



# Parks and Recreation Commission

## REGULAR MEETING AGENDA

**Date:** 3/23/2022

**Time:** 6:30 p.m.

**Location:** [Zoom.us/join](https://zoom.us/join) – ID# 861 6441 7229

### 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
  - Access the meeting real-time online at:  
[Zoom.us/join](https://zoom.us/join) –Meeting ID# 861 6441 7229
  - Access the meeting real-time via telephone at:  
(669) 900-6833  
Meeting ID# 861 6441 7229  
Press \*9 to raise hand to speak

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](http://www.menlopark.org). The instructions for logging on to the Zoom webinar and/or the access code is subject to change. If you have difficulty accessing the Zoom webinar, please check the latest online edition of the posted agenda for updated information ([menlopark.org/agenda](http://menlopark.org/agenda)).

### Regular Meeting ([Zoom.us/join](https://zoom.us/join) – ID# 861 6441 7229)

#### A. Call To Order

#### B. Roll Call

#### C. Public Comment

Under "Public Comment," the public may address the Parks and Recreation Commission 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 Parks and Recreation Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under public comment other than to provide general information.

#### D. Presentations

D1. Youth Advisory Committee – Bedwell Bayfront Park clean-up day

D2. Staff presentation: Reservation management platform implementation

**E. Regular Business**

- E1. Approve the minutes for the regular meeting of the Parks and Recreation Commission of February 23, 2022 ([Attachment](#))
- E2. Parks and Recreation Commission work plan update

**F. Informational Items**

- F1. Menlo Park Community Campus draft operation plan milestones ([Staff Report PRC-2022-004](#))
- F2. Department updates
- F3. Parks and Recreation Commission tentative agenda calendar ([Attachment](#))

**G. Commissioner Reports**

- G1. Park tours – Sharon Park and Stanford Hills Park
- G2. Individual Commissioner reports

**H. Adjournment**

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission 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 Commission 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](mailto:jaherren@menlopark.org). Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at [menlopark.org/agenda](http://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](http://menlopark.org/notifyme). Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 03/17/2022)



# Parks and Recreation Commission

## REGULAR MEETING MINUTES – DRAFT

**Date:** 2/23/2022

**Time:** 6:30 p.m.

**Location:** Zoom

### A. Call To Order

Chair Thomas called the meeting to order at 6:32 p.m.

### B. Roll Call

**Present:** Brosnan, Bryman (exited at 7:20 p.m.), Diepenbrock, Joshua, Thomas

**Absent:** Baskin

**Staff:** Library and Community Services Director Sean Reinhart, Assistant Library Director Nick Szegda, Interim Assistant Community Services Director Rondell Howard, Public Works Supervisor - Parks Bill Halleck, Interim Assistant Public Works Director Karen Pachmayer

### C. Public Comment

- Jennifer Johnson requested information on the Nealon Park zip line play structure.

### D. Presentations

#### D1. Burgess Park play area and Willow Oaks Park renovation updates

Interim Assistant Public Works Director Karen Pachmayer introduced the item.

Callandar Associates representative Nate Ritchie made the presentation (Attachment).

Public comment:

- Jennifer Johnson spoke in support of accessible elements considerations for any park play structures and the use of rubber surfacing instead of wood chips.

#### D2. Aquatics program annual report (Staff Report PRC-22-03)

Library and Community Services Director Reinhart and Tim Sheeper from Team Sheeper made the presentation (Attachment).

Commissioner Bryman exited the meeting at 7:20 p.m.

Public comment:

- Jennifer Johnson spoke in support of the planned addition of water therapy classes and the installation of a ramp for accessibility.
- Janet Davis spoke in support of the former wellness class teacher and increasing programs for the elderly.

## **E. Regular Business**

- E1. Approve the minutes for the regular meeting of the Parks and Recreation Commission of January 26, 2022 (Attachment)

**ACTION:** Motion and second (Diepenbrock/ Joshua), to approve the meeting minutes of the Parks and Recreation Commission for January 26, 2022 passed 4-0 (Baskin and Bryman absent).

## **F. Informational Items**

- F1. Department updates

Director Reinhart provided updates.

Public comment:

- Jennifer Johnson spoke in support of the zip line play feature at Nealon Park being open to the public.

- F2. Parks and Recreation Commission work plan update

Director Reinhart provided an update.

Chair Thomas requested that the Work Plan Subcommittee reconvene and add more details to the work plan.

- F2. Parks and Recreation Commission tentative agenda calendar (Attachment)

**ACTION:** By acclamation, the following items were added to the tentative agenda calendar:

- March – Commission work plan

## **G. Commissioner Reports**

- G1. Individual Commissioner reports

Chair Thomas reported on the planned park tour for March 26.

## **H. Adjournment**

Chair Thomas adjourned the meeting at 8:26 p.m.

Nick Szegda, Assistant Library Director





# Burgess Park and Willow Oaks Park Improvement Projects

Parks and Recreation Commission Meeting  
February 23, 2022





# INTRODUCTION

## PROJECT OVERVIEW

- Combined public outreach and design process for Burgess Park and Willow Oaks Park
- Burgess Park - focused on play area
- Willow Oaks Park - master plan for the entire park and construction of highest priority elements

## PROCESS TO DATE

- Conducted site analysis
- Collected community input on play areas and dog park
- Created preliminary plans with design alternatives

## PRESENTATION GOALS

- Summarize outreach results and present preliminary designs
- Collect Commission and public comments







# BURGESS PARK



# PROJECT SUMMARY AND GOALS

## PROJECT SUMMARY

- Develop a new design for the existing play area while preserving the surrounding park features.
- Expand improvements outside of the play area as needed to create an accessible path of travel.
- Implement project construction.

## PROJECT GOALS

- GOAL 1 Encourage community participation throughout the design process.
- GOAL 2 Emphasize a unique design theme to create a strong park identity.
- GOAL 3 Ensure the play area is accessible and meets the needs of children of all abilities.
- GOAL 4 Create an exciting play experience!



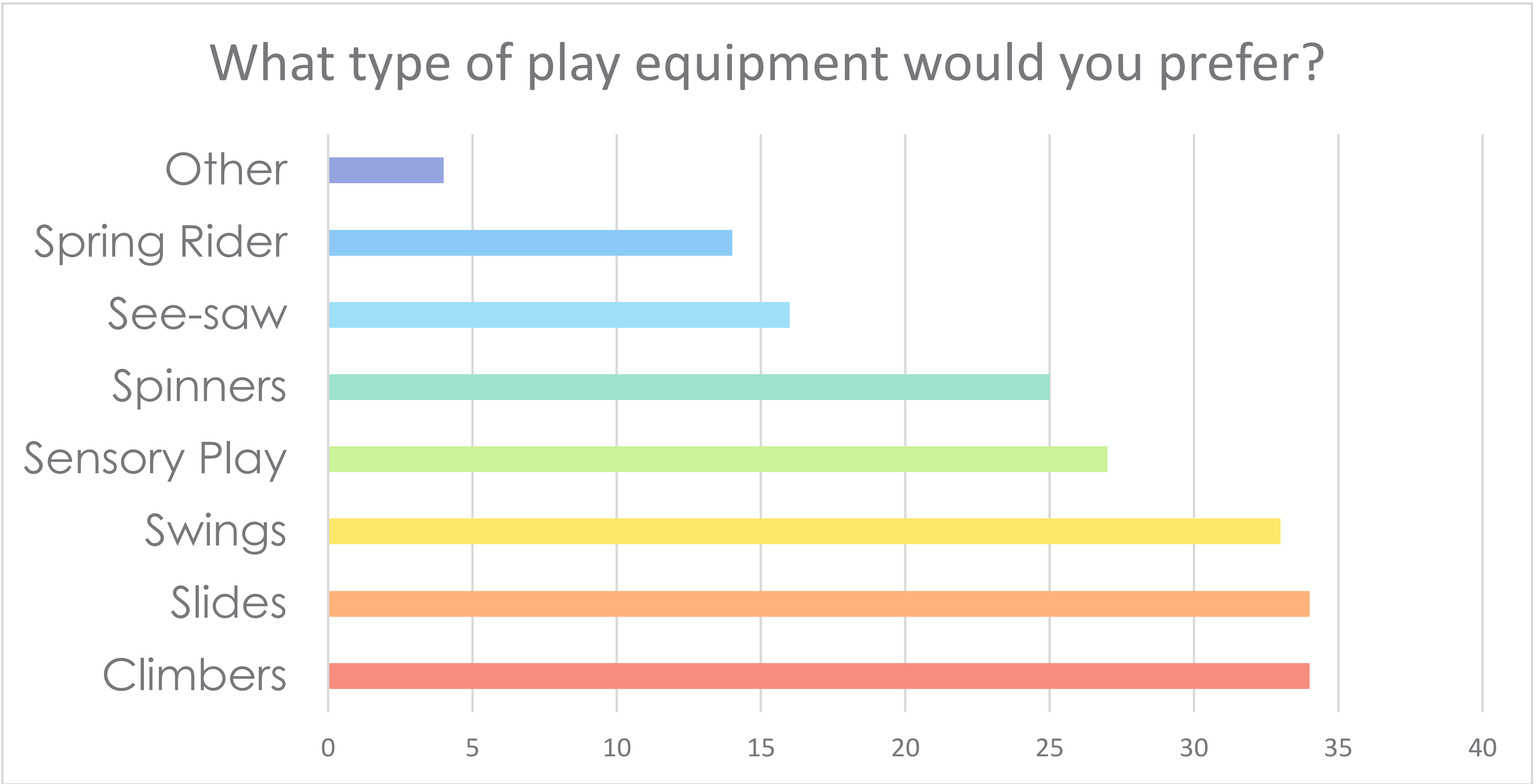
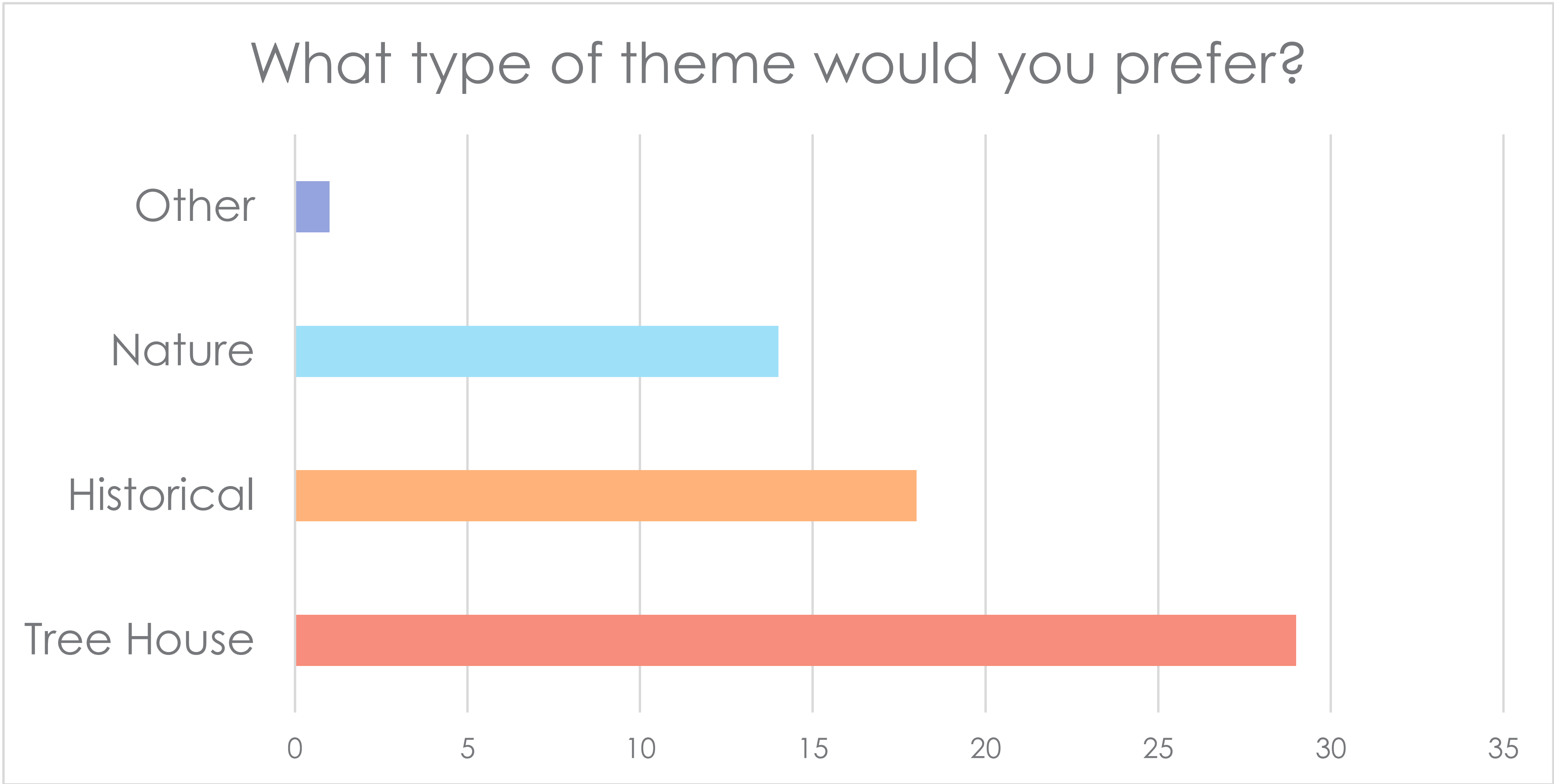


# EXISTING CONDITIONS



# BURGESS PARK IMPROVEMENT PROJECT





TREE HOUSE THEME



NATURE THEME



HISTORICAL THEME



SLIDES



SEE-SAW    SPRING RIDER

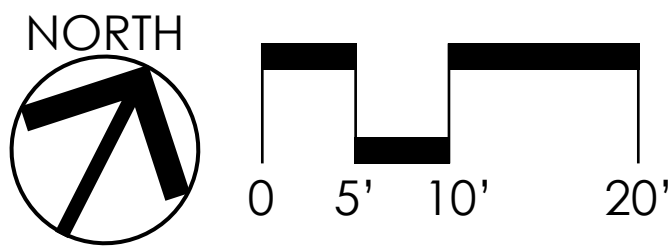
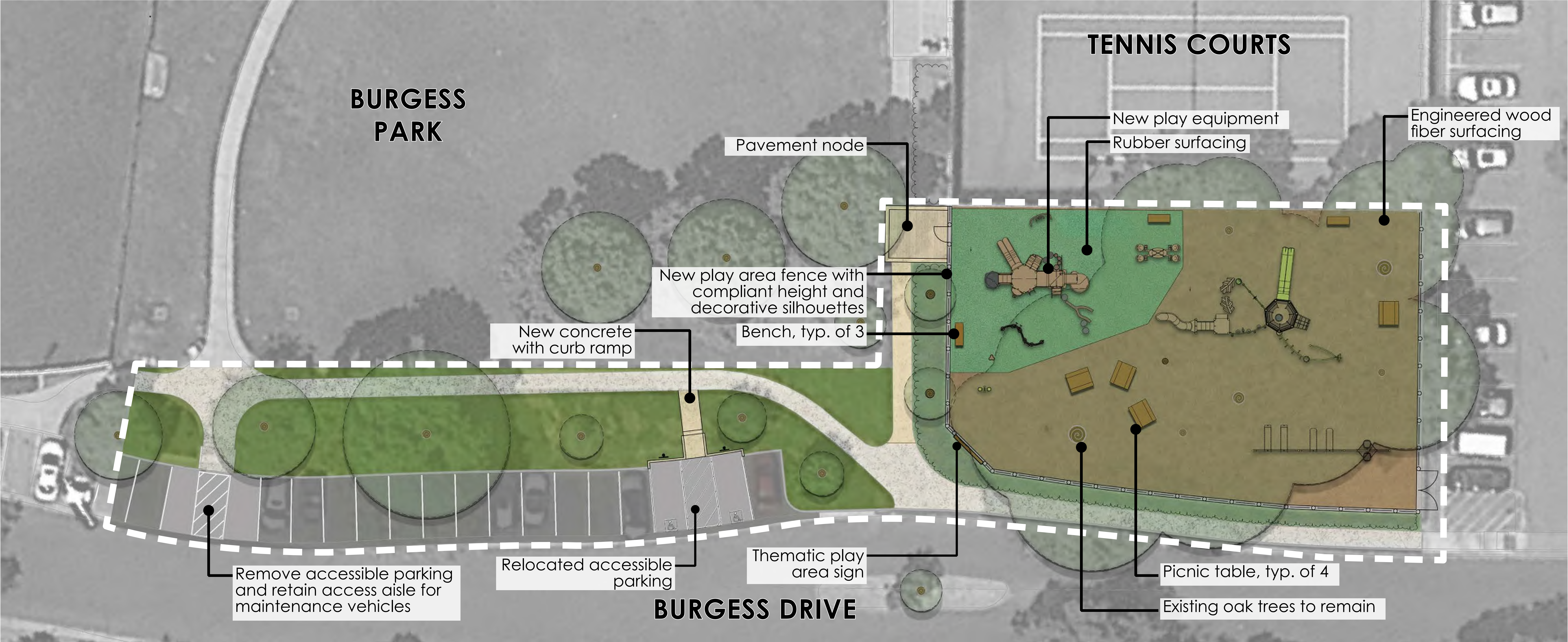


