



Parks and Recreation Commission

REGULAR MEETING AGENDA

Date: 5/25/2022

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. 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).

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

A. Call To Order

B. Roll Call

- B1. Welcome new Commissioners Mayrin Bunyagidj and Kelsey Theriault

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. Regular Business

- D1. Select new Parks and Recreation Commission Chair and Vice Chair ([Staff Report PRC-2022-009](#))
- D2. Approve the minutes for the regular meeting of the Parks and Recreation Commission of April 27, 2022 ([Attachment](#))

E. Informational Items

- E1. Onboarding new Commission members ([Staff Report PRC-2022-008](#))
- E2. Updated Recreation Facility Use Guidelines ([Staff Report PRC-2022-010](#))
- E3. Draft program survey for recreation and community programs ([Staff Report PRC-2022-013](#))
- E4. Parks and Recreation Commission tentative agenda calendar ([Attachment](#))
- E5. Department updates ([Staff Report PRC-2022-011](#))
 - a. City Council, May 10, 2022. Approve concept designs for the Burgess Park and Willow Oaks Park improvement projects.
 - b. City Council, May 10, 2022. Pilot project for neighborhood access to Belle Haven School field.

F. Commissioner Reports

- F1. Individual Commissioner reports

G. 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. 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 and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 05/19/2022)



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 5/25/2022

Staff Report Number: PRC-2022-009

Regular Business: Select new Parks and Recreation Commission Chair and Vice Chair

Recommendation

Staff recommends that the Parks and Recreation Commission select a Chair and Vice Chair for the 2022-23 fiscal year.

Policy Issues

City Council Policy CC-01-004 was adopted in 1991 and outlines the procedures, roles and responsibilities of the City Council-appointed advisory bodies for optimal functioning. Amendments were made to the policy in 2001, 2011, 2013, 2017, 2019, and 2020.

Background

City Council policy CC-01-004 requires commissions to select a chair and Vice Chair and to rotate those positions annually. The policy states that "The Chair and Vice Chair shall be selected in May of each year by a majority of the members and shall serve for one year or until their successors are selected."

Analysis

The Parks and Recreation Commission Chair works with staff to set the agenda for the Commission's meetings, and presides over those meetings. The Chair has often delivered the Commission's semi-annual update to the City Council. The Vice Chair serves as Chair in the Chair's absence. The Chair and Vice chair are sometimes called upon to represent the Commission at ceremonial events.

Staff recommend that the Commission open the floor to nominations for Chair and Vice Chair. Staff will tally nominations and votes.

The new Commission Chair and Vice Chair will begin their duties at the June 2022 Parks and Recreation Commission meeting and will serve until May 2023.

Impact on City Resources

None.

Environmental Review

No environmental review is required.

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

None.

Report prepared by:

Nick Szegda, Assistant Library Services Director

Report prepared by:

Sean Reinhart, Library and Community Services Director



Parks and Recreation Commission

REGULAR MEETING MINUTES – DRAFT

Date: 4/27/2022
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, Diepenbrock, Joshua, Thomas
Absent: Baskin
Staff: Library and Community Services Director Sean Reinhart, Interim Assistant Community Services Director Rondell Howard, Assistant Library Services Director Nick Szegda

C. Public Comment

- Allan Bedwell spoke in support of the Bedwell Bayfront Park Master and incorporating in the Commission's work plan.

D. Presentations

D1. San Mateo County Parks presentation – Realize Flood Park project update

San Mateo County Parks Director Nicholas Calderon made the presentation.

- Bernard Clouse requested clarification on what constitutes a heritage tree.

E. Regular Business

E1. Approve the minutes for the regular meeting of the Parks and Recreation Commission of March 23, 2022

ACTION: Motion and second (Thomas/ Diepenbrock), to approve the meeting minutes of the Parks and Recreation Commission for March 23, 2022, passed 4-0 (Baskin absent and Bryman abstaining).

E2. Menlo Park Community Campus guiding principles and operational milestones (Staff Report PRC-2022-005)

Director Reinhart gave the presentation.

NO ACTION TAKEN

E3. Parks and Recreation Commission work plan update (Staff Report PRC-2022-006)

ACTION: By acclamation, the work plan was returned to the work plan subcommittee for further edits.

F. Informational Items

F1. Gymnastic program reactivation capacity and timeline update (Staff Report PRC-2022-007)

- Andrea Brandt requested clarification on restarting the gymnastics program.

F2. Department updates (Attachment)

Assistant Director Szegda provided an update on the Bedwell Bayfront Park clean-up day.

- Allan Bedwell provided maintenance issues to be sent to public works staff.

F3. Parks and Recreation Commission tentative agenda calendar

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

- May – Commission work plan
- May – Select chair and vice chair
- Unscheduled – Review sustainability features of new MPCC facility.

G. Commissioner Reports

G1. Park tours – Bedwell Bayfront Park and Kelly Park

Commissioner Brosnan reported on the park tours.

G2. Park tours – Burgess Park

Commissioner Joshua reported on the park tours.

G3. Individual Commissioner reports

None.

H. Adjournment

Chair Thomas adjourned the meeting at 8:34 p.m.

Nick Szegda, Assistant Library Services Director



MENLO PARK COMMUNITY CAMPUS GUIDING PRINCIPLES AND OPERATIONAL MILESTONES

Parks and Recreation Commission – April 27, 2022



Background

December 16, 2019. Facebook (now Meta) submitted its proposal to build a new multigenerational facility

January 12, 2021. City Council approved plans for Menlo Park Community Campus

June 2021. Construction activities began

March 2022. Foundation poured

April 2022. Steel framework completed

Spring 2023 (tentative). Certificates of occupancy

Summer 2023 (tentative). Grand opening



Guiding principles – 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.”

Guiding Principles Parks and Recreation Facilities Master Plan

“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.”

Guiding Principles

Parks and Recreation Facilities Master Plan

“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.”

Guiding Principles Parks and Recreation Facilities Master Plan

“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.”



Estimated milestones

Tentative date	Milestone
Winter 2022	Aquatics – City Council direction (CC)
	Belle Haven Branch Library – MOU renewal (CC)
Spring 2022	Aquatics - community survey
	New registration platform – selection (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
	Programming plan – library spaces, teen space, makerspace
	City Council policy update – athletic field use policy (CC)
	City Council policy update – commemorative park amenities (CC)

Estimated milestones

Tentative date	Milestone
Summer 2022	Aquatics –study session analysis, RFP development (CC)
	Facility naming process initiated (CC)
	New registration platform – implementation
	Major donors / community fundraising campaign begins
	Furnishing and equipment – selection completed
	Operations plan – library materials opening day collection
	Operations plan – athletic and fitness equipment
	Operations plan – volunteers, external partners
	Programming plan – Senior programs
	Programming plan – dining hall, facility rentals
	Programming plan – public meetings

Estimated milestones

Tentative date	Milestone
Summer 2022	Departmental policy update – facility rentals, meeting room policy
	Departmental policy update – library collection development policy
	City Council policy update – cooling center activation (CC)
	City Council policy update – cost recovery policy (CC)
	City Council policy update – Naming and/or changing name of facilities (CC)
Autumn 2022	Aquatics – RFP issued (CC)
	Facility naming – City Council approval (CC)
	Aquatics – operator selected (CC)
	Furnishing and equipment – procurement begins
	Operations plan completion – volunteers, external partners
	Operations plan completion – staffing
	Operations plan completion – athletic field



Estimated milestones

Tentative date	Milestone
Autumn 2022	Programming plan completion – Community art
	Programming plan completion – Afterschool center
	Programming plan completion – Adult literacy / ESL
	Departmental policy updates – Exhibits and displays
	Departmental policy updates – Volunteer policy
	Departmental policy updates – Visitor behavior and facility use policy
Winter 2023	FY 2022-23 budget Mid-year review and adjustments (CC)
	Aquatics operator start-up / transition begins
	Kelly Park field and track renovation plan and timeline (CC)
	Operations plan completion – Security, emergency, disaster prep
	Operations plan completion – Energy conservation and use

Estimated milestones

Tentative date	Milestone
Spring 2023	Proposed FY 2023-24 operating budget (CC)
	Prep for Grand Opening (CC)
	TCO / Certificate of Occupancy issued
	Prep for move-out – Youth Center, Branch Library, Senior programs
	Furniture and equipment installation begins
	Library opening day collection delivered
	Operations startup – staff training
	Operations startup – licenses and agreements
	Operations startup – program and hours of operation
	Operations startup – web, systems updates
	Programming startup – registration opens

Estimated milestones

Tentative date	Milestone
Summer 2023	Adopted FY 2023-24 operating budget (CC)
	Staff training day @ new center
	Soft opening, VIP tours (CC)
	Grand opening (CC)
	Start of operations
	Community tours
	Vacate Belle Haven Branch Library
	Deinstall Youth Center portables
	Revert Arriaga Family Recreation Center and Menlo Park library spaces
2024	Awards and certifications
	Community satisfaction surveys



E

ESE



COMMISSION WORK PLAN UPDATE

Parks Recreation Commission – April 27, 2022

2020 DRAFT WORK PLAN



1. Provide high quality and inclusive programs and services that meet the diverse and changing needs of all Menlo Park residents and neighboring communities.
2. Ensure City Parks and Community Facilities are well-maintained, upgraded and/or expanded to improve accessibility and usage by a diverse population, while promoting sustainable environmental design and practices.
3. Improve class and program offerings, venues, partnerships and sponsorships to increase the quality and accessibility of educational, recreational, sporting, artistic, and cultural programs in the City of Menlo Park.
4. Support initiatives, partnerships and projects that intersect with the City's Park and Community Services resulting in well-coordinated efforts to meet the needs of residents.

2021 DRAFT WORK PLAN - GOALS

1. Facilitate the goals laid out in the 2019 Parks and Recreation Master Plan.
2. Provide high quality programs and services for Menlo Park residents.
3. Maintain, upgrade, and expand city parks and facilities.
4. Enhance public awareness and engagement.
5. Include diverse community perspectives.
6. Prioritize accessibility, safety, and sustainability.

2021 DRAFT WORK PLAN - SPECIFIC EXAMPLES

1. Gather feedback on Willow Oaks park improvements.
2. Discuss and gather information on the pros and cons of contracting out city services.
3. Review the pickle ball court additions.
4. Invite members of the public on commission park tours.
5. Balance Belle Haven versus neighboring community needs in the new Menlo Park Community Center.
6. Develop strategies to mitigate the risks of off-leash dogs harming children.

2022 – CITY COUNCIL QUESTIONS/ COMMENTS

1. What does “expand park facilities” exactly mean? Please describe
2. What does “neighboring community” imply?
3. Define “diverse community perspectives.” What does it mean?
4. Maintain relationships with residents throughout the city of Menlo Park
5. Focus on resident input and not just on the commission
6. Provide high-quality programs and services for all Menlo Park residents (Please add all to the statement)
7. Need gather, incorporate resident input on field allocation/usage
8. Need to gather, incorporate resident input on pool operations



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 5/25/2022

Staff Report Number: PRC-2022-008

Information Item: Onboarding new commission members

Recommendation

Staff recommends that the Commission review suggestions for onboarding new Parks and Recreation Commission members.

Policy Issues

As a duly appointed advisory body to the City Council, the Parks and Recreation Commission advises the City Council on matters related to the City's parks and recreation facilities.

Background

Advisory bodies play an important role in city government by assisting and advising the City Council in formulating and implementing policy. Advisory bodies also develop recommendations and present supporting information to the City Council. The City Clerk is responsible for administering the oath of office and for providing mandated training on California law, such as the Brown Act, to incoming Commissioners; and for maintaining the City-Council approved Advisory Body Handbook (Attachment B).

Analysis

Staff prepared a checklist that may help new Commission members acclimate to their roles as advisory body members, and to become better acquainted with current issues relevant to the Commission's work (Attachment A). Links listed in the checklist should be reviewed at least annually for accuracy and timeliness. The Commission is encouraged to review the list and suggest any additions or edits. The Commission may also want to consider a "buddy system", where an incoming Commissioner is paired with an existing Commissioner for questions and concerns. The staff liaison would continue to serve in their role as the primary contact for interactions with the department.

Attachments

- A. Suggested checklist of items for new Commissioners
- B. Advisory body handbook. Hyperlink: <https://www.menlopark.org/DocumentCenter/View/15204/Advisory-body-handbook-2021>

Report prepared by:
Nick Szegda, Assistant Library Services Director

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

Attachment A – Suggested checklist of items for new Parks and Recreation Commissioners

Parks and Recreation Commission webpage: <https://beta.menlopark.org/Government/Commissions-and-committees/Parks-and-Recreation-Commission>

Includes links to the Commission's current meeting agenda and past meeting minutes.

Public engagement portal: <https://publicinput.com/hub/Subscriptions/2463>

Sign up for alerts on topics of interest including meeting agendas, newsletters and calendar events

Parks and Recreation Facilities Master Plan: <https://beta.menlopark.org/files/sharedassets/public/public-works/documents/capital-improvement-program/parks-and-recreation-facilities-master-plan.pdf>

Completed in fall of 2019, this update of the original 1999 plan "...studies the existing park and recreation facilities, and draws on extensive community engagement to identify a planning blueprint to expand, improve and protect these assets and provide recreational opportunities for the future." This is a large (300+ pages) document

Bedwell Bayfront Park Master Plan: <https://beta.menlopark.org/files/sharedassets/public/public-works/documents/capital-improvement-program/bedwell-bayfront-park-master-plan.pdf>

Planning document for the City's largest park, located on the edge of the City along San Francisco Bay. The Master Plan, completed in 2018, is meant to guide park improvements for the next 25 years. This is a large (300+ pages) document.

Library Commission: <https://beta.menlopark.org/Government/Commissions-and-committees/Library-Commission>

With the merger of Library and Community Services in 2020, collaboration between the library, child care, and recreation teams will continue to grow.

