



SPECIAL AND REGULAR MEETING MINUTES

Date: 4/24/2018
Time: 6:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

Councilmember Kirsten Keith will be participating by phone from:
2611 Kiahuna Plantation Dr., #10F, Koloa, HI 96756

6:00 p.m. Study Session

SS. Study Session

SS1. Discussion and feedback on the process for potentially developing a downtown parking structure (Staff Report #18-092)

Housing and Economic Development Manager Jim Cogan introduced the item and made a presentation (Attachment).

- Judy Adams spoke in support of a parking garage in conjunction with a movie theatre.
- Meg McGraw-Sherer supports afford housing as the mixed-use structure for the parking garage.
- Daniel Valverde, Housing Leadership Council representative, spoke in support of affordable housing as a mixed-use with a parking garage.
- Michele Tate spoke in support of affordable housing as a mixed-use with a parking garage.
- Adina Levin, Complete Streets Commission representative, spoke in support of increasing downtown access and provided suggestions aside from a parking structure.
- Lynne Bramlett spoke in support of the mixed-use structure with either a movie theatre or affordable housing.
- Fran Dehn spoke in support of a parking structure.
- Katie Behroozi commented that there is a lack of parking in the downtown area, but questioned whether a parking garage was the most cost effective solution.
- Jen Wolosin commented that technology is streamlining movies and driving and urged City Council to consider the future needs of parking.
- Diane Dittmar spoke in support of a parking structure.
- John Conmay spoke in support of a parking structure.
- Diane Bailey spoke in support of a parking structure.

After discussion, the City Council express support for the mixed-use structure with affordable housing and/or an entertainment venue. City Council also requested more details on funding and suggested an ad hoc subcommittee be put into place. City Manager Alex McIntyre spoke in support of the subcommittee but clarified this project timeline would have to be extended due to staffing.

7:00 p.m. Regular Session

- A. Call to Order**
- B. Roll Call**
- C. Pledge of Allegiance**

D. Presentations and Proclamations

D1. Proclamation recognizing Arlinda Heineck

Mayor Ohtaki presented a proclamation to Arlinda Heineck.

D2. Proclamation recognizing Jim Cogan

Mayor Ohtaki presented a proclamation to Jim Cogan.

D3. Certificates of Recognition for Menlo Green Challenge Winners

Mayor Ohtaki presented certificates of recognition for Menlo Green Challenge winners.

D4. Certificates of Recognition for Green Businesses

Mayor Ohtaki presented certificates of recognition for green businesses.

E. Public Comment

- Sue Connelly spoke against the new main library and questioned where the need for new library began and where funding would come from.
- Helen Grieco, California Common Cause representative, thanked the City Council and community for all the work entered into with the electoral districting.
- Adina Levin stated that Assembly Bill 2363 allows local cities discretion in setting speed limits and supports the “20 is plenty” moto for neighborhood streets.
- Dr. Mary Streshly commented that open lines of communication should be kept between Facebook and Menlo Park because the zoning will affect the school districts.
- Osnat Loewenthal expressed the need for more outreach to the parents of children attending the Child Care Center regarding the new main library project.
- Pamela Jones notified the City Council and members of the public of the League of Women Voters candidate forums on April 25 and 28, 2018. She also commented that the June 5 election is using a new system and there will be no polling places.
- Katie Behroozi provided a recap of the bicycle training performed over the weekend by the Parents for Safe Routes and thanked Mayor Ohtaki for attending.
- Sean Mulcahy requested City Council to provide logistics on the construction aspect of the Guild renovation.

F. Commission Report

F1. Consider applicants and make appointments to fill vacancies on the various City commissions and committees (Staff Report #18-093-CC)

The City Council made appointments to fill vacancies on the Complete Streets Commission, Environmental Quality Commission, Housing Commission, Library Commission, Parks and Recreation Commission, Planning Commission, and Finance and Audit Committee.

Complete Streets Commission reappointed:

- Lydia Lee
- Adina Levin

- Philip Mazarra
- Betsey Nash

Environmental Quality Commission appointed:

- Tom Kabat
- Ryann Price
- James Payne

Housing Commission appointed:

- Rachel Horst
- Wendy McPherson

Library Commission appointed:

- Alan Cohen
- Noopur Pandey
- Katie Hardovic
- Ashley Chambers

Parks and Recreation Commission appointed:

- Dana Payne

Planning Commission appointed:

- Drew Combs (reappointed)
- Camille Kennedy

Finance and Audit Committee appointed:

- Roger Royse
- Soody Tronson (reappointed)

G. Consent Calendar

- G1. Accept the City Council meeting minutes for February 13, March 21 and March 27, 2018
- G2. Waive the reading and adopt Ordinance No. 1044 amending Municipal Code Chapter 2.04, City Council, of Title 2, Administration and Personnel, to establish a district based electoral system and to adopt a map describing the boundaries of each district and disband the Advisory Districting Committee (Staff Report #18-091-CC)
- G3. Adopt Resolution No. 6433 approving the list of projects eligible for fiscal year 2018-19 funds from Senate Bill 1: The Road Repair and Accountability Act of 2017 (Staff Report #18-087-CC)
- G4. Adopt Resolution No. 6434 accepting dedication of a public access easement at 937 Hamilton Ave. and authorize the public works director to sign agreements as required for the public access easement (Staff Report #18-089-CC)
- G5. Authorize the city manager to enter into master professional agreements with Liebert Cassidy Whitmore, Sloan Sakai Yeung & Wong LLP, Robert Half, and Maze and Associates for professional

and contract services (Staff Report #18-086-CC)

ACTION: Motion and second (Cline/Keith) to approve the consent calendar, passed unanimously.

H. Public Hearing

- H1. Adopt Resolution No. 6436 amending the City's comprehensive master fee schedule for Community Development, Community Services, Library, Police and Public Works (Staff Report #18-095-CC)

Administrative Services Director Nick Pegueros introduced the item and made a presentation (Attachment).

Mayor Ohtaki opened the public hearing.

No public comment.

Mayor Ohtaki closed the public hearing by acclamation.

The City Council directed staff to implement all fees July 2018 with the exception of single family. Those fees will be phased in over the next four years.

ACTION: Motion and second (Carlton/Ohtaki) to adopt Resolution No. 6436 amending the City's master fee schedule to incorporate proposed changes in fees to become effective immediately; July 1, 2018 with the exception of single-family residential building projects to become effective over the next four years, passed unanimously.

I. Regular Business

- I1. Adopt Resolution No. 6435 to approve an amended and restated franchise agreement with Recology for waste collection services between 2021 and 2035 (Staff Report #18-090-CC)

Sustainability Manager Rebecca Lucky introduced the item and made a presentation (Attachment).

ACTION: Motion and second (Carlton/Cline) to adopt Resolution No. 6435 to approve an amended and restated franchise agreement with Recology for waste collection services between 2021 and 2035. The motion passes 3-0-2 (Mueller and Keith abstained).

- I2. Receive an update on the Transportation Master Plan and provide direction on regional infrastructure priorities (Staff Report #18-084-CC)

Assistant Public Works Director Nicole Nagaya introduced the item and made a presentation. (Attachment)

- Andrew Boone stated that traffic congestion will be a result from projects and expressed concern that projects do not align with the general plan.
- Pamela Jones commented that Menlo Park funnels Santa Clara County traffic.
- Cecilia Taylor questioned on that studies be conducted during higher traffic hours and spoke against flyovers in the Bel Haven neighborhood.
- Adina Levin, representing the Complete Streets Commission, commented that Willow is a local street as well as a pass through for vehicles and should be considered a neighborhood street.

City Council supported the removal of options two and four. There was also discussion on ways to reduce cut through traffic on Willow. City Council directed staff to start a dialogue with the City of Mountain View requesting their support towards the improvements.

J. Informational Items

- J1. Quarterly financial review of General Fund operations as of March 31, 2018 (Staff Report #18-097-CC)
- J2. Review of the City's investment portfolio as of March 31, 2018 (Staff Report #18-094-CC)
- J3. Quarterly update on the 2018 City Council Work Plan (Staff Report #18-096-CC)
- J4. Removal of the relocation of Independence Drive from the zoning map (Staff Report #18-088-CC)

K. City Manager's Report

Mayor Pro Tem Mueller reported that he would be in Panama and Mexico for work.

L. Councilmember Reports

M. Adjournment

Mayor Ohtaki adjourned the meeting at 11:36 p.m.

Judi Herren, City Clerk

These minutes were approved at the City Council meeting of June 19, 2018.

Proclamation

RECOGNIZING ARLINDA HEINECK

WHEREAS, Arlinda ("Linda") Heineck has served as Menlo Park's Associate Planner, Senior Planner and Director of Community Development; and

WHEREAS, Linda Heineck is a trusted leader in the organization, demonstrating a high level of professionalism, technical expertise, sound judgment, and integrity, and is respected by her colleagues and the community; and

WHEREAS, Linda Heineck has been a valuable mentor and coach in the professional growth of her staff and serves as a role model for commitment to public service; and

WHEREAS, Linda Heineck contributed to the creation of the City's first Below Market Rate Housing Ordinance and Guidelines, which has increased the affordable housing supply in the City; and

WHEREAS, Linda Heineck led the planning review process for the 145-unit Vintage Oaks subdivision on Middlefield Road, which incorporated 14 affordable housing units, the 47-unit Hamilton Park subdivision, which required the assemblage of 14 former light industrial properties and resulted in 20 affordable housing units and a new City park in Belle Haven, and the office development at 2725-2775 Sand Hill Road; and

WHEREAS, Linda Heineck has a keen eye for detail and a clear sense of the big picture, and has supported her team in navigating through complex planning projects, including the Quadrus Campus expansion, Lane Woods Subdivision, Morgan Lane Subdivision, Rosewood Hotel, Menlo Gateway, the Facebook Campus Expansion Project, and the revitalization of Downtown and the El Camino Real Corridor; and


WHEREAS, Linda Heineck played an instrumental role in the creation and success of the El Camino Real/Downtown Vision Plan in 2008 and subsequent adoption of the Specific Plan in 2012; and

WHEREAS, Linda Heineck was the 2017 recipient of the Menlo Park Chamber of Commerce Golden Acorn Award for Professional Excellence, which recognized her illustrious career with the City of Menlo Park, including being a key player in not one, but two General Plan Updates, which serves as the City's blueprint for future development; and

WHEREAS, Linda Heineck has always placed the interests and needs of the overall community first and has dedicated her career to enhancing the quality of life and built environment for the residents and businesses of Menlo Park.

NOW THEREFORE, BE IT PROCLAIMED that I, Peter Ohtaki, Mayor of the City of Menlo Park, on behalf of the City Council and the City, congratulate and express my sincere gratitude to Arlinda Heineck for her loyalty and service over the past 31 years.




Peter Ohtaki, Mayor
April 2018



R. CLINE

C. CARLTON

P. OHTAKI

R. MUELLER



CITY OF
MENLO PARK

Proclamation

RECOGNIZING JIM COGAN

WHEREAS, Jim Cogan has served as Menlo Park's Housing and Economic Development Manager for five years; and

WHEREAS, Jim dedicated himself to enhancing the way we enjoy our city when we visit Downtown for shopping, dining, and entertainment by heading and supporting projects such as Santa Cruz Street Café Program, Downtown Garage and Specific Plan Implementation; and

WHEREAS, Jim took on the Housing Program to implement the strategies for one of the most expensive real estate areas in the country, with an enormous restraint of balancing the demands of the community, developments and businesses;

WHEREAS, Jim championed affordable housing programs, such as the two Mid-Pen Housing projects which, combined, brought to the City over 230 new affordable units, with the help of \$10 million in below market rate funds; and

WHEREAS, Jim developed, championed and supported many community events such as the Block Party, City Holiday Tree Lighting, Family Fitness Extravaganza, Wine Walk, Off the Grid food trucks, and Menlo Movie Series; and

WHEREAS, with his magnetic charisma, Jim has established himself as a reliable resource to community members, organizations and businesses in our city; and

WHEREAS, Jim Cogan shepherded the Sister City Program and completed the development of the Sister City two-year work plan along with coordinating numerous visits from the Sister City delegations; and

WHEREAS, Jim will also be known for his unmatched sense of humor, his passion for motorcycles, the New England Patriots, and for extending the craze of fidget-spinners in Menlo Park.

NOW THEREFORE, BE IT PROCLAIMED that I, Peter Ohtaki, Mayor of the City of Menlo Park, on behalf of the City Council, express sincere thanks and appreciation to Jim Cogan for his dedication and exemplary service to the City of Menlo Park.



A handwritten signature in blue ink, appearing to read "Peter Ohtaki", is written over a horizontal line.

Peter Ohtaki, Mayor
April 2018



EACH COUNCILMEMBER CAN VOTE FOR 4 CANDIDATES - ONCE A CANDIDATE HAS AT LEAST 3 VOTES, THE VOTING IS COMPLETE

FOUR (4) TERMS ENDING 04/30/2022

COMPLETE STREETS COMMISSION

VOTE #1	Nominated By	RC	CC	PO	RM	KK	Total
Terms expire April 30, 2022 - 4 APPOINTMENTS							
William Brown	CC		1				1
Susan Erhart							0
Petrice Espinosa							0
Lydia Lee	KK	1		1	1	1	4
Adina Levin	RC	1	1	1	1	1	5
Philip Mazarra	RM	1	1	1	1	1	5
Betsy Nash	PO	1	1	1	1	1	5
Nicholas Rowe							0

**EACH COUNCILMEMBER CAN VOTE FOR 3
CANDIDATES - ONCE A CANDIDATE HAS AT LEAST
3 VOTES, THE VOTING IS COMPLETE**

**THREE (3) TERMS
ONE (1) ENDING 04/30/2020
TWO (2) ENDING 04/30/2022**
(2 FULL TERMS & 1 TO FILL AN UNEXPIRED TERM - Allan Bedwell)

ENVIRONMENTAL QUALITY COMMISSION

VOTE #1	Nominated By	RC	CC	PO	RM	KK	Total	
Term expires April 30, 2020 - 1 APPOINTMENT Term expires April 30, 2022 - 2 APPOINTMENTS								
Tom Kabat							5	4/30/2022
James Payne							5	4/30/2020
Ryann Price							5	4/30/2022

**EACH COUNCILMEMBER CAN VOTE FOR 2
CANDIDATES - ONCE A CANDIDATE HAS AT
LEAST 3 VOTES, THE VOTING IS COMPLETE**

TWO (2) TERMS ENDING 04/30/2020

FINANCE AND AUDIT COMMITTEE

VOTE #1	Nominated By	RC	CC	PO	RM	KK	Total
Terms expire April 30, 2020 - 2 APPOINTMENTS							
Roger Royse	PO	1	1	1	1	1	5
Narsai Tailo							0
Soody Tronson	KK	1	1	1	1	1	5

**EACH COUNCILMEMBER CAN VOTE FOR 1
CANDIDATES - ONCE A CANDIDATE HAS AT LEAST
3 VOTES, THE VOTING IS COMPLETE**

**ONE (1) TERM ENDING 04/30/2022
1 UNFILLED TERM 04/30/2020**

HOUSING COMMISSION

VOTE #1	Nominated By	RC	CC	PO	RM	KK	Total
Terms expire April 30, 2022 - 1 APPOINTMENT							
Grace Bennett-Pierre	KK						0
Robert Cordwell	RC						0
Isabelle Guis*							0
Rachel Horst	KK			1	1	1	3
Wendy McPherson	CC						0
Kirsten Stewart							0
Shiv Verma							0

4/30/2022

* ALSO CONSIDER FOR PLANNING

VOTE #2 (If needed)	Nominated By	RC	CC	PO	RM	KK	Total
Terms expire April 30, 2020 - 1 APPOINTMENT							
Grace Bennett-Pierre	KK					1	1
Robert Cordwell							0
Isabelle Guis*							0
Rachel Horst							0
Wendy McPherson	CC	1	1	1	1		4
Kirsten Stewart							0
Shiv Verma							0

4/30/2020

**EACH COUNCILMEMBER CAN VOTE FOR 4
CANDIDATES - ONCE A CANDIDATE HAS AT LEAST
3 VOTES, THE VOTING IS COMPLETE**

**FOUR (4) TERMS
2 (TWO) ENDING 04/30/2020
TWO (2) ENDING IN APRIL 30, 2022
(2 FULL TERMS & 2 TO FILL UNEXPIRED TERMS)**

LIBRARY COMMISSION

VOTE #1	Nominated By	RC	CC	PO	RM	KK	Total	
Terms expire April 30, 2020 - 2 APPOINTMENTS Terms expire April 30, 2022 - 2 APPOINTMENTS								
Ashley Chambers	RC	1			1	1	3	4/30/2020
Alan Cohen	CC	1	1		1	1	4	4/30/2022
Joyce Friedrichs							0	
Sukanya Guha	PO			1	1		2	
Katie Hadrovic	KK	1		1		1	3	4/30/2020
Hans Lunk							0	
Noopur Pandey	PO	1	1	1	1	1	5	4/30/2022