SENSORY PLAY





PRELIMINARY CONCEPT PLAN



Play Area Sign



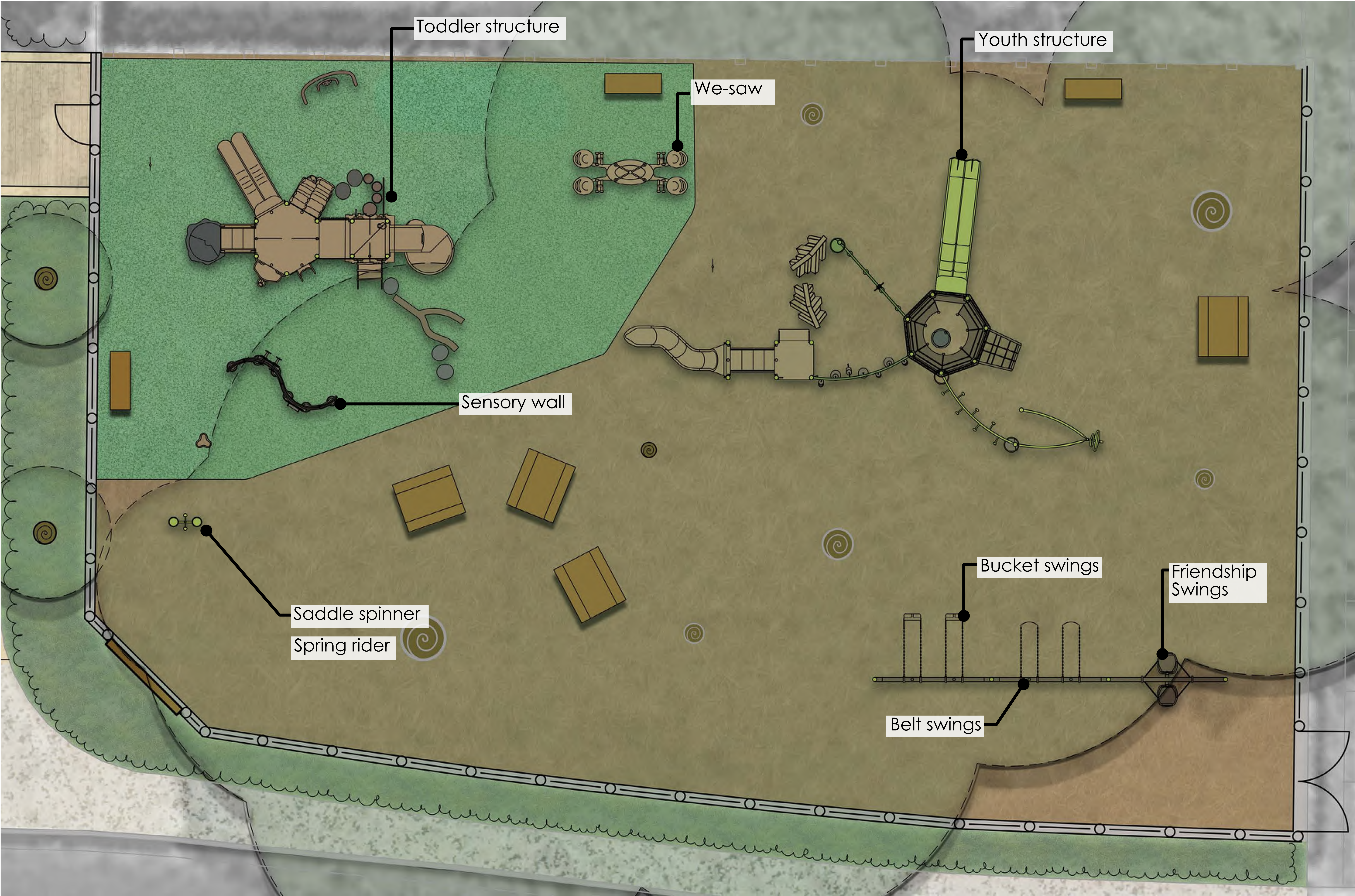
Play Area Fence



Pavement Node - Stamped Concrete

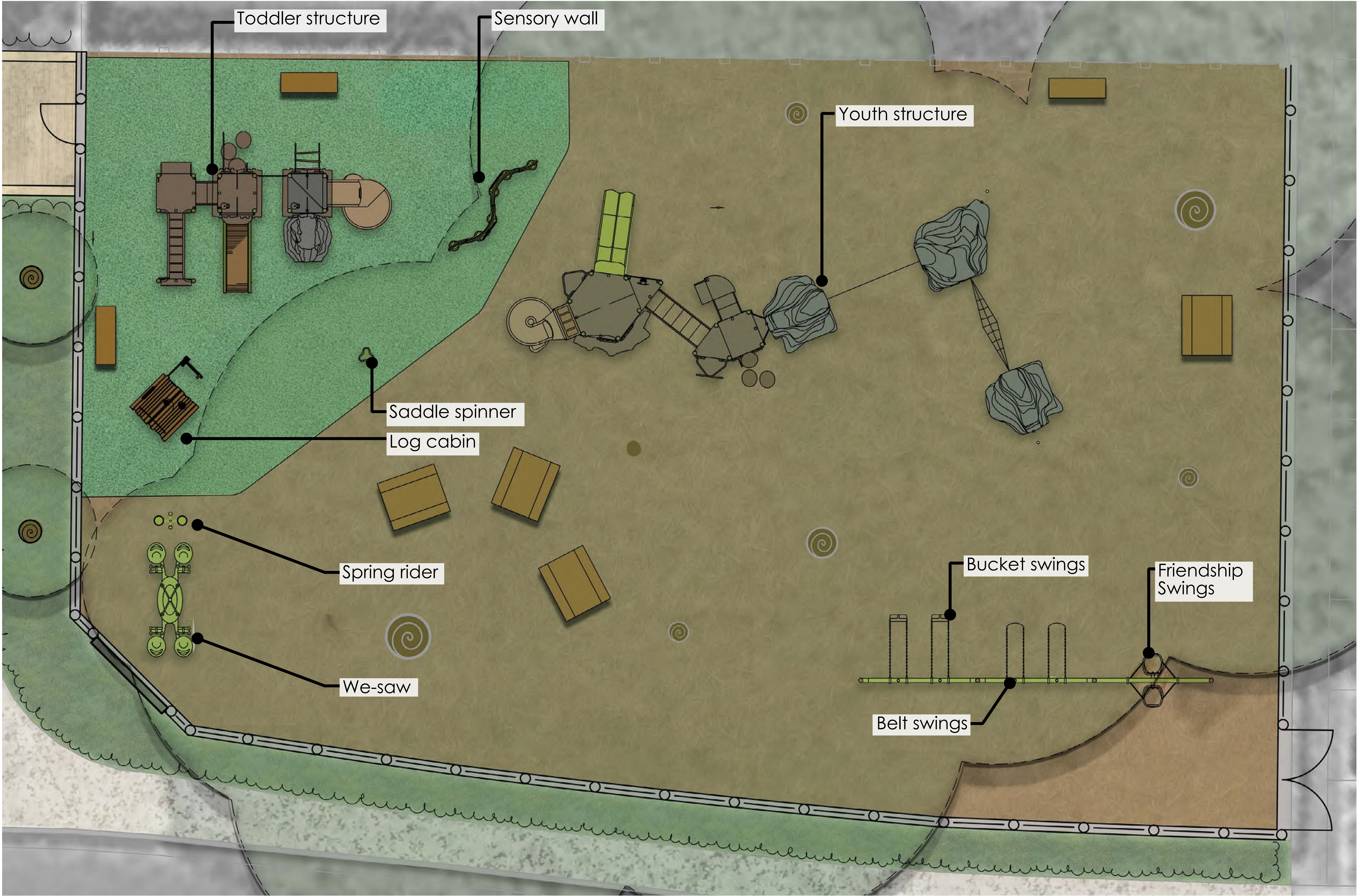


PLAY EQUIPMENT - OPTION 1





PLAY EQUIPMENT - OPTION 2

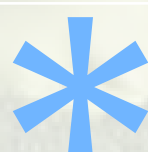




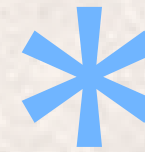
STAND-ALONE PLAY COMPONENTS



Sensory Wall



We-Saw



Spring Rider



Saddle Spinner



Log Cabin



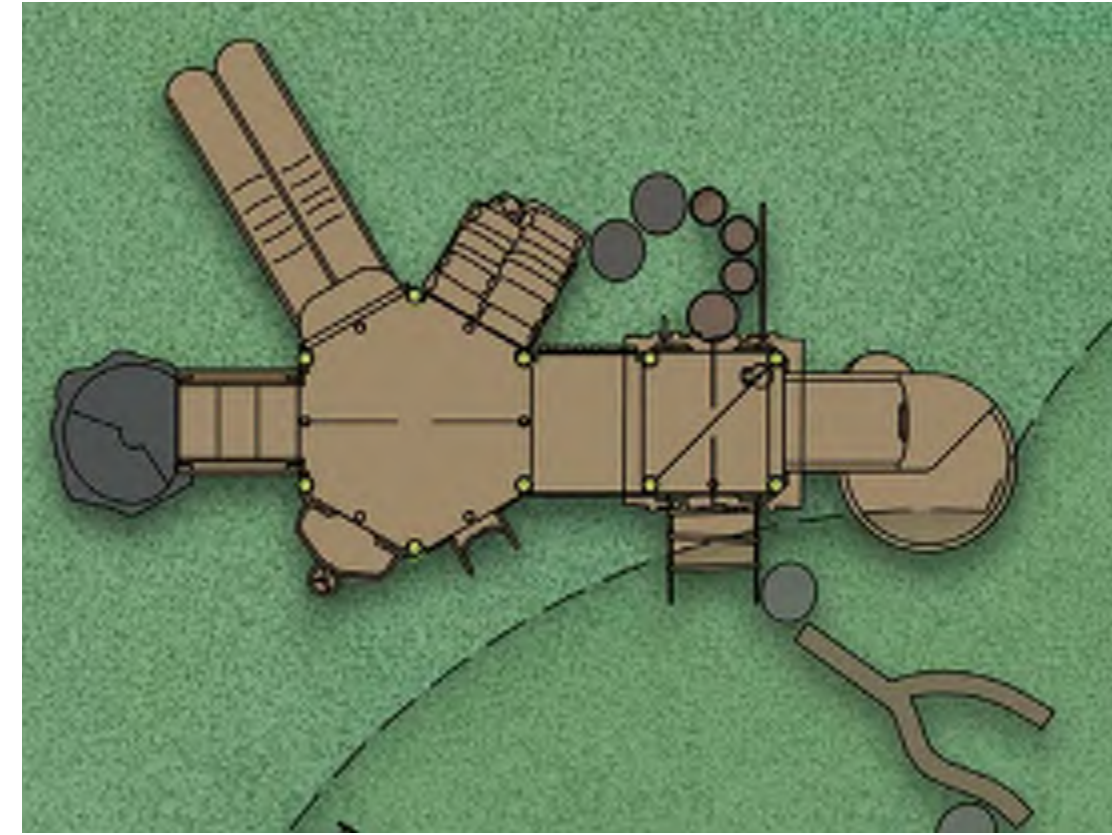
Friendship Swing



\* Inclusive Play Elements



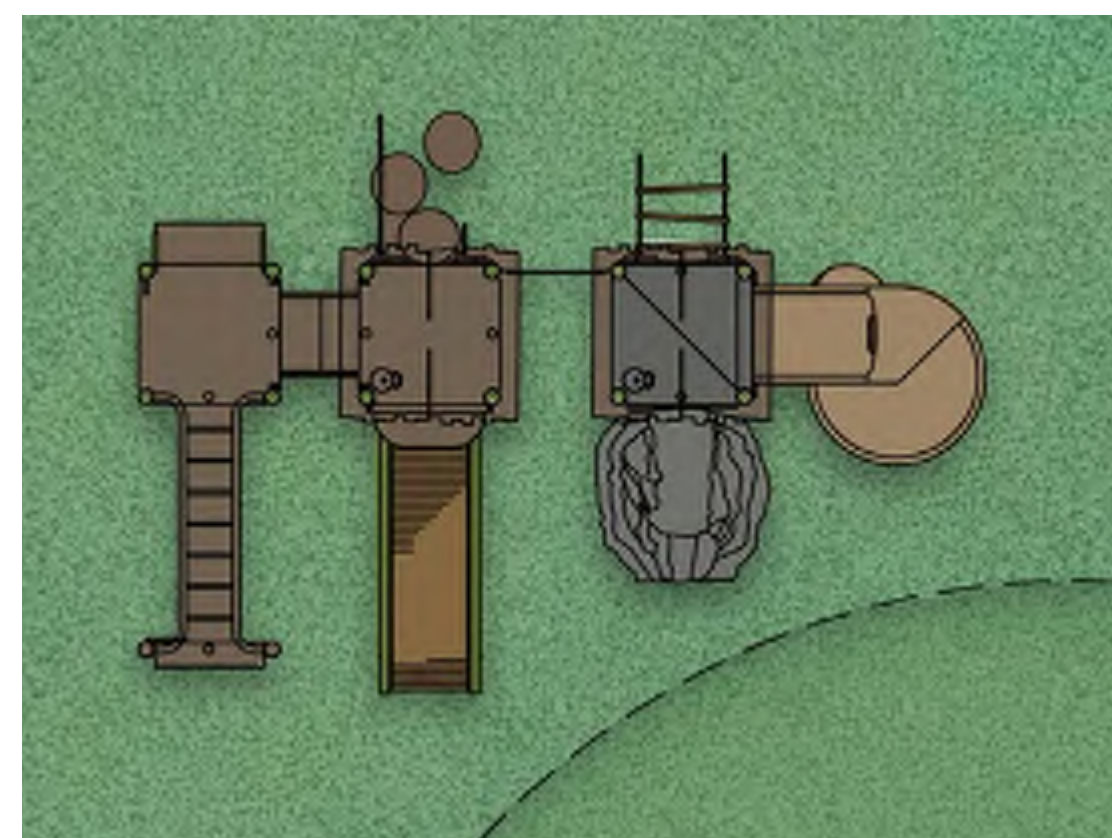
# TODDLER PLAY STRUCTURE OPTIONS



PLAN VIEW



OPTION 1



PLAN VIEW

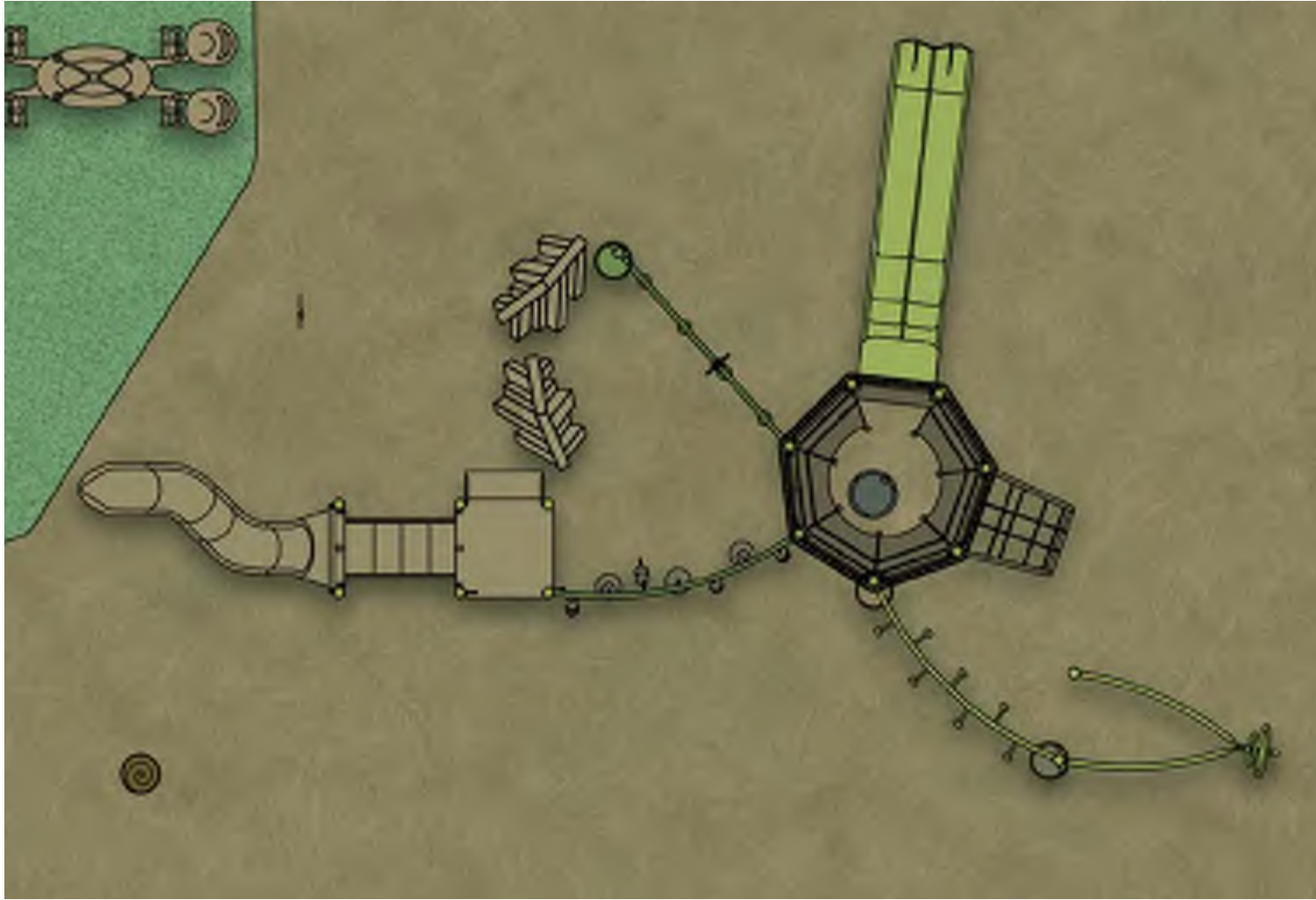
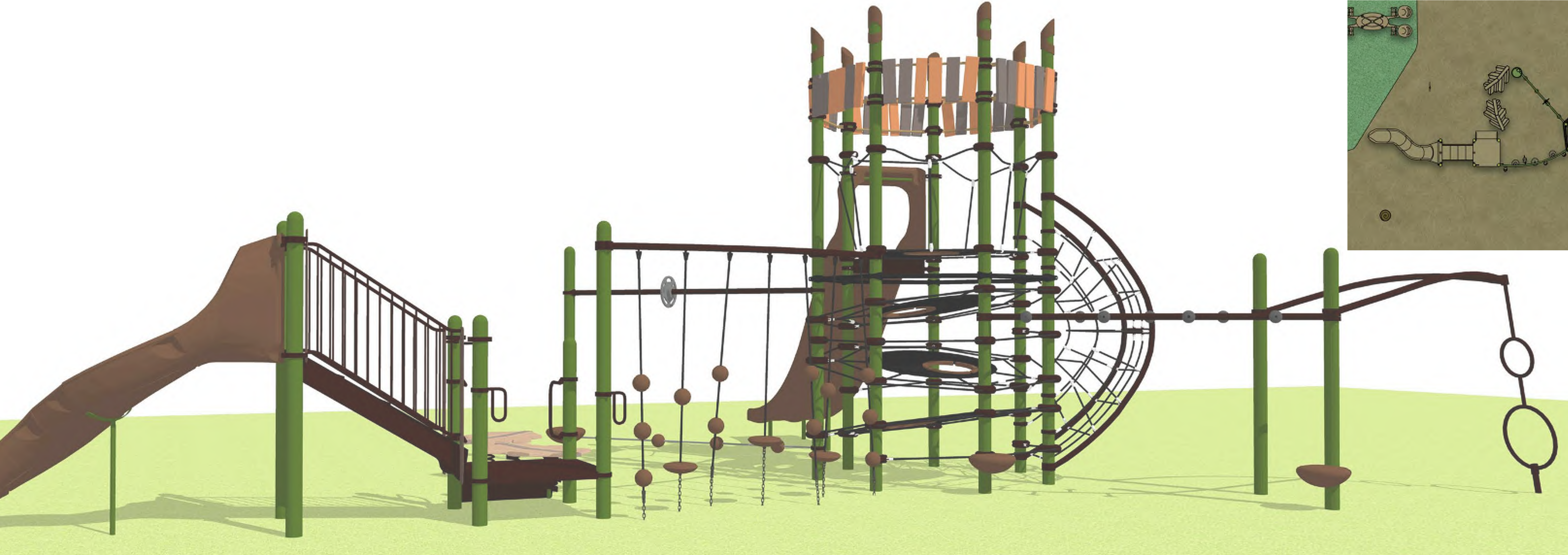


OPTION 2



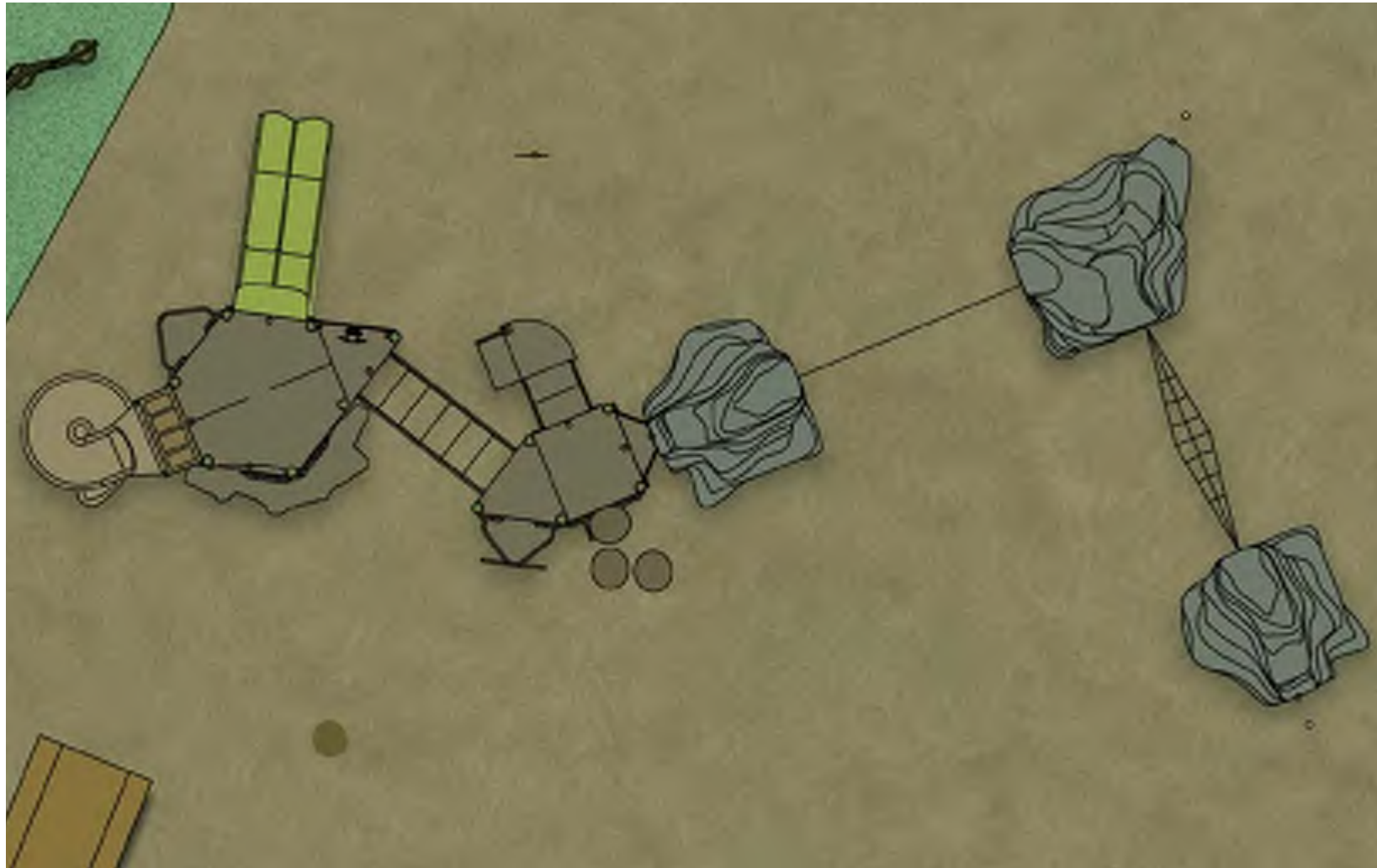


YOUTH PLAY STRUCTURE OPTIONS



PLAN VIEW

OPTION 1



PLAN VIEW

OPTION 2