City of Menlo Park Open Government page: <https://beta.menlopark.org/Government/Open-government>

Links to budgets, planning documents, public notices, and more

LCS Strategic Plan: 2020 and beyond:

https://www.menlopark.org/DocumentCenter/View/27206/Staff-report_LC_21-006_LCS-Strategic-Plan-Update

Guiding document for Library and Community Services.

Menlo Park Community Campus project page:
<https://beta.menlopark.org/Government/Departments/Community-Development/Projects/Under-construction/Menlo-Park-Community-Campus>

Construction updates and meeting documents on the new combined library and recreation facility.

LCS departmental pages:

Recreation: <https://beta.menlopark.org/Government/Departments/Library-and-Community-Services/Recreation>

A great starting point for new commissioners to get a feel for all of the services and facilities that the department operates. Links to aquatics, parks, facility reservations, activity guides, youth and adult sports and more.

Child care: <https://beta.menlopark.org/Government/Departments/Library-and-Community-Services/Child-care>

The department operates three child care facilities at three different sites in the City.

Older adult services (services to seniors):

<https://beta.menlopark.org/Government/Departments/Library-and-Community-Services/Older-adult-services>

Services to seniors are currently being provided on an interim basis at the Burgess campus in the Arrillaga Family Recreation Center (meals, some classes, larger gatherings) and at the main library's Senior Annex (lounge, recreation and classes)



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 5/25/2022

Staff Report Number: PRC-2022-010

Informational item: Updated Recreation Facility Use Guidelines

Recommendation

That the Commission review updates to the Recreation Facility Use Guidelines.

Policy Issues

As a duly appointed advisory body to the City Council, the Parks and Recreation Commission may review and recommend updates to user policies and guidelines as the need arises.

Background

The Recreation Facility Use Guidelines (Guidelines), also known as the behavior policy, governs the public's use of recreation facilities.

Important considerations associated with the Guidelines include:

- Assuring equitable access to recreation facilities and resources for all community members;
- Maintaining a safe, clean and welcoming environment for all facility visitors;
- Facilitating the smooth and effective functioning of recreation facility operations; and,
- Ensuring a healthy, safe and productive workplace environment for Library and Community Services team members and volunteers.

Analysis

The Recreation Facility Use Guidelines are intended to ensure a public environment that is safe, welcoming, and inclusive for all community members by establishing clear expectations and rules for the shared use of recreation facilities. It is appropriate and necessary to conduct regular reviews of the guidelines and to update them as the need arises and in response to changing community needs and expectations over time. Staff recently updated the Guidelines to respond to issues that have arisen during virtual programs. (Attachment A.)

Attachments

Attachment A: Recreation Facility Use Guidelines – updated 05/25/2022. Redline version showing additions and clean version of updated Guidelines.

Report prepared by:

Nick Szegda, Assistant Library Services Director

Report reviewed by:

Sean Reinhart, Library and Community Service Director

RECREATION FACILITY USE GUIDELINES

Library and Community Services
800 Alma St., Menlo Park, CA 94025
tel 650-330-2501
Updated May 25, 2022



Purpose

The City of Menlo Park strives to provide a safe, welcoming, pleasant, and comfortable environment for all visitors of City facilities. To that goal, all facility visitors are expected to adhere to these Facility Use Guidelines.

We welcome everyone to:

- Learn, discover, play, and enjoy City of Menlo Park facilities within the limits of their intended use
- Find facilities, equipment, and materials in good condition
- Feel safe and welcome
- Respect the rights of others to feel safe and welcome.

Visiting a City of Menlo Park recreation facility, including the premises and grounds outside a recreation facility, or participating in an event or program constitutes an implicit acceptance of these Guidelines and an acknowledgement of the right of City of Menlo Park staff to take any action they see fit while interpreting these Guidelines.

In case of an emergency, follow staff instructions promptly.

Prohibited conduct and activities

In consideration of all visitors and staff, the following activities are not allowed in City of Menlo Park recreation facilities, including the premises and grounds outside the facilities:

- Leaving a vulnerable adult or a child under the age of 11 unattended.
- Entering vacant classrooms or facility rooms unless approved by staff.
- Disturbing others by talking loudly or with other noisy activity—including any loud sound originating from any electronic device. Please do use headphones when listening to audio on any electronic devices.
- Conversing using a cell phone except in designated areas.
- Sleeping—as a safety precaution sleeping individuals will be awakened.
- Eating—except in the designated areas, or food provided at city-approved events.
- Drinking—except for covered beverages in the designated areas, or beverages provided at Library and Community Services-sponsored events.
- Presenting offensive and pervasive odor or odors that may make the use of the facility difficult for others.
- Bathing, shaving, haircutting, or washing clothes in the public restrooms.
- Leaving or storing personal belongings in program rooms, public spaces, or on the premises or grounds outside of facilities.
- Entering a facility without shoes or adequate clothing, including top and bottom.
- Bringing in animals other than service animals recognized under Titles II and III of the Americans with Disabilities Act (ADA).
- Leaving pets unattended and/or unleashed in outdoor areas near the facility, including but not limited to entryways, pathways, lawns, and outdoor seating areas.
- Bringing carts, bicycles, scooters, skateboards, or similar items into any facility or leaving them at the entrance--except equipment that is designed and is being used for the purpose of assisting the mobility of persons with disabilities and/or equipment designed and being used to carry infants and children.
- Wearing skates or roller blades inside the facility.
- Changing a child's diaper—except in the designated area of the public restrooms.
- Blocking aisles, shelves, or any thoroughfare with personal items, or leaving items unattended at any time--except to use the restroom for a reasonable amount of time.
- Putting feet on facility furniture, rearranging the furniture, or using the furniture for other than its intended purpose.
- For programs that require parents to sign in and out their children, ONLY the parents or guardians (over 18 years old) designated on the program sign up form will be allowed to pick up and/or drop off the child unless otherwise communicated with staff. ID will be required.
- Only participants who are registered for the class or program may be in attendance

- Siblings of a participant may not join the class or program without registering
- Parents are allowed in classroom or program space only if approved by instructor or city staff. Otherwise, parents must wait in designated areas
- Bringing weapons of any kind into the facility.
- Harassing facility users or staff—including physical, sexual, verbal harassment or stalking.
- Selling, soliciting, or using illegal drugs on facility premises.
- Alcohol is prohibited, except at City-approved events.
- Soliciting money, donations or signatures, or the distribution or posting of any printed material without advance written approval of the City.
- Smoking, including using electronic and smoke-free cigarettes (vaping) inside or within 50 feet of the facility building.
- Vandalizing facility facilities, equipment, or materials.
- Removing facility materials from the building without permission from authorized City staff.
- Engaging in sexual conduct or lewd behavior.
- Viewing or displaying inappropriate, sexually explicit, or illegal material in the facility.
- Violation of any federal, state, or local public health orders, restrictions, protocols and/or guidelines
- Illegal activity of any kind will be reported to law enforcement.

Library and Community Services Events

Library and Community Services events are open the general public. Advance registration may be required for planning purposes or when space is limited. Events may be held on-site, off-site, or virtually. Event participants, whether onsite, offsite, or virtual, must comply with the Recreation Facility Use Guidelines.

Youth events are created for participating youth and their caretakers. Adults who are not accompanying a youth participant may be asked to leave the event.

While hosting a virtual event, Library and Community Services staff may take one or more of the following actions as needed to ensure compliance with these guidelines: mute attendees, lock the event after the program has begun, dismiss participants or take other actions as needed. During virtual events, participants may be asked to turn on their cameras so that staff can identify them. Unidentified or unidentifiable individuals may be removed from the event.

Enforcement

Failure to follow these Guidelines will result in the following actions:

- Individuals will be asked to leave the premises.
- Facility visiting privileges may be suspended for an extended period.
- Facility staff may call local law enforcement to aid in enforcing these Guidelines.
- Illegal activity in any facility may result in arrest and/or prosecution in addition to suspension of facility privileges.
- Customers who return to any City of Menlo Park facility before a suspension has ended may be charged with trespassing.

Additional information

- In case of an emergency, promptly follow all staff instructions.
- Theft or vandalism to City of Menlo Park property, or property of staff, or property of facility visitors is prohibited.
- State law permits staff to search purses, bags, parcels, briefcases, and other packages to prevent the theft of recreation equipment and materials and authorizes the detention for a reasonable period of any person using these facilities who is suspected of committing theft (California Penal Code section 490.5.)

Policy history

Action	Date	Notes
Policy adoption	September 22, 2021	Parks and Recreation Commission recommended
Policy updated	May 25, 2022	Parks and recreation Commission reviewed

RECREATION FACILITY USE GUIDELINES

Library and Community Services
800 Alma St., Menlo Park, CA 94025
tel 650-330-2501
Updated May 25, 2022



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- Conversing using a cell phone except in designated areas.
- Sleeping—as a safety precaution sleeping individuals will be awakened.
- Eating—except in the designated areas, or food provided at city-approved events.
- Drinking—except for covered beverages in the designated areas, or beverages provided at Library and Community Services-sponsored events.
- Presenting offensive and pervasive odor or odors that may make the use of the facility difficult for others.
- Bathing, shaving, haircutting, or washing clothes in the public restrooms.
- Leaving or storing personal belongings in program rooms, public spaces, or on the premises or grounds outside of facilities.
- Entering a facility without shoes or adequate clothing, including top and bottom.
- Bringing in animals other than service animals recognized under Titles II and III of the Americans with Disabilities Act (ADA).
- Leaving pets unattended and/or unleashed in outdoor areas near the facility, including but not limited to entryways, pathways, lawns, and outdoor seating areas.
- Bringing carts, bicycles, scooters, skateboards, or similar items into any facility or leaving them at the entrance--except equipment that is designed and is being used for the purpose of assisting the mobility of persons with disabilities and/or equipment designed and being used to carry infants and children.
- Wearing skates or roller blades inside the facility.
- Changing a child's diaper—except in the designated area of the public restrooms.
- Blocking aisles, shelves, or any thoroughfare with personal items, or leaving items unattended at any time--except to use the restroom for a reasonable amount of time.
- Putting feet on facility furniture, rearranging the furniture, or using the furniture for other than its intended purpose.
- For programs that require parents to sign in and out their children, ONLY the parents or guardians (over 18 years old) designated on the program sign up form will be allowed to pick up and/or drop off the child unless otherwise communicated with staff. ID will be required.
- Only participants who are registered for the class or program may be in attendance

- Siblings of a participant may not join the class or program without registering
- Parents are allowed in classroom or program space only if approved by instructor or city staff. Otherwise, parents must wait in designated areas
- Bringing weapons of any kind into the facility.
- Harassing facility users or staff—including physical, sexual, verbal harassment or stalking.
- Selling, soliciting, or using illegal drugs on facility premises.
- Alcohol is prohibited, except at City-approved events.
- Soliciting money, donations or signatures, or the distribution or posting of any printed material without advance written approval of the City.
- Smoking, including using electronic and smoke-free cigarettes (vaping) inside or within 50 feet of the facility building.
- Vandalizing facility facilities, equipment, or materials.
- Removing facility materials from the building without permission from authorized City staff.
- Engaging in sexual conduct or lewd behavior.
- Viewing or displaying inappropriate, sexually explicit, or illegal material in the facility.
- Violation of any federal, state, or local public health orders, restrictions, protocols and/or guidelines
- Illegal activity of any kind will be reported to law enforcement.

Library and Community Services Events

Library and Community Services events are open the general public. Advance registration may be required for planning purposes or when space is limited. Events may be held on-site, off-site, or virtually. Event participants, whether onsite, offsite, or virtual, must comply with the Recreation Facility Use Guidelines.

Youth events are created for participating youth and their caretakers. Adults who are not accompanying a youth participant may be asked to leave the event.

While hosting a virtual event, Library and Community Services staff may take one or more of the following actions as needed to ensure compliance with these guidelines: mute attendees, lock the event after the program has begun, dismiss participants or take other actions as needed. During virtual events, participants may be asked to turn on their cameras so that staff can identify them. Unidentified or unidentifiable individuals may be removed from the event.

Enforcement

Failure to follow these Guidelines will result in the following actions:

- Individuals will be asked to leave the premises.
- Facility visiting privileges may be suspended for an extended period.
- Facility staff may call local law enforcement to aid in enforcing these Guidelines.
- Illegal activity in any facility may result in arrest and/or prosecution in addition to suspension of facility privileges.
- Customers who return to any City of Menlo Park facility before a suspension has ended may be charged with trespassing.

Additional information

- In case of an emergency, promptly follow all staff instructions.
- Theft or vandalism to City of Menlo Park property, or property of staff, or property of facility visitors is prohibited.
- State law permits staff to search purses, bags, parcels, briefcases, and other packages to prevent the theft of recreation equipment and materials and authorizes the detention for a reasonable period of any person using these facilities who is suspected of committing theft (California Penal Code section 490.5.)

Policy history

Action	Date	Notes
Policy adoption	September 22, 2021	Parks and Recreation Commission recommended
Policy updated	May 25, 2022	Parks and recreation Commission reviewed



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 5/25/2022

Staff Report Number: PRC-2022-013

Informational Item: Draft program survey for recreation and community programs

Recommendation

Staff recommends that the Parks and Recreation Commission review a draft survey for recreation and community programs. (Attachment A).

Background

City Council February 8, 2022 directed staff to conduct an analysis of the city's aquatics program needs including a community-wide survey.

Analysis

Survey scope and goal

The Menlo Park Community Campus (MPCC) Subcommittee, which is comprised of Mayor Nash and Councilmember Taylor, expressed interest in leveraging the opportunity of a community-wide survey to also gain insight into community members' needs and interests in regard to programming in the new MPCC when it opens. Working with the MPCC Subcommittee, staff prepared a draft survey to gain insight into all these areas. (Attachment A).

Next steps

The City Council is scheduled to review the draft survey at its regular meeting on May 24. The survey is tentatively planned to be issued during the month of June, in English and Spanish, to Menlo Park residents through multiple formats including electronic, paper, and in-person.

