



# Parks and Recreation Commission

## REGULAR MEETING AGENDA

**Date:** 7/27/2022

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

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

### NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

Consistent with Government Code section 54953(e), and in light of the declared state of emergency, and maximize public safety while still maintaining transparency and public access, members of the public can listen to the meeting and participate using the following methods.

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

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website [www.menlopark.org](http://www.menlopark.org). The instructions for logging on to the Zoom webinar and/or the access code is subject to change. If you have difficulty accessing the Zoom webinar, please check the latest online edition of the posted agenda for updated information ([menlopark.org/agenda](http://menlopark.org/agenda)).

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

#### A. Call To Order

#### B. Roll Call

- 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 Parks and Recreation Commission Chair and Vice Chair ([Staff Report PRC-2022-016](#))
- D2. Approve the minutes for the regular meeting of the Parks and Recreation Commission of April 27, 2022 and the special joint meeting of the Library Commission and the Parks and Recreation

Commission of June 22, 2022 ([Attachment](#))

D3. Parks and Recreation Commission work plan update ([Staff Report PRC-2022-017](#))

## **E. Informational Items**

E1. City Council report ([Staff Report PRC-2022-018](#))

- July 26, 2022, City Council agenda item, K1: Authorize the city manager to execute an amendment to the professional services agreement with Team Sheeper, Inc. for continued operation of Burgess Pool through August 31, 2023

E2. Onboarding new Commission members ([Staff Report PRC-2022-019](#))

E3. Updated Recreation Facility Use Guidelines ([Staff Report PRC-2022-020](#))

E4. Parks and Recreation Commission tentative agenda calendar ([Attachment](#))

## **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](mailto:jaherren@menlopark.org). Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.

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## STAFF REPORT

### Parks and Recreation Commission

Meeting Date: 7/27/2022

Staff Report Number: PRC-2022-016

Regular Business: Select 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<sup>1</sup> 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." This item was originally scheduled for the May 25, 2022 Parks and Recreation Commission meeting that was cancelled due to a lack of a quorum.

### 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 July 2022 Parks and Recreation Commission meeting and will serve until May 2023.

### Impact on City Resources

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<sup>1</sup> <https://www.menlopark.org/DocumentCenter/View/11698/16-005-SC---Attachement-A---CC-01-0004-Commission-Policies-and-Procedures?bidId=>

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



# 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 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 Center
	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 ARC, main library spaces
2024	Awards and certifications
	Community satisfaction surveys





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# COMMISSION WORK PLAN UPDATE

Parks and 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



# Parks and Recreation Commission Library Commission



## SPECIAL JOINT MEETING MINUTES – DRAFT

**Date:** 6/22/2022

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

**Location:** Zoom

### A. Call To Order

Library Commission Chair Cohen called the meeting to order at 6:35 p.m.

### B. Roll Call

Library Commission

Present: Cohen, Erhart, Hadrovic, Singh (arrived 7:02 p.m.), Velagapudi

Absent: Leep, Zasslow

Parks and Recreation Commission

Present: Brosnan, Bryman, Bunyagidj, Diepenbrock, Joshua, Theriault

Absent: Baskin,

Staff: Library and Community Services Director Sean Reinhart, Acting Recreation Supervisor Rondell Howard, Assistant Library Services Director Szegda

### C. Presentations and Proclamations

#### C1. Menlo Park Community Campus project environmental sustainability features

Hart Howerton representatives Jeff Till, Jon Swain, and Paul Mattingly made the presentation (Attachment).

#### C2. Preliminary results of Menlo Park resident survey – recreation and community programs

Director Reinhart made the presentation (Attachment).

- Brian Kissel requested clarification on the survey deadline and an additional survey focused on pickleball users.

### D. Study Session

#### D1. Menlo Park Community Campus operational planning

Director Reinhart made the presentation (Attachment).

### E. Informational Items

#### E2. Library and Community Services department proposed fiscal year 2022-23 operating budget

Director Reinhart introduced the item.

**F. Commissioner Reports**

Library Commissioner Erhart reported that a letter sent out to library support groups was received favorably by Literacy Partners and the Friends of the Library. Both groups expressed interest in presenting at a future Library Commission meeting.

Library Commissioner Hadrovic will attend the upcoming Library Foundation board meeting and will discuss the letter to support groups.

Parks and Recreation Commissioner Brosnan welcomed the newly appointed members of the Commission.

**G. Adjournment**

Library Commission Chair Cohen adjourned the meeting at 8:18 p.m.

Nick Szegda, Assistant Library Services Director



# C1 - PRESENTATION

## MENLO PARK COMMUNITY CAMPUS

SUSTAINABILITY OVERVIEW JUNE 22, 2022

**CITY OF MENLO PARK**

META PLATFORMS

HART HOWERTON

PAE ENGINEERS

DCI ENGINEERS

KPFF ENGINEERS

STOK

OPTONY / ENGIE SA



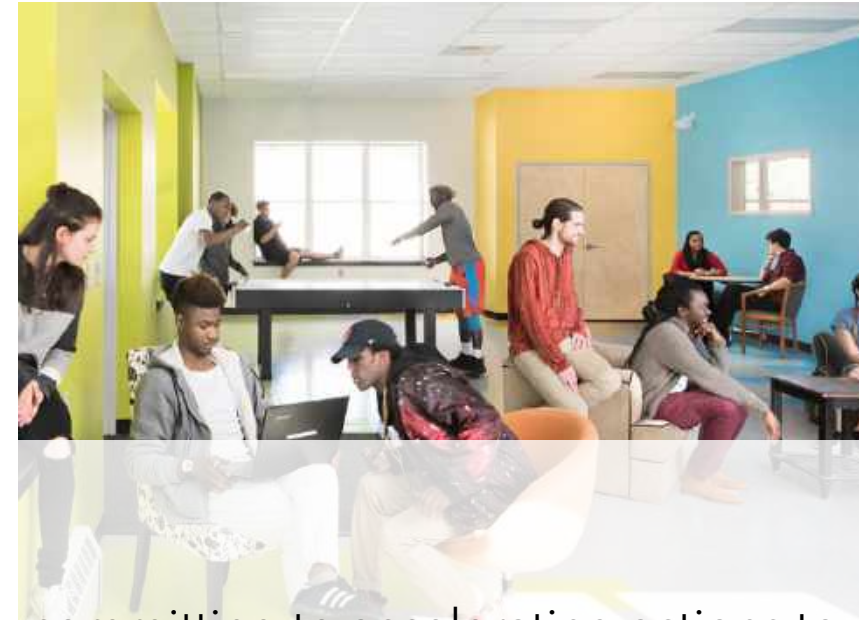


Menlo Park Community Campus | Final Planning Submittal Rendering - Arrival





## Sustainability



The City Council declared a climate emergency committing to accelerating actions to address climate change at a local level and adopted a 2030 Climate Action Plan with the bold goal to be carbon neutral (zero emissions) by 2030. The Sustainability Division leads and/or supports implementation of the Climate Action Plan within the organization and the community at large.

Currently, there are six Climate Action Plan strategies:

- **Electrify 95% of existing buildings**
- Increasing electric vehicle usage and decreasing gasoline
- **Expand access to electric vehicle charging** for multifamily and commercial properties
- Reduce vehicle miles traveled by 25%
- **Eliminate the use of fossil fuels from municipal (city) operations**
- Develop a climate adaption plan to protect the community from sea level rise and flooding





# MENLO PARK COMMUNITY CAMPUS

## Key Project Sustainability and Resilience Goals

All Electric, Zero Combustion, Net Zero Energy Project

USGBC LEED Platinum Certification

On Site Renewable Energy Generation

Naturally Daylit Spaces

Healthy and Sustainable Materials and Finishes





SamTrans Corridor

PROPERTY  
BOUNDARY

EXTENDING CARPORT WOULD  
REQUIRE REMOVING 2 NON-HERITAGE  
TREES

BLEACHERS  
BELOW TO  
REMAIN

Kelly Park Track & Field

NEW 2-STORY  
MENLO PARK  
COMMUNITY  
CAMPUS  
BUILDING

PG & E  
EASEMENT

PG & E  
EASEMENT

UTILITY LINES

PROPERTY  
BOUNDARY

Terminal Avenue

LANDS OF  
PG&E

PROPERTY  
BOUNDARY

PG&E Substation

A	Menlo Park Community Campus Building	F	Bicycle Parking	K	Parking Lot
B	Boardwalk	G	Outdoor Dining Terrace	L	Pool Area
C	Playground	H	Community Terrace & Garden	M	Samtrans Bus Stop & Layover
D	Existing Redwood Trees to Remain	I	Service Area	N	Fire Access Lane
E	Children's Outdoor Courtyard	J	Pedestrian Pathway		

