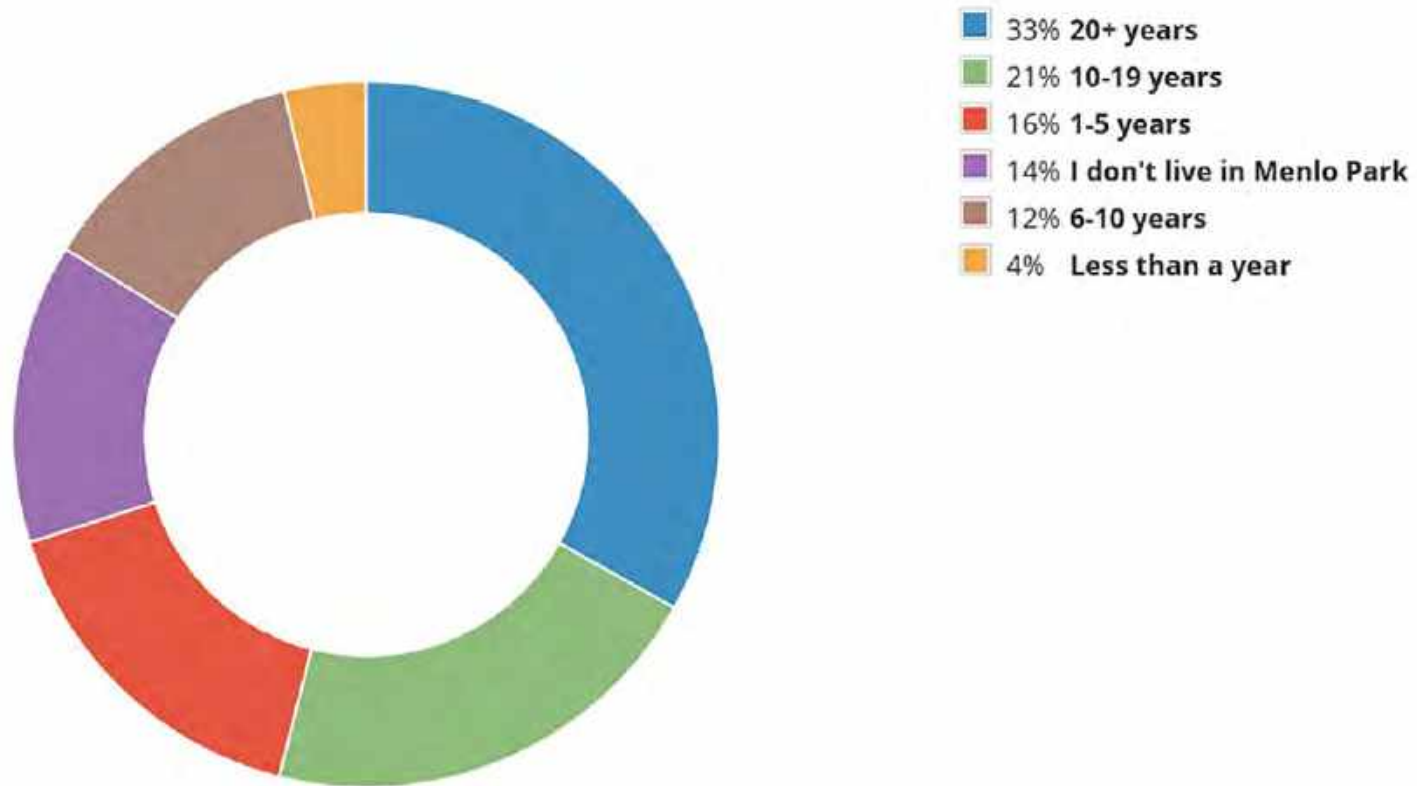
*Staff will present the full results of the recreation and community programs survey to City Council in the context of MPCC project updates tentatively scheduled on September 13.