**EACH COUNCILMEMBER CAN VOTE FOR 1
CANDIDATES - ONCE A CANDIDATE HAS AT
LEAST 3 VOTES, THE VOTING IS COMPLETE**

ONE (1) TERM ENDING 04/30/2022

PARK & RECREATION COMMISSION

VOTE #1	Nominated By	RC	CC	PO	RM	KK	Total
Terms expire April 30, 2022 - 1 APPOINTMENT							
Dana Payne							5

EACH COUNCILMEMBER CAN VOTE FOR 2 CANDIDATES - ONCE A CANDIDATE HAS AT LEAST 3 VOTES, THE VOTING IS COMPLETE

TWO (2) TERMS ENDING 04/30/2022

PLANNING COMMISSION

VOTE #1	Nominated By	RC	CC	PO	RM	KK	Total
Terms expire April 30, 2022 - 2 APPOINTMENTS							
Drew Combs	RM	1		1	1		3
Isabelle Guis*							0
Larry Kahle	CC				1		1
Camille Kennedy	PO	1	1	1		1	4

* ALSO CONSIDER FOR HOUSING



MASTER FEE SCHEDULE PUBLIC HEARING

April 24, 2018



- Background

- Annual adjustments last made in 2016
- Building fees last adjusted in 2009
- Guided by 2010 User Fee Cost Recovery Policy
- 2017-18 Cost of Services study

- 2/13/18 Study Session

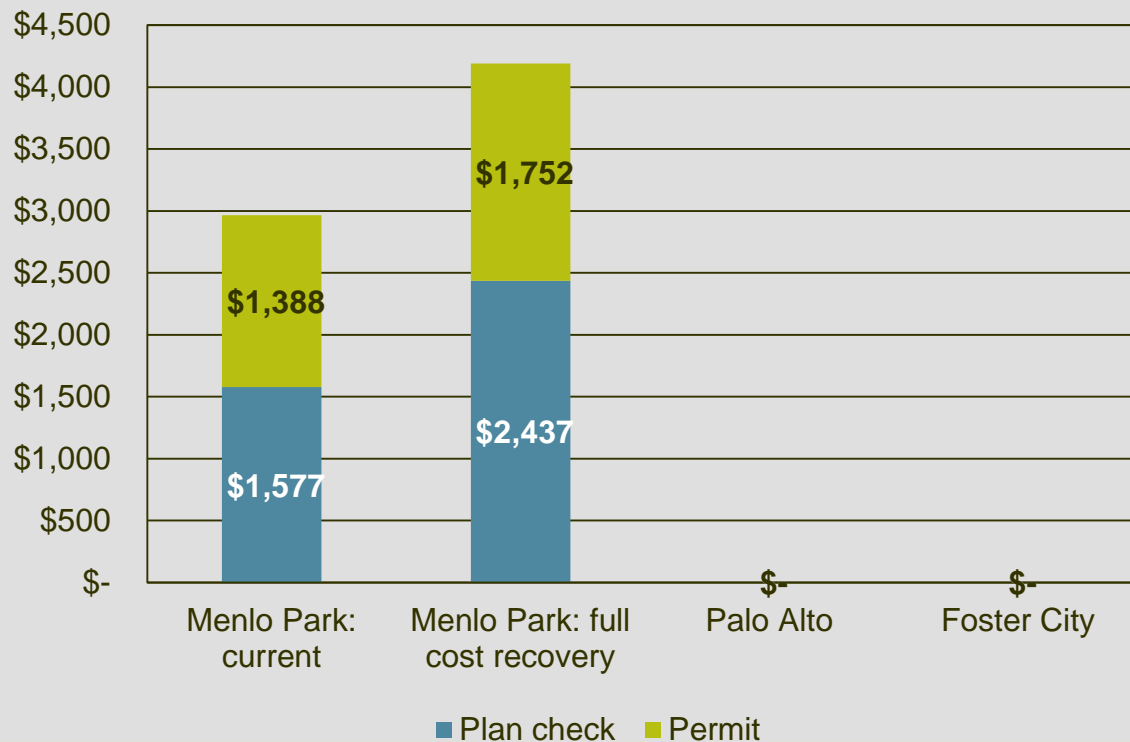
- Report from consultant
- Council guidance
 - Return with fee schedule adjustments
 - Additional information on
 - Flat fees for planning
 - Reserve fund for building services



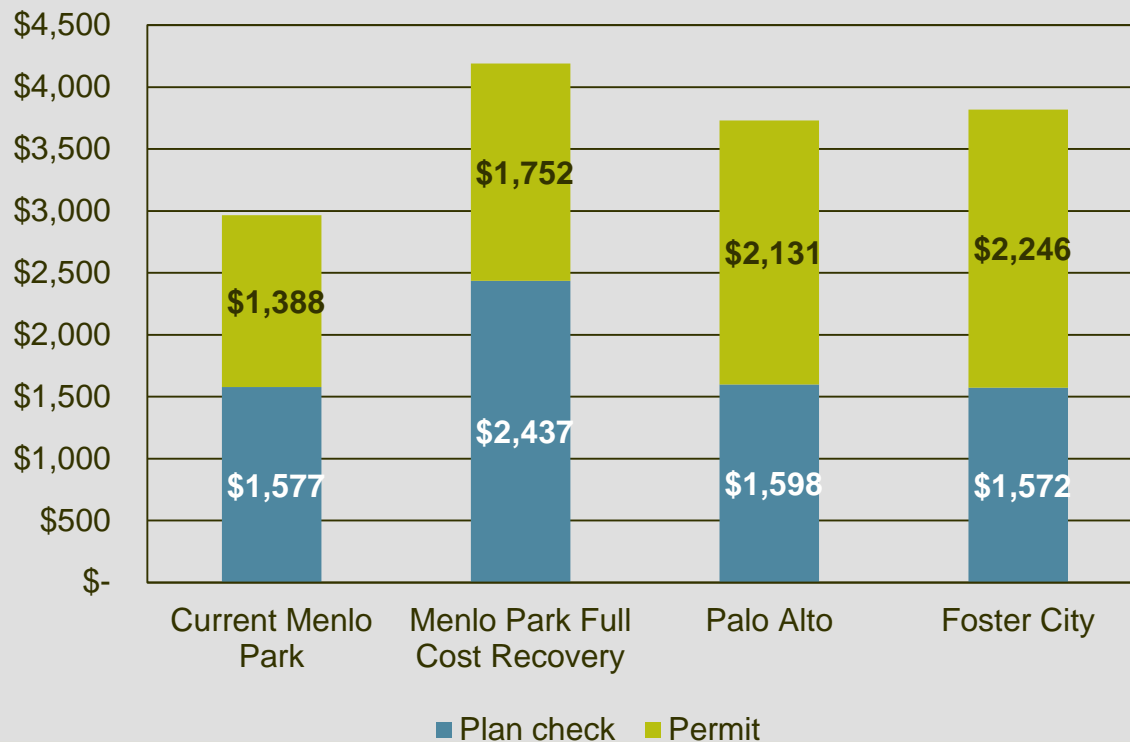
MAJOR SUBSIDIES

- Community Development \$1,535,791
 - Building review and inspection fees
 - Planning support of building review and inspection fees
- Public Works \$839,388
 - Improvement plan review fees
 - Various permits
- Community Services \$184,375
 - Gymnastics
 - Childcare

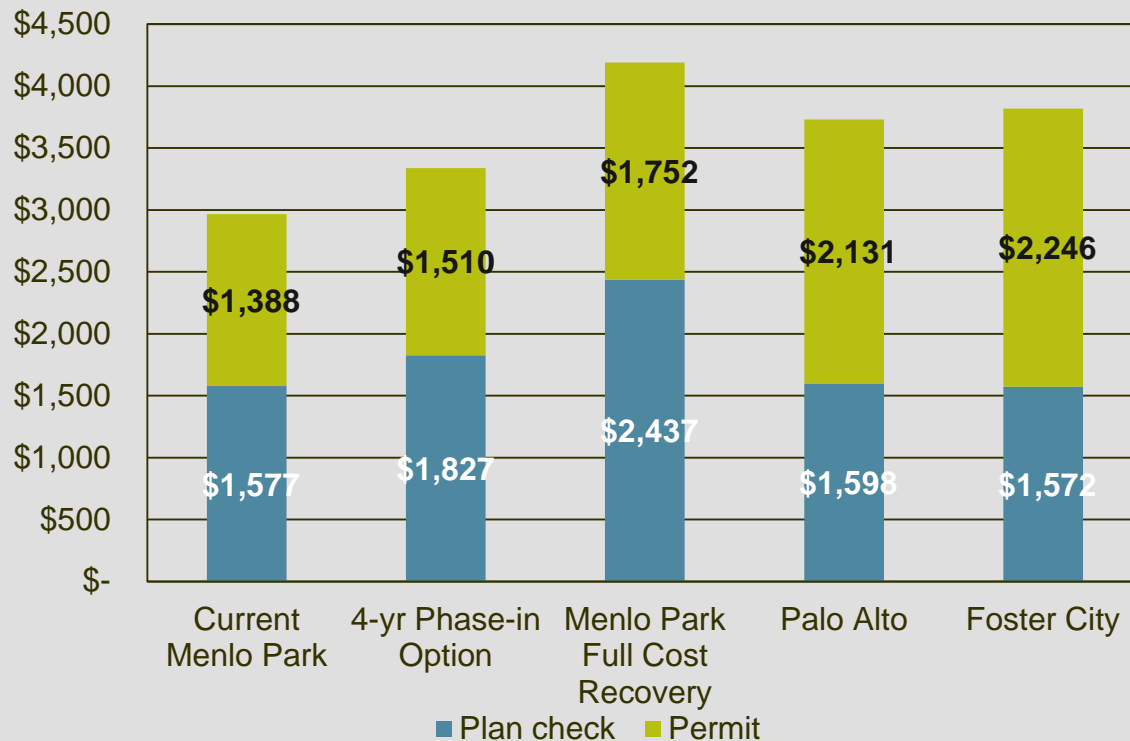
FEE COMPARISON: 1,000 SQ. FT. RESIDENTIAL ADDITION



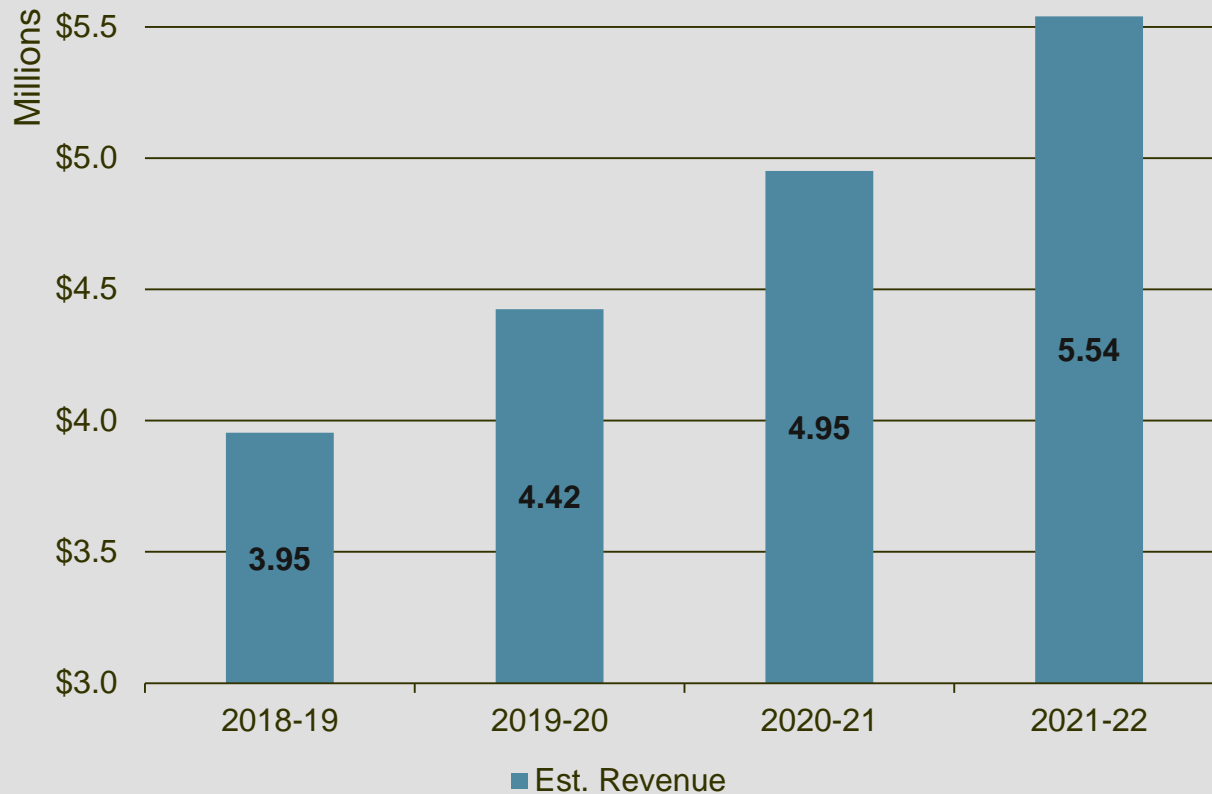
FEE COMPARISON: 1,000 SQ. FT. RESIDENTIAL ADDITION



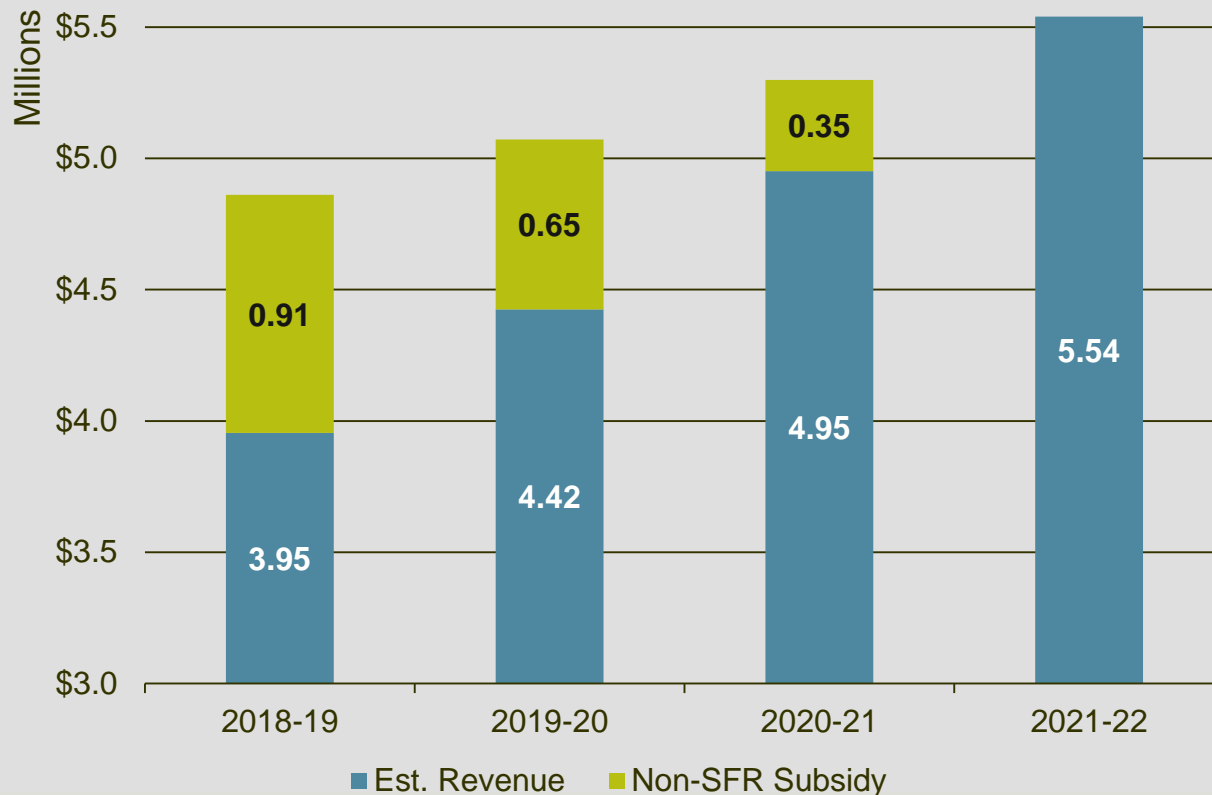
FEE COMPARISON: 1,000 SQ. FT. RESIDENTIAL ADDITION



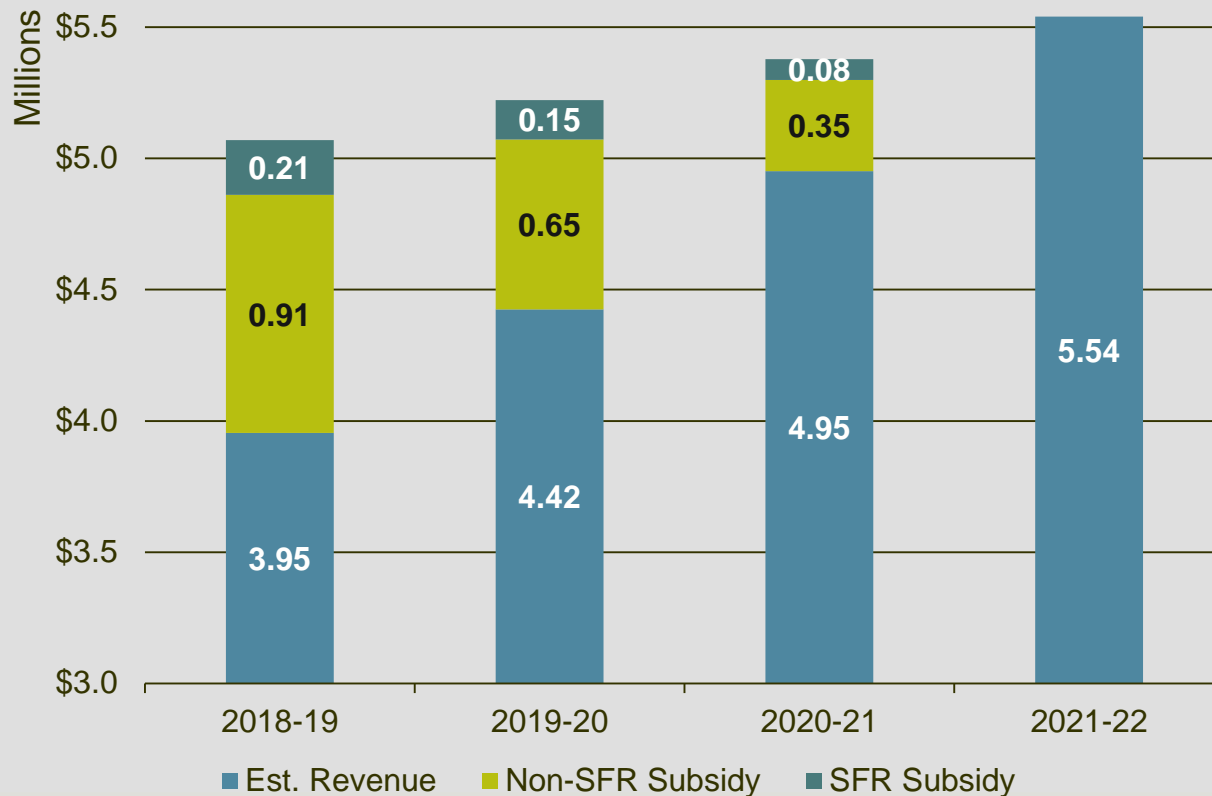
PHASE-IN IMPACT



PHASE-IN IMPACT



PHASE-IN IMPACT



CITY COUNCIL CONSIDERATIONS

- Cost recovery goal for development services
 - Single family residential uses
 - All other uses
- Implementation of fee increases
 - Full implementation 7/1/18
 - Phased implementation
 - Four years
 - Two year
 - July 1, 2019 adjustment for known personnel cost increases