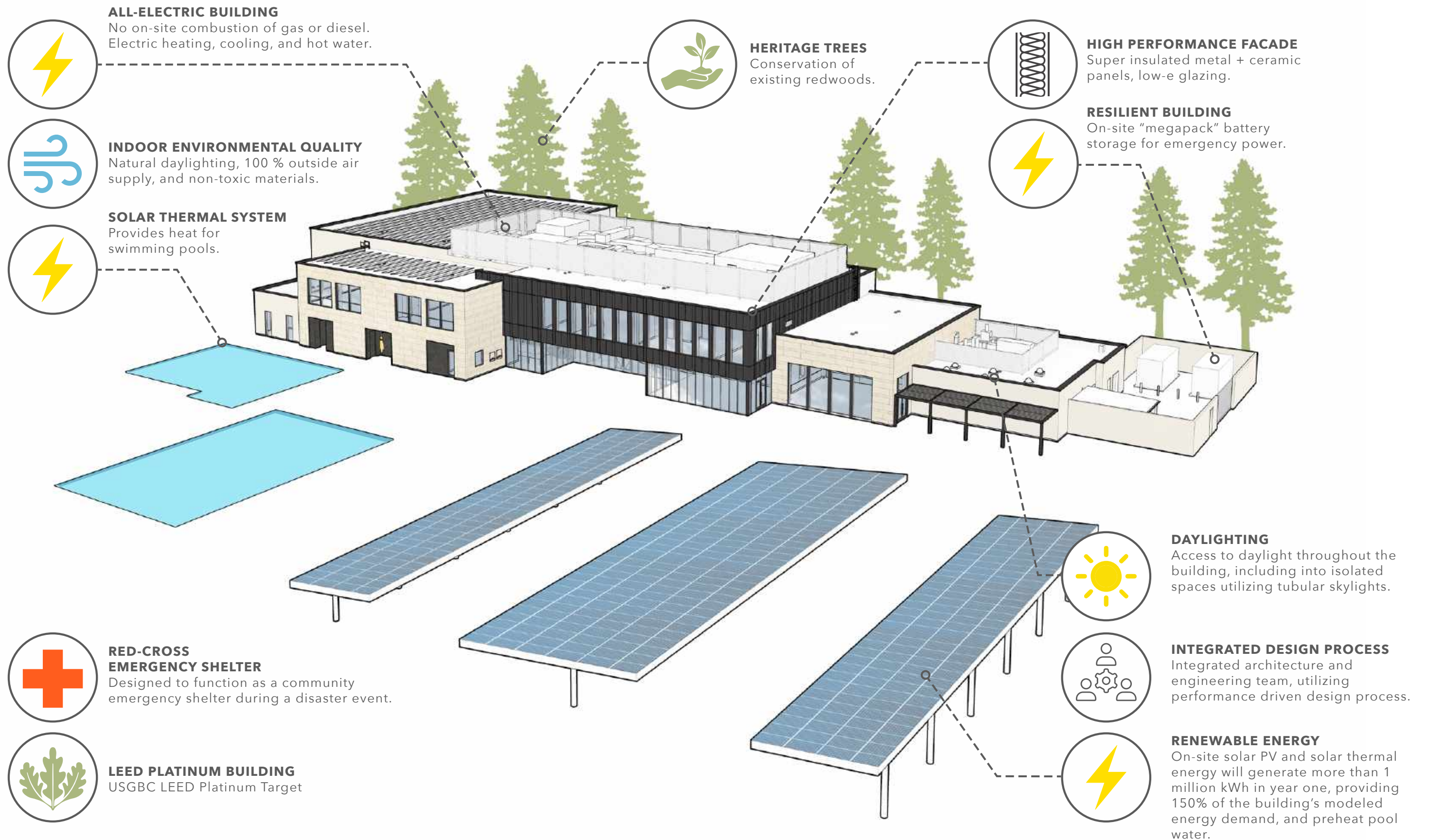
Proposed Site Plan



1" = 60' at 11" x 17"

October 8, 2021





# A Sustainable and Resilient Community Campus

HART HOWERTON



stōk

LEED NC v4 SCORECARD

Menlo Park Community Campus

IP	Phase				Credit	Credit Name	Points Available
	AWARDED	LIKELY	PURSUING	NO			
	1			D		Integrative Process - In design phases, achieve synergies between building, energy AND water related systems	1
	1	Totals					1

LOCATION & TRANSPORTATION				16	D	Credit	LEED for Neighborhood Development Location - Locate within LEED ND certified development site boundary	16
	1				D	Credit	Sensitive Land Protection - Develop on previously developed land or follow criteria for non - sensitive	1
				2	D	Credit	High Priority Site - Locate project on infill location in historic district, priority designation or brownfield	2
	2			3	D	Credit	Surrounding Density & Diverse Uses - Site within 1/4 mile of surrounding density criteria and/or a 1/2 mile of diverse uses	5
				5	D	Credit	Access to Quality Transit - Locate functional entries within 1/4 mile of existing transit or 1/2 mile of planned transit services	5
	1				D	Credit	Bicycle Facilities - Provide a bike network and storage areas	1
			1		D	Credit	Reduced Parking Footprint - Don't exceed minimum local code requirements for parking capacity	1
	1				D	Credit	LEED v4.1: Electric Vehicles - 5 % of spaces or 20 % discount for parking and electric car charging OR liquid, gas or battery facilities	1
	5	1		16		Totals		16

SUSTAINABLE SITES	REQUIRED				C	Prereq	Construction Activity Pollution Prevention - Implement an erosion control plan, per the EPA CGP v2012	NA
	1				D	Credit	Site Assessment - Complete site survey including: topography, hydrology, climate, vegetation, soils, human use, human health	1
			1	1	D	Credit	Site Development - Protect or Restore Habitat - On-site restoration OR financial support	2
	1				D	Credit	Open Space - Provide outdoor space greater than or equal to 30% of total site area, 25% of which is vegetated	1
	2			1	D	Credit	Rainwater Management - Manage runoff for at least the 85th percentile of local rainfall events	3
	2				D	Credit	Heat Island Reduction - Meet nonroof and roof criteria OR place a minimum of 75% parking spaces under cover	2
	1				D	Credit	Light Pollution Reduction - Backlight-uplight-glare method or calculation method, exterior luminaires and signage req's	1
	7	1		2		Totals		10

WATER	REQUIRED				D	Prereq 1	Outdoor Water Use Reduction - Permanent non-irrigated landscape OR reduce water use 30% for peak water month	N/A
					D	Prereq 2	Indoor Water Use Reduction - Reduce aggregate water use by 20% for fixtures and fittings	N/A
					D	Prereq 3	Building-Level Water Metering - Install permanent water meters that measure potable water use, share data with USGBC	N/A
	1			1	D	Credit	Outdoor Water Use Reduction - Reduce water use no irrigation or reduced irrigation 50% - 100%	2
	6				D	Credit	Indoor Water Use Reduction - Reduce fixture and fitting water use by 25% - 50%	6
				2	D	Credit	Cooling Tower Water Use - Conduct a one-time potable water analysis, measure control parameters in Table 1	2
	1				D	Credit	Water Metering - Meters for 2 or more water subsystems: irrigation, indoor plumbing, hot water, boiler, reclaimed water, or other	1
	8			3		Totals		11

ENERGY & ATMOSPHERE	REQUIRED				C	Prereq 1	Fundamental Commissioning and Verification - Commissioning for ASHRAE 0-2005 and 1.1-2007	N/A
					D	Prereq 2	Minimum Energy Performance - Whole building energy simulation OR ASHRAE 50% Design Guide OR ABCPG	N/A
					D	Prereq 3	Building-Level Energy Metering - Use building-level energy meters or submeters that can aggregate building-level data	N/A
					D	Prereq 4	Fundamental Refrigerant Management - Do not use CFC-based refrigerants in HVAC&R systems, or have a phase out plan	N/A
	6				C	Credit	Enhanced Commissioning - Implement systems commissioning or monitor-based commissioning	6
	18				D	Credit	LEED v4.1: Optimize Energy Performance - Whole building energy simulation or follow ASHRAE Advanced Energy Design Guide	18
	1				D	Credit	Advanced Energy Metering - Install advanced energy metering for whole building and individual energy sources	1
				2	C	Credit	Demand Response - Participate in existing demand response program or provide infrastructure for demand response programs	2
	5				D	Credit	LEED v4.1: Renewable Energy - Use on-site or offsite renewable energy to offset green house gas emissions for annual energy use	5
				1	D	Credit	Enhanced Refrigerant Management - Refrigerants with ODP of 0 and GWP of less than 50 OR calculate refrigerant impact	1
	30			3		Totals		33

