



STAFF REPORT

City Council

Meeting Date: 6/23/2026

Staff Report Number: 25-108-CC

Public Hearing: Hold public hearing and consider and adopt a resolution approving the 2025 Urban Water Management Plan and authorizing its submittal to the Department of Water Resources

Recommendation

Staff recommends that the City Council hold a public hearing on the draft 2025 Urban Water Management Plan and Water Shortage Contingency Plan (2025 Plan) and adopt a resolution (Attachment A) accepting the 2025 Plan and authorizing its submittal to the Department of Water Resources (DWR).

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 B. As a qualifying urban water supplier per the Act, MPMW is responsible for updating the document (within its service area) every five years. California Water Services is also required to submit an Urban Water Management Plan for its service area that includes part of the City (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 2025 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. On May 19, staff presented an update on the 2025 Plan as an informational item (Attachment C). On May 26, the draft 2025 Plan was released on the City's webpage for public review (Attachment D). Pursuant to the Act, and prior to its adoption, a public hearing for the draft plan must be conducted to review comments received. The 2025 Plan is due to the Department of Water Resources (DWR) by July 1 to maintain eligibility for State water grant funding.

Analysis

Water Reliability Study

The 2025 Plan includes demand projections in five-year increments through 2050. Demand projections were based on the Bay Area Water Supply and Conservation Agency's (BAWSCA) 2025 Regional Water Demand and Conservation Projections Study, which forecasts water demands for participating agencies (including the City) based on population and employment growth (per the City's Housing Element) as well as climate change, water pricing data, and conservation savings.

Overall, water usage within MPMW's service area is not expected to exceed the Individual Supply Guarantee (ISG) (i.e. water supply from SFPUC), which is projected to be 27% to 30% lower than the 2020 Plan (Table 1). This reduction in demand is attributed to the following 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.
- The vast majority of MPMW's population growth is expected to occur in multi-family residential zones which typically uses less water than single-family homes. This was factored into the water demand projection.
- The 2025 Plan accounts for improved water use efficiency and future refinements in water saving technology.

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	N/A
2025 Plan projected water demand (mgd)	2.676 (actual)	2.805	2.899	2.992	3.178
2025 Plan percent of total ISG	60.1%	62.9%	65.1%	67.2%	71.3%

Water shortage contingency plan (WSCP)

The WSCP (Attachment D) is included as an appendix in 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 the WSCP from the 2020 Plan.

Related plans

Staff coordinated with external agencies, including SFPUC and 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 modeled 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 are 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

Staff recommends City Council’s approval of the 2025 Plan. Contingent upon the City Council’s authorization, staff will submit the final 2025 Plan to the DWR, the California State Library, and San Mateo County by the mandated July 1 deadline. The final 2025 Plan will be made available to the public within 30 days of adoption by posting on the City’s webpage.

Impact on City Resources

No additional resources are required to adopt the 2025 Plan, however, failure to submit the 2025 Plan to DWR by July 1 may jeopardize the City's eligibility to receive grant funding for City sponsored water programs and projects.

Environmental Review

Adoption of the 2025 Plan is categorically exempt from the California Environmental Quality Act (CEQA) under Section 15307 of the CEQA Guidelines (Actions by Regulatory Agencies for Protection of Natural Resources).

Public Notice

Staff posted the draft 2025 Plan for public review on the City's webpage May 26, published an article in the weekly digest, and notified local government agencies and other water suppliers in the area that the draft documents were available for public review. A notice of the 2025 Plan's release was included in the local newspaper June 7 and June 17. Public notification was also achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Resolution
- B. MPMW service area map
- C. Hyperlink – May 19 Staff Report #26-084-CC:
www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2026-meetings/20260519/12-20260519-cc-urban-water-mgmt-plan-update.pdf
- D. Hyperlink – Draft 2025 Urban Water Management Plan and Water Shortage Contingency Plan:
www.menlopark.gov/Government/Departments/Public-Works/Water-stormwater-and-solid-waste/Menlo-Park-Municipal-Water/Water-projects-and-plans/Urban-Water-Management-Plan