1. What neighborhood of Menlo Park do you live in now?



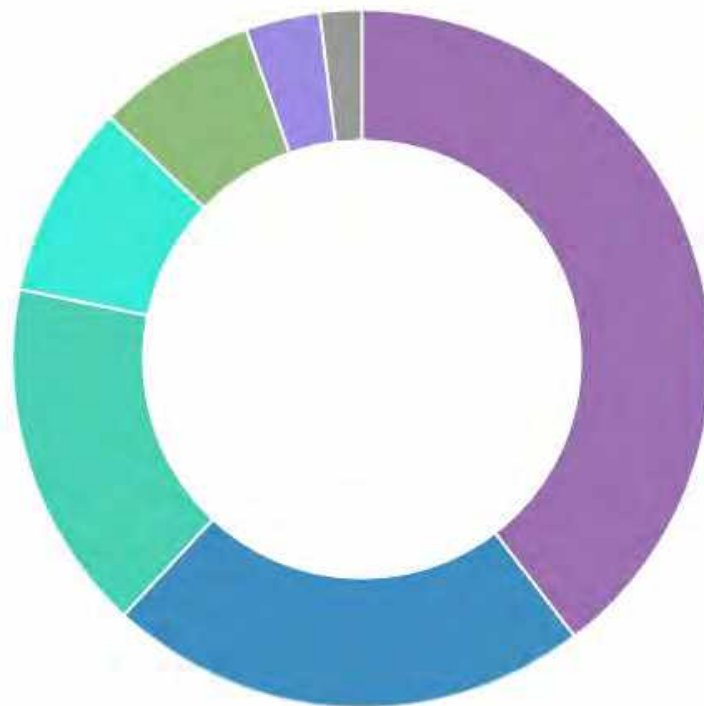
932 respondents

2. How long have you lived in Menlo Park?



932 respondents

18. What is your age?



- 40% 45-64
- 22% 35-44
- 16% 65-74
- 9% 75+
- 7% 25-34
- 3% I prefer not to answer
- 2% Others

724 respondents



3. What age groups live in your household? (Check all that apply)

77%	Adults	669 ✓
27%	Children	239 ✓
27%	Adults 65+	234 ✓
23%	Teenagers / tweens	204 ✓
13%	Infants/ toddlers	114 ✓
1%	I don't know / I prefer not to answer	8 ✓

870 Respondents



Survey insights

Statements most often rated “somewhat important” or “very important” (combined %):

- A. 93% - “Swimming pools are open year-round”
- B. 91% - “Swimming pools are open seven days per week”
- C. 91% - “Swimming pools are focused on the needs of Menlo Park residents”
- D. 89% - “Swimming pools have free or discounted fees for Menlo Park residents”
- E. 89% - “Swimming lessons for children”
- F. 89% - “Open swim / community swim time in big pool”
- G. 87% - “Adult lap swimming”
- H. 85% - “Children / families have priority to use swimming pools for play and social time”
- I. 84% - “Aquacise / exercise classes” | 83% - “Aqua therapy / physical therapy”



Survey insights (cont'd)

- J. 51% - “Never” or “rarely” visit City-operated pools
- K. 26% - Visit City-operated pools once or more per week

Statements most often rated “not at all important”:

- L. 39% - “Swimming pools attract participants from outside Menlo Park who are charged higher fees”
- M. 34% - “Competitive swimming / sports have priority to use the pools for training and competitions”
- N. 27% - “Competitive swimming and sports”
- O. 23% - “Lap swimmers have priority to use the pools”
- P. 20% - “Wading pool, splash pad”



4. How often do you typically use or visit these locations operated by the City of Menlo Park?

	Never	Rarely, once a year or less	A few times a year	Once or twice a month	Once or twice a week	More than once a week
Swimming pools	40% Never	11% Rarely, once a year or less	15% A few times a year	9% Once or twice a month	8% Once or twice a week	18% More than once a week



8. How important are the following aquatics and swimming programs?

	not at all important	somewhat important	very important
Swimming lessons for children	11% not at all important	20% somewhat important	69% very important
Swimming lessons for adults	18% not at all important	41% somewhat important	40% very important
Adult lap swimming	12% not at all important	30% somewhat important	57% very important
Wading pool, splash pad	20% not at all important	34% somewhat important	45% very important
Competitive swimming and sports	27% not at all important	39% somewhat important	34% very important



8. How important are the following aquatics and swimming programs?

	not at all important	somewhat important	very important
Open swim / community swim time in big pool	11% not at all important	24% somewhat important	65% very important
Aqua therapy / physical therapy	17% not at all important	38% somewhat important	45% very important
Aquacise / exercise classes	16% not at all important	40% somewhat important	44% very important