MATERIALS & RESOURCES	AWARDED	LIKELY	PURSURING	NO	Phase	Credit Number	Credit Name	Points Available
	REQUIRED				D	Prereq	Storage and Collection of Recyclables - Dedicated areas for waste collection, collection and storage	N/A
					D	Prereq	Construction and Demolition Waste Management Planning - Establish C&D waste diversion goals	N/A
		1	1	3	C	Credit	Building Life-Cycle Impact Reduction - Historic building reuse, renovate blighted buildings OR whole building LCA	5
		2			C	Credit	LEED v4.1: Building Product Disclosure and Optimization - Environmental Product Declarations	2
		1	1		C	Credit	LEED v4.1: Building Product Disclosure and Optimization - Material Ingredients	2
		2			C	Credit	LEED v4.1: Building Product Disclosure and Optimization - Sourcing of Raw Materials	2
		2			C	Credit	C&D Waste Management - Divert 50% (3 streams), 75% (4 streams) OR 2.5 lbs. waste per square foot	2
	8	2	3	Totals				13

INDOOR ENVIRONMENTAL QUALITY	REQUIRED				D	Prereq	Minimum Indoor Air Quality Performance - Meet ASHRAE 62.1-2010	N/A
					D	Prereq	Environmental Tobacco Smoke Control - Prohibit smoking indoors, restrict outdoor smoking within 25 feet	N/A
		2			D	Credit	Enhanced Indoor Air Quality Strategies - Comply with enhanced IAQ strategies	2
	3				C	Credit	LEED v4.1: Low-Emitting Materials - Achieve level of compliance for product categories or use budget calculation method	3
	1				C	Credit	Construction IAQM Plan - Implement IAQMP & protect materials and equipment during construction	1
	2				C	Credit	Indoor Air Quality Assessment - Before and during occupancy flush-out OR conduct baseline IAQ testing	2
	1				D	Credit	Thermal Comfort - Meet requirements for ASHRAE 55-2010	1
	1			1	D	Credit	Interior Lighting - Lighting Controls for 90% plus individual occupant spaces & four lighting quality strategies	2
	1	1		1	D	Credit	Daylight - Install glare control devices, spatial daylight autonomy, illuminance calculations OR daylight floor area measurement	3
	1				D	Credit	Quality Views - Vision glazing for 75% of regularly occupied floor area, with at least two kinds of view types	1
				1	D	Credit	LEED v4.1: Acoustic Performance - Meet requirements for HVAC noise, sound isolation, reverberation time, & sound masking	1
	12	1		3		Totals		16

INNOVATION*	1				D	Credit	O+M Starter Kit: Green Cleaning & IPM	1
	1				D	Credit	Integrative Analysis of Building Materials (or BPDO EP / Other EP)	1
	1				D	Credit	Circular Products (or BPDO EP / Other EP)	1
	1				D	Credit	Green Education	1
	1				D	Credit	v4.1 Purchasing Lamps - Low Mercury Lighting	1
	1				C	Credit	LEED Accredited Professional	1
	6					Totals		6

\*Innovation in Design includes Exemplary Performance credits

REGIONAL**	1				D	Credit	Optimize Energy Performance	1
	1				D	Credit	BPDO - Sourcing of Raw Materials	1
				1	D	Credit	Rainwater Management	1
	1				D	Credit	Indoor Water Use Reduction	1
				1	D	Credit	Access to Quality Transit	1
				1	D	Credit	Building Life Cycle Impact Reduction	1
	3			3		Totals		4

\*\*only 4 Regional Credits are Applicable

Confirmed Certification Level:

Awarded + Likely Certification Level:

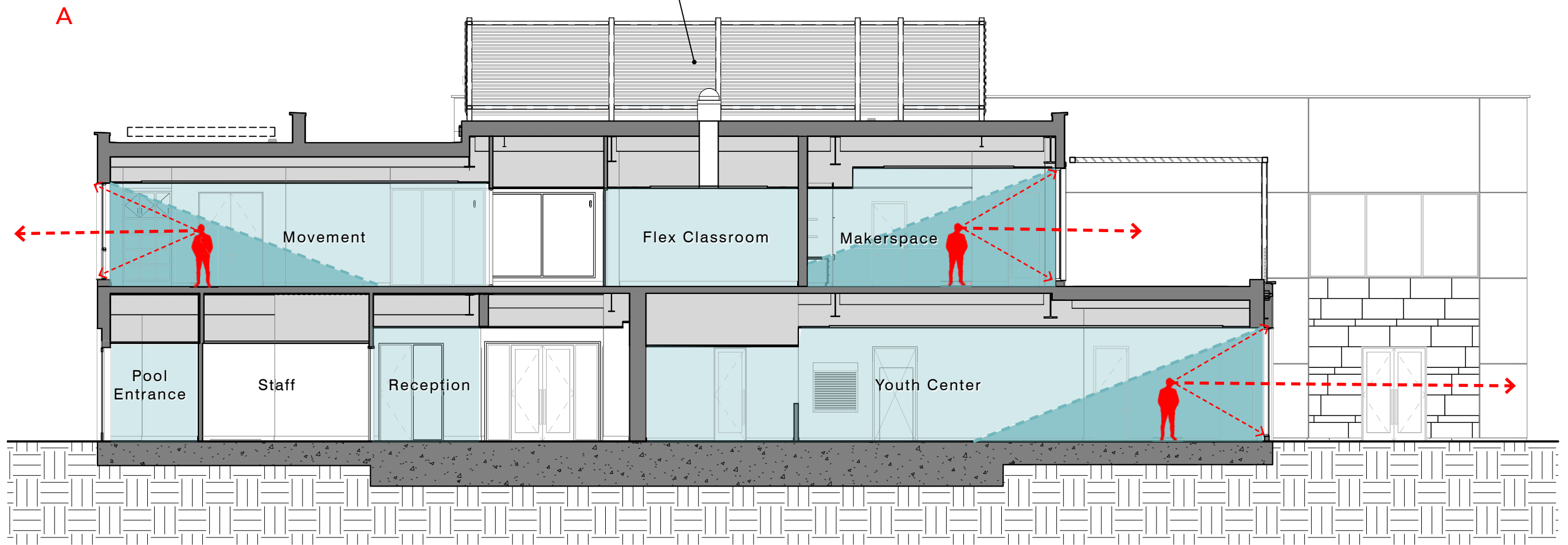
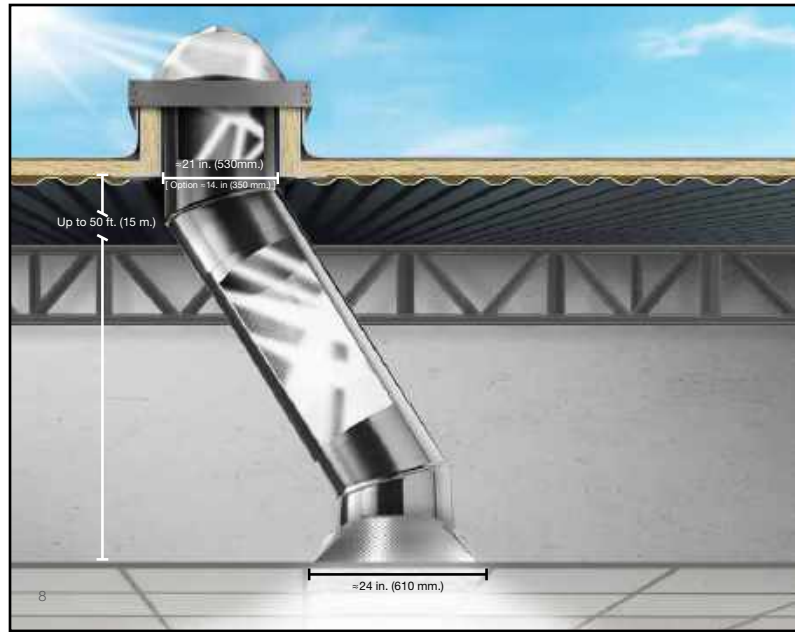
Awarded + Likely + Pursuing Certification Level:

Not Certified

PLATINUM

Platinum

Awarded Points	
GOLD / PLATINUM PURSUIT (Awarded + Likely Points)	80
PLATINUM PURSUIT (Awarded + Likely + Pursuing Points)	85