QUESTIONS

INDIRECT COST ALLOCATION PLAN

LAND DEVELOPMENT SERVICES STUDY RESULTS

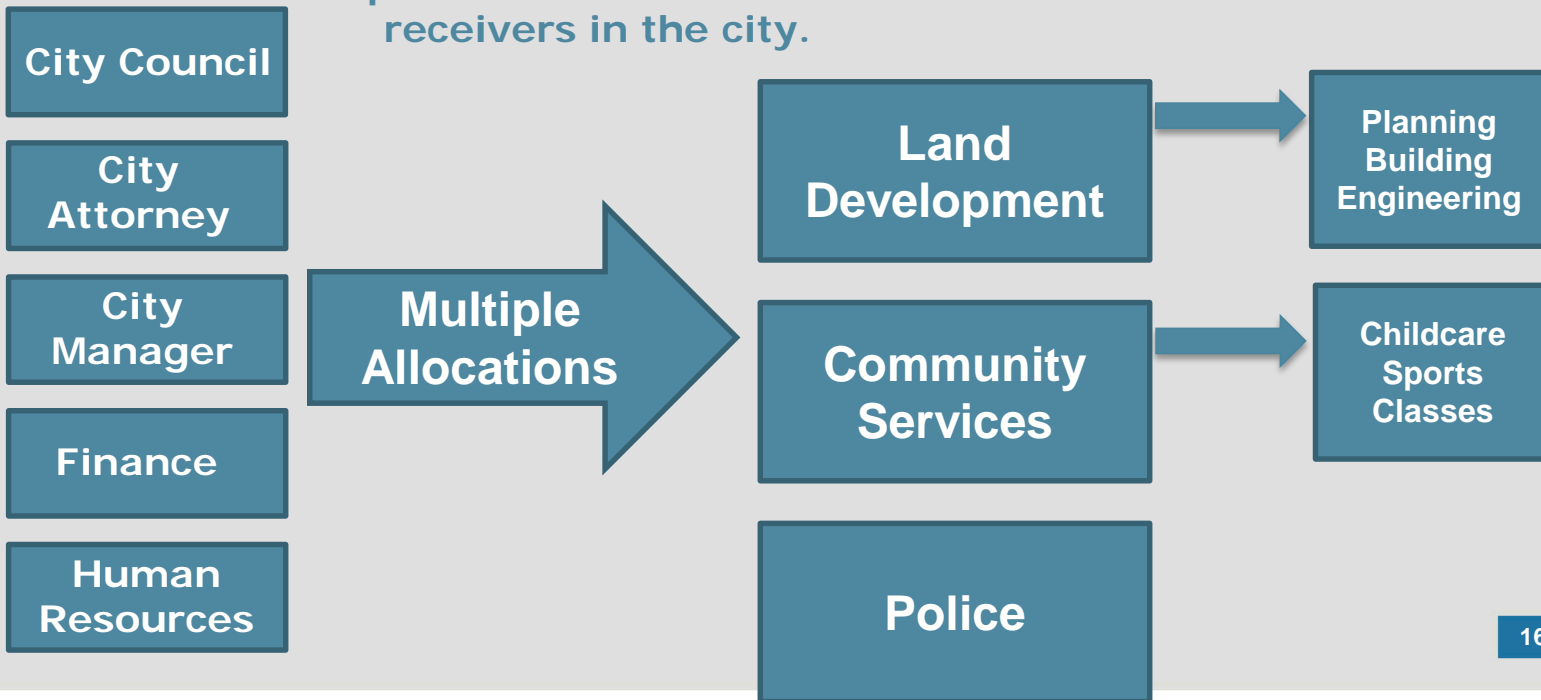
Functional Area	Full Cost of Services (annual)	Annual Revenue (Current Fees)	Annual Surplus/ (Subsidy)
Community Development	\$6,885,124	\$5,349,333	(\$1,349,333)
Engineering	\$2,178,100	\$1,338,712	(\$839,388)
Total	\$9,063,224	\$6,688,045	(\$2,188,721)

REASONS FOR SUBSIDIES

- Intentional policy or practice
- Regulatory changes
- Outdated productive hourly rates
- Situational challenges
 - Infrequent cost studies
 - Inadequate time tracking systems

WHAT IS A COST ALLOCATION PLAN

City-wide central support departments allocate to all receivers in the city.



ALLOCATION EXAMPLE

HR Administers:

Allocation Basis:

Recruitment

of new recruits per dept/fund

Benefits

of FTE supported

Workers Comp

of claims per dept/fund

Labor Relations

of regular employees

**Training &
Safety Program**

of FTEs per dept/fund

**Employee
Relations**

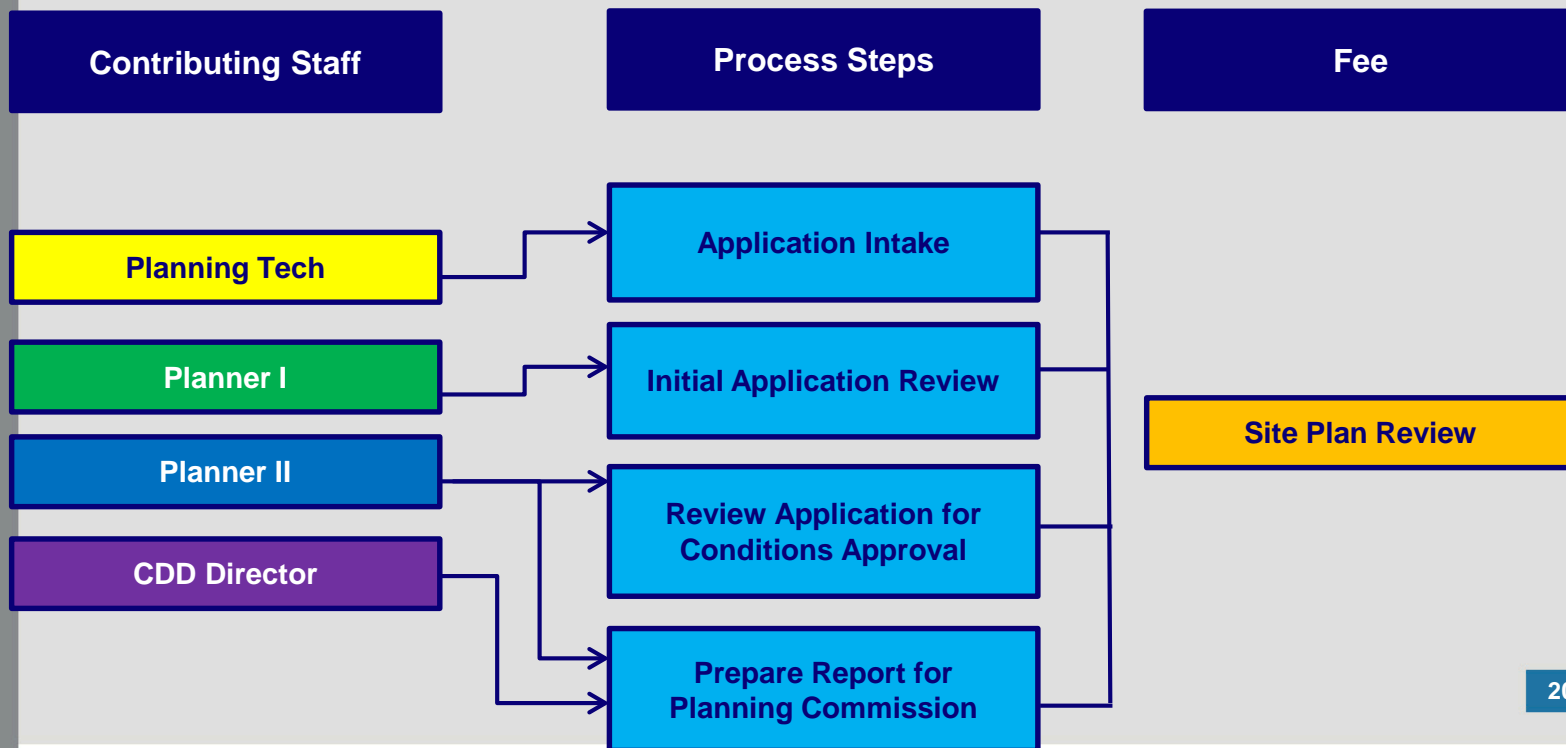
of FTEs citywide

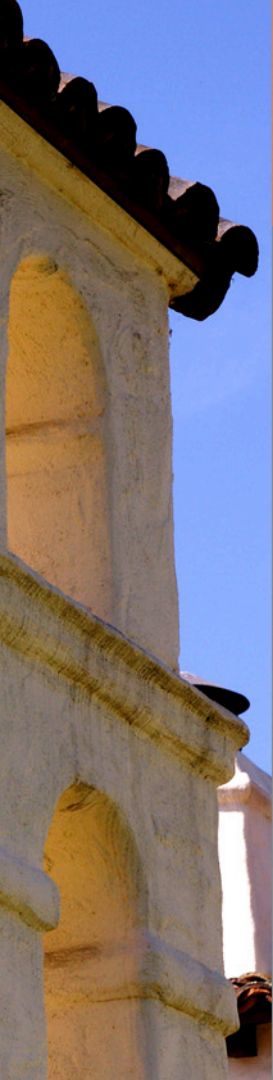
USER FEE STUDY

PROJECT SCOPE

- Land development
 - Planning
 - Building
 - Engineering fees
- Community services
 - Childcare
 - Sports
 - Classes
- Police
 - False alarm fees

PROJECT COSTING APPROACH





PLANNING SERVICES STUDY RESULTS

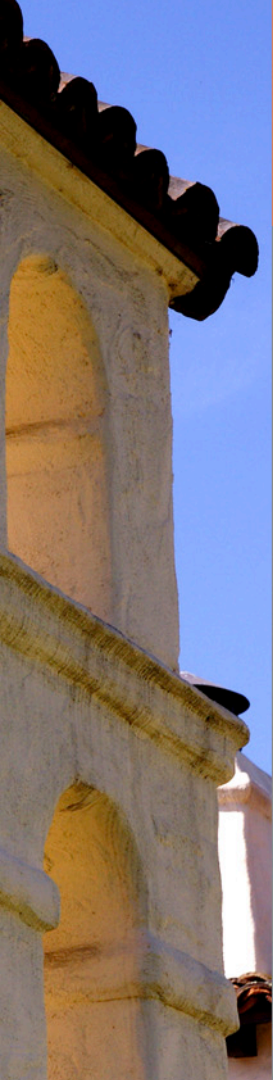
Fee Service	Full Cost of Services (annual)	Annual Revenue (Current Fees)	Annual Surplus/ (Subsidy)
Flat fee	\$59,239	\$28,455	(\$30,784)

PLANNING SERVICES STUDY RESULTS

Fee Service	Full Cost of Services (annual)	Annual Revenue (Current Fees)	Annual Surplus/ (Subsidy)
Flat fee	\$59,239	\$28,455	(\$30,784)
Billable hours	\$1,554,199	\$966,588	(\$587,611)
Total	\$1,613,438	\$995,043	(\$618,395)

BILLABLE HOUR PLANNER SERIES

Position	Current	Full Cost
Principal Planner	\$227/hr	\$264/hr
Senior Planner	\$227/hr	\$233/hr
Associate Planner	\$200/hr	\$242/hr
Assistant Planner	\$155/hr	\$183/hr



PLANNING SUPPORT OF BUILDING STUDY RESULTS



Planning division review of commercial & complex building applications	Annual
Cost to provide service	\$2,244,000
Current cost recovery	820,291

BUILDING SERVICES STUDY RESULTS



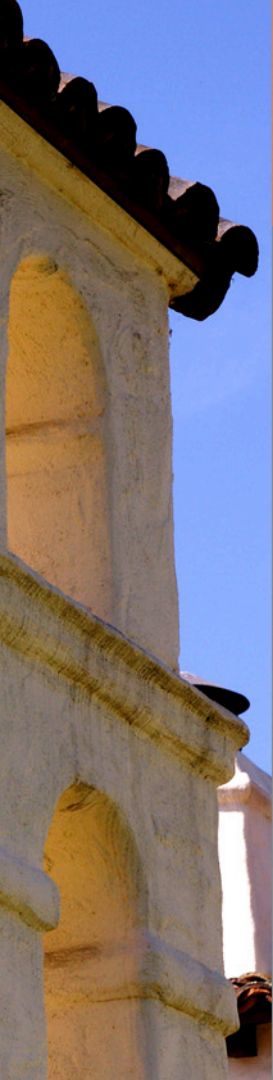
Building Revenues (from fees)		2017 Budget	Building Expenses	
120 - LICENSES & PERMITS		\$ 3,415,000	Salaries and Benefits	\$ 1,913,861
1221 - Building Permits		\$ 3,300,000	Operating Expenses	\$ 269,692
1231 - Plumbing Permits		\$ 35,000	Utilities	\$ 18,800
1241 - Electrical Permits		\$ 50,000	Services	\$ 1,315,000
1261 - Mechanical Permits		\$ 30,000	Fixed Assets & Capital Outlay	\$ 7,000
170 - CHARGES FOR SERVICES		\$ 119,000	Travel	\$ 500
1752 - Records Search		\$ 1,000	Repairs & Maintenance	\$ 8,750
1754 - Document Prep & Storage Fee		\$ 50,000	Special Projects & Expenditures	\$ 18,000
1757 - Construction & Demo Admin Fee		\$ 60,000	Total Building Operational Expenses	\$ 3,551,603
1758 - Disability Access Outreach		\$ 3,000	Citywide Overhead	\$ 187,378
1791 - Misc General Charge		\$ 5,000	Costs for Planning review of building plans	
1796 - Dwntrn Specific Plan Reimbrsmnt			Total Building Costs	\$ 3,738,981
300 - OTHER FINANCING SOURCES			Net Revenues	\$ (204,981)
3032 - Use of Assigned Fund Balance				
Total Revenues		\$ 3,534,000		



BUILDING SERVICES STUDY RESULTS



Building Division Services	
Annual Operating Subsidy	\$204,981
Percent increase to offset operating subsidy	5.8%



BUILDING SERVICES STUDY RESULTS



Building Division Services	
Annual Operating Subsidy	\$204,981
Percent increase to offset operating subsidy	5.8%
6-month operating reserve	\$373,898
Total percent increase to offset subsidy and build 6-month reserve	16%

ENGINEERING SERVICES STUDY RESULTS

Service	Full Cost of Services (annual)	Annual Revenue (Current Fees)	Annual Surplus/ (Subsidy)
Flat fee	\$776,302	\$520,130	(\$256,172)
Billable hours	\$1,356,407	\$818,582	(\$537,824)
Total	\$2,132,709	\$1,338,712	(\$793,996)

COMMUNITY SERVICES

- Objective is to calculate the total cost of each program area, compare these costs with revenues for the purpose of establishing or confirming City revenue targets.
- Costs included:
 - Direct program expenses
 - Allocated administrative expenses
 - Allocated Citywide expenses

COMMUNITY SERVICES: TOTAL COST RECOVERY



Inclusion of City Wide Overhead Costs				
Program Area Totals	Total City Wide OH Costs	Total Cost	City Wide Over (Under)	Full Cost % Recovery
310-01 - Seniors	\$ 372,151	\$ 934,776	\$ (814,626)	13%
310-02 - Pre-School Childcare	\$ 316,159	\$ 2,772,418	\$ (631,384)	77%
310-04 - School-Age Childcare	\$ 64,045	\$ 823,762	\$ (333,862)	59%
310-06 - Onetta Harris Community Center	\$ 61,458	\$ 661,398	\$ (595,495)	10%
311-01 - Youth Sports	\$ 45,556	\$ 580,610	\$ 2,890	100%
311-02 - Adult Sports	\$ 43,028	\$ 405,684	\$ (194,484)	52%
311-03 - Gymnastics	\$ 897,593	\$ 2,003,067	\$ (381,067)	81%
311-04 - Aquatics	\$ 160,408	\$ 507,262	\$ (331,612)	35%
311-05 - Arrillaga Recreation Center	\$ 53,091	\$ 964,134	\$ (235,134)	76%
311-06 - Events & Concerts	\$ 38,414	\$ 447,083	\$ (362,583)	19%
311-07 - Community Facilities Service	\$ 826,994	\$ 1,074,739	\$ (714,739)	33%
Totals	\$ 2,885,264	\$ 11,181,300	\$ (4,598,463)	59%

USER FEE COST RECOVERY POLICY

POLICY DOCUMENT

- Approved in 2010
 - Annual review of fees
 - Adjusted by annual cost factors for the operating budget
 - Comprehensive study every 5yrs
- Factors
 - Community-wide v. special benefit
 - Service recipients v. service driver
 - Consistency with policy and objectives
 - Impact on demand
 - Discounted rates and surcharges
 - Feasibility of collection

ATTACHMENT B

City of Menlo Park

Fiscal Policy

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

Purpose:

A clear User Fee Cost Recovery Policy will allow the City of Menlo Park to provide an ongoing, sound basis for setting fees that allows charges and fees to be periodically reviewed and updated based on predetermined, researched and supportable criteria that can be made available to the public.