# WILLOW OAKS PARK





# PROJECT SUMMARY AND GOALS

## PROJECT SUMMARY

- ➡ Develop a master plan for park improvements that focuses on the main park use areas and connectivity to the surrounding neighborhood.
- ➡ Incorporate previous design and planning efforts.
- ➡ Construct the highest priority improvements when funding becomes available.

## PROJECT GOALS

- ➡ **GOAL 1** Build on the previous outreach process and carry forward prior decisions.
- ➡ **GOAL 2** Encourage community participation throughout the design process.
- ➡ **GOAL 3** Emphasize a unique design theme to create a strong park identity.
- ➡ **GOAL 4** Improve neighborhood connectivity and access into the park.
- ➡ **GOAL 5** Prioritize improvements to focus on areas that will provide the greatest benefit.
- ➡ **GOAL 6** Ensure all park improvements are accessible and meet the needs of users of all abilities.





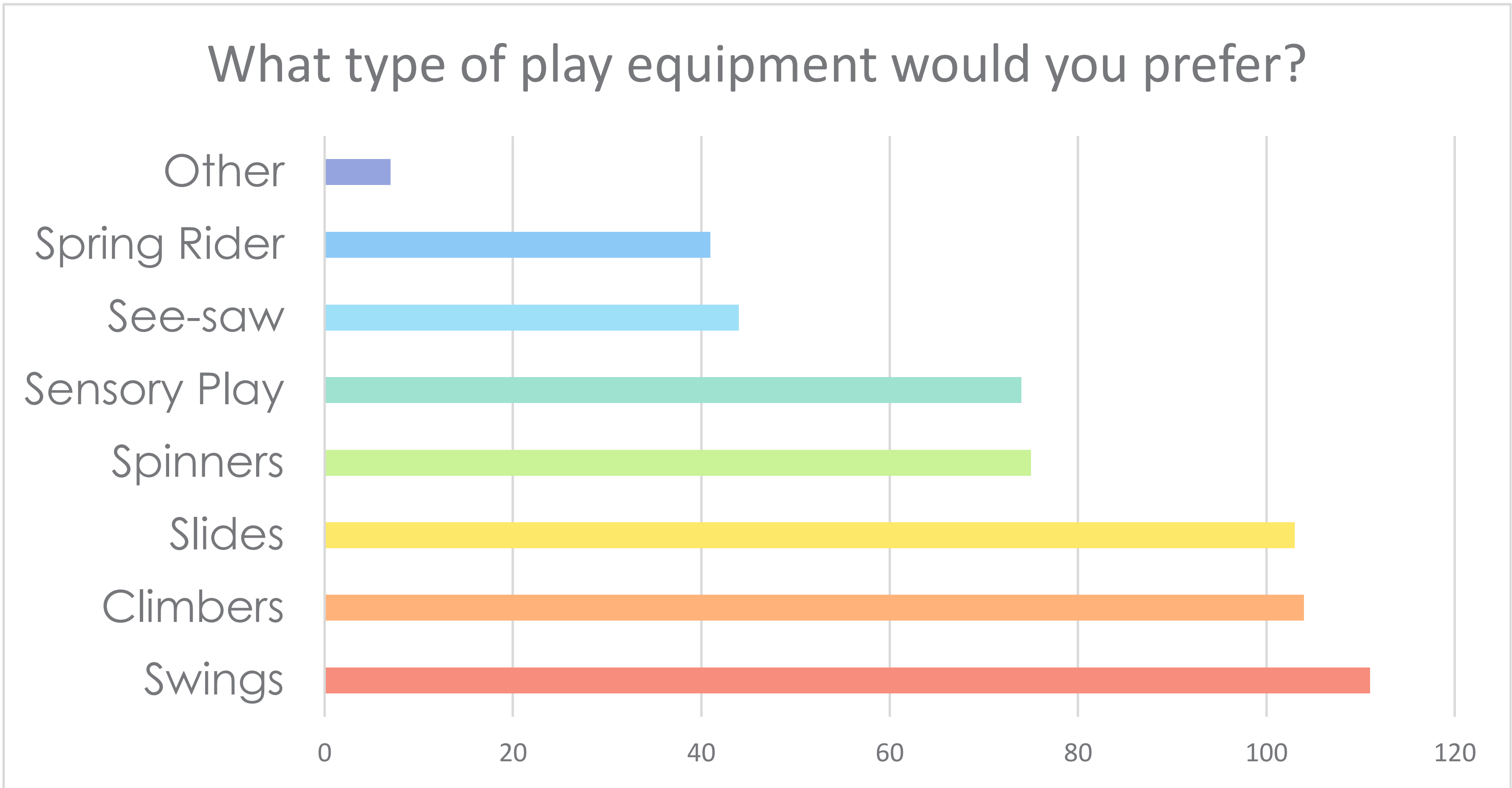
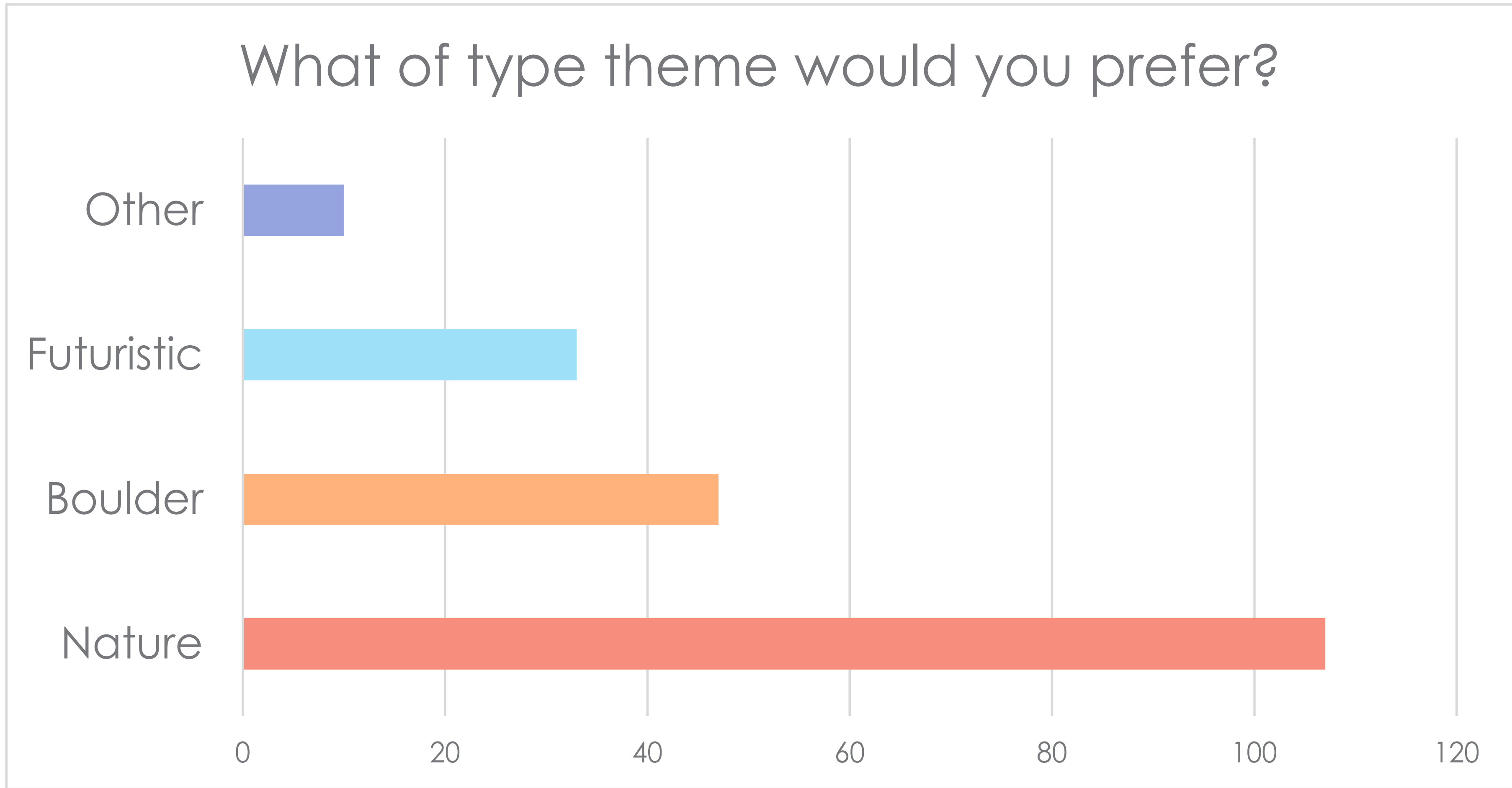
EXISTING CONDITIONS