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. Draft program survey

Report prepared by:

Sean Reinhart, Library and Community Services Director

Description/ background (not included in survey):

City Council February 8, 2022 directed staff to conduct an analysis of the city's aquatics program needs including a community-wide survey. The MPCC Subcommittee expressed interest in leveraging the opportunity of a community-wide survey to also gain insight into community members' needs and interests in regard to programming in the new MPCC facility. Working with the MPCC Subcommittee, staff prepared a draft survey to gain insight in all these areas. Staff is tentatively planning to issue the survey during the month of June, in English and Spanish, to Menlo Park residents through multiple formats including electronic, paper, and in-person. The Parks and Recreation Commission is tentatively scheduled to review the draft survey at its regular meeting on May 25. The City Council is tentatively scheduled to review the results of the survey at its regular meeting on July 26.

[IN ENGLISH AND SPANISH]
[ONLINE, ON PAPER, and IN-PERSON]

MENLO PARK RESIDENT SURVEY – RECREATION AND COMMUNITY PROGRAMS

The City of Menlo Park is interested in hearing residents' needs and views about recreation programs and other community services provided by the city. Please tell us your views by taking this survey.

What neighborhood of Menlo Park do you live in now? (See map) (Choose one)

[Radio buttons]

- ☐ Belle Haven
- ☐ Suburban Park / Lorelei Manor / Flood Triangle
- ☐ South of Seminary / Vintage Oaks
- ☐ The Willows
- ☐ Felton Gables / Park Forest
- ☐ Linfield Oaks
- ☐ Downtown Menlo Park
- ☐ Allied Arts / Stanford Park
- ☐ Central Menlo Park
- ☐ Sharon Heights
- ☐ Unincorporated Menlo Park
- ☐ Other (please describe) [text field]
- ☐ I don't live in Menlo Park

How long have you lived in Menlo Park?

[Radio buttons]

- ☐ Less than a year ☐ 1-5 years ☐ 6-10 years ☐ 10-19 years ☐ 20+ years ☐ I don't live in Menlo Park

What age groups live in your household? (check all that apply)

[Checkboxes]

- ☐ Infants/ toddlers ☐ Children ☐ Teenagers / tweens ☐ Adults ☐ Adults 65+ ☐ I don't know / I prefer not to answer

**** DRAFT ** NOT FOR DISTRIBUTION ****

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

[Matrix]

	<i>Never</i>	<i>Rarely, once a year or less</i>	<i>A few times a year</i>	<i>Once or twice a month</i>	<i>Once or twice a week</i>	<i>More than once a week</i>
Afterschool programs						
Athletic fields (soccer, baseball, etc.)						
Community and cultural events						
Dog park						
Gymnasium (basketball, volleyball, etc)						
Meeting rooms / facility rentals						
Parks / green spaces						
Picnic areas						
Public libraries						
Recreation center						
Senior center programs						
Skate park						
Swimming pools						
Tennis / pickleball courts						
Walking / hiking trails						

**** DRAFT ** NOT FOR DISTRIBUTION ****

How important are the following COMMUNITY PROGRAMS and CLASSES?

[Matrix]

	<i>not at all important</i>	<i>somewhat important</i>	<i>very important</i>
Arts and crafts: sewing, painting, ceramics, etc.	1	2	3
Bike repair	1	2	3
Cooking and nutrition	1	2	3
Dance / movement	1	2	3
Environmental education	1	2	3
Fitness center – weights, resistance training, cardio, etc.	1	2	3
Gymnastics	1	2	3
Health and wellness / yoga / meditation	1	2	3
Martial arts	1	2	3
Money management, personal budgeting	1	2	3
Music / performing arts	1	2	3
Strength / balance training for seniors	1	2	3
Technology for beginners - learn how to use computers, mobile apps, basic software	1	2	3
Technology – coding, app development, computer aided design, 3-D printing, etc.	1	2	3
Teens - programs to socialize, read and study after school and on weekends	1	2	3
Travel / learn a new language	1	2	3

For COMMUNITY PROGRAMS and CLASSES, how important are the following things?

[Matrix]

	<i>not at all important</i>	<i>somewhat important</i>	<i>very important</i>
Programs/ classes are focused on the needs of Menlo Park residents	1	2	3
Programs/ classes are free or have discounted fees for Menlo Park residents	1	2	3
Programs/ classes attract participants from outside Menlo Park who are charged higher fees	1	2	3

Please tell us your ideas, needs, and suggestions for the city's COMMUNITY PROGRAMS and CLASSES.

[free text field]

**** DRAFT ** NOT FOR DISTRIBUTION ****

How important are the following AQUATICS programs?

[Matrix]

	<i>not at all important</i>	<i>somewhat important</i>	<i>very important</i>
Swimming lessons for children	1	2	3
Swimming lessons for adults	1	2	3
Adult lap swimming	1	2	3
Family fun (wading pool, splash pad)	1	2	3
Competitive swimming & sports	1	2	3
Open swim / community swim time	1	2	3
Aqua therapy / physical therapy	1	2	3
Aquacise / exercise classes	1	2	3

For AQUATICS programs, how important are the following things?

[Matrix]

	<i>not at all important</i>	<i>somewhat important</i>	<i>very important</i>
Children / families have priority to use swimming pools for play and social time	1	2	3
Competitive swimming / sports have priority to use the pools for training and competitions	1	2	3
Lap swimmers have priority to use the pools	1	2	3
Therapy swimming / older adult swimming has priority to use the pools	1	2	3
Adaptive swimming for people with disabilities have priority to use the pools	1	2	3
Beginners/ children's swimming lessons have priority to use the pools	1	2	3
Swimming pools are open year-round	1	2	3
Swimming pools are open seven days per week	1	2	3
Swimming pools are focused on the needs of Menlo Park residents	1	2	3
Swimming pools have free or discounted fees for Menlo Park residents	1	2	3
Swimming pools attract participants from outside Menlo Park who are charged higher fees	1	2	3

Please tell us your ideas, needs, and suggestions for the city's AQUATICS programs.

[free text field]

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**** DRAFT ** NOT FOR DISTRIBUTION ****

How important are the following ATHLETIC PROGRAMS?

[Matrix]

	<i>not at all important</i>	<i>somewhat important</i>	<i>very important</i>
Neighborhood / family access to athletic fields for casual use and play	1	2	3
Children access to athletic fields for casual / drop-in play	1	2	3
Basketball – casual / drop-in play	1	2	3
Basketball – organized youth league	1	2	3
Basketball – organized adult league	1	2	3
Volleyball – organized youth league	1	2	3
Volleyball – organized adult league	1	2	3
Soccer – organized youth league	1	2	3
Soccer – organized adult league	1	2	3
Tennis – casual / drop-in play	1	2	3
Tennis – private/individual lessons	1	2	3
Pickleball – casual / drop-in play	1	2	3
Pickleball – organized league / tournament	1	2	3
Gymnastics – youth competitive	1	2	3
Gymnastics – youth casual / fun	1	2	3
Baseball – organized youth league	1	2	3
Softball – organized youth league	1	2	3
Softball – organized adult league	1	2	3
Lacrosse – organized youth league	1	2	3
Football/ rugby – organized youth/adult league	1	2	3

For ATHLETIC PROGRAMS, how important are the following things?

[Matrix]

	<i>not at all important</i>	<i>somewhat important</i>	<i>very important</i>
Programs are focused on the needs of Menlo Park residents	1	2	3
Programs are free or have discounted fees for Menlo Park residents	1	2	3
Programs attract participants from outside Menlo Park who are charged higher fees	1	2	3

Please tell us your ideas, needs, and suggestions for the city's ATHLETIC PROGRAMS.

[free text field]

**** DRAFT ** NOT FOR DISTRIBUTION ****

For LIBRARY and INFORMATION RESOURCES, how important are the following things?

[Matrix]

	<i>not at all important</i>	<i>somewhat important</i>	<i>very important</i>
Adult literacy tutoring to help adults learn how to read / improve reading skills	1	2	3
Books in electronic / digital formats (e-books, e-audiobooks)	1	2	3
Books in paper format	1	2	3
Books that are classics that I read in school / as a child	1	2	3
Books that are the newest and most popular bestsellers	1	2	3
Books that are written in languages other than English	1	2	3
Books that offer a wide range of different viewpoints including views I don't agree with	1	2	3
Books that reflect the cultures, needs and interests of local / neighborhood residents	1	2	3
Computers / laptops / tablets that people can checkout and take home	1	2	3
English as Second Language (ESL) resources	1	2	3
Food distribution, food insecurity advice and support	1	2	3
Health care navigation and support	1	2	3
Homelessness / housing referrals and support	1	2	3
Homework help for children and teens after school	1	2	3
Job skills / job readiness / job seeker resources and training	1	2	3
Legal advice and support	1	2	3
Money management / financial advice and support	1	2	3
Quiet places to read and study	1	2	3
Storytimes for young children	1	2	3
Teens have space to socialize, read and study after school and weekends	1	2	3
Wireless internet "Hot spots" for checkout / take home	1	2	3
Wireless internet access (wifi) in the library	1	2	3

Please tell us your ideas, needs, and suggestions for the city's LIBRARY and INFORMATION RESOURCES.

[free text field]

**** DRAFT ** NOT FOR DISTRIBUTION ****

Please tell us any other ideas, needs, complaints or suggestions you'd like to share with us.

[free text field]

What is your age? (Check one)

[Radio buttons]

☐ 6-12 ☐ 13-17 ☐ 18-24 ☐ 25-34 ☐ 35-44 ☐ 45-64 ☐ 65-74 ☐ 75+ ☐ I prefer not to answer

(Optional) Would you like us to send you the results of this survey?

[Radio buttons w/ text fields]

- ☐ YES – send it to me by email [text field]
- ☐ YES – send it to me by text message [number field]
- ☐ NO

Thank you for your input!

City of Menlo Park - Parks and Recreation Commission
2020-21 Tentative Agenda Schedule
May 25, 2022

Meetings are held virtually via video conference at 6:30 p.m. on the fourth Wednesday of the month unless otherwise specified

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



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 5/25/2022

Staff Report Number: PRC-2022-011

Informational Item: Department updates

Recommendation

Staff recommends that the Commission review the following staff reports from the City Council regular meeting on May 10:

- a. Approve concept designs for the Burgess Park and Willow Oaks Park improvement projects. (Attachment A).
- b. Pilot project for neighborhood access to Belle Haven School field. (Attachment B).

Summary

- a. Approve concept designs for the Burgess Park and Willow Oaks Park improvement projects. City Council approved the concept designs for park improvements at Willow Oaks Park and Burgess Park; directed staff to explore additional usage at Willow Oaks Park; and asked staff to return at a future date with considerations for other park improvements including at Sharon Park.
- b. Pilot project for neighborhood access to Belle Haven School field. City Council reviewed an informational update including a letter of commitment with Ravenswood City School District to launch a pilot program to allow neighborhood access to the field at the Belle Haven School starting July 1.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. City Council, May 10, 2022. Staff Report #22-086-CC: Approve Concept designs for the Burgess Park and Willow Oaks Park improvement projects.
- B. City Council, May 10, 2022. Staff Report #22-087-CC: Pilot project for neighborhood access to Belle Haven School field.

Report prepared by:

Nick Szegda, Assistant Director of Library Services

Report reviewed by:

Sean Reinhart, Director of Library and Community Services

**STAFF REPORT****City Council****Meeting Date:****5/10/2022****Staff Report Number:****22-086-CC****Regular Business:****Approve concept designs for the Burgess Park and Willow Oaks Park improvement projects****Recommendation**

Staff recommends that the City Council approve the concept plans for the park improvement projects for Burgess Park playground (Attachment A) and Willow Oaks Park (Attachment B.)

Policy Issues

The improvements proposed are consistent with the City's General Plan Policy LU-6.1 and the Recreation Master Plan goals adopted in October 2019 by developing and maintaining parks and a recreation system that provides areas for play fields and facilities conveniently located and properly designed to serve the recreation needs of Menlo Park residents and all visitors alike. In keeping with the City's General Plan Policy both Burgess Park and Willow Oaks Park offer areas for recreational activities, playing, exercising, a small dog park at Willow Oaks Park, picnic areas, and gathering by being conveniently located, suitably maintained, and designed to serve park goers chosen needs.

Background**Burgess Park children's play area**

The improvements in Burgess Park are focused on the children's play area, as well as on site accessibility. The play area is located along Burgess Drive, separated from the street by a low fence and a concrete sidewalk. The play area is surrounded by a grass area to the south, a parking lot to the north, and tennis courts to the west, which are separated from the play area by a cyclone fence draped with a green colored screen. The present play components were prioritized in a 2015 comprehensive Playground Safety Inspection Report as needing update to meet California Safety Standards. The improvements include a replacement of the fir bark surface, which limits the ability of children with physical disabilities to use the play area equipment. Within the present play area, there are seven mature oak trees that provide shade. The trees will remain under the proposed project.

Willow Oaks Park area and facilities

The improvements for Willow Oaks Park include a master plan for the entire park, as well as connectivity to the surrounding neighborhood. Willow Oaks Park has a primary entrance to a parking lot from Willow Road, with a secondary pedestrian access point via a 16-foot wide asphalt path that connects to Gilbert Street to the south. The north side of the park is bounded by a turf field that belongs to the Ravenswood School District and the school's parking lot, which has an entrance at Pope Street. Pedestrians can access the park from the school parking lot as well. Willow Oaks Park is bounded on the south by residential properties.

Community feedback and Parks and Recreation Commission review

The Preferred Concept Plans for the Burgess Park and Willow Oaks Park Improvement projects closely reflect preferences received in late 2021 from the public's virtual outreach survey. The Burgess Park

Playground Improvements received 363 responses from 46 participants (Attachment C); the Willow Oaks Park Improvements received 1,200 responses from 170 participants (Attachment D.)

On February 23, 2022 staff and Callander Associates Landscape Architecture Inc. (CALA), consultant for the parks' project presented the preliminary designs for the Burgess Park and Willow Oaks Park to the Parks and Recreation Commission (PRC.) The presented design incorporated preferences from the survey and comments received to that point.