Background:

In 2005 the *Your City/Your Decision* community driven budget process provided community direction and initial information on approaches to cost recovery of services. In 2007, the Cost Allocation Plan provided further basis for development of a standardized allocation system by providing a methodology for data-based distribution of administrative and other overhead charges to programs and services. The Cost of Services Study completed in 2008 allowed the determination of the full cost of providing each service for which a fee is charged and laid the final groundwork needed for development of a values-based and data-driven User Fee Cost Recovery Policy. A draft User Fee Cost Recovery Policy was presented for consideration by the Council at a Study Session on February 10, 2009. Comments and direction from the Study Session were used to prepare this Fiscal Policy.

Policy:

The policy has three main components:

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

Provision for ongoing review

Fees will be reviewed at least annually in order to keep pace with changes in the cost of living and methods or levels of service delivery. In order to facilitate a fact-based approach to this review, a comprehensive analysis of the city's costs and fees should be made at least every five years. In the interim, fees will be adjusted by annual cost factors reflected in the appropriate program's operating budget.

Process of establishing service fee cost recovery levels

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

1. Community-wide vs. special benefit
 - The use of general purpose revenue is appropriate for community-wide services while user fees are appropriate for services that are of special benefit to individuals or groups. Full cost recovery is not always appropriate.
2. Service Recipient Versus Service Driver
 - Particularly for services associated with regulated activities (development review, code enforcement), from which the community primarily benefits, cost recovery from the "driver" of the need for the service (applicant, violator) is appropriate.
3. Consistency with City public policies and objectives
 - City policies and Council goals focused on long term improvements to community quality of life may also impact desired fee levels as fees can be used to change community behaviors, promote certain activities or provide funding for pursuit of specific community goals, for example: health and wellness, environmental stewardship.

COST RECOVERY FRAMEWORK

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%)
	<u>1. Planning</u>			
24	Appeals of Staff Decisions	X		
24	Appeals of Planning Commission Decisions by Residents	X		
	Subsequent Appeals			X
24	Temporary Sign Permits	X		
23	Use Permits – Non-Profits	X		
24	Administrative Reviews – Fences		X	
	Appeals of Planning Commission Decisions by			X
24	Non-Residents			X
23	Administrative Reviews – Other			X
23	Architectural Control			X
23	Development Permits			X
23	Environmental Reviews			X
23	General Plan Amendments			X

ADJUSTMENTS TO THE POLICY

- Reflect current practice, no policy change

Community Services Programs Cost Recovery Categories			
Program Type	Low cost recovery	Mid cost recovery	High cost recovery
	0-30%	30-70%	70 - 100%
Parks (inc. Dog parks, skate park, playgrounds, etc)	X		
Senior Services	X		
Belle Haven School Age (incl. summer camp)		X	
Belle Haven Child Development Center		X	
Menlo Children's Center School Age (incl camps)			X
Menlo Children's Center Preschool (incl camps)			X
Community events and celebrations	X		
Facility use (City, co-sponosred, non-profit)	X		
Facility use (private rentals)			X
Sports field rental (youth and adult non-profit)		X	
Sports field rental (youth and adult for-profit)			X
Swimming (inc. rec swim, lessons, laps, etc)	X		
Open Gym / Drop-in activities	X		
Onetta Harris Community Center Classes	X		
Arrillaga Recreation Center Classes and Camps			X
Gymnastics (incl camps, competitions and events)			X
Youth leagues and classes			X
Adult leagues and classes			X

POLICY QUESTION FOR MASTER FEE SCHEDULE UPDATE

- City Council direction
 - Land Development
 - Adjust fees to achieve 100% cost recovery
 - Variances
 - Building permits
 - Ensure fees are within cost recovery policy
 - Fence review (30-70%); 71%
 - Community services
 - Ensure fees are within cost recovery policy
 - Events and concerts (0-30%); 19%
 - Menlo Children's Center (100%); 72%

NEXT STEPS

- Master Fee Schedule Update
 - Staff prepare adjustments
 - Notice of proposed changes sent to newspaper 2/21
 - Public hearing of proposed fee changes 3/13
 - Fee changes incorporated into 2018-19 proposed budget
 - Fees take effect on July 2, 2018



THANK YOU

COMMUNITY SERVICES: TOTAL COST RECOVERY

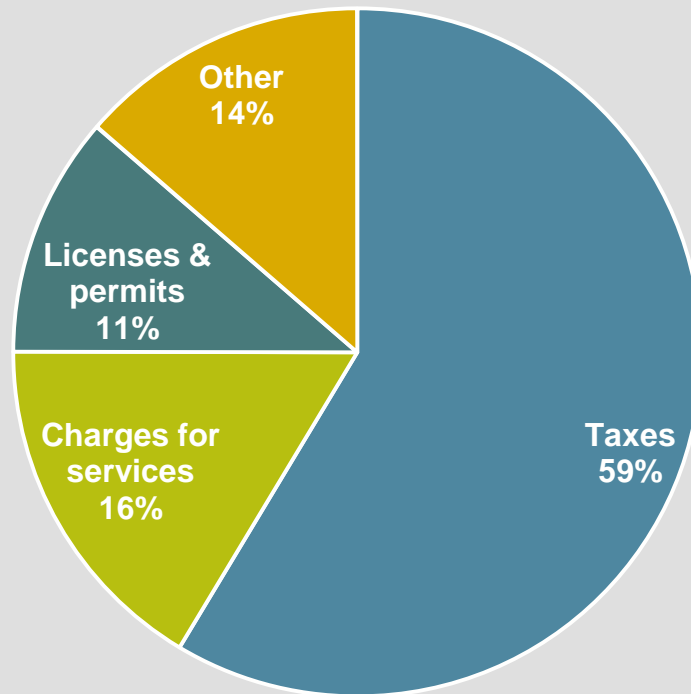


Budgeted Program Revenues and Expenses				
Program Area Totals	Budgeted Revenues	Program Expenses	Over (Under)	% Cost Recovery
310-01 - Seniors	\$ 120,150	\$ 562,625	\$ (442,475)	21%
310-02 - Pre-School Childcare	\$ 2,141,034	\$ 2,456,259	\$ (315,225)	87%
310-04 - School-Age Childcare	\$ 489,900	\$ 759,717	\$ (269,817)	64%
310-06 - Onetta Harris Community Center	\$ 65,903	\$ 599,940	\$ (534,037)	11%
311-01 - Youth Sports	\$ 583,500	\$ 535,054	\$ 48,446	109%
311-02 - Adult Sports	\$ 211,200	\$ 362,656	\$ (151,456)	58%
311-03 - Gymnastics	\$ 1,622,000	\$ 1,105,475	\$ 516,525	147%
311-04 - Aquatics	\$ 175,650	\$ 346,854	\$ (171,204)	51%
311-05 - Arrillaga Recreation Center	\$ 729,000	\$ 911,043	\$ (182,043)	80%
311-06 - Events & Concerts	\$ 84,500	\$ 408,669	\$ (324,169)	21%
311-07 - Community Facilities Service	\$ 360,000	\$ 247,745	\$ 112,255	145%
Totals	\$ 6,582,837	\$ 8,296,037	\$ (1,713,200)	79%

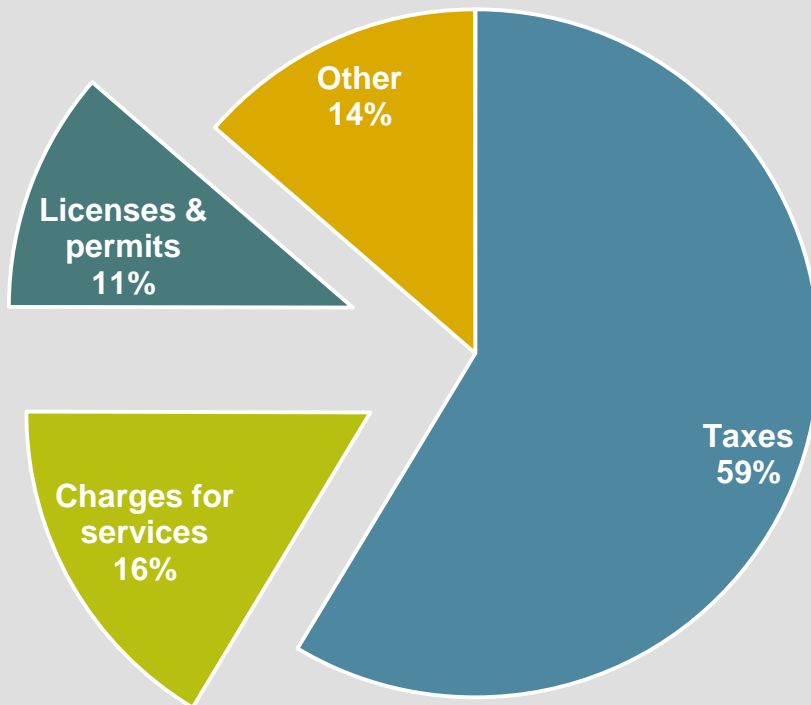


2017-18 GENERAL FUND REVENUE

\$56.87 MILLION



2017-18 GENERAL FUND REVENUE \$56.87 MILLION





PROPOSED RECOLOGY FRANCHISE AGREEMENT FOR 2021 TO 2035

Rebecca Lucky, Sustainability Manager

RECOMMENDATION

Adopt a resolution to amend and restate the franchise agreement with Recology for waste collection services between 2021 and 2035

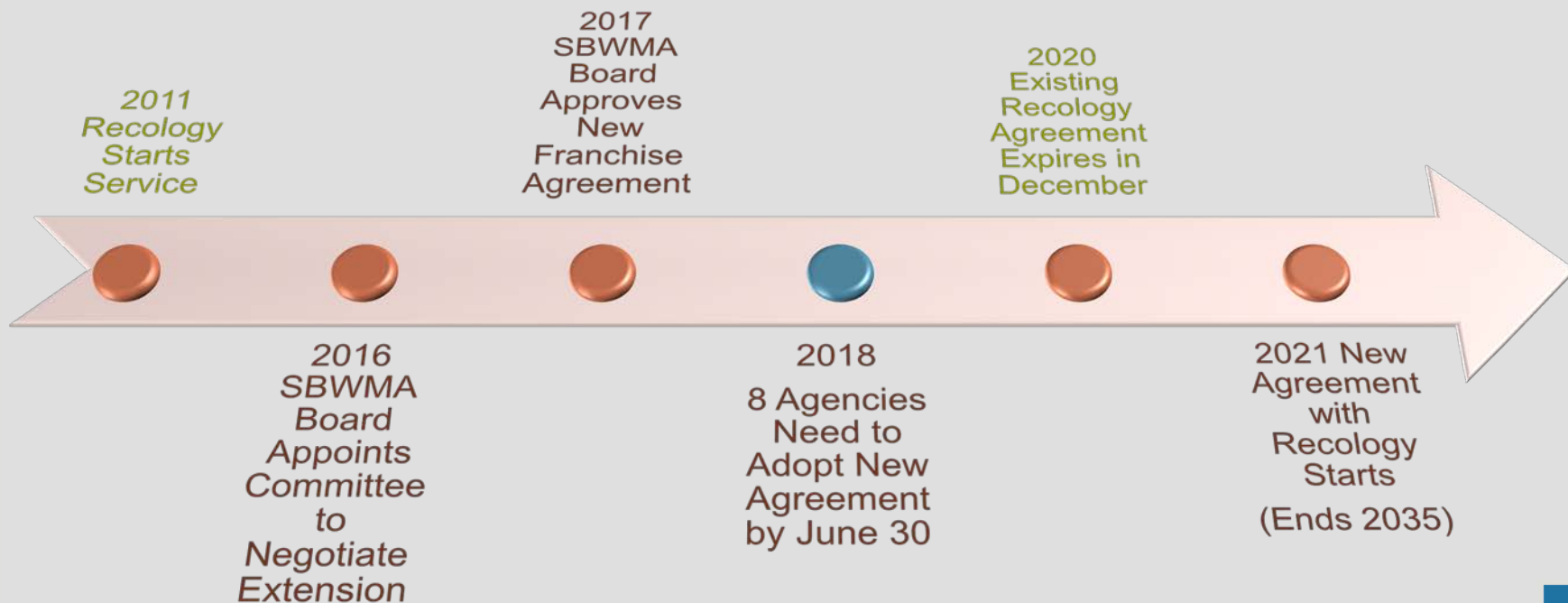


BACKGROUND

- The City is a member of the South Bay Side Waste Management Authority (SBWMA)
 - Owns and manages the waste transfer station and recycling facility in San Carlos
 - Assists agencies with achieving economies of scale through collective procurement
 - The SBWMA Board is represented by elected officials from 12 cities and agencies in San Mateo County
- Current agreement with Recology will be expiring December 31, 2020
 - Agreement allows for an extension to be negotiated



SIGNIFICANT MILESTONES



ADVANTAGES OF EXTENDING THE FRANCHISE AGREEMENT



■ Direct Cost Savings

- Cost savings by avoiding new provider pitfalls, rollout issues, and RFP process
- Sharing of future inflation risks by Recology through labor cap and fleet reuse
- Over \$25 million in savings from spreading the depreciation costs of a new collection fleet over 15 years

■ Efficiency Gains

- Uninterrupted labor contracts
- Consistency with existing waste, recycling, and composting services
- Maintains stability/predictability by controlling cost increases
- Takes advantage of existing collection efficiencies and community knowledge



PROPOSED SERVICE LEVEL CHANGES



- 90% of the proposed agreement has remained unchanged
- The areas of change for service include:
 1. A new class of service for mixed use buildings
 2. Cap of 150 pick ups per day for bulky items
 3. Cap of 30 pick ups per day for abandoned/illegal waste dumping
 4. Adjustments to streamline reporting requirements





MENLO PARK SPECIFIC TERMS AND FUTURE AMENDMENTS



- Language has been added to align with the City's Zero Waste Plan goals

- Future amendments that will need consideration
 - Additional multifamily collection services
 - Enhanced abandoned waste/illegal dumping collection services
 - Development and implementation of a Litter Management Plan to comply with the Clean Water Act/Stormwater Permit
 - Revisions to city parks and facility collection services
 - Revisions to further align with Menlo Park's Zero Waste Plan goals



RECOLOGY COMPENSATION AND SBWMA RATE IMPACTS



- SBWMA Board recommends a starting base compensation of \$64.2 million in 2021
 - Amounts to a 2.4% in 2020 and 8.4% increase in 2021
 - Menlo Park share is about \$6.6 million (10%)
 - 2018 compensation is \$57 million
- After 2021, compensation would correspond to changes in:
 - Consumer price indices with a cap of 5% per year
 - Development growth based on a rolling three year average.