WILLOW OAKS PARK IMPROVEMENT PROJECT



PUBLIC OUTREACH



NATURE THEME



BOULDER THEME



FUTURISTIC THEME



SPINNERS



SWINGS

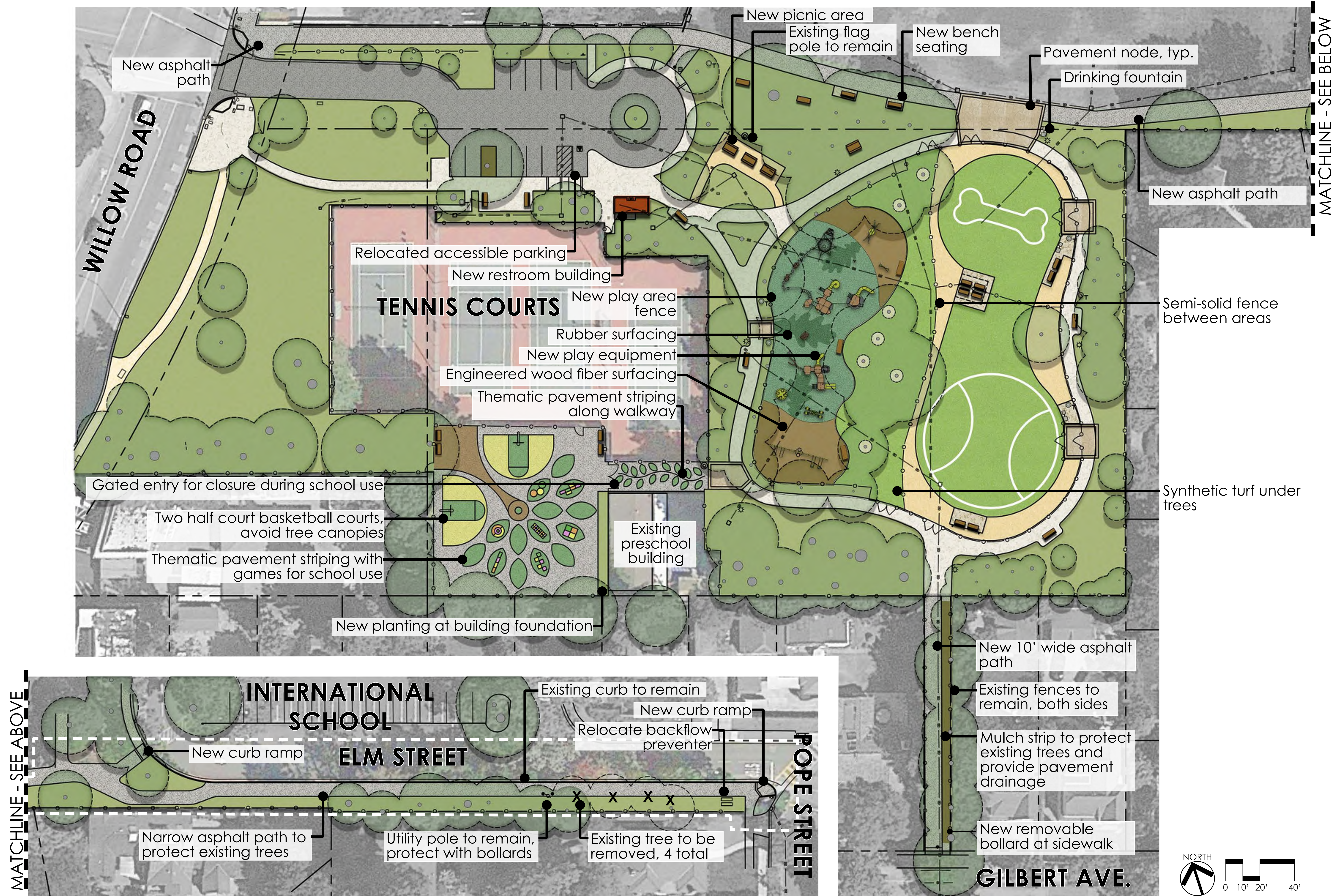


CLIMBERS



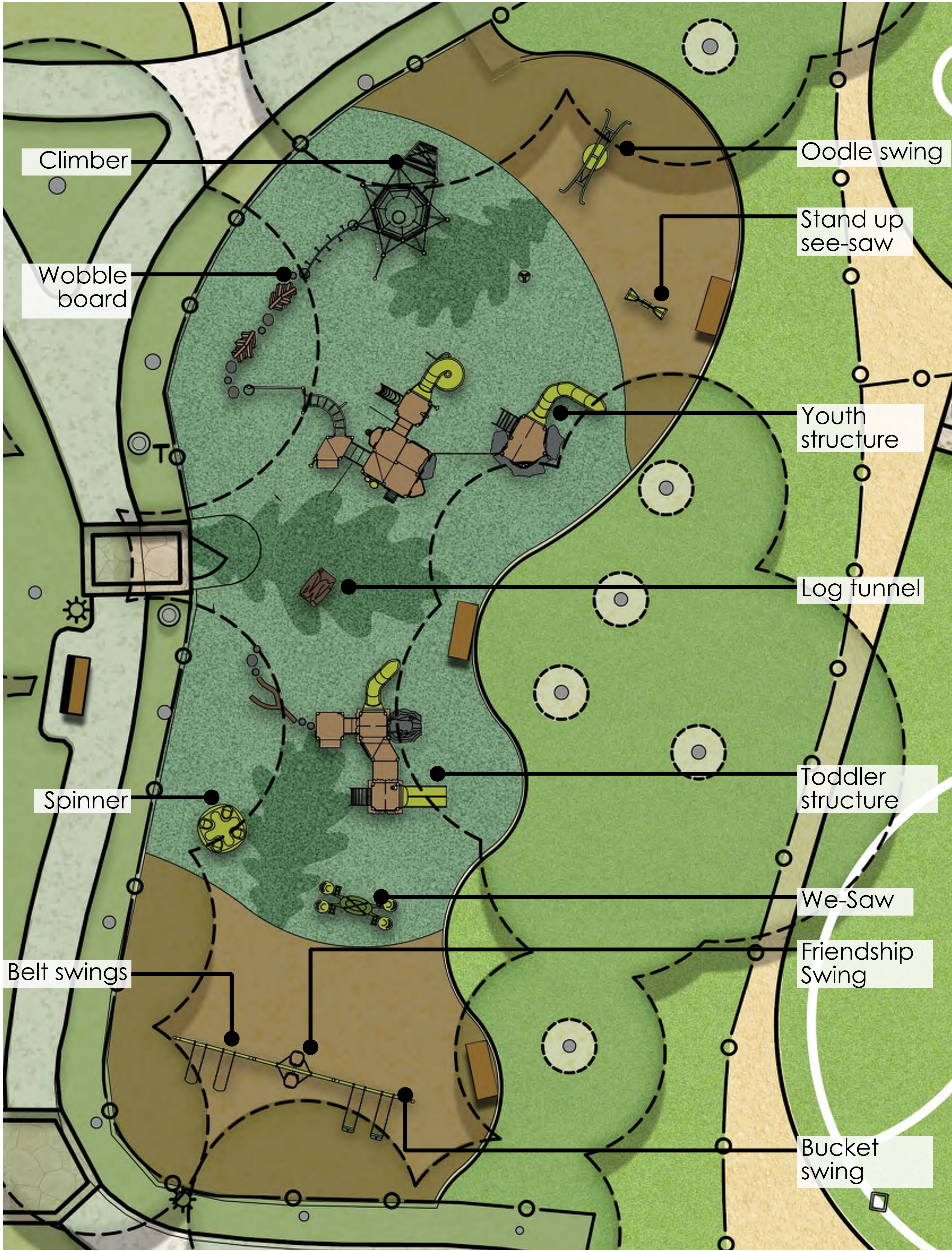


PRELIMINARY CONCEPT PLAN

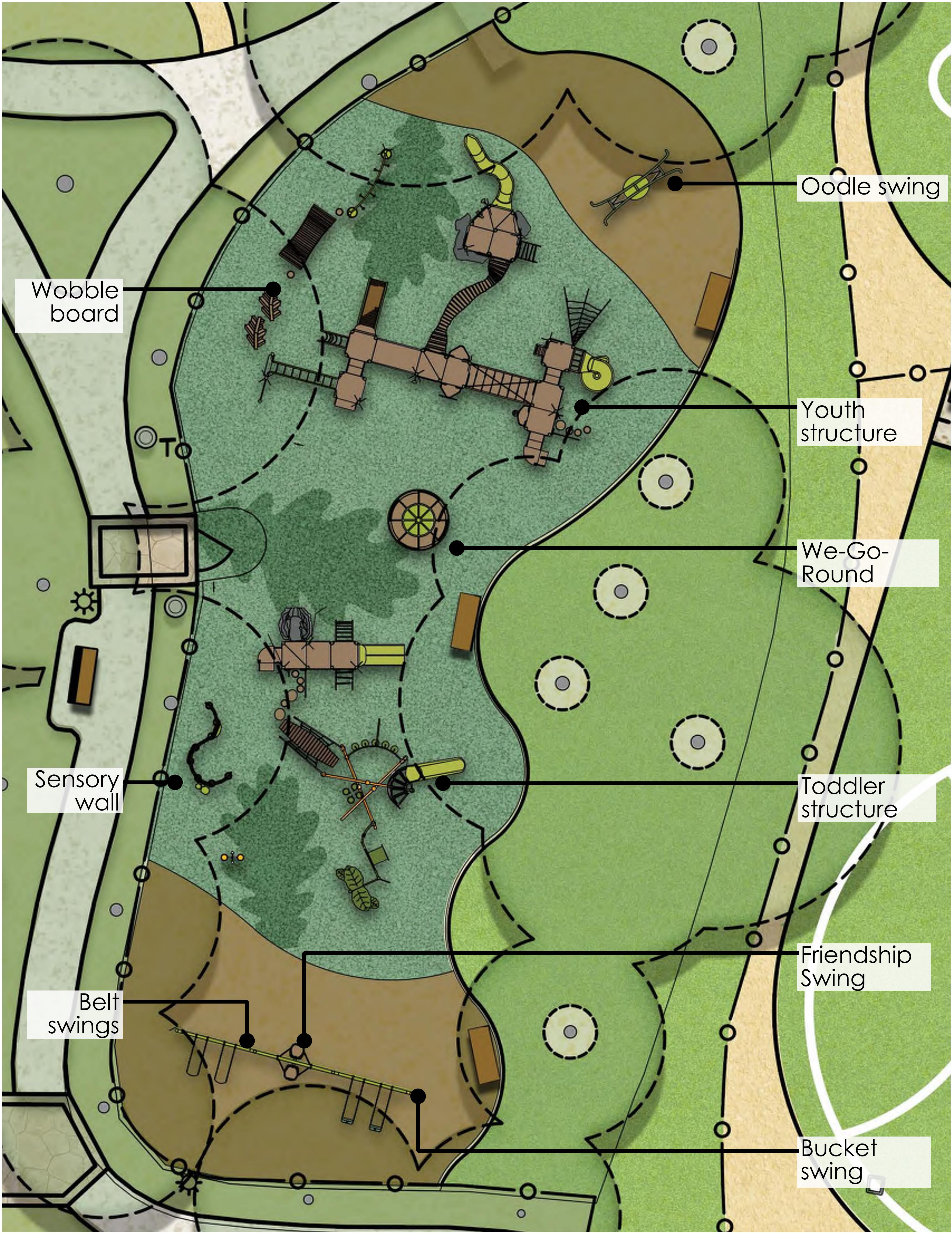




PLAY AREA OPTIONS



OPTION 1



OPTION 2



STAND-ALONE PLAY COMPONENTS



Stand Up See-Saw



Oodle Swing



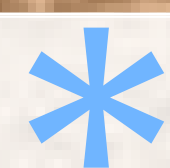
We-Saw



We-Go-Round



Friendship Swing



Log Tunnel



Sensory Wall

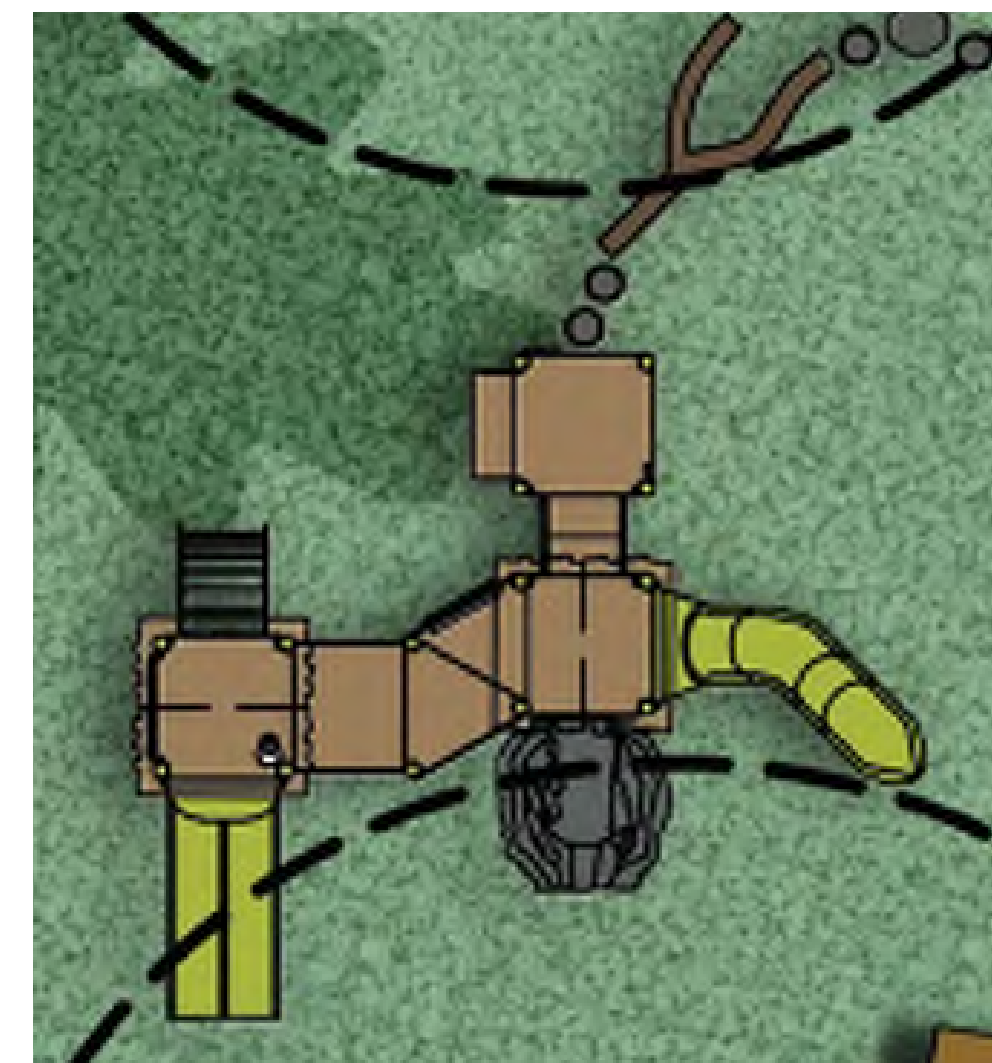


Spinner