Analysis

The concept designs for each park identify the elements to be replaced or improved based on public preferences and feedback from the PRC provided during the design process.

At Burgess Park, the preferred concept plan (Attachment A) includes:

- New modern play equipment that includes equipment for use by a children of a variety of ages and abilities
- Replacement of the existing bark with a new rubber and engineered wood surfaces that provide accessibility to children and adults who face mobility challenges, while preserving existing heritage oak trees
- A new Americans with Disabilities Act (ADA) compliant concrete pathway leading to the play area entrance from the parking area lot
- Relocation of two ADA compliant parking stalls closer to the new pathway leading to the play area entrance

At Willow Oaks Park, the preferred concept plan (Attachment B) includes:

- New play equipment and an expanded children's play area
- Separated areas for small and large dogs and a shade structure for dog owners
- New picnic tables and seating areas at several parts of the park
- New surfaces for the play area and dog park that are more accessible and easier to maintain
- New pickle ball courts replacing the basketball court
- A new paved pathway linking Willow Road to Pope Street for pedestrians and bicyclists
- An improved path connecting the park to Gilbert Street that also addresses drainage issues
- A new restroom with two all gender accessible rest rooms. The design of the restroom is based on previous public outreach and approved by the Parks and Recreation Commission in May 2017
- Relocation of ADA parking spaces to be closer to the new restroom

In addition, in recent months there have been significant issues with off-leash dogs accessing the existing school playing field at Willow Oaks Park. This unintended use of the facility has damaged the field and generated conflicts between park visitors. Staff proposes to fence the perimeter of the park with a permanent low fence and gates. This will allow the general public to access the field from specific points of entry, rather than accessing it from all areas. It will also serve as a deterrent to off-leash dogs, and reduce the need for more staff-intensive intervention and enforcement actions. The proposed enclosure will be a 4-foot high steel chain link fence with black finish, ringing the perimeter of the facility, with two access gates. The fence is an element that staff is exploring and requests City Council feedback and direction in terms of whether this element is desired and should be included in the project scope.

If the City Council approves the concept plans, CALA will proceed to the development of construction documents, which are anticipated to be completed by the end of 2022. The earliest the project would be bid

for construction is spring 2023 and with construction taking six to nine months. This overall schedule was shared with the Parks and Recreation Commission.

Impact on City Resources

The fiscal year 2021-22 Capital Improvement Plan (CIP) included approximately \$900,000 for the Burgess Park and Willow Oaks Park improvement projects. Approximately \$250,000 has been dedicated to project design and community outreach to date. The remaining budget of approximately \$650,000 will cover the cost to develop final construction documents.

Based on the conceptual plans developed to date, construction costs are expected to total \$970,000 for the Burgess Park improvements and nearly \$3.7 million for the Willow Oaks Park improvements. Cost estimates will be updated during the development of construction documents. The final cost estimate will reflect selection of final elements and assessment of the condition of underground utilities required for the new restroom.

On April 12, 2022, City Council adopted a resolution authorizing the issuance of the 2022 General Obligation Bonds. The purpose of these bonds was the renovation and expansion of the City's parks and recreation facilities, as approved by City voters in 2001 via ballot Measure T. Attachment E summarizes information provided to City Council about the expected use of the bond proceeds, which included approximately \$3.1 million for Willow Oaks Park and approximately \$725,000 for the Burgess Park playground upgrades. Attachment F outlines where previous Measure T funds were appropriated.

If the City Council approves the concept plans, funding for construction will be considered as part of the fiscal year 2022-23 budget, utilizing Measure T bonds. The Measure T Bonds are paid from an ad valorem tax on all taxable property within the City, not the City's General Fund.

Environmental Review

The project is categorically exempt under Section 15301 – Class 1 and Section 15304 – Class 4 of the California Environmental Quality Act Guidelines. Both Burgess Park and Willow Oaks Park are considered exempt because the project involves operation, maintenance, replacement or reconstruction of facilities and minor alterations to land that the state has determined not to have a significant effect on 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

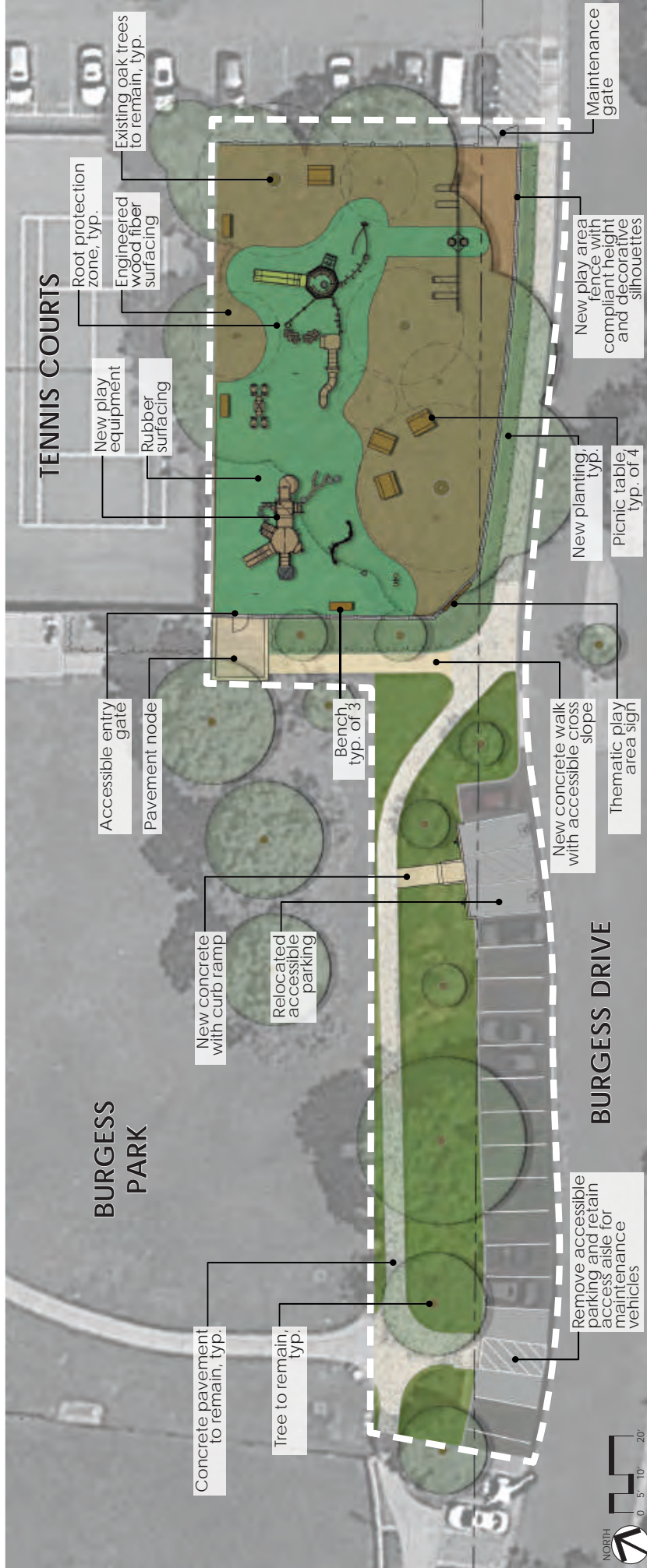
- A. Preferred Concept Plan for Burgess Park Improvement project
- B. Preferred Concept Plan for Willow Oaks Park Improvement project
- C. Burgess Park Improvement survey results
- D. Willow Oaks Park Improvement survey results
- E. Use of bond proceeds
- F. Completed Measure T Projects

Staff Report #: 22-086-CC

Report prepared by:
Rodolfo Ordonez, Associate Engineer

Reviewed by:
Hugh Louch, Assistant Public Works Director – Transportation
Tanisha Werner, Assistant Public Works Director – Engineering
Nicole Nagaya, Public Works Director

PREFERRED CONCEPT PLAN



INSPIRATION IMAGES

6X6 wood corner posts

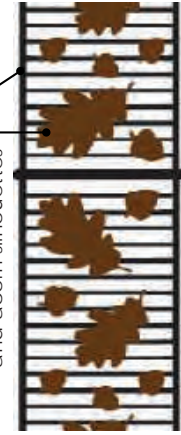
Thematic sign with plastic wood backing and metal letters



PLAY AREA SIGN

Metal picket fence, 4' high

Laser cut sheet metal welded to fence, oak leaf and acorn silhouettes



PLAY AREA FENCE



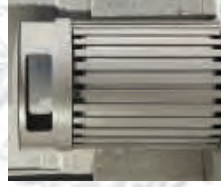
PAVEMENT NODE - STAMPED CONCRETE



BENCH - BLACK COLOR



PICNIC TABLE

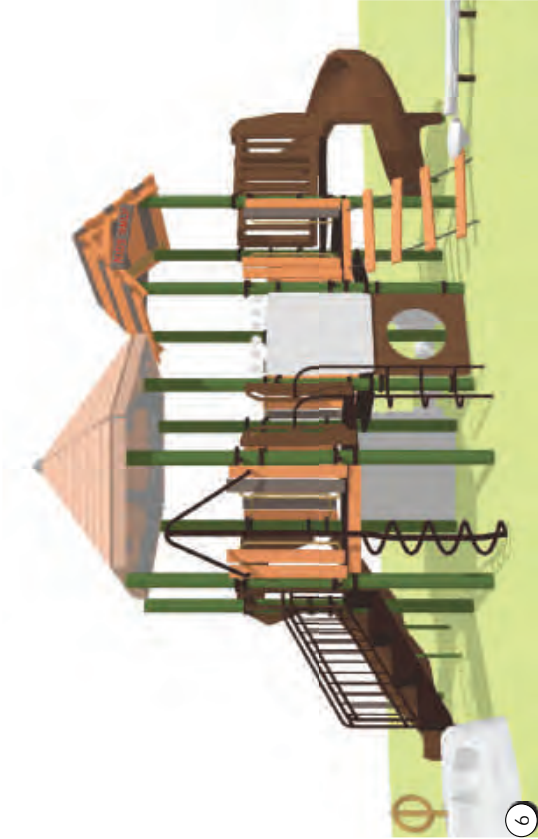
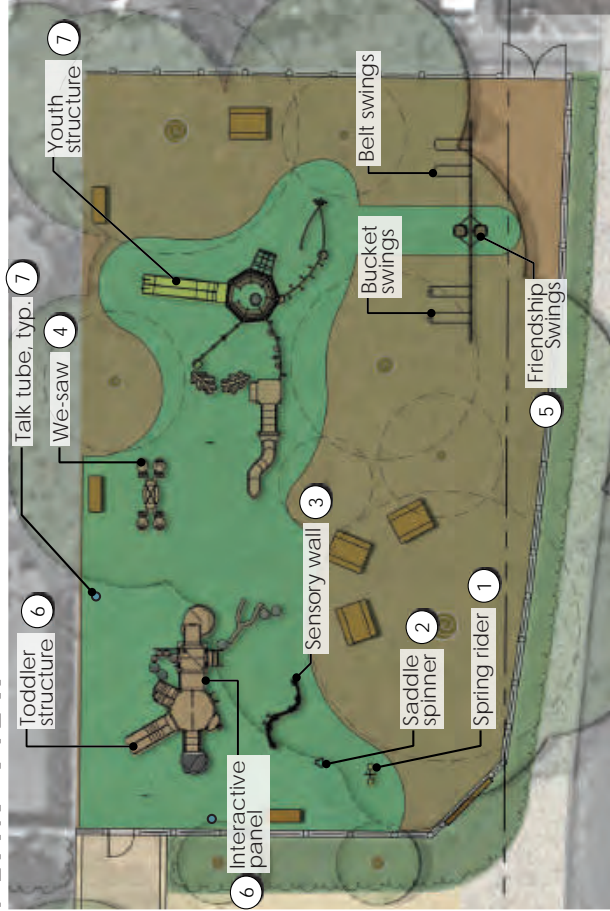


TRASH RECEPTACLE

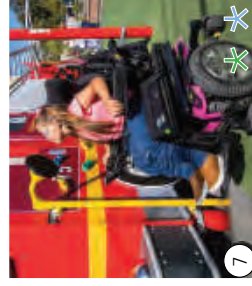


PLAY EQUIPMENT

PLAN VIEW



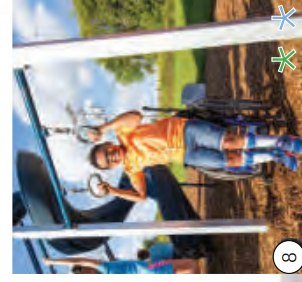
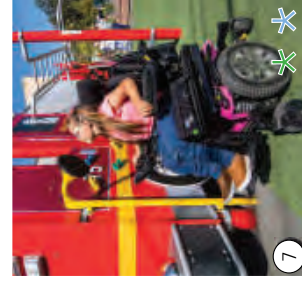
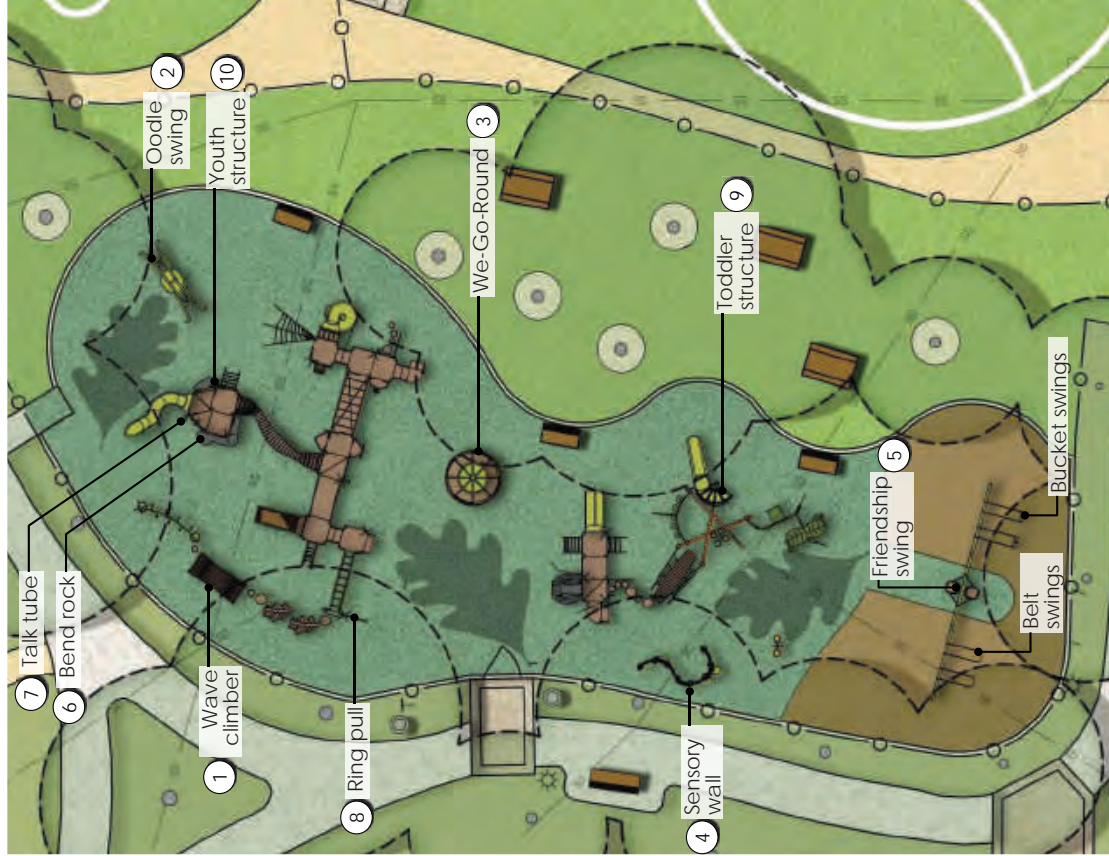
★ Inclusive Play Elements
★ Wheelchair Accessible Elements