COSTS TO BE DETERMINED THAT WOULD AFFECT RATES

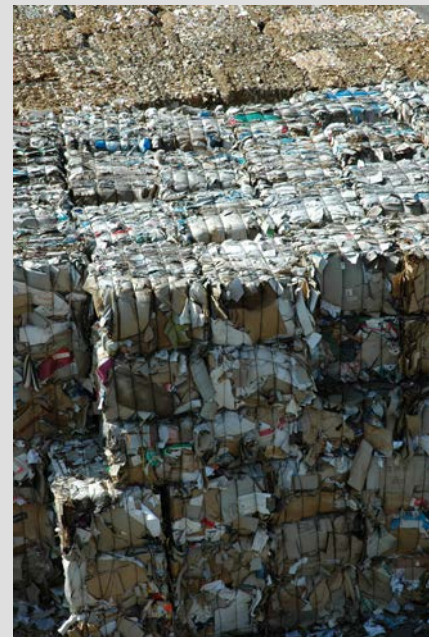


- Base compensation could increase to account for unpredictable market and growth in
 - Average fuel index
 - Development
- City Council sets customer waste rates
 - 55% of a customer's bill pays for Recology services, the remainder is paid to process and recycle waste and not within the scope of Recology's services
- City Council has taken steps to reduce rate impacts for Menlo Park customers



MENLO PARK RATE IMPACTS

- City Council approved modest rate increases for 2018, 2019, and 2020 to reduce a dramatic rate increase at the end of the exiting agreement
- The anticipated increase for Menlo Park in 2021 is 4.2%
 - Lower than the projected SBWMA increase of 8.4%
- Includes rate stabilization reserves of \$600,000 by 2021
- China's recyclable material restrictions will have an unpredictable impact on rates



RECOMMENDATION

- Based on the cost savings, ability to better manage and control rate increases, and overall service benefits provided, it is recommended that the City Council adopt a resolution to amend and restate the franchise agreement with Recology for waste collection services between 2021 and 2035
- Alternatives:
 - Not adopt resolution
 - Provide staff with different direction





THANK YOU



TRANSPORTATION MASTER PLAN

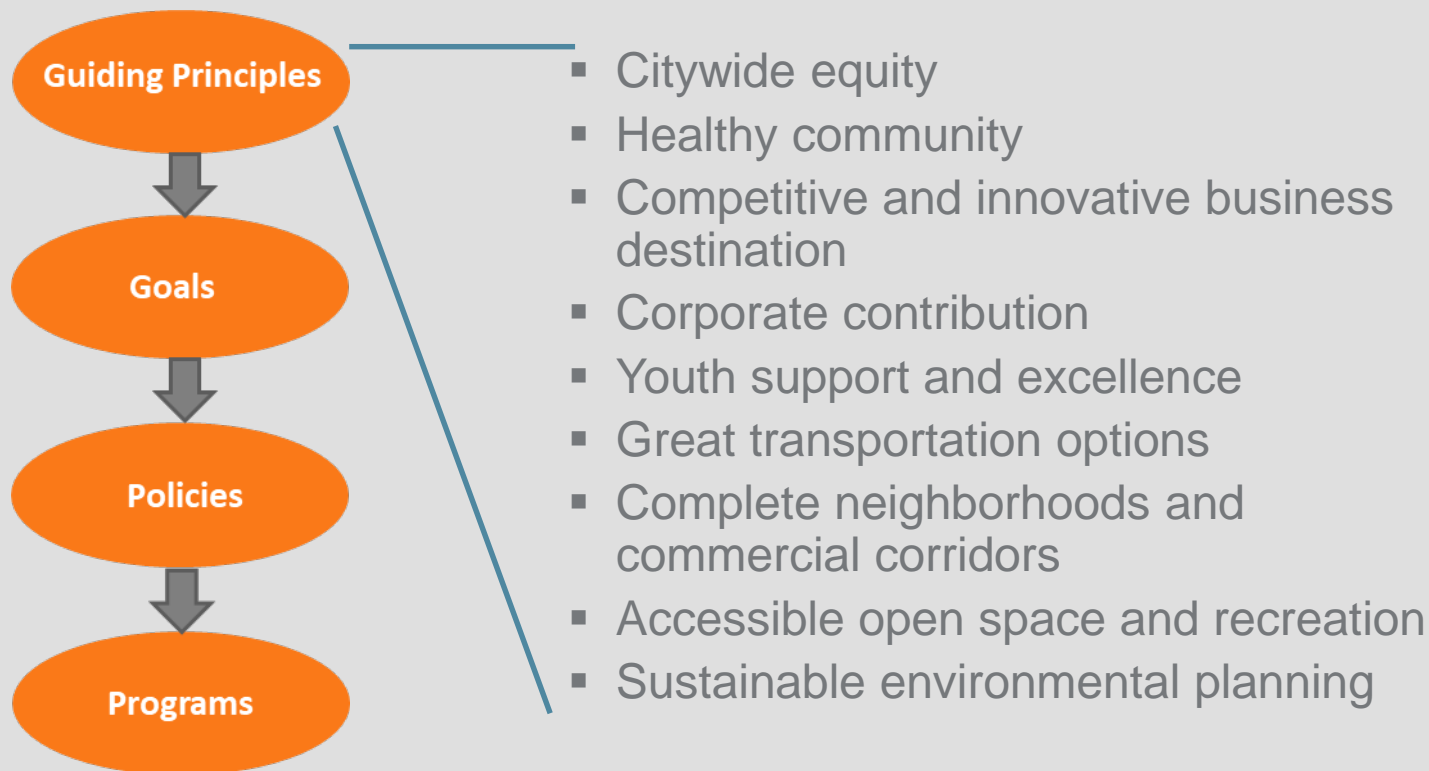
April 24, 2018

AGENDA

- Why prepare a TMP and Fee program update?
- What problems does the TMP solve?
- How did we get here?
- Where do we go next?
 - Infrastructure needs
 - Process

CONNECTMENLO

GENERAL PLAN CONTEXT



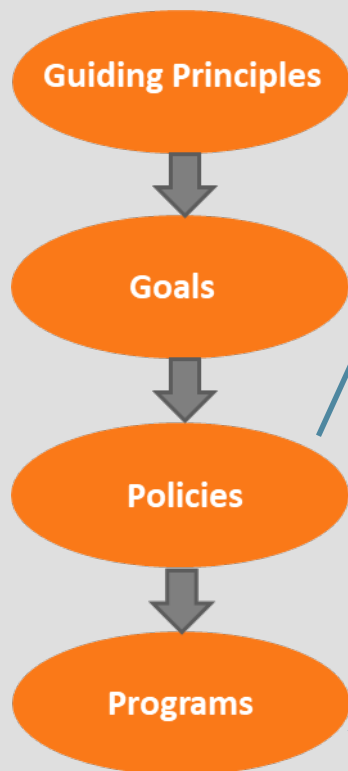
CONNECTMENLO

CIRCULATION ELEMENT CONTEXT



CONNECTMENLO

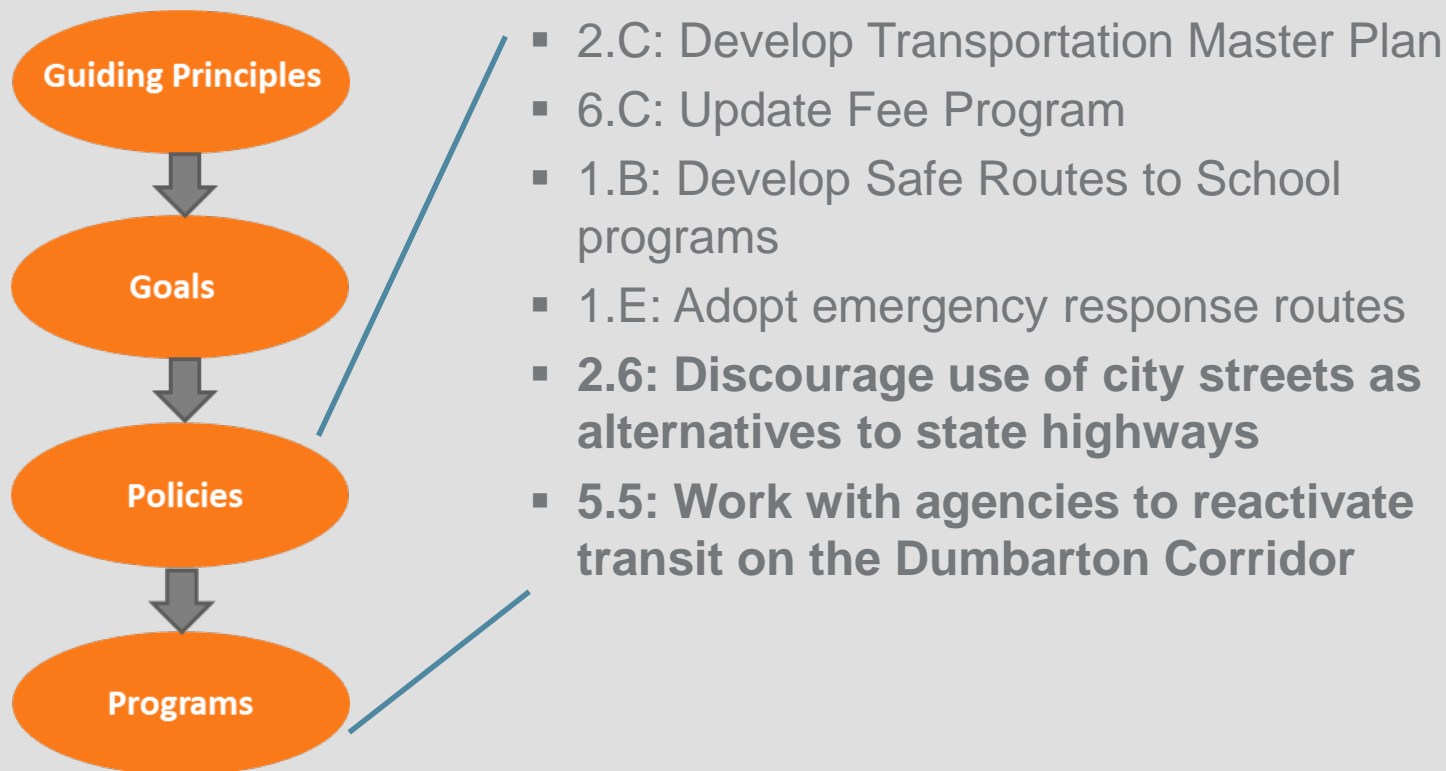
CIRCULATION ELEMENT CONTEXT



- 2.C: Develop Transportation Master Plan
- 6.C: Update Fee program
- 1.B: Develop Safe Routes to School programs
- 1.E: Adopt emergency response routes
- 2.6: Discourage use of city streets as alternatives to state highways
- 5.5: Work with agencies to reactivate transit on the Dumbarton corridor

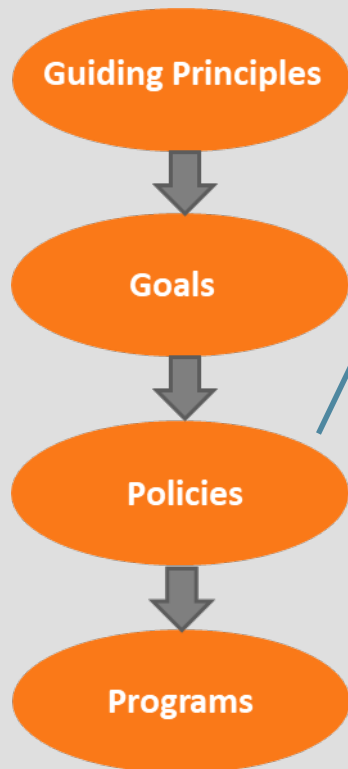
CONNECTMENLO

CIRCULATION ELEMENT CONTEXT



CONNECTMENLO

CIRCULATION ELEMENT CONTEXT



- 2.6: Work with appropriate agencies to discourage use of City streets as alternatives to, or connectors of, State and federal highways; to encourage improvement to the operation of US 101; **and to explore improvements to Bayfront Expressway and Marsh Road (and its connection to US 101), with environmental protection for adjacent marsh and wetland areas, to reduce regional traffic on Willow Road.**
- 5.5: Work with SamTrans and appropriate agencies to reactivate the rail spur on the Dumbarton Corridor with appropriate transit service from Downtown Redwood City to Willow Road with future extension across the San Francisco Bay.

PURPOSE

Transportation Master Plan

*General Plan
Circulation – 2.C*

- Community engagement on key issues
- Identify projects
- Cost estimates
- Prioritize improvements





WHAT PROBLEMS ARE WE TRYING TO SOLVE?

- Micro: Local infrastructure needs
 - New traffic signals
 - Strategies to improve signal timing
 - Update the City's existing 2005 Bicycle and 2009 Sidewalk Master Plans
 - Identify bike infrastructure needs
 - Closing sidewalk/pathway gaps
 - Crosswalk improvements
- Macro: Contribution towards regional projects
 - Regional infrastructure projects for which the City would partner to complete or for which to advocate

PURPOSE

Transportation Master Plan

*General Plan
Circulation – 2.C*

- Community engagement on key issues
- Identify projects
- Cost estimates
- Prioritize improvements

Adopt Impact Fee program

*General Plan
Circulation – 6.C*

- Establish connection between new development and new infrastructure
- Update fee program
- Set fee rates by land use

Development pays new fees

- Fees due at building permit stage
- Improvements constructed as funds accumulate

HOW IS FEE PROGRAM CALCULATED?

Cost of improvements

- Identify Improvements
- Determine total cost of needed infrastructure

\$100

Allocate to new development

- Determine future growth
- Divide into portion that benefits
 - New development **25%**
 - Existing users **75%**

Determine fee by use

- E.g., by housing unit or square foot of office space
- Can lower or waive fees to incentivize certain uses

CURRENT FEE PROGRAM EXAMPLE

Cost of improvements

- Identify Improvements
- Determine total cost of needed infrastructure

\$40M

Allocate to new development

- Determine future growth
- Divide into portion that benefits
 - New development **25%**
 - Existing users **75%**

Determine fee by use

- E.g., by housing unit or square foot of office space
- Can lower or waive fees to incentivize certain uses

\$3250 per home
\$4.80 / sf office



HOW DID WE GET HERE?

HOW DID WE GET HERE?

Date	Task
November–December 2016	City Council adopts ConnectMenlo Identifies TMP as highest priority Circulation Element program
January 2017	Staff releases RFQ for consultant services
May 2017	City Council awards contract to W-Trans
June 2017	W-Trans project initiation
July 2017	City Council establishes Outreach & Oversight Committee
July–October 2017	1st round community engagement. 1,000 participants.
October 30, 2017	1st Outreach & Oversight Committee meeting: Goals, prioritization criteria and performance metrics
July–December 2017	Prep existing transportation information summary

HOW DID WE GET HERE?

