



STAFF REPORT

City Council

Meeting Date:

5/19/2026

Staff Report Number:

26-084-CC

Informational Item:

**Update on the City's Urban Water Management
2025 Plan**

Recommendation

Staff recommends the City Council receive an update on the development of the City's Urban Water Management Plan (2025 Plan).

Policy Issues

The Urban Water Management Planning Act (Act), as codified in California Water Code Sections 10610-10656, requires urban water suppliers providing more than 3,000 acre-feet of water annually, or having more than 3,000 service connections, to develop a plan every five years. Compliance with the Act is necessary to be eligible for State grants, loans, and drought assistance.

Background

Menlo Park Municipal Water (MPMW) provides approximately 1,031 million gallons or 3,164 acre-feet of water to a population of approximately 20,483 through 4,400 service connections. MPMW's water supply is purchased from the San Francisco Public Utilities Commission (SFPUC) to service the areas shown in Attachment A. As a qualifying urban water supplier per the Act, MPMW is responsible for updating the document (within its service area) every five years. Cal Water is also required to submit a UWMP for its service area that includes part of Menlo Park (Bear Gulch District).

The 2025 Plan is a long-term planning document to ensure that adequate water supplies are available for future needs by summarizing water sources, projecting demands, and outlining water conservation measures. Key provisions in the Plan include the following:

- Water reliability study: an assessment of water source reliability over a 20-year planning period considering future demands as a result of population, development, and employment growth.
- An evaluation of water service reliability and drought risk assessment including conducting a dry-year water reliability assessment for up to five consecutive dry years
- A Water Shortage Contingency Plan (WSCP) consisting of six drought stages (ranging from 10% to 50% in water shortages)

In May 2021, the City Council adopted the 2020 Plan. In November 2025, staff provided an update on the 2025 Plan as an informational item to the City Council. Refer to the UWMP webpage (Attachment B) for the 2020 Plan and November 2025 informational item. The 2025 Plan must be adopted and submitted to the California Department of Water Resources (DWR) by July 1.

Analysis

A summary of key findings for the Draft 2025 Plan is included below:

Water reliability study

During normal non-drought years, MPMW is expected to have adequate water supplies to meet the projected water demand through 2050. The water reliability study accounts for future water usage based on factors such as population, development, and employment growth. Water usage within MPMW's service area is not expected to exceed the Individual Supply Guarantee (ISG) (i.e. water supply from SFPUC), which are projected to be 26% to 31% lower than the 2020 Plan (Table 1). This reduction in demand is attributed to two main factors:

- In 2020, MPMW had total water purchases of 2.93 million gallons per day (MGD). From 2021 to 2025, the total annual water purchases dropped (ranging from 2.30 MGD to 2.68 MGD). Possible factors contributing to this reduction are due to the pandemic, water reduction measures enforced during the 2021 to 2023 drought, and other City sponsored conservation programs.
- The 2020 Plan projected population growth based on the addition of 4,500 new housing units planned as part of the City's 2016 General Plan Update (ConnectMenlo), adding about 11,570 new residents. The 2020 Plan assumed that much of this development would be completed by 2025. However, a recent review found that only about one-third of the housing units projected through 2025 were built and occupied. This was factored into the 2025 Plan and the water demand forecast was revised accordingly.

Table 1: Projected water demands

25-year projections	2025	2030	2035	2040	2050
MPMW Individual Supply Guarantee (ISG)	4.456	4.456	4.456	4.456	4.456
2020 Plan projected water demand (mgd)	3.549	3.682	3.864	4.060	
2025 Plan projected water demand (mgd)	2.676 (actual)	2.827	2.895	2.958	3.090
2025 Plan percent of total ISG	60.05%	63.44%	64.97%	66.38%	69.34%

Water shortage contingency plan (WSCP)

The WSCP is a component of the 2025 Plan and outlines specific demand reduction actions, enforcement mechanisms, and communication protocols for each of the six drought stages. It provides flexibility for the City Council to incorporate additional regulations/prohibitions based on any future emergency water regulations adopted by the State Water Board or drought-related actions imposed by SFPUC. The City's implementation of the current WSCP proved to be effective in droughts during this reporting period. Consequently, there are no significant changes to WSCP from the 2020 Plan.

Related plans

Staff coordinated with external agencies, including SFPUC and the Bay Area Water Supply and Conservation Agency (BAWSCA), during the development of the 2025 Plan. These coordination efforts ensure that other related masterplans, and water conservation efforts, are captured in the plan update.

The State Water Resources Control Board (SWRCB) oversees the Bay-Delta Water Quality Control Plan (Bay-Delta Plan) which establishes water quality control measures and flow requirements in the Bay Delta watershed. In December 2018, the SWRCB adopted amendments to the Bay-Delta Plan requiring 30 to 50% of its runoff to be diverted to other tributaries, reducing the amount of water received by BAWSCA agencies (including MPMW). To date, the SWRCB has not implemented the Bay-Delta Plan amendment.