Design for Natural Daylight and Views

## Menlo Park Reach Codes

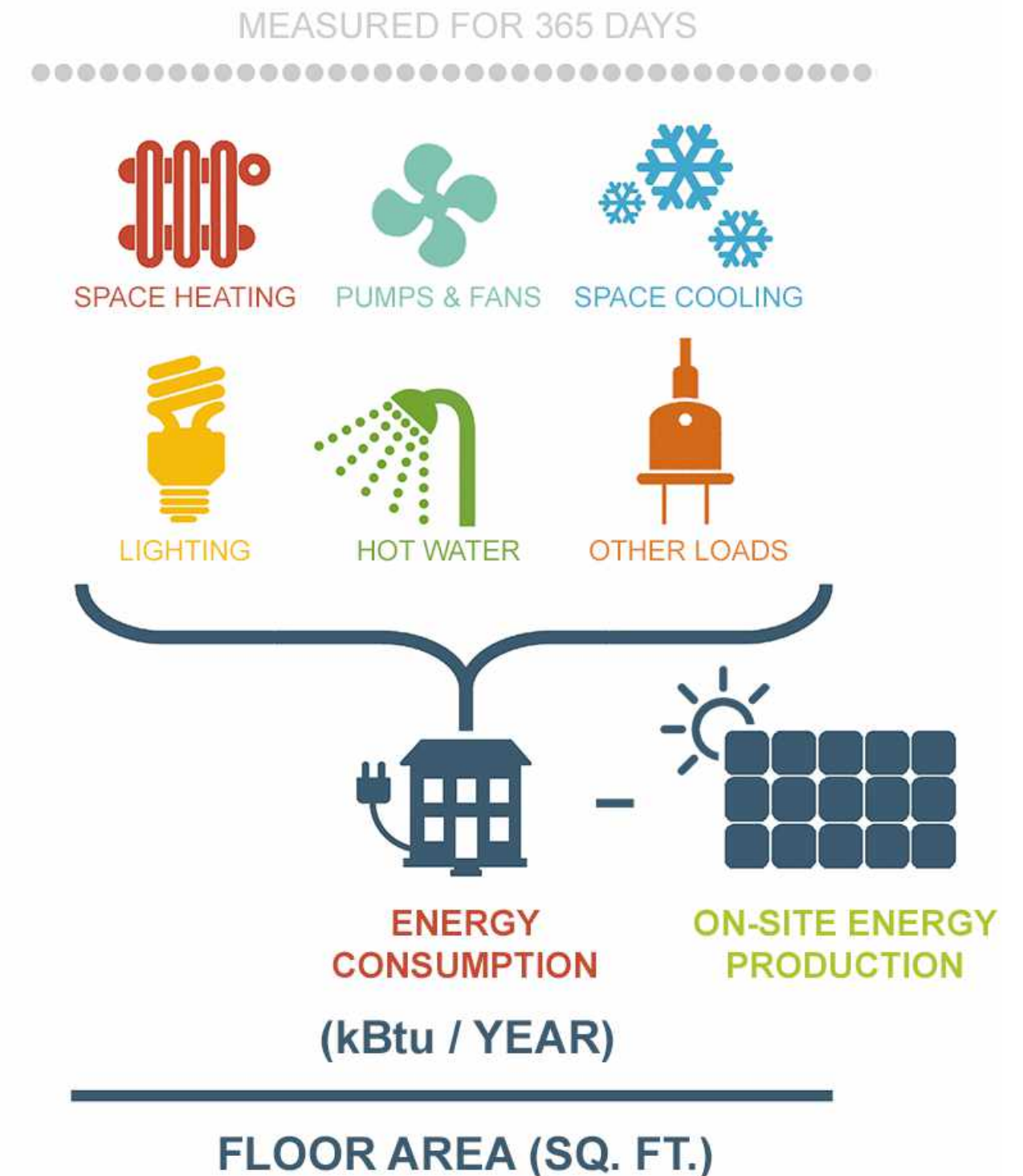
"The 2019 California Building Standards Code and the California Code of Regulation will take in effect on January 1, 2020. The City of Menlo Park adopted groundbreaking local amendments to the State Building Code that would **require electricity as the only fuel source for new buildings** (not natural gas)."

## Energy Intensity Unit (EUI) Defined:

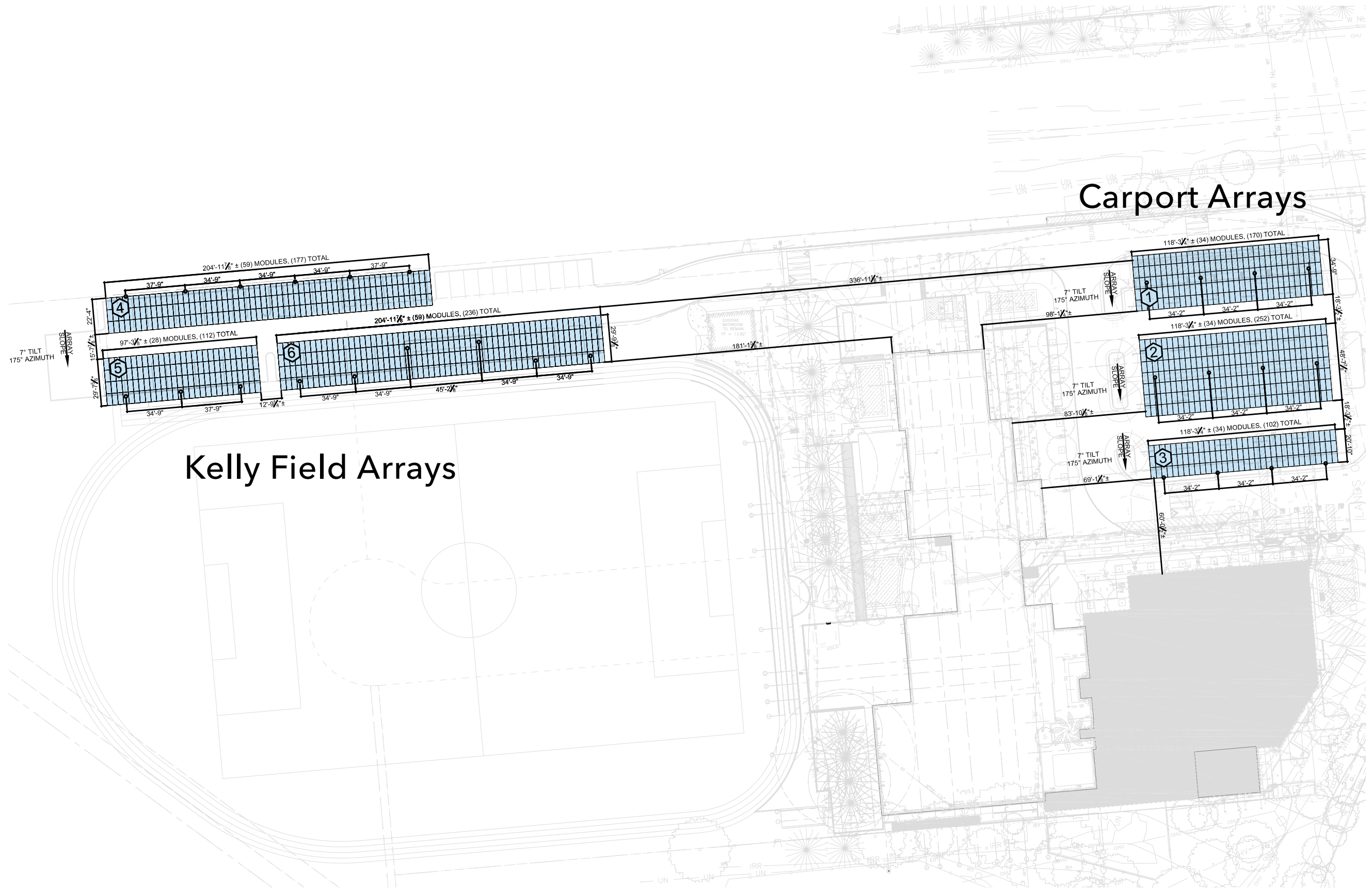
“Energy use intensity (EUI) is an indicator of the energy efficiency of a building’s design and/or operations. EUI can be thought of as the miles per gallon rating of the building industry.”