Date	Task
January–March 2018	Consultant develops draft recommendations and strategies
March 14, 2018	City Council info item to prepare for OOC #2
March 20, 2018	Outreach & Oversight Committee #2: Draft strategies and recommendations for high priority corridors
March 27, 2018	City Council info item: Identify need for more meetings Review recommendations from OOC
April 17, 2018	City Council policy discussion and request for direction

TASKS REMAINING

Task	Schedule
1. Project initiation	June 2017
2. Existing transportation information summary	July–December 2017
3. Community engagement, round 1	July–October 2017
4. Identify performance metrics and prioritization criteria	September–December 2017
5. Community engagement, round 2	**discussed later
6. Develop Transportation Master Plan	**discussed later
7. Develop Transportation Impact Fee Program update	**discussed later



DRAFT STRATEGIES AND RECOMMENDATIONS

- Framework for development:
 - SamTrans Dumbarton Corridor Transportation Study
 - Dumbarton Forward
 - Resolve City-prepared Transportation Analyses from past projects
 - Limited right-of-way
 - Critical issues based on transportation data and collision patterns
- Identified 4 high priority, major corridors:
 - Bayfront Expressway
 - Willow Road
 - El Camino Real
 - Sand Hill Road
- Citywide recommendations on other corridors in development



BAYFRONT EXPRESSWAY CONCEPTS CONSIDERED

- Grade separations
- Managed lanes
- Conversion from Expressway to Freeway
- Use existing shoulders for bus only lanes



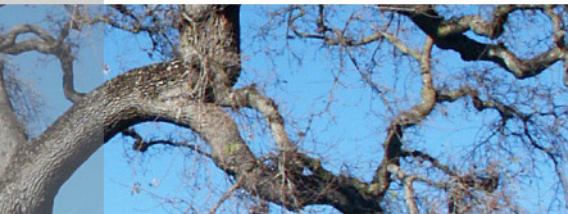
GRADE SEPARATION EXAMPLES



SR 237 & Mathilda Ave



Woodside Rd & El Camino Real



MANAGED LANE EXAMPLES



Image: Alameda County Transportation Commission

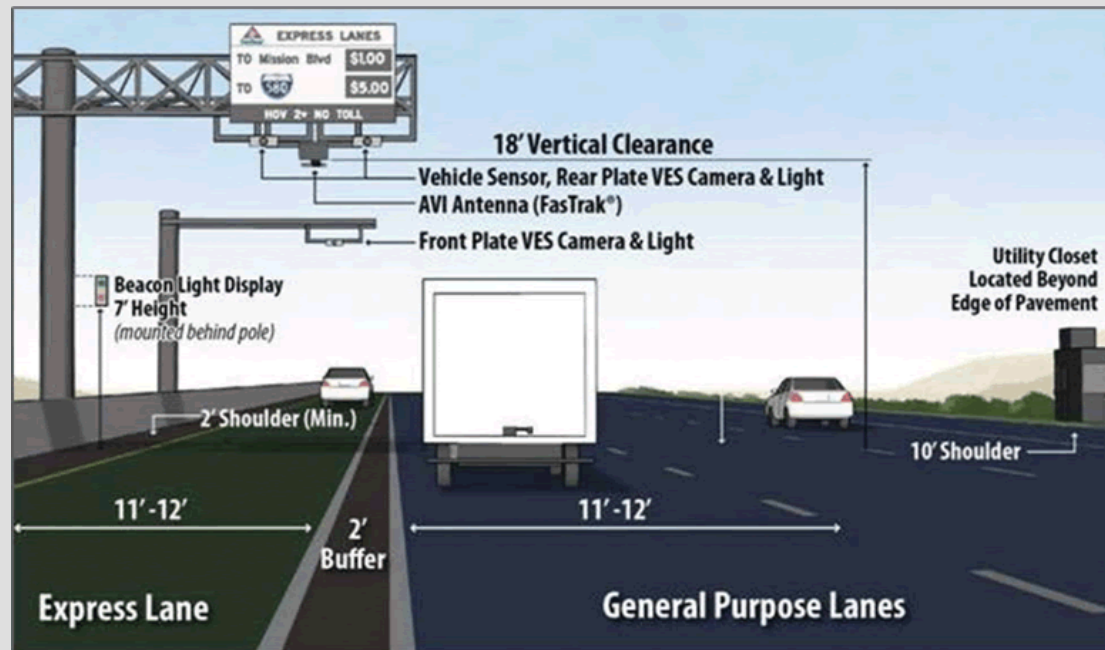
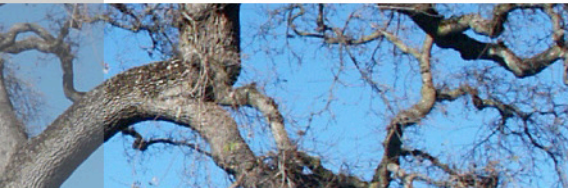
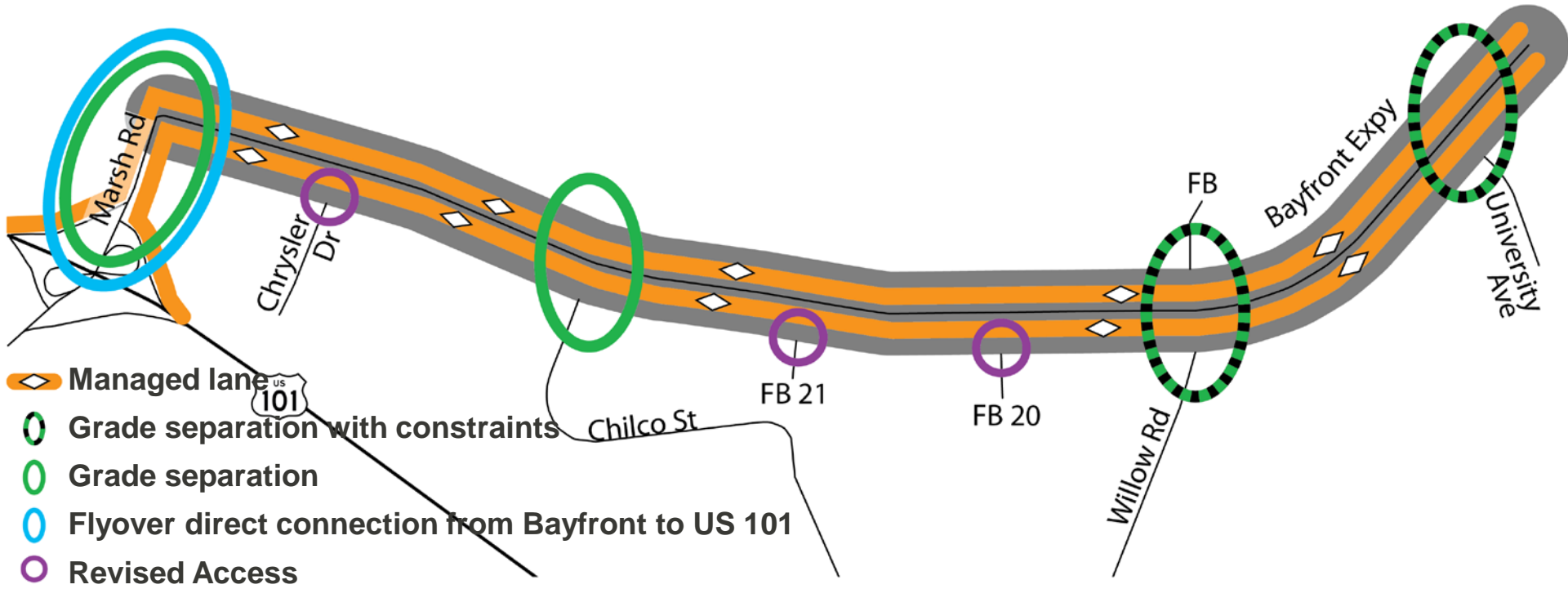
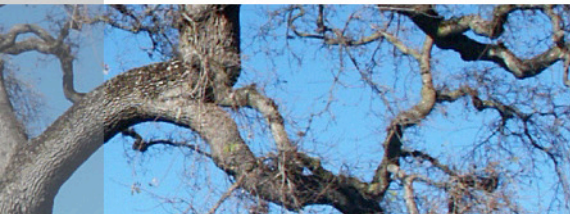


Image: FHWA



EXPRESSWAY VS. FREEWAY EXAMPLE

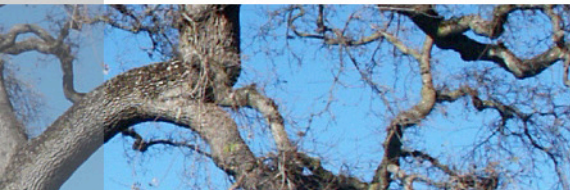




BUS ON SHOULDER EXAMPLE



Image: Minnesota Department of Transportation

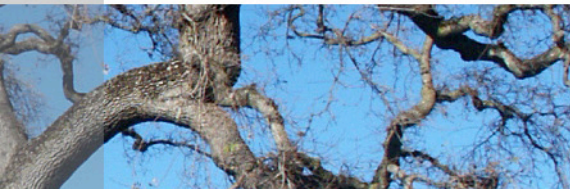


BAYFRONT EXPRESSWAY ALTERNATIVES SUMMARY



FAVORABLE
SOMEWHAT FAVORABLE
NEUTRAL
SOMEWHAT UNFAVORABLE
UNFAVORABLE

		Cost	Ease of Implementation	Sensitive Populations	Transportation Sustainability	Safety	School Nearby	Congestion Relief	GHG Rdx / Person Thrutput	Green Infrastructure
Bayfront- 1	Peak period bus/shuttle lanes from Bridge to Marsh	SOMEWHAT FAVORABLE	FAVORABLE	FAVORABLE	FAVORABLE	NEUTRAL	NEUTRAL	NEUTRAL	FAVORABLE	NEUTRAL
Bayfront-2	Fully grade separated expressway for mixed flow	SOMEWHAT UNFAVORABLE	SOMEWHAT UNFAVORABLE	FAVORABLE	SOMEWHAT UNFAVORABLE	NEUTRAL	NEUTRAL	SOMEWHAT FAVORABLE	SOMEWHAT UNFAVORABLE	NEUTRAL
Bayfront-3	Fully grade separated expressway for mixed flow and managed lanes	SOMEWHAT UNFAVORABLE	SOMEWHAT UNFAVORABLE	FAVORABLE	SOMEWHAT FAVORABLE	NEUTRAL	NEUTRAL	SOMEWHAT FAVORABLE	SOMEWHAT FAVORABLE	NEUTRAL
Bayfront-4	Standalone grade separation at either University or Willow	SOMEWHAT UNFAVORABLE	SOMEWHAT UNFAVORABLE	FAVORABLE	SOMEWHAT UNFAVORABLE	NEUTRAL	NEUTRAL	SOMEWHAT UNFAVORABLE	SOMEWHAT UNFAVORABLE	NEUTRAL

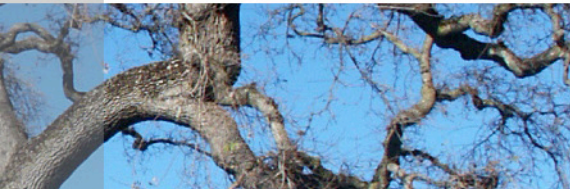


BAYFRONT EXPRESSWAY ALTERNATIVES SUMMARY

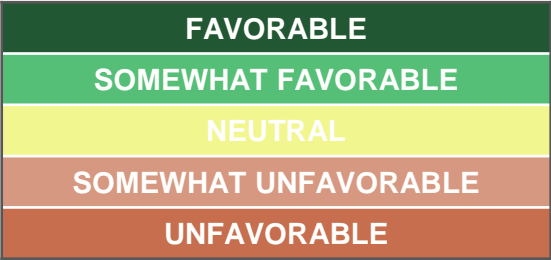


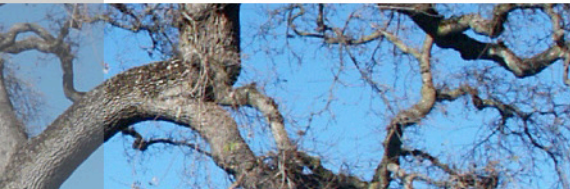
FAVORABLE
SOMEWHAT FAVORABLE
NEUTRAL
SOMEWHAT UNFAVORABLE
UNFAVORABLE

		Cost	Ease of Implementation	Sensitive Populations	Transportation Sustainability	Safety	School Nearby	Congestion Relief	GHG Rdx / Person Thrupt	Green Infrastructure
Bayfront- 1	Peak period bus/shuttle lanes from Bridge to Marsh	SOMEWHAT FAVORABLE	FAVORABLE	FAVORABLE	FAVORABLE	NEUTRAL	NEUTRAL	NEUTRAL	FAVORABLE	NEUTRAL
Bayfront-2	Fully grade separated expressway for mixed flow	UNFAVORABLE	UNFAVORABLE	FAVORABLE	UNFAVORABLE	NEUTRAL	NEUTRAL	SOMEWHAT FAVORABLE	UNFAVORABLE	NEUTRAL
Bayfront-3	Fully grade separated expressway for mixed flow and managed lanes	UNFAVORABLE	UNFAVORABLE	FAVORABLE	SOMEWHAT FAVORABLE	NEUTRAL	NEUTRAL	SOMEWHAT FAVORABLE	SOMEWHAT FAVORABLE	NEUTRAL
Bayfront-4	Standalone grade separation at either University or Willow	UNFAVORABLE	UNFAVORABLE	FAVORABLE	UNFAVORABLE	NEUTRAL	NEUTRAL	UNFAVORABLE	UNFAVORABLE	NEUTRAL



BAYFRONT EXPRESSWAY ALTERNATIVES SUMMARY



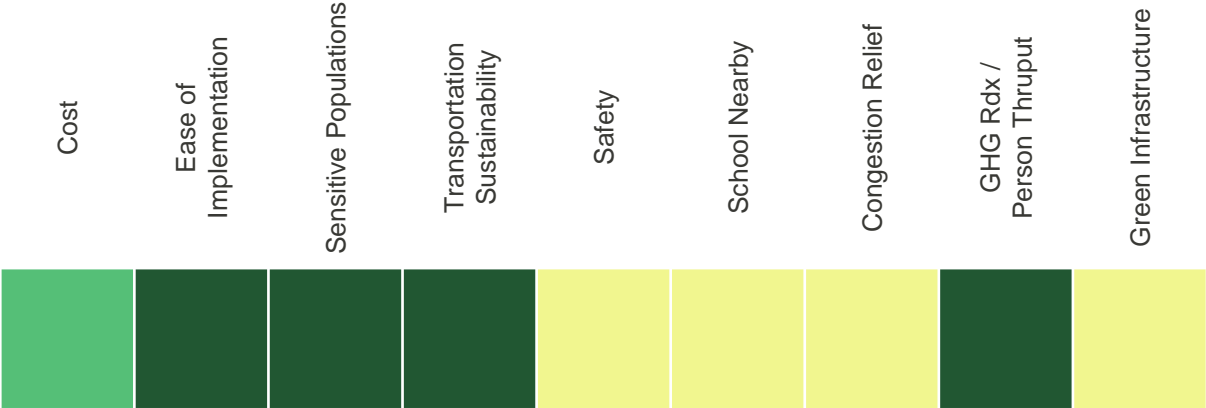


BAYFRONT EXPRESSWAY ALTERNATIVES SUMMARY



Bayfront- 1

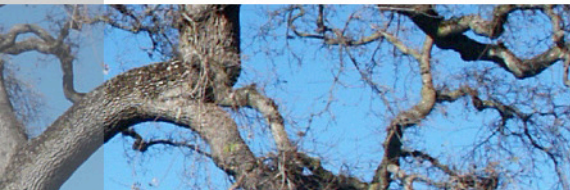
Peak period bus/shuttle lanes from Bridge to Marsh



Bayfront-3

Fully grade separated expressway for mixed flow and managed lanes





BAYFRONT EXPRESSWAY ALTERNATIVES SUMMARY



FAVORABLE
SOMEWHAT FAVORABLE
NEUTRAL
SOMEWHAT UNFAVORABLE
UNFAVORABLE

		Cost	Ease of Implementation	Sensitive Populations	Transportation Sustainability	Safety	School Nearby	Congestion Relief	GHG Rdx / Person Thruput	Green Infrastructure
Bayfront- 1	Peak period bus/shuttle lanes from Bridge to Marsh	SOMEWHAT FAVORABLE	FAVORABLE	FAVORABLE	FAVORABLE	NEUTRAL	NEUTRAL	NEUTRAL	FAVORABLE	NEUTRAL
Bayfront-3	Fully grade separated expressway for mixed flow and managed lanes	UNFAVORABLE	UNFAVORABLE	FAVORABLE	SOMEWHAT FAVORABLE	NEUTRAL	NEUTRAL	SOMEWHAT FAVORABLE	SOMEWHAT FAVORABLE	NEUTRAL
Bayfront-5	Rail Alternative	UNFAVORABLE	UNFAVORABLE	FAVORABLE	SOMEWHAT FAVORABLE	NEUTRAL	NEUTRAL	SOMEWHAT FAVORABLE	SOMEWHAT FAVORABLE	NEUTRAL



WHERE DO WE GO NEXT?

TASKS REMAINING

Task	Schedule
1. Project initiation	June 2017
2. Existing transportation information summary	July–December 2017
3. Community engagement, round 1	July–October 2017
4. Identify performance metrics and prioritization criteria	September–December 2017
5. Community engagement, round 2	**discussed later
6. Develop Transportation Master Plan	**discussed later
7. Develop Transportation Impact Fee Program update	**discussed later



CITY COUNCIL SUBCOMMITTEE RECOMMENDATIONS



- Add 4 OOC meetings to:
 - Review City Council-adopted scope, goals, prioritization criteria and role of the OOC
 - Provide series of 3 meetings to review citywide recommendations (by neighborhood: north, central and south)
- Prioritize Dumbarton rail over highway improvements to Bayfront Expressway

NEXT STEPS

Task	Schedule
OOO #3: Review City Council-adopted scope, goals, prioritization criteria and role of OOC	Mid-to-late May 2018
OOO #4, 5, 6: Review recommendations for north, central and south areas of City	June–August 2018
Community workshop and online open house	Fall 2018
Release draft Master Plan	Early 2019
Complete Streets Commission review	Spring 2019
City Council review and adoption	Spring 2019
Develop Fee Program update	Summer/Fall 2019

CITY COUNCIL DIRECTION REQUESTED:

- Authorize staff to return with scope and schedule modifications to add meetings as described

- Provide direction on regional infrastructure priorities:
 - Concur with removal of alternatives 2 and 4 shown?
 - Concur with maintaining alternative 1?
 - Discuss desirability of alternative 3?
 - Discuss importance to pursue alternative 3 relative to Dumbarton Rail (alt 5)?