SFPUC is still expected to meet projected water demands if the Bay-Delta Plan amendment is enforced during non-drought years. However, water supply shortages would be anticipated during drought years. To address this issue, the 2025 Plan will model MPMW's future water supply under two scenarios. The first scenario assumes implementation of the Bay-Delta Plan amendment and is the default used for the future water supply projections. The second scenario assumes that the amendment will not be implemented and supplemental tables will be included as an appendix to the 2025 Plan. This scenario approach is consistent with other BAWSCA agencies and the SFPUC as part of their plan updates, as well as MPMW's approach during the 2020 Plan update.

Next steps

Table 2 includes the key milestones for the 2025 Plan.

Table 2: 2025 Plan milestones	
Date	Description
May 26	Release draft 2025 Plan for public review
June 23	City Council public hearing to adopt final 2025 Plan
July 1	Deadline to adopt 2025 Plan and submit to DWR

Impact on City Resources

There is no direct impact on City resources associated with this staff report.

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.

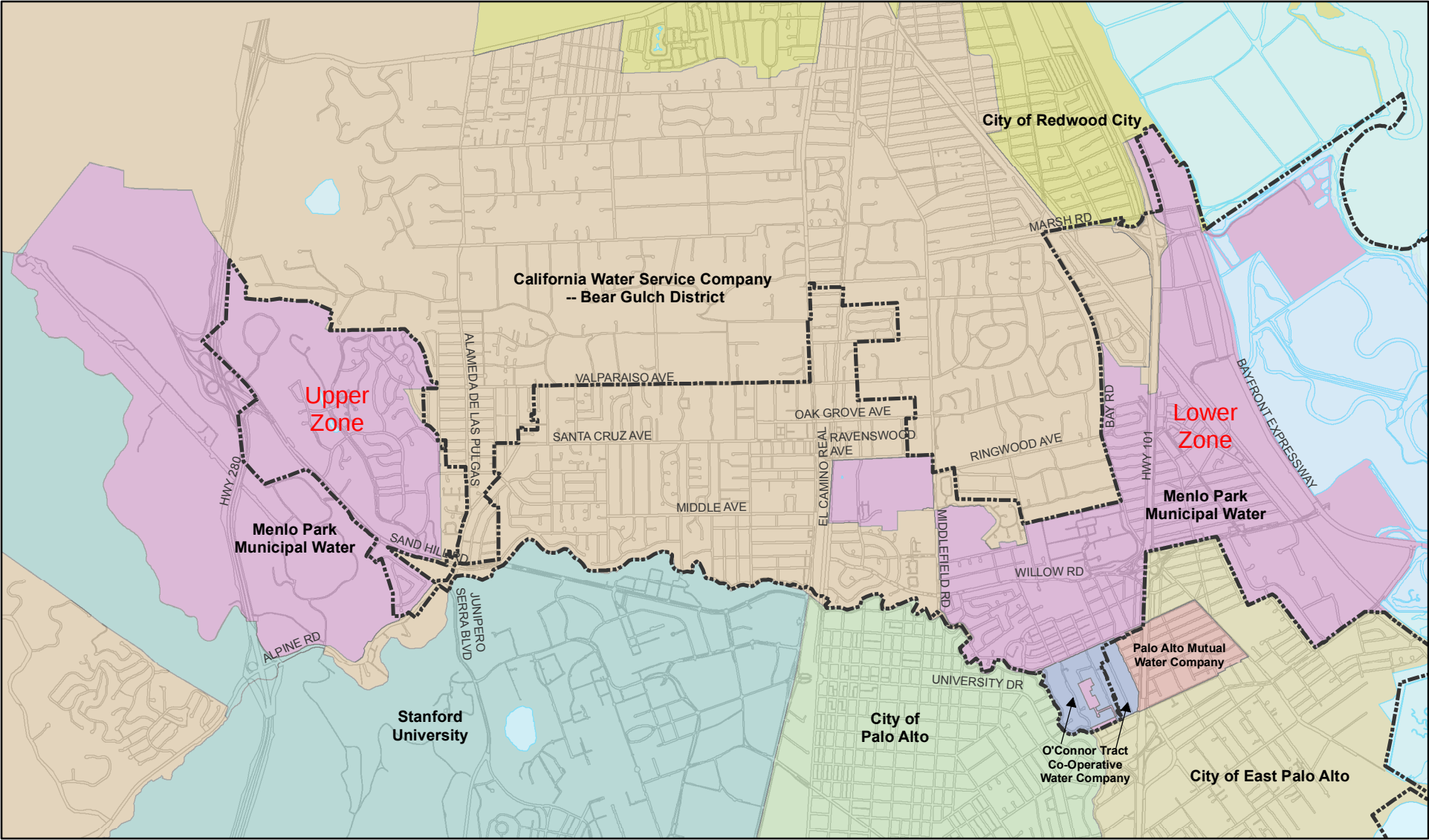
Attachments

A. MPMW service map

B. Hyperlink – Urban Water Management Plan webpage:
www.menlopark.gov/uwmp

Report prepared by:
Scott Jaw, Associate Engineer

Report reviewed by:
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City Limits

Travel Ways

Water

Water Provider

- California Water Service Company – Bear Gulch District
- City of East Palo Alto
- City of Palo Alto
- City of Redwood City
- Menlo Park Municipal Water
- Stanford University
- Palo Alto Mutual Water Company
- O'Connor Tract Co-Operative Water Company



Water Agencies Within and Surrounding Menlo Park



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