\* Inclusive Play Elements

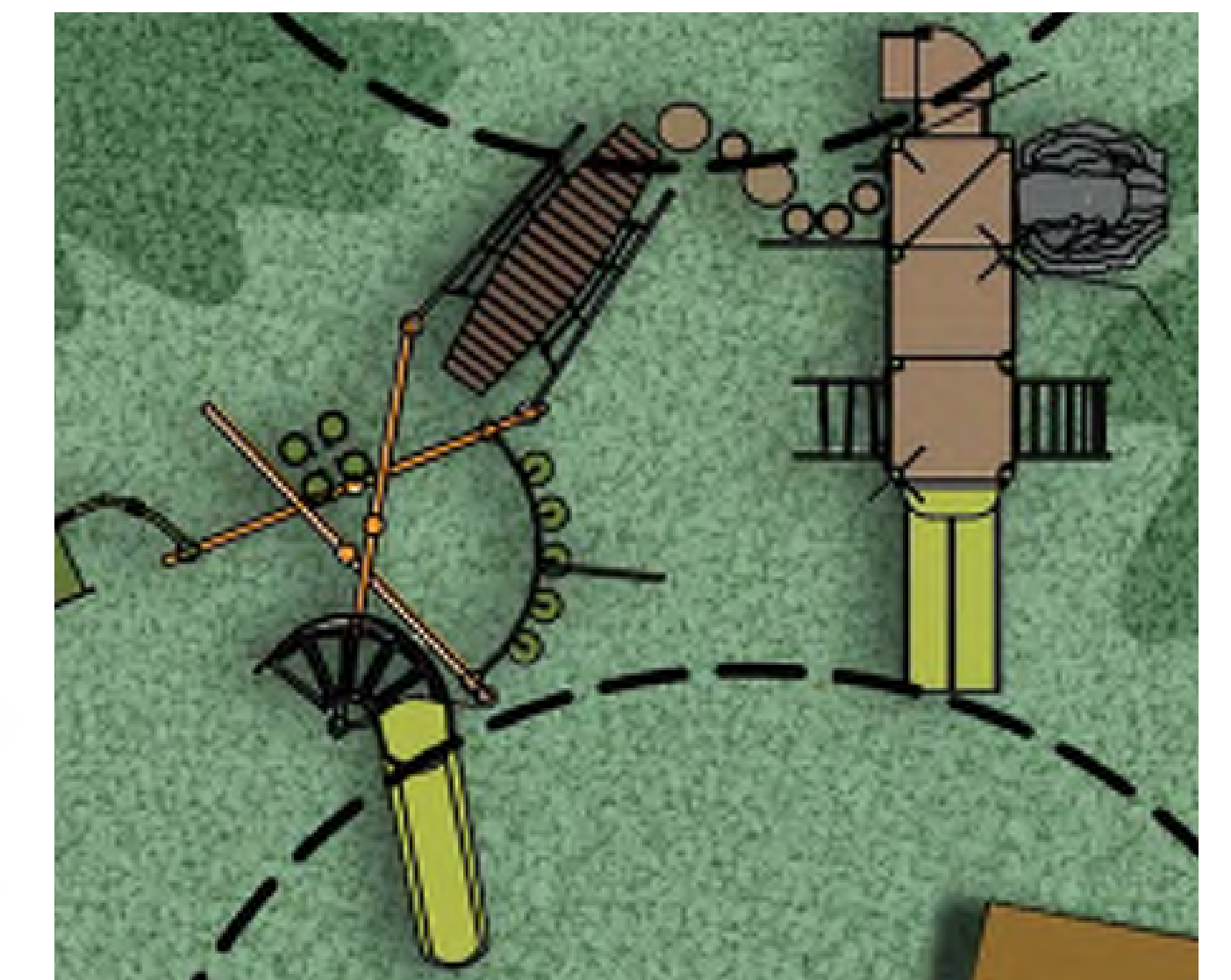


# TODDLER PLAY STRUCTURE OPTIONS



PLAN VIEW

OPTION 1



PLAN VIEW

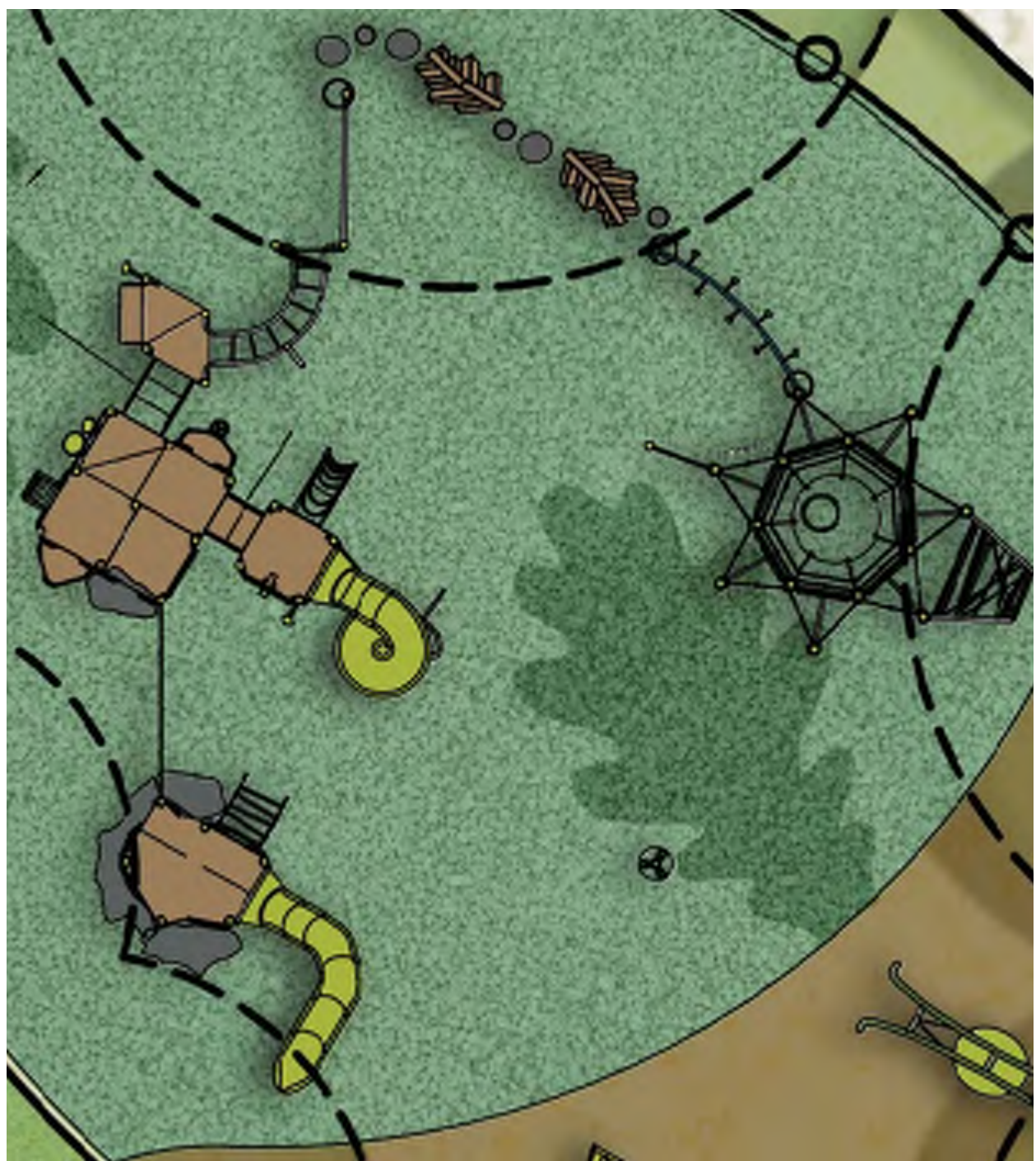
OPTION 2



YOUTH PLAY STRUCTURE OPTIONS



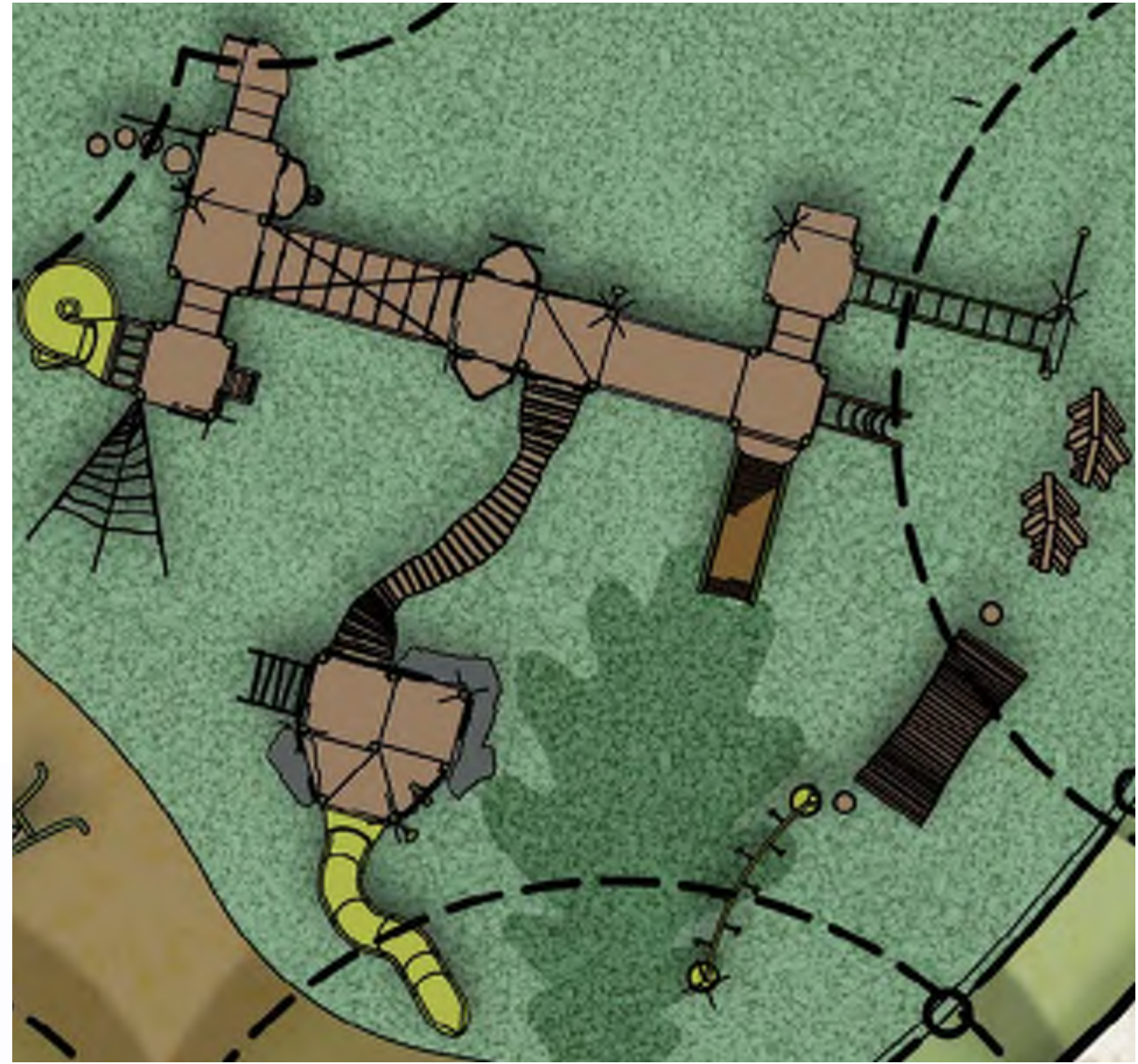
OPTION 1



PLAN VIEW



OPTION 2



PLAN VIEW



# DOG PARK



Small dogs entrance  
Seating area, typ.

Shade structure with  
seating on concrete

Fence between large/  
small dog areas

Synthetic turf with  
thematic striping

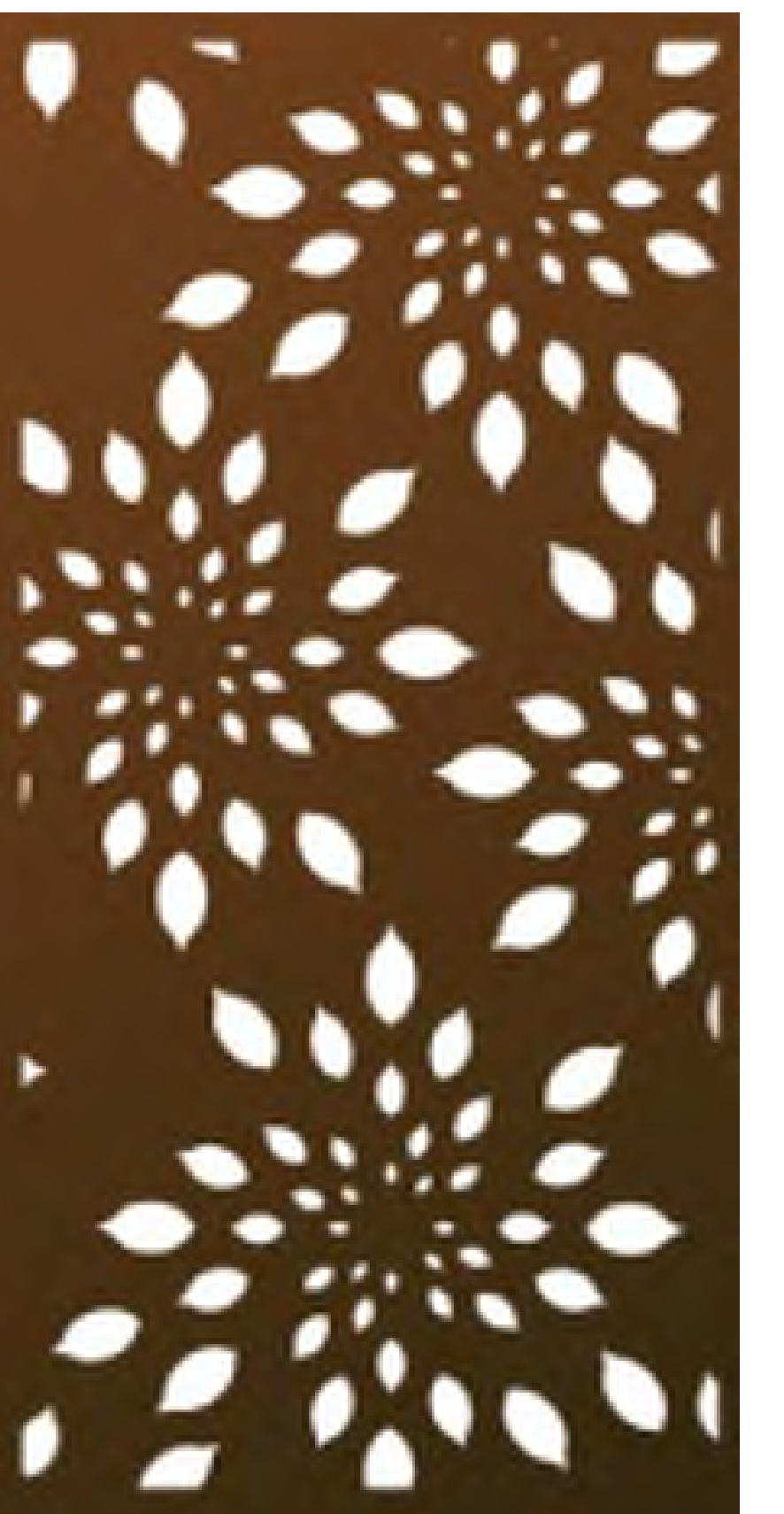
Drinking fountain and  
trash receptacle, typ.