THANK YOU

PRIORITY CORRIDORS

crash data

SAFETY ANALYSIS

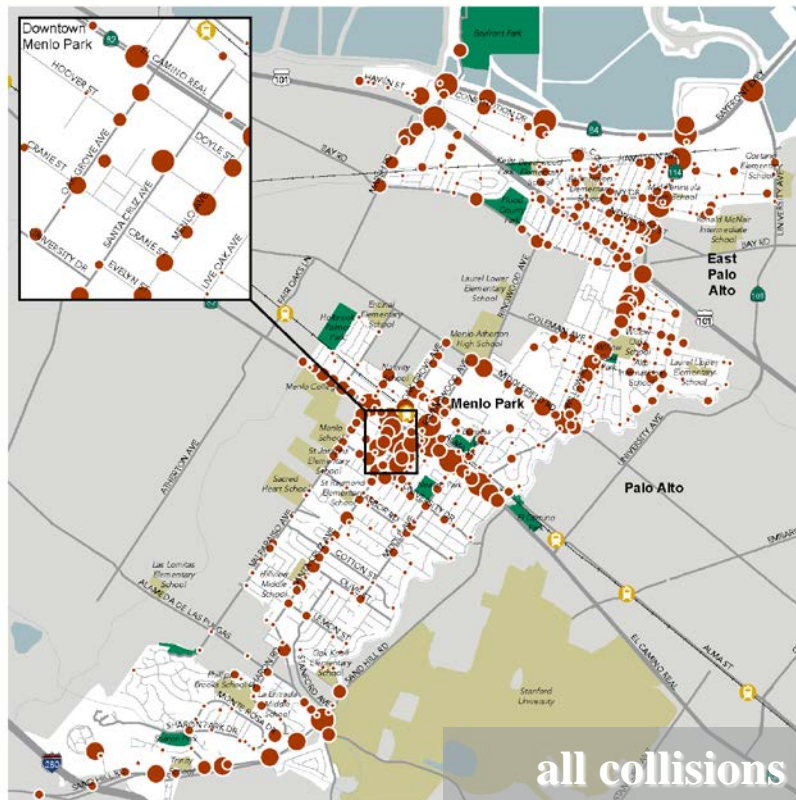
CITY OF MENLO PARK
TRANSPORTATION MASTER PLAN

Number of Collisions
from July 2012 to June 2017

- 1
- 2 - 5
- 6 - 10
- 11 - 25
- 26 - 98

-  Caltrain Station
-  Park
-  School/University

Data source: Menlo Park Police Department,
California Highway Patrol





PRIORITIZATION CRITERIA

overview

Cost

- \$: Less than \$100,000
- \$\$: \$100,000 - \$1,000,000
- \$\$\$: \$1,000,000 - \$3,000,000
- \$\$\$\$: Greater than \$3,000,000
- F: Funded

Ease of implementation

- May be accomplished during routine pavement maintenance or City-guided program
- May be eligible for grant funding
- Significant community support

Sensitive populations

- Proximity to daycares, senior centers, and communities of concern

Transportation sustainability

- Meets City's goals and policies for mobility choices and health & wellness

Safety

- Could improve safety conditions

School nearby

- K-12 school located with ½ mile radius

Congestion relief

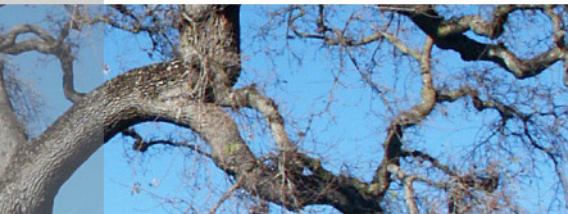
- Short-Term
- Long-Term
- Circulation Patterns

GHG reduction / person throughput

- Moves people out of SOV and into transit, carpools, shuttles, etc.
- Meets City's GHG goal

Green infrastructure

- Reduces impervious surface or increases pervious surface; stormwater treatment



STREET CLASSIFICATIONS

WILLOW ROAD



■ Boulevard

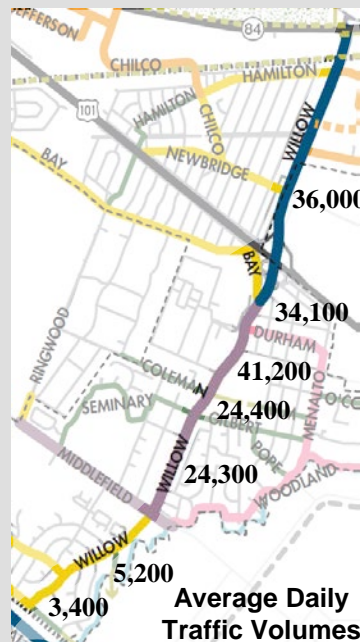
- Major thoroughfare with higher frequency of transit service and mixed commercial and retail frontages.
(FHWA: Primary Arterial)

■ Avenue – Mixed-use

- Streets with mixed residential and commercial frontages that serve as a main route for multiple modes.
(FHWA: Minor Arterial)

■ Neighborhood collector

- Primarily residential street that serves a significant destination.
(FHWA: Collector)



Street Classifications

■ Boulevard

Bicycle:	●
Pedestrian:	●
Transit:	●
Vehicle:	●

■ Avenue - Mixed Use

Bicycle:	●
Pedestrian:	●
Transit:	●
Vehicle:	●

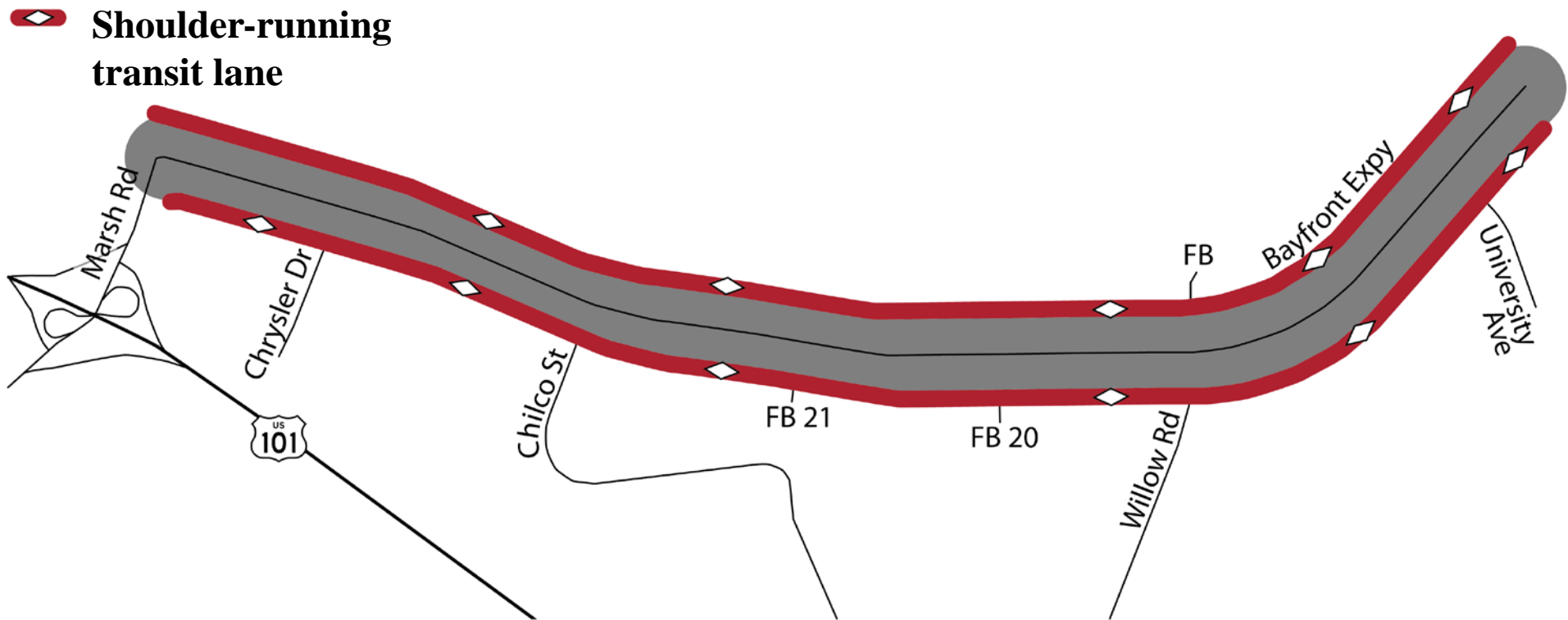
■ Neighborhood Collector

Bicycle:	●
Pedestrian:	●
Transit:	○
Vehicle:	○

BAYFRONT EXPRESSWAY

BAYFRONT-1





Peak period bus/shuttle lanes from Dumbarton Bridge to Marsh Road

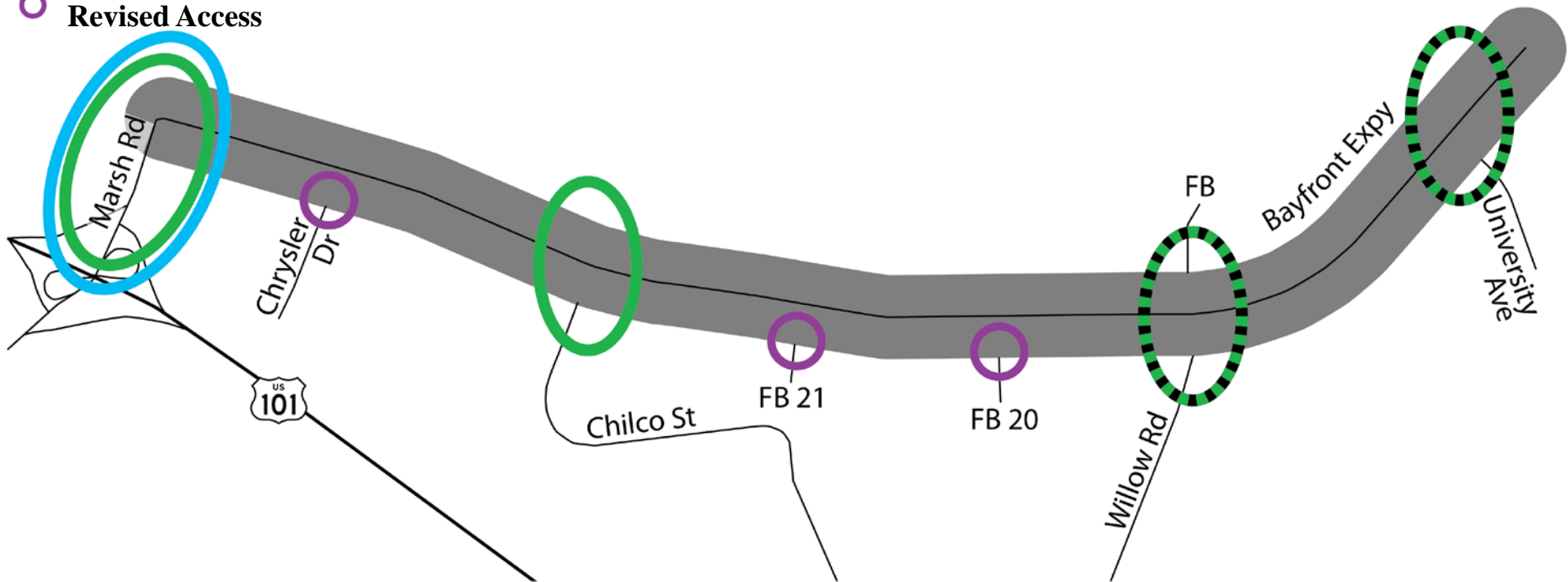


BAYFRONT EXPRESSWAY

BAYFRONT-2

Fully grade separated expressway for mixed flow

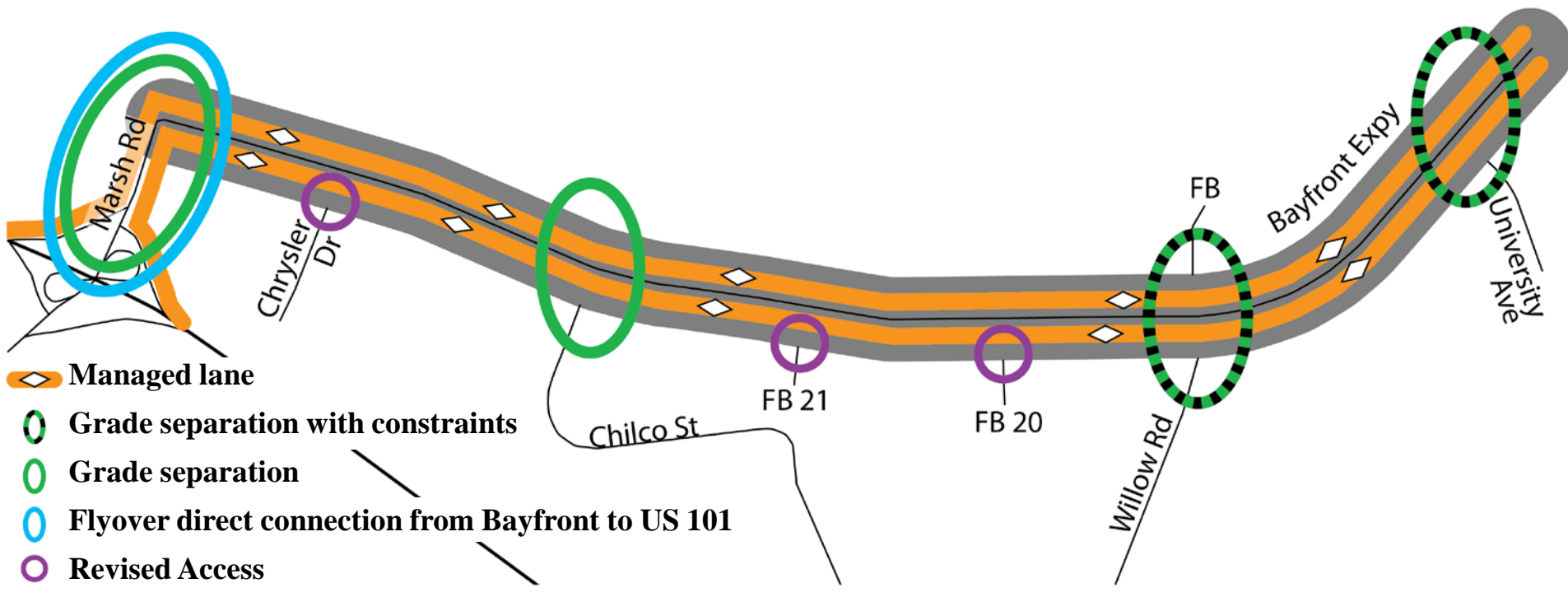
-  Grade separation with constraints
-  Grade separation
-  Flyover direct connection from Bayfront to U.S. 101
-  Revised Access



BAYFRONT EXPRESSWAY

BAYFRONT-3

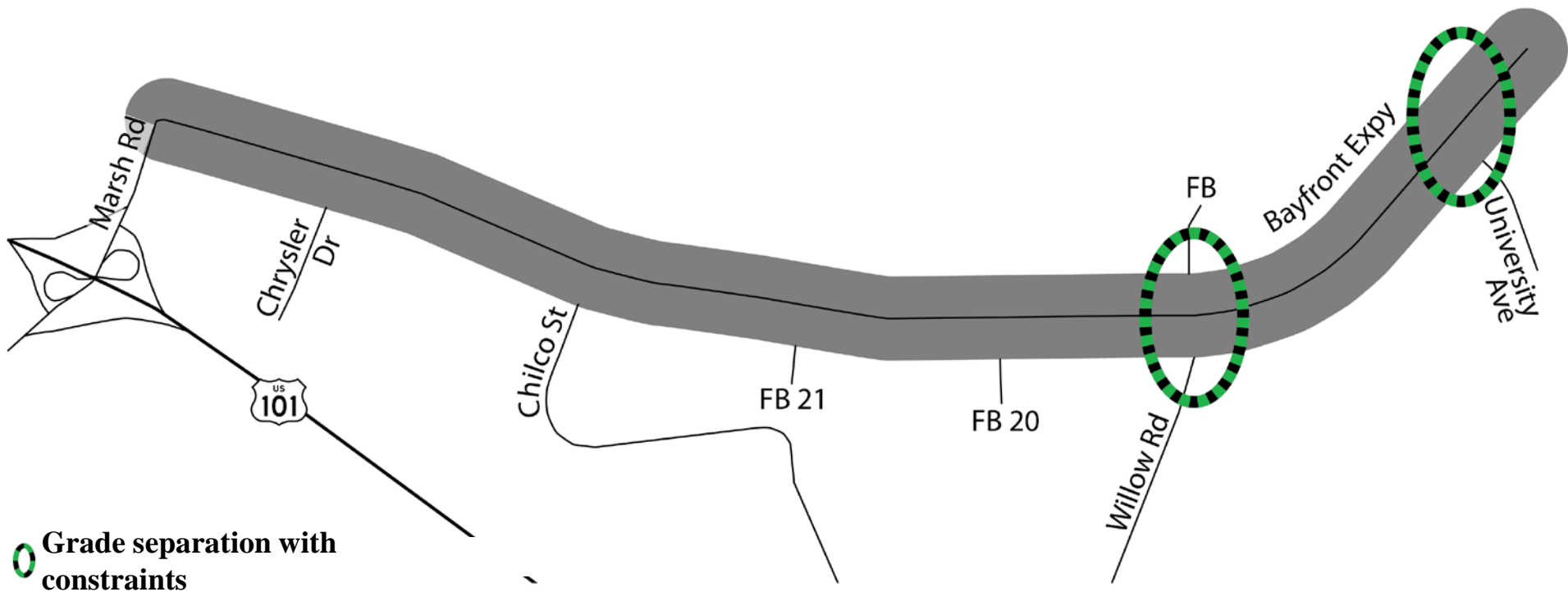
Fully grade separated expressway for mixed flow and managed lanes