748 respondents



9. For aquatics and swimming programs, how important are the following items?

	not at all important	somewhat important	very important
Children / families have priority to use swimming pools for play and social time	15% not at all important	39% somewhat important	46% very important
Competitive swimming / sports have priority to use the pools for training and competitions	34% not at all important	46% somewhat important	19% very important
Lap swimmers have priority to use the pools	23% not at all important	50% somewhat important	27% very important
Therapy swimming / older adult swimming has priority to use the pools	18% not at all important	49% somewhat important	33% very important
Adaptive swimming for people with disabilities have priority to use the pools	18% not at all important	44% somewhat important	37% very important
Beginners / children's swimming lessons have priority to use the pools	13% not at all important	41% somewhat important	46% very important



9. For aquatics and swimming programs, how important are the following items?

	not at all important	somewhat important	very important
Swimming pools are open year-round	7% not at all important	21% somewhat important	72% very important
Swimming pools are open seven days per week	8% not at all important	20% somewhat important	71% very important
Swimming pools are focused on the needs of Menlo Park residents	9% not at all important	19% somewhat important	72% very important
Swimming pools have free or discounted fees for Menlo Park residents	11% not at all important	25% somewhat important	64% very important
Swimming pools attract participants from outside Menlo Park who are charged higher fees	39% not at all important	37% somewhat important	23% very important

707 respondents





Comparative data – other aquatics programs

- Attachment C to the report
- Current aquatics data from 13 other municipal jurisdictions in the area
- Bay Area Public Pool Operators Association (BAPPOA) survey responses from before the pandemic
- Maps showing locations of various types of swim centers in the region
- Difficult to directly compare different jurisdictions' aquatics programs because the programs vary widely in scope, facility features, programs offered, hours of operation and operational structure.



Preliminary estimate – City-operated aquatics

- City of Menlo Park directly operates multiple complex and highly regulated public services, including: full-day preschool child care, youth athletic leagues, senior center meal service, transportation for youth and older adults, municipal water utility and public safety
- City has not directly operated Burgess Pool since 2006
- Several preparatory steps would be needed before the City assuming direct operations of Burgess Pool and/or the new MPCC pool, including budget authorizations, recruitments and classifications, and regulatory certifications.



Preliminary estimate – City-operated aquatics

Rough-order-of-magnitude (ROM) estimate for the City to directly operate Burgess Pool and MPCC pool year-round, seven days per week:

- Increase 4.0-7.0 full-time equivalent (FTE) benefitted employees – approximately \$0.75 million - \$1.0 million
- Increase 90-150 part-time, temporary non-benefitted employees – approximately \$1.0 million - \$1.7 million
- Continue to bear maintenance costs for Burgess Pool and MPCC Pool – approximately \$0.65 million to \$1.0 million
- Increase administrative costs – approximately \$0.10 million
- Estimated annual expenditures: \$2.5 million - \$3.8 million
- Estimated annual revenues: \$0.75 million - \$2 million





Request for Proposals (RFP)

Staff is preparing a new RFP for an aquatics operator at Burgess Pool and MPCC Pool on the following proposed timeline:

- September 20 – City Council review and authorize RFP for issuance
- October – RFP issued
- November – Proposals due
- November to January – Evaluate proposals
- January 10 or 24 – City Council identify preferred provider and authorize city manager to negotiate agreement
- February 14 or 28 – City Council authorize city manager to execute agreement.



Proposed program requirements - RFP

List is numbered for convenience only; items are in no particular order or priority:

- A. Require the operator to seek City approval for aquatics user fees. For example, to conform to any fees that City Council may establish in the master fee schedule.
- B. Include revenue sharing with the City to recover the City's facility maintenance and capital costs at a medium rate of cost recovery (30 percent – 70 percent.) The City's total costs to maintain Burgess Pool were \$645,000 in fiscal year 2021-22.
- C. Require a baseline number or percentage of operating hours to be dedicated to open swim/community swim for play and social time; aqua wellness and/or therapeutic classes for seniors and others who benefit from such programs; and a baseline quantity of free or discounted swim lessons to be offered to Menlo Park children.
- D. Require that Burgess Pool and MPCC Pool offer identical or equivalent operating schedules and programs.