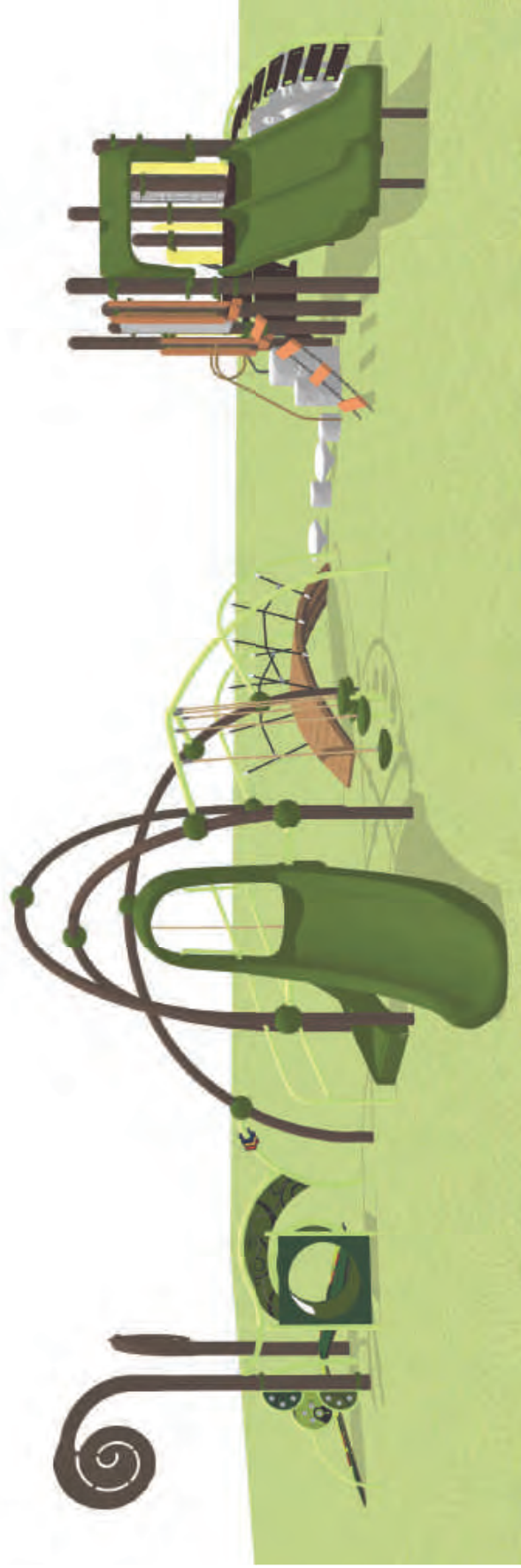
PLAY EQUIPMENT

PLAN VIEW



★ Inclusive Play Elements
★ Wheelchair Accessible Elements

PLAY EQUIPMENT



9 TODDLER STRUCTURE



10 YOUTH STRUCTURE

SITE FURNISHINGS



BENCH - BLACK COLOR



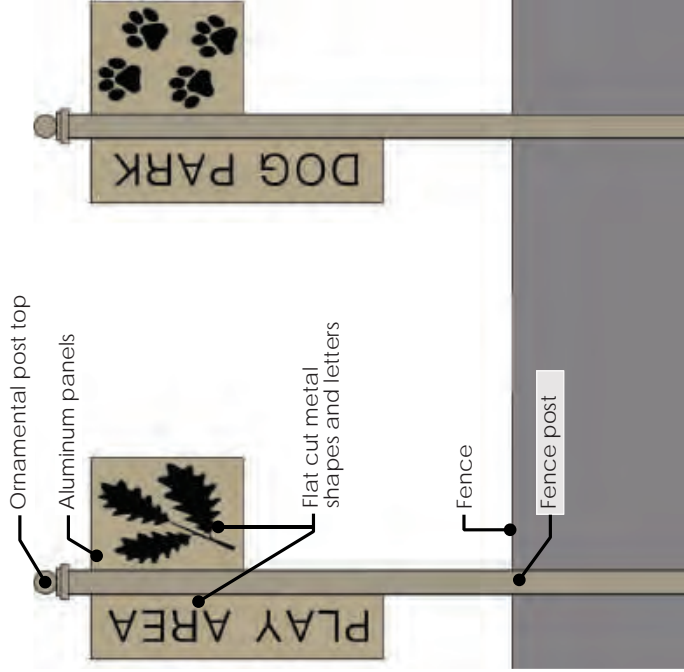
PICNIC TABLE



DOG PARK SHADE STRUCTURE



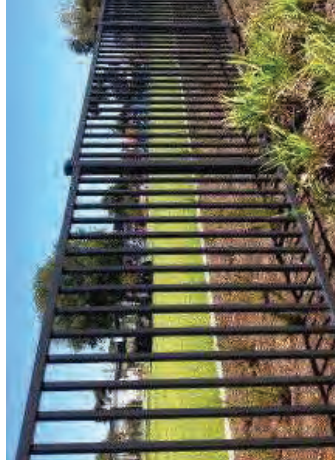
PET DRINKING FOUNTAIN



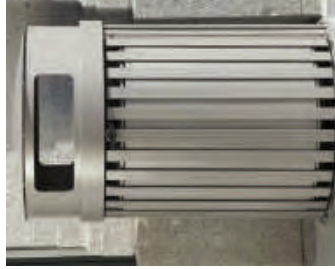
WAYFINDING SIGNS



PAVEMENT NODE - STAMPED CONCRETE



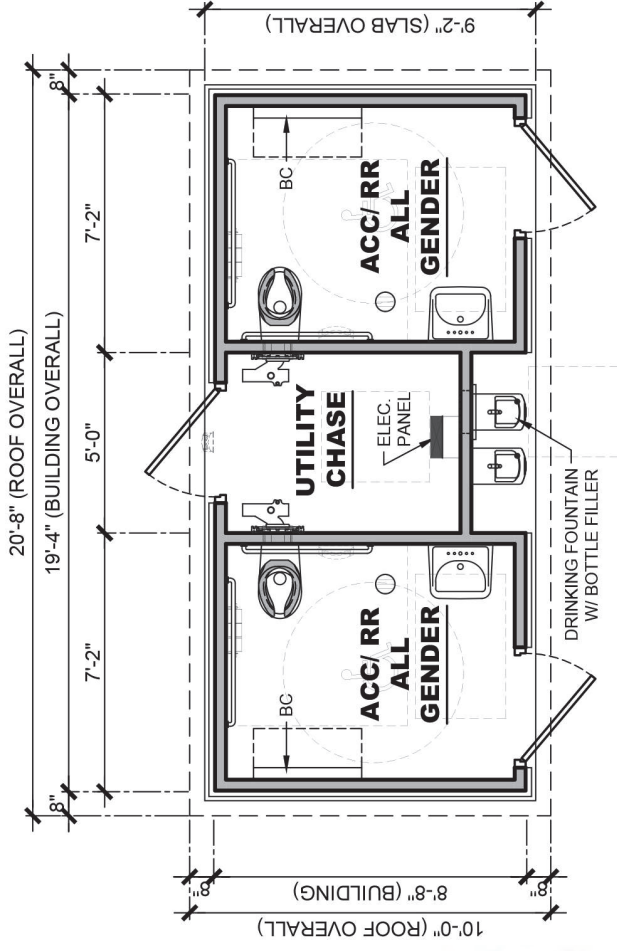
PLAY AREA FENCE



TRASH RECEPTACLE

RESTROOM BUILDING

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



Burgess Park Playground Improvements

Project Engagement

VIEWS	PARTICIPANTS
113	46
RESPONSES	COMMENTS
363	28
SUBSCRIBERS	
16	

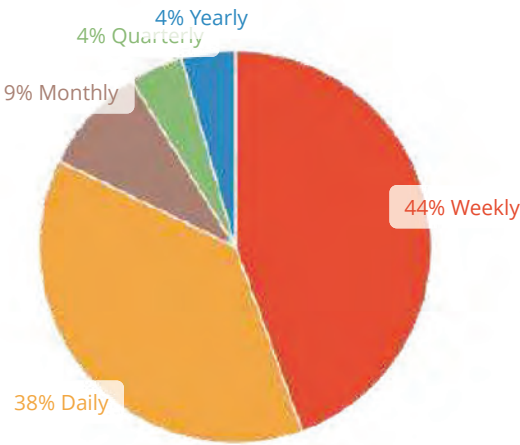
MOVE

TOGGLE COMMENTS

FILTER BY SEGMENT

OPTIONS

How often do you visit the park?



45 respondents

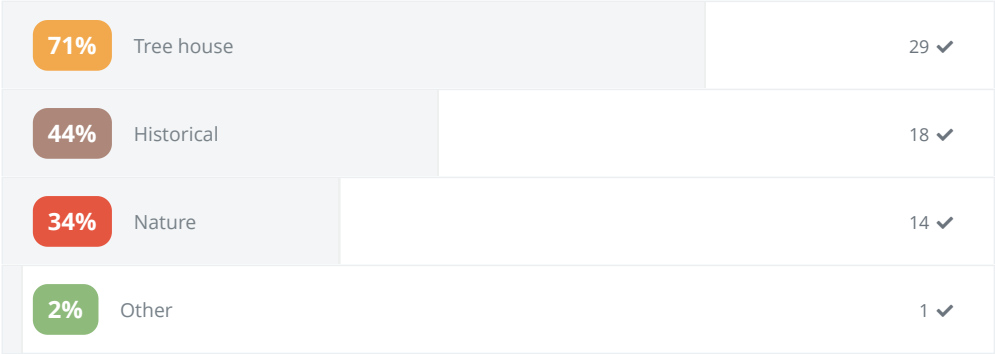
Download Graph Data

What age group does/do your child/children fall into? (select all that apply)

61%	3-5	27 ✓
57%	0-2	25 ✓
32%	5-12	14 ✓
5%	12+	2 ✓
2%	Not applicable	1 ✓

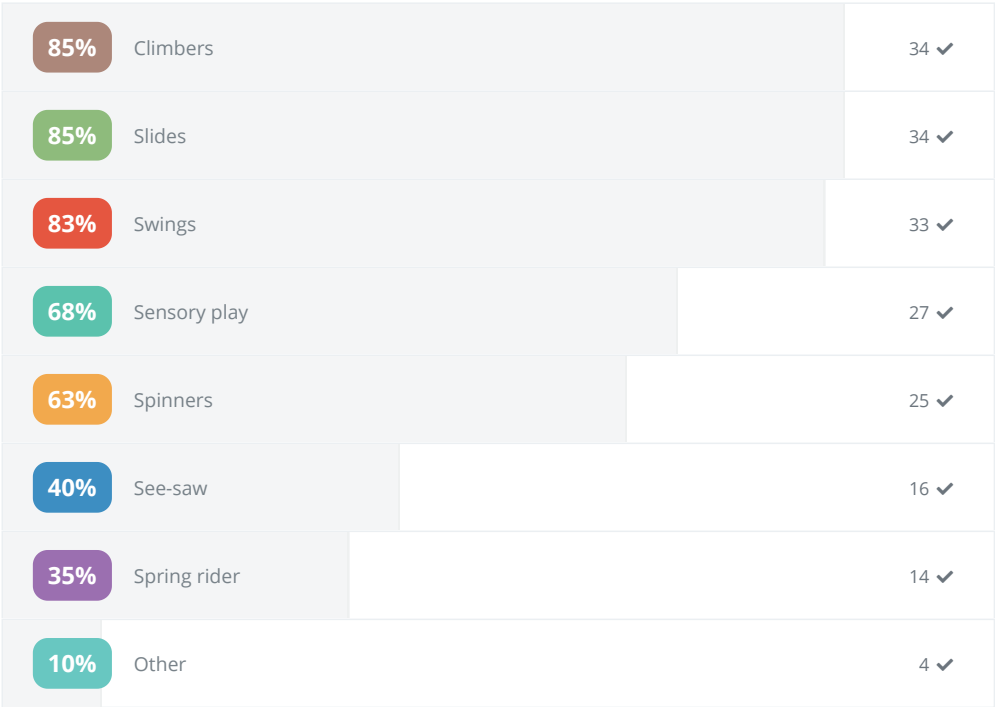
44 Respondents

What type of theme would you prefer? (Check all that apply. Sample images below)



41 Respondents

What type of play equipment would you prefer? (Check all that apply. Sample images below.)