BAYFRONT EXPRESSWAY

BAYFRONT-4

Standalone grade separation at either University Avenue or Willow Road





DOWNTOWN PARKING STRUCTURE

Jim Cogan, Housing and Economic Development

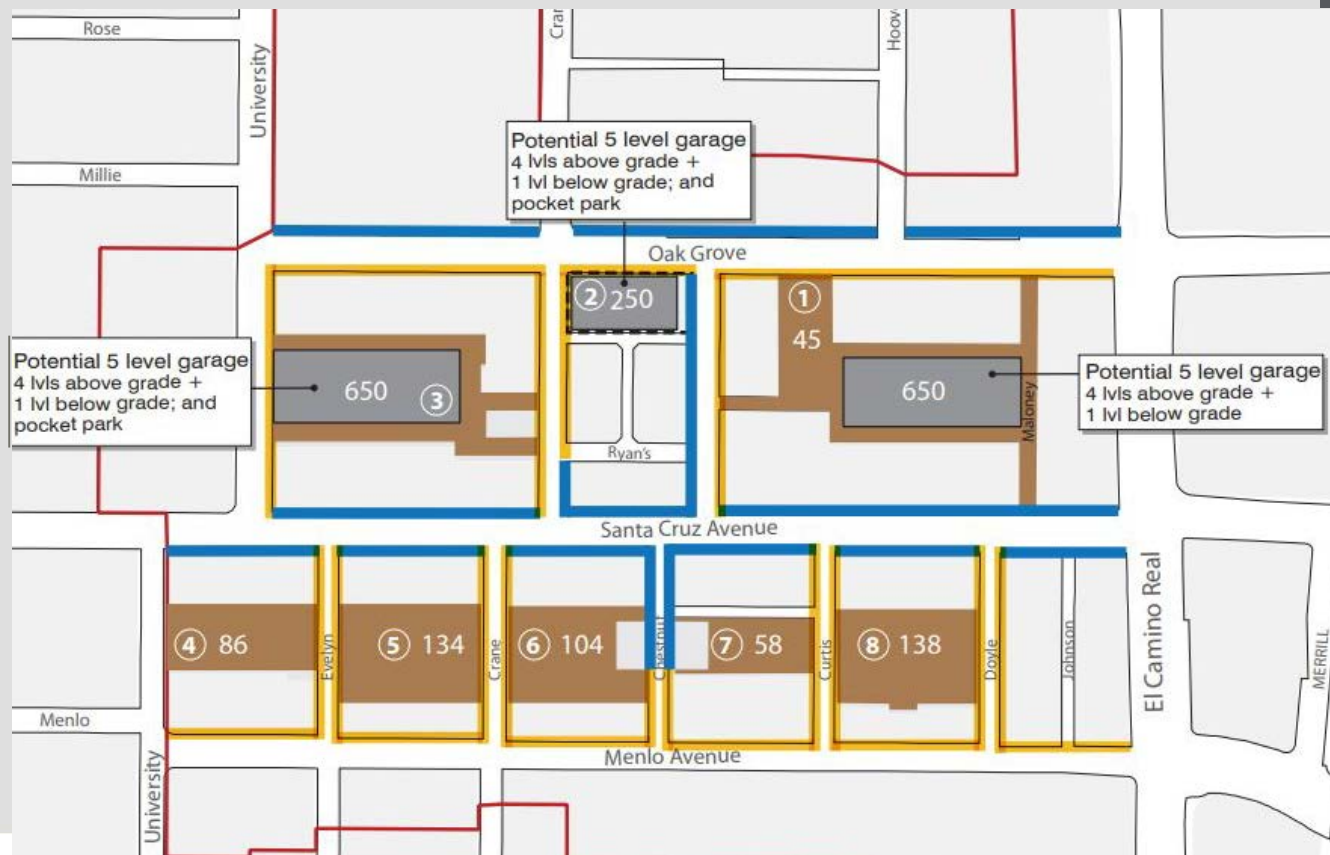
CITY COUNCIL GOALS & WORK PLAN

- Council approves priority projects – February 2018
- Community Meeting – April 16th, 2018
 - » 1,600 postcards mailed to downtown businesses and residents
 - » Email alerts via Notify Me (Menlo Park City News, Menlo Park Downtown Businesses, Menlo Park Housing News, etc.)
 - » Sign up for Notify Me alerts: menlopark.org/notifyme
 - » Staff outreach on Santa Cruz Ave.
- Online Survey - April 16-23, 2018
- City Council Study Session – April 24, 2018
- Direction to Staff



EL CAMINO REAL/DOWNTOWN SPECIFIC PLAN

SPECIFIC PLAN IDENTIFIED SITES





Existing and Future Downtown Parking Supply				
Parking Location	Existing Supply ¹	Specific Plan Change	Change in Spaces	Future Supply
<i>Parking Plazas</i>				
Parking Plaza 1	249	Added Parking Garage ²	446	695 ³
Parking Plaza 2	95	Added Parking Garage and Pocket Park ⁴	155	250
Parking Plaza 3	212	Added Parking Garage and Pocket Park ⁵	438	650
Parking Plaza 4	105	Pedestrian Link	-19	86
Parking Plaza 5	150	Pedestrian Link	-16	134
Parking Plaza 6	136	Pedestrian Link, Market Place	-32	104
Parking Plaza 7	94	Pedestrian Link, Market Place	-36	58
Parking Plaza 8	145	Pedestrian Link	-7	138
Total	1,186		929	2,115
Total with 2 Parking Garages	1,186		483 - 774	1669 - 1960 ⁶
<i>On-Street Spaces</i>				
Santa Cruz Avenue	116	Sidewalk Widening	-48	68
Chestnut Street North	26	Sidewalk Widening	-11	15
Chestnut Street South	17	Chestnut Paseo	-11	6
Oak Grove Avenue	80	Added Bike Lanes	-35	45
Other Streets	170	No Change	0	170
Total	409		-105	304 ⁷



Existing and Future Downtown Parking Supply

Parking Location	Existing Supply	Specific Plan Change	Change in Spaces	Future Supply
<i>Parking Plazas</i>				
Parking Plaza 1	249	Added Parking Garage	446	695
Parking Plaza 2	95	Added Parking Garage and Pocket Park	155	250
Parking Plaza 3	212	Added Parking Garage and Pocket Park	438	650

COMPARABLE STRUCTURES

EXAMPLE STRUCTURES

Morgan Hill



- Location: Fourth Street
- Opened 2016
- Parking, retail, & event space
 - 3rd floor can accommodate a 250 person event
- 3 levels / 271 parking spaces
- 4,000 sq ft of retail
- Total cost: \$12.28 million
 - Land acquisition \$2.13 million
- \$37,454/space

EXAMPLE STRUCTURES

Palo Alto



- Location: California Ave.
- Conceptual Plan
- Parking garage only
- 6 levels
 - 4 above / 2 below grade
- 636 proposed parking spaces
- Total Sq Ft: 149,500
- Projected Cost: \$45.8 million
- \$72,012/space

POSSIBLE MENLO PARK COSTS

Range per space \$37,454 (MH) - \$72,012 (PA)

- 650 spaces equates to a cost range of \$24.4 to \$46.8 million
- 250 spaces equates to a cost range of \$9.4 to \$18 million

Currently we have \$0 million dollars identified

POSSIBLE FUNDING SOURCES

- Citywide Bond Initiative
 - Polling
 - 2/3rds voter approval
- Facilities District
 - Majority vote of the affected property owners
- Public-private partnership
 - Mixed-use development
 - Determine preferred uses
 - Request for proposals
 - Exclusive Negotiations Agreement



MIXED-USE OPTIONS



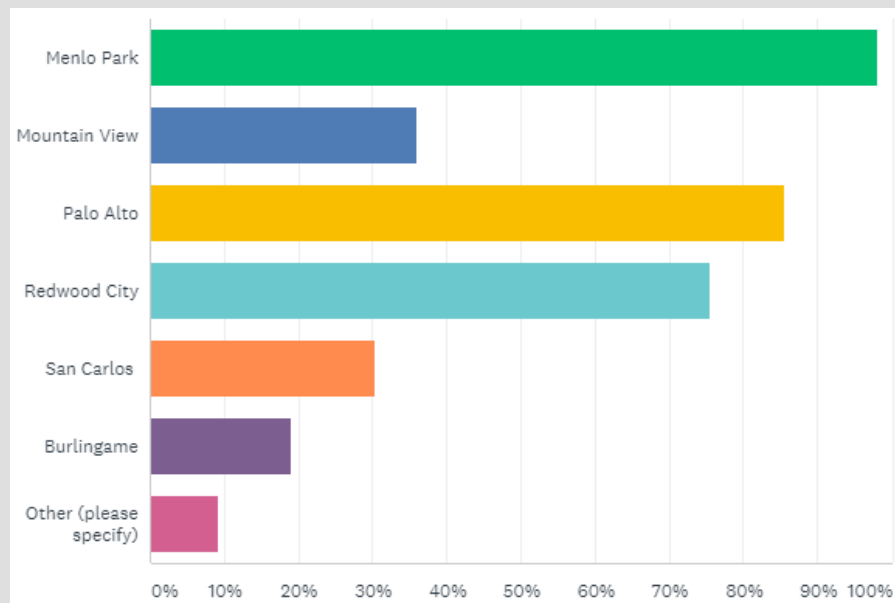
- Movie theater/entertainment venue
- Market/affordable housing
- Retail shops
- Restaurants
- Open space

COMMUNITY SURVEY

- 413 community members completed the survey
- Survey: Monday, April 16th - Monday, April 23rd
- Questions:
 1. Which local downtown areas do you visit?
 2. Why do you visit those downtown areas?
 3. What type of use, if any, would you like combined with the garage?
 4. Do you support paid parking in a new garage?
 5. What is the furthest you will walk to your destination? (parking space to destination)
 6. Additional comments/suggestions regarding the Downtown Parking Structure.

SURVEY RESULTS

1. Which local downtown areas do you visit?

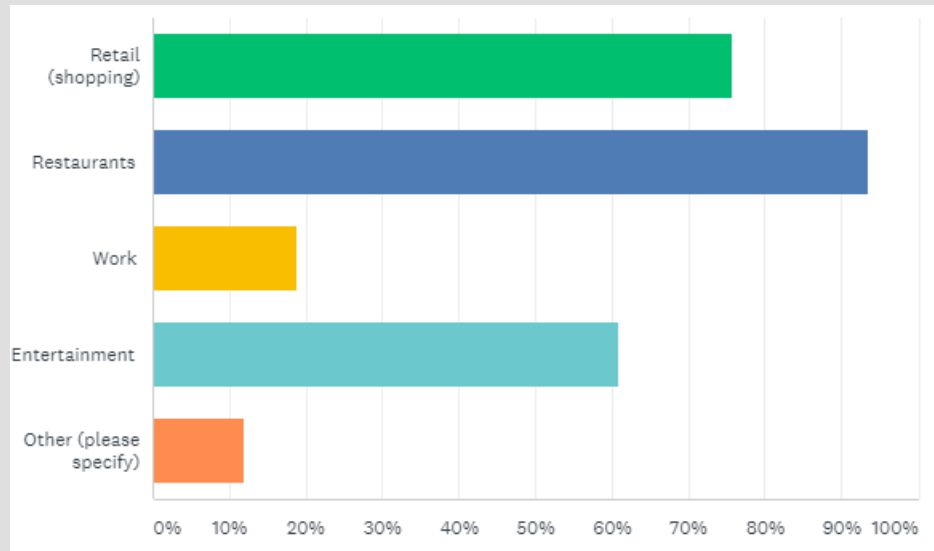


■ Top Responses:

- Menlo Park 98.06%
- Palo Alto 85.47%
- Redwood City 75.54%
- Mountain View 36.08%
- San Carlos 30.27%
- Burlingame 19.13%
- Other 9.20%
 - Los Altos, San Mateo, Etc.

SURVEY RESULTS

2. Why do you visit those downtown areas?

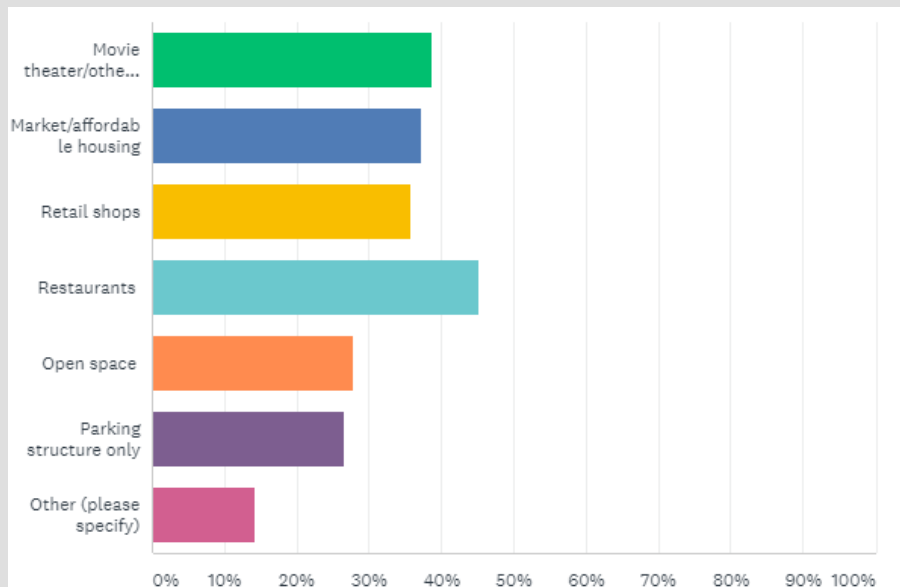


■ Top Responses:

- Restaurants 93.46%
- Retail 75.79%
- Entertainment 60.77%
- Work 18.89%
- Other 11.86%
 - Grocery, Banking, Post Office, Etc.

SURVEY RESULTS

3. What type of use, if any, would you like combined with the garage?

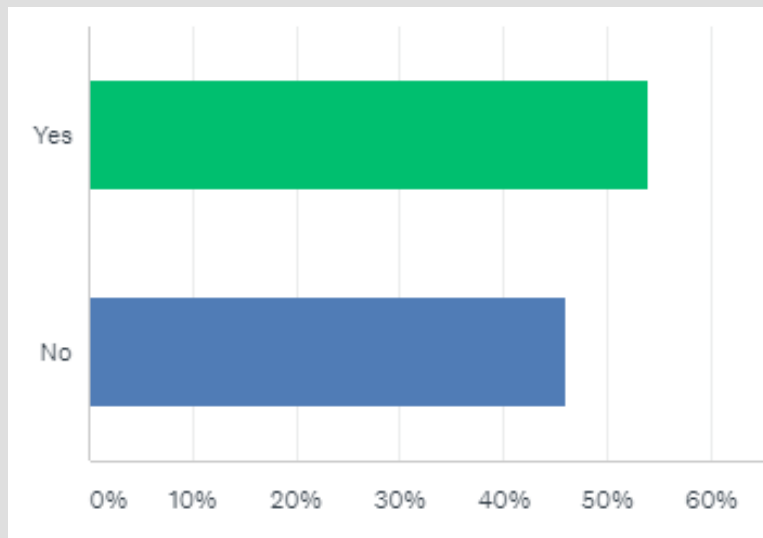


■ Top Responses:

- Restaurants 45.28%
- Movie theatre/entertainment 38.74%
- Market/affordable housing 37.29%
- Retail shops 35.84%
- Open space 27.85%
- Parking structure only 26.63%
- Other 14.29%

SURVEY RESULTS

4. Do you support paid parking in a new garage?

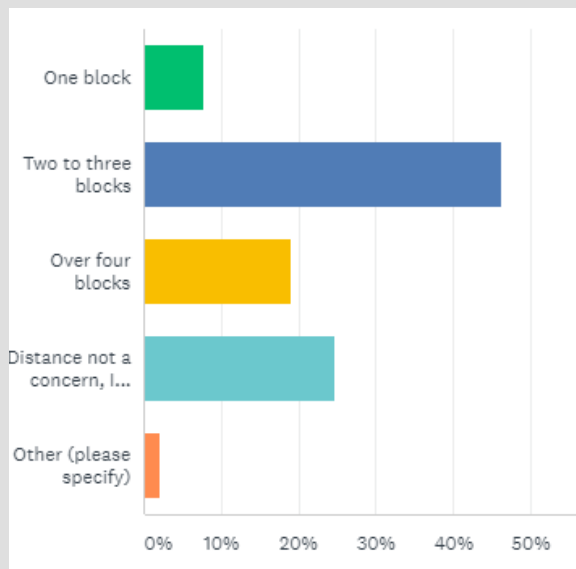


■ Responses:

- Yes 54%
- No 46%

SURVEY RESULTS

5. What is the furthest you will walk to your destination? (from parking space to downtown destination)



■ Responses:

- Two to three blocks 46.25%
- Distance not a concern 24.70%
- Over four blocks 19.13%
- One block 7.75%

SURVEY RESULTS

6. Please use the space below for any additional comments/suggestions regarding the Downtown Parking Structure.
 - Recurring themes (221 responses):
 - Architectural aspects important; incorporate green spaces
 - Explore underground parking to minimize above ground floors
 - Free parking first 1.5-2 hours then paid; validation system parking
 - Common perception of no available parking downtown
 - Solar panels, EV charging, and green building
 - Keep the small town feel to downtown Menlo Park
 - Multiple comments in favor of housing
 - Need for additional parking questioned



THANK YOU