Large dogs entrance

Decompose granite  
perimeter



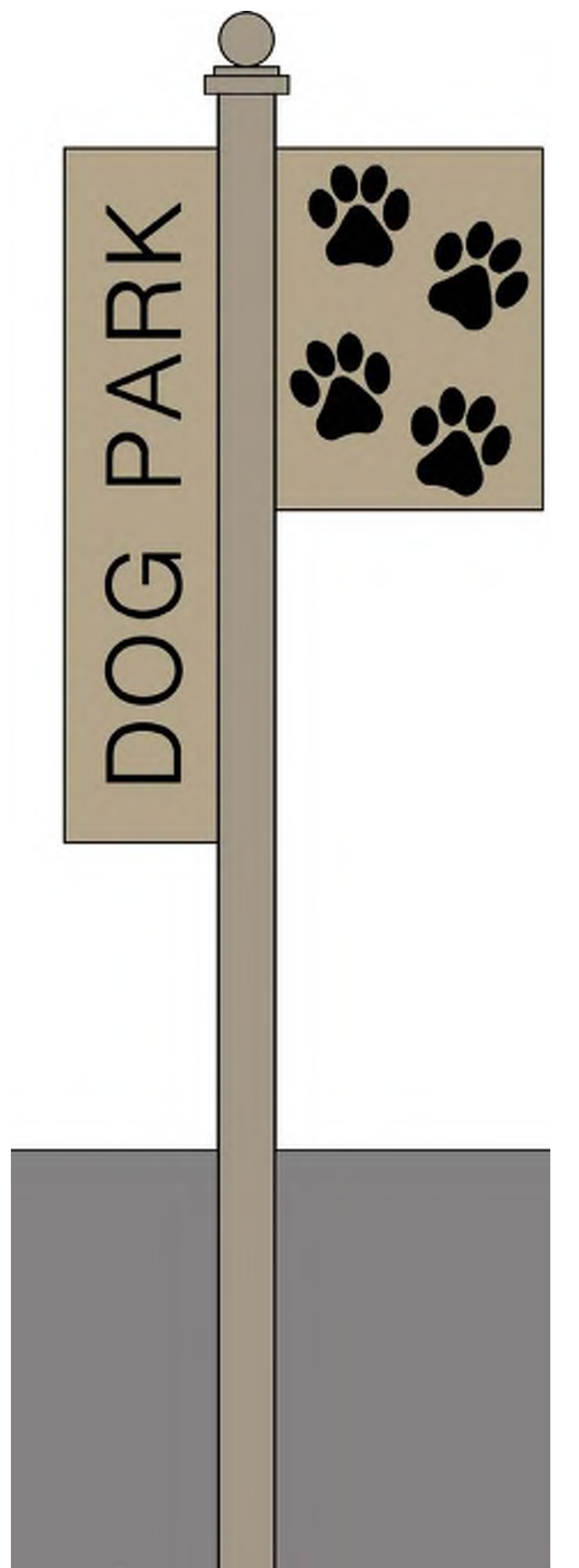
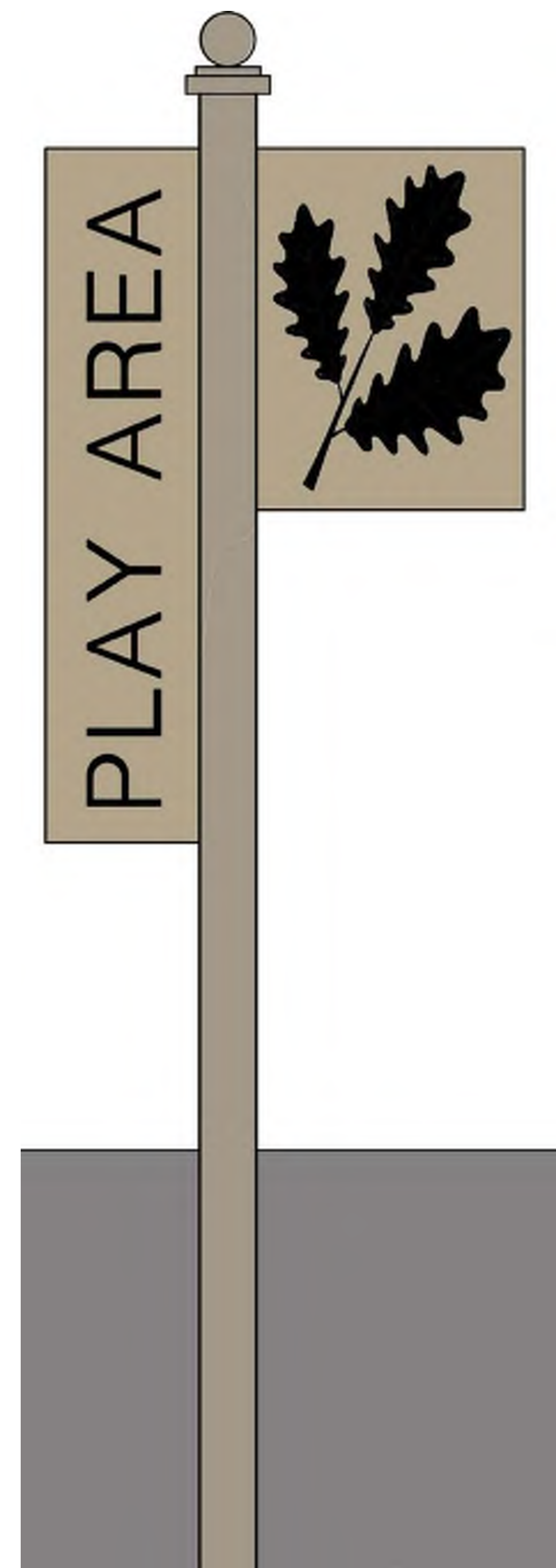
Shade Structure



Pet Drinking Fountain



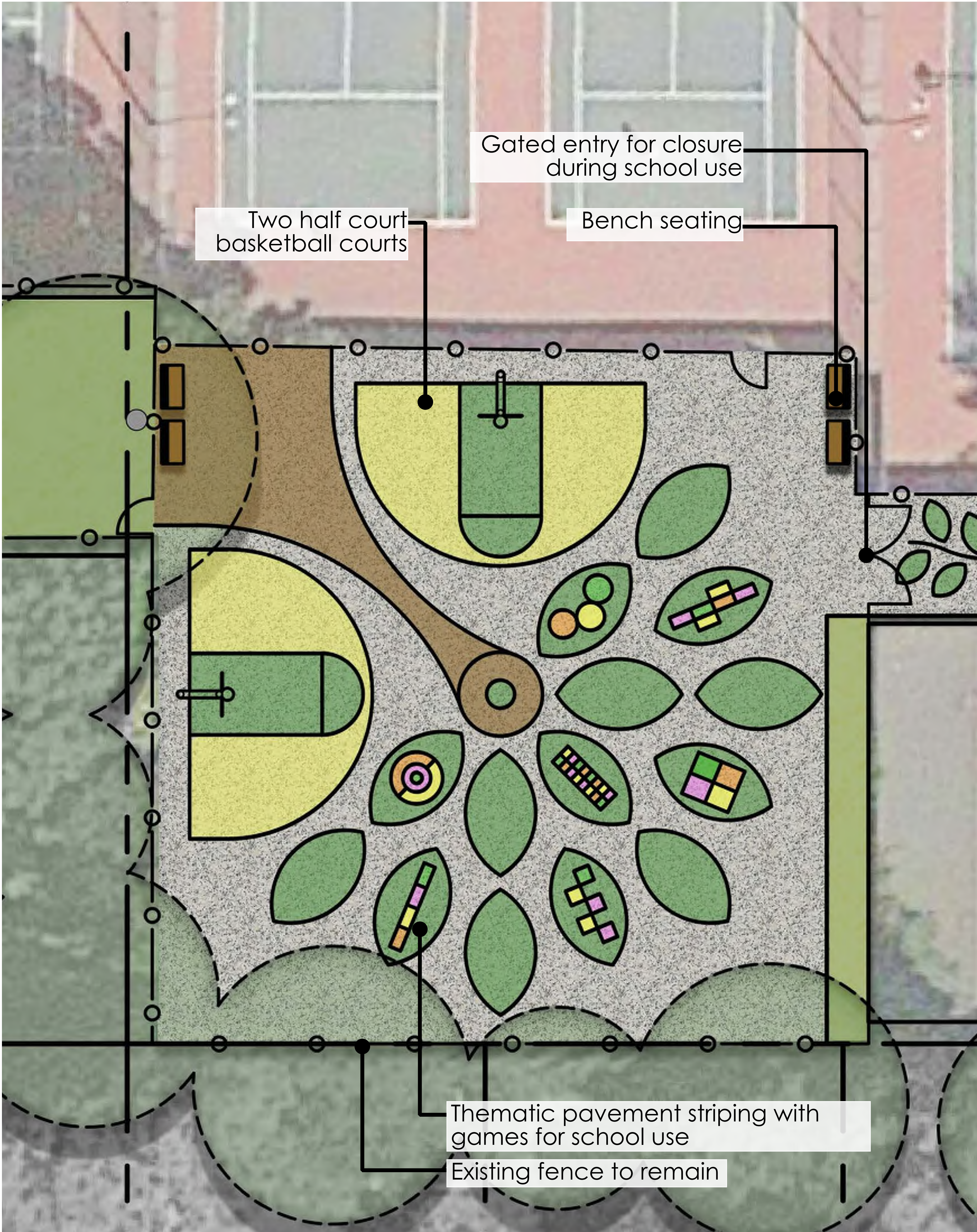
Pavement Node -  
Stamped Concrete



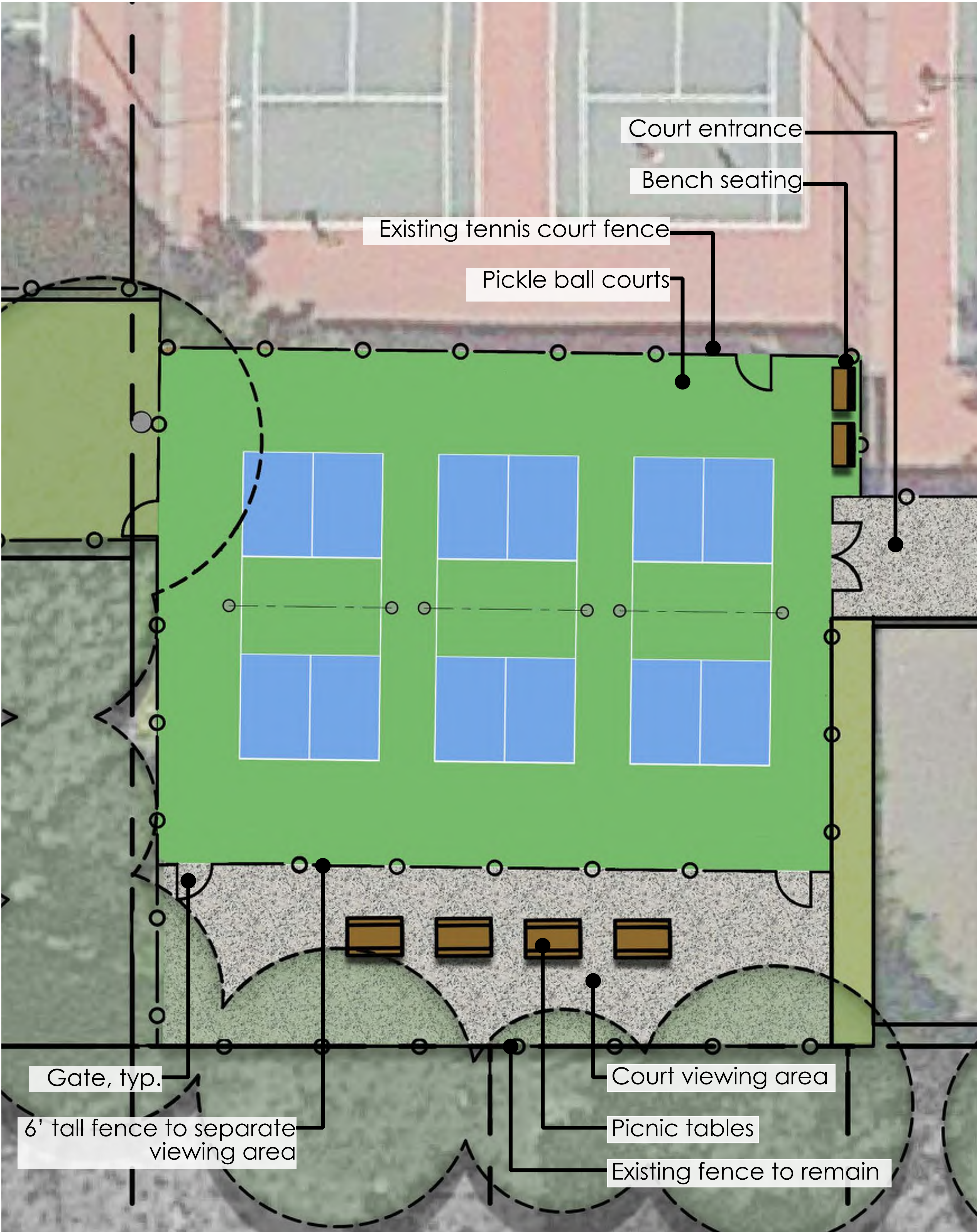
Wayfinding Signs



BASKETBALL COURT AREA OPTIONS



OPTION 1

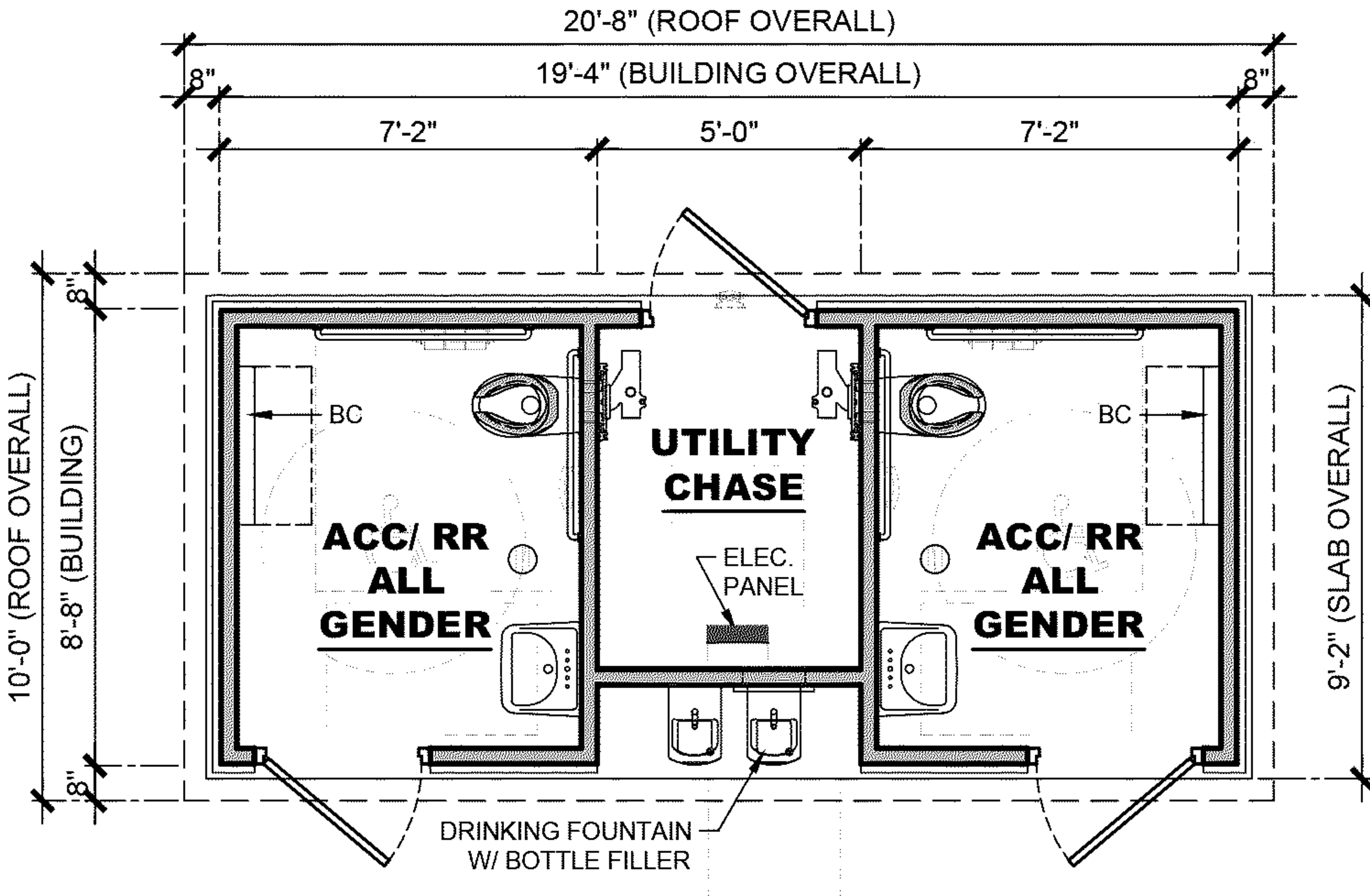


OPTION 2



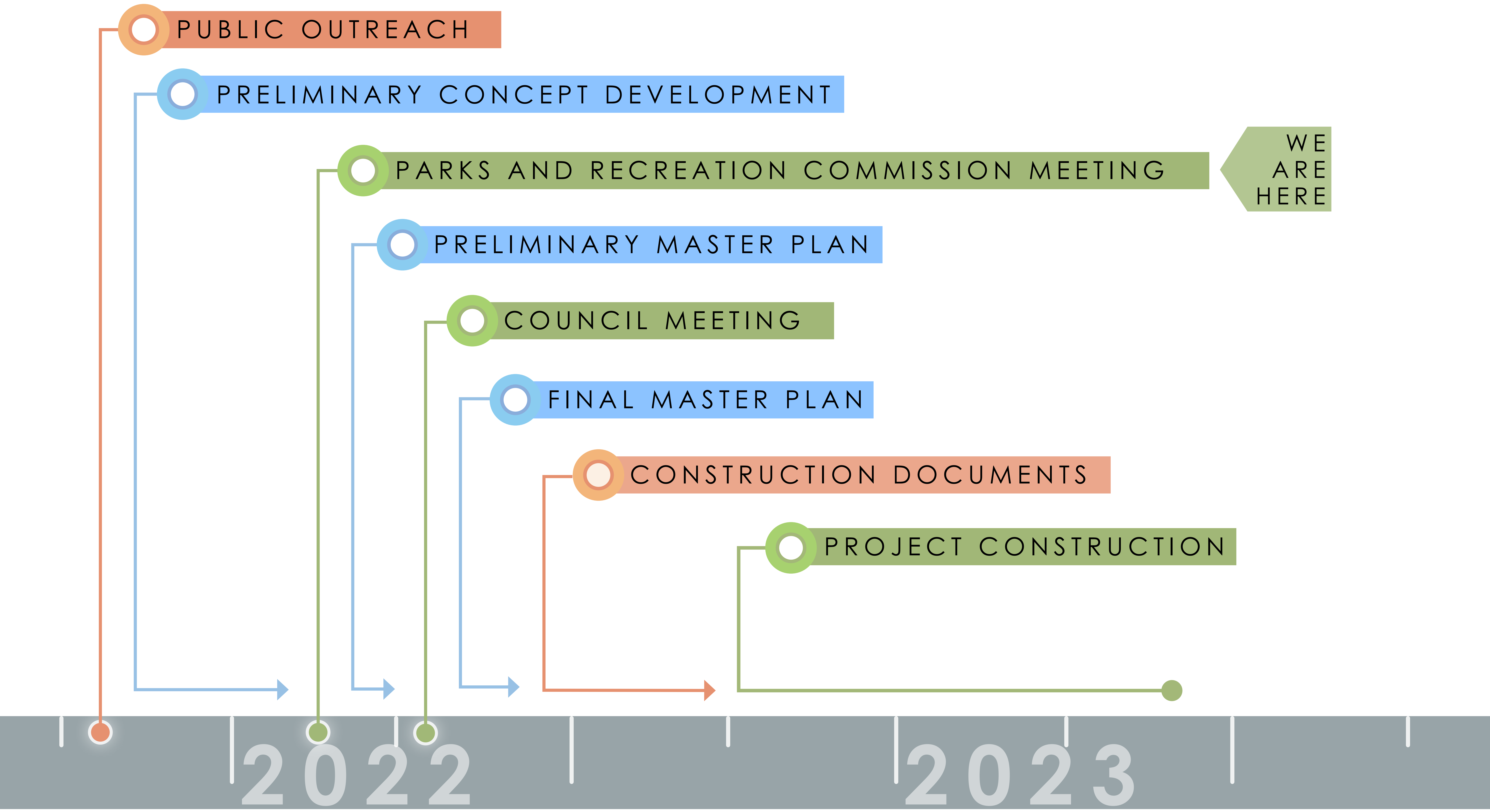
# RESTROOM BUILDING

Design is based on previous public outreach, and was approved by the Parks and Recreation Commission in May 2017. Drinking fountain added to improve functionality.