40 Respondents

Is there any other feedback you would like to provide?

Nealon park is a great example of what to strive for. The zip line is a hit. Consider installing one at Burgess

3 days ago

Surface other than tan bark is often easier for kids/parents who need wheelchair or walker access

4 days ago

Better locking gates please

5 days ago

Keep the intervention short in time please. We really enjoy this playground

5 days ago

Thank you!

7 days ago

Separate structures for little and big kids makes it safer for the little ones to explore

10 days ago

Very excited to see the changes, thanks!

11 days ago

No tanbark or sand would be helpful. Soft ground (unsure of what it's called) throughout the playground. It's similar to what is currently at the end of each slide

11 days ago

Sand box please!

14 days ago

Please give our kids the chance to play in the sand. It's the best (and pretty much only!) sensory play that kids can do on the playground. Thank you!

14 days ago

Climbing trees please

15 days ago

My most important ask is to not have wood chips, or at least have large sections of that rubber flooring so that it's easier for strollers and to walk while carrying a baby. The wood chips there are really deep, so it's dangerous to try to walk while carrying a baby, and they stay wet for so long.

Please keep the trees. Please put baby swings in a shadier area, closer to the park than the street.

Please be thoughtful about the area geared towards 2-5: really low monkey bars, climbing rungs, low slide, for gross motor development.

There don't need to be so many picnic tables—maybe one, with a few benches.

Ideally the younger kid's play area would be closer to the grass field and older kids area would be closer to the parking lot.

If you provide a really engaging play structure for 2-5 year olds, they don't end up on the big kid structure as much, which makes everyone happier.

I think the playground at Lyle is a good example, but with more thought to accessibility. It would be great to avoid the spinning type structures that are at Nealon—it's not a big enough area to do it safely and they're constantly causing problems where little kids get hit.

We don't need a sand box. They get so gross.

I'd love to help in any way! It's our closest playground and we go a lot!

18 days ago

Sand boxes are very versatile play areas and attractive for many age groups. It would be great to get one at Burgess.

19 days ago

Non-mulch surface, canopy over non-tree covered areas.

19 days ago

Reasonable equipment, no steep slides, working usable equipment, suitable for small age. Park is mostly used by little kids. The old structure works perfect for many years. We are using it for 20 years and it works for all our kids perfectly

19 days ago

More swings, more benches, less wood chip.

19 days ago

Prefer soft play surfaces over mulch. Great to have shade — so save the trees if possible! Lots of seating areas for adults and kid-friendly picnic tables

20 days ago

Thank you! Replace tan bark with soft / sponge flooring

21 days ago

I don't like tanbark, so if we could avoid that with the next playground that would be great. It gets stuck in the kids shoes and can cause splinters. A soft sponge flooring like Nealon park would be optimal .

Thank you.

21 days ago

Squishy floor

23 days ago

Tan bark on the ground is horrible: choking hazard for small children, splinter hazard for all ages, gets in shoes and is basically tinder for fires.

24 days ago

Less tan bark in the young kid areas and maybe more kid friendly turf. Little ones want to eat the bark and it's a bit of a choking hazard

24 days ago

Please do away with the mulch and replace with a soft turf (like Nealon Park). Keep seating areas for parents.

27 days ago

Good visibility to see children play. Mind the big drops seen at places like beresford Park!

27 days ago

Very few playgrounds with natural open ended equipment like tree trunks etc- would love to see this. Imaginative area like little people playground in portola valley

27 days ago

Optional: Please provide your contact information so that we can keep you informed as the project moves forward.

No data to display...

Willow Oaks Park Improvements

Project Engagement

VIEWS

366

PARTICIPANTS

170

RESPONSES

1,200

COMMENTS

93

SUBSCRIBERS

58

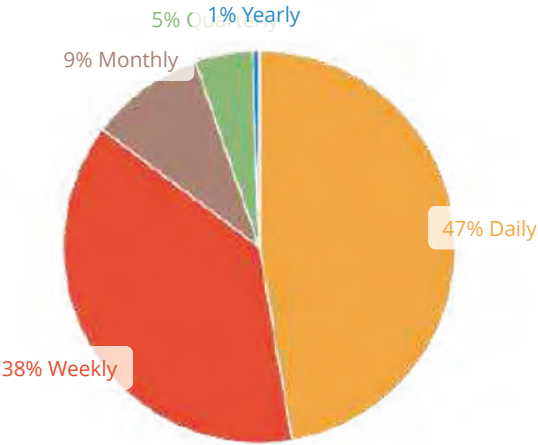
MOVE

TOGGLE COMMENTS

FILTER BY SEGMENT

OPTIONS

How often do you visit the park?



169 respondents

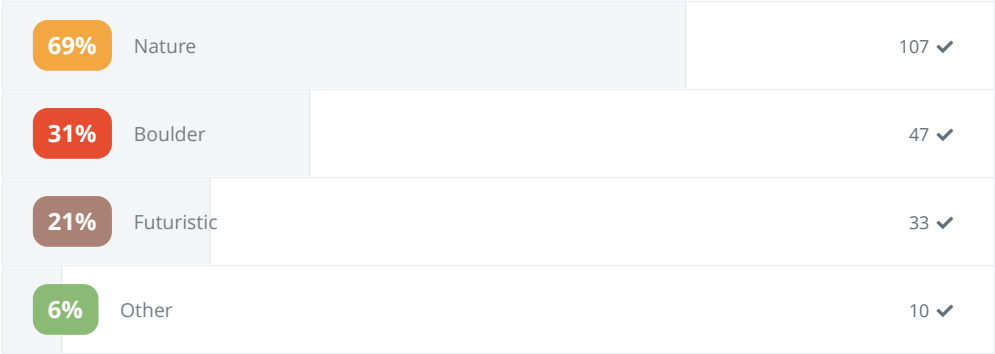
Download Graph Data

What age group does/do your child/children fall into? (select all that apply)

33%	5-12	56 ✓
30%	3-5	51 ✓
26%	0-2	43 ✓
23%	Not applicable	38 ✓
14%	12+	24 ✓

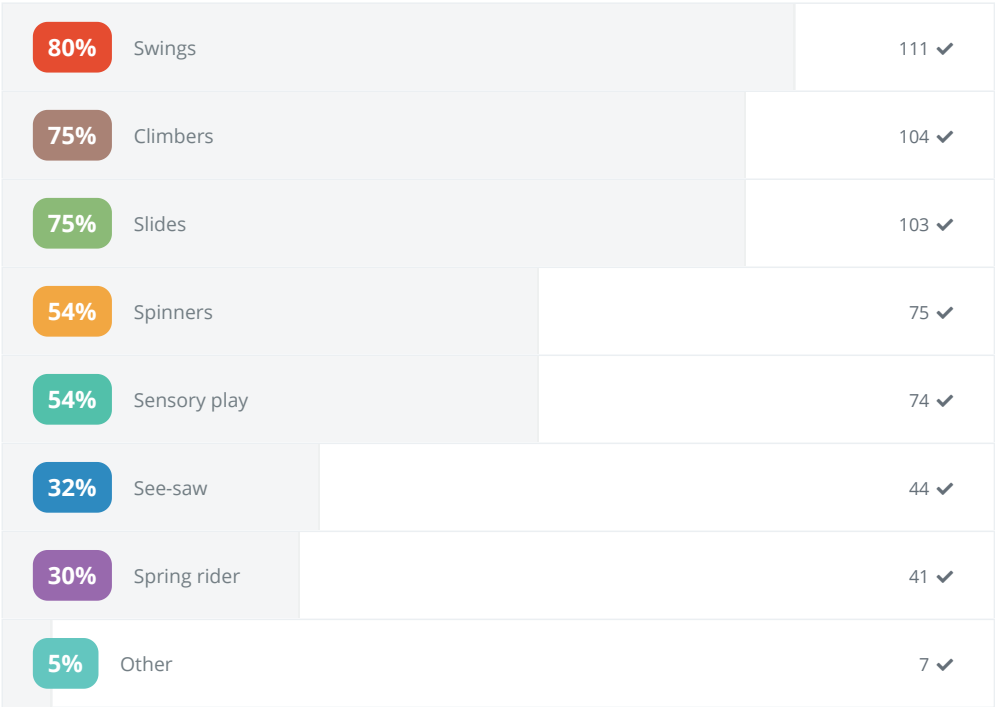
168 Respondents

What type of theme would you prefer? (Check all that apply. Sample images below)



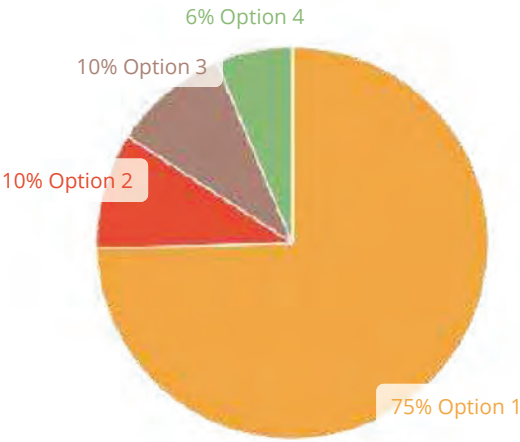
154 Respondents

What type of play equipment would you prefer? (Check all that apply. Sample images below.)



138 Respondents

What type of shade structure would you prefer? (Sample images below)



63 respondents

Is there any other feedback you would like to provide?

Bathroom please

2 days ago

The visit frequency options made no sense, it should be average weekly visits. The shade question had no images so I answered randomly. I'd just want a lot of shade.

3 days ago

Would love the dog park to have a small dog area!

3 days ago

I didn't see options of shade structures so I randomly picked option 4

4 days ago

If possible, Please make playground on turf (like Nealon park) instead of mulch as it gets in our shoes and can cause splinters.

In survey I didn't see sample images of shade structure?

4 days ago

It would be great to add a grass dog park

4 days ago

More tennis courts

4 days ago

Water slides and an obstacle course

4 days ago

No sample images were displayed. Tbd playground is nice as is. What is needed are restrooms and tables for gatherings.

5 days ago

While there are a lot of families in the neighborhood, there are also a lot of dog owners. This is the closest park for many of us without needing to drive else where. The fenced dog park is not well maintained. It's very dusty (makes the dogs dirty, not enjoyable for us standing inside the park), no running water, and the wood chips get into the dogs eyes and are uncomfortable to play on. Grass would be highly preferred, as well as expanding the park to allow more room for the larger dogs to run and also a dedicated space for the small dogs. There is a lot of unused space at the park in general, maybe a new larger dog run can be built in the grass.

6 days ago

The city needs a safe place for teens to hang out outdoors as well. There is a skate park and basketball court but teenage girls tend to need someplace fun to sit and talk—bench swings away from the playground area, a fountain structure with seating, etc. that isn't for smaller kids and can be a fun, safe, well-lit place for teenagers to meet up.

6 days ago

I would like to request enhancements to the dog park. It is not large enough to play fetch for bigger dogs who need to run. The wood chips get in the dog's mouths and the area is really dusty, dirty, and dry. I have a hard time staying in there for more than 10 minutes playing with my dog because the dust clouds irritate my eyes. She then needs to be wiped off when we get home because she's covered in dirt and wood chips. Plus there's no running water for the dogs. I know small dog owners would prefer a small dog park also. The park is really big and often very empty, so there is a better way to utilize the space for the community who uses it, which includes a ton of dog owners.

6 days ago

Dog ownership has greatly expanded and is a known benefit to the health of both adults and children, both emotional and physical. Dog owners these days consider dogs family. They deserve a decent surface and area to play.

6 days ago

I am a childless dog park user, so that is my priority. I would like a larger area, but if that is not possible, I would like to see a greatly improved surface, whether grass, artificial turf, or some other alternative to dirt and bark. All the complaints about dog users on the sports field are related to the poor dog park amenities. We also need water. See the fountain at Nealon for an ideal water fountain area.

6 days ago

please improve dog park.... Add a water fountain for the dogs in or next to dog park. add more grass for them, maybe things to climb on etc....

7 days ago

We need a bathrooms

7 days ago

We need a bathroom

7 days ago

The shade example is not showing. So I did not choose an option. But good shade is very important here in CA.

8 days ago

The entire park has an issue with dogs running wild and pooping everywhere - the baseball field is a mess - please fix it. Maybe another small dog park area? (I don't understand why people don't use the dark park). None of us want to step in dog poop

9 days ago

Estaría muy bien si pudieran incluir un baño

12 days ago

You should build a pokemon structure

14 days ago

Dog park - too much mud when it rains; needs to be divide in Two. One half for big and/or active dogs; the other side for small / inactive / old dogs.

16 days ago

There are no shade structure images.
The more shade the better.

18 days ago

Natural shade by the mature tree will be the best

18 days ago

Please don't close the dog park during construction! Options for off-leash dog play is so limited locally.

19 days ago

I love hearing a restroom will be added. This is our favorite park but we often go to Burgess or Nealon because of the lack of a bathroom at Willow Oaks.

19 days ago

No images offered for shade at

19 days ago

Please upgrade the dog park. Running water and perhaps turf.

20 days ago

Renovate dog park with synthetic grass and separate areas for large and small dogs.

20 days ago

Please fix the drainage grates at the dog park asap - they're a danger and dogs have broken legs in the large openings and create a separate area for little dogs. Add a water spigot.

20 days ago

We need renovate the dog park, there is dirty, dusty, because of this my dog can't play there. We need gravel, grass or artificial floor, please and there is no even separated for small and large dogs, also water inside the park would be fantastic. This is vital.

20 days ago

Na

20 days ago

I don't see images for shade structures

20 days ago

I was shown no options for the shade structure.