Discussion

Per City Council's direction, staff will incorporate City Council feedback into a draft RFP for City Council review and authorization September 20. Staff seeks City Council's feedback and direction on the following items:

- Proposed program requirements for the RFP
- Other elements or requirements City Council desires for the RFP
- If/when to prepare a comprehensive City-run aquatics program operating budget and staffing proposal.





MASTER FEE SCHEDULE PUBLIC HEARING

August 23, 2022

HERITAGE FAMILY
COURTNEY



BACKGROUND

- The City Council last adopted changes to the Master Fee schedule for fees effective July 2018 and July 2019 at the public hearing held April 24, 2018
- The City imposes different categories of fees with different requirements
 - Fees and charges for use of facilities, services and access to property
 - Discretionary, can be effective immediately following approval by City Council
 - Property development processing and impact fees
 - Cannot exceed reasonable cost of providing service/facilities
 - New fees or changes to existing fees can be effective no sooner than 60 days after approval by City Council
 - Fees relating to public records act requests and copies of documents and reports
 - Limited to actual cost or statutory amount (whichever is lower)
 - No recommendations in this fee category



OVERVIEW OF RECOMMENDATIONS

- **City Manager's Office – Sustainability**
 - Electric vehicle charging stations fees as directed by City Council on August 20, 2019
 - Existing building electrification permit fee waivers and credits
- **Community Development**
 - Signs and awnings
 - Swimming pools
- **Library and Community Services**
 - Elimination of library overdue fines (directed by City Council on April 13, 2021; effective July 1, 2021)
 - Elimination of fees associated with the Menlo Park Senior Center and Onetta Harris Community Center buildings
 - Revisions to Menlo Children's Center tuition (approved by City Council on June 9, 2020)
- **Public Works**
 - New special encroachments fee
 - Remove 8 week maximum from debris box/container on street fee
 - Specify maximum 2 improvement plan reviews
 - New non-standard agreement fee
 - New traffic signal Interruption fee
- **Menlo Park Municipal Water**
 - Increase fire flow test fee from \$270 to \$405



RECOMMENDED ACTION

- Adopt resolution amending the City's master fee schedule to incorporate proposed changes in fees
- Effective immediately
 - Public Works
 - Electric vehicle charging
 - Traffic signal interruption
 - MPMW
 - Fire flow test
- Effective after 60 days
 - Public Works
 - Special encroachments
 - Debris box/container on street
 - Improvement plan reviews
 - Non-standard agreements
 - Abandonments (public easements and ROW)
 - Community Development
 - Signs and awnings
 - Swimming pools