PROJECT TIMELINE







**QUESTIONS & COMMENTS?**





# CONTEXT MAP



## WILLOW OAKS PARK IMPROVEMENT PROJECT





# AQUATICS ANNUAL REPORT

Parks & Recreation Commission – February 23, 2022



## AQUATICS FACILITIES

- The City of Menlo Park owns two aquatics facilities – Burgess Pool and Belle Haven Pool
- Belle Haven Pool temporarily closed effective May 30, 2021 for construction of the Menlo Park Community Campus (MPCC)
- The MPCC project will include a new aquatics facility on the same site as the old, and is scheduled to open in 2023
- The Burgess Pool is not impacted by the MPCC project and remains in operation.

# FACILITY IMPROVEMENTS BURGESS POOL

## 2021 Facility Improvements – completed

- Renovation of the chemical room
- New lawn and irrigation system

## Ongoing Facility and Landscape Maintenance

- New system for maintenance requests
- Routine landscape maintenance within the fence
- New night time janitorial crew

## 2022 Planned Facility Improvements

- ADA: Lift chair upgrade; lobby renovation
- New circulation pump for the instructional pool

## AQUATICS OPERATOR

- The Burgess Pool is operated by Team Sheeper, Inc. under an operator agreement with the City
- Operated Burgess Pool since 2006, and operated the Belle Haven Pool from 2012 until its closure for construction in 2021
- Aquatics programming includes swim instructors and certified lifeguards to provide lap swim, open swim, youth swim team, youth and adult swim lessons, youth camps, masters swim, aqua-fit classes, lane rentals for community swim teams and other community groups.



## ANNUAL REPORT

Per the terms of the third party service provider agreement:

- Team Sheeper, Inc. “shall prepare and provide an annual report no later than January 30 of each year to City staff, which will be presented to the City’s Parks & Recreation Commission for review and comment by the Commission at its February meeting.”
- Attachment A to the staff report
- Report and survey were prepared by Team Sheeper, Inc.







## CHALLENGES IN 2021

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



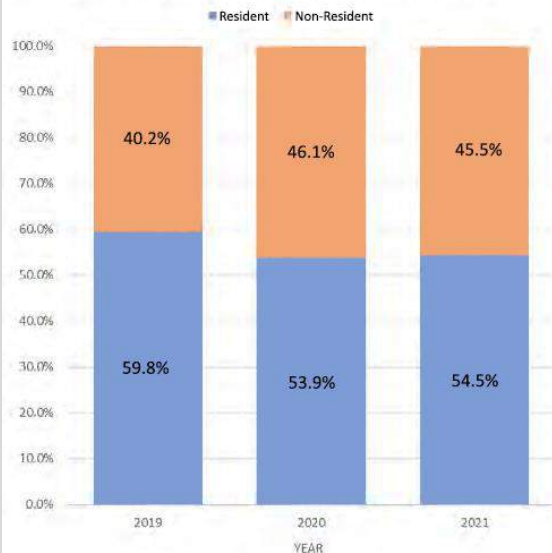
## OBJECTIVES IN 2022

1. Retain current aquatics staff
2. Recruit new aquatic staff members and partners to assist in rebuilding 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

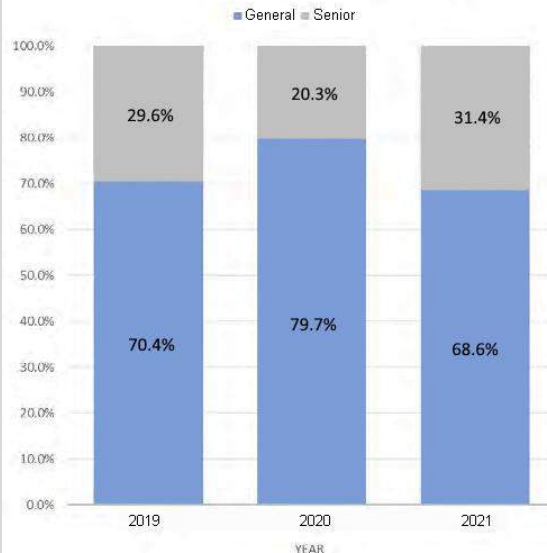


# LAP SWIM VISITS

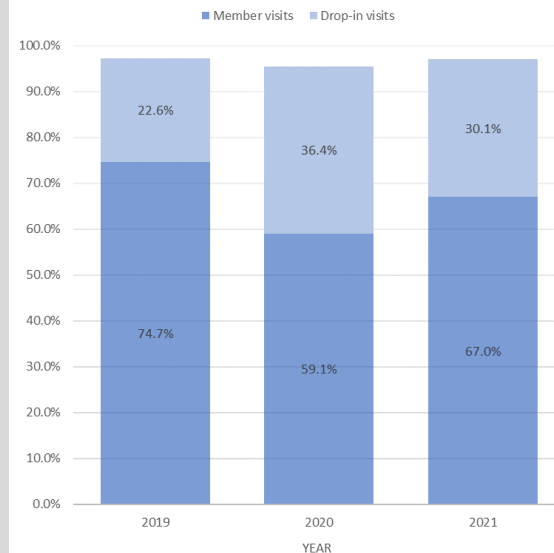
**LAP SWIM VISITS  
RESIDENT & NON-RESIDENT BY YEAR**



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



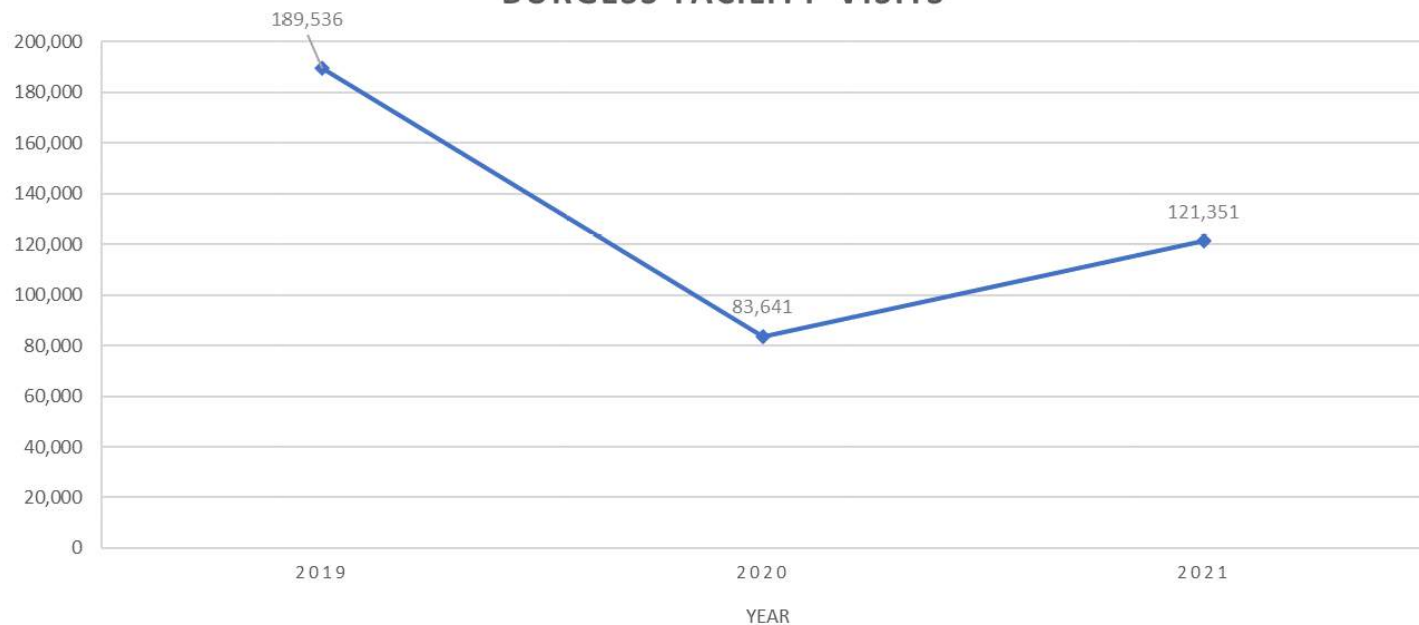
**LAP SWIM VISITS  
MEMBER & DROP-IN BY YEAR**





# BURGESS POOL VISITS

BURGESS FACILITY VISITS





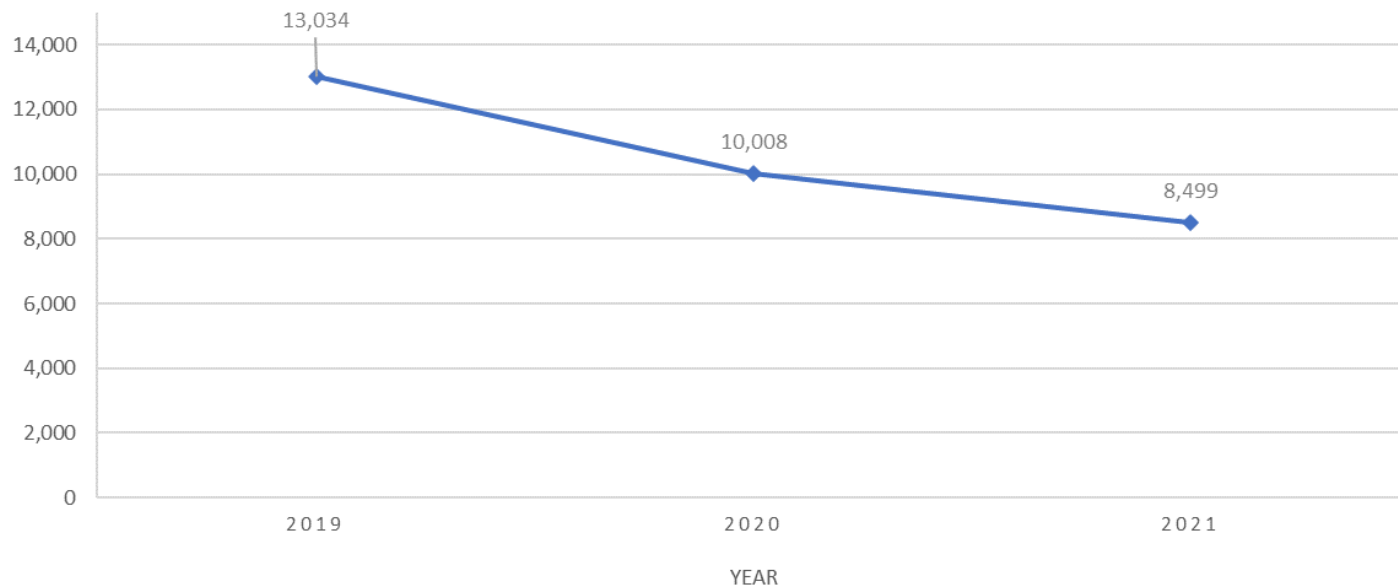
## BURGESS POOL VISITS

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
<b>TOTAL</b>	<b>189,536</b>	<b>83,641</b>	<b>121,351</b>



# BELLE HAVEN POOL VISITS

BELLE HAVEN FACILITY VISITS





## BELLE HAVEN POOL VISITS

<b>Belle Haven Facility visits</b>	<b>2019</b>	<b>2020</b>	<b>2021 (Jan-May)</b>
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
<b>TOTAL</b>	<b>13,034</b>	<b>10,008</b>	<b>8,499</b>