20 days ago

Thank you for working to improve our city

21 days ago

My kids like the structures already there. Although we will look forward to something new.

21 days ago

I didn't see pictures of shade structures on the survey.

21 days ago

No images of shade structures. Prefer tree canopy and some benches in the dog park. Water in or closer to the dog park would be a huge asset.

21 days ago

We love the trees as they are!

21 days ago

No images were attached for the shade options

21 days ago

I didn't see any option photos for shade structure. I'd like to make a request that the ground surface be rubberized instead of wood chips. Thanks

22 days ago

Please do rubber footing no mulch or wood chips

22 days ago

Can you please consider a separate gated area for small dogs?

22 days ago

The shade images didn't show. Our kids actually outgrew the play structure so I picked their favorites. Would love a larger dog park. I have a breed who needs to run (didn't think that through!) and there is nowhere nearby (if one is to obey the leash rules!!)

22 days ago

Also, please put in crosswalk at Gilbert entrance

22 days ago

No sand or tan bark. Rubber playmat is ideal. Structure and swing options for little and big kids.

22 days ago

Artificial turf in dog park please. Also for playground use that rubber mat stuff and not tanbark or sand

22 days ago

Shade structures not shown

2 distinct sections for kids 0-3 and 3-10

Maintain trees

22 days ago

Excited for park updates!

22 days ago

Preserve *all* trees - they are superb shade and cool. Keep dogs off the soccer pitch and in the dog park.

23 days ago

Pictures for shade options are NOT visible.

23 days ago

Crosswalk needed at Gilbert entrance.

23 days ago

Cross walk at park entry on Gilbert

23 days ago

Don't know what these options are. Can't see them

23 days ago

I can't see the sample images for shade structure.

23 days ago

I can't see the shade structure examples

23 days ago

No shade photos are showing up. The trees there give such nice shade.

23 days ago

Separate walkway and bike path connecting Willow and Pope is needed so haphazard bicyclists are not endangering walkers.

*No shade structure sample images are loading.

23 days ago

No shade structure needed as there are ample trees.

23 days ago

I use the park for the dog park, which is very important to me (and my pup).

Adding a crosswalk at Gilbert and Barton to improve access to the park for pedestrians, kids, and dogs would be really valuable for me.

23 days ago

Please keep the dog park

23 days ago

Please preserve the trees - the shade is lovely.

Please add a crosswalk on Gilbert so that we can safely walk to the park.

Please please please add bathrooms!

23 days ago

Please consider a crosswalk at Barton, across from the park entrance on Gilbert. This has been a dangerous crossing for over 20 years.

23 days ago

no samples

23 days ago

Yes. Th shade samples are not visible so I can't pick one. We need lots and lots of shade.

23 days ago

None

23 days ago

We could really use a water spigot at the dog park! Plus a better surface: maybe a THICK layer of bark on top of a sandy base?

23 days ago

Self triggered crosswalk entry to Willows park on Gilbert Ave.

Toddler bike lanes on Gilbert Ave park entry.

"What type of shade structure would you prefer?" question didn't have any images

23 days ago

Lower monkey bars for smaller kids would be great!

24 days ago

Shade structure pictures are not loading on mobile phone.

25 days ago

Can't see the images

25 days ago

There are no photos examples showing for the question number four regarding the type of shade structure one would like to see at the park.

25 days ago

Dog park!! Playground is fine

25 days ago

Dog park needs attention!! 100 people a day use it it's a the worst dog park

25 days ago

Work on the dog park!!! Put benched a water fountain and clean up the mulch

25 days ago

There are no images in the shade structure question. Shade is super important - we go to Willow Oaks as it has a lot of shade.

It's also brilliant that there is a picnic table next to the park where we have food and little parties for the children. A restroom would be great for parents, grandparents and nannies.

Consider changing the woodchip flooring to something safer - lots of cuts and scrapes from the flooring.

We love willow oak park - thank you for investing in it!

26 days ago

Por favor necesitamos urgente servicios higiénicos (baños)

26 days ago

Needs a restroom!!

26 days ago

Back asphalt needs to be replaced with concrete flat path. Add trees around it. Natural boundaries to discourage kids from heading toward gas station would be nice. Replace fences in easement from Gilbert that are in disrepair. Upgrade chain link blocking access to easement, plus sign hanging on it is very sharp and dangerous to kids. Basketball court asphalt is uneven. Add lights. Open up access from other sides (Willow Road?) as it feels dangerous to have only one exit from basketball courts.

26 days ago

No thanks

26 days ago

Más iluminado
Gracias

27 days ago

Ps. Couldn't see any shade samples for the last question.

27 days ago

The Rotary Play Garden in San Jose is AMAZING if you're looking for a model!

27 days ago

Can't see options for shade

28 days ago

Optional: Please provide your contact information so that we can keep you informed as the project moves forward.

No data to display...

Use of Bond Proceeds

Bond proceeds will be used for renovating and expanding the City's parks and recreation facilities as approved by voters. Acquisition and construction of a portion of all or a portion of the following parks and recreation facilities are anticipated, though any or all of the projects, except Menlo Park Community Campus which is under construction, may not be completed, or different projects may be undertaken at direction of the City Council:

1. Menlo Park Community Campus. The City expects to use approximately \$8.8 million of Bond proceeds to finance construction of a new community center, library, youth center, senior center and pool facility at 100 Terminal Avenue in conjunction with Meta (formerly Facebook, Inc.) The improvements are expected to be completed in calendar year 2023.
2. Willow Oaks Park. The City expects to use approximately \$3.1 million of Bond proceeds to fund acquisition and construction of a new restroom and dog park improvements, upgrade a play structure and convert a basketball court to a pickle ball court. The Bonds are expected to fund 100% of this project. This project is expected to be complete by the end of calendar year 2023.
3. Playground Update of Burgess Park. The City expects to use approximately \$725,414 of Bond proceeds to finance a play structure update at Burgess Park. The City expects this project to be complete in calendar year 2023.
4. Bedwell Bayfront Park Entrance Improvements. The City expects to use approximately \$950,000 of Bond proceeds to finance entrance beautification and bicycle/pedestrian access improvements. This project is in design and expected to be complete in calendar year 2024.
5. Menlo Children's Center. The City expects to use approximately \$724,586 of Bond proceeds to finance renovation of an existing building, remove a wall, and create kitchen, storage and reception space. The City expects this project to be completed as part of the City's Parks and Recreation master plan by calendar year 2026.

2022 Bond Proceeds	Amount
CPB001 Menlo Park Community Center	8,800,000
CPP011 Willow Oaks Park Improvements	3,100,000
CPP007 Park Playground Equipment	725,414
CPP003 Bedwell Bayfront Park Entrance	950,000
CPP008 Master Plan: Menlo Children's Center	724,586
Total	14,300,000

Completed Measure T Projects	
Menlo Children's Center	\$ 1,279,000.00
Burgess Park	\$ 3,327,000.00
Oak Knoll School	\$ 195,000.00
Nealon Park	\$ 1,427,000.00
Encinal School	\$ 28,000.00
Tinker Park	\$ 59,000.00
La Entrada School	\$ 273,000.00
Fremont Park	\$ 80,000.00
Stanford Hills Park	\$ 231,000.00
Burgess Pool and Pool House	\$ 6,559,000.00
Sharon Park	\$ 107,000.00
Sharon Hills Park	\$ 58,000.00
Arrillaga Family Recreation Center	\$ 1,464,000.00
Arrillaga Family Gymnasium	\$ 6,950,000.00
Arrillaga Family Gymnastics Center	\$ 3,032,000.00
Other Park and Facility Improvements	\$ 185,000.00
Total Estimate	\$ 25,254,000.00

Library and Community Services

**STAFF REPORT****City Council****Meeting Date:****5/10/2022****Staff Report Number:****22-087-CC****Informational Item:****Pilot project for neighborhood access to Belle Haven School field****Recommendation**

Staff recommends that the City Council review this informational report about a pilot project to facilitate neighborhood access to the Belle Haven School field.

Policy Issues

City Council sets policy and goals and provides direction to staff regarding municipal services to the Menlo Park community; provides authorization to the city manager to negotiate and execute agreements with external partners; and sets prioritization for the use of City resources to serve the community.

Background

As noted in the 2019 Parks and Recreation Facilities Master Plan, the total area of all City-owned parklands and open spaces (including the 155-acre Bedwell Bayfront Park) is 221.76 acres. The Belle Haven neighborhood of Menlo Park includes three City-owned parks (Kelly Park, Hamilton Park, and Karl E. Clark Park) on a combined total 10.5 acres. The largest of the three is Kelly Park, on 8.3 acres, which is dominated by a lighted artificial turf athletic field and track that is in high demand by organized sports groups and attracts many participants from outside the Belle Haven neighborhood. Hamilton Park (1.2 acres) and Karl E. Clark Park (1.0 acre) are small, neighborhood-oriented parks that feature modestly sized playgrounds and pockets of green space. Karl E. Clark Park also features a storyboard dedicated to the life and legacy of war hero and local community leader Karl E. Clark.

Community members including neighborhood advocacy group Belle Haven Action have long expressed interest in expanding opportunities for Belle Haven neighborhood residents to access green spaces within the neighborhood. Belle Haven School is centrally located in the neighborhood and includes approximately 1.6 acres of green space including a field, walking path, youth baseball diamond and tennis court. The City of Menlo Park (City) and Ravenswood City School District (District) jointly maintain and share access to the Belle Haven School field through a Joint Use Agreement executed in 2001 (Attachment A.) The City's past use of the Belle Haven School field has been primarily to rent space on the field to organized sports teams during afterschool and weekend hours; however, the Joint Use Agreement allows and expressly calls for the District and the City "to promote the widest reasonable range of usage of the Use Area [school field] by all the school children and citizens of the community."

Analysis

City staff is preparing to implement a pilot project to provide neighborhood access to the Belle Haven School field for neighborhood-oriented informal play, gathering, walking, and exercise on weekdays after

school and weekends starting on July 1 with the new fiscal year. The pilot project is consistent with and can be implemented within the terms of the Joint Use Agreement. Mutual confirmation of the pilot project details, including the hours of operation, project duration, roles and responsibilities can be memorialized in a letter of commitment signed by authorized officers of the City and District, such as the city manager and superintendent of schools (Attachment B.)

Pilot project overview

- Neighborhood access: Through the existing sliding gate on the Almanor Avenue side of the property
- Hours of access: Weekdays 4:30 p.m. to sunset; weekends 9 a.m. to sunset
- Tentative start date: July 1, 2022
- Report back on pilot: October 2022

Preparatory work and coordination

City and District staff are engaged in interagency coordination and preparatory work to implement the pilot project and open the school field to neighborhood access during designated hours, consistent with the terms of the Joint Use Agreement. This coordination includes:

- A. Present this informational report about the pilot project to the City Council for awareness, comments, feedback and/or direction
- B. Present an informational report to the Ravenswood City School District Board of Education (RCSD Board) for awareness, comments, feedback and/or direction; tentatively scheduled on May 12, 2022.
- C. Finalize a letter of commitment (Attachment B) outlining the pilot project details
- D. Install signage with park rules consistent with the rules in other City-operated public parks
- E. Install waste/recycling receptacles and removal services
- F. Schedule clean up and maintenance of the field area consistent with the schedule in other parks
- G. Update locks on the sliding gate on the Almanor Ave. side of the property
- H. Coordinate staff support to open and close the gate at the scheduled times
- I. Work with neighborhood-based partner groups like Belle Haven Action to inform and engage the neighborhood with community outreach to raise awareness about the pilot project, coordinate neighborhood-oriented uses of the space, and gather feedback, concerns and suggestions from neighborhood residents
- J. Put tools in place to evaluate the pilot project's progress (for example: by collecting qualitative feedback from neighborhood users of the field, estimating field use levels through spot checks, direct counts and usage surveys, assessing the impacts to field maintenance and repairs resulting from the increased use, and evaluating impacts, if any to the school's operations)

Additional considerations

East Palo Alto Tennis and Tutoring (EPATT) is a local youth development organization that provides afterschool tennis instruction and academic enrichment. The organization offers afterschool enrichment programs at Belle Haven School and has expressed interest in utilizing the tennis court in that location to support their programming. The organization is currently using the tennis courts at Kelly Park for this purpose, which necessitates the use of a shuttle to transport the children from the school to Kelly Park, which takes time and resources that could otherwise be applied toward afterschool enrichment programming. The tennis court at Belle Haven School has been unused for the past several years and as a result has fallen into disrepair and would require resurfacing or possible reconstruction to be returned to safe public service. Under the terms of the Joint Use Agreement, the City is responsible for providing regularly scheduled maintenance of the tennis court. Neighborhood residents, the EPATT organization, and District staff have expressed interest in restoring the tennis court to service, pending a more complete renovation of the school site as envisioned in the District's 2015 Facilities Master Plan and January 2022 Board Facilities Study Session (Attachment C.) City staff is coordinating with the District to evaluate the

extent of repairs that would be needed, their estimated cost, and a feasibility timeline for potentially restoring the tennis court to service, and will report back to City Council by the pilot project's start date on July 1.

Impact on City Resources

The pilot project to provide neighborhood access to the Belle Haven School field will have some impact to City resources in the form of modest one-time costs and ongoing costs. These include the one-time costs of installing park rules signs, new gate locks, and community outreach such as flyers; and ongoing costs for waste/recycling removal services, maintenance and cleaning, and staff time (by current staff; no new staff positions are needed.) Staff is preparing cost estimates and will include them in the proposed fiscal year 2022-23 operating budget for City Council's consideration. Potential repairs and/or restoration of the tennis court would have additional impact to City resources, including impacts to financial resources and potential impacts to staff's capacity to timely complete other City Council identified priority capital projects.