<https://aiacalifornia.org/energy-use-intensity-eui/>

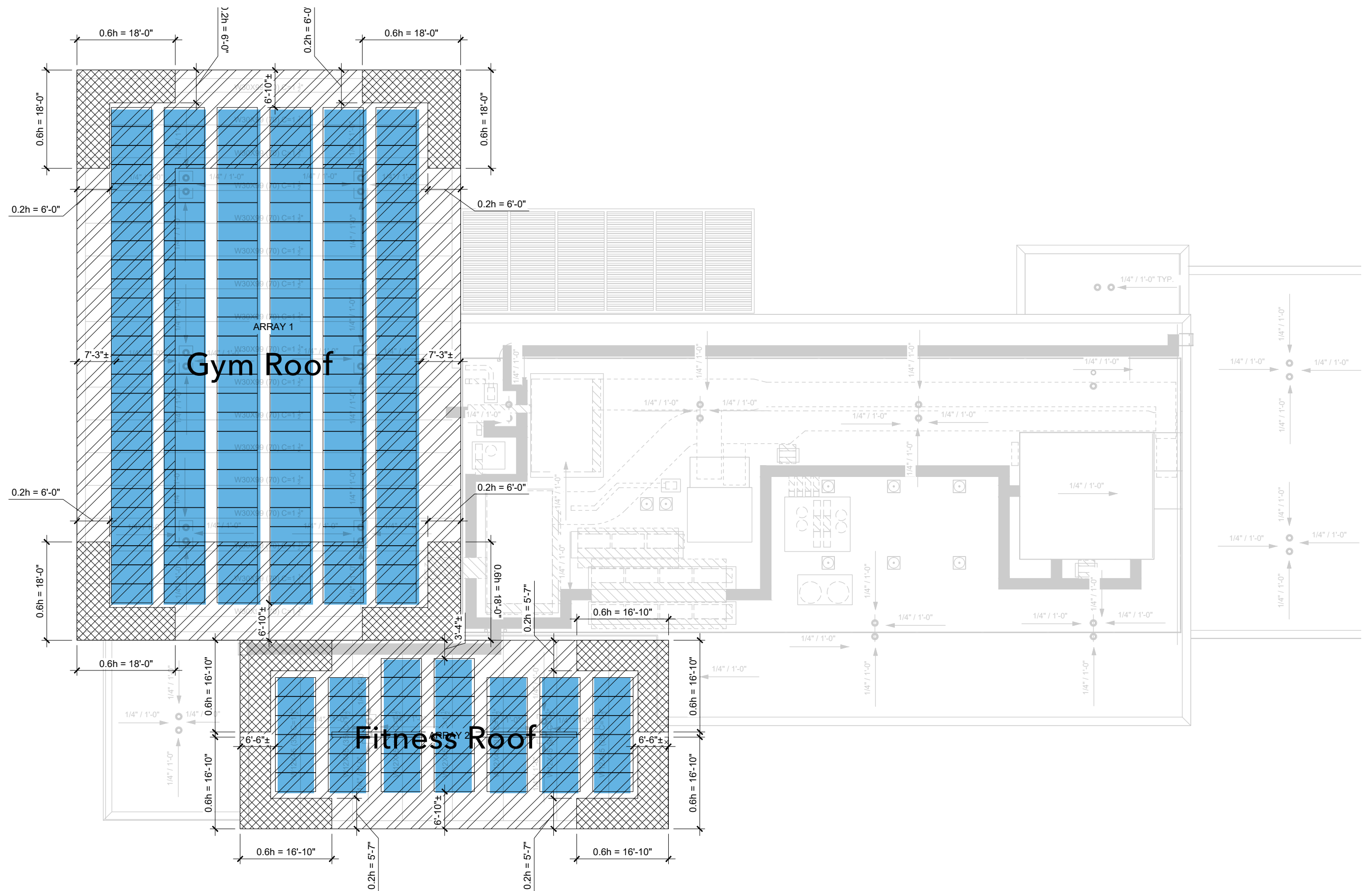
## Site Energy Use Intensity (EUI)





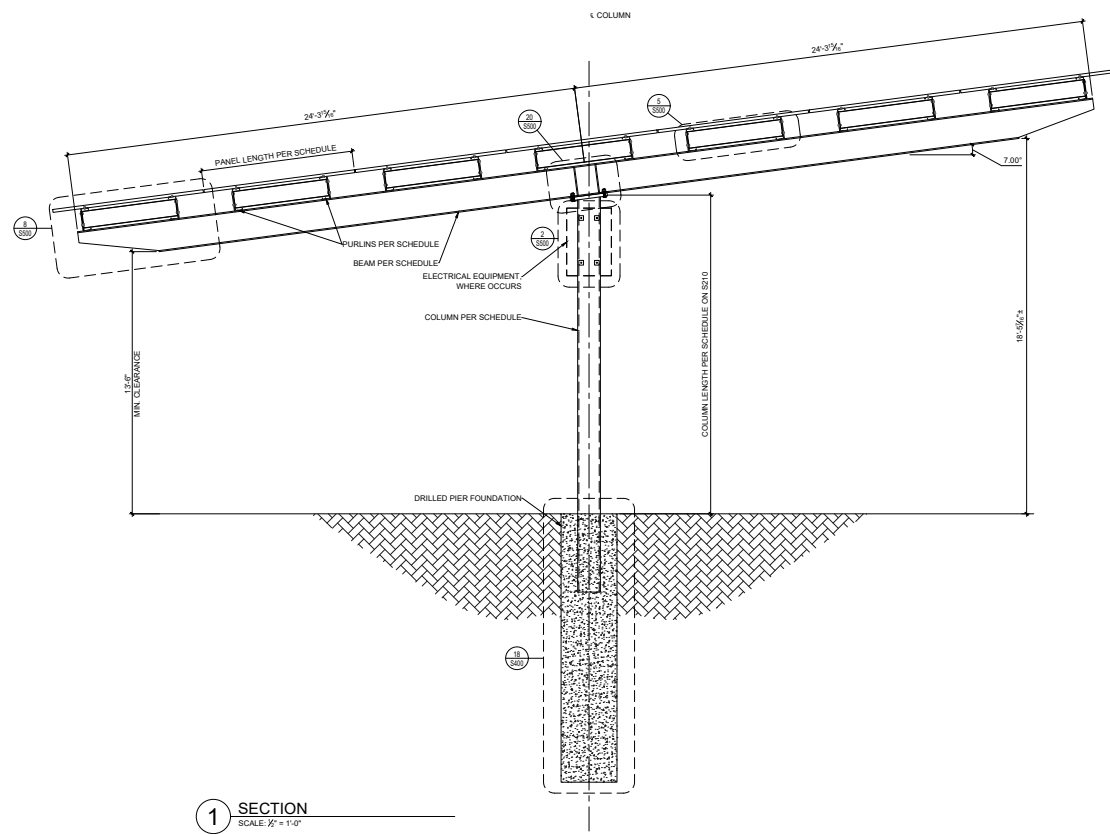


Solar Photovoltaic / Solar Thermal Arrays at Kelly Field + Carports

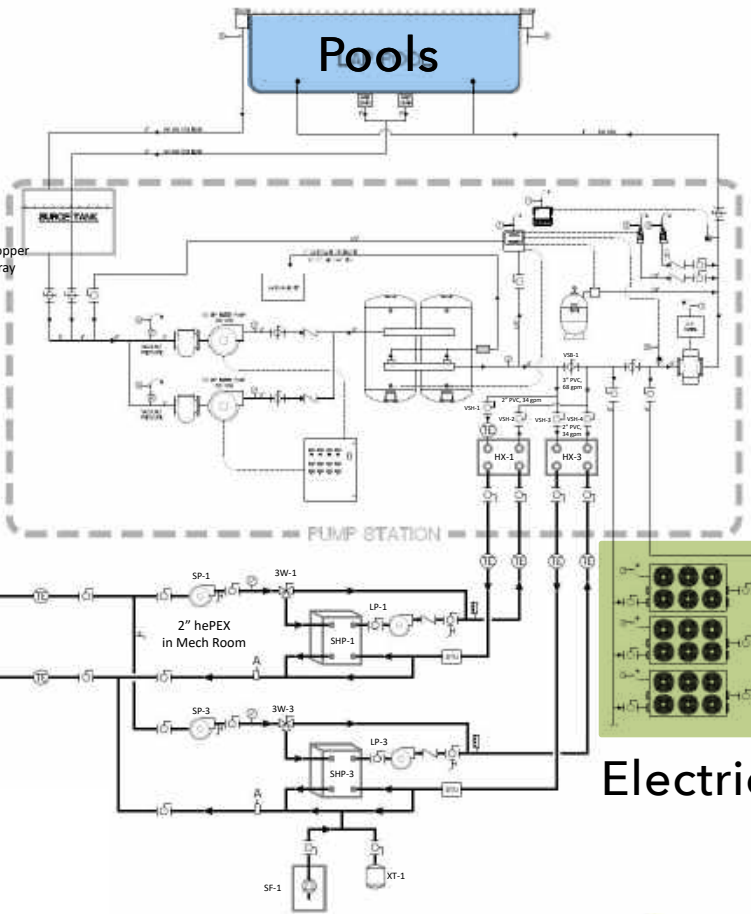
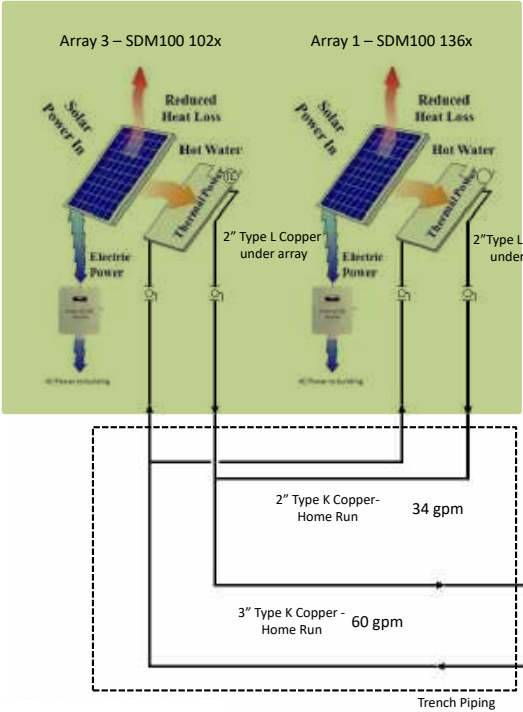