# 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



# BURGESS 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



# BURGESS PROGRAM FEES

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	—	—	—

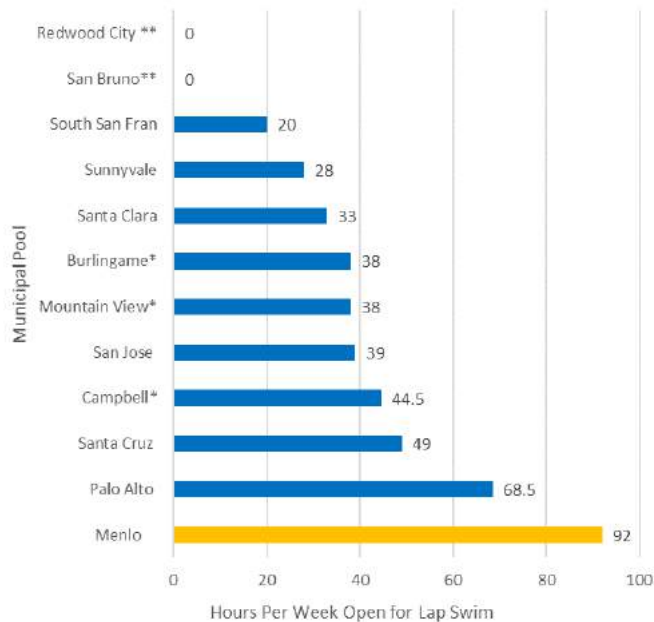




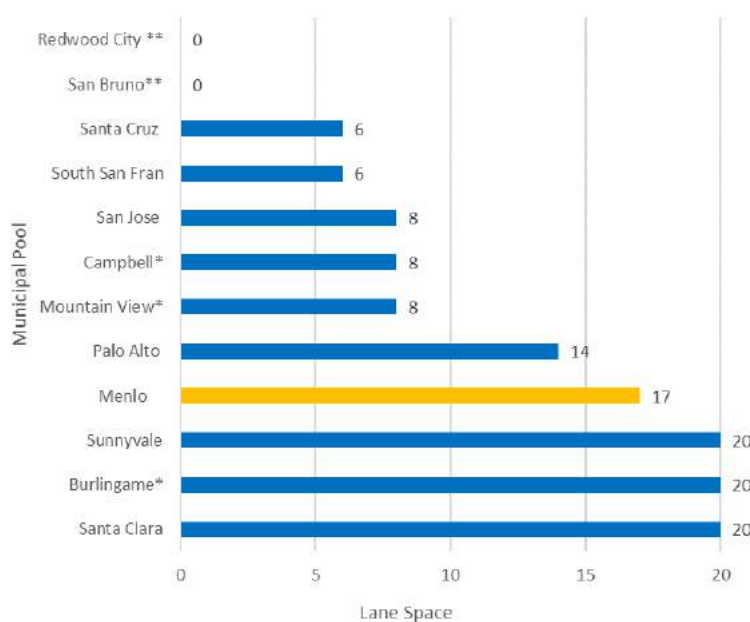


# COMPARISONS

Pool Comparison  
Lap Swim Availability

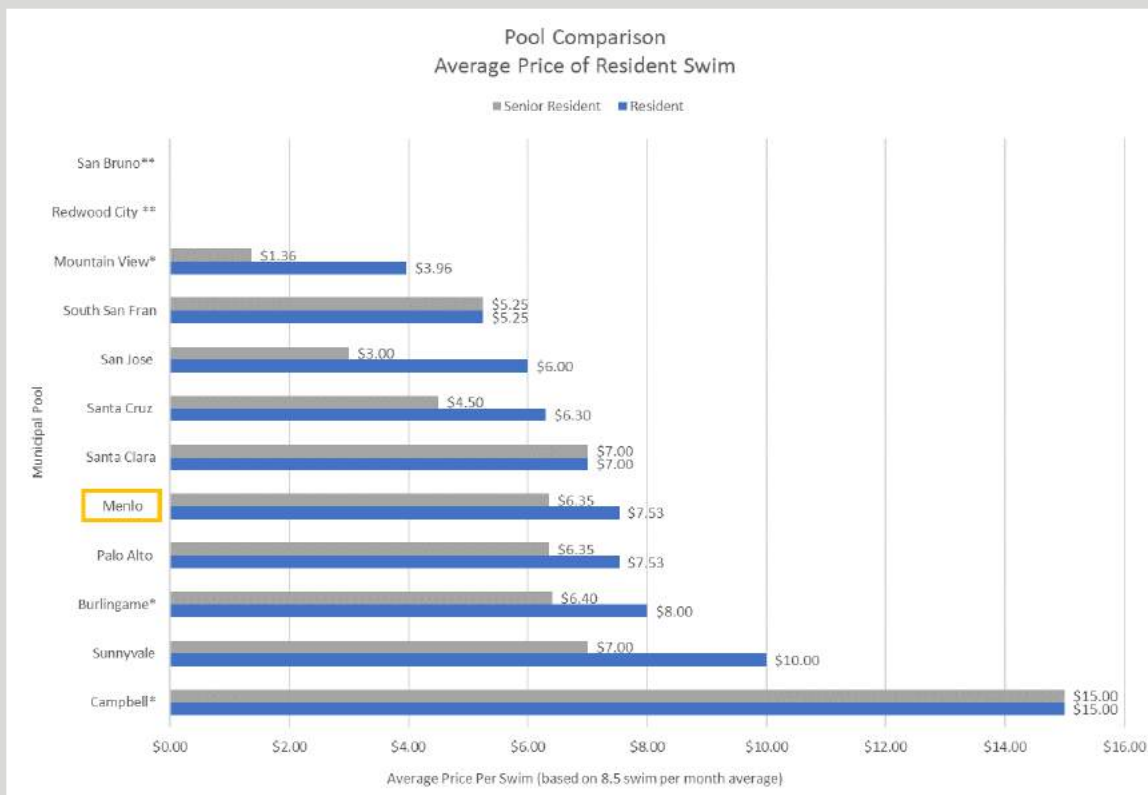


Pool Comparison  
Lane Space





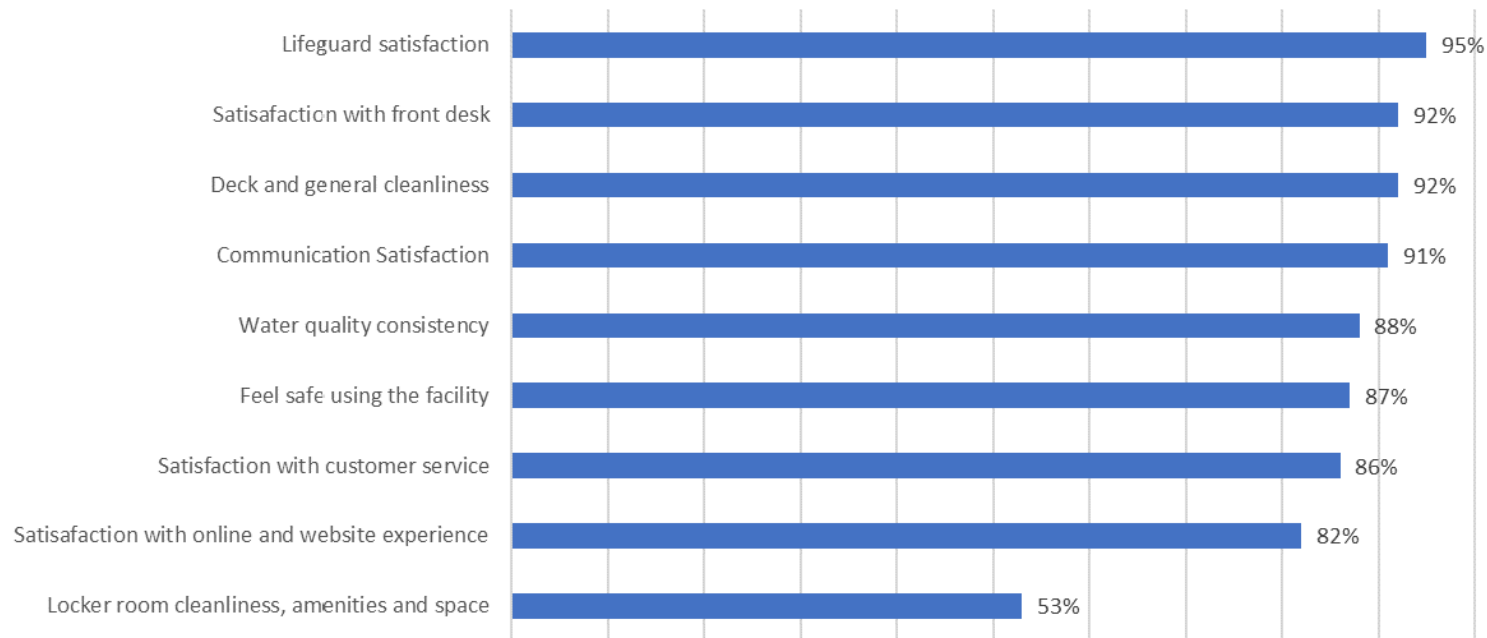
# COMPARISONS





# SURVEY

## Survey Responses- Overall Experience





## RECAP

1. Pandemic and economic downturn impacts are ongoing
2. Continuous adaptation to evolving restrictions and guidance
3. Supportive community of swimmers
4. Swimmers generally feel safe and protected
5. Menlo Park lap swim program is a leader in time and space available to swim
6. Fees are comparable to other area aquatics programs
7. Facility improvements planned in 2022
8. New water therapy program to begin March 1









## STAFF REPORT

### Parks and Recreation Commission

**Meeting Date:** 3/21/2022

**Staff Report Number:** PRC-2022-004

**Informational Item:** Menlo Park Community Campus (MPCC) Draft Operation Plan Milestones

### Recommendation

Staff recommends that the Commission read the attached Menlo Park Community Campus (MPCC) draft operation plan milestones (Attachment A).

### Policy Issues

As a duly appointed advisory body to the City Council, the Library Commission advises the City Council on matters related to the City's libraries and library facilities.

### Background

On December 16, 2019, Facebook (now Meta) submitted its proposal for exploring the funding and development of a new multigenerational facility to incorporate the former Onetta Harris Community Center, Menlo Park Senior Center, Belle Haven Youth Center (childcare), Belle Haven Pool and branch library.

On January 12, 2021, the City Council approved the architectural control, use permit, funding and improvements agreement for the Menlo Park Community Campus project located at 100-110 Terminal Avenue. The City Council requested further review of several design elements of the proposed pool area. Those items were discussed on January 26, and February 1. The City Council approved the pool design elements on February 1.

City Council created the MPCC subcommittee, comprised of Mayor Nash and Councilmember Taylor, to work with City staff and the community on the MPCC project.

### Analysis

Construction of the Menlo Park Community Campus (MPCC) project began in June 2021, ushering in an exciting new phase of the project.

With the new center construction projected to be completed in mid-2023, attention now turns to planning and preparing for opening day. To this end, staff worked with the MPCC subcommittee to develop an initial working draft of the key steps and milestones necessary for a successful opening and start of operations in the new center. (Attachment A)

The working draft is merely a starting point and is subject to change, discussion, and further refinement. This early look at the overall arc of the operations plan process is intended to provide an informative and helpful tool.



## *Guiding principles*

Staff worked with the MPCC subcommittee to identify existing City Council policy statements that are relevant to the operations and programming of the new center. As the planning and preparation for the new center opening day proceeds, these City Council policy statements are examples that can help provide guidance for the prioritization and delivery of services in the new center.

The construction and grand opening of a new community campus in Belle Haven is a long-held dream for the community many years in the making. Multiple community discussions and neighborhood voices have helped to establish a clear vision for the new center and bring it to reality. It is a vision of a multi-generational community center that is responsive to and serves the needs of Belle Haven neighborhood residents; a public service and community space that serves and is inclusive of all Menlo Park residents especially neighborhood residents; a new milestone and landmark that moves Menlo Park toward justice and fairness for all residents.

In recognition of this important groundwork and history, the City Council has adopted relevant policy statements that provide guiding principles and priorities for the new center. These policies prioritize access, inclusion, belonging, justice, and fairness for all Menlo Park residents, from all neighborhoods of the City, for City services and decision-making that affects residents' lives.

The City Council in April 2021 adopted the following statement as part of the City of Menlo Park Cost Recovery Policy:

"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."

The City Council in October 2019 approved the Parks and Recreation Facilities Master Plan, which includes the following statements in its Guiding Goals:

"Menlo Park has a high-quality system of parks and recreation facilities. The City's parks, facilities, and events bring the community together as 'One Menlo Park.' As the City grows and evolves it must ensure that these parks and facilities meet the needs of all members of the Menlo Park community. The system should provide equitably distributed active and passive recreation opportunities which engage users, and which are accessible to residents of all ages and abilities, throughout the City."

"Each new park or facility, or significant renovation of an existing park or facility should contribute to satisfying the recreational needs of the neighborhood that it serves, and be integrated into a system that serves the entire community. Each improvement should complement the mix of uses in the neighborhood and in the City as a whole."

"Neighborhood Serving: Strive to distribute parks, facilities, amenities, and programs to serve residents of all Menlo Park neighborhoods. In considering renovation or new construction of parks and facilities, prioritize approaches that balance community benefits with potential neighborhood impacts."



“Universal Design: Continue to address physical and programmatic barriers to participation for individuals with disabilities. Where feasible, incorporate Universal Design in the development and renovation of parks and facilities, to reduce barriers that limit use by persons of all ages, and physical, perceptual, and cognitive abilities. Develop environments and programs for a range of groups with varying abilities and mental cognitive abilities, which are fully inclusive.”

### **Next steps**

The MPCC subcommittee plans to convene a working group of Menlo Park residents to review and discuss the draft milestones and provide input.

The Library Commission and Parks and Recreation Commission are receiving informational reports in their March agenda packets containing the draft milestones. Follow-up Commission discussions of the draft milestones are tentatively scheduled for their April and May meetings.

The City Council is tentatively scheduled to receive an informational report on the draft milestones in its April 12 agenda packet. A follow-up City Council discussion of the draft milestones is tentatively scheduled on May 10.

### **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. MPCC draft operation plan milestones

Report prepared by:  
Sean Reinhart, Library and Community Services Director



\*\* DRAFT \*\*  
 FOR DISCUSSION PURPOSES ONLY  
 OPERATIONS PLAN – ESTIMATED MILESTONES

Work-in-progress

\* All dates are tentative and subject to change  
 (CC) = City Council direction / action

#### WINTER 2022

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- Aquatics – City Council direction (CC)
- Belle Haven Branch Library – MOU renewal (CC)

#### SPRING 2022

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- Aquatics - community survey
- New registration management platform approval – ITMP (CC)
- Proposed FY 2022-23 operating budget (CC)
- Belle Haven School field – community access pilot project (CC)
- Furnishing and equipment – selection begins
- Operations plan
  - Staffing plan development
- Programming plan
  - Fitness center, gymnasium, movement studio
  - Library spaces
  - Teen space, makerspace
- City Council policy updates
  - Athletic field use policy (CC)
  - Commemorative park amenity guidelines (CC)

#### SUMMER 2022

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- Aquatics –study session analysis, RFP development (CC)
- Adopted FY 2022-23 operating budget (CC)
- Master fee schedule (CC)
- Facility naming process initiated (CC)
- New registration management platform implementation
- Topping out ceremony
- Major donors / community fundraising campaign begins
- Furnishing and equipment – selection completed
- Operations plan
  - Library materials – opening day collection
  - Athletic, fitness equipment
  - Volunteers, external partners
- Programming plan
  - Senior programs
  - Dining hall / facility rentals
  - Public meetings
- Departmental policy updates
  - Facility rental / meeting room policy
  - Library collection development policy
- City Council policy updates
  - Cooling Center activation policy (CC)
  - Cost recovery policy (CC)
  - Naming and/or changing the name of facilities (CC)

#### AUTUMN 2022

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- Aquatics – RFP issued (CC)
- Aquatics – operator selected (CC)



- Facility naming – City Council approval (CC)
- Furnishing and equipment – procurement begins
- Operations plan
  - Volunteers, external partners
  - Staffing
  - Athletic field
- Programming plan
  - Art installation / community gallery
  - Afterschool center
  - Adult literacy / ESL
- Departmental policy updates
  - Exhibits and displays policy
  - Volunteer policy
  - Facility use guidelines- visitor behavior policy

#### WINTER 2023

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- FY 2022-23 budget Mid-year review and adjustments (CC)
- Staffing adjustments (CC)
- Kelly Park field and track renovation plan and timeline (CC)
- Aquatics operator start-up / transition begins
  - Program and hours of operation
  - Staffing
  - Licenses and agreements
  - Operating budget
- Operations plan
  - Security
  - Emergency procedures
  - Disaster response / shelter
  - Energy conservation and use

#### SPRING 2023

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- Proposed FY 2023-24 operating budget (CC)
- Prep for Grand Opening (CC)
- TCO / Certificate of Occupancy issued
- Prep for move-out / decommissioning
  - Youth Center portables
  - Belle Haven Branch Library
  - Senior Center interim location at ARC
- Furniture and equipment installation begins
- Library opening day collection delivered
- Operations startup
  - Staff training
  - Licenses and agreements
  - Program and hours of operation
- Programming startup
  - Registration opens

#### SUMMER 2023

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- Adopted FY 2023-24 operating budget (CC)
- Grand opening (CC)
- Start of operations
- Vacate Belle Haven Branch Library
- Deinstall Youth Center portables



**City of Menlo Park - Parks and Recreation Commission**  
**2020-21 Tentative Agenda Schedule**  
**March 23, 2022**

*Meetings are held virtually via videoconference at 6:30pm on the fourth Wednesday of the month  
unless otherwise specified*

MEETING DATE	PROPOSED AGENDA TOPICS
January 26, 2022	<ul style="list-style-type: none"> <li>• Presentation: New public park on Meta (Facebook) property</li> <li>• Pickleball pilot program review</li> <li>• Approve field users for 2022-2023</li> </ul>
February 23, 2022	<ul style="list-style-type: none"> <li>• Burgess Park play area and Willow Oaks Park renovation updates</li> <li>• Aquatics program annual report</li> <li>• Parks and Recreation Commission work plan update</li> </ul>
March 23, 2022	<ul style="list-style-type: none"> <li>• Staff presentation – Registration management platform implementation</li> <li>• Youth Advisory Committee – Bedwell Bayfront Park cleanup day</li> <li>• MPCC – Draft operation plan milestones</li> <li>• Parks and Recreation Commission work plan update</li> <li>• Commissioner reports – Sharon Park and Stanford Hills Park tours</li> </ul>
April 27, 2022	<ul style="list-style-type: none"> <li>• Staff presentation – Summer camps</li> <li>• MPCC – Draft operation plan milestones</li> <li>• Policy review – Athletic field use</li> <li>• Commissioner reports – Kelly Park, Bedwell Bayfront Park, Burgess Park tours</li> </ul>
May 25, 2022	<ul style="list-style-type: none"> <li>• Select Commission Chair and Vice Chair</li> <li>• MPCC operational planning – Athletic, fitness equipment</li> <li>• Policy review – Commemorative park amenities</li> <li>• Aquatics program update</li> </ul>
June 22, 2022 (Joint meeting with Library Commission -tentative)	<ul style="list-style-type: none"> <li>• MPCC operational planning</li> </ul>
July 27, 2022	<ul style="list-style-type: none"> <li>• Gathering to recognize outgoing Commissioners and to welcome any new Commissioners</li> </ul>
August 24, 2022	<ul style="list-style-type: none"> <li>• Commission work plan 2022-23</li> <li>• Aquatics program update</li> <li>• Facility rental / meeting room policy review</li> </ul>
September 28, 2022	<ul style="list-style-type: none"> <li>• Present Commission work plan to City Council</li> <li>• Volunteer policy review</li> </ul>
October 26, 2022	<ul style="list-style-type: none"> <li>• Facility use guidelines review</li> </ul>
November 23, 2022 (Date may change)	<ul style="list-style-type: none"> <li>•</li> </ul>
December 28, 2022 (Date may change)	<ul style="list-style-type: none"> <li>•</li> </ul>
Unscheduled future items (tentative)	<ul style="list-style-type: none"> <li>• Inclusion Programs/Classes update</li> </ul>