Environmental Review

This informational item 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. Belle Haven School Joint Use Agreement, 2001
- B. Letter of commitment – pilot project
- C. Hyperlink – Ravenswood City School District Facilities Planning: ravenswoodschools.org/About-Ravenswood/Facilities/Facilities-Planning/index.html

Report prepared by:

Sean S. Reinhart, Library and Community Services Director

**BELLE HAVEN SCHOOL
JOINT USE AGREEMENT**

THIS AGREEMENT made and entered into this 11th day of December , 2001, by and between the Ravenswood School District ("District"), the City of Menlo Park ("City") and the Community Development Agency of the City of Menlo Park ("CDA") upon the following terms and conditions:

RECITALS

WHEREAS, Section 10902 of the California Education Code authorizes public agencies to enter into agreements for the purpose of organizing, promoting and conducting programs of community recreation; and

WHEREAS, Section 10910 of the California Education Code provides that the governing body of any school district may use or grant the use of any of the buildings or grounds of the school district to any other public authority for the organizing, promoting and conducting of community recreation; and

WHEREAS, the governing bodies of the above-named public authorities have jurisdiction over the same territory, which includes the authority to organize, promote and conduct community recreation programs; and

WHEREAS, it is to the advantage of the City for the City to use the District facilities and to the advantage of the District for the City to maintain District facilities; and

WHEREAS, the District and the City promote the joint use of recreation facilities; and

WHEREAS, the District and the City agree to work together to look for other opportunities to partner in the promotion of maximizing recreational programs for the benefit of the community; and

WHEREAS, at the Belle Haven School ("Site") there currently exists improvements, as more particularly shown in Exhibit A, hereto ("Existing Improvements"); and

WHEREAS the parties desire to upgrade the Existing Improvements and other portions of the Site by removing the existing baseball field and building a tennis court in its place, laying new sod, installing a new irrigation system for the new sod, constructing a new baseball field soccer field, a learning garden with outdoor classrooms, a play area, relocating three (3) basketball courts, and doing landscaping improvements throughout the Site, all as more particularly shown in Exhibit B, hereto ("Future Improvements"); and

WHEREAS, CDA has agreed to pay for the Future Improvements, as more particularly set forth below; and

WHEREAS, the City warrants that the CDA has the authority to and the City warrants that the CDA will carry out its obligations under this Agreement; and

WHEREAS, the parties agree and the District therefore determines that this Agreement will not interfere with the educational program or activities of any school or class conducted upon the real property or in any building subject to this Agreement; and

WHEREAS, the parties to this Agreement agree to take all reasonable precautions to prevent disruption to the community and safety risks to children in connection with this Agreement and the District therefore determines that this Agreement will neither unduly disrupt the residents in the surrounding neighborhood nor jeopardize the safety of the children of the school district.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. **FUTURE IMPROVEMENTS.** Contingent upon Board of the CDA approving a contract for construction, the CDA shall construct the Future Improvements at the Site as generally shown on attached Exhibit B, at the cost and expense of the CDA.

- 1.1 The CDA shall pay up to One Million Five Hundred Thousand Dollars (\$1,500,000.00) toward the construction of the Future Improvements, which shall include all soft costs including, but not limited to costs for project management, professional services, construction permits, etc.
- 1.2 The City and/or the CDA shall have the sole control of the construction of the Future Improvements, including, but not limited to, the bidding process, the negotiation and award of related contracts, and the supervision of contracted work. The CDA shall indemnify and hold the District harmless from any liability and injury to any person or property that arises during construction of the Future Improvements, including, but not limited to, any and all construction claims associated with the construction of the Future Improvements (e.g., contractor claims, overrun costs, etc.).
- 1.3 All construction work contemplated in connection with this Agreement shall be completed in compliance with all applicable City, County, State, and Federal laws, rules and regulations, for which compliance the CDA is solely responsible.
- 1.4 CDA shall use its best efforts to obtain bids, commence construction, and complete the Future Improvements within a reasonable period of time. During construction, the CDA may make changes to the Future Improvements at its sole discretion, subject to consultation with the District, in order to meet budgetary concerns, so long as said changes total an amount less than or equal to the cost of fifteen (15) percent of the cost of the Future Improvements. If any proposed changes are substantial, i.e., if

they total an amount greater than fifteen (15) percent of the cost of the Future Improvements, the CDA may make such changes only if the District agrees to the changes in writing. It is the intent of the District and the CDA to relocate the basketball courts, lay the sod and the new irrigation system for the baseball field and soccer field and construct the tennis court and tot lot prior to the other future improvements in order to meet the budget.

- 1.5 The CDA may construct the Future Improvements while school is in session. If work is constructed while school is in session, the construction shall be phased in order to reduce any inconvenience and avoid any danger to the Site. Upon completion of all the Future Improvements contemplated by this Agreement, such Future Improvements as so constructed shall become and remain the property of the District free of any claim thereon by the City and the CDA, except as hereinafter provided.

2. USE. The City and District shall have joint use of the tennis court, baseball field, soccer field and tot lot which shall be fenced and referred to as the "Use Area", and in connection therewith, the parties agree that the Use Area shall be used as follows:

- 2.1 Use Area: Exclusive Use. The District shall have exclusive control of the Use Area (excluding the tot lot) during "Normal School Hours," which are currently Mondays through Fridays from 8:00 a.m. to 3:30 p.m. The District will notify the City one year in advance of any change in the Normal School Hours during the course of this Agreement. The City shall have exclusive control of the Use Area for scheduled league events during the weekends, holidays and after normal school hours, and any other times during which school is not in session.
- 2.2 Use Area: Joint Use. The City and the District shall have joint use of the Use Area during all weekends, holidays, after normal school

hours, and any other times during which school is not in session throughout the school year and when there are no City scheduled league events. The area shown as the tot lot shall be available for joint use by both the District and the City at all times.

- 2.3 Cooperation and Communication on Scheduling. It is the intent of the District and the City to avoid scheduling conflicts, to promote the widest reasonable range of usage of the Use Area by all the school children and citizens of the community, and to permit each party access to the Use Area when not in use by the other parties. To that end, the parties shall cooperate in good faith in scheduling events for the Use Area and on communicating the various needs and desires of the respective parties for the use of the Use Area.
- 2.4 The parties agree that during the times in which they are making and coordinating their respective schedules during the time they have joint use of the Use Area, the activities for children on District property will be given priority over programs for adults.

3. MAINTAINANCE; COSTS.

- 3.1 The District and the City shall each be responsible for fifty (50) percent of all costs associated with providing water for irrigation to the Use Area, as improved by the Future Improvements. In the event the City declares that water rationing is required, the District shall only be responsible for payment of fifty (50) percent of the water usage for the allocated water amounts as set by the City.
- 3.2 The City shall, at its sole expense, provide regularly scheduled maintenance of the baseball field, soccer field, tennis court and tot lot, as improved by the Future Improvements, and keep the same in as good an order, condition and repair as when constructed, reasonable wear and tear excepted. Both the District and the City shall assume shared clean up responsibilities in connection with their use of the Future Improvements and land subject to this Agreement. Costs for repair over and above normal maintenance

shall be appropriated to the responsible agency at the time the damage occurred.

- 3.3 The City shall, at its sole expense, provide regularly scheduled maintenance of the Play Area/Tot Lot within the fenced area, as improved by the Future Improvements, and keep the same in as good an order, condition and repair as when constructed, reasonable wear and tear excepted.
- 3.4 The District shall, at its sole expense, provide regularly scheduled maintenance of the asphalted areas, learning garden, and landscaping in and around the Site and keep the same in as good an order, condition and repair as when constructed, reasonable wear and tear excepted.

4. MISCELLANEOUS.

- 4.1 The District shall maintain, at its sole expense, fire and property damage insurance on the Future Improvements in an amount not less than the replacement cost value. Said insurance shall be evaluated as per the District's normal schedule to determine if there should be a change in the amount of coverage. The District shall promptly repair, restore and replace all or any portion of the Future Improvements destroyed or damaged by fire or other catastrophe. The proceeds from said insurance shall be used for said purposes, but if the proceeds are insufficient to repair, restore or replace the Future Improvements to a condition substantially the same as when first constructed, then the District and the City (and/or the CDA) shall each bear one-half of the difference between the insurance proceeds and the cost of the necessary repair, restoration or replacement of the Improvements within the Use Area.
- 4.2 (a) The District shall indemnify, defend and hold the City harmless from any injury to any person which occurs as a result of the negligence of the District, its officers, employees or agents in the performance of this Agreement. (b) The City shall indemnify, defend and hold District, its officers, employees and agents,

harmless from any and all loss, damage or injury to any person or property which occurs as a result of the negligence of the City, its officers, employees or agents in the performance of this Agreement. (c) The CDA shall indemnify, defend and hold the District, its officers, employees, and agents harmless from any and all loss, damage, or injury to any person or property which occurs as a result of the negligence of the Agency, its officers, employees or agents in the performance of this Agreement. (d) In the event of concurrent negligence, liability for any claims, suits, or actions arising out of this Agreement shall be apportioned between the Parties under the established California rules of comparative negligence.

- 4.3 City's right to use the Use Area under this Agreement shall extend for a period of twenty five (25) years, beginning on the date the Agreement is executed and ending on the last day of calendar year 2026. This Agreement shall automatically extend from calendar year to calendar year thereafter unless the party(ies) give(s) notice to the other party(ies) of the termination this Agreement by December 31 of any year, at which point the Agreement will be terminated at the end of the following calendar year.
- 4.4 All of the provisions of this Agreement shall extend to, be binding upon, and inure to the benefit of the successors, assigns, and successors-in-interest of the parties hereto.
- 4.5 If any term, covenant, condition, restriction or reservation in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provision shall remain in full force and effect and shall in no way be affected, impaired or invalidated.
- 4.6 This Agreement may be amended, modified or terminated at any time only by the mutual consent in writing of the parties hereto.
- 4.7 The aforementioned indemnity provisions shall survive the termination of this Agreement. Each party shall maintain all

insurance coverage necessary to enable it to fulfill the indemnity provisions herein.

- 4.8 Waiver. The failure of either party to enforce any provision of this Agreement shall not be deemed a waiver of that provision unless such party acknowledges, in writing, that it is waiving that provision.
- 4.9 Prohibited activities on District property. (a) Prohibitions. No alcohol, smoking, drugs, or dogs or other animals (other than seeing eye dogs), shall be permitted upon or within any of the District property covered by this Agreement while the property is being used by the City, or during the course of any activities or programs sponsored by the City. The City shall also make reasonable efforts to have these prohibitions observed by members of the general public, and will, at the request of the District or at its own initiation, adopt suitable ordinances if such action is deemed necessary and appropriate for enforcement purposes. (b) Excessive use. The City will limit or restrict the activities under its own control to avoid undue stress or damage to the District property covered by this Agreement.
- 4.10 Notices. Any notices given to the other party under this Agreement shall be in writing and shall be either personally delivered to the other party or sent by certified mail, return receipt requested, addressed to the other party as follows:

To the City: City of Menlo Park
 Attention: City Manager
 701 Laurel Street,
 Menlo Park , CA. 94025

To the District: Ravenswood City School District
 Attention: Superintendent
 2160 Euclid Avenue
 East Palo Alto, CA 94303

IN WITNESS WHEREOF District, City and CDA have caused this Agreement to be executed by their duly authorized officials as of the day and year first above written.

District: Ravenswood School District

Date: 12/7/01

By: *Mark McElhannon*

Its: Chief Business Officer

Attest: *Quinn Smith*

City: City of Menlo Park

Date: 12-17-01

By: *John B. Smith*

Its: City Manager

Attest: *Susan G. Ramo*

**CDA: Community Development Agency
of the City of Menlo Park**

Date: 12-17-01

By: *John B. Smith*

Its: Executive Director

Attest: *Susan G. Ramo*



MELVIN LEE ASSOCIATES - ASLA
LANDSCAPE ARCHITECTS - PLANNERS
850 PACIFIC AVE. SAN FRANCISCO
CALIFORNIA 94109-2569 (415)441-0980



May 11, 2022

Gina Sudaria, Superintendent
Ravenswood City School District
2120 Euclid Avenue
East Palo Alto, CA 94303

RE: Confirmation of pilot Project for neighborhood access to Belle Haven School field

This letter confirms that pursuant to Section 2 of the Belle Haven School Joint Use Agreement ("Agreement") between the City of Menlo Park ("City") and Ravenswood City School District. ("District"), herein referred to collectively as "Parties," the Parties desire to implement a pilot project to facilitate neighborhood access to the Belle Haven School field,

Pursuant to the authorities and obligations already set forth in the Agreement, both Parties agree that:

1. The Parties mutually commit to implement a pilot project to provide neighborhood access to the Belle Haven School field for neighborhood-oriented informal play, gathering, walking, and exercise
2. The pilot project will be implemented in accordance with all terms and conditions of the Agreement, which remains in full effect without alteration
3. Neighborhood access to the field will be provided through the existing gate on the Almanor Ave. side of the Belle Haven School property
4. Hours of neighborhood access on weekdays will extend no earlier than 4:30 p.m. and no later than sunset; and on weekends no earlier than 9:00 a.m. and no later than sunset
5. Neighborhood access will begin on or after July 1, 2022
6. The Parties will evaluate the pilot project on or around October 1, 2022
7. The Parties expect the pilot project will end on October 15, 2022
8. Pursuant to sections 2.3 and 2.4 of the Agreement, The Parties will coordinate and share the responsibility for opening and closing the neighborhood gate at the designated times, on a rotation mutually established by the Parties
9. Pursuant to section 3.2 of the Agreement, City will be responsible for waste and recycling collection and removal related to neighborhood access to the field
10. City will post rules and policies for neighborhood access, and enforcing them during neighborhood access hours
11. Pursuant to section 3.2 of the Agreement, City will be responsible for field maintenance related to neighborhood access to the field
12. District will continue to implement measures District deems necessary to secure the school campus against unauthorized access by way of the

neighborhood access field.

The Parties mutually commit to the above by signature of their duly authorized officers:

CITY OF MENLO PARK

Justin Murphy, City Manager

Date

RAVENSWOOD CITY SCHOOL DISTRICT

Gina Sudaria, Superintendent

Date