Solar Photovoltaic Arrays at Rooftops



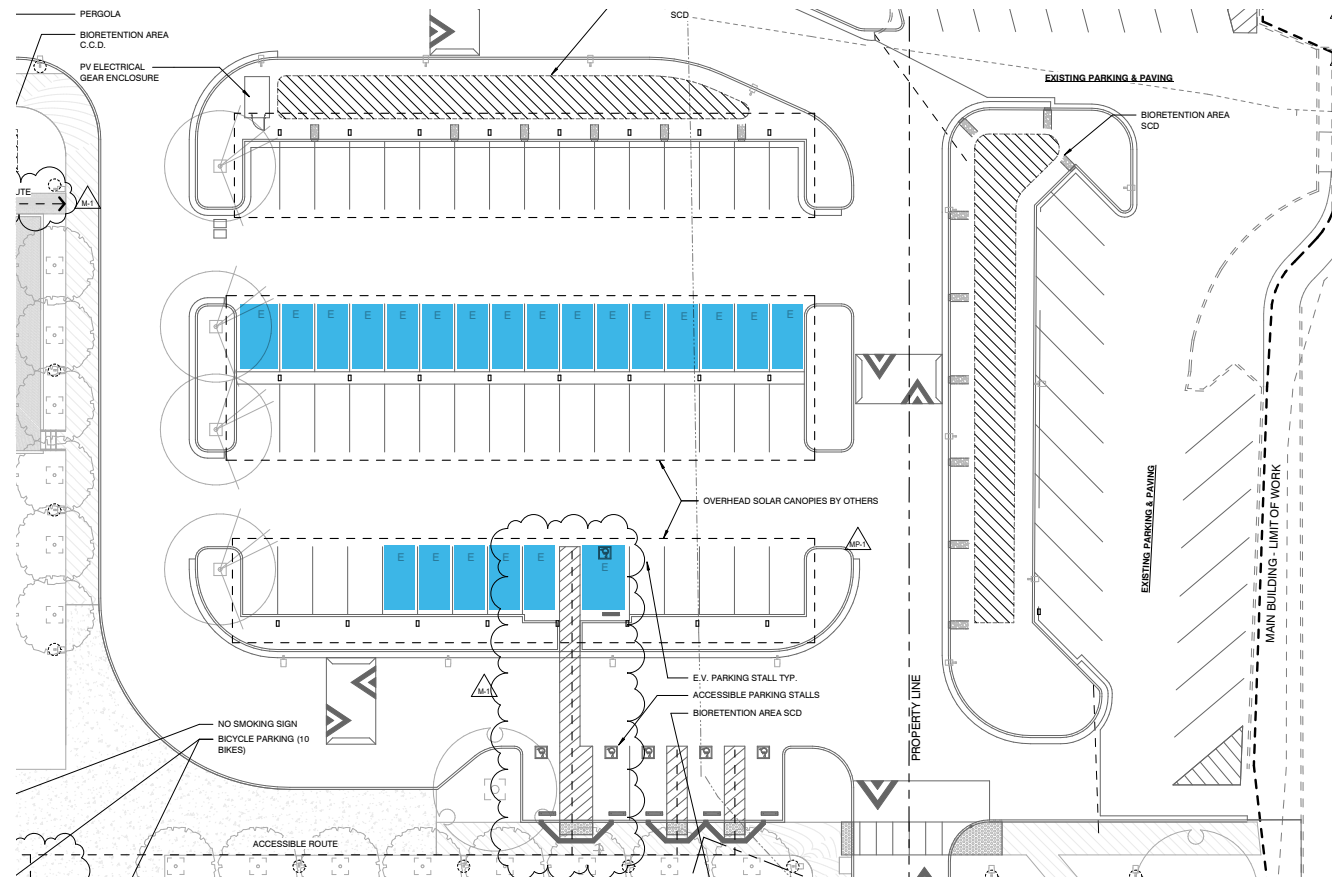


# Heat from Sun



# Electricity from Sun

# Solar Photovoltaic + Solar Thermal Arrays



27 EV Charging Stations



## THE MENLO PARK COMMUNITY CAMPUS MICROGRID

### Microgrid Defined:

*"a small network of electricity users with a local source of supply that is usually attached to a centralized national grid but is able to function independently."*



## THE MEGAPACK

### Applications:

- Renewable Smoothing
- T&D Investment Deferral
- Voltage Support
- Capacity Support
- Microgrid
- Market Participation
- Frequency Regulation

<https://www.tesla.com/megapack>

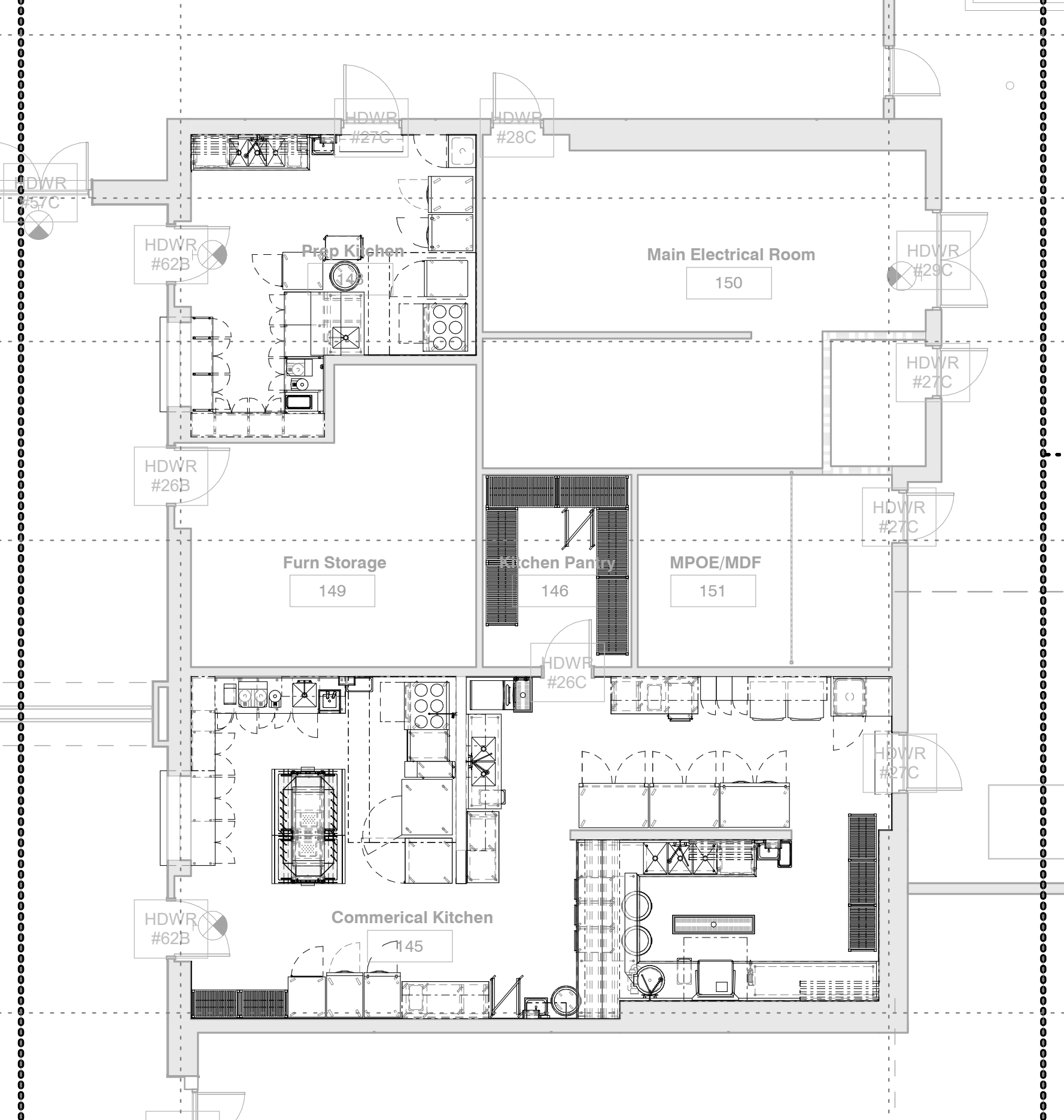


*"... study by the Northeast Energy Efficiency Partnerships found that when units designed specifically for colder regions were installed in the Northeast and Mid-Atlantic regions, the annual savings are around 3,000 kWh (or \$459) when compared to electric resistance heaters, and 6,200 kWh (or \$948) when compared to oil systems."*