Report prepared by:
Scott Jaw, Associate Engineer

Report reviewed by:
Michael Fu, Assistant Public Works Director
Azalea Mitch, Public Works Director

RESOLUTION NO. XXXX**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
ADOPTING THE 2025 URBAN WATER MANAGEMENT PLAN**

WHEREAS, the Urban Water Management Planning Act (Water Code Sections 10610 – 10656 and 10608) requires every urban water supplier to prepare an Urban Water Management Plan; and

WHEREAS, the primary function of the Urban Water Management Plan is to support the suppliers' long-term resource planning to ensure that adequate water supplies are available to meet existing and future water needs; and

WHEREAS, the City's Menlo Park Municipal Water (MPMW) is a qualifying urban water supplier that is required to have an Urban Water Management Plan for its service area pursuant to the Urban Water Management Planning Act; and

WHEREAS, the Water Shortage Contingency Plan is included as a part of the Urban Water Management Plan and provides an action plan for a drought or catastrophic water supply; and

WHEREAS, the City's last Urban Water Management Plan was prepared and adopted in 2021; and

WHEREAS, the Urban Water Management Planning Act requires periodic review of the Urban Water Management Plan at least once every five years, followed by any amendments or changes to the plan that are indicated by that review; and

WHEREAS, an updated Urban Water Management Plan and Water Shortage Contingency Plan for MPMW's service area (2025 Plan) must be adopted by the City Council and filed with the California Department of Water Resources by July 1, 2026; and

WHEREAS, the City retained EKI Environmental & Water, Inc. ("EKI") to develop the 2025 Plan for MPMW's service area; and

WHEREAS, as required by Water Code Section 10621(b), the City notified the County of San Mateo on Feb. 18, 2026, that the City would be reviewing the plan and considering amendments or changes to the plan.

WHEREAS, the City has prepared and circulated a draft 2025 Plan for public review, and properly noticed a public hearing regarding said plan held by the City Council on June 23, 2026; and

WHEREAS, the Menlo Park City Council considered the 2025 Plan, staff report, and all public testimony on June 23, 2026;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MENLO PARK HEREBY RESOLVES, as follows:

Section 1. The City Council hereby finds that the above recitations are true and correct and, accordingly, are incorporated as a material part of this Resolution.

Section 2. The City Council adopts the 2025 Plan.

Section 3. The City Council finds that adoption of the 2025 Plan is categorically exempt from the California Environmental Quality Act (CEQA) under Section 15307 of the CEQA Guidelines (Actions by Regulatory Agencies for Protection of Natural Resources).

Section 4. The City Council hereby authorizes and directs staff to supply copies of the 2025 Plan to the Department of Water Resources, the California State Library, and the County of San Mateo within 30 days after adoption.

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 by said City Council on the twenty-third day of June, 2026, by the following vote:

AYES:

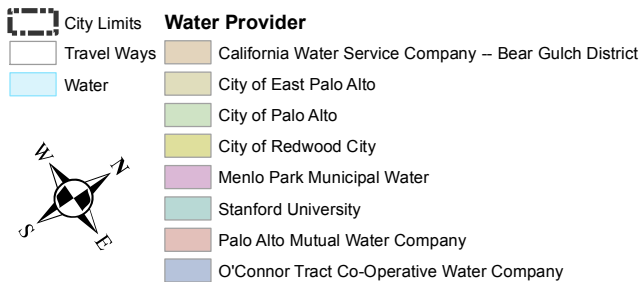
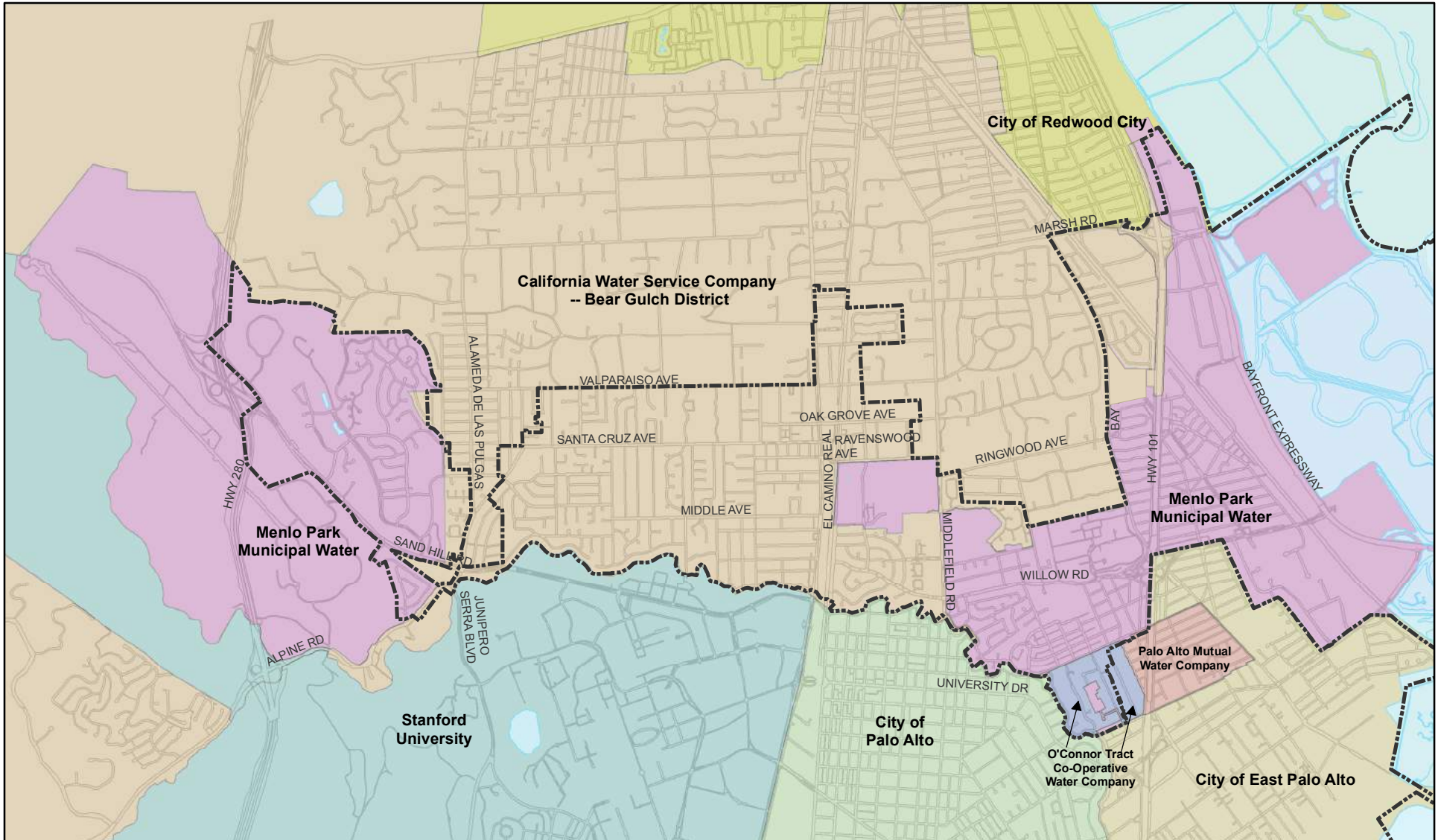
NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City Council on this ___ day of June, 2026.

Judi A. Herren, City Clerk



Water Agencies Within and Surrounding Menlo Park