THANK YOU



RESOLUTION TO ABANDON PUBLIC SERVICE EASEMENTS

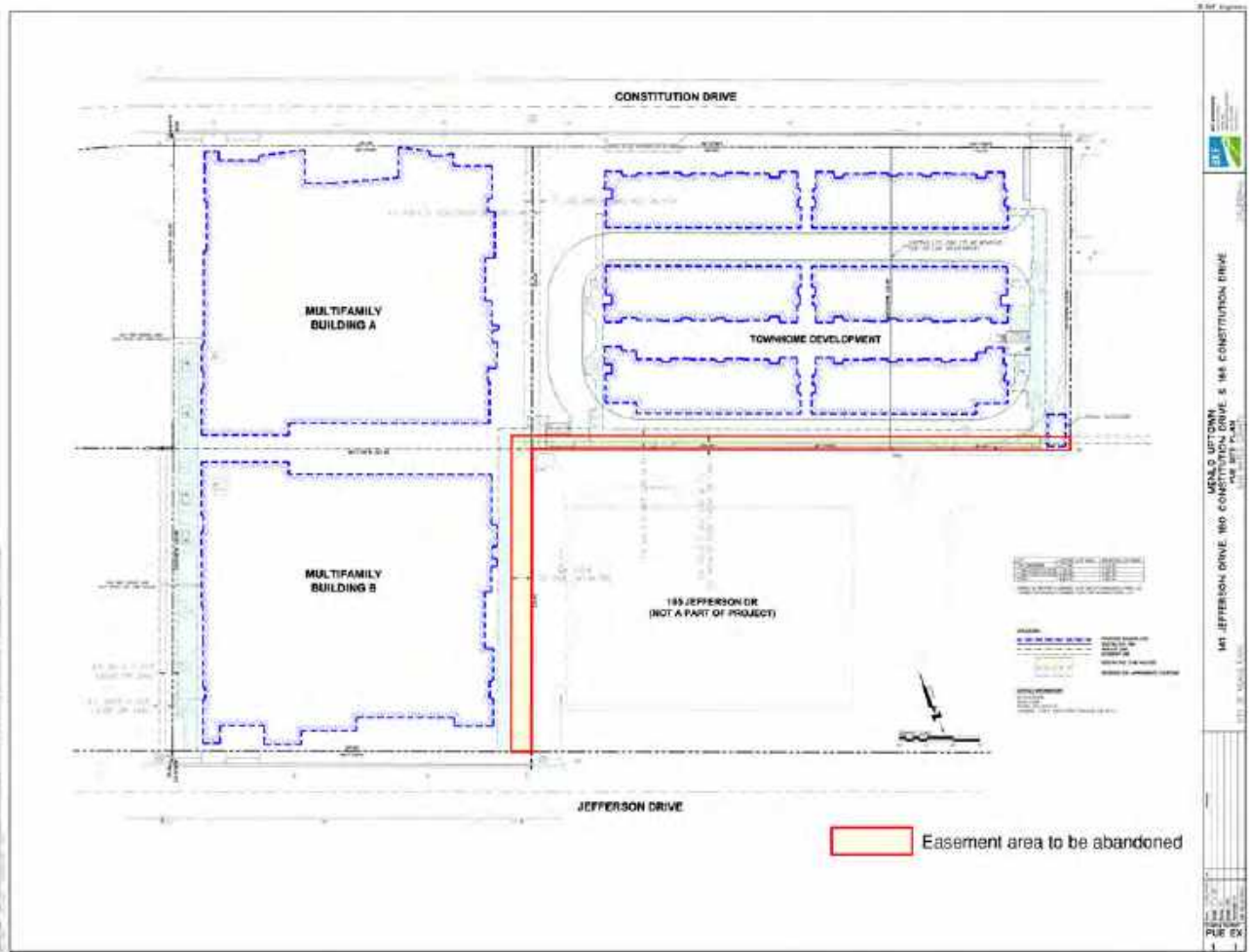
Menlo Uptown – 141 Jefferson Drive, 180 Constitution Drive and 186 Constitution Drive





PROJECT BACKGROUND

- The project was approved in September 2021.
- On May 24, 2022, City Council approved the final map which established new public access and emergency vehicle access easements. The final map was not used to abandon easements related to site utilities.
- On June 28, 2022, City Council adopted Resolution No. 6748 declaring intention to abandon public service easements.
- On July 25, 2022, Planning Commission adopted Resolution No. 2022-16 confirming abandonment was consistent with general plan and recommending approval of abandonment.





RECOMMENDATION

- Recommended action:
 - Adopt resolution ordering the vacation and abandonment of public service easements within the properties at 141 Jefferson Drive, 180 Constitution Drive and 186 Constitution Drive.



THANK YOU

The background of the slide is a wide landscape photograph. It shows a river or stream winding through a lush green valley. The sky is filled with large, dramatic clouds, some of which are illuminated from below, suggesting a sunset or sunrise. The overall color palette is dominated by blues, greens, and warm tones from the sky.

DIRECTION REGARDING FILLING OF CITY COUNCIL VACANCIES

City Attorney Nira Doherty



CITY COUNCIL OPTIONS

1. Repeal Menlo Park Municipal Code (MPMC) Section 2.04.090 in its entirety and defer to and rely solely on State law for the procedures for filling a vacancy. State law allows the City to within 60 days of the creation of a vacancy to either: (1) fill the vacancy by appointment or (2) call a special election to fill the vacancy. Alternatively, the City Council could revise Section 2.04.090 to codify, verbatim, these State law procedures for filling a vacancy, or
2. Revise MPMC Section 2.04.090 to limit the City to filling every vacancy by special election only (this option would prohibit the City from filling a vacancy by appointment), or
3. Revise MPMC Section 2.04.090 to require that a special election vacancy be filled when petitions bearing a specified number of verified signatures are filed (this option would require a mail in ballot to fill a vacancy), or
4. Revise MPMC Section 2.04.090 to allow the City Council to appoint someone to the City Council until a special election for the vacancy is held (the appointee would hold office only until the date of a special election, which would need to be immediately called to fill the remainder of the term.)



CITY COUNCIL VACANCY FLOW CHART