<https://www.energy.gov/energysaver/air-source-heat-pumps>



## Air Source Heat Pumps



All-Electric Commercial Kitchen





Menlo Park Community Campus | Final Planning Submittal Rendering - Children's Terrace



# Questions





# C2 - PRESENTATION



## RECREATION AND COMMUNITY PROGRAMS SURVEY PRELIMINARY RESULTS

Joint meeting – Library Commission and Parks and Recreation Commission – June 22, 2022

# Background

- City Council directed staff to conduct an analysis of the city's aquatics program needs including a survey of Menlo Park residents.
- The MPCC Subcommittee expressed interest in leveraging the survey to also gain insight into residents' needs and interests related to programming in the new center.
- Working with the MPCC Subcommittee, staff prepared a survey to gain insight in all these areas.
- The survey is now open to Menlo Park residents through multiple formats including electronic ([publicinput.com/communityprograms](https://publicinput.com/communityprograms)), paper and in-person, in English and Spanish.



**Search**[Home](#) / **Resident input wanted for recreation and community programs**

## Resident input wanted for recreation and community programs

Published on June 13, 2022

The City of Menlo Park wants to hear from you in an effort to better understand resident uses and needs for recreation programs and other community services. The survey will inform the discussion and consideration of programming needs at the new [Menlo Park Community Campus](#) facility and citywide, including aquatics and other programs and activities. The survey is available in both English and Spanish.

- [English survey](#)
- [Spanish survey](#)

The City Council is tentatively scheduled to review the results of the survey at its regular meeting on July 26.





# Survey – Preliminary impressions

**The survey is still open and active. This preliminary data will change as more responses come in.**

- 258 responses as of June 22, 2022
- 40% of respondents report living in Menlo Park 20+ years
- Neighborhoods with the most responses:
  - 17% - Belle Haven
  - 15% - Central Menlo Park
  - 13% - Sharon Heights

# Survey – Preliminary impressions

**The survey is still open and active. This preliminary data will change as more responses come in.**

- Most frequently visited locations (Once per week or more):
  - 61% - Parks and green spaces
  - 38% - Walking / hiking trails
  - 27% - Public libraries
  - 27% - Swimming pools
  - 26% - Tennis / pickleball courts
  - 22% - Athletic fields





# Survey – Preliminary impressions

**The survey is still open and active. This preliminary data will change as more responses come in.**

- Community programs / classes – “how important” ratings
  - 93% - Programs / classes are focused on the needs of Menlo Park residents
  - 90% - Programs / classes are free / discounted fees for Menlo Park residents
  - 90% - Music / performing arts
  - 89% - Health and wellness / yoga / meditation
  - 88% - Fitness center – weights, resistance, cardio
  - 84% - Dance / movement
  - 81% - Strength / balance training for seniors



# Survey – Preliminary impressions

**The survey is still open and active. This preliminary data will change as more responses come in.**

- Aquatics and swimming – “how important” ratings
  - 96% - Swimming pools are open year-round
  - 95% - Swimming pools are open seven days per week
  - 95% - Swimming pools are focused on the needs of Menlo Park residents
  - 90% - Swimming pools have free/ discounted fees for Menlo Park residents
  - 88% - Beginner’s / children’s swimming lessons have priority
  - 86% - Children / families have priority for play and social time
  - 83% - Adaptive swimming for people with disabilities have priority





# Survey – Preliminary impressions

**The survey is still open and active. This preliminary data will change as more responses come in.**

- Athletic programs – “how important” ratings
  - 97% - Neighborhood / family access to athletic fields for casual / drop-in play
  - 97% - Programs are focused on the needs of Menlo Park residents
  - 92% - Programs are free / discounted fees for Menlo Park residents
  - 95% - Children access to athletic fields for casual / drop-in play
  - 86% - Basketball - casual / drop-in play
  - 86% - Tennis - casual / drop-in play
  - 83% (tie) - Basketball (organized youth league); Gymnastics (youth casual / fun)



## 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. Please tell us your views by taking this survey.

1. What neighborhood of Menlo Park do you live in now?

Allied Arts/ Stanford Park

Belle Haven





# Survey – Preliminary impressions

**The survey is still open and active. This preliminary data will change as more responses come in.**

- Library resources – “how important” ratings
  - 98% - Books in paper format
  - 98% - Wireless internet access (Wi-Fi) in the library
  - 97% - Books that reflect local/neighborhood residents’ cultures, needs and interests
  - 95% - Books with a range of different viewpoints including views I don't agree with
  - 95% - Books that are the newest and most popular bestsellers
  - 95% - Quiet places to read and study

# Survey – Preliminary impressions

**The survey is still open and active. This preliminary data will change as more responses come in.**

- Library resources – “how important” ratings (continued)
  - 94% - Storytimes for young children
  - 94% - Books in electronic / digital formats
  - 89% - Books that are classics that I read in school / as a child
  - 87% - Wireless internet “Hot spots” for checkout / take home
  - 85% - Books written in languages other than English



# Survey – Preliminary impressions

**The survey is still open and active. This preliminary data will change as more responses come in.**

- Community resources and services – “how important” ratings
  - 91% - Homework help for children and teen after school
  - 91% - English as Second Language (ESL) resources
  - 90% - Teens have space to socialize, read and study after school and weekends
  - 88% - Job skills / job readiness / job seeker resources and training
  - 87% - Adult literacy tutoring
  - 86% - Food distribution, food insecurity advise and support
  - 86% - Health care navigation and support





# Discussion and feedback

## Key insights

- Focus on the needs of Menlo Park residents, especially neighborhood residents
- Explore free / discounted programs for Menlo Park residents
- Focus on casual / drop in / family access
- Multi-generational services – children, teens, seniors
- Adaptive / all abilities
- Books, study, tutoring, literacy
- Resources and services – jobs, health/wellness, food security

# D1 - PRESENTATION



## **MENLO PARK COMMUNITY CAMPUS PROGRAMMING ELEMENTS**

Joint meeting – Library Commission and Parks and Recreation Commission – June 22, 2022











# Overview

1. Guiding principles
2. MPCC Subcommittee and working group report
3. Menlo Park resident survey – preliminary impressions
4. Discussion and feedback



# Guiding principles

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.

*Excerpted from Cost Recovery Policy, City Council Procedure #CC-10-001, March 23, 2021*







# MPCC Subcommittee

- Mayor Nash and City Councilmember Taylor
- City Council created the MPCC Subcommittee to work with City staff and the community on the MPCC project.
- MPCC Subcommittee created a working group of Menlo Park residents to support and advise the subcommittee's work.
- May 24, 2022 – MPCC Subcommittee report to City Council
  - Recent activities
  - Summary of recent working group meetings
  - Working group ideas and suggestions



# MPCC Subcommittee - working group

Working group members represent interests such as Bayfront neighborhoods, stakeholder constituencies, diverse user ages and abilities, and city commissions:

- Rachel Bickerstaff
- Rose Bickerstaff
- Sheryl Bims
- Mayrin Bunyagidj
- Jacqui Cebrian
- David Erhart
- Susan Erhart
- Israel Harris
- Jennifer Johnson
- Pam Jones
- Tim R.
- Michele Tate
- Tracie V.
- Shontelle W.







# Working group – general feedback

- New, different, and fresh approach
- Desire to have a local hiring and procurement preference prioritizing the Bayfront, Citywide, and any displaced residents and businesses
- Review the MPCC programming and operations budget
- Start with a review of current and prior community center activities in Menlo Park as well as surrounding communities
- Outreach should include: people lacking technology access or skills; Spanish speakers
- Recognition and awards to people in community who created the vision and dialogue

# Working group – operational ideas

- Front desk providing city services, assistance, city information, Community Resources/Bulletin Board
- Medical Training for staff including CPR
- Attendant for athletic facilities to keep space clean and sanitary
- Roles and rules for public spaces – Library, Makerspace, etc.
  - Supervision of children, Safety standards, noise levels
  - Field Usage Policy
- Fee structure, scholarships
- Focus on Menlo Park residents and particularly local Bayfront community (as opposed to renting out to others for cost recovery).



# Working group – programming ideas

## Library and makerspace

- Story time
- Tutoring time
- Librarian help hours (learning library skills and systems, etc.)
- Host adult/child or adult/teen book clubs
- Teen space - teens play instruments or listen to music together
- Makerspace - large tables for workstations, 3D printer
  - Pottery class including kiln
  - Sewing classes including sewing machines
  - Woodshop

# Working group – programming ideas

## Athletic facility

- Strength training for women
- Strength/balance training for seniors
- Gymnastics classes for kids with special needs
- Fitness Center – safe, state of the art equipment, roomy
- Teen fitness offering inclusive of teens with disabilities
- Movement Studio – intentionally designed
  - Functional exercise with cardio



# Working group – programming ideas

## Aquatics / pools

- Adaptive swimming for people with disabilities
- Senior pool exercise class
- Lots of free swim time in the more heated pool with ramp





# Working group – programming ideas

## Educational opportunities

- Coding, Engineering, Science (ongoing classes)
- Health and Nutrition Classes for ALL
- Basic Life Skills - Budgeting, how to manage money, job seeking (resumes, interview skills, dress for success), social awareness
- College programming
- Driving school
- Computer lab

# Working group – programming ideas

## Educational opportunities (continued)

- Environmental education and impact - storyboards/classes based on MPCC sustainability
- Bike repair station/classes (example: Live In Peace organization)
- Cooking classes
- Teaching garden
- Adaptive recreation classes including mixed media art, karate, fun fitness, cooking, dance.



## Next steps

A follow-up City Council discussion about the MPCC project, including the resident survey results, operational plan milestones update, and updates related to the MPCC project budget, is tentatively targeted for July 26.



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# Discussion and feedback

## Key considerations

- Guiding principles
- Focus on needs of Menlo Park residents
- Working group - programming ideas
  - Library and makerspace
  - Athletic facility
  - Educational opportunities
  - Aquatics / pools
- Free / discounted programs for Menlo Park residents



# Discussion and feedback

## Commission feedback





## STAFF REPORT

### Parks and Recreation Commission

**Meeting Date:** 07/27/2022

**Staff Report Number:** PRC-2022-017

**Regular Item:** Parks and Recreation Commission work plan update

### Recommendation

Staff recommends that the Parks and Recreation Commission review and update its work plan to incorporate the City Council's feedback.

### Policy Issues

City Council Policy CC-19-004 was adopted in 2019 to establish the procedures, roles and responsibilities of Council-appointed advisory bodies. The policy requires that each Commission submit an annual work plan to the City Council for approval, and that the work plan be recommended by a majority of the Commission's members.

### Background

The Parks and Recreation Commission is charged with advising the City Council on matters related to City programs and facilities dedicated to recreation. This general charge includes advising on:

- Adequacy and maintenance of such facilities as parks and playgrounds, recreation buildings, facilities, and equipment.
- Adequacy, operation, and staffing of recreation programs.
- Modification of existing programs and facilities to meet developing community needs.
- Long range planning and regional coordination concerning park and recreational facilities.

The COVID-19 pandemic and the subsequent disruptions to advisory body meetings have led to a delay in developing and approving the PRC's work plan. The most recent approved PRC work plan covered the years from 2018-2020.

The PRC formed a subcommittee in October 2021 to update the work plan. The PRC on January 26, 2022 recommended its updated work plan to City Council. (Attachment A.)

City Council on February 8, 2022 reviewed the PRC's revised work plan and provided feedback but did not approve the work plan at that time.

The Parks and Recreation Commission on April 27, 2022 received a presentation containing City Council feedback to the work plan. (Attachment B).

The PRC chair became vacant on April 30, 2022, delaying further review of the work plan until a new chair is selected.

### Analysis

Staff recommends that the PRC review and update the work plan to incorporate City Council feedback received on February 8, 2022 and presented to the PRC on April 27, 2022.

## **Attachments**

- A. Updated work plan. January 26, 2022
- B. Presentation of City Council feedback. April 27, 2022

Report prepared by:

Nick Szegda, Assistant Library Services Director

Report reviewed by:

Sean Reinhart, Library and Community Services Director

# Library and Community Services



## MEMORANDUM

**Date:** 1/27/2022  
**To:** Parks and Recreation Commission  
**From:** Parks and Recreation Subcommittee – Work Plan Development  
**Re:** Commission Work Plan for 2021-2022

### **Parks and Recreation Commission Goals**

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

### **Specific Examples**

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

Work Plan unanimously recommended for approval by the Parks and Recreation Commission at their January 27, 2022 meeting





# COMMISSION WORK PLAN UPDATE

Parks and 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: 7/27/2022

Staff Report Number: PRC-2022-018

Informational Item: City Council report

### Recommendation

Staff recommends that the Commission review the July 26, 2022, City Council agenda item K1 (page 583):

- Authorize the city manager to execute an amendment to the professional services agreement with Team Sheep, Inc. for continued operation of Burgess Pool through August 31, 2023.

### Summary

City staff recommends that City Council authorize the city manager to execute an amendment to the professional services agreement between the City of Menlo Park and Team Sheep, Inc. for continued operation of Burgess Pool through August 31, 2023. (Attachment A)

### 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. Hyperlink – July 26, 2022, City Council agenda item, K1 (page 583):  
<https://beta.menlopark.org/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/agendas/20220726-city-council-agenda-packet.pdf>

Report prepared by:

Sean Reinhart, Library and Community Services Director





## STAFF REPORT

### Parks and Recreation Commission

Meeting Date: 07/27/2022

Staff Report Number: PRC-2022-019

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

## 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 the Library and the Community Services departments 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](https://www.menlopark.org/DocumentCenter/View/27206/Staff-report_LC_21-006_LCS-Strategic-Plan-Update)

Guiding document for the Library and Community Services department.

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: 07/27/2022

Staff Report Number: PRC-2022-020

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 with revisions shown in red text

Report prepared by:

Nick Szegda, Assistant Library Services Director

Report reviewed by:

Sean Reinhart, Library and Community Services Director

# RECREATION FACILITY USE GUIDELINES

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

REVISIONS ARE SHOWN IN RED TEXT



## 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	July 27, 2022	Parks and Recreation Commission reviewed



**City of Menlo Park - Parks and Recreation Commission**  
**2022-23 Tentative Agenda Schedule**  
**July 27, 2022**

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

MEETING DATE	PROPOSED AGENDA TOPICS
March 23, 2022	<ul style="list-style-type: none"> <li>• Staff presentation – Registration management platform implementation</li> <li>• Youth Advisory Committee – Bedwell Bayfront Park cleanup day</li> <li>• MPCC – Draft operation plan milestones</li> <li>• Parks and Recreation Commission work plan update</li> <li>• Commissioner reports – Sharon Park and Stanford Hills Park tours</li> </ul>
April 27, 2022	<ul style="list-style-type: none"> <li>• Presentation from San Mateo County – Realize Flood Park</li> <li>• Menlo Park Community Campus guiding principles and operational milestones</li> <li>• Parks and Recreation Commission work plan update</li> <li>• Commissioner reports – Kelly Park, Bedwell Bayfront Park, Burgess Park tours</li> </ul>
May 25, 2022 – Cancelled – lack of quorum	<ul style="list-style-type: none"> <li>• Select Commission Chair and Vice Chair</li> <li>• New Commissioner onboarding</li> <li>• Recreation facility use guidelines</li> <li>• Draft community survey – recreation and community programs</li> </ul>
June 22, 2022 (Joint meeting with Library Commission)	<ul style="list-style-type: none"> <li>• Study session - MPCC programming elements</li> <li>• Presentation - Preliminary results of Menlo Park resident survey</li> <li>• Presentation - MPCC project sustainability features</li> <li>• LCS department proposed FY 2022-23 budget</li> </ul>
July 27, 2022	<ul style="list-style-type: none"> <li>• Select Commission Chair and Vice Chair</li> <li>• New Commissioner onboarding</li> <li>• Recreation facility use guidelines</li> <li>• Parks and Recreation Commission work plan update</li> </ul>
August 24, 2022	<ul style="list-style-type: none"> <li>• Commission work plan 2022-23</li> <li>• Aquatics program update</li> <li>• Facility rental / meeting room policy review</li> </ul>
September 28, 2022	<ul style="list-style-type: none"> <li>• Present Commission work plan to City Council</li> <li>• Volunteer policy review</li> </ul>
October 26, 2022	<ul style="list-style-type: none"> <li>•</li> </ul>
November 23, 2022 (Date may change)	<ul style="list-style-type: none"> <li>•</li> </ul>
December 28, 2022 (Date may change)	<ul style="list-style-type: none"> <li>•</li> </ul>
Unscheduled future items (tentative)	<ul style="list-style-type: none"> <li>• Policy review – Commemorative park amenities</li> <li>• Policy review – Athletic field use</li> <li>• Inclusion Programs/Classes update</li> </ul>